



Community Services Committee
Agenda

Wednesday, February 19, 2025
1:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

A. Consider and take possible action on the minutes from the September 25, 2024 regular Community Services Committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

4. **REPORTS AND PRESENTATIONS**

A. Receive a report and provide possible recommendations regarding Be Healthy Baby Boxes (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

B. Receive a report and provide possible recommendations on the City's Stormwater Management Permit and Program. (*Staff Contact: Errick Thompson, Director of Public Works and Kristen Tanz, Environmental Specialist II*)

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

6. **ADJOURN**

Staff Contact:

Allison Smith
Parks and Recreation
Deputy Director of Recreation
asmith@burlesontx.com
817.426.9629

CERTIFICATE

I hereby certify that the above agenda was posted on this the **12th of February 2025, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

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Community Services Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: February 19, 2025

SUBJECT:

Consider and take possible action on the minutes from the September 25, 2024 Community Services committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Community Services committee duly and legally met on September 25, 2024 for a regular meeting.

OPTIONS:

Committee may approve the minutes as presented or approve with amendments.

RECOMMENDATION:

Approve.

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

COMMUNITY SERVICES COUNCIL COMMITTEE
September 25, 2024
DRAFT MINUTES

Council present:

Victoria Johnson
Phil Anderson
Alexa Boedeker

Council Absent:

Staff present

Tommy Ludwig, City Manager
Eric Oscarson, Deputy City Manager
Harlan Jefferson, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary

1. CALL TO ORDER – Time: 11:00 a.m.

Victoria Johnson called the meeting to order at 11:02 a.m.

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Minutes from the April 17, 2024 Community Services Committee meeting. (Staff Contact: Amanda Campos, City Secretary)

Motion made by Phil Anderson and seconded by Alexa Boedeker to approve.

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion and provide staff feedback regarding the parks and recreation accreditation process (Staff Contact: Jen Basham, Director of Parks and Recreation).

Jen Basham, Director of Parks and Recreation, reported on parks and recreation accreditation process to the committee.

Discussion included benefits of accreditation, process for accreditation, new standards, timeline, and costs. Parks has submitted their application, has begun training and is working on standards (2 years to complete standards). Once they have completed the standards, there will be an on-site review period.

No questions from the committee.

B. Receive a report, hold a discussion and provide staff direction regarding unattended donation boxes. (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tommy Ludwig, City Manager, explained that there were regulation gaps in the ordinance for unattended donation boxes (blessing boxes). The first step is to review the ordinance and discuss potential changes such as permitting or setbacks.

Tony McIlwain, Development Services Director, reported on unattended donation boxes to the committee.

Discussion included

- Background on the regulating language relating to unattended donation containers specifically clothing donation boxes.
- Legal ruling charitable donation bins were charitable solicitations entitled to First Amendment protection.
- Comparison cities require permit
- Blessing Boxes located at Centennial Park, Warren Park, Impact Life Church, Renfro One Stop, Victory Family Church
- Suggested requirements: this not a one size fit approach. Depending on size and scope of containers. Do you want to have a site if its large, size restriction,

Committee was in favor of looking at safety and health concerns, no permit, and standards. Committee asked staff to put something together and bring it back to the committee for a further discussion.

Bill Janusch, 117 NE Clinton Street, Burluson, came forward with concerns about the size of containers and requested minimal requirements.

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

- No executive session needed.

7. ADJOURN

Chair Victoria Johnson adjourned the meeting.

Time: 11:54 a.m.

Monica Solko
Deputy City Secretary

Community Services Committee

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: February 19, 2025

SUBJECT:

Receive a report and provide possible recommendations regarding Be Healthy Baby Boxes (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

Be Healthy Babies is an initiative associated with Be Healthy Burleson that provides gift boxes to babies born at Texas Health Huguley. Currently the program provides 300 boxes annually to the hospital to give out to families. Texas Health has reported that they average 1,700 babies annually. They also provide welcome bags with similar information and gifts through the hospital. Staff is proposing to forego the boxes and purchase onesies or pacifiers to add to the existing gift bags provided by the hospital in order to provide enough items for all babies born annually.

RECOMMENDATION:

Staff recommends purchasing a smaller item in order to maximize the program.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

List date and description of any prior action related to the subject

REFERENCE:

Insert CSO# if applicable
Insert resolution or ordinance change

FISCAL IMPACT:

Proposed Expenditure/Revenue:
Account Number(s):
Fund:
Account Description:

STAFF CONTACT:

Jen Basham, CPRE
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-201



Be Healthy Baby Boxes

COMMUNITY SERVICES COMMITTEE FEBRUARY 19, 2025

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION

Background

The Be Healthy Initiative includes a program that donates boxes to Texas Health Huguley for babies born at the hospital.



- Boxes include: Onesies
- Cold/Hot pack
- Clifford book
- Lifeguard your child magnet
- Duckies
- Water Watcher tags
- Carseat appt cards
- Baby spoon
- Stickers
- Pediatric Oral Health Kit
- Poison control magnet
- Poison control pamphlet
- BTX Onesie

Baby Boom

Currently Texas Health averages 1,700 births every year

We are budgeted for 300 boxes leaving a 1,400 baby disparity

Texas Health does not check residency before providing boxes

Texas Health also provides a bag to take home with similar items



Welcome Baby!



Initiative Goals

The original goal of the program was to provide a welcome from the City to all babies born at Texas Health.

The current program cost \$4,000 dollars annually to provide the boxes and solicitation of donations from local businesses

Volunteers are pulled together twice a year to build the boxes

The boxes take up a large amount of storage that Texas Health does not have space for



Options

Provide onesies or pacifiers with City logo to be added to existing welcome bag provided by Texas Health

Advantages:

Cost effective

No storage challenges

No sponsorship solicitation

Can welcome all babies to Burleson

FEEDBACK

Community Services Committee

DEPARTMENT: Public Works
FROM: Errick Thompson, Director
MEETING: February 19, 2025

SUBJECT:

Receive a report and provide possible recommendation on the City's Stormwater Management Permit and Program. (*Staff contact: Errick Thompson, Director of Public Works and Kristen Tanz, Environmental Specialist II*)

SUMMARY:

The Texas Commission on Environmental Quality (TCEQ) issues permits to cities and other regulated entities with the objective of reducing the amount of pollutants discharged from local storm drainage systems into waterways. Permits are generally issued every five years and are accompanied by a stormwater management plan detailing on actions the permittee anticipates taking to achieve measurable goals included in the TCEQ permit. Staff will provide an overview of the FY24 annual reporting period and an overview of the City of Burleson's new permit.

RECOMMENDATION: N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens): N/A

REFERENCE: N/A

FISCAL IMPACT: N/A

STAFF CONTACT:

Errick Thompson
Director of Public Works
ethompson@burlesontx.com
817-426-9610



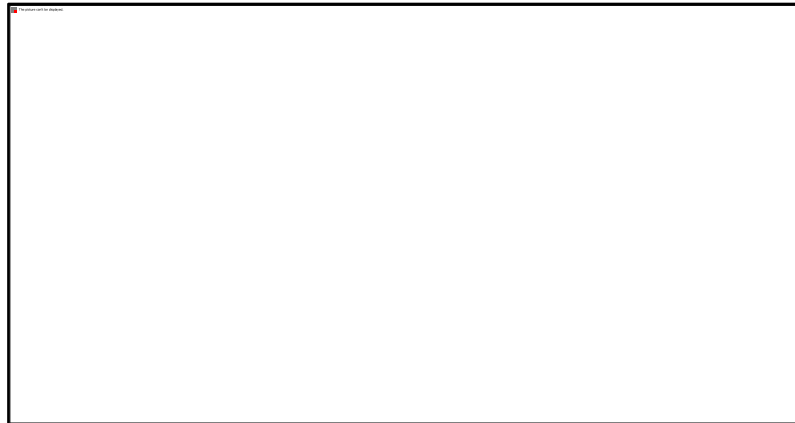
Stormwater Management Permitting and Compliance Update

Outline

- Background on Stormwater & State Permitting
- Highlights of FY2024 Compliance Activities
- Updates in the New General Permit for Small MS4s
- General Permit Requirements
- Next Steps
- Questions & Feedback

Background

Our Municipal Separate Storm Sewer System (MS4) is the network of channels, curbs, ditches, and storm drains that helps convey rainfall runoff to reduce flash flooding. Stormwater flows directly to streams, rivers, and lakes without being treated.



The Texas Commission on Environmental Quality (TCEQ) has maintained a General Permit for Small MS4s since 2007. The General Permit standardizes the criteria for MS4 operators to **minimize the amount of pollution being discharged with stormwater runoff.**

Background

Traditional small MS4s are categorized by the size of they population they serve.

- Level 1: Population of less than 10,000
- Level 2: Population of at least 10,000 but less than 40,000
- **Level 3: Population of at least 40,000 but less than 100,000 ← *City of Burleson***
- Level 4: Population of at least 100,000

Every 5-year permit cycle, the state’s requirements increase in scope. Our FY2024 stormwater compliance activities were based on the 2019 General Permit requirements. Compliance activities for 2025 through 2029 will be based on the new (current) General Permit requirements.

Highlights of FY2024 Activities

- **Business Education:** “Compactor Tips” flyers delivered and discussed in-person with managers at grocery stores with trash compactors.
- **Public Education:** “DIY Composting” class presented at Russell Farm on 5/11/2024. City staff participated in the NCTCOG Public Education Task Force.
- **Street Sweeping:** 1,435 lane miles swept.



- **Clean-Ups:** The 2024 Spring & Fall Trash Bash had a combined total of 737 volunteers and collected an estimated 11,055 pounds of litter.
- **Adopt-A-Spot:** During FY2024, we had 7 active Adopt-A-Spot groups that conducted a total of 34 cleanups.

Highlights of FY2024 Activities

- **Employee Training:** 39 new field staff completed our online stormwater training course.
- **Illegal Dumping:** 311 Customer Service representatives fielded a total of 38 illegal dumping complaints.
- **Construction Site Inspections:** City inspectors conducted 1,476 construction site inspections. 247 warnings were issued. 10 Notices of Violation were issued.
- **Social Media:** Communications posted 28 stormwater-related Facebook posts in FY2024. (*“Stormwater Tip of the Month,” HHW collection Event, Trash Bash, Fall Recycling Event, etc.*)



New General Permit Updates

Noteworthy Changes with the new General Permit:

- Application, approval, and annual reporting will be **online**.
- All small MS4s will be moving to a **calendar-year reporting period**.
- MS4 operators now choose from a pre-approved set of Best Management Practices (BMPs) for the “Public Education & Outreach” and “Public Involvement & Participation” requirements.
- Requirements for “Pollution Prevention & Good Housekeeping” at City facilities have expanded significantly (*from 8 BMPs on the 2019 Permit to 22 BMPs on the 2024 General Permit*).

Minimum Control Measures

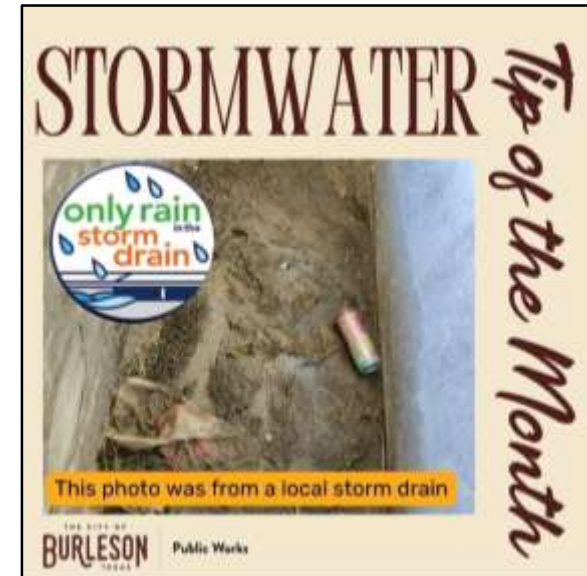
New Phase II MS4 General Permit

- **MCM 1: Public Education & Outreach**
 - **MCM 2: Public Involvement & Participation**
 - **MCM 3: Illicit Discharge Detection & Elimination (IDDE)**
 - **MCM 4: Construction**
 - **MCM 5: Post-Construction**
 - **MCM 6: Pollution Prevention & Good Housekeeping**
 - **MCM 7: Industrial Stormwater Sources** *(Not applicable - only required for Level 4 MS4s)*
 - **MCM 8: Authorization for Construction Activities** *(Optional)*
- MCMs 1 - 4: minor changes**

MCMs 5 & 6: significant changes

MCM 1: Public Education & Outreach

- **1.1 Stormwater Webpage:** Maintain a stormwater webpage with current and accurate information and working links.
- **1.2 Social Media:** Post a minimum of four times each year (once per quarter) on social media.
- **1.3 City Newsletter:** Publish or email a minimum of two stormwater articles each year.
- **1.4 Educational Materials:** Distribute educational materials such as fact sheets, brochures, bill inserts, door hangers, or handouts each year to address specific activities or pollutants of concern.
- **1.5 Educational Trainings:** Hold, host, or promote a minimum of two events annually that address ways attendees can minimize adverse impacts to stormwater.
- **1.6 Targeted Education Campaign:** Distribute targeted educational materials via mail, email, or in-person



MCM 2: Public Involvement & Participation



- **2.1 Clean-up Events:** Host at least two litter clean-up events annually.
 - *Spring & Fall Trash Bash – Tentatively scheduled for 4/5/2025 & 9/20/2025.*
- **2.2 Educational Display:** Have at least one display annually at a public event to help improve public understanding of water quality issues.
 - *City Fest 2/6/2025, Civic Academy 2/13/2025, etc.*
- **2.3 Training Event:** Hold at least one event annually to train residents on stormwater-related topics such as building rain barrels, fertilizer application training, recognizing illicit discharges, etc.
 - *Working with TRWD. “Gardening for Stormwater: Raingardens and Beyond” class is scheduled for 4/12/2025.*
- **2.4 Stormwater Speaker Series:** Provide two stormwater-related speaker events annually.
 - *Working with TRWD. “Tough Texas Lawn Care” scheduled for 5/17/2025. “DIY Sprinkler Repair” scheduled for 5/31/2025. Topical to stormwater issues due to water conservation and lawn chemical run-off.*

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

- **3.1 Storm System Map:** Maintain a current and accurate MS4 map. Review and update annually.
- **3.2 Field Staff Training:** Conduct annual stormwater training for 100% of field staff that may come into contact with illicit discharges as part of their normal job duties.
 - *Our field staff are an excellent early warning system when they spot something that doesn't look right.*
- **3.3 Public Reporting:** Maintain a public reporting method for illicit discharges and illegal dumping.
 - 311
- **3.4 IDDE Procedures:** Develop and maintain procedures for responding to illicit discharges and illegal dumping.



MCM 3: Illicit Discharge Detection & Elimination (IDDE)



- **3.5 Source Investigation:** Identify and locate source of illicit discharges. Respond to high priority discharges such as sanitary sewer discharges within 24 hours.
- **3.6 Corrective Action:** If and when the source has been determined, notify responsible party and require the responsible party to perform necessary corrective actions to eliminate the illicit discharge.
- **3.7 Inspection Procedures:** Review and update IDDE inspection procedures annually to address changes and make improvements where applicable
- **3.8 IDDE Complaints:** Conduct inspections in response to 100% of IDDE complaints.
- **3.9 Follow-Up Investigations:** Conduct follow-up inspections where necessary to verify that the discharge has been eliminated.

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

- **3.10 Sanitary Sewer Overflows (SSOs):** Review 100% of the sanitary sewer system in the MS4 to identify areas for improvement within the first two years of the permit term. Inspect 100% of City-owned lift stations weekly. Investigate and address 100% of SSO complaints.

- *Department: Public Works - Wastewater*

- **3.11 On-Site Sewage Facilities (OSSFs):** Maintain an inventory of 100% of identified OSSFs and their status each year. Address 100% of failing OSSFs each year by requiring the responsible party to perform necessary corrective actions to eliminate the illicit discharge. Investigate 100% of OSSF complaints.

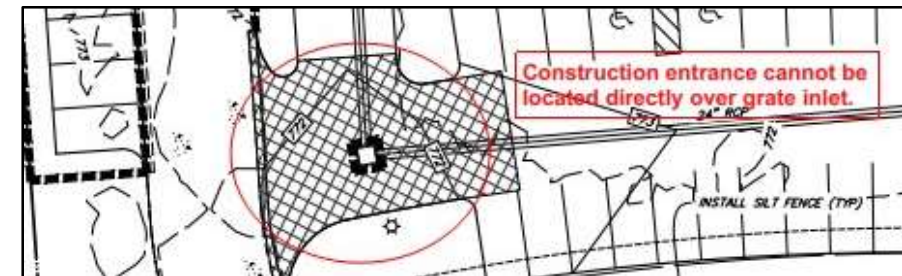


- *Department: Development Services*

- **3.12 Animal Sources:** Develop and distribute educational materials related to animal sources of bacteria.
 - *Departments: Community Services - Animal Services, Public Works - Environmental*

MCM 4: Construction Sites

- **4.1 Construction Ordinance:** Review construction ordinance at least once during permit term and update where applicable.
 - § 82, Article IV, “Stormwater Pollution Control”
- **4.2 Prohibited Discharges:** Maintain an ordinance to prohibit discharges as described in Part IV.D.4.(b)(2) of the General Permit. Review at least once during permit term and update where applicable.
 - § 82-166, “Specific prohibitions and requirements”
- **4.3 Plan Review:** Maintain and implement construction site plan review procedures.
- **4.4 Inspection Procedures:** Implement procedures for inspecting large and small construction projects.



MCM 4: Construction Sites



- **4.5 Construction Site Inspections:** Conduct construction site inspections as described in the General Permit.
- **4.6 Receipt of Information Submitted by the Public:** Maintain a webpage, hotline, or similar method throughout the permit term for receipt of information submitted by the public.
 - 311
- **4.7 Stormwater Inspector Training:** Conduct annual training for stormwater inspectors.
 - *Engineering Inspectors & Environmental Inspector*
- **4.8 Construction Site Inventory:** Maintain an annual inventory of TPDES permitted public and private construction sites within the MS4.

MCM 5: Post-Construction Stormwater Management

- **5.1 Post-Construction Ordinance:** Review post-construction ordinance at least once during permit term and update where applicable.
 - *Appendix A, Article 6, “Subdivision and Development: Drainage and Environmental Standards”*
- **5.2 Enforcement Action:** Document and maintain records of enforcement actions.
- **5.3 Maintenance Requirements:** Ensure the long term operation and maintenance of structural stormwater control measures. Require 100% of the owners or operators of any *new* development to implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site.



MCM 6: Pollution Prevention & Good Housekeeping

- **6.1 Inventory of Municipal Facilities:** Develop and maintain an annual inventory for 100% of municipal facilities and pollution controls.
- **6.2 Employee Training:** Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices.
- **6.3 Waste Disposal:** Ensure that 100% of City solid waste and hazardous waste material is disposed of appropriately (as described in the General Permit and 30 TAC Chapters 330/335).
- **6.4 City Contractors:** Ensure that 100% of contractors hired by the City of Burleson comply with stormwater control measures and good housekeeping practices. Implement oversight procedures.



MCM 6: Pollution Prevention & Good Housekeeping



- **6.5 Operation and Maintenance Activities:** Evaluate 100% of operation and maintenance activities annually for their potential to discharge pollutants in stormwater.
- **6.6 Pollutants of Concern:** Identify pollutants of concern that could be discharged from City operations, such as metals, chlorides, hydrocarbons, sediment, and trash.
- **6.7 Pollution Prevention Measures:** Develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from City operations. Track 100% of the application of deicing compounds in the City each year.
- **6.8 Self-Inspections:** Annually inspect 100% of pollution prevention measures implemented at City-owned facilities to ensure they are working properly. Develop and maintain inspection procedures and inspection logs.
- **6.9 Structural Controls:** Develop and maintain written procedures that define the frequency of inspections and maintenance on City-owned structural controls.

MCM 6: Pollution Prevention & Good Housekeeping

- **6.10 MS4 Maintenance Program:** Develop and implement an operation and maintenance program of the MS4 to reduce to the maximum extent practicable the collection of pollutants.
 - **Inspect at least 25% of City-owned detention basins annually.**
 - **Inspect at least 20% of City-owned stormwater inlets annually.**
- **6.11 Problem Areas:** Develop a list of potential problem areas for increased inspection (such as areas with recurrent illegal dumping).
- **6.12 Street Sweeping:** Where feasible, sweep at least 75% of the streets annually and 100% of streets at least twice by the end of the permit term.
- **6.13 Facility Map:** Maintain a map of City-owned facilities and stormwater controls. Review and update annually.
- **6.14 Facility Review:** Review all City facilities at least once per permit term for their potential to discharge pollutants.
- **6.15 High Priority Facilities:** Identify high priority facilities that have a high potential to generate stormwater pollutants. Review and update the list annually.
- **6.16 Facility Assessments:** Document the results of all self-inspection assessments described in BMP 6.8 and maintain copies of the site evaluation checklists, deficiencies identified, and corrective actions taken.



MCM 6: Pollution Prevention & Good Housekeeping

- **6.17 Facility SOPs:** Develop facility-specific stormwater management SOPs for City owned facilities. A description of the BMPs developed to comply with good housekeeping must be included in each facility-specific SOP. Review and update annually.
- **6.18 Material Storage:** Shelter 100% of materials with potential to contribute to stormwater pollution (fertilizers, solvents, paints, automotive fluids, etc.)
- **6.19 De-Icing Materials:** Store de-icing materials in a manner that prevents exposure to stormwater.
- **6.20 Spill Prevention:** Develop and implement SOPs that address spill prevention at City vehicle maintenance and fueling facilities.
- **6.21 Equipment and Vehicle Washing:** Develop and implement SOPs that address equipment and vehicle washing activities at City facilities.
- **6.22 Inspection Program:** Develop and implement an inspection program which must include 100% of high priority City facilities at least once per year. Document 100% of the inspections and observations.

Minimum Control Measures 7 & 8

➤ **MCM 7: Industrial Stormwater Sources**

This MCM only applies to Level 4 small MS4s (population of at least 100,000). While Burleson is not required to implement this MCM, the Water division of Public Works conducts wastewater pre-treatment testing at industrial facilities to monitor for pollutants.



➤ **MCM 8: Authorization for Construction Activities**

This MCM is optional, and the City of Burleson will not be implementing this MCM.

Next Steps – Addressing the Big Changes

- **Year 1 Annual Report:** covers calendar year 2025 and is due March 31, 2026.
 Every annual report provides an opportunity for us to adjust our goals and BMPs based on feedback and recommendations from Council and City Management.
- **BMPs 3.3, 3.4, & 6.11: Illegal Dumping**
 Increase focus on illegal dumping abatement and prevention. Strengthen inter-departmental cooperation. (*Police, Public Works, Parks, and Development Services*)
- **BMP 5.3: Long-term Maintenance of Stormwater Controls**
 Incorporate long-term maintenance requirements into our civil plan review process.
- **MCM 6: Pollution Prevention and Good Housekeeping**
 Coordinate with the different City departments to identify opportunities to improve chemical storage and good housekeeping practices at City facilities.

Questions / Feedback?

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817-426-9848