



AGENDA MEMO

Business of the City Council City of Sweeny, Texas

Meeting Date	07.18.2023	Agenda Item	
Reviewed by City Manager	Yes	Presenter(s)	Reese Cook
Reviewed by City Attorney	No	Department	N/A
Subject	Discussion/ Possible Action on Agenda Request on Council Meetings being regularly scheduled to two times per month; Councilman Cook		
Attachments	1) Agenda item request		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

Currently, the regular City Council meetings are scheduled on the 3rd Tuesday of the month at 6:00 p.m. In addition to regular meetings, if special circumstances are warranted to meet, and Council is able to conduct a special meeting when needed, staff schedules such a meeting when needed, creates and posts agenda, and produces meetings minutes.

In Fiscal Year 22-23 (as of 7/14/2023), City Council has conducted a regular meeting every month and met in 5 special city council meetings. This item is presented to Council at the request of Council member, Reese Cook, for consideration to meet in a regular meeting twice monthly.

Currently, staff spends a lot of time preparing the meeting agenda packets for each meeting and preparing the minutes for approval after each meeting. It is not unusual for staff to make last-minute accommodation for agenda item requests to be incorporated for meeting agendas. Some of these requests come from council members, therefore staff feels an obligation to add last minute items from Council on meeting agendas.

Under the previous administration, the agenda item request cut-off that was enforced was the 8th of the month. Some items require back up documentation and/or staff member research time, and this places an inordinate burden on staff to reprioritize to get the agenda and meeting packet completed and posted by Friday before the Tuesday meeting date. The law requires meeting agendas to be posted for 72 hours ahead of public meetings.

An obligation to participate in an additional after-hours meeting per month places an undue hardship on staff and would take away work time during the normal business hours to prepare an additional agenda with backup documents and minutes per month. Asking staff, most of whom are salaried employees and attend other work-related after-hours meetings, to take another evening a month for an additional meeting takes time away from work with family. Several employees have younger families and/or take care of family members with health needs.

Recommended Action



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City of Sweeny, Texas

City Manager's recommendation to City Council is to keep the current one regular city council meeting per month schedule and meet, if warranted under extenuating circumstances, for special meetings. Additionally, CM recommendation to Council is to enforce an agenda request cut-off of 2 weeks ahead of each regularly scheduled meeting.