
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: September 18, 2023

SUBJECT:

Consider approval of a minute order adopting the 2024 Council Calendar. (*Staff Contact: Amanda Campos, City Secretary*)

SUMMARY:

Annually the City Council formally adopts a calendar for the coming year of regular scheduled council meetings. Traditionally this calendar did not consider any special budget meetings, city holidays, or 4A/4B/TIF or Council Committee schedules. To strive for transparency and planning, City Manager Ludwig and I worked to proposed this new format calendar for council to consider.

Key changes the city council reviewed at the September 5, 2023 council meeting:

- Start time of 1st and 2nd council meeting of the month – 5:30 pm – Mondays unless Holiday conflicts.
- Standing 4A and 4 B scheduled meetings prior to 2nd meeting of the month – 4:30 pm and 5:00 pm. **Only if needed but will assure time dedication**
- Council Committee meetings quarterly – January, February, April, May, September (to allow for attendance at TML), October, November. There are 6 committee
- Only 1 meeting in July to build in a summer break time for council and staff.
- Special budget meeting are built into the schedule – April, August, and September

When working on this calendar staff reviewed and added time for posting of the agendas, staff time to create agenda items and submit for review, and looked at city holidays. The city holidays not only effect the date of the meeting but staff's requirement to put the agenda together.

The City of Burleson Charter only requires the council to meet once a month and there is no state law for Home Cities on how often they must meet. The council can determine the best schedule for conducting meetings. In previous years the council met on Thursday (2nd & 4th of the month).

Adoption of a calendar each year fulfills council's commitment to transparency and teamwork. Collaboration of both policy and operations is the ultimate goal for council meetings. This is a beginning discussion point only.

STAFF CONTACT:

Name: Amanda Campos
Title: City Secretary
acampos@burlesontx.com
817-426-9665 or 817-291-5846