



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM
Monday, February 23rd, 2026
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

Receive monthly department reports:

1. City Administrator Report – December 2025 and January 2026
2. Discuss, review, and take any necessary action on the Police Department 2025 annual racial profiling report

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

3. Discuss, review, and take any necessary action to consider Resolution 2026-02-23-01 on Authorizing The Submission Of A Texas Community Development Block Grant Program Application To The Texas Department Of Agriculture For The Downtown Revitalization Program
4. Discuss, review, and take any necessary action to consider Ordinance 2026-02-23-02 Boards and Commissions Rules and Procedures
5. Discuss, review, and take any necessary action to consider the creation of Lineman position
6. Discuss, review, and take any necessary action to consider the creation of City Secretary / Assistant City Administrator position

FUTURE AGENDA ITEMS

ADJOURN



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Tuesday, February 17, 2026 at or before 6:00 P.M.

A handwritten signature in blue ink, appearing to read "Adrian Flores", is written over a horizontal line.

Posted by /s/ Adrian Flores – City Administrator



City Administrator Report – December 2025

Administration

1. Hiring Library Coordinator
2. Respond to Safe Routes to School (SRTS) design inquiries and project administration
3. Creation of minutes of October 13th, 2025 Regular Council Meeting
4. Draft minutes of December 22nd, 2025 Regular Council Meeting
5. Coordination of schedule Debt Payment for fiscal year 2025-2026
6. Direction on Open Records Request policy and procedures
7. Monitoring of Tax Collections of Fiscal Year 2025-2026
8. Creation and coordination of Cemetery RFP
9. Participation of Cemetery Board December Meeting
10. Coordination of Holiday employee relations
11. Code Compliance and Permitting Department Coordination
12. Direct Municipal Development District (MDD) Board Members to review Texas Attorney General Open Meetings Act online training
13. Solicitation for candidates to participate in Municipal Auditing Services RFP
14. Coordination of Public Works lease agreement
15. Grant and project administration on Texas Department of Agriculture: Valve Project
16. Grant and project administration on Texas Department of Emergency Management Services: Generators Project
17. Grant Administration of Texas General Land Office Community Development Block Grant (CDBG): Master Planning
18. Review and proceeding of 2025 Fence Ordinance
19. Implementation of Fence Ordinance in permitting practices
20. Review and approve weekly accounts payable
21. Participate in Bartlett Food Local Action Group **[Program ended]**
22. Open Records Request Oversight
23. Coordinate SAMCO Capital Markets Inc. for financial advisory services for public infrastructure and development services
24. Coordinate Norton Rose Fullbright for bond counseling services for public infrastructure and development services
25. Review Employee Longevity Pay for FY 2025-2026
26. Preparation and delivery of Cemetery Request for Proposals (RFP)
27. City strategy planning with Mayor

Planning & Zoning Services

1. Coordinate variance request publication and public hearing applications (2)

Development Services

1. Engaging with developer for the preparation and negotiation of potential development agreement
2. Review of Development Agreement with City Attorney and Bond Council
3. Coordination of Minor Plat application
4. Review of Bartlett FEMA Flood Insurance Rating Map (FIRM) addressing community concern

Public Utilities Operations

1. Ensure monthly disconnection notices are completed
2. Review electrical infrastructure redundancy plan for Bartlett Water Supply
3. Coordinate possible Water and Wastewater operator contract
4. 2026 Clean Water State Revolving Fund (CWSRF) Planning
5. EIA-861 2025 Annual Electric Power Industry Report
6. Monitor Lower Colorado River Authority (LCRA) Bartlett Electrical Distribution Study
7. Prepare and configure Discharge Monitoring Report (DMR) of Wastewater Treatment Plant

Parks and Recreation

1. -

Library Services

1. Attend weekly Wednesday 4:00 P.M. meeting with volunteer library staff
2. Training and development of Library Coordinator
3. Preparation of Library Board Agenda and items
4. Planning of event programming
5. Review and advise on policies and procedures of Library operations

If you have any questions on any of these items, feel free to let me know. If you have a written question about this report feel free to email me at cityadmin@bartlett-tx.us.

Sincerely,



ADRIAN FLORES
CITY ADMINISTRATOR



City Administrator Report – January 2026

Announcement

- Texas Department of Agriculture (TDA) Community Development Block Grant Project set to begin March 2nd, 2026. **THIS PROJECT WILL CREATE CITY-WIDE WATER SERVICE DISRUPTIONS.** This project is estimated to replace 114 water valves. **The benefit of this project will reduce future unscheduled water outages providing a city-wide benefit.** This project is scheduled to last for 120 days from the effective date, March 2nd, 2026. The City is making continuous efforts to mitigate the inconvenience with major stakeholders such as the school district, TDCJ unit, local commerce, et. al. The city will be making active announcements on regular media platforms to inform the community in advance of all known and scheduled water outages related to the performance of the project.
 - Any questions or concerns please contact Adrian Flores at cityadmin@bartlett-tx.us or at 254-527-3219.
- The City continues to seek applicants for the Summer of 2026 Seasonal Lifeguard. Apply at <https://www.bartlett-tx.us/parksrec/page/seasonal-pool-lifeguard>.

Administration

1. Meeting with Texas Municipal League Intergovernmental Risk Pool workers-compensation insurance audit
2. Engagement with January 8th, 2026 Bartlett Utility Building fire – incident report and liability controls
3. Filing of Texas Municipal League insurance claim related to Bartlett Utility Building fire
4. Scheduling of Forensic Engineering Study related to Bartlett Utility Building fire
5. Receive of Cemetery Submittal of Qualifications (SOQs)
6. Seek to apply for Texas Department of Agriculture Downtown Revitalization Grant Program
7. Creation of Council Member Microsoft Licensing
8. Troubleshooting of City's Domain and Domain Name System (DNS) failure and recovery. City operations down for two (2) business days.
9. Application to switch domain name bartlett-tx.us to bartlett.texas.gov – coordinated effort with Texas Department of Information Resources in response to January Domain and DNS failure.
10. Monitor and support election preparations
11. Authorization of Community Income Survey study for assessment on community Average Median Income (AMI) rating
12. Coordination of schedule Debt Payment for fiscal year 2025-2026

13. Direction on Open Records Request policy and procedures
14. Monitoring of Tax Collections of Fiscal Year 2025-2026
15. Solicitation for candidates to participate in Municipal Auditing Services RFP
16. Coordination of Public Works lease agreement
17. Media announcements on Winter Weather Advisory notice providing cautionary measures and emergency contact (English & Spanish)
18. Creation of notice of meeting cancellation for January 26, 2026 Regular Council Meeting
19. Preparation of Special Called City Council Meeting for January 30th, 2026
20. Preparation of minutes of Special Called City Council Meeting for January 30th, 2026
21. Oversight on emergency response activity and infrastructure condition related to January 24th, 2026 freeze
22. Emergency travel arrangements to La Porte, Texas for procurement of rental equipment (bucket truck) January 23rd, 2026.
23. Grant and project administration on Texas Department of Agriculture: Valve Project
24. Grant and project administration on Texas Department of Emergency Management Services: Generators Project
25. Grant Administration of Texas General Land Office Community Development Block Grant (CDBG): Master Planning
26. Implementation of Fence Ordinance in permitting practices
27. Review and approve weekly accounts payable
28. Monitor citizen grievance filing against employee
29. Attend Texas Municipal League Texas City Managers/Administrators Association – Ethics Training (required for continued accreditation)
30. Update Cemetery RFP requirements
31. Reschedule interview for potential secondary lineman.

Planning & Zoning Services

1. Coordinate variance request publication and public hearing applications (2)
2. Respond to possible appeal request inquiry

Development Services

1. Review of Development Agreement with City Engineer
2. Engaging with developer for the preparation and negotiation of potential development agreement
3. Coordination of Minor Plat application
4. Policy review and preparation of Emergency Permitting in anticipation of 2026 Freeze

Public Utilities Operations

1. Supplemental Environmental Project (SEPs) application approved
2. Meeting with TCEQ Financial, Managerial, and Technical Assistance meeting addressing TCEQ regulations
3. Ensure monthly disconnection notices are completed
4. Review utility customer dispute resolutions

5. Review electrical infrastructure redundancy plan for Bartlett Water Supply
6. Coordination meeting with Crossroads Utilities contract
7. 2026 Clean Water State Revolving Fund (CWSRF) Planning
8. EIA-861 2025 Annual Electric Power Industry Report
9. Monitor Lower Colorado River Authority (LCRA) Bartlett Electrical Distribution Study
10. Receive and record Water Tank inspection report 2024-2025
11. Review of American Rescue Plan Act (ARPA) Water Controls Upgrade and SCADA Integration Project

Parks and Recreation

1. Preparation of job description for seasonal lifeguard position
2. Media publication for seasonal lifeguard position

Library Services

1. Attend weekly Wednesday 4:00 P.M. meeting with volunteer library staff
2. Training and development of Library Coordinator
3. Preparation of Library Board Agenda and items
4. Planning of event programming
5. Review and advise on policies and procedures of Library operations
6. Media publications

If you have any questions on any of these items, feel free to let me know. If you have a written question about this report feel free to email me at cityadmin@bartlett-tx.us.

Sincerely,



ADRIAN FLORES
CITY ADMINISTRATOR



CITY OF BARTLETT

140 W. Clark Street,
Bartlett, TX 76511

Job Position: Assistant City Administrator

Department: Administration

Compensation: \$62,000

Reports to: City Administrator

Full/Part Time: Full-Time

Job Class: Employee

FSLA Designation: Exempt

Description

The Assistant City Administrator supports the City Administrator in the management and coordination of daily municipal operations. This position assists in implementing City Council policies, overseeing departmental activities, advancing strategic initiatives, and ensuring efficient delivery of public services. The Assistant City Administrator acts as a key supporting advisor, project manager, and administrative leader within the organization.

Posted pay range is the starting salary. Pay rate offered is based on experience.

Examples of Duties

- Assist in planning, directing, coordination, and implementation of operations of the city departments to ensure alignment with organizational goals and compliance with policies, regulations, and state law.
- Provide guidance and support to department heads, helping resolve operational challenges and improve performance.
- Assist in developing and executing citywide strategic plans, special projects, and administrative initiatives.
- Oversee or support the development of city policies, procedures, and internal management practices.
- Serve as Acting City Administrator when designated by Mayor or City Administrator.

- Assist with the preparation, presentation, and management of the annual operating and capital budgets.
- Review departmental budget submissions and monitor budget performance throughout the fiscal year.
- Analyze financial data, program costs, and operational efficiencies to support informed decision-making.
- Prepare staff reports, agenda items, presentations, and recommendations for the City Administrator and City Council.
- Represent the City at meetings, public events, and regional collaborations as assigned.
- Work with community stakeholders, residents, and local organizations to address concerns and strengthen city services.
- Ensure City operations comply with federal, state, and local laws, including the Texas Local Government Code, personnel laws, and procurement regulations.
- Support management of contracts, grants, and interlocal agreements.
- Help coordinate audits, reporting requirements, and regulatory submissions.
- Assist with personnel management, recruitment, performance evaluations, and employee development programs.
- Support the maintenance of a strong organizational culture focused on accountability, service, and professionalism.
- Help address employee concerns and coordinate internal communications.
- Lead or assist with complex projects such as infrastructure planning, economic development initiatives, policy updates, and technology improvements.
- Oversee timelines, budgets, deliverables, and interdepartmental coordination.

Experience and Training

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field.
- Experience in municipal government or public administration.
- Strong knowledge of local government operations, budgeting, personnel administration, and state/local regulatory requirements.
- Excellent communication, analytical, and leadership skills.
- Ability to manage multiple projects, meet deadlines, and work effectively with diverse stakeholders.

Preferred Qualifications

- Master's degree in Public Administration (MPA) or related field.
- Texas municipal experience or familiarity with Texas statutes and municipal practices.
- Experience working in small or rapidly growing communities.
- Certification such as ICMA-CM or eligibility to pursue it.

Certificates and Licenses Required

- Valid driver's license.

Job Hours

- Salaried

Compensation

- Starting \$62,000 a year, to be reviewed during annual evaluations with appropriate salary increases

Probationary Period

- This position requires a six-month probationary period to demonstrate the abilities and aptitudes to perform the duties of the job before permanent employment.

How to Apply

- **Contact:**
- 



CITY OF BARTLETT

**140 W. Clark Street,
Bartlett, TX 78628**

Position: Electric Lineman

Department: Public Works

Full/Part Time: Full-Time

Reports to: Utility Superintendent

FSLA Designation: Non-Exempt

Job Class: Employee

Description

Electric Lineman. Performs high and low-voltage line duties involved in the construction and maintenance of electric service in the City, including overhead, underground, transmission, and light systems. Installs, removes, and maintains transmission, distribution, and service lines/equipment. Troubleshoots and assists in resolving unplanned power outages; participates in restoring power services in a safe and timely manner; and communicates with utility customers regarding electrical complaints, planned outages and potential electric hazards during power outages. Incumbents in this classification are required to be on-call on a rotating basis.

Posted pay range is the starting salary. Pay rate offered is based on experience.

Examples of Duties

Electric Lineman:

- Safely and efficiently provides electrical line service to the City's utility clients.

- Assembles & disassembles hardware for overhead & underground installations in a de-energized environment with instruction from Journeyman Lineman.
- Provides ground support for lineman operating in aerial bucket, on pole, trenches or underground facility environment. Cuts and clears brush at ground level.
- Operates heavy machinery involved with digging, setting and tamping poles, pulling overhead and underground conductors, digging and backfilling trenches or other excavations and hurt-man rescue by operating platform controls of aerial bucket.
- Available to perform other line work as required.
- Perform other duties as assigned.

Electric Lineman:

- Safely and efficiently provides electrical line service to the City's utility clients.
- Assembles & disassembles hardware for overhead & underground installations in an energized environment without requiring direct supervision from the Crew Leader.
- Operates heavy machinery involved with digging, setting and tamping poles, pulling overhead and underground conductors, digging and backfilling trenches or other excavations and hurt-man rescue by operating platform controls of aerial bucket.
- Performs daily line construction activities for both overhead and underground installations from aerial bucket and by pole. Including the assembly of transformer, switches, pad mounted facilities, metering, street lighting, capacitors and circuit switching & protection installations.
- Cut and clear brush at ground level and along aerial lines.
- Troubleshoots during power outages, participates in Safety meetings, and external and internal training sessions.

- Uses various electrician hand tools, i.e. snips, screwdrivers, pliers, wire cutters, etc.
- Available to perform other line work at required.
- Perform other duties as assigned.

Experience and Training

- High school diploma or equivalent. Must be at least 18 years of age.
- Must be certified by the Department of Labor (DOL) as a Journeyman Lineman. If you are not a DOL Certified Journeyman Lineman, then you must have documentation showing years of experience, and current position.
- Contingent offer requires successful pre-employment screening to include drug screening, driver's license check, background, and physical exam.
- Reads electrical hazard warnings on equipment.
- Documents own timekeeping records for approval.
- Calculates work hours for time, measures distance and depth, and for basic electrical theories.
- Solves technical, safety, and construction problems related to work.
- Knowledge of electrical systems and safety.

Certificates and Licenses Required

- Ability to operate heavy equipment safely; ability to follow electrical safety procedures; ability to maintain Texas Class "A" CDL driver's license applicable to job responsibilities and good driving record.

Job Hours

Regular-Full time

Compensation

- To be reviewed during annual evaluations with appropriate salary increases

Probationary Period

- This position requires a six-month probationary period to demonstrate the abilities and aptitudes to perform the duties of the job before permanent employment.



RESOLUTION 2026-02-23

A RESOLUTION OF THE CITY COUNCIL OF BARTLETT, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE DOWNTOWN REVITALIZATION PROGRAM.

WHEREAS, the City Council of the City of Bartlett desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Bartlett to apply for funding under the Texas Community Development Block Grant Program;

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

1. That a Texas Community Development Block Grant Program application for the Downtown Revitalization Program is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Downtown Revitalization Program .
2. That the City of Bartlett commits to selecting an eligible project in the designated downtown area that meets either the National Program Objective to Eliminate Slum and Blighted Conditions or to Benefit Low- to Moderate-Income Persons.
3. 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.
4. That the City of Bartlett is committing to provide up to \$50,000.00 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this 23rd day of February, 2026.

Chad Mees, Mayor – City of Bartlett, Texas

City Secretary, Brenda Kelley – City of Bartlett, Texas