

PLANO CITY COUNCIL RETREAT
June 14, 2024

COUNCIL MEMBERS PRESENT

John B. Muns, Mayor
Maria Tu, Mayor Pro Tem
Julie Holmer, Deputy Mayor Pro Tem
Anthony Ricciardelli
Rick Horne
Kayci Prince
Shelby Williams – arrived at 12:12 p.m.
Rick Smith

STAFF PRESENT

Mark Israelson, City Manager
Shelli Siemer, Deputy City Manager
Sam Greif, Deputy City Manager
LaShon Ross, Deputy City Manager
Michelle Voirin, Senior Assistant City Attorney
Lisa C. Henderson, City Secretary
Andrew Fortune, Director of Policy and Government Relations
Elizabeth Johnson, Assistant to the City Manager

Mayor Muns convened the Council into open session on Friday, June 14, 2024, at 12:02 p.m., at the Fire-Rescue Training Center, 4637 McDermott Road, Plano, Texas. A quorum was present.

Discussion and direction regarding changes to policies/practices on official complaints.

Deputy City Manager Ross facilitated the discussion. The Council discussed the current process and requested changes to the complaint process including a sworn statement with personal knowledge; an outside ethics investigator to review to ensure the complaint is tied to the code of conduct; the timeline be adjusted to notify council in 1 day, intake review completed in 3 days, and council meeting called within 10 days (if applicable); and complaints against employees would be handled through current employee policies.

Discussion and direction regarding expectations for Board/Commission member roles.

Deputy City Manager Ross facilitated the discussion. Councilmembers Ricciardelli and Williams proposed providing all board and commission members written expectation guidelines. Council expressed concurrence to use the proposed “Draft 2” with “Draft 1” as an addendum. Deputy Mayor Pro Tem Holmer spoke to concerns about board or commission members serving on a board or commission while serving on an external board receiving financial benefit from the city board, i.e. serving on the Cultural Arts Commission and serving on the board of an arts group receiving grant funding.

Council took a brief recess at 1:46 p.m. and reconvened at 1:54 p.m.

Discussion and direction regarding updating/editing strategic plan goals.

Deputy City Manager Siemer presented the current strategic plan goals. Council spoke to new items with priority for consideration. Items presented included:

1. Enhanced Customer Service
2. Mental Health/Suicide Prevention
3. Encourage Innovation
4. Increase Community Service Grant Funding
5. Plano Housing Authority
6. Redevelopment of Areas
7. Diversifying our Housing Stock
8. Long-term (20-30 years) Maintenance Roadmap
9. Arts Facilities

The Council discussed the items and determined Items 1, 2 and 4 were items already in process. Items 3 and 5 would be handled through reporting to Council. Items 6 through 9 can be included in existing strategic plan goals. The Council discussed redevelopment areas for Item 6 and expressed concurrence to review options at the corners at Spring Creek and Custer with tools needed to facilitate. The Council discussed considering options for modifying Red Tail Amphitheater to allow more utilization for Item 9.

Council took a brief recess at 3:00 p.m. and reconvened at 3:09 p.m.

Discussion and direction regarding the top goals for 2024-25 annual budget.

City Manager Israelson spoke to the FY2024-25 budget and estimated \$60K deficit. He stated fees need to be evaluated to see if they can be improved upon for better cost recovery. The group discussed the impact of the senior tax benefits and options, including creating a comparison of senior benefits.

The group discussed utilizing Extra Duty Solutions for managing off-duty work for the police department with the city absorbing the cost. Council expressed concurrence to use Extra Duty Solutions for a 6-month study period at a fixed rate per month starting July 1st. The item will be on a July Council meeting agenda for ratification.

Discussion and direction regarding council governance, roles, interactions, and responsibilities.

This item was not discussed.

Councilmember Williams spoke to his new role as Collin County Republican Chair.

Nothing further was discussed. Mayor Muns adjourned the meeting at 3:55 p.m.

John B. Muns, MAYOR

ATTEST:

Lisa C. Henderson, City Secretary

City of Plano Board & Commission Member Expectations

Overview

- As representatives of the City of Plano, members of boards and commissions should exemplify Plano's SERVE Values: Stewardship, Engagement, Respect, Vision, and Excellence.
- Members should strive for strategic alignment with the Plano City Council's vision, while providing an outside voice, honest recommendations, and new ideas in a respectful manner.
- Members are expected to demonstrate conduct that brings honor to the City, a passion for the community, and a commitment to excellence (see Board and Commission Code of Conduct).
- The Plano City Council has established an Items for Future Agendas process. This process exists to ensure resources (including Staff time) are expended in line with the budget and vision of the City Council. It allows for new ideas and evaluation of existing practices.

Relationships

- Boards and Commission members should coordinate frequently with their respective City Council Liaisons to ensure strategic alignment with the City Council's vision.
- Members are expected to conduct themselves with professionalism at all times and to relate to the Staff, each other, and Plano residents in a respectful, professional manner. Asking questions or advocating for different ideas is a good thing when done in a respectful manner.

Roles

- The City Council provides policy direction, allocates resources, appoints community members to boards and commissions, and delegates functions to each board or commission.
- Board & Commission Members provide outside recommendations and feedback. While Board & Commission Members should respect decisions that have been made by Council, the purpose of having Boards & Commissions is to provide robust, outside feedback. These recommendations are provided to the City Council through a vote of the board or commission as a whole.
- While Board and Commission members are certainly not expected to agree with the City Council, it is important that Boards and Commissions maintain strategic alignment with the goals and policies set by the City Council and not work at cross-purposes with the City Council.
- Boards and Commissions should provide honest, outside feedback in performing their delegated functions and not just try to vote the way they think the Council would want them to vote.
- Staff manages day-to-day operations and implements policy established by the City Council. While Staff liaisons are assigned to interface with boards and commissions, Staff members do not report to boards and commissions. Boards and commissions do not direct Staff members.

Term Limits

- Board & Commission members may serve a maximum of two, two-year terms, with a possible third term for the Chair and Vice Chair.
- With the exception of appointments to the Planning & Zoning Commission, after hitting the term limits set forth above, a member must wait a full term before becoming eligible to serve again.

Plano City Council's Board & Commission Member Expectations

- Exemplify Plano's SERVE Values: Stewardship, Engagement, Respect, Vision, and Excellence.
- Listen thoughtfully to the public, fellow members, and professional staff. Do not hesitate to express your opinions or challenge viewpoints in a respectful manner. Never condescend to members of the public or to staff.
- Difficult questions, tough challenges to viewpoints, independent feedback, innovative ideas, constructive criticism and disagreements are part of a healthy legislative process and encouraged as long as it is respectful.
- Practice civility and decorum in discussions and debate.
- Refrain from abusive conduct and verbal attacks upon the character or motives of others. Respectfully debate policy positions and their impacts, while presuming good intentions. There is no tolerance for harassment, belligerent, defamatory, or threatening behavior.
- Act in accordance with the Plano City Council's strategic vision, laws, City policies, including the code of conduct.
- Respect the City of Plano's Council-Manager form of government. If you have a concern about how staff members are going about their jobs, report it to the City Manager or your Council liaisons.
- Act within the scope of the role that the Council has delegated to the board.
- Prioritize attendance at meetings. If you cannot attend a meeting, notify the staff liaison as soon as possible. If your circumstances are such that you believe you may be unable to attend several meetings, please notify staff as arrangements may need to be made for an alternate board or commission member.
- Come to meetings prepared. Review supporting materials, if any, in advance. Diligence and dedication are vital.
- Feel free to reach out to staff liaisons to answer questions, provide information about the agenda, or to provide them with updates and feedback.
- If you receive information related to board business, forward it to the staff liaison to share with all members.
- Establish good working relationships with fellow members, Council liaisons, and staff. Work collaboratively.
- Do not hesitate to use the Council liaisons as a resource and reach out to them as needed.
- Foster a positive and constructive work environment for residents, businesses, and City staff.
- Adhere to high ethical standards. Decisions should not be based on self-interest or improper private interests.
- You are not required to follow staff recommendations but do not work at cross-purposes with established Council vision, direction, policies, resolutions, or ordinances.
- Vote in accordance with what you think is best for the City. You are not expected to be a rubber stamp. Unique perspectives and independent feedback are welcomed. Diversity of thought is good for the legislative process.
- Recommendations and decisions are made by majority vote. Respect and support the decision of the majority, even if you are in the minority. Do not independently work against the majority direction after a decision is made.

- You are not required to consider only the matters placed before you. If you see areas of opportunity or improvement, you are encouraged to speak with your staff and Council liaisons, and you may use the Items for Future Agendas process for new ideas and evaluation of existing practices.
- Treat staff with professionalism and respect. Unprofessional and/or antagonistic behavior towards staff is not acceptable. If you have a concern about staff, report it to the City Manager and/or your Council liaisons.

Appendix

1. Copy of the Council Strategic Vision
2. Copy of the Organizational Chart
3. Copy of the Code of Conduct
4. Copy of Board roles and responsibilities and designated City and Staff liaisons (need to develop for each board)
5. Copy of the Board bylaws, if any
6. Copy of summary on Council-Manager form of government (need to develop or adapt from onboarding process for Council)
7. Copy of the Items for Future Agendas (IFFA) form