

City Council Regular Meeting

DEPARTMENT: Human Resources


FROM: Wanda Bullard, Deputy Director of Human Resources

MEETING: April 6, 2026

SUBJECT:

Consider and take possible action on a resolution accepting the City of Burleson’s Equal Employment Opportunity Plan (EEOP). (Staff Contact: Wanda Bullard, Deputy Director of Human Resources)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 <p>High Performing City Organization Providing Exceptional, People Focused Services</p>	<p>1.1 Develop a high-performance and diverse workforce 1.4 Be a responsible steward of the city’s financial resources</p>

SUMMARY:

An Equal Employment Opportunity Plan (EEOP) is a workforce report that organizations must complete as a condition for receiving grant funding for various eligible programs either directly through the Department of Justice or as a sub-recipient through the State of Texas.

The City’s current EEOP was approved February 2024 (CSO#5389-02-2024) and was good for up to 24 months for grant funding. The EEOP was developed using the federal governments EEOP Reporting Tool to populate our employee demographic statistics to create a Utilization Chart based on our relevant labor market’s statistics housed in the reporting tool. The City used the Tarrant County labor market for the 2024 EEOP since we felt that Tarrant County was more representative of our community in regards to those who live, work or visit. The reporting tool then provided an analysis of potential demographic underutilization for organizations to evaluate and develop actions to address employment in underutilized areas.

As the City approached developing the 2026 EEOP, the City discovered that the Utilization Reporting tool was taken down by the Office of Civil Rights' (OCR) on March 11, 2025. The site message indicates that the OCR is temporarily pausing collecting information and reviewing EEOPs at this time, and the site will be updated when available. The state grant administrator doesn't have any further guidance at this time other than to maintain our EEOP on file and follow the requirements. We were informed by Kiley & Associates from their elected official contacts that the City is in compliance since the federal government is not allowing reporting.

Accordingly, the City has determined to continue with the current EEOP as amended for 2026 given the specialization in the utilization analysis tool. The city will check the OCR site routinely for updates and then complete a new EEOP as applicable once further guidance is available. Although, the City will continue the current EEOP, we will amend three (3) sections in the EEOP to ensure current information where practical: 1.) introductory grant information, 2.) the City's nondiscrimination policy statements, and 3.) approvals.

RECOMMENDATION:

City staff recommends to approve the resolution for the City of Burleson's Equal Employment Opportunity Plan (EEOP).

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

February 5, 2024 – approved resolution for 2024 EEOP

REFERENCE:

Resolution CSO#5389-02-2024,
(February 5, 2024) - Equal Employment
Opportunity Program within the
organization

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:

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