
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 21, 2025

SUBJECT:

Receive a report, hold a discussion, and give staff direction on amendments to Council Policy #40 and various chapters in the Code of Ordinances concerning boards, commissions, and committees. (*Staff Contact: Amanda Campos, City Secretary*)

SUMMARY:

The Council Policies & Valuation committee met on April 16, 2025 and June 4, 2025 to review the city boards, commissions, and committee ("boards") of the city to evaluate the function, structure, and process of the boards. The majority of the boards have not been reviewed in over 10 years as it relates to function and its relation to the community growth. The committee reviewed the creation, purpose, term, absences, and membership of all boards.

Creation and Purpose:

The recommendations from the committee are to amend Chapter 2, Section 2-35 of the Code of Ordinances and Council Policy 40 to address purpose and function:

Chapter 2; Section 2-35 Scope of responsibilities.

- (a) Each board and commission shall review data and circumstances pertaining to their respective boards and commissions and formulate recommendations to the city council, ~~on for its adoption~~, policies and regulations consistent with the overall city plan and ordinances. **This should exclude items concerning budget, finances of the city, fees/fines, and maintenance operation functions of the city.**
- (b) Each board and commission shall give full consideration to the movement of people and goods, the health, recreation, safety and general welfare of the citizens of the city.
- (c) Each board and commission, at the direction of the city council, shall study, hold public hearings and submit reports on any topics within their purview that the city council deems appropriate.
- (d) Members of each board and commission shall comply with all statutory time limits, public notices, and the Texas Open Meetings Act, V.T.C.A., Government Code § 551.001 et seq.

Council Policy #40 – City Boards, Commissions & Committees ~~Appointment Process~~

Addition of new subsection under Section VI. Board/Commission/Committee Members responsibilities

The members should fully consider the items presented to them at a meeting providing recommendations to be forwarded to the city council or council committee by the Director or designee with consideration given to the necessary timeframe for the item.

All recommendations of the board, commission, or committee should be presented in a report that provides the council full consensus of the members, understanding the recommendations may not all be unanimous. The reports should reflect the discussion and questions of the members present at the meeting in a high level executive summary format. This is not intended to be verbatim minutes.

Membership & Terms

The full city council reviewed the membership and terms of all boards in 2022 and 2023. The current terms of the youth are recommended to remain the same; no term limit as their age regulates their term of service. The committee did recommend changing the Park Board term to three terms matching the Planning & Zoning Commission terms. All other boards of the city are two year terms.

In accordance with Chapter 2 of the Code of Ordinances the membership of each board will remain at 9 members except the Planning & Zoning Commission that currently has 10 members with the added ex-officio youth member.

The recommendations from the committee are to amend Chapter 2, Section 2-31 of the Code of Ordinances concerning terms:

Chapter 2-31 (d) Terms

The term of each member shall not exceed two (2) consecutive full terms and a member must have remained off of that particular board, commission, or committee for one (1) full term before the member can be reappointed. Planning and Zoning Commission **and Park Board members** terms shall not exceed three (3) consecutive full terms. Youth members terms have no limit except that they must remain qualified members.

The committee reviewed the absence rule as stated in the code Chapter 2 Section 2-34 and provided the following recommendations for amendment:

- Section 2-34 (a) When a member of any city board or commission is absent for three consecutive meetings the member shall be deemed to have vacated the member's position, unless **notice was provided to the city secretary in accordance with the process of absences in Council Policy #40**, ~~prevented by sickness without first having obtained a leave of absence at a regular meeting,~~. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.

- Section 2-34 (b) ~~If any Board members shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30. If a 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)~~ **fails to attend 75 percent that member may not be eligible to continue to serve their current term or not be re-appointed as determined by the city council in their review of membership when presented by the city secretary.**

Council Policy #40 – City Boards, Commissions & Committees Appointment Process

Addition of new section:

Absences – Members should notify City Secretary's Office and board liaison with at least 72 hour notice of absences due to illness, realizing emergencies arise. If emergency notify City Secretary's Office as soon as possible. The City Secretary's Office will note the absence in the attendance roll to be presented to the council committee during appointment process.

Several boards were created with membership outside the normal scope of being a resident due to its function and work. The Committee reviewed all the boards considering how membership affects attendance. The following amendments are recommended by the committee:

Texas Open Meetings Act (TOMA)– “an advisory committee that does not control or supervise public business or policy is not subject to the Act”

- Advisory Committee on People with Disabilities, Animal Shelter Advisory Committee, Cemetery Board, and Citizens Public Art Committee were reviewed to see if we could remove the Texas Open Meetings Act helping with distance attendance and strict quorum requirements. After review by our legal department although not required best practice would keep them under TOMA but we are allowed to make policy determinations as it pertains to quorum needed to call to order.
- Boren Property Advisory Council – was created by an agreement in acceptance of property donation and therefore can be changed by amending the agreement. This will allow the membership that is all over the state meet virtually.
- Amendments will be made to Council Policy #40 to address the requirement quorum, functions, and process for bringing forward anything to the city council.

Council Policy #40 – City Boards, Commissions & Committees Appointment Process

Addition of new section

Quorum - Establishing the number required to hold a meeting. The Deputy City Attorney will craft the wording for this section.

Current boards structure and number of boards

- Full review keep unchanged because of their legal requirements
Planning & Zoning Commission
Board of Adjustments
Capital Improvement Advisory

- Combine into new board
Cemetery
Citizens Public Art
- Rename
Park to become Parks & Recreation Board
- Change
Parks & Recreation Board – Remove Russell Farms this property will continue under the Boren Property Advisory
Animal Shelter Advisory - Remove cost effectiveness from their function – it is stated in the code
- Expand
Old Town Development Standards
- New
Public Spaces & Cultural Heritage
This new board would encompass cemetery, public art, senior citizens, and public spaces that are not parks or the recreations center operations.

RECOMMENDATION:

All recommendations were made by the Council Policies & Valuation council Committee

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

Council Policies & Valuation Council Committee met on April 16 and June 4, 2025.

REFERENCE:

Council Policy #40

City of Burleson Code Chapter 2

FISCAL IMPACT:

N/A

STAFF CONTACT:

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