
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: September 2, 2025

SUBJECT:

Consider and take possible action on an ordinance amendment to Chapter 2 and Chapter 6 of the Code of Ordinances (Boards, Commissions, Committees) and City Council Policy #40 (Boards). (Final Reading) (*Staff Contact: Amanda Campos, City Secretary*)

SUMMARY:

The City Council voted on the first reading at the August 4, 2025 regular meeting and voted to approve the ordinance and the change of Council Policy #40. The council approved Option 4 in section 1 of the ordinance; making the time to remain off the boards once term limit is reached to 1 year October to September.

The City Council reviewed the recommendations from the Council Policies & Valuation Council Committee at the July 21, 2025 regular council meeting to provide direction to staff on the amendments.

Council reviewed recommended amendments to the creation and purpose of the city boards, commissions, and committees agreeing the proposed amendment are needed. Increasing the guidance to the boards for their purpose and to staff and reporting to the full council and allowing more focus on development and community needs by removing items concerning budget, finances of the city, fees/fines, and maintenance operation functions. Chapter 2, Section 35 would require amending to accomplish the recommendations and City Council Policy #40 would need an added subsection under Section VI.

Recommendations were reviewed concerning the terms of the boards as it related length and which if any changes are needed. The discussion related to the Park Board and the recommendation to extend the term from 2 three years to 3 three years term. The Planning and Zoning Commission is the only board with a 3 three year term. Options will be discussed with the following possibilities because there was no consensus at the meeting.

- Follow recommendation and change Park Board only to 3 three year term
- Change all boards to 3 three year term
- Change all boards including Planning & Zoning to 2 three year term
- Change all boards to 1 three year term
- Make no changes

Any amendments will be reflected in Chapter 2, Section 31, Appointments, terms, removal; exceptions.

Next the recommendations for revision to the absence rule was discussed and the council agreed that was the direction of the full council to amend Chapter 2 Section 34 and adding a new section to Council Policy #40. These revisions will better serve the members of the boards.

The Council Policies & Valuation Committee reviewed the boards that were struggling to meet because of the make-up of the members required. The Advisory Committee on People with Disabilities, Animal Shelter Advisory Committee, Boren Property Advisory Council, and Citizens Public Art Committee all require membership that have specific requirements and members are not all citizens of Burleson or even live in the area. Making meeting in person difficult leading some of these boards not meeting in a year's time. It was recommended and agreed upon that the Boren Property Advisory Council (BPAC) would be removed from the Texas Open Meetings Act and the regular boards of the city. The BPAC was created via an agreement for donation of Russell Farm and will the agreement will be amended to reflect the BPAC will be it's own entity and subject to bylaws created by the BPAC.

All other boards will see some relief by an addition to Council Policy #40 establishing parameters for a defined quorum. This new section is being crafted by the Deputy City Attorney.

The number of boards, their oversight and name were reviewed and the following recommendations were made and discussed by the city council. The council agreed with the committee's recommended amendments. An amendment to Chapter 2, Section 37 concerning renaming the Park Board to the Parks & Recreation Board will be needed. A new section will be added to Policy #40 establishing the other board and their names.

RECOMMENDATION:

All recommendations from the Council Policies & Valuation Committee and the discussion of the City Council concerning these recommendations.

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

City Council Regular Meeting August 4, 2025

Council Policies & Valuation 4.16.25 & 6.4.25

City Council 7.21.25 regular meeting reports and discussion.

REFERENCE:

Chapter 2 Code of Ordinances
City Council Policy #40

FISCAL IMPACT:

N/A

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