



# WEEKLY REPORT

OCTOBER 10, 2025

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**

**MONDAY, OCTOBER 20**

**CITY COUNCIL REGULAR MEETING, 5:30 P.M.**

### **REPORTS AND PRESENTATIONS**

- Receive a report, hold a discussion, and provide staff direction regarding the City's Capital Improvement Program. *(Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)*
- Receive a report, have a discussion and provide staff direction regarding the community park naming process. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

All meetings will be held at Burleson 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>

## **II. GENERAL AND STATUS UPDATES**

### **A. AMANDA CAMPOS RECEIVES 2025 DISTINGUISHED SERVICE AWARD**

Amanda Campos, TRMC, City Secretary for the City of Burleson, was honored with the Texas Municipal Clerks Association (TMCA) 2025 Distinguished Service Award during the TMCA Advanced Institute Awards Banquet held on October 2, 2025, in Grapevine, TX. Nominated by Mary J. Kayser (former City Secretary, City of Fort Worth), Amanda was recognized for her exceptional contributions to the municipal clerk profession, her community, and TMCA throughout her career.

Amanda has served as City Secretary for the City of Burleson since 2007, following her earlier role as Deputy City Secretary from



**Monica Solko (left) and Amanda Campos (right) pictured with their awards during the 2025 TCMA Conference.**

2004 to 2007. She earned her Texas Registered Municipal Clerk (TRMC) certification in 2009 and has been recertified three times. Amanda also holds the Certified Municipal Clerk (CMC) designation from IIMC, a Paralegal Certification from the University of North Texas, and the Certified Public Manager designation through Texas State University. A longtime and active member of TMCA, Amanda has served on several state committees including Audit, Retirement, TML Booth, and Open Records Steering. Within the Yellow Rose Chapter, she has held leadership roles as president and vice president and chaired multiple committees including Nominating, By-Laws Review, Clerk of the Year, and Legislative. She previously served as a TML Board of Directors, historian for the North Texas Chapter and was a member of the ARMA International Fort Worth Chapter, where she served as secretary from 2010 to 2013. Amanda also contributed to IIMC through four years of service on its Election Committee, including terms as vice chair and chair. She played a key role in founding the Yellow Rose Chapter, expanding access and support for clerks in the southern Metroplex.

Her leadership is widely respected across the state, not only among city secretaries but also city managers, with whom she has championed strong partnerships. Amanda's work with Burleson ISD and the City of Burleson has ensured high-quality elections for residents, and her commitment to civic engagement includes coordinating Johnson County Days at the State Legislature and serving in various community organizations.

Amanda Campos exemplifies the spirit of distinguished service - leading by example, mentoring others, and elevating the profession through dedication and integrity.

*About the award:* The Distinguished Service Award is awarded to an individual who has distinguished themselves by making a significant contribution throughout their career to promote the municipal clerk profession, TMCA, Inc., and their peers. Nominees must be a TRMC, have been a member of TMCA for at least ten years (members are eligible up to two years after retirement), and must have demonstrated a significant contribution to the city secretary profession, their community, or to TMCA.

## **B. MONICA SOLKO NAMED 2025 DEPUTY MUNICIPAL CLERK OF THE YEAR**

On October 2, 2025, Monica Solko, TRMC, Deputy City Secretary for the City of Burleson, was honored as the Texas Municipal Clerks Association (TMCA) 2025 Deputy Municipal Clerk of the Year. Nominated by Lisandra Leal, Assistant City Secretary for the City of Burleson, Monica was recognized for her exceptional leadership, dedication to public service, and her unwavering support of fellow clerks across Texas. TMCA introduced this award in 2025 to recognize one outstanding deputy or assistant clerk, with Monica being the first to receive this prestigious honor during its annual awards banquet.

Monica has been a member of TMCA for 17 years and earned her Texas Registered Municipal Clerk (TRMC) certification in 2010. She has since completed three recertifications and earned her Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) in 2019. Her career spans more than 14 years in deputy and assistant city secretary roles, including service in North Richland Hills and Burleson, and nearly five years as a city secretary in Lake Worth.

Throughout her career, Monica has demonstrated a deep commitment to mentorship, collaboration, and professional development. She has served on TMCA committees including the Nominating Committee and as Chair of the TML Booth Committee. Her local chapter involvement is extensive, with officer roles such as president, vice president, treasurer, secretary, and historian, and committee service focused on scholarships, technology, and holiday events.

Monica's impact is felt far beyond her own city. She is known for her generosity in sharing resources, templates, and guidance with fellow clerks, and for her intentional efforts to build relationships and support new members. One of her most meaningful contributions is the creation of a membership scholarship through the Yellow Rose Chapter, designed to help cities with limited budgets attend chapter meetings.

In her nomination letter, Lisandra Leal wrote, "Monica exemplifies the highest standards of professionalism, service, and dedication. She is a natural mentor, approachable, knowledgeable, and always willing to share her experience. Her

support and generosity have made a lasting impact on fellow Deputy and Assistant City Secretaries across Texas.”

Monica Solko’s selection as the 2025 TMCA Deputy Municipal Clerk of the Year celebrates a career defined by service, leadership, and a heartfelt commitment to uplifting others in the municipal clerk profession.

*About the award:* Deputy/Assistant Municipal Clerk of the Year: Must have provided significant contributions to the profession and aided in the growth of the profession and must have exhibited leadership abilities.

TMCA's Municipal Clerk's Office Achievement of Excellence Award was designed to recognize excellence in the effective and efficient management of resources in a municipal clerk’s office

## **C. FIRE DEPARTMENT WELCOMES NEW ASSISTANT CHIEF AND ARSON INVESTIGATOR**

### **NEW ASSISTANT FIRE CHIEF – BRENT SAUBLE**

The Burleson Fire Department is proud to welcome Assistant Fire Chief Brent Sauble, who brings over 20 years of experience in the fire service, most recently serving as a Division chief with North Richland Hills Fire Department. Chief Sauble joins the department following a nationwide search and a comprehensive multi-step panel interview and presentation process.



Chief Sauble’s background includes extensive expertise in hiring and recruiting, Community Risk Reduction, Fire Marshal operations, and internal department management such as fleet services and internal investigations. His leadership and operational experience will play a vital role in strengthening departmental systems and supporting the continued growth of Burleson Fire Department.

Chief Sauble began his new role this week and is already actively engaging with crews and administrative staff as he transitions into his leadership position.

**NEW ARSON INVESTIGATOR – TONY ALARCON**

The Burleson Fire Department also welcomes Arson Investigator Tony Alarcon, who joins the team from the Hobbs, New Mexico Fire Department. Investigator Alarcon brings valuable experience in Community Risk Reduction, Fire Investigations, and commercial fire code plan review.



His expertise in fire cause determination and prevention will strengthen the department’s investigative capabilities and enhance public safety across the community.

Investigator Alarcon started last week and is already working closely with the Fire Marshal’s Office as he settles into his new role.

**D. OCTOBER 6 CITY COUNCIL PROCLAMATIONS**



**Proclamation recognizing October 2025, as "Cyber Security Awareness Month" in the City of Burleson.**



### **E. BURLESON AND GROUNDWORK DEVELOPMENT PARTNERS ANNOUNCE LANDMARK \$1 BILLION MASTER-PLANNED COMMUNITY**

The city of Burleson and Groundwork Development Partners are thrilled to announce a transformative partnership that will bring a premier, multi-generational master-planned community, Tallgrass, to the city's western gateway. Spanning more than 621 acres at the interchange of the Chisholm Trail Parkway at FM 1902, this visionary development represents more than \$1 billion in investment and will deliver approximately 4,000 new residential units and 1 million square feet of commercial development in a dynamic, multi-generational, mixed-use community.

Tallgrass is designed to be more than just a neighborhood — it's a destination. A place to connect with family and friends, celebrate art and nature, pursue career opportunities, and enjoy an exceptional quality of life. Anchored by the motto "Where Roots Run Deep," Tallgrass reflects a deep commitment to community, heritage and future growth.

In addition to residential housing, the project will feature a future Joshua ISD elementary school, more than 1 million square feet of employment, retail and commercial space, and a signature town center. Residents and visitors will also enjoy five miles of trails and 90 acres of parks, open space and community amenities, making Tallgrass a true live-work-play environment.

[Read more](#)



## **F. RUSSELL FARM ART CENTER CELEBRATES ART STUDIO RIBBON CUTTING**

Russell Farm Art Center celebrated the official ribbon cutting of the new Art Studio, marking the completion of a project that transformed a former storage space into a vibrant hub for creativity and connection.

The 600-square-foot studio, once a garage used for seasonal decor, now features an art supply closet, kitchen, working artist's space and gallery walls showcasing local artwork. One of the most unique design elements is the preserved shadow of the original staircase that once led to a loft. The ceiling was also opened to reveal the beautiful original woodwork of the vaulted structure, blending the farm's history with a fresh, modern design.

Plans for the project began in 2023, when an architect drafted the studio's design. That same year, the artist group that regularly meets at Russell Farm raised \$15,000 in support of the project. The remainder of the funding was graciously donated by a private donor.

[Read more](#)

[See photos of the ribbon cutting](#)

[See photos of the project from start to finish](#)



### **G. THANK YOU TO PUBLIC WORKS FROM RUSSELL FARM**

A big thank you to the Public Works Department for sending their crew and heavy equipment to Russell Farm. They cleared out two large brush piles that had been sitting in the pasture – it looks beautiful now that it's all cleaned up. This is a wonderful example of teamwork between city departments working together to keep our community looking great.



#### **H. CITY GROUND-BASED MOSQUITO SPRAYING IN ZONE 10**

The city of Burleson was notified that mosquitoes in Zone 10 tested positive for West Nile Virus this week. In response, the city will conduct two nights of ground-based spraying for mosquitoes in the zone between the hours of 9 p.m. and 5 a.m. on the nights of Friday, October 10, and Saturday, October 11, wind and weather permitting. The ground spraying will be performed by trucks

equipped with sprayers in targeted subdivisions within the designated spray zone. For more information call 817-426-9848. This brings us to a total of 24 West Nile positives and one St. Louis encephalitis positive during the 2025 season.

- [Mosquito Spray Zone 10 Map](#)

More information: [www.burlesontx.com/mosquitospray](http://www.burlesontx.com/mosquitospray)

## **I. THIRD-PARTY DRONE DELIVERY SERVICE LAUNCHING IN BURLESON**

Beginning **Wednesday, October 22, 2025**, the **Burleson Walmart Supercenter (951 SW Wilshire Blvd.)** will offer an additional grocery/retail delivery option operated by **Zipline**, a third-party drone-delivery provider.

We've compiled answers to possible questions below.

### **FAQs**

#### **What kinds of items can be delivered?**

Zipline delivers tens of thousands of items - everything from groceries to road trip essentials including drinks as well as small electronics like earbuds, tablets, speakers, up to 5.5 lbs. in weight are included. Currently, Zipline is not delivering alcohol or controlled substances (like prescriptions). Overtime, Zipline plans to increase its capacity to 8 lbs.

#### **Where are items delivered?**

Zipline only needs 6 feet of open space to make deliveries. The aircraft stays roughly 300 ft. in the air while their Zip (robot that holds the items) lowers orders down to the delivery location. You can choose the location on your property where you'd like to receive your items. Folks who live in apartments,



town homes, or retirement communities will have the option of choosing their preferred community delivery point that is most convenient to them.

**Who's eligible and how do I sign up?**

To start, Zipline will serve a small number of customers. Over time, functionality will increase and more residents will become eligible for Zipline service later in the year. Eventually, Zipline will serve residents up to 10 miles away from the Walmart Supercenter. Residents can join the waitlist for Zipline's service by downloading the Zipline app in the iOS and Android app stores.

**What are the delivery hours? Will drones fly at night or in severe weather?**

Drone deliveries will only be available between 10 a.m. and 8 p.m. on weekdays and 8 a.m. to 8 p.m. on weekends. The drones will not operate during severe conditions such as lightning or thunderstorms.

**Are the drones regulated by the FAA?**

Yes. Zipline works in collaboration with the FAA and all air space regulations are followed. Zipline is the largest and most experienced autonomous delivery service in the world and has operations in eight countries. It has flown more than 115 million commercial autonomous miles to date, the equivalent of driving every road in the United States 24 times in a row. Please note, Zipline drones are not like agricultural, videography, or consumer drones, and are instead equipped with many advanced safety features and privacy protections.

**How loud are the drones?**

Zipline aircrafts stay high in the sky while making deliveries and are custom-designed to be community-friendly and quieter than passing cars.

**Will the drones be taking photos or videos of my house as they fly over?**

No. Zipline's drones do not record images or video of homes or individuals for any surveillance or marketing purposes. Their onboard sensors are used only to navigate safely and accurately deliver packages — for example, to avoid obstacles, verify the drop zone, and maintain flight stability.

Zipline states that it takes strict privacy and data-protection measures and collects only the information needed to operate its system safely, precisely, and reliably. You can review Zipline's full privacy and data policies at [flyzipline.com/privacy](https://flyzipline.com/privacy).

It's also important to know that under Texas Government Code § 423.003, it is illegal to use a drone to capture images of private property or individuals for surveillance without the property owner's consent or another lawful exception. Violations can result in civil penalties and criminal charges.

**Can drones fly over private property?**

Yes. According to FAA regulations, drones are permitted to fly over private property. Zipline does not fly over schools or hospitals.

**Is it legal to shoot down a drone?**

**No.** It's illegal under federal law to shoot at an aircraft. Drones are considered aircraft; damaging or destroying them can violate the Aircraft Sabotage Act (18 U.S.C. § 32) and carry serious penalties.

**Can the city prohibit Walmart and Zipline (both private companies) from utilizing drones to deliver items?**

In short, no — not in this case.

Cities have limited authority over drone operations. While municipalities can create “no-fly zones” on property they own or regulate, these restrictions only apply to where drones take off and land—not to airspace, which is exclusively regulated by the Federal Aviation Administration (FAA).

The city may prohibit the launch or landing of drones on public property (such as parks or city facilities). However, it cannot restrict a business or individual from operating drones from private property, provided those operations comply with federal law and local zoning requirements.

In this case, both Walmart Supercenter (951 SW Wilshire Blvd.) and the drone launch area are located on private property. The City does not have the authority to prohibit those launches.

From a land-use perspective, Walmart submitted an amended Commercial Site Plan for the installation of Zipline's drone launch pads in a landscaped/drainage area. Because the proposed modifications met all applicable zoning and development standards, no variances or waivers were required, meaning City Council approval was not necessary.

Under state law and local ordinance, if an application meets all established city requirements, it must be approved administratively—there is no legal basis for denial.

**In summary:**

- The FAA governs airspace and flight operations.
- The City may only regulate where drones can take off and land within its jurisdiction.
- Walmart’s drone operations occur on private property and meet all city code requirements.
- The City’s role was to verify compliance, not to approve or deny based on preference or opinion.

**Learn more / Contact**

- **Check availability / waitlist:** Zipline app (iOS & Android) or Zipline’s site. [Zipline](#)
- **Questions for the operator:** [community@zipline.com](mailto:community@zipline.com) (Zipline).
- **About the Burleson Walmart location:** 951 SW Wilshire Blvd., Burleson, TX 76028. [Walmart.com](#)

## J. BURLESON PUBLIC LIBRARY PROGRAMMING

### Creepy Carrots Storytime

The library will host a special **Creepy Carrots Storytime** at **Russell Farm** on **Tuesday, October 14, at 10 a.m.** Families will meet in the community garden to enjoy a reading of *Creepy Carrots!* by Aaron Reynolds, followed by a snack and take-home craft. After storytime, families are welcome to stay and explore the farm. This fun fall program is perfect for young children and their caregivers. **Russell Farm is located at 405 W County Rd 714, Burleson, TX 76028.**



### After Hours Mini Golf

On **Friday, October 17, from 7–8 p.m.**, the library will transform into a spooky mini golf course for teens. Participants can enjoy a **Halloween-themed round of mini golf** inside the library, with games and snacks available in the meeting room while waiting for their turn to play. This is an **after-hours event exclusively for teens ages 10–17**, and the library will be closed to the public during the program. It's sure to be a night of frightfully good fun!



## K. SENIOR ACTIVITY CENTER PROGRAMMING

### Parkinson's Support Group

**1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 1:30 p.m.**

Everyone is welcome to join this friendly, welcoming group. Exercise and discuss matters only a patient or caregiver can truly understand and appreciate.



### Line Dance Classes

Looking for a fun way to stay active, meet new friends and learn some moves? The Burlison Senior Activity Center offers a variety of line dance classes designed for all skill levels. Whether you're just starting out or have years of experience, there's a class for you.

Line dancing is a choreographed form of dance where participants move in lines or rows to a repeated sequence of steps. It's a great low-impact workout that improves coordination, memory and mood — all without the need for a dance partner.



#### Class schedule:

- Beginning Line Dance 1 – Tuesdays at 10 a.m.
- Beginning Line Dance 2 – Thursdays at 10 a.m.
- Intermediate Line Dance – Mondays at 12:30 p.m.
- Intermediate Line Dance 2 – Thursdays at 8:45 a.m.
- Advanced Line Dance – Wednesdays at 1 p.m. and Fridays at 9:30 a.m.

Each class offers a welcoming environment where you can learn at your own pace and have a great time doing it. No experience required — just bring your energy and a smile.

For those interested in learning more about the center's offerings, tours are available. The Burlison Senior Activity Center, 216 SW Johnson Avenue, is open to individuals aged 50 and up.

**L. PET OF THE WEEK**

Mandi, a sweet 3-year-old German Shepherd Dog mix, is ready to find a family to call her own. This gentle girl has been patiently waiting at the Burleson Animal Shelter for someone to share her loyalty, affection and calm spirit with.

Mandi knows basic commands like "sit" and thrives on attention. She loves to be petted and cuddled, making her an ideal companion for someone looking for a loving, well-mannered dog.



Her adoption fee is waived and includes vaccinations, microchipping, heartworm testing and spay — so she’s ready to go home today.

The shelter is **at capacity**, so if you are thinking about adopting, make us your first stop. View all adoptable animals at [burlesontx.com/adopt](http://burlesontx.com/adopt)

The Burleson Animal Shelter, located at 775 SE John Jones Drive, is open to the public Tuesday through Friday from 11 a.m. to 6 p.m. and Saturday from 11 a.m. to 4 p.m.

**M. FEEL GOOD FRIDAY**

Football brings people together, and in Burleson, a friendly competition between Burleson High School and Centennial High School scored something good for the community.

As part of the Peanut Butter Bowl, a statewide campaign started in San Antonio that uses football season to fight hunger, students rallied their



classmates and student council groups to collect as many jars of peanut butter as possible.

Together, they donated a staggering 4,467 jars to Harvest House, helping feed local families and support some of Burleson's most vulnerable residents.

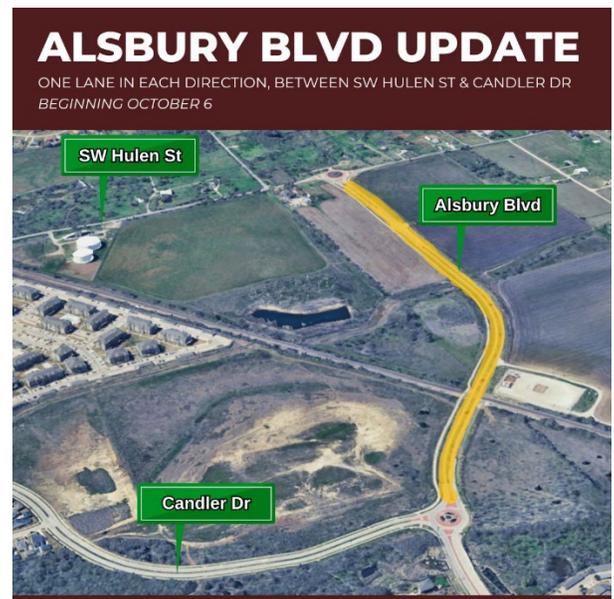
Burleson Independent School District is the first district in North Texas to take part in this growing effort, and their impact didn't go unnoticed—NBC DFW featured the story on its Wake Up to Something Good segment, spotlighting how local students are making a difference off the field.

### **III. ROAD PROJECTS**

#### **UNDER CONSTRUCTION: ALSBURY BLVD BETWEEN CANDLER DR AND HULEN ST**

**Update:** Burlington Northern Santa Fe (BNSF) Railroad has completed their upgrades, and Alsbury Boulevard, between S.W. Hulen Street and Candler Drive, opened to one lane in each direction as of Monday, October 6.

City contractors continue work in the area for remaining improvements of the widening of S.W. Alsbury Blvd.



### **IV. PARKS CAPITAL PROJECTS**



[Click here to stay up to date on current park projects](#)

## V. EVENTS

Event information can be found at [www.burlesontx.com/events](http://www.burlesontx.com/events)

- **BURLESON FARMERS MARKET**  
Saturdays, 8 a.m. – 1 p.m.  
Mayor Vera Calvin Plaza, 141 W. Renfro St.  
Free entry, items for purchase
- **FOUNDERS DAY**  
October 11, 10 a.m. – 3 p.m.  
Mayor Vera Calvin Plaza, 141 W Renfro St  
Free event
- **SADDLE UP & S'MORES**  
October 11, 6 – 8 p.m.  
Russell Farm Art Center, 405 W CR 714  
\$40 per couple
- **DOGS AND DONUTS: HALLOWEEN EDITION**  
October 18, 9:30 a.m. – 11 a.m.  
Burleson Bark Park, 616 Memorial Plaza  
Free event
- **FALL FEST AT THE FARM**  
October 18, 10 a.m. – 2 p.m.  
Russell Farm Art Center, 405 W CR 714  
Free event
- **OLD TOWN PICTURE SHOW**  
October 24 (*Hocus Pocus*) & November 21 (*Elf*), 6 p.m.  
Mayor Vera Calvin Plaza, 141 W Renfro St  
Fee event
- **BOO BASH**  
October 25, 5:30 – 8:30 p.m.  
Chisenhall Sports Complex, 500 W Hidden Creek Pkwy  
Free event
- **COLOR WITH CLIFFORD**  
October 28, 3 – 4 p.m.  
Burleson Public Library, 248 SW Johnson Ave.  
Free event

- **ZUMBA NIGHTS IN THE PLAZA**  
October 29, 7 – 8 p.m.  
Mayor Vera Calvin Plaza, 141 W Renfro St  
Free event
- **MILITARY VETERANS TRIBUTE**  
November 8, 10 a.m.  
Veterans Memorial Plaza, 298 E Renfro St.  
Free event
- **FAR OUT FAMILY CAMPOUT**  
November 8-9, Noon – 9 a.m.  
Russell Farm Art Center, 405 W County Road 714  
\$30 per family of 5; additional family members will cost \$5 each

## **VI. ATTACHMENTS**

- 4<sup>th</sup> Quarter Strategic Plan Updates.....page 20-41

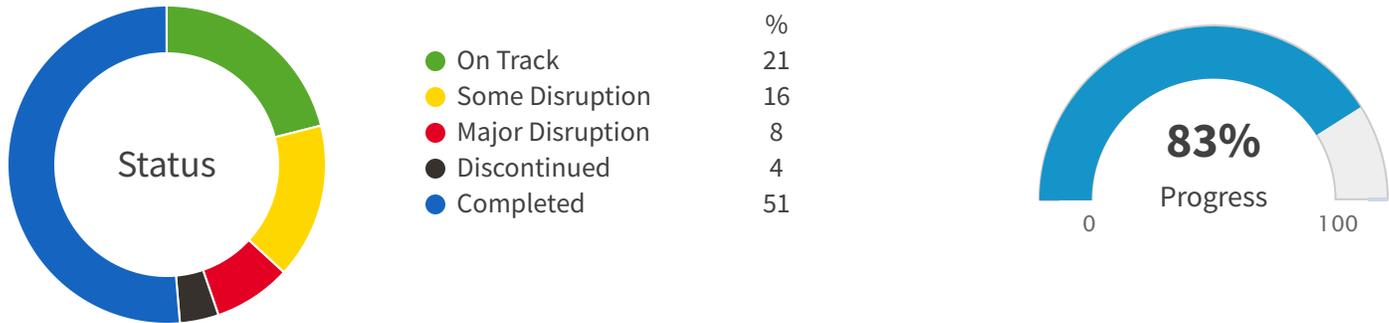


# **Quarter 4 Status Report**

**FY 24-25 Strategic Plan**

<b>4</b>	<b>17</b>	<b>76</b>
Strategic Focus Area	Goal	Work Plan Task

## Overall Summary



## Executive Summary

- **Summary:**

- The FY 24-25 Strategic Plan focuses on creating a high-performing city organization, enhancing quality of life amenities, managing city growth, and maintaining a vibrant community.
- Goals encompass improving emergency response, transportation infrastructure, sustainability, community engagement, financial stewardship, and high-quality economic and cultural opportunities.
- Work plan tasks aim to address infrastructure improvements, community safety, environmental sustainability, and economic growth through strategic partnerships and funding opportunities.
- Progress for the current plan is at 0%, with all elements still pending updates.

- **Accomplishments:**

- No accomplishments have been recorded as the plan is still in the early stages with progress not commenced.

- **Roadblocks:**

- The strategic plan is still pending initiation, which indicates potential delays in executing planned activities and achieving targets on time.
- Various updates and specific strategic focus areas require detailed attention and initiation to meet the outlined timelines and goals.

- **Recommendations:**

- Initiate work plan tasks and strategic goals promptly to ensure progress and successful execution of the strategic plan.
- Implement regular status checks and updates to monitor progress and mitigate potential delays.
- Enhance inter-departmental communication and cooperation to effectively tackle complex projects and goals.
- Prioritize and address critical infrastructure and service elements that align with community needs and anticipated growth.
- Explore diverse funding opportunities and partnerships to support strategic projects and improvements.



Strategic Focus Area 1

Progress 94%

High-Performing City Organization Providing Exceptional, People Focused Services

Owner: DeAnna Phillips

Goal: 4

Work Plan Task: 19



Goal 1.1

Progress 99%

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

Owner: DeAnna Phillips

Work Plan Task: 5



Work Plan Task 1.1.1

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Sum of annualized full-time turnover rate is 12.5%.

Continue to ensure competitive compensation and benefits across the city by benchmarking against peer cities, evaluating city compensation plan ranges and adjustments, cost of living adjustments, and performance-based merits.

Owner: Justin Scharnhorst

Work Plan Task 1.1.2

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Provide 4Q leadership workshops on employment law updates, employee policy updates, the 2025 performance assessment process, tools to assist leaders in providing difficult employee feedback, an overview of the fiscal year's budget, and 2026 annual health benefits overview.

Continue to provide growth and promotional opportunities for internal employees through executive and supervisor leadership training and developing a robust succession planning program

Owner: Justin Scharnhorst

Work Plan Task 1.1.3

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

4Q activity includes practical training topics for the Leadership Forum including new employment law updates and inspiring leadership topics. Lunch and Learn opportunities have also been provided for city employees, such as the September class on Social Security planning conducted by Gardner Wallace.

Develop a training program and enhances upon leadership training, diversity and inclusion, communication, and management skills.

Owner: Justin Scharnhorst

Work Plan Task 1.1.4



Oct 01, 2024 - Sep 30, 2025

On Track

Progress 95%

We continue to grow and improve our community partnerships through various programs, such as CPA, COPS, MOGB, and through our online social media present. We are very close to attaining our TCOLE training provider status, which has led to the creation of a training board comprised of various community members.

Continue development of community partnerships to discuss diversity and offer suggestions of inclusion within the police department

Owner: Justin Scharnhorst

### Work Plan Task 1.1.5

Completed

Oct 01, 2024 - Dec 31, 2024

Completed

Progress 100%

In partnership with consultant, review and recommend updates to benefit plan designs and carriers based on a RFP process to be completed in FY 23-24

Owner: Justin Scharnhorst

### Goal 1.2

Progress 95%



**Continue to improve the efficiency and productivity of operations** through the use of technology, innovation, teamwork and continual business process improvement.

Owner: DeAnna Phillips

Work Plan Task: 5

### Work Plan Task 1.2.1

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Expand outreach efforts for Burleson 311 and utility billing payment options to increase citizen awareness.

FY 24/25 success will be determined by participating in four City/Community events, mailing postcards to utility customers (one annually), Social Media Posts and City Newsletter, presenting to three community groups/stakeholders, and presenting informational sessions to Dept. Directors and key staff to help promote 311 to customers.

Owner: Justin Scharnhorst

All planned outreach efforts for Burleson 311 and utility billing payment options were successfully completed in FY 24/25. Staff participated in four city/community events, mailed postcards to all utility customers, worked with Communications to issue regular social media posts and newsletter features, delivered presentations to three community groups/stakeholders, and held an informational session with department directors and key staff to strengthen internal promotion of 311.

### Work Plan Task 1.2.2



Oct 01, 2024 - Jun 30, 2025

Some Disruption

Progress 95%

Update purchasing and contracting process to ensure continued compliance, efficiency, contract management and document retention.

Owner: Justin Scharnhorst

The Purchasing and Contracting Procedures document has been reformatted and is in the final stages of drafting and review. Full completion and communication are anticipated by the end of October. The delay is attributed to leadership transitions and recent legislative updates, which have been incorporated to ensure the City's processes remain compliant, efficient, and aligned with best practices.

### Work Plan Task 1.2.3

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Creation of IT internal knowledge base to expedite IT staff and city staff troubleshooting techniques in an effort to solve issues independently.

Owner: Justin Scharnhorst

BTX-IT has launched a new internal knowledge base to streamline troubleshooting and improve efficiency across the organization.

**Live Website:** Staff can now access solutions and resources directly.

**Cyber Security Month Launch:** Training sessions begin in October, with recordings posted online for ongoing use.

**Six Lunch & Learns:** BTX-IT will host six sessions. On alternating months, staff will receive questionnaires to tailor upcoming trainings to their needs.

**Engagement & Impact:** This cycle ensures trainings remain relevant, empowers staff to resolve routine issues independently, reduces downtime, and enhances overall productivity.

**Work Plan Task 1.2.4**

BTX-IT has completed the rollout of Windows 11 across all City computers, ensuring the City is ahead of Microsoft's Windows 10 end-of-life.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Implementation of Windows 11 across the Technology ecosystem to mitigate security vulnerabilities and enhance our cybersecurity defenses.

Owner: Justin Scharnhorst

**Work Plan Task 1.2.5**



311 continues to work with Emergency Management to integrate 311/CRM into the City's disaster preparedness program. Meaningful conversations have taken place, and key areas for integration have been identified. We are actively working with IT to address compatibility challenges that have delayed full implementation. Efforts remain ongoing to resolve these issues and ensure the system can effectively support emergency response and communication needs.

Oct 01, 2024 - Sep 30, 2025

Major Disruption

Progress 80%

Continue to work with emergency management to integrate 311/CRM into the city's disaster preparedness program

Owner: Justin Scharnhorst

**Goal 1.3**

Progress 81%



**Deliver high-quality service and communications to external and internal customers** by providing outstanding customer experience, communication and community engagement; regularly seeking feedback from citizens and employees through surveys, public forums and other outreach methods; and offering convenient methods for conducting business and communicating with the city.

	%	#
Major Disruption	25	1
Completed	75	3

Owner: DeAnna Phillips

Work Plan Task: 4

**Work Plan Task 1.3.1**

From October 1, 2024, to September 30, 2025, the city achieved a 63% open rate for its e-newsletter, surpassing the goal of 50%. The website recorded 1.9 million unique views, exceeding the yearly target of 1.5 million. On the city's social media accounts, 189 posts were made with an average reach of 5,983 per post, surpassing the 4,500 target this quarter. Communications staff continue utilizing Everbridge for targeted outreach to notifying residents about egret deterrents and sightings. This quarter they also used to notify residents of smoke testing that was being performed by public works.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Continually assess communications and engagement resources, processes, strategies and materials to seek ways to increase community stakeholder awareness and engagement.

Success will be determined by reviewing analytics on a quarterly basis the goal for the e-newsletter engagement rate is a 50% open rate, for social media the goal is for average reach post is 4,500 and for the website the goal is 375,000 unique views every quarter. The department will also perform quarterly audits of communication material and strategies to identify strengths, weaknesses, and areas for improvement.

Owner: Justin Scharnhorst

**Work Plan Task 1.3.2**

Oct 01, 2024 - Sep 30, 2025 Completed Progress 100%

Increase community engagement and awareness of library services through outreach programming, partnerships with community organizations, and marketing efforts.

Success will be determined by the number of community events attended and social media posts. The goal for community events is 40 yearly and 1,000 social media posts in a year.

Owner: Justin Scharnhorst

Library staff attended 9 community events/outreach programs in the fourth quarter including the Lions Club 4th of July Parade, Depot on Main Apartment Outreach, Meet the Teacher at Kerr Middle School, Meet the Teacher at STEAM Middle School, Nature Walk at Meadowcrest Park, Popsicle Walk at Bailey Lake, Be Healthy Burleson Run, Stepping Stonz Daycare Outreach, and Trash Bash.

Total community events for the year: 65 (163% of goal)

**Work Plan Task 1.3.3**

Oct 01, 2024 - Sep 30, 2025 Completed Progress 100%

Continue to provide the public with updates on the status of the 2022 Bond Program Implementation.

FY 24/25 success will be determined every quarter if an update was made on social media, in e-newsletter, on the dedicated webpage and via the weekly report.

Owner: Justin Scharnhorst

An update of the bond projects was made in the fourth quarter via the website, newsletter and social media channels.

**Work Plan Task 1.3.4**



Oct 01, 2024 - Jun 30, 2025 Major Disruption

Progress 25%

Revise existing subdivision ordinance to improve efficiency of operations for the overall development process.

Owner: Justin Scharnhorst

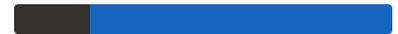
Staff will provide recommended updates to the I&D Committee during 1st quarter of FY 25-26.

**Goal 1.4** Progress 100%

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

Owner: DeAnna Phillips

Work Plan Task: 5



	%	#
Discontinued	20	1
Completed	80	4

**Work Plan Task 1.4.1**

Oct 01, 2024 - Jun 30, 2025 Completed Progress 100%

Continue implementation of asset management program for public infrastructure and fixed assets. \*FY 24-25 goal is to establish street operations program

Owner: Justin Scharnhorst

Completed. Street operations program has been implemented. Water infrastructure asset management to kick off in 3rd quarter.

**Work Plan Task 1.4.2**

Oct 01, 2024 - Jun 30, 2025

Discontinued

Explore and conduct an analysis and implementation of a storm water and street maintenance fee to enhance the city's infrastructure

Owner: Justin Scharnhorst

Consultant and staff continue development of a Stormwater Fee based on feedback from the Infrastructure & Development Committee and direction from full Council in May 2025 - the Street Maintenance Fee development was tabled and may be considered at a later date.

**Work Plan Task 1.4.3**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Review and pursue grant opportunities to offset the cost of planned capital projects. Continue with a grant consultant to complete 3 grant applications. Staff to identify 3-4 grant opportunities in each of the following categories: Water/Wastewater, Streets & Sidewalk Improvements, and Public Safety.

Owner: Justin Scharnhorst

4 grants were submitted for federal earmark dollars. 4 additional grants were identified and in the process of applying for FY26.

**Work Plan Task 1.4.4**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Continue to exhibit fiduciary responsibility by providing precise and transparent financial information through the submission of 12 monthly financial reports, \*AFRCR, and development of the FY25/26 budget.

Owner: Justin Scharnhorst

The ACFT project was successfully completed, the budget has been developed and adopted, and monthly reports have been delivered.

**Work Plan Task 1.4.5**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Create and implement goals that align with the State of Texas Comptroller's transparency achievement program. Ongoing with the following for 24/25: Through monthly financial reporting and obtaining 2 of the 5 transparency stars.

Owner: Justin Scharnhorst

We have been awarded the 2nd star and have submitted the documentation for the 3rd and taken steps on completing the final 3.

Strategic Focus Area 2

Progress 77%

Dynamic & Preferred City through Managed Growth

Owner: DeAnna Phillips

Goal: 5

Work Plan Task: 24

	%	#
On Track	29	7
Some Disruption	17	4
Major Disruption	17	4
Discontinued	8	2
Completed	29	7

Goal 2.1

Progress 70%

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

Owner: DeAnna Phillips

Work Plan Task: 6

	%	#
On Track	50	3
Major Disruption	17	1
Discontinued	17	1
Completed	17	1

Work Plan Task 2.1.1



Staff will work to have a qualified hotel project approved by the Legislature in the next session.

Oct 01, 2024 - Sep 30, 2025

Major Disruption

Progress 25%

Develop a viable plan for the development of Hotel/Conference Center.

Owner: Justin Scharnhorst

Work Plan Task 2.1.2



Staff is continuing to work with developers to gain the right project

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Execute an agreement for the redevelopment of the old Hill College site.

Owner: Justin Scharnhorst

Work Plan Task 2.1.3

Staff has got 4 new sites activated and the tourism is off to a great start earning the Tourism Friendly certification from the State.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Continue efforts to attract new-to-market retail establishments and promote tourism.

FY 24/25 success will be determined by four new sites.

Owner: Justin Scharnhorst

Work Plan Task 2.1.4



Staff is identifying site for future development.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Continue to pursue industrial development throughout the city and or landbank for future development site.

FY 24/25 success will be determined by four new sites.

Owner: Justin Scharnhorst

**Work Plan Task 2.1.5**



Staff is on track working with a health care provider as well as landowners to get to a deal.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Pursue and recruit medical professionals to the community that have higher paying jobs than the Johnson County Median Income. The focus is on a hospital provider as well as medical offices that would provide those jobs in our community.

Owner: Justin Scharnhorst

**Work Plan Task 2.1.6**

This project has not moved forward due to direction.

Oct 01, 2024 - Sep 30, 2025

Discontinued

Establish a small business incubation project

Owner: Justin Scharnhorst

**Goal 2.2**

Progress 75%



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

	%	#
On Track	25	1
Major Disruption	25	1
Discontinued	25	1
Completed	25	1

Owner: DeAnna Phillips

Work Plan Task: 4

**Work Plan Task 2.2.1**



Council has directed staff to proceed. Implementation of the NEZ will take place in two phases during Strategic Plan FY 25-26.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Identify locations for the implementation of neighborhood empowerment zones.

Owner: Justin Scharnhorst

**Work Plan Task 2.2.2**

Staff will revisit revisions to the ILA in relation to Tallgrass MMD in 1st quarter FY 25-26.

Oct 01, 2024 - Sep 30, 2025

Discontinued

Revise existing subdivision through an interlocal agreement with Johnson County to reevaluate platting authority in the ETJ.

Owner: Justin Scharnhorst

**Work Plan Task 2.2.3**

Completed.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Reevaluate the need for the public improvement district and other special district policies

Owner: Justin Scharnhorst

**Work Plan Task 2.2.4**



Staff will provide recommended updates to the I&D Committee in 1st quarter FY 25-26

Oct 01, 2024 - Jun 30, 2025

Major Disruption

Progress 50%

Finalize review and adoption of the zoning ordinance

Owner: Justin Scharnhorst

**Goal 2.3**

Progress 89%



Enhance connectivity and improve mobility by focusing on key street improvements and expanding capacity of existing transportation network, particularly within the SH 174 Corridor and the western portion of our city; improving roadway, bicycle and pedestrian infrastructure, and coordinating with Regional, State and Federal transportation partners for funding and support.

	%	#
On Track	40	2
Major Disruption	20	1
Completed	40	2

Owner: DeAnna Phillips

Work Plan Task: 5

**Work Plan Task 2.3.1**



Continued coordination

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Continuous coordination with NCTCOG for transportation projects on the TIP.

FY 24/25 success is measured by always have 2 projects included in the TIP

Owner: Justin Scharnhorst

**Work Plan Task 2.3.2**



Project set to bid in March 2026.

Oct 01, 2024 - Jun 30, 2025

Major Disruption

Progress 75%

Assist with the implementation of developing construction schedule for State Highway 174 Widening from Elk Drive to Wicker Hill Road

Owner: Justin Scharnhorst

**Work Plan Task 2.3.3**

Completed.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Complete the Willow Creek and Village Creek updates to the Master Drainage Study and submit Letters of Map Revisions to FEMA

Owner: Justin Scharnhorst

**Work Plan Task 2.3.4**



Upgrades on TxDOT signals continue with anticipated Fall 2025 completion.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 95%

Begin implementation of Intelligent Traffic System (ITS) and Traffic Management Center (TMC), allowing the city to control signal timing throughout the city

Owner: Justin Scharnhorst

**Work Plan Task 2.3.5**

Completed.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Complete the realignment and parking enhancements of Ellison Street project

Owner: Justin Scharnhorst

**Goal 2.4**

Progress 64%



Implement the city's Capital Improvement Program to improve the quality of life for residents through the completion of projects identified in the city's master plans.

Owner: DeAnna Phillips

	%	#
On Track	17	1
Some Disruption	33	2
Major Disruption	17	1
Completed	33	2

Work Plan Task: 6

**Work Plan Task 2.4.1**



Roadway is open to traffic but final improvements and punch list corrections still outstanding.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 95%

Complete the construction of Lakewood Boulevard to FM 1902 to serve the City's future Hooper Business Park and Chisholm Summit Development

Owner: Justin Scharnhorst

**Work Plan Task 2.4.2**



Project scoping is underway and design will be initiated in Fall 2025.

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 15%

Finalize design and complete construction of the FY 24-25 Neighborhood Street Program

Owner: Justin Scharnhorst

**Work Plan Task 2.4.3**

Construction began on 9/15/25.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Begin construction for bridge connecting Alsbury Boulevard to CR1020

Owner: Justin Scharnhorst

**Work Plan Task 2.4.4**



This project is following the federal process and will take approximately 2 years to complete design.

Oct 01, 2024 - Sep 30, 2025

Major Disruption

Progress 15%

Complete design for Alsbury Boulevard extension to Lakewood Drive

Owner: Justin Scharnhorst

**Work Plan Task 2.4.5**



The design will be completed in FY26 following the ROW acquisition.

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 60%

Complete design of Hulen Street expansion from SH174 to Candler Drive

Owner: Justin Scharnhorst

**Work Plan Task 2.4.6**

Construction is underway.

Oct 01, 2024 - Mar 31, 2025

Completed

Progress 100%

Finalize design and begin construction of the Burleson Police Headquarters Expansion

Owner: Justin Scharnhorst

**Goal 2.5**

Progress 93%

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

Owner: DeAnna Phillips



	%	#
Some Disruption	67	2
Completed	33	1

Work Plan Task: 3

**Work Plan Task 2.5.1**



Study results presented to Council and consultants report pending.

Oct 01, 2024 - Dec 31, 2024

Some Disruption

Progress 90%

Complete the feasibility study to identify possible options of a secondary water source

Owner: Justin Scharnhorst

**Work Plan Task 2.5.2**



Master plan anticipated to be presented at next available Infrastructure & Development Committee (November 2025).

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 90%

Finalize a facility masterplan that identifies long-term spacing needs and current facility condition assessment.

Owner: Justin Scharnhorst

**Work Plan Task 2.5.3**

Completed.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Complete design and begin construction of the city hall renovations

*Owner: Justin Scharnhorst*

Beautiful, Safe & Vibrant Community

Owner: DeAnna Phillips

Goal: 5

Work Plan Task: 22

	%	#
On Track	27	6
Some Disruption	27	6
Completed	45	10

Goal 3.1

Progress 50%

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

Owner: DeAnna Phillips

Work Plan Task: 5

	%	#
On Track	20	1
Some Disruption	60	3
Completed	20	1

Work Plan Task 3.1.1



Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 0%

Increase adoptions at the Animal Shelter by 5%

Owner: Justin Scharnhorst

The goal of increasing adoptions at the Animal Shelter by 5% has not yet been achieved. From October 2024 to September 2025, there were 621 adoptions, compared to 663 during the same period in 2023-2024—a decrease of approximately 6.33%.

Work Plan Task 3.1.2



Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 0%

Reduce the euthanasia rate of sick animals at the Animal Shelter by 3% by improving early treatment and care

Owner: Justin Scharnhorst

The goal of reducing the euthanasia rate of sick animals by 3% was not met. From October 2024 to September 2025, 134 animals were euthanized due to illness versus 86 for the same period in 2023-2024. The 55% increase was largely due to a Giardia outbreak that significantly impacted the shelter’s cat population, particularly litters of kittens. Despite prompt treatment, many did not recover or thrive, contributing to the higher euthanasia rate.

Work Plan Task 3.1.3



Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Complete construction of the Greenribbon project located at SH 174 and John Jones Dr. to enhance beautification and cultivate tourism opportunities.

Owner: Justin Scharnhorst

Bids received, documentation provided to TxDot, waiting on concurrence letter to bring forward for award.

Work Plan Task 3.1.4

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Fully leverage funding for FY 24-25 Home Improvement Rebate Program

Owner: Justin Scharnhorst

Funding Exhausted

**Work Plan Task 3.1.5**



Staff continues to explore options for additional curbside household hazardous waste collection

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 75%

Explore RFP opportunities to expand a door-to-door household hazardous waste program

Owner: Justin Scharnhorst

**Goal 3.2**

Progress 85%



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

Owner: DeAnna Phillips

Work Plan Task: 5

**Work Plan Task 3.2.1**



Policy and Plan being presented to Community Services committee in September, Anticipate adopting in October.

Oct 01, 2024 - Jun 30, 2025

On Track

Progress 75%

Finalize the community arts masterplan in FY 24-25

Owner: Justin Scharnhorst

**Work Plan Task 3.2.2**



Staff continues to work with landowners but there has been little movement due to market concerns.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Continue to work on redeveloping older centers or new land development on I-35W, Alsbury Blvd, Hidden Creek Parkway and State Highway 174. Staff will continue to work with land owners and developers to assist in development efforts

Owner: Justin Scharnhorst

**Work Plan Task 3.2.3**

Completed.

Oct 01, 2024 - Dec 31, 2024

Completed

Progress 100%

Finalize programming elements and public input for west side masterplan

Owner: Justin Scharnhorst

**Work Plan Task 3.2.4**

Currently at 70% plans.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Identify potential options for the relocation of existing softball practice fields located on Hidden Creek Parkway

Owner: Justin Scharnhorst

**Work Plan Task 3.2.5** 

Master plan being presented to Community Services Committee in September of 2025. CAPRA standards being entered into portal.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Complete the Parks Masterplan and begin CAPRA certification

Owner: Justin Scharnhorst

**Goal 3.3**

Progress 83%



Enhance emergency response services provided to the community, including emergency medical, police, fire and public dispatch services.

Owner: DeAnna Phillips

	%	#
● On Track	50	2
● Some Disruption	25	1
● Completed	25	1

Work Plan Task: 4

**Work Plan Task 3.3.1** 

The Training Division successfully completed the rope rescue technician course, with ten BFD members now scheduled for state certification exams. This program was delivered in partnership with Crowley Fire Department and Johnson County ESD. In addition, discussions are underway with Tarrant County College to secure reduced rates on a broad range of classes. The division is also working with the Texas Workforce Commission to pursue grant funding that would support expanded training opportunities, including paramedic education.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Design and implement a strategic fire training program to ensure regulatory compliance while fostering company resources to better equip fire personnel to manage job satisfaction and performance.

Owner: Justin Scharnhorst

**Work Plan Task 3.3.2** 

This project will need to be rolled. After much review, we determined that a more comprehensive and thorough restructuring was needed for our training program. We determined that beginning the process for CALEA accreditation while also restructuring our training program would be a better and more efficient use of resources.

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 60%

Pursue accreditation through the Association of Public Safety Communication Officials to certify Public Safety Communications training program

Owner: Justin Scharnhorst

**Work Plan Task 3.3.3**

Completed and went with Fire Nature Guide 1.001 July 1, 2025.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Complete revisions to the Fire Department's call type designation and response configuration in partnership with the Fire Department to create an efficient call-taking guide for future use

Owner: Justin Scharnhorst

**Work Plan Task 3.3.4** 

Waiting on TxDOT approval before installation on remaining ordered cameras can be installed.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 95%

Increase current real-time information and intelligence capabilities by increasing the number of Flock ALPR systems deployed throughout the city

Owner: Justin Scharnhorst

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

Owner: DeAnna Phillips

Work Plan Task: 4

	%	#
Some Disruption	25	1
Completed	75	3

**Work Plan Task 3.4.1**



Construction is on track to be completed by the end of 2025.

Oct 01, 2024 - Sep 30, 2025

Some Disruption

Progress 80%

Complete remodel design and begin construction of Fire Station 1 to provide adequate space for Fire/EMS operations and expand office capacity for administration.

Owner: Justin Scharnhorst

**Work Plan Task 3.4.2**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

We completed providing all Burluson Fire / EMS ambulance crews with active threat protection, specifically ballistic body armor and helmets. This now outfits every medic crew the ability to have up-to-date active threat protection.

Reestablished department curriculum for a Rescue Task Force, training all members in active threat situations.

Owner: Justin Scharnhorst

**Work Plan Task 3.4.3**

Completed.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Transition Axon Air streaming software to integrate our current drones with existing Axon live streaming and digital evidence storage services.

Owner: Justin Scharnhorst

**Work Plan Task 3.4.4**

BTX-IT has successfully completed the citywide radio deployments, ensuring first responders and staff have reliable, modern communications.

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Deploy public safety radios to provide better system redundancy and protection for system operations.

Owner: Justin Scharnhorst

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

Owner: DeAnna Phillips

Work Plan Task: 4

	%	#
Some Disruption	25	1
Completed	75	3

**Work Plan Task 3.5.1**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Continue to conduct emergency preparedness workshops for community members and enhance the CERT program to assist with achieving whole community preparedness. \*success will be determined by the frequency of community events and trainings

Owner: Justin Scharnhorst

The Burleson Emergency Preparedness Fair has secured \$4,100 in sponsorship donations, which will be used to provide preparedness bags, shirts, and essential items for the community. The fair is scheduled for September 13 from 9:00 AM to 1:00 PM at the Brick. On August 1, BTX Prepared held its quarterly meeting with more than 25 organizations focused on networking and building partnerships to strengthen Burleson's ability to support the community during times of crisis. In addition, the Fall Community Emergency Response Team (CERT) course will run from September through October, expanding training opportunities for residents to become better prepared to assist in emergencies.

**Work Plan Task 3.5.2**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Continue to enhance Community Risk Reduction efforts (drowning prevention, CPR, Stop the Bleed, etc.), making our city a safer place to live, work and visit. \*success will be determined by the frequency of community events and trainings.

Owner: Justin Scharnhorst

Activities included continued success with the Save a Life Saturday program, which maintained strong participation through ongoing marketing in partnership with the Communications Department. The Junior Fire Academy hosted 24 participants and was well received. With funding support from the Cook Children's Award, we secured outreach materials for distribution at community events. In addition, our drowning prevention efforts at Pirate's Cove were highly effective, with monthly education sessions held on the first Friday of each month throughout the swim season.

**Work Plan Task 3.5.3**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Enhance drone operations through the addition of a tethered drone that works with Axon software that does not require a certified pilot to operate.

Owner: Justin Scharnhorst

Completed.

**Work Plan Task 3.5.4**

Oct 01, 2024 - Mar 31, 2025

Some Disruption

Progress 10%

Add 4G camera installation at community parks that have seen an increase of vandalism and other issues to ensure the safety of all park goers

Owner: Justin Scharnhorst

The broader approach to park cameras and the overall technology vision for each park location is being re-evaluated. A pilot project for cameras and access control is underway at Warren Park. This approach considers both existing factors and new considerations identified while exploring the implementation of air fiber, which will significantly impact how network connectivity is managed across park sites. An overall discussion on park technology and vision will be scheduled in the future to gather additional feedback from both the Park Board and City Council. In the short term, the Warren Park project has received its purchase order and has been sent to the vendor for next steps and parts needed to complete the installation.

Strategic Focus Area 4

Progress 88%

Great Place to Live through Expanded Quality of Life Amenities

Owner: DeAnna Phillips

Goal: 3

Work Plan Task: 11

	%	#
On Track	18	2
Some Disruption	9	1
Completed	73	8

Goal 4.1

Progress 65%

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

Owner: DeAnna Phillips

Work Plan Task: 3

	%	#
On Track	33	1
Some Disruption	33	1
Completed	33	1

Work Plan Task 4.1.1



Projects continue to be on track.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Continue to implement the 5-year capital program by completing the projects approved in FY 24-25

Owner: Justin Scharnhorst

Work Plan Task 4.1.2

Completed.

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Complete essential repairs on 3,300 square feet of concrete sidewalk and common areas at Chisenhall Sports Complex to enhance safety and accessibility for all visitors and participants

Owner: Justin Scharnhorst

Work Plan Task 4.1.3



Project is scheduled to bid this Fall.

Oct 01, 2024 - Jun 30, 2025

Some Disruption

Progress 20%

Enhance lighting in the Old Town and Plaza area

Owner: Justin Scharnhorst

Goal 4.2

Progress 94%

Provide high-quality recreation opportunities, events and facilities for residents by expanding programs and options for all ages and abilities that enrich the quality of life for residents.

Owner: DeAnna Phillips

Work Plan Task: 4

	%	#
On Track	25	1
Completed	75	3

**Work Plan Task 4.2.1** 

Aquatic renovations began September 2 and will continue through November.

Oct 01, 2024 - Sep 30, 2025

On Track

Progress 75%

Complete BRiCk lobby renovations

Owner: Justin Scharnhorst

**Work Plan Task 4.2.2**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Expand Tournaments at our sports complex to host a total of 13 events

Owner: Justin Scharnhorst

Completed with our current tournament lineup managed by our in-house team. We hosted a total of 24 tournaments in total: 5 softball tournaments, 19 baseball tournaments including 2 World Series events and 1 World event.

**Work Plan Task 4.2.3**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Increase community engagement and awareness of library services through outreach programming, partnerships with community organizations and marketing efforts

Owner: Justin Scharnhorst

Library staff attended 9 community events/outreach programs in the fourth quarter including the Lions Club 4th of July Parade, Depot on Main Apartment Outreach, Meet the Teacher at Kerr Middle School, Meet the Teacher at STEAM Middle School, Nature Walk at Meadowcrest Park, Popsicle Walk at Bailey Lake, Be Healthy Burleson Run, Stepping Stonz Daycare Outreach, and Trash Bash. Total community events for the year: 65 (163% of goal)

**Work Plan Task 4.2.4**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Add plaza and Russell farm opportunities specific to recreational programming

Owner: Justin Scharnhorst

Completed.

**Goal 4.3**

Progress 100%

Provide outstanding cultural, educational and entertainment opportunities by cultivating mutually beneficial partnerships with area education and government entities, the business community, and not-for-profits.

Owner: DeAnna Phillips



	%	#
Completed	100	4

Work Plan Task: 4

**Work Plan Task 4.3.1**

Oct 01, 2024 - Sep 30, 2025

Completed

Progress 100%

Partner with Johnson County for the development of a master thoroughfare plan

Owner: Justin Scharnhorst

Completed.

### Work Plan Task 4.3.2

Completed.

Jan 01, 2025 - Jun 30, 2025

Completed

Progress 100%

Implement and host the Burleson 101 Civic Academy for the second year to educate our community on municipal operations and grow partnerships within our residence

Owner: Justin Scharnhorst

### Work Plan Task 4.3.3

Oct 01, 2024 - Jun 30, 2025

Completed

Progress 100%

Develop fundraising strategies for the senior center by cultivating relationships with donors, seeking out sponsorships from local business and organizations, and planning fundraising that resonate with the community

Owner: Justin Scharnhorst

The Senior Activity Center continued to strengthen its fundraising and community engagement efforts during the third quarter. New sponsors this quarter included St. Gabriel's Hospice, Home Instead, United Dermatology Associates, Clear Path Home Care, Navy Federal, Johnson County Clerk, 7N Cryo Club, Johnson County Hunger Coalition, Harvest House and Advanced Loving Home Care.

The center is also working closely with the City's Marketing and Communications Division to expand awareness of its programs and events, with the goal of reaching new donors and sponsors. These partnerships are essential to supporting the center's mission and ensuring a wide range of enriching opportunities for Burleson's senior community.

### Work Plan Task 4.3.4

Oct 01, 2024 - Mar 31, 2025

Completed

Progress 100%

Grow the Project U Leadership Conference to be a premier statewide event, bringing visitors and overnight guests to our city

Owner: Justin Scharnhorst

The 2025 Project U Conference sold out in 29 days. Tickets were purchased from as far as Austin, Wylie and will have a few attendees potentially from Michigan. This sold out in record time and we have increased attendance to 400.