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Thursday, August 24, 2023  
6:00 PM

City Hall 141 W Renfro  
Burleson, TX 76028

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1. **CALL TO ORDER: 6:00 PM**

2. **APPROVE THE MINUTES FROM THE PARK BOARD MEETING**

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

3. **CITIZEN APPEARANCES**

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*)
- B. Receive a report, hold a discussion, and provide staff feedback regarding the addition of restrooms at parks. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)
- C. Receive July 2023 Monthly Report

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*)
- 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*)

6. **COMMUNITY ANNOUNCEMENTS**

- A. Programming Calendar Attached

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

8. **ADJOURN**

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

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 18th of August 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:** August 24, 2023

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**SUBJECT:**

Consider approval of the minutes from the July 13, 2023. *(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

July 13, 2023

### MINUTES

**DRAFT**

Call to Order – 6:00 PM

Roll Call

#### Board Members Present

Matthew Quinn  
Chris Schott  
Lindsey Cobb  
Sherry Scott  
Michael Massey  
Tyler Knox

#### Board Members Absent

Nathan Nakamura  
Shannan Sutter  
Ashli Logan

#### Staff in Attendance:

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

#### Guests

Fort Worth Mountain Bikers Association  
Burleson Mountain Bike Riders

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

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

##### **A. Consider approval of the June 15, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)**

A motion was made by Tyler Knox to accept the minutes as presented. Sherry Scott seconded the motion. The motion passed 6-0, with Nathan Nakamura, Shannan Sutter and Ashli Logan being absent.

#### **3. Citizen Appearances**

None

#### **4. Reports and discussion items:**

##### **A. Receive a report, hold a discussion and give staff recommendations on safety and security in Burleson parks. (Staff presenter: David Lopez, Deputy Director of Parks)**

Staff provided updates on parks safety using data and metrics to include recommendations and strategies to proactively mitigate concerns or risk. Lieutenant Tim Mabry was present to answer questions in regards to the subject from the view of Burleson Police Department. A discussion followed.

**B. Receive a report, hold a discussion, and give staff recommendations regarding maintenance of Chisenhall Hike and Bike Trail. (Staff presenter: David Lopez, Deputy Director of Parks)**

Staff updated the board on the current maintenance operations for Chisenhall Hike and Bike trails and provide feedback to staff on future maintenance options. Burleson Mountain Bike Riders have suggested turning the maintenance of the trails over to the Fort Worth Mountain Riders Association. Both groups were there to answer questions. A discussion followed. The board recommended moving forward with the contract with FWMBA.

**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. Community Announcements**

The board was asked if they want to continue with this calendar of programming. They would like to continue receiving the calendar. Staff informed the board of the upcoming NRPA conference in October 2023, and suggested they attend.

**6. Board requests for future agenda items or reports.**

Board would like to see a bigger footprint on the City website for parks and recreation.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 7:52 PM

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Kerry Montgomery, Senior Administrative Secretary

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## Park Board

**DEPARTMENT:**

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

**MEETING:** August 24, 2023

**SUBJECT:**

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)

**SUMMARY:**

Recent Council budget discussions have prompted a realignment of projects for the upcoming fiscal year. This presentation is to provide an update to the changes requested.

**OPTIONS:**

- 1) No recommendation is needed on this item

**RECOMMENDATION:**

**Fiscal IMPACT:**

NA

**STAFF CONTACT:**

Jen Basham, CPRE  
Director of Parks and Recreation  
[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

Park Board: August 24, 2023



# CIP Update

- 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
- 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 A.

Projects are under design, or being prepared for public engagement

- Park Monument Signs-5 parks
- Meadowcrest Park
- 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

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 5 fields in one year	Village Creek Trail (Waiting on TxDot approval and potential grant award)	Dredge Bailey Lake
Meadowcrest	Replace roof on the BRiCk	Gateway Signage moved to a later year	
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	Shannon Creek-Design moved to a later year once community park design is underway	
BRiCk Lobby Remodel		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			



# 2024-2028 Realignment

Item A.

Project	FY 24	FY 25	FY 26	FY 27	FY 28	Total
<b>Parks</b>						
<b>Park Refurbishments</b>						
Bailey Lake	\$700,000.00			\$450,000.00		\$1,150,000.00
Bartlett					\$300,000.00	\$300,000.00
Cedar Ridge	\$280,000.00					\$280,000.00
Centennial			\$420,000.00			\$420,000.00
Cindy						
Chisenhall				\$260,000.00		\$260,000.00
Clark						\$223,588.00
Elk Ridge						\$220,000.00
Heberle					\$310,000.00	\$310,000.00
Meadowcrest	\$400,000.00					\$400,000.00
Mistletoe Hill				\$585,000.00		\$585,000.00
Oak Valley						\$500,000.00
Prairie Timber						
Panchasarp Farm						
Wakefield						\$200,000.00
Warren				\$1,250,000.00		\$1,250,000.00
<b>Sport Fields</b>						
Bartlett Field Regrading						\$1,102,968.00
Chisenhall Field Turf and Lighting	\$2,625,000.00	\$525,000.00	\$525,000.00	\$525,000.00	\$525,000.00	\$5,274,675.00
Hidden Creek Softball Relocation			\$2,000,000.00			\$2,250,000.00
<b>Trails, Parking and Infrastructure</b>						
Bailey Lake Low Water Crossing				\$220,000.00		\$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					\$540,000.00
Village Creek Trail Phase IV		\$685,000.00				\$685,000.00
Village Creek Trail Phase III	\$2,417,160.00					\$2,417,160.00
<b>Signage</b>						
Park Monument Signs	\$65,000.00	\$65,000.00	\$65,000.00			\$260,000.00
City Wide Monument Signs				\$605,000.00		\$1,210,000.00
<b>New Construction</b>						
Shannon Creek Park		\$3,327,763.00				\$3,327,763.00
Community Park			\$500,000.00			\$3,700,000.00

\*Staff is gathering final numbers for the projects that are being escalated and will have those prior to award of each project. The total for debt service will remain the same in the current year and out years of the CIP will be realigned to ensure that the 4B fund balance remains above 20%

# 2024-2028 Realigned CIP-Recreation and Golf

Item A.

Remodel of entryway (Admin, Kiosk, Rockw	\$107,000.00					\$107,000.00
Addition of Dry Sauna			\$380,000.00			\$380,000.00
Replacement of indoor pool sandfilter	\$155,000.00					\$155,000.00
Replaster Indoor Pool		\$300,000.00				\$300,000.00
Desert Aire	\$250,000.00					\$250,000.00
HVAC Unit	\$1,500,000.00					\$1,500,000.00
Replacement of entry monument sign				\$35,000.00		\$35,000.00
<b>Golf</b>						
Tee and Wayfinding signage	\$25,000.00					\$25,000.00
<b>Bunkers</b>						
<b>Turf Improvements</b>						
Range side (9) (shape, sod, cart path, trees)	\$45,000.00					\$45,000.00
Greens resurface (all 18) (remove and replace top 6' of material)				\$375,000.00		\$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			\$85,000.00
Floating Intake Pipe Replacement	\$16,750.00					\$16,750.00
<b>Administration</b>						
System Wide Master Plan Update	\$100,000.00					\$100,000.00
<b>Park Total</b>	\$7,027,160.00	\$4,602,763.00	\$3,510,000.00	\$3,895,000.00	\$1,135,000.00	\$29,138,748.00
<b>BRick Total</b>	\$3,392,000.00	\$300,000.00	\$380,000.00	\$35,000.00	\$0.00	\$4,282,000.00
<b>Golf Total</b>	\$86,750.00	\$0.00	\$85,000.00	\$375,000.00	\$0.00	\$791,750.00
<b>Admin</b>	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
<b>Contingency/Escalation 5%</b>	\$525,295.50	\$245,138.15	\$198,750.00	\$215,250.00	\$56,750.00	\$1,710,624.90
<b>Total</b>	<b>\$11,131,205.50</b>	<b>\$5,147,901.15</b>	<b>\$4,173,750.00</b>	<b>\$4,520,250.00</b>	<b>\$1,191,750.00</b>	<b>\$36,023,122.90</b>
Available Funding	\$344,000.00	\$405,750.00	\$400,000.00	\$400,000.00		\$3,854,500.00

\*Staff is gathering final numbers for the projects that are being escalated and will have those prior to award of each project. The total for debt service will remain the same in the current year and out years of the CIP will be realigned to ensure that the 4B fund balance remains above 20%

# Feedback

Item A.



This presentation is intended to provide an update based on Council direction and no recommendation is required

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## Park Board

### **DEPARTMENT:**

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

**MEETING:** August 24, 2023

### **SUBJECT:**

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

### **SUMMARY:**

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.

### **OPTIONS:**

- 1) Recommend adding temporary restrooms upon citizen request and adding permanent restrooms to future CIP
- 2) Recommend not adding temporary restrooms but adding project as future CIP
- 3) Recommend not adding temporary or permanent restrooms to existing parks

### **RECOMMENDATION:**

Staff recommends considering permanent restrooms at strategic parks that are heavily used.

### **Fiscal IMPACT:**

NA

### **STAFF CONTACT:**

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



# Restrooms in Parks

Park Board-August 24,2023

Staff Presenter: Jen Basham, Director of Parks and Recreation



# Background

Item B.



- Staff received a request through 311 to add a portable restroom to Oak Valley North Park
- During prior park design and improvement discussions the support for the addition of restrooms has been mixed
- Due to this staff is seeking feedback regarding the direction of restrooms at parks

# Oak Valley

Item B.



During public engagement for the recent renovation, the community did request to add a permanent restroom to the park, however, it was not within the scope of the project

Oak Valley is considered a neighborhood park with parking, based on its size, amenities, and attachment to a trail system staff supports the addition of a permanent restroom as a future project

The addition of a single stall restroom cost between \$125,000-\$150,000

## Short Term Solution-

To add and have a weekly service of a port-a-let -\$6,500

Staff completing one weekly inspection (this is the level of service we currently have on our port-a-lets)-\$1,820

Minimum cost-\$8,320

\*Due to the popularity of Oak Valley staff believes that additional service and inspections could be possible which would increase the annual cost

# Feedback

Staff is seeking feedback regarding the addition or temporary and permanent restrooms within the parks



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## Park Board

**DEPARTMENT:** Parks and Recreation

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

**MEETING:** August 24, 2023

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**SUBJECT:**

Receive July 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

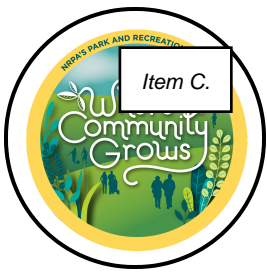


# Departmental Updates

Parks Board- August 24, 2023



# July is Parks and Recreation: *Wrap Up*



**BTX FAMILY CORNHOLE TOURNAMENT: ESTIMATED 20 ATTENDEES**



**PARKS MAINTENANCE RODEO: ESTIMATED 50 ATTENDEES**



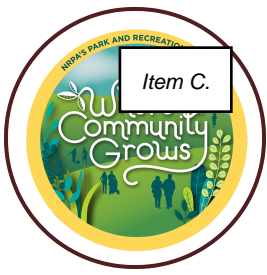
**THE BRICK BOATNANZA: 42 BOATS REGISTERED**



**WATERMELON DAY AT RUSSELL FARM: ESTIMATED 150 ATTENDEES**



# July is Parks and Recreation: *Wrap Up*



**TEEN ICE CREAM SOCIAL: 44 ATTENDEES**



**OAK VALLEY RIBBON CUTTING AND BLOCK PARTY**



**WAKEFIELD HEIGHTS RIBBON CUTTING AND POPS AT THE PARK**

## *Department Highlights*

Athletics, Parks, Russell Farm, BRiCK Operations, Recreation Programming, and Volunteers



# Rec Special Events



## Upcoming Events:

Cool Sounds of Fall Series begins: September 8, 2023

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



## Athletic News:

### Current Athletics:

## Basketball, Softball, and Volleyball

## Upcoming Fall Athletics:

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



## Program News:

### Programming Highlight:

2023 Summer Camp Wrap Up: Up to 150 kids served each week for 11-week Summer

## Upcoming Fall Programming:

Homeschool PE, Sporties for Shorties, Gymnastics, School Break Fun  
Camps, TKD, and Women's self defense





## Russell Farm Updates:

- 2023 Summer Program Highlights:
- Offered 10 Speciality Summer Camps = Served 153 participants
- Offered 2 Educational Field Trips = Served 320 participants
- Upcoming Fall programming:
- Woodshop, canning, gardening, Red Chair art lectures, adult art classes, and homeschool enrichment programs
- New additions include:
- Kids Farmers Market paired with Farm events (Fall Fest and Christmas on the Farm)

# Marketing and Community Engagement

Quick Stats as of 8/15:  
Facebook Followers:  
16,771  
(467 follower increase)

Instagram Followers:  
1,468  
(37 follower increase)

Constant Contact  
Subscribers:  
5,118



## Welcome to the Team:

Bailey Campbell, Parks and Recreation  
Intern



## Facebook Highlight: BRiCK Boatnanza

Reach - 11,688; Reactions - 281;

Comments - 32; Shares -16

July High Performing Content

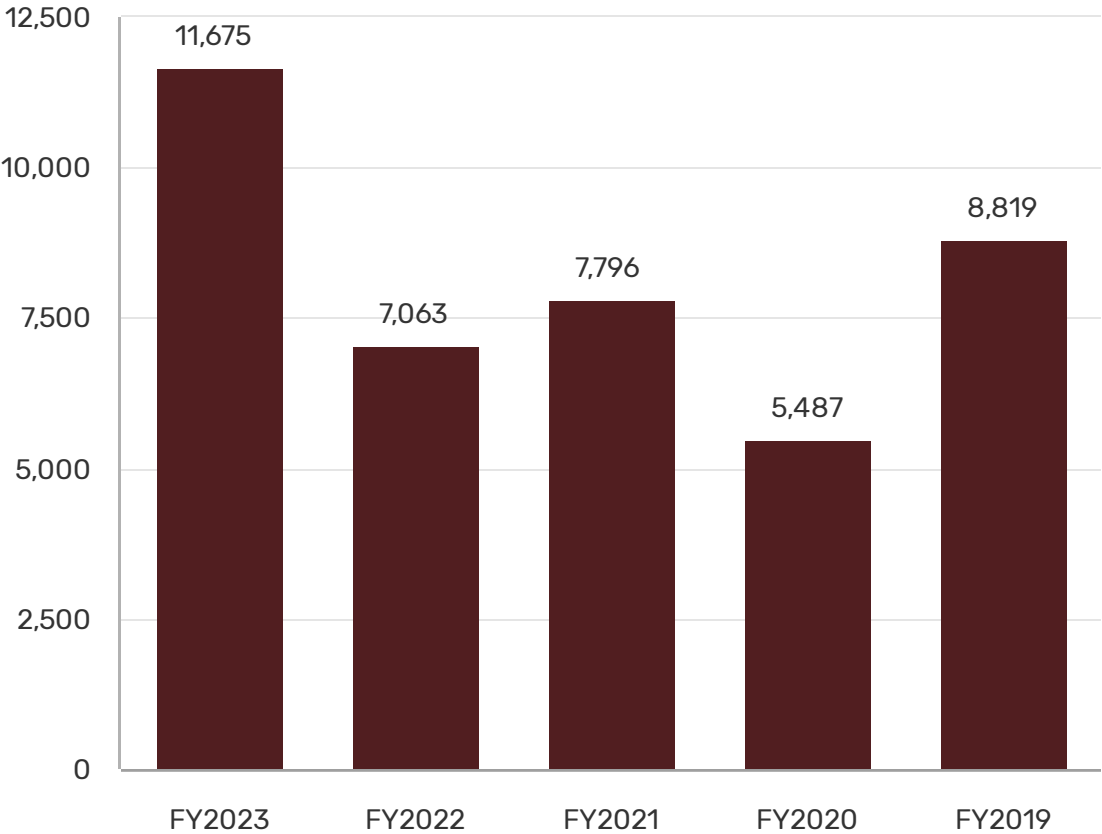


# **BRiCk - Projects**

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 to be added between front doors and lobby and between natatorium and lobby

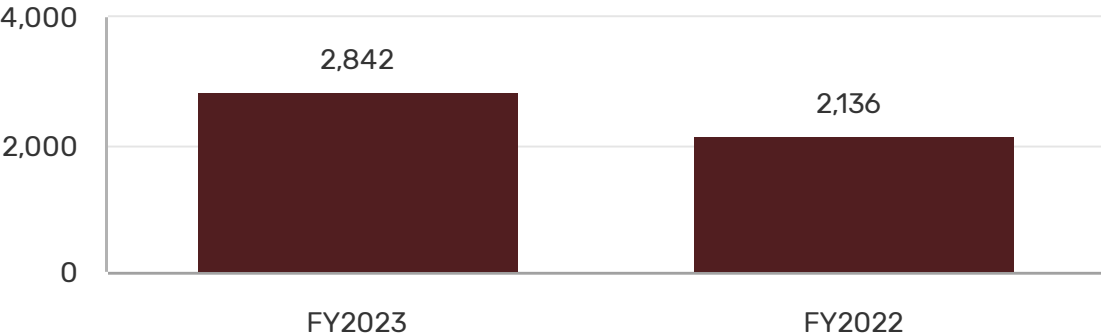
# BRiCK- Memberships and Programs

July Memberships

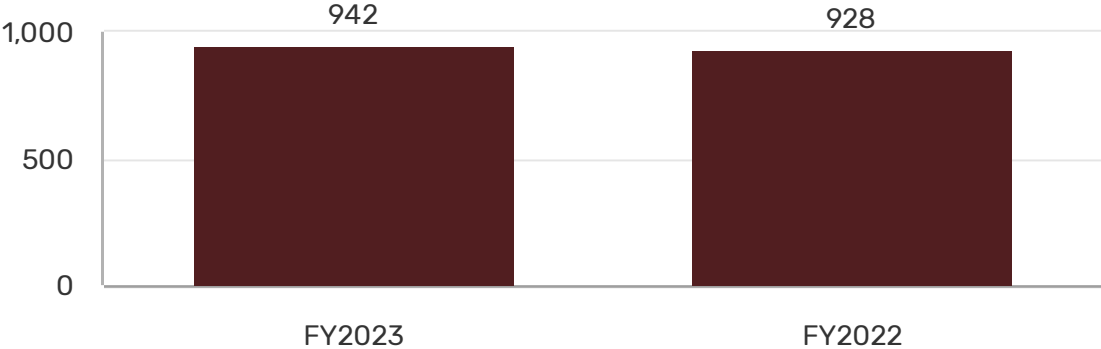


Membership numbers for FY2023 from June onward now include all individual members of a family membership.

July Fitness



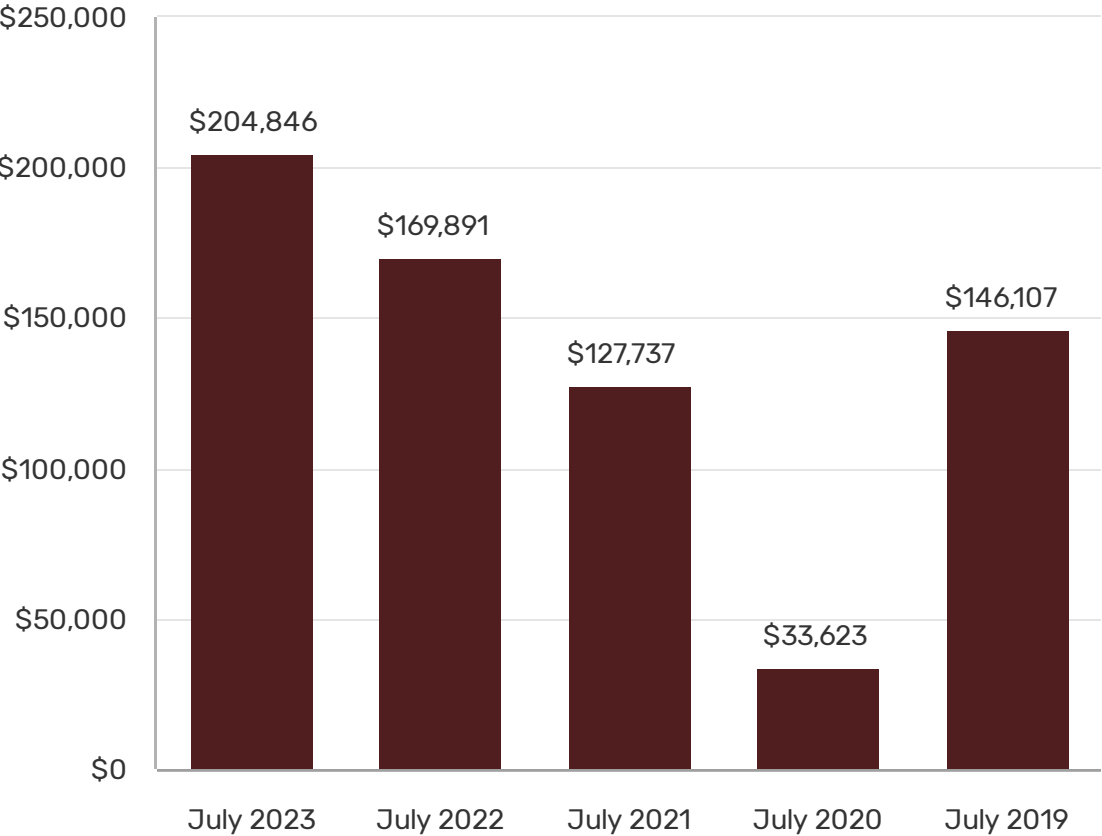
July Programs



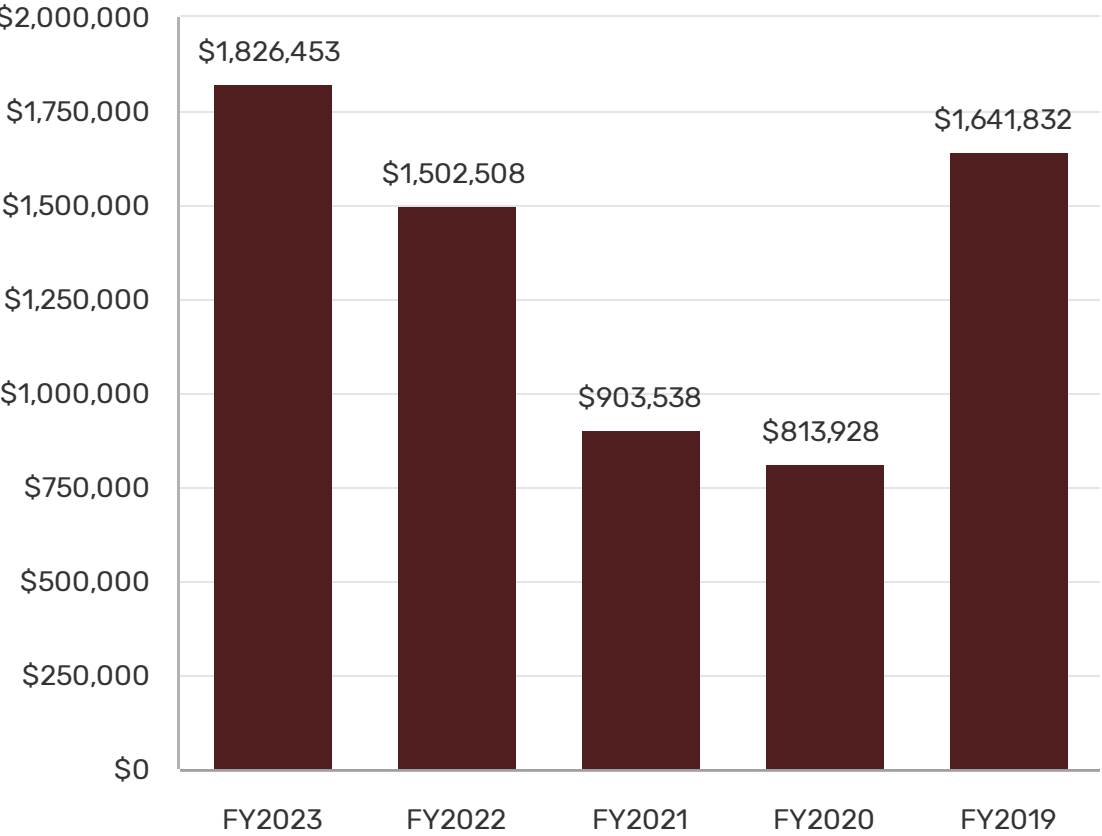
FY 2019-2021 had limited data due to software conversion and accurate reporting data available.

# BRiCK-Revenue

## July

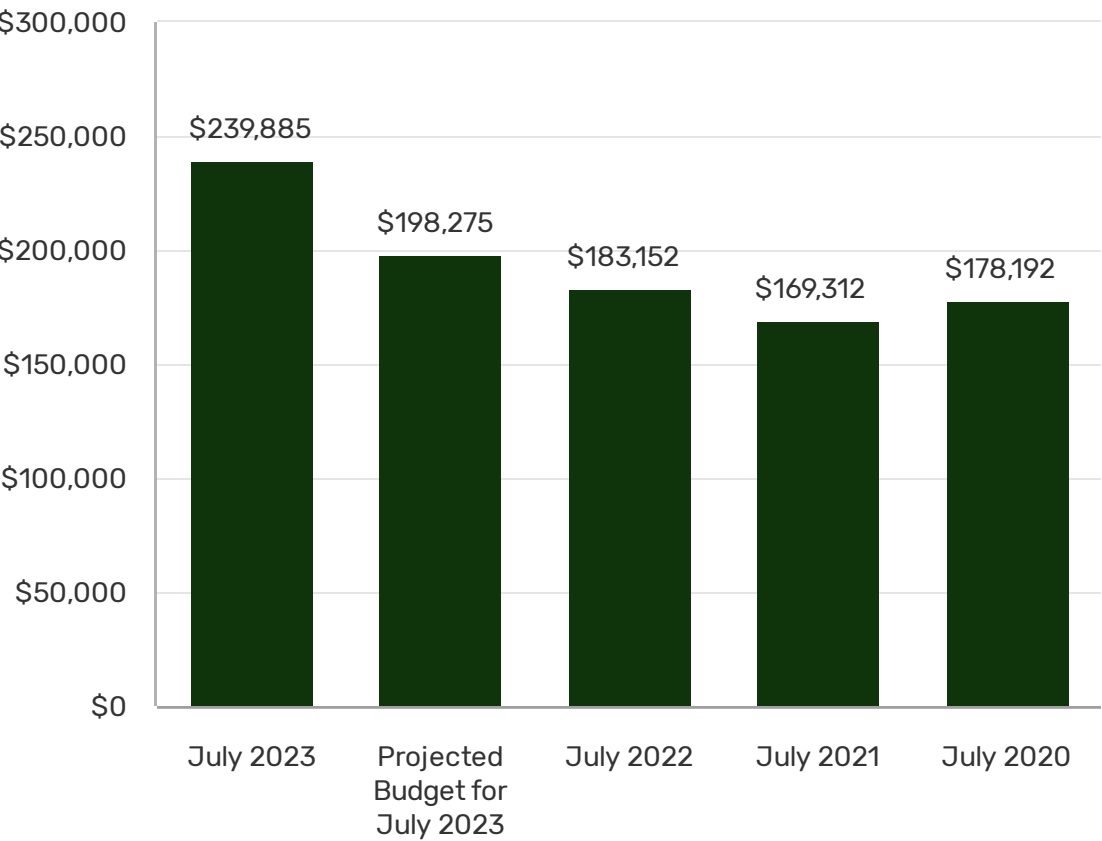


## Year to Date (Accruals not included for current FY)

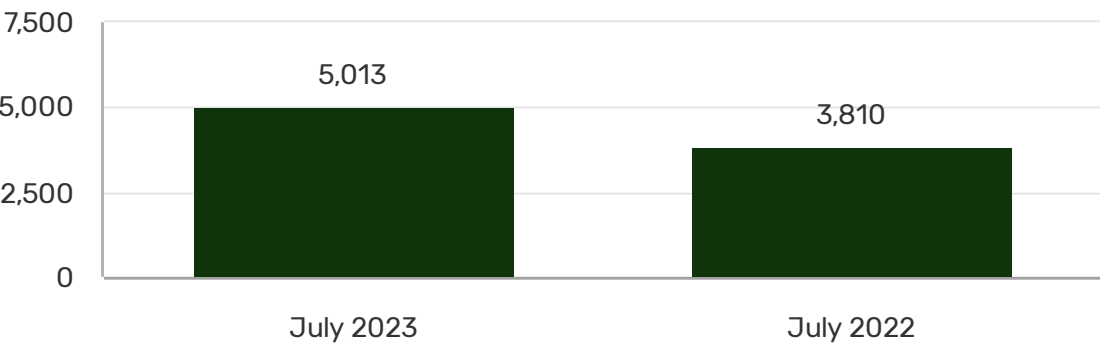


# Golf- July Comparisons

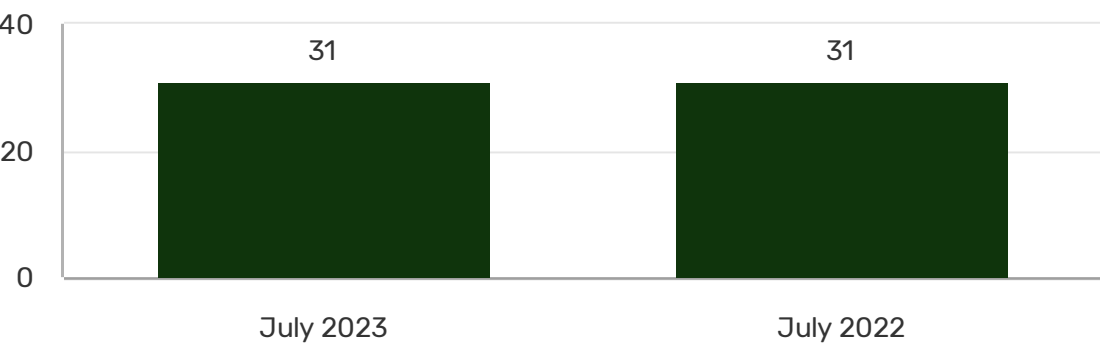
July Revenue



Rounds Played in July

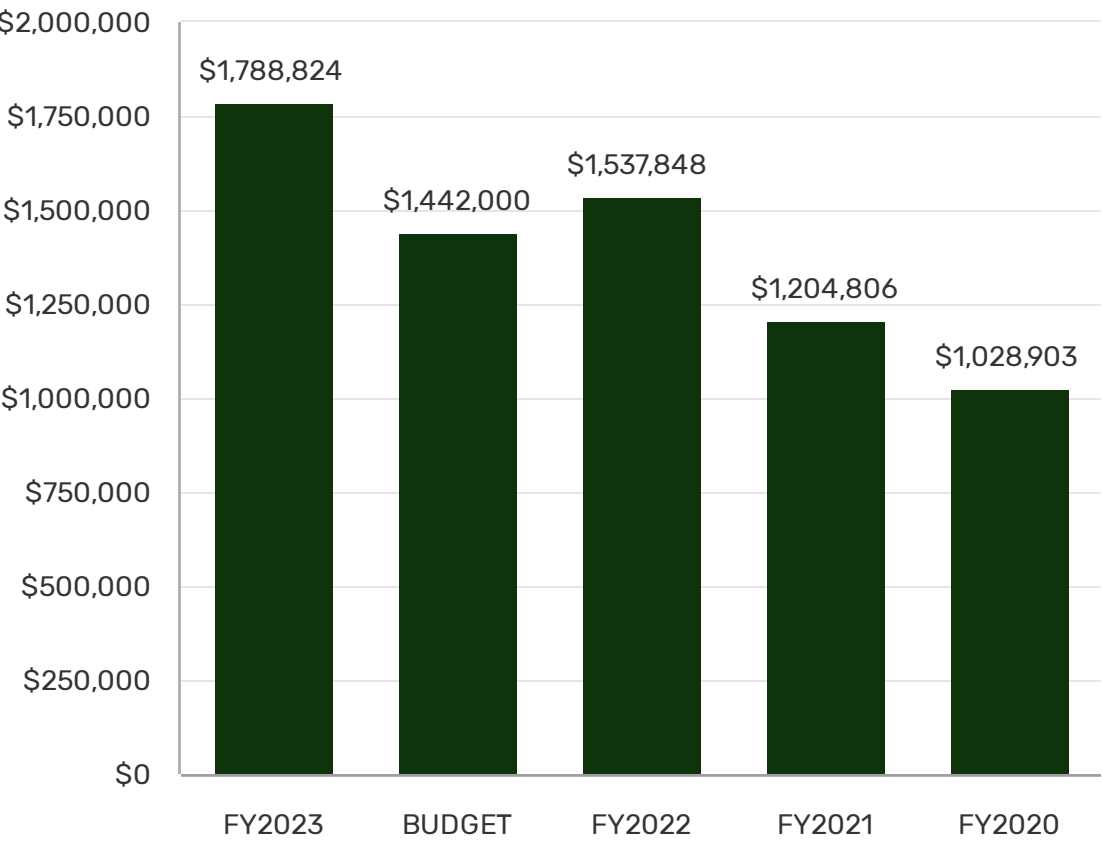


Playable Days

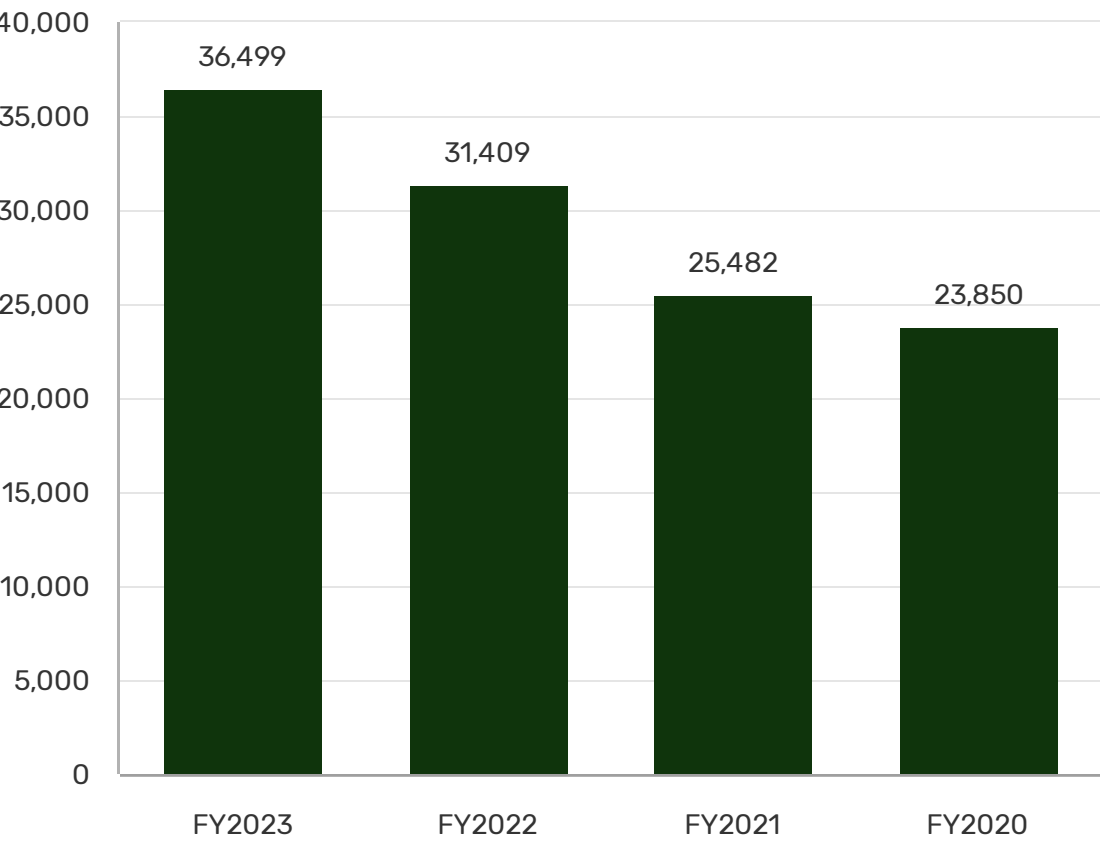


# Golf- Year to Date

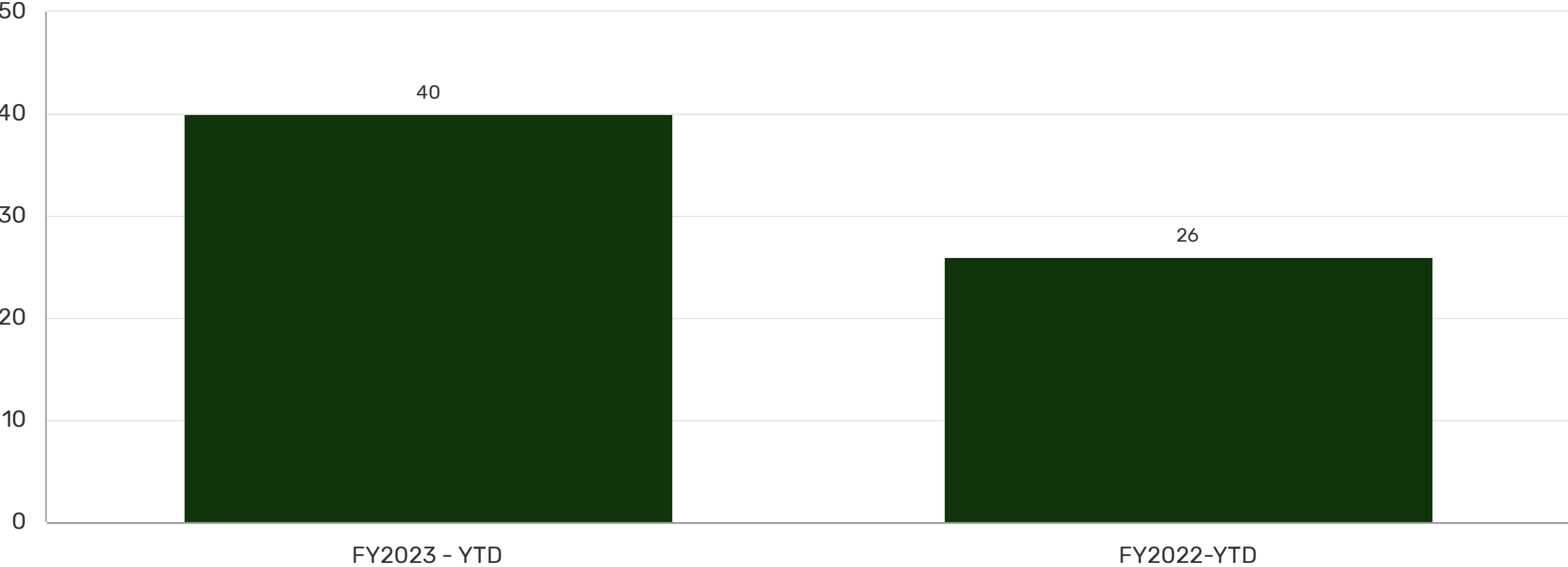
Revenue YTD October -July



Rounds Played YTD October- July



## Tournaments YTD

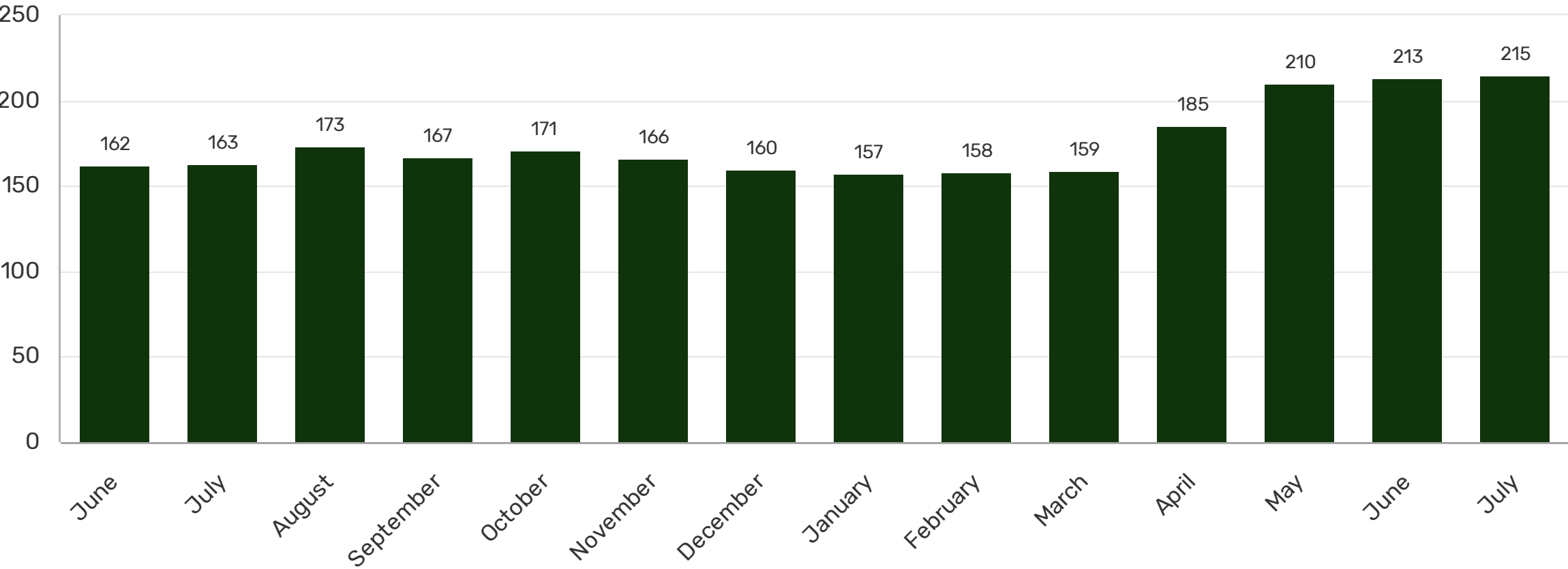


# Golf-Memberships

215 Current Members

Item C.

Players Club





# **Parks - Capital Project Updates**

- **Bailey Lake and Chisenhall Parking Lot Expansions: Construction underway**
- **Bartlett Soccer Complex: Grow-in underway. Ribbon-cutting ceremony scheduled for August 26 on opening day for BISA fall season .**
- **Park Monument Signs: To begin construction mid-August: Elk Ridge, Wakefield, Prairie Timber, Mistletoe Hill, Centennial, and Oak Valley North.**



# Parks - Capital Project Updates (Continued)



- **Parks Building: Nearing completion. Scheduled for late August move-in and September 13 ribbon-cutting.**
- **City Gateway Signage: Project moved to out year**
- **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**

# July Parks by the Numbers

Item C.



## PLAYGROUND SAFETY

32

INSPECTIONS  
PERFORMED

NO FAILURES IDENTIFIED

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



18,295

Pounds of Litter Removed

LOWER QUANTITIES DUE TO YOUTH LEAGUE  
OFF-SEASON



## IRRIGATION SERVICES

12

Irrigation Systems  
Inspected

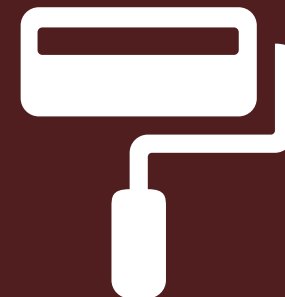
20

Irrigation repairs made

## INTEGRATED PEST MANAGEMENT

- 1 site treated for fire ants and pests
- 2 treatments made for bagworms in trees
- 10 post-emergent applications

## GRAFFITI ABATEMENT

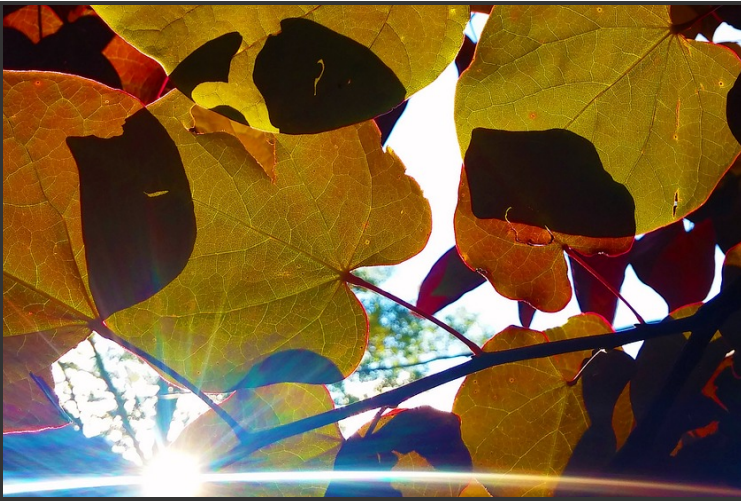


4 graffiti incidents:  
100% abated  
within 24 hours of  
reporting



# July Parks by the Numbers

Item C.



## Tree Heat Stress

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

- **Supplemental handwatering**
- **Increased irrigation run times**
- **Added mulch to help retain moisture and conserve water**

## Acres Mowed in Parks and ROWs



**1,389 Acres**



## UPCOMING RIBBON CUTTING EVENTS

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



**ADULT  
SWING  
INSTALLED**  
OAK VALLEY PARK

# Feedback?

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** David Lopez, Deputy Director of Parks

**MEETING:** August 24, 2023

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**SUBJECT:**

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*)

**SUMMARY:**

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 is being recommended for the following services:

1. Tier 2 mowing services per year: \$125,485.47
2. Tier 2 mowing cycles per year plus 5% contingency: \$131,759.74

3-year contract annualized summary with 5% contingency:

Year 1	Year 2	Year 3	Total 3-year contract
\$131,759.74	\$131,759.74	\$131,759.74	\$395,279.23

**OPTIONS:**

- 1) Recommend approving as presented
- 2) Recommend app
- 3) Deny

**RECOMMENDATION:**

Staff recommends approving as presented.



**FISCAL IMPACT:**

Total of \$131,759.74 is budgeted in fiscal year 2023-24

**STAFF CONTACT:**

David Lopez, CPRP  
Deputy Director of Parks  
[dlopez@burlesontx.com](mailto:dlopez@burlesontx.com)  
817-426-9297

# Right-of-Way Mowing Contracts

Parks Board August 24, 2023

Staff Presenter: David Lopez, Deputy Director of Parks

# Overview

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Item A.

- 1 **Background**
- 2 **Mowing Services**
- 3 **Description of Tiers**
- 4 **Financial and Bid Summary**
- 5 **Options**

# Background

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Item A.

- **November 2021: 5-year right-of-way mowing contracts approved**
- **Due to challenges with contractor's ability to maintain service demands of Tier 2 and Tier 3 West mowing specifications over two growing seasons, staff felt it was necessary to solicit new bids**

# Right-of-Way Mowing Services

Item A.

**Services provided during growing season - March thru November**

- **Mowing**
- **Edging**
- **Line trimming**
- **Minor litter removal prior to mowing**
- **Back-back blowing**
- **Ornamental tree sucker removal**





# Mowing Service Tiers Under Consideration

Item A.



## • Tier 2

- Bi-weekly services (26 cycles per year)
- Moderately visible properties, medians and rights-of-way
- 33 properties comprising approximately 90 acres

## • Tier 3 (West)

- Monthly services (10 cycles per year)
- Low traffic and visibility rights-of-way
- 37 properties comprising approximately 100 acres

# Tier 2 Bid Summary

Item A.



- **Request for Proposals: best overall value**
- **Total responsive bidders: 3**
- **Bid range:**
  - High \$257,520.00
  - Low \$125,485.47
- **Recommended award:**
  - Contractor: Yellowstone Landscape, LLC
  - Bid: \$125,485.47
  - 5% contingency: \$6,274.27
  - Annual award: \$131,759.74
  - Total 3-year award: \$395,279.23
- **Funding source: Existing contract funds**

# Tier 3 West Bid Summary

Item A.



- **Request for Proposals: best overall value**
- **Total responsive bidders: 4**
- **Bid range:**
  - High \$199,800.00
  - Low \$74,609.40
- **Recommended award:**
  - Contractor: BST Mowing
  - Bid: \$74,609.40
  - 5% contingency: \$6,274.27
  - Annual award: \$78,339.87
  - Total 3-year award: \$235,019.61
- **Funding source: Existing contract funds**

# 3-year Bid Summary

Item A.

Tier/Vendor	Year 1	Year 2	Year 3	3-year Total
Tier 2/Yellowstone	\$131,759.74	\$131,759.74	\$131,759.74	\$395,279.23
Tier 2/Current Vendor	\$102,380.25	\$102,380.25	\$102,380.25	\$307,155.8
Tier 3W/BST	\$78,339.87	\$78,339.87	\$78,339.87	\$235,019.61
Tier 3W/Current Vendor	\$81,753	\$81,753	\$81,753	\$245,259
Net Increase	\$25,976.36	\$25,973.36	\$25,976.36	\$77,929.08

# Options for Tier 2 Mowing Services

Item A.

## Staff Recommendation



**Recommended approval of a 3-year contract for Tier 2 Mowing Services with Yellowstone Landscape LLC for \$395,279.23**



**Recommend denying a 3-year contract for Tier 2 Mowing Services with Yellowstone Landscape LLC for \$395,279.23**



# Options for Tier 3 West Mowing Services

Item A.

## Staff Recommendation



**Recommended approval of a 3-year contract for Tier 3 West Mowing Services with BST Mowing for \$235,019.61**



**Recommend denying a 3-year contract for Tier 3 West Mowing Services with BST Mowing for \$235,019.61**

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## Park Board

**DEPARTMENT:** Parks and Recreation

**FROM:** David Lopez, Deputy Director of Parks

**MEETING:** August 24, 2023

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**SUBJECT:**

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*)

**SUMMARY:**

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 the following services:

1. Tier 3 West mowing services per year: \$74,609
2. Tier 3 West mowing cycles per year plus 5% contingency: \$78,339.87

3-year contract annualized summary with 5% contingency:

Year 1	Year 2	Year 3	Total 3-year contract
\$78,339.87	\$78,339.87	\$78,339.87	\$235,019.61

**OPTIONS:**

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

**RECOMMENDATION:**

Staff recommends approving as presented.

**FISCAL IMPACT:**

Total of \$78,339.87 is budgeted in fiscal year 2023-24

**STAFF CONTACT:**

David Lopez, CPRP  
Deputy Director of Parks  
[dlopez@burlesontx.com](mailto:dlopez@burlesontx.com)  
817-426-9201



# Right-of-Way Mowing Contracts

Parks Board August 24, 2023

Staff Presenter: David Lopez, Deputy Director of Parks

# Overview

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Item B.

- 1 **Background**
- 2 **Mowing Services**
- 3 **Description of Tiers**
- 4 **Financial and Bid Summary**
- 5 **Options**

# Background

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Item B.

- **November 2021: 5-year right-of-way mowing contracts approved**
- **Due to challenges with contractor's ability to maintain service demands of Tier 2 and Tier 3 West mowing specifications over two growing seasons, staff felt it was necessary to solicit new bids**



# Right-of-Way Mowing Services

Item B.

**Services provided during growing season - March thru November**

- **Mowing**
- **Edging**
- **Line trimming**
- **Minor litter removal prior to mowing**
- **Back-back blowing**
- **Ornamental tree sucker removal**



# Mowing Service Tiers Under Consideration

Item B.



## • Tier 2

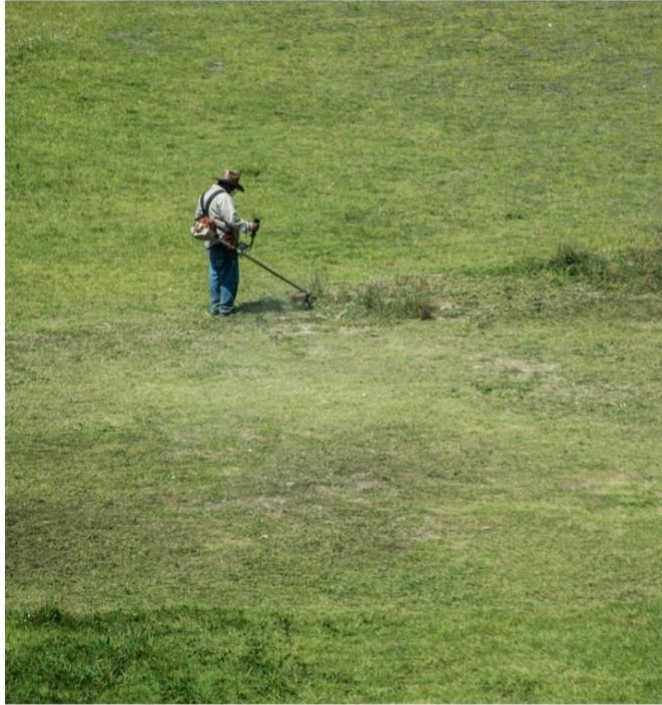
- Bi-weekly services (26 cycles per year)
- Moderately visible properties, medians and rights-of-way
- 33 properties comprising approximately 90 acres

## • Tier 3 (West)

- Monthly services (10 cycles per year)
- Low traffic and visibility rights-of-way
- 37 properties comprising approximately 100 acres

# Tier 2 Bid Summary

Item B.



- **Request for Proposals: best overall value**
- **Total responsive bidders: 3**
- **Bid range:**
  - High \$257,520.00
  - Low \$125,485.47
- **Recommended award:**
  - Contractor: Yellowstone Landscape, LLC
  - Bid: \$125,485.47
  - 5% contingency: \$6,274.27
  - Annual award: \$131,759.74
  - Total 3-year award: \$395,279.23
- **Funding source: Existing contract funds**



# Tier 3 West Bid Summary

Item B.



- **Request for Proposals: best overall value**
- **Total responsive bidders: 4**
- **Bid range:**
  - High \$199,800.00
  - Low \$74,609.40
- **Recommended award:**
  - Contractor: BST Mowing
  - Bid: \$74,609.40
  - 5% contingency: \$6,274.27
  - Annual award: \$78,339.87
  - Total 3-year award: \$235,019.61
- **Funding source: Existing contract funds**

# 3-year Bid Summary

Item B.

Tier/Vendor	Year 1	Year 2	Year 3	3-year Total
Tier 2/Yellowstone	\$131,759.74	\$131,759.74	\$131,759.74	\$395,279.23
Tier 2/Current Vendor	\$102,380.25	\$102,380.25	\$102,380.25	\$307,155.8
Tier 3W/BST	\$78,339.87	\$78,339.87	\$78,339.87	\$235,019.61
Tier 3W/Current Vendor	\$81,753	\$81,753	\$81,753	\$245,259
Net Increase	\$25,976.36	\$25,973.36	\$25,976.36	\$77,929.08

# Options for Tier 2 Mowing Services

Item B.

## Staff Recommendation



**Recommended approval of a 3-year contract for Tier 2 Mowing Services with Yellowstone Landscape LLC for \$395,279.23**



**Recommend denying a 3-year contract for Tier 2 Mowing Services with Yellowstone Landscape LLC for \$395,279.23**



# Options for Tier 3 West Mowing Services

Item B.

## Staff Recommendation



**Recommended approval of a 3-year contract for Tier 3 West Mowing Services with BST Mowing for \$235,019.61**



**Recommend denying a 3-year contract for Tier 3 West Mowing Services with BST Mowing for \$235,019.61**

# RECREATION PROGRAMS/EVENTS CALENDAR

**2023  
AUGUST**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3 Gymnastics and Tumbling Tae Kwon Do	4	5 Open Art
6	7 Women's Self Defense	8 Gymnastics and Tumbling Tae Kwon Do	9	10 Gymnastics and Tumbling Tae Kwon Do	11	12 Open Art
13	14	15 Gymnastics and Tumbling Tae Kwon Do	16	17 Gymnastics and Tumbling Tae Kwon Do	18 Summer Luau Dance	19 Open Art Canning Workshp Splish Splash Doggie Bash
20	21	22 Gymnastics and Tumbling Tae Kwon Do	23	24 Gymnastics and Tumbling Tae Kwon Do	25	26 Open Art
27	28	29 Gymnastics and Tumbling Tae Kwon Do	30	31 Gymnastics and Tumbling Tae Kwon Do		

**Programs that are not listed:**

Ongoing Summer Fun Camp, Fitness Classes and Athletic Leagues (Basketball, Softball, Open Pickleball, and Volleyball)