

**COMMUNITY SERVICES COUNCIL COMMITTEE
FEBRUARY 4, 2026
MINUTES**

Council present:

Victoria Johnson
Phil Anderson
Alexa Boedeker

Council Absent:

Staff present

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

1. CALL TO ORDER – Time: 1:00 p.m.

Chair Victoria Johnson called the meeting to order. **Time: 1:11 p.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Minutes from the November 5, 2025 Community Services committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)

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

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion and provide recommendations to city council on potential changes to the hotel/motel tax grant policy. (Staff Contact: Alex Philips, Economic Development Director)

Alex Philips, Economic Development Director, presented potential changes to the hotel/motel tax grant policy.

Presentation included:

- Usage of Hot/Mot funds is dictated by Chapter 351 of the Tax Code
- Hot Grand Policy Requirements
- Current Process/Procedures Overview

- Latest Policy Revisions
- FY 25-26 Grant Recipients

Discussion included:

Mr. Philips provided an overview of the current Hotel/Motel Tax (HOT) grant program, including the application process, eligibility requirements, and past policy updates. He explained that grants are awarded on a reimbursement basis following submission of a post event report. Mr. Philips also noted that current policy allows up to 50% of the prior years' revenue to be allocated for grants and, if continued, increasing operating expenses may cause HOT fund expenditures to exceed annual revenues.

Committee discussion included the current HOT grant program and how it supports Council's goal of increasing tourism. They had concerns regarding the program's ability to generate overnight stays and the process for awarding funds.

The Committee recommended establishing a \$50,000 cap on total annual grant funding and limiting eligibility to events held at designated event spaces within the City. The Committee was also in favor of maintain Council discretion in awarding funds.

B. Receive a report, hold a discussion, and provide recommendations to the city council on the city fleet and air quality. (Staff Contact: Errick Thompson, Director of Public Works)

Errick Thompson, Director of Public Works, presented on the city fleet and air quality.

Presentation included:

- Air quality in the region
- Fleet repair grants/rebates
- City fleet profile
- Discussion

Discussion included:

Mr. Thompson provided an overview of regional air quality efforts led by the Council of Governments (COG). The region, including Johnson and Tarrant counties, has not met the 2008 or 2015 Environmental Protection Agency (EPA) standards. Staff noted that population growth and increased vehicle travel are expected to continue impacting regional air quality. The COG manages the Regional Air Quality Plan that includes strategies to reduce emissions across the region.

Mr. Thompson also reviewed grant and rebate opportunities offered through the EPA and the Texas Commission on Environmental Quality (TCEQ) that focus on low/zero-emission replacements such as compressed natural gas, electric, hybrid,

fuel cell, etc. Participation in many of these grant programs encourages cities to adopt green technologies and may require adopting policies such as a Clean Fleet Policy and an Anti-Idling Policy.

The Committee directed staff to develop a Clean Fleet and Anti-idling Policy, noting that pursuing grant opportunities is not a priority at this time due to infrastructure and funding constraints.

C. Receive a report, hold a discussion, and provide recommendations to the city council on updates to the water conservation ordinance. (Staff Contact: Errick Thompson, Director of Public Works)

Errick Thompson, Director of Public Works, presented updates to the water conservation ordinance.

Presentation included:

- High-level overview of state water use data
- Wholesale water supply agreement with Fort Worth
- Fort Worth Changes to irrigation violations enforcement
- Corresponding revisions to Burleson Ordinance and Enforcement

Discussion included:

Mr. Thompson presented updated water restrictions implemented by the City of Fort Worth, which is Burleson's wholesale water supplier. Under the wholesale water agreement, Burleson must align its water use restrictions with those adopted by Fort Worth.

Mr. Thompson provided data from the Texas Water Development Board showing irrigation represents the largest portion of water usage in the region, followed by municipal water usage. He also discussed projected population growth and increasing demand for water, which could lead to potential supply shortages in the future if conservation measures are not implemented.

The City of Fort Worth recently changed their enforcement procedures for water use violations utilizing an advanced infrastructure meter. They have transitioned from issuing citations to using administrative fees for violations, which can be added directly to a customer's water bill. This approach allows for more efficient enforcement and reduces the need for in-person inspections. While the City does not currently have the same capabilities as Fort Worth, staff noted that progress is being made toward improving monitoring and enforcement.

Mr. Thompson presented a proposed progressive enforcement process to be incorporated into an amended ordinance. The proposed process would begin with a written notice for the first violation, followed by a \$25.00 fine for the second violation. Subsequent violations would increase in \$25.00 increments, up to a maximum fine of \$75.00. If violations continue beyond the fourth notice, the next violation will result in a non-emergency termination of water service. At that point,

the customer would be required to pay lockout, tampering (if applicable), and service restoration fees to have water service reinstated. Monitoring would be shared responsibilities with both the Water Department and Code Enforcement.

Committee discussion included comments regarding water conservation practices, irrigation systems, and enforcement challenges. The Committee was in favor of incorporating the proposed changes into an amended ordinance bringing the item forward for Council consideration.

5. REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

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

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

7. ADJOURN

Chair Victoria Johnson adjourned the meeting.

Time: 2:31 p.m.

Lisandra Leal
Assistant City Secretary