
Thursday, July 13, 2023
6:00 PM

City Hall 141 W Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

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

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

3. **CITIZEN APPEARANCES**

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*).
- 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*)
- C. Receive June 2023 Monthly Report

5. **COMMUNITY ANNOUNCEMENTS**

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

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 7th of July 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: July 13, 2023

SUBJECT:

Consider approval of the minutes from the June 15, 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
817-426-9201

BURLESON PARKS ADVISORY BOARD
June 15, 2023
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Shannan Sutter
Ashli Logan
Lindsey Cobb
Sherry Scott
Matthew Quinn
Michael Massey
Tyler Knox

Board Members Absent

Nathan Nakamura
Chris Schott

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 May 11, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)

A motion was made by Shannan Sutter to accept the minutes as presented. Michael Massey seconded the motion. The motion passed 7-0, with Nathan Nakamura and Chris Schott being absent.

3. Citizen Appearances

None

4. Reports and discussion items:

A. Receive a report, hold a discussion and provide staff feedback regarding the 2024-2028 parks and recreation capital improvement plan. (Staff presenter: Jen Basham, Director of Parks and Recreation)

Staff presented their proposal for the 2024 - 2028 capital improvement plan, and an optional plan at the request of council. A discussed followed. Tyler Knox made a motion to

recommend the CIP as presented and not the optional plan. Lindsey Cobb seconded the motion. The motion passed 6-0, with Chris Schott and Nathan Nakamura being absent.

B. 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 provided a calendar of June recreation activities.

6. Board requests for future agenda items or reports.

Security in parks.

Adjourn:

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.

Time – 7:53 PM

Kerry Montgomery, Senior Administrative Secretary

Park Board

DEPARTMENT: Parks and Recreation

FROM: David Lopez, Deputy Director of Parks

MEETING: July 13, 2023

SUBJECT:

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*).

SUMMARY:

Provide updates on parks safety using data and metrics to include recommendations and strategies to proactively mitigate concerns or risk.

RECOMMENDATION:

Staff is seeking feedback from Parks Board.

FISCAL IMPACT:

None

STAFF CONTACT:

David Lopez, CPRP
Deputy Director of Parks
dlopez@burlesontx.com
817-426-9297

Parks Safety Report 2023

Parks Board
July 13, 2023



Overview

Item A.

- ① Background
- ② Definitions
- ③ System Summary
- ④ Graffiti Incidents Heat Map
- ⑤ Ranking by Activity
- ⑥ Park Walk-thru Analysis
- ⑦ CPTED Defined
- ⑧ Next Steps

Background

Item A.

- Parks and Recreation submitted a fiscal year 2024 budget supplement to pilot five (5) security cameras in parks with most reported incidents
- Parks Board requested parks safety update briefing to help provide informed feedback on proactive recommendations for parks
- Parks partnered with Customer Service and Police departments to collect additional data on parks



Parks Safety and Nuisance Reporting

Definitions

- **Self-initiated calls:** describes police investigations or reports prompted by routine patrols
- **Citizen-initiated calls:** describes investigation requests and reports made by general public
- **Crime reports:** calls that resulted in police-documented crime report
- **Non-reportable crime reports:** calls that did not classify as FBI-defined crime but were documented as violating local ordinance or having volatile qualities that may come up later
- **Trend:** denotes if call activity increased or decreased from 2021 to 2022
- **Priority demand ranking:** ranks by highest need or priority for safety resources in park system based on reporting data



Parks Safety and Nuisance Reporting Summary

Item A.

Park Name	Citizen	Self	Criminal	Non criminal	Graffiti	311	Trend	Rank
Bailey Lake (park/trail)	78	169	6	7	4	0		3
*Bartlett (park/trail)	13	4	*4	*?	5	0		4
Bark Park	7	0	0	0	0	1		15
Cedar Ridge	20	1	2	0	4	1		9
Centennial	17	22	2	2	2	0		5
Chisenhall Fields	114	172	17	4	0	0		1
Cindy	8	2	0	0	2	0		12
Clark	4	0	0	0	1	0		17
Claudia	6	0	2	0	4	0		10
Elk Ridge	5	0	1	0	1	0		13
Heberle (park/trail)	4	0	0	0	10 (5/5)	0		16
Hidden Creek Softball	11	15	1	0	0	0		8
Meadowcrest	11	7	1	0	2	0		11
Mistletoe Hill	15	5	5	0	2	0		6
Oak Valley North/South	27	3	3	0	3	0		7
Shannon Creek	0	0	0	0	1	0		19
Prairie Timber	0	0	0	0	0	0		21
Veterans Plaza	0	1	0	0	0	0		18
Wakefield Heights	7	0	0	1	0	0		14
Warren	60	83	8	8	5	2		2
Willow Creek	1	0	0	0	0	0		20

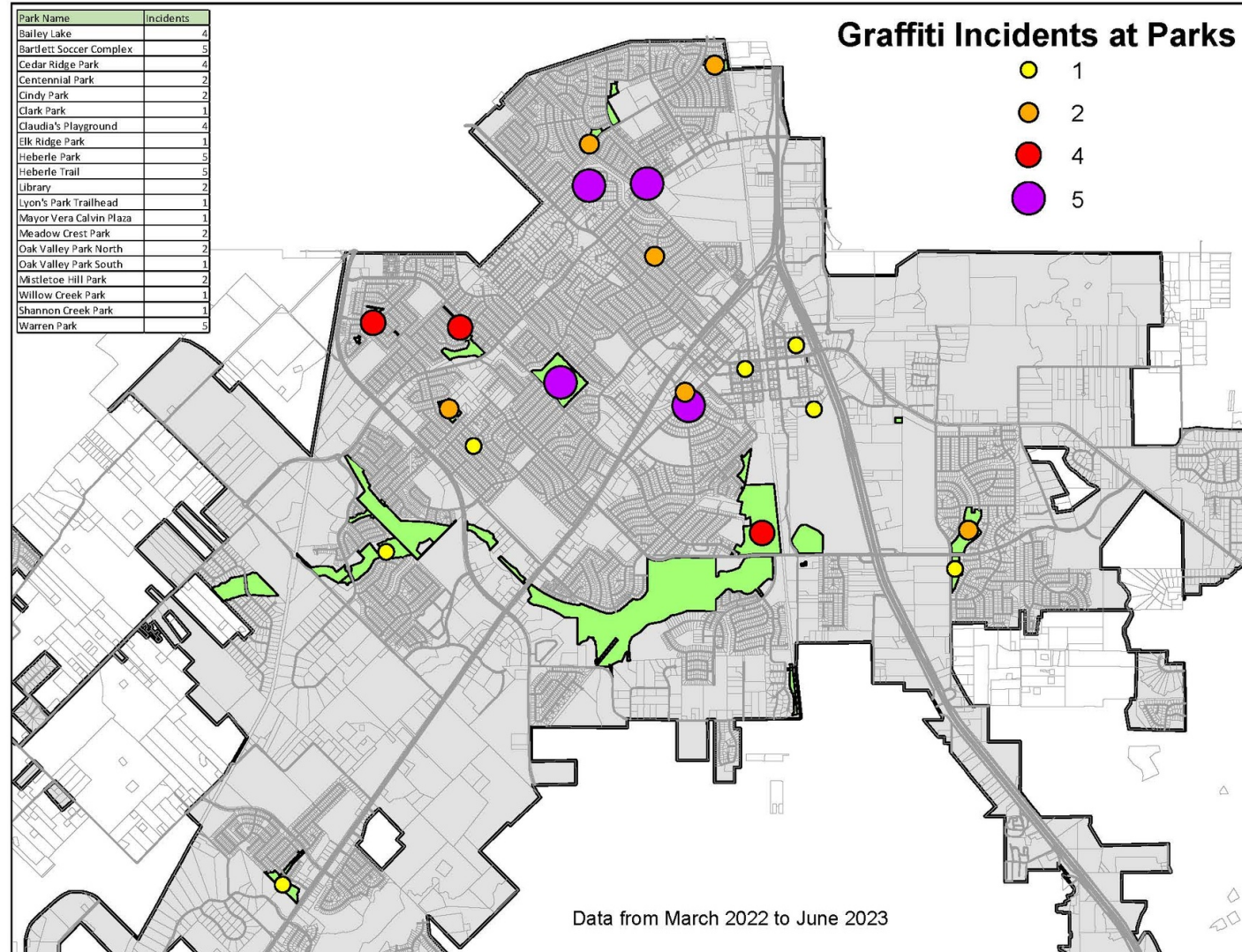
Police report data from 2021 and 2022; traffic, mark-outs, etc. calls removed. Parks graffiti data tracked in work order system from March '22 thru June '23. 311 data from March '23 launch date thru June '23.

*Difficult to differentiate which of total of 20 crime and 12 non-crime reports transpired inside the BRiCk as it has the same address as the park. Most calls were distinguished through description.

Park Graffiti Incidents Map: March '22 thru June '23

Item A.

Green parcels indicate park property



What is CPTED?

Item A.

Crime Prevention Through Environmental Design

- Multi-disciplinary approach of crime prevention through built and natural elements.
- Aims to reduce victimization, deter offender actions, build community, reduce crime and promote feelings of safety and security.
- Comprehensive safety inspection that may require several weeks to complete in correlation with size of site

Source: International CPTED Association

Burleson Police Department

- Conducted brief walk-thru analysis at priority sites to determine if comprehensive CPTED analysis is warranted or necessary



Priority Target Parks for Walk-thru Analysis

Conducted by Burleson Police Department

Item A.



- ① Chisenhall Fields
- ② Warren Park
- ③ Bailey Lake Park
- ④ Bartlett Park
- ⑤ Centennial Park
- ⑥ Mistletoe Hill

Walk-thru Findings

Item A.

Chisenhall Fields: completed 07/03/23

- Heavy brush/landscaping sight obstructions
- No address identifiers
- Some security concerns with buildings
Key control/accountability concerns: recommend changing locks and increasing control measures for issuing to partner organizations.
- CPTED recommended: Priority #2



Walk-thru Findings

Item A.

Warren Park: completed 07/03/23

- No address identifier
- Landscaping allows good visibility
- Lighting concerns: currently push-button, pathways could use more lighting, etc.
- No video surveillance
- CPTED recommended: Priority #3



Walk-thru Findings

Item A.

Bailey Lake: completed 07/03/23

- No address identifier
- Landscaping obstruction concerns
- No video surveillance
- Limited lighting concerns
- CPTED recommend: Priority #1



Walk-thru Findings

Item A.

Bartlett Park: completed 07/05/2023

- Landscaping allows good sightlines
- No park monument sign
- No bollards at splash pad paths
- Limited lighting at playground
- CPTED not recommended at this time - BPD will conduct follow-up walk-thru with Parks staff



Walk-thru Findings

Item A.

Centennial Park: completed 07/05/2023

- Landscaping provides good sightlines
- No address identifier or park ID sign – Parks will be installing monument signage soon
- Some lighting concerns
- Lighting and irrigation control boxes unlocked – need to better secure
- CPTED not recommended at this time but BPD will conduct follow-up walk-thru with Parks staff



Walk-thru Findings

Item A.

Mistletoe Hill Park: completed 07/05/2023

- Landscaping sightlines good
- No name or address identifier - Parks will be installing monument signage soon
- No lighting at playground and trail
- No video surveillance
- CPTED not recommended at this time but BPD will conduct follow-up walk-thru with Parks staff



Next Steps

Item A.

Walk-thru findings:

- May be used to prioritize security camera locations: \$25,000 recommended for 5 cameras for FY 2024
- May be used to prioritize next phases of park monument signs: budgeted \$60,000/year in CIP
- May be used to propose future security lighting CIP budget request if Board and Council would like staff to explore
- All other items can be accommodated within existing operating budgets for Parks and Athletics

CPTED

- Priority #1: Bailey Lake
- Priority #2: Chisenhall Fields
- Priority #3: Warren Park
- Estimated completion of CPTED analysis for priority sites is approximately 10-12 months and will be conducted in order of priority



Feedback?

Park Board

DEPARTMENT: Parks and Recreation

FROM: David Lopez, Deputy Director of Parks

MEETING: July 13, 2023

SUBJECT:

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*)

SUMMARY:

Update on the current maintenance operations for Chisenhall Hike and Bike trails and provide feedback to staff on future maintenance options.

OPTIONS:

- 1) Example: Recommend approving as presented
- 2) Example: Recommend approving with changes
- 3) Example: Recommend no changes at this time

RECOMMENDATION:

Staff recommends approving as presented.

FISCAL IMPACT:

No fiscal impact at this time.

STAFF CONTACT:

David Lopez, CPRP
Deputy Director of Parks
dlopez@burlesontx.com
817-426-9297

Chisenhall Hike and Bike Trail – Maintenance

Parks Board Meeting
July 13, 2023



Overview

Item B.

- ① Background
- ② Site Summary
- ③ Current Maintenance/Operations
- ④ Risks and Vulnerabilities
- ⑤ Risk Reduction Options
- ⑥ FWMBA Background
- ⑦ Current vs Proposed Maintenance/Operation
- ⑧ Proposed Next Steps

Background

Item B.

- Chisenhall Hike and Bike Trail is located within Chisenhall Fields and features over 10 miles of soft surface trail
- In approximately 2014, the first two miles of the trail were cut in at what is called the Field Loop today
- The trail has experienced a huge spike in popularity since 2020 and draws hikers and riders from all over DFW and beyond
- In 2022, Strava - which represents about 65% of all trail users - logged over 17,000 attempts of the two major entrance trails alone



Site Summary

Item B.

- 10.5 miles of trail
- 7 trail loops ranging in difficulty from beginner to expert level
- Bike and pedestrian friendly soft surface trails
- Emergency trail markers



Current Maintenance Responsibilities

Maintained primarily by Burleson MTB Riders with support from Parks staff

Burleson MTB Riders (BMTBR):

- Founded in 2019
- No formalized membership
- Over 1,000 members on Facebook page with 85% actively engaged
- 1 current lead person with small group of alternating volunteers
- Current Parks Beautification Agreement participants since September 2021
- Provide trail cleaning, trimming, and maintenance services
- Over 900 volunteer hours logged at Chisenhall since 2020 representing over \$17,000 in labor services
- Unlogged volunteer maintenance hours are estimated to likely double that amount



Maintenance and Operation Duties CURRENT

Item B.

Task	BMTBR	Parks Staff
Hand Mowing and Trimming	✓	
Large Area Tractor Mowing		✓
Minor Brush Trimming	✓	
Major tree or brush removal		✓
Litter/debris removal	✓	
Debris Disposal	✓	✓
Feature Construction and Maintenance	✓	
New Feature Approval and Administration		✓
Trail Opening/Closing	✓	
Emergency Marker and Info Kiosk Management		✓
Herbicide Application		✓
Provide Maintenance Storage Area		✓

Current Risks and Vulnerabilities

- Remaining BMTBR leadership looking to step down or take a reduced role.
- Becoming more difficult to recruit consistent group of regular volunteers to meet maintenance demands
- BMTBR is not a 501c3 so organization and fundraising ability for maintenance is not ideal
- Since BMTBR is not a formal organization, they do not possess the means to obtain/fund insurance
- If volunteer coordination and leadership by BMTBR ends, Parks is not equipped to provide adequate maintenance and trail would return to natural area unless funding is identified



Risk Reduction Option 1 – Management Agreement

Item B.

STAFF RECOMMENDED OPTION

Benefits

- Insured trail stewards and event host
- 501c3 non-profit
- Low risk
- Skilled in feature construction, design and maintenance
- Ability to raise funds and sustain maintenance
- Greater depth of volunteers for maintenance
- No cost increase to City

Costs

- No additional costs to City or additional duties beyond existing partnership with BMTBR



Fort Worth Mountain Bikers Association (FWMBA)

Item B.

Manages 4 Trail Systems in Greater Fort Worth

- Fossil Creek Trail (City of North Richland Hills)
- Gateway Trail (City of Fort Worth)
- North Z. Boaz Trail (City of Fort Worth)
- Sansom Park Trail (City of Fort Worth)

Funding and Outreach

- FWMBA is funded through membership dues, donations, partner grants, and fundraisers
- Membership recruited through events, programs, website, and educational outreach
- Official website to manage trail status, events, announcements

Maintenance, Programming and Design

- 20 trail stewards/assistants
- Experience in maintaining, designing, and coordinating events for large trail systems
- Received letter of endorsement from Fort Worth Police Dept.

Organization

- 501c3 non-profit and insured for trail maintenance work and special events



Risk Reduction Option 2 – Full Maintenance by Parks

Item B.

Benefits

- Self-insured
- High quality grounds maintenance and skilled in parks operations

- Low risk

Costs

- Requires additional funding for two part-time positions at \$64,000/year
- Not skilled in new feature construction or design
 - new feature construction or replacement of existing features may not be possible or would require **professional services contracts**. Time restraints and lack of expertise limit continuous improvement and innovation by leadership.



Maintenance/Operation Duties: Current vs Proposed Item B.

Task	Current		Proposed Option 1	
	BMTBR	Parks	FWMBA	Parks
Hand mowing and trimming	✓		✓	
Large area tractor mowing		✓		✓
Minor brush trimming	✓		✓	
Major tree or brush removal		✓		✓
Litter/debris removal	✓		✓	
Debris disposal	✓	✓	✓	✓
Feature construction and maintenance	✓		✓	
New feature approval and administration		✓		✓
Trail opening/closing	✓		✓	
Emergency marker and info kiosk management		✓	✓	✓
Herbicide application		✓	✓	✓
Provide maintenance storage area		✓		✓
Project and event approval		✓		✓
Project and event coordination	✓	✓	✓	✓
Fundraising			✓	

Next Steps

Item B.

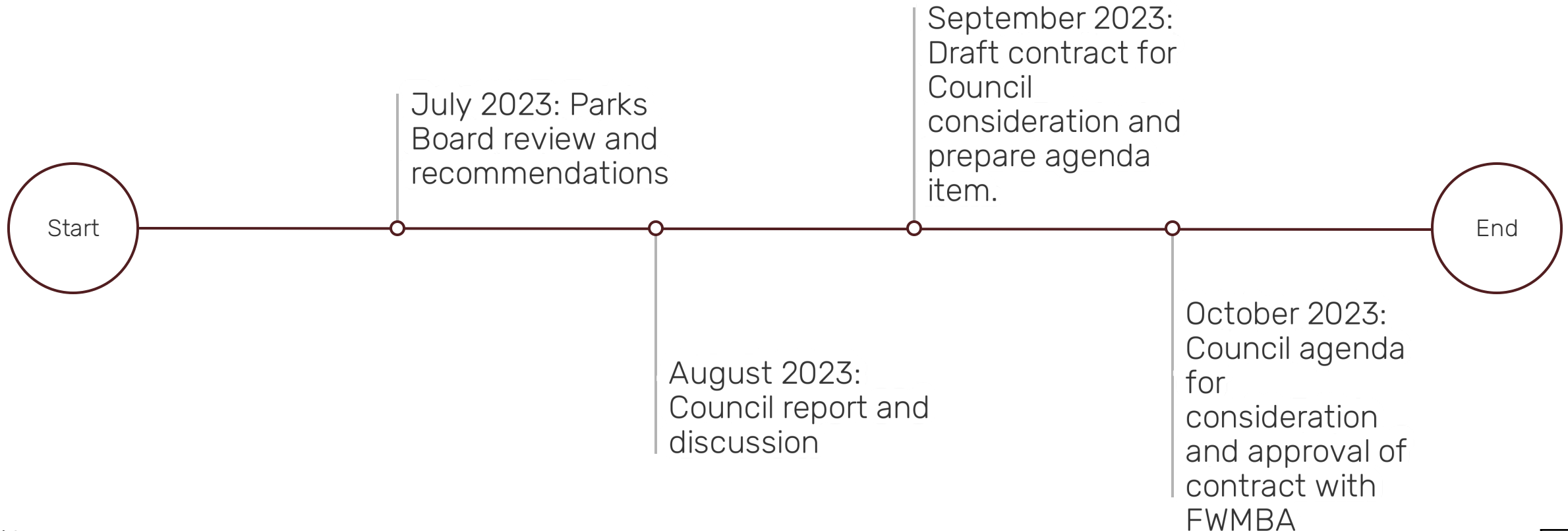
Staff recommends partnering with FWMBA

- FWMBA desires to partner with Burleson and enter into agreement for maintenance/operation of Chisenall Hike and Bike Trail
- BMTBR leadership/volunteers support and respect FWMBA as a partner and have shown overwhelming support in favor of FWMBA as steward of Chisenhall trails.
- If approved as partner, FWMBA desires to recruit existing trail stewards/volunteers from BMTBR and support local businesses through collaboration
- If Parks Board supports, prepare discussion item for City Council feedback and direction
- If Council supports, work with Legal to draft contract for Council for consideration/approval



Proposed Timeline for FWMBA Agreement for Chisenhall Trails

Item B.



Feedback?

Floodplain Compliance

Item B.

- Floodplain permit received showing all proposed features as compliant
- All features to be anchored in concrete if approved
- Proposed features will be maintained by Burleson MTB Riders



Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: July 13, 2023

SUBJECT:

Receive June 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
817-426-9201

Departmental Updates

Parks Board- July 13, 2023

Rec Special Events

Item C.



Event Recaps:

Father's Day Fishing Tournament: June 17, 2023 - Estimated attendance: 175

Juneteenth Celebration: June 17, 2023 - Estimated attendance: 150

Hot Sounds of Summer Concert Series concluded June 30, 2023 - Total series estimated attendance: 15,000

Red, White, and BTX (4th of July): July 4, 2023 - Estimated attendance: 7,500



Upcoming Events:

Parks and Recreation Month Events/Programming:

Family Cornhole Tournament, Athletics: July 14

Parks Maintenance Rodeo, Parks: July 20

BRiCK Boatnanza, Aquatics: July 22

Russell Farm Watermelon Day, Russell Farm: July 27

Teen Ice Cream Social, Recreation: July 29



**FATHER'S DAY FISHING
TOURNAMENT**



Item C.

**JUNETEENTH
CELEBRATION**



**HOT SOUNDS OF
SUMMER**



RED, WHITE, AND BTX

Rec Programs

Item C.



Athletic News:

Athletics Highlight:

Archery (held weekly at Russell Farm) -participant average 6-8

Current Athletics:

Youth Track, Basketball, Softball, and Volleyball



Program News:

Programming Highlight:

Teen Camp with Burleson PD

Current and Upcoming Programming:

Gymnastics (61 participants), Teen Camp (14 participants), and Women's self defense (26 participants).



Additional News:

Fall program planning has begun:

Strategic programming meetings will be held within the month of July as staff prepares Fall programming information for the upcoming Fall/Winter community guide release.

Russell Farm Art Center

Item C.



FUN ON THE FARM CAMP

Russell Farm Updates:

- Program/Event Recap:
- Canning Class (Salsa): June 17 - 18 registered (maxed)
- Youth Culinary Class: June 6 - 15 registered (maxed)
- Teen Cooking Camp - 15 registered (maxed)
- Fun on the Farm Camp: June 20 and June 22 (ages 4-7) - 24 registered
- Fun on the Farm Camp (ages 8-12) - 15 registered (maxed)
- Upcoming Programming:
- STEAM camps
- Variety of art camps

Russell Farm Highlight:

In the month of June, Russell Farm hosted 267 students for day camp field trips. Campers explored the Farm, enjoyed hay rides, and ended with picnic lunches!

Marketing and Community Engagement

Quick Stats as of 7/7:
Facebook Followers:
16,304
(284 follower increase)

Instagram Followers:
1,431
(97 follower increase)

Constant Contact
Subscribers:
5,118



Facebook Highlight: Hot Sounds Concert - Josh Weathers

Reach - 20,228; Reactions - 204;

Comments - 5; Shares -5

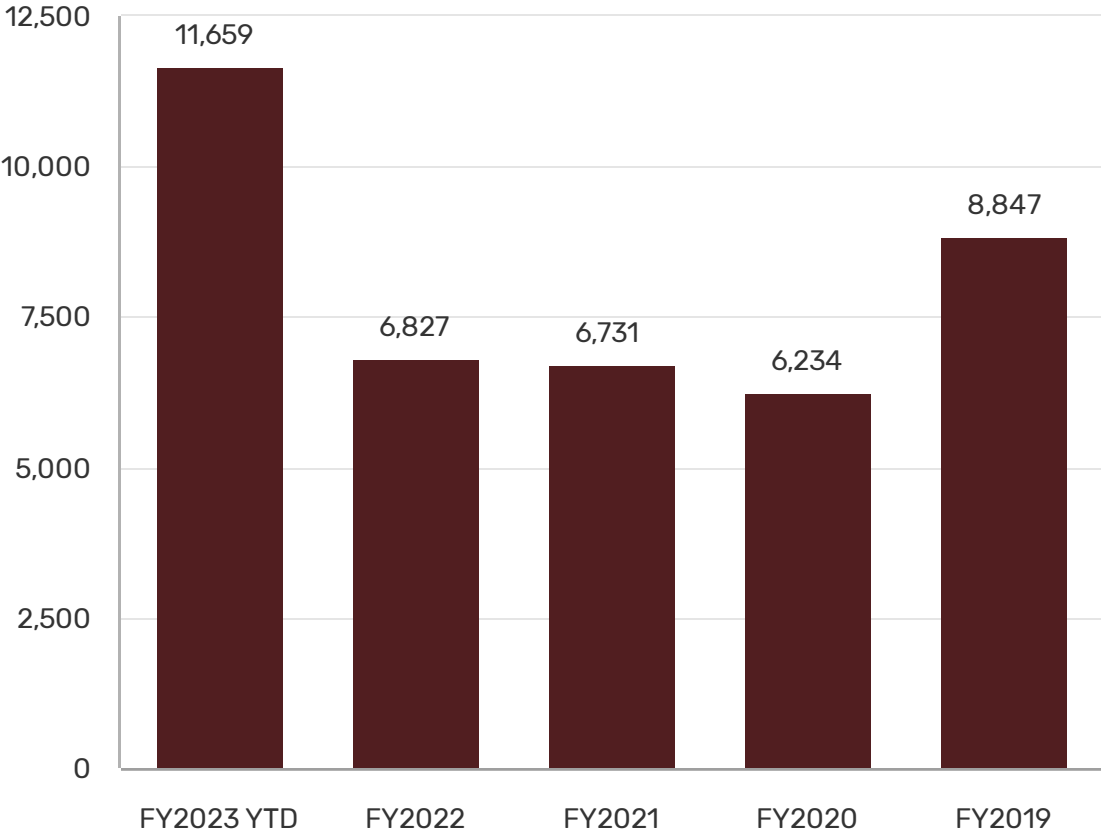
June High Performing Content

BRiCk - Projects

1. Front entrance light bollards replaced with new LED style on Friday, July 7th.
2. Lobby redesign/update - Scheduled for Council consideration Summer 2023
3. Fitness Equipment Replacement scheduled for Fall 2023

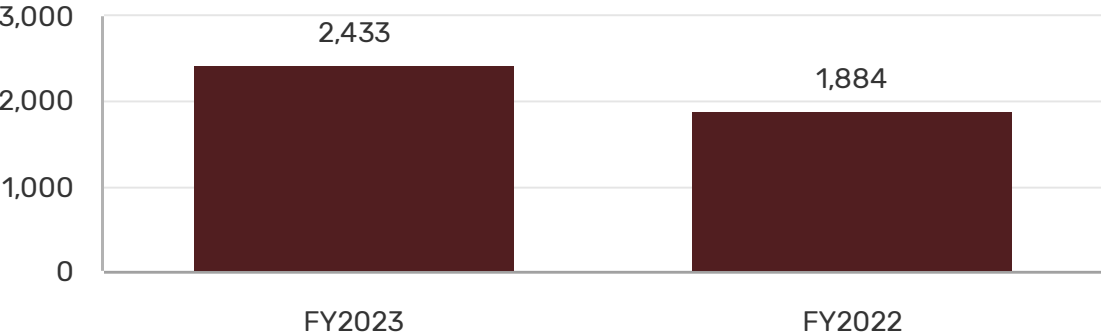
BRiCK- Memberships

June Memberships

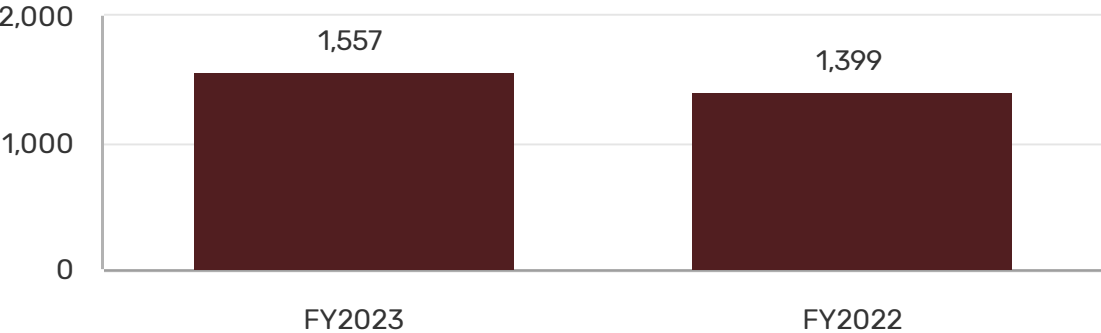


Membership numbers for FY2023 from June onward now include all individual members of a family membership.

June Fitness



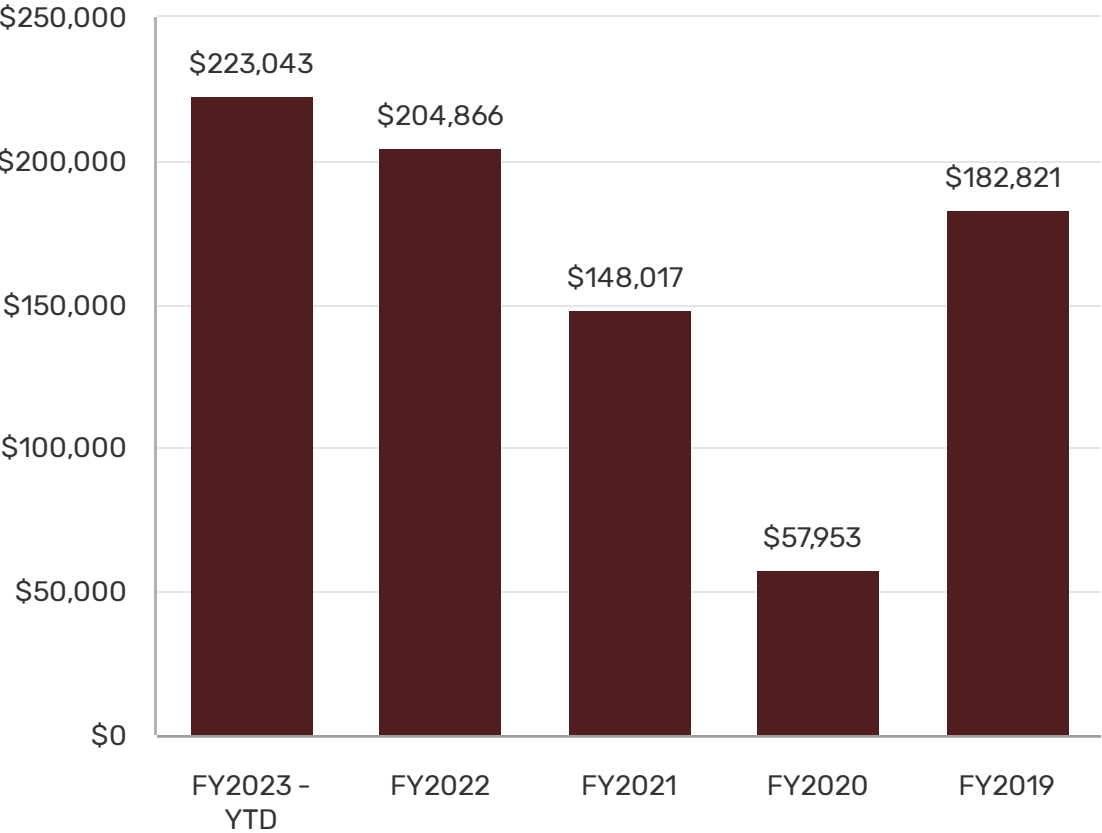
June Programs



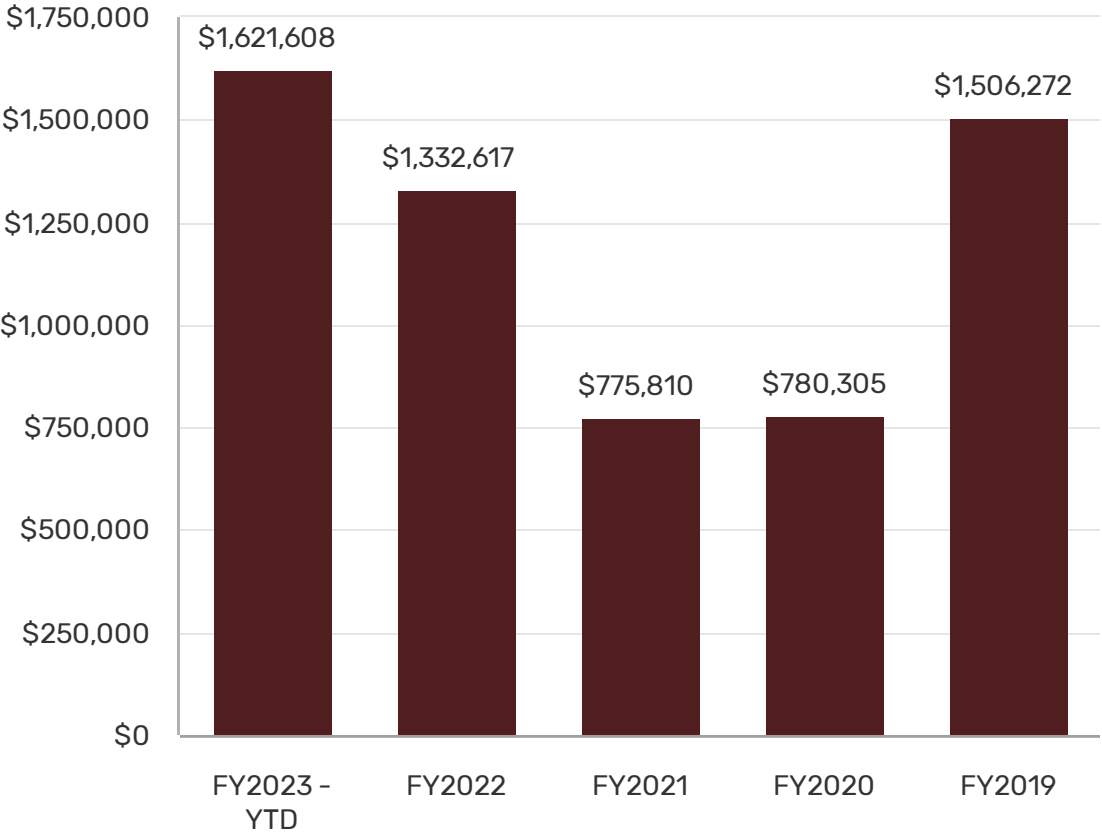
FY 2019-2021 had limited data due to software conversion and accurate reporting data available.

BRiCK-Revenue

June

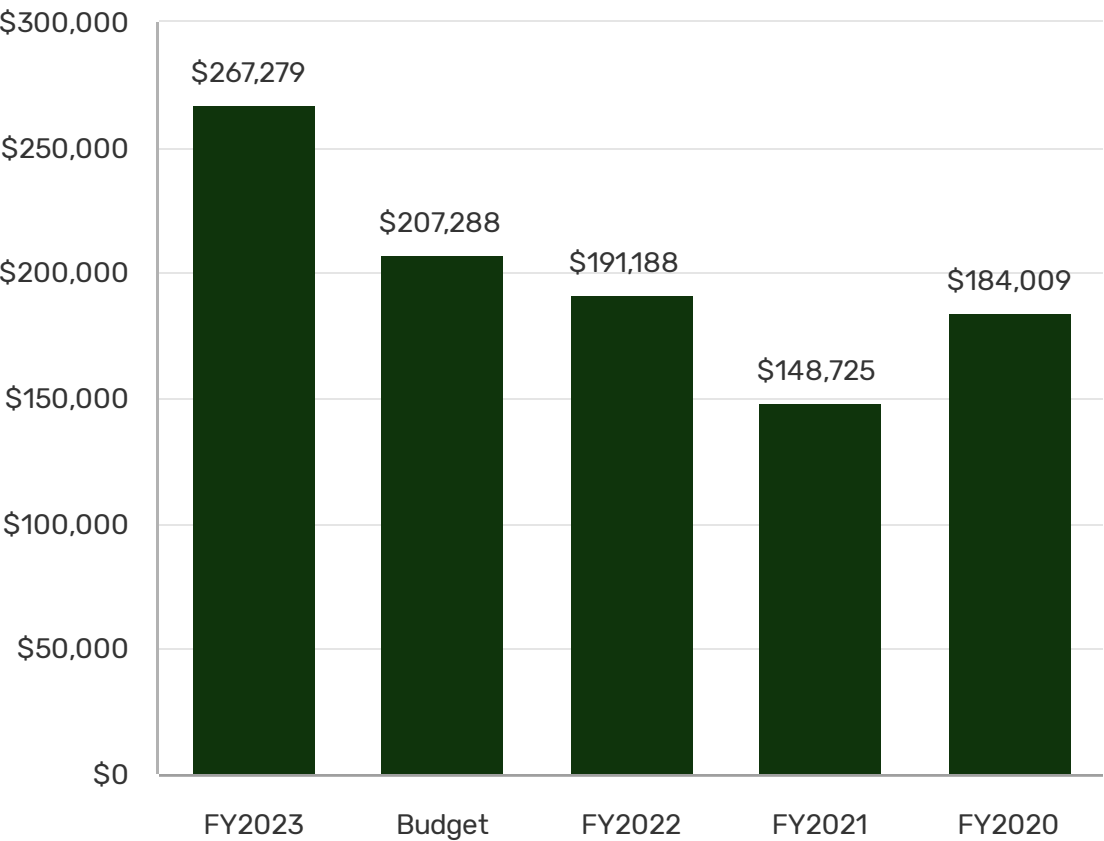


Year to Date (Accruals not included for current FY)

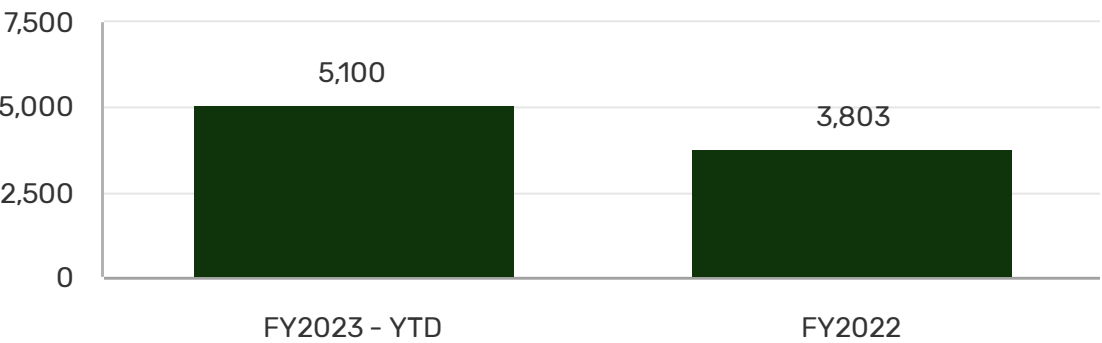


Golf- June Comparisons

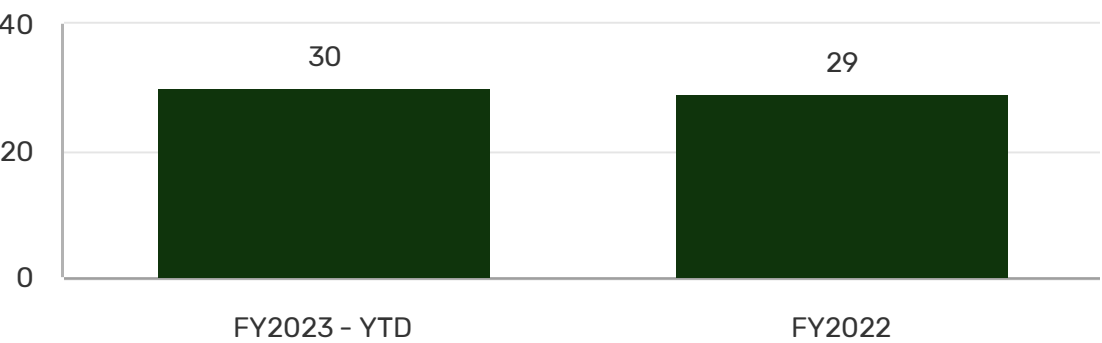
June Revenue



Rounds Played in June

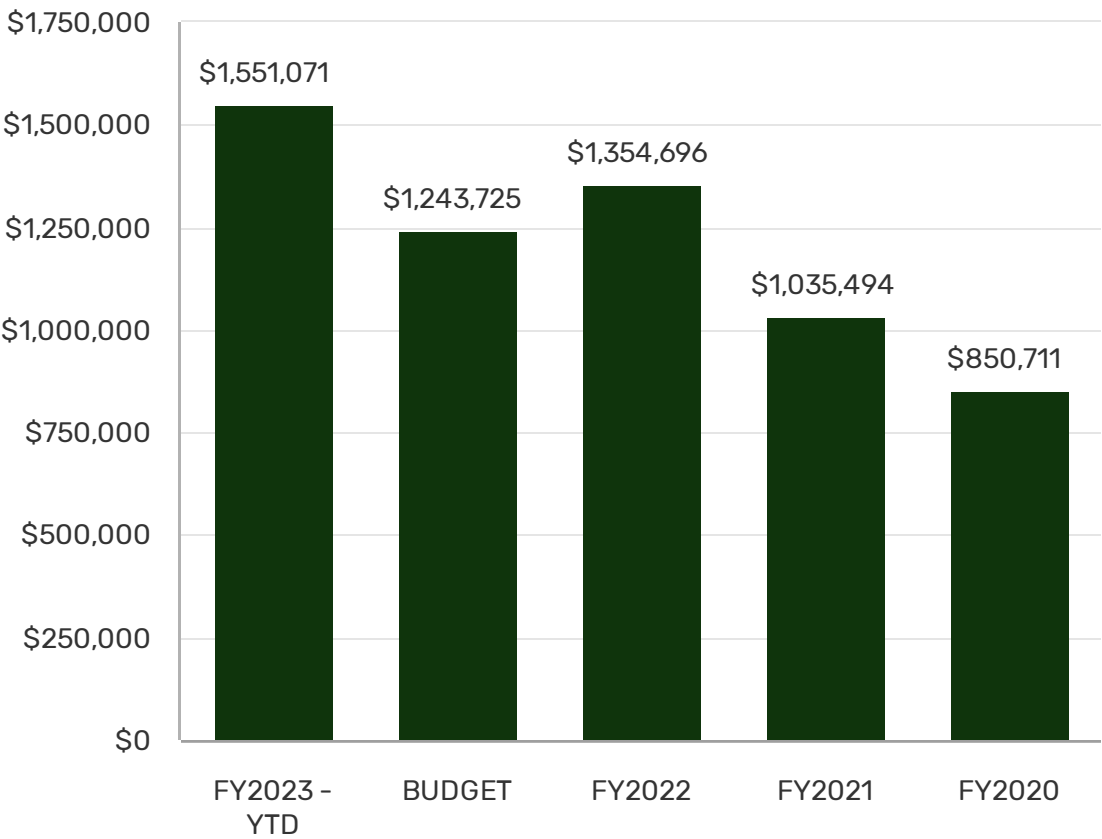


Playable Days

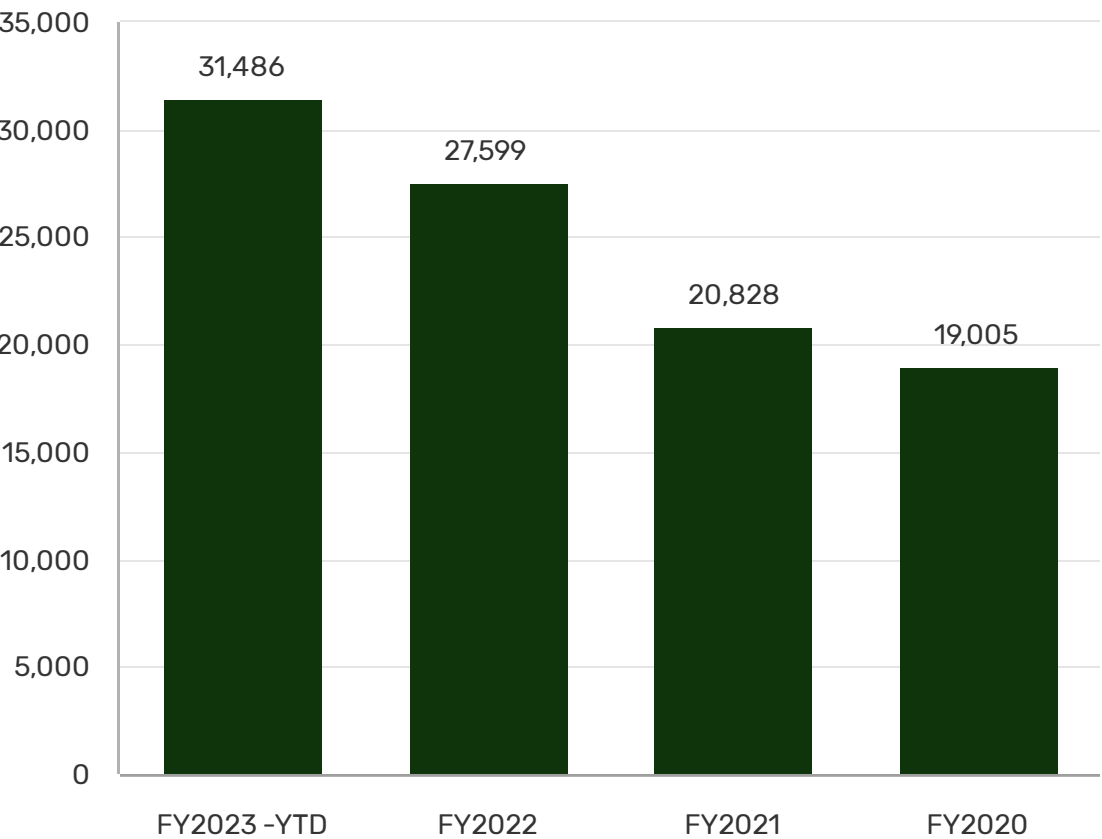


Golf- Year to Date

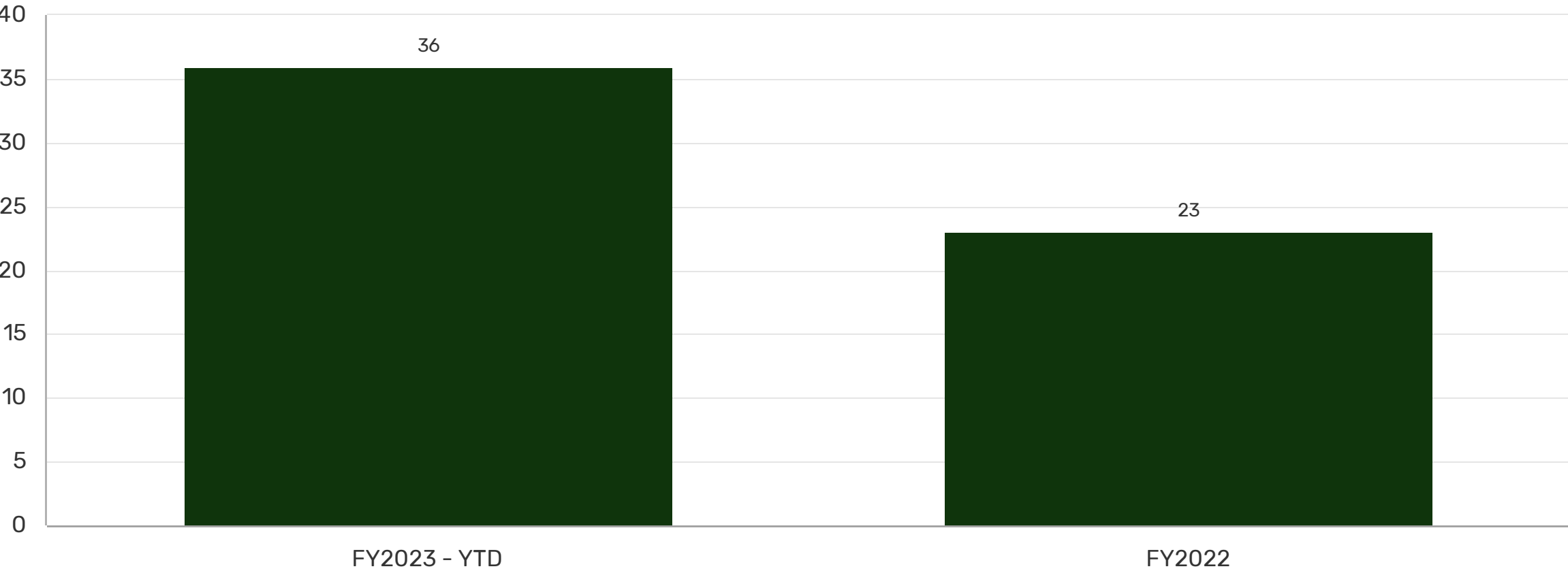
Revenue YTD October -June



Rounds Played YTD October- June



Tournaments YTD

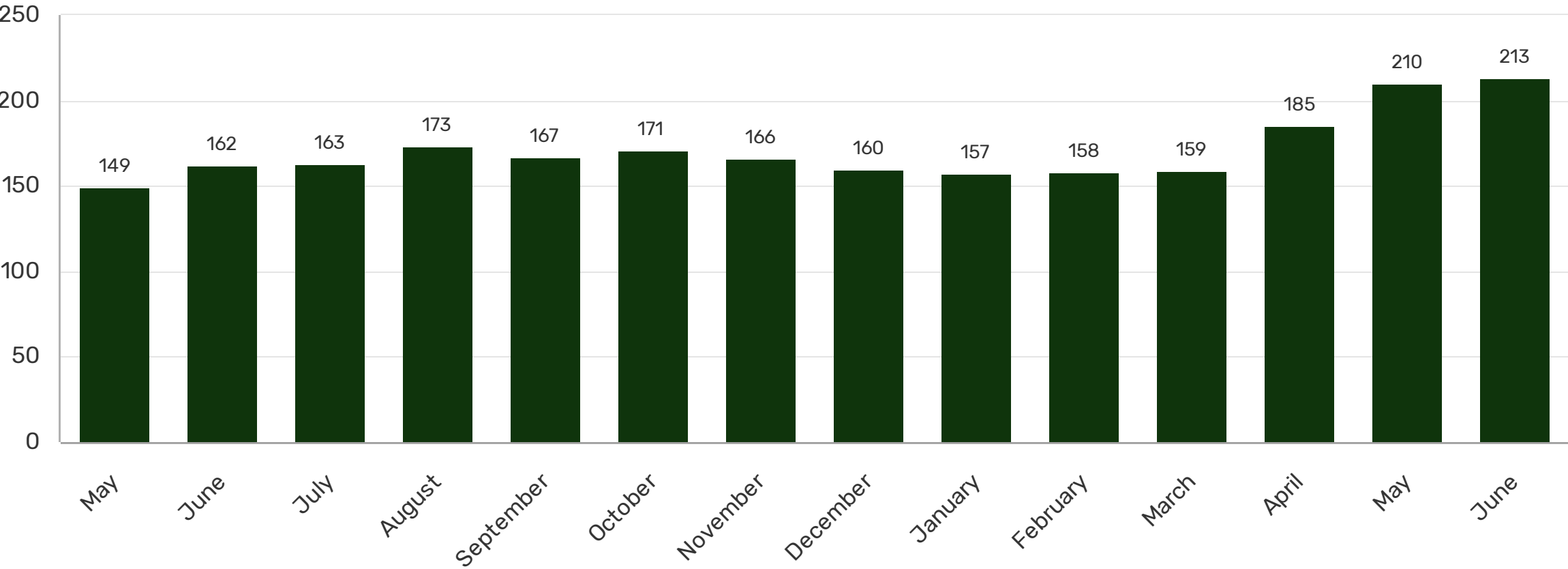


Golf-Memberships

213 Current Members

Item C.

Players Club





Parks - Capital Project Updates

Item C.

- **Bailey Lake and Chisenhall Parking Lot Expansions: Construction underway.**
- **Village Creek Trail: Revised 90% plans underway. Easement acquisitions in negotiation, estimated to begin construction Spring 2023**
- **Bartlett Soccer Complex: Grow-in underway. Ribbon-cutting ceremony being coordinated with BISA to coincide with season opening day.**
- **Park Monument Signs: To begin construction late July/early August: Elk Ridge, Wakefield, Prairie Timbers, Mistletoe Hill, Centennial, and Oak Valley North.**

Parks - Capital Project Updates (Continued)

- **Parks Building: 95% construction complete. Scheduled for end of July move-in.**
- **City Gateway Signage: Initial renderings under review**
- **Shannon Creek: Schematic design presented to City Council on June 5**
- **Wakefield Park Playground Replacement: COMPLETE and in service.**
- **Oak Valley North Park Playground and Parking Lot Improvements: COMPLETE and in service.**



June Parks by the Numbers

Item C.



PLAYGROUND SAFETY

28

INSPECTIONS PERFORMED

(WAKEFIELD AND OAK VALLEY WERE CLOSED)

7 MINOR REPAIRS MADE

Litter Abatement in Parks, Athletic Fields, and ROWs



29,175

Pounds of Litter Removed

LOWER QUANTITIES DUE TO YOUTH LEAGUE OFF-SEASON



Irrigation Services

17

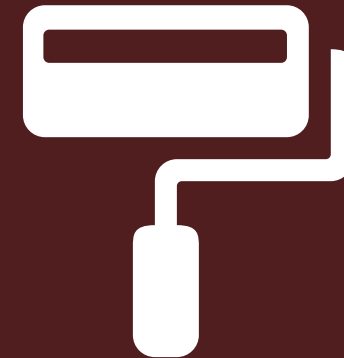
Irrigation Systems
Inspected

21

Irrigation repairs made

Integrated Pest Management

- 16 sites treated for fire ants and pests
- 31 post-emergent weed control treatments



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

June Parks by the Numbers

Item C.



Hidden Vistas Park

Deed filed for 23.8-acre park after meeting all park land dedication requirements.

0.44-mile walking trail

Large pond with fountain

Natural area with small pond

Acres Mowed in Parks and ROWs



1,140 Acres



10 pallets of sod planted at dog park, Wakefield, Chisenhall and Claudia's Playground

Brush Management



As baseball season ends, staff addresses seasonal maintenance at Chisenhall and Bailey Lake

Turf Management



Dog park aeriated to de-compact turf to increase flow of water, oxygen and nutrients in the soil

Feedback?