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

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

1. CALL TO ORDER

Invocation - Bob Massey, Secretary, Burleson Christian Ministerial Alliance (BCMA)

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 3rd Quarter of 2025. (Staff Contact: Wanda Bullard, Deputy 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. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn.

B. Items to be withdrawn from the Consent Agenda for separate discussion by the City Council, staff, or members of the public in attendance.

4. CITIZENS APPEARANCES

Each person in attendance who desires to speak to the City Council on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the City Secretary prior to addressing the City Council. Each speaker will be allowed three (3) minutes.

Please note that City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

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

5. **CONSENT AGENDA**

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Consider and take possible action on the minutes from the October 20, 2025 regular council meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*
- B. Consider and take possible action on ordinance amending section 58-4 of the code of ordinances (Chapter 58 Parks & Recreation) permitting the sale of alcohol at Chisenhall Sports Complex. (Final Reading) *(Staff Contact: Jen Basham, Director of Parks and Recreation)*
- C. Consider and take possible action on a mutual aid agreement between the City of Burleson and Acadian Ambulance Service to provide third-party ambulance support, establishing a clear framework to ensure licensed ambulance transport coverage when system demand exceeds available resources during emergency and non-emergency incidents. *(Staff Contact: Casey Davis, Fire Chief)*
- D. Consider and take possible action on a minute order with CDW Government LLC for the purchase of wireless access points, security cameras, monitors, and peripheral equipment, utilizing Cooperative Customer Agreement through OMNIA Partners, TIPS, Sourcewell, or DIR, in the amount of \$120,000. *(Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)*
- E. Consider and take possible action on a resolution amending the employment agreement of the city manager, Tommy Ludwig. *(Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)*
- F. Consider and take possible action on minute order ratifying the actions on the Burleson 4A Corporation Board on November 3, 2025 regarding a resolution authorizing a real estate contract between the Burleson 4A Economic Development Corporation and FJRH Burleson DLA, LLC for the purchase of approximately 11.027 acres located at 1019 S. Burleson Boulevard, Burleson, Texas in the amount of \$6.0 million dollars. *(Staff Contact: Alex Philips, Director of Economic Development)*
- G. Consider and take possible action on a minute order adopting the 2026 Council Meeting Calendar. *(Staff Contact: Monica Solko, Deputy City Secretary)*
- H. Consider and take possible action on a client services agreement with Lockton-Dunning Series of Lockton Companies, LLC for consulting services with the city's health benefits and GASB

postretirement programs in the amount of \$305,600.00. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)

- I. Consider and take possible action on a resolution adopting the 2025 Public Art Master Plan. (Staff Contact: Jen Basham, Director of Parks and Recreation)
- J. Consider and take possible action on a resolution adopting the Public Art Policy. (Staff Contact: Jen Basham, Director of Parks and Recreation)
- K. Consider and take possible action on a contract with UCS Electric Cooperative for Alsbury Boulevard Phase 2 lighting and underground electric improvements in the amount of \$179,270.56, with a contingency of \$17,927.06, for a total amount of \$197,197.62. (Staff Contact: Randy Morrison, PE, Director of Capital Engineering)

6. DEVELOPMENT APPLICATIONS

- A. 2520 CR 913 (Case 25-259): Hold a public hearing and consider and take possible action on an ordinance for a zoning change request from "A" Agricultural to "C" Commercial for future development. (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval 8-0)

7. GENERAL

- A. Consider and take possible action on a resolution formally requesting that the Board of Directors of the Central Appraisal District of Johnson County (JCAD) direct a reappraisal of commercial property within the district to ensure appraisals are accurate and equitable. (Staff Contact: Harlan Jefferson, Deputy City Manager)
- B. Consider and take possible action on a resolution casting an official ballot and allocating votes for members to the Tarrant Appraisal District Board of Directors. (Staff Contact: Janalea Hembree, Assistant to the City Manager)
- C. Consider and take possible action on a resolution casting an official ballot and allocating votes for members to the Board of Directors for the Central Appraisal District of Johnson County. (Staff Contact: Janalea Hembree, Assistant to the City Manager)
- D. Consider and take possible action on a resolution accepting the Quarterly Investment Report for September 30, 2025, as submitted in accordance with the Public Funds Investment Act (PFIA). (Staff Contact: Natalie Turner, Chief Accountant)
- E. Consider and take possible action on a minute order for the spending authorization for Chisenhall concessions in the amount of \$410,000. (Staff Contact: Eric Oscarson, Deputy City Manager)

8. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and provide staff direction on proposed process improvements for the Development Services Department. (Staff Contact: Tony D. McIlwain, Development Services Director)

- B. Receive a report, hold a discussion, and provide staff direction regarding the potential connection of Fox Lane to Hidden Creek Parkway. (*Staff Contact: Randy Morrison, PE, Director of Capital Engineering*)

9. CITY COUNCIL REQUESTS FOR 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. The City Council may reconvene into open session and take action on posted items.

- A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**
-Interlocal Agreement with Johnson County regarding jurisdiction of plat approval in the City's ETJ
-Call to order and public presentations during City Council meetings
- B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**
-Discuss and receive direction on certain parcels of real property for the expansion of Lakewood Drive in Johnson County, Texas where deliberation in open session would have a detrimental effect on the position of negotiations with third parties
- C. Deliberation regarding (1) the deployment, or specific occasions for implementation of security personnel or devices; or (2) a security audit Pursuant to Sec. 551.076, Texas Government Code**
-Receive a report and hold a discussion regarding an informal security audit of certain City facilities and buildings
- D. 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 Street
-Project Swap
-Project Grand

11. ADJOURN

CERTIFICATE

I hereby certify that the above agenda was posted on this the 23rd of October 2025, by 6:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

BUDGET STATEMENT

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

ACCESSIBILITY STATEMENT

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

City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on the minutes from the October 20, 2025 regular council meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The City Council duly and legally met on October 20, 2025 for a regular council meeting.

RECOMMENDATION:

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

FISCAL IMPACT:

N/A.

STAFF CONTACT:

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

**BURLESON CITY COUNCIL REGULAR MEETING
OCTOBER 20, 2025
DRAFT MINUTES**

ROLL CALL

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Staff present

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

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

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

Invocation – Danny Andrews, Senior Adult Director, 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

- **A Proclamation recognizing October 19-25, 2025 as “Friends of the Libraries Week” in the City of Burleson (Recipient: Friends of Burleson Public Library)**

B. Presentations

- **Adoptable pet of the quarter. (Staff Contact: DeAnna Phillips, Director of Community Services)**
- **Texas Municipal Clerk’s Association 2025 Awards (Presented by: Alicia Richardson, TMCA President and City of North Richland Hills City Secretary/Chief Governance Officer)**
 - **Deputy City Secretary of the Year – Monica Solko**

- **Distinguished Service Award – Amanda Campos**
- **Municipal Clerk’s Office of Excellence Award**
- **Scholarship Committee Chair – Lisandra Leal**

C. Community Interest Items

- Join us on Friday for the Old Town Picture Show featuring Hocus Pocus at 6pm in the Mayor Vera Calvin Plaza, free to attend and in November featuring the movie, Elf.
- Join us on Saturday for Boo Bash at 5:30pm at Chisenhall Sports Complex, free to attend but must register.
- Support local business and vote for 1611 for the People’s Choice award for Explore Burleson.
- Hats off to our Police and Fire Departments for another successful National Night Out.
- The Economic Development Department shared exciting updates at the Fall Chamber luncheon with more growth and great things ahead for Burleson.

3. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn

- Remove 5I and 5J.

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

- None.

4. CITIZEN APPEARANCES

- No speakers.

5. CONSENT AGENDA

A. Minutes from the October 6, 2025 regular council meeting. (*Staff Contact: Lisandra Leal, Assistant City Secretary*)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

B. CSO#5953-10-2025, minute order ratifying the 4A Economic Development Corporation Board’s actions on the approval of a one-year services contract with the Burleson Area Chamber of Commerce in the amount of \$40,000. (*Staff Contact: Alex Philips, Economic Development Director*)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- C. CSO#5954-10-2025, one-year services contract with the Burleson Area Chamber of Commerce in the amount of \$40,000 (Staff Contact: Alex Philips, Economic Development Director)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- D. CSO#5955-10-2025, minute order ratifying the 4A Economic Development Corporation Board's action taken on the contract with SYB Construction CO., INC. for construction services on the Hooper Business Park Drainage and Paving Improvements (ITB 2025-16) in the amount of \$3,437,863.37 with a project contingency of \$343,786.34 for a total amount of \$3,781,649.71. (Project DV2201)(Staff Contact: Michelle McCullough, P.E., CFM, Deputy Director/City Engineer)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- E. CSO#5956-10-2025, minute order ratifying an Economic Development Corporation (Type A) amendment to Resolution 4A081825AnnualBudget by amending the 5-year Capital Improvement Plan of the 4A Economic Development Corporation for Fiscal Year 2026- 2030. The amendment proposes an increase to the total plan budget in the amount of \$6,000,000. (Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- F. CSO#5957-10-2025, minute order ratifying an Economic Development Corporation (Type A) resolution declaring the intention to reimburse an amount not to exceed \$6,750,000 for certain capital expenditures with proceeds from debt; and placing time restrictions on the issuance of tax-exempt obligations. (Staff Contact: Kevin Hennessey, Interim Director of Finance)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- G. CSO#5958-10-2025, minute order ratifying a Community Service Development Corporation (Type B) resolution amending the corporation's operating budget (Resolution 4B081825AnnualBudget) for Fiscal Year 2025-2026 and the 5-Year Capital Improvement Plan of the corporation for Fiscal Years 2026–2030. The amendment proposes an increase to the operating budget in the amount of**

\$2,914,620 and a reduction to the Capital Improvement Plan in the amount of \$444,087. (Staff Contact: Kevin Hennessey, Interim Director of Finance)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

H. CSO#5959-10-2025, resolution adopting the 2025 Parks and Recreation Master Plan. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

I. Resolution adopting the 2025 Public Art Master Plan. (Staff Contact: Jen Basham, Director of Parks and Recreation) - REMOVED

Item 5I was removed from the agenda.

J. Resolution adopting the Public Art Policy. (Staff Contact: Jen Basham, Director of Parks and Recreation) - REMOVED

Item 5J was removed from the agenda.

K. CSO#5962-10-2025, resolution for a petition submitted by AP-Groundwork Venture, LLC to annex land within the City's extraterritorial jurisdiction (ETJ) into the TallGrass Municipal Management District (MMD). (Staff Contact: Tony McIlwain, Development Services Director)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

L. CSO#5963-10-2025, resolution authorizing the City's 2025 membership application to the Electric Reliability Council of Texas (ERCOT); and authorizing the City Manager to vote on behalf of the City in all ERCOT elections. (Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

M. CSO#5964-10-2025, ordinance establishing Standards of Care for childcare programs operated by the Parks and Recreation Department. (Final Reading) (Staff Contact: Jen Basham, Director of Parks and Recreation)

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

- N. CSO#5965-10-2025, contract with Central North Construction for construction services on FM 731 for TxDot Green Ribbon Project CSJ 1094-030-020 through ITB 2025-014 in the amount of \$191,624.40. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Alexa Boedeker to approve the consent agenda items 5A-5H and 5K-5N.

Motion passed 7-0.

6. ETJ RELEASE

- A. CSO#5966-10-2025, ETJ Release Petition for 1601 W FM 917 (Case 25-273): Consider and take possible action on a petition for release from the City of Burleson extraterritorial jurisdiction (ETJ) for approximately 45.90 acres of land addressed as 1601 W FM 917. (Staff Contact: Tony McIlwain, Development Services Director) (No Planning and Zoning Commission action was required for this item)**

No action taken.

7. GENERAL

- A. CSO#5967-10-2025, contract with SYB Construction CO., INC. for construction services on the Hooper Business Park Drainage and Paving Improvements (ITB 2025-16) in the amount of \$3,437,863.37 with a project contingency of \$343,786.34 for a total amount of \$3,781,649.71. (Project DV2201)(Staff Contact: Michelle McCullough, P.E., CFM, Deputy Director/City Engineer)**

Michelle McCullough, Deputy Director/City Engineer, presented a contract to the city council.

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

Motion passed 7-0.

- B. CSO#5968-10-2025, 380 agreement between Windmill Properties, LLC, and the City of Burleson for the development of a new hotel located at the Standard at Chisenhall. (Staff Contact: Alex Philips, Economic Development Director)**

Alex Philips, Economic Development Director, presented an agreement to the city council.

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

Motion passed 7-0.

- C. CSO#5969-10-2025, amendment to a Guaranteed Maximum Price (GMP) contract (CSO#5871-08-2025) with Byrne Construction Services for Phase 2 of the Police Headquarters Expansion and Remodel in the amount of \$30,732,768. (FA2301) (Staff Contact: Eric Oscarson, Deputy City Manager)**

Eric Oscarson, Deputy City Manager, presented items 7C through 7F as one presentation to the city council.

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

Motion passed 7-0.

- D. CSO#5970-10-2025, amendment to CSO#4087-01-2023, the professional services contract for architectural design services for Burleson Police Headquarters Expansion with Brinkley Sargent Wiginton Architects in the amount of \$146,500 for a total contract cost in the amount of \$3,974,427. (FA2301) (Staff Contact: Eric Oscarson, Deputy City Manager)**

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

Motion passed 7-0.

- E. CSO#5971-10-2025, amendment to CON#133-09-2024, a professional services contract with UES for material testing services for the Police Headquarters Renovation and Expansion Project in the amount of \$191,149.50 for a total contract amount of \$211,974.50. (FA2301) (Staff Contact: Eric Oscarson, Deputy City Manager)**

Motion made by Alexa Boedeker and seconded by Phil Anderson to approve.

Motion passed 7-0.

- F. CSO#5972-10-2025, professional services contract with Vidaurri Management Group, LLC for vertical construction management services for the Police Headquarters Renovation and Expansion project, in the amount of \$433,672. (FA2301) (Staff Contact: Eric Oscarson, Deputy City Manager)**

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

Motion passed 7-0.

- G. CSO#5973-10-2025, ordinance amending the City operating budget (CSO#5910-09-2025) for Fiscal Year 2025-2026 and the 5-Year Capital Improvement Plan. This amendment includes an increase to the operating budget in the amount of \$2,914,620 and a net increase to the Capital Improvement Plan (CIP) totaling \$5,555,913; and time is of the essence. (First and Final Reading) (Staff Contact: Kevin Hennessey, Interim Director of Finance)**

Kevin Hennessey, Interim Director of Finance, presented an ordinance to the city council.

Motion made by Adam Russell and seconded by Phil Anderson to approve, incorporating the 4B amendment to the 4B CIP Golf Course project by changing the project name from Golf Fence to Golf Fence and/or Improvements.

Motion passed 7-0.

H. Ordinance amending section 58-4 of the code of ordinances permitting the sale of alcohol at Chisenhall Sports Complex. (First Reading) (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham, Director of Parks and Recreation, presented items 7H and 7I as one presentation to the city council.

Bill Janusch, 1147 NE Clinton Street, came forward in favor of the item.

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

Motion passed 5-2, with Phil Anderson and Larry Scott voting against.

I. CSO#5974-10-2025, adopting an alcohol policy for Chisenhall Sports Complex. (Staff Contact: Jen Basham, Director of Parks and Recreation)

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

Motion passed 7-0.

8. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and provide staff direction regarding the City's Capital Improvement Program. (Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)

Randy Morrison, Director of Capital Engineering, gave an update on the city's capital improvement program to the council.

Completed Projects:

- Service Center drainage
- Bluebird Meadows Drainage
- Neighborhood Street rebuilds FY 22 (Commerce St & Dobson St)
- Sidewalk Program FY 23 (Pleasant Manor)
- Lakewood Drive Streetlights
- Summercrest Rehabilitation
- Traffic Signal Alsbury HSIP Grant
- Traffic Signal – Hidden Creek and Gardens
- Water and Sewer line rehabilitation FY23

Active and FY 2026 Projects:

- Quiet zone at Dobson Street and CR714
- SH 174 widening to 6 lanes (Elk to Wicker Hill)
- Alsbury Blvd. at John Jones (FM 731) right turn lanes
- Old Town – Ellison Parking and Street Re-alignment w/Annex 3 Site 225 W. Renfro (OTB lot 1, Bloc, 56)
- Old Town – 116 S. Warren Parking Lot
- Hooper Business Park retention and roadway design
- Lakewood Drive Construction – CR 1020 to FM 1902
- Lakewood Drive Landscaping design
- Lakewood Drive extension design
- Westside Business Park Lift Station
- Police Headquarters expansion
- Fire Station 1 – renovation
- City Hall renovation
- Alsbury Ph 2 – Hulen to CR 1020 (bridge)
- Alsbury Ph 3 – widening to CR 914
- Alsbury Ph 1B – Candler to Hulen Outside lanes (from Candler Dr to Hulen St)
- Hulen Street widening – SH 174 to Candler & 16" waterline
- Sidewalk program FY 22 (Vaughn Dr)
- Renfro and Johnson pedestrian improvements
- Hillside Drive, Elk Drive and John Jones (FM 731) Ped and intersection
- Village Creek Parkway expansion (including Tarrant County bond)
- Neighborhood Street Rebuilds FY 23
- Traffic Signal Improvements (ITS) SH 174 (SH 174 and city wide)
- Industrial Blvd. pump station expansion and Alsbury pump station decommissioning.
- Willow Creek 12" water line looping
- FW I-35 water line extension
- Upper pressure plan water line looping
- Trunk relief sewer line (Town Creek Basin parallel)
- Parallel 24in Sewer Village Creek to Oakbrook Drive (w/Bear Ridge and the Lakes)
- Lift Station Rehabilitations
- SE Tarrant Sewer erosion control
- Ellison and Wilson ADA improvements
- Old Town lighting improvements (Bransom and Bufford)
- Waterline replacement and upsizing
- 114 W. Ellison demolition
- CR 914 reconstruction (CR 914A to CR 1021)
- FM 917 and 35W lift station and force main
- 12in wastewater line replacement in Village Creek Basin (Golf Course)
- Neighborhood Street rebuild FY25 and 26 water and sewer rehab FY24 and 26

New Projects:

- FM 1902 and CR 910 mobility - Design
- Wicker Hill Rd. and Greenridge Drive reconstruction – Design and ROW
- CR914 Reconstruction from CR914A to CR1021 – Design, ROW and construction
- Hulen ground storage tank rehabilitation – Design
- Mountain Valley elevated storage tank and ground storage tank demolition - Design
- Parkview Drive sewer upsizing to 10" - Design
- Chisholm west lift station force main / collector - Design
- Legacy Hill sewer extension – Design, ROW and construction

Council discussion included questions regarding the sidewalk and pedestrian improvements on the west side of Renfro and Johnson. Mr. Morrison stated that these improvements were included in the project. Council appreciated the update.

RECESS AND BACK TO ORDER

Mayor Fletcher recessed for a short break at 8:02 p.m. and called the meeting back to order at 8:09 p.m. with all members present as recorded above.

B. Receive a report, hold a discussion, and provide staff direction regarding the community park naming process. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

Jen Basham, Director of Parks and Recreation, presented the Community Park Naming Process to the City Council.

During discussion, Councilmember Victoria Johnson suggested revisiting the item, noting that the community park will serve the entire community and is one of the major projects for Parks and Recreation. She emphasized the importance of shaping the park for years to come and proposed considering broader naming opportunities for individual park elements, such as ball fields, walking paths, and other features, so that many individuals who have contributed to the community can be recognized. She noted that the walking trail would be at least a mile long, allowing for possibilities such as dedicating benches or monuments along the path to honor community members. Councilmember Alexa Boedeker expressed support for the idea of including monuments or markers along the walking trail acknowledging community contributions. Mayor Pro Tem Dan McClendon stated that naming decisions should elevate individuals based on the significance of their contributions to the city, referencing Mayor Ken Shetter's leadership and service from 2004–2020.

Ms. Basham presented a preliminary list of suggested park names that were submitted by the community. The council then discussed having the Park Board review the list of proposed names and allow the board to provide feedback. Council went back and forth on narrowing the list to the top 10 names but also wanted to ensure the names they were discussing would make the list.

Final consensus of the Council was to move forward with a general name for the park, Burleson Legacy Park, and directed staff to develop a naming policy for naming features within the park to honor those individuals who have made a significant contribution to the city.

9. CITY COUNCIL REQUEST FOR FUTURE AGENDA ITEMS AND REPORTS

- Clean Old Town including commercial dumpsters.

10. RECESS INTO EXECUTIVE SESSION

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

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

- Receive a report and hold a discussion regarding Texas Tax Code Section 6.155 and related provisions concerning communications with the chief appraiser

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

C. Personnel matters pursuant to Section 551.074, Texas Government Code

- Receive a report and hold a discussion regarding the evaluation and duties of the city manager
- Receive a report and hold a discussion regarding the evaluation and duties of the city secretary

D. 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 Bonus
- Project Overflow
- Project Grand

Motion was made by Adam Russell and seconded by Victoria Johnson to convene into executive session. **Time: 8:53 p.m.**

Motion passed 7-0.

Motion was made by Adam Russell and seconded by Dan McClendon to reconvene into open session. **Time: 11:11 p.m.**

Motion passed 7-0.

11. ADJOURNMENT

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

Mayor Chris Fletcher adjourned the meeting.

Time: 11:11 p.m.

Monica Solko
Deputy City Secretary

City Council Regular Meeting

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on ordinance amending section 58-4 of the code of ordinances permitting the sale of alcohol at Chisenhall Sports Complex. (Final Reading) (Staff Contact: Jen Basham, Director of Parks and Recreation)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Dynamic & Preferred City Through Managed Growth	2.1.7 Development Sports Tourism We will identify, plan, and execute a strategy for creating a new indoor sports facility, attracting regional events, boosting local tourism, and supporting economic growth.

SUMMARY:

Chisenhall Sports Complex serves both local youth leagues and regional tournaments. With the transition to third-party management under SFC, the City has the opportunity to define clear expectations regarding alcohol sales and service at the facility.

Staff has prepared a draft policy to balance community recreation opportunities with youth protection, liability management, and compliance with Texas Alcoholic Beverage Commission (TABC) regulations. Before finalizing the policy, staff is seeking Council feedback to ensure alignment with community values and Council priorities.

Restrictions on Youth Events

- No alcohol sales during regular youth league games or practices.
- No alcohol sales at tournaments/events geared toward children under the age of 12.

Sales & Service Standards

- Alcohol sales limited to designated areas approved by the City.
- All servers required to hold valid TABC certification.
- Clear signage and security presence required during alcohol service.

Liability & Indemnification

- SFC to maintain liquor liability insurance with the City named as an additional insured.
- SFC assumes responsibility for alcohol-related claims.
- SFC indemnifies and holds the City harmless.

Oversight & Enforcement

- Policy to be reviewed annually and updated as needed.
- City reserves the right to suspend/revoke alcohol sales authorization.
- Repeated non-compliance could result in termination of the management agreement.

RECOMMENDATION:

Staff recommends approval of an ordinance as presented.

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

Staff presented as part of report and discussion item regarding third party management of Chisenhall Sports Complex of August 18, 2025, Council directed staff to bring forward a policy regarding the sales of alcohol as a separate item for consideration..

Staff presented this item as a report and discussion item to City Council on October 6, 2025.

Staff presented this item for first reading to City Council on October 20, 2025.

REFERENCE:

FISCAL IMPACT:

STAFF CONTACT:

Jen Basham, CPRE

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



Alcohol Sales

CITY COUNCIL, NOVEMBER 3, 2025

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION

Purpose & Context

- Establishes responsible guidelines for alcohol sales on City property
- Ensures compliance with TABC and City standards
- Balances community enjoyment with youth protection and public safety
- The sale of alcohol is being considered in conjunction with the third -party management of Chisenhall Sports Complex with Sports Facilities Companies

Key Restrictions

- No alcohol during youth league games or practices
- No alcohol at tournaments/events where the target market is children 12 and under
- Applies to all SFC staff and subcontractors
- Compliance monitored by City & SFC

Sales & Service Standards

- **Sale of alcohol only in City-approved designated areas of the complex**
- **TABC Certification for staff required**
- **Clear signage**

Liability & Insurance

- **As part of the main contract with SFC, SFC must carry general and liquor liability insurance**
- **SFC must list the City as additional insured**
- **Certificates must be provided annually**
- **SFC assumes responsibility for alcohol-related claims**

Oversight & Annual Review

- **Adjustments adopted by Council as needed**
- **Spot inspections & compliance reviews authorized**
- **City may suspend/revoke alcohol sales authorization**
- **Non-compliance the City would issue written notice of default**
- **Continued violations-termination for cause as outlined in the management agreement**
- **City reserves sole discretion to permanently prohibit alcohol sales**

FEEDBACK

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 58, "PARKS AND RECREATION" OF THE CODE OF ORDINANCES OF THE CITY OF BURLESON TO PROVIDE AN EXCEPTION TO THE PROHIBITION OF ALCOHOL AT CERTAIN FACILITIES INCLUDING CHISENHALL FIELDS SPORTS COMPLEX UNDER CERTAIN CONDITIONS; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Burleson 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 previously adopted regulations regarding Parks and Recreation, found in Chapter 58 of the Code of Ordinances; and

WHEREAS, the City Council finds that it is desirable and necessary to amend Chapter 58 of Code of Ordinances of the City of Burleson to provide certain exceptions to the alcohol prohibition at certain facilities:

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

SECTION 1.

That Chapter 58 ("Parks and Recreation") of the Code of Ordinances of the City of Burleson, as amended, is hereby amended by amending Sec. 58-4 "Alcoholic beverages in parks, park facility and certain events" to read as follows:

"Sec. 58-4. Alcoholic beverages in parks, park facility and certain events.

- (a) Except as provided in subsection (b) or (c), below, it shall be unlawful for any person to sell, bring into, consume, or possess alcoholic beverages in any city park or park facility. Violation of this section is a misdemeanor and, upon conviction, shall be as provided in 1-14. Each violation of this section shall be deemed a separate offense.
- (b) A person may possess and consume alcoholic beverages within Russell Farms and the Senior Center only when: the Director may grants, in writing, an exception to this the prohibition set forth in subsection (a) for certain private parties (i.e. wedding receptions, anniversaries, family reunions, etc.) and special events that are conducted at Russell Farms and/or the Senior Center. In granting the exception of the prohibition in subsection (a), the Director may require additional conditions (i.e., insurance requirements, deposits, alcohol policy, contractual requirements, etc.).

- (c) A person may possess and consume alcoholic beverages within defined concession or spectator areas of Chisenhall Fields Sports Complex only when: (i) the City Manager grants, in writing, an exception to the prohibition in subsection (a) to a reservation, tournament agreement, other event, or to a third-party management company overseeing all or part Chisenhall Fields Sports Complex pursuant to a contract with the city of Burleson; (ii) alcohol service is managed by licensed personnel who hold a valid Texas Alcoholic Beverage Commission (TABC) license appropriate to the beverage type; and (iii) all consumption complies with TABC regulations, including age verification. In granting the exception of the prohibition in subsection (a), the City Manager may require additional conditions (i.e., insurance requirements, deposits, alcohol policy, contractual requirements, etc.) than set forth above.
- (d) A person who violates any subsection of this section is guilty of a misdemeanor and, upon conviction, is punishable by a fine not exceeding \$500.00 per occurrence as provided in section 1-14. Each violation of this section shall be deemed a separate offense.”

SECTION 2.

This ordinance shall be cumulative of all provisions of ordinances of the City, 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.

SECTION 3.

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, clauses, 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 its ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 4.

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than \$500.00 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 5.

All rights and remedies of the City of Burleson are expressly saved as to any and all violations of the provisions of any ordinances which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal,

whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance as required by state law.

SECTION 7.

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

AND IT IS SO ORDAINED.

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

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

PASSED AND APPROVED this the _____ day of _____, 20____.

Chris Fletcher, Mayor

(Seal)

ATTEST:

APPROVED AS TO FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: Fire/EMS Department
FROM: Casey Davis, Fire Chief
MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a mutual aid agreement between the City of Burleson and Acadian Ambulance Service to provide third-party ambulance support, establishing a clear framework to ensure licensed ambulance transport coverage when system demand exceeds available resources during emergency and non-emergency incidents. *(Staff Contact: Casey Davis, Fire Chief)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Beautiful, Safe, & Vibrant Community	3.3.3 Enhance emergency response services

SUMMARY:

The City of Burleson Fire/EMS is the main provider for 911 emergency calls with oversight for all ambulance transports.

The agreement with Acadian Ambulance Service is specifically designed to secure mutual aid non-emergency medical ambulance transportation and other related emergency services. This ensures that when the City requires mutual aid for ambulance transportation, resources may be requested from a reliable, licensed third party.

To ensure timely and appropriate patient movement, we are proposing the following operational hierarchy for inter-facility transfers:

CareFlite serves as the City's primary mutual aid ambulance provider due to its immediate proximity and established presence within the Burleson community, allowing for rapid response and consistent availability. CareFlite remains the first call for all specialty care transports, including critical care, emergency, and non-emergency inter-facility transfers. In the event CareFlite is unable to respond within 30 minutes for an emergency or critical transfer, Public Safety Communications will engage the secondary provider, Acadian Ambulance Service, to ensure timely patient transport and maintain uninterrupted service. This agreement formalizes a mutual aid arrangement, strengthening reliability and coverage during peak demand periods.

The proposed agreement with Acadian Ambulance Service is specifically designed to secure all mutual aid ambulance services. This ensures that when the City requires mutual aid for ambulance transportation, resources may be requested from a reliable, licensed third party ensuring continuous ambulance transport coverage through strategic mutual aid agreements and updated operational hierarchy.

RECOMMENDATION:

Staff recommends approval of the agreement with Acadian Ambulance Service.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Casey Davis
Fire Chief
CDavis@burlesontx.com
817-426-9173



EMS Mutual Aid Agreement

CITY COUNCIL PRESENTATION

NOVEMBER 3, 2025

Maintain Full Protection for the City of Burleson

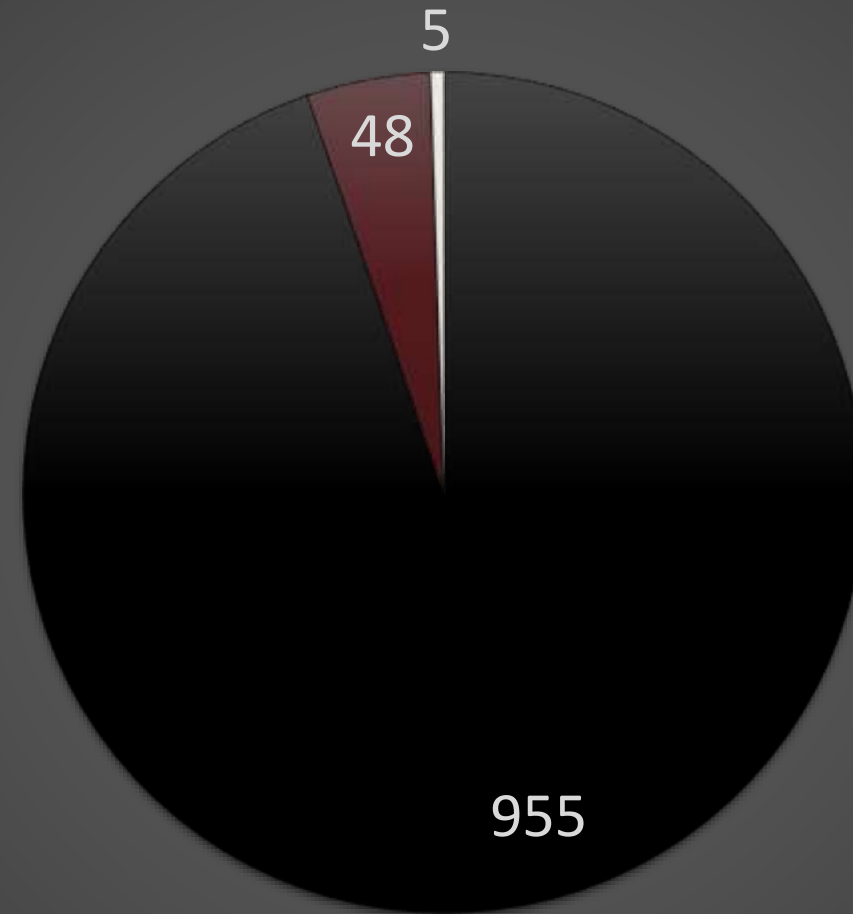
- **Primary Role of Burleson Fire/EMS:** Operate and provide oversight of all ambulance operations, prioritizing 911 response and actively managing inter-facility transfers
- **Current Agreement: (CareFlite):** Provides primary backup mutual aid for emergency and non-emergency medical ambulance transportation
- **New Agreement (Acadian):** Formalizing this agreement provides redundant emergency and non-emergency services
- **Resource Management:** Multi-level mutual aid ensures the availability of resources providing the highest level of care

Maintaining 911 Response Integrity

Distinguishing Roles and Licensing Requirements

- 911 Response: Burleson Fire/EMS is the main provider for 911 calls. We continue to coordinate with mutual aid partners such as CareFlite, Crowley FD and Fort Worth FD for 911 EMS calls
- Licensing Constraint: Mutual aid partners such as Crowley FD, and Fort Worth FD are NOT licensed through DSHS to take inter-facility transfers, *this reinforces the critical need for agreements with licensed providers*
- Battalion Chief Discretion: Actively manage ambulance allocation in coordination with Public Safety Communications, including mutual aid resources, (emergency and non-emergency)

Interfacility Transfers 2025 ≈ 1008



■ CareFlite ■ Burleson Fire/EMS ■ Medstar

Proposed Hierarchy for Inter-Facility Transfers

Priority	Provider	Role and Function (Licensed Transfers)	Supporting Source Information
First Option	CareFlite	Preferred Provider for all transfers: Non-Emergency, Emergency, and Critical Care (Specialty Care)	CareFlite is the preferred provider for all specialty care transfers due to immediate availability in the Burleson community
Second Option	Acadian Ambulance Service (Mutual Aid)	Licensed Mutual Aid Backup engaged when CareFlite is unavailable or fails to meet the required 30-minute timeframe for Emergency/Critical transfers	Acadian is a licensed inter-facility transfer provider and is staffed and equipped to provide specialty care transfers
Third Option	Burleson Fire/EMS	Overall responsibility for all ambulance transports in the City	Triage calls and assign proper resources including Burleson Fire/EMS ambulances as needed

Recommendation

Securing Critical Resources for Burleson

- The Mutual Aid Agreement with Acadian, formalizes essential licensed capacity for transportation above current support levels
- This structured hierarchy ensures we secure reliable, licensed resources for all patient transfer types
- By clarifying the roles of CareFlite, Acadian, and Burleson Fire/EMS, we can better allocate resources to meet the dynamic needs of the system
- Recommendation:** To approve the Mutual Aid Agreement with Acadian to ensure continuous, reliable, licensed ambulance transport coverage for the City of Burleson

City Council Regular Meeting

DEPARTMENT: Information Technology

FROM: Hugo Rodriguez, Deputy Chief Technology Officer

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a minute order with CDW Government LLC for the purchase of wireless access points, security cameras, monitors, and peripheral equipment, utilizing Cooperative Customer Agreement through OMNIA Partners, TIPS, Sourcewell, or DIR, in the amount of \$120,000. *(Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)*

SUMMARY:

BTX-IT's Life Cycle Management program is designed to keep the City's technology infrastructure efficient and up to date by upgrading or replacing wireless access points, security cameras, monitors, and peripheral equipment on a flexible, needs-based schedule. This proactive approach ensures systems remain current, maximizes service performance, strengthens security, and incorporates new features and functionality. Equipment is replaced as it reaches the end of its useful life, ensuring staff have access to the latest technology and continued support for parts and replacements.

For fiscal year 2026, BTX-IT will establish a single \$120,000 contract with CDW Government, LLC. While this is one contract, BTX-IT will leverage cooperative agreements such as TIPS, DIR, Sourcewell, or OMNIA Partners to secure the most cost-effective pricing for each transaction. This strategy streamlines procurement, reduces administrative workload, and enables timely equipment replacements. By utilizing cooperative agreements, BTX-IT ensures competitive pricing, compliance with procurement regulations, and efficient use of the \$120,000 budget to maintain and modernize its technology infrastructure. This amount is budgeted annually in the department's budget and is within the budget amount for the current fiscal year.

RECOMMENDATION:

Approve a minute order with CDW Government LLC for the purchase of wireless access points, security cameras, monitors, and peripheral equipment, utilizing Cooperative Customer Agreement through OMNIA Partners, TIPS, Sourcewell, or DIR, in the amount of \$120,000.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$120,000

Account Number(s): 6108001-63505

Fund: Support Service Fund (610)

Account Description: Computer Hardware M & R

STAFF CONTACT:

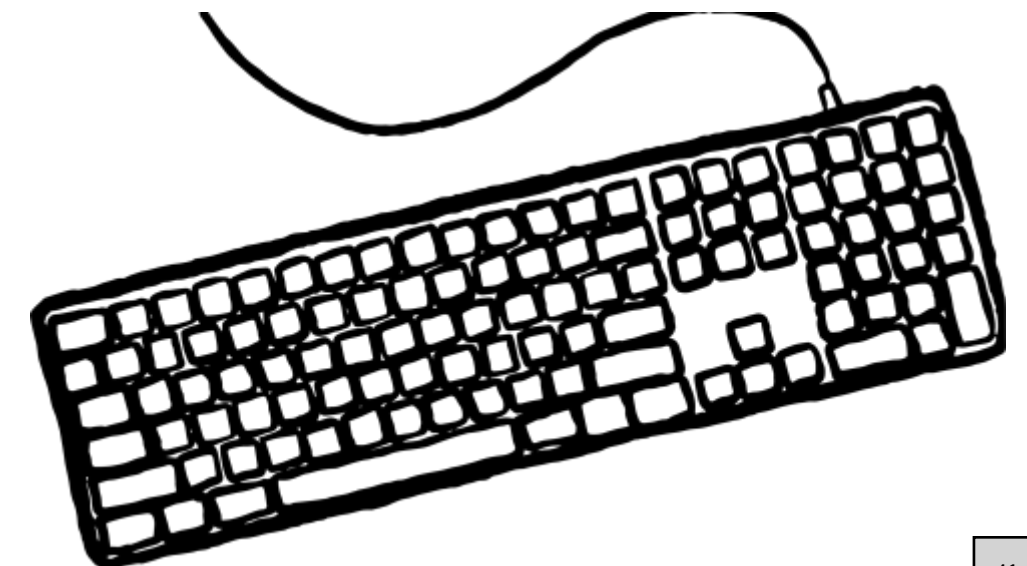
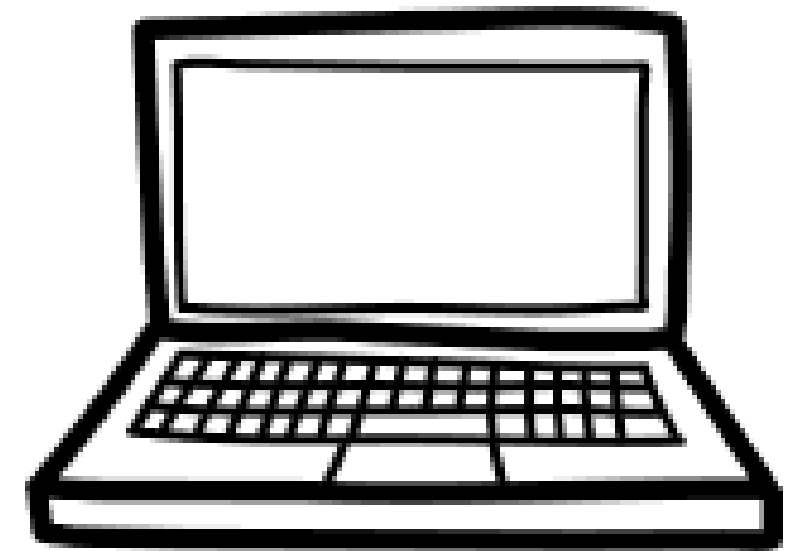
Hugo Rodriguez

Deputy Chief Technology Officer

hrodriguez@burlesontx.com

682-312-2766

CDW Government LLC Contract



BTX-IT's Life Cycle Management program adds or replaces wireless access points, security cameras, monitors, and peripheral equipment on a varied lifecycle replacement timeline to improve our service offering.

The Life Cycle program ensures that our staff:

- Are using current technologies.
- Have parts and equipment replacement support.
- Ensure that we are taking advantage of new features and security enhancements provided by the new equipment.

Background

CDW-G partners with multiple cooperative purchasing networks—**TIPS, DIR, Sourcewell, and OMNIA Partners**—to streamline procurement and secure the **best possible pricing** for technology purchases.

- Cooperative contracts are pre-bid and pre-negotiated
- BTX-IT will select the most cost-effective agreement for each order.
- The process reduces time, paperwork, and administrative burden.
- Ensures contract compliance and transparent pricing for every purchase.

- BTX-IT will establish a \$120,000 contract with CDW Government LLC for fiscal year 2026.
- Leveraging these agreements ensures competitive pricing and compliance with procurement regulations. Though it's one contract with CDW-G, BTX-IT can use cooperative agreements such as TIPS, DIR, Sourcewell, or OMNIA to secure the best prices for each purchase.
- The total amount for the fiscal year is budgeted and within the budget amount.

Recommendation

Approve a minute order with CDW Government LLC for the purchase of wireless access points, security cameras, monitors, and peripheral equipment, utilizing Cooperative Customer Agreement through OMNIA Partners, TIPS, Sourcewell, or DIR, in the amount of \$120,000.





City Council Regular Meeting

DEPARTMENT: Legal

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

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a resolution amending the employment agreement of the city manager, Tommy Ludwig. (*Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services*)

STRATEGIC PRIORITY AND GOAL(S):

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

SUMMARY:

At its October 20th, 2025, meeting, the City Council evaluated the performance and duties of the city manager, Tommy Ludwig.

RECOMMENDATION:

n/a

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

At its October 20th, 2025, meeting, the City Council evaluated the performance and duties of the city manager, Tommy Ludwig.

REFERENCE:

n/a

FISCAL IMPACT:

Account Number(s): 1011001

Fund: General

Account Description: n/a

Procurement Method: n/a

STAFF CONTACT:

Matt Ribitzki

Sr. Deputy City Attorney/Director of Legal Services

mribitzki@burlesontx.com

817-426-9664

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AMENDING THE EMPLOYMENT AGREEMENT OF THE CITY MANAGER, TOMMY LUDWIG.

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, on or about July 10, 2023, the City Council appointed Tommy Ludwig as city manager of the City; and

WHEREAS, on or about July 10, 2023, the City and Mr. Ludwig entered into an employment agreement for Mr. Ludwig to serve as city manager of the City; and

WHEREAS, recently the City Council evaluated the performance and duties of Mr. Ludwig as city manager; and

WHEREAS, the City and Mr. Ludwig desire to amend the current employment agreement in place; and

WHEREAS, the City Council finds that the terms of this resolution and the amended employment agreement are in the best interest of the City and the citizens of the City of Burleson, Texas;

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

Section 1

The Mayor, Chris Fletcher, is authorized to execute on behalf of the City the amended employment agreement of the city manager, Tommy Ludwig.

Section 2

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

PASSED AND SO RESOLVED by the City Council of the City of Burleson, Texas, this _____ day of _____, 20____:

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: Economic Development

FROM: Alex Philips, Director of Economic Development

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on minute order ratifying the actions on the Burleson 4A Corporation Board on November 3, 2025 regarding a resolution authorizing a real estate contract between the Burleson 4A Economic Development Corporation and FJRH Burleson DLA, LLC for the purchase of approximately 11.027 acres located at 1019 S. Burleson Boulevard, Burleson, Texas in the amount of \$6.0 million dollars. (*Staff Contact:* Alex Philips, Director of Economic Development)

STRATEGIC PRIORITY AND GOAL(S):

 Dynamic & Preferred City Through Managed Growth	Strategic Goal
	2.1 Attract and retain top-tier businesses 2.2 Promote sustainable residential and commercial development through strategic and long-term planning 2.3 Enhance connectivity and improve mobility 2.4 Implement the city's Capital Improvement Program Develop and maintain facilities and utility services

SUMMARY:

The Burleson 4A Economic Development Corporation has identified this 11.027 acres as a property for the future use of recruitment of primary jobs. The 4A owns the property at 921 S. Burleson Boulevard where F-Wave Roofing is located with their headquarters and manufacturing. This property will further the goals of the 4A in the future.

The details of the contract are below:

The Burleson 4A to purchase the property for \$6,000,000 with an earnest money payment of \$75,000 that will go towards the closing of the property. The Burleson 4A will have 60 days to conduct due diligence that will include a Phase 1 Environmental report as well as a Geotechnical report. The Burleson 4A will close on the property within 15 days after the due diligence period ends.

RECOMMENDATION:

Staff recommends approval

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

Burleson 4A approved the contract on November 3, 2025.

REFERENCE:

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$6.0M
Account Number(s): 4403101-70001
Fund:4A Bond Fund
Account Description: Land

STAFF CONTACT:

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

Project Vision

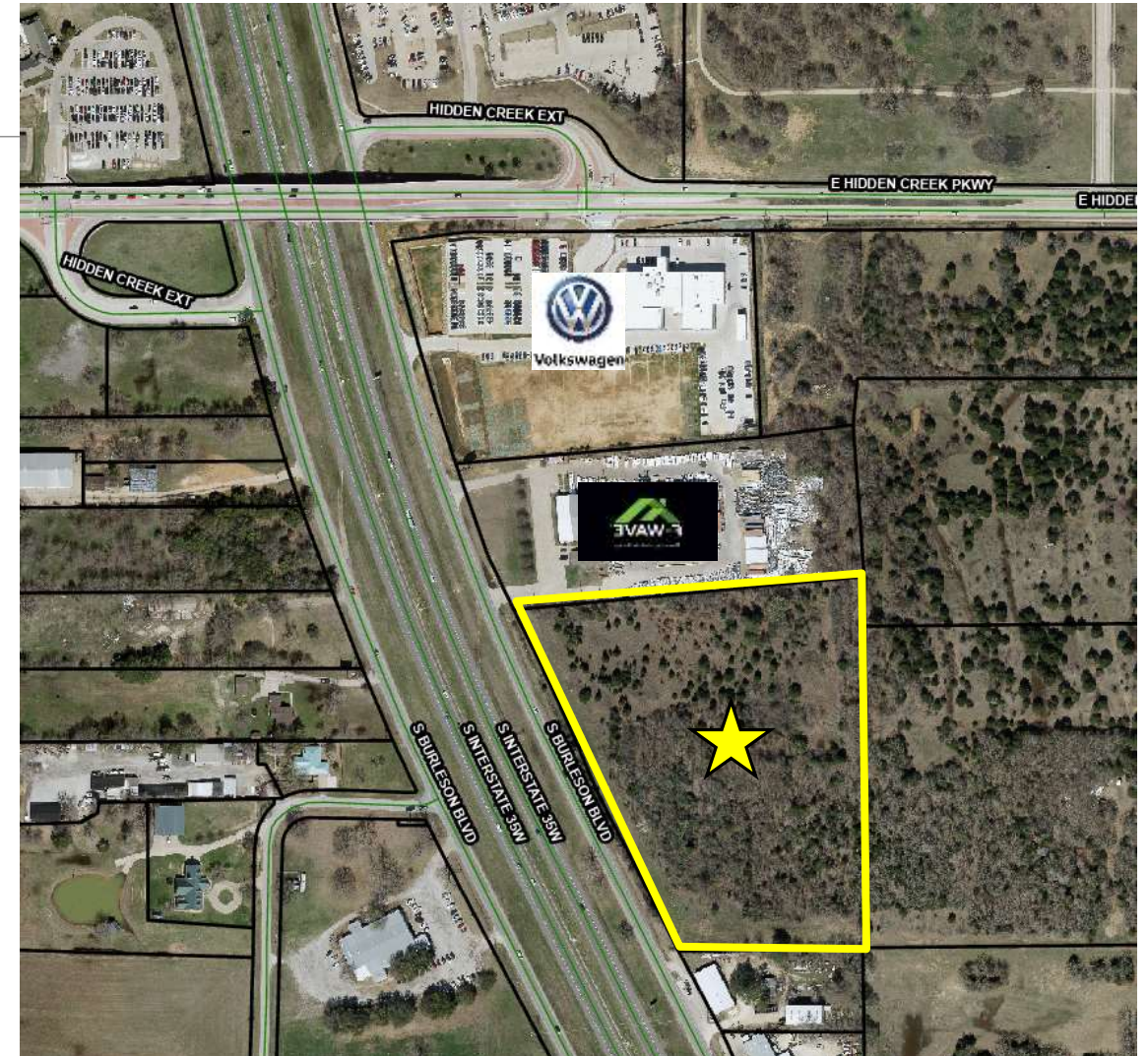
Project Vision Details

- Property is located within the Hidden Creek corridor.
- Property is adjacent to FWAVE Roofing where the Burleson 4A owns the property.
- The purchase of the property will allow the 4A to further their efforts to attract new primary jobs.
- Staff would market the property for future regional or corporate headquarters.



Contract Details

- Purchase price for the 11.027 acres of property is \$6,000,000.
- The Burleson 4A would have a 60 day due diligence period.
- Staff would conduct a Phase 1 environmental and a Geotechnical report on the property prior to closing.
- Earnest money of \$75,000 that would go towards the purchase of the property.
- Closing on the property would happen within 15 days after the due diligence period.
- The purchase of this tract would give the Burleson EDC approximately 18 acres of I-35W frontage.



Current 4A 5-Year Forecast

	FY 23-24 Actual	FY 24-25 Adopted	FY 24-25 Revised	FY 24-25 Year- End Est	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected
Beginning Fund Balance	\$ 5,433,397	\$ 6,295,522	\$ 6,295,522	\$ 8,036,155	\$ 9,443,321	\$ 4,838,700	\$ 7,350,751	\$ 8,489,797	\$ 9,283,316
Revenue									
Sales & Use Taxes	7,462,408	7,643,839	7,643,839	7,760,905	7,993,732	8,233,544	8,480,550	8,734,967	8,997,016
Other Revenue	657,685	2,751,575	2,751,575	2,901,575	531,122	430,191	461,839	469,079	476,669
Total Revenue	8,120,093	10,395,414	10,395,414	10,662,480	8,524,854	8,663,735	8,942,389	9,204,046	9,473,685
Expenditures									
Personnel	581,150	741,125	741,125	697,938	738,400	759,519	786,634	814,778	843,994
Base Expenses	968,630	1,352,966	1,427,966	1,411,743	1,084,256	1,101,871	1,119,907	1,138,375	1,157,287
Incentives (ED)	749,481	4,755,900	5,987,685	1,949,500	7,445,000	25,750	856,523	527,318	648,138
Existing Debt Service	3,218,074	4,126,727	4,126,727	4,096,133	3,449,411	3,446,419	3,445,842	3,058,017	3,062,513
Future Debt Service	-	-	-	-	412,409	818,125	1,594,438	2,872,038	2,869,225
Office Building Purchase			1,100,000	1,100,000					
Total Expenditures	5,517,335	10,976,718	13,383,503	9,255,314	13,129,476	6,151,684	7,803,343	8,410,527	8,581,157
Change in Fund Balance	\$ 2,602,758	\$ (581,304)	\$ (2,988,089)	\$ 1,407,166	\$ (4,604,622)	\$ 2,512,051	\$ 1,139,046	\$ 793,519	\$ 892,527
Ending Fund Balance	\$ 8,036,155	\$ 5,714,218	\$ 3,307,433	\$ 9,443,321	\$ 4,838,700	\$ 7,350,751	\$ 8,489,797	\$ 9,283,316	\$ 10,175,844
FB % of Expenditure	145.65%	52.06%	24.71%	102.03%	36.85%	119.49%	108.80%	110.38%	118.58%

Proposed 4A 5-Year Forecast

	FY 23-24 Actual	FY 24-25 Adopted	FY 24-25 Revised	FY 24-25 Year- End Est	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected
Beginning Fund Balance	\$ 5,433,397	\$ 6,295,522	\$ 6,295,522	\$ 8,036,155	\$ 9,443,321	\$ 4,838,700	\$ 6,790,751	\$ 7,369,797	\$ 7,603,316
Revenue									
Sales & Use Taxes	7,462,408	7,643,839	7,643,839	7,760,905	7,993,732	8,233,544	8,480,550	8,734,967	8,997,016
Other Revenue	657,685	2,751,575	2,751,575	2,901,575	531,122	430,191	461,839	469,079	476,669
Total Revenue	8,120,093	10,395,414	10,395,414	10,662,480	8,524,854	8,663,735	8,942,389	9,204,046	9,473,685
Expenditures									
Personnel	581,150	741,125	741,125	697,938	738,400	759,519	786,634	814,778	843,994
Base Expenses	968,630	1,352,966	1,427,966	1,411,743	1,084,256	1,101,871	1,119,907	1,138,375	1,157,287
Incentives (ED)	749,481	4,755,900	5,987,685	1,949,500	7,445,000	25,750	856,523	527,318	648,138
Existing Debt Service	3,218,074	4,126,727	4,126,727	4,096,133	3,449,411	3,446,419	3,445,842	3,058,017	3,062,513
Future Debt Service	-	-	-	-	412,409	1,378,125	2,154,438	3,432,038	3,429,225
Office Building Purchase			1,100,000	1,100,000					
Total Expenditures	5,517,335	10,976,718	13,383,503	9,255,314	13,129,476	6,711,684	8,363,343	8,970,527	9,141,157
Change in Fund Balance	\$ 2,602,758	\$ (581,304)	\$ (2,988,089)	\$ 1,407,166	\$ (4,604,622)	\$ 1,952,051	\$ 579,046	\$ 233,519	\$ 332,527
Ending Fund Balance	\$ 8,036,155	\$ 5,714,218	\$ 3,307,433	\$ 9,443,321	\$ 4,838,700	\$ 6,790,751	\$ 7,369,797	\$ 7,603,316	\$ 7,935,844
FB % of Expenditure	145.65%	52.06%	24.71%	102.03%	36.85%	101.18%	88.12%	84.76%	86.81%

Recommendation

Staff recommends the approval of a resolution authorizing the real estate contract for the purchase of 11.027 acres located at 1019 S. Burleson Boulevard in the amount of \$6M.

Questions / Comments

Alex Philips
Economic Development Director
aphilips@burlesontx.com
817-426-9638

RESOLUTION

A RESOLUTION OF THE BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A CONTRACT BETWEEN THE TYPE A CORPORATION, AS BUYER, AND FJRH BURLESON DLA, LLC, AS SELLER, TO ACQUIRE FEE SIMPLE TITLE TO REAL PROPERTY COMMONLY KNOWN AS 1019 S BURLESON BLVD, BURLESON, JOHNSON COUNTY, TEXAS, (THE “PROPERTY”) FOR THE SALES PRICE OF \$6,000,000.00, AND OTHER CONSIDERATION, AS PRESCRIBED IN THE REAL ESTATE CONTRACT ATTACHED IN EXHIBIT “A” (THE “CONTRACT”); AUTHORIZING THE BOARD PRESIDENT TO EXECUTE ALL DOCUMENTS NECESSARY TO CLOSE ON THE CONTRACT; AUTHORIZING THE EXPENDITURE OF FUNDS; REQUEST FOR BURLESON CITY COUNCIL RATIFICATION; AND PROVIDING AN EFFECTIVE DATE.

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, 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, Seller is seeking to sell the Property; and

WHEREAS, the Type A Corporation seeks to purchase and develop the Property for the creation or retention of primary jobs and required or suitable for the development, retention, or expansion of manufacturing and industrial facilities or regional or national corporate headquarter facilities, and seeking to make site improvements on the Property necessary to promote new or expanded business development and enterprises; and

WHEREAS, the Type A Corporation and Seller desire to enter into the Real Estate Contract, attached hereto as Exhibit “A” and incorporated herein by reference for all purposes (the “Contract”); and

WHEREAS, the Type A Corporation desires that the Board President, Dan McClendon, execute the Contract on behalf of the Type A Corporation with the Seller; and

WHEREAS, the Type A Corporation desires to close the real estate transaction described in the Contract; and

WHEREAS, the Type A Corporation desires the Board President, Dan McClendon, execute all documents necessary to close the real estate transaction described in the Contract; and

WHEREAS, the Type A Corporation desires to purchase the Property pursuant to the Contract;

and

WHEREAS, the Type A Corporation Board hereby finds and determines that the expenditures set forth in this resolution constitute a “Project” as defined by the Development Corporation Act, codified in Subtitle C-1 of Title 12 of the Texas Local Government Code, in Section 501.101, in that the expenses are for land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements that are for the creation or retention of primary jobs and required or suitable for the development, retention, or expansion of manufacturing and industrial facilities or regional or national corporate headquarter facilities; and

WHEREAS, the Type A Corporation Board hereby finds and determines that the expenditures set forth in this resolution constitute a “Project” as defined by the Development Corporation Act, codified in Subtitle C-1 of Title 12 of the Texas Local Government Code, in Section 501.103, in that the expenditures are for infrastructure improvements related to streets and roads, drainage, and site improvements necessary to promote new or expanded business development and enterprises; and

WHEREAS, the Type A Corporation desires the City approve this action;

NOW, THEREFORE, BE IT RESOLVED BY THE BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS, THAT:

Section 1.

The Board President, Dan McClendon, is authorized: (a) to execute on behalf of the Type A Corporation (i) the Contract between the Type A Corporation and the Seller, substantially in the form attached as Exhibit “A”, with the purchase price of \$6,000,000.00 and other consideration, and (ii) any other documents necessary for closing the transaction contemplated by the Contract; and (b) to make expenditures in accordance with the terms of the Contract and in closing the transaction contemplated by the Contract.

Section 2.

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

Section 3.

The Type A Corporation hereby requests that the City Council of the City of Burleson ratify this resolution and actions of the Type A Corporation. Accordingly, this resolution shall take effect immediately after such ratification.

PASSED, APPROVED, AND SO RESOLVED by the Board of Directors of the Burleson 4A Economic Development Corporation on the ____ day of _____, 20__.

Dan McClendon, Board President
Burleson 4A Economic Development Corporation

ATTEST:

Amanda Campos, Secretary

City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a minute order adopting the 2026 Council Meeting Calendar. (*Staff Contact: Monica Solko, Deputy City Secretary*)

SUMMARY:

Annually the City Council formally adopts a calendar for the coming year of regular scheduled council meetings. Traditionally this calendar did not consider any special budget meetings, city holidays, or 4A/4B/TIF or Council Committee schedules. To strive for transparency and planning, City Manager's Office and City Secretary's Office worked to propose this new format calendar for council to consider:

- Start time of the 1st and 2nd council meeting of the month – 5:30 p.m. – Mondays unless Holiday conflicts.
- Standing 4A, 4B, and TIF scheduled meetings on the 2nd meeting of the month – between 4:00 p.m. and 5:00 p.m. **Only if needed but will assure time dedication.**
- Council Committee meetings quarterly, two committees a month unless required – 9:00 a.m. and 1:00 p.m. There are 6 committees.
- Only 1 meeting in July to build in a summer break time for council and staff.
- Only 1 meeting in November and December to build in holiday break time for council and staff.
- Special budget meetings are built into the schedule – May, August, and September.

When working on this calendar staff reviewed and added time for posting of the agendas, staff time to create agenda items and submit for review, and looked at city holidays. The city holidays not only affect the date of the meeting but staff's requirement to put the agenda together.

The City of Burleson's Charter only requires the council to meet once a month and there is no state law for Home Rule cities on how often they must meet. The council can determine the best schedule for conducting meetings. In previous years the council met on Thursday (2nd & 4th of the month).

Adoption of a calendar each year fulfills council's commitment to transparency and teamwork. Collaboration of both policy and operations is the ultimate goal for council meetings. This is a beginning discussion point only.

RECOMMENDATION:

Approve minute order adopting 2026 Council Meeting Calendar.

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

2026 Proposed Council Meeting Calendar

NOVEMBER 3, 2025

Overview

City Council Policy #17 requires a calendar be adopted by December 1 for council meeting schedules

This item is to adopt the calendar for 2026

This calendar will have more than council meetings and holidays, will include council committee schedules and internal deadlines

Goal is to achieve transparency and consistency with council meetings for the city council, citizens, and staff



Council Meetings

Generally - 1st and 3rd
Mondays of the Month

Time consistent

Location unchanged

Regular Called Council Meetings – Option 3

1 st Meeting of Month	2 nd Meeting of the Month
Regular Session 5:30 pm	4A 4:00 pm (if needed)
	4B 4:30 pm (if needed)
	TIF 4:45 pm (if needed)
	Regular Session 5:30 pm

1st Meeting

- ❖ Regular Session 5:30 pm
- ❖ Reports & Presentation noted on the agenda at the end of the meeting

2nd Meeting

- ❖ 4A, 4B and TIF would remain consistent on time and date – aids staff in scheduling and planning
- ❖ 4A, 4B and TIF would only be if needed
- ❖ Regular Session 5:30 pm – ALL proclamations and ceremonial presentations would occur at this meeting
- ❖ Regular Session 5:30 pm – Reports & Presentation noted on the agenda at the end of the meeting

Council Committees

Month	Days	Committees
January	2 nd Wednesday	2 committees
February	1 st Wednesday	2 committees
March	1 st Wednesday	2 committees
April	2 nd Wednesday	2 committees
May	1 st / 4 th Wednesday	3 committees
June	1 st Wednesday	1 committee
July	3 rd / 4 th Wednesday	3 committees
August	1 st / 3 rd Wednesday	4 committees
September	4 th Wednesday	1 committee
October	1 st Wednesday	2 committees
November	2 nd Wednesday	2 committees
December	3 rd Wednesday	1 committee

1. Public Safety & Municipal Court
2. Infrastructure & Development
3. Finance
4. Community Service
5. Community & Intergovernmental Relations
6. City Council Policies & Valuation

All council committees will have meetings schedule for at least 4 times a year. More meetings can be added as needed.

Budget & Tax Rate Special Meetings

Special Meetings for the Budget and Tax Rate are incorporated into the calendar

	FY 2026	FY 2027	Description
Regular Meeting	Tuesday, May 27, 2025	Monday, June 1, 2026	5 Year select funds / 5 Year CIP / Fee projections
Regular Meeting	Monday, June 16, 2025	Monday, June 15, 2026	5 Year select funds / 5 Year CIP / Fee projections
Regular Meeting	Monday, July 21, 2025	Monday, July 20, 2026	Budget Supplemental Requests
Regular Meeting	Monday, August 4, 2025	Monday, August 3, 2026	Tax Rate
Special Meeting	Monday, August 11, 2025	Monday, August 10, 2026	CMO Proposed Budget
Regular Meeting	Tuesday, September 2, 2025	Tuesday, September 8, 2026	1st reading of all ordinances
Special Meeting	Monday, September 8, 2025	Monday, September 14, 2026	Final reading of all ordinances

These dates are what we will strive to accomplish HOWEVER they could change and additional meetings if needed.

January 2026 Calendar

January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 HOLIDAY	2	3
4	5 City Council Mtg	6	7	8	9	10
11	12	13	14 Council Policy & Valuation Community & Intergovernmental	15	16	17
18	19 HOLIDAY	20 City Council Mtg 4A/ 4B/ TIF	21	22	23	24
25	26	27	28	29	30	31

February 2026 Calendar

February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 City Council Mtg	3	4 Infrastructure & Development Community Services	5	6	7
8	9	10	11	12	13	14
15	16 City Council Mtg 4A/ 4B/ TIF	17	18	19	20	21
22	23	24	25	26	27	28

March 2026 Calendar

March 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 City Council Mtg	3	4 Finance Committee Public Safety & Court	5	6	7
8	9	10	11	12	13	14
15	16 City Council Mtg 4A/ 4B/ TIF	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

April 2026 Calendar

April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 City Council Mtg	7	8 Council Policy & Valuation Community & Intergovernmental	9	10	11
12	13	14	15	16	17	18
19	20 City Council Mtg 4A/ 4B/ TIF	21	22	23	24	25
26	27	28	29	30	Notes:	

May 2026 Calendar

May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 City Council Mtg	5	6 Infrastructure & Development Community Services	7	8	9
10	11	12	13 Special Council Mtg	14	15	16
17	18 City Council Mtg 4A/ 4B/ TIF	19	20	21	22	23
24	25 HOLIDAY	26	27 Finance Committee	28	29	30
31	Notes:					

June 2026 Calendar

June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 City Council Mtg	2	3 Public Safety & Court	4	5	6
7	8	9	10	11	12	13
14	15 City Council Mtg 4A/ 4B/ TIF	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Notes:			

July 2026 Calendar

July 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 HOLIDAY	4
5	6	7	8	9	10	11
12	13	14	15 Finance Committee	16	17	18
19	20 City Council Mtg 4A/ 4B/ TIF	21	22 Council Policy & Valuation Community & Intergovernmental	23	24	25
26	27	28	29	30	31	Notes:

August 2026 Calendar

August 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council Mtg	4	5 Finance Committee Community & Intergovernmental	6	7	8
9	10 Special Council Mtg	11	12	13	14	15
16	17 City Council Mtg 4A/ 4B/ TIF	18	19 Infrastructure & Development Community Services	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				

September 2026 Calendar

September 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 HOLIDAY	8 City Council Mtg	9	10	11	12
13	14 Special Council Mtg	15	16	17	18	19
20	21 City Council Mtg 4A/ 4B/ TIF	22	23 Public Safety & Court	24	25	26
27	28	29 Special Council Mtg	30	Notes:		

October 2026 Calendar

October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 City Council Mtg	6	7 Council Policy & Valuation Community & Intergovernmental	8	9	10
11	12	13	14	15	16	17
18	19 City Council Mtg 4A/ 4B/ TIF	20	21	22	23	24
25	26	27	28	29	30	31

November 2026 Calendar

November 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 City Council Mtg 4A/ 4B/ TIF	10	11 Infrastructure & Development Community Services	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 HOLIDAY	27 HOLIDAY	28
29	30	Notes:				

December 2026 Calendar

December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 City Council Mtg 4A/ 4B/ TIF	15	16 Public Safety & Court	17	18	19
20	21	22	23	24 HOLIDAY	25 HOLIDAY	26
27	28	29	30	31	Notes:	

City Council Regular Meeting

DEPARTMENT: Human Resources

FROM: Cheryl Marthiljohni, Director of Human Resources

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a client services agreement with Lockton-Dunning Series of Lockton Companies, LLC for consulting services with the city's health benefits and GASB postretirement programs in the amount of \$305,600.00. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.1 Develop a high-performance and diverse workforce

SUMMARY:

The city has had a partnership with its current benefit consultant, HUB International Texas, Inc. for an estimated 10 years. To continue proactively managing the city's health fund, the city conducted an RFP process in accordance with Texas Local Government Code Chapter 252 for benefit consultants in August 2025.

RFP 2025-005 – Employee Benefits Broker was advertised on July 16, 2025, and July 23, 2025, and posted to the City's electronic bidding platform, Bonfire, from July 16, 2025, through August 14, 2025. The opportunity was distributed to qualified firms under applicable commodity codes, and the City received six proposals, with four finalists interviewed, as listed below:

- Arthur J. Gallagher Risk Management Services, LLC*
- Brown & Brown Insurance
- Good to Great Holdings, LLC DBA Financial Partners
- HUB International Texas, Inc.*
- Lockton-Dunning Series of Lockton Companies, LLC*

- McGriff - Marsh & McLennan Agency LLC*
*Finalist interviewed

Based on the published evaluation criteria – including qualifications, experience, and overall value – and interviews conducted with finalists, Lockton-Dunning Series of Lockton Companies, LLC was determined to provide the best value to the City.

Services provided by Lockton are performed for annual compensation in the amount of \$96,000.00. The agreement is for a period of thirty-six (36) months totaling \$288,000.00, effective January 1, 2026. In addition, Lockton will complete the city's GASB 75 postretirement programs for the same timeframe totaling \$17,600.

RECOMMENDATION:

Staff's recommendation is to approve client services agreement with Lockton-Dunning Series of Lockton Companies, LLC for consulting with the city's health benefits and GASB postretirement programs.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$305,600.00
Account Number(s): 6201025-62020
Fund: Health Insurance Fund
Account Description: Other Professional Services

STAFF CONTACT:

Cheryl Marthiljohni
Director of Human Resources
Cmarthiljohni@burlesontx.com
817-426-9641



Human Resources Benefit Consulting Services

Cheryl Marthiljohni, Director of Human Resources
City Council Meeting – November 3, 2025

Benefit Consulting

To continue proactively managing the city's health fund, the city conducted an RFP process for benefit consultants in August 2025.

The city has had a partnership with its current benefit consultant, HUB International Texas, Inc. for an estimated 10 years.

RFP Scope

Employee benefits consulting & brokerage company to perform the **full range of services** related to design, marketing, maintenance and improvement of the City's self-funded employee benefits programs for all employee and retiree benefit coverages including:

- Life insurance
- AD&D
- Medical
- Dental
- Vision
- Disability/accident
- Pharmacy plan
- Medical stop loss
- Third party-administration for self-funded plans
- COBRA
- Employee assistance plans
- Flexible spending and health savings accounts
- Other voluntary benefit programs

RFP Results

The RFP resulted in six (6) companies submitting applications with four (4) finalist interviewed, listed below:

- Arthur J. Gallagher Risk Management Services, LLC*
- Brown & Brown Insurance
- Good to Great Holdings, LLC DBA Financial Partners
- HUB International Texas, Inc.*
- Lockton-Dunning Series of Lockton Companies, LLC*
- McGriff - Marsh & McLennan Agency LLC*

**Finalist interviewed*

Interview Panel consisted of:

Harlan Jefferson, Deputy City Manager
Kevin Hennessey, Interim Finance Director
Cheryl Marthiljohni, Director of Human Resources
Wanda Bullard, Deputy Director of Human Resources
Terri Lynch, Benefits and Wellness Administrator

Finalists Total Scores

Supplier	Total Score (maximum score 110pts)
Lockton-Dunning Series of Lockton Companies, LLC	96
HUB International Texas, Inc.	94.2
Arthur J. Gallagher Risk Management Services, LLC	91.6
McGriff - Marsh & McLennan Agency LLC	90

Staff Recommendation



Lisa A. Bordelon, Executive Vice President

Morgan Young, Vice President Lead Consultant

Other City Clients

City of Angleton
City of College Station
City of Denton
City of Frisco
City of Grand Prairie
City of Grapevine
City of Joshua
City of Keene
City of Killeen
City of Midland
City of North Richland Hills
City of Sherman
City of Victoria
City of Waco
Town of Addison
Town of Highland Park

"Been with Lockton since March and have a new light on what a true broker can do for a city. More about the strategies and paying close attention to the numbers"

"Works as an extension of HR team. Handles annual benefits enrollment material, financial presentations to budget team, and they work well with all our vendors. A thumbs up!"

"Our health fund has never looked better"

Lockton Services Include

Strategic Planning and Program Design

Benchmarking

Implementation of vendors

Financial Management and Reporting

Actuarial Services

Clinical and Precision Health Services

Health and Welfare Compliance Services

Communication Services

Support Open Enrollment Preparation and Education

Ongoing Service and Vendor Management

Stop Loss and Complex Claim Management

Renewal, Marketing, and Vendor Selection

Employee Advocacy Call Center (Lockton on Call)

Benefit Administration System (Employee Navigator)

GASB 75 Programs



Contract Terms

Client Services Agreement – Plan Year

Professional Services	Plan Year 2026	Plan Year 2027	Plan Year 2028
Lockton	\$96,000.00	\$96,000.00	\$96,000.00
Lockton GASB	\$7,200.00	\$3,200.00	\$7,200.00
TOTALS	\$103,200.00	\$99,200.00	\$103,200.00

Plan year: January 1 – December 31

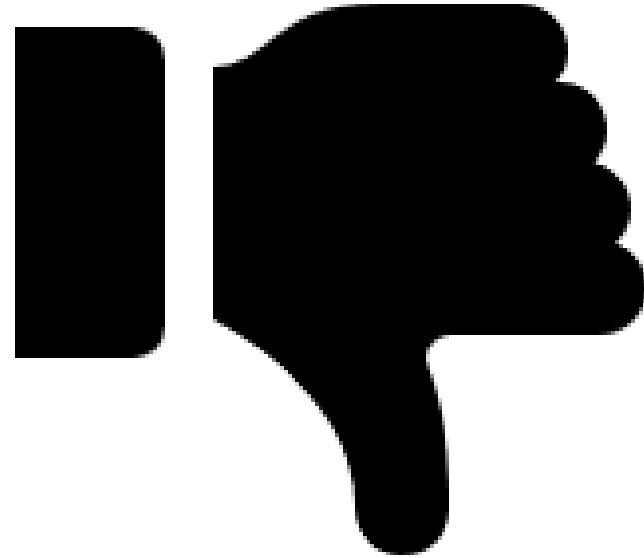
Professional Services	FY26	FY27	FY28
HUB*	\$9,849.99	\$0.00	\$0.00
Lockton	\$72,000.00	\$96,000.00	\$96,000.00
GASB Services	FY26	FY27	FY28
HUB GASB*	\$3,000.00	\$0.00	\$0.00
Lockton GASB	\$0.00	\$7,200.00	\$3,200.00
TOTALS	\$84,849.99	\$103,200.00	\$99,200.00
FY Budget	\$100,000.00	\$100,000.00	\$100,000.00
Delta from FY Budget	\$15,150.01	-\$3,200.00	\$800.00

*HUB Services for Oct-Dec 2025

Client Services Agreement – Fiscal Year

Next Steps

Action	Timing
Meet the BTX/Lockton team	November
Client Onboarding	November-December
Lockton's effective date	January 1, 2026



Council Approval

Questions/Comments



Client Services Agreement

The City of Burleson, Texas and Lockton-Dunning Series of Lockton Companies, LLC

This Client Services Agreement (hereinafter referred to as the "Agreement") made and entered into effective as of **January 1, 2026** (the "Effective Date"), by and between **The City of Burleson, Texas** having offices at 141 W. Renfro Street, Burleson, Texas 76028-4296 (hereinafter referred to as "Client") and **Lockton-Dunning Series of Lockton Companies, LLC**, having offices at 2100 Ross Avenue, Suite 1200, Dallas, Texas 75201 (hereinafter referred to as "Lockton").

Client wishes to procure certain services that can be performed by Lockton; and Lockton can provide and desires to render to Client such services; and

The parties agree that it would be to their mutual advantage to execute this Agreement and thereby define the terms and conditions that shall control the rendering of services provided to Client by Lockton.

Now, therefore, in consideration of the foregoing recitals, the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

I. Service Period

This Agreement will be in effect from the Effective Date above for a period of thirty-six (36) months (the "Initial Term"). Subject to the mutual written agreement by and between Lockton and Client, this Agreement can be extended for additional annual periods.

II. Service Compensation

- A. Services provided by Lockton as set forth in Addendum A will be performed for annual compensation in the amount of \$96,000.00 ("Fee"), to be invoiced monthly.
- Payment of all invoices submitted under this Agreement will be made within thirty (30) days.
 - Following the Initial Term, the Fee payable under this Agreement shall be subject to adjustment on an annual basis with the first such adjustment to occur on the one-year anniversary of the Effective Date of this Agreement and annually thereafter (each an "Adjustment Date"). The Fee adjustment shall relate directly to changes in the Consumer Price Index for All Items, Not Seasonally Adjusted as published by the Bureau of Labor Statistics ([CPI Home : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov)). The adjusted Fee shall become effective on each Adjustment Date and shall remain in effect until the next Adjustment Date. Notwithstanding, to protect both parties from extreme fluctuations in the CPI, each annual adjustment to the Fee shall in no event increase less than 3% and no greater than 8%.
- B. In addition to the Fee, Client acknowledges that commissions may be paid by insurance companies, other intermediaries, or third parties ("Commissions") for the placement and/or renewal of insurance products by Lockton as set forth in Addendum A to this Agreement. Client consents and agrees to Lockton's ability to receive Commissions under all circumstances.



- C. Client further acknowledges that Lockton may receive certain incentive compensation including contingency payments, overrides, and bonuses as a result of being Client's insurance broker (collectively, "Additional Compensation"). Client consents and agrees to Lockton's ability to receive such Additional Compensation under all circumstances.
- D. Client further acknowledges that the IAS Series of Lockton Specialties, LLC ("IAS") has or will perform services as set forth in Addendum A specific to life, disability and leave administration. IAS may be entitled to receive certain compensation from the applicable carrier attributable to these services provided to Client or on Client's behalf ("IAS Fee"). Client agrees the IAS Fee is reasonable based on the services being provided by IAS.
- E. Client further acknowledges that Lockton may receive fees, commissions, or other forms of compensation (collectively, "Vendor Management Fees") for the performance of certain core and/or optional services listed in Addendum A. Client consents and agrees to Lockton's ability to receive such Vendor Management Fees under all circumstances.
- F. Lockton hereby agrees to disclose the compensation amounts of Commissions, Additional Compensation, IAS Fees and Vendor Management Fees to Client on an annualized basis during the term of the Agreement.

III. Services

- A. It is hereby understood and agreed that in consideration of the compensation set forth above, Lockton will provide the consulting services outlined in Addenda A, which is attached to and made part of this Agreement. In the event Client: 1) requests that Lockton place coverage on any additional line(s) of business; 2) requests that Lockton provide other services beyond those set forth in Addenda A; or 3) makes an acquisition or otherwise experiences growth such that the level and/or scope of services needed by Client shall significantly exceed the level of services as contemplated at the inception of this Agreement, Client and Lockton agree to review in good faith the additional services required and increase the Fee set forth herein or agree to other compensation (such as commissions on additional placements) in addition to the Fee. Such additional compensation shall be set forth in a written and signed addendum pursuant to Section VI.D. of this Agreement.
- B. When in Lockton's professional judgment it is necessary or appropriate, Lockton may utilize the services of intermediaries or other appropriate outside vendors to assist in the servicing and marketing of Client's employee benefit programs. However, this may only be done after consultation with Client. Such intermediaries may or may not be affiliates of Lockton. Lockton will advise Client whether any such intermediary is an affiliate of Lockton. Under all circumstances, any and all compensation earned by any intermediary or outside vendor shall be in addition to the compensation paid to Lockton as described herein.
- C. **Modeling and Analytics Services.** Lockton provides various modeling and/or data analytics services to its clients ("Modeling and Analytics Services") and may provide such services to Client. Client authorizes Lockton to 1) disclose information it receives from Client, its insurers and/or third-party administrators to Lockton's affiliates, parents, employees, and/or to third parties as necessary to perform such Modeling and Analytics Services, and 2) contribute such information to benchmarking databases created by or for Lockton to facilitate the creation of analytic reports for its clients, provided that such reports shall not include any information that personally identifies Client or its employees.



Modeling and Analytics Services will be based upon a number of assumptions, conditions and factors, as well as information provided by third parties. If any such information provided to or utilized by Lockton is inaccurate, incomplete or should change, the Modeling and Analytics Services provided by Lockton could be materially affected. As Modeling and Analytics Services are subject to inherent uncertainty and involve variables beyond Lockton's control, actual results may differ materially from Lockton's projections. The parties agree that Lockton shall have no liability to Client if 1) Lockton is provided inaccurate or incomplete information, or 2) actual results differ from Lockton's projections. Modeling and Analytics Services do not constitute, and are not intended to be a substitute for, independent actuarial, accounting or tax advice.

IV. Termination of Services

Client or Lockton may terminate this Agreement at any time with sixty (60) days written notice to the other party. Should Client terminate Lockton or designate an entity or individual other than Lockton as its agent of record at any time subsequent to the date of this Agreement, Lockton shall immediately cease providing services under this Agreement and will assist in the transition to a new broker/consultant. In such event, Lockton shall bill Client for the Fee relating to Services provided up to the effective date of termination on a pro rata basis in accordance with the compensation terms of this Agreement. Moreover, Lockton shall be entitled to receive all Commission and Additional Compensation income earned up to the effective date of termination.

V. Confidentiality

- A. **Confidential Information.** Lockton and Client acknowledge that the nature of Lockton's services provided to Client may result in either party (the "Disclosing Party") disclosing to the other party (the "Receiving Party") certain of Disclosing Party's information ("Information"), some of which may be of a confidential or proprietary nature. Client acknowledges and consents to Lockton's use and disclosure of information in the course of performing marketing, services, claims handling, risk management and/or insurances renewal services for Client. For purposes of this Agreement, Information shall mean any and all nonpublic information provided to the Receiving Party, which may include the Disclosing Party's product, marketing, pricing or financial strategies; customer information; carrier rate and discount data; employee information; proprietary business processes or technologies; financial information and/or trade secrets.
- B. **Exclusions.** Information shall not include any information that: 1) is or becomes publicly known and generally available in the public domain through no wrongful action or disclosure by the Receiving Party; 2) becomes known by the Receiving Party without any obligation to hold such information in confidence; 3) is received from a third party without similar restrictions known to the Receiving Party; 4) is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Information; or 5) The Receiving Party is required by law, regulation, summons, subpoena or similar judicial, regulatory or administrative order or proceeding to disclose, but only to the extent and for the purpose of such required disclosure, provided the Receiving Party, unless prohibited by law, gives the Disclosing Party prompt written notice of such required disclosure to enable the Disclosing Party to pursue protective measures.
- C. **Receiving Party's Confidentiality Duties.** In consideration of the Disclosing Party's disclosure of Information to the Receiving Party, the Receiving Party hereby agrees as follows:



1. The Receiving Party shall take all reasonable steps to protect the confidentiality of the Information, and shall not use the Information for any purpose other than the advancement of the services contemplated herein.
2. The Receiving Party shall not, without the prior written approval of the Disclosing Party, publish or disclose to others any of the Information, except that Client expressly authorizes Lockton to disclose Client's Information to underwriters, insurers, insurance-related intermediaries and/or other third parties as necessary for the purpose of providing the services contemplated herein.
3. The Parties acknowledge that any unauthorized disclosure or use of the Information in violation of this Agreement by a Receiving Party may cause the Disclosing Party irreparable harm, and that money damages alone, the amount of which might be difficult to ascertain, might be an inadequate remedy and, therefore, agree that the Disclosing Party shall have the right to seek injunctive relief in addition to any other remedies otherwise available to the Disclosing Party at law or in equity.
4. At the Disclosing Party's written request, the Receiving Party shall return to the Disclosing Party any and all records or documents constituting the Information, except that the Receiving Party shall be permitted to retain an archival copy of the Information pursuant to its record retention and regulatory and legal compliance requirements. If return of the Information is not feasible, the Receiving Party shall maintain the Information pursuant to the terms and conditions of this Agreement.

VI. General Conditions

- A. Client shall provide Lockton with reasonable cooperation and assistance necessary for Lockton to fulfill its responsibilities to Client pursuant to the terms of this Agreement, including, without limitations, copies of all documents reasonably requested by Lockton and the cooperation of and access to certain of Client's personnel.
- B. The services of Lockton shall be performed in a professional manner for the Client. More specifically, Client and Lockton agree that for the purposes of providing its services under this Agreement, Lockton shall at all times: (1) exercise a duty of care, skill, prudence and diligence under the circumstances prevailing that a prudent person acting in a like capacity and familiar with Client's benefits program would use in the discharge of Lockton's services, (2) exercise a duty of good faith and fair dealing, (3) act in Client's best interest and to put Client's interest ahead of its own, (4) fully and fairly disclose all material facts relating to its vendor or other third-party business relationships and compensation arrangements, (5) exercise a duty of care, and (6) provide impartial and honest advice. Client acknowledges and agrees that Lockton will not be acting as a fiduciary pursuant to ERISA or applicable law.
- C. To the extent permitted by law, Lockton agrees to offer a performance guarantee for Client, whereby Lockton agrees to put 25% of its Fee at risk contingent upon Client's subjective evaluation of Lockton's performance. In the event Client pays compensation directly to Lockton in the form of fees, Lockton agrees to put its fees directly at risk. In the event Lockton is compensated in the form of Commissions paid by insurance companies, other intermediaries, or third parties, Lockton shall credit the amount at risk against future Commissions. Thus, Lockton agrees that it will seek to have future placements made net of base Commissions and/or return Commissions directly to the insurance company, other



intermediary, or third party, to the extent permitted by applicable law, until the amount at risk has been recovered.

- D. Neither party shall assign the rights nor duties herein set forth without the prior written consent of the other party.
- E. The terms and conditions of this Agreement constitute the entire Agreement between the parties with respect to the subject matter hereof. This Agreement shall not be amended except by a written amendment signed by both parties, and no promises, agreement, or representations not herein set forth shall be of any force or effect between them. This Agreement shall serve to terminate and supersede all agreements and undertakings heretofore entered into between the parties on subjects covered by this Agreement.
- F. Lockton and Client shall indemnify, defend, and hold one another, their directors, officers, employees, agents, and representatives harmless from and against any and all claims, damages, losses, or expenses (including such parties' reasonable attorney, accountant, and expert witness fees and costs) incurred by one party as the result of (i) a material breach by the other party of any of its obligations under this Agreement or (ii) any willful or negligent conduct of the other party.
- G. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided pursuant to this Agreement shall be adjudicated and resolved exclusively through binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules in effect at the time such arbitration is initiated. Any arbitration hereunder shall be conducted in Kansas City, Missouri, and the decision of the arbitrator shall be final and binding upon all parties. An arbitrator's decision may be recorded and registered as a judgment in any jurisdiction in which the party against whom the arbitration award is rendered has assets in order for the prevailing party to collect any amounts due hereunder. Each party shall be responsible to pay its own arbitration filing fees, arbitrator fees, attorney fees, and other related administrative costs and expenses incurred in the course of prosecuting or defending a claim in arbitration.
- H. IN NO EVENT SHALL A PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS AND LOST BUSINESS), ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OR IS AWARE OF THE POSSIBILITY OF SUCH DAMAGES, AND REGARDLESS OF WHETHER ARISING IN TORT (INCLUDING NEGLIGENCE), CONTRACT, OR OTHER LEGAL THEORY. IN ANY EVENT, THE LIABILITY OF ONE PARTY TO THE OTHER FOR ANY REASON AND UPON ANY CAUSE OF ACTION SHALL BE LIMITED TO TEN MILLION DOLLARS (\$10,000,000.00). THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, THE EXCLUSIONS AND LIMITATIONS OF LIABILITY CONTAINED IN THIS SECTION SHALL NOT APPLY TO: 1) ANY DAMAGES AWARDED IN CONJUNCTION WITH A FINAL JUDICIAL DETERMINATION OF FRAUD OR GROSS NEGLIGENCE OR 2) PERSONAL INJURY, INCLUDING DEATH, OR DAMAGE TO TANGIBLE PERSONAL PROPERTY CAUSED BY THE NEGLIGENT, WILLFUL OR INTENTIONAL ACTS OF A PARTY OR ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS. REFERENCES TO A PARTY IN THIS SECTION INCLUDE SUCH PARTY'S DIRECTORS, OFFICERS, EMPLOYEES, MEMBERS, AGENTS AND DOMESTIC AND INTERNATIONAL AFFILIATED ENTITIES.
- I. Client shall be solely responsible for the accuracy and completeness of all information furnished to Lockton and/or to underwriters, insurers, insurance-related intermediaries and/or other third parties as necessary for the services contemplated herein. Lockton shall not be responsible for independently

Client Services Agreement



verifying the accuracy or completeness of any information that Client provides, and Lockton shall be entitled to rely on such information. Lockton shall have no liability for any errors, deficiencies or omissions in any services provided to Client, including the placement of insurance on Client's behalf, that are the result of, arise from, or are based, in whole or in part, on inaccurate or incomplete information provided to Lockton. Client understands that the failure to provide accurate and complete information to an insurer, whether intentional or by error, could result in the denial of claims or rescission of coverage altogether. Client will review all policy documents provided to Client by Lockton and shall inform Lockton of any inaccuracies, deficiencies or discrepancies contained therein.

- J. Lockton is not obligated to utilize any particular insurer. In addition, Lockton is not authorized to make binding commitments on behalf of any insurer, except under certain circumstances which Lockton shall endeavor to make known to Client. Lockton shall not be responsible for the solvency of any insurer or its ability or willingness to pay claims, return premiums or other financial obligations. Lockton does not guarantee or make any representation or warranty that insurance can be placed on terms acceptable to Client. Lockton will not take any action to replace Client's insurers unless Client instructs Lockton to do so.
- K. Any reports or advice provided by Lockton should not be relied upon as accounting, legal, actuarial or tax advice. In all instances, Lockton recommends that Client seek independent advice on such matters from professional accounting, legal, actuarial and tax advisors.
- L. Lockton will not be responsible for the adequacy or effectiveness of any insurance programs or policies implemented or placed by another broker, including, without limitation, any acts or omissions occurring prior or subsequent to Lockton's engagement.
- M. Any communication or notice required or which may be given hereunder shall be addressed to Client and to Lockton at their addresses set forth in the preamble hereof.
- N. This Agreement shall be governed for all purposes by the laws of the state of Texas.

In witness whereof, the parties hereto have executed the Agreement as of the day and year first written above.

Lockton-Dunning Series of Lockton Companies, LLC

BY: DocuSigned by:
Lisa Bordelon
44D2BC617D2F41B... DATE: 10/14/2025

The City of Burleson, Texas

BY: _____ DATE: _____





Addendum A

SCOPE OF SERVICES

<i>Services</i>	<i>Frequency</i>
Client Onboarding	
Data collection Develop client-specific service calendar	At Engagement
Strategic Planning & Program Design	
Establish goals for benefit plans and total rewards programs	Annually
Review workforce needs and trends to develop a benefits program that supports client's overall business objectives	Annually
Compare client's current benefits program to national and peer group benchmarks	Annually
Conduct situational analysis and identify opportunities to: • Contain costs • Optimize vendor network • Create an equitable employee/employer cost structure • Optimize member utilization • Identify operational/administrative inefficiencies and gaps	Annually
Review current and alternative health and welfare delivery models and funding methodology	Annually
Develop recommended plan design alternatives	Annually
Contribution modeling for employees and employer	Annually
Benchmarking	
Utilize the most relevant survey tools including: • Lockton's Book of Business medical plan design, contribution and costs survey	Annually



• Lockton's National Survey • Publicly available surveys with Public/Private and Industry cuts • Industry group surveys	
Implementation	
Management of vendor implementations, plan design document reviews and coordination between the client and vendor	As Needed
Financial Management and Reporting	
Monthly Financial Reporting: • Paid claims • Enrollment • Actual plan expenses compared to budget (Self-funded only) • High claimant activity ○ (Medical / Pharmacy only) • Aggregate stop loss analysis including paid loss ratio and aggregate loss ratio (Self-funded only) ○ (Medical / Pharmacy only, as applicable)	Monthly
Actuarial Services	
Enrollment migration modeling Plan design change valuation Medicare Part D Creditable Coverage Determination by plan IBNR calculations (Self-funded only)	Annually
Clinical and Precision Health Services	
Industry best-practices and recommendations for population health Vendor assessment & ongoing management Recommend interventions to contain / reduce cost (Self-funded only) Infolock Data Warehouse & Intelligence (Self-funded only)	Ongoing



Health & Welfare Compliance Services	
Annual compliance calendar	Annually
Compliance Alerts, newsletters and employer guides	Ongoing
Periodic topical webcasts and seminars	Ongoing
Prepare and provide for current and future plan years Form 5500 in a signature-ready format (fulfilled by a third-party vendor)	Annually
Review SPDs and benefit summaries for accurate terms, plan requirements and plan design	As Requested
Mineral Platform HR & Compliance platform with access to resources and information for HR Managers	Ongoing
Communication Services	
Employee Benefits Communications template-driven documents: - Employee Benefit Guide or Benefit Highlights Brochure - PowerPoint presentation for employee meetings - Vendor contact card - Annual enrollment postcard - Annual enrollment posters - Home mailers - Employee new hire guide - Access to employee benefits education video library Edits fulfilled through Workfront system; up to 6 rounds of revisions included Printing and shipping of materials at a pass through cost	Annually; Service offering includes up to 4 documents, and 4 variations of each document
Support Open Enrollment Preparation and Education Open enrollment and new hire videos through Acolyte, an AI-based technology that produces interactive micro-learning videos	As necessary



One (1) digital Acolyte avatar created via Client self-service process

One (1) Open Enrollment and one (1) New Hire journey

Open Enrollment journey may include an "Open Enrollment is Coming" video if desired

Open Enrollment and New Hire Video may contain up to ten (10) Chapters

Videos may be provided in English and Spanish

Up to 3 rounds of script reviews included

Video development may take up to six (6) weeks

Finalized benefit guide must be provided two (2) weeks in advance of Open Enrollment start date

Option for direct-to-employee distribution by Acolyte via SMS/Email (Client to provide complete employee contact data)

Host up to four (4) virtual Open Enrollment education Q&A sessions for employees

Client is responsible for:

- Providing a Client representative to be a Digital Acolyte avatar or to select a Library Digital Acolyte avatar in place of their representative
- Providing key milestone dates for planning purposes (open enrollment windows & renewals)
- Providing Client branding guides and benefit plan information to be incorporated into videos
 - If providing assets to be used, all licensing must be transferrable
- Meeting key milestone dates for data submission and script reviews
- Providing accurate employee contact information (mobile phone numbers & emails) of its employees who have consented to receive these communications related to benefits enrollment/administration and Acolyte's



services for Acolyte to send stories or a mechanism to distribute the stories via employer's HR department (if desired) obtaining from its employees and participants all applicable consents and authorizations required to facilitate such communications and Acolyte services. Providing a separate list which includes any employee, along with the related phone number, who has opted out of receiving communications via phone, text or instant message, or whose name and telephone number appears on a federal and/or state Do Not Call registry.	
Ongoing Service & Vendor Management	
Regularly scheduled virtual calls to review open items and projects	Monthly
Facilitate service meetings with vendors to address issues/problems and measure results against performance standards	As necessary
Provide assistance in resolving in scope Health & Welfare vendor service issues	Ongoing and As Requested
Stop Loss and Complex Claim Management (Self-Funded Only)	
Renewal, marketing / placement and implementation	Annually
Ongoing Management - Ongoing monitoring of stop loss reporting for cost-savings opportunities - Ensure timely claim reimbursement - Provide year-end reconciliation of excess claims	Annually
Renewal, Marketing and Vendor Selection	
Request, coordinate and negotiate marketing activities with applicable vendors: - Medical - Dental - Vision - Pharmacy - Life and AD&D	As necessary



• Absence and Disability through Lockton's Integrated Absence Solutions practice (IAS) • Voluntary Benefits • Other ancillary lines (as applicable)	
Request, coordinate and negotiate renewal activities with applicable vendors	As Necessary
Prepare and present a detailed marketing and renewal report that would include: • Total and itemized cost results • Rate guarantees • Network discount analysis • Provider disruption analysis • Service capabilities • Performance guarantees • Benefit designs and variances • Executive summary of final decisions including cost analysis associated with program and / or price changes	As Necessary
Employee Advocacy Call Center (Lockton On Call) 7 a.m. to 6 p.m. CT, Monday-Friday. Answer general employee benefits questions at time of hire and provide QLE inquiry support throughout the year and during annual enrollment (benefit design, deductibles, copays, rates, how to find an in-network provider, EOB reviews). Assist with medical bill review and claim advocacy/resolution. Cost estimates for procedures and care based on network rates and full case costs if given access to carrier tools. Included Lockton Nurse Advocate offers 1:1 coaching sessions for employees with chronic conditions, new diagnoses and prescription questions.	As Necessary
Benefit Administration System (Employee Navigator) Services may be provided by Lockton or 3rd party vendor	As Necessary

Client Services Agreement





OPTIONAL SCOPE OF SERVICES

<i>Optional Services*</i>
M&A Due Diligence
Collective bargaining support
Lockton survey
People Data Analytics Consulting • Employee Sentiment Analysis • Employee Surveys • Employee Listening Exercises • Employee Personas • Benchmarking Services • Employee Data Analytics
Compensation Consulting Services
Human Capital Advisory and Consulting • Diversity, Equity, and Inclusion Consulting
Strategic Communication Consulting Services • Communication Research & Analytics • Marketing & Communication Campaigns • Digital Marketing & Communications • Employer / Benefits Branding & Messaging • Communication Consulting • Communication Work Plan/Playbook • Ongoing Marketing & Communications • C-Suite / Executive Communications
Additional Communications Services • Annual enrollment videos



- Employee benefit statements
- Employee recruiting guide
- Custom benefit guide
- Translation services for communication materials
- Conduct on site annual enrollment presentations
- Mobile-friendly communication materials
- Coordinate distribution/printing of communication materials

HR Outsourcing

- Augment client HR teams
- Benefits administration
- Retirement plan administration
- Compensations outsourcing
- Absence management administration
- HR practice administration
- Well-being program strategy and administration

Executive benefits consulting

Retirement consulting services

Global benefits consulting services

Auditing Services

Data Science consulting

Property and casualty / Risk management

Enhanced Clinical consulting

Third party Consulting Support / Oversight

Onsite Clinic Assessments

Excelsior Pharmacy Services

Client Services Agreement



**May require additional charges*



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City of Burleson Addendum to Vendor's Contract Additional Provisions

Lockton-Dunning Series of Lockton Companies, LLC
2100 Ross Avenue, Suite 1200
Dallas, TX 75201

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.



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- 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 for Convenience. The City or Vendor may terminate this Agreement at any time and for any reason by providing the other party with 30 days written notice of termination.
 6. 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.
 7. 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.
 8. 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



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of that subchapter.

9. 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.
10. 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.
11. 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.
12. 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.
13. STATUTORY TITLE VI CLAUSES. During the performance of this contract, the Vendor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Vendor") agrees as follows:
 - i. Compliance with Regulations: The Vendor (hereinafter includes Vendors) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
 - ii. Non-discrimination: The Vendor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Vendor will not participate directly or indirectly in the discrimination



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prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

- iii. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Vendor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Vendor of the Vendor's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- iv. Information and Reports: The Vendor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Vendor is in the exclusive possession of another who fails or refuses to furnish the information, the Vendor will so certify to the Recipient or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- v. Sanctions for Noncompliance: In the event of a Vendor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
 - withholding payments to the Vendor under the contract until the Vendor complies, and/or
 - cancelling, terminating, or suspending a contract, in whole or in part.
- vi. Incorporation of Provisions: The Vendor will include the provisions of §12(i)-12(v) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Vendor will take action with respect to any subcontract or procurement as the Recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Vendor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Vendor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.
- vii. During the performance of this contract, the Vendor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Vendor") agrees to comply with the following non- discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced



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or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964,
- The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Vendors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

14. 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.

15. 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



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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.

16. Survival. The terms of this Addendum shall survive any closing or termination of the Agreement.
17. 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. This shall survive the termination of the Agreement.
18. 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.
19. 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:

**Lockton-Dunning Series of
Lockton Companies, LLC:**

DocuSigned by:
BY: *Lisa Bordelon*
44D2BC617D2F41B...

NAME: Lisa Bordelon

TITLE: Executive Vice President

DATE: 10/14/2025



Addendum 1 to the Client Services Agreement

THIS **ADDENDUM 1 TO THE CLIENT SERVICES AGREEMENT** (the "Addendum 1"), effective as of **January 1, 2026** (the "**Effective Date**"), is by and between **The City of Burleson, Texas** having offices at 141 W. Renfro Street, Burleson, Texas 76028-4296 (hereinafter referred to as "Client") and **Lockton-Dunning Series of Lockton Companies, LLC** having offices at 2100 Ross Avenue, Suite 1200, Dallas, Texas 75201 (hereinafter referred to as "Lockton").

W I T N E S S E T H:

WHEREAS, Client and Lockton entered into a Client Services Agreement (the "Agreement"), effective as of January 1, 2026 and

WHEREAS, Client and Lockton have agreed to supplement the Agreement;

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

I. Services

The following services listed in this Addendum 1 will be provided to Client by Lewis and Ellis, LLC ("L&E") beginning on the Effective Date. The services added are outlined in Annex A-1. Client agrees that these services are being provided by L&E and not Lockton, therefore Lockton disclaims any liability associated with the L&E services hereunder.

II. Service Compensation

Coordination of the services provided by L&E to Lockton's Client as set forth in this Addendum 1, Annex A-1 will be performed for compensation in the amounts outlined below, to be paid on the following payment terms:

A. Consideration:

In consideration of coordinating the Services set forth in this Addendum 1, Annex A-1, Lockton shall be entitled to the following fees:

- I. Postretirement Programs Under GASB 75 Standards: The services are performed for a fixed fee of \$7,200 for plan year 2026, \$3,200 for plan year 2027, and \$7,200 for plan year 2028.

B. Payment Terms:

- I. The service fees will be billed to Client at a direct pass-through cost.

III. Term/Termination of Services



- A. The duration of performance of services under this Agreement commences on the Effective Date and terminates after the completion of services in Annex A-1. The Addendum 1 may be extended, and a new agreement established based on business needs.

Annex A-1

STATEMENT OF WORK

IV. Postretirement Programs Under GASB 75 Standards

- A. The services involve valuing the City’s postretirement insurance program under GASB 75 standards.
 - i. Plan Year 2026 valuation (for FY Ending 9-30-2026)-Full Update-Work done in 2026
 - ii. Plan Year 2027 valuation (for FY Ending 9-30-2027)-Interim Year-Work done in 2027
 - iii. Plan Year 2028 valuation (for FY Ending 9-30-2028)-Full Update-Work done in 2028

In witness whereof, the Parties hereto have executed the Addendum 1 as of the day and year first written above.

Lockton-Dunning Series of Lockton Companies, LLC

BY:

DocuSigned by:
Lisa Bardelon
44D2BC617D2F41B...

DATE: 10/15/2025

The City of Burleson, Texas

BY: _____ DATE: _____

City Council Regular Meeting

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: October 20, 2025

SUBJECT:

Consider and take possible action on a resolution adopting the 2025 Public Art Master Plan. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Beautiful, Safe, & Vibrant Community	3.2.6 Finalize the Community Arts Master Plan We will finalize the Community Arts Master Plan from FY24/25, providing a strategic framework to support cultural growth, public art initiatives, and creative community engagement.

SUMMARY:

The City of Burleson has developed the Public Art Master Plan to provide a long-term framework for guiding the development, funding, and management of public art throughout the community. The plan builds on the growing role of arts and culture in Burleson's identity, economic vitality, and placemaking efforts.

The plan reflects more than a year of monthly Public Art Committee meetings, during which the Committee provided direction, reviewed engagement outcomes, and guided draft recommendations. Their leadership has ensured the plan is responsive to community feedback and aligned with Burleson's broader cultural and quality of life goals.

Community Engagement

Public involvement was a cornerstone of the planning process:

- Survey (Oct 2024 – Apr 2025): 1,016 responses shaped the vision and goals for public art.

- In-person Engagement: Over 100 participants at the *BTX Beats* event provided visual preference feedback.
- Stakeholder Interviews & Focus Groups: Artists, community leaders, and residents contributed input on vision, site selection, and cultural identity.
- Artist-led Project Outcomes: The Barn Quilt series and Burleson Community Quilt were completed directly from community engagement and unveiled to City Council in June 2025.

Vision & Goals

The community envisions public art that enriches Burleson, sparks curiosity, invites dialogue, and reflects the city's unique history and aspirations. The plan outlines goals to:

1. Create places that foster meaningful connections.
2. Reflect Burleson's unique character.
3. Celebrate community spirit.
4. Contribute to economic vitality.

Policy & Implementation

The Public Art Master Plan includes:

- Public Art Policy: Establishes acquisition, funding, artist selection, mural guidelines, and collection management standards.
- Funding Models: Explores general fund allocations, hotel/motel tax, percent-for-art policies, and private development contributions.
- Implementation Framework: Steps include adopting policy, staffing the program, formalizing the Public Art Advisory Board, commissioning priority projects, and expanding funding sources.
- Immediate Projects: Rotating Barn Quilt series, final quilt installation, and mural projects at Bailey Lake.

RECOMMENDATION:

Staff recommends approval of a resolution amending the five-year Capital Improvement Plan.

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

Community Services Committee reviewed the plan and policy on September 3, 2025. The committee requested that we continue to seek additional funding options and not implement the development fee at this time, but to leave it in the plan as a potential funding mechanism in the future.

City Council received the draft plan on October 6, 2025. The council feedback included amending the committee name from Public Art Committee to the Public Spaces and Cultural Heritage Committee. This language will be amended in the final plan.

REFERENCE:

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

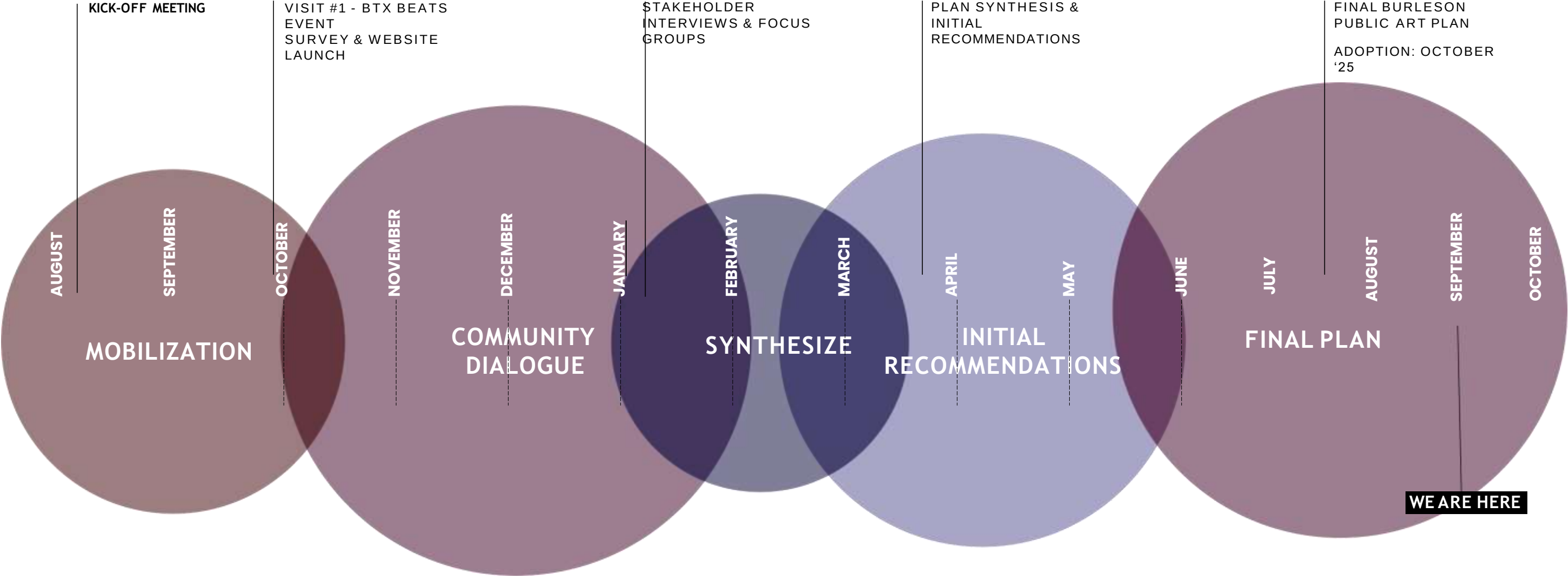
MASTER PLAN **PUBLIC ART**

October 20, 2025

Presenter: Jen Basham, Director of Parks and Recreation



PROJECT TIMELINE



PLAN OUTLINE

Ch. 1 Plan Background

Why this plan?
Plan Goals &
Objectives
Community

Ch. 2 Community Engagement

Barn Quilts Project + History
Survey Results
Community Vision for Public Art

Ch. 3 Public Art

Public Art Typologies Defined
Public Art Site Selection Criteria
Public Art Projects for
Consideration Project
Implementation Matrix

Ch. 4 Public Art Administration

Public Art Advisory Board
Public Art Policy
Public Art Funding
Opportunities



COMMUNITY VISION FOR PUBLIC ART

PUBLIC ENGAGEMENT PERIOD OCT '24 – APR '25

BURLESON PUBLIC ART PLAN

PROJECT WEBSITE & COLLATERAL

SURVEY RESPONSES: 1,016

IN-PERSON ENGAGEMENT AT BTX BEATS

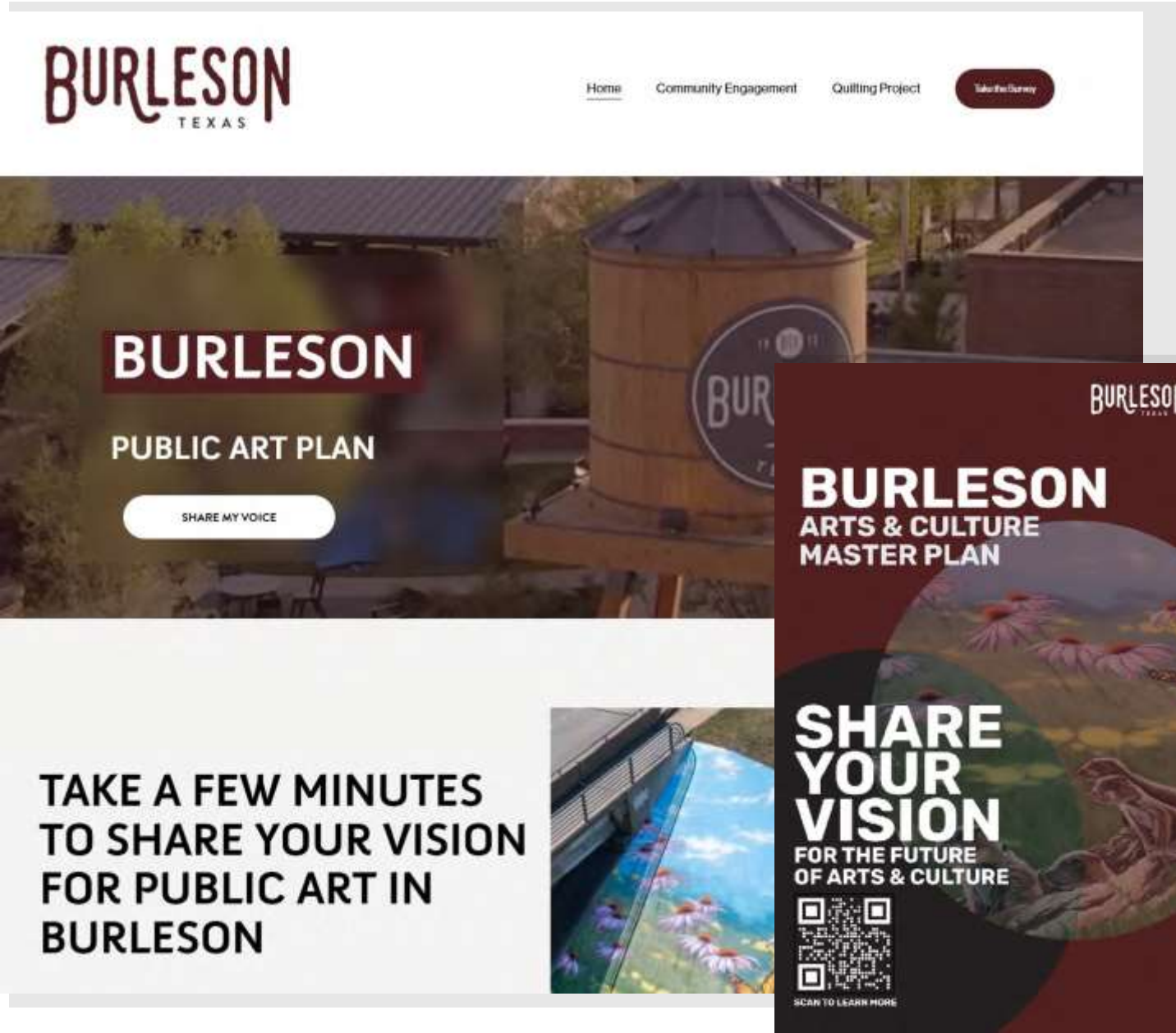
- An estimated 100+ people were engaged in conversation an a visual preference survey at the BTX Beats event on October 26th, 2024

STAKEHOLDER INTERVIEWS

- Members of the community, artists, and decision-makers were invited to participate in one-on-one conversations about the role public art should play in the community of Burleson.

FOCUS GROUPS

- Members of the community were invited to focus group opportunities on February 19th & 20th to workshop around the vision for public art in Burleson.



ARTIST LED PLAN OUTCOMES: BARN QUILT & SQUARES

BURLESON PUBLIC ART PLAN

BARB & ERNIE MCCRAW

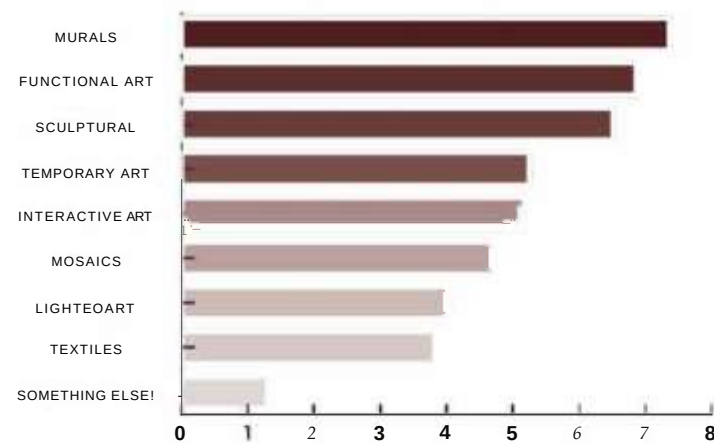
- In partnership with Russell Art Farm and directly from community engagement outcomes at BTX Beats the artist team led two efforts: the creation of 8 - 4' x 4' Barn Squares and a quilt intended to hang in the interior of Burleson City Hall once renovations are complete.
- The Quilt was presented to City Council at a public meeting on June 16th, 2025.
- The Barn Squares will be on a rotating display throughout city spaces until a permanent home for each is determined.



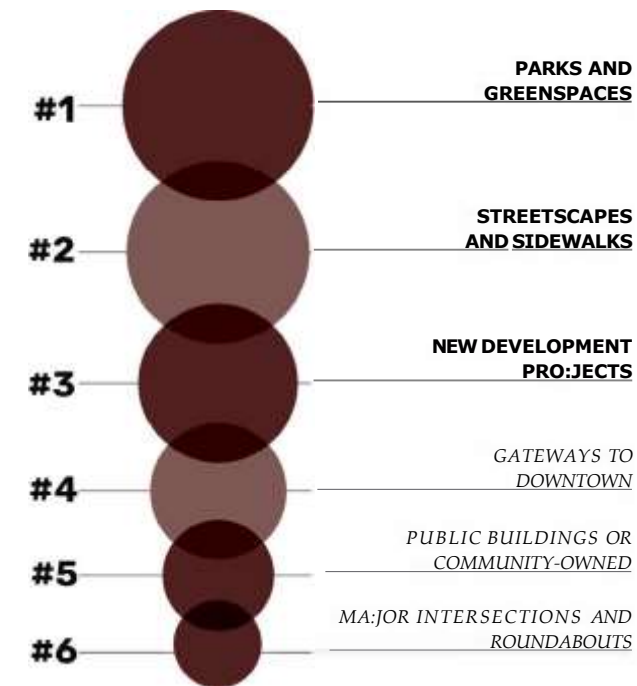
HOW SHOULD PUBLIC ART IN BURLESON FEEL?



WHAT TYPES OF **PUBLIC ART** WOULD YOU LIKE TO SEE **MORE OF IN THE AREA?**



WHERE DO YOU MOST WANT TO SEE **PUBLIC ART**?



WHAT IMPACT SHOULD PUBLIC ART HAVE?

**#1 BEAUTIFIES
BURLESON**

**#2 HONORS
HISTORY**

**#3 CREATES
WHIMSY**

**#4 STRENGTHENS
OUR IDENTITY**

**#5 BUILDS PRIDE
IN THE CITY**

IDENTIFY A PLACE IN THE AREA THAT MAKES YOU FEEL A SENSE OF BELONGING. WHAT ARE ITS CHARACTERISTICS?

OLDTOWN: THE TOP SPOT FOR BELONGING. PEOPLE LOVE IT FOR COMMUNITY EVENTS, WALKING AROUND, ITS COZY FEEL, HISTORY, ART, AND BEING FAMILY-FRIENDLY AND WELCOMING.

BAILEY LAKE: NATURE AND PEACE MAKE PEOPLE FEEL THEY BELONG. IT'S A PLACE TO CONNECT WITH NATURE AND OTHERS.

MAYOR VERACALVIN PLAZA/THE PLAZA: A CENTRAL SPOT FOR COMMUNITY GATHERINGS AND FAMILY FUN.

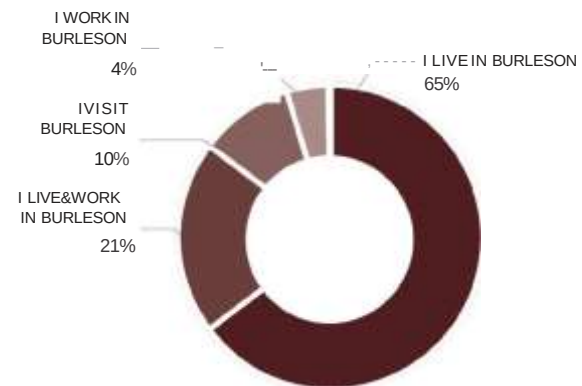
RUSSELL FARM ARTCENTER: A PLACE FOR ART, HISTORY, AND A WELCOMING COMMUNITY.

THE LIBRARY: A FRIENDLY AND HELPFUL COMMUNITY HUB FOR EVERYONE.

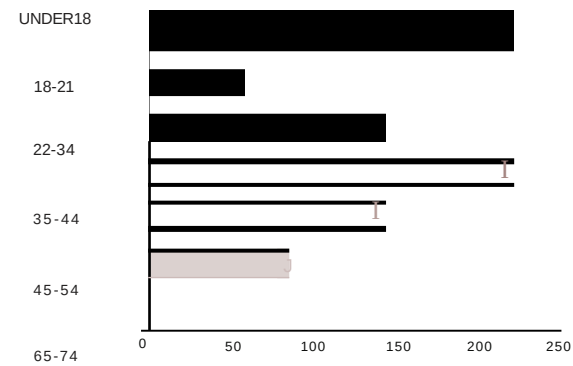
WHAT CHARACTERISTICS, PLACES, AND/OR VALUES ARE UNIQUE OR ICONIC TO BURLESON?



WHAT IS YOUR RELATIONSHIP TO BURLESON?



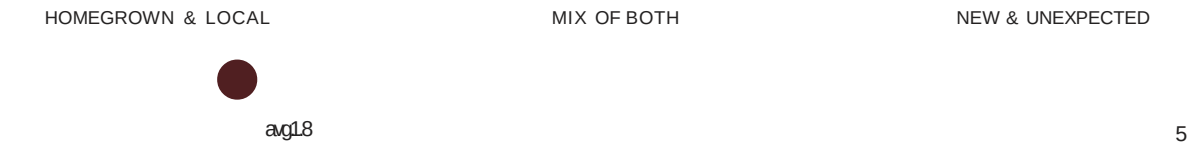
WHAT IS YOUR AGE?



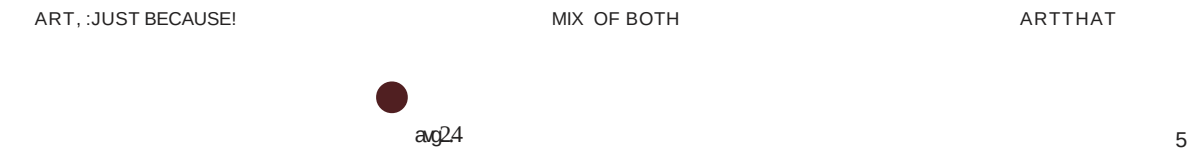
COMPARED TO ITS NEIGHBORS, SHOULD BURLESON BLEND IN OR TRY TO STAND OUT?



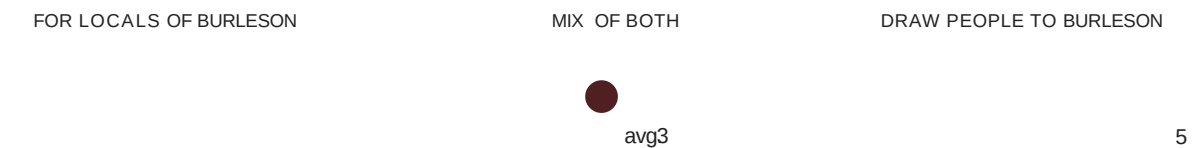
WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL MORE HOME GROWN AND LOCAL OR SOMETHING NEW AND UNEXPECTED?



WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL PURELY ARTISTIC AND CREATIVE OR SHOULD IT **HAVE A MEANING BEHIND THE WORK?**



SHOULD PUBLIC ART IN BURLESON BE MORE FOR LOCALS. OR BE UTILIZED TO DRAW PEOPLE TO THE AREA (FOR SHOPPING, DINING, ETC.)?



VISION

WE ENVISION PUBLIC ART ENRICHING BURLESON, SERVING AS A CONSTANT SOURCE OF DISCOVERY AND CIVIC PRIDE. SEAMLESSLY INTEGRATED INTO OUR PUBLIC SPACES, IT WILL SPARK CURIOSITY, INVITE DIALOGUE, AND TRANSFORM THESE AREAS INTO INSPIRING PLACES THAT TELL OUR COMMUNITY'S STORY – PAST, PRESENT, AND ASPIRATIONS. THIS WILL MAKE BURLESON A MORE BEAUTIFUL, CONNECTED, AND MEMORABLE PLACE WHERE EVERYONE TRULY BELONGS AND THRIVES.

GOALS

1

**CREATE PLACES THAT FOSTER
MEANINGFUL CONNECTIONS**

2

REFLECT OUR UNIQUE CHARACTER

3

CELEBRATE OUR COMMUNITY SPIRIT

4

CONTRIBUTE TO OUR ECONOMIC VITALITY



CURATORIAL APPROACH

WE VALUE PUBLIC ART THAT:

- Brings people together, builds our collective identity, and says who we are and what we value.
- Transforms our public spaces to be even more engaging and accessible.
- Honors diversity, new people and a multiplicity of ideas.
- Connects people, ideas, and places and thereby raises our consciousness.
- Responds to our history and natural environment.
- Draws people to Burleson and is good for our local economy
- Demonstrates our friendliness, safety, small-town feel, pride-of- place, support for youth, families, and one another.
- Speaks to our collective humanity.
- Responds to the surrounding environment/site-specific.



POLICY & PROCESS

FUTURE FUNDING MODEL EXPLORATION

BURLESON PUBLIC ART PLAN

GENERAL FUND ALLOCATIONS

- Very common method of paying for one-off public art projects.

PERCENT-FOR-ART IN CIP

- Most typically 1% of public capital improvement projects, one of the most common public art program funding mechanisms nationally. (Bonded) Typically must be a work created in conjunction with the improvement and spent and installed in accordance with the construction schedule. City of Denton has percent for art within Bond Projects alongside HOT/MOT funding.

PERCENT-FOR-ART IN PRIVATE DEVELOPMENT

- City of Keller has this, is equivalent to a 0.25% fee of construction value on all development exceeding 5 units of residential. Potential yield for them during formalization was \$200,000+, this would have generated over **\$120,000 on average over the last five years if implemented in Burleson.**

HOTEL/MOTEL TAX

- City of Burleson has this. Yielded \$75,000 in the cycle leading up to this plan.
- City Council can allocate up to 15 % of the total Hotel Occupancy Tax (HOT) revenues for public arts projects as allowed under Texas Tax Code 351.103(c).
- Typically HOT/MOT funding structures are more flexible than percent-for-art and allow expenditures on programming as well as permanent works of art.

FUTURE FUNDING MODEL EXPLORATION

BURLESON PUBLIC ART PLAN

PRIVATE

- Public art is frequently funded through philanthropic opportunities from private donors

GRANTS

- Multiple grant opportunities are available for public art projects. These will be pursued when they fit the scale and scope of projects.
- Examples include: National Endowment for the arts, Americans for the Arts, and the Public Art Challenge

COLLABORATION

- Many projects can be accomplished through partnerships with artists within the community
- Murals are an example of community driven opportunities where the City can purchase the supplies and set the theme and partner with the school district, Russell Farm, and Hill College to create art in public spaces



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

PUBLIC ART ACQUISITION

These policies establish the practices for acquiring artworks. The procedure creates a thorough and transparent process for acquiring artwork and favors open-ended selection processes to ensure artistic excellence in the City's Collection.

- Artist Selection Methods
- Artist Services Procurement
- Artist Selection Process
- Purchasing Procedures
- Project Implementation
- Maintenance Plan



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

USE OF FUNDS

Funding for the City of Burleson Public Art Program may come from: the Public Art Fund; the City's Capital Improvement Budget; grants and/or contributions from private entities; other public agencies; philanthropic sources; or through other sources as deemed appropriate by the City. The public art funds may be spent for:

- Calls for Entry, RFQ's/RFP's, concept designs, maquettes, juror stipends, and other costs related to competitions and Commissions
- Artist fees including travel stipends and expenses related to travel;
- Artwork fabrication and installation, site preparation and cleanup;
- Acquisition of existing works of art;
- Relocation of existing or Commissioned works of art;
- Required permits and insurance during the fabrication and installation of the artwork;
- Informational/promotional materials and public events directly related to the artwork;
- Required equipment needed for installation;
- Artwork appraisal;
- Staffing and services of an Arts Administrator;
- Curators and contracted services.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

USE OF FUNDS

The public art funds may **NOT** be spent for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project's architect or other designer.
- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art outside of the selection process.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

ROLES & RESPONSIBILITIES

Mayor & City Council

Ultimately make the final decision on public art selection and hold ultimate responsibility for the program.

Parks & Recreation Department

Administers the Public Art Program.

Public Art Coordinator/Manager

The program “staff”, could be an existing city staff member, new part-time staff member or consultant.

Public Art Advisory Board

The Public Art Board has the following responsibilities:

1. Act principally in an advisory capacity to Burleson staff in any matter pertaining to public art.
2. Advise and make recommendations to city staff pertaining to, among other things, artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

COLLECTION MANAGEMENT

Objectives

1. Maintain a Collection management program that results in a high-quality, city-owned Collection;
2. Eliminate artwork that is unsafe, not repairable, or no longer meets the needs of the City of Burleson;
3. Respect the creative rights of artists; and
4. Support an efficient workload for staff.

Key Policy Components

1. Donation Procedures
2. Maintenance Policy
3. Deaccession Policy



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

PUBLIC ART PROGRAM WORKPLAN

How it works

The Public Art Program Workplan is a document that outlines in-process projects, and projects will be initiated in the coming fiscal year(s). The Program Update is one of the most crucial elements of the Public Art Program. It creates a roadmap and allows for the input of community members, elected officials, and others who care deeply about public art in the City of Burleson.

1. The following steps will be taken to develop the Public Art Program Workplan:
2. Work with the City Manager's Offices to determine the availability of funds for the upcoming year(s).
3. Identify projects to be paid for by identified funding, including acquisition and maintenance.
 4. Develop a draft Public Art Program Workplan that will include locations, goals, and budgets for public art projects and programs for staff review.
5. Present the Update to City Council as part of the City budget approval.
6. Integrate feedback from City Council to determine the final Program Update.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

MURAL POLICY OPTIONS

Option A: Mural Guidelines

Mural Design considerations for murals on public property, with a request that private property-owners follow design considerations for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

MURAL POLICY OPTIONS

Option B: City of Burleson Mural Program (Private Property) Permitting Process and Regulations

Mural Design Considerations for murals on Public Property, with a permitting process that requires private property-owners follow design considerations and standards for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?



FOUNDATION FOR THE FUTURE

STEPS FOR PROGRAM IMPLEMENTATION

BURLESON PUBLIC ART PLAN

STEP 1: BUILD THE PROGRAM STRUCTURE (ADOPT POLICY)

STEP 2: STAFF THE PROGRAM

STEP 3: FORMALIZE THE PUBLIC ART ADVISORY BOARD

STEP 4: EXPLORE EXPANDED PROGRAM FUNDING

STEP 5: COMMISSION ARTWORK & PROGRAMS

- INSTALL THE BURLESON BARN QUILTS
- COMMISSION A SITE-SPECIFIC ARTWORK IN OLD TOWN
- DEVELOP A MURAL PROGRAM
- EXPLORE TACTICAL ART PROGRAMMING OPTIONS
- CREATE A CITY-WIDE ART TRAIL
- DEVELOP AN EDUCATIONAL OUTREACH PROGRAM

While this plan identifies potential funding sources for exploration, the nature of funding is always changing and will ultimately be decided based on the market, policy maker discretion, and experience.



PRIORITY PROJECTS FOR IMPLEMENTATION

BURLESON PUBLIC ART PLAN

IMMEDIATE PROJECTS FOR IMPLEMENTATION

- ROTATING BARN QUILT SERIES
- FINAL INSTALLATION (PERMANENT HOME) THE BURLESON BARN QUILTS
- COMPLETION OF THE MURAL AT BAILEY LAKE



CRITICAL IMPACT AREAS

BURLESON PUBLIC ART PLAN

COMMUNITY ENGAGEMENT AND IMPACT:

Public Feedback and Satisfaction: Include the public art program in any upcoming community surveys. Report findings in the annual public art update to City Council, where available.

Participation Rates: Measure attendance at public art dedication ceremonies, art walks, and community engagement workshops related to public art projects.

Public Response Rates: Monitor the participation in surveys or public forums for specific art projects to track the response rate and community interest in the program over time.

Educational Outreach: Keep track of the number of school groups or community organizations involved in activities related to public art program, set goals annually to increase and diversify participation rates.



CRITICAL IMPACT AREAS

COLLECTION QUALITY AND GROWTH:

Number of Accessioned Artworks: Track the annual number of new artworks and the overall investment in the Public Art Collection through commissions and accepted donations.

Diversity of Collection: Assess the diversity of artists and arts typologies represented, including local, national, emerging, and established individuals from various backgrounds. Evaluate the art forms such as sculpture, mural, functional, and environmental pieces, along with the themes in the collection.

Condition Assessments: Implement a regular schedule for assessing the physical condition of artworks, ideally an annual assessment by city staff and a conservator's report every 5 years. Keep maintenance logs, track repairs, and evaluate the overall state of the collection annually to ensure a high-quality, city-owned collection.

Lifespan Achievement: Monitor whether artworks are meeting their expected temporary, short-term, medium-term, or long-term lifespans outlined in the maintenance manuals provided by artists.

participation rates.



CRITICAL IMPACT AREAS

VISUAL ENHANCEMENT AND PLACEMAKING:

Visibility and Accessibility: Consider the use of foot traffic counters or geofencing technology in areas around public art installations to measure increases in pedestrian activity following the installation of an artwork.

Linkage to Other City Projects: Track the number of public art projects successfully integrated with capital projects or city initiatives to assess the programs success in integrating with other city functions.

Cultural and Historical Significance: Document how new artworks contribute to or reflect the cultural or historical importance to the community, possibly through narrative descriptions or community feedback about their relevance, consider publishing a landing page that community member can explore to learn more about the collection.

Perceived Vibrancy: Consider a 5-year survey check-point with the community on the public art collection to gather sentiments on the public collection and the perceived quality of life value, it may also be a good juncture to gathering input on near-term priorities for the collection.



CRITICAL IMPACT AREAS

PROGRAM EFFICIENCY AND COMPLIANCE:

Budget Adherence: Monitor the program's adherence to its allocated budget for acquisitions, maintenance, and administrative costs.

Project Timeliness: Track the completion rates of commissioned projects and evaluate the efficiency of the donation and accession processes against planned timelines.

Policy Adherence: Review compliance with established procedures for artist selection, donation acceptance, deaccessioning, and collection management.

Staff Workload: Periodically review staff workload related to the Public Art Program to ensure that the staff can efficiently handle their responsibilities.



THANK YOU!

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ADOPTING THE 2025 PUBLIC ART MASTER PLAN; PROVIDING FOR IMPLEMENTATION.

WHEREAS, the City of Burleson recognizes the importance of arts and culture in enhancing community identity, civic pride, economic vitality, and placemaking efforts; and

WHEREAS, the City has developed the 2025 Public Art Master Plan to establish a long-term framework for guiding the development, funding, and management of public art throughout the community; and

WHEREAS, the Plan reflects over a year of monthly Public Art Committee meetings in which the Committee provided direction, reviewed community engagement outcomes, and guided draft recommendations to ensure the plan aligns with Burleson's cultural goals and community values; and

WHEREAS, robust community engagement shaped the Plan, including more than 1,000 survey responses, interactive feedback at public events, artist-led projects such as the Barn Quilt Series and Burleson Community Quilt, and multiple stakeholder interviews and focus groups; and

WHEREAS, the Plan sets forth goals to enrich Burleson with public art that sparks curiosity, fosters dialogue, celebrates community spirit, and reflects the city's history and aspirations; and

WHEREAS, the Plan provides policies and implementation strategies, including standards for acquisition, funding models, artist selection, mural guidelines, collection management, and a framework for commissioning priority projects such as rotating quilt installations and community murals; and

WHEREAS, the Community Services Committee reviewed the draft Plan and policy on September 3, 2025, and City Council received the draft Plan on October 6, 2025; and

WHEREAS, notice was duly given and the City Council held a meeting on October 20, 2025, at which time the Plan and public input were considered.

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

Section 1.

The City Council finds the recitals set forth above are true and correct and are incorporated herein as findings of the Council.

Section 2.

The City Council hereby adopts the 2025 Public Art Master Plan, attached hereto as Exhibit “A” and incorporated herein by reference as if set forth fully, as the City’s official guiding document for public art planning, programming, and implementation.

.PASSED, APPROVED, AND DULY RESOLVED by the Board, on the _____ day of _____, 2025.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr. City Attorney



Burleson Public Art Plan

2025

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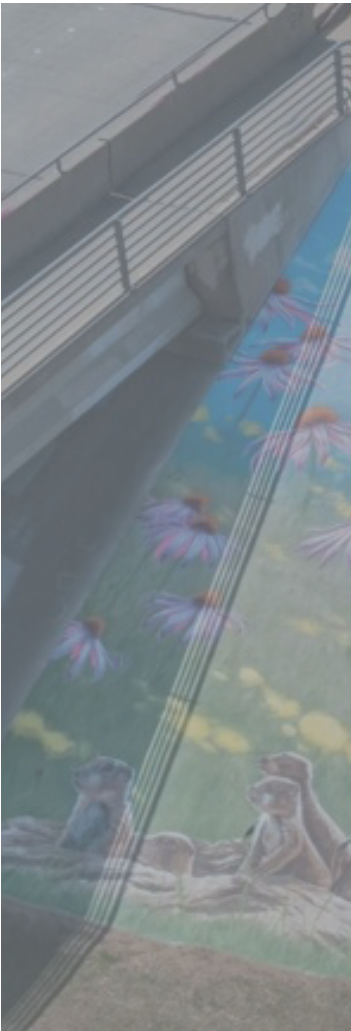
PLAN BACKGROUND

01



COMMUNITY
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COMMUNITY VISION
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PROCESS FOR
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FOUNDATION FOR THE
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Plan Background

Plan Background



Why this plan?

We envision public art enriching Burleson, serving as a constant source of discovery and civic pride. Seamlessly integrated into our public spaces, it will spark curiosity, invite dialogue, and transform these areas into inspiring places that tell our community’s story – past, present, and aspirations. This will make Burleson a more beautiful, connected, and memorable place where everyone, community members and visitors alike, truly belongs and thrives.

Plan Background

WHAT IS PUBLIC ART

Public Art directly influences how people experience and connect with a place. It provides a sense of place, wonder, and memory. Art encourages attachment to a location for residents through cultural and historical understanding, and by highlighting what is unique about the places where people live, work, and play.

PUBLIC ART MATTERS

Public art is a critical factor in unique public places that yield physical, social, and economic benefits for a community. Public art directly influences how people experience and connect with a place. It provides a sense of place, wonder, and memory. Art encourages attachment to a location for residents and visitors alike through cultural and historical understanding, and by highlighting what is unique about the places where people live, work, and play.

Public art also makes communities more vibrant and economically sustainable. People want to move to places that are memorable, activated by and supportive of the arts. By investing in public art as a tool for growth and sustainability, communities can thrive economically.



Plan Goals & Objectives

The City of Burleson operates under the Guide BTX Strategic Plan, last updated in February 2024 established specific goals, strategies, and key priorities to ensure city operations and resources are aligned to meet future needs. Critical objectives also highlighted for execution include the 2022 Bond Program projects, sustained public safety operations, and vibrant economic development. This economic development encompasses the growth of Old Town, the development of Chisholm Summit and Hooper Business Park, and the strategic planning for a future hotel/conference center. Through this comprehensive strategic framework, Burleson is committed to continuously assessing its progress and identifying new or emerging areas of focus, ensuring it remains responsive to community needs and continues to thrive as a vibrant, safe, and inclusive place for all residents. The Public Art Master Plan was initially advocated for under:

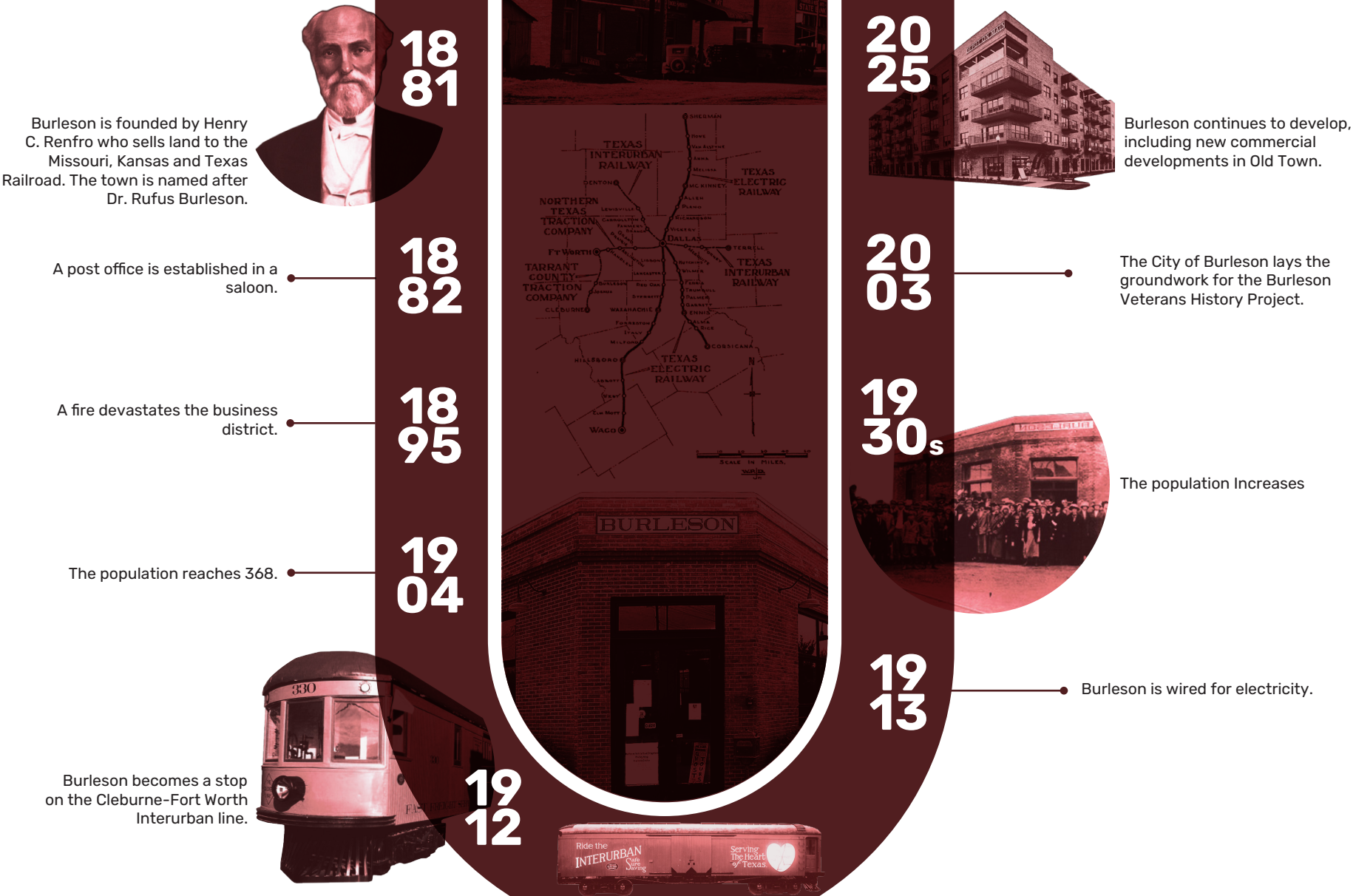
Focus Area 3: Beautiful, Safe & Vibrant Community aims to provide a beautiful, safe, and vibrant environment for those who live, learn, work, and play in the City of Burleson. This objective is pursued through a multifaceted approach, including the implementation of beautification programs, the provision of public art that enhances the community’s visual appeal and uniqueness—a key aspect of which is the finalization of the community arts masterplan in FY 24-25.

COMMUNITY CHARACTER

Burleson, Texas, founded in 1881 by the Katy Railroad as a depot between Fort Worth and Alvarado, was named for Dr. Rufus Burleson. Initially agricultural, the town grew after becoming a stop on the Cleburne-Fort Worth Interurban line in 1912 and receiving electricity in 1913. Located on multiple highways and railways south of Fort Worth in Johnson and Tarrant counties, Burleson established a post office in 1882 and soon developed stores and churches. It absorbed the earlier community of Brushy Mound, which had the first school in the area (later Alta Vista College and Red Oak Academy). In its first 50 years, Burleson was agriculturally focused, having a population of 200 by 1890 with various businesses and shipping significant quantities of cotton and grains by 1899. The population fluctuated before steadily increasing, reaching 573 by 1940. Incorporated before 1930, Burleson benefited from the Interurban line and the construction of State Highway 21 in 1924, leading to annexations and rapid growth after World War II as it became a Fort Worth suburb. The economy shifted from agriculture to business and industry, with the population booming from 795 in 1950 to 2,345 in 1960. By 1980, the population reached 11,734 with diverse manufacturing. In 1990, the population was 16,113, growing to 20,976 by 2000, with local newspapers and cultural institutions established.



Timeline of Burleson





02

Community Engagement

Approach to Engagement

The community was key to determining the vision for public art in Burleson. To ensure this plan authentically reflected the Burleson community and honored its character and historic legacy, the planning team utilized a variety of engagement methodologies to capture themes to inform plan priorities, actions, and define the curatorial approach to the Public Art Collection. Engagement approaches included 1-on-1 interviews with city leaders, a pop-up session during BTX Beats, and an online survey to gather input from all stakeholders (i.e., city leadership, arts organizations, artists, youth, and the general public).



LEADERSHIP CONVERSATIONS

Over a dozen 1-on-1 and small group stakeholder conversations with representatives from city government divisions and local community service organizations including:

- Mayor Chris Fletcher
- Council member Larry Scot
- Park Board Member Sherry Scott
- Council member Alexa Boedeker
- Park Board Member Ashli Logan
- Keep Burleson Beautiful Member Mary Ann Matthews
- Park Board Chair Matt Quinn
- Park Board Member Christian Schott
- Friends of Russell Farm
- Council member Victoria Johnson
- Council member Phil Anderson
- Park Board Member Tyler Knox

THESE QUESTIONS WERE USED TO GUIDE THE CONVERSATIONS:

- What role do you play in community of Burleson?
- What makes Burleson different from neighboring communities?
- How have the arts touched your work/life?
- What would you consider important icons or themes of Burleson?
- If you could dream of a vision for public art in Burleson, what would it look like?

COMMUNITY POP-UP SESSION

A visual preference survey and experience mapping activity was utilized during a pop-up conversation at BTX Beats.

The results of this engagement are provided on pages 18–21 of this document.

COMMUNITY SURVEY

A non-scientific survey to discern community members’ attitudes and preferences for public art in Burleson, it was published and available from October – February 2025. It was promoted on social media, via the email networks of local organizational leaders, and through print materials distributed through the City of Burleson and advisory board members. The survey had particularly strong input from the youth, due to targeted outreach by advisory board members working in education, garnering 220 responses, or 23.28% by individuals under the age of 18. The survey was also promoted directly to participants at each engagement opportunity.

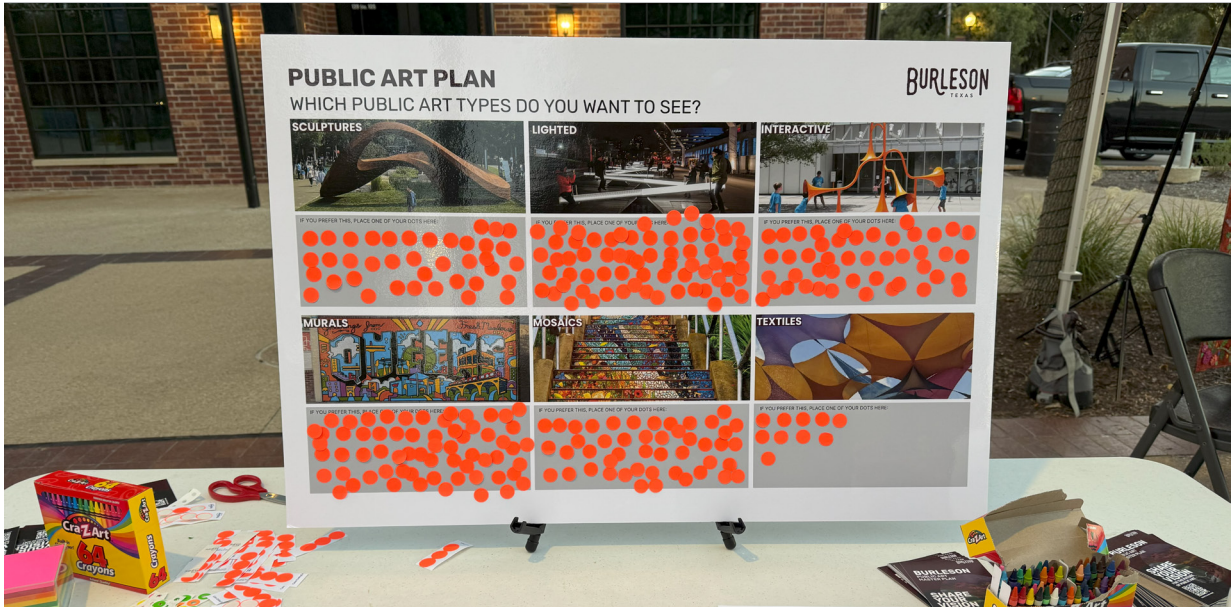
Survey responses and key insights from them can be found on pages 18–19 of this document.

ADVISORY BOARD

Throughout the process, a advisory board made up of representatives from the arts and arts education spaces were engaged in regular conversation to act as a sounding board for the planning process. This Board reviewed all content created throughout the process and was instrumental in the outreach efforts to garner the 1,061 responses submitted through the survey.

NATIONAL BEST PRACTICES

Throughout the process, case studies from all over the country in communities similar to Burleson were used to illustrate successful programming or policy. These best practices have been integrated into the plan objectives and strategies to illustrate successes throughout the sector.



Barn Quilts Project & History

QUILTING IN AMERICA: THE RISE OF BARN QUILTS

The history of the American Barn Quilt can be traced back almost 300 years to the arrival of immigrants from the central regions of Europe; Germany, Austria, and the Netherlands. The quilt, as we know it in America, was originally a strictly utilitarian article, born of the necessity of providing warm covers for beds. Quilts were also used as hangings for doors and windows that were not sealed well enough to keep out the cold. The earliest American quilts, made by English and Dutch settlers, were so intimately connected to everyday life of the early colonists that no record of them exists.

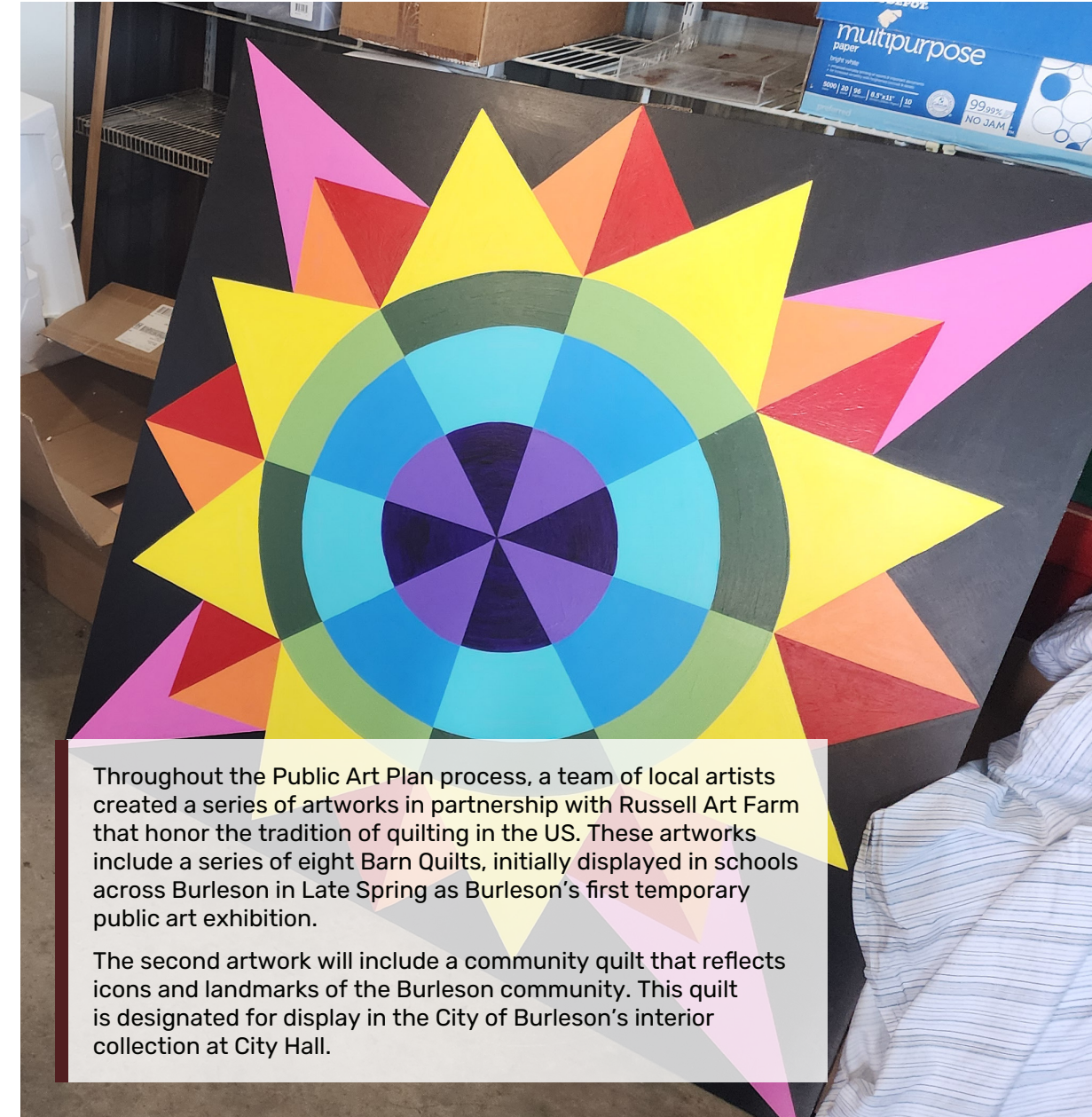
In modern time quilting is more accessible than it ever has been since. Quilting isn't entirely a necessity as it once was, we can instead use it as a creative outlet and pastime thus making art quilts a new medium of expression. The world of quilting continues to change as the world we live in evolves. Modern quilting utilizing bold color designs and prints, once an impossibility due to limited technology and supplies, has brightened the art form in unimaginable ways. Geometric and fractal quilting are growing in popularity as a new generation of quilters piece their first works, many of which have learned their craft online rather than through the traditional in-person learning process. As the world changes, so does quilting.



It is widely believed that barn painting/ quilting originated in Pennsylvania with these immigrants and then spread to much of the New England and Midwestern states. Paint was very expensive in those days and painting a decorative yet distinctive quilt pattern on their barns was a wonderful way of allowing for decoration. It also became an excellent way for travelers to find particular families or cross roads, as towns people would just tell them which pattern to look for.

Today, barn quilts have become popular again, with more and more becoming visible. Quilt trails have been developed in many states. After a number of barn quilts have been displayed in an area, a map is developed that guides the viewers to the location. The map will have an address, maybe a picture of the square and a name or explanation of its meaning. A few of the states that have developed quilt trails include: Pennsylvania, Ohio, Indiana, Kentucky, Iowa and Michigan. The barn quilts can be put on any type of building; from houses, garages, and sheds to parks or yards where they are mounted on two posts and displayed.

Artist Created Quilting Projects



Throughout the Public Art Plan process, a team of local artists created a series of artworks in partnership with Russell Art Farm that honor the tradition of quilting in the US. These artworks include a series of eight Barn Quilts, initially displayed in schools across Burleson in Late Spring as Burleson's first temporary public art exhibition.

The second artwork will include a community quilt that reflects icons and landmarks of the Burleson community. This quilt is designated for display in the City of Burleson's interior collection at City Hall.



Current Perception of the Arts

Burleson has a nascent but growing appreciation for public art, primarily evidenced by positive reception to existing projects like the Bailey Lake mural and the City Market mural. There’s a general sentiment that art can enhance the community and its spaces. However, there’s also an acknowledgment that Burleson is still “finding its culture” and identity, with a desire for public art to contribute to this definition rather than just being decorative. Some express a preference that “**frills are okay, but we are a ‘farm’ town**”, hinting at a desire for art that resonates with the local character while still being aesthetically pleasing. Communication around public art initiatives has historically been a challenge, with a need for clearer plans and funding discussions.

UNIQUE COMMUNITY CHARACTERISTICS

Burleson is consistently described as a community-oriented, connected, and helpful small town, despite its growing population of 53,000 and a sales tax base equivalent to a city of 360,000. Key themes identified by stakeholders included:

- **Strong Community Pride:** Residents are passionate about their city, seeing it as distinct from Fort Worth and Dallas. They emphasize “I am from Burleson, not DFW.”
- **Family-Centric:** Burleson is seen as a great place to raise a family, with excellent parks and schools being major draws.
- **Exceptional City Services:** City staff, from police to EMS, are highly regarded and have strong relationships with leadership

and the community.

- **Growth and Evolution:** While historically a small community, Burleson is growing steadily, with a desire to manage this growth thoughtfully and invest in community spaces and amenities. It’s becoming a destination for shopping, food, and experiences within the region.
- **Old Town and Train Heritage:** Old Town is a significant anchor for community identity and the economy, and the railroad tracks are iconic to the community and a major theme for exploration through the Public Art Program.
- **Agricultural Roots:** There’s an acknowledgment of Burleson’s farming town history, with a desire to keep these stories alive. Many people in the community still identify with this lifestyle even as the city grows.
- **Natural Spaces:** While development has impacted natural areas, there’s an interest in cultivated landscapes and education around natural features, particularly in Burleson’s parks, which are beloved of community members.



VISION FOR PUBLIC ART

The vision for public art in Burleson is diverse but converges on several key themes:

- **Defining Identity and Culture:** A strong desire for public art to help define Burleson’s unique culture and identity, moving beyond a “blank canvas.” This includes reflecting the community’s history, values, evolving culture, and agricultural roots.
- **Accessibility and Engagement:** Art in parks and public spaces that encourages people to be outside. Ideas include interactive art, site-specific works with natural intertwined, educational components that explain the stories behind the artwork like interpretative signage to engage the community an arts scavenger hunt.
- **Multigenerational and Multicultural:** Art programming and content that appeals to a diverse range of ages, backgrounds, tastes, and themes.
- **“Tells Our Story”:** A significant emphasis on art that tells Burleson’s story, whether through honoring individuals or depicting historical narratives. There’s a desire for art to have meaning beyond aesthetics, less art just for “arts sake” and more as a way to connect with the broader community.
- **Creates a Destination:** Utilizing public art, especially well-lit pieces and dynamic pieces of scale, as a catalyst for bringing people to specific areas and creating landmarks within the city, similar to Fort Worth’s success with the Lancaster Avenue development.
- **Specific Ideas:** Mentions of murals, utility box art programs, memorials, and potentially artist-designed play structures.

KEY CONSIDERATIONS

Several practical and strategic considerations were raised regarding public art initiatives by leadership:

- **Funding and Sustainability:** Budget perspective and the sustainability of funding are crucial.
- **Maintenance:** Maintenance is a significant concern, particularly for murals, highlighting the need for a comprehensive plan and the incorporation of a maintenance policy and guidance for securing maintenance manuals from artists when acquiring artworks.
- **Policy and Process:** The need for clear policies and processes for public art, including:
 - MOU for private property public art in the right-of-way.
 - Clear plan language and communication channels regarding funding and implementation.
 - Defined selection processes that factor in community input.
 - Learning opportunities from past projects and measure of impact to support program success
 - Prioritization of locations and parks-specific opportunities.
 - » Definition of “publicly accessible” art.
- **Community Input and Artist Connection:** Ensuring the community factors into the selection process and fostering human-to-human connection with artists.

Survey Results

HOW SHOULD PUBLIC ART IN BURLESON FEEL?



WHAT CHARACTERISTICS, PLACES, AND/OR VALUES ARE UNIQUE OR ICONIC TO BURLESON?



THE CITY OF
BURLESON
TEXAS

WHAT IMPACT SHOULD PUBLIC ART HAVE?

#1 BEAUTIFIES BURLESON

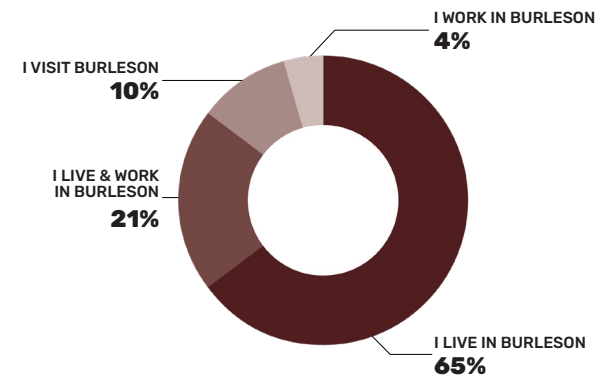
#2 HONORS HISTORY

#3 CREATES WHIMSY

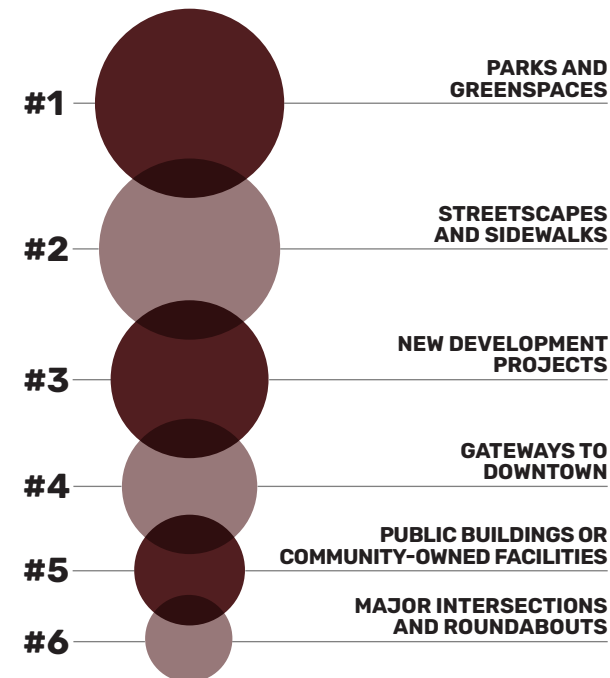
#4 STRENGTHENS OUR IDENTITY

#5 BUILDS PRIDE IN THE CITY

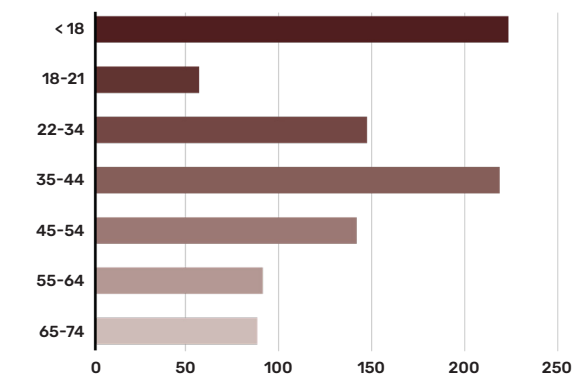
WHAT IS YOUR RELATIONSHIP TO BURLESON?



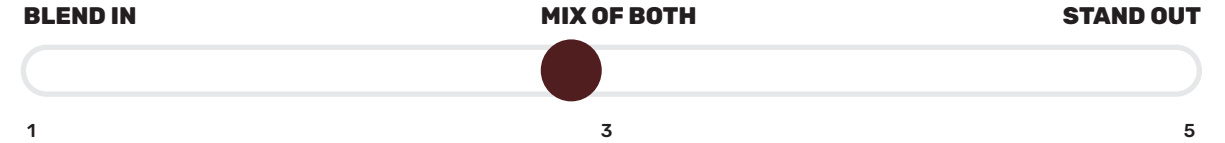
WHERE DO YOU MOST WANT TO SEE PUBLIC ART?



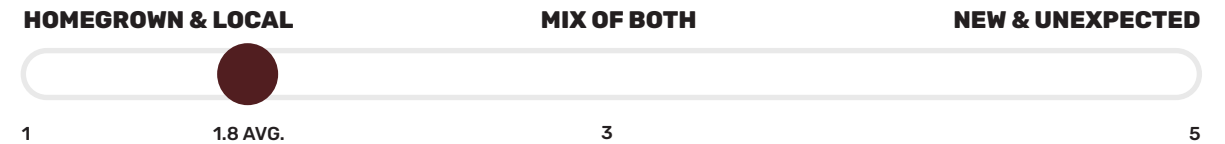
WHAT IS YOUR AGE?



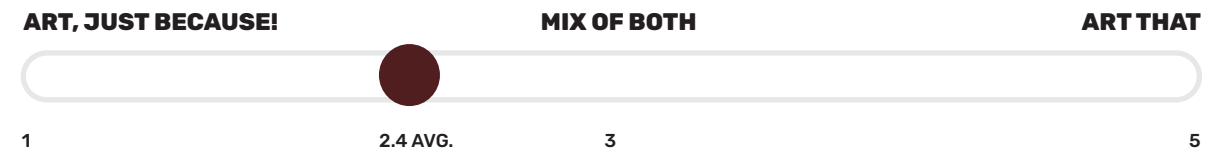
COMPARED TO ITS NEIGHBORS, SHOULD BURLESON BLEND IN OR TRY TO STAND OUT?



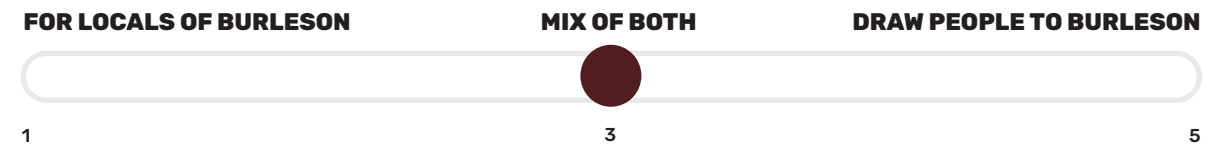
WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL MORE HOME GROWN AND LOCAL OR SOMETHING NEW AND UNEXPECTED?



WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL PURELY ARTISTIC AND CREATIVE OR SHOULD IT HAVE A MEANING BEHIND THE WORK?



SHOULD PUBLIC ART IN BURLESON BE MORE FOR LOCALS, OR BE UTILIZED TO DRAW PEOPLE TO THE AREA (FOR SHOPPING, DINING, ETC.)?

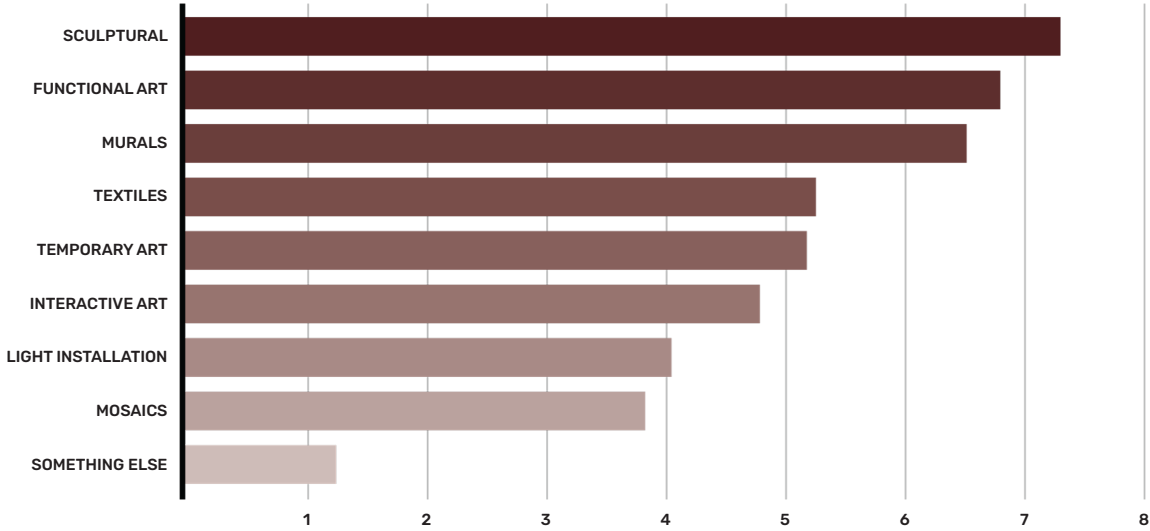


Survey Results

IDENTIFY A PLACE IN THE AREA THAT MAKES YOU FEEL A SENSE OF BELONGING. WHAT ARE ITS CHARACTERISTICS?

- #1 **OLD TOWN:** THE TOP SPOT FOR BELONGING. PEOPLE LOVE IT FOR COMMUNITY EVENTS, WALKING AROUND, ITS COZY FEEL, HISTORY, ART, AND BEING FAMILY-FRIENDLY AND WELCOMING.
- #2 **BAILEY LAKE:** NATURE AND PEACE MAKE PEOPLE FEEL THEY BELONG. IT’S A PLACE TO CONNECT WITH NATURE AND OTHERS.
- #3 **MAYOR VERA CALVIN PLAZA/THE PLAZA:** A CENTRAL SPOT FOR COMMUNITY GATHERINGS AND FAMILY FUN.
- #4 **RUSSELL FARM ART CENTER:** A PLACE FOR ART, HISTORY, AND A WELCOMING COMMUNITY.
- #5 **THE LIBRARY:** A FRIENDLY AND HELPFUL COMMUNITY HUB FOR EVERYONE.

WHAT TYPES OF PUBLIC ART WOULD YOU LIKE TO SEE MORE OF IN THE AREA?



Survey Summary

- 1. **RESPONDENTS MOST FREQUENTLY IDENTIFIED SCULPTURAL ART, FUNCTIONAL ART, AND MURALS AS THEIR PREFERRED ART TYPOLOGIES.**
- 2. **THERE WAS A CLEAR DESIRE FOR PUBLIC ART TO POSITIVELY IMPACT AND ENHANCE THE BEAUTY OF SURROUNDING PUBLIC SPACES AND STREETS.**
- 3. **A SIGNIFICANT PORTION OF SURVEY PARTICIPANTS WERE UNDER THE AGE OF 18, INDICATING STRONG ENGAGEMENT FROM YOUNGER COMMUNITY MEMBERS.**
- 4. **THE SURVEY HIGHLIGHTED A STRONG SENSE OF COMMUNITY BELONGING IN BOTH THE OLD TOWN AND BAILEY LAKE AREAS.**
- 5. **WHEN ASKED ABOUT THE DESIRED EMOTIONAL IMPACT OF ART, THE MOST COMMON RESPONSES INCLUDED ART FEELING FUN, WELCOMING, UNIQUE, AND INSPIRING.**



03

Community Vision for Public Art

Our Vision

We envision public art enriching Burleson, serving as a constant source of discovery and civic pride. Seamlessly integrated into our public spaces, it will spark curiosity, invite dialogue, and transform these areas into inspiring places that tell our community’s story – past, present, and aspirations. This will make Burleson a more beautiful, connected, and memorable place where everyone truly belongs and thrives.

BURLESON PUBLIC ART CURATORIAL APPROACH

- We value public art that:
- Brings people together, builds our collective identity, and says who we are and what we value.
 - Transforms our public spaces to be even more engaging and accessible.
 - Honors diversity, new people and a multiplicity of ideas.
 - Connects people, ideas, and places and thereby raises our consciousness.
 - Responds to our history and natural environment.
 - Draws people to Burleson and is good for our local economy
 - Demonstrates our friendliness, safety, small-town feel, pride-of-place, support for youth, families, and one another.
 - Speaks to our collective humanity.
 - Responds to the surrounding environment/site-specific.

GOALS

1

CREATE PLACES THAT FOSTER MEANINGFUL CONNECTIONS

2

REFLECT OUR UNIQUE CHARACTER

3

CELEBRATE OUR COMMUNITY SPIRIT

4

CONTRIBUTE TO OUR ECONOMIC VITALITY



Public Art Typologies for Burleson



SCULPTURE

Sculptures are three-dimensional original artworks that can be made of any material that offers structural stability and durability. Sculptures are scaled to their surroundings and typically do not move from the location in which they are installed. Whether contemporary, whimsical, traditional or something more, sculptures are often the focal points of civic art. Sculptures may commemorate and celebrate our history, express civic pride, or be established as culturally defining showpieces for the town.



ENVIRONMENTAL ART

Environmental art is any kind of outdoor public art that uses materials with a direct connection to nature, landscaping, or organic materials. Environmental art can be temporary or permanent, and its scale can vary. Its thematic context addresses environmentalism and sustainability.



FIBER

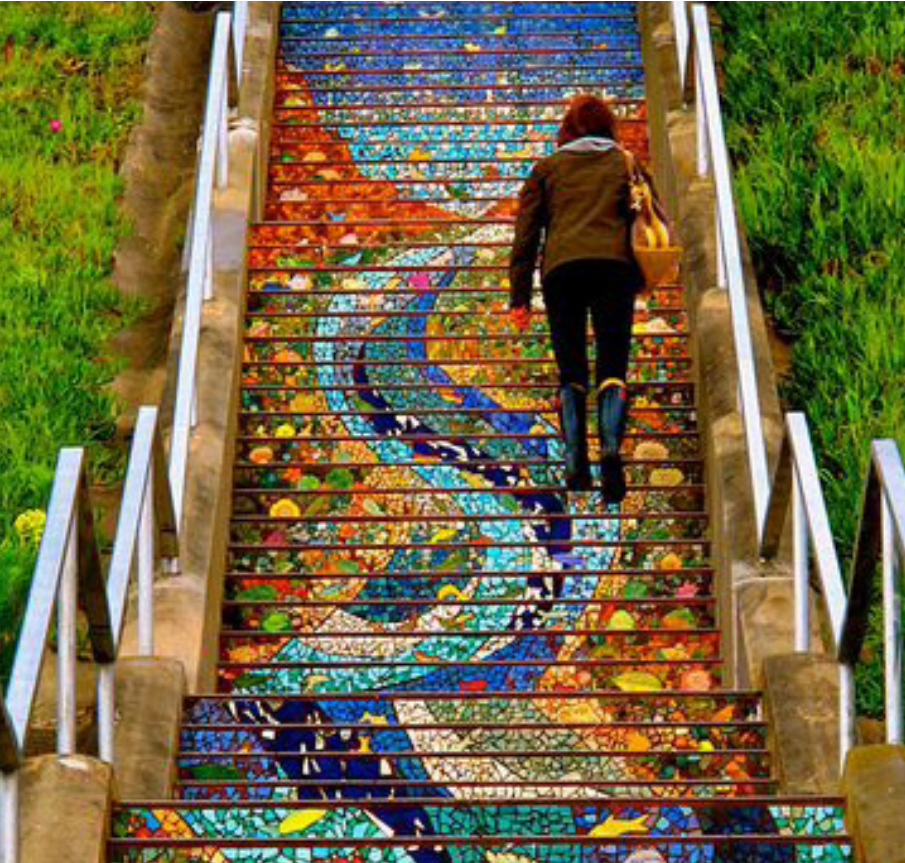
Fiber art is any kind of artwork that uses natural or synthetic fiber materials as the primary component of its overall composition. Fiber art can take the form of wall hangings, tree wraps, suspended sculptures, and beyond. Examples of fiber materials include fabric, yarn, polyurethane materials (like tarp), and mesh.



FUNCTIONAL ART

Functional Art is ordinary infrastructure that has been reimagined and designed by an artist. Integrating unique designs into infrastructure may be an affordable and efficient way to create a major visual impact. Some possible options for functional art installations include bike racks, benches, play equipment, medians, subdivision walls, trash cans, transit stops, storm drains, manholes, monument signage, sidewalk treatments and more.

Public Art Typologies for Burleson



MOSAICS

Mosaics come in many shapes and sizes and include glass or ceramics. The relative flexibility of the application of mosaics responds well to many art contexts. Mosaics can be inlaid for flooring or wall elements, or they may be a component of a sculpture. Terrazzo floors can be considered as a kind of mosaic installation.



MULTIMEDIA

Multimedia installations may combine many other art types in ways that expand the imagination. Video, lighting, sculpture, murals, and more can be combined to make multimedia installations. Multimedia installations are especially useful for temporary or pop-up installations.



MURALS

Murals are large-scale, two-dimensional compositions that can be: 1) painted onto the surface 2) graphic reproductions printed onto vinyl that is adhered to a surface, or 3) painted onto a panel that is affixed to the building. Environmental conditions, artwork display duration, artist ability, timeline, and budget are all considerations for which mural application style is suitable for a project. While curating permanent works of art as part of the collection is important, ephemeral works such as murals allow for the exposure of many artists over a short period of time rather than a few artists over a long period of time.



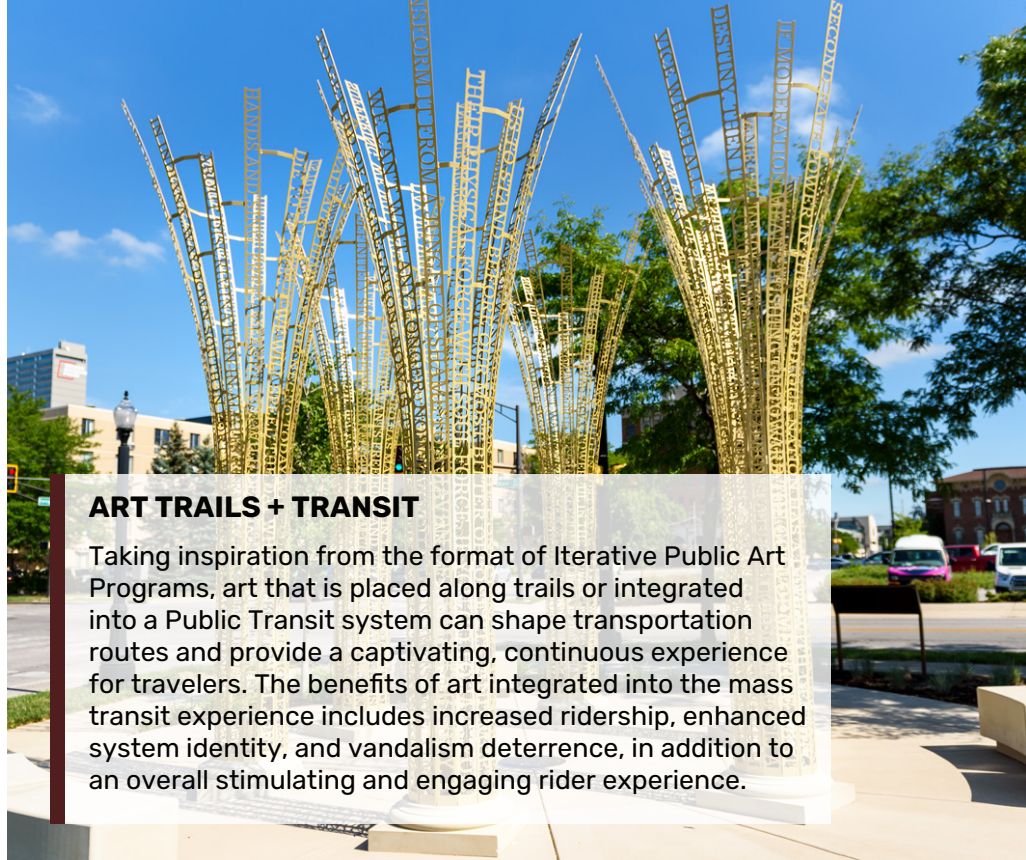
LIGHT INSTALLATIONS

Artists use lighting in creative and interesting ways in order to manipulate the built environment with limited physical impacts. Light installations may be used on existing buildings, in parks on substantial landscape features, or as part of a larger installation of sculpture. They may be especially useful and impactful when used in infrastructure projects.

Public Art Placement Strategies

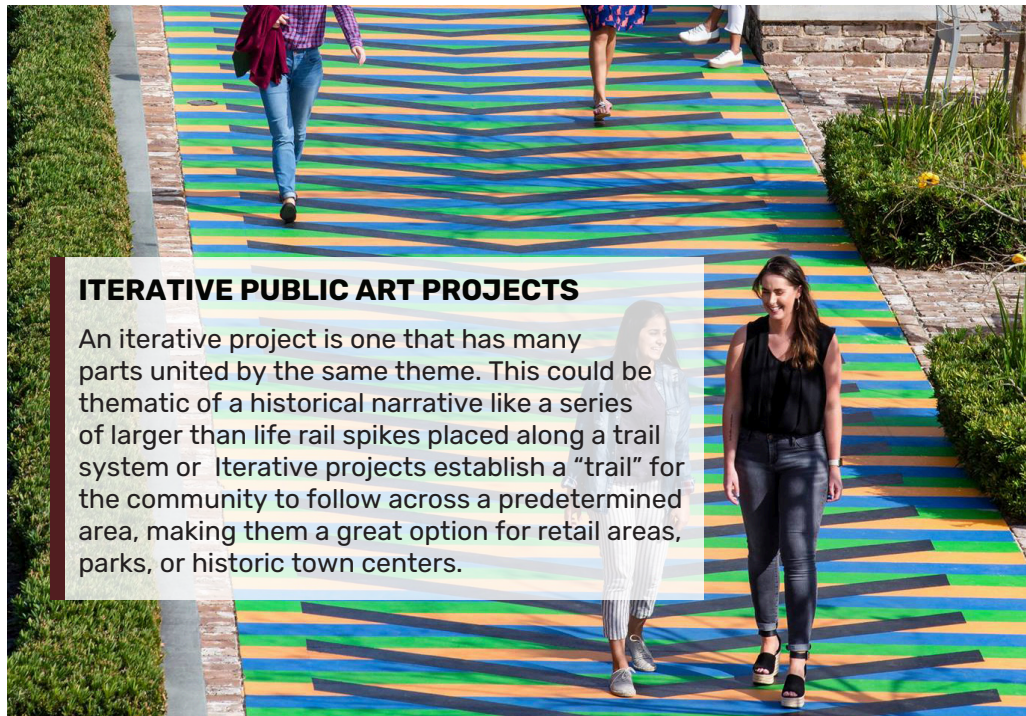
SINGLE-PRESENTATION PUBLIC ART PROJECTS

Single-presentation public art projects are those that do not repeat in multiple locations and their compositions are limited to one site. Examples of these kinds of projects include, a large-scale sculpture commissioned for a city hall lawn; a unique mural on the facade of a community center; or light installation that is engineered to complement the detailed architecture of a historic building. Single-presentation projects may be temporary, or long-term, and they are primarily characterized by their function as a landmark in public space.



ART TRAILS + TRANSIT

Taking inspiration from the format of Iterative Public Art Programs, art that is placed along trails or integrated into a Public Transit system can shape transportation routes and provide a captivating, continuous experience for travelers. The benefits of art integrated into the mass transit experience includes increased ridership, enhanced system identity, and vandalism deterrence, in addition to an overall stimulating and engaging rider experience.



ITERATIVE PUBLIC ART PROJECTS

An iterative project is one that has many parts united by the same theme. This could be thematic of a historical narrative like a series of larger than life rail spikes placed along a trail system or Iterative projects establish a “trail” for the community to follow across a predetermined area, making them a great option for retail areas, parks, or historic town centers.



POP-UP & TEMPORARY ART

Pop-up and Temporary Art are public art opportunities that exist in a community for between one day and two years. Though temporary art is not intended to live for a generation, it can have a lasting impact on a community by creating a sense of surprise and joy in unexpected places. Some ideal locations for temporary installations include construction sites, sidewalks, alleyways, parks, and temporarily empty spaces and storefronts.



Temporary art can be cost-effective and easy to execute, providing opportunities for additional artist engagement. In whatever form, its short lifespan gives energy to the space and drives excitement among the community. Temporary may also invite collaboration, be it with local schools or community groups, to rotate artwork over short periods of time.



SITE SPECIFIC ART

Site-specific art is artwork that is aesthetically, conceptually, and/or thematically connected to the unique circumstances, culture, history, and environment of a particular site. Site-specific art can take many forms, and may be permanent or temporary. In this approach to art-making, artists extensively research the place, site, or area where the site-specific artwork will be placed. Site-specific art tells the story of a place through its surroundings, enriching the experience of the place itself.



CONSIDERATIONS FOR PRIVATELY-OWNED PROPERTIES

In order to maintain the integrity of a public collection it is critical that public art funding is only spent on artwork that is placed in the public realm or public right-of-way as accessibility and ownership by the public is a critical component of public art.

Special considerations may be made to artwork that is placed on private property, such as a building facade, granted that the artwork 1) be clearly and directly visible from public space or the right-of-way 2) **if the art is publicly funded:** an easement be granted to the collection’s governing body so that the public maintain ownership of the work 3) the work may not be integral to any private structure and would be removable whether permanently or temporarily for maintenance.

When determining whether or not a piece located on private property should be considered for the public collection it is imperative that the governing body consider all of the above as well as the long-term maintenance costs and needs associated with a work of art located on private property.

SITE SELECTION CRITERIA

Public art should contribute to city life and people’s use and enjoyment of public places, strategic site selection maximizes the impact that public art makes. The following site selection criteria is provided to guide the successful installation of public art, ensuring artworks not only enhance aesthetic appeal but also contribute meaningfully to community life. From highly trafficked pedestrian zones to welcoming community gateways and key public buildings, understanding these criteria is paramount to maximizing visibility and public accessibility, highlighting cultural and historical significance, ensuring high public engagement, and fostering strong links with other city projects.

A site or sites may be chosen for a variety of reasons including but not limited to following:

- It may be specific to a story about a person or an event for the community.
- The site may be selected for its visibility or simply because property development is offering an opportunity for public art.
- Some public art welcomes people to the city, marks a city center or provides shade and resting places in a park.
- Some are sited in high traffic areas, especially places frequented by pedestrians.
- Other common sites include:
 - Highway entrances (for welcome markers or gateways)

- Major public buildings
- Parks
- Libraries
- Neighborhood communities
- Senior centers
- Police
- Fire stations
- Central public spaces where people walk and get together.

The vision is for Burleson to be a community where Public Art is innovative, diverse, and accessible to create vibrant public spaces and meaningful connections.

Selection sites need to maximize the following objectives:

1. High visibility and public accessibility;
2. Cultural and/or historical significance to the community;
3. High response rate during the public consultation; and
4. Greater opportunity to link with other City projects (e.g. capital projects, special events)





04

Process for Commissioning Artworks

Process for Commissioning Artworks

The commissioning of new public artworks in the City of Burleson is a structured process designed to ensure artistic excellence, community benefit, and responsible use of public funds. This process is governed by the principles outlined in the Public Art Policy, emphasizing transparency and open selection methods.

SECTION 1. PROJECT IDENTIFICATION AND PLANNING:

- I. **Opportunity Identification:** City staff alongside the Public Spaces and Cultural Heritage Committee, are encouraged to identify opportunities for public art integration within Capital Improvement Projects (CIP) or other alongside city initiatives, especially in locations prioritized by the Public Art Plan (if applicable).
- II. **Inclusion in Workplan:** Potential projects for commissioning are developed by the identified Public Art Coordinator in collaboration with the Public Spaces and Cultural Heritage Committee. These projects are then proposed for inclusion in the annual Public Art Program Workplan, cementing them as upcoming priorities for program implementation.

SECTION 2. ARTIST SELECTION AND PROPOSAL DEVELOPMENT:

- I. **Open Selection Process:** Generally, the City will utilize open-ended selection process to identify artwork or artists in order to acquire public art, this includes either “Call for Art,” or “Request for Qualifications (RFQs),” or “Requests for Proposals (RFPs).” A “Call for Art,” being appropriate when seeking to acquire an existing work of art, a “Request for Qualifications (RFQs),” when seeking a qualified artist(s) to create a new work of art, or “Requests for Proposals (RFPs),” when budget allows to pay artist a fee for providing a concept to select from prior to final artwork selection, the RFP may be preceded by a RFQ.
- II. **The Role of the Public Spaces and Cultural Heritage Committee:** The Public Spaces and Cultural Heritage Committee plays a crucial advisory role in this stage, providing recommendations on the formation and composition of artist selection juries, as well as the overall artist selection process. They will also advise on the proposed commission and placement of artworks.
- III. **Concept Design and Proposals:** Funds may be allocated for concept designs such as renderings and maquettes (models) as part of the artist selection process, allowing for the provision of clearer understanding of the proposed artwork prior to final artwork selection by



SECTION 3. FUNDING AND APPROVAL:

- I. **Budgeting and Presentation:** The assigned Public Art Coordinator is responsible for presenting a public art update as part of the City’s regular budget process to the City Council, ensuring that proposed commissions are financially viable.
- II. **Funding Allocation:** Public art funds are designated to cover costs associated with commissioning, including:
 - III. Calls for Entry, RFQs/RFPs, concept designs, maquettes, juror stipends, and other competition-related costs.
 - IV. Artist fees, including travel stipends and related expenses.
 - V. Artwork fabrication and installation, as well as site preparation and cleanup.
 - VI. City Council Approval: As the community’s elected officials, the Mayor and City Council members are ultimately responsible for the outcomes of the Public Art Program, including the final approval of commissioned artworks.

SECTION 4. CONTRACT AND ACCESSION:

- I. **Formal Agreement:** If a commissioning proposal is accepted, a formal contract will be negotiated. This agreement will clearly outline the responsibilities of all parties involved, including the City, the artist, sponsors (if applicable), and any outside contractors. It will address critical aspects such as project funding, insurance, siting, installation, ongoing operations and maintenance, vandalism, rights of removal or transfer, and public safety.
- II. **Ownership and Copyright:** Upon completion and installation, the City of Burleson will become the sole owner of the artwork, reserving the right to remove or alter the work for public safety or other city concerns, while upholding copyright law and the Visual Artists Rights Act of 1990 (17 U.S.C. § 106A).
- III. **Accession:** The completed and installed artwork will be formally accessioned into the City’s Public Art Collection, added to the City’s inventory list, and included in the city’s database with all accompanying documentation.





05

Foundation for the Future

Foundation for the Future

STEP 1: BUILD THE PROGRAM STRUCTURE

- 1. Adopt the Revised Public Art Policy
- 2. Staff the Public Art Program

STEP 2: STAFF THE PROGRAM

The City Manager will determine appropriate staffing structure to oversee citywide public art activities and manage the Public Art Program. Additional staff resources or outside consultants may be required to assist in implementing projects, particularly those of a larger scale. Responsibilities include:

- 1. Work with various City Manager’s Offices to develop potential projects for inclusion in the Program Update.
- 2. Coordination with other city planning efforts.
- 3. Present a public art update as part of the City’s regular budget process to the City Council.
- 4. Coordinate and manage the Advisory Board and its quarterly meetings
- 5. Coordinate with Advisory Committee to ascertain advice on any matter pertaining to public art, including:
 - » Preparing and presenting the public art update to the Advisory Committee, the Commission, and City Council;
 - » Artist selection juries and process;
 - » Purchase of artworks;
 - » Commission and placement of artworks; and



STEP 3: FORMALIZE THE ROLE OF THE PUBLIC SPACES AND CULTURAL HERITAGE COMMITTEE

The proposed role adjustment to the Public Spaces and Cultural Heritage Committee would allow the committee to serve as a community-member advisory body, working in close partnership with the City of Burleson’s staff, City Council, and the Mayor to guide the Public Art Program. As an advisory committee to the Parks and Recreation Board, its proposed function would be to guide plan implementation priorities and provide final recommendations on matters pertaining to the City’s Public Art Collection, especially when the City is funding the creation or acquisition of new artwork in public spaces. This collaborative structure ensures that artistic vision, alongside broader community perspectives, are integrated into the decision-making process for public art initiatives within city functions.

Key responsibilities of the Public Spaces and Cultural Heritage Committee include:

- 1. The Committee acts principally in an advisory capacity to Burleson staff on all aspects of public art.
- 2. It advises and makes recommendations regarding artist selection juries and the overall artist selection process.
- 3. The Committee provides recommendations for the commissioning and strategic placement of artworks throughout the city.
- 4. It advises on the ongoing maintenance and, when necessary, the removal of artworks from the collection.
- 5. The Committee is committed to promoting public awareness, access, and appreciation of public art for the City of Burleson.
- 6. It assists in facilitating administrative duties required for the effective operation of the Public Art Program.
- 7. Critically, this Committee only advises on matters pertaining to the publicly-owned collection,



Foundation for the Future

STEP 4: EXPLORE EXPANDED PROGRAM FUNDING

Explore the adoption of a Percent-for-Art in Private Development

To relieve pressure on the existing Hotel/Motel Tax as the sole mechanism for procuring public art, a Percent-for-Art in Private Development program should be explored.

Such programs operate on the basis that development projects should respond to the distinctive characteristics of the community they are proposed within, and that public art is for the mutual enjoyment of the wider community and supports a thriving local economy and promotes cultural tourism and therefore development pressures should be leveraged for the public benefit.

Common approaches to percent for art in private development includes a fee-based model of 1% of total construction cost when placed within the development and 0.80% when paid into an arts fund for the city to disperse and manage. Percent-for-art in private development can be incentivized, or mandated.

Communities in Texas with mandated Percent-for-Art in Private Development include:

- **Nolanville, TX:** Adopted through an ordinance which explicitly requires a 1% set-aside for public art enhancement within each private development over \$250,000, with options for on-site art or a 0.5% deposit into a Public Art Fund.

Communities in Texas with incentivized Percent-for-Art in Private Development include:

- **Denton, TX:** Tax abatements are offered to developers for the inclusion of art enhancements within the development, eligible projects may receive up to an additional 5% tax abatement under the condition that at least 50% of the value of this additional tax abatement must be committed by the applicant specifically to public art.

Key considerations:

- This would not be a requirement of any affordable housing project
- Developers would be allowed to contribute to the community arts fund in lieu of installing and maintaining artwork within their development

Additional Opportunities for Program Funding

- State & Federal Grant Programs
- Additional Grant Programs such as those managed by foundations, NGOs, and private entities

While this plan identifies potential funding sources for exploration, the nature of funding is always changing and will ultimately be dedicated based on the market, policy maker discretion, and within the resources are available over a given period.



Step 5: Commission Artwork & Programs

INSTALL THE BURLESON BARN QUILTS

The highest priority program implementation recommendations is the installation of the Barn Quilts completed as part of this planning process. The city should work with local institutions and with other city departments to identify both private and public opportunities to implement these pieces.



TIMING	RECOMMENDED BUDGET
Immediately	N/A
IMPACT	

Step 5: Commission Artwork & Programs

COMMISSION A SITE-SPECIFIC ARTWORK IN OLD TOWN

The city of Burleson should work to select an artist with the qualifications and experience necessary to design and fabricate an iconic, site-specific work in Old Town. An artist to create an iconic piece of art explicitly designed for a particular location within Burleson’s historic Old Town district. The artwork would be conceived to respond to the specific history, architecture, or character of its chosen site, enhancing its unique identity and providing a landmark or point of cultural interest for residents and visitors.



TIMING	RECOMMENDED BUDGET
3-5 Years	\$100,000 - \$300,000
IMPACT	
●●●●●	

DEVELOP A MURAL PROGRAM

This involves establishing a comprehensive framework for creating murals across the city. This step would include defining guidelines for artist selection, site identification, community engagement, funding mechanisms, and maintenance protocols, ensuring a cohesive and sustainable approach to integrating large-scale painted artworks into the urban landscape.

TIMING	RECOMMENDED BUDGET
2-4 Years	\$25,000 - \$40,000 annually
IMPACT	
●●●●○	



SPECIFIC OPPORTUNITIES

- **Complete the Mural at Bailey Lake:** This step signifies the final stages of a specific mural project located at Bailey Lake, likely involving the last phases of painting, sealing, and potentially unveiling.
- **Old Town Murals:** This refers to the initiative to enhance the visual appeal and cultural narrative of the Old Town district through the strategic addition of multiple murals.
- **Stormwater Drain Painting:** This artistic endeavor involves painting murals or designs directly onto stormwater drains and the surrounding concrete.

Step 5: Commission Artwork & Programs

EXPLORE TACTICAL ART PROGRAMMING OPTIONS

This step focuses on investigating and planning for temporary, low-cost, and community-driven art interventions. Tactical art aims to quickly transform public spaces, activate underutilized areas, or address specific community needs through pop-up installations, performances, or interactive projects, fostering engagement and testing ideas for more permanent changes.



TIMING	RECOMMENDED BUDGET
1-3 Years	\$25,000 - \$50,000 annually
IMPACT	

SPECIFIC OPPORTUNITIES

- **Utility Box Coverings:** Utility box programs are common initiatives to transform mundane and often unsightly utility boxes into public art installations.
- **Beautification of Medians and Roundabouts:** Art interventions within the streetscape may involve integrating sculptures, artist-designed landscape enhancements and/or lighting elements.
- **Functional Art Furnishings** The Parks and Recreation department should consider commissioning or acquiring functional urban furniture that has been designed in collaboration with artists.

CREATE A CITY-WIDE ART TRAIL

This project should be a connected series of artist-designed works across the city transforming ordinary places into an exploratory series. This initiative aims to invite discovery, promote exploration of community space, and provide a cohesive experience for residents and visitors. This project could specifically explore a community specific theme or narrative across the works, not unlike the barn quilts. This project could include a published guide or interactive webpage, potentially supported by signage or wayfinding.



TIMING	RECOMMENDED BUDGET
5-7 Years	\$150,000 - \$300,000
IMPACT	

Step 5: Commission Artwork & Programs

DEVELOP AN EDUCATIONAL OUTREACH PROGRAM

The City of Burleson should specifically work with local schools and higher education institutions locally, alongside local artists and collectives like Russell Art Farms to bring participatory arts programs to the community. This program would in involve designing and implementing initiatives to engage the community, particularly youth, with art. This could include workshops, guided tours, artist talks, or curriculum materials, aiming to foster appreciation for art, encourage creative expression, and inform residents about the public art collection and its benefits.



TIMING	RECOMMENDED BUDGET
2-4 Years	\$5,000 - \$15,000 annually
IMPACT	

COMMISSION AN ARTIST-DESIGNED PARK EXPERIENCE

This involves selecting an artist or artist team to conceptualize and realize a holistic artistic intervention within a specific park space. This project should prioritize concepts that either integrates art into the natural landscape, includes natural features as part of the artwork, or creates a new play experience ideated by an artist for the community, creating an immersive and cohesive artistic environment that enhances the overall park visitor experience.



TIMING	RECOMMENDED BUDGET
5-7 Years	\$250,000 - \$1,000,000
IMPACT	

Critical Impact Areas

The City of Burleson should consider ways to track and measure program success. Specific opportunities to collect information on the impact of the public art program include:

COMMUNITY ENGAGEMENT AND IMPACT:

- **Public Feedback and Satisfaction:** Include the public art program in any upcoming community surveys. Report findings in the annual public art update to City Council, where available.
- **Participation Rates:** Measure attendance at public art dedication ceremonies, art walks, and community engagement workshops related to public art projects.
- **Public Response Rates:** Monitor the participation in surveys or public forums for specific art projects to track the response rate and community interest in the program over time.
- **Educational Outreach:** Keep track of the number of school groups or community organizations involved in activities related to public art program, set goals annually to increase and diversify participation rates.



COLLECTION QUALITY AND GROWTH:

- **Number of Accessioned Artworks:** Track the annual number of new artworks and the overall investment in the Public Art Collection through commissions and accepted donations.
- **Diversity of Collection:** Assess the diversity of artists and arts typologies represented, including local, national, emerging, and established individuals from various backgrounds. Evaluate the art forms such as sculpture, mural, functional, and environmental pieces, along with the themes in the collection.
- **Condition Assessments:** Implement a regular schedule for assessing the physical condition of artworks, ideally an annual assessment by city staff and a conservator's report every 5 years. Keep maintenance logs, track repairs, and evaluate the overall state of the collection annually to ensure a high-quality, city-owned collection.
- **Lifespan Achievement:** Monitor whether artworks are meeting their expected temporary, short-term, medium-term, or long-term lifespans outlined in the maintenance manuals provided by artists.

Critical Impact Areas

VISUAL ENHANCEMENT AND PLACEMAKING:

- **Visibility and Accessibility:** Consider the use of foot traffic counters or geofencing technology in areas around public art installations to measure increases in pedestrian activity following the installation of an artwork.
- **Linkage to Other City Projects:** Track the number of public art projects successfully integrated with capital projects or city initiatives to assess the programs success in integrating with other city functions.
- **Cultural and Historical Significance:** Document how new artworks contribute to or reflect the cultural or historical importance to the community, possibly through narrative descriptions or community feedback about their relevance, consider publishing a landing page that community members can explore to learn more about the collection.
- **Perceived Vibrancy:** Consider a 5-year survey check-point with the community on the public art collection to gather sentiments on the public collection and the perceived quality of life value, it may also be a good juncture to gathering input on near-term priorities for the collection.



PROGRAM EFFICIENCY AND COMPLIANCE:

- **Budget Adherence:** Monitor the program's adherence to its allocated budget for acquisitions, maintenance, and administrative costs.
- **Project Timeliness:** Track the completion rates of commissioned projects and evaluate the efficiency of the donation and accession processes against planned timelines.
- **Policy Adherence:** Review compliance with established procedures for artist selection, donation acceptance, deaccessioning, and collection management.
- **Staff Workload:** Periodically review staff workload related to the Public Art Program to ensure that the staff can efficiently handle their responsibilities.





06

Appendices

Public Art Frequently Asked Questions

This section responds to some of the most commonly asked questions regarding public art programs.

QUESTION 1: WHY DOES BURLESON NEED A PUBLIC ART POLICY?

This Public Art Policy for the City of Burleson outlines a comprehensive framework for establishing and managing a robust public art program. It details the roles and responsibilities of various stakeholders, including the Mayor, City Council, Public Spaces and Cultural Heritage Committee, and City staff, in guiding public art initiatives. The policy also establishes clear guidelines for collection management, covering the acquisition of artworks through both commission and donation, alongside criteria for decommissioning. Crucially, it defines key terms related to public art, from “artist” and “mural” to different “life spans” for artworks, ensuring clarity and consistency. The policy further addresses specific procedures for donations and the display of art on loan or temporary display, including detailed requirements for agreements, costs, installation, and insurance, all while upholding the city’s right to manage its collection effectively for public safety and benefit.



QUESTION 2: WHAT DOES THE PUBLIC ART POLICY DO? HOW IS IT DIFFERENT FROM THE PUBLIC ART PLAN?

The Public Art Policy establishes the fundamental rules, principles, and definitions governing the city’s public art program, acting as a stable framework that outlines roles, responsibilities, and procedures for collection management and acquisition. In contrast, the Public Art Plan is a more dynamic, strategic document that details the specific vision, goals, and implementation strategies for the program, including recommendations and action items for building the public art program, funding strategies, projects ideas, and community engagement approaches, essentially translating the policy’s guiding principles into actionable projects and initiatives for the City of Burleson to implement.



Public Art Frequently Asked Questions

QUESTION 3: WHO SELECTS THE PUBLIC ART IN BURLESON?

Artwork Selection is a multi-step process, first a site is identified by city staff in collaboration with the Public Spaces and Cultural Heritage Committee and included in the Public Art Workplan. Next, either a “Call for Art,” “Request for Proposals,” or “Request for Qualification” is publicly-published. A selection committee is then formed or identified, this selection committee may be the Public Spaces and Cultural Heritage Committee (for artworks under \$50,000) or an ad hoc committee formed for a specific artwork selection, this may include members representing specific groups or perspectives when appropriate for the artwork, for example a member of the local historic society when artwork is intended to be placed in a historic neighborhood.

The board then reviews the proposals or qualification of the artists and makes a recommendation for artwork or artist selection onto the Public Spaces and Cultural Heritage Committee, who approves this selection for referral onto City Council. City Council has ultimate responsibility for the program, including the approval of final artwork selection. For artworks under \$50,000, the Public Spaces and Cultural Heritage Committee may select the artwork for referral onto City Council.



QUESTION 4: WHAT IS CONSIDERED “PUBLIC ART” UNDER THE PUBLIC ART POLICY?

“Public Art” broadly includes sculpture, paintings, murals, graphic arts, photography, crafts, mixed-media, functional art (like street furniture), and environmental art (landforms, artistic landscapes). It specifically excludes mass-produced items, traditional architectural or landscape elements, commercial advertising, or art displaying slogans/logos unless part of a defined gateway sculpture.

The policy also specifically governs publicly-owned works of art or art placed on public property. Privately commissioned or acquired works, placed on private property are not policed by this process, however, this policy is available for reference by private parties, such as developers, who wish to acquire artwork for their properties.



Public Art Frequently Asked Questions

QUESTION 5: WHAT CAN PUBLIC ART FUNDS BE USED FOR?

- Costs associated with “Calls for Entry,” “Requests for Qualifications (RFQs),” and “Requests for Proposals (RFPs)” to solicit artist submissions.
- Funding for payment for concept designs and maquettes (small models) as part of the artist selection process.
- Stipends for jurors involved in artist selection.
- Other costs related to competitions and commissions.
- Artist fees, including travel stipends and related expenses.
- Artwork fabrication and installation.
- Site preparation and cleanup necessary for the artwork.
- Acquisition of existing works of art.
- Relocation of both existing and newly commissioned works of art.
- Required permits and insurance during the fabrication and installation phases of artwork.

Funds may NOT be used for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project’s

architect or other designer.

- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art that does not follow the outlined selection process in the Public Art Policy.



QUESTION 6: HOW CAN PUBLIC ART BE DONATED TO THE CITY OF BURLESON?

First, the donation must meet the definition of public art, meaning:

Public art, when used herein, shall mean any of the following: sculpture, statues or monuments in any material or combination of materials; painting; murals; graphic arts including printmaking and drawing; photography; crafts in clay, fiber and textiles, wood, metal, plastics, glass and other materials; mixed-media, any combination of forms or media, including collage; functional art such as street furniture, as defined by the City of Burleson Public Art Program; environmental art consisting of landforms and artistic landscape composition.

WHAT IS NOT PUBLIC ART

The term “Public Art” does not include reproductions by mechanical or other means of original works of art, except for limited editions, controlled by the artist, of original prints, cast sculptures, photographs or other works of art; decorative, ornamental, or functional elements which are designed by the building architect or consultants engaged by the architect which are a traditional and typical element of architectural design; elements generally considered to be conventional components of a landscape architectural design including, but not limited to, plant materials, pools, paths, benches, receptacles, fixtures and planters except street furniture as defined by the City of Burleson Public Art Program and environmental art consisting of landforms and artistic landscape composition; “Art objects” which are mass produced or of a standard design, such as playground statues or fountains, except pieces of historical significance to the city; directional or other functional elements, such as supergraphics, signage, color coding and maps, except where sculptural pieces are used to define gateways in the city; electrical, water or mechanical service for activation of the work; exhibitions and educational programs related to the work; performing arts; and art that displays slogans, logos, mascots or commercial advertising.

If the work does not meet the above definition, then other city policies may apply but it does not qualify for acceptance into the city’s public art collection. If it does meet the definition for public art, then the following process applies:

1. A Donation Proposal (requirements specified in the Public Art Policy)
2. A Maintenance Plan detailing the artwork’s lifespan, routine cleaning protocols, long-range care, material specifications, guarantee against workmanship failures, and the assignment of manufacturer/fabricator warranties to the City where applicable. This would also include a plan to fund and deliver ongoing operations and maintenance, or the resolution accepting the art must identify how maintenance will be funded. This may identify publicly available funds or a private contribution to the works ongoing maintenance, the Public Spaces and Cultural Heritage Committee will review this approval to ensure the proposed artwork can be sustainably maintained within the proposed funding structure.
3. Review Process: Following a positive initial review by a City employee, the Public Spaces and Cultural Heritage Committee will evaluate the donation request. They determine the appropriateness of the donation based on established criteria and provide a final recommendation to the City Council. The City then assesses if the donation is in the community’s best interest and aligns with City goals, laws, policies, ordinances, and resolutions as well as the Burleson Public Art Plan in addition to being appropriate for the characteristics site it is proposed to be integrated within
4. Artwork Acceptance and Accession: Following a successful evaluation by city staff, the Public Art Advisory Board, and City Council, the artwork may then be accessed into the public art collection and sited for installation.

Exhibit B: Public Art Policy

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Exhibit B: Public Art Policy

INTRODUCTION

To establish a strong Public Art Program, the City of Burleson will adopt the following policies, which includes the following sections: Roles & Responsibilities; Collection Management; Program Update; Use of Funds; Public Art Acquisition; [Option A or B for murals].

DEFINITIONS

For these policies, the following terms, phrases, words, and their derivation shall have the meaning given herein:

- **Accession**, when used herein, shall mean a procedure for the acceptance of artwork into the Public Art Collection.
- **City of Burleson Mural Program**, when used herein, shall mean a program facilitated by staff of the City of Burleson to support the production of privately-commissioned murals to be installed on privately-owned property.
- **Artist**, when used herein, shall mean an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or literary arts, as judged by the quality of that professional practitioner’s body of work, educational background, experience, public performances, past public commissions, sale of works, exhibition record, publications, and/or production of artwork. The members of the architectural, engineering, design or landscaping firms retained for the design and construction of a development project covered by these

policies shall not be considered artists for the purposes of these policies.

- **City**, when used herein, shall mean the City of Burleson, Texas.
- **Creative amenity**, when used herein, shall mean non-standardized enhancements made to public space.
- **Deaccession**, when used herein, shall mean a procedure for the withdrawal of artwork from the permanent collection and the determination of its future disposition.
- Historic or civic objects, when used herein, shall mean an object that is historically or civically significant.
- **Life Spans**
 - Temporary: 0-2 years
 - Short term: 2-10 years
 - Medium term 10-25 years
 - Long term 25+ years
- **Mural**, when used herein, means a large-scale artwork, painting, or mosaic, applied to or mounted directly to an exterior surface of a building, construction fence or other structure and that is visible from the public right-of-way. Its primary intent is to be artistic in nature, rather than purely information, creative signage and commercial signage.
- **Public Art Collection or Collection**, when used herein, shall mean art objects owned by the City of Burleson, Texas, its agencies and authorities. Permanent Public Art must be located in a public place with public visibility, accessibility, and impact

and shall have a permanence comparable to associated capital projects.

- **Public Art COORDINATOR or COORDINATOR**, when used herein, shall mean the Public Art Program Coordinator as determined by the City of Burleson.
- **Public Art Program**, when used herein, shall mean the Public Art Program of the City of Burleson, Texas. The Public Art Program intends to promote private and public programs to further the development and public awareness of, and interest in, the visual arts and fine crafts and encourage the integration of art into the architecture of municipal structures and commercial development projects in the City.
- **Committee**, when used herein, shall mean a COMMITTEE of the Advisory Committee advising on matters pertaining to the City of Burleson’s Public Art Collection when the City is funding the creation or acquisition of new artwork in public spaces. The COMMITTEE is committed to promoting awareness, access, and appreciation of public art for the City of Burleson. The COMMITTEE also provides recommendations for public art placement in the City of Burleson and facilitates administrative duties required for the Public Art Program
- **Public art**, when used herein, shall mean any of the following: sculpture, statues or monuments in any material or combination of materials; painting; murals; graphic arts including printmaking and drawing; photography; crafts in clay,

fiber and textiles, wood, metal, plastics, glass and other materials; mixed-media, any combination of forms or media, including collage; functional art such as street furniture, as defined by the City of Burleson Public Art Program; environmental art consisting of landforms and artistic landscape composition

- The term “Public Art” does not include reproductions by mechanical or other means of original works of art, except for limited editions, controlled by the artist, of original prints, cast sculptures, photographs or other works of art; decorative, ornamental, or functional elements which are designed by the building architect or consultants engaged by the architect which are a traditional and typical element of architectural design; elements generally considered to be conventional components of a landscape architectural design including, but not limited to, plant materials, pools, paths, benches, receptacles, fixtures and planters except street furniture as defined by the City of Burleson Public Art Program and environmental art consisting of landforms and artistic landscape composition; “Art objects” which are mass produced or of a standard design, such as playground sculpture or fountains, except pieces of historical significance to the city; directional or other functional elements, such as supergraphics, signage, color coding and maps, except where sculptural pieces are used to define gateways in the city; electrical, water or mechanical service for activation of the work; exhibitions and educational programs related to the work;

performing arts; and art that displays slogans, logos, mascots or commercial advertising.

- **Public Art Public Art Policy or Public Art Policy**, when used herein, shall mean the policies recommended by the City Manager and approved by the City Council for the administration of the Public Art Plan. The Public Art Public Art Policy and any amendments thereto shall take effect forty-five (45) days after approval by the City Council.
- **Public Art Plan** or **Plan** when used herein shall mean the Public Art Plan of the City of Burleson, Texas that pertains to public art and culture, as it exists or may be amended. The Plan shall provide a process for the systematic selection and acquisition of pieces of artwork and locations of art to be included in public spaces.
- **Public space**, when used herein, shall mean any area or property (public or private) which is accessible or visible to the general public a minimum of 8 hours per business day.
- **Publicly-owned land**, when used herein, shall mean any land open to the public and managed by the City of Burleson, Texas.
- **Public Art Program Workplan**, when used herein, shall mean a document that outlines projects that are in-progress and will be initiated in coming fiscal years.
- **Relocation**, when used herein, shall mean a procedure for the movement of an artwork from one location to another.

ROLES AND RESPONSIBILITIES

The City of Burleson Parks and Recreation Office shall administer the Public Art Program in partnership with other departments. Day-to-day responsibility for the program will ultimately reside with the Public Art Coordinator, and are outlined below in the Public Art Public Art Policy. The Public Art Coordinator may be a City staff member or an outside consultant and have an oversight role for all of the public art projects executed within the city. The Public Art Coordinator will collaborate with City staff or outside contractors to execute projects.

CITY OF BURLESON MAYOR & CITY COUNCIL

The City of Burleson City Council has adopted Ord. [], establishing the City of Burleson Public Art Program. As the community’s elected officials, the Mayor and Council members are ultimately responsible for the outcomes of the Public Art Program.

PUBLIC SPACES AND CULTURAL HERITAGE COMMITTEE

Public Spaces and Cultural Heritage Committee is an ADVISORY COMMITTEE of the Parks and Recreation Committee advising on matters pertaining to the City of Burleson’s Public Art Collection when the City is funding the creation or acquisition of new artwork in public space, as defined above.

The Public Art Committee has the following responsibilities:

1. Act principally in an advisory capacity to

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Burleson staff in any matter pertaining to public art.

- 2. Advise and make recommendations to city staff pertaining to, among other things, artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.

Any member serving on the Advisory Committee is ineligible for a public art project by the City of Burleson during their membership and for an entire year following.

PUBLIC ART PROGRAM COORDINATOR (COORDINATOR)

The City Manager will determine appropriate staffing structure to oversee citywide public art activities and manage the Public Art Program. Additional staff resources or outside consultants may be required to assist in implementing projects, particularly those of a larger scale. A consultant may serve in the coordinator capacity or as a curator for art programming. Responsibilities include:

- 1. Work with various City Manager’s Offices to develop potential projects for inclusion in the Program Update.
- 2. Coordination with other city planning efforts.
- 3. Present a public art update as part of the City’s regular budget process to the City Council.
- 4. Coordinate and manage the Advisory Committee and its quarterly meetings
- 5. Coordinate with Advisory Committee to

ascertain advice on any matter pertaining to public art, including:

- a. preparing and presenting the public art update to the Advisory Committee, and City Council;
- b. artist selection juries and process;
- c. purchase of artworks;
- d. commission and placement of artworks; and
- e. public art programming;
- 6. Coordinate the hiring of an outside consultant or agency to administer public art projects as needed.
- 7. Ensure various city City Manager’s Offices are following the City’s Public Art Public Art Policy.

CITY STAFF

City staff members, particularly City Manager’s Office heads, should look for opportunities to include public art in capital improvement projects (CIP) throughout the city, particularly in locations identified as priorities in this plan. Overall public art responsibilities include:

- 1. Explore opportunities to include public art in existing CIP projects.
- 2. Coordinate with the Manager for inclusion of projects within the Program Update and report.

COLLECTION MANAGEMENT

The City of Burleson acquires artworks

by commission and donation. Processes for these acquisitions are dictated by the Public Art Ordinance and the Acquisition and Donation sections found in this section. Artwork acquired through these processes are considered to have been accessioned into the City’s Public Art Collection. They must be cared for in accordance with the policies and Procedure for Maintenance and the Collection Management policies. Artwork in the City’s possession that were acquired outside of or before these policies may not be accessioned pieces of the Public Art Collection and thus may not be subject to the Collection Management policies. These policies only apply to artworks formally accessioned into the City of Burleson Public Art Collection, in accordance with the processes set forth in this document. The Collection Management policies are intended to maintain the value of the City’s Public Art Collection and guard against the arbitrary disposal of any of its pieces.

Objectives

- Maintain a Collection management program that results in a high-quality, city-owned Collection;
- Eliminate artwork that is unsafe, not repairable, or no longer meets the needs of the City of Burleson;
- Respect the creative rights of artists; and
- Support an efficient workload for staff.

DONATIONS

Requests to donate artwork to the City may

be considered on a case-by-case basis, where the City has established in advance, and publicized, a need, project, or location in which an art donation may be included. Requests for consideration shall be made to the Public Art Coordinator The City has no obligation to accept a proposed Donation.

DONATION REQUIREMENTS

The City will consider donations on the following basis:

- The donation contributes to and enhances the City’s Collection;
- The donation meets a high standard of quality and is appropriate and meaningful to the community;
- The donation follows required City procedures, including the submission of a Donation Proposal and a Maintenance Plan. Donation Proposal requirements are included in these policies. The requirements for the Maintenance Plan can be found in Procedure for Maintenance policies below;
- The donation proposal includes a plan to fund and deliver ongoing operations and maintenance – or the resolution accepting the public art must identify how maintenance will be funded; and
- The donation proposal is reviewed and endorsed by the Advisory Committee and approved by the City of Burleson.

The City will not accept a donation of artwork until all funds for development, fabrication, siting, and installation have been secured.

The City will consider the following types of donation proposals for artworks for City-owned property:

- An already completed artwork; or
- A commissioned artwork by a specific artist or artists to be created especially for City-owned property.

DONATION PROPOSAL PROCEDURES AND REVIEW PROCESS

Formal requests to donate artwork to the City of Burleson are made to the Public Art Coordinator.

- 1. The donor shall complete an Art Donation Agreement Application (donor form) and submit the form to the Public Art Coordinator.
- 2. Following a positive initial review by a City employee designated by the City Manager, the City will contact the Advisory Committee, which will evaluate the donation request to determine the appropriateness of the donation as measured by approval criteria and provide a written recommendation to the City Council.
- 3. The City will then determine whether the donation is in the City’s best interest and is consistent with the City’s goals and applicable City laws, policies, Ordinances, and Resolutions.
- 4. The City will notify the donor in writing, identifying final conditions if approval is granted.

OWNERSHIP

Once the City accepts a gift, the City shall be the sole owner of the donated item and will have the right, in its sole and absolute discretion, to deaccession any donated item without providing notice to or obtaining the donor’s consent.

CRITERIA FOR EVALUATION

Elements will include, but will not be limited to, the following:

- 1. **City-owned Property** – Donated public art must be suitable for public display on City-owned or City-managed property;
- 2. **Relevance and Site Context** – Works of art must be appropriate for the proposed location and its surroundings and/or complement the architecture, topography, history, and social dynamic of the location in which it is placed. Proposed public art should also align with the goals of the Public Art Plan;
- 3. **Artist and Artwork Quality** – The artist demonstrates the ability and potential to execute the proposed public art based on previous artistic achievement and experience. Duplication of work will also be considered. The public art must enhance the City’s Collection;
- 4. **Physical Durability** – The public art will be assessed for long term durability against theft, vandalism, and weather;
- 5. **Public Safety and Liability** – The public art will be assessed for any public safety concerns, as well as for any potential

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- liabilities for the City;
6. **Sustainability** – Consideration will be given to the environmental impact and sustainability of the proposed public art , including its operations and maintenance requirements/costs; and
7. **Legal** – Proposed terms of donation, legal title, copyright authenticity, artist’s right to reproduce, liability, and other issues as deemed appropriate will be considered.
8. **Originality** – Works of art should be an original design unless it is decided that the work will enhance and complement the character of the surrounding area.
9. **Compliance with Sign Code** - Proposed public art should feature no copy, lettering, symbols, or any references directly promoting any product, business, or service unless such images are discreet and do not detract from the public art. Sponsor and artist names may be incorporated in murals but should be discreet and not exceed 5% of the design.
10. **Supporting Costs** – The City’s preference is for donors and loaners to provide financial support for public art projects. Donations and loans are an important tool for growing the public arts in the City of Burleson and they foster civic pride by providing people and businesses the opportunity to shape the public environment. Projects should identify sponsorship. All requests for use of City funds for production, siting, installation or ongoing operations and maintenance of the work must be approved by City Council.
11. **Installation and Maintenance** – Any applicant for public art should present a reasonable plan to install and remove (or preserve) the work. The maintenance plan agreed upon between the artist, business owner, and/or property owner should adequately make arrangements to preserve and, if necessary, restore the quality of work during its exhibition. Elements of a thorough maintenance plan would include:
- i. Lifespan of public art and prognosis of durability in consideration of that lifespan.
 - ii. Routine cleaning protocols, methods, cleaning agents, and frequency.
 - iii. Itemization of long-range considerations and care, highlighting maintenance and the anticipated need for periodic conservation treatment or repairs.
 - iv. Specifications of materials used in fabrication.
 - v. Guarantee against failures of workmanship over an agreed upon period of time.
 - vi. Assignment of manufacturers or fabricators warranties to the owner of the public art .
- MEMORIAL GIFTS**
- Memorial gifts will have an additional review process, which will include, but will not be limited to, the following:

1. **Timeframe** – The person or historical event memorialized must be deemed significant enough to merit such an honor. If the public art portrays a person in their likeness, the person so honored will have been deceased for a minimum of two years before consideration. The City reserves the right to remove memorials at any time should the City deem it necessary;
2. **Community Value and Timelessness** – The art selected represents broad community values and timeless qualities that will be meaningful to future generations; and
3. **Location** – The location under consideration is an appropriate setting for the memorial; generally, there should be some specific geographic justification for the memorial being located within a particular site.

ACCEPTANCE AND ACCESSION OF THE ARTWORK

City staff should refer to the City of Burleson Purchasing Public Art Policy, prior to finalizing the accession process, as proposed donations may require City Council acceptance.

If the proposal is accepted by the City of Burleson, a formal agreement will be negotiated outlining the responsibilities of each party (the City, the sponsor(s), the artist, and outside contractors, where applicable).

The agreement will address project funding, insurance, siting, installation, operations and maintenance, project supervision, vandalism, the right of removal or transfer, public safety,

and other issues as necessary.

The City of Burleson will be the owner of the artwork and reserves the right to remove or alter the work to ensure public safety or because of any other City concerns. The City upholds copyright law and the Visual Artists Rights Act of 1990 (17 U.S.C.§ 106A). Any changes will be made in consultation with the artist and sponsor(s) when possible, or notification will be provided.

The completed and installed artwork will be accessioned and added to the City’s inventory list and master database with all accompanying documentation.

REMOVAL, RELOCATION, OR DEACCESSION OF THE ARTWORK

In accepting a donation of artwork, the City of Burleson will not be bound by any agreement with the donor that restricts the City’s ability to act in the best interest of the City of Burleson. Nothing in the acceptance of a donation of artwork shall prevent the City from approving subsequent removal, relocation, or deaccessioning of such donations if it serves the City’s best interest to do so. The City will deaccession and dispose of works of art in its Collection in accordance with the Collection Management policies.

ART ON LOAN OR TEMPORARY DISPLAY ON CITY-OWNED PROPERTY

Art on loan, or art on temporary display on City-owned property, must meet the Donation Requirements above, follow the

Donation Proposal Procedures 1-11 above, and be reviewed through the Donation Proposal Review Process. Art on loan or art on temporary display on City-owned property must not be accessioned or added to the City’s inventory list and master database. The City shall determine whether an expenditure of City funds, either a direct outlay of City funds or the use of City sources and materials, is associated with or required by acceptance of the loan prior to acceptance. The City may accept loaned public art from organizations and residents outside of the city.

All incoming loans should be documented and monitored in accordance with the same detailed procedures the government objects in City of Burleson’s Public Art Collection. Loans must be documented by written loan agreements between the lender and the City, which should be signed by the lender prior to delivery and/or installation of the work to the City.

Upon City approval of a loaned artwork, the lender must sign an Art Loan Agreement with the City. The agreement should include:

- **Term of Loans**
 - Loan agreements shall be for a minimum of six months and a maximum of two years, with a provision for up to one year extension with written approval from the lender and the City. When determining the duration of a loan and its duration for display, Lenders and the City should consider an object’s material conditions, display location, and display context.

- At the end of the term of loan, the lender will be granted up to six additional weeks for the removal of the artwork from the site on which it resides.
- **Costs**
 - The lender will be responsible for all costs associated with the loaned artwork, including but not limited to costs of transportation, installation, maintenance, removal, and repair (if needed).
 - The City will provide site maintenance as well as assistance with installation and removal, under the supervision of the lender or lender’s representative. The City shall not be held responsible for any damage to the artwork while it is on loan.
- **Installation**
 - Artwork must be installed in accordance with requirements from City staff.
- **Insurance**
 - The City will not assume responsibility for damage or theft of artwork that is on display in accordance with this Public Art Policy.
 - The lender will acknowledge that a risk of damage, loss, vandalism, or theft is inherent in a public display.
 - The lender must furnish satisfactory evidence of liability insurance

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by submitting a Certificate of Insurance and an Additional Insured Endorsement listing the City. With approval from City Administration, the liability insurance requirement can be waived if the lender signed an Art Loan Release of Liability form.

- **Maintenance**
 - A representative of [Public Works? Parks?] will make periodic inspections of the work of art after acceptance by the City Council. Inspections shall be made at intervals deemed appropriate by the Planning Director or their assignee. The need for maintenance or repairs of the Loaned Public Art may be reported by the staff of any City department or office, the Commission, members of the Commission, and citizens.
 - The Loaned Public Art and surrounding site shall be kept in a clean and orderly condition and in accordance with Collection Management policies and the terms and conditions of the agreement, if one exists, between the lender and the City.
 - The lender or his or her designated representative will be utilized to make recommendations regarding the care and maintenance of the work of art when deemed appropriate by the City. A visual arts specialist or art conservator should be consulted if the artist or designated representative is not available to advise on the necessary care requirements.

- The Office of Community Services shall be responsible for carrying out the lender’s advice on such care requirements and for determining such requirements when the artist/donor is unavailable.
- Prior to accepting the Loaned Public Art, the lender will provide the City with a condition inspection report.
- Vandalism or other damage to the Loaned Public Art shall be reported to the Burleson Police Department and/or the Office of Community Services.
- The lender shall pay the cost of maintaining the Loaned Public Art, unless otherwise provided in the written agreement between the lender and the City.
- **Removal**
 - Lenders are required to remove artwork by the agreed termination date. The City does not accept responsibility for artwork not removed within the designated time frame. Any piece of art that is not removed by the deadline shall be treated as abandoned property
 - Artwork may be removed from City property in accordance with the Deaccession section of this Public Art Policy.

MAINTENANCE

The City of Burleson will administer the maintenance of the City’s Collection with

advice from the Public Art Coordinator and other outside partners through yearly evaluation and planning for the care of the existing Collection.

This section addresses:

- Accessioning and inventorying the City’s Collection of public art;
- Preparing a biennial Public Art Maintenance Plan; and
- Overseeing routine maintenance and special conservation treatment of the City’s Collection.

Every five years, the City of Burleson will assess the condition of all public art with a qualified professional conservator and develop a prioritized list of works in need of conservation or maintenance. This list will be the basis of the biennial Public Art Maintenance Plan.

Under this plan, trained contractors may carry out routine maintenance. For work in need of a higher level of maintenance, specialized care, or conservation treatment, the Program will utilize the maintenance funds available held in the Public Art Fund.

TEMPORARY ARTWORK REMOVAL FOR CONSERVATION TREATMENT

In some cases, artwork conservation may not be possible for some artworks that are publicly displayed or in storage. Such artworks must be temporarily removed from public display or storage for conservation to be completed in a qualified conservation lab. Temporary removal of such artworks from public display

or storage is not considered deaccessioning, and procedures for emergency removal do not apply to these cases.

In cases of temporary artwork removal from public display or storage for the purposes of receiving conservation treatment, the artwork will be processed as an outgoing artwork loan for the duration of its treatment.

If an artwork requires conservation treatment and must be removed from public display or storage, then the following procedures must be completed before the artwork is temporarily removed from display or storage for treatment:

- Presentation to the City Manager’s Office, describing the scope, timeline, and budget for off-site conservation services for the artwork
- City Manager’s Office approval of off-site conservation scope
- Public Art Coordinator’s completion of the outgoing artwork loan form, which is to be filed with the appropriate City Manager’s Office.

Prior to the artwork’s travel for treatment, the artwork must undergo an outgoing artwork conservation assessment by a trained conservator or registrar. Upon the artwork’s return to the City of Burleson, the artwork must undergo an incoming artwork conservation assessment by a trained conservator or registrar. The City of Burleson should consult with a trained conservator or registrar on appropriate artwork crating and shipping procedures for any artwork traveling to or from the City of Burleson.

MAINTENANCE GUIDELINES FOR ACQUIRING NEW WORKS

Maintenance Plan

As described in the Acquisition Public Art Policy, all acquired artworks must have a maintenance plan developed.

Utilization of the Maintenance Plan

The Maintenance Plan will be used to:

- Advise the Advisory Committee, appropriate City staff, and others who must review and approve design proposals or accept or decline donated artwork;
- Troubleshoot the production of construction drawings, the fabrication of the artwork, and the preparation of the site;
- Follow-up on the artist’s recommendations; and
- Refer to during the post-fabrication/ installation inspection to prepare a final report and a punch-list to complete the project.

The City of Burleson, professional conservators, and artists will strive to address the recommendations in the Maintenance Plan without unduly interfering with the aesthetic intent of the proposed public art.

Post Fabrication/Installation Inspection

The Post-Fabrication/Installation Inspection conducted by City staff will be based upon and follow-up on the Maintenance Plan that was developed during the design phase. It will

include the following:

- Ensure that recommendations made in the Maintenance Plan and during fabrication were followed;
- Confirm that the artwork is executed as proposed and agreed upon;
- Confirm that there are no missing or incomplete elements;
- Establish that materials quality and stability are acceptable;
- Establish that fabrication quality and stability are acceptable;
- Confirm that installation is stable and secure;
- Confirm that stainless steel is fully and properly “passivated”;
- Confirm that, if required, protective coatings have been applied;
- Ensure that warranties for electronic and other media are submitted as necessary;
- Identify any remaining vulnerabilities;
- Confirm no new damage resulting from installation process;
- Ensure that the maintenance and operations plan is accurate; amend as needed; and
- Confirm that the plaque/public notice meets program policies and is properly installed.

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DEACCESSION

Removal from Public Display

Requests to deaccession artwork to the City may be considered on a case-by-case basis. Requests for consideration shall be made through the Public Art Coordinator to the Advisory Committee, based on the deaccession criteria below.

If the artwork is removed from public display, the City of Burleson may consider the following options:

- Relocation: If the Advisory Committee recommends that an artwork must be removed from its original site, and if its condition is such that it can be re-installed, the Advisory Committee will attempt to identify another appropriate site. If the artwork was designed for a specific site, the Advisory Committee will attempt to relocate the work to a new site consistent with the artist’s intention. If possible, the artist’s assistance will be requested to help make this determination.
- Store artwork until a new site has been identified or the City decides to deaccession the artwork.
- Sell or trade the artwork after deaccession.

PROVISION FOR EMERGENCY REMOVAL

In the event that the structural integrity or condition of an artwork is such that the artwork presents an imminent threat to public safety, the City Manager may authorize immediate removal without the artist’s consent, and have the artwork placed in

temporary storage. The artist must be notified of this action within 30 days. The City will then consider options for repair, re-installation, maintenance provisions or deaccessioning. In the event that the artwork cannot be removed without being altered, modified, or destroyed, and if the Artist’s agreement with the City has not been waived under the Visual Artists Rights Act of 1990 (17 U.S.C.§ 106A), the City must attempt to gain written permission before proceeding. In the event that this cannot be accomplished before action is required in order to protect the public health and safety, the City shall proceed according to the advice of the City Attorney.

CRITERIA FOR DEACCESSION

The Advisory Committee may consider the deaccessioning of artwork for one or more of the following reasons in the event that it cannot be re-sited:

1. An artwork is not, or is only rarely, on display because of lack of a suitable site.
2. The condition or security of the artwork cannot be reasonably guaranteed.
3. The artwork has been damaged or has deteriorated and repair is impractical or unfeasible.
4. The artwork endangers public safety.
5. In the case of site specific artwork, the artwork’s relationship to the site is altered because of changes to the site.
6. The artwork has been determined to be incompatible within the context of the collection.

7. The City of Burleson wishes to replace the artwork with work of more significance by the same artist.
8. The artwork requires excessive maintenance or has faults of design or workmanship.
9. The City of Burleson has approved necessary site alterations
10. Written request from the artist.
11. The artwork has become publicly associated with racism, sexism, homophobia, xenophobia, acts of assault or violence, or other offensive themes.

Integrity of Artworks

The City of Burleson Public Art Program will seek to ensure the ongoing integrity of the artwork and the sites for which they were created, to the greatest extent feasible, in accordance with the artist’s original intentions, and consistent with the rights afforded by the Visual Artists Rights Act of 1990 (17 U.S.C.§ 106A).

Access to Artworks

The City will seek to assure continuing access to artworks by the public. However, the City may limit availability due to circumstances such as funding, public safety, display space, and deaccession processes.

Life Spans

An artwork’s life span is either the \$50,000

of time its materiality will allow it to be displayed (either for artwork safety or artwork integrity reasons), or the object’s display period, as determined by a contract between the City and the artist, whichever is shorter. Life spans assigned to the work during the commissioning process will be considered as part of requests for deaccession or removal. For artworks that have not been assigned a life span, the Public Art Coordinator may engage experts to assist in assigning the artwork a life span, based on the life expectancy of the artwork’s materials and fabrication methods, and/or the programming priorities of the Advisory Committee.

- Temporary: 0 - 2 years
- Short Term: 3 -10 years
- Medium-Term 11 - 25 years
- Long-Term 26+ years

APPLICATION PROCESS

Preliminary Request

Permanent artworks must be in place for at least five years before deaccession or relocation requests will be considered unless matters of public safety necessitate the removal. Deaccession or relocation requests may be submitted by the public.

Deaccession and Removal Form

Applicants will be required to submit a written request to City staff, or the appropriate representative for consideration of deaccession or removal of artwork.

Review Process

In consultation with the Advisory Committee, the Public Art Coordinator will review requests and decide on either deaccession or relocation.

Public Meeting

The City may hold a public meeting to gather community feedback on a proposed deaccession or removal, unless the removal is an emergency. The City may also decide to hold additional public meetings or gather community input through other methods. The City may seek additional information regarding the work from the artists, galleries, curators, appraisers, or other professionals before making a recommendation.

Artist Involvement

If deaccession or removal is recommended, the artist (if available) will be contacted and invited to provide input to the City. The artist’s contract and other agreements or pertinent documents will be reviewed and sent to the City Attorney’s Office for final approval.

Recommendation

The Public Art Coordinator will prepare a report and consult with the City Attorney, as necessary. City staff’s recommendation may include dismissing the request and/ or modifying, relocating, selling, donating, disposing, or storing the artwork.

1. Artist’s Name, biographical information, samples of past artwork, and resume.
2. A written description and images of the

Artwork.

3. Artist’s treatment about the Artwork named in Deaccession or Relocation Request (if possible)
4. A description of the selection process and all related costs that was implemented at the time the Artwork was selected.
5. A formal appraisal of the Artwork (if possible)
6. Information regarding the origin, history, and past ownership of the Artwork
7. Information about the condition of the Artwork and the estimated cost of its conservation.
8. Information and images of the Artwork’s site
9. Any information gained from the public meeting held about the deaccession and removal of the work.
10. Feedback from the City and City Manager’s Office responsible for operating and maintaining the Artwork.
11. Detailed budget for all aspects of conservation, maintenance, repair, installation, operation, insurance, storage, and City Staff support.
12. The Artist’s contract with the City.

City staff can recommend one or more of the following methods for an artwork’s deaccession:

1. Sale or Exchange - sale shall comply with the State of Texas and City of Burleson laws and policies governing the sale of municipal property.

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- a.

Artist, or treatment of the artist, will be given the first option to purchase or exchange the artwork(s).
- b.

Sale may be through auction, gallery resale, direct bidding by individuals, or other forms of sale in compliance with the State of Texas and City of Burleson law and policies governing surplus property.
- c.

Exchange may be through an artist, gallery, museum or other institution for one or more artwork(s) of comparable value by the same artist.
- d.

No works of art shall be traded or given to Advisory Committee members or City of Burleson staff.
- e.

Proceeds from the sale of artwork shall be placed in an City of Burleson account designated for public art purposes. Any pre-existing contractual agreements between the artist and the City regarding resale shall be honored. An exception to these provisions may be required if the artwork was originally purchased with funds that carried with them some restriction, for example, bond funds for street and sidewalk improvements, in which case the proceeds shall be placed in an account designated for art allowed under similar restriction(s).
2.

Destruction of Artwork – if artwork is deteriorated or damaged beyond repair or deemed of negligible value.
3.

If the City of Burleson is unable to dispose of the artwork in the manner outlined

above, the Public Art Coordinator may recommend the donation of the artwork to a non-profit organization or another method.

Costs

If deaccession or relocation accommodates the applicant’s interests or project, they may be required to cover the deaccession or relocation at no cost to the City.

Conflict Of Interest

No works of art shall be given or otherwise transferred publicly or privately to officers, directors, or employees or staff of the City of Burleson or their immediate families or representatives of the City of Burleson.

Compliance With Applicable Policies And Regulations

Deaccession and relocation of artwork will be done in a manner that complies with all other applicable City of Burleson, State of Texas, and federal procedures, policies, and regulations.

Existing Public Art Pieces At Time Of Public Art Policy Adoption

Existing public art pieces on City-owned property should be evaluated using the accession criteria to ensure that it is appropriate for the City to continue owning and maintaining the artwork. If it does not meet the accession criteria, then the piece will not be accessioned into the City of Burleson Public Art Collection.

PUBLIC ART PROGRAM WORKPLAN

WHAT IS THE PUBLIC ART PROGRAM WORKPLAN?

The Public Art Program Workplan is a document that outlines in-process projects, and projects will be initiated in the coming fiscal year(s). The Program Update is one of the most crucial elements of the Public Art Program. It creates a roadmap and allows for the input of community members, elected officials, and others who care deeply about public art in the City of Burleson.

The Public Art Coordinator will develop the Update in consultation with staff and the Advisory Committee and submit it to the Mayor and City Council as part of the budget for review and approval.

The following steps will be taken to develop the Public Art Program Workplan:

1.

Work with City and City Manager’s Offices to determine the availability of funds for the upcoming year(s).
2.

Identify projects to be paid for by identified funding, including acquisition and maintenance.
3.

Develop a draft Public Art Program Workplan that will include locations, goals, and budgets for public art projects and programs for staff review.
4.

Present the Update to City Council as part of the City budget approval.
5.

Integrate feedback from City Council to determine the final Program Update.
6.

Report on the use of funds collected to

support the Public Art Program to and increase the \$50,000 of art in the City that is available to the public.

USE OF FUNDS

Funding for the City of Burleson Public Art Program may come from:

- the Public Art Fund, as outlined in CODE;
- the City’s Capital Improvement Budget;
- grants and/or contributions from private entities;
- other public agencies;
- philanthropic sources; or
- through other sources as deemed appropriate by the City.

USES OF FUNDS

- The public art funds may be spent for:
- Calls for Entry, RFQ’s/RFP’s, concept designs, maquettes, juror stipends, and other costs related to competitions and Commissions
- Artist fees including travel stipends and expenses related to travel;
- Artwork fabrication and installation;
- Site preparation and cleanup;
- Acquisition of existing works of art;
- Relocation of existing or Commissioned works of art;
- Required permits and insurance during the

fabrication and installation of the artwork;

- Informational/promotional materials and public events directly related to the artwork;
- Required equipment needed for installation;
- Artwork appraisal;
- Staffing and services of an Arts Administrator;
- Curators and contracted services.

The public art funds may not be spent for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project’s architect or other designer.
- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art outside of the selection process.

PUBLIC ART ACQUISITION

These policies establish the practices for acquiring artworks. The procedure creates a thorough and transparent process for acquiring artwork and favors open-ended selection processes to ensure artistic

excellence in the City’s Collection.

Selecting the artist is one of the most critical steps in commissioning public art. An open, equitable, competitive process that inspires the artist and engages the community can be an enriching experience and lead to more creative and exciting public art. The Public Art Coordinator will work with the Advisory Committee to determine the appropriate method for commissioning new artwork for each Public Art Program project.

GOALS OF THE SELECTION PROCESS

- To satisfy the goals of the project site through an appropriate artist selection.
- To further the mission and goals of the Public Art Program.
- To select an artist or artists whose existing public artworks or past collaborative design efforts have demonstrated a level of quality and integrity.
- To identify an approach to public art suitable to the goals and demands of the particular project.
- To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- To select an artist or artists who can work successfully as members of an overall project design team.
- To ensure that the selection process represents and considers the interests of all parties concerned, including the public.
- To ensure that the artwork collection,

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overall, is reflective of all present and past stories and community legacies of Burleson.

CONFLICT OF INTEREST

Advisory Committee or Public Art Advisory Committee members will declare any and all conflicts of interest for all projects and artwork under consideration at the beginning of their meetings. A conflict of interest exists if a Advisory Committee member, an organization the Advisory Committee member is associated with as a staff or Committee member, or a Advisory Committee member’s family member, has the potential to gain financially from the project under consideration by the Advisory Committee or Public Spaces and Cultural Heritage Committee In order to promote public confidence in this process, a Advisory Committee member may also declare a conflict if they think there may be a perception that they have a conflict. Potential conflicts should be submitted in writing to the City Manager. If it is determined by the City Manager that a conflict exists, the Advisory Committee member must resign from the selection Advisory Committee.

ARTIST SELECTION METHODS FOR ACQUIRING EXISTING ARTWORK

Competitions

In competitions, the City may put out an open call to artists for a possible inclusion in an exhibition at a predetermined site. The competition, which may or may not take the form of a temporary exhibit may feature existing artworks. Each selected

artist may receive a stipend and the City may purchase one or more pieces of artwork at the conclusion of the exhibit to be placed in public locations around City of Burleson. All calls for artists will be advertised on the City of Burleson’s website, appropriate procurement site.

Direct Selection

On occasion, artists may be chosen directly by the Artist Selection Advisory Committee. Direct selection may be used and could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson’s purchasing procedures. City staff should refer to City of Burleson Administrative Regulations (PURCHASING), prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Direct Purchase

Some projects require the purchase of a specific artwork due to the exacting nature of the project or a minimal project timeline. In this case, the work must be “one-of-a-kind” and not mass-produced or off the shelf. This list of artists could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson’s purchasing procedures. City staff should refer to City of Burleson Administrative Regulations (PURCHASING), prior to finalizing the accession process, as proposed donations may require City Council acceptance.

ARTIST SELECTION METHODS FOR

COMMISSIONING NEW ARTWORK

Open Competition

In an Open Competition, any artist may submit their qualifications or proposal, subject to any requirements established by the Artist Selection Advisory Committee. The Requests for Qualifications (RFQs) or Requests for Proposals (RFPs) should be sufficiently detailed to permit artists to determine whether their art is appropriate for consideration. Open Competition allows for the broadest range of possibilities for a site and brings in new, otherwise unknown, and emerging artists.

Limited or Invitational Competition

In a Limited Competition or Invitational, several pre-selected artists are invited by the Artist Selection Advisory Committee to submit their qualifications and/or proposals. This method may be appropriate when the City is looking for a small group of experienced artists, a limited time frame, or if the project requirements are so specialized that only a limited number of already identified artists would be eligible. This list of artists could come from a pre-qualified list.

Direct Selection

On occasion, artists may be chosen directly by the Artist Selection Advisory Committee. Direct selection may be useful on projects where an urgent timeline, low budget, or where precise project requirements exist. This list of artists could come from a pre-qualified list. Approval for this method should

be in accordance with the City of Burleson’s purchasing procedures. City staff should refer to City of Burleson Administrative Regulations (PURCHASING), prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Direct Purchase

Some projects require the purchase of a specific artwork due to the exacting nature of the project or a minimal project timeline. In this case, the work must be “one-of-a-kind” and not mass-produced or off the shelf. This list of artists could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson’s purchasing procedures. City staff should refer to City of Burleson Administrative Regulations (PURCHASING), prior to finalizing the accession process, as proposed donations may require City Council acceptance.

ARTIST SERVICES PROCUREMENT

Design Team Member

In some instances, the City may use a targeted process to select an artist as part of a larger project design team. Language would be added to the project Request for Qualifications/Request for Proposals specifying that all teams responding to the RFQ/RFP must include a professional artist from a pre-qualified list as described in the section below. Given the nature of the project, a design team responding to an RFQ/RFP may be asked to identify an artist as part of the team based upon criteria established by the

City in the RFQ/RFP. In this case, the Public Art Coordinator will represent the Program as part of the selection Advisory Committee for the design team.

Pre-Qualified Artist Lists

The City may decide to develop a pre-qualified pool of artists from which it can choose artists for Limited Competition, Direct Selection, and Direct Purchase. This pool would be developed based on a comprehensive review of artist qualifications. This list could be updated annually or bi-annually, depending on the frequency of new projects.

ARTIST SELECTION PROCESS FOR ARTWORK ACQUISITION (EXISTING ARTWORK AND NEWLY-COMMISSIONED ART)

Once an Artist Selection method is determined, a selection process will be established. A jury of recognized experts will make recommendations for selected artists to create site-specific artwork or will make recommendations for artwork chosen to be exhibited.

If the budget for a single piece of artwork is \$50,000.00 or more, a selection panel must be formed. If the budget for a single piece of artwork is less than \$50,000.00, the Advisory Committee will act as the selection Advisory Committee.

Purpose and Responsibilities

- The artist selection process will interpret and review the artist’s proposals based on the selection criteria.

- The goals of the selection process are as follows:
- To satisfy the goals of a specific project or site through an appropriate artist selection.
- To further the mission and goals of the Public Art Program.
- To select an artist or artists whose existing public artworks or past collaborative design efforts have demonstrated a level of quality and integrity.
- To identify an approach to public art suitable to the goals and demands of the particular project.
- To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- To select an artist or artists who can work successfully as members of an overall project design team.
- To ensure that the selection process represents and considers the interests of all parties concerned, including the public, the arts community, and the City and City Manager’s Office(s) involved.

ARTIST SELECTION ADVISORY COMMITTEE

Membership of Selection Advisory Committee

Membership will be recommended by the Public Art Coordinator. The members of the selection panel (panelists) will be representative of the community demographic and will consist of at least five (5) but no more

Exhibit B: Public Art Policy

than nine (9) members from the list below:

- Members of the Advisory Committee
- Artist or arts administrator;
- Design professionals
- City of Burleson project manager who may appoint the project architect or project landscape architect in their stead; and
- A member of the project steering Advisory Committee if one has been appointed
- Community or neighborhood representative

Artist Selection Advisory Committee Conflict of Interest

Artist Selection Advisory Committee members will declare any conflicts of interest for all projects and artwork under consideration at the beginning of their meetings. A conflict of interest exists if a Advisory Committee member, an organization the Advisory Committee member is associated with as a staff or Committee member, or a Advisory Committee member’s family member can gain financially from the project under consideration by the Artist Selection Advisory Committee. In order to promote public confidence in this process, a Advisory Committee member may also declare a conflict if they think there may be a perception that they have a conflict. If a Advisory Committee member has a conflict, he/she must not participate in the Artist Selection Advisory Committee’s discussion or decision regarding the project. They must also refrain from discussion about the project and

from influencing fellow Advisory Committee members.

Procedures

During an artist selection process, Artist Selection Advisory Committee members will not submit applications for the placement of their own artwork and/or projects. City Staff and Advisory Committee can invite artists to participate but must refrain from giving advice to applicants or answering their questions and direct such questions to the Public Art Coordinator during the selection process. The COMMISSION must solicit public comment for all pieces of public art commissioned or purchased for over \$50,000.00. An opportunity for public comment must be given before a formal vote. A formal vote recommending the selection to the City of Burleson City Council must be recorded in keeping with the City of Burleson public record requirements.

Purchasing Procedures

Pursuant to City of Burleson Public Art Policy, if the purchase of an existing artwork, or the award of a contract for a newly commissioned artwork exceeds \$49,999, then the Advisory Committee must recommend the artwork for purchase to the City Council prior to approval of the contract.

PROJECT IMPLEMENTATION PROCESS FOR SITE- SPECIFIC ARTWORKS

Upon the decision of the Artist Selection Advisory Committee, and with the assistance of the City Attorney’s Office, the Public Art Coordinator will prepare a contract that includes the scope of work, fee, schedule, and relevant terms and conditions to be approved by the City and artist.

The City will follow the process for contracting required by law. For some projects, the contract with the artist may be phased to include two scopes of work with separate pay schedules and deliverables. The first phase would include all design documentation, including final design, stamped engineering drawings, installation details, and a revised fabrication budget and timeline. The second phase would include all costs related to fabrication and installation.

The Public Art Coordinator will ensure all documents are signed and insurance coverage secured before issuing a notice to proceed and will be responsible for coordinating the artist’s work to ensure the successful integration of the artwork into the project. The Public Art Coordinator will organize a meeting with all integral staff to review roles, responsibilities, and schedules.

If specified in the contract, the artist will develop design development drawings for review and approval from the City before fabrication. The Public Art Coordinator will schedule meetings with the appropriate offices to review and approve the plans.

If the artist proposes any significant design changes, the Public Art Coordinator will secure the recommendation for approval from the Advisory Committee and the appropriate City

Manager’s Offices of the City before approving said changes in writing, per the terms and conditions of the contract.

If the parties are unable to reach mutually beneficial contract terms, then the contract process will be terminated.

The Public Art Coordinator will be responsible for overseeing the installation of the artwork. The Public Art Coordinator will ensure that all the necessary requirements have been completed before interim and final invoice payments to the artist.

Maintenance Plan

Understanding maintenance and care of public art begins before an artwork is created. During the design phase or when a donation is initiated, the City, artist, or sponsor will review and analyze their design proposal and advise on maintenance and operations of the artwork. It is best practice and highly recommended that an art conservator is contracted to give a report on the proposed artwork.

On behalf of the City, the artist, sponsor, or the appropriate party will submit a Maintenance Plan to the City of Burleson, who will review and then catalog any tasks associated with maintenance of the artwork.

The Maintenance Plan will enable the City to:

- Evaluate the quality and sustainability of the proposed or existing public art ;
- Establish maintenance requirements, assign schedules, and identify potential costs; and

- Determine if the City of Burleson should accept or decline the design proposal and/or public art .

To produce the Maintenance Plan, the artist should examine and render an opinion on the following:

- Durability;
- Type and integrity of materials;
- Construction/fabrication technique;
- Internal supports, anchoring and joining, and footings;
- Landscaping;
- Vulnerable and delicate elements;
- Drainage of artwork;
- Potentially dangerous elements;
- Security;
- Location;
- Environment;
- Whether the design encourages/discourages interaction; and
- Effects of skateboarding, graffiti, and any other potentially damaging activities.

The Maintenance Plan will include:

- A record of the artist’s intentions for the artwork;
- Recommendations to mitigate potential problems discovered during the examination;
- Notes about how the artist would like the artwork to age;

- An itemization of long-range considerations and care, highlighting maintenance and the anticipated needs for periodic conservation treatment or repairs; and
- Identification of the lifespan of the artwork and a prognosis of its durability in consideration of that lifespan.

The artwork may also be identified as site-integrated, or part of the site and/or the architecture, as appropriate and will fall into the long-term lifespan category above.

MURAL OPTION A - MURAL GUIDELINES INTRODUCTION

Murals are a relatively quick and highly impactful way to bring public art into the built environment. Murals provide an opportunity for visual artists to show their talent and creativity while also contributing to a community’s landscape and identity.

PRIVATE MURALS ON PRIVATE PROPERTY

The City of Burleson and City Manager’s Office encourage the installation of private murals on private property in order to support artists and enhance the visual environment in City of Burleson. Private property owners are encouraged to voluntarily follow the policies set forth in this document as applicable and are also encouraged to consult with the City Manager’s Office and the Public Art Coordinator with regard to any questions or concerns as they develop and implement private murals.

Exhibit B: Public Art Policy

PUBLICLY-OWNED MURALS

City Manager’s Office has oversight responsibility pertaining to the creation of publicly-owned murals in the City of Burleson. Publicly-owned murals may occur on publicly-owned buildings or on privately-owned buildings where the property owner agrees to a mural easement allowing for the creation and maintenance of a publicly-owned mural on private property for a specific period of time.

The Advisory Committee or Public Art Advisory Committee assists the City Manager’s Office with coordinating the creation and completion of publicly-owned murals. This assistance includes but is not limited to:

- Identifying potential mural sites.
- Issuing and administering the Request for Qualifications (RFQ) for mural artists.
- Coordinating a selection process for RFQ reviews and artist recommendations.
- Acting as a selection panel if the budget is under the \$50,000 project threshold.
- Making recommendations for the selection panel members if the budget is over the \$50,000 threshold.

MURAL DESIGN CONSIDERATIONS

Murals in the City of Burleson are encouraged to be varied in both content and design. A wide variety of murals will ensure a vibrant visual experience for residents and visitors alike. Some murals may celebrate the history of City of Burleson while others may be palettes for vibrant artistic expression, inject whimsy

into the built environment, or showcase the artists’ wildest dreams – the opportunities are endless.

While not relating to content, some design considerations should be made in order to ensure a successful project.

Design Considerations:

- Scale – Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility – Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance – What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity – What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements – Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, Instagram or social media interactions or other opportunities?

MURAL EASEMENTS

In order to create additional mural opportunities within City of Burleson, these policies encourage property owners to enter into easement agreements with the City that

allow for public funds to be expended for murals on private property. Though there may be positive benefits for a property owner as a result of the creation of a publicly-owned mural on their building, there must be no direct correlation between the content of the mural and the property or any business housed in the property.

In order for the City to implement a publicly-owned mural on a privately-owned building the building owner must sign an easement created by the City of Burleson which Texas that the owner will not paint over, destroy, cover, or alter the mural for the duration of the agreement. Agreements typically last for a minimum of 5 years but may be shorter or longer depending on the project. As part of easement negotiations, the City should also consider negotiating with the property owner for nightly illumination of the mural for the lifetime of the easement.

RFQ ARTIST SELECTION

A selection panel should be formed using the policies in the acquisition section of the Public Art Policy in order to select artists. The following criteria should be utilized as the minimum criteria for the selection of artists for all mural projects. Additional project specific criteria may be added in addition to the baseline criteria.

- Experience with similar mural projects, examples of past projects – either in City of Burleson or other cities with strong mural programs, including at least ten (10) color images of one or more completed mural projects – and three supporting

professional references.

- Willingness to work with City Staff and the City Manager’s Office to develop and refine the mural design.
- Timely response to the RFQ, which shall include but not be limited to a requirement that at least ten (10) color renderings/ designs of the proposed mural, a written description of the mural, and photographs of the proposed site and physical surroundings be submitted to the City Manager’s Office
- Innovative and unique artistic vision, including technique, composition of visual art elements, use of line, color, form, and texture.
- Realistic project budget and timeline.
- Willingness to enter into a contractual agreement with the City of Burleson.
- Liability/Workers compensation/ automobile insurance.
- Agreement to allow images of the completed mural to be placed on the City of Burleson website.

FUNDABLE EXPENSES

The installation of a mural may necessitate additional expenses beyond the artist fee and materials. Additional fundable expenses include but are not limited to:

- Artist(s) fees for design and execution of murals.
- Rental or purchase of painting equipment

or the purchase of painting supplies.

- Preparation of the mural surface including repairs and priming.
- Rental of barricades and other equipment required of street or alley closures.
- Lighting and electrical equipment.
- Other expenses that are pre-approved by the City Manager’s Office and the City of Burleson.

MURAL IMPLEMENTATION

Upon selection, the artist will work with the City of Burleson to create a design, secure permits, as appropriate, such as street or alley closures. Below is a general overview:

- The City Manager’s Office will review and give final approval for the artist selection and mural design.
- City Staff will monitor the creation and completion of the mural.
- The Artist will create the artwork in a timely fashion. If more time is needed, the artist must notify the City so that any applicable permits may be extended.
- The creation of the mural must include materials that are long-lasting (at least five (5) years unless agreed to beforehand), graffiti and UV resistant, or include an anti-graffiti and UV resistant coating.
- The artist must notify the City when the mural is completed.
- When the mural is completed, the City Manager’s Office will hold a mural

dedication event.

MURAL OPTION B - CITY OF BURLESON MURAL PROGRAM (PRIVATE PROPERTY) PERMITTING PROCESS AND REGULATIONS

Murals play an important role in City of Burleson’s past and present. The City of Burleson has a long tradition of mural placement on private property, and encourages this and other forms of creative community expression. Murals provide an opportunity to transform blank walls into vibrant spaces. Murals can celebrate a place’s history, tell memorable stories of residents, and be a source of beauty. Murals are a relatively quick and highly impactful way to bring public art into a city’s built environment. The Mural Program regulates privately-commissioned murals visible to public property or public rights-of-way and is implemented through the issuance of Mural Permits pursuant to CODE.

The Mural Program does not apply to the following:

- Public art and murals funded by the City of Burleson or public art funds. These are governed by the “Acquisition” chapter in the Public Art Policy;
- Privately-commissioned public art and murals not visible to public property or

Exhibit B: Public Art Policy

public rights-of way. These are governed solely by CODE; and	of Burleson Mural Program Register)
Public art and murals on property where said use is not permitted pursuant to CODE.	
CITY OF BURLESON MURAL PERMIT SUBMITTAL COMPONENTS	
The Mural Permit requires submission to the City Manager’s Office of the following documents constituting the “Permit Package”, which are described in detail in the subsequent sections.	
- Application - Private Property Acknowledgment Form - Encroachment Form - Permit Application for Occupying Public Right-of-Way (during installation) - Artist Copyright and License Waiver	- Budget and funding sources - Proposed Mural information: - Title, dimensions, medium - Description - Project goals/vision, audience, outreach efforts, engagement, etc. - Full color rendering/sketch of the proposed design - Site images - Maintenance information - Monthly, quarterly, yearly - Complete list of materials that will be used to create the mural, and product names/identification, if available - Description of maintenance provider qualifications/skills - Installation and deinstallation plans including: - Proposed installation schedule - Surface preparation process - images of existing site and physical surroundings - installation and deinstallation equipment required - qualifications and profile of installation and deinstallation crew/personnel other than the Artist, if necessary, based on project scope
Application	
Incomplete applications will not be considered for review. A non-refundable application fee as set by City Council Resolution is required to be paid at the time of application. The Application shall be on a form approved by the City Manager’s Office CONTACT and shall include provision of the following:	
- Property address and profile - Contact person identity and profile (applicant) - Contact information of property owner - Artist identity (artist as named on the City	



Private Property Acknowledgment Form

Private Property Acknowledgment Form confirms the property owner’s knowledge of the existence of the mural, and will be signed by the property owner and notarized. The property owner agrees to the following parameters, which must be met to place a mural on private property:

- Permits for murals on private property are allowable for up to five years from installation. At the discretion of the property owner, an extension of the Mural Permit may be granted, upon City review of the condition of the mural at the time of the request. Requests for extension shall be filed with the City Manager’s Office prior to Permit expiration.
- No part of the mural shall exceed the structure to which it is affixed.
- No part of the mural shall extend more than 6 inches from the plane of the wall upon which it is affixed.
- No part of the mural contains electrical or mechanical components or changing images.
- No part of the mural contains a commercial message in text or images.
- Murals on private property must have an anti-graffiti coat applied to the surface to abate graffiti and vandalism.

Mural Encroachment Form

The property owner must sign a form stating that the owner will not paint over, destroy,

cover, or alter the mural for the duration of the agreement. Agreements typically last for a minimum of 5 years but may be shorter or longer depending on the project. This form is submitted as part of the City of Burleson Mural Program application process.

Right of Way Construction Permit and Encroachment Permit Application for Occupying Public Right of Way

A Right of Way Construction Permit and/or an Encroachment Permit may be required if the scope of public art or mural installation requires temporary occupation of the public right-of-way during installation, pursuant to those requirements contained in CODE.

Artist Copyright License and Waiver

Applicants will select an artist from the City of Burleson Mural Program Artist Register (described below). The artist selected by the applicant to propose a design for a must sign the Artist Copyright License and Waiver, which establishes image uses and copyright, and waives the artist’s VARA rights (Visual Artists Rights Act of 1990 (17 U.S.C.§ 106A).

CITY OF BURLESON MURAL PROGRAM PERMIT DESIGN CONSIDERATIONS AND STANDARDS

The City of Burleson Advisory Committee reviews mural proposals according to the following Design Considerations and Standards. Decisions of the Advisory Committee are final within 10 days unless

appealed to the City Council.

Design Considerations

While not relating to content, some design considerations will help ensure a successful, high impact project. Private Property Owners and Artists are encouraged to consider the following when creating a mural concept:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, Instagram or social media interactions or other opportunities?
- Historic Preservation - Is this mural intended for a historic building or structure? If so, painting unpainted finished masonry is generally considered an inappropriate treatment. Explore other options such as painted panels or applied vinyl. Murals proposed for placement on historic buildings or structures shall be subject to applicable additional review

depending on the proposed project scope.

Standards

Though there may be positive benefits for a property owner as a result of the creation of a mural on their building, there must be no direct correlation between the content of the mural and the property or any business conducted on the property. The City of Burleson Mural Program intends to support artistic expression, and proposals containing content that is inappropriate and/or indecent by community standards may not be approved.

- Murals shall be an original artwork designed and implemented by an artist from the City of Burleson Mural Program Artist Register. A proposed artist from the City of Burleson Mural Program Register must be identified in the application.
- Mural Applications are reviewed using the following criteria:
 - Strength of the concept and appropriateness of the imagery for all ages.
 - Appropriateness of scale to the surrounding environment including the facade on the building in which it is placed, as applicable.
 - Absence of commercial signage elements. Public safety and compliance with local laws and regulations.
 - Selection of an artist able to execute the proposed public art or mural.

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- e. Demonstrated ability to complete and maintain the mural for the entire life of the permit, and a documented understanding of the proposed surface’s ability to receive the proposed materials.
- 3. All Public Mural proposals containing any written text and/or signage elements, as defined in CODE, may be subject to an additional review process through the City Manager’s Office.
- 4. Mural installation must begin within one year of the approval of the application. If the project is unable to be completed within the allocated time frame, the application will be considered void.
- 5. All murals are subject to ongoing conservation and maintenance activities.
- 6. The City reserves the right to reject any application if it presents a public safety risk or potential liability issues.
- 7. Incomplete applications will not be reviewed.

MURAL APPLICATION REVIEW

The Advisory Committee reviews and approves or denies Mural Permit following the review process outlined below applications for the City of Burleson Mural Program:

- 1. Permit Package provided to the City Manager’s Office with payment of the current fee.
- 2. Permit Package routed to the City Manager’s Office for review by Public Art Coordinator for completeness.
- 3. Complete Permit Package routed for review by the Advisory Committee.

- 4. Advisory Committee sends Decision to City Manager’s Office
- 5. City Manager’s Office notifies applicant of decision and 10-day appeal period by letter and publically posts decision.

EXISTING PRIVATELY-COMMISSIONED MURALS ON PRIVATE PROPERTY VISIBLE TO PUBLIC PROPERTY OR PUBLIC RIGHTS-OF-WAY (“LEGACY OR MURALS”)

Any mural on private property and visible to public property or public right-of-way installed prior to the effective date of these Public Art Policy for which a land use entitlement such as a Minor Conditional Use Permit or Conditional Use Permit has not been obtained may continue as a nonconforming use for a period of five years from the effective date of the Public Art Policy so long as it and/or the surface or property on which it is located is maintained such that it is not a public nuisance or otherwise creating a public safety issue. Legacy Murals may be expanded, modified and/or have the lifespan extended only in compliance with an approved Mural Permit.

ACQUISITION OF PRIVATELY-COMMISSIONED MURALS ON PRIVATE PROPERTY, EITHER IN THE PUBLIC RIGHT-OF-WAY OR NOT IN THE PUBLIC RIGHT-OF-WAY ACQUISITION

If any privately-owned and/or privately-commissioned mural on private property has been proposed for City acquisition into the Public Art Collection, then the mural in question must be reviewed for acquisition

according to the procedures set forth in the “Acquisition” chapter of this Public Art Public Art Policy document. As mentioned above, privately-owned and/or privately-commissioned murals on private property are not automatically accessioned into the Public Art Collection of the City of Burleson.

City Council Regular Meeting

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: October 20, 2025

SUBJECT:

Consider and take possible action on a resolution adopting the Public Art Policy. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Beautiful, Safe, & Vibrant Community	3.2.6 Finalize the Community Arts Master Plan We will finalize the Community Arts Master Plan from FY24/25, providing a strategic framework to support cultural growth, public art initiatives, and creative community engagement.

SUMMARY:

The City of Burleson has developed the Public Art Master Plan to provide a long-term framework for guiding the development, funding, and management of public art throughout the community. The plan builds on the growing role of arts and culture in Burleson's identity, economic vitality, and placemaking efforts.

The plan reflects more than a year of monthly Public Art Committee meetings, during which the Committee provided direction, reviewed engagement outcomes, and guided draft recommendations. Their leadership has ensured the plan is responsive to community feedback and aligned with Burleson's broader cultural and quality of life goals.

Community Engagement

Public involvement was a cornerstone of the planning process:

- Survey (Oct 2024 – Apr 2025): 1,016 responses shaped the vision and goals for public art.

- In-person Engagement: Over 100 participants at the *BTX Beats* event provided visual preference feedback.
- Stakeholder Interviews & Focus Groups: Artists, community leaders, and residents contributed input on vision, site selection, and cultural identity.
- Artist-led Project Outcomes: The Barn Quilt series and Burleson Community Quilt were completed directly from community engagement and unveiled to City Council in June 2025.

Vision & Goals

The community envisions public art that enriches Burleson, sparks curiosity, invites dialogue, and reflects the city's unique history and aspirations. The plan outlines goals to:

1. Create places that foster meaningful connections.
2. Reflect Burleson's unique character.
3. Celebrate community spirit.
4. Contribute to economic vitality.

Policy & Implementation

The Public Art Master Plan includes:

- Public Art Policy: Establishes acquisition, funding, artist selection, mural guidelines, and collection management standards.
- Funding Models: Explores general fund allocations, hotel/motel tax, percent-for-art policies, and private development contributions.
- Implementation Framework: Steps include adopting policy, staffing the program, formalizing the Public Art Advisory Board, commissioning priority projects, and expanding funding sources.
- Immediate Projects: Rotating Barn Quilt series, final quilt installation, and mural projects at Bailey Lake.

RECOMMENDATION:

Staff recommends approval of a resolution amending the five-year Capital Improvement Plan.

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

Community Services Committee reviewed the plan and policy on September 3, 2025. The committee requested that we continue to seek additional funding options and not implement the development fee at this time, but to leave it in the plan as a potential funding mechanism in the future.

City Council received the draft plan on October 6, 2025. The council feedback included amending the committee name from Public Art Committee to the Public Spaces and Cultural Heritage Committee. This language will be amended in the final policy.

REFERENCE:

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

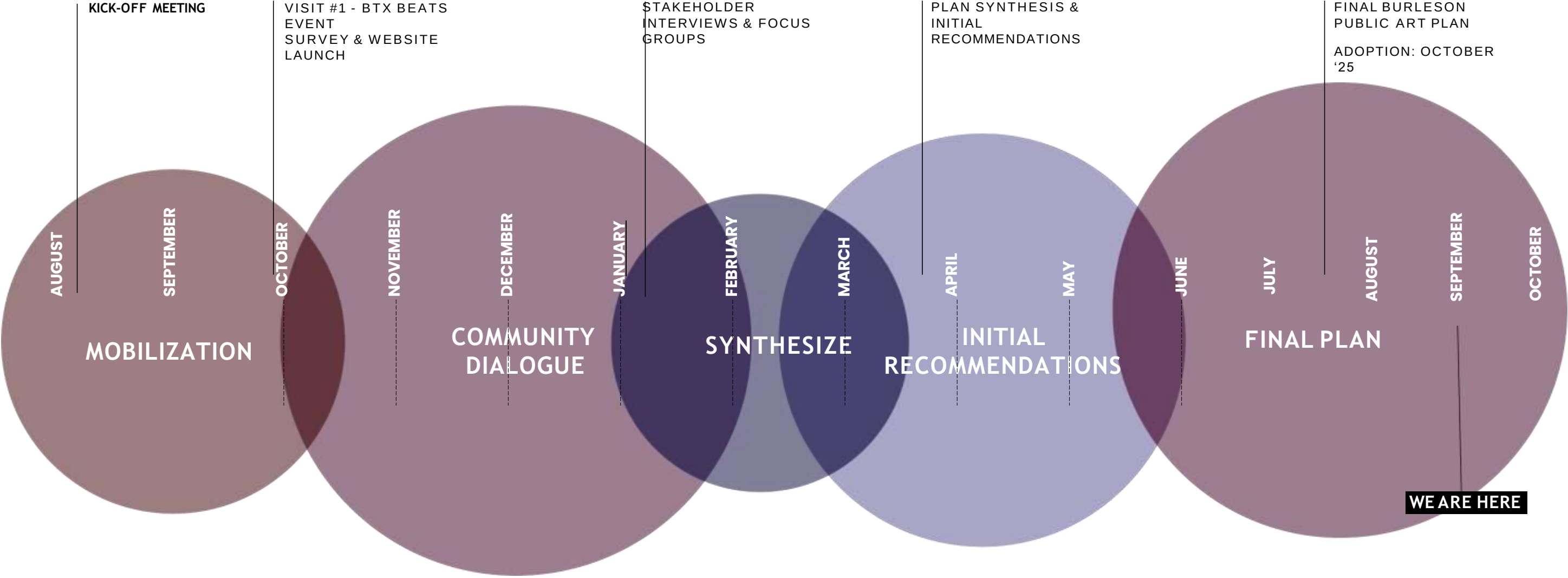
MASTER PLAN **PUBLIC ART**

October 20, 2025

Presenter: Jen Basham, Director of Parks and Recreation



PROJECT TIMELINE



PLAN OUTLINE

Ch. 1 Plan Background

Why this plan?

Plan Goals &

Objectives

Community

Ch. 2 Community Engagement

Barn Quilts Project + History

Survey Results

Community Vision for Public Art

Ch. 3 Public Art

Public Art Typologies Defined

Public Art Site Selection Criteria

Public Art Projects for

Consideration Project

Implementation Matrix

Ch. 4 Public Art Administration

Public Art Advisory Board

Public Art Policy

Public Art Funding Opportunities



COMMUNITY VISION FOR PUBLIC ART

PUBLIC ENGAGEMENT PERIOD OCT '24 – APR '25

BURLESON PUBLIC ART PLAN

PROJECT WEBSITE & COLLATERAL

SURVEY RESPONSES: 1,016

IN-PERSON ENGAGEMENT AT BTX BEATS

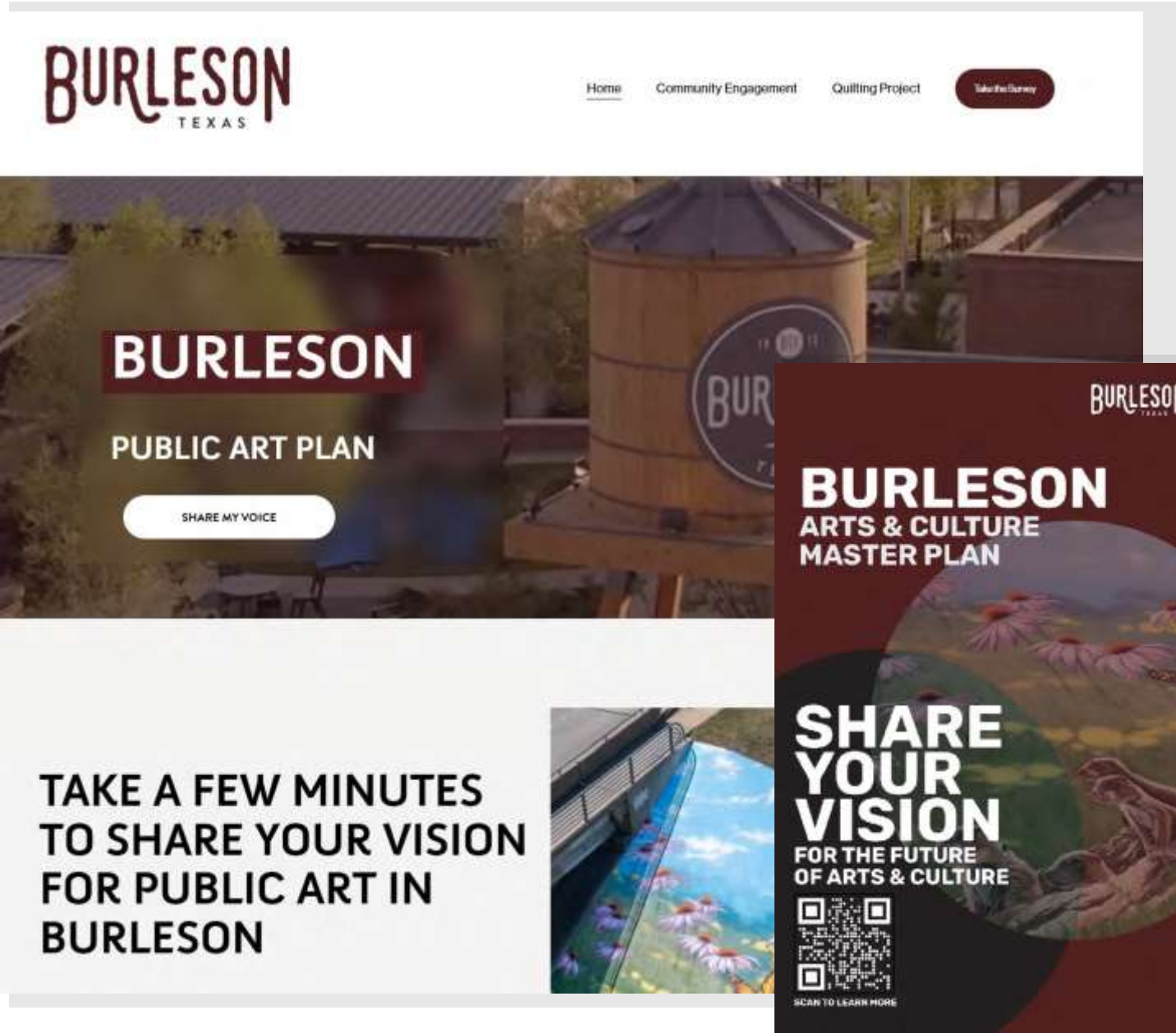
- An estimated 100+ people were engaged in conversation an a visual preference survey at the BTX Beats event on October 26th, 2024

STAKEHOLDER INTERVIEWS

- Members of the community, artists, and decision-makers were invited to participate in one-on-one conversations about the role public art should play in the community of Burleson.

FOCUS GROUPS

- Members of the community were invited to focus group opportunities on February 19th & 20th to workshop around the vision for public art in Burleson.



ARTIST LED PLAN OUTCOMES: BARN QUILT & SQUARES

BURLESON PUBLIC ART PLAN

BARB & ERNIE MCCRAW

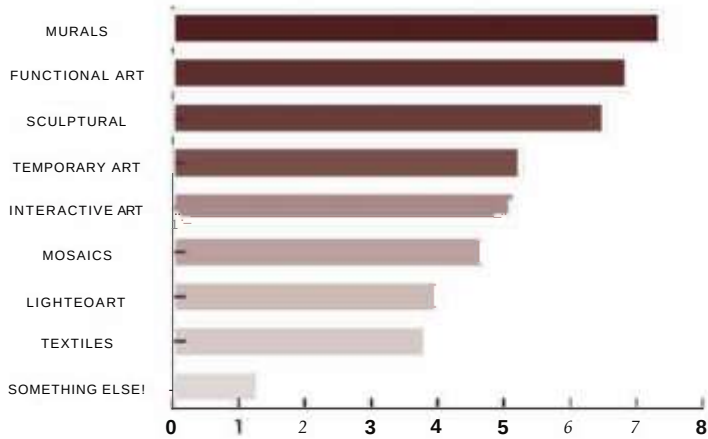
- In partnership with Russell Art Farm and directly from community engagement outcomes at BTX Beats the artist team led two efforts: the creation of 8 - 4' x 4' Barn Squares and a quilt intended to hang in the interior of Burleson City Hall once renovations are complete.
- The Quilt was presented to City Council at a public meeting on June 16th, 2025.
- The Barn Squares will be on a rotating display throughout city spaces until a permanent home for each is determined.



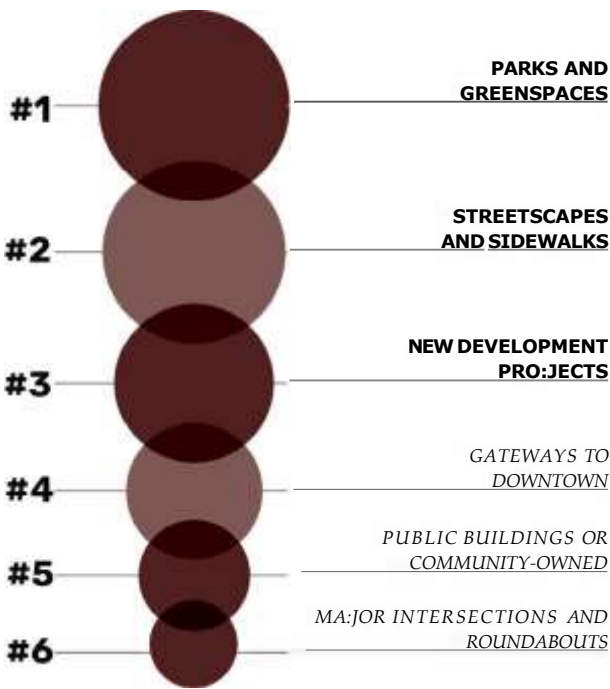
HOW SHOULD PUBLIC ART IN BURLESON FEEL?



WHAT TYPES OF **PUBLIC ART** WOULD YOU LIKE TO SEE **MORE OF** IN THE AREA?



WHERE DO YOU MOST WANT TO SEE **PUBLIC ART**?



WHAT **IMPACT** SHOULD PUBLIC ART HAVE?

- #1 BEAUTIFIES BURLESON
- #2 HONORS HISTORY
- #3 CREATES WHIMSY
- #4 STRENGTHENS OUR IDENTITY
- #5 BUILDS PRIDE IN THE CITY

IDENTIFY A PLACE IN THE AREA THAT MAKES YOU FEEL A SENSE OF BELONGING. WHAT ARE ITS CHARACTERISTICS?

OLDTOWN: THE TOP SPOT FOR BELONGING. PEOPLE LOVE IT FOR COMMUNITY EVENTS, WALKING AROUND, ITS COZY FEEL, HISTORY, ART, AND BEING FAMILY-FRIENDLY AND WELCOMING.

BAILEY LAKE: NATURE AND PEACE MAKE PEOPLE FEEL THEY BELONG. IT'S A PLACE TO CONNECT WITH NATURE AND OTHERS.

MAYOR VERACALVIN PLAZA/THE PLAZA: A CENTRAL SPOT FOR COMMUNITY GATHERINGS AND FAMILY FUN.

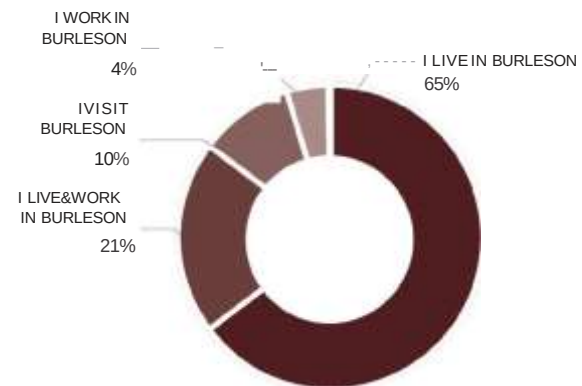
RUSSELL FARM ARTCENTER: A PLACE FOR ART, HISTORY, AND A WELCOMING COMMUNITY.

THE LIBRARY: A FRIENDLY AND HELPFUL COMMUNITY HUB FOR EVERYONE.

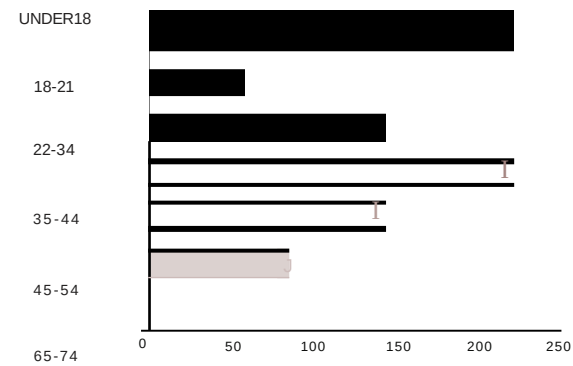
WHAT CHARACTERISTICS, PLACES, AND/OR VALUES ARE UNIQUE OR ICONIC TO BURLESON?



WHAT IS YOUR RELATIONSHIP TO BURLESON?



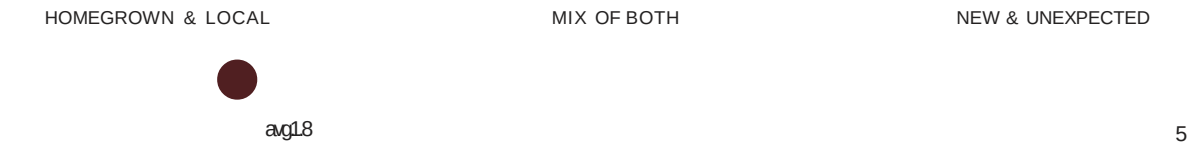
WHAT IS YOUR AGE?



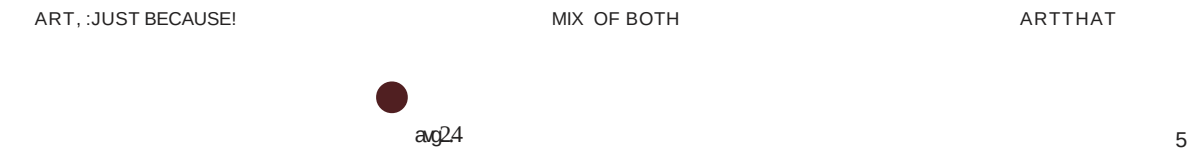
COMPARED TO ITS NEIGHBORS, SHOULD BURLESON BLEND IN OR TRY TO STAND OUT?



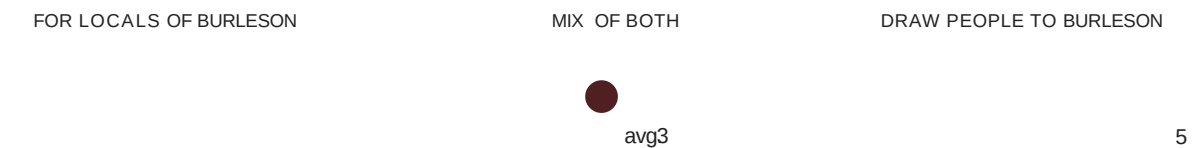
WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL MORE HOME GROWN AND LOCAL OR SOMETHING NEW AND UNEXPECTED?



WHEN IT COMES TO ART IN BURLESON, SHOULD IT FEEL PURELY ARTISTIC AND CREATIVE OR SHOULD IT **HAVE A MEANING BEHIND THE WORK?**



SHOULD PUBLIC ART IN BURLESON BE MORE FOR LOCALS. OR BE UTILIZED TO DRAW PEOPLE TO THE AREA (FOR SHOPPING, DINING, ETC.)?



VISION

WE ENVISION PUBLIC ART ENRICHING BURLESON, SERVING AS A CONSTANT SOURCE OF DISCOVERY AND CIVIC PRIDE. SEAMLESSLY INTEGRATED INTO OUR PUBLIC SPACES, IT WILL SPARK CURIOSITY, INVITE DIALOGUE, AND TRANSFORM THESE AREAS INTO INSPIRING PLACES THAT TELL OUR COMMUNITY'S STORY – PAST, PRESENT, AND ASPIRATIONS. THIS WILL MAKE BURLESON A MORE BEAUTIFUL, CONNECTED, AND MEMORABLE PLACE WHERE EVERYONE TRULY BELONGS AND THRIVES.

GOALS

1

**CREATE PLACES THAT FOSTER
MEANINGFUL CONNECTIONS**

2

REFLECT OUR UNIQUE CHARACTER

3

CELEBRATE OUR COMMUNITY SPIRIT

4

CONTRIBUTE TO OUR ECONOMIC VITALITY



CURATORIAL APPROACH

WE VALUE PUBLIC ART THAT:

- Brings people together, builds our collective identity, and says who we are and what we value.
- Transforms our public spaces to be even more engaging and accessible.
- Honors diversity, new people and a multiplicity of ideas.
- Connects people, ideas, and places and thereby raises our consciousness.
- Responds to our history and natural environment.
- Draws people to Burleson and is good for our local economy
- Demonstrates our friendliness, safety, small-town feel, pride-of- place, support for youth, families, and one another.
- Speaks to our collective humanity.
- Responds to the surrounding environment/site-specific.



POLICY & PROCESS

FUTURE FUNDING MODEL EXPLORATION

BURLESON PUBLIC ART PLAN

GENERAL FUND ALLOCATIONS

- Very common method of paying for one-off public art projects.

PERCENT-FOR-ART IN CIP

- Most typically 1% of public capital improvement projects, one of the most common public art program funding mechanisms nationally. (Bonded) Typically must be a work created in conjunction with the improvement and spent and installed in accordance with the construction schedule. City of Denton has percent for art within Bond Projects alongside HOT/MOT funding.

PERCENT-FOR-ART IN PRIVATE DEVELOPMENT

- City of Keller has this, is equivalent to a 0.25% fee of construction value on all development exceeding 5 units of residential. Potential yield for them during formalization was \$200,000+, this would have generated over **\$120,000 on average over the last five years if implemented in Burleson.**

HOTEL/MOTEL TAX

- City of Burleson has this. Yielded \$75,000 in the cycle leading up to this plan.
- City Council can allocate up to 15 % of the total Hotel Occupancy Tax (HOT) revenues for public arts projects as allowed under Texas Tax Code 351.103(c).
- Typically HOT/MOT funding structures are more flexible than percent-for-art and allow expenditures on programming as well as permanent works of art.

FUTURE FUNDING MODEL EXPLORATION

BURLESON PUBLIC ART PLAN

PRIVATE

- Public art is frequently funded through philanthropic opportunities from private donors

GRANTS

- Multiple grant opportunities are available for public art projects. These will be pursued when they fit the scale and scope of projects.
- Examples include: National Endowment for the arts, Americans for the Arts, and the Public Art Challenge

COLLABORATION

- Many projects can be accomplished through partnerships with artists within the community
- Murals are an example of community driven opportunities where the City can purchase the supplies and set the theme and partner with the school district, Russell Farm, and Hill College to create art in public spaces



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

PUBLIC ART ACQUISITION

These policies establish the practices for acquiring artworks. The procedure creates a thorough and transparent process for acquiring artwork and favors open-ended selection processes to ensure artistic excellence in the City's Collection.

- Artist Selection Methods
- Artist Services Procurement
- Artist Selection Process
- Purchasing Procedures
- Project Implementation
- Maintenance Plan



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

USE OF FUNDS

Funding for the City of Burleson Public Art Program may come from: the Public Art Fund; the City's Capital Improvement Budget; grants and/or contributions from private entities; other public agencies; philanthropic sources; or through other sources as deemed appropriate by the City. The public art funds may be spent for:

- Calls for Entry, RFQ's/RFP's, concept designs, maquettes, juror stipends, and other costs related to competitions and Commissions
- Artist fees including travel stipends and expenses related to travel;
- Artwork fabrication and installation, site preparation and cleanup;
- Acquisition of existing works of art;
- Relocation of existing or Commissioned works of art;
- Required permits and insurance during the fabrication and installation of the artwork;
- Informational/promotional materials and public events directly related to the artwork;
- Required equipment needed for installation;
- Artwork appraisal;
- Staffing and services of an Arts Administrator;
- Curators and contracted services.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

USE OF FUNDS

The public art funds may **NOT** be spent for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project's architect or other designer.
- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art outside of the selection process.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

ROLES & RESPONSIBILITIES

Mayor & City Council

Ultimately make the final decision on public art selection and hold ultimate responsibility for the program.

Parks & Recreation Department

Administers the Public Art Program.

Public Art Coordinator/Manager

The program “staff”, could be an existing city staff member, new part-time staff member or consultant.

Public Art Advisory Board

The Public Art Board has the following responsibilities:

1. Act principally in an advisory capacity to Burleson staff in any matter pertaining to public art.
2. Advise and make recommendations to city staff pertaining to, among other things, artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

COLLECTION MANAGEMENT

Objectives

1. Maintain a Collection management program that results in a high-quality, city-owned Collection;
2. Eliminate artwork that is unsafe, not repairable, or no longer meets the needs of the City of Burleson;
3. Respect the creative rights of artists; and
4. Support an efficient workload for staff.

Key Policy Components

1. Donation Procedures
2. Maintenance Policy
3. Deaccession Policy



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

PUBLIC ART PROGRAM WORKPLAN

How it works

The Public Art Program Workplan is a document that outlines in-process projects, and projects will be initiated in the coming fiscal year(s). The Program Update is one of the most crucial elements of the Public Art Program. It creates a roadmap and allows for the input of community members, elected officials, and others who care deeply about public art in the City of Burleson.

1. The following steps will be taken to develop the Public Art Program Workplan:
2. Work with the City Manager's Offices to determine the availability of funds for the upcoming year(s).
3. Identify projects to be paid for by identified funding, including acquisition and maintenance.
 4. Develop a draft Public Art Program Workplan that will include locations, goals, and budgets for public art projects and programs for staff review.
5. Present the Update to City Council as part of the City budget approval.
6. Integrate feedback from City Council to determine the final Program Update.



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

MURAL POLICY OPTIONS

Option A: Mural Guidelines

Mural Design considerations for murals on public property, with a request that private property-owners follow design considerations for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?



PUBLIC ART POLICY

BURLESON PUBLIC ART PLAN

MURAL POLICY OPTIONS

Option B: City of Burleson Mural Program (Private Property) Permitting Process and Regulations

Mural Design Considerations for murals on Public Property, with a permitting process that requires private property-owners follow design considerations and standards for:

- Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
- Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
- Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
- Longevity - What is the expected life span of the mural? Is it intended to be a short or long term installation?
- Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, instagram or social media interactions or other opportunities?



FOUNDATION FOR THE FUTURE

STEPS FOR PROGRAM IMPLEMENTATION

BURLESON PUBLIC ART PLAN

STEP 1: BUILD THE PROGRAM STRUCTURE (ADOPT POLICY)

STEP 2: STAFF THE PROGRAM

STEP 3: FORMALIZE THE PUBLIC ART ADVISORY BOARD

STEP 4: EXPLORE EXPANDED PROGRAM FUNDING

STEP 5: COMMISSION ARTWORK & PROGRAMS

- INSTALL THE BURLESON BARN QUILTS
- COMMISSION A SITE-SPECIFIC ARTWORK IN OLD TOWN
- DEVELOP A MURAL PROGRAM
- EXPLORE TACTICAL ART PROGRAMMING OPTIONS
- CREATE A CITY-WIDE ART TRAIL
- DEVELOP AN EDUCATIONAL OUTREACH PROGRAM

While this plan identifies potential funding sources for exploration, the nature of funding is always changing and will ultimately be decided based on the market, policy maker discretion, and **EXPERIENCE** are available over a given period.



PRIORITY PROJECTS FOR IMPLEMENTATION

BURLESON PUBLIC ART PLAN

IMMEDIATE PROJECTS FOR IMPLEMENTATION

- ROTATING BARN QUILT SERIES
- FINAL INSTALLATION (PERMANENT HOME) THE BURLESON BARN QUILTS
- COMPLETION OF THE MURAL AT BAILEY LAKE



CRITICAL IMPACT AREAS

BURLESON PUBLIC ART PLAN

COMMUNITY ENGAGEMENT AND IMPACT:

Public Feedback and Satisfaction: Include the public art program in any upcoming community surveys. Report findings in the annual public art update to City Council, where available.

Participation Rates: Measure attendance at public art dedication ceremonies, art walks, and community engagement workshops related to public art projects.

Public Response Rates: Monitor the participation in surveys or public forums for specific art projects to track the response rate and community interest in the program over time.

Educational Outreach: Keep track of the number of school groups or community organizations involved in activities related to public art program, set goals annually to increase and diversify participation rates.



CRITICAL IMPACT AREAS

COLLECTION QUALITY AND GROWTH:

Number of Accessioned Artworks: Track the annual number of new artworks and the overall investment in the Public Art Collection through commissions and accepted donations.

Diversity of Collection: Assess the diversity of artists and arts typologies represented, including local, national, emerging, and established individuals from various backgrounds. Evaluate the art forms such as sculpture, mural, functional, and environmental pieces, along with the themes in the collection.

Condition Assessments: Implement a regular schedule for assessing the physical condition of artworks, ideally an annual assessment by city staff and a conservator's report every 5 years. Keep maintenance logs, track repairs, and evaluate the overall state of the collection annually to ensure a high-quality, city-owned collection.

Lifespan Achievement: Monitor whether artworks are meeting their expected temporary, short-term, medium-term, or long-term lifespans outlined in the maintenance manuals provided by artists.

participation rates.



CRITICAL IMPACT AREAS

VISUAL ENHANCEMENT AND PLACEMAKING:

Visibility and Accessibility: Consider the use of foot traffic counters or geofencing technology in areas around public art installations to measure increases in pedestrian activity following the installation of an artwork.

Linkage to Other City Projects: Track the number of public art projects successfully integrated with capital projects or city initiatives to assess the programs success in integrating with other city functions.

Cultural and Historical Significance: Document how new artworks contribute to or reflect the cultural or historical importance to the community, possibly through narrative descriptions or community feedback about their relevance, consider publishing a landing page that community member can explore to learn more about the collection.

Perceived Vibrancy: Consider a 5-year survey check-point with the community on the public art collection to gather sentiments on the public collection and the perceived quality of life value, it may also be a good juncture to gathering input on near-term priorities for the collection.



CRITICAL IMPACT AREAS

PROGRAM EFFICIENCY AND COMPLIANCE:

Budget Adherence: Monitor the program's adherence to its allocated budget for acquisitions, maintenance, and administrative costs.

Project Timeliness: Track the completion rates of commissioned projects and evaluate the efficiency of the donation and accession processes against planned timelines.

Policy Adherence: Review compliance with established procedures for artist selection, donation acceptance, deaccessioning, and collection management.

Staff Workload: Periodically review staff workload related to the Public Art Program to ensure that the staff can efficiently handle their responsibilities.



THANK YOU!

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ADOPTING THE PUBLIC ART POLICY; PROVIDING FOR IMPLEMENTATION.

WHEREAS, the City of Burleson recognizes that arts and culture are essential to fostering community identity, economic vitality, placemaking, and overall quality of life; and

WHEREAS, the City has developed a Public Art Master Plan, including a comprehensive Public Art Policy, to establish clear procedures and standards for the acquisition, funding, artist selection, mural guidelines, and collection management of public art; and

WHEREAS, the Public Art Committee has provided guidance and oversight throughout the planning process, ensuring that the Public Art Policy reflects best practices, community input, and Burleson's long-term cultural goals; and

WHEREAS, the Public Art Policy provides a framework for sustainable funding models, such as general fund allocations, hotel/motel tax, percent-for-art policies, and private development contributions; and

WHEREAS, adoption of the Public Art Policy is consistent with the City's Strategic Priority 3.2.6 to finalize the Community Arts Master Plan and provide a strategic framework to support cultural growth, public art initiatives, and creative community engagement.

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

Section 1.

The City Council finds the recitals set forth above are true and correct and are incorporated herein as findings of the Council.

Section 2.

The City Council hereby adopts the Public Art Master Policy, attached hereto as Exhibit "A" and incorporated herein by reference as if set forth fully, as the City's official guiding document for public art planning, programming, and implementation.

.PASSED, APPROVED, AND DULY RESOLVED by the Board, on the _____ day of _____, 2025.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO LEGAL FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr. City Attorney

City of Burleson
Public Art Policy
November 3, 2025

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City staff should refer to the City of Burleson Purchasing Public Art Policy prior to finalizing the accession process, as proposed donations may require City Council acceptance.	10
If the proposal is accepted by the City of Burleson, a formal agreement will be negotiated outlining the responsibilities of each party (the City, the sponsor(s), the artist, and outside contractors, where applicable).	10
The agreement will address project funding, insurance, siting, installation, operations and maintenance, project supervision, vandalism, the right of removal or transfer, public safety, and other issues as necessary.	10
The City of Burleson will be the owner of the artwork and reserves the right to remove or alter the work to ensure public safety or because of any other City concerns. The City upholds copyright law and the Visual Artists Rights Act of 1990 (17 U.S.C. § 106A). Any changes will be made in consultation with the artist and sponsor(s) when possible, or notification will be provided.	10
The completed and installed artwork will be accessioned and added to the City's inventory list and master database with all accompanying documentation.	10
Removal, Relocation, or Deaccession of the Artwork	10
In accepting a donation of artwork, the City of Burleson will not be bound by any agreement with the donor that restricts the City's ability to act in the best interest of the City of Burleson. Nothing in the acceptance of a donation of artwork shall prevent the City from approving subsequent removal, relocation, or deaccessioning of such donations if it serves the City's best interest to do so. The City will deaccession and dispose of works of art in its Collection in accordance with the Collection Management policies.	10

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Introduction

To establish a strong *Public Art Program*, the City of Burleson will adopt the following policies, which include the following sections: Roles & Responsibilities; Collection Management; Program Update; Use of Funds; Public Art Acquisition; [Option A or B for murals].

Definitions

For these policies, the following terms, phrases, words, and their derivation shall have the meaning given herein:

Accession, when used herein, shall mean a procedure for the acceptance of artwork into the Public Art Collection.

City of Burleson Mural Program, when used herein, shall mean a program facilitated by staff of the City of Burleson to support the production of privately-commissioned murals to be installed on privately-owned property.

Artist, when used herein, shall mean an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or literary arts, as judged by the quality of that professional practitioner's body of work, educational background, experience, public performances, past public commissions, sale of works, exhibition record, publications, and/or production of artwork. The members of the architectural, engineering, design or landscaping firms retained for the design and construction of a development project covered by these policies shall not be considered artists for the purposes of these policies.

City, when used herein, shall mean the City of Burleson, Texas.

Creative amenity, when used herein, shall mean non-standardized enhancements made to public space.

Deaccession, when used herein, shall mean a procedure for the withdrawal of artwork from the permanent collection and the determination of its future disposition.

Historic or civic objects, when used herein, shall mean an object that is historically or civically significant.

Life Spans

- **Temporary:** 0-2 years
- **Short term:** 2-10 years
- **Medium term** 10-25 years
- **Long term** 25+ years

Mural, when used herein, means a large-scale artwork, painting, or mosaic, applied to or mounted directly to an exterior surface of a building, construction fence, or other structure and that is visible from the public right-of-way. Its primary intent is to be artistic in nature, rather than purely informational, creative signage and commercial signage.

Public Art Collection or Collection, when used herein, shall mean art objects owned by the City of Burleson, Texas, its agencies and authorities. Permanent Public Art must be located in a public place with public visibility, accessibility, and impact, and shall have a permanence comparable to associated capital projects.

Public Art Coordinator, when used herein, shall mean the Public Art Program Coordinator as determined by the City of Burleson.

Public Art Program, when used herein, shall mean the Public Art Program of the City of Burleson, Texas. The Public Art Program intends to promote private and public programs to further the development and public awareness of, and interest in, the visual arts and fine crafts and encourage the integration of art into the architecture of municipal structures and commercial development projects in the City.

Committee, when used herein, shall mean a COMMITTEE of the Advisory Committee advising on matters pertaining to the City of Burleson's Public Art Collection when the City is funding the creation or acquisition of new artwork in public spaces. The COMMITTEE is committed to promoting awareness, access, and appreciation of public art for the City of Burleson. The COMMITTEE also provides recommendations for public art placement in the City of Burleson and facilitates administrative duties required for the Public Art Program.

Public art, when used herein, shall mean any of the following: sculpture, statues or monuments in any material or combination of materials; painting; murals; graphic arts including printmaking and drawing; photography; crafts in clay, fiber and textiles, wood, metal, plastics, glass and other materials; mixed-media, any combination of forms or media, including collage; functional art such as street furniture, as defined by the City of Burleson Public Art Program; environmental art consisting of landforms and artistic landscape composition.

The term "Public Art" does not include reproductions by mechanical or other means of original works of art, except for limited editions, controlled by the artist, of original prints, cast sculptures, photographs or other works of art; decorative, ornamental, or functional elements which are designed by the building architect or consultants engaged by the architect which are a traditional and typical element of architectural design; elements generally considered to be conventional components of a landscape architectural design including, but not limited to, plant materials, pools, paths, benches, receptacles, fixtures and planters except street furniture as defined by the City of Burleson Public Art Program and environmental art consisting of landforms and artistic landscape composition; "Art objects" which are mass produced or of a standard design, such as playground sculpture or fountains, except pieces of historical significance to the city; directional or other functional elements, such as supergraphics, signage, color coding and maps, except where sculptural pieces are used to define gateways in the city; electrical, water or mechanical service for activation of the work; exhibitions and educational programs related to the work; performing arts; and art that displays slogans, logos, mascots or commercial advertising.

Public Art Policy or Policy, when used herein, shall mean the policies recommended by the City Manager and approved by the City Council for the administration of the Public Art Plan. The Public Art Policy and any amendments thereto shall take effect forty-five (45) days after approval by the City Council.

Public Art Plan or Plan when used herein shall mean the Public Art Plan of the City of Burleson, Texas that pertains to public art and culture, as it exists or may be amended. The Plan shall provide a process for the systematic selection and acquisition of pieces of artwork and locations of art to be included in public spaces.

Public space, when used herein, shall mean any area or property (public or private) which is accessible or visible to the general public a minimum of 8 hours per business day.

Publicly-owned land, when used herein, shall mean any land open to the public and managed by the City of Burleson, Texas.

Public Art Program Workplan, when used herein, shall mean a document that outlines projects that are in progress and will be initiated in the coming fiscal years.

Relocation, when used herein, shall mean a procedure for the movement of an artwork from one location to another.

Roles and Responsibilities

The City of Burleson Parks and Recreation Office shall administer the Public Art Program in partnership with other departments. Day-to-day responsibility for the program will ultimately reside with the Public Art Coordinator, and is outlined below in the Public Art Public Art Policy. The Public Art Coordinator may be a City staff member or an outside consultant and have an oversight role for all of the public art projects executed within the city. The Public Art Coordinator will collaborate with City staff or outside contractors to execute projects.

City of Burleson City Council

The City of Burleson City Council has adopted via Resolution #X , adopting the City of Burleson Public Art Master Plan. As the community's elected officials, the Mayor and Council members are ultimately responsible for the outcomes of the Public Art Master Plan.

Public Spaces and Cultural Heritage Committee

The Burleson Public Spaces and Cultural Heritage Committee is an ADVISORY committee. Advising on matters pertaining to the City of Burleson's Public Art Collection when the City is funding the creation or acquisition of new artwork in public space, as defined above.

The committee consists of nine (9) members.

The Public Spaces and Cultural Heritage Committee has the following responsibilities in regards to the execution of the Public Art Policy:

1. Act principally in an advisory capacity to Burleson staff in any matter pertaining to public art.
2. Advise and make recommendations to city staff pertaining to, among other things, artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.

Any member serving on the Committee is ineligible for a public art project by the City of Burleson during their membership and for an entire year following.

Public Art Program Coordinator

The City Manager will determine an appropriate staffing structure to oversee citywide public art activities and manage the Public Art Program. Additional staff resources or outside consultants may be required to assist in implementing projects, particularly those of a larger scale. Responsibilities include:

1. Work with various departments to develop potential projects for inclusion in the Program Update.
2. Coordination with other city planning efforts.
3. Present a public art update as part of the City's regular budget process to the City Council.
4. Coordinate and manage the Advisory Committee and its meetings
5. Coordinate with Advisory Committee to ascertain advice on any matter pertaining to public art, including:
 - a. preparing and presenting the public art update to the Advisory Committee, and City Council;
 - b. artist selection juries and process;
 - c. purchase of artworks;
 - d. commission and placement of artworks; and
 - e. public art programming;
6. Coordinate the hiring of an outside consultant or agency to administer public art projects as needed.
7. Ensure various city offices are following the City's Public Art Public Art Policy.

City Staff

City staff members, particularly parks and recreation, development services, economic development, and capital engineering, should look for opportunities to include public art in capital improvement projects (CIP) throughout the city, particularly in locations identified as priorities in this plan. Overall public art responsibilities include:

1. Explore opportunities to include public art in existing CIP projects.
2. Coordinate with the Manager for inclusion of projects within the Program Update and report.

Collection Management

The City of Burleson acquires artworks by commission and donation. Processes for these acquisitions are dictated by the *Public Art Ordinance* and the Acquisition and Donation sections found in this section. Artwork acquired through these processes is considered to have been accessioned into the City's Public Art Collection. They must be cared for in accordance with the Policies and Procedures for Maintenance and the Collection Management policies. Artwork in the City's possession that were acquired outside of or before these policies may not be accessioned pieces of the Public Art Collection and thus may not be subject to the Collection Management policies. These policies only apply to artworks formally accessioned into the City of Burleson Public Art Collection, in accordance with the processes set forth in this document. The Collection Management policies are intended to maintain the value of the City's Public Art Collection and guard against the arbitrary disposal of any of its pieces.

Objectives

- Maintain a Collection management program that results in a high-quality, city-owned Collection;
- Eliminate artwork that is unsafe, not repairable, or no longer meets the needs of the City of Burleson;
- Respect the creative rights of artists; and
- Support an efficient workload for staff.

Donations

Requests to donate artwork to the City may be considered on a case-by-case basis, where the City has established in advance, and publicized, a need, project, or location in which an art donation may be included. Requests for consideration shall be made to the Public Art Coordinator. The City has no obligation to accept a proposed Donation.

Donation Requirements

The City will consider donations on the following basis:

- The donation contributes to and enhances the City's Collection;
- The donation meets a high standard of quality and is appropriate and meaningful to the community;
- The donation follows required City procedures, including the submission of a Donation Proposal and a Maintenance Plan. Donation Proposal requirements are included in these policies. The requirements for the Maintenance Plan can be found in Procedure for Maintenance policies below;
- The donation proposal includes a plan to fund and deliver ongoing operations and maintenance, or the resolution accepting the public art must identify how maintenance will be funded; and
- The donation proposal is reviewed and endorsed by the Advisory Committee and approved by the City of Burleson.

The City will not accept a donation of artwork until all funds for development, fabrication, siting, and installation have been secured. The City will consider the following types of donation proposals for artworks for City-owned property:

- An already completed artwork; or
- A commissioned artwork by a specific artist or artists to be created especially for City-owned property.

Donation Proposal Procedures and Review Process

Formal requests to donate artwork to the City of Burleson are made to the Public Art Coordinator.

1. The donor shall complete an Art Donation Agreement Application (donor form) and submit the form to the Public Art Coordinator.
2. Following a positive initial review by a City employee designated by the City Manager, the City will contact the Advisory Committee, which will evaluate the donation request to determine the appropriateness of the donation as measured by approval criteria and provide a written recommendation to the City Council.
3. The City will then determine whether the donation is in the City's best interest and is consistent with the City's goals and applicable City laws, policies, Ordinances, and Resolutions.
4. The City will notify the donor in writing, identifying final conditions if approval is granted.

Ownership

Once the City accepts a gift, the City shall be the sole owner of the donated item and will have the right, in its sole and absolute discretion, to deaccession any donated item without providing notice to or obtaining the donor's consent.

Criteria for Evaluation

Elements will include, but will not be limited to, the following:

1. **City-owned Property** – Donated public art must be suitable for public display on City-owned or City-managed property;
2. **Relevance and Site Context** – Works of art must be appropriate for the proposed location and its surroundings and/or complement the architecture, topography, history, and social dynamic of the location in which it is placed. Proposed public art should also align with the goals of the Public Art Plan;
3. **Artist and Artwork Quality** – The artist demonstrates the ability and potential to execute the proposed public art based on previous artistic achievement and experience. Duplication of work will also be considered. The public art must enhance the City's Collection.
4. **Physical Durability** – The public art will be assessed for long-term durability against theft, vandalism, and weather;
5. **Public Safety and Liability** – The public art will be assessed for any public safety concerns, as well as for any potential liabilities for the City.
6. **Sustainability** – Consideration will be given to the environmental impact and sustainability of the proposed public art, including its operations and maintenance requirements/costs; and
7. **Legal** – Proposed terms of donation, legal title, copyright authenticity, artist's right to reproduce, liability, and other issues as deemed appropriate will be considered.
8. **Originality** - Works of art should be an original design unless it is decided that the work will enhance and complement the character of the surrounding area.
9. **Compliance with Sign Code** - Proposed public art should feature no copy, lettering, symbols, or any references directly promoting any product, business, or service unless such images are discreet and do not detract from the public art. Sponsor and artist names may be incorporated in murals but should be discreet and not exceed 5% of the design.
10. **Supporting Costs** - The City's preference is for donors and loaners to provide financial support for public art projects. Donations and loans are an important tool for growing the public arts in the City of Burleson and they foster civic pride by providing people and businesses the opportunity to shape the public environment. Projects should identify sponsorship. All requests for use of City funds for production, siting, installation or ongoing operations and maintenance of the work must be approved by City Council.
11. **Installation and Maintenance** - Any applicant for public art should present a reasonable plan to install and remove (or preserve) the work. The maintenance plan agreed upon between the artist, business owner, and/or property owner should adequately make arrangements to preserve and, if necessary, restore the quality of work during its exhibition. Elements of a thorough maintenance plan would include:
 - i. Lifespan of public art and prognosis of durability in consideration of that lifespan.
 - ii. Routine cleaning protocols, methods, cleaning agents, and frequency.
 - iii. Itemization of long-range considerations and care, highlighting maintenance and the anticipated need for periodic conservation treatment or repairs.
 - iv. Specifications of materials used in fabrication.
 - v. Guarantee against failures of workmanship over an agreed-upon period of time.
 - vi. Assignment of manufacturers' or fabricators' warranties to the owner of the public art.

Memorial Gifts

Memorial gifts will have an additional review process, which will include, but will not be limited to, the following:

1. **Timeframe** – The person or historical event memorialized must be deemed significant enough to merit such an honor. If the public art portrays a person in their likeness, the person so honored will have been deceased for a minimum of two years before consideration. The City reserves the right to remove memorials at any time, should the City deem it necessary.

2. **Community Value and Timelessness** – The art selected represents broad community values and timeless qualities that will be meaningful to future generations; and
3. **Location** – The location under consideration is an appropriate setting for the memorial; generally, there should be some specific geographic justification for the memorial being located within a particular site.

Acceptance and Accession of the Artwork

City staff should refer to the City of Burleson Purchasing Public Art Policy prior to finalizing the accession process, as proposed donations may require City Council acceptance.

If the proposal is accepted by the City of Burleson, a formal agreement will be negotiated outlining the responsibilities of each party (the City, the sponsor(s), the artist, and outside contractors, where applicable).

The agreement will address project funding, insurance, siting, installation, operations and maintenance, project supervision, vandalism, the right of removal or transfer, public safety, and other issues as necessary.

The City of Burleson will be the owner of the artwork and reserves the right to remove or alter the work to ensure public safety or because of any other City concerns. The City upholds copyright law and the Visual Artists Rights Act of 1990 (17 U.S.C. § 106A). Any changes will be made in consultation with the artist and sponsor(s) when possible, or notification will be provided.

The completed and installed artwork will be accessioned and added to the City's inventory list and master database with all accompanying documentation.

Removal, Relocation, or Deaccession of the Artwork

In accepting a donation of artwork, the City of Burleson will not be bound by any agreement with the donor that restricts the City's ability to act in the best interest of the City of Burleson. Nothing in the acceptance of a donation of artwork shall prevent the City from approving subsequent removal, relocation, or deaccessioning of such donations if it serves the City's best interest to do so. The City will deaccession and dispose of works of art in its Collection in accordance with the Collection Management policies.

Art on Loan or Temporary Display on City-owned Property

Art on loan, or art on temporary display on City-owned property, must meet the Donation Requirements above, follow the Donation Proposal Procedures 1-11 above, and be reviewed through the Donation Proposal Review Process. Art on loan or art on temporary display on City-owned property must not be accessioned or added to the City's inventory list and master database. The City shall determine whether an expenditure of City funds, either a direct outlay of City funds or the use of City sources and materials, is associated with or required by acceptance of the loan prior to acceptance. The City may accept loaned public art from organizations and residents outside of the city.

All incoming loans should be documented and monitored in accordance with the same detailed procedures that the government objects in the City of Burleson's Public Art Collection. Loans must be documented by written loan agreements between the lender and the City, which should be signed by the lender prior to delivery and/or installation of the work to the City.

Upon City approval of a loaned artwork, the lender must sign an Art Loan Agreement with the City. The agreement should include:

- Terms of Loans
 - Loan agreements shall be for a minimum of six months and a maximum of two years, with a provision for up to one-year extension with written approval from the lender and the City. When determining the duration of a loan and its duration for display, Lenders and the City should consider an object's material conditions, display location, and display context.
 - At the end of the term of the loan, the lender will be granted up to six additional weeks for the removal of the artwork from the site on which it resides.
- Costs
 - The lender will be responsible for all costs associated with the loaned artwork, including but not limited to costs of transportation, installation, maintenance, removal, and repair (if needed).
 - The City will provide site maintenance as well as assistance with installation and removal, under the supervision of the lender or lender's representative. The City shall not be held responsible for any damage to the artwork while it is on loan.
- Installation:
 - Artwork must be installed in accordance with requirements from City staff.
- Insurance
 - The City will not assume responsibility for damage or theft of artwork that is on display in accordance with this Public Art Policy.
 - The lender will acknowledge that a risk of damage, loss, vandalism, or theft is inherent in a public display.
 - The lender must furnish satisfactory evidence of liability insurance by submitting a Certificate of Insurance and an Additional Insured Endorsement listing the City. With approval from City Administration, the liability insurance requirement can be waived if the lender signs an Art Loan Release of Liability form.
- Maintenance
 - A representative of Parks will make periodic inspections of the work of art after acceptance by the City Council. Inspections shall be made at intervals deemed appropriate by the Public Art Manager or their assignee. The need for maintenance or repairs of the Loaned Public Art may be reported by the staff of any City department or office, and by citizens.
 - The Loaned Public Art and the surrounding site shall be kept in a clean and orderly condition and in accordance with Collection Management policies and the terms and conditions of the agreement, if one exists, between the lender and the City.
 - The lender or his or her designated representative will be utilized to make recommendations regarding the care and maintenance of the work of art when deemed appropriate by the City. A visual arts specialist or art conservator should be consulted if the artist or designated representative is not available to advise on the necessary care requirements.
 - The Office of Community Services shall be responsible for carrying out the lender's advice on such care requirements and for determining such requirements when the artist/donor is unavailable.
 - Prior to accepting the Loaned Public Art, the lender will provide the City with a condition inspection report.
 - Vandalism or other damage to the Loaned Public Art shall be reported to the Burleson Police Department and/or the Office of Community Services.
 - The lender shall pay the cost of maintaining the Loaned Public Art, unless otherwise provided in the written agreement between the lender and the City.
- Removal

- Lenders are required to remove artwork by the agreed termination date. The City does not accept responsibility for artwork not removed within the designated time frame. Any piece of art that is not removed by the deadline shall be treated as abandoned property
- Artwork may be removed from City property in accordance with the Deaccession section of this Public Art Policy.

Maintenance

The City of Burleson will administer the maintenance of the City's Collection with advice from the Public Art Coordinator and other outside partners through yearly evaluation and planning for the care of the existing Collection.

This section addresses:

- Accessioning and inventorying the City's Collection of public art;
- Preparing a biennial Public Art Maintenance Plan; and
- Overseeing routine maintenance and special conservation treatment of the City's Collection.

Every five years, the City of Burleson will assess the condition of all public art with a qualified professional conservator and develop a prioritized list of works in need of conservation or maintenance. This list will be the basis of the biennial Public Art Maintenance Plan.

Under this plan, trained contractors may carry out routine maintenance. For work in need of a higher level of maintenance, specialized care, or conservation treatment, the Program will utilize the maintenance funds available held in the Public Art Fund.

[Optional] Temporary Artwork Removal for Conservation Treatment

In some cases, artwork conservation may not be possible for some artworks that are publicly displayed or in storage. Such artworks must be temporarily removed from public display or storage for conservation to be completed in a qualified conservation lab. Temporary removal of such artworks from public display or storage is not considered deaccessioning, and procedures for emergency removal do not apply to these cases.

In cases of temporary artwork removal from public display or storage for the purposes of receiving conservation treatment, the artwork will be processed as an outgoing artwork loan for the duration of its treatment.

If an artwork requires conservation treatment and must be removed from public display or storage, then the following procedures must be completed before the artwork is temporarily removed from display or storage for treatment:

- Presentation to the City Manager's Office, describing the scope, timeline, and budget for off-site conservation services for the artwork
- City Manager's Office approval of off-site conservation scope
- Public Art Coordinator's completion of the outgoing artwork loan form, which is to be filed with the appropriate City Manager's Office.

Prior to the artwork's travel for treatment, the artwork must undergo an outgoing artwork conservation assessment by a trained conservator or registrar. Upon the artwork's return to the City of Burleson, the artwork must undergo an incoming artwork conservation assessment by a trained conservator or registrar. The City of Burleson should consult with a trained conservator or registrar on appropriate artwork crating and shipping procedures for any artwork traveling to or from the City of Burleson.

Maintenance Guidelines for Acquiring New Works

Maintenance Plan

As described in the Acquisition Public Art Policy, all acquired artworks must have a maintenance plan developed.

Utilization of the Maintenance Plan

The Maintenance Plan will be used to:

- Advise the Advisory Committee, appropriate City staff, and others who must review and approve design proposals or accept or decline donated artwork;
- Troubleshoot the production of construction drawings, the fabrication of the artwork, and the preparation of the site;
- Follow-up on the artist's recommendations; and
- Refer to during the post-fabrication/installation inspection to prepare a final report and a punch-list to complete the project.

The City of Burleson, professional conservators, and artists will strive to address the recommendations in the Maintenance Plan without unduly interfering with the aesthetic intent of the proposed public art.

Post Fabrication/Installation Inspection

The Post-Fabrication/Installation Inspection conducted by City staff will be based on and follow up on the Maintenance Plan that was developed during the design phase. It will include the following:

- Ensure that recommendations made in the Maintenance Plan and during fabrication were followed;
- Confirm that the artwork is executed as proposed and agreed upon;
- Confirm that there are no missing or incomplete elements;
- Establish that materials quality and stability are acceptable;
- Establish that fabrication quality and stability are acceptable;
- Confirm that installation is stable and secure;
- Confirm that stainless steel is fully and properly "passivated";
- Confirm that, if required, protective coatings have been applied;
- Ensure that warranties for electronic and other media are submitted as necessary;
- Identify any remaining vulnerabilities;
- Confirm no new damage resulting from the installation process;
- Ensure that the maintenance and operations plan is accurate; amend as needed; and
- Confirm that the plaque/public notice meets program policies and is properly installed.

Deaccession

Removal from Public Display

Requests to deaccession artwork to the City may be considered on a case-by-case basis. Requests for consideration shall be made through the Public Art Coordinator to the Advisory Committee, based on the deaccession criteria below.

If the artwork is removed from public display, the City of Burleson may consider the following options:

- Relocation: If the Advisory Committee recommends that an artwork must be removed from its original site, and if its condition is such that it can be reinstalled, the Advisory Committee will attempt to identify another appropriate site. If the artwork was designed for a specific site, the

Advisory Committee will attempt to relocate the work to a new site consistent with the artist's intention. If possible, the artist's assistance will be requested to help make this determination.

- Store artwork until a new site has been identified or the City decides to deaccession the artwork.
- Sell or trade the artwork after deaccession.

Provision for Emergency Removal

If the structural integrity or condition of an artwork is such that the artwork presents an imminent threat to public safety, the City Manager may authorize immediate removal without the artist's consent and have the artwork placed in temporary storage. The artist must be notified of this action within 30 days. The City will then consider options for repair, reinstallation, maintenance provisions, or deaccessioning. In the event that the artwork cannot be removed without being altered, modified, or destroyed, and if the Artist's agreement with the City has not been waived under the Visual Artists Rights Act of 1990 (17 U.S.C. § 106A), the City must attempt to gain written permission before proceeding. In the event that this cannot be accomplished before action is required in order to protect the public health and safety, the City shall proceed according to the advice of the City Attorney.

Criteria for Deaccession

1. The Advisory Committee may consider the deaccessioning of artwork for one or more of the following reasons in the event that it cannot be re-sited:
2. An artwork is not, or is only rarely, on display because of a lack of a suitable site.
3. The condition or security of the artwork cannot be reasonably guaranteed.
4. The artwork has been damaged or has deteriorated, and repair is impractical or unfeasible.
5. The artwork endangers public safety.
6. In the case of site-specific artwork, the artwork's relationship to the site is altered because of changes to the site.
7. The artwork has been determined to be incompatible within the context of the collection.
8. The City of Burleson wishes to replace the artwork with work of more significance by the same artist.
9. The artwork requires excessive maintenance or has faults of design or workmanship.
10. The City of Burleson has approved the necessary site alterations
11. Written request from the artist.
12. The artwork has become publicly associated with racism, sexism, homophobia, xenophobia, acts of assault or violence, or other offensive themes.

Integrity of Artworks

The City of Burleson Public Art Program will seek to ensure the ongoing integrity of the artwork and the sites for which they were created, to the greatest extent feasible, in accordance with the artist's original intentions, and consistent with the rights afforded by the Visual Artists Rights Act of 1990 (17 U.S.C. § 106A).

Access to Artworks

The City will seek to ensure continuing access to artworks by the public. However, the City may limit availability due to circumstances such as funding, public safety, display space, and deaccession processes.

Life Spans

An artwork's life span is either the \$50,000 of time its materiality will allow it to be displayed (either for artwork safety or artwork integrity reasons), or the object's display period, as determined by a contract between the City and the artist, whichever is shorter. Life spans assigned to the work during the commissioning process will be considered as part of requests for deaccession or removal. For artworks

that have not been assigned a life span, the Public Art Coordinator may engage experts to assist in assigning the artwork a life span, based on the life expectancy of the artwork's materials and fabrication methods, and/or the programming priorities of the Advisory Committee.

Temporary: 0 - 2 years

Short Term: 3 -10 years

Medium-Term 11 - 25 years

Long-Term 26+ years

Application Process

Preliminary Request

Permanent artworks must be in place for at least five years before deaccession or relocation requests will be considered, unless matters of public safety necessitate the removal. Deaccession or relocation requests may be submitted by the public.

Deaccession and Removal Form

Applicants will be required to submit a written request to City staff or the appropriate representative for consideration of deaccession or removal of artwork.

Review Process

In consultation with the Advisory Committee, the Public Art Coordinator will review requests and decide on either deaccession or relocation.

Public Meeting

The City may hold a public meeting to gather community feedback on a proposed deaccession or removal, unless the removal is an emergency. The City may also decide to hold additional public meetings or gather community input through other methods. The City may seek additional information regarding the work from the artists, galleries, curators, appraisers, or other professionals before making a recommendation.

Artist Involvement

If deaccession or removal is recommended, the artist (if available) will be contacted and invited to provide input to the City. The artist's contract and other agreements or pertinent documents will be reviewed and sent to the City Attorney's Office for final approval.

Recommendation

The Public Art Coordinator will prepare a report and consult with the City Attorney, as necessary. City staff's recommendation may include dismissing the request and/or modifying, relocating, selling, donating, disposing of, or storing the artwork.

The Public Art Coordinator will provide all relevant correspondence, including, but not limited to:

1. Artist's Name, biographical information, samples of past artwork, and resume.
2. A written description and images of the Artwork.
3. Artist's Statement about the Artwork named in Deaccession or Relocation Request (if possible)
4. A description of the selection process and all related costs that were implemented at the time the Artwork was selected.
5. A formal appraisal of the Artwork (if possible)
6. Information regarding the origin, history, and past ownership of the Artwork
7. Information about the condition of the Artwork and the estimated cost of its conservation.

8. Information and images of the Artwork's site
9. Any information gained from the public meeting held about the deaccession and removal of the work.
10. Feedback from the City Manager's Office responsible for operating and maintaining the Artwork.
11. Detailed budget for all aspects of conservation, maintenance, repair, installation, operation, insurance, storage, and City Staff support.
12. The Artist's contract with the City.

City staff can recommend one or more of the following methods for an artwork's deaccession:

1. Sale or Exchange - sale shall comply with the State of Texas and City of Burleson laws and policies governing the sale of municipal property.
 - a. Artist will be given the first option to purchase or exchange the artwork(s).
 - b. Sale may be through auction, gallery resale, direct bidding by individuals, or other forms of sale in compliance with the State of Texas and City of Burleson law and policies governing surplus property.
 - c. Exchange may be through an artist, gallery, museum or other institution for one or more artwork(s) of comparable value by the same artist.
 - d. No works of art shall be traded or given to Advisory Committee members or City of Burleson staff.
 - e. Proceeds from the sale of artwork shall be placed in a City of Burleson account designated for public art purposes. Any pre-existing contractual agreements between the artist and the City regarding resale shall be honored. An exception to these provisions may be required if the artwork was originally purchased with funds that carried with them some restriction, for example, bond funds for street and sidewalk improvements, in which case the proceeds shall be placed in an account designated for art allowed under similar restriction(s).
2. Destruction of Artwork – if the artwork is deteriorated or damaged beyond repair or deemed of negligible value.
3. If the City of Burleson is unable to dispose of the artwork in the manner outlined above, the Public Art Coordinator may recommend the donation of the artwork to a non-profit organization or another method.

Costs

If deaccession or relocation accommodates the applicant's interests or project, they may be required to cover the deaccession or relocation at no cost to the City.

Conflict Of Interest

No works of art shall be given or otherwise transferred publicly or privately to officers, directors, or employees or staff of the City of Burleson or their immediate families or representatives of the City of Burleson.

Compliance With Applicable Policies And Regulations

Deaccession and relocation of artwork will be done in a manner that complies with all other applicable City of Burleson, State of Texas, and federal procedures, policies, and regulations.

Existing Public Art Pieces At the Time Of Public Art Policy Adoption

Existing public art pieces on City-owned property should be evaluated using the accession criteria to ensure that it is appropriate for the City to continue owning and maintaining the artwork. If it does not meet the accession criteria, then the piece will not be accessioned into the City of Burleson Public Art Collection.

Public Art Program Workplan

What is the Public Art Program Workplan?

The Public Art Program Workplan is a document that outlines in-process projects, and projects will be initiated in the coming fiscal year(s). The Program Update is one of the most crucial elements of the Public Art Program. It creates a roadmap and allows for the input of community members, elected officials, and others who care deeply about public art in the City of Burleson.

The Public Art Coordinator will develop the Update in consultation with staff and the Advisory Committee and submit it to the Mayor and City Council as part of the budget for review and approval.

The following steps will be taken to develop the Public Art Program Workplan:

1. Work with City Manager's Offices to determine the availability of funds for the upcoming year(s).
2. Identify projects to be paid for by identified funding, including acquisition and maintenance.
3. Develop a draft Public Art Program Workplan that will include locations, goals, and budgets for public art projects and programs for staff review.
4. Present the Update to City Council as part of the City budget approval.
5. Integrate feedback from City Council to determine the final Program Update.
6. Report on the use of funds collected to support the Public Art Program to and increase the \$50,000 of art in the City that is available to the public.

Use of Funds

Funding for the City of Burleson Public Art Program may come from:

- the Public Art Fund,
- the City's Capital Improvement Budget;
- grants and/or contributions from private entities;
- other public agencies;
- philanthropic sources; or
- through other sources as deemed appropriate by the City.

Uses of Funds

The public art funds may be spent for:

- Calls for Entry, RFQs/RFPs, concept designs, maquettes, juror stipends, and other costs related to competitions and Commissions
- Artist fees, including travel stipends and expenses related to travel;
- Artwork fabrication and installation;
- Site preparation and cleanup;
- Acquisition of existing works of art;
- Relocation of existing or Commissioned works of art;
- Required permits and insurance during the fabrication and installation of the artwork;
- Informational/promotional materials and public events directly related to the artwork;
- Required equipment needed for installation;
- Artwork appraisal;
- Staffing and services of an Arts Administrator;
- Curators and contracted services.

The public art funds may not be spent for:

- Mass-produced work, with the exception of limited editions controlled by the artist.
- Professional graphics, unless designed or executed by an artist or used in the development of collateral material.
- Decorative, ornamental or functional elements that are designed by a project's architect or other designer.
- Routine maintenance, conservation, repair, or restoration, exceeding more than 10% of the annual budget.
- Purchase of existing works of art outside of the selection process.

Public Art Acquisition

These policies establish the practices for acquiring artworks. The procedure creates a thorough and transparent process for acquiring artwork and favors open-ended selection processes to ensure artistic excellence in the City's Collection.

Selecting the artist is one of the most critical steps in commissioning public art. An open, equitable, competitive process that inspires the artist and engages the community can be an enriching experience and lead to more creative and exciting public art. The Public Art Coordinator will work with the Advisory Committee to determine the appropriate method for commissioning new artwork for each Public Art Program project.

Goals of the Selection Process

- To satisfy the goals of the project site through an appropriate artist selection.
- To further the mission and goals of the Public Art Program.
- To select an artist or artists whose existing public artworks or past collaborative design efforts have demonstrated a level of quality and integrity.
- To identify an approach to public art suitable to the goals and demands of the particular project.
- To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- To select an artist or artists who can work successfully as members of an overall project design team.
- To ensure that the selection process represents and considers the interests of all parties concerned, including the public.
- To ensure that the artwork collection, overall, is reflective of all present and past stories and community legacies of Burleson.

Conflict of Interest

Advisory Committee or Public Art Committee members will declare any and all conflicts of interest for all projects and artwork under consideration at the beginning of their meetings. A conflict of interest exists if an Advisory Committee member, an organization the Advisory Committee member is associated with as a staff or board member, or an Advisory Committee member's family member, has the potential to gain financially from the project under consideration by the Advisory Committee or Public Art Committee. In order to promote public confidence in this process, an Advisory Committee member may also declare a conflict if they think there may be a perception that they have a conflict. Potential conflicts should be submitted in writing to the City Manager. If it is determined by the City Manager that a conflict exists, the Advisory Committee member must resign from the selection Advisory Committee.

Artist Selection Methods for Acquiring Existing Artwork

Competitions

In competitions, the City may put out an open call to artists for a possible inclusion in an exhibition at a predetermined site. The competition, which may or may not take the form of a temporary exhibit may feature existing artworks. Each selected artist may receive a stipend, and the City may purchase one or more pieces of artwork at the conclusion of the exhibit to be placed in public locations around City of Burleson. All calls for artists will be advertised on the City of Burleson's website, appropriate procurement site.

Direct Selection

On occasion, artists may be chosen directly by the Artist Selection Advisory Committee. Direct selection may be used and could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson's purchasing procedures. City staff should refer to City of Burleson Purchasing Regulations prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Direct Purchase

Some projects require the purchase of a specific artwork due to the exacting nature of the project or a minimal project timeline. In this case, the work must be "one-of-a-kind" and not mass-produced or off the shelf. This list of artists could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson's purchasing procedures. City staff should refer to City of Burleson Purchasing Regulations prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Artist Selection Methods for Commissioning New Artwork

Open Competition

In an Open Competition, any artist may submit their qualifications or proposal, subject to any requirements established by the Artist Selection Advisory Committee. The Requests for Qualifications (RFQs) or Requests for Proposals (RFPs) should be sufficiently detailed to permit artists to determine whether their art is appropriate for consideration. Open Competition allows for the broadest range of possibilities for a site and brings in new, otherwise unknown, and emerging artists.

Limited or Invitational Competition

In a Limited Competition or Invitational, several pre-selected artists are invited by the Artist Selection Advisory Committee to submit their qualifications and/or proposals. This method may be appropriate when the City is looking for a small group of experienced artists, a limited time frame, or if the project requirements are so specialized that only a limited number of already identified artists would be eligible. This list of artists could come from a pre-qualified list.

Direct Selection

On occasion, artists may be chosen directly by the Artist Selection Advisory Committee. Direct selection may be useful on projects where an urgent timeline, low budget, or where precise project requirements exist. This list of artists could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson's purchasing procedures. City staff should refer to City of Burleson Purchasing Regulations, prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Direct Purchase

Some projects require the purchase of a specific artwork due to the exacting nature of the project or a minimal project timeline. In this case, the work must be "one-of-a-kind" and not mass-produced or off the shelf. This list of artists could come from a pre-qualified list. Approval for this method should be in accordance with the City of Burleson's purchasing procedures. City staff should refer to City of Burleson

Administrative Regulation prior to finalizing the accession process, as proposed donations may require City Council acceptance.

Artist Services Procurement

Design Team Member

In some instances, the City may use a targeted process to select an artist as part of a larger project design team. Language would be added to the project Request for Qualifications/Request for Proposals specifying that all teams responding to the RFQ/RFP must include a professional artist from a pre-qualified list as described in the section below. Given the nature of the project, a design team responding to an RFQ/RFP may be asked to identify an artist as part of the team based upon criteria established by the City in the RFQ/RFP. In this case, the Public Art Coordinator will represent the Program as part of the selection Advisory Committee for the design team.

Pre-Qualified Artist Lists

The City may decide to develop a pre-qualified pool of artists from which it can choose artists for Limited Competition, Direct Selection, and Direct Purchase. This pool would be developed based on a comprehensive review of artist qualifications. This list could be updated annually or biannually, depending on the frequency of new projects.

Artist Selection Process for Artwork Acquisition (Existing Artwork and Newly-Commissioned Art)

Once an Artist Selection method is determined, a selection process will be established. A jury of recognized experts will make recommendations for selected artists to create site-specific artwork or will make recommendations for artwork chosen to be exhibited.

If the budget for a single piece of artwork is \$50,000.00 or more, a selection panel must be formed. If the budget for a single piece of artwork is less than \$50,000.00, the Advisory Committee will act as the selection Advisory Committee.

Purpose and Responsibilities

The artist selection process will interpret and review the artist's proposals based on the selection criteria.

The goals of the selection process are as follows:

- To satisfy the goals of a specific project or site through an appropriate artist selection.
- To further the mission and goals of the Public Art Program.
- To select an artist or artists whose existing public artworks or past collaborative design efforts have demonstrated a level of quality and integrity.
- To identify an approach to public art suitable to the goals and demands of the particular project.
- To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- To select an artist or artists who can work successfully as members of an overall project design team.
- To ensure that the selection process represents and considers the interests of all parties concerned, including the public, the arts community, and the City Manager's Office(s) involved.

Artist Selection Committee

Membership of the Selection Committee

Membership will be recommended by the Public Art Coordinator. The members of the selection panel (panelists) will be representative of the community demographic and will consist of at least five (5) but no more than nine (9) members from the list below:

- Members of the Advisory Committee
- Artist or arts administrator;
- Design professionals
- City of Burleson project manager who may appoint the project architect or project landscape architect in their stead; and
- A member of the project steering Advisory Committee if one has been appointed
- Community or neighborhood representative

Artist Selection Committee Conflict of Interest

Artist Selection Advisory Committee members will declare any conflicts of interest for all projects and artwork under consideration at the beginning of their meetings. A conflict of interest exists if an Advisory Committee member, an organization the Advisory Committee member is associated with as a staff or board member, or an Advisory Committee member's family member can gain financially from the project under consideration by the Artist Selection Advisory Committee. In order to promote public confidence in this process, an Advisory Committee member may also declare a conflict if they think there may be a perception that they have a conflict. If an Advisory Committee member has a conflict, he/she must not participate in the Artist Selection Advisory Committee's discussion or decision regarding the project. They must also refrain from discussion about the project and from influencing fellow Advisory Committee members.

Procedures

During an artist selection process, Artist Selection Advisory Committee members will not submit applications for the placement of their own artwork and/or projects. City Staff and Advisory Committee can invite artists to participate, but must refrain from giving advice to applicants or answering their questions, and direct such questions to the Public Art Coordinator during the selection process. The COMMISSION must solicit public comment for all pieces of public art commissioned or purchased for over \$50,000.00. An opportunity for public comment must be given before a formal vote. A formal vote recommending the selection to the City of Burleson City Council must be recorded in keeping with the City of Burleson public record requirements.

Purchasing Procedures

Pursuant to City of Burleson Public Art Policy, if the purchase of an existing artwork, or the award of a contract for a newly commissioned artwork, exceeds \$99,999, then the Advisory Committee must recommend the artwork for purchase to the City Council prior to approval of the contract.

Project Implementation Process for Site-Specific Artworks

Upon the decision of the Artist Selection Advisory Committee, and with the assistance of the City Attorney's Office, the Public Art Coordinator will prepare a contract that includes the scope of work, fee, schedule, and relevant terms and conditions to be approved by the City and artist.

The City will follow the process for contracting required by law. For some projects, the contract with the artist may be phased to include two scopes of work with separate pay schedules and deliverables. The first phase would include all design documentation, including final design, stamped engineering drawings, installation details, and a revised fabrication budget and timeline. The second phase would include all costs related to fabrication and installation.

The Public Art Coordinator will ensure all documents are signed and insurance coverage secured before issuing a notice to proceed and will be responsible for coordinating the artist's work to ensure the successful integration of the artwork into the project. The Public Art Coordinator will organize a meeting with all integral staff to review roles, responsibilities, and schedules.

If specified in the contract, the artist will develop design development drawings for review and approval from the City before fabrication. The Public Art Coordinator will schedule meetings with the appropriate offices to review and approve the plans.

If the artist proposes any significant design changes, the Public Art Coordinator will secure the recommendation for approval from the Advisory Committee and the appropriate City Manager's Offices of the City before approving said changes in writing, per the terms and conditions of the contract.

If the parties are unable to reach mutually beneficial contract terms, then the contract process will be terminated.

The Public Art Coordinator will be responsible for overseeing the installation of the artwork. The Public Art Coordinator will ensure that all the necessary requirements have been completed before interim and final invoice payments to the artist.

Maintenance Plan

Understanding maintenance and care of public art begins before an artwork is created. During the design phase or when a donation is initiated, the City, artist, or sponsor will review and analyze their design proposal and advise on the maintenance and operations of the artwork. It is best practice and highly recommended that an art conservator is contracted to give a report on the proposed artwork.

On behalf of the City, the artist, sponsor, or the appropriate party will submit a Maintenance Plan to the City of Burleson, which will be reviewed and then catalog any tasks associated with maintenance of the artwork.

The Maintenance Plan will enable the City to:

- Evaluate the quality and sustainability of the proposed or existing public art;
- Establish maintenance requirements, assign schedules, and identify potential costs; and
- Determine if the City of Burleson should accept or decline the design proposal and/or public art.

To produce the Maintenance Plan, the artist should examine and render an opinion on the following:

- Durability;
- Type and integrity of materials;
- Construction/fabrication technique;

- Internal supports, anchoring and joining, and footings;
- Landscaping;
- Vulnerable and delicate elements;
- Drainage of artwork;
- Potentially dangerous elements;
- Security;
- Location;
- Environment;
- Whether the design encourages/discourages interaction; and
- Effects of skateboarding, graffiti, and any other potentially damaging activities.

The Maintenance Plan will include:

- A record of the artist's intentions for the artwork;
- Recommendations to mitigate potential problems discovered during the examination;
- Notes about how the artist would like the artwork to age;
- An itemization of long-range considerations and care, highlighting maintenance and the anticipated needs for periodic conservation treatment or repairs; and
- Identification of the lifespan of the artwork and a prognosis of its durability in consideration of that lifespan.

The artwork may also be identified as site-integrated, or part of the site and/or the architecture, as appropriate, and will fall into the long-term lifespan category above.

MURAL OPTION A - Mural Guidelines

Introduction

Murals are a relatively quick and highly impactful way to bring public art into the built environment. Murals provide an opportunity for visual artists to show their talent and creativity while also contributing to a community's landscape and identity.

Private Murals on Private Property

The City of Burleson and City Manager's Office encourage the installation of private murals on private property in order to support artists and enhance the visual environment in City of Burleson. Private property owners are encouraged to voluntarily follow the policies set forth in this document as applicable and are also encouraged to consult with the City Manager's Office and the Public Art Coordinator with regard to any questions or concerns as they develop and implement private murals.

Publicly-Owned Murals

City Manager's Office has oversight responsibility pertaining to the creation of publicly-owned murals in the City of Burleson. Publicly-owned murals may occur on publicly-owned buildings or on privately-owned buildings where the property owner agrees to a mural easement allowing for the creation and maintenance of a publicly-owned mural on private property for a specific period of time.

The Advisory Committee or Public Art Committee assists the City Manager's Office with coordinating the creation and completion of publicly-owned murals. This assistance includes but is not limited to:

- Identifying potential mural sites.
- Issuing and administering the Request for Qualifications (RFQ) for mural artists.
- Coordinating a selection process for RFQ reviews and artist recommendations.
- Acting as a selection panel if the budget is under the \$50,000 project threshold.
- Making recommendations for the selection panel members if the budget is over the \$50,000 threshold.

Mural Design Considerations

Murals in the City of Burleson are encouraged to be varied in both content and design. A wide variety of murals will ensure a vibrant visual experience for residents and visitors alike. Some murals may celebrate the history of City of Burleson while others may be palettes for vibrant artistic expression, inject whimsy into the built environment, or showcase the artists' wildest dreams - the opportunities are endless.

While not relating to content, some design considerations should be made in order to ensure a successful project.

Design Considerations:

1. Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
2. Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
3. Maintenance - What are the long-term maintenance implications of the design? Is it easily repairable?
4. Longevity - What is the expected life span of the mural? Is it intended to be a short or long-term installation?
5. Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, Instagram or social media interactions or other opportunities?

Mural Easements

In order to create additional mural opportunities within City of Burleson, these policies encourage property owners to enter into easement agreements with the City that allow for public funds to be expended for murals on private property. Though there may be positive benefits for a property owner as a result of the creation of a publicly-owned mural on their building, there must be no direct correlation between the content of the mural and the property or any business housed in the property.

In order for the City to implement a publicly-owned mural on a privately-owned building the building owner must sign an easement created by the City of Burleson which Texas that the owner will not paint over, destroy, cover, or alter the mural for the duration of the agreement. Agreements typically last for a minimum of 5 years but may be shorter or longer depending on the project. As part of easement negotiations, the City should also consider negotiating with the property owner for nightly illumination of the mural for the lifetime of the easement.

RFQ Artist Selection

A selection panel should be formed using the policies in the acquisition section of the Public Art Policy in order to select artists. The following criteria should be utilized as the minimum criteria for the selection of

artists for all mural projects. Additional project-specific criteria may be added in addition to the baseline criteria.

- Experience with similar mural projects, examples of past projects – either in the City of Burleson or other cities with strong mural programs, including at least ten (10) color images of one or more completed mural projects – and three supporting professional references.
- Willingness to work with City Staff and the City Manager's Office to develop and refine the mural design.
- Timely response to the RFQ, which shall include, but not be limited to, a requirement that at least ten (10) color renderings/designs of the proposed mural, a written description of the mural, and photographs of the proposed site and physical surroundings be submitted to the City Manager's Office
- Innovative and unique artistic vision, including technique, composition of visual art elements, use of line, color, form, and texture.
- Realistic project budget and timeline.
- Willingness to enter into a contractual agreement with the City of Burleson.
- Liability/Workers' compensation/automobile insurance.
- Agreement to allow images of the completed mural to be placed on the City of Burleson website.

Fundable Expenses

The installation of a mural may necessitate additional expenses beyond the artist fee and materials.

Additional fundable expenses include but are not limited to:

- Artist(s) fees for design and execution of murals.
- Rental or purchase of painting equipment or the purchase of painting supplies.
- Preparation of the mural surface including repairs and priming.
- Rental of barricades and other equipment required of street or alley closures.
- Lighting and electrical equipment.
- Other expenses that are pre-approved by the City Manager's Office and the City of Burleson.

Mural Implementation

Upon selection, the artist will work with the City of Burleson to create a design, secure permits, as appropriate, such as street or alley closures. Below is a general overview:

- The City Manager's Office will review and give final approval for the artist selection and mural design.
- City Staff will monitor the creation and completion of the mural.
- The Artist will create the artwork in a timely fashion. If more time is needed, the artist must notify the City so that any applicable permits may be extended.
- The creation of the mural must include materials that are long-lasting (at least five (5) years unless agreed to beforehand), graffiti and UV-resistant, or include an anti-graffiti and UV-resistant coating.
- The artist must notify the City when the mural is completed.
- When the mural is completed, the City Manager's Office will hold a mural dedication event.

MURAL OPTION B - City of Burleson Mural Program (Private Property) Permitting Process and Regulations

Murals play an important role in the City of Burleson's past and present. The City of Burleson has a long tradition of mural placement on private property, and encourages this and other forms of creative community expression. Murals provide an opportunity to transform blank walls into vibrant spaces. Murals can celebrate a place's history, tell memorable stories of residents, and be a source of beauty. Murals are

a relatively quick and highly impactful way to bring public art into a city's environment. The Mural Program regulates privately-commissioned murals visible on public property or public rights-of-way and is implemented through the issuance of Mural Permits.

The Mural Program does not apply to the following:

- Public art and murals funded by the City of Burleson or public art funds. These are governed by the "Acquisition" chapter in the Public Art Policy;
- Privately-commissioned public art and murals not visible to the public property or public rights-of-way; and
- Public art and murals on property where said use is not permitted.

City of Burleson Mural Permit Submittal Components

The Mural Permit requires submission to the Public Art Coordinator, the following documents constituting the "Permit Package", which are described in detail in the subsequent sections.

1. Application
2. Private Property Acknowledgement Form
3. Encroachment Form
4. Permit Application for Occupying Public Right-of-Way (during installation)
5. Artist Copyright and License Waiver

Application

Incomplete applications will not be considered for review. A non-refundable application fee as set by City Council Resolution, is required to be paid at the time of application. The Application shall be on a form reviewed by the Public Spaces and Cultural Heritage Committee and reviewed for approval by the City Council shall include provision of the following:

1. Property address and profile
2. Contact person identity and profile (applicant)
3. Contact information of the property owner
4. Artist identity (artist as named on the City of Burleson Mural Program Register)
5. Budget and funding sources
6. Proposed Mural information:
 - a. Title, dimensions, medium
 - b. Description
 - c. Project goals/vision, audience, outreach efforts, engagement, etc.
 - d. Full color rendering/sketch of the proposed design
 - e. Site images
7. Maintenance information
 - a. Monthly, quarterly, yearly
 - b. Complete list of materials that will be used to create the mural, and product names/identification, if available
 - c. Description of maintenance provider qualifications/skills
8. Installation and deinstallation plans, including:
 - a. Proposed installation schedule
 - b. Surface preparation process
 - c. images of existing site and physical surroundings
 - d. installation and deinstallation equipment required

- e. qualifications and profile of installation and deinstallation crew/personnel other than the Artist, if necessary, based on project scope

Private Property Acknowledgement Form

Private Property Acknowledgement Form confirms the property owner's knowledge of the existence of the mural and will be signed by the property owner and notarized. The property owner agrees to the following parameters, which must be met to place a mural on private property:

1. Permits for murals on private property are allowable for up to five years from installation. At the discretion of the property owner, an extension of the Mural Permit may be granted, upon City review of the condition of the mural at the time of the request. Requests for extension shall be filed with the City Manager's Office prior to Permit expiration.
2. No part of the mural shall exceed the structure to which it is affixed.
3. No part of the mural shall extend more than 6 inches from the plane of the wall upon which it is affixed.
4. No part of the mural contains electrical or mechanical components or changing images.
5. No part of the mural contains a commercial message in text or images.
6. Murals on private property must have an anti-graffiti coat applied to the surface to abate graffiti and vandalism.

Mural Encroachment Form

The property owner must sign a form stating that the owner will not paint over, destroy, cover, or alter the mural for the duration of the agreement. Agreements typically last for a minimum of 5 years but may be shorter or longer depending on the project. This form is submitted as part of the City of Burleson Mural Program application process.

Right-of-Way Construction Permit and Encroachment Permit Application for Occupying Public Right of Way

A Right of Way Construction Permit and/or an Encroachment Permit may be required if the scope of public art or mural installation requires temporary occupation of the public right-of-way during installation.

Artist Copyright License and Waiver

Applicants will select an artist from the City of Burleson Mural Program Artist Register (described below). The artist selected by the applicant to propose a design for a must sign the Artist Copyright License and Waiver, which establishes image uses and copyright, and waives the artist's VARA rights (Visual Artists Rights Act of 1990 (17 U.S.C. § 106A)).

City of Burleson Mural Program Permit Design Considerations and Standards

The City of Burleson Public Spaces and Cultural Heritage Committee reviews mural proposals according to the following Design Considerations and Standards.

Design Considerations

While not relating to content, some design considerations will help ensure a successful, high-impact project. Private Property Owners and Artists are encouraged to consider the following when creating a mural concept:

1. Scale - Who will be the intended viewer or audience? A mural intended for pedestrians may be of a different scale than one intended for automobile drivers or cyclists along a bike trail.
2. Accessibility - Are there opportunities to engage those who are visually impaired or otherwise not able to view the mural?
3. Maintenance - What are the long term maintenance implications of the design? Is it easily repairable?
4. Experiential Elements - Is there a potential for additional elements that could be added to enhance the experience of the viewer such as virtual (VR) or augmented (AR) reality elements, audio elements either on site or online, Instagram or social media interactions or other opportunities?
5. Historic Preservation - Is this mural intended for a historic building or structure? If so, painting unpainted finished masonry is generally considered an inappropriate treatment. Explore other options such as painted panels or applied vinyl. Murals proposed for placement on historic buildings or structures shall be subject to applicable additional review depending on the proposed project scope.

Standards

Though there may be positive benefits for a property owner as a result of the creation of a mural on their building, there must be no direct correlation between the content of the mural and the property or any business conducted on the property. The City of Burleson Mural Program intends to support artistic expression, and proposals containing content that is inappropriate and/or indecent by community standards may not be approved.

1. Murals shall be an original artwork designed and implemented by an artist from the City of Burleson Mural Program Artist Register. A proposed artist from the City of Burleson Mural Program Register must be identified in the application.
2. Mural Applications are reviewed using the following criteria:
 - a. Strength of the concept and appropriateness of the imagery for all ages.
 - b. Appropriateness of scale to the surrounding environment including the facade on the building in which it is placed, as applicable.
 - c. Absence of commercial signage elements. Public safety and compliance with local laws and regulations.
 - d. Selection of an artist able to execute the proposed public art or mural.
 - e. Demonstrated ability to complete and maintain the mural for the entire life of the permit, and a documented understanding of the proposed surface's ability to receive the proposed materials.
3. All Public Mural proposals containing any written text and/or signage elements, may be subject to an additional review process through the City Manager's Office.
4. Mural installation must begin within one year of the approval of the application. If the project is unable to be completed within the allocated time frame, the application will be considered void.
5. All murals are subject to ongoing conservation and maintenance activities.
6. The City reserves the right to reject any application if it presents a public safety risk or potential liability issues.
7. Incomplete applications will not be reviewed.

Mural Application Review

The Advisory Committee reviews and approves or denies Mural Permit following the review process outlined below applications for the City of Burleson Mural Program:

1. Permit Package provided to the City Manager's Office with payment of the current fee.
2. Permit Package routed to the City Manager's Office for review by Public Art Coordinator for completeness.
3. Complete Permit Package routed for review by the Advisory Committee.
4. Advisory Committee sends Decision to City Manager's Office
5. City Manager's Office notifies applicant of decision and 10-day appeal period by letter and publicly posts decision.

Existing Privately-Commissioned Murals on Private Property Visible to Public Property or Public Rights-of-Way ("Legacy or Murals")

Any mural on private property and visible to public property or public right-of-way installed prior to the effective date of these Public Art Policy for which a land use entitlement such as a Minor Conditional Use Permit or Conditional Use Permit has not been obtained may continue as a nonconforming use for a period of five years from the effective date of the Public Art Policy so long as it and/or the surface or property on which it is located is maintained such that it is not a public nuisance or otherwise creating a public safety issue. Legacy Murals may be expanded, modified and/or have the lifespan extended only in compliance with an approved Mural Permit.

Acquisition of Privately-Commissioned Murals on Private Property, either in the Public Right-of-Way or Not in the Public Right-of-Way Acquisition

If any privately-owned and/or privately-commissioned mural on private property has been proposed for City acquisition into the Public Art Collection, then the mural in question must be reviewed for acquisition according to the procedures set forth in the "Acquisition" chapter of this Public Art Public Art Policy document. As mentioned above, privately-owned and/or privately-commissioned murals on private property are not automatically accessioned into the Public Art Collection of the City of Burleson.

City Council Regular Meeting

DEPARTMENT: Capital Engineering

FROM: Randy Morrison, PE – Director of Capital Engineering

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a contract with UCS Electric Cooperative for Alsbury Boulevard Phase 2 lighting and underground electric improvements in the amount of \$179,270.56, with a contingency of \$17,927.06, for a total amount of \$197,197.62. (Staff Contact: Randy Morrison, PE, Director of Capital Engineering)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Dynamic & Preferred City Through Managed Growth	2.3 Enhance connectivity and improve mobility 2.4 Implement the city's Capital Improvement Program 2.5 Develop and maintain facilities and utility services

SUMMARY:

UCS Electric Cooperative is the electric service provider for the area encompassing the Alsbury Phase 2 project. Existing UCS overhead infrastructure to be retired and underground infrastructure to be installed where there is a conflict with the new roadway. UCS will also install 16 new black street light poles along with the infrastructure to power them.

RECOMMENDATION:

Consider and take possible action on a contract with UCS Electric Cooperative for Alsbury Boulevard Phase 2 lighting and underground electric improvements in the amount of \$179,270.56, with a contingency of \$17,927.06, for a total amount of \$197,197.62.

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

June 16, 2025 – City Council approved a contract for construction services on the SW Alsbury Boulevard from CR 1020 to CR 920 (CSO#5840-06-2025)

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$56,555.11

Account Number(s): 4203101-70020

Fund: Engineering/Capital

Account Description: CO ST Bond

Procurement Method: Exempt

Proposed Expenditure/Revenue: \$140,642.51

Account Number(s): 4213101-70002

Fund: Engineering/Capital

Account Description: GO Bond – ROW

Procurement Method: Exempt

STAFF CONTACT:

Randy Morrison, PE

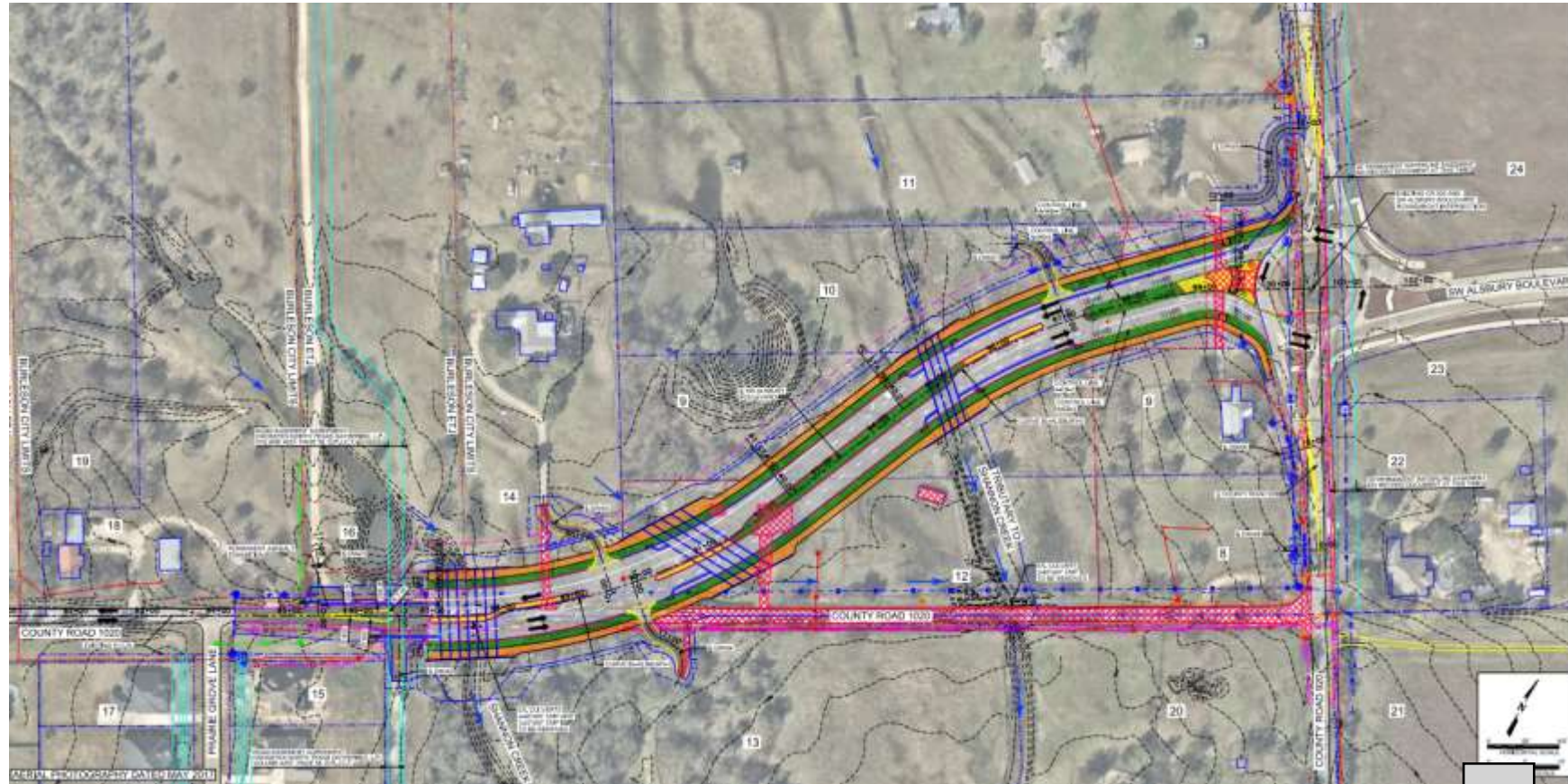
Director of Capital Engineering

rmorrison@burlesontx.com

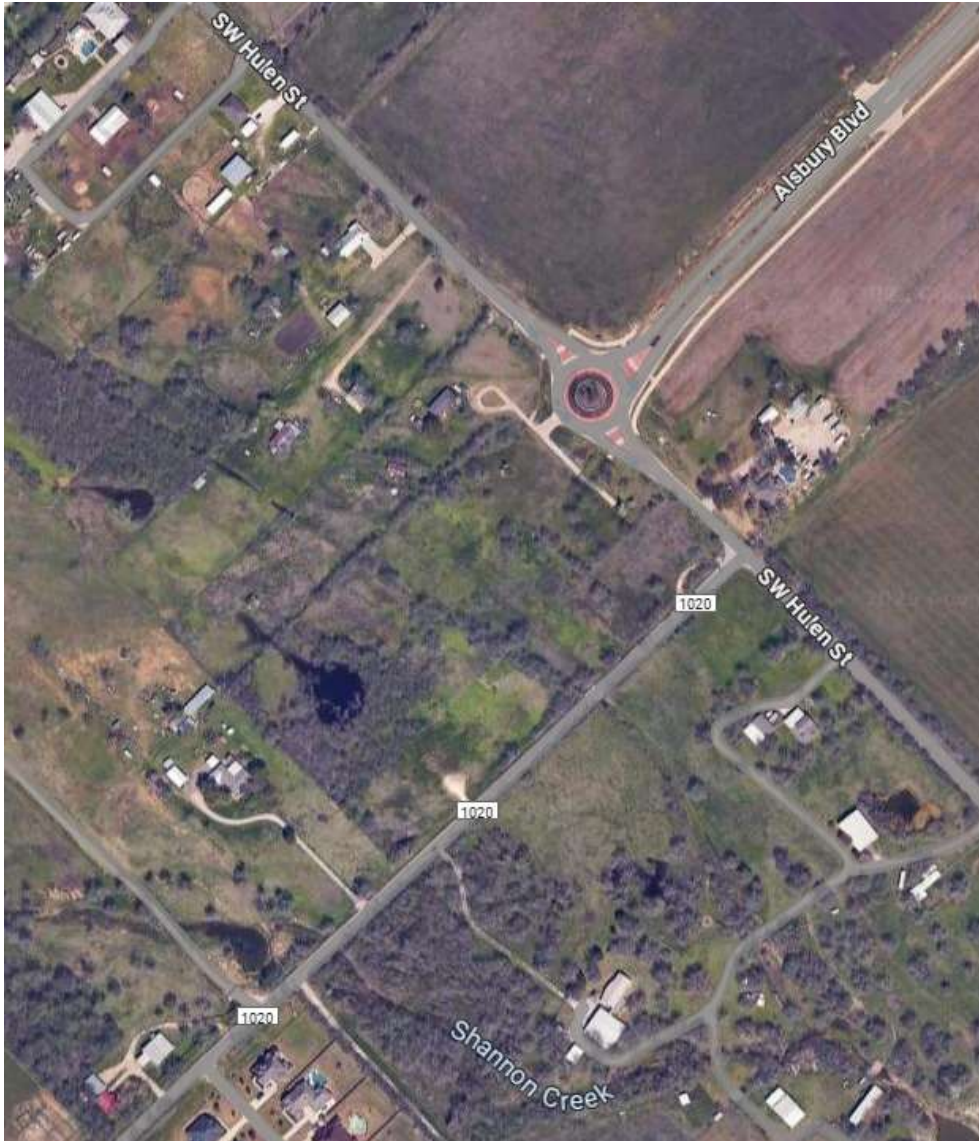
817-426-9612

Electrical Infrastructure – Alsbury Phase 2

UCS Agreement
November 3, 2025



Project Background



- Construction contract approved June 16, 2025
- Construction started September 15, 2025
- UCS Electric Cooperative is the electric service provider for the area encompassing the Alsbury Phase 2 project
- Existing UCS overhead infrastructure to be retired and underground infrastructure to be installed where it is in conflict with the new roadway
- UCS will install 16 new black street light poles along with the infrastructure to power them

Construction Procurement

- Competitive bidding exempted by Texas Local Government Code 252.022(a)(15)
- Final estimate received: October 17, 2025
- Construction Estimate: \$179,270.56
- Construction Contingency (10%): \$17,927.06
- Recommended Award: \$197,197.62
- Budgeted Resources: Within expected expenditures of total project



Action Requested

Consider and take possible action on a contract with UCS Electric Cooperative for Alsbury Boulevard Phase 2 lighting and underground electric improvements in the amount of \$179,270.56, with a contingency of \$17,927.06, for a total amount of \$197,197.62.

Questions / Discussion

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



Development and Large Commercial Load Budgetary Estimate

Date: 10-17-2025

Project/Customer Name: Freese and Nichols, Inc. Project Location: Alsbury Blvd Phase 2

Developer/Owner: City of Burleson Contact: Tavis Attanasio

Email: tattanasio@burlesontx. Office Phone: 817-426-9614 Cell Phone: 817-946-0355

Engineering Firm/Contractor: Freese and Nichols Contact: Todd Buckingham

Email: tcb@freese.com Office Phone: 817-735-7517 Cell Phone:

United Cooperative Services (United) thanks you for the opportunity to be your electric service provider. The following cost of construction estimates and timelines are based on the information that has been provided concerning the proposed development or large commercial load stated above.

“This is an estimate limited by current assumptions, based upon United’s standard construction practices; and is subject to change with any deviation in assumptions and the development of detailed specifications and designs. Any cost invoiced will be based on actual field design and United’s construction practices.”

In order to clarify the purpose for providing this estimate for contribution in aid to construction (CIAC), United wants all parties to understand that this is a budgetary estimate only and that the cost presented herein are contingent upon multiple factors that must occur and that some of those could change or be altered along the way. Any and all of those changes/alterations will or could affect the cost, some dramatically, of providing electric service to this facility. Aside from fluctuating material and labor costs, there are other factors affecting the cost of this project as well; including, but not limited to: member design parameters, obtaining required easements, obtaining any required permits (ie: railroad, county, state).

This estimate was produced from a design plan provided to United and does not reflect any actual measurements taken in the field since there are no actual facilities located or marked at the property. The actual cost can only be produced and provided once the final design has been approved, United field engineering personnel has been able to set stakes at the site and all of the other requirements listed above have been met and agreed upon.

As the project progresses from the concept design phase into a definitive plan and a request by the member for construction has been made, there will also be an Electric Service agreement that will be required by United from the member. It is at this time that a final cost estimate and invoice will be established. Upon receipt of payment of United’s invoice for CIAC, United will finalize the design work in the field and release the project for construction. If, prior to actual construction being initiated, either party determines that the route chosen for this estimate is not plausible, another route will be designated and a new design and cost estimate will be provided. In the event that the Member or Developer has been provided with a previously and mutually agreed to project design and budgetary cost estimate, and the Cooperative is then requested to provide additional or major revisions to the project design; at the Cooperative’s sole discretion, the Member or Developer may be charged up to a \$2,000 re-design fee that must be paid prior to additional designs and budgetary estimates being provided.

Load Sheet Received and Attached	☐ Yes	☐ No
Sketch Received and Attached	☒ Yes	☐ No
Plat Received and Attached	☒ Yes	☐ No
Estimated Bills Provided and Attached	☐ Yes	☐ No

This estimate is based on the following:

☐

Residential Development:

Proposed development includes _____ residential lots; approximately _____ acres each

Homes to be _____ to _____ square feet; and are ☐ all electric or ☐ gas

☐

Large Commercial/Industrial Load:

Proposed load is _____total connected horsepower; or

A total connected load of _____amps at _____volts, ☐ single phase or ☐ three phase

Proposed Service Entrance Size _____ amps

Estimated total connected kW load based on the above information: _____

With an estimated run time of _____hours a day; _____days per week

In order to serve the load/development detailed above, the following electrical transmission and distribution facilities will be required (with associated estimated total costs and timeframes involved for construction):

☐

Transmission/Substation

☐

Offsite Distribution

☒

Onsite Distribution

Alsbury Blvd and County Rd 1020 being rerouted, as shown in Exhibit A, UCS overhead infrastructure to be retired and underground infrastructure installed where in conflict with the road changes. UCS to install 16 new 100w street lights along with infrastructure to energize them.

☐

Special Equipment/Transformers

*****BLACK LIGHT POLES AND ARMS TO MATCH PREVIOUS PHASES ARE SPECIAL ORDER AND HAVE A 12-14 WEEK LEAD TIME*****

175' 1/0 UNDERGROUND PRIMARY, 1550' 4/0 UNDERGROUND PRIMARY, 100' 4/0 UNDERGROUND SERVICE WIRE, 2270' #6 DUPLEX UNDERGROUND SERVICE WIRE

☒

Budgetary Cost Estimate:

Transmission/Substation Total Cost =	
Less TCOS (if Applicable) =	_____
Offsite Distribution Cost =	
Onsite Distribution Cost =	\$179,270.56
Special Equipment/Transformer Cost =	_____
Total Distribution Cost =	\$179,270.56
Less United Participation (if Applicable) =	_____
Total Contribution in Aid of Construction =	\$179,270.56

☒ **Estimated Timeline for Construction:**

As with the budgetary costs provided above, these timeframes are estimated and are limited by current assumptions, based upon United’s standard construction practices; and they are subject to change with any deviation in assumptions and can also be greatly affected by adverse weather and/or other Acts of God. The timeframes begin upon receipt of any Contribution in Aid of Construction that may be due, as well as any easements that may be required from the Member and a properly executed Electric Service Agreement.

Note – These timeframes may run concurrently:

Transmission/Substation	_____ Weeks
Offsite Distribution	_____ Weeks
Onsite Distribution and Special Equipment	6-8 _____ Weeks
Total Estimated Time for Construction	8-10 _____ Weeks

☐ **Billing Estimate:**

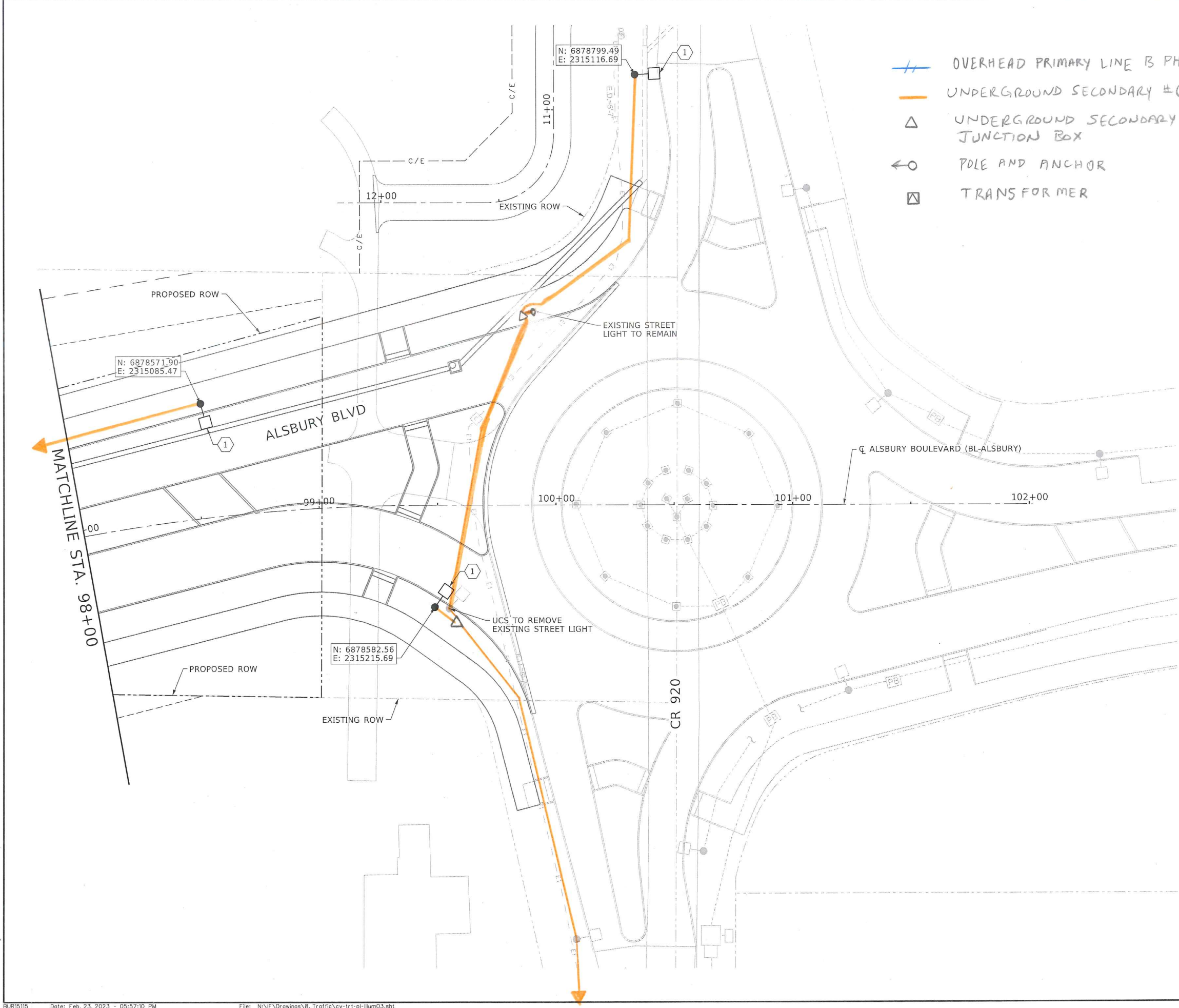
The attached billing estimate is based on ☐ Single Phase ☐ Three Phase with,
_____kWh usage monthly, and _____kW monthly maximum demand. _____kW is expected
to be on peak demand.

Acknowledged Receipt by: _____

Date: _____

40.0000 ft / in.

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LEGEND

SYMBOL	DESCRIPTION
	EXISTING POLE MOUNTED LIGHTING FIXTURE
	PROPOSED POLE MOUNTED LIGHTING FIXTURE

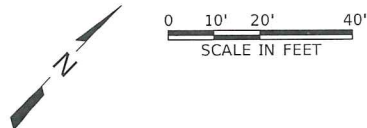
- OVERHEAD PRIMARY LINE B PHASE
- UNDERGROUND SECONDARY #6 DX
- UNDERGROUND SECONDARY JUNCTION BOX
- POLE AND ANCHOR
- TRANSFORMER

GENERAL NOTES

- CONTRACTOR SHALL VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO BEGINNING ANY EARTHWORK.
- ALL UNDERGROUND CONDUIT SHALL BE PVC SCHEDULE 40, MINIMUM OF 2", AND BURIED AT A MINIMUM OF 30" UNLESS OTHERWISE NOTED.
- COORDINATE ALL ELECTRICAL UTILITY WORK AND SCHEDULING WITH LOCAL UNITED COOPERATIVE SERVICES REPRESENTATIVE, WES BURTON 817-517-9612.
- ELECTRICAL SERVICES, LIGHT POLES, FIXTURES, FOUNDATIONS, CONDUCTORS, PULL BOXES, METERS, AND CONDUIT SHALL BE PROVIDED BY UNITED COOPERATIVE SERVICES.

NOTES BY SYMBOL "⬡"

- POLE MOUNTED LIGHTING FIXTURE (PROVIDED AND INSTALLED BY UCS). CONTRACTOR SHALL PROVIDE WOODEN STAKE AT THE CENTER OF THE LIGHTING FIXTURE FOUNDATION.
- PROVIDE ELECTRICAL SERVICE "ES1". SERVICE SHALL BE TXDOT SERVICE TYPE "ELEC SRV TYD (120/240) 60 (N)AL(E)PS(U)". SEE TXDOT DETAILS. REFER TO ELECTRICAL SCHEDULES FOR ADDITIONAL INFORMATION.



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Freese and Nichols, Inc.
Texas Registered Engineering Firm F-2144

FREES NICHOLS
801 Cherry Street, Suite 2800
Fort Worth, TX 76102
Phone - (817) 735-7300
Web - www.freese.com

CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)

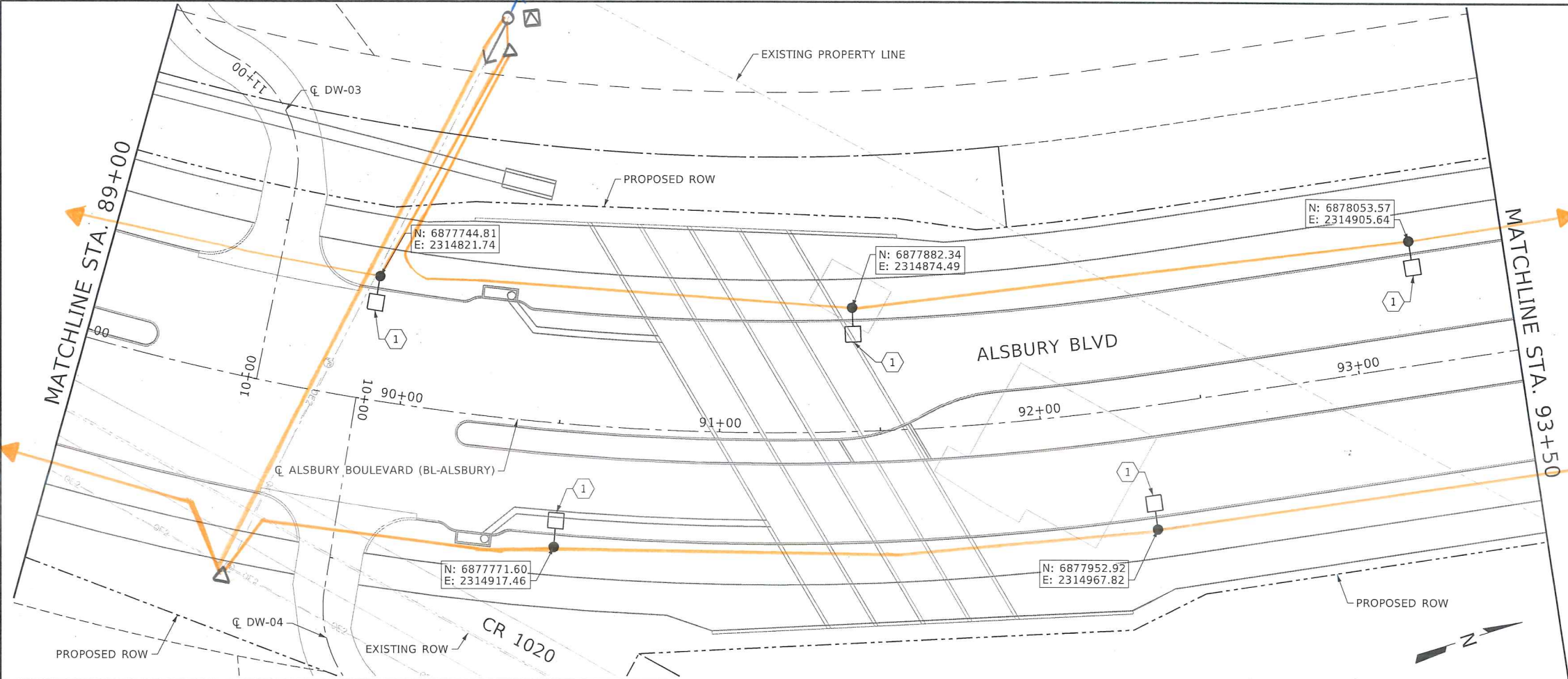
ILLUMINATION PLAN
STA. 98+00 TO END

NO.	ISSUES	BY	DATE	F&N JOB NO.	SHEET
				BUR15115	ILL-03
			DATE 2/24/2023		
			DESIGNED LAR		SEQ.
			DRAWN ZLG		
			CHECKED TCB		

VERIFY SCALE Bar is one inch on original drawing.
0 1 If not one inch on this sheet, adjust scale.

127

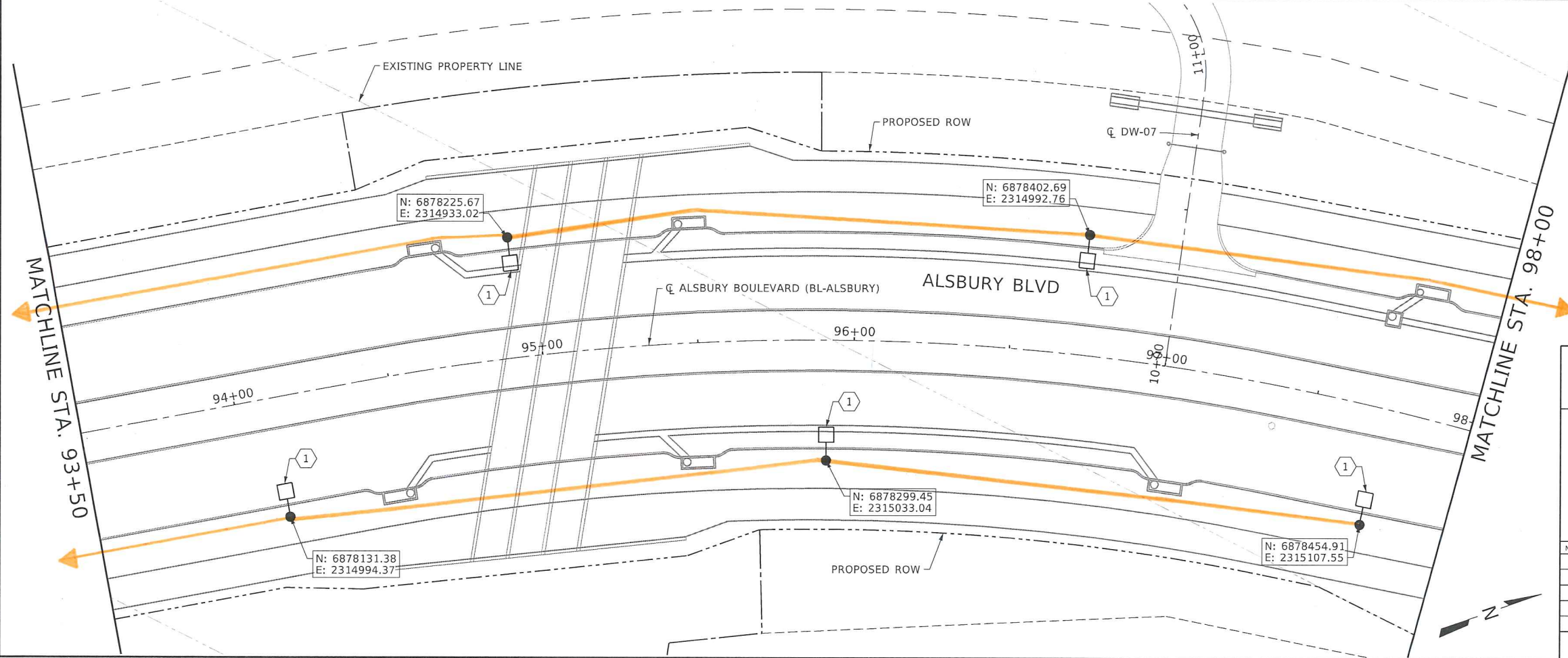
40.0000 ft / in.



LEGEND	
SYMBOL	DESCRIPTION
	EXISTING POLE MOUNTED LIGHTING FIXTURE
	PROPOSED POLE MOUNTED LIGHTING FIXTURE

- GENERAL NOTES**
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 2. ALL UNDERGROUND CONDUIT SHALL BE PVC SCHEDULE 40, MINIMUM OF 2", AND BURIED AT A MINIMUM OF 30" UNLESS OTHERWISE NOTED.
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- NOTES BY SYMBOL "1"**
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 2. PROVIDE ELECTRICAL SERVICE "ES1". SERVICE SHALL BE TXDOT SERVICE TYPE "ELEC SRV TYD (120/240) 60 (NS)AL(E)PS(U)". SEE TXDOT DETAILS. REFER TO ELECTRICAL SCHEDULES FOR ADDITIONAL INFORMATION.



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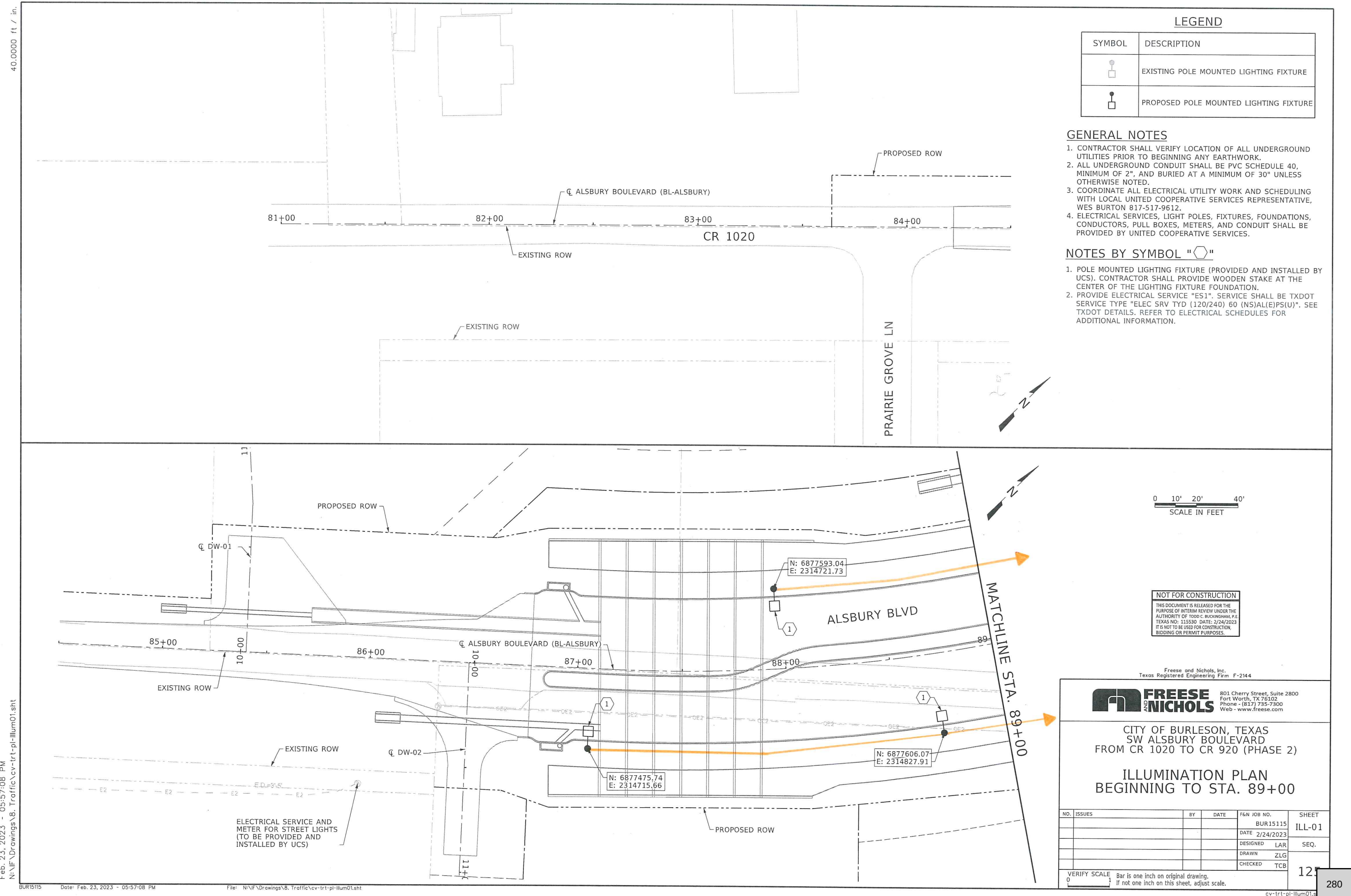
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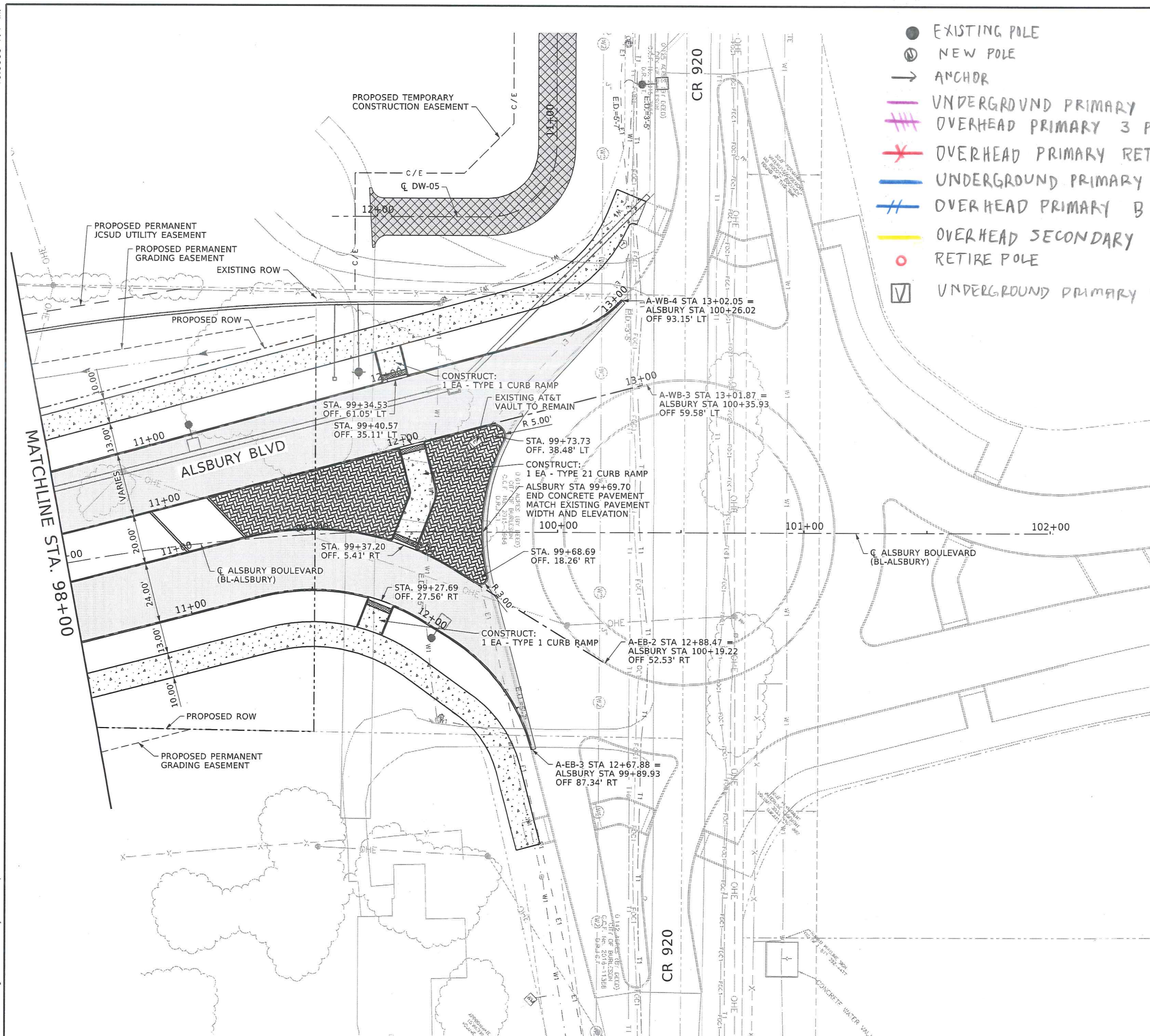
CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)

**ILLUMINATION PLAN
STA. 89+00 TO 98+00**

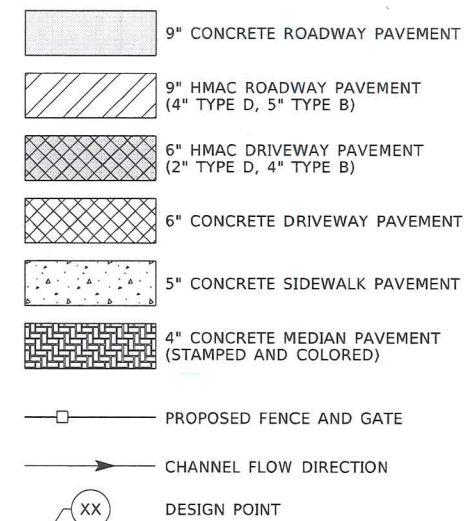
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				BUR15115	ILL-02
			DATE	2/24/2023	
			DESIGNED	LAR	SEQ.
			DRAWN	ZLG	
			CHECKED	TCB	

VERIFY SCALE 1" = 40' Bar is one inch on original drawing. If not one inch on this sheet, adjust scale.



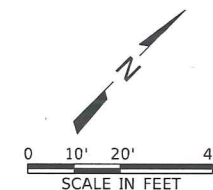


PLAN LEGEND



NOTE:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.
2. WIDTH DIMENSION AT DRIVEWAY IS TAKEN AT END OF DRIVEWAY CURB RETURN AT BACK OF CURB.
3. ALL DRIVEWAYS ARE 10' RADIUS UNLESS NOTED OTHERWISE.



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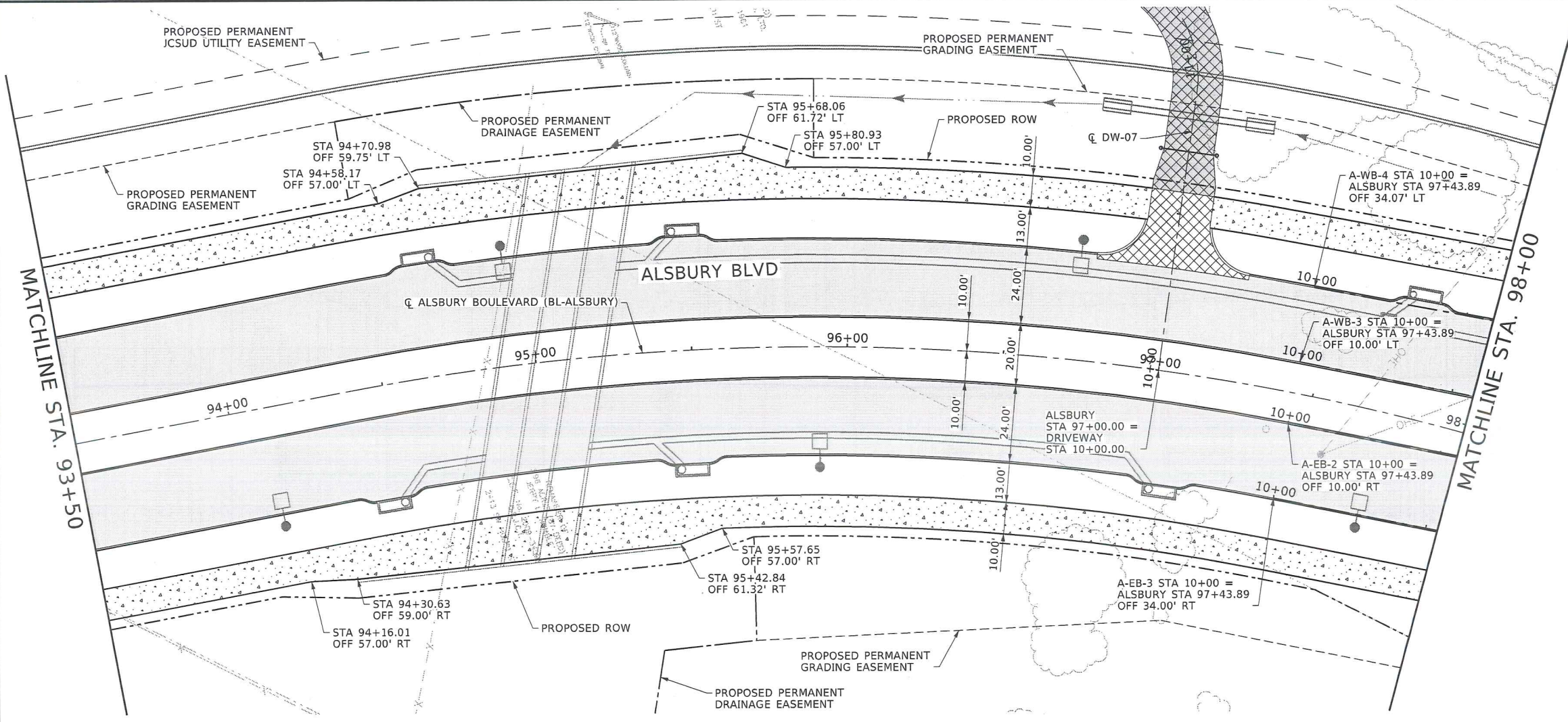
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CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)
PAVING PLAN AND PROFILE
STA. 98+00 TO END

NO.	ISSUES	BY	DATE	F&N JOB NO. BUR15115	SHEET PV-05
				DATE 2/24/2023	
				DESIGNED LAR	SEQ.
				DRAWN ZLG	
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VERIFY SCALE		Bar is one inch on original drawing.
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BUR15115 Date: Feb. 23, 2023 - 05:53:52 PM File: N:\Drawings\3. Roadway\cv-trt-pl-road04.sht



PLAN LEGEND

- 9" CONCRETE ROADWAY PAVEMENT
- 9" HMAC ROADWAY PAVEMENT (4" TYPE D, 5" TYPE B)
- 6" HMAC DRIVEWAY PAVEMENT (2" TYPE D, 4" TYPE B)
- 6" CONCRETE DRIVEWAY PAVEMENT
- 5" CONCRETE SIDEWALK PAVEMENT
- 4" CONCRETE MEDIAN PAVEMENT (STAMPED AND COLORED)
- PROPOSED FENCE AND GATE
- CHANNEL FLOW DIRECTION
- DESIGN POINT

NOTE:

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NOT FOR CONSTRUCTION

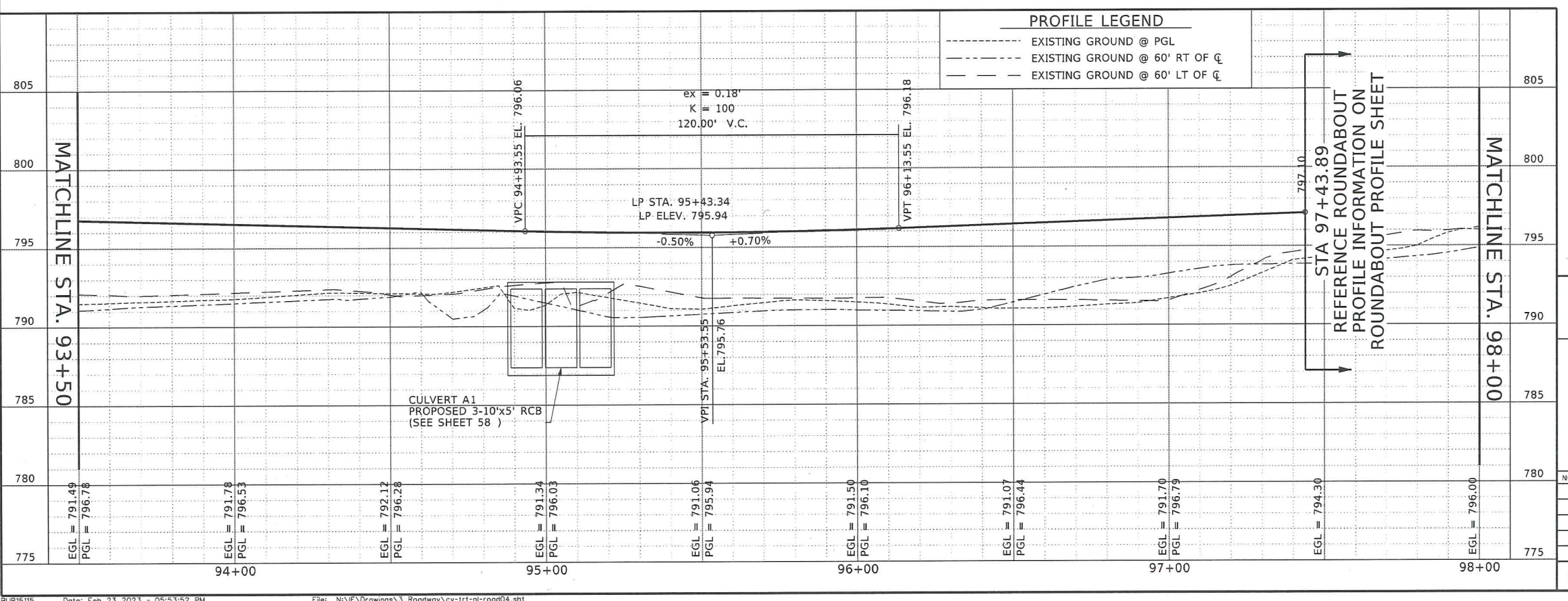
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CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)
PAVING PLAN AND PROFILE
STA. 93+50 TO 98+00

0 10' 20' 40'
HORIZONTAL SCALE
0 2' 4' 8'
VERTICAL SCALE



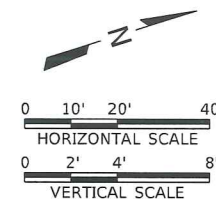
40,000 ft / in.

PLAN LEGEND

- 9" CONCRETE ROADWAY PAVEMENT
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- PROPOSED FENCE AND GATE
- CHANNEL FLOW DIRECTION
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Phone - (817) 735-7300
Web - www.freese.com

CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)

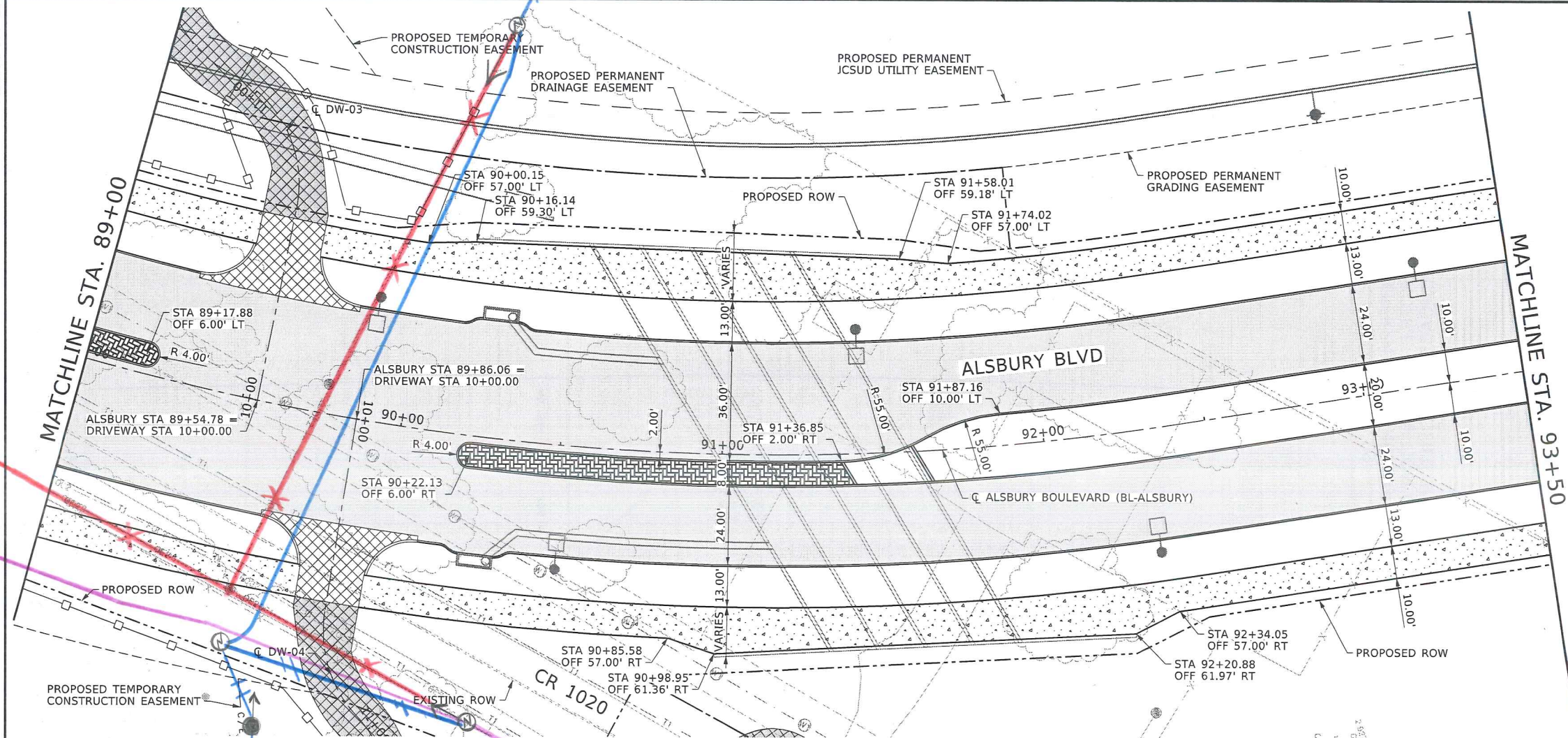
PAVING PLAN AND PROFILE
STA. 89+00 TO 93+50

NO.	ISSUES	BY	DATE	F&N JOB NO.	SHEET
				BUR15115	PV-03
			DATE	2/24/2023	
			DESIGNED	LAR	SEQ.
			DRAWN	ZLG	
			CHECKED	TCB	

VERIFY SCALE 1" = 40' Bar is one inch on original drawing. If not one inch on this sheet, adjust scale.

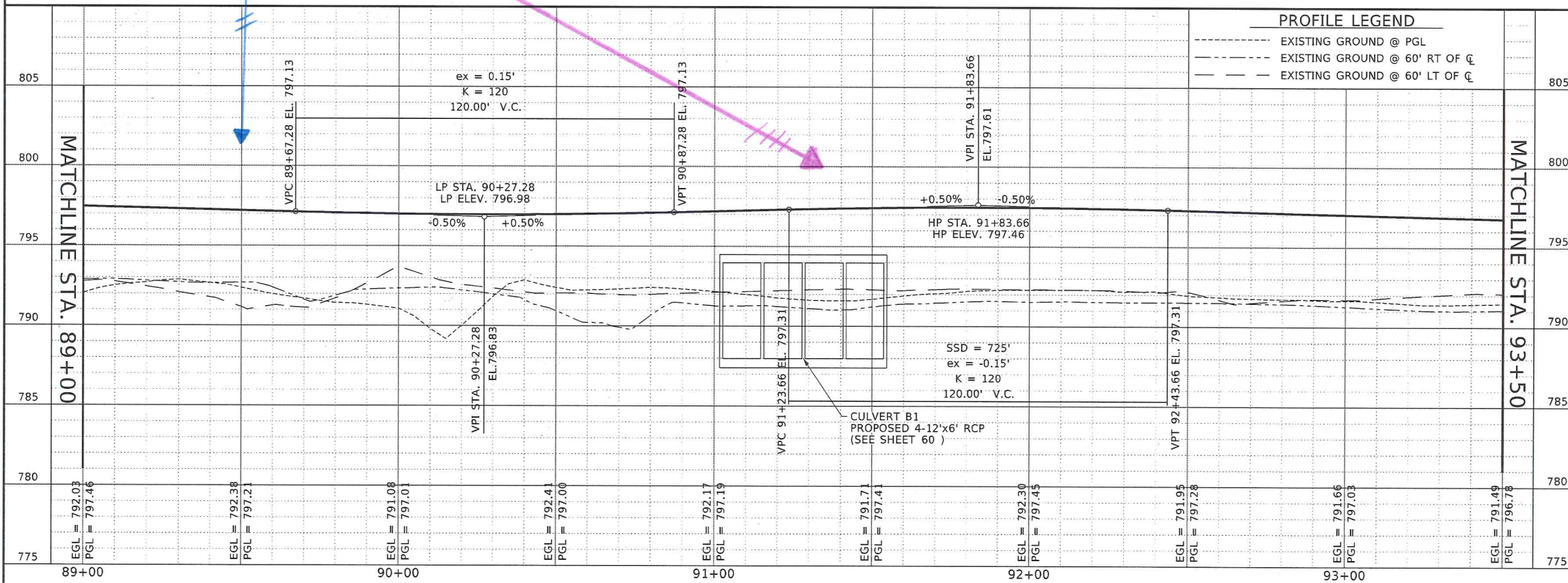
283

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PROFILE LEGEND

- EXISTING GROUND @ PGL
- EXISTING GROUND @ 60' RT OF CL
- EXISTING GROUND @ 60' LT OF CL



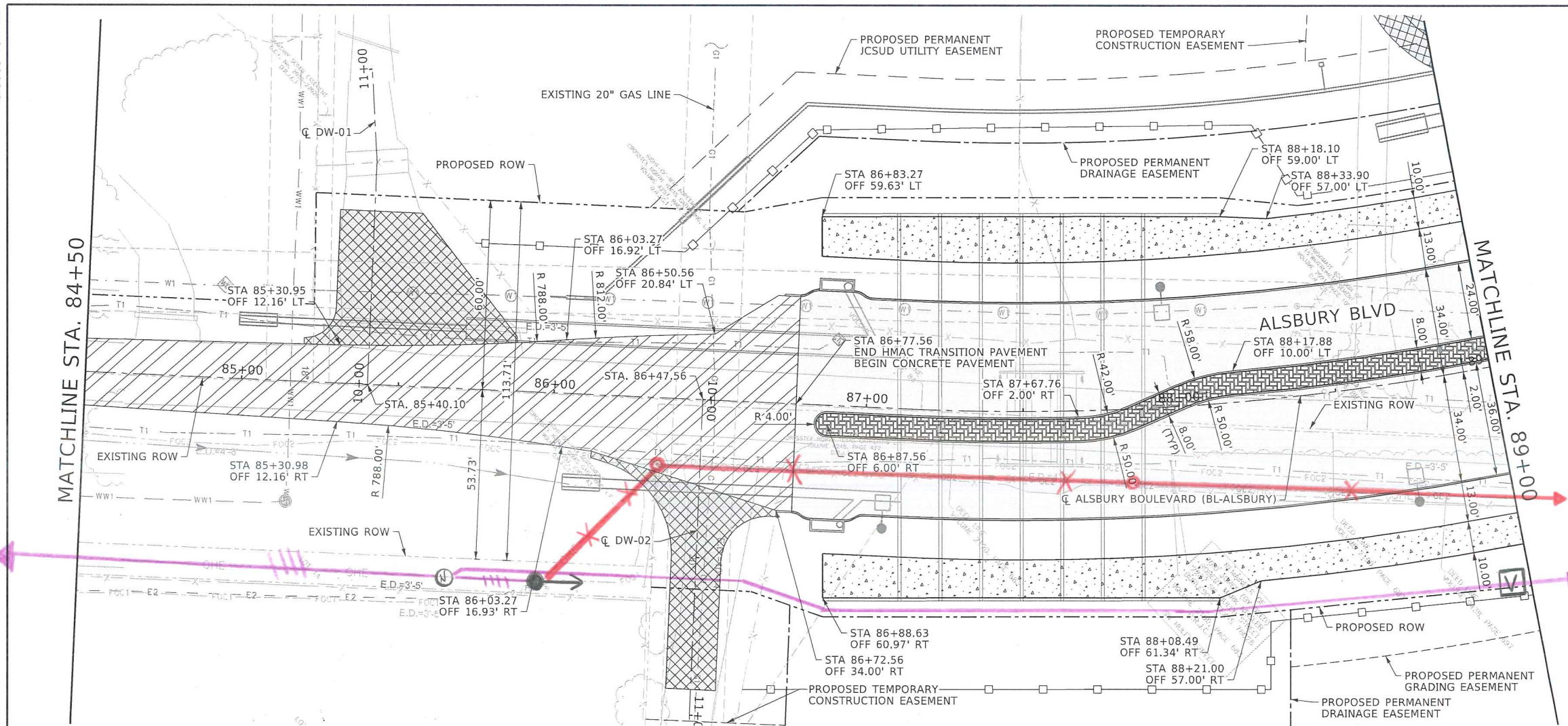
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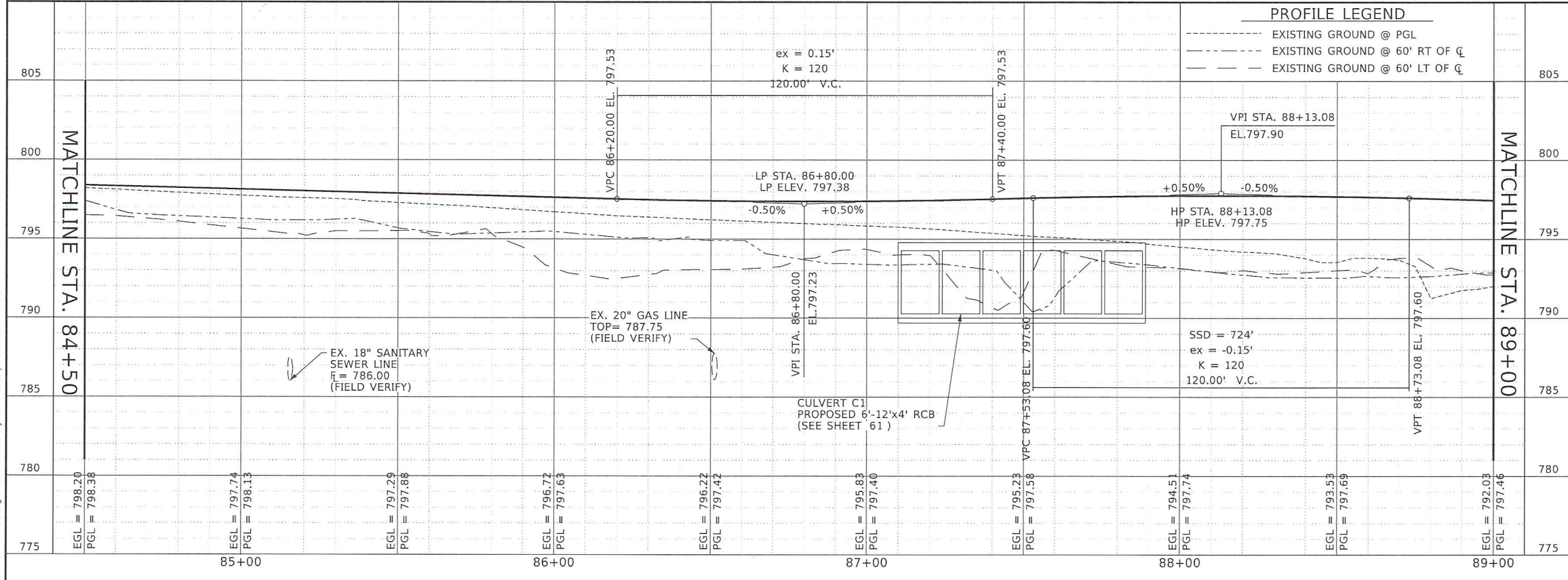
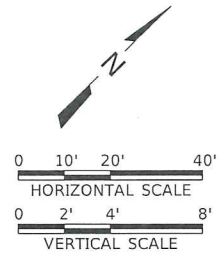
cv-trt-pl-road03.s

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- PLAN LEGEND**
- 9" CONCRETE ROADWAY PAVEMENT
 - 9" HMA ROADWAY PAVEMENT (4" TYPE D, 5" TYPE B)
 - 6" HMA DRIVEWAY PAVEMENT (2" TYPE D, 4" TYPE B)
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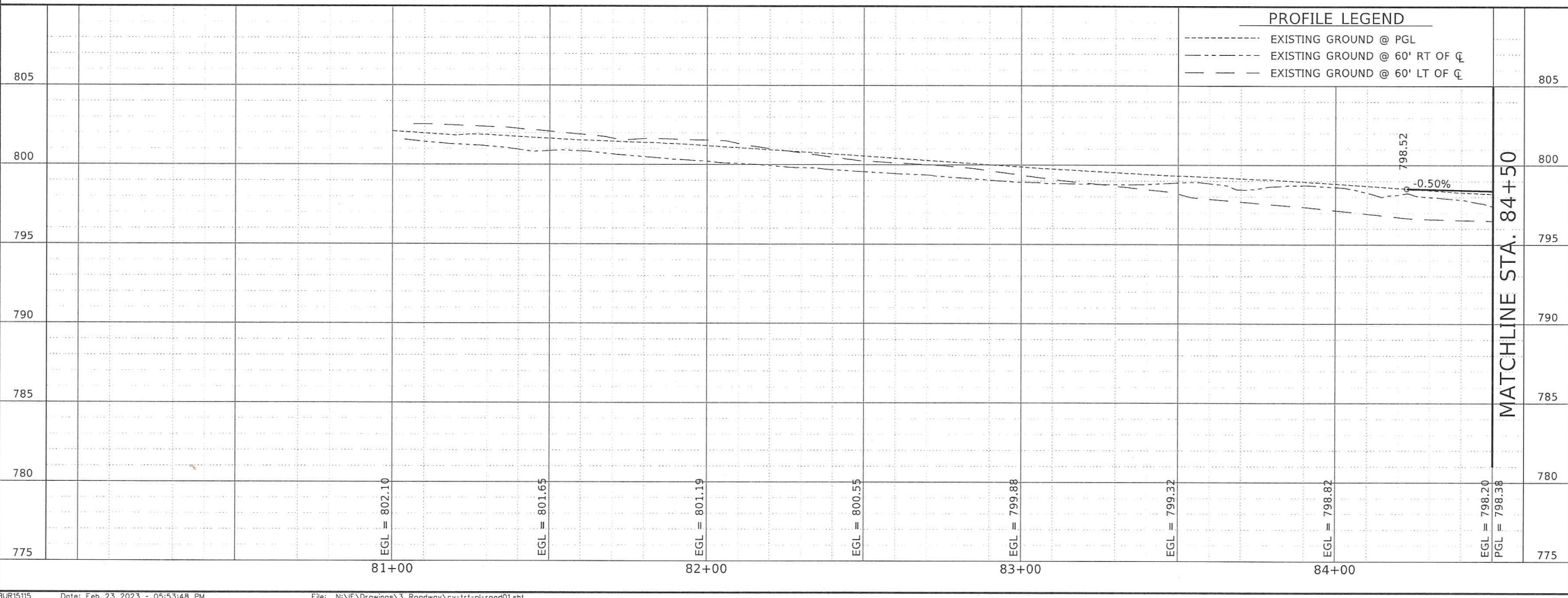
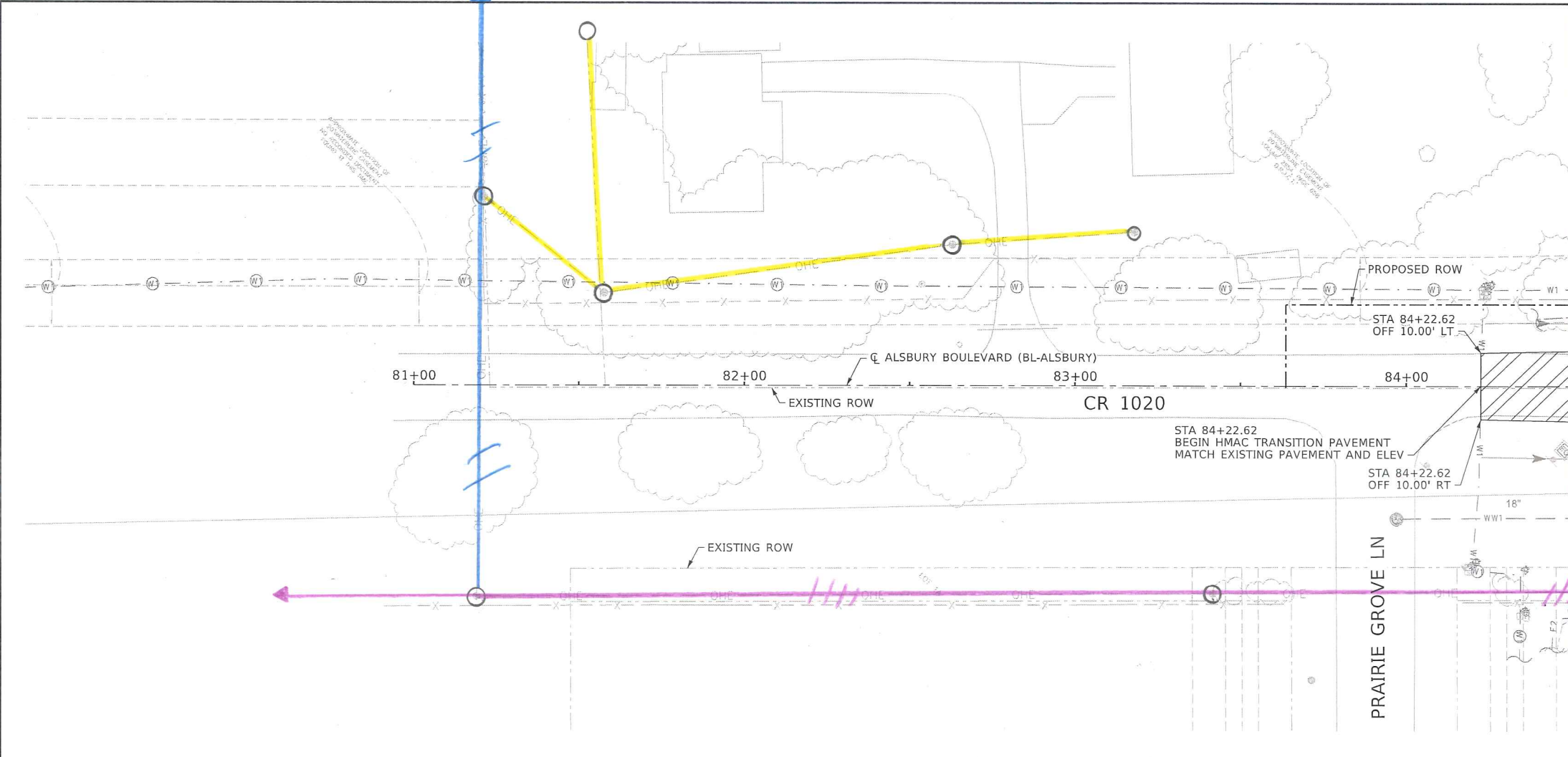
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CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)
**PAVING PLAN AND PROFILE
STA. 84+50 TO 89+00**

NO.	ISSUES	BY	DATE	F&N JOB NO.	SHEET
				BUR15115	PV-02
				DATE 2/24/2023	
				DESIGNED LAR	SEQ.
				DRAWN ZLG	
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VERIFY SCALE 1
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0 10' 20' 40'
HORIZONTAL SCALE
0 2' 4' 8'
VERTICAL SCALE

PROFILE LEGEND

- EXISTING GROUND @ PGL
- EXISTING GROUND @ 60' RT OF CL
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CITY OF BURLESON, TEXAS
SW ALSBURY BOULEVARD
FROM CR 1020 TO CR 920 (PHASE 2)

PAVING PLAN AND PROFILE
BEGINNING TO STA. 84+50

NO.	ISSUES	BY	DATE	F&N JOB NO.	SHEET
				BUR15115	PV-01
				DATE 2/24/2023	
				DESIGNED LAR	SEQ.
				DRAWN ZLG	
				CHECKED TCB	

VERIFY SCALE 1
0 Bar is one inch on original drawing.
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31
285

City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony McIlwain, Development Services Director

MEETING: November 3, 2025

SUBJECT:

2520 CR 913 (Case 25-259): Hold a public hearing and consider and take possible action on an ordinance for a zoning change request from "A" Agricultural to "C" Commercial for future development. (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval 8-0)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Dynamic & Preferred City Through Managed Growth	2.2 Promote sustainable residential and commercial development through strategic and long-term planning

SUMMARY:

On September 2, 2025, an application was submitted by Paul Johnson representing Crossroads Property Group, LLC (owner) to change the zoning of approximately 2.6625 acres of land to "C" Commercial for future commercial development.

DEVELOPMENT OVERVIEW:

Prior to any development of the site a commercial site plan and plat submittal will be required. If the zoning change request is approved, all development will have to conform to the requirements and land uses of the C, Commercial zoning district.

Zoning and Land Use Table

	Zoning	Use
Subject Site	A, Agricultural	Undeveloped

North	A, Agricultural	Residential
East	FM 1902 / SFE, Single-family Estate	Undeveloped
South	CR 913 / A, Agricultural	Undeveloped
West	A, Agricultural	Agricultural / Stables

This site is designated in the Comprehensive Plan as Chisholm Trail Corridor

Land uses along the Chisholm Trail Corridor should be primarily nonresidential, with the primary use being large-scale professional campuses, such as office parks or medical centers. Complementary large-scale retail will also be appropriate. Corresponding zoning districts may include GR, General Retail and C, Commercial.

Staff has determined the requested zoning district and use align with the Comprehensive Plan based on the requested district and proximity to the Chisholm Trail Corridor as well as being located on the corner of the CR 913 / FM 1902 intersection.

Engineering:

Engineering civil construction reviews and platting will be required prior to the development of the site.

RECOMMENDATION:

Recommend approval to City Council for an ordinance for the zoning change.

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

October 14, 2025 : The Planning and Zoning Commission recommended approval 8-0.

REFERENCE:

[City of Burleson, TX PLAT REQUIREMENTS](#)

FISCAL IMPACT:

None.

STAFF CONTACT:

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

ZC Case 25-259

PRESENTED TO CC– 11.3.25

TONY MCILWAIN

DEVELOPMENT SERVICES DIRECTOR

ZC – 2520 CR 913

Location:

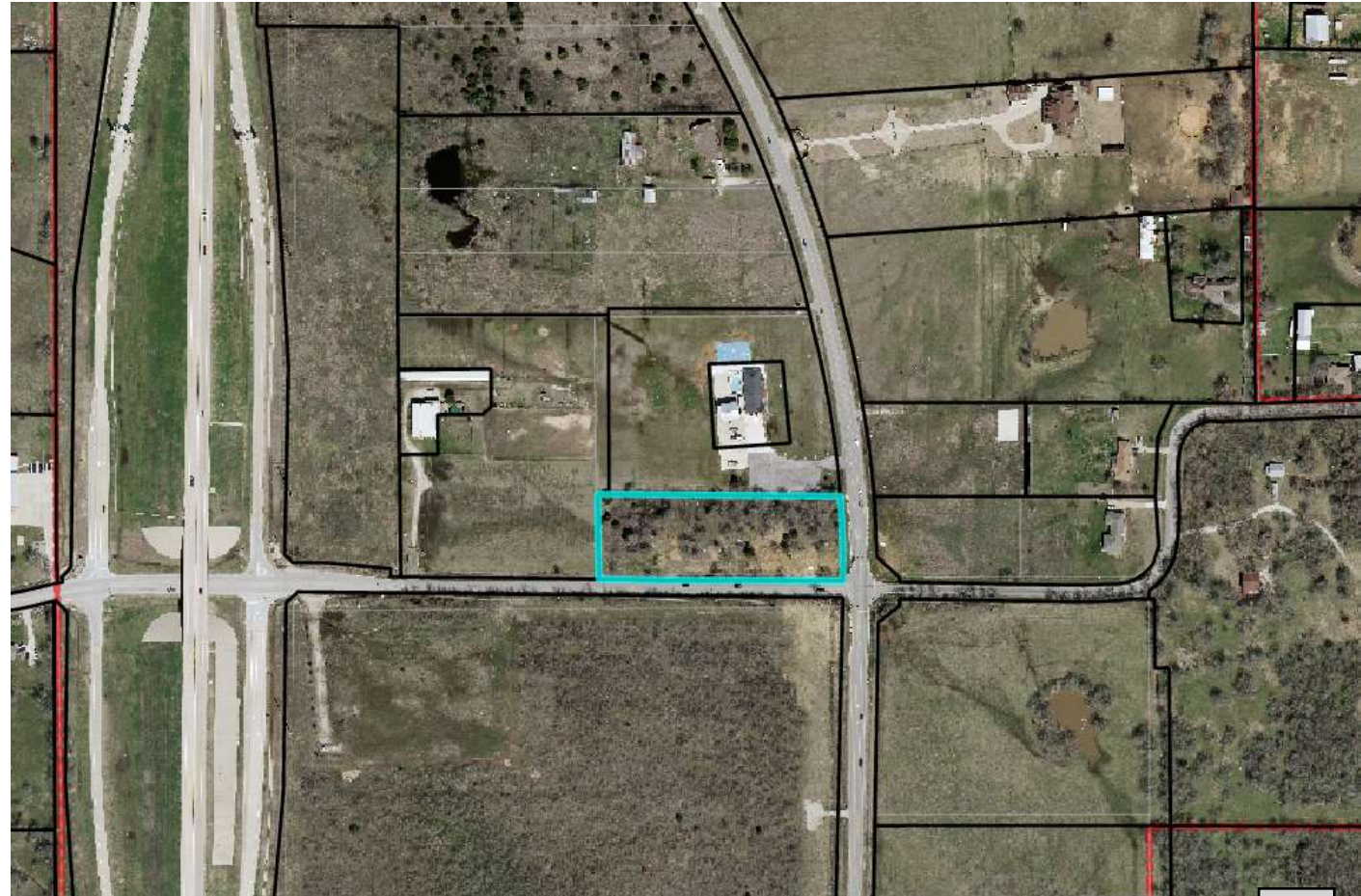
- 2520 CR 913
- NW Corner of FM1902 & CR 913

Applicant:

- Paul Johnson/Crossroads Property Group, LLC (Owner)

Item for approval:

Zoning Change from “A” Agricultural to “C” Commercial (Case 25-259).

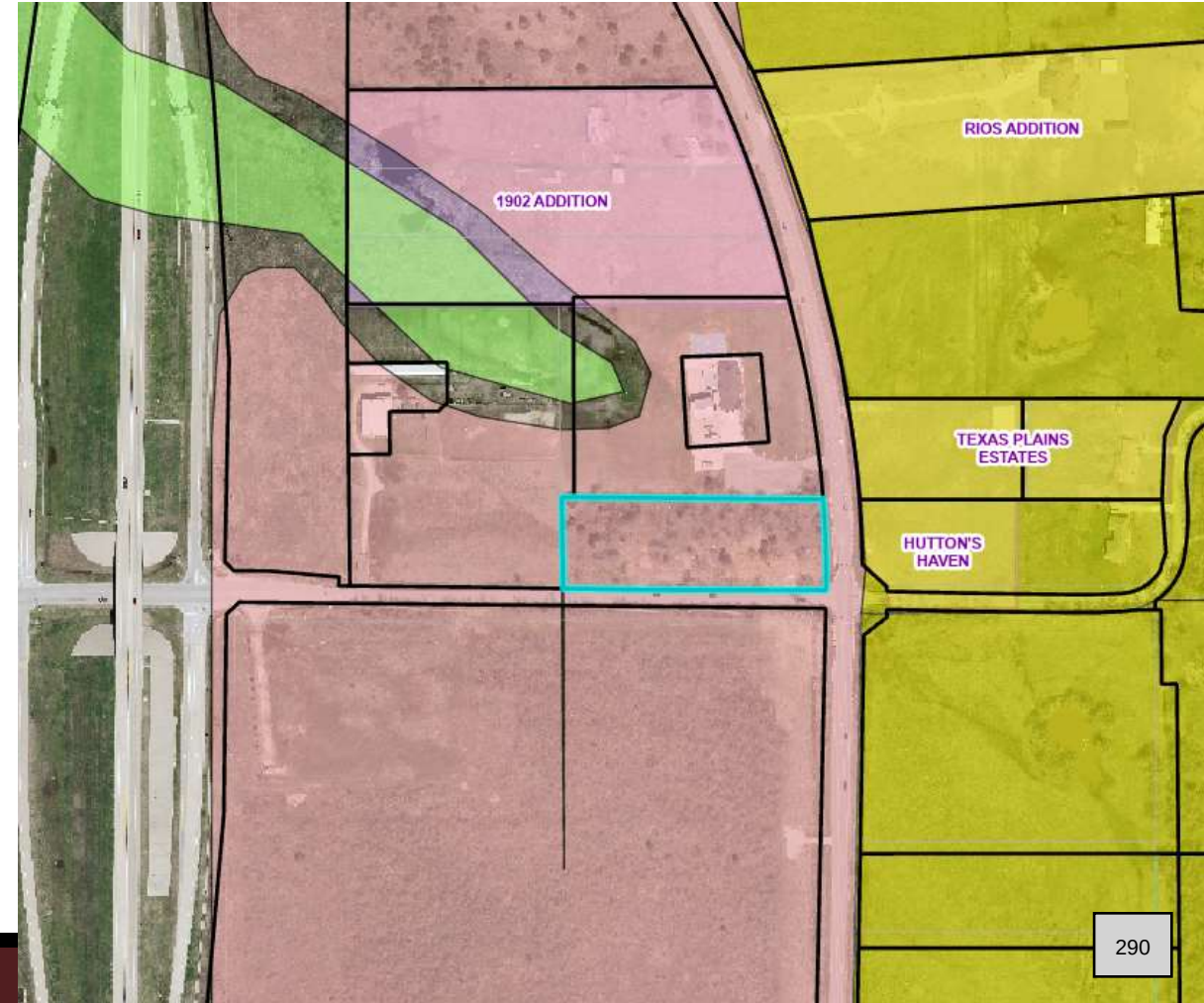
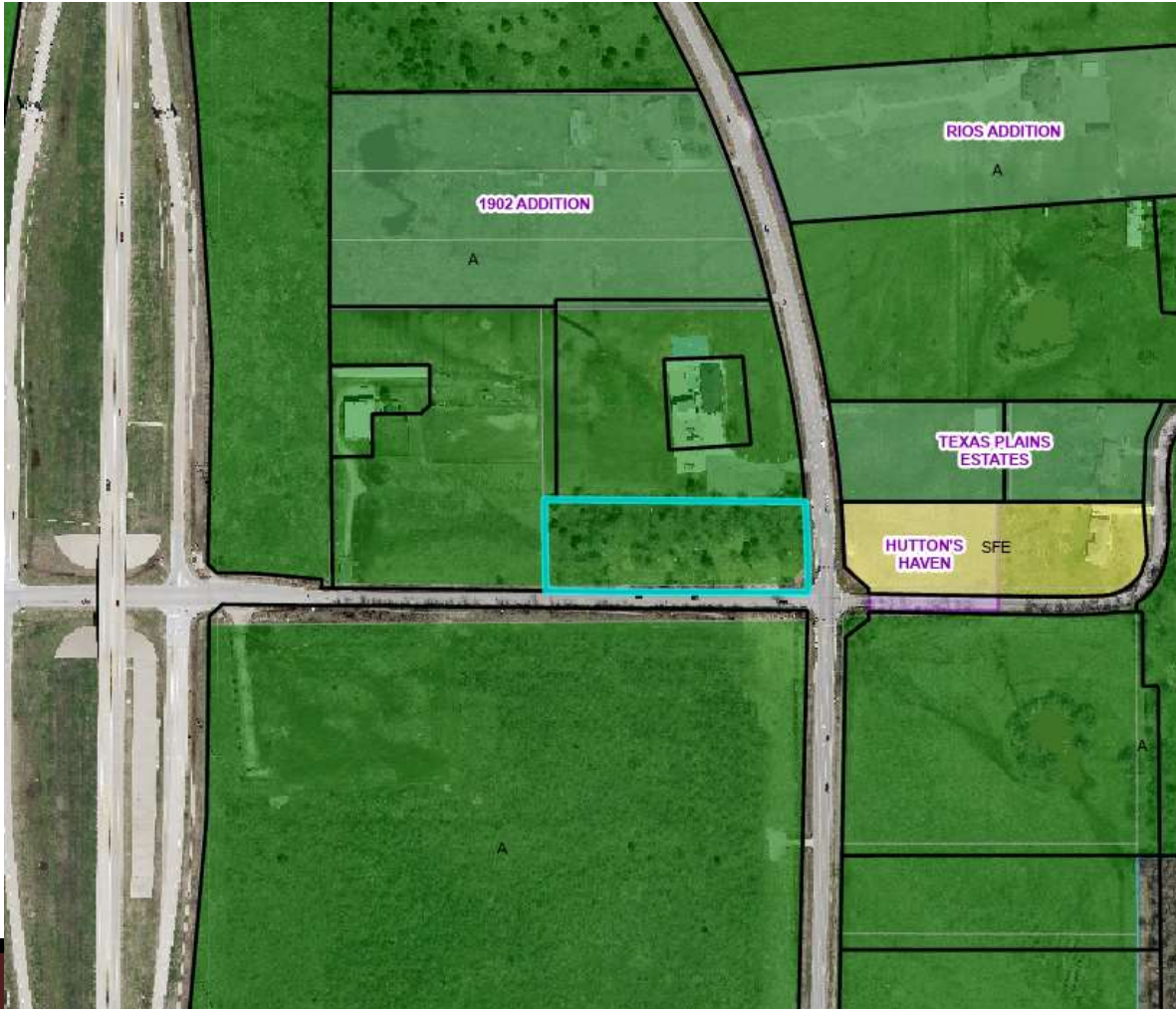


Zoning

A, Agricultural

Comprehensive Plan

Chisholm Trail Corridor



C, Commercial Land Usage

Allowed by-right

Amusement, commercial (outdoor)
Auto uses (repair, carwash, sales, etc.)
Convenience Store
Drop-in child care
Grocery store
Hospital
Motel
Office, business, professional, or medical
Religious Institution
Retail uses
Rodeo grounds
School
Studio, art, health, or fitness
Wholesale sales/storage

Specific Use Permit required

Amusement, commercial (indoor)
Animal pound or kennels
Community center (private)
Liquor store
Mini warehouse
Mini golf
Small tractor or farm equipment sales/repair
Tattoo studio
Taxidermy zoo

Commercial Site Development

Platting, commercial site plan review, and engineering civil construction reviews will be required prior to development of the site.

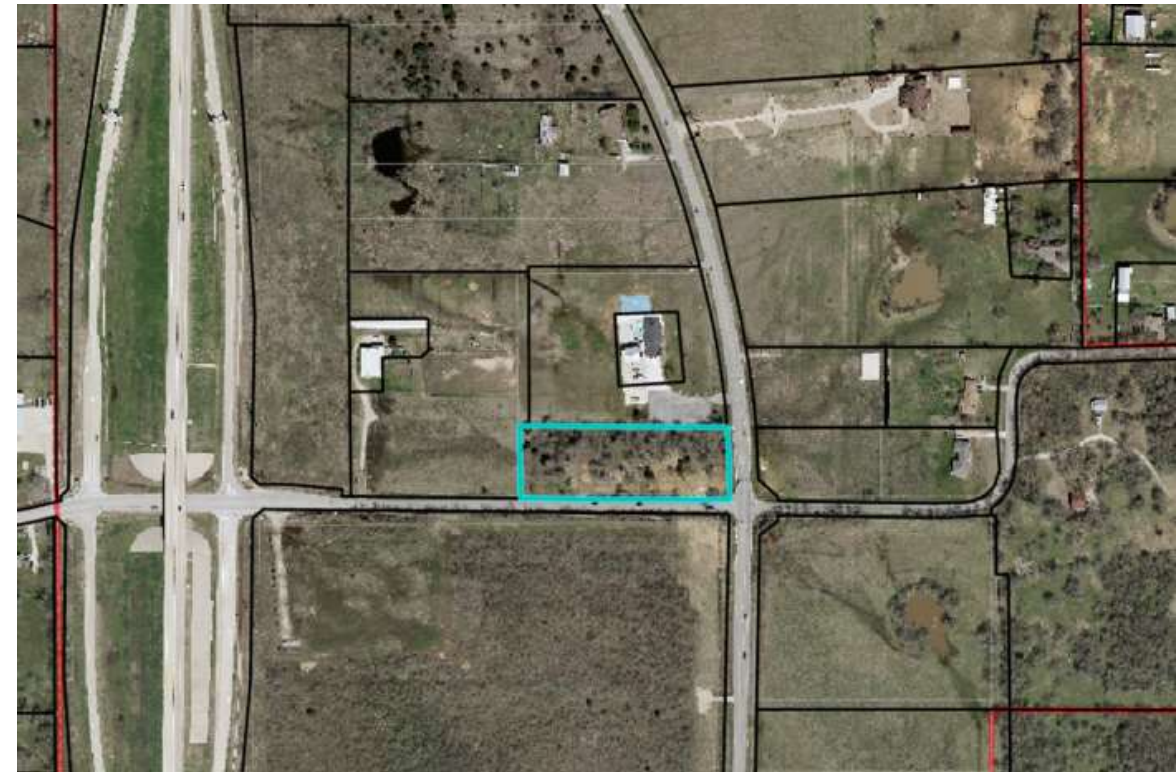
Landscaping, screening, and parking will be reviewed at the commercial site plan phase.

Transitional screening will be required along the entirety of the northern property align except where visibility triangles or easements are required.

- Shall be 8 feet in height; and

- Provide a visual barrier between properties; and

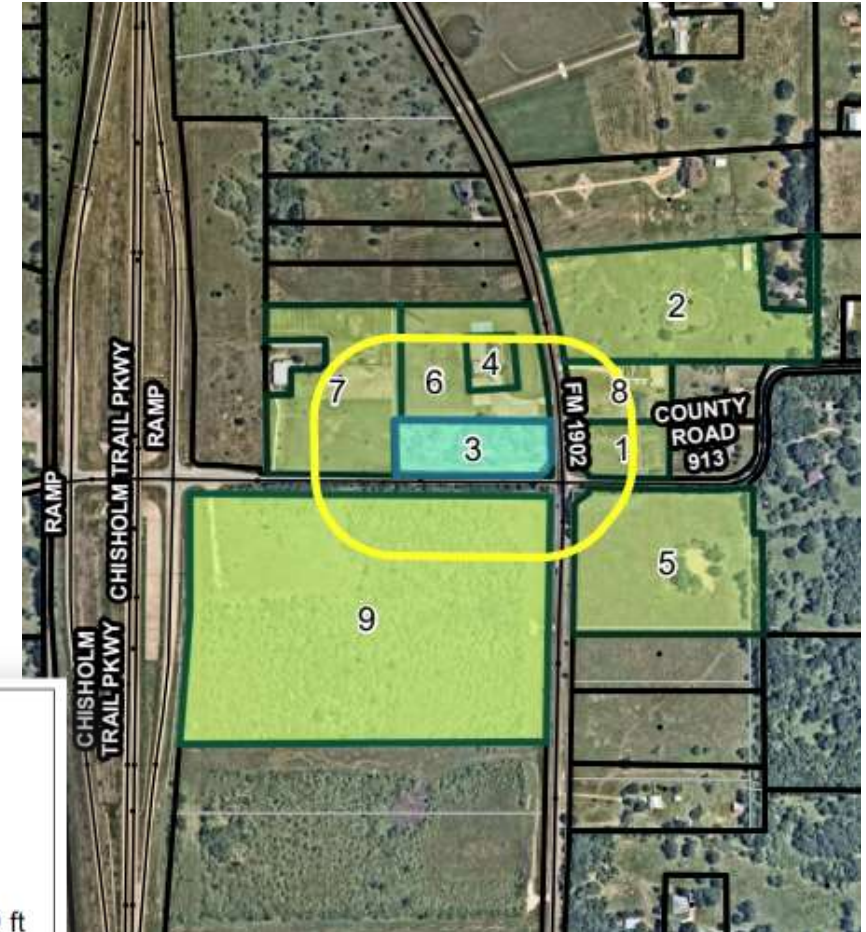
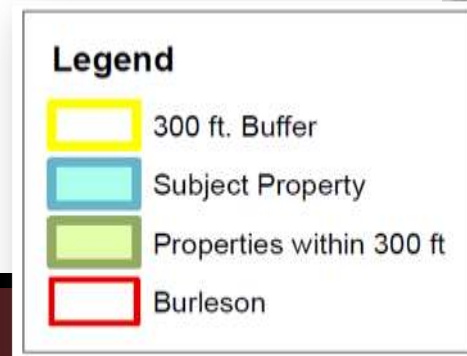
- Be constructed of solid masonry or reinforced concrete.



ZC – 2520 CR 913

Public Hearing Notice:

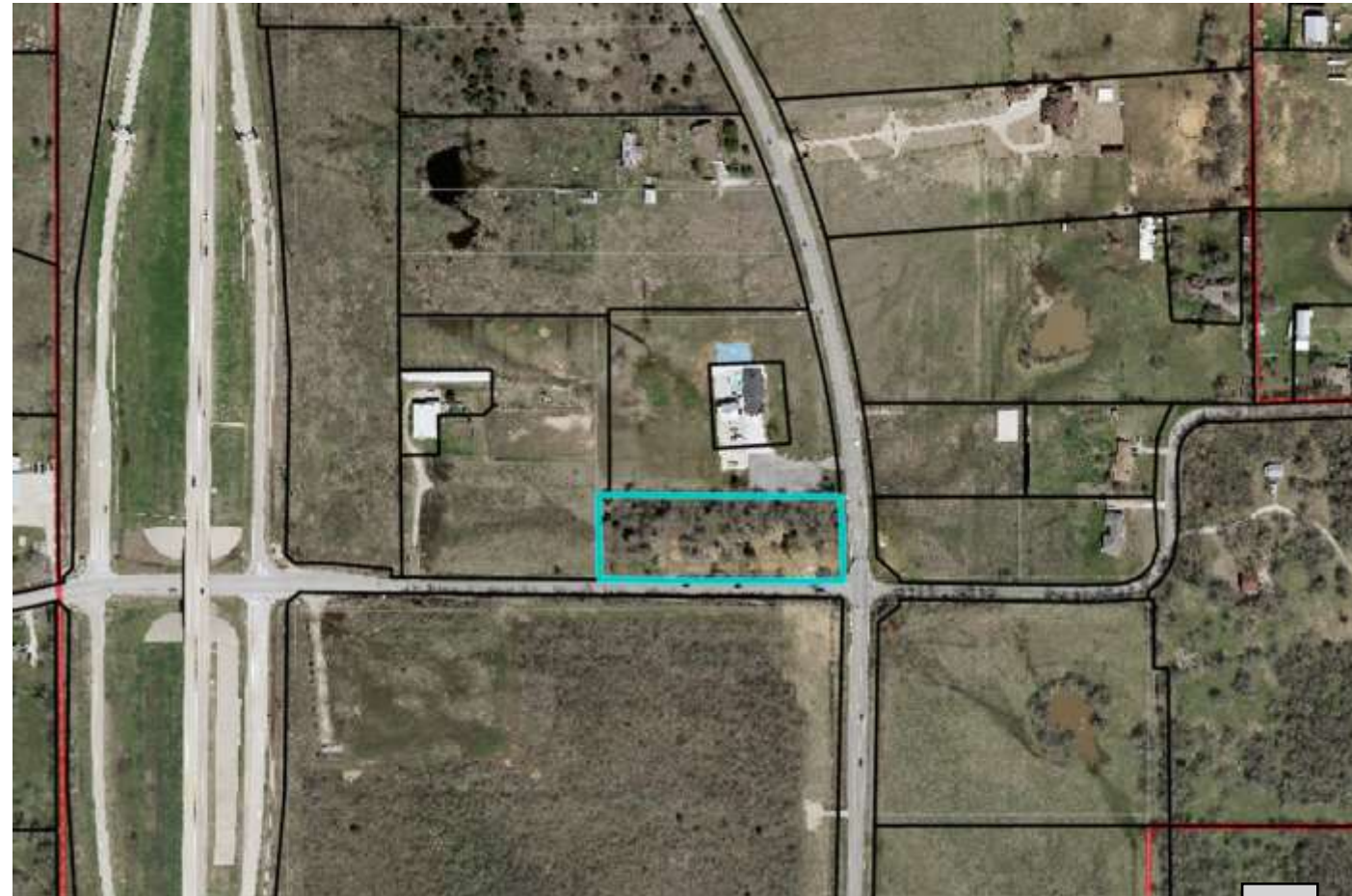
- Public notices were mailed to property owners (based on current JCAD records) within 300 feet of subject property.
- Published in the newspaper.
- Sign Posted on the property.
- At this time staff has received no formal opposition



ZC – 2520 CR 913

Staff Recommendation:

- Staff has determined that the requested zoning category and location of the property on the FM 1902 / CR 913 align with the Comprehensive Plan.
- Staff recommends approval of the ordinance for a zoning change.



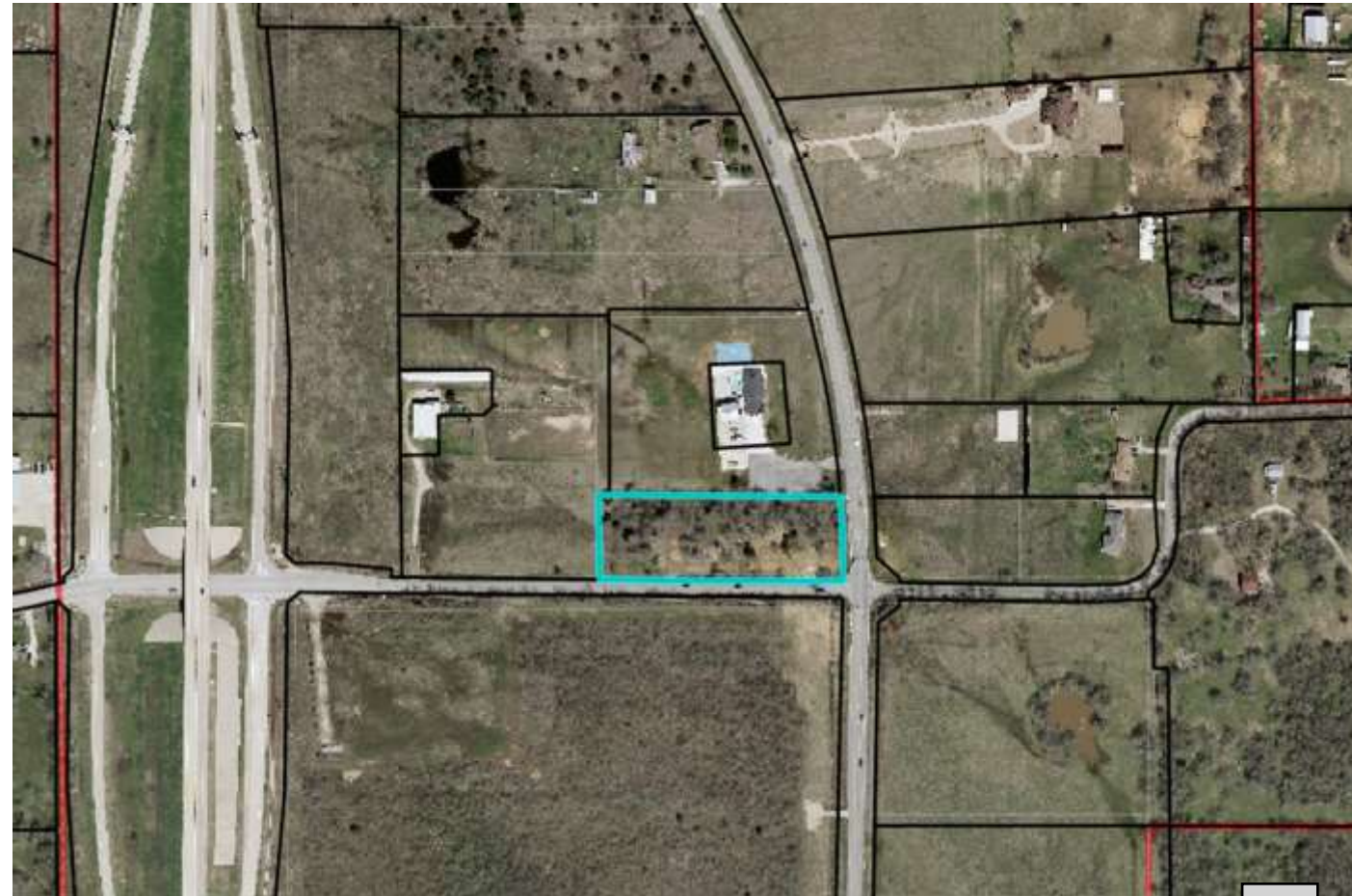
ZC – 2520 CR 913

P&Z Summary:

- Recommended approval unanimously (8-0)
- P&Z commissioner asked about the Comprehensive Plan (Chisholm Trail Corridor).
- P&Z commissioner asked about existing uses in the area.

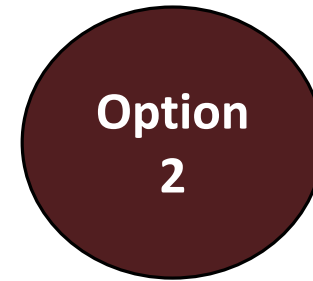
Staff Recommendation:

- Staff has determined that the requested zoning and use align with the Comprehensive Plan.
- Staff recommends approval of the ordinance for a zoning change.





**Recommend
Approval**



**Recommend
Denial**



Questions / Comments

Tony McIlwain

Director

tmcilwain@burlesontx.com

817.426.9684

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 2.6625 ACRES OF LAND; BEING SITUATED IN THE G.R. SHANNON SURVEY, KNOWN AS 2520 COUNTY ROAD 913, AND FURTHER DESCRIBED IN THE ATTACHED LEGAL DESCRIPTION, FROM “A” AGRICULTURAL TO “C” COMMERCIAL; 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 Paul Johnson on September 2, 2025, under Case Number 25-259, on property described herein below filed application with the City petitioning an amendment of the Zoning Ordinance and Map so as to rezone and reclassify said property from its current zoning classification; 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 rezoning 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 approval to the City Council of Burleson, Texas, that the hereinafter described property be rezoned from its classifications of Agricultural (A) to Commercial (C) 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 **Agricultural (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 MAP AND ZONING AMENDMENT

The Official Zoning Map is hereby amended insofar as it relates to certain land located in Burleson, Texas, described on the legal description attached as **Exhibit A**, by changing the zoning of said property from A, Agriculture district to the C, Commercial district for non-residential development.

Section 2

The property shall be developed and used in accordance with the applicable provisions of the City of Burleson, Code of Ordinances.

Section 3.

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 4.

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

Section 5.

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 6.

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 7.

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 8.

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 9.

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:

Amanda Campos, City Secretary

APPROVED AS TO FORM:

E. Allen Taylor, Jr., City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION:

All that certain lot, tract or parcel of land situated in the County of Johnson, State of Texas, being a part of the G. R. Shannon Survey, Abstract No. 792, and being more particularly described by metes and bounds as follows, with all bearings correlated to the North line of County Road No. 913 (North 89 degrees 27 minutes 00 seconds West):

BEGINNING at a set 1/2 inch steel rod in the North line said County Road No. 913, lying North, 29.9 feet and South 89 degrees 27 minutes 00 seconds East, 1294.6 feet from the Southwest corner of said Shannon Survey;

THENCE North 01 degrees 02 minutes 00 seconds West along a wire fence, 203.11 feet to a found 11/2 inch steer rod;

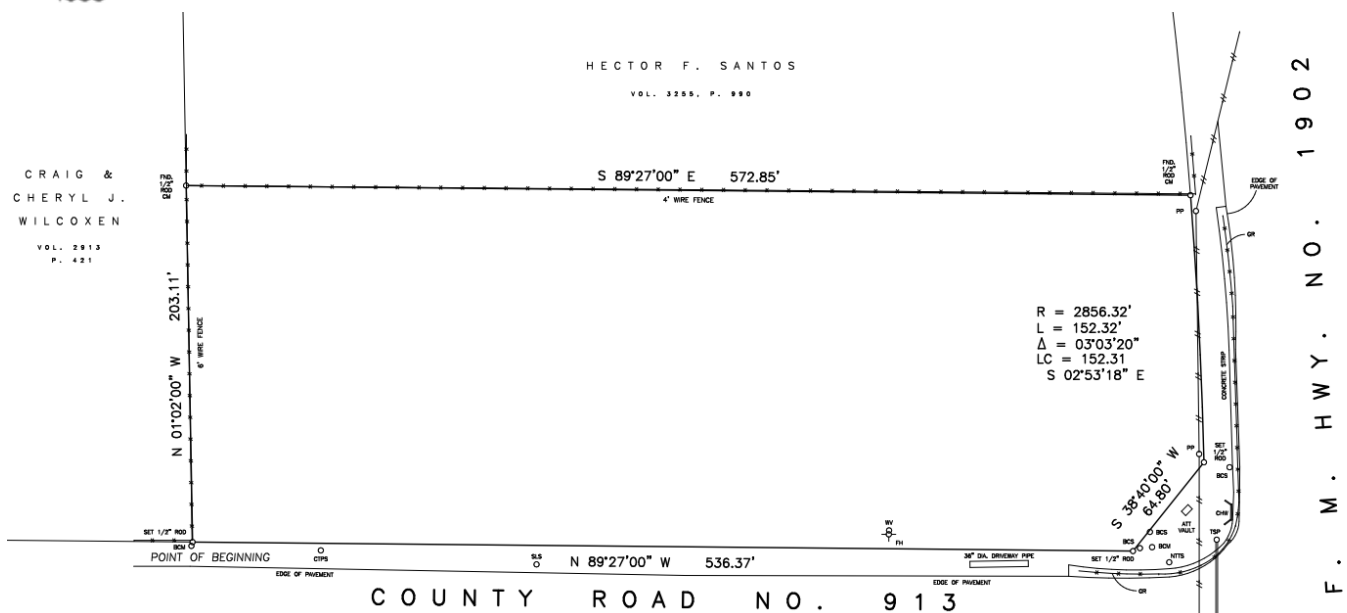
THENCE South 89 degrees 27 minutes 00 seconds East along a wire fence, 572.85 feet to a found 1/2 inch steel rod in the West right-of-way line of F. M. Highway No. 1902;

THENCE along the West right-of-way line of said F. M. Highway No. 1902, the following two calls:

Along the arc of a curve to the right whose radius bears South 85 degrees 35 minutes 02 seconds West, 2856.32 feet (long chord bears South 02 degrees 53 minutes 18 seconds East, 152.31 feet) an arc length of 152.32 feet to a set 1/2 inch steel rod; and

South 38 degrees 40 minutes 00 seconds West, 64.80 feet to a set 1/2 inch steel rod in the North right-of-way line of said County Road No. 913;

THENCE North 89 degrees 27 minutes 00 seconds West along the north right-of-way line of said County Road No. 913, 536.37 feet to the Point of Beginning, and containing 2.6625 acres (115,976 square feet) of land, more or less



City Council Regular Meeting

DEPARTMENT: City Manager's Office
FROM: Harlan Jefferson, Deputy City Manager
MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a resolution formally requesting that the Board of Directors of the Central Appraisal District of Johnson County (JCAD) direct a reappraisal of commercial property within the district to ensure appraisals are accurate and equitable. *(Staff Contact: Harlan Jefferson, Deputy City Manager)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Focus Area 1	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:

JCAD is responsible for appraising all taxable property within its jurisdiction for ad valorem tax purposes. Staff discussions with JCAD leadership confirm that commercial property is among the categories of property not reappraised annually under the district's reappraisal plan. This raises concerns about the accuracy and equity of commercial appraisals.

PROCUREMENT METHOD:

N/A

RECOMMENDATION:

Staff recommends approval as presented.

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

On November 6, 2024, the Finance Committee received a report and presentation on the impact of the reappraisal plans of JCAD and Tarrant Appraisal District (TAD).

On November 18, 2024, the City Council received a report and presentation on the impact of the reappraisal plans of JCAD and Tarrant Appraisal District (TAD).

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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



JCAD Reappraisal Resolution

PRESENTED TO THE CITY COUNCIL ON
NOVEMBER 3, 2025

JCAD Reappraisal Plan

Roadmap

- CADs Purpose and Function
- Legislative Background
- CADs Core Responsibilities
- Purpose of a Reappraisal Plan
- Appraisal Frequency: Key Changes
- Properties Requiring Annual Review
- Sustaining 2024 Values
- Board Approval Requirements
- Analysis of Potential Revenue Impact

CADs Purpose and Function

- Central Appraisal Districts (CADs) are responsible for the **local property tax appraisal** and **exemption administration** for all taxing units within their jurisdiction.
- Their mission is to ensure **fair and equitable property valuations** that form the basis for local tax collections used for public services.

Legislative Background

- CADs were created as a result of the Texas Property Tax Code, enacted in 1980, to provide uniform appraisals for taxation.
- Before CADs, taxing units appraised properties independently, leading to inequalities and inconsistencies in property values.
- CADs help ensure transparent and standardized appraisals across different areas and taxing units.

CADs Core Responsibilities

- Appraise all real and personal property within the district.
- Determine eligibility for tax exemptions (e.g., homestead, agricultural, and veteran exemptions).
- Produce property valuations that are used by school districts, cities, and counties to levy taxes.

Purpose of a Reappraisal Plan

- The reappraisal plan outlines the timing and processes used by the district to conduct property reappraisals in compliance with the Texas Property Tax Code.
- It ensures that property values are kept accurate, current, and equitable.

JCAD Appraisal Frequency: Key Changes

- JCAD Board of Directors has made key changes:
 - Reappraisal cycle moved from annually to every three years.
 - Market values will not be raised unless supported by clear and convincing evidence per the Texas Property Tax Code 23.01(e).

JCAD Properties Requiring Annual Review

- Certain properties must still be appraised annually, including:
 - Business Personal Properties (through renditions)
 - Mineral Properties
 - Utility Properties
 - Industrial Properties

TAD Properties Requiring Annual Review

- Certain properties must still be appraised annually, including:
 - All Commercial Properties
 - Business Personal Properties (through renditions)
 - Mineral Properties
 - Industrial Properties

JCAD Sustaining 2024 Values

- Property values set in 2024 will be sustained for both the 2025 and 2026 tax years, with the following exceptions:
 - Changes to homestead property values (Texas Property Tax Code 23.23).
 - Properties qualifying under the Circuit Breaker provision (Texas Property Tax Code 23.231).

JCAD Board Approval Requirements

- Reappraisal can only occur if:
 - There are significant market changes.
 - In response to the state study results.
 - Property values decrease substantially.

JCAD Annual Review Process

- Even with the change to a three-year cycle, the district will continue to:
 - Conduct field inspections and analyze data.
 - Make adjustments for new properties and those that escaped prior reappraisal.
 - Comply with the Uniform Standards of Professional Appraisal Practice (USPAP) guidelines.

JCAD Stratification Implications Model

	Residential	Multi-Family	Rural Land	Commercial / Industrial
City of Burleson	100.41%	94.57%	66.75%	65.66%
Burleson ISD	98.25%	94.57%	65.08%	72.28%
Johnson County	96.39%	99.42%	77.05%	66.97%
Cleburne ISD	93.99%	90.96%	78.49%	75.22%
City of Cleburne	97.27%	90.96%	67.81%	75.22%

Note: Because of limited data points, the reliability of the projections is uncertain; however, the data still supports annual appraisal of commercial properties.

Projected Revenue Impact (JCAD's Data)

	Residential	Multi-Family	Rural Land	Commercial / Industrial	Total
City of Burleson	119,254	(147,468)	(293,611)	(1,603,129)	(1,924,954)
Burleson ISD	(635,834)	(258,324)	(1,035,184)	(2,106,714)	(4,036,056)
Johnson County	(1,834,199)	(14,878)	(2,500,359)	(2,417,922)	(6,767,358)
Cleburne ISD	(276,976)	(54,689)	(253,711)	(476,192)	(1,061,567)
City of Cleburne	(333,785)	(125,490)	(226,038)	(838,887)	(1,524,199)
Total	(2,961,541)	(600,848)	(4,308,902)	(7,442,844)	(15,314,134)

Note: Because of limited data points, the reliability of the projections is uncertain; however, the data still supports annual appraisal of commercial properties.

Percent of Total Property Values

Market Value

	Tax Year 2021	Tax Year 2022	Tax Year 2023	Tax Year 2024	Tax Year 2025
Residential	57.53%	59.89%	61.03%	61.46%	60.74%
Commercial	9.20%	7.84%	7.92%	7.83%	7.67%

Fiscal Impact to Burleson

- Potential annual loss: **\$1.9 million+**
- Direct effect on:
 - Service delivery (police, fire, streets, etc.)
 - Capital improvements
 - Long-term financial stability

Questions from Council Members

Recommendation

Move to approve a resolution formally requesting that the Board of Directors of the Central Appraisal District of Johnson County direct a reappraisal of commercial property within the district to ensure appraisals are accurate and equitable.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, FORMALLY REQUESTING THAT THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY CONDUCT A REAPPRAISAL OF COMMERCIAL PROPERTY; PROVIDING 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 Central Appraisal District of Johnson County (“JCAD”) is responsible for appraising property within the district for ad valorem tax purposes pursuant to the Texas Property Tax Code; and

WHEREAS, the City Council of the City of Burleson has confirmed that certain categories of property, including commercial property, are not subject to annual reappraisal under the current JCAD reappraisal plan; and

WHEREAS, Texas Tax Code § 6.155 prohibits members of a taxing unit’s governing body from communicating directly with appraisal district staff for the purpose of influencing property valuations, but does not preclude a governing body from formally directing requests to the appraisal district board of directors through an official resolution; and

WHEREAS, the City Council desires to exercise this authority in a lawful and transparent manner to ensure the accuracy and fairness of commercial property valuations.

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

Section 1.

The City Council hereby formally requests that the Board of Directors of the Central Appraisal District of Johnson County direct a reappraisal of commercial property within the district to ensure appraisals are accurate, equitable, and reflective of current market values. The City Council further respectfully requests that JCAD provide a report of its findings and any subsequent reappraisal adjustments to all taxing entities within the district.

Section 2.

The City Council hereby directs that the City Secretary deliver a copy of this resolution to the Board of Directors of JCAD immediately upon adoption.

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 LEGAL FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: City Manager's Office

FROM: Janalea Hembree, Assistant to the City Manager

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a resolution casting an official ballot and allocating votes for members to the Tarrant Appraisal District Board of Directors. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Focus Area 1	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The term of service for two members of the Tarrant Appraisal District Board of Directors are set to expire on December 31, 2025. At the October 6th meeting, city council made the nomination of Sayeda Syed to the Tarrant Appraisal District Board of Directors. The action item before council is to cast an official ballot and allocate the 3 allotted votes to the candidates on the ballot. The council may cast all votes on one candidate or divide them up to any candidate on the ballot.

PROCUREMENT METHOD:

N/A

RECOMMENDATION:

N/A

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

October 6, 2025: Nominated Sayeda Syed to the ballot

REFERENCE:

Resolution CSO#5952-10-2025

FISCAL IMPACT:

Proposed Expenditure/Revenue:

Project Number:

Fund:

Account Number(s):

Account Description:

STAFF CONTACT:

Janalea Hembree
Assistant to the City Manager
jhembree@burlesontx.com
817-426-9299



Appraisal District Vote Allocations

PRESENTED TO THE CITY COUNCIL – NOVEMBER 3

JANALEA HEMBREE, ASSISTANT TO THE CITY MANAGER

GENERAL INFORMATION

Boards

- 5 Members appointed by the districts within its jurisdiction
- 3 Members elected by majority vote at the general November election
- 1 Tax Assessor-Collector
- New Term starts January 1, 2026

Roles & Responsibilities

- Hire the Chief Appraiser
- Govern the district
- Adopt the annual budget
- Does not appraise properties

District Votes

- Each taxing authority is allocated votes, based on share of the tax levy
- Votes may be apportioned in any way
- Ballots due before December 15, 2025

Johnson County

BOARD & VOTE INFORMATION

- Burleson entitled to 164 votes
- 2,000 votes in total
- District voted members (2) will serve for the calendar years 2026-2029

CANDIDATES

- Ignacio Hernaiz*
- Jason Marbut*
- Peter Svendsen

*Nominated by City of Burleson
Current board members are underlined

Tarrant County

BOARD & VOTE INFORMATION

- Burleson entitled to 3 votes
- 2,000 votes in total
- District voted members (2) will serve for the calendar years 2026-2029.

CANDIDATES

- Michael Alfred
- Wendy Burgess
- Eric Crile
- Sayeda Syed*

*Nominated by City of Burleson
Current board members are underlined

Option
1

Cast an official ballot and
allocate 164 votes to
candidate(s) that appear on
the ballot for Central Appraisal
District of Johnson County
Board of Directors

Option
2

Take no action

CANDIDATES

- Ignacio Hernaiz*
- Jason Marbut*
- Peter Svendsen

*Nominated by City of Burleson
Current board members are underlined

**Option
1**

Cast an official ballot and allocate 3 votes to candidate(s) that appear on the ballot for Tarrant Appraisal District's Board of Directors

**Option
2**

Take no action

CANDIDATES

- Michael Alfred
- Wendy Burgess
- Eric Crile
- Sayeda Syed*

*Nominated by City of Burleson
Current board members are underlined

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS AUTHORIZING THE CASTING OF AN OFFICIAL BALLOT AND THE CITY OF BURLESON'S ALLOCATED VOTES FOR APPOINTMENT ON THE TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS; DIRECTING THE CITY SECRETARY TO DELIVER A COPY OF THIS RESOLUTION TO THE APPRAISAL DISTRICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the city of Burleson, Texas ("City"), is eligible to cast its allocated votes for appointment on the Tarrant Appraisal District Board of Directors.

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

SECTION 1

The Mayor of the City of Burleson, is hereby authorized, on behalf of the City Council of the City Council, to cast the City of Burleson's allocated 3 votes on the official ballot for the election of members to the Tarrant Appraisal District's Board of Directors. A substantial copy of the official ballot is attached hereto and incorporated herein for all intents and purposes.

SECTION 2

The City Secretary is hereby directed to forward a certified copy of this resolution to Joe Don Bobbitt, Chief Appraiser, Tarrant Appraisal District, P.O. Box 185579, Fort Worth, Texas 76181-0579.

SECTION 3

This resolution shall become effective immediately upon its passage.

SO RESOLVED, PASSED AND APPROVED this the ____ day of _____, 20____,
by the City Council of the City of Burleson, Texas.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney



Joe Don Bobbitt
Executive Director
Chief Appraiser

September 2, 2025

Presiding Officer
Entity in Tarrant County

RE: Nomination and Appointment to TAD Board of Directors

Dear Presiding Officer:

The current terms of two appointed members of the Tarrant Appraisal District Board of Directors will expire on December 31, 2025. As required by Section 6.03 of the Property Tax Code, the first step in appointing voting members for the term beginning January 1, 2026, is calculating the number of votes to which the participating taxing units are entitled (see enclosure).

This year, the Conservation/Reclamation districts are participating according to Section 6.03(c) of the Property Tax Code which states, "Conservation and reclamation districts are not entitled to vote unless at least one conservation and reclamation district in the district delivers to the chief appraiser a written request to nominate and vote on the board of directors by June 1 of each odd-numbered year."

We received written request from the Tarrant Regional Water District on May 23rd, 2025. The other eligible districts in Tarrant County are Far North Fort Worth MUD, Karis MMD, Live Oak Creek MUD, Trophy Club MUD and Viridian MMD. These nominations are under an earlier timeline, and one nomination has been made. These entities participate in the voting process on the regular timeline.

The **next step** is nomination of other candidates. Taxing units are not required to submit any nominations but, if they choose to do so, the **nominations may be made only by a resolution adopted by the governing body and the presiding officer of the governing body must submit the names of the nominees to TAD BEFORE October 15, 2025, which means the nominations must be received by our office no later than October 14, 2025.**

To be eligible to serve as a voting member of the Board of Directors, an individual must have resided in Tarrant County for at least two years immediately preceding January 1, 2026. An individual who is otherwise eligible is not ineligible because he or she is a member of the government body of a taxing unit. Texas law restricts eligibility and conduct of members of governmental bodies such as appraisal districts' board of directors. In consultation with your attorneys, please review the Property Tax Code and other applicable laws carefully for the details of those restrictions, including definitions of "substantial interest", "business entity", "deferred", "abated", and other terms used below and for the potential criminal consequences of violating certain restrictions. In summary, the Property Tax Code provides that the following are ineligible to serve as voting members of the Board of Directors:

- An individual who has been an employee of the Tarrant Appraisal District at any time during the preceding three years;

- An individual who has served as a voting member of the Board of Directors for all or part of five terms since January 1, 2022
- An individual who is an employee of a taxing unit that participates in Tarrant Appraisal District unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the District;
- An individual who, directly or through a business entity in which he or she has a substantial interest, is a party to a contract with Tarrant Appraisal District or a taxing unit that participates in the District, if the contract relates to the performance of any activity governed by the Property Tax Code;
- An individual who has engaged in the business of appraising property for compensation for use in proceedings under the Property Tax Code at any time during the preceding three years;
- An individual who has engaged in the business of representing property owners for compensation in proceedings under the Property Tax Code in Tarrant County at any time during the preceding three years;
- An individual who is related by blood or marriage to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Property Tax Code or of representing property owners for compensation in proceedings under the Property Tax Code in Tarrant County, if the relationship is within the 1st or 2nd degrees on the following chart;

Degrees of Consanguinity and Affinity

1 st DEGREE	2 nd DEGREE	3 rd DEGREE
By Consanguinity • Parents • Children By Affinity • Spouses of relatives listed under first degree consanguinity • Spouse • Spouse's parents • Spouse's children • Stepparents • Stepchildren	By Consanguinity • Grandparents • Grandchildren • Brothers & sisters By Affinity • Spouses of relatives listed by second degree consanguinity • Spouse's grandparents • Spouse's grandchildren • Spouse's brothers & sisters	By Consanguinity • Great grandparents • Great grandchildren • Nieces & nephews • Aunts & uncles By Affinity • No prohibitions

- an individual who owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless the delinquent taxes, penalty, and interest are being paid under an installment plan or a suit to collect the delinquent taxes is deferred or abated.



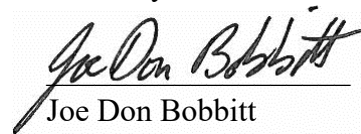
Letter to Taxing Units
Appointments to Board of Directors
September 2, 2025

When submitting nominations to jwooddell@tad.org, please include the full name of each candidate, his or her complete residence address, and a current biography. From timely submitted nominations, the ballot will be distributed before October 30th to each taxing unit entitled to participate in the appointment process, which may be summarized as follows:

<i>before</i> October 01, 2025	Chief Appraiser calculates numbers of votes and notifies taxing units
<i>before</i> October 15, 2025	Governing bodies of taxing units nominate candidates by resolution and send names to Chief Appraiser
<i>before</i> October 30, 2025	Chief Appraiser prepares ballot and sends it to taxing units
<i>before</i> December 15, 2025 for most taxing units but see the different requirements in section 6.03(k-1) that applies only to “each taxing unit entitled to cast at least five percent of the total votes”, which in this appointment cycle means 100 or more votes on the enclosed list	Governing bodies of taxing units determine their votes by resolution and send votes to Chief Appraiser
<i>before</i> December 31, 2025	Chief Appraiser counts votes, determines which 2 candidates received the most votes, and submits results to taxing units
January 01, 2026	new term begins

Copies of the Nomination Letter, the Ballot Letter, and the Results Letter and enclosures will be posted at www.tad.org/Board-Appointment-Process for your convenience. Entity nominations, nominee biographies, and entity votes will be uploaded as submitted. Please bookmark this communication tool in lieu of PIA requests. If you have any questions, please call 817.284.0024.

Sincerely,



Joe Don Bobbitt

Executive Director/Chief Appraiser

JDB:jw

Enclosure: Voting Allotment



TARRANT APPRAISAL DISTRICT

Calculation of Taxing Entity Votes for Appointment to Board of Directors

Per Section 6.03(d) of Texas Property Tax Code

School Districts:	Votes
Aledo ISD	2
Arlington ISD	160
Azle ISD	10
Birdville ISD	73
Burleson ISD	11
Carroll ISD	46
Castleberry ISD	6
Crowley ISD	52
Eagle Mountain/Saginaw ISD	74
Everman ISD	11
Fort Worth ISD	216
Godley ISD	0
Grapevine/Colleyville ISD	70
Hurst/Euless/Bedford ISD	71
Keller ISD	102
Kennedale ISD	9
Lake Worth ISD	8
Lewisville ISD	2
Mansfield ISD	82
Northwest ISD	61
White Settlement ISD	15
Total Schools	1,082
Cities:	
City of Arlington	91
City of Azle	3
City of Bedford	11
City of Benbrook	7
City of Blue Mound	1
City of Burleson	3
City of Colleyville	8
City of Crowley	5
City of Dalworthington Gardens	1
Edgecliff Village	1
City of Euless	12
City of Everman	1
City of Flower Mound	1
City of Forest Hill	3
City of Fort Worth	281

City of Grand Prairie	27
City of Grapevine	12
City of Haltom City	9
City of Haslet	2
City of Hurst	9
City of Keller	9
City of Kennedale	3
Town of Lakeside	0
City of Lake Worth	1
City of Mansfield	24
City of Newark	0
City of N. Richland Hills	16
Town of Pantego	1
City of Pelican Bay	0
City of Reno	0
City of Richland Hills	2
City of River Oaks	1
City of Roanoke	0
City of Saginaw	6
City of Sansom Park	1
City of Southlake	13
Town of Trophy Club	0
City of Watauga	5
Town of Westlake	2
City of Westover Hills	1
Westworth Village	1
City of White Settlement	4

Total Cities	577
--------------	-----

Other:

Tarrant County Conservation/Reclamation*	17
Tarrant County	198
Tarrant County College	126

Total Other	341
-------------	-----

Total All	2,000
-----------	-------

*Breakdown of Conservation/Reclamation Districts:

Far North Fort Worth MUD (1)
Karis MMD (0)
Live Oak Creek MUD (1)
Tarrant Regional Water District (12)
Trophy Club MUD (0)
Viridian MMD (3)



OFFICIAL BALLOT

ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS TARRANT APPRAISAL DISTRICT

The following are the candidates that were timely submitted by nominating resolutions for appointment to the two (2) voting positions on the Board, listed alphabetically by last name.

Please indicate your taxing unit's vote(s) by **entering the number of votes to the left of your candidate(s)** of choice.

VOTES FOR	Nominees
	Mr. Mike Alfred
	Ms. Wendy Burgess
	Mr. Eric Crile
	Ms. Sayeda Syed

The Tarrant Appraisal District has been informed that on October 6, 2025, the City of Burleson City Council rescinded its original resolution CSO#5926-09-2026 nominating Gary Losada.

IMPORTANT: This ballot must be returned to Joe Don Bobbitt, Chief Appraiser, Tarrant Appraisal District, **P. O. Box 185579, Fort Worth, Texas, 76181-0579**, by mail or by email to jwooddell@tad.org. Because the deadline occurs on a day that TAD is closed this year, statute permits receipt through 11:59pm on Monday, December 15th.

*Please **attach this ballot to the resolution** passed by your taxing unit authorizing this vote.*

City Council Regular Meeting

DEPARTMENT: City Manager's Office

FROM: Janalea Hembree, Assistant to the City Manager

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a resolution casting an official ballot and allocating votes for members to the Board of Directors for the Central Appraisal District of Johnson County. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Focus Area 1	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The term of service for two members of the Tarrant Appraisal District Board of Directors are set to expire on December 31, 2025. At the October 6th meeting, city council made the nomination of Jason Marbut and Ignacio Hernaiz to the Board of Directors for the Central Appraisal District of Johnson County. The action item before council is to cast an official ballot and allocate the 164 allotted votes to the candidates on the ballot. The council may cast all votes on one candidate or divide them up to any candidate on the ballot.

PROCUREMENT METHOD:

N/A

RECOMMENDATION:

N/A

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

October 6, 2025: Nominated Jason Marbut and Ignacio Hernaiz to the ballot

REFERENCE:

Resolution CSO#5945-10-2025

FISCAL IMPACT:

Proposed Expenditure/Revenue:

Project Number:

Fund:

Account Number(s):

Account Description:

STAFF CONTACT:

Janalea Hembree
Assistant to the City Manager
jhembree@burlesontx.com
817-426-9299



Appraisal District Vote Allocations

PRESENTED TO THE CITY COUNCIL – NOVEMBER 3

JANALEA HEMBREE, ASSISTANT TO THE CITY MANAGER

GENERAL INFORMATION

Boards

- 5 Members appointed by the districts within its jurisdiction
- 3 Members elected by majority vote at the general November election
- 1 Tax Assessor-Collector
- New Term starts January 1, 2026

Roles & Responsibilities

- Hire the Chief Appraiser
- Govern the district
- Adopt the annual budget
- Does not appraise properties

District Votes

- Each taxing authority is allocated votes, based on share of the tax levy
- Votes may be apportioned in any way
- Ballots due before December 15, 2025

Johnson County

BOARD & VOTE INFORMATION

- Burleson entitled to 164 votes
- 2,000 votes in total
- District voted members (2) will serve for the calendar years 2026-2029

CANDIDATES

- Ignacio Hernaiz*
- Jason Marbut*
- Peter Svendsen

*Nominated by City of Burleson
Current board members are underlined

Tarrant County

BOARD & VOTE INFORMATION
• Burleson entitled to 3 votes • 2,000 votes in total • District voted members (2) will serve for the calendar years 2026-2029.

CANDIDATES
• <u>Michael Alfred</u> • <u>Wendy Burgess</u> • Eric Crile • Sayeda Syed*
*Nominated by City of Burleson Current board members are underlined

Option
1

Cast an official ballot and
allocate 164 votes to
candidate(s) that appear on
the ballot for Central Appraisal
District of Johnson County
Board of Directors

Option
2

Take no action

CANDIDATES

- Ignacio Hernaiz*
- Jason Marbut*
- Peter Svendsen

*Nominated by City of Burleson
Current board members are underlined

**Option
1**

Cast an official ballot and allocate 3 votes to candidate(s) that appear on the ballot for Tarrant Appraisal District's Board of Directors

**Option
2**

Take no action

CANDIDATES

- Michael Alfred
- Wendy Burgess
- Eric Crile
- Sayeda Syed*

*Nominated by City of Burleson
Current board members are underlined

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS AUTHORIZING THE CASTING OF AN OFFICIAL BALLOT AND THE CITY OF BURLESON'S ALLOCATED VOTES FOR APPOINTMENT ON THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY BOARD OF DIRECTORS; DIRECTING THE CITY SECRETARY TO DELIVER A COPY OF THIS RESOLUTION TO THE APPRAISAL DISTRICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the city of Burleson, Texas ("City"), is eligible to cast its allocated votes for appointment on the Central Appraisal District of Johnson County Board of Directors.

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

SECTION 1

The Mayor of the City of Burleson, is hereby authorized, on behalf of the City Council of the City Council, to cast the City of Burleson's allocated 164 votes on the official ballot for the election of members to the Central Appraisal District of Johnson County Board of Directors. A substantial copy of the official ballot is attached hereto and incorporated herein for all intents and purposes.

SECTION 2

The City Secretary is hereby directed to forward a certified copy of this resolution to Jeff Law, Interim Executive Director/Chief Appraiser, Central Appraisal District of Johnson County, 109 N. Main, Cleburne, Texas 76033

SECTION 3

This resolution shall become effective immediately upon its passage.

SO RESOLVED, PASSED AND APPROVED this the ____ day of _____, 20____, by the City Council of the City of Burleson, Texas.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY



www.johnsoncad.com

109 North Main Street
Cleburne Texas 76033

Metro (817) 648-3000

September 5, 2025

**Mr. Tommy Ludwig, City Manager
City of Burleson
141 West Renfro St
Burleson, Texas 76028**

Dear Mr. Ludwig:

An election will be held this coming December to determine who will serve on the Board of Directors for the Central Appraisal District of Johnson County for the years 2026-2029. The board consists of nine members. Five nominated and voted by the taxing units, three members elected by popular vote, and the elected Tax Assessor/Collector.

In accordance with Section 6.03(d) of the Texas Property Tax Code, we have calculated the number of votes to which each taxing unit in our district is entitled. As indicated on the calculation enclosed, City of Burleson is entitled to 164 votes. Please submit the name(s) of any nominee(s) (up to five persons), by resolution adopted by your governing body, to me on or before October 15, 2025. (A sample resolution is enclosed). Legislation prohibits nominations received after this date from appearing on the ballot.

I will then prepare a ballot listing the candidates, and deliver a copy of the ballot to you before October 30, 2025. Your governing body will then determine its vote by resolution and submit it to me on or before December 15, 2025. At that time, I will count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results to you and to the candidates prior to December 31, 2025.

As you can see, timeliness is very important. Please let me know if you have any questions regarding this matter.

Sincerely,

**Jeff Law,
Interim Chief Appraiser**

JL/jw

Enclosures

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY

CALCULATION OF VOTES FOR ELECTION OF BOARD OF DIRECTORS FOR 2026-2029

<u>TAXING ENTITY</u>	<u>2024 LEVY</u>	<u>PORTION OF TOTAL LEVY IN DISTRICT</u>	<u>X 1000 X 2 SEATS = NUMBER OF VOTES</u>
CITY OF ALVARADO	5,842,811.11	0.0136	27
CITY OF BURLESON	35,282,792.28	0.0818	164
CITY OF CLEBURNE	21,253,233.23	0.0493	99
CITY OF CROWLEY	116,027.77	0.0003	1
CITY OF GODLEY	2,711,079.90	0.0063	13
CITY OF GRANDVIEW	1,144,887.21	0.0027	5
CITY OF JOSHUA	5,130,400.75	0.0119	24
CITY OF KEENE	3,526,974.51	0.0082	16
CITY OF MANSFIELD	13,107,158.58	0.0304	61
CITY OF RIO VISTA	825,355.45	0.0019	4
CITY OF VENUS	3,296,547.28	0.0076	15
ALVARADO ISD	26,535,522.46	0.0615	123
BURLESON ISD	59,831,299.25	0.1388	278
CLEBURNE ISD	47,586,810.74	0.1104	221
CROWLEY ISD	714,114.98	0.0017	3
GODLEY ISD	22,267,101.02	0.0516	103
GRANBURY ISD	1,121,730.50	0.0026	5
GRANDVIEW ISD	5,499,223.47	0.0128	26
JOSHUA ISD	32,253,320.96	0.0748	150
KEENE ISD	2,697,818.41	0.0063	13
MANSFIELD ISD	27,274,205.89	0.0633	127
RIO VISTA ISD	5,587,333.74	0.0130	26
VENUS ISD	9,226,525.94	0.0214	43
HILL COLLEGE	6,818,205.48	0.0158	32
JOHNSON COUNTY	91,539,451.49	0.2123	425
TOTAL ALL TAXING UNITS	431,189,932.40	1.0000	2000



CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
109 N. MAIN, CLEBURNE, TX 76033

Official Ballot

Board of Directors 2026 - 2029 Election

Each taxing unit is entitled to cast its allocated number of votes for one or more of the nominees listed below.

Votes may be distributed among the nominees in any proportion desired, but the total number of votes cast may not exceed the total votes allocated to your taxing unit.

Votes must be cast by resolution of the governing body of the taxing unit in accordance with Texas Property Tax Code §6.03(f).

Nominees	Votes Cast
Ignacio Hernaiz	
Jason Marbut	
Peter Svendsen	

Certification of Governing Body Resolution

The votes recorded above were cast by official action of the governing body of the taxing unit, as authorized by the resolution indicated below.

Resolution No.: _____ Adoption Date: _____
Taxing Unit: _____
Authorized Representative: _____
Title: _____
Signature: _____
Date: _____

***Please return this completed ballot and a copy of the resolution by December 15, 2025.
jcad@johnsoncad.net - 109 N. Main St. Cleburne TX 76033***

City Council Regular Meeting

DEPARTMENT: Finance

FROM: Natalie Turner, Chief Accountant

MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a resolution accepting the Quarterly Investment Report for September 30, 2025, as submitted in accordance with the Public Funds Investment Act (PFIA). (*Staff Contact: Natalie Turner, Chief Accountant*)

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:

To comply with the Public Funds Investment Act (PFIA), staff is required to report quarterly to the City Council on the activities of its cash and investment holdings. The information required by the PFIA includes investment results for the quarter, economic summary and investment strategy, investment holdings, and book vs. market comparisons.

RECOMMENDATION:

Approve the resolution accepting the Quarterly Investment Report for September 30, 2025, as submitted in accordance with the Public Funds Investment Act (PFIA).

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

N/A

REFERENCE:

Attached is a copy of the September 30,
2025 Quarterly Investment Report

FISCAL IMPACT:

N/A

STAFF CONTACT:

Natalie Turner
Chief Accountant
nturner@burlesontx.com
817-426-9322



Quarterly Investment Report for September 30, 2025

PRESENTED TO THE CITY COUNCIL ON NOVEMBER 3, 2025

Texas Public Funds Investment Act (PFIA)

- PFIA requires the City to present a quarterly investment report to the governing body
- Because of the change in monetary policy direction by the Federal Open Market Committee (FOMC), which has resulted in interest rate reductions and a forecast of future reductions, we are presenting the report for the quarter ended September 30, 2025, on the general section of the agenda



INVESTMENT PORTFOLIO SUMMARY

For the Quarter Ended

September 30, 2025

Prepared by
Valley View Consulting, L.L.C.

The investment portfolio of the City of Burleson is in compliance with the Public Funds Investment Act and the City of Burleson Investment Policy and Strategies.

Disclaimer: These reports were compiled using information provided by the City of Burleson. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Annual Comparison

FYE Results by Investment Category:

City Funds	September 30, 2024			September 30, 2025		
	Book Value	Market Value	Ave. Yield	Book Value	Market Value	Ave. Yield
Asset Type						
Demand Deposit Account (Cash)	\$ 1,752,679	\$ 1,752,679	0.00%	\$ 1,374,054	\$ 1,374,054	0.81%
Money Market Accounts / Sweep	17,904,682	17,904,682	4.96%	58,683,581	58,683,581	4.39%
Pools / Money Market Funds	54,736,938	54,736,938	5.23%	7,043,589	7,043,589	4.33%
Certificates of Deposit	69,682,564	69,682,564	5.24%	51,223,191	51,223,191	4.30%
Securities	14,999,191	15,226,245	4.93%	55,017,985	55,201,588	4.38%
TOTALS	\$ 159,076,054	\$ 159,303,108		\$ 173,342,400	\$ 173,526,002	
Fourth Quarter-End Yield			5.12%			4.33%
Average Quarter-End Yields (1):			2024			2025
Burleson			5.07%			4.46%
Rolling Three Month Treasury			5.42%			4.38%
Rolling Six Month Treasury			5.34%			4.35%
TexPool			5.29%			4.36%
Fiscal year-to-date Interest Income	\$ 6,637,710	(Approximate)		\$ 6,542,999	(Approximate)	

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	June 30, 2025			September 30, 2025		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
Demand Deposit Account (Cash) (3)	0.00%	\$ 7,042,573	\$ 7,042,573	0.81%	\$ 1,374,054	\$ 1,374,054
Money Market Accounts / Sweep	4.61%	18,186,978	18,186,978	4.39%	58,683,581	58,683,581
Pools / Money Market Funds	4.41%	9,739,900	9,739,900	4.33%	7,043,589	7,043,589
Certificates of Deposit	4.56%	41,125,723	41,125,723	4.30%	51,223,191	51,223,191
Securities	4.37%	60,020,955	60,191,730	4.38%	55,017,985	55,201,588
Total	4.24%	\$ 136,116,129	\$ 136,286,904	4.33%	\$ 173,342,400	\$ 173,526,002
Total Excluding DDA / Cash	4.47%	\$ 129,073,556	\$ 129,244,331	4.36%	\$ 171,968,346	\$ 172,151,949
<u>Average Yield - Current Quarter (1)</u>				<u>Fiscal Year-to-Date Average Yield (2)</u>		
Total Portfolio	4.33%			Total Portfolio	4.46%	
Rolling Three Month Treasury	4.24%			Rolling Three Month Treasury	4.38%	
Rolling Six Month Treasury	4.17%			Rolling Six Month Treasury	4.35%	
TexPool	4.25%			TexPool	4.36%	

<u>Interest Earnings (Approximate)</u>	
Quarter	\$ 1,479,334
Fiscal Year-to-date	\$ 6,542,999

(1) **Quarter End Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

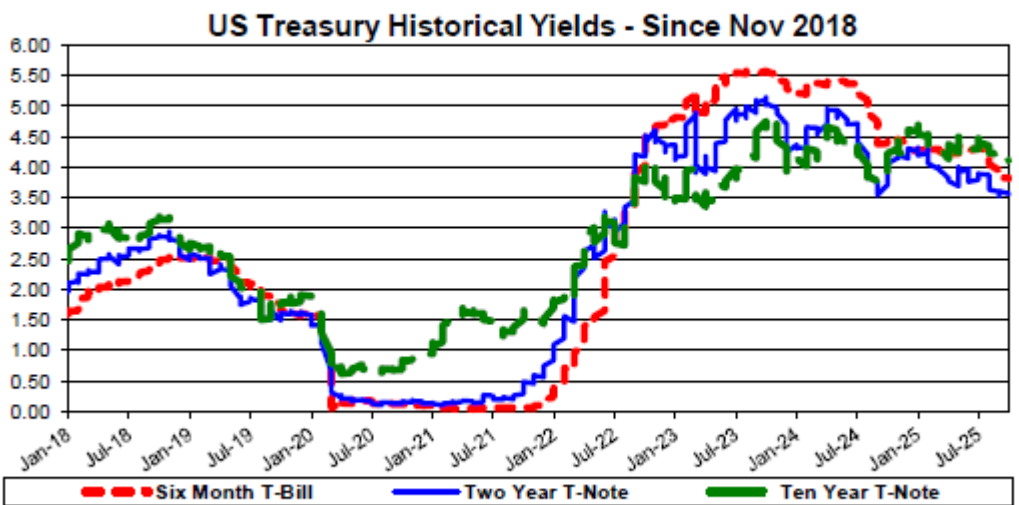
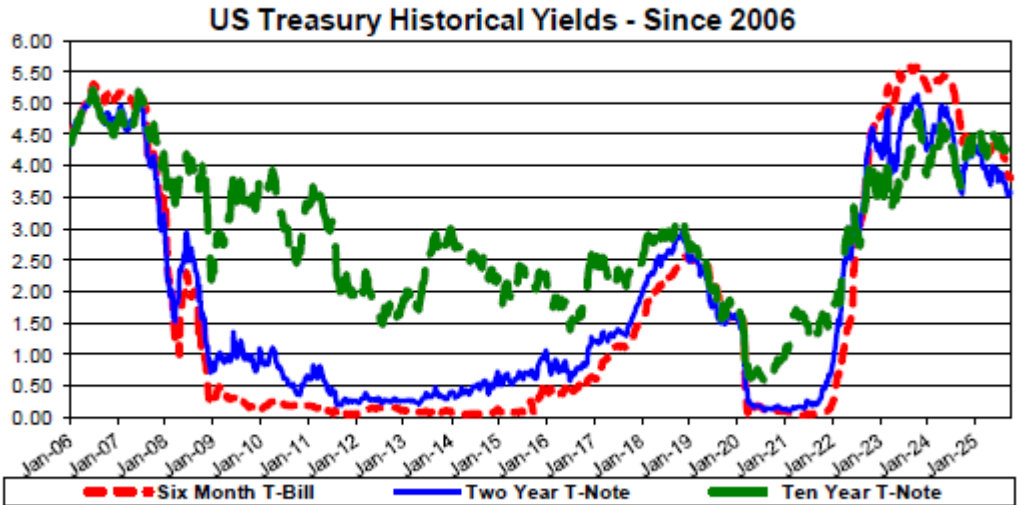
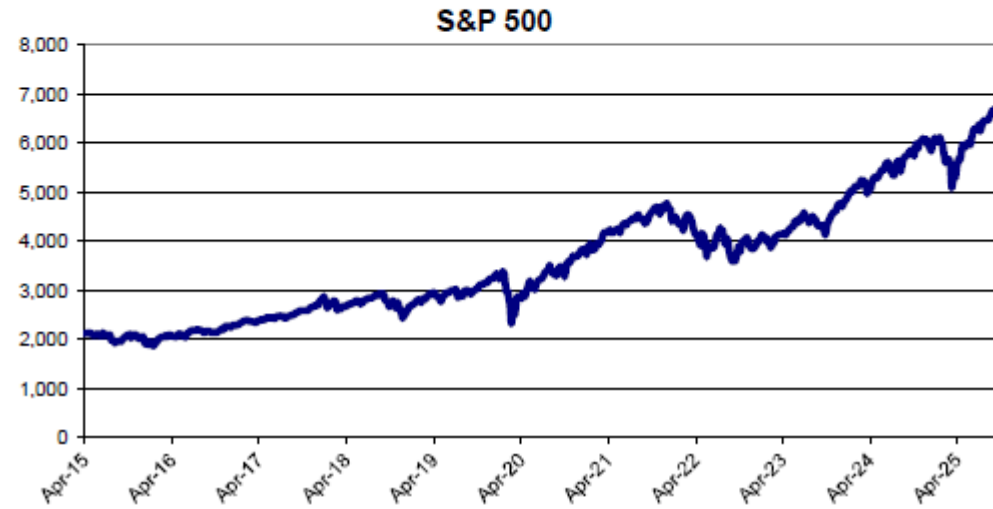
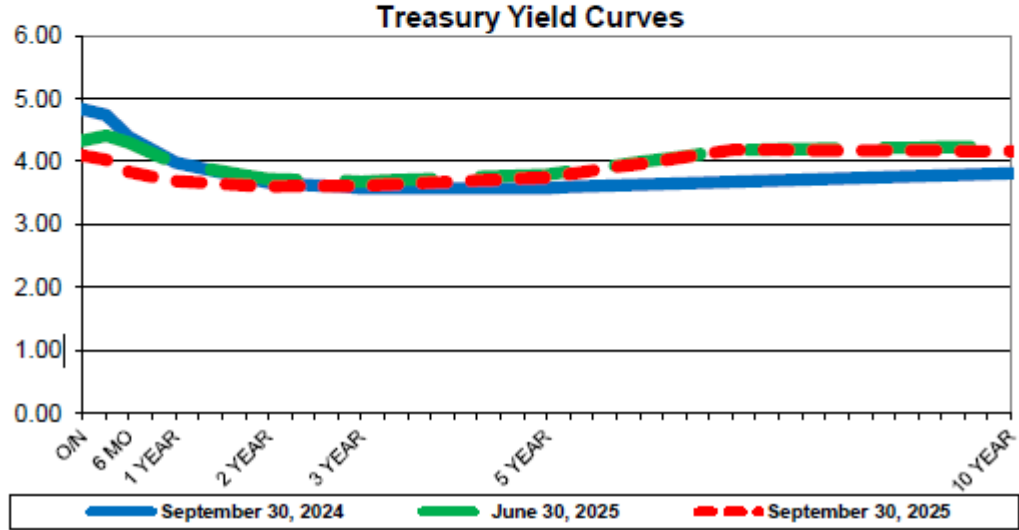
(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(3) **Demand Deposit Account (Cash)** - account at the City's depository bank utilized for day-to-day operating needs including outstanding payments pending clearing. Balances earn a credit to offset bank fees.

Investment Advisor Note: During market cycles where rates rise or fall, it is common to experience decreases or increases in market value of current investments. This is due to the value the market places on the asset in terms of its buying or selling ability on the current market day. The City's Investment Policy establishes a "buy and hold" portfolio strategy where investment maturities are targeted to match with identified cash flow requirements, and the investments mature at the anticipated time the cash is needed. The City does not intend to liquidate or redeem securities prior to maturity and will therefore not recognize the losses or gains from a pre-maturity sale. Instead, the City will report changes in market value as unrealized losses or gains as required by the PFIA and current accounting standards. As the security approaches maturity, the unrealized loss or gain will diminish, and at maturity the City will receive the full par value of the security.

Economic Overview

The Federal Open Market Committee (FOMC) cut the Fed Funds target range to 4.00% - 4.25% September 17th (Effective Fed Funds trade +/-4.08%). Expectations for additional rate cuts remain - projecting two more 0.25% cuts before year-end. Sep Non-Farm Payroll was delayed by the government shut down. Second Quarter 2025 GDP (final) increased to + 3.8%. The S&P 500 Stock Index continued climbing and reached a new high (+/-6,700). The yield curve condensed with a slight upward slope. Crude Oil remains in the low \$60s. Inflation continues above the FOMC 2% target (Core PCE +/-2.9% and Core CPI +/-3.1%). The Markets still face uncertain economic outlooks, tariff impacts and political conflicts.



Investment Holdings

September 30, 2025

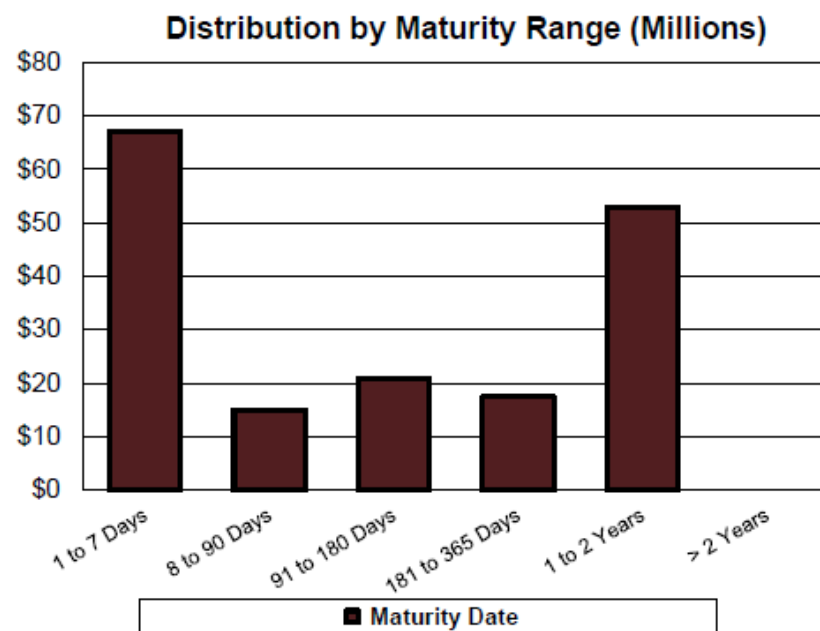
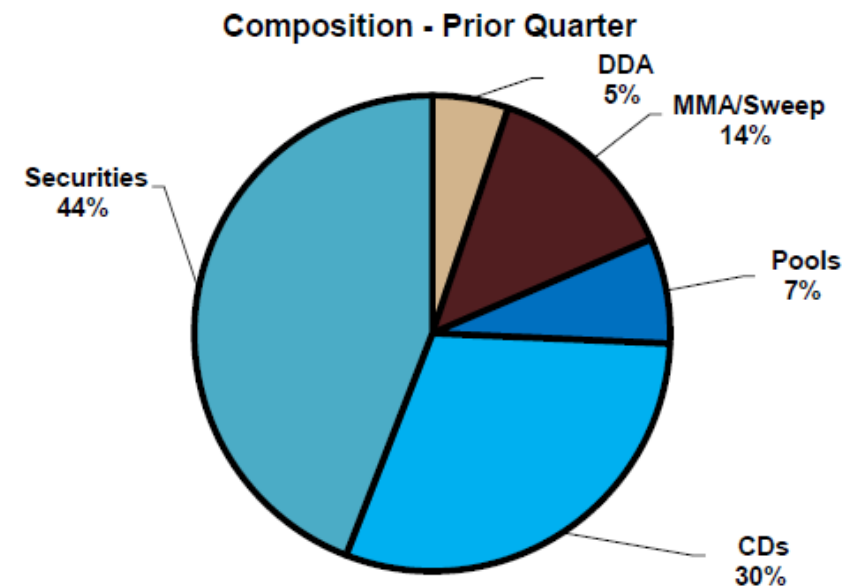
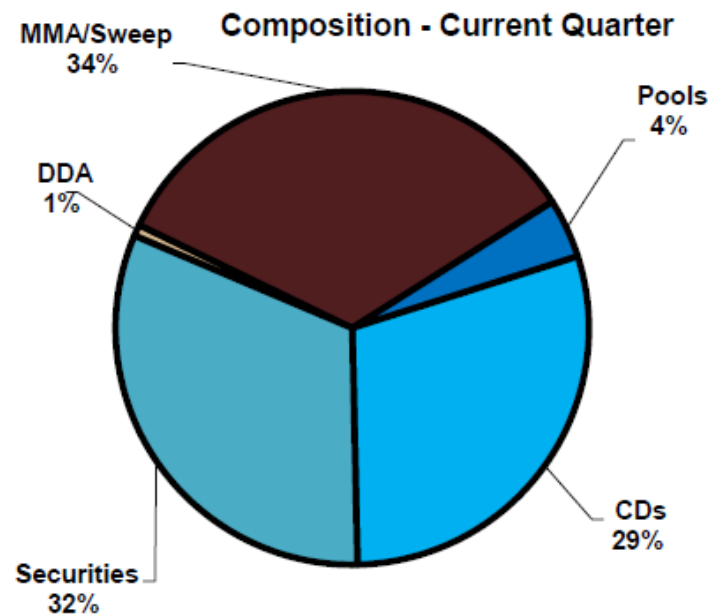


Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
SouthState Bank Cash		0.81%	10/01/25	09/30/25	\$ 1,374,054	\$ 1,374,054	1.00	\$ 1,374,054	1	0.81%
SouthState Bank MMA		4.47%	10/01/25	09/30/25	1,629,893	1,629,893	1.00	1,629,893	1	4.47%
InterBank MMA		4.64%	10/01/25	09/30/25	100,373	100,373	1.00	100,373	1	4.64%
InterBank ICS		4.40%	10/01/25	09/30/25	53,469,580	53,469,580	1.00	53,469,580	1	4.40%
NexBank IntraFi MMA Savings		4.25%	10/01/25	09/30/25	3,483,735	3,483,735	1.00	3,483,735	1	4.25%
TexPool	AAAm	4.25%	10/01/25	09/30/25	410,347	410,347	1.00	410,347	1	4.25%
LOGIC	AAAm	4.33%	10/01/25	09/30/25	6,633,242	6,633,242	1.00	6,633,242	1	4.33%
USTN	Aa1/AA+	5.00%	10/31/25	04/24/24	5,000,000	4,999,825	100.05	5,002,539	31	5.04%
USTN	Aa1/AA+	4.88%	11/30/25	10/09/24	10,000,000	10,011,200	100.11	10,010,937	61	4.18%
American Nat'l Bank & Trust CD		4.70%	01/25/26	07/25/24	15,846,141	15,846,141	100.00	15,846,141	117	4.80%
BOK Financial CDARS		4.11%	03/19/26	03/20/25	5,111,117	5,111,117	100.00	5,111,117	170	4.20%
FFCB	Aa1/AA+	4.88%	04/15/26	04/24/24	5,000,000	4,997,760	100.57	5,028,456	197	4.96%
FFCB	Aa1/AA+	4.88%	06/12/26	06/25/24	5,000,000	5,003,213	100.67	5,033,681	255	4.78%
USTN	Aa1/AA+	3.75%	08/31/26	10/29/24	5,000,000	4,982,936	100.00	5,000,000	335	4.14%
American Nat'l Bank & Trust CDARS		4.30%	09/24/26	09/25/25	2,501,766	2,501,766	100.00	2,501,766	359	4.39%
USTN	Aa1/AA+	4.63%	10/15/26	11/21/24	5,000,000	5,016,600	100.92	5,046,094	380	4.29%
FAMCA		4.23%	12/23/26	12/23/24	10,000,000	10,000,000	100.22	10,021,677	449	4.23%
USTN	Aa1/AA+	4.13%	02/15/27	06/09/25	10,000,000	10,006,452	100.58	10,058,203	503	4.07%
First Nat'l Bank of McGregor CD		3.85%	03/23/27	09/23/25	7,500,000	7,500,000	100.00	7,500,000	539	3.91%
American Nat'l Bank & Trust CDARS		4.05%	03/25/27	03/27/25	5,105,391	5,105,391	100.00	5,105,391	541	4.13%
American Nat'l Bank & Trust CDARS		3.95%	04/29/27	05/01/25	5,083,472	5,083,472	100.00	5,083,472	576	4.03%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	1,005,274	1,005,274	100.00	1,005,274	590	4.07%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	4,021,095	4,021,095	100.00	4,021,095	590	4.07%
American Nat'l Bank & Trust CDARS		3.95%	07/01/27	07/03/25	5,048,934	5,048,934	100.00	5,048,934	639	4.03%
Total Portfolio					\$ 173,324,414	\$ 173,342,400		\$ 173,526,002	206	4.33%

(1) (2)

(1) Weighted average life - For purposes of calculating weighted average life, overnight bank and pool balances are assumed to have a one day maturity.

(2) Weighted average yield to maturity - The weighted average yield to maturity is based on Book Value, realized and unrealized gains/losses and investment advisory fees are not included. The yield for the reporting month is used for overnight bank and pool balances.



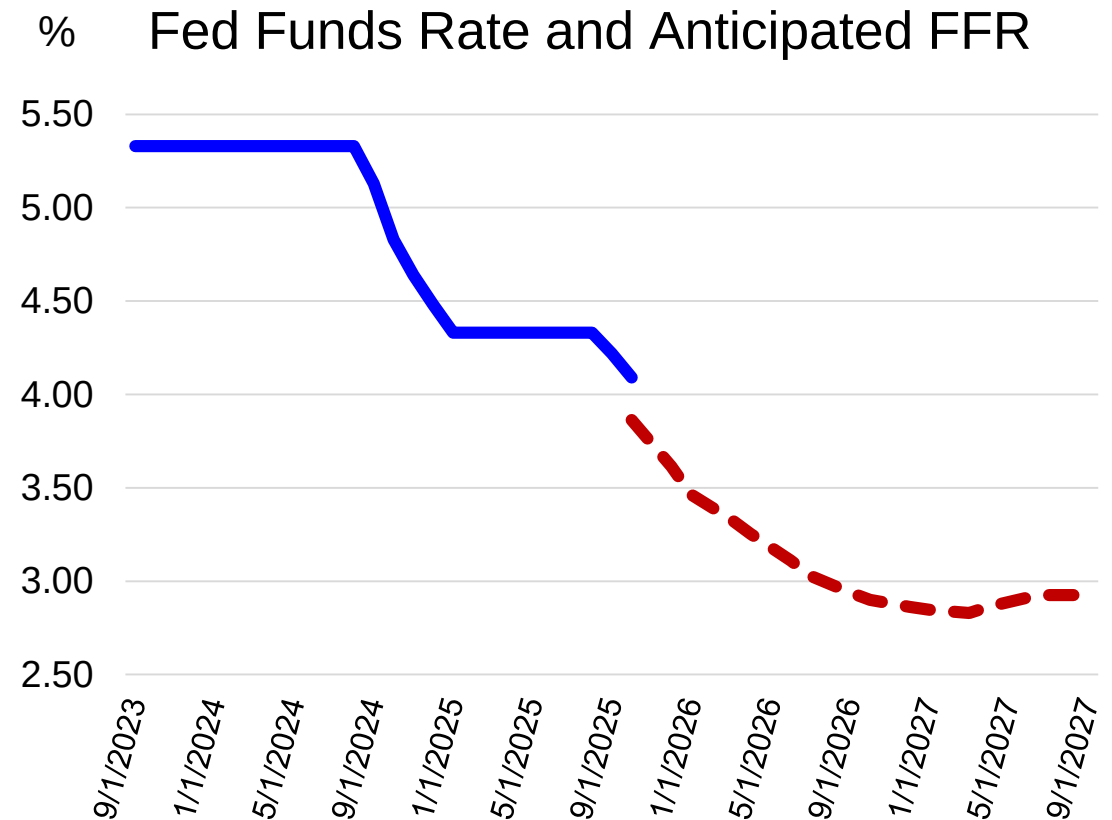
Book and Market Value Comparison



Issuer/Description	Yield	Maturity Date	Book Value 06/30/25	Increases	Decreases	Book Value 09/30/25	Market Value 06/30/25	Change in Market Value	Market Value 09/30/25
SouthState Bank Cash	0.81%	10/01/25	\$ 7,042,573	\$ –	\$ (5,668,519)	\$ 1,374,054	\$ 7,042,573	\$ (5,668,519)	\$ 1,374,054
SouthState Bank MMA	4.47%	10/01/25	1,394,774	235,118	–	1,629,893	1,394,774	235,118	1,629,893
InterBank MMA	4.64%	10/01/25	100,382	–	(9)	100,373	100,382	(9)	100,373
InterBank ICS	4.40%	10/01/25	13,246,715	40,222,865	–	53,469,580	13,246,715	40,222,865	53,469,580
NexBank IntraFi MMA Savings	4.25%	10/01/25	3,445,107	38,628	–	3,483,735	3,445,107	38,628	3,483,735
TexPool	4.25%	10/01/25	116,051	294,296	–	410,347	116,051	294,296	410,347
LOGIC	4.33%	10/01/25	9,623,849	–	(2,990,606)	6,633,242	9,623,849	(2,990,606)	6,633,242
East West Bank CD	5.39%	07/02/25	5,257,381	–	(5,257,381)	–	5,257,381	(5,257,381)	–
East West Bank CD	4.31%	08/14/25	5,063,406	–	(5,063,406)	–	5,063,406	(5,063,406)	–
USTN	4.29%	08/15/25	4,985,971	–	(4,985,971)	–	4,984,180	(4,984,180)	–
USTN	5.04%	10/31/25	4,999,307	518	–	4,999,825	5,010,547	(8,008)	5,002,539
USTN	4.18%	11/30/25	10,028,091	–	(16,891)	10,011,200	10,021,094	(10,156)	10,010,937
American Nat'l Bank & Trust CD	4.80%	01/25/26	15,659,891	186,250	–	15,846,141	15,659,891	186,250	15,846,141
BOK Financial CDARS	4.20%	03/19/26	5,058,388	52,729	–	5,111,117	5,058,388	52,729	5,111,117
FFCB	4.96%	04/15/26	4,996,713	1,046	–	4,997,760	5,027,378	1,079	5,028,456
FFCB	4.78%	06/12/26	5,004,372	–	(1,159)	5,003,213	5,034,085	(404)	5,033,681
USTN	4.14%	08/31/26	4,978,249	4,686	–	4,982,936	4,987,891	12,109	5,000,000
American Nat'l Bank & Trust CDARS	4.39%	09/24/26	–	2,501,766	–	2,501,766	–	2,501,766	2,501,766
USTN	4.29%	10/15/26	5,020,619	–	(4,019)	5,016,600	5,044,922	1,172	5,046,094
FAMCA	4.23%	12/23/26	10,000,000	–	–	10,000,000	10,033,197	(11,520)	10,021,677
USTN	4.07%	02/15/27	10,007,632	–	(1,180)	10,006,452	10,048,438	9,766	10,058,203
First Nat'l Bank of McGregor CD	3.91%	03/23/27	–	7,500,000	–	7,500,000	–	7,500,000	7,500,000
American Nat'l Bank & Trust CDARS	4.13%	03/25/27	5,053,542	51,849	–	5,105,391	5,053,542	51,849	5,105,391
American Nat'l Bank & Trust CDARS	4.03%	04/29/27	5,033,114	50,358	–	5,083,472	5,033,114	50,358	5,083,472
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	–	1,005,274	–	1,005,274	–	1,005,274	1,005,274
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	–	4,021,095	–	4,021,095	–	4,021,095	4,021,095
American Nat'l Bank & Trust CDARS	4.03%	07/01/27	–	5,048,934	–	5,048,934	–	5,048,934	5,048,934
TOTAL / AVERAGE	4.33%		\$ 136,116,129	\$ 61,215,412	\$ (23,989,142)	\$ 173,342,400	\$ 136,286,904	\$ 37,239,098	\$ 173,526,002

Market Outlook

- Labor market concerns grew, inflation still above 2% goal
- FOMC must balance risks
- Market anticipates two more cuts to Fed Funds rate by end of 2025



What does this mean for the City?

- Rates will come down naturally with FOMC moves
- Cash rates decline quicker
- Fixed income investments retain higher rate in a falling rate environment



RECENT INVESTMENTS:

\$2.5mm CD for 12-mo at 4.39%

12-mo UST now at [3.55%](#)

\$7.5mm CD for 18-mo at 3.91%

18-mo UST now at [3.49%](#)

\$5mm CD for 21-mo at 4.07%

21-mo UST now at [3.47%](#)

\$5mm CD for 24-mo at 4.02%

24-mo UST now at [3.45%](#)

Cash Flow Forecasting

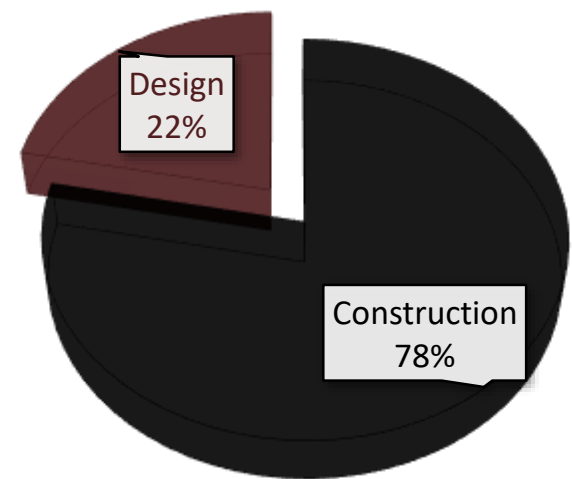
Inflows	Fixed?	Predictable?
Property Tax	Somewhat	Yes
Sales Tax	No	Yes
Investment Maturities	Yes	Yes
Fines & Forfeitures	No	Maybe

Outflows	Fixed?	Predictable?
Payroll	Yes	Yes
Debt Service	Yes	Yes
Investment Purchases	Yes	Yes
Capital	No	Maybe

Capital Fund Commitments

Construction	\$ 29,014,902
Design	\$ 8,108,731
Total Encumbrances	\$ 37,123,632

OPEN ENCUMBRANCES
IN BOND FUNDS



18-Month Investment Timeline

FY 2025 Issuance	6-Months (4.40%)	12-Months (4.40%)	18-Months (3.91%)	Total
General Obligation	\$ 4,385,630	\$ 4,010,630	\$ -	\$ 8,396,260
Certificate of Obligation	\$ 23,103,371	\$ 14,450,430	\$ 7,500,000	\$ 45,053,801
Total Bonds Invested	\$ 27,489,001	\$ 18,461,060	\$ 7,500,000	\$ 53,450,061

18-Month Anticipated Rate of Return

Investment Holdings September 30, 2025



Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
SouthState Bank Cash		0.81%	10/01/25	09/30/25	\$ 1,374,054	\$ 1,374,054	1.00	\$ 1,374,054	1	0.81%
SouthState Bank MMA		4.47%	10/01/25	09/30/25	1,629,893	1,629,893	1.00	1,629,893	1	4.47%
InterBank MMA		4.64%	10/01/25	09/30/25	100,373	100,373	1.00	100,373	1	4.64%
InterBank ICS-MMA		4.40%	10/01/25	09/30/25	53,489,580	53,489,580	1.00	53,489,580	1	4.40%
NexBank ICS-MMA		4.25%	10/01/25	09/30/25	3,483,735	3,483,735	1.00	3,483,735	1	4.25%
TexPool	AAA-m	4.25%	10/01/25	09/30/25	410,347	410,347	1.00	410,347	1	4.25%
LOGIC	AAA-m	4.33%	10/01/25	09/30/25	6,633,242	6,633,242	1.00	6,633,242	1	4.33%
Treasury Note	Aa1/AA+	5.00%	10/31/25	04/24/24	5,000,000	4,999,825	100.05	5,002,539	31	5.04%
Treasury Note	Aa1/AA+	4.88%	11/30/25	10/09/24	10,000,000	10,011,200	100.11	10,010,937	61	4.18%
American Nat'l Bank & Trust CD		4.70%	01/25/26	07/25/24	15,846,141	15,846,141	100.00	15,846,141	117	4.80%
BOK Financial Bank CDARS		4.11%	03/19/26	03/20/25	5,111,117	5,111,117	100.00	5,111,117	170	4.20%
Federal Farm Credit Bank	Aa1/AA+	4.88%	04/15/26	04/24/24	5,000,000	4,997,760	100.57	5,028,456	197	4.96%
Federal Farm Credit Bank	Aa1/AA+	4.88%	06/12/26	06/25/24	5,000,000	5,003,213	100.67	5,033,681	255	4.78%
Treasury Note	Aa1/AA+	3.75%	08/31/26	10/29/24	5,000,000	4,982,936	100.00	5,000,000	335	4.14%
American Nat'l Bank & Trust CDARS		4.30%	09/24/26	09/25/25	2,501,766	2,501,766	100.00	2,501,766	359	4.39%
Treasury Note	Aa1/AA+	4.63%	10/15/26	11/21/24	5,000,000	5,016,600	100.92	5,046,094	380	4.29%
FAMCA		4.23%	12/23/26	12/23/24	10,000,000	10,000,000	100.22	10,021,677	449	4.23%
Treasury Note	Aa1/AA+	4.13%	02/15/27	06/09/25	10,000,000	10,006,452	100.58	10,058,203	503	4.07%
First Nat'l Bank of McGregor CD		3.85%	03/23/27	09/23/25	7,500,000	7,500,000	100.00	7,500,000	539	3.91%
American Nat'l Bank & Trust CDARS		4.05%	03/25/27	03/27/25	5,105,391	5,105,391	100.00	5,105,391	541	4.13%
American Nat'l Bank & Trust CDARS		3.95%	04/29/27	05/01/25	5,083,472	5,083,472	100.00	5,083,472	576	4.03%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	1,005,274	1,005,274	100.00	1,005,274	590	4.07%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	4,021,095	4,021,095	100.00	4,021,095	590	4.07%
American Nat'l Bank & Trust CDARS		3.95%	07/01/27	07/03/25	5,048,934	5,048,934	100.00	5,048,934	639	4.03%
Total Portfolio					\$ 173,324,414	\$ 173,342,400		\$ 173,526,002	206	4.33%

* Highlighted investment holdings reflect results of 18-month investment strategy with FY 2025 bond proceeds.

Recommendation

Move to approve a resolution accepting the Quarterly Investment Report for September 30, 2025, as submitted in accordance with the Public Funds Investment Act (PFIA).

Questions/Comments

Natalie Turner

Chief Accountant

Finance Department

nturner@burlesontx.com

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, ACCEPTING THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2025.

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, City staff has reported to the City Council the activities of the City’s cash and investment holdings for the last quarter; and

WHEREAS, City desires to accept the quarterly investment report from the City staff.

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

Section 1.

The City Council hereby accepts from City staff the quarterly investment report for the quarter ending September 30, 2025, a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference 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



INVESTMENT PORTFOLIO SUMMARY

For the Quarter Ended

September 30, 2025

**Prepared by
Valley View Consulting, L.L.C.**

The investment portfolio of the City of Burleson is in compliance with the Public Funds Investment Act and the City of Burleson Investment Policy and Strategies.



Disclaimer: These reports were compiled using information provided by the City of Burleson. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Annual Comparison

FYE Results by Investment Category:

City Funds	September 30, 2024			September 30, 2025		
	Book Value	Market Value	Ave. Yield	Book Value	Market Value	Ave. Yield
Asset Type						
Demand Deposit Account (Cash)	\$ 1,752,679	\$ 1,752,679	0.00%	\$ 1,374,054	\$ 1,374,054	0.81%
Money Market Accounts / Sweep	17,904,682	17,904,682	4.96%	58,683,581	58,683,581	4.39%
Pools / Money Market Funds	54,736,938	54,736,938	5.23%	7,043,589	7,043,589	4.33%
Certificates of Deposit	69,682,564	69,682,564	5.24%	51,223,191	51,223,191	4.30%
Securities	14,999,191	15,226,245	4.93%	55,017,985	55,201,588	4.38%
TOTALS	\$ 159,076,054	\$ 159,303,108		\$ 173,342,400	\$ 173,526,002	
Fourth Quarter-End Yield			5.12%			4.33%
Average Quarter-End Yields (1):			2024			2025
Burleson			5.07%			4.46%
Rolling Three Month Treasury			5.42%			4.38%
Rolling Six Month Treasury			5.34%			4.35%
TexPool			5.29%			4.36%
Fiscal year-to-date Interest Income	\$ 6,637,710 (Approximate)			\$ 6,542,999 (Approximate)		

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	June 30, 2025			September 30, 2025		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
Demand Deposit Account (Cash) (3)	0.00%	\$ 7,042,573	\$ 7,042,573	0.81%	\$ 1,374,054	\$ 1,374,054
Money Market Accounts / Sweep	4.61%	18,186,978	18,186,978	4.39%	58,683,581	58,683,581
Pools / Money Market Funds	4.41%	9,739,900	9,739,900	4.33%	7,043,589	7,043,589
Certificates of Deposit	4.56%	41,125,723	41,125,723	4.30%	51,223,191	51,223,191
Securities	4.37%	60,020,955	60,191,730	4.38%	55,017,985	55,201,588
Total	4.24%	\$ 136,116,129	\$ 136,286,904	4.33%	\$ 173,342,400	\$ 173,526,002
Total Excluding DDA / Cash	4.47%	\$ 129,073,556	\$ 129,244,331	4.36%	\$ 171,968,346	\$ 172,151,949
Average Yield - Current Quarter (1)			Fiscal Year-to-Date Average Yield (2)			
Total Portfolio	4.33%		Total Portfolio	4.46%		
Rolling Three Month Treasury	4.24%		Rolling Three Month Treasury	4.38%		
Rolling Six Month Treasury	4.17%		Rolling Six Month Treasury	4.35%		
TexPool	4.25%		TexPool	4.36%		

Interest Earnings (Approximate)	
Quarter	\$ 1,479,334
Fiscal Year-to-date	\$ 6,542,999

(1) **Quarter End Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

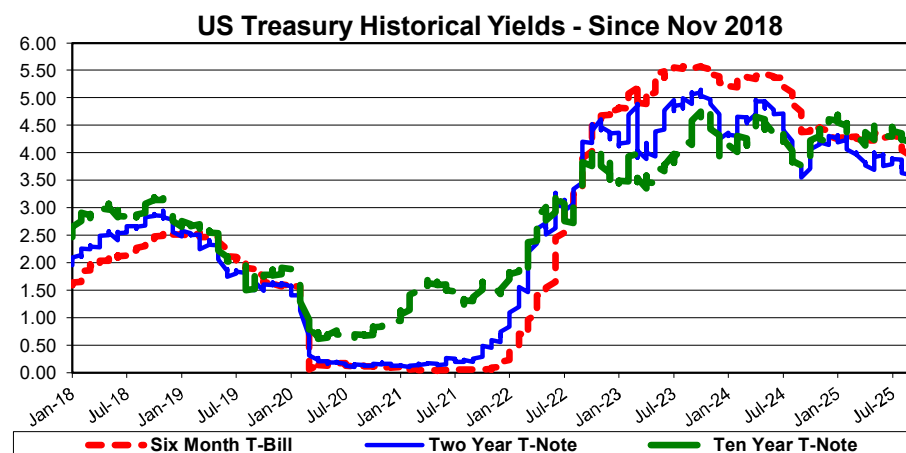
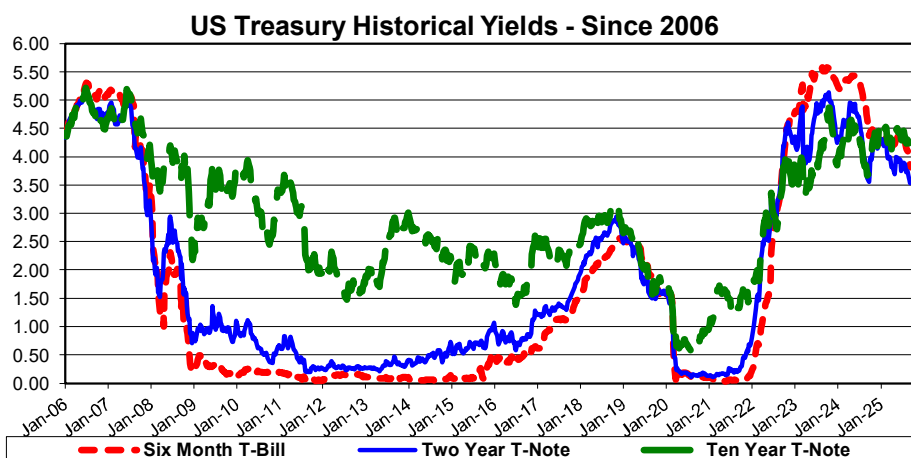
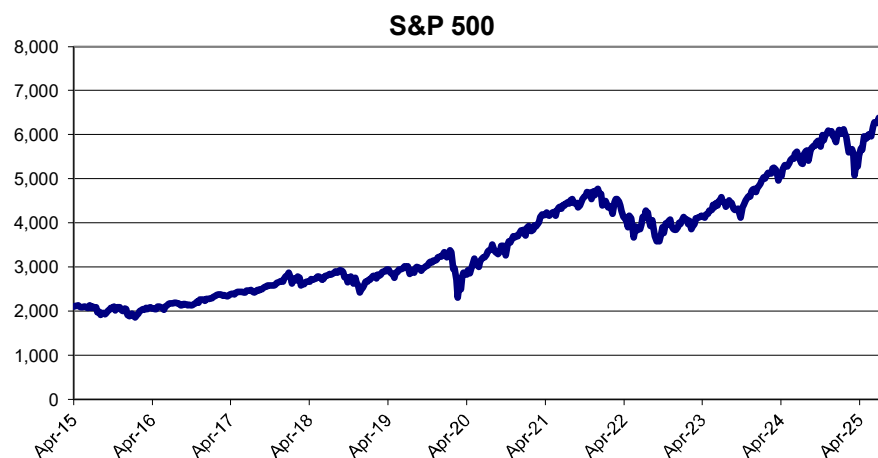
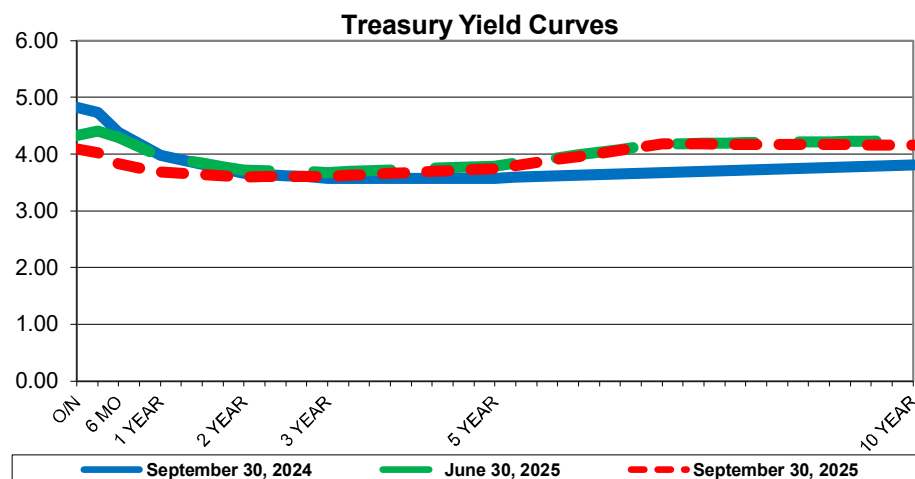
(3) **Demand Deposit Account (Cash)** - account at the City's depository bank utilized for day-to-day operating needs including outstanding payments pending clearing. Balances earn a credit to offset bank fees.

Investment Advisor Note: During market cycles where rates rise or fall, it is common to experience decreases or increases in market value of current investments. This is due to the value the market places on the asset in terms of its buying or selling ability on the current market day. The City's Investment Policy establishes a "buy and hold" portfolio strategy where investment maturities are targeted to match with identified cash flow requirements, and the investments mature at the anticipated time the cash is needed. The City does not intend to liquidate or redeem securities prior to maturity and will therefore not recognize the losses or gains from a pre-maturity sale. Instead, the City will report changes in market value as unrealized losses or gains as required by the PFIA and current accounting standards. As the security approaches maturity, the unrealized loss or gain will diminish, and at maturity the City will receive the full par value of the security.

Economic Overview

9/30/2025

The Federal Open Market Committee (FOMC) cut the Fed Funds target range to 4.00% - 4.25% September 17th (Effective Fed Funds trade +/-4.08%). Expectations for additional rate cuts remain - projecting two more 0.25% cuts before year-end. Sep Non-Farm Payroll was delayed by the government shut down. Second Quarter 2025 GDP (final) increased to + 3.8%. The S&P 500 Stock Index continued climbing and reached a new high (+/-6,700). The yield curve condensed with a slight upward slope. Crude Oil remains in the low \$60s. Inflation continues above the FOMC 2% target (Core PCE +/-2.9% and Core CPI +/-3.1%). The Markets still face uncertain economic outlooks, tariff impacts and political conflicts.



Investment Holdings

September 30, 2025

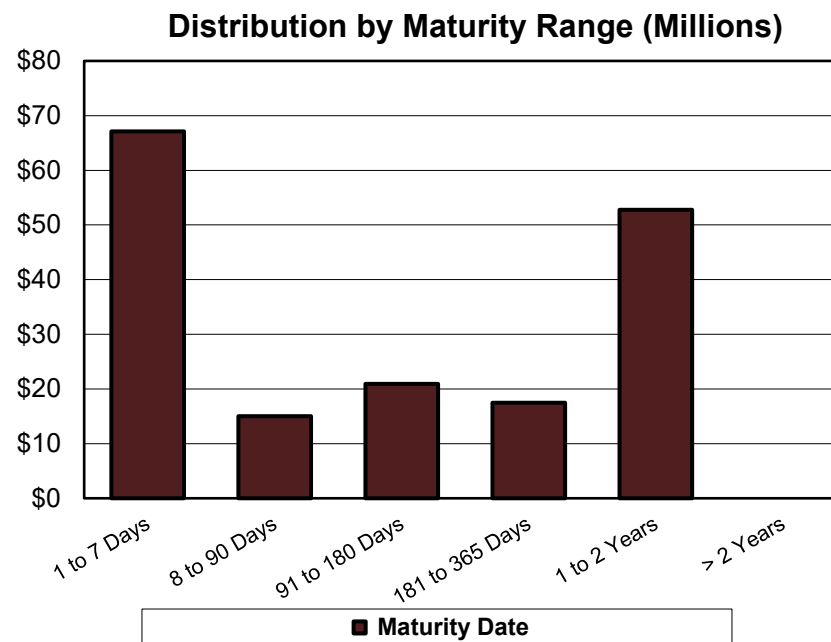
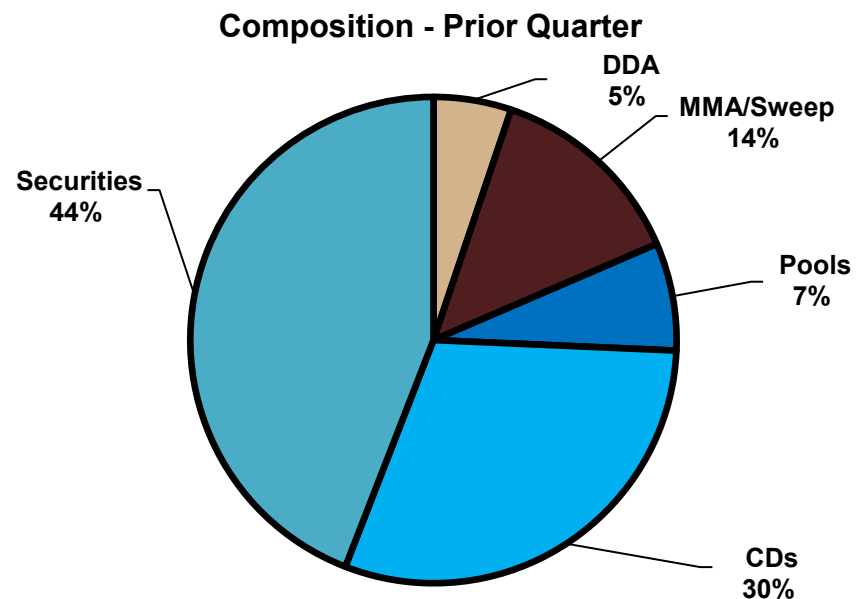
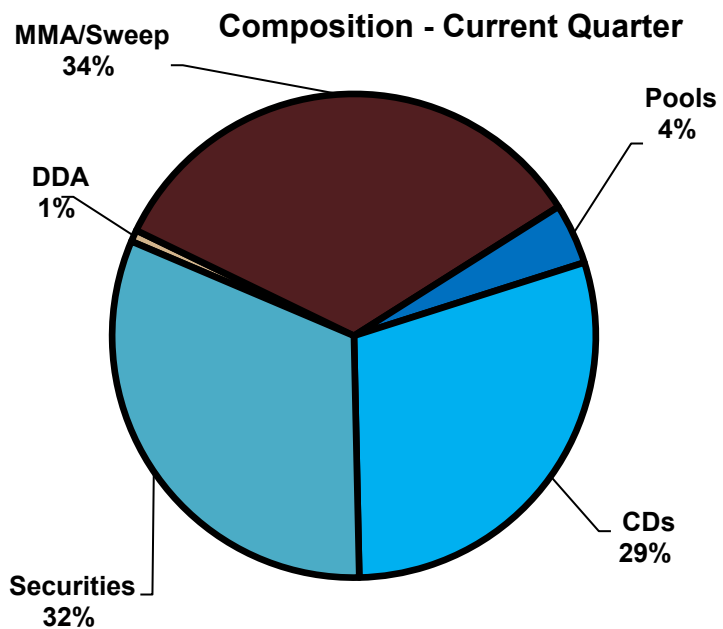


Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
SouthState Bank Cash		0.81%	10/01/25	09/30/25	\$ 1,374,054	\$ 1,374,054	1.00	\$ 1,374,054	1	0.81%
SouthState Bank MMA		4.47%	10/01/25	09/30/25	1,629,893	1,629,893	1.00	1,629,893	1	4.47%
InterBank MMA		4.64%	10/01/25	09/30/25	100,373	100,373	1.00	100,373	1	4.64%
InterBank ICS		4.40%	10/01/25	09/30/25	53,469,580	53,469,580	1.00	53,469,580	1	4.40%
NexBank IntraFi MMA Savings		4.25%	10/01/25	09/30/25	3,483,735	3,483,735	1.00	3,483,735	1	4.25%
TexPool	AAAm	4.25%	10/01/25	09/30/25	410,347	410,347	1.00	410,347	1	4.25%
LOGIC	AAAm	4.33%	10/01/25	09/30/25	6,633,242	6,633,242	1.00	6,633,242	1	4.33%
USTN	Aa1/AA+	5.00%	10/31/25	04/24/24	5,000,000	4,999,825	100.05	5,002,539	31	5.04%
USTN	Aa1/AA+	4.88%	11/30/25	10/09/24	10,000,000	10,011,200	100.11	10,010,937	61	4.18%
American Nat'l Bank & Trust CD		4.70%	01/25/26	07/25/24	15,846,141	15,846,141	100.00	15,846,141	117	4.80%
BOK Financial CDARS		4.11%	03/19/26	03/20/25	5,111,117	5,111,117	100.00	5,111,117	170	4.20%
FFCB	Aa1/AA+	4.88%	04/15/26	04/24/24	5,000,000	4,997,760	100.57	5,028,456	197	4.96%
FFCB	Aa1/AA+	4.88%	06/12/26	06/25/24	5,000,000	5,003,213	100.67	5,033,681	255	4.78%
USTN	Aa1/AA+	3.75%	08/31/26	10/29/24	5,000,000	4,982,936	100.00	5,000,000	335	4.14%
American Nat'l Bank & Trust CDARS		4.30%	09/24/26	09/25/25	2,501,766	2,501,766	100.00	2,501,766	359	4.39%
USTN	Aa1/AA+	4.63%	10/15/26	11/21/24	5,000,000	5,016,600	100.92	5,046,094	380	4.29%
FAMCA		4.23%	12/23/26	12/23/24	10,000,000	10,000,000	100.22	10,021,677	449	4.23%
USTN	Aa1/AA+	4.13%	02/15/27	06/09/25	10,000,000	10,006,452	100.58	10,058,203	503	4.07%
First Nat'l Bank of McGregor CD		3.85%	03/23/27	09/23/25	7,500,000	7,500,000	100.00	7,500,000	539	3.91%
American Nat'l Bank & Trust CDARS		4.05%	03/25/27	03/27/25	5,105,391	5,105,391	100.00	5,105,391	541	4.13%
American Nat'l Bank & Trust CDARS		3.95%	04/29/27	05/01/25	5,083,472	5,083,472	100.00	5,083,472	576	4.03%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	1,005,274	1,005,274	100.00	1,005,274	590	4.07%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	4,021,095	4,021,095	100.00	4,021,095	590	4.07%
American Nat'l Bank & Trust CDARS		3.95%	07/01/27	07/03/25	5,048,934	5,048,934	100.00	5,048,934	639	4.03%
Total Portfolio					\$ 173,324,414	\$ 173,342,400		\$ 173,526,002	206	4.33%

(1) (2)

(1) **Weighted average life** - For purposes of calculating weighted average life, overnight bank and pool balances are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Book Value, realized and unrealized gains/losses and investment advisory fees are not included. The yield for the reporting month is used for overnight bank and pool balances.



Book and Market Value Comparison



Issuer/Description	Yield	Maturity Date	Book Value 06/30/25	Increases	Decreases	Book Value 09/30/25	Market Value 06/30/25	Change in Market Value	Market Value 09/30/25
SouthState Bank Cash	0.81%	10/01/25	\$ 7,042,573	\$ —	\$ (5,668,519)	\$ 1,374,054	\$ 7,042,573	\$ (5,668,519)	\$ 1,374,054
SouthState Bank MMA	4.47%	10/01/25	1,394,774	235,118	—	1,629,893	1,394,774	235,118	1,629,893
InterBank MMA	4.64%	10/01/25	100,382	—	(9)	100,373	100,382	(9)	100,373
InterBank ICS	4.40%	10/01/25	13,246,715	40,222,865	—	53,469,580	13,246,715	40,222,865	53,469,580
NexBank IntraFi MMA Savings	4.25%	10/01/25	3,445,107	38,628	—	3,483,735	3,445,107	38,628	3,483,735
TexPool	4.25%	10/01/25	116,051	294,296	—	410,347	116,051	294,296	410,347
LOGIC	4.33%	10/01/25	9,623,849	—	(2,990,606)	6,633,242	9,623,849	(2,990,606)	6,633,242
East West Bank CD	5.39%	07/02/25	5,257,381	—	(5,257,381)	—	5,257,381	(5,257,381)	—
East West Bank CD	4.31%	08/14/25	5,063,406	—	(5,063,406)	—	5,063,406	(5,063,406)	—
USTN	4.29%	08/15/25	4,985,971	—	(4,985,971)	—	4,984,180	(4,984,180)	—
USTN	5.04%	10/31/25	4,999,307	518	—	4,999,825	5,010,547	(8,008)	5,002,539
USTN	4.18%	11/30/25	10,028,091	—	(16,891)	10,011,200	10,021,094	(10,156)	10,010,937
American Nat'l Bank & Trust CD	4.80%	01/25/26	15,659,891	186,250	—	15,846,141	15,659,891	186,250	15,846,141
BOK Financial CDARS	4.20%	03/19/26	5,058,388	52,729	—	5,111,117	5,058,388	52,729	5,111,117
FFCB	4.96%	04/15/26	4,996,713	1,046	—	4,997,760	5,027,378	1,079	5,028,456
FFCB	4.78%	06/12/26	5,004,372	—	(1,159)	5,003,213	5,034,085	(404)	5,033,681
USTN	4.14%	08/31/26	4,978,249	4,686	—	4,982,936	4,987,891	12,109	5,000,000
American Nat'l Bank & Trust CDARS	4.39%	09/24/26	—	2,501,766	—	2,501,766	—	2,501,766	2,501,766
USTN	4.29%	10/15/26	5,020,619	—	(4,019)	5,016,600	5,044,922	1,172	5,046,094
FAMCA	4.23%	12/23/26	10,000,000	—	—	10,000,000	10,033,197	(11,520)	10,021,677
USTN	4.07%	02/15/27	10,007,632	—	(1,180)	10,006,452	10,048,438	9,766	10,058,203
First Nat'l Bank of McGregor CD	3.91%	03/23/27	—	7,500,000	—	7,500,000	—	7,500,000	7,500,000
American Nat'l Bank & Trust CDARS	4.13%	03/25/27	5,053,542	51,849	—	5,105,391	5,053,542	51,849	5,105,391
American Nat'l Bank & Trust CDARS	4.03%	04/29/27	5,033,114	50,358	—	5,083,472	5,033,114	50,358	5,083,472
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	—	1,005,274	—	1,005,274	—	1,005,274	1,005,274
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	—	4,021,095	—	4,021,095	—	4,021,095	4,021,095
American Nat'l Bank & Trust CDARS	4.03%	07/01/27	—	5,048,934	—	5,048,934	—	5,048,934	5,048,934
TOTAL / AVERAGE	4.33%		\$ 136,116,129	\$ 61,215,412	\$ (23,989,142)	\$ 173,342,400	\$ 136,286,904	\$ 37,239,098	\$ 173,526,002



INVESTMENT PORTFOLIO SUMMARY

For the Quarter Ended

September 30, 2025

Prepared by
Valley View Consulting, L.L.C.

The investment portfolio of the City of Burleson is in compliance with the Public Funds Investment Act and the City of Burleson Investment Policy and Strategies.



Disclaimer: These reports were compiled using information provided by the City of Burleson. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Annual Comparison

FYE Results by Investment Category:

City Funds	September 30, 2024			September 30, 2025		
	Book Value	Market Value	Ave. Yield	Book Value	Market Value	Ave. Yield
Asset Type						
Demand Deposit Account (Cash)	\$ 1,752,679	\$ 1,752,679	0.00%	\$ 1,374,054	\$ 1,374,054	0.81%
Money Market Accounts / Sweep	17,904,682	17,904,682	4.96%	58,683,581	58,683,581	4.39%
Pools / Money Market Funds	54,736,938	54,736,938	5.23%	7,043,589	7,043,589	4.33%
Certificates of Deposit	69,682,564	69,682,564	5.24%	51,223,191	51,223,191	4.30%
Securities	14,999,191	15,226,245	4.93%	55,017,985	55,201,588	4.38%
TOTALS	\$ 159,076,054	\$ 159,303,108		\$ 173,342,400	\$ 173,526,002	
Fourth Quarter-End Yield			5.12%			4.33%
Average Quarter-End Yields (1):			2024			2025
Burleson			5.07%			4.46%
Rolling Three Month Treasury			5.42%			4.38%
Rolling Six Month Treasury			5.34%			4.35%
TexPool			5.29%			4.36%
Fiscal year-to-date Interest Income	\$ 6,637,710 (Approximate)			\$ 6,542,999 (Approximate)		

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	June 30, 2025			September 30, 2025		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
Demand Deposit Account (Cash) (3)	0.00%	\$ 7,042,573	\$ 7,042,573	0.81%	\$ 1,374,054	\$ 1,374,054
Money Market Accounts / Sweep	4.61%	18,186,978	18,186,978	4.39%	58,683,581	58,683,581
Pools / Money Market Funds	4.41%	9,739,900	9,739,900	4.33%	7,043,589	7,043,589
Certificates of Deposit	4.56%	41,125,723	41,125,723	4.30%	51,223,191	51,223,191
Securities	4.37%	60,020,955	60,191,730	4.38%	55,017,985	55,201,588
Total	4.24%	\$ 136,116,129	\$ 136,286,904	4.33%	\$ 173,342,400	\$ 173,526,002
Total Excluding DDA / Cash	4.47%	\$ 129,073,556	\$ 129,244,331	4.36%	\$ 171,968,346	\$ 172,151,949
Average Yield - Current Quarter (1)			Fiscal Year-to-Date Average Yield (2)			
Total Portfolio	4.33%		Total Portfolio	4.46%		
Rolling Three Month Treasury	4.24%		Rolling Three Month Treasury	4.38%		
Rolling Six Month Treasury	4.17%		Rolling Six Month Treasury	4.35%		
TexPool	4.25%		TexPool	4.36%		

Interest Earnings (Approximate)	
Quarter	\$ 1,479,334
Fiscal Year-to-date	\$ 6,542,999

(1) **Quarter End Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

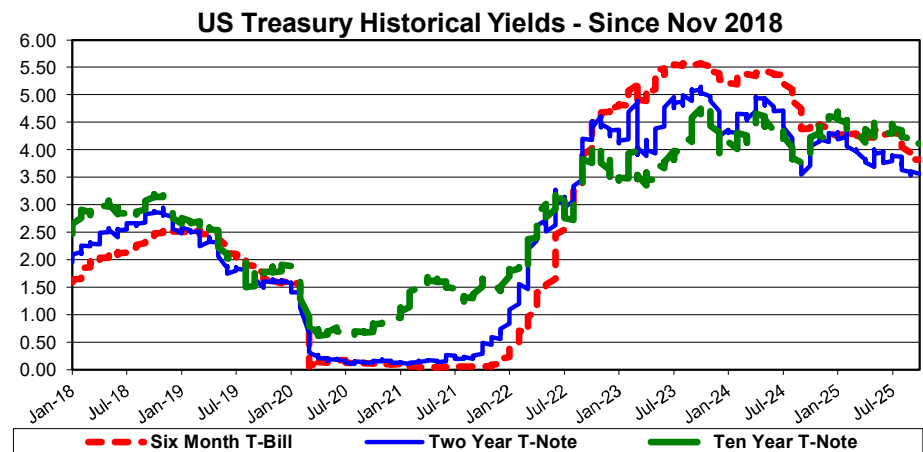
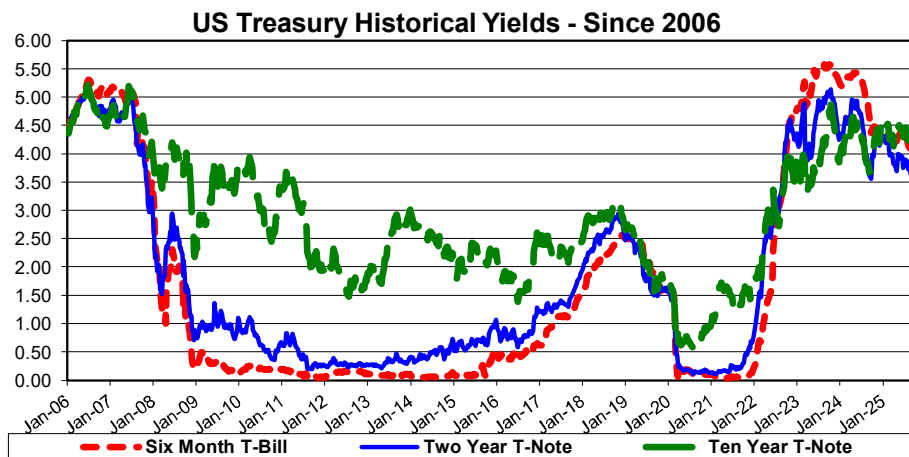
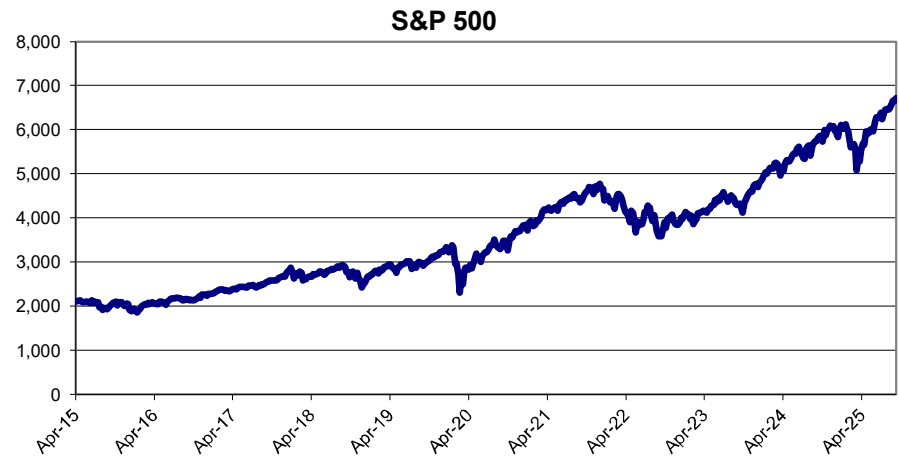
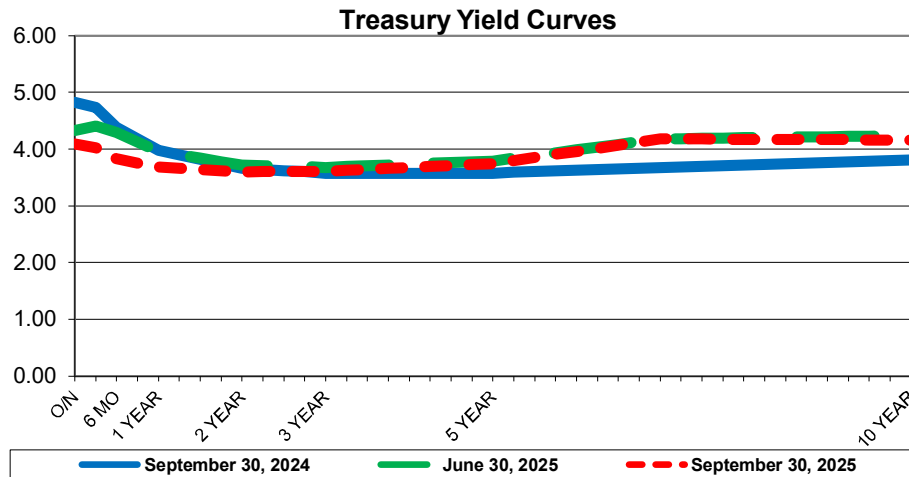
(3) **Demand Deposit Account (Cash)** - account at the City's depository bank utilized for day-to-day operating needs including outstanding payments pending clearing. Balances earn a credit to offset bank fees.

Investment Advisor Note: During market cycles where rates rise or fall, it is common to experience decreases or increases in market value of current investments. This is due to the value the market places on the asset in terms of its buying or selling ability on the current market day. The City's Investment Policy establishes a "buy and hold" portfolio strategy where investment maturities are targeted to match with identified cash flow requirements, and the investments mature at the anticipated time the cash is needed. The City does not intend to liquidate or redeem securities prior to maturity and will therefore not recognize the losses or gains from a pre-maturity sale. Instead, the City will report changes in market value as unrealized losses or gains as required by the PFIA and current accounting standards. As the security approaches maturity, the unrealized loss or gain will diminish, and at maturity the City will receive the full par value of the security.

Economic Overview

9/30/2025

The Federal Open Market Committee (FOMC) cut the Fed Funds target range to 4.00% - 4.25% September 17th (Effective Fed Funds trade +/-4.08%). Expectations for additional rate cuts remain - projecting two more 0.25% cuts before year-end. Sep Non-Farm Payroll was delayed by the government shut down. Second Quarter 2025 GDP (final) increased to + 3.8%. The S&P 500 Stock Index continued climbing and reached a new high (+/-6,700). The yield curve condensed with a slight upward slope. Crude Oil remains in the low \$60s. Inflation continues above the FOMC 2% target (Core PCE +/-2.9% and Core CPI +/-3.1%). The Markets still face uncertain economic outlooks, tariff impacts and political conflicts.



Investment Holdings

September 30, 2025

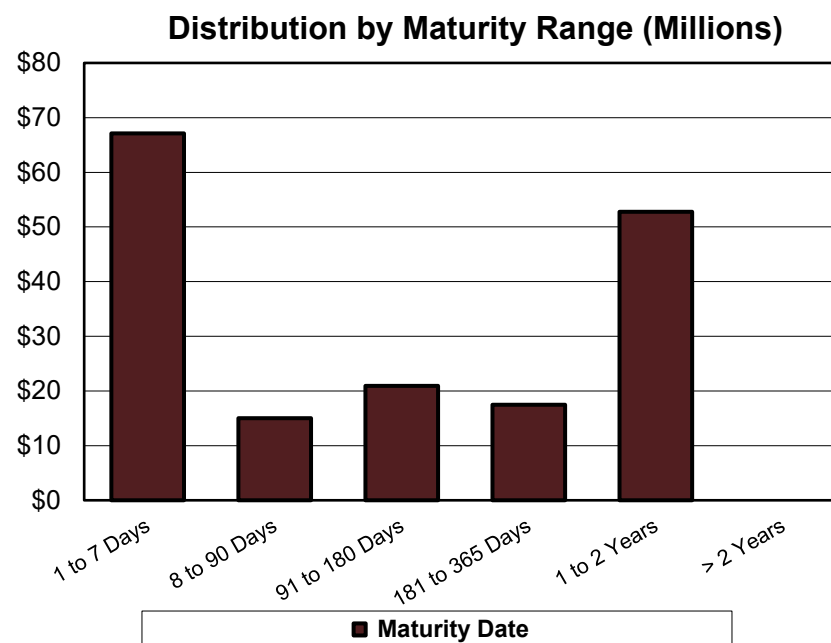
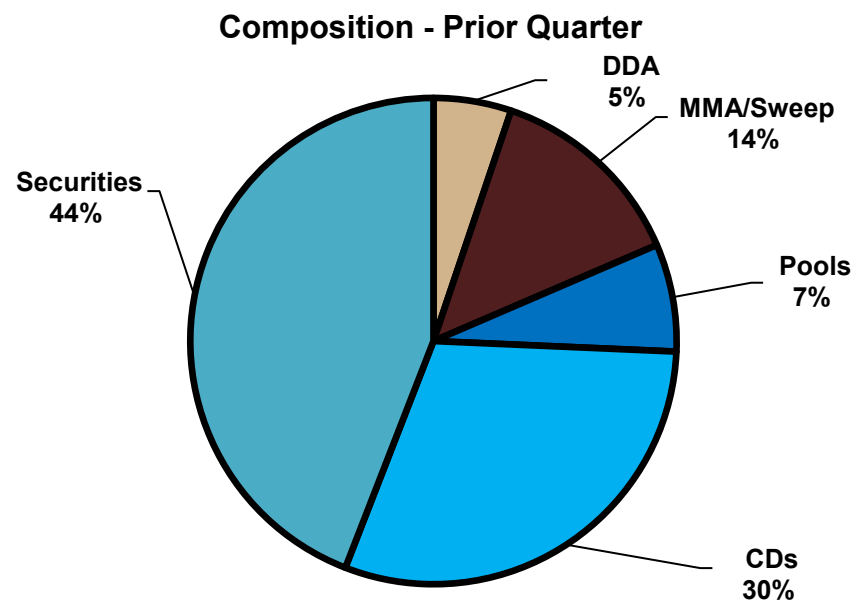
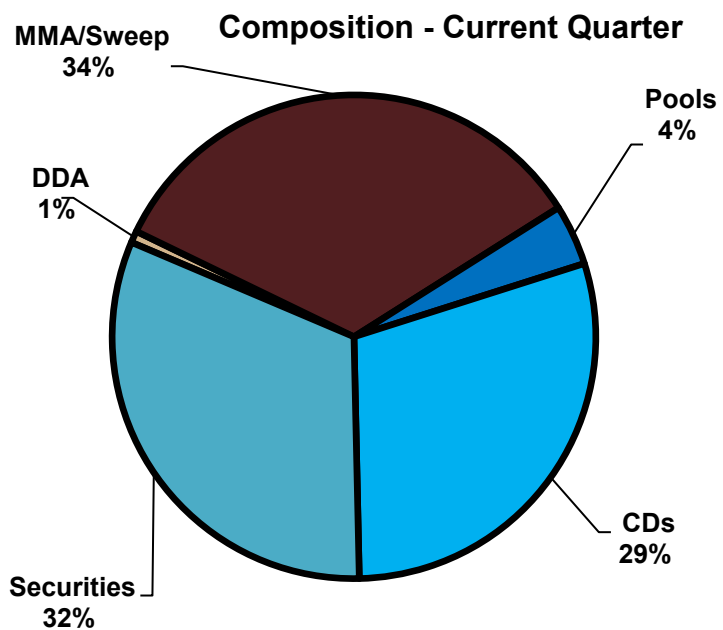


Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
SouthState Bank Cash		0.81%	10/01/25	09/30/25	\$ 1,374,054	\$ 1,374,054	1.00	\$ 1,374,054	1	0.81%
SouthState Bank MMA		4.47%	10/01/25	09/30/25	1,629,893	1,629,893	1.00	1,629,893	1	4.47%
InterBank MMA		4.64%	10/01/25	09/30/25	100,373	100,373	1.00	100,373	1	4.64%
InterBank ICS		4.40%	10/01/25	09/30/25	53,469,580	53,469,580	1.00	53,469,580	1	4.40%
NexBank IntraFi MMA Savings		4.25%	10/01/25	09/30/25	3,483,735	3,483,735	1.00	3,483,735	1	4.25%
TexPool	AAAm	4.25%	10/01/25	09/30/25	410,347	410,347	1.00	410,347	1	4.25%
LOGIC	AAAm	4.33%	10/01/25	09/30/25	6,633,242	6,633,242	1.00	6,633,242	1	4.33%
USTN	Aa1/AA+	5.00%	10/31/25	04/24/24	5,000,000	4,999,825	100.05	5,002,539	31	5.04%
USTN	Aa1/AA+	4.88%	11/30/25	10/09/24	10,000,000	10,011,200	100.11	10,010,937	61	4.18%
American Nat'l Bank & Trust CD		4.70%	01/25/26	07/25/24	15,846,141	15,846,141	100.00	15,846,141	117	4.80%
BOK Financial CDARS		4.11%	03/19/26	03/20/25	5,111,117	5,111,117	100.00	5,111,117	170	4.20%
FFCB	Aa1/AA+	4.88%	04/15/26	04/24/24	5,000,000	4,997,760	100.57	5,028,456	197	4.96%
FFCB	Aa1/AA+	4.88%	06/12/26	06/25/24	5,000,000	5,003,213	100.67	5,033,681	255	4.78%
USTN	Aa1/AA+	3.75%	08/31/26	10/29/24	5,000,000	4,982,936	100.00	5,000,000	335	4.14%
American Nat'l Bank & Trust CDARS		4.30%	09/24/26	09/25/25	2,501,766	2,501,766	100.00	2,501,766	359	4.39%
USTN	Aa1/AA+	4.63%	10/15/26	11/21/24	5,000,000	5,016,600	100.92	5,046,094	380	4.29%
FAMCA		4.23%	12/23/26	12/23/24	10,000,000	10,000,000	100.22	10,021,677	449	4.23%
USTN	Aa1/AA+	4.13%	02/15/27	06/09/25	10,000,000	10,006,452	100.58	10,058,203	503	4.07%
First Nat'l Bank of McGregor CD		3.85%	03/23/27	09/23/25	7,500,000	7,500,000	100.00	7,500,000	539	3.91%
American Nat'l Bank & Trust CDARS		4.05%	03/25/27	03/27/25	5,105,391	5,105,391	100.00	5,105,391	541	4.13%
American Nat'l Bank & Trust CDARS		3.95%	04/29/27	05/01/25	5,083,472	5,083,472	100.00	5,083,472	576	4.03%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	1,005,274	1,005,274	100.00	1,005,274	590	4.07%
American Nat'l Bank & Trust CDARS		4.00%	05/13/27	08/14/25	4,021,095	4,021,095	100.00	4,021,095	590	4.07%
American Nat'l Bank & Trust CDARS		3.95%	07/01/27	07/03/25	5,048,934	5,048,934	100.00	5,048,934	639	4.03%
Total Portfolio					\$ 173,324,414	\$ 173,342,400		\$ 173,526,002	206	4.33%

(1) (2)

(1) **Weighted average life** - For purposes of calculating weighted average life, overnight bank and pool balances are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Book Value, realized and unrealized gains/losses and investment advisory fees are not included. The yield for the reporting month is used for overnight bank and pool balances.



Book and Market Value Comparison



Issuer/Description	Yield	Maturity Date	Book Value 06/30/25	Increases	Decreases	Book Value 09/30/25	Market Value 06/30/25	Change in Market Value	Market Value 09/30/25
SouthState Bank Cash	0.81%	10/01/25	\$ 7,042,573	\$ —	\$ (5,668,519)	\$ 1,374,054	\$ 7,042,573	\$ (5,668,519)	\$ 1,374,054
SouthState Bank MMA	4.47%	10/01/25	1,394,774	235,118	—	1,629,893	1,394,774	235,118	1,629,893
InterBank MMA	4.64%	10/01/25	100,382	—	(9)	100,373	100,382	(9)	100,373
InterBank ICS	4.40%	10/01/25	13,246,715	40,222,865	—	53,469,580	13,246,715	40,222,865	53,469,580
NexBank IntraFi MMA Savings	4.25%	10/01/25	3,445,107	38,628	—	3,483,735	3,445,107	38,628	3,483,735
TexPool	4.25%	10/01/25	116,051	294,296	—	410,347	116,051	294,296	410,347
LOGIC	4.33%	10/01/25	9,623,849	—	(2,990,606)	6,633,242	9,623,849	(2,990,606)	6,633,242
East West Bank CD	5.39%	07/02/25	5,257,381	—	(5,257,381)	—	5,257,381	(5,257,381)	—
East West Bank CD	4.31%	08/14/25	5,063,406	—	(5,063,406)	—	5,063,406	(5,063,406)	—
USTN	4.29%	08/15/25	4,985,971	—	(4,985,971)	—	4,984,180	(4,984,180)	—
USTN	5.04%	10/31/25	4,999,307	518	—	4,999,825	5,010,547	(8,008)	5,002,539
USTN	4.18%	11/30/25	10,028,091	—	(16,891)	10,011,200	10,021,094	(10,156)	10,010,937
American Nat'l Bank & Trust CD	4.80%	01/25/26	15,659,891	186,250	—	15,846,141	15,659,891	186,250	15,846,141
BOK Financial CDARS	4.20%	03/19/26	5,058,388	52,729	—	5,111,117	5,058,388	52,729	5,111,117
FFCB	4.96%	04/15/26	4,996,713	1,046	—	4,997,760	5,027,378	1,079	5,028,456
FFCB	4.78%	06/12/26	5,004,372	—	(1,159)	5,003,213	5,034,085	(404)	5,033,681
USTN	4.14%	08/31/26	4,978,249	4,686	—	4,982,936	4,987,891	12,109	5,000,000
American Nat'l Bank & Trust CDARS	4.39%	09/24/26	—	2,501,766	—	2,501,766	—	2,501,766	2,501,766
USTN	4.29%	10/15/26	5,020,619	—	(4,019)	5,016,600	5,044,922	1,172	5,046,094
FAMCA	4.23%	12/23/26	10,000,000	—	—	10,000,000	10,033,197	(11,520)	10,021,677
USTN	4.07%	02/15/27	10,007,632	—	(1,180)	10,006,452	10,048,438	9,766	10,058,203
First Nat'l Bank of McGregor CD	3.91%	03/23/27	—	7,500,000	—	7,500,000	—	7,500,000	7,500,000
American Nat'l Bank & Trust CDARS	4.13%	03/25/27	5,053,542	51,849	—	5,105,391	5,053,542	51,849	5,105,391
American Nat'l Bank & Trust CDARS	4.03%	04/29/27	5,033,114	50,358	—	5,083,472	5,033,114	50,358	5,083,472
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	—	1,005,274	—	1,005,274	—	1,005,274	1,005,274
American Nat'l Bank & Trust CDARS	4.07%	05/13/27	—	4,021,095	—	4,021,095	—	4,021,095	4,021,095
American Nat'l Bank & Trust CDARS	4.03%	07/01/27	—	5,048,934	—	5,048,934	—	5,048,934	5,048,934
TOTAL / AVERAGE	4.33%		\$ 136,116,129	\$ 61,215,412	\$ (23,989,142)	\$ 173,342,400	\$ 136,286,904	\$ 37,239,098	\$ 173,526,002

City Council Regular Meeting

DEPARTMENT: Parks and Recreation
FROM: Eric Oscarson, Deputy City Manager
MEETING: November 3, 2025

SUBJECT:

Consider and take possible action on a minute order for the spending authorization for Chisenhall concessions in the amount of \$410,000. *(Staff Contact: Eric Oscarson, Deputy City Manager)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Great Place to Live Through Expanded Quality of Life Amenities	4.2 Provide high-quality recreation opportunities, events and facilities for residents

SUMMARY:

The City Council recently approved a 5-year agreement with Sports Facility Management (SFM) for the daily operations of Chisenhall Sports Complex. As part of the agreement, SFM will take over management of the concession stands. This authorization allows SFM to purchase food and beverage items for resale.

RECOMMENDATION:

Approval

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

October 6, 2025 – City Council authorized a 5-Year contract with SFM

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue:\$410,000

Account Number(s):

Fund: Chisenhall

STAFF CONTACT:

Eric Oscarson

Deputy City Manager

eoscarson@burlesontx.com

817-426-9837



Chisenhall Purchase Authorization

CITY COUNCIL, OCTOBER 6, 2025

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION

Background

Council provided direction to pursue the possibility of third-party management of Chisenhall Sports Complex

The RFP was issued January 31, 2025

The RFP closed March 26, 2025

The City received 3 respondents for management services and interviewed 2 companies the week of April 7, 2025

Staff is recommended proceeding with Sports Facilities Companies as our firm

The SFC model allows for the City to retain control of the complex

The City entered into a due diligence contract in the amount of \$45,000 to determine the feasibility of the project that will be included in the mid-year budget adjustments

Over the past month staff has worked with SFC and BYA to determine the feasibility of entering into an agreement

Staff presented the proposal to City Council on August 18 and received a recommendation to proceed with SFC

Council approved the contract with SFM to manage Chisenhall on October 6.

Scope of Services

Day-to-day operation and management of the complex.

Staffing, scheduling, marketing, promotion, concessions, food & beverage, maintenance, custodial services, landscaping, pest control, and safety compliance.

Booking of tournaments, rentals, and events to maximize community use and economic impact.

Financial administration, including collection and deposit of revenues, paying operating expenses, and maintaining point-of-sale systems.

Maintenance of equipment, grounds, and infrastructure to city standards.

Compliance with City policies, including city's purchasing policies.

Authorization

Expenditures:

Food and Beverage - \$410,000

For the purchase of food and beverage products intended for resale.

Items intended for resale are not subject to purchasing requirements.

This is authorization for this fiscal year.

Minute Order Authorization

Approval of a minute order for the spending authorization for Chisenhall concessions in the amount of \$410,000

Questions

City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony D. McIlwain, Development Services Director

MEETING: November 3, 2025

SUBJECT:

Receive a report, hold a discussion, and provide staff direction on proposed process improvements for the Development Services Department. (*Staff Contact: Tony D. McIlwain, Development Services Director*)

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

SUMMARY:

The purpose of this presentation is to inform the Council on the current structure, employee work load and proposed process improvements within the Development Services Department. Additionally, staff will discuss the need for on-going code amendments necessary to streamline operational efficiency and compliance with state law.

RECOMMENDATION:

Staff recommends Council provide further direction on this item.

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

None

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: n/a

Account Number(s): n/a

Fund: n/a

Account Description: n/a

Procurement Method: n/a

STAFF CONTACT:

Tony D. McIlwain, AICP, CFM

Development Services Director

tmcilwain@burlesontx.com

817-426-9684

Development Services

OVERVIEW AND PROCESS IMPROVEMENTS

CITY COUNCIL: 11.3.25

Development Services

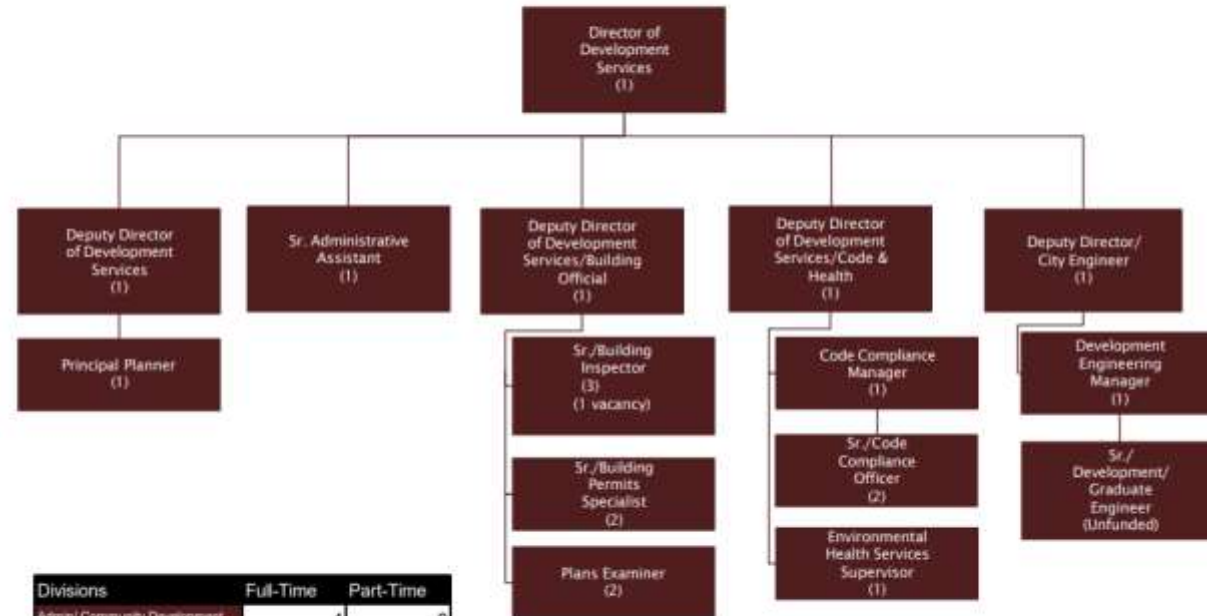
The Development Services Department collaborates to build a community of equity, strength and resiliency through orderly and sustainable development; efficient and thorough building permits and inspections services; and the promotion of property codes and environmental health standards.

Department is comprised of four divisions:

- Community Development
- Building Permits and Inspections
- Engineering
- Code Compliance and Environmental Health Services

Organizational Chart

Development Services Organizational Chart



Divisions	Full-Time	Part-Time
Admin/ Community Development	4	0
Building Inspections	7	0
Engineering Development	2	0
Code Compliance	5	0
TOTAL	18	0

Note: Department currently has three unfunded, vacant positions:

Senior Planner

Senior Building Inspector

Development Engineer

Development Services

Community Development:

Implements the Comprehensive Plan, reviews zoning changes requests, subdivision plats, commercial site plans, annexations and other related development applications within the City and the ETJ.

Engineering Division:

Implements the City's Infrastructure Masterplans by reviewing all plats, commercial site plans, subdivision plans, floodplains, and all construction documents including capital engineering construction documents to ensure the City's infrastructure is designed and constructed in accordance with City ordinances and standards and accepted engineering practices.

Development Services

Building Permits and Inspections:

Reviews, inspects and issues permits for new residential and commercial construction, additions and remodels for residential and commercial buildings as well as miscellaneous applications for signs, fences, and garage sales.

Code and Environmental Division:

Protects property values and improves the health, safety, and welfare of citizens by obtaining compliance with nuisance, building, zoning, land development, environmental, and other codes and ordinances through effective, expeditious, and equitable enforcement of the codes.

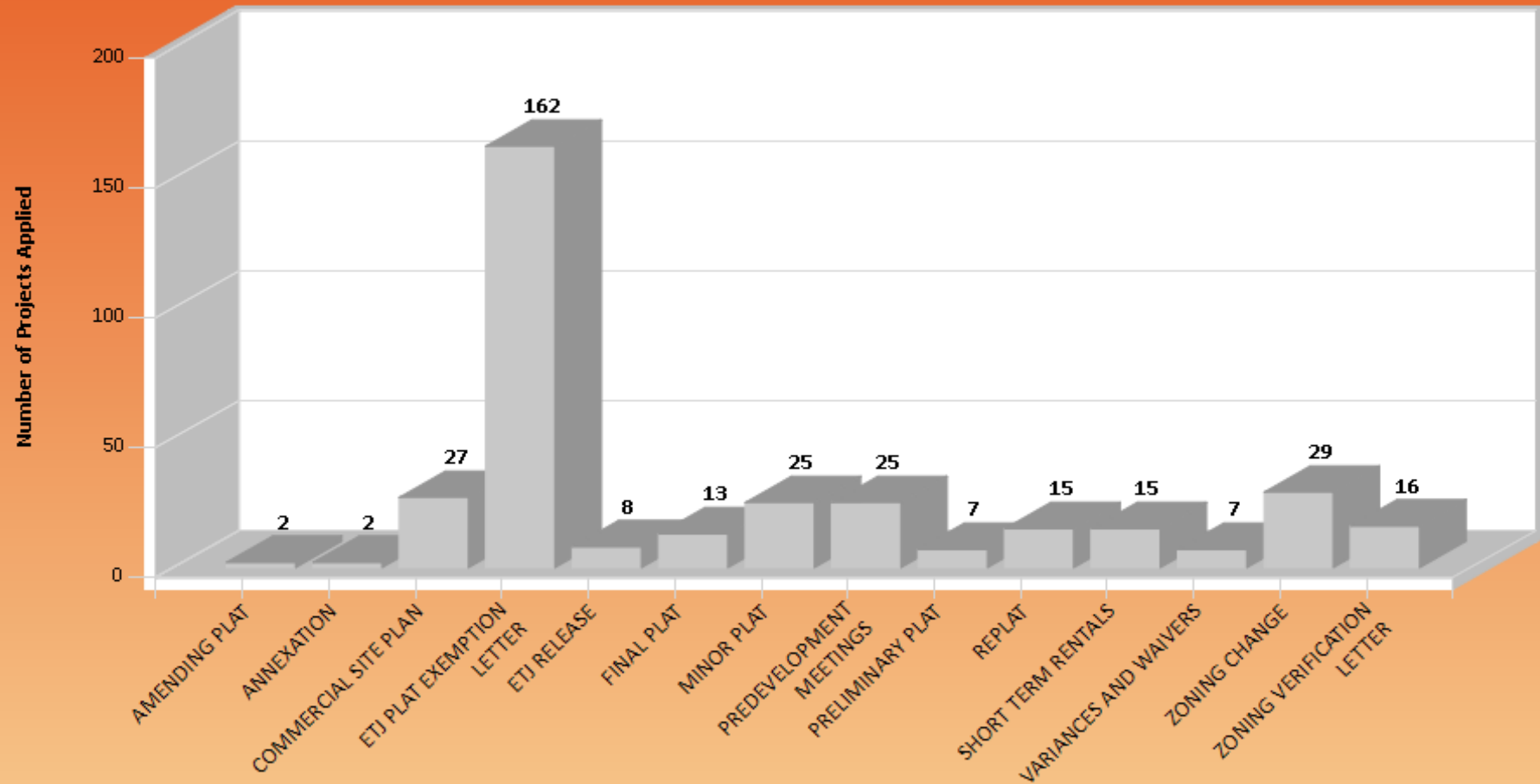
Environmental Health Services is responsible for protecting public health and safety through education and implementation of Food Establishments, Public Pools and On-site Sewage Facilities permitting, inspections and complaint investigations.

Community
Development
Division
FY 2025
activity

Project Applied for by Type

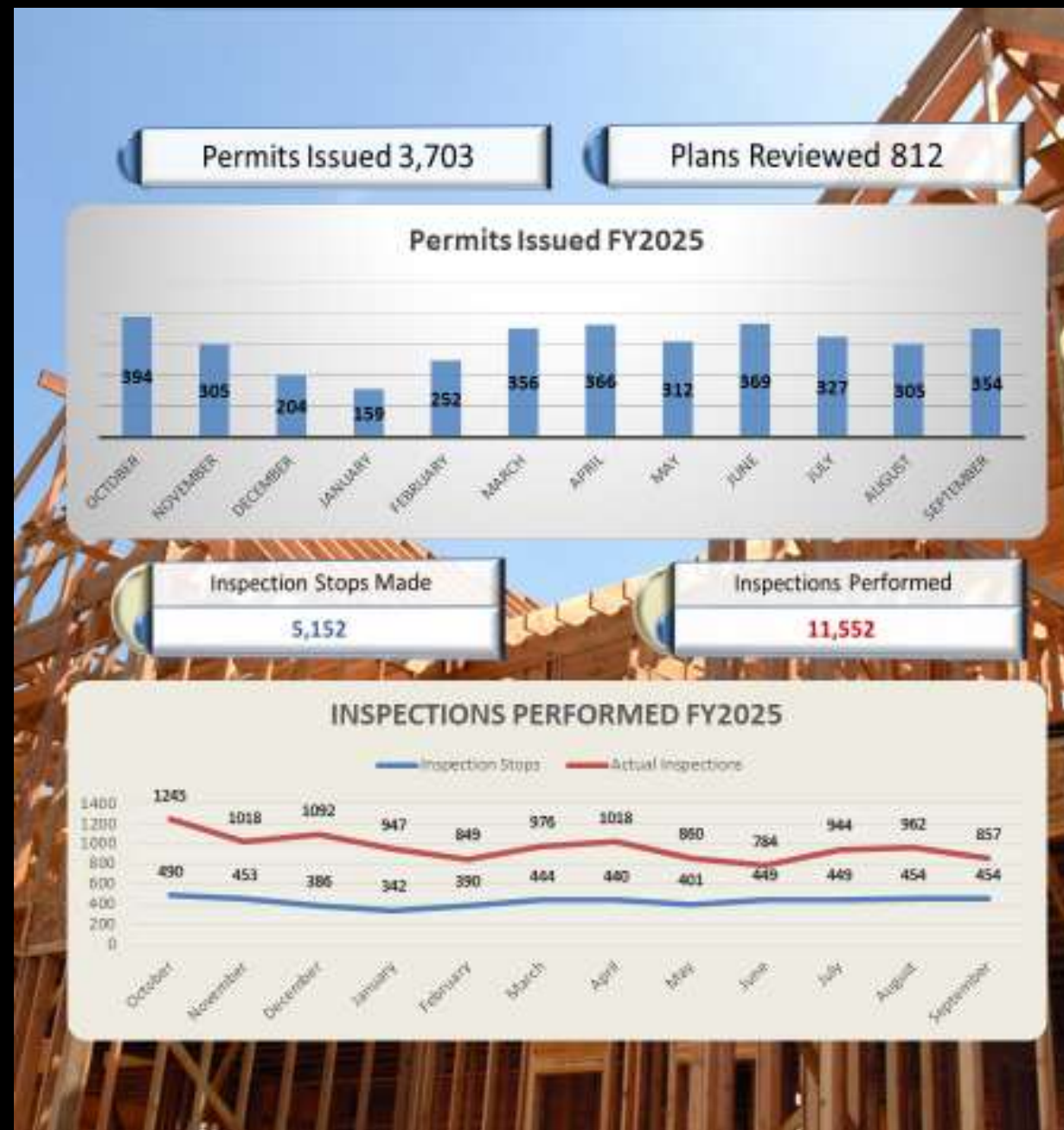
City of Burleson

Date Range Between 10/1/2024 and 10/22/2025



Total Projects: 353

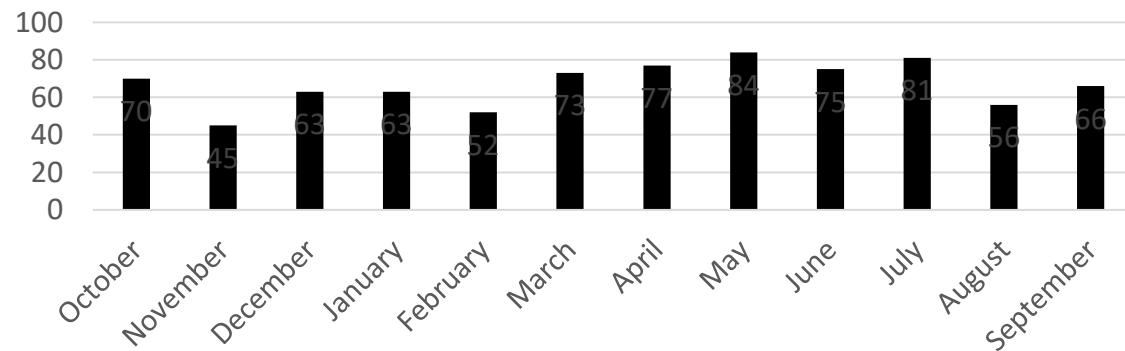
Building Permits and Inspections Division FY 2025 activity



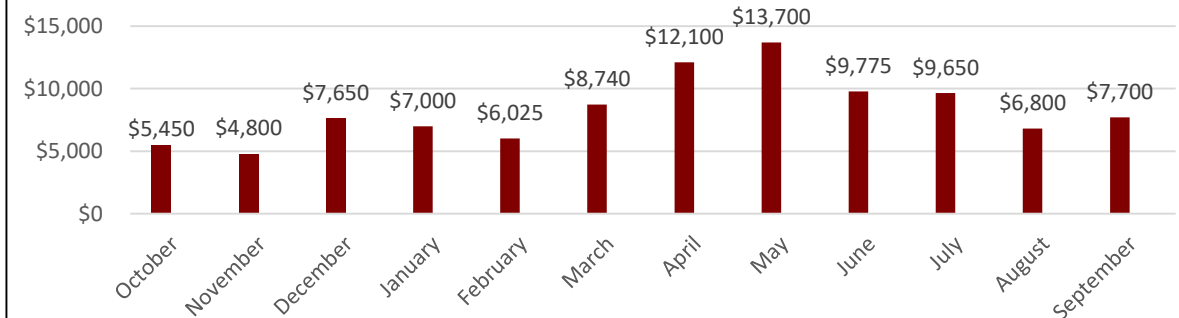
BURLESON

FY 25 -Environmental Health Services Activity

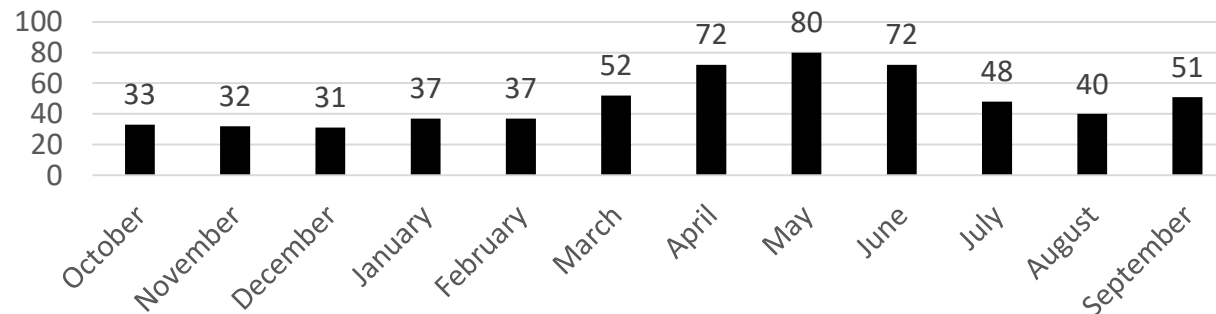
FY25 Environmental Health Inspections/ Activity = 805
Inspections, Complaints, Plan review, pre-opening



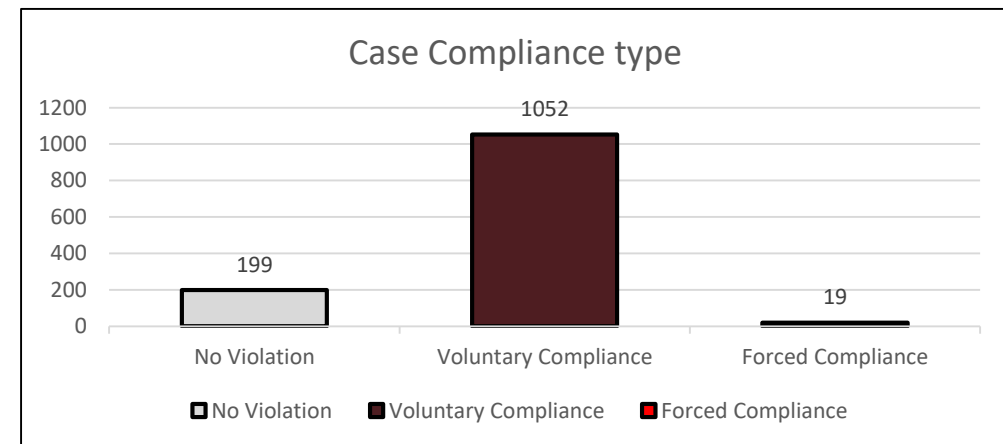
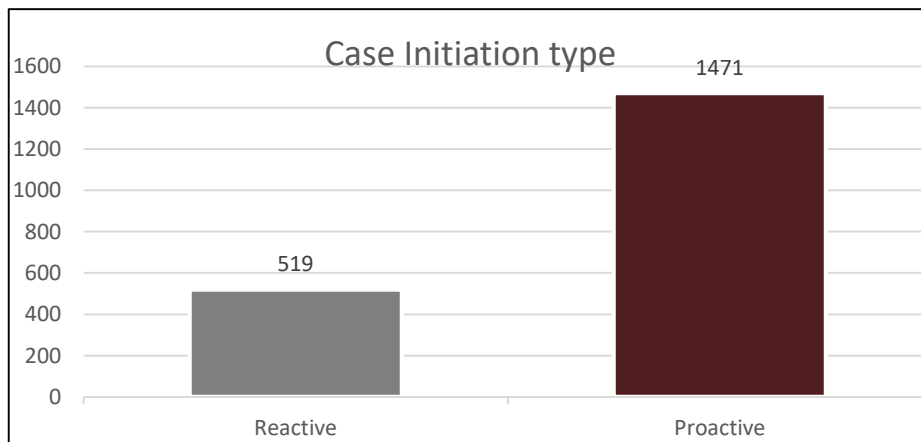
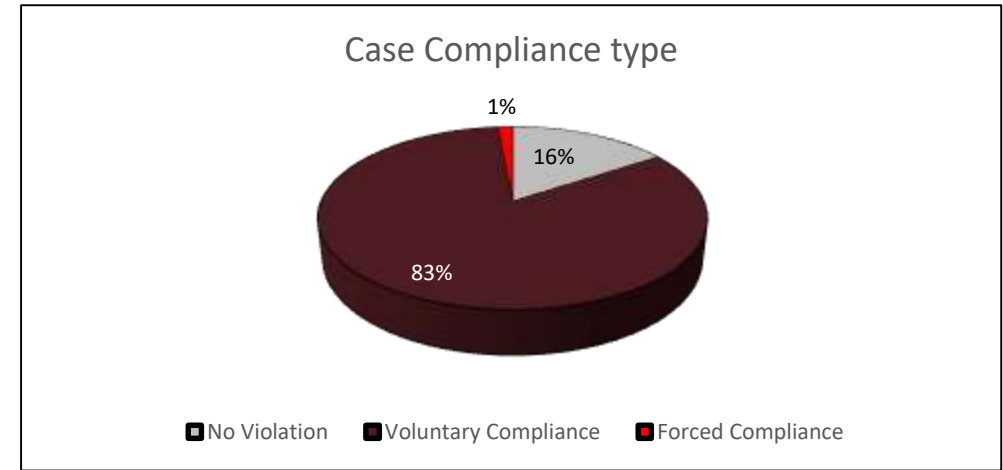
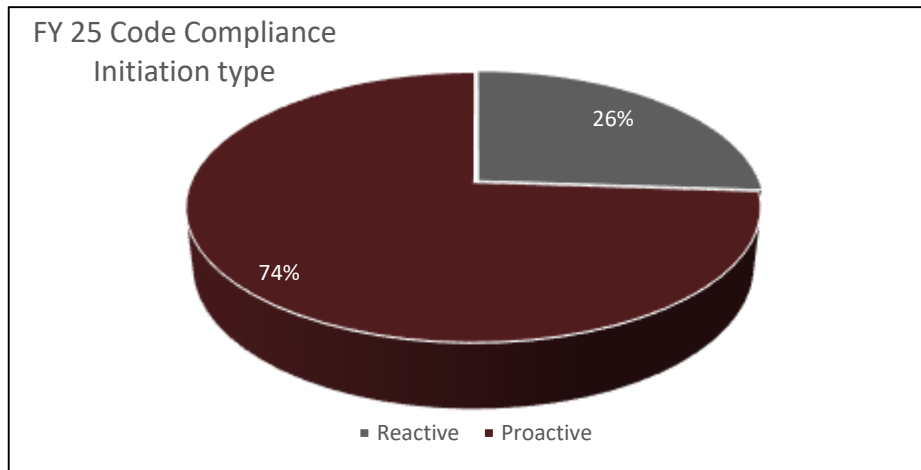
FY 25 Environmental Health Permit Revenue = \$99,390
Restaurants, Public Pools, Temporary Food/Mobile
Vendors/OSSF



Environmental Health Permits Administratively Processed = 585



FY 25 Code Compliance Activity



Strategic Priorities

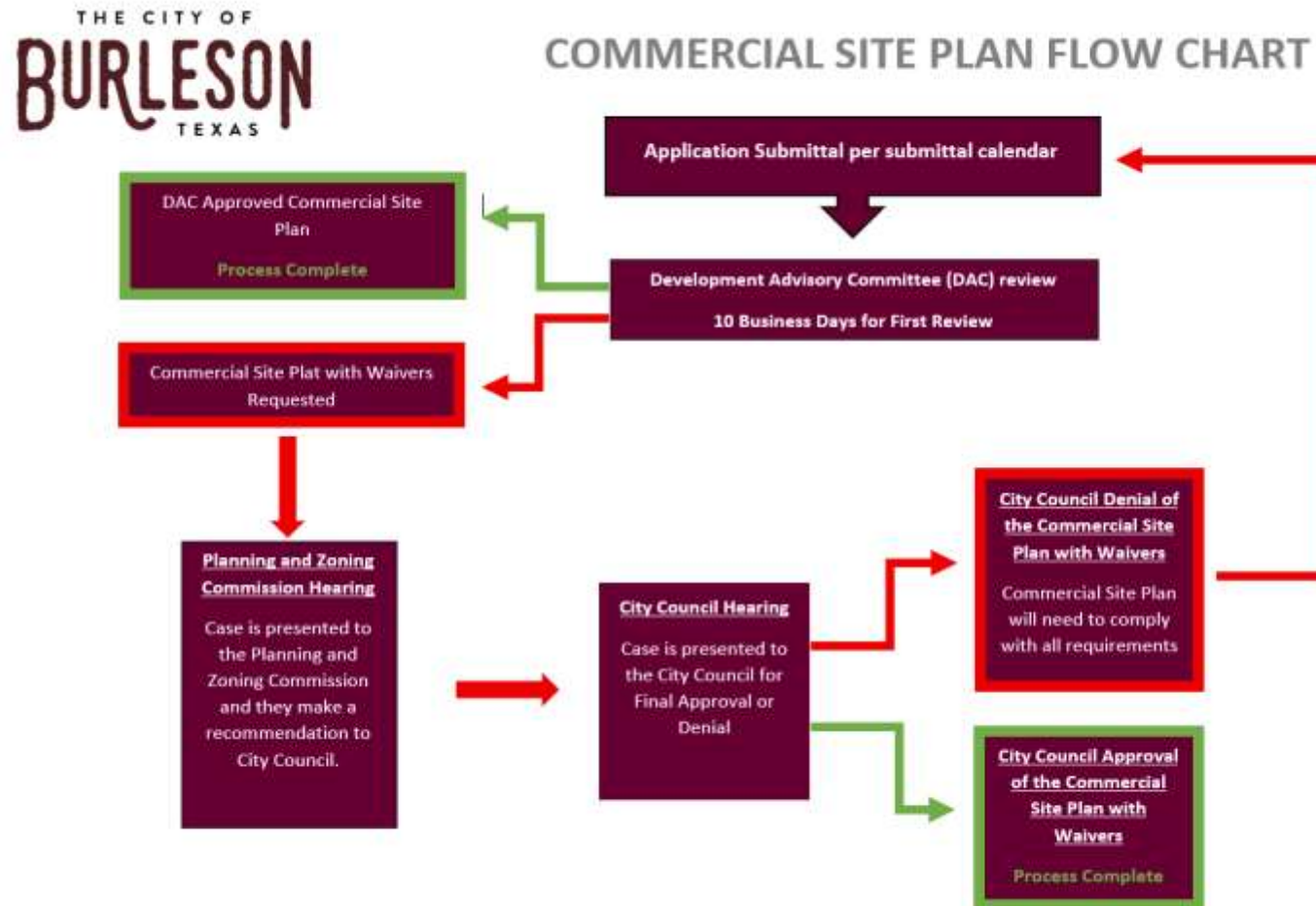
The Department currently has various goals within the following Strategic Priorities:

 High Performing City Organization Providing Exceptional, People Focused Services	 Dynamic & Preferred City Through Managed Growth	 Beautiful, Safe, & Vibrant Community
Strategic Goal	Strategic Goal	Strategic Goal
1.2 Continue to improve the efficiency and productivity of operations	2.2 Promote sustainable residential and commercial development through strategic and long-term planning	3.1 Encourage a clean and healthy community
1.3 Deliver high-quality service and communications to external and internal customers	2.3 Enhance connectivity and improve mobility	3.5 Continue community policing and risk reduction programs

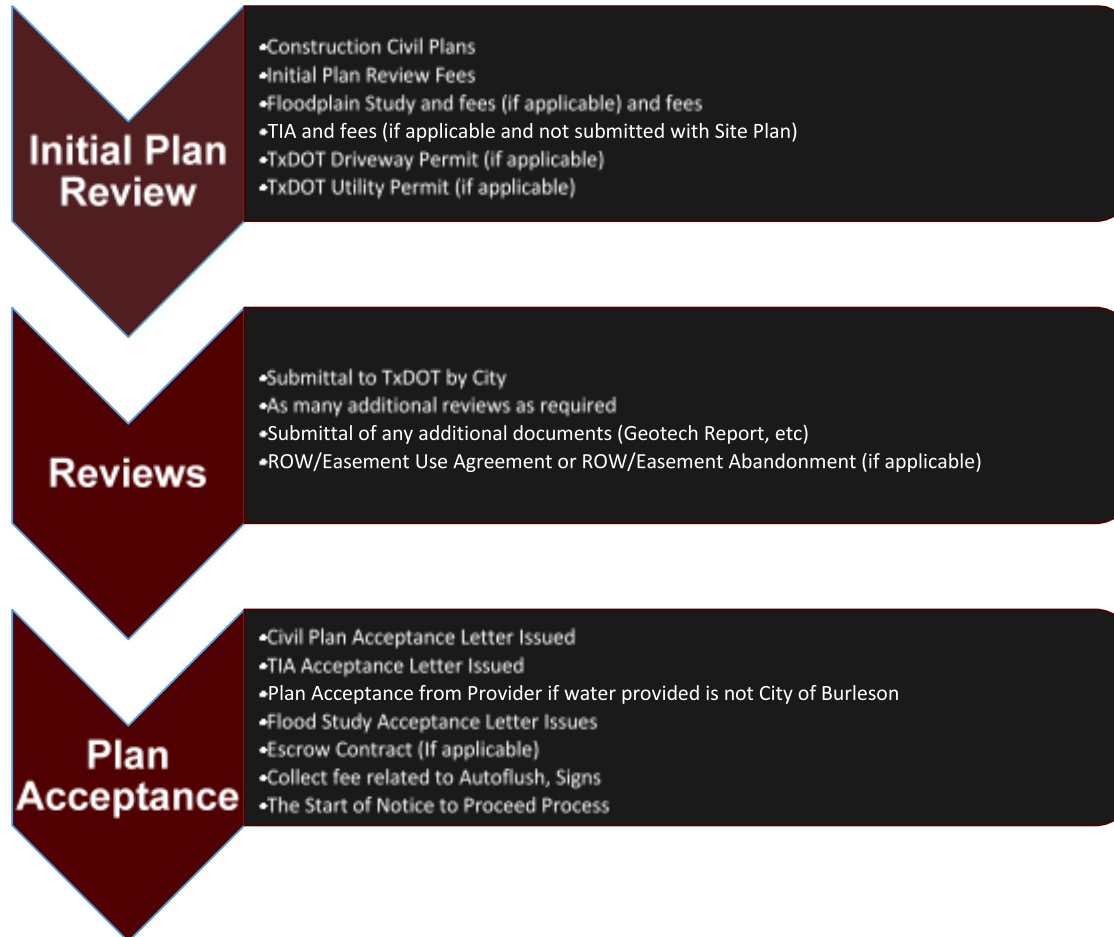
Development Community Feedback

- Staff has received feedback from the development community and council members regarding concerns about the city's review and permitting process.
- The concerns involve complicated submittal and review processes, the inability to secure permits in a faster timeframe, too many correction comments, and overall difficulty in doing business with the department.
- The City Manager's office and department leadership discussed the concerns and how to improve overall customer service and efficiency.
- The next few slides detail current review processes.

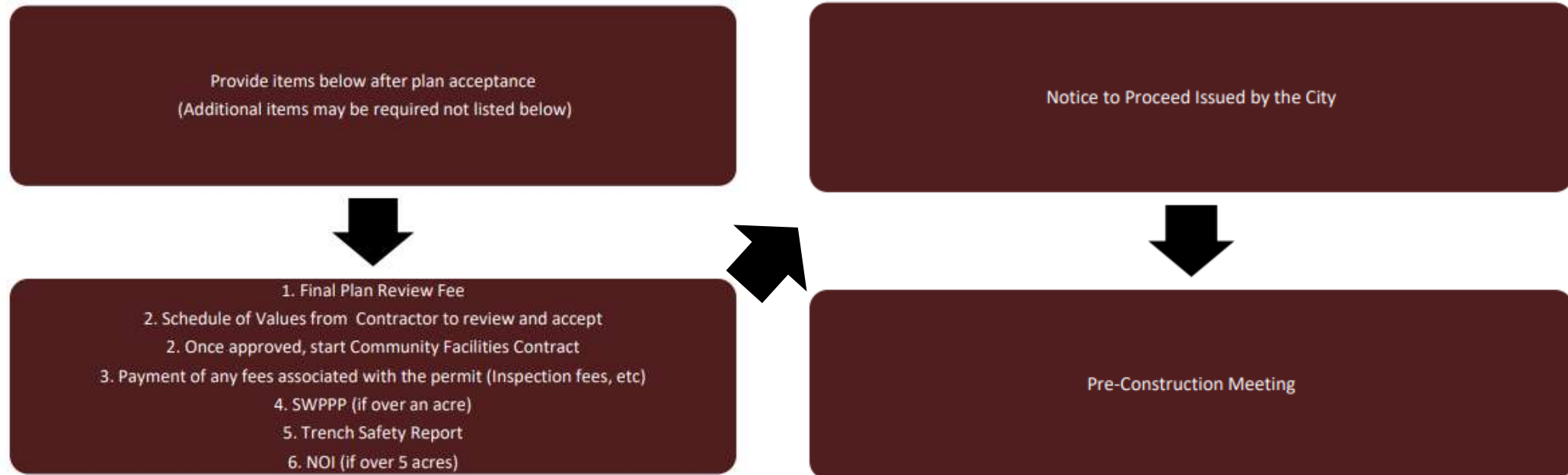
Development Process- Commercial Site Plans



Development Process- Civil Plan Review Process



Development Process- Notice to Proceed Process



Development Process- Final Acceptance

Engineering/Inspector Walkthrough	•Punchlist will be sent to owner upon completion •Completion of all punch list items
Finished Pad Survey* *Residential Only	•Sealed survey showing post construction pad elevations of all four corners with calculated averages for each pad •Letter from Engineer of Record stating that all pads are within 0.3' of the released construction plans
Payment of Outstanding Fees	•Final Inspection Fees •Overtime invoices
Utilities	•CCTV inspection for sanitary sewer. •Letter of acceptance from water provider (if applicable)
Plats and Easements	•Mylar submitted for review and for filing •All easements are filed if done by separate instrument
Detention Pond/ Channel Certification	•A certification letter signed and sealed by a licensed professional engineer stating that the required volume and freeboard has been constructed. •Signed and sealed survey of the pond that include as-built provided storage volume and 5 & 100-yr WSEL as compared to the design parameter •Indemnity Agreement for Flood Study/Detention Analysis
Affidavit of Final Payment	•Receive affidavit of all bills paid from the contractors who constructed the public improvements
Record Drawings	•Plans noted as record drawings with all field changes incorporated
Letter of Acceptance	•Acceptance letter will be issued

Development Process- Building Permits Review

Submittal & Pre-Screen	Application and construction documents submitted. Submittal is checked for completeness. If complete, the application is entered into the permitting system and review fees are collected.
Review Begins	The complete application is place in line for review. If the construction documents conform to all pertinent codes, the plans are stamped approved. The applicant is notified of all discrepancies found during the review.
Resubmittal	The applicant revises the construction documents to address all discrepancies and resubmits for review.
Review Complete	Revised plans are reviewed for compliance. Plans are stamped "Approved" and a digital copy is requested. Application is forwarded to permit specialists to assess final fees.
Permit Issuance	All contractors must be listed and registered before the permit can be issued. After all the fees are paid, the permit is issued and construction can begin.

Process Improvements

The new few slides detail proposed process improvements.

Staff worked with the City Manager's office to identify a list of improvements, goals, assessments, and actions steps.

The purpose was to identify clear, attainable outcomes that will yield immediate customer service enhancements and end-user benefits.

Some previous process improvements include online application submittals, consolidation of development software applications, streamlined plat approval processes, and staff level approvals of certain commercial site plans.

Community Development

PROCESS IMPROVEMENTS

Delegation of plat approval authority. LGC Sec. 212.0065 allows the governing body of a municipality to delegate to one or more officers or employees of the municipality the ability to approve, approve with conditions, or disapprove a plat.

Re-evaluate intake submittal window

Post Development Flow Charts online and with application packets

ANTICIPATED OUTCOMES

Faster approval of plats and the possibility of less Planning and Zoning Commission meetings; applicant has right to appeal a disapproval to Council or the Planning and Zoning Commission

Applicants could apply anytime and start the review cycle on their schedule and quicker approval

Customers will have a visual representation of the development process to better understand the path to approval

Engineering

PROCESS IMPROVEMENTS	ANTICIPATED OUTCOMES
Schedule in-person meeting to discuss/review plans for any set requiring more than two reviews	Real-time review will significantly reduce confusion/questions on behalf of the applicant; will increase chances of 'clean' resubmittal
Migrate engineering studies and plans to Trakit (City's online system)	Centralize where stakeholders submit documents and pay fees, reducing confusion on who and where to submit documents
Development clear and concise written guidelines for engineering requirements	Communicate expected information required as part of submittals to streamline reviews providing clear guidelines to the stakeholders development team
Complete Design Manual Update	Staff has begun the process and will be meeting with the consultant to discuss moving forward. Updates will include clarification to conflicting information and provide staff the flexibility to provide alternative solutions to issues identified during the design and review process
Website Updates	Work has begun to identify areas needing improvement. Updating the website will readily provide information to the development community on process, required submittals, and review timelines

Building Permits and Inspections

PROCESS IMPROVEMENTS	ANTICIPATED OUTCOMES
Create a guide and checklist for commercial permits. Post both documents to the city website	The guide and checklist will provide the customer a what is required to be included in the construction documents and what approvals are required before we can release the building permit
Establish a process to proactively contact applicants after a set timeframe if revisions have not been submitted.	Create a constant contact point with the applicant that will allow them to ask additional questions or provide staff with an update to the status of their corrections
Contact the applicant to schedule an in-person meeting to review any outstanding comments after staff has reviewed the plans for the third time	Assist the customer through any review comments that may be misunderstood, to increase the time to obtain their building permit(s)
Contacting the applicant via phone when the permit is ready to be issued and follow that phone call up with an email to recap the information.	To help eliminate any misconception of the permit status.
Include property and business owner to the distribution list of contacts that receive plan review comments.	To keep all parties with interest in the project informed to any / all communications

Development Workloads

The Department anticipates an uptick in workload associated with several large-scale development projects:

Chisholm Summit PD: Master-planned community consisting of 915 acres of 3,066 residential units, commercial and recreational uses.

Maneo MUD: Residential development consisting of 578 acres of single-family, 384 multifamily units and 264 build-to-rent units.

TallGrass MMD: Mixed-use development consisting of 621 acres with approximately 4,000 residential units, commercial and public school uses.

Development Workloads

Additionally, departmental staff is responsible for:

- Review of CIP projects for conformance with engineering masterplans
- Enforcement of floodplains
- Follow-up on drainage complaints
- Review of traffic and drainage studies
- Water and Wastewater capacity analyses
- Permitting of septic facilities
- Restaurant and pool inspections

Observations and Changes

- The size of the department has not kept pace with the growth of the City, largely due to budget constraints within the General Fund
- Occurrence of Special Purpose Districts (i.e. MUDs and MMDs) and Public Improvement Districts add a level of complexity that requires longer reviews and coordination and more staff time
- Staff is evaluating changes in the zoning code and engineering design manual to streamline regulations and become compliant with changes in state law
- Staff is evaluating out-sourcing certain engineering reviews to reduce internal workloads and optimize (*speed up*) responses to the development community

Customer Service Improvements

- Staff is evaluating leveraging existing personnel to better address the day-to-day clerical/administrative functions to achieve the following customer service improvements:

- Attach development process flowchart to application
- Update website to provide additional helpful information
- Include property owners on all development review comments
- Creation of building permit checklist and step-by-step guide
- Staff to proactively contact applicants for a status check if corrections have not been resubmitted in a timely manner

- Following a third staff review, meet with applicant to review outstanding correction comments
- Two-step process: contact applicant (via phone) to make them aware that permit is ready to be issued; follow up with an email
- Development Engineering process roadmap
- Administrative point of contact for community facilities contracts, easements and document(s) filing

New Position Consideration

- Department may need a concierge or liaison type approach with development community
- This will likely require a new position such as a Development Coordinator
- Will allow focused approach with assisting applicants through the review and permitting process
- Will act as the primary point of contact between the development team, other departments and regulatory agencies
- Staff estimates the full cost (*e.g. \$75,000 salary + benefits*) for this position to be approximately \$104,000.

Next Steps

- Implementation
- Code updates
- Participation
- Development Community

- Staff expects to implement the customer service process improvements by end of November 2025
- Much work remains with regard to updating City's development codes
- Will require participation and dialogue with the development community, City Council, Council Committees and the Planning and Zoning Commission
- Staff will engage with the development community to gauge their overall satisfaction, challenges and feedback on the city's processes.

Development Services

Questions/ Comments

Tony D. McIlwain, AICP, CFM

Development Services Director

817-426-9684

City Council Regular Meeting

DEPARTMENT: Capital Engineering

FROM: Randy Morrison, PE, Director of Capital Engineering

MEETING: November 3, 2025

SUBJECT:

Receive a report, hold a discussion, and provide staff direction regarding the potential connection of Fox Lane to Hidden Creek Parkway. (*Staff Contact: Randy Morrison, PE, Director of Capital Engineering*)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Dynamic & Preferred City Through Managed Growth	2.3 Enhance connectivity and improve mobility

SUMMARY:

South Fox Lane was designed and constructed from East Renfro Street, south towards East Hidden Creek Parkway between 2004 and 2006. South Fox Lane was annexed into the City of Burleson in 2008. At that time, discussion did occur regarding connecting South Fox Lane to East Hidden Creek Parkway, but the neighborhood did not favor the connection and circulated a petition in opposition. Although contractors were engaged to provide pricing, no action was taken to move forward with the connection.

There is an existing low water crossing located on South Fox Lane approximately 475 feet south of East Renfro Street. This crossing regularly floods during rain events, leaving the South Fox Lane residents with no means of ingress/egress. To alleviate this issue, staff has developed and evaluated potential options for connecting South Fox Lane with East Hidden Creek Parkway. The two build options will require an engineered design, right-of-way acquisition and the award of a construction contract.

RECOMMENDATION:

Receive a report, hold a discussion, and provide feedback regarding the connection of Fox Lane to Hidden Creek Parkway.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Connection of Fox Lane to Hidden Creek Parkway

PRESENTED TO THE CITY COUNCIL

NOVEMBER 3, 2025

BACKGROUND

- Designed and Constructed 2004-2006
- Annexed into City of Burleson 2008
- Existing Right-of-Way is Prescriptive
- Opposition Petition Circulated Against Hidden Creek Parkway Connection
- Existing Low Water Crossing ~475 feet south of East Renfro Street
 - Floods during rain events
 - Decreased ingress/egress
- City Council discussed Fox Lane and the potential connection to Hidden Creek Parkway on September 15, 2025.

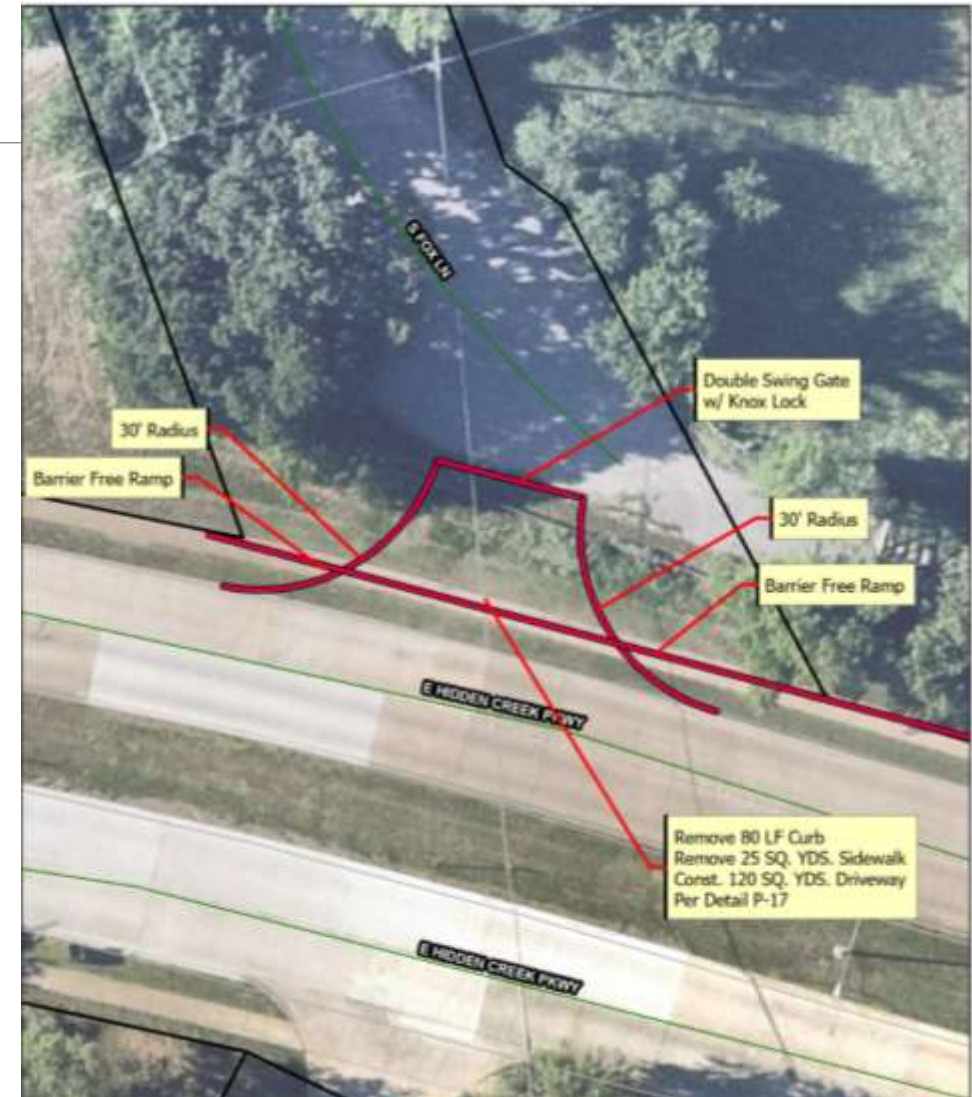


Option 1 - Emergency Access Only

- Estimated Cost = \$100,000
- 25-foot Driveway
- 30-foot Radii
- Removal of Sidewalk
- Addition of Barrier Free Ramps
- Right of Way Purchase Assumed
- Knox Box Entry Only

Impacts

- Provides Secondary ingress/egress for first responders
- Negligible

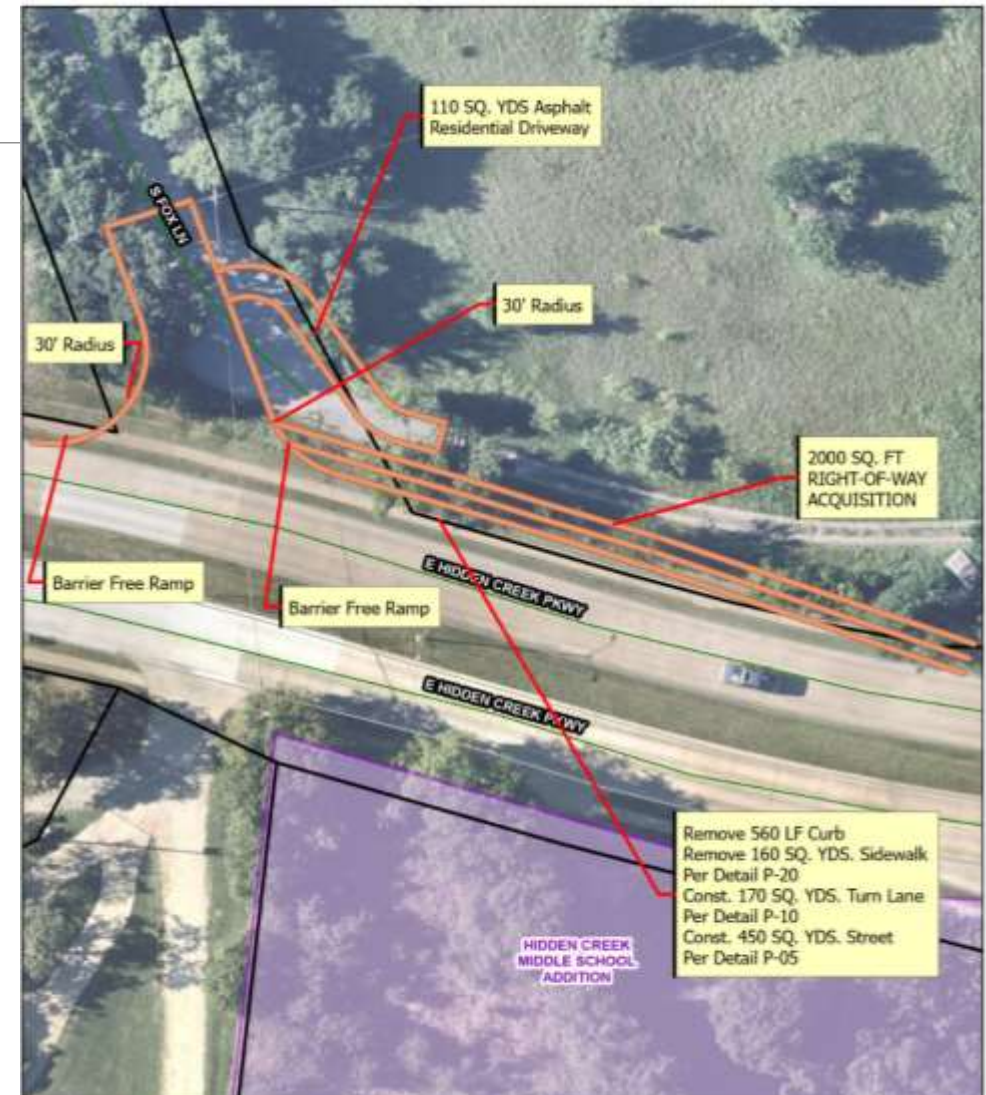


Option 2 – Public Access

- Estimated Cost = \$475,000
- 28-foot Roadway
- 30-foot Radii
- Removal of Sidewalk
- Addition of Barrier Free Ramps
- New Driveway Connection for Property on NE Corner
- Right of Way Purchase Assumed
- Westbound Right Turn Lane/Deceleration Lane

Impacts

- Cut through traffic
 - Deteriorates Roadway
 - Nuisance to residents



Option 3 – Remove Low Water Crossing

- Estimated Cost = \$905,000
- Replace the (2) 72" CMP pipes with 10 x 6 Box Culverts
- Raise the Road 1.5'
- Channelize from Fox Lane Approximately 35'
- Right of Way Purchase Assumed

Impacts

- Removes low water crossing access issues



Option 4 – Do Nothing

- Estimated Cost = \$0

Impacts

- Continued low water crossing access challenges
- Maintain single point of ingress/egress



Neighborhood Feedback

- Staff solicited feedback from residence along South Fox Lane.
- Requested input on:
 - Concerns with low-water crossing
 - Potential public access
 - Emergency access connection



Questions/Comments

Randy Morrison, PE

Director of Capital Engineering

rmorrison@burlesontx.com

817-426-9612