

CITY OF BURTON

COUNCIL MEETING MINUTES

A Regular Meeting of the Burton City Council at 5:30 p.m. was held on
TUESDAY, February 10, 2026, in the Burton City Hall
at 12200 E. Mulberry Street Spur 125, Burton, Texas.

Members Present:

Mayor Karen Buck

Councilmember Jeff Eckhardt

Councilmember Tommie Gilmon

Councilmember Paul McLaughlin

Members Absent: Councilmember Macey Tidwell, Councilmember Nathan Kalkhake

Others Present: City Secretary Angela Harrington, Bradley Loehr, BEFCO Engineering.

Citizens Present: Josh Blaschke (KWHI), Gayle Weeren, David Camp (AMKIN), Tiffany Eckhardt, Ned & Lauren Ross, Alicia Shepard, Roy & Debbie Ondruch, Johnnie Pitts, Brandon & Brittany Thibodeaux, David Zajicek, Larry Winkelmann, Susie Tommaney, Chuck Johnson, Denise Withington (Burton Bulletin), Susan Kiel, and Rocky Rodriguez, Luis Nuner & Lupe Benavides of AOKA Engineering.

Mayor Karen Buck called the meeting to order at 5:30 pm. A quorum was established and all in attendance were led in the Pledge of Allegiance.

Citizen Presentations

Tiffany Eckhardt, David Zajicek, Gayle Weeren, Ned Ross, Susie Tommaney & Burton business owners Susan Kiel and Alicia Shepard made comments regarding opposition to contracting with AOKA to provide guidance to city staff regarding the creation and updating of ordinances concerning fire code, code enforcement, subdivision and building code services within the city.

CONSENT AGENDA

- (1) Minutes of the January 13, 2026 Regular Meeting & January 27, 2026 Workshop Meeting
- (2) Financial Reports-Revenue & Expenditures
- (3) Mayor's Report – Attached
- (4) City Secretary's Report – None
- (5) Utility Report – Attached.

A motion was made by Councilmember McLaughlin and seconded by Councilmember Eckhardt to ACCEPT the consent agenda.

FOR: Gilmon

AGAINST: None

The motion passed.

UPDATES:

1. General Land Office Contract #24-065-042-E534 – Water Well #5 – Bradley Loehr of BEFCO Engineering provided information regarding the completion of construction. The final walk through created a punch list of small issues remaining for the contractor to address. All chemical and electrical work has been completed with all administrative paperwork close to complete. Due to TCEQ paperwork and testing, the well will likely not be brought into use until April.

2. **2023-2024 TDA CDBG – Knittel Lift Station Improvement Project – No Update**
other than contracts have been signed and materials are being or soon to be ordered.

3. **Texas Target Communities** – The TAMU students who were in town last Fall to work on mapping our sewer system and make recommendation to update will be asked in the near future to report on their finding and present council with the mapping information.

On Monday, February 9, there were forty-three (43) students in town who walked around town with the mayor introducing the students to this small city. They will help address some possible updates that could be made to the 2000 Burton Comprehensive Plan for their Senior Engineering cap-stone project. There will be a mid-term presentation on March 4, 2026 at the American Legion Hall and all are invited to attend.

**DISCUSSION, CONSIDERATION AND/OR ACTION TO APPROVE, ACCEPT, DENY,
REMOVE OR TABLE ON:**

1. **A Contract with AOKA Engineering for Scope of Services including, but not limited to, Building Plan Review, Building Inspection, Public Works/Civil Plan Review & Inspection, Fire Protection Plan Review & Inspection, ICC Certified Training Services, Facility Assessments, and Code Enforcement Services & Training**

The mayor recapped the minutes from the January 27 workshop discussion and stated her thoughts on why there is a need for AOKA to help develop ordinances and policies to ensure that new buildings within the city limits be constructed in a safe manner. Jeff Eckhardt stated his reservation regarding this item and his opinion that now is not the time to hire due to not having ordinances in place to enforce. ~~It is his opinion that the ordinances should be made prior to having actual enforcement acted on.~~ He said that there was no reason to have a contract with the company. Tommie Gilmon made comments regarding her reservations to make any restrictions on property owners that would prevent them from doing what they want on or with their property. The mayor then explained that the city would need help creating any applicable ordinances and that the city needs to have the ability to inspect the fire system plans as installed at the school to make sure students are safe. A motion was made by Councilmember Eckhardt and seconded by Councilmember Gilmon to **REMOVE** this item from the agenda.

FOR: Eckhardt, Gilmon

AGAINST: McLaughlin

The motion passed.

2. **An Order of Election and Adopt Resolution 20260210RA Authorizing an Election Services Contract between the City of Burton & Washington County, Texas for the May 2, 2026 General Election**

It was explained that this is an annual item on the council agenda. The City Secretary said that there has been an email communication with Carol Jackson, Wash. Co. Elections Administrator, stating that she is willing to handle the city's yearly election but has not received the actual contract. The resolution allows the mayor to authorize that contract once received. A motion was made by Councilmember Eckhardt and seconded by Councilmember McLaughlin to **APPROVE**.

FOR: Gilmon

AGAINST: None

The motion passed.

3. **Setting the Budget Public Hearing on the 2026-2027 City of Burton General and Water & Sewer Budgets for 5:30pm on March 10, 2026 at Burton City Hall**

A motion was made by Councilmember McLaughlin and seconded by Councilmember Gilmon to **APPROVE**.

FOR: Eckhardt

AGAINST: None

The motion passed.

4. Resolution 2026021RB Authorizing the City of Burton to Enter into an Agreement with the State Authorizing the Closure of a Segment of the State Highway System in the Downtown Area of the City for the Annual Cotton Gin Festival scheduled for April 18, 2026

This is another annual item for consideration providing for the road closures needed for the annual Texas Cotton Gin Festival. A motion was made by Councilmember McLaughlin and seconded by Councilmember Eckhardt to **APPROVE**.

FOR: Gilmon

AGAINST: None

The motion passed.

5. The Resignation of City Secretary Angela Harrington

All expressed their regret to receive the resignation. A motion was made by Councilmember Gilmon and seconded by Councilmember Eckhardt to **ACCEPT** the resignation.

FOR: McLaughlin

AGAINST: None

The motion passed.

The Regular Council Meeting was Adjourned at 6:45pm.

At 6:55pm, Council Reconvened into an Executive Session (Local Gov't Code 551.074)

Council Reconvened into a Budget Workshop regarding the 2026-2027 Fiscal Year Budgets including the General Budget (City of Burton) and Water & Sewer Budget. The provided preliminary budgets were examined and adjusted according to councils recommendations.

The Workshop was adjourned at 8:50pm.

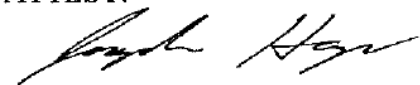
FOR: Eckhardt, McLaughlin, Gilmon

AGAINST: None



Mayor Karen Buck

ATTEST:



City Secretary Angela Harrington

Joseph Hayes, City Attorney

CITY OF BURTON

COUNCIL MEETING MINUTES

A **SPECIAL MEETING** of the Burton City Council at 5:30 p.m. was held on
Thursday, February 19, 2026 in the Burton City Hall at 12200 E. Mulberry Street Spur 125, Burton, Texas.

Members Present:

Mayor Karen Buck

Councilmember Paul McLaughlin

Councilmember Macy Tidwell

Councilmember Nathan Kalkhake

Councilmember Jeff Eckhardt

Councilmember Tommie Gilmon

Members Absent: N/A

Others Present: Utility Clerk, Rachel Belvin

Citizens Present: None

Mayor Karen Buck called the meeting to order at 5:30pm and established a quorum.

Mayor Buck informed Council that the Executive Session needed to be cancelled and moved to the regular Council meeting on March 10, 2026.

A motion to remove the item was made by Councilmember McLaughlin and seconded by Nathan.

FOR: Gilmon, Eckhardt and Tidwell AGAINST: None

The motion passed.

Mayor Karen Buck discussed that the purpose of this meeting was called to order per the request of BEFCO Engineer, Bradley and per the requirement of Texas Commission on Environmental Quality (TCEQ) for the City of Burton to grant itself a Sanitary Control Easement for Water Well #5. Approval needed for Mayor Buck to sign and notarize any necessary documents.

A motion was made by Councilmember Kalkhake and seconded by Councilmember Gilmon.

FOR: McLaughlin, Eckhardt and Tidwell AGAINST: None

The motion passed.

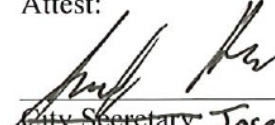
A motion was made by Councilmember McLaughlin and seconded by Councilmember Kalkhake to adjourn.

FOR: Gilmon, Eckhardt and Tidwell AGAINST: None

The motion passed.

D. Adjourned Meeting @ 5:52 p.m.

Attest:


City Secretary Joseph Hays



Mayor Karen Buck

*Minutes were taken by the Utility Clerk, Rachel Belvin.

	Feb 26
Ordinary Income/Expense	
Income	
Franchise Tax Income	1.77
Mixed Beverage Taxes	532.38
Other Income	900.00
Property Tax Revenue (M&O)	1,109.43
Sales Tax Income	13,905.55
Total Income	16,449.13
Gross Profit	16,449.13
Expense	
Washington County Sherriff D...	1,250.00
Contract Labor	375.00
Copy Machine Lease	197.13
Dues & Subscriptions	782.75
Legal & Professional Fees	901.11
Postage	10.77
Repair & Maintenance	
Weeren Park	75.00
Repair & Maintenance - Other	210.00
Total Repair & Maintenance	285.00
Street Light Expense	516.05
Supplies - Office	359.84
Supplies - Operating & Other	1,319.98
Tax Collection Fees	209.67
Telephone & Communications	89.85
TMRS Contributions	4.00
Utilities	254.85
Wages & Payroll Taxes	2,281.89
Total Expense	8,837.89
Net Ordinary Income	7,611.24
Other Income/Expense	
Other Income	
Debt Service Fund Revenues	
Property Tax Revenues (DSF)	6,420.55
Total Debt Service Fund Revenu...	6,420.55
Total Other Income	6,420.55
Other Expense	
TRANSFER OUT	81,710.85
Debt Service Expenditures	

4:10 PM
03/05/26
Accrual Basis

City of Burton, Texas
Profit & Loss
February 2026

	Feb 26
Bond Payment	0.00
Interest on Bond Payment	0.00
Total Debt Service Expenditures	0.00
Total Other Expense	81,710.85
Net Other Income	-75,290.30
Net Income	-67,679.06

CITY OF BURTON WATER & SEWER
Profit & Loss
February 2026

	Feb 26
Ordinary Income/Expense	
Income	
GARBAGE REVENUES	2,659.99
WATER & SEWER REVENUES	19,086.24
Total Income	21,746.23
Gross Profit	21,746.23
Expense	
CONTRACT LABOR	4,550.00
GARBAGE & COLLECTION COST	2,488.00
LAB TESTING FEES	421.00
LEGAL & PROFESSIONAL FEES	4.10
POSTAGE	61.00
REPAIR & MAINTENANCE	5,582.84
SUPPLIES - OFFICE	198.49
SUPPLIES - OPERATING & OTHER	271.88
Telephone	47.22
UTILITIES EXPENSE	1,567.05
WAGES & PAYROLL TAXES	2,010.17
WATER&SEWER DEPOSIT REFUND	100.00
Total Expense	17,301.75
Net Ordinary Income	4,444.48
Other Income/Expense	
Other Income	
CDV23-0012 Income	20,000.00
Water Well #5 - GLO	81,710.85
Total Other Income	101,710.85
Other Expense	
CDV23-0012 Expense	18,500.00
Water Well 5 - GLO	105,462.85
Total Other Expense	123,962.85
Net Other Income	-22,252.00
Net Income	-17,807.52

3:22 PM

03/05/26

Accrual Basis

CITY OF BURTON WATER & SEWER

Transaction Detail By Account

February 2026

Type	Date	Num	Name	Memo	Amount
REPAIR & MAINTENANCE					
Check	02/10/2026	3781	Criswell Distributi...	WW - Maintenance supplies for WWTP	327.55
Check	02/10/2026	3782	Jaster Services, ...	PWS - Mow/edge at water well & water tower	225.00
Check	02/10/2026	3783	Overall Lumber ...	PWS - Supplies to weatherize pipes for freeze	569.31
Check	02/10/2026	3783	Overall Lumber ...	WW - Freeze Miser for WWTP	125.98
Check	02/26/2026	3787	HDU SERVICES...	PWS - Install New meter & parts on Navasota St.; 5 call outs for flo...	1,125.00
Check	02/26/2026	3787	HDU SERVICES...	WW - WWTP Outfall Sewer Stoppage; Amkin Lift Station Pump pr...	3,210.00
Total REPAIR & MAINTENANCE					5,582.84
TOTAL					5,582.84

**Mayor's Report
March 2026**

Activities during the month of February included...

+Texas Target Communities

BAEN A&M Students (Fall 2025/Spring 2026) – Wastewater Line Mapping & Wastewater Line near Burton ISD

+Read the more than 100-page report students have written on the project

+Met with students via Teams on Wednesday, February 11. Discussed process, report, upcoming showcase + final in April, etc.

+Students would like to visit a council meeting first before presenting their project to council. Students would like to present their report to council in May after their showcase, final, and graduation.

URPN A&M Students (Spring 2026) – Urban Planning

+Met URPN class on Zoom on Monday, February 2; finalize plans for visit to city.

+Answered URPN class questions via email; pre-visit.

+Hosted, toured, and answered questions from about 50 A&M students here in town regarding their possible project areas.

+Listened in and commented on student first draft of projects via Zoom on Wednesday, February 11.

+Responded to multiple student emails

+Secured the city's use of the American Legion Hall for mid-terms and finals for this class.

+Met in-person with class at the "pre-mid-term" on Wednesday, February 25 at Texas A&M. Along with other "project evaluators" rotated through all 7 tables/presentations; offering feedback.

PLAN A&M Students (Spring 2026) – Applied Transportation Planning

+PLAN students toured the city on same day/time as URPN students

+Met with PLAN students after the URPN students left town

+Per professor request, sent digital copy of the 2000 Comprehensive

Plan

+Will meet with students via Zoom on Wednesday, March 4 after the URPN mid-terms

+Water Well #5

Met with C. Miller Drilling, BEFCO Engineer Bradley, electrical subcontractor, Dustin, and Rachel for final walk-thru on WW#5. BEFCO to follow up with punch list.

Submitted a list of dates to the General Land Office for a visit from Commissioner Dr. Dawn Buckingham.

Sent second letter (certified mail) to property owner regarding a sanitary easement for Water Well #4.

Worked on the special-called meeting for city council to grant the City of Burton a sanitary easement for Water Well #5. Filed the documents at the courthouse. Scanned and sent to BEFCO engineer for TCEQ approval.

UPDATE: March 3 – Buckingham will be unable to visit Burton as present time; GLO representative is going to calendar with another GLO Director.

Tentative date for a Ribbon Cutting for Water Well #5 is Tuesday, April 7 in the afternoon.

+Knittel Lift Station Project

Nothing new to report

+Attended County Commissioners' Court Meetings on – February 10 and February 17.

+Attended the required monthly General Land Office (GLO) Teams meeting regarding Water Well #5 on Tuesday, February 3. This meeting includes a representative from Langford Community Grant Management, the BEFCO engineer, 1-2 staff with the Texas General Land Office, the City Secretary and myself. This month, we were without the City Secretary.

+Attended the monthly Board of Director's meeting of the Brazos Valley Council of Governments' Community Action Programs via Zoom on Wednesday, February 11. I have been serving on this board as an elected official since September of 2024.

+Began teamwork with BEFCO engineer Bradley and Lanford Grant Consultant Paula regarding the roll forward on the TWDB PIF for 2026. Mayor updated the PIF with narrative regarding the work that City of Burton has already done to address water loss, asset management, etc; Also included narrative which highlighted the work accomplished and work needed in accordance with the State Water Plan.

+Attended the Economic Development ILA meeting with the City of Brenham on Feb. 9 at Brenham City Hall. Lot of business development and growth in the City of Brenham; Also heard about the hundreds of homes on schedule to be built to handle growth in the area.

+Updated and posted the 2025-2030 Hazard Mitigation Goals for the City of Burton (attached in this report) These were previously approved by Council on November 12, 2025. These goals have the annotated progress noted for each goal.

+Posted the City Secretary job description as approved by City Council on the Texas Municipal League website on Thursday, February 12.

+Drafted and posted the Special Called Meeting Notice for City Council on Thursday, February 19 regarding the City of Burton granting itself a Sanitary Easement.

+Called City Hall in Midway, Texas to check on their well-being after the multiple murders in town. (I had lunch with the Midway mayor at a recent event event.) City Secretary was very appreciative of the support.

+Followed up on Council request for bids on security system at City Hall per council decision at February 10 council meeting. On Wednesday, February 18, I asked for 3 bids from the following companies – Easy Access Technologies, Smart Tech Innovations, and Aggieland Smart Home Technologies. I received a quote from Aggieland Smart Home on Tuesday, March 3. I sent a second email asking for a quote to Easy Access and Smart Tech on Tuesday, March 3.

+Met with Washington County and City of Brenham officials regarding a county-wide July 4 celebration of the 250 anniversary of our nation. Stay tuned for more details!

+Started the Public Safety Action Plan for Burton Ranger Day on Saturday, March 21. DRAFT was sent to Interim Emergency Management Coordinator Kevin Deramus on January 28. Have since learned that Deramus has resigned; County Judge has assumed the role of Emergency Management Coordinator. This will mean that Mayor will need to follow up with emergency management to ensure that a Public Safety Plan is in place for that event.

+Received an invitation from Washington County Chamber of Commerce to meet with U.S. Congressman Michael Cloud on his tour through the county. City of

Brenham, Washington County, Burton Chamber of Commerce, City of Brenham/Washington County EDC also present for the event.

+Met with Dr. Brandon Schulte to firm up final details of Feral/Pet Plan with the City of Burton. (This is an agenda item for this meeting.)

+Spoke with TXDOT Engineer Jeff Miles regarding upcoming TXDOT plans for safety improvements in the US 290 corridor between Austin and the coast; specific interim solutions/project ideas for US Hwy 290 and Mulberry intersection at the blinking lights; and a URPN class project. Outcome – Engineer Miles will be scheduling a public meeting sometime this summer to discuss the US Hwy 290/Mulberry Street interchange.

Total volunteer hours for the month of February – 95.50 hours

City of Burton
Hazard Mitigation Goals (2025-2030)
Update: February 11, 2026

1 – Action: Purchase and install two generators to keep existing water wells and sewer plant in operation.

Hazard: Flood, Tornadoes, Hurricanes, Thunderstorms/Lightning, Hailstorms, and Winter Storms

Progress: Generator at Wastewater Treatment Plant installed 9/2024
Generator at Water Treatment Plant installed 8/2025;
connected to both water wells in December 2025.

Goal Completed

Ongoing Needs: Generators are monitored, tested monthly, and maintained by Zaskoda Repair, LLC in Caldwell. Contracted utility provider, HDU, has access to information via an app to ensure that system is working when power is out. City of Burton will need to maintain the maintenance agreement with Zaskoda; ensure that propane tanks are full; maintain communication with HDU during emergency situations.

2 – Action: Per NIEP participation, start cleanup of Indian Creek to allow proper drainage of floodwater.

Hazard: Flood, Hurricane

Progress: Some of the land that fell on the city for cleanup was deeded without warranty to Ceverina M., LLC (Los Patrones) and filed with the county in February 2026. To determine the remainder of the land that the city is responsible for cleanup, a map from the CAD will be needed.

Needs: While this is a necessary mitigation goal, it is a lower priority as the City of Burton continues to address aging infrastructure needs and improvements on the water and wastewater systems. Should a grant become available to work in this floodplain, the city should pursue funding.

Goal is ONGOING.

3 – Public Outreach and Education

Hazard: Drought, Wildland Fires, Excessive Heat

Progress – Education happens via Burton Volunteer Fire Department at events like National Night Out. City re-posts information on its Facebook page regarding droughts, fire safety, etc. using information from Texas A&M Fire Service, TDEM, Burton VFD, etc.

Goal is ONGOING.

4 - Action: Education about current county burn ban.

Hazard: Drought, Wildland Fire

The City of Burton relies on and follows the County Commissioners regarding the implementation of a burn ban.

Progress: Education happens via information sent from Washington County Commissioner's Court. Information is posted to both the city's website and social media page on Facebook.

Goal is ONGOING.

5 – Public Outreach and Education

Hazard: Hailstorms, Thunderstorms/Lightning

Progress: The City of Burton posts/reposts information on the city's FB page regarding severe weather conditions. Information comes from TDEM, the National Weather Service, or the office of Washington County Emergency Management.

Goal is ONGOING.

6 – Develop and Implement Tree limb removal program

Hazard: Tornado, Hurricane, Hailstorm, Winter Storm, Thunderstorm/Lightning

Progress: In the Spring, city staff/elected officials drive the streets in town noting tree limbs on/near electric lines. List is then sent to Bluebonnet. Likewise in the Spring, residents are educated about checking powerlines near their homes and encouraged to report any issues they find to Bluebonnet as well.

Goal is ONGOING.

7 – Implement Drought Contingency Plan response stages

Hazard: Drought

Progress: A new drought contingency plan was approved by the City Council in October of 2023. When drought conditions are triggered, the city will follow the adopted protocol.

Goal is ONGOING.

8 – Public Outreach and Education – Winter Storm

Progress: The City of Burton posts/reposts information on the city's FB page regarding winter storm warnings as well as reminders to residents about wrapping their pipes. Information comes from TDEM, the National Weather Service, and the office of Washington County Emergency Management.

The Utility Manager and Utility Contractor are in communication about ensuring that city's infrastructure at water wells and wastewater treatment plant are wrapped and ready for winter storms. Additionally, staff at City Hall will need to wrap the outside faucet and/or leave water running inside city hall when temperatures fall below 32 degrees.

Goal is ONGOING.

9 – Provide education about where/how to receive assistance for those in need, including the elderly and those without adequate air conditioning in their homes.

Hazard: Excessive Heat

Progress: Residents may request fans via Burton Bridge Ministry.

Needs: City staff and/or elected officials are encouraged to check on elderly residents and/or residents with known medical issues.

Goal is ONGOING.

10 – Identifying and establishing new, available water supplies and improving city's water infrastructure

Hazard: Drought, Wildland Fire, Water Well Failure

Background: Locate and establish new alternative water supplies to supplement current water availability will help to lessen the local vulnerability to drought or water well failure.

Benefits: Having additional water supplies can assist the city during periods of drought or water well failure by ensuring water customers of access to fresh, potable water as well as the city's ability to keep a reserve on hand for fire-fighting.

Priority: High

Estimated cost: \$3.5 million

Responsible Organization: City of Burton Utilities

Target Completion Date: 2030

Funding sources: Local funds, grants

****This particular mitigation goal was included so that IF the city needed to apply to the General Land Office for a mitigation grant, this hazard mitigation goal**

would be present in the County's Hazard Mitigation Plan per the General Land Office Mitigation Grant requirements.

11 – Collect data on repetitive losses to include costs, types of property (residential, commercial, industrial, etc.) for use for planning purposes

Hazard: Flooding

Background: During the update of the hazard mitigation plan, Washington County was unable to provide types of repetitive losses for inclusion in the plan.

Benefits: Tracking this data will provide valuable information for planning purposes.

Priority: Medium

Estimated Cost: \$1,000

Responsible Organization: City of Burton Office of Emergency Management
(Mayor)

Target Completion Date: 2026

Funding Sources: Local budget funds

March 2026 Utility Report:

1. Dumpster Days- March 20-22 (Finally received a response on dates after bills were printed)
2. Sewer rates will increase per City ordinance signed last March. Do we want to send out letters to remind our residents? (asking for extra postage cost)
3. Trash complaint- resident complained back in Jan. 2025 on TCW using his personal driveway to turn around and it started happening again the last few trash pick-ups. Contacted TCW and Jeff said he would reach out to the resident on this matter.
4. Water Loss at 3.42 %
5. Needing to fill in pot holes around town. Council okay with that?
6. Still working with A&M students on site visits and information they request

System Totals Report

City of Burton

Water Pumped This Month	1,814,600 Gallons
Water Sold This Month	1,532,570 Gallons
Water Used for Fire and Flushing Line	220,000 Gallons
Water Loss	62,030 Gallons
Water Loss (%)	3.42 %

	Amount (\$)	# Of Accounts
Total Water	12,016.39	211
Total Sewage	8,457.04	184
Total GARBAGE	2,630.00	182
Total Late Charge	134.47	15
Total Adjustments	(103.98)	2
Total Other Charge	-177.72	4
Total Current Charges	22,956.20	222
Amount Past Due 1-30 Days	2,496.49	26
Amount Past Due 31-60 Days	1,303.07	15
Amount Past Due Over 60 Days	3,254.14	12
Amount Of Overpayments/Prepayments	(1,187.03)	40
Total Receivables	28,822.87	233

Total Receipts On Account	21,746.23	190
Net Change in Deposits	0.00	0
Amount of All Deposits	30,062.05	235
Amount of All Deposit 2	100.00	2
Turned Off Accounts (Amount Owed)	-229.14	64
Collection Accounts (Amount Owed)	-40.10	20
Number Of Unread (Turned On) Meters		16
Average Usage For Active Meters	6,722	228
Average Water Charge For Active Meters	56.95	211

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		4	611,100		39.87	9.05
40,001-50,000		0	0		0.00	0.00
30,001-40,000		3	94,900		6.19	2.34
20,001-30,000		2	55,000		3.59	2.08
10,001-20,000		19	267,520		17.46	12.99
8,001-10,000		11	98,070		6.40	6.04
6,001-8,000		13	87,680		5.72	6.43
4,001-6,000		23	110,270		7.20	10.26
2,001-4,000		50	143,630		9.37	19.50
1-2,000		73	64,400		4.20	25.05
Zero Usage		30	0		0.00	6.28
Total Meters		228	1,532,570		100.00	100.00

2026-2027 Proposed COB Budget

3:46 PM

City of Burton, Texas

02/11/26

Profit & Loss Budget Overview

Accrual Basis

April 2026 through March 2027

	Apr '26 - Mar 27
Ordinary Income/Expense	
Income	
Franchise Tax Income	12,589.56
Interest Income	2,367.92
Mixed Beverage Taxes	4,396.08
Other Income	14,636.52
Property Tax Revenue (M&O)	25,697.49
Sales Tax Income	157,212.35
Total Income	216,899.92
Gross Profit	216,899.92
Expense	
Employee Health Reimbursement	1,800.00
Washington County Sherriff Dept	15,000.00
Accounting & Auditing	14,500.00
Advertising & Public Notice	1,735.38
Contract Labor	0.00
Copy Machine Lease	1,656.97
Dues & Subscriptions	2,615.71
Election	4,500.00
Insurance & Workmans Comp	6,023.00
Legal & Professional Fees	3,000.00
Miscellaneous & Unforeseen	1,200.00
Postage	468.00
Repair & Maintenance	
Weeren Park	900.00
Repair & Maintenance - Other	2,760.00
Total Repair & Maintenance	3,660.00
Security Expense	420.00
Street Light Expense	6,204.12
Street Repair	40,000.00
Supplies - Office	600.00
Supplies - Operating & Other	1,118.00
Tax Collection Fees	2,516.04
Telephone & Communications	1,078.20
TMRS Contributions	48.00
Travel & Mileage	0.00
Utilities	2,483.31
Wages & Payroll Taxes	86,004.00

2026-2027 Proposed COB Budget

3:46 PM

City of Burton, Texas

02/11/26

Profit & Loss Budget Overview

Accrual Basis

April 2026 through March 2027

	Apr '26 - Mar 27
Total Expense	196,630.73
Net Ordinary Income	20,269.19
Other Income/Expense	
Other Income	
Debt Service Fund Revenues	
Property Tax Revenues (DSF)	129,345.31
Interest Income (DSF)	1,066.20
Total Debt Service Fund Revenues	130,411.51
Total Other Income	130,411.51
Other Expense	
TRANSFER OUT	0.00
Debt Service Expenditures	
Bond Payment	98,000.00
Interest on Bond Payment	27,596.00
Total Debt Service Expenditures	125,596.00
Total Other Expense	125,596.00
Net Other Income	4,815.51
Net Income	25,084.70

2:42 PM

02/11/26

Accrual Basis

CITY OF BURTON WATER & SEWER
Profit & Loss Budget Overview

April 2026 through March 2027

	Apr '26 - Mar 27
Ordinary Income/Expense	
Income	
DEPOSIT FOR WATER & SEWER	1,150.00
GARBAGE REVENUES	31,517.16
WATER & SEWER REVENUES	229,323.36
Total Income	261,990.52
Gross Profit	261,990.52
Expense	
CONTRACT LABOR	53,400.00
DUES & SUBSCRIPTIONS	1,550.00
GARBAGE & COLLECTION COST	30,012.00
INSURANCE & PROPERTY LIABILI...	5,336.00
LAB TESTING FEES	7,200.72
LEGAL & PROFESSIONAL FEES	50.40
POSTAGE	1,464.00
REPAIR & MAINTENANCE	81,647.16
SUPPLIES - OFFICE	344.35
SUPPLIES - OPERATING & OTHER	22,472.36
Telephone	566.64
UTILITIES EXPENSE	20,015.28
WAGES & PAYROLL TAXES	24,679.92
WATER&SEWER DEPOSIT REFUND	540.12
Total Expense	249,278.95
Net Ordinary Income	12,711.57
Net Income	12,711.57

ORDINANCE 20260310

**AN ORDINANCE OF THE CITY OF BURTON, TEXAS
ESTABLISHING THE BUDGET FOR THE FISCAL YEAR OF 2026-2027**

WHEREAS, prudent management and statutory requirements mandate that the business of the City of Burton be conducted in strict accord with an overall financial plan;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BURTON, TEXAS:

The City Council of Burton anticipates revenue and expenditures for the fiscal year of 2026-2027 as projected and set forth in the attached Exhibit A, City of Burton Budget, and Exhibit B, City of Burton Water & Sewer Budget for the fiscal year beginning April 1, 2026 and ending March 31, 2027.

PASSED AND APPROVED this the 10th day of March, 2026.



Karen Buck, Mayor

ATTEST:



Joseph Hays, City Attorney

WASHINGTON COUNTY TAX APPRAISAL DISTRICT



2026-2027 Proposed Budget

***Washington County Appraisal
District
&
CTCWC
Annual Budget***

For Fiscal Year
September 1, 2026 to August 31, 2027

Board of Directors

Joe Antkowiak

Leslie Boehnemann, Jr.

Douglas Borchardt

Halee Stark Kalkhake

John Schaer, Jr.

*Dyann White, Chief Appraiser
Rebecca Wellmann, Assistant Chief Appraiser*

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2026-2027 Budget Calendar & Process

The Washington County Appraisal District performs tax collection functions under the name Consolidated Tax Collections of Washington County. As such, the WCAD Budget will include both appraisal and tax budgets. Hereinafter, the two budgets will be referred to collectively as the "district budget."

[Property Tax Code §6.06(a) – Each year the chief appraiser shall prepare a proposed budget for the operations of the district for the following tax year and shall submit copies to each taxing unit participating in the district and to the district board of directors before Feb. 15.]

[Property Tax Code §6.06(b) – The Board of Directors shall hold a public hearing to consider the budget. The secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district not later than the 10th day before the date of the hearing a written notice of the date, time, and place fixed for the hearing. The board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before May 15.]

[Property Tax Code §6.062(a) – Not later than the 10th day before the date of the public hearing at which the board of directors considers the appraisal district budget, the chief appraiser shall give notice of the public hearing by publishing the notice in a newspaper having general circulation in the county for which the appraisal district is established.]

Before Feb. 15, 2026	Send Preliminary Budget to Board of Directors and Taxing Entities
Mar. 24, 2026	Budget Workshop (to be held during the regularly scheduled Board of Directors Meeting) Board will also set the date, time, and place of public hearing
Apr. 06, 2026	Proposed Budget and Notice of Public Hearing mailed to Entities
Apr. 09, 2026	Publish Notice of Public Hearing in newspapers
April 28, 2026	Second Budget Workshop (to be held during the regularly scheduled Board of Directors Meeting if needed) Budget Public Hearing Budget Adoption

Washington County Appraisal District
 2026 - 2027 PROPOSED Budget
 Summary

	2026-2027 PROPOSED Budget	2025-2026 ADOPTED Budget	Increase/ (Decrease)
Cost:			
Appraisal District	\$ 1,716,360	\$ 1,592,610	\$ 123,750
Collections	291,300	311,000	(19,700)
<i>Total Costs</i>	<u>\$ 2,007,660</u>	<u>\$ 1,903,610</u>	<u>\$ 104,050</u>
Expenditures:			
Personnel Costs	\$ 1,288,900	\$ 1,185,900	\$ 103,000
Professional & Contracted Services	491,060	461,160	29,900
Supplies & Materials	48,000	47,000	1,000
Other Operating Costs	39,500	39,750	(250)
Debt Service	140,200	140,200	-
Capital outlay	-	29,600	(29,600)
<i>Total expenditures</i>	<u>\$ 2,007,660</u>	<u>\$ 1,903,610</u>	<u>\$ 104,050</u>

TOTAL COST DIFFERENCE PER ENTITY
2026-2027 BUDGET YEAR
PROPOSED BUDGET

ENTITY	CAD ALLOCATION	COLLECTION ALLOCATION	TOTAL	PRIOR YEAR TOTAL	DIFFERENCE
Blinn College	\$ 61,394.00	\$ 10,498.00	\$ 71,892.00	\$ 63,582.00	\$ 8,310.00
Brenham ISD	631,603.00	108,002.00	\$ 739,605.00	731,271.00	8,334.00
Burton ISD	242,075.00	41,391.00	\$ 283,466.00	271,050.00	12,416.00
City of Brenham	221,479.00	37,872.00	\$ 259,351.00	245,368.00	13,983.00
City of Burton	2,986.00	510.00	\$ 3,496.00	3,014.00	482.00
Giddings ISD	12,806.00	-	\$ 12,806.00	14,700.00	(1,894.00)
Oak Hill FWD	3,896.00	667.00	\$ 4,563.00	4,552.00	11.00
Pecan Glen Road District	1,201.00	210.00	\$ 1,411.00	1,374.00	37.00
Washington County	423,941.00	72,490.00	\$ 496,431.00	466,645.00	29,786.00
Washington County FM	114,979.00	19,660.00	\$ 134,639.00	102,054.00	32,585.00
TOTALS	\$ 1,716,360.00	\$ 291,300.00	\$ 2,007,660.00	\$ 1,903,610.00	104,050.00

*Levy totals from PACS Appraisal as of 2/13/2026, 2025 Supplement #29

Washington County Appraisal District
2026 - 2027 PROPOSED Budget
Expenditure Detail

Account	Account Title	2026-2027 PROPOSED Budget	2025-2026 ADOPTED Budget	Increase/ (Decrease)
6100 - Personnel Costs				
896-41-6119-00-951 & 952	Professional Salaries	\$ 262,000	\$ 523,000	\$ (261,000)
896-41-6129-00-952	Para-Professional Salaries	686,000	297,000	389,000
896-41-6139-00-952	In District Travel	600	600	-
896-41-6141-00-951 & 952	Medicare	8,000	13,000	(5,000)
896-41-6142-00-951 & 952	Health Insurance	45,000	57,000	(12,000)
896-41-6143-00-951 & 952	Worker's compensation	1,000	1,000	-
896-41-6145-00-951 & 952	Unemployment	-	-	-
896-41-6146-00-951 & 952	Retirement	31,000	31,000	-
	<i>Total personnel services</i>	<u>1,033,600</u>	<u>922,600</u>	<u>111,000</u>
6200 - Professional & Contracted Services				
896-41-6211-00-952	Legal Services	1,000	1,000	-
896-41-6212-00-951	Audit Services	13,000	12,000	1,000
896-41-6213-00-952	Tax Evaluation - Capitol Appraisal Group	72,000	96,300	(24,300)
896-41-6213-01-952	Arbitration	3,000	3,000	-
896-41-6248-00-952	Janitorial Services	3,800	6,000	(2,200)
896-41-6249-P2-952	Contracted Maintenance	126,200	116,150	10,050
896-41-6249-P5-952	Contracted Maintenance - Other			
896-51-6255-00-951 & 952	Water	1,500	2,000	(500)
896-51-6256-00-952	Telephone	3,000	3,000	-
896-51-6257-00-951 & 952	Electricity	10,000	12,000	(2,000)
896-51-6258-00-951 & 952	Natural Gas	700	1,500	(800)
896-51-6259-00-951 & 952	Garbage & Sewer	1,800	1,500	300
896-41-6269-00-952	Copy Machine Rental	15,000	7,200	
896-41-6269-01-952	Building Rent	20,000	20,000	-
896-41-6269-02-952	Pitney Bowes Postage Machine	2,160	2,160	-
896-41-6299-00-952	Other Contracts	174,900	127,400	47,500
896-41-6299-01-952	Appraisal Review Board Per Diem	15,000	12,000	3,000
	<i>Total professional & contracted services</i>	<u>463,060</u>	<u>423,210</u>	<u>39,850</u>
6300 - Supplies & Materials				
896-41-6311-00-952	Vehicle Supplies	2,500	2,500	-
896-41-6329-00-952	Books & Magazines	3,000	3,000	-
896-41-6397-00-951	Computer Supplies	2,000	2,500	(500)
896-41-6399-00-952	General Supplies	33,000	30,000	3,000
	<i>Total supplies & materials</i>	<u>40,500</u>	<u>38,000</u>	<u>2,500</u>

Washington County Appraisal District
2026 - 2027 PROPOSED Budget
Expenditure Detail

Account	Account Title	2026-2027 PROPOSED Budget	2025-2026 ADOPTED Budget	Increase/ (Decrease)
6400 - Other Operating Costs				
896-41-6411-00-952	Travel & Education	18,000	18,000	-
896-41-6429-00-952	Insurance & Bonding	10,000	10,000	-
896-41-6495-00-952	Dues/Fees	6,000	6,000	-
896-41-6499-00-952	Fees & Dues			
896-41-6499-01-952	Misc. Expenses	5,000	5,000	-
	<i>Total other operating costs</i>	<u>39,000</u>	<u>39,000</u>	<u>-</u>
6500 - Debt Service				
896-71-6513-00-952	Debt Principal	131,750	131,750	-
896-71-6523-00-952	Debt Interest	8,450	8,450	-
	<i>Total debt service</i>	<u>140,200</u>	<u>140,200</u>	<u>-</u>
6600 - Capital Outlay (Land, Buildings, Equipment)				
896-41-6639-00-952	Fixed Assets >\$5,000	-	13,000	(13,000)
896-41-6649-01-952	Fixed Assets-Unit <\$5,000	-	10,000	(10,000)
896-41-6649-SP-952	Capital Outlay - Special Projects	-	6,600	(6,600)
	<i>Total capital outlay</i>	<u>-</u>	<u>29,600</u>	<u>(29,600)</u>
	TOTAL EXPENDITURES	<u>\$ 1,716,360</u>	<u>\$ 1,592,610</u>	<u>\$ 123,750</u>

Washington County Tax Office
2026 - 2027 PROPOSED Budget
Expenditure Detail

Account	Account Title	2026-2027 PROPOSED Budget	2025-2026 ADOPTED Budget	Increase/ (Decrease)
6100 - Personnel Costs				
199-41-6119-00-703	Professional Salaries	\$ 106,000	\$ 105,000	\$ 1,000
199-41-6129-00-703	Para-Professional Salaries	119,000	125,000	(6,000)
199-41-6139-00-703	In District Travel	300	300	-
199-41-6141-00-703	Medicare	1,200	4,000	(2,800)
199-41-6142-00-703	Health Insurance	20,500	18,000	2,500
199-41-6143-00-703	Worker's compensation	300	300	-
199-41-6146-00-703	Retirement	8,000	10,700	(2,700)
	<i>Total personnel services</i>	<u>255,300</u>	<u>263,300</u>	<u>(8,000)</u>
6200 - Professional & Contracted Services				
199-41-6248-00-703	Contracted Maintenance & Repair	-	3,000	(3,000)
199-41-6249-00-703	Other Equipment Repair	-	400	(400)
6255	Water - Tax Office	-	200	(200)
6256	Telephone - Tax Office	-	550	(550)
6257	Electricity - Tax Office	-	4,500	(4,500)
6258	Natural Gas	-	800	(800)
6259	Garbage & Sewer	-	1,000	(1,000)
199-41-6269-00-703	Copier Rental	-	-	-
199-41-6297-00-703	Data Processing Services (AMG)	28,000	27,500	500
	<i>Total professional & contracted services</i>	<u>28,000</u>	<u>37,950</u>	<u>(9,950)</u>
6300 - Supplies & Materials				
199-41-6399-00-703	General Supplies - Tax Office	4,000	5,500	(1,500)
199-41-6399-2F-703	Postage - Tax Office	3,500	3,500	-
	<i>Total supplies & materials</i>	<u>7,500</u>	<u>9,000</u>	<u>(1,500)</u>
6400 - Other Operating Costs				
199-41-6499-00-703	Fees & Dues - Tax Office	500	500	-
199-41-6499-01-703	Misc. Expenses - Tax Office	-	250	(250)
	<i>Total other operating costs</i>	<u>500</u>	<u>750</u>	<u>(250)</u>
6600 - Capital Outlay (Land, Buildings, Equipment)				
199-41-6649-00-703	Fixed Assets < \$5000-Adm-Tax Office	-	-	-
	<i>Total capital outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL EXPENDITURES	<u><u>\$ 291,300</u></u>	<u><u>\$ 311,000</u></u>	<u><u>\$ (19,700)</u></u>

Summary for Budget Publication
Personnel Analysis w/Anticipated Changes:
2026-2027

Position Title	Budgeted Salary	Benefits	Appraisal/ Collections Duties	Total
Administration:				
Chief Appraiser	\$ 141,029	\$ 12,000	65% - 35%	\$ 153,029
Assistant Chief Appraiser	111,527	\$ 10,000	50% - 50%	\$ 121,527
IT/Appraisal Director	100,560	\$ 8,700	100% - 0%	\$ 109,260
Appraisal Dept (Professional):				
Appraiser - Level IV	85,956	\$ 9,000	100% - 0%	\$ 94,956
Appraiser - Level IV	69,264	\$ 8,000	100% - 0%	\$ 77,264
Appraiser - Level IV	69,264	\$ 8,000	100% - 0%	\$ 77,264
Appraiser - Level IV (Commercial)	75,244	\$ 8,000	100% - 0%	\$ 83,244
Appraiser - Level IV	74,880	\$ 8,000	100% - 0%	\$ 82,880
Appraisal Dept:				
Appraisal Clerk	47,195	\$ 7,000	100% - 0%	\$ 54,195
Appraisal Clerk	45,578	\$ 7,000	100% - 0%	\$ 52,578
Appraiser - Level I	49,500	\$ 8,000	100% - 0%	\$ 57,500
Records & Tax Dept:				
Deed Clerk	60,492	\$ 8,000	100% - 0%	\$ 68,492
Deed Clerk	53,355	\$ 8,000	100% - 0%	\$ 61,355
Collections Specialist	57,892	\$ 8,000	50% - 50%	\$ 65,892
Collections Clerk 1	39,816	\$ 7,000	25% - 75%	\$ 46,816
Collections Clerk 1	39,816	\$ 7,000	25% - 75%	\$ 46,816
Collections Clerk 1	42,318	\$ 7,000	25% - 75%	\$ 49,318
	<u>\$ 1,163,686</u>	<u>\$ 138,700</u>		<u>\$ 1,302,386</u>
Proposed Budget	\$ 1,165,000	\$ 140,000		\$ 1,305,000

TOTAL COST DIFFERENCE PER ENTITY
2026-2027 BUDGET YEAR
PROPOSED BUDGET

ENTITY	CAD ALLOCATION	COLLECTION ALLOCATION	TOTAL	PRIOR YEAR TOTAL	DIFFERENCE
Blinn College	\$ 61,394.00	\$ 10,498.00	\$ 71,892.00	\$ 63,582.00	\$ 8,310.00
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Oak Hill FWD	3,896.00	667.00	\$ 4,563.00	4,552.00	11.00
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Washington County	423,941.00	72,490.00	\$ 496,431.00	466,645.00	29,786.00
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TOTALS	\$ 1,716,360.00	\$ 291,300.00	\$ 2,007,660.00	\$ 1,903,610.00	104,050.00

*Levy totals from PACS Appraisal as of 2/13/2026, 2025 Supplement #29

[Employers](#)[Job Seekers](#)[Welcome Karen](#)[Select Language](#)Powered by Google [Translate](#)[POST A JOB](#)

Job Posting: City Secretary

Job Posting Settings / Overview

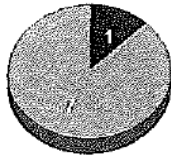
Job Overview / Settings

Created: 02/12/2026

Job Exposure ⓘ 4136

Job View ⓘ 414

Apply Now Button Clicks: 7



● Email Apply Clicks
● Job Board Apply Clicks

Pre-screen Filter:

None

[Add a Filter](#)Allow Online Application: ☒ Yes ☐ No[View Applicants through site's Online Application System](#)

Buck, Karen

Resume Recipients: burtonmayor@cityofburton-tx.gov

[\[add recipient\]](#)

Posted On

This job is currently posted to the following sites.

Job Board	Starts	Expires	Status
Texas Municipal League	Feb 12-26	Mar 14-26	active [Stop]

[Edit Job Posting](#)[Print This Job](#)[Delete Job Posting](#)

Job Posting

Job ID:	82447144	Job Function:	Administrative
Company Name For Job:	City of Burton	Entry Level:	No
Position Title:	City Secretary/Admin	Salary - Type:	DOQ
Min Education:	Associates Degree	Workplace Type:	On-Site
Min Experience:	2-3 Years	Job Type:	Part-Time
Required Travel:	0-10%	Enable AI Job Description Summary & Insights:	Yes
Company Name:	City of Burton	Job Duration:	Indefinite
		Location(s):	Burton, Texas, 77835, United States



CONTACT INFORMATION

Contact Person: Karen Buck

Phone: 9792893402

Email Address: burlonmayor@cityofburton-tx.gov

Fax: --

Job Description

The City Secretary serves as a sworn municipal officer responsible for maintaining official City records, coordinating elections, managing public information requests, and ensuring compliance with applicable state laws, including the Texas Open Meetings Act, Texas Public Information Act, and local ordinances.

The City Secretary provides high level administrative, legislative, and operational support to the Mayor, City Council, and City Utility department. This role supports transparency, accountability, and records management, and other assigned duties.

This position reports to the Mayor for day-to-day operations.

The following duties represent key responsibilities of this position but are not an exhaustive list:

Legislative & Council Support:

Prepares and posts agendas and notices for City Council and Boards/Commissions in compliance with the Texas Open Meetings Act.

Attends all City Council meetings and prepares, preserves, and maintains official minutes, ordinances, resolutions, actions, and legislative records.

Compiles and distributes agenda packets and supporting documentation.

Maintains custody of the City seal and attests official documents.

Public Information & Records Management

Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.

Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.

Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.

Public Information & Records Management:

Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.

Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.

Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.

Elections Administration:

Serves as Election Administrator for City elections in accordance with the Texas Election Code.

Coordinates with the County Elections Administrator on election operations, contracts, notices, ballot proofing, and candidate filings.

Provides election-related information to candidates, voters, and the public.

Administrative & Operational Support:

Provides administrative and project support to the Mayor, City Council, and Utility Manager.

Oversees Administration-related website content, including elections and Council information.

Administers oaths, notarizes City documents, and ensures proper execution of contracts and legal instruments.

Receives petitions, initiatives, referendums, recalls, and candidate filings; verifies documents as required by law.

Enhancing Internal Coordination:

Coordinates and communicates to ensure accurate and timely flow of information to City leadership and the public.

Works to gather, organize, and maintain materials for Council action items.

Process Improvement & Compliance:

Develops and implements administrative procedures that promote efficiency, compliance, and transparency across City operations.

Tracks deadlines and statutory requirements related to public notices, elections, agenda posting, and records retention.

Technology & Systems Support:

Manages agenda preparation and municipal clerk software; trains staff on use of digital platforms and document workflows.

Ensures online availability of meeting agendas, minutes, ordinances, ethics filings, and other public documents.



Public Engagement & Communication:

Provides high level customer service to residents, media, and stakeholders seeking information related to City operations.

Prepares public-facing notices, announcements, website updates, and communications on behalf of City leadership.

Emergency & Continuity Support:

Supports emergency management operations by ensuring continuity of records, notices, and legal documentation during emergencies.

Participates in continuity of government planning as needed.

Strategic & Organizational Support:

Performs budget planning, contract preparation, and organizational initiatives.

Helps coordinate onboarding and orientation for newly elected officials.

Other Essential Functions:

Represents the City with professionalism, integrity, and a commitment to customer service.

Maintains confidentiality and exercises independent judgment.

Regular, reliable, and punctual attendance is an essential job function.

Performs related duties as assigned.

Job Requirements

EDUCATION & EXPERIENCE:

Minimum of TWO (2) years of progressively responsible municipal or governmental administrative experience.

Experience supporting elected officials or Board of Directors preferred.

CERTIFICATIONS, LICENSES & SPECIAL REQUIREMENTS:

Notary Public commission (or obtained within 3 months).

Must be bondable.

Valid Texas Class C Driver's License with an acceptable driving record.

Must be legally authorized to work in the United States.

Certification through the Texas Municipal Clerks Certification Program (TMCCP) OR active enrollment desired.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of municipal governance, state law, elections procedures, and public records management.

Proficiency with Microsoft Office, agenda management software, records management systems, and A/V equipment.

Strong communication skills, both verbal and written.

Ability to manage confidential and sensitive information with discretion.

Ability to meet deadlines, manage multiple priorities, and work effectively in fast paced environments.

Ability to establish and maintain positive working relationships with elected officials, staff, and the public.

Ability to train others in records and agenda management procedures.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS (ADA COMPLIANT):

The physical demands and environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for qualified individuals with disabilities.

[Edit Job Posting](#)



Interview & Selection Guide

Before the interview

1. Review interview questions provided. The same set of questions will be used for each candidate. This will provide a fair and equitable comparison of each candidate.
2. Review the candidate's resume and the job description prior to the interview so you are prepared.
3. Review the Acceptable and not Acceptable questions to ask.

During the interview

1. Arrive a few minutes early to prepare for the interview.
2. Greet the candidate, giving your name and role in the city. Tell the candidate:
 - a. We will be using behavioral based questions and asking for examples.
 - b. We will be taking notes throughout the interview.
 - c. They will have an opportunity to ask questions.
3. Ask follow-up questions.
4. Listen deeply so you can assess the candidate's responses.
5. As we close the interview, be sure to reiterate the reasons why the job is meaningful and important to the City of Burton. Let the candidates know what the next steps are in the selection process and who they will hear from.

After the interview

1. Review your notes and complete the interview Feedback Form. Add up your total points.
2. Recommend that the candidate either move forward or not move forward in the selection process.

Interview Questions

Tell us about yourself and your qualifications on your resume.

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time you had to build trust with a coworker of client. What was your approach and what did you learn from it?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time you were not clear on what a customer wanted. How did you gain better understanding for their needs?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

What steps do you presently take to determine customer needs and expectations?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time when you worked with others to build a better customer experience. What was the approach?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					



INTERVIEW QUESTIONS

Acceptable & Unacceptable

It is important that we ask questions that are appropriate, legal and focused on assessing job-related capabilities. Review this list of ACCEPTABLE and UNACCEPTABLE interview questions before the interview.

Attendance & Reliability

Unacceptable

- How many children do you have?
- Who looks after your children for you?
- Do you have a car?
- Have you taken FML?

Acceptable

- What days and hours can you work?
- Are there any times that you cannot work?

National Origin

Unacceptable

- What country are you from?
- What kind of name is that?
- What is your native/first language?

Acceptable

- Are you legally eligible to work in the United States?

Language Skills

Unacceptable

- What is your native/first language? (Do not ask how they acquired the language.)

Acceptable

- What languages do you speak and write fluently (only if the job requires additional languages).

Arrest and Conviction

Unacceptable

- Any questions about arrests and convictions.

Acceptable

- None

Disabilities

Unacceptable

- Do you have any physical disabilities?
- Are you being treated for any illnesses?
- Do you have a history of alcohol or drug addiction?

Acceptable

- Can you perform the necessary functions of this job?
e.g. Can you lift 50 pounds?

Credit Record

Unacceptable

- Do you own your own home?
- Have your wages ever been garnished?
- Have you ever declared bankruptcy?

Acceptable - None

Military Record

Unacceptable

- What type of discharge did you receive?

Acceptable

- What type of education, training, and work experience did you receive while in the military?

Organizations and Clubs

Unacceptable

- What clubs, societies or lodges do you belong to?
- Do you belong to the union?

Acceptable

- What job-related organizations do you belong to?

Race

Unacceptable

- Questions about race, complexion or color of skin.

Acceptable - None

Workers' Compensation

Unacceptable

- Have you ever filed a claim for worker's compensation?
- Have you ever been injured on the job?

Acceptable - None

Religion

Unacceptable

- What church do you belong to?
- What religious holidays do you observe?

Acceptable - None

Marital Status

Unacceptable

- What's your marital status?
- Where does your spouse work?

Acceptable - None

Education

Unacceptable

- When did you graduate from high school or college?

Acceptable

- Do you have a high school or college degree?

Personal

Unacceptable

- How much do you weigh?
- When do you plan to retire?
- What is your sexual orientation?

Acceptable

- Such questions are only permitted if they are related to a specific job requirement.

burtonmayor

From: Zane Oliphant <proposals+ZaneOliphant@proposalviewer.com>
Sent: Tuesday, March 3, 2026 7:15 AM
To: burtonmayor
Subject: Proposal #213 from Aggieland Smart Home Technologies - New Proposal

Proposal #213

New Proposal

Hi there,

Your proposal is ready! Click the link below to view it online.

Let me know if you have any questions — I'm happy to help.

Best,

Zane Oliphant

Owner, Aggieland Smart Home Technologies

📞 (979) 200-5760

🌐 AggielandSmartHomeTech.com

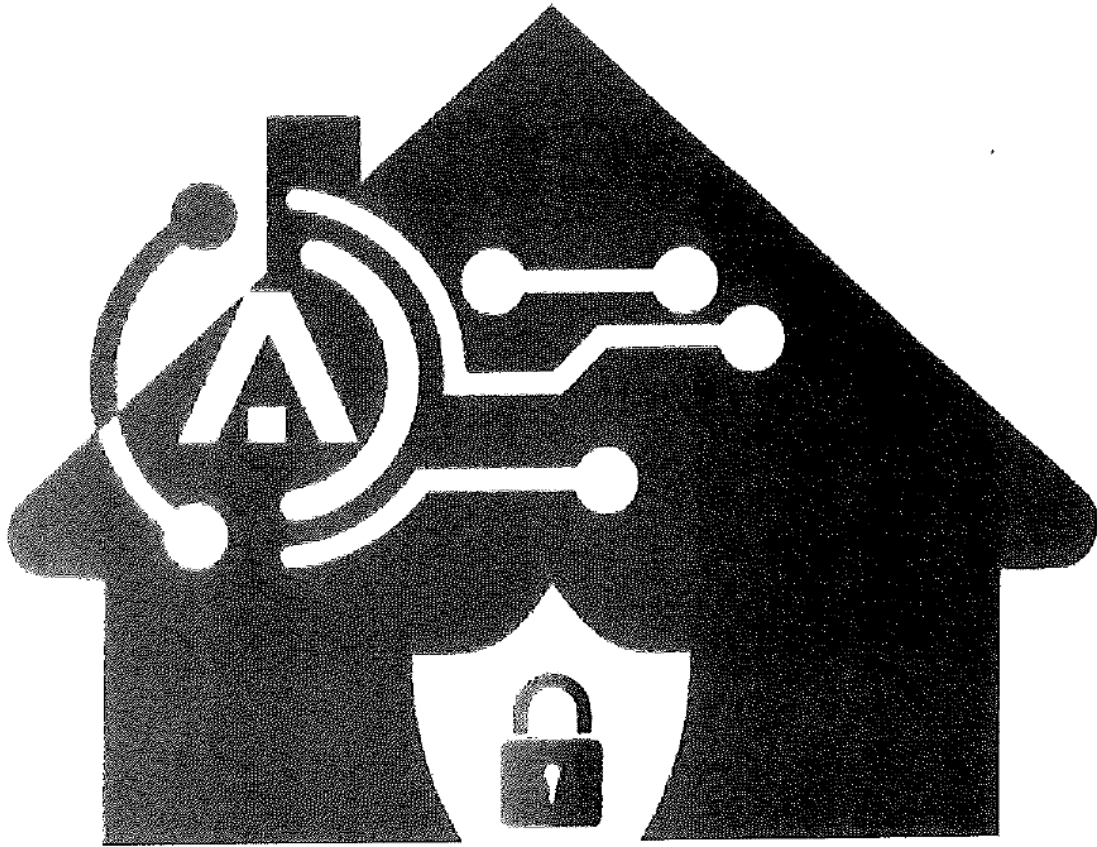
✉️ zane@aggielandsmarthometech.com

Locally owned. Veteran owned. Technology that works, service you can trust.

View Proposal

Button not working? Copy and paste this link to your browser:

<https://www.proposalviewer.com/1695015/cf0c8b83-7781-43c4-9b52-21a6e495ff3c?ref=cO7nOUiUyg6ikSd-uUf9iDfhL3qOhAj2Mb4xODvXNsk>



New Proposal

A PROPOSAL FOR

Karen Buck

Burton Mayor

burtonmayor@cityofburton-tx.gov

12200 East Mulberry Street

Burton, TX 77835

PREPARED BY ZANE OLIPHANT • EXPIRES MARCH 17, 2026



Aggeland Smart Home Technologies

About Us

Aggieland Smart Home Technologies is a locally and veteran-owned company proudly serving Bryan-College Station and surrounding areas. With over a decade of experience, we specialize in custom smart home automation, security systems, audio/video solutions, and enterprise-grade networking for both residential and commercial clients.

Our team is passionate about designing intelligent environments that enhance comfort, security, and efficiency—whether you're upgrading your home, securing your business, or building from the ground up. From Savant and Lutron to Ubiquiti, ENS, and more, we deliver tailored, high-performance solutions using only the most trusted technology partners.

What sets us apart is our commitment to professionalism, integrity, and long-term client relationships. Every system we design is built with care, attention to detail, and your lifestyle in mind.

Locally rooted. Veteran driven. Smart living—done right.

Project Description

Project Description (for Proposal)

This project includes the installation, configuration, and activation of a professionally monitored security system for City Hall utilizing a Qolsys IQ4 platform with PowerG wireless devices and a hardwire-to-wireless translator for existing wired zones. Upon completion, the system will be fully tested, demonstrated, and client training will be provided to ensure proper operation.

Monitoring services include 24/7 professional alarm monitoring with dispatch coordination when necessary.

Monitoring & Equipment Payment Options

- If the client would rather sign a **3-year contract** rather than pay for all equipment upfront, monitoring is **\$54.95/month** (equipment **included** in the monthly rate).
 - If the client chooses to **pay for all equipment upfront**, monitoring is **\$29.95/month**. This option is **basic monitoring** and is **month-to-month** (no long-term contract).
-

Equipment Options (City Hall)

Option 1 — City Hall (Basic Security)

- Qolsys IQPH054 — IQ4 Verizon PowerG Security Hub (Qty 1)
- Qolsys IQR-PG — IQ PowerG Remote Control (Qty 1)
- Alula RE508X — Universal Hardwire-to-Wireless Security Translator (Qty 1)
- Qolsys QS1231-840 — Wireless Motion Sensor (Qty 1)

Option 1 Equipment Total: \$1,608.18

Option 2 — City Hall (Basic + Safety Pendants)

Includes everything in Option 1, plus:

- Qolsys QS1332-840 — Wireless Emergency Pendant (Qty 3)

Option 2 Equipment Total: \$1,877.40

Option 3 — City Hall (Security + Cameras + Pendants)

Includes everything in Option 2, plus:

- Alarm.com ADC-VC827P — Pro Series 1080p Dome PoE Camera (Qty 2)
- Labor — IP Security Camera Installation (Qty 1)

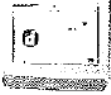
Option 3 Equipment Total: \$2,415.40

Areas & Items

City Hall (Option 1)

Items	Sell Price	Qty	Total
 Qolsys IQPH054 IQ4 Verizon PowerG Security Hub	\$781.84	x1	\$781.84
 Qolsys IQR-PG IQ PowerG Remote Control	\$628.67	x1	\$628.67
 Alula RE508X Universal Hardwire-to-Wireless Security Translator	\$99.95	x1	\$99.95
 Qolsys QS1231-840 Wireless Motion Sensor for Security Systems	\$97.72	x1	\$97.72
City Hall Total :			\$1,608.18

City Hall (Option 2)

Items	Sell Price	Qty	Total
 Qolsys IQPH054 IQ4 Verizon PowerG Security Hub	\$781.84	x1	\$781.84
 Qolsys IQR-PG IQ PowerG Remote Control	\$628.67	x1	\$628.67
 Alula RE508X Universal Hardwire-to-Wireless Security Translator	\$99.95	x1	\$99.95
 Qolsys QS1231-840 Wireless Motion Sensor for Security Systems	\$97.72	x1	\$97.72
 Qolsys QS1332-840 Wireless Emergency Pendant for Safety	\$89.74	x3	\$269.22
City Hall Total :			\$1,877.40

City Hall (Option 3)

Items	Sell Price	Qty	Total
 Qolsys IQPH054 IQ4 Verizon PowerG Security Hub	\$781.84	x1	\$781.84
 Qolsys IQR-PG IQ PowerG Remote Control	\$628.67	x1	\$628.67
 Alula RE508X Universal Hardwire-to-Wireless Security Translator	\$99.95	x1	\$99.95
 Qolsys QS1231-840 Wireless Motion Sensor for Security Systems	\$97.72	x1	\$97.72
 Alarm.com ADC-VC827P Alarm.com Pro Series 1080p Dome PoE Camera (ADC-VC827P)	\$219.00	x2	\$438.00
 Labor IP Security Camera Installation	\$100.00	x1	\$100.00
 Qolsys QS1332-840 Wireless Emergency Pendant for Safety	\$89.74	x3	\$269.22

City Hall Total : \$2,415.40

Financial Summary

This proposal has options in the following areas:

- City Hall

Once you select options for each area, your financial summary will be shown.

Payment Schedule

PAYMENT SCHEDULE

- Payment 1** 100% of Parts Total • Due Upon Proposal Acceptance
- Payment 2** Outstanding Proposal Balance • Due Upon Job Completion



City of Burton Feral & Pet Spay & Neuter Program

Date: _____

APPLICATION FOR FERAL & PET SPAY & NEUTER ASSISTANCE PROGRAM

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

PO Box Number

City

State

ZIP Code

Home Phone:

() -

Date of Birth:

Utility Account #

Other Residents in Home:

+ Pets

Information

*This information is voluntary and will be used when considering your eligibility to have
your feral and pet rates reduced*

A. Income Based (Consider ALL sources of income in household)

- ☐ Fixed: Below \$2300/monthly ☐ Fixed: Above \$2500/monthly
☐ Fixed: \$2300 - \$2500/monthly ☒ Varies: \$_____ to \$_____ / monthly

B. Proactive Resident Program

Feral Animal(s) trapped at _____ (address)

Number of animals to be treated _____

SPAY _____ and/or NEUTER _____

CRITERIA TO MEET TO BE ELIGIBLE FOR FERAL & PET ASSISTANCE:

1. Account holder & pet must be a FULL-TIME residents of Burton.
2. Animal must be treated and/or serviced by BURTON VET CLINIC, BURTON, TEXAS.
3. Application must be completed and approved by BURTON CITY HALL.

**RESOLUTION
R20260310A**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS,
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO
THE 2026 STATE OF TEXAS WATER SUPPLY & INFRASTRUCTURE GRANT
FOR WATER SYSTEM IMPROVEMENTS
AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND
AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S
PARTICIPATION IN THE
2026 STATE OF TEXAS WATER SUPPLY & INFRASTRUCTURE GRANT.**

WHEREAS, the City Council of the City of Burton desires to develop a viable community, including a public water supply system that provides a safe and sanitary drinking water supply; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Burton to apply for funding under the 2026 State of Texas Water Supply & Infrastructure Grant;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

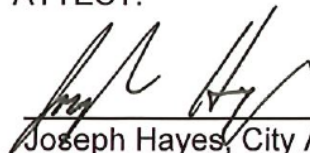
1. That an application for water system improvements through the 2026 State of Texas Water Supply & Infrastructure Grant is hereby authorized to be filed on behalf of the City of Burton
2. That the application be to provide needed water system improvements for the City of Burton.
3. That the City Council designates the Mayor as the city's Chief Executive Officer and Authorized Representative to act in all matters pertaining to this application and the city's participation in the State of Texas Water Supply & Infrastructure Grant.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

PASSED AND APPROVED this 11th day of March, 2026.



Karen Buck, Mayor

ATTEST:



Joseph Hayes, City Attorney

**RESOLUTION
R20260310B**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS,
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS WATER
DEVELOPMENT BOARD FOR WATER SYSTEM IMPROVEMENTS BASED ON THE 2025
TWDB INTENDED USE PLAN AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S
EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS
PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS WATER DEVELOPMENT
BOARD PROGRAM.**

WHEREAS, the City Council of the City of Burton desires to develop a viable community, including a public water supply system that provides a safe and sanitary drinking water supply; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Burton to apply for funding under the Texas Water Development Board Drinking Water State Revolving Fund Program (DWSRF);

WHEREAS, the City of Burton, the Burton City Council, and the Mayor have been working in cooperation on a PIF application since **2024** –

February 13, 2024 – Council approved hiring Business Services Company to perform a Socioeconomic Survey

May 14, 2024 – Council accepted the Socioeconomic Survey as provided by Business Services Company

July 9, 2024 – Council began the approval process of hiring an engineering firm for the Proposed City of Burton 2025 TWDB DWSRF Project

Council approved Langford Community Management Services for Administration Services for the 2025 TWDB DWSRF Project

October 9, 2024 – Council finalized the process of selecting an engineering firm for the Proposed City of Burton 2025 TWDB DWSRF Project

WHEREAS, the City of Burton was not selected for the 2025 TWDB DWSRF project AND

WHEREAS, two more documented line breaks on the water line described in the PIF occurred in 2025, bringing the total number of documented water line breaks on this line to 27 since 2008

WHEREAS, the City of Burton, Langford Community Services, and BEFCO Engineering have updated the 2026 application for the TWDB DWSRF PIF as the City of Burton continues to seek to improve its water system for its residents

AND WHEREAS, the Burton City Council voted to authorize the Mayor to submit an application for the 2026 TWDB DWSRF PIF via email approval on March 3, 2026

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

1. That a Texas Water Development Board application for water system improvements through the Drinking Water State Revolving Fund (DWSRF) is hereby authorized to be filed on behalf of the City of Burton with the Texas Water Development Board.
2. That the application be to provide needed water system improvements for the City of Burton.
3. That the City Council designates the Mayor as the city's Chief Executive Officer and Authorized Representative to act in all matters pertaining to this application and the city's participation in the Texas Water Development Board DWSRF.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

PASSED AND APPROVED this 11th day of March, 2026.

Karen Buck
Karen Buck, Mayor

ATTEST:

Joseph Hayes
Joseph Hayes, City Attorney