

ORDINANCE NO. 19-2026

AN ORDINANCE OF THE CITY OF DENTON ADDING SECTION 2-30 TO THE CODE OF THE CITY OF DENTON AND ADOPTING PROCEDURES FOR MEMBERS OF THE CITY COUNCIL TO SUBMIT INFORMATION REQUESTS TO STAFF AND ESTABLISH CONSENSUS REGARDING THE USE OF STAFF TIME WHEN RESPONDING TO REQUESTS ESTIMATED TO TAKE GREATER THAN TWO HOURS TO COMPLETE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council makes regular inquiries of staff including service requests, clarification on City Council and Committee agenda items, and for policy research; and

WHEREAS, during their annual retreat on August 17, 2019, the City Council of the City of Denton agreed to a set of procedures intended to ensure there is a consensus of the City Council regarding the use of staff time when responding to requests from elected officials; and

WHEREAS, the City Council now desires to formally adopt the new City Council request procedures to help ensure the most effective use of staff time when responding to requests from individual elected officials; NOW THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The following provisions shall be established and incorporated into Chapter 2, Article II, Section 2-30 of the Code of Ordinances of the City of Denton, as the definitions and principles supporting a new process for City Council Requests for Information or Work Sessions.

Chapter 2 - ADMINISTRATION

ARTICLE II. – ADMINISTRATIVE ORGANIZATION

Sec. 2-30. - City Council Requests for Information or Work Sessions.

(a) Definitions.

(1) For purposes of Section 2-30 the following definitions apply:

- a. “Request for Information” – Requests made by a member of the City Council to seek clarification on Board, Commission, Committee or City Council agenda items; address perceived service issues, infrastructure maintenance, or construction concerns caused by or impacting City operations and/or the quality of life for Denton residents; and requests for policy-related research to evaluate policies implemented by other agencies and/or assess the impact a new policy or potential program may have if implemented by the City of Denton.
- b. “City Staff” – Includes employees of the City of Denton consisting of, or reporting to, the City Manager or City Attorney.

(b) City Council Requests for Information from City Staff.

- (1) All City Council requests for information from City Staff, must be submitted to the City Manager's Office via email and include at a minimum, the following details:
 - a. Request Type;
 - b. Purpose;
 - c. Time Sensitivity; and
 - d. Preferred Response Format.
- (2) The City Manager's Office and/or the City Attorney's Office will estimate the amount of time required to respond to each request.
- (3) Requests estimated to take more than a total of two hours to complete will be brought forward within the next 30 calendar days, to a City Council work session to seek consensus from the full City Council regarding the use of City Staff time to fulfill the request. Requests for information referred to a work session will follow the procedures provided in sub-section (b) of Section 2-30.

(c) City Council Requests for Information Referred to a Work Session.

- (1) A standing work session item will be added to each City Council agenda for City Council requests to be considered.
 - a. The requesting Council Member will be required to provide a clear, written explanation describing the reason for the information requested. This description will be included as an attachment to the work session agenda materials and must be provided to the City Secretary in time to fully comply with Texas Open Meeting Act requirements.
- (2) During the work session, the requesting Council Member will have a maximum of one minute to describe and justify their request.
 - a. Remaining Council Members will then have a maximum of one minute each to provide feedback and indicate their support for the use of City Staff time to respond to the request.
- (3) City Staff will respond to all requests where a consensus of at least four elected officials is established. Each elected official will also have the option to request City Staff respond to a maximum of two requests per quarter where a consensus is not met, provided each request in this category is not estimated to take more than a total of ten City Staff hours to complete. To the extent possible, responses will be made in the requested format including Informal Staff Reports, Legal Status Reports, City Council work session topics, or ordinances and resolutions to be considered on future City Council agendas.

SECTION 2. This ordinance shall become effective immediately upon its passage and approval.

SECTION 3. To the extent not otherwise provided, this ordinance shall repeal every prior ordinance in conflict herewith, but only insofar as the portion of such ordinance shall be in conflict; and as to all other sections of the ordinance not in direct conflict herewith, this ordinance shall be and is hereby made cumulative except as to such prior ordinances or portions thereof as are expressly repealed hereby.

SECTION 4. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by any court, such invalidity shall not affect the validity of the provisions or applications, and to this end the provisions of this ordinance are severable.

The motion to approve this ordinance was made by Gerard Hudspeth and seconded by John Ryan, the ordinance was passed and approved by the following vote [5 - 2]:

| | Aye | Nay | Abstain | Absent |
|---------------------------------|---------------|---------------|----------------|---------------|
| Mayor Chris Watts: | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Gerard Hudspeth, District 1: | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Keely Briggs, District 2: | <u> </u> | <u>✓</u> | <u> </u> | <u> </u> |
| Jesse Davis, District 3: | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| John Ryan, District 4: | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Deb Armintor, At Large Place 5: | <u> </u> | <u>✓</u> | <u> </u> | <u> </u> |
| Paul Meltzer, At Large Place 6: | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |

PASSED AND APPROVED this the 27th day of August, 2019.

Chris Watts
CHRIS WATTS, MAYOR

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: Rosa Rios

APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY

BY: Aaron Leal

