
Choose an item.

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 3, 2024

SUBJECT:

Review, discuss, and provide feedback on City Council Policy #17 – Establishing City Council Rules of Procedures for City Council Meetings. (Staff Contact: Amanda Campos, City Secretary)

SUMMARY:

The City Council first established council policy #17, May 5, 1985 and the policy remained unchanged until January of 2020. At the time of review and change the council was determined to make all council policies relevant and amend as needed. The council reviewed and edited this policy twice in 2021 to reflect the changes due to Covid. This allowed the council to meet and keep the public engaged and connected. There were parts of the policy that was good practice moving forward and other portions that served Covid protocol only.

The council once again review the policy in 2022 and made small modifications but did not review in 2023 or make any changes. So why are we reviewing now? As stated before the city council was determined to remain active in the policies and assure they were performing their intent. Effective policies should be living growing documents and reviewed and discussed at least annually. There are new members of the city council that have not reviewed in detail the policy and it's always best practice to communicate to the public. Communication on council meetings is one of the most important aspects of communication for city council. The business of the city is determined at these meetings, therefore keeping them friendly should be top priority.

The council's committee Council Policies & Valuation reviewed briefly the policy in April of 2024 and some suggestions to bring forward to the full council however no determination was made at the meeting only broad suggestions. This meeting is reviewed what was discussed and determine council's desire to move forward with any action.

The suggested changes effect Executive Session and Citizen Appearance.

Executive Session:

- Make every effort to hold executive session at the end of the meeting and if needed during the meeting hold when the item is called forward.

- In the event a consent item requires executive session that item should be removed and the remaining consent agenda acted on prior to convening into executive session.
- The rules and legal conduct of executive session should be listed in the policy and reviewed for the city council

Citizen Appearance:

- Consider adding language to support the intent of citizen appearance by refraining from addressing speakers but rather refer them to staff or state policy only
- Council should when possible refer to staff for follow up

This is a review and discussion no action is taken at this meeting rather a direction or staff to bring back for action or refer back to committee for more work.

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

Council Policies & Valuation Committee

REFERENCE:

Council Policy #17

FISCAL IMPACT:

N/A

STAFF CONTACT:

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Title: City Secretary

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