

Public Spaces and Cultural Heritage Board

DEPARTMENT: Parks and Recreation


FROM: Jen Basham, Director of Parks and Recreation

MEETING: May 12, 2026

SUBJECT:

Nominate a Chair and Vice Chair for the Public Spaces and Cultural Heritage Board for the Fiscal Year 2025-2026. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 <p>High Performing City Organization Providing Exceptional, People Focused Services</p>	<p>1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers</p>

SUMMARY:

Per the Burleson Code of Ordinances § 2-32, the newly formed Public Spaces and Cultural Heritage Board must nominate a Chair and Vice Chair for the Fiscal Year 2025-2025.

RECOMMENDATION:

The Public Spaces and Cultural Heritage Board may nominate a Chair and Vice Chair from its members.

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

Per the Burleson Code of Ordinances § 2-32, “By August 31 each year, each board, commission or committee must nominate from among its members a member to serve as chair and another member to serve as vice-chair. The city council shall ratify the chair and vice-chair prior to October 1 each year. The city council must continue to use the qualification for ratification of the chair and vice-chair in the enabling ordinance that created the board or commission. All chairpersons are appointed for a duration of one year and must be reappointed annually, but if not reappointed will continue to serve until a successor is appointed.” The newly

formed Public Spaces and Cultural Heritage Board must nominate a Chair and Vice Chair for the current Fiscal Year (through August 31, 2026). The Chair and Vice Chair are responsible for calling the meeting to order at the correct time, ensuring quorum is present, following the items on the agenda, making sure all Board members are heard, keeping decorum, applying the Burleson Rules of Order, and ensuring all recommendations are stated clearly. The Chair and Vice Chair may attend training on conducting meetings through the City Secretary's Office.

REFERENCE:

FISCAL IMPACT:

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation
Jbasham@burlesontx.com
817-426-9201