

MEMORANDUM

DATE: May 11, 2012

TO: Honorable Mayor and City Council
City Manager Glasscock

FROM: City Secretary Zucco

RE: Board and Commission Review Committee

On Thursday, May 10, 2012, Mayor Pro Tem Miner (member of the Board and Commission Review Committee), City Secretary Zucco and Assistant City Secretary Snyder met with Staff liaisons and chairpersons of the following committees.

CULTURAL AFFAIRS COMMISSION

Chair Marilyn Mahoney spoke to the Commission's efforts to encourage groups to present a diversity of art in both style and cultural representation. She spoke to drawing audiences from inside as well as outside the City and utilization of Plano's venues. Ms. Mahoney advised that the Commission will no longer sponsor "walks or runs" and Director of Public Information Conklin spoke to the board's focus on cultural events. Ms. Mahoney advised regarding applicant workshops, quarterly reports from agencies and networking among groups. She spoke to board members serving as liaisons to the groups, reviewed the Commission calendar and spoke to the dedication of its members. With regard to membership requirements, Ms. Conklin advised that the board had mixed opinions of a waiting period prior to appointment. Ms. Mahoney spoke to members' inherent interest in the arts, their dedication, and the natural transition to the board. She spoke in support of eliminating the prior service restriction and recommended reinforcing conflict of interest requirements through training. She stated appreciation for attendance of Council liaisons at meetings and Mr. Miner thanked Ms. Mahoney and Ms. Conklin for their work.

COMMUNITY RELATIONS COMMISSION

Chair Rick Grady spoke to the Commission's progress on the Five-Year Consolidated Plan Goals and advised that efforts are on target. With regard to membership requirements, he spoke to briefings provided by legal staff, members stepping down from deliberations when they have a conflict of interest, and maintaining the current standard with no prior service restrictions. Chair Grady reviewed the board's calendar, HUD deadlines, training/assistance offered to applicants and the talented group of current board members. He spoke to the impact of the economy and projected future needs. Community Services Manager Day spoke to concerns related to the decline of federal funding and the impact on large projects. Mr. Miner thanked Ms. Day and Mr. Grady for their efforts.

HERITAGE COMMISSION

Chair Anne Quaintance-Howard spoke regarding updates to the Preservation Plan and the Heritage Preservation Grant Program. The Preservation Plan includes objectives for improving communication between the Heritage Commission and the Planning and Zoning Commission and Council regarding projects that may affect heritage resource properties. Regarding the grant program, she spoke regarding efforts to focus on maintaining properties rather than fund operations and maintenance, advising that no new O/M requests will be granted and that current recipients are capped at the 2009-10 level. She spoke regarding efforts to determine ownership of the Old City Cemetery and potential for City maintenance and ownership. Planning Manager Firgens spoke to the number of certificates of appropriateness reviewed, strengthening the criteria for heritage designation to include attributes in addition to the age of housing, and informing recipients of their responsibilities for properties. Mr. Miner thanked Ms. Quaintance-Howard and Staff for their work. With regard to membership requirements, Chair Quaintance-Howard advised that board members have always acted in an ethical manner under the current standard with no prior serve restrictions. She spoke to the positive impact of development in the Downtown area and thanked the Council for their support.

May 7, 2012

MEMO

TO: Bruce D. Glasscock, City Manager
Frank F. Turner, Deputy City Manager

FROM: Phyllis M. Jarrell, Director of Planning

SUBJECT: Qualifications for Appointment to Boards and Commissions

At its meeting on February 27, 2012 City Council discussed the qualifications for appointments to the boards and commissions which provide recommendations on various grants – the Cultural Affairs Commission, the Community Relations Commission and the Heritage Commission. The appointment criteria set forth in the Code of Ordinances for the Cultural Affairs Commission states that “...no members of the commission shall have served on the board of an affected cultural affair organization, agency or group for the previous twelve (12) months.” There is no similar requirement for appointment to the other two commissions. The practice of both groups has been for commissioners to abstain from discussion and consideration of grant requests when appropriate based on past or current affiliation with a grant recipient’s board or services.

At the February meeting the Council indicated support for the implementation of a consistent standard for all three commissions, and suggested either the existing one-year prohibition or a requirement that any Commission member having served on the board of a grant recipient within the last two years recuse himself from consideration and discussion and any application from that organization. Council asked that staff provide the following:

- Feedback from the Cultural Affairs Commission on how the one-year waiting period has worked in practice;
- Feedback from the Heritage Commission and Community Relations Commission on both the one year waiting period along with the proposed two year recusal for consideration; and
- Present the results to City Council with a recommended uniform standard for all Commissions.

Cultural Affairs Commission

Dana Conklin, Director of Public Information, polled the Cultural Affairs Commission members and found that support for extending the one-year waiting period to all three Commissions was mixed, but the Commissioners believed that the same standard should be established for all three groups. The Commission believed that enough qualified people apply for appointment and the one-year waiting period would not impact the candidate pool.

Community Relations Commission

The Community Relations Commission believed that the current standards for appointment, with no prior service restrictions, should be maintained. The Commissioners also thought that the Code of Conduct training offered by the City Attorney's office and reiterated by staff is adequate to ensure that the practices of the Commission are ethical. The Commission provided the following insight:

- The one-year waiting period does not address the full array of ethical considerations related to grant requests, such as a Commission member who may have previously served on the board of a non-profit submitting a first-time grant application.
- Limiting the applicants based on recent prior service might hinder the selection of the best quality candidate with valuable experience.
- The current practice of abstaining from discussion and voting consistent with the City's Code of Conduct is working well and there is no need to institute a new rule.

Heritage Commission

The Heritage Commission discussed the options related to appointments and reached general consensus on:

- A minimum one year separation period from serving on a board of a non-profit agency that receives grant funding from the city and being appointed to a commission is appropriate.
- In addition to the one year separation period noted above, a commissioner should also recuse themselves for a period of one year, from discussion and voting of grant funding recommendations for an agency in which they were a former board member.
- The "separation period" needs to be defined; for example, is the one year separation period measured from the date last served on the board to 1) the date the applicant applies to serve on a city commission, 2) the date the person is appointed to the commission, or 3) the date the person takes office as a commissioner (i.e. Nov 1st).
- The same appointment criteria should apply to all three commissions.

Recommendation

Each Commission had different thoughts on the existing and proposed requirements for appointment, but all agreed that the same standards should apply equally. To summarize the options:

- Apply the one year waiting period to all commissions.
- Allow applicants who have previously served on boards of grant recipients to be appointed, but require that they step down from consideration of grant applications if their service has been within the past two years.
- Consider a variation of the above options. The Heritage Commission recommended the one year waiting period followed by one year of recusal from consideration of grant applications.
- As suggested by the Community Relations Commission, do not apply a waiting period but allow the Code of Conduct to govern recusal from consideration of grant applications.

With all of the above options, the method for defining when the separation period starts and how this requirement can best be communicated to prospective applicants should be determined.

Please let me know if you have questions or need additional information.

XC: Dana Conklin, Director of Public Information
Diane Zucco, City Secretary
Christina Day, Community Services Manager
Tina Firgens, Planning Manager

MEMORANDUM

DATE: April 12, 2012

TO: Honorable Mayor and City Council
City Manager Glasscock

FROM: City Secretary Zucco

RE: Board and Commission Review Committee

On Wednesday, April 11, 2012, Mayor Pro Tem Miner and Council Member Dunlap (members of the Board and Commission Review Committee), City Manager Glasscock, City Secretary Zucco and Assistant City Secretary Snyder met to consider the following boards/commissions:

BUILDING STANDARDS COMMISSION

Council Member Dunlap recommended no revisions be made to this commission.

COMMUNITY RELATIONS COMMISSION

Sec. 2-156 - Established; composition; appointment of members

Mayor Pro Tem Miner and Council Member Dunlap recommended consistency in the membership requirements of all three grant funding commissions and the current 12-month moratorium for those appointed to the Cultural Affairs Commission. They spoke regarding Council discussion and consideration of the impact of a moratorium on the pool of applicants for commissions as well as the agencies, organizations and groups.

Sec. 2-159 - Meetings; quorum

The Committee recommended wording requiring the commission meet "at least once every three months" be retained.

Sec. 2-162 - Liaison to multi-ethnic committee

Based on information from Staff advising the PISD committee has been dissolved, the Committee recommends deletion of this section.

CULTURAL AFFAIRS COMMISSION

Sec. 2-251 - Created; purpose

(See notation above [Sec. 2-156] related to appointment of members noted for the Community Relations Commission.)

Sec. 2-253 - Officers

The Committee recommended removing language referencing the duties of the commission's secretary as these are being addressed by support staff. Revised language will read as follows: "The board shall also have a vice chairperson elected by its members for a one-year term. Staff support shall be provided as deemed necessary whose services shall include keeping minutes of the meetings."

Sec. 2-257 - Reports

The Committee recommended revising the description of reports to reflect duties cited in Sec. 2-256 as follows:

“...This report shall describe each of the two (2) recommendations mentioned in section 2-256(2)...”

HERITAGE COMMISSION

Sec. 16-107 – Heritage commission – Organization

(See notation above [Sec. 2-156] related to appointment of members noted for the Community Relations Commission.)

LIBRARY ADVISORY BOARD

Sec. 10-17 – Officers.

(See notation above [Sec. 2-253- Cultural Affairs Commission] related to the board secretary.)

PARKS AND RECREATION PLANNING BOARD

Sec. 15-22 – Officers.

(See notation above [Sec. 2-253- Cultural Affairs Commission] related to the board secretary.)

SELF SUFFICIENCY COMMITTEE

Based on its relationship with the Plano Housing Authority, the Committee recommended no revisions be made.

SENIOR CITIZENS ADVISORY BOARD

Sec. 2-242 – Membership.

The Committee spoke to members of the Senior Center Council attending Senior Citizen Advisory Board meetings to receive information and provide input.

Sec. 2-243 - Officers

(See notation above [Sec. 2-253- Cultural Affairs Commission] related to the board secretary.)

Multi-Cultural Outreach Roundtable

The Committee spoke to rewording the resolution to rotate the co-chairs annually to serve as chair of the committee.