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City Hall Council Chambers, 141 W. Renfro, Burleson, TX 76028

1. **CALL TO ORDER**

Invocation

Pledge of Allegiance to the US Flag

Texas Pledge:

*Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God; one and indivisible*

2. **PUBLIC PRESENTATIONS**

A. Proclamations

B. Presentations

- A presentation to recognize the library for receiving the 2025 Achievement of Excellence in Libraries Award. (Staff Contact: DeAnna Phillips, Director of Community Services)

C. Community Interest Items

This is a standing item on the agenda of every regular meeting of the City Council. An "item of community interest" includes the following:

- Expression of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- Honorary recognitions of city officials, employees, or other citizens;
- Reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city official or city employee; and
- Announcements involving imminent public health and safety threats to the city.

3. **CHANGES TO POSTED AGENDA**

A. Items to be continued or withdrawn.

B. Items to be withdrawn from the Consent Agenda for separate discussion by the City Council, staff, or members of the public in attendance.

4. **CITIZENS APPEARANCES**

Each person in attendance who desires to speak to the City Council 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 City Council. Each speaker will be allowed three (3) minutes.

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.

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

## 5. **CONSENT AGENDA**

All items listed below 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. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Consider and take possible action on the minutes from the February 16, 2026 regular council meeting. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*
- B. Consider and take possible action on a resolution authorizing temporary street closure of a portion of Warren St. during Burleson Farmers Market operations. *(Staff Contact: Joni Van Noy, Economic Development Coordinator)*
- C. Consider and take possible action on a resolution allowing the use of the Burleson Recreation Center (BRiCK) parking lot for the 5th Annual Walk-a-thon event hosted by the Center for ASD on Saturday, April 11, 2026. *(Staff Contact: Joni Van Noy, Economic Development Coordinator)*
- D. Consider and take possible action on a resolution authorizing street closures for an annual Easter Picnic hosted by Open Door Church on March 21, 2026. *(Staff Contact: Joni Van Noy, Economic Development Coordinator)*
- E. Consider and take possible action on a release and settlement agreement with American Lighting and Signalization. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*
- F. Consider and take possible action on an assignment of the 380 and Development Agreement for Public and Private Improvements in Reinvestment Zone Number Two, City of Burleson between the City of Burleson and Realty Capital Management, LLC, as amended. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*
- G. Consider and take possible action on a five-year contract with CivicPlus to purchase their SeeClickFix software through a cooperative purchase agreement with TIPS in the amount of \$160,280.83. *(Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)*
- H. Consider and take possible action on a resolution approving the submission of the grant application for the Burleson SWAT Project to the Office of the Governor. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

## 6. **GENERAL**

- A. Consider and take possible action on a minute order directing City staff to terminate the contract with Perdue Brandon Fielder Collins & Mott, LLP, for delinquent tax collection services. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*
- B. Consider and take possible action on a resolution awarding a contract with Cole Construction Inc. for construction services on the SE Tarrant Sewer Erosion Control project (ITB 2026-001) in the amount of \$660,676, with a project contingency of \$66,068, for a total amount of \$726,744 (Project WW2401). *(Staff Contact: Randy Morrison, PE, Director of Capital Engineering)*
- C. Consider and take possible action on a resolution awarding a contract with Dake Construction for construction services on the Rehabilitation of Lift Stations Project (ITB 2026-011) in the amount of \$1,346,208.00, with a project contingency of \$134,620.80, for a total amount of \$1,480,828.80 (Project WW2302). *(Staff Contact: Randy Morrison, PE, Director of Capital Engineering)*
- D. Consider and take possible action of amendments to Council Policy #17 - Establishing City Council Rules of Procedures for City Council Meetings. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*
- E. Consider and take possible action on a three year service contract with Service First Janitorial for city wide janitorial services (RFP 2026-002) in the amount of \$659,880.00 with a 2% contingency for a total authorization of \$693,779.00. *(Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)*
- F. Consider and take possible action on an ordinance accepting the City Secretary's certification of unopposed candidates and approving the cancellation of the May 2, 2026 General Election. (First and Final Reading) *(Staff Contact: Monica Solko, Deputy City Secretary)*

## 7. **REPORTS AND PRESENTATIONS**

- A. Receive a report, hold a discussion, and provide staff direction on the water and wastewater leak detection assessment. *(Staff Contact: Errick Thompson, Director of Public Works)*

## 8. **CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

## 9. **RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the City Council may convene in Executive Session in the Human Resources Conference Room in City Hall to conduct a closed meeting to discuss any item listed on this Agenda. The City Council may reconvene into open session and take action on posted items.

- A. **Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**
  - Receive a report and hold a discussion regarding the collection of municipal hotel occupancy taxes
  - Receive a report and hold a discussion regarding a signage agreement at Chisenhall Fields Sports Complex
- B. **Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**
- C. **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, Texas Government Code**

**10. ADJOURN**

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 19th of February 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 (\$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.

**City Council Regular Meeting**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Lisandra Leal, Assistant City Secretary  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on the minutes from the February 16, 2026 regular council meeting. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*

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

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

**SUMMARY:**

The City Council duly and legally met on February 16, 2026 for a regular council meeting.

**RECOMMENDATION:**

Council 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:**

Lisandra Leal  
Assistant City Secretary  
[lleal@burlesontx.com](mailto:lleal@burlesontx.com)  
817-426-9687

**BURLESON CITY COUNCIL REGULAR MEETING  
FEBRUARY 16, 2026  
MINUTES**

**ROLL CALL**

**COUNCIL PRESENT:**

Victoria Johnson  
Phil Anderson  
Alexa Boedeker  
Chris Fletcher  
Larry Scott  
Dan McClendon  
Adam Russell

**COUNCIL ABSENT:**

**Staff present**

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Monica Solko, Deputy City Secretary  
Lisandra Leal, Assistant City Secretary  
Allen Taylor, City Attorney  
Matt Ribitzki, Deputy City Attorney

**1. CALL TO ORDER - Time 5:30 p.m.**

Mayor Fletcher called the meeting to order. **Time: 5:30 p.m.**

Invocation – Danny Andrews, Texas Health Huguley Hospital Chaplain

Pledge of Allegiance to the US Flag

Texas Pledge: *Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God; one and indivisible*

**2. PUBLIC PRESENTATIONS**

**A. Proclamations**

**B. Presentations**

**-Recognition of The Burleson Collegiate High School Student Voter Empowerment Club. (Presenter: Councilwoman Victoria Johnson)**

Moved to after Community Interest Items

**C. Community Interest Items**

- Congratulations to Phil Anderson and his wife on celebrating their 47th wedding anniversary.

- February 17, 2026 Project U event is sold out. Staff does an excellent job organizing it with a tremendous lineup of speakers. Project U is held annually and I encourage the community to attend future events for a day focused on leadership development.
- The Character Council luncheon will be held on February 26, 2026 at 11:30 a.m., recognizing youth who are leading the community with great character and compassion.
- I want to thank everyone who was involved in City Fest. The turnout was great, and I appreciate all who helped make the event such a success.

**B. Presentations – Moved to after Community Interest**

**-Recognition of The Burleson Collegiate High School Student Voter Empowerment Club. (Presenter: Councilwoman Victoria Johnson)**

Moved from before Community Interest Items

**3. CHANGES TO POSTED AGENDA**

**A. Items to be continued or withdrawn**

- None.

**B. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.**

- 7D – ADD to Consent Agenda

**4. CITIZEN APPEARANCES**

- Hallie Parris, 267 Vaden Avenue, spoke regarding concerns about speeding on Vaden Avenue

**5. CONSENT AGENDA**

**A. Minutes from the February 2, 2026 regular council meeting. (Staff Contact: *Monica Solko, Deputy City Secretary*)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

**B. CSO#6044-02-2026, minute order ratifying the actions on the Burleson 4A Corporation Board on December 15, 2025 regarding a real estate contract between the Burleson 4A Economic Development Corporation and Shipman Companies, LP for the purchase of property located at 114 W. Ellison Street, Burleson, Texas in the amount of \$1,100,000 dollars. (Staff Contact: *Alex Philips, Director of Economic Development*)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- C. CSO#6045-02-2026, minute order ratifying the actions on the Burleson 4A Corporation Board on February 16, 2026, regarding a Performance Agreement between the Burleson 4A Economic Development Corporation and Shipman Companies, LP for the development of the property located at 114 W. Ellison Street, Burleson, Texas. (Staff Contact: Alex Philips, Director of Economic Development)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- D. CSO#6046-02-2026, minute order ratifying a Community Service Development Corporation (Type B) resolution amending the corporation's operating budget (Resolution 4B081825AnnualBudget) for Fiscal year 2025-2026 by increasing the revenues by \$1,492,975 and the appropriations in the amount of \$373,778. (Staff Contact: Kevin Hennessey, Deputy Director of Finance)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- E. CSO#6047-02-2026, minute order for the spending authorization for salaries for Sports Facility Management (CSO#5948-10-2025) in the amount of \$919,108. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- F. CSO#6048-02-2026, contract with Vertosoft, LLC for the purchase of Amilia SmartRec recreation software through Omnia Partners, Contract 159574 in the amount of \$193,333.35. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- G. CSO#6049-02-2026, minute order authorizing payment processing fees for the Amilia SmartRec recreation software services with Vertosoft, LLC through**

**Omnia Partners, Contract 159574, in the amount of \$398,186 over five years. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- H. CSO#6050-02-2026, amendment to Contract CSO#5435-03-2024 with Motorola Solutions to authorize the purchase of additional radios for Public Safety vehicles and users through a cooperative purchase agreement with Fort Worth, Texas, under HGAC Contract TX-RA05-21, in an amount of \$100,893.89. (Staff Contact: James Grommersch, Chief Technology Officer)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- I. CSO#6051-02-2026, resolution ratifying the appointments of chairperson and vice-chairperson of the City of Burleson Advisory Committee on People with Disabilities Board. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- J. CSO#6052-02-2026, resolution authorizing a \$2,000 sponsorship expense for the Burleson Character Council Luncheon. (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

## **7. GENERAL – ADD TO CONSENT**

- D. CSO#6058-02-2026, minute order to appoint various members to the City of Burleson Boards/Commissions/Committees to fill vacancies. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

## 6. DEVELOPMENT APPLICATIONS

- A. **CSO#6053-02-2026, ordinance for a zoning change request from “PD”, Planned Development, to “PD”, Planned Development located at 275 County Road 714 (Case 25-324). (First and Final Reading) (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval 8-0)**

Tony McIlwain, Development Services Director, presented an ordinance to the city council.

Mayor Fletcher opened the public hearing. **Time: 5:48 p.m.**

Mayor Fletcher closed the public hearing. **Time: 5:49 p.m.**

Motion made by Dan McClendon and seconded by Alexa Boedeker to approve the consent agenda.

Motion passed 7-0.

- B. **CSO#6054-02-2026, ordinance for a zoning change request from “A”, Agriculture, to “SF16”, Single Family Dwelling District-16 located at 420 County Road 1021(Wicker Hill) (Case 25-341). (First and Final Reading) (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval 8-0)**

Tony McIlwain, Development Services Director, presented an ordinance to the city council.

Mayor Fletcher opened the public hearing. **Time: 5:50 p.m.**

Mayor Fletcher closed the public hearing. **Time: 5:51 p.m.**

Motion made by Alexa Boedeker and seconded by Larry Scott to approve the consent agenda.

Motion passed 7-0.

## 7. GENERAL

- A. **CSO#6055-02-2026, Neighborhood Empowerment Zone incentive policy. (Staff Contact: Tony D. McIlwain, Development Services Director)**

Tony McIlwain, Development Services Director, presented the Neighborhood Empowerment Zone incentive policy to the city council.

Motion made by Larry Scott and seconded by Victoria Johnson to approve.

Motion passed 6-1, with Alexa Boedeker against.

- B. CSO#6056-02-2026, resolution nominating candidates to fill a vacancy on the Board of Directors for the Central Appraisal District of Johnson County. (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

Janalea Hembree, Assistant to the City Manager, presented a resolution to the city council.

Motion made by Alexa Boedeker and seconded by Victoria Johnson to nominate Ignacio Hernaiz to the Board of Directors for the Central Appraisal District of Johnson County.

Motion passed 7-0.

- C. CSO#6057-02-2026, Funding Interlocal Agreement with Johnson County for the Hulen Street and BNSF Railroad Grade Separation Project in the amount not to exceed \$5,140,000. (Project ST2604) (Staff Contact: Randy Morrison, PE, Director of Capital Engineering)**

Randy Morrison, Director of Capital Engineering, presented an agreement to the city council.

Motion made by Adam Russell and seconded by Dan McClendon to approve.

Motion passed 7-0.

- D. CSO#6058-02-2026, minute order to appoint various members to the City of Burleson Boards/Commissions/Committees to fill vacancies. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Item 7D was added to the consent agenda above.

- E. CSO#6059-02-2026, ordinance amending the City operating budget (CSO#5910-09-2025) for Fiscal Year 2025-2026. This amendment includes an increase to revenues of \$1,542,975 and the appropriations in the amount of \$441,978; and time is of the essence. (First and Final Reading) (Staff Contact: Kevin Hennessey, Deputy Director of Finance)**

Motion made by Adam Russell and seconded by Victoria Johnson to approve.

Motion passed 7-0.

## **8. REPORTS AND PRESENTATIONS**

- A. Receive a report, hold a discussion, and provide staff direction on a contract with CivicPlus to purchase their SeeClickFix software. (Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)**

Hugo Rodriguez, Deputy Chief Technology Officer, presented on a contract with CivicPlus to purchase their SeeClickFix software.

Discussion Included:

- Background
- Financial Comparison
- Why SeeClickFix
- Transition Plan
- Procurement & Budget
- Next Step

Council was in favor.

**B. Receive a report, hold a discussion, and provide staff direction regarding our federal legislative efforts. (Presenter: Mike Lane, Kiley & Associates) (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

Mike Lane, Kiley & Associates presented federal legislative efforts to the city council.

Discussion Included:

- Company Background
- Services Overview
- Success Stories
- Status Update
- Burleson Funding Request:
  - Frie/EMS Ambulance Fleet Expansion
  - Hulen Bridge Project
  - Mountain Valley Elevated Storage Tank
  - Secondary Water Source Project.

Council discussion included pursuing funds that are attainable and recommended moving forward with federal funding for Public Safety. Staff indicated they have been collaborating with Kiley to develop a list of potential projects for federal funding and noted that the list presented is not final.

**9. CITY COUNCIL REQUEST FOR FUTURE AGENDA ITEMS AND REPORTS**

- None.

**10. RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the City Council 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. The City Council may reconvene into open session and take action on posted items.

**A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**

-Receive a report and hold a discussion regarding a facility management agreement with Sports Facilities Management, LLC

-Receive a report and hold a discussion regarding the contract with the Burleson Independent Soccer Association for the operation of soccer leagues and tournaments at Bartlett Park

-Receive a report and hold a discussion regarding Hidden Creek Sports Complex

**B. 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, Texas Government Code**

-Receive a report and hold a discussion regarding an informal security audit of certain City facilities and buildings

**C. 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, Texas Government Code**

Motion was made by Victoria Johnson and seconded by Adam Russell to convene into executive session. **Time: 6:46 p.m.**

Motion passed 7-0.

Motion was made by Adam Russell and seconded by Dan McClendon to reconvene into open session. **Time: 7:39 p.m.**

Motion passed 7-0.

**11. ADJOURNMENT**

Motion made by Alexa Boedeker and seconded by Victoria Johnson to adjourn.

Mayor Chris Fletcher adjourned the meeting.

**Time: 7:40 p.m.**

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Lisandra Leal  
Assistant City Secretary

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## City Council Regular Meeting

**DEPARTMENT:** Economic Development  
**FROM:** Alex Philips, Economic Development Director  
**MEETING:** March 2, 2026

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**SUBJECT:**

Consider and take possible action on a resolution authorizing temporary street closure of a portion of Warren St. during Burleson Farmers Market operations. (Staff Contact: Joni Van Noy, Economic Development Coordinator)

**SUMMARY:**

In accordance with the city's Code of Ordinance, Chapter 70, Article V, events requesting closing or impacting a public street, sidewalk, or trail require City Council approval.

City Council approved an amendment to the city's special event ordinance in December 2022 that requires city council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food, or beverages on city-owned property
- Erection of a tent equal to or greater than four hundred (400) square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers
- Placement of portable toilets on city-owned property
- Have an impact on public safety
- In-kind sponsorship of over \$500

In accordance with the newly approved layout for Burleson Farmer's Market, a portion of S. Warren St. will be closed to thru traffic during market operations. The operator of BFM will set up/take down barricades prior to and following market operations.

**OPTIONS:**

- 1) Approve request as presented
- 2) Approve with changes
- 3) Deny request

**RECOMMENDATION:**

Staff recommends approval of the street closures as proposed.

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

None

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Alex Philips  
Economic Development Director  
[aphilips@burlesontx.com](mailto:aphilips@burlesontx.com)  
817-426-9613





# Burleson Farmers Market

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PRESENTED TO THE CITY COUNCIL – MARCH 2, 2026

JONI VAN NOY, ECONOMIC DEVELOPMENT COORDINATOR

# Burleson Farmers Market

## Summary of Request

In accordance with the newly approved layout for Burleson Farmer's Market, a portion of S. Warren St. will be closed to thru traffic during market operations. The operator of BFM will set up/take down barricades prior to and following market operations.



# Special Event Ordinance

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City Council approved an amendment to the city's special event ordinance in December 2022 that requires Council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food or beverage on city-owned property
- Erection of a tent equal to or greater than 400 square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand or bleachers
- Have an impact on public safety
- In-kind sponsorship of over \$500



Approve as  
presented



Approve with  
changes



Deny



# Questions / Comments

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Joni Van Noy  
Economic Development Coordinator  
jvannoy@burlesontx.com  
817.426.9689

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AUTHORIZING TEMPORARY STREET CLOSURES DURING BURLESON FARMERS MARKET OPERATIONS IN ACCORDANCE WITH THE FACILITY USE AGREEMENT FOR THE 2025-2026 MARKET SEASON.**

**WHEREAS**, the City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, under Chapter 70 of the Code of Ordinances, the event organizer must be approved by the Burleson City Council due to the closing or impacting of a public street; and

**WHEREAS**, the event organizer, Burleson Farmers Market, seeks closure of a portion of S. Warren St. during market operations; and

**WHEREAS**, after reviewing the matter, the City Council desires to approve the closure of certain streets as set forth in the resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1.**

The City Manager or his appointee(s) is authorized to provide approval of temporary street closures during market operations as set forth in Exhibit A.

**Section 2.**

This resolution shall take effect immediately from and after its passage.

**PASSED, APPROVED, AND SO RESOLVED** by the City Council of the City of Burleson, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

**EXHIBIT A:**



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## City Council Regular Meeting

**DEPARTMENT:** Economic Development  
**FROM:** Alex Philips, Economic Development Director  
**MEETING:** March 2, 2026

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**SUBJECT:**

Consider and take possible action on a resolution allowing the use of the Burleson Recreation Center (BRiCk) parking lot for the 5th Annual Walk-a-thon event hosted by the Center for ASD on Saturday, April 11, 2026. *(Staff Contact: Joni Van Noy, Economic Development Coordinator)*

**SUMMARY:**

In accordance with the city's Code of Ordinance, Chapter 70, Article V, events requesting blocking or restricting city-owned property require City Council approval.

City Council approved an amendment to the city's special event ordinance in December 2022 that requires city council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- **Blocking or restricting city-owned property**
- Sale or distribution of merchandise, food, or beverages on city-owned property
- Erection of a tent equal to or greater than four hundred (400) square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers
- Placement of portable toilets on city-owned property
- Have an impact on public safety
- In-kind sponsorship of over \$500

**OPTIONS:**

- 1) Approve request as presented
- 2) Approve with changes
- 3) Deny request

**RECOMMENDATION:**

Staff recommends approval of the event as proposed.

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

None

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Alex Philips  
Economic Development Director  
[aphilips@burlesontx.com](mailto:aphilips@burlesontx.com)  
817-426-9613

# Center for ASD Walk-a-thon

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PRESENTED TO THE CITY COUNCIL – MARCH 2, 2026

JONI VAN NOY, ECONOMIC DEVELOPMENT COORDINATOR

# Center for ASD Walk-a-thon

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## EVENT DETAILS

- Saturday, April 11, 2026
- Burleson Recreation Center (BRiCk) parking lot
- 6P-9P (approximate)

# Special Event Ordinance

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City Council approved an amendment to the city's special event ordinance in December 2022 that requires Council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food or beverage on city-owned property
- Erection of a tent equal to or greater than 400 square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand or bleachers
- Have an impact on public safety
- In-kind sponsorship of over \$500



Approve as  
presented



Approve with  
changes



Deny



# Questions / Comments

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Joni Van Noy  
Economic Development Coordinator  
jvannoy@burlesontx.com  
817.426.9689

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AUTHORIZING USE OF CITY OF BURLESON OWNED PROPERTY FOR AN ANNUAL EVENT HOSTED BY CENTER FOR ASD ON SATURDAY, APRIL 11, 2026.**

**WHEREAS**, the City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, under Chapter 70 of the Code of Ordinances, the event organizer must be approved by the Burleson City Council due to the blocking or restricting city-owned property; and

**WHEREAS**, the event organizer, Center for ASD has requested the use of the Burleson Recreation Center (BRiCk) parking lot; and

**WHEREAS**, after reviewing the matter, the City Council desires to approve the closure of certain streets as set forth in the resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1.**

The City Manager or his appointee(s) is authorized to provide approval of city-owned property use for the annual event as set forth in Exhibit A.

**Section 2.**

This resolution shall take effect immediately from and after its passage.

**PASSED, APPROVED, AND SO RESOLVED** by the City Council of the City of Burleson, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

EXHIBIT A:

5th Annual Center for ASD Light Up the Night



- Restrooms will be provided by Whatapotty porta potties and we are getting 4.
- Water stations will be held near the food trucks & along the walking path near both First Aid Stations
- Plan on having 4 different food trucks. TBD on who.
- 8 Waste Bins provided by the city
- Extra lighting provided by the city

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**City Council Regular Meeting**

**DEPARTMENT:** Economic Development

**FROM:** Joni Van Noy, Economic Development Coordinator

**MEETING:** March 2, 2026

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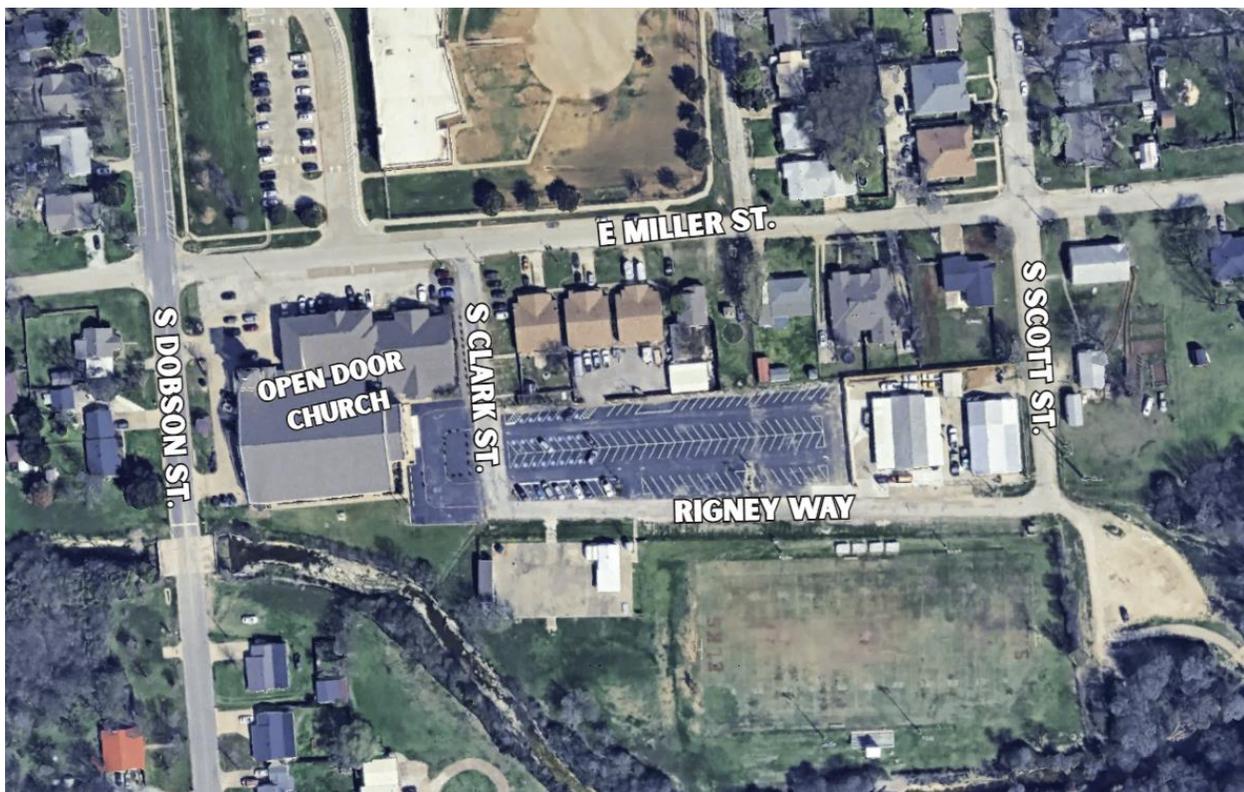
**SUBJECT:**

Consider and take possible action on a Resolution authorizing street closures for an annual Easter Picnic hosted by Open Door Church on March 21, 2026. *(Staff Contact: Joni Van Noy, Economic Development Coordinator)*

**SUMMARY:**

In accordance with the city's Code of Ordinance, Chapter 70, Article V, events requesting street closures require City Council approval.

Street Closures include: Clark St./Miller St. intersection and Rigney Way/Scott St. intersection



**RECOMMENDATION:**

Staff recommends approval of the proposed street closures.

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Joni Van Noy  
Economic Development Coordinator  
[jvannoy@burlesontx.com](mailto:jvannoy@burlesontx.com)  
817-426-9689

# Open Door Easter Picnic

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PRESENTED TO THE CITY COUNCIL – MARCH 2, 2026

JONI VAN NOY, ECONOMIC DEVELOPMENT COORDINATOR

# Open Door Easter Picnic

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## Date and Time

- Saturday, March 21, 2026
- 10A-4P (approximate)
- Open Door Church + portion of surrounding side street(s)

# Special Event Ordinance

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City Council approved an amendment to the city's special event ordinance in December 2022 that requires Council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food or beverage on city-owned property
- Erection of a tent equal to or greater than 400 square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand or bleachers
- Have an impact on public safety
- In-kind sponsorship of over \$500

# Closure Request

Intersections:

Clark St./Miller St.

Rigney Way/ Scott St.

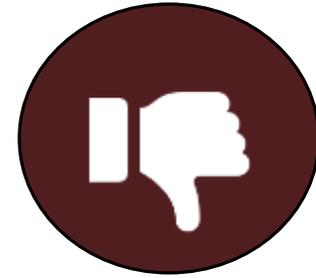




Approve as  
presented



Approve with  
changes



Deny



# Questions / Comments

---

Joni Van Noy  
Economic Development Coordinator  
jvannoy@burlesontx.com  
817.426.9689

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AUTHORIZING CITY OF BURLESON STREET CLOSURES FOR AN ANNUAL EASTER PICNIC HOSTED BY OPEN DOOR CHURCH.**

**WHEREAS**, the City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, under Chapter 70 of the Code of Ordinances, the event organizer must be approved by the Burleson City Council due to the proposed closing or impacting a public street; and

**WHEREAS**, the parade organizer, Open Door Church, requests certain streets (Clark St./Miller St. and Rigney Way/Scott St.) in the city limits be closed at certain times for the annual event; and

**WHEREAS**, after reviewing the matter, the City Council desires to approve the closure of certain streets as set forth in the resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1.**

The City Manager or his appointee(s) is authorized to provide approval of necessary street closures for the Annual Fall Fest as set forth in Exhibit A.

**Section 2.**

This resolution shall take effect immediately from and after its passage.

RESOLUTION

**PASSED, APPROVED, AND SO RESOLVED** by the City Council of the City of Burleson, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

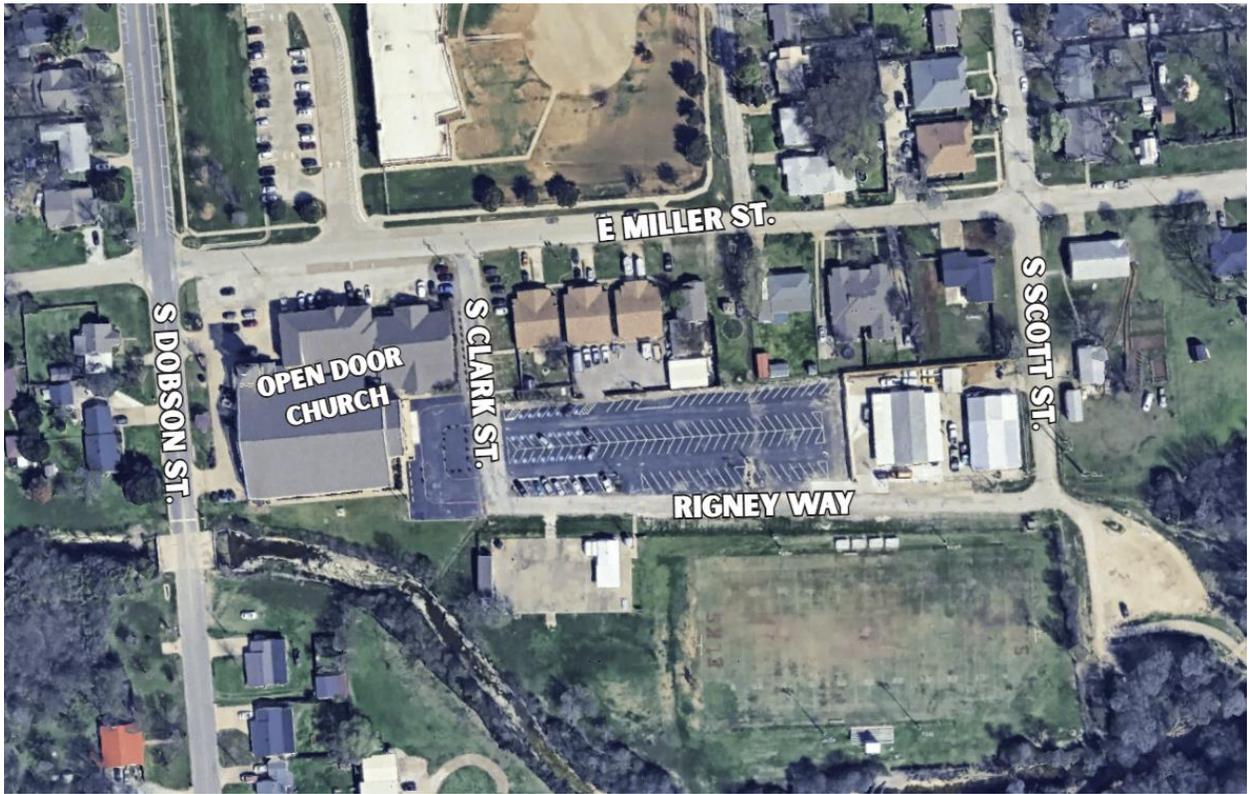
ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

**EXHIBIT A:**



**City Council Regular Meeting**

**DEPARTMENT:** Legal

**FROM:** Matt Ribitzki, Senior Deputy City Attorney/Director of Legal Services

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a release and settlement agreement with American Lighting and Signalization. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*

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

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

**SUMMARY:**

The before the City Council is the consideration of a release and settlement agreement with American Lighting and Signalization.

**RECOMMENDATION:**

None.

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

None.

**REFERENCE:**

None.

**FISCAL IMPACT:**

None.

**STAFF CONTACT:**

Matt Ribitzki  
Sr. Deputy City Attorney/Director of Legal Services  
[mribitzki@burlesontx.com](mailto:mribitzki@burlesontx.com)  
817-426-9664

**City Council Regular Meeting**

**DEPARTMENT:** Legal

**FROM:** Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on an assignment of the 380 and Development Agreement for Public and Private Improvements in Reinvestment Zone Number Two, City of Burleson between the City of Burleson and Realty Capital Management, LLC, as amended. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*

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

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

**SUMMARY:**

The City and Realty Capital Management, LLC, entered into a 380 and Development Agreement for Public and Private Improvements in Reinvestment Zone Number Two, City of Burleson. The agreement has been amended two different times. According the agreement, the agreement may be assigned with the consent of the City Council.

**RECOMMENDATION:**

None.

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

The City Council approved the original agreement on November 14, 2016. The City Council approved the first amendment on September 8, 2020, and the second amendment on September 23, 2024.

**REFERENCE:**

CSO#542-11-2016

CSO#1499-09-2020

CSO#5879-08-2025

**FISCAL IMPACT:**

None.

**STAFF CONTACT:**

Matt Ribitzki  
Sr. Deputy City Attorney/Director of Legal Services  
[mribitzki@burlesontx.com](mailto:mribitzki@burlesontx.com)  
817-426-9664

**380 AND DEVELOPMENT AGREEMENT FOR PUBLIC AND PRIVATE  
IMPROVEMENTS IN REINVESTMENT ZONE NUMBER TWO,  
CITY OF BURLESON, BETWEEN THE CITY OF BURLESON AND  
DEPOT ON MAIN HOLDINGS, LLC**

This Second Amendment to 380 and Development Agreement for Public and Private Improvements in Reinvestment Zone Number Two, City of Burleson, between the City of Burleson and Depot on Main Holdings, LLC (the "Second Amendment") is made and entered into by and between City of Burleson, a Texas municipal corporation of Tarrant and Johnson Counties, Texas (the "City"), acting by and through its City Manager; the Board of Directors of the Tax Increment Financing Reinvestment Zone Number Two, City of Burleson, Texas (the "Board"), acting by and through its Board President; and Depot on Main Holdings, LLC, a Texas limited liability company ("Depot").

**RECITALS**

**WHEREAS**, on or about November 14, 2016, the City, the Board and Realty Capital Management, LLC ("RCM") entered into a "380 and Development Agreement for Public and Private Improvements in Reinvestment Zone Number Two, City of Burleson, between the City of Burleson and Realty Capital Management, LLC" (the "Agreement"), which is incorporated into this Second Amendment as if fully set forth herein; and

**WHEREAS**, the Agreement was amended by that First Amendment to the Agreement (the "First Amendment"), which became effective on September 9, 2020, and which is incorporated into this Second Amendment as if fully set forth herein; and

**WHEREAS**, all rights, title, interest, responsibilities, and obligations in and to the Agreement and the First Amendment were assigned to Depot (an Affiliate of RCM) pursuant to Article 12 of the Agreement by that written "Notice of Assignment" dated January 29, 2024; and

**WHEREAS**, Union Pacific Railroad has denied approval of the hike and bike trail and low water crossing shown in the approved site plan for the Project, and the City and Depot desire to provide for alternative access and associated changes to the dog park, which includes, but is not limited to, the construction of a pedestrian bridge over the existing drainage channel; and

**WHEREAS**, the parties desire to amend the Agreement, as amended by the First Amendment, by executing this Second Amendment as set forth below, with all other terms of the Agreement and the First Amendment to remain unchanged, except as specifically amended by this Second Amendment.

**NOW, THEREFORE**, in consideration of the mutual benefits and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Program Grant. A new Section 5.06 is hereby added to the Agreement, as amended by the First Amendment, as follows:

“5.06 The City shall make Grant Payments to Depot from the Available TIF Revenue for the additional costs of construction of a pedestrian bridge and associated changes (the “Dog Park Public Improvements”) as shown on Exhibit A-1 and more specifically detailed on Exhibit B, which are attached and incorporated into this Second Amendment. Grant Payments pursuant to this Section 5.06 shall be made within sixty (60) days following Depot's submittal or completion of the applicable matter hereunder. For purposes of this Section 5.06, City and Depot acknowledge and agree that each "Fiscal Year" shall commence on October 1<sup>st</sup> of a calendar year and end on September 30<sup>th</sup> of the following calendar year.

- i. Fiscal Year 2025. Depot shall apply to the City for an amended site plan showing the Dog Park Public Improvements identified in the attached Exhibit A-1 by December 1<sup>st</sup>, 2025, which shall be subject only to administrative approval by the City in accordance with the City's Ordinances. Upon Depot's submittal of the amended site plan, the City shall make a Grant Payment to Depot in the amount of **Two-Hundred and Fifty Thousand Dollars and no/cents (\$250,000)**. Administrative approval of the amended site plan shall be considered an amendment to this Agreement, and Exhibit A, which is attached hereto shall be automatically replaced without the need for further written amendment to this Agreement, as previously amended. Thereafter, the City shall make a Grant Payment to Depot in the amount of **One-Hundred and Twenty-Five Thousand Dollars and no/cents (\$125,000)**, if Depot obtains a building permit and commences construction of Dog Park Public Improvements by December 31<sup>st</sup>, 2025, which shall be extended on a day-for-day basis on account of any delays by the City or other delays which are outside the control of Depot (including, but without limitation, events of force majeure).
- ii. Fiscal year 2026. Depot shall construct all flat work for the Dog Park Public Improvements, which shall be ready for inspection and written acceptance by the City by March 31<sup>st</sup>, 2026, subject to any delays by the City which are outside the control of Depot. Upon inspection and written acceptance of the flatwork, the City shall make a Grant Payment to Depot in the amount of **One-Hundred Thousand Dollars and no/cents (\$100,000)**. In accordance with applicable City Ordinances, the City shall grant temporary occupancy of the dog park after the flatwork is inspected and accepted. Thereafter, the City shall make a Grant Payment to Depot in the amount of **One-Hundred and Fifty Thousand Dollars and no/cents (\$150,000)**, if the pedestrian bridge and the dog park shade structure are inspected and written acceptance is made by the City by September 30<sup>th</sup>, 2026, which shall be extended on a day-for-day basis on account of any delays by the City or other delays which are outside the control of Depot (including, but without limitation, events of force majeure).

- iii. **Fiscal year 2027.** Depot shall complete construction of all Dog Park Public Improvements by September 30<sup>th</sup>, 2027, which shall be extended on a day-for-day basis on account of any delays by the City or other delays which are outside the control of Depot (including, but without limitation, events of force majeure). Upon final inspection and written acceptance of all Dog Park Public Improvements by the City, the City shall make a Grant Payment to Depot in the amount of **Seventy-Five Thousand Dollars (\$75,000)**.
- iv. Each deadline required by this Section 5.06 shall be subject to Section 7.01 of the Agreement. In the event Depot is diligently pursuing the performance measures in good faith, but fails to meet any of the deadlines required by this Section 5.06, the Available TIF Revenue related to the missed performance measures shall be rolled over to the following fiscal year and may be funded upon completion of the performance measure for a period not to exceed five (5) fiscal years. In the event any of the deadlines required by this Section 5.06 is extended on account of any delays by the City or other delays which are outside the control of Depot (including, but without limitation, events of force majeure), each subsequent deadline shall be extended by the applicable number of days the previous deadline was so extended.

2. **Exhibits.** The following Exhibits to the Agreement, as amended by the First Amendment, are hereby amended by this Second Amendment as follows:

- (i) **Exhibit B** to the First Amendment (“Conceptual Site Plan of Development”) is hereby replaced in its entirety with **Exhibit A** to this Second Amendment (“Current Site Plan of Development”) which was approved by the Burluson City Council on June 7<sup>th</sup>, 2021; and
- (ii) **Exhibit A-1** (“Pedestrian Bridge and Dog Park Improvements”) is hereby added to the Agreement, as amended by the First Amendment and this Second Amendment; and
- (iii) **Exhibit C** to the First Amendment (“Project Costs and Improvements”) is hereby amended by **Exhibit B** to this Second Amendment to include the additional project costs and improvements for the pedestrian bridge and dog park (“Additional Project Costs and Improvements”). For avoidance of doubt, **Exhibit B** to this Second Amendment shall supplement, not replace, **Exhibit C** to the First Amendment.

3. **Effect of Amendment.** All other terms, definitions, and conditions of the Agreement and the First Amendment, with the exception of the terms, definitions, and conditions modified by this Second Amendment, shall remain in full force and effect.

**[Signature Pages to Follow]**

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed and effective as of the date of the last signature below.

THE CITY OF BURLESON,  
a Texas municipal corporation

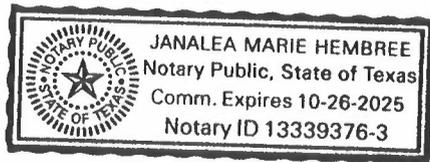
By: [Signature]  
Name: Tommy Ludwig  
Title: City Manager

STATE OF TEXAS  
COUNTY OF JOHNSON

This instrument was acknowledged before me on Oct 10, 2025 by Tommy Ludwig, known personally by me to be the City Manager of the City of Burleson, on behalf of said City.

[Notary Seal]

[Signature]  
Notary Public, State of Texas

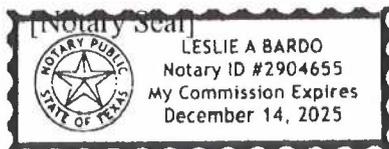


DEPOT ON MAIN HOLDINGS, LLC, A TEXAS  
LIMITED LIABILITY COMPANY

By: [Signature]  
Name: Alexander Brown  
Title: Authorized Representative  
Date: 10/6/2025

STATE OF TEXAS  
COUNTY OF TARRANT

This instrument was acknowledged before me on Oct. 6<sup>th</sup>, 2025 by Alexander Brown, known personally by me to be the AUTHORIZED REPRESENTATIVE Depot on Main Holdings, LLC, a Texas limited liability company, on behalf of said company.



[Signature]  
Notary Public, State of Texas

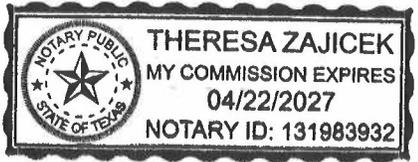
**Tax Increment Financing  
Reinvestment Zone Number Two,  
City of Burleson, Texas**

By: [Signature]  
Name: Dan McClendon  
Title: President

STATE OF TEXAS  
COUNTY OF JOHNSON

This instrument was acknowledged before me on 10/22 2025 by Dan McClendon, known personally by me to be the President of Tax Increment Financing Reinvestment Zone Number Two, City of Burleson, Texas, on behalf of said entity.

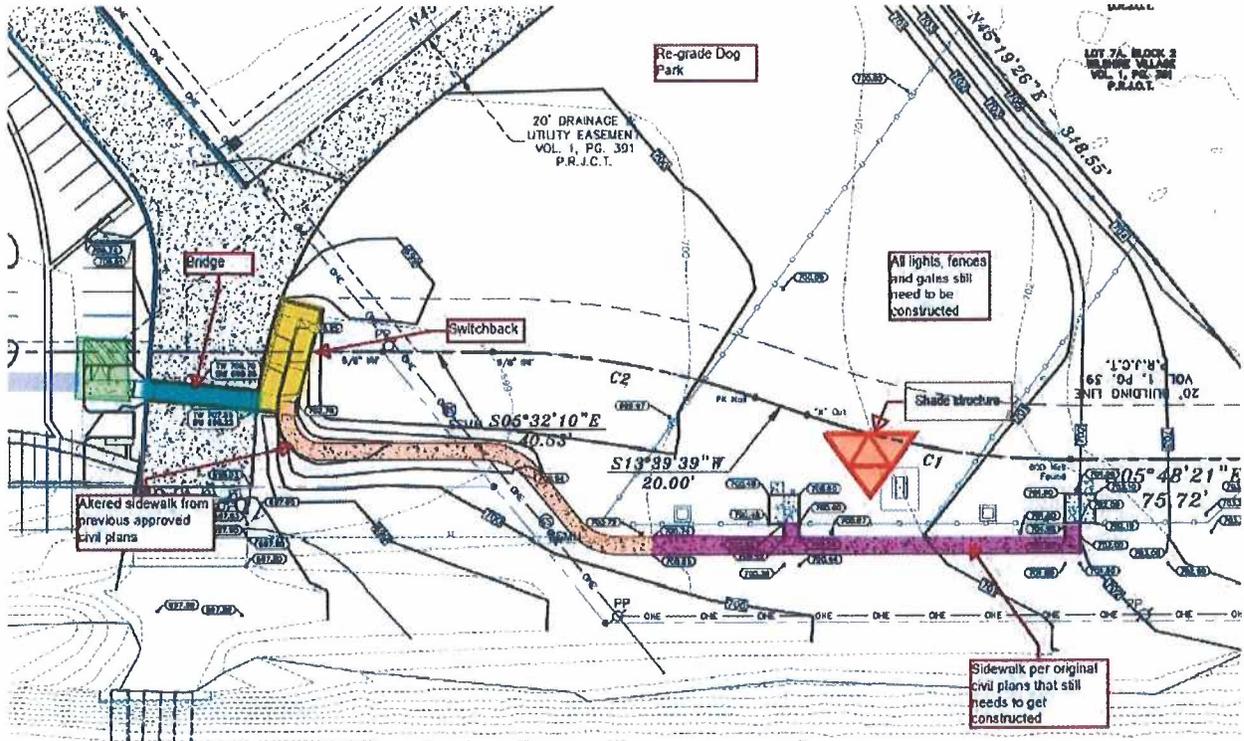
[Notary Seal]



[Signature]  
Notary Public, State of Texas



**Exhibit A-1**  
**Pedestrian Bridge and Dog Park Improvements**



**THIS EXHIBIT A-1 IS SUBJECT TO FINAL APPROVAL BY THE CITY OF AN AMENDED SITE PLAN FOR THIS PROJECT.**

**Exhibit B**  
Additional Project Costs and Improvements

<b>Depot on Main 380 Payment for Park and Access - Exhibit "A"</b>		
Line Item	Total Cost	Notes
<b>Engineering Costs (estimated)</b>		
Civil	\$ 23,760.00	Fees for amended site plan, construction documents, and amended flood study.
Structural	\$ 9,300.00	Fees for structural engineering of bridge.
Survey	\$ 800.00	Survey of existing paving to verify ADA path to bridge.
<b>Subtotal:</b>	<b>\$ 33,860.00</b>	
<b>Construction Costs (estimated)</b>		
Construction Costs	\$ 513,085.16	Construction costs per conceptual site plan.
Shade Structure	\$ 22,000.00	See concept image in Exhibit "B".
<b>Subtotal:</b>	<b>\$ 535,085.16</b>	
<b>Past Invoices</b>		
Past Invoices	\$ 42,484.07	Invoices for engineering exploration performed to date.
<b>Subtotal:</b>	<b>\$ 42,484.07</b>	
Total Public Improvement Costs	\$ 611,419.23	
Anticipated Contingency Required	\$ 89,586.77	
Total Reimbursement Request	\$ 700,000.00	

**City Council Regular Meeting**

**DEPARTMENT:** Information Technology  
**FROM:** Hugo Rodriguez, Deputy Chief Technology Officer  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a five-year contract with CivicPlus to purchase their SeeClickFix software through a cooperative purchase agreement with TIPS in the amount of \$160,280.83. (Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)

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

Strategic Focus Area 1	Strategic Goal
 <p><b>High Performing City Organization</b> Providing Exceptional, People Focused Services</p>	<p>1.2 Continue to improve the efficiency and productivity of operations</p>

**SUMMARY:**

The transition from Salesforce/Incapsulate to CivicPlus SeeClickFix is recommended due to substantial financial, operational, and service-delivery benefits. The City’s current Salesforce contract totals \$766,491.60 over five years and carries a remaining cost obligation of \$306,596.64 for the final two years. SeeClickFix, by comparison, provides the same service-request and customer-engagement capabilities at a total five-year cost of \$160,280.83, resulting in significant long-term savings.

In addition to the financial advantage, SeeClickFix is a purpose-built municipal service request platform widely adopted by cities across the country. The system offers simplified workflows, improved routing of service tickets, mobile-friendly reporting tools, real-time map visualizations, and automated communication updates for residents, improving operational efficiency and enhancing customer satisfaction.

SeeClickFix also includes native interfaces into the City’s existing work order and permitting systems, reducing development time and enabling seamless integration across departments.

The platform includes unlimited user licensing, allowing for true citywide adoption without additional per-user costs.

Operationally, SeeClickFix provides a streamlined configuration process and a significantly faster implementation timeline compared to the complexities of customizing Salesforce. This reduces staff burden, eliminates reliance on extensive consulting work, and accelerates adoption across all departments.

The transition will include the termination of the current Salesforce contract as part of the project plan, along with public outreach efforts to ensure residents are aware of the new platform, its features, and how to report issues or request services.

Procurement through the TIPS cooperative contract provides compliant, competitive pricing and expedites the acquisition process, aligning with the City's purchasing guidelines. The cost of the SeeClickFix implementation will be fully covered under the current budget amount allocated for Salesforce and will remain under budget.

**PROCUREMENT METHOD:**

This purchase is being made through the Interlocal Purchasing System (TIPS), contract number #220105, in accordance with Texas Local Government Code Chapter 271, Subchapter F. Cooperative contracts are competitively solicited on behalf of multiple governmental entities, and the City may utilize these contracts to achieve cost savings and efficiency. Staff has confirmed that the cooperative contract was procured in compliance with applicable requirements. In addition, staff compared the proposed vendor's pricing with available cooperative contracts and prevailing market rates, and concluded that the recommended vendor offers the most competitive pricing available to the City.

**RECOMMENDATION:**

Staff recommends approval as presented.

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

On January 6, 2026, Community & Intergovernmental Committee received the presentation and recommended approval.

On February 16, 2026, City Council received the presentation and recommended approval.

**REFERENCE:**

NA

**FISCAL IMPACT:**

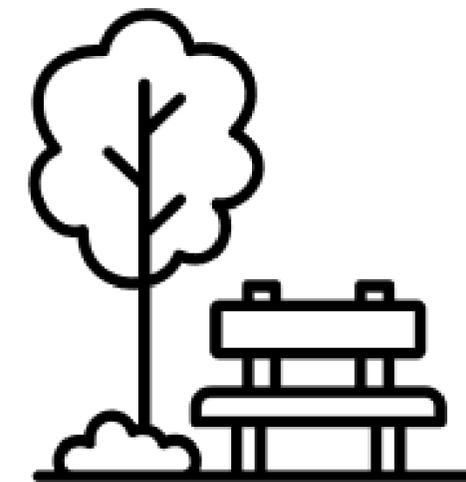
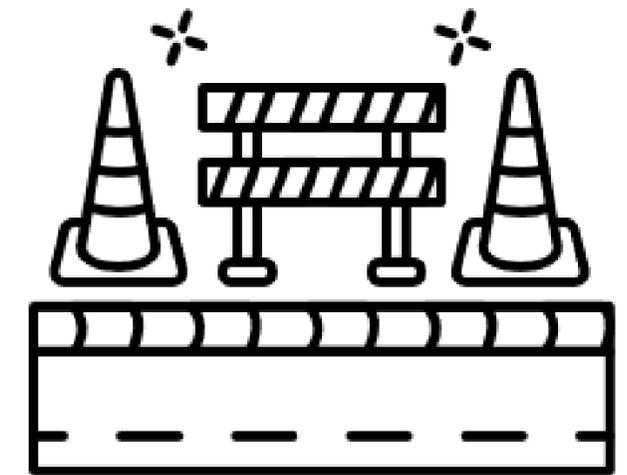
Proposed Expenditure/Revenue: \$160,280.83  
Fund: Support Services Fund  
Account Number(s): 6108001-63506  
Account Description: Computer Software M & R

**STAFF CONTACT:**

[burlesontx.com](http://burlesontx.com) | 817.426.9611 | 141 W Renfro Street, Burleson, Texas 76028

Hugo Rodriguez  
Deputy Chief Technology Officer  
hrodriguez@burlesontx.com  
682-312-2766

# CIVICPLUS SEECLICKFIX



# Background

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- In 2022, the City entered into a five-year contract with Salesforce and Accenture to implement and support the City's 311 service request platform.
- The system was intended to centralize resident service requests, improve transparency, and streamline departmental workflows.
- Over time, the implementation challenges, high customization requirements, and ongoing consulting costs have impacted efficiency and increased overall cost of ownership.
- System modifications and improvements have been significantly impacted due to the level of customization required.

# Background Cont.

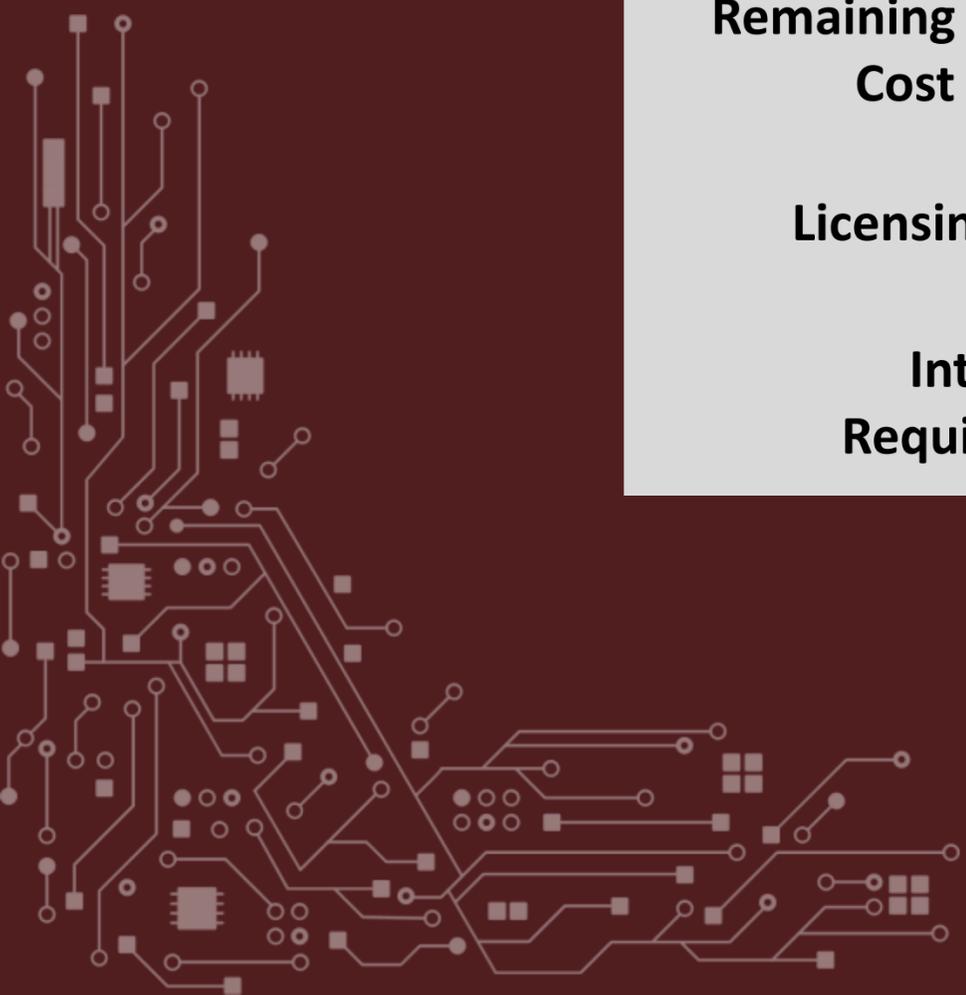
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- As part of BTX-IT's continuous improvement efforts, staff evaluated alternative solutions to strengthen the City's 311 operations.
- SeeClickFix was identified as a stronger platform due to its purpose-built municipal design and ease of use.
- Offers native integrations with the City's work order and permitting systems, improving internal workflows.
- Provides unlimited user licensing, allowing true citywide adoption without added cost.
- Delivers faster implementation, reduced reliance on consultants, and minimal customization needs.



# Financial Comparison

Category	Salesforce / Accenture	SeeClickFix (CivicPlus)
<b>Total 5-Year Cost</b>	\$766,491.60	\$160,280.83
<b>Annual Cost</b>	\$153,298.32	Year 1: \$20,280.83 Years 2–5: \$35,000.00
<b>Remaining Contract Cost (2 Years)</b>	\$306,596.64	N/A
<b>Licensing Model</b>	20 Licenses	Unlimited users citywide
<b>Integration Requirements</b>	Heavy customization; costly	Native interfaces with work order + permitting systems





# Why SeeClickFix

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- Purpose-Built for Municipal 311
  - Designed specifically for cities, reducing complexity and improving usability for staff and residents.
- Native System Integrations
  - Connects directly to the City's existing work order and permitting systems, improving workflow efficiency and reducing manual steps.
- Unlimited User Licensing
  - Enables full citywide adoption without additional per-user fees.
- Significantly Lower Cost
  - Five-year total cost of \$160,280.83 compared to \$766,491.60 for Salesforce/Accenture.
- Faster Implementation & Reduced Complexity
  - Minimal customization required—allowing for quicker deployment and simplified long-term maintenance.



# Transition Plan

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- Contract Termination
  - Remaining Salesforce/Accenture contract will be formally closed out as part of the transition strategy.
- Implementation & Configuration
  - BTX-IT will configure SeeClickFix using native integrations with the City's work order and permitting systems for a seamless rollout.
- Department Onboarding
  - All departments will receive training and onboarding under the unlimited user model, enabling full citywide adoption.
- Public Outreach & Resident Education
  - A communication campaign will introduce residents to the new platform, including how to report issues and track requests.



# Transition Plan

JANUARY    FEBRUARY    MARCH    APRIL    MAY    JUNE    JULY    AUGUST    SEPTEMBER

COMMITTEE & COUNCIL  
PRESENTATION



\*CONTRACT SIGN OFF



\*TERMINATION NOTICE &  
CANCELLATION OF  
CONTRACT



SECLICKFIX  
IMPLEMENTATION



PUBLIC OUTREACH



GO-LIVE



\*SUBJECT TO COUNCIL APPROVAL

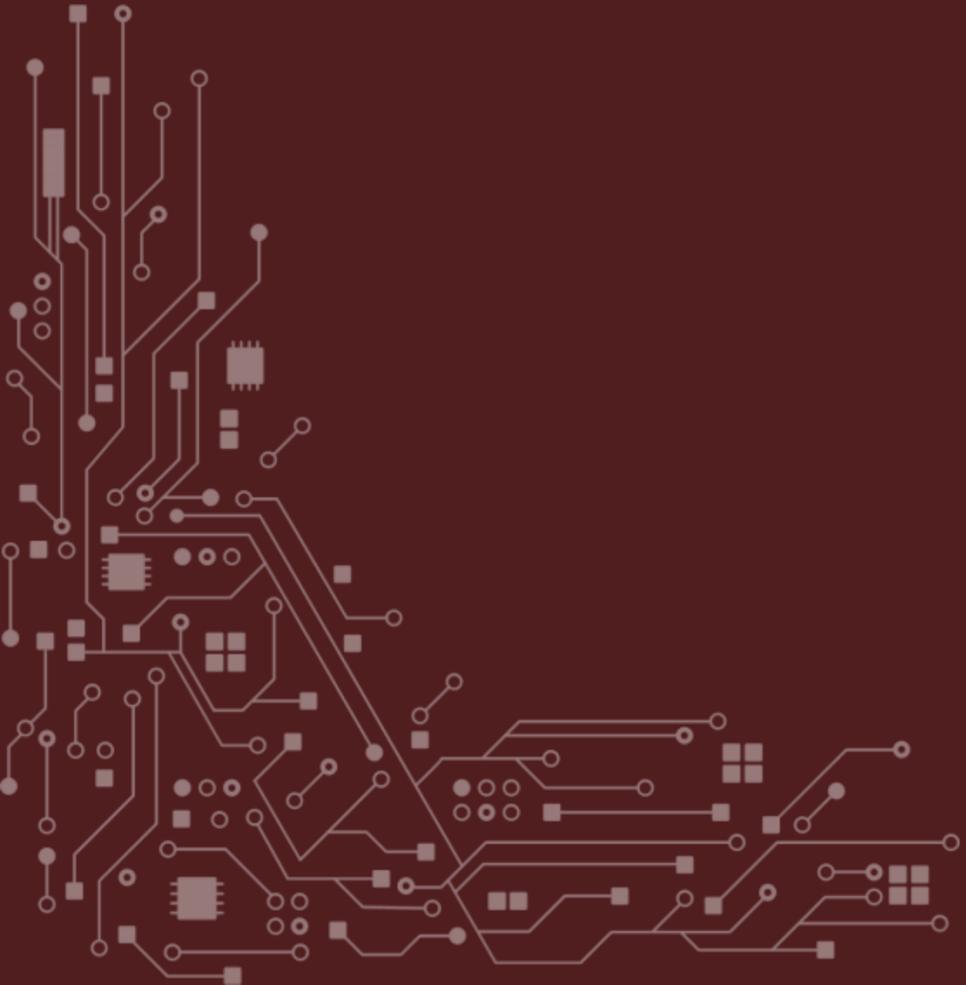
# Procurement & Budget

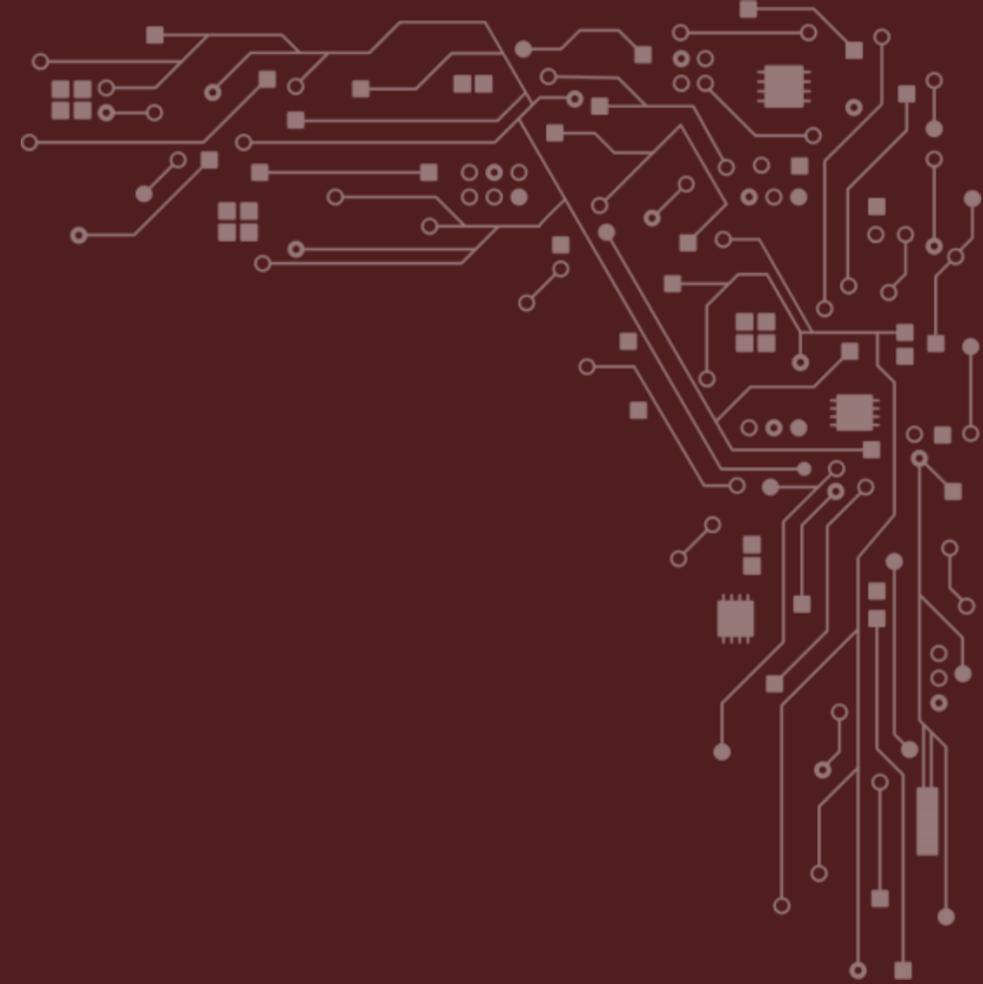
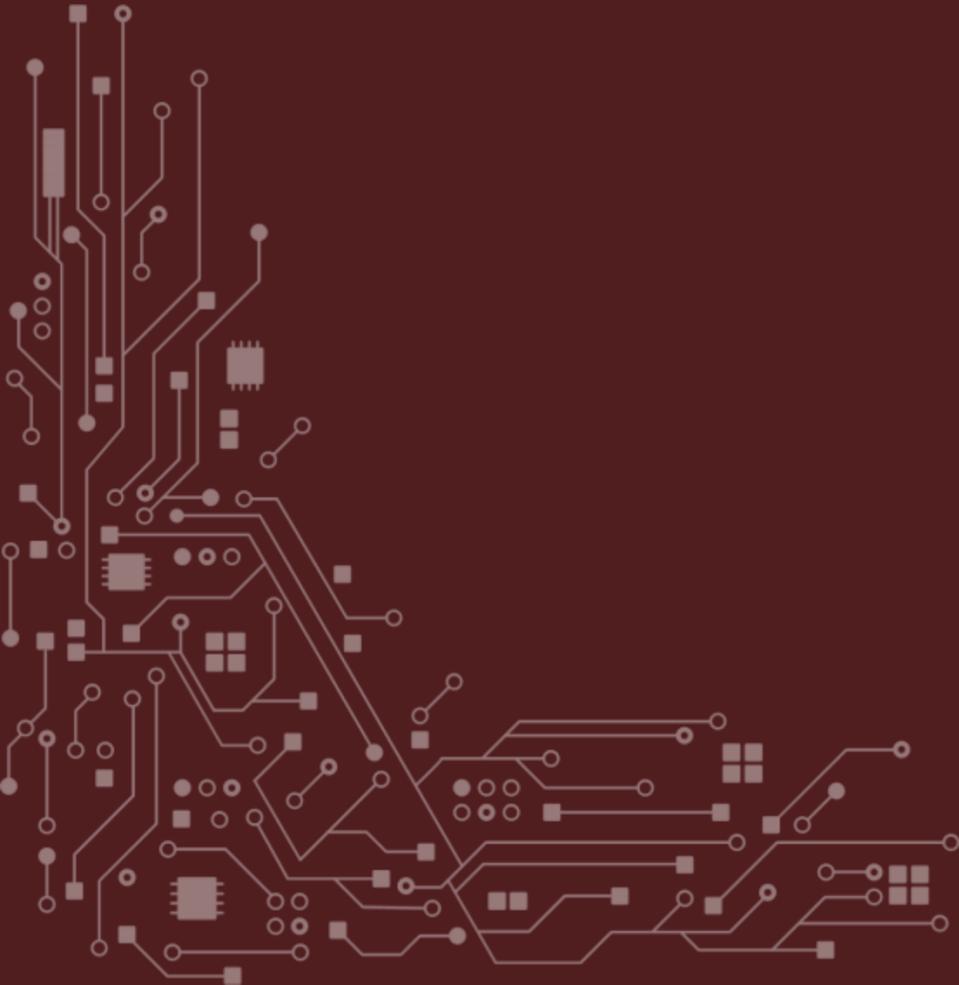
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- Cooperative Purchasing Compliance
  - SeeClickFix will be procured through the TIPS cooperative contract, ensuring competitive pricing and compliance with City purchasing requirements.
- Cost Coverage
  - All implementation and subscription costs will be fully covered under the current budget allocation for Salesforce, requiring no additional funding.



Approval of a five-year contract with CivicPlus to purchase their SeeClickFix software through a cooperative purchase agreement with TIPS in the amount of \$160,280.83.





## COOPERATIVE PURCHASE CUSTOMER AGREEMENT

This **Cooperative Purchase Customer Agreement** ("**Customer Agreement**") is entered into by and between CIVICPLUS ("**Vendor**") and the **City of Burleson**, ("**Customer**" or "**Authorized Customer**"), a Texas government entity, and a Customer authorized to purchase goods or services pursuant to the Agreement between the TIPS Cooperative Purchasing Entity ("**Cooperative Entity**") and Vendor, **Contract No.** #220105, as amended, (the "**Agreement**") with an expiration date of 05/31/2027.

This Customer Agreement includes and shall be governed by the following items which are attached hereto and/or incorporated herein by reference.

- a. The terms and conditions of the Agreement, which are incorporated herein by reference and available online or upon request from Vendor;
- b. The City of Burleson Standard Terms and Conditions, which are incorporated herein by reference and available at **this link** or upon request from the Customer.
- c. The attached Vendor Quote/Purchase Order, if applicable;
- d. The Standard Addendum with the City of Burleson, if applicable Authorized Customer is eligible and desires to purchase:

See ClickFix 311 CRM and associated integrations, modules, components, etc. as outlined in Exhibit A.

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pursuant to the terms and conditions of the Agreement as the Cooperative Entity may specify from time to time, as well as the terms and conditions of this Customer Agreement. To ensure goods and services are provided directly to the Customer, the Cooperative Entity will only be responsible for services provided to the Cooperative Entity will not be responsible for payments for services provided to the Customer.

The Authorized Customer agrees to the terms and conditions of the Agreement as applicable and as authorized by law. The Authorized Customer hereby agrees that it is separately and solely liable for all obligations and payments for equipment, products and services provided hereunder. Vendor agrees that Customer shall be entitled to the same rights and protections under the law afforded to the Cooperative Entity under the Agreement, as applicable, as if Customer had entered into the Agreement. Except in the event of gross negligence or intentional misconduct, Customer's liability shall not exceed the amount paid by Customer under this Customer Agreement for the proceeding twelve (12) month period. Vendor agrees that until the expiration of three (3) years after final payment under this Customer Agreement, or the final conclusion of any audit commenced during the said three years, Customer, or Customer's designated representative, shall have access to and the right to audit at reasonable times, all records, hard copy or electronic, involving transactions relating to this Customer Agreement necessary to determine compliance herewith, at no additional cost to the Customer. Vendor agrees that the Customer shall have access to such records during normal business hours. Customer shall provide Vendor with reasonable advance notice of any intended audits.

1. **Statutory Title VI Clauses.** During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "**Contractor**") agrees as follows:
  - a. **compliance with Regulations:** The Contractor (hereinafter includes Contractors) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the FHWA, as they may be amended from time to

- time, which are herein incorporated by reference and made a part of this contract.
- b. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
  - c. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
  - d. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
  - e. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
    - i. withholding payments to the Contractor under the contract until the Contractor complies, and/or
    - ii. cancelling, terminating, or suspending a contract, in whole or in part.
  - f. Incorporation of Provisions:
    - i. The Contractor will include the provisions of §6.28(a)-6.28(e) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
    - ii. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non- discrimination statutes and authorities; including but not limited to:
  - g. Pertinent Non-Discrimination Authorities:
    - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
    - ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
    - iii. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
    - iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
    - v. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits

- discrimination on the basis of age);
- vi. Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - vii. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964,
  - viii. The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Contractors, whether such programs or activities are Federally funded or not);
  - ix. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
  - x. The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - xi. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**Purchase Price** - Payments under this Customer Agreement are in the amount of One Hundred Sixty Thousand Two Hundred Eighty and 83/100 Dollars (\$160,280.83) ("Purchase Price").

**Term** - The Term of this Customer Agreement ("Term") shall be for one of the following as selected below (Select the type of contract that applies):

**Single Purchase Contract** -The Term shall not exceed one (1) year, unless acknowledged in writing by both parties, and this Customer Agreement shall be for the purchase of goods or services as specified and quoted by the Vendor, and the Purchase Price shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

**Supply / As Needed Contract** - The Term shall be effective as of October 1<sup>st</sup> and shall expire on September 30<sup>th</sup> at the end of FY. This Customer Agreement shall be for multiple purchases of goods or services on an as needed basis, from the same vendor under the same contract, and shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

**Multi-Year Contract** - The Term shall be for one (5) year(s) expiring on 10/14/2030. Customer Agreement shall be with a single vendor for products and services. If the amount of expenditures under this Multi-Year Contract equals or exceeds \$100,000 in the aggregate, City Council approval is required. Notwithstanding the foregoing, the City may terminate this Agreement at any time, for any reason, with or without cause, upon (30) days' written notice to Vendor. In the event of such termination for convenience, the City shall be liable only for payment of goods delivered and services properly performed through the effective date of termination. In the event the City does not appropriate sufficient funds to make payments during the current or any subsequent year, the City shall have the right to terminate this Multi-Year Contract at the end of any such fiscal year without penalty.

**Emergency Purchase** - Purchases that are necessary to address a public calamity, because of unforeseen damage to property, or to protect the public health or safety where the City's ability to serve the public would be impaired if the purchase were not made immediately. Emergency purchases must meet the requirements of Local Government Code 252.022, and must be ratified by City Council if the purchase is \$50,000 or more.

(Standard Addendum - Select if Vendor has additional terms and conditions that apply to this purchase)



**Standard Addendum with the City of Burleson, Texas** - If this purchase contains additional

terms and conditions from the Vendor, other than those set forth in the Agreement, the Vendor shall agree to the Standard Addendum with the City of Burleson, Texas. Such applicable terms and conditions as set forth in the Standard Addendum shall supersede any conflicting terms of the Vendor's terms and conditions, and such Standard Addendum shall control. The Standard Addendum is incorporated herein by reference and **available online** or by request and made a part of this Customer Agreement for all purposes.

The undersigned represents and warrants that he/she has the power and authority to execute this Customer Agreement, bind the respective party, and that the execution and performance of this Customer Agreement has been duly authorized by the respective party. This Customer Agreement, and any amendment hereto, may be executed in counterparts, and electronically signed, scanned, digitally signed and sent via electronic mail and such signatures shall have the same effect as original manual signatures.

Each party has caused this Customer Agreement to be executed by its duly authorized representative on the date of execution.

CITY OF BURLESON

CIVICPLUS

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

**City of Burleson  
Standard Addendum**

The City of Burleson, Texas (“City”) and the Vendor are this day entering into a contract for and, for the mutual convenience, the parties are using the standard contract and/or purchase order form provided by Vendor (the “Vendor’s Contract Form”).

This Addendum (“Addendum”), is incorporated into the Vendor’s Contract Form and made an integral part thereof. This Addendum and the Vendor’s Contract Form shall be referenced to hereafter collectively as the “Agreement”.

In the event of a conflict between any provision in this Addendum and any other provision in the Agreement or any other exhibit to the Agreement, the terms provided in this Addendum shall govern and control.

1. Limitation of Vendor’s Contract Form. The Vendor's Contract Form is, with the exceptions noted herein, generally acceptable to City. Nonetheless, because certain standard clauses that may appear in the Vendor's Contract Form cannot be accepted by City, because of its status as a political subdivision of the State of Texas, and in consideration for the convenience of using provisions in the Vendor's Contract Form instead of negotiating a separate contract document, the parties agree that **any portion** of the provisions listed below, if they appear in the Vendor's Contract Form, shall have any effect or be enforceable against City, **and any remaining portion of that provision will continue in effect:**
  - a. Requiring City to maintain any type of insurance either for City's benefit or for the Vendor's benefit.
  - b. Renewing or extending the Agreement beyond the contract term or automatically continuing the contract period from term to term.
  - c. Requiring or stating the terms of the Vendor's Contract Form shall prevail over the terms of this Addendum in the event of conflict.
  - d. Requiring the application of the law of any state other than Texas in interpreting or enforcing the Agreement, or resolving any dispute under the Agreement. The Agreement and the obligations of the parties shall be construed and enforced in accordance with the laws of the State of Texas.
  - e. Releasing the Vendor or any other entity or person from its legal liability **for** conduct **that City is prohibited from waiving under** applicable law.
  - f. Requiring any payment for lost profit or liquidated damages by City if the Agreement is terminated before the end of the contract term.
  - g. Changing the time period within which claims can be made or actions can be brought under the laws of the State of Texas.
  - h. Binding City to any arbitration provision or to the decision of any arbitration board, commission, panel or other entity.
  - i. Obligating City to pay costs of collection or attorneys’ fees.
  - j. Requiring City to provide warranties.
  - k. Obligating City to indemnify, defend or hold harmless any party.
  - l. Granting a security interest in City’s property or placing a lien on City’s property.

# EXHIBIT A



**CivicPlus**

302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
 Q-110416-1  
 10/24/2025 4:21 PM  
 3/6/2026

**Client:**  
 City of Burlleson, TX

**Bill To:**  
 BURLESON CITY, TEXAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Amanda Parr	7853231544	amanda.parr@civicplus.com		Net 30

311 CRM SeeClickFix

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	SeeClickFix 311 CRM Request	Unlimited gov user licenses for service request and constituent management tool to intake resident submission. Assign requests internally, resolve issues and measure request performance.	21.3746	USD 20,500.00
1.00	SeeClickFix 311 CRM Marketplace App	Branded marketplace mobile app to expand SeeClickFix 311 CRM Request or Pro modules. Requires customer to stay up to date with Google and Apple requirements.	16.6667	USD 5,000.00
1.00	SeeClickFix 311 CRM Connector for OpenGov Asset Management	SeeClickFix 311 CRM hosted integration with OpenGov Asset Management (Cartegraph OMS). Requires access to Cartegraph API.	5.0000	USD 4,750.00
1.00	SeeClickFix 311 CRM Organization API	License for access to the private SeeClickFix 311 CRM Organizational API. This does not include custom development or consultation services.	100.0000	USD 0.00
1.00	SeeClickFix 311 CRM Connector for CentralSquare Community Development	SeeClickFix 311 CRM hosted integration with CentralSquare Community Development (TRAKiT) CRM module. Requires iTRAKiT API.	5.0000	USD 4,750.00

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	SeeClickFix 311 CRM Connector for ArcGIS (1-way)	One-way integration to a Feature Service within ArcGIS to display your SeeClickFix 311 CRM service request data in internal reports, public maps and Open Data Portals	100.0000	USD 0.00
1.00	Request Import	Import of up to 25,000 requests, includes one batch import to resolve errors, a second import on test environment, and a final import in production. Data must adhere to SCF specifications. Additional batch imports after these 3 will incur additional cost.	100.0000	USD 0.00

Initial Term		3/16/2026 - 10/14/2030, Renewal Term 10/15 each calendar year	
Initial Term Invoice Schedule		Year One Annual Total invoiced on 3/16/2026. Year Two Annual Total invoiced on 10/15/2026. Year Three Annual total invoiced on 10/15/2027. Year Four Annual total invoiced on 10/15/2028. Year Five Annual total invoiced on 10/15/2029.	
	<b>Annual Subscription</b>	<b>One Time Fees</b>	<b>Annual Total</b>
<b>Year One</b>	USD 20,280.83	USD 0.00	USD 20,280.83
<b>Year Two</b>	USD 35,000.00		USD 35,000.00
<b>Year Three</b>	USD 35,000.00		USD 35,000.00
<b>Year Four</b>	USD 35,000.00		USD 35,000.00
<b>Year Five</b>	USD 35,000.00		USD 35,000.00
<b>Subtotal</b>			USD 160,280.83
<b>Annual Recurring Services Starting Year 6</b>			USD 36,750.00
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		5% to be applied in year 6	

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), and the Interlocal Purchasing System Contract #220105 ("TIPS Contract #220105"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

**Acceptance of Quote # Q-110416-1**

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Legal Name: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Billing Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: (If different from above)  
\_\_\_\_\_  
\_\_\_\_\_

PO Number: (Info needed on Invoice (PO or Job#) if required)  
\_\_\_\_\_

**City Council Regular Meeting**

**DEPARTMENT:** City Manager's Office  
**FROM:** Janalea Hembree, Assistant to the City Manager  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a resolution [insert purpose of resolution] [insert parties, if any, not including the city] [insert the amount, if any]. (Staff Contact: [Staff Name], [Staff Position])

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

Strategic Focus Area 3	Strategic Goal
 <p><b>Beautiful, Safe, &amp; Vibrant Community</b></p>	<p>3.4 Ensure public safety equipment and personnel needs are being met</p>

**SUMMARY:**

The City of Burleson Police Department seeks SHSP-L funding to purchase handheld thermal monoculars to enhance frontline law enforcement capabilities in support of preventing terrorism and targeted violence. Thermal imaging technology allows officers to detect heat signatures in complete darkness, low-light conditions, through light foliage, smoke, and other obscurants, enabling rapid identification of individuals, vehicles, and heat-emitting threats that may otherwise evade detection. This capability directly strengthens core prevention and protection missions by improving situational awareness during patrol operations, perimeter security checks, searches of high-risk areas, and initial scene assessments. Equipped with compact, quickly deployable thermal optics, officers will be better positioned to locate and intercept potential threats before escalation, thereby aligning with SHSP-L objectives to build, sustain, and deliver law enforcement prevention capabilities consistent with Texas' risk assessments and preparedness priorities.

Funding Levels:

- Minimum: None
- Maximum: None. However, PSO uses a risk-based formula to determine regional allocations. Local agencies should contact their regional COG for amounts historically available to the region and any maximum established by their COG. Additionally, PSO expects to make available approximately \$1.5 – \$2 million to state agencies in support of 10 - 15 projects under this solicitation.
- Match Requirement: None

Key Dates:

- Funding Announcement Release – 02/17/2026
- Online System Opening Date: 02/17/2026
- Final Date to Submit and Certify an Application: 03/16/2026
- Earliest Project State Date: 09/01/2026

**PROCUREMENT METHOD:**

N/A

**RECOMMENDATION:**

Staff recommends approval as presented.

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Janalea Hembree  
Assistant to the City Manager  
[jhembree@burlesontx.com](mailto:jhembree@burlesontx.com)  
817-426-9299



# State Homeland Security Grant

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PRESENTED TO THE CITY COUNCIL – MARCH 2, 2026

JANALEA HEMBREE, ASSISTANT TO THE CITY MANAGER

# State Homeland Security, FY2026 - Grant

Purpose of Grant: Solicit applications for projects that support state and local efforts to prevent terrorism and targeted violence and prepare for the threats and hazards that pose the greatest risk to the security of Texas citizens.

## Available Funding

- Federal funds authorized under Section 2002 of the Homeland Security Act of 2002.
- NCTCOG expects to receive 1.7 million for their region.

## Funding Levels

- Minimum: \$10,000
- Maximum: None
- Match Requirement: None

## Grant Key Dates

- Open: 02/17/2026
- Submission Due: 03/16/2026
- Project State Date: 09/01/2026

# Project Information

## **Project Abstract**

The City of Burleson Police Department seeks SHSP-L funding to purchase handheld thermal monoculars to enhance frontline law enforcement capabilities in support of preventing terrorism and targeted violence. Thermal imaging technology allows officers to detect heat signatures in complete darkness, low-light conditions, through light foliage, smoke, and other obscurants, enabling rapid identification of individuals, vehicles, and heat-emitting threats that may otherwise evade detection. This capability directly strengthens core prevention and protection missions by improving situational awareness during patrol operations, perimeter security checks, searches of high-risk areas, and initial scene assessments. Equipped with compact, quickly deployable thermal optics, officers will be better positioned to locate and intercept potential threats before escalation, thereby aligning with SHSP-L objectives to build, sustain, and deliver law enforcement prevention capabilities consistent with Texas' risk assessments and preparedness priorities.



Approve a resolution approving the submission of the grant application for the City of Burleson – SWAT Project to the Office of the Governor.



Deny a resolution approving the submission of the grant application for the City of Burleson – SWAT Project to the Office of the Governor.



**RESOLUTION**

**WHEREAS**, the City Council finds it in the best interest of the citizens of Burleson, TX that the City of Burleson SWAT Project be operated for FY2027; and

**WHEREAS**, the City Council agrees that in the event of the loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full. and

**WHEREAS**, the City Council designates the City Manager, Tommy Ludwig, as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

**WHEREAS**, the City Council designates the Director of Finance, Mark Davies, as the grantee’s financial officer. The financial officer is given the power to submit financial and/or programmatic reports or alter the grant on behalf of the applicant agency.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BURLESON, TEXAS THAT:**

**SECTION 1**

The City here by approves the submission of the grant application for the City of Burleson SWAT Project to the Office of the Governor.

**SECTION 2**

The City Manager, or their designee, has the authority to sign any documents necessary for the grant.

**SECTION 3**

This resolution shall become effective immediately upon its passage.

PASSED, APPROVED, AND DULY RESOLVED by the City council, on the 2nd day of March, 2026.

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr. City Attorney

**City Council Regular Meeting**

**DEPARTMENT:** Legal

**FROM:** Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a minute order directing City staff to terminate the contract with Perdue Brandon Fielder Collins & Mott, LLP, for delinquent tax collection services. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*

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

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

**SUMMARY:**

The City of Burleson has contracted with Perdue Brandon Fielder Collins & Mott, LLP, for delinquent property tax collection services since 1989.

In 2025, at the direction of the City Manager’s Office, the Legal Department, alongside the Purchasing Division, initiated a competitive process to assess the market and confirm the City continues to receive best value for these services. Two highly qualified firms—Linebarger Goggan Blair & Sampson, LLP and Perdue Brandon Fielder Collins & Mott, LLP—submitted proposals. Both firms have extensive experience providing delinquent tax collection services to cities across Texas, with strong references and proven collection performance. Because the evaluation results were exceptionally close and both firms are capable of providing effective services, City staff sought direction from both the Finance Committee and, later, the City Council.

On December 17, 2025, the Finance Committee discussed the issue of selecting a delinquent tax collection firm and requested staff to bring the item to the full City Council without a recommendation from the committee. On January 20, 2026, the City Council discussed the

issue as a report and presentation item and heard from both law firms. Ultimately, the City Council directed City staff to secure the services of Linebarger Goggan Blair & Sampson, LLP, for delinquent tax collection services. Accordingly, this item is brought before the City Council to begin the process of terminating the City's contract with Perdue Brandon Fielder Collins & Mott, LLP, pursuant to the terms of the agreement between the parties.

**RECOMMENDATION:**

None.

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

On December 17, 2025, the Finance Committee discussed this item and requested staff to bring the item to the full City Council without a recommendation from the committee. On January 20, 2026, the City Council discussed its delinquent tax collection services during a report and presentation item and heard from both Perdue Brandon Fielder Collins & Mott, LLP, and Linebarger Goggan Blair & Sampson, LLP.

**REFERENCE:**

None.

**FISCAL IMPACT:**

None.

**STAFF CONTACT:**

Matt Ribitzki  
Sr. Deputy City Attorney/Director of Legal Services  
[mribitzki@burlesontx.com](mailto:mribitzki@burlesontx.com)  
817-426-9664

# Delinquent Property Tax Collection Services

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CITY COUNCIL

MARCH 2, 2026

# Delinquent Tax Collection Services

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- The City of Burleson has contracted with Perdue Brandon Fielder Collins & Mott, LLP for delinquent property tax collection services since 1989.
- In July of 2025, a City Council member requested the City Manager bring the City's delinquent property tax collection services to the City Council for review.
- In preparation for the City Council review, City staff released RFQ 2025-002, Delinquent Tax Collection Services, which was posted to the City's Bonfire e-Procurement portal on August 17, 2025 and closed September 11, 2025.
- Two highly qualified firms submitted Statements of Qualifications responsive to RFQ 2025-002, Perdue Brandon Fielder Collins & Mott, LLP, and Linebarger Goggan Blair & Sampson, LLP.
- The RFQ evaluation results from the City staff evaluation committee were exceptionally close.
- City staff sought direction from both the Finance Committee and, later, the City Council.

# Delinquent Tax Collection Services

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- On December 17, 2025, the Finance Committee discussed the issue of selecting a delinquent tax collection firm and requested staff to bring the item to the full City Council without a recommendation from the committee.
- On January 20, 2026, the City Council discussed the issue as a report and presentation item and heard from both law firms.
- At the January 20<sup>th</sup> meeting, the City Council directed City staff to bring back future agenda items to terminate the contract with Perdue and to secure the services of Linebarger for delinquent tax collection services.
- The City's current contract with Perdue Brandon Fielder Collins & Mott, LLP, allows termination by either party by giving thirty days written notice, provided the firm has six months to reduce to judgment all tax suits filed prior to termination.
- This item is brought before the City Council to begin the process of terminating the City's contract with Perdue Brandon Fielder Collins & Mott, LLP, pursuant to the terms of the agreement between the parties.
- If the City Council decides to terminate the contract, City staff will work with Perdue Brandon Fielder Collins & Mott, LLP, to select a termination date that allows for a smooth transition.

# Action Item

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Consider and take possible action on a minute order directing City staff to terminate the contract with Perdue Brandon Fielder Collins & Mott, LLP, for delinquent tax collection services.

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# Questions or Comments

**City Council Regular Meeting**

**DEPARTMENT:** Capital Engineering

**FROM:** Randy Morrison, PE, Director of Capital Engineering

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a resolution awarding a contract with Cole Construction Inc. for construction services on the SE Tarrant Sewer Erosion Control project (ITB 2026-001) in the amount of \$660,676, with a project contingency of \$66,068, for a total amount of \$726,744 (Project WW2401). *(Staff Contact: Randy Morrison, PE, Director of Capital Engineering)*

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

Strategic Priority	Strategic Goal
 <p><b>Dynamic &amp; Preferred City</b> Through Managed Growth</p>	<p>2.4 Implement the city's Capital Improvement Program            2.5 Develop and maintain facilities and utility services</p>

Capital Engineering, in coordination with an external engineering consultant, has developed design plans and specifications for the relocation of a sanitary sewer main and the implementation of streambank protection measures along Little Booger Creek near the SE Tarrant Avenue crossing. This area has been susceptible to erosion, which poses a significant risk to existing infrastructure. Without intervention, continued erosion could lead to infrastructure failure and result in adverse environmental impacts.

This contract was procured through an Invitation for Bids in accordance with Texas Local Government Code Chapter 252. Invitation for Bids No. ITB 2026-001 was advertised on January 3, 2026 and January 10, 2026 and posted on the City's electronic bidding platform, Bonfire, from January 3, 2026 to February 5, 2026. The opportunity was distributed to one hundred eighty one (181) vendors under six (6) applicable commodity codes, and the City received seven (7) responses. Bids were evaluated in accordance with the published criteria, and Cole Construction Inc. was determined to provide the best value to the City.

**RECOMMENDATION:**

Consider and take possible action on a resolution awarding a contract with Cole Construction Inc. for construction services on the SE Tarrant Sewer Erosion Control project (ITB 2026-001) in the amount of \$660,676, with a project contingency of \$66,068, for a total amount of \$726,744 (Project WW2401).

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

None

**REFERENCE:**

N/A

**FISCAL IMPACT:**

Proposed Expenditure/Revenue: \$726,744  
Account Number(s): 5203101-70020  
Fund: W&S Bond - Construction  
Account Description: WSBndConst  
Procurement Method: Invitation to Bid

**STAFF CONTACT:**

Randy Morrison, PE, PMP, MCE  
Director of Capital Engineering  
rmorrison@burlesontx.com  
817-426-9612

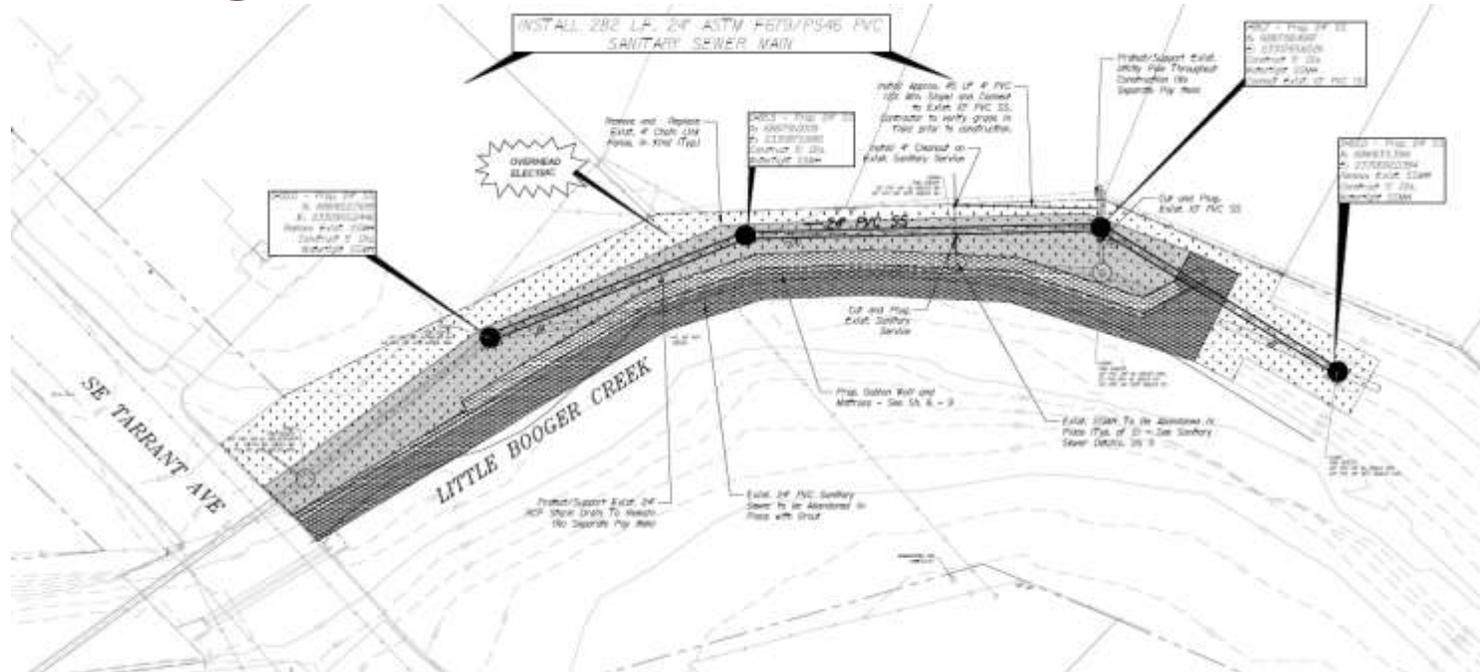
# SE Tarrant Sewer Erosion Control ITB 2026-001

Presented to the City Council

March 2, 2026



# Project Background



- Scope of Work:
  - Relocation of an existing sanitary sewer.
  - Streambank protection measures along Little Booger Creek near SE Tarrant Avenue crossing.
- Reason for Project:
  - Risk of infrastructure failure if erosion continues.
- Consequences Without Action:
  - Further streambank erosion leading to potential failure of critical infrastructure and environmental impacts.

# Eminent Nature



- Exposed storm drain outfall
- Exposed manhole cone
- Bank approximately 6-feet from backyards

# Eminent Nature



- Bank has eroded approximate 4-feet in 2+ years

# Construction Procurement

- Invitation to Bid issued January 3, 2026
- Bids opened February 5, 2026
- Seven (7) submissions received
  - Cole Construction Inc. – \$660,676 (RECOMMENDED AWARD)
  - Stoic Civil Construction Inc. – \$671,000
  - Canary Construction Inc. – \$805,435
  - Flow-Line Construction Inc. – \$823,310
  - Acadia Services LLC – \$833,735
  - Pennington Concrete Utilities – \$892,850
  - Klutz Construction LLC – \$937,680
- Construction contingency (10%): \$66,068
- Quality Assurance Testing: \$15,000
- **Total Construction Cost: \$741,744**

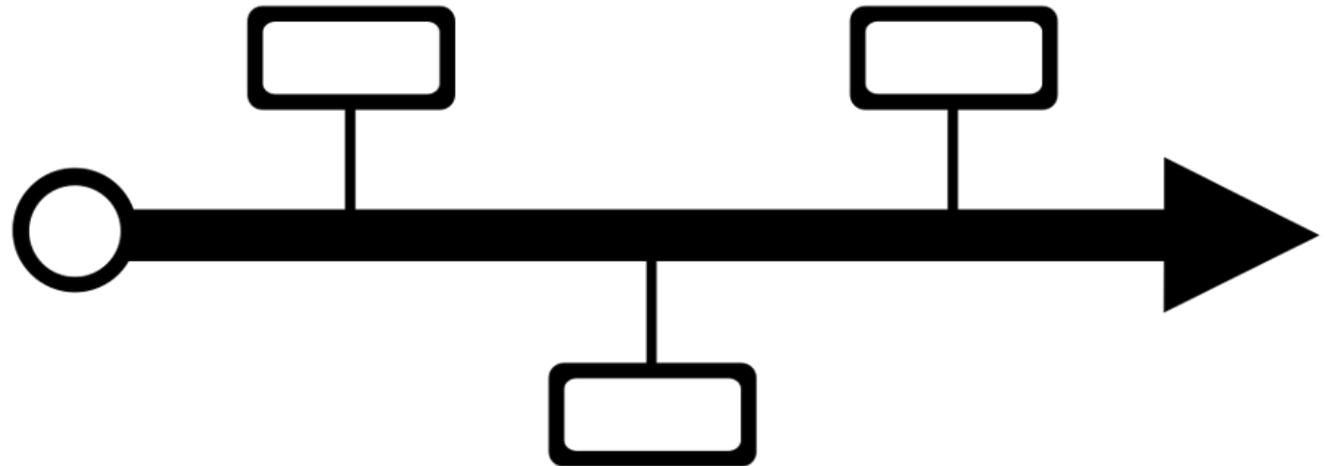


## Construction Budget

- Original Construction Budget: \$500,000
- Design Budget Savings: \$241,750
- Current Budgeted Resources: \$741,750

# TIMELINE

- Contract Award: March 2, 2026
- Notice to Proceed: April 2026
- Contract Time: 60 calendar days
- Estimated Completion: Summer 2026



# Action Requested

Consider and take possible action on a contract with Cole Construction Inc. for construction services on the SE Tarrant Sewer Erosion Control project (ITB 2026-001) in the amount of \$660,676, with a project contingency of \$66,068, for a total amount of \$726,744 (Project WW2401).

# Questions/Comments

Randy Morrison, PE, PMP, MCE

Director of Capital Engineering

[rmorrison@burlesontx.com](mailto:rmorrison@burlesontx.com)

817-426-9612

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ACCEPTING A BID FROM COLE CONSTRUCTION, INC., FOR ITB 2026-001, SE TARRANT SEWER EROSION CONTROL PROJECT (PROJECT WW2401).**

**WHEREAS**, The City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City of Burleson issued Invitation to Bid (ITB) 2026-001 for the SE Tarrant Sewer Erosion Control project (Project WW2401), which includes the relocation of a sanitary sewer main and the implementation of streambank protection measures along Little Booger Creek near the SE Tarrant Avenue crossing, in accordance with the City’s purchasing policies and Chapter 252 of the Texas Local Government Code; and

**WHEREAS**, bids were received and publicly opened in accordance with the solicitation requirements; and

**WHEREAS**, Chapter 252 of the Local Government Code specifies that the competitive procurement requirements under law do not have to be met if a procurement is necessary to preserve or protect the public health or safety of the municipality's residents; and

**WHEREAS**, the City Council finds that the procurement in ITB 2026-001 is necessary to preserve or protect the public health or safety of the municipality's residents in that the area has been susceptible to erosion, which poses a significant risk to the existing infrastructure, and, without intervention, continued erosion could lead to infrastructure failure and result in adverse environmental impacts; and

**WHEREAS**, City staff has reviewed the bids received and determined that awarding the contract to Dake Construction is in the best interest of the City;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1**

The City Council hereby awards a contract for Invitation to Bid (ITB) 2026-001 for the SE Tarrant Sewer Erosion Control project (Project WW2401), to Cole Construction, Inc., and authorizes the City Manager to execute the contract and all related documents.

**Section 2**

This Resolution shall become effective from and after its date of passage, in accordance with law.

**PASSED AND SO RESOLVED** by the City Council of the City of Burleson, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

**City Council Regular Meeting**

**DEPARTMENT:** Capital Engineering

**FROM:** Randy Morrison, PE, Director of Capital Engineering

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a resolution awarding a contract with Dake Construction for construction services on the Rehabilitation of Lift Stations Project (ITB 2026-011) in the amount of \$1,346,208.00, with a project contingency of \$134,620.80, for a total amount of \$1,480,828.80 (Project WW2302). *(Staff Contact: Randy Morrison, PE, Director of Capital Engineering)*

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

Strategic Priority	Strategic Goal
 <p><b>Dynamic &amp; Preferred City</b> Through Managed Growth</p>	<p>2.4 Implement the City's Capital Improvement Program            2.5 Develop and maintain facilities and utility services</p>

Capital Engineering, in coordination with an external engineering consultant, has developed design plans and specifications for the rehabilitation of the Gateway, Service Center, and Mockingbird Hill Lift Stations. Over time, mechanical, electrical, and structural components have deteriorated due to age, corrosion, and continuous operation. Without rehabilitation, the stations face an increased risk of equipment failure, leading to service disruptions, sanitary sewer overflows, and environmental contamination.

This contract was procured through an Invitation for Bids in accordance with Texas Local Government Code Chapter 252. Invitation for Bids No. ITB 2026-011 was advertised on January 3, 2026 and January 10, 2026 and posted on the City's electronic bidding platform, Bonfire, from January 3, 2026 to February 5, 2026. The opportunity was distributed to one hundred eighty one (181) vendors under six (6) applicable commodity codes, and the City received Five (5) responsive bids. Bids were evaluated in accordance with the published criteria, and Dake Construction was determined to provide the best value to the City.

**RECOMMENDATION:**

Consider and take possible action on a resolution awarding a contract with Dake Construction for construction services on the Rehabilitation of Lift Stations Project (ITB 2026-011) in the amount of \$1,346,208.00, with a project contingency of \$134,620.80, for a total amount of \$1,480,828.80 (Project WW2302).

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

May 6, 2024, the Council approved a minute order rejecting the bids for ITB 2024-012 Lift Station Rehabilitations.

March 6, 2023, the Council approved a professional services agreement with Birkhoff, Hendricks & Carter, LLP for the design of the Lift Station Rehabilitations project in the amount of \$75,500.00.

**REFERENCE:**

N/A

**FISCAL IMPACT:**

Proposed Expenditure/Revenue: \$1,215,657.59  
Account Number(s): 5203101-70020  
Fund: W&S Bond - Construction  
Account Description: WSBndConst  
Procurement Method: Invitation to Bid

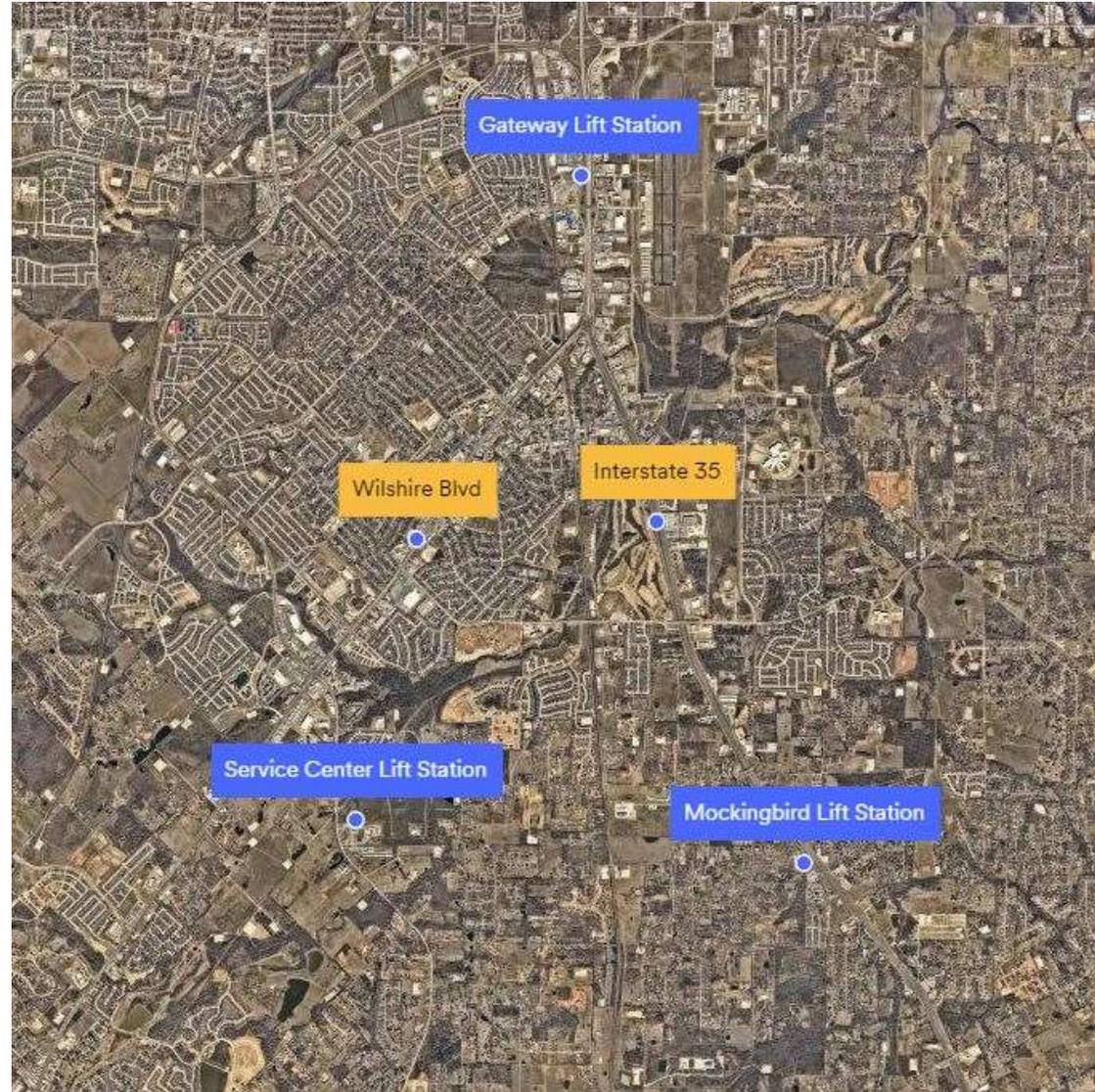
**STAFF CONTACT:**

Randy Morrison, PE, PMP, MCE  
Director of Capital Engineering  
rmorrison@burlesontx.com  
817-426-9612

# Lift Station Rehabilitations ITB 2026-011

Presented to the City Council

March 2, 2026



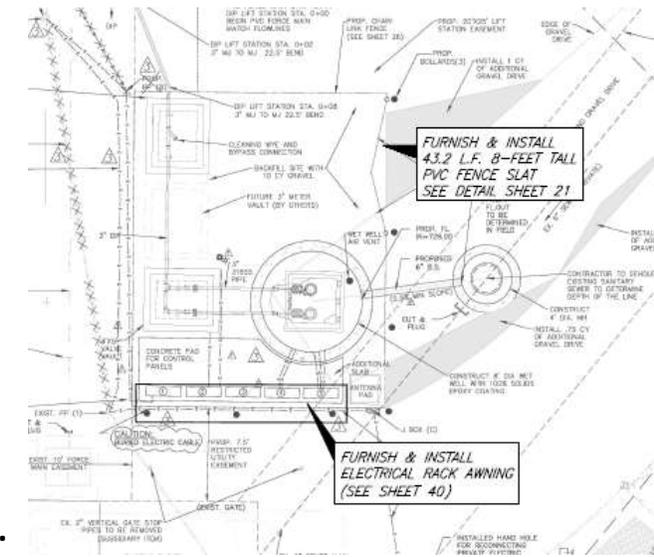
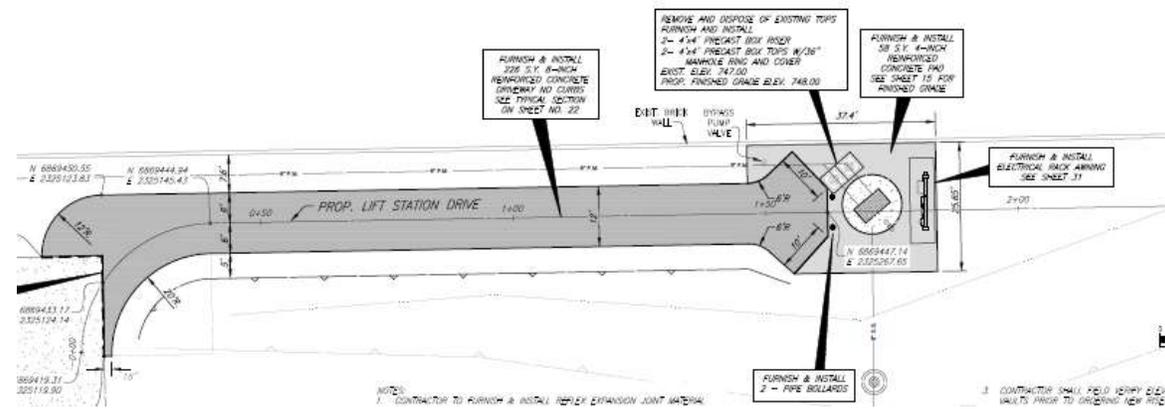
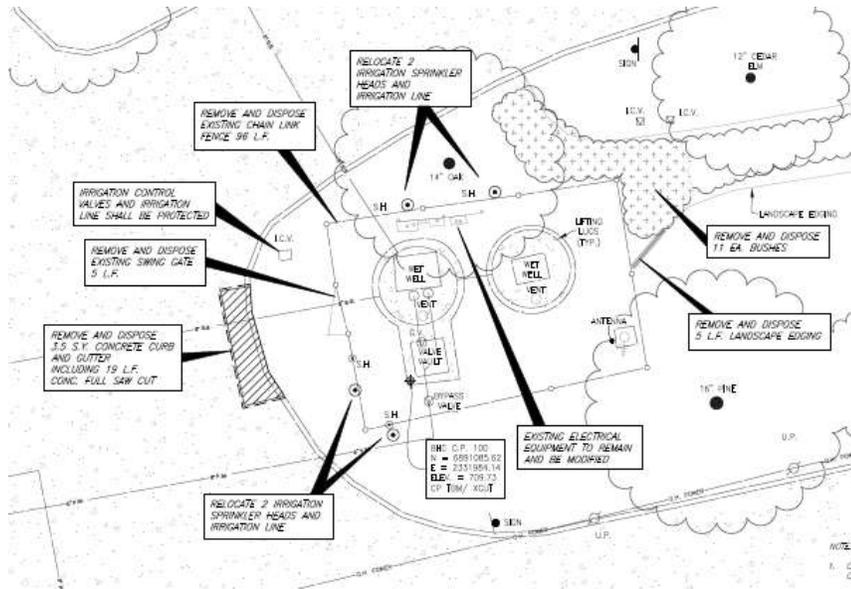
# Project Background

Lift station evaluations were performed in August 2022 which recommended upgrades to the following City lift stations:

- **Gateway Lift Station** to receive a full rehabilitation of the interior wet well, new electrical panel location, new electrical components and a quick connect for a mounted portable generator
- **Service Center Lift Station** to receive a new electrical panel, electrical upgrades, a quick connect for a mounted portable generator, and a driveway for access from service center parking area
- **Mockingbird Lift Station** to receive weather shielding, fencing, and electrical upgrades



# Project Background



- Scope of Work:
  - Rehabilitation of Gateway, Service Center, and Mockingbird Lift Stations.
- Reason for Project:
  - Over time, mechanical, electrical, and structural components have deteriorated due to age, corrosion, and continuous operation.
- Consequences Without Action:
  - Equipment failure leading to potential sewer overflows, service interruptions, and regulatory violations.



# Construction Procurement

- Invitation to Bid issued January 3, 2026
- Bids opened February 5, 2026
- Five (5) responsive submissions received
  - Dake Construction – \$1,346,208.00 (RECOMMENDED AWARD)
  - Fort Worth Civil Construction – \$1,641,765.00
  - Legacy Contracting, LP dba Control Specialist Services, LP – \$1,790,836.00
  - CLW Water Group – \$1,982,000.00
  - Taknek – \$2,478,530.00
  - *One (1) Non-Responsive Bid Received*



# Project Budget

## Current Budget

Design Cost	\$93,512
<b>Construction</b>	<b>\$846,763</b>
ED&P	\$39,975

## Total construction cost

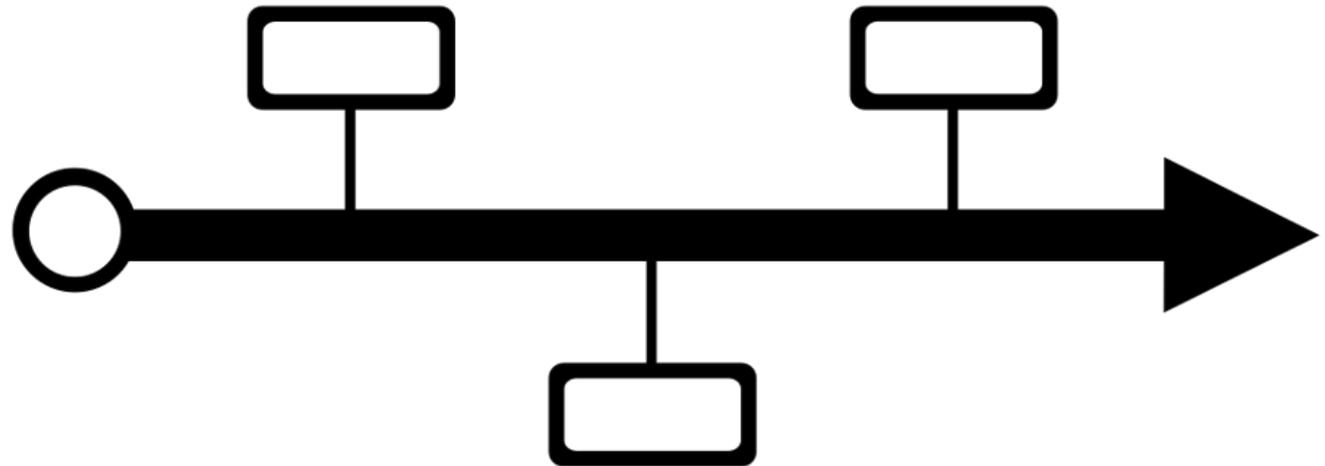
Dake Construction	\$1,346,208.00
8% Contingency	\$107,700
Construction Testing	\$10,000
<b>Construction Total</b>	<b>\$1,463,908.00</b>

**Δ = \$617,145**

Identified Project Budget Transfers	Reallocated Funds
Water and Sewer Rehab (WW2490)(FY24 Sewer Allocation)	\$345,150.94
Neighborhood Rehab FY23 (ST2350) (FY24 Sewer Bond Construction Allocation)	\$104,046.56
SE Tarrant Sewer Erosion Control (WW2401) (FY23 Design Allocation)	\$170,802.50
<b>Total:</b>	<b>\$620,000.00</b>

# TIMELINE

- Contract Award: March 2, 2026
- Notice to Proceed: April 2026
- Contract Time: 60 calendar days
- Estimated Completion: Summer 2026



# Action Requested

Consider and take possible action on a contract with Dake Construction for construction services on the Rehabilitation of Lift Stations Project (ITB 2026-011) in the amount of \$1,346,208.00, with a project contingency of \$134,620.80, for a total amount of \$1,480,828.80 (Project WW2302).

# Questions/Comments

Randy Morrison, PE, PMP, MCE

Director of Capital Engineering

[rmorrison@burlesontx.com](mailto:rmorrison@burlesontx.com)

817-426-9612

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ACCEPTING A BID FROM DAKE CONSTRUCTION FOR ITB 2026-011, REHABILITATION OF LIFT STATIONS (PROJECT WW2302).**

**WHEREAS**, The City of Burleson, Texas (“City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City of Burleson issued Invitation to Bid (ITB) 2026-011 for the Rehabilitation of Lift Stations (Project WW2302), which includes improvements to the Gateway Lift Station, Service Center Lift Station, and Mockingbird Lift Station, in accordance with the City’s purchasing policies and Chapter 252 of the Texas Local Government Code; and

**WHEREAS**, bids were received and publicly opened in accordance with the solicitation requirements; and

**WHEREAS**, Chapter 252 of the Local Government Code specifies that the competitive procurement requirements under law do not have to be met if a procurement is necessary to preserve or protect the public health or safety of the municipality's residents; and

**WHEREAS**, the City Council finds that the procurement in ITB 2026-011 is necessary to preserve or protect the public health or safety of the municipality's residents in that the lift stations are in dire need of repair (mechanical, electrical, and structural components have deteriorated due to age, corrosion, and continuous operation) and essential to the City’s functioning waste water system; and

**WHEREAS**, City staff has reviewed the bids received and determined that awarding the contract to Dake Construction is in the best interest of the City;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1**

The City Council hereby awards a contract for ITB 2026-011, Rehabilitation of Lift Stations (Project WW2302), to Dake Construction, and authorizes the City Manager to execute the contract and all related documents.

**Section 2**

This Resolution shall become effective from and after its date of passage, in accordance with law.

**PASSED AND SO RESOLVED** by the City Council of the City of Burleson, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

**City Council Regular Meeting**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Lisandra Leal, Assistant City Secretary  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action of amendments to Council Policy #17 - Establishing City Council Rules of Procedures for City Council Meetings. *(Staff Contact: Lisandra Leal, Assistant City Secretary)*

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

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b> Providing Exceptional, People Focused Services</p>	<p>1.2 Continue to improve the efficiency and productivity of operations</p>

**SUMMARY:**

Council Policy #17 was adopted on May 5, 1985, and remained unchanged until 2020, when the City Council began a more active review of its policies. The policy was reviewed and updated in 2021 to address meeting procedures during COVID, with some practices continuing beyond that period. Minor updates were made in 2022 and 2024, since then, the policy has followed a two-year review cycle.

On January 14, 2026, the Council Policy & Valuation Committee met to review Council Policy #17 and discuss potential updates. The review identified areas where updates and clarifications are needed. Council policies are intended to be living documents and require regular review to ensure they remain current, effective, and aligned with how the Council operates. The proposed changes reflect the recommendations of the committee and are being brought forward for Council consideration.

**RECOMMENDATION:**

Approve the amendments.

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

May 5, 1985; January 21, 2020; February 22, 2021; August 8, 2021; June 20, 2022; and June 27, 2024

**REFERENCE:**

City Council Policy #17 – Establishing City Council Rules of Procedures for City Council Meetings.

**FISCAL IMPACT:**

None

**STAFF CONTACT:**

Lisandra Leal  
Assistant City Secretary  
[lleal@burlson.tx.com](mailto:lleal@burlson.tx.com)  
817-426-9687

# Council Policy #17

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ESTABLISHING CITY COUNCIL RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

CITY COUNCIL MEETING REPORTS AND PRESENTATIONS – MARCH 2, 2026

# Why are We Reviewing Policy #17?

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- Policies are designed to evolve and adapt over time.
- Annual review supports transparency and clarity.
- Incorporate updates to internal processes.
- Ensure compliance and reflect current best practices.



# Background & Process



## Council Policy & Valuation Committee Meetings

- November 12, 2025
- January 14, 2026

## Meeting Purpose

- Evaluate all seven sections of the Council Policy #17 and implement updates as needed.
- Provide recommendations for consideration to the full City Council.

# Section II – Meeting Agenda Updates

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This section provides guidelines for the preparation of Council agenda packets.

c. **Agenda Packet:**

- i. Contents: The city council 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. The agenda packet posted online will not include contracts or any other documents that contain financial proposals.

# Section II – Meeting Agenda Updates Continued

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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:

ii. Background and/or historical information

3. Identity of the ~~City Manager's office contact~~ **and** city departmental staff member whom Council and the public should contact for additional information



## Section III – Council Meetings: Rules, Procedures and Conduct



### f. Speakers at council meetings:

#### Speaker Rules

3. Applicants will ~~not be timed and~~ be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least ~~72 hours~~ 5 days prior to the meeting. Applicants will be cognizant of time and be precise when presenting their case.

~~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.~~

# Section IV – Council Meetings: Order of Business

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## a. Regular Session:

i. The City Secretary shall announce a quorum and request ~~Should begin with a Call to Order by~~ the Mayor (presiding officer) Call the Meeting to Order by announcing date and time of the meeting.

~~1. formal roll call or statement by presiding officer (or city secretary) indicating quorum present~~

~~2. statement of date and time~~

~~3.1.~~ invocation

~~4.2.~~ pledge of allegiance – United States and Texas

ii. Public Presentations: Proclamations, recognitions, general reports, and updates from the public or community organizations.

~~ii.1.~~ See Exhibit “A” Proclamation Process



# Section V – Council Meetings: Order of Business Continued

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vi. Citizen Appearances:

6. Profanity or threatening language or behavior will not be tolerated and may result in the following:

xi. Adjourn: With no further business the presiding officer shall request a motion to adjourn. ~~No vote is necessary.~~ Vote is required

# Section V - Burleson Rules of Order



## 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.i. 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. Council may recall speaker if needed. If the person requires a translator, they will receive six (6) minutes to address the Council.~~
- ~~iv.ii. Applicants will be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or materials at least 5 days prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case. Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least 72 hours prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case.~~

# Section V – Burleson Rules of Order Continued

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## g. Table:

- i. Items will be tabled to a specific date and the request made by applicant, council, 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~~ and a ~~no~~ vote
- ii. Presiding officer will announce date and time of adjournment



# Section V – Burleson Rules of Order Continued



## i. Executive Session:

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. Every consideration should be given to not convene into executive session prior to the consent agenda.

- i. Any member of the Council present may request to convene into executive session
- ii. City Manager, Deputy City Manager, City Secretary, ~~or~~ Deputy City Secretary, City Attorney or Deputy City Attorney may request Council convene into executive session
- iii. The presiding officer shall clearly state the time the city council convenes into executive and clearly state the time the city council returns to open session. All request to convene into executive session requires a motion, a second and a vote by Council
- iv. ~~All request to reconvene into open session requires a motion, second and a vote by Council~~

# 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; June 20, 2022; June 27, 2024; <a href="#">March 2, 2026</a>
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.

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.

### 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.
  - iii. The city manager shall add to the agenda all elected official initiated requests for action that incur a cost beyond the approved budget. These items should include appropriate project details and associated costs. These items are beyond and outside routine maintenance and normal operations of the city. This is to ensure complete transparency and efficient budget oversight.
- c. Agenda Packet:**
- i. Contents: The **city council** 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. The agenda packet posted online will not include contracts or any other documents that contain financial proposals.
  - 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. An item concerning an election
- ii. An item authorizing the issuance (or notice of issuance) of any debt instrument (bonds, certificates of obligation, capital lease agreements, etc.)

*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 or that is not an ordinance supplementing the adopted budget on first and final reading may be added to the consent agenda by any councilmember who requests the addition 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)**

The city council in accordance with Chapter 551 of the Texas Government Code may convene into executive session. Every consideration should be given to not convene into executive session prior to the consent agenda.

- i. The Texas Open Meetings Act (TOMA) 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.
- ii. The city shall keep a certified agenda or a recording depending on requirements of Chapter 551. The city secretary or designee shall be responsible for the certified agenda and when required by law a recording of the executive session; no one else in attendance may keep a record or recording of executive session
- iii. Only members of the governmental body or persons necessary to the matter under consideration in executive session may attend. A person whose interest is against the city may not be admitted to attend executive session
- iv. Executive session needed for items posted on consent agenda should be removed from the consent agenda and taken up separately. The remaining consent agenda should be voted on prior to any executive session.

**d. Annual Meeting Calendar:** The City Council shall adopt a calendar outlining their scheduled regular meetings for any calendar year no later than December 1<sup>st</sup> 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, may only ask clarifying questions, and should

refrain from addressing speaker but rather refer them to city management or state policy only.

### 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.
- 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. 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 a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least ~~72 hours~~ 5 days prior to the meeting. Applicants will be cognizant of time and be precise when presenting their case.
- ~~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.~~

#### IV. COUNCIL MEETINGS: ORDER OF BUSINESS

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

##### a. Regular Session:

- i. The City Secretary shall announce a quorum and request ~~Should begin with a Call to Order by~~ the Mayor (presiding officer) Call the Meeting to Order by announcing date and time of the meeting.
  - ~~1. formal roll call or statement by presiding officer (or city secretary) indicating quorum present~~
  - ~~2. statement of date and time~~
  1. invocation
  2. pledge of allegiance – United States ~~and Texas~~
- ii. Public Presentations: Proclamations, recognitions, general reports, and updates from the public or community organizations.
  1. See Exhibit “A” Proclamation Process
- 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 in an open meeting.
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.

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 or behavior 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, Legislative Update, Budget and Tax Rate, 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.  
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. Every consideration should be given to not convene into executive session prior to the consent agenda.
  - xi. Adjourn: With no further business the presiding officer shall request a motion to adjourn. ~~No vote is necessary.~~ **Vote is required**

## 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~~
  - i. 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. Council may recall speaker if needed. If the person requires a translator, they will receive six (6) minutes to address the Council.
  - ii. Applicants will be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or materials at least 5 days prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case. ~~Applicants will not be timed and be allowed reasonable time by the presiding officer to offer facts of their case and answer questions, however applicant must submit to the City Secretary any hand-outs or material at least 72 hours prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case.~~
  
- g. **Table:**
  - i. Items will be tabled to a specific date and the request made by applicant, council, 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~~ and a ~~no~~ vote
- ii. Presiding officer will announce date and time of adjournment

**i. Executive Session:**

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. Every consideration should be given to not convene into executive session prior to the consent agenda.

- i. Any member of the Council present may request to convene into executive session
- ii. City Manager, Deputy City Manager, City Secretary, ~~or~~ Deputy City Secretary, City Attorney or Deputy City Attorney may request Council convene into executive session
- iii. The presiding office shall clearly state the time the city council convenes into executive and clearly state the time the city council returns to open session. ~~All request to convene into executive session requires a motion, a second and a vote by Council~~
- iv. ~~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 31<sup>st</sup>, 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.

## Exhibit A

# City of Burleson

## Proclamation and Certificate of Recognition Policy

### I. STATEMENT OF PURPOSE

The City of Burleson recognizes and honors individuals, organizations, programs, and events that contribute to the community through the issuance of proclamations and certificates of recognition. This policy outlines the City's process for requesting, reviewing, and issuing proclamations and certificates of recognition.

### II. PROCLAMATION GUIDELINES

Proclamations are ceremonial in nature and are issued on behalf of the Mayor and City Council.

#### A. Requests will be considered for the following purposes:

- A current or former resident of the City of Burleson who has made a positive impact in the community;
- City-based organizations that contribute through special events, significant issues, or increase awareness through programs rooted in the City;
- Special events or days that promote the City of Burleson or are historically significant to the community;
- Traditionally recognized "Day", "Week" or "Month" requests for organizations or departments that contribute to the City; or
- Requests initiated by current or former City employees.

#### B. Requests **WILL NOT** be considered for the following purposes:

- Birthdays, wedding anniversaries, or business anniversaries;
- Family or class reunions;
- Retirements of individuals who are not current or former City of Burleson employees;
- Groundbreaking, openings, endorsement or advertisements for individuals or for-profit businesses;
- Requests received for national or international organizations without an in-City sponsor; or
- Campaigns or matters that do not align with the City of Burleson's vision, mission, or guiding principles.

### **III. REQUESTING A PROCLAMATION**

#### **A. Submission Requirements:**

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;
- The request must include:
  - The proposed title or event to be proclaimed;
  - The event date(s) to be proclaimed;
  - A minimum of four facts to support the proclamation;
  - The requestor's name, telephone number, or email;
  - The preferred method of distribution or date of presentation.

#### **B. Distribution:**

Approved proclamations may be distributed in one of the following ways as indicated by the requestor:

- Presented at a City Council meeting;
- Presented at a community event;
- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

### **IV. CERTIFICATE OF RECOGNITION GUIDELINES**

In place of a proclamation, the Mayor and City Council may issue a Certificate of Recognition to acknowledge:

- Significant birthdays, anniversaries, celebrations, events, accomplishments, or achievements;
- Contributions to the community or organizations;
- Requests initiated by City of Burleson residents, organizations, or staff.

### **V. REQUESTING A CERTIFICATE OF RECOGNITION**

#### **A. Submission Requirements:**

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;
- The request must include:
  - The proposed title or event to be recognized;

- The event date(s) to be recognized;
- The requestor's name, telephone number, or email;
- The preferred method of distribution.

B. Distribution:

Approved certificate of recognitions may be distributed in one of the following ways:

- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

**VI. STAFF REVIEW AND ISSUANCE**

- Requests will reviewed on a case-by-case basis;
- Submitted language may be edited or revised at the discretion of the City staff;
- Staff may coordinate presentations outside of City Council meetings when appropriate;
- The City reserves the right to deny any request for proclamations or certificates that do not align with the City's vision and mission.



## 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; June 20, 2022; June 27, 2024; March 2, 2026
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.

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.

### 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.
- iii. The city manager shall add to the agenda all elected official initiated requests for action that incur a cost beyond the approved budget. These items should include appropriate project details and associated costs. These items are beyond and outside routine maintenance and normal operations of the city. This is to ensure complete transparency and efficient budget oversight.

**c. Agenda Packet:**

- i. Contents: The city council agenda packet will include a report and related documents for each item on the Consent Action and/or General Action sections of the agenda. The agenda packet posted online will not include contracts or any other documents that contain financial proposals.
- 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 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. An item concerning an election

- ii. An item authorizing the issuance (or notice of issuance) of any debt instrument (bonds, certificates of obligation, capital lease agreements, etc.)

*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 or that is not an ordinance supplementing the adopted budget on first and final reading may be added to the consent agenda by any councilmember who requests the addition 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.
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#### a. **Presiding Officer**

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- ii. The city shall keep a certified agenda or a recording depending on requirements of Chapter 551. The city secretary or designee shall be responsible for the certified agenda and when required by law a recording of the executive session; no one else in attendance may keep a record or recording of executive session
- iii. Only members of the governmental body or persons necessary to the matter under consideration in executive session may attend. A person whose interest is against the city may not be admitted to attend executive session
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**d. Annual Meeting Calendar:** The City Council shall adopt a calendar outlining their scheduled regular meetings for any calendar year no later than December 1<sup>st</sup> of the preceding year.

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

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  - 1. invocation
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- 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.  
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. Every consideration should be given to not convene into executive session prior to the consent agenda.
- xi. Adjourn: With no further business the presiding officer shall request a motion to adjourn. Vote is required.

## 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. 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. Council may recall speaker if needed. If the person requires a translator, they will receive six (6) minutes to address the Council.

Applicants will be allowed a reasonable time and may be limited to a specific amount of time by the presiding officer (as determined by the presiding officer and the City Attorney) to offer facts of their case and answer questions, however applicant must submit to the

City Secretary any hand-outs or materials at least 5 days prior to the meeting. Applicants will be cognizance of time and be precise when presenting their case.

**g. Table:**

- i. Items will be tabled to a specific date and the request made by applicant, council, 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

**h. Adjourn:**

- i. Adjournment of the meeting requires a motion and a second and a vote
- ii. Presiding officer will announce date and time of adjournment

**i. Executive Session:**

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. Every consideration should be given to not convene into executive session prior to the consent agenda.

- i. Any member of the Council present may request to convene into executive session
- ii. City Manager, Deputy City Manager, City Secretary, Deputy City Secretary, City Attorney or Deputy City Attorney may request Council convene into executive session

The presiding office shall clearly state the time the city council convenes into executive and clearly state the time the city council returns to open session.

**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 31<sup>st</sup>, 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.

## Exhibit A

# City of Burleson

## Proclamation and Certificate of Recognition Policy

### I. STATEMENT OF PURPOSE

The City of Burleson recognizes and honors individuals, organizations, programs, and events that contribute to the community through the issuance of proclamations and certificates of recognition. This policy outlines the City's process for requesting, reviewing, and issuing proclamations and certificates of recognition.

### II. PROCLAMATION GUIDELINES

Proclamations are ceremonial in nature and are issued on behalf of the Mayor and City Council.

A. Requests will be considered for the following purposes:

- A current or former resident of the City of Burleson who has made a positive impact in the community;
- City-based organizations that contribute through special events, significant issues, or increase awareness through programs rooted in the City;
- Special events or days that promote the City of Burleson or are historically significant to the community;
- Traditionally recognized "Day", "Week" or "Month" requests for organizations or departments that contribute to the City; or
- Requests initiated by current or former City employees.

B. Requests **WILL NOT** be considered for the following purposes:

- Birthdays, wedding anniversaries, or business anniversaries;
- Family or class reunions;
- Retirements of individuals who are not current or former City of Burleson employees;
- Groundbreaking, openings, endorsement or advertisements for individuals or for-profit businesses;
- Requests received for national or international organizations without an in-City sponsor; or
- Campaigns or matters that do not align with the City of Burleson's vision, mission, or guiding principles.

### **III. REQUESTING A PROCLAMATION**

#### **A. Submission Requirements:**

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;
- The request must include:
  - The proposed title or event to be proclaimed;
  - The event date(s) to be proclaimed;
  - A minimum of four facts to support the proclamation;
  - The requestor's name, telephone number, or email;
  - The preferred method of distribution or date of presentation.

#### **B. Distribution:**

Approved proclamations may be distributed in one of the following ways as indicated by the requestor:

- Presented at a City Council meeting;
- Presented at a community event;
- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

### **IV. CERTIFICATE OF RECOGNITION GUIDELINES**

In place of a proclamation, the Mayor and City Council may issue a Certificate of Recognition to acknowledge:

- Significant birthdays, anniversaries, celebrations, events, accomplishments, or achievements;
- Contributions to the community or organizations;
- Requests initiated by City of Burleson residents, organizations, or staff.

### **V. REQUESTING A CERTIFICATE OF RECOGNITION**

#### **A. Submission Requirements:**

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;
- The request must include:
  - The proposed title or event to be recognized;

- The event date(s) to be recognized;
- The requestor's name, telephone number, or email;
- The preferred method of distribution.

**B. Distribution:**

Approved certificate of recognitions may be distributed in one of the following ways:

- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

**VI. STAFF REVIEW AND ISSUANCE**

- Requests will reviewed on a case-by-case basis;
- Submitted language may be edited or revised at the discretion of the City staff;
- Staff may coordinate presentations outside of City Council meetings when appropriate;
- The City reserves the right to deny any request for proclamations or certificates that do not align with the City's vision and mission.

**City Council Regular Meeting**

**DEPARTMENT:** Public Works

**FROM:** Justin Scharnhorst, Deputy Director of Public Works

**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on a three year service contract with Service First Janitorial for city wide janitorial services (RFP 2026-002) in the amount of \$659,880.00 with a 2% contingency for a total authorization of \$693,779.00. (Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)

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

Strategic Focus Area 2	Strategic Goal
 <p><b>Dynamic &amp; Preferred City</b> Through Managed Growth</p>	<p>2.5 Develop and maintain facilities and utility services</p>

**SUMMARY:**

In September 2025, staff elected not to renew the City’s contract with the existing janitorial service provider due to ongoing performance concerns. To ensure continuity of service, staff executed an administrative contract through a cooperative purchasing agreement with an alternative provider to provide interim coverage.

Following this interim solution, staff initiated a formal Request for Proposals (RFP) for citywide janitorial services to ensure a competitive and transparent procurement process. The City received eleven (11) responsive proposals.

An evaluation committee, composed of representatives from multiple City departments—including staff responsible for larger facilities reviewed and scored the proposals. This approach ensured the evaluation reflected the operational needs of a diverse range of facilities and perspectives across the City. Proposals were evaluated based on established criteria, including service quality, cost, and the proposer’s ability to meet the City’s operational requirements. There is a 2% contingency reflected in the total to account for unforeseen issues.

**PROCUREMENT METHOD:**

This contract was procured through a Request for Proposal in accordance with Texas Local Government Code Chapter 252. Solicitation No. RFP 2026-002 Janitorial Services was advertised on November 29, 2025 and December 6, 2025, and posted on the City’s electronic bidding platform, Bonfire, from November 29, 2025 to December 30, 2025. The opportunity was distributed to 819 vendors under 4 applicable commodity codes, and the City received 11 responses. Proposals were evaluated in accordance with the published criteria, and Service First Janitorial was determined to provide the best value to the City.

**RECOMMENDATION:**

Recommend Approval

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

Proposed Expenditure/Revenue: \$585,649  
Project Number:  
Fund:101  
Account Number(s):1013002-62050  
Account Description: Facility Maintenance / Other Outside Services

Proposed Expenditure/Revenue: \$3,874  
Project Number:  
Fund: 203  
Account Number(s): 2035006-62050  
Account Description: Russell Farm/Other Outside Services

Proposed Expenditure/Revenue: \$104,346  
Project Number:  
Fund: 203  
Account Number(s): 2035004-62050  
Account Description: BRiCK/Other Outside Services

**STAFF CONTACT:**

Name: Justin Scharnhorst  
Title: Deputy Director of Public Works  
[jscharnhorst@burlesontx.com](mailto:jscharnhorst@burlesontx.com)  
817-426-9646

# Janitorial Services Contract

Presented to the City Council

March 2, 2026

# Agenda



# Timeline of Events



# Contract Deficiencies

- **July 2024** – Staff identified service performance concerns, including inconsistencies in the completion of required daily tasks.
- **July 2024 – Spring 2025** – Staff worked collaboratively with the contractor over several months to address these issues; however, overall service levels did not demonstrate consistent or sustained improvement.
- **June 2025** – Based on the continued performance concerns and a requested price increase, staff elected not to renew the contract at the renewal period. To ensure continuity of service, staff executed an administrative contract to provide interim coverage while a formal RFP process was completed.



# Specifications

- 15 site locations, encompassing 221,000 square feet.
  - Criminal Justice Information Services (CJIS) Requirements:
    - Protect sensitive criminal justice information
    - Ensure accountability and security
    - CJIS certifications are required for City Hall, Municipal Court, and Police Department.
  - Varying servicing hours
- Previous specifications were itemized by task, per building and specific to each area within the facility.
- Specifications were enhanced to reflect service levels, that would provide objective framework for expectations and evaluate performance.



# Request for Proposals

- Facilities hosted a site visit to walk prospective contractors through City facilities and discuss the scope of work.
- The bid documents were distributed to 819 vendors, with 128 vendors physically accessing the documents.
- A total of 17 vendors submitted proposals, of which 11 were deemed responsive.
- Evaluations were based on the vendors demonstrated ability to provide the service (45%), experience (25%), past relation with the city (10%), or city of similar size, and project cost (20%).

<b>BURLESON</b>	<b>Service First Janitorial</b>	<b>CTJ Maintenance, Inc.</b>	<b>Oriental Building Service</b>	<b>Member's Building Maintenance</b>	<b>UBM Enterprises, Inc.</b>
Rank	1	2	3	4	5
Score	92.17	85.59	82.18	81.93	78.02
Annual Price	\$219,960	\$232,248	\$261,162	\$268,769	\$359,756

# Service First Janitorial

- Initially procured through a cooperative purchasing agreement to maintain operations while completing a formal RFP and contract award process.
- Since October 1, staff have actively engaged high-use facilities and liaisons to verify service quality and responsiveness.
- Automated work order system implemented in November, enabling facility-level requests and ongoing monitoring of vendor performance.
- RFP evaluation conducted by a cross-departmental team (5 departments) representing the highest service users.
- Internal feedback on vendor performance since October 1 has been positive.

# Proposed Vendor: Service First Janitorial

Service First Janitorial has over 100 accounts in North Texas.

## Clients include:

- City of Mansfield
- City of Euless
- City of San Marcos
- City of Round Rock
- Dallas Baptist University



# Fund Summary

- The three-year cost includes the locations listed below, as well as a 2 percent contingency to address unforeseen issues, if they arise.
- Three-Year Budget:

Fund Summary	Annual Cost	3 –Year Total	3-Year Total + 2% Contingency
General Fund	\$185,760	\$574,166	\$585,649
4B	\$34,200	\$106,010	\$108,130
Total	\$219,960	\$680,176	\$693,779

Monthly administrative contract = \$20,890

Monthly proposed rate via RFP = \$18,330

# Contract Elements

- The initial contract award is proposed for a three-year term, beginning May 1, 2026.
- Any vendor-requested price adjustment must be supported by the Consumer Price Index, capped at 3 percent, and would become effective October 1 of the applicable contract year.
- Staff conducted a cost-benefit analysis to evaluate whether continuing to outsource these services remains the most efficient and cost-effective approach. Based on this analysis, bringing the service in-house would result in an estimated 45 percent increase over the proposed outsourced cost.

# Questions/Discussion

Justin Scharnhorst  
Deputy Director of Public Works  
[jscharnhorst@burlesontx.com](mailto:jscharnhorst@burlesontx.com)  
817-426-9646

**City Council Regular Meeting**

**DEPARTMENT:** City Secretary’s Office  
**FROM:** Monica Solko, Deputy City Secretary  
**MEETING:** March 2, 2026

**SUBJECT:**

Consider and take possible action on an ordinance accepting the City Secretary’s certification of unopposed candidates and approving the cancellation of the May 2, 2026 General Election. (First and Final Reading) *(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>	

**SUMMARY:**

The City Council approved Resolution CSO#6024-01-2026 ordering a general election to be held on May 2, 2026 for the purpose of electing the Mayor, Council Place 2, Council Place 4, and Council Place 6 for full terms. The filing period to run for office began January 14, 2026 and ended February 13, 2026, with a write-in- period of February 16, 2026 to February 17, 2026.

Upon completion of the filing period the City Secretary made a determination that all races were unopposed. The City Secretary as the authority responsible for having the official ballot prepared did certify unopposed candidates in all races and notified the city council and presented the certification via email on February 18, 2026. At this time the certification is presented formally in an open meeting to the full city council for an action of acceptance.

In accordance with Texas Election Code Section 2.053(a) the city council shall in an open meeting declare by order or ordinance each unopposed candidate elected to office and cancel the election.

**RECOMMENDATION:**

Staff recommends approval.

**REFERENCE:**

CSO#6024-01-2026

Texas Election Code 2.052 and 2.053(a)

**FISCAL IMPACT:**

Proposed Saving:

101101110166041 – Elections – approx. \$60,000

**STAFF CONTACT:**

Name: Monica Solko

Title: Deputy City Secretary

[msolko@burlesontx.com](mailto:msolko@burlesontx.com)

817-426-9682

# May 2, 2026 General Election

CITY COUNCIL MEETING MARCH 2, 2026



# Unopposed Candidates

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MAY 2, 2026 GENERAL  
ELECTION

# What do we need to do now?

---



Verify

- City Secretary verifies all the races are unopposed

Certification

- City Secretary certifies in writing to the city council

Acceptance

- City Council shall accept the certification and take action in open meeting by ordinance

Declare Elected

- City Council declares the unopposed candidates elected by Ordinance

Cancel Election

- City Council cancels the May 2, 2026 General Election by Ordinance

Oath of Office

- After Election on May 4, 2026 at Council Meeting Oath of Office is administered – Term begins

Questions?

## Action:

Approve the Ordinance accepting the certification of unopposed candidates, declaring the unopposed candidate elected, and cancelling the election.

**ORDINANCE**

**AN ORDINANCE OF THE CITY OF BURLESON, TEXAS, CERTIFYING UNOPPOSED CANDIDATES IN ALL RACES; DECLARING UNOPPOSED CANDIDATES IN THE MAY 2, 2026, GENERAL ELECTION ELECTED TO OFFICE; CANCELING THE GENERAL ELECTION TO BE HELD ON MAY 2, 2026, FOR MAYOR, COUNCIL PLACE 2, COUNCIL PLACE 4, AND COUNCIL PLACE 6 FOR FULL TERMS; FINDING THAT THIS ORDINANCE MAY BE CONSIDERED AND APPROVED AT ONLY ONE MEETING; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC; PROVIDING FOR THE INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Burleson, Texas (the “City”), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, by Resolution CSO#6024-01-2026, the City Council did order the May 2, 2026 General Election electing full term office for Mayor, Council Place 2, Council Place 4, and Council Place 6, appointed early voting clerk, designated main early voting polling locations, stating any weekend hours; and adopted election equipment, and establish and set forth procedures for conducting the election; and

**WHEREAS**, the City Secretary, the authority responsible for having the official ballot prepared, did certify unopposed candidates in all races in the General Election and did deliver notice to the governing body on February 18, 2026; and

**WHEREAS**, Texas Election Code Section 2.053(a) states upon receipt of unopposed candidates the governing body shall by order declare each unopposed candidate elected to office and the election canceled; and

**WHEREAS**, the City Council may consider and approve certain ordinances or ordinance amendments at only one meeting in accordance with Section 2-4 of the Code of Ordinances of the City of Burleson; and

**WHEREAS**, the City Council finds and determines that this ordinance may be considered and approved in only one meeting because the provisions of this ordinance are concerning an election.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:**

**Section 1.**

The City Secretary, the authority responsible for having the official ballot prepared, did certify unopposed candidates in all races in the General Election and notified the governing body on February 18, 2026. The City Council approves the Certification of Unopposed Candidates, attached hereto as Exhibit A and incorporated herein by reference for all purposes.

**Section 2.**

The following candidates, who are unopposed in the May 2, 2026, General Election are declared elected to office, and shall be issued a certificate of election following the time the election would have been canvassed:

**General Election**

Mayor	Chris Fletcher
City Council Place 2	Phil Anderson
City Council Place 4	Larry H. Scott
City Council Place 6	Adam Russell

**Section 3.**

The May 2, 2026, General Election is cancelled, and the City Secretary is directed to cause a copy of this ordinance to be posted on election day at each polling place that would have been used in the General Election.

**Section 4.**

It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

**Section 5.**

The findings, determinations, and recitations set out in the preambles of this ordinance are found to be true and correct and they are hereby adopted by the City Council and made a part hereof for all purposes.

**Section 6.**

The terms and provisions of this ordinance shall be deemed to be severable and that if any section, subsection, sentence, clause, or phrase of this ordinance shall be declared to be invalid or unconstitutional, the same shall not affect the validity of any other section, subsection, sentence, clause, or phrase of this ordinance and the remainder of such ordinance shall continue in full force and effect the same as if such invalid or unconstitutional provision had never been a part hereof.

**Section 7.**

This ordinance shall become effective immediately upon its passage and approval.

AND IT IS SO ORDAINED.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**First and Final Reading:** the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Amanda Campos, City Secretary

\_\_\_\_\_  
E. Allen Taylor, Jr., City Attorney

EXHIBIT A  
CITY OF BURLESON

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR MAY 2, 2026 GENERAL  
ELECTION**

To: Mayor and City Council of Burleson

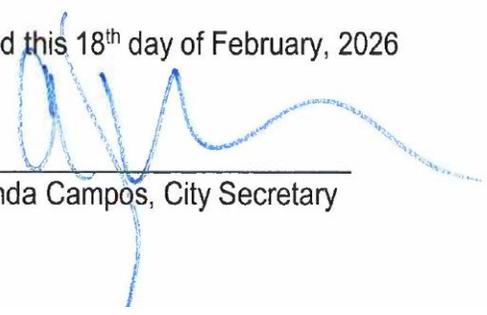
As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2026.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 2 de Mayo, 2026.

List of offices and names of candidates: Lista de cargos y nombres de los candidatos:

Mayor	Chris Fletcher
Council Place 2	Phil Anderson
Council Place 4	Larry Scott
Council Place 6	Adam Russell

Issued this 18<sup>th</sup> day of February, 2026

  
Amanda Campos, City Secretary



**City Council Regular Meeting**

**DEPARTMENT:** Public Works  
**FROM:** Errick Thompson, Director  
**MEETING:** March 2, 2026

**SUBJECT:**

Receive a report, hold a discussion, and provide staff direction on the water and wastewater leak detection assessment. *(Staff Contact: Errick Thompson, Director of Public Works)*

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

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b> Providing Exceptional, People Focused Services</p>	<p>1.2 Continue to improve the efficiency and productivity of operations</p>

**SUMMARY:**

Staff will provide an overview of results from the satellite-based water and wastewater leak detection pilot project implemented in 2025 with Asterra USA. Staff will review the data collected, field verification efforts, leaks identified and status, and overall results.

**RECOMMENDATION:**

N/A

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

January 6, 2025: City Council approved an agreement with Asterra USA for water and wastewater leak detection in the amount of \$73,500

**REFERENCE:**

CSO#5717-01-2025

**FISCAL IMPACT:**

Proposed Expenditure/Revenue: N/A  
Account Number(s): N/A  
Fund: N/A  
Account Description: N/A  
Procurement Method: N/A

**STAFF CONTACT:**

Errick Thompson  
Director of Public Works  
[ethompson@burlesontx.com](mailto:ethompson@burlesontx.com)  
817-426-9610

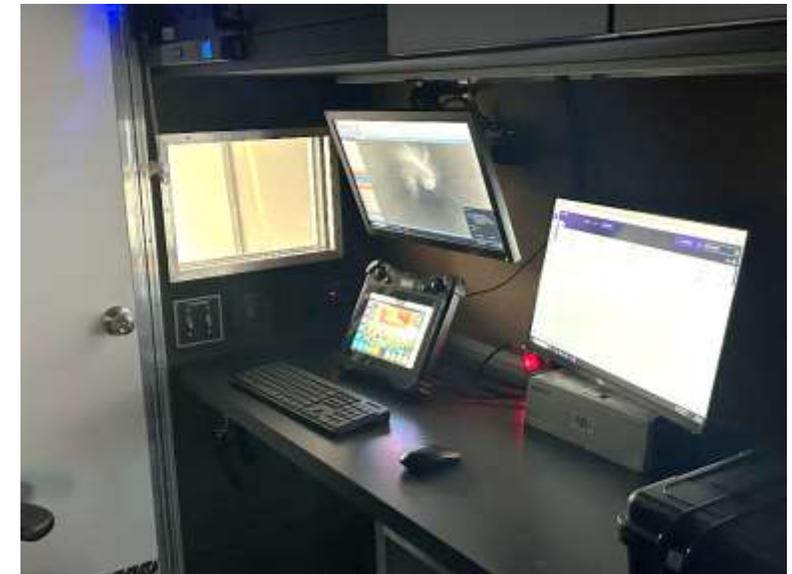


# Water and Wastewater Leak Detection Update

City Council  
March 2, 2026

# Background

- The City of Burleson maintains 223 miles of water distribution mains and 226 miles of sanitary sewer collection mains
- Historically, water distribution leak detection has been based on visual observation, physical inspection, and using acoustic equipment
- Wastewater system monitoring typically uses closed-circuit television (CCTV) inspection (CCTV van pictured) and post-storm inspections of sewer creek crossings to ensure there are no overflows from manholes



# Background - Program Overview

City Council approved a 12-month agreement January 6, 2025, with Asterra USA for water and wastewater leak detection in the amount of \$73,500 consisting of:

1. Two satellite scans of the potable water distribution and wastewater collection systems
2. Acoustic field investigation of suspected water leaks
3. Leak data assessment to prioritize rehabilitation project



# Systematic Identification & Confirmation of Water Leaks

- **Initial Detection Phase** - 178 Points of Interest identified through satellite detection technology
- **Investigation Phase** - 178 field assessments using acoustic analysis completed August 2025 by Asterra
- **Confirmation Phase** - 90 suspected leaks identified by Asterra with additional staff efforts to confirm
  - **33 utility-side leaks** were confirmed and **100% repaired in-house**
  - **57 suspected customer leaks** were identified for further analysis
    - **14** notifications made to property owners of **apparent leaks** delivered after staff further analyzed customer leaks
    - **Two** of the 14 property owners have responded and repaired their leaks



# Satellite Water Leak Detection: Property Owner-side



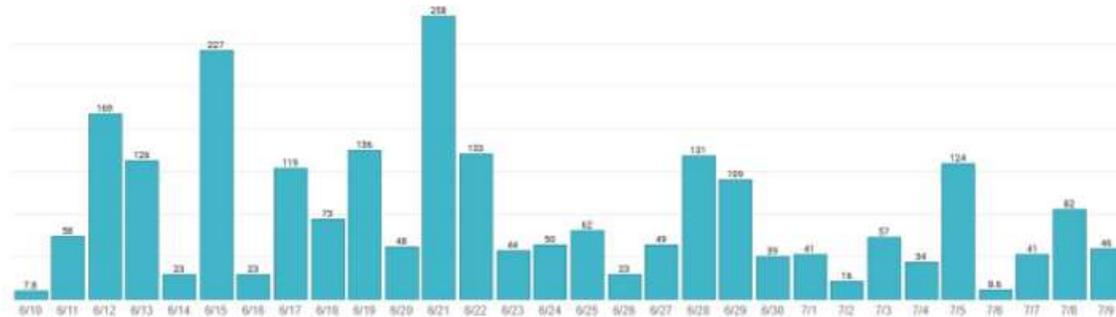
#	Street	Est. Annual Loss (Gallons)
1	Pinnacle Cir	109,500
2	Pinnacle Cir	91,250
3	SW Wilshire Blvd	73,000
4	W Alsbury Blvd	102,200
5	SW Alsbury Blvd	80,300
6	Alsbury Blvd	94,900
7	Alsbury Blvd	87,600
8	Arnold Ave	76,650
9	Tarrant Ave	98,550
10	Oak St	83,950
11	Market St	91,250
12	Barkridge Ct	80,300
<b>Total</b>		~1,069,450

**Two of fourteen property owners have provided documentation of repairs representing 90,000 gallons/year (\$711)**

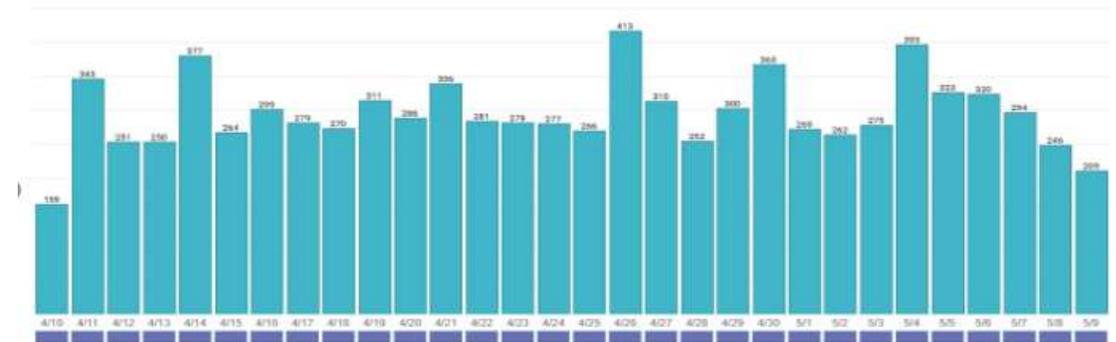
Estimated / projected leak flow rates defined in the industry standard *AWWA M36 Water Audits and Loss Control Programs Manual*

# Example of Normal vs. Continuous Consumption

## Normal Usage over 30 days

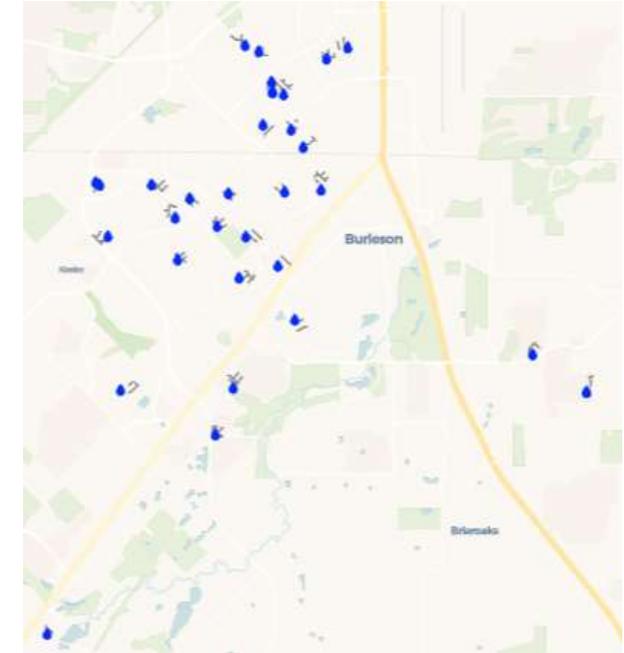


## Hi Continuous Usage over 30 days



# Satellite Water Leak Detection: Utility-side

Utility Leak Categories	Number of Leaks	Corrected
Service Pipe	7	Y
Service Connection	6	Y
Valve (shut off)	1	Y
Fire Hydrant	5	Y
Water Meter	7	Y
Water Meter Curb Stop	7	Y
<b>Total</b>	<b>33</b>	



**Service Pipe:** connection from the distribution main to the building’s plumbing system

**Service Connection:** assembly (pipes, valves, fittings) that links the water main to the customer’s service line or meter

**Valve:** mechanical device installed that controls, shuts off, or regulates water flow

**Water Meter Curb Stop:** valve—located underground near the curb—that enables utilities (and sometimes customers) to shut off water flow before the meter

# Satellite Water Leak Detection: Utility-side

REAL WATER LOSS IDENTIFIED BY LEAK TYPE - GPM		
Leak Type	Number	Total Flow (GPM)
Service Pipe	7	48.3
Service Connection	6	41.4
Valve	1	6.9
Hydrant	5	17.5
Meter	7	2.8
Curb Stop	7	4.9
<b>Total</b>	<b>33</b>	<b>128.7</b>

**33 utility-side leaks represent projected 67.6 million gallons per year (approximately \$184k)**

Estimated/projected leak flow rates defined in the industry standard *AWWA M36 Water Audits and Loss Control Programs Manual*

# Field Investigation Outcomes: Wastewater Collection System

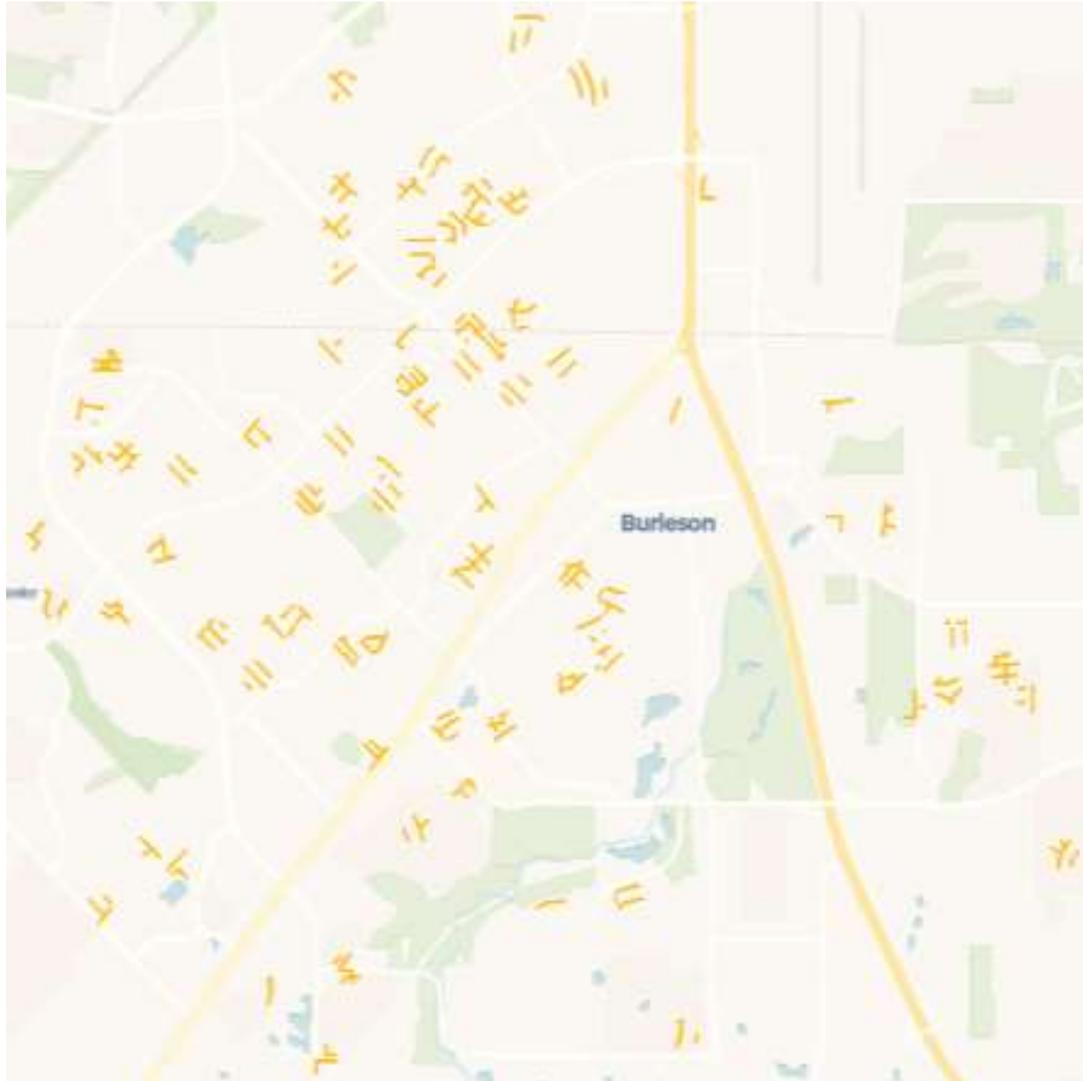


- 21 miles of sewer mains identified for inspection (100 segments or Areas of Interest (AOIs) identified by satellite scans and analysis)
- Field validation through a combination of smoke testing, CCTV, and visual checks
- Field investigations found no evidence of sanitary sewer overflows
- Acoustic detection is much less effective for gravity flow wastewater mains (much more effective for water mains)

**Exfiltration** refers to wastewater leaking from sanitary sewer pipes into the surrounding soil and is typically caused by cracks or joint failures in sewer mains or laterals, aging pipes, or defective manholes and cleanouts

**Sanitary Sewer Overflows (SSOs)** are generally above ground sewage spills onto the surface

# Satellite Wastewater Leak Detection



- CCTV inspection completed for approximately **nine of 21** miles identified
- Smoke testing completed for **six of 21** miles identified
- Corrective actions resulting from activities above:
  - Five manholes rehabilitated to address structural issues and infiltration
  - 100 manhole rain guards installed
  - 35 broken/missing sewer cleanout caps replaced

# Summary & Next Steps

## Operational

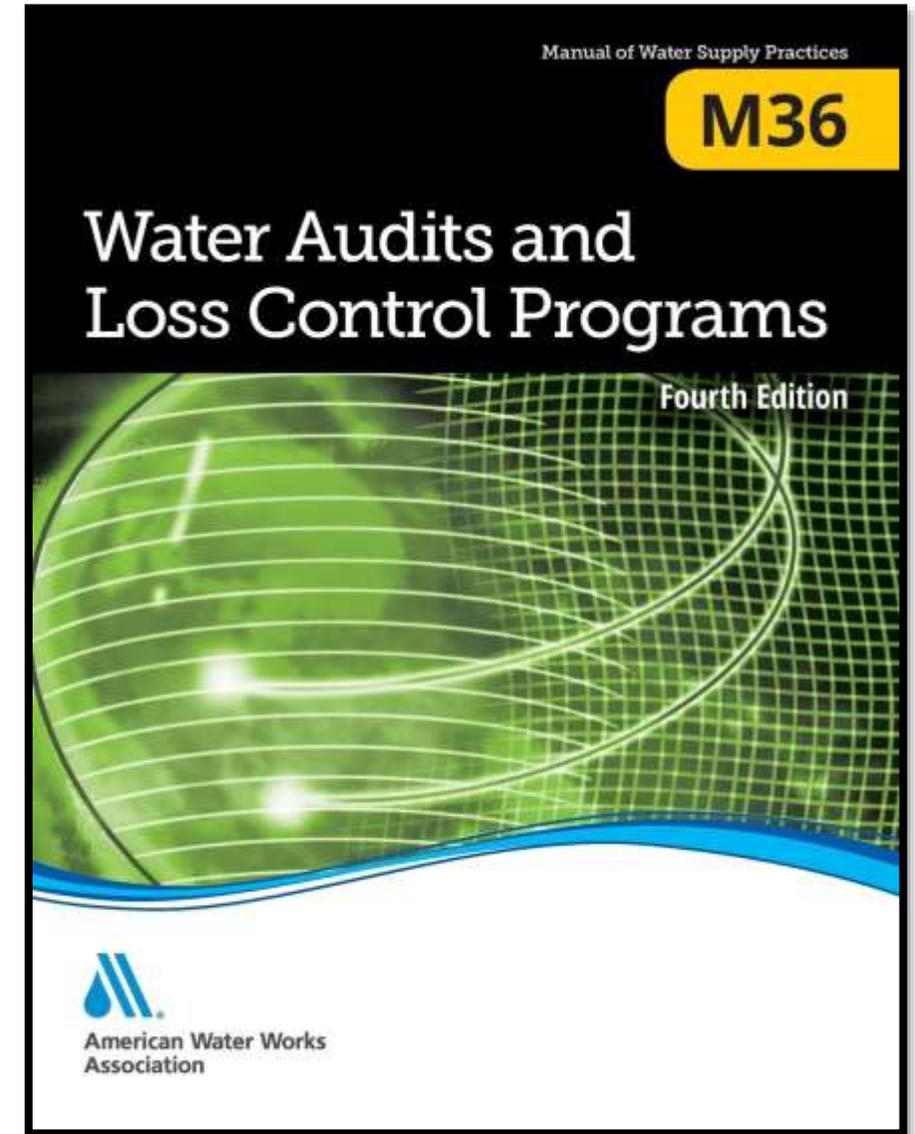
- Assessed 100% of water distribution system in **< one year** as opposed to approximately 7.5 years with traditional methods
- Identified priorities for staff deployment for additional investigation

## Environmental / Citywide Water Conservation

Leaks representing 67.6 million gallons/year (3.5% of typical annual consumption of 1.931 billion gallons)

## Financial

- Cost of pilot to City: **\$73,500**
- Annual value of utility-side leaks identified: **\$183,994**



Staff considers the pilot a success and anticipate repeating this or some other promising technology every three to four years

# Questions / Feedback?

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Errick Thompson  
Director of Public Works  
[ethompson@burlesontx.com](mailto:ethompson@burlesontx.com)