THE CITY OF BURLESON TEXAS

Department Memo

City Council Regular Meeting

DEPARTMENT: **City Secretary's Office**

FROM: **Amanda Campos, City Secretary**

MEETING: **November 9, 2026**

SUBJECT:

Consider and take possible action on a minute order adopting the 2027 Council Meeting Calendar. *(Staff Contact: Amanda Campos, City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The City Council meets generally on the 1st and 3rd Monday of the month and adopts an annual meeting calendar by December 1st the preceding year in accordance with City Council Policy #17. This calendar will reflect the regularly scheduled meeting with the exception when holidays conflict and the practice of holding only 1 meeting in July, November, and December.

Staff's review of the calendar adopted last year, which included 4A/4B/TIF and Council Committees, posed some confusion due to multiple changes to the adopted schedule to fulfil operational needs. The meetings of the city council outside the regular meetings are largely dependent on operational functions and needs of the community therefore staff recommends the following:

- The adopted 2027 Council Calendar will mark regular council meetings, special meetings needed for budget and tax rate (strict accordance to TNT is necessary), and Holidays that affect city operational hours
- Staff will bring forward items for 4A/4B/TIF on Mondays prior to council meeting when possible, avoiding as much changes as possible

- Staff will designate Wednesdays for Council Committees with standard start times at 9:00am or 1:00pm. Realizing council schedules or local government code may require changes to the schedule.

The City of Burleson's Charter only requires the council to meet once a month and there is no state law for Home Rule 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).

RECOMMENDATION:

Approved the proposed 2027 Council meeting calendar.

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

Council approved 2026 council calendar on November 3, 2025

REFERENCE:

City Council Policy #17

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos
Title: City Secretary
acampos@burlesontx.com
817.291.5846