

A Resolution of the City of Plano, Texas, adopting a Policy governing requests for new agenda items; establishing procedural guidelines and criteria; and providing an effective date.

WHEREAS, the City Council wishes to adopt a formal process for requesting new items for future agendas; and

WHEREAS, the City Council provided recommendations for a similar procedure for appointed members to Boards and Commissions; and

WHEREAS, the City Council wishes to adopt guidelines and criteria attached as Exhibit "A" and Exhibit "B" and incorporated herein by reference (hereinafter called "Policy"); and

WHEREAS, upon full review and consideration of the Policy and all matters attendant and related thereto, the City Council is of the opinion that the Policy should be approved.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS, THAT:

Section I. The terms and conditions of the Policy having been reviewed by the City Council of the City of Plano and found to be acceptable and in the best interests of the City of Plano and its citizens, is hereby in all things approved.

Section II. This Resolution shall become effective immediately upon its passage.

PASSED AND APPROVED on the 19th day of December, 2023.

John B. Muns, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

Exhibit A

This procedure ensures city council members have a formal avenue to identify topics for future consideration. This process aims to provide a clear and straightforward method for council members to request the discussion of new items for future council meetings.

Two council members will submit a brief, written description of their request to the City Manager, who will review it, seek any necessary clarifications, and collaborate with staff to assess estimated time and resources.

If the item is found to require significant staff time, the City Manager will place the future agenda item topic and supporting documentation on the agenda for council discussion. The two council members who requested the item will describe why it is a priority and indicate the policy objective they seek.

Through a vote of the city council, the City Manager will obtain clear direction on whether to prepare the agenda item for future council consideration.

A similar process will also be implemented for boards and commissions. Two members of a board or commission will submit a brief, written description of their request to the appropriate Deputy City Manager who will work with staff to assess estimated time and resources.

If the item is found to require significant staff time, the item will be placed on a future agenda for board or commission discussion. The two board or commission members who requested the item will describe why it is a priority and indicate the policy objective they seek. The board or commission council liaisons will be kept abreast of any items undergoing this review.

Through a vote of the board or commission, staff will obtain clear direction on advancing this request to the city council. Subsequently, the city council will deliberate on authorizing the City Manager to allocate staff resources for preparing the agenda item for future consideration.

Technology solutions team will be responsible for the development and maintenance of a streamlined approach to submit electronic forms or memos with routing capabilities.

Quasi-judicial boards are exempt from this process.

Also reflected in this process is the current timeline of six months before requesting reconsideration of a future agenda item.

Exhibit B

Process for Future Agenda Items City Council

