

# MEMO

**DATE:** February 22, 2012

**TO:** Honorable Mayor and City Council  
City Manager Glasscock

**FROM:** Di Zucco, City Secretary

**RE:** **Board and Commission Appointment Process**

I am requesting Council consideration of the annual appointment process and calendar for 2012. The full flyer and application are available at:  
[http://plano.gov/City\\_Hall/CityGovernment/Boards\\_Commissions/Pages/default.aspx](http://plano.gov/City_Hall/CityGovernment/Boards_Commissions/Pages/default.aspx)

**MARCH-MAY** Council may wish to schedule Board and Commission Review Committee sessions. (The last sessions were held in February, 2010)

**JUNE** City Secretary Staff determines board members' availability and desire for reappointment and provides information to Council on Friday, June 1.

## **Reappointments – June 25, 2012 Council Meeting**

Following this meeting, notices posted on the internet will indicate board openings and contact information for appropriate Staff to field questions from potential applicants when considering submission of an application.

**June 26** – Post vacancies on the City's Web Site.

## **JULY** **Notification Process**

- **Early July** - A general e-blast will be sent to 25,000+ individuals including some of those who pay utility bills online.
- **The front-page banner** on the City's website will contain a picture/verbiage directing citizens to the online information. Under the "Information" section of the site, Boards and Commissions will be the top link.
- **July 12** - Publish board vacancies in the Plano Star Courier.
- **A separate insert inside the utility bills** sent out in July/early August at a cost of approximately \$1,400

These efforts reflect our continued dedication to paperless and electronic access to information.

AUGUST

**Meet the applicants –**

- One reception to be held on Thursday, August 23 in the Municipal Center. (PISD classes resume on August 27) Job fair format with tables for those boards with openings.

**Deadline for applications – Friday, August 24**

**Information to Council – Tuesday, August 28 -** Staff will update Council via email when newly reviewed applications are entered.

Council may wish to consider scheduling one-on-one sessions with potential dates of Saturday, September 15 or Monday, September 17.

**Appointments – September 24, 2012 Council Meeting**

OCTOBER/NOVEMBER – New members sworn in on October 8 and take their seats on November 1. Certificates to outgoing members presented on October 22.

Thank you for your consideration and direction.

Attachments: Draft Schedule  
Board/Commission Overview

# Board/Commission Appointment Process

## June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Council Provided Reappointment Information</i>	2
3	4	5	6	7	8 <i>TMCA Conference</i>	9 <i>TMCA Conference</i>
10 <i>TMCA Conference</i>	11 <i>City Council Meeting</i>	12	13	14	15	16 <i>Plano Fire Department Appreciation</i>
17	18	19	20	21 <i>Roundtable Meeting</i>	22	23
24	25 <i>City Council Meeting Council Determines Reappointments</i>	26 <i>Vacancies Posted on City's Website</i>	27	28	29	30

# Board/Commission Appointment Process

## July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>This Month: e-blast website banner Utility bill insert</i>	3	4 <i>Independence Day Holiday</i>	5	6	7
8	9	10	11	12 <i>Vacancies published in Newspaper</i>	13	14
15	16	17	18	19	20	21
22	23 <i>City Council Meeting</i>	24	25 <i>City Council Meeting</i>	26	27	28
29	30	31				

# Board/Commission Appointment Process

## August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <i>City Council Grant Worksession</i>	9	10	11
12	13 <i>City Council Meeting</i>	14	15	16	17	18 <i>City Council Budget Worksession</i>
19	20	21	22	23 <i>Possible Reception 6:30-8 pm</i>	24 <i>Application Deadline</i>	25
26	27 <i>City Council Meeting First Day of School</i>	28 <i>Applications Provided to Council</i>	29	30	31	

# Board/Commission Appointment Process September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>Labor Day Holiday</i>	4	5	6	7	8
9	10 <i>City Council Meeting</i>	11	12	13	14	15 <i>One-on-Ones</i>
16	17 <i>One-on-Ones</i>	18	19	20 <i>Roundtable Meeting</i>	21 <i>Plano Balloon Festival</i>	22 <i>Plano Balloon Festival</i>
23 <i>Plano Balloon Festival</i>	24 <i>City Council Meeting Appointments</i>	25	26	27	28	29 <i>IACP Conference</i>
30 <i>IACP Conference</i>	<i>New Members sworn-in on October 8th, receive orientation and take their seats on November 1. Outgoing Members recognized October 22nd.</i>					



Council. Oversees the Community Development Block Grant and the Community Service Grants. Reviews and makes recommendations regarding significant community problems impacting the quality of life.

### **Cultural Affairs Commission**

7 members 2-year terms  
Meetings: 6 p.m., 1st Thursday  
Plano Municipal Center, 1520 K Ave.

Receives annual applications for grants for arts and event activities within Plano. These include Major Arts Grants, Small Arts Grants, Special Event Sponsorship Grants and Urban-Town Center Grants. Recommends to City Council the disposition of funds. No member of the Commission shall have served on the board of an affected agency for the previous 12 months.

### **DART Board**

2-year terms  
Meetings: 6:30 p.m., 2nd & 4th Tuesdays  
1401 Pacific Ave., Dallas

City Council appoints 1 member, and jointly appoints 1 shared member with other Metroplex cities to the DART Board, which is the governing board over the regional transportation system.

### **Denton County Central Appraisal District**

2-year terms  
Meetings: 4 p.m., 4th Thursday  
3911 Morse Street, Denton

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

### **Heritage Commission**

7 members 2-year terms  
Meetings: 5:30 p.m., 4th Tuesday  
Plano Municipal Center, 1520 K Ave.

Recommends buildings for heritage designation. Conducts design review for proposed work to buildings and for new construction. Makes recommendations to City Council regarding grants and tax exemptions. Preferably, appointees should have demonstrated interest, competence and knowledge in historic preservation or other disciplines related to historic preservation.

### **Library Advisory Board**

9 members 2-year terms  
Meetings: 7 p.m., 1st Tuesday (Feb., May, Aug., Nov.)  
Various Plano Public Library locations

Advises Council on matters relating to the operations of the Library Department. Reviews Board approved library policies. Reviews and approves special requests for the use of library facilities.

### **Multicultural Outreach Roundtable (MCOR)**

Membership varies in size  
Meetings: 7 p.m., 2nd Tuesday  
Plano Municipal Center, 1520 K Ave.  
Partners with the City Council and the diverse citizens of Plano encouraging understanding and participation in the government process and fulfilling the needs and desires of its diverse citizens. **No application is required.**

### **North Texas Municipal Water District Board of Directors**

2 members 2-year terms  
Meetings: 4 p.m., 4th Thursday  
NTMWD, 505 E. Brown, Wylie  
Governing board overseeing regional water, wastewater and solid waste systems.

### **Parks and Recreation Planning Board**

7 members 2-year terms  
Meetings: 6:30 p.m., 1st Tuesday (Jan., April, May, Aug., Oct.)  
Various Parks and Recreation facilities  
Makes recommendations regarding park land acquisitions and park master plan, Parks and Recreation Capital Improvement Program, bond referenda, park facility-user fees; and analyzes long range Parks and Recreation facility needs. Reviews and approves master plans for development or improvement of parks and recreation facilities.

### **Photographic Traffic Signal Advisory Committee**

8 members 2-year terms  
Meetings: As needed  
Plano Municipal Center, 1520 K Ave.  
Each City Council member appoints 1 member. Serves as an advisory committee to the City Council on the installation and operation of Plano's photographic (Red Light Camera) traffic signal enforcement system at newly selected intersection approaches pursuant to Chapter 707 of the Texas Transportation Code.

### **Planning and Zoning Commission**

8 members 2-year terms  
Meetings: 7 p.m., 1st & 3rd Mondays & worksessions  
Plano Municipal Center, 1520 K Ave.

Makes recommendations to Council on updates to the City's Comprehensive Plan, and on zoning and rezoning petitions, including amendments to zoning regulations. Hears and takes action on site plans and plats for new development and redevelopment projects.

### **Plano Housing Authority (PHA)**

5 members 2-year terms  
Meetings: 6:30 p.m., 4th Tuesday  
PHA Office, 1740 G Ave.  
Governance and administrative control of low-income housing projects and programs.

### **Retirement Security Plan Committee (RSP)**

5 members 2-year terms  
Meetings: 4 times per year (Jan., Apr., July & Oct.)  
Plano Municipal Center, 1520 K Ave.  
City Manager appoints 3 City employees and 2 non-employees who administer/hold fiduciary responsibility for the RSP Trust.

### **Self Sufficiency Committee**

8 members 2-year terms  
+1 appointed from Plano Housing Authority  
Meetings: 6:30 p.m., 1st Monday  
PHA Office, 1740 G Ave.  
Works with the Plano Housing Authority to provide oversight for a self sufficiency program for residents of housing administered by the Housing Authority.

### **Senior Citizens Advisory Board**

9 members 2-year terms  
Meetings: 5 p.m., 1st Thursday (Jan., April, July, Oct.)  
Various locations  
Recommends and advises City Council on issues that are important to seniors living in Plano.

### **Tax Increment Financing Reinvestment Zone No. 2 Board (East TIF)**

5 to 15 members 2-year terms  
Meetings: As called by members  
Plano Municipal Center, 1520 K Ave.  
Makes recommendations to the City Council concerning the administration of the TIF in the zone.