

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** August 25, 2025

SUBJECT: Discuss House Bill 1522, revising notice posting requirements from 72 hours to three (3) business days.

PRESENTER: Alicia Richardson, City Secretary/Chief Governance Officer

SUMMARY:

House Bill 1522 revised the posting requirements for City Council meetings from 72 hours to three (3) business days, effective September 1, 2025. The City Council will receive a presentation from staff to review changes.

GENERAL DESCRIPTION:

House Bill 1522, recently passed by the Texas Legislature, revises the posting requirements for City Council meetings. Previously, meeting notices (agendas) were required to be posted at least 72 hours prior to the start of the meeting. Pursuant to House Bill 1522, municipalities are required to post notices (agendas) no later than three (3) business days before the meeting.

Implementation at the City:

- Staff updated internal procedures to ensure notices (agendas) are prepared and posted in compliance with the new three-business-day requirement.
- Calendar adjustments have been made to account for holidays and office closures so that postings remain compliant.

Postings:

- Meeting notices (agendas) for the City Council, as well as boards, commissions, and committees, are posted on the city's website and electronic bulletin board at City Hall.
 - The public may subscribe to receive alerts when an agenda is posted.
 - All meeting notices (agendas) will be posted in compliance with the new law.