



Council Policy & Valuation Committee Agenda

Wednesday, August 26, 2026
9:00 AM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

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

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

3. **GENERAL**

A. Consider and take possible action of the minutes from the January 14, 2026 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, hold a discussion, and provide possible recommendations to the full council concerning amendments to Chapter 2, Article II on various sections. *(Staff Contact: Amanda Campos, City Secretary)*

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

6. **RECESS INTO EXECUTIVE SESSION**

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

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

7. **ADJOURN**

DEANNA PHILLIPS

Community Services

Community Services Director

dphillips@burlesontx.com

phone: 817.426.9622 | burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 20th of August 2026, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

BUDGET STATEMENT

Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the City Council meeting agenda at which the City Council will discuss or adopt a budget for the City of Burleson: For a median-valued homestead property (\$301,997 for tax year 2025, \$297,979 for tax year 2026), the City's portion of the property tax bill in dollars for the current fiscal year (FY25-26) is \$2,180, the City's portion of the property tax bill for the upcoming fiscal year (FY26-27) for the same property if the proposed budget is adopted is estimated to be \$2,151, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY26-27) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be \$2,175. A copy of the proposed budget is accessible on the home page of the governmental body's Internet website (www.burlesontx.com).

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

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: August 26, 2026

SUBJECT:

Consider and take possible action of the minutes from the January 14, 2026 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

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

SUMMARY:

The Council Policy and Valuation committee duly and legally met on January 14, 2026 for a regular meeting.

RECOMMENDATION:

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

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
January 14, 2026
MINUTES

Council present:

Dan McClendon, Chair
 Larry Scott
 Adam Russell, Vice Chair

Council Absent:Staff present

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

1. CALL TO ORDER – Time: 9:00 a.m.

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

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Consider approval of the minutes from the November 11, 2025 Council Policy and Valuation Committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

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

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

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

Lisandra Leal, Assistant City Secretary, presented the proposed Proclamation procedure. The procedure establishes a consistent and equitable process for recognizing individuals, organizations, events, and causes that are significant to the Burleson community. The committee discussed eligibility criteria, types of recognitions, requests that would not be considered, submission requirements, presentation options, and staff discretion.

Committee recommendations included:

- Combine the definition and eligibility criteria under “General Guidelines” and reformat the section.
- Recognize current or former City of Burleson residents and current or former City employees.
- Revise the language regarding requests that will not be considered to include alignment with the City’s mission, goals, culture, and guiding principles.
- Remove specific reference to religious requests and add “proclamation” to the language regarding requests that will not be considered.
- Remove “Letter of Recognition” and retain Certificate of Recognition as an alternative to a proclamation.
- Move celebratory documents to the end of the procedure and add definitions for those documents.
- Add a provision for distributing a monthly list of proclamations and certificates.
- Maintain staff discretion to review requests on a case-by-case basis and determine the appropriate form of recognition.

Draft Policy:

I. STATEMENT OF PURPOSE

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

II. PROCLAMATION GUIDELINES

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

A. Requests will be considered for the following purposes:

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

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

- Birthdays, wedding anniversaries, or business anniversaries;

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

III. REQUESTING A PROCLAMATION

A. Submission Requirements:

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

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

B. Distribution:

Approved proclamations may be distributed in one of the following ways:

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

IV. CERTIFICATE OF RECOGNITION GUIDELINES

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

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

V. REQUESTING A CERTIFICATE OF RECOGNITION

A. Submission Requirements:

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

- Requests must be received at least 30 days prior to the requested date;

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

B. Distribution:

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

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

VI. STAFF REVIEW AND ISSUANCE

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

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

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

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

No executive session needed.

7. ADJOURN

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

Time: 10:00 a.m.

Monica Solko
Deputy City Secretary

Choose an item.

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: August 26, 2026

SUBJECT:

Receive a report, hold a discussion, and provide possible recommendations to the full council concerning amendments to Chapter 2, Article II on various sections. *(Staff Contact: Amanda Campos, City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

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

SUMMARY:

This report will review several sections of the City of Burleson Code of Ordinance, Chapter 2, Article II, Boards, Commissions, and Committees. Members of the city council have requested we review items pertaining to:

The addition of a member to each existing board, commissions or committee (board) reserved for a member with an ADA perspective. This change would require amendment to section 2.31(e) but would need to answer the question if the ADA member would be one with the same requirements stated in 2.36 – a member with disabilities. Another considered amendment would this member be a voting member or ex-officio.

Section 2.31(e) Number of members for each board, commission or committee shall be nine (9) voting members.

Amending the requirements of an electrician or plumber to hold a Master's license to serve on the Building Codes & Standards board. The specific amendment to consider is to remove the Master License requirement for 1 electrician and 1 plumber. Further amendment could be to

remove the need for 2 electricians and 2 plumber and replace with at large positions to be filled by citizens.

Section 10.11 (1) The board shall, at a minimum, consist of:

- (a) Two licensed electricians, at least one of which shall be a master electrician; and*
- (b) Two licensed plumbers, at least one of which shall be a master plumber; and*

There is a staff request for the council to consider amending the term of the Animal Welfare representative on the Animal Shelter Advisory Committee to allow eligible candidate to exceed the current term limits. The position of Animal Welfare is specific and difficult to fill, the current member excels in the position and is willing to serve beyond the current term limits. Previously the city council made the same requested amendment for the position of the licensed veterinarian on September 9, 2024 (CSO#5559-09-2024).

Chapter 6, Section 6-16 Animal Shelter Advisory Committee, (c) the committee shall be in compliance with Chapter 2, article II, section 2.31(e) for number of members and each member shall serve terms in compliance with Chapter 2, article II, section 2.31(d). Notwithstanding the above, term limits shall not apply to the committee seats reserved for the one licensed veterinarian, the one municipal official, and the one person whose duties include the daily operations of an animal shelter.

The amendment requested by city council to consider is the limit of the number of boards an individual may be appointed to. There is currently no ordinance nor policy that address this issue, any change would actually be a new provision and council would have to make the determination if this would be added to the ordinance or be added to Council Policy #40.

RECOMMENDATION:

Staff has recommendations for the one item recommended by staff on not limiting term of the Animal Welfare Representative.

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

N/A

REFERENCE:

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name

Title

email@burlesontx.com

817-426-XXXX

THE CITY OF BURLESON TEXAS

Item A.

Boards, Commissions, & Committees

Council Policy & Valuation Committee
August 26, 2026

What are we looking at today?

- Membership of all the Boards, Commissions, and Committees to consider addition
- Requirements for the Building Codes & Standard
- Term of the Animal Welfare Representative
- Multiple appointments to boards for members



Should we
add a
member?

What addition was requested?

Additional member that addresses ADA issues.

Considerations

- Would the new member need to fill the Section 2.36 requirement – a member with a disability?
- If not required to match Section 2.36 requirement, what will be required to identify an ADA member?
- Would we add to all boards? As voting member or ex-officio?
- Would this change the scope of the ADA board?





Requirement for Building Code & Standard Review

Should we remove the Master License requirement?

How the requirement currently reads for electricians and plumber

Section 10.11 (1) The board shall, at a minimum, consist of: (a) Two licensed electricians, at least one of which shall be a master electrician; and (b) Two licensed plumbers, at least one of which shall be a master plumber; and

Considerations

- Remove master license requirement from both electrician and plumber?
- Remove and keep the requirement of 2 electricians and 2 plumbers?
- Remove and change to 1 electrician and 1 plumber and make the other 2 at-large positions?
- New at-large positions citizens only or own business?



Animal Welfare Representative Term

Staff requesting if we can amend the term

City council on September 9, 2024, amended the term of the licensed veterinarian removing the term limit to allow qualified veterinarian to serve if they are willing.

Considerations

- Animal Shelter Welfare Representative is one of 4 specialized positions on the board – all other specialized positions have no term limits
- Finding a representative from an Animal Welfare Organization willing to serve is difficult
- The Animal Welfare position has professional experience that aids the board and consistency is an advantage to the Animal Shelter





How
Many?

Appointment to multiple Boards

Service on multiple boards

There are no current guidelines or rules that address an individual serving on multiple city boards

Considerations

- The city council has over the years appointed individuals to multiple boards
- Staff is unaware of any issues reported or conflicts
- This is 100% a council decision



Next Steps?

**What do we bring forward
to the full council for
consideration?**

What needs more work?