

CITY OF CANEY CITY

RESOLUTION NO. ~~2026~~ 2026-02

A RESOLUTION AFFIRMING THAT CITY COUNCIL MEMBERS HAVE DIRECT ACCESS TO THE CITY SECRETARY FOR OFFICIAL CITY BUSINESS

WHEREAS, the City of Caney City is a small Type B general-law municipality with limited administrative staff and no full-time city administrator or city manager; and

WHEREAS, the City Council, as the governing body, is responsible for the oversight of City operations, employees, and the effective functioning of City government; and

WHEREAS, the City Secretary is appointed by and serves at the pleasure of the City Council pursuant to Texas Local Government Code § 23.028; and

WHEREAS, individual City Council Members routinely work on official City business, including projects, grants, citizen inquiries, ordinance enforcement, training, records requests, and other matters that require coordination and support from the City Secretary; and

WHEREAS, in a small city with limited staff, it is necessary and appropriate to clearly establish that City Council Members have direct access to the City Secretary for official City business without being required to go through another elected official; and

WHEREAS, the City Council finds that clarifying this access will improve efficiency, reduce unnecessary delays, and support the Council's ability to carry out its duties;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Caney City, Texas, that:

Section 1. City Council Members shall have direct access to the City Secretary for all matters related to official City business.

Section 2. City Council Members are authorized to directly request the City Secretary to perform tasks related to official City business, including

but not limited to:

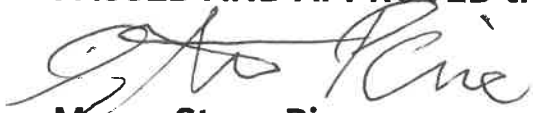
- Assisting with City projects, grants, and research;
- Processing citizen complaints, inquiries, and ordinance-related matters;
- Providing information, documents, records, or reports;
- Coordinating meetings, training, or administrative support; and
- Any other reasonable administrative tasks necessary to conduct official City Council business.

Section 3. Requests made under this resolution shall be submitted in a professional and reasonable manner and shall be limited to official City business.

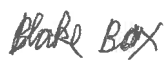
Section 4. The City Secretary shall respond to requests from City Council Members in a timely and professional manner consistent with this resolution and existing City policies.

Section 5. This resolution affirms the City Council's authority to work directly with the City Secretary. It does not alter the Mayor's supervisory role over day-to-day operations, nor does it change the authority of the Human Resources Committee established by Ordinance No. 2025-04. This resolution is intended solely to provide practical clarification for efficient operations in a small municipality with limited staff.

PASSED AND APPROVED this 11 day of June, 2026.


Mayor Steve Pine

ATTEST:


City Secretary

