

**Office of the City Manager**

City of Richland Hills, Texas

## Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council  
**From:** Curtis E. Hawk, City Manager  
**Date:** May 31, 2013  
**Subject:** Establish Posting Date & Time for Council Agenda.

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### **City Council Action Requested:**

Consider Changing Day and Time for posting of Council Agenda from 5 p.m. on Wednesday prior to the City Council regular meeting, to 5 p.m. on Friday prior to the City Council regular meeting.

### **Background Information:**

The minutes of the June 14, 2011 City Council meeting establish that City Council approved [5-0] a motion to set a deadline of 5:00 p.m. on the Wednesday prior to the Regular Council meeting of the following week, as a cutoff, or deadline, to post the agenda for the meeting. The requirement applies to the backup material for each corresponding Agenda item.

The minutes reflect that the final agenda for the next meeting should be posted on the City's website and the official city bulletin board at City Hall. This posting deadline from time-to-time presents two problems: (1) it is sometimes difficult to have all the needed material for the next meeting assembled by the Wednesday submittal deadline, and (2) there are times when items come up after the deadline that require Council's attention at the next scheduled meeting, thus necessitating an addendum to the agenda. While the use of an addendum does work (as long as it meets the 72-hour requirement in state law) it can prove awkward at times. The purpose of the deadline established in 2011 was apparently to give Council (and thus the public) as much lead time as

possible on upcoming agenda items. That purpose is understandable; however, it can from time-to-time sacrifice staff efficiency and effectiveness.

Staff would like for Council to consider establishing a cutoff day or deadline of 5:00 p.m. on Friday of the week before the regular meeting on Tuesday the following week. (The 72-hour notice deadline established in the Texas Open Meetings Act is actually on Saturday.) The previous action was done through an action reflected in the minutes, sometimes referred to as a minute order, so all that is necessary to approve a change would be another vote reflected in the minutes of the May 31<sup>st</sup> meeting.

The City Manager's office would still continue to disseminate to Council a draft or tentative agenda by 5:00 p.m. on Wednesday in order to give Council a "heads-up" of what is coming forward, but in most cases the actual final agenda and agenda packet would not be available until shortly before the agenda is posted - sometime before 5:00 p.m. the Friday before the Tuesday meeting. The later deadline would provide staff with an extra 24 hours to assemble material, and could keep some items that need immediate Council attention and action from being delayed. This can be critical at times, for example, when dealing with certain economic development items.

**Board/Citizen Input:**

N/A

**Financial Impact:**

N/A

**Staff Contacts:**

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