

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
January 14, 2026
MINUTES

Council present:

Dan McClendon, Chair
Larry Scott
Adam Russell, Vice Chair

Council Absent:

Staff present

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

1. CALL TO ORDER – Time: 9:00 a.m.

Chair Dan McClendon called the meeting to order. **Time: 9:00 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Consider approval of the minutes from the November 11, 2025 Council Policy and Valuation Committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)**

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

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

- A. Receive a report and provide recommendations to the full council on a proposed Proclamation Procedure. (*Staff contact: Amanda Campos, City Secretary*)**

Lisandra Leal, Assistant City Secretary, presented the proposed Proclamation procedure. The procedure establishes a consistent and equitable process for recognizing individuals, organizations, events, and causes that are significant to the Burleson community. The committee discussed eligibility criteria, types of recognitions, requests that would not be considered, submission requirements, presentation options, and staff discretion.

Committee recommendations included:

- Combine the definition and eligibility criteria under “General Guidelines” and reformat the section.
- Recognize current or former City of Burleson residents and current or former City employees.
- Revise the language regarding requests that will not be considered to include alignment with the City’s mission, goals, culture, and guiding principles.
- Remove specific reference to religious requests and add “proclamation” to the language regarding requests that will not be considered.
- Remove “Letter of Recognition” and retain Certificate of Recognition as an alternative to a proclamation.
- Move celebratory documents to the end of the procedure and add definitions for those documents.
- Add a provision for distributing a monthly list of proclamations and certificates.
- Maintain staff discretion to review requests on a case-by-case basis and determine the appropriate form of recognition.

Draft Policy:

I. STATEMENT OF PURPOSE

The City of Burleson recognizes and honors individuals, organizations, programs, and events that contribute to the community through the issuance of proclamations and certificates of recognition. This policy outlines the City’s process for requesting, reviewing, and issuing proclamations and certificates of recognition.

II. PROCLAMATION GUIDELINES

Proclamations are ceremonial in nature and are issued on behalf of the Mayor and City Council.

A. Requests will be considered for the following purposes:

- A current or former resident of the City of Burleson who has made a positive impact in the community;
- City-based organizations that contribute through special events, significant issues, or increase awareness through programs rooted in the City;
- Special events or days that promote the City of Burleson or are historically significant to the community;
- Traditionally recognized "Day", "Week" or "Month" requests for organizations or departments that contribute to the City;
- Requests initiated by current or former City employees

B. Requests WILL NOT be considered for the following purposes:

- Birthdays, wedding anniversaries, or business anniversaries;

- Family or class reunions'
- Retirements of individuals who are not current or former City of Burleson employees;
- Groundbreaking, openings, endorsement or advertisements for individuals or for-profit businesses;
- Requests received for national or international organizations without an in-City sponsor;
- Campaigns or matters that do not align with the City of Burleson's vision, mission, or guiding principles.

III. REQUESTING A PROCLAMATION

A. Submission Requirements:

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;
- The request must include:
 - The proposed title or event to be proclaimed;
 - The event date(s) to be proclaimed;
 - A minimum of four facts to support the proclamation;
 - The requestor's name, telephone number, or email;
 - The preferred method of distribution or date of presentation.

B. Distribution:

Approved proclamations may be distributed in one of the following ways:

- Presented at a City Council meeting;
- Presented at a community event;
- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

IV. CERTIFICATE OF RECOGNITION GUIDELINES

In place of a proclamation, the Mayor and City Council may issue a Certificate of Recognition to acknowledge:

- Significant birthdays, anniversaries, celebrations, events, accomplishments, or achievements;
- Contributions to the community or organizations;
- Requests initiated by City of Burleson residents, organizations, or staff.

V. REQUESTING A CERTIFICATE OF RECOGNITION

A. Submission Requirements:

All requests must be submitted through the City of Burleson forms portal on the City website and must meet the following requirements:

- Requests must be received at least 30 days prior to the requested date;

- The request must include:
- The proposed title or event to be recognized;
- The event date(s) to be recognized;
- The requestor's name, telephone number, or email;
- The preferred method of distribution.

B. Distribution:

Approved certificate of recognitions may be distributed in one of the following ways:

- Picked up from the City Secretary's Office (CSO);
- Mailed to the requestor (mailing address required).

VI. STAFF REVIEW AND ISSUANCE

- Requests will reviewed on a case-by-case basis;
- Submitted language may be edited or revised at the discretion of the City staff;
- Staff may coordinate presentations outside of City Council meetings when appropriate;
- The City reserves the right to deny any request for proclamations or certificates that do not align with the City's vision and mission.

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

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

- **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

No executive session needed.

7. ADJOURN

There being no further business Chair Dan McClendon adjourned the meeting.

Time: 10:00 a.m.

Monica Solko
Deputy City Secretary