
Thursday, December 08, 2022
6:00 PM

City Hall Council Chambers 141
W Renfro
Burleson, TX 76028

1. Call to Order
2. Approve the minutes from the Park Board meeting.
 - A. Consider approval of the November 10, 2022 Minutes. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*
3. Citizen Appearances
4. Reports and Discussion Items:
 - A. Consider recommending approval of a contract with Progressive Commercial Aquatics, Inc. through a cooperative purchasing agreement with buyboard in the amount of \$99,667.50 for the purchase of replacement Outdoor Pool sand filters for the Burleson Recreation Center. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*
 - B. Recommend approval of a contract with The Brandt Companies LLC through a cooperative purchasing agreement with buyboard in the amount of \$160,255 for the purchase of a new AC control software and computer boards for the Burleson Recreation Center. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*
 - C. Consider recommending approval of a contract with Simplot Turf and Horticulture for the purchase of fertilizer and chemicals used for maintaining the golf course greens, tees and fairways of Hidden Creek Golf Course in the amount not to exceed \$90,000.
 - D. Recommend approval of an ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$600,900 for various projects at Hidden Creek Golf Course. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*
 - E. Recommend a resolution approving the acquisition of real property at 2410 SW Hulen St, Burleson, TX from Marilyn Bleeker in the name of the City of Burleson and authorizing the expenditure of funds. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*
 - F. Parks and Recreation Department Updates
5. Community Announcements
 - A. December Programming Calendar
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 5th of December 2022, 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**

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

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: December 8, 2022

SUBJECT:

Consider approval of the November 10, 2022 Minutes. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

SUMMARY:

N/A

OPTIONS:

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

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

BURLESON PARKS ADVISORY BOARD
November 10, 2022
Draft
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Shannan Sutter

Lindsey Cobb - arrived 6:06 PM

Sherry Scott

Matthew Quinn

Nathan Nakamura

Michael Massey

Board Members Absent

Jessie Farris

Staff in Attendance:

Jen Basham (Director of Parks and Recreation)

David Lopez (Deputy Director, Parks)

Jessica Martinez (Recreation Manager)

Kerry Montgomery (Senior Administrative Secretary)

Guests

None

1. Call to order: 6:00 PM

2. General

A. Consider approval of the September 8, 2022 and the October 13, 2022 meeting minutes.

A correction was made on the draft minutes to change the person who adjourned the October 13, 2022 meeting, from Cynthia Plonien to Matthew Quinn. Shannan Sutter made a motion to approve with the correction and Sherry Scott seconded. The motion passed 5-0, with Lindsey Cobb arriving after the vote.

3. Citizen Appearances

None

4. Reports and discussion items:

A. Receive a report, hold a discussion and provide staff direction regarding the design and construction of Shannon Creek Park. (Staff presenter, Jen Basham, Director of Parks and Recreation)

Shannon Creek Park has been prioritized for development by the 2019 Park Master Plan and in the 2021-2026 Parks Capital Improvement Program. In 2021 staff began reaching out to the community to determine what amenities they would like to see in the park. Based on that feedback staff provided three programmed concepts to Park Board and Council to determine a preliminary budget. In February of 2022, Park Board and Council authorized a final design contract with Studio Outside. In August of 2022, staff and Studio Outside completed a new round of public engagement that included an on-site town hall, and an online survey to receive feedback on the park. The community has a divided desire to create a park with active amenities such as sports courts, and an inclusive playground. Based off of this feedback staff has worked to create a phased approach to the construction of the park. The first phase will focus on drainage and infrastructure improvements, establishing vegetation and landscape, pond, add small pockets of parking, a nature play area and trails. Phase 2 will add a restroom and dog park, and Phase 3 will include the active amenities including pavilion, playground, sports court. The current opinion of construction cost is \$6,679,855 to construct all three phases.

A discussion followed. Sherry Scott prefers the play equipment be added in phase 2 and the dog park be added in phase 3. Shannan Sutter made a motion to recommend the design as presented. Michael Massey seconded the motion. The motion passed 6-0.

**B. Recommend approval of a contract with PlayWorks, Inc. a sole source provider of Playwell products for improvements to Wakefield Park in the amount of \$193,000.
(Staff presenter: Jessica Martinez, Recreation Manager)**

Wakefield Park has been identified as a priority for development through the parks master plan. \$200,000 has been identified in the capital improvement plan to develop the park. The site is situated in a residential area. An initial review of the park has determined that based on the size and location of the park, Wakefield Park is considered a community park. Typical amenities for a community park (a park that is between 16-99 acres) include: play feature, benches, picnic table, parking, lighting, walking trails, and drinking fountain. Wakefield Park is 39.47 acres. Future improvements could include additional lighting. Two surveys were sent out to the community to get feedback on specific elements and final design options. 638 respondents provided feedback on the concepts submitted. Five designs firms created concepts for the park including: LSI, Playwell, Berliner, Kraftsman, and Kompan. Playwell's conceptual design was the overall supported winner with 43.39% of votes,

Shannan Sutter said she would like to see surfaces for wheelchair access to the play equipment, and likes the design. Sherry Scott prefers a design, other than what was presented. Nathan Nakamura was concerned in regards to the difficulty of parental access to children playing on the second level. Staff explained that the space is big enough for an adult to access. Matthew Quinn said it appears this playground is fairly close to the Shannon Creek playground. Staff responded that because of the density of population in that area and that there are many families with children, adding this play equipment will ensure equity in that residents should be able to access a park within a ten minute walk. Lindsey Cobb questioned the ability of the electronic panels to hold up in harsh weather. Staff responded

that there is a manufacturer's warranty, and the manufacturer has assured us that there is a layer of protection to prevent breakdown by weather. Shannan Sutter made a motion to proceed as presented. Lindsey Cobb seconded the motion. The motion passed 5-1, with Sherry Scott being the dissenting vote.

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 provided a calendar of November activities.

6. Board requests for future agenda items or reports.

None

Adjourn

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

Time – 7:07 PM

Kerry Montgomery, Senior Administrative Secretary

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: December 8, 2022

SUBJECT:

Consider recommending approval of a contract with Progressive Commercial Aquatics, Inc. through a cooperative purchasing agreement with buyboard in the amount of \$99,667.50 for the purchase of replacement Outdoor Pool sand filters for the Burleson Recreation Center. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

One of the two Outdoor Pool sand filters has a crack and is slowly leaking water. Due to a repair or patch not being a long-term solution and the filter with the crack being the bottom filter, both filters need to be completely replaced to resolve the issue.

This project was approved as a supplemental in the FY 22-23 budget., staff is seeking seeking to correct this issue by replacing both sand filters for the Outdoor Pool. The sand filters take six to eight weeks to produce and the installation would be complete by March 2023.

OPTIONS:

- 1) Recommend approval as presented
- 2) Deny

RECOMMENDATION:

Staff recommendation is approving the purchase of the two sand filters for the Outdoor Pool from Progressive Commercial Aquatics, Inc.

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

This supplemental request was approved for FY 22-23.

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name: Park Performance Fund

Full Account #s: 116-6017-453.41-08

Amount: \$99,667.50

Project (if applicable): SR PPF01 SWIMMING POOL MAINTENANCE & REPAIR OUTDOOR
POOL SAND FILTERS

Financial Consideration

STAFF CONTACT:

Jen Basham

Director of Parks and Recreation

jbasham@burlesontx.com

817-426-9201

Brick Outdoor Pool Sand Filter Replacement

Park Board Meeting - December 8, 2022

Staff Presenter: Allison Smith, Recreation Manager

Item A.

Outdoor Pool Sand Filter Replacement

Item A.

- ① Background
- ② Funding
- ③ Replacement Details
- ④ Options



Background

Item A.

One of the two Outdoor Pool sand filters has a crack and is slowly leaking water
The sand filter traps debris to assist with cleaning the water before it enters the pool

Due to a repair or patch not being a long-term solution and the filter with the crack being the bottom filter, both filters need to be completely replaced to resolve the issue



Purchasing

- **The sand filter for the pool is only produced by a few companies**

Staff reviewed private options, and ultimately determined that purchasing the filters through an cooperative purchasing agreement on buyboard with Neptune Benson was the most economical solution

Funding

Funding: \$93,879 allocated for replacement of the Outdoor Pool sand filters in the FY 2023 budget

Funds Needed: \$99,667.50

Additional \$5,788.50 will be absorbed through the operating budget



Replacement Details

Item A.



New Filters: Neptune Benson Filters

New sand media will replace existing

This project is estimated to be completed by the end of March 2023 causing no disruption to the outdoor pool season

Options

Item A.

- Recommend as presented
- Deny





Item B.

Brick AC Software & Computer Board Replacement

Park Board - December 8, 2022

Staff Presenter: Jen Basham, Director of Park and Recreation

AC Software & Computer Board Replacement

Item B.

- 1 Background
- 2 Funding
- 3 Replacement Details
- 4 Options



Background

The current AC control software and computer boards at the Brick have been failing for over a year.

The main issue is due to the software not properly communicating with the computer boards in the units.

This issue has caused:

- Inconsistent temperatures
- Difficulty regulating and correcting issues in a timely manner
- Staff to manually open or close valves on several units to make adjustments



Funding

Item B.

Funding: \$500,000 allocated for replacement of the AC software in the FY 2023 budget

Identified the current software and computer boards are failing

Funds Needed: \$160,255

- Purchase of new software and computer boards from The Brandt Companies, LLC
- Staff met with multiple HVAC contractors to review computer board and software upgrades. Ultimately Brandt Companies was the selected as the preferred contractor, and is part of a purchasing cooperative



Replacement Details

Item B.

**DISTECH
CONTROLS™**

niagara⁴

New Software: Distech Controls with Niagara 4

Capabilities:

- Direct access to analyze and act on operational data from computer
- Intuitive and customizable interface
- Powerful security
- Notification settings
- Can be serviced by many DFW companies
- 100% open BACnet

Options

Item B.

- Recommend approval as presented
- Deny



Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: December 8, 2022

SUBJECT:

Recommend approval of a contract with The Brandt Companies LLC through a cooperative purchasing agreement with buyboard in the amount of \$160,255 for the purchase of a new AC control software and computer boards for the Burleson Recreation Center. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*

SUMMARY:

The current AC control software and computer boards at the Brick have been failing for over a year. The issues have caused inconsistent temperatures and have made it very difficult to regulate and correct temperature issues in a timely manner. The main issue is due to the software not properly communicating with the computer boards in the units. In order to maintain comfortable temperatures, most of the units require staff to manually open and close the valves. Staff met with multiple contractors to discuss solutions and ultimately determined that Brandt Companies provided the most cost effective viable solution.

This project was approved as an FY 22-23 capital improvement project for \$500,000, the final cost came in under budget at \$160, 255. Staff is seeking to correct this issue by installing the new software Niagara 4 along with new computer boards for each unit. This software will give us the capability to make adjustments to individual preset zones all through the online system. It will also have a notification system that will alert staff when there is a malfunction. During this installation, all AC units, valves, dampers, sensors, etc. will be checked and recommended for replacement as needed.

OPTIONS:

- 1) Recommend as presented
- 2) Deny

RECOMMENDATION:

Staff recommendation is approving the purchase of the new AC software and computer boards from The Brandt Companies LLC.

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

This supplemental request was approved for FY 22-23.

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name: 4B

Full Account #s:

Amount: \$160,255

Project (if applicable):

Financial Consideration

STAFF CONTACT:

Jen Basham

Director of Parks and Recreation

jbasham@burlesontx.com

817-426-9201

Hidden Creek Golf Course Fertilizer and Chemical PO FY 2023

Park Board, December 8, 2022

Staff Presenter: Jen Basham, Director-Parks and Recreation

Background

- Hidden Creek Golf Course uses fertilizers, fungicides, herbicides, and other chemicals to promote healthy turf grass and control unwanted weeds.
- Pre-booking chemicals and fertilizers will allow the golf course to “lock in” rates and qualify for manufacturer rebates at the end of the year. Rebates can range from 3% to 10% depending on product and manufacturer.
- The golf course is funded for \$55,000 in fertilizer and \$35,000 in chemicals for FY 2023
- Purchases will be a combination of Buyboard, Sole Source, and Agency Pricing. Agency pricing is a price that the manufacturer sets regardless of distributor.

Simplot Turf and Horticulture

Item C.

- Hidden Creek Golf Course has developed a successful relationship with Simplot Turf and Horticulture after our prior vendor failed to provide adequate service.
- **Agency Chemicals**
 - Lexicon
 - Exteris stressgard
 - Signature Extra
 - Revolver
 - Primo
- **Sole Source Fertilizers**
 - Performance Pack Greens Fertilizers
 - Galaxy one Fertilizers

Staff Recommendation

Item C.



Award purchase contract to Simplot Turf and Horticulture utilizing Sole Source, Agency and Buyboard contract # 611-20 in an amount not to exceed \$90,000

Funding:

- Fertilizer in the amount of \$55,000
- Chemical in the amount of \$35,000
- Total Combined Amount: \$90,000

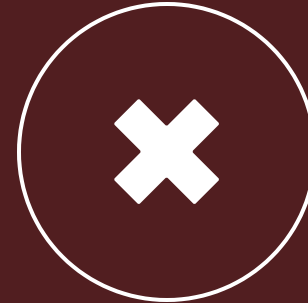
Options

Item C.

Staff Recommendation



Recommend approval of a contract with
Simplot Turf and Horticulture in an
amount not to exceed \$90,000



Deny contract with Simplot Turf and
Horticulture in an amount not to exceed
\$90,000

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director Parks and Recreation

MEETING: December 8, 2022

SUBJECT:

Consider recommending approval of a contract with Simplot Turf and Horticulture for the purchase of fertilizer and chemicals used for maintaining the golf course greens, tees and fairways of Hidden Creek Golf Course in the amount not to exceed \$90,000.

SUMMARY:

The golf course uses fertilizers, fungicides, and herbicides to promote healthy turf grass and to control unwanted weeds and fungus growth on the greens. Purchases will be a combination of Sole Source (Simplot is the only company that makes that mix), Agency pricing (manufacturer sets the price regardless of distributor) and Buyboard contract #611-20. The golf course has an annual budget of \$90,000 and is able to lock in pricing by early ordering fertilizers and chemicals. Additionally, manufacturers offer rebates of 3% to 10% for early ordering.

OPTIONS:

- 1) Recommend approving contract with Simplot Turf and Horticulture for the purchase of fertilizers and chemicals
- 2) Deny approving contract with Simplot Turf and Horticulture for the purchase of fertilizers and chemicals.

RECOMMENDATION:

Staff recommends approving a contract with Simplot Turf and Horticulture for the purchase of fertilizers and chemicals not to exceed \$90,000.

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name

Fund Account #'s: 402-8013-521-60-27 and 402-8013-521-65-03

Amount: \$90,000

STAFF CONTACT:

Jen Basham
Director

Parks and Recreation
jbasham@burlesontx.com
817-426-9201

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: December 8, 2022

SUBJECT:

Recommend approval of an ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$600,900 for various projects at Hidden Creek Golf Course. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

SUMMARY:

Hidden Creek Golf Course has been working to repair deferred maintenance items along the course. Many improvements have occurred over the past year. Staff has developed a five year capital improvement plan to address long term capital needs at the course. A request has been made to staff to bring forward an item for council consideration to advance funds for various deferred maintenance items in the capital plan.

Projects include:

Consolidating the 5 year bunker replacement plan to 1

Add projects to repair drainage issues throughout the course

Add additional funds to the operating budget for repairs to the cart path

Add a blade aerator to break up compacted soil along fairways and greens to ensure that nutrients can be absorbed into soil

The total request for the amendment is \$600,900 and will be funded through 4B.

OPTIONS:

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

RECOMMENDATION:

Staff recommends proceeding with all amendments as presented.

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

NA

FISCAL IMPACT:

\$600,900

STAFF CONTACT:

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

Hidden Creek Golf Course Budget Amendment

Staff Presenter: Jen Basham, Director of Parks and Recreation
Park Board: December 8, 2022

Amendment Outline

- Hidden Creek Golf Course has been working to repair deferred maintenance items along the course. Many improvements have occurred over the past year
 - Irrigation pump station and pumphouse replacement
 - Well repair
 - Practice Bunker
 - Range improvements
 - Tree clean up along fairways
 - Aeration of greens and fairways
 - Repair of over 1,000 irrigation heads
 - Clubhouse renovation
- Staff has developed a five year CIP to address long term capital needs for the golf course
 - A request has been made to staff to bring forward an item for council consideration to advance funds for various deferred maintenance projects in the capital plan
 - Consolidate 5 year plan to replace bunkers to a 1 year plan
 - Add project to repair drainage and safety concerns on multiple holes
 - Add additional funds to repair cart path
 - Add a blade aerator to break up compacted soil along fairways to ensure that nutrients can be absorbed into soil

Bunkers

Item D.

- Replacement of all bunkers with new bunker system that removes liners and adds a porous gravel that is stabilized with a material, and covered in premier play sand

This updated system will allow better drainage of the bunkers, decrease downtime after a rain event, and have a longer life span than the current liners that have exceeded their lifespan

- An request for bid was issued with 4 respondents

Staff is requesting that City Council authorize a contract with Fleetwood Services in the amount of \$301,460 plus 10% contingency and is estimated to be complete March 31, 2023



CURRENT HOLE 18 AFTER
RAIN



CURRENT PRACTICE
BUNKER WITH NEW
SYSTEM INSTALLED AFTER
RAIN

Drainage

Item D.

- Drainage in multiple areas has created undermining of the cart path, sitting water, and erosion of the fairways. Public works is managing the following projects
 - Plastic drainage pipe across the 9th fairway (determined no need to remove and reinstall/replace, but significant channel work on either end)
 - Drainage near the 5th green
 - Installing headwall along hole 16 (near IH35W)
 - Installing a headwall on the 2nd fairway (near the irrigation pump building)
- Project cost estimated at \$145,000
 - Public works is finalizing the action plan and a timeline for repairs will be made once finalized



UNDERMINED CART PATH
AND DRAINAGE



DRAINAGE ACROSS
FAIRWAY

Cart Path Repairs

Item D.

- Staff began budgeting \$10,000 annually for replacement of sections of cart path

Staff has identified the most egregious sections of path that have failed and is requesting funding to address these sections

Areas of repair

Hole #3 – 60 linear feet remove and replace (330 square feet)

Hole #4 – 150 linear feet new with curb @ green (600 square feet)

Hole #7 – 314 linear feet remove and replace with 30 feet curb (1884 square feet)

Hole #8 – 305 linear feet remove and replace with 305 feet curb (2440 square feet)

Hole #11 – 18 linear feet remove and replace with 18 feet curb (108 square feet)

Hole #16 – 75 linear feet remove and replace (450 square feet)

Hole #17 – 115 linear feet remove and replace (690 square feet)

Hole #18 – 575 linear feet remove and replace with 170 feet curb (3450 square feet)

- Project cost estimated at \$100,000

Staff will work with existing concrete contractor to complete the work



CART PATH HOLE 7

Fairway Shockwave Aerator

Item D.

- Staff completed multiple soil sample tests throughout the summer and found that the soil throughout the course on fairways and greens are not absorbing nutrients. This is partially due to compaction over time.
- Purchase cost \$24,294
This amount is below council threshold and would be authorized administratively. Staff will work with fleet services for the purchase of this piece of equipment



Project Totals

Item D.

- Bunkers-\$301,460
- Drainage- \$145,000
- Cart Path Repairs-\$100,000
- Fairway Shockwave Aerator-\$24,294
- Total Amendment Requested-\$570,754



Golf Fund – Budget Presentation

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Revenues	\$ 1,555,639	\$ 1,754,560	\$ 1,807,000	\$ 1,861,075	\$ 1,916,772	\$ 1,974,140	\$ 2,033,230
4B Subsidy Transfer	\$ 722,190	\$ 678,698	\$ 445,431	\$ 483,624	\$ 655,394	\$ 631,663	\$ 899,594
4B Debt Transfer	\$ 371,403	\$ 371,403	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -
4B Adm Transfer	\$ 124,125	\$ 124,125	\$ 285,683	\$ 294,253	\$ 303,081	\$ 312,174	\$ 321,539
Total Revenues	\$ 2,773,357	\$ 2,928,786	\$ 2,914,200	\$ 3,009,484	\$ 3,257,455	\$ 2,917,977	\$ 3,254,363
Personnel	\$ 1,170,675	\$ 1,182,374	\$ 1,221,802	\$ 1,267,024	\$ 1,313,971	\$ 1,362,710	\$ 1,413,311
Other expenditures	\$ 1,602,682	\$ 1,746,412	\$ 1,692,398	\$ 1,742,460	\$ 1,943,484	\$ 1,555,267	\$ 1,841,052
Total Expenditures	\$ 2,773,357	\$ 2,928,786	\$ 2,914,200	\$ 3,009,484	\$ 3,257,455	\$ 2,917,977	\$ 3,254,363
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% Self Sustaining	56%	60%	62%	62%	59%	68%	62%

* Golf fund operating with a zero fund balance based on 4B subsidy

Golf Fund – Updated

	FY 21-22 Unaudited YTD	FY 21-22 Estimate	FY 22-23 Budget	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Revenues	\$ 1,931,271	\$ 1,754,560	\$ 1,807,000	\$ 1,988,148	\$ 1,861,075	\$ 1,916,772	\$ 1,974,140	\$ 2,033,230
4B Subsidy Transfer	\$ 432,525	\$ 678,698	\$ 445,431	\$ 839,283	\$ 483,624	\$ 594,644	\$ 600,863	\$ 865,594
4B Debt Transfer	\$ 371,403	\$ 371,403	\$ 376,086	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -
4B Adm Transfer	\$ 124,125	\$ 124,125	\$ 285,683	\$ 285,683	\$ 294,253	\$ 303,081	\$ 312,174	\$ 321,539
Total Revenues	\$ 2,859,324	\$ 2,928,786	\$ 2,914,200	\$ 3,489,200	\$ 3,009,484	\$ 3,196,705	\$ 2,887,177	\$ 3,220,363
Personnel	\$ 1,215,160	\$ 1,182,374	\$ 1,221,802	\$ 1,221,802	\$ 1,267,024	\$ 1,313,971	\$ 1,362,710	\$ 1,413,311
Other expenditures	\$ 1,644,164	\$ 1,746,412	\$ 1,692,398	\$ 2,267,398	\$ 1,742,460	\$ 1,882,734	\$ 1,524,467	\$ 1,807,052
Total Expenditures	\$ 2,859,324	\$ 2,928,786	\$ 2,914,200	\$ 3,489,200	\$ 3,009,484	\$ 3,196,705	\$ 2,887,177	\$ 3,220,363
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% Self Sustaining	68%	60%	62%	57%	62%	60%	68%	63%

4B Financial Overview – Budget Presentation

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
Beginning Fund Balance	\$ 4,158,317	\$ 4,941,248	\$ 5,547,016	\$ 3,722,488	\$ 3,482,143	\$ 2,834,054	\$ 2,559,393
Sales Tax Revenue	\$ 6,128,500	\$ 6,910,034	\$ 7,117,335	\$ 7,330,855	\$ 7,550,781	\$ 7,777,304	\$ 8,010,623
Other Revenues	\$ 15,000	\$ 15,000	\$ 70,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Revenues	\$ 6,143,500	\$ 6,925,034	\$ 7,187,335	\$ 7,410,855	\$ 7,625,781	\$ 7,852,304	\$ 8,085,623
Debt Service	\$ 1,393,675	\$ 1,393,675	\$ 1,390,800	\$ 2,782,888	\$ 3,177,475	\$ 3,325,075	\$ 3,261,100
Golf Course Debt	\$ 371,403	\$ 371,403	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -
Golf Transfer	\$ 846,315	\$ 802,823	\$ 728,544	\$ 775,539	\$ 956,067	\$ 941,357	\$ 1,218,578
PPF Transfer	\$ 2,715,418	\$ 2,706,031	\$ 3,130,479	\$ 2,823,352	\$ 2,782,940	\$ 2,847,712	\$ 3,212,834
Other Expenditures	\$ 1,082,288	\$ 1,045,334	\$ 3,385,954	\$ 898,889	\$ 975,179	\$ 1,012,822	\$ 1,016,048
Total Expenditures	\$ 6,409,099	\$ 6,319,266	\$ 9,011,863	\$ 7,651,200	\$ 8,273,869	\$ 8,126,965	\$ 8,708,560
Change in Fund Balance	\$ (265,599)	\$ 605,768	\$ (1,824,528)	\$ (240,345)	\$ (648,088)	\$ (274,661)	\$ (622,937)
Ending Fund Balance	\$ 3,892,718	\$ 5,547,016	\$ 3,722,488	\$ 3,482,143	\$ 2,834,054	\$ 2,559,393	\$ 1,936,457
FB % of Expenditure	60.74%	87.78%	41.31%	45.51%	34.25%	31.49%	22.24%

4B Financial Overview – Updated

	FY 21-22 Unaudited YTD	FY 21-22 Estimate	FY 22-23 Budget	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
Beginning Fund Balance	\$ 4,941,248	\$ 4,941,248	\$ 5,547,016	\$ 6,668,293	\$ 4,494,289	\$ 4,299,961	\$ 3,760,020	\$ 3,564,978
Sales Tax Revenue	\$ 6,955,613	\$ 6,910,034	\$ 7,117,335	\$ 7,164,281	\$ 7,379,210	\$ 7,600,586	\$ 7,828,604	\$ 8,063,462
Other Revenues	\$ 36,548	\$ 15,000	\$ 70,000	\$ 70,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Revenues	\$ 6,992,161	\$ 6,925,034	\$ 7,187,335	\$ 7,234,281	\$ 7,459,210	\$ 7,675,586	\$ 7,903,604	\$ 8,138,462
Debt Service	\$ 1,038,182	\$ 1,393,675	\$ 1,390,800	\$ 1,390,800	\$ 2,782,888	\$ 3,177,475	\$ 3,325,075	\$ 3,261,100
Golf Course Debt	\$ 371,403	\$ 371,403	\$ 376,086	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -
Golf Transfer	\$ 565,226	\$ 802,823	\$ 731,114	\$ 1,124,966	\$ 777,877	\$ 897,725	\$ 913,037	\$ 1,187,133
PPF Transfer	\$ 2,701,632	\$ 2,706,031	\$ 3,130,479	\$ 3,130,479	\$ 2,823,352	\$ 2,782,940	\$ 2,847,712	\$ 3,212,834
Other Expenditures	\$ 588,673	\$ 1,045,334	\$ 3,385,954	\$ 3,385,954	\$ 898,889	\$ 975,179	\$ 1,012,822	\$ 1,016,048
Total Expenditures	\$ 5,265,116	\$ 6,319,266	\$ 9,014,433	\$ 9,408,285	\$ 7,653,538	\$ 8,215,527	\$ 8,098,645	\$ 8,677,115
Change in Fund Balance	\$ 1,727,045	\$ 605,768	\$ (1,827,098)	\$ (2,174,004)	\$ (194,329)	\$ (539,941)	\$ (195,042)	\$ (538,653)
Ending Fund Balance	\$ 6,668,293	\$ 5,547,016	\$ 3,719,918	\$ 4,494,289	\$ 4,299,961	\$ 3,760,020	\$ 3,564,978	\$ 3,026,325
FB % of Expenditure	126.65%	87.78%	41.27%	47.77%	56.18%	45.77%	44.02%	34.88%

Option-Budget Amendment

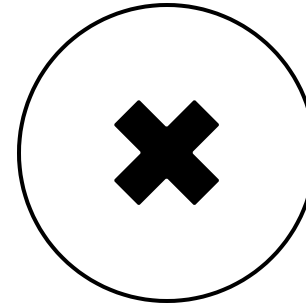
Item D.

Staff Recommendation



Budget Amendment

Recommend approval of an amendment to the budget for Hidden Creek Golf Course in the amount of \$600,900



Do not proceed with amendment

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: December 8, 2022

SUBJECT:

Parks and Recreation Department Updates

SUMMARY:

Updates from each division of Parks and Recreation

STAFF CONTACT:

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

Departmental Updates

Park Board-December 8, 2022

Rec Special Events



Item F.

Upcoming Winter Events and Recaps:

Santa's Breakfast: December 3

Christmas Parade, Tree Lighting, and Drone Show: December 3

Nights of Lights: December 7-10

Christmas on the Farm: December 10

Rec Programs

Item F.



Athletic News:

Current Athletics as of 12/2:

Ongoing: Softball; Men's Basketball; Co-Ed Volleyball begins 12/6

Upcoming Winter Athletics:

Youth Lacrosse



Program News:

Programming Highlight:

Thanksgiving Mini Camp (15 participants - Max)

Upcoming Programming:

Winter Holiday Camps: 27 enrolled as of 12/2



Additional News:

2023 Spring / Summer program preparation has begun. Edition will cover March 2023 - August 2023

Publish Timeline:

Strategic Program Meetings: December 2022

Publish Goal: early February 2023

Russell Farm Art Center

Item F.



Russell Farm Updates:

- Programs/Events:
- Nights of Lights: December 7-10
- Christmas on the Farm: December 10 (new addition: Partnership with BISD to offer holiday theater arts play segment)
- Operations/Projects:
- Winter Maintenance Projects: Partnered with Parks team to complete.
- Strategic Operations and Program Preparation Meetings: December 2022
- Russell Farm webpage/communication enhancements: In-progress

Marketing and Community Engagement

Quick Stats as of 12/2:
Facebook Followers:
14,541
(62 follower increase)

Instagram Followers:
1261
(3 follower increase)

Tik Tok Followers:
973
(31 follower increase)

Constant Contact
Subscribers:
5,143
(8 follower increase)



Facebook Highlight: BTX Off Road Rally

Reach - 12k; Reactions - 61;
Comments - 68; Shares - 28



Tik Tok Highlight: Thor getting fit at the BRiCK

Likes - 22; Views - 564

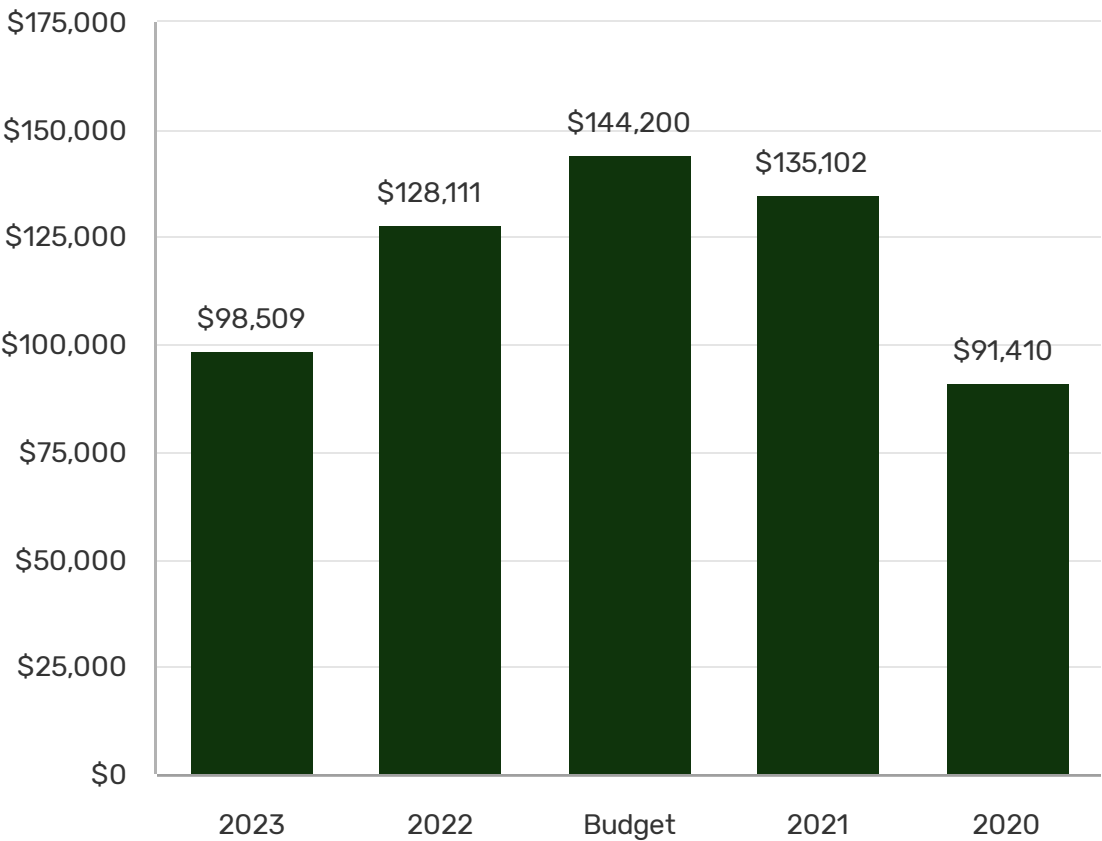
November High Performing Content

BRiCk - Upcoming Projects

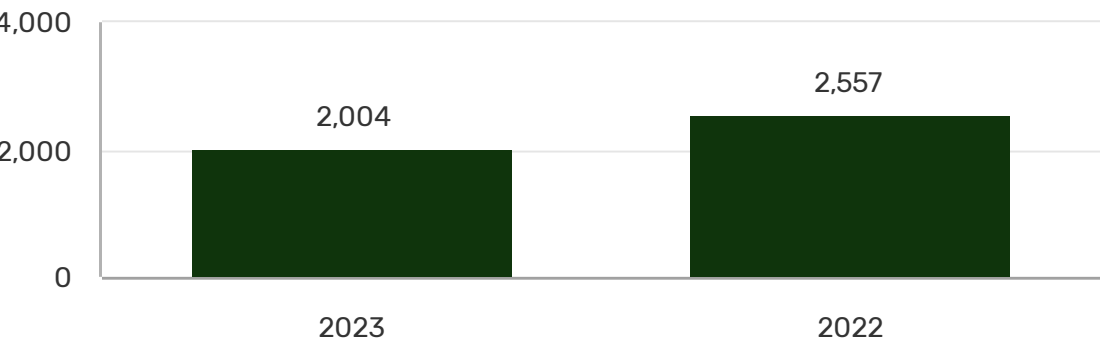
1. Replace lockers in men's locker rooms with locking system for daily use.
2. Upgrade AC system - Going to council 12/12
3. Replace outdoor pool sand filter - Going to council 12/12
4. Lobby redesign and update - Going to council 1/23
5. Outdoor Pool Shade Structures & Furniture - Going to council 1/23
6. Additional office space in admin area - Seeking additional quotes

Golf- November Comparisons

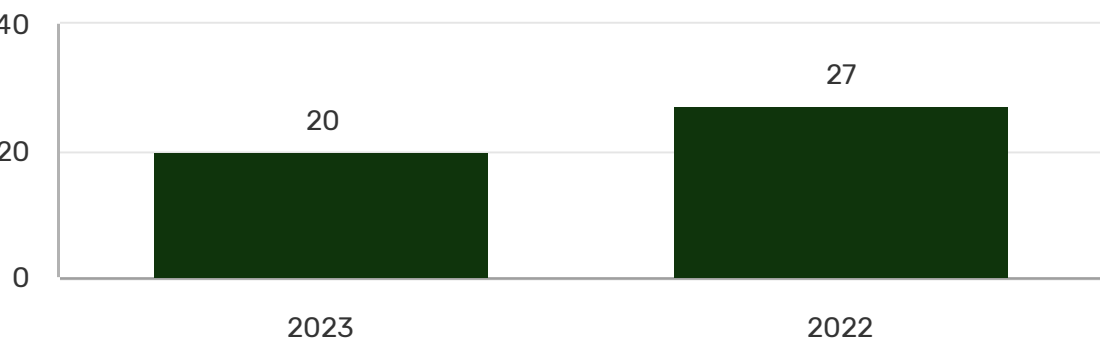
November Revenue



Rounds Played in November

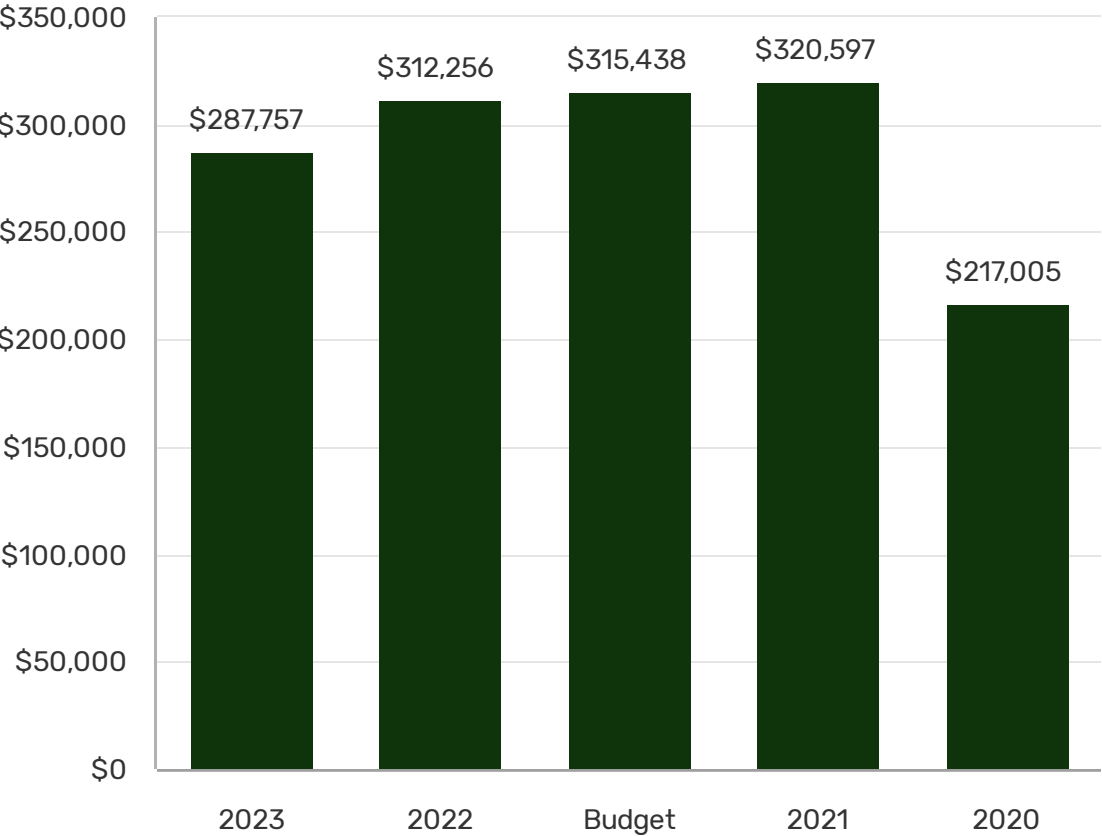


Playable Days

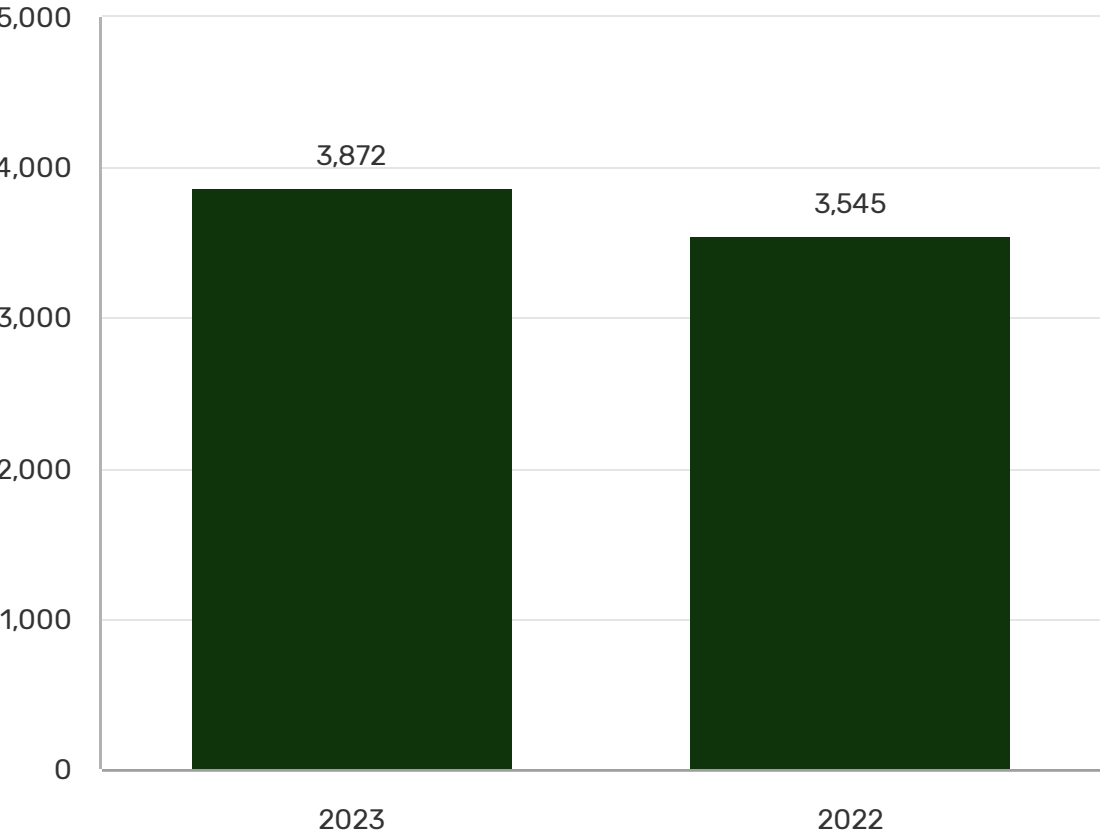


Golf- Year to Date

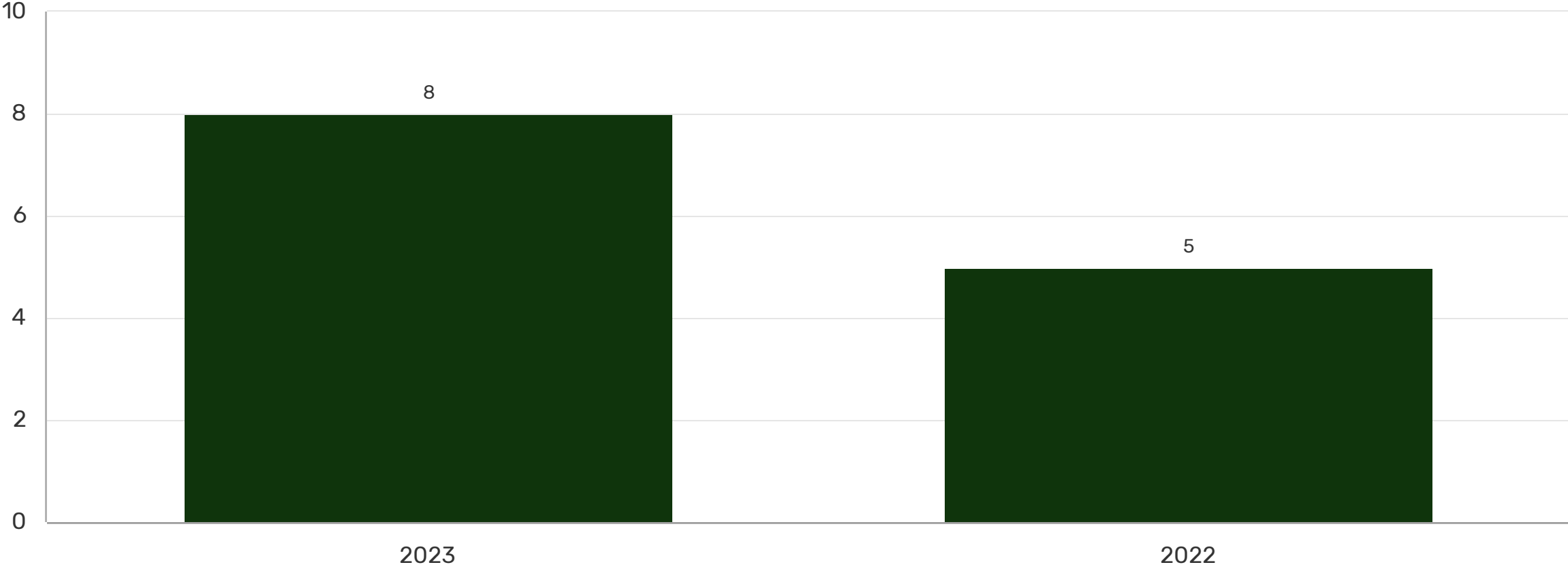
Revenue YTD October -November



Rounds Played YTD October- November



Tournaments YTD

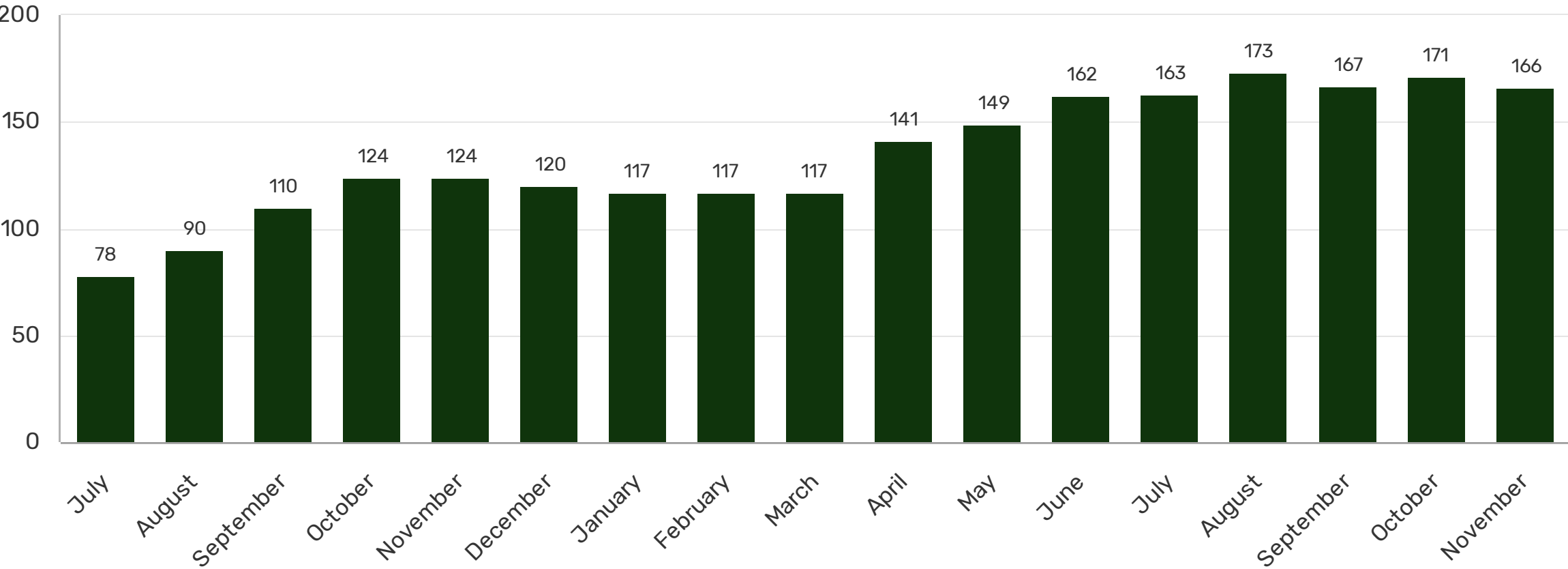


Golf-Memberships

166 Current Members

Item F.

Players Club



Parks - Capital Project Updates



- **Cemetery Expansion:** irrigation complete shelter roof and monument sign under construction. Landscaping underway, fountain and concrete finishes remain.
- **Bailey Lake and Chisenhall Parking Lot Expansions:** 100% plans and project manual complete.
- **Village Creek Trail:** Revised 90% plans underway. Working to acquire easement from Mariposa apartments. Tree planting and irrigation added as additive alternative. Partial construction to begin Summer 2023
- **Bartlett Soccer Complex:** final plans complete. Currently out for construction bid
- **Park Monument Signs:** Neighborhood Park sign design concepts being presented

Parks - Capital Project Updates (Continued)



- **Claudia's Playground:** due to continual delivery delays, installation timelines have extended to late winter 2023
- **Parks Building:** foundation to be poured late November and vertical construction to begin early December.
- **Oak Valley North Park:** estimated to begin playground and amenities installation Spring 2023.
- **Elk Ridge Park:** estimated to begin playground and amenities installation Spring 2023.
- **Wakefield Park:** estimated to begin playground installation Spring 2023

Parks - Capital Project Updates (Continued)

- **Bark Park:** currently researching the option to add lighting to the park
- **Cindy Park Improvements:** new wrought iron fence with mow strip installation **COMPLETE**
- **Clark Park:** revised construction documents complete and will be bid by City.
- **Chisenhall Fields:** reviewing installation options for synthetic surfacing for Arabian Field.
- **City Gateway Signage:** initial renderings under review.
- **Shannon Creek:** Council approved phased approach beginning with nature-based components and infrastructure



November Parks by the Numbers

Item F.



28

**PLAYGROUNDS
INSPECTIONS - 1 FAILURE
IDENTIFIED AND REPAIRED**

**Litter Abatement on Parks,
Athletic Fields, and ROWs**



**21,780
Pounds of
Litter
Removed**



**8
SYSTEM CHECKS
PERFORMED**

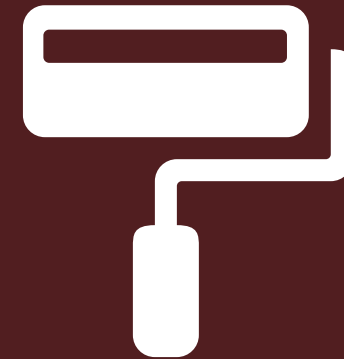
11

**IRRIGATION
REPAIRS MADE**



**ANNUAL TREE
PRUNINGS**

6 SITES COMPLETED



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

November Parks by the Numbers

Item F.



6

**Landscape improvements
and seasonal color change
projects completed**

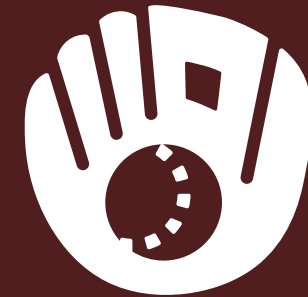
**Parks and ROW Acres
Mowed**



684 Acres



**30 Athletic Field
Mowings Performed**



**8 ATHLETIC FIELD
GROOMINGS and
MARKINGS
PERFORMED**



2

**Bur oak trees
planted at Cindy
Park**





Feedback?

Park Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: December 8, 2022

SUBJECT:

December Programming Calendar

SUMMARY:

Attached

OPTIONS:

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Jen Basham
Director
jbasham@burlesontx.com
817-426-9201

RECREATION PROGRAMS CALENDAR

2022 DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Adult Flag Football Adult Softball Men's E	2 Junior Master Gardener Old Town Picture Show Adult Softball Co-Ed E	3 Santa's Breakfast Christmas in BTX
4	5 Adult Softball Co-Ed D/E Adult Basketball Sports 101	6 CO-ED Volleyball Women's Self Defense Adult Softball Mens E/Mens Church E	7 Nights of Lights Teen Open Play	8 Adult Flag Football Nights of Lights Adult Softball Men's E	9 Nights of Lights Adult Softball Co-Ed E	10 Nights of Lights Drop - N-Shop Christmas on the Farm
11	12 Sports 101 Adult Softball Co-Ed D/E Adult Basketball	13 CO-ED Volleyball Adult Softball Mens E/Mens Church E	14 Teen Open Play	15 Adult Flag Football Adult Softball Men's E	16 Parents Night Out Adult Softball Co-Ed E	17 Christmas Canvas Painting
18	19 Adult Basketball Winter Fun Camp Sports 101 Adult Softball Co-Ed D/E	20 Adult Softball Mens E/Mens Church E Winter Fun Camp CO-ED Volleyball	21 Teen Open Play Winter Fun Camp	22 Cookie Decorating Adult Softball Men's E Adult Flag Football	23 Parents Day Out/Holiday Art Day Adult Softball Co-Ed E	24
25	26 Adult Basketball Winter Fun Camp Sports 101 Adult Softball Co-Ed D/E	27 Winter Fun Camp CO-ED Volleyball Adult Softball Mens E/Mens Church E	28 Teen Open Play Winter Fun Camp	29 Adult Flag Football Adult Softball Men's E Winter Fun Camp	30 Adult Softball Co-Ed E Winter Fun Camp	31

BRICK CLOSED CHRISTMAS DAY