



**Council Policy and Valuation  
Committee Agenda**

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**Wednesday, January 14, 2026**  
**9:00 AM**

**City Hall - 141 W. Renfro**  
**Burleson, TX 76028**

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**1. CALL TO ORDER**

**2. CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

**3. GENERAL**

A. Consider and take possible action of the minutes from the November 12, 2025 Council Policy and Valuation committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

**4. REPORTS AND PRESENTATIONS**

A. Receive a report and provide recommendations to the full council on a proposed Proclamation Procedure. (*Staff contact: Amanda Campos, City Secretary*)

**5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

**6. ADJOURN**

**DEANNA PHILLIPS**

*Community Services*

Community Services Director

dphillips@burlesontx.com

phone: 817.426.9622 | burlesontx.com

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 31st of December 2025, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

### **BUDGET STATEMENT**

Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the City Council meeting agenda at which the City Council will discuss or adopt a budget for the City of Burleson: For a median-valued homestead property (\$306,724), the City's portion of the property tax bill in dollars for the current fiscal year (FY24-25) is \$2,032.66, the City's portion of the property tax bill for the upcoming fiscal year (FY25-26) for the same property if the proposed budget is adopted is estimated to be \$2,213.93, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY25-26) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be \$2,021.62.

### **ACCESSIBILITY STATEMENT**

The Burleson City Hall 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.

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## Council Policy and Valuation Committee

**DEPARTMENT:** City Secretary's Office

**FROM:** Monica Solko, Deputy City Secretary

**MEETING:** January 14, 2026

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**SUBJECT:**

Consider and take possible action of the minutes from the November 12, 2025 Council Policy and Valuation committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b> Providing Exceptional, People Focused Services</p>	Goal #3: Deliver high-quality service and communications to external and internal customers by providing outstanding customer experience, communication and community engagement; regularly seeking feedback from citizens and employees through surveys, public forums and other outreach methods; and offering convenient methods for conducting business and communicating with the city.

**SUMMARY:**

The Council Policy and Valuation committee duly and legally met on November 12, 2025 for a regular meeting.

**RECOMMENDATION:**

Committee may approve the minutes as presented or approve with amendments.

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Monica Solko, TRMC  
Deputy City Secretary  
[msolko@burlesontx.com](mailto:msolko@burlesontx.com)  
817-426-9682

**COUNCIL POLICY & VALUATION COUNCIL COMMITTEE**  
**NOVEMBER 11, 2025**  
**DRAFT MINUTES**

Council present:

Dan McClendon, Chair  
Larry Scott  
Adam Russell, Vice Chair

Council Absent:

Staff present

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Amanda Campos, City Secretary  
Monica Solko, Deputy City Secretary

**1. CALL TO ORDER – Time: 9:00 a.m.**

Chair Dan McClendon called the meeting to order. **Time: 9:00 a.m.**

**2. CITIZEN APPEARANCES**

- None.

**3. GENERAL**

**A. Consider approval of the minutes from the July 23, 2025 Council Policy and Valuation Committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Adam Russell and seconded by Larry Scott to approve.

Motion passed 3-0.

**4. REPORTS AND PRESENTATIONS**

**A. Receive a report, hold a discussion, and provide recommendations to the City Council on revisions to the current hotel/motel occupancy tax grant guidelines. (Staff Contact: Alex Philips, Director of Economic Development)**

Eric Oscarson, Deputy City Manager, requested this item be tabled until the January meeting.

Motion made by Larry Scott and seconded by Adam Russell to approve tabling the item until January meeting.

Motion passed 3-0.

**B. Receive a report, hold a discussion, and provide recommendations for the city council considering regarding Council Policy #17 – Establishing City Council Rules of Procedure for City Council Meetings. (Staff Contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary, presented Council Policy #17 for the committee to review and update if needed.

Discussion included:

- New state requirements requiring agendas to be posted three business days prior to meetings.
- Security concerns related to including quotes, contracts, and requests for bids (RFBs) in publicly posted agenda packets. Staff noted that a supplemental packet may be provided to Council but would be excluded from the public packet to reduce the risk of fraud.
- Executive Session procedures, the removal of votes to convene and reconvene.
- Speaker rules for applicants, removing the “no time limit” provision, retaining a reasonable time limit, and updating the deadline for submitting handouts or materials from 72 hours to five days prior to submission to the City Secretary.
- Removal of online speaker cards, which were implemented during COVID.
- City Secretary responsibilities, announcing that a quorum is present and stating the time for the meeting to be called to order.
- Removal of the Texas flag pledge.
- Proclamation requests, noting the need for a formal policy.
- Citizen Appearance section, adding language allowing removal for aggressive behavior.
- Adjournment procedures, removing the requirement for a vote.

The committee expressed support for the proposed changes and recommended that they be forwarded to the full City Council for consideration. The committee also directed staff to develop and return a proclamation/presentation policy for further committee review.

**5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- None.

**6. RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

- **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

No executive session needed.

## **7. ADJOURN**

There being no further business Chair Dan McClendon adjourned the meeting.

**Time: 10:38 a.m.**

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Monica Solko  
Deputy City Secretary

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## Council Policy and Valuation Committee

**DEPARTMENT:** City Secretary's Office

**FROM:** Amanda Campos, City Secretary

**MEETING:** January 14, 2026

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**SUBJECT:**

Receive a report and provide recommendations to the full council on a proposed Proclamation Procedure. (Staff contact: Amanda Campos, City Secretary)

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <b>Beautiful, Safe, &amp; Vibrant Community</b>	3.2 Encourage placemaking and a sense of belonging

**SUMMARY:**

A formal proclamation procedure has a positive impact on communities by strengthening local belonging and shared identity. When an event, day, or initiative is officially proclaimed, it signals recognition and respect from local authorities, helping residents feel seen and valued. This public acknowledgment encourages community members to take pride in their area and its traditions, reinforcing a sense of ownership and connection. Formal proclamations also bring people together around common values or causes, creating opportunities for participation, dialogue, and collaboration. By clearly recognizing what matters to the community, the procedure helps foster unity, civic pride, and a deeper sense of belonging among local residents.

By providing a clear process and parameters we ensure we are demonstrating equality and friendly path forward. Setting the procedures make it easier for those to find a place to request the proclamations and makes sure staff brings forward the recognitions to council for proper recognition.

**RECOMMENDATION:**

Review the researched processes from other Texas local communities and make a recommendation to the full council a good fit for the City of Burleson.

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

None

**REFERENCE:**

Examples of other Texas communities policies.

**FISCAL IMPACT:**

N/A:

**STAFF CONTACT:**

Name: Amanda Campos  
Title: City Secretary  
[records@burlesontx.com](mailto:records@burlesontx.com)  
817-426-9665



# Proclamation Process

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COUNCIL POLICIES & VALUATION COMMITTEE – JANUARY 14, 2026

# Why are we reviewing Proclamations

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- Formal proclamations bring people together around common values or causes, creating opportunities for participation, dialogue, and collaboration.
- By clearly recognizing what matters to the community, the procedure helps foster unity, civic pride, and a deeper sense of belonging among local residents
- Providing a clear process and parameters ensure we are demonstrating equality and a friendly path forward
- Setting procedures make it easier to request proclamation

# Celebratory Documents - Proclamation, Certificate, or Letters

## Define a Proclamation in the City of Burleson? Formal Declaration

- Intended to honor or celebrate special events, significant issues or increase awareness of a program that are rooted in or held by city of Burleson residents or organizations
- Honor a person or people that are making a difference in the City of Burleson
- Traditionally recognized “Day”, “Week”, or “Month”, these can be nationally, specific to Texas, or an organization/department



# Celebratory Documents - Proclamation, Certificate, or Letters

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**Define other documents City of Burleson? Certificates of Recognition or Letter of Recognition? In lieu of formal proclamation**

- Significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, or contributions
- Contributions to the community or organizations
- At the request of staff or Burleson residents/organizations



What criteria  
does the council  
want to consider?  
If any?

Item A.

- **A resident of the City of Burleson**
- **A Burleson based organization**
- **A former resident of the City of Burleson**
- **Special event or days that promote the city or are historically significant**
- **Increase awareness of programs and people that make Burleson special**
- **Staff initiated**



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# Are there any events or requests that will not be considered?

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- Birthdays less than 100 years
- Wedding anniversaries or business anniversaries
- Business endorsements/advertisement of individuals or for profit business
- Family/class reunions
- Retirements (that are not city of Burleson employee), groundbreakings/business openings
- National or international groups requesting a proclamation without an in-city sponsor
- Matters of political, ideological, religious, controversy, or individual concern



# Making sure we are fair and equitable in the process

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- ✓ All requests must be made via the City of Burleson forms portal
- ✓ All requests must be made 30 days in advance
- ✓ Proclamations will be distributed in one of the following ways:
  - ✓ At a city council meeting
  - ✓ At a community event
  - ✓ Picked up from the CSO
  - ✓ Mailed to requestor

# Properly create a request must contain:



Item A.

- Title of what is proclaimed/event
- Date of the event or proclamation
- At least 4 facts to be used in the creation
- Name, telephone number, or email of requestor
- If requestor would like proclamation presented at a council meeting or mailed. If mailed requestor must provide mailing address

## To help in creating staff may:

- ✓ review and consider on a case-by-case basis
- ✓ edit provided language and rewritten portions at the discretion of the City staff
- ✓ City reserves the right to deny any request for any proclamations or certificate
- ✓ In lieu of issuing a proclamation issue a certificate of recognition or letter of recognition
- ✓ Review the calendar and make arrangements for presentations outside of council meetings as is appropriate



# QUESTIONS / COMMENTS



## Celebratory Documents

### **How do we define a Proclamation for the City of Burleson?**

Celebratory Document issued by the City through the Mayor and City Council in the form of a formal declaration = Proclamation

- Intended to honor or celebrate special events, significant issues or increase awareness of a program that are rooted in or held by city of Burleson residents or organizations
- Honor a person or people that are making a difference in the City of Burleson
- Traditionally recognized "Day", "Week", or "Month", these can be nationally, specific to Texas, or an organization/department

Other celebratory documents in lieu of a proclamation = Certificates of Recognition or letter of Recognition

- Significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, or contributions
- Contributions to the community or organizations
- At the request of staff or Burleson residents/organizations

### **What criteria does the council want to consider? If any?**

- A resident of the City of Burleson
- A Burleson based organization
- A former resident of the City of Burleson
- Special event or days that promote the city or are historically significant
- Increase awareness of programs and people that make Burleson special
- Staff initiated

### **Are there any events or request that will not be considered?**

- Birthdays less than 100 years
- Wedding anniversaries or business anniversaries
- Business endorsements/advertisement of individuals or for profit business
- Family/class reunions
- Retirements (that are not city of Burleson employee), groundbreakings/business openings
- National or international groups requesting a proclamation without an in-city sponsor
- Matters of political, ideological, religious, controversy, or individual convictions

### **To make sure we are fair and equitable in the process:**

- All requests must be made via the City of Burleson forms portal
- All requests must be made 30 days in advance
- Proclamations will be distributed in one of the following ways:
  - At a city council meeting
  - At a community event
  - Picked up from the CSO
  - Mailed to requestor

### **To properly create a request must contain**

- Title of what is proclaimed/event
- Date of the event or proclamation,
- At least 4 facts to be used in the creation
- Name, telephone number, or email of requestor

- If requestor would like proclamation presented at a council meeting or mailed. If mailed requestor must provide mailing address

Item A.

**To help make determinations staff may:**

- review and consider on a case-by-case basis
- edit provided language and rewritten portions at the discretion of the City staff
- City reserves the right to deny any request for any proclamations or certificate
- In lieu of issuing a proclamation issue a certificate of recognition or letter of recognition
- Review the calendar and make arrangements for presentations outside of council meetings as is appropriate



## CITY OF MANSFIELD PROCLAMATIONS/ RECOGNITION POLICY

Effective Date: 10/10/2023

Joe Smolinski, City Manager

Approved by :

### **A. PURPOSE**

The City of Mansfield's Proclamations and Recognition Policy outlines the process for requesting proclamations, letters of recognition, or appearances by the City of Mansfield City Council.

### **B. PROCESS**

All requests must be made in writing via the MansfieldTexas.gov online submission form a minimum of 30 days in advance and are limited to Mansfield residents, Mansfield-based organizations, or businesses.

All requests for proclamations or letters of recognition will be reviewed and considered on a case-by-case basis for support from the City Council. Any provided language may be edited or rewritten at the discretion of City staff to reflect the City's vision, mission, and guiding principles.

### **C. GENERAL GUIDELINES**

#### **Proclamations**

Proclamations are ceremonial documents signed by the Mayor that are issued during a regularly scheduled City Council meeting. Requests **WILL** be considered for the following events or purposes:

- Matters of significant or notable achievement, recognition or contribution to the community
- Non-profit organizations
- The City may recognize a nationally recognized Day, Week, or Month, such as, "National Public Works Week," or "Parks and Recreation Month," etc.

Proclamations **WILL NOT** be issued for:

- Campaigns or matters that do not align with the City's vision, mission, or guiding principles
- Events or organizations with no direct relationship with the City of Mansfield
- Advertisements, commercial promotion, or for-profit purposes
- Matters that suggest an official city position on a matter under consideration or to be voted on by the City Council
- An annual proclamation without some new or noteworthy achievement

## Letter of Recognition

Letters of recognition are letters signed by the Mayor to celebrate or recognize the following:

- Significant birthdays or anniversaries
- Welcome letters for conferences, or travel groups
- Accomplishment, achievement, or contribution to the Mansfield community

Letters of recognition may be mailed or picked up through appearance\* if available.

\*Appearances by the Mansfield City Council must be submitted through the online form request.

## Proclamations

### Procedure to Request Proclamations

#### Criteria

An organization may request only one proclamation annually. More than one cause can be proclaimed simultaneously. An organization does not have exclusive rights to the day, week or month of their proclamation. Requests for proclamations that meet the criteria are provided to the organization and not presented during City Council meetings.

The City of North Richland Hills will issue a proclamation at no charge to recognize:

- North Richland Hills resident(s) who achieves a goal well above the ordinary;
- A North Richland Hills organization for outstanding achievement or contribution to the community;
- Special events or days that promote the City or are historically significant to the North Richland Hills community;
- Nationally recognized "Day", "Week" or "Month" of civic, professional or health organizations when requested by a local chapter; or
- The City may recognize a nationally recognized "Day", "Week" or "Month", such as "Public Works Week", "Parks and Recreation Month" or "Municipal Clerks Week", etc.

Proclamations are issued at the sole discretion of the City. Proclamations are generally not issued for the following:

- Commercial purposes, such as the opening of a new business;
- Business anniversaries, other than 25, 50, 75 and 100 years;
- Deceased persons;
- Retirements;
- Birthdays that are less than 100 years;
- Anniversaries or weddings;
- Organizations or individuals with no direct relationship to North Richland Hills; and
- Matters of political controversy, ideological beliefs or individual conviction.

A Certificate of Recognition may be offered as an alternative when the proclamation criteria are not met.

#### Procedure

Requests for proclamations will be made in writing to the [City Secretary's Office](#) at least 10 working days in advance of when it is needed. Typically only one proclamation is issued for each event and duplicate originals are not provided. Requestors will provide the following information:

- Specific title of what will be proclaimed and why the event/issue is of importance to the City as a whole;
- Date of the event and date for proclamation (if different from event);
- Sample language for the proclamation, with a minimum of four points/statements and no more than six. Information should include background of the person, organization or event being proclaimed; and
- Name, telephone number, and e-mail address (where applicable) of the contact person making the request, as well as the name and address of the person to receive the signed proclamation.

#### Presentations

The Mayor is frequently invited to present a proclamation at an event. Due to scheduling, the Mayor may request a member of the City Council make the presentation. When no Council members are available to present the proclamation, the requestor may pick up the proclamation from the City Secretary's Office.