
Live Stream at <https://www.burlesontx.com/watchlive>

City Hall Council Chambers, 141 W. Renfro, Burleson, TX 76028

1. CALL TO ORDER

Invocation - Brendon Bagnell, Associate Pastor at Turning Point Church.

Pledge of Allegiance to the US Flag

Texas Pledge:

Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God; one and indivisible

2. PUBLIC PRESENTATIONS

A. Proclamations

-Proclamation recognizing July as Parks & Recreation Month. (*Recipient: Jen Basham, Parks & Recreation Director*)

B. Presentations

C. Community Interest Items

This is a standing item on the agenda of every regular meeting of the City Council. An "item of community interest" includes the following:

- Expression of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- Honorary recognitions of city officials, employees, or other citizens;
- Reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city official or city employee; and
- Announcements involving imminent public health and safety threats to the city.

3. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn.

B. Items to be withdrawn from the Consent Agenda for separate discussion or items to be added to the Consent Agenda.

4. CITIZENS APPEARANCES

Each person in attendance who desires to speak to the City Council 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 City Council. Each speaker will be allowed three (3) minutes.

Please note that City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

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

5. **CONSENT AGENDA**

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Consider approval of the city council minutes from the June 20, 2022 regular council meeting. *(Staff Contact: Amanda Campos, City Secretary)*
- B. Consider approval of a minute order continuing and renewing the 13th Declaration of Local Disaster and Public Health Emergency regarding Covid-19 dated March 7, 2022, through December 12, 2022. *(Staff Contact: K.T. Freeman, Fire Chief)*
- C. Consider approval of a Memorandum of Understanding (MOU) between the City of Burleson and Open Door Church for shelter and mass care activities during emergency situations. *(Staff Contact: Will Allen, Emergency Operations Manager)*
- D. Consider approval of an ordinance amending the code of ordinances by repealing and replacing Article 8 (Park and Recreation Development) of Appendix A (Subdivision and Development) for the purpose of modifying the parkland dedication requirements with subdivision development, modifying the percentage amount of floodplain that may be part of the parkland dedication, modifying the method in calculating the fee in lieu of parkland dedication, modifying the types of credits that may be issued, and modifying the method in calculating the park infrastructure fee; providing a cumulative clause; providing severability clause; providing a penalty clause; providing for publication; and providing an effective date. (Final Reading) *(Staff Contact: Jen Basham, Parks and Recreation Director)*
- E. Consider approval of an ordinance terminating the Tax Increment Reinvestment Zone Number 3, City of Burleson, Texas, dissolving the Board of Directors, and the tax increment fund for the Zone. (Final Reading) *(Staff Contact: Tommy Ludwig, Deputy City Manager)*
- F. Consider approval of amended Professional Service Agreements for Terri Wilson and Cass Callaway for Associated Municipal Judge service. *(Staff Contact: Amanda Campos, City Secretary)*
- G. Consider approval of an ordinance appointing J. Greg Coontz the Presiding Municipal Court Judge of the Burleson Municipal Court of Record, City of Burleson for a term of two years, expiring on July 5, 2024 and approving the Professional Service Agreement. (Final Reading) *(Staff Contact: Amanda Campos, City Secretary)*

- H. Consider approval of a professional services contract with Matrix Consulting Group for a staffing and facility assessment for the Burleson Police Department in the amount not to exceed \$109,900 (*Staff Contact: Tommy Ludwig, Deputy City Manager*)

6. DEVELOPMENT APPLICATIONS

- A. **2500 SW Hulen St (TOD Mixed-Use) (Case 22-058):** Hold a public hearing and consider approval of an ordinance for a zoning change request from “PD” Planned Development district, to “PD” Planned Development district, to allow for commercial and multifamily residential development on 35.20 acres. (First and Final Reading) (*Staff Presenter: Tony McIlwain, Development Services Director*) (*The Planning and Zoning Commission recommended disapproval 3 to 2*)

7. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and give staff direction regarding an operational overview and proposed FY22-23 budget for the Customer Service Department. (*Staff Presenter: Jesse Elizondo, Director of Customer Service*)
- B. Receive a report, hold a discussion, and give staff direction on the City’s Capital Improvement Plans, and receive any additional direction from City Council regarding the annual budget for fiscal year 2022-2023. (*Staff Presenter: Martin Avila, Finance Director*)
- C. Receive a report, hold a discussion, and give staff direction on the financial update of the General Fund and receive any additional direction from City Council regarding the annual budget for fiscal year 2022- 2023. (*Staff Presenter: Martin Avila, Finance Director*)
- D. Receive a report, hold a discussion, and provide staff direction regarding City Council meeting schedules and protocols. (*Staff Presenter: Bryan Langley, City Manager*)

8. CITY COUNCIL REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS

9. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

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

- Land use, design standards, and density in the City’s transit-oriented development district

B. Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072

- Discuss and receive direction on certain parcels of real property for municipal purposes where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.
- Discuss and receive direction on certain parcels of real property for the expansion of Lakewood Drive where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.
- Discuss and receive direction on certain parcels of real property for the expansion of County Road 1020 where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.

CERTIFICATE

I hereby certify that the above agenda was posted on this the **29 of June 2022, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos
Amanda Campos
City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A Coordinator at 817-426-9600, or TDD 1-800-735-2989.

City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 5, 2022

SUBJECT:

Consider approval of the city council minutes from the June 20, 2022 regular council meeting.
(Staff presenter: Amanda Campos, City Secretary)

SUMMARY:

The City Council duly and legally met on June 20, 2022 regular council meeting.

OPTIONS:

Council may approve the minutes as presented or approve with amendments

RECOMMENDATION:

Approval

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Amanda Campos, TRMC
Department: City Secretary's Office
Email: acampos@burlesontx.com
Phone: 817-429-9665

BURLESON CITY COUNCIL REGULAR MEETING

June 20, 2022

DRAFT MINUTES

COUNCIL PRESENT:

Victoria Johnson
Rick Green
Jimmy Stanford
Chris Fletcher
Tamara Payne
Dan McClendon
Ronnie Johnson

COUNCIL ABSENT:

Staff present

Bryan Langley, City Manager
Tommy Ludwig, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Allen Taylor, City Attorney
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 5:33 PM

Invocation – Council member Jimmy Stanford
Pledge of Allegiance to the US Flag
Texas Pledge

2. PUBLIC PRESENTATIONS

A. Proclamations

- None

B. Presentations

- None.

C. Community Interest Items

- Recognized the 50th Anniversary of Fran's Flower shop
- Recognized the grand opening of the Memorial Gardens at Fire Station 16
- Recognized Juneteenth
- Recognized project Transform 1012 North Main Street in Fort Worth
- Community need to check and reach out to each other especially during the hot summer days.
- Listing of resources that can help those in need due to high fuel and food prices
- Library Read it program: Touch a Truck event on the 22nd, Donut Storytime last Saturday, Ice Cream Storytime on the 30th, please follow the Library Facebook page and website for all upcoming events.
- Recognize the new Burleson branch of Cowtown Warriors that provides service to our Veterans.

3. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn

- None.

B. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.

- None.

4. CITIZEN APPEARANCES

- No speakers.

City Secretary Amanda Campos announced there was a need for Executive Session prior to the consent agenda.

10. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

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

- Land use, design standards, and density in the City's transit-oriented development district

B. Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072

- Discuss and receive direction on certain parcels of real property for municipal purposes where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.

C. Deliberation regarding a negotiated contract for a prospective gift or donation to the state or the governmental body Pursuant to Section 551.073

D. Personnel Matters Pursuant to Section 551.074

- Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the City Secretary.
- Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the Municipal Court Judge.
- Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the Associate Municipal Court Judges.

E. Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the Municipal Court Judge.

F. Review, deliberate, and discuss the annual performance evaluation, duties, benefits, compensation, and contract for the Associate Municipal Court Judges.

G. Deliberation regarding (1) the deployment, or specific occasions for implementation of security personnel or devices; or (2) a security audit Pursuant to Sec. 551.076

H. Deliberation Regarding Commercial or Financial Information Received from or the Offer of a Financial or Other Incentive made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and

with which the City is conducting Economic Development Negotiations Pursuant to Section 551.087

- I. Pursuant to Sec. 418.183(f), deliberation of information related to managing emergencies and disasters including those caused by terroristic acts (must be tape recorded)**

Motion was made by Rick Green and seconded by Victoria Johnson to convene into executive session. **Time: 5:44 p.m.**

Motion passed 7-0.

Motion was made by Dan McClendon and seconded by Jimmy Stanford to reconvene into open session. **Time: 6:28 p.m.**

Motion passed 6-1, with Tamara Payne away from the dais.

Council member Tamara Payne returned to the dais at 6:29 p.m.

5. CONSENT AGENDA

- A. City council minutes from the June 2, 2022 special session council meeting, June 6, 2022 special work session council meeting, June 6, 2022 regular council meeting and June 14, 2022 special work session council meeting. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- B. Ordinance appointing J. Greg Coontz the Presiding Municipal Court Judge of the Burleson Municipal Court of Record, City of Burleson for a term of two years, expiring on July 5, 2024 and approving the Professional Service Agreement. (First Reading) (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- C. Amendments to City Council Policy #17, Establishing City Council Rules of Procedure For City Council Meetings Establishing City Council Rules of Procedure For City Council Meetings. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- D. CSO#2083-06-2022, interlocal agreement with the cities of Decatur, Haltom City, Haslet, Keller, Richland Hills, Roanoke, Saginaw, Watauga, the Benbrook Library District and the Forest Hill Library District for the reciprocal lending of library materials. (Staff Contact: Sara Miller, Deputy Director - Library)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- E. CSO#2084-06-2022, purchase of replacement school zone flasher controllers using the BuyBoard Purchasing Cooperative with Paradigm Traffic Systems for an amount not to exceed \$90,915. (Staff Contact: Eric Oscarson, Director of Public Works)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- F. Final plat of Wilshire Substation, Lot 19 Block X; located at 2227 SW Wilshire Blvd (Case 22-046). (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval by unanimous vote)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- G. Replat of Prairie Timber Estates, Lots 9R-1 and 9R-2, Block 8, addressed as 545 Bonnards Peak Rd, located directly southwest of the intersection of Bonnard's Peak Rd and Prairie Timber Rd. (Case 22-055) (Staff Contact: Tony McIlwain, Director of Development Services) (The Planning and Zoning Commission recommended approval by unanimous vote)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- H. CSO#2085-06-2022, minute order ratifying a resolution authorizing an amendment to the land sale contract with Pisces Highpoint Commerce Center LP as successor-in-interest to IV3 Logistics Acquisition, LLC, to sell 5.79 acres of land situated in Lot 1R1, Block 7 Highpoint Business Park of Burleson, an addition in the City of Burleson, Johnson County, Texas near the intersection of Vantage Drive and Cirrus Drive for a contract extension. (Staff contact: Alex Philips, Economic Development Director)**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- I. CSO#2086-06-2022, ordinance amending the City budget for fiscal year 2021-2022 by increasing appropriations in the Equipment Services Fund in the amount of \$200,000 due to increase in fuel cost, Hidden Creek Golf Fund in the amount of \$115,000 for operational and capital outlay cost, Information Technology Support Services Fund in the amount of \$478,666 for technology infrastructure upgrades, and finding that this ordinance may be considered and**

approved at only one meeting because time is of essence. (First and Final Reading) (Staff Contact: Martin Avila, Director of Finance)

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- J. CSO#2087-06-2022, amended employment agreement with Amanda Campos to serve as City Secretary. (Staff Contact: Matt Ribitzki, Deputy City Attorney).**

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

6. DEVELOPMENT APPLICATIONS

- A. CSO#2088-06-2022, ordinance amending ordinance B-582, the zoning ordinance of the City of Burleson, Texas, by amending the official zoning map and changing the zoning on approximately 2.07 acres of land, addressed as 3808 S Burleson Blvd, known as Lot 11, Spring Valley an addition to Johnson County, Texas, from SP, Site Plan (D-094-08) to I, Industrial, making this ordinance cumulative of prior ordinances, providing a severability clause; providing a penalty clause, and providing for an effective date. Location: 3808 S Burleson Blvd, Lot 11, of Spring Valley (Case 22-039) (First and Final Reading) (Staff Presenter: Tony McIlwain, Director of Development Services) (The Planning and Zoning Commission recommended approval unanimously)**

Tony McIlwain, Director of Development Services, presented Case 22-039 to the city council.

Mayor Fletcher opened the public hearing. **Time: 6:32 p.m.**

No speakers.

Mayor Fletcher closed the public hearing. **Time: 6:33 p.m.**

Motion made by Ronnie Johnson and seconded by Rick Green to approve Case 22-039.

Motion passed 7-0.

- B. CSO#2089-06-2022, ordinance zoning change request from "A", Agricultural, to "SFE" Single-family estate dwelling district (Case 22-048) and associated commercial site plan (Case 22-047) for an electrical substation. Location: 2227 SW Wilshire Blvd (Oncor) (Case 22-047 & 22-048). (First and Final Reading) (Staff Presenter: Tony McIlwain, Director of Development Services) (The Planning and Zoning Commission recommended approval unanimously)**

Tony McIlwain, Director of Development Services presented Case 22-047 and 22-048 to the city council.

Mayor Fletcher opened the public hearing for Case 22-047 and 22-048. **Time: 6:37 p.m.**

No speakers.

Mayor Fletcher closed the public hearing for Case 22-047 and 22-048. **Time: 6:38 p.m.**

Motion made by Ronnie Johnson and seconded by Dan McClendon to approve Case 22-047 and 22-048.

Motion passed 7-0.

- C. CSO#2090-06-2022, ordinance amending ordinance B-582, the zoning ordinance of the City of Burleson, Texas, by amending the official zoning map and changing the zoning on approximately 4.6 acres of land, addressed as 1560 Broad Valley Ct, known as Lot 15, Broad Valley Farm an addition to Johnson County, Texas, from SFR, Single-Family Rural to SFE, Single-Family Estate, making this ordinance cumulative of prior ordinances, providing a severability clause; providing a penalty clause, and providing for an effective date. Location: 1560 Broad Valley Ct, Lot 15 (Case 22-052 (*First and Final Reading*)) (Staff Presenter: *Tony McIlwain, Director of Development Services*) (The Planning and Zoning Commission recommended approval unanimously**

Tony McIlwain, Director of Development Services, presented Case 22-052 to the city council.

Mayor Fletcher opened the public hearing. **Time: 6:43 p.m.**

John Hargrove, came forward with traffic concerns.

Mayor Fletcher closed the public hearing. **Time: 6:47 p.m.**

Motion made by Jimmy Stanford and seconded by Rick Green to approve Case 22-052.

Motion passed 7-0.

7. GENERAL

- A. Ordinance terminating the Tax Increment Reinvestment Zone Number 3, City of Burleson, Texas, dissolving the Board of Directors, and the tax increment fund for the Zone.(First Reading) (Staff Presenter: *Tommy Ludwig, Deputy City Manager*)**

Tommy Ludwig, Deputy City Manager, presented an ordinance terminating the Tax Increment Reinvestment Zone Number 3 to the city council.

Mayor Fletcher opened the public hearing. **Time: 7:02 p.m.**

No speakers.

Mayor Fletcher closed the public hearing. **Time: 7:03 p.m.**

Motion made by Tamara Payne and seconded by Dan McClendon to approve.

Motion passed 7-0.

- B. Ordinance amending the code of ordinances by repealing and replacing Article 8 (Park and Recreation Development) of Appendix A (Subdivision and Development) for the purpose of modifying the parkland dedication requirements with subdivision development, modifying the percentage amount of floodplain that may be part of the parkland dedication, modifying the method in calculating the fee in lieu of parkland dedication, modifying the types of credits that may be issued, and modifying the method in calculating the park infrastructure fee; providing a cumulative clause; providing severability clause; providing a penalty clause; providing for publication; and providing an effective date. (First Reading) (Staff Presenter: Jen Basham, Parks and Recreation Director)**

Tommy Ludwig, Deputy City Manager, presented an ordinance to the city council.

Mayor Fletcher opened the public hearing. **Time: 7:05 p.m.**

No speakers.

Mayor Fletcher closed the public hearing. **Time: 7:06 p.m.**

Motion made by Jimmy Stanford and seconded by Rick Green to approve.

Motion passed 7-0.

- C. CSO#2091-06-2022, resolution related to the issuance of combination tax and revenue certificates of obligation, approving and directing the publication of notice of intention to issue combination tax and revenue certificates of obligation, and setting the consideration of an ordinance authorizing the issuance of certificates of obligation at a future City Council meeting on August 15, 2022. (Staff Presenter: Martin Avila, Director of Finance)**

Martin Avila, Director of Finance presented a resolution to council.

Motion made by Dan McClendon and seconded by Tamara Payne to approve.

Motion passed 7-0.

- D. Resolution designating a representative to the Regional Transportation Council of the North Central Texas Council of Governments. (Staff Presenter: Eric Oscarson, Public Works Director)**

Eric Oscarson, Public Works Director stated that due to the size and number of votes allotted to Johnson County the resolution before Council would not make a difference if approved or denied. The designee would automatically fill the seat.

No action required.

- E. CSO#2092-06-2022, contract amendment to CSO#2058-05-22, Steele & Freeman, Inc., for the purchase and installation of bid pack 2 of 2, for the construction of a new Parks Maintenance building for a guaranteed maximum price (GMP) of \$2,884,835, for the total contract sum of \$4,039,132. (The total contract sum includes the cost of bid package 1 (\$1,154,297) and bid package 2 (\$2,884,835). (Staff Presenter: David Lopez, Deputy Director of Parks)**

David Lopez, Deputy Director of Parks presented an amendment to a contract to council.

Council member Tamara Payne left the dais at 7:19 p.m. and returned at 7:21 p.m.

Motion made by Dan McClendon and seconded by Ronnie Johnson to approve.

Motion passed 7-0.

- F. CSO#2093-06-2022, minute order authorizing the purchase of two Palo Alto 5410 firewalls and Palo Alto Panorama management system from Solid Border through the Department of Information Resources DIR-CPO-4850 for the replacement of the City of Burlison's perimeter security infrastructure and authorize the City Manager to approve the reoccurring maintenance and support associated with the firewalls for five years in an amount not to exceed \$755,543. (Staff Presenter: James Grommersch, Chief Technology Officer)**

James Grommersch, Chief Technology Officer presented items F and G minute orders to council.

Motion made by Jimmy Stanford and seconded by Tamara Payne to approve.

Motion passed 7-0.

- G. CSO#2094-06-2022, minute order for the purchase of two Dell VxRail Servers and an uninterruptible power supply (UPS) from GTS through the Department of Information Resources DIR-TSO-4299 for the replacement of the City of Burlison's server and storage infrastructure in an amount not to exceed \$846,862.59 and discussion regarding an operational overview of the Information Technology Department. (Staff Presenter: James Grommersch, Chief Technology Officer)**

Motion made by Jimmy Stanford and seconded by Tamara Payne to approve.

Motion passed 7-0.

8. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and give staff direction regarding an update on the Water & Sewer debt service, financial overview, summary of 5 year capital improvement plan, and receive any additional direction from City**

Council regarding the annual budget for fiscal year 2022-2023. (Staff Presenter: Martin Avila, Finance Director)

Martin Avila, Finance Director presented an update on the Water and Sewer debit service, financial overview and a summary of the five (5) year capital improvements plan to city council.

B. Receive a report, hold a discussion, and give staff direction on the financial overview of other proprietary and special revenue funds and receive any additional direction from City Council regarding the annual budget for fiscal year 2022-2023. (Staff Presenter: John Butkus, Assistant Finance Director)

John Butkus, Assistant Finance Director presented the financial overview of other proprietary and special revenue funds to city council.

C. Receive a report, hold a discussion, and give staff direction regarding the use of a third party consultant to conduct an analysis of the Burleson Police Department for future staffing and facility needs. (Staff Presenter: Tommy Ludwig, Deputy City Manager)

Tommy Ludwig, Deputy City Manager presented a third party consultant on conducting an analysis of the Burleson Police Department an operational overview and proposed FY 2022-2023 budget for Public Safety Communications Department to city council.

9. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- Designated time slots at the Splash pad for toddlers (5 years and under) and special needs children.
- Helping the community members in need during the hot summer days ahead and establishing emergency cooling stations for the public.
- Public resources for summer lunch programs (18 and under)

10. RECESS INTO EXECUTIVE SESSION - (MOVED)

Executive session took place prior to item 5 consent agenda above.

ADJOURNMENT

Motion made by Jimmy Stanford and Dan McClendon to adjourn.

Mayor Fletcher adjourned the meeting. **Time: 8:20 p.m.**

Monica Solko
Deputy City Secretary

City Council Regular Meeting

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: July 5, 2022

SUBJECT:

Consider approval of a minute order continuing and renewing the 13th Declaration of Local Disaster and Public Health Emergency regarding Covid-19 dated March 7, 2022, through December 12, 2022. *(Staff Contact: K.T. Freeman, Fire Chief)*

SUMMARY:

Regarding the current declaration of local disaster and public health emergency, Mayor Chris Fletcher issued and City Council simultaneously continued and renewed the current declaration on March 7, 2022.

The current declaration keeps the emergency declaration in place and continues to implement the City's Emergency Operations Plan. The current declaration incorporates Governor Abbott's executive orders. Additionally, the declaration (i) does not have a requirement that citizens wear a facial covering, (ii) does not limit the occupancy of businesses, (iii) does not restrict groups from gathering in certain numbers, (iv) do not require businesses to adopt a health and safety policy, (v) does not include a vaccine mandate, and (vi) does not require vaccine passports.

A summary of some of the provisions included and excluded in the current declaration is below:

Possible Emergency Declaration Provisions		
Declaration Provisions	Current Declaration	
	Included	Excluded
Emergency Declaration	X	
Implements City's Emergency Operations Plan	X	
Incorporates Governor's executive orders	X	
Authorizes the City Manager to close any City park		X
Authorizes the City Manager to make emergency purchases of up to \$100,000 (\$200,000 aggregate)		X

Allows emergency measures necessary to promote health and suppress disease, including regulating ingress and egress from the City		X
Requires facial coverings		X
Limits the occupancy of businesses		X
Restricts groups from gathering in certain numbers		X
Requires businesses to adopt a health and safety policy		X

OPTIONS:

- 1) Continue and renew the current declaration through December 12, 2022.
- 2) Continue and renew the current declaration through another date in the future.
- 3) Take no action, and allow the current declaration to expire on July 6, 2022.

RECOMMENDATION:

Continue and renew the current declaration through December 12, 2022.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
 Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
 817-426-9664



Emergency Declaration

PRESENTED TO THE CITY COUNCIL ON
JULY 5, 2022

Current 13th Emergency Declaration

○ History of the 12th Declaration

- Signed by Mayor Chris Fletcher on March 7, 2022.
- Currently continued and renewed through July 5, 2022

○ Terms in the 13th Declaration

- Declares an emergency
- Implements City's Emergency Operations Plan
- Incorporates the Governor's executive orders

○ Terms Removed that were in Previous Declarations

- Authorizes the City Manager to close City parks
- Allows the City Manager to make emergency purchases
- Allows the City to take various emergency measures

13th Declaration Provisions

Possible Emergency Declaration Provisions		
Declaration Provisions	Current Declaration	
	Included	Excluded
Emergency Declaration	X	
Implements City's Emergency Operations Plan	X	
Incorporates Governor's executive orders	X	
Authorizes the City Manager to close any City park		X
Authorizes the City Manager to make emergency purchases of up to \$100,000 (\$200,000 aggregate)		X
Allows emergency measures necessary to promote health and suppress disease, including regulating ingress and egress from the City		X
Requires facial coverings		X
Limits the occupancy of businesses		X
Restricts groups from gathering in certain numbers		X
Requires businesses to adopt a health and safety policy		X

Emergency Declaration

Options:

- Continue and renew the current 13th declaration through December 12, 2022 (*staff recommendation*)
- Continue and renew the current 13th declaration through another date
- Take no action allow the current 13th declaration to expire on July 6, 2022

CITY OF BURLESON
DECLARATION OF
LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY
(13th Declaration and Order)

WHEREAS, in December 2019 a novel coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China, with symptoms including fever, cough, and shortness of breath and with outcomes ranging from mild to severe illness and in some cases death;

WHEREAS, on March 11, 2020 the World Health Organization (WHO) declared COVID-19 a worldwide pandemic;

WHEREAS, the continued worldwide spread of COVID-19 presents an imminent threat of widespread illness, which requires emergency action;

WHEREAS, the continued worldwide spread of Covid-19 presents an imminent threat of widespread illness, which requires emergency action for the protection of the citizens of the city of Burleson, Texas;

WHEREAS, President Donald Trump declared a State of National Emergency for the United States of America on March 13, 2020;

WHEREAS, Governor Greg Abbott issued a State of Disaster for all Texas counties for COVID-19 on March 13, 2020;

WHEREAS, County Judge Glen Whitley issued a Declaration of Disaster Due to Public Health Emergency for Tarrant County for COVID-19 on March 19, 2020;

WHEREAS, pursuant to the Texas Disaster Act of 1975, the Mayor is designated as the emergency management director of the City of Burleson, and may exercise the powers granted to the governor on an appropriate local scale;

WHEREAS, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease including isolation surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources;

WHEREAS, the Mayor of the City of Burleson, executed an order of local disaster and public health emergency on March 14, 2020, in response to the COVID-19 pandemic;

WHEREAS, the Mayor of the City of Burleson, in response to the ever-changing COVID-19 pandemic, amended the declaration of local disaster and public health emergency on March 18, 2020, March 23, 2020, March 25, 2020, April 3, 2020, April 20, 2020, April 28, 2020, May 7, 2020, May 19, 2020, June 25, 2020, June 30, 2020, and November 17, 2020;

WHEREAS, Mayor Chris Fletcher has determined that additional extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

WHEREAS, Mayor Chris Fletcher hereby issues this 13th Declaration of Public Health Emergency to implement additional measures to ensure the protection of the general public in the City of Burleson;

WHEREAS, pursuant to the Texas Disaster Relief Act of 1975, this declaration of local disaster and public health emergency issued by Mayor Chris Fletcher may not be continued or renewed for a period of more than seven days except with the consent of the City Council;

WHEREAS, contemporaneously with the Mayor's execution of this declaration of local disaster and public health emergency, the City Council of the City of Burleson desires to continue and renew this declaration; and

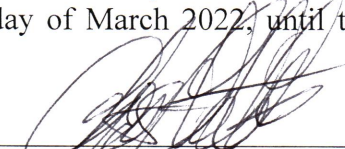
WHEREAS, pursuant to the authority granted to the Mayor under the Texas Disaster Act of 1975, Mayor Chris Fletcher authorizes the use of all available resources of state government and political subdivisions to assist in the City's response to this situation.

NOW, THEREFORE, BE IT DECLARED BY MAYOR CHRIS FLETCHER, MAYOR OF THE CITY OF BURLESON:

1. The foregoing recitals are incorporated herein and made findings of fact.
2. That all of the regulations provided herein are hereby declared to be governmental and for the health, safety, and welfare of the general public.
3. That the previously declared local state of disaster and public health emergency for the City of Burleson, Texas is hereby renewed, restated, and continued, as amended herein.
4. That this declaration of disaster and public health emergency shall continue for seven days unless the same is otherwise removed or continued and renewed again by the City Council of the City of Burleson, Texas.
5. That this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary, pursuant to §418.108(c) of the Texas Government Code.
6. That the City's Emergency Operations Plan shall continue to be implemented and executed.

7. That all provisions of this Declaration should be interpreted to effectuate this intent. To the greatest extent possible, this Declaration shall be interpreted as consistent with and supplemental to any executive order issued by the Texas Governor. All provisions of the executive orders and proclamations of the Texas Governor either existing or subsequently issued, and which are made applicable to all jurisdictions by law, shall be automatically incorporated herein by reference as if written word for word and constitute terms of this Declaration, and shall be enforceable as if set forth herein without the necessity for the issuance of any further orders.
8. That the sections, paragraphs, sentences, clauses and phrases of this declaration are severable and if any phrase, clause, sentence, paragraph or section of this declaration should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences paragraphs and sections that can be given effect without the invalid provision, and to this end, the provisions of this declaration are severable.
9. That this declaration is issued in accordance with and incorporates by reference any declaration or order of disaster previously issued and adopted by the City of Burleson. In the event of a conflict between this declaration and a prior declaration or order pertaining to COVID-19, this declaration prevails.
10. That this declaration shall take effect immediately.

ORDERED by Mayor Chris Fletcher and simultaneously continued and renewed by the City Council of the City of Burleson this the 7th day of March 2022, until the 5th day of July, 2022, pursuant to the terms herein.


Chris Fletcher, Mayor
City of Burleson, Texas

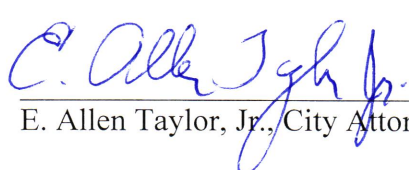
ATTEST:


Amanda Campos, City Secretary

(City Seal)



APPROVED AS TO FORM AND LEGALITY:


E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: Fire Department
FROM: Will Allen, Emergency Operations Manager
MEETING: July 5, 2022
SUBJECT:

Consider approval of a Memorandum of Understanding (MOU) between the City of Burleson and Open Door Church for shelter and mass care activities during emergency situations. *(Staff Contact: Will Allen, Emergency Operations Manager)*

SUMMARY:

On July 19, 2021 the City Council was briefed by the Burleson Fire Department on the various shelter options available during a state of emergency. Specifically the City Council was presented information related to the types of events that could warrant the opening of a shelter, the facilities available for such a use, and their associated characteristics and features. Local churches and the Burleson Independent School District (BISD) were both identified as secondary sheltering options that could be utilized during an emergency event. Staff notified the City Council that MOUs between the City and each secondary sheltering location should be executed in advance of their use.

The items on the February 21, 2022 Council Agenda approve MOUs establishing emergency sheltering provisions with Pathway Church of Burleson, Burleson Church of Christ, First Baptist Church Burleson, BISD, and the City of Burleson. With this Memo, staff would like to add the Open Door Church, Burleson, TX to the list. The MOUs establish the actions each party is willing to take with respect to shelter and mass care operations, as a basis for further planning and preparation by both parties. The term of each MOU is three years from the date of execution, however the agreements may be terminated by either party, for any reason, by providing thirty days written notice. Upon execution of the MOUs, in the event there is a need to open a shelter(s) staff will follow the guidance provided in the Shelter and Mass Care Annex C which has been previously presented and approved by City Council.

OPTIONS:

- 1) Approve the MOU between the City of Burleson and Open Door Church for shelter mass care activities during emergency situations.
- 2) Approve the MOU between the City of Burleson and Open Door Church for shelter mass care activities during emergency situations with changes.

- 3) Deny the MOU between the City of Burleson and Open Door Church for shelter mass care activities during emergency situations.

RECOMMENDATION:

Staff recommends approval of Option 1: MOU between the City of Burleson and Open Door Church for shelter mass care activities during emergency situations.

Fiscal IMPACT:

None

STAFF CONTACT:

Name: Will Allen

Title: Emergency Operations Manager

wallen@burlesontx.com

817-426-9965



Comprehensive Emergency Management Plan (CEMP)

Will Allen, *Emergency Management* 7-5-22

Comprehensive

Emergency

Management

Plan:

-Basic Plan

-22 Annexes

--Annex C

Annex Assignments

ANNEX	ASSIGNED TO:
Annex A: Warning	Police Chief
Annex B: Communications	Police Chief
Annex C: Shelter & Mass Care	Director of Parks
Annex D: Radiological Protection	Fire Chief
Annex E: Evacuation	Police Chief
Annex F: Firefighting	Fire Chief
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Fire Chief
Annex I: Public Information	PIO/Deputy City Manager
Annex J: Recovery	Director of Engineering/Development
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Public Works Director
Annex M: Resource Management	Deputy City Manager/EMC
Annex N: Direction & Control	EMC
Annex O: Human Services	Director of Parks
Annex P: Hazard Mitigation	EMC
Annex Q: Hazardous Materials & Oil Spill Response	Fire Chief
Annex R: Search & Rescue	Fire Chief
Annex S: Transportation	Fire Marshal's Office
Annex T: Donations Management	HR Director
Annex U: Legal	City Attorney/City Manager
Annex V: Terrorist Incident Response	Police Chief

Comprehensive Emergency Management Plan

Revision

Annex C --- Shelter and Mass Care

- **Current:** Schools, churches and other local facilities are Red Cross approved facilities for shelter and mass care
- **Change:**

1. The BRiCk as primary City facility for large capacity Public Health needs or shelter events
2. Senior Center as primary City facility for limited capacity Public Health needs or shelter events
3. Centennial High School and/or Clinkscale Elementary to serve as secondary large capacity shelters
4. Local Churches who have requested to be included in Emergency Plan to serve as secondary large or limited capacity shelters

*** MOUs with Churches and BISD outlining specific responsibilities and reimbursement will be approved in advance.**

5. Johnson County and City of Fort Worth shelters in close proximity to Burleson may be used if necessary



Memorandum of Understanding

- Local Churches/BISD who have requested to be included in Emergency Plan to serve as secondary large or limited capacity shelters
- City of Burleson developed:
 - * MOUs with Churches and BISD outlining specific responsibilities and reimbursement will be approved in advance
- **MOUs signed by the following local Organizations:**
 - Pathway Church of Burleson
 - First Baptist Church of Burleson
 - Burleson Church of Christ
 - Burleson Independent School District
 - Open Door Church



Staff Recommendation

To approve Memorandums of Understanding



Questions?

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF BURLESON AND
OPEN DOOR CHURCH
FOR SHELTER AND MASS CARE ACTIVITIES**

This Memorandum of Understanding ("MOU") is made and entered into by and between **Open Door Church** ("Organization"), acting by and through its duly authorized representative, and the **City of Burleson** ("City"), a Texas home-rule municipal corporation, acting by and through its duly authorized City Manager. City and Organization may be referred to herein individually as a "party" or collectively as the "parties."

WHEREAS, the City desires the assistance of volunteer and charitable organizations in providing shelter and mass care for the members of public affected by emergency situations; and

WHEREAS, the Organization wishes to volunteer its resources for such purposes during emergency situations; and

WHEREAS, the parties desire to work together to plan and prepare for emergency situations to best provide shelter and mass care operations during such situations; and

WHEREAS, City finds that the subject of this MOU is necessary for the benefit of the public and has the legal authority to perform activities described herein.

NOW, THEREFORE, the parties agree as follows:

1. **Purpose and Objective.** The purpose of this MOU is to outline the actions that each party is willing to undertake with respect to shelter and mass care operations as a basis for further planning and preparation by both parties.
2. **Organization's Efforts.** When requested by an authorized representative of the City, the Organization will use its best efforts to provide the following services for disaster victims:

- Activate and operate temporary shelters and register people using those shelters.
- Activate and operate mass feeding facilities a fixed site or sites.
- Activate and operate a mobile feeding facility.
- Provide meal preparation facilities to feed victims lodged in other facilities.
- Provide replacement clothing.
- Provide replacement furnishing and household goods.
- Provide crisis counseling.
- Provide assistance in home cleanup.
- Provide assistance with home repairs.
- Provide assistance in caring for pets of persons displaced from their homes.
- Receive, sort, and distribute goods donated for disaster victims.

Other (describe):

Other (describe):

Participate in pre-disaster shelter and mass care planning with the City.

During emergency operations, provide periodic reports on its shelter and mass care activities to the Shelter Officer in the Emergency Operating Center.

3. **City's Efforts.** The City will use its best efforts to:

Where possible, provide advance warning to the Organization of the possible need for shelter and mass care operations so that the Organization may mobilize its resources.

Provide security for shelter and mass care facilities.

Provide fire inspections for shelter and mass care facilities.

Provide traffic control in the vicinity of shelter and mass care facilities.

Provide information to disaster victims through the media on what they should bring and should not bring to shelter and mass care facilities.

Provide or arrange transportation for shelter and mass care equipment and supplies that cannot be transported by the Organization.

Coordinate with state and federal agencies to obtain supplementary food supplies, if required.

To the extent possible, ensure utilities are operable at shelter and mass care facilities.

Provide updated information on the emergency situation to shelter managers to be passed on to shelter occupants.

Invite volunteer and charitable organizations to participate in periodic emergency exercises to test plans, procedures, and coordination.

Other (describe): _____

Other (describe): _____

4. **Inspection.** If Organization provides any of the services described in this MOU, Organization shall allow City to conduct periodic inspections of the facilities to insure health and safety standards are being maintained.

5. **Expenses.** There shall be no charge to the City by the Organization for the use of the shelter or services. The City will not guarantee or promise the Organization that all or any of

its expenses will be reimbursed. The City may provide and assist the Organization in completing the forms necessary to obtain reimbursement from the federal government, if any, for expenses incurred by the Organization in providing the facilities and services if the Organization seeks reimbursement. It is the responsibility of the Organization to maintain complete and accurate records of its expenses.

6. **Term of MOU.** This Agreement shall commence upon Effective Date and terminate three years from the date of execution, unless terminated earlier in accordance with the provisions of this Agreement. The City or Organization may terminate this Agreement at any time and for any reason by providing the other party with 30 days written notice of termination. Sections 7 and 11 herein shall survive the term or termination of this Agreement.

7. **Legal Responsibility.** The Organization assumes responsibility for injury or damage, which occurs as a proximate cause of its use or maintenance of Organization's facilities. The Organization hereby agrees to, and shall hold the City, its elective and appointed Council, Commissions, officers, agents and employees harmless and defend and indemnify the same from and against any or all loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from any negligent or wrongful act or omission of Organization in the exercise of its use or maintenance of the Organization facilities.

8. **Contact Person/Notice.** Each party's primary contact person and contact information for notice and communication purposes under this MOU are as follows:

To City:

City of Burleson, Texas
Will Allen, Emergency Operations Manager
141 W Renfro
Burleson, TX 76028
wallen@burlesontx.com
Phone: 817-426-9965

To Organization:

Open Door Church
Attn: Jerry Sellers
301 S Dobson St
Burleson, TX 76028
Phone: 817-980-4253
(Barry Gee: 817-988-1685)

9. **Compliance with Applicable Law.** In completing any activity set forth in this MOU, the parties shall comply with all state and federal statutes, rules, regulations, as amended, and other political subdivisions and governmental entities, if any, and all applicable ordinances, rules, and regulations as amended by the City.

10. **No Waiver of City Requirements.** Nothing contained in this MOU shall be construed as the granting of any permit or permission required by any City ordinance or regulation, or the waiver of any requirement of any City ordinance or regulation.

11. **No Waiver of Governmental Immunity.** The City does not waive its sovereign immunity by entering into this MOU, and shall fully retain all immunities, limitations on damages, and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

12. **Amendment.** This MOU may only be amended by the mutual written agreement of the parties.

In witness of these understandings, the authorized representative of the Organization and the City have fixed their signatures to this memorandum, which shall become effective and operative upon the fixing of the last signature hereto ("Effective Date").

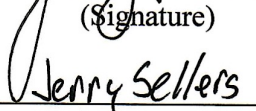
CITY OF BURLESON

By: _____
Bryan Langley, City Manager

Date: _____

Open Door Church

By:  _____
(Signature)

 Jerry Sellers Executive Pastor
(Printed Name and Title)

Date: 6/6/2022

City Council Regular Meeting

DEPARTMENT: Parks & Recreation
FROM: Jen Basham, Director
MEETING: July 5, 2022

SUBJECT:

Consider approval of an ordinance amending the code of ordinances by repealing and replacing Article 8 (Park and Recreation Development) of Appendix A (Subdivision and Development) for the purpose of modifying the parkland dedication requirements with subdivision development, modifying the percentage amount of floodplain that may be part of the parkland dedication, modifying the method in calculating the fee in lieu of parkland dedication, modifying the types of credits that may be issued, and modifying the method in calculating the park infrastructure fee; providing a cumulative clause; providing severability clause; providing a penalty clause; providing for publication; and providing an effective date. (Final Reading) *(Staff Contact: Jen Basham, Parks and Recreation Director)*

SUMMARY:

In 2008 the City of Burleson began collecting fees and land for the development of the park system. Dedication requirements were created to offset the impact residential development has on the city's level of service for parks. A fee in lieu could be collected if a developer did not have suitable land to dedicate. A development fee was also created to contribute to the cost for building a standard neighborhood park.

The City's current level of service requires one acre for every 100 dwelling units for a development. A fee in lieu of \$300 per dwelling unit and a development fee of \$300 per dwelling unit.

Staff has revised the calculations based off Burleson's current level of service of parks as well as the increased demand on our system from new developments. These calculations are based on creating an equitable proportion of cost to the toll of a development Using census data to understand the average amount of people per household for single and multi-family new formulas have been created to develop appropriate fees.

OPTIONS:

- 1) Recommend as presented
- 2) Recommend with changes

- 3) Maintain current fee structure

PREVIOUS ACTION:

Park Board met on March 31, 2022 and unanimously recommended approval

Staff briefed the City Council on May 2, 2022

- Council recommended the proposed fees and credits, as presented, but requested staff consider options for tree preservation credits based on varying size

Staff presented the draft Park Land Dedication ordinance to the Park Board on June 9th, who recommended approval unanimously.

RECOMMENDATION:

Staff recommends proceeding with the proposed parkland dedication and development requirements as presented.

FISCAL IMPACT:

TBD

STAFF CONTACT:

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

An aerial night photograph of a park. The park features several illuminated sports fields, including a large green field in the center, a smaller green field to the right, and a red running track. The surrounding area is filled with trees displaying vibrant autumn foliage in shades of orange, yellow, and red. A multi-lane road runs vertically through the center of the image, and various parking lots and buildings are visible around the perimeter of the park.

Parkland Dedication

City Council- July 5, 2022

Staff Presenter: Jen Basham, Director- Parks and Recreation

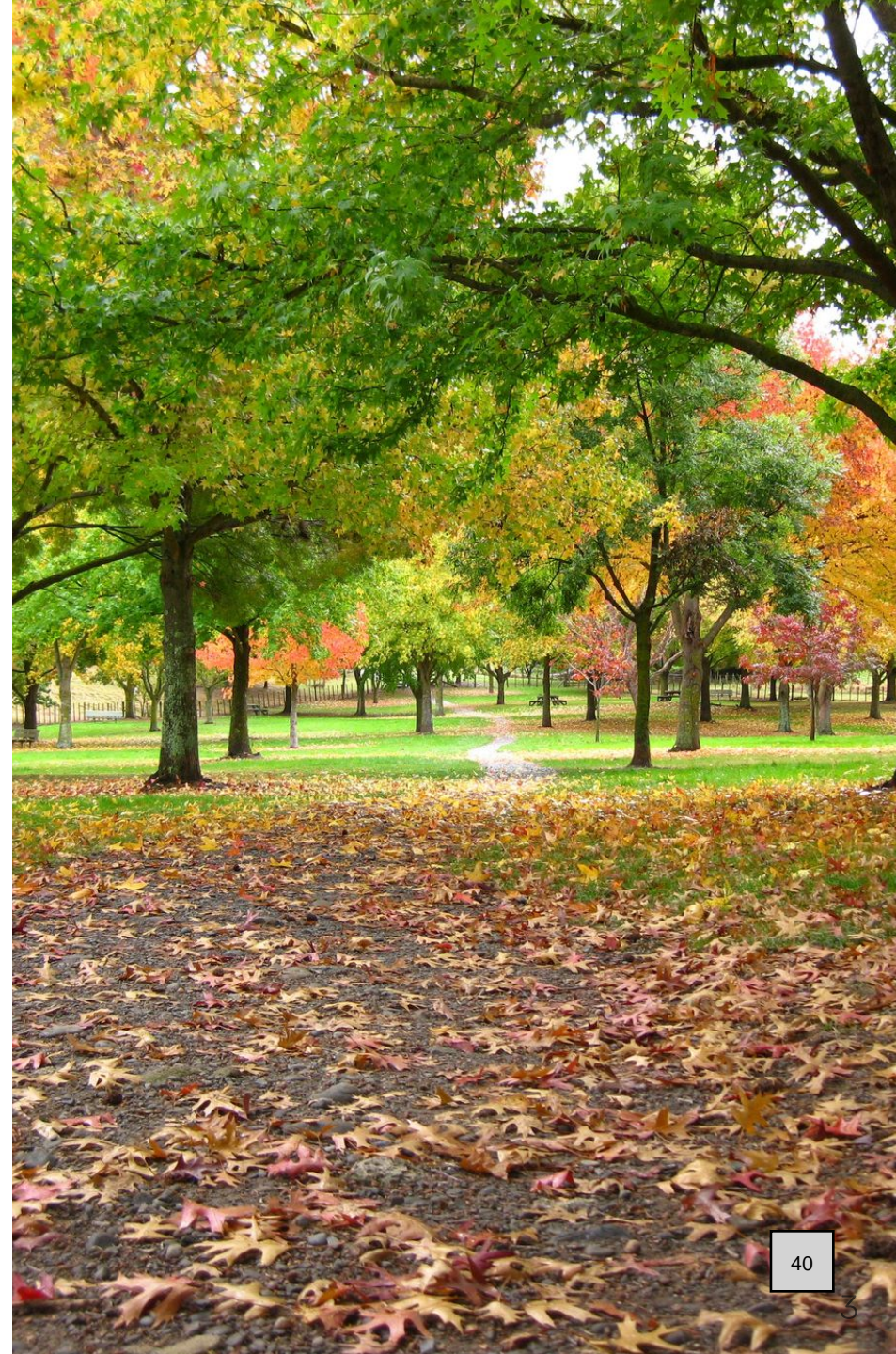


Parkland Dedication and Development Fees?

What are they and why
do we charge them?

WHAT ARE PARKLAND DEDICATION FEES AND REQUIREMENTS?

- Parkland Dedication: Offset the impact residential development has on the city's level of service for parks
- Fee-in-lieu of dedication: Allow home builders to provide a cash payment for the value of required parkland dedication in lieu of dedicating land
 - Developer will choose to dedicate land or pay fee in lieu
- Park development fee: Contributes to the cost of building a standard neighborhood park
 - Developer will always be required to pay development fee
 - Current dedication and fees adopted in 2008



Helps Burleson Parks Keep up with Growth



- The parkland fees and dedication requirements ensure that as the City grows the parks system is maintained and expanded to maintain the current level of service
- As developers bring in new residents, they are responsible for the impact on the park system and the growing demand

Rough Proportionality

NOLLAN v. CALIFORNIA COASTAL COMMISSION (1987)

PRIVATE PROPERTY

DIRECTIONS

Read the Case Background and Key Question. Then analyze the Documents provided. Finally, answer the Key Question in a well-organized essay that incorporates your interpretations

Case Background

Concerned about increasing development along the California shoreline, the California Coastal Commission sought to protect public views of the beaches. James and Marilyn Nollan wished to replace a small (521-square-foot) beachfront bungalow with a 1,674-square-foot home. The much larger house would block public view of the beach from the street. Property use restrictions required that, before a property owner could receive a permit for new construction, s/he must agree to allow the public permanent use of the beach through an easement on the property. The easement would have allowed beach-goers to pass over a strip of land on Nollan's private beach in

- Requires that land donation/fee must be proportionate to the toll of the development
- Nollan-Dolan Limits
Two supreme court cases that set limits on governments' ability to impair property interests with land use regulations
- Parkland dedication cannot be used to make up for former oversight, must be made based on current service level



Current Level of Service and Fees



Current Fees

- Current Dedication: 1 acre per 100 dwelling unit
- Current Fee In Lieu: \$300 per dwelling unit.
- Development Fee: \$300 per dwelling unit

Proposed Changes

Dedication and Fee's

• Single Family

- Dedication Requirement- 1 acre per 95 dwelling units
- Fee in Lieu- \$458 fee in lieu per du
- Development Fee- \$818 per du

• Multi-Family

- Dedication Requirement- 1 acre per 109 dwelling units
- Fee in Lieu- \$399 fee in lieu per du
- Development Fee- \$711 per du

* Fee in lieu is only paid if land is not dedicated, or in the instance that not enough land is identified, a combination of dedication and fee in lieu will be enforced

Total Fee Recommendation

- Add fee components together
 - Fee in lieu + park development fee = total fee per development type
- Single Family
 - \$458 (fee in lieu)+ \$818 (development fee)=\$1,276 per du
- Multi-Family
 - \$399 (fee in lieu) + \$711 (development fee) =\$1,110 per du

Fee in lieu is only applicable if land is not dedicated



Credits towards fees



Additional information regarding credits



- HOA Maintained Parks
 - Park would be required to be open to the public
 - Park improvements approved, inspected and accepted by Director or designee
 - Would receive a credit of 50% towards dedication and development fees
- Reduction in fee if preserve 2 trees per DU
 - Trees 6-12 caliber inches - 2 trees required per du
 - If larger than 12 inches- 1 tree required per du
 - Approved tree type
 - Tree survey with preserved trees identified
 - Would receive a credit of 50% towards dedication and development fees
- Parkland dedication
 - If a developer elects to donate additional property above the required amount a reduction in the development fee will be added proportionate to the donation

Action History

- Park Board met on March 31, 2022 and unanimously recommended approval
- Staff briefed the City Council on May 2, 2022
 - Council recommended the proposed fees and credits, as presented, but requested staff consider options for tree preservation credits based on varying size
- Staff presented the draft Park Land Dedication ordinance to the Park Board on June 9th, who recommended approval unanimously
- Staff presented the first reading of the new ordinance to City Council on June 20, 2022, who recommended approval unanimously





Options

- Approve ordinance as presented
- Deny

EXHIBIT A

ARTICLE 8. - PARK AND RECREATION DEVELOPMENT

The purpose of the park land dedication and development requirements is to provide recreational areas in the form of city or private parks in conjunction with subdivision development. Each residential development, including multi-family developments, containing four or more residential units shall dedicate a portion of the land and construct facilities, or pay cash in lieu of dedication and construction.

Sec. 8.1 - Parkland dedication policy.

(a) Parkland site selection requirements.

- (1) Land proposed for dedication under this policy shall be suitable for parks, linear destination trails and recreational uses, as determined by the director of parks and recreation.
- (2) Park locations shall generally comply with the parks and trails master plan.
- (3) In selecting a site for a park, the director of parks and recreation will avoid an accumulation of non-contiguous parcels of land or an accumulation of land unsuitable for park purposes.
- (4) Park sites will be accepted on the basis of obtaining natural, park-like settings, where available, and will consist of diverse topography and open space suitable for the development of recreational facilities.
- (5) Park sites shall be located, whenever possible, contiguous to school sites and other public or nonprofit agency sites in order to make maximum use of common public facilities and grounds.
- (6) Careful consideration shall be given to the need for development of linear parks and trails around natural creeks and wooded areas. When development occurs near a floodway that is designated by either the parks and trails master plan or the director of parks and recreation, the developer is required to construct that portion of the trail that occurs within his/her development. The developer will construct the trail in accordance with park and recreation design criteria. The cost for the trail's development will be borne by the developer and will be credited toward the developer's infrastructure requirement.
- (7) At least 50 percent of the required dedicated parkland should have slopes in the two percent to five percent range and should be well-drained.
- (8) Floodplain and floodway areas, as designated on the flood insurance rate map (FIRM) should not exceed 50 percent of the total park dedication.

(9) All parks dedicated in accordance with this ordinance shall have access to public streets, water, sanitary sewer, and drainage systems.

(10) Parks shall have a minimum accumulation of 150 feet of frontage along a public street.

(b) *Parkland dedication requirements.* Except as provided in subsection (d) below, each single family residential subdivision shall dedicate one acre of parkland for every 95 residential dwelling units. For multi-family residential subdivision, the developer shall dedicate one acre of parkland for every 109 residential dwelling units.

(1) Land proposed for park dedication shall be shown on the preliminary plat and shall be a minimum of three acres in size, unless otherwise approved by the director of parks and recreation. Such park sizes and classifications shall comply with the standards set forth in the parks and trails master plan.

(2) Land proposed for park dedication should be within the subdivision.

(3) If a replat is filed on a property and the number of dwelling units within the subdivision increases, additional park dedication will be required to account for the increase in the number of dwelling units.

(4) Prior to conveyance of property to the city, the city may require the developer to perform a phase 1 environmental assessment. Should the environmental assessment indicate environmental contamination, the city may require additional testing by the developer or may require the developer to locate another site suitable for park dedication or pay the fee in lieu as provided in subsection (d) below.

(5) The developer shall grant the city access to the property proposed for parkland so that the city can make inspections and surveys prior to conveyance of the property.

(6) Determinations of required land dedication will be based upon review of preliminary plats. Failure to indicate proposed park dedications on the submitted preliminary plat will be sufficient grounds for the city to deny the preliminary plat.

(7) Basis of parkland dedication requirement. The current level of service provided in the city is one acre per 248 people. The basis of the park development requirement is more fully set forth in Exhibit 2.

(c) *Parkland conveyance requirements.* Upon final agreement of the location of the park dedication, the developer shall provide the following:

(1) A metes and bounds description of the land to be conveyed; and

(2) A survey plat of the park property only; and

(3) A copy of the developer's deed demonstrating ownership and right to convey the property; and

(4) Documents conveying ownership to the city in the form of a:

- a. General warranty deed; or
- b. Special warranty deed and a title policy provided by the developer insuring the city in an amount equal to the value of the property.

(d) Fees in lieu of parkland dedication.

(1) An owner or developer responsible for parkland dedication under this article may elect to meet the requirements of subsection (b) above, in whole or in part, by a fee payment in lieu of land as set forth in this subsection. If the calculation for required park dedication results in less than three acres or does not meet the site selection criteria set forth in this ordinance, the director of parks and recreation may require a fee in lieu of dedication or a combination of parkland dedication and fee.

(2) The fee in lieu of parkland dedication will be "per residential dwelling unit" based on the land value of the formula of residential property in Burleson listed below:

a. The total fee to be paid to the city in lieu of dedication shall be determined as follows:

(i) For Single Family:

- (1) Dividing the number of dwelling units contained within the final plat by 95; then
- (2) Subtracting the acreage of any parkland dedication to obtain the net requirement for fee in lieu of dedication; then
- (3) Multiplying the net acreage requirement by 95 to calculate the equivalent number of dwelling units; then
- (4) Multiplying the equivalent number of lots by \$458.00.

(ii) For Multi-Family:

- (1) Dividing the number of units set forth in the building permit application and associated plans by 109; then
- (2) Subtracting the acreage of any parkland dedication to obtain the net requirement for fee in lieu of dedication; then
- (3) Multiplying the net acreage requirement by 109 to calculate the equivalent number of units; then
- (4) Multiplying the equivalent number of units by \$399.00.

b. Basis of the fee in lieu of parkland dedication. The formula above assumes that the value per square foot to acquire the parkland is \$1.00 per square foot and \$43,560 per acre, and divides the value by the unit count

per acre dedication requirement subsection (b) above. The basis of the fee in lieu of parkland dedication is more fully set forth in Exhibit 2.

(3) Should the developer not agree with the city's determination of \$1.00 per square foot value of park land, the developer may, at developer's own cost, obtain an appraisal of the property from a state certified appraiser with a MAI designation. If the property was acquired within the year previous to the platting of the property, the developer may submit the contract for sale for consideration in determining fair market value.

(4) For single family developments, fees in lieu of dedication shall be assessed at the time of final plat submittal and shall be paid prior to recording the plat with the county. For multi-family developments, fees in lieu of dedication shall be assessed at the time of an application for building permit shall be paid prior to the issuance of a building permit.

(5) If parkland dedication for a phase subdivision is proposed in future phases, the developer shall do the following prior to filing of plats that do not contain parkland:

a. Deed the parkland or a portion of the parkland located within the future phase in accordance with subsection (c) above.

(e) *Parks Director Acceptance of Parkland.* Parkland that does not meet all of the specifications set forth in subsections (a), (b)(1), (b)(2), and (b)(4) above may nevertheless be accepted by the City pursuant to this Section if the director of parks and recreation, in their sole discretion, finds that such acceptance is in the best interest of the City's park system, and such acceptance is communicated in writing.

Sec. 8.2 - Park infrastructure development policy.

(a) *Park infrastructure fee.*

(1) A park infrastructure fee shall be collected prior to recording the final plat with the county; however, if a multi-family subdivision is proposed the parkland infrastructure fee shall be assessed at the time of an application for building permit shall be paid prior to the issuance of a building permit.

(2) The park infrastructure fee is \$818 per single family dwelling unit, and \$711 per multi-family dwelling unit. This fee is separate of the land dedication or fee in lieu requirements.

(3) Basis of park infrastructure fee. The park infrastructure fee is based upon the cost to purchase and erect minimal park amenities on a three-acre park site, which is \$1,000,000. The basis of the park infrastructure fee is more fully set forth in Exhibit 2.

(b) *Park infrastructure construction.*

(1) Upon approval by the director of parks and recreation, a developer may construct park infrastructure in lieu of paying the park infrastructure fee.

(2) The value of the park infrastructure, including design of the park and the labor to construct the infrastructure, shall be equal to or greater than the park infrastructure fee would have been. In no case will the city reimburse the developer for expenditures greater than the park infrastructure fee would have been.

(3) Prior to constructing park infrastructure, the developer shall provide to the director of parks and recreation a park plan for improvements that comply with the city's design, specification, and construction standards. The following features will be considered for construction:

- a. Playground.
- b. Picnic shelter.
- c. Practice baseball/softball field with backstop.
- d. Practice soccer field with goals.
- e. Walking or destination oriented trail.
- f. Multi-use slab with weatherproof basketball goal and backboard.
- g. Turf, landscaping, and vegetation.
- h. Paved parking areas.
- i. Other facilities as approved by the director of parks and recreation.

(4) The developer must construct the park infrastructure concurrent with other public improvements and complete the construction of the park infrastructure improvements prior to final acceptance of the subdivision. The construction of the park improvements will be accomplished via a two-party park memorandum of understanding between the city and the developer. The director of parks and recreation will execute the park memorandum of understanding on behalf of the city. The city shall inspect the park infrastructure construction for compliance with the plans and specifications.

(5) The cost of park infrastructure constructed in private open space will not be credited toward the park infrastructure fee.

Sec. 8.3 - Park development general policies.

(a) All fees or conveyance of property shall be complete prior to recording the final plat with the county, except as provided in Section 8.1(d)(4) and Section 8.2(a)(1).

(b) The city recognizes the value of a city park to a development and will make all attempts to develop the park property as quickly as possible but does not guarantee the expenditure of park infrastructure funds within any specified time frame.

(c) Unless otherwise provided in this ordinance, all decisions will be made by the director of parks and recreation. Decisions of the director of parks and recreation with regard to the application of this policy may be appealed to the city manager, then to the city council.

Sec. 8.4 – Credits.

(a) Credit for park recreation facilities open to the public.

(1) Where recreation facilities are built for the residents of a subdivision development, a credit may be given to the developer for the park infrastructure fee, the parkland dedication requirement, or fee-in-lieu thereof, based on the value of such neighborhood park recreational facility development. Credit may be issued for up to 50% of the total amount of the park infrastructure fee and the parkland dedication requirement or fee-in-lieu thereof. This credit is only applicable if the recreation facilities are privately owned and maintained, but open to the public.

(2) To be eligible for credit, publicly accessible private park land must:

- a. Be made accessible to the public on an instrument approved by the City Attorney;
- b. Be of a size approved by the director of the City's parks and recreation director to appropriately meet the needs of the development;
- c. Provide adequate accessibility from the adjacent public street(s) in compliance with the Americans with Disabilities Act (ADA) and as approved by the City's parks and recreation director;
- d. Provide landscaping and recreational amenities typical of a standard neighborhood park approved by the City's parks and recreation director; and
- e. Be open to the public during all times it is accessible to the residents of the development.

(3) Equipment in a private park must comply with city standards applicable to the type of equipment.

(4) A publicly accessible private park land instrument must:

- a. Contain a legal description of the development and the publicly accessible private park land;
- b. Be signed by all owners and lienholders of the development property and is binding to all lien holders by a subordination clause;
- c. Be approved by the City's parks and recreation director;
- d. Be approved as to form by the City Attorney;
- e. Create a covenant running with the land;
- f. Provide that the owners of the property development are responsible for all general park maintenance at a level consistent with minimum city park and recreation standards;
- g. Provide necessary easements for access to the publicly accessible private park land;

- h. Give the city the right, but not the obligation, to take any action needed to make necessary repairs or improvements within the publicly accessible private park land, and to place a lien on all lots within the development until the city has received full compensation for that action;
- i. Provide that the owners of property in the development agree to defend and indemnify the city, and to hold the city harmless from and against all claims or liabilities arising out of or in connection with publicly accessible private park land or publicly accessible private park land instrument;
- j. Provide that it is governed by the laws of the State of Texas; and
- l. Provide that it may only be amended or terminated:
 - (i) With the consent of all the owners and lienholders of property in the development;
 - (ii) Upon the dedication of any park land or payment of a fee-in-lieu necessary to meet the requirements of this section; and
 - (iii) After approval as to form by the City Attorney, and approval by the City's parks and recreation director.

(5) The developer may receive a 50% credit based on actual out-of-pocket dollar costs that the developer incurred for the improvement of a private park or recreational facility. The proposed improvement of the private park or recreational facility and maximum allowable out-of-pocket dollar costs eligible for the credit must be approved by the City's parks and recreation director in writing prior to the filing of the preliminary plat and prior to the commencement and installation of the improvements. The actual out-of-pocket dollar costs must be evidenced by documentation approved by the City's parks and recreation director in writing. The proportional credit amount shall count toward meeting the total park infrastructure fee imposed on the developer. A developer will be given a 50% credit for the cost, as approved by the City's park and recreation director, of the amenities they install on in the development, but the credit will be capped by the maximum amount of the park infrastructure fee associated with the development.

(6) Credits requested pursuant to this article will only be given for amenities that meet the minimum design and construction standards as set forth by the City's parks and recreation department.

(b) Credits for park land dedication outside of the development. A developer of a subdivision may dedicate park land that is not within the boundaries of his or her development and receive credits for that subdivision against the parkland dedication requirement or fee-in-lieu thereof. The proposed park land dedication must be approved by the City's parks and recreation director in writing prior to the filing of the preliminary plat. The proposed park land dedication property must be in the same park zone as the proposed subdivision, within a reasonable distance of existing or developing residential neighborhoods, and meet the park land dedication criteria outlined herein.

(c) Credits for Tree Preservation. A credit of the park infrastructure fee and the parkland dedication requirement or fee-in-lieu thereof, shall be granted for developers who elect to

preserve a portion of their tree canopy as part of their development as described in this subsection.

(1) To be eligible for a credit of 50% credit per dwelling unit, the following criteria must be met:

- a. The trees shall be identified on a tree a survey prior to final plat in the case of a single family residential subdivision or building permit in the case of a multi-family residential subdivision;
- b. The final tree count and inspection must be approved by the City's park and recreation director or his/her designee; and
- c. A minimum of 2 trees be preserved per dwelling unit that are a minimum of 6 caliber inches and are of a kind that is on the approved tree species type list, which is set forth in Exhibit 1; or a single tree over 12 caliber inches in diameter per dwelling unit and are of a kind that is on the approved tree species type list, which is set forth in Exhibit 1.

EXHIBIT 1

Approved Tree List

<p>Large Trees</p> <p>American Elm Arizona Cypress Bald Cypress Black Walnut Bur Oak Caddo Maple Cedar Elm Chinquapin Oak Deodar Cedar Lacebark Elm Live Oak Mexican Sycamore Monterrey Oak Pecan Pond Cypress Shumard Red Oak Southern Magnolia Sycamore Texas Red Oak</p>	<p>Medium Trees</p> <p>Bigtooth Maple Claudia Wannamaker Magnolia Chinese Pistache Common Persimmon Eastern Red Cedar Eve's Necklace Ginkgo biloba Honey Locust (Thornless) Lacey Oak Little Gem Magnolia River Birch Shantung Maple Soapberry Trident Maple</p>
<p>Ornamental Trees</p> <p>Blue Point Juniper Carolina Buckthorn Crepe Myrtle Desert Willow East Palatka Holly Fig Forest Pansey Redbud Japanese Maple Mexican Buckeye Mexican Plum Nellie R. Stevens Holly Pomegranate Possumhaw Oklahoma Redbud Roughleaf Dogwood Rusty Blackhaw Viburnum Savannah Holly Saucer Magnolia Smoketree</p>	<p>Screening Trees</p> <p>Arizona Cypress Blue Point Juniper Burford Holly Eastern Red Cedar Little Gem Magnolia Mary Nell Holly Mountain Laurel Nellie R. Stevens Holly Pomegranate Savannah Holly Vitex Wax Myrtle Yaupon Holly</p>

Flameleaf Sumac Texas Mountain Laurel Texas Perssimon Vitex	
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Exhibit 2

Land Dedication Requirements:

- Establish baseline level of service
 - o Population / acreage of applicable parks = level of service
 - o $47,641 / 191.87 = 1$ acre per 248 residents
- Establish land dedication requirement for development type
 - o Acreage per resident / census density value = acre per number of unit type
 - o Single Family
 - § $248 / 2.6 = 95$ (1 acre per 95 dwelling units)
 - o Multifamily
 - § $248 / 2.26 = 109$ (1 acre per 109 dwelling units)

Fee in Lieu Requirements:

- Determine value per square foot to acquire parkland
 - o \$1.00 per square foot; \$43,560 per acre
- Identify unit level price per development type
 - o Single acre price / unit count per acre dedication requirement
 - o Single Family
 - § $\$43,560 / 95 = \458.53 fee in lieu per dwelling unit
 - o Multifamily
 - § $\$43,560 / 109 = \399.63 fee in lieu per dwelling unit

Park Infrastructure Fee Requirements:

- Establish cost to develop applicable parks
 - o \$1,000,000 – includes playground, loop trail, amenities package, athletic field, sports court, etc.
- Determine number of people per park
 - o Population / number of applicable parks
 - o $47,641 / 15 = 3,176$
- Determine cost per person to develop a park
 - o $1,000,000 / 3,176 = \$314.86$
- Determine cost per development type
 - o Census density value * cost per person to develop a park
 - o Single Family
 - § $\$314.86 * 2.6 = \818 park infrastructure fee per dwelling unit
 - o Multifamily
 - § $\$314.86 * 2.26 = \711 park infrastructure fee per dwelling unit

Total Fee:

- Add fee components together
 - o Fee in lieu + park infrastructure fee = total fee per development type
 - o Single Family
 - § \$458 fee in lieu + \$818 park infrastructure fee = \$1,277 per dwelling unit
 - o Multifamily
 - § \$399 fee in lieu + \$711 park infrastructure fee = \$1,111 per dwelling unit

ORDINANCE

AN ORDINANCE FOR THE CITY OF BURLESON, TEXAS, AMENDING THE CODE OF ORDINANCES FOR THE CITY OF BURLESON, BY REPEALING AND REPLACING ARTICLE 8 (PARK AND RECREATION DEVELOPMENT) OF APPENDIX A (SUBDIVISION AND DEVELOPMENT) FOR THE PURPOSE OF MODIFYING THE PARKLAND DEDICATION REQUIREMENTS WITH SUBDIVISION DEVELOPMENT, MODIFYING THE PERCENTAGE AMOUNT OF FLOODPLAIN THAT MAY BE PART OF THE PARKLAND DEDICATION, MODIFYING THE METHOD IN CALCULATING THE FEE IN LIEU OF PARKLAND DEDICATION, MODIFYING THE TYPE OF CREDITS THAT MAY BE ISSUED, AND MODIFYING THE METHOD IN CALCULATING THE PARK INFRASTRUCTURE FEE; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Burleson, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council of the City of Burleson has adopted Ordinance CSO#1215-12-2019, being Appendix A – Subdivision and Development, Code of Ordinances, City of Burleson, which establishes subdivision regulations and platting policies in accordance with the City’s comprehensive land use plan in order to promote health, safety, morals and the general welfare within the City of Burleson; and

WHEREAS, the City Council desires to amend certain portions of Article 8, Park and Recreation Development of Appendix A, Subdivision and Development, Code of Ordinances, City of Burleson, for the purpose of modifying the parkland dedication requirements with subdivision development, modifying the percentage amount of floodplain that may be part of the parkland dedication, modifying the method in calculating the fee in lieu of parkland dedication, modifying the type of credits that may be issued, and modifying the method in calculating the park infrastructure fee; and

WHEREAS, the City Council desires to repeal and replace Article 8, Park and Recreation Development of Appendix A, Subdivision and Development, Code of Ordinances, City of Burleson, in its entirety with the terms set forth in Exhibit A; and

WHEREAS, the City of Burleson has complied with the notification requirements of the Texas Local Government Code and the Burleson Zoning Ordinance; and

WHEREAS, a public hearing was duly held by the City Council of the City on June 20, 2022 with respect to the code amendment changes described herein; and

WHEREAS, the City Council has determined that the proposed ordinance amendment promotes the health, safety, morals and the general welfare within the City of Burleson and is in the best interest of the City of Burleson.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:

Section 1. Article 8 (Park and Recreation Development) of Appendix A (Subdivision and Development) of the Code of Ordinances, City of Burleson, Texas, is hereby repealed and replaced in its entirety with the attached Exhibit A, attached hereto and incorporated herein by reference for all purposes.

Section 2. The findings set forth above in the recitals of this Ordinance are incorporated into the body of this Ordinance as if fully set forth herein.

Section 3. This ordinance shall be cumulative of all provisions of ordinances of the City of Burleson, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Burleson's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

Section 4. The terms and provisions of this ordinance shall be deemed to be severable and that if any section, subsection, sentence, clause, or phrase of this ordinance shall be declared to be invalid or unconstitutional, the same shall not affect the validity of any other section, subsection, sentence, clause, or phrase of this ordinance and the remainder of such ordinance shall continue in full force and effect the same as if such invalid or unconstitutional provision had never been a part hereof.

Section 5. Any complaint, notice, notice of violation, action, cause of action, hearing request, appeal, or claim which prior to the effective date of this Ordinance that has been initiated or arisen under or pursuant to any other ordinance(s) shall continue to be governed by the provision of that ordinance or ordinances, and for that purpose that ordinance or ordinances shall be deemed to remain and shall continue in full force and effect.

Section 6. It is the intention of the City Council and is hereby ordained that the provisions of this ordinance shall become a part of the Code of Ordinances of the City of Burleson, and that the sections of this ordinance may be renumbered or relettered to accomplish such intention.

Section 7. It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

Section 8. Pursuant to Section 36 of the Charter of the City of Burleson, that this ordinance shall take effect after its passage and publication, and that the City Secretary is hereby directed to give notice of the passage of this ordinance by causing the caption or title and the penalty clause of this ordinance to be published once in a newspaper of general circulation in the city and on the city's website.

Section 9. Any person, firm, association of persons, company, corporation, or their agents, servants, or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in V.T.C.A. Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

PASSED AND APPROVED:

First Reading: the _____ day of _____, 20____.

Second Reading: the _____ day of _____, 20____.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

City Council Regular Meeting

DEPARTMENT: City Manager's Office
FROM: Tommy Ludwig, Deputy City Manager
MEETING: July 5, 2022

SUBJECT:

Consider approval of an ordinance terminating the Tax Increment Reinvestment Zone Number 3, City of Burleson, Texas, dissolving the Board of Directors, and the tax increment fund for the Zone. (Final Reading) (*Staff Contact: Tommy Ludwig, Deputy City Manager*)

SUMMARY:

On December 18, 2012 the City Council created Tax Increment Reinvestment Zone Number 3 (TIRZ 3). The TIRZ was created as an economic development tool to assist with the facilitation and development of a commuter rail system along the Burlington Northern Santa Fe Corporation (BNSF) W4 line, from Cleburne to Fort Worth, and an associated rail station within the city's Transit Oriented District (TOD) Planned Development. Since the creation of the TIRZ, a number of challenges have prevented the implementation of a commuter rail system, chief among those being funding and low projected ridership.

Due to the absence of a commuter rail system or other congruent uses developing within the TOD, a TIRZ Board of Directors was never established, no debt was issued, nor a project funded by the TIRZ. Given this, and considering that a commuter rail system is unlikely to develop within the TOD within the foreseeable future, staff briefed the City Council regarding options for TIRZ 3, including dissolving, retaining, or modifying the TIRZ, in March 2022. At that time, the City Council directed staff to move forward with dissolving the TIRZ. In April 2022 council asked for additional time to consider possible users of the TIRZ #3 before dissolving it.

Approval of an ordinance, with two readings, is required to dissolve TIRZ 3. Upon dissolution, the existing fund balance of the TIRZ and incremental property tax from the TIRZ will transfer to the General Fund.

OPTIONS:

- 1) Approve an ordinance terminating TIRZ 3, dissolving the Board of Directors, and the tax increment fund for the Zone.

- 2) Deny an ordinance terminating TIRZ 3, dissolving the Board of Directors, and the tax increment fund for the Zone.

RECOMMENDATION:

Staff recommends the City Council approve the ordinance terminating TIRZ 3, dissolving the Board of Directors, and the tax increment fund for the Zone.

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

April 18, 2022 – Staff brought forward an ordinance to dissolve the TIRZ. The City Council indicated they would like additional time to consider this item.

March 21, 2022 – The City Council was briefed and provided staff direction regarding TIRZ 3.

June 20, 2022 – City Council unanimously approved first reading of the ordinance to dissolve TIRZ. A second reading is required for final approval.

FISCAL IMPACT:

None

STAFF CONTACT:

Tommy Ludwig
Deputy City Manager
tludwig@burlesontx.com
817-426-9623



TAX INCREMENT FINANCING REINVESTMENT ZONE (TIRZ) #3

City Council Meeting – July 5, 2022

BACKGROUND

- March 21 – Council was briefed on the status of Tax Reinvestment Zone (TIRZ) #3
 - TIRZ #3 was established as an economic development tool to facilitate the development of
 - A commuter rail on the BSNF W4 Line
 - The creation of a commuter rail station in Burleson in the Transit Oriented District (TOD)
 - Due to funding and logistical challenges, it is unlikely a commuter rail line will develop in the foreseeable future
 - TIRZ #3 has yet to:
 - Establish a Board of Directors
 - Issue debt

PREVIOUS COUNCIL MEETINGS

- March 21, 2022
 - Staff provided options to the Council regarding the future of TIRZ #3
 - Dissolve the TIRZ
 - Retain/Modify the boundaries of the TIRZ
 - City Council directed staff to bring forward an ordinance to dissolve the TIRZ, which appeared before Council on April 18
- April 18, 2022
 - City Council indicated they would like additional time to consider possible uses of TIRZ #3 before dissolving it
 - Staff was directed to bring the item back to Council for consideration on June 20, 2022
- June 20, 2022
 - City Council approved first reading

TIRZ #3 BY THE NUMBERS

Established	Consists Of	Value
<ul style="list-style-type: none">Established in 2012Set to expire in 2037	<ul style="list-style-type: none">780 AcresReceives 100% of the incremental taxable value of the properties within in boundaries	<ul style="list-style-type: none">Original value was \$18,355,918Current taxable value is \$46,836,579Projected to increase to \$61,926,820 in FY 22-23

TIRZ #3 CAPACITIES

- In April, based on projected taxable values, staff estimated TIRZ #3 would have the capacity to issue approximately \$4.8 million in debt over the next five years
- Based on the updated appraised values, staff now estimates that TIRZ #3 has the capacity to issue \$10.4 million in debt over the next five years

- If no additional projects or operations are funded and TIRZ #3 is dissolved, this would equate to a \$0.02 tax rate decrease in FY 22-23

- If TIRZ #3 is dissolved, \$5 million in debt could be issued, and the tax rate could also be lowered by \$0.01 in FY 22-23

LIMITATIONS

- The General Fund loses the value of the incremental growth in property tax within the boundary of the TIRZ until 2037, or until it is dissolved
- Funding from the TIRZ may only be spent on improvements within the district that serve a public good
- If dissolved, proceeds would return to the General Fund, however, they may still be utilized to fund any project that could have been funded through TIRZ

OPTIONS AND POLICY DECISIONS

DISSOLVE THE TIRZ

- Utilize capacity to fund additional capital projects
- Utilize capacity to fund additional operations
- Utilize capacity to reduce the tax rate
- A combinations of the options above

RETAIN/MODIFY THE BOUNDARY OF THE TIRZ

- Establish Board of Directors
- Re-evaluate boundaries
- Identify projects for funding

ADDITIONAL PROJECTS FOR CONSIDERATION

- When forming recommendations for the Bond Program, the Special Citizens Bond Task Force considered and prioritized a large number of infrastructure-related projects
- Prioritization was based on debt capacity for the General Obligation Bond Program, and did not include other funding sources such as cash, impact fees, and potential capacity from the TIRZ

SUMMARY OF FUNDING

	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	TOTAL
Impact Fees Zone A	\$949,045					\$949,045
Impact Fees Zone B	\$241,871					\$241,871
Impact Fees Zone C	\$2,064,645					\$2,064,645
Cash from General Fund	\$2,500,000	\$2,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$8,000,000
Excess General Fund Debt Capacity	\$2,000,000					\$2,000,000
TIRZ #3 Capacity	\$5,203,000	\$5,203,000				\$10,406,000
TIRZ #2	\$192,497					\$192,497
TOTAL	\$13,151,058	\$7,703,000	\$1,000,000	\$1,000,000	\$1,000,000	\$23,854,058

- Staff recommending to hold a portion of capital (cash) each year starting FY23-24 for unforeseen project costs

ADDITIONAL POSSIBLE PROJECTS

	COST
* WICKER HILL RD & GREENRIDGE DR ROAD RECONSTRUCTION	\$4,989,510
ALSBURY DESIGN & ROW ACQUISITION (add to GO Bond ST2301)	\$3,333,091
HULEN 4-LANE EXPANSION (additional costs to ST2502)	\$3,630,029
RENFRO ST & JOHNSON AVENUE PEDESTRIAN IMPROVEMENTS	\$192,497
* VILLAGE CREEK PARKWAY EXPANSION (Tarrant Co. Bond 50% Match)	\$3,501,839
* HIDDEN VISTAS EXTENSION TO CR 714	\$1,575,349
* ALSBURY PH. 1 WIDENING - CANDLER TO HULEN	\$3,823,545
ADDITIONAL STREET REHABILITATION	\$1,000,000
ADDITIONAL SIDEWALK (add to GO Bond ST2203)	\$1,000,000
* 174 ACCESS MANAGEMENT	\$3,000,000
* HULEN CANDLER INTERSECTION IMPROVEMENTS	\$1,941,641
* HIDDEN CREEK PARKWAY AND DOBSON STREET INTERSECTION	\$7,752,236
* LAKEWOOD CR 914 INTERSECTION IMPROVEMENTS	\$3,253,914
* ARROWWOOD EXTENSION	\$1,148,866
* CR 602 REALIGNMENT	\$3,341,365
TRAFFIC SAFETY IMPROVEMENTS	\$1,000,000
TOTAL	\$44,483,882

- Projects with an asterisk (*) indicate projects that were presented with the Bond.

STAFF RECOMMENDATION BY FUND

DISSOLVING TIRZ #3

		IMPACT FEES A	IMPACT FEES B	IMPACT FEES C	CASH	TIRZ #3	EXCESS GF	TIRZ #2	TOTAL
*	WICKER HILL RD & GREENRIDGE DR ROAD RECONSTRUCTION					\$4,989,510			\$4,989,510
	ALSBURY DESIGN & ROW ACQUISITION (add to GO Bond ST2301)	\$949,045				\$2,384,046			\$3,333,091
	HULEN 4-LANE EXPANSION (additional costs to GO Bond ST2502)				\$1,610,128	\$1,595,250	\$424,651		\$3,630,029
	RENFRO ST & JOHNSON AVENUE PEDESTRIAN IMPROVEMENTS							\$192,497	\$192,497
*	VILLAGE CREEK PARKWAY EXPANSION (Tarrant Co. Bond 50% Match)			\$2,064,645		\$1,437,194			\$3,501,839
*	HIDDEN VISTAS EXTENSION TO CR 714						\$1,575,349		\$1,575,349
*	ALSBURY PH. 1 WIDENING - CANDLER TO HULEN		\$241,871		\$3,581,674				\$3,823,545
	ADDITIONAL SIDEWALKS				\$750,000				\$750,000
	ADDITIONAL STREET REHABILITATION				\$750,000				\$750,000
	FUND CAPACITY	\$949,045	\$241,871	\$2,064,645	\$8,000,000	\$10,406,000	\$2,000,000	\$192,497	\$23,854,058
	PROJECT TOTAL	\$949,045	\$241,871	\$2,064,645	\$6,691,802	\$10,406,000	\$2,000,000	\$192,497	\$22,545,860

- Staff recommending to hold a portion of capital (cash) each year starting FY23-24 for unforeseen project costs
- Projects with an asterisk (*) indicate projects that were presented with the Bond.

STAFF RECOMMENDATION BY FUND

OTHER TIRZ OPTIONS

	Dissolving TIRZ #3	Half TIRZ #3 to fund add. projects (Lower tax .01)	TIRZ #3 to fund no add. projects (Lower tax .02)
WICKER HILL RD & GREENRIDGE DR ROAD RECONSTRUCTION	\$4,989,510	\$4,989,510	\$4,989,510
ALSBURY DESIGN & ROW ACQUISITION (add to GO Bond ST2301)	\$3,333,091	\$3,333,091	\$3,333,091
HULEN 4-LANE EXPANSION (additional costs to GO Bond ST2502)	\$3,630,029	\$3,630,029	\$3,630,029
RENFRO ST & JOHNSON AVENUE PEDESTRIAN IMPROVEMENTS	\$192,497	\$192,497	\$192,497
VILLAGE CREEK PARKWAY EXPANSION (Tarrant Co. Bond 50% Match)	\$3,501,839	\$3,501,839	
HIDDEN VISTAS EXTENSION TO CR 714	\$1,575,349	\$1,575,349	
ALSBURY PH. 1 WIDENING - CANDLER TO HULEN	\$3,823,545		
ADDITIONAL SIDEWALKS	\$750,000		
ADDITIONAL STREET REHABILITATION	\$750,000		
FUND CAPACITY	\$23,854,058	\$18,651,058	\$13,448,058
PROJECT TOTAL	\$22,545,860	\$17,222,315	\$12,145,127

OPTIONS AND STAFF RECOMMENDATION

APPROVE (STAFF RECOMMENDATION)

- Approve an ordinance terminating TIRZ #3, dissolving the Board of Directors, and the tax increment fund for the Zone
 - Identify how the Council wishes to utilize the excess capacity from the TIRZ, and additional funding sources, to fund additional projects and/or reduce the tax rate during the budget process

DENY

- Deny an ordinance terminating TIRZ #3, dissolving the Board of Directors, and the tax increment fund for the Zone


NEXT STEPS

If approved

- Need direction on how to utilize the excess capacity from TIRZ #3
 - Tax relief
 - Fund additional project
 - Combination
- Need direction on which additional capital projects to pursue

If denied

- Determine if existing boundaries of TIRZ #3 are still appropriate
- Establish TIRZ Board
- Identify capital projects to fund within TIRZ



QUESTIONS?

ORDINANCE

AN ORDINANCE FOR THE CITY OF BURLESON, TEXAS, TERMINATING THE TAX INCREMENT FINANCE REINVESTMENT ZONE NUMBER 3, CITY OF BURLESON, TEXAS (THE "ZONE"); DISSOLVING THE BOARD OF DIRECTORS AND TAX INCREMENT FUND FOR THE ZONE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Burleson, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, City created the Tax Increment Finance Reinvestment Zone Number 3, City of Burleson, Texas (the "Zone"), created a Board of Directors for the Zone (the "Board of Directors"), and created a tax increment fund for the Zone (the "Tax Increment Fund") to promote development or redevelopment in the Zone pursuant to Ordinance No. C-728-12, approved by the City Council of the City (the "City Council") on December 18, 2012, in accordance with the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code, as amended (the "Act"); and

WHEREAS, pursuant to Ordinance No. C-728-12, the termination of the Zone shall occur on December 31, 2037, or at an earlier time designated by subsequent ordinance of the City Council in the event the City determines that the Zone should be terminated due to insufficient private investment, accelerated private investment or other good cause, or at such time as all project costs and tax increment bonds, if any, and the interest thereon, have been paid in full; and

WHEREAS, Section 311.017(a) of the Act provides that a reinvestment zone terminates on the earlier of: (1) the termination date designated in the ordinance or order, as applicable, designating the zone or an earlier or later termination date designated by an ordinance or order adopted under Section 311.007(c) of the Act; or (2) the date on which all project costs, tax increment bonds and interest on those bonds, and other obligations have been paid in full; and

WHEREAS, private development is occurring in the Zone without the need for the Zone to finance the construction of any project and it does not appear that the Zone will be used to finance the construction of any project in the foreseeable future and accordingly, good cause exists for the termination of the Zone; and

WHEREAS, no tax increment bonds or other indebtedness have been issued by, for, on behalf of, or through the Zone and there are no outstanding project costs or other obligations of the Zone and accordingly, Section 311.017(a)(2) of the Act has been satisfied; and

WHEREAS, tax increment deposits have been paid into the Tax Increment Fund for the Zone; and

WHEREAS, the City is the only taxing unit that is participating or has ever participated

in the Zone, and

WHEREAS, the City is the only taxing unit that has made deposits into the Tax Increment Fund for the Zone; and

WHEREAS, in accordance with Section 311.014(d) of the Act, any money remaining in the Tax Increment Fund for the Zone shall be paid to the City upon termination of the Zone; and

WHEREAS, on June 20, 2022, the City Council held a public hearing in accordance with the Act to consider terminating the Zone and dissolving the Board of Directors and Tax Increment Fund for the Zone; and

WHEREAS, notice of such public hearing was published in a newspaper of general circulation in the City more than seven days before the date of the public hearing; and

WHEREAS, at such public hearing interested persons were allowed to speak for or against the termination of the Zone and/or the dissolution of the Board of Directors and Tax Increment Fund for the Zone; and

WHEREAS, this ordinance is being adopted pursuant to the Act including, without limitation, Sections 311.017(a) and 311.007(c) of the Act; and

WHEREAS, the City Council has determined that terminating the Zone and dissolving the Board of Directors and Tax Increment Fund for the Zone is in the best interest of the citizens of the City of Burleson.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:

Section 1. The Tax Increment Finance Reinvestment Zone Number 3, City of Burleson, Texas (the "Zone") shall terminate on July 5, 2022, and accordingly, the Zone is hereby terminated for all purposes. The Board of Directors for the Zone and the Tax Increment Fund for the Zone are hereby dissolved effective July 5, 2022. All funds in the Tax Increment Fund shall be disbursed to the City in accordance with state law.

Section 2. The City Manager is hereby authorized to execute such documents as may be necessary or advisable to carry out the intent and purpose of this ordinance.

Section 3. The statements, facts, findings and recitals set forth above are hereby found and declared to be true and correct and are incorporated into this ordinance and adopted as part of this ordinance for all purposes.

Section 4. All ordinances or portions thereof in conflict with the provisions of this ordinance, to the extent of such conflict, are hereby repealed. To the extent that such ordinances or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

Section 5. Should any word, sentence, clause, paragraph or provision of this ordinance be held to be invalid or unconstitutional, the validity of the remaining provisions of this ordinance shall not be affected and shall remain in full force and effect.

Section 6. It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

Section 7. That this ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED:

First Reading: the _____ day of _____, 20_____.

Final Reading: the _____ day of _____, 20_____.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

Choose an item.

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 5, 2022

SUBJECT:

Consider approval of amended Professional Service Agreements for Terri Wilson and Cass Callaway for Associated Municipal Judge service. *(Staff Contact: Amanda Campos, City Secretary)*

SUMMARY:

Terri Wilson and Cass Callaway currently serve as Associate Judges for the Burleson Municipal Court. The City Council reviewed the current professional service agreements in place for the associate judges and determined a modification is warranted. The amended professional service agreements are attached.

OPTIONS:

- 1) Approved the professional service agreements as presented
- 2) Approved the professional service agreements with modifications
- 3) Deny the professional service agreements

RECOMMENDATION:

N/A

FISCAL IMPACT:

Associate Judges are funded in the General Fund

STAFF CONTACT:

Amanda Campos, TRMC
City Secretary
acampos@burlesontx.com
817-426-9665

Professional Services Agreement
Associate Municipal Judge

The Agreement made and executed into this 5th day of July, 2022 by and between the City of Burleson, Texas, a Municipal Court of Record of the State of Texas, hereinafter referred to as "City" and Terri Wilson, the Associate Municipal Judge of the Burleson Municipal Court of Record hereinafter referred to as "Associate".

1. City does hereby agree to enter into an agreement with Terri Wilson for Municipal Court services beginning on July 5, 2022 and continuing through midnight on February 4, 2024 at a contract rate of \$100 per hour, and a \$1,200 monthly stipend for on-call services.
2. Associate understands and agrees that Associate is an appointed contractor of City, the benefits, appeal and grievance provisions set forth in the City employment policies do not apply to appointed contractors, and Associate is not entitled to any benefits except as provided herein.
3. City will provide judge's robe. Additionally, City does hereby agree to budget and pay for professional memberships, subscription, and dues to state and local legal associations and organizations necessary and desirable for continued professional participation, growth, and advancement, and for the good of the City. Membership to include but not limited to the following:
 - Texas State Bar Association
 - Tarrant County Bar Association
 - Johnson County Bar Association
4. City does hereby agree to budget and to pay for the travel and subsistence expenses of Associate training, short courses, institutes and seminars that are necessary for professional development that directly relate to City municipal judicial duties. Applicable requested training and estimated expense must be authorized in advance for budgetary purposes.
5. The Associate shall perform all functions and duties required under the City Charter, city ordinances, and as delineated and defined in the City of Burleson Job Description and shall perform such other legally permissible and proper duties and functions as said position shall require.
6. The Associate shall keep the Presiding Municipal Judge and City Secretary informed of issues related to the Presiding Municipal Court and shall execute their performance in cooperation with the Presiding Municipal Judge to the extent such cooperation does not impair the necessity of judicial independence and avoids the appearance of impropriety.
7. During this agreement, the Associate agrees to comply with all provisions of the code of Judicial Conduct, Section 30 of the Burleson City Charter, Chapter 26 of the Code of Ordinances of the City of Burleson, Chapter 30 of the Texas Government Code, and all

other applicable laws pertaining to the operation of the Burleson Municipal Court of Record. In the event of a conflict between the terms of this Agreement and said Code, Charter, Statutes and laws, the terms of said Code, Charter, Statutes and laws shall govern.

8. The Associate shall not take on representation of a client adverse to the City. The Associate shall not represent a client in a case where an employee of the City in his capacity as an employee of the City is a witness or may be summoned to appear as a witness.
9. The Associate warrants they meet the minimum qualifications listed in Chapter 26 of the Code Ordinances of the City of Burleson.
10. The City Council may remove the Associate from office during their term pursuant to Section 30 of the City Charter and in accordance with the requirements of Chapter 30 of the Texas Government Code or its successor, as same may hereafter be amended.
11. This Agreement incorporates all the agreements, covenants and understandings between the City and the Associate concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement, including but not limited to previous professional services agreements between the parties. It is the intent of the parties that this Agreement modify, replace, and supersede all prior professional services agreements between the parties.

In Witness Whereof, City has caused this agreement to be signed in its name by the Mayor of the City of Burleson and City corporate seal to be hereunto affixed and attested by its City Secretary, and the Associate has hereunto set their hand.

Signed:

Terri Wilson

Date

Signed:

Mayor

Attest:

(Seal)

City Secretary, Amanda Campos

Professional Services Agreement
Associate Municipal Judge

The Agreement made and executed into this 5th day of July, 2022 by and between the City of Burleson, Texas, a Municipal Court of Record of the State of Texas, hereinafter referred to as "City" and Cass Callaway, the Associate Municipal Judge of the Burleson Municipal Court of Record hereinafter referred to as "Associate".

1. City does hereby agree to enter into an agreement with Cass Callaway for Municipal Court services beginning on July 5, 2022 and continuing through midnight on September 1, 2022 at a contract rate of \$100 per hour, and a \$1,200 monthly stipend for on-call services.
2. Associate understands and agrees that Associate is an appointed contractor of City, the benefits, appeal and grievance provisions set forth in the City employment policies do not apply to appointed contractors, and Associate is not entitled to any benefits except as provided herein.
3. City will provide judge's robe. Additionally, City does hereby agree to budget and pay for professional memberships, subscription, and dues to state and local legal associations and organizations necessary and desirable for continued professional participation, growth, and advancement, and for the good of the City. Membership to include but not limited to the following:
 - Texas State Bar Association
 - Tarrant County Bar Association
 - Johnson County Bar Association
4. City does hereby agree to budget and to pay for the travel and subsistence expenses of Associate training, short courses, institutes and seminars that are necessary for professional development that directly relate to City municipal judicial duties. Applicable requested training and estimated expense must be authorized in advance for budgetary purposes.
5. The Associate shall perform all functions and duties required under the City Charter, city ordinances, and as delineated and defined in the City of Burleson Job Description and shall perform such other legally permissible and proper duties and functions as said position shall require.
6. The Associate shall keep the Presiding Municipal Judge and City Secretary informed of issues related to the Presiding Municipal Court and shall execute their performance in cooperation with the Presiding Municipal Judge to the extent such cooperation does not impair the necessity of judicial independence and avoids the appearance of impropriety.
7. During this agreement, the Associate agrees to comply with all provisions of the code of Judicial Conduct, Section 30 of the Burleson City Charter, Chapter 26 of the Code of Ordinances of the City of Burleson, Chapter 30 of the Texas Government Code, and all other applicable laws pertaining to the operation of the Burleson Municipal Court of Record. In

the event of a conflict between the terms of this Agreement and said Code, Charter, Statutes and laws, the terms of said Code, Charter, Statutes and laws shall govern.

8. The Associate shall not take on representation of a client adverse to the City. The Associate shall not represent a client in a case where an employee of the City in his capacity as an employee of the City is a witness or may be summoned to appear as a witness.
9. The Associate warrants they meet the minimum qualifications listed in Chapter 26 of the Code Ordinances of the City of Burleson.
10. The City Council may remove the Associate from office during their term pursuant to Section 30 of the City Charter and in accordance with the requirements of Chapter 30 of the Texas Government Code or its successor, as same may hereafter be amended.
11. This Agreement incorporates all the agreements, covenants and understandings between the City and the Associate concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement, including but not limited to previous professional services agreements between the parties. It is the intent of the parties that this Agreement modify, replace, and supersede all prior professional services agreements between the parties.

In Witness Whereof, City has caused this agreement to be signed in its name by the Mayor of the City of Burleson and City corporate seal to be hereunto affixed and attested by its City Secretary, and the Associate has hereunto set their hand.

Signed:

Cass Callaway

Date

Signed:

Mayor

(Seal)

Attest:

City Secretary, Amanda Campos

Choose an item.

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: July 5, 2022

SUBJECT:

Consider approval of an ordinance appointing J. Greg Coontz the Presiding Municipal Court Judge of the Burleson Municipal Court of Record, City of Burleson for a term of two years, expiring on July 5, 2024 and approving the Professional Service Agreement. (Final Reading) *(Staff Contact: Amanda Campos, City Secretary)*

SUMMARY:

The Burleson City Charter Section 30 states the qualifications and manner to appoint municipal judges. Section 30 states the council by ordinance shall appoint a competent and duly licensed attorney practicing law in the State of Texas. J. Greg Coontz currently serves as the Presiding Judge and eligible to serve another two years. An ordinance appointing the Presiding Municipal Court Judge for a two year term requires two readings at two separate meetings to be in compliance with our city charter. The professional service agreement is attached for review as well, it is however part of the ordinance approval and does not require a separate approval motion. The attached ordinance was approved on first reading at the June 20, 2022 council meeting. After approval of ordinance on final reading and execution of the Professional Services Agreement the judge will be sworn in by the City Secretary and will be considered qualified

OPTIONS:

- 1) Approve Ordinance and Professional Services Agreement as presented
- 2) Approve Ordinance and Professional Services Agreement with changes stated in a motion.
- 3) Deny Ordinance and Professional Services Agreement as presented

RECOMMENDATION:

Staff recommends approval

FISCAL IMPACT:

Funds for the Presiding Judge are budgeted for in the General Fund.

STAFF CONTACT:

Amanda Campos, TRMC
City Secretary
acampos@burlesontx.com
817-426-9665

Exhibit A

Professional Services Agreement Presiding Municipal Judge

The Agreement made and executed into this 5th day of **July, 2022** by and between the City of Burleson, Texas, a home rule municipal corporation, hereinafter referred to as "City" and J. Greg Coontz, an individual, hereinafter referred to as "Municipal Judge".

1. On 5th day of **July, 2022** the City Council of the City of Burleson, pursuant to and in accordance with the City of Burleson Home Rule Charter, appointed J. Greg Coontz as the Presiding Municipal Court Judge with the duties of presiding over the Burleson Municipal Court of Record, as further described herein. This Agreement details the terms and conditions of such appointment.
2. The Parties hereby agree that J. Greg Coontz shall serve as the Presiding Municipal Court Judge for a period of two (2) years, beginning on **July 5, 2022** and continuing through midnight on **July 5, 2024** at a contract rate of \$80,000.00 per year, paid in monthly installments of \$6,666.67 for four months and \$6,666.68 for eight months. It is agreed that for the term of this Agreement, the Municipal Judge shall be compensated in the amounts specified above, payable on a monthly basis, upon receipt by the City of a written invoice for work performed.
3. The Municipal Judge shall perform all functions and duties required under the City Charter, city ordinances, and as delineated and defined in the City of Burleson Contractor Job Profile, which is attached hereto and incorporated herein for all purposes, and shall perform such other legally permissible and proper duties and functions as said position shall require. Such duties and functions shall include, but are not limited to, presiding over non-trial dockets (estimated to occur about twice a week), conducting trial dockets (estimated to occur about twice a month), keeping office hours necessary to complete judicial administrative tasks, providing on call services based on a schedule agreed to with Associate Judges, attending training or other continuing education courses which directly relate to and are required for municipal judicial duties, and cooperating with the Associate Judges and other city staff as to operational methods and procedures of the court with the goal of promoting speedy and efficient justice.
4. This entire Agreement is expressly contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If at any time during the period of performance under this Agreement, the City does not make sufficient appropriations and authorizations, this Agreement shall terminate upon written notice being given by the City to the Municipal Judge. The City's decision as to whether sufficient appropriations are available shall be accepted by the Municipal Judge and shall be final.

Exhibit A

Professional Services Agreement Presiding Municipal Judge

5. It is agreed between the Parties that the Municipal Judge's position is an independent, appointed, part-time professional position, that the Municipal Judge is an independent contractor and not an employee of the City, that the benefits, appeal and grievance provisions set forth in the City employment policies do not apply to appointed contractors, and that the foregoing constitutes all the benefits and other forms of compensation paid to the Municipal Judge for the services required herein.
6. City will provide judge's robe. The City also does hereby agree to budget and pay for professional memberships, subscription, and dues to state and local legal associations and organizations necessary and desirable for continued professional participation, growth, and advancement, and for the good of the City. Membership to include but not limited to the following:
 - Texas State Bar Association
 - Tarrant County Bar Association
 - Johnson County Bar Association

Additionally, the City, in its sole discretion, may provide materials and equipment to the Municipal Judge to assist the Municipal Judge perform the duties and responsibilities described herein. Any materials and equipment provided to the Municipal Judge shall remain the property of the City.

7. City does hereby agree to budget and to pay for the travel and subsistence expenses of Municipal Judge training, short courses, institutes and seminars that are necessary for professional development that directly relate to City municipal judicial duties as long as such training is in the State of Texas. Applicable requested training and estimated expense must be authorized in advance for budgetary purposes.
8. The Municipal Judge shall assist the City in completing all paperwork and other documentation, including fingerprinting, necessary to receive clearance to work with the Texas Law Enforcement Telecommunications System.
9. The Municipal Judge shall keep the City Council, City Secretary, and Clerk of the Court informed of issues related to the Municipal Court and shall execute their performance in cooperation with the City Secretary and Clerk of the Court, to the extent such cooperation does not impair the necessity of judicial independence and avoids the appearance of impropriety.
10. During this agreement, the Municipal Judge agrees to comply with all provisions of the code of Judicial Conduct, Section 30 of the Burleson City Charter, Chapter 26 of the Code of Ordinances of the City of Burleson, Section 30 of the Texas Government Code, and all other applicable laws pertaining to the operation of the Burleson Municipal Court of Record. In the event of a conflict between the terms of this Agreement and said Code, Charter, Statutes and laws, the terms of said Code, Charter, Statutes and

Exhibit A

Professional Services Agreement Presiding Municipal Judge

laws shall govern.

11. The Municipal Judge shall not take on representation of a client adverse to the City. The Municipal Judge shall also refrain from any activity or employment that might place the Municipal Judge in a position of conflict of interest with the Municipal Judge's duties for the City.
12. The Municipal Judge warrants he meets the minimum qualifications listed in Chapter 26 of the Code Ordinances of the City of Burleson. The Municipal Judge shall promptly notify the City if, during the term of this Agreement, the Municipal Judge no longer meets the minimum qualifications listed in Chapter 26 of the Code Ordinances of the City of Burleson.
13. The City Council may remove the Municipal Judge from office during their term pursuant to Section 30 of the City Charter and in accordance with the requirements of Section 30 of the Texas Government Code or its successor, as same may hereafter be amended.
14. By this Agreement, the City does not consent to litigation and expressly revokes any consent to litigation that it may have granted. Furthermore, nothing contained herein shall be construed so as to limit or waive the City's sovereign immunity.

In Witness Whereof, City has caused this agreement to be signed in its name by the Mayor of the City of Burleson and City corporate seal to be hereunto affixed and attested by its City Secretary, and the Municipal Judge has hereunto set their hand.

Signed:

J. Greg Coontz

Date

Signed:

Mayor, Chris Fletcher

(Seal)

Attest:

City Secretary, Amanda Campos

DEPARTMENT MEMO

DEPARTMENT: City Manager's Office
FROM: Tommy Ludwig, Deputy City Manager
MEETING: July 5, 2022

SUBJECT:

Consider approval of a professional services contract with Matrix Consulting Group for a staffing and facility assessment for the Burleson Police Department in the amount not to exceed \$109,900 (*Staff Presenter: Tommy Ludwig, Deputy City Manager*)

SUMMARY:

On June 20, 2022 staff and council discussed the proposal with Matrix Consulting.

The following elements have been included in the Matrix proposal:

- Evaluation of current and future staffing needs, and verification that core services are keeping pace with current and anticipated service demands, based on existing population and projected growth.
- Evaluation of management procedures, including training, retention, and recruitment practices, and organizational structure to ensure they align with industry standards, and that community expectations are met.
- Evaluation of the space needs of the proposed facility expansion, and determination if substation facilities are needed, based on current and anticipated service demands.
- Evaluation of the need, cost effectiveness, and feasibility of a city owned and operated holding facility.
- Evaluation of management policies and practices to ensure that community expectations are met.
- Evaluation of cost and benefits of a take home car program for officers.

The current agreement provides 180 days for the consultant to complete the assessment. Staff believes this timeline is consistent with the award and programming needs to be completed by the selected architectural firm for the police expansion.

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

June 20th City Council meeting

FISCAL IMPACT:

Budgeted: Y/N: Y

Fund Name: General Fund

Full Account #'s: 001-3011-421-32-06

Amount: \$109,900

Financial Considerations:

STAFF CONTACT:

Name:	Tommy Ludwig
Department:	City Manager's Office
Email:	tludwig@burlesontx.com
Phone:	817-426-9623



Burleson Police Department

Staffing, Best Practices, & Facility Analysis

July 5, 2022

Tommy Ludwig, Deputy City Manager

Item History

- At the June 2nd City Council Meeting, questions were regarding the need to possibly engage a third party consultant to:
 - Review and verify that the Department's staffing model align with best practices
 - Review and verify the spacing needs associated with the proposed headquarters expansion
 - Review substation feasibility
- On June 20th, the City Council directed staff to place an item on a future agenda to authorize such an analysis

Proposal

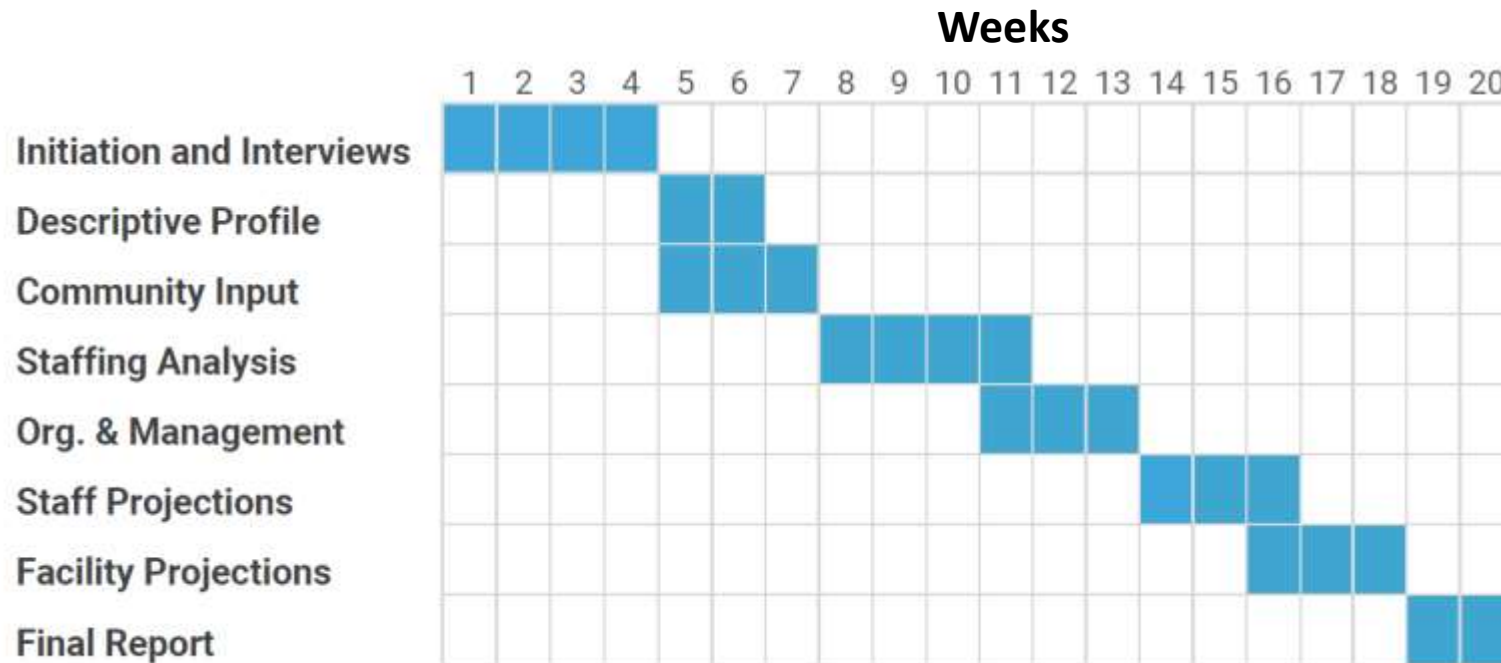
- Staff recommends to utilize Matrix Consulting Group for the proposed scope of work
- Matrix specializes specifically in local government analysis, and has worked with over 400 police departments nationally
- Their areas of expertise include
 - Staffing
 - Deployment
 - Scheduling
 - Resource and management planning
 - Best practices implementation

Scope of Work

- The proposal from Matrix includes the following elements:
 - Evaluation of current and future staffing needs, and verification that core services are keeping pace with current and anticipated service demands, based on existing population and projected growth
 - Evaluation of management, retention, and recruitment practices, and organizational structure to ensure they align with industry standards, and that community expectations are met
 - Evaluation of the space needs of the proposed facility expansion, and determination if substation facilities are needed, based on current and anticipated service demands
 - Evaluation of the need, cost effectiveness, and feasibility of a city owned and operated holding facility
 - Evaluation of the need for future specialized vehicles and equipment
 - Evaluation of the feasibility and cost benefit analysis of a take home vehicle program for officers

Cost and Timeline

- The cost associated with the proposed scope of work is \$109,900
- Estimated timeline to complete the analysis is approximately 5 months



Questions / Comments

AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO BURLESON, TEXAS

Matrix Consulting Group

THIS AGREEMENT, entered into this 5th day of July, 2022, and effective immediately by and between Matrix Consulting Group (hereinafter called the "CONSULTANT" and the City of Burleson, Texas, a home-rule municipal corporation (hereinafter called "**CITY**"), WITNESSETH THAT,

WHEREAS, CITY desires to engage the CONSULTANT to Conduct a Police Department Staffing and Facility Study.

NOW, THEREFORE, the parties hereto mutually agree as follows:

- (1) **Employment of Consultant.** CITY agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services described in CONSULTANT'S Proposal dated June 23, 2022, attached hereto and incorporated herein by reference as Attachment A.
- (2) **Time of Performance.** All services to be performed hereunder by the CONSULTANT shall be completed within 180 days of the project start date unless this Agreement is terminated earlier as provided for herein.
- (3) **Compensation.** The CITY agrees to pay the CONSULTANT a sum not to exceed one hundred nine thousand and nine hundred dollars (\$109,900.00). CONSULTANT agrees to complete the project and all services provided herein for said sum.
- (4) **Method of Payment.** The CONSULTANT shall bill monthly for hours completed to date as described in CONSULTANT'S Price Proposal. Total payments shall not exceed the amount shown in (3), Compensation, above. CITY shall pay invoices within thirty (30) days of receipt.
- (5) **Changes.** CITY may, from time to time require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between CITY and the CONSULTANT, shall be incorporated in a written amendment to this Agreement that is signed by both parties.
- (6) **Services and Materials to be Furnished by CITY.** CITY shall furnish the CONSULTANT with all available necessary, non-confidential information, data, and material pertinent to the execution of this Agreement. CITY shall cooperate

with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.

- (7) **Termination of Agreement.** CITY may, in its sole discretion, terminate this Agreement at any time during the term hereof, for convenience and without cause. CITY shall exercise its option to terminate by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event of termination due to convenience, CITY shall pay CONSULTANT for all undisputed fees and expenses related to the services CITY has received or CONSULTANT has delivered, prior to the effective date of termination.
- (8) **Records and Inspections.** CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one (1) year after the completion of the project. CITY shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities.
- (9) **Completeness of Contract.** This "Agreement to Provide Professional Consulting Services to Burleson, Texas", the "Governmental Contract and Purchasing Rider for Contracts with the City of Burleson, Texas", Attachment A contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
- (10) **Insurance.** Consultant agrees to maintain insurance during the term of this Agreement: for comprehensive general liability in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate; automobile liability insurance in the amount of \$1,000,000; workers' compensation insurance in the amount of \$1,000,000 and professional liability in the amount of \$2,000,000 per occurrence and \$3,000,000 in aggregate. CONSULTANT shall provide CITY with an insurance certificate which names the CITY as an additionally insured under the foregoing coverages.
- (11) **Assignability.** The parties hereby agree that Consultant may not assign, convey or transfer its interest, rights and duties in this Agreement without the prior written consent of CITY.
- (12) **Notices.** Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties by private courier (e.g., FedEx, UPS, etc.) or in the United States mail, postage paid, to the addresses noted below:

Brian Langley
City Manager
City of Burleson
141 W Renfro Street
Burleson, TX 76028

Richard P. Brady, President
Matrix Consulting Group
1650 S Amphlett Blvd., #213
San Mateo, CA 94402

- (13) **No Waiver of Governmental Immunity.** CONSULTANT expressly acknowledges CITY is a political subdivision of the State of Texas and nothing in the Agreement will be construed as a waiver or relinquishment by CITY of its right to claim such exemptions, privileges, and immunities as may be provided by law. Neither the execution of the Agreement by CITY nor any other conduct, action, or inaction of any representative of CITY relating to the Agreement constitutes or is intended to constitute a waiver of CITY's sovereign immunity to suit.
- (14) **Applicable Law; Venue.** This Agreement is subject to and governed by the laws of the State of Texas. Any disputes arising from or relating to this Agreement shall be resolved in a court of competent jurisdiction located in Johnson County, Texas, or the federal courts for the United States for the Northern District of Texas. The parties hereto irrevocably waive any right to object to the jurisdiction of such courts in any dispute arising from or relating to this Agreement.
- (15) **Savings Clause.** If a court of competent jurisdiction finds any provision of this Agreement illegal, ineffective or beyond contractual authority of either party, then the offending provision will be stricken and the remainder of the agreement between the parties will remain in effect.
- (16) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and may not be waived or modified except by a written agreement signed by the parties.

[Remainder of page intentionally left blank. Signature page to follow.]

IN WITNESS WHEREOF, CITY and the CONSULTANT have executed this agreement as of the date first written above.

CITY OF BURLESON

By: _____
Bryan Langley, City Manager

Date:

MATRIX CONSULTING GROUP

By: *Richard Brady*
Richard Brady, President

Date: 6-24-22

EXHIBIT "A"

Proposal to Conduct a Police Department Staffing and Facility Study

BURLESON, TEXAS

June 23, 2022



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June 23, 2022

Bryan Langley
City Manager
City of Burleson
141 W Renfro Street
Burleson, TX 76028

Dear Mr. Langley,

The Matrix Consulting Group is pleased to submit our revised proposal to conduct an Operational Staffing and Facility Study for the Burleson Police Department. We are comprised of highly experienced management consultants, specializing in law enforcement services. This proposal is based on conversations last week with you and the Police Chief, our background research on the City and its Police Department as well as our experience conducting comparable studies in Texas and around the country.

We have extensive experience with similar assessments for over 400 police departments in Texas and across the country (as well as in Canada). Our firm has assisted police and municipal managers with improving department management, organizational structure, staffing and operations. The following table provides a partial list of recent police studies:

Asheville, NC	Glendale, WI	Peoria, AZ
Austin, TX	Glenn Heights, TX	Raleigh, NC
Birmingham, AL	Kyle, TX	Sacramento, CA
Buda, TX	Lewisville, TX	Salt Lake City, UT
Columbia, MO	Los Angeles, CA	San Antonio, TX
Davenport, IA	Miami Beach, FL	San Francisco, CA
Denton, TX	Midwest City, OK	San Jose, CA
Elko, NV	O'Fallon, MO	Sunnyvale, TX
Fair Oaks Ranch, TX	Oshkosh, WI	Tacoma, WA
Fort Worth, TX	Ossining, NY	Travis County, TX

In addition, we are currently completing law enforcement studies for **Boerne, Cedar Hill and Texas City TX**, Madison and Milwaukee WI.

All staff for our proposed team are highly experienced, having conducted hundreds of

police service studies, including each of those listed above. Our highly qualified team includes:

- **Richard Brady**, with over 40 years of police analytical experience working with over 400 law enforcement agencies throughout the country and in Canada. He would be involved in every facet of the project.
- **Ian Brady**, a Vice President with 10 years of experience in law enforcement consulting; he leads our police consulting practice and has developed all of the firms deployment and staffing models.
- **Devon Clunis**, a Senior Manager with over 30 years of experience as a consultant and transformational police professional, including chief in Winnipeg (MB) and recent head of Ontario's Inspectorate of Policing.
- **John Scruggs**, a Manager, and former Portland Police Bureau senior manager, has over 26 years of law enforcement experience. He co-authored legislation on body worn cameras in Oregon.
- **Kelli Sheffer**, a Manager, has 30 years of law enforcement experience. She has served in all facets of law enforcement, both in civilian and sworn roles.
- **Aaron Baggarly**, a Senior Manager who works in our public safety services practice and focuses on resource and facility needs.
- **Ryan Peterson**, a Consultant, specializes in GIS capabilities and has over five years of experience in conducting geospatial analysis for local governments.

We appreciate the opportunity to submit this proposal on this important project for the City. If you have any questions, please do not hesitate to contact me by phone at 650.858.0507 or by email at rbrady@matrixcog.net.

Richard P. Brady

President
Matrix Consulting Group

2 Project Understanding and Approach

In this section of the proposal is provided our work approach for this study.

1. Summary of Our Approach to Conducting Studies on Policing

Our firm's reputation is based on providing detailed analysis through extensive data collection, input, and interaction with our clients. The cornerstone of our philosophy in conducting organization and management studies is summarized in the following points:

- **A principal of the firm is always involved on each project.** For this project, we would commit the President of the firm as Project Executive and a Vice President as Project Manager. We have also assigned several of our Senior Managers.
- **We approach our projects with a firm grounding in formal analytical methodologies.** All impacts are identified and analyzed in detail to ensure that recommendations are implemented and our clients (and the public they serve) can understand the reasons for recommended changes. This is achieved by:
 - Use of proven project management techniques.
 - Input from staff through interviews and surveys.
 - Detailed data collection and analysis derived from primary sources.
 - Extensive internal reviews of facts, conclusions, and recommendations.
 - Detailed implementation plans.
- **We have developed strong project management techniques** to ensure that the study progresses on schedule at the desired level of quality:
 - Our team would be led by the President and Vice President who lead our police consulting practice.
 - All project work activities are defined in advance and tied to each project team member, deliverables, the schedule and the budget.
 - The project manager develops general and project specific data collection plans and interview guides for all our staff.
 - Project team and client expectations and results are managed on a continual basis by utilizing formal project schedules and reporting.
 - The project manager designs and personally reviews all work products.

- We will establish progress meetings to review interim deliverables and findings as they are developed. This approach to collaboration will ensure no surprises and provide multiple opportunities for input.

These project management approaches have resulted in all our projects being delivered at a high level of quality, on time and on budget. We are known for the depth and insight of our analysis and our client responsiveness.

2. Background to and Scope of Work for the Study

The City of Burleson has requested a study of its Police Department to ensure core services are keeping pace with growth, and to adjust staffing to match service demands. The City is seeking a neutral and experienced perspective from a third-party consultant, whose analysis will identify recommendations based on core services, yet allowing or potential options for efficient service delivery.

The context for this study is also very relevant. The City recently bonded for the development of new police facilities. A previous space study underscored the need for such new facilities and provided an estimate of the amount of space needed and the costs.

Finally, law enforcement today needs to demonstrate to the communities that they support that they meet more holistic goals of effectiveness, whether based on “21st Century Policing” goals or emerging best practices. This includes policies, training, recruitment and retention, supervision and leadership.

Key outcomes associated with this study include:

- Evaluating current and future staffing needs, including the tools needed for that future analysis.
- Evaluating management policies and practices to ensure that community expectations are met.
- Evaluating the space needs for new police facilities, including its administrative headquarters and the potential for a substation.
- Evaluate options of building a jail as part of a new police facility or regional options for the City’s booking facility. Currently, the City uses Mansfield’s jail.
- Evaluation of the costs and benefits of a take home car program for officers.

In today’s environment, the expectations of the public are critical, their voices should be heard. We are proposing a community input process including two (2) focus group meetings.

3. Project Task Plan

The following task plan outlines our plan to conduct the study, including each interim deliverable leading to the final report.

Task 1 | Project Kickoff and Interviews

In order to conduct the study of the Burleson Police Department, the project team will first develop an initial understanding of the department and its service environment, as well as seek input on existing service levels and potential issues from department managers and key stakeholders. This task allows for an opportunity to learn about the unique characteristics, policing programs, and services provided by the department. This process includes the following elements:

- Conduct interviews with the chief, command staff, the City Manager and elected officials in order to obtain their views on police service issues and improvement opportunities, as well to confirm the goals and objectives of the study.
- Conduct a kickoff meeting with the project review committee, including a review of project objectives, approach, interim deliverables, and schedule.
- Conduct additional one-on-one interviews with Burleson Police Department personnel in order to develop our understanding of the agency's organization, unique characteristics, service levels, and issues.
- Augment employee interviews with an anonymous employee survey for everyone to provide input to the study at its outset.
- Interview contacts within the department to start the data collection process in that area and identify other key contacts within the organization.
- Conduct interviews with other internal (City) stakeholders and external ones (community leaders).
- Contact Mansfield and other neighboring cities for potential interest in a new regional jail facility.

These initial interviews will focus on determining individual attitudes toward current law enforcement services and organizational considerations, including the following topics:

- Adequacy of existing service levels.
- Management systems.
- Responsiveness to community priorities and other service needs.
- Resource constraints and contributing factors.

- Potential for long-term changes and development.

The project team will also begin to collect various documents, including departmental goals, vision, and objectives statements, as well as other organizational materials and budgetary documents. We will also review the facility planning work done to date.

TASK RESULT

Based on the results of these interviews and initial data collection, the project team will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also summarize the results of the employee survey once that process is complete.

Task 2 | Descriptive Profile of the Police Department

The project team will document its initial understanding of the department, its service levels, staffing, and service environment in a descriptive profile of the Burleson Police Department. The profile will also present workload data, preliminary analysis, organizational charts, salaries and compensation, deployment schedules, and a summary of key characteristics and dynamics of the community.

A primary aim of developing the descriptive is to provide a foundation for subsequent analysis by ensuring the accuracy of our assumptions and understanding of key details.

For each divisions and unit within the department, the descriptive profile will detail

- Current (filled) and authorized staffing levels by classification.
- Key responsibilities and duties for each unit, command staff, and unique role within the department, including all administrative and support units.
- Organizational structures and reporting relationships.
- Deployment structures of field services, including for patrol:
 - Detailed visualization and tables showing the current shift schedule, including personnel assigned to each, start times, and workday rotations.
 - Areas of geographic responsibility.
- For investigative units, total caseloads, a description of case management practices, and case assignment processes.
- For administrative and support functions, workloads and service levels, technology in use, allocation of collateral roles, and division of responsibility between the City and the Department.

- In this task we will also document the facility size, functional allocation of space, and issues, including the booking facility in use.
- Document the use and costs of booking arrestees in the Mansfield jail, including trends in bookings, average daily stays, and costs.

The draft document will be reviewed with the project team, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial observations and findings, coordinate any remaining data collection needs, and discuss the next steps of the project.

TASK RESULT

A descriptive profile will be created, detailing the staffing, workload levels, and deployment schedules of the department, as well as any key characteristics of the service environment.

Task 3 | Community Input

The past two years have shown that the community wants its voice heard directly. This study is a critical component in providing a forum for the consultants to hear feedback from the public and employees and develop constructive strategies around this feedback.

In this task, the project team will hold two (2) community meetings and develop a statistically valid survey of the community. Our proposed approach to these is described below.

Legitimacy and Trust:

What does the community expect when calling the department for assistance? Do they expect the officer(s) to be courteous and respectful? Do they feel safe doing so?

Engagement and Communication

Does the community feel that the BPD is transparent in investigations, including officer-involved shootings? Do sufficient avenues exist for the community to express its concerns?

Community Priorities

What public safety priorities does the community want the department to focus on? Are the issues the Police Department focuses on aligned with the community's priorities?

The focus group meetings could either be in person or virtual, depending on the public health situation at the time (or both). The City would promote these meetings on its social media platforms and website.

TASK RESULT

The project team will gather community input to better understand their views on Police Department services and issues. We will summarize this input.

Task 4 | Analysis of Workloads and Staffing

The project team will develop a comprehensive analysis of staffing needs for every function of the department, as well as strategies achieving the best use of existing resources. While different analytical factors and processes are used to determine staffing needs for each function, the project team will examine strategies for deploying, allocating, and managing the operations of personnel around a number of key considerations:

For every function, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management, such as:

- Key workload drivers and processes for administrative and support functions.
- Are spans of control within targeted ranges for individual functions?
- Are controls for overtime usage adequate, and what are the key drivers of overtime by type (e.g., to backfill, staff special events, etc.)?

The following subsections provide examples of how we look at several key functions within the Department.

(1) Patrol Workload, Proactivity, and Staffing

Analysis of community-generated calls for service using computer aided dispatch data is central to this effort. project team will determine current service levels through:

- Analysis of patrol workload, including at the following levels:
 - Calls for service by hour and weekday, month, area, priority level.
 - Response and travel times by priority level and call classification.
 - Total spent handling calls by primary and backup units by time and area.
 - Factors and assumptions for other workload factors, such as report writing.
- Patrol self-initiated activities and community engagement strategies, including:

- Self-Initiated activities by hour and weekday.
- Trends in types and frequency in which self-initiated activities are generated.
- Relationship between uncommitted time and officer-generated activity.
- Analyze jail transport and booking times currently incurred.
- Determine patrol staffing needs, both overall and at the level of each patrol division and shift, based on workloads and targets for proactivity.
- Evaluate the current shift schedule from the perspectives of how well deployments in time match variations in daily workloads as well as the ‘desirability’ of the shift in terms of officers’ quality of life.
- The project team will analyze issues associated with the geographic deployment structure, including whether it is able to equalize workloads and proactive capabilities and meet minimum service level objectives.
- Analyze patrol supervisory staffing needs based on span of control and the impact of the administrative workloads handled by sergeants and ability to be in the field.
- This study needs to explore the need for and options for delivering services in an alternative manner. These efforts could include critical mental health response in partnership with other service providers as well as responses to very low priority calls by civilian paraprofessionals.

The following pages provide examples of the firm’s approaches to analyzing crime, calls for service, and patrol proactivity/unallocated time

Analysis of Patrol Proactive Capabilities at Specific Times

Analysis of patrol proactivity (or % of uncommitted time) at a detailed level is able to show whether the strategies for deploying resources are able to most efficiently provide resources against workload levels as they vary throughout the day and week:

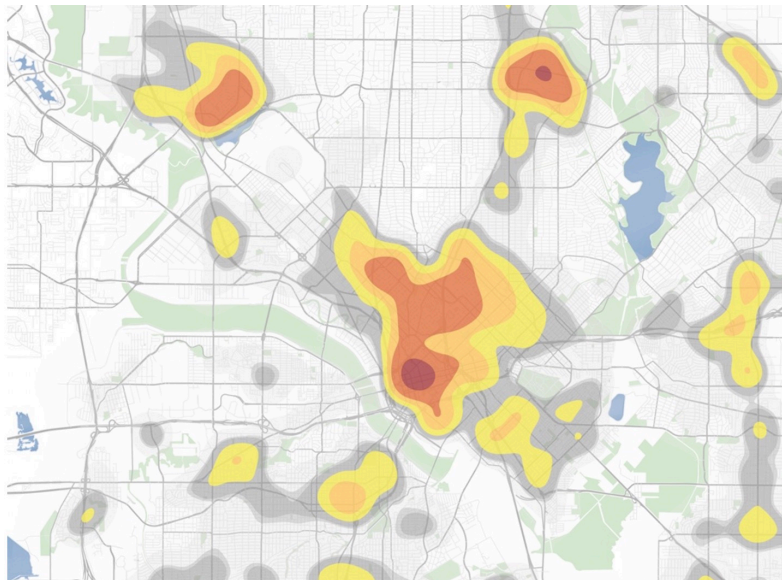
Time	# Units	S	M	T	W	Th	F	Sa	Overall
2am-6am	31 . 4	15%	59%	55%	58%	57%	46%	26%	45%
6am-10am	37 . 0	57%	47%	46%	46%	49%	47%	52%	48%
10am-2pm	38 . 9	19%	-1%	3%	5%	5%	1%	8%	6%
2pm-6pm	73 . 6	46%	38%	36%	34%	33%	37%	41%	43%
6pm-10pm	52 . 3	15%	8%	14%	10%	14%	7%	17%	16%
10pm-2am	53 . 6	8%	35%	29%	37%	34%	28%	9%	35%
Overall	47 . 8	32%	33%	33%	34%	34%	30%	30%	32%

Incident/Crime Occurrence Trends

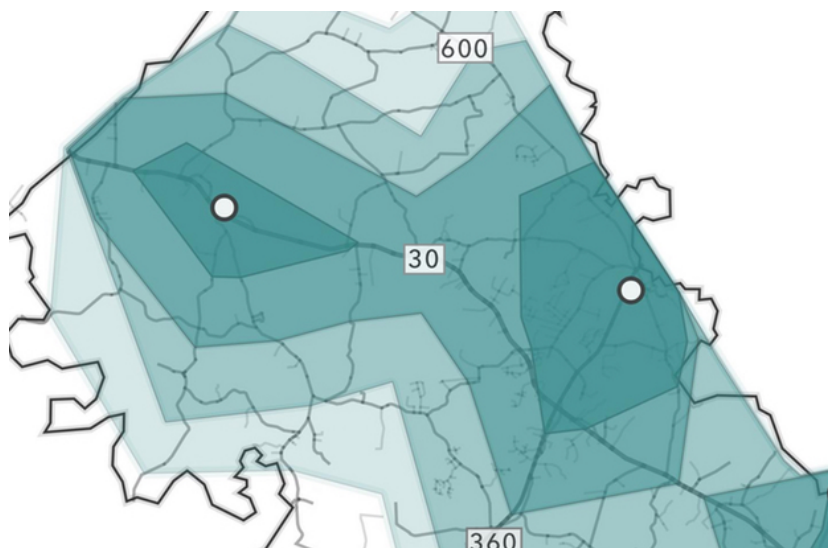
Analysis of when specific incident types and crimes occur provides insight on whether the right types of resources are deployed at certain times of the day:

Incident Type	# CFS	Time	12a	4a	8a	12p	4p	8p
INFO/DETAIL	12,966	39.7						
DISTURBANCE	8,986	35.6						
SUSPICIOUS PERSON	5,620	34.8						
WATCHORDER	3,819	25.1						
ALARM/AUDIBLE	3,719	25.0						
PHONE REPORT CALL	3,297	20.2						
THEFT	3,132	55.6						
ACCIDENT	2,986	76.8						
ASSAULT/BATTERY	1,423	67.9						
ACCIDENT/INJURY	792	86.9						
All Other Types	9,901	69.3						
Total	56,641	44.9						

Response Time and Capabilities



Identification of call hotspots to determine emerging service needs



Response time analysis for emergency incidents

(2) Investigations

The analysis of investigations workload and staffing needs incorporates input received from the interviews conducted with supervisors and line level detectives, comprehensive collection of data to examine caseloads and associated workloads, as well as a review of participation in specialized regional task forces. Through this process, the project team will develop an analysis of staffing needs for all investigative functions, including review of the following:

- Case assignment and screening.
- Management of versus inactive cases.
- Average workloads by detective in each investigative unit.
- Coordination with patrol and records.
- Average time from initial report, assignment of the case, and start of work.
- Solvability factors and work priority management.
- Division of case types by unit – are investigations too generalized or specialized given workloads, service levels, and investigative outcomes?

(3) Administrative and Support Functional Areas

Examples of other administrative and operational support functions in the Department that would be evaluated include:

In **professional standards / internal affairs**, evaluation of the transparency of the process, how the investigations of complaints is expedited.

In **records and support services**, the analysis will focus on hours of coverage, scheduling, and technology.

In **recruitment and training**, how does the BPD identify strong candidates to reflect not only technical abilities but also ethical and engagement needs with the community? How does training in the academy and annual in-service training reinforce this?

In **property and evidence**, are processes consistent with best practices (e.g., managing the chain of custody, audits, purging, etc.), are the facilities and access to them secure, what technology is in place?

TASK RESULT

The project team will develop an interim deliverable report that provides a comprehensive analysis of the workload and staffing needs of each unit in the department.

Task 5 | Review Departmental Organization and Management

The project team would evaluate departmental organizational structure and management systems with special emphasis on the elements described below.

- The Department's organization would be evaluated in terms of:
 - Gaps and duplication in responsibility
 - Rank structure
 - Spans of control
 - Functional alignments
 - Opportunities to civilianize administrative functions or their supervision.
- The Department's management would be evaluated in terms of how they compare to 'best' or 'emerging' practices in the following areas:
 - Policies and procedures, for example policies relating to use of force.
 - Training of new recruits, field training, and in service training.
 - Community engagement and programming, for example, for youth.
 - Personnel management, including labor relations.
- As part of this task, the project team will examine the need for expanded operations management and specialized equipment such as command and SWAT vehicles.

In addition to these organizational considerations, are services and functionality considered from a shared service perspective wither internally (i.e., within the City) or externally (i.e., other police departments in the region).

TASK RESULT

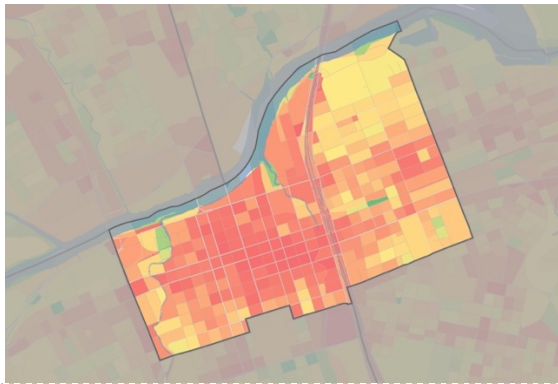
The analysis of the Department's organizational structure and management systems would be developed and reviewed. Special operations vehicle needs will also be evaluated.

Task 6 | Police Department Staffing Projections for the Next 20 Years

The unique factors of a community shape the service environment that public safety personnel operate in. The modeling system we have developed to determine the impacts of development and growth on police service demands is the combined product of using advanced technical capabilities and our experience in working with local government clients.

Key aspects of the model employed to create an accurate and defensive model for planning service and personnel needs include the following:

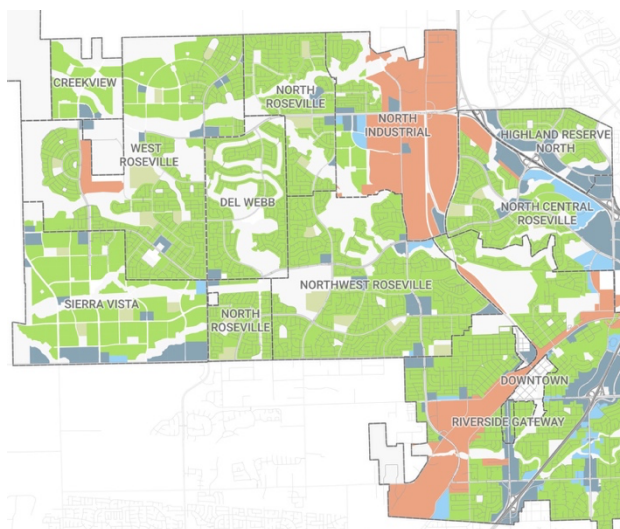
Illustrative Factors Considered to Project Future Staffing Needs



Geographic Analysis of Service Needs

In order to model the effects of the anticipated growth in Burleson, it is critical to understand the rates at which existing and similar developments generate workloads and other public safety service needs.

Our analysis will utilize a GIS approach to examine geospatial trends in service demand.

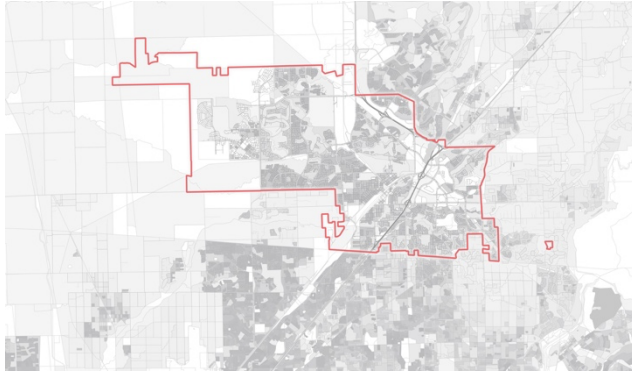


Land Use and Redevelopment

Different types of residential, commercial, and industrial zoning spaces have unique impacts on public safety service needs.

We will meet with planners to understand how land is used currently, as well as the configurations of any anticipated development and redevelopment, in order to accurately model how these needs will evolve.

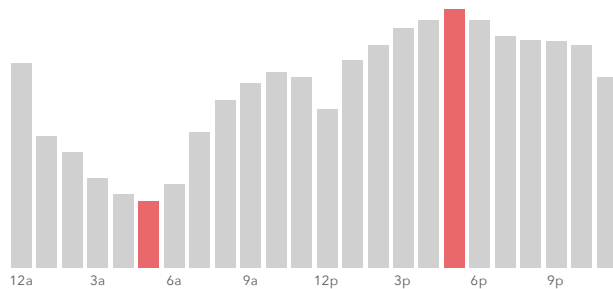
The data collected from the City's Community Development Department and other resources (e.g., from Deschutes County) will form the basis of our GIS model of how police service needs will evolve over the projection timeframe.



Regional Interactions

Understanding the context of the community within its surrounding region is essential to forecasting its planning needs.

This includes developing an understanding of factors such as the daytime working population and effects on field resource demands.



Workload-Based Projections

Rather than base projections for future staffing and operational needs on a simple ratio such as officers per capita, our analysis builds staffing needs from how workload is changing – whether driven by calls for service, investigative cases, or reports and administrative workloads for staff.

Data collected for the analysis of projected service and personnel needs includes:

- CAD data (up to the past three years if current CAD system has been in place for that timeframe)
- Supporting information for CAD analysis (e.g., unit code and incident type lists, patrol schedules, incident report totals, arrest and booking totals)
- UCR/NIBRS (up to the past three years; including location coordinates if data systems allow)
- Planning and land use GIS shapefiles (preferably including information such as commercial space, housing unit counts, and other key data)
- Information on planned developments, including expected timeframes for completion when possible

The project team will collect other publicly available data used for the analysis, such as road networks, census data, and geographical features.

The results of the operational service needs and staffing projections will be developed into an interim deliverable that provides comprehensive projections for service and staffing needs for each police function.

For the jail, this task will result in projections of bookings to be used in the next task on the feasibility of constructing a new municipal or regional jail. However, regional planning would be contacted for regional population projection estimates.

TASK RESULT

The analysis will result in an interim deliverable that comprehensively projects police operational service and staffing needs over the next 20 years.

Task 7 | Forecast Spatial Needs for the Next 20 Years, Including an Analysis of the Feasibility of Operating a Municipal or Regional Jail.

The project team will work with the Police Department and City staff, and based on the analysis in the previous tasks, to develop future staffing needs and projections regarding operational space needs to accommodate future operations. To set the stage for this analysis, the project team will review the space planning work conducted to date.

Police Facilities

The first step in projecting space needs is to evaluate current space allocations. Determining current space allocation is critical, especially as it relates to if current operations need more (or less) space. Furthermore, the project team will develop space ratio per staff member based on operation type (e.g. 200 square feet per employee for mid managers).

The current ratio of space allocation per staff will be compared to space standards the project team has composed from various sources including the General Services Administration, International Chiefs of Police, and our experience.

The project team will develop space standards that are applied specifically to each function. This includes both workspace, storage, and shared areas such as conference rooms, lobbies, lockers, evidence, training, briefing and report writing areas, public counters, etc. Space standards will be applied to projected staffing needs to determine corresponding future space needs.

The impact of additional police officers and potential interest in regionalization relating to training, including a range, will receive special attention.

Finally, in the future, a remote facility or a substation may be required. The study will evaluate these options and provide guidance on the best approach – for example, major facility or community contact point; built or leased.

Our holistic approach to projecting space needs builds on the foundation of staffing needs and current operational approaches. Current and future operational approaches should drive future space needs and facility design. Some functions are performed more efficiently when in close proximity to other functions (both for staff and customers). As such, the need for functions to be in close proximity to other functions will also be considered when evaluating future spatial allocations and needs.

Jail Feasibility

Since Burleson currently contracts with the City of Mansfield to book and temporarily house its arrestees, the project team will develop an assessment of the feasibility of a City-operated facility on its own or in conjunction with a neighboring city or cities. The feasibility will be developed through the following approaches:

- Examine historical trends in bookings and project these consistent with expected changes in population described in Task 5. For a regional jail this would be accomplished for likely participants too.
- For the volume of anticipated arrestees in the planning period for both the City and any regional partners, the number of beds need to house average daily and average peak jail population levels.
- Develop a space plan that includes bed space needed for 20 years, based on Texas standards for a short term holding facility for general holding cells, booking and release space, storage, etc.
- Develop a staffing plan around this facility, plus supervisory, management and administrative functions. For line staff, develop an estimate of total staff required based on shift requirements and net availability.
- Based on regional compensation patterns for jailer classifications and calculate the costs of this.
- Estimate the costs of administration and support for the jail, including the indirect costs for the City for finance, human resources, risk management and liability, food, etc.
- For a regional option provide options for cost allocation.

The results of this will allow the City to compare costs of municipal or regional jail operations to the current approach. The analysis will include the advantages and disadvantages of the alternatives including the impacts of added liability.

TASK RESULT

Space projections will be provided in 5-year increments for each Police Department function; the results of the jail feasibility assessment including summary advantages and disadvantages of the alternatives.

Task 8 | Evaluate the Costs and Benefits of a Take Home Car Program

The City and the Department have an interest in examining the viability of a take home car program. In a police environment, vehicles are taken home for one or both of the following reasons – it is a vehicle assigned as part of a benefits package, or the vehicle is assigned due to an on-call or emergency response requirement. As police recruitment and retention become more difficult, take-home vehicles can be a valuable tool to attract and keep talent. There is a cost associated with this that the City needs also to be aware of and this, too, will be a focus of this assessment.

We have assisted several municipal organizations develop and refine take home car policies. A thorough review of the following is essential in order to recommend a policy and program for the City:

- Meet with the City on the background and interest in a more comprehensive take home car program, including the extent to which other cities in the Metroplex have implemented such a program.
- Review existing take home car policies and adherence to the policy as that relates to special assignments.
- Compile a list of current take home cars and the distances travelled annually.
- If other cities in the Metroplex have a take home car program, contact them on the results in terms of costs and employee recruitment and retention. Also review their take home car policies.
- Calculate the costs associated with adopting to a more comprehensive take home car model. The costs include different operating costs (maintenance and fuel) as well as capital costs associated with purchasing more vehicles with a longer ownership period.

- Examine non-financial costs and benefits and policy changes needed to accommodate the new model (e.g., personal use, driving outside of the City, etc.).

TASK RESULT

The project team will develop an analysis of costs and benefits of a comprehensive take home car program. This task will also make recommendations on key policies, if enacted.

Task 9 | Final Report

Following the staffing and organizational analysis, the project team will develop the draft final report. The report includes a comprehensive analysis of all items in the scope of work, along with timelines, impacts, and targets for implementing changes. It is comprised of the following:

- An **executive summary**, which includes an overview of the process used to conduct the study, key results, and a comprehensive list of all recommendations made in the report.
- Analysis of **staffing resources, operations, and deployment** for all police department functions, which includes:
 - Detailed analysis of current patrol workload, and staffing needs
 - Shift configuration and assignment optimization and alternatives.
 - The effectiveness and depth of approaches to alternative service.
 - Investigative workloads, specialization, and case management practices.
 - Support staffing, functionality, and organizational needs for every function.
- **Evaluation of organizational structure and management** including recommendations to address meeting any gaps between current approaches in policies, training, etc., and 'best' or 'emerging' practices.
- **Staffing projections and tools** to be utilized in the future by the Department and the City to determine staffing needs as workloads and service levels change.
- **Facility needs and projections over** the next 20 years to plan for needed amounts of space and the quality needed for efficient operations.
- **Jail feasibility assessment** compared to the existing approach and also including local only and regional options.

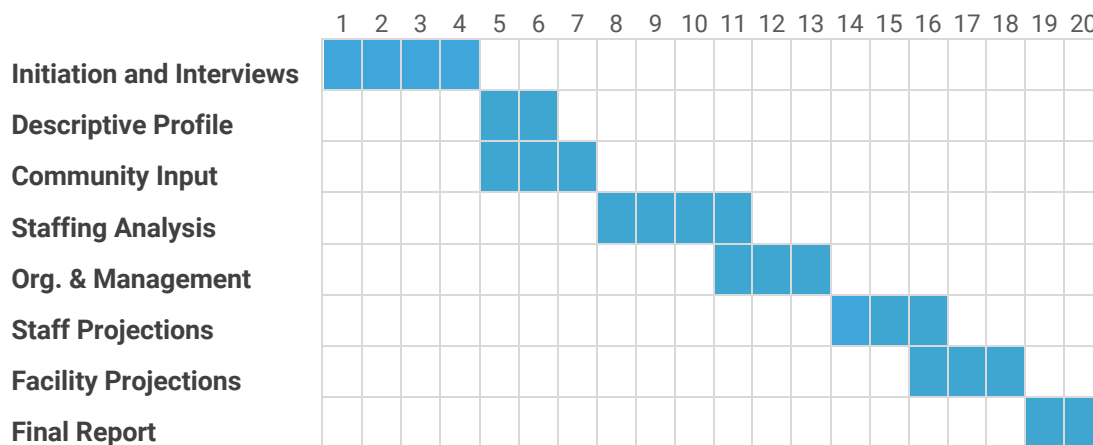
Following completion of the draft final report, the document will be reviewed with the project committee, and revisions will be made thereafter. Upon finalization of the report, the project team will be available to present the results of the study to the Burleson City Council and police department leadership – either virtually or in person, depending on the status of current health orders.

TASK RESULT

The project team will complete a draft report, which will be reviewed with the City. After revisions and modifications have been made, the project team will be available as to present the final report to the City Council.

4. Project Schedule

The schedule to complete the study would be 20 weeks. This schedule is shown below:



3 Project Team

Our police consulting team is an ensemble – we work together as one team on most of our projects. This is a choice of our firm – to develop and utilize a stable team of consultants on all of our projects. This has a major advantage over teams that are constructed on a per project basis – consistency in analysis, depth, and customer service.

Our proposed project Manager, Ian Brady, is a Vice President of the firm and leads our Police consulting practice. He is based in Portland, OR. He and all proposed staff are committed to the project and are available for its duration.

The following table provides abbreviated experience summaries for the proposed project team. Complete resumes are in the Appendix section of this proposal.

Richard Brady

President,
Project Executive

Mr. Brady has been providing management consulting services to municipalities for 40 years across all governmental functions, including over 300 law enforcement department clients, conducting costs and financial analysis, staffing, organizational and operational assessments, organizational structure reviews, feasibility studies, technology and equipment reviews, and performance audits.

His Texas police consulting experience includes assessments for Arlington, Austin, Denton, El Paso, Fort Worth, Grand Prairie, Lewisville, San Antonio, Terrell, Texarkana, and Travis County. Additional recent projects are listed in his resume.

He has a PhD from Oxford University and a BA from Cal State, Hayward.

Ian Brady

Vice President
Project Manager and
Lead on Patrol and
Projections

Ian Brady is a Vice President with the Matrix Consulting Group in our Police Services Practice. He has over 8 years of consulting experience during which time he has worked with over 100 law enforcement agencies. Mr. Brady develops the firm's staffing, scheduling, and statistical models.

He recently was a lead consultant on police staffing studies in Texas for Austin, Denton, Lewisville, Fort Worth, Glenn Heights, and Travis County (TX). Additional studies are provided in his accompanying resume.

He received his BA in Politics from Willamette University.

Devon Clunis

Senior Manager

Project Analyst on
Community
Engagement

Devon Clunis is a highly regarded policing professional with 35 years of combined policing and consulting experience. Mr. Clunis is recognized internationally as a thought leader in advancing policing excellence through a collaborative, community-centered approach.

Mr. Clunis served 29 years with The Winnipeg Police Service in Manitoba, Canada, retiring as Chief of Police in 2016. Most recently, he undertook the role of Inspector General of Policing in Ontario, overseeing the establishment of The Inspectorate of Policing in Canada's largest province, overseeing 45 police agencies and their corresponding Civilian Police Boards.

John Scruggs

Senior Manager

Project Analyst on
Investigations

John Scruggs is a Senior Manager with the Matrix Consulting Group. He has a strong background in law enforcement, including having previously served as a Captain for the Portland Police Bureau. He has served in all facets of law enforcement during his 26-year career.

Mr. Scruggs was a member of our police department study teams in Texas for Denton, Lewisville, Fort Worth, Glenn Heights, Sunnyvale and Travis County. Recently, he also served Lower Saucon Township by acting as their interim police chief and assisted them in a recruitment for a permanent one.

Mr. Scruggs has a BA and MPA degrees from Portland State University.

Kelli Sheffer

Manager

Project Analyst on
Administration

Kelli Sheffer is a consultant with Matrix Consulting Group and has over 30 years over years of law enforcement experience both as a civilian and sworn member in the Portland Police Bureau. She most recently served as a Patrol Division Commander overseeing 185 personnel. She has experience any every facet of police operations including personnel, investigations, traffic, K9, Emergency Management, PIO, Critical Incident Commander, Training and has served as a Crisis Negotiation Team Leader.

Kelli has additional in-depth experience in recruiting, the background process and employee discipline. She developed a use of force investigation and tracking protocol and has been active with several community outreach programs.

Aaron Baggarly
Senior ManagerProject Analyst on
Facility Planning

Aaron Baggarly is a Senior Manager with the Matrix Consulting Group.

Mr. Baggarly has worked on over 100 local government studies including over 40 public safety related studies and was a member of our recent police department study teams for Anoka, Hennepin and Ramsay counties (MN), Kansas City (MO), and Kansas City / Wyandotte County (KS), Yarmouth (MA), Kyle and Lewisville (TX) Buckeye (AZ), and Lynnwood and Puyallup (WA).

Mr. Baggarly received a BS from Appalachian State University in Community and Regional Planning, minor in GIS; 2007

Ryan Peterson
Consultant

Data Analyst

Ryan Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics. He is based in Portland. He has over five years of experience in conducting geospatial analysis for local and regional governments, having previously worked for Portland and Beaverton.

Mr. Peterson has recently worked on police analytical projects for Los Angeles, Sacramento, San Francisco and West Sacramento (CA), Tigard (OR); Tacoma and Monroe (WA), Rockford (IL), Peoria (AZ), Mequon and Oshkosh (WI), Davenport (IA), Miami Beach and Orange County (FL).

He holds a BS in Geography/GIS from University of Oregon, as well as a GIS Graduate Certificate from Portland State University, and a certificate in programming from the Epicodus School.

4 Firm Qualifications

In this section of the proposal is provided a summary of our firm's experience and qualifications to conduct this study for the Burleson Police Department.

1. The Matrix Consulting Group

The Matrix Consulting Group was formed by senior consultants who created it in order to pursue a service in which the senior people actually do the work. Our only business focus is the provision of organization and management analytical services to local government. Our firm's history and composition are summarized below:

- We were founded in 2002. However, the principals and senior staff of our firm have worked together in this and other consulting organizations *as one team* for between 10 and 40 years.
- Our *only* market and service focus is management, staffing and operations analysis of local government. We are a full service that includes a combination of career public officials and consultants.
- While we provide a variety of services to local government our most significant service area is law services. The Matrix Consulting Group project team has conducted studies of more than 400 law enforcement agencies throughout the United States, including many recent studies in Texas.
- We are a national firm, headquartered in California with additional offices in the Dallas Metroplex, Portland (OR), St. Louis area, and Charlotte (NC).

We are proud of our track record in providing analytical assistance to local governments in general, and to police departments specifically.

2. Law Enforcement Experience

The Matrix Consulting Group has conducted over 400 police services studies in Texas and elsewhere throughout the country. Our services in police consulting are varied:

- Organization and staffing
- Deployment and scheduling
- Resource and management planning
- Implementation of 21st Century Policing concepts

Our experience includes the following illustrative agencies:

Asheville, NC	Glendale, WI	Peoria, AZ
Austin, TX	Glenn Heights, TX	Raleigh, NC
Birmingham, AL	Kyle, TX	Sacramento, CA
Buda, TX	Lewisville, TX	Salt Lake City, UT
Columbia, MO	Los Angeles, CA	San Antonio, TX
Davenport, IA	Miami Beach, FL	San Francisco, CA
Denton, TX	Midwest City, OK	San Jose, CA
Elko, NV	O'Fallon, MO	Sunnyvale, TX
Fair Oaks Ranch, TX	Oshkosh, WI	Tacoma, WA
Fort Worth, TX	Ossining, NY	Travis County, TX

In addition, we are currently completing law enforcement studies for **Boerne, Cedar Hill and Texas City TX**, Madison and Milwaukee WI.

3. References

We are providing references for five recent clients. We would be glad to provide additional references from any client in our history.

Denton, Texas

Police Department Staffing

Frank Dixon
Police Chief
(940) 349-8181
frank.dixon@cityofdenton.com

In this recently completed project, Matrix just developed a staffing and deployment plan for current needs as well as to meet the growing and changing demands of the City. Handling current and projected workloads also justified greater use of alternative response techniques, including civilian response, telephone and internet reporting.

Detectives were significantly understaffed too, resulting in high levels of cases deferred for investigation. However, case management approaches needed to be strengthened. Other recommendations included improved workload tracking.

Fort Worth, Texas**Police Department Staffing and Planning Study**

Jesus Chapa
Assistant City Manager
(817) 392-6113
Jesus.Chapa@fortworthtexas.gov

Matrix developed a comprehensive analysis of current and projected staffing needs. The project team developed detailed GIS-based projections of population, housing, police service demand, and crime rates throughout the entire jurisdiction, using these to determine impacts on police staffing needs.

The project team identified the need for approximately 150 new positions to catch up with growth and another 250 over the next 10 years for projected growth. In addition, the project team recommended changes to operations management in investigations and in the deployment of resources to ensure that high call volume areas were adequately served.

Tacoma, Washington**Police Department Staffing**

Tadd Wille
Deputy City Manager
(253) 591-5818
tadd.wille@cityoftacoma.org

Matrix CG developed a comprehensive analysis of current and projected staffing needs. In coordination with city and regional planning efforts, the project team developed detailed GIS-based projections of population, housing, police service demand, and crime rates throughout the entire jurisdiction, using these to determine impacts on police staffing needs.

Overall, the project team identified the need for approximately 150 new positions in the next fiscal year to catch up with growth and another 250 over the next 10 years to keep up with projected growth. In addition, the project team recommended significant changes to operational management in investigations (case management) and in the deployment of resources to ensure that high call volume areas were adequately served.

A follow up study provided an assessment of alternative response for calls involving mental health and homelessness.

Salt Lake City, Utah**Police Department Audit**

Ben Luedtke
Salt Lake City Council Staff
(801) 535-7622
benjamin.luedtke@slcgov.com

Matrix conducted a study of SLCPD that focused on a wide range of areas, providing for a plan for the department to adopt a zero-based budgeting approach:

- Evaluation of the department's approach to budgeting.
- Development of a zero-based approach to budgeting.
- Review of internal accountability practices, including discipline, training, and policy development, and recommended improvements.
- Assessment of the department's approach to mental health crisis response and strategies to improve operations.
- Creation an alternative response to non-emergency calls.

5 Cost Proposal

The Matrix Consulting Group is pleased to submit our price proposal to conduct the Operational Staffing and Facility Study for the Burleson Police Department. This price is based on the scope of work and the task plan presented. The table below provides our fees for the development of the study with hours and costs broken down by task and by project team classification level.

Task	PM / Executive	Sr Mgr / Manager	Consultant	Total Hours	Total Fee
1. Initiation	12	48	12	72	\$12,720
2. Profile	8	40	16	64	\$10,760
3. Community Input	8	8	0	16	\$3,400
4. Staffing Analysis	12	56	12	80	\$14,120
5. Org. & Management	8	44	12	64	\$11,020
6. Projections	8	40	16	64	\$10,760
7. Facilities	16	80	32	128	\$21,520
8. Final Report	8	24	16	48	\$7,960
Total Hours	96	380	124	600	
Hourly Rate	\$250	\$175	\$110		
Total Professional Fees	\$24,000	\$66,500	\$13,640		\$104,140
Travel Expenses					\$5,760
Total Project Cost					\$109,900

6 Appendix – Project Team Resumes

RICHARD BRADY

PRESIDENT, MATRIX CONSULTING GROUP

Richard Brady founded Matrix Consulting Group in 2002 and our Canadian firm, MCG Consulting Solutions in 2017. He leads our Public Safety Practice which includes law enforcement and justice studies. He has served as the Project Manager or Lead Analyst on hundreds of public safety studies in his 40 year career. His subject matter expertise includes police staffing and deployment, management effectiveness, and governance and transparency. Prior to his founding of these two firms, he served for over 20 years as a practice leader in two other firms, including Maximus.

Experience Highlights

Austin, TX: Richard lead a consulting team to assist the APD recreate its approach to community policing to involve everyone, not just those with specialty assignments. While the study supported the addition of staff, the study also found that there were significant opportunities to support community policing in leadership, policies, recruitment, training, supervision, and use of data.

Columbus, OH: Richard led this recent project that identified the need for new positions, but more importantly, identified a number of areas which would improve the quality of service and integrity, including:

- Steps to improve upon building trust in the community.
- Changes to use of force policies and biased policing.
- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.

There was a 'disconnect' between the policies and management.

Ossining, NY: Richard led this just-completed engagement evaluating opportunities to reform policing consistent with 21st Century Policing concepts. Key recommendations included:

- Improve the functioning, transparency and objectivity of the Citizen / Police Complaint Review Board.
- Work with other agencies to create a mental health response unit.
- Expand training in the areas of racism, bias, de-escalation.

Role on This Engagement:

Richard will serve as a project executive and advisor.

He will be involved in all project stages, including on-site interviews and review meetings. He will lead product design and quality control.

Relevant Clients:

MB	Winnipeg
ON	Kawartha Lakes
AB	Edmonton
CA	Los Angeles
CA	San Francisco
TX	Austin
TX	Fort Worth
MO	Kansas City
OH	Columbus
NY	Ossining
NY	Albany
VA	Richmond
NC	Raleigh
NC	Asheville
AZ	Phoenix
WA	Tacoma
OR	Portland

Years of Consulting: 40

Education:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

Notable Accomplishments:

Ohio Commission on Juvenile Justice

Massachusetts Governor's Committee on Local Government

Professional Association:

Association of Local Government Auditors

International City-County Management Association

IAN BRADY

VICE PRESIDENT, MATRIX CONSULTING GROUP

Ian Brady is a Vice President with Matrix Consulting Group in our Police Services Practice. He leads our data analytics unit, and has over 10 years of consulting experience. Specializing in public safety, he works on all of our police, fire, corrections, and emergency communications studies.

Mr. Brady is the lead developer on all of our statistical modeling and data analytics efforts, and has created standalone models in support of our studies' analytical efforts, including for:

- New agency formation feasibility, financial and service delivery (For nine municipalities in Riverside County, CA).
- Growth forecasting using GIS-based projections for population, service needs, and staffing requirements.
- Comprehensive workload and staffing analytics.
- Interactive scheduling configuration, forecasting effects on service levels and overtime usage.

Experience Highlights

Los Angeles, CA: LAPD Basic Car Area Boundary Study

- Led a comprehensive staffing study of LAPD field services.
- Recreated the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

San Francisco, CA: Police Department Staffing Analysis

- Lead analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for BPD to use in the future to recreate the analysis in its entirety.

Role on This Engagement:

Ian will serve as the project manager and lead analyst in field services, as well as more generally over data analytics.

He will be involved in all project stages, including on-site interview and review meetings, and will be involved in the development of each deliverable.

Relevant Clients:

AZ	Peoria
AL	Birmingham
CA	Berkeley
CA	Los Angeles
CA	Roseville
CA	Sacramento
CA	San Francisco
CA	San Jose
CO	Adams County
FL	Miami Beach
FL	Orange County
GA	DeKalb County
HI	Kauai County
IL	Lansing
IL	Rockford
KS	Wichita
MB	Winnipeg
MD	Harford County
MD	Howard County
MN	Hennepin County
MO	Columbia
MO	Kansas City
OK	Midwest City
NC	Raleigh
NJ	Mahwah
NM	Rio Rancho
NY	Newburgh
OH	Columbus
OR	Portland
PA	Carlisle
TX	Austin
TX	Fort Worth
TX	Travis County
VA	Suffolk
WA	Tacoma
WI	Oshkosh

Years of Experience: 10

Education:

BS in Politics, Willamette University.

DEVON CLUNIS

SENIOR MANAGER, MATRIX CONSULTING GROUP

Devon Clunis is a highly regarded policing professional with 35 years of combined policing and consulting experience. Mr. Clunis is recognized internationally as a thought leader in advancing policing excellence through a collaborative, community-centered approach.

Mr. Clunis served 29 years with the Winnipeg Police Service in Manitoba, Canada, retiring as Chief of Police in 2016. Most recently, he undertook the role of Inspector General of Policing in Ontario, overseeing the establishment of The Inspectorate of Policing in Canada's largest province, overseeing 45 police agencies and their corresponding Civilian Police Boards.

Experience Highlights

Province of Ontario: Led the establishment of the Inspectorate of Policing. Oversaw all aspects of Vision, Mission, and Guiding Principles formation. Established policies, procedures, and SOP guidelines. Led hiring of staff and creation of a people-centered, community-focused, continuous pursuit of excellence operational framework. Led engagements with all police agencies and civilian boards in the province resulting in a unified approach to policing.

City of Winnipeg: Chief of Police leading overarching institutional change. Worked with police and the community to develop a collaborative approach to community safety and well-being resulting in a transformational shift in police and community relationships.

Columbus, OH: Devon was a key member in this project that identified many areas which would improve the quality of service and integrity, including:

- Steps to improve upon building trust in the community.
- Changes to use of force policies and biased policing.
- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.

Many recommendations were made to bridge the disconnect between the department and the community

Role on This Engagement:

Chief Clunis will take the lead in community engagement and the analysis of organization, department mission and values, and management.

Relevant Clients:

US

CA	Los Angeles
OH	Columbus
MO	Kansas City
AZ	San Carlos Apache
PA	Macungie

CAN

AB	Edmonton (CAN)
ON	Kawartha Lakes (CA)
MB	Winkler (CAN)
MB	Morden (CAN)

Years of Consulting Experience: 5

Years of Government Experience: 29

Education:

Master's Certificate, Municipal Leadership, York University

JOHN SCRUGGS

MANAGER, MATRIX CONSULTING GROUP

John Scruggs is a manager / analyst on law enforcement, public safety, and criminal justice engagements.

John's relevant experience include:

- Completed over 50 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and alternative scheduling analysis.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence functions.
- Retired Captain with 26 years of Law Enforcement Experience.

Experience Highlights

Kansas City, MO: This study evaluated the staffing needs of the Police Department. Key findings included:

- Opportunity for greater fiscal savings by transitioning 30 positions from sworn to civilian staff, primarily in administrative areas (e.g. finance, records, fleet maintenance, security, IT, and HR).
- Identified the need for additional positions related to open record requests, reviewing BWC footage, and packaging of officer videos for judicial proceedings.
- Provided insight into alternative organizational structures and span of control in administrative functions.
- Conducting workload analysis to determine staffing needs for non-patrol and investigative units.

Kawartha Lakes, Ontario: John served as the lead analyst of the on this engagement which reviewed the current staffing and developed staffing projections for a facilities study. Key recommendations included:

- Identified two patrol positions needed in the next 4 years and six positions over the next 20 years to better meet adopted proactive policing thresholds.
- Identified a shortage of detectives assigned to investigate crimes committed at the Central East Correctional Center.
- Identified an alternative fixed post staffing plan for the jail and a revised shift schedule to increase supervision in the jail.

Role on This Engagement:

He will be an analyst on the project focusing on investigations.

Relevant Clients:

AL	Gulf Shores
AZ	Buckeye
CA	Los Angeles
CA	San Jose
CA	Santa Clara
FL	St. Cloud
KS	Kansas City
KS	Wyandotte County
MA	Yarmouth
MN	Hennepin County
MO	Kansas City
OR	Tigard
PA	Lower Saucon
PA	Narberth
PA	Upper Macungie
NC	Waxhaw
NC	Raleigh
TX	Denton
TX	Fort Worth
TX	Glen Heights
TX	Lewisville
TX	Sunnyvale
WA	Monroe
WA	Tacoma
WI	Dodge County

KELLI SHEFFER

MANAGER, MATRIX CONSULTING GROUP

Kelli Sheffer is a 30-year law enforcement veteran. 16-year command leadership with a progressive major metropolitan police agency. Extensive experience in; precinct operations, investigations, major events/protests, houselessness/mental health and neighborhood livability issues, background investigation/personnel recruitment, use of force review and policy.

Experience Highlights

Kelli most recently worked for the City of Portland, Oregon as the Central Precinct Commander responsible for the oversight of all police response and operations in the downtown core and neighborhoods south and west of the city.

- Lead for the Critical Incident Management Command Program-Training for Incident Command.
- Oversight of the Service Coordination Team, a multi-disciplinary service response to houselessness, mental health, and addiction.
- Commander, North Precinct
- Commander, East Precincts
- Commander, Traffic Division.
- Public Information Officer
- Hostage Negotiation Team Lead
- Detective Sergeant
- 20-year Defensive Tactics Instructor

Camp Rosenbaum Board member (2010 – Present)

Camp counselor and staff positions from 1994 to 2018. CRB is a summer camp started 48 years ago by the late Brigadier Gen. Fred M. Rosenbaum utilizing partnerships between police, Air/Army Guard and Housing authority to support and mentor underprivileged youth.

DOJ, ICITAP (2010)

Partnering to build curriculum and instruct Bangladesh National Police in modern policing and Community Policing philosophies

Role on This Engagement:

She will be an analyst on the project focusing on support services.

Bureau Positions:

2016-2018 Central & East Precinct Commander

2013-2016 Traffic Division Commander

2012-2013 North Precinct Commander/Captain

2010-2012 Chief's Office Lieutenant

- Adjunct to Operations Branch Chief
- Public Information Officer

2007-2010 Lieutenant

- East Precinct
- Lieutenant/Hostage Negotiation Team Lead
- Personnel Division

2003-2007 Sergeant

- Precincts
- HNT
- Detectives

2000-2003 Detective

- Robbery
- Child Abuse Team

1990-2000 Officer

- Precincts
- Background Invest. /Recruitment

Training/Education

- Texas A&M All Hazard Unified Command
- NTOA Command
- HNT/CNT
- Critical Incident Stress
- Crisis Intervention
- Major Event Management

AARON BAGGARLY, AICP

SENIOR MANAGER, MATRIX CONSULTING GROUP

Aaron Baggarly is an analyst on law enforcement, public safety, and criminal justice engagements.

Aaron's relevant experience include:

- Completed over 70 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and alternative scheduling analysis.
- Expertise also includes the evaluation of administrative, dispatch, patrol, records, and property and evidence functions.

Experience Highlights

Kansas City, MO: This study evaluated the staffing needs of the Police Department. Key findings included:

- Opportunity for greater fiscal savings by transitioning 30 positions from sworn to civilian staff, primarily in administrative areas (e.g. finance, records, fleet maintenance, security, IT, and HR).
- Identified the need for additional positions related to open record requests, reviewing BWC footage, and packaging of officer videos for judicial proceedings.
- Provided insight into alternative organizational structures and span of control in administrative functions.
- Conducting workload analysis to determine staffing needs for non- patrol and investigative units.

Puyallup, WA: Aaron served as the lead analyst on this engagement which reviewed the staffing, operational, and organization structure of the Police Department. Key recommendations included:

- Identified an additional six patrol officer positions to better meet adopted proactive policing thresholds.
- Revision to current approaches to providing in-service training to reduce overtime.
- Identified an alternative fixed post staffing plan for the jail and a revised shift schedule to increase supervision in the jail.

Role on This Engagement:

He will be the facility planning analyst on the project.

Relevant Clients:

AZ	Buckeye
FL	Alachua County
FL	Cooper City
IA	Davenport
IA	Scott County
KS	Wyandotte County
MA	Yarmouth
MN	Anoka County
MN	Hennepin County
MN	Ramsey County
MO	Clayton
MO	Kansas City
NC	Raleigh
TX	Fort Worth
TX	Kyle
TX	Lewisville
WA	Lynnwood
WA	Puyallup
WI	Dodge County
WI	Waukesha County

Years of Experience: 13

Education:

BS, Appalachian State University, Community and Regional Planning, Minor in GIS.

Professional Association:

American Institute of Certified Planners (AICP)
American Planning Association

RYAN PETERSON

CONSULTANT, MATRIX CONSULTING GROUP

Ryan Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics.

He has over 5 years of experience conducting geospatial analysis for public safety agencies.

Experience Highlights

Los Angeles, CA: LAPD Basic Car Area Boundary Stud

- Assisted in the recreation the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

San Francisco, CA: Police Department Staffing Analysis

- Analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for SFPD to use in the future to recreate the analysis in its entirety.

Relevant Experience:

CA	Los Angeles
CA	San Francisco
FL	Miami Beach
FL	Orange County
HI	Kauai County
IL	Rockford
MD	Harford County
MO	Kansas City
NC	Raleigh
OH	Columbus
TX	Fort Worth
TX	Travis County
WA	Tacoma
WI	Oshkosh

Years of Experience: 5

Education:

BS in Geography,
University of Oregon

Role on This Engagement:

Ryan will serve as a data analyst.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Matrix Consulting Group, Ltd.
San Mateo, CA United States

Certificate Number:
2022-904702

Date Filed:
06/28/2022

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Burleson, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

N/A
Consulting

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Richard Brady, and my date of birth is [REDACTED].

My address is 1650 S. Amphlett Blvd., Suite 213, San Mateo, CA, 94402, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in San Mateo County, State of CA, on the 28 day of June, 2022.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony McIlwain, Director of Development Services

MEETING: July 5, 2022

SUBJECT:

2500 SW Hulen St (TOD Mixed-Use) (Case 22-058): Hold a public hearing and consider approval of an ordinance for a zoning change request from “PD” Planned Development district, to “PD” Planned Development district, to allow for commercial and multifamily residential development on 35.20 acres.(First and Final Reading) (*Staff Presenter: Tony McIlwain, Development Services Director*) (*The Planning and Zoning Commission recommended disapproval 3 to 2*)

SUMMARY:

On April 18, 2022, an application was submitted by Trenton Robertson of Masterplan (applicant), on behalf of Nicholas Balsamo with Kalterra Capital Partners, to rezone approximately 35.20 acres from “PD” Planned Development district, to “PD” Planned Development district to allow for a mixture of commercial, multifamily, and owner-occupied townhome lots within the Transit-Oriented Development (TOD) district. The applicant has proposed a new “PD” for their 35.20-acre parcel, attached as Exhibit “B”.

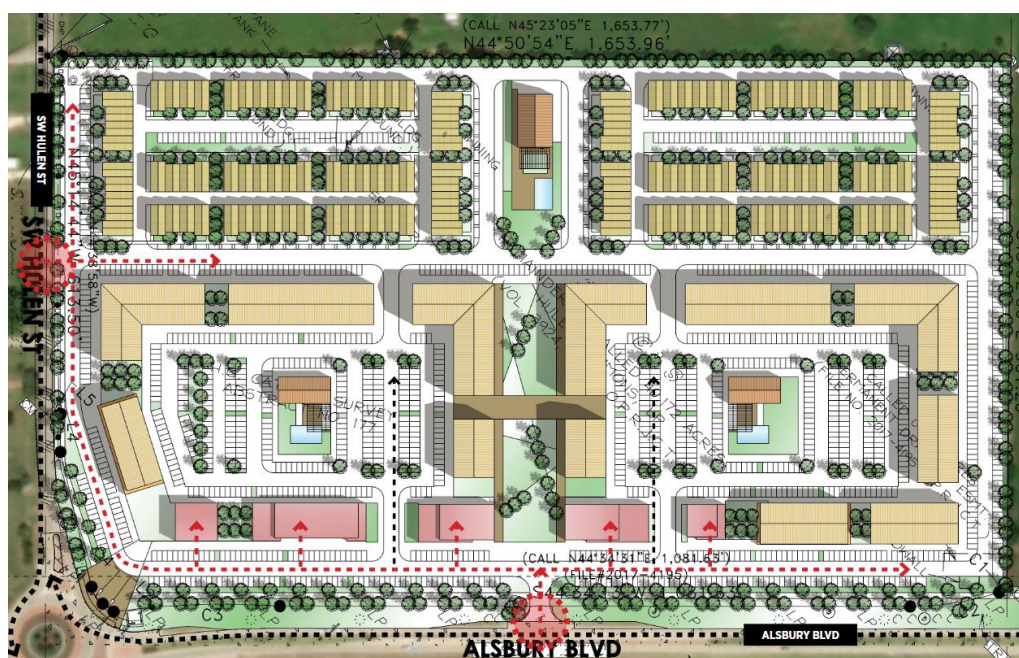
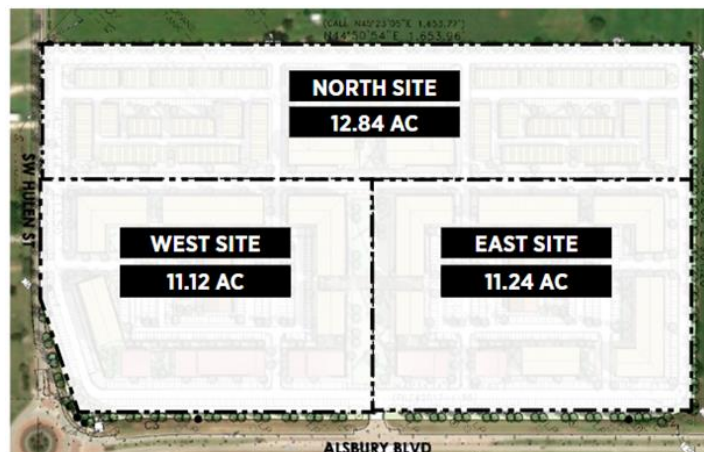
Planning Analysis

The applicant is proposing to develop the site as a planned development and has used elements from the previous “PD” zoning outlined in Ordinance D-065-06 (attached as Exhibit C). This request (if approved) would only apply to this 35.20 acre parcel. The original/ current PD zoning would remain intact for the remainder of parcels within the TOD designated area.

Proposed Dwelling Unit Density

(747 units total – 21.22 DU/acre)

North Residential Site	East Residential Site	West Residential Site
10.28 dwelling units per acre	31.35 dwelling units per acre	23.61 dwelling units per acre



Conceptual Site Plan. *Red structures represent commercial/retail units*

Significant changes from original PD zoning to current zoning proposal:

- Multifamily is not required to have rear loaded parking or structured parking facility.
- Off street parking lots no longer limited to a 65-foot maximum width along Hulen and Alsbury.
- Multifamily apartments (non-endcap or live-work mixed-use apartments) now allowed by right.
- Previously, only apartments were permitted as an end cap with a maximum of 24 units or as a component of mixed use with commercial and a parking structure.
- Multifamily is allowed to have a smaller minimum dwelling unit size than what would be allowed in previous PD, reduced minimum unit size from 750 SF to 600 SF

- Mixed-use and multifamily apartments allowed up to 4 stories by right without a parking structure.
- Increasing maximum lot coverage for multifamily from 70% to 80%
- Added metal as finish option and changed warranty from 50 to 30 years for cementitious-fiber clapboard.
- Increased minimum caliper of trees and landscaping along Hulen and Alsbury.
- Townhomes will be on individually platted lots.

Proposed phasing: The applicant has proposed the following phasing. The East Site shall be Phase I and the West Site or North Site shall be developed subsequently as dictated by market demand, however the civic space must be completed prior to receiving a Certificate of Occupancy for any structures in Phase I (North Site).

Staff has included conceptual site plans and exhibits provided by the applicant that show the connectivity for the site, proposed elevations of each development type, as well as overall site layout and open space as Exhibit “D”.

This site is designated in the Comprehensive Plan as Transit Oriented District.

This land use category is reserved for higher density development that incorporates public transit access via rail, streetcar, or bus. Mixed use development that provides opportunities to live, work, shop and play within a closely defined area should be prioritized. Development should include a mix of office, retail, cultural facilities, and multi-story housing and townhomes that may be located above retail and office centers to create an interesting ground level that is pedestrian friendly.

Traffic:

Based on information provided by the developer, the development is anticipated to include approximately 50,000 square feet of commercial space (assumed to be 25,000 square feet of restaurant and 25,000 square feet of general retail), 615 multifamily units, and 144 townhomes. Build-out of the development is anticipated to be completed by 2027. A traffic impact analysis (TIA) has been submitted and is currently being reviewed. The report indicated that access would be provided by four (4) proposed access connections: three (3) connections to Hulen Street and one (1) connection to Alsbury Boulevard, and that northbound right-turn auxiliary lanes should be constructed along Hulen Street (1 drive only) and Alsbury Boulevard. The traffic engineering consultant for the City has not given final approval to the TIA therefore neither has the Development Services Department.

Utilities/ Drainage:

Detention is required for developments 1 acre in size or larger; however, none is shown on the conceptual site plan. Detention of storm water shall be incorporated into the design of the Development.

Water is provided for a portion of the Development by the City of Burleson and the remainder provided by Johnson County Special Utility District (JCSUD). The development is proposing to have two separate water systems at this time. Sanitary sewer will be extended to the

development from an existing sewer line located adjacent to the intersection of Alsbury Boulevard and Candler Drive.

OPTIONS:

- 1) Approve the zoning request; or
- 2) Approve the zoning request with addition PD requirements; or
- 3) Deny the zoning change request.

RECOMMENDATION:

Staff recommends denial of the zoning change request due to:

- Proposed density without a proportional increase in the amount of commercial and retail or civic open spaces.
- Lack of vertical mixed-use components, a parking structure, and features that could be considered as a benefit to the public.

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

June 28, 2022 – The Planning and Zoning Commission recommended disapproval by a vote of (3 – 2).

June 14, 2022 –The Planning and Zoning Commission opened the Public Hearing and unanimously approved the applicants request to continue the public hearing at the next Planning and Zoning meeting on June 28, 2022.

March 23, 2006 – City Council approved PD zoning for approximately 373 acres within the TOD district (Ordinance D-065-06).

PUBLIC NOTIFICATION:

Notice was mailed to surrounding property owners within 300 feet of the acreage proposed for this zone change and published in the newspaper in accordance with City ordinances and State law. In addition, a sign was placed on the subject property.

Fiscal IMPACT:

None

STAFF CONTACT:

Tony McIlwain
Director, Development Services
tmcilwain@burlesontx.com
817-426-9684

2500 SW Hulen ZC

Location:

- 35.20 acres

Applicant:

Trenton Robertson
(Masterplan)

Nicholas Balsamo
(Kalterra)

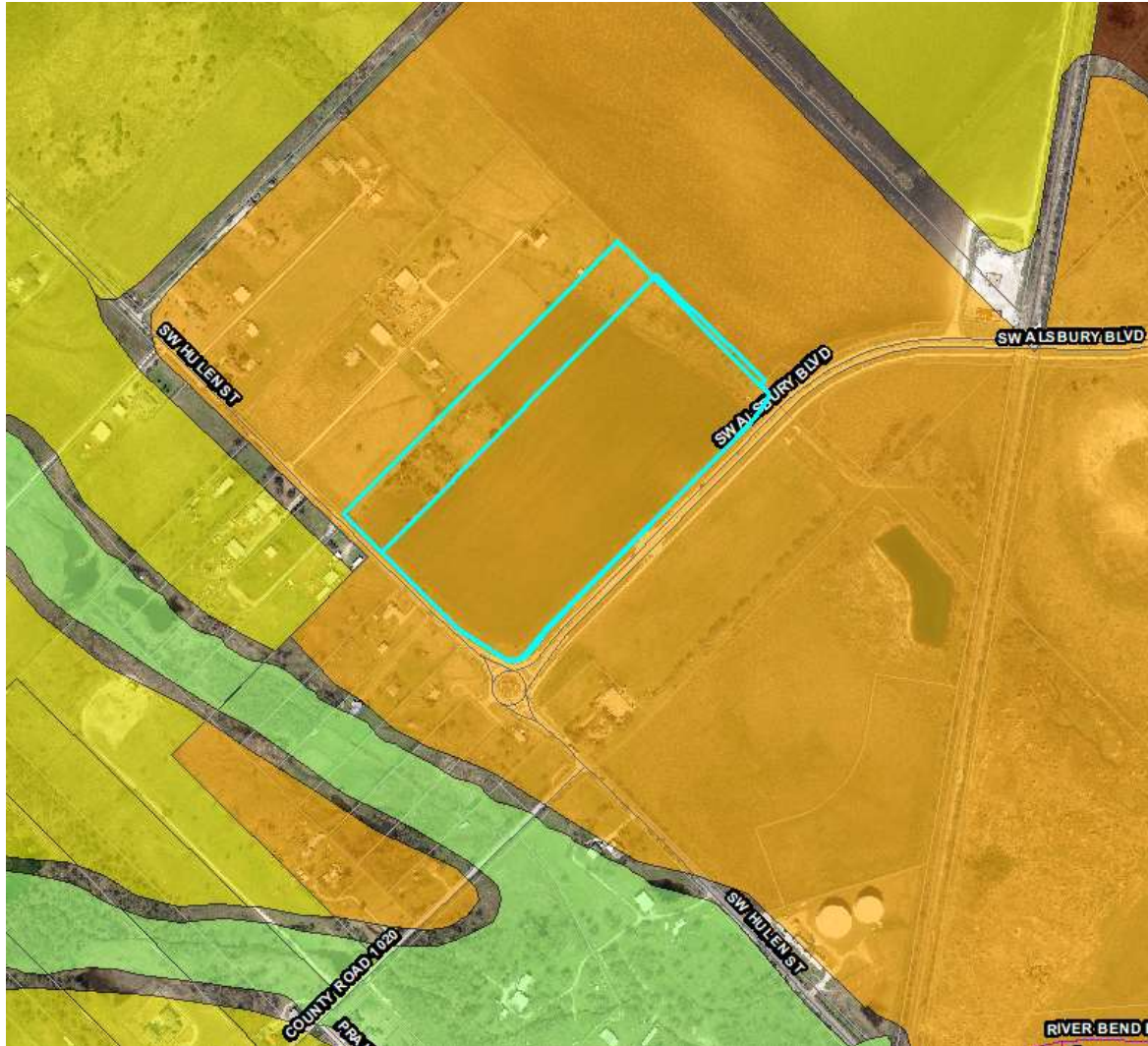
Item for approval:

Zoning Change (Case22-058)



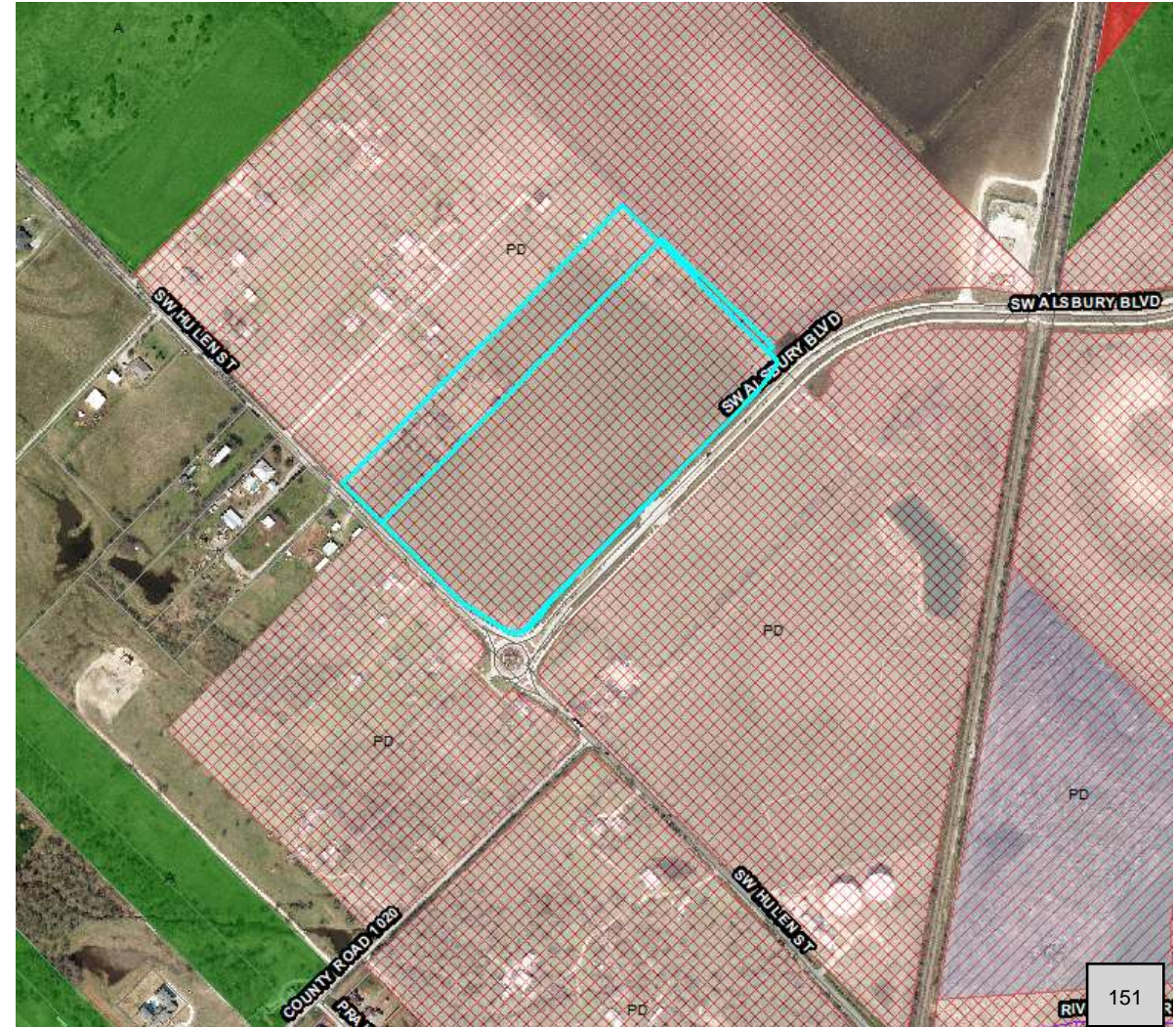
Comprehensive Plan

Transit Oriented District (TOD)

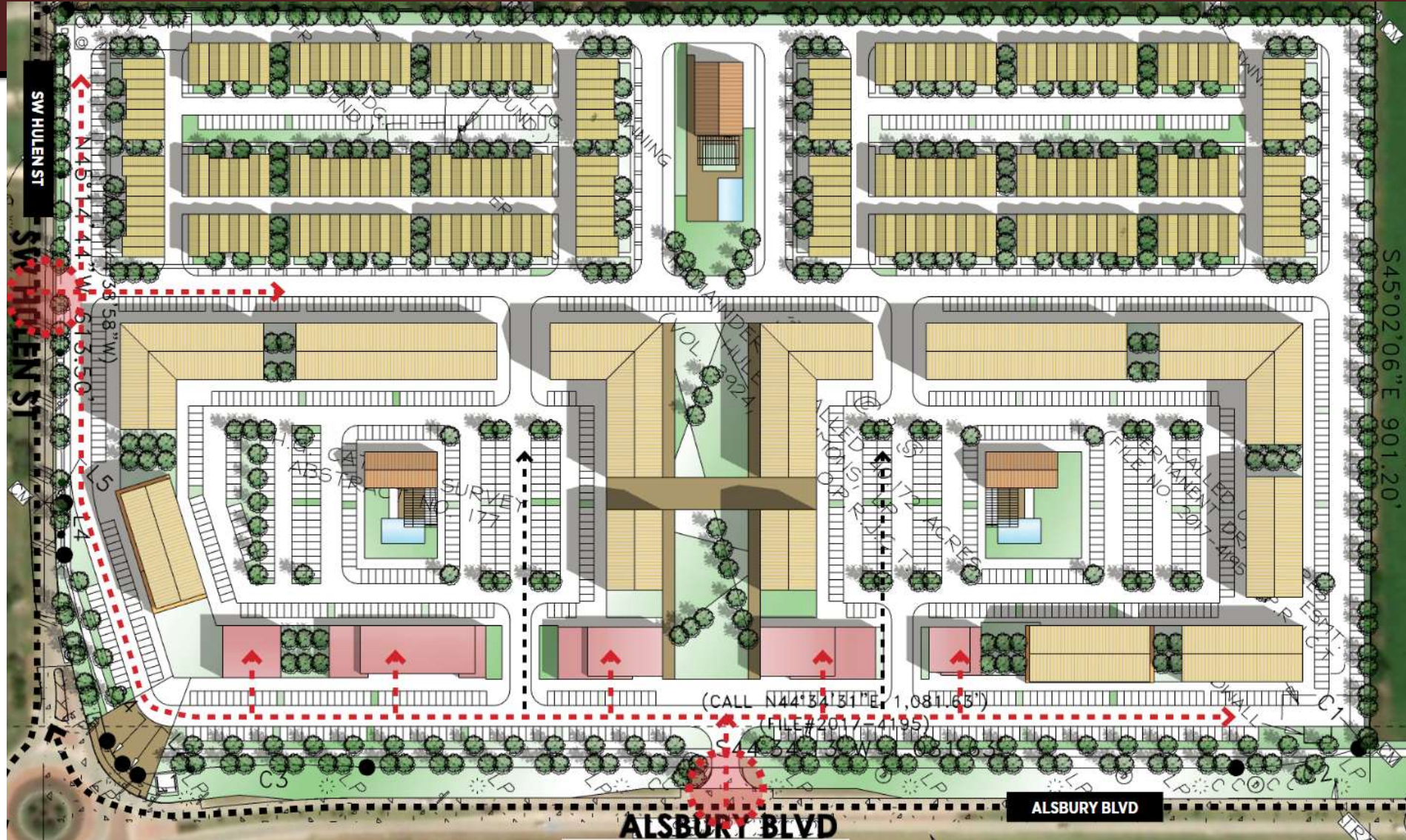


Zoning

PD (Ord. D-o65-o6)



2500 SW Hulen ZC

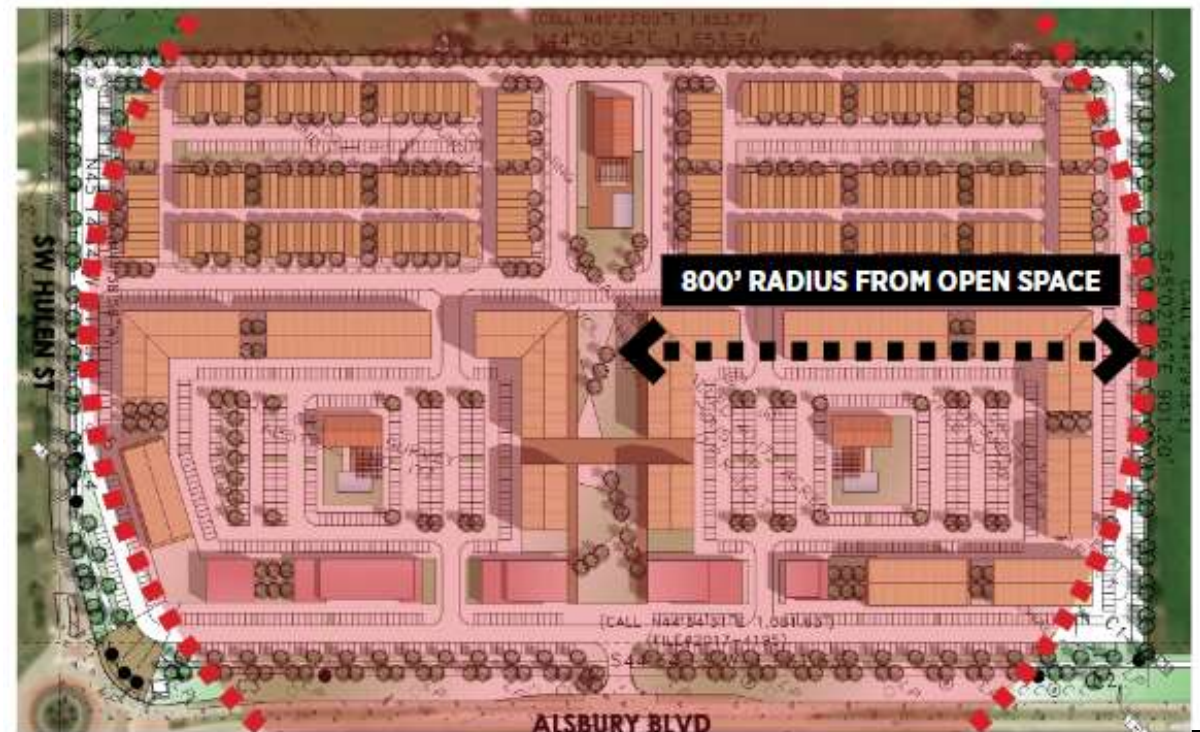
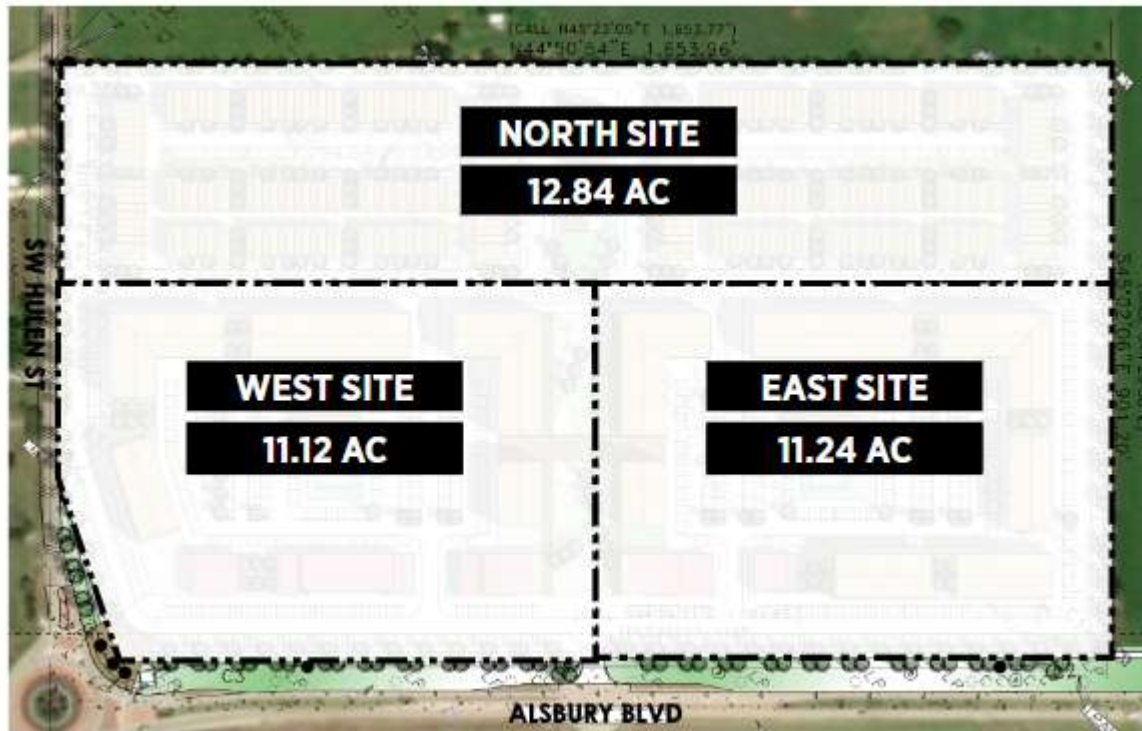


TOTAL ACRES	TOTAL UNITS	TOTAL UNITS/ACRE	TOTAL PARKING REQUIRED	TOTAL PROPOSED (APROX)
35.21	747	21.22	1,406	1,567

2500 SW Hulen ZC

Proposed phasing:

North Site would be Phase 1 with core Civic/Open Space required to be completed prior to issuance of any Certificate of Occupancies. Market would dictate whether West or East Site would be Phase 2.

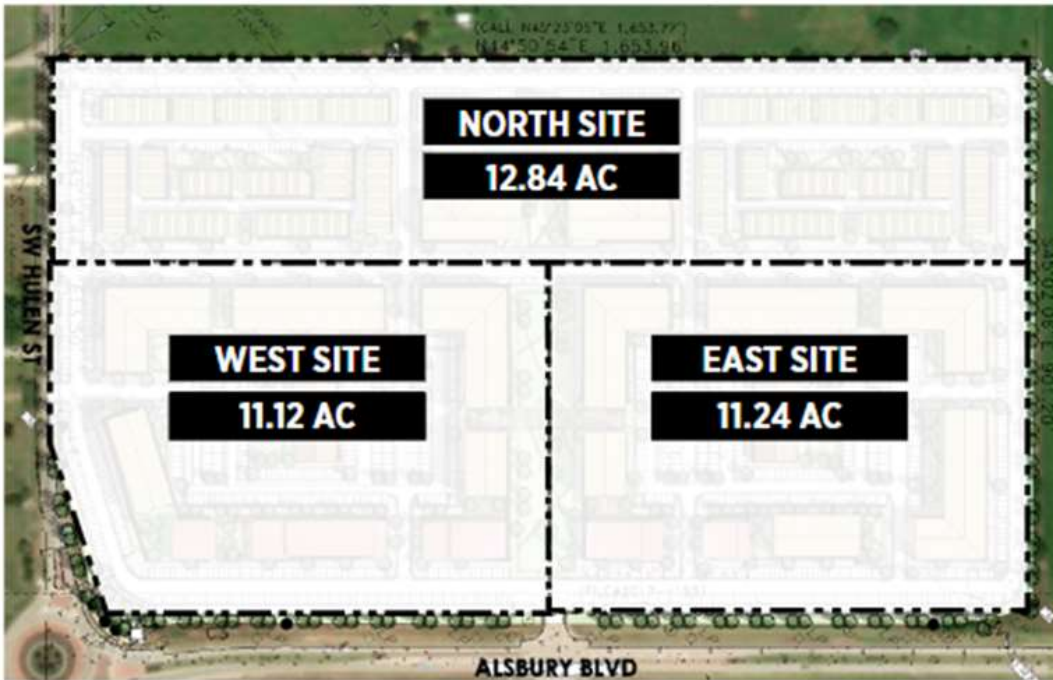


2500 SW Hulen ZC

Proposed Density:

Overall -747 units total – 21.22 DU/acre

North Residential Site	East Residential Site	West Residential Site
10.28 dwelling units per acre	31.35 dwelling units per acre	23.61 dwelling units per acre



2500 SW Hulen ZC

Notable changes with current zoning proposal:

- Multifamily is not required to have rear loaded parking.
- Off street parking lots no longer limited to a 65 foot maximum width along Hulen and Alsbury.
- Multifamily apartments (non-endcap or live-work mixed-use apartments) now allowed by right.
- Multifamily is allowed to have a smaller minimum dwelling unit size than what would be allowed in previous PD, reduced minimum unit size from 750 SF to 600 SF
- Mixed-use and multifamily apartments allowed up to 4 stories by right
- Increasing maximum lot coverage for multifamily from 70% to 80%
- Added metal as finish option and changed warranty from 50 to 30 years for cementitious-fiber clapboard.
- Increased minimum tree caliper and landscaping.
- All townhomes will be on individually platted lots.



2500 SW Hulen ZC

Utilities/ Drainage:

- Detention is required for developments 1 acre in size or larger; however, none is shown on the conceptual site plan. Detention of storm water shall be incorporated into the design of the Development.
- Water is provided for a portion of the Development by the City of Burleson and the remainder provided by JCSUD. The Development is proposing two separate water systems at this time. Sanitary sewer will be extended by the Development from an existing sewer line located adjacent at the intersection of Alsbury Boulevard and Candler Drive.

2500 SW Hulen ZC

Traffic:

- Based on information provided by the developer, the development is anticipated to include approximately 50,000 square feet of commercial space (assumed to be 25,000 square feet of restaurant and 25,000 square feet of general retail), 615 multifamily units, and 144 townhomes. Build-out of the development is anticipated to be completed by 2027.

2500 SW Hulen ZC

Traffic:

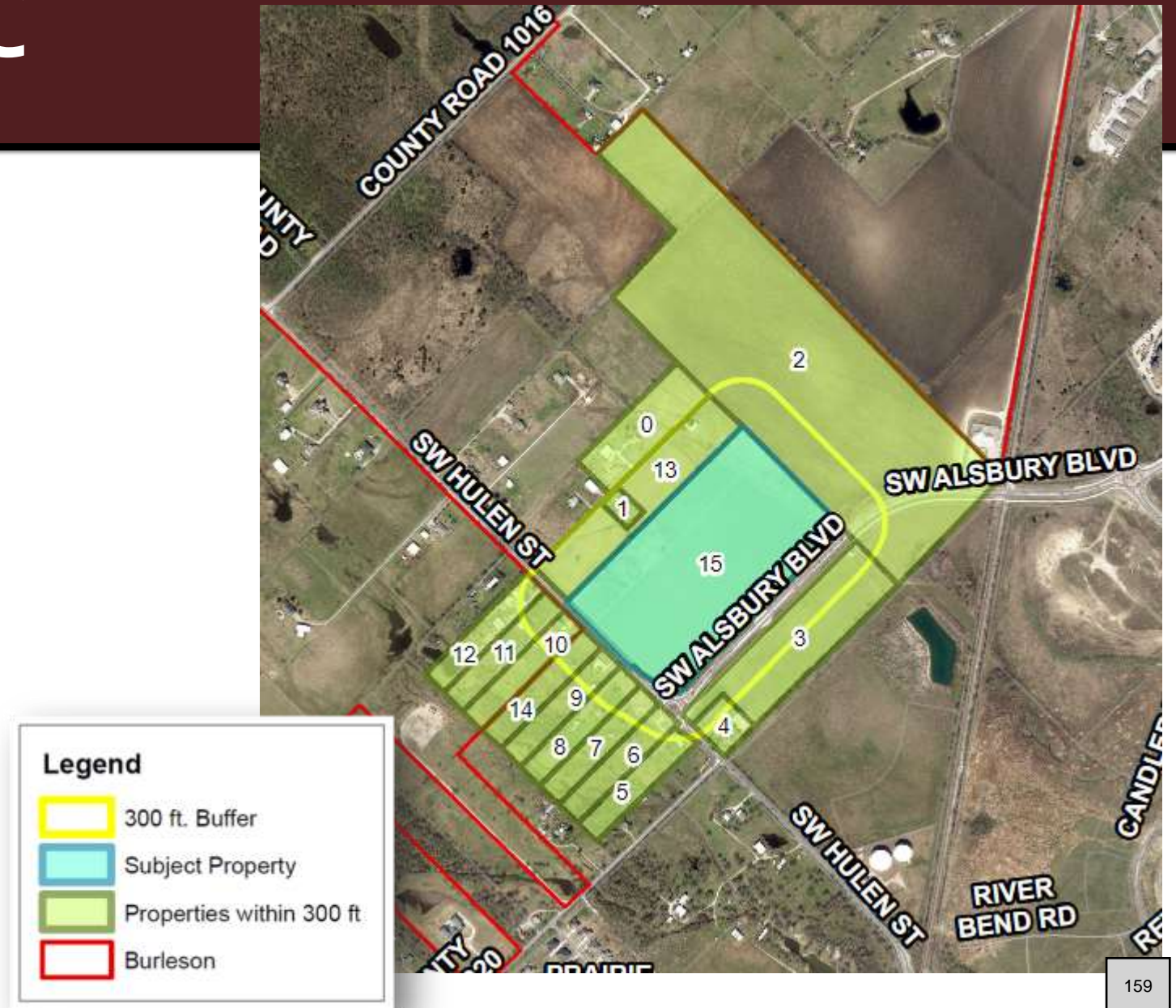
- A traffic impact analysis (TIA) has been submitted and is currently being reviewed. The report indicated that access would be provided by four (4) proposed access connections: three (3) connections to Hulen Street and one (1) connection to Alsbury Boulevard, and that northbound right-turn auxiliary lanes should be constructed along Hulen Street (1 drive only) and Alsbury Boulevard. The traffic engineering consultant for the City has not given final approval to the TIA therefore neither has the Development Services Department.

2500 SW Hulen ZC

Public Hearing Notice Public notices mailed to property owners within 300 feet of subject property.

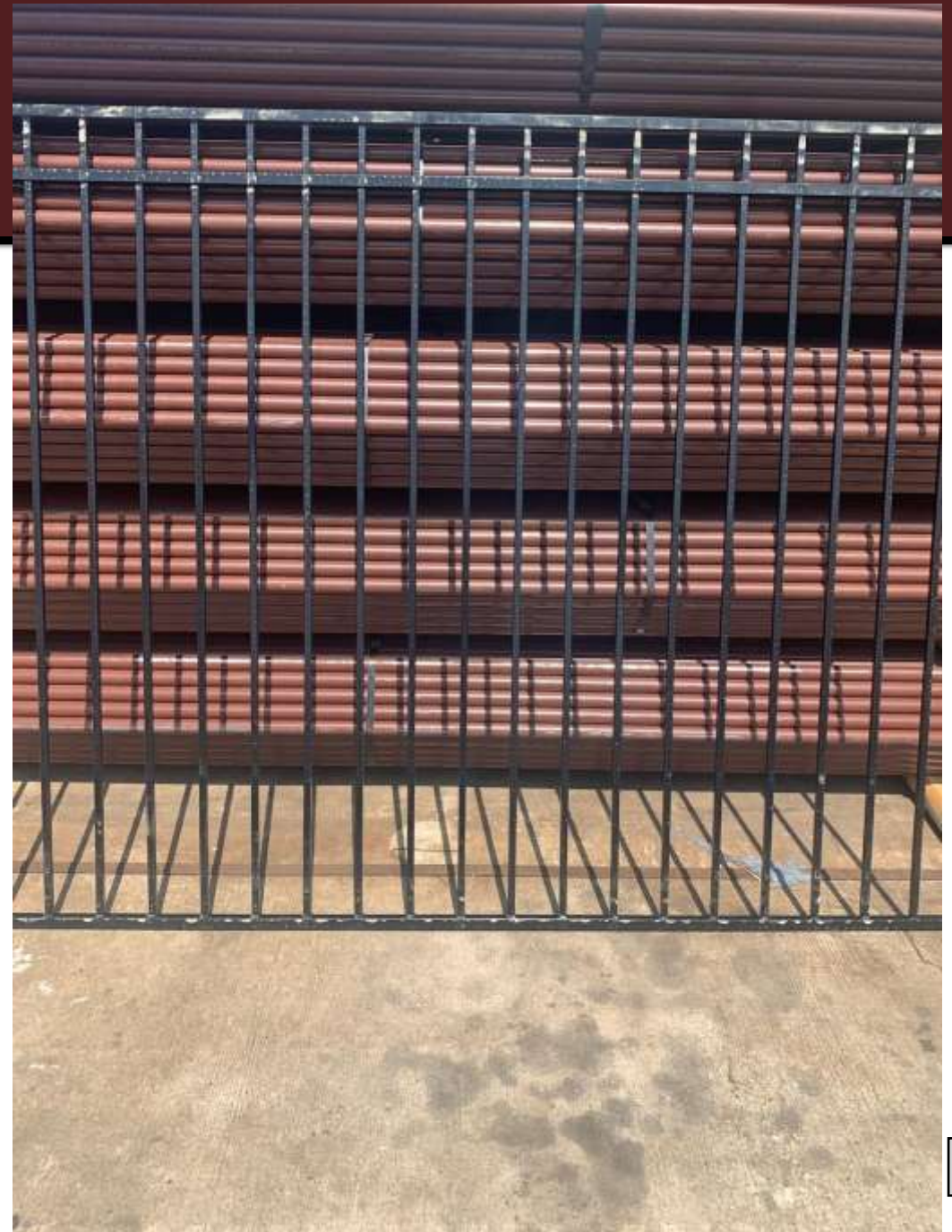
Published in newspaper
Signs Posted on the property

Received 1 letter in opposition
Received online speaker card



2500 SW Hulen ZC

Applicant has met with adjacent property owner about incorporating fencing material between the development / properties (example provided by applicant)



2500 SW Hulen ZC

Staff's Recommendation

- Staff recommends denial of the zoning change request due to:
- Proposed density without a proportional increase in the amount of commercial and retail or civic open spaces.
- Lack of vertical mixed-use components, a parking structure, and features that could be considered as a benefit to the public.



2500 SW Hulen ZC

P&Z Summary

Vote

Recommended disapproval 3 to 2.

Discussion

Development by right under current zoning
Density and open space

Speakers

Dallas Cothrum (Masterplan) applicant
Clint Nolen (Kalttera) applicant
Linda Knight (adjacent property owner) in support
Matt Powell (interested party)

ORDINANCE

AN ORDINANCE AMENDING ORDINANCE B-582, THE ZONING ORDINANCE OF THE CITY OF BURLESON, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING ON APPROXIMATELY 35.20 ACRE TRACT OR PARCEL OF LAND SITUATED IN THE H.G. CATLETT SURVEY, ABSTRACT NO. 177, JOHNSON COUNTY, TEXAS, AND BEING PART OF THAT CERTAIN CALLED 40.172 ACRE TRACT OF LAND CONVEYED FROM MATT POWELL TO HULEN COMMONS, LP, BY SPECIAL WARRANTY DEED, AS RECORDED IN VOLUME 3924, PAGE 66, OFFICIAL PUBLIC RECORDS, JOHNSON COUNTY TEXAS, FROM PD, PLANNED DEVELOPMENT DISTRICT TO PD, PLANNED DEVELOPMENT DISTRICT, MAKING THIS ORDINANCE CUMULATIVE OF PRIOR ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING A PENALTY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Burleson, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, an application for a zoning change was filed by Nicholas Balsamo on April 18, 2022 under Case Number 22-058; and

WHEREAS, the City of Burleson has complied with the notification requirements of the Texas Local Government Code and the Burleson Zoning Ordinance; and

WHEREAS, the City Council and Planning and Zoning Commission have held a public hearing and the Planning and Zoning Commission has made a recommendation on the proposed zoning amendment; and

WHEREAS, the City Council has determined that the proposed zoning ordinance amendment is in the best interest of the City of Burleson.

WHEREAS, the City Council may consider and approve certain ordinances or ordinance amendments at only one meeting in accordance with Section 2-4 of the Code of Ordinances of the City of Burleson; and

WHEREAS, the City Council finds that this ordinance may be considered and approved in only one meeting because the provisions of this ordinance concern an individual zoning case that does not propose a change to the language to the Code of Ordinances of the City of Burleson.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:

Section 1

The Official Zoning Map is hereby amended insofar as it relates to certain land described as approximately 35.20 acre tract or parcel of land situated in the H.G. Catlett survey, Abstract No. 177, Johnson County, Texas, and being part of that certain called 40.172 acre tract of land conveyed from Matt Powell to Hulen Commons, LP, by special warranty deed, as recorded in Volume 3924, Page 66, official public records, Johnson County Texas, included on Exhibit A, from PD, Planned Development District to PD, Planned Development District which are incorporated herein as Exhibit B, being attached hereto and incorporated herein by reference for all purposes.

Section 2.

The findings and recitals set forth above in the preamble of this ordinance are incorporated into the body of this ordinance as if fully set forth herein.

Section 3.

It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

Section 4.

This ordinance shall be cumulative of all provisions of ordinances of the City of Burleson, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Burleson's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

Section 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable., and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6.

An offense committed before the effective date of this ordinance is governed by the prior law and

the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for that purpose.

Section 7.

Any person, firm, association of persons, company, corporation, or their agents, its servants, or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in Texas Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

Section 8.

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED:

First and Final Reading: the _____ day of _____, 20_____.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

Exhibit A
Property Description

Being a 35.20 acre tract or parcel of land situated in the H.G. Catlett Survey, Abstract No. 177, Johnson County, Texas, and being part of that certain called 40.172 acre tract of land conveyed from Matt Powell to Hulen Commons, LP, by Special Warranty Deed, as recorded in Volume 3924, Page 66, Official Public Records, Johnson County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a point at or near the centerline of S.W. Hulen Street, also known as County Road 920, at the South corner of a called 11.498 acre tract of land conveyed to Lynda Ann Knight, by Warranty Deed, as recorded in Volume 1650, Page 275, Official Public Records, Johnson County, Texas, and at the West corner of said 40.172 acre tract;

THENCE North 44 degrees 50 minutes 54 seconds East, with the Southeast line of said 11.498 acre tract and with the Northwest line of said 40.172 acre tract, passing at 25.26 feet a 1/2" iron rod found, continuing for a total distance of 1,653.96 feet to a 3/4" iron pipe found in the Southwest line of the remainder of a called 1,021.925 acre tract of land conveyed to HMP Ranch LTD., by Limited General Warranty Deed, as recorded in Volume 3803, Page 887, Official Public Records, Johnson County, Texas, at the East corner of said 11.498 acre tract, and at the North corner of said 40.172 acre tract;

THENCE South 45 degrees 02 minutes 06 seconds East, with the Southwest line of said 1,021.925 acre tract and with the Northeast line of said 40.172 acre tract, a distance of 901.20 feet to a 5/8" iron rod found at the North corner of a called 4.920 acre tract of land conveyed to the City of Burleson, by Judgement in Absence of Objections, as recorded in File No. 2017-4195, Official Public Records, Johnson County, Texas and at the beginning of a curve to the right, with a radius of 34.00 feet, a delta angle of 29 degrees 02 minutes 24 seconds, the chord of which bears South 11 degrees 52 minutes 44 seconds West, for a chord distance of 17.05 feet;

THENCE with the Northwest and Northeast line of said 4.920 acre tract, the following courses and distances:

Along the arc of said curve, for an arc length of 17.23 feet to a 5/8" iron rod found in a compound curve to the right, with a radius of 489.00 feet, a delta angle of 18 degrees 10 minutes 31 seconds, the chord of which bears South 35 degrees 28 minutes 58 seconds West, for a chord distance of 154.47 feet;

Along the arc of said curve, for an arc length of 155.12 feet to a 1/2" iron rod set capped (By-Line);

South 44 degrees 34 minutes 13 seconds West, a distance of 1,081.63 feet to a 1/2" iron rod set capped (By-Line) at the beginning of a curve to the left, with a radius of 1,551.00 feet, a delta angle of 08 degrees 05 minutes 36 seconds, the chord of which bears South 44 degrees 03 minutes 03 seconds West, for a chord distance of 218.90 feet;

Along the arc of said curve, for an arc length of 219.09 feet to a point;

South 38 degrees 00 minutes 03 seconds West, a distance of 66.84 feet to a 1/2" iron rod set capped (By-Line);

South 80 degrees 35 minutes 53 seconds West, a distance of 23.45 feet to a 1/2" iron rod set capped (By-Line) at the beginning of a curve to the right, with a radius of 49.00 feet, a delta angle of 40 degrees 58 minutes 20 seconds, the chord of which bears North 78 degrees 54 minutes 57 seconds West, for a chord distance of 34.30 feet;

Along the arc of said curve, for an arc length of 35.04 feet to a 1/2" iron rod set capped (By-Line);

North 58 degrees 25 minutes 47 seconds West, a distance of 237.30 feet to a 1/2" iron rod set capped (By-Line);

North 45 degrees 13 minutes 20 seconds West, a distance of 65.24 feet to a 1/2" iron rod set capped (By-Line);

South 44 degrees 46 minutes 40 seconds West, a distance of 24.86 feet to a PK nail found at or near the centerline of S.W. Hulen Street, at a West corner of said 4.920 acre tract, and in a Southwest line of said 40.172 acre tract;

THENCE North 45 degrees 14 minutes 44 seconds West, generally along the centerline of S.W. Hulen Street and with a Southwest line of said 40.172 acre tract, a distance of 613.50 feet to the POINT OF BEGINNING and CONTAINING 35.20 acres of land.

The Planned Development shall be subject to the following conditions:

A. APPLICABILITY

1. Applicability of Subdivision Standards. Lots utilized for uses within this Planned Development District shall conform to the requirements of the Subdivision and Development Ordinance. To the extent any standards therein conflict with standards herein, the standards herein shall control.
2. Applicability of Other Requirements of the Zoning Ordinance. All other requirements of the Zoning Ordinance shall apply unless they conflict with standards established within this Planned Development District.

B. LAND USES, BUILDING HEIGHTS, AND OTHER ACTIVITIES

1. Permitted Land Uses.
 - a. Multifamily
 - b. Townhome
 - c. Retail/Commercial
2. Building Heights. Buildings may not exceed four (4) stories in height.
3. All developments shall provide a minimum five (5) of the ten (10) of the following elements for each use (i.e., Multifamily, Townhome, Retail/Commercial):
 - (1) Patio/café seating
 - (2) Plaza or courtyard
 - (3) Water feature/fountain
 - (4) Bicycle racks
 - (5) Overhangs providing shade/colonnade
 - (6) Recessed front entryway of at least forty (40) square feet
 - (7) Sculpturing of the ground floor, utilizing cornices, corbelling, molding, string coursing, change in materials, and/or change in color
 - (8) Recessed windows, or arches, pediments or mullions to distinguish windows
 - (9) Sculptural/art feature
 - (10) Any other element as approved by the Development Services Director or their designee.
4. Outdoor Displays. Outdoor displays for retail uses shall be limited to no more than fifty percent (50%) of the building's private frontage for lots fifty (50) feet or less in width and no more than twenty-five percent (25%) for lots greater than fifty (50) feet in width. Displays shall be allowed with functional restrictions within the building's public frontage (i.e., the public right-of-way) upon the approval of the City Manager or designee, subject to the appeal to the City Council.

5. Café Seating. Outdoor café seating for restaurant, café, deli or coffee shop uses shall be limited to the building's private frontage unless café seating is licensed with functional restrictions with the building's public frontage (i.e., the public right-of-way) upon the approval of the City Manager or designee, subject to the appeal to the City Council.
6. Accessory Building Uses. The massing and use of accessory buildings shall comply with those standards contained in the Burleson Zoning Ordinance.

Prohibited Uses. Uses not specifically enumerated in this Planned Development District, but are substantially similar, may be permitted upon the approval of the City Manager or designee, subject to the appeal to the City Council. All other uses shall be prohibited, including but not limited to vehicle sales/services/repair, industrial, heavy manufacturing, and warehousing.

7. Townhouses. All townhouses shall be on individually platted lots utilizing rear entry garages.

C. STREET CONNECTIVITY AND VISTAS

1. All streets shall be located so that all streets terminate at other streets except where not feasible due to natural site conditions. Cul-de-sacs shall be permitted only when warranted by natural site conditions.
2. Alleys should be utilized where feasible.
3. At every termination point of a street, or where it makes a ninety-degree turn (plus or minus fifteen degrees), the street shall terminate on a building or vertical element to establish a terminated vista, unless the street terminates into a park, a monumented trail entrance, or natural area.

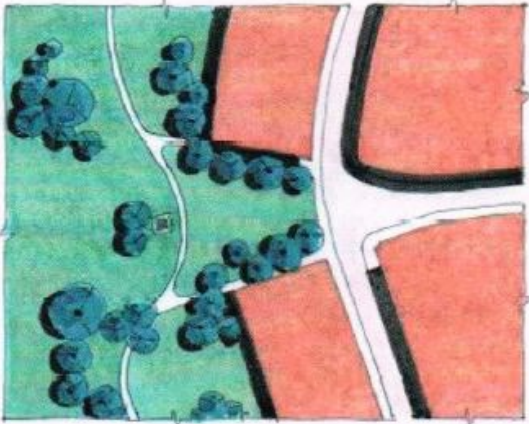

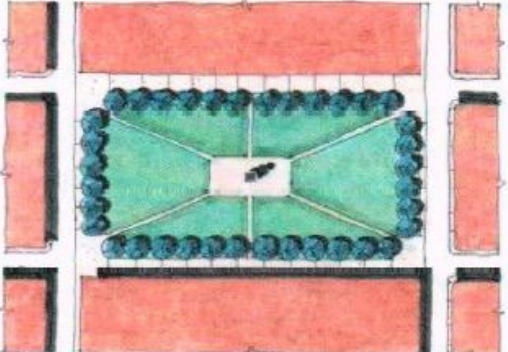
D. OFF-STREET PARKING

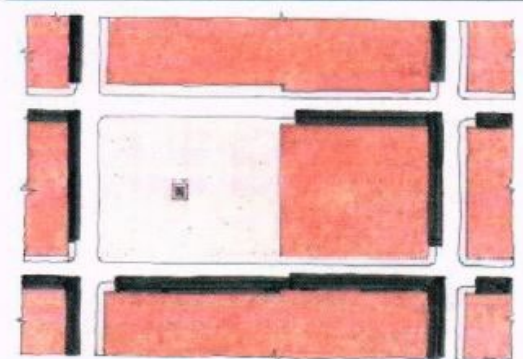
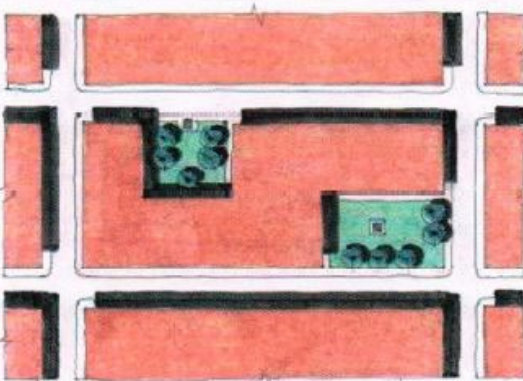
1. Parking shall be in compliance with section 134, vehicle parking regulations.
2. Off-street parking requirements for any and all uses permitted in this Planned Development District may be waived subject to a shared parking agreement or a coordinated parking plan approved by the City Manager or designee, subject to appeal to the City Council.

E. CIVIC SPACE

1. Each platted project shall assign at least five (5) percent of the acreage (not including public right-of-way or floodplain) to civic space as graphically depicted below. This standard shall not be satisfied through the option of payment into a parkland dedication fund.
2. Seventy (70) percent of all residential or mixed-use lots shall be located within 800 feet of green or civic space for any given platted project.

3. Backing buildings onto trails or natural areas is strongly discouraged. If a building backs onto trails or natural areas, it shall utilize a rear fence that is metal and not opaque in order to enhance visual security of the Public Space, trails, or natural areas. If a rear-loaded garage or pull through garage is utilized, the garage shall be located within three (3) feet of the side property line or utilize a common wall with an adjacent garage to enhance the visual security.
4. The civic space shall be designed in accordance with the following illustrative standards:

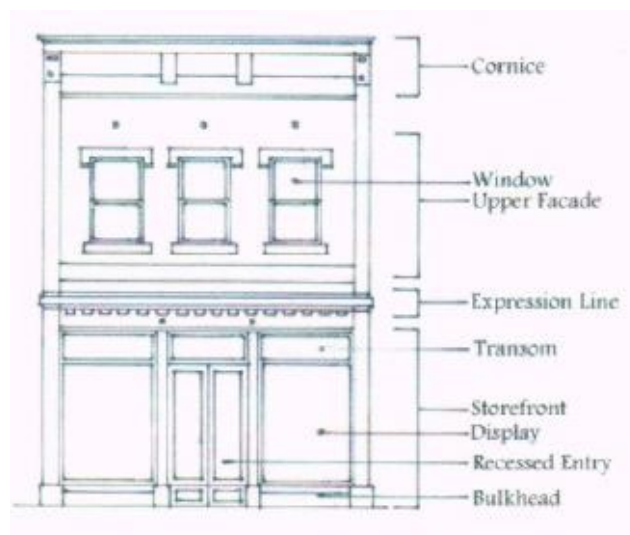
<p>a. Park</p> <p>A natural area available for unstructured recreation. A park may not be framed by building frontages. Parks shall be composed of trails, paths, meadows, tree stands and open shelters. Parks may be linear, following natural corridors and waterways. The minimum size shall be fifteen (15) acres.</p>	
<p>b. Green</p> <p>An open space, available for unstructured recreation. A green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees laid out naturally. The minimum size shall be two (2) acres and the maximum size shall be fifteen (15) acres.</p>	
<p>c. Square</p> <p>An open space available for unstructured recreation and civic purposes. A square is spatially defined by buildings. Its landscape shall consist of paths, lawns, and trees laid out formally. Squares shall be located at the intersection of important streets. The minimum size shall be one (1) acre and the maximum size shall be five (5) acres.</p>	

<p>d. Plaza</p> <p>A primarily hardscaped open space with formal landscaping, available for civic purposes and commercial activities. A plaza shall be spatially defined by buildings. Plazas should be dimensioned at an approximate 3:1 ratio in terms of its width relative to the building heights. It shall not be dimensioned at more than a 6:1 ratio</p>	
<p>e. Playground</p> <p>An open space designed and equipped for children's recreation. A playground shall be fenced and may include an open shelter. Playgrounds shall be located within residential areas and may be placed within a block as illustrated. They may included in parks and greens. There shall be no minimum or maximum size.</p>	

F. ARCHITECTURAL, LANDSCAPE, SIGNAGE AND MISCELLANEOUS STANDARDS

1. Architectural Standards

- a. An expression line shall delineate divisions between floors of all buildings, and a cornice shall delineate the tops of facades that do not utilize a pitched roof. For retail storefronts, a transom, display window area and bulkhead at the base shall be utilized.



- b. To screen rooftop mechanical equipment, other appurtenances, and flat or built-up roofs, all structures having a footprint of 5,000 square feet or less shall be constructed with a pitched roof. Those structures having a footprint greater than 5,000 square feet shall be constructed with either a pitched or parapet roof system enclosed on all sides.
- c. Mansard roofs and flat membrane-type roofs that are visible are prohibited. Roofs shall be constructed of a process and of materials that shall have a minimum installation and manufacturer's warranty of at least 20 years.
- d. Ground floor retail building plate heights shall be at least fifteen (15) feet in height.
- e. Windows shall be oriented vertically.
- f. Columns and piers shall be spaced no farther than the height of the column or pier.
- g. Transparency: Each floor of any building façade facing a park, plaza, or street shall contain transparent windows covering from 15 to 75 percent of the façade area. In order to provide clear views of merchandise and to provide natural surveillance of exterior street spaces, the street-level floor along the retail storefront façade shall have transparent storefront windows covering no less than fifty (50) percent of the façade area.
- h. Permitted finishes for commercial or mixed-use buildings – At least eighty percent (80%) of the exterior of all new buildings (excluding doors and windows) shall be finished in one or more of the following materials:
 - (1) Brick, stone, cast stone, rock, marble, granite, glass block, metal, and/or tile
 - (2) Exterior Insulating Finishing System (EIFS) as an accent (abuse resistant EIFS above 8 feet above grade)
 - (3) Cementitious-fiber clapboard with at least a 30-year warranty
 - (4) Split face concrete block, poured-in-place concrete, and tilt-wall concrete. Any use of concrete products shall have an integrated color and be textured or patterned. Tilt-wall concrete structures shall include reveals, punch-outs, or other similar surface characteristics to enhance the façade on at least twenty-five (25) percent of each façade.
- i. The following permitted finishes for residential buildings and live/work units shall be allowed: Cementitious-fiber clapboard; brick; stone; manmade stone and stucco utilizing a three-step process. The following shall be allowed up to thirty percent (30%) as an accent material: wood, Exterior Insulating Finishing System (EIFS) (abuse resistant EIFS above 8 feet above grade) or similar material over a cementitious base, rock, glass block and tile.
- j. Side facades and rear facades shall be of finished quality and of the same color and materials that blend with the front of the building. Rear facades may be painted tilt-wall

or painted block matching the same color of the rest of the building if the rear façade faces an alley or is not viewable from a public street or right-of-way.

- k. On single family residences, at least one of the following shall be utilized: porches, stoops, bay windows, balconies, masonry clad chimneys, attached pergolas or colonnades. Those architectural elements may encroach into the build-to-line.
 - l. Plate Heights for single-family residential homes shall be no less than ten (10) feet for the first floor and nine (9) feet for the second or higher floors.
 - m. Garages for residential buildings generally shall be located at the rear on alleys, except in order to preserve trees at the rear of the lots. Pull-through garages are allowed if the garage door is set back behind the rear façade of the main structure. If front-loaded garages are utilized on single-family residential lots, the garages shall be no greater than twenty-four (24) feet wide, and set back at least ten (10) feet measured from the face of the main structure closest to the garage, or rotated ninety (90) degrees with windows on the wall facing the street. All garage doors shall be divided into single bays separated by at least an 18-inch column. Front-loaded garages on residential lots less than sixty (60) feet wide shall not be allowed. Town homes and courtyard apartments shall utilize rear-loaded garages.
 - n. An enclosed garage or carport shall be designed and constructed of the same material as the primary building.
 - o. The exterior walls of buildings may be lit with wall washer type lights, natural gas lamps, or low wattage decorative electric lamps.
2. Landscaping. Requirements for landscaping shall be in accordance with Chapter 86 of the Burleson Code of Ordinances, with the following exceptions:
- a. Required canopy trees shall be a minimum of four caliper inches; and
 - b. Required ornamental trees shall be a minimum of three caliper inches.
 - c. One canopy street tree or two ornamental trees, for each 40 linear feet of frontage, at a minimum four-inch caliper.
3. Signage. Requirements for signs shall be in accordance with the provisions of the Zoning Ordinance.
4. Dumpster Screening. All freestanding dumpsters shall be screened on all four sides with an opaque closure measuring to a height of at least six (6) inches above the top of the dumpster. A dumpster located in an alley on the perimeter of the project shall be screened from view on all sides with an opaque enclosure or building niche measuring at least six (6) inches above the top of the dumpster. The building niche shall be constructed

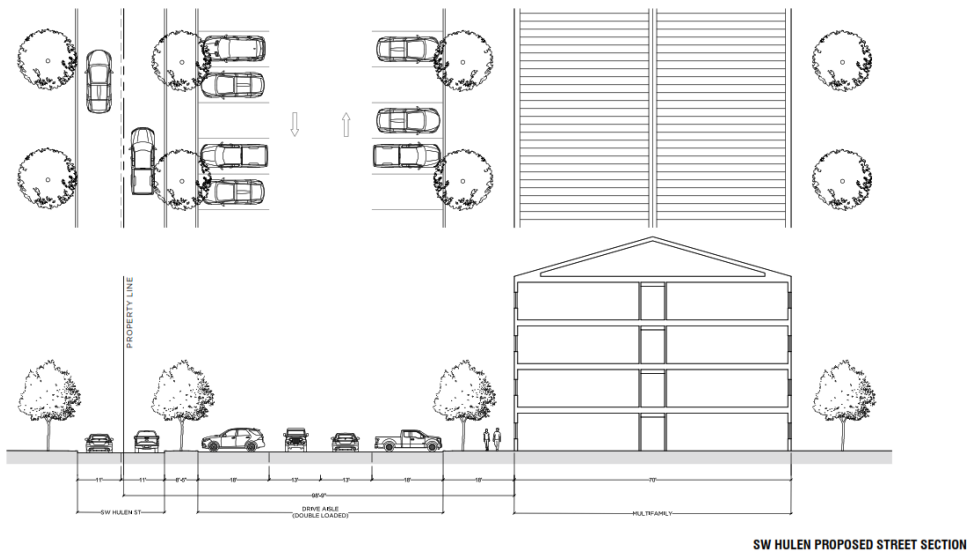
Exhibit "A" Proposed PD, Planned Development

of material that matches the building. All dumpster enclosures utilized for non-residential uses shall include a pedestrian door.

G. STREET TYPES

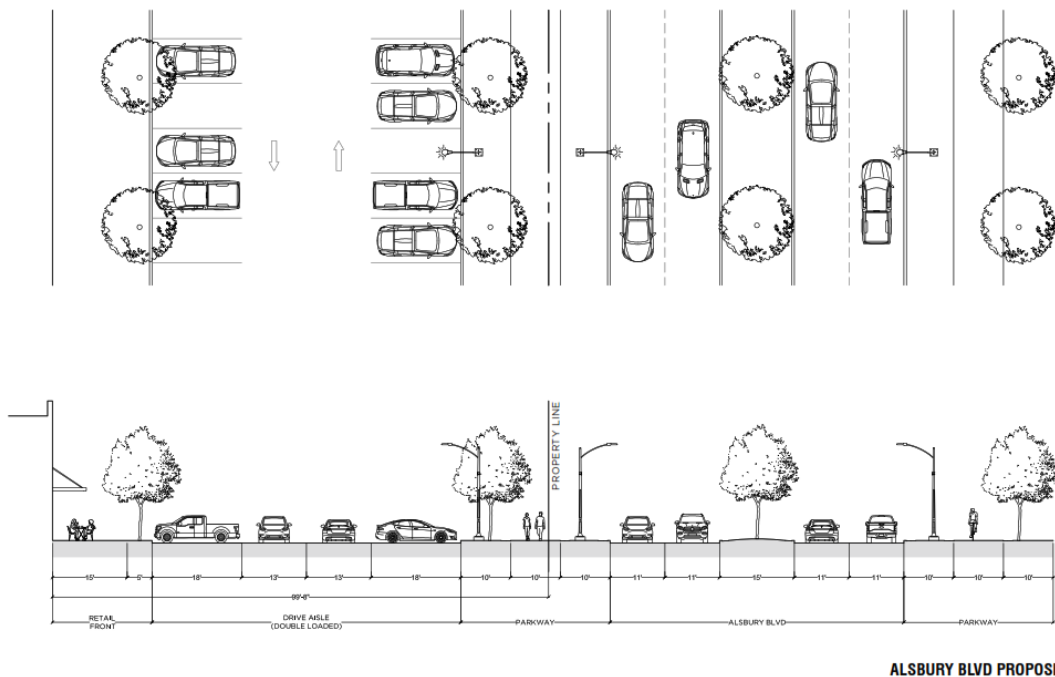
1. SW Hulen

- a. The exhibit below demonstrates the required street plan and section on the development's portion of SW Hulen Street.



2. Alsbury Blvd

- a. The exhibit below demonstrates the required street plan and section on the development's portion of Alsbury Blvd.



H. BUILDING TYPES

Development Standards	Lot Width Minimum (W)	Lot Depth Minimum	Minimum Side Yard/Rear Yard	Rear-loaded Covered Parking	Off Street Parking Spaces minimum per Dwelling Unit	Garage Setback (front- loaded)	Maximum Height	Square Foot Minimum-- Maximum per Dwelling Unit	Porch or Stoop / Depth Minimum	Accessory Unit/Max Square Footage	Maximum Lot Coverage
Townhome / Stacked Condo	20-30'	80'	0' / 5'	A	1.0	n/a	3 Stories	1000 -- No Max	A / 0'	A (5) / 400	70%
Multifamily	-	-	10'	A	1.5	n/a	4 Stories	600 -- No Max	A / 0'	A / No Max	50%
A - Allowed N - Not Allowed R - Required											

ORDINANCE D-065-06

AN ORDINANCE AMENDING ORDINANCE B-582, THE ZONING ORDINANCE OF THE CITY OF BURLESON, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING OF APPROXIMATELY 373 ACRES OUT OF THE H.G. CATLETT SURVEY, ABSTRACTS NO. 180, 186 AND 177, AND THE S.M. BLAIR SURVEY, ABSTRACT 65, CITY OF BURLESON, JOHNSON COUNTY, TEXAS, FROM THE A AGRICULTURAL DISTRICT TO THE PD PLANNED DEVELOPMENT DISTRICT; MAKING THIS ORDINANCE CUMULATIVE OF PRIOR ORDINANCES; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a zoning change was initiated by the City of Burleson under Case Number 06-030; and

WHEREAS, the City of Burleson has complied with the notification requirements of the Texas Local Government Code and the Burleson Zoning Ordinance; and

WHEREAS, the City Council and Planning and Zoning Commission have held a joint public hearing and the Planning and Zoning Commission has made a recommendation on the proposed zoning amendment; and

WHEREAS, the City Council has determined that the proposed zoning ordinance amendment is in the best interest of the City of Burleson.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:

SECTION 1

The Comprehensive Plan, the Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Burleson, Texas, as shown on the Zoning Map attached as Exhibit "A", and described by metes and bounds description attached as Exhibit "B", by changing the zoning of said property from the A Agricultural district to the PD Planned Development district, including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

SECTION 2

The Planned Development, commonly known as the Burleson West Transit Oriented Development, shall be subject to the following conditions:

A. COMMUNITY INTENT

The West Transit-Oriented Development (TOD) District establishes a mixed use community anchored by a planned commuter rail station linking Johnson and Tarrant Counties, surrounded by authentic neighborhoods with roots in the enduring qualities of Burleson—its small town ambience, its traditional downtown and its strong heritage.

The West TOD District provides the design and development standards for the subject area delineated within the West portion of the Burleson TOD, attached as Exhibit 1 and incorporated by reference. The TOD Street Type Matrix, Table A attached hereto and incorporated by reference, the TOD Building Type Matrix, Table B attached hereto and incorporated by reference, and the respective explanatory regulations accompanying those matrices constitute binding regulations and standards for the West TOD District and are incorporated herein by reference. In order to develop and sustain this community, the following standards are hereby established.

1. Walkability. In order to facilitate walkability and livability, all streets shall provide accessible sidewalks with street trees or adjacent trails. Block lengths shall be as short as possible to accommodate a walking environment. Street types and cross-sections are established herein to facilitate an integrated set of transportation choices—driving, walking, cycling and transit, as well as to form a place bounded by building facades creating “street walls.” Carefully designed civic spaces such as greens, squares, plazas and trails shall be integrated into the neighborhoods.
2. Home Occupations. In order to accommodate a community that reflects the modern economy and demographic trends, home occupations shall be allowed in all residential units as follows:
 - a. The occupation function shall be incidental to the primary function of the building as a residence.
 - b. No person outside the residence may be employed unless the residence is a Live-Work unit.
 - c. There shall be no exterior display, no exterior storage of materials and no other variation from the residential character of the principal building, unless the residential unit is a Live-Work Unit or the building has been converted to a non-residential function consistent with applicable building codes.
 - d. A Live-Work Unit shall have separate entry doors and spaces for the respective residential and non-residential functions.
3. Architecture. Architectural standards herein (e.g., “windows shall be oriented vertically”) are functional in nature. Conversely, architectural style (e.g., Victorian, Prairie, Arts & Crafts, etc.) shall be determined through privately enforced conditions, covenants & restrictions (CC&Rs) so that the neighborhoods over time are responsive to evolving market preferences and styles.
4. Applicability of Subdivision Standards
 - a. The standards herein shall establish the street cross-section criteria and lot standards for subdivision within the area depicted in Exhibit 1. Any approved Preliminary and/or Final Subdivision Plat must substantially conform to the adopted site plan and concept plan for zoning.
 - b. Lots utilized for uses within the West TOD District shall conform to the requirements of the Subdivision and Development Ordinance. To the extent any standards therein conflict with standards herein, the standards herein shall control.
5. Applicability of other Requirements the Zoning Ordinance. All other requirements of the Zoning Ordinance shall apply unless they conflict with standards established in the West TOD District.

B. LAND USES, BUILDING HEIGHTS, AND OTHER ACTIVITIES

1. This section shall apply to areas designated “mixed use,” “destination retail/mixed use” or the area within Hulen Street, Alsbury Street and the Railroad delineated in Exhibit 1.
 - a. A premises on a legal lot shall be used for the following:
 - (1) retail services
 - (2) retail goods sales

- (3) art, furniture or electronics studio (retail, repair or fabrication)
 - (4) restaurant, café, bakery, deli or coffee shop
 - (5) coffee roasting
 - (6) beer, wine or other alcoholic beverage on premises sales in conjunction with a restaurant
 - (7) movie and/or performance theater
 - (8) museum or philanthropic institutions
 - (9) fraternal or other private social club
 - (10) structured parking garage provided that the frontage on the ground floor addressing the primary street is another use delineated herein
 - (11) hotel
 - (12) bed & breakfast professional offices
 - (13) health services office, clinic or laboratory
 - (14) government/civic offices
 - (15) transit
 - (16) farmer's market, parade, cultural events (requires special use permit)
 - (17) gas station (subject to specific use permit based on design and location accommodating an urban environment)
 - (18) Residential uses per the Building Type Matrix (Table B) and per the applicable street established in the Street Type Matrix (Table A), except for Estate, Large, Medium and Small House
 - b. Buildings may not exceed three (3) stories in height. Up to an additional five (5) stories may be constructed if structured parking is utilized and at least five (5) of the eight (8) of the following elements are utilized at the primary address of the building.
 - (1) patio/café seating
 - (2) plaza or courtyard
 - (3) water feature/fountain
 - (4) bicycle racks
 - (5) overhangs providing shade/colonnade
 - (6) recessed front entryway of at least forty (40) square feet
 - (7) sculpturing of the ground floor, utilizing cornices, corbelling, molding, string coursing, change in materials, and/or change in color
 - (8) recessed windows, or arches, pediments or mullions to distinguish windows
 - c. Buildings shall be sited according to the build-to-line established by street type in the Street Type Matrix (Table A)
2. This section applies to areas not designated "mixed use," or "destination retail/mixed use"; and the area west of Hulen Street or the area west of Alsbury Street delineated in Exhibit 1.
- a. Premises on a legal lot shall be used for residential or live-work (if applicable) uses per any of the housing types allowed in the Building Type Matrix (Table B) and per the applicable street established in the Street Type Matrix (Table A).
 - b. Building heights are established by the applicable building in the Building Type Matrix (Table B).
 - c. Buildings shall be sited according to the build-to-line established by street type in the Street Type Matrix (Table A)
3. Outdoor Displays. Outdoor displays for retail uses shall be limited to no more than fifty percent (50%) of the building's private frontage for lots fifty (50) feet or less in width and no more than twenty-five percent (25%) for lots greater than fifty (50) feet in width. Displays shall be allowed with functional restrictions within the building's public frontage (i.e., the public right-of-way) upon the approval of the City Manager or designee, subject to appeal to the City Council.
4. Café Seating. Outdoor café seating for restaurant, café, deli or coffee shop uses shall be limited to the building's private frontage unless café seating is licensed with functional restrictions with the

building's public frontage (i.e., the public right-of-way) upon the approval of the City Manager or designee, subject to appeal to the City Council.

5. Accessory Building Uses. The massing and use of accessory buildings shall comply with those standards contained in the Burleson Zoning Ordinance.
6. Prohibited Uses. Uses not specifically enumerated in the West TOD District, but are substantially similar, may be permitted upon the approval of the City Manager or designee, subject to appeal to the City Council. All other uses shall be prohibited, including but not limited to vehicle sales/services/repair, industrial, heavy manufacturing, and warehousing.

C. STREET CONNECTIVITY AND VISTAS

1. All streets shall be located so that all streets terminate at other streets except where not feasible due to natural site conditions. Cul-de-sacs shall be permitted only when warranted by natural site conditions.
2. Alleys should be utilized where feasible.
3. At every termination point of a street, or where it makes a ninety-degree turn (plus or minus fifteen degrees), the street shall terminate on a building or vertical element to establish a terminated vista, unless the street terminates into a park, a monumented trail entrance or natural area.

D. OFF-STREET PARKING

1. Location Generally. Off-street parking shall not be located between the primary address of the building and the public right-of-way.
2. Area within Hulen Street, Alsbury Street and the Railroad delineated in Exhibit 1. An off-street parking lot on the side of a building shall not be wider than sixty-five (65) feet, and a street-screen shall be provided such that the side of the parking bays closest to the street shall be screened by a wall or landscaped wrought iron fence three (3) feet in height.
 1. Spaces Required
 - (a) Residential Uses—As required by the applicable housing type in the Building Type Matrix (Table B)
 - (b) Non-residential Uses—As required by the Burleson Zoning Ordinance
 - (c) Neighborhood Commercial Incentive—The number of off-street parking spaces required for retail services, retail goods sales; pharmacies; dry cleaners; art, antique, furniture or electronics studios (retail, repair or fabrication); restaurants, cafés, delis or coffee shops; and retail bakeries shall be waived for the first 1,500 square feet of retail floor space (excluding kitchen, administrative and storage space) for a particular use as long as the total square footage of the use is no greater than 5,000 square feet.
3. Shared Parking. Off-street parking requirements for any and all uses permitted in the West TOD District may be waived subject to a shared parking agreement or a coordinated parking plan approved by the City Manager or designee, subject to appeal to the City Council.


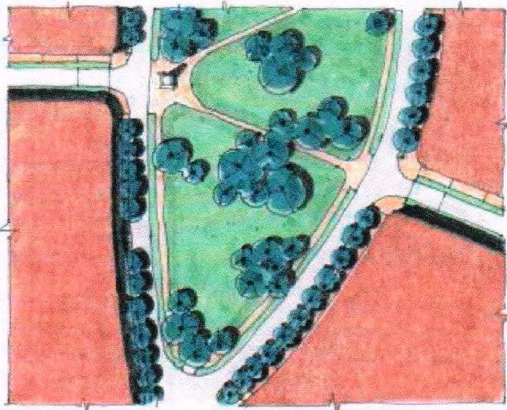
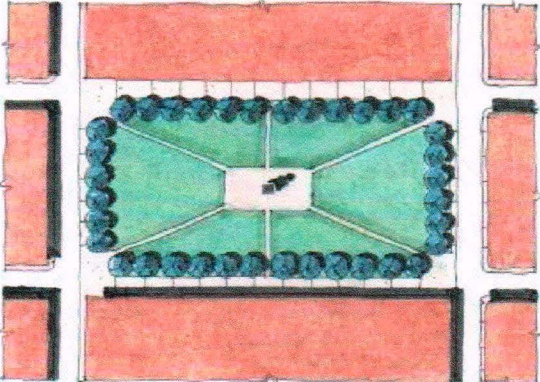
E. CIVIC SPACE

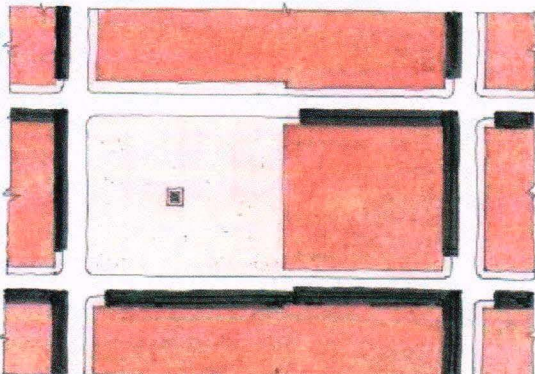
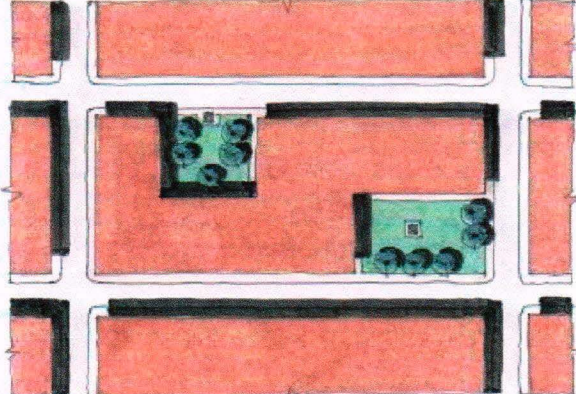
1. Each platted project shall assign at least five (5) percent of the acreage (not including public right of way or flood plain) to civic space as graphically depicted below. This standard shall not be satisfied through the option of payment into a parkland dedication fund.
2. Seventy (70) percent of all residential or mixed-use lots shall be located within 800 feet of green or

March 23, 2006

civic space for any given platted project.

3. Backing buildings onto trails or natural areas is strongly discouraged. If a building backs onto trails or natural areas, it shall utilize a rear fence that is metal and not opaque in order to enhance visual security of the Public Space, trails or natural areas. If a rear-loaded garage or pull through garage is utilized, the garage shall be located within three (3) feet of the side property line or utilize a common wall with an adjacent garage to enhance the visual security.
4. The civic space shall be designed in accordance with the following illustrative standards.

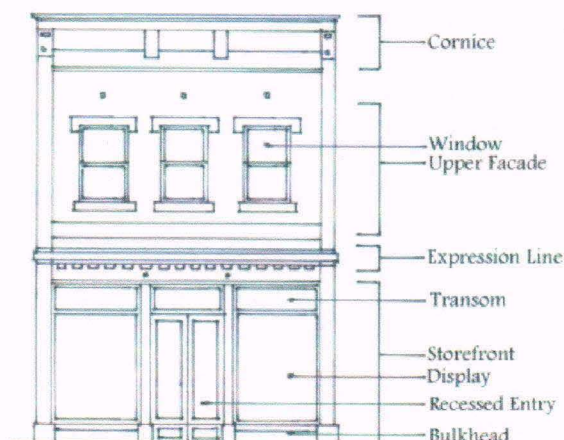
<p>a. Park</p> <p>A natural area available for unstructured recreation. A park may not be framed by building frontages. Parks shall be composed of trails, paths, meadows, tree stands and open shelters. Parks may be linear, following natural corridors and waterways. The minimum size shall be fifteen (15) acres.</p>	
<p>b. Green</p> <p>An open space, available for unstructured recreation. A green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees laid out naturally. The minimum size shall be two (2) acres and the maximum size shall be fifteen (15) acres.</p>	
<p>c. Square</p> <p>An open space available for unstructured recreation and civic purposes. A square is spatially defined by buildings. Its landscape shall consist of paths, lawns, and trees laid out formally. Squares shall be located at the intersection of important streets. The minimum size shall be one (1) acre and the maximum size shall be five (5) acres.</p>	

<p>d. Plaza</p> <p>A primarily hardscaped open space with formal landscaping, available for civic purposes and commercial activities. A plaza shall be spatially defined by buildings. Plazas should be dimensioned at an approximate 3:1 ratio in terms of its width relative to the building heights. It shall not be dimensioned at more than a 6:1 ratio</p>	
<p>e. Playground</p> <p>An open space designed and equipped for children's recreation. A playground shall be fenced and may include an open shelter. Playgrounds shall be located within residential areas and may be placed within a block as illustrated. They may included in parks and greens. There shall be no minimum or maximum size.</p>	

F. ARCHITECTURAL, LANDSCAPE, SIGNAGE AND MISCELLANEOUS STANDARDS

1. Architectural Standards

- a. An expression line shall delineate divisions between floors of all buildings, and a cornice shall delineate the tops of facades that do not utilize a pitched roof. For retail storefronts, a transom, display window area and bulkhead at the base shall be utilized.



- b. To screen rooftop mechanical equipment, other appurtenances, and flat or built-up roofs, all structures having a footprint of 5,000 square feet or less shall be constructed with a pitched roof. Those structures having a footprint greater than 5,000 square feet shall be constructed with either a pitched or parapet roof system enclosed on all sides.

- c. Mansard roofs and flat membrane-type roofs that are visible are prohibited. Roofs shall be constructed of a process and of materials that shall have a minimum installation and manufacturer's warranty of at least 20 years.
- d. Ground floor retail building plate heights shall be at least fifteen (15) feet in height.
- e. Windows shall be oriented vertically. Windows on single family or town house residential buildings shall also utilize significant surrounds or shutters, as well as mullions between grouped windows.
- f. Columns and piers shall be spaced no farther apart than the height of the column or pier.
- g. Transparency: Each floor of any building façade facing a park, plaza or street shall contain transparent windows covering from 15 to 75 percent of the façade area. In order to provide clear views of merchandise and to provide natural surveillance of exterior street spaces, the street-level floor along the retail storefront facade shall have transparent storefront windows covering no less than fifty (50) percent of the façade area.
- h. Permitted finishes for commercial or mixed use buildings – At least eighty percent (80%) of the exterior of all new buildings (excluding doors and windows) shall be finished in one or more of the following materials:
 - (1) Brick, stone, cast stone, rock, marble, granite, glass block and/or tile
 - (2) Exterior Insulating Finishing System (EIFS) as an accent (abuse resistant EIFS above 8 feet above grade)
 - (3) Cementitious-fiber clapboard with at least a 50-year warranty
 - (4) Split face concrete block, poured-in-place concrete, and tilt-wall concrete. Any use of concrete products shall have an integrated color and be textured or patterned. Tilt-wall concrete structures shall include reveals, punch-outs, or other similar surface characteristics to enhance the façade on at least twenty-five (25) percent of each façade.
- i. The following permitted finishes for residential buildings and live/work units shall be allowed: Cementitious-fiber clapboard (not sheets) with at least a 50-year warranty; brick; stone; man-made stone and stucco utilizing a three-step process. The following shall be allowed up to thirty percent (30%) as an accent material: wood, Exterior Insulating Finishing System (EIFS) (abuse resistant EIFS above 8 feet above grade) or similar material over a cementitious base, rock, glass block and tile.
- j. Side facades and rear facades shall be of finished quality and of the same color and materials that blend with the front of the building. Rear facades may be painted tilt-wall or painted block matching the same color of the rest of the building if the rear façade faces an alley or is not viewable from a public street or right-of-way.
- k. On single-family residences, at least one of the following shall be utilized: porches, stoops, bay windows, balconies, masonry clad chimneys, attached pergolas or colonnades. Those architectural elements may encroach into the build-to-line.
- l. Plate Heights for single-family residential homes shall be no less than ten (10) feet for the first floor and nine (9) feet for the second or higher floors.
- m. Garages for residential buildings generally shall be located at the rear on alleys, except in order to preserve trees at the rear of the lots. Pull-through garages are allowed if the garage door is set back behind the rear façade of the main structure. If front-loaded garages are utilized on single-family residential lots, the garages shall be no greater than twenty-four (24) feet wide, and set back at least ten (10) feet measured from the face of the main structure closest to the garage, or rotated ninety (90) degrees with windows on the wall facing the street. All garage doors shall be divided into single bays separated by at least an 18-inch column. Front-loaded garages on

residential lots less than sixty (60) feet wide shall not be allowed. Town homes and courtyard apartments shall utilize rear-loaded garages.

- n. An enclosed garage or carport shall be designed and constructed of the same material as the primary building.
 - o. The exterior walls of buildings may be lit with wall washer type lights, natural gas lamps, or low wattage decorative electric lamps.
2. Landscaping. Requirements for landscaping shall be in accordance with Chapter 10 of the Burleson Code of Ordinances.
 3. Signage. Requirements for signs shall be in accordance with the provisions of the Zoning Ordinance.
 4. Dumpster Screening. All freestanding dumpsters shall be screened on all four sides with an opaque closure measuring to a height at least six (6) inches above the top of the dumpster. A dumpster located in an alley on the perimeter of the project shall be screened from view on all sides with an opaque enclosure or building niche measuring at least six (6) inches above the top of the dumpster. The building niche shall be constructed of material that matches the building.

EXHIBIT 1 – BURLESON TOD

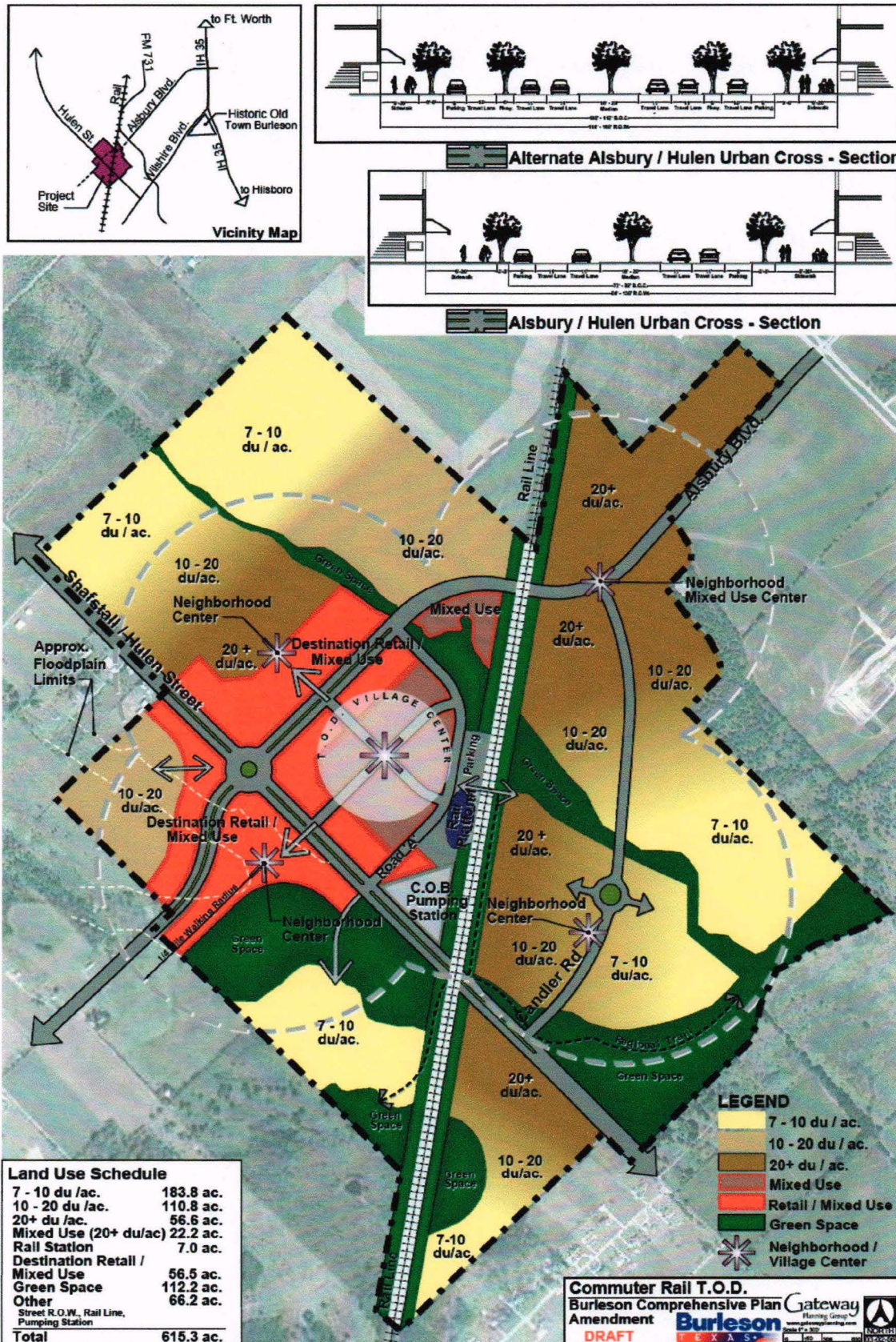

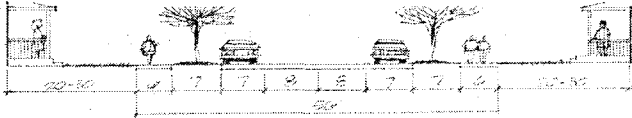
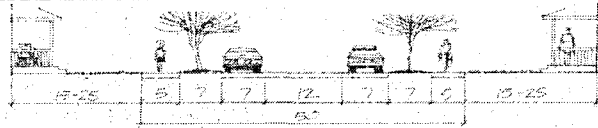
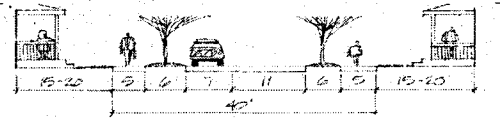

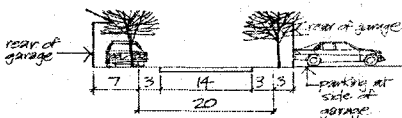
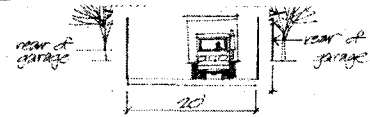
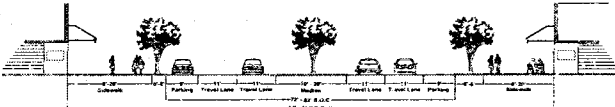
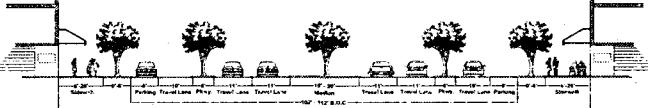


TABLE A – TOD STREET TYPE MATRIX

Street Types (1)		Curb Radii	Speed mph	Build-to-Line (2)	Street Cross Section (3)	Building Types (4)
A-68-34	Two-way Avenue with Parking	15'	30	20'-30'		All
S-56-30	Two-way Street with Parking	15'	25	20'-30'		All
S-50-26	Two-way Street with Parking	10'	20	15'-25'		All except non-residential, apartment, and Live-Work/Urban Loft
S1W-40-18	One-way Street with Parking	10'	15	15'-20'		All
C-34-23	Two-way Court with Parking	10'	15	10'-25'		All except non-residential and apartment
RA-20-14	Residential Alley (5)	15'	15	3'-7' or ? 16' (6)		All except non-residential and urban loft
CA-20-20	Commercial Alley - Temporary Parking	15'	15	0'-5'		All except House and Townhome/Stacked Condo
PA-138-62	Primary Arterial (Ailsbury--Hulen)	15'	35	varies		All except House
PA-168-80	Primary Arterial (Alternative Ailsbury--Hulen)	15'	35	varies		All except House

Gateway Planning Group

Explanatory Regulations:

- The first number in the type name establishes the right-of-way width; the second number establishes the paved section width.
The paved section width dimensions are set curb face to curb face except primary arterials, and the parkway includes the top of curb. Mountable curbs shall be allowed. Curbless streets shall be allowed adjacent to greenways, Public Space, and trails for storm water management purposes.
- A Build-to-Line (BTL) shall be established and platted for each street. No less than 80% of the buildings along a block shall conform to the BTL.
For the Side Street side of buildings on corner lots, the minimum side yard dimension shall serve as the BTL.
- Trees denote required street trees.
- The West TOD Zoning District Building Types Matrix establishes the building types and core uses allowed.
- For houses fronting on greens, the RA-20-14 alleys may serve as sole street access for the lot if the BTL is established at 7 feet or greater than 16 feet, or on-street parking is located within 100 feet of the front door, or additional off-street parking is provided.

TABLE B – TOD BUILDING TYPE MATRIX

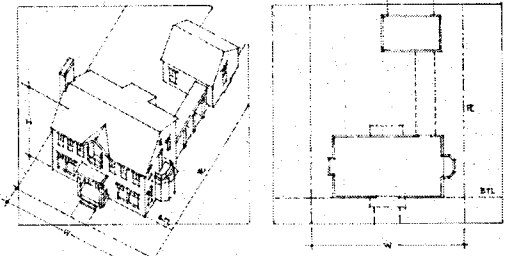
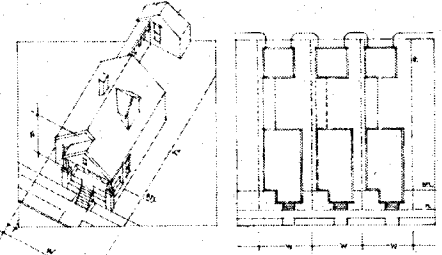
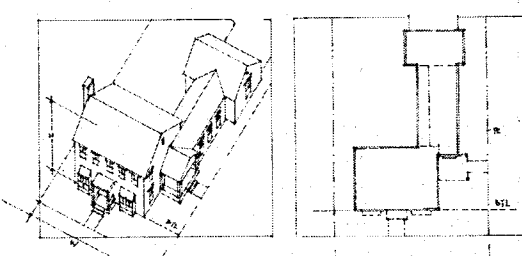
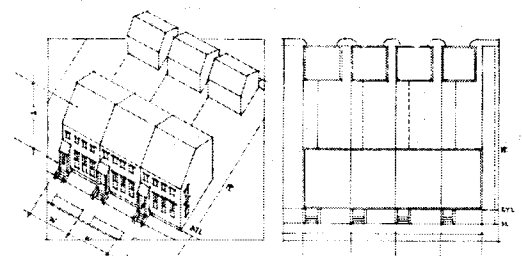
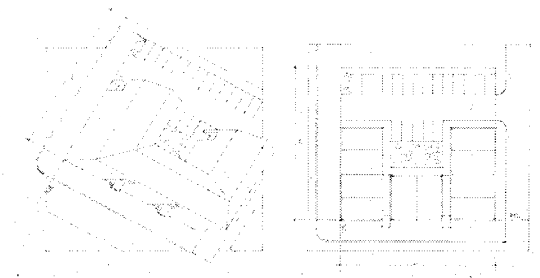
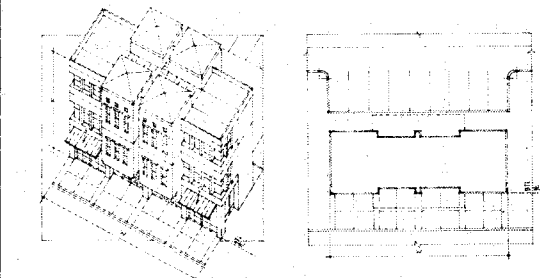
Development Standards												Prototypical Building Types
Types	Lot Widths Minimum (W)	Lot Depth Minimum	Minimum Side Yard/Rear Yard	Rear-loaded Covered Parking ⁽¹⁾	Off Street Parking Spaces Minimum Per Dwelling Unit ⁽¹⁾	Garage Set Back (front-loaded) ⁽²⁾	Maximum Height (H)	Square Foot Minimum-Maximum Per Dwelling Unit	Porch or Stoop / Depth Minimum	Accessory Unit/Max Square Footage	Maximum Lot Coverage	
Estate House	70'-80'	110'	5'	A	2	10'	2 story	3000 - No max	A/6'	A(5)/ 1000'	50%	
Large House	60'-69'	110'	5'	A	2	10'	2 story	2400-3600	A/6'	A(5)/ 800'	60%	
Medium House	50'-59'	100'	5'	R ⁽³⁾	2	n/a	2 story	1600-2600	R/6'	A(5)/ 800'	50%	
Small House	40'-49'	100'	4' ⁽⁶⁾	R	1	n/a	2 story	1400-2200	R/6'	A(5)/ 400'	60%	
Cottage House	25'-39'	90'	4' ⁽⁶⁾	R	1	n/a	2 story	900-1800	R/6'	A(5)/ 400'	70%	
Multi-Unit House ⁽⁷⁾⁽⁸⁾	60'-100'	110'	5'	R	1	10'	2 story	1700 - No max	R/6'	A(5)/ 400'	60%	
Townhome/ Stacked Condo	20'-30'	80'	0'/5'	R	1	n/a	3 story	1000 - No Max	R/0'	A(5)/ 400'	70%	

TABLE B – TOD BUILDING TYPE MATRIX

"End Cap" Apartment (9) (11)	120'	150'	10'	R	1	n/a	2 story	750 - No Max	A	N	80%	
Live-Work/ Urban Loft (12)	25'	100'	5' (13)	R	1	n/a	4 story (6)	750 - No Max	A	N	100%	

A - Allowed

N - Not Allowed

R - Required

Gateway Planning Group

Explanatory Regulations:

- (1) An enclosed garage or a carport shall be constructed of the same material as the main residential structure. Rear-loaded garages may be attached at side property line.
- (2) Garage setback shall be measured from the face of the main structure closest to the garage. Carports shall not be allowed for front-loaded parking.
- (3) "Pull-through" garages shall be allowed if the front façade of the garage is set back behind the rear façade of the house. Covered breezeways connecting the garage and the house shall be allowed.
- (5) The accessory unit shall have cooking facilities and a bathroom; but shall not require a separate water meter.
- (6) Buildings may be sited at side property line so long as buildings on adjacent lots are not within 8'.
- (7) 2 to 6 units shall be allowed.
- (8) The design of the building shall make the multi-unit structure appear as a large single-family house.
- (9) Maximum 24 units shall be allowed per building.
- (10) Courtyard(s) shall face street and provide at least 100 square feet of space per unit.
- (11) Address of building shall face the street at the end of the block so that the building acts as a block "cap."
- (12) Residential Uses shall be allowed on ground floor of building on a commercial streets with a specific use permit and if the ground floor is constructed to meet requirements of the Americans with Disabilities Act and applicable commercial building code and fire code standards; or if the residential use does not front the main address of the building and a separate entrance from the commercial use is provided externally or into a common public hallway. All Live-work units require a separate entrance for the non-residential use.
Buildings 40 units or greater per acre housing shall utilize structured parking within the area bounded by Alsbury, Hulén and the Railroad ROW.
- (13) No side yard required for urban buildings within the area bounded by Alsbury, Hulén and the Railroad ROW.

SECTION 3 CUMULATIVE CLAUSE

This ordinance shall be cumulative of all provisions of ordinances of the City of Burleson, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Burleson's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

SECTION 4 SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

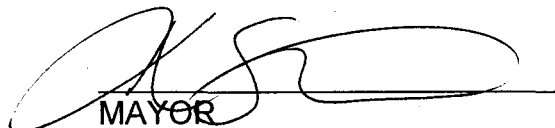
SECTION 5 PENALTY CLAUSE

Any person, firm, association of persons, company, corporation, or their agents, servants, or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in V.T.C.A. Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

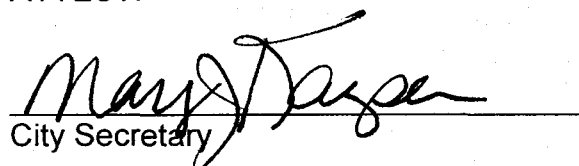
SECTION 6 EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the 23rd day of March 2006


MAYOR

ATTEST:


City Secretary

First Reading: 3/9/06

Exhibit A Zoning Map

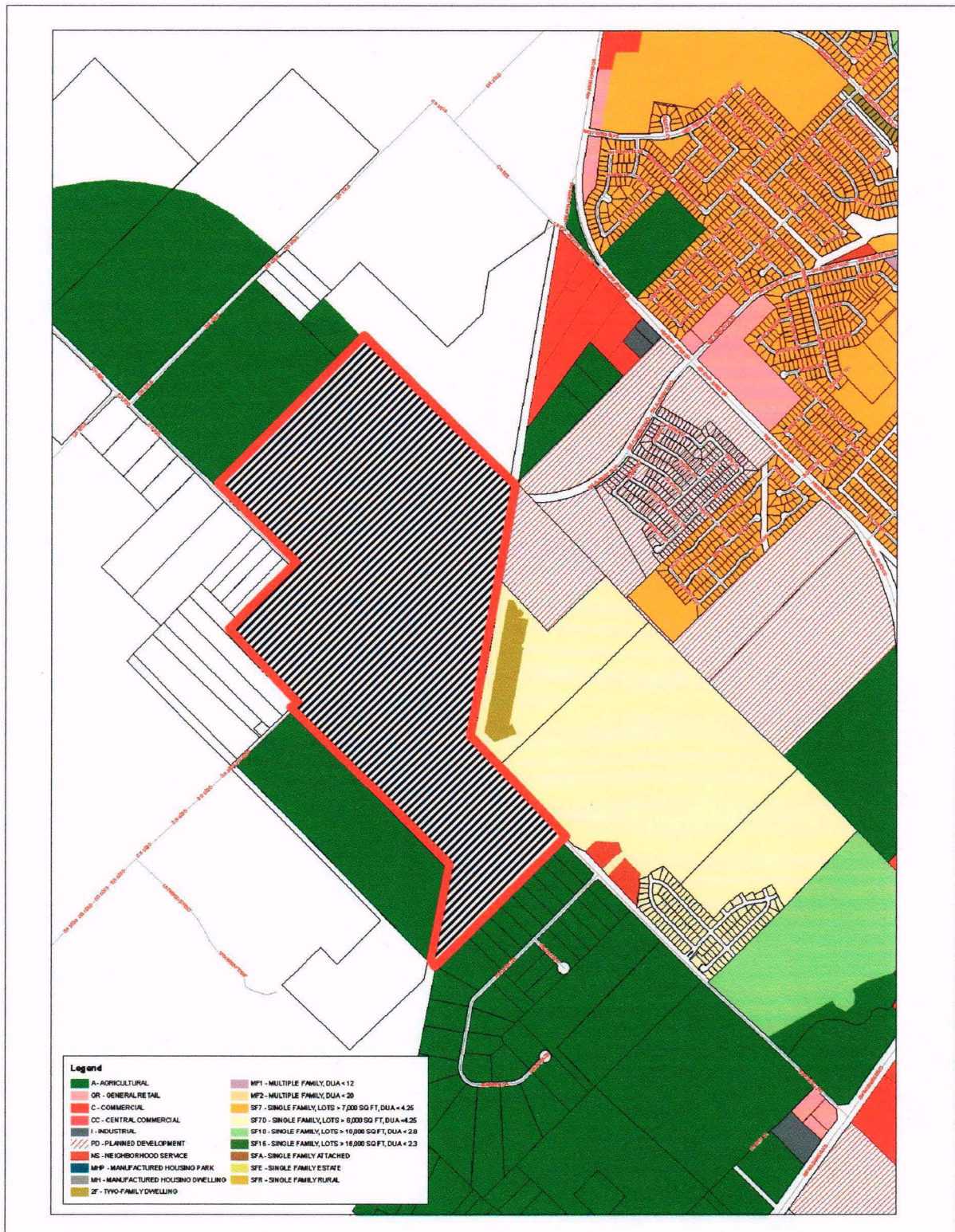


Exhibit B Metes and Bounds Description

Being approximately 373 acres of land out of the H.G. Catlett Survey, Abstract 177; the H.G. Catlett Survey, Abstract 180; the H.G. Catlett Survey, Abstract 186; and the S.M. Blair Survey, Abstract 65, and being more particularly described as follows:

BEGINNING at the east corner of Tract 12C, HG Catlett Survey, Abstract 180, said point being in the south right-of-way line of County Road 920 (Shaffstall Road);

THENCE North 45 degrees West 1,700 feet along the south right-of-way line of County Road 920 (Shaffstall Road) to a point in the east right-of-way line of the BNSF railroad;

THENCE North 9 degrees East, following the east right-of-way line of the BNSF railroad, a distance of 3,390 feet to a point in the west line of Tract 2, SM Blair Survey, Abstract 65;

THENCE North 45 degrees West, leaving the east right-of-way line of the BNSF railroad and following the common extra-territorial jurisdiction line with the City of Fort Worth, as shown on the Official City Map dated February 13, 2003, a distance of 2,720 feet to a point, said point being on a line North 43 degrees East 370 feet from the east corner of Tract 9, HG Catlett Survey, Abstract 177;

THENCE, South 43 degrees West, leaving said point a distance of 2,670, following the south line of said Tract 9, to a point in the south right-of-way line of County Road 920 (Shaffstall Road), said point being in the north line of Tract 27A, HG Catlett Survey, Abstract 186;

THENCE South 45 degrees East 1,340 feet, following the south right-of-way line of County Road 920 (Shaffstall Road) to the northwest corner of Tract 33D, HG Catlett Survey, Abstract 186;

THENCE South 43 degrees West, leaving the south right-of-way line of County Road 920 (Shaffstall Road), a distance of 1,200 feet, following the northwest line of said Tract 33D, and passing the southwest line of said Tract 33D to a point in the southwest line of Tract 36, HG Catlett Survey, Abstract 186;

THENCE South 45 degrees East, following the southwest line of said Tract 36, a distance of 1,215 feet to a point in the northwest right-of-way line of County Road 1020;

THENCE South 45 degrees West, following the northwest right-of-way line of County Road 1020, a distance of 120 feet to a point in the southeast line of Tract 37B, HG Catlett Survey, Abstract 186;

THENCE South 45 degrees East, leaving the northwest right-of-way line of County Road 1020, and following the southwest line of Tracts 11A and 11, HG Catlett Survey, Abstract 180, a distance of 2,900 feet to the northwest right-of-way line of the BNSF railroad;

THENCE South 9 degrees West, following the northwest right-of-way of the BNSF railroad, a distance of 1,200 feet to a point, said point also being the most southerly east corner of Tract 10, HG Catlett Survey, Abstract 180;

THENCE South 68 degrees East, a distance of 100 feet to a point in the southeast right-of-way line of the BNSF railroad, said point also being the most westerly corner of Lot 11, Block 1, Tantarra Estates Addition, an addition to Johnson County, Texas, as shown on the plat recorded in Volume 8, Page 368, Plat Records, Johnson County, Texas;

THENCE North 45 degrees East, following the northwest line of said Block 1, Tantarra Estates Addition, a distance of 2,270 feet to the POINT OF BEGINNING, and containing 373 acres of land, more or less.

AFFIDAVIT OF PUBLICATION

THE STATE OF TEXAS
COUNTY OF JOHNSON
CITY OF BURLESON

BEFORE ME, a notary public in and for the above named County, on this day personally appeared the person whose name is subscribed below, who having been duly sworn, says upon oath that he or she is a duly authorized officer or employee of the *Burleson Star*, which is a newspaper of general circulation in the above named County, devoting not less than 25% of its total column lineage to the carrying of items of general interest, published not less frequently than once each week, entered as periodical permit postal matter in the county where published, and having been published regularly and continuously for not less than 12 months prior to the making of any publication. The clipping attached to this Affidavit was published in said newspaper on the following date(s):

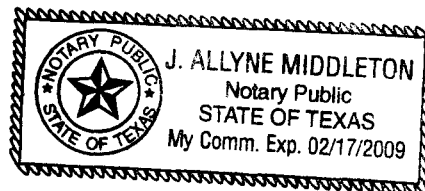
March 29 & April 2, 2006

The Mayor

Authorized Officer or Employee

SUBSCRIBED AND SWORN TO BEFORE ME on this 30 day of March, 2006

J. Allyn Middleton
J. Allyn Middleton
Notary Public



ORDINANCE

D-065-06

An ordinance amending Ordinance B-582, the Zoning Ordinance of the City of Burleson, Texas, by amending the official zoning map and changing the zoning of approximately 373 acres out of the H.G. Catlett Survey, Abstracts No. 180, 186 and 177, and the S.M. Blair Survey, Abstract 65, City of Burleson, Johnson County, Texas, from the A Agricultural District to the PD Planned Development District; making this ordinance cumulative of prior ordinances; providing for the violation of this ordinance; providing a savings clause; authorizing publication; and providing for an effective date.

Be it ordained by the City Council of the City of Burleson, Texas:

SECTION 5

PENALTY CLAUSE

Any person, firm, association of persons, company, corporation or their agents, servants or employees violating or failing to comply with any of the provisions of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of non compliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in V.T.C.A. Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

Passes and Approved on this 23rd day of March, 2006.

/s/Mayor, Ken Shetter
Attest: City Secretary,
Mary Kayser

B - 3/29, 4/02 - ord D-065-06

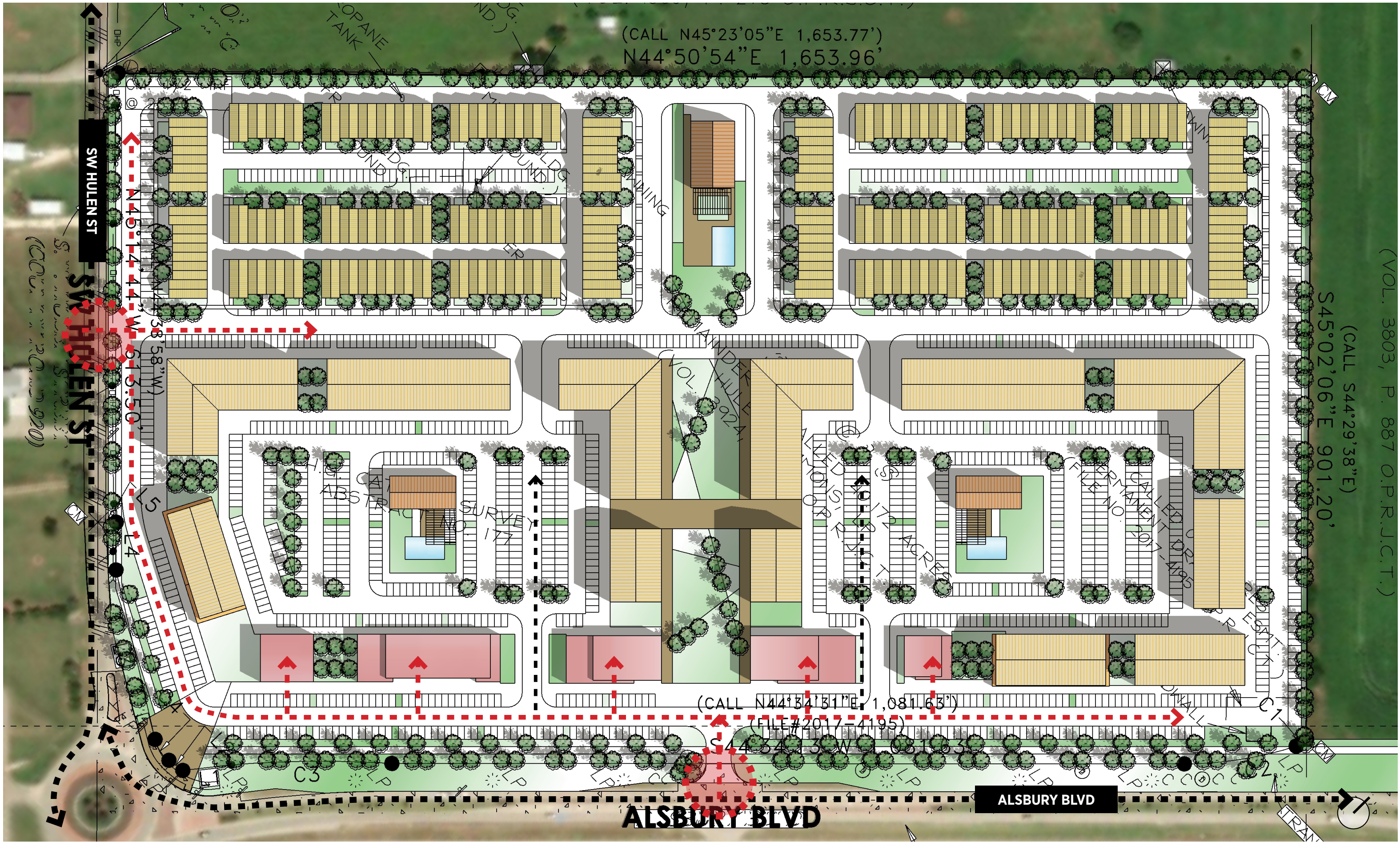


BURLESON MIXED USE

BURLESON, TEXAS

PRELIMINARY PLANNING STUDIES

04 . 15 . 2022

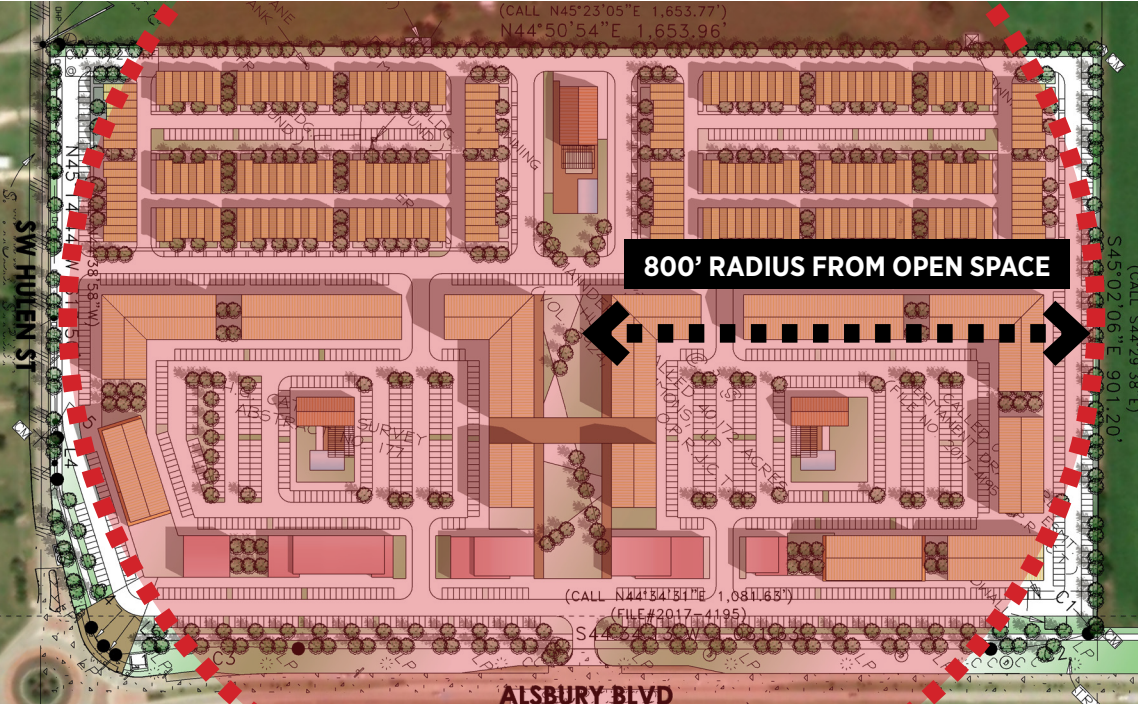
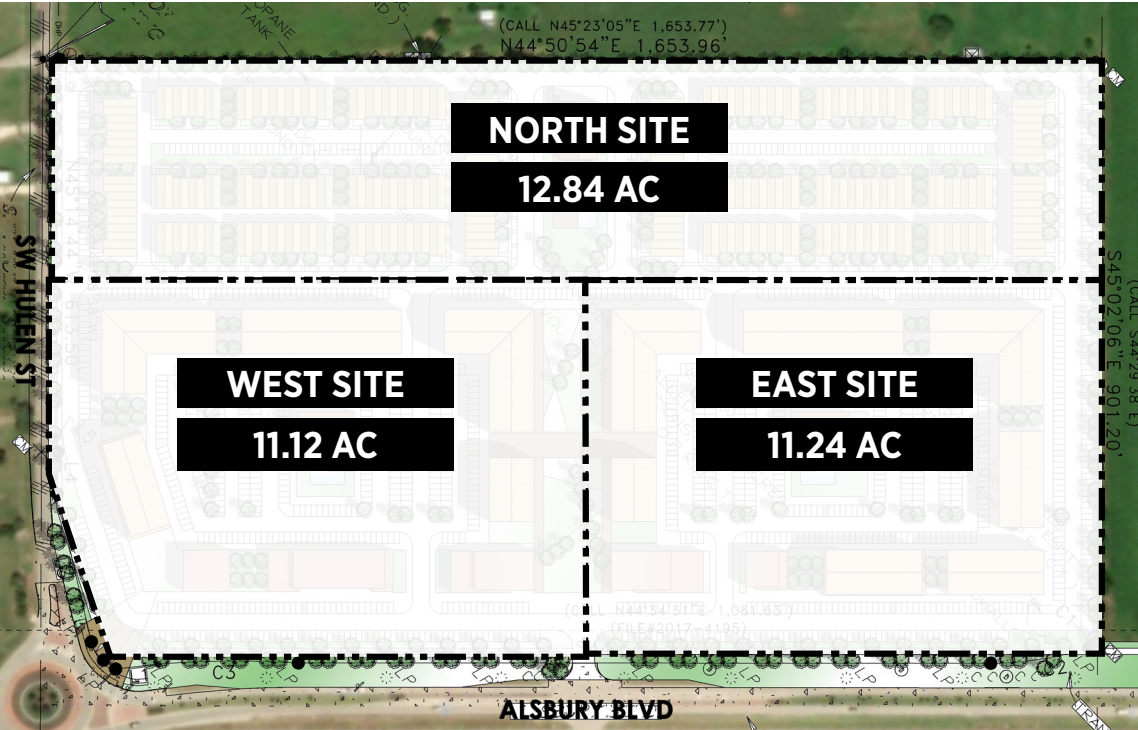








PROPOSED PLANNING



BURLESON TOD EAST RESIDENTIAL SITE	Floorplate - Gross SF	NRSF @ 83% Efficiency	Levels	Average Unit Size	# Units/ Keys	Total Gross Square Footage	Parking Ratio	Required Parking	Proposed Parking Space Count
Restaurant / Retail Total	12,500		1			12,500	7 per 1000	88	
Surface Parking									100
Leasing Office	3,400		1			3,400	3 per 1000	10	
Amenities - Fitness/Coworking (Accessory Use)	4,160		1			4,160			
Clubhouse (Accessory Use)	4,000		1			4,000			
Level 1 Multifamily	85,000	70,550	1	850	83	85,000	1.55 per Unit	129	
Level 2 Multifamily	92,000	76,360	1	850	90	92,000	1.55 per Unit	139	
Level 3 Multifamily	92,000	76,360	1	850	90	92,000	1.55 per Unit	139	
Level 4 Multifamily	92,000	76,360	1	850	90	92,000	1.55 per Unit	139	
Total					353	372,560		546	
Surface Parking									550
GRAND TOTAL				Units per Acre	31.35	385,060		644	650
				Site Square Footage	489,759				
				11.24	Acres				

BURLESON TOD WEST RESIDENTIAL SITE	Floorplate - Gross SF	NRSF @ 83% Efficiency	Levels	Average Unit Size	# Units/ Keys	Total Gross Square Footage	Parking Ratio	Required Parking	Proposed Parking Space Count
Restaurant / Retail Total	20,000		1			20,000	7 per 1000	140	
Surface Parking									140
Leasing Office	3,400		1			3,400	3 per 1000	10	
Amenities - Fitness/Coworking (Accessory Use)	4,160		1			4,160			
Clubhouse (Accessory Use)	4,000		1			4,000			
Level 1 Multifamily	62,000	51,460	1	850	61	62,000	1.55 per Unit	94	
Level 2 Multifamily	69,000	57,270	1	850	67	69,000	1.55 per Unit	104	
Level 3 Multifamily	69,000	57,270	1	850	67	69,000	1.55 per Unit	104	
Level 4 Multifamily	69,000	57,270	1	850	67	69,000	1.55 per Unit	104	
Total					263	280,560		407	
Surface Parking									435
GRAND TOTAL				Units per Acre	23.61	300,560		557	575
				Site Square Footage	484,555				
				11.12	Acres				

BURLESON TOD NORTH RESIDENTIAL SITE	Floorplate - Gross SF	NRSF @ 83% Efficiency	Levels	Average Unit Size	# Units/ Keys	Total Gross Square Footage	Parking Ratio	Required Parking	Proposed Parking Space Count
Amenity/Clubhouse	5,500		1			5,500			
East Townhomes	84,150		2	2,550	66	168,300	1.55 per Unit	102	
West Townhomes	84,150		2	2,550	66	168,300	1.55 per Unit	102	
Total					132	336,600		205	
Surface Parking									210
Garage Parking in Townhome									132
GRAND TOTAL				Units per Acre	10.28	342,100		205	342
				Site Square Footage	559,271				
				12.84	Acres				

TOTAL ACRES	TOTAL UNITS	TOTAL UNITS/ACRE	TOTAL PARKING REQUIRED	TOTAL PROPOSED (APROX)
35.21	747	21.22	1,406	1,567

City Council Regular Meeting

DEPARTMENT: Customer Service

FROM: Jesse Elizondo, Director of Customer Service

MEETING: July 5, 2022

SUBJECT:

Receive a report, hold a discussion, and give staff direction regarding an operational overview and proposed FY22-23 budget for the Customer Service Department. (*Staff Presenter: Jesse Elizondo, Director of Customer Service*)

SUMMARY:

The Customer Service Department was created on November 1, 2021 through a re-organization by the City Manager's Office with a view towards improving outcomes in key areas such as tracking process improvement, cost containment, growing organizational initiatives, increased citizen requests, developing organizational culture, training staff, and employee retention. The Customer Service Department will present a brief overview for city council highlighting departmental structure, projects, accomplishments, statistics and budget request items.

RECOMMENDATION:

Hold a discussion and give direction regarding an operational overview and proposed FY22-23 budget for the Customer Service Department.

Fiscal IMPACT:

Full department fiscal impacts will be considered by city council during the budget process.

STAFF CONTACT:

Jesse Elizondo
Director of Customer Service
jelizondo@burlesontx.com
817-426-9662



Customer Service Department FY22-23 Budget Overview

PRESENTED TO THE CITY COUNCIL ON
JULY 5, 2022

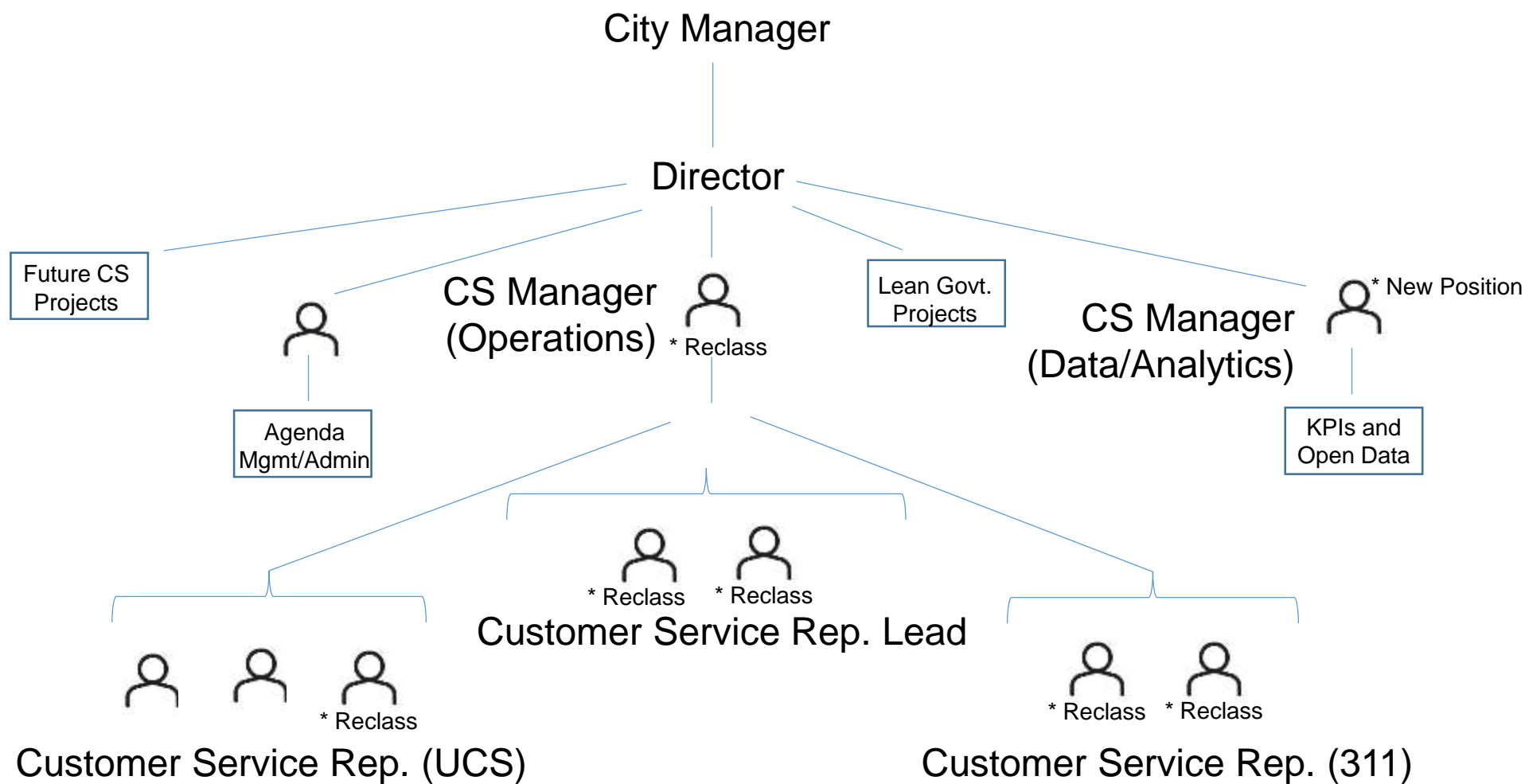
Customer Service Department Overview

Budget Overview Fiscal Year 2022-2023

- Created November 1, 2021
- Department Structure and Layout
- Burleson Lean Government Initiative
- Strategic Plan/KPI/Open Data Project
- Utility Customer Service
- Burleson 311 and CRM Software Rollout



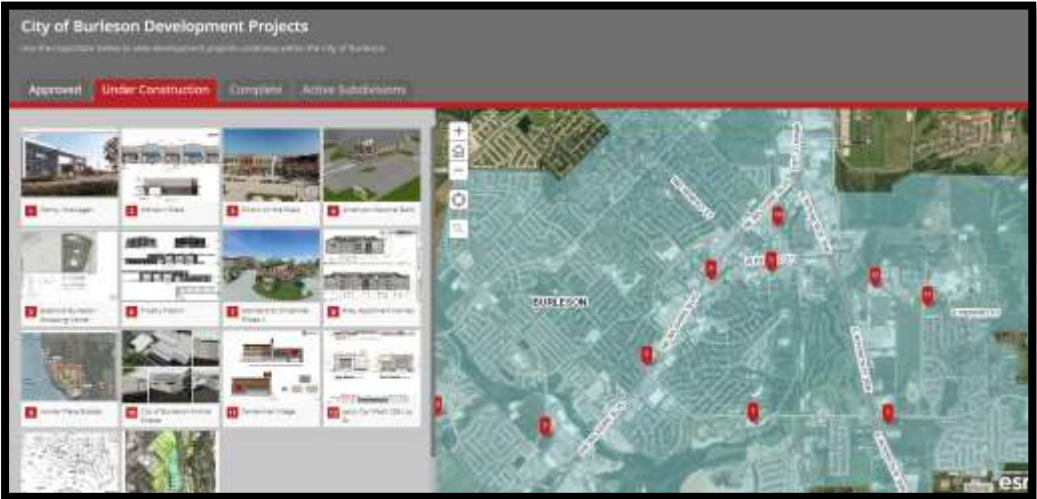
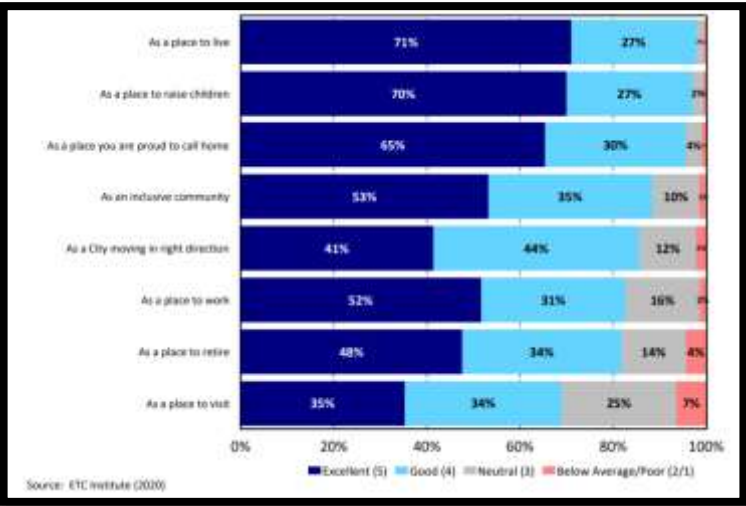
Customer Service Department Structure



Customer Service Department

Stand Alone Projects in FY21-22

- City Wide Citizen Satisfaction Survey 2022 (Leading the Way City 2022)
- Dynamic Interactive Construction Map (GIS Team, Public Works, Community Services & Development Services)



Customer Service Department Burleson Lean Government Initiative

- Process improvement projects creating cost savings, productivity improvements, efficiencies, cost containment and greater customer service
- Educate, train and empower staff with tools and mindset of eliminating waste and reduction of non-value added steps
- Upcoming projects in Finance, Human Resources, Information Technology, Parks & Recreation and Customer Service

Cost savings
(Hard dollars)

Revenue
generation
(Hard dollars)

Productivity
improvements
(Soft dollars)

Cost avoidance
(Soft dollars)



The City of Burleson – Lean Government
Improve city purchase order process time and accuracy

Project Summary:
Every department within the city utilizes purchase orders when buying products or services. Due to the interdepartmental nature of POs, the procedure for requesting, verifying, processing, creating, approving and paying, must cycle through multiple employees and departments. With concerns that such crucial administrative functions are tied to what is currently a lengthy, sporadic process, the Burleson Lean Government team chose to evaluate the procedures involved, looking for opportunities to standardize, streamline and expedite the process.

Improvements:
Average decrease from requisition to issuance 4.49 days lowering the total from 9.49 to 5 days.
An estimate 160 staff hours saved annually (soft dollar re-allocation of work)
3-5 fewer handoffs between departments for processing requisitions (soft dollar productivity improvements)
Positive environmental impact through elimination of approx. 11 reams of paper per year in purchase orders and vendor forms (hard dollar cost savings)

Strategic Focus Area:
Operational Excellence

Focus Area Objective:
Goal 2: improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement

Primary Issue
In the city of Burleson, from Oct 1, 2020 to Sept 30, 2021 there were 868 purchase orders issued. The average number of days from requisition entry to purchase order issuance was 9.49 calendar days, with a 9.97% returned to originator rate due to inaccurate information or request for clarification.

Lean Government Process
A cross-departmental team, after initial awareness training, identified the project and anticipated improvements in standardization, efficiency and accuracy. Desired outcomes include shorter cycle time, decrease in non-value added steps, increase in accuracy and greater customer satisfaction both internally and externally. The team analyzed a fiscal year worth of data to identify key areas for improvement and set specific benchmarks for success.

- Time from requisition entry to issuance currently 9.49 calendar day average. Goal set to less than 7 calendar days
- Return to originator percentage currently 9.97%. Goal set to less than 5%.
- Decrease number of non-value added steps across departments

Results
The team was able to identify the following key areas within the purchase order process for marked improvement.

Signature Levels and Alerts- 60% reduction in administrative delays by reworking level approvals to be department specific as well as adding targeted approval notifications.

Vendor Verification Process - A self-service online portal for vendors eliminates 2-3 hand offs between departments and approximately 160 hours of staff time each year.

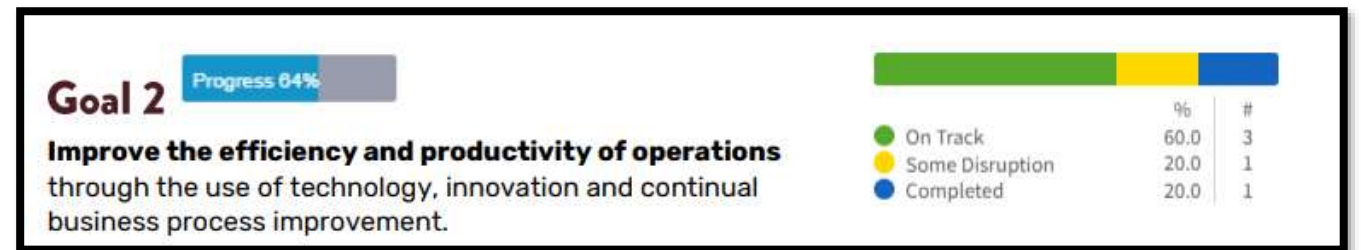
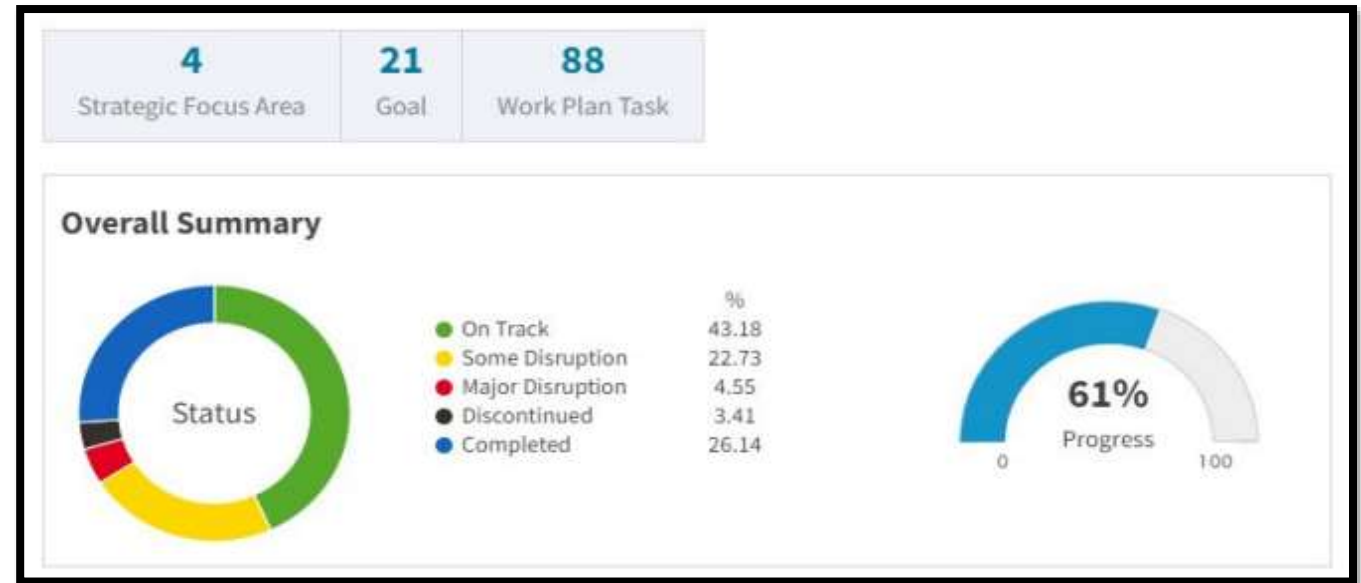
Training and Policy Enhancement - Significant reduction in administrative non-value added steps as well as reduction in batching combated through targeted training and policy enhancement coupled with new ERP rollout.

Ultimately, the team was able to calculate a 47% decrease (4.49 days) from requisition entry to purchase order issuance lowering the total from 9.49 to 5 days by implementing the recommended changes. In addition \$17,506 per year in soft dollar savings through re-allocation of work and productivity improvements as well as approximately \$700 per year in hard dollar saving with a positive environmental impact through elimination of excess paper.

Next Steps
Implement and evaluate the new processes as well as build the new efficiencies into ERP rollout and report comparative improvements over the next two fiscal years.

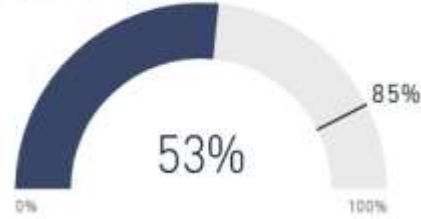
Customer Service Department Open Data and KPI Project FY22-23

- Greater efficiencies and transparency through innovative uses of data and technology
- Strategic Plan and Performance Measurement Progress
- Measurable, collaborative and data driven key performance indicators for every department
- KPIs supported by an in depth open data backend with downloadable datasets



Path to Zero Waste

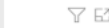
Progress to Zero Waste Target



Pounds of Residential Waste Per Day Per Resident*



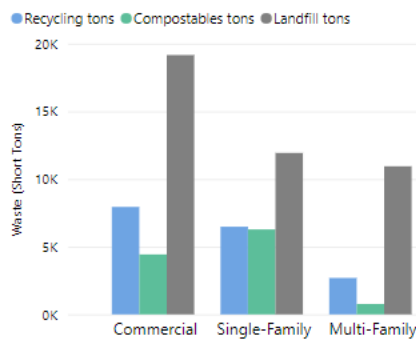
Pounds of Commercial Waste Per Work Day Per Employee**



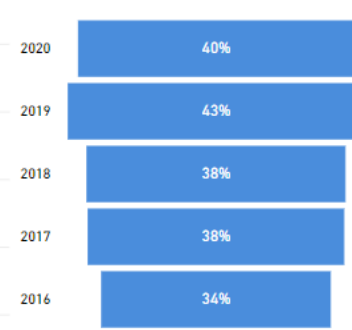
Filter by Year

- 2020
- 2019
- 2018
- 2017
- 2016

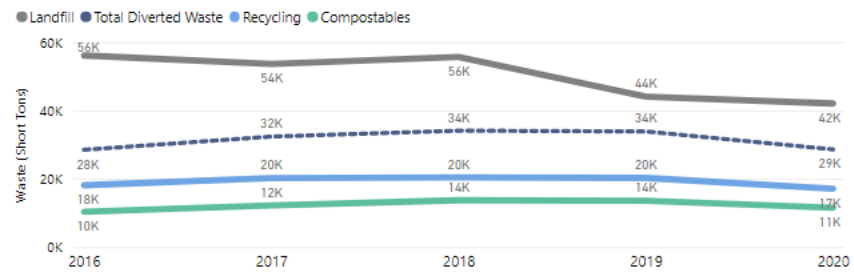
Curbside Collection by Sector



Curbside Collection Diversion Rate by Year



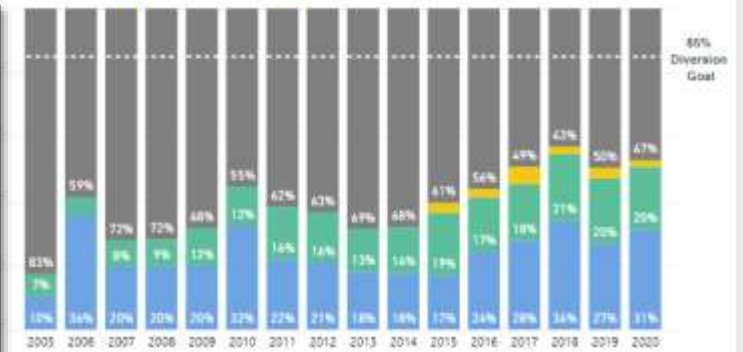
Curbside Collection by Waste Stream



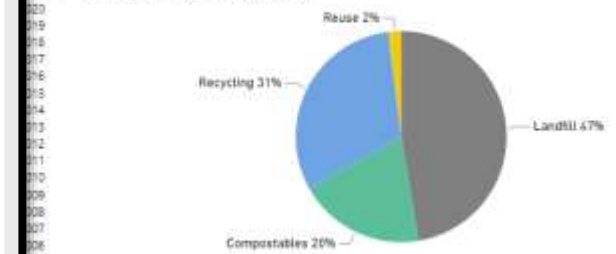
Annual Waste Diversion by Stream

- Recycling
- Compostables
- Reuse
- Landfill

The city's goal is to increase the diversion rate consisting of recycling, compostables, and reuse to 85% by 2025, making landfilled waste only 15% of the total stream.



Where Does Boulder's Waste Go?



Data is posted as available on a monthly or weekly basis.


03/15/2021	89%	98%	71%	60%	92%	73%	77%	49%	100%	89%	100%	100%	97%
03/22/2021	90%	97%	59%	57%	92%	75%	82%	50%	100%	89%	100%	100%	97%
03/29/2021	91%	100%	75%	65%	92%	75%	82%	50%	100%	89%	100%	100%	97%
04/05/2021	89%	100%	61%	58%	91%	73%	80%	50%	100%	85%	100%	100%	88%
04/12/2021	90%	100%	34%	71%	91%	74%	79%	50%	100%	85%	100%	100%	88%
04/19/2021	89%	100%	61%	61%	91%	71%	77%	50%	100%	85%	100%	100%	88%
04/26/2021	87%	100%	53%	39%	91%	72%	77%	49%	100%	85%	100%	100%	88%
05/03/2021	89%	100%	50%	58%	87%	76%	80%	49%	100%	88%	100%	100%	96%
05/10/2021	88%	100%	57%	47%	87%	74%	74%	49%	100%	88%	100%	100%	96%

Customer Service Department

Utility Customer Service

Utility Customer Service Projects 2022

- Digital Forms / DocuSign Pilot
- Streamlined Payment Software
(3% growth in automatic billing payments)
- Developed operations and revenue metrics with historical data and easy to read dynamic dashboards
- Benchmarked industry standard goals for tracking across operations as well as customer service



WELCOME TO Burleson
Utility, Garbage & Recycling Information

We are so excited that you have chosen Burleson as the place to call home. The city boasts a wide variety of recreation opportunities with 18 city parks, developed trails, bike lanes throughout the city, a senior center, library, Hidden Creek Golf Course and Russell Farm Art Center.

The city also has a modern recreation center that features a 10,000 square foot fitness center, indoor swimming area complete with water slides, vortex pools, a current river and a five-lane exercise pool, as well as an outdoor pool and two 1,400 square foot meeting rooms.

We are very proud of our growing and redeveloping historic Old Town which features unique dining and shopping opportunities, a visitor center and museum, trolley car tours and live entertainment. Old Town also plays hosts to family-friendly community festivals and events throughout the year. Construction of the Mayor Vera Calvin Plaza in Old Town is underway and is projected to be completed in May 2020. Other exciting entertainment options in the community include Jellystone Park and two award-winning wineries.

Here in Burleson, you will not only find great residential values, but you will also receive superior public services, strong schools, low crime rate and highly rated police and fire departments.

We are conveniently located to numerous employment and lifestyle amenities within a major metropolitan area, but we still retain our small-town feel and charm.

The city also loves its four-legged family members and if you are looking for a new one make sure to visit the Burleson Animal Shelter.

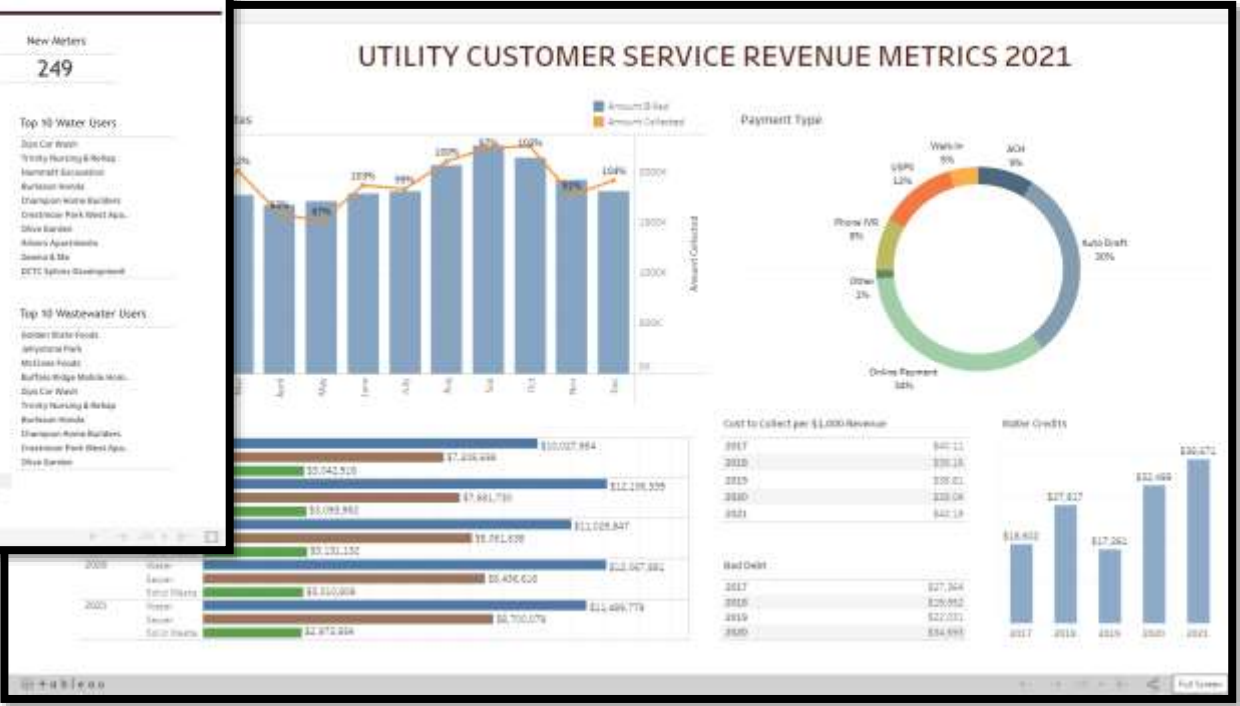
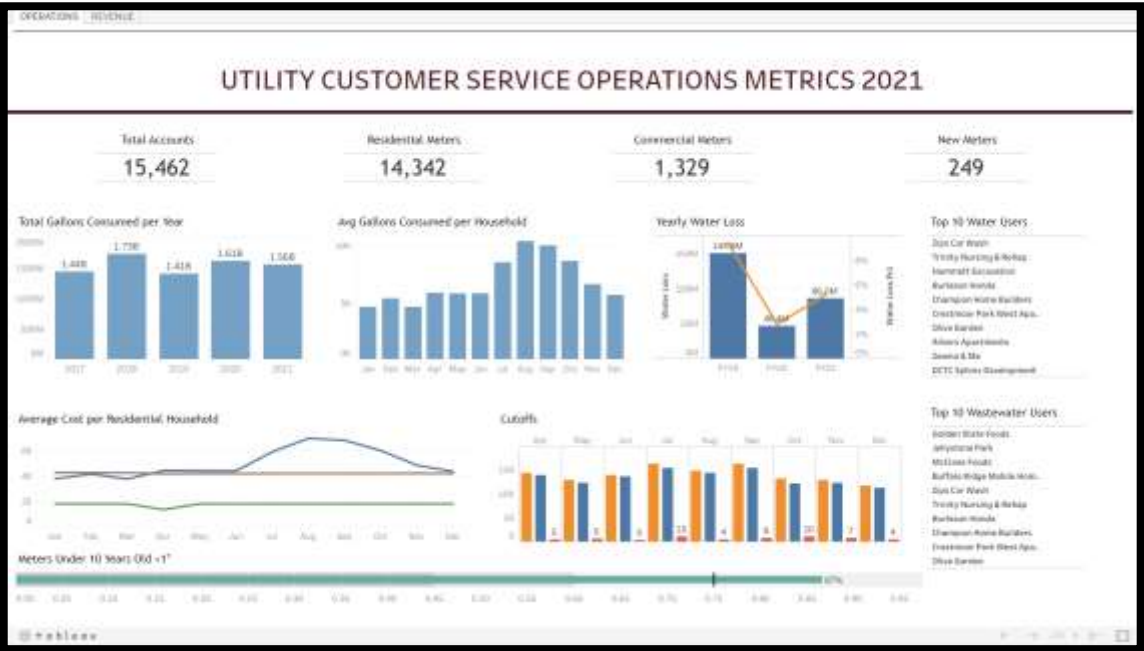
We encourage you to become involved in your new community and take the time to get to know your neighbors. Find information about all of our amenities, garage sales permits, garbage and recycling and more at www.burlesontx.com.

Get Connected
[Facebook.com/BurlesonTX](https://www.facebook.com/BurlesonTX)
[Twitter.com/CityofBurleson](https://twitter.com/CityofBurleson)
[Instagram.com/BurlesonTX](https://www.instagram.com/BurlesonTX)
Sign up for weekly e-news:
www.burlesontx.com/getconnected

WWW.BURLESONTX.COM

Customer Service Department

Utility Customer Service



Customer Service Department

Utility Customer Service

Metric	Description	Goal	5 Year Average	20-21 Actuals	21-22 Actuals
Cost to Collect per \$1k Revenue	Cost of service relative to revenue collected	< \$40.00	\$39.06	\$39.04	\$42.19
Collection Rate	Percentage of billed vs collected	> 99%	-	98.44%	102%
Bad Debt	Unrecoverable debt to revenue collected	< 0.25%	0.13%	0.16%	-
Self Service Adoption	Percentage of self-serve payments	> 75%	-	79.17%	81.68%
Billing Accuracy Rate	Percentage of bills processed vs adjusted for inaccuracy	> 99%	-	99.98%	-
Water Loss Yearly	Percentage of water demand vs billed yearly	< 10%	6%	5%	-

Customer Service Department Burleson 311 and CRM Software

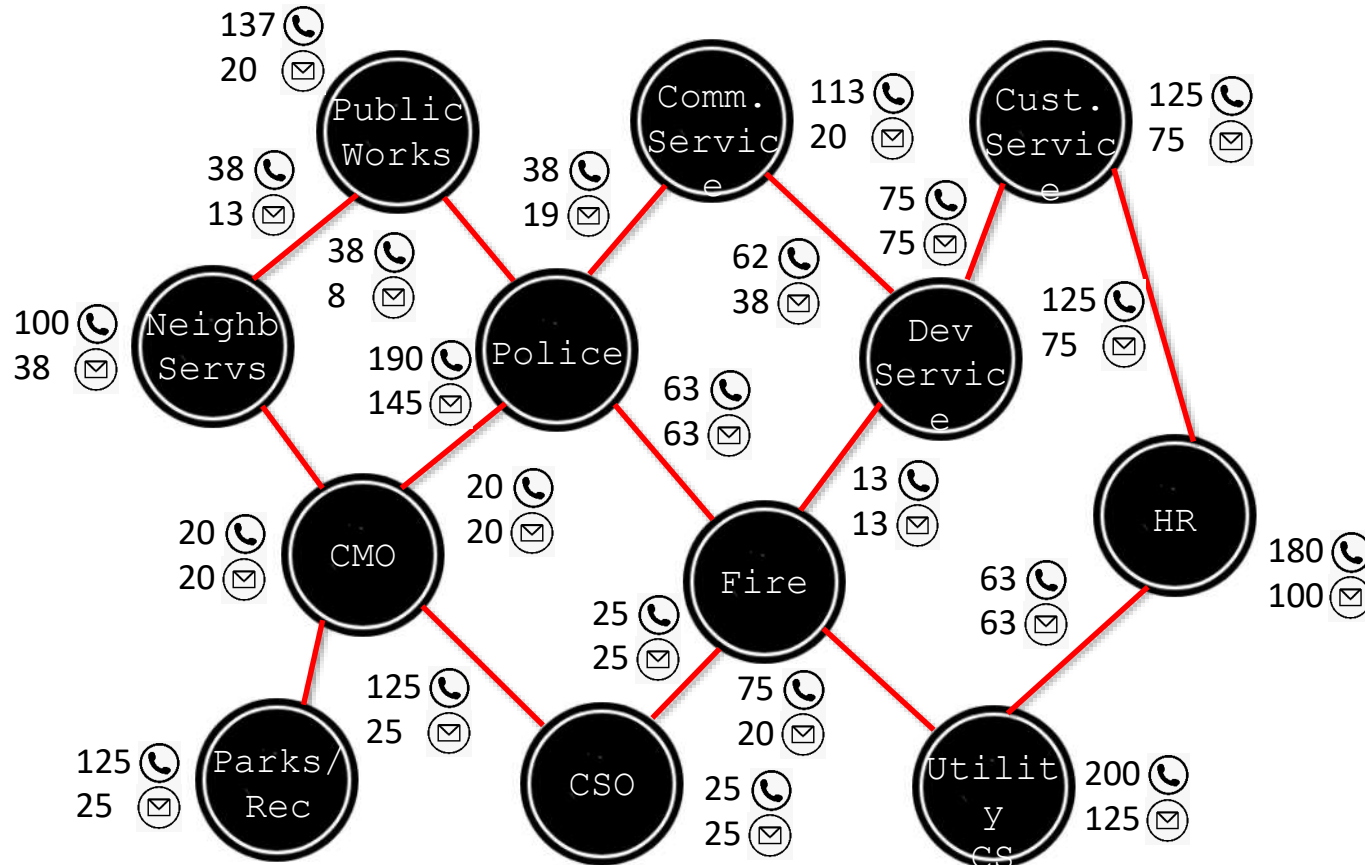
The Goal of Burleson 311

- To be innovative and intentional in making customer service a priority for citizens and stakeholders of Burleson
- To make contacting and engaging with the City of Burleson simple, easy and effective
- To streamline service request intake and give citizens a single point of entry to access city services and information
- To streamline service delivery while improving resource allocation, performance, accountability and cost savings

* Unofficial 311 BTX Logo
For Visual Purposes Only



Customer Service Department Burleson 311 and CRM Software



Current Challenges - Citizens

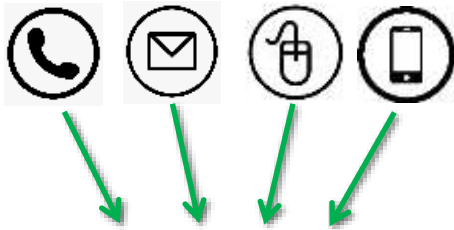
- Dozens of numbers across website
- High transfer rate / low tracking
- Low citizen engagement
- Limited online and mobile options
- More than 12 FTEs
- Manual heavy process
- Silo information
- Reliant on institutional knowledge

Ultimately a very confusing and frustrating process for citizens and stakeholders.

Structurally and functionally not customer friendly.

Customer Service Department Burleson 311 and CRM Software

All Citizen Non-Emergency Interactions



Dial 311 BTX



Customer Service Representative responds, assigns tasks, works with proper departments, and communicates information until the issue is resolved.



CRM System collects data, analytics and SLAs for reporting. Management analyzes and makes improvements to increase efficiencies.

Value to Citizens

- Significantly improved customer service
- Centralized management portal for citizen requests
- Extensive and targeted information bank
- Enhanced citizen engagement
- Faster and more efficient city service
- Able to handle growth in demand
- Utilizes new and changing technology
- Non-emergency and disaster assistance
- Integrated processes and software
- Increased efficiencies for citizens and service staff

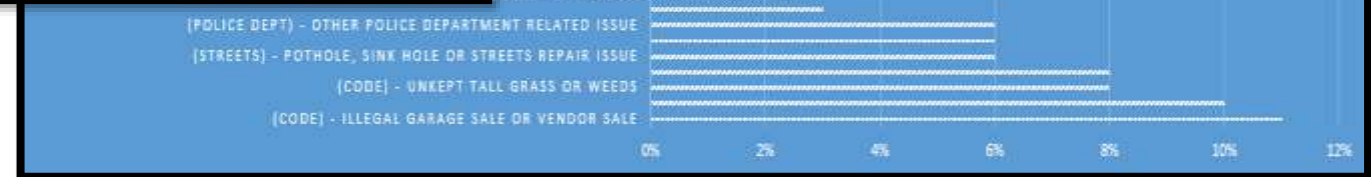
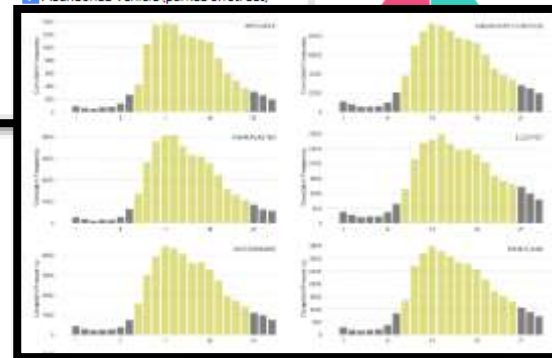
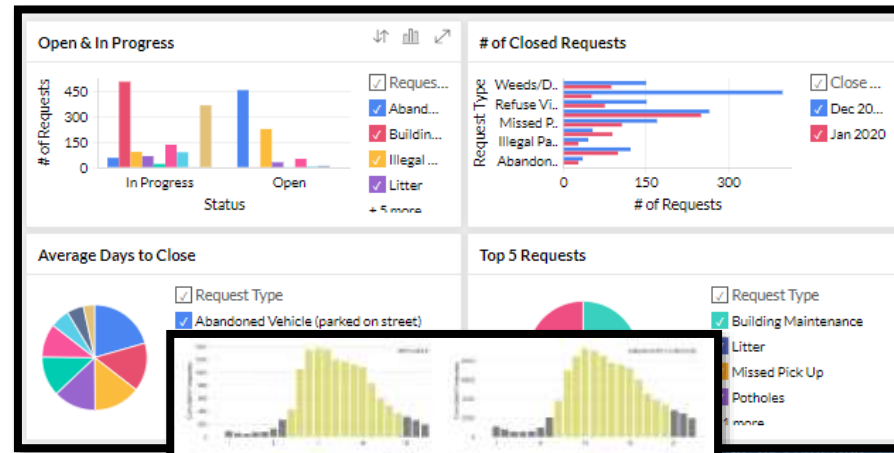
Easy, effective, innovative, engaging and very customer friendly.

Customer Service Department Burleson 311 and CRM Software

Value to Organization and Staff

- Extensive Data Collection
- Streamlining Information
- GIS Location Mapping
- Resource Management
- Track Service Level Agreements
- More efficient and faster service
- Emergency Management
- Marketing and Promotion
- Data driven budget decisions
- Cost savings

Data drives excellence in service!



Customer Service Department

Burleson 311 and CRM Software

Metric	Description	Goal	5 Year Average	20-21 Actuals	21-22 Actuals
Call Volume	Current incoming customer service and utility customer service calls	n/a	-	≈ 29,508 (118/day)	14,754
Lobby Traffic	Current incoming customer service and utility customer service traffic	n/a	-	15,034 (60/day)	7,680
First Contact Resolution	Percentage of calls in which FCR was achieved	> 70.7%	-	n/a	-
Average Handle Time	The average call time from start to resolution	233 sec	-	n/a	-
Average Hold Time	The average time callers wait on hold	40 sec	-	n/a	-
Abandoned Call Percentage	Percentage of calls that drop waiting to be answered or on hold	< 10%	-	n/a	-

Customer Service Department Supplemental Package Summary

Customer Service / 311 Supplemental	Ranking	FY 2022-23 One-time Costs	Recurring Costs	General Fund Impact FY2022-23	FTE's	Vehicles
311/CRM System	1	\$300,000	\$100,000	\$181,830	0.0	0
Customer Service Manager (Data/Analytics)	1	\$127,638	\$127,638	\$48,502	1.0	0
Total		\$ 427,638	\$ 227,638	\$ 230,332	1.0	\$ 0

Questions or Comments

City Council Regular Meeting

DEPARTMENT: Finance
FROM: Martin Avila, Finance Director
MEETING: July 5, 2022

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the City's Capital Improvement Plans, and receive any additional direction from City Council regarding the annual budget for fiscal year 2022-2023. *(Staff Presenter: Martin Avila, Finance Director)*

SUMMARY:

Present an overview of the City's Capital Improvement Plans for General Government, 4B Community Development Corporation, 4A Economic Development Corporation and Water and Sewer Fund. Provide staff direction on the additional General Government capital projects identified and funded with available impact fees, capacity from the dissolution of TIRZ 3, general debt capacity and cash.

OPTIONS:

NA

RECOMMENDATION:

NA

FISCAL IMPACT:

NA

STAFF CONTACT:

MARTIN AVILA, CPA

Finance Department

Director

mavila@burlesontx.com

phone: 817.426.9651

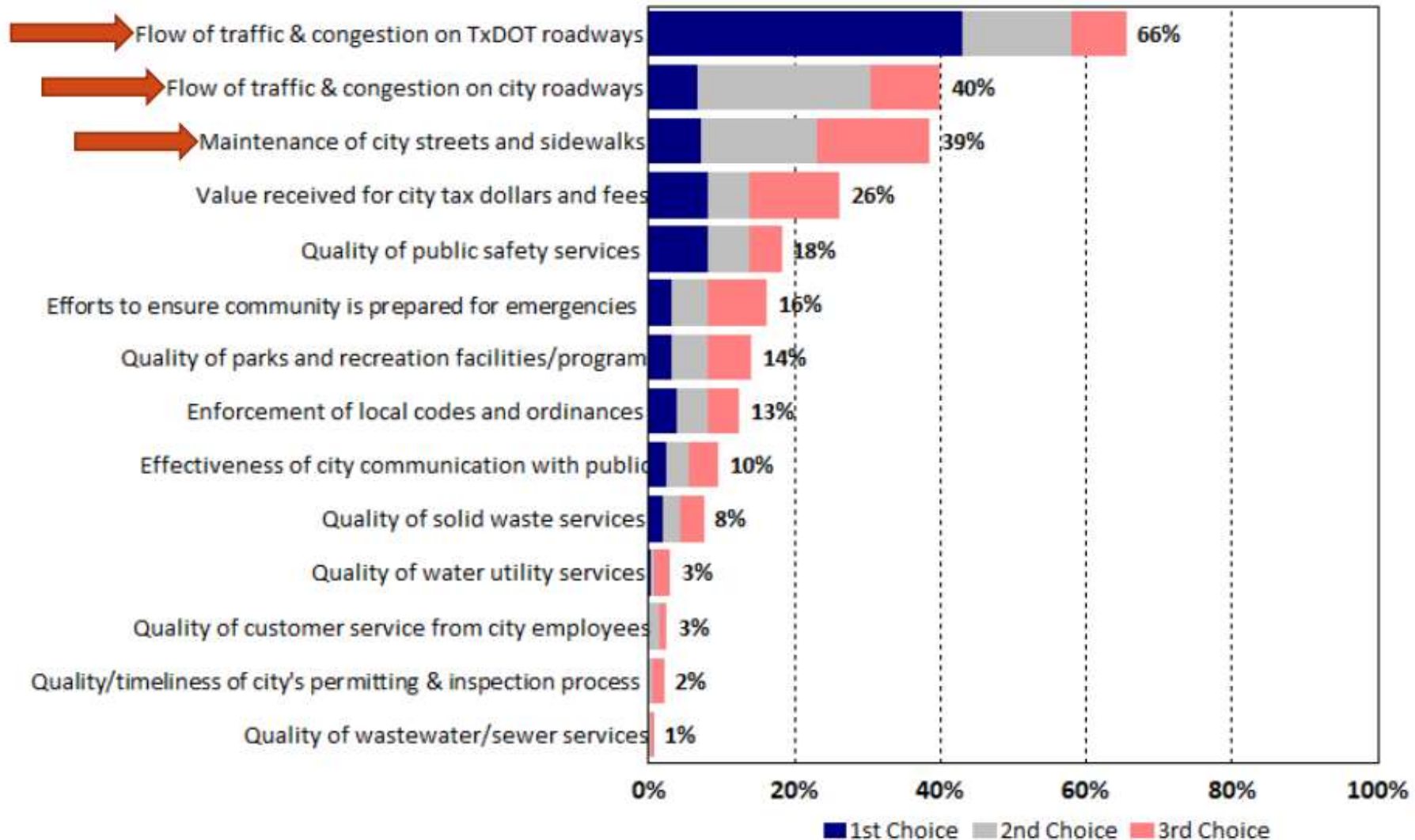
Capital Improvement Program

Overview

- Capital Improvement Plans
 - General Government – 2022 Bond Program
 - 4B Corporation - Parks and Golf
 - 4A Corporation – Economic Development
 - Water & Sewer
 - Additional General Government Projects

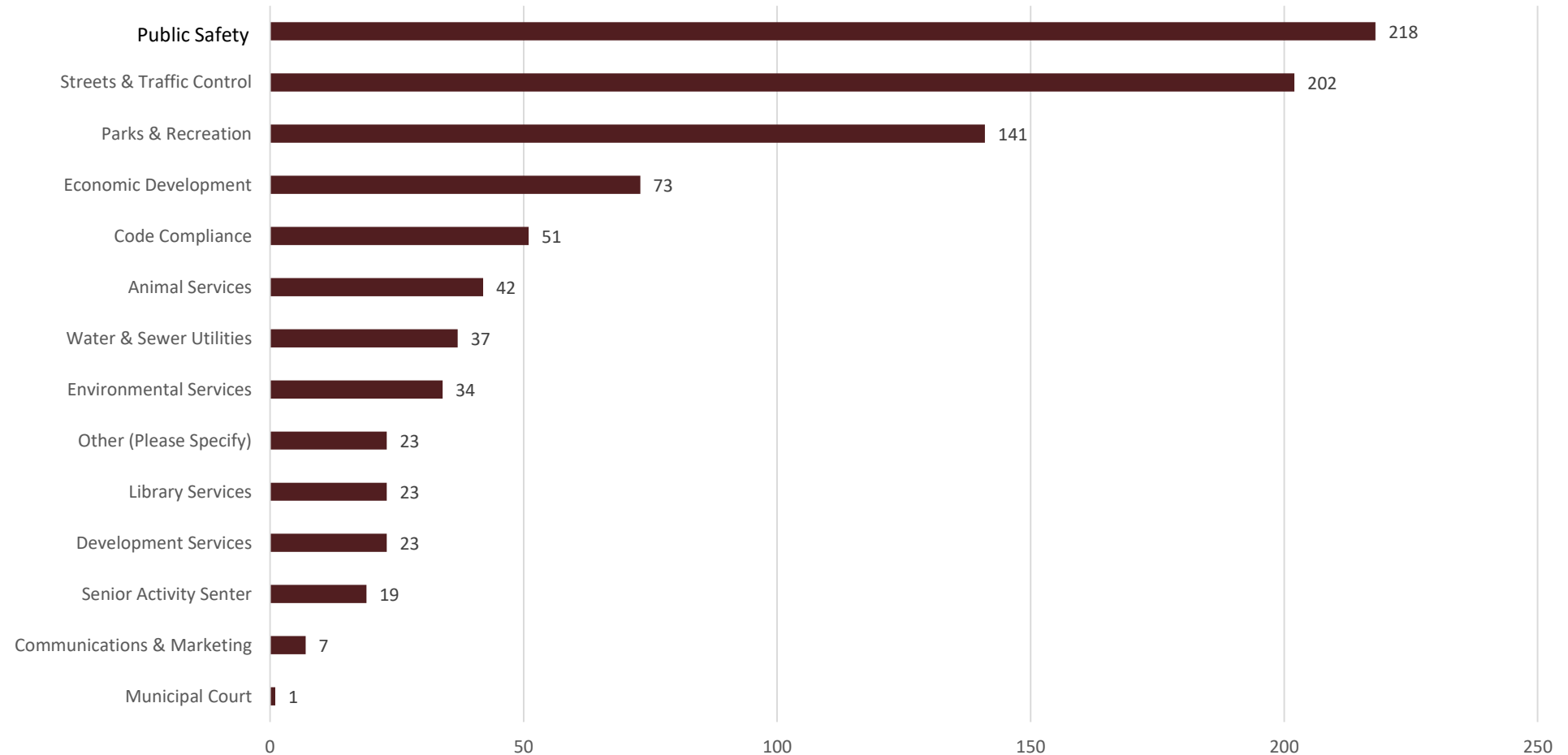
Q3. Services That Are Most Important for the City to Focus on Over the Next Year

by percentage of respondents who selected the item as one of their top three choices



City Budget Survey Results

Top Priorities for FY2022-23 City Budget



General Government 5 Year CIP Plan

2022 GO Bond Program

Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Total
SH174 Traffic Signal Improvements	\$ 1,861,123	\$ -	\$ -	\$ -	\$ -	\$ 1,861,123
Neighborhood Street Rebuild	\$ 825,833	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	\$ 3,075,833
Alsbury- Hulen to CR 1020		\$ 6,434,496		\$ -	\$ -	\$ 6,434,496
Sidewalk program	\$ 446,946	\$ 200,000	\$ 200,000	\$ 200,000	\$ 170,000	\$ 1,216,946
Dual LT Lakewood at SH174 Intersection Improvement	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Police Expansion	\$ 3,600,000	\$ 16,407,500	\$ 16,409,500	\$ -	\$ -	\$ 36,417,000
CR 1020 (Alsbury) Widening (design)	\$ 2,500,000	\$ -	\$ -			\$ 2,500,000
SH174 Widening (Schematic and Env)	\$ -	\$ 430,000	\$ -	\$ -	\$ -	\$ 430,000
Hulen at Wilshire Intersection	\$ -	\$ -	\$ 200,000	\$ 1,501,027	\$ -	\$ 1,701,027
Hulen Widening (SH174 to Candler)	\$ -	\$ -	\$ 1,800,000	\$ 6,003,653	\$ -	\$ 7,803,653
Hillside Dr. Elk Dr & FM731		\$ -	\$ 200,000	\$ 836,509	\$ -	\$ 1,036,509
Fire Station	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 13,443,000	\$ 15,943,000
FM1902 Pedestrian Mobility	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,189,901	\$ 1,489,901
Wilshire Blvd (SH174) Construction Documents from Hulen to City Limits	\$ -	\$ -	\$ -	\$ 1,900,000	\$ -	\$ 1,900,000
E Renfro (FM3391)Widening PS&E	\$ -		\$ -	\$ -	\$ 2,697,512	\$ 2,697,512
Bonds	\$ 9,318,902	\$ 24,221,996	\$ 19,559,500	\$ 13,991,189	\$ 17,500,413	\$ 84,592,000

Note: \$1,413,000 proposed to be issued in FY2022

W&S 5 Year CIP Plan

Water Project	2023	2024	2025	2026	2027	TOTAL
Water Line Rehabilitation	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
Industrial Blvd Pump Station Expansion & Alsbury Pump Station Decomm	\$ 1,288,380	\$ 5,337,652	\$ -	\$ -	\$ -	\$ 6,626,032
Security Upgrades	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
AMI Feasibility Study	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
12" Willow Creek Waterline Looping	\$ 154,625	\$ 795,204	\$ -	\$ -	\$ -	\$ 949,829
Rate Model	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Hulen Ground Storage Tank Rehabilitation	\$ -	\$ 1,438,743	\$ -	\$ -	\$ -	\$ 1,438,743
8" Village Creek Waterline Looping	\$ -	\$ -	\$ 819,402	\$ -	\$ -	\$ 819,402
Mountain Valley EST and GST Demolition	\$ -	\$ -	\$ 690,602	\$ -	\$ -	\$ 690,602
16" Hulen Street Waterline	\$ -	\$ -	\$ 464,889	\$ 3,299,185	\$ -	\$ 3,764,074
12" Waterline Loop for Mountain Valley	\$ -	\$ -	\$ 236,154	\$ 1,068,516	\$ -	\$ 1,304,670
12" Water Line from Wilshire to John Jones (Future Hulen)	\$ -	\$ -	\$ 223,058	\$ 1,261,800	\$ -	\$ 1,484,858
Offsite Water Supply from Fort Worth	\$ -	\$ -	\$ -	\$ 12,043,803	\$ -	\$ 12,043,803
Hulen Pump Station Expansion	\$ -	\$ -	\$ -	\$ 379,254	\$ 2,692,203	\$ 3,071,457
Turkey Peak Elevated Storage Tank Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 198,950	\$ 198,950
8" County Road 715 Water Line Looping	\$ -	\$ -	\$ -	\$ -	\$ 99,003	\$ 99,003
TOTAL	\$ 4,143,005	\$ 9,571,599	\$ 4,434,105	\$ 20,052,558	\$ 4,990,156	\$ 43,191,423
Sewer Project	2023	2024	2025	2026	2027	TOTAL
Sewer Line Rehabilitation	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 15,000,000
Trunk Relief Line (Town Creek Basin Parallel Buildout Interceptors)	\$ 2,493,569	\$ 13,809,396	\$ -	\$ -	\$ -	\$ 16,302,965
Gateway Station Lift Station Rehabilitation	\$ 97,266	\$ 832,984	\$ -	\$ -	\$ -	\$ 930,250
Parkview Dr Sewer Upsizing to 10"	\$ -	\$ -	\$ 136,323	\$ 969,870	\$ -	\$ 1,106,193
12" WasteWater line Replacement in Village Creek Basin (Golf Course)	\$ -	\$ -	\$ -	\$ 173,017	\$ 1,230,107	\$ 1,403,124
TOTAL	\$ 5,590,835	\$ 17,642,380	\$ 3,136,323	\$ 4,142,887	\$ 4,230,107	\$ 34,742,532
Total Water & Sewer Projects	\$ 9,733,840	\$ 27,213,979	\$ 7,570,428	\$ 24,195,445	\$ 9,220,263	\$ 77,933,955
Total Cash Funding	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Total W&S Bonds	\$ 9,033,840	\$ 27,213,979	\$ 7,570,428	\$ 24,195,445	\$ 9,220,263	\$ 77,233,955
Total	\$ 9,733,840	\$ 27,213,979	\$ 7,570,428	\$ 24,195,445	\$ 9,220,263	\$ 77,933,955

Parks and Golf 5 Year CIP Plan

Project	FY 23	FY 24	FY 25	FY 26	FY 27	Total
Parks						
Park Refurbishments						
Bartlett Playground					300,000	300,000
Cedar Ridge		200,000				200,000
Cindy Park						0
Elk Ridge	220,000					220,000
Heberle					235,000	235,000
Meadow Crest				220,000		220,000
Mistletoe		300,000				300,000
Oak Valley	500,000					500,000
Wakefield	200,000					200,000
Warren					500,000	500,000
Sport Fields						
Bartlett Field Regrading	1,500,000					1,500,000
Chisenhall Field Turf and Lighting	500,000	500,000	500,000	500,000	500,000	2,500,000
Hidden Creek Softball Relocation	250,000	2,000,000				2,250,000
Trails, Parking and Infrastructure						
Bailey Lake Low Water Crossing			220,000			220,000
Chisenhall and Bailey Lake Parking	2,001,000					2,001,000
Oak Valley Trail-Scott Street Trailhead		500,000				500,000
Village Creek Trail Phase IV		685,000				685,000
Village Creek Trail Phase III	2,417,160					2,417,160
Signage						
Park Monument Signs	65,000	65,000	65,000	65,000	65,000	325,000
City Wide Monument Signs	200,000	200,000				400,000
New Construction						
Shannon Creek Park	3,327,763					3,327,763
Community Park	4,000,000	500,000				4,500,000
Unplanned Park Improvements	50,000	50,000	50,000	50,000	50,000	250,000

Parks and Golf 5 Year CIP Plan (Continued)

BRiCk						
Upgrade A/C Control system and ventilation	500,000					500,000
Replace roof			1,000,000			1,000,000
Retiling of pool part room and family changing areas	62,000					62,000
Addition of Dry Sauna				380,000		380,000
Replacement of entry monument sign					35,000	35,000
Remodel of entryway (Admin, Kiosk, Rockwall and lighting)	125,000					125,000
Golf						
Monument Sign	28,750					28,750
Tee and Wayfinding signage		25,000				25,000
Bunkers						
Bunkers (1,16,17,18)	89,500					89,500
Bunkers (11,5,6,7,9)		97,750				97,750
Bunkers (2,3,4)			44,000			44,000
Bunkers (10,12)				30,800		30,800
Bunkers (13,14)					34,000	34,000
Tree Work						
Tree Removal and Limb up (Creek, 4,14)	49,000					49,000
Tree Removal and Limb up (7,9,10)				45,000		45,000
Tree Removal and Limb up (1,18)			45,000			45,000
Turf Improvements						
Range side (9) (shape, sod, cart path, trees)		45,000				45,000
Greens resurface (all 18) (remove and replace top 6' of material)					375,000	375,000
Ponds and Irrigation						
Pond Renovation bentonite/fountains (4,5,15)				85,000		85,000
Floating Intake Pipe Replacement			16,750			16,750
Park Total	15,230,923	5,000,000	835,000	835,000	1,650,000	23,550,923
BRiCk Total	687,000	0	1,000,000	380,000	35,000	2,102,000
Golf Total	167,250	167,750	105,750	160,800	409,000	1,010,550
Contingency/Escalation 5%	804,259	258,388	97,038	68,790	104,700	1,333,174
Total	16,889,432	5,426,138	2,037,788	1,444,590	2,198,700	27,996,647
Available Funding	1,975,000	204,033	105,750	160,800	409,000	2,854,583
Debt Sale	14,914,432	5,222,105	1,932,038	1,283,790	1,789,700	25,142,064
Total	16,889,432	5,426,138	2,037,788	1,444,590	2,198,700	27,996,647

4A 5 Year CIP Plan

4A Projects	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
New Industrial Park	\$ 5,000,000	\$ 5,000,000	\$ 10,000,000	\$ -	\$ -	\$ 20,000,000
Chisolm Summit Infrastructure	\$ 25,000,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 35,000,000
Total Projects	\$ 30,000,000	\$ 15,000,000	\$ 10,000,000	\$ -	\$ -	\$ 55,000,000
4A Bonds	\$ 30,000,000	\$ 15,000,000	\$ 10,000,000	\$ -	\$ -	\$ 55,000,000

Additional Capital Projects

	Dissolving	Half TIRZ #3 to fund add. Projects	TIRZ #3 to fund no add projects
	TIRZ #3	Lower tax \$0.01	Lower tax \$0.02
Fire Station 1 Improvements	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Alsbury Phase 1 Widening - Candler to Hulen	\$ 3,823,545	\$ 3,823,545	\$ 3,823,545
Alsbury Design and ROW Acquisition (additional to GO Bond project)	\$ 3,333,091	\$ 513,638	\$ 300,148
Hulen 4-Lane Expansion (additional to GO Bond project)	\$ 3,630,029	\$ 3,630,029	\$ 3,630,029
Renfro Street & Johnson Avenue Pedestrian Improvement	\$ 192,497	\$ 192,497	\$ 192,497
Village Creek Parkway Expansion (Tarrant County Bond 50% Match)	\$ 3,501,839	\$ 3,501,839	\$ 3,501,839
Wicker Hill Rd & Greenridge Dr Road Reconstruction	\$ 4,989,510	\$ 4,989,510	\$ -
Hidden Vistas Extension to CR 714	\$ 1,575,349	\$ -	\$ -
Additional Pavement Rehabilitation	\$ 808,198	\$ -	\$ -
TOTAL	\$ 23,854,058	\$ 18,651,058	\$ 13,448,058

5 Year Capital Improvement Plan Summary

Category	2023	2024	2025	2026	2027	TOTAL
General Government Capital Improvement Plan	\$ 9,318,902	\$ 24,221,996	\$ 19,559,500	\$ 13,991,189	\$ 17,500,413	\$ 84,592,000
4B - Parks and Golf Capital Improvement Plan	\$ 16,889,432	\$ 5,426,138	\$ 2,037,788	\$ 1,444,590	\$ 2,198,700	\$ 27,996,647
4A - Economic Development Capital Improvement Plan	\$ 30,000,000	\$ 15,000,000	\$ 10,000,000	\$ -	\$ -	\$ 55,000,000
Water and Sewer Capital Improvement Plan	\$ 9,733,840	\$ 27,213,979	\$ 7,570,428	\$ 24,195,445	\$ 9,220,263	\$ 77,933,955
Additional Capital Projects	\$ 1,329,680	\$ 6,149,045	\$ 4,040,465	\$ 3,630,029	\$ 3,501,839	\$ 18,651,058
Total	\$ 67,271,854	\$ 78,011,158	\$ 43,208,181	\$ 43,261,253	\$ 32,421,215	\$ 264,173,660
Available Funds	\$ 3,596,930	\$ 1,153,078	\$ 4,146,215	\$ 2,195,579	\$ 3,910,839	\$ 15,002,641
Bond Issue	\$ 63,674,924	\$ 76,858,080	\$ 39,061,966	\$ 41,065,674	\$ 28,510,376	\$ 249,171,019
Total	\$ 67,271,854	\$ 78,011,158	\$ 43,208,181	\$ 43,261,253	\$ 32,421,215	\$ 264,173,660

QUESTIONS / COMMENTS

City Council Regular Meeting

DEPARTMENT:

FROM: Martin Avila, CPA - Finance Director

MEETING: July 5, 2022

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the financial update of the General Fund and receive any additional direction from City Council regarding the annual budget for fiscal year 2022- 2023. *(Staff Presenter: Martin Avila, Finance Director)*

SUMMARY:

March 7, 2022, staff presented a preliminary report on the General Fund and upcoming budget process for FY 2022-2023. Staff will present a General Fund update.

OPTIONS:

NA

RECOMMENDATION:

NA

Fiscal IMPACT:

NA

STAFF CONTACT:

MARTIN AVILA, CPA

Finance Department

Director

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phone: 817.426.9651

General Fund Financial Overview Update

Budget Process Overview

- Staff reports to Council:
 - Departmental budget presentations
 - Financial and Debt Overview
 - Strategic Plan update
 - 5 year Capital Improvement Plans – General Government, Water & Wastewater and Parks
 - Compensation and Benefits
- City Council direction and development of priorities throughout the process
- Citizen feedback during budget process
 - Created a budget video and posted all of the budget presentation material online.
 - Interactive engagement with residents regarding priorities

Overview

- Feb 7, 2022 –
 - Report on the Equipment Replacement Funds
- March 7, 2022–
 - Report on the preliminary financial overview of the General Fund
 - Upcoming budget process for FY 2022-2023
- March 21, 2022 –
 - Report on the Tax Increment Financing Zone (TIF 3)
- April 18, 2022 – Reports on
 - Dissolving TIF 3
 - Citywide citizen satisfaction survey
 - Proposed FY 2023 – 2027 Golf, Parks and Recreation Capital Improvement Plan
 - Financial overview updates of 4A, 4B, PPF and Golf funds
- May 2, 2022– Reports on departmental budget and operational overview
 - Community Service
 - Development Services
- May 16, 2022 – Report on
 - Financial overview of General Debt Service Fund
 - 5 year General Government CIP Plan – \$86 million bond program
 - Burleson Fire Department budget and operational overview
- June 2, 2022 – Reports on:
 - Hotel Fund Recommendations
 - Economic Development Strategic Plan
 - City’s new lean government initiative
 - Proposed compensation update for FY2022-2023
 - Burleson Police Department budget and operational overview
- June 6, 2022 – Report on budget and operational overview
 - Neighborhood Services
 - Public Safety Communications
- June 20, 2022 – Reports on:
 - Water & Wastewater debt service, financial overview and 5 year CIP Plan
 - Other proprietary and special revenue fund financial overview
 - TIRZ #3 Dissolution (first reading)
- July 5, 2022 –
 - General Fund Financial Overview Update
 - TIRZ # Dissolution (second reading)
- July 18 2022 – Report on
 - Strategic Plan Update
 - Benefit update for FY2022-2023

Preliminary Assumptions

	FY 23	FY 24	FY 25	FY 26
Existing Appraised Value Growth	3%	3%	3%	3%
New Construction	\$125 million	\$127.5 million	\$130 million	\$132.6 million
Sales Tax Growth	10.7%	3%	3%	3%
Compensation*	3.5%	3.5%	3.5%	3.5%

* Plus eligible step increase for Police/Fire

- 3.5% increase effective 10/1/2022

Current Assumptions

	FY 23	FY 24	FY 25	FY 26	FY 27
Existing Appraised Value Growth	3%	3%	3%	3%	3%
New Construction	\$147 million	\$125 million	\$127.5million	\$130 million	\$132.6million
Sales Tax Growth	12%	3%	3%	3%	3%
Compensation*	3.5%	3.5%	3.5%	3.5%	3.5%

* Plus eligible step increase for Police/Fire

- 3.5% increase effective 10/1/2022

Total Taxable Value

Fiscal year	Certified	% Change
2022	\$3,863,552,708	7.36%
2021	\$3,579,194,313	3.40%
2020	\$3,461,578,526	9.64%
2019	\$3,157,272,624	10.26%
2018	\$2,863,420,182	8.44%
2017	\$2,640,492,914	5.26%
2016	\$2,508,517,310	

Staff is projecting a **10%** increase in values for FY 2023

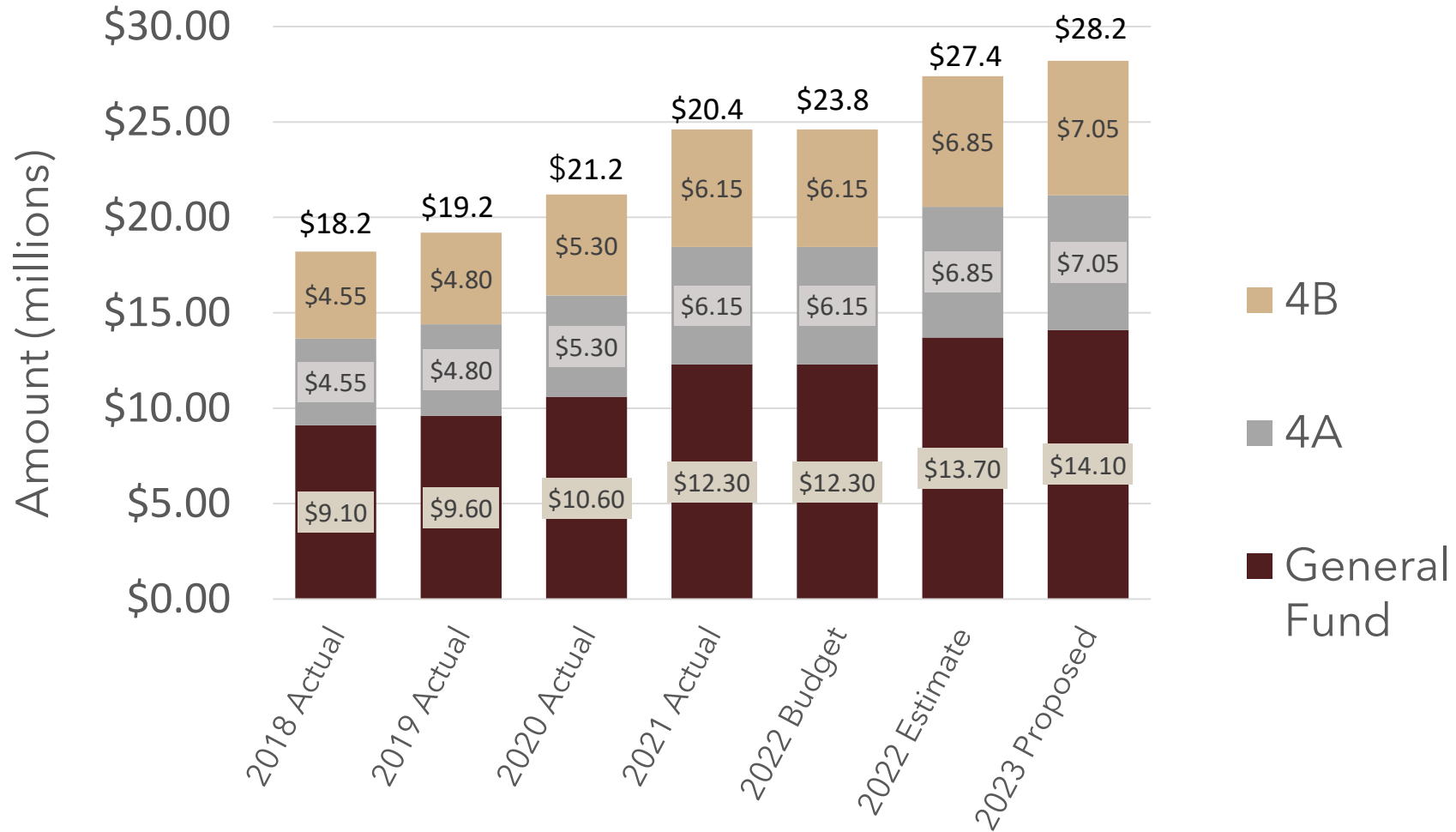
Tax Rate History

Tax Year	GF Rate	Debt Rate	Total Rate
FY 2021-22	\$0.4974	\$0.1885	\$0.6859
FY 2020-21	\$0.5187	\$0.1924	\$0.7111
FY 2019-20	\$0.5106	\$0.2094	\$0.7200
FY 2018-19	\$0.5228	\$0.2122	\$0.7350
FY 2017-18	\$0.5228	\$0.2122	\$0.7350
FY 2016-17	\$0.5228	\$0.2122	\$0.7350
FY 2015-16	\$0.5278	\$0.2122	\$0.7400
FY 2014-15	\$0.5278	\$0.2122	\$0.7400
FY 2013-14	\$0.5278	\$0.1622	\$0.6900
FY 2012-13	\$0.5278	\$0.1622	\$0.6900
FY 2011-12	\$0.5278	\$0.1622	\$0.6900

Sales Tax Projections – FY 2021

Collection	Received	FY2021 Actual	FY2022 Projection	Projected vs FY2021 Actuals
October	December	\$ 869,660	\$ 999,182	14.89%
November	January	\$ 892,967	\$ 1,138,613	27.51%
December	February	\$ 1,167,170	\$ 1,316,538	12.80%
January	March	\$ 861,665	\$ 1,161,686	34.82%
February	April	\$ 733,961	\$ 904,223	23.20%
March	May	\$ 1,227,624	\$ 1,277,960	4.10%
April	June	\$ 977,474	\$ 1,095,556	12.08%
May	July	\$ 988,725	\$ 1,038,161	5.00%
June	August	\$ 1,244,265	\$ 1,306,478	5.00%
July	September	\$ 1,067,243	\$ 1,120,605	5.00%
August	October	\$ 1,036,905	\$ 1,088,750	5.00%
September	November	\$ 1,211,375	\$ 1,271,944	5.00%
Total		\$ 12,279,034	\$ 13,719,696	11.73%

Sales Tax 5 Year History



General Fund Recap

- Property and Sales Tax revenue makes up approximately 75% of the General Fund revenue
- Sales tax is strong
 - Project a 11.7% increase from prior year
- Property Tax values growing
 - Project a 10% increase
- Strong Fund Balance
 - FB% to Expenditure - above 30%

Additional Budget Items

Building Permit Fees

Building Permit Fees

- Staff evaluated building permit fee schedules for FY22-23 budget
- Benchmarked City's fees with 12 peer cities
- Fees last update
 - Residential fees – 2017
 - Commercial fees - 2012

Residential

Current Fees			
City	Permit Fee	Plan Review Fee	Validation Fee
Arlington	\$1,688.37	\$590.93	NA
Cleburne	\$605.26	NA	NA
Coppell	\$1,935.00	\$1,257.75	\$290.00
Fort Worth	\$1,365.91	\$85.00	NA
Grand Prairie	\$1,000.00	\$100.00	NA
Hurst	\$3,185.60	NA	\$425.00
Keller	\$2,675.90	\$1,605.54	NA
Mansfield	\$1,274.24	\$100.00	\$421.14
N Richland Hill	\$3,504.16	\$125.00	\$566.49
The Colony	\$3,217.46	\$100.00	\$300.00
Cedar Hill	\$1,424.00	NA	NA
Eules	\$2,389.20	NA	\$360.00
Average Peer Fees	\$2,022.09	\$495.53	\$393.77
Burleson (current rate)	\$1,592.80	\$50.00	\$150.00
Burleson vs Per Avg	(\$429.29)	(\$445.53)	(\$243.77)
Proposed Fee			
City	Permit Fee	Plan Review Fee	Validation Fee
Burleson (proposed rate)	\$1,911.00	\$75.00	\$195.00
Average Peer Fees	\$2,069.74	\$263.19	\$393.77
Burleson vs Per Avg	(\$158.74)	(\$188.19)	(\$198.77)

Plan Review Fee		Permit Fee	
Current Fee	\$50/each	Current Rate	\$0.50/SF
Proposed Fee	\$75/each	Proposed Rate	\$0.60/SF
	Validation Fee		
	Current Fee	\$50/trade	
	Proposed Fee	\$65/trade	

Fees are based on 3,186 avg. sf new home

Commercial Properties

Current Fees			
City	Permit Fee	Plan Review Fee	Validation Fee
Arlington	\$8,035.33	\$2,812.37	\$225.00
Cleburne	\$1,636.95	NA	NA
Coppell	\$11,561.20	\$4,624.48	NA
Fort Worth	\$4,359.52	\$246.00	\$290.00
Grand Prairie	\$2,182.60	\$982.17	NA
Hurst	\$10,328.74	\$6,713.68	\$425.00
Keller	\$9,110.32	\$5,921.71	NA
Mansfield	\$12,746.67	\$200.00	\$421.14
N Richland Hill	\$11,094.74	\$7,211.58	\$566.49
The Colony	\$8,596.79	\$2,149.20	\$300.00
Cedar Hill	\$10,524.66	\$4,736.10	NA
Eules	\$14,155.99	\$9,201.40	\$360.00
Average Peer Fees	\$8,694.46	\$4,072.61	\$369.66
Burleson (current rate)	\$5,038.80	\$1,511.64	\$150.00
Burleson vs Per Avg	(\$3,655.66)	(\$2,560.97)	(\$219.66)
Proposed Fee			
City	Permit Fee	Plan Review Fee	Validation Fee
Burleson (proposed rate)	\$5,248.68	\$2,099.47	\$225.00
Average Peer Fees	\$8,694.46	\$4,072.61	\$369.66
Burleson vs Per Avg	(\$3,445.78)	(\$1,973.14)	(\$144.66)

Permit Fees		
Square Feet (Sf)	Current Rate	Proposed Rate
0 - 500	\$480	\$450
501 - 1,000	\$840	\$850
1,001-2,500	\$1,640	\$2,132
2,501-8,500	\$50 + \$0.64/Sf	\$65 + \$0.665/Sf
8,501-50,000	\$3,450 + \$0.24/Sf	\$5,000 + \$0.30/Sf
50,001 - 100,000	\$9,450 + \$0.12/Sf	\$12,285 + \$0.125/Sf
101,001 - 500,000	\$13,450 + \$0.08Sf	\$17,485 + \$0.083/Sf
500,001 and greater	\$33,450 + \$0.04/Sf	\$43,485 + \$0.042/SF

Plan Review Fees		
Current Rate	30% of Permit Fee	\$250 min/\$5,000 max
Proposed Rate	40% of Permit Fee	\$250 min/\$7,000 max

Validation Fee	
Current Fee	\$50/Trade
Proposed Fee	\$75/Trade

Plan Revision Fee	
Current Fee	\$0
Proposed Fee	\$75 1st revision
	\$150 2nd revision
	\$200 each additional

Additional Projected Revenue

- Projected increase in building permit revenues - \$167,000
 - Residential - \$132,000
 - Commercial - \$35,000

School Resource Officers

Additional Requested Police Staffing

School Resource Officers (3)

Background

- Burleson Police Department, in partnership with Burleson ISD, evaluates the safety plan for students and schools yearly.
- This year BISSD has implemented an additional security position as part of their security team to help review school safety.

Budget Request

- As a result of discussions this summer, BPD and Burleson ISD are requesting three additional school resource officers (SRO's) to rotate between schools.
 - Beginning of the conversation, not the end.
 - Focus is to improve overall response and safety of all campuses.
 - Limited ability to hire and train officers, but beginning process immediately.

Additional Requested Police Staffing

School Resource Officers (3)

Current SRO Structure

- Two officers at each high schools – Four total
- One officer at each middle school – Four total (includes one sergeant)

Existing SRO Budget

City of Burleson's portion

\$707,955

Additional Requested Police Staffing

School Resource Officers (3)

Individual SRO Cost

Total Cost Personnel, vehicle, equipment	Year 1 Cost City of Burleson's portion	Year 2 Reoccurring Cost City of Burleson's portion
\$246,117	\$123,058	\$72,878

Budget Request for 3 Additional School Resource Officers

Year 1 Total Cost City of Burleson's portion	Year 2 Total Reoccurring Costs City of Burleson's portion
\$369,175	\$218,635

Additional Requested Police Staffing

School Resource Officers (3)

Next Steps

- BPD and BISD will continue to review school safety needs throughout the year.
 - Beginning of the conversation, not the end.
- BPD staff and feasibility plan is underway.
 - Additional staffing needs maybe identified in the plan.

Maintenance & Operations (M&O) Property Tax Rate

Tax Rate

- Property Tax Certified Roll information will be available on Monday July 25th
- Based on **Preliminary** Property Tax Values
 - Staff expects to lower tax rate 2 to 4 cents (dependent on capital project direction from Council)
- Staff requests direction regarding proposed tax rate and cash funding capital

Financial Overview – M&O NNRR – 10 Year

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected	FY 30-31 Projected	FY 31-32 Projected
Beg Fund Balance	\$ 15,690,783	\$ 18,339,917	\$ 22,174,422	\$ 20,738,053	\$ 21,678,209	\$ 21,720,914	\$ 21,265,794	\$ 21,000,239	\$ 19,313,098	\$ 17,978,492	\$ 17,022,124	\$ 16,471,368
Property Tax	\$ 22,568,177	\$ 22,855,000	\$ 23,976,500	\$ 25,168,135	\$ 26,419,136	\$ 27,732,465	\$ 29,111,232	\$ 30,558,701	\$ 32,078,301	\$ 33,673,630	\$ 35,348,469	\$ 37,106,784
Property Tax- Chisolm Summit	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,015,000	\$ 1,530,000	\$ 2,045,000	\$ 2,560,000	\$ 3,075,000	\$ 3,590,000	\$ 4,105,000
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 12,257,000	\$ 13,719,696	\$ 14,131,287	\$ 14,555,226	\$ 14,991,882	\$ 15,441,639	\$ 15,904,888	\$ 16,382,035	\$ 16,873,496	\$ 17,379,701	\$ 17,901,092	\$ 18,438,124
Other Revenue	\$ 12,779,765	\$ 17,200,598	\$ 13,611,001	\$ 15,690,213	\$ 16,181,026	\$ 16,670,051	\$ 17,174,183	\$ 17,685,530	\$ 18,212,286	\$ 18,754,919	\$ 19,313,914	\$ 19,889,768
Total Revenue	\$ 47,604,942	\$ 53,775,294	\$ 51,718,788	\$ 55,238,574	\$ 57,742,044	\$ 60,334,155	\$ 63,020,302	\$ 65,971,265	\$ 69,024,082	\$ 72,183,250	\$ 75,453,474	\$ 78,839,677
Base Expenses	\$ 50,037,653	\$ 49,940,789	\$ 50,383,423	\$ 51,006,177	\$ 54,044,343	\$ 56,251,992	\$ 58,130,766	\$ 60,040,873	\$ 62,019,842	\$ 64,070,220	\$ 66,194,649	\$ 68,395,877
ARPA Funds	\$ -	\$ -	\$ (2,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future Supplemental	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	\$ 3,000,000	\$ 3,500,000	\$ 4,000,000
Cash Funding Projects	\$ -	\$ -	\$ 2,500,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplementals	\$ -	\$ -	\$ 2,271,733	\$ 1,792,241	\$ 2,654,997	\$ 3,037,284	\$ 3,155,091	\$ 3,277,533	\$ 3,404,795	\$ 3,537,066	\$ 3,674,544	\$ 3,817,435
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340,000	\$ 2,434,050	\$ 2,532,332	\$ 2,635,037	\$ 2,742,364
Total Expenditures	\$ 50,037,653	\$ 49,940,789	\$ 53,155,156	\$ 54,298,418	\$ 57,699,339	\$ 60,789,276	\$ 63,285,856	\$ 67,658,407	\$ 70,358,687	\$ 73,139,618	\$ 76,004,230	\$ 78,955,676
Change in Fund Balance	\$ (2,432,711)	\$ 3,834,505	\$ (1,436,368)	\$ 940,156	\$ 42,705	\$ (455,120)	\$ (265,554)	\$ (1,687,142)	\$ (1,334,606)	\$ (956,368)	\$ (550,756)	\$ (115,999)
Ending Fund Balance	\$ 13,258,072	\$ 22,174,422	\$ 20,738,053	\$ 21,678,209	\$ 21,720,914	\$ 21,265,794	\$ 21,000,239	\$ 19,313,098	\$ 17,978,492	\$ 17,022,124	\$ 16,471,368	\$ 16,355,370
FB % of Expenditure	26.50%	44.40%	39.01%	39.92%	37.64%	34.98%	33.18%	28.55%	25.55%	23.27%	21.67%	20.71%

Financial Overview – 3% of M&O NNRR – 10 Years

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected	FY 30-31 Projected	FY 31-32 Projected
Beg Fund Balance	\$ 15,690,783	\$ 18,339,917	\$ 22,174,422	\$ 21,456,163	\$ 21,589,435	\$ 21,359,911	\$ 20,668,950	\$ 20,205,764	\$ 19,361,108	\$ 18,911,113	\$ 18,883,587	\$ 19,308,114
Property Tax	\$ 22,568,177	\$ 22,855,000	\$ 24,636,610	\$ 25,861,251	\$ 27,146,907	\$ 28,496,625	\$ 29,913,599	\$ 31,401,187	\$ 32,962,911	\$ 34,602,471	\$ 36,323,752	\$ 38,130,832
Property Tax- Chisolm Summit	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,015,000	\$ 1,530,000	\$ 2,045,000	\$ 2,560,000	\$ 3,075,000	\$ 3,590,000	\$ 4,105,000
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)	\$ (700,000)
Sales Tax	\$ 12,414,500	\$ 13,895,536	\$ 14,312,402	\$ 14,741,774	\$ 15,184,027	\$ 15,639,548	\$ 16,108,734	\$ 16,591,996	\$ 17,089,756	\$ 17,602,449	\$ 18,130,522	\$ 18,674,438
Other Revenue	\$ 12,622,265	\$ 17,024,758	\$ 13,429,886	\$ 15,503,665	\$ 15,988,881	\$ 16,472,143	\$ 16,970,337	\$ 17,475,568	\$ 17,996,025	\$ 18,532,171	\$ 19,084,483	\$ 19,653,455
Total Revenue	\$ 47,604,942	\$ 53,775,294	\$ 52,378,898	\$ 55,931,689	\$ 58,469,815	\$ 61,098,315	\$ 63,822,670	\$ 66,813,752	\$ 69,908,692	\$ 73,112,091	\$ 76,428,757	\$ 79,863,724
Base Expenses	\$ 50,037,653	\$ 49,940,789	\$ 50,383,423	\$ 51,006,177	\$ 54,044,343	\$ 56,251,992	\$ 58,130,766	\$ 60,040,873	\$ 62,019,842	\$ 64,070,220	\$ 66,194,649	\$ 68,395,877
ARPA funds	\$ -	\$ -	\$ (2,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future Supplemental	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	\$ 3,000,000	\$ 3,500,000	\$ 4,000,000
Cash Funding Projects	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Supplementals	\$ -	\$ -	\$ 2,213,733	\$ 1,792,241	\$ 2,654,997	\$ 3,037,284	\$ 3,155,091	\$ 3,277,533	\$ 3,404,795	\$ 3,537,066	\$ 3,674,544	\$ 3,817,435
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340,000	\$ 2,434,050	\$ 2,532,332	\$ 2,635,037	\$ 2,742,364
Total Expenditures	\$ 50,037,653	\$ 49,940,789	\$ 53,097,156	\$ 55,798,418	\$ 58,699,339	\$ 61,789,276	\$ 64,285,856	\$ 67,658,407	\$ 70,358,687	\$ 73,139,618	\$ 76,004,230	\$ 78,955,676
Change in Fund Balance	\$ (2,432,711)	\$ 3,834,505	\$ (718,258)	\$ 133,271	\$ (229,524)	\$ (690,960)	\$ (463,186)	\$ (844,655)	\$ (449,995)	\$ (27,527)	\$ 424,527	\$ 908,049
Ending Fund Balance	\$ 13,258,072	\$ 22,174,422	\$ 21,456,163	\$ 21,589,435	\$ 21,359,911	\$ 20,668,950	\$ 20,205,764	\$ 19,361,108	\$ 18,911,113	\$ 18,883,587	\$ 19,308,114	\$ 20,216,162
FB % of Expenditure	26.50%	44.40%	40.41%	38.69%	36.39%	33.45%	31.43%	28.62%	26.88%	25.82%	25.40%	25.60%

Options

- Option 1 – Maintain M&O NNRR
 - Reduce cash funding capital projects (from \$8.0 million to \$3.5 million)
 - Reduce fund balance %
- Option 2 – Capture 3% above M&O NNRR
 - Cash fund capital projects (\$8 million)
 - Strong fund balance %
 - Maintain financial flexibility/sustainability
- Option 3 – Combination of the first two options
 - 1% - \$219,021
 - 2% - \$438,042
 - 3% - \$657,063

Budget Next Steps

- August
 - August 4, 2022 (Thursday) Special Session to discuss FY 2023 budget and tax rate
 - Adoption of a minute order. Council sets date and time for the budget and tax rate public hearing
 - August 15, 2022 (Monday) Regular City Council – FY2023 Proposed budget discussion
- September
 - September 6, 2022 (Tuesday) Regular City Council Meeting, Public Hearing, and first reading of ordinances to approve budget and tax rate
 - September 12, 2022 (Monday) Special City Council meeting, Final reading of the ordinances to approve the budget and tax rate

QUESTIONS / COMMENTS

City Council Regular Meeting

DEPARTMENT: City Manager's Office
FROM: Bryan Langley, City Manager
MEETING: July 5, 2022

SUBJECT:

Receive a report, hold a discussion, and provide staff direction regarding City Council meeting schedules and protocols. (*Staff Presenter: Bryan Langley, City Manager*)

SUMMARY:

As you know, there is a significant time commitment required to serve on the City Council. Staff acknowledges the time and service that each Council member provides to the City of Burleson, and we always strive to be efficient with your time.

The number of agenda items and complexity of the Council's agenda has continued to grow over the past few years, and it is expected to continue growing in the future. In fact, staff has identified over 70 work session topics that will be needed over the next 6-12 months (see attached summary). Many of these items were identified as "top" or "high" priority items by the City Council during our fall retreat, and others are related to projects approved by the voters in the recent bond election. Additionally, the City Council has communicated some concerns about the length of meetings, number of work sessions, and frequency of meetings. Given these issues, staff would like to explore some alternatives to improve the efficiency of Council meetings.

In the attached presentation, staff has provided some summary data regarding Council meetings over the past six years. For 2022, staff has estimated the remainder of the year based on the number of meetings held thus far. The number of meetings and length of meetings over the last few years has remained relatively constant. However, the number of items has grown substantially since 2018. Given this, and the fact that the number of items is expected to continue growing in the future, it's appropriate to consider some options on how to manage meetings moving forward.

The City Council has expressed a desire to have no more than two meetings per month to alleviate the above stated concerns. The first meeting of the month would begin no earlier than 1 pm, and work session items would only be permitted from 1 pm to 5 pm. The second meeting of the month would begin at 5:30 pm, and no work session items would be held during this meeting. Special meetings could be held due to unusual circumstances. Given this preferred meeting schedule, staff has developed the following options for consideration.

Option 1:

Proceed with the schedule outlined (e.g. 1-5 pm work sessions at first meeting of the month)

Use consent agenda more extensively to reduce the number of discussion items.

- If items have been previously discussed, or briefed, staff will consider adding the item to the consent agenda regardless of the amount (consistent with Council Policy #17).

When possible, shorten work session presentations to focus on questions/answers.

- Full presentations will be provided in Council backup materials for consideration.
- Establish estimated time needed for each work session item.

Provide more detailed information in reports to Council instead of briefings.

- Any Council member could then ask for a work session discussion on the materials.

When work load is greater than time allowed, City Council can prioritize items or call special meeting.

Use Council committees as needed to consider more complex issues (e.g. infrastructure).

If Council chooses this option, staff requests direction on whether you would like to provide management with the discretion to add items to the second agenda if 1) the meeting is not expected to have a significant number of items, or 2) there is a pressing items that needs Council direction or oversight. Additionally, staff requests direction regarding the Council's desire to hold separate standalone meetings for the budget process and/or City Council retreats.

For each of the below options, the Council could also consider incorporating some, all, or none of the additional items mentioned in Option 1.

Option 2:

Create Council Agenda Committee to evaluate priorities and set agenda schedule.

Option 3:

Utilize Council Committees more frequently for a variety of discussion topics.

Committees could provide reports to the entire City Council.

Option 4:

Full Council evaluates priority items monthly and determines appropriate meeting schedule.

Option 5: No changes, some combination of the above, or other?

The attached presentation will be used to facilitate a discussion of the above options and receive direction from the City Council on how to proceed.

STAFF CONTACT:

Bryan Langley
City Manager
blangley@burlesontx.com
817-426-9683

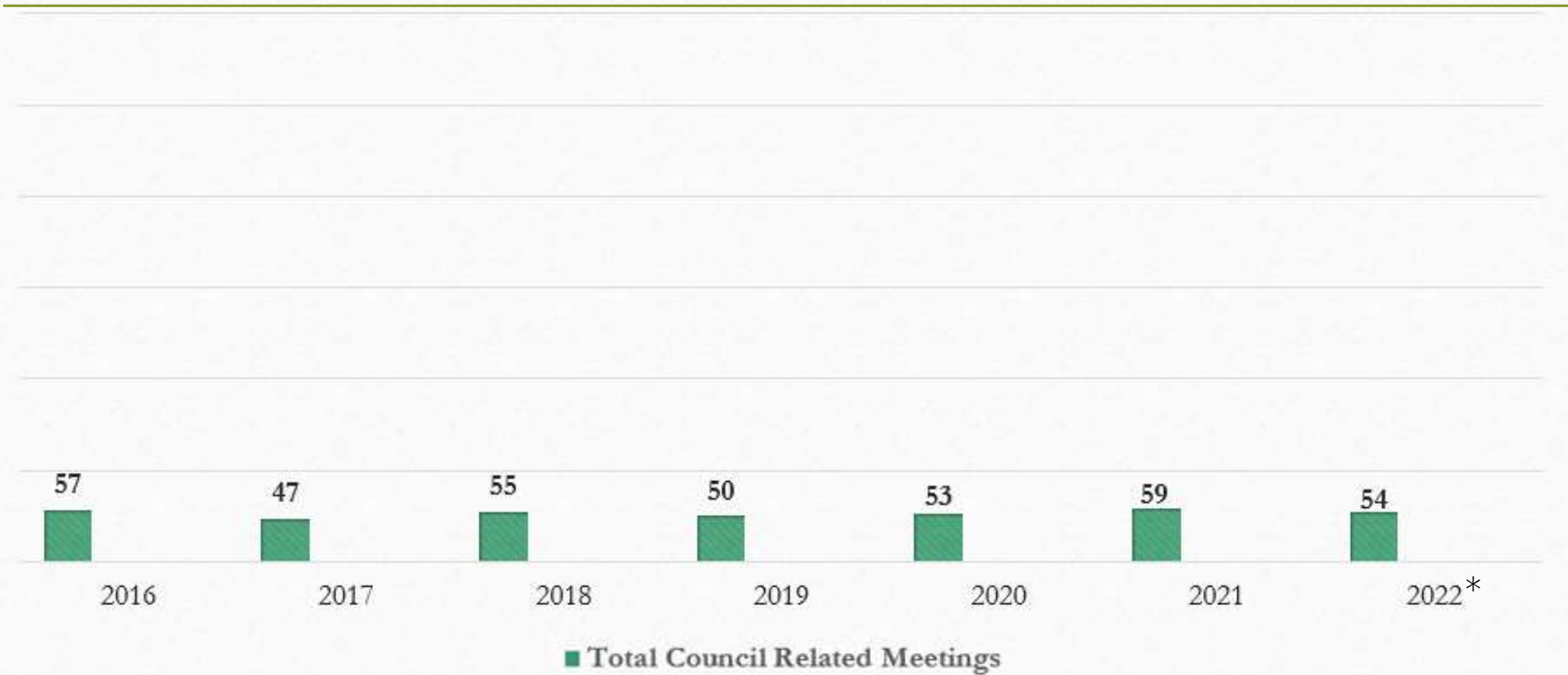
City Council Meeting Options

Presented to the City Council on July 5, 2022

Background

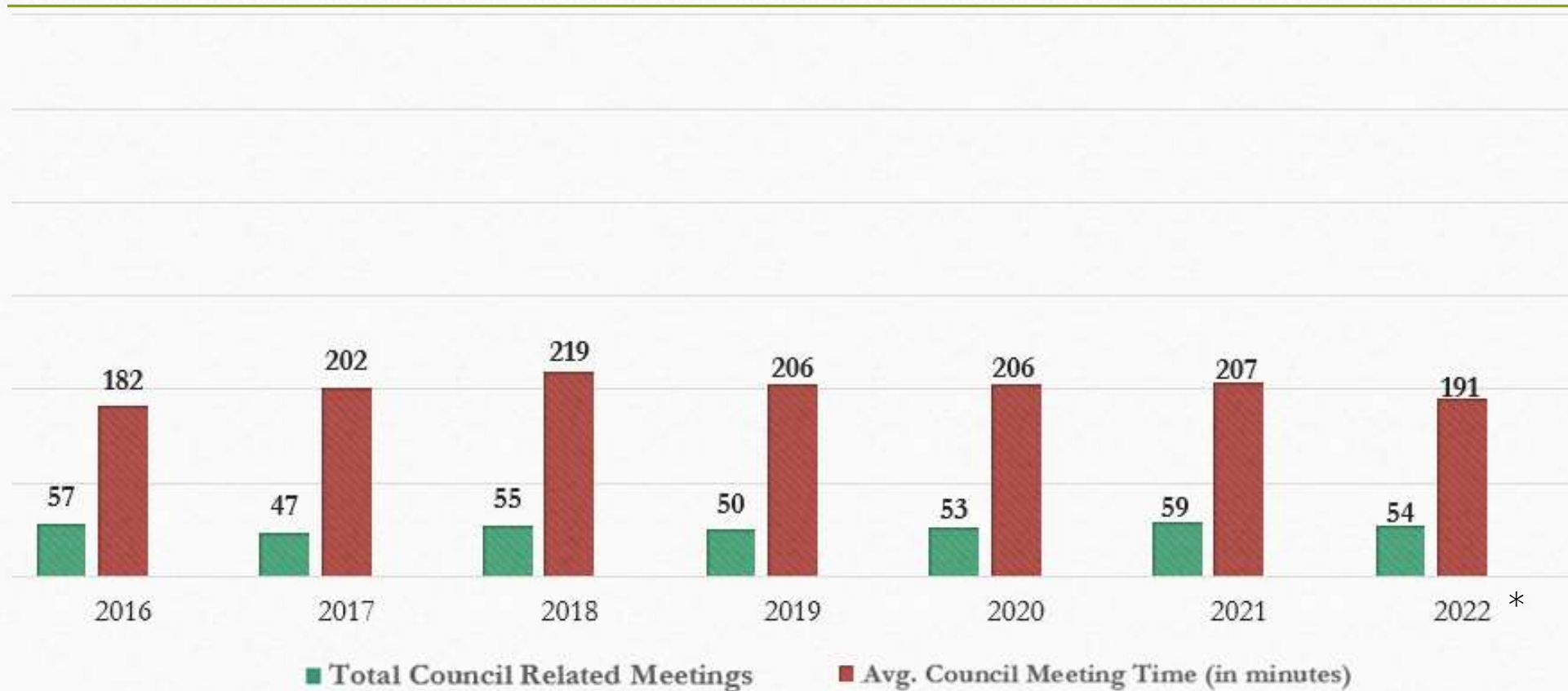
- Staff acknowledges the significant time commitment required to serve on City Council.
 - Thank you for your service to the community!
- Staff has worked to manage increasingly complex City Council agendas and desires to be efficient with your time.
 - Work load has expanded with our growing community, and it is likely to continue growing in the future.
 - Over 70 work session items are planned over the next 6-12 months (see attached exhibit).
 - Many of these items were identified as top or high priority items by the City Council in the fall retreat.
- Additionally, City Council has communicated some concerns about the length of meetings, number of work session items, and frequency of meetings.

Council Meeting Data



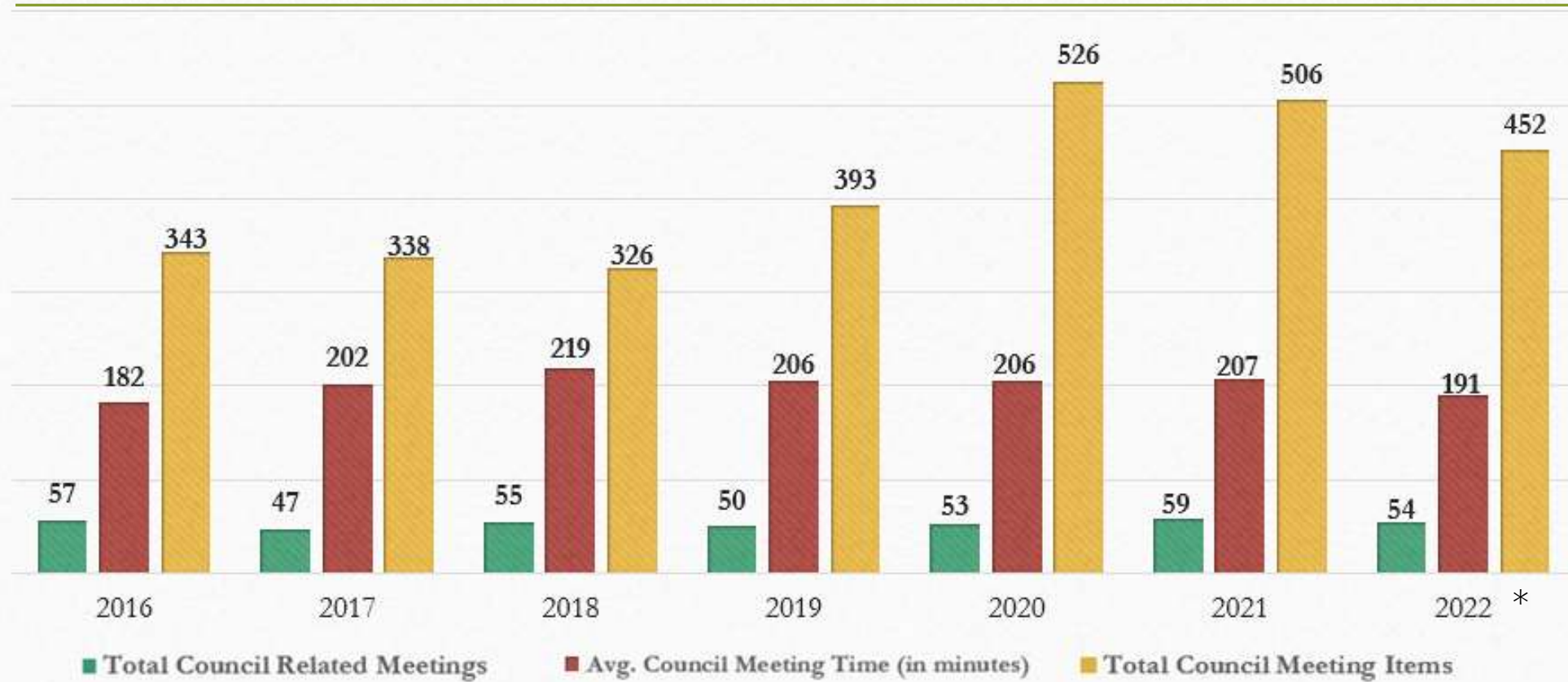
* 2022 full year estimate based on meeting data to date.

Council Meeting Data



* 2022 full year estimate based on meeting data to date.

Council Meeting Data



* 2022 full year estimate based on meeting data to date.

Background (cont'd)

- Conclusion: While the number of meetings and length is comparable over the past few years, it's clear that the work load of the Council has increased significantly.
 - 61% increase in the number of items considered in 2020 versus 2018 as an example.
- Given that the City is growing rapidly, there is a potential for more complex agendas and/or significantly longer meetings.
 - As such, we would like to discuss some potential options to manage Council meetings and be efficient with your time.
- Council has expressed a desire to follow the below schedule to mitigate these issues.
 - First meeting of the month would begin no earlier than 1 pm; work session items would only be permitted from 1 pm to 5 pm.
 - Second meeting would begin at 5:30 pm, and no work session items would be held during this meeting.
 - Special meetings could be held in unusual circumstances.

Options

- Option 1:
 - Proceed with the schedule outlined (e.g. 1-5 pm work sessions at first meeting of the month)
 - Use consent agenda more extensively to reduce the number of discussion items.
 - If items have been previously discussed, or briefed, staff will consider adding the item to the consent agenda regardless of the amount (consistent with Council Policy #17).
 - When possible, shorten work session presentations to focus on Q/A.
 - Full presentations will be provided in Council backup materials for consideration.
 - Establish estimated time needed for each work session item.
 - Provide more detailed information in reports to Council instead of briefings.
 - Any Council member could then ask for a work session discussion on the materials.
 - When work load is greater than time allowed, City Council can prioritize items or call special meeting.

Options (cont'd)

- Option 1 (Cont'd)

- Use Council committees as needed to consider more complex issues (e.g. infrastructure).
- Does Council want to provide management with the discretion to add work session items to the second meeting of the month if:
 - The meeting agenda is not expected to have a significant number of discussion and action items (e.g. July 5th agenda).
 - There is a pressing item that needs Council direction or oversight that was unexpected.
- Council could also consider separate standalone meetings for the budget process (e.g. special all day meeting(s) to consider departmental budget presentations).
- Standalone meetings for City Council retreats should also be considered.

Options (cont'd)

For each of the below options, the Council could also consider incorporating some, all, or none of the additional items mentioned in Option 1.

- Option 2:
 - Create Council Agenda Committee to evaluate priorities and set agenda schedule.
- Option 3:
 - Utilize Council Committees more frequently for a variety of discussion topics.
 - Committees could provide reports to the entire City Council.
- Option 4:
 - Full Council evaluates priority items monthly and determines appropriate meeting schedule.
- Option 5: No changes, some combination of the above, or other?

Planned Work Session Topics

Department/Area	Topic	Reason for Item
1 City Manager's Office	City Manager's Proposed Budget	Annual Budget
2 City Manager's Office	Legislative Update	City Council Request
3 City Manager's Office	Options for 4A and 4B Fund Uses	City Council Request
4 City Manager's Office	Hotel Fund Policy Update	City Council Request
5 City Manager's Office	Police Staffing Study Recommendations	City Council Request
6 City Manager's Office	RTC Representation Options	City Council Request
7 City Manager's Office	Convention Center Options	City Council Request
8 City Manager's Office	Community Multi-Purpose Art Center	City Council Request
9 City Manager's Office	City Hall Renovation Options	Ellison Street Project
10 City Manager's Office	Options for Christmas Fireworks	Management Request
11 City Manager's Office	Public Art Policy and Funding Plan	City Council Request
12 City Manager's Office	Regional Transportation Status and Efforts	City Council Request
13 City Manager's Office	Special Event Ordinance	Management Request
14 City Manager's Office	Smoking Ordinance Discussion	City Council Request
15 City Manager's Office	City Hall West Parking Lot Design Options	City Council Request
16 City Secretary's Office	Better Together Committee	City Council Request
17 Community Services	Proposed Strategic Plan for 2023	Management Request
18 Customer Service	Customer Service and 311 Overview	Annual Budget
19 Customer Service	Lean Government Project Updates	Management Request
20 Customer Service	KPI and Open Data Program	Management Request
21 Development Services	TOD Overlay and/or Zoning Update	City Council Request
22 Development Services	Zoning Ordinance Update	City Council Request
23 Development Services	Fee Ordinance Update Options	Annual Budget
24 Development Services	Development Process Improvements	Management Request
25 Economic Development	Burleson Works and BOF Funding Modification	Management Request
26 Economic Development	Trade School Development	City Council Request
27 Economic Development	Hidden Creek Parkway Redevelopment	City Council Request
28 Economic Development	Hill College Redevelopment RFP Options	City Council Request
29 Economic Development	Hooper Business Park Improvements/Development	City Council Request
30 Economic Development	Hyder Ranch Development Agreement	Developer Request
31 Economic Development	Absorption of Fort Worth ETJ Boundaries	City of Fort Worth Request
32 Economic Development	Chisholm Summit Park, Amenity, and Development Plans	Management Request
33 Economic Development	Chisholm Summit Public Improvement District	Management Request
34 Finance	General Fund Financial Forecast	Annual Budget
35 Finance	ARPA Fund Update	City Council Request
36 Finance	Investment and Debt Policy Status and Updates	City Council Request
37 Finance	Budget Work Session Discussions on each agenda	Annual Budget
38 Fire	Medical Director Selection and Options	EMS Transition
39 Fire	EMS Billing Policy and Vendor Selection	EMS Transition
40 Fire	Station 1 Renovation Options	Management Request
41 Fire	EMS Mutual Aid Agreement Options	EMS Transition
42 Fire	EMS Transition Status Update and Plan	EMS Transition
43 Fire	Public Health Update and Future Plans	City Council Request
44 Human Resources	Near Site Employee Health Clinic	Management Request
45 Human Resources	Employee Benefit Overview and Options	Annual Budget
46 Library	Library Master Plan Recommendations	Management Request
47 Neighborhood Services	Rental Registration Program Options	City Council Request
48 Neighborhood Services	Animal Shelter Capacity and Isolation Area Plans	Management Request
49 Parks	Brick Staffing and Membership Fee Options	City Council Request
50 Parks	Chisenhall Field Turf and Lighting Design Options	Parks Master Plan/CIP
51 Parks	Hidden Creek Softball Field Relocation Options	Parks Master Plan/CIP
52 Parks	Elk Ridge Park Redesign	Parks Master Plan/CIP
53 Parks	Wakefield Park Redesign	Parks Master Plan/CIP
54 Parks	Community Park Selection and Amenity Options	Parks Master Plan/CIP
55 Parks	Shannon Creek Park Design	Parks Master Plan/CIP

Planned Work Session Topics

Department/Area	Topic	Reason for Item
56 Parks	Bartlett Soccer Field Redesign	Parks Master Plan/CIP
57 Parks	Village Creek Trail	Parks Master Plan/CIP
58 Parks	City-wide Entryway Signage/Monuments	Parks Master Plan/CIP
59 Parks	Golf Course Beautification Plan	City Council Request
60 Parks	Teen Recreation Program Enhancement	City Council Request
61 Parks	Clark Park Parking Lot Improvement Agreement Options	Parks Master Plan/CIP
62 Police	Achitect Selection and Design for new Police HQ Expansion	Bond Program Item
63 Police	Options to Improve Safety in Area Schools	Request from BISD
64 Public Works	Draft Mobility Plan Update	City Council Request
65 Public Works	Comprehensive Facility Master Plan	City Council Request
66 Public Works	Traffic Management System Plan and Options	Bond Program Item
67 Public Works	Alsbury-Hulen Bridge Design Options and Construction Plan	Bond Program Item
68 Public Works	Sidewalk Improvement Plan Options	Bond Program Item
69 Public Works	CR 1020 (Alsbury) Design Options	Bond Program Item
70 Public Works	Wicker Hill and Greenridge Design Options	General Government CIP
71 Public Works	Renfro and Johnson Avenue Pedestrian Improvements	City Council Request
72 Public Works	Additional Street Rehabilitation Project Options	General Government CIP
73 Public Works	Naming Options for Caddo Road	Citizen Request
74 Public Works	Grant Funding Update and CIP Adjustments	Bond Program Item
75 Public Works	Capital Improvements Plan Advisory Committee	Management Request
76 Public Works	Impact Fee Structure Options	Legal Requirement
77 Public Works	Asset Management Program	Management Request

Total Number of Items

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