
Live Stream at <https://www.burlesontx.com/watchlive>

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

Public Presentations and Public Hearings will not be considered before 5:30 p.m.

1. CALL TO ORDER

Invocation - Dr. Don Newbury, Senior Adult Minister, First Baptist Church Burleson

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

- Receive a report to recognize the selected Employee of the Quarter for the 2nd Quarter of 2023. *(Staff Presenter: Rick DeOrdio, Director of Human Resources)*

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. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and give staff direction on the General Fund, Debt Service Fund, and General Government Capital Improvement Plan (CIP) update, and receive additional direction from City Council regarding the annual budget for fiscal year 2023-2024. *(Staff Presenter: Martin Avila, Director of Finance)*

B. Receive a report, hold a discussion, and give staff direction on the FY2023-2024 budget supplemental requests, and receive additional direction from City Council regarding the annual budget for fiscal year 2023-2024. *(Staff Presenter: Tommy Ludwig, City Manager)*

- C. Receive a report, hold a discussion, and give staff direction on the FY2023-2024 rates for Water and Waste Water, Solid Waste and Health Insurance Funds for FY2023-2024, and receive additional direction from City Council regarding the annual budget for fiscal year 2023-2024. *(Staff Presenter: Martin Avila, Director of Finance)*

4. 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- A. Items to be continued or withdrawn.
- B. Items to be withdrawn from the Consent Agenda for separate discussion by the City Council, staff, or members of the public in attendance. Items to be added to the Consent Agenda require an official vote by the City Council.

5. 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.

6. 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 approval of the minutes from the July 6, 2023 special council meeting and July 10, 2023 regular council meeting. *(Staff Contact: Amanda Campos, City Secretary)*.
- B. Consider approval of a resolution ratifying the 4A Economic Development Corporation Board's actions taken on the approval of changes and budget for the Project U Leadership Conference. *(Staff Contact: Alex Philips, Director of Economic Development)*
- C. Consider approval of an ordinance authorizing establishment of the Burleson Public Safety Communications Department as a Law Enforcement Telecommunication Agency through the Texas Commission on Law Enforcement (TCOLE). (Final reading) *(Staff Contact: Paul Bradley, Director of Public Safety Communications)*
- D. Consider approval of a resolution finding that Oncor Electric Delivery Company LLC's application to amend its distribution cost recovery factor and update generation riders to increase distribution rates within the City should be denied; authorizing participation with the Steering Committee of Cities Served by Oncor; authorizing hiring of legal counsel; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the

meeting at which this resolution is passed is open to the public as required by law; and requiring notice of this resolution to the company and legal counsel. *(Staff Contact: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

- E. Consider approval of a resolution adopting an electronic signature policy. *(Staff Contact: Justin Scharnhorst, Assistant to the City Manager)*
- F. Consider approval of a resolution authorizing the City Manager or his/her designee to apply for title work necessary for obtaining title, proof of ownership, registration, and license plates pursuant to V.T.C.A. Transportation Code section 721.005(a)(1) and repealing Resolution CSO#622-04-2017. *(Staff Contact: Justin Scharnhorst, Assistant to the City Manager)*
- G. Consider approval of City Council Policy #42 formally adopting council committees structures and description. *(Staff Contact: Amanda Campos, City Secretary)*
- H. Consider approval of a contract with CommFit through a cooperative purchasing agreement with Buy Board for the purchase of workout equipment for the Burleson Recreation Center in the amount of \$92,702.75. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

7. DEVELOPMENT APPLICATIONS

- A. Bartley Addition (Case 23-044): Hold a public hearing and consider approval of an ordinance for a zoning change request from "A", Agricultural to "SFE", Single-Family Estate for a three (3) acre site. *(First and Final Reading) (Staff Presenter, Tony McIlwain, Director of Development Services) (The Planning and Zoning Commission recommended approval by a vote of 8 to 0.)*

8. GENERAL

- A. Consider approval of an amendment to contract CSO#1713-04-2021 with e-Builder, Inc, to build an integration with Tyler Munis/ERP System and renew the contract for five additional years in the amount of \$415,528.00. *(Staff Contact: Hugo Rodriguez, Deputy Director, IT)*

9. CITY COUNCIL REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS

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.

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

-Hold a discussion and give direction regarding Chapter 36 (Fencing and Screening Regulations) and Article III (Weeds and Excessive or Wild Growth) of Chapter 34 (Environment) of the Burleson Code of Ordinances

Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code

-130 E. Renfro St, Burleson, Johnson County, Texas

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

-Project Grove

CERTIFICATE

I hereby certify that the above agenda was posted on this the 19th of July 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

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.

DEPARTMENT MEMO

DEPARTMENT: Finance

FROM: Martin Avila, Finance Director

MEETING: July 24, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the General Fund, Debt Service Fund, and General Government Capital Improvement Plan (CIP) update and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024.
(Staff Presenter: Martin Avila, Director of Finance and Eric Oscarson, Director of Public Works)

SUMMARY:

On June 5, 2023, staff presented a report to City Council on the General Fund, Debt Service and General Government CIP plan. Staff is presenting an update and asking Council for direction in preparation for the FY2023-2024 proposed budget.

OPTIONS:

RECOMMENDATION:

FISCAL IMPACT:

Budgeted Y/N: NA

Fund name:

Account number:

Project number:

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

STAFF CONTACT:

Martin Avila
Director of Finance
mavila@burlesontx.com
817-426-9651

Eric Oscarson
Director of Public Works
eoscarson@burlesontx.com
817-426-9837



General Fund, General Debt Service, and 5-year Capital Improvement Plan Update

Presented to City Council on July 24, 2023

Discussion Points

- General Fund
 - Overview
 - Scenarios for tax levy assumptions
- General Debt Service Fund
 - Debt summary
 - Additional Capacity
- Council Consideration

General Fund Overview

- Maintain Fund Balance of 20% to Expenditures through out the forecast
- Cash Funding of Projects
 - City Hall Renovations updated from \$2,500,000 to \$1,400,000
- Public Safety Market Adjustment in November 2022 – \$1,085,000
 - Not included in the FY2022-2023 Adopted Budget
- Hill College Reimbursement - \$1,000,000
 - October 5, 2020 City Council Meeting, City Council approved a 380 agreement to reimburse Hill College for construction cost the renovation up to \$1,000,000.
 - January 19, 2021, Council approve budget appropriation for reimbursement of \$1,000,000- FY2020-2021
 - December 10, 2022, paid reimbursement of \$1,000,000 to Hill College- FY2022-2023
 - Reimbursement not included in the FY2022-2023 adopted budget

General Fund Overview

- Compensation

Compensation Plan	Type	Projected Cost
Public Safety Pay Step Plan	Annual Step Placement – 3%	\$ 479,397
City Compensation (Non Pay Step) - All	Annual Merit 3.5% Average	\$ 934,311
City Compensation (Non Pay Step) – FT / PT	Market Adjustments – Targeted General Fund	\$ 224,279

Total Proposed Compensation for FY2024 - \$1,637,987

General Fund Overview

- SAFER Grant 9 FTEs – \$1,087,876
 - Three year grant FY2024-2026
 - General Fund – Beginning FY2027
 - Addition of firefighters will reduce OT by \$305,000
 - Incorporated in the five year projections
- Fire Station 4 - FY2028
 - 12 Fire Fighters - \$1,497,611 (3 of 9 Safer will be for FS4 for a total of 15 firefighters)
 - Operating Cost - \$250,000
- ARPA Funding – Expires 12/30/2024 – 1st quarter of FY2025
 - 16 FTEs (13 Fire Fighters, 3 Public Safety Communications)
 - General Fund starting in FY 2025 – 1,365,610
 - General Fund starting in FY 2026 - \$1,901,692

Tax Levy

- Tax Levy Options

- **Tax Base Growth**

- 2022- Taxable value of home – \$250,000

- 2023- Taxable value growth %

- Tax Levy at current tax rate - \$.6572/\$100 value

- 1% - \$2,500 – monthly tax levy increase - \$1.37 - \$16.44 annual

- 2% - \$5,000 – monthly tax levy increase - \$2.74 - \$32.88 annual

- 3% - \$7,500 – monthly tax levy increase - \$4.11 - \$49.32 annual

- 3.5% \$8,750 – monthly tax levy increase - \$4.79 - \$57.48 annual

} \$0.68 monthly increase

} \$8.16 annual increase

- **New Construction** – Taxable values added in Tax Year 2023

Scenario A - Assumption

- Tax Levy Increase
 - FY 2024 – 6%
 - 3% - tax base growth
 - 3% - new construction
 - FY 2025-2028
 - 3% - tax base growth
 - 2% - new construction

General Fund Financial Forecast- Scenario A

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,099,927	\$ 17,962,461	\$ 17,081,109	\$ 16,028,060	\$ 14,389,314
Property Tax	\$ 24,609,241	\$ 24,609,241	\$ 24,775,000	\$ 26,251,000	\$ 27,556,340	\$ 28,926,731	\$ 30,365,418	\$ 31,875,810
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,880,121	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,601,151	\$ 58,282,961	\$ 60,063,868	\$ 62,883,923	\$ 65,961,806	\$ 69,359,804
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 55,346,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplemental	\$ -	\$ -	\$ -	\$ 1,673,439	\$ 1,370,002	\$ 1,415,506	\$ 1,462,935	\$ 1,512,373
Future Supplemental					\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 58,420,426	\$ 60,945,221	\$ 63,936,971	\$ 67,600,553	\$ 69,587,655
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,836,371)	\$ (137,465)	\$ (881,353)	\$ (1,053,048)	\$ (1,638,747)	\$ (227,851)
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,099,927	\$ 17,962,461	\$ 17,081,109	\$ 16,028,060	\$ 14,389,314	\$ 14,161,463
FB % of Expenditure	36.07%	33.75%	31.51%	30.75%	28.03%	25.07%	21.29%	20.35%

Scenario B - Assumption

- Tax Levy Increase
 - FY 2024 – 6.5%
 - 3.5% - tax base growth
 - 3% - new construction
 - FY 2025-2028
 - 3% - tax base growth
 - 2% - new construction

General Fund Financial Forecast- Scenario B

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,026,427	\$ 17,761,086	\$ 17,031,365	\$ 16,136,359	\$ 14,662,388
Property Tax	\$ 24,609,241	\$ 24,609,241	\$ 24,775,000	\$ 26,373,125	\$ 27,684,571	\$ 29,061,374	\$ 30,506,793	\$ 32,024,254
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,869,524	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,590,554	\$ 58,405,086	\$ 60,192,099	\$ 63,018,565	\$ 66,103,181	\$ 69,508,248
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,511,022	\$ 55,121,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplemental	\$ -	\$ -	\$ -	\$ 1,923,439	\$ 1,346,602	\$ 1,392,106	\$ 1,439,535	\$ 1,488,973
Future Supplemental	\$ -	\$ -	\$ -		\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,511,022	\$ 58,445,426	\$ 60,921,821	\$ 63,913,571	\$ 67,577,153	\$ 69,564,255
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,920,468)	\$ (40,340)	\$ (729,721)	\$ (895,006)	\$ (1,473,972)	\$ (56,007)
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,015,830	\$ 17,986,086	\$ 17,031,365	\$ 16,136,359	\$ 14,662,388	\$ 14,606,380
FB % of Expenditure	36.07%	33.75%	31.33%	30.77%	27.96%	25.25%	21.70%	21.00%

Scenario C - Assumption

- Tax Levy Increase
 - FY 2024 – 6.5%
 - 3.5% - tax base growth
 - 3% - new construction
 - FY 2025-2028
 - 3.5% - tax base growth
 - 2% - new construction

General Fund Financial Forecast- Scenario C

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,099,927	\$ 17,618,634	\$ 16,769,906	\$ 15,889,458	\$ 14,577,885
Property Tax	24,609,241	24,609,241	\$ 24,775,000	\$ 26,373,125	\$ 27,814,634	\$ 29,335,156	\$ 30,939,029	\$ 32,630,827
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,869,524	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,590,554	\$ 58,405,086	\$ 60,322,162	\$ 63,292,348	\$ 66,535,417	\$ 70,114,821
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 55,346,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplementals	\$ -	\$ -	\$ -	\$ 2,139,391	\$ 1,595,672	\$ 1,651,331	\$ 1,709,372	\$ 1,769,900
Future Supplementals	\$ -	\$ -			\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 58,886,378	\$ 61,170,890	\$ 64,172,796	\$ 67,846,990	\$ 69,845,182
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,846,968)	\$ (481,292)	\$ (848,728)	\$ (880,448)	\$ (1,311,573)	\$ 269,639
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,089,330	\$ 17,618,634	\$ 16,769,906	\$ 15,889,458	\$ 14,577,885	\$ 14,847,524
FB % of Expenditure	36.07%	33.75%	31.49%	29.92%	27.41%	24.76%	21.49%	21.26%

General Debt Service

Total Outstanding Bond Debt

Focus will be on the tax supported Capital Projects

Supporting debt	Outstanding Principal 9/30/2022	Percent
Tax Supported Debt*	\$56,357,368	39%
Water & Sewer	\$55,495,000	39%
4A	\$10,374,490	7%
4B	\$12,845,000	9%
TIF	\$7,890,000	5%
Golf	\$1,093,142	1%
Total Outstanding Debt**	\$144,025,000	100%

* Property Tax from debt rate

**All bond debt must be used to fund and support capital projects

Five Year Debt Issue Summary

	Prior Issues	New debt issues			Principal	
	9/30/2023	2023	2024-2028	Total	Paydowns	FY28 Outstanding Debt Total
Tax Supported	\$56,357,368	\$9,668,630	\$90,880,093	\$156,906,091	(\$38,192,927)	\$118,713,164
Water & Waste Water	\$55,495,000	\$9,033,840	\$82,491,243	\$147,020,083	(\$34,635,436)	\$112,384,647
4A	\$10,374,490	\$15,000,000	\$49,500,000	\$74,874,490	(\$15,442,064)	\$59,432,426
4B	\$12,845,000	\$7,670,116	\$21,200,774	\$41,715,890	(\$10,759,917)	\$30,955,973
TIF2	\$7,890,000	\$451,391	\$5,698,609	\$14,040,000	(\$2,786,206)	\$11,253,794
Golf	\$1,063,142	\$0	\$0	\$1,063,142	(\$1,063,142)	\$0
Outstanding Principal	\$144,025,000	\$41,823,977	\$249,770,719	\$435,619,696	(\$102,879,692)	\$332,740,004

CIP and Debt Capacity Recap

- Additional Debt Capacity FY2024 – FY2028 projected at \$8,900,000
 - Reduce the debt rate
 - Additional projects
 - Preserve debt capacity
 - Combination of these options
 - Debt Capacity
 - FY2024 - \$1,900,000
 - FY2025-FY2027 - \$1,500,000 annually
 - FY2028 - \$2,500,000
- Staff recommends maintaining debt capacity
 - Preserves capacity for additional inflationary costs of existing capital plan
 - Preserves capacity for future unforeseen capital needs

Additional Capital Projects

- CAD Back-up at Former Emergency Operations Center
- Neighborhood Street Rebuild
- Sidewalk Program
- Drainage/Bridge Improvements
- Hulen Bridge Design
- Land Bank for future Fire Station 5

Council Direction

- To finalize the recommended budget, staff needs direction on the following:
 - What is the projected tax levy increase for FY24 and remaining years of 5 year forecasts
 - 3% increase across the next five years
 - 3.5% in FY24, and 3% increase across the remaining four years
 - 3.5% increase across the next five years
 - How does Council want to utilize the \$8.9 million in excess debt capacity
 - Preserve capacity
 - Reduce the tax rate
 - Identify additional capital projects
 - Staff recommends preserving capacity

Next Steps

- August 7, 2023 – Presentation on tax rate
- August 9, 2023 - City Manager will submit a copy of the FY2023-2024 proposed budget to City Secretary's Office and City Council
- August 15, 2023 – Special Session meeting – City Manager FY2023-2024 budget presentation
- September 5, 2023 –
 - Public Hearing on budget and tax rate
 - First reading of Budget, Tax Rate and Other Related Ordinances
- September 11, 2023 – Final reading of Budget, Tax Rate and Other Related ordinances

QUESTIONS/COMMENTS

DEPARTMENT MEMO

DEPARTMENT: Finance
FROM: Tommy Ludwig, City Manager
MEETING: July 24, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the FY2023-2024 budget supplemental requests, and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024. *(Staff Presenter: Tommy Ludwig, City Manager)*

SUMMARY:

During the budget process, department directors submit supplemental budget requests for City Manager review. The City Manager ranks the supplemental requests taking into the five year forecast and ability to fund the request and maintain a fund balance in compliance with financial policy. The City Manager will be present to the City Council his recommended supplemental requests and seek direction from City Council to complete the proposed FY2023-2024 budget.

OPTIONS:

RECOMMENDATION:

FISCAL IMPACT:

Budgeted Y/N: NA
Fund name:
Account number:
Project number:

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

STAFF CONTACT:

Martin Avila
Director of Finance
mavila@burlesontx.com
817-426-9651

Eric Oscarson
Director of Public Works
eoscarson@burlesontx.com
817-426-9837



FY2024 Budget Supplemental Review

PRESENTED TO COUNCIL JULY 24, 2023

Budget Timeline To-Date

- **04/03/23** - General Fund Financials and Budget Overview
- **06/05/23** - General fund, general debt service and 5 year capital improvement plan update to Council
- **06/20/23** - Water and Wastewater, 4A Economic Development Corporation, 4B Community Development Corporation, Parks Performance and Golf fund financial overview, summary of 5-year capital improvement plans (CIP)
- **07/06/23** - Special session for departments (Police, Fire, Public Works, Parks and Human Resources) providing budget presentation to Council
- **07/10/23** - Other proprietary and special revenue funds and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024

Budget Focus

- Strong Fund Balances
 - Ensuring key operating funds have a minimum 20% fund balance
 - General Fund, Water and Wastewater, 4A and 4B Funds
- Five Year Forecasting
 - Provide a strategic financial view over a period of time
- Supplemental recommendations based on strategic goals of the City
 - General fund supplementals to be ranked in conjunction with Council directive
 - Proprietary and special revenue fund supplementals recommended with five year fund balance projections

General Fund

- Total General Fund Supplemental Requests \$9,668,166
 - One Time Cost: \$2,909,331
 - On-Going Cost: \$6,758,835
 - 56 General Fund Supplemental Requests Received
 - 14 Positions included with the Supplemental Requests
- Information above is not inclusive of the 9 Firefighter Position Supplemental (Safer Grant Funding)

General Fund – All Submissions:

LINE ITEM	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL
1	Library	Library Furniture - replacement of aged furniture		\$ 38,280	\$ -	\$ 38,280
2	Library	Laptop Vending Kiosk - cardholder to check out laptops for in-house use		\$ 35,844	\$ 4,794	\$ 40,638
3	Senior Citizens Center	Virtual Programming via headsets for seniors		\$ -	\$ 8,400	\$ 8,400
4	Municipal Court	Deputy Municipal Court Clerk	1.0	\$ -	\$ 65,882	\$ 65,882
5	Fire	Reclassify 3 Lt pos to Capt - covers 3 stations with appropriate leadership levels	-	\$ -	\$ 37,995	\$ 37,995
6	Fire	Battalion Chief	1.0		\$ 166,417	\$ 166,417
7	Fire	Lieutenant Position	1.0		\$ 138,213	\$ 138,213
8	Fire	SCBA Bluetooth Face piece - provides proper level of safety for Fire/EMS personnel		\$ 64,000	\$ -	\$ 64,000
9	Fire	Replace Rescue Vehicle - amount augments current equipment replacement funding		\$ 30,000	\$ -	\$ 30,000
10	Fire	Auto External Difib funding Program (CM Russel - seed \$ for businesses to obtain AED's)	-	\$ -	\$ 15,000	\$ 15,000
11	Fire	Land Bank - secure future Fire House land avoiding future land inflation		\$ 1,000,000	\$ -	\$ 1,000,000
12	Human Resources	Employee Relations Specialist - support for investigations, interviews, grievances	1.0	\$ 2,500	\$ 53,100	\$ 55,600
13	Human Resources	Risk Manager - oversight for safety program, ADA compliance, liabilities and claims	1.0	\$ 2,500	\$ 136,710	\$ 139,210
14	Human Resources	Recruitment increase, personnel training and consulting	-		\$ 120,400	\$ 120,400
15	Purchasing	Contract Analyst - supports the contract and procurement process	1.0	\$ -	\$ 55,129	\$ 55,129
16	Legal Services	Assistant City Attorney - prosecute state and local offenses in the BTX municipal court	1.0	\$ -	\$ 146,381	\$ 146,381
17	Legal Services	Contracted vendor processing - support onboarding new vendors, changes to existing	-	\$ -	\$ 35,000	\$ 35,000
18	Legal Services	City Attorney and Retainer Fees - volume driven	-	\$ -	\$ 90,000	\$ 90,000
19	Purchasing	Travel and Training - additional for existing staff	-	\$ -	\$ 15,000	\$ 15,000
20	Purchasing	Pro Svcs - development of the ADA plan	-	\$ 250,000	\$ -	\$ 250,000
21	Purchasing	Increased Ins. Coverages	-	\$ -	\$ 12,500	\$ 12,500
22	Purchasing	Adtl. Cyber Ins. Under existing TML	-	\$ -	\$ 50,000	\$ 50,000
23	Environmental Services	SR. Administrative Assistant - relieve workload from staff	1.0	\$ 200	\$ 82,609	\$ 82,809
24	Environmental Services	Environmental Technician - increased demand for environmental services	1.0	\$ 54,175	\$ 85,348	\$ 139,523
25	Animal Services	Adoption Trailer - 90% capacity at shelter - provides an adoption tool for staff		\$ -	\$ 25,000	\$ 25,000
26	Neighborhood Svcs Admin	Software for Code Compliance and Env. Svcs - Tyler product integrating with new ERP		\$ 260,000	\$ 25,000	\$ 285,000

General Fund Continued – All Submissions:

LINE ITEM	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL
27	Parks	Parks Spvr-Irrigator - cover 1000 irrigation zones 10 heads per zone	1.0	\$ -	\$ 105,223	\$ 105,223
28	Parks	4G Cameras for Parks - cover viewing gaps with current camera system	-	\$ 24,740	\$ 1,800	\$ 26,540
29	Parks	Brick renovation of entry beds	-	\$ 15,000	\$ -	\$ 15,000
30	Parks	Park Furnishings	-	\$ 19,340	\$ -	\$ 19,340
31	Parks	Bucket for tractor - increase utilization of tractor other than mowing	-	\$ 8,383	\$ -	\$ 8,383
32	Parks	Commercial Brushhog 8 foot vs. current 5' unit	-	\$ 8,306	\$ -	\$ 8,306
33	Police	Axon Body-worn Cameras (90)	-	\$ -	\$ 242,974	\$ 242,974
34	Police	Axon In-car Cameras (48)	-	\$ -	\$ 146,632	\$ 146,632
35	Police	Axon Taser 10 (74)	-	\$ -	\$ 67,337	\$ 67,337
36	Police	Drone and Enhanced Capabilities - tethered drone vs. limited battery life drone	-	\$ 71,370	\$ 16,686	\$ 88,056
37	Police	Lieutenant Position - Matrix study recommended - reduce span of control - support svcs	1.0	\$ 111,200	\$ 225,173	\$ 336,373
38	Police	CrimePrevPubEngSpecialist - community engagement and education	1.0	\$ 3,875	\$ 108,053	\$ 111,928
39	Police	Duty handgun Replacement - 10 year life, at end of life, red dot replacements, accuracy	-	\$ 107,824	\$ -	\$ 107,824
40	Police	Training handguns - augment 9MM vs. .40 cal for training	-	\$ 24,740	\$ -	\$ 24,740
41	Police	Ammo - 9MM ammo for replacements	-	\$ 26,311	\$ -	\$ 26,311
42	Police	Salvage value - for old .40 cal guns	-	\$ (24,255)	\$ -	\$ (24,255)
43	Police	FLOCK license plate readers 20 adtl readers - situational solutions - auto read capability	-	\$ -	\$ 85,000	\$ 85,000
44	Drainage Maint	Reorg (streets/drainage/facilities)	-	\$ -	\$ 52,468	\$ 52,468
45	Facilities Maintenance	Janitorial Contract Increase	-	\$ -	\$ 30,000	\$ 30,000
46	Facilities Maintenance	Facilities Master Plan	-	\$ 250,000	\$ -	\$ 250,000
47	Facilities Maintenance	Facility Condition Assessment	-	\$ 150,000	\$ -	\$ 150,000
48	Streets Pavement Maint	Street Maintenance /Prevention	-	\$ -	\$ 4,000,000	\$ 4,000,000
49	Traffic Maint	Railroad Maintenance	-	\$ -	\$ 15,000	\$ 15,000
50	Traffic Maint	2nd Traffic Mgt. Position	1.0	\$ -	\$ 89,784	\$ 89,784
51	Traffic Maint	EIT for Traffic and Traffic Studies	1.0	\$ -	\$ 114,115	\$ 114,115
52	Traffic Maint	Sign & Marking Materials	-	\$ -	\$ 30,000	\$ 30,000
53	Facilities Maintenance	Building Maintenance & Repair	-	\$ -	\$ 25,000	\$ 25,000
54	Facilities Maintenance	Animal Shelter New Tile	-	\$ 25,000	\$ -	\$ 25,000
55	Drainage Maint	Drainage Vehicles and Equipment - Grapple Truck	-	\$ 275,000	\$ 34,712	\$ 309,712
56	Economic Development	Burleson Opportunity Fund	-	\$ 75,000	\$ -	\$ 75,000
TOTALS			14.0	\$ 2,909,331	\$ 6,758,835	\$ 9,668,166

General Fund - Supplementals

- 3.0% Across the Board Tax Levy – CMO Recommendations
 - Total: \$1,673,439
 - One Time Cost: \$347,095
 - On-Going Cost: \$1,326,344
- 18 General Fund Supplementals included
- 5.0 Positions

General Fund

3.0% Across the Board Tax Levy

1=YES 2=NO	CMO RANKING	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	PERCENT	FUNDED AMOUNT
1	1	Police	Axon Body-worn Cameras (90)	-	\$ -	\$ 242,974	\$ 242,974		
1	2	Police	Axon In-car Cameras (48)	-	\$ -	\$ 146,632	\$ 146,632		
1	3	Police	Axon Taser 10 (74)	-	\$ -	\$ 67,337	\$ 67,337		
1	4	Fire	SCBA Bluetooth Face piece - provides proper level of safety for Fire/EMS personnel		\$ 64,000	\$ -	\$ 64,000		
1	5	Fire	Reclassify 3 Lt pos to Capt - covers 3 stations with appropriate leadership levels	-	\$ -	\$ 37,995	\$ 37,995		
1	6	Police	Lieutenant Position - Matrix study recommended - reduce span of control - support svcs	1.0	\$ 111,200	\$ 225,173	\$ 336,373		
1	7	Police	CrimePrevPubEngSpecialist - community engagement and education	1.0	\$ 3,875	\$ 108,053	\$ 111,928	1%	\$1,007,239
1	8	Fire	Battalion Chief	1.0		\$ 166,417	\$ 166,417		
1	9	Fire	Lieutenant Position	1.0		\$ 138,213	\$ 138,213	2%	\$1,311,869
1	10	Fire	Replace Rescue Vehicle - amount augments current equipment replacement funding		\$ 30,000	\$ -	\$ 30,000		
1	11	Municipal Court	Deputy Municipal Court Clerk	1.0	\$ -	\$ 65,882	\$ 65,882		
1	12	Purchasing	Adtl. Cyber Ins. Under existing TML	-	\$ -	\$ 50,000	\$ 50,000		
1	13	CMO	Burleson Opporunity Fund		\$ 75,000		\$ 75,000		
1	14	Drainage Maint	Reorg (streets/drainage/facilities)	-	\$ -	\$ 52,468	\$ 52,468		
1	15	Parks	4G Cameras for Parks - cover viewing gaps with current camera system	-	\$ 24,740	\$ 1,800	\$ 26,540		
1	16	Library	Library Furniture - replacement of aged furniture		\$ 38,280	\$ -	\$ 38,280		
1	17	Senior Citizens Center	Virtual Programming via headsets for seniors		\$ -	\$ 8,400	\$ 8,400		
1	18	Fire	Auto External Difib funding Program	-	\$ -	\$ 15,000	\$ 15,000	3%	\$1,673,439
TOTALS				5.0	\$ 347,095	\$ 1,326,344	\$ 1,673,439		

General Fund Balance

3.0% Across the Board Tax Levy

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,099,927	\$ 17,962,461	\$ 17,081,109	\$ 16,028,060	\$ 14,389,314
Property Tax	\$ 24,609,241	\$ 24,609,241	\$ 24,775,000	\$ 26,251,000	\$ 27,556,340	\$ 28,926,731	\$ 30,365,418	\$ 31,875,810
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,880,121	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,601,151	\$ 58,282,961	\$ 60,063,868	\$ 62,883,923	\$ 65,961,806	\$ 69,359,804
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 55,346,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplemental	\$ -	\$ -	\$ -	\$ 1,673,439	\$ 1,370,002	\$ 1,415,506	\$ 1,462,935	\$ 1,512,373
Future Supplemental					\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 58,420,426	\$ 60,945,221	\$ 63,936,971	\$ 67,600,553	\$ 69,587,655
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,836,371)	\$ (137,465)	\$ (881,353)	\$ (1,053,048)	\$ (1,638,747)	\$ (227,851)
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,099,927	\$ 17,962,461	\$ 17,081,109	\$ 16,028,060	\$ 14,389,314	\$ 14,161,463
FB % of Expenditure	36.07%	33.75%	31.51%	30.75%	28.03%	25.07%	21.29%	20.35%

General Fund - Supplementals

- 3.5% One Time Tax Levy (FY2024) – CMO Recommendations
 - Total: \$1,923,439
 - One Time Cost: \$597,095
 - On-Going Cost: \$1,326,344
 - 19 General Fund Supplementals included
 - 5.0 Positions

General Fund

3.5% One Time Tax Levy

CMO RANKING	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	PERCENT	FUNDED AMOUNT
1	Police	Axon Body-worn Cameras (90)	-	\$ -	\$ 242,974	\$ 242,974		
2	Police	Axon In-car Cameras (48)	-	\$ -	\$ 146,632	\$ 146,632		
3	Police	Axon Taser 10 (74)	-	\$ -	\$ 67,337	\$ 67,337		
4	Fire	SCBA Bluetooth Face piece - provides proper level of safety for Fire/EMS personnel		\$ 64,000	\$ -	\$ 64,000		
5	Fire	Reclassify 3 Lt pos to Capt - covers 3 stations with appropriate leadership levels	-	\$ -	\$ 37,995	\$ 37,995		
6	Police	Lieutenant Position - Matrix study recommended - reduce span of control - support svcs	1.0	\$ 111,200	\$ 225,173	\$ 336,373		
7	Police	CrimePrevPubEngSpecialist - community engagement and education	1.0	\$ 3,875	\$ 108,053	\$ 111,928	1%	\$1,007,239
8	Fire	Battalion Chief	1.0		\$ 166,417	\$ 166,417		
9	Fire	Lieutenant Position	1.0		\$ 138,213	\$ 138,213	2%	\$1,311,869
10	Fire	Replace Rescue Vehicle - amount augments current equipment replacement funding		\$ 30,000	\$ -	\$ 30,000		
11	Municipal Court	Deputy Municipal Court Clerk	1.0	\$ -	\$ 65,882	\$ 65,882		
12	Purchasing	Adtl. Cyber Ins. Under existing TML	-	\$ -	\$ 50,000	\$ 50,000		
13	CMO	Burleson Opportunity Fund		\$ 75,000		\$ 75,000		
14	Drainage Maint	Reorg (streets/drainage/facilities)	-	\$ -	\$ 52,468	\$ 52,468		
15	Parks	4G Cameras for Parks - cover viewing gaps with current camera system	-	\$ 24,740	\$ 1,800	\$ 26,540		
16	Library	Library Furniture - replacement of aged furniture		\$ 38,280	\$ -	\$ 38,280		
17	Senior Citizens Center	Virtual Programming via headsets for seniors		\$ -	\$ 8,400	\$ 8,400		
18	Fire	Auto External Difib funding Program	-	\$ -	\$ 15,000	\$ 15,000	3%	\$1,673,439
19	Public Works	Facilities Master Plan		\$ 250,000		\$ 250,000	3.5% ONE TIME	\$1,923,439
TOTALS			5.0	\$ 597,095	\$ 1,326,344	\$ 1,923,439		

Changes from 3.0%

General Fund Balance

3.5% One Time Tax Levy

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,026,427	\$ 17,761,086	\$ 17,031,365	\$ 16,136,359	\$ 14,662,388
Property Tax	\$ 24,609,241	\$ 24,609,241	\$ 24,775,000	\$ 26,373,125	\$ 27,684,571	\$ 29,061,374	\$ 30,506,793	\$ 32,024,254
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,869,524	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,590,554	\$ 58,405,086	\$ 60,192,099	\$ 63,018,565	\$ 66,103,181	\$ 69,508,248
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,511,022	\$ 55,121,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplemental	\$ -	\$ -	\$ -	\$ 1,923,439	\$ 1,346,602	\$ 1,392,106	\$ 1,439,535	\$ 1,488,973
Future Supplemental	\$ -	\$ -	\$ -		\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,511,022	\$ 58,445,426	\$ 60,921,821	\$ 63,913,571	\$ 67,577,153	\$ 69,564,255
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,920,468)	\$ (40,340)	\$ (729,721)	\$ (895,006)	\$ (1,473,972)	\$ (56,007)
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,015,830	\$ 17,986,086	\$ 17,031,365	\$ 16,136,359	\$ 14,662,388	\$ 14,606,380
FB % of Expenditure	36.07%	33.75%	31.33%	30.77%	27.96%	25.25%	21.70%	21.00%

General Fund - Supplementals

- 3.5% Across the Board Tax Levy – CMO Recommendations
 - Total: \$2,139,391
 - One Time Cost: \$597,095
 - On-Going Cost: \$1,542,296
- 22 General Fund Supplementals included
- 8.0 Positions

General Fund

3.5% Across the Board Tax Levy

CMO RANKING	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	PERCENT	FUNDED AMOUNT
1	Police	Axon Body-worn Cameras (90)	-	\$ -	\$ 242,974	\$ 242,974		
2	Police	Axon In-car Cameras (48)	-	\$ -	\$ 146,632	\$ 146,632		
3	Police	Axon Taser 10 (74)	-	\$ -	\$ 67,337	\$ 67,337		
4	Fire	SCBA Bluetooth Face piece - provides proper level of safety for Fire/EMS personnel		\$ 64,000	\$ -	\$ 64,000		
5	Fire	Reclassify 3 Lt pos to Capt - covers 3 stations with appropriate leadership levels	-	\$ -	\$ 37,995	\$ 37,995		
6	Police	Lieutenant Position - Matrix study recommended - reduce span of control - support svcs	1.0	\$ 111,200	\$ 225,173	\$ 336,373		
7	Police	CrimePrevPubEngSpecialist - community engagement and education	1.0	\$ 3,875	\$ 108,053	\$ 111,928	1%	\$1,007,239
8	Fire	Battalion Chief	1.0		\$ 166,417	\$ 166,417		
9	Fire	Lieutenant Position	1.0		\$ 138,213	\$ 138,213	2%	\$1,311,869
10	Fire	Replace Rescue Vehicle - amount augments current equipment replacement funding		\$ 30,000	\$ -	\$ 30,000		
11	Municipal Court	Deputy Municipal Court Clerk	1.0	\$ -	\$ 65,882	\$ 65,882		
12	Purchasing	Adtl. Cyber Ins. Under existing TML	-	\$ -	\$ 50,000	\$ 50,000		
13	CMO	Burleson Opporunity Fund		\$ 75,000		\$ 75,000		
14	Drainage Maint	Reorg (streets/drainage/facilities)	-	\$ -	\$ 52,468	\$ 52,468		
15	Parks	4G Cameras for Parks - cover viewing gaps with current camera system	-	\$ 24,740	\$ 1,800	\$ 26,540		
16	Library	Library Furniture - replacement of aged furniture		\$ 38,280	\$ -	\$ 38,280		
17	Senior Citizens Center	Virtual Programming via headsets for seniors		\$ -	\$ 8,400	\$ 8,400		
18	Fire	Auto External Difib funding Program	-	\$ -	\$ 15,000	\$ 15,000	3%	\$1,673,439
19	Public Works	Facilities Master Plan		\$ 250,000		\$ 250,000		
20	Purchasing	Contract Specialist	1.0		\$ 55,129	\$ 55,129		
21	Parks and Rec	Parks Supervisor/Irrigation Specialist	1.0		\$ 105,223	\$ 105,223		
22	Human Resources	Employee Relations Specialist	1.0		\$ 55,600	\$ 55,600	3.5% GO FORWARD	\$2,139,391
TOTALS			8.0	\$ 597,095	\$ 1,542,296	\$ 2,139,391		

Changes from 3.5% One Time FY2024

General Fund Balance

3.5% Across the Board Tax Levy

	FY 22-23 Budget	FY 22-23 Revised Budget	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 22,135,781	\$ 22,135,781	\$ 21,936,298	\$ 18,099,927	\$ 17,618,634	\$ 16,769,906	\$ 15,889,458	\$ 14,577,885
Property Tax	24,609,241	24,609,241	\$ 24,775,000	\$ 26,373,125	\$ 27,814,634	\$ 29,335,156	\$ 30,939,029	\$ 32,630,827
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 14,415,784	\$ 14,415,784	\$ 14,946,030	\$ 15,394,411	\$ 15,856,243	\$ 16,331,930	\$ 16,821,888	\$ 17,326,545
Other Revenue	\$ 14,126,072	\$ 14,126,072	\$ 13,869,524	\$ 16,812,550	\$ 17,001,285	\$ 17,650,262	\$ 18,444,500	\$ 19,281,549
Total Revenue	\$ 53,151,097	\$ 53,151,097	\$ 53,590,554	\$ 58,405,086	\$ 60,322,162	\$ 63,292,348	\$ 66,535,417	\$ 70,114,821
Base Expenses	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 55,346,987	\$ 57,638,024	\$ 59,842,206	\$ 61,163,578	\$ 63,188,106
Proposed Supplementals	\$ -	\$ -	\$ -	\$ 2,139,391	\$ 1,595,672	\$ 1,651,331	\$ 1,709,372	\$ 1,769,900
Future Supplementals	\$ -	\$ -			\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
Cash Funding Projects	\$ -	\$ -	\$ -	\$ 1,400,000	\$ 1,437,194	\$ 1,679,259	\$ 2,383,547	\$ -
Safer Grant 9 Fire Fighters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,493	\$ 1,139,565
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,747,611
Total Expenditures	\$ 55,328,010	\$ 56,287,986	\$ 57,437,522	\$ 58,886,378	\$ 61,170,890	\$ 64,172,796	\$ 67,846,990	\$ 69,845,182
Change in Fund Balance	\$ (2,176,913)	\$ (3,136,889)	\$ (3,846,968)	\$ (481,292)	\$ (848,728)	\$ (880,448)	\$ (1,311,573)	\$ 269,639
Ending Fund Balance	\$ 19,958,868	\$ 18,998,892	\$ 18,089,330	\$ 17,618,634	\$ 16,769,906	\$ 15,889,458	\$ 14,577,885	\$ 14,847,524
FB % of Expenditure	36.07%	33.75%	31.49%	29.92%	27.41%	24.76%	21.49%	21.26%

Engineering - Capital Projects

- The Cities five year capital plan across all funds is \$291,594,696
 - In-house Engineering staff supports the capital improvement plan
 - Public works has requested three additional positions or support contracts to assist with managing the capital plan
- These requests have zero impact to general fund, reimbursements from tax supported and self supported capital projects

Capital Projects (CIP) Supplementals

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
CIP	Capital Projects	Increased Eng, Svcs - New Pos or Contractor/Roadway	1.0	\$ -	\$ 179,045	\$ 179,045	YES	\$ 179,045
CIP	Capital Projects	Increased Eng, Svcs - New Pos or Contractor/W&WW	1.0	\$ -	\$ 179,045	\$ 179,045	YES	\$ 179,045
CIP	Capital Projects	Increased Eng, Svcs - New Pos or Contractor/Facilities	1.0	\$ -	\$ 179,045	\$ 179,045	NO	\$ -
SUB TOTAL			3.0	\$ -	\$ 537,135	\$ 537,135		\$ 358,090

All Other Funds

- Water and Wastewater
- Parks Performance Fund
- Hidden Creek Golf Course
- Technology
- Solid Waste
- Equipment Services Fund
- TIF #2
- PEG

Water and Wastewater Fund

- Provides water and wastewater services to the community
- Maintenance and operations of the system infrastructure
- Water purchased directly from the City of Fort Worth

Water and Wastewater Supplementals

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
W&WW	Wastewater Services	Sewer Reorganization - provide entry level supervisor	-	\$ 2,300	\$ 19,443	\$ 21,743	YES	\$ 21,743
W&WW	Wastewater Services	Water System Improvements - preventative maint.	-	\$ -	\$ 200,000	\$ 200,000	YES	\$ 200,000
W&WW	Wastewater Services	Sewer System Improvements - preventative maint.	-	\$ -	\$ 200,000	\$ 200,000	YES	\$ 200,000
W&WW	Water & Wastewater Fund	Water Reorganization - provide entry level supervisor	-	\$ 3,600	\$ 51,851	\$ 55,451	YES	\$ 55,451
SUB TOTAL			-	\$ 5,900	\$ 471,294	\$ 477,194		\$ 477,194

Water and Wastewater Fund Balance

	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 14,925,027	\$ 15,809,140	\$ 14,854,375	\$ 13,437,614	\$ 11,726,552	\$ 10,237,160
Water Revenues	\$ 13,019,920	\$ 13,234,119	\$ 14,159,457	\$ 15,149,569	\$ 16,208,989	\$ 17,342,568
Sewer Revenues	\$ 11,131,330	\$ 11,353,956	\$ 12,127,534	\$ 12,954,627	\$ 13,838,961	\$ 14,784,524
Other Revenues	\$ 2,530,983	\$ 2,550,336	\$ 2,661,503	\$ 2,699,506	\$ 2,739,398	\$ 2,806,238
Total Revenues	\$ 26,682,233	\$ 27,138,411	\$ 28,948,495	\$ 30,803,702	\$ 32,787,348	\$ 34,933,330
Personnel	\$ 2,813,718	\$ 3,326,000	\$ 3,452,170	\$ 3,583,232	\$ 3,719,379	\$ 3,860,815
Operating	\$ 16,223,643	\$ 16,824,790	\$ 17,372,029	\$ 18,115,365	\$ 18,916,916	\$ 19,757,130
Debt service	\$ 6,760,759	\$ 7,465,192	\$ 9,066,554	\$ 10,338,312	\$ 11,159,086	\$ 11,221,090
Proposed Supplemental	\$ -	\$ 477,194	\$ 474,502	\$ 477,855	\$ 481,358	\$ 485,019
Total Expenditures	\$ 25,798,120	\$ 28,093,176	\$ 30,365,256	\$ 32,514,764	\$ 34,276,740	\$ 35,324,055
Change in Fund Balance	\$ 884,113	\$ (954,765)	\$ (1,416,761)	\$ (1,711,062)	\$ (1,489,391)	\$ (390,725)
Ending Fund Balance	\$ 15,809,140	\$ 14,854,375	\$ 13,437,614	\$ 11,726,552	\$ 10,237,160	\$ 9,846,436
FB % of Expenditure	61.28%	52.88%	44.25%	36.07%	29.87%	27.87%
Proposed Rate Increase		0.00%	5.00%	5.00%	5.00%	5.00%

Parks Performance Fund

- Parks Performance Fund (PPF) created to monitor park divisions that generate revenue
 - BRiCk Recreation Center
 - Athletic Fields
 - Russell Farm and Art Center
- Parks Performance Fund is subsidized through 4B fund

Parks Performance Supplementals

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
PPF	Recreation	Part-time wage increase, splash pad, gym, front desk	-	\$ -	\$ 153,000	\$ 153,000	YES	\$ 153,000
PPF	Recreation	(3) Additional cameras - cover blind spots	-	\$ 15,000	\$ -	\$ 15,000	YES	\$ 15,000
PPF	Recreation	Replacement of women's lockers (Men's completed FY23)	-	\$ 32,000	\$ -	\$ 32,000	YES	\$ 32,000
PPF	Recreation	New Gym Floor Covering - Protective cover	-	\$ 18,028	\$ -	\$ 18,028	YES	\$ 18,028
PPF	Athletic Fields	City Field Maintenance - Bartlett Soccer	-	\$ 22,284	\$ 102,792	\$ 125,076	NO	\$ -
PPF	Recreation	Full-time CSA-Kid Zone Lead	1.0	\$ -	\$ 63,539	\$ 63,539	NO	\$ -
PPF	Recreation	Shade structure for meeting room patio - increased use	-	\$ 69,466	\$ -	\$ 69,466	NO	\$ -
PPF	Recreation	Kids Zone playground - currently no permanent structure	-	\$ 47,799	\$ -	\$ 47,799	NO	\$ -
SUB TOTAL			1.0	\$ 204,577	\$ 319,331	\$ 523,908		\$ 218,028

Hidden Creek Golf Course

- Provide golf services for community
 - Golf Course
 - Club House & Pro Shop
 - Food & Beverage
- Golf Fund is subsidized by 4B

Hidden Creek Golf Course Supplementals

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
HCG	HCG Admin	FB Cook Top and Storage	-	\$ 12,900	\$ -	\$ 12,900	YES	\$ 12,900
HCG	HCG Maint	Greens Roller - not in current equipment inventory	-	\$ 25,959	\$ 5,387	\$ 31,346	YES	\$ 31,346
HCG	HCG Maint	Lely Spreader - not in current equipment inventory	-	\$ 8,000	\$ 1,418	\$ 9,418	YES	\$ 9,418
HCG	HCG Maint	On Course Amenities - water stations, signage, tee box	-	\$ 13,888	\$ -	\$ 13,888	YES	\$ 13,888
HCG	Pro Shop	Golf Shop MGR/Pro - increased play - customer service	1.0	\$ -	\$ 93,862	\$ 93,862	YES	\$ 93,862
HCG	HCG Maint	Tree Service - maintain tree's for proper growth - life	-	\$ -	\$ 25,000	\$ 25,000	YES	\$ 25,000
HCG	HCG Maint	Sod and Tree Install - sod # 5,6,13,14- trees # 3,10	-	\$ -	\$ 22,500	\$ 22,500	YES	\$ 22,500
HCG	Pro Shop	New point of sale Terminal due to additional play	-	\$ 2,300	\$ -	\$ 2,300	YES	\$ 2,300
HCG	HCG Maint	Greens Head Replacement - 45 old style remain	-	\$ 12,650	\$ -	\$ 12,650	YES	\$ 12,650
HCG	Pro Shop	Cart Barn Ice Machine - eliminate outside ice purchases	-	\$ 13,500	\$ -	\$ 13,500	YES	\$ 13,500
HCG	HCG Maint	Cart Path Repair - ongoing maintenance	-	\$ -	\$ 10,000	\$ 10,000	YES	\$ 10,000
HCG	Pro Shop	Part time Wages - additional play and work volume	-	\$ -	\$ 12,467	\$ 12,467	YES	\$ 12,467
SUB TOTAL			1.0	\$ 89,197	\$ 170,634	\$ 259,831		\$ 259,831

Supplemental Impact to 4B Fund

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 6,656,935	\$ 4,612,304	\$ 4,288,230	\$ 3,610,716	\$ 3,090,393	\$ 2,718,302
Sales Tax Revenue	\$ 7,372,950	\$ 7,594,138	\$ 7,821,962	\$ 8,056,621	\$ 8,298,320	\$ 8,547,270
Other Revenues	\$ 125,000	\$ 115,000	\$ 118,450	\$ 122,004	\$ 125,664	\$ 129,434
Total Revenues	\$ 7,497,950	\$ 7,709,138	\$ 7,940,412	\$ 8,178,625	\$ 8,423,984	\$ 8,676,703
Debt Service	\$ 1,672,631	\$ 2,238,888	\$ 3,197,350	\$ 3,478,125	\$ 3,479,650	\$ 3,602,500
Golf Course Debt	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -	\$ -
Golf Transfer	\$ 1,317,687	\$ 923,924	\$ 831,339	\$ 859,449	\$ 892,605	\$ 927,225
PPF Transfer	\$ 3,346,355	\$ 3,403,049	\$ 3,457,294	\$ 3,580,903	\$ 3,709,013	\$ 3,841,790
Other Expenditures	\$ 2,829,822	\$ 1,096,820	\$ 749,735	\$ 780,470	\$ 714,806	\$ 707,951
Total Expenditures	\$ 9,542,581	\$ 8,033,213	\$ 8,617,926	\$ 8,698,948	\$ 8,796,074	\$ 9,079,467
Change in Fund Balance	\$ (2,044,631)	\$ (324,074)	\$ (677,514)	\$ (520,323)	\$ (372,091)	\$ (402,764)
Ending Fund Balance	\$ 4,612,304	\$ 4,288,230	\$ 3,610,716	\$ 3,090,393	\$ 2,718,302	\$ 2,315,538
FB % of Expenditure	48.33%	53.38%	41.90%	35.53%	30.90%	25.50%

Technology

- Supports City-wide information technology infrastructure and networks
 - Recommended supplemental requests - \$271,790
- FY 2024 Key Projects
 - Tyler Munis ERP Implementation– HR/Payroll and Utility Billing
 - Implementation of CAD- Computer Aided Dispatch System
 - Implement third data center location- Service Center
 - Implementation of Axon Body and Squad Camera System – Pending supplemental request in GF
 - City Wide Wireless Access improvements
 - Cloud Backup Implementation

Technology

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
TECH	Information Technology	GIS Enterprise Licensing	-	\$ -	\$ 62,000	\$ 62,000	YES	\$ 62,000
TECH	Information Technology	I.T. Project Manager - project volume 70+ I.T. Projects	1.0	\$ -	\$ 104,895	\$ 104,895	YES	\$ 104,895
TECH	Information Technology	Systems Administrator - support 70+ I.T. projects	1.0	\$ -	\$ 104,895	\$ 104,895	YES	\$ 104,895
TECH	Information Technology	Computer Consulting Services	-	\$ 120,000	\$ -	\$ 120,000	NO	\$ -
SUB TOTAL			2.0	\$ 120,000	\$ 271,790	\$ 391,790		\$ 271,790

Technology Fund Balance

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beg Fund Balance	\$ 1,231,592	\$ 1,280,983	\$ 887,795	\$ 983,009	\$ 1,192,689	\$ 1,402,374
Contribtuions	\$ 5,200,000	\$ 5,229,092	\$ 5,385,965	\$ 5,547,544	\$ 5,713,970	\$ 5,885,390
Other Revenues	\$ 142,000	\$ 146,000	\$ 146,000	\$ -	\$ -	\$ -
Total Revenues	\$ 5,342,000	\$ 5,375,092	\$ 5,531,965	\$ 5,547,544	\$ 5,713,970	\$ 5,885,390
Personnel	\$ 1,660,482	\$ 1,626,525	\$ 1,685,849	\$ 1,747,369	\$ 1,811,168	\$ 1,877,332
Operations	\$ 2,607,127	\$ 3,122,763	\$ 3,207,916	\$ 3,295,624	\$ 3,385,963	\$ 3,479,012
Capital outlay	\$ 1,025,000	\$ 747,202	\$ 259,896	\$ -	\$ -	\$ -
Supplemental	\$ -	\$ 271,790	\$ 283,091	\$ 294,872	\$ 307,154	\$ 319,960
Total Expenditures	\$ 5,292,609	\$ 5,768,280	\$ 5,436,752	\$ 5,337,865	\$ 5,504,285	\$ 5,676,304
Change in Fund Balance	\$ 49,391	\$ (393,188)	\$ 95,214	\$ 209,680	\$ 209,685	\$ 209,085
Ending Fund Balance	\$ 1,280,983	\$ 887,795	\$ 983,009	\$ 1,192,689	\$ 1,402,374	\$ 1,611,459
FB% to Expenditures	24.20%	15.39%	18.08%	22.34%	25.48%	28.39%

Solid Waste

- Proprietary fund – charge customers for refuse, recycling and city administrative cost
- Refuse and recycling operations outsourced to Waste Connections

Solid Waste

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
SW	Solid Waste Fund	Household Hazardous Waste - Forth Worth cost increase	-	\$ -	\$ 30,000	\$ 30,000	YES	\$ 30,000
SW	Solid Waste Fund	SW Coordinator / PW Response - dispatch for calls	1.0	\$ 1,425	\$ 81,172	\$ 82,597	NO	\$ -
SUB TOTAL			1.0	\$ 1,425	\$ 111,172	\$ 112,597		\$ 30,000

Solid Waste Fund Balance

	FY 22-23 Estimate	FY 23-24 Proposed	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 1,097,228	\$ 608,212	\$ 671,011	\$ 750,549	\$ 834,794	\$ 923,748
Total Revenues	\$ 3,418,411	\$ 4,168,231	\$ 4,498,390	\$ 4,722,934	\$ 4,958,706	\$ 5,202,766
Total Expenditures	\$ 3,907,427	\$ 4,075,433	\$ 4,388,852	\$ 4,608,690	\$ 4,839,752	\$ 5,082,618
Supplemental	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Net Revenue (loss)	\$ (489,016)	\$ 62,799	\$ 79,538	\$ 84,245	\$ 88,954	\$ 90,148
Ending Fund Balance	\$ 608,212	\$ 671,011	\$ 750,549	\$ 834,794	\$ 923,748	\$ 1,013,896
Fund Balance % of Expenditure	15.57%	16.46%	17.10%	18.11%	19.09%	19.95%
Proposed Rate increase		20.00%	6.00%	3.00%	3.00%	3.00%

Equipment Services Fund

- Supports maintenance and repairs of City's fleet and heavy equipment
- Inflation rate increase impacting cost of repairs and fuel prices
- Contributions from operating departments to support operations

Equipment Services Fund Supplementals

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
ESF	Equipment Services Fund	Auto Tech EMS - support ambulance operations	1.0	\$ -	\$ 101,274	\$ 101,274	YES	\$ 101,274
ESF	Equipment Services Fund	Auto Tech EMS - General	1.0	\$ -	\$ 101,274	\$ 101,274	NO	\$ -
SUB TOTAL			2.0	\$ -	\$ 202,548	\$ 202,548		\$ 101,274

Equipment Services Fund Balance

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beg Fund Balance	\$ (210,878)	\$ (75,919)	\$ 49,156	\$ 131,177	\$ 198,979	\$ 251,958
Total Revenues	\$ 2,185,524	\$ 2,356,016	\$ 2,384,391	\$ 2,443,936	\$ 2,505,289	\$ 2,588,353
Total Expenditures	\$ 2,050,565	\$ 2,129,667	\$ 2,196,538	\$ 2,265,540	\$ 2,336,740	\$ 2,410,211
Proposed Supplemental	\$ -	\$ 101,274	\$ 105,831	\$ 110,594	\$ 115,570	\$ 120,771
Change in Fund Balance	\$ 134,959	\$ 125,075	\$ 82,021	\$ 67,803	\$ 52,978	\$ 57,371
Ending Fund Balance	\$ (75,919)	\$ 49,156	\$ 131,177	\$ 198,979	\$ 251,958	\$ 309,329
FB % to Expenditures		2.20%	5.70%	8.37%	10.27%	12.22%

TIF #2

- The Burleson Old Town TIF started in 2005
- The Plaza is included in the 720 acre TIF zone
- Proceeds from the TIF may only be used for improvements and operations within the TIF zone

TIF #2 Supplemental

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
TIF 2	Parks and Rec	Part-time maintenance worker - Plaza support	0.5	\$ -	\$ 19,343	\$ 19,343	YES	\$ 19,343

Public Education and Gov.t Access Channel (PEG) Fund

- PEG fees may be used to enhance communication to the public
- One supplemental request to upgrade Council Chambers technology and equipment

PEG Supplemental

FUND	DEPARTMENT	DESCRIPTION	FTE	ONE-TIME COST	ONGOING COST	TOTAL	CMO RECOMMENDATION	RECOMMENDATION TOTAL
PEG	PEG City Council	Council Chambers I.T. Refresh podium, projector, software	-	\$ 25,000	\$ -	\$ 25,000	YES	\$ 25,000

Council Direction

- Supplemental Requests
 - As proposed
 - With modifications
- Determination of supplementals will be critical to finalization of the recommended budget
 - If further discussions for supplementals are required a special meeting may be required
 - Determination of rankings must be made before budget is filed
 - Proposed budget is scheduled to be filed August 9, 2023

QUESTIONS/COMMENTS?

DEPARTMENT MEMO

DEPARTMENT: Finance
FROM: Martin Avila, Finance Director
MEETING: July 24, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the FY2023-2024 rates for Water and Waste Water, Solid Waste and Health Insurance funds, and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024. *(Staff Presenter: Martin Avila, Director of Finance and Eric Oscarson, Director of Public Works)*

SUMMARY:

On June 20, 2023, staff presented a report to City Council on the Water and Waste Water financial forecast, and on July 10, staff presented a report to the City Council on the Solid Waste and Health Insurance financial forecast that included proposed rate increases for each respective fund. At the direction of Council, staff is presenting rate increase scenarios, and request Council direction on the proposed rate options for preparation of FY2023-2024 budget and 5 year financial forecast.

OPTIONS:

RECOMMENDATION:

FISCAL IMPACT:

Budgeted Y/N: NA
Fund name:
Account number:
Project number:

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

STAFF CONTACT:

Martin Avila
Director of Finance
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817-426-9651

Eric Oscarson
Director of Public Works
eoscarson@burlesontx.com
817-426-9837

Rates – Water & Wastewater, Solid Waste, Health Insurance Funds

PRESENTED TO THE CITY COUNCIL ON JULY 24, 2023

Discussion Points

- On June 20, 2023 Regular Council meeting, staff presented Water & Wastewater Fund and proposed rate increases
- On July 10, 2023 Regular Council meeting, staff presented Solid Waste and Health Insurance funds and proposed rate increases
- Council requested for staff to bring options for proposed rate increases
 - Water & Wastewater Fund
 - Solid Waste Fund
 - Health Insurance Fund

W&WW Fund Highlights

- Provides water and waste water services to customers
 - Billing and collection of these services
 - Water customers – 15,908
 - Sewer customers – 16,635
- On the June 20, 2023 meeting, staff proposed **no rate increase** for both water and wastewater services in FY 2024
 - **5%** increase for both water and sewer for FY2025– 2028
 - Pass through rate increases from City of Fort Worth – projecting 5% annually

Rate History

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Projected	FY24 Projected	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Water rate	1.00%	5.50%	6.00%	0.00%	(3.00%)	0.00%	0.00%	0.00%	5.00%	5.00%	5.00%	5.00%
Sewer rate	2.00%	5.50%	6.00%	6.00%	0.00%	0.00%	0.00%	0.00%	5.00%	5.00%	5.00%	5.00%

- Projecting **no rate** increase for FY 2024
- Projecting 5% rate increase in FY 2025-FY 2028
 - Water rate – 5% increase about **\$2.79** monthly average
 - Sewer rate – 5% increase about **\$2.21** monthly average

Water & Sewer 5-year Forecast- Original Scenario

	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 14,925,027	\$ 15,809,140	\$ 14,854,375	\$ 13,437,614	\$ 11,726,552	\$ 10,237,160
Water Revenues	\$ 13,019,920	\$ 13,234,119	\$ 14,159,457	\$ 15,149,569	\$ 16,208,989	\$ 17,342,568
Sewer Revenues	\$ 11,131,330	\$ 11,353,956	\$ 12,127,534	\$ 12,954,627	\$ 13,838,961	\$ 14,784,524
Other Revenues	\$ 2,530,983	\$ 2,550,336	\$ 2,661,503	\$ 2,699,506	\$ 2,739,398	\$ 2,806,238
Total Revenues	\$ 26,682,233	\$ 27,138,411	\$ 28,948,495	\$ 30,803,702	\$ 32,787,348	\$ 34,933,330
Personnel	\$ 2,813,718	\$ 3,326,000	\$ 3,452,170	\$ 3,583,232	\$ 3,719,379	\$ 3,860,815
Operating	\$ 16,223,643	\$ 16,824,790	\$ 17,372,029	\$ 18,115,365	\$ 18,916,916	\$ 19,757,130
Debt service	\$ 6,760,759	\$ 7,465,192	\$ 9,066,554	\$ 10,338,312	\$ 11,159,086	\$ 11,221,090
Proposed Supplemental	\$ -	\$ 477,194	\$ 474,502	\$ 477,855	\$ 481,358	\$ 485,019
Total Expenditures	\$ 25,798,120	\$ 28,093,176	\$ 30,365,256	\$ 32,514,764	\$ 34,276,740	\$ 35,324,055
Change in Fund Balance	\$ 884,113	\$ (954,765)	\$ (1,416,761)	\$ (1,711,062)	\$ (1,489,391)	\$ (390,725)
Ending Fund Balance	\$ 15,809,140	\$ 14,854,375	\$ 13,437,614	\$ 11,726,552	\$ 10,237,160	\$ 9,846,436
FB % of Expenditure	61.28%	52.88%	44.25%	36.07%	29.87%	27.87%
Proposed Rate Increase		0.00%	5.00%	5.00%	5.00%	5.00%

Water & Sewer 5-year Forecast- Scenario A

	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 14,925,027	\$ 15,809,140	\$ 15,278,845	\$ 14,071,591	\$ 12,065,990	\$ 9,716,792
Water Revenues	\$ 13,019,920	\$ 13,234,119	\$ 14,027,266	\$ 14,727,879	\$ 15,463,523	\$ 16,235,949
Sewer Revenues	\$ 11,131,330	\$ 11,778,426	\$ 12,469,233	\$ 13,081,777	\$ 13,724,621	\$ 14,399,270
Other Revenues	\$ 2,530,983	\$ 2,550,336	\$ 2,661,503	\$ 2,699,506	\$ 2,739,398	\$ 2,806,238
Total Revenues	\$ 26,682,233	\$ 27,562,881	\$ 29,158,002	\$ 30,509,162	\$ 31,927,543	\$ 33,441,457
Personnel	\$ 2,813,718	\$ 3,326,000	\$ 3,452,170	\$ 3,583,232	\$ 3,719,379	\$ 3,860,815
Operating	\$ 16,223,643	\$ 16,824,790	\$ 17,372,029	\$ 18,115,365	\$ 18,916,916	\$ 19,757,130
Debt service	\$ 6,760,759	\$ 7,465,192	\$ 9,066,554	\$ 10,338,312	\$ 11,159,086	\$ 11,221,090
Proposed Supplemental	\$ -	\$ 477,194	\$ 474,502	\$ 477,855	\$ 481,358	\$ 485,019
Total Expenditures	\$ 25,798,120	\$ 28,093,176	\$ 30,365,256	\$ 32,514,764	\$ 34,276,740	\$ 35,324,055
Change in Fund Balance	\$ 884,113	\$ (530,295)	\$ (1,207,254)	\$ (2,005,602)	\$ (2,349,197)	\$ (1,882,598)
Ending Fund Balance	\$ 15,809,140	\$ 15,278,845	\$ 14,071,591	\$ 12,065,990	\$ 9,716,792	\$ 7,834,195
FB % of Expenditure	61.28%	54.39%	46.34%	37.11%	28.35%	22.18%
Proposed Rate Increase		4.00%	3.00%	3.00%	3.00%	3.00%

Water & Sewer 5-year Forecast- Scenario B

	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 14,925,027	\$ 15,809,140	\$ 14,854,375	\$ 14,639,769	\$ 13,137,882	\$ 10,762,863
Water Revenues	\$ 13,019,920	\$ 13,234,119	\$ 14,820,413	\$ 15,264,575	\$ 15,722,062	\$ 16,193,274
Sewer Revenues	\$ 11,131,330	\$ 11,353,956	\$ 12,668,734	\$ 13,048,796	\$ 13,440,260	\$ 13,843,468
Other Revenues	\$ 2,530,983	\$ 2,550,336	\$ 2,661,503	\$ 2,699,506	\$ 2,739,398	\$ 2,806,238
Total Revenues	\$ 26,682,233	\$ 27,138,411	\$ 30,150,650	\$ 31,012,877	\$ 31,901,721	\$ 32,842,979
Personnel	\$ 2,813,718	\$ 3,326,000	\$ 3,452,170	\$ 3,583,232	\$ 3,719,379	\$ 3,860,815
Operating	\$ 16,223,643	\$ 16,824,790	\$ 17,372,029	\$ 18,115,365	\$ 18,916,916	\$ 19,757,130
Debt service	\$ 6,760,759	\$ 7,465,192	\$ 9,066,554	\$ 10,338,312	\$ 11,159,086	\$ 11,221,090
Proposed Supplemental	\$ -	\$ 477,194	\$ 474,502	\$ 477,855	\$ 481,358	\$ 485,019
Total Expenditures	\$ 25,798,120	\$ 28,093,176	\$ 30,365,256	\$ 32,514,764	\$ 34,276,740	\$ 35,324,055
Change in Fund Balance	\$ 884,113	\$ (954,765)	\$ (214,606)	\$ (1,501,887)	\$ (2,375,019)	\$ (2,481,075)
Ending Fund Balance	\$ 15,809,140	\$ 14,854,375	\$ 14,639,769	\$ 13,137,882	\$ 10,762,863	\$ 8,281,788
FB % of Expenditure	61.28%	52.88%	48.21%	40.41%	31.40%	23.45%
Proposed Rate Increase		10.00%	1.00%	1.00%	1.00%	1.00%

Solid Waste Fund – Financial Overview

- Proprietary fund – charge customers for refuse, recycling and city administrative cost
- Refuse and recycling operations outsourced to Waste Connections
 - No SW rate increases – FY2019-2023
 - Financial strategy was to draw down fund balance in Solid Waste Fund – (FY2019- FB% was 63%)
 - Prior year CPI increases- Waste Connections' Contract
 - FY2022 - 4% increase
 - FY2023 – 10% increase
 - New contract will determine future rate increases
- Council approved new 5 year contract on May 1, 2023
 - Extend Contract through September 2029
 - FY 2023 – 6% or CPI Increase whichever is greater
 - FY 2024 – 6% or CPI increase whichever is greater
 - FY2025-2029 – CPI Increase

Solid Waste Fund – Financial Overview

- Proposed SW Rate Projections:
 - FY2024 – 20% - True up Contract CPI adjustments
 - Average residential cost - \$3.64 a month
 - FY2025 – 6% increase
 - FY2026-2029 – 3% increase
 - Pass through contract rate and administrative cost increases to customer

Solid Waste Fund – Original Scenario

	FY 22-23 Estimate	FY 23-24 Proposed	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 1,097,228	\$ 608,212	\$ 671,011	\$ 750,549	\$ 834,794	\$ 923,748
Total Revenues	\$ 3,418,411	\$ 4,168,231	\$ 4,498,390	\$ 4,722,934	\$ 4,958,706	\$ 5,202,766
Total Expenditures	\$ 3,907,427	\$ 4,075,433	\$ 4,388,852	\$ 4,608,690	\$ 4,839,752	\$ 5,082,618
Supplemental	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Net Revenue (loss)	\$ (489,016)	\$ 62,799	\$ 79,538	\$ 84,245	\$ 88,954	\$ 90,148
Ending Fund Balance	\$ 608,212	\$ 671,011	\$ 750,549	\$ 834,794	\$ 923,748	\$ 1,013,896
Fund Balance % of Expenditure	15.57%	16.46%	17.10%	18.11%	19.09%	19.95%
Proposed Rate increase		20.00%	6.00%	3.00%	3.00%	3.00%

Solid Waste Fund – Scenario A

	FY 22-23 Estimate	FY 23-24 Proposed	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 1,097,228	\$ 608,212	\$ 398,338	\$ 338,812	\$ 407,594	\$ 597,811
Total Revenues	\$ 3,418,411	\$ 3,895,559	\$ 4,359,326	\$ 4,707,472	\$ 5,059,969	\$ 5,410,142
Total Expenditures	\$ 3,907,427	\$ 4,075,433	\$ 4,388,852	\$ 4,608,690	\$ 4,839,752	\$ 5,082,618
Supplemental	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Net Revenue (loss)	\$ (489,016)	\$ (209,874)	\$ (59,526)	\$ 68,782	\$ 190,217	\$ 297,524
Ending Fund Balance	\$ 608,212	\$ 398,338	\$ 338,812	\$ 407,594	\$ 597,811	\$ 895,335
Fund Balance % of Expenditure	15.57%	9.77%	7.72%	8.84%	12.35%	17.62%
Proposed Rate increase	0%	12.00%	10.00%	6.00%	5.50%	5.00%

Health Insurance Fund

- City is self insured for medical and dental employee benefits
- Health insurance activity operates using it's own Internal Service Fund
- Claims and health costs are funded by City and Employee contributions
- Assumptions for contributions:
 - City contributions – Projected increase of **5%** for FY2024-2028
 - Employee contributions – no increase in FY2024 and projected increase of **5%** for 2025-2028
- Assumptions for expenses (Provided by benefit consultant)
 - Claims paid – **7%** increase for FY2024-2028
 - Stop Loss Premiums – **13%** increase – FY2024-2028

Health Insurance Fund – Original Scenario

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 3,826,210	\$ 4,053,727	\$ 4,048,592	\$ 3,891,976	\$ 3,569,018	\$ 3,055,303
Health and Dental Premium- City	\$ 4,851,904	\$ 5,094,499	\$ 5,349,224	\$ 5,616,685	\$ 5,897,520	\$ 6,192,396
Health and Dental Premium- Other	\$ 614,620	\$ 614,620	\$ 645,351	\$ 677,619	\$ 711,499	\$ 747,074
Other Revenues	\$ 631,700	\$ 631,700	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000
Total Revenues	\$ 6,098,224	\$ 6,340,819	\$ 6,619,575	\$ 6,919,304	\$ 7,234,019	\$ 7,564,470
Claims	\$ 4,013,333	\$ 4,294,266	\$ 4,594,865	\$ 4,916,505	\$ 5,260,661	\$ 5,628,907
Other Expenditures	\$ 1,857,374	\$ 2,051,688	\$ 2,181,327	\$ 2,325,757	\$ 2,487,072	\$ 2,667,414
Total Expenditures	\$ 5,870,707	\$ 6,345,954	\$ 6,776,192	\$ 7,242,262	\$ 7,747,733	\$ 8,296,321
Net revenue (loss)	\$ 227,517	\$ (5,135)	\$ (156,617)	\$ (322,958)	\$ (513,714)	\$ (731,851)
Ending Fund Balance	\$ 4,053,727	\$ 4,048,592	\$ 3,891,976	\$ 3,569,018	\$ 3,055,303	\$ 2,323,452
FB % to Expenditures	69.05%	63.80%	57.44%	49.28%	39.43%	28.01%
City Contributions		5.00%	5.00%	5.00%	5.00%	5.00%
Employee Contributions		0.00%	5.00%	5.00%	5.00%	5.00%

Health Insurance Fund Scenario A

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 3,826,210	\$ 4,053,727	\$ 4,075,373	\$ 3,946,877	\$ 3,653,445	\$ 3,170,733
Health and Dental Premium- City	\$ 4,851,904	\$ 5,094,499	\$ 5,349,224	\$ 5,616,685	\$ 5,897,520	\$ 6,192,396
Health and Dental Premium- Other	\$ 614,620	\$ 641,401	\$ 673,471	\$ 707,145	\$ 742,502	\$ 779,627
Other Revenues	\$ 631,700	\$ 631,700	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000
Total Revenues	\$ 6,098,224	\$ 6,367,600	\$ 6,647,695	\$ 6,948,830	\$ 7,265,021	\$ 7,597,023
Claims	\$ 4,013,333	\$ 4,294,266	\$ 4,594,865	\$ 4,916,505	\$ 5,260,661	\$ 5,628,907
Other Expenditures	\$ 1,857,374	\$ 2,051,688	\$ 2,181,327	\$ 2,325,757	\$ 2,487,072	\$ 2,667,414
Total Expenditures	\$ 5,870,707	\$ 6,345,954	\$ 6,776,192	\$ 7,242,262	\$ 7,747,733	\$ 8,296,321
Net revenue (loss)	\$ 227,517	\$ 21,646	\$ (128,497)	\$ (293,432)	\$ (482,712)	\$ (699,299)
Ending Fund Balance	\$ 4,053,727	\$ 4,075,373	\$ 3,946,877	\$ 3,653,445	\$ 3,170,733	\$ 2,471,434
FB % to Expenditures	69.05%	64.22%	58.25%	50.45%	40.92%	29.79%
City Contributions		5.00%	5.00%	5.00%	5.00%	5.00%
Employee Contributions		5.00%	5.00%	5.00%	5.00%	5.00%

Council Direction

- To finalize the recommended budget, staff needs direction on the following:
 - Water and Wastewater
 - 5% increase - FY25-FY28
 - 4% increase- FY24; 3% FY25-28
 - 10% increase FY24; 1% FY25-28
 - Solid Waste
 - 20% increase FY24; 6% FY25; 3% FY26-FY28
 - 12% increase FY24; 10% FY25; 6% FY26; 5.5% FY27; 5% FY28
 - Insurance funds
 - 5% increase City FY24-FY28; 0% Employee FY24; 5% Employee FY25-FY28
 - 5% increase City FY24-FY28; 5% Employee FY24-FY28

Questions / Comments

City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 24, 2023

SUBJECT:

Consider approval of the minutes from the July 6, 2023 special council meeting and July 10, 2023 regular council meeting. (*Staff contact: Amanda Campos, City Secretary*).

SUMMARY:

The City Council duly and legally met on July 6, 2023 special council meeting and July 10, 2023 for a regular council meeting.

OPTIONS:

- 1) Council may approve the minutes as presented or approve with amendments.

RECOMMENDATION:

Approve.

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

N/A.

FISCAL IMPACT:

N/A.

STAFF CONTACT:

Name: Amanda Campos, TRMC
Title: City Secretary
Email: acampos@burlesontx.com
Phone: 817-426-9665

BURLESON CITY COUNCIL SPECIAL MEETING

July 6, 2023
DRAFT MINUTES

ROLL CALL

COUNCIL PRESENT:

Victoria Johnson
Phil Anderson *left at 1:52 p.m.*
Ronnie Johnson
Chris Fletcher
Larry Scott
Dan McClendon
Adam Russell *left at 1:52 p.m.*

COUNCIL ABSENT:

Staff present

Tommy Ludwig, Interim City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 9:04 a.m.

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Consider approval of a resolution awarding FY 2024 Hotel Occupancy Tax funds to tourism activities. *(Staff Presenter: Alex Philips, Economic Development Director)*

Alex Philips, Director of Economic Development, presented a resolution to the city council.

Motion made by Adam Russell and seconded by Victoria Johnson to approve with updated balance amount of \$201,000.

Motion passed 7-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and give staff feedback, regarding the operational and administrative staffing assessment that considers the Department's needs over the next five years. *(Staff Presenter: K.T. Freeman, Fire Chief, & Ian Womack, Senior Consultant Fitch & Associates, LLC)*

K.T. Freeman, Fire Chief, presented the operational and administrative staffing assessment to the city council.

RECESS AND BACK TO ORDER

Mayor Fletcher called for a short recess at 10:25 a.m. and called the meeting back to order at 10:37 a.m. with all members present.

- B. Receive a report, hold a discussion, and provide staff direction regarding the overview of the Police Department and FY 24 supplemental budget requests. (Staff Presenter: Billy J. Cordell, Chief of Police)**

Billy J. Cordell, Chief of Police, presented an overview of the Police Department and FY 2024 supplemental budget requests to the city council.

RECESS AND BACK TO ORDER

Mayor Fletcher called for a short recess at 11:46 a.m. and called the meeting back to order at 12:00 p.m. with all members present.

- C. Receive a report, hold a discussion, and provide staff direction regarding the overview of the Parks and Recreation Department and FY24 supplemental budget requests. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

Jen Basham, Director of Parks and Recreation, presented an overview of the Parks and Recreation Department and FY2024 supplemental budget request to the city council.

- D. Receive a report, hold a discussion, and provide staff direction regarding the overview of the Public Works Department and FY24 Supplemental Budget Requests. (Staff Presenter: Eric Oscarson, Director of Public Works)**

Eric Oscarson, Director of Public Works, presented an overview of the Public Works Department and FY2024 supplemental budget requests to the city council.

RECESS AND BACK TO ORDER

Mayor Fletcher called for a short recess at 1:45 p.m. and called the meeting back to order at 1:52 p.m. with Victoria Johnson, Ronnie Johnson, Larry Scott, Chris Fletcher, Dan McClendon present and Phil Anderson and Adam Russell absent.

- E. Receive a report, hold a discussion, and give staff direction regarding an update on Benefits and Compensation for FY 23-24. (Staff Presenter: Rick DeOrdio, Director of Human Resources)**

Rick DeOrdio, Director of Human Resources, gave an update on Benefits and Compensation for FY 2023-2024 to the city council.

5. RECESS INTO EXECUTIVE SESSION

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

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

No need for an executive session.

6. ADJOURNMENT

Motion made by Victoria Johnson and seconded by Dan McClendon to adjourn.

Mayor Fletcher adjourned the meeting.

Time: 2:38 p.m.

Monica Solko
Deputy City Secretary

BURLESON CITY COUNCIL REGULAR MEETING

July 10, 2023

DRAFT MINUTES

ROLL CALL

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Staff present

Tommy Ludwig, Interim City Manager
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 4:05 p.m.

Invocation – Brian Jacobs, Pastor Metroplex Family Church.

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

- None.

B. Presentations

- None.

C. Community Interest Items

- Thank you to the Lions Club and the City's Parks and Recreation Department for a successful parade and fireworks show.
- Acknowledged the Grand Marshal Betty Lou Shelton in the parade.
- Thank you to the community for attending the parade and fireworks show.
- Thank you to Councilmember Scott for emceeding the final Sounds of Summer concert.
- Great job to the Parks Department who continue to outdo themselves each year with great concerts.

3. REPORTS AND PRESENTATIONS

- A. Receive a report and hold a discussion regarding the Burleson Opportunity Fund (BOF). (*Presenter: Craig Couch, President of the Burleson Opportunity Fund*)**

Craig Couch, President of the Burleson Opportunity Fund (BOF), reported on the Burleson Opportunity Fund to the city council.

- B. Receive a report, hold a discussion, and give staff feedback, regarding the overview of the Burleson Fire Department and FY24 Supplemental budget requests. (*Staff Presenter: K.T. Freeman, Fire Chief*)**

K.T. Freeman, Fire Chief, presented an overview of the Burleson Fire Department and FY24 supplemental budget to the city council.

- C. Receive a report, hold a discussion, and give staff direction on the financial overview of other proprietary and special revenue funds and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024. (*Staff Presenter: Martin Avila, Director of Finance*)**

Martin Avila, Director of Finance, presented an overview of the proprietary and special revenue funds to the city council.

5. CITIZEN APPEARANCES - MOVED

- No Speakers

RECESS AND BACK TO ORDER

Mayor Fletcher called for a short recess at 5:48 p.m. and called the meeting back to order at 6:10 p.m. with all members present.

3. REPORTS AND PRESENTATIONS – CONTINUED

- D. Receive a report, hold a discussion regarding the proposed new City Council Policy #42 – City Council Committees. (*Staff Presenter: Amanda Campos, City Secretary*)**

Monica Solko, Deputy City Secretary, presented a proposed City Council Policy #42 – City Council Committees to the city council.

4. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn

- Remove item 8.E.

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

- Remove item 6.D

Motion made by Dan and seconded by Larry to remove item 6.D from the consent agenda.

Motion passed 7-0.

5. **CITIZEN APPEARANCES**

Item was moved and called after item 3.C above.

6. **CONSENT AGENDA**

- A. **Minutes from the June 20, 2023 regular council meeting. (Staff Contact: Amanda Campos, City Secretary).**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- B. **CSO#5142-07-2023, minute order ratifying the 4A Economic Development Corporation Board's action taken on a professional services agreement with Mycoskie & Associates, Inc. dba MMA, Inc. in the amount of \$206,100. (Staff Contact: Errick Thompson, Deputy Director of Public Works)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- C. **CSO#5143-07-2023, contract for EMS supplies using an existing Cooperative Purchasing Interlocal Agreement with the City Midlothian for EMS supplies from Bound Tree Medical, LLC in the amount not to exceed \$90,000 (Staff Contact: Casey Davis, Assistant Fire Chief)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- D. ~~**CSO#XXX-07-2023, resolution waiving fees for Burleson Independent School District and Joshua Independent School District at Hidden Creek Golf Course. (Staff Contact: Jen Basham, Director of Parks and Recreation)**~~ REMOVED

Item 6.D was removed from the consent agenda to be discussed and voted on separately.

- E. **CSO#5144-07-2023, resolution designating the Johnson County Tax Assessor-Collector to perform the required calculation of relevant tax rates and the City Manager to publish and deliver the tax rate forms in accordance with Chapter 26 of the Texas Tax Code. (Staff Contact: Matt Ribitzki, Deputy City Attorney/Compliance Manager)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- F. CSO#5145-07-2023, resolution directing the City Manager to prepare a calendar for the orderly adoption of the property tax rate and annual operating budget for Fiscal Year 2023-2024 assuming a property tax rate that does not exceed the voter-approval rate. (Staff Contact: Matt Ribitzki, Deputy City Attorney/Compliance Manager)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- G. CSO#5146-07-2023, memorandum of understanding with the National Insurance Crime Bureau to access ISO ClaimSearch, a repository of data associated with insurance claims. (Staff Contact: Tim Mabry, Lieutenant)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- H. CSO#5147-07-2023, resolution appointing the assistant city secretary to serve as acting city secretary in the absence of the city secretary and deputy city secretary. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- I. CSO#5148-07-2023, Emergency Access Easement between IAM Properties-Burleson, LLC and the City of Burleson at 813 N Burleson Boulevard. (Staff Contact: Errick Thompson, Deputy Director of Public Works)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- J. CSO#5148-07-2023, resolution amending City Council Policy #32, Financial Policy, and adopting City Council Policy #41, Debt Management Policy. (Staff Contact: Martin Avila, Director of Finance)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- K. CSO#5150-07-2023, contract for the purchase of fleet vehicles with Caldwell Country Chevrolet through the BuyBoard Cooperative in the amount of \$199,706.75. (Staff Contact: Eric Oscarson, Public Works Director)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

- L. **CSO#5151-07-2023, resolution appointing Tommy Ludwig the City Manager of the City of Burleson subject to the execution of CSO#5152-07-2023, contract documents related to the position, and authorizing the Mayor to execute such contract documents. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 7-0.

6. **CONSENT AGENDA – REMOVED**

- D. **CSO#5153-07-2023, resolution waiving fees for Burleson Independent School District and Joshua Independent School District at Hidden Creek Golf Course. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Phil Anderson to approve with an annual sunset date to go before city council 30 days prior to expiration or prior to BISD and JISD annual budget review.

Motion passed 7-0.

7. **DEVELOPMENT APPLICATIONS**

- A. **CSO#5154-07-2023, consider approval of an ordinance for a zoning change request from “PD”, Planned Development to “PD” Planned Development to incorporate .334 acres of open space into three existing residential lots. (First and Final Reading) (Staff Presenter: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval by unanimous vote).**

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

Mayor Fletcher opened the public hearing. **Time: 6:30 p.m.**

Rebecca Alderidge, 1000 Wasatch Court, came forward to speak and answer questions.

Mayor Fletcher closed the public hearing. **Time: 6:32 p.m.**

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

Motion passed 7-0.

8. **GENERAL**

- A. **CSO#5155-07-2023, ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$58,725 for merchandise at Hidden Creek Golf Course. (First and Final Reading) (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

No presentation.

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

Motion passed 7-0.

- B. CSO#5156-07-2023, resolution authorizing the purchase of merchandise with Callaway, Golf for merchandise at Hidden Creek Golf Course in the amount not to exceed \$75,000. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

No presentation.

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

Motion passed 7-0.

- C. CSO#5157-07-2023, resolution authorizing the purchase of merchandise with Titleist, Golf for merchandise at Hidden Creek Golf Course in the amount not to exceed \$100,000. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

No presentation.

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

Motion passed 7-0.

- D. Ordinance authorizing establishment of the Burleson Public Safety Communications Department as a Law Enforcement Telecommunication Agency through the Texas Commission on Law Enforcement (TCOLE). (First reading) (Staff Presenter: Paul Bradley, Director of Public Safety Communications)**

Paul Bradley, Director of Public Safety Communications, presented an ordinance to the city council.

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

Motion passed 7-0.

- ~~E. Consider approval of a resolution authorizing a five-year contract with Bureau Veritas as the primary contractor and Instant Inspections as the secondary contractor for third-party plan review and inspection services related to Environmental Services, Residential and Commercial Inspections, and Fire Services Inspections pursuant to all applicable terms and conditions outlined in RFP 2023-011. (Staff Presenter: Justin Scharnhorst, Assistant to the City Manager) - REMOVED~~**

Item was removed under 4.A above.

- F. Receive a report, hold a discussion, and provide staff with direction regarding the City of Burleson Fiscal Year 23-24 Strategic Plan. (Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)**

Justin Scharnhorst, Assistant to the City Manager, presented the City of Burleson FY 2023-2024 strategic plan to the city council.

- G. CSO#5158-07-2023, minute order electing a councilmember to serve as Mayor Pro Tem for a term of one year. (Staff Presenter: Amanda Campos, City Secretary)**

Monica Solko, Deputy City Secretary, presented a minute order to the city council.

Motion made by Adam Russell and seconded by Victoria Johnson to elect Dan McClendon as Mayor Pro Tem.

Motion passed 7-0.

- H. Remove from the table and CSO#5159-07-2023, minute order appointing a councilmember to the Burleson Opportunity Fund to fill a vacancy. (Staff Presenter: Amanda Campos, City Secretary)**

Monica Solko, Deputy City Secretary, presented the removal of a minute order from the table to the city council.

Motion made by Victoria Johnson and seconded by Dan McClendon to remove the item from the table.

Motion passed 7-0.

Motion made by Phil Anderson and seconded by Larry Scott to appoint Victoria Johnson to fill the vacancy on the Burleson Opportunity Fund Board of Directors.

Motion passed 7-0.

9. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS OR 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.

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

-Hold a discussion and give direction regarding certificates of occupancy and Chapter 47 of the Texas Penal Code

- B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**

-555 E Hidden Creek Pkwy, Burleson, Johnson County, Texas

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

-Project Bear Claw

-Project Birdie

Motion was made by Adam Russell and seconded by Victoria Johnson to convene into executive session. **Time: 7:00 p.m.**

Motion passed 7-0.

Motion was made by Adam Russell and seconded by Dan McClendon to reconvene into open session. **Time: 8:55 p.m.**

Motion passed 7-0.

ADJOURNMENT

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

Mayor Fletcher adjourned the meeting.

Time: 8:56 p.m.

Monica Solko
Deputy City Secretary

City Council Regular Meeting

DEPARTMENT: Economic Development

FROM: Alex Philips, Director of Economic Development

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution ratifying the 4A Economic Development Corporation Board's actions taken on the approval of changes and budget for the Project U Leadership Conference. *(Staff Contact: Alex Philips, Director of Economic Development)*

SUMMARY:

The Project U Leadership Conference began in 2020 with the mission to promote the City of Burleson as having a dynamic and innovative business environment. The Conference does this by providing valuable resources for attendees to enhance their current skill set, collaborate with like-minded professionals and become better leaders within their community. The Conference is a full-day leadership event, featuring nationally recognized leaders, authors and business professionals. The event is planned each year to break-even with ticket sales and sponsorships covering costs, this keeps ticket prices as low as \$125/person.

While the inaugural event was planned to be in-person in 2020, due to COVID-19, the event was held as a 6-week virtual series. There were 72 attendees.

In 2022, Project U saw its first in-person event held at First Baptist Burleson. There were 328 attendees.

Project U 2023 was held at Pathway Church with 372 attendees (32 tables of 8 sold), some traveling from Mansfield, Wichita Falls, Wyle and Waco.

The 2023 event had a 4A budget of \$30,000. \$48,000 was raised through sponsorships and \$32,651.58 was collected in ticket sales. The total expenses were \$87,150.26 (\$43,050 attributed to speaking fees). \$6,468.68 was used from the 4A budget to cover the shortfall.

For the 2024 event, the EDC is proposing a much higher caliber of speakers and a budget increase to \$40,000. We anticipate collecting \$50,000 in sponsor revenue and \$33,000 in ticket sales. Allowing the event to cover \$123,000 in expenses (\$81,250 in speaking fees).

The 2024 tentative lineup is as follows:

Damon West

- Motivational Speaker, “Change Agent”
- Topic: Keeping a positive mindset

Jess Ekstrom

- Founder and CEO, Headbands for Hope
- Topic: Optimism and activating purpose

Dr. Ed Nichols

- Superintendent, Madison City Schools, AL
- Topic: Emergenetics personality study

Carlos Whittaker

- Motivational Speaker, “Hope Dealer”
- Topic: How to Human, best version of yourself

Jon Acuff *Headliner*

- NYT Bestselling Author, Top 100 Leadership Speaker
- Topic: How the best teams overcome overthinking

The 2024 event will also include a new “Bookstore” offering an opportunity for attendees to purchase books from all the speakers and a chance to meet the speakers and have books signed. In addition to the direct benefit of the bookstore, this will allow for more volunteers to get involved with the event and an additional sponsorship opportunity.

In the end, the Project U Leadership Conference is a unique and effective way to advertise the City for the purposes of developing new and expanded business enterprises.

OPTIONS:

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

burlesontx.com | 817.426.9611 | 141 W Renfro Street, Burleson, Texas 76028

RECOMMENDATION:

Staff recommends approval

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

n/a

FISCAL IMPACT:

Explain fiscal impact if any

STAFF CONTACT:

Alex Philips
Director of Economic Development
aphilips@burlesontx.com
817-426-9613



Leadership Conference

Where did the Idea come from?

- **Consultant Connect**

- Provides an avenue between site consultants and EDC
- Provide conferences, webinars, podcasts for Economic Development professionals
- Educational seminars for Economic Development professionals
- Leadership summits and conferences (Next & Thrive)

- **Economix Conference**

- Site Selector Conference with Leadership Aspect
- This conference moves around each year
- Designed for Economic Developer professionals
- Held annually

- **Catalyst University**

- Kalamazoo, MI
- 3500 Attendees
- Leadership Conference for the region as well as invited guests from across the country
- Designed to spark fresh ideas to empower your best and energize your community



Tupelo, MS

Ignite Leadership Conference

- Started in 2018
- Hosted by the Community Development Foundation
- Started with 650 attendees 1st Year
- Hosted at local church
- Has sold out every year since (Capacity is 700)

Mission

- One day leadership summit inspiring attendees to lead and create desired change within their organizations and communities with renewed passion and drive

Vision

- To engage and develop dynamic and effective leaders in the community who are committed to a prosperous future and powered by purpose



Mission

The City of Burleson Economic Development Corporation created this event to promote the City of Burleson as having a dynamic and innovative business environment. The Conference provides valuable resources for attendees to enhance their current skill set, collaborate with like-minded professionals and become better leaders within their community

Project U is a full-day leadership conference, featuring nationally recognized leaders, authors and business professionals



Why?

Providing leadership development opportunities can improve morale, loyalty and organizational growth

No cost effective tools in the DFW market for small businesses to attend for leadership development

80% of new projects across the State come from expanding businesses in their home community

We want to give all businesses in our community a cost effective tool that they can deepen their roots in Burleson by growing their workforce and business

As Burleson Works filled a gap for businesses in our community this will do the same as companies are looking for ways to grow their existing workforce

Project U At a Glance

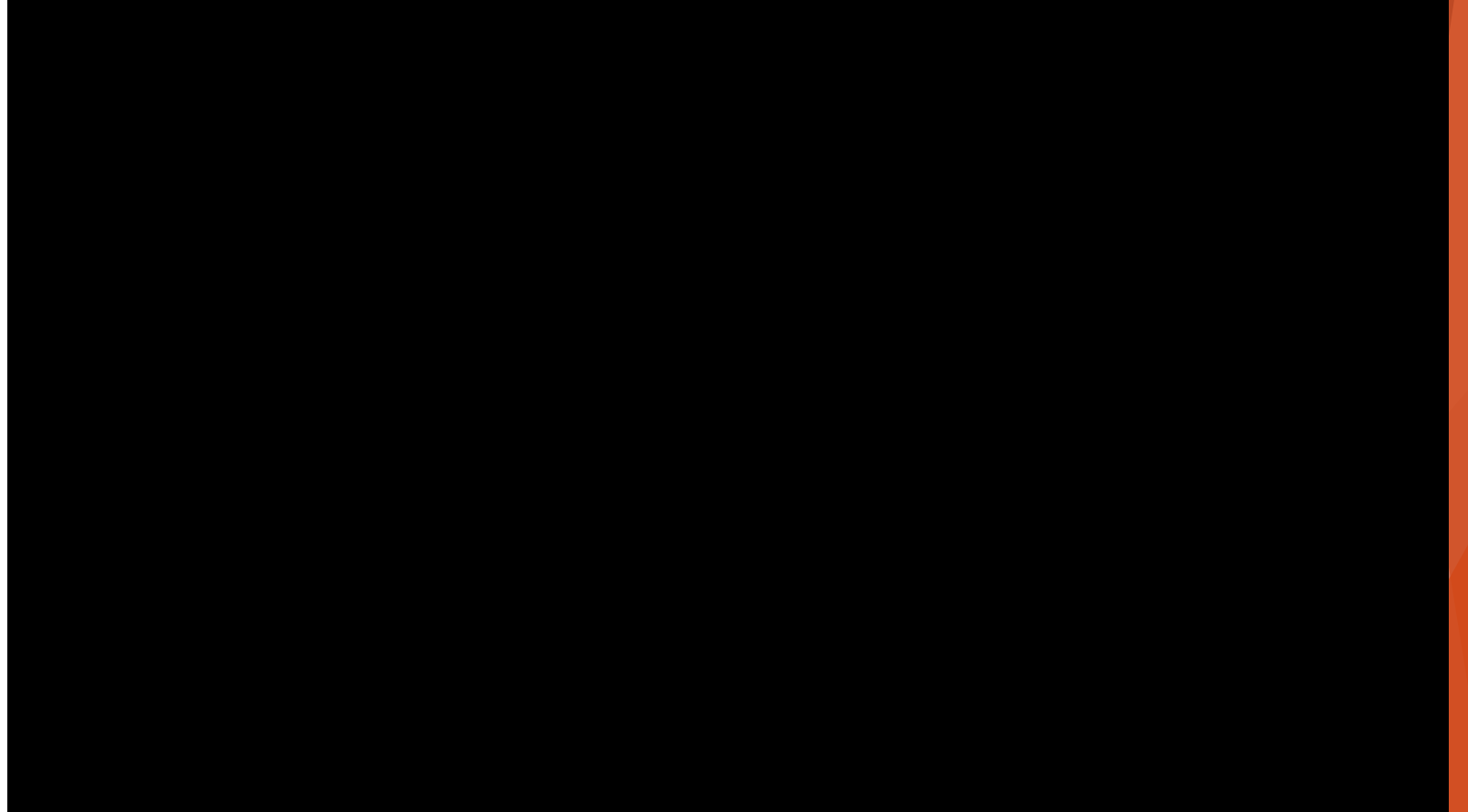
- **Project U 2020**
 - Due to COVID, first in-person event was held virtually over six weeks
 - 72 attendees
- **Project U 2022**
 - Held in-person at First Baptist Burleson
 - 328 attendees



Project U At a Glance

Project U 2023

- Held in-person at Pathway Church
- 372 attendees
- 23 tables of 8 sold
- Attendees traveled from:
 - Mansfield
 - Wichita Falls
 - Waco
 - Wylie



Event Budget

2023 Actual

Sponsor Revenue	\$48,000.00
Ticket Revenue	\$32,651.58
4A Budget	\$30,000.00
*Only \$6,498.68 spent from 4A Budget	
Expenses	\$87,150.26
*Speakers	\$43,050.00

2024 Proposed

Sponsor Revenue	\$50,000.00
Ticket Revenue	\$33,000.00
4A Budget	\$40,000.00
Expenses	\$123,000.00
*Speakers	\$81,250.00

We are asking to increase the 4A budget \$10,000 to allow staff to raise the bar of the event with well rounded speakers



2024 Speaker Lineup & Costs

Damon West

- Motivational Speaker, “Change Agent”
- Topic: Keeping a positive mindset

Jess Ekstrom

- Founder and CEO, Headbands for Hope
- Topic: Optimism and activating purpose

Dr. Ed Nichols

- Superintendent, Madison City Schools, AL
- Topic: Emergenetics personality study

Carlos Whittaker

- Motivational Speaker, “Hope Dealer”
- Topic: How to Human, best version of yourself

Jon Acuff *Headliner*

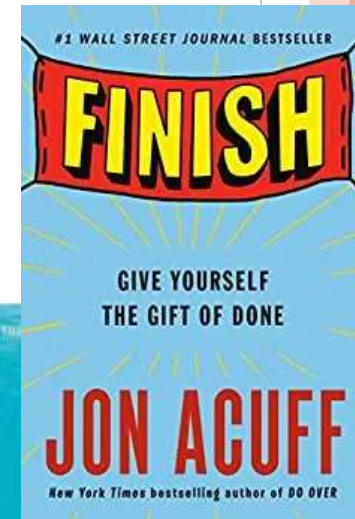
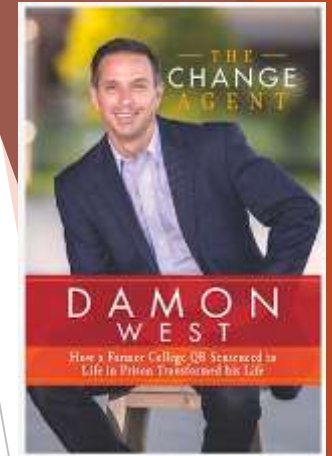
- NYT Bestselling Author, Top 100 Leadership Speaker
- Topic: How the best teams overcome overthinking



Speaker Bookstore

The EDC plans to add a bookstore to this year's event:

- Attendees can purchase books from all speakers
- During breaks attendees can meet speakers and have books signed
- Local group to assist with running bookstore
- Additional sponsorship opportunity to support event



Takeaways

- Collaboration amongst the attendees
- Best Practices when it comes to owning, growing or creating a business
- Motivating the business community
- Inspiring up and coming leaders in our community to take the next step
- Holding an event that all businesses can be apart of when it comes to cost
- Opportunities for the EDC to help businesses in our community
- Unique and effective way to promote the City for the purposes of developing new and expanded business enterprises

Requested Council Action

- Board approval will allow staff time to book speakers, make plans for changes and pay deposits & travel accommodations
- Approve changes and budget to Project U Leadership Conference as presented
- Modify changes and budget to Project U Leadership Conference with changes
- Deny changes and budget to Project U Leadership Conference

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS RATIFYING THE ACTION OF THE BOARD OF DIRECTORS OF THE BURLESON 4A ECONOMIC DEVELOPMENT CORPORATOIN TO AUTHORIZE A BUDGET FOR PROJECT U LEADERSHIP CONFERENCE.

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 Burleson 4A Economic Development Corporation, known as the “Type A Corporation”, incorporated and certified in October 2000 under the authorization of the Development Corporation Act of 1979; and

WHEREAS, on July 24, 2023, the Board of Directors of the Type A Corporation passed a resolution approving and authorizing a budget for the Project U Leadership Conference; and

WHEREAS, the Project U Leadership Conference is a full-day leadership conference scheduled to take place in the city limits on February 20, 2024, that is marketed to business professionals in the region and promotes the City as having a dynamic and innovative business environment; and

WHEREAS, the Board of Directors of the Type A Corporation has requested that the City Council ratify its actions undertaken in the resolution; and

WHEREAS, the City Council finds that the Project U Leadership Conference is a unique and effective way to advertise the City for the purposes of developing new and expanded business enterprises; and

WHEREAS, the City Council further finds that, including the proposed promotional expenditures associated with the Project U Leadership Conference, the Type A Corporation has not and will not spend more than ten percent (10%) of its annual corporate revenue on expenditures related to promotional purposes; and

WHEREAS, the City Council desires to ratify the action of the Board of Directors of the Type A Corporation in passing a resolution approving and authorizing a budget for the Project U Leadership Conference.

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

Section 1.

The City Council hereby ratifies the action of the Board of Directors of the Type A Corporation

in passing a resolution on July 24, 2023, approving and authorizing a budget for the Project U Leadership Conference.

Section 2.

The foregoing recitals are adopted and incorporated herein for all purposes.

Section 3.

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 FORM & LEGALITY:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

Exhibit A
Hot Funds Grant Applicant List

Event	Applicant	Funds Requested	Funds approved by Council
McKenzie's Western Swing Fiddle Workshop	Fiddles on Wheels	\$4,500	
Harvest Moon Festival	Local Life	\$5,000	
Party at the Pavilion	Local Life	\$5,000	
St. Paddy's Pub Crawl	Local Life	\$6,000	
City on a Hill	Crazy 8 Ministries	\$8,000	
Bistro, Wine & Brew Crawl	Cross Timbers Wine Trail	\$10,000	
Full Circle Women's Conf.	BACC (Chamber)	\$10,000	
Open Skies Benefit	Never Alone Org.	\$10,000	
Museum/Visitors Center	Heritage Foundation	\$10,000	
Food Truck & Arts Festival	Venture Mathis LLC	\$10,000	
Honey Tour	BACC (Chamber)	\$12,500	
BTX Brew Fest	Venture Mathis LLC	\$17,000	
Marketing Campaign	Jellystone Park	\$50,000	

City Council Regular Meeting

DEPARTMENT: Public Safety Communications

FROM: Paul Bradley, Director

MEETING: July 24, 2023

SUBJECT:

Consider approval of an ordinance authorizing establishment of the Burleson Public Safety Communications Department as a Law Enforcement Telecommunication Agency through the Texas Commission on Law Enforcement (TCOLE). (Final reading) *(Staff Contact: Paul Bradley, Director of Public Safety Communications)*

SUMMARY:

On June 1, 2020, Burleson City Council approved a contract with public safety consulting firm Mission Critical Partners to conduct an organizational assessment of the Communications Division of the Burleson Police Department. The findings of the assessment were presented to Council on October 5, 2020. Mission Critical Partners recommended that Communications be separated from the Police Department and established as a standalone department. Then City Manager Bryan Langley advised Council of the intent to establish the Public Safety Communications Department and create a Governance Committee comprised of City Management, Police and Fire Command Staff and Public Safety Communications management. Public Safety Communications has been operating as a standalone department since January 2021 under the leadership of Director Paul Bradley. The Department has a total allotted staff of 22: 1 Director, 1 Assistant Director, 1 Quality Assurance Coordinator, 1 Training Coordinator, 3 Supervisors, 3 Leads and 12 Specialists (Telecommunicators).

The Burleson Police Department currently holds the licenses of Burleson Telecommunicators through the Texas Commission on Law Enforcement (TCOLE). The Burleson Public Safety Communications Department wishes to be established as a TCOLE Law Enforcement Telecommunication Agency separate from the Burleson Police Department. The creation of a separate agency would allow Public Safety Communications management oversight of licensing and training records of staff; currently, Police Department staff must assist with new licenses, reporting of training and record changes for Public Safety Communications staff. Additionally, the establishment of the Public Safety Communications Department as a separate agency would place responsibility on the individual departments for TCOLE audit purposes as well as certification and continuing education tracking.

The TCOLE Law Enforcement Telecommunication Number Application requires documents from the governing body authorizing creation of the agency; i.e., municipal ordinance and minutes approving the ordinance. A memorandum, policies and other required documents will be submitted with the application. There is a \$1,000 non-refundable application fee.

The Public Safety Communications Department desires to become a TCOLE Telecommunication Agency. It is recommended that Council consider approval of an ordinance authorizing creation of the agency "Burleson Public Safety Communications Department."

The City Council considered and approved this ordinance on first reading at its July 10, 2023, meeting.

OPTIONS:

- 1) Approve the ordinance
- 2) Deny the ordinance

RECOMMENDATION:

Approve the ordinance as outlined

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

The City Council considered and approved this ordinance on first reading at its July 10, 2023, meeting.

FISCAL IMPACT:

Budgeted: Yes

Fund Name: Public Safety Communications – Miscellaneous Expense

Amount: \$1,000.00

STAFF CONTACT:

Paul Bradley
Director of Public Safety Communications
pbradley@burlesontx.com
817-426-9075



Public Safety Communications

Ordinance – TCOLE Law Enforcement
Telecommunication Agency

Public Safety Communications

The *first*, first responders

- Answer 9-1-1 and non-emergency calls for assistance
 - 19,626 emergency 9-1-1 calls received in 2022
- Operate Computer-Aided Dispatch (CAD) system
 - Dispatch Police and Fire units via radio
 - 37,381 total calls for service processed in 2022
- Ensure safety of fellow first responders
 - Maintain status of Police and Fire units
 - Communicate and provide vital information to responders
- Query National Crime Information Center (NCIC) database

Background

Public Safety Communications previously operated as a division of the Police Department

Organizational assessment published October 2020

- Mission Critical Partners
- Recommended that Public Safety Communications be managed separately from Police and Fire
- Department has been operating standalone since January 2021
- Work closely with public safety agencies

Background - TCOLE

TCOLE – Texas Commission on Law Enforcement

The Burleson Police Department currently holds the licenses for Telecommunicators

- PD staff must enter licensing credentials and report training and record changes for Public Safety Communications staff
- Audits and continuing education
 - Background files and associated Telecommunicator appointment documents are evaluated during TCOLE audits
 - Required courses and continuing education mandates must be met

Establishment of separate Law Enforcement Telecommunication Agency

- Direct oversight of Telecommunicator appointments
- Management of licenses, training records and continuing education requirements
- Responsibility for TCOLE audits

Application Process

A memorandum will be submitted to TCOLE detailing the following:

- The need for the law enforcement telecommunication center in the community
 - Provides Public Safety Answering Point (PSAP) and law enforcement dispatching capabilities in the City
 - Refers to the operation as a whole; not related to the building expansion/remodel project
- The funding sources for the law enforcement telecommunication center
 - Department is funded through the General Fund
- The physical resources available to telecommunicators
 - CAD/RMS, terminals, phones, radios, etc.
- The physical facilities that the law enforcement telecommunication center will operate
 - Our current facility meets the requirements for security

Application Process

Additional documentation will be submitted to TCOLE:

- Telecommunication policies of the law enforcement telecommunication center
- The administrative structure of the law enforcement telecommunication center
- Liability insurance
- Ordinance authorizing creation of the agency
- Minutes approving the ordinance
- Law Enforcement Telecommunication Number Application
 - \$1,000 application fee

Timeline

July 10 – First reading of ordinance

July 24 – Final reading of ordinance

July 25 – Submit documentation to TCOLE

Approval from TCOLE

Recommendation

Approve an ordinance authorizing establishment of the Burleson Public Safety Communications Department as a Law Enforcement Telecommunication Agency through the Texas Commission on Law Enforcement (TCOLE)

Questions / Comments

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 2, “ADMINISTRATION” OF THE CODE OF ORDINANCES OF THE CITY OF BURLESON, TEXAS (2005), AS AMENDED, BY ADDING DIVISION 4, ENTITLED “PUBLIC SAFETY COMMUNICATIONS DEPARTMENT” TO ARTICLE III “DEPARTMENTS” AND ESTABLISHING THE CREATION OF THE DEPARTMENT; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Burleson (“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 Texas Local Government Code; and

WHEREAS, in January of 2021 the City’s telecommunications and dispatch center was separated from the Burleson Police Department; and

WHEREAS, since that time the department has been operating as a standalone department named the “Public Safety Communications Department” that is managed separately from the Burleson Police Department and Burleson Fire Department; and

WHEREAS, the City desires that the Public Safety Communications Department register with the Texas Commission on Law Enforcement as a law enforcement telecommunication center; and

WHEREAS, the Texas Commission on Law Enforcement requires the City adopt an ordinance creating the Public Safety Communications Department; and

WHEREAS, the City desires to adopt an ordinance creating the Public Safety Communications Department; and

WHEREAS, the City Council finds and determines that the adoption of this ordinance is necessary and proper and in the best interests of the public health, safety, and general welfare.

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

SECTION 1.

The Code of Ordinances of Burleson, Texas (2005) is hereby amended by adding a new division, entitled Division 4 “Public Safety Communications Department” to Article III “Departments” of Chapter 2 “Administration”, comprised of Section 2-141 which reads as follows:

“DIVISION 3: PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

Sec. 2-141. Department Created.

There is created a Public Safety Communications Department. The city manager shall appoint the director of the Public Safety Communications Department.”

SECTION 2. CUMULATIVE

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed. This ordinance is consistent with and is not intended to repeal any provision in the zoning ordinance.

SECTION 3. SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 4. PUBLICATION

Pursuant to Section 36 of the Charter of the City of Burleson, that this ordinance shall take effect after its passage and publication, and that the City Secretary is hereby directed to give notice of the passage of this ordinance by causing the caption or title and the penalty clause of this ordinance to be published once in a newspaper of general circulation in the city and on the city’s website.

SECTION 5. EFFECTIVE DATE

This ordinance shall become effective immediately upon its passage and publication as required by law.

First Reading: the _____ day of _____, 20_____.

Final Reading: the _____ day of _____, 20_____.

PASSED AND APPROVED this 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

TEXAS COMMISSION ON LAW ENFORCEMENT
6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035

Phone: (512) 936-7700

<http://www.tcole.texas.gov>

LAW ENFORCEMENT TELECOMMUNICATION NUMBER APPLICATION

Return form with non-refundable fee of \$1,000.00. Agency, cashier's check or money order. (5519)

PROPOSED AGENCY INFORMATION

1. Proposed Agency Name Burleson Public Safety Communications Department		2. Proposed Agency Address 1161 SW Wilshire Blvd		
3. City Burleson	4. State TX	5. County Johnson	6. Zip Code 76028	
7. Phone Number 817-426-9903	8. Fax Number 817-426-9385		9. E-mail dispatch911@burlesontx.com	

PROPOSED AGENCY CHIEF ADMINISTRATOR INFORMATION

10. Title PSC Director	11. First Name Paul	12. M.I. F	13. Last Name Bradley	14. Suffix (Jr.Etc)
15. TCOLE PID 371742	16. Date of Birth XX/XX/XXXX	17. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input checked="" type="checkbox"/> White		18. Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

Cite applicable statute providing legislative authority

(i.e., Local Government Code, Education Code): TX Admin. Code, Title 37 Statute Number: 211.16(d)

The entity shall submit to the commission on creation of the law enforcement telecommunication center information regarding:

- _____ (1) The need for the law enforcement telecommunication center in the community;
- _____ (2) The funding sources for the law enforcement telecommunication center;
- _____ (3) The physical resources available to tele communicators;
- _____ (4) The physical facilities that the law enforcement telecommunication center will operate, including descriptions of the secured dispatch/clerk area, and public area;
- _____ (5) Telecommunication policies of the law enforcement telecommunication center, including policies on:
 - _____ (A) General Rules/Professional Conduct of Tele communicators;
 - _____ (B) Dispatch Procedures/Training;
 - _____ (C) Access to Communication Area;
 - _____ (D) Call Taking/Radio Log protocols;
 - _____ (E) General Broadcasting-Emergency Alerts;
 - _____ (F) Lane/Road Closures; and Accidents
 - _____ (G) In Progress Incidents;
 - _____ (H) Violation Alerts
 - _____ (I) Emergency Transmissions
- _____ (6) The administrative structure of the law enforcement telecommunication center;
- _____ (7) Liability insurance;
- _____ (8) Documents from the governing body authorizing creation of agency: Example(s): Municipal Code/Ordinance, School District Resolution, and;
- _____ (9) Minutes approving ordinance.

REQUESTING GOVERNMENTAL BODY

19. Governing Body City of Burleson			20. Mailing Address 141 W Renfro St	
21. City Burleson	22. State TX	23. Zip Code 76028	24. Phone Number 817-426-9600	25. Fax Number 817-426-9376
26. Governing Body Administrator Tommy Ludwig			27. Title City Manager	29. Phone Number 817-426-9683

I, the administrator of the governmental body making request, am fully aware that this application is a government document and under penalties of perjury I declare the foregoing information to be true and correct.

Tommy Ludwig

Administrator (Type or Print)

Signature

Date

Sworn to and subscribed before me, this day of Month, Year

Notary public in and for, State of Texas

My Commission expires /Month/Year

Notary Seal or Stamp

Printed Name of Notary

Signature of Notary

City Council Regular Meeting

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution finding that Oncor Electric Delivery Company LLC's application to amend its distribution cost recovery factor and update generation riders to increase distribution rates within the City should be denied; authorizing participation with the Steering Committee of Cities Served by Oncor; authorizing hiring of legal counsel; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; and requiring notice of this resolution to the company and legal counsel. *(Staff Contact: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

SUMMARY:

On June 30, 2023, Oncor Electric Delivery Company, LLC ("Oncor" or "Company") filed an Application to Amend its Distribution Cost Recovery Factor ("DCRF") and Update its Mobile Generation Riders to increase distribution rates within each of the cities in its service area. In the filing, the Company asserts it is seeking an increase in distribution revenues of approximately \$152.78 million. The Company is also seeking to update its Rider Mobile Generation and Rider Wholesale Mobile Generation to recover revenue related to mobile generation unit leasing and operation. The Rider would recover approximately \$1.07 million.

The resolution authorizes the City to join with the Steering Committee of Cities Served by Oncor ("OCSC") to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The City Council will need to adopt the Resolution prior to August 28, 2023. If the City Council does not take action prior to August 28, 2023, Oncor's application will automatically take effect in the City.

OPTIONS:

- 1) Approve the resolution; or
- 2) Deny the resolution.

RECOMMENDATION:

Staff recommends Option (1) approve the resolution.

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

Resolution Denying Oncor's Application to Amend Its Distribution Cost Recovery Factor

PRESENTED TO THE CITY COUNCIL ON
JULY 24, 2023

Resolution Denying Oncor's Application

- The City is a regulatory authority over Oncor Electric Delivery Company LLC with an interest in the rates and charges of Oncor
- On June 29, 2023, Oncor filed with the City an Application to Amend its Distribution Cost Recovery Factor and Update Mobile Generation Riders seeking to increase electric distribution rates by approximately \$152.78 million and update Oncor's Rider Mobile Generation and Rider Wholesale Mobile Generation to recover \$1.07 million related to mobile generation facilities
- All electric utility customers residing in the City will be impacted by this ratemaking proceeding if it is granted

Resolution Denying Oncor's Application

- The City is a member of the Steering Committee of Cities Served by Oncor (“OCSC”), a membership of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor’s service area
- OCSC is coordinating its review of Oncor’s DCRF filing with designated attorneys and consultants to resolve issues in the Company’s application
- The resolution authorizes the City to join with OCSC to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue
- The City must adopt the proposed resolution by August 28, 2023. If the City Council does not take action by August 28th, Oncor’s application will automatically take effect in the City

Resolution Denying Oncor's Application

Action Requested:

- Approve a resolution finding that Oncor Electric Delivery Company LLC's application to amend its distribution cost recovery factor and update generation riders to increase distribution rates within the City should be denied and authorizing participation with the Steering Committee of Cities Served by Oncor
 - Staff recommends approval of the resolution

RESOLUTION

A RESOLUTION OF THE CITY OF BURLESON, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR AND UPDATE GENERATION RIDERS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Burleson, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC. ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the City is a member of the Steering Committee of Cities Served by Oncor ("OCSC"), a membership of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about June 29, 2023, Oncor filed with the City an Application to Amend its Distribution Cost Recovery Factor and Update Mobile Generation Riders, PUC Docket No. 55190, seeking to increase electric distribution rates by approximately \$152.78 million and update Oncor's Rider Mobile Generation and Rider Wholesale Mobile Generation to recover \$1.07 million related to mobile generation facilities; and

WHEREAS, all electric utility customers residing in the City will be impacted by this ratemaking proceeding if it is granted; and

WHEREAS, OCSC is coordinating its review of Oncor's DCRF filing with designated attorneys and consultants to resolve issues in the Company's application; and

WHEREAS, OCSC members and attorneys recommend that members deny the DCRF.

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

Section 1. That the City is authorized to participate with Cities in PUC Docket No. 55190.

Section 2. That subject to the right to terminate employment at any time, the City hereby authorizes the hiring of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, make recommendations to the City regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal of this application filed with the PUC.

Section 3. That the rates proposed by Oncor to be recovered through its DCRF charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 4. That the Company shall continue to charge its existing rates to customers within the City.

Section 5. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of presentation of an invoice to Oncor.

Section 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 7. That a copy of this Resolution shall be sent to J. Michael Sherburne, Vice President – Regulatory, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202; to Tab R. Urbantke, Hunton Andrews Kurth LLP, 1445 Ross Avenue, Suite 3700, Dallas, Texas 75202; and to Thomas L. Brocato, General Counsel to OCSC, at Lloyd Gosselink Rochelle & Townsend, 816 Congress Ave., Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this _____ day of _____, 2023.

Chris Fletcher, Mayor

ATTEST:

Amanda Campos, City Secretary

APPROVED AS TO FORM:

E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: Legal and Purchasing

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution adopting an electronic signature policy. (*Staff Contact: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

The proposed electronic signature policy sets forth a procedure for signing documents and records. The chief purpose of the proposed policy is to ensure that any electronic signatures used on City contracts are verifiable, storable, preservable, and compatible with current City software applications. The proposed policy would apply to (i) City contracts that are equal to or less than \$50,000.00 in value, (ii) City contracts and closing documents involving the purchase or sale of real estate that have been approved by the City Council, (iii) City contracts formed as a result of the City's solicitation of bids and proposals, and (iv) all contract approved by the City Council of the City of Burleson. Of course, the proposed policy is subject to the City's purchasing policy and other applicable laws regarding the formation and execution of City contracts. The policy would not allow for electronic signatures on ordinances, resolutions, and minutes. Staff believes the policy promotes paperless processing, reduces the reliance and cost of paper transactions, and allows quicker access to documents.

OPTIONS:

- 1) Example: Approve as presented
- 2) Example: Approve with changes
- 3) Example: Deny

RECOMMENDATION:

Approve as presented

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Justin Scharnhorst

Title: Assistant to the City Manager

jscharnhorst@burlesontx.com

817-426-9646



Electronic Signatures

PRESENTED TO THE CITY COUNCIL ON
JULY 24, 2023

History

- The chief purpose of the proposed policy is to ensure that any electronic signatures used on City contracts are verifiable, storable, preservable, and compatible with current City software applications
- By approving, Council will enable staff to expand its current program, that consists of routing administrative contracts that are ready for approval through DocuSign
 - Utilizing this process expedites the contract review and approval process, and
 - Streamlines how the city sends documents to the City Secretary's Office for retention purposes
- This function will assist with capturing more functionalities of the contract process in an effort to promote paperless processing
 - By adopting this resolution staff will have the ability to route council contracts through this process
 - This will reduce staff time entering contracts into the city's financial software to create an encumbrance against the approved contract, creating a more holistic process.

History Continued

- The proposed policy would apply to (i) City contracts that are equal to or less than \$50,000.00 in value, (ii) City contracts and closing documents involving the purchase or sale of real estate that have been approved by the City Council, (iii) City contracts formed as a result of the City's solicitation of bids and proposals, and (iv) all contract approved by the City Council of the City of Burleson
- The proposed policy is subject to the City's purchasing policy and other applicable laws regarding the formation and execution of City contracts

Council Action

- Approve a resolution adopting an electronic signature policy.
- Deny resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ADOPTING AN ELECTRONIC SIGNATURE POLICY.

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 Council recognizes that electronic signatures are becoming a routine way of conducting business and that formal rules for governing the use of electronic signatures are necessary; and

WHEREAS, Texas Government Code, Section 2054.060 requires that “a digital signature may be used to authenticate a written electronic communication sent to a local government if it complies with rules adopted by the governing body of the local government”; and

WHEREAS, the City Council wishes to establish an administrative policy and procedure for signing documents and records that promotes paperless processing, reduces the reliance and cost of paper transactions, and allows quicker access to documents.

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

Section 1.

The City Council of the City of Burleson formally adopts an Electronic Signature Policy as shown on Exhibit “A” which is attached hereto and incorporated herein for all purposes.

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

ELECTRONIC SIGNATURES POLICY

1. APPLICABILITY

The City of Burleson, Texas (the “City”) adopts this Electronic Signature Policy to allow the use of electronic signatures as a means of signing and executing (i) City contracts that are equal to or less than \$50,000.00 in value, (ii) City contracts and closing documents involving the purchase or sale of real estate that have been approved by the City Council, (iii) City contracts formed as a result of the City’s solicitation of bids and proposals, and (iv) all contracts approved by the City Council of the City of Burleson (collectively “Authorized Contracts”). This policy does not authorize the use of electronic signatures for internal City documents such as ordinances, resolutions, minutes, and the like, or City contracts that are not Authorized Contracts.

2. AUTHORIZATION

The City Council authorizes the use and acceptance of electronic signatures for Authorized Contracts, in accordance with the following guidelines, the City’s Purchasing Policy, and the Texas Uniform Electronic Transactions Act, Tex. Bus. & Com. Code Ann. Section 322 et seq. (the “TUETA”).

3. POLICY

Where policies, laws, regulations, and rules require a signature, that requirement is met if the document contains an electronic signature. An electronic signature is an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. TUETA § 322.002(8). Each party to a transaction must agree to conduct the transaction electronically in order for the electronic transaction to be valid. Consent may be implied from the context and surrounding circumstances. If a law prohibits a transaction from occurring electronically, the transaction must occur in the manner otherwise allowed by law. If a law requires an electronic signature to contain specific elements, the electronic signature must contain the elements specified by law. The manner and circumstances in which electronic signatures are acceptable is enumerated in the TUETA.

The City Manager’s Office shall work with the City’s IT Department and the City Secretary’s Office to ensure the following:

- (i) The electronic records and signatures must be maintained in a manner that efficiently and reliably preserves and protects the information over time so that it may be used for recognized governmental and legal purposes.
- (ii) Both the record and the signature must be capable of long-term preservation in a format that will be supported for a duration consistent with adopted retention schedules. After documents are signed electronically, a signed version of the documents should be stored on a file storage system owned by the City so they can

- be preserved as needed.
- (iii) Any contracts signed electronically should be forwarded to the City Secretary's Office in order to preserve them for the appropriate retention period.
 - (iv) The technology must ensure that the signatory cannot reasonably deny signing or sending a document.
 - (v) The electronic signature technology must be reasonably compatible with relevant software applications.

Electronic signatures shall not be used and shall have no binding authority or effect on City records where electronic signatures are prohibited by law or other City policies, or where a law prohibits a transaction from occurring electronically.

This policy shall not preclude the use of any other types of signatures, including without limitation, manual signatures or facsimile signatures.

This policy shall not limit, alter, modify, or otherwise affect any requirement imposed by law relating to (a) authority, obligations, or procedures required for facsimile signatures; (b) the proper procedures and authorization necessary to execute City records; (c) requirements to legally bind or obligate the City under any contract or agreement; and, (d) the legal effectiveness, validity, or enforceability of any City record, including any contractor agreement, signed electronically in violation of any such laws. All laws regarding signing City records shall apply to electronic signatures and electronic records, and all laws regarding signing, adopting, entering in, or executing contracts, agreements, purchase orders, statements of work, ordinances, leases, licenses, and any other document purporting to be legally binding upon or otherwise obligating the City.

In the event that any electronic signature is found by the City to have been used or applied to an Authorized Contract in violation of this policy or any other law, the electronic signature shall be null and void and the Authorized Contract using the unlawful, fraudulent, unauthorized or otherwise improper electronic signature shall also be (a) null and void, (b) discontinued, and (c) unenforceable against the City.

4. CONFLICT AND REPEAL

If the provisions of this policy conflict with any law, that law shall prevail.

City Council Regular Meeting

DEPARTMENT: Legal

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution authorizing the City Manager or his/her designee to apply for title work necessary for obtaining title, proof of ownership, registration, and license plates pursuant to V.T.C.A. Transportation Code section 721.005(a)(1) and repealing Resolution CSO#622-04-2017. (*Staff Contact: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

In April of 2017, City Council approved Resolution CSO#622-04-2017 that authorized Justin Scharnhorst to complete title work for all city equipment on behalf of the city to obtain necessary licensing, title work, and registration. As such, the purpose of this resolution is to amend the existing resolution to expand the number of positions that can complete title work on behalf of the city. This will create a better cross-training environment, enabling additional staff to complete this necessary work if someone is absent or leaves the organization. All title work and associated functions are a result of council action. Items that are eligible and funded to purchase are brought forward to the city council for approval if and once received, the title work process begins. These positions were selected to maintain independence from our fleet department and to ensure assets are added and removed from the city's insurance coverage and retired through the auction process once they are deemed end-of-life, according to Council Policy #36.

The City Manager will file an approved list with the City Secretary each year to notate who is authorized to perform this work.

OPTIONS:

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

RECOMMENDATION:

Staff recommendation to approve the resolution as proposed.

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

April 17, 2017 City Council repealed and replaced the existing resolution, removing Sandy Bradley, and adding Justin Scharnhorst as authorized personnel to complete necessary title work on behalf of the city.

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Justin Scharnhorst
Title: Assistant to the City Manager
jscharnhorst@burlesontx.com
817-426-9646

Equipment Registration and Title Work Services

PRESENTED TO THE CITY COUNCIL ON
JULY 24, 2023

History

- City Council adopted R-1036 in April 2017, which provided signature authority to the Purchasing Agent as the city's designee to execute necessary vehicular title work on behalf of the city
- Staff is proposing to repeal and replace the resolution for the purpose of expanding authorized personnel to perform this function
- All necessary title work will only be exercised subject to the approval of city council during the procurement process
- This action is necessary to create redundancy in the current process

Council Action

- Approve a resolution authorizing the City Manager or his/her designee to apply for title work necessary for obtaining title, proof of ownership, registration, and license plates pursuant to V.T.C.A. Transportation Code section 721.005(a)(1) and repealing Resolution CSO#622-04-2017.
- Deny resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, REPEALING AND REPLACING AND REPLACING CSO#622-04-2017.

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 Council recognizes that on April 17, 2017 City Council authorized a resolution appointing Justin Scharnhorst to act on behalf of the City of Burleson to perform necessary title work; and

WHEREAS, V.T.C.A. Transportation Code section 721.004 and 721.005 allow and exempt municipalities from certain inscription requirements depending on the use of the vehicle; and

WHEREAS, there exists a need to add more authorized personnel to create better redundancy; and

WHEREAS, the City Council wishes to grant authorization to the City Manager or his/her designee to act on behalf of the city, including execution of required documentation, and delivery of applications and other documents on behalf of the city to the Texas Department of Transportation and appropriate county authorities in order to obtain license plates and other vehicle registrations pursuant the transportation code. A list that designates approved personnel shall be filed with the City Secretary’ Office.

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

Section 1.

The City Council of the City of Burleson formally repeals and replaces CSO#622-04-2017 as shown on Exhibit “A” which is attached hereto and incorporated herein for all purposes.

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 24th day of July 2023.

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: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 24, 2023

SUBJECT:

Consider approval of City Council Policy #42 formally adopting council committees structures and description. *(Staff Presenter: Amanda Campos, City Secretary)*

SUMMARY:

The City Council created council committees to provide staff direction on larger projects before bringing them forward to the full city council and to work to aid staff. With the growth of the City and in keeping with the social changes and technological advances the council committees were recently reviewed by the council at its regular meeting on June 20, 2023 and July 10, 2023. This policy formalizes the City Council Committees.

The City Council, after review of the current council committees, agreed to update the description of each committee, and make further amendments, as well as discussing selection and terms on each council committee. The City Council did provide staff direction to terminate Governance & Stewardship Committee and divide Finance & Internal Services into two committees.

After review of past meetings and feedback from the City Council at the June 20th meeting, the City Secretary's Office is proposed the following at the July 10 council meeting:

The Public Safety & Municipal Court will review policies, plans, and programs related to Police, Fire Protection, Public Safety Communications, Municipal Court, EMS service, Law Enforcement, and Code Compliance. In addition, this committee will assist with policies and issues facing these departments on a preliminary basis before they require Council action.

- Police Department
- Fire Department
- Public Safety Communications
- Neighborhood Services
 - Code Compliance
- Municipal Court
- Public Safety Plans & Policies

The Infrastructure & Development Committee will assist the Development Services, Public Works, and Economic Development Departments with issues and policies

- Public Works
- Capital Improvement Program
- Economic Development
- Development Services
- Hotel-Motel Tax Fund
- Review 5-Year Capital Improvement Processes (Annually)

The Finance Committee will adhere to the Finance Policy and all other Council Policies. In addition, this committee will review bond procurement, debt service, investments, and funding projects, current and future

- Finance
- Revenues and Expenditures per Encumbrance
- Finance Support Services
- Finance Policy & Council Policy #32
- Council Policy #36
- Purchasing
- Debt Service
- Investment Pool Deviations or Deletions
- Bond Procurement/Project Reviews

The Community Service Committee will review policies, plans, and programs that affect the quality of life of our employees and residents, including the protection of the natural environment, public health, human services, and neighborhood services. Serving as the liaison to the Citizen's Better Together working closely to develop positive initiatives.

- Neighborhood Services
 - Animal Shelter
 - Environmental Health
- Parks & Recreation
 - Parks
 - Athletic Fields
 - Recreation
 - Golf
 - Naturalist
 - Arborist
- Community Services
 - Communications
 - Senior Center
 - Library
- Human Resources
- Quality of Life Projects
- Liaison to the Citizen's Better Together Committee

The Community & Intergovernmental Relations Committee liaisons with School Districts (BISD/JISD), Counties (Johnson/Tarrant), The Chamber of Commerce, The Heritage Foundation, and other civic organizations assuring promotion interagency cooperation. In addition, this committee will consider and make recommendation of all appointments to the city's boards, commissions, and committees.

- Serve as Liaison
 - School Districts (BISD/JISD)
 - Counties (Tarrant/Johnson)
 - Chamber of Commerce
 - Heritage Foundation
 - Other Civic Organizations
- Collaborate with County for Overlapping Projects and Concerns
- Identify & Review Interagency Operations and Programs
- City Manager's Office
- City Secretary's Office

The City Council Policies and Valuation Committee This committee works with the City Manager and City Secretary departments to review and make recommendations on all Council Policies and will aid with issues and policies applicable to the internal services departments. These departments are Information Technology, Public Works, Legal - Risk Management, and Finance.

- City Manager's Office
- City Secretary's Office
- Information Technology
- Internal Service Fund
- Stewardship of Public Resources
- Growth space projections/needs
- Public Works
 - Facilities
 - Fleet
 - Building assessments
- Legal
 - TML Risk Management

City council directed staff to bring back for formal adoption Council Policy #42.

OPTIONS:

- 1) Approve Council Policy #42
- 2) Deny Council Policy #42

RECOMMENDATION:

Approve Council Policy #42

STAFF CONTACT:

Name: Amanda Campos

Title: City Secretary

acampos@burlesontx.com | 817-291-5846



CITY COUNCIL POLICY 42 City Council Committees

Adopted date	July 24, 2023
Revised date	
Department Name	City Council

The City Council created the Council Committees to provide staff direction on larger projects before bringing them forward to the full council. Each Committee is designed to align with our predicted growth, social changes, and technological advances to follow best practices.

Section I – Council Committees

The Public Safety & Municipal Court will review policies, plans, and programs related to Police, Fire Protection, Public Safety Communications, Municipal Court, EMS service, Law Enforcement, and Code Compliance. In addition, this committee will assist with policies and issues facing these departments on a preliminary basis before they require Council action.

Operational Area/Departments/Divisions

- Police Department
- Fire Department
- Public Safety Communications
- Neighborhood Services – Code Compliance
- Municipal Court
- Public Safety Plans & Policies

The Infrastructure & Development Committee will assist the Community Development Services, Public Works, and Economic Development Departments with issues and policies.

Operational Area/Departments/Divisions

- Public Works
- Capital Improvement Program
- Economic Development
- Community Development Services
- Hotel-Motel Tax Fund
- Review 5- year Capital Improvement Processes (Annually)

The Finance Committee will adhere to the Finance Policy and all other Council Policies. In addition, this committee will review bond procurement, debt service, investments, and funding projects, current and future

Operational Area/Departments/Divisions

- Finance
- Revenues and Expenditures per Encumbrance
- Finance Support Services
- All Council Financial Polices including #30, #32, #36, and #41
- Purchasing

- Debt Service
- Investment Pool Deviations or Deletions
- Bond Procurement/Project Reviews

The Community Service Committee will review policies, plans, and programs that affect the quality of life of our employees and residents, including the protection of the natural environment, public health, human services, and neighborhood services. Serving as the liaison to the Citizen's Better Together working closely to develop positive initiatives.

Operational Area/Departments/Divisions

- Neighborhood Services – Animal Shelter & Environmental Services
- Parks & Recreation – Parks, Athletic Fields, Recreation, Golf, Naturalist, and Arborist
- Community Services – Communications, Senior Center, and Library
- Human Resources
- Quality of Life Projects
- Liaison to the Citizen's Better Together Committee

The Community & Intergovernmental Relations Committee liaisons with School Districts (BISD/JISD), Counties (Johnson/Tarrant), The Chamber of Commerce, The Heritage Foundation, and other civic organizations assuring promotion interagency cooperation. In addition, this committee will consider and make recommendation of all appointments to the city's boards, commissions, and committees.

Operational Area/Departments/Divisions

- Liaison – School Districts (BISD&JISD), Counties (Tarrant & Johnson), Chamber of Commerce, Heritage Foundation, and other Civic Organizations
- Collaborate with counties for overlapping projects and concerns
- Identify & Review interagency operations and programs
- City Manager's Office
- City Secretary's Office

The City Council Policies and Valuation Committee works with the City Manager and City Secretary departments to review and make recommendations on all Council Policies and will aid with issues and policies applicable to the internal services departments. These departments are Information Technology, Public Works, Legal - Risk Management, and Finance.

Operational Area/Departments/Divisions

- City Manager's Office
- City Secretary's Office
- Information Technology
- Internal Service Fund
- Stewardship of Public Resources
- Growth Space projections/needs
- Public Works – Facilities, Fleet, and Building Assessments
- Legal – TML Risk Management

The listed operational areas do not limit the functions of the committees and as the organization changes and operational area names change the core function of the area will remain with the committee.

Meeting schedules for each council committee shall be determined by the city council and the city manager's office to best utilize time.

Section II – Council Committees structure

Number of members per committee

- 3 council members per committee
- 2 council member are needed for a quorum
- Each council committee selects their own chair

Term of appointment

- 2 year terms
- 2 year term for chair

Selection and Appointment to each committee

The city council will generally start the process in July.

1. The City Secretary will send out a preference ranking sheet to each council member to begin the process
2. Each council member shall fill out the preference sheet in the prescribed time frame making sure to rank ALL council committees
3. The City Secretary at a regular council meeting will present to the city council a matrix of all council member ranking sheets and action to make appointments to each council committee
4. The city council will determine their own appointments taking into consideration each council members ranking sheet. The council should work to grant each council member their 1st preference if possible
5. Once all selections are done the City Secretary will ask the city council to take action to appoint council members to the city council committees for a 2 year term
6. If any changes occur in the council membership before the 2 year term is expired the City Secretary will present current appointments to the full council for their consideration
7. Council shall provide direction to the City Secretary if they want to go through the selection/appointment process again or leave as is waiting until the terms expire

This policy should be reviewed annually to make sure the council committees are being utilized to their full potential and are reflective of the city's needs.

City Council Regular Meeting

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: July 24, 2023

SUBJECT:

Consider approval of a contract with CommFit through a cooperative purchasing agreement with Buy Board for the purchase of workout equipment for the Burleson Recreation Center in the amount of \$92,702.75. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

We are in year three of our five year equipment replacement plan. Adjustments to this annual plan are made each year to prioritize equipment that is failing or worn due to age. All of the machine weights scheduled for replacement are 13 years old and parts are no longer being manufactured for this brand of equipment. We are also proposing the replacement of 2 of our oldest ellipticals and bringing in 3 specialty treadmills and plate weight pieces.

Total equipment list:

- 10 machine weight pieces
- 2 ellipticals
- 3 treadmills
- 3 weight benches
- 2 dumbbell racks
- Three specialty peices

OPTIONS:

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

RECOMMENDATION:

Staff recommends approving the purchase as presented

FISCAL IMPACT:

Budgeted Y/N: Y
Fund Name: 4B
Full Account #s: 2035004-70025
Amount: \$92,702.75

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9201

Brick Fitness Equipment Replacement

City Council Meeting - July 24, 2023

Staff Presenter: Jen Basham, Director of Park and Recreation



Brick Fitness Equipment Replacement

- ① Background
- ② Quote Comparison
- ③ Equipment Listing
- ④ Proposal & Funding
- ⑤ Options





Background

- **We are in year three of our five year replacement plan.**
 - Year 1: Treadmills, Recumbent Bikes, Upright Bikes, Stairmasters, Espresso Bike, & Equipment and Flooring for Functional Fitness Room.
 - Year 2: Spin Bikes & True Climbers
- **Adjustments to our plan are made each year to prioritize equipment that is failing or worn due to age.**

Majority of the fitness pieces marked for replacement are 13 years old.

Quote Comparison



Five companies were contacted during this project. Two companies were able to meet all requests.

1. Johnson Fitness & Wellness - \$89,849.10
2. CommFit - \$92,702.75

Equipment Listing

- Chest Press
- Glute Drive
- Glute Press
- Horizontal Leg Curl
- Lat Pulldown
- Leg Curl
- Leg Extension
- Leg Press
- Pec Fly/Rear Delt
- Power Squat
- Seated Row
- Shoulder Press
- Smith Machine
- Adjustable Bench (3)
- Dumbbell Rack (2)
- Elliptical (2)
- Runner Incline Treadmill (3)

Equipment - Additional Pieces

These items were supported by member requests



Power Squat



Nautilus Glute Drive



Smith Machine

Proposal & Funding



We propose to approve a purchase from CommFit for the Fitness Equipment Replacement.

Both companies quoted different tiers of their recommended equipment brands. Moving forward with CommFit's higher quality equipment line, Palladium, is our recommendation. The Palladium line is \$2,853 more than Johnson's base line equipment.

Funding Budgeted: \$97,744

Project Scope

- Replace: 10 Paramount machine weight pieces, 2 ellipticals, 3 treadmills, 3 weight benches, & 2 dumbbell racks.
- Add: Glute Drive, Power Squat, & Smith Machine.
- Includes removal of old pieces and installation of new.

Project Cost: \$92,702.75

Options

- Approve as presented
- Deny



BURLESON RECREATION CENTER
550 NW SUMMERCREST BLVD
BURLESON TX 76028
United States

Quotation # S10687

Quotation Date:
07/10/2023Expiration:
08/09/2023Salesperson:
Keith Rakovan (krakovan@comm-
fit.com)

Description	Quantity	Unit Price	Amount
TRUE FITNESS - PALLADIUM SELECTORIZED			
[SPL0100P] TRUE PALLADIUM LEG EXTENSION / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	5,799.00	\$ 5,799.00
[SPL0200P] TRUE PALLADIUM SEATED LEG CURL / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	5,999.00	\$ 5,999.00
[SPL1800P] TRUE PALLADIUM HORIZONTAL LEG CURL / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	5,799.00	\$ 5,799.00
[SPL0300P] TRUE PALLADIUM LEG PRESS / ACRYLIC SHROUDS, STANDARD STACK 360LB/163KG = 419LB/190KG RESISTANCE	1.00 each	9,099.00	\$ 9,099.00
[SPL0700P] TRUE PALLADIUM SHOULDER PRESS / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	6,299.00	\$ 6,299.00
[SPL0900P] TRUE PALLADIUM CHEST PRESS / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	6,299.00	\$ 6,299.00
[SPL1000P] TRUE PALLADIUM PEC FLY/REAR DELT / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	6,299.00	\$ 6,299.00
[SPL1100P] TRUE PALLADIUM LAT PULLDOWN / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	6,299.00	\$ 6,299.00
[SPL1200P] TRUE PALLADIUM SEATED ROW / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	6,299.00	\$ 6,299.00
[SPL1700P] TRUE PALLADIUM GLUTE PRESS / ACRYLIC SHROUDS, STANDARD STACK 260LB/118KG	1.00 each	5,699.00	\$ 5,699.00
FREE WEIGHT REPLACEMENT			

[XFW4710-19] TRUE XFW 10 PAIR DUMBBELL RACK W/ SADDLES (RACK ONLY)	2.00 each	1,499.00	\$ 2,998.00
[XFW7500-19] TRUE XFW FLAT/INCLINE/DECLINE BENCH	3.00 each	1,199.00	\$ 3,597.00
[9NP-L1131-60BZS] NAUTILUS GLUTE DRIVE, 60BLK (PLATE LOADED)	1.00 each	4,499.00	\$ 4,499.00
[731-8296] NAUTILUS GLUTE DRIVE WEIGHT STORAGE	1.00 each	382.02	\$ 382.02
[CF-3753] HOIST 7 DEGREE SMITH MACHINE	1.00 each	4,499.00	\$ 4,499.00
CF-3359 HOIST POWER SQUAT	1.00 each	2,799.00	\$ 2,799.00
CARDIOVASCULAR			
[TI1000] TRUE ALPINE RUNNER (Envision 9 (Universal))	3.00 each	11,399.00	\$ 34,197.00
[8019092] OCTANE XT-4700 ELLIPTICAL, DARK COLOR (BASE ONLY)	2.00 each	6,000.00	\$ 12,000.00
[8023496] OCTANE XT4700 STANDARD CONSOLE WITH APPLE GYM KIT (CONSOLE ONLY)	2.00 each	1,613.99	\$ 3,227.98
BUY BOARD STATE CONTRACT 665-22 DISCOUNT	1.00 each	-33,022.25	\$ -33,022.25
ADDITIONAL PREFERRED CUSTOMER & SHOWCASE DISCOUNT	1.00 each	-12,496.00	\$ -12,496.00

TRADE IN ALLOWANCE	1.00	-5,000.00	\$ -5,000.00
TRADE IN ALLOWANCE	each		
1. Ab Crunch/Back Row - True			
2. Adjustable Bench (2) & Tricep Bench (1)			
3. Chest Press			
4. Dumbbell Rack (2)			
5. Elliptical Precor (2)			
6. Glute Drive			
7. Glute Press - True			
8. Hack Squat - Hoist			
9. Horizontal Leg Curl			
10. Lat Pulldown			
11. Leg Curl			
12. Leg Extension			
13. Leg Press			
14. Pec Fly/Rear Delt			
15. BLANK			
16. Seated Row			
17. Shoulder Press			
18. Treadmill True CS900 (3)			
[FREIGHT] FREIGHT & PROCESSING	1.00	5,482.00	\$ 5,482.00
	each		
[DEL] DELIVERY & INSTALLATION	1.00	5,650.00	\$ 5,650.00
	each		
			Subtotal \$ 92,702.75

Untaxed Amount	\$ 92,702.75
Taxes on \$ 18,297.00	\$ 0.00
Total	\$ 92,702.75

Signature

50% deposit, balance by delivery. Custom orders & orders below \$5,000.00 require prepayment. Credit card payments subject to a 3.5% transaction fee. Cancellations subject to 25% restocking fee (100% for custom orders). Order subject to sales tax (if applicable). Install requirements outlined in link

below.

<https://comm-fit.com/sales-terms-and-conditions>

Payment terms: 30 Days

**City of Burleson
Addendum to Vendor's Contract
Additional Provisions**

CommFit

4651 Sunbelt Dr Addison, TX 75001

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"), duly executed by the parties, 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.

Additional Provisions

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 none of the provisions listed below, if they appear in the Vendor's Contract Form, shall have any effect or be enforceable against City:
 - i. Requiring City to maintain any type of insurance either for City's benefit or for the Vendor's benefit.
 - ii. Renewing or extending the Agreement beyond the contract term or automatically continuing the contract period from term to term.
 - iii. Requiring or stating the terms of the Vendor's Contract Form shall prevail over the terms of this Addendum in the event of conflict.
 - iv. 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.
 - v. Releasing the Vendor or any other entity or person from its legal liability, or limiting liability, for unlawful or negligent conduct or failure to comply with any duty recognized or imposed by applicable law.
 - vi. Requiring any total or partial compensation or payment for lost profit or liquidated damages by City if the Agreement is terminated before the end of the contract term.
 - vii. Changing the time period within which claims can be made or actions can be brought under the laws of the State of Texas.
 - viii. Binding City to any arbitration provision or to the decision of any arbitration board, commission, panel or other entity.

- ix. Obligating City to pay costs of collection or attorneys' fees.
 - x. Requiring City to provide warranties.
 - xi. Obligating City to indemnify, defend or hold harmless any party.
 - xii. Granting a security interest in City's property or placing a lien on City's property.
2. Payment Terms. Payment will be made upon submittal and approval of a valid invoice. City shall make payment in accordance with Chapter 2251 of the Texas Government Code. It is the policy of the City to make payment on a properly prepared and submitted invoice within thirty (30) days of the latter of any final acceptance of performance or the receipt of a properly submitted invoice.
 3. Applicable Law; Venue. This Agreement is subject to and governed by the laws of the State of Texas. Any disputes arising from or relating to this Agreement shall be resolved in a court of competent jurisdiction located in Johnson County, Texas, or the federal courts for the United States for the Northern District of Texas. The parties hereto irrevocably waive any right to object to the jurisdiction of such courts in any dispute arising from or relating to this Agreement.
 4. Tax Exempt Status. As a political subdivision of the State of Texas, City is tax exempt in the State of Texas. Tax exemption certification will be furnished upon request.
 5. Termination Due to Lack of Appropriations. If City should not appropriate or otherwise receive funds sufficient to purchase, lease, operate, or maintain the equipment or services set forth in this Agreement, City may unilaterally terminate this Agreement effective on the final day of the fiscal year through which City has funding. City will make every effort to give Vendor at least thirty (30) days written notice prior to a termination for lack of appropriations. In the event of termination due to a lack of appropriations, City will pay Vendor for all undisputed fees and expenses related to the equipment and/or services City has received, or Vendor has incurred or delivered, prior to the effective date of termination.
 6. No Waiver of Governmental Immunity. The Vendor expressly acknowledges City is a political subdivision of the State of Texas and nothing in the Agreement will be construed as a waiver or relinquishment by City of its right to claim such exemptions, privileges, and immunities as may be provided by law. Neither the execution of the Agreement by City nor any other conduct, action, or inaction of any representative of City relating to the Agreement constitutes or is intended to constitute a waiver of City's sovereign immunity to suit.
 7. Public Information. Vendor acknowledges that City is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. The City's compliance with the Texas Public Information Act shall not violate the Agreement. Upon City's written request, Vendor will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of City. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and the Vendor agrees that the Agreement can be terminated if the Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties and may not be waived or modified except by a written agreement signed by the parties.
9. Savings Clause. If a court of competent jurisdiction finds any provision of this Agreement illegal, ineffective or beyond contractual authority of either party, then the offending provision will be stricken and the remainder of the agreement between the parties will remain in effect.
10. Conflicts Of Interest. By executing this Agreement, Vendor and each person signing on behalf of Vendor certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of City Council, city manager, deputy city manager, city secretary, department heads, or deputy department heads of the City has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof, in violation of Section 132 of the Home Rule Charter of the City.
11. Anti-Boycotting Provisions. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
 - i. Pursuant to Section 2271.002 of the Texas Government Code, Vendor certifies that either (i) it meets an exemption criterion under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the Agreement. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
 - ii. Pursuant to SB 13, 87th Texas Legislature, Vendor certifies that either (i) it meets an exemption criterion under SB 13, 87th Texas Legislature; or (ii) it does not boycott energy companies, as defined in Section 1 of SB 13, 87th Texas Legislature, and will not boycott energy companies during the term of the Agreement. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
 - iii. Pursuant to SB 19, 87th Texas Legislature, Vendor certifies that either (i) it meets an exemption criterion under SB 19, 87th Texas Legislature; or (ii) it does not discriminate against a firearm entity or firearm trade association, as defined in Section 1 of SB 19, 87th Texas Legislature, and will not discriminate against a firearm entity or firearm trade association during the term of the Agreement. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
12. Vendor Certification Regarding Business With Certain Countries And Organizations. Pursuant to Subchapter F, Chapter 2252, Texas Government Code, Vendor certifies Vendor (1) is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
13. Relationship of the Parties. The parties agree that in performing their responsibilities under this Agreement, they are in the position of independent contractors. This Agreement is not intended to create, does not create, and shall not be construed to create a relationship of employer-employee. Vendor, Vendor's employees, and anyone else working at Vendor's direction is an independent contractor and not an employee or servant of the City. Nothing in this Agreement is intended to or shall be construed in any manner as creating or establishing the relationship of employer-employee between Vendor, Vendor's employees, and anyone else

working at Vendor's direction. Vendor, Vendor's employees, and anyone else working at Vendor's direction shall at all times remain an independent contractor with respect to the service to be performed under this Agreement.

14. Survival. The terms of this Addendum shall survive any closing or termination of the Agreement.
15. No Indemnification by City. The Parties expressly acknowledge that the City's authority to indemnify and hold harmless any third party is governed by Article XI, Section 7 of the Texas Constitution, and any provision that purports to require indemnification by the City is invalid. Nothing in this Agreement requires that the City incur debt, assess, or collect funds, or create a sinking fund.
16. Conflict. 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.
17. Counterparts; PDF Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any pdf-format or other electronic transmission of any signature of a signatory shall be deemed an original and shall bind such signatory.

IN WITNESS WHEREOF, the parties have caused this Addendum to be duly executed, intending thereby to be legally bound.

City of Burleson, Texas:

By: _____

Name: _____

Title: _____

Date: _____

CommFit

DocuSigned by:
By: Tracy Straughan
76FCC7405490412...

Name: Tracy Straughan

Title: EXEC VP & CFO

Date: 7/18/2023

City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony McIlwain, Director of Development Services

MEETING: July 24, 2023

SUBJECT:

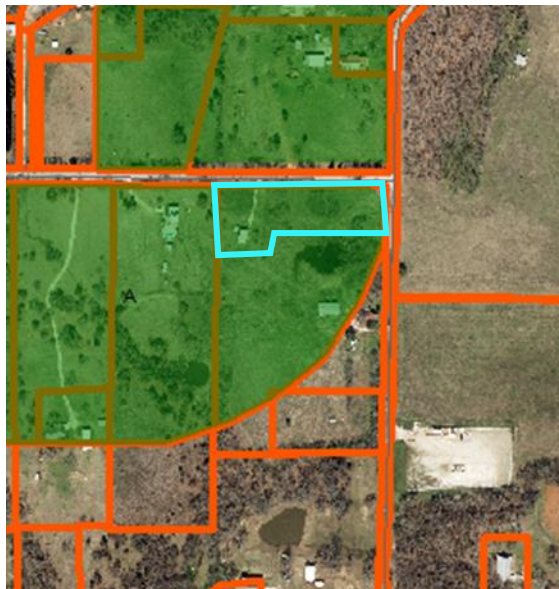
Bartley Addition (Case 23-044): Hold a public hearing and consider approval of an ordinance for a zoning change request from “A”, Agricultural to “SFE”, Single-Family Estate for a three (3) acre site. *(First and Final Reading) (Staff Presenter, Tony McIlwain, Director of Development Services) (The Planning and Zoning Commission recommended approval by a vote of 8 to 0.)*

SUMMARY:

On May 8, 2023, an application was submitted by Ron Coombs (applicant) with Coombs Land Surveying, Inc. on behalf of Laelonnie Bartley (owner), to rezone approximately three (3) acres from “A”, Agricultural to “SFE”, Single-Family Estate. The Bartley Addition contains approximately 11.170 acres of land located within the City of Burleson’s city limits and the Extraterritorial Jurisdiction (ETJ). The majority of the subject site was annexed into the City of Burleson in 2002 and given a default zoning of A, Agricultural. The remaining portion of land is located within the ETJ and does not have a zoning designation. The applicant submitted a replat (23-021) proposing to subdivide the property by creating three (3) single-family residential lots on the portion of the site located within the city limits and zoned A, Agricultural. All three (3) of the proposed lots are exactly one (1) acre in size. However, the Agricultural zoning district requires a minimum lot size of three (3) acres. Subsequently, the applicant is requesting to rezone the portion of the Bartley Addition that contains the three (3) proposed one (1) acre lots to SFE, Single-Family Estate to be compliant with the zoning ordinance. A draft ordinance for this zoning change request is included in this packet.

PLANNING ANALYSIS

The City’s Imagine Burleson 2030 Midpoint Update Comprehensive Plan designates this site as **Neighborhoods**. The Neighborhood designation is generally described as “predominantly residential with traditional development patterns but should allow for a mix of densities, lot sizes, housing types, and styles. The primary uses in this category include single-family residences, including a range of densities from large, agricultural lots to suburban neighborhood lots.” The proposed zoning of a SFE, Single-Family Estate is in complete compliance with the Comprehensive Plan designation of Neighborhoods.



	Zoning	Use
Subject Site	A, Agricultural / ETJ	Contains two residences / to be developed further
North	A, Agricultural	Developed, Residential
East	ETJ	Developed, Residential
South	ETJ	Developed, Residential
West	A, Agricultural	Developed, Residential

OPTIONS:

- 1) Approve the zoning change request; or
- 2) Approve the zoning request with modifications; or
- 3) Deny the zoning change request.

RECOMMENDATION:

Staff recommends approval of the zoning change request from “A”, Agricultural to “SFE”, Single-Family Estate for a portion of the Bartley Addition as proposed by the applicant. The proposed zoning is in conformance with the vision of the Comprehensive Plan and will bring the proposed lots into zoning compliance.

PUBLIC NOTIFICATION:

Notice was mailed to surrounding property owners within 300 feet of the acreage proposed for this zone change and published in the newspaper in accordance with City ordinances and State law. In addition, a sign was placed on the subject property.

At this time staff has not received any formal opposition regarding this case.

FISCAL IMPACT:

None

STAFF CONTACT:

Tony McIlwain
Director of Development Services
tmcilwain@burlesontx.com
817-426-9684

Bartley Addition ZC

Location:

- 3 acres
- 1433 CR 913

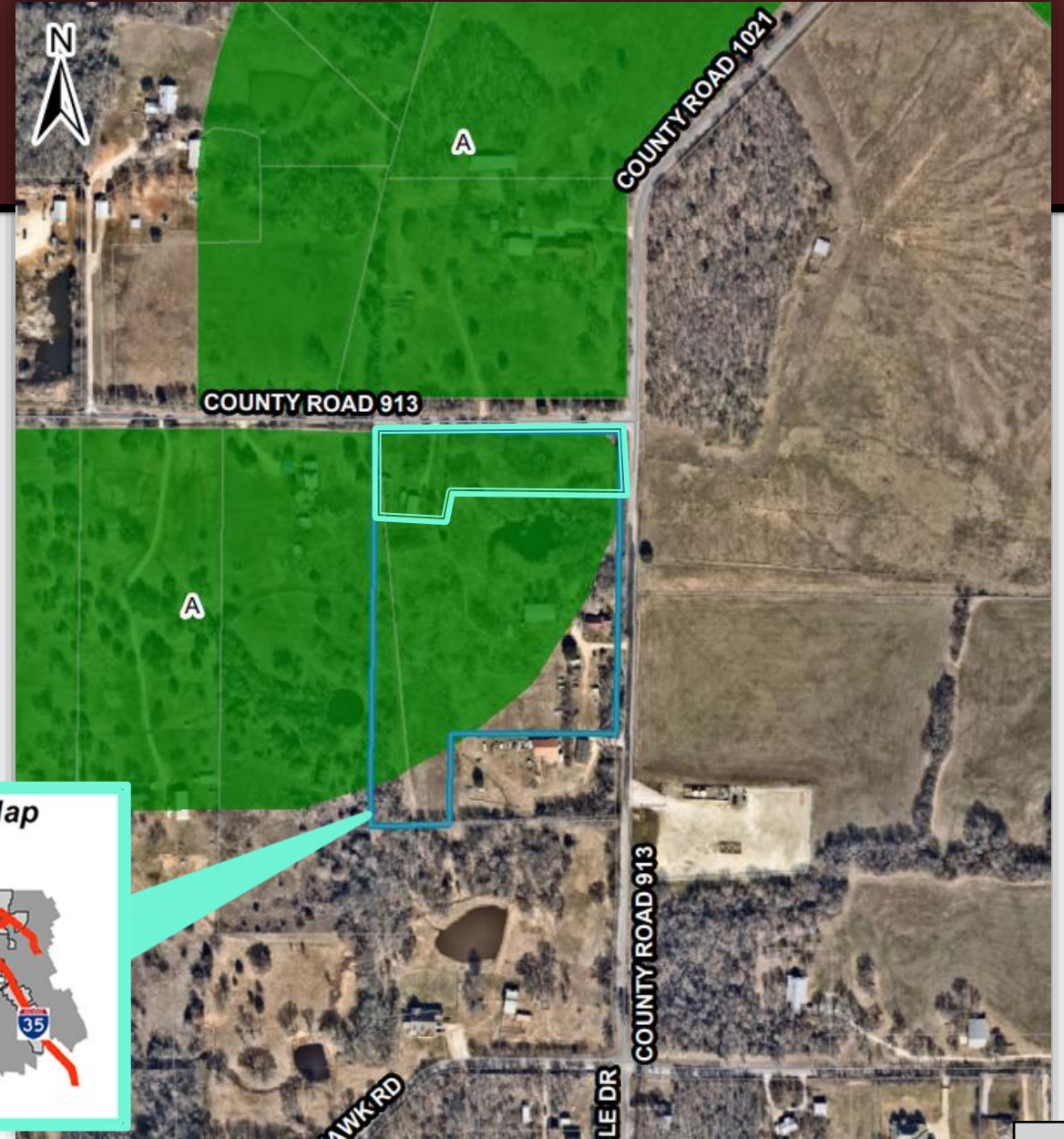
Applicant/Owner:

Ron Coombs – Applicant

Laelonnie Bartley – Owner

Item for approval:

Zoning Change (Case 23-044)



Bartley Addition ZC

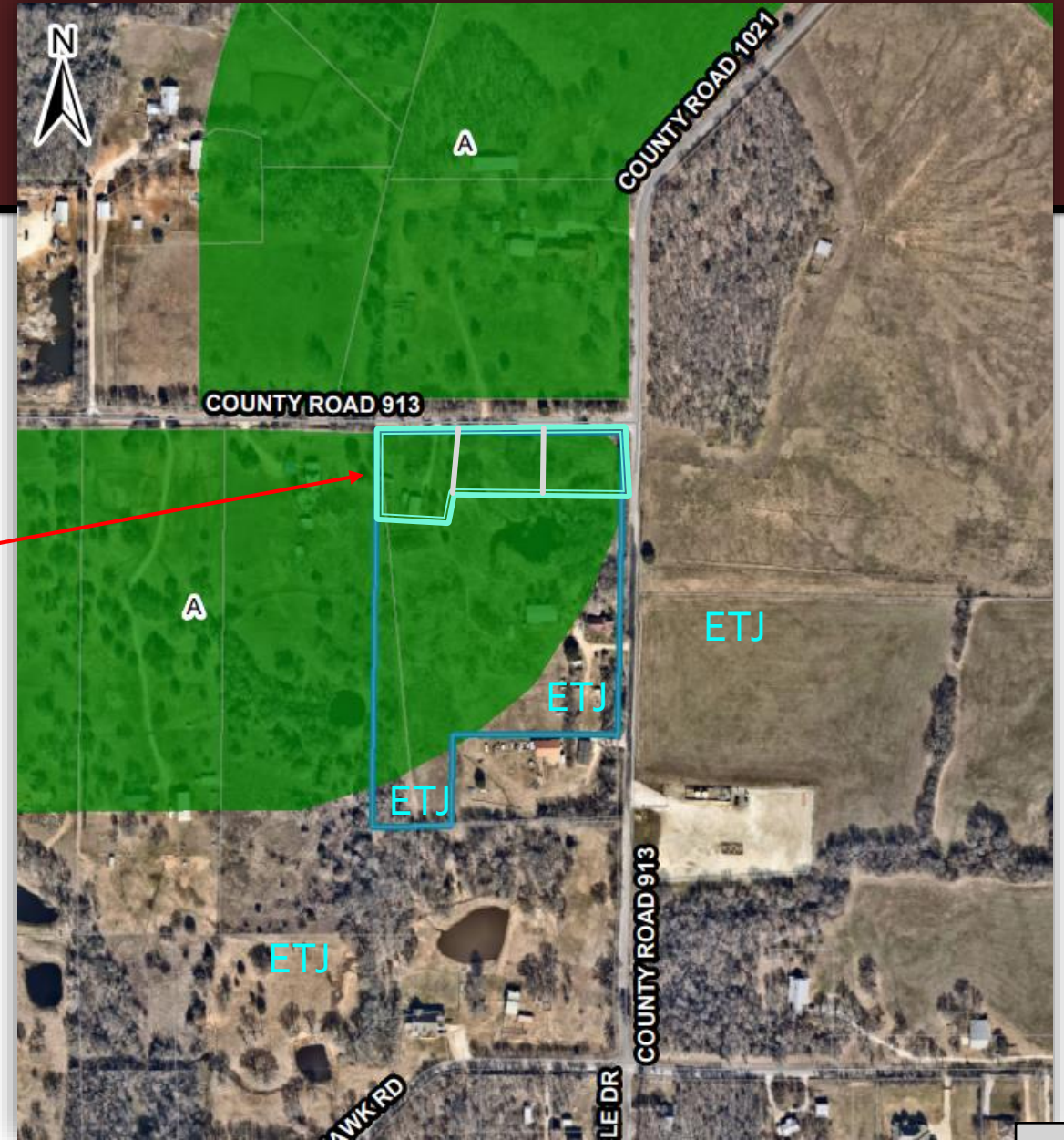
Zoning Information

2002: The majority of the subject site was annexed into the City of Burleson – given default zoning of A, Agricultural.

2023: The applicant submitted a replat (23-021) proposing to subdivide the property by creating three (3) single-family residential lots within the Agricultural zoning district.

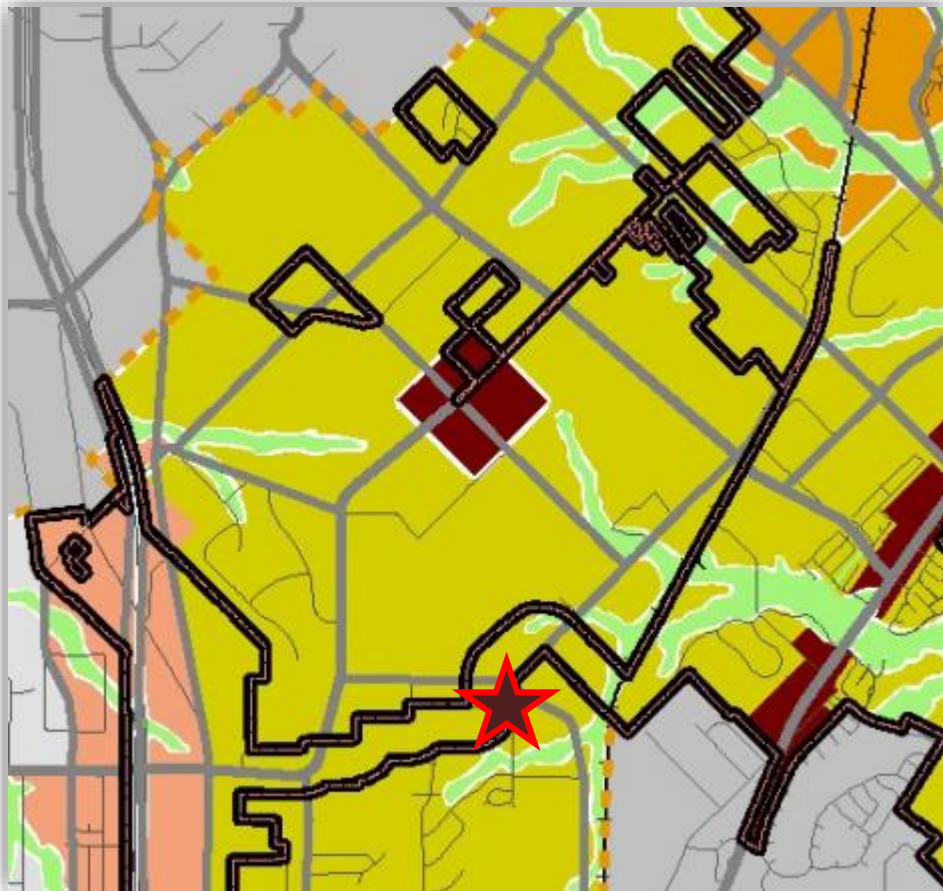
- The Agricultural development standards requires a minimum lot size of three (3) acres.
- Land containing the three (3) one (1) acres lots needs to be rezoned to a more conducive zoning district.

2023: The applicant submitted the subject zoning change request proposing to rezone a portion of the Bartley Addition containing three future one acre lots to SFE, Single-Family Estate.



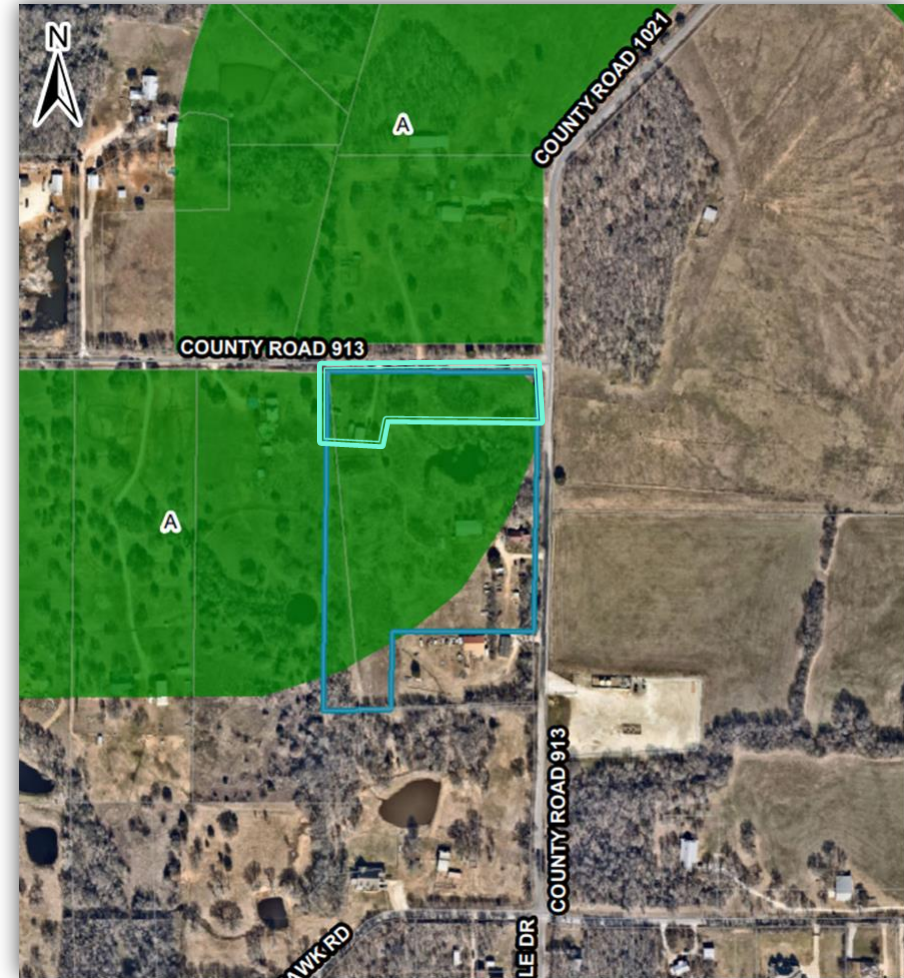
Comprehensive Plan

Neighborhoods



Current Zoning

Agricultural

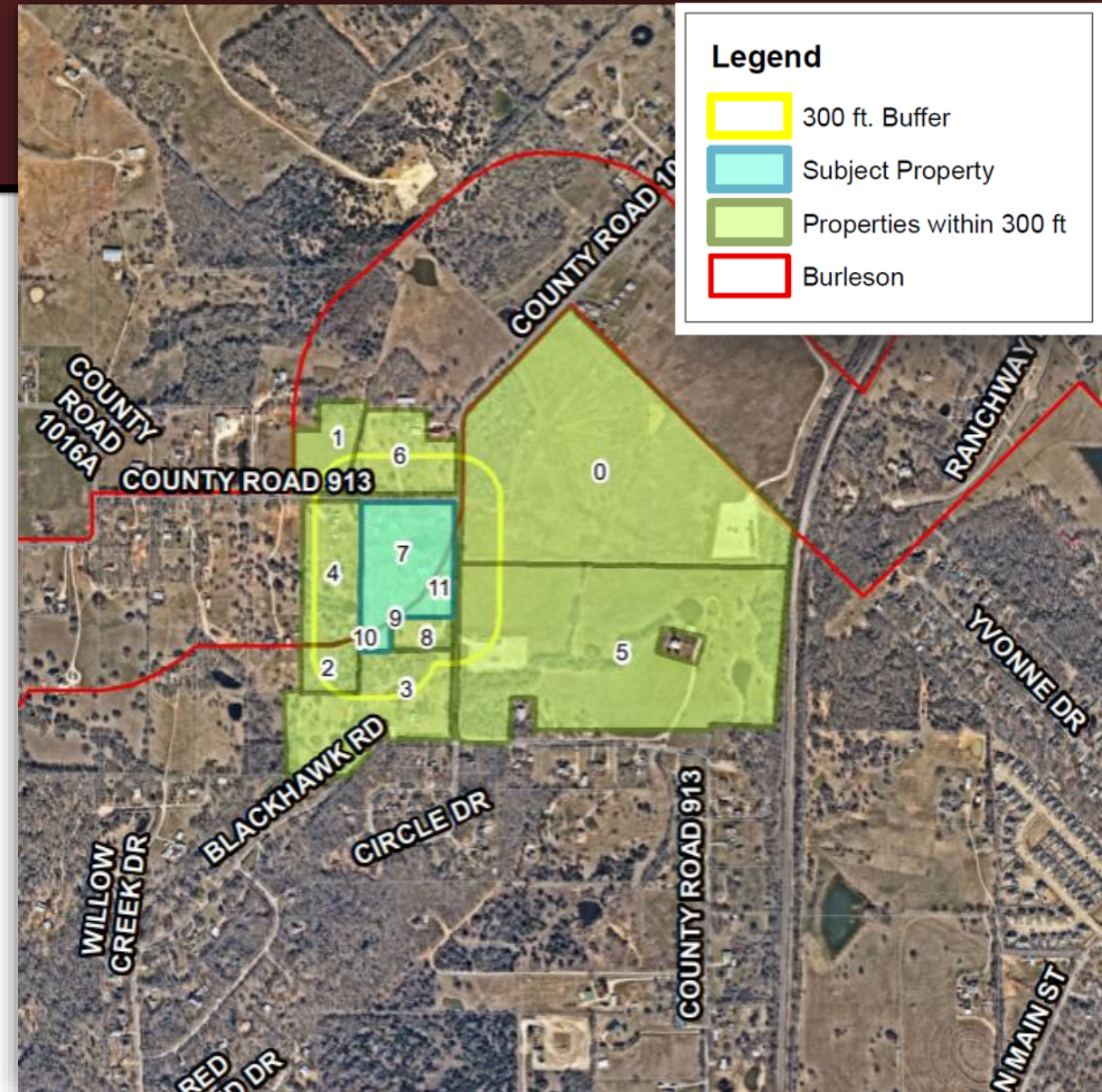


Bartley Addition ZC

Public Hearing Notice

- Public notices mailed to property owners within 300 feet of subject property.
- Published in newspaper.
- Sign posted on the property.

Staff has not received any inquiries regarding this request.



Bartley Addition ZC

P&Z Summary

Vote

Motion to approve the Zoning Change as presented was passed unanimously (8-o)

Discussion

None

Speakers

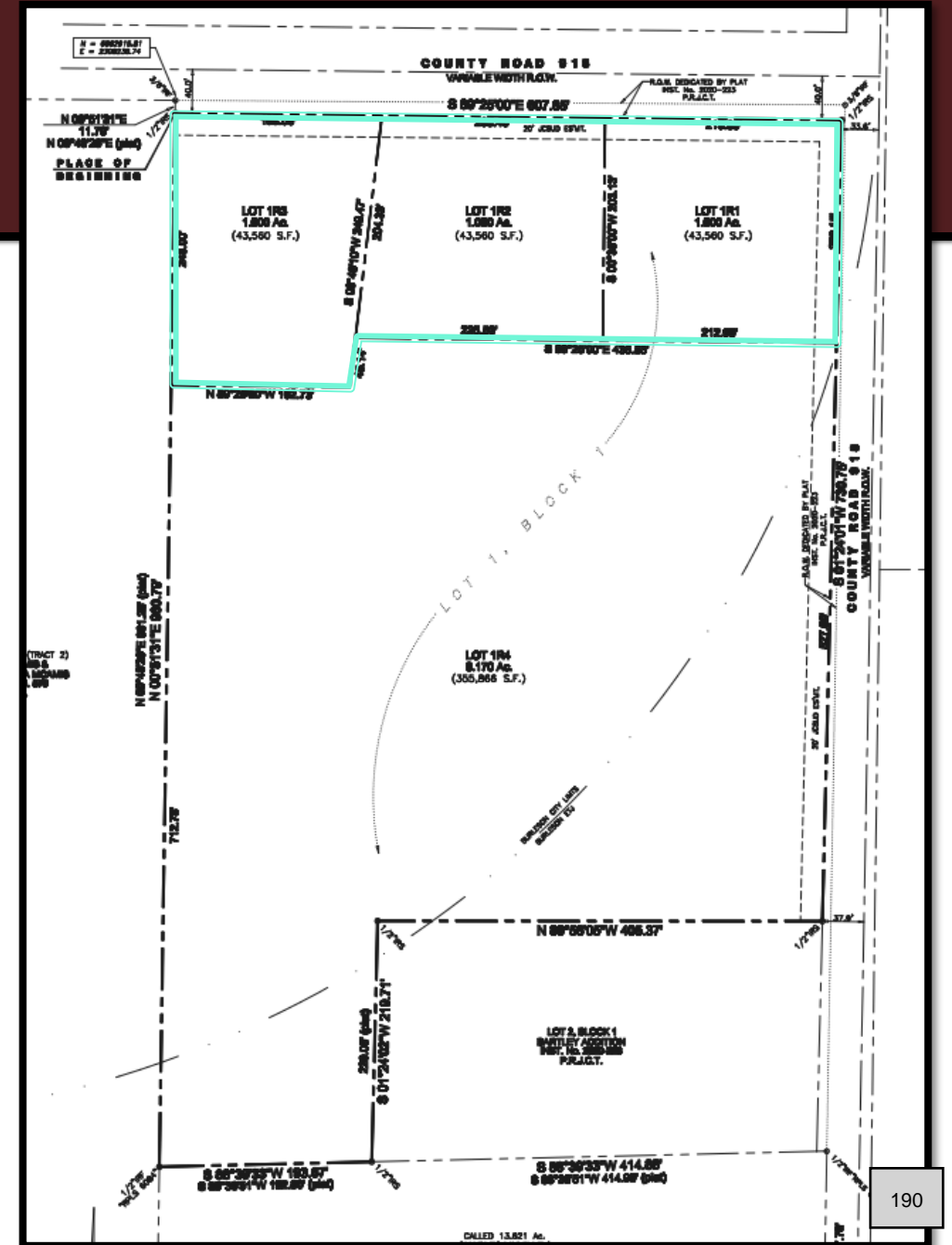
None

Bartley Addition ZC

Staff's Recommendation

Staff recommends approval of the zoning change request from "A", Agricultural to "SFE", Single-Family Estate for 3 acres of the Bartley Addition as proposed by the applicant.

- Staff supports the proposed zoning as it is in conformance with the vision of Comprehensive Plan and brings the proposed lots into zoning compliance.



ORDINANCE

AN ORDINANCE AMENDING ORDINANCE B-582, THE ZONING ORDINANCE AND MAP OF THE CITY OF BURLESON, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING **ON APPROXIMATELY 3.00 ACRES OF LAND BEING A PORTION OF LOT 1, BLOCK 1, BARTLEY ADDITION, AN ADDITION TO THE CITY OF BURLESON, JOHNSON COUNTY, TEXAS FROM AGRICULTURAL (A) DISTRICT TO SINGLE-FAMILY ESTATE (SFE)**, MAKING THIS ORDINANCE CUMULATIVE OF PRIOR ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING A PENALTY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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 Council passed, approved, and adopted Ordinance B-582, being the Zoning Ordinance and Map of the City of Burleson, Texas, showing the locations and boundaries of certain districts, as amended, and codified in Appendix B of the City of Burleson Code of Ordinances (2005) (the “Zoning Ordinance and Map”); and

WHEREAS, an application for a **zoning change** was filed by **Ron Coombs (Applicant)** on behalf of **Laelonnie Bartley (Owner)** on **May 8, 2023**, under **Case Number 23-044**, on property described herein below filed application with the City petitioning an amendment of the Zoning Ordinance and Map so as to allow for the changing in zoning of said property from **Agricultural (A) district to Single-Family Estate (SFE)**; and

WHEREAS, the Planning and Zoning Commission of Burleson, Texas, held a public hearing on said application after at least one sign was erected upon the property on which the change of classification is proposed in accordance with the Zoning Ordinance and Map, and after written notice of such public hearing before the Planning and Zoning Commission on the proposed Zone Change had been sent to owners of real property lying within 300 feet of the property on which the change of classification is proposed, said notice having been given not less than ten (10) days before the date set for hearing to all such owners who rendered their said property for City taxes as the ownership appears on the last approved City Tax Roll, and such notice being served by depositing the same, properly addressed and postage paid, in the U.S. mail; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Burleson, Texas voted **8 to 0** to recommend to the City Council of Burleson, Texas, that the hereinafter described property be rezoned from its classification of **Agricultural (A) district to Single-Family Estate (SFE)**; and

WHEREAS, notice was given of a further public hearing to be held by the City Council of the City of Burleson, Texas, to consider the advisability of amending the Zoning Ordinance and Map as

recommended by the Planning and Zoning Commission, and all citizens and parties at interest were notified that they would have an opportunity to be heard, such notice of the time and place of such hearing having been given at least fifteen (15) days prior to such hearing by publication in the Fort Worth Star Telegram, Fort Worth, Texas, a newspaper of general circulation in such municipality; and

WHEREAS, all citizens and parties at interest have been given an opportunity to be heard on all the matter of the proposed rezoning and the City Council of the City of Burleson, Texas, being informed as to the location and nature of the use proposed on said property, as well as the nature and usability of surrounding property, have found and determined that the property in question, as well as other property within the city limits of the City of Burleson, Texas, has changed in character since the enactment of its classification of **Agriculture (A)**; and, by reason of changed conditions, does consider and find that this amendatory Ordinance should be enacted since its provisions are in the public interest and will promote the health, safety and welfare of the community; and

WHEREAS, the City Council of the City of Burleson, Texas, may consider and approve certain ordinances or ordinance amendments at only one meeting in accordance with Section 2-4 of the City of Burleson Code of Ordinances (2005); and

WHEREAS, the City Council of the City of Burleson, Texas, finds that this Ordinance may be considered and approved in only one meeting because the provisions of this Ordinance concern an individual zoning case that does not propose a change to the language of the City of Burleson Code of Ordinances.

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

Section 1

The Zoning Ordinance and Map is hereby amended insofar as it relates to certain land described as **3.0 acres of land being a portion of Lot 1, Block 1, Bartley Addition, an addition to the City of Burleson, Johnson County, Texas** as shown on the attached Exhibit A incorporated herein by reference, by allowing for the change in zoning from **Agricultural (A) to Single-Family Estate (SFE)**.

Section 2.

The findings and recitals set forth above in the preamble of this ordinance are incorporated into the body of this ordinance as if fully set forth herein.

Section 3.

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 4.

This ordinance shall be cumulative of all provisions of ordinances of the City of Burleson, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Burleson's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

Section 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable., and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6.

An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for that purpose.

Section 7.

Any person, firm, association of persons, company, corporation, or their agents, its servants, or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in Texas Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

Section 8.

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED:

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

Metes and Bounds

BEING a portion of Lot 1, Block 1, Bartley Addition, an addition to the City of Burleson and Johnson County, Texas, according to the plat recorded in Clerk's File No. 2020-223 of the Plat Records of Johnson County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" at the Northwest corner of said Lot 1, lying in the South right-of-way line of County Road 913 (a variable width right-of-way), also lying in the East boundary line of that certain tract of land described as Tract 2 in deed to Tommy Mcamis and spouse, Patricia Mcamis, recorded in Volume 2761, page 576 of the Deed Records of Johnson County, Texas, from which a 3/8-inch iron rod found at the original Northwest corner of said Bartley Tract bears N 00° 51' 31" E, 11.79 feet;

THENCE S 89° 25' 00" E, 607.85 feet along the North boundary line of said Lot 1 with the said South right-of-way line of County Road 913 to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" at the Northeast corner of said Lot 1, lying in the West right-of-way line of County Road 1021 (a variable width right-of-way);

THENCE S 01° 24' 01" W, 203.15 feet along the East boundary line of said Lot 1 with the said West right-of-way line of County Road 1021 to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

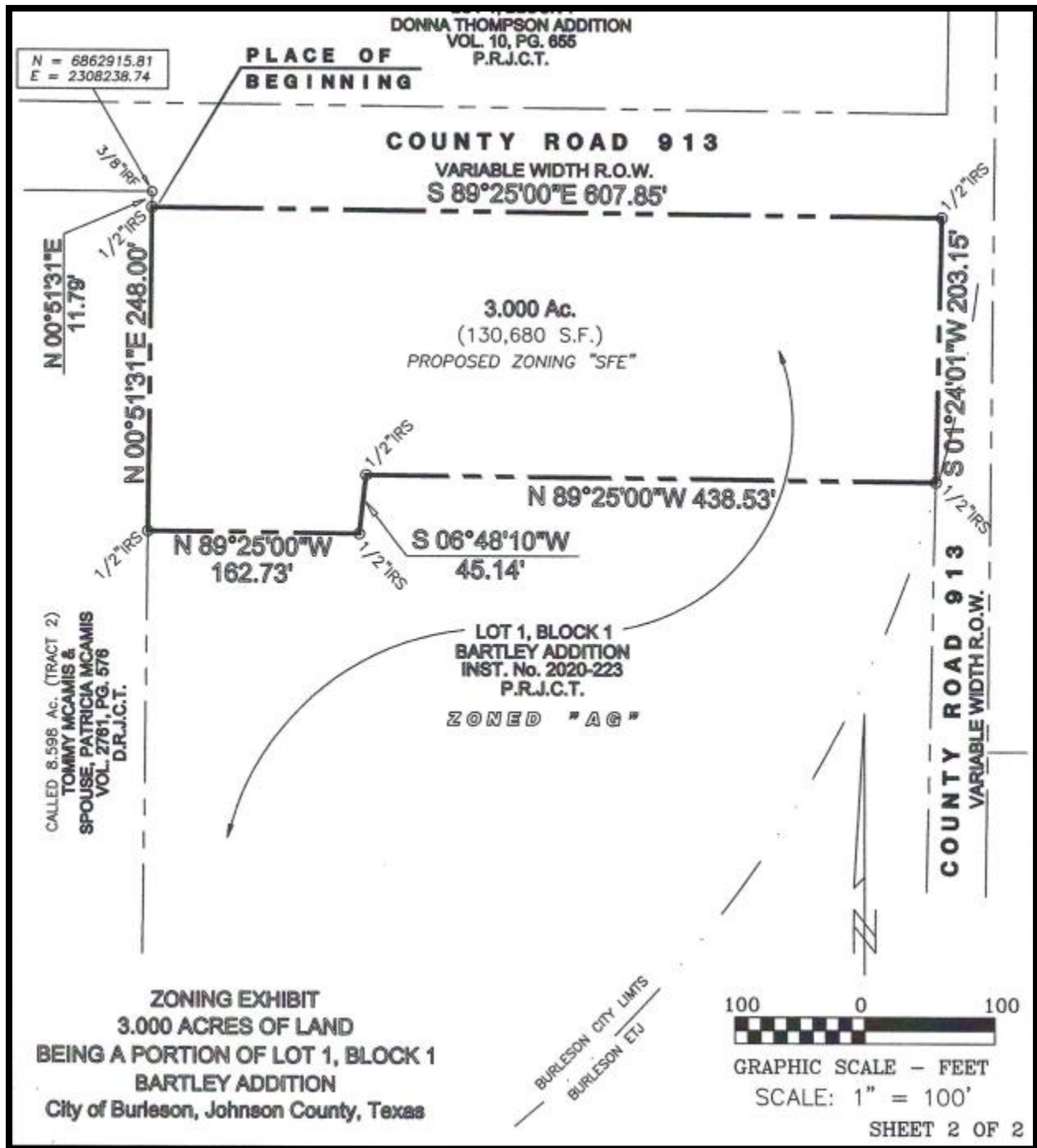
THENCE N 89° 25' 00" W, 438.53 feet departing said boundary line and said right-of-way line to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

THENCE S 06° 48' 10" W, 45.14 feet to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

THENCE N 89° 25' 00" W, 162.73 feet to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" in the West boundary line of aforesaid Lot 1, lying in the East boundary line of aforesaid Mcamis Tract;

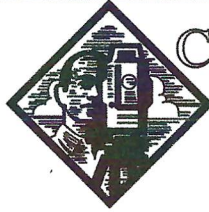
THENCE N 00° 51' 31" E, 248.00 feet along the common boundary line between said Lot 1 and said Mcamis Tract to the PLACE OF BEGINNING, containing 3.000 acres (130,680 square feet) of land.

EXHIBIT B **Survey**



197

BEARINGS SHOWN HEREON ARE GRID BEARINGS
BASED ON THE TEXAS STATE PLANE COORDINATE
SYSTEM, NORTH CENTRAL TEXAS ZONE (NAD 83).



Coombs Land Surveying, Inc.

P. O. Box 6160 Fort Worth, Texas 76115

(817) 920-7600

T.B.P.L.S. FIRM No. 10111800

CLS JOB No. 22-0191

GF No. NONE

LEGAL DESCRIPTION

BEING a portion of Lot 1, Block 1, Bartley Addition, an addition to the City of Burleson and Johnson County, Texas, according to the plat recorded in Clerk's File No. 2020-223 of the Plat Records of Johnson County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" at the Northwest corner of said Lot 1, lying in the South right-of-way line of County Road 913 (a variable width right-of-way), also lying in the East boundary line of that certain tract of land described as Tract 2 in deed to Tommy Mcamis and spouse, Patricia Mcamis, recorded in Volume 2761, page 576 of the Deed Records of Johnson County, Texas, from which a 3/8-inch iron rod found at the original Northwest corner of said Bartley Tract bears N 00° 51' 31" E, 11.79 feet;

THENCE S 89° 25' 00" E, 607.85 feet along the North boundary line of said Lot 1 with the said South right-of-way line of County Road 913 to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" at the Northeast corner of said Lot 1, lying in the West right-of-way line of County Road 1021 (a variable width right-of-way);

THENCE S 01° 24' 01" W, 203.15 feet along the East boundary line of said Lot 1 with the said West right-of-way line of County Road 1021 to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

THENCE N 89° 25' 00" W, 438.53 feet departing said boundary line and said right-of-way line to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

THENCE S 06° 48' 10" W, 45.14 feet to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294";

THENCE N 89° 25' 00" W, 162.73 feet to a 1/2-inch iron rod set with orange plastic cap stamped "R. W. COOMBS RPLS 5294" in the West boundary line of aforesaid Lot 1, lying in the East boundary line of aforesaid Mcamis Tract;

THENCE N 00° 51' 31" E, 248.00 feet along the common boundary line between said Lot 1 and said Mcamis Tract to the PLACE OF BEGINNING, containing 3.000 acres (130,680 square feet) of land.

ZONING EXHIBIT
3.000 ACRES OF LAND
BEING A PORTION OF LOT 1, BLOCK 1
BARTLEY ADDITION
City of Burleson, Johnson County, Texas

SHEET 1 OF 2

BEARINGS SHOWN HEREON ARE GRID BEARINGS
BASED ON THE TEXAS STATE PLANE COORDINATE
SYSTEM, NORTH CENTRAL TEXAS ZONE (NAD 83).



Coombs Land Surveying, Inc.

P. O. Box 6160 Fort Worth, Texas 76115

(817) 920-7600

T.B.P.L.S. FIRM No. 10111800

CLS JOB No. 22-0191

GF No. NONE

IRF DENOTES IRON ROD FOUND

IRS DENOTES IRON ROD SET

W/ORANGE PLASTIC CAP STAMPED

"R. W. COOMBS RPLS 5294"

C.M. DENOTES CONTROLLING MONUMENT

LOT 1, BLOCK 1
DONNA THOMPSON ADDITION
VOL. 10, PG. 655
P.R.J.C.T.

N = 6862915.81
E = 2308238.74

**PLACE OF
BEGINNING**

COUNTY ROAD 913

VARIABLE WIDTH R.O.W.

S 89°25'00"E 607.85'

3.000 Ac.

(130,680 S.F.)

PROPOSED ZONING "SFE"

N 00°51'31"E
11.79'

3/8"IRF
1/2"IRS

N 00°51'31"E 248.00'

1/2"IRS

N 89°25'00"W
162.73'

1/2"IRS

S 06°48'10"W
45.14'

N 89°25'00"W 438.53'

1/2"IRS
S 01°24'01"W 203.15'

COUNTY ROAD 913
VARIABLE WIDTH R.O.W.

CALLED 8.598 Ac. (TRACT 2)
TOMMY MCAMIS &
SPOUSE, PATRICIA MCAMIS
VOL. 2761, PG. 576
D.R.J.C.T.

LOT 1, BLOCK 1
BARTLEY ADDITION
INST. No. 2020-223
P.R.J.C.T.

ZONED "AG"

ZONING EXHIBIT

3.000 ACRES OF LAND

BEING A PORTION OF LOT 1, BLOCK 1

BARTLEY ADDITION

City of Burleson, Johnson County, Texas

BURLESON CITY LIMITS
BURLESON ETJ



GRAPHIC SCALE - FEET

SCALE: 1" = 100'

SHEET 2 OF 2

City Council Regular Meeting

DEPARTMENT: Information Technology
FROM: Hugo Rodriguez, Deputy Director, IT
MEETING: July 24, 2023

SUBJECT:

Consider approval of an amendment to contract CSO#1713-04-2021 with e-Builder, Inc, to build an integration with Tyler Munis/ERP System and renew the contract for five additional years in the amount of \$415,528.00. (*Staff Contact: Hugo Rodriguez, Deputy Director, IT*)

SUMMARY:

In 2021, the City Council authorized a contract with e-Builder, Inc to introduce capital project management software for the Public Works department. This software enables the department to monitor all aspects of their capital projects, including tasks, budgets, and schedules. The system's features have streamlined project management, allowing managers to oversee multiple projects in one place easily. However, project managers are currently duplicating their work by entering procurement items into e-Builder and Tyler Munis Financial System.

In February 2022, the Tyler Munis Financial System project was approved by the City Council, which included plans to integrate e-Builder and Munis to avoid repetitive data entry. With this amendment, e-Builder will be authorized to create integration points between the two systems, allowing data transfer in both directions. The benefit of these integration programs is that project managers can use one system to complete all project-related tasks, saving time and avoiding duplication of work. The integration programs will synchronize both systems and transfer data, including project accounting, procurement, invoicing, and payment information.

This action provides funds for the establishment of the integration with Munis and will renew the contract with e-Builder for five years. Through this action, the city will also switch to a user-based license model. This change will reduce the annual maintenance cost of the contract \$79,850.40 to \$60,600, saving \$19,250.40 annually.

The one-time cost of \$76,250 to build the integration with Munis will be covered by project savings from the Water/Sewer Operating fund, and the reoccurring costs have been incorporated into the base budget for next fiscal year.

# of Licenses	Year 1	Year 2	Year 3	Year 4	Year 5
20 User Licenses	\$41,000.00	\$43,040.00	\$45,200.00	\$47,460.00	\$49,840.00

AppXchange - Recurring cost	\$16,000.00	\$17,640.00	\$18,522.00	\$19,448.10	\$20,420.51
AppXchange - One-time cost	\$34,650.00				
Code Step & Processes - Recurring cost	\$3,600.00	\$3,969.00	\$4,167.45	\$4,375.82	\$4,594.61
Code Step & Processes - One-time cost	\$41,600.00				

\$136,850.00 \$64,649.00 \$67,889.45 \$71,283.92 \$74,855.12 **\$415,527.49**

OPTIONS:

- 1) Approve an amendment to contract CSO#1713-04-2021 with e-Builder, Inc, to build an integration with Tyler Munis/ERP System and renew the contract for five more years in the amount of \$415,528.00.
- 2) Approve with changes
- 3) Deny

RECOMMENDATION:

Approval of an amendment to contract CSO#1713-04-2021 with e-Builder, Inc, to build an integration with Tyler Munis/ERP System and renew the contract for five more years in the amount of \$415,528.00.

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

NA

FISCAL IMPACT:

Water/Sewer Operating fund- 5017101-70045 - \$76,250

Support Service: (Annual) 6108001-63506 - \$60,600

STAFF CONTACT:

Name: Hugo Rodriguez
Title: Deputy Director, IT
hrodriguez@burlesontx.com
682.312.2766



Information Technology

e-Builder Integration Programs

City Council

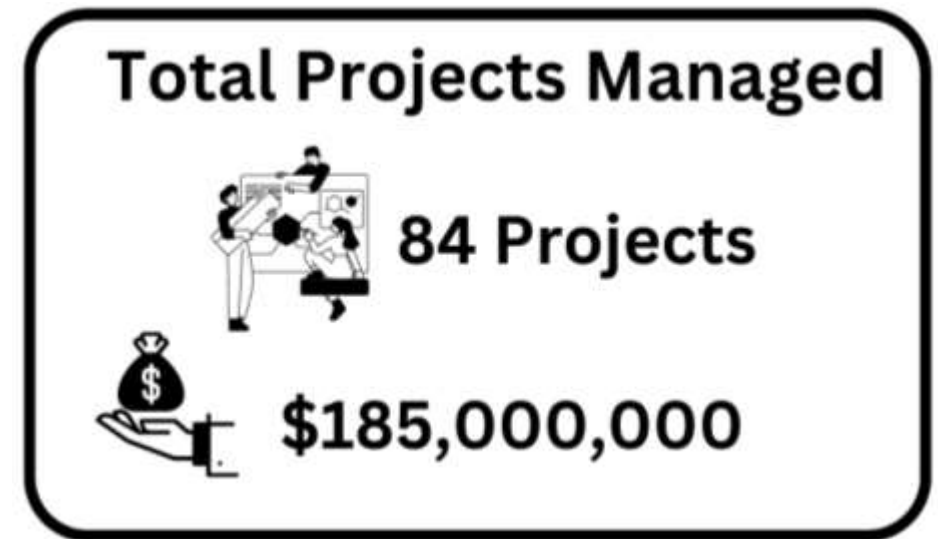
July 24, 2023

e-Builder Integration Programs

In 2021, the City Council authorized a contract with e-Builder, Inc to introduce capital project management software for the Public Works department.

Project Managers use e-Builder to track the following items on every capital project:

- Tasks
- Budgets
- Schedules



e-Builder Integration Programs

In February 2022, the City Council approved the Tyler Munis Financial System project, which included funding to integrate e-Builder and Munis to avoid repetitive data entry.

We have tested the manual processes in the Tyler Munis Financial System and are ready for the integration programs.

Timeline:

Financial Phase	Completed (April 2023)
HR/Payroll Phase	January 2024
Utility Billing Phase	April 2024

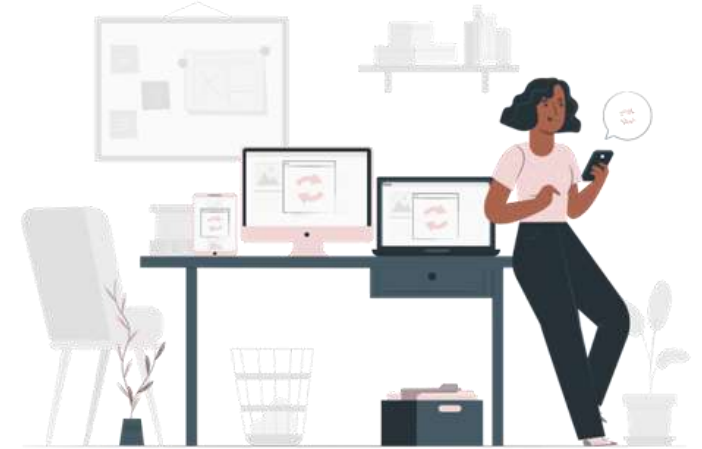


e-Builder Integration Programs

The benefit of these integration programs is that project managers can use one system to complete all project-related tasks, saving time and avoiding duplication of work.

Processes that will be integrated include the following:

- Project accounting
- Procurement
- Invoicing
- Payment



e-Builder Integration Programs

The integration programs will have a one-time cost of \$76,250 and an annual cost of \$19,600.

This action will also renew our contract with e-Builder for five years and will switch to a user-based license model as part of this amendment. This change will help to reduce the annual maintenance cost of \$79,850.40 to \$60,600, saving \$19,250.40 annually.

# of Licenses	Year 1	Year 2	Year 3	Year 4	Year 5
20 User Licenses	\$41,000.00	\$43,040.00	\$45,200.00	\$47,460.00	\$49,840.00

AppXchange - Recurring cost	\$16,000.00	\$17,640.00	\$18,522.00	\$19,448.10	\$20,420.51
AppXchange - One-time cost	\$34,650.00				
Code Step & Processes - Recurring cost	\$3,600.00	\$3,969.00	\$4,167.45	\$4,375.82	\$4,594.61
Code Step & Processes - One-time cost	\$41,600.00				

\$136,850.00 \$64,649.00 \$67,889.45 \$71,283.92 \$74,855.12 **\$415,527.49**

e-Builder Integration Programs

Staff Recommendation:

Approval of an amendment to contract CSO#1713-04-2021 with e-Builder, Inc, to build an integration with Tyler Munis/ERP System and renew the contract for five more years in the amount of \$415,528.00.



Questions / Comments



ORDER FORM

Order Date:	Date of the last signature below
Trimble Entity Name ("Trimble") and Address:	e-Builder Inc. a Trimble company 13450 West Sunrise Blvd Suite 600, Sunrise, FL
Customer Entity Name ("Customer") and Address:	City of Burleson, Texas 141 W. Renfro Street Burleson, TX 76028
Billing Contact Name and e-mail Address:	
Is a Purchase Order Required?	Yes or No <i>Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.]</i>
Is Customer Tax Exempt?	Yes or No
Initial Term:	4/5/2024 – 4/4/2029
Validity	This Order Form shall expire on 02/04/2024 (the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.
Miscellaneous:	The Customer's Average Capital Spend is up to \$35 Million. The SaaS Annual Amount is based on an Average Annual Capital Spend provided by the Customer. Trimble reserves the right to adjust the Annual Amount accordingly to align with the Customer's Actual Average Annual Capital Spend. "Annual Capital Spend" means the expenses incurred by Customer to demolish, plan, design, build, repair, remodel and furnish a building or site over a period of one year. "Average Annual Capital Spend" means the average of the estimated next three (3) fiscal years of the Customer's Annual Capital Spend. Trimble will have the right, during normal business hours and upon at least five (5) days' prior written notice, to have an independent firm audit the amount of Annual Capital Spend that the customer has incurred. The audit will be conducted at Trimble's expense, unless it reveals that Customer has not complied in which case Customer will (i) reimburse Trimble for all reasonable costs and expenses incurred by Trimble regarding such audit; and (ii) pay Trimble any annual license fee underpayment disclosed by the audit.

Annual Software Subscription:

Annual Item	Year 1 4/5/2024- 4/4/2025	Year 2 4/5/2025- 4/4/2026	Year 3 4/5/2026- 4/4/2027	Year 4 4/5/2027- 4/4/2028	Year 5 4/5/2028- 4/4/2029
Unlimited Users*	\$79,850.40	\$83,842.92	\$88,035.07	\$92,436.82	\$97,058.66
AppXchange	\$16,000.00	\$17,640.00	\$18,522.00	\$19,448.10	\$20,420.51
Code Step Maintenance	\$3,600.00	\$3,969.00	\$4,167.45	\$4,375.82	\$4,594.61
Total Annual Software Subscription	\$99,450.40	\$105,451.92	\$110,724.52	\$116,260.74	\$122,073.78

*The Customer may choose to switch to a Named User Model per the pricing listed below at the next renewal. If the Customer chooses to go to a Named User Model, the Customer must let Trimble know which option they will choose at least 60 days prior to the renewal date. If the Customer chooses to reduce to a Named User Model, then an additional Order Form will be created to formalize any changes to the Account.

Pricing Per Year:	Year 1 4/5/2024- 4/4/2025	Year 2 4/5/2025- 4/4/2026	Year 3 4/5/2026- 4/4/2027	Year 4 4/5/2027- 4/4/2028	Year 5 4/5/2028- 4/4/2029
15-30 Licenses	\$2,050 per License	\$2,152 per License	\$2,260 per License	\$2,373 per License	\$2,492 per License
31+ Licenses	\$1,850 per License	\$1,943 per License	\$2,040 per License	\$2,142 per License	\$2,250 per License

TERMS AND CONDITIONS

1. Terms and Conditions. This Quotation is subject to the Master Services Agreement between Trimble and the Customer, dated 4/5/2021 ("Agreement").

2. **AUTOMATIC RENEWALS.** *This Order will automatically renew for subsequent 12 month term(s) at then-current pricing, unless either party provides the other with notice of cancellation at least 30 days prior to the expiration of the then-current term.*

3. Payment Terms. All fees are due NET 30 from the date of the Trimble invoice.

- **Annual Software Subscription:** Trimble will invoice the amount of \$99,450.40 thirty days before the initial term of this Order Form and will invoice upon each renewal hereof.

4. Annual Price Increase. At each renewal, Trimble has a right to increase the annual fees by the greater of (a) CPI plus two percent (2%) or (b) five percent (5%). "CPI" shall mean for all Urban Consumers, the U.S. City Average, for all items, 1982-84=100 (the "CPI-U"), as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall be for the prior twelve months as of the date the calculation is made.

5. Data Usage and Ownership.

Customer hereby grants to Trimble and its Affiliates the non-exclusive, worldwide, irrevocable, royalty-free right: (i) to use Customer Data during the Initial Term to provide the Annual Software Subscription to the Customer; (ii) to use and disclose Customer Data as otherwise permitted pursuant to this Order Form or any written consent or instructions of Customer; and, (iii) on a perpetual basis: (A) to create, use, and disclose Anonymized Data for any purpose and (B) subject to the confidentiality obligations in the Agreement, to use Customer Data to develop, maintain, and improve the Annual Software Subscription and any other products, software, and services of Trimble or its Affiliates. Except for Trimble's use rights set forth in this Order Form, as between the parties, Customer retains all intellectual property and other rights in Customer Data. Trimble owns all right, title, and interest in Anonymized Data (including, without limitation, any and all intellectual property rights).

For the purposes of this clause:

- **“Affiliate”** means an entity that, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with a party, where “ownership” means the beneficial ownership of 50% or more of an entity’s voting equity securities or other equivalent voting interests, and “control” means the power to direct the management or affairs of an entity.
- **“Anonymized Data”** means any data collected in connection with the Annual Software Subscription (including Customer Data) that has been aggregated and/or de-identified in such a manner that the Customer or any other individual can be identified from the data when it is shared outside of Trimble or its Affiliates.
- **“Customer Data”** means any information, documents, materials, or other data of any type that is input by or on behalf of Customer into the Annual Software Subscription or any other Trimble products (“Products”) or that is created or generated by Customer through Customer’s use of the Products.

6. Electronic Invoices. Customer hereby consents to the receipt of invoices electronically at the indicated e-mail address(es) and accepts such invoices as if received by mail. Customer’s e-mail address may be changed by written notice given by Customer to Trimble at: customer_master@trimble.com. Customer is responsible for maintaining a current e-mail address and shall under no circumstances be excused from payment of applicable charges by its failure to access its designated e-mail address.

7. Due Authority. By signing below, the signatory represents that he/she (i) is an authorized representative of Customer and (ii) has the authority to legally and functionally commit the Customer.

[Signature Page to Follow]

ACCEPTANCE

Accepted and agreed:

CUSTOMER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

TRIMBLE:

Signature: _____

Print Name: _____

Title: _____

Date: _____

ORDER FORM

Order Date:	Date of the last signature below
Trimble Entity Name ("Trimble") and Address:	e-Builder Inc. a Trimble company 13450 West Sunrise Blvd Suite 600, Sunrise, FL
Customer Entity Name ("Customer") and Address:	City of Burleson, Texas 141 W. Renfro Street Burleson, TX 76028
Billing Contact Name and e-mail Address:	
Is a Purchase Order Required?	Yes or No <i>Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.]</i>
Is Customer Tax Exempt?	Yes or No
Initial Term:	8/5/2023 – 4/4/2024
Validity	This Order Form shall expire on 7/31/2023 (the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.

Additional Annual Software Subscription

Item Name	Unit of Measure	Description	Annual Amount
e-Builder AppXchange	11 - Integration Points	Subscription associated with integrations described in the SOW See Addendum 2 for Additional Details	\$16,000.00
Total Additional Annual Software Subscription			\$16,000.00

Professional Services:

Description	Price
One-Time Implementation Services	\$34,650.00
Total Professional Services	\$34,650.00

Addendums:

1. Statement of Work
2. Annual Software Subscription Details

TERMS AND CONDITIONS

1. Terms and Conditions. This Quotation is subject to the Master Services Agreement between Trimble and the Customer, dated 4/5/2021 ("**Agreement**").

2. Payment Terms. All fees are due NET 30 from the date of the Trimble invoice.

- **Additional Annual Software Subscription:** The Initial Fee for the Additional Annual Software Subscription in the amount of \$16,000.00 will be pro-rated for the Initial Term of this Order Form in the amount of \$10,666.67
- to coincide with the Customer's Annual Software Subscription anniversary date and is due and payable with the execution of this Order Form. Next year's Additional Annual Software Subscription will be invoiced with the Customer's existing Annual Software Subscription upon the next renewal date of 4/5/2024.
- **One-Time Integration Services:**
 - 50% due upon execution of this Order Form and 50% due upon deployment of the AppXchange Integrations into the Customer's test environment of which e-Builder is integrating into.
- **Travel:**
 - Travel is not expected for the scope of work described in the SOW. Thus, all work will be done by Trimble remotely. If Customer requires that Trimble travel, a separate Order Form will be executed to reflect the updated scope and pricing.

3. Electronic Invoices. Customer hereby consents to the receipt of invoices electronically at the indicated e-mail address(es) and accepts such invoices as if received by mail. Customer's e-mail address may be changed by written notice given by Customer to Trimble at: customer_master@trimble.com. Customer is responsible for maintaining a current e-mail address and shall under no circumstances be excused from payment of applicable charges by its failure to access its designated e-mail address.

4. Due Authority. By signing below, the signatory represents that he/she (i) is an authorized representative of Customer and (ii) has the authority to legally and functionally commit the Customer.

ACCEPTANCE

Accepted and agreed:

CUSTOMER:

Signature: ____

Print Name: ____

Title: ____

Date: ____

TRIMBLE:

Signature: ____

Print Name: ____

Title: ____

Date: ____

Addendum #1

Statement of Work

This Statement of Work ("SOW") describes the professional services that Customer has engaged Trimble (collectively "Parties") to perform on behalf of Customer. This SOW is integrated into a quote that incorporates the terms and conditions governed by the Parties (the "Agreement"). In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of the Agreement shall govern, unless the SOW expressly identifies the term of the Agreement to be modified. This SOW may not be modified or amended except in writing signed by a duly authorized representative of each Party.

1 One-Time Integration Services

Phase & Deliverables	Scope	Comments
Project Kickoff & Discovery		
Kickoff Discussion	Included	2-4 weeks after Order Form execution
Deliverable Schedule	Included	Defined during Kickoff Discussion
Data Gathering Guide	Included	Defined during Discovery
Project Design & Requirements		
Solution Document	Included	Requirements & Solution Design
Project Configuration & Testing		
AppXchange Integrations	Standard	See AppXchange Integration Scope

AppXchange Integration Scope

Trimble Professional Services will conduct an integration discovery session to identify and document the detailed system integration requirements. The scope of the integration is based on information provided by Customer at the time of contract execution and is subject to change based on the detailed requirements.

Integration Methodology

e-Builder AppXchange will be used to integrate and share data between e-Builder Enterprise and **Munis**.

Integration Points

Based on the discussions with the Customer, the Trimble team has identified the following integration data objects:

Integration Point Number	Integration Data Objects	Originating System	Receiving System	Description of Integration Point(s)
1	Vendors	MUNIS	e-Builder	Batch
2	Project Creation	e-Builder	MUNIS	01 PAPP
3	Commitment Approval	e-Builder	MUNIS	02 CON
4	Approved PO	MUNIS	e-Builder	02 CON
5	Commitment Changes	e-Builder	MUNIS	05 CO
6	Revised PO	MUNIS	e-Builder	05 CO
7	Pay Applications	e-Builder	MUNIS	03 VPA1
8	Payment Status Update	MUNIS	e-Builder	03 VPA1
9	PSA Invoices	e-Builder	MUNIS	(new process)
10	Payment Status Update	MUNIS	e-Builder	(new process)
11	General Invoices	MUNIS	e-Builder	Batch

Integration Assumptions

- The integration pricing is based on the discussions and details provided by the Customer at the time of execution of this SOW. Should additional details or requirements be identified during integration requirements session conducted by the Trimble Project Team, such items may require additional scoping and will require approval by the customer, before being implemented.
- The Customer will configure and maintain the Secure FTP (SFTP) site for batch file transfer, if required for the integration.
- The Customer is responsible for making any configuration, development, programming or reporting changes to their respective internal system in order to support the integration method(s) and templates implemented.
- Any custom development provided under this SOW is in support of the identified Data Objects, which represent individual integration instances between Trimble and the Customer System. Additional integration points, integration instances, or systems not identified in this SOW are subject to a change in scope.

2 Assumptions

The following responsibilities and assumptions are necessary for the successful completion of the scope of work found in this SOW. In the event that an item below does not occur in the manner or time-frame defined, Trimble may request to meet with the Customer and mutually agree upon an adjustment to the schedule, work activities and fees.

- The Customer will make best efforts to ensure the committed participation of all appropriate technical and user personnel throughout the project, including but not limited to periodic status reviews. Customer resources provided during the technical and functional sessions must be empowered to make decisions on project direction.
- The Trimble Professional Services team will work jointly with the Customer team to resolve all issues including those impacting the scope and timeline. Issues that may impact the progress and the schedule will be documented. If the issue is critical, Trimble will present the issue to the Customer in writing as quickly as possible. Once the issue is presented in writing the Customer is expected to respond within two (2) business days. If the issue cannot be resolved within two days, they will notify Trimble and arrange a meeting with all relevant personnel to resolve this issue. Failure to do so could impact the cost and schedule of the Trimble implementation project. Trimble may suspend the SaaS Services or terminate this SOW unless Customer signs a SOW providing for additional funding. For purposes of clarity, the delays covered by this Paragraph include only those for which Customer has discretion and control, and specifically excludes matters that are beyond Customer's discretion and control.
- All necessary content (data, text and graphics) will be provided to Trimble prior to the creative processes (if applicable).
- Unless specifically identified as deliverables within this document, Customer will enter any historical data from past projects to enable historical analysis.
- Unless specifically identified as deliverables within this document, data migration, system integrations or custom development of any kind is not included within the scope of the Trimble implementation project. These items can be included through the change management process if identified as required items.
- All change requests received and approved will be listed on a separate SOW. Each additional SOW must be signed and accepted prior to initiating additional work by Trimble.

Addendum #2

Annual Software Subscription Details

AppXchange

The e-Builder AppXchange integration platform includes options to deliver proven, configurable system integrations with pre-built e-Builder API connectors, self-service tools, and an extensible framework that delivers the power and flexibility capital construction owners need to easily solve complex business challenges.

Trimble has partnered with Boomi™, the market leading Integration Platform as a Service (iPaaS), to easily, and cost-effectively, support all application integration needs across a hybrid IT infrastructure.

The e-Builder AppXchange integration platform supports virtually any integration scenario, connecting e-Builder Enterprise to other SaaS applications in the cloud, securely exchanging data with on-premise applications behind your firewall, or any combination of the two. Organizational policy may place certain constraints on or dictate specific approaches for integrating applications. e-Builder AppXchange has the flexibility to accommodate these requirements.

e-Builder AppXchange supports integration with cloud applications through both direct API-to-API native integration and integration workflows modeled within the Boomi platform available within e-Builder Enterprise. On-premise application integrations are executed from a small integration runtime engine installed by the customer on their network, where it can reach the target application.

Additionally, as part of purchasing AppXchange, all customers will receive access to the e-Builder Application Programming Interface (API). The use of the API is limited to 5 million calls per quarter. Additional 10 million calls per quarter increments can be purchased separately.

The e-Builder APIs are segmented into two categories: Public and Private. The e-Builder Public APIs are defined at the following URL: <https://api2.e-builder.net/swagger/ui/index#> . Any APIs that are not included in the Public API specifications are considered to be Private APIs and are not authorized for use by anyone other than e-Builder employees.

ORDER FORM

Order Date:	Date of the last signature below
Trimble Entity Name ("Trimble") and Address:	e-Builder Inc. a Trimble company 13450 West Sunrise Blvd Suite 600, Sunrise, FL
Customer Entity Name ("Customer") and Address:	City of Burleson, Texas 141 W. Renfro Street Burleson, TX 76028
Billing Contact Name and e-mail Address:	
Is a Purchase Order Required?	Yes or No <i>Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.]</i>
Is Customer Tax Exempt?	Yes or No
Initial Term:	8/5/2023 – 4/4/2024
Validity	This Order Form shall expire on 7/31/2023 (the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.

Additional Annual Software Subscription

Item Name	Unit of Measure	Description	Annual Amount
Code Step Maintenance	N/A	Subscription associated with the Code Steps described in the SOW	\$3,600.00
Total Additional Annual Software Subscription			\$3,600.00

Professional Services:

Description	Price
One-Time Implementation Services	\$41,600.00
Total Professional Services	\$41,600.00

Addendums:

1. Statement of Work

TERMS AND CONDITIONS

1. Terms and Conditions. This Quotation is subject to the Master Services Agreement between Trimble and the Customer, dated 4/5/2021 ("**Agreement**").

2. Payment Terms. All fees are due NET 30 from the date of the Trimble invoice.

- **Additional Annual Software Subscription:** The Initial Fee for the Additional Annual Software Subscription in the amount of \$3,600.00 will be pro-rated for the Initial Term of this Order Form in the amount of \$2,400.00 to coincide with the Customer's Annual Software Subscription anniversary date and is due and payable with the execution of this Order Form. Next year's Additional Annual Software Subscription will be invoiced with the Customer's existing Annual Software Subscription upon the next renewal date of 4/5/2024.
- **One-Time Implementation Services:**
 - 50% due upon execution of this Order Form and 50% due upon the earlier of : (1) completion of One-Time Professional Services or (2) ninety (90) days from the execution of this Order Form.
- **Travel:**
 - Travel is not expected for the scope of work described in the SOW. Thus, all work will be done by Trimble remotely. If Customer requires that Trimble travel, a separate Order Form will be executed to reflect the updated scope and pricing.

3. Electronic Invoices. Customer hereby consents to the receipt of invoices electronically at the indicated e-mail address(es) and accepts such invoices as if received by mail. Customer's e-mail address may be changed by written notice given by Customer to Trimble at: customer_master@trimble.com. Customer is responsible for maintaining a current e-mail address and shall under no circumstances be excused from payment of applicable charges by its failure to access its designated e-mail address.

4. Due Authority. By signing below, the signatory represents that he/she (i) is an authorized representative of Customer and (ii) has the authority to legally and functionally commit the Customer.

[Signature Page to Follow]

ACCEPTANCE

Accepted and agreed:

CUSTOMER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

TRIMBLE:

Signature: _____

Print Name: _____

Title: _____

Date: _____

Addendum #1

Statement of Work

This Statement of Work ("SOW") describes the professional services that Customer has engaged Trimble (collectively "Parties") to perform on behalf of Customer. This SOW is integrated into a quote that incorporates the terms and conditions governed by the Parties (the "Agreement"). In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of the Agreement shall govern, unless the SOW expressly identifies the term of the Agreement to be modified. This SOW may not be modified or amended except in writing signed by a duly authorized representative of each Party.

1 One-Time Implementation Services

Trimble to provide the following firm fixed price services under this SOW:

Phase & Deliverables	Scope	Comments
Project Kickoff & Discovery		
Kickoff Discussion	Included	1-2 weeks after Order Form execution
Deliverable Schedule	Included	Defined during Kickoff Discussion The Parties agree at the time of this execution, the Project Configuration & Testing and Training (if applicable) below will be completed within ninety (90) days from the date of execution of the Order Form.
Project Configuration & Testing		
Process Module	2- New Processes 4- Updates to Existing Processes	<u>New Processes</u> <ul style="list-style-type: none">• PSA Invoice Approval• General Invoice Approval <u>Updates to Existing Processes</u> <ul style="list-style-type: none">• Project Creation• Commitment Approval• Change Orders• Pay App Approval
Redeployment of Code Step	2-Code Steps	<ul style="list-style-type: none">• Project Creation Automation• PCO Bundling Automation

2 Assumptions

The following responsibilities and assumptions are necessary for the successful completion of the scope of work found in this SOW. In the event that an item below does not occur in the manner or time-frame defined, Trimble may request to meet with the Customer and mutually agree upon an adjustment to the schedule, work activities and fees.

- The Customer will make best efforts to ensure the committed participation of all appropriate technical and user personnel throughout the project, including but not limited to periodic status reviews. Customer resources provided during the technical and functional sessions must be empowered to make decisions on project direction.
- The Trimble Professional Services team will work jointly with the Customer team to resolve all issues including those impacting the scope and timeline. Issues that may impact the progress and the schedule will be documented. If the issue is critical, Trimble will present the issue to the Customer in writing as quickly as possible. Once the issue is presented in writing the Customer is expected to respond within two (2) business days. If the issue cannot be resolved within two days, they will notify Trimble and arrange a meeting with all relevant personnel to resolve this issue. Failure to do so could impact the cost and schedule of the Trimble implementation project. Trimble may suspend the SaaS Services or terminate this SOW unless Customer signs a SOW providing for additional funding. For purposes of clarity, the delays covered by this Paragraph include only those for which Customer has discretion and control, and specifically excludes matters that are beyond Customer's discretion and control.
- All necessary content (data, text and graphics) will be provided to Trimble prior to the creative processes (if applicable).
- Unless specifically identified as deliverables within this document, Customer will enter any historical data from past projects to enable historical analysis.
- Unless specifically identified as deliverables within this document, data migration, system integrations or custom development of any kind is not included within the scope of the Trimble implementation project. These items can be included through the change management process if identified as required items.
- All change requests received and approved will be listed on a separate SOW. Each additional SOW must be signed and accepted prior to initiating additional work by Trimble.

