



ABOUT THIS Quarterly Report

This report has been prepared by the city of Burlison's finance, public works, parks and recreation and community services departments. The quarterly report is intended to provide both internal and external users with information regarding the city's financial position, economic activity, capital improvement project progress and updates on the city-wide strategic plan. This report includes information for the quarter ending December 31, 2020.

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

SECTION 01

Executive Dashboards

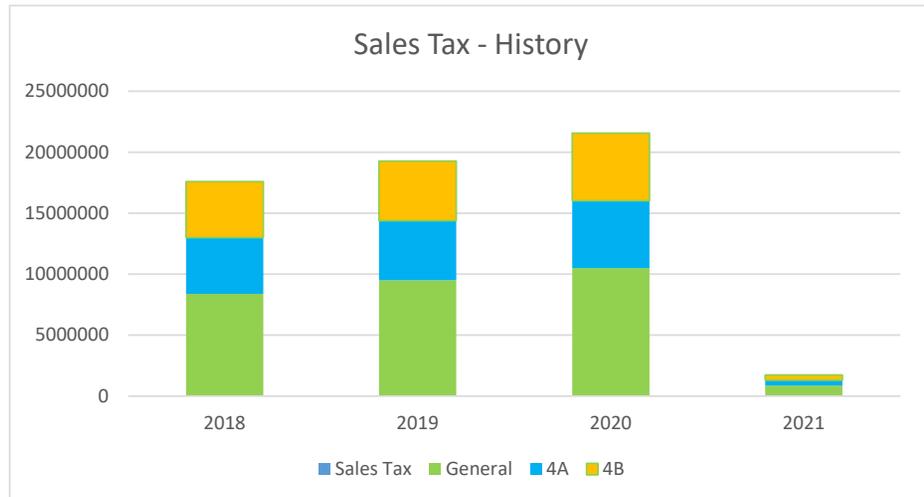
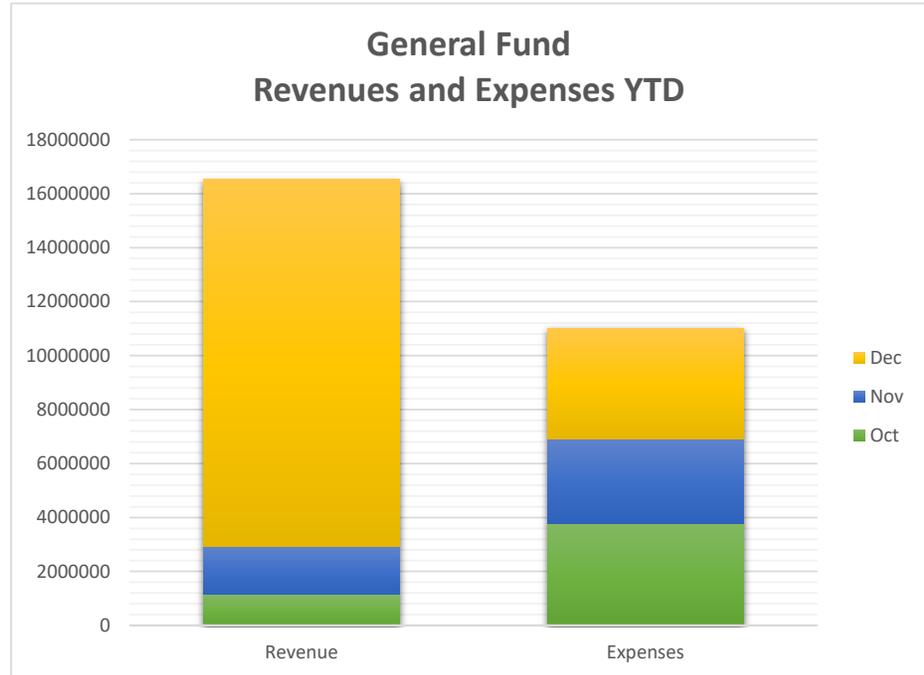
City of Burlison
Quarterly Report
December 2020

Q1

General Fund Executive Dashboard (unaudited)

| Description | FY 2020-21 Annual Budget | FY 2020-21 Annual Projections | FY 2020-21 Projections to Budget |
|---|-----------------------------|-------------------------------------|--|
| Beginning Fund Balance as of 10/1/2020 | \$10,995,626 | \$13,221,843 | |
| REVENUES | | | |
| Ad Valorem Taxes | \$21,828,822 | \$21,828,822 | 100% |
| Sales Taxes | \$10,288,306 | \$10,985,380 | 107% |
| Franchise Fees | \$3,492,804 | \$3,492,804 | 100% |
| Licenses & Permits | \$1,208,000 | \$1,208,000 | 100% |
| Other Charges for Service | \$896,000 | \$896,000 | 100% |
| Fines & Forfeitures | \$1,050,000 | \$1,050,000 | 100% |
| Miscellaneous | \$1,477,952 | \$1,477,952 | 100% |
| Indirect Cost Transfers | \$2,525,543 | \$2,525,543 | 100% |
| Other Taxes - PILOT | \$772,262 | \$772,262 | 100% |
| Revenue Total | \$43,539,689 | \$44,236,763 | 102% |
| EXPENDITURES | | | |
| Personal Service | \$30,627,442 | \$30,627,442 | 100% |
| Maintenance & Repairs | \$2,521,566 | \$2,521,566 | 100% |
| Operations, Services | \$3,017,829 | \$3,017,829 | 100% |
| Material & Supplies | \$2,279,780 | \$2,279,780 | 100% |
| Capital Outlay | \$238,615 | \$238,615 | 100% |
| Transfers to IT | \$1,886,946 | \$1,886,946 | 100% |
| Transfers to Equipment Replacement | \$1,564,410 | \$1,564,410 | 100% |
| Transfers to Equipment Services | \$394,454 | \$394,454 | 100% |
| Miscellaneous Expense | \$1,225,431 | \$1,225,431 | 100% |
| Transfer to Fire Station Land | \$34,000 | \$34,000 | 100% |
| Transfer to Internal Service Funds | \$146,381 | \$146,381 | 100% |
| Total Expenditures | \$43,936,854 | \$43,936,854 | 100% |
| Net Income (Loss) | (\$397,165) | \$299,909 | |
| Ending Fund Balance | \$10,598,461 | \$13,521,752 | |

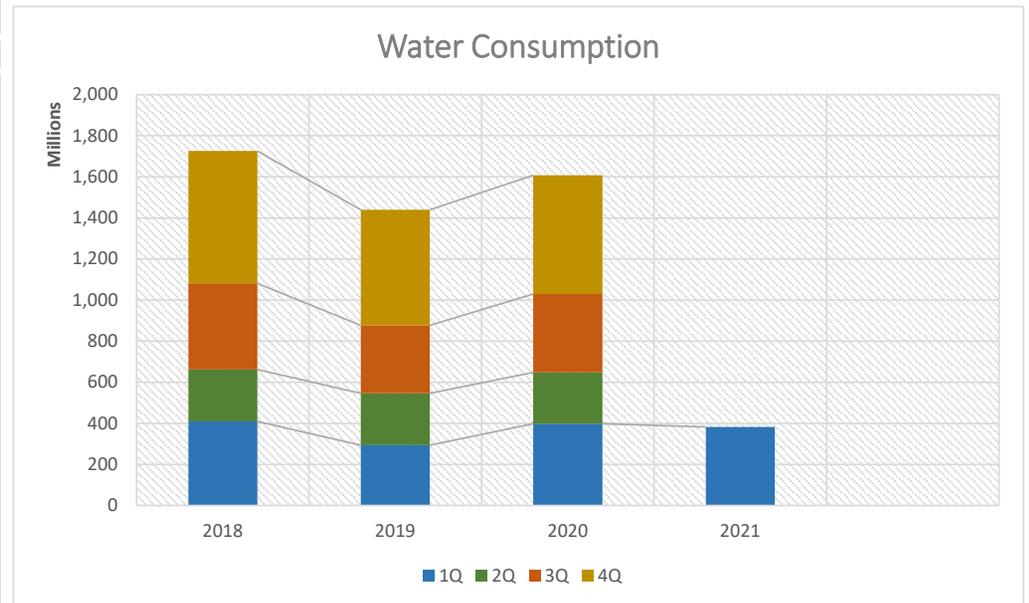
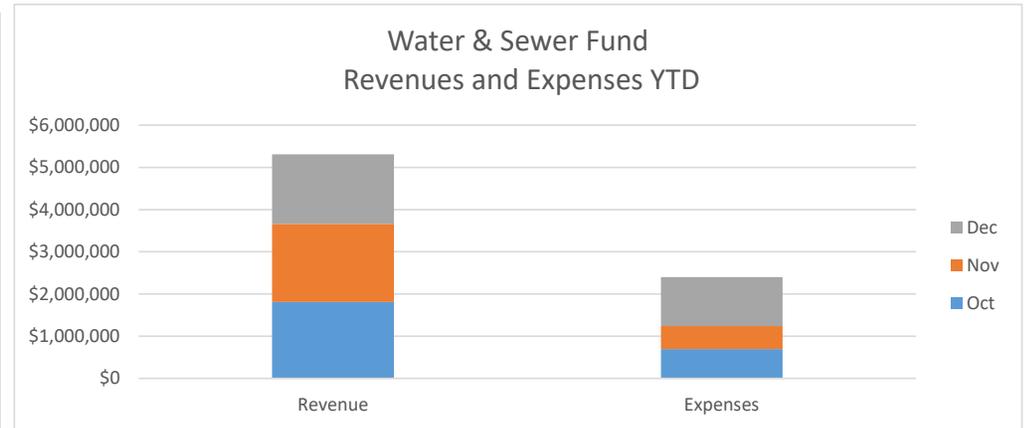
Key Trends:
Sales tax projected to be 7% above budgeted amount based on prior year actuals coming in above year end estimates. As of 1st quarter, all other revenues and expenditures are projected to meet budget levels.



Q1

Water/Sewer Fund Executive Dashboard (unaudited)

| Description | FY 2020-21 Annual Budget | FY 2020-21 Annual Projections | FY 2020-21 Projections to Budget |
|---|-----------------------------|-------------------------------------|--|
| Beginning Fund Balance as of 10/1/2020 | \$8,758,654 | \$9,766,255 | |
| REVENUES | | | |
| Water Revenue | \$12,035,430 | \$12,035,430 | 100% |
| Sewer Revenue | \$9,646,140 | \$9,646,140 | 100% |
| Interest Revenue | \$80,000 | \$80,000 | 100% |
| Miscellaneous Revenues | \$130,000 | \$130,000 | 100% |
| Sewer Surcharge | \$260,000 | \$260,000 | 100% |
| Late Payments | \$408,000 | \$408,000 | 100% |
| Impact Fee Reimbursements | \$770,000 | \$770,000 | 100% |
| Transfer to Water/Sewer | \$427,613 | \$427,613 | 100% |
| Total Revenues | \$23,757,183 | \$23,757,183 | 100% |
| EXPENDITURES | | | |
| Personnel Services | \$2,066,770 | \$2,066,770 | 100% |
| Franchise Fee | \$881,504 | \$881,504 | 100% |
| Capital Outlay | \$759,480 | \$759,480 | 100% |
| Payment in Lieu of Taxes | \$772,262 | \$772,262 | 100% |
| Operations, Services | \$438,928 | \$438,928 | 100% |
| Materials & Supplies | \$346,902 | \$346,902 | 100% |
| Maintenance & Repair | \$246,010 | \$246,010 | 100% |
| Miscellaneous Expense | \$116,729 | \$116,729 | 100% |
| Transfer to Equipment Replacement | \$286,414 | \$286,414 | 100% |
| Transfer to IT | \$112,677 | \$112,677 | 100% |
| Transfer to GF | \$1,480,207 | \$1,480,207 | 100% |
| Transfer to Equipment Services | \$49,515 | \$49,515 | 100% |
| Sewer Treatment | \$4,351,750 | \$4,351,750 | 100% |
| Purchase of Water | \$4,467,360 | \$4,467,360 | 100% |
| Debt Service | \$6,455,024 | \$6,455,024 | 100% |
| Total Expenditures | \$22,831,532 | \$22,831,532 | 100% |
| Net Income (Loss) | \$925,651 | \$925,651 | |
| Ending Fund Balance | \$9,684,305 | \$10,691,906 | |



Key Trends

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

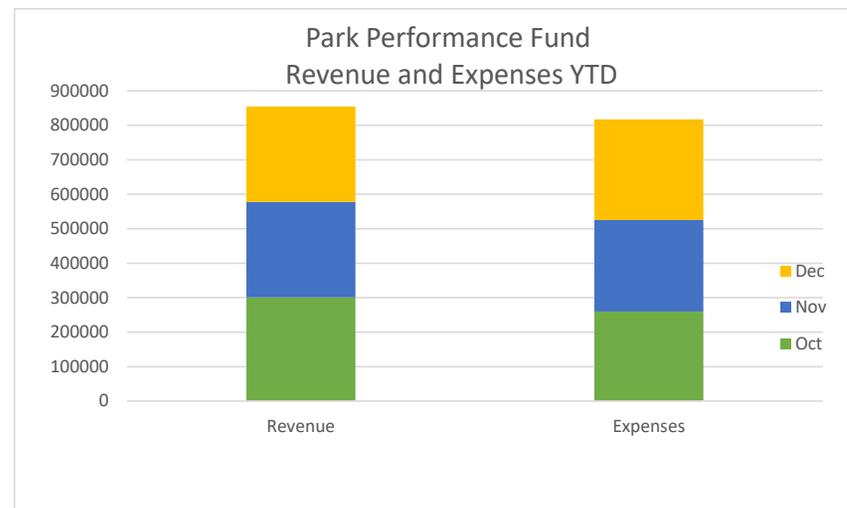
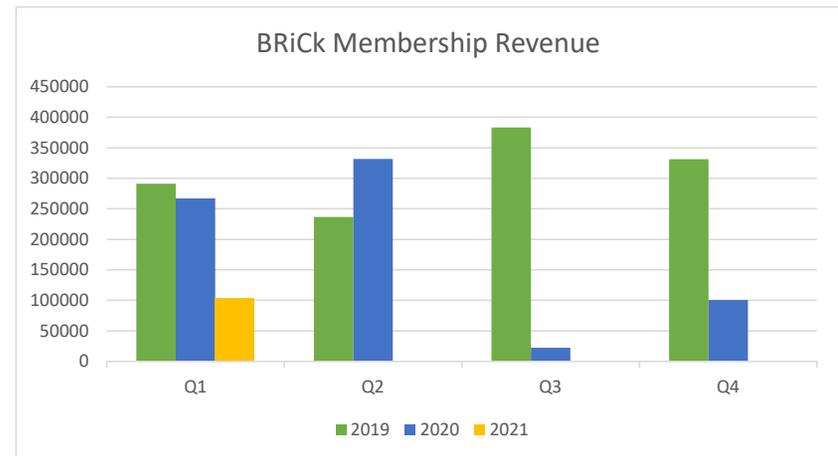
Q1

Park Performance Fund Executive Dashboard (unaudited)

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

Key Trends

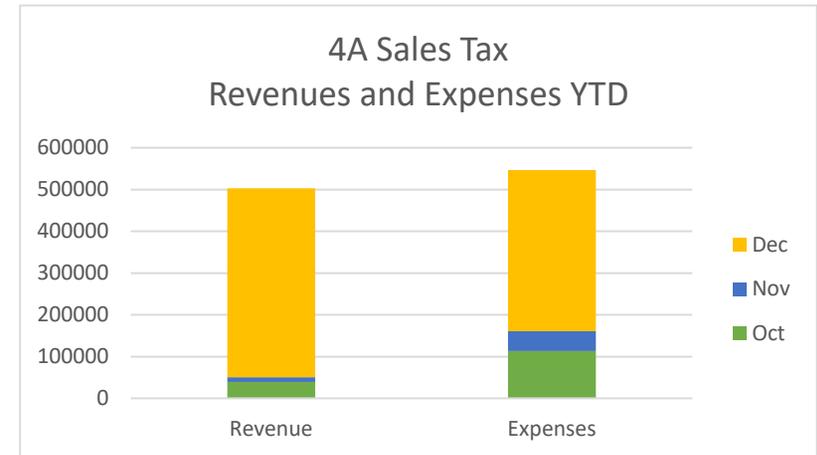
At this point in the fiscal year, revenues and expenditures are projected to meet budgeted levels.



Q1

4A Sales Tax Fund Executive Dashboard (unaudited)

| Description | FY 2020-21 Annual Budget | FY 2020-21 Annual Projections | FY 2020-21 Projections to Budget |
|--|-----------------------------|-------------------------------------|--|
| Beginning Fund Balance as of 10/1/2020 | \$6,994,147 | \$7,793,082 | |
| REVENUE | | | |
| 4A Sales Tax | \$5,086,472 | \$5,430,139 | 107% |
| Interest | \$25,000 | \$25,000 | 100% |
| Miscellaneous Revenue | \$155,625 | \$155,625 | 100% |
| Total Revenues | \$5,267,097 | \$5,610,764 | 107% |
| EXPENDITURES | | | |
| Personnel Services | \$255,658 | \$255,658 | 100% |
| Operations, Services | \$136,425 | \$136,425 | 100% |
| Miscellaneous Expense | \$77,000 | \$77,000 | 100% |
| Materials & Supplies | \$121,825 | \$121,825 | 100% |
| Maintenance & Repair | \$25,000 | \$25,000 | 100% |
| Economic Development Incentive (380) | \$828,000 | \$828,000 | 100% |
| Business Retentions | \$55,000 | \$55,000 | 100% |
| Transfer to GF-Adm Services | \$256,118 | \$256,118 | 100% |
| Transfer to IT | \$9,168 | \$9,168 | 100% |
| Debt Service | \$2,393,731 | \$2,393,731 | 100% |
| Total Expenditures | \$4,157,925 | \$4,157,925 | 100% |
| Net Income (Loss) | \$1,109,172 | \$1,452,839 | |
| Ending Fund Balance | \$8,103,319 | \$9,245,921 | |



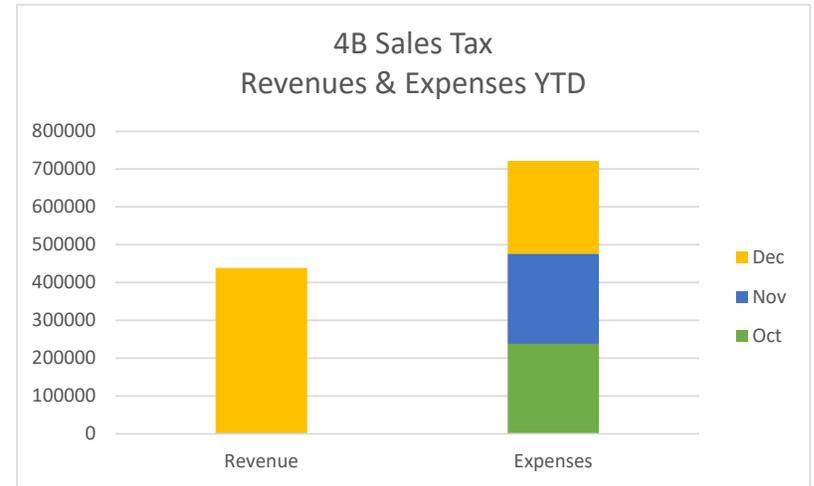
Key Trend:

Sales Tax projected to increase about 7% from budget due to prior year actuals coming in above year end estimates. As of 1st quarter, all other revenues and expenditures are projected to meet budget levels.

Q1

4B Sales Tax Fund Executive Dashboard (unaudited)

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



Key Trend:

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

SECTION 02

Financial Summary

City of Burleson
Quarterly Report
December 2020

Q1

General Fund Schedule of Revenues - Budget vs YTD (unaudited)

| Description | Prior YTD | Annual Budget | YTD Actuals | YTD Actuals to Budget |
|-------------------------------------|---------------------|---------------------|---------------------|-----------------------|
| Ad Val Taxes - Delinquent | \$41,074 | \$110,000 | \$16,165 | 15% |
| Ad Val Taxes - Pen & Int | \$23,306 | \$170,000 | \$19,234 | 11% |
| Ad Val Taxes- General | \$12,048,674 | \$21,548,822 | \$12,845,030 | 60% |
| Ad Valorem Taxes | \$12,113,054 | \$21,828,822 | \$12,880,430 | 59% |
| | | | | |
| Sales Tax | \$831,538 | \$10,288,306 | \$875,688 | 9% |
| | | | | |
| Electric Utility Franchise Fees | \$0 | \$1,700,000 | \$0 | 0% |
| Natural Gas Franchise Fee | \$0 | \$250,000 | \$0 | 0% |
| Solid Waste Franchise Fee | \$62,805 | \$416,300 | \$68,130 | 16% |
| Telecable Franchise Fees | \$0 | \$135,000 | \$0 | 0% |
| Telephone Franchise Fees | \$205 | \$110,000 | \$40 | 0% |
| Water and Sewer Franchise Fees | \$211,900 | \$881,504 | \$220,376 | 25% |
| | \$274,910 | \$3,492,804 | \$288,546 | 8% |
| | | | | |
| Other Taxes | \$185,640 | \$772,262 | \$193,066 | 25% |
| | | | | |
| Code Enforcement | \$815 | \$10,000 | \$2,800 | 28% |
| Fire | \$0 | \$13,000 | \$0 | 0% |
| Parks Maintenance | \$780 | \$6,500 | \$650 | 10% |
| Pavement Maintenance | \$18,906 | \$50,000 | \$10,180 | 20% |
| Police | \$290 | \$6,000 | \$2,227 | 37% |
| Miscellaneous Service Fees | \$67,945 | \$810,500 | \$25,129 | 3% |
| Service Fees | \$88,736 | \$896,000 | \$40,985 | 5% |
| | | | | |
| Fines & Fees | \$144,426 | \$1,050,000 | \$222,406 | 21% |
| | | | | |
| Building Inspections | \$173,609 | \$1,106,000 | \$310,154 | 28% |
| Miscellaneous Licenses and Permits | \$7,052 | \$102,000 | \$29,775 | 29% |
| Licenses and Permits | \$180,661 | \$1,208,000 | \$339,929 | 28% |
| | | | | |
| Investment Income | \$52,956 | \$350,000 | \$8,067 | 2% |
| Miscellaneous | \$270,283 | \$1,127,952 | \$370,205 | 33% |
| Miscellaneous Revenues | \$323,238 | \$1,477,952 | \$378,271 | 26% |
| | | | | |
| Indirect Cost Transfer-ED | \$0 | \$0 | \$670,432 | NA |
| Indirect Cost Transfer- Golf | \$0 | \$120,510 | \$30,128 | 25% |
| Indirect Cost Transfer- Hotel/Motel | \$6,500 | \$26,780 | \$6,695 | 25% |
| Indirect Cost Transfer- PPF | \$83,900 | \$345,668 | \$86,417 | 25% |
| Indirect Cost Transfer- Solid Waste | \$61,900 | \$296,260 | \$74,065 | 25% |
| Indirect Cost Transfer- Type A | \$73,846 | \$256,118 | \$73,846 | 29% |
| Indirect Cost Transfer- Water/Sewer | \$332,250 | \$1,480,207 | \$370,052 | 25% |
| Transfers | \$558,396 | \$2,525,543 | \$1,311,633 | 52% |
| | | | | |
| Total General Fund Revenues | \$14,700,598 | \$43,539,689 | \$16,530,955 | 38% |

Q1

**General Fund
Schedule of Expenditures -
Budget vs YTD Actuals (unaudited)**

| Description | Prior YTD | Annual Budget | YTD Actuals | YTD Actuals to Budget |
|-------------------------------------|--------------------|---------------------|---------------------|-----------------------|
| GENERAL GOVERNMENT | | | | |
| City Manager's Office | \$141,531 | \$714,319 | \$160,330 | 22% |
| City Secretary's Office | \$419,201 | \$1,829,635 | \$370,366 | 20% |
| Communications | \$120,353 | \$493,952 | \$126,605 | 26% |
| Finance | \$441,743 | \$1,875,372 | \$396,319 | 21% |
| Non-Departmental | \$502,444 | \$589,684 | \$400,268 | 68% |
| Economic Development | \$0 | \$570,511 | \$0 | 0% |
| Human Resources | \$176,263 | \$771,379 | \$172,389 | 22% |
| Legal Services | \$99,873 | \$384,468 | \$97,492 | 25% |
| Purchasing | \$41,986 | \$351,526 | \$115,644 | 33% |
| | \$1,943,394 | \$7,580,846 | \$1,839,413 | 24% |
| PUBLIC SAFETY | | | | |
| Fire | \$1,904,496 | \$8,382,348 | \$2,193,154 | 26% |
| Police | \$3,269,001 | \$14,396,598 | \$3,772,945 | 26% |
| | \$5,173,497 | \$22,778,946 | \$5,966,099 | 26% |
| PUBLIC WORKS | | | | |
| Drainage Maintenance | \$157,904 | \$537,061 | \$241,441 | 45% |
| Engineering | \$308,784 | \$1,061,521 | \$382,569 | 36% |
| Facilities Maintenance | \$157,961 | \$843,567 | \$154,317 | 18% |
| Pavement Maintenance | \$567,423 | \$2,999,118 | \$618,000 | 21% |
| Public Works Admin | \$167,390 | \$916,223 | \$181,569 | 20% |
| Traffic Maintenance | \$68,362 | \$517,444 | \$108,616 | 21% |
| | \$1,427,824 | \$6,874,934 | \$1,686,510 | 25% |
| NEIGHBORHOOD SERVICES | | | | |
| Animal services | \$118,680 | \$528,905 | \$142,582 | 27% |
| Code Enforcement | \$76,509 | \$357,597 | \$89,760 | 25% |
| Environmental Services | \$45,940 | \$431,389 | \$103,123 | 24% |
| Neighborhood Services | \$55,071 | \$270,387 | \$66,026 | 24% |
| | \$296,201 | \$1,588,278 | \$401,491 | 25% |
| DEVELOPMENT SERVICES | | | | |
| Building Inspections | \$157,795 | \$726,782 | \$175,234 | 24% |
| Community Development | \$224,164 | \$1,026,195 | \$154,916 | 15% |
| | \$381,959 | \$1,752,977 | \$330,150 | 19% |
| CULTURE & RECREATION | | | | |
| Library | \$289,288 | \$1,360,890 | \$336,910 | 25% |
| Parks and Recreation Administration | \$69,162 | \$232,817 | \$47,149 | 20% |
| Parks Maintenance | \$292,327 | \$1,497,133 | \$357,536 | 24% |
| Recreation | \$79,657 | \$83,913 | \$18,163 | 22% |
| Senior Center | \$36,257 | \$186,120 | \$32,450 | 17% |
| | \$766,691 | \$3,360,873 | \$792,208 | 24% |
| Total Expenditures | \$9,989,566 | \$43,936,854 | \$11,015,872 | 25% |
| Total Net Income (Loss) | \$4,711,032 | (\$397,165) | \$5,515,083 | |

Q1

Water/Sewer Fund Schedule of Expenditures - Budget vs Preliminary Actuals (unaudited)

| | Prior YTD | Annual Budget | YTD Actuals | YTD Actuals to Budget |
|-----------------------------------|--------------------|---------------------|--------------------|-----------------------|
| REVENUES | | | | |
| Water Revenue | \$2,967,203 | \$12,035,430 | \$2,808,576 | 23% |
| Sewer Revenue | \$2,244,476 | \$9,646,140 | \$2,314,791 | 24% |
| Investment Income | \$57,000 | \$80,000 | \$9,038 | 11% |
| Miscellaneous | \$234,923 | \$798,000 | \$172,169 | 22% |
| Impact Fee Reimbursement | \$0 | \$770,000 | \$0 | 0% |
| Transfer from Other funds | \$659,098.24 | \$427,613 | \$7,242 | 2% |
| TOTAL REVENUES | \$6,162,701 | \$23,757,183 | \$5,311,816 | 22% |
| EXPENDITURES | | | | |
| Personnel Services | \$380,656 | \$2,066,770 | \$444,293 | 21% |
| Franchise Fee | \$211,900 | \$881,504 | \$220,376 | 25% |
| Capital Outlay | \$61,150 | \$759,480 | \$21,326 | 3% |
| Payment in Lieu of Taxes | \$185,640 | \$772,262 | \$193,066 | 25% |
| Operations, Services | \$138,466 | \$438,928 | \$149,189 | 34% |
| Materials & Supplies | \$45,701 | \$346,902 | \$51,984 | 15% |
| Maintenance & Repair | \$45,433 | \$246,010 | \$27,973 | 11% |
| Miscellaneous Expense | \$0 | \$116,729 | \$5,734 | 5% |
| Equipment Service | \$13,153 | \$49,515 | \$12,379 | 25% |
| Transfer Out | \$0 | | \$0 | NA |
| Transfer to IT | \$52,115 | \$112,677 | \$28,169 | 25% |
| Transfer to Equipment Replacement | \$225,795 | \$286,414 | \$286,414 | 100% |
| Transfer to GF | \$332,250 | \$1,480,207 | \$370,052 | 25% |
| Debt Service | \$0 | \$6,455,024 | \$0 | 0% |
| Sewer Treatment | \$304,960 | \$4,351,750 | \$210,919 | 5% |
| Purchase of Water | \$364,464 | \$4,467,360 | \$381,695 | 9% |
| TOTAL EXPENDITURES | \$2,361,683 | \$22,831,532 | \$2,403,569 | 11% |
| Net Income (Loss) | \$3,801,018 | \$925,651 | \$2,908,247 | |

Q1

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

| Description | Prior YTD | Annual Budget | YTD Actuals | YTD Actuals to Budget |
|------------------------------------|-------------------|--------------------|------------------|-----------------------|
| REVENUES | | | | |
| Transfer In - 4B Sales Tax | \$382,750 | \$3,361,387 | \$714,658 | 21% |
| Recreation Memberships | \$299,452 | \$959,667 | \$114,885 | 12% |
| Miscellaneous | \$53,015 | \$225,355 | \$23,641 | 10% |
| Investment Income | \$4,267 | \$1,946 | \$7 | 0% |
| Miscellaneous Licenses and Permits | \$2,870 | \$5,000 | \$1,338 | 27% |
| Total Revenues | \$742,355 | \$4,553,355 | \$854,530 | 19% |
| EXPENDITURES | | | | |
| Personnel Services | \$358,970 | \$2,377,828 | \$425,944 | 18% |
| Materials & Supplies | \$90,140 | \$603,085 | \$83,316 | 14% |
| Maintenance & Repair | \$68,609 | \$335,302 | \$30,387 | 9% |
| Operations, Services | \$75,277 | \$339,373 | \$63,846 | 19% |
| Capital Outlay | \$0 | \$354,350 | \$0 | 0% |
| Transfer to IT | \$17,029 | \$75,684 | \$18,921 | 25% |
| Transfer to Equipment Replacement | \$49,177 | \$88,586 | \$88,586 | 100% |
| Miscellaneous Expense | \$11,542 | \$26,300 | \$17,638 | 67% |
| Transfer to GF for Admin | \$83,900 | \$345,668 | \$86,417 | 25% |
| Transfer to Equipment Service | \$1,907 | \$7,179 | \$1,795 | 25% |
| Total Expenditures | \$756,552 | \$4,553,355 | \$816,850 | 18% |
| Net Income (Loss) | (\$14,198) | \$0 | \$37,680 | |

Q1

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

| Description | Prior YTD | Annual Budget | YTD Actuals | YTD Actuals to Budget |
|--------------------------------------|------------------|--------------------|-------------------|-----------------------|
| REVENUES | | | | |
| 4A Sales Tax | \$426,602 | \$5,086,472 | \$437,844 | 9% |
| Interest | \$25,979 | \$25,000 | \$2,677 | 11% |
| Miscellaneous Revenue | \$62,055 | \$155,625 | \$62,055 | 40% |
| Total Revenues | \$514,635 | \$5,267,097 | \$502,576 | 10% |
| EXPENDITURES | | | | |
| Personnel Services | \$52,251 | \$255,658 | \$62,352 | 24% |
| Operations, Services | \$28,984 | \$136,425 | \$32,542 | 24% |
| Miscellaneous Expense | \$11,950 | \$77,000 | \$49,022 | 64% |
| Materials & Supplies | \$16,085 | \$121,825 | \$9,625 | 8% |
| Maintenance & Repair | \$0 | \$25,000 | \$484 | 2% |
| Economic Development Incentive (380) | \$3,576 | \$828,000 | \$315,930 | 38% |
| Business Retentions | \$186 | \$55,000 | \$252 | 0% |
| Transfer to GF-Adm Services | \$73,846 | \$256,118 | \$73,846 | 29% |
| Transfer to IT | \$2,121 | \$9,168 | \$2,292 | 25% |
| Debt Service | \$0 | \$2,393,731 | \$0 | NA |
| Total Expenditures | \$188,999 | \$4,157,925 | \$546,344 | 13% |
| Net Income (Loss) | \$325,636 | \$1,109,172 | (\$43,768) | |

Q1

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

| | Prior YTD | FY 2020-21 Annual Budget | YTD Actuals | YTD Actuals to Budget |
|------------------------------|-------------------|--------------------------------|--------------------|--------------------------|
| | | | | |
| | | | | |
| REVENUES | | | | |
| 4B Sales Tax | \$426,602 | \$5,086,473 | \$437,844 | 9% |
| Interest | \$20,584 | \$25,000 | \$1,076 | 4% |
| Transfer in - Other | \$0 | \$0 | \$0 | NA |
| TOTAL REVENUES | \$447,186 | \$5,111,473 | \$438,920 | 9% |
| | | | | |
| | | | | |
| EXPENDITURES | | | | |
| Tansfer Debt | \$0 | \$1,851,225 | \$0 | 0% |
| Transfer Out- PPF | \$382,750 | \$3,361,387 | \$714,658 | 21% |
| Transfers Out-Golf Debt | \$0 | \$362,078 | \$0 | 0% |
| Transfer Out- Golf Operation | \$0 | \$784,914 | \$0 | 0% |
| Transfer Out- Parks Capital | \$75,000 | \$0 | \$0 | NA |
| Maintenance & Repair | \$0 | \$370,000 | \$6,827 | 2% |
| Operations | \$0 | \$3,500 | \$0 | 0% |
| TOTAL EXPENDITURES | \$457,750 | \$6,733,104 | \$721,485 | 11% |
| Net Income (Loss) | (\$10,564) | (\$1,621,631) | (\$282,565) | |
| | | | | |
| | | | | |
| | | | | |

SECTION 03

Investment Report

City of Burleson
Quarterly Report
December 2020

Memo

To: Honorable Mayor Fletcher and members of the Burleson City Council
From: Martin Avila, CPA
Finance Director
Date: February 5, 2021
Re: Quarterly Investment Report – Period Ending December 31, 2020

In the opinion of the City of Burleson's investment officer, the City's portfolio of investments was in compliance with all provisions of the Public Funds Investment Act (The Act) and the City of Burleson Investment Policy, at all times during the quarter ended December 31, 2020. All related transactions were conducted in accordance with these two governing documents.

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

During the first quarter of the 2021 fiscal year, total cash and investments increased from \$121,131,641 to \$133,881,309. This reflects a net **increase** of \$12,749,668. Deviations from predictable, and / or seasonal patterns are noted where applicable.

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

1) 1st quarter 2021 **increase** of \$5,281,000 in General Fund cash and investments

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

2) 1st quarter 2021 **increase** of \$4,023,000 in Debt Service Funds cash and investments

The first quarter increase resulted from the increase in ad valorem taxes received. Also, the 1st quarter does not span a debt payment date.

3) 1st quarter 2021 **decrease** of \$1,366,000 in Capital Project Funds cash and investments

First quarter balances decreased due to continuing project expenditures without offsetting bond proceeds.

- 4) 1st quarter 2021 **decrease** of \$193,000 in Special Revenue Funds cash and investments
Special revenue funds cash and investments decrease during the 1st quarter, as ongoing sales tax collections are less than the payments for CARE grants and the transfer all Economic Development Incentive (113) fund balance to General fund to close out the ED fund.
- 5) 1st quarter 2021 **increase** of \$4,299,000 in Internal Service Funds cash and investments
The overall increase in this category is attributable to the setting up new Health Insurance fund (505) and the internal service funds transfers to the Equipment Replacement Fund.
- 6) 1st quarter 2021 **increase** of \$12,000 in Cemetery cash and investments
This increase is due interest on the cemetery property from the capital project fund back into the cemetery fund and payment of FY20 4th quarter endowment fund
- 7) 1st quarter 2021 **decrease** of \$18,000 in Solid Waste cash and investments
Fourth quarter decrease primarily reflects the impact of timing of payments to the City's contractor versus timing of customer billing.
- 8) 1st quarter 2021 **increase** of \$2,175,000 in Water and Wastewater Fund Reserve cash and investments
These balances equate to the amounts required under the City's bond covenants and debt service obligation. The increase is due to amount to be used for debt service payments..
- 9) 1st quarter 2021 **decrease** of \$1,407,000 in Water and Wastewater Bond Fund cash and investments
Like capital project funds, cash balances in this category typically increase during periods that contain bond sales and decrease in periods that do not. First quarter balances decreased due to continuing project expenditures without offsetting bond proceeds.
- 10) 1st quarter 2021 **increase** of \$106,000 in Water and Wastewater Fund operating cash and investments
The first quarter is probably the most volatile in this fund, as customers are transitioning from summer to winter, demand is impacted by the temperature in the prior quarter, as well as the onset of colder temperatures.
- 11) 1st quarter 2021 **decrease** of \$163,000 in Golf Course cash and investments
This decrease reflects the net impact of revenues and expenditures.

CITY OF BURLESON
SUMMARY INCREASE/DECREASE - CASH & INVESTMENTS
QUARTER ENDING
December 31, 2020

| Fund Description | 30-Sep-20 | 31-Dec-20 | Net Difference |
|------------------------------|--------------------|--------------------|-----------------------|
| General | 13,452,325 | 18,733,767 | 5,281,442 |
| Debt Service Funds | 3,139,495 | 7,162,879 | 4,023,384 |
| Capital Project Funds | 31,375,766 | 30,010,067 | (1,365,699) |
| Special Revenue Funds | 14,175,108 | 13,981,859 | (193,249) |
| Internal Svc Funds | 7,026,726 | 11,326,143 | 4,299,417 |
| Cemetery | 1,649,349 | 1,661,178 | 11,829 |
| Solid Waste | 1,855,148 | 1,837,201 | (17,947) |
| Water & Sewer | 48,294,327 | 49,168,215 | 873,888 |
| Golf | 163,397 | - | (163,397) |
| Total | 121,131,641 | 133,881,309 | 12,749,668 |

Note:

Total cash and investment balance for September 30, 2020 was revised to \$121,131,641.
Revision due to timing difference between preparation of the quarterly report and year-end processing.

| | |
|-------------------------------|--------------------|
| Originally reported 9/30/2020 | 123,306,978 |
| Year end adjustment | (2,175,337) |
| Revised as of 9/30/2020 | <u>121,131,641</u> |

Table 7

**CITY OF BURLESON
 QUARTERLY INVESTMENT REPORT
 PERIOD ENDING
 December 31, 2020
 SUMMARY: CASH & INVESTMENTS - BY TYPE**

| Investment Type | Beginning of Quarter | End of Quarter | Change |
|-----------------------------|----------------------------|-----------------------|----------------------|
| Cash | \$ 52,887 | \$ 53,639 | \$ 752 |
| Pooled | 117,011,027 | 127,318,306 | 10,307,279 |
| Securities | 4,067,727 | 6,509,365 | 2,441,638 |
| Total Cash & Inv | \$ 121,131,641 | \$ 133,881,309 | \$ 12,749,668 |

Table 1

CITY OF BURLESON
 QUARTERLY INVESTMENT REPORT
 PERIOD ENDING
 December 31, 2020

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

Pooled Fund Group

| Investment Type | Short Term Operating | | Long Term Non-operating | | Debt Svc Resv | | Debt Svc Sinking | | TOTAL |
|--------------------------------------|----------------------|------------|-------------------------|------------|---------------|------------|------------------|------------|----------------|
| | Amount | Percentage | Amount | Percentage | Amount City | Percentage | Amount City | Percentage | |
| BEGINNING OF QUARTER | | | | | | | | | |
| Cash | \$ 10,165 | 0.75% | \$ - | 0.00% | \$ - | 3.87% | \$ 42,722 | 0.40% | \$ 52,887 |
| Pools | 108,011,650 | 97.02% | - | 0.00% | 2,072,656 | 96.13% | 6,926,721 | 99.60% | \$ 117,011,027 |
| Securities | 2,902,819 | 2.23% | 1,164,908 | 100.00% | - | 0.00% | - | 0.00% | \$ 4,067,727 |
| Total | \$ 110,924,634 | 100.02% | \$ 1,164,908 | 100.00% | \$ 2,072,656 | 100.00% | \$ 6,969,443 | 100.00% | \$ 121,131,641 |
| <i>Weighted Avg. Maturity (Days)</i> | 9 | | 522 | | 1 | | 1 | | |
| <i>Weighted Avg. Yield</i> | 0.26% | | 1.04% | | 0.13% | | 0.15% | | |
| END OF QUARTER | | | | | | | | | |
| Cash | \$ 10,908 | 0.01% | \$ - | 0.00% | | 0.00% | \$ 42,731 | 0.47% | 53,639 |
| Pools | 116,142,844 | 96.34% | - | 0.00% | 2,073,112 | 100.00% | 9,102,350 | 99.53% | 127,318,306 |
| Securities | 4,400,422 | 3.65% | 2,108,943 | 100.00% | - | 0.00% | | 0.00% | 6,509,365 |
| Total | \$ 120,554,173 | 100.00% | \$ 2,108,943 | 100.00% | \$ 2,073,112 | 100.00% | \$ 9,145,081 | 100.00% | \$133,881,309 |
| <i>Weighted Avg. Maturity (Days)</i> | 11 | | 447 | | 1 | | 1 | | |
| <i>Weighted Avg. Yield</i> | 0.16% | | 0.78% | | 0.08% | | 0.09% | | |

Table 2

CITY OF BURLESON
QUARTERLY INVESTMENT REPORT
 December 31, 2020
QUARTERLY CHANGE IN COST AND MARKET VALUE - ALL SECURITIES
BY FUND TYPE

| | Cost | Market |
|--|-----------|-----------|
| <u>Short Term Operating Pool</u> | | |
| Beginning balance | 2,890,167 | 2,904,899 |
| Securities added during the period | 1,484,128 | 1,491,588 |
| Securities matured or sold during the period | 0 | 0 |
| Net changes in market value of securities held during the period | NA | 3,935 |
| Ending balance | 4,374,295 | 4,400,422 |
| <u>Long Term Non-Operating Pool</u> | | |
| Beginning balance | 1,158,112 | 1,167,450 |
| Securities added during the period | 932,616 | 938,648 |
| Securities matured or sold during the period | 0 | 0 |
| Net changes in market value of securities held during the period | NA | 2,845 |
| Ending balance | 2,090,728 | 2,108,943 |
| <u>Bond Fund Reserves</u> | | |
| Beginning balance | 0 | 0 |
| Securities added during the period | 0 | 0 |
| Securities matured or sold during the period | 0 | 0 |
| Net changes in market value of securities held throughout the period | NA | 0 |
| Ending balance | 0 | 0 |

Table 3

QUARTER ENDING

**CITY OF BURLESON
 QUARTERLY INVESTMENT REPORT
 PERIOD ENDING
 12/31/2020
 INDIVIDUAL SECURITY LISTING**

| Cusip | Purchase Date | Maturity Date** | Issuing Agency | Coupon | Yield To Maturity | Original Term** | Remain. Term** | Purch. Price | Par Value | Investment @ Cost | | Mkt Value | | Change In Mkt Value |
|-----------------------------|---------------|-----------------|-----------------------|--------|-------------------|-----------------|----------------|--------------|-----------|-------------------|------------|------------|------------|---------------------|
| | | | | | | | | | | Beq of Qtr | End of Qtr | Beq of Qtr | End of Qtr | |
| <i>Short Term Operating</i> | | | | | | | | | | | | | | |
| 799055QQ4 | 05/19/2020 | 08/01/2021 | San Mateo Cty SD | 1.062% | 1.062% | 439 | 213 | 350,000 | 350,000 | 350,000 | 350,000 | 353,570 | 353,815 | 245 |
| 088365JM4 | 04/21/2020 | 02/15/2022 | Bexar Cnty TX Hosp DT | 2.000% | 1.080% | 665 | 411 | 508,250 | 500,000 | 508,138 | 505,483 | 511,500 | 514,753 | 3,253 |
| 829475GD8 | 11/24/2020 | 10/01/2021 | Souix City | 3.000% | 0.431% | 311 | 274 | 510,920 | 500,000 | 0 | 509,617 | 0 | 511,835 | 511,835 |
| 3133ELUX0 | 03/30/2020 | 03/30/2022 | FFCB | 1.000% | 1.000% | 730 | 454 | 500,000 | 500,000 | 500,000 | 500,000 | 502,500 | 501,250 | (1,250) |
| 79730CJE5 | 05/11/2020 | 08/01/2021 | San Diego Water Rev | 1.131% | 1.131% | 447 | 213 | 500,000 | 500,000 | 500,000 | 500,000 | 505,300 | 505,500 | 200 |
| 528046AW5 | 12/15/2020 | 12/01/2021 | Clark Co | 0.285% | 0.285% | 351 | 335 | 150,000 | 150,000 | 0 | 150,000 | 0 | 150,645 | 150,645 |
| 667728AR0 | 12/21/2020 | 12/01/2021 | NW WA Op Access | 0.591% | 0.591% | 345 | 335 | 300,000 | 300,000 | 0 | 300,000 | 0 | 301,653 | 301,653 |
| 181006HF7 | 12/01/2020 | 07/01/2022 | Clark Co | 5.000% | 0.410% | 577 | 547 | 214,472 | 200,000 | 0 | 213,694 | 0 | 214,702 | 214,702 |
| 658089JL1 | 12/18/2020 | 07/01/2022 | N Dakota HFA | 2.200% | 0.440% | 560 | 547 | 205,382 | 200,000 | 0 | 205,257 | 0 | 205,760 | 205,760 |
| 593881ML6 | 12/22/2020 | 12/01/2022 | Miamisburg OH SD | 4.000% | 0.470% | 709 | 700 | 106,814 | 100,000 | 0 | 106,727 | 0 | 106,993 | 106,993 |
| Money Market Accounts | 12/14/2018 | NA | Am National Bank | 0.246% | 0.246% | 1 | 1 | 1,033,516 | 1,033,516 | 1,032,029 | 1,033,516 | 1,032,029 | 1,033,516 | 1,487 |
| | | | | | | | | | | 2,890,167 | 4,374,295 | 2,904,899 | 4,400,422 | 1,495,523 |
| 088365JM4 | 04/21/2020 | 02/15/2022 | Bexar Cnty HD | 2.000% | 1.080% | 665 | 411 | 660,725 | 650,000 | 658,112 | 656,112 | 664,950 | 669,045 | 4,095 |
| 829475GD8 | 11/24/2020 | 10/01/2021 | Souix City | 3.000% | 0.431% | 311 | 274 | 510,920 | 500,000 | 0 | 509,616 | 0 | 511,835 | 511,835 |
| 3133ELUX0 | 03/30/2020 | 03/30/2022 | FFCB | 1.000% | 1.000% | 730 | 454 | 500,000 | 500,000 | 500,000 | 500,000 | 502,500 | 501,250 | (1,250) |
| 667728AS8 | 12/21/2020 | 12/01/2022 | NW WA Op Access | 0.691% | 0.691% | 710 | 700 | 300,000 | 300,000 | 0 | 300,000 | 0 | 301,800 | 301,800 |
| 528046AX3 | 12/15/2020 | 12/01/2022 | L Palmer Co | 0.335% | 0.335% | 716 | 700 | 125,000 | 125,000 | 0 | 125,000 | 0 | 125,013 | 125,013 |
| | | | | | | | | | | 1,158,112 | 2,090,728 | 1,167,450 | 2,108,943 | 941,493 |
| Grand Total | | | | | | | | | | 4,048,279 | 6,465,023 | 4,072,349 | 6,509,365 | 2,437,016 |

ABOUT THIS Quarterly Report

This report has been prepared by the city of Burlison's finance, public works, parks and recreation and community services departments. The quarterly report is intended to provide both internal and external users with information regarding the city's financial position, economic activity, capital improvement project progress and updates on the city-wide strategic plan. This report includes information for the quarter ending December 31, 2020.

- 01 Executive Dashboard:**

This section contains a high level summary of the major operating funds using graphic illustrations and key economic indicators.
- 02 Financial Summary:**

This section reports the performance of the major operating funds of the City.
- 03 Investment Report:**

This section provides a summary of the City's investment portfolio, interest earnings and a brief market outlook.
- 04 Strategic Plan Quarterly Update:**

This section shows the progress of the strategic plan's goals and work plan items, along with detailed updates on associated work plan tasks.
- 05 Capital Improvement Project Update:**

This section provides a summary of the current and upcoming capital improvement projects with maps. Also included are each project's status and progress, an estimated completion date, construction cost and funding sources.
- 06 Parks Capital Improvement Project Update:**

This section provides a summary of the current and upcoming parks capital improvement projects.

SECTION 06

Park Capital Improvement Projects

City of Burleson
Quarterly Report
December 2020

**CITY OF BURLESON
 QUARTERLY INVESTMENT REPORT
 QUARTER ENDING
 December 31, 2020
 DISTRIBUTION OF CASH & INVESTMENTS PER FUND GROUP**

| Investment Type | Description | Month | Amount | WAM | Short Term Oper | Pooled Fund Group Distribution | | |
|---------------------------------------|-------------|-------|-------------|-----|-----------------|--------------------------------|---------------|----------------|
| | | | | | | Long Term Non-Oper | Debt Svc Resv | Debt Svc I & S |
| CASH | | | | | | | | |
| Pooled Investments | Beginning | | 454,414 | 1 | 454,414 | | | 0 |
| | Ending | | (205,671) | 1 | (205,671) | | | |
| Held by Paying Agent | Beginning | | 0 | 1 | | | 0 | |
| | Ending | | 0 | 1 | | | 0 | |
| Change Funds | Beginning | | 10,165 | 1 | 10,165 | | | |
| | Ending | | 10,908 | 1 | 10,908 | | | |
| TEXPOOL | | | | | | | | |
| Pooled Investments | Beginning | | (3,032,905) | 1 | (3,032,905) | | | |
| | Ending | | - | 1 | - | | | |
| Held by Paying Agent | Beginning | | - | | - | | - | - |
| | Ending | | - | | - | | - | - |
| Investments | Beginning | | 7,518,620 | 1 | 19,294 | - | 572,605 | 6,926,721 |
| | Ending | | 22,115,407 | 1 | 12,440,309 | - | 572,748 | 9,102,350 |
| TEXPOOL PRIME | | | | | | | | |
| Investments | Beginning | | 14,610,407 | 1 | 14,582,483 | | 27,924 | |
| | Ending | | 14,617,965 | 1 | 14,589,029 | | 28,937 | |
| LOGIC | | | | | | | | |
| Pooled Investments | Beginning | | 23,871,872 | 1 | 23,871,872 | | | |
| | Ending | | 20,105,594 | 1 | 20,105,594 | | | |
| Investments | Beginning | | 55,302,389 | 1 | 55,302,389 | | | |
| | Ending | | 50,975,587 | 1 | 50,975,587 | | | |
| LONESTAR - Liquidity Plus Fund | | | | | | | | |
| Operations | Beginning | | 11,300,905 | 1 | 9,787,055 | | 1,471,127 | 42,722 |
| | Ending | | 12,723,472 | 1 | 11,209,313 | | 1,471,427 | 42,731 |
| TEXSTAR | | | | | | | | |
| Pooled Investments | Beginning | | 6,765,711 | 1 | 6,765,711 | | | |
| | Ending | | 6,767,285 | 1 | 6,767,285 | | | |
| Held by Paying Agent | Beginning | | 0 | 1 | | | | |
| | Ending | | 0 | 1 | | | | |
| Investments | Beginning | | 261,336 | 1 | 261,336 | | | |
| | Ending | | 261,397 | 1 | 261,397 | | | |
| SECURITIES | | | | | | | | |
| Pooled Investments | Beginning | | 2,902,819 | 324 | 2,902,819 | | | |
| | Ending | | 4,400,422 | 277 | 4,400,422 | | | |
| Investments L Term | Beginning | | 1,164,908 | 522 | | 1,164,908 | | |
| | Ending | | 2,108,943 | 447 | | 2,108,943 | | |
| Escrow Held by Agent | Beginning | | - | | - | | | |
| | Ending | | - | | - | | | |
| Resv Held by Paying Agent | Beginning | | - | - | | | - | |
| | Ending | | - | - | | | - | |
| Resv Held by City | Beginning | | - | - | | | - | |
| | Ending | | - | - | | | - | |
| TOTAL | | | | | | | | |
| | Beginning | | 121,130,642 | 858 | 110,924,634 | 1,164,908 | 2,071,656 | 6,969,443 |
| | Ending | | 133,881,309 | 736 | 120,554,173 | 2,108,943 | 2,073,112 | 9,145,081 |

Table 5

CITY OF BURLESON
INCREASE/DECREASE - CASH & INVESTMENTS
QUARTER ENDING
December 31, 2020

| Fund Description | 30-Sep-20 | 31-Dec-20 | Net Difference |
|--------------------------------|-------------------|-------------------|-----------------------|
| General | 13,452,325 | 18,733,767 | 5,281,442 |
| General Fund Type Total | 13,496,429 | 18,777,963 | 5,281,442 |
| Debt Service Funds | | | |
| General Debt Svc | 2,387,629 | 6,410,704 | 4,023,075 |
| BCDC Debt Svc | 465,950 | 466,180 | 230 |
| 4A Debt Service | 285,916 | 285,995 | 79 |
| DSF Fund Type Total | 3,139,495 | 7,162,879 | 4,023,384 |
| Capital Project Funds | | | |
| Street Paving | 4,141,291 | 4,287,363 | 146,072 |
| 05 GOB ENG PROJ | - | - | - |
| 4B SALES TX MISC PROJ | 262,025 | 256,909 | (5,116) |
| Park Dedication | 1,439,705 | 1,440,629 | 924 |
| 4A Bond Fund | 5,560 | 5,564 | 4 |
| 4A Cap Prj | 365,226 | 365,463 | 237 |
| 06 CO - Street & Drainage | 8,689 | 8,691 | 2 |
| NON BOND CAP PRJ | 1,140,058 | 1,062,103 | (77,955) |
| PARK IMPROVEMENT FUND | 998,259 | 957,239 | (41,020) |
| COMM SVC FACILITY FUND | 217,203 | 237,261 | 20,058 |
| 06 GOB Public Safety | 17 | 17 | 0 |
| 07 GOB - Street & Drainage | 2,533 | 2,533 | 0 |
| 07 CO Street & Drainage | 87,323 | 87,346 | 23 |
| 08 CO - Street & Drainage | 93,815 | 93,837 | 22 |
| 08 GO - Street & Drainage | 83,230 | 83,248 | 18 |
| 10 GO - Park Improvements | 41,499 | 41,515 | 16 |
| 10 GO - Streets | 24,597 | 24,613 | 16 |
| 13 CO - Streets | 30,925 | 30,939 | 14 |
| 14 GO - Streets | 77,940 | 77,848 | (92) |
| 14 GO - Public Safety | 4,101 | 4,104 | 3 |
| 14 CO - 4A | 242,669 | 242,771 | 102 |
| 15 GO - Streets | 290,258 | 280,404 | (9,854) |
| 15 CO - Streets | 1,590 | 1,591 | 1 |
| 15 CO - 4B Parks | 14,774 | 10,632 | (4,142) |
| 15 CO - Fire | - | - | - |
| 16 GO Streets and Parks | 1,919,584 | 1,893,802 | (25,782) |
| 16 CO Streets | 706,116 | 674,395 | (31,721) |
| 16 CO Parks | 1,757,746 | 1,729,661 | (28,085) |
| 17 GO - Streets | 317,909 | 308,306 | (9,603) |
| 17 CO - Streets | 161,602 | 153,666 | (7,936) |
| 17 CO - Fire | 514,339 | 343,975 | (170,364) |
| 18 CO - Streets | 3,184,812 | 3,130,889 | (53,923) |
| 18 CO - Fire | 3,035,567 | 2,245,889 | (789,678) |
| 18 CO - TIF | 225,283 | 226,300 | 1,017 |
| 19 CO - Streets | 6,569,545 | 6,445,910 | (123,635) |
| Street and Drainage Bonds | 2,882,618 | 2,730,289 | (152,329) |
| Street and Drainage Bonds | 127,612 | 127,903 | 291 |
| Street and Drainage Bonds | 399,746 | 396,460 | (3,286) |
| CPF Fund Type Total | 31,375,766 | 30,010,067 | (1,365,699) |

**CITY OF BURLESON
INCREASE/DECREASE - CASH & INVESTMENTS
QUARTER ENDING
December 31, 2020**

| Fund Description | 30-Sep-20 | 31-Dec-20 | Net Difference |
|------------------------------------|--------------------|--------------------|-----------------------|
| Special Revenue Funds | | | |
| BCDC | 3,655,093 | 4,439,318 | 784,225 |
| 01 Sales tax 4A | 6,854,601 | 7,791,594 | 936,993 |
| Hotel Motel | 639,880 | 602,582 | (37,298) |
| Econ Dev Incent Fund | 623,766 | - | (623,766) |
| TIF #2 | 538,529 | 503,860 | (34,669) |
| Misc Grants | 1,444,279 | 1,437,974 | (6,305) |
| Traffic Safety SRF | - | - | - |
| Parks Performance Fund | 335,656 | - | (335,656) |
| TIF #3 | 78,728 | 78,728 | 0 |
| COVID Cares Grant | - | (888,015) | (888,015) |
| PID | 4,576 | 15,818 | 11,242 |
| SRF Fund Type Total | 14,175,108 | 13,981,859 | (193,249) |
| Internal Svc Funds | | | |
| Support Services | 931,669 | 808,431 | (123,238) |
| Vehicle Replacement | 4,686,409 | 6,364,481 | 1,678,072 |
| Vehicle Replacement - Enterprise | 1,260,207 | 1,529,713 | 269,506 |
| Eqpt Svc | 148,441 | 143,432 | (5,009) |
| Health Insurance | - | 2,480,086 | 2,480,086 |
| ISF Fund Type Total | 7,026,726 | 11,326,143 | 4,299,417 |
| Enterprise Funds | | | |
| Cemetery | 1,649,349 | 1,661,178 | 11,829 |
| Solid Waste | 1,855,148 | 1,837,201 | (17,947) |
| Water & Sewer | | | - |
| Reserves | 7,530,925 | 9,706,165 | 2,175,240 |
| Bond Funds | 33,004,533 | 31,596,865 | (1,407,668) |
| Operating | 7,758,869 | 7,865,185 | 106,316 |
| W & S Total | 48,294,327 | 49,168,215 | 873,888 |
| Golf | | | |
| Operating | 119,650 | - | (119,650) |
| Capital | 43,747 | - | (43,747) |
| Golf Total | | | (163,397) |
| Enterprise Funds Type Total | 163,397 | - | 704,373 |
| Total | 121,131,641 | 133,881,309 | 12,749,668 |

Table 6

SECTION 04

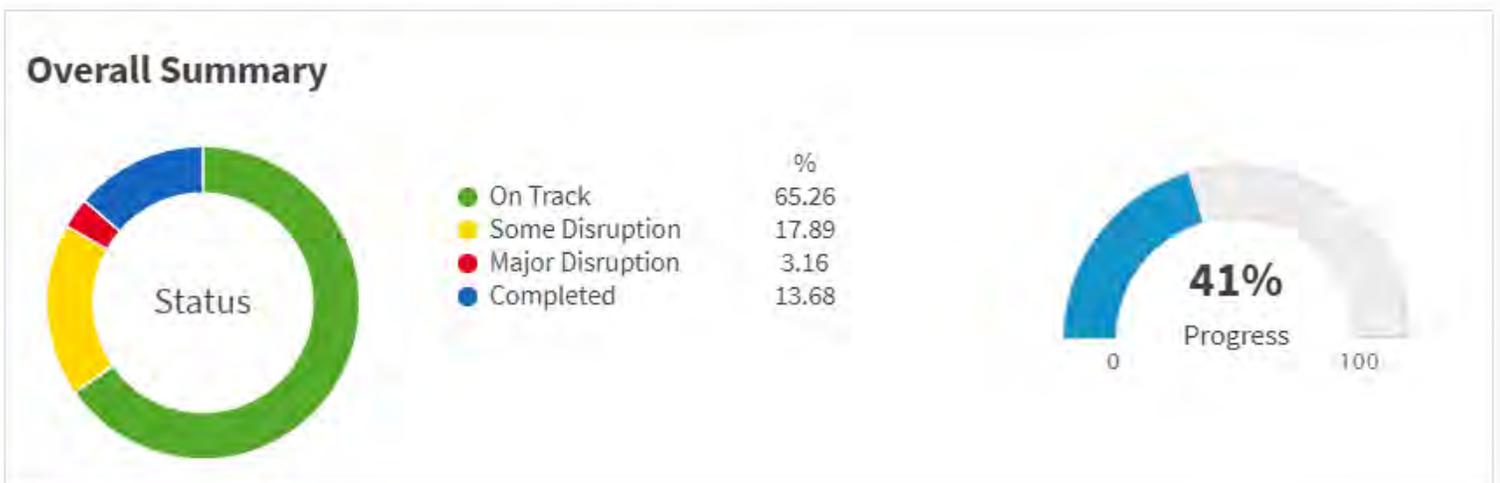
Strategic Plan Update

City of Burleson
Quarterly Report
December 2020

CITY OF BURLESON STRATEGIC PLAN

for fiscal year 2020-21

| | | |
|----------------------------------|-------------------|-----------------------------|
| 4 Strategic Focus Area | 22 Goal | 95 Work Plan Task |
|----------------------------------|-------------------|-----------------------------|



as of December 31, 2020

Strategic Focus Area 1: Operational Excellence

WORK PLAN TASKS

Goal 1.1

Progress 42%

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



Work Plan Task 1.1.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:08:49

Ongoing - Sep 30, 2021 On Track Progress 90%

Fiscal Year 20-21 compensation changes will be implemented 04/01/2021. Fiscal Year 21-22 planning to begin immediately.

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

Owner: DeAnna Phillips

Work Plan Task 1.1.2

Update provided by DeAnna Phillips on Jan 27, 2021 14:52:06

Ongoing - May 31, 2021 On Track Progress 30%

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

Owner: DeAnna Phillips

- **Implement New Supervisor series:** Class materials are finished and staff is scheduling employees to attend.
- **New Hire Onboarding:** Online documents have been updated. The onboarding training time has been reduced and staff is continuing to work on time-saving measures.
- **Retirement Savings Plans:** Planning has begun to expand the material and to include a new retirement financial planning company to educate employees. New expanded education is projected to be implemented in Spring 2021.
- **BU Training Promotion:** This project has not progressed due to issues with COVID-19.

Work Plan Task 1.1.3

Update provided by DeAnna Phillips on Jan 22, 2021 16:43:25

Ongoing - Jul 31, 2021 On Track Progress 5%

The direct clinic model will be included in the upcoming Request for Proposals (RFP) process for the city's medical insurance needs.

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

Owner: DeAnna Phillips

Goal 1.2

Progress 62%

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

| | % | # |
|-----------|------|---|
| On Track | 80.0 | 4 |
| Completed | 20.0 | 1 |

Work Plan Task 1.2.1

Ongoing - Aug 31, 2021 On Track Progress 10%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 22, 2021 16:45:09

Staff will be completing the compensation and leave changes, which should be completed in April 2021. Then staff will focus on piloting the onboarding and termination process.

Work Plan Task 1.2.2

Ongoing - Mar 31, 2021 Completed Progress 100%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 26, 2021 14:55:35

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

Work Plan Task 1.2.3

Ongoing - Sep 30, 2021 On Track Progress 90%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 08, 2021 17:06:53

Staff has on-boarded the bidding platform and is in the process of updating city contracts and uploading them into the portal to manage in Bonfire.

Work Plan Task 1.2.4

Ongoing - Sep 30, 2021 On Track Progress 50%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 27, 2021 14:10:40

The new software is scheduled to be implemented in the second quarter of 2021. As of Dec. 31, 2020, automatic payments have increased by 1.49%

Work Plan Task 1.2.5

Ongoing - Aug 31, 2021 On Track Progress 60%

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

Update provided by DeAnna Phillips on Jan 22, 2021 16:58:19

Equipment has been installed and staff is currently working on configuration and implementation.

Goal 1.3

Progress 44%

Deliver high-quality service to external and internal customers

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



Work Plan Task 1.3.1

Ongoing - Sep 30, 2021 On Track Progress 10%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 27, 2021 14:11:11

Staff is beginning the process of exploring companies that specialize in government customer service surveys.

Work Plan Task 1.3.2

Ongoing - Nov 30, 2020 Completed Progress 100%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 22, 2021 16:59:49

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

Work Plan Task 1.3.3

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 22, 2021 17:00:16

The majority of city vehicles have had the logo decal replaced with the new logo.

Work Plan Task 1.3.4

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 26, 2021 14:56:06

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

Work Plan Task 1.3.5

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Owner: DeAnna Phillips

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

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

Work Plan Task 1.3.6

Ongoing - Oct 31, 2020 Completed Progress 100%

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

Owner: DeAnna Phillips

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

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

Work Plan Task 1.3.7

Ongoing - Sep 30, 2021 On Track Progress 25%

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

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

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

Goal 1.4 Progress 38%

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.



Work Plan Task 1.4.1

Update provided by DeAnna Phillips on Jan 08, 2021 16:28:46

Ongoing - Sep 30, 2021 On Track Progress 0%

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

The City Council will officially begin the FY 2020-21 budget process on February 15, 2021. Over the next few months, staff will provide a variety of additional information to guide decision making in the upcoming fiscal year.

Owner: DeAnna Phillips

Work Plan Task 1.4.2

Update provided by DeAnna Phillips on Jan 21, 2021 16:02:00

Ongoing - Sep 30, 2021 On Track Progress 25%

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

The first quarter report of FY 20-21 is being presented to city council during their Feb. 15 council meeting.

Owner: DeAnna Phillips

Work Plan Task 1.4.3

Update provided by DeAnna Phillips on Jan 27, 2021 14:13:53

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Many departments have begun implementing key performance measures during the FY 20-21 budget. Community Services' staff will continue to work with departments to evaluate meaningful performance measures.

Owner: DeAnna Phillips

Work Plan Task 1.4.4

Update provided by DeAnna Phillips on Feb 03, 2021 15:19:00

Ongoing - Oct 31, 2020 Completed Progress 100%

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

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

Owner: DeAnna Phillips

Goal 1.5

Progress 43%

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

| | % | # |
|-----------------|-------|---|
| On Track | 66.67 | 2 |
| Some Disruption | 33.33 | 1 |

Work Plan Task 1.5.1

Ongoing - Apr 30, 2021 On Track Progress 40%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 22, 2021 16:58:43

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

Work Plan Task 1.5.2

Ongoing - Apr 30, 2022 Some Disruption Progress 0%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:43:27

The master mobility plan is currently under development and is scheduled to be complete in the first quarter of FY 21-22. Once the plan is complete and approved by city council, engineering staff will partner with North Central Council of Governments to determine regional grants to assist with the implementation of programs. The revised completion date is April 2022 (the previous completion date was July 2021) and has been reflected in the target-date adjustment.

Work Plan Task 1.5.3

Ongoing - Sep 30, 2021 On Track Progress 90%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 27, 2021 14:14:53

The city received \$2,553,595 in CARES Act funds. The initial funds received were \$900,887. The deadline to spend the cares act funding was Dec 30, 2020, and all City of Burleson CARES Act funding has been spent according to federal requirements. In Dec 2020, the city submitted reimbursement for the additional remaining amount, \$1,652,708. Texas Division of Emergency Management is currently reviewing the city's submission for reimbursement.

Strategic Focus Area 2: Infrastructure

WORK PLAN TASKS

Goal 2.1 Progress 28%

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



Work Plan Task 2.1.1

Ongoing - Apr 30, 2021 On Track Progress 49%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 15, 2021 20:40:46

City Council awarded a contract for construction in December 2020.

Work Plan Task 2.1.2

Ongoing - Sep 30, 2021 Some Disruption Progress 25%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:44:12

The advanced funding agreement was delayed by the Texas Department of Transportation. The funding agreement is projected to go forward to the city council for consideration in spring 2021.

Work Plan Task 2.1.3

Ongoing - May 31, 2021 On Track Progress 10%

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

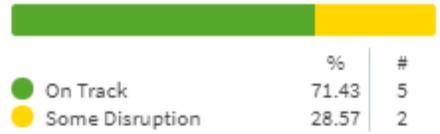
Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:45:12

This project is part of the capital improvement plan. Staff is working with businesses and will be considering beautification along this corridor as the project progresses.

Goal 2.2

Progress 34%



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

Work Plan Task 2.2.1

Ongoing - Nov 30, 2021 On Track Progress 20%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:45:51

City council approved the pavement assessment contract on February 1. The project is set to begin in spring 2021.

Work Plan Task 2.2.2

Ongoing - Sep 30, 2021 Some Disruption Progress 0%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:46:07

This project is currently on hold due to staffing issues. The city is actively recruiting an engineering project manager. Once the position is filled, this project will resume.

Work Plan Task 2.2.3

Ongoing - Nov 30, 2021 Some Disruption Progress 50%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:46:31

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

Work Plan Task 2.2.4

Ongoing - Jun 30, 2022 On Track Progress 5%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:46:53

This project is currently under construction. Trails improvements have been made along the route. The revised completion date is summer 2022 (the previous completion date was April 2021) and has been reflected in the target-date adjustment.

Work Plan Task 2.2.5

Ongoing - Mar 31, 2021 On Track Progress 90%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:47:08

The bridge over the drainage channel near Burleson High School is the only section that lacks completion.

Work Plan Task 2.2.6

Ongoing - Mar 31, 2021 On Track Progress 75%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:47:32

This project is under construction, staff is currently waiting for final materials to be installed by the contractor.

Work Plan Task 2.2.7

Ongoing - Dec 31, 2024 On Track Progress 0%

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

Update provided by DeAnna Phillips on Feb 03, 2021 15:47:58

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

Goal 2.3

Progress 31%

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



| Status | % | # |
|------------------|------|---|
| On Track | 25.0 | 1 |
| Some Disruption | 50.0 | 2 |
| Major Disruption | 25.0 | 1 |

Work Plan Task 2.3.1

Ongoing - Sep 30, 2021 **Major Disruption** Progress 30%

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

Owner: DeAnna Phillips

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

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

Work Plan Task 2.3.2

Ongoing - Sep 30, 2021 **On Track** Progress 25%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:48:16

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

Work Plan Task 2.3.3

Ongoing - Aug 31, 2022 **Some Disruption** Progress 30%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 15:52:07

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

Work Plan Task 2.3.4

Ongoing - Sep 30, 2021 **Some Disruption** Progress 40%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Feb 03, 2021 16:10:26

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

Goal 2.4

Progress 50%



| | % | # |
|------------|-------|---|
| ● On Track | 100.0 | 3 |

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

Work Plan Task 2.4.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:21:55

Ongoing - Sep 30, 2021

On Track

Progress 25%

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

The city is in the process of finalizing the Mobility Plan, and once complete, it will be shared with the Tarrant Regional Transportation Coalition (TRTC), Regional Transportation Council (RTC) and North Central Texas Council of Governments (NCTCOG) to explore opportunities for grant funding.

Owner: DeAnna Phillips

Work Plan Task 2.4.2

Update provided by DeAnna Phillips on Feb 03, 2021 15:48:42

Ongoing - Sep 30, 2021

On Track

Progress 50%

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

Texas Department of Transportation presented various plans to improve the capacity of the I-35W corridor to Burleson city council in November 2020.

Owner: DeAnna Phillips

Work Plan Task 2.4.3

Update provided by DeAnna Phillips on Feb 03, 2021 15:49:01

Ongoing - Nov 30, 2021

On Track

Progress 75%

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

This task is part of the master mobility plan as it addresses major roadway alignments.

Owner: DeAnna Phillips

Goal 2.5

Progress 4%

| | | | |
|---|-----------------|------|---|
|  | On Track | 50.0 | 3 |
|  | Some Disruption | 50.0 | 3 |

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

Work Plan Task 2.5.1

Update provided by DeAnna Phillips on Feb 03, 2021 15:49:13

Ongoing - Dec 31, 2021 Some Disruption Progress 0%

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

Owner: DeAnna Phillips

This project is currently on hold due to staffing issues. The city is actively recruiting an engineering project manager. Once the position is filled, this project will resume. The revised completion date is December 2021 (the previous completion date was June 2021) and has been reflected in the target-date adjustment.

Work Plan Task 2.5.2

Update provided by DeAnna Phillips on Feb 03, 2021 15:49:39

Ongoing - Apr 30, 2021 Some Disruption Progress 25%

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

Owner: DeAnna Phillips

This project is currently on hold due to staffing issues. The city is actively recruiting an engineering project manager. Once the position is filled, this project will resume.

Work Plan Task 2.5.3

Update provided by DeAnna Phillips on Feb 03, 2021 15:49:51

Ongoing - Nov 30, 2021 Some Disruption Progress 0%

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

Owner: DeAnna Phillips

This project is currently on hold due to staffing issues. The city is actively recruiting an engineering project manager. Once the position is filled, this project will resume.

Work Plan Task 2.5.4

Update provided by DeAnna Phillips on Feb 03, 2021 15:50:15

Ongoing - Apr 30, 2025 On Track Progress 0%

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

Owner: DeAnna Phillips

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

Work Plan Task 2.5.5

Update provided by DeAnna Phillips on Feb 03, 2021 15:50:30

Ongoing - Aug 31, 2023 On Track Progress 0%

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

Owner: DeAnna Phillips

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

Work Plan Task 2.5.6

Update provided by DeAnna Phillips on Feb 03, 2021 15:50:58

Ongoing - Dec 31, 2022 On Track Progress 0%

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

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

Strategic Focus Area 3: Community

WORK PLAN TASKS

Goal 3.1

Progress 20%

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



Work Plan Task 3.1.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:22:33

Ongoing - Aug 31, 2021 On Track Progress 25%

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

Staff has completed scoring online recreation program vendors through the Request for Proposal (RFP) process. Demonstrations will be scheduled for January 2021. From the demonstrations, staff will select a new recreation software program.

Owner: DeAnna Phillips

Work Plan Task 3.1.2

Some Disruption

Update provided by DeAnna Phillips on Jan 15, 2021 20:41:26

Ongoing - Oct 31, 2021 On Track Progress 25%

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

Staff has implemented the public input phase, which includes an online survey, design input meeting and boards with potential designs available for voting in the lobby of the BRiCK.

Owner: DeAnna Phillips

Work Plan Task 3.1.3

Update provided by DeAnna Phillips on Feb 03, 2021 15:29:47

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Currently, staff is completing an opinion of probable construction cost for phasing of the projects and providing options to bring the project under SH174.

Owner: DeAnna Phillips

Work Plan Task 3.1.4

Update provided by DeAnna Phillips on Jan 27, 2021 14:23:48

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Staff is currently reviewing the design and construction contract for the cemetery expansion.

Owner: DeAnna Phillips

Work Plan Task 3.1.5



Update provided by DeAnna Phillips on Feb 03, 2021 15:32:40

Ongoing - Jan 31, 2021 Some Disruption Progress 0%

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

Due to the COVID-19 public health emergency, this project was placed on hold, but staff expects to proceed with site selection in spring or summer 2021.

Owner: DeAnna Phillips

Goal 3.2 Progress 38%



Provide outstanding cultural and educational opportunities

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

Work Plan Task 3.2.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:24:33

Ongoing - Sep 30, 2021 Completed Progress 100%

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

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

Owner: DeAnna Phillips

Work Plan Task 3.2.2

Update provided by DeAnna Phillips on Jan 27, 2021 14:25:35

Ongoing - Sep 30, 2021 Some Disruption Progress 25%

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

Library visits are down 51% from last year, but the increased focus on digital offerings has enabled the Library to keep 25% market penetration during the COVID-19 pandemic.

Owner: DeAnna Phillips

Work Plan Task 3.2.3

Update provided by DeAnna Phillips on Jan 22, 2021 17:02:11

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Adapted programming to virtual formats, began monthly email update for library users and heavily promoted digital collections and services.

Owner: DeAnna Phillips

Work Plan Task 3.2.4

Update provided by DeAnna Phillips on Jan 08, 2021 16:56:48

Ongoing - Jun 30, 2021 On Track Progress 0%

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

Staff will continue to look for ways to expand ProjectU Leadership Conference in the upcoming months.

Owner: DeAnna Phillips

Goal 3.3

Progress 43%

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.

| | | |
|-----------|-------|---|
| | % | # |
| On Track | 66.67 | 2 |
| Completed | 33.33 | 1 |

Work Plan Task 3.3.1

Update provided by DeAnna Phillips on Jan 08, 2021 16:57:03

Staff is currently evaluating options and strategies for the city's major corridors.

Ongoing - May 31, 2021 On Track Progress 10%

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

Owner: DeAnna Phillips

Work Plan Task 3.3.2

Update provided by DeAnna Phillips on Jan 27, 2021 14:26:19

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

Ongoing - Dec 31, 2020 Completed Progress 100%

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

Owner: DeAnna Phillips

Work Plan Task 3.3.3

Update provided by DeAnna Phillips on Jan 27, 2021 14:56:01

Staff is working with property owners in the area to accomplish goals towards Economic Development's Strategic Plan.

Ongoing - May 31, 2021 On Track Progress 20%

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

Owner: DeAnna Phillips

Goal 3.4 Progress 44%

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 | 66.67 | 4 |
| ● Some Disruption | 16.67 | 1 |
| ● Completed | 16.67 | 1 |

| | |
|--|--|
| <p>Work Plan Task 3.4.1</p> <p>Ongoing - Sep 30, 2021 On Track Progress 25%</p> <p>Revise parkland development ordinances to ensure that parkland is developed in coordination with the city's subdivision ordinances and guarantee subdivision developers are contributing to the parks system (<i>Parks & Recreation</i>)</p> <p><i>Owner: DeAnna Phillips</i></p> | <p><i>Update provided by DeAnna Phillips on Jan 15, 2021 20:42:44</i></p> <p>Staff is finalizing a presentation that will be presented to city council in the second quarter of FY 20-21.</p> |
| <p>Work Plan Task 3.4.2</p> <p>Ongoing - Apr 30, 2021 On Track Progress 80%</p> <p>Initiate creation of a development guide and checklist for building inspections, planning and engineering that will provide property owners, developers, and consultants an easy-to-read guide through the city's development process (<i>Development Services</i>)</p> <p><i>Owner: DeAnna Phillips</i></p> | <p><i>Update provided by DeAnna Phillips on Jan 15, 2021 21:12:08</i></p> <p>Necessary documents are nearing completion. The recent hiring of additional staff members will allow the project to be complete. Projected completion date is April 2021 (previous completion date was December 2020) and has been reflected in target date adjustment.</p> |
| <p>Work Plan Task 3.4.3</p> <p>Ongoing - Mar 31, 2021 Some Disruption Progress 11%</p> <p>Develop a program to encourage improvements to commercial facades of aging buildings to revitalize areas and businesses throughout the community (<i>Development Services</i>)</p> <p><i>Owner: DeAnna Phillips</i></p> | <p><i>Update provided by DeAnna Phillips on Jan 27, 2021 14:27:22</i></p> <p>Staff is discussing options for the creation of a program. This is part of a more extensive discussion related to corridor planning and improvements, generally related to Wilshire Boulevard.</p> |
| <p>Work Plan Task 3.4.4</p> <p>Ongoing - Jul 31, 2022 On Track Progress 25%</p> <p>Revise the Zoning Ordinance to ensure that it is aligned with the Comprehensive Plan update (<i>Development Services</i>)</p> | <p><i>Update provided by DeAnna Phillips on Jan 27, 2021 14:28:41</i></p> <p>The contract with the consultant, Clarion, was approved by city council in November 2020. A kick-off meeting has been held and the revision is estimated to be completed in an 18-month projected timeline. Revised completion date is Summer 2022 (previous completion date was June 2021) and has been reflected in target date adjustment.</p> |
| <p>Work Plan Task 3.4.5</p> <p>Ongoing - Jan 31, 2021 Completed Progress 100%</p> <p>Continue working with developers for the redevelopment of Ellison Street properties to attract new users into Old Town and to complement Mayor Vera Calvin Plaza in Old Town (<i>Economic Development</i>)</p> <p><i>Owner: DeAnna Phillips</i></p> | <p><i>Update provided by DeAnna Phillips on Jan 08, 2021 16:57:44</i></p> <p>City council approved an agreement in November 2020 with developers of property on Ellison Street. The developers have secured one tenant and staff will be partnering with them to secure others.</p> |
| <p>Work Plan Task 3.4.6</p> <p>Ongoing - Sep 30, 2021 On Track Progress 20%</p> <p>Continue to assist small business recovery efforts from the COVID-19 public health emergency through innovative programming and evaluating upcoming needs of local businesses (<i>Economic Development</i>)</p> <p><i>Owner: DeAnna Phillips</i></p> | <p><i>Update provided by DeAnna Phillips on Jan 08, 2021 16:58:15</i></p> <p>Staff is planning BTX Giving Day that will occur in February 2021 and will be an opportunity to bring awareness and raise money for the city's non-profit community.</p> |

Goal 3.5

Progress 45%



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

Work Plan Task 3.5.1

Update provided by DeAnna Phillips on Jan 15, 2021 21:04:38

Ongoing - Aug 31, 2021 On Track Progress 50%

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

Owner: DeAnna Phillips

- The BRiCK's E-Sports program launched in August 2020. There are currently 26 participants signed up. Staff will be attempting to have the first league in Spring 2021. Staff has also connected with the local gaming organization, Dosh, to facilitate collaboration to reach more teens.
- The recreation division has several events utilizing Mayor Vera Calvin Plaza geared towards families during Spring/Summer 2021, permitting they align with current COVID-19 restrictions and precautions.
- Designated staff joined the Harvest House board in August 2020 to expand partnership and support a key non-profit organization within our community. Staff assisted with a community-wide food drive during the Thanksgiving holiday season. In addition, staff assisted with the organization's annual Holiday Friends Christmas event. Staff will continue to identify needs/opportunities within the organization in which we can be active, lend support and facilitate helpful initiatives.
- Russell Farm has begun the process of creating a sensory garden for citizens with special needs. During the first quarter of FY 20-21, staff created a learning garden as phase one for the sensory garden. Phase two should be completed by Summer 2021.

Work Plan Task 3.5.2

Update provided by DeAnna Phillips on Feb 03, 2021 15:37:58

Ongoing - Jan 31, 2021 Completed Progress 100%

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

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

Work Plan Task 3.5.3

Update provided by DeAnna Phillips on Jan 27, 2021 14:30:21

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Staff has initiated the Urban Canopy Revitalization Program by identifying two (2) properties to plant trees on. Staff has researched other city's programs for tax incentive property improvements.

Owner: DeAnna Phillips

Work Plan Task 3.5.4

Update provided by DeAnna Phillips on Jan 15, 2021 21:30:50

Ongoing - Sep 30, 2021 On Track Progress 25%

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

The compliance rate is 90% for the first quarter of FY 20-21.

Owner: DeAnna Phillips

Work Plan Task 3.5.5

Update provided by DeAnna Phillips on Jan 27, 2021 14:31:05

Ongoing - Sep 30, 2021 On Track Progress 25%

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

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

Goal 3.6

Progress 56%

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



| | % | # |
|-----------|------|---|
| On Track | 75.0 | 3 |
| Completed | 25.0 | 1 |

Work Plan Task 3.6.1

Ongoing - Sep 30, 2021

On Track

Progress 50%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 15, 2021 20:43:21

Staff has several mobile recreation programs planned for Spring/Summer 2021, permitting they align with current COVID-19 restrictions and precautions. Programs will include story walks, family play days and fitness programs that will utilize several parks within our community.

Work Plan Task 3.6.2

Ongoing - Sep 30, 2021

On Track

Progress 25%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 15, 2021 21:31:56

An action plan and timeline has been created for the public art program. From October through December 2020, Keep Burleson Beautiful discussed preliminary locations, themes, unified overall vision and monetary investment. In the next quarter (January through March 2021) Keep Burleson Beautiful will approve the theme, timeline, locations and monetary investment, present the location proposal to Parks for approval and detail criteria and dates for call to artists, etc.

Work Plan Task 3.6.3

Ongoing - Aug 31, 2021

On Track

Progress 50%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 15, 2021 21:11:17

A draft has been generated. Staffing levels have not allowed staff the necessary time to complete the amended ordinance. Updated completion date is August 2021 (previous completion date was December 2020) and has been reflected in target date adjustment.

Work Plan Task 3.6.4

Ongoing - Oct 31, 2020

Completed

Progress 100%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 15, 2021 21:09:13

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

Strategic Focus Area 4: *Public Safety*

WORK PLAN TASKS

Goal 4.1 Progress 73%

Enhance emergency response services provided to the community.

| | % | # |
|---|------|---|
| ● On Track | 25.0 | 1 |
| ● Major Disruption | 25.0 | 1 |
| ● Completed | 50.0 | 2 |

Work Plan Task 4.1.1

Update provided by DeAnna Phillips on Jan 26, 2021 14:59:36

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

Ongoing - Feb 28, 2021 Completed Progress 100%

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

Owner: DeAnna Phillips

Work Plan Task 4.1.2

Update provided by DeAnna Phillips on Jan 26, 2021 15:00:14

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

Ongoing - Sep 30, 2021 Major Disruption Progress 50%

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

Owner: DeAnna Phillips

Work Plan Task 4.1.3

Update provided by DeAnna Phillips on Jan 15, 2021 21:32:22

Code Compliance has created the presentation for training meetings with first responders. Code Compliance staff will be working on scheduling dates to meet with public safety for training.

Ongoing - Sep 30, 2021 On Track Progress 40%

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

Owner: DeAnna Phillips

Work Plan Task 4.1.4

Update provided by DeAnna Phillips on Jan 27, 2021 14:35:36

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

Ongoing - Oct 31, 2020 Completed Progress 100%

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

Owner: DeAnna Phillips

Goal 4.2 Progress 50%

Provide superior public safety dispatch services.



| | % | # |
|-----------|-------|---|
| On Track | 66.67 | 2 |
| Completed | 33.33 | 1 |

Work Plan Task 4.2.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:36:11

Ongoing - Oct 31, 2020 Completed Progress 100%

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

Owner: DeAnna Phillips

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

Work Plan Task 4.2.2

Update provided by DeAnna Phillips on Jan 27, 2021 14:36:31

Ongoing - Mar 31, 2021 On Track Progress 25%

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

Owner: DeAnna Phillips

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

Work Plan Task 4.2.3

Update provided by DeAnna Phillips on Jan 08, 2021 16:30:18

Ongoing - Sep 30, 2021 On Track Progress 25%

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

Owner: DeAnna Phillips

Under the direction of the new public safety communications manager, an analysis of existing systems will be performed and recommendations for future improvements will be included in the upcoming budget.

Goal 4.3

Progress 52%

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

| | % | # |
|-----------------|-------|---|
| On Track | 66.67 | 2 |
| Some Disruption | 33.33 | 1 |

Work Plan Task 4.3.1

Update provided by DeAnna Phillips on Jan 26, 2021 15:01:19

Construction is on-going. The updated completion date is April 2021.

Ongoing - Feb 28, 2021

Some Disruption

Progress 80%

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

Owner: DeAnna Phillips

Work Plan Task 4.3.2

Update provided by DeAnna Phillips on Jan 08, 2021 17:04:58

Three additional officers were approved in the FY 20-21 budget, starting April 1, 2021. Additional officers have started the Police Academy in January 2021 who will be part of the power shift when they are released from training in approximately nine months.

Ongoing - Apr 30, 2021

On Track

Progress 50%

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

Owner: DeAnna Phillips

Work Plan Task 4.3.3

Update provided by DeAnna Phillips on Jan 26, 2021 15:02:56

A contract has been awarded to the consultant to complete the analysis of the squad concept. The consultant is currently in the process of collecting needed data.

Ongoing - Apr 30, 2021

On Track

Progress 25%

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

Owner: DeAnna Phillips

Goal 4.4

Progress 46%

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



Work Plan Task 4.4.1

Update provided by DeAnna Phillips on Jan 27, 2021 14:37:49

Ongoing - Oct 31, 2020

Completed

Progress 100%

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

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

Owner: DeAnna Phillips

Work Plan Task 4.4.2

Update provided by DeAnna Phillips on Jan 26, 2021 15:07:34

Ongoing - Apr 30, 2021

Some Disruption

Progress 10%

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

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

Owner: DeAnna Phillips

Work Plan Task 4.4.3

Update provided by DeAnna Phillips on Jan 27, 2021 14:38:24

Ongoing - Mar 31, 2021

On Track

Progress 50%

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

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

Owner: DeAnna Phillips

Work Plan Task 4.4.4

Update provided by DeAnna Phillips on Jan 08, 2021 17:05:20

Ongoing - Sep 30, 2021

On Track

Progress 25%

In-person meetings are suspended due to COVID-19, but Burleson Police Department is in continued communications with Johnson County through regular emails and phone calls.

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

Owner: DeAnna Phillips

Goal 4.5

Progress 21%

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



| | % | # |
|------------------|------|---|
| On Track | 50.0 | 2 |
| Some Disruption | 25.0 | 1 |
| Major Disruption | 25.0 | 1 |

Work Plan Task 4.5.1

Update provided by DeAnna Phillips on Jan 26, 2021 15:08:27

Ongoing - Apr 30, 2021 **Major Disruption** Progress 10%

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

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

Owner: DeAnna Phillips

Work Plan Task 4.5.2

Update provided by DeAnna Phillips on Feb 03, 2021 15:41:16

Ongoing - Sep 30, 2021 **On Track** Progress 25%

Burleson Police Department continues to partner with Tarrant County Law Enforcement Association by sharing information and working collaboratively to address crime in the region.

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

Owner: DeAnna Phillips

Work Plan Task 4.5.3

Update provided by DeAnna Phillips on Jan 26, 2021 15:09:43

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

Burleson Fire and Public Health are working with State, County, local officials and Burleson ISD to implement a vaccine clinic that could potentially serve 3,000 COVID-19 vaccines weekly.

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

Owner: DeAnna Phillips

Work Plan Task 4.5.4

Update provided by DeAnna Phillips on Jan 08, 2021 17:05:50

Ongoing - Sep 30, 2021 **Some Disruption** Progress 0%

The partnership has been placed on hold due to COVID-19 complications.

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

Owner: DeAnna Phillips

Goal 4.6

Progress 63%

| | % | # |
|-----------------|------|---|
| On Track | 60.0 | 3 |
| Some Disruption | 40.0 | 2 |

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

Work Plan Task 4.6.1

Ongoing - Feb 28, 2021

Some Disruption

Progress 50%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 27, 2021 14:39:02

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

Work Plan Task 4.6.2



Ongoing - Dec 31, 2020

Some Disruption

Progress 90%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 26, 2021 15:13:05

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

Work Plan Task 4.6.3

Ongoing - Apr 30, 2021

On Track

Progress 75%

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

Owner: DeAnna Phillips

Update provided by DeAnna Phillips on Jan 26, 2021 15:12:44

Staff is currently in the process of building the volunteer organization program and is set to be complete in April 2021.

Work Plan Task 4.6.4

Ongoing - Sep 30, 2021

On Track

Progress 25%

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

Update provided by DeAnna Phillips on Jan 26, 2021 15:14:21

Fire staff continues to coordinate recovery efforts from the COVID-19 public health emergency.

Work Plan Task 4.6.5



Ongoing - Jan 31, 2021

On Track

Progress 75%

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

Update provided by DeAnna Phillips on Jan 26, 2021 15:16:32

Staff has met with consultant that is assisting with the comprehensive debris management plan and is working through finalization of the plan. Completion is scheduled for March 2021.

SECTION 05

Capital Improvement Projects

City of Burleson
Quarterly Report
December 2020

Neighborhood Street Rebuild:

Rudd Street, King Street, Cindy Court

Project includes:

Street rebuilds on:

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

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

Funding:

- Neighborhood reconstruction bond proceeds issued in 2016 & 2018.

Status:

- Preliminary design plans have been received and are being reviewed.



Project Status

On Track

Project Progress

Progress 60%

Estimated Completion



Winter 2021

Construction Cost



1.6 Million

Project includes:

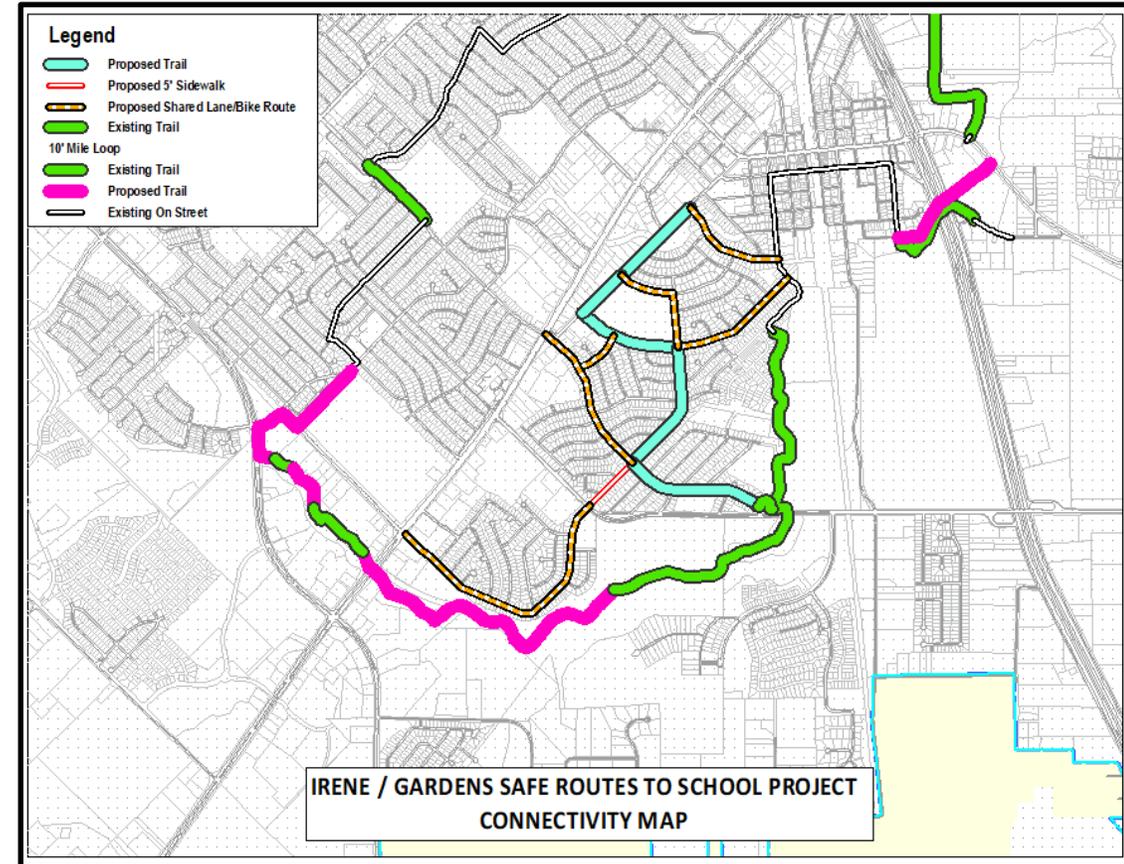
- 10-foot trail (shown in light blue)
- Crosswalk from Warren Park to Library
- ADA access improvements at Warren Park
- Tie to existing trail system in three locations
- Pedestrian bridge over Town Creek in Warren Park

Funding:

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

Status:

- Notice to Proceed for Contractor Dec 2020
- Construction Underway



Project Status

On Track

Project Progress

Progress 70%

Estimated Completion



Summer 2022

Construction Cost



2.45 Million

Project includes:

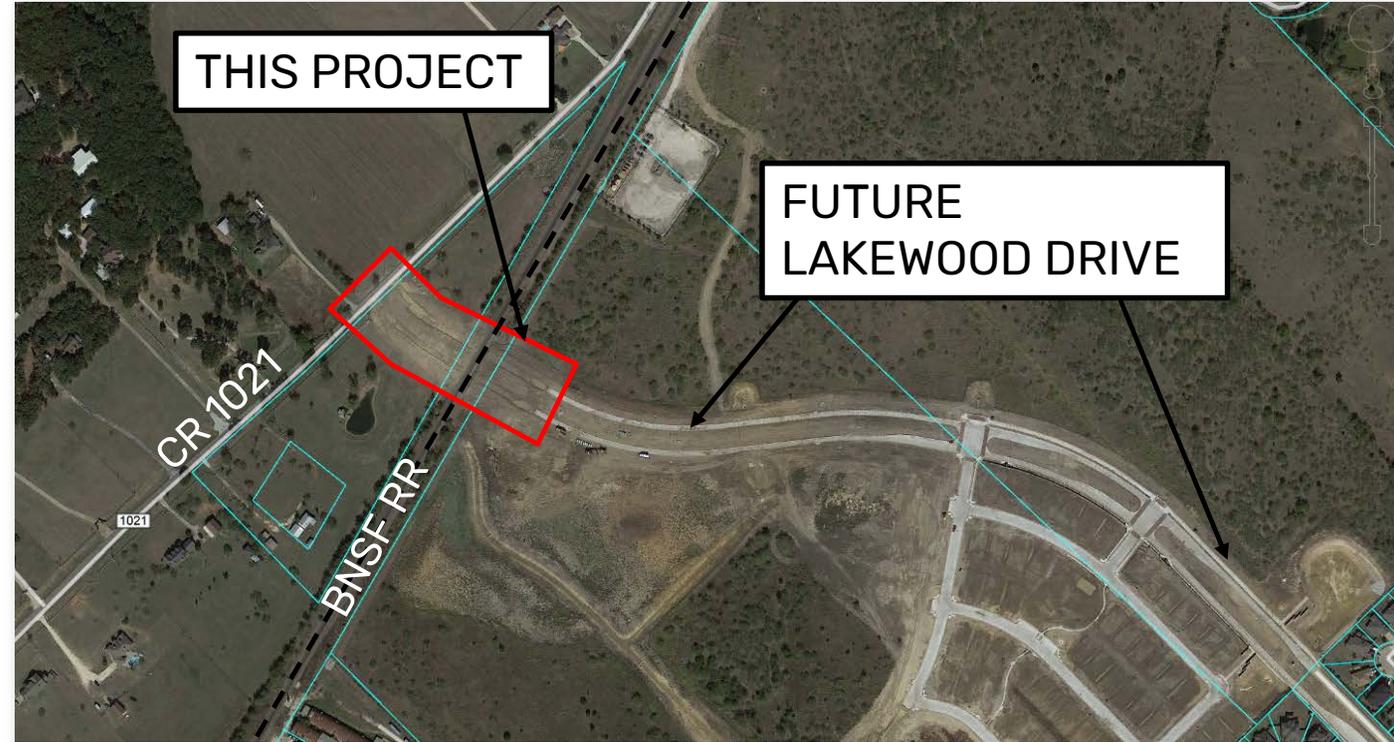
- City participation in new BNSF railroad crossing
- Closing Wicker Hill Road railroad crossing
- Two cul-de-sacs at each end of Wicker Hill Road and closure of existing crossing

Funding:

- Developer participation from 2015 GO Street Bonds and 2017 & 2018 CO Street Bonds

Status:

- Lakewood Paving complete
- Final work with BNSF at Wicker Hill crossing



Project Status

On Track

Project Progress

Progress 95%

Estimated Completion



Spring 2021

Construction Cost



510,000

Project includes:

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

Funding:

- 2017 & 2018 CO Bonds

Status:

- Under Construction
- Interior Finishes Underway



Project Status

On Track

Project Progress

Progress 90%

Estimated Completion



March 2021

Construction Cost



5.8 Million

Q1 SH 174 Widening: Elk Drive to Hulen Street

Project includes:

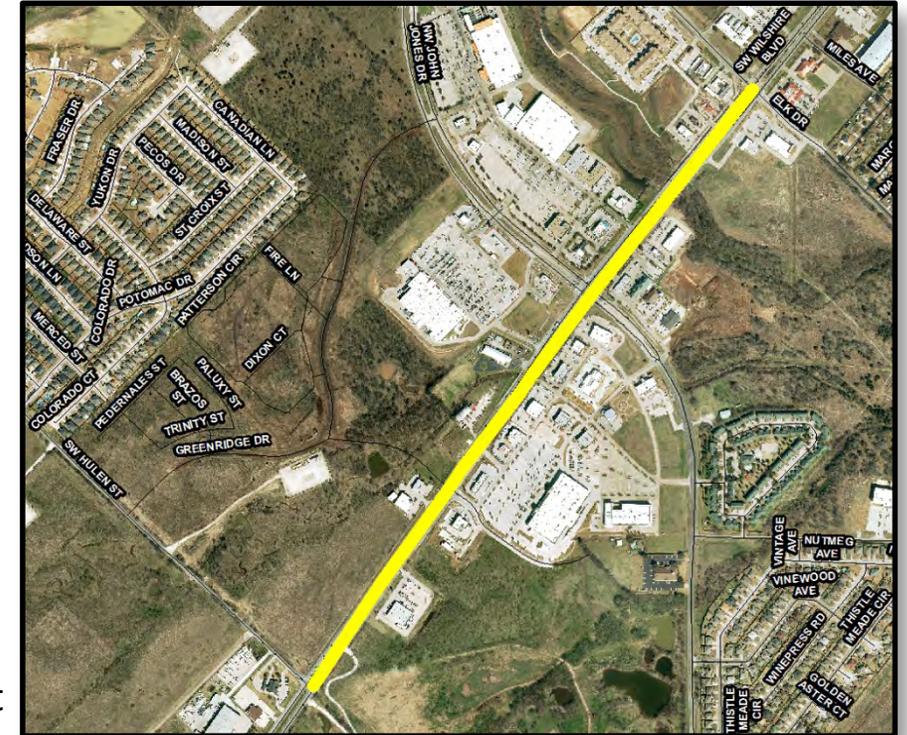
- Widening SH 174 (Wilshire Boulevard) from 4 to 6 lanes from Elk Drive to Hulen Street
- Widening will occur on the inside lanes
- Sidewalks where feasible

Funding:

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

Status:

- Design contract with Kimley-Horn underway
- A revised Advance Funding Agreement is being reviewed by the Texas Department of Transportation (TxDOT) and will be presented to City Council for consideration.



Project Status

Some Disruption

Project Progress

Progress 15%

Estimated Completion



2022 - 2024

Construction Cost



5.9 Million

Project includes:

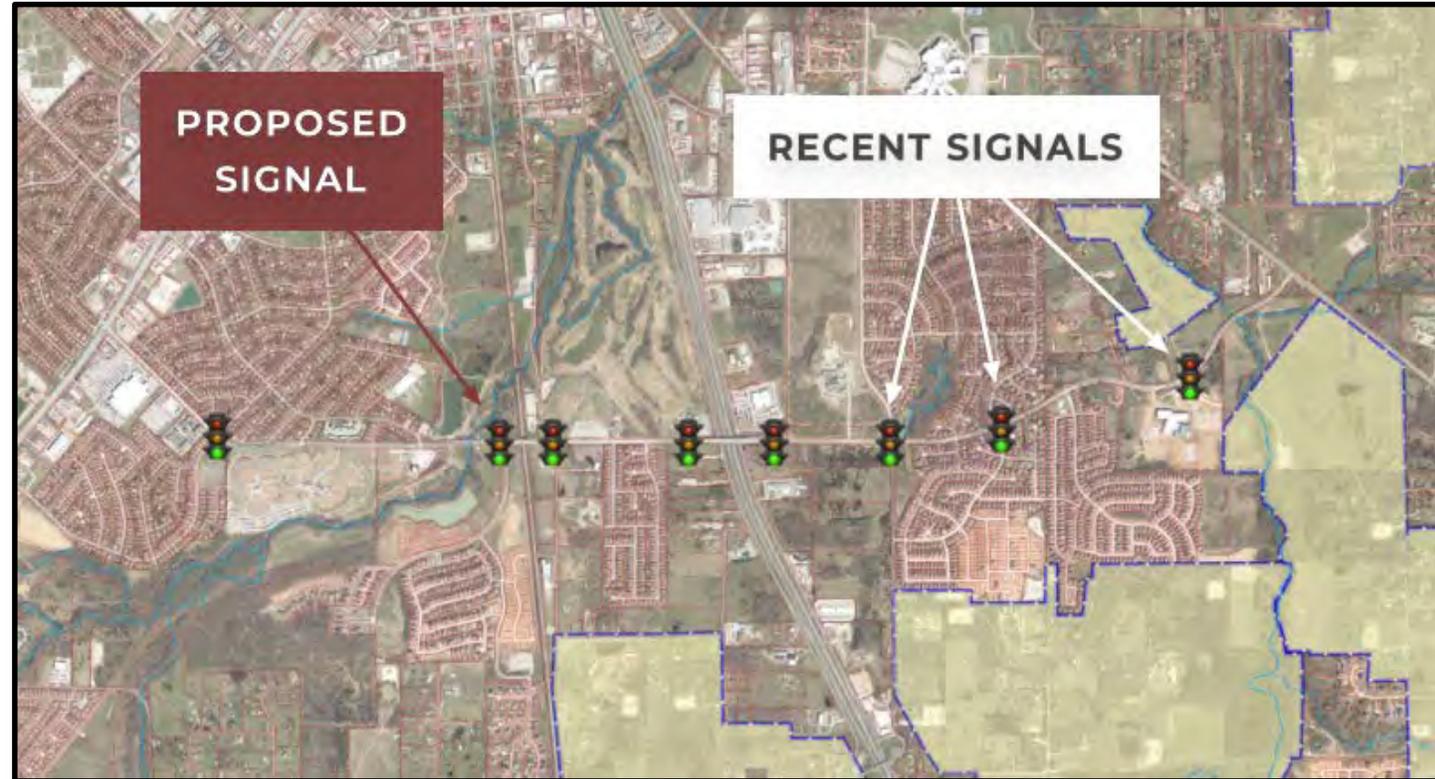
- Installation of three-leg traffic signal
- Accessible ramps at intersection
- Meets warrants for future volume and sight visibility

Funding:

- \$300,000 Street Bonds

Status:

- Under Construction
- Signal materials on order
- Signal bases constructed & conduit runs made



Project Status

On Track

Project Progress

Progress 70%

Estimated Completion



May 2021

Construction Cost



300,000

Project includes:

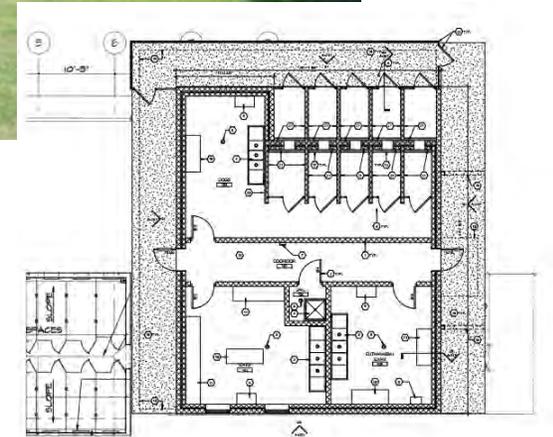
- Expansion of facility by approximately 1,250 sq. ft. to provide an isolation area for sick or injured animals.

Funding:

- 2019 CO Bonds

Status:

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



Project Status

Some Disruption

Project Progress



Estimated Completion



2022

Construction Cost

\$ 560,000

Project includes:

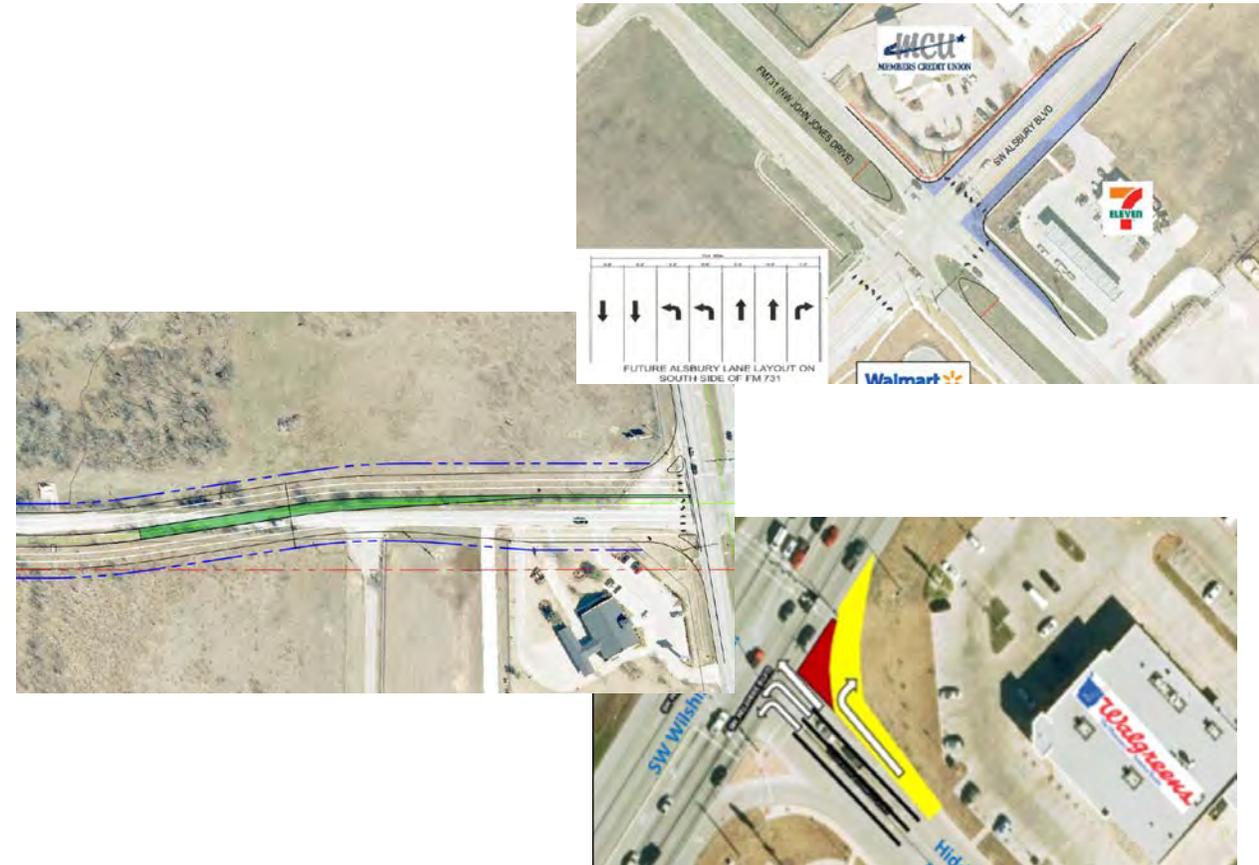
- Intersection improvements as recommended by traffic studies for increased intersection capacity and higher level of service.
- Locations:
 - Alsbury at John Jones
 - Hidden Creek Parkway at Wilshire (SH174)
 - Hulen St at Wilshire (SH174)

Funding:

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

Status:

Design contracts in negotiation and under review.



Project Status

On Track

Project Progress

Progress 10%

Estimated Completion



2022

Construction Cost

\$ 3.75 Million

Project includes:

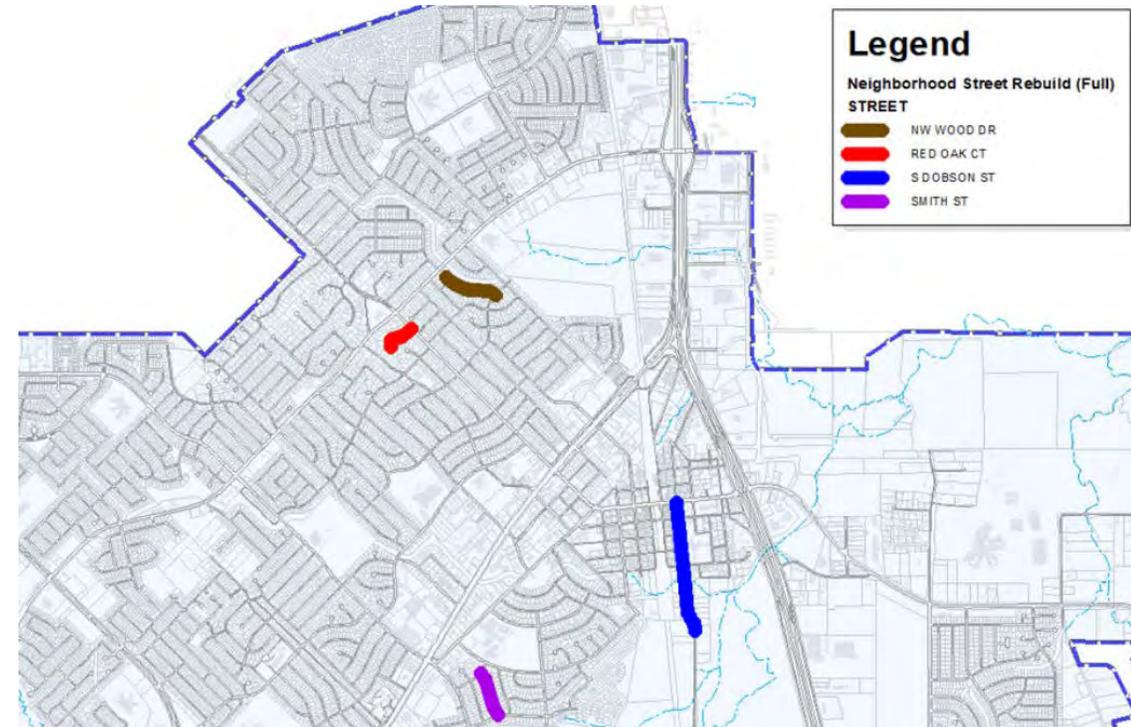
- Neighborhood Street Rebuilds that include:
 - Water Replacement
 - Sewer Replacement
 - Pavement Rebuilds
- Locations include: NW Wood Drive, Red Oak Ct, S Dobson St & Smith St.

Funding:

- \$1.7 million Street & Water Bonds

Status:

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



Project Status

On Track

Project Progress

Progress 50%

Estimated Completion



2021

Construction Cost



1.7 Million

Project includes:

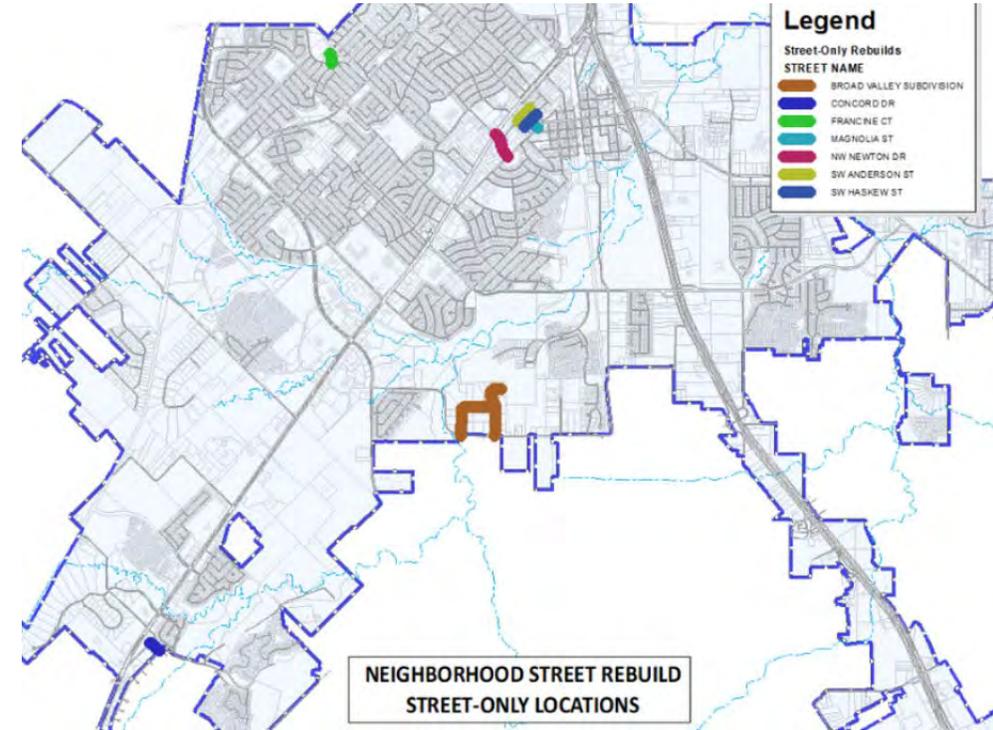
- Reconstruct existing street
- Utilities are not located under pavement and/or have been verified to be in good condition and do not need replacement

Funding:

- \$1.1 million Street & Drainage Bonds

Status

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



Project Status

On Track

Project Progress

Progress 50%

Estimated Completion



2021

Construction Cost



1.1 Million

Project includes:

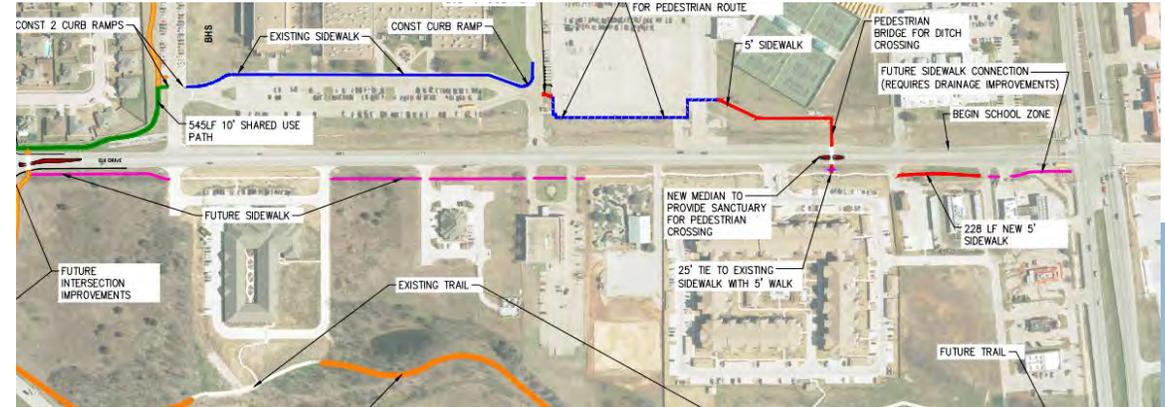
- 10' Shared-Use Path from BHS campus north to SW Hillside Drive
 - Heavily-used routes for students
 - Part of the 10-mile loop
- Protected pedestrian route through BHS south parking lot
- 5' sidewalk south to crosswalk
- Pedestrian bridge over bar ditch
- Marked crosswalk with island in Elk Drive for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

Funding:

- 2015 GO Bonds – Streets
- CO Street Bonds

Status:

- Under Construction



Project Status

On Track

Project Progress

Progress 75%

Estimated Completion



Summer 2021

Construction Cost

\$ 333,000

Intersection Improvements

County Road 910 & Farm to Market 1902

Project includes:

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

Funding:

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

Status:

- 30% Design submitted
- Utility locations underway



Project Status

On Track

Project Progress

Progress 30%

Estimated Completion



Summer 2021

Construction Cost



120,340

SECTION 06

Park Capital Improvement Projects

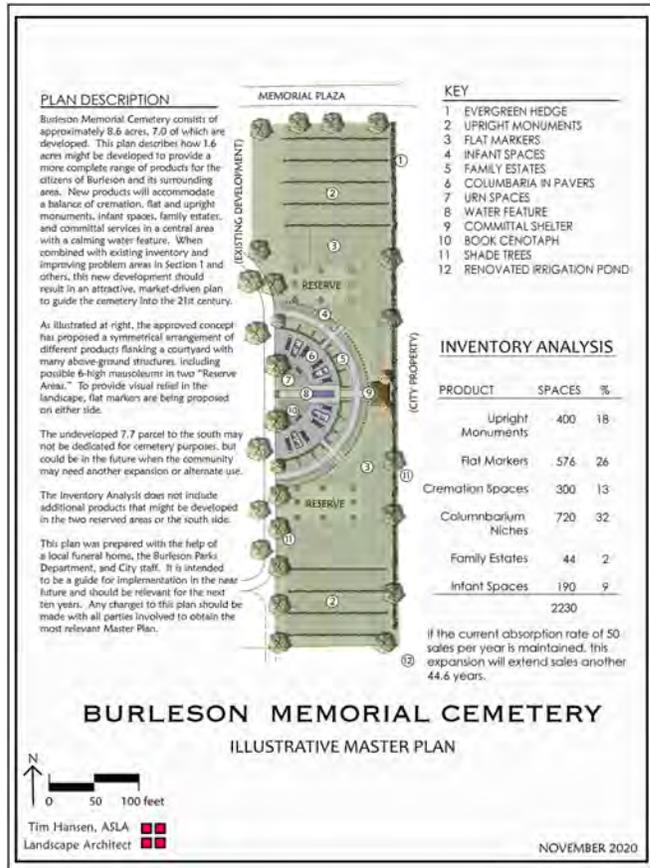
City of Burleson
Quarterly Report
December 2020



Parks and Recreation Capital Projects - Quarterly Update

City Council
February 15, 2021

Project- Cemetery Expansion



- **Project Description**

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

- **Project Status**

Final Design and Construction Document Contract Executed February 1, 2021

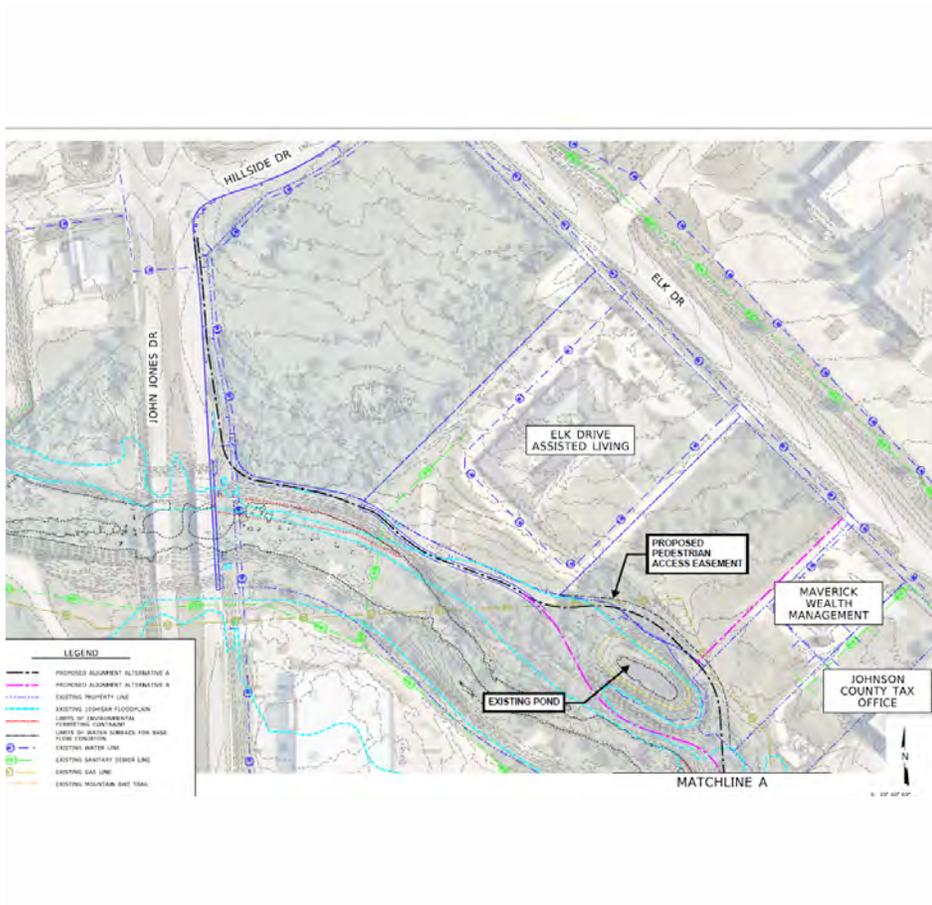
- **Budget/Funding Source**

\$787,000 - Cemetery Gas Well Royalties

- **Estimated Completion Date**

February 2022

Project- Village Creek Trails



- **Project Description**

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

- **Project Status**

Staff is completing feasibility and conceptual design with Freese & Nichols. Staff will bring forward conceptual alignments, cost projections, and potential phasing at a future meeting.

- **Budget/Funding Source**

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

- **Estimated Completion**

TBD

Project- Dog Park



- **Project Description**

Creation of a dog park

- **Project Status**

Finalizing alternative Village Creek Trail location concepts. Staff will bring forward on February 23.

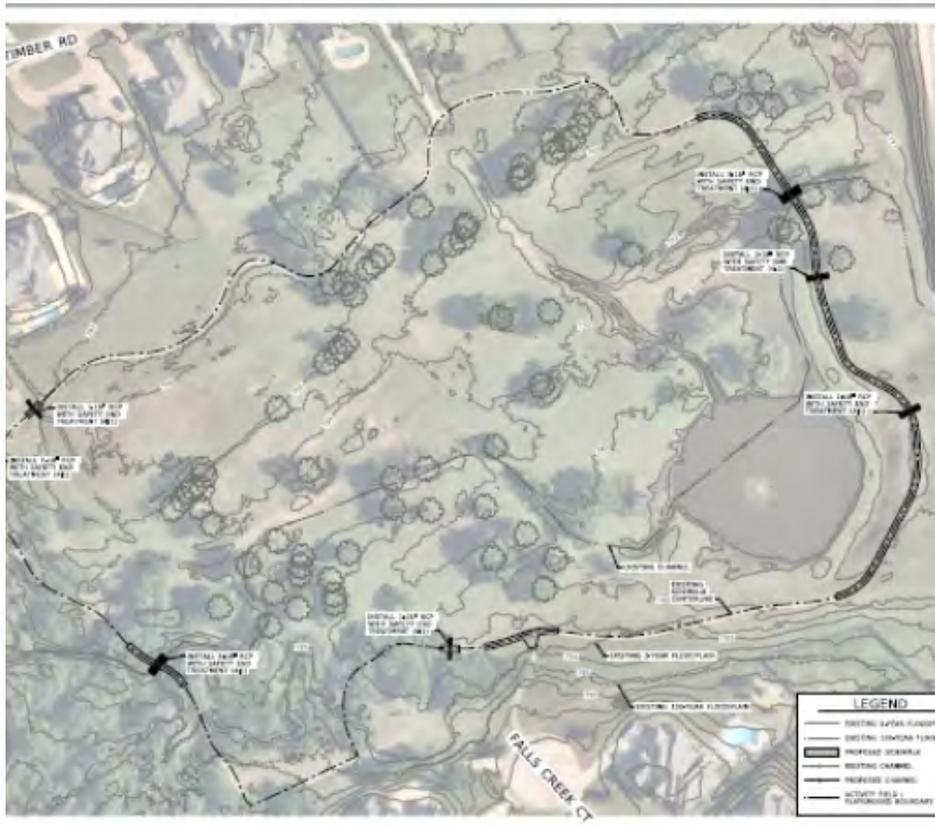
- **Budget/Funding Source**

\$347,000/ Park Gas Funds

- **Estimated Completion**

9 months from final design contract being executed

Project- Prairie Timbers



- **Project Description**

Improvement of drainage problems on walking trail at Prairie Timbers Park. Addition of playground in partnership with Prairie Timbers HOA.

- **Project Status**

Completing design contract, bringing forward in March 2021

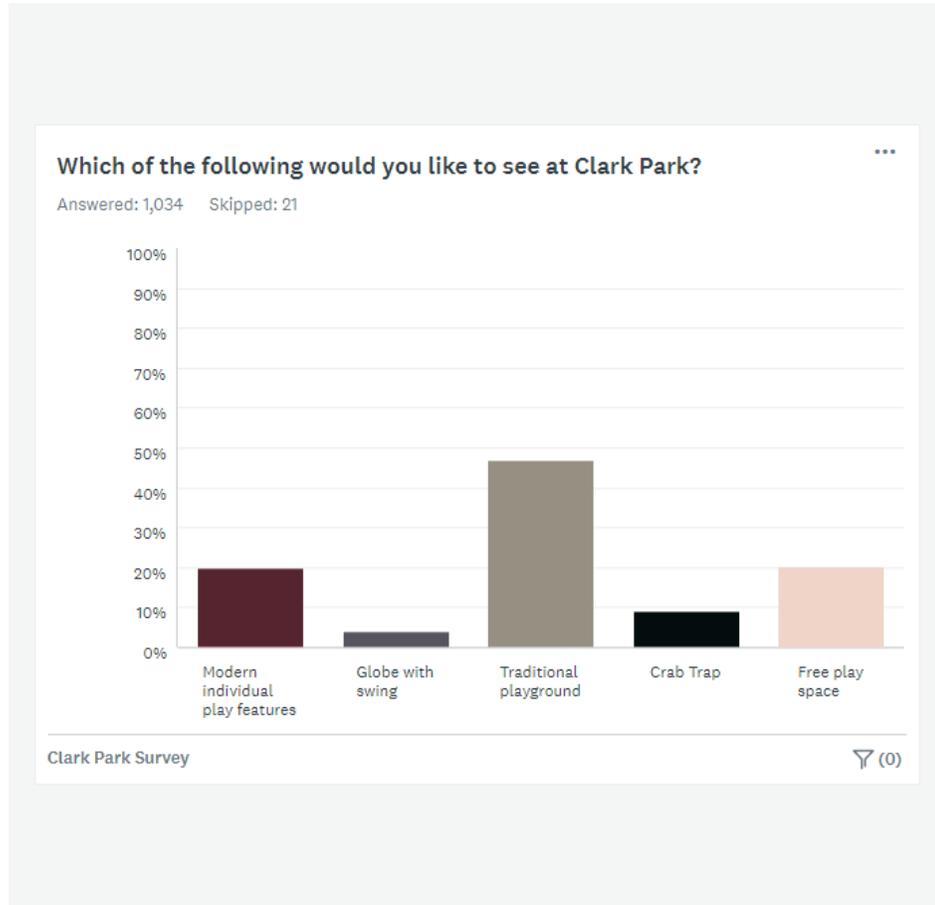
- **Budget/ Funding Source**

\$300,000/ Park Gas Funds

- **Estimated Completion**

June 2022

Project- Clark Park



- **Project Description**

Playground replacement and park improvements

- **Project Status**

Completing public engagement. Working on conceptual design for parking improvements, lighting improvements, and irrigation improvements.

- **Budget/Funding**

\$85,000/4B Sales Tax

- **Estimated Completion**

6 months from final design approval

Project- Splash pad



- **Project Description**

Creation of a splash pad adjacent to the Burleson Recreation Center

- **Project Status**

Public engagement phase I completed, refining concepts

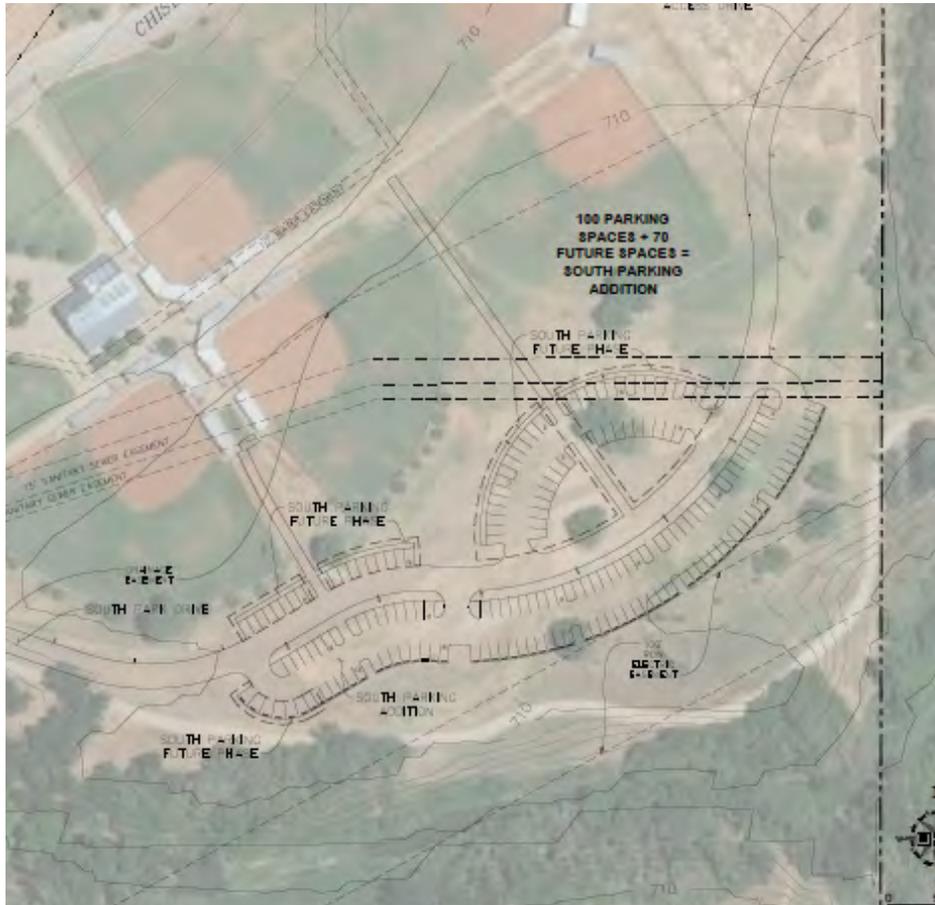
- **Budget/Funding Source**

\$1.5 million/ 4B Debt Capacity

- **Estimated Completion**

May 2022

Project- Chisenhall Parking



- **Project Description**

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

- **Project Status**

- Finalizing conceptual design options

- **Budget/Funding**

TBD

- **Estimated Completion**

6 months from the completion of final design

Project- Community Park



- **Project Description**

Design and construction of a community park

- **Project Status**

Staff will discuss potential land acquisition with city council at upcoming meeting.

- **Budget/Funding**

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

- **Estimated Completion**

TBD

Project- Warren Park



- **Project Description**

Replacement of playground at Warren Park

- **Project Status**

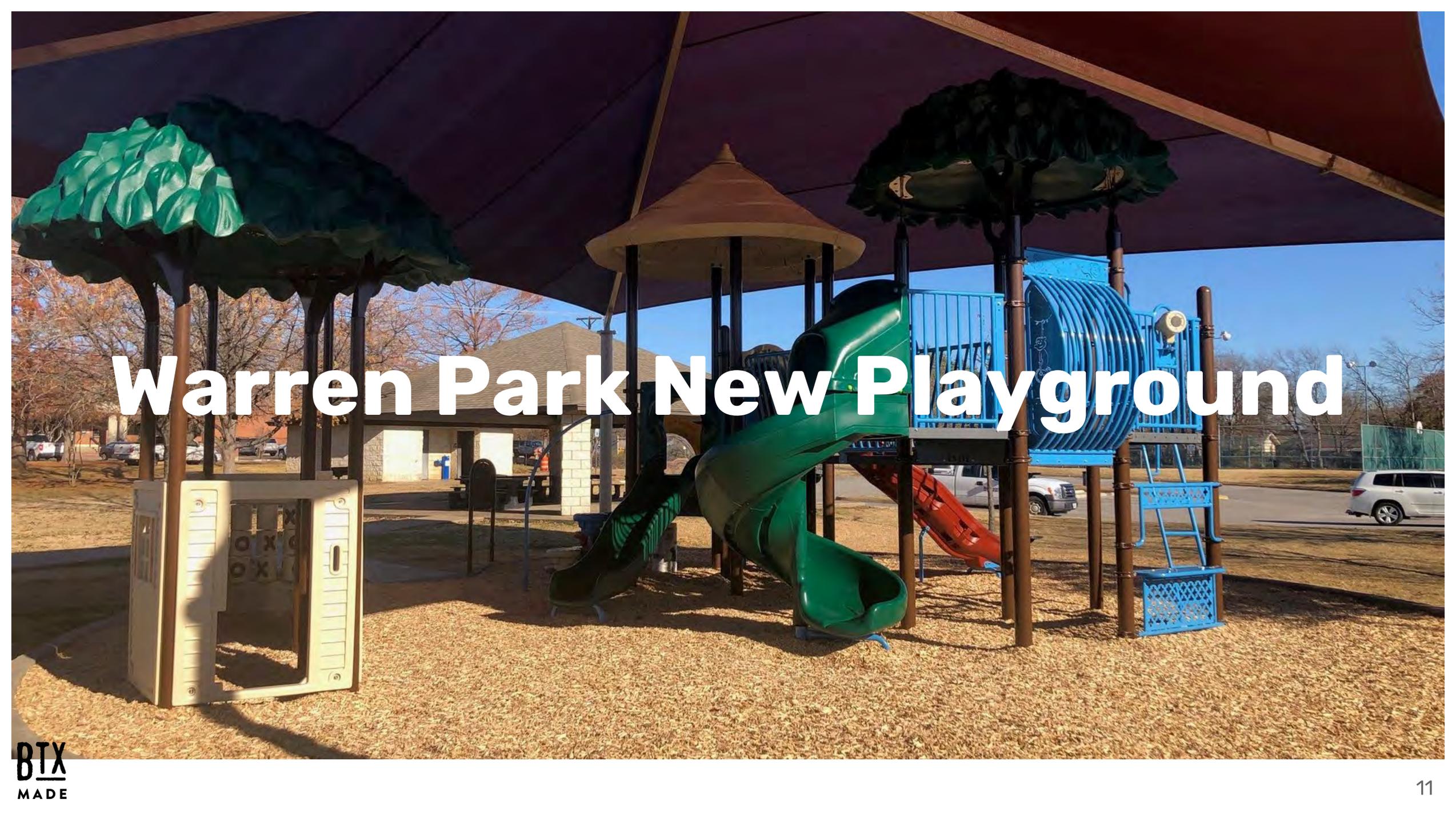
Playground installed

- **Budget/Funding**

\$85,000/4B Sales Tax

- **Estimated Completion**

Project complete

A photograph of a modern playground at Warren Park. The playground features a large green tree-shaped structure on the left, a central structure with a tan conical roof and a green slide, and another green tree-shaped structure on the right. A blue climbing structure is also visible. The ground is covered in wood chips. In the background, there is a building, a parking lot with cars, and a clear blue sky. The text "Warren Park New Playground" is overlaid in white, bold, sans-serif font across the center of the image.

Warren Park New Playground

Project- Willow Creek



- **Project Description**

Addition of railing and low water crossing path

- **Project Status**

Complete

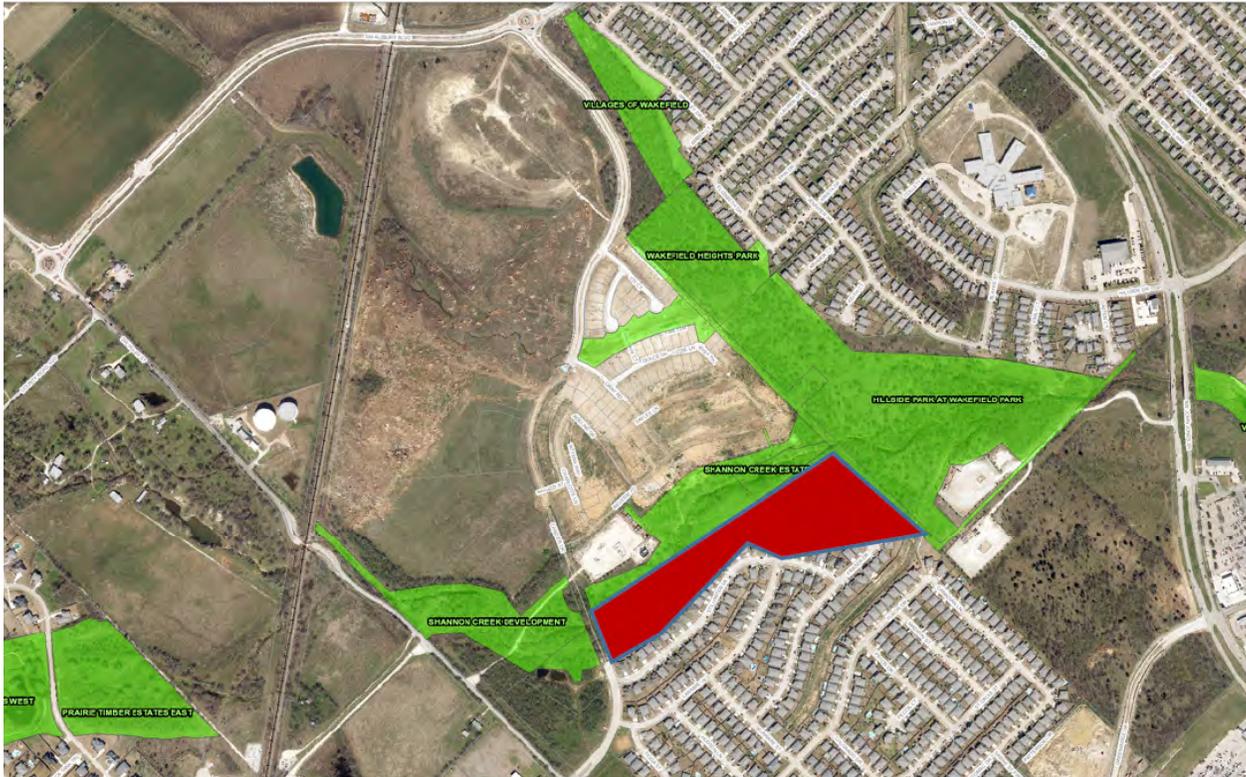
- **Budget/Funding**

\$37,915/Park Gas Well Funds

- **Estimated Completion**

Project complete

Project- Shannon Creek



- **Project Description**

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

- **Project Status**

- Finalizing conceptual design options. Staff completing conceptual designs to determine appropriate budget for upcoming CIP.

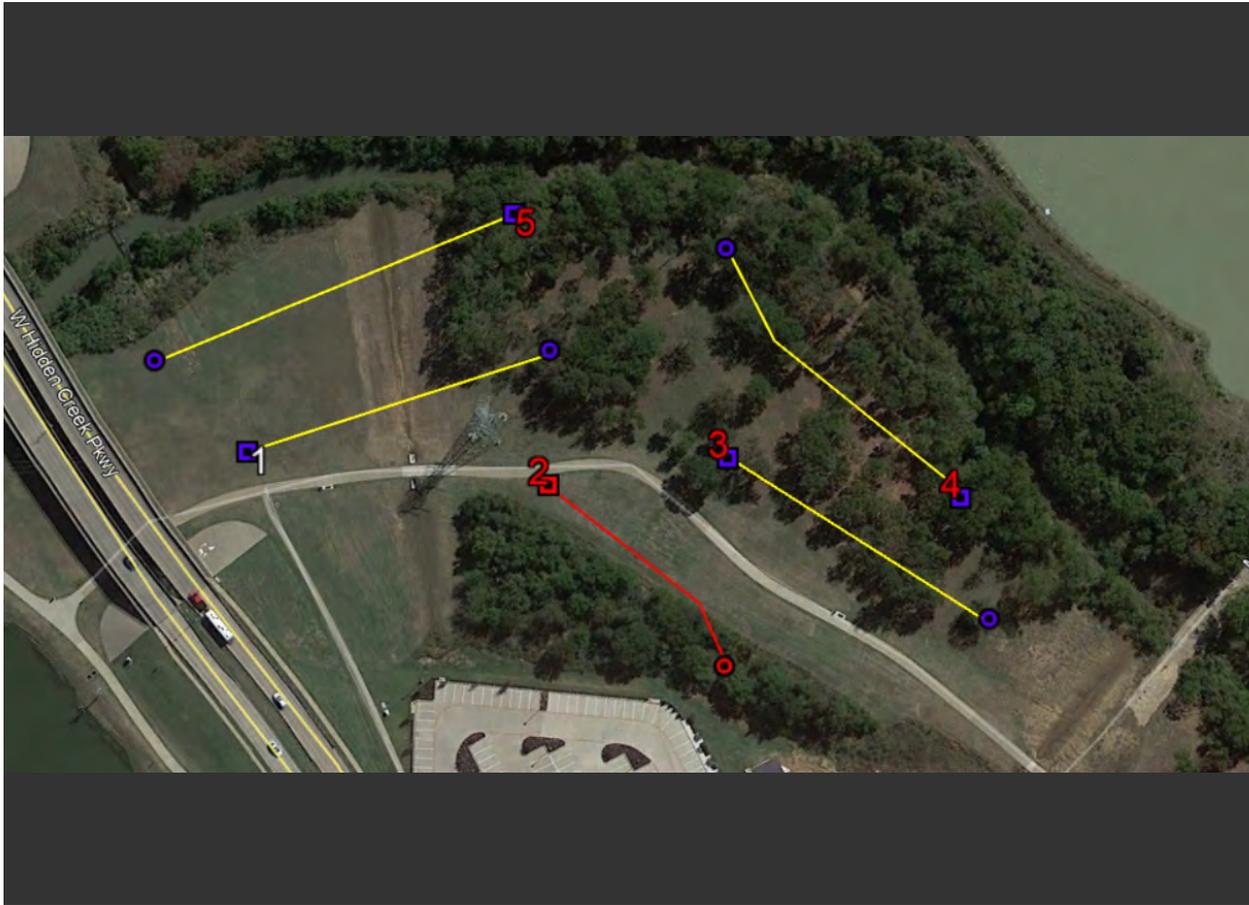
- **Budget/Funding**

\$400,000/4B non-bond capital/Park Zone

- **Estimated Completion**

TBD

Project- Disc Golf Course Expansion



- **Project Description**

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

- **Project Status**

Finalizing hole layouts

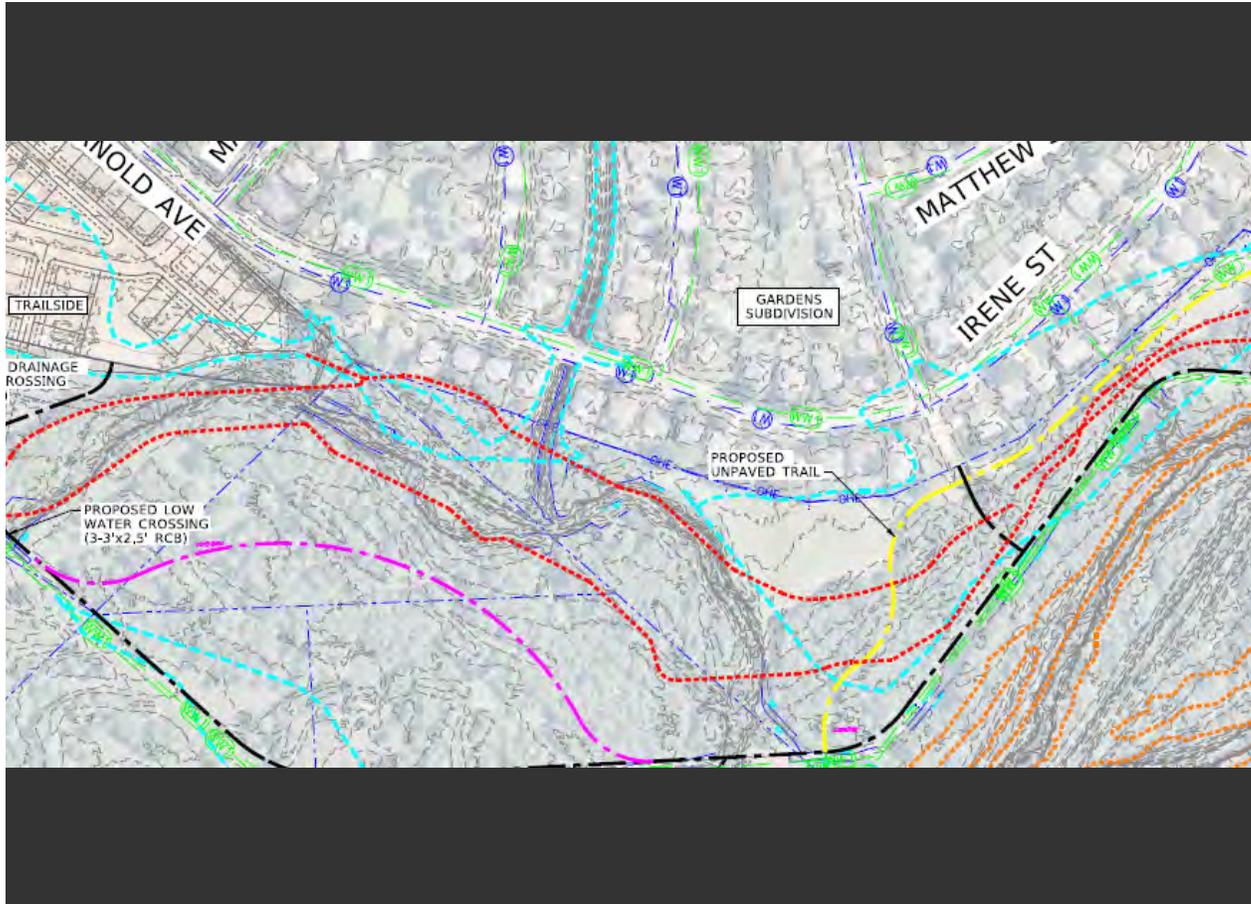
- **Budget/Funding**

\$30,000/unallocated park funds

- **Estimated Completion**

Summer 2021

Project- Mountain Bike Trail Loops



- **Project Description**

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

- **Project Status**

Finalizing route and timeline

- **Budget/Funding**

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

- **Estimated Completion**

Summer 2021