



## Park Board Agenda

Thursday, September 14, 2023  
6:00 PM

City Hall 141 W Renfro  
Burleson, TX 76028

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1. **CALL TO ORDER**

2. **GENERAL**

A. Consider approval of the minutes from the August 24, 2023 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

B. Consider recommending approval of a contract with Kimley-Horn and Associates, Inc. for a Parks and Recreation Master Plan in an amount not to exceed \$100,000.00 (*Staff Presenter: Jen Basham, Parks and Recreation Director*)

3. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Board 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 Board. Each speaker will be allowed three minutes to speak.

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

4. **REPORTS AND DISCUSSION ITEMS**

A. Receive August 2023 Monthly Report

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

6. **COMMUNITY ANNOUNCEMENTS**

A. Programming Calendar Attached

7. **ADJOURN**

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

### **CERTIFICATE**

I hereby certify that the above agenda was posted on this the 8th of September 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos  
City Secretary



### **ACCESSIBILITY STATEMENT**

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director of Parks and Recreation

**MEETING:** September 14, 2023

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**SUBJECT:**

Consider approval of the minutes from the August 24, 2023 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

**SUMMARY:**

**OPTIONS:**

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

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201





BURLESON PARKS ADVISORY BOARD  
August 24, 2023  
MINUTES  
**DRAFT**

Call to Order – 6:00 PM

Roll Call

Board Members Present

Matthew Quinn  
Chris Schott  
Lindsey Cobb (arrived 6:02 PM)  
Sherry Scott  
Nathan Nakamura  
Tyler Knox

Board Members Absent

Ashli Logan  
Shannan Sutter  
Michael Massey

Staff in Attendance:

Jen Basham (Director of Parks and Recreation)  
David Lopez (Deputy Director, Parks)  
Kerry Montgomery (Senior Administrative Secretary)

Guests

None

**1. Call to order: 6:00 PM**

**2. Approve the minutes from the previous meeting.**

**A. Consider approval of the July 13, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)**

A motion was made by Christian Schott to accept the minutes as presented. Sherry Scott seconded the motion. The motion passed 6-0, with Michael Massey, Shannan Sutter and Ashli Logan being absent, and Lindsey Cobb arriving after the vote.

**3. Citizen Appearances**

None

**4. Reports and discussion items:**

**A. Receive a report regarding recent updates to the Parks and Recreation Capital Improvement Plan for FY2024 . (Staff presenter: Jen Basham, Director of Parks and Recreation)**

Recent Council budget discussions have prompted a realignment of projects for the upcoming fiscal year. Staff provided a presentation to update the board on the changes requested. A discussion followed.

**B. Receive a report, hold a discussion, and provide staff feedback regarding the addition of restrooms in parks. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

A request was recently received to add a portable restroom to Oak Valley Park North. Due to recent discussions with Park Board and Council that received mixed feedback on the addition of restrooms at parks, staff is requesting feedback on the addition of temporary and permanent restrooms at existing parks. The overall opinion of the board was to support the installation of bathrooms in all parks, whether portable or permanent.

**C. Parks and Recreation Department Updates. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

The board was briefed with a presentation in regards to special events, programming, revenue and capital improvement projects for the BRiCK, Golf, Russell Farm, and Parks.

**5. General**

**A. Consider recommending approval of a 3-year contract with Yellowstone Landscape LLC for mowing of Tier 2 properties for monthly mowing cycles for an amount not to exceed \$395,279.23. (Staff Presenter: David Lopez, Deputy Director of Parks)**

The current mowing contract for Tier 2 right-of-way properties began in November 2021. Due to challenges in accommodating demands of mowing schedules, the decision was made to issue a new request for proposals for mowing services for these properties. Submissions were evaluated based on best overall value for services offered. BST Mowing. Staff presented their recommendation.

Sherry Scott made a motion to recommend to accept the proposal made for Tier 2 right-of-way mowing. Christian Schott seconded the motion. The motion passed 6-0, with Shannan Sutter and Ashli Logan being absent.

**B. Consider recommending approval of a 3-year contract with BST Mowing for mowing of Tier 3 West properties for monthly mowing cycles for an amount not to exceed \$235,019.61. (Staff Presenter: David Lopez, Deputy Director of Parks)**

The current mowing contract for Tier 3 West right-of-way properties began in November 2021. Due to challenges in accommodating demands of mowing schedules, the decision was made to issue a new request for proposals for mowing

services for these properties. Submissions were evaluated based on best overall value for services offered. BST Mowing is being recommended for mowing services.

Lindsey Cobb made a motion to accept the proposal for Tier 3 mowing services, as recommended by staff. Sherry Scott seconded the motion. The motion passed 6-0, with Michael Massey, Shannan Sutter and Ashli Logan being absent.

## **6. Community Announcements**

The board was provided a calendar of events for August 2023.

## **7. Board requests for future agenda items or reports.**

None.

### **Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 7:08 PM

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Kerry Montgomery, Senior Administrative Secretary

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Parks and Recreation Director

**MEETING:** September 14, 2023

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**SUBJECT:**

Consider recommending approval of a contract with Kimley-Horn and Associates, Inc. for a Parks and Recreation Master Plan in an amount not to exceed \$100,000.00 (*Staff Presenter: Jen Basham, Parks and Recreation Director*)

**SUMMARY:**

The current Burleson Parks and Recreation Master plan was adopted on December 9, 2019. In order to be eligible for grant opportunities and departmental accreditation, a city's park master plan is required to be updated every five years. In addition to approaching year five of the current master plan, many goals of the existing plan have already been met.

**OPTIONS:**

- 1) Recommend approving as presented
- 2) Recommend approving with changes
- 3) Recommend denying

**RECOMMENDATION:**

Staff recommends approving as presenting.

**FISCAL IMPACT:**

\$100,00.00 budgeted in 2023

Budgeted Y/N: Y

Fund Name: 4B Bonds

**STAFF CONTACT:**

Jen Basham, CPRE  
Parks and Recreation Director  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201

# Parks and Recreation 2024-2028 CIP Update

Staff Presenter: Jen Basham, Director of Parks and Recreation

City Council, September 5, 2023





# CIP Update

Item B.

- At the August 7, 2023 a City Council member requested that the CIP plan for Parks and Recreation be placed on hold until projects could be re-evaluated
- At the August 15, 2023 Council meeting reviewing the budget, Council deliberated on what the changes would be and provided staff direction on what projects would move forward in the 2024 year
- At the August 24, 2023 Park Board Meeting the board received updates based on council direction. In addition to these request the board requested that the indoor pool replaster and the addition of a restroom at Oak Valley Park be added to the FY2024 projects
- In order for projects to be moved forward, some of the proposed current year projects will have to move out
- This presentation will provide the 2024 projects that were previously reviewed and the changes directed by Council

# 2024 Scheduled Projects

Item B.

Projects are under design, or being prepared for public engagement

- Park Monument Signs-5 parks
- Meadowcrest Park
- Cedar Ridge
- Chisenhall Field Renovations
- Hidden Creek Softball Relocation
- Shannon Creek Park
- Village Creek Trail
- Oak Valley-Scott St Trailhead
- Oak Valley South-Trail Connection
- Gateway Signage
- Remodel of BRiCK Lobby
  - Includes: lobby, family changing rooms, pool party rental rooms and meeting rooms
- Replacement of indoor pool sandfilter
- Update Master Plan



# 2024 CIP Requested Realignment

Item B.

Alignment to address additional maintenance items at Bailey Lake, the BRiCk, and Chisenhall

2024 projects moving forward as previously presented	Projects moved up or escalated	Projects moved to an out year	New Project
Cedar Ridge	Chisenhall-Complete 4 fields in one year	Village Creek Trail (Waiting on TxDot approval and potential grant award)	Dredge Bailey Lake
Meadowcrest	Replace HVAC at the BRiCk	Gateway Signage moved to a later year	Restroom at Oak Valley
Oak Valley South-Scott St Trailhead	Replace Desert Aire at the BRiCk	Shannon Creek-Design complete construction in out year	
Park Monument Signs	Replace HVAC at the BRiCk	Hidden Creek Softball-moved to a later year once community park design is underway	
BRiCk Lobby Remodel	Replaster indoor pool	Community Park Design-moved out 1 year	
Range Side (9) shape, sod, cart path and tree repairs at Golf Course			
Replace indoor pool sandfilter			
Master Plan			

# Proposed list of projects for FY24

- Bailey Lake Dredging-\$100,000  
Concentrate on intake area
- Cedar Ridge Park-\$280,000  
Refurbish existing playground to a smaller toddler fenced play area
- Meadowcrest Park-\$400,000  
Includes playground, surfacing and potentially a sports court
- Addition of a permanent restroom at Oak Valley Park-\$150,000  
Requested by citizens and supported by Park Board
- Turfing of fields at Chisenhall (4 fields)-\$2,125,000  
Council originally requested 5, in order to stay in budget and complete project in maintenance window staff is requesting 3-4 fields this year and 1-2 next year
- Range side project on hole 9 at Golf-\$45,000  
project includes improvements to turf, cart path, and trees
- Master Plan-\$100,000  
Master plan for parks and recreation department for 2024-2029







# Proposed list of projects for FY24

- Oak Valley Trail Scott St Trailhead-\$540,000

Complete paving of parking lot, restroom, water fountain, and bike repair station

- Park Monument Signs-\$65,000

Complete year 2 of park monument sign replacements and addition to 5 parks

- Remodel of BRiCk lobby-\$487,000

Flooring, family changing rooms, meeting rooms, party rental room, control desk, and removal of boulder

- Replacement of indoor pool sand filter-\$155,000

- Replacement of Desert Aire System-\$1,500,000

Includes removing a portion of the exterior wall to retrofit system and add additional ventilation, a supplemental system to aide in removing chloramines from the ground level

- Replaster indoor pool-\$300,000

Requested to be moved up by park board to limit amount of times pool has to be closed for repairs

- Replace HVAC System-\$2,750,000

Includes Aeon RTU's, chillers, and VFD's. Chillers have a 40-45 week lead time but can be replaced in phases to limit need for facility shut down

# Project shifts for review and feedback

Item B.



- Shannon Creek Park  
Complete design this FY and construct next year, design can shift to a more conservative design to support other projects
- Village Creek Trail  
Construct in FY 25
- Community Park  
Design in FY25 and construct in FY28
- Hidden Creek Softball Relocation  
Design using existing funds from FY23 and build stand alone or in conjunction with community park
- BRiCk Roof  
Currently in good condition, roof is a 20 year roof and staff recommends leaving as a future year project. The Desert Aire system will not require the removal of the roof to retrofit
- Addition of restrooms to existing parks  
Project added every other year, pending council direction



# Shannon Creek

Item B.



SHANNON CREEK NATURE PARK  
BURLESON, TEXAS

MUN  
ARC

- Reduction in scope

Restroom  
Dog Park  
Play Area  
Parking

- Scope would include:

Pond with pier  
Trails  
Grading and drainage improvements  
Native and ornamental plantings including trees  
Monument sign

- Reduced cost

\$1,881,675

# Hidden Creek Softball

Item B.



- Design dollars allocated in FY23
- Project currently scheduled to be constructed in conjunction with Community Park for \$2,000,000
- Project shown as the first portion of construction in FY26

# Community Park

Item B.



- Master planning for a park can be completed with Hidden Creek design dollars
- Design for construction is programmed for FY26 with construction scheduled for FY29
- Cost of this project will be driven by the updated master plan and public engagement.



# 2024-2029 Realignment- Example

Item B.

Project	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
<b>Parks</b>							
<b>Park Refurbishments</b>							
Bailey Lake		\$100,000.00			\$450,000.00		
Bartlett						\$300,000.00	
Cedar Ridge		\$280,000.00					
Centennial				\$420,000.00			
Cindy							
Chisenhall							\$260,000.00
Clark	\$223,588.00						
Elk Ridge	\$220,000.00						
Heberle						\$310,000.00	
Meadowcrest		\$400,000.00					
Mistletoe Hill					\$585,000.00		
Oak Valley	\$500,000.00						
Prairie Timber							
Panchasarp Farm							
Wakefield	\$200,000.00						
Warren						\$1,250,000.00	
Bathroom Additions to existing parks		\$150,000.00		\$150,000.00		\$150,000.00	
<b>Sport Fields</b>							
Bartlett Field Regrading	\$1,102,968.00						
Chisenhall Field Turf	\$549,675.00	\$2,125,000.00	\$525,000.00	\$525,000.00		\$525,000.00	
Hidden Creek Softball Relocation	\$250,000.00			\$2,000,000.00			
<b>Trails, Parking and Infrastructure</b>							
Bailey Lake Low Water Crossing					\$220,000.00		
Chisenhall and Bailey Lake Parking	\$1,792,594.00						
Oak Valley South Connector Trail	\$260,000.00						
Oak Valley Trail-Scott Street Trailhead		\$540,000.00					
Village Creek Trail Phase IV			\$685,000.00				
Village Creek Trail Phase III			\$2,417,160.00				
<b>Signage</b>							
Park Monument Signs	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00			
City Wide Monument Signs							
<b>New Construction</b>							
Shannon Creek Park			\$3,327,763.00				
Community Park	\$3,200,000.00			\$500,000.00			\$10,000,000.00



# 2024-2029 Realigned CIP-Recreation and Golf

Item B.

<b>BRiCk</b>							
Upgrade A/C Control system and ventilati	\$175,000.00						
Replace roof					\$1,000,000.00		
Remodel of entryway (Admin, Kiosk, Rockwall and lighting)		\$487,000.00					
Addition of Dry Sauna				\$380,000.00			
Replacement of indoor pool sandfilter		\$155,000.00					
Replaster Indoor Pool		\$300,000.00					
Desert Aire		\$1,500,000.00					
HVAC Unit		\$2,750,000.00					
Replacement of entry monument sign					\$35,000.00		
<b>Golf</b>							
Tee and Wayfinding signage		\$25,000.00					
<b>Bunkers</b>							
<b>Turf Improvements</b>							
Range side (9) (shape, sod, cart path, trees)		\$45,000.00					
Greens resurface (all 18) (remove and replace top 6' of material)					\$375,000.00		
<b>Course and Cart Path</b>							
Drainage Improvements	\$145,000.00						
<b>Ponds and Irrigation</b>							
Pond Renovation bentonite/fountains (4,5,15)				\$85,000.00			
Floating Intake Pipe Replacement		\$16,750.00					
<b>Administration</b>							
System Wide Master Plan Update		\$100,000.00					
<b>Park Total</b>	\$8,363,825.00	\$3,660,000.00	\$7,019,923.00	\$3,660,000.00	\$1,255,000.00	\$2,535,000.00	\$10,260,000.00
<b>BRiCk Total</b>	\$175,000.00	\$5,192,000.00	\$0.00	\$380,000.00	\$1,035,000.00	\$0.00	\$0.00
<b>Golf Total</b>	\$245,000.00	\$86,750.00	\$0.00	\$85,000.00	\$375,000.00	\$0.00	\$0.00
<b>Admin</b>	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contingency/Escalation 5%</b>	\$439,191.25	\$446,937.50	\$350,996.15	\$206,250.00	\$133,250.00	\$126,750.00	\$513,000.00
<b>Total</b>	<b>\$9,223,016.25</b>	<b>\$9,485,687.50</b>	<b>\$7,370,919.15</b>	<b>\$4,331,250.00</b>	<b>\$2,798,250.00</b>	<b>\$2,661,750.00</b>	<b>\$10,773,000.00</b>

# Direction

Item B.

- Feedback needed for the following

FY2024 projects as presented

Shannon Creek Park scope

Hidden Creek Softball relocation timing

Addition of restrooms to existing parks

Community park timing

## INDIVIDUAL PROJECT ORDER NUMBER 2023-01

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Consultant”), and the City of Burleson, Texas (the “Client”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated July 14<sup>th</sup>, 2020, which is incorporated herein by reference.

### **Identification of Project:**

**Project Name:** Burleson Parks, Recreation, Trails, and Open Space Master Plan  
**KH Project Manager:** Katherine Utecht, PLA, LI  
**Project Number:** TBD

### **Specific scope of basic Services:**

#### **Task 1 – Parks Inventory, Benchmarking and Needs Assessment**

*1.1 – Parks Inventory of Areas, Programs, Facilities and Benchmarking* – The Consultant will prepare an inventory of existing Park Areas, Programs and Facilities. To complete this task, the team will:

- Visit and assess each park, recreation, trail, open space area, and facility currently within the Client’s system, including schools and private recreational facilities that are open to the public
- Create a photo log of each facility
- Prepare an inventory of physical conditions, features, opportunities, constraints, and valued site elements
- Evaluate and inventory current recreational programming offerings of the department
- Provide a summary table of inventory for all parks and facilities broken out by each park, including acreage, miles of trails, types of facilities, and number of facilities
- Compare the current supply of park land, trails, recreation, and open space areas and facilities with current City acreage standards, Client goals, and other benchmarked parks and recreation systems, including assessment of the distance to parks from properties citywide and trail access and connectivity.
- Determine what, if any, deficiencies and/or oversupply exist by quantitative value, identify opportunities and constraints regarding potential new park sites, indoor facilities, improvements to existing facilities, joint City-school uses, public–private partnerships, community service group partnerships and other creative opportunities for increasing recreational opportunities for the community
- Evaluate a select list of comparable communities developed with Client staff including:
  - Researching current service levels and proposed goals of these communities
  - Gathering data, including but not be limited to, park acreage, open space acreage, indoor facilities, other physical facilities, recreational services, and use levels

*1.2 – Parks Needs Assessment and Identification* – The Consultant will develop a Needs Assessment Report as follows:

- Clearly identify park areas, facilities, trails and programs needs and explain the methodology for determining them, considering both outdoor and indoor recreation needs
- Review City’s existing mobility plan to identify needs for identifiable gateways and improvements to the entries of the city, meet with Client’s staff to review progress to date and provide feedback about following three approaches in determining parks and recreation needs:
- The demand-based approach:
  - Relies on information gathered from participation rates, surveys, and other information that indicates how much of the population wants certain types of facilities

- Utilizes focus groups with distinct user groups and special interest groups identified by the Client, such as seniors, youth, sports leagues, cultural organizations, or other unique stakeholders, in a process designed by the Client and the Consultant
- The standard-based approach, which uses established standards, which may be based on demand studies, the professional judgment of park and recreation planners and designers, etc., to determine facilities and park areas needed to meet the needs of a given population size.
- The resource-based approach, which examines the assets and resources of the area for open space, parks and recreation facilities, and defines how these resources can be utilized.
  - Uses recreation trends analysis information as available
  - Includes a discussion of recreation trends
  - Examines specific Burleson geographic resources to determine opportunities for park and recreation
  - Examines specific Burleson demographic trends shall be examined and used to ensure that the trends analysis accurately reflects the local community.

## Task 2 – Master Plan Elements

*2.1 – Parks, Trails and Open Space Master Plan* – The Consultant will prepare a parks, trails and open space master plan that consist of:

- A summary of the Needs Assessment Report on parks, trails, recreation and open space
- Goals and objectives to provide the framework for orderly and consistent planning and development of parkland and open space
- Maps/Graphics and narrative that identify the major issues and conclusions of the planning effort, prepared in a graphic format to ensure that it is easy to use and understand by the public and Client officials
- A plan for land acquisition for future parkland and open space
- Capital Improvements Plan that will provide guidance to Client staff
- Plan and recommendations on parks funding and potential parkland dedication requirements to assist the Client in implementing the proposed plan
- Establishing an overarching Mission Statement and Core Values for the Parks Department and City parks, recreation, open space, and trail system

## Task 3 – Public Input & Preferred Plan

*3.1 – Community Open House Preparation* – The Consultant will plan the specific agenda, format and activities related to the community open house, prepare background presentations and meeting exhibits, and prepare the tools to be used during the open house, including keypad polling, visual image preferences and open house stations. All materials and activities will be closely coordinated with Client staff prior to public presentation.

*3.2 – Community Open House (one (1) meeting)* - The Consultant will facilitate a community open house to present and receive feedback related to the parks, trails, recreation, and open space master plan. Outreach, invitations, and announcements about the charrette will be distributed by the Client to the public. The Client would be responsible for identifying and securing a venue for the open house events.

The Consultant will be responsible for all meeting content and will facilitate and manage the sessions. The meetings will be conducted in an open house format to obtain the maximum amount

of input from participants. Information will be gathered through interactive small group discussions, written comment forms, topical/map “stations”, and general workshop discussion. To further facilitate the discussion, the Consultant will develop, execute and analyze the results of electronic keypad polling sessions that will be conducted to gauge community support for the recommendations of each master plan component.

*3.3 – Open House Results* – Results from the community open houses will be documented in presentation materials and incorporated into web-based applications in a manner that will allow interested individuals to weigh-in on the future vision for Burleson. The results materials will include:

- Feedback from specific questions asked at each station related to the specific comprehensive plan elements
- Results of keypad polling conducted during the open house
- Overall conclusions drawn from the open house discussions related to next steps

*3.4 – Preferred Plan Elements* – Based on feedback from the community open house and final direction received from Client staff, parks board, and City council, the Consultant will prepare final master plan elements that reflect the consensus of the community and its leadership for Client review and comment. These elements, together with comments received, will guide the development of implementation strategies.

## **Task 4 – Implementation**

*4.1 – Parks, Open Space and Trails Master Plan Implementation Framework* – The plan implementation framework will focus on the following:

- The plan will suggest goals, policies, ordinances and standards to support the parks, open space and trails master plan. Each area addressed in the plan will have guiding goals and responsive objectives to define the need.
- Creation of a priority list of needs ranked in order from highest to lowest priority and state a timeline when the needs shall be met. Priorities shall not be focused on short-term needs or actions but shall plan for the future.
- Separate priority lists may be provided for indoor and outdoor needs including proposed improvements to existing parks, trails, open space, and indoor facilities, along with any proposed development of new parks and other facilities
  - Lists shall be area and/or facility specific and be ranked according to priority order
  - Priorities shall be compiled by recreational elements and separated by indoor and outdoor priorities
- Identify specific areas intended for open space acquisition and preservation on a map, identified as a need, discussed, and prioritized in the plan
- Where appropriate, discuss and rank renovation/redevelopment needs as a priority.
- Provide current park improvements and analysis.
- Prepare a preliminary cost analysis in a rough order-of-magnitude for the listed improvements. These shall be based on a per-acre, per-square foot, per-mile, and per-each basis.
- Identify resources for meeting the master plan’s needs as well as on-going operations and maintenance costs (e.g., city funds, in-house labor, development impact fees, general obligation bonds, certificates of participation, state and federal grants, gifts, donations, bequests, user fees, etc.)

- Provide a financing matrix that shall summarize where each mechanism might be appropriate.
- Develop a basic operations and maintenance understanding for the parks system. Quantify anticipated staffing levels and other costs associated with the new improvements. Each park will be evaluated and given a maintenance prioritization, so the Client can plan resources accordingly.
- Include a proposed timeline for accomplishing the plan's priorities.
- The team will develop a detailed parks and recreation system operational analysis that will include:
  - Staffing needs
  - Equipment needs
  - Spatial needs
- The team will assess the current offerings of recreation programs and services within the department and will develop recommendations for future roles and expectations.
  - Review and document programming trends
  - Inventory and review of existing programs and services
  - Determine overall program strengths and weaknesses
  - Identify existing core program areas
  - Benchmark with other Fort Worth/Dallas metroplex communities of similar size (up to 4) as well as nationally.
- Determine the current role of other providers and organizations in the area
  - Public
  - Private
  - Non-profit
- Review public input information gathered during the master plan process as it relates to programs and services
  - Establish the demand for future recreation programs
- Propose recommendations for future recreation services
- Determine future core, secondary and support program classifications
  - Role of other providers and organizations for the future
  - Prioritization of programs and services for the future
- The team will examine the specific roles of the various youth sports organizations in Burleson in providing youth sports programming now and in the future
  - Review and document sports field trends
  - Development
  - Allocations
  - Maintenance
- Inventory and review of existing sports fields
- Conceptual study for future sports complex
  - Needs assessment for field and use types
  - Facility spatial needs
  - Potential locations for facility
- Conceptual study for future recreation center
  - Needs assessment for field and use types
  - Facility spatial needs
  - Potential locations for facility
- Determine future roles and expectations for providing youth sports
  - Sports
  - Seasons

- Field use
- Russell Farm
  - Master plan – assess and review existing facilities
  - Assess and review the need for proposed facilities
  - Generate facilities master plan
  - Evaluate existing amenities and determine proposed amenities
- Inventory and review of existing Golf Courses
  - Hidden Creek
  - Southern Oaks
- Sports practice field needs
  - Youth and Adult
- Green Ribbon Grant Opportunities
- Establish a methodology to address the requests to provide fields for select/travel teams
- Area and facility standards
  - Assess and identify needs through establishing local and facility standards and concepts
  - Local standards shall be influenced by preferences and available economic and natural resources
  - The National Recreation and Park Association's Park, recreation, open space and greenway guidelines shall be followed as applicable to the Client
  - Adjustments to those standards may be necessary to reflect the Client's desires, needs and resources
  - Evaluation of the 2019 NRPA Agency Performance Review – Park and Recreation Agency Performance Benchmark

## **Task 5 - Plan Adoption**

*5.1– Park Board Recommendation (one (1) meeting)* – The Consultant will present the parks, trails, recreation, and open space master plan to the Burleson parks board in a public hearing for community and board comment. The Consultant will incorporate any additional board comments into the Final Parks, Trails, Recreation, and Open Space Master Plan prior to presentation to the City Council.

*5.2– City Council Adoption (one (1) meeting)* – The Consultant will present the final parks, trails, recreation, and open space master plan to the Burleson City Council at a public hearing for community and Council input and adoption. Any subsequent changes by the Burleson City Council will be incorporated into the final plan document(s).

## **Schedule:**

The Consultant and the Client will agree upon the schedule attached.

## **Deliverables:**

Any items requested by the Client that are not outlined in the above scope will be considered excluded from this contract and may be provided only if requested and authorized in writing by the Client.

The Consultant can provide the following services, but they are not included in the limited scope of this proposal:

- 3D renderings, perspectives, bird-eye view renderings

- Topographic survey
- Construction document development
- Bidding phase services
- Construction Phase Services or Construction Administration Services
- Franchise utility coordination
- Traffic impact studies or signal design
- Preparation of traffic control plans
- Revisions due to changes in regulations
- Coordination and/or revisions due to any grant funding requirements
- Archaeological survey
- Submittal, permitting fees, or impact fees
- Separate engineering site development review process sets and submittals
- Off-site utility design
- Off-site roadway design
- Off-site easement descriptions
- Contractor type detailed estimates (as prepared by estimating service)
- Record drawing survey and record drawings
- Preparation of preliminary or final plat
- Environmental impact statement
- Storm drainage studies and detention/retention pond design
- Signage design of any kind or nature
- Additional work due to increase in project cost and scope

**Terms of compensation:**

The Consultant will provide the services in Tasks 1-5 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

• Task 1 – Parks Inventory, Benchmarking and Needs Assessment	\$ 18,000 (LS)
• Task 2 – Master Plan Elements	\$ 32,000 (LS)
• Task 3 – Public Input & Preferred Plan	\$ 20,000 (LS)
• Task 4 – Implementation	\$ 18,000 (LS)
• Task 5 - Plan Adoption	\$ 11,500 (LS)

Total Lump Sum Fee	\$ 99,500 (LS)
--------------------	----------------

Note: Billing will be monthly based on the percentages of the task completed and payable within 30 days of the receipt of the invoice.

ACCEPTED:

**CITY OF BURLESON, TEXAS**

**KIMLEY-HORN AND ASSOCIATES, INC.**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_



DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

---

## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Jen Basham, Director of Parks and Recreation

**MEETING:** September 14, 2023

---

**SUBJECT:**

Receive August 2023 Monthly Report

**SUMMARY:**

Departmental updates regarding parks, recreation, and golf.

**OPTIONS:**

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201



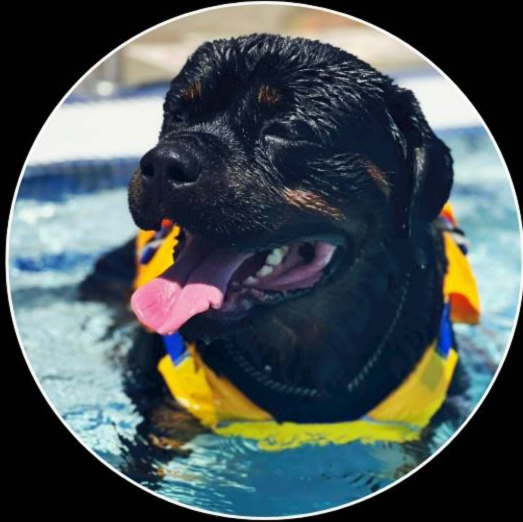
# Departmental Updates

Parks Board- September 14, 2023



# Rec Special Events

Item A.



## Event Recaps:

Summer Luau Dance: August 18, 2023 - 65 participants  
Splish Splash Doggie Bash: August 19, 2023 - 93 participants  
Cool Sounds of Fall Concert Series began September 8, 2023

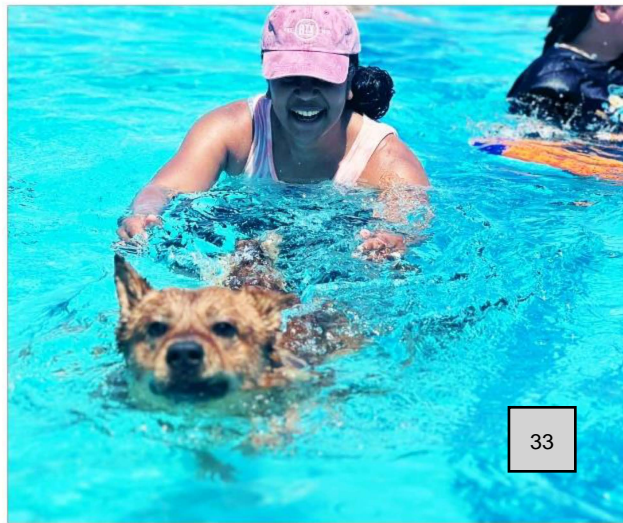


## Upcoming Events:

Be Healthy Burleson Run: September 16, 2023  
Zumba Latin Lights, Hispanic Heritage Month: September 27, 2023  
Latin Food Truck Friday, Hispanic Heritage Month: September 29, 2023



Item A.





# Rec Programs

Item A.



## Athletic News:

Current Athletics (in registration):

Basketball, Softball, and Volleyball

Upcoming Fall Athletics:

Youth Sports Clinics offered by IREF; Co-Ed Flag Football (new addition)



## Program News:

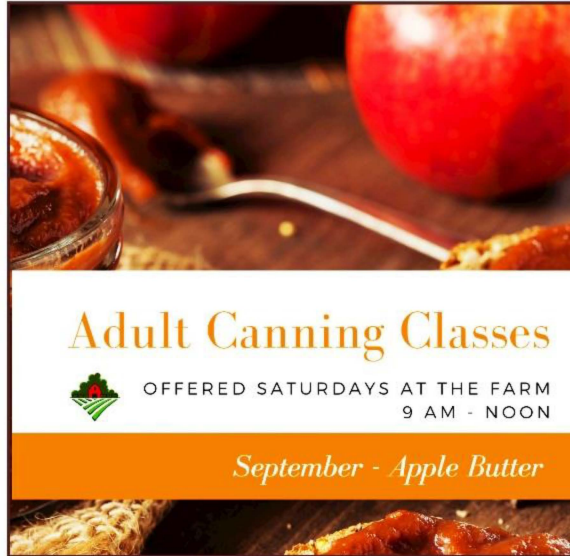
Current Fall Programming:

Homeschool PE (27 registered), Sporties for Shorties (12 registered),  
Gymnastics (10 registered), and Women's self defense (9 registered).

# Russell Farm Art Center

Item A.

## Fall 2023 Program Highlights



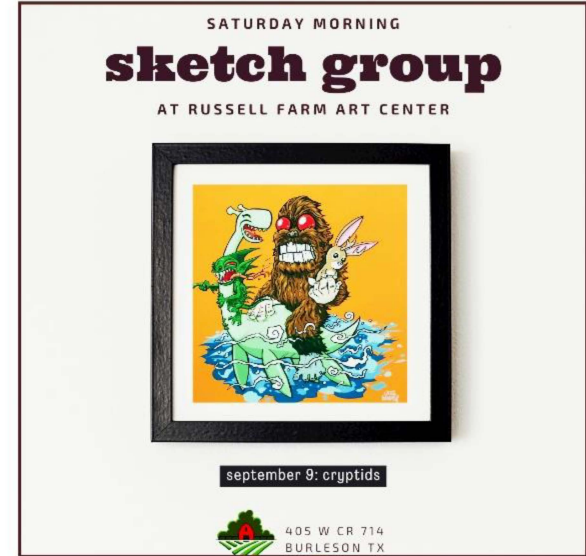
### Adult Canning Classes

*Begins September 16*



### Red Chair Art Lecture Series:

*September 16*



### Saturday Open Art

*Every Saturday morning: 9am-12pm*



# Russell Farm Art Center

Item A.

## Fall 2023 Enrichment Programs Highlights



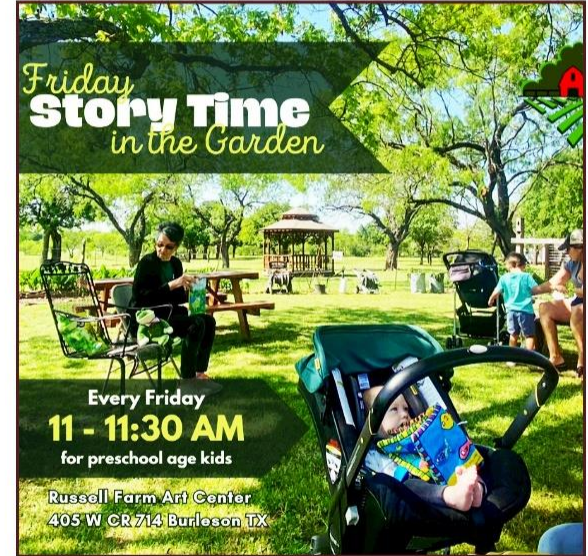
### Farm School

*Begins in September*



### Woodshop Classes

*Begins in September*



### Friday Storytime in the Garden

*Every Friday morning: 11-11:30am*



# Marketing and Community Engagement

Quick Stats as of 9/6:

Facebook Followers:  
16,881  
(110 follower increase)

Instagram Followers:  
1,468  
(9 follower increase)

Constant Contact  
Subscribers:  
5,118

Item A.



## PARKS UPDATE: BAILEY LAKE TEMPORARY PARKING

THE CITY OF  
**BURLESON**  
TEXAS | Parks and  
Recreation

### Facebook Highlight: Parks Update - Bailey Lake Parking Lot

Reach - 20,278; Reactions - 120;

Comments - 28; Shares - 19

37

August High Performing Content



# **BRiCk - Projects**

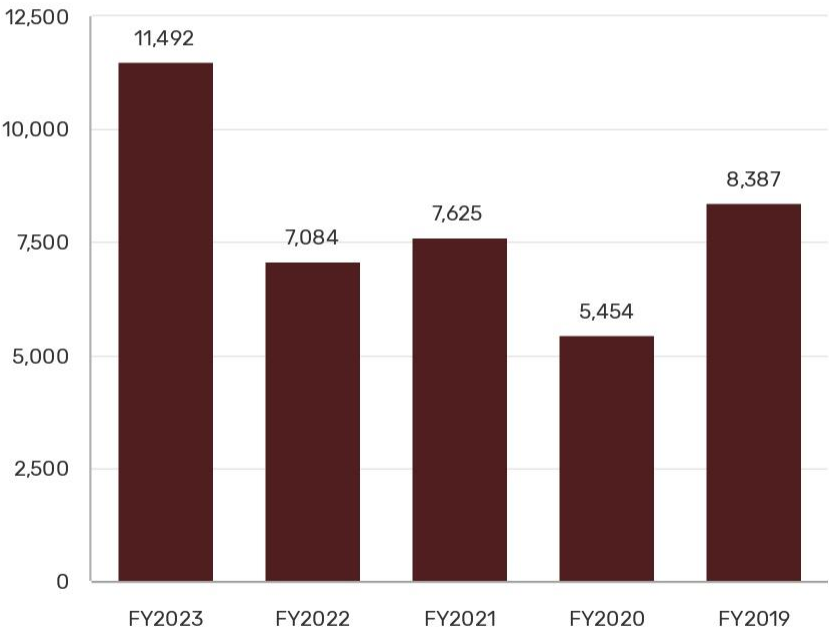
*Item A.*

1. Lobby redesign/update - complete, will package with updated CIP items for the BRiCk
2. Fitness Equipment Replacement scheduled for Fall 2023
3. Repairs complete on the Desert Aire -Air quality in the natatorium
4. Wind Curtains-electrical ran, waiting on curtains to be installed once arrive

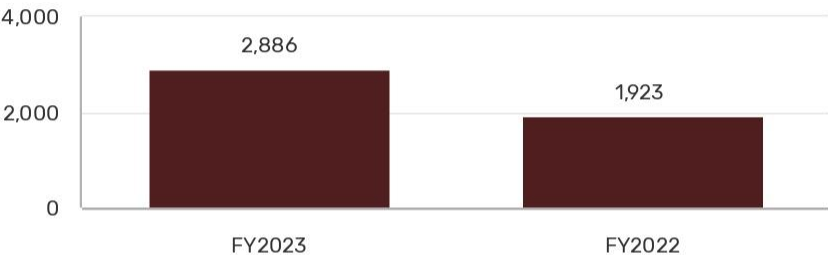
# BRiCk- Memberships and Programs

Item A.

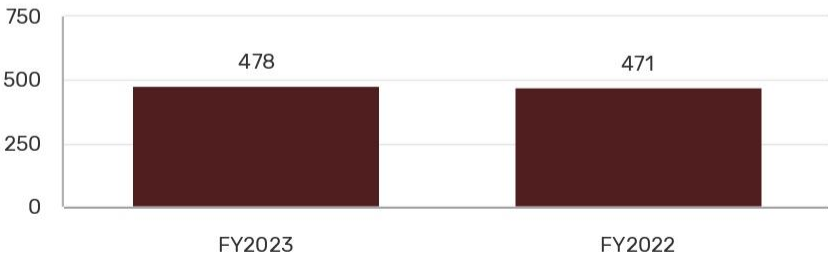
August Memberships



August Fitness



August Programs



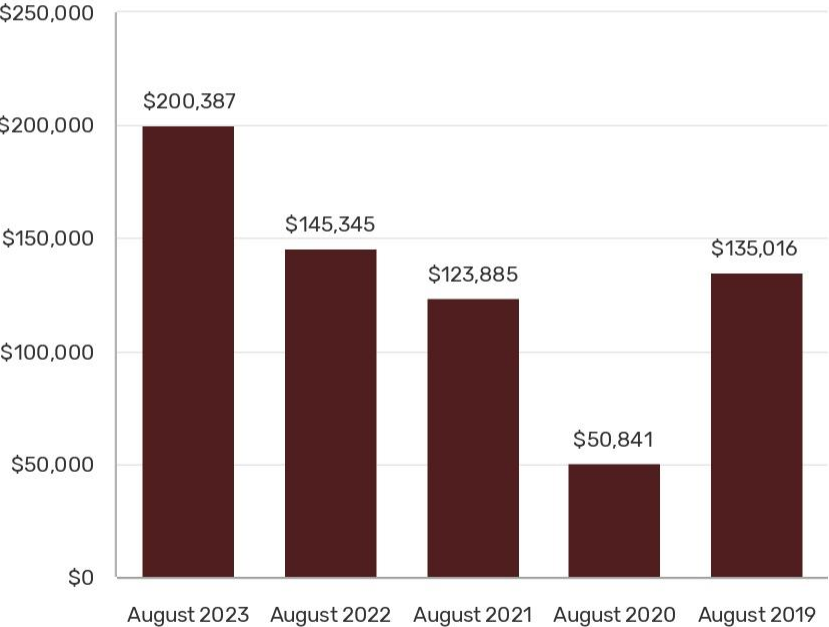
Membership numbers for FY2023 from June onward now include all individual members of a family membership.

FY 2019-2021 had limited data due to software conversion and accurate reporting data available.

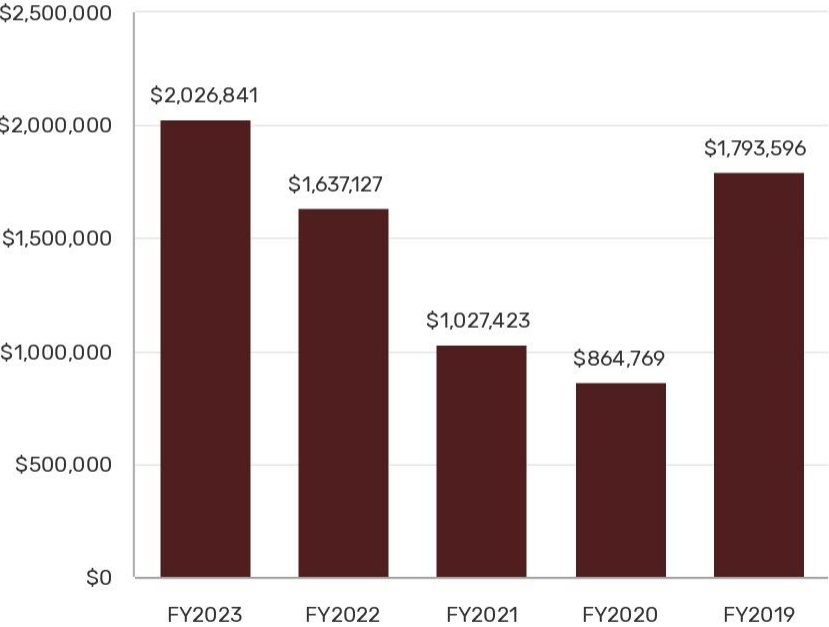
# BRiCK-Revenue

Item A.

## August



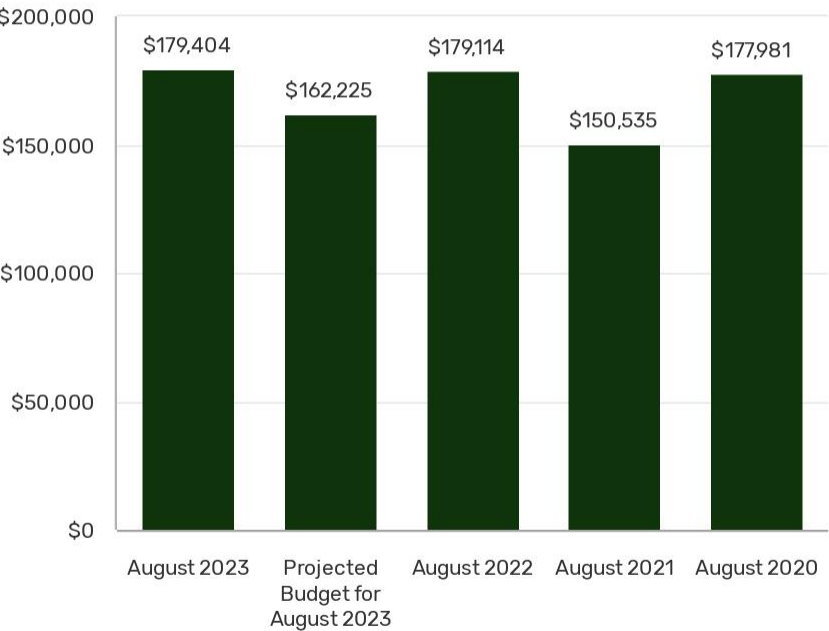
## Year to Date (Accruals not included for current FY)



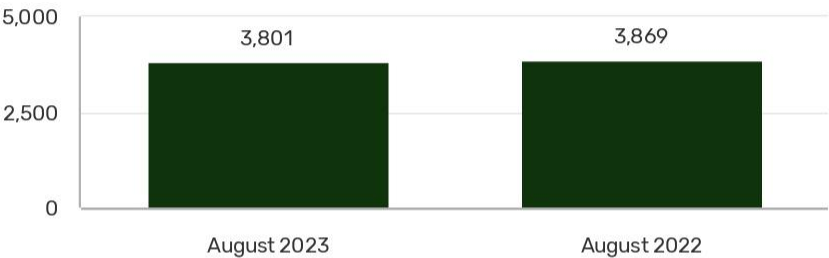
# Golf- August Comparisons

Item A.

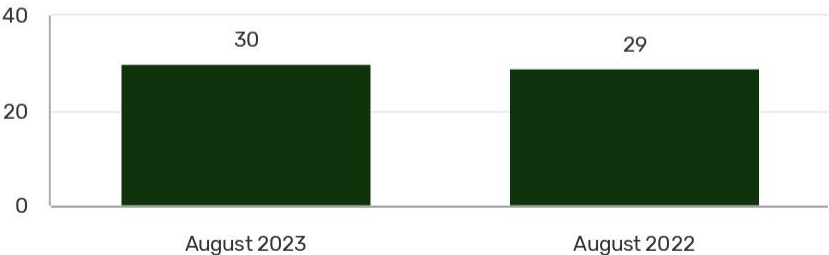
August Revenue



Rounds Played in August



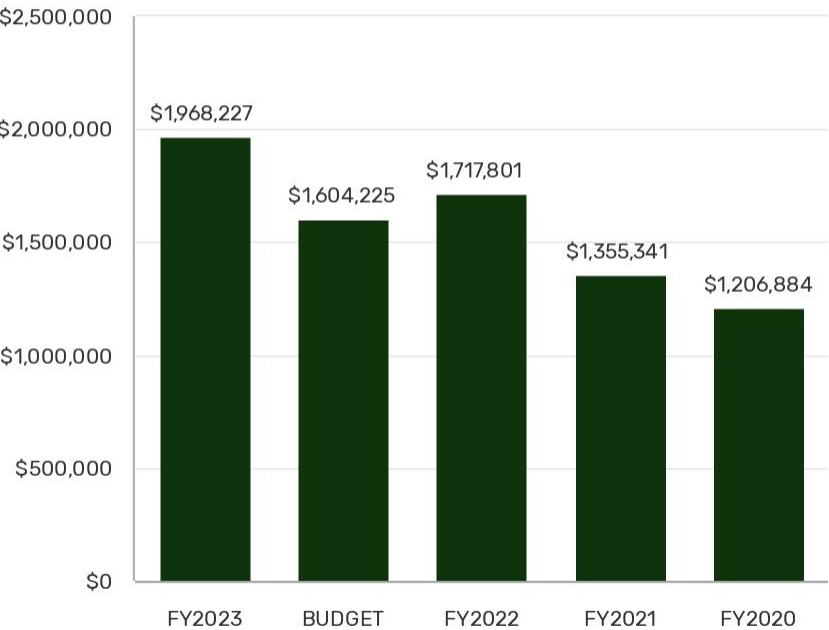
Playable Days



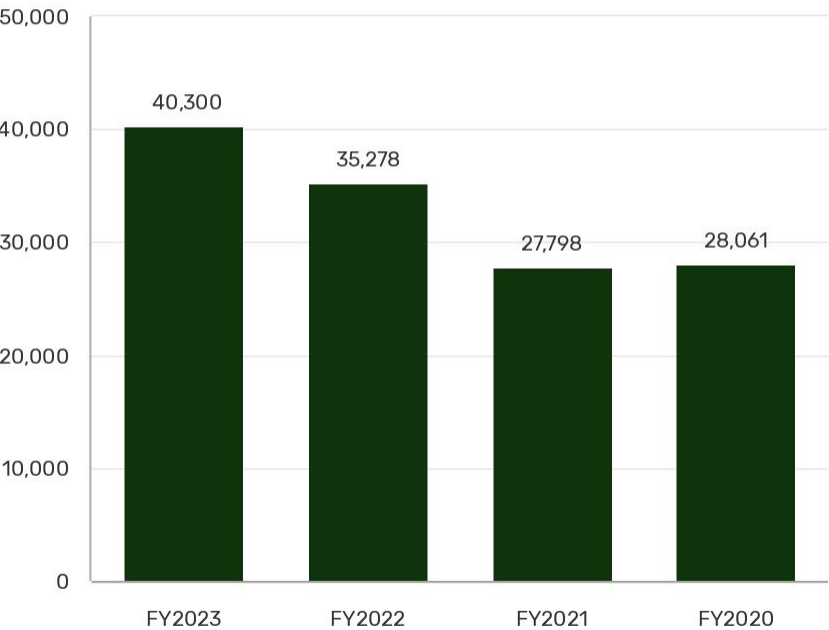
# Golf- Year to Date

Item A.

Revenue YTD October -August



Rounds Played YTD October- August



# Golf- Pro Shop and FB Revenue Year to Date

Item A.

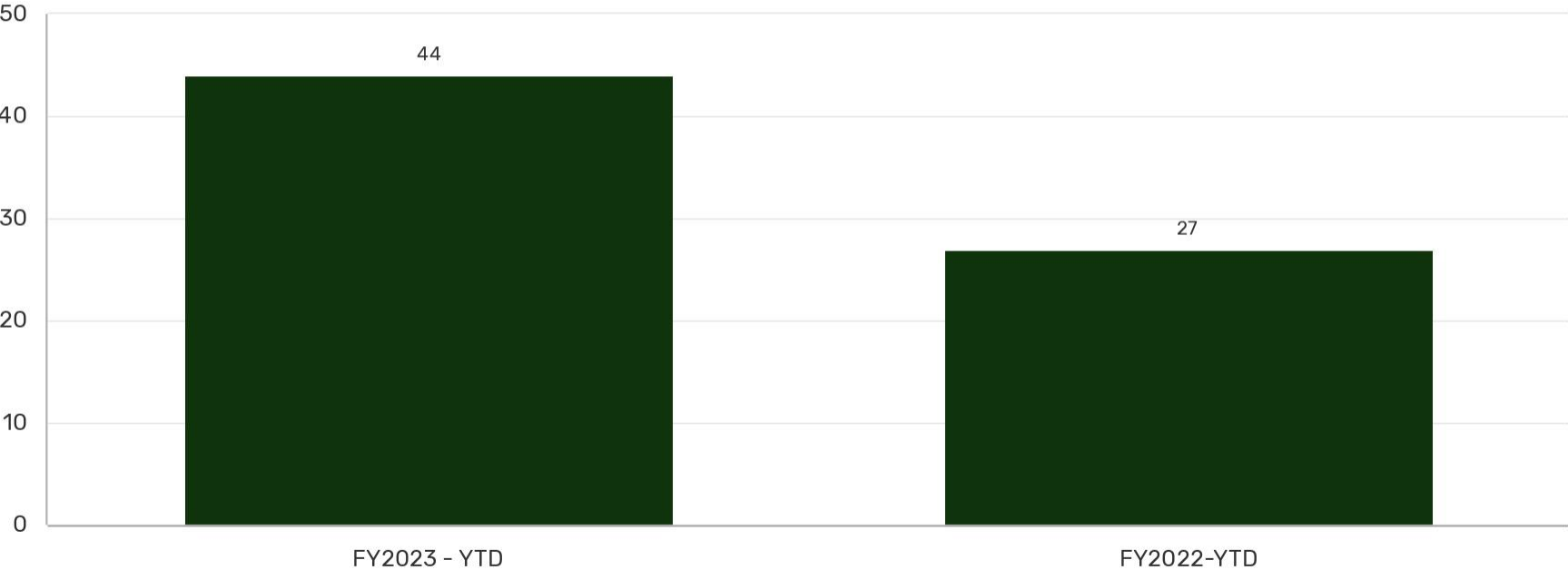
Pro Shop Revenue YTD October -August



Food and Beverage Revenue YTD October- August



Tournaments YTD



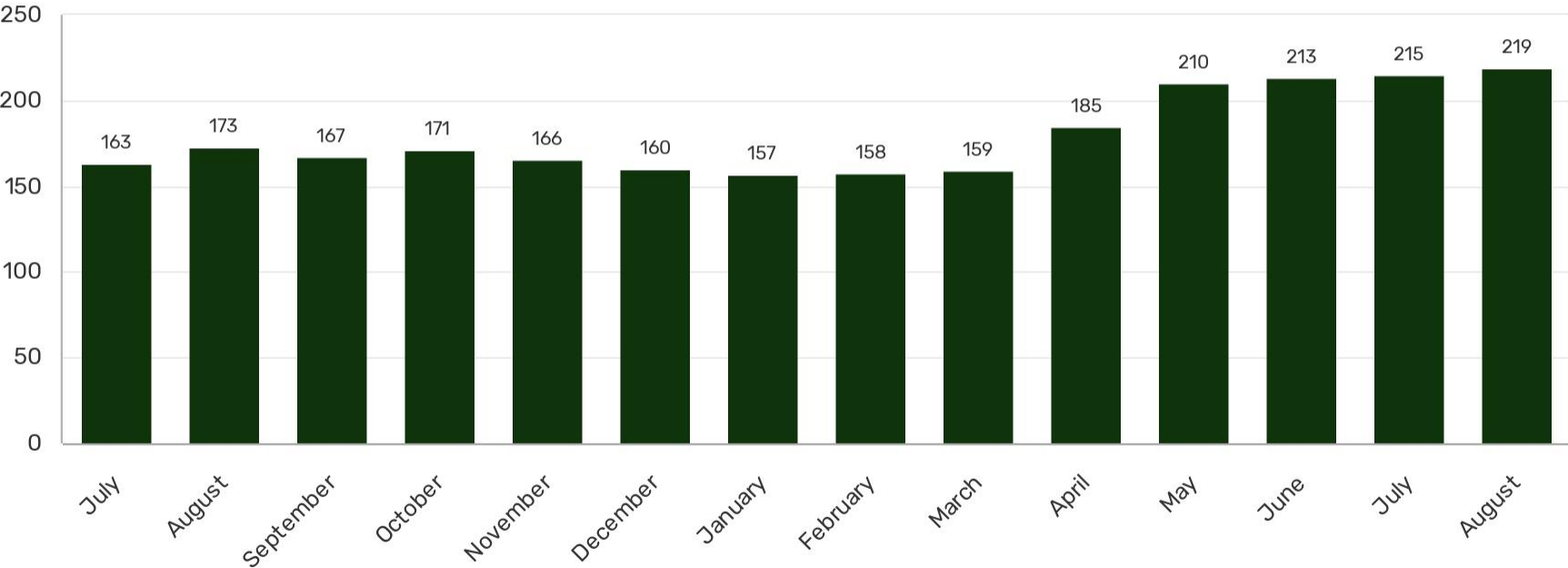


# Golf-Memberships

219 Current Members

Item A.

## Players Club





# **Parks - Capital Project Updates**

Item A.

- **Bailey Lake and Chisenhall Parking Lot Expansions: Construction underway. Additional 46 spaces to be added to Chisenhall for a total of 150 new spaces.**
- **Bartlett Soccer Complex: COMPLETE**
- **Park Monument Signs: Began construction on September 7: Elk Ridge, Wakefield, Prairie Timber, Mistletoe Hill, Centennial, and Oak Valley North.**
- **Oak Valley South Trail: Park Board review 9/14/23**



# **Parks - Capital Project Updates (Continued)**

Item A.

- **Parks Building: COMPLETE**
- **Shannon Creek: Will complete design this FY**
- **Village Creek Trail: Revised 90% plans underway. Environmental evaluation for TXDOT in process, estimated to begin construction Spring 2023. Staff has submitted plans for grant consideration. Grant award will be announced late fall 2023**

# Parks by the Numbers - August 2023



## PLAYGROUND SAFETY

# 32

INSPECTIONS  
PERFORMED

**NO FAILURES IDENTIFIED**

## LITTER ABATEMENT: Parks, Athletic Fields, and ROWs



# 23,265

**Pounds of Litter Removed**

LOWER QUANTITIES IN ATHLETIC COMPLEXES  
DUE TO LEAGUE OFF-SEASON BUT ABOVE  
AVERAGE VOLUMES IN RIGHT-OF-WAYS



## IRRIGATION SERVICES

# 18

Irrigation Systems  
Inspected

# 29

Irrigation repairs made  
-increase due to  
shrinking soils

## INTEGRATED PEST MANAGEMENT

- 24 ant and turf pest treatments
- 4 bag worm treatments
- 18 post emergent weed applications

## GRAFFITI ABATEMENT



**10 graffiti incidents:  
100% abated within  
24 hours of reporting**

Item A.

48



# Parks by the Numbers - August 2023



## Tree, Turf and Plant Heat Stress

Due to sustained high temperatures with little to no rainfall, Parks staff have taken the following measures to combat heat stress:

- **25 Supplemental handwatering of distressed areas**
- **Increased irrigation breaks due to shifting soils**
- **Quick connect installed at Centennial Park for supplemental water access**

## Acres Mowed in Parks and ROWs



**830 Acres**

**TURF GROWING AT SLOWER RATE DUE TO HEAT/DROUGHT - EXTRA TIME USED FOR SUPPLEMENTAL WATERING**



## FALL PRE-EMERGENTS

**BEGIN THIS MONTH  
AT ATHLETIC  
FIELDS AND  
IRRIGATED PARKS**



Item A.

## CERTIFIED WILDLIFE HABITAT

- **Bartlett Soccer Fields: Saturday, Aug. 26 at 9:00AM**
- **Parks Building: Sept. 13 at 10:00AM**

# Feedback?



# SEPTEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 Labor Day	5 Homeschool PE Gymnastics Farm School	6 Sporties for Shorties	7 Homeschool PE Gymnastics Farm School	8 Cool Sounds of Fall Russell Farm Woodshop	9 Bartlett Soccer Complex Ribbon Cutting
10	11 Women's Self Defense Sporties for Shorties	12 Homeschool PE Gymnastics Farm School	13 Sporties for Shorties	14 Homeschool PE Gymnastics Farm School	15 Russell Farm Woodshop	16 Be Healthy Run Red Chair Lecture Canning Class
17	18 Sporties for Shorties	19 Homeschool PE Gymnastics Farm School	20 Sporties for Shorties	21 Homeschool PE Gymnastics Farm School	22 Russell Farm Woodshop	23
24	25 Sporties for Shorties	26 Homeschool PE Gymnastics Farm School	27 Sporties for Shorties Zumba Night in the Plaza	28 Homeschool PE Gymnastics Farm School	29 Russell Farm Woodshop Latin Food Truck Friday	30