



Texas Heritage Festival | May 20

WEEKLY REPORT

MAY 19, 2023

TO: MAYOR FLETCHER AND COUNCIL MEMBERS
FROM: TOMMY LUDWIG, INTERIM CITY MANAGER

THE CITY OF
BURLESON
TEXAS

Weekly Report | May 19

I. Council Schedule

Meetings

Monday, June 3, City Council Regular Session, 3:00 p.m.

All meetings will be held at City Hall Council Chambers, 141 W. Renfro St.

The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

Reports and Presentations

- Receive a report, hold a discussion, and provide staff direction regarding City Council Committees. (Staff Presenter: Amanda Campos, City Secretary)
- Receive a report, hold a discussion, and provide staff direction regarding the structure of City Council meetings. (Staff Presenter: Tommy Ludwig, Interim City Manager)
- Receive a report, hold a discussion and provide staff feedback regarding the design of Shannon Creek Park. (Jen Basham, Director of Parks and Recreation)
- Receive a report, hold a discussion and give staff direction on the General Fund and General Debt Service Fund Financial Overview, and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024. (Staff Presenter: Martin Avila, Director of Finance)

II. General and Status Updates

A. New Council Members Sworn In

During the May 15 City Council Meeting Mayor Fletcher, Council Place 2 Phil Anderson and Council Place 4 Larry Scott took their oath of office. Council Place 6 Adam Russell will be sworn in at an upcoming council meeting.



A special thank you is extended to outgoing councilmembers Rick Green, Ronnie Johnson and Tamara Payne for their time and service to the city of Burleson.

Outgoing Councilmember Rick Green has served on city council since 2010. He also served on the council from 2000-2004 and on the Planning and Zoning Commission from 1999-2000.



Outgoing Councilmember Tamara Payne has served on the Burleson city council since 2020.

Outgoing Councilmember Ronnie Johnson has served on council since 2012.

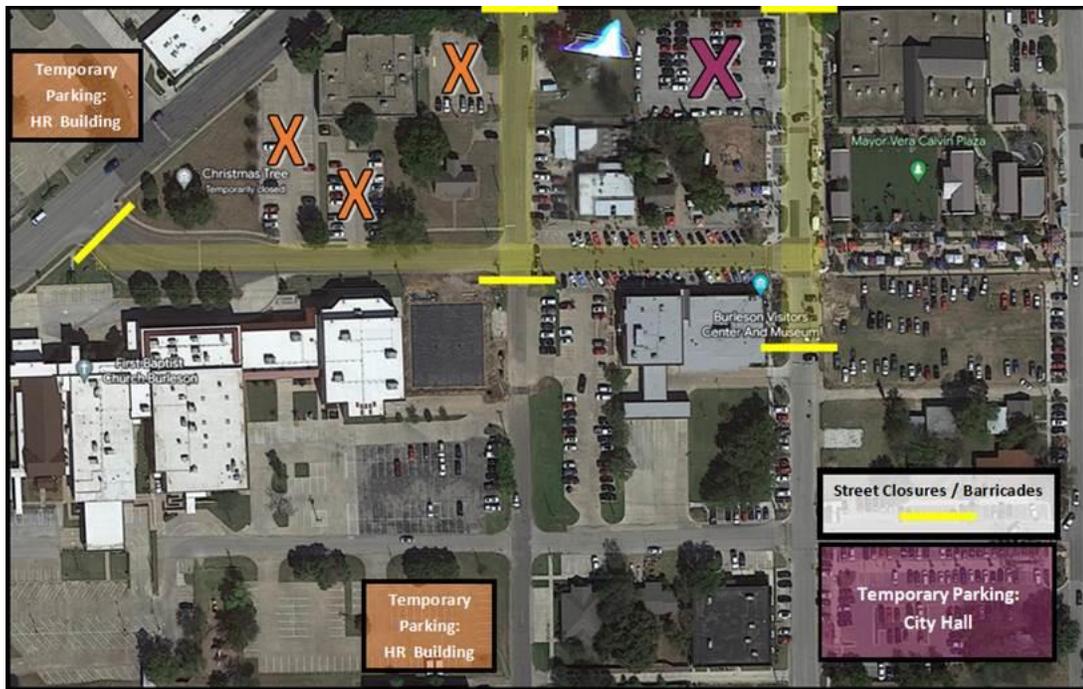
B. BTX Honey Tour Carnival (Event Notification) – Impacted Parking (City Hall and HR facility)

As a reminder, in preparation and to complete the set up for the upcoming BTX Honey Tour Carnival (May 25-28), Parks staff will be utilizing the parking lots marked X in the graphic beginning May 23, 2023, at 7 a.m.

The event will also require street closures, as shown on the map. These closures will temporarily impact parking for the city hall and the city hall annex.

In response, recommended parking lot areas are highlighted on the map. These areas will be available for temporary parking from Tuesday, May 23 – Friday, May 26. To accommodate the longer walking distance, Parks and Recreation staff will have golf cart shuttles available near these locations at the beginning, mid-day, and conclusion of the work day (8 a.m. -5 p.m.). Please note these are just recommended parking areas. Staff may park at any other areas available in Old Town outside the event footprint shown in the graphic. Please do not park in front of Old Town businesses.

We greatly appreciate your help with preparing for this community event. Additional event information can be found [here](#). Parks and Recreation staff greatly appreciate your help, patience, and understanding with these preparation efforts. If there are any additional questions, please feel free to reach out to Jessica Martinez, jmartinez@burlesontx.com.



C. Jackson and Smith named Employees of the Quarter

Marcus Jackson, video production specialist, and police officer Colby Smith were named Employees of the Quarter.

Marcus was selected for his innovative ideas, which have impacted the city, businesses, and citizens. The communications department is tasked with countless projects highlighting the city and departments. Despite that, Marcus hits the work head-on while being known for his positivity and going above and beyond in his job, leaving a mark on all those he meets. Marcus has brought a fresh perspective to the team and has quickly become well-known among citizens and businesses.

Colby was selected for his long track record of excellence and contributions, before being a paid employee of the city. Colby was a Burleson Police Explorer at age 15 and served as a post captain, participating in many events. He worked hard and became a police officer in 2017, graduating as salutatorian of his class, made detective two years later working tirelessly to close cases and recently was made 'officer in charge' serving in a supervisory capacity. Colby now gives back to the police explorer program as an advisor to mold the next generation of officers.



They were honored during the May 1, 2023, City Council meeting. The city's Employee of the Quarter award is based on an employee's efficiency, transparency, honesty, innovation, and customer service, all of which comprise the city's ethics statement.

D. Legislative Update

During the May 15 City Council Meeting, city council directed staff to send letters of support and opposition for various legislative initiatives. Letters were distributed on May 18 to the city's representatives, Senator Phil King, Representative DeWayne Burns, and Representative David Cook citing the city's position of the House and Senate bills presented to the Council. Copies of the letters will be emailed to city councilmembers.

E. Mother's Day Outing – Event Recap

Parks and Recreation hosted its first Mother's Day Outing this past Saturday in celebration of Mother's Day and it was a blast! Several mothers came out and enjoyed dinner, gifts, and just time to unwind. Additional photos can be found here: <https://fotoshare.co/e/lzev78oDoHC6LRxFaRp1F>



F. Park Playground Renovations: Wakefield Heights and Oak Valley

Wakefield Heights and Oak Valley Playground are getting facelifts. Construction has begun and both projects are expected to be completed by late June 2023. The project includes installation of new playground equipment, shaded swing sets, and a variety of additional play features.

For more information on each of these projects, in addition to all other current park projects, visit our [Parks Capital Improvement Projects](#) webpage.

<p>Oak Valley</p>  <p><i>Construction has begun!</i></p>  <p>Estimated completion June 2023</p> 	<p>Wakefield Heights</p>  <p><i>Construction is set to begin the week of May 15-19, 2023.</i></p>  <p>Estimated completion June 2023</p> 
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G. CERT News

Seven Burleson Community Emergency Response Team (CERT) members completed their instructor training this past weekend. These volunteers completed an 18-hour course that certifies them to instruct the CERT basic course. The additional instructors will help the CERT program provide bi-annual CERT courses for our community members. CERT training covers basic skills essential to know when emergency services are



unavailable in a disaster. With training and practice, and by working as a team, members of our community will be able to protect themselves and maximize their capability to help the greatest number of people after a disaster. The Emergency Management team is incredibly thankful for the volunteers who spend their time and effort to help us build a more resilient Burleson.

H. Library News

Want to play a game or two? The Burleson Public Library offers a variety of games to play while you are in the library, such as SORRY!, RISK, Skip-Bo, UNO, and Backgammon.

Don't have time to play here in the library? They have that covered too. [View all the games that are available for checkout.](#)



I. Senior Center News

Join the Senior Activity Center for a Lunch 'N Learn on Fraud Prevention on Wednesday, May 31. A hot dog lunch will be served starting at 11:30 a.m. and will be followed by a presentation on how to stop one of the most immediate, worrisome and persistent problems for seniors today.

The Senior Activity Center is open to anyone age 50 and up.



Lunch 'N Learn: Fraud Prevention

Wednesday, May 31
Lunch 11:30 a.m.
Presentation 12 p.m.

J. Feel Good Friday

We just love our business community. We wanted to share this post from Blossoms on the Boulevard who received a great pick-me-up during the rush of completing Mother's Day orders from Texas Floral Design.

The post read: *Thank you to Texas Floral Design for blessing our team with donuts to start our day! We love our Burleson floral community. We don't see competitors, we see partners. We support one another, we care about one another, we share referrals with one another, and every once in a while we get to lighten the load of a stressful season by sending treats and sharing a little love and well wishes. We don't really care how other cities do it, because this is the #BTX way!*

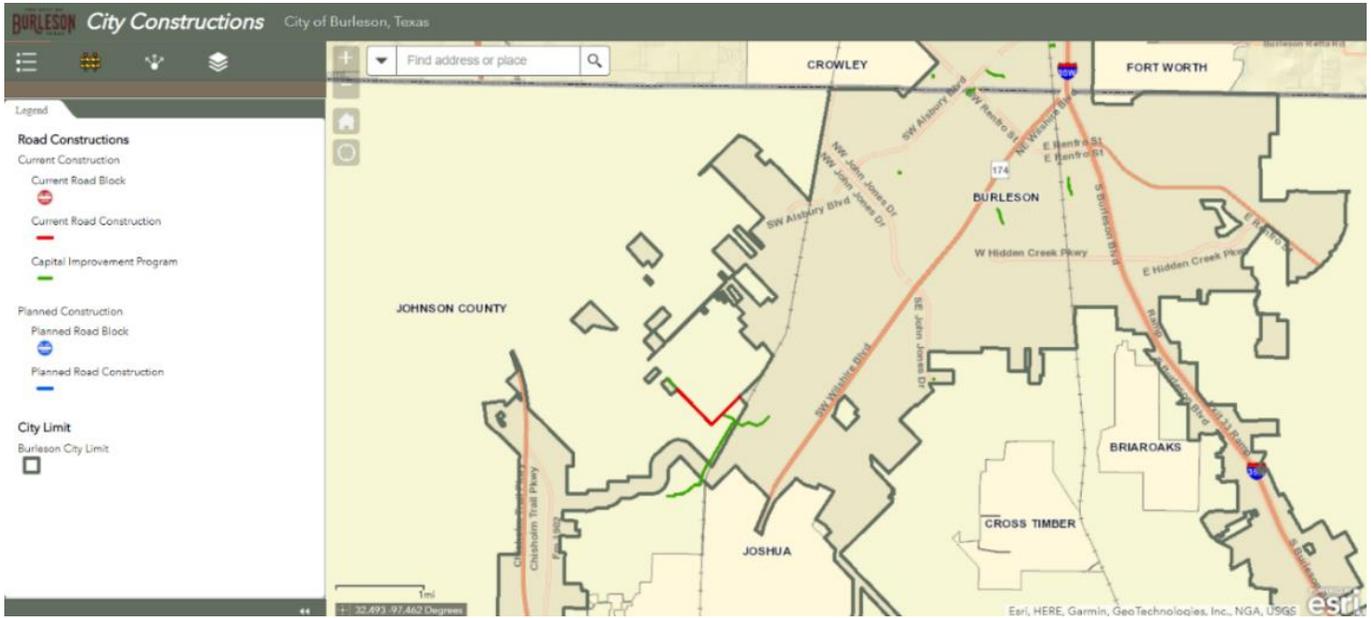


I. Legislative Update

During the May 15 City Council meeting, council directed staff to send letters of opposition and support regarding 14 outstanding bills, based on the Council adopted legislative program. Letters were distributed on May 18 to Burleson legislative representatives including, Senator Phil King, Representative DeWayne Burns, and Representative David Cook citing the

city's position of the proposed House and Senate bills. Copies of the letter will be emailed to city councilmembers.

III. Upcoming Road Construction/Closures ([click to view map](#))



IV. Parks Capital Projects

Project	Status	Timeline
Clark Parking Lot	Substantially complete. Hot sealing, striping and turf installation remains.	Scheduled completion: end of May 2023
Oak Valley Playground and Parking Lot	Parking lot substantially complete. Hot sealing, striping and turf installation remains. Playground installation in process.	Scheduled completion: early June 2023
Cemetery Expansion	Final punch list corrections underway.	Ribbon-cutting scheduled for 05/23/23 at 5:30pm
Elk Ridge Playground and Trees	Substantially complete. Surfacing installation and finishes underway.	Ribbon Cutting scheduled for 5/24/2023 at 6:30pm.
Wakefield Playground	Installation underway	Scheduled completion: late-June 2023
Park Monument Signs	Installations to begin late-May 2023 for the following parks: Centennial, Elk Ridge, Mistletoe Hill, Prairie Timber, and Wakefield Heights.	Project completion: Summer 2023
Bailey Lake/ Chisenhall Parking Expansions	Chisenhall parking lot under construction.	Construction began 5/11/23 at Chisenhall and will begin 6/5/23 at Bailey Lake

Village Creek Trail	90% plans underway - acquiring easements and TXDOT LOSA	Partial construction to begin Fall 2023
Parks Building	Brick work completed. Framing interior walls, canopy, fire suppression, and MEP fixtures underway. Overhead doors installed.	Project Completion: late June 2023
Chisenhall Turf Conversion	Turf installation COMPLETE. Restoration of disturbed areas underway.	Ribbon-cutting scheduled for 05/24/23 at 5:30pm
Shannon Creek Nature Park	Schematic design reviewed by Parks Board on 05/11/2023 and scheduled for City Council review on 06/05/23	Begin construction design with Board/Council feedback Summer 2023. Begin construction early 2024
City Gateway Signage	Council gave direction to staff on conceptual renderings	Council will be presented final options in August 2023 to consider.
Bartlett Soccer Complex Field Renovation	Sod installation remains due to supply shortages. Expected deliver 05/24/23	Scheduled completion end of May 2023 followed by a 6-week grow-in period.

V. Events

- **Texas Heritage Festival Music Night**
 May 19, 6:30 - 8:30 p.m.
 Russell Farm Art Center, 405 W CR 714
 Free Event
- **Super Safety Saturday**
 May 20, 9 a.m. - noon
 Texas Health Neighborhood Care & Wellness, 2750 SW Wilshire Blvd
 Free Event
- **Texas Heritage Festival**
 May 20, 4 - 8 p.m.
 Russell Farm Art Center, 405 W CR 714
 Free Event
- **BTX Honey Tour Carnival**
 May 25, 2023: 5 - 10 p.m. (Soft opening)
 May 26, 2023: 5 - 10 p.m.
 May 27, 2023: 2 - 11 p.m.

May 28, 2023: 2 - 11 p.m.

Mayor Vera Calvin Plaza in Old Town, 141 W Renfro St
Free Event

- **Hot Sounds of Summer featuring Limelight (Variety Band)**

May 26, 7:30 p.m.

Mayor Vera Calvin Plaza in Old Town, 141 W Renfro St
Free Event

- **Pops at the Pool & Splash Day**

May 29, 1-7 p.m.

BRiCk outdoor pool, 550 NW Summercrest Blvd
Free Event

- **Parks Maintenance Rodeo**

June 8, 6-7:30 p.m.

Chisenhall Sports Complex, 500 Chisenhall Park Ln
Free Event

- **June Craft Fair**

June 10, 9 a.m. - 2 p.m.

Senior Activity Center, 216 SW Johnson Ave
Free Event

VI. Attachments

- Park Board May 11 Meeting Summary.....page 12-14
- CIPAC May 11 Meeting Summary.....page 15-16
- Keep Burluson Beautiful May 10 Meeting Summary.....page 17-18

Thursday, May 11, 2023
6:00 PM

City Hall - 141 W Renfro
Burleson, TX 76028

1. **CALL TO ORDER:** All nine members were in attendance.

2. **APPROVE THE MINUTES FROM THE PARK BOARD MEETING.**

A. Consider approval of the April 13, 2023 meeting minutes. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

- **Approved unanimously**

3. **CITIZEN APPEARANCES:** None

4. **REPORTS AND DISCUSSION ITEMS:**

A. Receive a report, hold a discussion and provide staff feedback regarding the design of Shannon Creek Park. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

The following questions and answers are not exact quotes and are paraphrased:

- Will decomposed granite wash out on the trail repeatedly? **Answer:** The trail is constructed to limit washouts, especially with the vegetation on the sides.
- On the low water crossing, is there a way to warn the visually impaired that there is a drop? **Answer:** Yes, staff will install something to address this.
- Is it a hike and bike trail? **Answer:** It is primarily for hiking, but yes, one may bike there, too.
- Can we add boulders to the dog park for additional seating? **Answer:** Yes.
- Are the trees planned as a visual barrier to residents to provide adequate privacy? **Answer:** Staff believes the way the plantings are staggered and there will be a sufficient barrier once they fill in.
- Please check the directional placement of the shade structures to receive the maximum shade at the most critical time of the day. **Response:** Staff will ensure that the placement receives maximum shade during the hottest parts of the day.
- Is that enough parking for this size of park? Can we add parallel parking to the ingress? **Answer:** There will be additional parking spaces added in

Phase 2. Staff will investigate whether parallel parking along the entrance drive is possible.

- How are the maze logs secured? **Answer:** They are installed deep enough in the ground that they will not move.
- Is the pond fed by the creek or a well? **Answer:** The pond is fed by a well.
- Is there lighting on the pier? **Answer:** No. **Board Response:** We would like to have lighting installed on the pier.
- Will the same nature aesthetic be designed in future play areas? **Answer:** Staff is preparing to update the Parks Master Plan and will incorporate design based on community desire
- Will more bathroom facilities be added in the future? **Answer:** Yes, in Phase 2.
- Are we preparing areas to feed and attract Monarch butterflies? **Answer:** Yes, there are four Monarch butterfly way stations currently installed and are continually creating pollinator gardens in many of our current parks. Shannon Creek will have one, as well.
- Is this park within one mile of 4,000 homes? **Answer:** No, the park is within one mile of 4,000 residents.
- Will there be vending or water fountains? **Answer:** No vending because of the probability of vandalism, but there will be drinking fountains.
- Will there be sports courts or a play lawn for athletics? **Answer:** Yes, in Phase 2.
- Will there be a cleaning station for children? **Answer:** Yes.
- What is the timeline for the next phase? **Answer:** Six months after the completion of this park, staff will begin community engagement. Then design and construction will take approximately two years.

Action: The board approved the project unanimously.

B. Receive April 2023 Monthly Report

Staff reviewed the revenues and programming of all Parks and Recreation divisions.

The questions and answers are paraphrased: Parks received an award for Tree Care.

- What is tree care? **Answer:** Staff described the program in which parks staff met the requirements of Tree City USA by concentrating on urban forestry, celebrating Arbor Day and maintaining a tree board.
- There is an oak tree at the corner of Hurst and Hidden Creek with mistletoe on it. Will that kill it? **Answer:** It will only harm the tree if the mistletoe leaves cover the tree leaves, not allowing photosynthesis. Staff will inspect tree to see if it requires trimming.

- Board comment: We participated in the Family Campout at Bailey Lake, and my family enjoyed it very much. We are concerned with motorbikes being ridden through the prairie dog colony. **Answer:** People do break park rules, and staff corrects them when they see it; however, many times, this happens out of staff shifts or sightlines. We have approached BPD for advice in constructing a Park Ranger volunteer program.
- Why is the A/C not cooling at the BRiCk sometimes? **Answer:** Our A/C unit is on the roof. Occasionally severe weather during the night causes the chillers to go down. When staff arrives in the morning, they reset the system to begin cooling again. That takes some time to cool the building.

5. **COMMUNITY ANNOUNCEMENTS**

A. Receive a copy of May Community Announcements

6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

None.

7. **ADJOURN**

7:06 PM

Thursday, May 11, 2023

Municipal Service Center
Burleson, TX 76028

1. **CALL TO ORDER:**

2. **APPROVE THE MINUTES FROM THE CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE MEETING.**

- A. Consider approval of the minutes from the April 27, 2023, committee meeting (Staff Contact: Errick Thompson, Deputy Director of Public Works – Engineering))
- Board approved the minutes as presented.

3. **CITIZEN APPEARANCES: None**

4. **REPORTS AND DISCUSSION ITEMS:**

- A. Receive a report, hold a discussion, and provide feedback regarding master planning overview (Staff Presenter: Michelle McCullough, Assistant Director of Public Works / City Engineer)

City Engineer Michelle McCullough provided a presentation on master planning in general and how the various master plans feed into the impact fee analysis.

The following questions and answers are not exact quotes and are paraphrased:

- Clarifications on where the ETJ is? **Answer:** Staff provided the board with a map and explained the areas that were included.
- Does JCSUD supply water within the city limits? **Answer:** Yes, JCSUD does supply water within the Burleson city limits.
- What are the accuracy of the population projects? Staff responded that even with recent growth, population estimates have been fairly accurate.
- Have any annexations have occurred since 2019? **Answer:** Yes, although there have been changes in annexation laws that may reduce future opportunities, both Hooper Business Park and Chisholm Summit areas have been annexed into the city.

- Is a drainage impact fee or a drainage utility is allowed? Answer: State law allows both, however Burleson has elected to not implement either at this time.
- Are new developments are required to address drainage? Answer: Yes, new developments greater than one acre are required to assess and address drainage.

B. Review, discuss and recommend eight bi-annual impact fee reports for the period October 1, 2019 – March 21, 2023 (Staff Presenter: Errick Thompson, Deputy Director of Public Works – Engineering)

Deputy Director of Public Works Errick Thompson reviewed the nine outstanding semi-annual reports with particular emphasis on the most recent period, October 1, 2022 – March 31, 2023. This oriented the committee to the format and information contained in the reports and solicited feedback on potential format changes to be considered along with changes staff is planning. Members suggested incorporating % Complete for projects in construction and brief descriptions of the projects.

Action: The committee received and filed all nine reports by a single, unanimous vote.

C. Hold a discussion, and provide feedback regarding future meetings (Staff Presenter: Errick Thompson, Deputy Director of Public Works – Engineering)

The committee confirmed their next meetings as Thursday, May 25 and Tuesday, June 6, at 5:30 p.m. at City Hall. In addition, they discussed and developed a consensus on Thursday, June 22, as their following meeting to tentatively develop their recommendations to the city council on fee updates.

5. COMMUNITY ANNOUNCEMENTS

None.

6. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

None.

7. ADJOURN

Wednesday, May 10, 2023
4:30 PM

City Service Center - 725 SE John Jones Drive
Burleson, TX 76028

On Wednesday, May 10, 2023, The Keep Burleson Beautiful Board met for its regularly scheduled meeting at 4:30. The Board had 9 members in attendance and the following items were discussed and acted on:

➤ **Welcome:**

- Introduced new Environmental Health Specialist I – Kristen Tanz.

➤ **Administrative Items:**

- Treasurer's report. March \$ 5390.08 April \$ 5454.06
- GCAA Winners Webinar on May 8 recap/options
 - Discuss consideration of Green Ribbon project on John Jones with modify plant material and/or design?
 - Check with TxDot Kimberly Phillips to see if they have planned projects
 - Check with PW and Parks regarding masterplan projects on the horizon– David Lopez, deputy park director
 - Form a committee and start from scratch
 - TXDOT RLA can design
 - Cannot construct monuments
- KTB conference – Houston Galleria Westin – June 26-28
 - Who will be attending? - *President Katelyn Reeves cannot attend this year*
 - Order new tablecloth for conference - *Members voted to approve up to \$300 for tablecloth with new KBB logo*

➤ **Ongoing/New Business**

- Successful Earth Day outreach, with 187 attendees at the KBB table
- Reviewed the top 4 scholarship application choices and voted to select our two winners, Melody Mia Martinez and Mary Madelyn Veasey
 - Lisa Duello is following up with the schools to notify the winners and coordinate presentation of the awards
 - Discussed creation of scoring rubric for next year due to increased number of applicants
- KBB Board Member Heidi Garbe suggested implementing Education on "Plastic-Free July"

- Pocket Prairie and non-mow areas -- *all are currently looking good, and Parks Department is expanding monarch waystations*
 - Data from our Spring Trash Bash and Adopt-a-Spot clean-ups has been entered in the TX Litter Database and counted towards the North Texas Community Clean-Up Challenge. Burleson is currently #2 on the leaderboard
 - *Will report to City Council at the conclusion of program in June.*
 - Discussed creation of "Litter Pickup Kits" available for check-out at the Burleson Library with high visibility vests, trash bags, disposable gloves, and grabbers.
 - *Staff will put 4 kits together and deliver to the library*
 - Discussed Upcoming Texas Watershed Steward Workshop that will be held at Russell Farms on 7/25/2023 and provided registration information
- Adjournment
- With no further business items, President Katelyn Reeves adjourned the meeting at 5:45.