
Tuesday, June 14, 2022

Council Chambers

WORK SESSION - 3:00 P.M.

1. **CALL TO ORDER**

2. **REPORTS AND PRESENTATIONS**

- A. Receive a report, hold a discussion and give staff direction regarding possible amendments to City Council Policy #17, establishing city council rules of procedure for city council meetings. *(Staff Presenter: Amanda Campos, City Secretary)*

Attachments

Department Memo
Presentation
Council Policy #17

- B. Receive a report, hold a discussion and give staff direction regarding the appointment of members to city boards and commissions. *(Staff presenter: Amanda Campos, City Secretary)*

Attachments

Department Memo
Presentation

3. **CITIZEN APPEARANCES**

Other than public hearings and items listed on the posted agenda, citizens in attendance who desire to speak to City Council may speak during this section.

Speakers in attendance: Each person will be allowed three (3) minutes to speak and will not be interrupted by City Council or staff. If you would like to speak, please fill out a speaker card and give the completed card to the City Secretary prior to addressing City Council.

Speakers not in attendance: Each person must fill out an online speaker card. Online speaker cards will be for items posted on the agenda only and must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented. Online speaker cards can be found on the city's website, www.burlesontx.com on the [agenda/notices page](#).

Please note that City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

4. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

- A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**
- B. Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072**
- C. Deliberation regarding a negotiated contract for a prospective gift or donation to the state or the governmental body Pursuant to Section 551.073**
- D. Personnel Matters Pursuant to Section 551.074**
 - Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the City Secretary.
- E. Deliberation regarding (1) the deployment, or specific occasions for implementation of security personnel or devices; or (2) a security audit Pursuant to Sec. 551.076**
- F. Deliberation Regarding Commercial or Financial Information Received from or the Offer of a Financial or Other Incentive made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is conducting Economic Development Negotiations Pursuant to Section 551.087**
- G. Pursuant to Sec. 418.183(f), deliberation of information related to managing emergencies and disasters including those caused by terroristic acts (must be tape recorded)**

Adjourn

Staff Contact

City Manager's Office
817-426-9680

CERTIFICATE

I hereby certify that the above agenda was posted on this the **9th of June 2022, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

Amanda Campos
City Secretary

**ACCESSIBILITY STATEMENT**

The facility is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.



City of Burleson

City Council

AGENDA INFORMATION SHEET

DEPARTMENT: City Secretary Office

DATE: 06/14/2022

SUBJECT

Receive a report, hold a discussion and give staff direction regarding possible amendments to City Council Policy #17, establishing city council rules of procedure for city council meetings. (*Staff Presenter: Amanda Campos, City Secretary*)

Attachments

Department Memo
Presentation
Council Policy #17

Respectfully submitted:

Amanda Campos, TRMC
City Secretary
817.426.9665 or acampos@burlesontx.com

DEPARTMENT MEMO

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 14, 2022

SUBJECT:

Receive a report, hold a discussion and give staff direction regarding possible amendments to City Council Policy #, establishing city council rules of procedure for city council meetings. (*Staff Presenter: Amanda Campos, City Secretary*)

SUMMARY:

The City Council adopted Council Policy #17 originally in 1982 with modification to the policy in 1985, 2020, February 2021 and August 2021. This policy should be reviewed annually to consider changes based on operational needs of council agendas. During the past 2 years we realized needed changes that resulted from COVID-19, increase in the use of technology and increase in number of projects before the council for consideration.

Council Policy #17 is created by the city council and a policy decision.

OPTIONS:

Council is requested to review proposed amendments and provide any additional changes.

RECOMMENDATION:

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos, TRMC
Department: City Secretary's Office
Email: acampos@burlesontx.com
Phone: 817-429-9665

CITY COUNCIL POLICY #17

Establishing City Council Rules & Procedures for Council Meetings

June 14, 2022

Reports & Presentations





Framework of Policy

- Originally created in 1982, revised 1985, 2020, and twice in 2021
- Established rules: These are outside what is legally required and more directly related to how the City of Burleson conducts business
- Established procedures: These are how the city council, considering the community, presents actions and reports

Why review now?

- Policies are effective when they are reviewed on a regular schedule
 - Last review was August 2021
- Increased participation from the community and our ability to increase
 - Allow technology to be used

Section I

AUTHORITY

This is language is directly from the City Charter and refers to council meetings, providing authority to the city council for council meetings and requiring a minimum of one meeting a month.

Add:

Pursuant to the Charter of the City of Burleson, Texas, Section 32; the city council shall meet regularly at times prescribed by its rules but not less frequently than once each month. The city secretary shall call special meetings upon the request of the mayor, city manager, or a majority of the members of the city council. All meetings must be held in accordance with state law.

Section II

MEETING AGENDAS

This is a discussion item to review current policy on Consent Agenda

e. Consent Agenda Items: The City Manager may place on the consent agenda section of the agenda any items that, in the City Manager's view, are routine in nature. Consent agenda items should not include:

- i. First reading of any ordinance
- ii. An item concerning an election
- iii. An item authorizing the issuance (or notice of issuance) of any debt instrument (bonds, certificates of obligation, capital lease agreements, etc.)
- iv. A contract or purchase of a single good or professional service (i.e. excludes sole source and unit price supplies/materials) that exceeds \$200,000.00 regardless of whether or not the item is required to be bid.

Posted consent agenda items may be removed from consent by any one councilmember who request the removal during the open meeting. Any posted item on the agenda that does not require a public hearing may be added to the consent agenda by a vote of the city council during the open meeting.

Section III

COUNCIL MEETINGS; RULES, PROCEDURES AND CONDUCT

Add language reflective of the current practice of the council

Remove online speaker cards from Citizen Appearances and create new section specific for Speakers on posted agenda items and allow online speaker cards.

Citizen Appearances: Each person in attendance who desire to speak to Council on an item **not** posted on the agenda, shall speak during this section. Each person in attendance who desire to address the Council on an item posted on the agenda or at a public hearing shall address the council when that item is called forward for consideration.

Speaker Rules

1. Each person will be allowed three (3) minutes and will not be interrupted by Council or staff. **The presiding officer may grant additional time to a speaker if requested however the presiding officer will maintain fairness for speakers on the item.**
2. Council may request the City Manager place the subject on a future Council meeting agenda or request staff meet with the person for further discussion.
3. Speaker Cards
 - a. Speaker cards will be provided at the council meetings for in-person speakers and can be handed directly to the City Secretary Office staff.
 - ~~b. Online speaker cards will be provided through the city's website and available to anyone not attending the council meeting in-person. Online speakers must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented for speakers.~~
 - ~~c. All online speaker cards received after the deadline will be forwarded to the city council as soon as possible.~~

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Speaker Rules

1. Each person will be allowed three (3) minutes and will not be interrupted by Council or staff. **The presiding officer may grant additional time to a speaker if requested however the presiding officer will maintain fairness for speakers on the item.**
2. Council may request the City Manager place the subject on a future Council meeting agenda or request staff meet with the person for further discussion.
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 - a. Speaker cards will be provided at the council meetings for in-person speakers and can be handed directly to the City Secretary Office staff.
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 - ~~c. All online speaker cards received after the deadline will be forwarded to the city council as soon as possible.~~

Section III

COUNCIL MEETINGS; RULES, PROCEDURES AND CONDUCT

Add new section specific to Speakers
on posted agenda items

f. Speakers at council meetings: Each person who desires to speak to the city council pertaining to an item listed on the agenda or advertised as a public hearing will have two options to address the city council, in person or online submittal. Each person shall address the council when that item is called forward for consideration.

Speaker Rules

1. A speaker card must be filled out and turned into the City Secretary's staff
2. Each person in attendance will be allowed three (3) minutes and will not be interrupted by Council or staff. The presiding officer may grant additional time to a speaker if requested however the presiding officer will maintain fairness for speakers on the item
3. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions.
4. Online speaker cards will be provided through the city's website and available to anyone not attending the council meeting in-person. Online speaker cards are for posted agenda item only. Online speaker cards must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented for speakers. All online speaker cards received after the deadline will be forwarded to the city council as soon as practical.

General Review

- *Section IV Council Meetings: Order of Business*

Regular Session – call to order

Invocation & Pledge

Public Presentation – proclamation, recognition

Community Interest

Changes to the agenda

Citizen Appearances – Non posted items only

Consent Agenda

General, Development, Public hearings, budget etc.....

Reports & Discussion

City Council request for future items or reports

Executive Session

Adjourn

Questions / Comments



CITY COUNCIL POLICY

17

City of Burleson City Council Policy Establishing City Council Rules of Procedure For City Council Meetings

Adopted date	November 11, 1982
Revision dates	May 5, 1985, January 21, 2020, February 22, 2021, & August 8, 2021
Department Name	City Council

I. AUTHORITY

Pursuant to the provisions of the Charter of the City of Burleson, Texas, the City Council shall enact rules of procedure for all meetings of the City Council of the City of Burleson, Texas, which shall be in effect upon their adoption by the City Council until such time as they are amended or new rules adopted. These guidelines shall remain flexible and in compliance with the City Charter, the Texas Open Meetings Act, and any other applicable state laws.

II. MEETING AGENDAS

- a. **Preparation & Posting of:** The City Manager is responsible for creating the agenda and agenda packet materials for City Council meetings. The City Secretary is responsible for posting the agenda and distributing agenda packets to the City Council.
- b. **Placing Items on the Agenda:** The Mayor or any one Councilmember may request that an item be placed on the agenda by the following means:
 - i. Request the item during the “Request for Future Agenda Items” during the work session portion of a Council meeting; or
 - ii. Notify the City Manager, in writing, of the request a least ten (10) business days prior to any regularly scheduled City Council meeting.

c. Agenda Packet:

- i. Contents: The agenda packet will include a report and related documents (i.e. ordinance, contract, bid tabulation, etc.) for each item on the Consent Action and/or General Action sections of the agenda.
- ii. Distribution: In most cases, the agenda packet should be made available to the City Council at least 5 (five) calendar days prior to the regularly scheduled City Council meeting.

d. Agenda Item Pages: Each AIP shall contain all pertinent information on the item of business. Generally, the report shall include the following order of information:

- i. Action requested of the City Council
 - 1. Items concerning an ordinance must identify the proponent of the ordinance in parenthesis following the action requested.
- ii. Background and/or historical information
 - 1. Input/Recommendations received from applicable City Boards or from the public
 - 2. Financial impact (i.e. source of funds)
 - 3. Identity of the City Manager's office contact and city departmental staff member whom Council and the public should contact for additional information

e. Consent Agenda Items: The City Manager may place on the consent agenda section of the agenda any items that, in the City Manager's view, are routine in nature. Consent agenda items should not include:

- i. First reading of any ordinance
- ii. An item concerning an election
- iii. An item authorizing the issuance (or notice of issuance) of any debt instrument (bonds, certificates of obligation, capital lease agreements, etc.)
- iv. A contract or purchase of a single good or professional service (i.e. excludes sole source and unit price supplies/materials) that exceeds \$200,000.00 regardless of whether or not the item is required to be bid.

Posted consent agenda items may be removed from consent by any one councilmember who request the removal during the open meeting. Any posted item on the agenda that does not require a public hearing

may be added to the consent agenda by a vote of the city council during the open meeting.

- f. **Councilmember's Obligations to be Prepared in Advance:** In order to provide for informed decision making and to instill confidence in the electorate, in advance of each meeting, each Councilmember is expected to:
 - i. Study and be familiar with all material in the agenda packet provided by the staff in advance of the meeting.
 - ii. Include staff and citizen contacts, field observations and inquiries in their preparation.
 - iii. Direct any questions about the agenda packet to the city manager's office or the staff member designated on the agenda report.

III. COUNCIL MEETINGS: RULES, PROCEDURES AND CONDUCT

a. Presiding Officer

- i. The Mayor presides at meetings of the City Council (City Charter, Sec. 22(a)).
- ii. The Mayor Pro Tem, who shall act as mayor during the absence or disability of the Mayor (City Charter, Sec. 22(b)).
- iii. In the event the Mayor and Mayor Pro Tem are absent, the Councilmember in attendance with the longest tenure shall preside over the meeting. In the event of a tie in tenure, the members may draw lots to determine who shall preside.

b. Burleson Rules of Order

- i. The rules contained in Section V of this Policy shall govern the Burleson City Council meetings in all cases to which they are applicable and not in direct conflict with State laws. These rules are intended to be fair and complete.

c. Executive Session (Closed Session)

- i. The Texas Open Meetings Act provides for narrowly drawn exceptions to the requirement that meetings be open to the public. The City Council shall follow TOMA with regards to executive sessions requirements.

- d. **Annual Meeting Calendar:** The City Council shall adopt a calendar outlining their scheduled regular meetings for any calendar year no later than December 1st of the preceding year.
- e. **Citizen Appearances:** Each person in attendance who desire to speak to Council on an item not posted on the agenda, shall speak during this section. Each person in attendance who desire to address the Council on an item posted on the agenda or at a public hearing shall address the council when that item is called forward for consideration.

A speaker card must be filled out and turned in according to speaker rules listed in this section. Under the Texas Open Meeting Act the city council may take action only on legally posted items on the agenda. There will be no discussion of any un-posted items, council will only receive comments and may only ask clarifying questions and respond with facts or explanation of policy.

Speaker Rules

1. Each person will be allowed three (3) minutes and will not be interrupted by Council or staff.
2. Council may request the City Manager place the subject on a future Council meeting agenda or request staff meet with the person for further discussion.
3. Speaker Cards
 - a. Speaker cards will be provided at the council meetings for in-person speakers and can be handed directly to the City Secretary Office staff.
 - b. Online speaker cards will be provided through the city's website and available to anyone not attending the council meeting in-person. Online speaker cards must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented for speakers.
 - c. All online speaker cards received after the deadline will be forwarded to the city council as soon as possible.

IV. COUNCIL MEETINGS: ORDER OF BUSINESS See Comparison Chart at the end

Council meetings shall generally adhere to the following order of business:

a. Regular Session:

- i. Should begin with a Call to Order by the Mayor (presiding officer)
 1. formal roll call or statement by presiding officer (or city secretary) indicating quorum present
 2. statement of date and time
 3. invocation
 4. pledge of allegiance – United States and Texas
- ii. Public Presentations: Proclamations, recognitions, general reports, and updates from the public or community organizations.
- iii. Community Interest Items: In accordance with the Texas Open Meetings Act, an "item of community interest" includes the following:
 1. expressions of thanks, congratulations, or condolence;
 2. information regarding holiday schedules;
 3. honorary recognitions of city officials, employees, or other citizens;
 4. reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city official or city employee; and
 5. announcements involving imminent public health and safety threats to the city.
- iv. Items to be continued or withdrawn: Any City Councilmember or the City Manager may request an item be removed from consideration and either (1) continued to a future meeting date or (2) withdrawn from consideration altogether or (3) move in the order of the agenda.
- v. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the consent agenda
 1. Items to be withdrawn from the consent agenda for separate discussion: Any Councilmember wishing to discuss and vote on a consent agenda item individually should make that request.

2. Items to be added to the consent agenda: Any councilmember may request a posted agenda item that does not require a public hearing be moved to the consent agenda via council vote.

vi. Citizen Appearances:

It is the policy of the City Council of the City of Burleson to encourage open government and the opportunity for all citizens to address the Council and receive fair consideration for each item listed on the agenda. Therefore, and in the interest of time, decorum and the constraints of the Texas Open Meetings Act, there are rules that must be enforced. On items not posted on the agenda, the Council may receive comments or suggestions. The Council cannot discuss or deliberate on the unposted matter. The Council may, however, ask clarifying questions, respond with facts, explain a policy, and propose that the item be placed on a future agenda.

1. In accordance with Section 551.007 of the Texas Open Meetings Act, the public has a right to speak on items on the agenda either at the beginning of the meeting or during the meeting when an agenda item is being considered.
2. Under the Texas Open Meetings Act and Public Information Act laws of the State of Texas, the City Council may take action only on items legally posted on the agenda.
3. On items not posted on the agenda, the Council may receive comments or suggestions. The Council cannot discuss or deliberate on the unposted matter. The Council may, however, ask clarifying questions, respond with facts, explain a policy, and propose that the item be placed on a future agenda.
4. Each person will be allowed three (3) minutes to comment on any particular subject. Council and staff will not interrupt speaker's time and will ask questions or clarification after the three (3) minutes of time. If the person requires a translator, they will receive six (6) minutes to allow to address the Council.
5. Each person shall fill out a speaker card and present to the City Secretary before speaking.
6. Profanity or threatening language will not be tolerated and may result in the following:

- i. Cancellation of remaining time;
 - ii. Removal from the Council Chambers; and/or
 - iii. A contempt citation.
- vii. Consent Action Agenda: All items listed are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.
- viii. General Action Items: Items may include, but are not limited to: Public Hearings, Ordinances & Resolutions, Contracts & Agreements, etc. Items scheduled for public hearing or which involve outside organizations should, typically, be listed first.
- ix. Reports: An opportunity for the City Manager or his/her staff to obtain direction from Council on a future item, provide information on current items, or respond to previous Councilmember requests for information.
- x. City council request for future items or reports: An opportunity for any member of the city council to request a future council meeting item.
- xi. Executive Session (if needed): The City Council may choose to meet in Executive Session in accordance with state law. Executive Session may be held at any time when a City Council meeting is convened.
- xii. Adjourn: With no further business the presiding officer shall request a motion to adjourn. No vote is necessary.

V. BURLESON RULES OF ORDER

The rules contained in this section the policy shall govern the Burleson City Council meetings in all cases to which they are applicable and not in direct conflict with state laws.

- a. Presiding Officer: The Mayor, if present, shall be the presiding officer. In the absence of the Mayor the Mayor Pro Tem shall be the presiding officer. In the absence of both the Councilmember with the most senior tenure should preside.
 - i. Should by statement identify quorum present call the meeting to order according to posted agenda and clearly state date and time.

- ii. Should establish the order of the meeting by following the posted agenda and may call items out of order for purpose of functionality.
- iii. Shall not make initial motions on items before the Council, however may second a motion.

b. Motion:

- i. Motion dies from lack of second
- ii. No amendments to original motion, except by the member making the motion
- iii. Each item posted on the agenda should be voted on individually

c. Point of Order:

- i. Any Councilmember may request to identify procedural defect
- ii. Any Councilmember may make call a filibuster point of order
 - 1. Presiding officer request Councilmember speaking to yield the floor
 - 2. Presiding officer present to the other members of Council an opportunity to speak
 - 3. If no other member wishes to speak the officer can return the floor to the original member speaking

d. Point of Information:

- i. Any Councilmember may request additional information for other members to consider
- ii. There is no debate

e. Call the Question: Only when a motion is on the table for consideration

- i. Any Councilmember may call the question
- ii. Requires a second but no vote
- iii. Ends debate or discussion and requires immediate vote on item

f. Public Hearing:

- i. Council should fairly allow everyone to be heard before Councilmembers speak
- ii. After all speakers, Council may comment and recall speakers if needed
- iii. Each person will be allowed three (3) minutes to speak. Council and staff will not interrupt speaker's time and will ask questions or

clarification after the three (3) minutes of time. If the person requires a translator, they will receive six (6) minutes to address the Council.

g. Table:

- i. Items will be tabled to a specific date and the request made by applicant or staff
- ii. If no date is stated when item is tabled, the item after 180 days will be placed on the next regular agenda and considered
- iii. In non-zoning cases, citizens may make a request to table

h. Adjourn:

- i. Adjournment of the meeting requires a motion and a second but no vote
- ii. Presiding officer will announce date and time of adjournment

i. Executive Session:

- i. Can be taken at any time during the meeting with proper notice to the public – presiding officer (or city secretary) shall announce the exceptions and time
- ii. Any member of the Council present may request to convene into executive session
- iii. City Manager, Deputy City Manager, City Secretary or Deputy City Secretary may request Council convene into executive session
- iv. All request to convene into executive session requires a motion, a second and a vote by Council
- v. All request to reconvene into open session requires a motion, second and a vote by Council

VI. MAYOR/MAYOR PRO-TEM

a. Mayor:

- i. Per Sec. 22 of the Charter of the City of Burleson, the Mayor presides at meetings of the City Council and, except in cases involving conflict of interests, must vote upon all items voted on by the City Council.

b. Mayor Pro-Tem:

- i. The City Council shall elect in accordance with Sec. 22 of the Charter from among its members, a Mayor Pro Tem, who shall act as Mayor during the absence or disability of the Mayor, and, if a vacancy occurs in the Mayor's place, shall become Mayor until the next general election. (City Charter, Section 22(b))
- ii. Qualifications: Any Councilmember who has served at least 2 years on the City Council shall be qualified to serve as Mayor Pro Tem.
- iii. Nomination process: Councilmembers interested in serving as Mayor Pro Tem shall, at least five business days prior to the meeting, submit to the City Secretary written notification of their interest of serving. The City Secretary shall present to Council, in executive session, all the names of the interested, qualified, Councilmembers. *(no discussion or vote will take place, this is informational only)*
- iv. Election: Each year at a regular meeting by August 31st, an agenda item for Election of Mayor Pro-Tem shall be placed on the Regular Session agenda. All action for election of the Mayor Pro-Tem shall occur during open session.

VII. AUDIO/VIDEO USE

- a. Recording of Council meetings on video equipment larger than a cell phone or tablet shall be located at the rear of the chambers so as not to interfere with the sight lines of the seated audience.



City of Burleson

City Council

AGENDA INFORMATION SHEET

DEPARTMENT: City Secretary Office

DATE: 06/14/2022

SUBJECT

Receive a report, hold a discussion and give staff direction regarding the appointment of members to city boards and commissions. (*Staff presenter: Amanda Campos, City Secretary*)

Attachments

Department Memo
Presentation

Respectfully submitted:

Amanda Campos, TRMC
City Secretary
817.426.9665 or acampos@burlesontx.com

DEPARTMENT MEMO

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 14, 2022

SUBJECT:

Receive a report, hold a discussion and give staff direction regarding the appointment of members to city boards and commissions. *(Staff presenter: Amanda Campos, City Secretary)*

SUMMARY:

The city council has requested a review of the entire process to appointment of city boards and commissions. This process is a council policy with not many legal requirements. The city council must be comfortable with the process. This process has changed during the growth of the city and has never been formally adopted. Much like all policies of a growing city this should be reviewed and evaluated.

OPTIONS:

Council is requested to review the process and discuss.

RECOMMENDATION:

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos, TRMC
Department: City Secretary's Office
Email: acampos@burlesontx.com
Phone: 817-429-9665



City of Burleson Boards & Commission

June 14, 2022 Special Council Meeting

Applications

Current

- Accepted all year long
- Do not expire
- We do not force rank of preference for board/commission
- No limit number of board/commission applied for
- Advertise beginning July through Communication Department



Would council like to change anything?

Requirements

Article II – Boards, Commissions and Committee

- All appointments expire October 1 of the year of expiration
- City Council may remove any member for cause
- Term shall not exceed 3 consecutive terms – 3 year terms
- If term out must remain off that board/commission for 1 full term
- Chair and vice chair are chosen by the board/commission members and ratified by the city council – 1 year term must be re-appointed each year
- Live in city limits of Burleson 1 year preceding effective date of appointment
- Residency requirement exception are specific board/commission
- Additional requirements are specific to board/commission



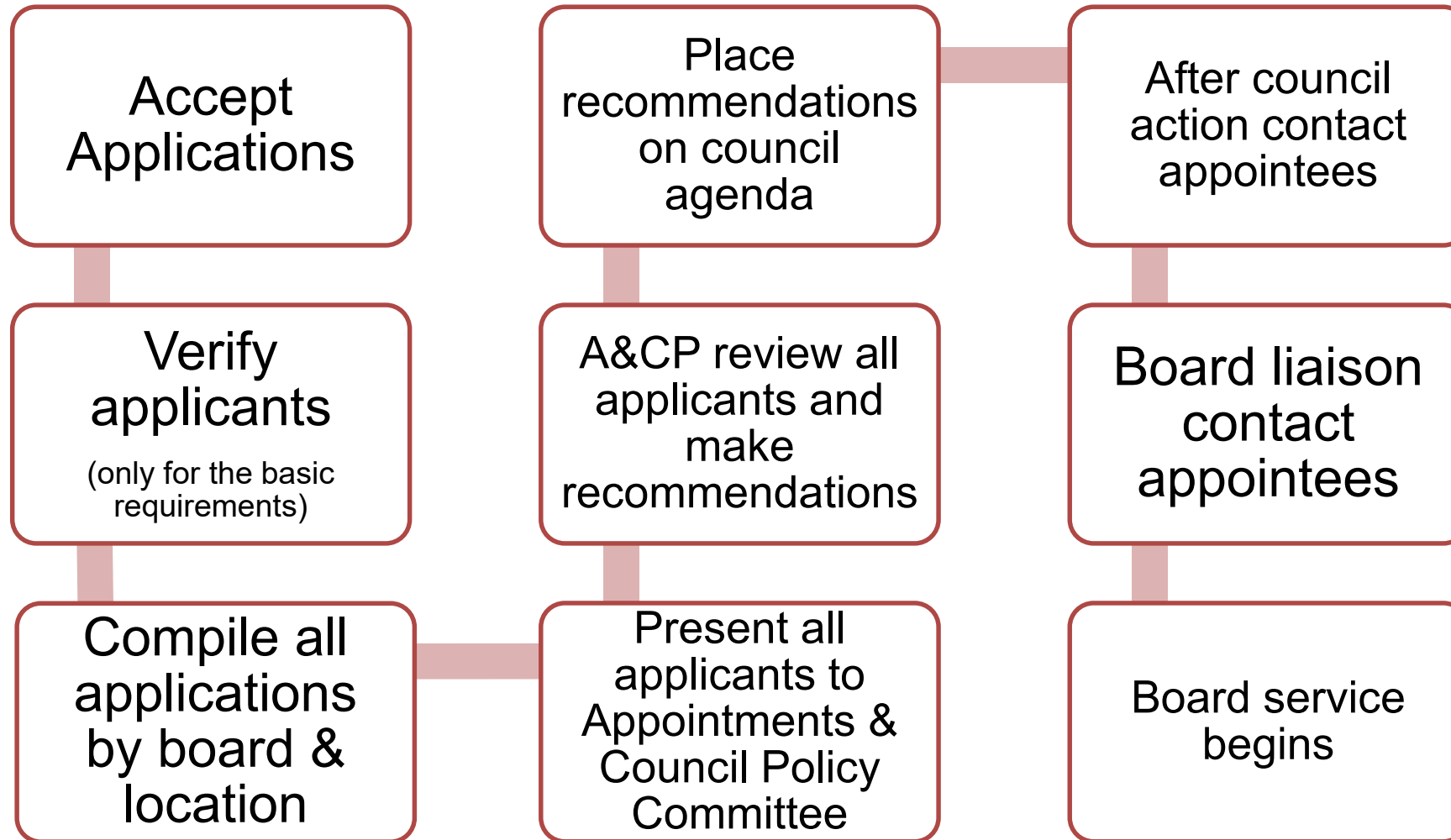
Would council like to change any of these requirements?

Staff

- Reviews all applications for basic requirements
- Contacts applicants to make sure they are interested in serving if application is over a year old
- Present agenda item to full council for action
- Contact all board/commission staff liaison with members appointments
- Contact applicants to inform of appointment
- Keep attendance for all boards/commission members as required by Code

Would council like to make changes?

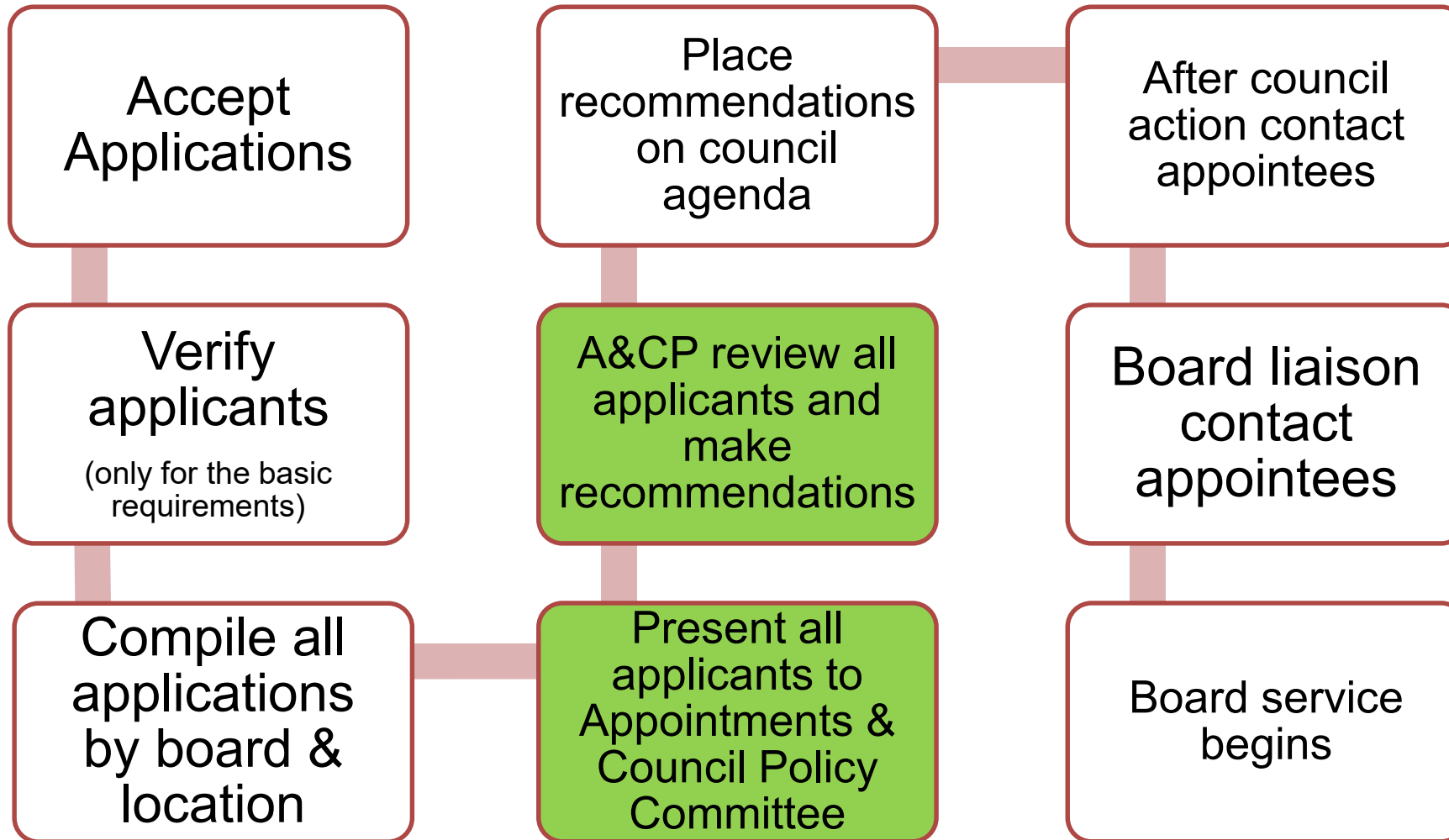
Current



Options

- Keep current process
- Make changes to current process
- Formalize process with new Council Policy

Options



Options

Present all applicants to
Appointments & Council
Policy Committee

A&CP review all applicants
and make recommendations

What part of the process to change?

Would council like to receive the full binder?

Would council like to hold a special session to discuss all appointments to boards/commissions?

Would council like to receive all the applications and rank each applicant for a board/commission?

Would council like to allow each council member an appointment to each board/commission corresponding to their place?

Options

Would council like to receive the full binder?

How far in advance? Once received what is council next step? All deliberations have to be in Open Meeting?

Would council like to hold a special session to discuss all appointments to boards/commissions?

Personal interviews? Strictly just review the applications?

Would council like to receive all the applications and rank each applicant for a board/commission?

Could rank all the applications for the available places and top ranked applicants receive the appointments? Ranking system is used in elections across the US. However this could mean an applicant with a 3 ranking could be appointed.

Would council like to allow each council member an appointment to each board/commission corresponding to their place?

Not all board/commissions have 7 members, we would need to modify and also identify how the alternate positions would be chosen

Animal Shelter Advisory Committee

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Ryan P Camp	Licensed Veterinarian	2019-2022	2013	2022
2	Tom Giangreco	At Large	2021-2024	2019	2028
3	Jennifer Stockemer*	At Large	2019-2022	2015	2024
4	Syriana Smith	Youth Member	2021-2024	2021	2030
5	Donna Riggs	Animal Welfare Rep	2019-2022	2019	2028
6	Lisa Duello	City Official	2021-2024	2008	-
7	Kim Peckler	Daily Duties	2019-2022	2010	-

Building Codes and Standards Board

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Will Gray	Licensed Electricians	2019-2022	2014	2023
2	Lonnie Freeman	Licensed Electricians	2021-2024	2021	2030
3	Charley Buckingham	Licensed Plumbers	2019-2022	2014	2023
4	Philip Sanders	Licensed Plumbers	2021-2024	2016	2025
5	VACANT	Building Contractor	2019-2022		
6	VACANT	TC Fire Protection	2021-2024		
7	VACANT	Licensed HVAC	2019-2022		
8	Christine Williams	Alternate 1	2021-2024	2019	2028
9	Lance Sturm	Alternate 2	2019-2022	2018	2027

Cemetery Board

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Esmeralda Martin	At Large	2019-2022	2017	2026
2	John Weeks	At Large	2021-2024	2019	2028
3	Lynn Patrick Herbert	At Large	2019-2022	2013	2022
4	John Gonzales	Youth Member	2021-2024	2021	2030
5	Michelle Griffith*	At Large	2019-2022	2014	2023

Library Board

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Constance Barnes*	At Large	2019-2022	2022	2031
2	Ethan Barker	Youth Member	2021-2024	2019	2028
3	VACANT	At Large	2019-2022		
4	Amanda Cognasi	At Large	2021-2024	2021	2030
5	Claire Coggin	At Large	2019-2022	2021	2030
6	Joan Coubarous	At Large	2021-2024	2016	2025
7	Daniel McClain	At Large	2019-2022	2015	2024

Old Town Design Standards Review Committee

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Neal Jones	Heritage President	n/a	n/a	n/a
2	Ethan Shelton	Youth Member	2021-2024	2021	2030
3	Winter Moore	At Large	2019-2022	2017	2026
4	Art Brucks*	At Large	2021-2024	2014	2023
5	Michael Young	At Large	2019-2022	2022	2032
6	William Carlson	Alternate 1	2021-2024	2019	2028
7	Tim Spears	Alternate 2	2019-2022	2019	2028

Parks Board

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Thomas Fleeger	At Large	2019-2022	2017	2026
2	Emily Quinn	Youth Member	2021-2024	2021	2030
3	Michael Massey	At Large	2019-2022	2017	2026
4	Sara Farris	At Large	2021-2024	2021	2030
5	Cynthia Plonien*	At Large	2019-2022	2013	2022
6	Sherry Scott	At Large	2021-2024	2018	2027
7	Matthew Quinn	At Large	2019-2022	2022	2031

Planning & Zoning Commission

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Kason Mobley*	At Large	2019-2022	2014	2023
2	Dan Taylor	At Large	2021-2024	2018	2027
3	Jason Morse	At Large	2019-2022	2019	2028
4	J Adam Russell	At Large	2021-2024	2015	2024
5	Bill Janusch	At Large	2021-2024	2021	2030
6	Michael Tune	At Large	2021-2024	2021	2030
7	Chris Dyer	At Large	2019-2022	2019	2028
8	Ava Summerhill	Youth Member	2021-2024	2021	2030

Zoning Board of Adjustment

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Sarah Brown	At Large	2019-2022	2017	2026
2	Bill Young	At Large	2021-2024	2013	2022
3	Dan Milam	At Large	2019-2022	2017	2026
4	Sue Spears	At Large	2021-2024	2021	2030
5	Jerry Duncan	At Large	2019-2022	2017	2026
6	James Chandler	Alternate 1	2021-2024	2015	2024
7	Charles Chavers	Alternate 2	2019-2022	2019	2028
8	Sara Navarrette	Alternate 3	2018-2021	2021	2030
9	Justin Cannon	Alternate 4	2019-2022	2020	2029

Advisory Committee on People with Disabilities

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Michael Smith	Ord. Sec 2-36c	2019-2022	2019	2028
2	VACANT	Ord. Sec 2-36c	2018-2021		
3	Robert Warren	Ord. Sec 2-36c	2021-2024	2022	2030
4	Sharen Goens	Ord. Sec 2-36c	2021-2024	2022	2030
5	Stephanie Hollins	At Large	2019-2022	2018	2027
	Jessica Reams	At Large	2021-2024	2022	2030
7	Brandon Bayles	At Large	2019-2022	2018	2027

Type A

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Tamara Payne	At Large	2019-2022	2017	n/a
2	Rick Green	At Large	2019-2022	2010	n/a
3	Dan McClendon (P)	At Large	2019-2022	2007	n/a
4	Jimmy Stanford	At Large	2021-2024	2021	n/a
5	Ronnie Johnson	At Large	2021-2024	2012	n/a

Type B

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Rick Green	City Council	2021-2023	2016	n/a
2	Chris Fletcher	City Council	2019-2021	2020	n/a
3	Victoria Johnson	City Council	2021-2023	2021	n/a
4	Dan McClendon	City Council	2021-2023	2000	n/a
5	Shannan Sutter	At Large	2021-2023	2020	n/a
6	Alexa Boedeker	At Large	2019-2021	2021	n/a
7		At Large	2019-2021		n/a

TIF #2

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Jimmy Stanford	City Council	2021-2024	-	n/a
2	Chris Fletcher	City Council	2019-2021	-	n/a
3	Dan McClendon (P)	City Council	2019-2021	-	n/a
6	Bret Jimerson	At Large	n/a	-	n/a
7	Kenny Howell	At Large	n/a	-	n/a

CIPAC

Place	Name	Qualifications	Term	Initial Term	Term Out
1	Byron Black	At Large	2018-2021	n/a	n/a
2	VACANT	At Large	2019-2022	n/a	n/a
3	Donna Key	At Large	2018-2021	n/a	n/a
4	Rocky Bransom	At Large	2019-2022	n/a	n/a
5	Steve Sechrist	At Large	2018-2021	n/a	n/a

Direction