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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** July 20, 2026

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**SUBJECT:**

Consider and take possible action on Council Policy #17, Establishing City Council Rules of Procedure for City Council Meetings, Section II Meeting Agendas. (*Staff Contact: Amanda Campos, City Secretary*)

**STRATEGIC PRIORITY AND GOAL(S):**

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

**SUMMARY:**

The City Council establishes the rules governing Council meeting agenda procedures and may review or amend the policy at any time during the year. As a matter of practice, the Council typically conducts a comprehensive review of the policy at the beginning of each calendar year to ensure its provisions remain current, relevant, and consistent with established practices.

At this time, the policy is being presented for the Council's review in response to a request to consider the provisions related to placing items on a Council meeting agenda for review, discussion, and possible action. This agenda item is intended to provide the Council with an opportunity to review those provisions and determine whether any amendments are warranted. No action to amend the policy is required unless the Council determines that revisions are appropriate.

The section we are reviewing at this meeting will be Section II Meeting Agendas, b. Placing items on the agenda. The section reads as follows:

**I. 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 at 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.

**RECOMMENDATION:**

N/A

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

N/A

**REFERENCE:**

Council Policy #17

**FISCAL IMPACT:**

N/A:

**STAFF CONTACT:**

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