THE CITY OF BURLESON TEXAS

Council Policy and Valuation Committee Agenda

Wednesday, November 12, 2025
9:00 AM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

   Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

   Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

   A. Consider and take possible action of the minutes from the July 23, 2025 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

   A. Receive a report, hold a discussion, and provide recommendations to the City Council on revisions to the current hotel/motel occupancy tax grant guidelines. *(Staff Contact: Alex Philips, Director of Economic Development)*

   B. Receive a report, hold a discussion, and make recommendations for the city council considering regarding Council Policy#17 - Establishing City Council Rules of Procedure for City Council Meetings. *(Staff Contact: Amanda Campos, City Secretary)*

5. **REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

6. **RECESS INTO EXECUTIVE SESSION**

   In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda.

   Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

7. **ADJOURN**

DEANNA PHILLIPS
Community Services
Community Services Director

dphillips@burlesontx.com
phone: 817.426.9622 | burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 30th of October 2025, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

BUDGET STATEMENT

Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the City Council meeting agenda at which the City Council will discuss or adopt a budget for the City of Burleson: For a median-valued homestead property ($306,724), the City's portion of the property tax bill in dollars for the current fiscal year (FY24-25) is $2,032.66, the City's portion of the property tax bill for the upcoming fiscal year (FY25-26) for the same property if the proposed budget is adopted is estimated to be $2,213.93, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY25-26) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be $2,021.62.

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Department Memo

Council Policy and Valuation Committee

DEPARTMENT: **City Secretary's Office**

FROM: **Monica Solko, Deputy City Secretary**

MEETING: **November 12, 2025**

SUBJECT:

Consider and take possible action of the minutes from the July 23, 2025 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Council Policy and Valuation committee duly and legally met on July 23, 2025 for a regular meeting.

RECOMMENDATION:

Committee may approve the minutes as presented or approve with amendments.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
JULY 23, 2025
DRAFT MINUTES

Council present:

Larry Scott
Adam Russell, Vice Chair

Council Absent:
Dan McClendon, Chair

Staff present
Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary

1. CALL TO ORDER – Time: 9:00 a.m.

Vice Chair Adam Russell called the meeting to order. **Time: 9:01 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Consider approval of the minutes from the June 4, 2025 Council Policy and Valuation Committee meeting. ***(Staff Contact: Monica Solko, Deputy City Secretary)***

Motion made by Larry Scott and seconded by Adam Russell to approve.

Motion passed 2-0, with Dan McClendon absent.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and provide recommendations to the city council regarding the pursuit of the Texas Comptroller of Public Accounts' Transparency Stars program, which recognizes local governments for going above and beyond in their transparency efforts. (Staff Contact: Michael Franklin, Deputy Director of Finance)

Harlan Jefferson, Deputy City Manager, introduced the speaker Michael Franklin and Natalie Turner to the committee.

Michael Franklin, Deputy Director of Finance, presented the Texas Comptroller of Public Accounts Transparency Stars program to the committee. Presentation included purpose of the program, types of stars, benefits, city awarded with first star Traditional Finances Star, what was needed to receive the transparency practice, discussed reduced security risk on information on website, statewide award recipients, and working towards continuing the program.

Committee discussed the order of stars and how long it will take to get all six stars. The committee was in favor of the program.

B. Receive a report, hold a discussion, and provide recommendations to the city council regarding the Investment Policy, as required annually by the Public Funds Investment Act and the City's charter for the City of Burleson. *(Staff Contact: Natalie Turner, Chief Accountant)*

Natalie Turner, Chief Accountant, presented changes to the Investment Policy to the committee. Presentation included annual review, timeline of past changes, and 2025 minor changes including

Minor changes:

- Title updates
- Include option for deposits insured by NCUSIF
- Update diversification structure from two to three years for policy consistency
    - Current safety of principal language permits maximum allowable maturity to three years
    - Minor identification and typo corrections.

Ms. Turner continued with an update of the city portfolio performance and interest income earnings in each fund.

The committee was in favor of the changes.

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

- **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

No executive session needed.

7. ADJOURN

There being no further business Vice Chair Adam Russell adjourned the meeting.

Time: 9:20 a.m.

____

Monica Solko
Deputy City Secretary

Council Policy and Valuation Committee

DEPARTMENT: **Economic Development**

FROM: **Alex Philips, Economic Development Director**

MEETING: **November 12, 2025**

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council on revisions to the current hotel/motel occupancy tax grant guidelines. *(Staff contact: Alex Philips, Director of Economic Development)*

SUMMARY:

This item is being presented to the committee to initiate a discussion regarding potential updates to the current guidelines for hotel/motel occupancy tax grants. Due to rising operational and tourism marketing costs in which utilize hotel/motel funds, staff is seeking direction in modifying the current guidelines or leaving them as is. Staff would like the committee to consider a range of options including but not limited to:

Establishing a grant cap- Consideration of a maximum requested amount allowable and/or solidify an annual budgeted amount to be divided between applicants. This eliminates the uncertainty of what is budgeted during annual budget preparations which typically happen prior to grant applications being received.

Reviewing recipient eligibility- Consideration of a maximum number of years an event is eligible for HOT funding or limit grants to first time applicants only to help seed new events within the city.

Discounting and/or eliminating Plaza reservation costs for grant recipients- Consideration of waiving or discounting the Plaza reservation cost for grant recipients. It is Staff's opinion the Plaza is currently underutilized and that is believed to be due to the cost of reservation ($5,000 + $2,500 deposit).

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Recommendations given by the Council Policy and Valuation Committee will be presented to City Council.

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Alex Philips
Economic Development Director
aphilips@burlesontx.com
817-426-9613

Hotel/Motel tax grants

Council Policy and Valuation Committee

November 12, 2025

Summary

Usage of Hot/Mot funds is dictated by Chapter 351 of the Tax Code

1 **Must directly enhance and promote tourism**

2 **Every expenditure must clearly fit into one of these categories:**

1. Visitor Information Center
2. Furnishing of Facilities and Registration of Visitors
3. Advertising, Promotional Programs or Activities
4. Arts Promotion
5. Historical Restoration and Preservation
6. Tourist Transportation Systems

3 **Must present reasonable evidence that project/event has the *ability* to increase overnight stays**

4 **Recipients must explore local businesses for products and services when expending HOT funds**

BTX

Current Process/Procedures Overview

HOT/MOT Process announced via press release, City social media & email to previous applicants, and general inquirers throughout the year

Grant application deadline

EDC/City Attorney/Finance review applications for completeness and compliance;
applicants are notified of any corrections/additional info. needed on application(s)

EDC scores applications in accordance with scoring rubric

Staff presents all applications and requests to City Council

Council awards grants at their discretion

City Manager includes grant amounts as part of budget presentation to Council

Latest Policy Revisions

1. **(Added)** Establish hotel promo code to encourage overnight stays for vendors and/or patrons (2019)

2. **(Added)** Allocate 50% of annual revenue for grants yearly as starting point with ability to use additional at Council discretion (2020)

3. **(Removed)** Three (3) year application restriction (2020)

4. **(Added)** Marketing funded with HOT grant should target visitors outside 50-mile radius, who are more likely to stay overnight (2023)

5. **(Removed)** Scoring Rubric (2023)

Considerations

Cap Grant Amount

Consider a "cap" on either requested amount by applicants OR a solidified budgeted amount annually to eliminate uncertainty of budget line item for grants.

The current policy allows for Council to approve/allocate up to 50% of the previous years revenue for grants; however, operating expenses have increased since this was adopted. If 50% of revenue is allocated to grants, HOT fund expenditures will exceed annual revenue, eventually resulting in the account to be completely depleted and/or in the negative.

Recipient Eligibility

Consider limiting the number of years an event can receive grant funding OR limiting grant funding to first time events.

The original intent of the Hotel/Motel tax grants was to help seed new events within Burleson. Present day, there are multiple annual events that are now well established.

This could provide additional funding for newly created events that aim to generate visitors to BTX, but need resources to assist with advertising.

Plaza reservations

Consider waiving fee for grant recipients to encourage more events to be held in the Plaza.

In Staff's opinion, the Plaza is currently underutilized and believed to be due to the reservation cost ($5,000 + $2,500 deposit).

Eliminate Grants

Consider eliminating grants altogether? This would allow for the redirecting of funds to destination marketing rather than targeted marketing for specific events.

Other considerations/discussion?

FEEDBACK?

The committee's recommendation(s) will be presented to City Council.

Council Policy and Valuation Committee

DEPARTMENT: **City Secretary Office**

FROM: **Amanda Campos, City Secretary**

MEETING: **November 12, 2025**

SUBJECT:

Receive a report, hold a discussion, and make recommendations for the city council considering regarding Council Policy#17 - Establishing City Council Rules of Procedure for City Council Meetings. *(Staff Contact: Amanda Campos, City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The City Council established Policy #17 in November 1982 to aid in ensuring successful council meetings. The policy address the order of the agenda, the content, citizens appearance, presiding officers, and Burleson Rules of Order.

The city council review the policy at least every two years to ensure we are current with legislation and outreach for the community.

RECOMMENDATION:

None

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Last amended June 27, 2024

REFERENCE:

Policy#17

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos
Title: City Secretary
acampos@burlesontx.com
817-426-9665

CITY COUNCIL POLICY
17
City of Burleson City Council Policy Establishing City Council Rules of Procedure For City Council Meetings

Adopted date	November 11, 1982
Revision dates	May 5, 1985 January 21, 2020; February 22, 2021; August 8, 2021; June 20, 2022; June 27, 2024
Department Name	City Council

I. AUTHORITY

Pursuant to the provisions of the Charter of the City of Burleson, Texas, the City Council shall enact rules of procedure for all meetings of the City Council of the City of Burleson, Texas, which shall be in effect upon their adoption by the City Council until such time as they are amended or new rules adopted. These guidelines shall remain flexible and in compliance with the City Charter, the Texas Open Meetings Act, and any other applicable state laws.

Pursuant to the Charter of the City of Burleson, Texas, Section 32; the city council shall meet regularly at times prescribed by its rules but not less frequently than once each month. The city secretary shall call special meetings upon the request of the mayor, city manager, or a majority of the members of the city council. All meetings must be held in accordance with state law.

II. MEETING AGENDAS

a. **Preparation & Posting of:** The City Manager is responsible for creating the agenda and agenda packet materials for City Council meetings. The City Secretary is responsible for posting the agenda and distributing agenda packets to the City Council.

b. **Placing Items on the Agenda:** The Mayor or any one Councilmember may request that an item be placed on the agenda by the following means:

i. Request the item during the "Request for Future Agenda Items" during the work session portion of a Council meeting; or

ii. Notify the City Manager, in writing, of the request a least ten (10) business days prior to any regularly scheduled City Council meeting.

iii. The city manager shall add to the agenda all elected official initiated requests for action that incur a cost beyond the approved budget. These items should include appropriate project details and associated costs. These items are beyond and outside routine maintenance and normal operations of the city. This is to ensure complete transparency and efficient budget oversight.

c. **Agenda Packet:**

i. Contents: The agenda packet will include a report and related documents (i.e. ordinance, contract, bid tabulation, etc.) for each item on the Consent Action and/or General Action sections of the agenda.

ii. Distribution: In most cases, the agenda packet should be made available to the City Council at least 5 (five) calendar days prior to the regularly scheduled City Council meeting.

d. **Agenda Item Pages:** Each AIP shall contain all pertinent information on the item of business. Generally, the report shall include the following order of information:

i. Action requested of the City Council

1. Items concerning an ordinance must identify the proponent of the ordinance in parenthesis following the action requested.

ii. Background and/or historical information

1. Input/Recommendations received from applicable City Boards or from the public
2. Financial impact (i.e. source of funds)
3. Identity of the City Manager's office contact and city departmental staff member whom Council and the public should contact for additional information

e. **Consent Agenda Items:** The City Manager may place on the consent agenda section of the agenda any items that, in the City Manager's view, are routine in nature. Consent agenda items should not include:

i. An item concerning an election

ii. An item authorizing the issuance (or notice of issuance) of any debt instrument (bonds, certificates of obligation, capital lease agreements, etc.)

Posted consent agenda items may be removed from consent by any one councilmember who request the removal during the open meeting. Any posted item on the agenda that does not require a public hearing or that is not an ordinance supplementing the adopted budget on first and final reading may be added to the consent agenda by any councilmember who requests the addition during the open meeting.

f. <u>Councilmember's Obligations to be Prepared in Advance:</u> In order to provide for informed decision making and to instill confidence in the electorate, in advance of each meeting, each Councilmember is expected to:

i. Study and be familiar with all material in the agenda packet provided by the staff in advance of the meeting.
ii. Include staff and citizen contacts, field observations and inquiries in their preparation.
iii. Direct any questions about the agenda packet to the city manager's office or the staff member designated on the agenda report.

III. COUNCIL MEETINGS: RULES, PROCEDURES AND CONDUCT

a. <u>Presiding Officer</u>

i. The Mayor presides at meetings of the City Council (City Charter, Sec. 22(a)).
ii. The Mayor Pro Tem, who shall act as mayor during the absence or disability of the Mayor (City Charter, Sec. 22(b)).
iii. In the event the Mayor and Mayor Pro Tem are absent, the Councilmember in attendance with the longest tenure shall preside over the meeting. In the event of a tie in tenure, the members may draw lots to determine who shall preside.

b. <u>Burleson Rules of Order</u>

i. The rules contained in Section V of this Policy shall govern the Burleson City Council meetings in all cases to which they are applicable and not in direct conflict with State laws. These rules are intended to be fair and complete.

c. <u>Executive Session (Closed Session)</u>

The city council in accordance with Chapter 551 of the Texas Government Code may convene into executive session. Every consideration should be given to not convene into executive session prior to the consent agenda.

i. The Texas Open Meetings Act (TOMA) provides for narrowly drawn exceptions to the requirement that meetings be open to the public. The City Council shall follow TOMA with regards to executive sessions requirements.

ii. The city shall keep a certified agenda or a recording depending on requirements of Chapter 551. The city secretary or designee shall be responsible for the certified agenda and when required by law a recording of the executive session; no one else in attendance may keep a record or recording of executive session

iii. Only members of the governmental body or persons necessary to the matter under consideration in executive session may attend. A person whose interest is against the city may not be admitted to attend executive session

iv. Executive session needed for items posted on consent agenda should be removed from the consent agenda and taken up separately. The remaining consent agenda should be voted on prior to any executive session.

d. <u>Annual Meeting Calendar:</u> The City Council shall adopt a calendar outlining their scheduled regular meetings for any calendar year no later than December 1st of the preceding year.

e. <u>Citizen Appearances:</u> Each person in attendance who desire to speak to Council on an item **<u>not</u>** posted on the agenda, shall speak during this section. Each person in attendance who desire to address the Council on an item posted on the agenda or at a public hearing shall address the council when that item is called forward for consideration.

A speaker card must be filled out and turned in according to speaker rules listed in this section. Under the Texas Open Meeting Act the city council may take action only on legally posted items on the agenda. There will be no discussion of any un-posted items, council will only receive comments, may only ask clarifying questions, and should refrain from addressing speaker but rather refer them to city management or state policy only.

Speaker Rules

1. Each person will be allowed three (3) minutes and will not be interrupted by Council or staff.
2. Council may request the City Manager place the subject on a future Council meeting agenda or request staff meet with the person for further discussion.
3. Speaker Cards
    a. Speaker cards will be provided at the council meetings for in-person speakers and can be handed directly to the City Secretary Office staff.

f. **Speakers at council meetings:** Each person who desires to speak to the city council pertaining to an item listed on the agenda or advertised as a public hearing will have two options to address the city council. Each person shall address the council when that item is called forward for consideration.

Speaker Rules

1. A speaker card must be filled out and turned into the City Secretary’s staff
2. Each person in attendance will be allowed three (3) minutes and will not be interrupted by Council or staff. The presiding officer may grant additional time to a speaker if requested however the presiding officer will maintain fairness for speakers on the item
3. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least 72 hours prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case.
4. Online speaker cards will be provided through the city’s website and available to anyone not attending the council meeting in-person. Online speaker cards are for posted agenda item only. Online speaker cards must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is

presented for speakers. All online speaker cards received after the deadline will be forwarded to the city council as soon as practical.

IV. COUNCIL MEETINGS: ORDER OF BUSINESS

Council meetings shall generally adhere to the following order of business:

a. **Regular Session:**

i. Should begin with a Call to Order by the Mayor (presiding officer)
   1. formal roll call or statement by presiding officer (or city secretary) indicating quorum present
   2. statement of date and time
   3. invocation
   4. pledge of allegiance – United States and Texas

ii. Public Presentations: Proclamations, recognitions, general reports, and updates from the public or community organizations.

iii. Community Interest Items: In accordance with the Texas Open Meetings Act, an "item of community interest" includes the following:
   1. expressions of thanks, congratulations, or condolence;
   2. information regarding holiday schedules;
   3. honorary recognitions of city officials, employees, or other citizens;
   4. reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city official or city employee; and
   5. announcements involving imminent public health and safety threats to the city.

iv. Items to be continued or withdrawn: Any City Councilmember or the City Manager may request an item be removed from consideration and either (1) continued to a future meeting date or (2) withdrawn from consideration altogether or (3) move in the order of the agenda.

v. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the consent agenda
   1. Items to be withdrawn from the consent agenda for separate discussion: Any Councilmember wishing to

discuss and vote on a consent agenda item individually should make that request in an open meeting.

2. Items to be added to the consent agenda: Any councilmember may request a posted agenda item that does not require a public hearing be moved to the consent agenda.

vi. <u>Citizen Appearances:</u>

It is the policy of the City Council of the City of Burleson to encourage open government and the opportunity for all citizens to address the Council and receive fair consideration for each item listed on the agenda. Therefore, and in the interest of time, decorum and the constraints of the Texas Open Meetings Act, there are rules that must be enforced. On items not posted on the agenda, the Council may receive comments or suggestions. The Council cannot discuss or deliberate on the unposted matter. The Council may, however, ask clarifying questions, respond with facts, explain a policy, and propose that the item be placed on a future agenda.

1. In accordance with Section 551.007 of the Texas Open Meetings Act, the public has a right to speak on items on the agenda either at the beginning of the meeting or during the meeting when an agenda item is being considered.
2. Under the Texas Open Meetings Act and Public Information Act laws of the State of Texas, the City Council may take action only on items legally posted on the agenda.
3. On items not posted on the agenda, the Council may receive comments or suggestions. The Council cannot discuss or deliberate on the unposted matter. The Council may, however, ask clarifying questions, respond with facts, explain a policy, and propose that the item be placed on a future agenda.
4. Each person will be allowed three (3) minutes to comment on any particular subject. Council and staff will not interrupt speaker's time and will ask questions or clarification after the three (3) minutes of time. If the person requires a translator, they will receive six (6) minutes to allow to address the Council.
5. Each person shall fill out a speaker card and present to the City Secretary before speaking.
6. Profanity or threatening language will not be tolerated and may result in the following:

i. Cancellation of remaining time;
ii. Removal from the Council Chambers; and/or
iii. A contempt citation.

vii. Consent Action Agenda: All items listed are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

viii. General Action Items: Items may include, but are not limited to: Public Hearings, Ordinances & Resolutions, Contracts & Agreements, Legislative Update, Budget and Tax Rate, etc. Items scheduled for public hearing or which involve outside organizations should, typically, be listed first.

ix. Reports: An opportunity for the City Manager or his/her staff to obtain direction from Council on a future item, provide information on current items, or respond to previous Councilmember requests for information.

x. City council request for future items or reports: An opportunity for any member of the city council to request a future council meeting item.

Executive Session (if needed): The City Council may choose to meet in Executive Session in accordance with state law. Executive Session may be held at any time when a City Council meeting is convened. Every consideration should be given to not convene into executive session prior to the consent agenda.

xi. Adjourn: With no further business the presiding officer shall request a motion to adjourn. No vote is necessary.

V. BURLESON RULES OF ORDER

The rules contained in this section the policy shall govern the Burleson City Council meetings in all cases to which they are applicable and not in direct conflict with state laws.

a. Presiding Officer: The Mayor, if present, shall be the presiding officer. In the absence of the Mayor the Mayor Pro Tem shall be the presiding officer. In the absence of both the Councilmember with the most senior tenure should preside.

i. Should by statement identify quorum present call the meeting to order according to posted agenda and clearly state date and time.
ii. Should establish the order of the meeting by following the posted agenda and may call items out of order for purpose of functionality.
iii. Shall not make initial motions on items before the Council, however may second a motion.

b. **<u>Motion:</u>**
   i. Motion dies from lack of second
   ii. No amendments to original motion, except by the member making the motion
   iii. Each item posted on the agenda should be voted on individually

c. **<u>Point of Order:</u>**
   i. Any Councilmember may request to identify procedural defect
   ii. Any Councilmember may make call a filibuster point of order
      1. Presiding officer request Councilmember speaking to yield the floor
      2. Presiding officer present to the other members of Council an opportunity to speak
      3. If no other member wishes to speak the officer can return the floor to the original member speaking

d. **<u>Point of Information:</u>**
   i. Any Councilmember may request additional information for other members to consider
   ii. There is no debate

e. **<u>Call the Question</u>**: Only when a motion is on the table for consideration
   i. Any Councilmember may call the question
   ii. Requires a second but no vote
   iii. Ends debate or discussion and requires immediate vote on item

f. **<u>Public Hearing:</u>**
   i. Council should fairly allow everyone to be heard before Councilmembers speak
   ii. After all speakers, Council may comment and recall speakers if needed

iii. Each person will be allowed three (3) minutes to speak. Council and staff will not interrupt speaker's time and will ask questions or clarification after the three (3) minutes of time. If the person requires a translator, they will receive six (6) minutes to address the Council.

iv. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least 72 hours prior to the meeting. Applicants will be *cognizance of time and be precise when presenting their case.*

g. <u>Table:</u>

i. Items will be tabled to a specific date and the request made by applicant or staff

ii. If no date is stated when item is tabled, the item after 180 days will be placed on the next regular agenda and considered

iii. In non-zoning cases, citizens may make a request to table

h. <u>Adjourn:</u>

i. Adjournment of the meeting requires a motion and a second but no vote

ii. Presiding officer will announce date and time of adjournment

i. <u>Executive Session:</u>

Can be taken at any time during the meeting with proper notice to the public – presiding officer (or city secretary) shall announce the exceptions and time. Every consideration should be given to not convene into executive session prior to the consent agenda.

i. Any member of the Council present may request to convene into executive session

ii. City Manager, Deputy City Manager, City Secretary or Deputy City Secretary may request Council convene into executive session

iii. All request to convene into executive session requires a motion, a second and a vote by Council

iv. All request to reconvene into open session requires a motion, second and a vote by Council

VI. MAYOR/MAYOR PRO-TEM

a. Mayor:

i. Per Sec. 22 of the Charter of the City of Burleson, the Mayor presides at meetings of the City Council and, except in cases involving conflict of interests, must vote upon all items voted on by the City Council.

b. Mayor Pro-Tem:

i. The City Council shall elect in accordance with Sec. 22 of the Charter from among its members, a Mayor Pro Tem, who shall act as Mayor during the absence or disability of the Mayor, and, if a vacancy occurs in the Mayor's place, shall become Mayor until the next general election. (City Charter, Section 22(b))

ii. Qualifications: Any Councilmember who has served at least 2 years on the City Council shall be qualified to serve as Mayor Pro Tem.

iii. Nomination process: Councilmembers interested in serving as Mayor Pro Tem shall, at least five business days prior to the meeting, submit to the City Secretary written notification of their interest of serving. The City Secretary shall present to Council, in executive session, all the names of the interested, qualified, Councilmembers. *(no discussion or vote will take place, this is informational only)*

iv. Election: Each year at a regular meeting by August 31st, an agenda item for Election of Mayor Pro-Tem shall be placed on the Regular Session agenda. All action for election of the Mayor Pro-Tem shall occur during open session.

VII. AUDIO/VIDEO USE

a. Recording of Council meetings on video equipment larger than a cell phone or tablet shall be located at the rear of the chambers so as not to interfere with the sight lines of the seated audience.