



Council Policy and Valuation Committee Agenda

Wednesday, April 16, 2025
9:00 AM

City Hall Annex - 135 W. Ellison,
Second Floor, Economic
Development Conference Room
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 action on the minutes from the January 22, 2025 Council Policy and Valuation Committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

A. Review, discuss, and make possible recommendation to the city council on amendments to City Council Policy #17, Establishing City Council Rules of Procedure For City Council Meetings. *(Staff contact: Amanda Campos, City Secretary)*

B. Receive a report, discuss, and make possible recommendations to the full city council regarding all the boards, commissions, and committees of the city. *(Staff contact: Amanda Campos, City Secretary)*

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

6. **ADJOURN**

Staff Contact

Richard Abernethy
Director of Administrative Services
rabernethy@burlesontx.com
(817) 426-9662

CERTIFICATE

I hereby certify that the above agenda was posted on this the 9th of April 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

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.

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: April 16, 2025

SUBJECT:

Consider and take action on the minutes from the January 22, 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 January 22, 2025 for a regular meeting.

OPTIONS:

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

RECOMMENDATION:

Approve.

STAFF CONTACT:

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

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
January 22, 2025
DRAFT MINUTES

Council present:

Dan McClendon, Chair

Adam Russell

Council Absent:

Larry Scott

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
 Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 9:00 a.m.

Chair Dan McClendon called the meeting to order. **Time: 9:03 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Consider approval of the minutes from the August 21, 2024 Council Policy and Valuation Committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Adam Russell and seconded by Dan McClendon to approve.

Motion passed 2-0, with Larry Scott absent.

4. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and provide a recommendation regarding amendments to City Council Policy 36 and the Procurement Procedures. (Staff Contact: Lauren Seay, Deputy Director of Administrative Services)**

Lauren Seay, Deputy Director of Administrative Services, reported on Council Policy #36 to the committee.

Discussion included:

- Increase City Manager approval authority from \$50,000 to \$75,000.

- Propose to change reporting
- Propose to remove section 3.0, 4.0 and 5.0-5.7 to bring in alignment
- Reference the attorney
- Consider increasing others approval authority Deputy CM at \$50,000, keep directors at \$3,000 and Purchasing at \$10,000
- Proposed revisions to Emergency Purchases
- Signature Authority change
- Legal Definition remove 6.0
- Add council reject bids
- Rename 8.0 purchasing manual to Purchasing Procedure
- Major proposed changes to purchasing procedures add travel policy

After a brief discussion and questions, the committee would like the approval authority for the City Manager to be increased to \$100,000 and were in favor of the changes presented. The committee requested an item be brought forward to the full council for consideration.

B. Receive a report, hold a discussion, and provide a recommendation regarding the Equipment Replacement Fund (ERF) Policy, which is designed to provide financial stability to the purchase of vehicles and equipment. (Staff Contact: Harlan Jefferson, Deputy City Manager)

Harlan Jefferson, Deputy City Manager, reported on the Equipment Replacement Fund (ERF) Policy to the committee.

Discussion included equipment replacement fund purpose, establish policy and procedures to ensure the availability of funds for replacement (vehicles, equipment), options to increase funding levels to a proposed 65% to 75% range goal, debt funding of equipment with replacement cost of \$300,000 or higher, consideration of test case for shorter replacement of certain vehicles, exclusion of non-rolling equipment except generators, stabilize budgeting for future replacements, fund ERF-related purchases, facilitate timely replacements and purchases, and administer the disposition of replaced assets.

Propriety equipment replacement recommendations:

- Consider one-time transfer from Water and Wastewater Fund to bring their portion of funding to 70% (\$1,564,003)
- Current estimated working capital of Water and Wastewater Fund at 9/30/2024 - \$12,045,387 (\$14,241,182 with impact fees)
- Current estimated working capital as % of expenditures - 40%
- Would reduce Water and Wastewater Fund working capital to \$10,481,384 and require a budget amendment
- Would reduce estimated working capital as a % of expenditures to 35%
- Exclusion of non-rolling equipment except for generators

Governmental equipment replacement fund recommendations:

- Set contribution levels beginning with FY 25-26 budget to bring funding level to 70% over five years
- Consider pilot program of potential early replacement
- Continue to fund Fire Apparatus, Ambulances, Police Command and Tactical Vehicles and Streets large equipment with debt (term of debt tied to life of asset)
- Exclusion of non-rolling equipment, except generators

The committee was in favor of the changes and asked staff to bring an item forward to the full council for consideration.

RECESS AND BACK TO ORDER

Chair Dan McClendon recessed for a short break at 10:44 a.m. and called the meeting back to order at 10:53 a.m.

C. Receive a report, hold a discussion, and provide a recommendation regarding new policies for Municipal Utility Districts, Municipal Management Districts, and Public Improvement Districts. (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tony McIlwain, Development Services Director, reported on new policies for Municipal Utility Districts, Municipal Management Districts and Public Improvement Districts to the committee.

Discussion included city's existing Public Improvement District (PID) policy and prepare a policy for Municipal Utility Districts (MUDs) and Municipal Management Districts (MMDs).

Proposed revisions to PID policy:

- The draft revisions to the PID policy include the removal of the "Types of PIDs" section detailing Capital PIDs and Operation and Maintenance (O&M) PIDs. Staff is of the determination that this is overly restrictive for a developer.
- Staff has revised the initial deposit of the "Professional Services Reimbursement Agreement" to reflect an initial amount of \$7,500, with additional \$10,000 increments when deposit balance reaches \$2,500.
- The "PID Petition" and "Service and Assessment Plans" sections have been removed. These sections simply referenced state law.
- Staff has removed the tax cap, to allow council more discretion when evaluating PID petitions.

MUD and MMD policy:

- Staff has prepared a draft special purpose district policy for MUDs and MMDs.

- The policy has three broad sections: conditions for city consent; certificate of convenience and necessity (CCN); and voluntary annexation.
- The draft policy provides a general framework that establishes expectations of the developer and city council.

The committee was in favor of the changes and asked staff to bring an item forward to the full council for consideration.

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. 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.

A. 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 Chair Dan McClendon adjourned the meeting.

Time: 11:51 a.m.

Monica Solko
Deputy City Secretary

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: April 16, 2025

SUBJECT:

Review, discuss, and make possible recommendation to the city council on amendments to City Council Policy #17, Establishing City Council Rules of Procedure For City Council Meetings. *(Staff contact: Amanda Campos, City Secretary)*

SUMMARY:

The City Council established Policy #17 in May of 1985 and did not review the policy until January of 2020. There were major amendments made to the policy to reflect the current process and incorporate technology. The city council has made it a general practice to review the policy annually to make sure council meetings remain transparent, accessible, and evolving with the community.

At this time staff has no recommendations for amendments but rather will review the policy with the committee to make sure we are accomplishing city council's goals and the policy remains relevant. Any amendments recommended by the committee will be presented to the full council in a report and discussion forum to determine if the amendments will be brought forward for action.

RECOMMENDATION:

Review the policy and discuss.

REFERENCE:

City Council Policy #17

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos, City Secretary

acampos@burlesontx.com | [817-426-9665](tel:817-426-9665) | [817-291-5846](tel:817-291-5846)



CITY COUNCIL POLICY

17

City of Burleson City Council Policy Establishing City Council Rules of Procedure For City Council Meetings

Item A.

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. **Councilmember's Obligations to be Prepared in Advance:** 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. **Presiding Officer**

- 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. **Burleson Rules of Order**

- 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. Executive Session (Closed Session)

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. Annual Meeting Calendar: 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. Citizen Appearances: Each person in attendance who desire to speak to Council on an item **not** 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. Citizen Appearances:

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. Motion:

- 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. Point of Order:

- 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. Point of Information:

- i. Any Councilmember may request additional information for other members to consider
- ii. There is no debate

e. Call the Question: 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. Public Hearing:

- 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. Table:

- 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. Adjourn:

- 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. Executive Session:

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.



CITY COUNCIL POLICY

17

City of Burleson City Council Policy Establishing City Council Rules of Procedure For City Council Meetings

Item A.

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

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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:

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- f. **Councilmember's Obligations to be Prepared in Advance:** 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. **Presiding Officer**

- 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. **Burleson Rules of Order**

- 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. Executive Session (Closed Session)

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. Annual Meeting Calendar: 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. Citizen Appearances: Each person in attendance who desire to speak to Council on an item **not** 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. Citizen Appearances:

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. Motion:

- 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. Point of Order:

- 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. Point of Information:

- i. Any Councilmember may request additional information for other members to consider
- ii. There is no debate

e. Call the Question: 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. Public Hearing:

- 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. Table:

- 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. Adjourn:

- 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. Executive Session:

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.

Council Policy #17

ESTABLISHING CITY COUNCIL RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

COUNCIL MEETING (REPORTS/PRESENTATIONS) – APRIL 16, 2025

WHY ARE WE TALKING ABOUT THIS NOW?

- Effective Policies should be living growing documents
- Reviewed and Discussed at least annually
- New members of council and staff
- It's good to communicate to the public





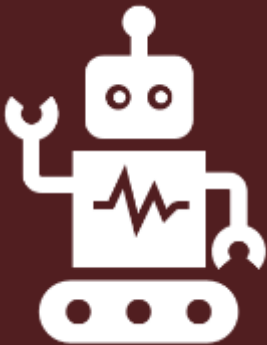
7 Parts to the Existing Policy #17

Time for
Change



Do we want to
change anything?

We have
changes to
recommend?



Next Steps for changes:

- ✓ Report to full council any recommendations for change to full council
- ✓ After review by full council action item to amend will be presented for action

Next Step NO changes:

- ✓ *Add to calendar for 2026 Council Policies & Valuation Committee to review*



Staff Direction

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: April 16, 2025

SUBJECT:

Receive a report, discuss and make possible recommendations to the full city council regarding all the boards, commissions, and committees of the city. *(Staff contact: Amanda Campos, City Secretary)*

SUMMARY:

This is a review of all the city boards, commissions, and committee ("boards") to evaluate the function, structure, and process of the boards. The majority of the boards have not been reviewed in over 10 years.

Best practice is to keep the boards relevant and engaged is to review the creation, purpose, and membership. The city council reviewed the membership in 2022 and 2023 including terms, however we did not review the other aspects of the boards. Memberships were increased to 9 for all boards in 2023 and the city council adopted Council Policy #40 in 2022 and modified 2023 to address the appointment process and expectations.

To begin this process we are starting with the Council Policy and Valuation committee to start a deep review of the boards. We will consider the creation, purpose, the need for additions or deletions, absence rule, and best practices for meetings.

RECOMMENDATION:

Review

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

List date and description of any prior action related to the subject

STAFF CONTACT:

Name: Amanda Campos, City Secretary
acampos@burlesontx.com or 817.291.5846
burlesontx.com | 817.426.9600 | 141 W Renfro Street, Burleson, Texas 76028



Boards, Commissions, & Committees

April 16, 2025



What are we reviewing?

- Creation & Purpose
- Combining, adding, or deleting
- Membership and absences
- Best practice for meetings

TIME FOR REVIEW



Item B.



Creation and Purpose - Today

Advisory Committee on People with Disabilities

Item B.

Creation

Ordinance CSO#760-02-2018 (1-22-2018)

Purpose

The committee is established to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the city, achieve maximum personal independence, and use and enjoy fully all public facilities available within the community

Duties

- Serve as an advisory body to the city council regarding problems affecting disabled persons in the city
- Recommend to the city council measures aimed at improving city facilities to accommodate disabled persons
- Recommend to the city council measures aimed at improving the ability of various city departments and contractors at providing services for disabled persons
- Perform additional duties and functions as required by the city council.

Animal Shelter Advisory Committee

Creation

Ordinance B-749-06 (4-13-2006) Pursuant to Texas Health and Safety code Section 823.005

Specific membership required by Texas Health and safety code:

- 1 Licensed veterinarian
- 1 Municipal Official
- 1 person whose duties include the daily operations of an animal shelter
- 1 representative from an animal welfare organization

Purpose

The purpose of the committee shall be to assist animal shelters located within the city limits regarding compliance with chapter 823 of the Health and Safety Code. Additionally, upon request of the city council, the committee may:

- (1) Provide recommendations to the city regarding its compliance with the Texas Rabies Control Act; and
- (2) Recommend ways to improve the efficiency and cost effectiveness of the city's animal control program

Chapter 823 = Animal Shelters

Boren Property Advisory Council

Item B.

Creation

R-1212-12 – comply with MO-11-145 city accepting donation of property from Charlie & Louise Boren (Russell Farm R-12-12(A0312))

Purpose

Advise the city council on all matters related to the property.

Subcommittees

- Historical Advisory Committee – advise BPAC on historical programs
- Art Advisory Committee

Building Codes & Standards Board

Creation

Ordinance B-721 (9-23-2004)

Purpose

It is the intent of the city council that the board members shall, by reason of diversity of their individual areas of expertise, constitute a board which is broadly representative of various fields of building construction and building standards.

Duties

The board is hereby charged with the duty and invested with the authority to:

- (1) Inspect property and premises at reasonable hours where required in the discharge of its responsibilities under the laws of the state and the city;
- (2) Hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the technical provisions of the following codes adopted by the City of Burleson:
 - a. The International Building Code;
 - b. The International Plumbing Code;
 - c. The International Mechanical Code;
 - d. The National Electrical Code;
 - e. The Uniform Fire Code;
 - f. The International Property Maintenance Code;
 - g. The International Residential Code;
 - h. The International Fuel Gas Code; and
 - i. The International Energy Conservation Code.

Cemetery Advisory Board

Item B.

Creation

Ordinance B-499 (4-11-1991)

Purpose

The board shall be charged with the responsibility of recommending policies, rules, and regulations for cemeteries in the city limits under the jurisdiction of the city.

Capital Improvement Advisory Committee

Item B.

Creation

Ordinance C-590(D0314) in compliance Local Govt code chapter 395 – Water & Wastewater Impact Fees

Purpose

The Committee is appointed to regularly review and update the capital improvements program in accordance with the requirements of chapter 395 of the Texas Local Government Code, and its successors.

Citizens Public Art Committee

Item B.

Creation

Resolution CSO#4058-12-2022 (12-12-2022)

Purpose

The Committee shall work with city staff to make recommendations to the city council regarding the display of public art throughout the community and the creation, implementation, and management of public art masterplan for the city.

Library Board

Item B.

Creation

Ordinance C-249 (1-10-1980)

Purpose

The library board shall make recommendations to the city council and city manager concerning operating policy of the library; long range capital improvement, planning and policy; the purchase of materials including, but not limited to, books, publications, films, and exhibits; and the display and exhibition of objects of art and other items having cultural, historical, and artistic value to the community. The library board shall encourage the participation of the citizens of the city in the growth and development of the community library and facilitate the part of the public library in the growth of the city.

Old Town Development Standards Committee

Creation

Ordinance C-575 (1-13-2005)

Purpose

The committee is hereby charged with the duty and invested with the authority to:

1. Perform the functions set out in this article, and review and comment on all proposed buildings and development plans in Burleson Old Town Overlay District;
2. At its discretion, recommend waiver or modifications of any provision of the Burleson Old Town Design Standards, providing the recommended waiver or modification does not adversely affect the surrounding streetscape and overall community, and that such recommended waiver or modification is based on outstanding design merit or otherwise advances the design goals of the community;
3. Forward review comments including any recommended waiver or modification to the city planning department as specified in the administrative procedures of the Burleson Old Town Design Standards;
4. Approve material and design requirements and specifications specifically set out in sections [4-61(d)(5)(6)(7), 4-61(e)(3), 4-63(a)(5), 4-63(e)(1), and 4-63(g)(6)] of this article.

Parks Board

Item B.

Creation

Charter election 2013 removed from City Charter and added to Chapter 2 section 2-37 of code of ordinances CSO#4089-01-2023.

Ordinance B-486 Tree Board (1989 – Park board serves as)

Purpose

The board was created to recommend to the city council improvements and activities for the parks of the city

Planning and Zoning Commission

Creation

Ordinance C-277 (1982 combined Planning Commission and Zoning Commission into one board. Chapter 62 of code of ordinances. Texas local government code 211.007 requires a Zoning Commission.

Purpose

A planning and zoning commission is hereby created in order to accomplish the following purposes:

- (1) To identify community needs and to advise the city council of their short-range and long-range implications for the total development of the city;
- (2) To recommend achievable community goals as a basis for long-range planning and development programs;
- (3) To recommend plans, programs, and policies that will aid the entire community in achieving its defined goals; and
- (4) To help the public understand the plans and programs adopted by the city council so that concerned citizens can carry on their private activities in harmony with public needs and policies.

Board of Adjustments

Item B.

Creation

Charter Section 9 (b) 1998

Purpose

The city council shall create a board of adjustment as provided by state law which shall have the power and authority to perform those functions established in the zoning ordinance and by state law.



Are we making changes to these boards?

Current

- Advisory Committee on People with Disabilities
- Animal Shelter Advisory Committee
- Boren Property Advisory Council
- Building Codes & Standards
- Cemetery Advisory Board
- Capital Improvement Advisory Committee
- Citizens Public Art Committee

- Library Board
- Old Town Development Standards Committee
- Parks Board
- Planning & Zoning Commission
- Board of Adjustments

Can we combine functions? Do we have a gap or missing an opportunity?

Membership & Absences

Memberships

Modified membership to 9 members to all January 2023.

Adopted Council Policy #40 City Boards, Commissions & Committees Appointment process 2022 modified 2023

Absences

Section 2-34 Code of Ordinances

Code Of Ordinances Section 2-34

- (a) When a member of any city board or commission is absent for three regular consecutive meetings, unless prevented by sickness, without first having obtained a leave of absence at a regular meeting, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.
- (b) If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis).
- (c) At the next city council meeting after notification by the city secretary as specified in subsections (a) and (b) above, the city council shall declare the member removed from the rolls of said board or commission and begin procedures to fill such vacancy. If such vacancy occurs within three months of October 1, the city council may, if it deems appropriate, fill the vacancy at the annual appointment time



**Texas Open Meeting
Act for All?**

9 Members for All?

**Duties are they
equal for All?**



CITY COUNCIL POLICY

40

City Boards, Commissions & Committees Appointment Process

Adopted date	July 18, 2022
Revised date	September 18, 2023
Department Name	City Secretary's Office

I. AUTHORITY

- a. The City of Burleson Code of Ordinances established the city council's authority to appoint and remove members from the city boards and commissions. Chapter 2 Article II.

II. CITY BOARDS AND COMMISSIONS

- a. The City of Burleson Code of Ordinance, City Charter, and Texas Local Government Code establishes the city's Boards and Commissions, the requirements, and the terms.
- b. The City Council designates the City Secretary as their representative charged with coordination of appointments, providing updates to the city council, and managing board/commission members for all boards/commissions of the city. This shall include training in Texas Open Meetings Act and the Texas Public Information Act.
- c. All appointees must fill out an application and provide to the City Secretary in accordance with this policy.
- d. All appointments will be by action of the city council at a city council meeting held in accordance with the Texas Open Meetings Act.

III. APPLICATIONS

- a. Applications shall be created by the City Secretary's Office and made available to the public via the city's website, email if requested, and paper copy in-person at city hall.
- b. Applications shall be submitted to the City Secretary's Office as directed on the application by July 1 to be considered for appointment in that calendar year.
- c. All applications are valid for 3 years; calculated using date received by the City Secretary's Office. After expiration a new application must be submitted in accordance with this policy.
- d. Under the Texas Public Information Act (the Act) all applications submitted are open to the public through the public information request. Private emails will be redacted in accordance with the Act. A statement will be placed on the application for disclosure to the applicants.
- e. Applicants can apply for as many boards or commissions as they like however they will be forced to rank preference of appointments to provide council full consideration.
- f. The City Secretary's Office will notify all applicants annually to confirm continuing interest in appointment or re-appointment.

IV. COMMUNITY & INTERGOVERNMENTAL RELATIONS COMMITTEE

- a. The Community & Intergovernmental Relations Committee (C&IR) is a committee of the council consisting of 3 council members chosen by the city council.
- b. The City Secretary shall gather all applications, attendance roles, board/commission membership and place in a binder to be provided to the C&IR as soon as applicable after the July 1 deadline.
- c. The binder shall provide all information required for the C&IR to make decisions on appointments.
 - i. Full membership list of the each board/commission
 - ii. Re-appointments will be highlighted
 - iii. Attendance
 - iv. Terms, requirements, board/commission make-up and any specific requirements
 - v. Applications will be categorized by board/commission applied for, if applicant applies for multiple board/commission the application will appear for each board/commission applied for.
- d. The C&IR will meet each year the 1st week in August to review vacancies and re-appointments. If there are no vacancies or re-appointments the C&IR will not meet unless requested by a member of the C&IR.
- e. The C&IR will bring forward recommendations for appointments to the full council for the full council's consideration.

V. APPOINTMENTS

- a. The City Council will consider board/commission appointments in a meeting of the city council held in accordance with the Texas Open Meetings Act.
- b. The City Secretary will bring forward the appointments for council's consideration as a general item on the council agenda.
- c. The City Secretary will include a list of all applicants and board/commission they applied for listed by board/commission.
- d. The applications for the recommended appointees will be included in the agenda packet along with the list of all applicants.
- e. The City Council shall make the appointments by the last regular meeting in September.
- f. The City Secretary shall notify the appointees of their appointment and notify board liaison and director.
 - i. Notification includes: term, instruction on required training, staff contact information and a board/commission book specific to their appointment.

VI. Board/Commission/Committee Members responsibilities

- a. Members have an obligation to be prepared in advance of all meetings. In order to provide for informed decision making and to instill confidence, each member 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. Direct any questions about the agenda to the Board/Commission/Committee staff contact, as provided by the Director, in advanced to allow staff to correct or provide additional information

- iii. Be respectful to fellow members, staff, applicants, and citizens; allowing everyone a chance to participate in the discussion and provide perspective
 - iv. Arrive on time for all posted meetings
 - v. Provide staff at least 72 hours' notice of absences; realizing there are time when emergencies arise making advance notice difficult
 - vi. Provide staff with updated contact information as soon as possible
 - vii. Use the designated staff contact information provided to each member by staff
 - viii. Complete any required training assigned within 90 days of notification and presented to the City Secretary for filing
 - b. Chair & Vice Chair – The Chair is the presiding officer at the meetings and the Vice Chair shall act as Chair during the absence or disability of the Chair
 - i. The Chair is responsible beginning the meeting on time and making sure a quorum is present before beginning
 - ii. Announce the proper sequence of the meeting according to the posted agenda
 - iii. Recognizing members, staff, and citizens who are entitled to speak
 - iv. Assure decorum is maintained through the entire meeting
 - v. Follow the adopted Burleson Rule of Order found in section VIII
 - vi. State, put to vote and announce results on all properly posted agenda item
 - c. Value expectation of members are listed to assure each member is representing the city reflecting its mission and obligations to the citizens:
 - i. Conflict of Interest – members will comply with Texas Conflict of Interest/Disclosure Laws. When in question the City Secretary or the Deputy City Attorney will guide the process
 - ii. Confidential information – members will not disclose confidential information provided to them as members of their board, commission, or committee
 - iii. Be mindful of neutrality and impartiality rendering equal consideration to all agenda items and citizens
 - iv. Actively promote principles of good government and good citizenship, being mindful that each member represents the city as a member of one of its board/commission/committee
- VII. Process to address concerns of members in possible violation of Section VI or Chapter 2 Boards, Commissions, Committees
- a. Concerns from staff or fellow members should be directed first to the Director and City Secretary for quick resolution
 - b. If no resolution can be found the City Secretary will notify the City Council at which time the city council will refer to the Community & Intergovernmental Relations Committee for recommendation to be presented to the city council
 - c. Concerns from the public must be in writing and addressed to the City Secretary @ records@burlesontx.com
 - d. The City Secretary will work with the public on possible resolution, keeping the city council, director, and city manager informed
 - e. If no resolution can be found the City Secretary will notify the City Council at which time the city council will refer to the Community & Intergovernmental Relations Committee for recommendation to be presented to the city council
 - f. All processes shall be in compliance with the Texas Open Meetings Act, city ordinances, state and federal applicable laws

- g. City code of ordinance Chapter 2 grants the city council authority to remove any member
- VIII. BURLESON RULES OF ORDER – *For use by Board, Commission and Committee Members.*

All Boards, Commissions, and Committees of the City of Burleson shall follow the Burleson Rules of Order found in City Council Policy #17 in conducting all meetings.

DRAFT