



WEEKLY REPORT

AUGUST 25, 2023

TO: MAYOR FLETCHER AND COUNCIL MEMBERS

FROM: TOMMY LUDWIG, CITY MANAGER

THE CITY OF
BURLESON
TEXAS

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

I. COUNCIL SCHEDULE

TUESDAY, SEPTEMBER 5 CITY COUNCIL REGULAR MEETING, 4 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 on Local Option Election process. (*Staff Presenter: Amanda Campos, City Secretary*)
- Receive a report, hold a discussion, and provide staff with feedback on the proposed 2024 Council Calendar. (*Staff Presenter: Amanda Campos, City Secretary*)

I. GENERAL AND STATUS UPDATES

A. CHISHOLM SUMMIT DEVELOPMENT PROGRESS

The Chisholm Summit Development has begun construction on the city's western border. The communications provides drone photos of the development's progress and the Lakewood Boulevard extension that will connect to the Chisholm Trail Parkway. You can see the progress as of the end of August 21, 2023, [here](#). Scroll to the bottom of the Flickr album to see the most recent pictures.



B. BAG WORM INFESTATION

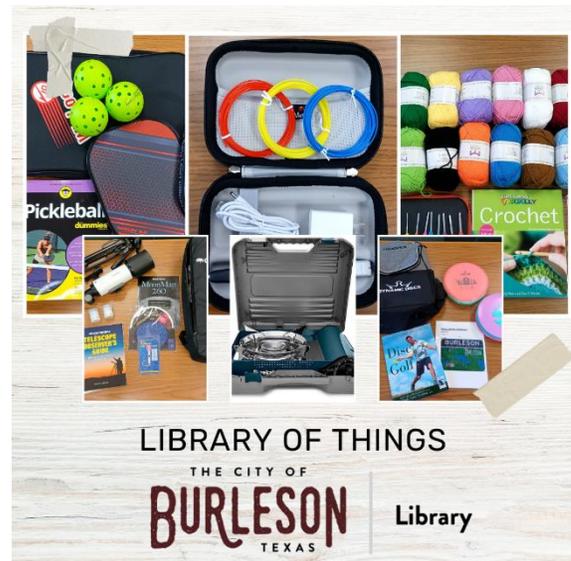
Five young eastern red cedar trees on Alsbury Boulevard between Candler Drive and Hulen Street were heavily infested with bag worms this summer. Staff treated the bagworms with insecticide upon discovery but not before the trees were severely defoliated. Parks' ISA Certified Arborist, TJ Arthur, confirmed that four out of five trees did not survive the damages that were exacerbated by severe heat stress. The dead trees were removed and were added to the Parks Tree Mitigation Log to be replaced during the optimal planting window of fall thru winter. TJ advised that although bag worms may not be as detectable until they are in larger numbers, it is best to manually remove them during winter when observed in small quantities to mitigate tree loss and minimize the need for insecticides.



C. LIBRARY NEWS

The library now offers a pass to the Fort Worth Museum of Science and History for patrons to check out with their library card. The pass includes up to five general admissions and discounted parking.

The Library of Things collection includes many non-traditional items for checkout, browse the entire collection [here](#).



D. SENIOR CENTER PROGRAMMING

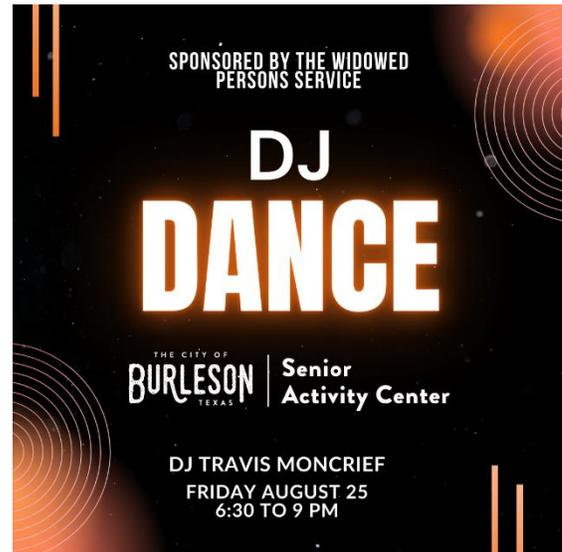
DJ DANCE

Friday, August 25, 6:30 to 9 p.m.

DJ Travis Moncrief will be spinning tunes from the '60s, '70s, '80s, and more. Free snacks will be provided by the Widowed Persons Service.

Admission to the dance is free, but donations to the WPS are welcome. The Senior Activity Center is open to anyone over 50.

[Sign up for the Senior Center newsletter](#)



E. FEEL GOOD FRIDAY

Look at these sweet little artists at Russell Farm Art Center. This group wrapped up their art camp with a mini art show. We just love all the opportunities Russell Farm brings our community.

If you have a Feel Good Friday email dphillips@burlesontx.com



II. UPCOMING ROAD CONSTRUCTION/CLOSURES

[\(click to view map\)](#)



DOBSON & BUFFORD STREET – CONSTRUCTION CONTINUATION

STAFF CONTACT: CITY PROJECT MANAGER, LANCE BARTON
817-426-9621 or <mailto:lbarton@burlesontx.com>

DUE TO CONTRACTOR AVAILABILITY, STRIPING WORK FOR THE BELOW AREA TO BE COMPLETED BY FRIDAY, AUGUST 25:

- Bufford St. parking area striping (Warren St. to Main St.)

CINDY COURT PAVING & DRAINAGE IMPROVEMENTS – CONSTRUCTION CONTINUATION

STAFF CONTACT: ENGINEERING MANAGER – CAPITAL, TIANA JACKSON, PE
817-426-9619 or tjackson@burlesontx.com

All layers of asphalt paving were completed on Friday, August 4.

Contractor's next steps to completion are planned as:

- Backfill the edges of the roadway: Monday (8/14) through Friday (8/18)
- Install remaining sod and water: Monday (8/21) through Friday (8/25)
- Mailbox location adjustments as needed: Monday (8/21) through Friday (8/25)

Normal traffic patterns and access will be available during these completion steps. Adjacent residents were notified by flyer or email.

KING ST, WARREN ST, JOHNSON AVE – CONSTRUCTION CONTINUATION

STAFF CONTACT: ENGINEERING MANAGER – CAPTIAL, TIANA JACKSON, PE
817-426-9619 or tjackson@burlesontx.com

Asphalt paving for King St., Warren St., and Johnson St. completed on Wednesday (8/16). All streets are open.

Contractor's next steps to completion are:

- Backfill the edges of the roadway and complete ditch grading
- Install sod and hydromulch in various areas with watering
- Striping of stop bars and adjacent right-of-way parking areas

Normal traffic patterns and access will be available during these completion steps.

III. PARKS CAPITAL PROJECTS

| PROJECT | STATUS | TIMELINE |
|--|---|--|
| Park Monument Signs | Installations to begin August 2023 for the following parks: Centennial, Elk Ridge, Mistletoe Hill, Prairie Timber, Oak Valley, and Wakefield Heights. | Project completion: Summer 2023. First installation scheduled to begin August 28 at Oak Valley. |
| Bailey Lake/Chisenhall Parking Expansions | Chisenhall and Bailey Lake parking lots under construction. Temporary parking | Scheduled completion October 2023. Chisenhall parking lot will be open for use at beginning of baseball season in September. |
| Village Creek Trail | 90% plans underway - acquiring easements and TXDOT LOSA | Staff has submitted the plans for consideration for grant approval. Grant award will be announced late Fall 2023. |
| Parks Building | Certificate of Occupancy received. Landscaping finishes and punch list items being addressed. Parks Department has begun move-in. | Ribbon cutting is scheduled for September 13. |
| Bartlett Soccer Complex Field Renovation | Turf grow-in currently in process | Scheduled to open for use on September 9, 2023, to correlate with opening day for BISA fall season. |

IV. EVENTS

Event Information can be found at www.burlesontx.com/events

- **MEET THE CITY MANAGER**

September 8, 5:30 p.m.

Mayor Vera Calvin Plaza, 141 W Renfro St

Free event

- **COOL SOUNDS OF FALL**
September 8, 7:30 p.m.
Mayor Vera Calvin Plaza, 141 W Renfro St
Free event
- **BE HEALTHY BURLESON 5K/10K/FUN RUN**
September 16, 8 a.m.
Mayor Vera Calvin Plaza, 141 W Renfro St
Entry fees apply
- **RED CHAIR LECTURE SERIES**
September 16, 11 a.m. *featuring Bettie Bailey*
Russell Farm Art Center, 405 W CR 714
Free event
- **OLD TOWN PICTURE SHOW**
September 16, 7 p.m. *featuring Ferris Bueller's Day Off*
Mayor Vera Calvin Plaza, 141 W Renfro St
Free event
- **TRASH BASH**
September 23, 8 a.m. – noon
Warren Park, 301 SW Johnson Ave
Free event
- **OLD TOWN PICTURE SHOW**
September 23, 7 p.m. *featuring Super Mario Bros.*
Mayor Vera Calvin Plaza, 141 W Renfro St
Free event
- **LATIN FOOD TRUCK FRIDAY**
September 29, 6-9 p.m.
BRiCk parking lot, 550 NW Summercrest Blvd
Entry is free, food available for purchase

V. ATTACHMENTS

- Library Board August 22 Meeting Recap.....page 8-9
- Library Board Services Update.....page 10-24
- Library Board Projects and Budget Update.....page 25-31
- Citizens Public Art Committee August 23 Meeting Recap.....page 32-33

Library Advisory Board Meeting Summary

Tuesday, August 22, 2023

1. **CALL TO ORDER:** At 6 p.m., all present, except for Joan Coubarous and Janet Farmer.
2. **APPROVE THE MINUTES FROM THE LIBRARY BOARD MEETING.**
 - A. Consider approval of the minutes from May 23, 2023 Library Board meeting.
 - Approved unanimously, except for absent members
3. **CITIZEN APPEARANCES – None**
4. **REPORTS AND DISCUSSION ITEMS:**
 - A. Hold a discussion and receive a report regarding the Burleson Public Library services and programs. (Staff Presenter: Sara Miller, Deputy Director-Library)

Staff reviewed the library services and programs for the reporting period May - July 2023. The following questions, comments and answers are paraphrased:

- **Q:** Is the 229,002 physical items checked out, for one year? **Answer:** Yes.
- **C:** I am amazed of how clever and innovative these programs are.
- **C:** Everything I've seen so far demonstrates that we are a city of character.
- **C:** The number of cards issued of 2,473 is very special. People that are not familiar with Burleson would be amazed how much is accomplished in this small building.

B. Hold a discussion and receive a report regarding Burleson Public Library's 2022-2023 projects and supplemental budget requests for 2023-2024. (Staff Presenter: Sara Miller, Deputy Director-Library)

Staff reviewed the library's 2022-2023 projects and the supplemental budget requests for 2023-2024. The following questions, comments and answers are paraphrased:

- **Q:** Do you have a builder yet for a possible new library? **Answer:** No. The master plan is the first step and our consultant has recommended a two story 60,000 square foot library. City administration will work with Council to determine funding and location. A final report will be presented to Library Board in November and then to City Council.
- **Q:** Tell me about the ingress and egress from the second story. **Answer:** There will be two elevators: one for staff and one for patrons, plus a large staircase.
- **Q:** Is there anything you need help with in regards to acquiring property? **Answer:** The City owns a parcel of land that we are considering. The Library Board can assist with the process by attending the Council meeting when the master plan is presented and by providing your feedback.
- **C:** Great presentation.
- **C:** The new furniture is amazing.

- **Q:** How old is the old furniture. **Answer:** It's original to the building which was built in 1995.
- **Q:** Why was the laptop vending kiosk not approved: **Answer:** It was not recommended because of budgetary constraints.
- **Q:** Will the new furniture that we're getting translate to the new library? **Answer:** Yes, that is why we chose the designs that we did.
- **Q:** What will become of this building once we get the new library? **Answer:** We don't know yet. That will be up to City Administration, but they could repurpose it.
- **Q:** We won't have two libraries, then? **Answer:** No, we are not recommending that. The consultant doesn't believe it would be worth the expense to update this building.
- **C:** Seems like the library has done a very good job with keeping up with the population.
- **C:** The variety of programming is impressive. Whoever comes up with the unique names for children's programs is very creative.
- **Q:** Regarding Citizens Appearances, does that have to be arranged ahead of time? **Answer:** No, anyone may attend a meeting and ask whatever they would like.
- **Q:** Where is the agenda posted? **Answer:** On the board at city hall and on our website.
- **Q:** Is the parking across the street at Warren Park working out well? **Answer:** Yes, it has been very helpful this summer for families to park there and use the crosswalk to get to the library safely.

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

- Next meeting is November 28, 2023
- Consider a new schedule to have monthly or bi-monthly meetings, instead of quarterly.

6. **ADJOURN**

Time – 6:30 P.M.

Sara Miller
Deputy Director-Library
817-426-9203
smiller@burlesontx.com

DeAnna Phillips
Community Services Director
817-426-9622
dphillips@burlesontx.com



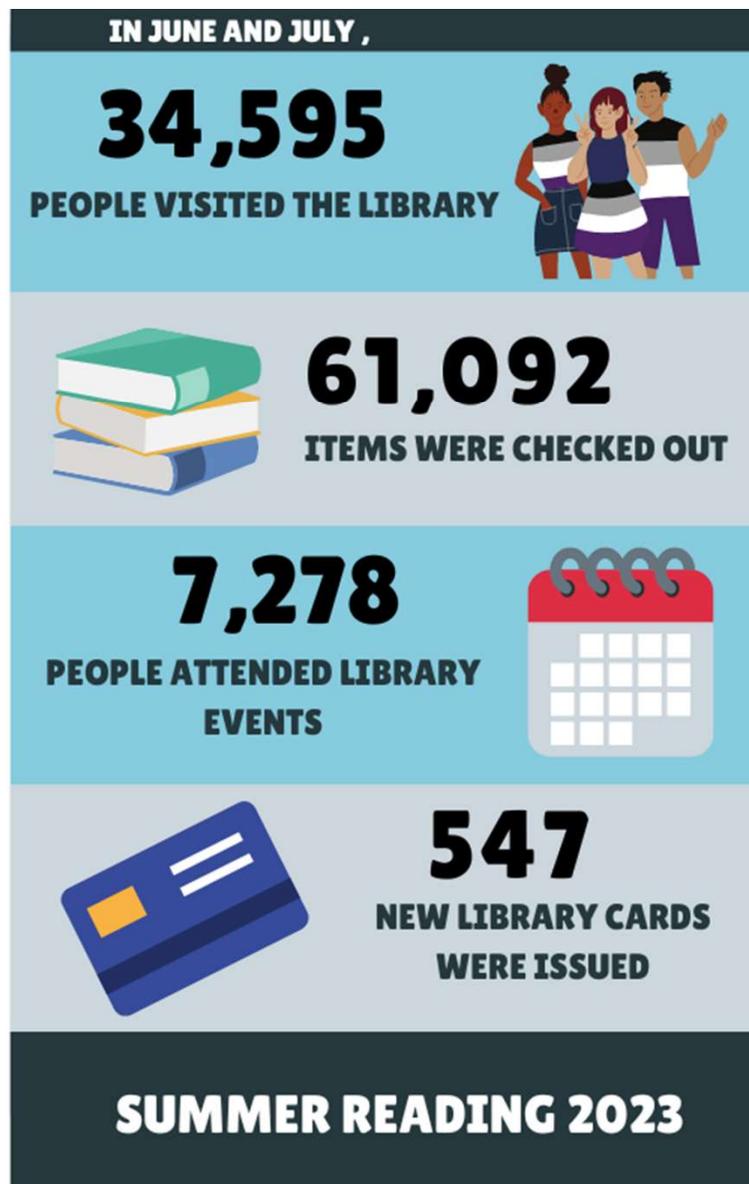
Library Services Update

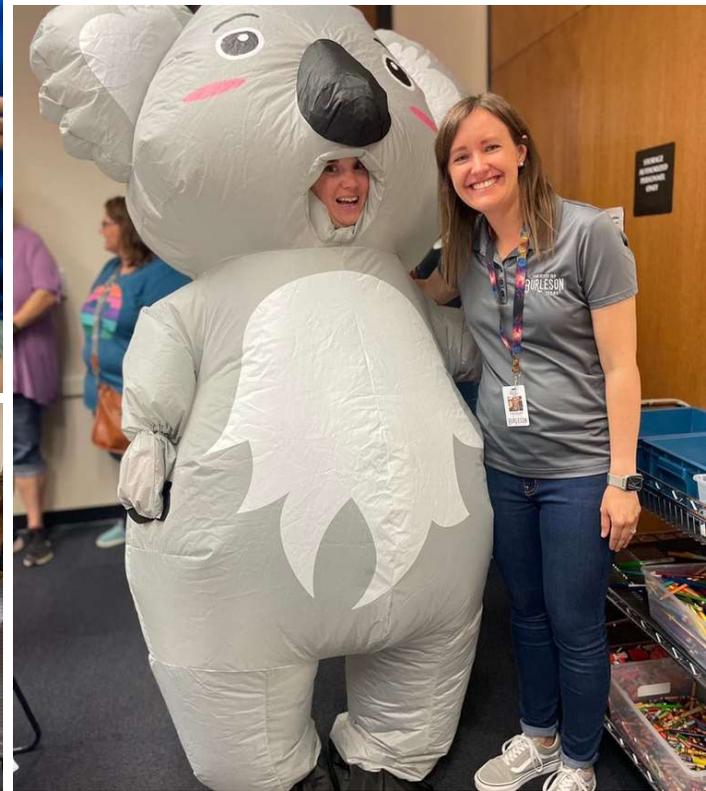
May - July 2023

Library Advisory Board

August 22, 2023

THE CITY OF
BURLESON
TEXAS
Library





| | 2019 | 2020 | 2021 | 2022 | 2023 |
|-----------------------------------|--------|--------|--------|--------|--------|
| Visitors to the Library | 23,044 | 8,056 | 25,511 | 32,644 | 34,595 |
| Physical Items checked out | 57,978 | 47,548 | 38,002 | 45,638 | 61,092 |
| People attended events | 8,100 | 0 | 2,137 | 6,923 | 7,278 |
| Library cards issued | 445 | 180 | 375 | 682 | 547 |



Programs for Kids



Weekday Storytimes
Early Literacy Workshop
May the 4th Be With You
T. Rex Tea Party



Dog Tales
Bookworm Book Club
Evening Storytime
Young Builders Club



Summer Storywalk
Friendship Crafts
Little Makers: Dinosaurs
Touch-a-Truck

Programs for Kids



Big Time Bubbles
Music Demo w/Tarpley
Music
Will Parker Music
Performance



Early Reader Book Club
Professor Brainius
Little Makers: 4th of July
Movie Day
Bluey Bonanza



Creature Teacher
Armadillo Storytime
Sensory Stations & Yard
Games
Harry Potter Bingo

Programs for Teens



AP Study Sessions
Teen Lounge &
Makerspace
Mother's Day Craft



Anime Club
Summer Glitter Globe
Craft
Music Bingo



Pendant Jewelry Craft
Classic Movie
Sphero Mazes
Knotted Pillow Craft

Programs for Teens



Photo Scavenger Hunt
Puppet Karaoke
Chopped: Ramen Edition
Boba Tea

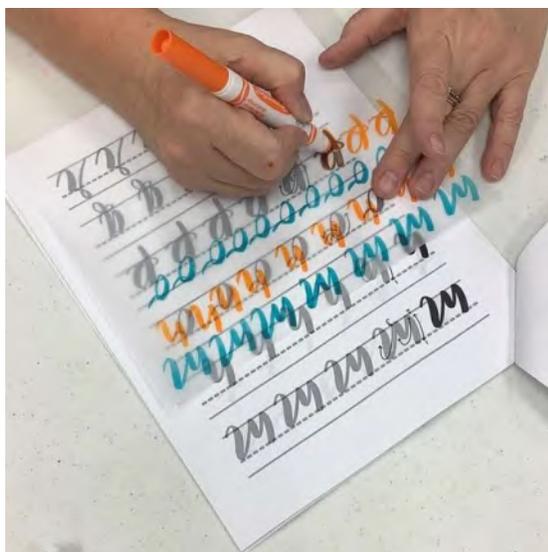


Young Adult Book Club
"Block"tionary
Middle Zone Book Club
Shrinkydink Jewelry



Water Balloon War
Walking Food
DIY Popsicles
Pygmy Puff Craft

Programs for Adults



Hand Lettering
Hand Sewing
Writer's Group
Resume Workshop
Skillshare Zentangle Class



Jigsaw Puzzle Contest
Medicare Education
Family Game Night
Sit & Stitch
Regional Library Spelling
Bee



Exploring Watercolor
Book Clubs
Craf-Tea Afternoon
Harry Potter Trivia

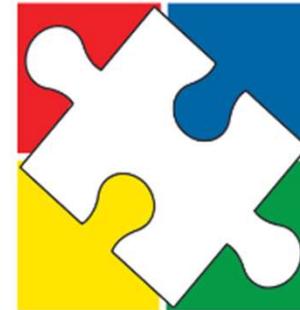
Marketing & Outreach

May 5: Center for ASD

May 19: Center for ASD

May 25: Rooted Life Montessori

July 24: Storytime with BRiCK summer camps



Center for
ASD

Helping Special Needs Families

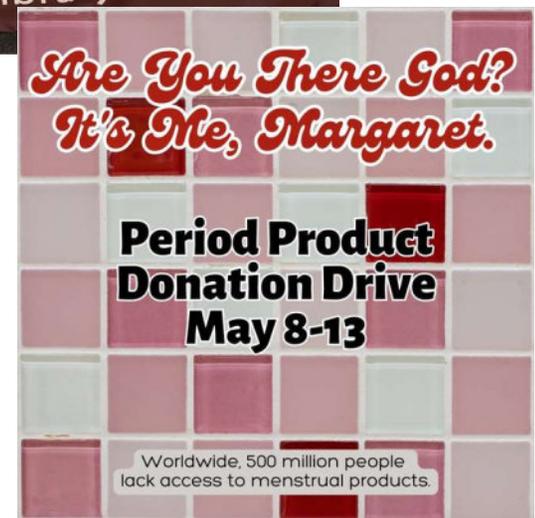


Marketing & Outreach

Period Product Donation Drive
May 8-13

In honor of the theatrical release of *Are You There God? It's Me, Margaret*, staff asked library patrons to donate menstrual products.

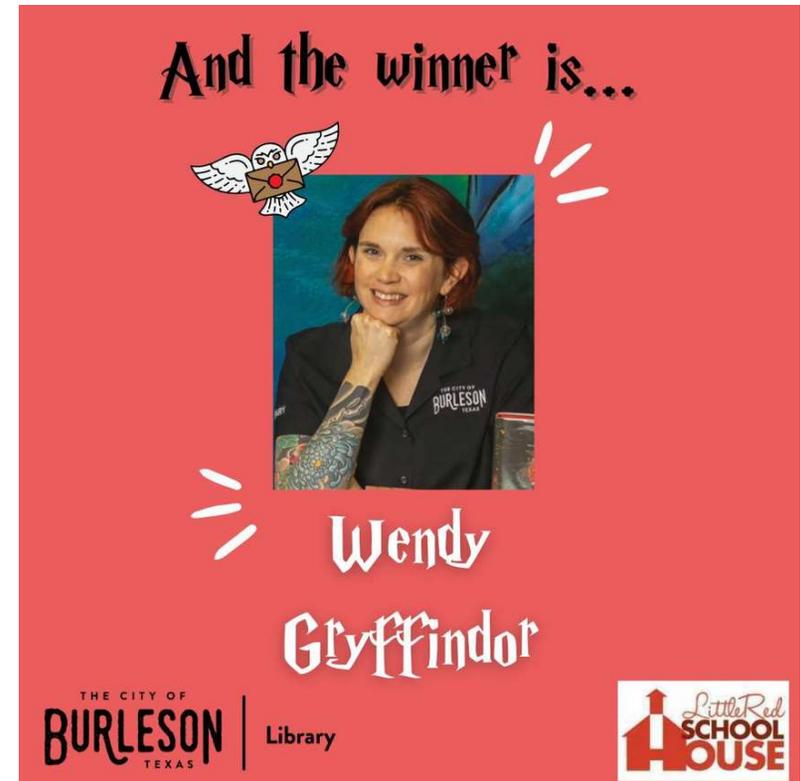
At the end of the week, 20 pounds of products were donated to Harvest House.



Marketing & Outreach

Little Red Schoolhouse
School Supply Drive
benefitting Harvest House
July 17-28

Librarians were sorted into Harry Potter houses and then competed to see who could get the most donations.



Collection Spotlight

Fort Worth Museum of Science and
History Pass

Good for up to 5 free admissions and
discounted parking.

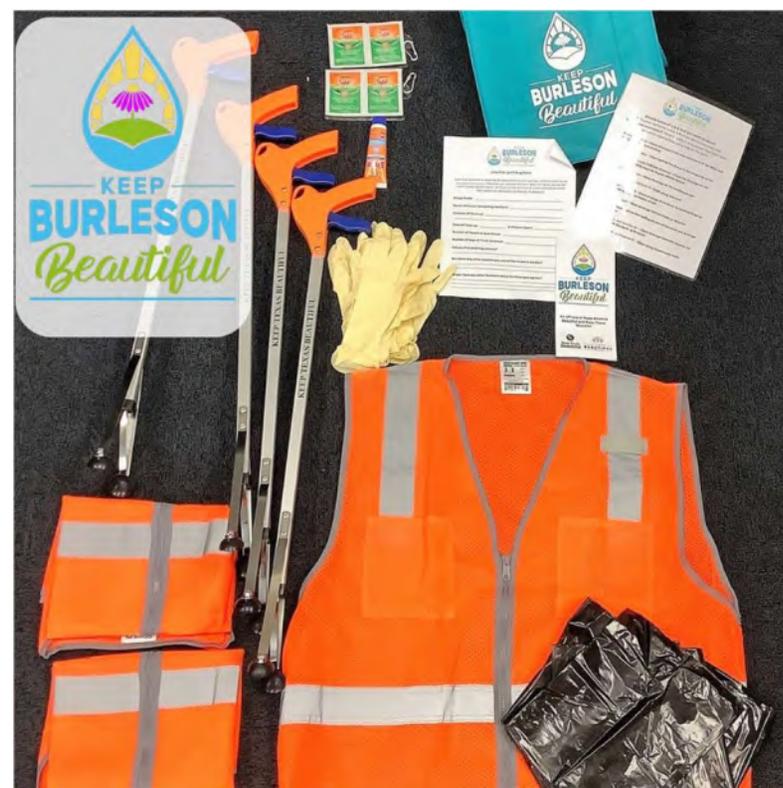
Available for checkout now.



Collection Spotlight

Keep Burleson Beautiful Litter Pickup Kit

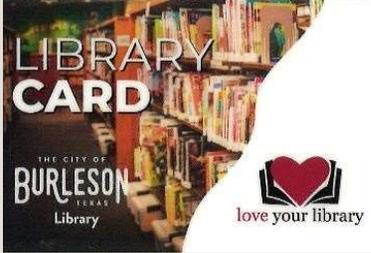
Borrowers can help with litter cleanup within the City of Burleson. Kits were donated by KBB for checkout to library patrons. 4 kits available now.



**YTD
Totals**

 **67,543**

digital items downloaded

 **2,473**

cards issued

11,153

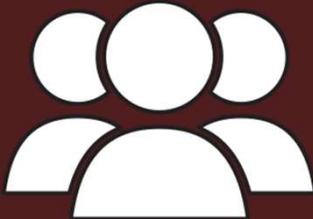
used a computer

 **229,002**

physical items checked out

187,659

visited the library



 **24,134**

attended programs



Library Projects & Budget

Library Advisory Board

August 22, 2023

Library Master Plan and Facility Study

Staff met with 720 Design on July 18 to work on adjacency diagrams for a two-story 60,000 square foot building on the city's west side. A final report will be presented to Library Board in November, then to City Council.



Library Outreach Vehicle

Staff began working with KMP Graphics on the vehicle wrap. We are currently awaiting delivery of the vehicle.



Library Furniture Replacement

Furniture installation began the first week of August. Two high-top tables have not arrived yet.



Library Furniture Replacement

The furniture replacement will be completed later this month.



Supplemental Budget Request: Laptop Vending Kiosk

12 laptops can be checked out for in-house use by library cardholders (touchscreen, integrates with library software)

Maximizes limited space: recommendation from year one of facility study

Update: Due to budget constraints, this supplemental request was not included in the final budget for FY2024.



Supplemental Budget Request: Library Furniture Replacement

Replaces furniture in the public meeting areas

- Meeting room
- Conference room
- Study rooms



**Citizens Public Art Committee
Meeting Summary
August 23, 2023**

1. **CALL TO ORDER** The meeting began at 10:10 AM. All members were present, except for Camille Bransom.
2. **CITIZEN APPEARANCES** None.
3. **GENERAL**
 - A. Nominate and elect a chair person and vice chair. Katelyn Reeves made a motion to appoint Nancy McKenzie as Chair and Tom Sale as Vice Chair. The motion was approved unanimously.
4. **REPORTS AND DISCUSSION ITEMS**
 - A. Receive a report, hold a discussion, and provide staff feedback regarding the creation of a public art master plan. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

Q: In regards to Hotel/Motel funding for public art, will the committee be required to apply like other applicants? **Answer:** Currently there is an allocated amount for the master plan. An annual allocation can be created once the plan is in place. Developer fees may also be a funding source.

Q: Is there a list of consultants to choose from who specifically deal with public art? **Answer:** We will reach out to organizations for referrals and also to other cities whose master plan provides similar to what we would like to see. Please email me with your suggestions, as well.

Q: Will we get to review the list of consultants? **Answer:** Yes, the committee will review and make a recommendation to council.

C: Consider Houston, Boerne and Keller's public art plans.

C: Is there anything council could do to prevent this going forward. **Answer:** Yes; however; council has identified it as a priority in their strategic plan.

Q: What is the timeline to get this done? **Answer:** I would like to have the RFQ drafted by next month.

Q: Are these intended to be permanent installations or can we have rotating art? **Answer:** Some certainly can be. Keller is a great example of rotating out their pieces.

Q: Does council decide on rotation or does the committee? **Answer:** The committee would propose a recommendation to council.

C: I met an artist this summer who was part of a circuit that tours different cities, museums, etc. for a determined period of time. He rents out his art for a fraction of what it would cost to buy it.

Q: How will we determine (in the broad scope of what art is) between regular landscaping or landscape as art? **Answer:** It will depend on the areas we prioritize.

Q: Will this committee be responsible for reviewing the conditions of existing public art? **Answer:** If the art is on private property that pre-date this committee, then that would be out of the scope of the committee. Going forward we will have a policy in place.

C: Art is as essential as infrastructure, in my opinion.

5. **COMMITTEE REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- Next meeting – September 13, 2023 at 10 am. Future meetings will be on the second Wednesday of each month at 10 a.m. Location to be determined.

6. **ADJOURN:** 10:40 AM

Jen Basham
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9201