

**FINANCE COUNCIL COMMITTEE  
DECEMBER 15, 2025  
DRAFT MINUTES**

Council Present:

Adam Russell, Chair  
Larry Scott  
Dan McClendon

Council Absent:

Staff:

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Amanda Campos, City Secretary  
Matt Ribitzki, Deputy City Attorney  
Mark Davies, Finance Director

**1. CALL TO ORDER – 3:00 p.m.**

Chair Adam Russell called the meeting to order. **Time: 3:03 p.m.**

**2. CITIZEN APPEARANCES**

- No speakers.

**3. GENERAL**

**A. Minutes from the November 5, 2025 Infrastructure & Development committee meeting. (Staff Contact: *Monica Solko, Deputy City Secretary*)**

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

Motion passed 3-0

**4. REPORTS AND PRESENTATIONS**

**\*In consideration of the public present at the meeting the chair took the items out of order.**

**C. Receive a report, hold a discussion, and provide recommendations on the selection of a firm to provide delinquent property tax collection services. (Staff Contact: *Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services*)**

Matt Ribitzki, Sr. Deputy City Attorney presented the process and the scoring totals for each respondent to the RFQ for delinquent property tax collection services.

The chair called forwarded the speakers in attendance:

Corey Fiskes, Linebarger addressed the committee and stated the qualifications of his firm and their track record as well as their current contract with the city to

collect for the Municipal Court. The firm is experience in both Johnson and Tarrant County.

Bruce Medley, Perdue spoke to the committee about their qualifications and stated they are the city's current firm collecting delinquent property taxes for the city. He stated their track record for collections and services The firm is experienced in both Johnson and Tarrant County.

The members of committee reviewed the scores and since the qualifications and scores were the same agreed to move the item forward to the full city council for consideration without providing a recommendation. The committee requested each firm be present at the council meeting and make a formal presentation to the full city council.

**D. Receive a report and hold a discussion regarding the City's current procurement methods and practices. (Staff Contact: Lauren Seay, Deputy Director of Administrative Services)**

Lauren Seay, Deputy Director of Administrative Services, presented the citywide procurement process. The purpose of the presentation was to provide the committee with insight on how procurement incorporates council's priorities. The presentation reviewed the following areas:

- Legislative updates and department structure
- FY 2025 purchasing actives
- The definition of procurement
- Centralized vs Decentralized purchasing – Burleson is a hybrid of the two
- How Best Value is applied
- The process for choosing a procurement method
- Alternative methods of construction
- FY 2025 Solicitations numbers
- Benefits of Competitive solicitations – solicitations by department
- Benefits of Cooperative contracts – cooperative contracts by department
- Review of cost comparison; Bid vs Cooperative
- Stated the planned next steps
  - New Purchasing Agent
  - Micro-learning sessions for staff
  - Review cross department spending
  - Improve support to users
  - Develop and implement continuous improvement plan

Lauren reviewed the year and highlighted the success of stopping two fraudulent vendors assuring no monies were lost by theft. She stated they are reviewing ways to improve the bid experience for vendors by looking at the City of North Richland Hills and their smaller bid packets.

After a brief discussion about the timeline for vendor questions and the pre-bid meetings, the staff agreed with committee member McClendon to adjust the timeline to better serve the process and the vendors.

The committee members recommended the presentation to move forward to the full city council as a report.

**A. Receive a report, hold a discussion, and provide recommendations to the city council regarding the September 2025 monthly financial and investment reports. (Staff Contact: Kevin Hennessey, Deputy Director of Finance)**

Kevin Hennessey, Deputy Director of Finance presented the September 2025 financial report. The Investment reports were not presented at the committee as they were presented to the full council in November.

Kevin Hennessey provided the report to provide a general awareness of the city's financial position and economic activity. The four major sections of the report were Financial Summary, Economic Analysis, Investment Reports, and Special Interest. The report noted when revenue sources are 10% or more below the projects or expenditures are 10% or more above the adopted budget.

The committee had no recommendations and appreciated the information.

**B. Receive a report, hold a discussion, and provide staff direction regarding the pursuit of the Texas Comptroller of Public Accounts' Transparency Stars program, which recognizes local governments for going above and beyond in their transparency efforts. (Staff Contact: Michael Franklin, Deputy Director of Finance)**

Michael Franklin, Deputy Director of Finance, presented the Transparency Star Program to the committee.

He explained the purpose of the program stating that the program recognizes local governments for going above and beyond in their transparency efforts. The efforts include opening the books not only in traditional finances but in areas of contracts, economic development, public pension, debt obligations, and open government. He presented the types of transparency stars and stated the city of Burleson had achieved 3 stars. The stars achieved are Traditional Finances, Public Pension, and Debt obligations. The finance department has applied for the 4<sup>th</sup> star, Open Government & compliance in November. The future goal is to achieve all 6 stars over the next 9 months.

The committee commended the Finance Department on their achievements.

**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**

- No executive session needed.

**7. ADJOURN**

There being no further discussion Chair Adam Russell adjourned the meeting.

**Time: 4:30pm**

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Amanda Campos  
City Secretary