
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: November 18, 2024

SUBJECT:

Consider approval of a minute order adopting the 2025 Council Calendar. *(Staff Contact: Monica Solko, Deputy 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 Offices and City Secretary's Office worked to propose this new format calendar for council to consider.

- Start time of 1st and 2nd council meeting of the month – 5:30 pm – Mondays unless Holiday conflicts.
- Standing 4A, 4B and TIF scheduled meetings on the 2nd meeting of the month – between 4:00 pm and 5:00 pm. **Only if needed but will assure time dedication**
- Council Committee meetings quarterly, two committees a month unless required – 9:00 am and 1:00 pm. There are 6 committees.
- Only 1 meeting in July to build in a summer break time for council and staff.
- Only 1 meeting in November and December to build in holiday break time for council and staff.
- Special budget meeting are built into the schedule – May, 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:

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