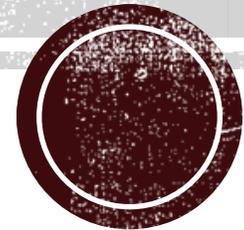


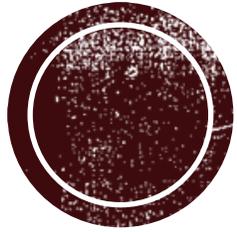
BURLESON 101

CIVIC ACADEMY

Providing Exceptional People Focused Services

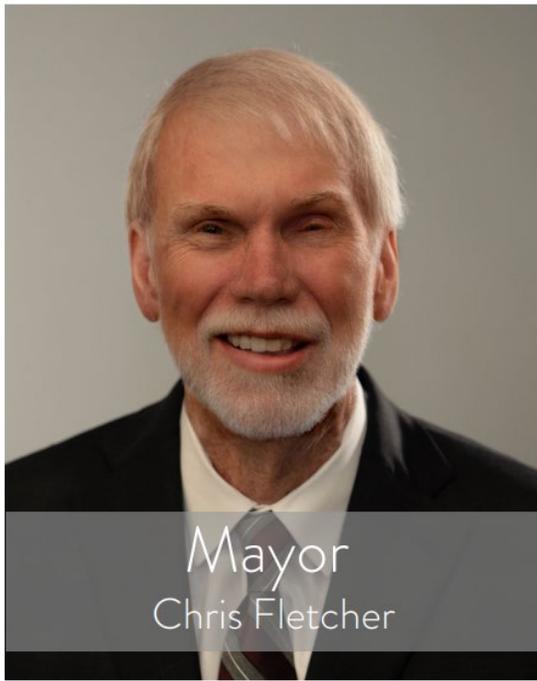
January 15, 2026



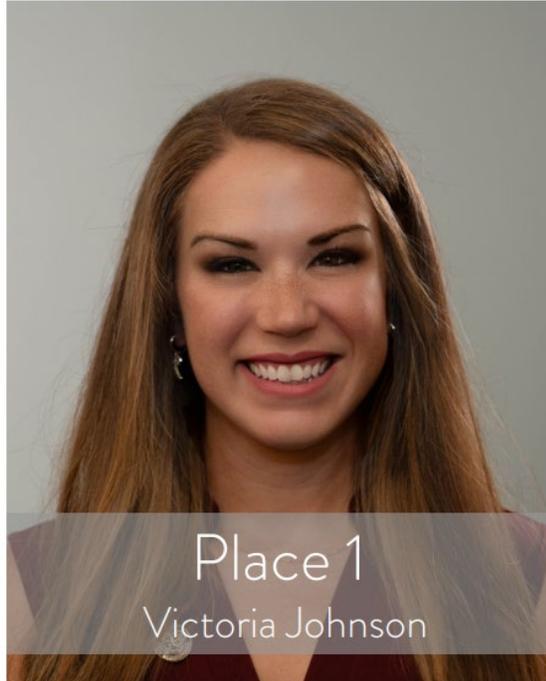


BURLESON

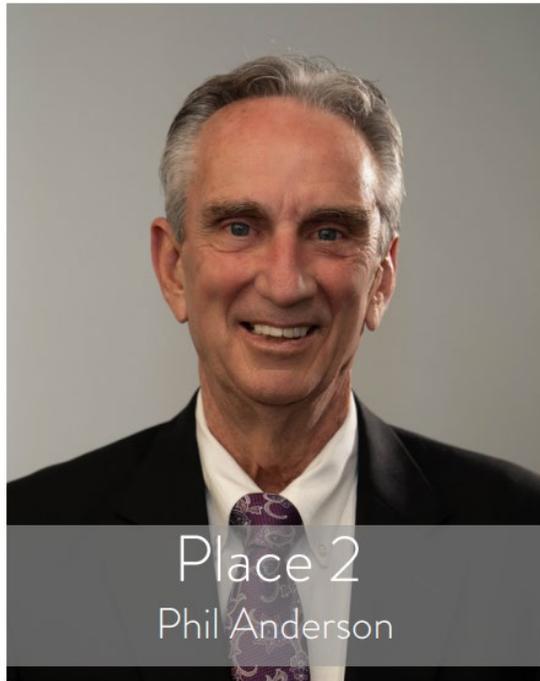
CITY COUNCIL



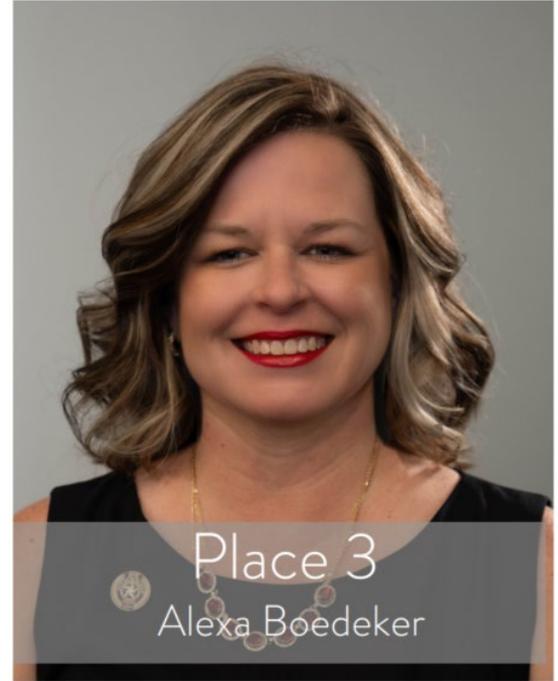
Mayor
Chris Fletcher



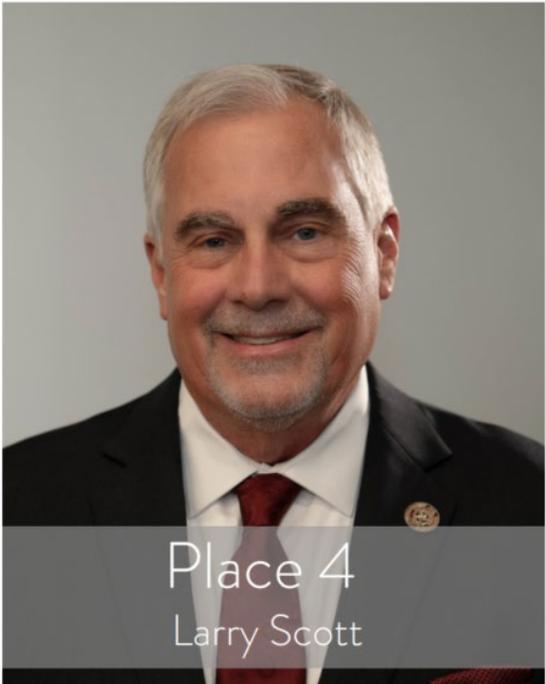
Place 1
Victoria Johnson



Place 2
Phil Anderson



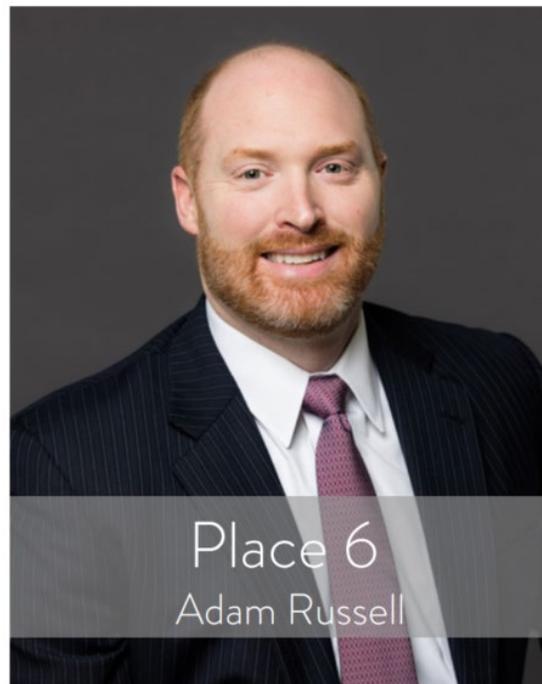
Place 3
Alexa Boedeker



Place 4
Larry Scott



Place 5
Dan McClendon



Place 6
Adam Russell

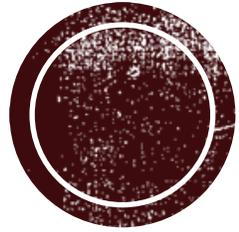


BURLESON CITY COUNCIL

- Enact Local Legislation (Ordinances)
- Appoint the City Manager, City Attorney, City Secretary and Municipal Court Judge
- Appoint Board and Commission Members
- Adopt the budget and set the tax rate
- Regulate land use and zoning
- Establish rates and fees for the city
- Set policy for the city

BURLESON CITY COUNCIL MEETINGS

- Meet twice a month with a few exceptions
- 5:30 regular start time
- Open to the public
- Meetings are streamed live and recorded
- Agenda packets are posted at a minimum of 3 business days prior to the start of the meeting – City of Burleson posts agenda's 7-10 business days prior to meetings
- A quorum is required in order to hold a meeting (more than half the members must be present)



BURLESON

CITY SECRETARY'S OFFICE

City Secretary's Office



FUNCTIONAL STRUCTURE OF THE CSO



Legislative

- Elections Administration
- Council Meeting Coordination
- Code of Ordinances
- Public Notices
- Boards, Commissions & Committees



Community

- Connect with Council
- Civic Academy
- Proclamations
- City Hall tours
- Regional Engagement

Boards & Commissions



Municipal Court

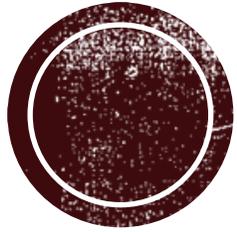
- Process all citations
- Process all warrants
- State required reporting
- Juvenile Case Management



Records Management

- Open Records Request except Police/Fire
- Historian of the City
- Training for Employees Texas State Library of Archives Retention Schedule





BURLESON

CITY MANAGER'S OFFICE



City Manager
Tommy Ludwig



Deputy City Manager
Eric Oscarson



Deputy City Manager
Harlan Jefferson



Deputy City Attorney
Matt Ribitzki

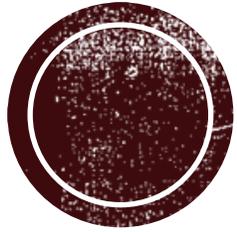


Asst. to the City Manager
Janalea Hembree



CITY MANAGER'S OFFICE

- Administers all city operations – except those specified in the city charter
- Direct and supervise city departments
- Ensure state and city ordinances are enforced
- Prepares the city council agenda packet so they can make informed decisions
- Prepares the annual city budget and capital program
- Advise, inform, and make recommendations to council
- Carries forward initiatives of the adopted strategic plan



BURLESON

CITY OPERATIONS

CITY OPERATIONS

- Home Rule Charter
 - Home Rule was incorporated in 1969, a home rule city by statute is governed by its charter, intended to separate state authority from local government
 - Home rule cities may create their own government structure so long as they do not conflict with state or federal law
 - Last charter election was 2019
- Ordinances
 - Council takes official action through ordinances which are local laws that are intended to protect and preserve the health and safety of the community

CITY OPERATIONS

- Burleson has over 56,104 people residing within the corporate city limits
- Is a council manager form of government
 - The Mayor and 6 Councilmembers that are elected at large
 - The City Council appoints the City Manager who is the chief executive officer and head of the administrative branch of the City government overseeing 447 full-time employees (493.79 equivalent FTE's)

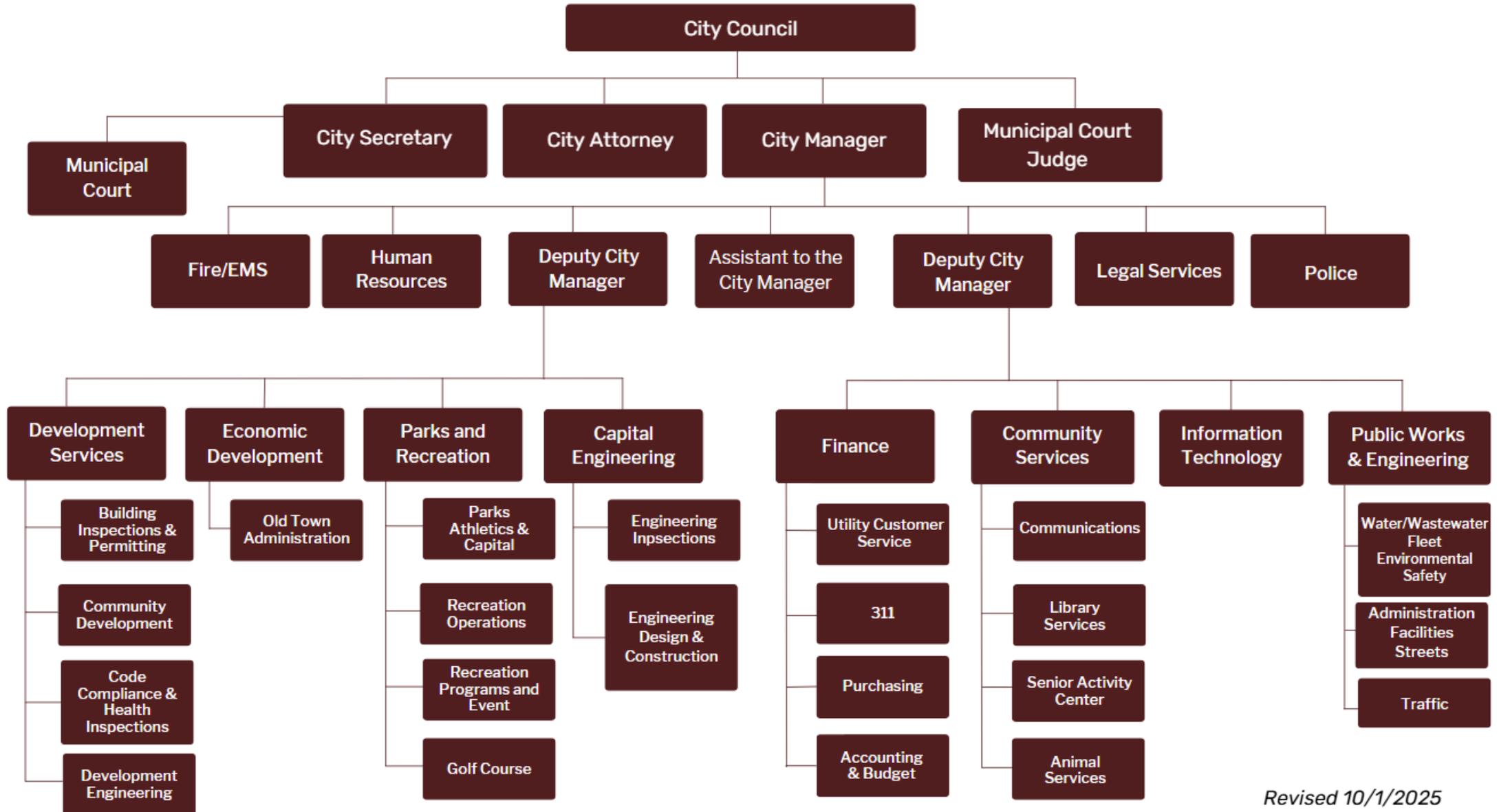
OPERATIONAL FOUNDATION



- \$264,295,429 operating budget across all city funds, including capital projects
- Focus Areas
 - High Performing City Organization
 - Beautiful, Safe, and Vibrant Community
 - Dynamic and Preferred City
 - Great Place to Live

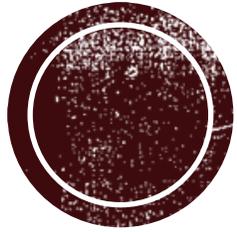


Organizational Chart



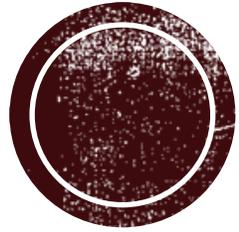
Revised 10/1/2025





BURLESON

QUIZ



QUESTIONS?

Contact Information:

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Harlan Jefferson – Deputy City Manager

hjefferson@burlesontx.com

Matt Ribitzki – Deputy City Attorney

mribitzki@burlesontx.com

Janalea Hembree – Assistant to the City Manager

jhembree@burlesontx.com