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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** September 5, 2023

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**SUBJECT:**

Receive a report, hold a discussion, and provide staff with feedback on the proposed 2024 Council Calendar. (*Staff Presenter: 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:

- Start time of 1<sup>st</sup> council meeting of the month – 9:30 a.m.
- Standing 4A and 4 B scheduled meetings prior to 2<sup>nd</sup> 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 (2<sup>nd</sup> & 4<sup>th</sup> 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.

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