



WEEKLY REPORT

FEBRUARY 18, 2022

TO: MAYOR FLETCHER AND COUNCIL MEMBERS
FROM: BRYAN LANGLEY, CITY MANAGER

THE CITY OF
BURLESON
TEXAS

MARKETING & COMMUNICATIONS
141 W RENFRO, BURLESON, TX 76028 | (817)426-9622

Weekly Report | February 18, 2022

I. Council Schedule

Meetings

Friday, February 18: Special City Council Meeting, City Hall Council Chambers. 141 W. Renfro St., 9 a.m. The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

Monday, February 21: Regular City Council Meeting, City Hall Council Chambers. 141 W. Renfro St., 5:30 p.m. The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

Reports & Presentations

February 21

- Receive a report, hold a discussion, and give staff direction regarding a Home Improvement Rebate Program. (Staff Presenter: Lisa Duello, Director of Neighborhood Services)
- Receive a report, hold a discussion, and provide staff direction regarding participation in regional transportation programs. (Staff Presenter: Eric Oscarson, Director of Public Works)

II. General Information and Status Updates

A. 2021 Annual Report

View the list of accomplishments from all city departments in 2021 and their goals for 2022 via the city's annual report on the city's website. It is also attached on page 7.

B. Upcoming Council Work Session & Discussion Items

March 7	March 21
<ul style="list-style-type: none"> • General Fund Financial Overview • FY 2021 Audit Results & Annual Financial Report • COVID Emergency Order and Declaration • RV Parking • Subdivision ordinance • Hwy 174 and I-35 improvements proposed by TxDOT 	<ul style="list-style-type: none"> • Hwy 174 Drive Approach Program • Transit Oriented Development TIF district • McNairn Access • Animal ordinance update • Board & Committee appointments • Chisholm Summit update • Overlay District
April 4	April 18
<ul style="list-style-type: none"> • July 4 Fireworks sponsorship • Subdivision ordinance • Christmas Holiday fireworks • Performance Reviews – CMO and CS 	<ul style="list-style-type: none"> • Parks 5-year CIP • Citizen Survey results • General Gov 5-year CIP • 4A, 4B, PPF and Golf Financial Overview

C. Dog Park Grand Opening

Join the City of Burleson for an outdoor community event from 10 a.m. to 2 p.m. on February 26 to celebrate the newly built dog park's grand opening and ribbon cutting, 620 Memorial Plaza. The free event will include a DJ, a photo booth, park tours, toys and treats compliments of Burleson Animal Shelter.



The 39,670 square-foot dog park features three dog yards, a dog wash station, a dog agility course and a parking lot.

"There has been a longstanding vision from a dedicated group of individuals in our community for the creation of a dog park in Burleson," said Mayor Chris Fletcher. "I want to thank our community, Parks and Recreation Board and my fellow city council members who worked for years on this project. We are extremely proud to open this brand new space where our community can gather."

After years of research and location scouting, the final location for the dog park was selected, and design began in March of 2021. Construction kicked off in November of 2021. The dog park will be open to the public on February 26, with the shade shelter being installed later this spring.

D. Third-Party Grant Administrator

Council Member Payne requested that staff provide some information regarding the potential utilization of a third party to identify grant opportunities that the city could pursue. Staff met with representatives of a private firm known as GrantWorks (GW), based in Austin, Texas. This company assists local governments with the selection and administrative oversight of grants.

Currently, the city of Burleson uses a decentralized process that relies on subject matter experts in individual departments to apply for and administer grants. Staff has considered adding a full-time position, but due to the size of the city, staff does not recommend adding a dedicated position at this time. During the meeting with GW, the company clarified that the firm could not enter into an agreement with a city to administer all grant operations. Instead, since federal and state guidelines require a city to bid grant administrator contracts on a grant by grant basis, they provide cities with advice on eligible grants that become available and can participate on grant administration contracts as they are bid.

Once a city decides which grant(s) to apply for and would like to use a grant administrator, you must comply with procurement regulations to obtain the services of

a grant administrator. As such, staff will proceed with soliciting grant opportunities from GW and pursue bidding administration services as needed.

E. Fire Station 16 Memorial Garden Project

On February 6, 2022, the city council authorized the rejection of bids for the Fire Station 16 Memorial Garden, as they far exceeded the project budget of \$75,000. Staff informed city council that the project could be brought within budget by performing a portion of the work with city resources. Staff indicated that an item would reappear on the February 21 council agenda for authorization of the third party portion of the project. However, the quotes for the third-party services came in under the threshold for council approval which means the project will be authorized administratively by the city manager. Staff anticipates construction will be completed in March, with the opening of the memorial garden by the end of April.

Service	Jasco Construction LLC	Brightview Landscape Services	Parks and Recreation (Internal)	Total Project
Hardscape	\$32,995.00			
Irrigation		\$9,965.00		
Landscape			\$32,040.00	
Total Project				\$75,000.00

F. Library News

TEEN MOVIE DAY

Join the Burleson Public Library for Teen Movie Day on February 19 at 2 p.m. The library will provide popcorn and drinks. The event is open to teens ages 10 – 16 only.

CURBSIDE PICK-UP

Did you know the Burleson Public Library offers curbside pick-up? It is very easy to use simply place your material hold by using the [online catalog](#) or call the library, 817-426-9209. Then you will receive a text message when your material is ready and a staff member will bring it to your car.



G. Feel Good Friday

Special thanks to Texas Health staff for helping the city clean up the Adopt-A-Highway section on February 10.

Not only are they working hard on the frontline every day, but they're taking a moment to keep the city clean and beautiful.



III. Upcoming Road Construction/Closures

UPCOMING ROAD CONSTRUCTION / CLOSURES			
Projects & Limits	Current Status	Traffic Affected	Estimated Completion
Turkey Peak Ground Storage Tank Construction & Brushy Mound Tank Demolition at existing City Facilities	General Contractor is at both Turkey Peak and Brushy Mound Sites. Minor work items are being completed at Turkey Peak.	No current routes affected.	Winter 2022
Irene/Gardens Safe Routes to School	Construction Underway	Sidewalk construction complete. Signage and stripping underway.	November 2022
SW Hulen Street between Greenridge Drive and Potomac Drive	Construction Underway	Daily closure on SW Hulen St between Greenridge Dr and Potomac Dr with a detour through the neighborhood.	March 2022

IV. Events

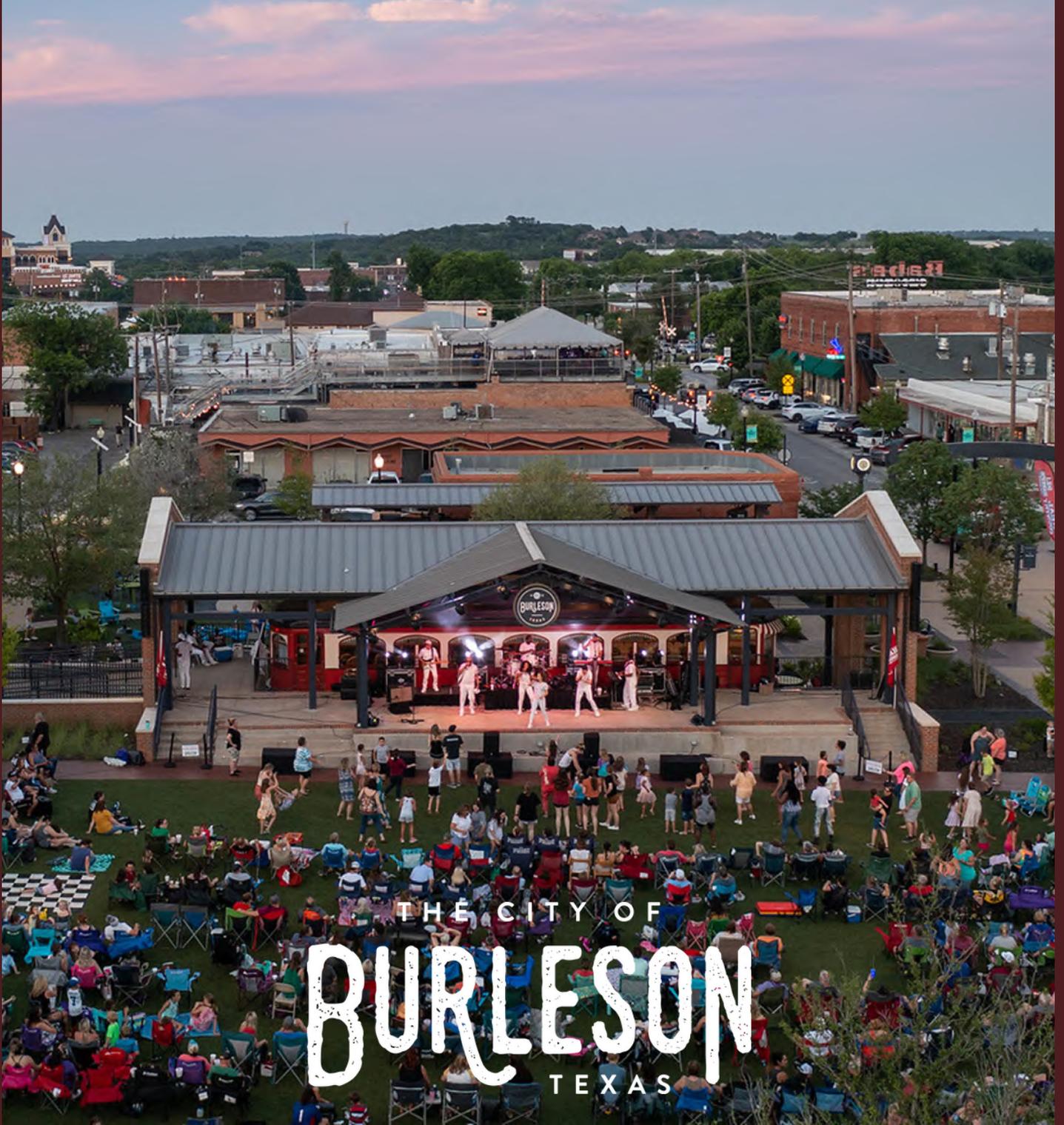
- **Project U Leadership Conference**
Date: February 22
Time: 9 a.m. - 4 p.m.
Location: 317 W Ellison St
- **Mardi Crow**
Date: March 1
Time: 6 - 8 p.m.
Location: Mayor Vera Calvin Plaza, 141 W Renfro
[More information](#)

V. Attachments

- 2021 Annual Report.....page

2021

ANNUAL REPORT



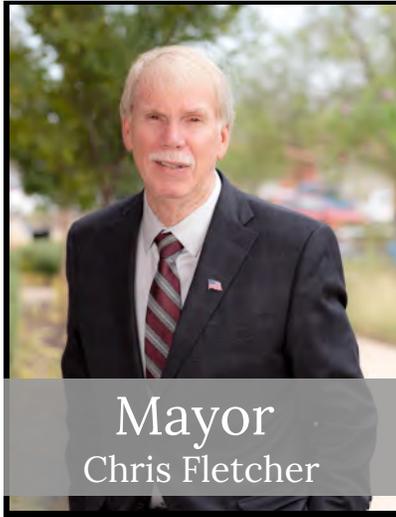
THE CITY OF
BURLESQUE
TEXAS

DEPARTMENT UPDATES & ACCOMPLISHMENTS

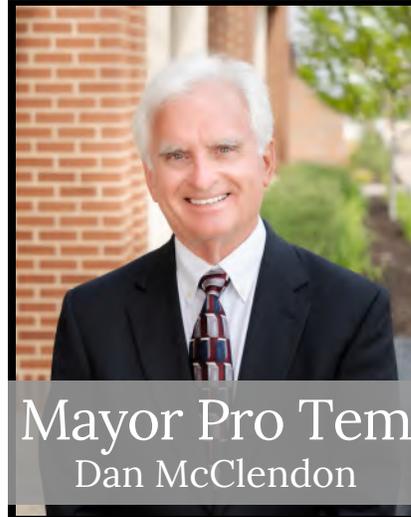
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BURLESON

City Council



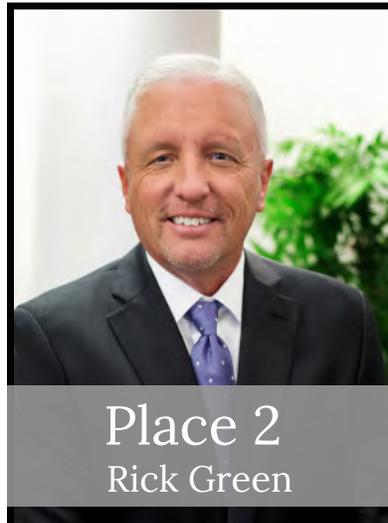
Mayor
Chris Fletcher



Mayor Pro Tem
Dan McClendon



Place 1
Victoria Johnson



Place 2
Rick Green



Place 3
Jimmy Stanford



Place 4
Tamara Payne

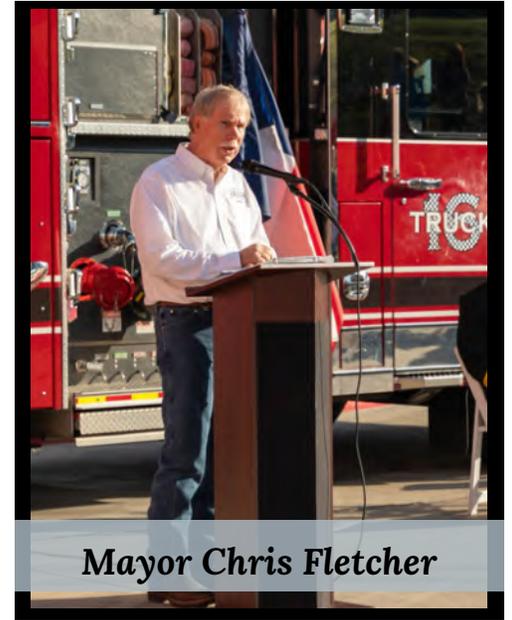


Place 6
Ronnie Johnson

A message from the Mayor

As Burleson closes 2021, I am happy to say that our community and businesses are thriving. We have been dealing with the effects of COVID-19 for two years now. But, just like everything Burleson does, we have come together to take care of each other by supporting our local businesses and neighbors. We showed our compassion during Winter Storm Uri. Local churches opened their doors to provide shelter. Volunteers drove essential workers to and from their jobs, and neighbors checked on each to offer food, shelter and other needed items.

We have engaged the community through a variety of efforts and were able to implement what they wanted in the city's first-ever splash pad and dog park. We will continue to gather community input by launching a citywide customer service survey in the spring of 2022. We have so many great things happening in our community and I look forward to working with community partners, businesses and non-profits to make our city great.



A message from the City Manager



I'm happy to present the City of Burleson's 2021 Annual Report to you. This past year has been truly remarkable. We have all been forced to reconsider how we work, interact with the public and provide customer service. Despite all of this, I am incredibly proud of how the city of Burleson responded to these challenges. I want to share my tremendous thanks and appreciation to Burleson city council members and our extremely hard-working staff. I am also proud of the critical projects that we were able to complete, and throughout the report, we will highlight a variety of them and outline many of our goals for the upcoming year.

We will continue to focus on improving our business processes, identifying cost containment strategies, and delivering many capital projects. I want to thank the City of Burleson staff for all of their hard work over the past year, and we look forward to serving you in 2022.



SERVING YOU BETTER 2021 Key Accomplishments

- **Lowered the city portion of the tax rate:** \$0.6859 per \$100 of assessed valuation, \$0.0252 lower than 2020's property tax rate.
- **Approved first homestead exemption:** The approved budget added a one percent homestead exemption in FY 2023, which will be increased one percent each year after that to continue to offering residents a way to decrease their property tax bill.
- **Created a city council-appointed citizens bond advisory committee** to review projects related to streets, drainage, police, fire and public safety.
 - The citizens bond advisory committee recommended public infrastructure projects and public safety facilities for a total of \$86 million to be considered in the 2022 Bond Election.
- **Proposed public infrastructure bond projects include:**
 - An Intelligent Traffic System to allow for the control and synchronization of traffic signals throughout the city.
 - Design for:
 - Expanding SH 174/Wilshire Boulevard from Hulen Street to Country Club Drive to six lanes
 - The future widening from two to four lanes of Alsbury Boulevard from Hulen Street to CR 914
 - Widening of East Renfro Street/FM 3391
- Design and construction for:
 - Various neighborhood street rebuilds
 - Dual left-turn lane at the Lakewood Drive and SH 174/Wilshire Boulevard intersection
 - Improvements at Hulen Street and Wilshire Boulevard intersection
 - Expansion of Hulen Street from Kelly Drive to Candler Drive from two to four lanes
 - Extension of Alsbury Boulevard from Hulen Street to CR 1020
 - Various sidewalks throughout the city
 - A 10-foot wide trail along CR 910 and FM 1902 from Caddo Grove Elementary and RC Loflin Middle School to Bluebird Meadows Subdivision, including the addition of a traffic signal at Owl Parkway
 - Intersection and sidewalk improvements at Hillside Drive, Elk Drive and FM 731
- **Proposed public safety facility bond projects include:**
 - Expanding the current police facility from 24,000 square feet to 62,500 square feet to include a training center, public safety dispatch communications center, and other improvements.
 - Design and construction of a 18,944 square foot, four-bay fire station located on the western portion of Burleson including a Community space and an office for the Burleson Police Department.

- **Public Safety Enhancements:**
 - Added six new police personnel, including a canine officer, a detective sergeant, two downtown police officers and two school resource officers.
 - Approved six additional firefighters to improve response times and provide a mobile squad unit. An administrative lieutenant was also added to manage the operations for training and EMS compliance programs.
 - The outdoor warning system will be upgraded to interface with the Everbridge communication platform to automatically notify citizens when the National Weather Service issues a warning for the city.
- **Established COVID-19 Vaccine Center:** Administered 55,000 doses in 2021.
- **Opened Fire Station 16:** The 14,000 square foot station replaced Fire Station 2 and offers quick access to I-35W, providing enhanced response capabilities to the city's southern border.
- **Broke Ground on City's First Splash Pad:** The site will have restrooms, shade, an area for toddlers and seating for parents and is projected to be open for Memorial Day 2022.
- **Broke Ground on City's First Dog Park:** The 39,670 square-foot dog park will feature a pavilion, drinking fountains, a dog wash station, an agility course, trees and benches. The project will be completed in Spring 2022.
- **Refinanced Bonds:** The city's debt service costs for debt associated with the 2011 Water and Waste Water were refinanced. \$1.1M is estimated to be saved over the next 10 years.
- **Expansion of Burleson Memorial Cemetery:** Various burial options and a special location for infants will be added. A shelter will be raised for the first time, providing shade and covering from elements for families during committal services.
- **Ellison Street Project:** The new development will double the size of Old Town's core by bringing over 50,000 square feet of retail, office and restaurant space (including Heim Barbecue and Razoo's Cajun Café).
- **Alley Cats Family Entertainment:** City council approved an economic development agreement that will bring Alley Cats headquarters and an indoor/outdoor activity center to the community.
- **Chisholm Summit:** The 915-acre site is the city's first master-planned community. It will feature residential homes and over 100 acres of dedicated parkland. The estimated taxable value of the development is \$1.15 billion which will increase city tax collections.
- **Hooper Business Park:** The 106-acre medical and professional office park within the Chisholm Summit Master Planned Community will improve access to Chisholm Trail Parkway for the community and encourage development on the city's west side.
- **HighPoint Business Park:** Anson PDR, a 12,500 square-foot paintless dent repair tool distributor, opened in HighPoint Business Park in FY 20-21. Yukon Ventures and Saxum Real Estate broke ground on a 403,000-square-foot cold storage and distribution center. The capital investment for Yukon Ventures is \$50 million, and the project is expected to bring 50 new jobs to the community.



Budget

\$0.6859/100

City of Burleson
property tax
rate portion
*\$0.0252 lower than last
year's rate of \$0.7111*



\$155.4M

FY 21-22
adopted budget



Development

55

commercial
permits issued

2,882

average home square footage

220

residential permits
issued

154

planning
cases submitted



Economic Development

74

certificates of
occupancy issued



\$24.82M

net sales tax collections
An increase of 16.1%
over 2020.

\$77,662,409

total commercial value



Fire

5:38

average response time

5,588

incidents responded to



2,293

incidents responded to by EMS squad
program represents 41% of total call volume



Police

2,603

cases assigned
to criminal
investigations
division

643

cases reviewed
by victim
assistance
division

\$6.53M

stolen vehicles
recovered *based on
Kelly Blue Book

30,194

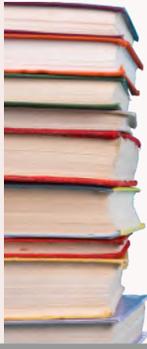
citizen-initiated
calls for service



QUICK FACTS



Library



253,722

Annual circulation

63,559

Library's physical collection

43,032

Library's digital collection

10,858

Active cardholders

104,407

Visitors



Parks & Recreation

2

fishing ponds

16

soccer fields

18

baseball/
softball fields

20

city parks

8.5

miles of concrete walking trails

8.2

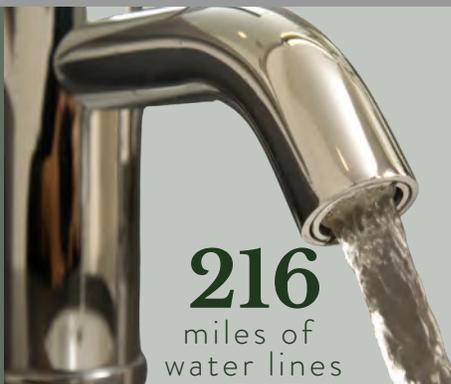
miles of nature trails

32,188

paid rounds of golf annually



Public Works



216

miles of water lines

15,671

water customers

1,628

fire hydrants

16,591

sewer customers

216

miles of sanitary sewer piping



Animal Services

1,684

animals handled

677

animals adopted

2,117

calls for service



Environmental & Code Compliance

3,418

inspections completed

70%

of code cases completed within 20 days

86%

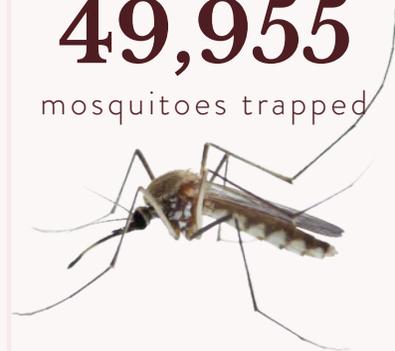
voluntary compliance of cases

49,955

mosquitoes trapped

64

property maintenance violations corrected





CITY MANAGER'S OFFICE

2021 Key Accomplishments

- Led organizational response to the COVID-19 crisis and vaccine implementation over the past year.
- Developed the FY 2021-22 annual budget focusing on public safety enhancements, cost containment and efficiency.
- Finalized development plan on the west side of the city.
- Led 15-member citizen advisory committee to develop recommendations regarding \$86 million general obligation bond sale.
- Oversaw recruitment efforts to hire new deputy city manager and a number of other critical executive positions.

2022 Upcoming Goals

- Engage an architect for the assessment of city hall facility for future space needs and redesign.
- Construct the improvements identified in the 2022 bond program.
- Implement the new Enterprise Resource Planning (ERP) system.
- Create and support a lean government program to identify and implement process improvements across the organization.
- Develop the FY 2022-23 budget.
- Oversee the construction of the Chisholm Summit infrastructure plan to facilitate development on the city's western border.
- Engage regional transportation leaders in North Texas to facilitate the completion of projects in Burleson.



View city council agendas

Agendas are posted at least 72 hours prior to any public meeting

www.burlesontx.com/agendas



CITY SECRETARY'S OFFICE

including Municipal Court

2021 Key Accomplishments

- Completed the implementation of FileBound, an electronic management software system, to improve electronic records management, retention and workflow across the organization.
- Increased 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.
- Worked with the geographic information system (GIS) division to bolster mapping power for warrant service, make the transition to Incode 10 court software for warrants and begin a review of paperless solutions – including software and hardware.
- Continued the use of online speaker cards for enhanced citizen involvement in public meetings.

2022 Upcoming Goals

- 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.
- Serve as as the chief election official for the city of Burleson's 2022 Bond Election.
- Continue community connection through transparency of records with an online portal for accessibility of city public records.

Watch 
city council meetings





LIBRARY

A Division of Community Services

2021 Key Accomplishments

- Upgraded the library's online catalog, providing a more user-friendly experience and complete integration of digital library titles.
- Founding member of MetroShare Libraries, a new consortium of North Texas public libraries.
- Awarded a \$75,000 ILS Cooperative grant from the Institute of Museum and Library Services and the Texas State Library and Archives for the formation of MetroShare Libraries.
- Created promotional campaign for digital library resources through social media, email, website, catalog and in-house collections.
- Promoted library services and registered new users at Senior Activity Center, Mariposa Senior Living, Nola Dunn, Burleson Fun Run, National Night Out, Founders Day, Boo Bash, Friday Night Food Trucks and Military Veterans Tribute.
- Created pop-up library programs at Mistletoe Hill Park, Mayor Vera Calvin Plaza, Russell Farm, Bailey Lake and Meadowcrest Park.

2022 Upcoming Goals

- Engage the services of a professional consultant to complete a comprehensive analysis of the library's facility and service delivery methods to determine the best solution to move forward and serve the community for the next 20 years.
- Expand library programs and services to the Senior Center, providing support and resources for Burleson's older adult population.
- Promote digital collections and resources to increase engagement and offer educational coursework for adults through digital partnerships.
- Expand library outreach programs to underserved areas in the city, including library card signup events, pop-up Story Times, STEAM (Science, Technology, Engineering, the Arts and Mathematics) programs and neighborhood social gatherings.
- Create a postcard campaign targeting new residents to sign up for library cards.





MARKETING & COMMUNICATIONS

A Division of Community Services

2021 Key Accomplishments

- Refined and adjusted the public and internal communication portion of the emergency communication action plan.
- Communicated the city's COVID-19 vaccination and testing clinic with stakeholders through social media posts, dedicated website, news releases, billboards and other additional communication methods.
- Created Public Works communication outreach methods to ensure the public and targeted audiences were aware and prepared for road closures and construction work in neighborhoods.
- Recognized for outstanding communication efforts by the Texas Association of Municipal Information Officers through seven statewide awards.
- Implemented emergency communications for February 2021 snow event by utilizing 31 Facebook posts, 10 news releases and 10 e-newsletters distributed over five days.
- Created the FY 21-22 strategic plan to guide the organization through the fiscal year.

2022 Upcoming Goals

- Research community engagement best practices, scope and budget and present to city council in a work session.
- Create community engagement and information campaign for the 2022 bond program.
- Prepare report with current communication outreach methods, best practices and options for enhancements.
- Research and prepare kiosk sign options for city council's review and implementation.
- Community events and festivals gather information, review and evaluation.
- Present quarterly reports to city council within 60 days of the most recent quarter.

**Get weekly
city news
directly to
your inbox**



Sign up for the city's newsletter





SENIOR ACTIVITY CENTER

A Division of Community Services

2021 Key Accomplishments

- Created activities that provide older adults with a sense of community, allowing them to share mutual interests and promote healthy aging.
- Provided meeting space for community partners that serve the older adult population.
- Assisted Burleson Public Health in their effort to provide Burleson and Johnson County residents the COVID-19 vaccination by providing space in the center and assist signing up members of the senior center who wish to obtain the COVID-19 vaccine.
- Continued to make wellness calls to Burleson's elderly population and provide them with information or connect them to needed services.
- Prepared for the re-opening of the Senior Activity Center after COVID-19 by implementing a safety precaution plan and by addressing any concerns senior center participants may have.

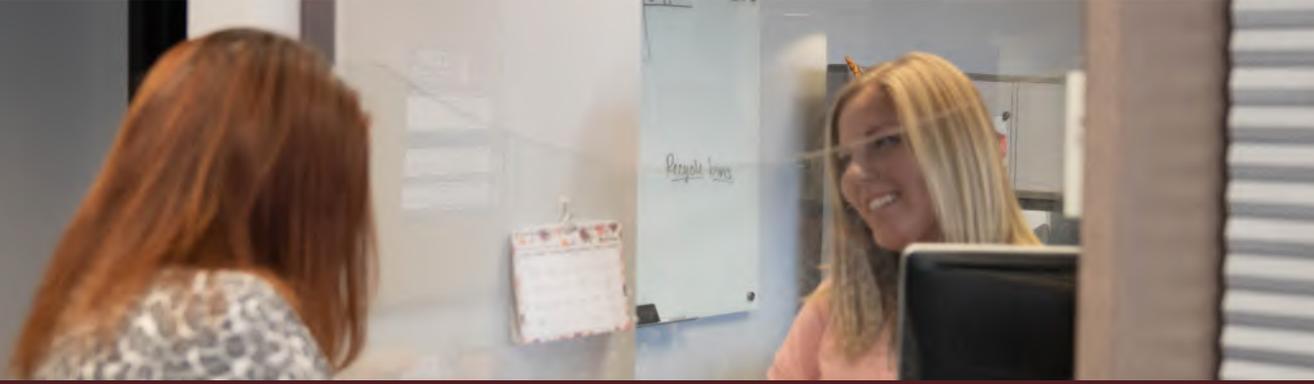
2022 Upcoming Goals

- Increase promotional efforts through the city website, social media, print materials and a digital newsletter.
- Increase programming outside of the senior center facility through day trips and activities in the community.
- Create a “memory book” with photographs and anecdotes of senior center participants and activities.

Stay up-to-date on events & activities

Sign up for the Senior Activity Center's monthly electronic newsletter





CUSTOMER SERVICE

Includes Utility Customer Service

2021 Key Accomplishments

- Increased automatic utility payments by 8%, by implementing a new vendor to make the online utility payment option more user-friendly (Utility Customer Service).
- Implemented a new vendor for utility payment processing software, mitigating cost and creating a more user-friendly process for customers.
- Utilized new cloud-based software and mapping technology to increase efficiencies in customer service, administrative processes, and field operations.

Report it

Report code violations, street light outage, potholes and more online 24/7.



www.burlesontx.com/report

2022 Upcoming Goals

- Develop key performance indicators (KPIs) and performance measurement data that can be used to understand operational effectiveness and guide decision making.
- Develop citywide customer service survey and feedback channels to measure customer experience with city facilities and projects.
- Create a performance measurement system to assess the implementation and progress of work plan tasks in the citywide strategic plan.
- Research, evaluate, design, and establish the foundation for a new 311 call center division supported by robust customer relationship management software.
- Utilize internal software to develop and promote dynamic mapping systems with practical information for citizen use.
- Develop and report on citywide citizen satisfaction survey and feedback channels to measure the customer experience of a citizen within the City of Burleson.
- Research, development, and implementation of new Lean Government/Six Sigma training and assessment program for operational excellence.



DEVELOPMENT SERVICES

2021 Key Accomplishments

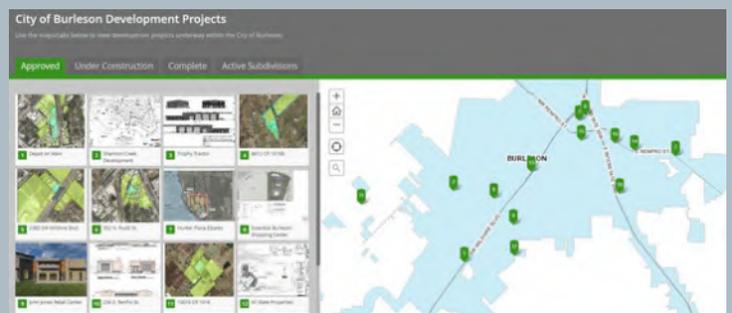
- Completed an update to the city's Comprehensive Plan which will guide the future development actions of our community.
- Created a development guide and checklist for building inspections, planning and engineering that provides property owners, developers, and consultants an easy-to-read guide through the city's development process.
- Collected data for façade improvement programs throughout the Metroplex to begin the process of developing a program to revitalize aging commercial buildings in the city.
- Began the revision of the Zoning Ordinance to ensure that it is aligned with the Comprehensive Plan update.
- Streamlined the commercial site plan process to offer enhanced customer service to the development community.
- Updated the city's building codes to ensure the built environment conforms to improved standards.
- Created standard operating procedures for all zoning process to ensure consistency in evaluation of all applications.

2022 Upcoming Goals

- Reduce building permit plan review time from 10 business days for a residential permit to 5-10 business days and from 20 business days for a commercial permit to 10-20 business days.
- Complete the update to the Zoning Ordinance.
- Update the Transit Oriented District (TOD) Plan

What is being built around town?

www.burlesontx.com/devmaps



Our interactive maps feature commercial buildings that are newly built, under construction and ones that are in the planning phases.



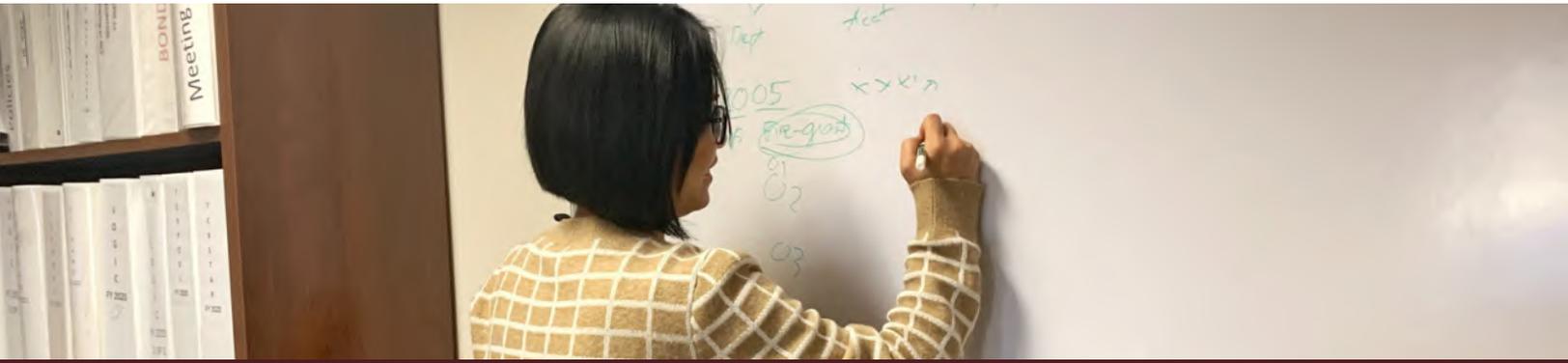
ECONOMIC DEVELOPMENT

2021 Key Accomplishments

- Developed economic development strategic plan for Chisholm Trail Corridor and Hooper Business Park.
- Negotiated and developed the Ellison Street economic development agreement that will bring 50,000 square feet of retail, office and restaurants to Old Town and an additional parking lot.
- Expanded 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.
- Expanded and rebranded BTXBiz, the economic development department's podcast, to BTXBeat which highlights all businesses and business activities within the community.
- Recruited a family entertainment venue to Burleson.
- Hosted BTX Giving Day providing an opportunity for local non-profits to network and raise money.
- Developed a request for proposals for the redevelopment of Hidden Creek Golf Course.

2022 Upcoming Goals

- Execute plan for the recruitment, retention and expansion of businesses on major corridors in the city including SH 174/Wilshire Boulevard and I-35W.
- Complete the design for new professional business park and begin recruitment for talents.
- Create a programming and maintenance schedule for Mayor Vera Calvin Plaza in Old Town that benefits all demographics in our community.
- Create an inventory of city-owned property and provide a report with options and direction.
- Recruit a post-secondary institution designed to give students technical skills to prepare them for a specific occupation.
- Create a redevelopment Plan for the former Hill College site on Renfro Street that will enhance Old Town commercial offerings.
- Host a one-day ProjectU Leadership Conference, featuring six renowned speakers, to provide the community with a professional business conference locally.
- Research city digital signs best practices and provide a report to city council with options for their direction.



FINANCE

2021 Key Accomplishments

- Proposed a reduced property tax rate of \$0.6859 from \$0.7111 (per \$100 value).
- No rate increase proposed in water, sewer, and solid waste services.
- Proposed a 1% homestead exemption effective in fiscal year 2023.
- Completed the FY 2021-2022 Adopted Budget.
- Completed 5-year fund projection financial overviews.
- Updated the format of the city's adopted budget book to serve the public better.
- Presented quarterly reports to city council within 60 days of the most recent quarter.
- Monitored the spending of the \$5,794,738 (first payment) American Rescue Plan Act (ARPA) funds received.
- Completed a request for proposals (RFP) for external auditors.
- Completed a request for proposals (RFP) for investment advisors to develop an investment strategy to maximize interest earnings.
- Received an "unqualified" audit opinion on the city's 2019-2020 Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020.

2022 Upcoming Goals

- Complete 5-year fund financial projections.
- Complete the quarterly financial and investment reports.
- Assist the city manager's office in developing the FY 2022-2023 proposed budget.
- Review and recommend updates on the city's financial policy.
- Review and recommend updates on the city's investment policy.
- Complete a cost allocation model.
- Complete a city-wide risk assessment.
- Develop an internal audit plan.
- Begin the enterprise resource planning (ERP) implementation process.
- Monitor the \$5,794,738 (second payment) ARPA funds received.
- Prepare for the 2022 bond issue for self-supporting debt to include parks, water and sewer projects.
- Provide financial overviews as needed for a proposed bond election.



**Be a part of the
city's budget process**

www.burlesontx.com/budgetinput



FIRE

includes Fire Marshal Office, Emergency Management & Public Health

2021 Key Accomplishments

- Continued Burleson Public Health department to assist the city manage the COVID-19 public health emergency and began administering the COVID-19 vaccine to our community.
- Completed construction of Fire Station 16, located on Hidden Creek Parkway, to improve response times to the city's southern portion.
- Completed analysis of squad concept for Burleson Fire Department and determined how resources should be deployed in the future.
- Conducted a Community Risk Analysis to identify and prioritize local risks with the National Fire Protection Association (Fire Marshal).
- Developed a Comprehensive Emergency Management Plan with associated Annexes and conducted semi-annual familiarization training with key city staff to prepare for activation (Emergency Operations).
- Developed a comprehensive debris management plan to restore public services and ensure public health and safety in the aftermath of a disaster (Emergency Operations).

2022 Upcoming Goals

- Complete the master plan study of fire department operations.
- Identify programming needs for future Fire Station 4, located near Chisholm Parkway.
- Implement second squad response capability.
- Identify, plan and start procurement of equipment to transition to Fire based EMS transport system.
- Implement mobile COVID -19 response team to provide community based testing, vaccinations, registrations, and education/mitigation efforts.
- Upgrade outdoor warning system to interface with the Everbridge communication platform which will automatically issue National Weather Service warnings.





HUMAN RESOURCES

2021 Key Accomplishments

- Maintained 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.
- Streamlined department processes to increase efficiency with a better work product with onboarding and termination process improvement.
- Provided 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.
- Enhanced recruitment efforts by attending job fairs and engaging high school and local college programs to showcase the City of Burleson as a premier place to work.

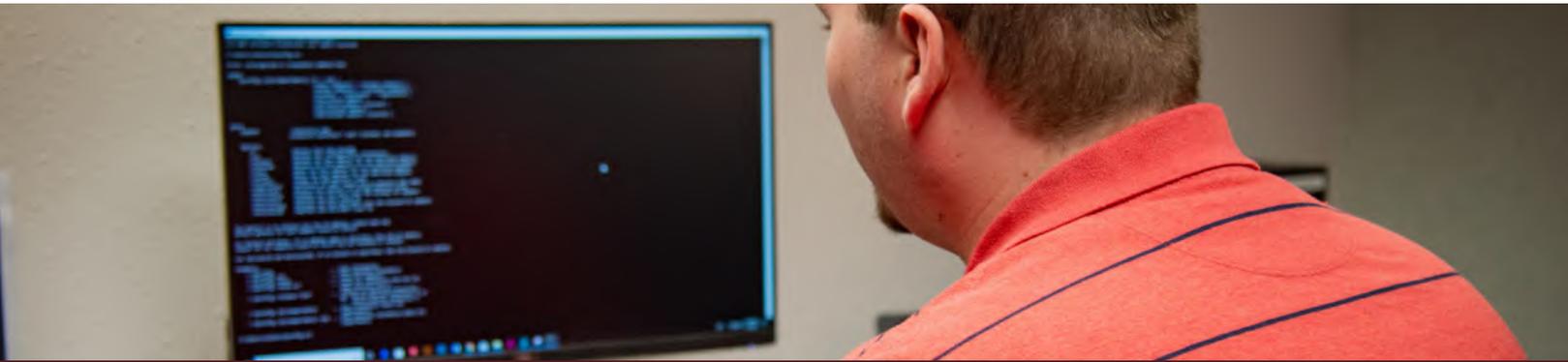
2022 Upcoming Goals

- Implement new employee referral program to monetarily reward current employees who successfully recommend a candidate for employment with the city.
- Continue to ensure competitive compensation and benefits across the city by benchmarking surrounding municipalities in areas such as public safety pay step plans, city compensation plan ranges and adjustments, cost of living adjustments, vacation and sick leave policies and performance-based merits.
- Implement an active-based recruitment program to target candidates who may not be currently looking for a new job.
- Propose a student apprenticeship program that will provide on-the-job training along with education credits, which will allow the city to begin creating a talent pool of experienced future full-time employees.
- Consider possible pay for performance system that will reward employees for contributing to the city's goals and overall success.
- Develop department internship program.



Employee of the Year

Roel Rodriguez, Jr. Utility Crew Leader



INFORMATION TECHNOLOGY

2021 Key Accomplishments

- Implemented an Enterprise Backup Solution that includes cloud-based disaster recovery services to protect the city's data in case of an emergency.
- Implemented a hyper-converged solution for the police department to manage their virtual server and storage while providing disaster recovery protection.
- Procured a contract with a consultant to help the city replace the current Enterprise Resource Planning applications.
- Implemented software applications for work management and assets, capital improvement projects and parks and recreation operations.
- Improved access and expanded the use of the city's geographic information system (GIS) data by providing end-user training and allowing more users to access the software to allow for better integration and data analysis.
- Developed a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.

2022 Upcoming Goals

- Begin implementation of citywide enterprise resource planning (ERP) replacement to integrate data and processes from multiple city departments and consolidate them into one system to provide a more user-friendly and efficient way for the city to conduct business.
- Upgrade the Avaya phone system hardware/software, including robust call center routing and reporting technology to reduce costs and ease management of the system.
- Upgrade and migration of OSSI virtual servers at the police department from the outdated Microsoft Hyper-V cluster to the new hyper-converged Simplivity cluster.
- Implementation of Telestaff scheduling software to better address the complex staffing requirements of the fire department.
- Implementation of a new hyper-converged solution for the city to manage virtual servers and storage while providing disaster recovery protection.



ANIMAL SERVICES

A Division of Neighborhood Services

2021 Key Accomplishments

- Began construction of animal shelter isolation area to help decrease exposure and minimize the spread of disease among animals at the shelter.
- Improved free microchipping program to assist with increasing return to the owner of animals.
- Updated overgrown landscaping at the animal shelter building.
- Increased kennel sponsorship program by 53 percent. The funding goes to assist with medical needs and to increase adoption awareness.
- Increased the barn cat program by 88 percent. The program provides feral cats that are not suitable for indoor adoptions to residents who have barns and need assistance with rodent programs.
- Provided migratory bird control education to specific geographical areas in our community that are greatly affected by migratory birds. The education protects the health and safety of the birds and residents.

2022 Upcoming Goals

- Complete construction of animal shelter isolation area to help decrease exposure and minimize the spread of disease among animals at the shelter.
- Expand responsible pet ownership school educational program.
- Increase volunteer hours by improving and implementing volunteer campaign.
- Expand assisted living companionship program.
- Continue to increase barn cat program.
- Increase proactive patrolling throughout neighborhoods to provide positive education and modify behavior and understanding of animal ownership.
- Make upgrades to outside of the animal shelter through painting and maintenance.



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www.burlesontx.com/adopt





CODE COMPLIANCE

A Division of Neighborhood Services

2021 Key Accomplishments

- Improved lawn equipment assistance program (LEAP) by adding more equipment to assist Burleson residents further.
- Hosted cross-training meetings between code compliance and first responders to protect the health and safety of the community by identifying high-risk properties.
- Implemented 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.
- Gained 50% voluntary compliance of property owners who violated city codes within ten days of the first contact through outreach methods including educational door hangers and attending homeowner association meetings.
- Re-qualified for Housing and Urban Development (HUD) entitlement funds for 2021-2023 for continued partnership with Tarrant County's HOME Investment program.

2022 Upcoming Goals

- Implement Home Improvement Incentive Program to assist Burleson homeowners with the financial burden of caring for older homes in an attempt to help beautify some of our established neighborhoods in the city.
- Implement Tarrant County's Home Owner Rehabilitation Program that assist citizens with low-to-moderate income make needed improvements on their homes to become compliant with city codes and to improve living conditions.
- Implement Community Impact Program in collaboration with the United Way to provide personal hygiene items bags to assist those in need in our community and in preparation for citywide emergencies.
- Respond to code compliance complaints within 24 hours.





ENVIRONMENTAL SERVICES

A Division of Neighborhood Services

2021 Key Accomplishments

- Instituted a public art program partnership with Keep Burleson Beautiful to bring additional beautification to the city through visual art.
- Implemented Urban Canopy Revitalization program by planting two trees on Summercrest Boulevard to improve the urban tree canopy in this particular section of our community.
- Implemented new Inspect2Go software.
- Educated the public on mosquito/vector control and disease prevention.
- Maintained appropriate best management practices related to Texas Commission on Environmental Quality stormwater permit.
- Conducted 355 stormwater management protection inspections.
- Completed 565 restaurant inspections.
- Held two Household Hazardous Waste Collections which yielded 2,400 pounds of electronic waste recycled and 5,500 pounds of paper shredded.
- Organized two Trash Bash events where 4,805 pounds of trash was collected by 313 volunteers.

2022 Upcoming Goals

- Initiate food handler education program to provide more qualified food handlers, thereby reducing the risk of foodborne illness outbreaks caused by improper food preparation and handling techniques.
- Host a Monarch Butterfly special event to educate the public on their migratory journey and lifecycle and to celebrate their value and beauty.
- Update the Vector Borne Surveillance Program to include educational documents regarding diseases carried and transmitted by fleas and ticks. Partner with Tarrant County Public Health to monitor the presence of flea and tick borne diseases in Burleson.
- Partner with Keep Burleson Beautiful and Texas Master Naturalists create Monarch Butterfly waystations and native planting areas to preserve and create spaces for native pollinators to feed and live.
- Continue Urban Canopy Revitalization program by planting four trees in specified front yards of properties where the tree canopy is lacking.



RECREATION

A Division of Parks & Recreation

2021 Key Accomplishments

- Increased online recreation sales from 2% to 19% by purchasing and implementing a new recreation software.
- Created programming in parks and city facilities outside of the Old Town area to encourage placemaking and community in other portions of the city. New programming included Spring Play Day in the Park series, Summer Movie in the Park series and Fall Food Truck Friday series.
- Evaluated fitness floor equipment for replacement to meet the current fitness needs of the community.
- Re-engaged with the community to increase memberships and program participation with a 20% increase in memberships and a 10% increase in program participation.



2022 Upcoming Goals

- Evaluate current programming and find ways to introduce innovative programs to continue meeting the community's growing needs.
- Enhance teen programming, increase and create diverse family-oriented events, and expand recreational opportunities to local non-profit organizations and citizens with special needs.
- Continue creating events and festivals that bring the community together in different parks within the city.
- Complete the following facility upgrades:
 - Install wayfinding signage throughout facility
 - Replace partition in meeting rooms
 - Replace lockers in locker rooms - new lockers will come with a locking system for daily use
 - Install sliding front doors
 - Install all automated features: soap dispensers, auto flush, sinks and hand dryers
 - Install signage on the outside of the building
 - Refinish gym floor



HIDDEN CREEK GOLF COURSE

A Division of Parks & Recreation

2021 Key Accomplishments

- Developed improved revenue streams, including memberships and target pricing on driving range.
- Implemented course improvements, specifically for the pump house, range and entrance sign.
- Created a new short game area that will feature a full-size putting and chipping green, as well as a full-size practice bunker (sand trap) with the ability to hit wedge shots up to 100 yards.
- Developed and implemented capital improvement recommendations to address needs related to building, equipment, fences and associated items.
- Increased range buckets and food/beverage prices to be more competitive with the market.
- Increased social media following by 25 percent and the email database by 26 percent for marketing Hidden Creek Golf Course.
- Updated patio amenities for The Terrace restaurant guests.
- Over-seeded driving range and clubhouse with winter rye grass.

2022 Upcoming Goals

- Develop new menu for The Terrace with appropriate pricing and portion costs.
- Implement and grow new senior golfer program and continue growing the Players Club.
- Develop new lesson programs including weekly clinics, beginning golfer options and expanded junior golf program.
- Increase programming options to include in house scramble events (minimum 1 per month by mid-year) as well as experiential events (dining/family/recreational).
- Improve course conditions by improving green speed/firmness, tee and fairway aerification, tree removal/limb up, and identification of areas that need sodding.
- Develop a bunker plan that addresses the immediate and long term needs of the golf course.





PARKS & ATHLETIC FIELDS

A Division of Parks & Recreation

2021 Key Accomplishments

- Revised parkland development ordinances to ensure that parkland is developed in coordination with the city's subdivision ordinances and ensure developers are contributing to the parks system.
- Began construction for cemetery expansion, which will beautify the cemetery and provide potential additional burial options for the public.
- Began the construction of a community splash pad as identified in the Capital Improvement Program in the Parks Master Plan.
- Began the construction of a dog park as specified in the Parks Master Plan.
- Completed the renovation of Clark Park.
- Completed a nine-hole expansion of the disc golf course.
- Complete design and master plan for Shannon Creek Park as identified in the Parks Master Plan.

2022 Upcoming Goals

- Complete the Prairie Timber Park project as identified in the Parks Master Plan.
- Complete the construction of a community splash pad as identified in the Capital Improvement Program in the Parks Master Plan.
- Design Village Creek Trail extension to provide 1.6 miles of additional concrete trails from Chisenhall Fields to FM 731/Hillside Drive.
- Complete enhancements to Cindy Park and Claudia's Playground including landscape, irrigation and play structure replacement.
- Complete a memorial garden at Fire Station 16.
- Implement turf management program for all 15 athletic fields at Chisenhall Sports Complex for improved turf health and quality.
- Create user-friendly partnership agreements (Beautification Agreements) for low risk, one-year, routine maintenance and beautification efforts throughout the city.





RUSSELL FARM ART CENTER

A Division of Parks & Recreation

2021 Key Accomplishments

- Created a sensory garden at Russell Farm for citizens with special needs.
- Organized regular scheduled guided hikes with Master Naturalists on Russell Farm nature trails.
- Offered art classes, gardening and woodshop classes on Saturdays for all ages.
- Attracted artists from Dallas-Fort Worth and the local area to offer classes and art shows.
- Continued to build a relationship with Hill College to provide drama and music programs.
- Developed relationships with organizations, churches, or corporations to host team building programs and corporate events.
- Increased social media following by 26 percent to market the events and programs that Russell Farm offers throughout the year.
- Created partnership with the Center for ASD to allow their participants to assist in gardening and caring for farm animals.

2022 Upcoming Goals

- Utilize the Baker Building classroom expansion at Russell Farm to increase program enrollment within our woodworking program.
- Establish a structured Russell Farm sponsorship program.
- Complete partition addition to the Chesapeake Building to expand programming and rental opportunities.
- Host an event specifically for individuals with disabilities.
- Pursue grant opportunities to acquire additional financial support.
- Host Open Art Saturdays to encourage artists to use the farm's space as a place for artistic inspiration.
- Host an artist-in-residence program to bring professional artists to the farm to produce work, provide advice and promote the farm.



POLICE

Includes Marshal's Office

2021 Key Accomplishments

- Increased the minimum number of officers available to answer calls for service during peak demand (completion of Power Shift to include one sergeant, three officers, and equipment).
- Partnered with Johnson and Tarrant County law enforcement agencies and district attorney's offices to enhance interagency goals, including public safety initiatives.
- Continued public safety partnerships that enhanced response capabilities for critical incidents within our community, including but not limited to businesses, schools and events.
- Expanded remote capability, upgraded accident investigation equipment, replaced patrol and SWAT equipment, upgraded department portable radios and enhanced investigative tools.
- Added an additional detective to the criminal investigation division, which will continue complete and thorough investigations of all crimes reported by citizens.
- Integrated the city marshal program into the police department to provide for more efficiency between divisions

2022 Upcoming Goals

- Continue development of community partnerships to discuss diversity and offer suggestions of inclusion within the police department.
- Enhance narcotics interdiction efforts by adding one canine officer, canine, vehicle, and equipment.
- Increase efficiency and supervisory oversight in criminal investigations by adding one sergeant, vehicle, and equipment to the section.
- Increase officer presence within Burleson school district by adding two school resource officers, vehicles and equipment (co-funded with Burleson Independent School District).
- Expand ability to manage, track, and evaluate citizen complaints and The Commission on Accreditation for Law Enforcement Agencies (CALEA) reporting and early intervention efforts through the implementation of audit automation software.
- Prepare for a capital improvement project to expand the Burleson Police Department's facility through a local bond package.
- Enhance the department's social media footprint through the use of purchased video equipment.



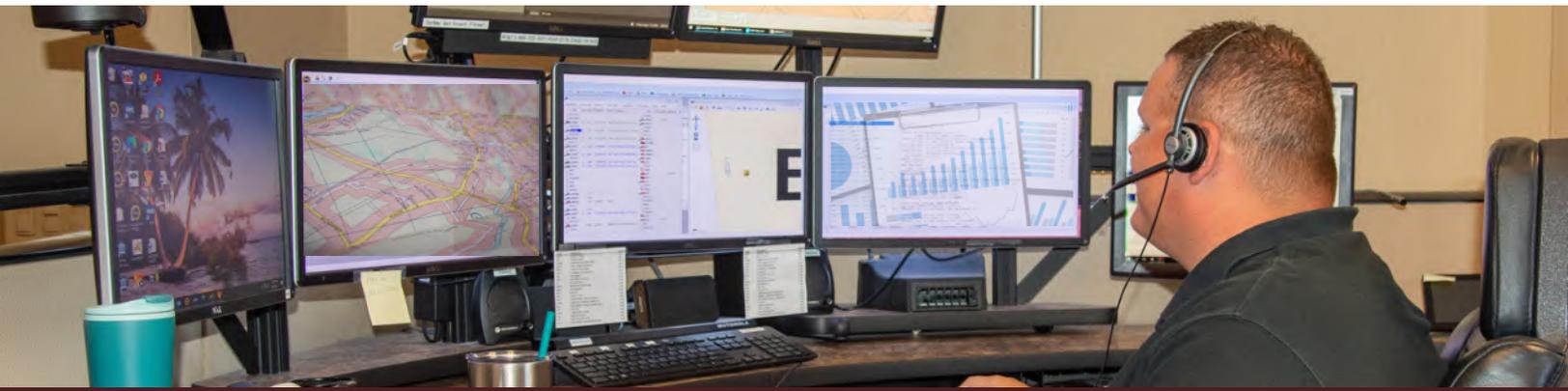
PUBLIC WORKS

2021 Key Accomplishments

- Completed master mobility plan to guide our community's present and future mobility infrastructure needs.
- Completed 10-foot trail section at SW Hillside Drive and installed a 5-foot sidewalk on Elk Drive to improve pedestrian mobility near Burleson High School.
- Installed traffic signal at Hidden Vistas Boulevard and Hidden Creek Parkway to enhance safety and visibility for motorists.
- Assumed maintenance and operation responsibilities for all Texas Department of Transportation (TXDOT) traffic signals within the city to maximize efficient mobility throughout the city.
- Improved intersection of County Road 910 and FM 1902 by adding a right turn lane.
- Replaced failed sanitary sewer mains in multiple locations of the city to decrease the potential for sanitary sewer overflows.

2022 Upcoming Goals

- Implement an automated traffic management system and traffic management center that integrates technology to improve the flow of vehicle traffic and to improve safety in the city.
- Complete the design to increase capacity and improve the safety of the Hulen Street and SH 174 intersection.
- Implement master mobility plan to improve mobility infrastructure needs in our community.
- 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.
- Update the Water and Sewer Master Plan to identify options to expand services to the city's western portion.
- Reconstruct existing street near the SW Johnson Avenue and Renfro Street intersection to restore failed pavement and improve safety.



PUBLIC SAFETY COMMUNICATIONS

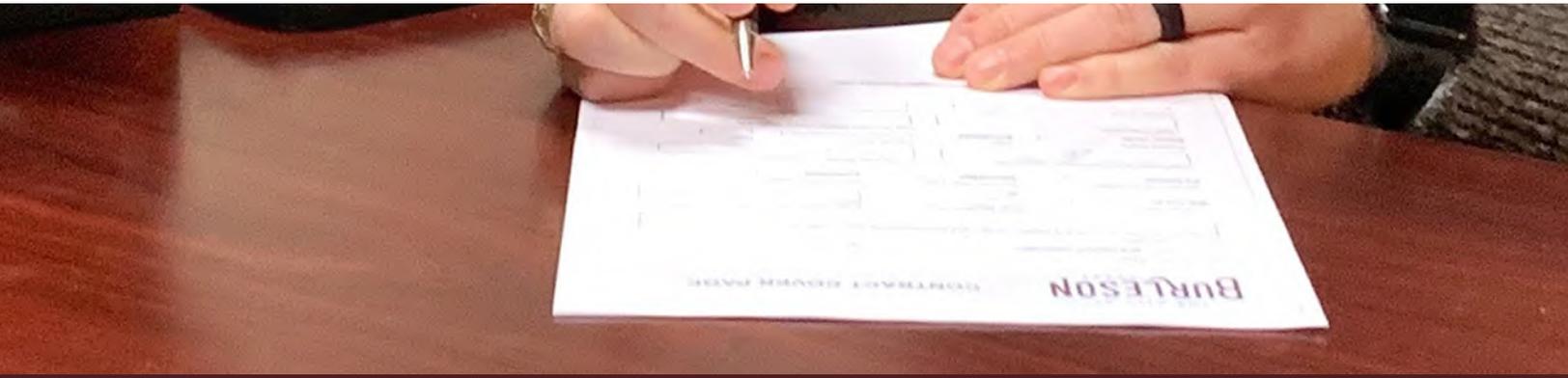
2021 Key Accomplishments

- Developed performance metrics and benchmarks for public safety protocols.
- Evaluated technical systems and determined improvements to increase our level of service.
- Implemented Computer-Aided Dispatch (CAD) refinements including fire response overhaul to ensure proper responses and reduce response times.
- Implemented a new automated Fire Station Alerting System.
- Processed 20,341 emergency 9-1-1 calls.
- Processed 56,154 Police Department calls for service (including citizen and officer-initiated calls).
- Processed 5,536 Fire Department calls for service; 3,997 of those calls were medical-related.

2022 Upcoming Goals

- Obtain Texas Commission on Law Enforcement (TCOLE) Agency status through publishing department-specific policies and procedures for consideration as a standalone Law Enforcement Telecommunication Agency.
- Complete Avaya phone integration with Vesta console phones to eliminate the need for Public Safety Communications staff to manage two separate phone systems for emergency and non-emergency calls.
- Research, select and implement a new radio and telephony recording system.
- Partner with consulting firm and stakeholders to research and select a new Computer-Aided Dispatch (CAD), Mobile Data System (MDS) and Records Management System (RMS) suite.





PURCHASING & CONTRACT COMPLIANCE

2021 Key Accomplishments

- Implemented an 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).
- Reviewed and updated Council Policy 36 (Legal).
- Actively managed 159 purchasing contracts.
- Competitively bid 30 projects in 2021, an increase of 130 percent from 2020 when the city competitively bid 13 projects.
- Processed 557 purchase orders valued at over \$20 million.

2022 Upcoming Goals

- Digitize the city's purchasing card process by leveraging a new ERP system to increase staff efficiency and improve the reconciliation process and internal controls.
- Continue to market and increase businesses enrolled in Bonfire, the city's online bidding platform, to ensure the city receives multiple bids from various companies to make the most fiscally responsible choice.
- Review and refine the contract formation and contract management processes for efficiency and improved quality.
- Review and refine the competitive bidding process to continue to identify ways to make the process as efficient as possible.

Become a registered vendor

- There is no cost to become a registered vendor with the city.
- Receive notifications when a city bid is posted that matches your business type.





YOUR BURLESON CITY COUNCIL



Mayor Fletcher at National Night Out



Councilmember Johnson at Dogs & Donuts



Councilmember Green at Boo Bash



Councilmember Stanford at Breakfast with Santa



Councilmember Payne at Breakfast with Santa



Mayor Pro Tem McClendon at the city's Christmas Parade



Councilmember Johnson at Breakfast with Santa

Contact Your City Council





2021 A YEAR IN PICTURES



4th of July Parade



Junior Fire Academy



Hot Sounds of Summer Concert



Egg Hunt at Russell Farm



Christmas Parade



Summer Pool-ooza



Life-saving award presentation



Mayor Vera Calvin Plaza Dedication



Veterans Tribute



Founder's Day



National Night Out



Old Town Picture Show



Boo Bash



Dogs & Donuts



Ag Day at Russell Farm



Tree Lighting

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