

THE CITY OF  
**BURLESON**  
TEXAS

*Fiscal Year 2020-2021*  
SECOND QUARTER REPORT  
*March 2021*



# ABOUT THIS Quarterly Report

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This report has been prepared by the city of Burlison's finance, public works, parks and recreation and community services departments. The quarterly report is intended to provide both internal and external users with information regarding the city's financial position, economic activity, capital improvement project progress and updates on the city-wide strategic plan. This report includes information for the quarter ending March 31, 2021.

- 01 Executive Dashboard:**  
This section contains a high level summary of the major operating funds using graphic illustrations and key economic indicators.
- 02 Financial Summary:**  
This section reports the performance of the major operating funds of the City.
- 03 Investment Report:**  
This section provides a summary of the City's investment portfolio, interest earnings and a brief market outlook.
- 04 Strategic Plan Quarterly Update:**  
This section shows the progress of the strategic plan's goals and work plan items, along with detailed updates on associated work plan tasks.
- 05 Capital Improvement Project Update:**  
This section provides a summary of the current and upcoming capital improvement projects with maps. Also included are each project's status and progress, an estimated completion date, construction cost and funding sources.
- 06 Parks Capital Improvement Project Update:**  
This section provides a summary of the current and upcoming parks capital improvement projects.

SECTION 01

# Executive Dashboards

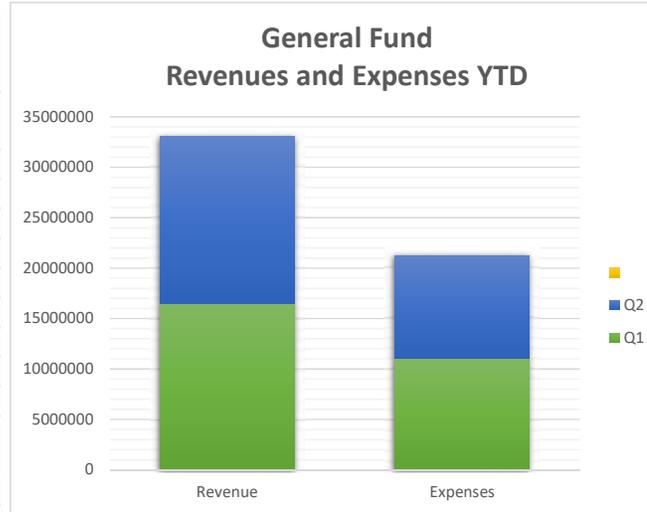
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City of Burlison  
Quarterly Report  
March 2021

# Q2

## General Fund Executive Dashboard (unaudited)

Description	FY 2020-21 Annual Budget	FY 2020-21 Annual Projections	FY 2020-21 Projections to Budget
<b>Beginning Fund Balance as of 10/1/2020</b>	<b>\$10,995,626</b>	<b>\$13,221,843</b>	
<b>REVENUES</b>			
Ad Valorem Taxes	\$21,828,822	\$21,828,822	100%
Sales Taxes	\$10,288,306	\$11,125,103	108%
Franchise Fees	\$3,492,804	\$3,250,000	93%
Licenses & Permits	\$1,208,000	\$1,538,000	127%
Other Charges for Service	\$896,000	\$896,000	100%
Fines & Forfeitures	\$1,050,000	\$1,050,000	100%
Miscellaneous	\$1,477,952	\$3,451,718	234%
Indirect Cost Transfers	\$2,525,543	\$2,525,543	100%
Other Taxes - PILOT	\$772,262	\$772,262	100%
<b>Revenue Total</b>	<b>\$43,539,689</b>	<b>\$46,437,448</b>	<b>107%</b>
<b>EXPENDITURES</b>			
Personal Service	\$30,627,442	\$30,627,442	100%
Maintenance & Repairs	\$2,521,566	\$2,259,746	90%
Operations, Services	\$3,017,829	\$3,017,829	100%
Material & Supplies	\$2,279,780	\$2,279,780	100%
Capital Outlay	\$238,615	\$238,615	100%
Miscellaneous Expense	\$1,225,431	\$2,225,431	182%
Transfers to IT	\$1,886,946	\$1,886,946	100%
Transfers to Equipment Replacement	\$1,564,410	\$1,564,410	100%
Transfers to Equipment Services	\$394,454	\$394,454	100%
Transfer to Fire Station Land	\$34,000	\$34,000	100%
Transfer to Internal Service Funds	\$146,381	\$146,381	100%
<b>Total Expenditures</b>	<b>\$43,936,854</b>	<b>\$44,675,034</b>	<b>102%</b>
Net Income (Loss)	(\$397,165)	\$1,762,414	
<b>Ending Fund Balance</b>	<b>\$10,598,461</b>	<b>\$14,984,257</b>	



#### Key Trends

Sales tax projected to be 7% above budgeted amount based on prior year actuals coming in above year end estimates

Sale of property, 130 E. Renfro Street, to 4A Economic Development Fund in the amount of \$1,400,000

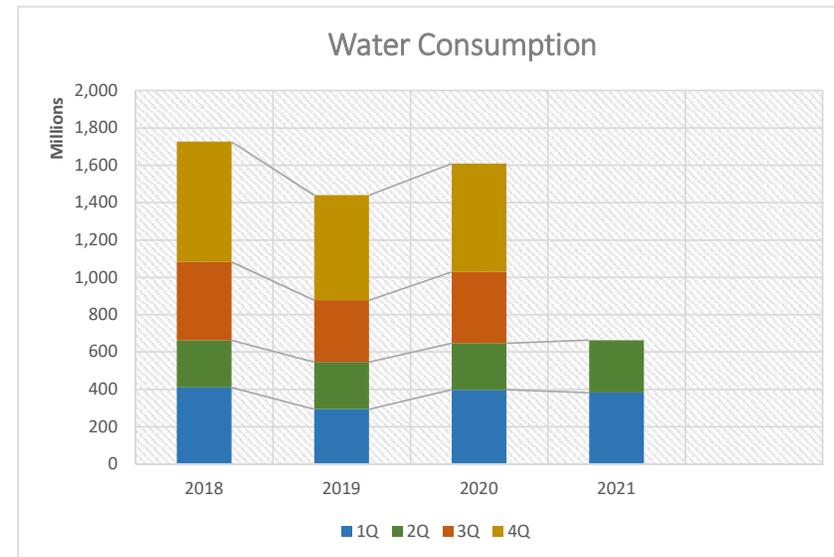
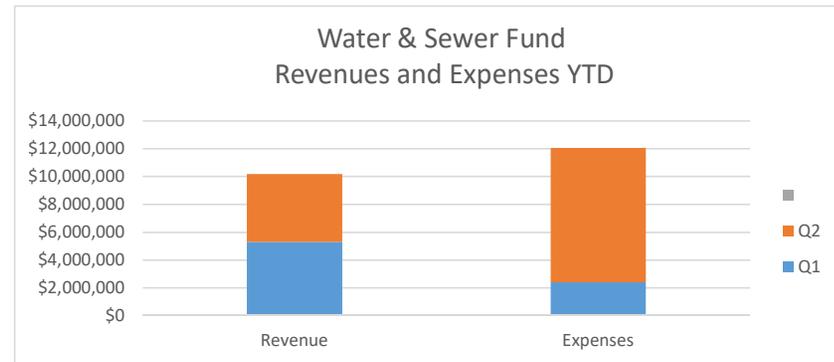
Transfer Fund Balance of \$624,000 from ED fund

Budget Amendment approved by Council on January 19, 2021 to appropriate \$1,000,000 for reimbursement to Hill College pursuant to a Chapter 380 ED agreement between the City, Hill College and BISD

# Q2

## Water/Sewer Fund Executive Dashboard (unaudited)

Description	FY 2020-21 Annual Budget	FY 2020-21 Annual Projections	FY 2020-21 Projections to Budget
<b>Beginning Fund Balance as of 10/1/2020</b>	<b>\$8,758,654</b>	<b>\$9,766,255</b>	
<b>REVENUES</b>			
Water Revenue	\$12,035,430	\$12,035,430	100%
Sewer Revenue	\$9,646,140	\$9,646,140	100%
Interest Revenue	\$80,000	\$80,000	100%
Miscellaneous Revenues	\$130,000	\$130,000	100%
Sewer Surcharge	\$260,000	\$260,000	100%
Late Payments	\$408,000	\$408,000	100%
Impact Fee Reimbursements	\$770,000	\$770,000	100%
Transfer to Water/Sewer	\$427,613	\$427,613	100%
<b>Total Revenues</b>	<b>\$23,757,183</b>	<b>\$23,757,183</b>	<b>100%</b>
<b>EXPENDITURES</b>			
Personnel Services	\$2,066,770	\$2,066,770	100%
Franchise Fee	\$881,504	\$881,504	100%
Capital Outlay	\$759,480	\$759,480	100%
Payment in Lieu of Taxes	\$772,262	\$772,262	100%
Operations, Services	\$438,928	\$438,928	100%
Materials & Supplies	\$346,902	\$346,902	100%
Maintenance & Repair	\$246,010	\$246,010	100%
Miscellaneous Expense	\$116,729	\$1,267,439	1086%
Transfer to Equipment Replacement	\$286,414	\$286,414	100%
Transfer to CPF	\$1,150,710	\$1,150,710	NA
Transfer to IT	\$112,677	\$112,677	100%
Transfer to GF	\$1,480,207	\$1,480,207	100%
Transfer to Equipment Services	\$49,515	\$49,515	100%
Sewer Treatment	\$4,351,750	\$4,351,750	100%
Purchase of Water	\$4,467,360	\$4,467,360	100%
Debt Service	\$6,455,024	\$6,455,024	100%
<b>Total Expenditures</b>	<b>\$23,982,242</b>	<b>\$25,132,952</b>	<b>105%</b>
Net Income (Loss)	(\$225,059)	(\$1,375,769)	
<b>Ending Fund Balance</b>	<b>\$8,533,595</b>	<b>\$8,390,486</b>	



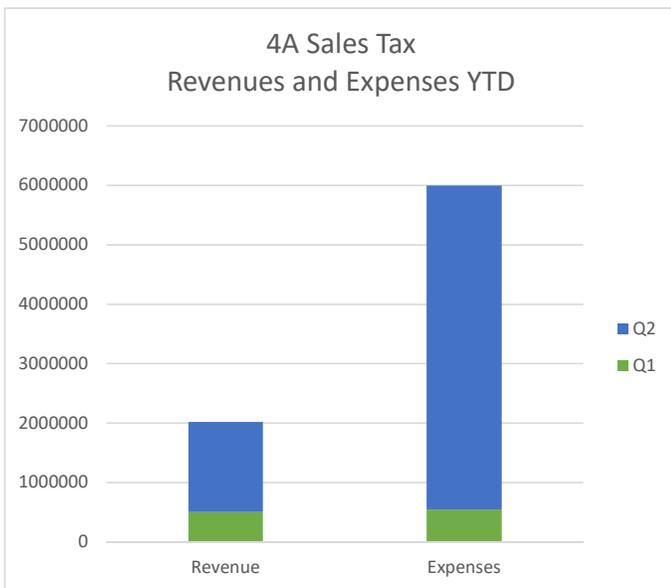
### Key Trends

Budget amendment approved by Council in the amount of \$1,150,710 for the Ellision Street Project.

# Q2

## 4A Sales Tax Fund Executive Dashboard

Description	FY 2020-21 Annual Budget	FY 2020-21 Annual Projections	FY 2020-21 Projections to Budget
Beginning Fund Balance as of 10/1/2020	\$6,994,147	\$7,793,082	
<b>REVENUE</b>			
4A Sales Tax	\$5,086,472	\$5,430,139	107%
Interest	\$26,000	\$25,000	96%
Miscellaneous Revenue	\$155,625	\$155,625	100%
<b>Total Revenues</b>	<b>\$5,268,097</b>	<b>\$5,610,764</b>	<b>107%</b>
<b>EXPENDITURES</b>			
Personnel Services	\$255,658	\$255,658	100%
Operations, Services	\$76,425	\$76,425	100%
Miscellaneous Expense	\$77,000	\$77,000	100%
Materials & Supplies	\$121,825	\$121,825	100%
Maintenance & Repair	\$25,000	\$25,000	100%
Economic Development Incentive (380)	\$828,000	\$828,000	100%
Business Retentions	\$55,000	\$55,000	100%
Capital outlay	\$1,400,000	\$1,400,000	100%
Transfer Out- BOF	\$60,000	\$60,000	100%
Transfer to GF-Adm Services	\$256,118	\$256,118	100%
Transfer to CPF	\$2,045,760	\$2,045,760	100%
Transfer to IT	\$9,168	\$9,168	100%
Debt Service	\$2,393,731	\$2,393,731	100%
<b>Total Expenditures</b>	<b>\$7,603,685</b>	<b>\$7,603,685</b>	<b>100%</b>
Net Income (Loss)	<b>(\$2,335,588)</b>	<b>(\$1,992,921)</b>	
<b>Ending Fund Balance</b>	<b>\$4,658,559</b>	<b>\$5,800,161</b>	



### Key Trend:

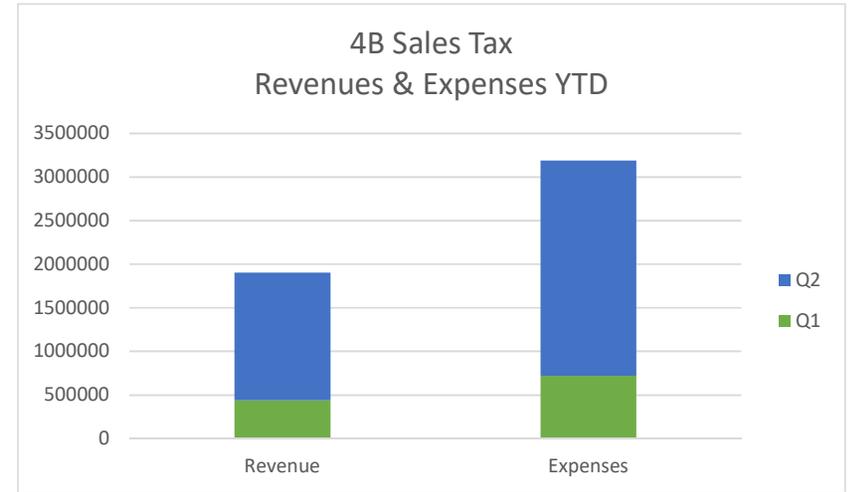
Sales Tax is projected to increase about 7% from budget due to prior year actuals coming in above year end estimates.

Council approved budget amendment on Jan. 19, 2021 to increase appropriations to purchase land, 520 E Renfro St. for \$1,400,000 and \$2,045,760 for the Ellison St. Project.

# Q2

## 4B Sales Tax Fund Executive Dashboard (unaudited)

Description	FY 2020-21 Annual Budget	FY 2020-21 Annual Projections	FY 2020-21 Projections to Budget
Beginning Fund Balance as of 10/1/2020	\$3,297,999	\$4,606,638	
<b>REVENUES</b>			
4B Sales Tax	\$5,086,473	\$5,430,139	107%
Interest	\$25,000	\$25,000	100%
Miscellaneous Revenue	\$0	\$0	NA
<b>Total Revenues</b>	<b>\$5,111,473</b>	<b>\$5,455,139</b>	<b>107%</b>
<b>EXPENDITURES</b>			
Debt Services Costs	\$1,851,225	\$1,851,225	100%
Transfer Out-Golf Debt Service	\$362,078	\$362,078	100%
Transfer Out-Park Performance Fund	\$3,361,387	\$3,361,387	100%
Transfer Out-Golf Operations Assistance	\$784,914	\$784,914	100%
Maintenance & Repair	\$370,000	\$370,000	100%
Operations	\$3,500	\$3,500	100%
<b>Total Expenditures</b>	<b>\$6,733,104</b>	<b>\$6,733,104</b>	<b>100%</b>
Net Income (Loss)	(\$1,621,631)	(\$1,277,965)	
<b>Ending Fund Balance</b>	<b>\$1,676,368</b>	<b>\$3,328,673</b>	



### Key Trend:

Sales Tax projected to increase about \$343,666 from budgeted amount due to FY 2020 sales tax actuals being 7% above year end estimates. As of 1st quarter, all other revenues and expenditures are projected to meet budget levels.

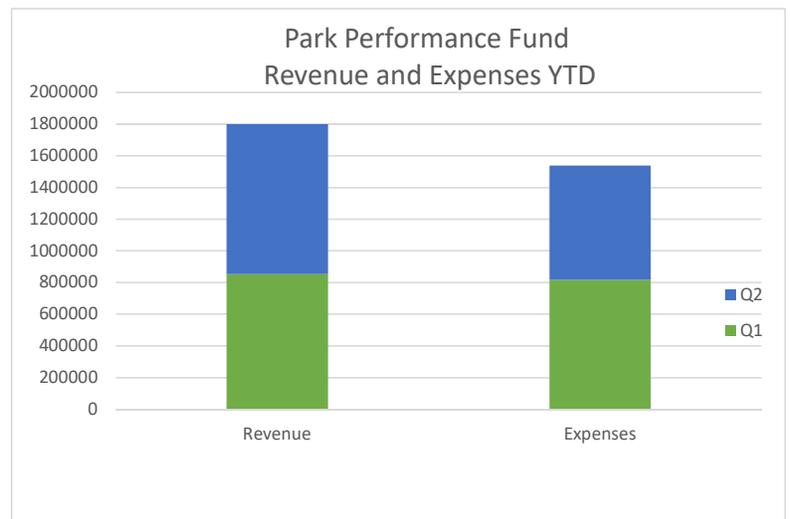
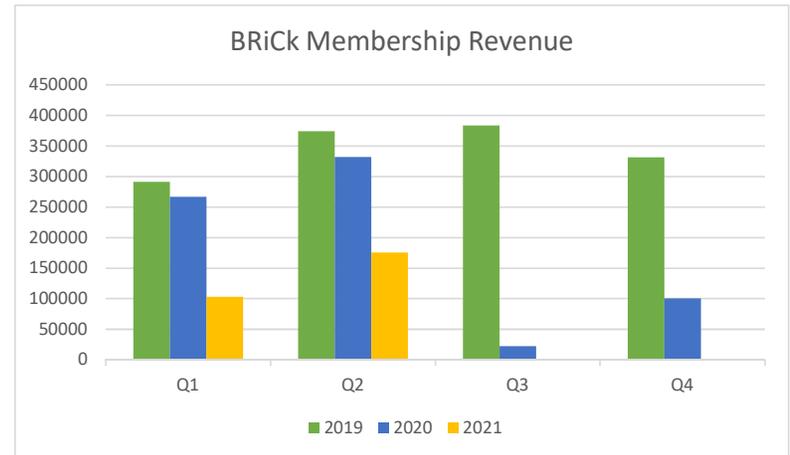
# Q2

## Park Performance Fund Executive

Description	FY 2020-21 Annual Budget	FY 2020-21 Annual Projections	FY 2020-21 Projections to Budget
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	
<b>REVENUES</b>			
Transfer In - 4B Sales Tax	\$3,361,387	\$3,361,387	100%
Recreation Memberships & fees	\$959,667	\$959,667	100%
Miscellaneous	\$230,355	\$230,357	100%
Investment Income	\$1,946	\$1,946	100%
<b>Total Revenues</b>	<b>\$4,553,355</b>	<b>\$4,553,357</b>	<b>100%</b>
<b>EXPENDITURES</b>			
Personnel Services	\$2,377,828	\$2,377,828	100%
Materials & Supplies	\$603,085	\$603,085	100%
Maintenance & Repair	\$335,302	\$335,302	100%
Operations, Services	\$339,373	\$339,375	100%
Capital Outlay	\$354,350	\$354,350	100%
Transfer to IT	\$75,684	\$75,684	100%
Transfer to Equipment Replacement	\$88,586	\$88,586	100%
Miscellaneous Expense	\$26,300	\$26,300	100%
Transfer to GF for Admin	\$345,668	\$345,668	100%
Transfer to Equipment Service	\$7,179	\$7,179	100%
<b>Total Expenditures</b>	<b>\$4,553,355</b>	<b>\$4,553,357</b>	<b>100%</b>
Net Income (Loss)	\$0	\$0	
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	

### Key Trends

At this point in the fiscal year, revenues and expenditures are projected to meet budgeted levels.



SECTION 02

# Financial Summary

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City of Burleson  
Quarterly Report  
March 2021

# Q2

## General Fund Schedule of Revenues - Budget vs Preliminary Actuals (unaudited)

Description	Prior YTD	Annual Budget	YTD Actuals	YTD Actuals to Budget
Ad Val Taxes - Delinquent	\$82,768	\$110,000	\$113,441	103%
Ad Val Taxes - Pen & Int	\$110,951	\$170,000	\$100,545	59%
Ad Val Taxes- General	\$19,724,474	\$21,548,822	\$21,565,778	100%
<b>Ad Valorem Taxes</b>	<b>\$19,918,193</b>	<b>\$21,828,822</b>	<b>\$21,779,764</b>	<b>100%</b>
<b>Sales Tax</b>	<b>\$3,431,753</b>	<b>\$10,288,306</b>	<b>\$3,865,376</b>	<b>38%</b>
Electric Utility Franchise Fees	\$702,512	\$1,700,000	\$707,592	42%
Natural Gas Franchise Fee	\$187,074	\$250,000	\$194,982	78%
Solid Waste Franchise Fee	\$160,122	\$416,300	\$170,969	41%
Telecable Franchise Fees	\$83,860	\$135,000	\$36,530	27%
Telephone Franchise Fees	\$36,328	\$110,000	\$22,197	20%
Water and Sewer Franchise Fees	\$423,800	\$881,504	\$440,752	50%
<b>Franchise Fees</b>	<b>\$1,593,696</b>	<b>\$3,492,804</b>	<b>\$1,573,022</b>	<b>45%</b>
<b>Other Taxes</b>	<b>\$371,280</b>	<b>\$772,262</b>	<b>\$386,131</b>	<b>50%</b>
Code Enforcement	\$10,494	\$10,000	\$16,322	163%
Fire	\$0	\$13,000	\$8,000	62%
Parks Maintenance	\$2,758	\$6,500	\$1,643	25%
Pavement Maintenance	\$30,920	\$50,000	\$27,621	55%
Police	\$3,599	\$6,000	\$3,980	66%
Miscellaneous Service Fees	\$236,849	\$810,500	\$218,641	27%
<b>Service Fees</b>	<b>\$284,620</b>	<b>\$896,000</b>	<b>\$276,207</b>	<b>31%</b>
<b>Fines &amp; Fees</b>	<b>\$352,183</b>	<b>\$1,050,000</b>	<b>\$516,634</b>	<b>49%</b>
Building Inspections	\$556,827	\$1,106,000	\$698,147	63%
Miscellaneous Licenses and Permits	\$36,014	\$102,000	\$71,602	70%
<b>Licenses and Permits</b>	<b>\$592,841</b>	<b>\$1,208,000</b>	<b>\$769,749</b>	<b>64%</b>
Investment Income	\$128,576	\$350,000	\$25,703	7%
Miscellaneous	\$371,718	\$1,127,952	\$550,190	49%
<b>Miscellaneous Revenues</b>	<b>\$500,294</b>	<b>\$1,477,952</b>	<b>\$575,893</b>	<b>39%</b>
<b>Land Proceeds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399,000</b>	<b>NA</b>
Indirect Cost Transfer-ED	\$0	\$0	\$670,432	NA
Indirect Cost Transfer- Golf	\$58,500	\$120,510	\$60,255	50%
Indirect Cost Transfer- Hotel/Motel	\$13,000	\$26,780	\$13,390	50%
Indirect Cost Transfer- PPF	\$167,800	\$345,668	\$172,834	50%
Indirect Cost Transfer- Solid Waste	\$123,800	\$296,260	\$148,130	50%
Indirect Cost Transfer- Type A	\$147,692	\$256,118	\$147,692	58%
Indirect Cost Transfer- Water/Sewer	\$664,500	\$1,480,207	\$740,104	50%
<b>Transfers</b>	<b>\$1,175,292</b>	<b>\$2,525,543</b>	<b>\$1,952,837</b>	<b>77%</b>
<b>Total General Fund Revenues</b>	<b>\$28,220,152</b>	<b>\$43,539,689</b>	<b>\$33,094,613</b>	<b>76%</b>

# Q2

## General Fund Schedule of Expenditures - Budget vs Preliminary Actuals (unaudited)

Description	Prior YTD	Annual Budget	YTD Actuals	YTD Actuals to Budget
<b>GENERAL GOVERNMENT</b>				
City Manager's Office	\$333,708	\$714,319	\$328,181	46%
City Secretary's Office	\$933,581	\$1,829,635	\$784,516	43%
Communications	\$277,306	\$493,952	\$242,414	49%
Finance	\$1,044,909	\$1,875,372	\$1,023,518	55%
Non-Departmental	\$728,414	\$589,684	\$489,352	83%
Economic Development	\$0	\$1,570,511	\$488,277	31%
Human Resources	\$357,858	\$771,379	\$407,290	53%
Legal Services	\$218,583	\$384,468	\$208,456	54%
Purchasing	\$113,162	\$351,526	\$178,740	51%
	<b>\$4,007,521</b>	<b>\$8,580,846</b>	<b>\$4,150,744</b>	<b>48%</b>
<b>PUBLIC SAFETY</b>				
Fire	\$4,070,253	\$8,382,348	\$4,213,448	50%
Police	\$6,647,740	\$14,396,598	\$6,742,811	47%
	<b>\$10,717,993</b>	<b>\$22,778,946</b>	<b>\$10,956,259</b>	<b>48%</b>
<b>PUBLIC WORKS</b>				
Drainage Maintenance	\$260,586	\$537,061	\$327,274	61%
Engineering	\$798,159	\$1,061,521	\$859,976	81%
Facilities Maintenance	\$387,633	\$843,567	\$311,026	37%
Pavement Maintenance	\$1,113,762	\$2,999,118	\$1,156,096	39%
Public Works Admin	\$387,823	\$916,223	\$417,602	46%
Traffic Maintenance	\$125,855	\$517,444	\$166,495	32%
	<b>\$3,073,818</b>	<b>\$6,874,934</b>	<b>\$3,238,469</b>	<b>47%</b>
<b>NEIGHBORHOOD SERVICES</b>				
Animal services	\$270,361	\$528,905	\$256,051	48%
Code Enforcement	\$162,654	\$357,597	\$170,008	48%
Environmental Services	\$138,889	\$431,389	\$204,796	47%
Neighborhood Services	\$127,667	\$270,387	\$128,774	48%
	<b>\$699,571</b>	<b>\$1,588,278</b>	<b>\$759,629</b>	<b>48%</b>
<b>DEVELOPMENT SERVICES</b>				
Building Inspections	\$351,198	\$726,782	\$343,518	47%
Community Development	\$410,987	\$1,026,195	\$313,122	31%
	<b>\$762,185</b>	<b>\$1,752,977</b>	<b>\$656,640</b>	<b>37%</b>
<b>CULTURE &amp; RECREATION</b>				
Library	\$607,056	\$1,360,890	\$668,562	49%
Parks and Recreation Administration	\$163,393	\$232,817	\$93,505	40%
Parks Maintenance	\$677,043	\$1,497,133	\$656,002	44%
Recreation	\$130,175	\$83,913	\$27,362	33%
Senior Center	\$82,290	\$186,120	\$64,572	35%
	<b>\$1,659,957</b>	<b>\$3,360,873</b>	<b>\$1,510,003</b>	<b>45%</b>
<b>Total Expenditures</b>	<b>\$20,921,045</b>	<b>\$44,936,854</b>	<b>\$21,271,744</b>	<b>47%</b>
<b>Total Net Income (Loss)</b>	<b>\$7,299,107</b>	<b>(\$1,397,165)</b>	<b>\$11,822,869</b>	

# Q2

## Water/Sewer Fund Schedule of Expenditures - Budget vs

	Prior YTD	Annual Budget	YTD Actuals	YTD Actuals to Budget
<b>REVENUES</b>				
Water Revenue	\$5,107,694	\$12,035,430	\$5,040,457	42%
Sewer Revenue	\$4,545,950	\$9,646,140	\$4,717,307	49%
Investment Income	\$123,536	\$80,000	\$20,114	25%
Miscellaneous	\$452,728	\$798,000	\$391,828	49%
Impact Fee Reimbursement	\$0	\$770,000	\$0	0%
Transfer from Other funds	\$1,187,337	\$427,613	\$18,151	4%
<b>TOTAL REVENUES</b>	<b>\$11,417,245</b>	<b>\$23,757,183</b>	<b>\$10,187,857</b>	<b>43%</b>
<b>EXPENDITURES</b>				
Personnel Services	\$902,164	\$2,066,770	\$926,178	45%
Franchise Fee	\$423,800	\$881,504	\$440,752	50%
Capital Outlay	\$67,379	\$759,480	\$54,831	7%
Payment in Lieu of Taxes	\$371,280	\$772,262	\$386,131	50%
Operations, Services	\$198,094	\$438,928	\$218,227	50%
Materials & Supplies	\$148,145	\$346,902	\$137,899	40%
Maintenance & Repair	\$94,261	\$246,010	\$72,440	29%
Miscellaneous Expense	\$5,838	\$116,729	\$6,485	6%
Equipment Service	\$26,306	\$49,515	\$24,758	50%
Transfer to CPF	\$0	\$1,150,710	\$1,150,710	NA
Transfer to IT	\$104,230	\$112,677	\$56,339	50%
Transfer to Equipment Replacement	\$225,795	\$286,414	\$286,414	100%
Transfer to GF	\$664,500	\$1,480,207	\$740,103	50%
Debt Service	\$5,203,288	\$6,455,024	\$5,374,396	83%
Sewer Treatment	\$1,312,644	\$4,351,750	\$874,617	20%
Purchase of Water	\$1,186,805	\$4,467,360	\$1,315,002	29%
<b>TOTAL EXPENDITURES</b>	<b>\$10,934,529</b>	<b>\$23,982,242</b>	<b>\$12,065,282</b>	<b>50%</b>
<b>Net Income (Loss)</b>	<b>\$482,716</b>	<b>(\$225,059)</b>	<b>(\$1,877,425)</b>	

# Q2

## Park Performance Fund Schedule of Expenditures - Budget vs Preliminary Actuals (unaudited)

Description	Prior YTD	Annual Budget	YTD Actuals	YTD Actuals to Budget
<b>REVENUES</b>				
Transfer In - 4B Sales Tax	\$765,500	\$3,361,387	\$1,429,316	43%
Recreation Memberships & fees	\$657,293	\$959,667	\$303,769	32%
Miscellaneous	\$110,538	\$225,355	\$65,699	29%
Investment Income	\$8,363	\$1,946	\$225	12%
Miscellaneous Licenses and Permits	\$3,045	\$5,000	\$1,338	27%
<b>Total Revenues</b>	<b>\$1,544,739</b>	<b>\$4,553,355</b>	<b>\$1,800,347</b>	<b>40%</b>
<b>EXPENDITURES</b>				
Personnel Services	\$840,800	\$2,377,828	\$872,247	37%
Materials & Supplies	\$262,053	\$603,085	\$182,052	30%
Maintenance & Repair	\$157,317	\$335,302	\$71,404	21%
Operations, Services	\$132,693	\$339,373	\$87,363	26%
Capital Outlay	\$27,388	\$354,350	\$0	0%
Transfer to IT	\$34,059	\$75,684	\$37,842	50%
Transfer to Equipment Replacement	\$49,177	\$88,586	\$88,586	100%
Miscellaneous Expense	\$17,222	\$26,300	\$21,068	80%
Transfer to GF for Admin	\$167,800	\$345,668	\$172,834	50%
Transfer to Equipment Service	\$3,814	\$7,179	\$3,590	50%
<b>Total Expenditures</b>	<b>\$1,692,323</b>	<b>\$4,553,355</b>	<b>\$1,536,986</b>	<b>34%</b>
<b>Net Income (Loss)</b>	<b>(\$147,584)</b>	<b>\$0</b>	<b>\$263,361</b>	

# Q2

## 4B Sales Tax Fund Schedule of Expenditures - Budget vs Preliminary Actuals (unaudited)

	Prior YTD	FY 2020-21 Annual Budget	YTD Actuals	YTD Actuals to Budget
<b>REVENUES</b>				
4B Sales Tax	\$1,751,150	\$5,086,473	\$1,903,195	37%
Interest	\$41,121	\$33,500	\$1,977	6%
Transfer in - Other	\$0	\$0	\$0	NA
<b>TOTAL REVENUES</b>	<b>\$1,792,271</b>	<b>\$5,119,973</b>	<b>\$1,905,172</b>	<b>37%</b>
<b>EXPENDITURES</b>				
Transfer Debt	\$1,163,263	\$1,851,225	\$1,185,833	64%
Transfer Out- PPF	\$765,500	\$3,361,387	\$1,429,316	43%
Transfers Out-Golf Debt	\$331,492	\$362,078	\$334,367	92%
Transfer Out- Golf Operation	\$0	\$784,914	\$141,080	18%
Transfer Out- Parks Capital	\$75,000	\$0	\$0	NA
Maintenance & Repair	\$0	\$370,000	\$97,744	26%
Operations	\$0	\$3,500	\$2,323	66%
<b>TOTAL EXPENDITURES</b>	<b>\$2,335,255</b>	<b>\$6,733,104</b>	<b>\$3,190,663</b>	<b>47%</b>
<b>Net Income (Loss)</b>	<b>(\$542,984)</b>	<b>(\$1,613,131)</b>	<b>(\$1,285,491)</b>	

# Q2

## 4A Sales Tax Fund Schedule of Expenditures - Budget vs

Description	Prior YTD	Annual Budget	YTD Actuals	YTD Actuals to Budget
<b>REVENUES</b>				
4A Sales Tax	\$1,751,150	\$5,086,472	\$1,903,195	37%
Interest	\$48,163	\$26,000	\$3,412	13%
Miscellaneous Revenue	\$109,504	\$155,625	\$110,714	71%
<b>Total Revenues</b>	<b>\$1,908,817</b>	<b>\$5,268,097</b>	<b>\$2,017,321</b>	<b>38%</b>
<b>EXPENDITURES</b>				
Personnel Services	\$126,762	\$255,658	\$128,227	50%
Operations, Services	\$71,771	\$194,385	\$79,135	41%
Miscellaneous Expense	\$72,021	\$111,021	\$58,646	53%
Materials & Supplies	\$12,528	\$98,250	\$15,171	15%
Maintenance & Repair	\$0	\$25,000	\$484	2%
Economic Development Incentive (380)	\$3,576	\$828,000	\$335,991	41%
Business Retentions	\$254	\$55,000	\$252	0%
Capital outlay	\$0	\$1,400,000	\$1,408,582	101%
Transfer Out- BOF	\$120,000	\$60,000	\$0	0%
Transfer to GF-Adm Services	\$147,692	\$256,118	\$147,692	58%
Transfer to CPF	\$0	\$2,045,760	\$2,045,760	100%
Transfer to IT	\$4,242	\$9,168	\$4,584	50%
Debt Service	\$1,488,123	\$2,393,731	\$1,772,413	74%
<b>Total Expenditures</b>	<b>\$2,046,969</b>	<b>\$7,732,091</b>	<b>\$5,996,937</b>	<b>78%</b>
<b>Net Income (Loss)</b>	<b>(\$138,152)</b>	<b>(\$2,463,994)</b>	<b>(\$3,979,616)</b>	

SECTION 03

# Investment Report

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City of Burleson  
Quarterly Report  
March 2021

# Memo

**To:** Honorable Mayor Fletcher and members of the Burleson City Council  
**From:** Martin Avila, CPA  
Finance Director  
**Date:** May 17, 2021  
**Re:** Quarterly Investment Report – Period Ending March 31, 2021

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In the opinion of the City of Burleson's investment officer, the City's portfolio of investments was in compliance with all provisions of the Public Funds Investment Act ( The Act ) and the City of Burleson Investment Policy, at all times during the quarter ended March 31, 2021. All related transactions were conducted in accordance with these two governing documents.

The attached tables fulfill the reporting requirements of The Act and the Burleson Investment Policy.

During the first quarter of the 2021 fiscal year, total cash and investments increased from \$133,881,310 to \$131,291,798. This reflects a net **decrease** of \$2,589,511. Deviations from predictable, and / or seasonal patterns are noted where applicable.

The overall changes in cash and investments were attributable to the following factors:

1) 2nd quarter 2021 **increase** of \$7,573,000 in General Fund cash and investments

The second quarter of the fiscal year is typically strong in terms of General Fund cash flows with significant ad valorem tax collections and a wide range of operations, cash flows typically increase.

2) 2nd quarter 2021 **decrease** of \$3,051,000 in Debt Service Funds cash and investments

The second quarter decrease reflects the net impact of ad valorem taxes received reduced by the March debt payment.

3) 2nd quarter 2021 **increase** of \$45,000 in Capital Project Funds cash and investments

Second quarter balances increased due to contribution from 4A SRF offsetting the continuing project expenditures (e.g. Fire station 2 relocation).

4) 2nd quarter 2021 **decrease** of \$3,365,000 in Special Revenue Funds cash and investments

Special revenue funds cash and investments typically decline during the 2nd quarter, due to transfers made for debt service payments and for Capital projects.

5) 2nd quarter 2021 **increase** of \$167,000 in Internal Service Funds cash and investments

The overall increase in this category is attributable to the timing of the monthly internal service funds transfers versus major purchases and HSA contribution in January.

6) 2nd quarter 2021 **increase** of \$15,000 in Cemetery cash and investments

This increase is due interest on the cemetery property from the capital project fund back into the cemetery fund and sale of cemetery lots.

7) 2nd quarter 2021 **decrease** of \$295,000 in Solid Waste cash and investments

Second quarter decrease primarily reflects the impact of timing of payments to the City's contractor versus timing of customer billing.

8) 2nd quarter 2021 **decrease** of \$3,199,000 in Water and Wastewater Fund Reserve cash and investments

These balances equate to the amounts required under the City's bond covenants and debt service obligation. The decrease in periods contains a debt service payment.

9) 2nd quarter 2021 **increase** of \$371,000 in Water and Wastewater Bond Fund cash and investments

Like capital project funds, cash balances in this category typically increase during periods that contain bond sales and decrease in periods that do not. Second quarter balances increased due to contribution from Water and Wastewater fund for Ellison Street Project.

10) 2nd quarter 2021 **decrease** of \$852,000 in Water and Wastewater Fund operating cash and investments

The second quarter is normally the stagnant in operating cash flows in this fund, but varies widely depending on rain and temperature.

**CITY OF BURLESON**  
**SUMMARY INCREASE/DECREASE - CASH & INVESTMENTS**  
**QUARTER ENDING**  
**March 31, 2021**

<b>Fund Description</b>	<b>31-Dec-20</b>	<b>31-Mar-21</b>	<b>Net Difference</b>
<b>General</b>	18,733,768	26,306,988	7,573,220
<b>Debt Service Funds</b>	7,162,879	4,112,186	(3,050,693)
<b>Capital Project Funds</b>	30,010,067	30,055,407	45,340
<b>Special Revenue Funds</b>	13,981,859	10,616,756	(3,365,103)
<b>Internal Svc Funds</b>	11,326,143	11,492,794	166,651
<b>Cemetery</b>	1,661,178	1,676,188	15,010
<b>Solid Waste</b>	1,837,201	1,542,209	(294,992)
<b>Water &amp; Sewer</b>	49,168,215	45,489,271	(3,678,944)
<b>Golf</b>	-	-	-
<b>Total</b>	<b>133,881,310</b>	<b>131,291,798</b>	<b>(2,589,511)</b>

**CITY OF BURLESON  
 QUARTERLY INVESTMENT REPORT  
 PERIOD ENDING  
 March 31, 2021  
 SUMMARY: CASH & INVESTMENTS - BY TYPE**

Investment Type	Beginning of Quarter	End of Quarter	Change
Cash	\$ 53,639	\$ 54,651	\$ 1,012
Pooled	127,318,306	121,215,199	(6,103,107)
Securities	6,509,365	10,021,948	3,512,583
<b>Total Cash &amp; Inv</b>	<b>\$ 133,881,310</b>	<b>\$ 131,291,798</b>	<b>\$ (2,589,512)</b>

Table 1

**CITY OF BURLESON  
 QUARTERLY INVESTMENT REPORT  
 PERIOD ENDING  
 March 31, 2021**

**PORTFOLIO COMPOSITION - BEGINNING AND ENDING BALANCES  
 PER POOLED FUND GROUP AND INVESTMENT TYPE**

Pooled Fund Group

Investment Type	Short Term Operating		Long Term Non-operating		Debt Svc Resv		Debt Svc Sinking		TOTAL
	Amount	Percentage	Amount	Percentage	Amount City	Percentage	Amount City	Percentage	
<b>BEGINNING OF QUARTER</b>									
Cash	\$ 10,908	0.75%	\$ -	0.00%	\$ -	3.87%	\$ 42,731	0.40%	\$ 53,639
Pools	116,142,844	97.02%	-	0.00%	2,073,112	96.13%	9,102,350	99.60%	\$ 127,318,306
Securities	4,400,422	2.23%	2,108,943	100.00%	-	0.00%	-	0.00%	\$ 6,509,365
Total	\$ 120,554,174	100.02%	\$ 2,108,943	100.00%	\$ 2,073,112	100.00%	\$ 9,145,081	100.00%	\$ 133,881,310
<i>Weighted Avg. Maturity (Days)</i>	<b>11</b>		<b>447</b>		<b>1</b>		<b>1</b>		
<i>Weighted Avg. Yield</i>	<b>0.16%</b>		<b>0.78%</b>		<b>0.08%</b>		<b>0.09%</b>		
<b>END OF QUARTER</b>									
Cash	\$ 11,912	0.01%	\$ -	0.00%		0.00%	\$ 42,739	0.72%	54,651
Pools	114,017,740	94.43%	-	0.00%	1,293,701	100.00%	5,903,758	99.28%	121,215,199
Securities	6,712,507	5.56%	3,309,442	100.00%	-	0.00%		0.00%	10,021,948
Total	\$ 120,742,159	100.00%	\$ 3,309,442	100.00%	\$ 1,293,701	100.00%	\$ 5,946,496	100.00%	\$ 131,291,798
<i>Weighted Avg. Maturity (Days)</i>	<b>15</b>		<b>266</b>		<b>1</b>		<b>1</b>		
<i>Weighted Avg. Yield</i>	<b>0.11%</b>		<b>0.49%</b>		<b>0.04%</b>		<b>0.02%</b>		

Table 2

**CITY OF BURLESON**  
**QUARTERLY INVESTMENT REPORT**  
**March 31, 2021**  
**QUARTERLY CHANGE IN COST AND MARKET VALUE - ALL SECURITIES**  
**BY FUND TYPE**

	Cost	Market
<b><u>Short Term Operating Pool</u></b>		
Beginning balance	4,374,295	4,400,422
Securities added during the period	2,810,000	2,811,918
Securities matured or sold during the period	(500,000)	(501,250)
Net changes in market value of securities held during the period	(7,923)	1,417
Ending balance	6,676,372	6,712,507
<b><u>Long Term Non-Operating Pool</u></b>		
Beginning balance	2,090,728	2,108,943
Securities added during the period	1,700,000	1,701,474
Securities matured or sold during the period	(500,000)	(501,250)
Net changes in market value of securities held during the period	(4,275)	275
Ending balance	3,286,453	3,309,442
<b><u>Bond Fund Reserves</u></b>		
Beginning balance	0	0
Securities added during the period	0	0
Securities matured or sold during the period	0	0
Net changes in market value of securities held throughout the period	NA	0
Ending balance	0	0

Table 3

**CITY OF BURLESON  
 QUARTERLY INVESTMENT REPORT  
 PERIOD ENDING  
 3/31/2021  
 INDIVIDUAL SECURITY LISTING**

Cusip	Purchase Date	Maturity Date**	Issuing Agency	Coupon	Yield To Maturity	Original Term**	Remain. Term**	Purch. Price	Par Value	Investment @ Cost		Mkt Value		Change In Mkt Value
										Beg of Qtr	End of Qtr	Beg of Qtr	End of Qtr	
<b>Short Term Operating</b>														
799055QQ4	05/19/2020	08/01/2021	San Mateo Cty SD	1.062%	1.062%	439	123	350,000	350,000	350,000	350,000	353,815	353,885	70
088365JM4	04/21/2020	02/15/2022	Bexar Cnty TX Hosp DT	2.000%	1.080%	665	321	508,250	500,000	505,483	504,330	514,753	514,750	(3)
829475GD8	11/24/2020	10/01/2021	Souix City	3.000%	0.431%	311	184	510,920	500,000	509,617	506,341	511,835	511,500	(335)
3133ELUX0	03/30/2020	03/30/2022	FFCB	1.000%	1.000%	730	364	500,000	-	500,000	-	501,250	-	(501,250)
79730CJE5	05/11/2020	08/01/2021	San Diego Water Rev	1.131%	1.131%	447	123	500,000	500,000	500,000	500,000	505,500	506,000	500
528046AW5	12/15/2020	12/01/2021	Clark Co	0.285%	0.285%	351	245	150,000	150,000	150,000	150,000	150,645	150,690	45
667728AR0	12/21/2020	12/01/2021	NW WA Op Access	0.591%	0.591%	345	245	300,000	300,000	300,000	300,000	301,653	301,710	57
181006HF7	12/01/2020	07/01/2022	Clark Co	5.000%	0.410%	577	457	214,472	200,000	213,694	211,362	214,702	214,720	18
658089JL1	12/18/2020	07/01/2022	N Dakota HFA	2.200%	0.440%	560	457	205,382	200,000	205,257	204,360	205,760	206,300	540
593881ML6	12/22/2020	12/01/2022	Miamisburg OH SD	4.000%	0.470%	709	610	106,814	100,000	106,727	105,832	106,993	106,888	(105)
13080SZH0	01/26/2021	02/01/2022	CA STWD CDA	0.245%	0.245%	371	307	500,000	500,000	-	500,000	-	500,265	500,265
005662NM9	01/27/2021	12/01/2022	Adams Cty CO SD#14	0.281%	0.281%	673	610	450,000	450,000	-	450,000	-	450,122	450,122
13059QAJ4	03/30/2021	12/30/2021	State CA S F A	0.260%	0.260%	275	274	750,000	750,000	-	750,000	-	751,088	751,088
05405PAA2	03/02/2021	11/15/2021	Avon Grove PA SD	0.300%	0.300%	258	229	245,000	245,000	-	245,000	-	245,078	245,078
054055B31	03/02/2021	11/15/2021	Avon Grove PA SD	0.250%	0.250%	258	229	480,000	480,000	-	480,000	-	480,134	480,134
901072KY3	03/11/2021	08/01/2022	Tustin CA USD	0.207%	0.207%	508	488	385,000	385,000	-	385,000	-	385,231	385,231
	12/14/2018	NA	Am National Bank	0.247%	0.247%	1	1	1,034,146	1,034,146	1,033,516	1,034,146	1,033,516	1,034,146	630
										4,374,294	6,676,371	4,400,422	6,712,507	2,312,085
<b>Long Term Non-Operating</b>														
088365JM4	04/21/2020	02/15/2022	Bexar Cnty HD	2.000%	1.080%	665	321	660,725	650,000	656,112	655,113	669,045	668,980	(65)
829475GD8	11/24/2020	10/01/2021	Souix City	3.000%	0.431%	311	184	510,920	500,000	509,616	506,341	511,835	511,500	(335)
3133ELUX0		03/30/2022	FFCB	1.000%	1.000%	44,650	364	500,000	-	500,000	-	501,250	-	(501,250)
667728AS8	12/21/2020	12/01/2022	NW WA Op Access	0.691%	0.691%	710	610	300,000	300,000	300,000	300,000	301,800	301,800	-
528046AX3	12/15/2020	12/01/2022	L Palmer Co	0.335%	0.335%	716	610	125,000	125,000	125,000	125,000	125,013	125,688	675
13080SZH0	01/26/2021	02/01/2022	CA STWD CDA	0.245%	0.245%	371	307	500,000	500,000	-	500,000	-	500,265	500,265
005662NM9	01/27/2021	12/01/2022	Adams Cty CO SD#14	0.281%	0.281%	673	610	450,000	450,000	-	450,000	-	450,122	450,122
13059QAJ4	03/30/2021	12/30/2021	State CA S F A	0.260%	0.260%	275	274	750,000	750,000	-	750,000	-	751,088	751,088
										2,090,728	3,286,453	2,108,943	3,309,442	1,200,499
<b>Grand Total</b>										<b>6,465,022</b>	<b>9,962,824</b>	<b>6,509,365</b>	<b>10,021,948</b>	<b>3,512,583</b>

Table 4

**CITY OF BURLESON**  
**QUARTERLY INVESTMENT REPORT**  
**QUARTER ENDING**  
**March 31, 2021**  
**DISTRIBUTION OF CASH & INVESTMENTS PER FUND GROUP**

Investment Type	Description	Month	Amount	WAM	Short Term Oper	Pooled Fund Group Distribution		Debt Svc I & S
						Long Term Non-Oper	Debt Svc Resv	
<b>CASH</b>								
Pooled Investments	Beginning		(205,671)	1	(205,671)			-
	Ending		2,807,458	1	2,807,458			
Held by Paying Agent	Beginning		-	1				-
	Ending		-	1				-
Change Funds	Beginning		10,908	1	10,908			
	Ending		11,912	1	11,912			
<b>TEXPOOL</b>								
Pooled Investments	Beginning		-	1	-			
	Ending		-	1	-			
Held by Paying Agent	Beginning		-		-			-
	Ending		-		-			-
Investments	Beginning		22,115,407.00	1	12,440,309	-	572,748	9,102,350
	Ending		23,283,996.94	1	16,807,434	-	572,805	5,903,758
<b>TEXPOOL PRIME</b>								
Investments	Beginning		14,617,966.00	1	14,589,029		28,937	
	Ending		14,621,673.90	1	14,592,730		28,944	
<b>LOGIC</b>								
Pooled Investments	Beginning		20,105,594	1	20,105,594			
	Ending		15,316,878	1	15,316,878			
Investments	Beginning		50,975,587	1	50,975,587			
	Ending		48,132,032	1	48,132,032			
<b>LONESTAR - Liquidity Plus Fund</b>								
Operations	Beginning		12,723,471	1	11,209,313		1,471,427	42,731
	Ending		10,066,560	1	9,331,868		691,953	42,739
<b>TEXSTAR</b>								
Pooled Investments	Beginning		6,767,285	1	6,767,285			
	Ending		6,767,918	1	6,767,918			
Held by Paying Agent	Beginning		-	1				
	Ending		-	1				
Investments	Beginning		261,397	1	261,397			
	Ending		261,421	1	261,421			
<b>SECURITIES</b>								
Pooled Investments	Beginning		4,400,422	277	4,400,422			
	Ending		6,712,507	257	6,712,507			
Investments L Term	Beginning		2,108,943	447		2,108,943		
	Ending		3,309,442	266		3,309,442		
Escrow Held by Agent	Beginning		-		-			
	Ending		-		-			
Resv Held by Paying Agent	Beginning		-	-				-
	Ending		-	-				-
Resv Held by City	Beginning		-	-				-
	Ending		-	-				-
<b>TOTAL</b>								
	Beginning		133,881,309	736	120,554,173	2,108,943	2,073,112	9,145,081
	Ending		131,291,798	535	120,742,159	3,309,442	1,293,701	5,946,496

Table 5

**CITY OF BURLESON**  
**INCREASE/DECREASE - CASH & INVESTMENTS**  
**QUARTER ENDING**  
**March 31, 2021**

<b>Fund Description</b>	<b>31-Dec-20</b>	<b>31-Mar-21</b>	<b>Net Difference</b>
<b>General</b>	18,733,768	26,306,988	7,573,220
<b>General Fund Type Total</b>	<b>18,733,768</b>	<b>26,306,988</b>	<b>7,573,220</b>
<b>Debt Service Funds</b>			
General Debt Svc	6,410,704	3,359,781	(3,050,923)
BCDC Debt Svc	466,180	466,379	199
4A Debt Service	285,995	286,026	31
<b>DSF Fund Type Total</b>	<b>7,162,879</b>	<b>4,112,186</b>	<b>(3,050,693)</b>
<b>Capital Project Funds</b>			
Street Paving	4,287,363	4,701,245	413,882
05 GOB ENG PROJ	-	-	-
4B SALES TX MISC PROJ	256,910	190,098	(66,812)
Park Dedication	1,440,630	1,445,756	5,126
4A Bond Fund	5,565	5,565	0
4A Cap Prj	365,463	2,411,128	2,045,665
06 CO - Street & Drainage	8,691	8,673	(18)
NON BOND CAP PRJ	1,062,103	787,746	(274,357)
PARK IMPROVEMENT FUND	957,239	899,035	(58,204)
COMM SVC FACILITY FUND	237,261	325,078	87,817
06 GOB Public Safety	17	17	-
07 GOB - Street & Drainage	2,533	935	(1,598)
07 CO Street & Drainage	87,346	87,331	(15)
08 CO - Street & Drainage	93,837	93,819	(18)
08 GO - Street & Drainage	83,248	83,233	(15)
10 GO - Park Improvements	41,515	40,628	(887)
10 GO - Streets	24,613	24,606	(7)
13 CO - Streets	30,939	30,949	10
14 GO - Streets	77,848	62,003	(15,845)
14 GO - Public Safety	4,104	4,106	2
14 CO - 4A	242,771	242,837	66
15 GO - Streets	280,404	59,343	(221,061)
15 CO - Streets	1,591	1,249	(342)
15 CO - 4B Parks	10,632	7,787	(2,845)
15 CO - Fire	-	-	-
16 GO Streets and Parks	1,893,802	1,857,202	(36,600)
16 CO Streets	674,395	674,575	180
16 CO Parks	1,729,661	1,716,439	(13,222)
17 GO - Streets	308,306	241,182	(67,124)
17 CO - Streets	153,666	134,265	(19,401)
17 CO - Fire	343,975	310,315	(33,660)
18 CO - Streets	3,130,889	2,912,945	(217,944)
18 CO - Fire	2,245,889	1,180,315	(1,065,574)
18 CO - TIF	226,300	209,426	(16,874)
19 CO - Streets	6,445,910	6,321,255	(124,655)
Street and Drainage Bonds	2,730,289	2,459,700	(270,589)
Street and Drainage Bonds	127,903	128,067	164
Street and Drainage Bonds	396,460	396,554	94
<b>CPF Fund Type Total</b>	<b>30,010,067</b>	<b>30,055,407</b>	<b>45,340</b>

**CITY OF BURLESON**  
**INCREASE/DECREASE - CASH & INVESTMENTS**  
**QUARTER ENDING**  
**March 31, 2021**

<b>Fund Description</b>	<b>31-Dec-20</b>	<b>31-Mar-21</b>	<b>Net Difference</b>
<b>Special Revenue Funds</b>			
BCDC	4,439,318	3,365,085	(1,074,233)
01 Sales tax 4A	7,791,594	3,801,630	(3,989,964)
Hotel Motel	602,582	645,155	42,573
Econ Dev Incent Fund	-	-	-
TIF #2	503,860	1,026,313	522,453
Misc Grants	1,437,974	1,329,311	(108,663)
Traffic Safety SRF	-	-	-
Parks Performance Fund	-	328,114	328,114
TIF #3	78,728	78,728	-
COVID Cares Grant	(888,015)	(5,537)	882,478
PID	15,818	47,957	32,139
<b>SRF Fund Type Total</b>	<b>13,981,859</b>	<b>10,616,756</b>	<b>(3,365,103)</b>
<b>Internal Svc Funds</b>			
Support Services	808,431	723,497	(84,934)
Vehicle Replacement	6,364,481	6,293,056	(71,425)
Vehicle Replacement - Enterprise	1,529,713	1,530,703	990
Eqpt Svc	143,432	125,692	(17,740)
Health Insurance	2,480,086	2,819,846	339,760
<b>ISF Fund Type Total</b>	<b>11,326,143</b>	<b>11,492,794</b>	<b>166,651</b>
<b>Enterprise Funds</b>			
Cemetery	1,661,178	1,676,188	15,010
Solid Waste	1,837,201	1,542,209	(294,992)
Water & Sewer			
Reserves	9,706,165	6,507,646	(3,198,519)
Bond Funds	31,596,865	31,729,287	132,422
Operating	7,865,185	7,252,338	(612,847)
<b>W &amp; S Total</b>	<b>49,168,215</b>	<b>45,489,271</b>	<b>(3,678,944)</b>
<b>Golf</b>			
Operating	-	-	-
Capital	-	-	-
<b>Golf Total</b>			
<b>Enterprise Funds Type Total</b>	<b>-</b>	<b>-</b>	<b>(3,958,926)</b>
<b>Total</b>	<b>133,881,310</b>	<b>131,291,798</b>	<b>(2,589,512)</b>

Table 6

SECTION 04

# Strategic Plan Update

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City of Burleson  
Quarterly Report  
March 2021

# Strategic Focus Area 1: Operational Excellence

## WORK PLAN TASKS

### Goal 1.1 Progress 58%

**Develop a high-performance workforce** by attracting and retaining the very best employees; providing a competitive salary and benefits package; maximizing employee training and educational opportunities.



**Work Plan Task 1.1.1** Updated on Apr 20, 2021 19:31:36

Ongoing - Sep 30, 2021 Completed Progress 100%

Continue to ensure competitive compensation and benefits across the city by benchmarking public safety pay step plans, evaluating city compensation plan ranges and adjustments, cost of living adjustments, and performance-based merits (Human Resources)

Completed loading the compensation changes into the system to be effective 4/1/21

**Work Plan Task 1.1.2** Updated on Apr 20, 2021 19:31:57

Ongoing - May 31, 2021 On Track Progress 50%

Provide relevant training programs for supervisors and employees by focusing on growing their knowledge, skills and abilities to succeed in both their professional and personal lives while enhancing the services to the city (Human Resources)

Staff began supervisory training and had the first leadership training in February. More leadership training sessions are being scheduled for upcoming months. Pre-retirement planning training is being finalized for an upcoming month as well.

**Work Plan Task 1.1.3** Updated on May 05, 2021 18:31:59

Ongoing - Jul 31, 2021 On Track Progress 25%

Implement a direct clinic model for employee's health benefit plan that will provide a timely health care option and provide cost-savings for both employees and the city's healthcare plan (Human Resources)

This concept has been discussed with the consultant and is being included in the upcoming request for proposals for medical benefits.

# Goal 1.2

Progress 78%



**Improve the efficiency and productivity of operations** through the use of technology, innovation and continual business process improvement.

	%	#
On Track	60.0	3
Completed	40.0	2

## Work Plan Task 1.2.1

Updated on May 05, 2021 18:32:17

Ongoing - Aug 31, 2021 On Track Progress 50%

The implementation of in-house drug screening and mass onboarding of seasonal employees is saving both time and money.

Streamline department processes to increase efficiency with a better work product with Onboarding and Termination process improvement and continue building automated reporting (Human Resources)

## Work Plan Task 1.2.2

Updated on Jan 26, 2021 14:55:35

Ongoing - Mar 31, 2021 Completed Progress 100%

Online GovQA portal for public information requests went live November 2020. Currently monitoring, adjusting and calibrating the system settings and design as needed.

Provide a greater level of accuracy, security, simplicity, transparency and timely response to all open record requests and transparency and ease-of-use to the requestor by implementing GovQA Open Records Solution Software (City Secretary Office)

## Work Plan Task 1.2.3

Updated on May 05, 2021 18:32:33

Ongoing - Sep 30, 2021 Completed Progress 100%

Staff has uploaded all discretionary contracts below the city council threshold for approval and will continue to archive contracts approved at city council or administratively. All bidding operations are fully functional in Bonfire, the online bidding platform.

Implement online bidding platform, Bonfire, which allows vendors to be notified electronically of bid solicitations and register to do business with the city, automates the city's currently manual process of evaluating bid submittals and manages the life cycle of active city contracts (Purchasing)

## Work Plan Task 1.2.4

Updated on Apr 20, 2021 19:21:57

Ongoing - Sep 30, 2021 On Track Progress 50%

There have been some delays with the new online payment portal. The new payment site should go live on May 24. As of March 31, 2021, automatic payments have increased to 30.03%.

Increase automatic utility payments by 3%, from 27.9% to 30.9% by implementing a new vendor to make the online utility payment option more user-friendly (Utility Customer Service)

## Work Plan Task 1.2.5

Updated on Apr 20, 2021 19:28:27

Ongoing - Aug 31, 2021 On Track Progress 90%

Staff is finalizing backup schedules for final deployment.

Implement an Enterprise Backup Solution that includes cloud-based disaster recovery services to protect the city's data in case of an emergency (Information Technology)

# Goal 1.3

Progress 60%

● On Track  
● Completed

%	#
71.43	5
28.57	2

## Deliver high-quality service to external and internal customers

by providing an outstanding customer experience; regularly seeking feedback from citizens and employees; and offering convenient methods for conducting business with the city.

### Work Plan Task 1.3.1

Ongoing - Sep 30, 2021 On Track Progress 20%

Updated on Apr 20, 2021 19:33:55

Staff has requested funding in the fiscal year 21-22 budget to implement a city-wide customer survey.

Develop city-wide customer service survey and feedback channels to measure customer experience with city facilities and projects (*Communications*)

### Work Plan Task 1.3.2

Ongoing - Nov 30, 2020 Completed Progress 100%

Updated on Jan 22, 2021 16:59:49

The city launched a redeveloped website on Nov. 11, 2020.

Complete launch of redeveloped user-friendly city website to provide an avenue of direct communications with the city's stakeholders (*Communications*)

### Work Plan Task 1.3.3

Ongoing - Sep 30, 2021 On Track Progress 50%

Updated on Apr 20, 2021 19:34:09

Staff continue to update material with the new logo and are utilizing the brand identity in all marketing.

Continue to implement a city branding campaign to develop a clear, strong and resilient brand identity across all mediums representing the varied attributes of Burleson while supporting the City Council's goals (*Communications*)

### Work Plan Task 1.3.4

Ongoing - Sep 30, 2021 On Track Progress 50%

Updated on May 05, 2021 18:33:32

Currently utilizing online tools for citizens to electronically contact city council directly as well as virtually interact with council during committees and public meetings.

Reshape Connect with Council Initiative to provide greater compatibility and outreach while achieving necessary safety precautions by utilizing social media events (ex. Facebook Town Hall and Live Online QA) as well as socially distanced in-person events (*City Secretary Office*)

### Work Plan Task 1.3.5

Ongoing - Sep 30, 2021 On Track Progress 25%

Update provided by DeAnna Phillips on Jan 21, 2021 16:03:32

All complaint investigations were initiated within one business day of the initial complaint received. All follow-ups for immediate correction were scheduled and conducted within 72 hours of initial inspection. All health plan reviews and initial or pre-operational inspections have been initiated within one business day of initial receipt.

Increase customer service related to quality and timeliness of health inspections and investigations of food, public/semipublic pools and aquatic recreation facilities by addressing all complaints by the end of the following business day, conducting follow-up inspections within 72 hours of the scheduled follow-up date and responding to new facilities inspections and health plan reviews by the end of the following business day (*Environmental Services*)

Owner: DeAnna Phillips

### Work Plan Task 1.3.6

Ongoing - Oct 31, 2020 Completed Progress 100%

Update provided by DeAnna Phillips on Jan 27, 2021 14:12:31

Building Inspections staff have reduced the building permit plan review time from 20 business days to 10 business days for residential permits and 15 business days for commercial permits.

Reduce the building permit plan review time from 20 business days to 10 business days for residential permits and 15 business days for commercial permits (*Building Inspections*)

Owner: DeAnna Phillips

### Work Plan Task 1.3.7

Ongoing - Sep 30, 2021 On Track Progress 25%

Update provided by DeAnna Phillips on Jan 27, 2021 14:13:05

Providing case file accessibility to defendants within two business days from the offense's date; meeting court records request within seven days and resolving all window customers in five minutes or less.

Increase response times for municipal court customers to provide efficient and effective services by having case files accessible to the defendant within two business days from the date of offense; meeting court records request within seven days; and resolving all window customers in five minutes or less (*Municipal Court*)

# Goal 1.4

Progress 75%



Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning.

● On Track	50.0	2
● Completed	50.0	2

## Work Plan Task 1.4.1

Updated on May 05, 2021 18:33:58

Ongoing - Sep 30, 2021 On Track Progress 50%

Develop the FY 2020-21 annual budget with a focus on public safety enhancements, cost containment and efficiency (*City Manager's Office*)

The City Council began the FY 2020-21 budget process on February 15, 2021. Over the next few months, staff will be providing a series of presentations regarding key policy decisions for the upcoming fiscal year.

## Work Plan Task 1.4.2

Updated on May 05, 2021 18:34:10

Ongoing - Sep 30, 2021 Completed Progress 100%

Present quarterly reports to City Council within 60 days of the most recent quarter (*Finance, Communications*)

The second-quarter report of FY 20-21 is scheduled to be presented to city council during their May 17 city council meeting. The first-quarter report of FY 20-21 was presented within 60 days of the first quarter's end.

## Work Plan Task 1.4.3

Updated on Apr 20, 2021 19:34:22

Ongoing - Sep 30, 2021 On Track Progress 50%

Create a performance measurement system to assess the implementation and progress of work plan tasks in the city-wide strategic plan (*Communications*)

Staff developed key performance measures for all departments, and they will be utilized during the FY 21-22 budget process.

## Work Plan Task 1.4.4

Updated on Feb 03, 2021 15:19:00

Ongoing - Oct 31, 2020 Completed Progress 100%

Conduct an analysis to compare the city of Burleson's development fees to other benchmark cities within the North Texas region to determine marketplace alignment (*Development Services*)

Development Services staff have conducted an analysis comparing Burleson's fees to other benchmark cities and will share the information with city council during the upcoming budget process.

# Goal 1.5

Progress 80%



	%	#
On Track	33.33	1
Completed	66.67	2

Foster a collaborative organization, both internally and externally, by maintaining an open dialogue between all city departments along with local, regional, state and federal partners.

## Work Plan Task 1.5.1

Updated on Apr 20, 2021 19:28:40

Ongoing - Apr 30, 2021 **Completed** Progress 100%

Staff has updated the GIS licensing manager to allow more users to access the software and is in the process of developing new training materials.

Improve access and expand the use of the city's geographic information system (GIS) data by providing end-user training, allowing more users to access the software and providing advanced GIS compatibility through the Community Development software to allow for better integration and data analysis (Information Technology)

## Work Plan Task 1.5.2

Updated on May 05, 2021 19:30:08

Ongoing - Apr 30, 2022 **On Track** Progress 40%

The master mobility plan is currently under development and is scheduled to be complete in October/November 2021. City Management met with both North Texas Tollway Authority (NTTA) and the North Texas Council of Governments (NTCOG) to begin discussions regarding draft Master Thoroughfare Plan (MTP) results. Once the plan is complete and approved by city council, engineering staff will continue conversations with the NTTA and NTCOG determine regional funding to assist with the implementation of programs.

Finalize mobility plan and partner with North Central Texas Council of Governments to determine regional grants to assist with implementation of programs (Public Works)

## Work Plan Task 1.5.3

Updated on Apr 20, 2021 19:22:53

Ongoing - Sep 30, 2021 **Completed** Progress 100%

The city received the remaining amount, \$1,652,708, of CARES Act funding from the Texas Division of Emergency Management.

Continue to work with Federal and State agencies to assist our community in recovery from the COVID-19 public health crisis through the application and administration of grant funding (Emergency Operations, Finance)

# Strategic Focus Area 2: Infrastructure

## WORK PLAN TASKS

### Goal 2.1

Progress 37%

**Improve efficiency of travel for citizens by focusing on key improvements within the SH174 Corridor** and coordinating with Regional, State and Federal transportation partners for funding and support.



	%	#
● On Track	66.67	2
● Some Disruption	33.33	1

#### Work Plan Task 2.1.1

Updated on Apr 20, 2021 19:37:36

Ongoing - Apr 30, 2021

On Track

Progress 75%

This project is currently under construction and is expected to be completed in July 2021.

Complete median project on SH 174/Wilshire Boulevard to increase the visual appeal and sustainability of the landscaping on a primary city corridor (*Parks*)

#### Work Plan Task 2.1.2

Updated on May 05, 2021 18:19:09

Ongoing - Sep 30, 2021

Some Disruption

Progress 25%

The advance funding agreement has been approved. A project kickoff meeting with TxDOT was held on 3/29/2021 and design of the project is underway.

Continue working with Texas Department of Transportation to acquire right-of-way and finalize design related to the widening of SH 174/Wilshire Boulevard from Elk Drive to Hulen Street from four- lanes to six-lanes (*Public Works*)

#### Work Plan Task 2.1.3

Updated on May 05, 2021 18:19:42

Ongoing - May 31, 2021

On Track

Progress 10%

A conceptual design on a pilot project was conducted. A feasibility analysis of this option is currently being evaluated.

Develop a strategy for implementation of driveway consolidation along SH 174/ Wilshire Boulevard to increase motorist safety (*Public Works*)

## Goal 2.2

Progress 50%



	%	#
On Track	42.86	3
Some Disruption	28.57	2
Completed	28.57	2

**Enhance connectivity and improve mobility** by expanding capacity of existing transportation network; evaluating additional thoroughfare improvements; and improving roadway, bicycle and pedestrian infrastructure.

### Work Plan Task 2.2.1

Updated on May 07, 2021 13:59:49

Ongoing - Nov 30, 2021 On Track Progress 80%

Assess current sidewalk conditions and develop improvement plan to address accessibility necessary to comply with the Americans with Disability Act (*Public Works*)

The project has begun and staff should receive the condition assessment June/July 2021. Using that and the Mobility plan, staff will create a sidewalk improvement plan.

### Work Plan Task 2.2.2

Updated on May 05, 2021 18:21:21

Ongoing - Sep 30, 2021 Some Disruption Progress 0%

Complete the design to increase capacity and improve safety of the Hulen Street and SH 174 intersection (*Public Works*)

This project was on hold due to staffing issues, but the project manager position has been filled and the selection of a consultant for the project is set to begin in the third quarter of FY 20-21.

### Work Plan Task 2.2.3

Updated on May 07, 2021 14:00:09

Ongoing - Nov 30, 2021 Some Disruption Progress 60%

Complete master mobility plan to provide guidance for present and future mobility infrastructure needs in our community (*Public Works*)

The master mobility plan's consultant is currently finalizing alignments and finding traffic volume analysis as part of the plan.

### Work Plan Task 2.2.4

Updated on May 10, 2021 14:45:39

Ongoing - Jun 30, 2022 On Track Progress 10%

Complete Safe Routes to School project including a 10-foot trail to improve pedestrian access along Irene Street and Garden Avenue along with Warren Park improvements encompassing a crosswalk to the Public Library; ADA accessibility improvements and a pedestrian bridge over Town Creek (*Public Works*)

This project is currently under construction and is ongoing. It is scheduled to be completed Summer 2022.

### Work Plan Task 2.2.5

Updated on May 05, 2021 19:28:11

Ongoing - Mar 31, 2021 Completed Progress 100%

Complete 10-foot trail section at SW Hillside Drive and install a 5foot sidewalk on Elk Drive to improve pedestrian mobility near Burleson High School (*Public Works*)

This project has been completed.

### Work Plan Task 2.2.6

Updated on May 05, 2021 19:28:26

Ongoing - Mar 31, 2021 Completed Progress 100%

Install traffic signal at Hidden Vistas Boulevard and Hidden Creek Parkway to enhance safety and visibility for motorists (*Public Works*)

This project has been completed.

### Work Plan Task 2.2.7

Updated on May 05, 2021 18:23:23

Ongoing - Dec 31, 2024 On Track Progress 0%

Install 10-foot trail from Bluebird Meadows neighborhood to Joshua ISD's RC Loflin Middle School and a traffic signal at the school entrance to improve safety and mobility of both pedestrians and vehicular traffic (*Public Works*)

The revised completion date is December 2024 and has been reflected in the target-date adjustment.

## Goal 2.3

Progress 31%

Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning and best practices.

		%	#
● On Track		50.0	2
● Some Disruption		50.0	2

### Work Plan Task 2.3.1

Ongoing - Sep 30, 2021

Major Disruption

Progress 30%

Update provided by DeAnna Phillips on Jan 15, 2021 21:23:42

Project is currently over budget. Staff will be bringing options to city council in the upcoming months for direction.

Finalize construction of Animal Shelter isolation area to help decrease exposure and minimize the spread of disease among animals at the shelter (*Neighborhood Services*)

Owner: DeAnna Phillips

### Work Plan Task 2.3.2

Ongoing - Sep 30, 2021

On Track

Progress 25%

Updated on May 05, 2021 19:31:04

Once the master mobility plan is completed and adopted, the city of Burleson will have additional data to share with the city of Fort Worth in regards to future needs.

Continue working with the City of Fort Worth to develop an agreement that addresses future water supply needs for the City of Burleson, establishes the capacity of all water lines currently serving the city and outline terms for the purchase of any future additional needed capacity (*Public Works*)

### Work Plan Task 2.3.3

Ongoing - Aug 31, 2022

Some Disruption

Progress 30%

Updated on May 05, 2021 18:23:39

Staff has developed a plan for relocating departments as part of negotiations with a private developer to build new office space at 135 Ellison Street. The revised completion date is Summer 2022 (the previous completion date was August 2021) and has been reflected in target-date adjustment.

Research options for city facilities that address space, needs, preferred department locations and potential long-term solutions (*Public Works*)

### Work Plan Task 2.3.4

Ongoing - Sep 30, 2021

Some Disruption

Progress 40%

Updated on Feb 03, 2021 16:10:26

The water and sewer master plan is currently being developed by a consultant.

Update the Water and Sewer Master Plan to identify options to expand services to the western portion of the city (*Public Works*)

## Goal 2.4

Progress 63%

Pursue regional transportation solutions that will assist our residents, visitors and businesses traveling to and from our city.



● On Track

%	#
100.0	3

### Work Plan Task 2.4.1

Ongoing - Sep 30, 2021

On Track

Progress 50%

Continue dialogue with Tarrant Regional Transportation Coalition and regional partners to outline options to improve mobility in the City of Burleson (*City Manager's Office*)

Updated on Apr 20, 2021 19:16:23

The Mobility Plan is nearing completion. Staff has shared key elements of the plan with the North Central Texas Council of Governments (NCTCOG) and are exploring opportunities for grant funding. This will be of particular importance as the city considers completing various projects on the city's western side.

### Work Plan Task 2.4.2

Ongoing - Sep 30, 2021

On Track

Progress 50%

Partner with North Central Texas Council of Governments and Texas Department of Transportation to develop long-term solutions to improve capacity of I-35W corridor (*Public Works*)

Updated on May 05, 2021 18:25:03

Texas Department of Transportation conducted additional technical workgroup meetings during the second quarter. Public meetings are tentatively scheduled for the third quarter of FY 20-21.

### Work Plan Task 2.4.3

Ongoing - Nov 30, 2021

On Track

Progress 90%

Develop a transportation plan to serve the west side of the city including Chisholm Trail Corridor and leverage partnerships with regional agencies to assist with funding (*Public Works*)

Updated on May 05, 2021 18:25:38

This task is part of the master mobility plan as it addresses major roadway alignments. Preliminary alignments have been developed and cross sections are currently being evaluated to present recommendations to the city council.

# Goal 2.5

Progress 6%



	%	#
● On Track	50.0	3
● Some Disruption	50.0	3

Develop and implement a Capital Improvement Program that improves the quality of life for residents through the completion of projects identified in the city's Master Plans.

## Work Plan Task 2.5.1

Updated on May 05, 2021 18:26:54

Ongoing - Sep 30, 2023 Some Disruption Progress 0%

Joshua ISD schedule has shifted the project. The city's Capital Improvement Plan was updated to reflect this revised schedule to FY23.

Begin design process to widen and rebuild Wicker Hill Road to restore failed pavement (*Public Works*)

## Work Plan Task 2.5.2

Updated on May 05, 2021 18:27:27

Ongoing - Apr 30, 2021 Some Disruption Progress 25%

This project was combined with the street rebuild projects for FY21.

Reconstruct existing street near the SW Johnson Avenue and Renfro Street intersection to restore failed pavement and improve safety (*Public Works*)

## Work Plan Task 2.5.3

Updated on May 05, 2021 18:28:05

Ongoing - Nov 30, 2021 Some Disruption Progress 10%

Project design is nearly completed. Tentatively scheduled for construction in summer 2021.

Improve intersection of County Road 910 and FM 1902 by adding a right turn lane (*Public Works*)

## Work Plan Task 2.5.4

Updated on May 05, 2021 18:28:35

Ongoing - Apr 30, 2025 On Track Progress 0%

The revised completion date is April 2025 (the previous completion date was April 2022) and has been reflected in the target-date adjustment.

Connect 8-inch and 12-inch water lines on Big Horn Drive and Dobson Street to provide additional water line looping, reduce water quality issues and increase fire flow protection (*Public Works*)

## Work Plan Task 2.5.5

Updated on Feb 03, 2021 15:50:30

Ongoing - Aug 31, 2023 On Track Progress 0%

The revised completion date is April 2023 (the previous completion date was April 2021) and has been reflected in the target-date adjustment.

Replace old cast iron water lines in a variety of locations in the city to reduce water leaks, conserve water, reduce maintenance cost and improve water system reliability (*Public Works*)

## Work Plan Task 2.5.6

Updated on Feb 03, 2021 15:50:56

Ongoing - Dec 31, 2022 On Track Progress 0%

The revised completion date is December 2022 (the previous completion date was August 2021) and has been reflected in the target-date adjustment.

Replace failed sanitary sewer mains in multiple locations of the city to decrease the potential for sanitary sewer overflows (*Public Works*)

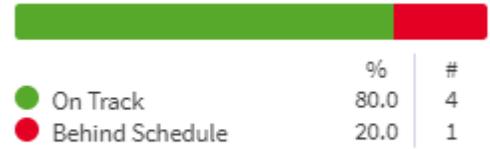
# Strategic Focus Area 3: Community

## WORK PLAN TASKS

### Goal 3.1

Progress 26%

**Provide high-quality parks and recreation opportunities for residents** by expanding park amenities and options; enhancing city's trail network; and improving access to parks facilities.



#### Work Plan Task 3.1.1

Updated on Apr 20, 2021 19:37:56

Ongoing - Aug 31, 2021 On Track Progress 50%

Staff is currently completing the back-end set up of Smart Rec and are preparing for an August 2021 go-live date.

Increase online recreation programming from 2% of registrations to 50% by purchasing and implementing Smart Rec, a mobile-optimized registration experience with flexible payment options (*Parks & Recreation*)

#### Work Plan Task 3.1.2

Some Disruption

Updated on Apr 20, 2021 19:38:07

Ongoing - Oct 31, 2021 On Track Progress 25%

This project has completed both phases of public engagement and final concepts are being prepared for board and council review.

Complete the construction of a community splash pad as identified in the Capital Improvement Program in the Parks Master Plan (*Parks & Recreation*)

#### Work Plan Task 3.1.3

Updated on Apr 20, 2021 19:38:20

Ongoing - Sep 30, 2021 On Track Progress 30%

This project is currently in the final design.

Design Village Creek Trail extension to provide 1.6 miles of additional concrete trails from Chisenhall Fields to FM 731/Hillside Drive (*Parks & Recreation*)

#### Work Plan Task 3.1.4

Updated on Apr 20, 2021 19:38:33

Ongoing - Sep 30, 2021 On Track Progress 25%

This project is at 60% final design.

Complete design for cemetery expansion which will beautify the cemetery and provide potential additional burial options for the public (*Parks & Recreation*)

#### Work Plan Task 3.1.5

Updated on Apr 20, 2021 19:38:49

Ongoing - Jan 31, 2021 Behind Schedule Progress 0%

This project has been moved to FY 2026.

Develop a strategy for a community park that will define the location, outline process for acquiring land and begin the design (*Parks & Recreation*)

## Goal 3.2

Progress 63%

### Provide outstanding cultural and educational opportunities

by cultivating mutually beneficial partnerships with area education, business community and government entities; and by continuing to enhance and develop programs that enrich the quality of life for residents.



	%	#
On Track	75.0	3
Completed	25.0	1

#### Work Plan Task 3.2.1

Updated on Jan 27, 2021 14:24:33

Ongoing - Sep 30, 2021

Completed

Progress 100%

Develop plan to successfully transition the Hill College campus to the former Kerr Middle School site (*City Manager's Office*)

City Council approved an agreement with BISD and Hill College on October 19, 2020, which provides for the Hill College campus's eventual relocation to the former Kerr Middle School site.

#### Work Plan Task 3.2.2

Updated on Apr 21, 2021 18:37:22

Ongoing - Sep 30, 2021

On Track

Progress 50%

Increase the library's market penetration from 27% to 28% of households in Burleson by continuing the library's user analysis and market study, gathering data and community feedback for long-range planning (*Library*)

In-person library visits are down 51% from last year, but the library's market penetration is back up to 27% in second quarter due to digital outreach.

#### Work Plan Task 3.2.3

Updated on Apr 21, 2021 18:38:08

Ongoing - Sep 30, 2021

On Track

Progress 50%

Increase services through digital channels with convenient, flexible options that deliver resources outside the physical library (*Library*)

Continued promotion of digital collections and services resulted in a 25% increase in eCirculations and 104% increase in program reach from the previous year.

#### Work Plan Task 3.2.4

Updated on May 05, 2021 18:34:59

Ongoing - Jun 30, 2021

On Track

Progress 50%

Expand the efforts with the ProjectU Leadership Conference to provide an atmosphere for local businesses to grow and share ideas for the betterment of our community through a six-week leadership series (*Economic Development*)

Staff is evaluating hosting a smaller in-person conference in the 4th quarter of fiscal year 20-21.

# Goal 3.3

Progress 97%

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.



## Work Plan Task 3.3.1

Ongoing - May 31, 2021 **Completed** Progress 100%

Develop a plan for the recruitment, retention and expansion of businesses on major corridors in the city including SH 174/Wilshire Boulevard and I-35W; identify strategic land parcels within the city for future development (*Economic Development*)

Updated on Apr 20, 2021 19:20:42

Staff presented the Economic Development Corporation Strategic Plan to the city council, which included the staff's efforts in developing the western portion of the city.

## Work Plan Task 3.3.2

Ongoing - Dec 31, 2020 **Completed** Progress 100%

Establish recruitment plan and development incentives to target family-entertainment venues to Burlison (*Economic Development*)

Updated on Jan 27, 2021 14:26:19

A recruitment plan was established in the Economic Development Strategic Plan, presented to city council in November 2020.

## Work Plan Task 3.3.3

Ongoing - May 31, 2021 **On Track** Progress 90%

Develop economic development strategic plan for Chisholm Trail Corridor that identifies land parcels for the future development of Class A office space and a medical corporate park (*Economic Development*)

Updated on Apr 20, 2021 19:20:57

Staff is continuing to work with developers and property owners on a new master-planned community that will include a professional office park.

# Goal 3.4

Progress 58%



	%	#
● On Track	50.0	3
● Some Disruption	16.67	1
● Completed	33.33	2

## Promote sustainable residential and commercial development

through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

- Work Plan Task 3.4.1** *Updated on Apr 20, 2021 19:39:05*

Ongoing - Sep 30, 2021 On Track Progress 25%

Revise parkland development ordinances to ensure that parkland is developed in coordination with the city's subdivision ordinances and guarantee subdivision developers are contributing to the parks system (*Parks & Recreation*)

Staff is finalizing a presentation that will be presented to city council in the third quarter of FY 20-21.
- Work Plan Task 3.4.2** *Updated on Apr 20, 2021 19:18:37*

Ongoing - Apr 30, 2021 On Track Progress 80%

Initiate creation of a development guide and checklist for building inspections, planning and engineering that will provide property owners, developers, and consultants an easy-to-read guide through the city's development process (*Development Services*)

Planning staff have drafted the guide, been trained on editing the city's website, and have begun to create a live document—anticipated completion by third quarter 2021.
- Work Plan Task 3.4.3** *Updated on Apr 20, 2021 19:19:04*

Ongoing - Mar 31, 2021 Some Disruption Progress 10%

Develop a program to encourage improvements to commercial facades of aging buildings to revitalize areas and businesses throughout the community (*Development Services*)

A presentation on the SH174 corridor is planned for June 7. A façade improvement program will be discussed as a part of that presentation and a program will be established based on city council direction.
- Work Plan Task 3.4.4** *Updated on Apr 20, 2021 19:19:42*

Ongoing - Jul 31, 2022 On Track Progress 30%

Revise the Zoning Ordinance to ensure that it is aligned with the Comprehensive Plan update (*Development Services*)

The consultant, Clarion, has completed all stakeholder interviews and has begun working on a draft table of contents. An update on the progress is scheduled for the city council on June 7.
- Work Plan Task 3.4.5** *Updated on Jan 08, 2021 16:57:44*

Ongoing - Jan 31, 2021 Completed Progress 100%

Continue working with developers for the redevelopment of Ellison Street properties to attract new users into Old Town and to complement Mayor Vera Calvin Plaza in Old Town (*Economic Development*)

City council approved an agreement in November 2020 with developers of property on Ellison Street. The developers have secured one tenant and staff will be partnering with them to secure others.
- Work Plan Task 3.4.6** *Updated on May 05, 2021 18:35:08*

Ongoing - Sep 30, 2021 Completed Progress 100%

Continue to assist small business recovery efforts from the COVID-19 public health emergency through innovative programming and evaluating upcoming needs of local businesses (*Economic Development*)

The inaugural BTX Giving Day was held on Saturday, Feb. 6. Over 20 local non-profits received donations totaling \$11,075 during the event. The money received will be equally disbursed to the non-profits. Staff received positive feedback from all involved and look forward to hosting the event for years to come.

# Goal 3.5

Progress 60%

Encourage a clean and healthy community through the promotion of positive behaviors, sustainable practices, outreach programs and city services.



## Work Plan Task 3.5.1

Updated on Apr 20, 2021 19:40:03

Ongoing - Aug 31, 2021 On Track Progress 50%

Enhance teen programming, increase and create diverse family-oriented events and expand recreational opportunities to local nonprofit organizations and citizens with special needs (*Parks & Recreation*)

- Staff had its first successful E-Sports Rocket league in February 2021. E-Sports programming will continue to be offered in collaboration with the city's local gaming organization, Desh, to increase enrollment.
- Staff has begun conducting a series of Family Play Day in the Park events. These events focus on bringing mobile recreation to our community. Staff will also be partnering with Economic Development for a Family Game Night (Minute to Win It) in the Plaza on May 22 for citizens of all ages, cultures, and stages of life to enjoy.
- Staff has taken the lead on assisting with the Harvest House Duck Duck Donate initiative. The initiative will provide funding assistance for the Harvest House Christmas Giveback Holiday Friends program. The initiative is set to begin May 1-31.
- Phase two of the sensory garden at Russell Farm designated for citizens with special needs will be complete by Summer 2021.

## Work Plan Task 3.5.2

Updated on Feb 03, 2021 15:37:58

Ongoing - Jan 31, 2021 Completed Progress 100%

Diversify Be Healthy Burleson's programs to adjust to restrictions due to COVID-19 public health emergency by providing online, digital and socially-distanced programs and educational information (*Parks and Recreation*)

Be Healthy Burleson has been moved to the Parks & Recreation Department. Staff is including the program as part of the available exercise classes both online and at the Burleson Recreation Center. Parks and Recreation shared educational information on fitness and ways to live a healthy lifestyle via their social media and with print material at the recreation center.

## Work Plan Task 3.5.3

Updated on Apr 20, 2021 19:35:30

Ongoing - Sep 30, 2021 On Track Progress 50%

Implement a Neighborhood Revitalization Program (NRP) by renovating single-family, owner-occupied homes in specific areas of the city with a goal to boost property values and provide interested single-family home buyers the opportunity to purchase an updated and safe home at a reasonable price (*Neighborhood Services*)

The pilot program has been completed with trees planted in April along Summercrest Boulevard. Tarrant County Home program has identified a qualified home and staff is preparing a supplemental request for funding of the neighborhood revitalization program (NRP).

## Work Plan Task 3.5.4

Updated on Apr 20, 2021 19:35:42

Ongoing - Sep 30, 2021 On Track Progress 50%

Gain 50% voluntary compliance of property owners who are in violation of city codes within 10 days of first contact through outreach methods including educational door hangers and attending HOA meetings (*Code Compliance*)

The compliance rate is 88% since October 2020.

## Work Plan Task 3.5.5

Updated on Apr 20, 2021 19:36:14

Ongoing - Sep 30, 2021 On Track Progress 50%

Implement the code compliance community outreach plan to help neighborhoods remedy neglected, and vacant properties that often pose serious threats to community health, safety, and quality of life by ensuring that homeowners and businesses maintain their properties consistent with relevant state statutes and local codes (*Code Compliance*)

Code compliance staff have outfitted a trailer equipped with tools for volunteers to utilize to help homeowners maintain their property.

# Goal 3.6

Progress 75%

**Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.**



## Work Plan Task 3.6.1

Ongoing - Sep 30, 2021

Completed

Progress 100%

Evaluate programming in parks and city facilities outside of the Old Town area to encourage placemaking and community in other portions of the city (*Parks & Recreation*)

Updated on Apr 20, 2021 19:40:17

Staff has implemented a variety of new programs within our parks system. These programs include family play days in the parks, yoga in the park, and boot camp fitness programs in the park. Staff also hosted the first story walk program at Russell Farm.

## Work Plan Task 3.6.2

Ongoing - Sep 30, 2021

On Track

Progress 50%

Institute a public art program partnership with Keep Burleson Beautiful to bring additional beautification to the city through visual art (*Environmental Services*)

Updated on Apr 20, 2021 19:36:47

The a public art program proposal was presented to Parks Board for recommendation on March 18 and prepared to go to city council in June. Staff is recommending a mural on the Hidden Creek embankment at Bailey Lake.

## Work Plan Task 3.6.3

Ongoing - Aug 31, 2021

On Track

Progress 50%

Amend the sign ordinance to add clarifying standards, eliminate conflicts and include regulations to minimize visual sign clutter (*Development Services*)

Updated on Apr 20, 2021 19:19:55

This effort will be incorporated into the zoning ordinance project that is scheduled to be presented to city council on June 7.

## Work Plan Task 3.6.4

Ongoing - Oct 31, 2020

Completed

Progress 100%

Complete update of the City's Comprehensive Plan to reflect Council's vision, enhance neighborhood connectivity and encourage a sense of belonging in public spaces (*Development Services*)

Updated on Jan 15, 2021 21:09:13

City Council approved the city's Comprehensive Plan in November 2020.

# Strategic Focus Area 4: *Public Safety*

## WORK PLAN TASKS

### Goal 4.1

Progress 75%

**Enhance emergency response services** provided to the community.



	%	#
● On Track	25.0	1
● Behind Schedule	25.0	1
● Completed	50.0	2

#### Work Plan Task 4.1.1

Updated on Jan 26, 2021 14:59:36

Ongoing - Feb 28, 2021 **Completed** Progress 100%

An alternate response model for Ladder Truck 16 has been completed.

Evaluate alternate response model for Ladder Truck 16 to be used exclusively for fire-related calls and Engine 16 for EMS and vehicle accident-related calls to extend the life of the ladder truck, a cost-savings to the tax-payer (*Fire*)

#### Work Plan Task 4.1.2

Updated on Apr 20, 2021 19:23:19

Ongoing - Sep 30, 2021 **Behind Schedule** Progress 50%

The project is on hold due to the fire department focusing on COVID-19 response efforts.

Implement Community Paramedic program/Mobile Integrated Healthcare program in partnership with MedStar and Texas Health Resources Huguley Hospital to reduce 911 calls by proactively helping patients manage their healthcare in their homes (*Fire*)

#### Work Plan Task 4.1.3

Updated on Apr 20, 2021 19:37:10

Ongoing - Sep 30, 2021 **On Track** Progress 50%

Code compliance staff attended homeowner associations meetings and are scheduled to meet with the police and fire departments.

Host cross-training meetings between code compliance and first responders to protect the health and safety of the community by identifying high-risk properties which include hoarding, property maintenance, parking, dumping and unsafe conditions (*Code Compliance*)

#### Work Plan Task 4.1.4

Updated on Jan 27, 2021 14:35:36

Ongoing - Oct 31, 2020 **Completed** Progress 100%

The police department has revised its policy and procedures to align with 8 Can't Wait.

Revise policy and procedures to align with 8 Can't Wait, a list of eight policies that curb the use of force (*Police*)

## Goal 4.2

Progress 58%



### Provide superior public safety dispatch services.

	%	#
On Track	66.67	2
Completed	33.33	1

#### Work Plan Task 4.2.1

Updated on Jan 27, 2021 14:36:11

Ongoing - Oct 31, 2020 **Completed** Progress 100%

Complete review of public safety communications and begin implementation of recommendations to improve efficiency of operations (City Manager's Office)

The city has completed a review of the public safety communication operations with Mission Critical Partners' assistance, and a new manager has been hired to implement the recommendations.

#### Work Plan Task 4.2.2

Updated on Jan 27, 2021 14:36:31

Ongoing - Mar 31, 2021 **On Track** Progress 25%

Establish service benchmarks and revise policies and protocols to meet standards (City Manager's Office)

A new public safety communications manager has been hired. Consistent with Mission Critical Partners' recommendation, service benchmarks will be established and monitored by the end of the second quarter.

#### Work Plan Task 4.2.3

Updated on Apr 20, 2021 19:17:27

Ongoing - Sep 30, 2021 **On Track** Progress 50%

Evaluate technical systems to determine whether improvements should be made to increase level of service (City Manager's Office)

An analysis of existing systems is underway, and recommendations for future improvements will be included in the upcoming budget.

## Goal 4.3

Progress 63%



### Ensure adequate equipment and personnel needs are being met, including staffing, support and training.

	%	#
On Track	66.67	2
Some Disruption	33.33	1

#### Work Plan Task 4.3.1

Updated on Apr 20, 2021 19:23:31

Ongoing - Feb 28, 2021 **Some Disruption** Progress 90%

Complete construction of Fire Station 16, located on Hidden Creek Parkway, to increase response times to the southern portion of the city (Fire)

Construction is ongoing. The updated completion date is mid-May 2021.

#### Work Plan Task 4.3.2

Updated on Apr 20, 2021 19:41:09

Ongoing - Apr 30, 2021 **On Track** Progress 50%

Continue implementation of a power shift to improve response times (Police)

Four officers started the academy, but unfortunately, one failed the program. The others are on track to graduate. Two additional officers will begin the academy in May. The eligibility list has expired, requiring a new test to be given in April for additional vacancies.

#### Work Plan Task 4.3.3

Updated on Apr 20, 2021 19:23:45

Ongoing - Apr 30, 2021 **On Track** Progress 50%

Complete analysis of squad concept for Burlison Fire Department and determine how resources should be deployed in the future (Fire)

Data has been provided to the consultant, Fitch and Associates, and staff is working with the consultant to validate all of the data.

# Goal 4.4



**Continue community policing and risk reduction programs** that create strong partnerships with the public to promote safety throughout the community.



	%	#
● On Track	50.0	2
● Behind Schedule	25.0	1
● Completed	25.0	1

## Work Plan Task 4.4.1

Updated on Jan 27, 2021 14:37:49



Participate and support the Burleson ISD High School Fire Academy Program by providing off-duty Burleson firefighters as teachers (*Fire*)

Burleson Fire provides teachers to the program, and a senior class is expected to graduate at the end of the 20-21 school year.

## Work Plan Task 4.4.2

Updated on Apr 20, 2021 19:23:59



Expand Community Risk Reduction programs (Drowning prevention, CPR, Stop The Bleed etc.) making our city a safer place to live, work and visit (*Fire*)

The majority of this program is on hold due to the fire department focusing on COVID-19 response efforts.

## Work Plan Task 4.4.3

Updated on Apr 20, 2021 19:24:22



Conduct a Community Risk Analysis to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact (*Fire Marshal*)

Burleson Fire was selected by the National Fire Protection Association (NFPA) to participate in the second phase of a pilot program to build a digital community risk assessment (CRA) tool. Aligned to NFPA 1300, Standard on Community Risk Assessment and Community Risk Reduction Plan Development, the tool, or "dashboard," enables community leaders to gain valuable insights and make data-informed decisions around fire prevention and other risk-reduction activities in their communities. The fire department is currently waiting on an analysis from NFPA.

## Work Plan Task 4.4.4

Updated on Apr 20, 2021 19:41:25



Maintain and expand the Johnson County public safety consortium partnership to enhance emergency response, interoperability and mutual aid (*Police*)

In person meetings/ training is limited for now. We will resume as pandemic eases. The simulator is operational and will be a centralized point for inter-agency training.

## Goal 4.5

Progress 40%



	%	#
● On Track	25.0	1
● Some Disruption	25.0	1
● Behind Schedule	25.0	1
● Completed	25.0	1

**Strengthen partnerships with area public safety agencies to enhance safety to the overall region.**

### Work Plan Task 4.5.1

Updated on Apr 20, 2021 19:24:48

Ongoing - Apr 30, 2021

Behind Schedule

Progress 10%

Expand partnership with Joshua ISD for Community Risk Reduction to bring the program to the city's southern portion (Fire)

This project is on hold due to Burleson Fire focusing on COVID-19 response efforts.

### Work Plan Task 4.5.2

Updated on Apr 20, 2021 19:41:38

Ongoing - Sep 30, 2021

On Track

Progress 50%

Continue to partner with Tarrant County Law Enforcement Association for enhancements of regional public safety initiatives (Police)

In-person meetings have been re-established. This is an ongoing initiative.

### Work Plan Task 4.5.3

Updated on Apr 20, 2021 19:25:59

Ongoing - Sep 30, 2021

Completed

Progress 100%

Increase collaboration with public health authorities in North Texas to better serve the Burleson community during public health crisis (Fire)

Burleson Fire and Public Health are working with State, County, local officials and Burleson ISD and have administered over 32,000 vaccinations. Burleson Public Health will continue to partner with other agencies to provide vaccinations.

### Work Plan Task 4.5.4

Updated on Apr 20, 2021 19:41:49

Ongoing - Sep 30, 2021

Some Disruption

Progress 0%

Continue active shooter training in partnership with other police agencies, Burleson Fire Department and Joshua and Burleson ISD's (Police)

The initiative is still on hold due to COVID-19 complications.

## Goal 4.6

Progress 86%



	%	#
Some Disruption	80.0	4
Completed	20.0	1

Maximize the use of the city's emergency operations center to improve training and enhance the city's emergency response capabilities.

### Work Plan Task 4.6.1

Updated on Apr 20, 2021 19:26:18

Ongoing - Feb 28, 2021

Some Disruption

Progress 90%

The new Emergency Operation Center is in the construction phase along with Station 16. It is projected to be completed in mid-May 2021.

Develop and maintain a fully operational and functional Emergency Operation Center (EOC) (Fire)

### Work Plan Task 4.6.2

Updated on Apr 20, 2021 19:26:29

Ongoing - Dec 31, 2020

Some Disruption

Progress 90%

The Comprehensive Emergency Management Plan is projected to be presented to city council in June 2021 for consideration.

Develop and maintain a Comprehensive Emergency Management Plan with associated Annexes and conduct semi-annual familiarization training with key city staff to prepare for activation (Fire)

### Work Plan Task 4.6.3

Updated on Apr 20, 2021 19:26:41

Ongoing - Apr 30, 2021

Some Disruption

Progress 75%

After the recent severe winter storm, staff has met with key partners and are scheduling meetings in April and May to define roles, responsibilities and capabilities.

Build a cohesive volunteer organization program to assist in emergency management coordination during a disaster for our community (Fire)

### Work Plan Task 4.6.4

Updated on Apr 20, 2021 19:27:03

Ongoing - Sep 30, 2021

Completed

Progress 100%

The city has received the expected funds from the CARES Act.

Coordinate recovery efforts from COVID-19 public health emergency by managing Coronavirus Aid, Relief, and Economic Security (CARES Act), Coronavirus Relief Funds and Major Disaster DR-4485 Federal Emergency Management Agency (FEMA) Grant (Fire)

### Work Plan Task 4.6.5

Updated on Apr 20, 2021 19:27:24

Ongoing - Jan 31, 2021

Some Disruption

Progress 75%

The comprehensive debris management plan has been developed and finalized. Staff has submitted for reimbursement through the North Central Texas Council of Governments (NCTCOG) and are expecting final payment in April 2021.

Develop a comprehensive debris management plan to restore public services and ensure public health and safety in the aftermath of a disaster and to better position the city to receive the full level of assistance available from Federal Emergency Management Agency (FEMA) and other participating entities (Fire)

SECTION 05

# Capital Improvement Projects

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City of Burleson  
Quarterly Report  
March 2021

# Neighborhood Street Rebuild: Rudd Street, King Street, Cindy Court

## Project includes:

Street rebuilds on:

- N Rudd Street
- NE Johnson Avenue
- N Warren Street
- W King Street

Project includes water & sewer rebuilds and drainage improvements to improve the service life of the pavement.

## Funding:

- Neighborhood reconstruction bond proceeds issued in 2016 & 2018.

## Status:

- Scope changes are being proposed to bring project within budget.

Project Status

Some Disruption

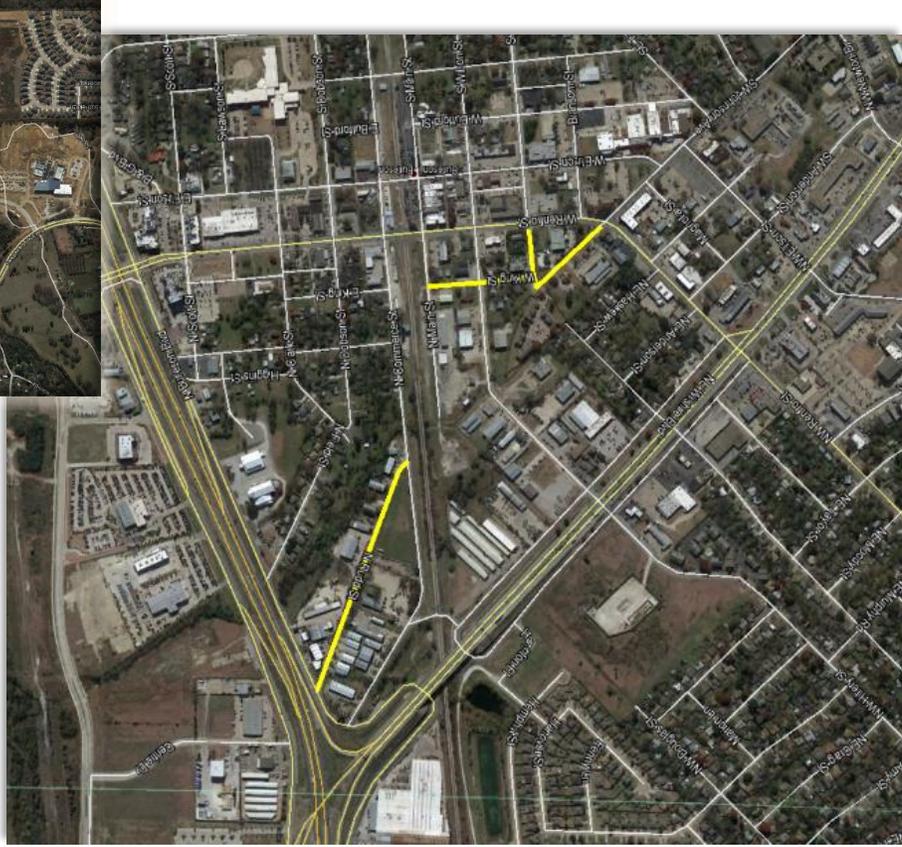
Project Progress

Progress 70%



Estimated Completion

Winter 2021



Construction Cost

1.6 Million



### Project includes:

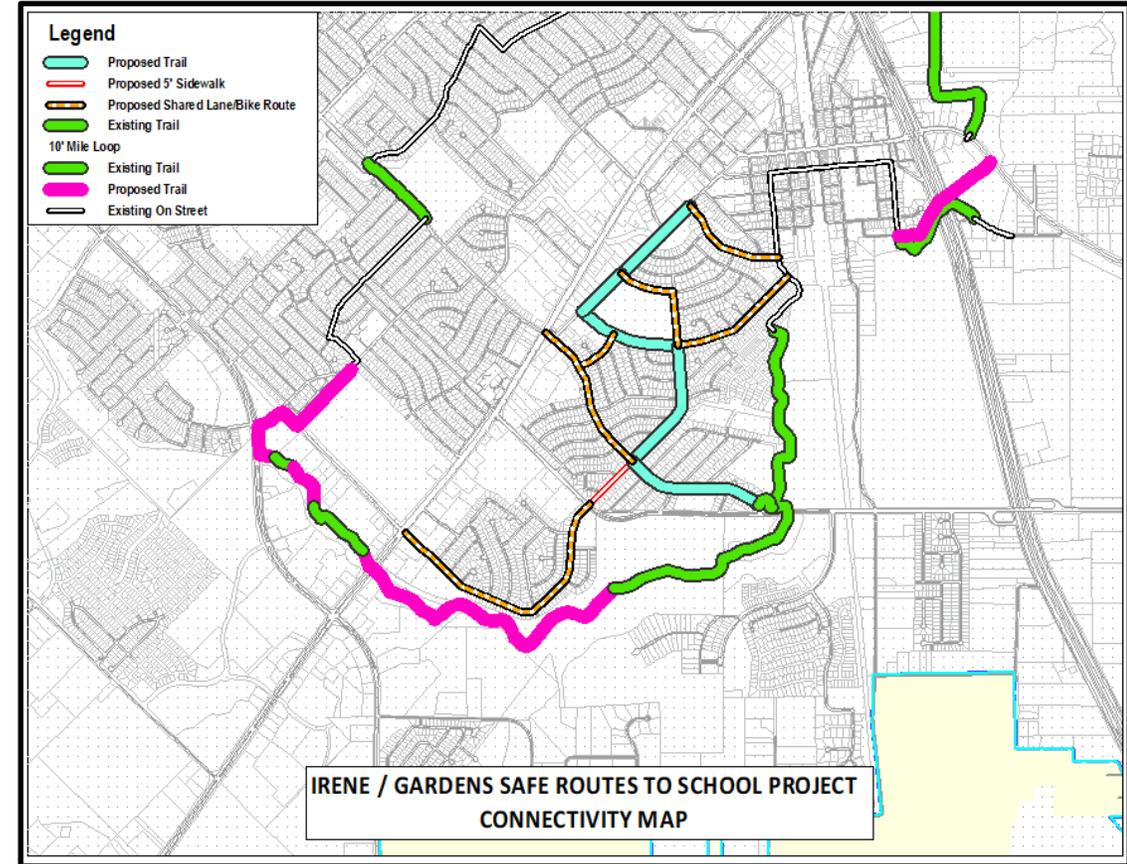
- 10-foot trail (shown in light blue)
- Crosswalk from Warren Park to Library
- ADA access improvements at Warren Park
- Tie to existing trail system in three locations
- Pedestrian bridge over Town Creek in Warren Park

### Funding:

- Federal funding: \$1.7 million
- City contribution: \$750,000

### Status:

- Notice to Proceed for Contractor Dec 2020
- Construction Underway



Project Status

On Track

Project Progress

Progress 75%

Estimated Completion



Summer 2022

Construction Cost



2.45 Million

### Project includes:

- Three bay drive-through
- Housing for up to 10 firefighters
- Emergency Operations Center that can be used for a meeting room

### Funding:

- 2017 & 2018 CO Bonds

### Status:

- Finish out underway



Project Status

On Track

Project Progress

Progress 95%

Estimated Completion



March 2021

Construction Cost



5.8 Million

# Q1 SH 174 Widening: Elk Drive to Hulen Street

## Project includes:

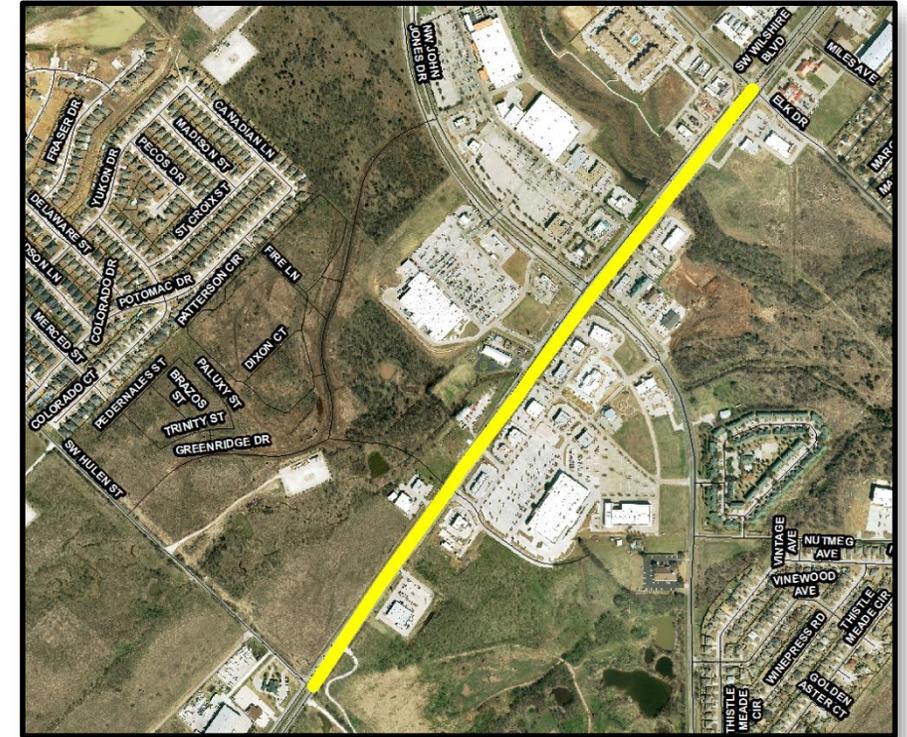
- Widening SH 174 (Wilshire Boulevard) from 4 to 6 lanes from Elk Drive to Hulen Street
- Widening will occur on the inside lanes
- Sidewalks where feasible

## Funding:

- \$1.2 million city participation (design)
- \$1.1 million Texas Department of Transportation funding
- \$4.7 million North Central Texas Council of Governments/Federal Grant funding

## Status:

- Design contract with Kimley-Horn underway
- Kick-off Meeting with TxDOT held 3/29/2021



### Project Status

Some Disruption

### Project Progress

Progress 20%

### Estimated Completion



2022 - 2024

### Construction Cost



5.9 Million

### Project includes:

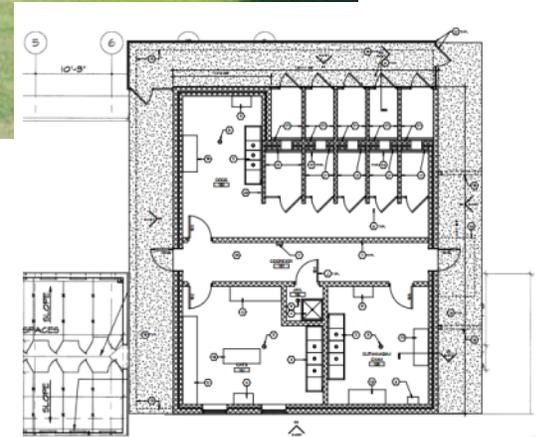
- Expansion of facility by approximately 1,250 sq. ft. to provide an isolation area for sick or injured animals.

### Funding:

- 2019 CO Bonds

### Status:

- A design/build contract with Falkenburg Construction is underway.
- Guaranteed Maximum Price is currently being evaluated.



### Project Status

Some Disruption

### Project Progress

Progress 50%

### Estimated Completion



2022

### Construction Cost

\$ 560,000

## Project includes:

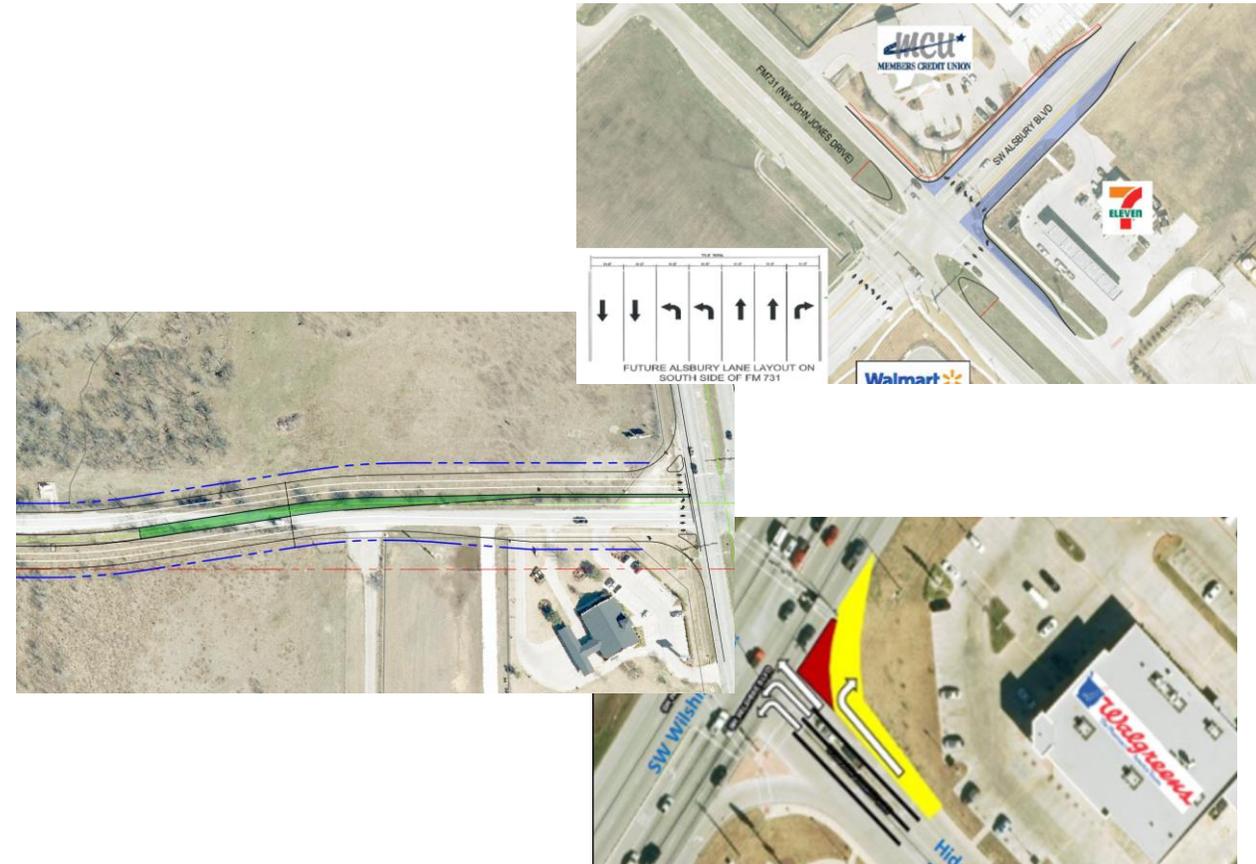
- Intersection improvements as recommended by traffic studies for increased intersection capacity and higher level of service.
- Locations:
  - Alsbury at John Jones
  - Hidden Creek Parkway at Wilshire (SH174)
  - Hulen St at Wilshire (SH174)

## Funding:

- \$1.9 million Streets & Drainage Bonds (Alsbury @ John Jones)
- \$650,000 Streets & Drainage Bonds (Hidden Creek Pkwy at Wilshire)
- \$1.2 million Streets & Drainage Bonds (Hulen Intersection)

## Status:

Design contracts in negotiation and under review.



### Project Status

On Track

### Project Progress

Progress 10%

### Estimated Completion



2022

### Construction Cost



3.75 Million

## Project includes:

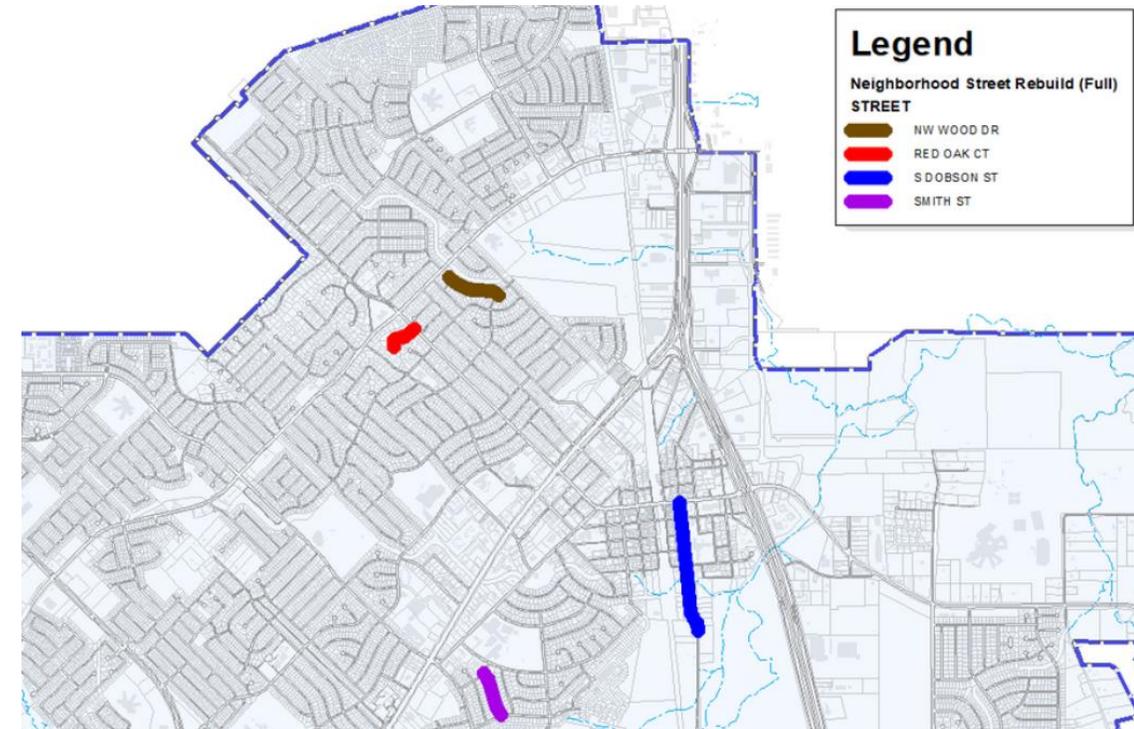
- Neighborhood Street Rebuilds that include:
  - Water Replacement
  - Sewer Replacement
  - Pavement Rebuilds
- Locations include: NW Wood Drive, Red Oak Ct, S Dobson St & Smith St.

## Funding:

- \$1.7 million Street & Water Bonds

## Status:

- Preparing Bid Documents for Advertisement in December 2020
- Bid Opening January 2021



### Project Status

On Track

### Project Progress

Progress 50%

### Estimated Completion



2021

### Construction Cost



1.7 Million

## Project includes:

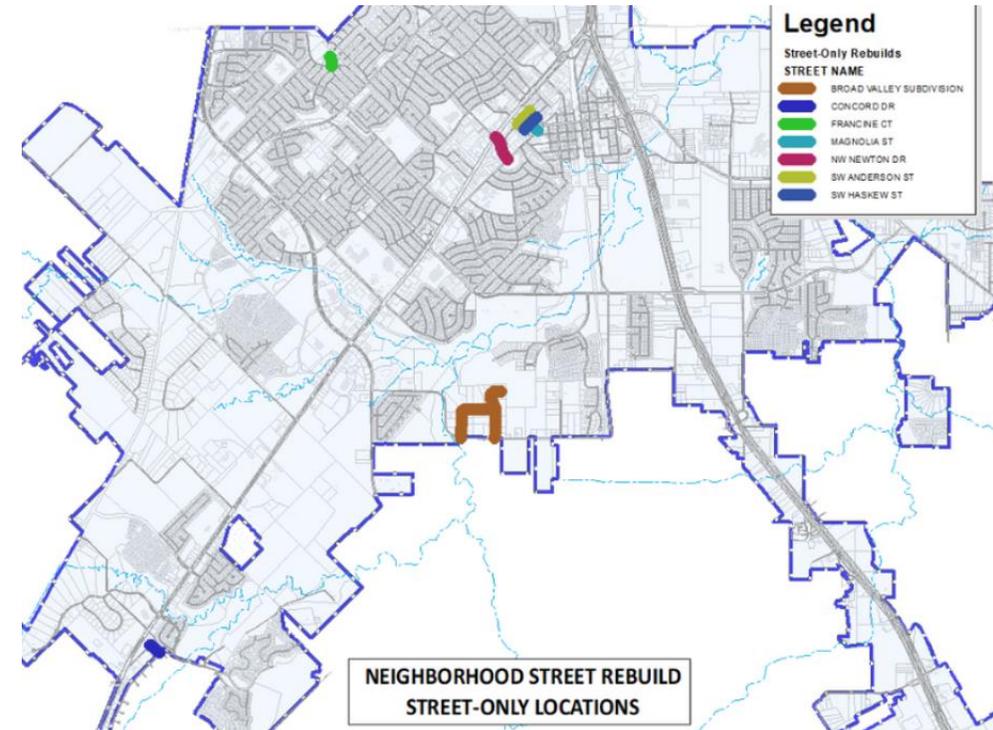
- Reconstruct existing street
- Utilities are not located under pavement and/or have been verified to be in good condition and do not need replacement

## Funding:

- \$1.1 million Street & Drainage Bonds

## Status

- Preparing Bid Documents for Advertisement in December 2020
- Bid Opening January 2021



### Project Status

On Track

### Project Progress

Progress 50%

### Estimated Completion



2021

### Construction Cost



1.1 Million

### Project includes:

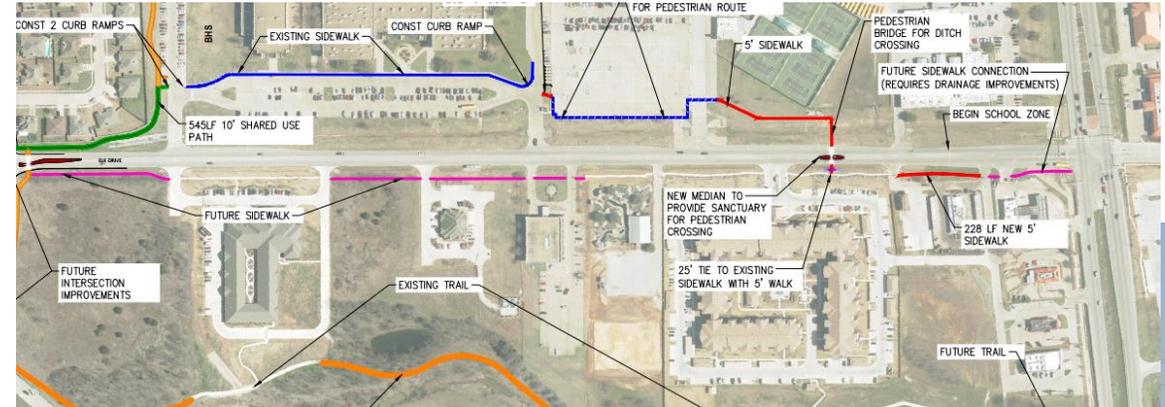
- 10' Shared-Use Path from BHS campus north to SW Hillside Drive
  - Heavily-used routes for students
  - Part of the 10-mile loop
- Protected pedestrian route through BHS south parking lot
- 5' sidewalk south to crosswalk
- Pedestrian bridge over bar ditch
- Marked crosswalk with island in Elk Drive for pedestrian crossing safety

### Funding:

- 2015 GO Bonds – Streets
- CO Street Bonds

### Status:

- Complete



### Project Status

On Track

### Project Progress

Progress 100%

### Estimated Completion



Summer 2021

### Construction Cost



\$ 333,000

# Intersection Improvements

## County Road 910 & Farm to Market 1902

### Project includes:

- The addition of a right turn lane on CR 910 at the FM1902 intersection

### Funding:

- \$168,000
- 2017 GO Bonds – Streets
- 2018 CO Street Bonds

### Status:

- 60% Design submitted
- Final plans underway



#### Project Status

On Track

#### Project Progress

Progress 45%

#### Estimated Completion



Summer 2021

#### Construction Cost

\$ 120,340

SECTION 06

# Park Capital Improvement Projects

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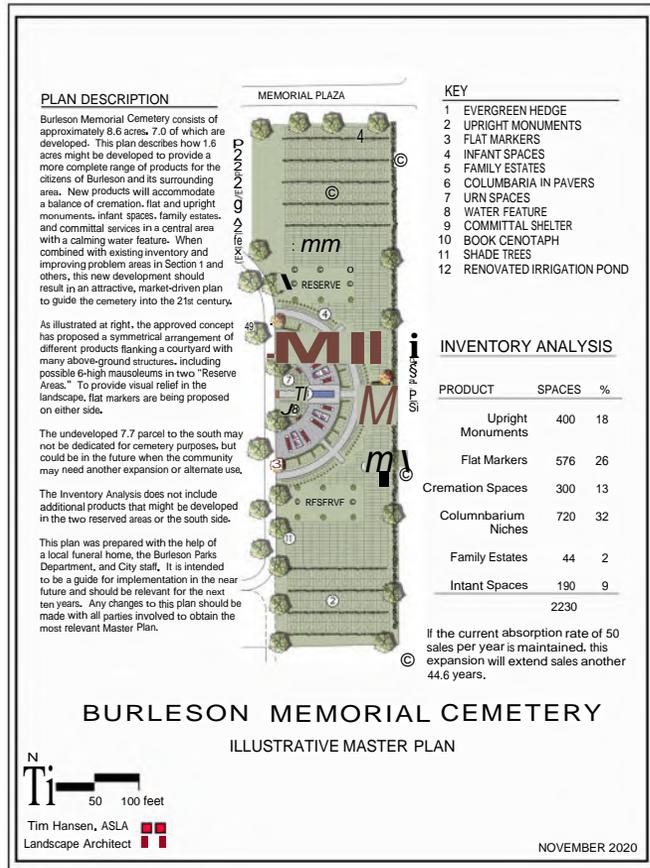
City of Burleson  
Quarterly Report  
March 2021

A photograph of a stone staircase leading up through a lush green forest. The path is flanked by dense foliage and trees. A metal trellis archway is visible overhead, supported by vertical posts. The scene is bright and vibrant with green leaves.

# **Parks and Recreation Capital Projects - Quarterly Update**

City Council  
May 17, 2021

# Project- Cemetery Expansion



- **Project Description**

Design and construction of a cemetery expansion at the Burleson Memorial Cemetery

- **Project Status**

60% plans completed

Aesthetic design features reviewed by Cemetery Board 4-6

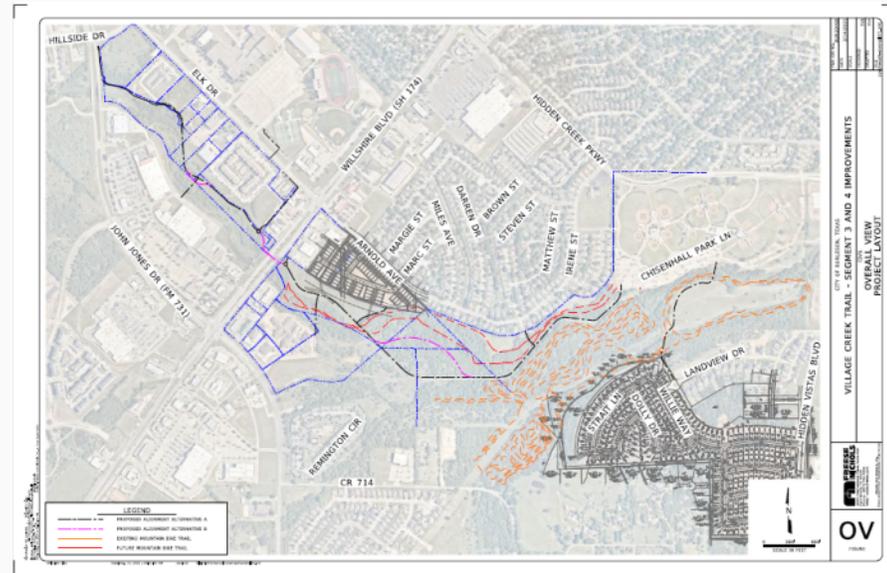
- **Budget/Funding Source**

\$787,000 - Cemetery Gas Well Royalties

- **Estimated Completion Date**

February 2022

# Project- Village Creek Trails



- **Project Description**

Extension of Village Creek Trail from current terminus at Chisenhall Fields to Hillside Dr.

- **Project Status**

Conceptual alignment approved March 2021

Final design and construction contract approved April 2021

- **Budget/Funding Source**

- \$1.6 million in existing 2016 CO Bonds
- Additional \$2 million from potential 4B debt issuances programmed for future years in Parks CIP.

- **Estimated Completion**

March 2023

# Project- Dog Park



- **Project Description**

Creation of a dog park

- **Project Status**

Project at 60% plans, site amenities being presented to Parks Board May 2021

- **Budget/Funding Source**

\$347,000/ Park Gas Funds

- **Estimated Completion**

January 2022



# Project- Clark Park



- **Project Description**

Playground replacement and park improvements

- **Project Status**

Final design and budget approved April 2021

Construction contract being presented May 2021

- **Budget/Funding**

\$170,000/4B Sales Tax

- **Estimated Completion**

6 months from final design approval

# Project- Splash pad



- **Project Description**

Creation of a splash pad adjacent to the Burleson Recreation Center

- **Project Status**

Public engagement phase I and II completed

Final concepts being drafted for feedback from community, board and council

Final concepts scheduled to come to council June 2021

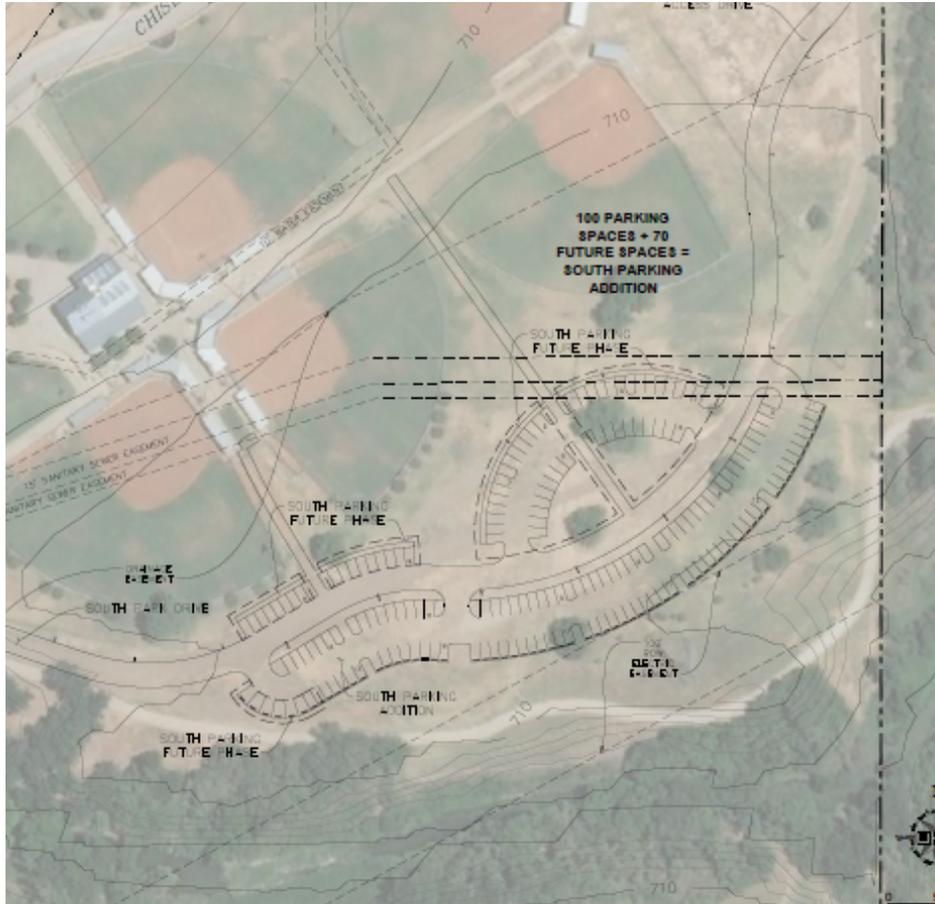
- **Budget/Funding Source**

\$1.5 million/ 4B Debt Capacity

- **Estimated Completion**

June 2022

# Project- Chisenhall Parking



- **Project Description**

Design and construction for up to 300 additional parking spaces at Chisenhall Fields complex

- **Project Status**

- Finalizing conceptual design options
- Will present to council as a future CIP project

- **Budget/Funding**

TBD

- **Estimated Completion**

6 months from the completion of final design

# Project- Community Park



- **Project Description**

Design and construction of a community park

- **Project Status**

Project has been rescheduled to be part of the 2026 CIP

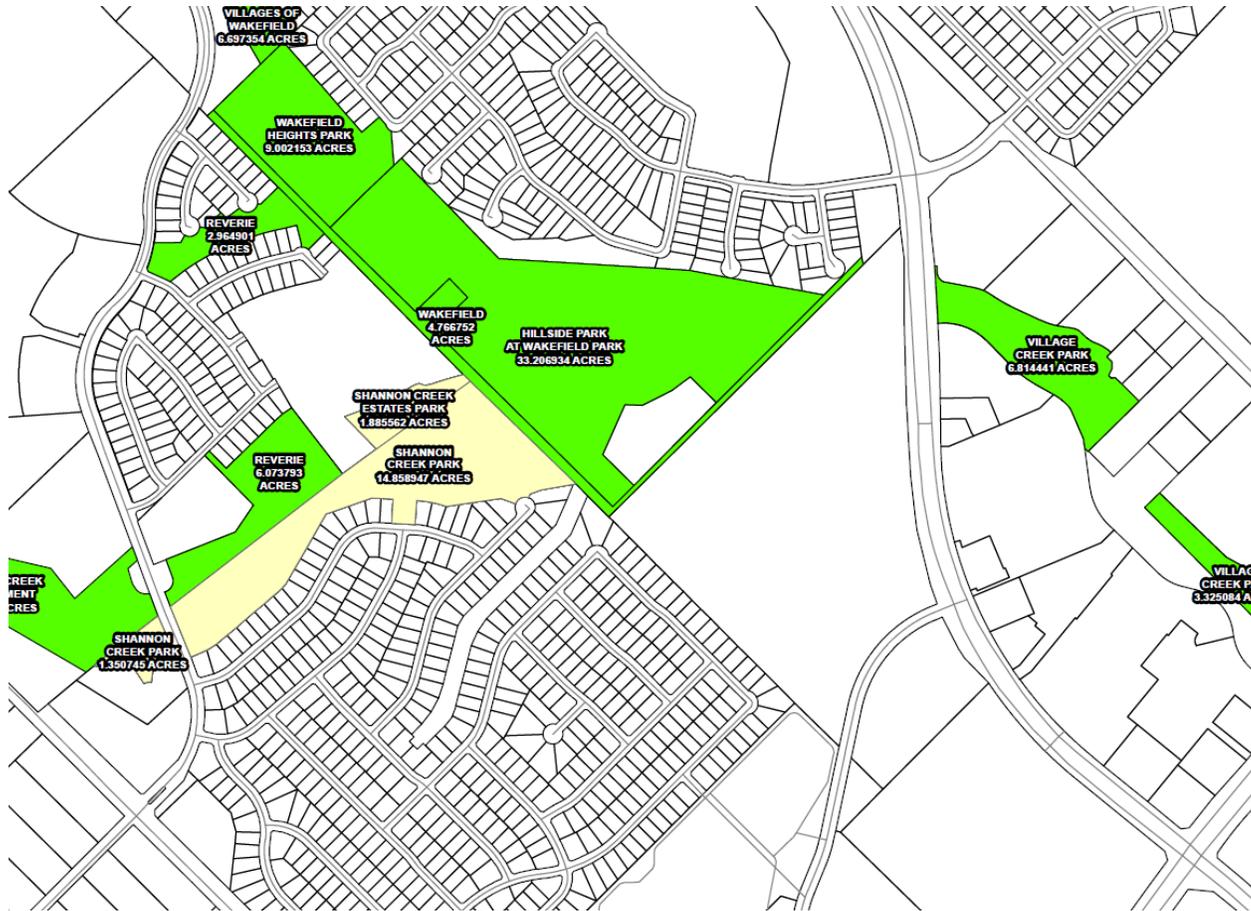
- **Budget/Funding**

Up to \$7.3 million projected in future Park CIP programs for land acquisition and park build-out. Source of Funds - 4B debt issuance.

- **Estimated Completion**

TBD

# Project- Shannon Creek



- **Project Description**

Design and construction of a park and natural area in Shannon Creek.

- **Project Status**

- Conceptual budgets brought to board and council April 2021
- Staff is working to create public engagement for revised concepts

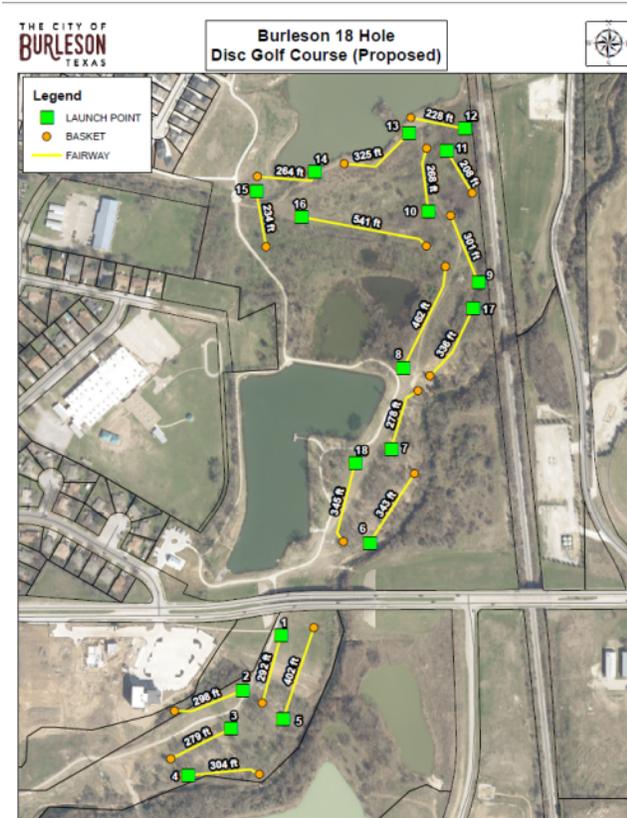
- **Budget/Funding**

\$2,438,125/4B non-bond capital/Park Zone

- **Estimated Completion**

TBD

# Project- Disc Golf Course Expansion



- **Project Description**

Add 9 holes to disc golf course to make 18 hole course

- **Project Status**

Project approved by Council April 2021  
Pads and clearing have been completed  
Baskets and signs are ordered

- **Budget/Funding**

\$30,000/unallocated park funds

- **Estimated Completion**

Summer 2021

# Project- Mountain Bike Trail Loops



- **Project Description**

Work with volunteers to add additional trail loop at Chisenhall hike/bike trails

- **Project Status**

Complete

- **Budget/Funding**

N/A - staff will work with volunteers to complete project

- **Estimated Completion**

Project completed