



**AGENDA ITEM REQUEST FORM  
CITY OF JOHNSON CITY, TEXAS  
CITY COUNCIL**

**ITEM NO. 5**

**MEETING DATE:** May 17, 2021

**AGENDA PLACEMENT:**

- Ceremonial
- Consent
- Individual
- Closed Session

**CAPTION:**

Discussion of and action on proposed City Council Policies and Procedures establishing City Council and other Board and/or Commission responsibilities, processes, and conduct. (Staff)

**EXECUTIVE SUMMARY:**

The Johnson City City Council adopted policies and procedures in October 2007. A copy of said policies and procedures can be found online under Municipal Code of Ordinances Chapter 1 *General Provisions*, Article 1.03 *City Council*, Division 2 *Meetings and Rules of Procedure*, and is included in City Council packets.

TML excerpts:

- Regardless of the administrative structure used, every city council should operate on the basis of written policies that set out the specific powers and duties of all the city's departments and officials, and some method should be established for ensuring that those policies are carried out. Policy decisions are not implemented automatically, and no matter how much careful thought may go into their preparation, there is always a management job to be done. Someone must assume the responsibility for organizing and controlling the city's administrative machinery.

- Most cities have policies on how to place items on an agenda, and we recommend cities adopt such a policy to avoid confusion.

The proposed policy is taken from another municipality, and it establishes responsibilities, processes, and conduct for the City Council, other Boards and/or Committees, and Staff. Should the proposal be adopted, City Staff would recommend repealing Division 2 identified above later.

On April 6, 2021, Councilwoman Dildine requested that the proposed policy be amended to allow for residents *and/or property owners* to be eligible to serve on City boards and/or other committees.

This amendment is included in the proposed policy. At the same meeting, Councilman Coleman asked for the item to be tabled until the newly elected City Council could review the matter.

**FINANCIAL:** N/a

**ATTACHMENTS:**

- Municipal Code of Ordinances Chapter 1 *General Provisions*, Article 1.03 *City Council*, Division 2 *Meetings and Rules of Procedure*; and
- Proposed policies and procedures.

**SUGGESTED ACTION:**

Motion to approve proposed City Council Policies and Procedures establishing City Council and other Board and/or Commission responsibilities, processes, and conduct.

**PREPARED BY:** City Staff

**DATE SUBMITTED:** 5/16/2021