

Montgomery City Council
AGENDA REPORT

Workshop Date: January 22, 2024	Budgeted Amount: \$0
Department: Administration	Prepared By: G. Palmer

Subject
Discuss the Development of a Policy for Open Records Requests Submitted by City Councilmembers

Recommendation
Discussion Only

Discussion
As you may know, in the past City staff have received Open Records Requests (ORR) directly from City Councilmembers. These requests can take a substantial amount of staff time and city resources. Texas residents may be charged by the municipality directly for their ORR (time/resources) therefore we can recoup that cost. When a City Councilmember submits an ORR we have not charged the Councilmember and therefore have not recouped that cost. We currently have an outstanding charge of \$1000 from our Information Technology contractor for a past ORR submitted by a City Councilmember.

We should establish a policy. If the policy dictates the City will assume the cost for the ORR, we need to create a budget line item and fund it.

Approved By

City Administrator	Gary Palmer	Date: January 18, 2024