

**BURLESON CITY COUNCIL SPECIAL MEETING
MAY 27, 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
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Allen Taylor, City Attorney
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 9:00 A.M.

Mayor Fletcher called the meeting to order. **Time: 9:01 a.m.**

2. CITIZEN APPEARANCES

- None

3. GENERAL

A. Minutes from the May 19, 2025 regular council meeting. (*Staff contact: Monica Solko, Deputy City Secretary*)

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

Motion passed 7-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and provide staff direction regarding the CAD Implementation Strategy. (*Staff Contact: James Grommersch, Chief Technology Officer*)

James Grommersch, Chief Technology Officer, reported on the CAD implementation strategy to the city council. Presentation included history, deployment update, complexity of CAD Enterprise, modernization options overview, benefits of OSSI Cloud, cloud upgrade, and re-allocation of ARPA funding.

Option	Hosting	Learning Curve	Cost Outlook	Infrastructure Impact	Key Benefit
1. CAD/RMS Enterprise	Locally Hosted	High (18-36 months)	~\$988,000 implementation +high recurring licensing fees Additional hardware requirements	40+ servers for full stack 1/3 of total IT server infrastructure	Complex resource-heavy solution Better suited to large agencies
2. OSSI CAD/RMS Enhanced	Locally Hosted	None	Avoids \$988,000 Implementation Cost \$60K/year reoccurring savings \$580K infrastructure/licensing savings	Node count drops from 16-to 12 Reduced local footprint Reduces Microsoft licensing	Familiar system Targeted enhancement Limited staff disruption
3. OSSI CAD/RMS Cloud <i>(recommended)</i>	Cloud Hosted	None to Minimal	Avoids \$988,000 implementation \$580K infrastructure/licensing savings Same annual cost as Enterprise with credits	Eliminates local infrastructure burden All benefits of enhanced as well	High availability Disaster Recovery 24/7 Security Operations Center Licensing efficiencies

Staff recommends option 3: transitioning to OSSI Cloud, supporting both CAD and RMS operations. Although the five-year reoccurring cost structure slightly exceeds Enterprise's reoccurring cost structure, the City:

- Avoids \$988,000 in implementation expenses.
- Applies a \$225,000 credit toward cloud transition costs
- Gains superior system resiliency, scalability, and future readiness
- Offloads internal infrastructure and support responsibilities
- Aligns with CentralSquare's renewed commitment to OSSI for mid-sized agencies

Council asked about continuing system support of the OSSI Cloud if there is business change again. Mr. Grommersch stated that continued system support would be in the contract which is scheduled to be brought forward to Council in June, if council was in favor. Council was in favor of cancelling the CAD Enterprise contract and moving forward with staff recommendation of transitioning to the OSSI Cloud.

B. Receive a report, hold a discussion, and provide staff direction regarding the budget calendar, tax rate, capital improvement program, and 5-year forecast for the General Fund, Water and Wastewater Fund, 4A Fund, 4B Fund (In combination with Golf and Park Performance Funds), and TIF2 Fund (Tax Increment Financing). (Staff Contact: Gloria Platt, Director of Finance)

Gloria Platt, Director of Finance, presented upcoming budgetary items to the city council. Presentation included budget calendar, tax rate, budget, debt issuance, tax rate strategies, CIP update, general fund, water and wastewater fund, 4A fund, 4B fund, PPF fund which includes golf, athletic fields and Russell Farm and TIF2 funds.

Council was in favor of:

- Adding a Special Council Meeting on September 8, 2025 at 5:30 p.m.
- Adopting a calendar with the tax rate does not exceed the Voter Approval Rate

Randy Morrison, Capital Engineering Director, presented the reviewed CIP for FY 25-29. Presentation included revised CIP with increased tax rate and maintaining current projects.

Ms. Platt continued with the 5-year General Fund operation forecast.

Council was in favor of:

- Increasing I&S rate to 5.47¢
- Increasing M&O rate to 3.5%
- Keeping the 5% homestead exemption
- Requested outreach and education for residents on the increases
- Requested staff to continue searching for way to offset costs with grants

Tommy Ludwig, City Manager, stated that the requested rate increases were based on the current tax rate and are subject to change.

Mr. Morrison continued with the water and sewer CIP proposed updates. Presentation included current CIP, revised CIP, and rate increase.

RECESS AND BACK TO ORDER

Mayor Chris Fletcher recessed for a short break at 10:13 a.m. and called the meeting back to order at 10:25 a.m. with all members present.

Ms. Platt continued with the 2025 water and wastewater rate study and financial forecast.

Council was in favor of the proposed modified CIP plan and to proceed with the proposed water and sewer rate increase (a consistent steady rate increase (moderate in nature)).

Mr. Morrison continued with the 4A CIP FY25-FY30 update and Ms. Platt continued with the 4A operating forecast. The Finance Committee recommending keeping Hulen Street widening project funded with Government CIP GO/CO bonds.

Council was in favor of shifting the full project (Hulen Street widening project) back to the General Government CIP.

Jen Basham, Director of Parks and Recreation, gave an update to the 4B CIP FY 25-FY30. Presentation included redline CIP (Finance Committee recommendations), Brick operations, Athletic Fields operations, and Russell Farm operations.

Ms. Platt continued with the forecasts for all park operations including athletic fields, Russell Farm, golf, and 4B operating.

Council was in favor of the 4B CIP update without the Russell Farm Welcome Center. Move the Mistletoe Park into one project (combine bathroom and replacement upgrades) in 2027. Council asked for a quote for bathroom update at Russell Farm Chesapeake.

Ms. Platt continued with the TIF CIP update had no changes. The operating forecast had debit service and changes in fund balance. Staff anticipates the reappraisal plans have additional impact on the TIF because there are limited opportunity for new construction. There were no questions from Council.

Ms. Platt continued with the Debt Issuance calendar for CO's for water and wastewater issuance for the 2024 CIP.

RECESS AND BACK TO ORDER

Mayor Chris Fletcher recessed for a short break at 11:19 a.m. and called the meeting back to order at 11:29 a.m. with all members present.

C. Receive a report, hold a discussion, and provide direction regarding a stormwater utility and street maintenance fee. (*Staff Contact: Justin Scharnhorst, Deputy Director of Public Works*)

Erick Thompson, Director of Public Works, introduced Trey Shanks with Freese and Nicholas to make the presentation. Mr. Shanks presented the stormwater utility fee to the city council. Presentation included stormwater utility fee overview, determination of the fee assessed, property analysis, examples of residential and non-residential impervious area with rate structures (flat or tiered) and cost of service. Timeline for implementation including outreach and billing would be in FY 2026.

Council was in favor of:

- Fee Structure – tiered rates for residents (\$8.00)
- New crew (3 workers + 1 leader)
- No exemptions
- Public outreach
- Signage while working on projects and vehicles (“stormwater funds at work”)

Mr. Shanks continued with street maintenance fee. The committee recommendation was to table the street maintenance fee to a later date.

Council was in favor of not pursuing a street maintenance fees at this time.

RECESS AND BACK TO ORDER

Mayor Chris Fletcher recessed for a short break at 12:57 p.m. and called the meeting back to order at 1:06 p.m. with all members present.

D. Receive a report, hold a discussion, and provide staff direction on the City Manager's recommendation for vehicle and equipment purchases using the Equipment Replacement Fund for FY 2026. (Staff Contact: Errick Thompson, Director of Public Works)

Errick Thompson, Director of Public Works, presented the equipment replacement fund for FY 2026 to the city council. Presentation included background, policy overview, internal review, replacement eligibility criteria, factors to consider warranty coverage comparison, funding overview and next steps.

There were no questions from council. Council was in favor of the committee recommendation for procuring the vehicles through cooperative purchasing agreements for FY2026.

E. Receive a report, hold a discussion, and provide staff direction regarding the Texas Municipal Retirement System (TMRS) and the New Non-Retroactive Cost of Living Adjustment (COLA). (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)

Cheryl Marthiljohni, Director of Human Resources, gave an overview of the TMRS. Ms. Marthiljohni introduced Anthony Mills, TMRS Director of Education Services. Mr. Mills presented the TMRS new non-retroactive COLA to the city council. Presentation included background, plan change study non-retro COLA, new repeating COLA option available to cities, and retro vs. non-retro calculation. Ms. Mathiljohni continued with impact to retirees, employees, and city including feedback from employees and retirees.

The council was in favor of option 1, maintain the 70% COLA calculation as the current retro COLA.

5. ADJOURN

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

Mayor Chris Fletcher adjourned the meeting.

Time: 2:08 p.m.

Monica Solko
Deputy City Secretary