
Wednesday, October 07, 2026
9:00 AM

City Hall - 141 W. Renfro
Burleson, TX 76028

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 August 26, 2026 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, hold a discussion, and provide recommendations to the city council regarding winter-quarter averaging for utility billing. *(Staff Contact: Lauren Seay, Deputy Director of Administrative Services)*

B. Receive a report, hold a discussion, and provide recommendations to the city council regarding the Central Appraisal District of Johnson County's proposed building acquisition and staffing needs necessary to provide essential services to local taxing entities and the community. *(Staff Contact: Harlan Jefferson, Deputy City Manager)*

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

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 in 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, Texas Government Code

7. **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 **24th of September 2026, 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 (\$301,997 for tax year 2025, \$297,979 for tax year 2026), the City's portion of the property tax bill in dollars for the current fiscal year (FY25-26) is \$2,180, the City's portion of the property tax bill for the upcoming fiscal year (FY26-27) for the same property if the proposed budget is adopted is estimated to be \$2,175, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY26-27) 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 \$2,175. A copy of the proposed budget is accessible on the home page of the governmental body's Internet website (www.burlesontx.com).***

**The figures used in the statement are based on information received from the Johnson County Central Appraisal District and Tarrant Appraisal District.*

***The figures used in this statement are based on the budget ordinance approved by the city council.*

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.

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: October 7, 2026

SUBJECT:

Consider and take possible action of the minutes from the August 26, 2026 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy 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 Council Policy and Valuation committee duly and legally met on August 26, 2026 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
817-426-9682

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
August 26, 2026
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
 Matt Ribitzki, Deputy City Attorney

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 January 14, 2026 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 possible recommendations to the full council concerning amendments to Chapter 2, Article II on various sections. (Staff contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary presented to the committee addition of an ADA representative to all boards, the requirements of the Building Codes & Standard members, the term of the Animal Welfare Representative on the Animal Shelter Advisory committee, and the appointment of members to multiple boards.

Discussion and recommendations for each topic were as follows:

Addition of an ADA representative to all boards

Staff presented several questions to the committee members to consider - would the new member need to fill Section 2.36 requirements, if not required what would designate them differently than the other members, would the addition be to all the other boards or only select ones, would they be full voting member or ex-officio, and would it change the scope of the ADA Board

The committee discussed the current structure of the ADA board, the frequency of the meetings, and if there is any formal charge or specific direction given to the board from the city council.

There has not been any clarified direction or mission given to the board. The primary issues are all staff initiated and the biggest initiative has been the city's ADA Transition Plan and providing feedback and recommendations.

Bill Janusch citizen, spoke to the committee advising them he attended the Joint meeting of the ADA board and the Park & Recreation Board. He is also a member of the Ad Hoc staff created Cohort to discuss ADA perspective on topics staff presents to them.

The committee's recommendation is to provide a clarified mission to the staff to bring forward to the ADA committee. Keep in front of the ADA committee large issues that would be served better with perspectives from the ADA members. This should be done by having Joint Meetings with boards that are reviewing such topics.

Requirements of the Building Codes & Standard members

Staff presented the question of whether the required electrician and plumber members should be required to have a Master license. The members of the committee asked the staff to define the different level of licenses. Dylan Whitehead, Deputy Director of Development Services explained the different levels and required experience.

Discussion continued with the state law requirement that are stated for the Building Codes board. Staff stated the only requirement was for the members to have knowledge of the subject matter before them to consider on appeal. Staff further informed the committee that the board also serves as the appeal board listed in the substandard building ordinance.

The committee reviewed and discussed whether the change to remove the required master license would help or make it easier for the board to meet. The consensus of the committee and staff was the removal of the master requirement would have no effect on the board nor increase interest. With limited scope of their charge the committee discussed the possibility of moving the responsibility of the Building Code and Standard to another board or to the city council.

After discussion with the staff and thought of what the board actually does or could do if they had full membership, the committee recommended absorbing the responsibilities of the board into the Zoning Board of Adjustments. This would utilize a board that currently serves as an appeal board and has decision making authority, any decision would need to be appealed to the district court.

This requires change in the Building Codes ordinance and the Substandard ordinance.

Staff will bring forward to the full council the proposed changes at a regular council meeting.

Term of the Animal Welfare Representative on the Animal Shelter Advisory committee

Staff presented to the committee members a staff initiated request amending the Animal Welfare representative member on the Animal Shelter Advisory Committee. Staff presented the term and updated the committee on the membership of the ASA committee, stating there are 4 specific position that must be filled by the following: 1 licensed veterinarian, 1 municipal official, 1 person whose duties include daily operations of the animal shelter, and **1 Animal Welfare Organization representative**. Of the 4 specific position only the Animal Welfare representative member has term limits. Staff would like to remove the term limits of the Animal Welfare representative.

The committee asked staff about the process to find the Animal Welfare representative, and was it a difficult task to find someone. Staff explained that it was difficult to find a representative that is committed to attending meetings and the fact the ASA has been without a representative for almost 2 years. The previous Animal Welfare representative is willing to serve and would like to continue and regularly attended meetings.

The committee agreed with staff and would like this amendment to be presented to the full council for action at a regular council meeting.

Appointment of members to multiple boards

Staff presented to the committee the question of whether an individual should be appointed to serve on more than one board or commission. There is currently no regulation or rule against this. There was general discussion of the application process, the number of members of each board/commission, and where would the amendment or additional requirement needed to be stated.

After discussion of the number of applicants and increased number of members per board/commission the committee would like staff to present to the full

council an amendment to Policy #40 City Boards, Commissions & Committee Appointment Process. The amendment would add verbiage stating the preference of the city council not to appoint one person to multiple boards/commissions if possible. To give preference to all applicants allowing them to serve.

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: 10:12 a.m.

Amanda Campos
City Secretary

Council Policy and Valuation Committee

DEPARTMENT: Finance

FROM: Lauren Seay, Deputy Director of Administrative Services

MEETING: October 7, 2026

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council regarding winter-quarter averaging for utility billing. (*Staff Contact: Lauren Seay, Deputy Director of Administrative Services*)

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 uses winter-quarter averaging (WQA), the most common practice among our peer cities, to establish residential wastewater billing volume. Because wastewater (sewer) discharged from individual residences is not separately metered, water consumption is used as the basis for wastewater billing. However, not all water used at a residence enters the wastewater system. Irrigation, pool filling, and other outdoor water uses generally do not enter the sanitary sewer. Using winter consumption, when outdoor water use is typically lower, helps provide a more equitable basis for wastewater billing.

The City currently calculates residential wastewater billing volume using the average water consumption billed during January, February, and March, up to a maximum of 12,000 gallons. If a customer has not established an average for those three months, the citywide residential average is used.

Staff reviewed the City's current methodology and practices among peer cities. While winter averaging is the most common approach among the cities reviewed, practices differ in the months used, how the average is calculated, and how customers without an established winter average are billed.

Staff will present the City's current methodology, peer city practices, billing examples, and potential policy considerations for Committee discussion and recommendations.

RECOMMENDATION:

Staff recommends the Policy & Valuation Committee receive the report and provide recommendations regarding the City's residential wastewater billing methodology and any potential changes for further evaluation.

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

NA

REFERENCE:

CSO#5908-09-2025

FISCAL IMPACT:

NA

STAFF CONTACT:

Lauren Seay
Deputy Director, Administrative Services
lseay@burlesontx.com
817-426-9897

Winter Quarter Averaging

CITY COUNCIL POLICY & VALUATION COMMITTEE

OCTOBER 7, 2026

Overview

- 01 **Wastewater Billing**
- 02 **Peer City Comparison**
- 03 **Burleson’s Current Billing Methodology**
- 04 **Billing Examples**
- 05 **Staff Findings & Recommendation**

Background

- At the August 10, 2026 City Council meeting, a resident raised concerns regarding the City's Winter Quarter Averaging (WQA) methodology and its impact on new residents.
- Staff's review found that WQA resulted in a lower wastewater charge for the resident than using actual water consumption. However, the concern provided an opportunity to review the City's current policy and practices.
- Staff is presenting the review to the Policy & Valuation Committee to discuss the current methodology and receive feedback on any potential changes.

Wastewater Billing

Residential wastewater is not separately metered.

Unlike water consumption, residential wastewater is not typically metered. Wastewater flows by gravity and contains solids and debris, making it impractical to meter at the individual household level.

Wastewater service still has a cost.

Although wastewater volume is not directly metered, wastewater from the home enters the sanitary sewer system and must be collected and treated. Cities need a reasonable method to estimate each customer's wastewater volume for billing purposes, and metered water consumption provides a practical basis for that estimate.

Common Billing Approaches

Residential wastewater charges are generally based on winter water usage or current monthly water usage.

	Winter Averaging	Current Water Consumption
How it works	Uses water consumption during designated winter months to establish wastewater billing volume for the year.	Uses each month’s metered water consumption as the basis for wastewater billing.
Characteristics	• Designed to better reflect typical indoor water use • Limits the impact of irrigation, pools, and other outdoor use • Provides more predictable monthly wastewater charges	• Reflects the customer’s current water usage • Adjusts as household consumption changes • Does not require an annual averaging period
Considerations	• Based on historical rather than current consumption • Unusual winter usage can affect charges for the year • Requires an alternative for customers without an established winter average	• May include irrigation, pool filling, and other water that does not enter the sewer • Charges may fluctuate from month to month • May require a percentage adjustment or cap

Peer City Comparison

Item A.

City	Billing Method
Arlington	Winter Averaging (as maximum)
Burleson	Winter Averaging
Cedar Hill	Winter Averaging
Coppell	Winter Averaging
Eules	Actual Water Consumption
Fort Worth	Winter Averaging
Grand Prairie	Winter Averaging
Grapevine	Winter Averaging
Hurst	Winter Averaging
Keller	Winter Averaging
Mansfield	Actual Water Consumption
Midlothian	Winter Averaging
North Richland Hills	Winter Averaging
The Colony	Winter Averaging

Key Takeaways

- Winter averaging is the predominant approach among cities with a confirmed methodology.
- Arlington uses its winter average as a maximum; actual monthly use is billed when lower.
- Eules uses 90% of current monthly water consumption, capped at 12,000 gallons.

How Burleson Calculates WQA

For established residential customers, the City averages water consumption billed during January, February, and March.

JANUARY + FEBRUARY + MARCH ÷ 3 = WINTER QUARTER AVERAGE

- The calculated average establishes the customer's monthly wastewater billing volume for the year.
- Residential wastewater billing volume is capped at 12,000 gallons.

Billing Example: Established Customer

How an established WQA compares with actual monthly water consumption over the course of a year:

Month	Actual Water Use (gallons)	WQA Billing Volume (gallons)	Sewer Charge – WQA	Sewer Charge – Actual Use
January	5,200	3,500	\$42.90	\$53.17
February	3,700	3,500	\$42.90	\$44.11
March	3,800	3,500	\$42.90	\$44.71
April	3,600	4,233	\$47.33	\$43.50
May	3,200	4,233	\$47.33	\$41.09
June	9,000	4,233	\$47.33	\$76.12
July	19,500	4,233	\$47.33	\$139.54
August	13,900	4,233	\$47.33	\$105.72
September	11,200	4,233	\$47.33	\$89.41
October	9,800	4,233	\$47.33	\$80.95
November	11,300	4,233	\$47.33	\$90.01
December	6,900	4,233	\$47.33	\$63.44
12-Month Total	101,100	48,597	\$554.67	\$871.77

Based on the monthly amounts shown above, WQA results in \$317.10 lower wastewater charges over the 12-month period.

When a Customer Does Not Have a WQA

If a residential customer has not established an average for January, February, and March, the customer's wastewater volume is based on the citywide residential average for those months.

- The citywide residential average is applied until the customer can establish an individual WQA.
- The calculation is not based on the prior occupant's WQA at the property.
- The same citywide average applies regardless of household size or the customer's actual monthly consumption.

Billing Example: New Customer

How the citywide average applies when a customer has not yet established an individual winter-quarter average:

Month	Actual Water Use (gallons)	WQA Billing Volume (gallons)	Sewer Charge – WQA	Sewer Charge – Actual Use
March	2,800	4,700	\$50.15	\$38.67
April	5,100	4,700	\$50.15	\$52.56
May	3,400	4,700	\$50.15	\$42.30
June	3,900	4,700	\$50.15	\$45.32
July	8,400	4,700	\$50.15	\$72.50
August	9,500	4,700	\$50.15	\$79.14
September	8,900	4,700	\$50.15	\$75.52
7-Month Total	42,000	32,900	\$351.05	\$406.01

Over these seven months, WQA results in \$54.96 lower wastewater charges than billing on actual monthly consumption.

Customers Without an Established Winter Average

Peer cities use different approaches until a customer can establish an individual winter average.

Approach	How It Works	Peer Examples
Citywide Average	Applies an average based on residential customers citywide.	Burleson, Coppell, Arlington, Midlothian
Default Volume	Assigns a predetermined wastewater billing volume to new customers.	Cedar Hill – 7,000 gal.
Current Consumption	Uses current water consumption until an individual winter average can be established.	Grand Prairie – 80% of monthly use, max. 12,000 gal.
No WQA / Current Use	Uses current water consumption as the regular wastewater billing basis.	Eules – 90% of monthly use, max. 12,000 gal.

Staff Findings & Recommendation

A resident raised concerns regarding the application of WQA for customers without an established individual average. In response, staff reviewed the resident's billing history, Burleson's methodology, alternative billing approaches, and peer-city practices.

Findings

- Winter averaging is the predominant methodology among the peer cities reviewed.
- Burleson's use of a citywide average for new customers is also used by several peer cities.
- For the resident who raised the concern, the City's current methodology resulted in lower wastewater charges than billing based on actual monthly water consumption.

Recommendation

Based on the review, staff recommends continuing the City's current Winter Quarter Averaging methodology and citywide-average approach for customers without an established WQA.

Questions

Council Policy and Valuation Committee

DEPARTMENT: City Manager's Office
FROM: Harlan Jefferson, Deputy City Manager
MEETING: October 7, 2026

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council regarding the Central Appraisal District of Johnson County's proposed building acquisition and staffing needs necessary to provide essential services to local taxing entities and the community. (Staff Contact: Harlan Jefferson, Deputy City Manager)

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 1.4 Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning

SUMMARY:

The Board of Directors of the Central Appraisal District of Johnson County (JCAD) withdrew its request for approval from participating taxing units to purchase and renovate an existing commercial building located at 240 N. Burleson Blvd. in Burleson for use as JCAD's primary office facility. The proposed facility consisted of approximately 24,939 square feet situated on two acres, with 62 existing parking spaces and an additional 1.3-acre tract that could accommodate additional parking or future expansion. JCAD had negotiated a purchase price of \$6.5 million for the property.

According to JCAD, the proposed acquisition was intended to address limitations of its existing facility in Cleburne and provide sufficient space for its operations for the next 20 to 30 years.

JCAD reports that its current facility has fallen into significant disrepair and lacks sufficient space for existing operations and future expansion. An organizational audit conducted by an independent consultant also identified employee health and safety concerns and overcrowding.

In addition, the existing facility has insufficient onsite parking and meeting space, requiring JCAD to pay for offsite parking and utilize the Cleburne Conference Center for Board meetings. The facility also lacks adequate space to efficiently accommodate the growing number of property tax protest hearings. JCAD anticipated that the proposed facility would provide space for four dedicated Appraisal Review Board (ARB) hearing rooms, allowing multiple panels to operate simultaneously and potentially shortening the annual protest hearing process.

Under state law, the acquisition or conveyance of real property or the construction or renovation of a building or other facility by an appraisal district must be approved by three-fourths of the taxing units entitled to vote on the appointment of members to the appraisal district's board of directors. If a taxing unit fails to act on the proposal within the time prescribed by law, the proposal is deemed approved by that taxing unit. The statute establishes the approval requirement based on the taxing units entitled to participate in the appointment of board members.

Following the withdrawal of the proposal, the Chief Appraiser requested an opportunity to discuss with the City Council any concerns Council members had regarding the proposed acquisition. He would also like to discuss the potential formation of a committee composed of representatives from participating taxing units to assist JCAD with the identification and evaluation of potential sites for the district's future office facility.

RECOMMENDATION:

Staff recommend that the Policy & Valuation Committee receive the report and provide recommendations regarding Central Appraisal District of Johnson County's proposed building acquisition and staffing needs necessary to provide essential services to local taxing entities and the community.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Harlan Jefferson
Deputy City Manager
hjefferson@burlesontx.com
817-426-9651

Facility Acquisition Proposal

240 N. Burleson Blvd. • Burleson, Texas

Request for taxing unit approval under Texas Property Tax Code § 6.051 which requires 3/4's of the voting taxing units to approve the transaction.

Presentation summary

Purpose • Need • Alternatives • Property • Financing • Action

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY



www.johnsoncad.com
109 N Main St
Deburne TX 76033
Metro (817) 648-3000

Tuesday, August 11, 2026

City of Burleson
Harlan Jefferson
hjefferson@burlesontx.com
141 W Renfro St
Burleson, TX 76028

Re: Resolution Seeking Approval to Purchase an Office Building to Accommodate the Office of the Central Appraisal District of Johnson County

Mr. Jefferson,
The Board of Directors of the Central Appraisal District of Johnson County (JCAD) respectfully requests that the approve its plans to purchase and renovate an existing office building located at 240 N. Burleson Blvd., Burleson, Texas. Enclosed is a resolution by the Board of Directors requesting authorization to purchase an appraisal office and a sample resolution for your taxing entity to authorize the Board of Directors to purchase the building, renovate it and finance these costs. It is requested that the approve this resolution to authorize the Board of Directors to proceed with this project.

Under the Texas Property Tax Code section 6.051, a taxing unit must pass a resolution to approve or disapprove an appraisal district's purchase of property within thirty days of the date it receives a request from the Appraisal District. On behalf of the Board of Directors, I respectfully request that at the next meeting of your governing body you place on your agenda as an action item "To consider a resolution approving the Central Appraisal District of Johnson County to purchase an appraisal office".

A document summarizing the analysis and conclusions Board of Directors of the Central Appraisal District of Johnson County has been included for review. Please feel free to contact me with any questions regarding the JCAD Board of Directors plan to purchase an office facility to serve as the location of the Central Appraisal District of Johnson County. I can be reached at (817) 648-3053 or mfast@johnsoncad.net.



Mitch Fast
Executive Director/Chief Appraiser
Central Appraisal District of Johnson County

BUC 0811g notification 8-11-2026 hjefferson@burlesontx.com

Requested Action

Approve a resolution authorizing the building acquisition proposal.

Item B.

Taxing Unit Decision

JCAD requests approval to purchase and renovate an existing office building.

The proposal location is 240 N. Burleson Blvd., Burleson, Texas.

The governing body is asked to place an action item on its next agenda.

Section 6.051 requires action to approve or disapprove within 30 days after receiving the request.

Suggested agenda wording

"To consider a resolution approving the Central Appraisal District of Johnson County to purchase an appraisal office."

Resolution No. _____

RESOLUTION FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY BUILDING ACQUISITION PROPOSAL

WHEREAS, Section 6.051(b) of the Texas Property Tax Code requires that each taxing unit entitled to vote on the appointment of board members receive the Central Appraisal District of Johnson County's resolution, together with information showing the costs of other available alternatives to the proposal on or before the 30th day after receiving the notice of proposal, the governing body may approve or disapprove the proposal.

THEREFORE, submits their:

_____ (approval/disapproval) of the Central Appraisal District of Johnson County building acquisition proposal.

ACTION TAKEN this _____ day of _____, 2026, in Open Session of the governing body of the above-mentioned taxing unit, as authorized under Section 6.051(b) of the Texas Property Tax Code, for the purpose of acting on the proposal.

ATTEST:

Resolution template

Why a Facility Solution Is Needed

Current facilities are limiting public service, operations, and hearing capacity.

Item B.

1

Facility condition

Significant disrepair, very limited space, and no practical expansion path.

2

Health & safety

Independent organizational audit documented employee health and safety concerns and overcrowding.

3

Public access

Insufficient onsite parking; offsite parking must be leased each month.

4

Meeting capacity

Board meetings require outside space because the current office lacks a large enough meeting room.

5

ARB hearings

Current hearing rooms remain undersized for the growing appeal workload.

4

dedicated ARB hearing rooms recommended for concurrent panels

Johnson County Central Appraisal District Facility Proposal August 3, 2026

1 OBJECTIVE:

To obtain a facility that will better serve the public and accommodate JCAD operations for the next 20-30 years.

2 BACKGROUND:

- The current CAD office has fallen into significant disrepair, has very limited space for required operations and has insufficient room to expand the current facility.
- The Organizational Audit, conducted by an independent consultant, documented that the employees have health and safety concerns in the current building in addition to overcrowding. The space is simply too small for efficient operations.
- Additionally, onsite parking is insufficient, and the CAD pays for offsite parking each month.
- The CAD also pays for the use of the Cleburne Conference Center for its Board meetings because the CAD office does not have a meeting space large enough.
- Finally, property tax protest hearings are conducted in meeting rooms within the CAD building. While the CAD recently converted additional space to create a third hearing room, the rooms remain undersized and the facility lacks the capacity to efficiently handle the growing number of appeals. A new building should include four dedicated ARB hearing rooms designed specifically for this purpose. Operating four ARB panels simultaneously would shorten the hearing season, improve the experience for property owners, and allow appraisal rolls to be certified earlier. Earlier certification gives taxing entities more reliable property value information sooner, supporting more informed budget and tax rate decisions.

The Board Subcommittee evaluated at three possibilities:

- 1) **Rebuilding the existing facilities.** The Subcommittee determined that the current facility could not be reasonably rehabilitated, especially due to the very limited ground space to expand the building or add parking.
- 2) **Locating, obtaining land and building a new facility.** The Subcommittee searched the county and located 3 potentially suitable land sites. These sites were reduced to the 2 most desirable and affordable. The cost of buying land and building a facility has been estimated

Alternatives Evaluated

Item B.

The subcommittee reviewed three broad paths before recommending purchase/rehabilitation.

1 Rebuild current facility

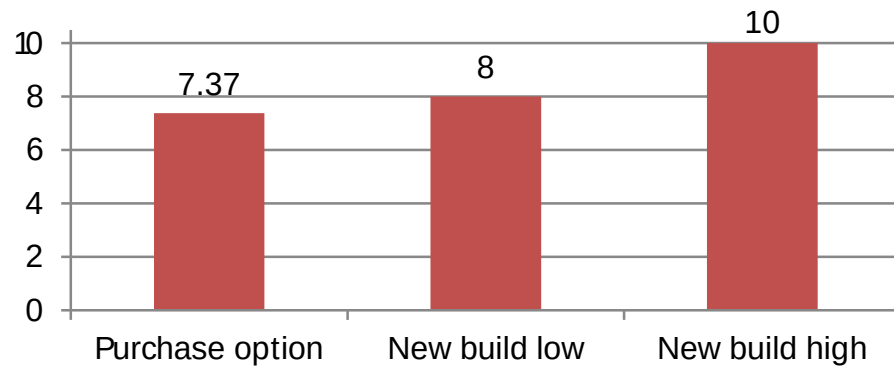
Not reasonably rehabilitable due to limited ground space for expansion and parking.

2 Buy land + build new

Estimated at \$8-10 million and approximately 15 to 2 years to completion.

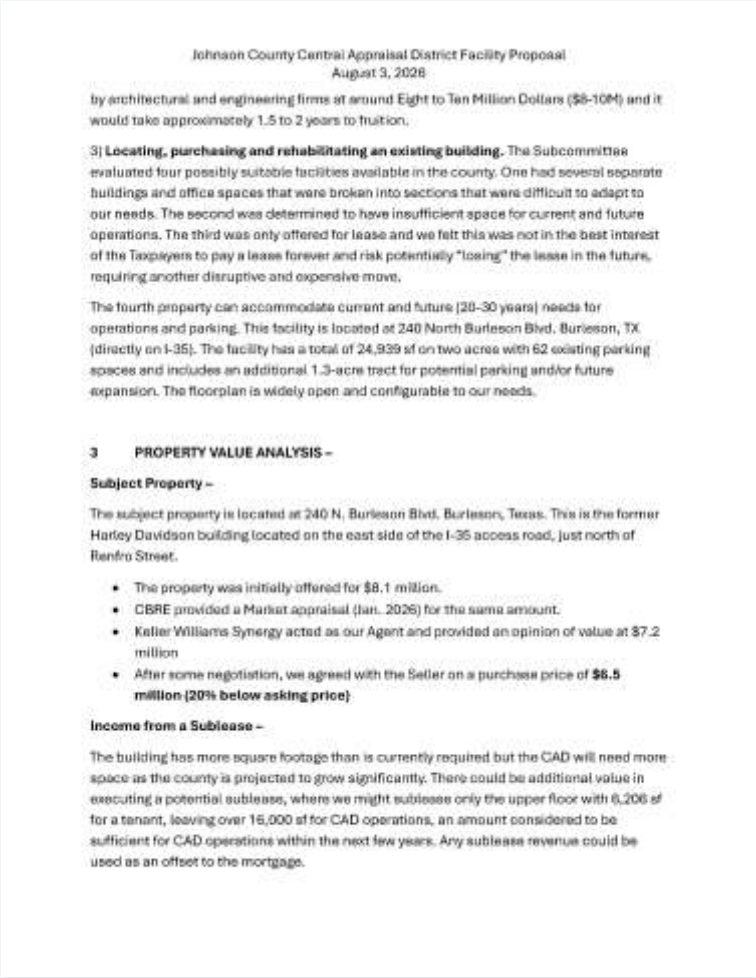
3 Purchase/rehabilitate existing

Recommended path: suitable space, parking, configurability, and faster occupancy.



Recommended Property

240 N. Burleson Blvd. provides capacity for current and future operations.



\$6.5M

negotiated purchase price

24,939 sf

building area

2 acres

site size

62

existing parking spaces

1.3 acres

additional tract for parking / expansion

20-30 yrs

current and future operational needs

Open and configurable floorplan suitable for offices, conference space, public service needs, and dedicated hearing rooms.

Financial Framework

The plan uses financing for the purchase and reserves for finish-out.

Use of funds

Purchase price	\$6,500,000	100% bank loan
Finish-out	\$900,000	Building Purchase Fund
Closing costs	\$130,000	Building Purchase Fund
Potential sublease income	(\$155,150)	Offset opportunity
Total transaction expenditures	\$7,374,850	Before final offsets

Budget impact

No CAD budget increase is expected for 2027. The 2028 budget is anticipated to include mortgage payments and additional operational expenses due to the new facility

Recommendation & Public Service Benefit

Item B.

The proposed purchase supports capacity, service, and operational continuity.

Cost-effective path

Negotiated purchase price of \$6.5M is below asking price and below market appraisal indications.

Faster solution

Avoids the longer timeframe associated with constructing a new facility.

Better public access

Improved parking, more meeting capacity, and room for future growth.

ARB efficiency

More concurrent hearing rooms can shorten hearing season and improve taxpayer experience.

Board recommendation: proceed with purchase, financing, and finish-out plan

Johnson County Central Appraisal District Facility Proposal
August 3, 2026

Proforma Use of Funds –

Purchase price of \$6.5M from 100% Bank loan

Finish Out of \$900K & Closing Costs of \$130K from balance sheet Building Purchase Fund

Less Potential Sublease Income of \$155,150 (\$13k/month for 12 months – and longer)

Total Transaction Expenditures = \$7,374,850 (probably less than new build)

6 FINAL RECOMMENDATION

Since:

- 1) the current facility cannot be reasonably rehabilitated, and
 - 2) the estimated cost is less than building a new facility, and
 - 3) it would be years before we could construct and move into a new facility;
- therefore,

We have negotiated an acceptable price on the subject Burleson property. We plan to finance 100% of the purchase price with tax revenues as collateral, use our balance sheet cash for the finish-out, and use the cash from the sale of our current CAD property to make payments until we can include the mortgage payments in the next fiscal year budget.

Basis for offered value –

1. Asking price of this property was **\$7,380,000**
2. Market appraisal (Jan. 2026) provided by CBRE = **\$8,100,000**
3. Buyer Agent Market analysis = **\$7,228,256**
4. Seller accepted our offer of **\$6,500,000**
5. We will save money from currently paying to lessee parking spaces from the City of Cleburne, and for the use of the Conference Center for our CAD Board meetings.
6. The public is better served with a new building. We would certainly be able to schedule more concurrent ARB hearings if we had 4 hearing rooms. After all, our customers are also customers of the taxing entities.

Next Step for Taxing Units

Approve or disapprove the building acquisition proposal by resolution.

Item B.

Action requested

Review the JCAD Board resolution and facility proposal.
Place the resolution on the governing body agenda.
Take action to approve or disapprove the proposal under Section 6.051(b).
Return the completed resolution to JCAD.

Resolution No. _____

RESOLUTION FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
BUILDING ACQUISITION PROPOSAL

WHEREAS, Section 6.051(b) of the Texas Property Tax Code requires that each taxing unit entitled to vote on the appointment of board members receive the Central Appraisal District of Johnson County's resolution, together with information showing the costs of other available alternatives to the proposal on or before the 50th day after receiving the notice of proposal, the governing body may approve or disapprove the proposal.

THEREFORE, submits their

_____ (approval/disapproval) of the Central Appraisal District
of Johnson County building acquisition proposal.

ACTION TAKEN this _____ day of _____, 2025, in Open Session of
the governing body of the above-mentioned taxing unit, as authorized under Section 6.051(b)
of the Texas Property Tax Code, for the purpose of acting on the proposal.

ATTEST:

Contact

Mitch Fast, RPA
Executive Director / Chief Appraiser
(817) 648-3053 • mfast@johnsoncad.net