



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Marketing and Communications

ACM: Cassey Ogden

DATE: February 6, 2025

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the City Council's direction to move forward with a two-minute pitch to consider implementation of remote participation for Planning and Zoning Commissioners when needed.

BACKGROUND

On Dec. 26, 2024, Mayor Pro Tem Meltzer initiated a request for a two-minute pitch for remote meeting participation for Planning and Zoning Commission meetings. On Jan. 7, 2025, Council directed staff to proceed with an Informal Staff Report to determine feasibility.

The City of Denton televises 11 board and commission meetings, including the City Council. Four are produced by Denton Television (DTV) staff and seven are produced by the City's third-party contractor, Swagit. Remote meeting participation is not available through Swagit. Currently, remote meeting participation is limited to City Council meetings exclusively.

Members participating remotely do not count toward the quorum required to convene a meeting. For Planning and Zoning Commission meetings, a quorum of four is required to attend in person, and with only five members currently serving on the Commission, only one member can participate remotely at any given time. To ensure fairness and balance, the City must carefully manage remote participation. While all commissioners may request remote participation, it is essential to exercise this privilege equitably.

Providing remote participation for Planning and Zoning Commissioners may be possible with existing staff but will shift DTV's focus away from other video production projects.

RECOMMENDATION

Staff recommends that, if the Council chooses to pursue this option, a formal policy be developed to address the associated challenges and provide clear guidelines moving forward

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

Dec. 26, 2024: Mayor Pro Tem Meltzer initiated a request for a two-minute pitch for remote meeting participation for Planning and Zoning Commission meetings.

Jan. 7, 2025: Mayor Pro Tem Meltzer received consensus for staff to proceed with an Informal Staff Report determining the feasibility.

EXHIBITS

Exhibit 1 - Agenda Information Sheet

Exhibit 2 - Informal Staff Report

Exhibit 3 – Process Flow Chart

Respectfully submitted:

Cassey Ogden

Assistant City Manager

Prepared by:

Lisa Morgan

Senior Management Analyst