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## City Council Regular Meeting

**DEPARTMENT:** City Manager's Office  
**FROM:** Bryan Langley, City Manager  
**MEETING:** July 5, 2022

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**SUBJECT:**

Receive a report, hold a discussion, and provide staff direction regarding City Council meeting schedules and protocols. (*Staff Presenter: Bryan Langley, City Manager*)

**SUMMARY:**

As you know, there is a significant time commitment required to serve on the City Council. Staff acknowledges the time and service that each Council member provides to the City of Burleson, and we always strive to be efficient with your time.

The number of agenda items and complexity of the Council's agenda has continued to grow over the past few years, and it is expected to continue growing in the future. In fact, staff has identified over 70 work session topics that will be needed over the next 6-12 months (see attached summary). Many of these items were identified as "top" or "high" priority items by the City Council during our fall retreat, and others are related to projects approved by the voters in the recent bond election. Additionally, the City Council has communicated some concerns about the length of meetings, number of work sessions, and frequency of meetings. Given these issues, staff would like to explore some alternatives to improve the efficiency of Council meetings.

In the attached presentation, staff has provided some summary data regarding Council meetings over the past six years. For 2022, staff has estimated the remainder of the year based on the number of meetings held thus far. The number of meetings and length of meetings over the last few years has remained relatively constant. However, the number of items has grown substantially since 2018. Given this, and the fact that the number of items is expected to continue growing in the future, it's appropriate to consider some options on how to manage meetings moving forward.

The City Council has expressed a desire to have no more than two meetings per month to alleviate the above stated concerns. The first meeting of the month would begin no earlier than 1 pm, and work session items would only be permitted from 1 pm to 5 pm. The second meeting of the month would begin at 5:30 pm, and no work session items would be held during this meeting. Special meetings could be held due to unusual circumstances. Given this preferred meeting schedule, staff has developed the following options for consideration.

**Option 1:**

Proceed with the schedule outlined (e.g. 1-5 pm work sessions at first meeting of the month)

Use consent agenda more extensively to reduce the number of discussion items.

- If items have been previously discussed, or briefed, staff will consider adding the item to the consent agenda regardless of the amount (consistent with Council Policy #17).

When possible, shorten work session presentations to focus on questions/answers.

- Full presentations will be provided in Council backup materials for consideration.
- Establish estimated time needed for each work session item.

Provide more detailed information in reports to Council instead of briefings.

- Any Council member could then ask for a work session discussion on the materials.

When work load is greater than time allowed, City Council can prioritize items or call special meeting.

Use Council committees as needed to consider more complex issues (e.g. infrastructure).

If Council chooses this option, staff requests direction on whether you would like to provide management with the discretion to add items to the second agenda if 1) the meeting is not expected to have a significant number of items, or 2) there is a pressing items that needs Council direction or oversight. Additionally, staff requests direction regarding the Council's desire to hold separate standalone meetings for the budget process and/or City Council retreats.

For each of the below options, the Council could also consider incorporating some, all, or none of the additional items mentioned in Option 1.

**Option 2:**

Create Council Agenda Committee to evaluate priorities and set agenda schedule.

**Option 3:**

Utilize Council Committees more frequently for a variety of discussion topics.

Committees could provide reports to the entire City Council.

**Option 4:**

Full Council evaluates priority items monthly and determines appropriate meeting schedule.

**Option 5:** No changes, some combination of the above, or other?

The attached presentation will be used to facilitate a discussion of the above options and receive direction from the City Council on how to proceed.

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