



**City Council
Special Work Session Agenda**

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

Monday, June 6, 2022

Live Stream at
<https://www.burlesontx.com/880/Streaming-Video>

Council Chambers

2:00 P.M. WORK SESSION

1. **CALL TO ORDER**

2. **REPORTS AND PRESENTATIONS**

- A. Receive a report, hold a discussion, and provide staff direction regarding the update to the Zoning Ordinance and the Comprehensive Plan Midpoint 2020 update. (*Staff Presenter: Tony McIlwain, Director of Development Services*)

Attachments

Staff Memo
Presentation

- B. Receive a report and hold a discussion on local government zoning, development, and land use laws and regulations. (*Staff Presenter: Allen Taylor, City Attorney*)

Attachments

Department Memo

- C. Receive a report, hold a discussion and give staff direction regarding an operational overview and proposed FY22-23 budget for the Neighborhood Services Department. (*Staff Presenter: Lisa Duello, Neighborhood Services Director*)

Attachments

Department memo
Presentation

3. **CITIZEN APPEARANCES**

Other than public hearings and items listed on the posted agenda, citizens in attendance who desire to speak to City Council may speak during this section.

Speakers in attendance: Each person will be allowed three (3) minutes to speak and will not be interrupted by City Council or staff. If you would like to speak, please fill out a speaker card and give the completed card to the City Secretary prior to addressing City Council.

Speakers not in attendance: Each person must fill out an online speaker card. Online speaker cards will be for items posted on the agenda only and must be submitted 30 minutes prior to the posted start time of the meeting. Online speaker cards will be read aloud by the City Secretary at the time the item is presented. Online speaker cards can be found on the city's website, www.burlesontx.com on the [agenda/notices page](#).

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

4. **RECESS INTO EXECUTIVE SESSION**

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

- A. **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**
- B. **Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072**
- C. **Deliberation regarding a negotiated contract for a prospective gift or donation to the state or the governmental body Pursuant to Section 551.073**
- D. **Personnel Matters Pursuant to Section 551.074**
- E. **Deliberation regarding (1) the deployment, or specific occasions for implementation of security personnel or devices; or (2) a security audit Pursuant to Sec. 551.076**
- F. **Deliberation Regarding Commercial or Financial Information Received from or the Offer of a Financial or Other Incentive made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is conducting Economic Development Negotiations Pursuant to Section 551.087**
- G. **Pursuant to Sec. 418.183(f), deliberation of information related to managing emergencies and disasters including those caused by terroristic acts (must be tape recorded)**

CERTIFICATE

I hereby certify that the above agenda was posted on this the **1st of June 2022, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

Amanda Campos
City Secretary



ACCESSIBILITY STATEMENT

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



City of Burleson

City Council

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

AGENDA INFORMATION SHEET

DEPARTMENT: Development Services
DIRECTOR: Tony McIlwain
DATE: 06/06/2022

SUBJECT

Receive a report, hold a discussion, and provide staff direction regarding the update to the Zoning Ordinance and the Comprehensive Plan Midpoint 2020 update. (*Staff Presenter: Tony McIlwain, Director of Development Services*)

Attachments

Staff Memo
Presentation

Respectfully submitted:

Tony McIlwain
Development Services Director
817-246-9684

DEPARTMENT MEMO

DEPARTMENT: Development Services
FROM: Tony McIlwain, Development Services Director
MEETING: June 6 2022

SUBJECT

Receive a report, hold a discussion, and provide staff direction regarding the update to the Zoning ordinance and the Comprehensive Plan Midpoint 2020 update. (Staff Presenter: Tony McIlwain, Director of Development Services)

SUMMARY:

The purpose of this presentation is to provide the City Council a briefing on proposed updates to the City's Zoning Ordinance as well as the *Imagine Burleson 2020 Midpoint Update*. The presentation will provide information and detail in the following areas:

- Overview of the Zoning Ordinance
- Overview of the Midpoint 2020 Update

The City of Burleson's zoning regulations (i.e. Zoning Ordinance) contain land use and development requirements, which are separated into distinct classifications (i.e. zones), on all properties within the municipal boundaries. These zones provide specific standards that govern the purpose of land such as permitted uses, minimum yard sizes, height and bulk regulations, etc. On December 14, 2020, City Council approved a professional service contract with Clarion for an update to the Zoning Ordinance. However, due to unforeseen staff turnover within the Development Services Department, the contract expired before substantial work began.

City staff is in the process of updating the Zoning Ordinance and would like to provide Council with a presentation of work efforts thus far, receive feedback, as well as seek Council's direction on any other zoning ordinance related matters. The proposed updates are exhaustive changes and does not address all elements of the ordinance.

Also on December 14, 2020, the City Council approved the *Imagine Burleson: Comprehensive Plan 2020 Midpoint Update* (at second reading). This planning document is a recalibration of the 2010 Comprehensive Plan and "is intended to provide current guidance regarding the community's vision and values, future land use planning, and updated implementation actions." The Midpoint lists six core values in the areas of mobility, neighborhoods, parks, place-making, economic development and resiliency.

Staff will discuss the role of the 2020 Midpoint Update, its relationship to zoning decisions, land use policies, community character and the effect of the Future Land Use Map.

OPTIONS:

1. Take no action. This presentation is for informational purposes.

RECOMMENDATION:

Staff is requesting Council's feedback and direction of the proposed update to the Zoning Ordinance as well as the Comprehensive Plan's 2020 Midpoint Update.

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

April 4, 2022 – The City Council received a briefing on the Comprehensive Plan and 2020 Midpoint Update

December 14, 2020 – The City Council voted to approve the *Imagine Burleson: Comprehensive Plan 2020 Midpoint Update* and a professional services contract with Clarion for the zoning code update.

FISCAL IMPACT:

None

STAFF CONTACT:

Name:	Tony McIlwain
Department:	Development Services
Email:	tmcilwain@burlesontx.com
Phone:	817-426-9684

Development Services

1

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BURLESON
TEXAS

Zoning Ordinance Update & Comprehensive Plan 2020 Midpoint Update



Imagine Burleson

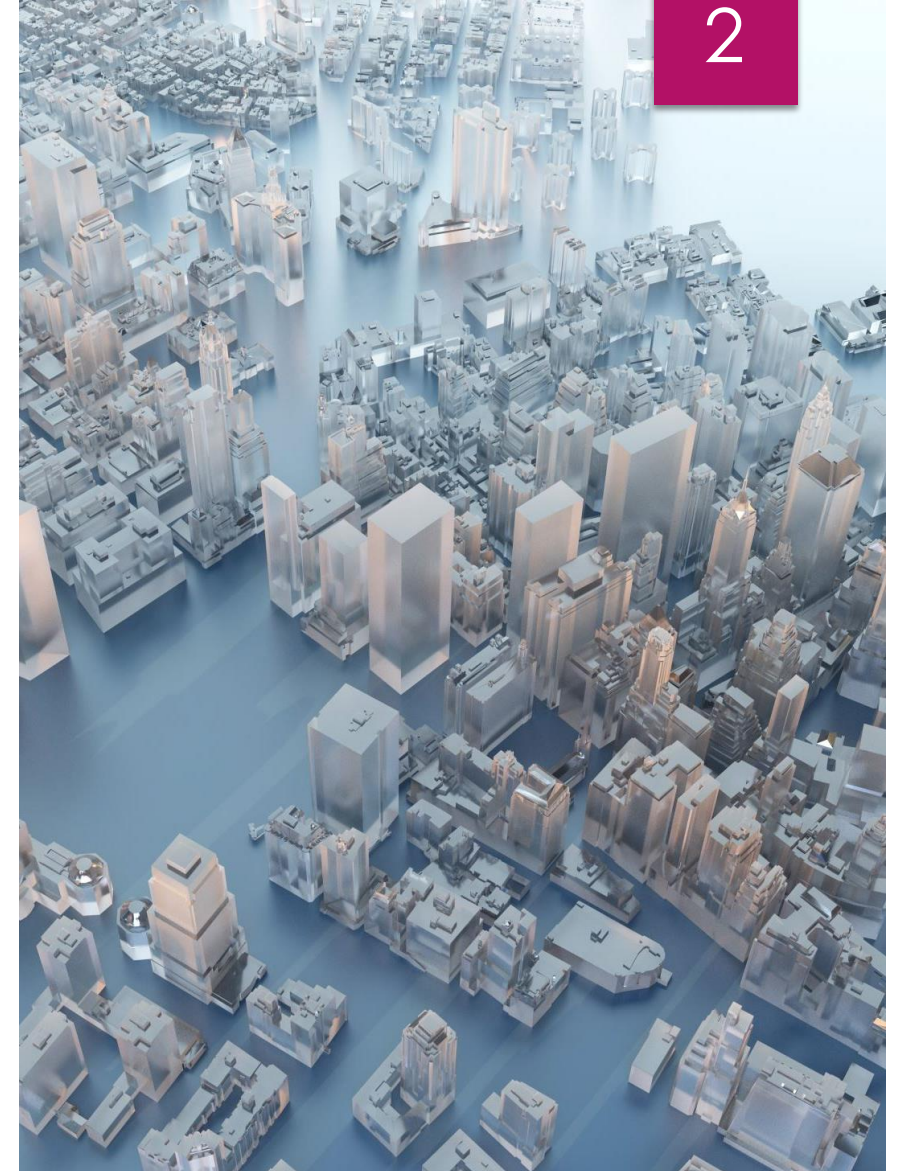
Comprehensive Plan
2020 Midpoint Update



June 6, 2022

Purpose and Scope

- ▶ The purpose of this presentation is to:
- ▶ Provide a briefing on update efforts to the City's Zoning Ordinance
- ▶ Provide a briefing on the City's Comprehensive Plan 2020 Midpoint Update
- ▶ Receive Council feedback and direction



Presentation Elements

- ▶ The City's zoning ordinance provides regulations and standards for various land uses and development
- ▶ The Imagine Burleson Comprehensive Plan Midpoint 2020 Update forms the basis for policy decision, such as development ordinances and short-and long-term action plans)
- ▶ The Future Land Use Map is an exhibit that illustrates recommended land uses throughout the City and is a guide for land use decisions



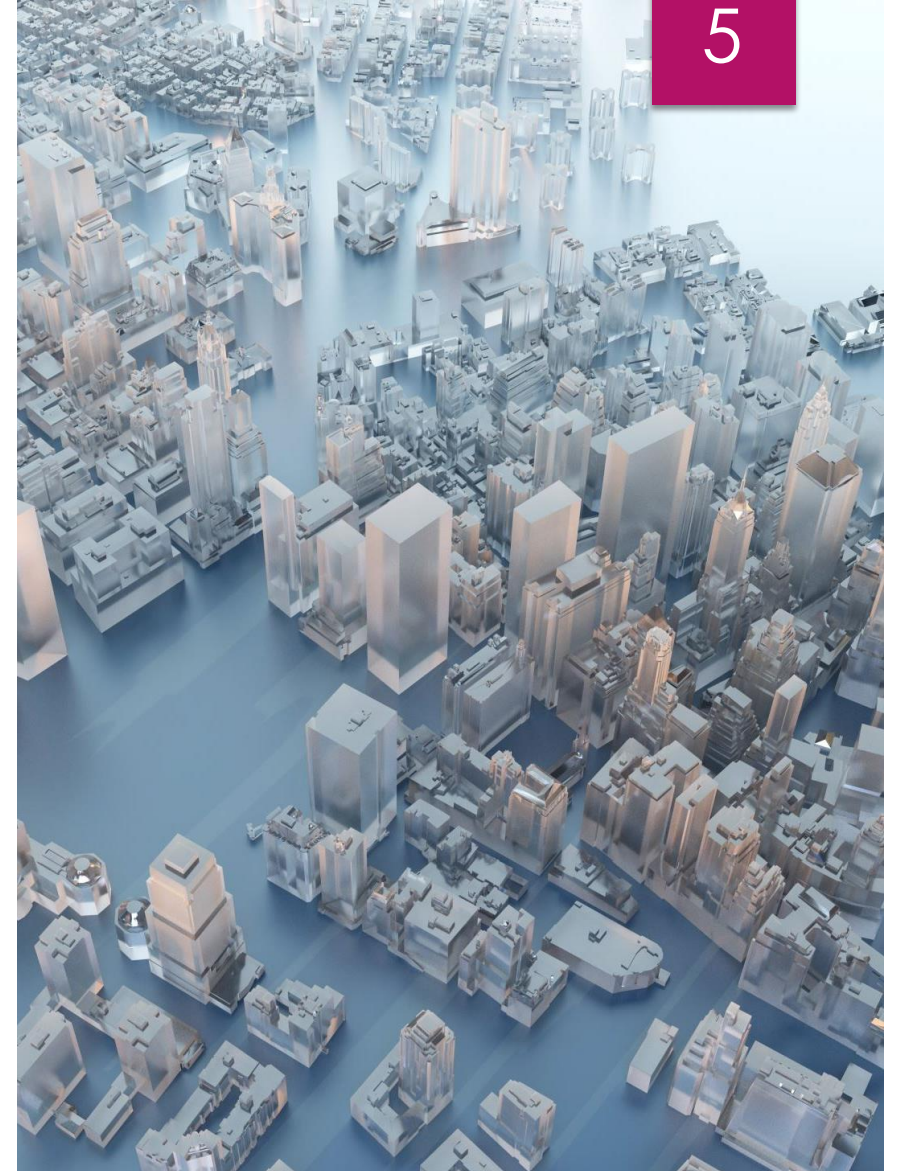
Zoning Ordinance Update

- ▶ City's Zoning Ordinance is contained in Appendix B of the municipal Code of Ordinances
- ▶ Contains land use regulations that are separated into distinct classifications or "zones"
- ▶ Other regulations such as signs (Ch. 63), fences (Ch. 36), trash receptacles (Ch. 86), are not contained in Appendix B



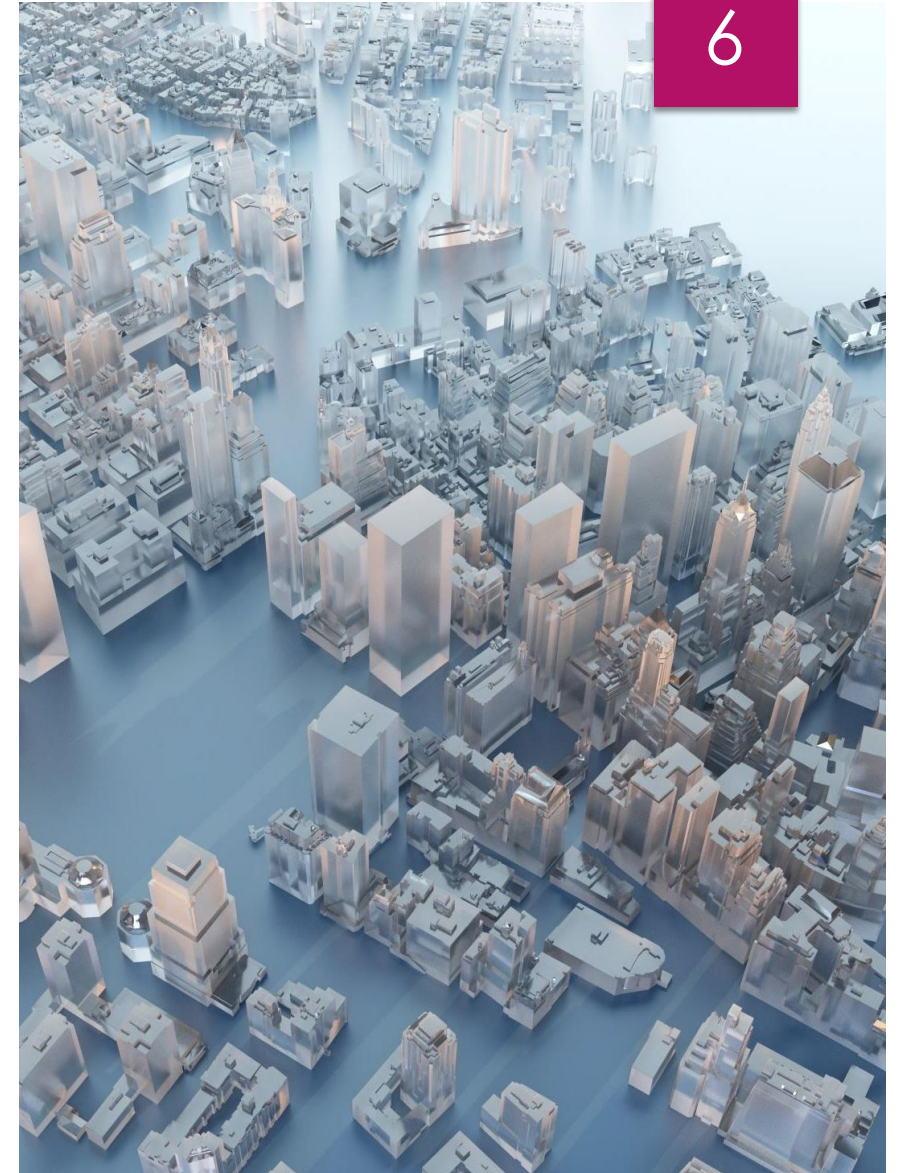
Zoning Ordinance Update

- ▶ Council approved a professional services contract with Clarion to provide an update to the Zoning Ordinance on December 14, 2020
- ▶ Departure of Development Services Director, Assistant Director of Development Services and Deputy City Manager resulted in project delays
- ▶ Contract was for a one-year term and has since expired



Zoning Ordinance Update

- ▶ Clarion completed their Initial Review and Analysis as well as Stakeholder Interviews
- ▶ Data collected by the consultant will be utilized during the update process
- ▶ With the addition of new personnel, staff believes the remaining scope of work can be completed largely in-house
- ▶ Staff will engage a third-party consultant with a portion of the remaining funds from the expired contract to review the updated documents and offer suggested revisions based on Planning best practices



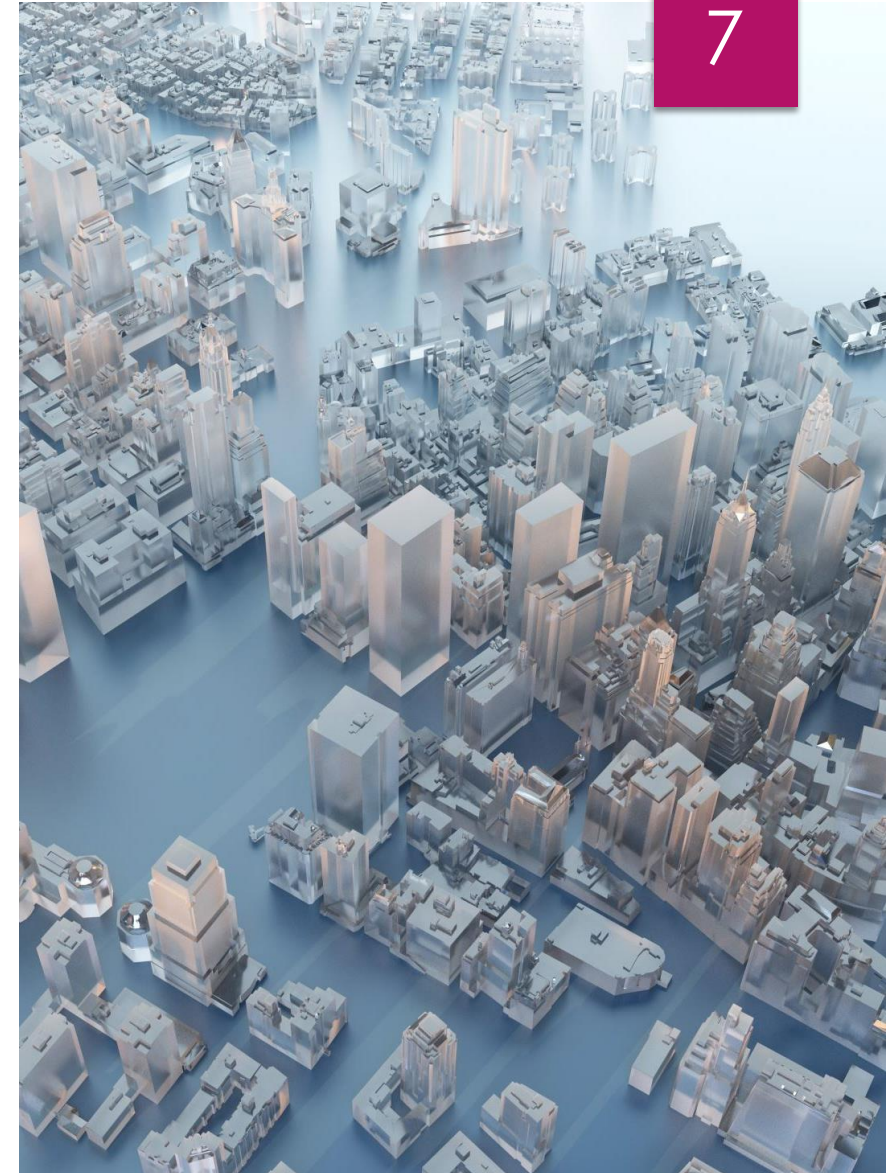
Zoning Ordinance Update

Phase 1 (adoption 12/2022) work efforts include:

- ▶ Revised zoning districts and grouping of land use types into broader use categories
- ▶ Conversion of IH-35 & Business Park overlays and design standards into base zoning districts to simplify the development process for those areas
- ▶ Increased minimum residential lot size and side yard setbacks

Phase 2 (adoption ~ mid-2023) secondary code updates will include items such as:

- ▶ Landscaping (to include trash receptacles)
- ▶ Signage regulations
- ▶ Parking and site plan regulations



Zoning Ordinance Update

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Article 2 – Definitions

- ▶ Updates definition language and removes definitions that are no longer required (i.e., land uses now defined by use categories)
- ▶ Added needed definitions or language to make definitions useful
- ▶ Intent is to reduce the 200+ land uses into a more compact, better-defined list; consolidate similar uses and standards; and reorganize elements of the Ordinance in a more user-friendly manner

A

~~*Accessory building (agricultural).* In an agricultural district, a subordinate building attached or detached, and used for a purpose customarily incidental to the main use.~~

~~*Accessory building (neighborhood services, commercial, business or industry).* In a neighborhood service, commercial, business or industrial district, a subordinate building attached or detached, and used for a purpose customarily incidental to the main structure.~~

~~*Accessory building (residential).* In a residential district, a subordinate building attached or detached and used for a purpose customarily incidental to the main structure, including, but not limited to a private garage for automobile storage, tool house, lath or greenhouse as a hobby (no business), home workshop, children's playhouse, storage house, garden shelter, but not involving the conduct of a business.~~

***Accessory structure.* A structure located on the same premise that is customarily incidental, detached, and subordinate in height, size, and are to the primary structure or use.**

~~*Accessory use*~~ ***or building.*** A use ~~or building subordinate to and that is~~ customarily incidental to the ~~primary use of the main building or to the primary use of the premises,~~ **principal use of land or building(s).**

~~*Accessory use, residential.* A residential use located on the premises with a main residential use.~~

Zoning Ordinance Update

Article 3 – Zoning Districts

- ▶ Adds use categories with examples
- ▶ Reducing & Consolidating the number of zoning districts
- ▶ Updates zoning districts and creates IC, Interstate Commercial, and BP, Business Park Zoning

51-306. Retail Sales and Services

- A. **Characteristics.** Retail Sales and Service firms are involved in the sale, lease or rent of new or used products to the general public. They may also provide personal services or entertainment, or provide product repair or services for consumer and business goods.
- B. **Accessory Uses.** Accessory uses may include offices, storage of goods, manufacture or repackaging of goods for on-site sale, and parking.
- C. **Examples.** Examples include uses from the four subgroups listed below:
 - 1. **Sales-oriented:** Stores selling, leasing, or renting consumer, home, and business goods including art, art supplies, bicycles, clothing, dry goods, electronic equipment, fabric, furniture, garden supplies, gifts, groceries, hardware, home improvements, household products, jewelry, pets, pet food, pharmaceuticals, plants, printed material, stationery, and videos; food sales, and sales or leasing of consumer vehicles including passenger vehicles, motorcycles, light and medium trucks, and other recreational vehicles. |
 - 2. **Personal service-oriented:** Branch banks; urgency medical care; laundromats; photographic studios; photocopy and blueprint services; hair, tanning, and personal care services; business, martial arts, and other trade schools; dance or music classes; taxidermists; mortuaries; veterinarians; kennels limited to boarding, with no breeding; and animal grooming.

Section 78. C, commercial district.

78-100. Purpose. The C, commercial district is established to accommodate the "heavier than retail sales and service uses" such as automobile sales and building material sales yards. Generally, the C, commercial district, is near highways, major thoroughfares, or railroad locations. Care is required in locating the C, commercial district, in close proximity to residential areas because of the heavier nature of the uses and the vehicular traffic which they tend to generate.

78-105. Primary uses allowed. In the C, commercial district no building or land shall be used and no building constructed, reconstructed, altered or enlarged, unless otherwise provided in this ordinance, except for one or more of the following uses:

- (a) Primary uses allowed:

Retail Sales and Services	Quick Vehicle Service	Basic Utilities
Commercial Outdoor Recreation	Major Event Entertainment	Colleges
Office, Traditional	Parks and Open Spaces	Community Services
Religious Institutions		

Airport or landing field

Amusement, commercial (outdoor)

Antique shop

Art supply store

Art gallery or museum

Auto glass, seat cover, muffler shop

Auto laundry/carwash

Auto, new used auto sales, outdoors

Auto painting or body shop

Auto parts and accessory sales (No outside storage)

Auto parts sales and accessory sales (with outside storage)

Auto repair garage

Auto sales or auction

Automotive fuel sales

Batting cages

Bakery or retail confectionery

Bakery or wholesale candy

Bottling works

Building materials sales

Bus station or terminal

Cabinet and upholstery shop

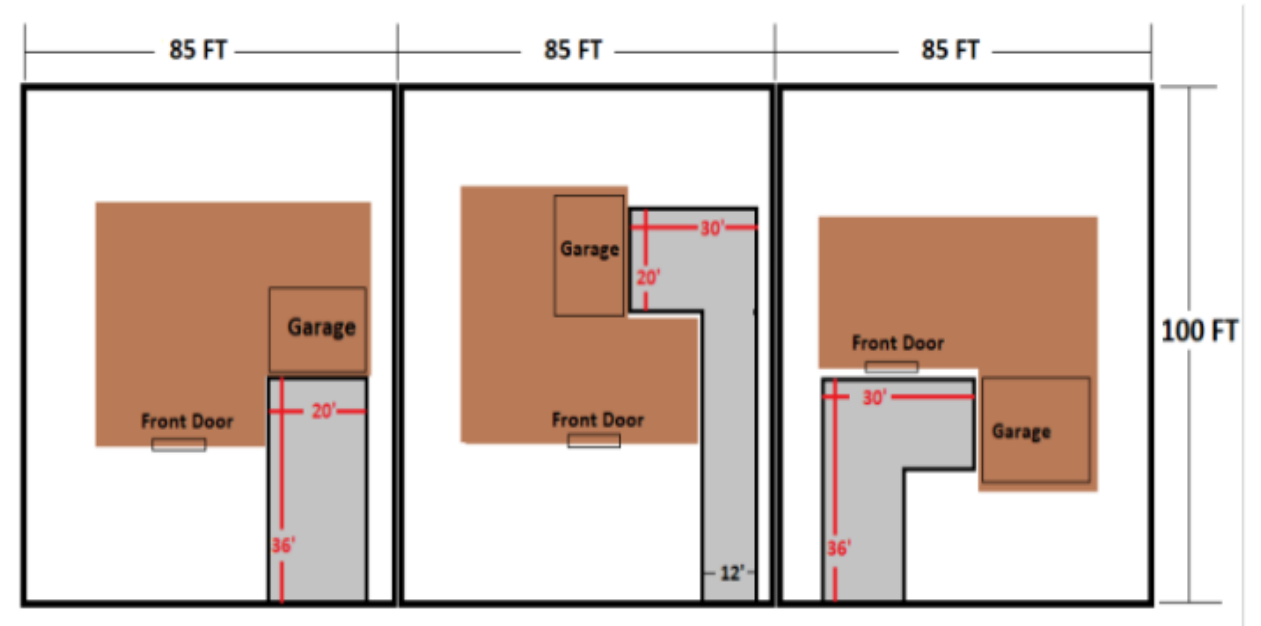
Zoning Ordinance Update

- ▶ Residential densities have been voiced repeatedly by concerned residents during the course of public hearings related to zoning requests
- ▶ In an effort to mitigate those concerns, staff is proposing changes to the SF7 zoning district
- ▶ Minimum densities proposed are in line with peer cities



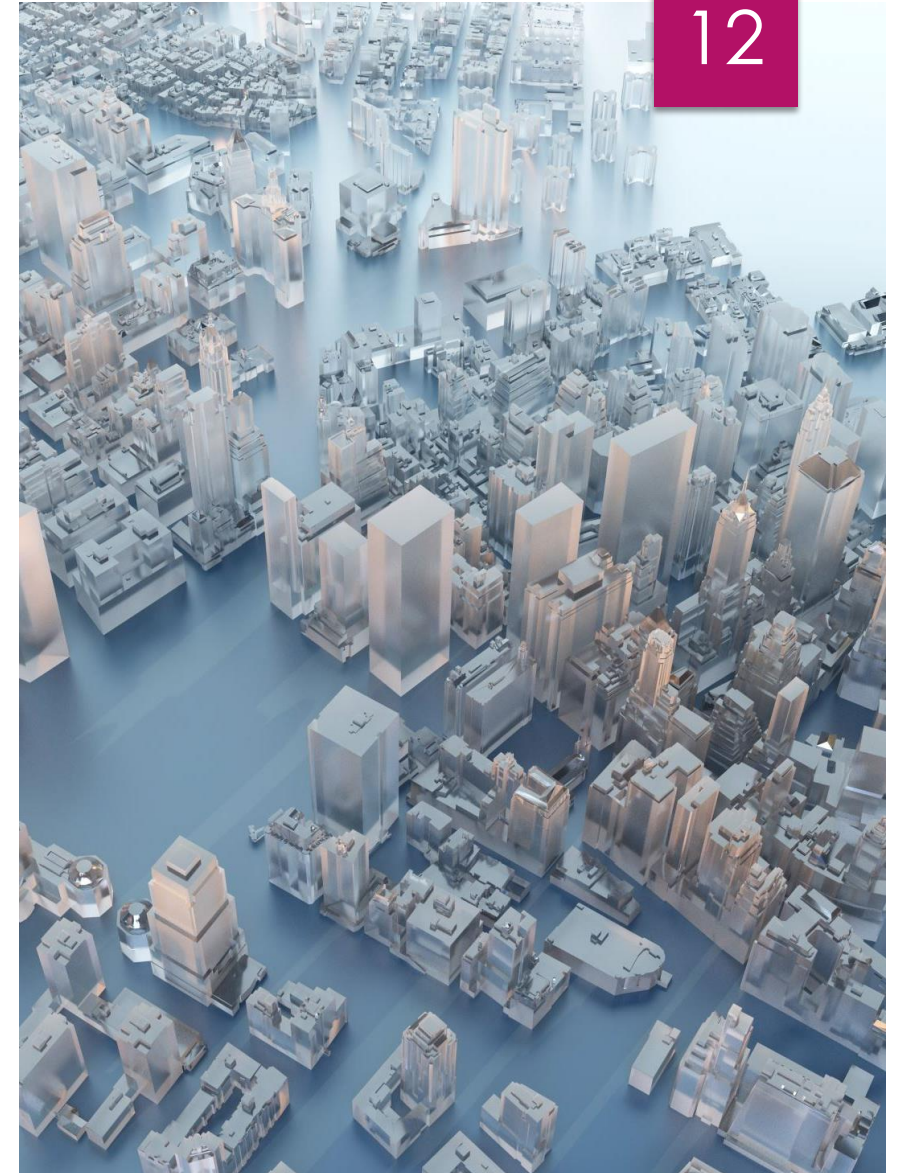
Zoning Ordinance Update

- ▶ Proposed minimum single family lot size increase from 7,000 square feet to of 8,500 square feet
- ▶ Intent is to lessen density and assist with increased yard area for necessary easements
- ▶ Reconfigured garage/driveway proposal is to increase off street parking capacity



Zoning Ordinance Update

- ▶ Revises PD, Planned Development language and expectations
- ▶ Must provide benefit to the public, such as community open space or vertical mixed-use components
- ▶ PD zoning must further goals of the Comprehensive Plan



Feedback from Council

- ▶ Proposed changes are primarily staff-identified revisions
- ▶ Seeking Council's direction for any other changes
- ▶ What are some characteristics you would like to see in future residential neighborhoods?
- ▶ Should we explore an entertainment district and associated uses?
- ▶ What type of future development do you envision occurring along Chisholm Trail Parkway?
- ▶ What are your thoughts regarding allowing accessory dwelling units by right in single-family zoned neighborhoods?



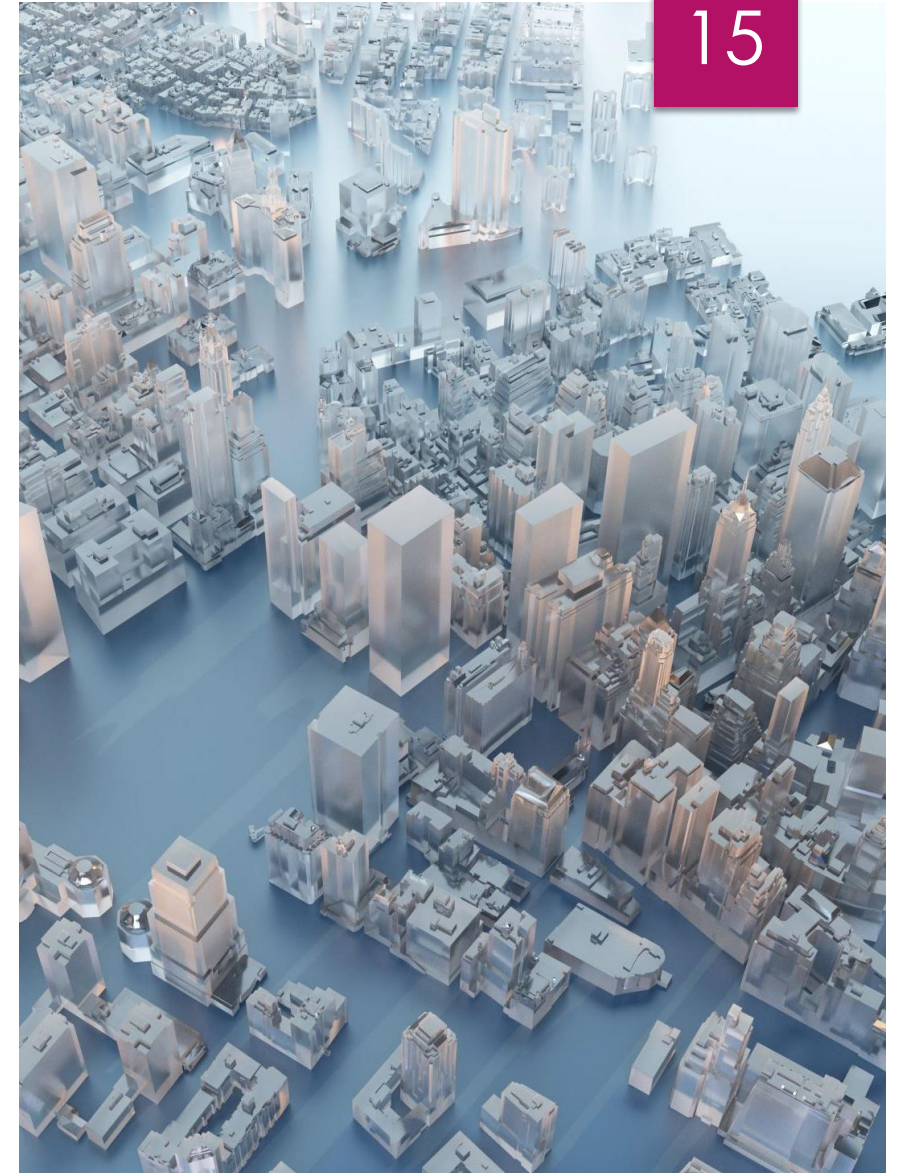
Proposed Timeline

- ▶ Phase 1 draft: Complete
- ▶ Review and Edit Phase: August through October
- ▶ Public hearings and adoption: December through January
- ▶ Phase 2 draft (e.g. *signage, trash receptacles, landscaping, fencing, screening, design standards*) will start following Phase I adoption in January



2020 Midpoint Update

- ▶ Council Adopted the “Imagine Burleson 2020 Midpoint” Comprehensive Plan Update December 14, 2020
- ▶ Periodic updates are needed and will be reviewed in 3-8 years based on Council’s direction



2020 Midpoint Update

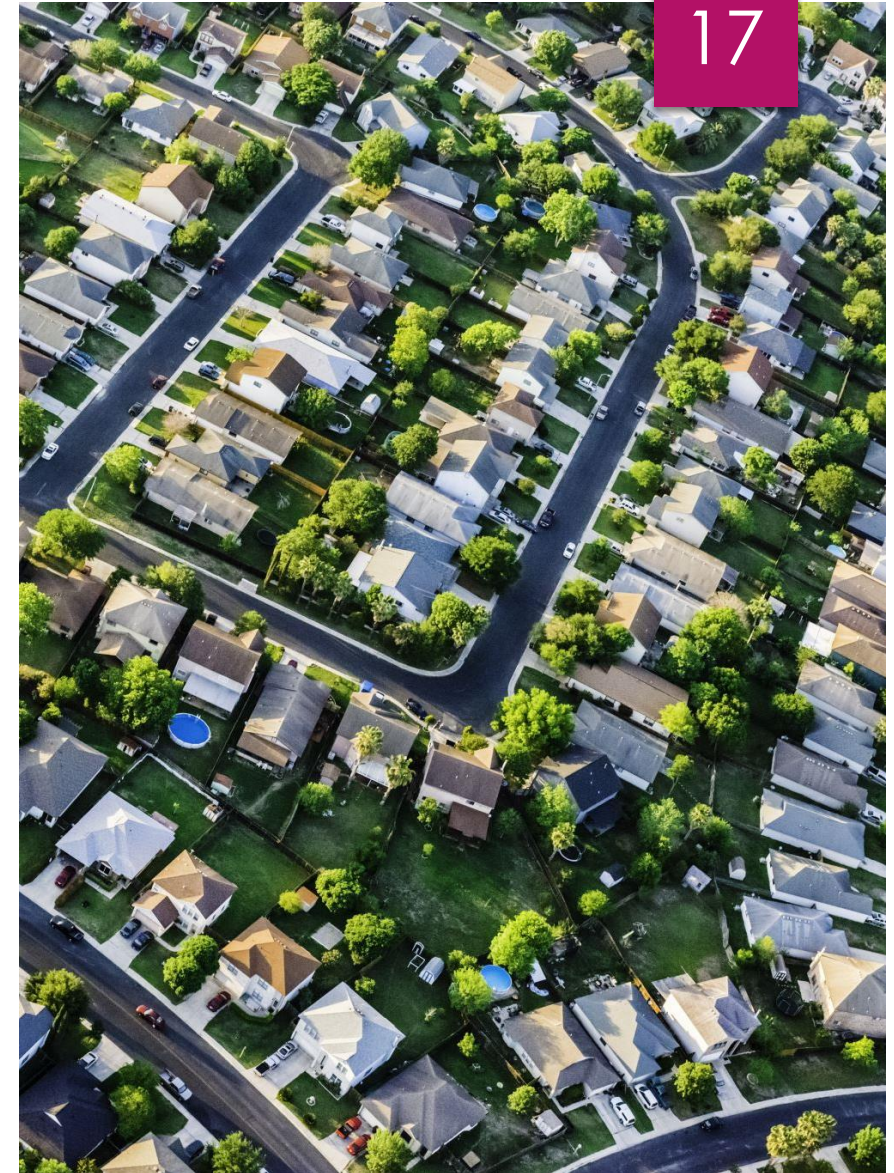
Public Engagement numbers

- ▶ 6 Facebook Live town halls with approximately 15,000 total views
- ▶ 7 online surveys with 224 responses
- ▶ 6 virtual focus groups with 35+ local teens
- ▶ Project website with approximately 850 unique visitors



Imagine Burleson Comprehensive Plan 2020 Midpoint Core Values

- ▶ We Value
 - ▶ A mobility system that is efficient, connected, attractive and safe
 - ▶ Neighborhoods that are safe, friendly, connected and vibrant
 - ▶ Parks that give people the opportunity to play, learn, exercise, and experience the outdoors
 - ▶ Great places to gather throughout the city
 - ▶ Economic development that creates opportunity, diversifies the tax base and provides residents with choices
 - ▶ A city that is resilient - economically and environmentally sustainable, accountable and transparent



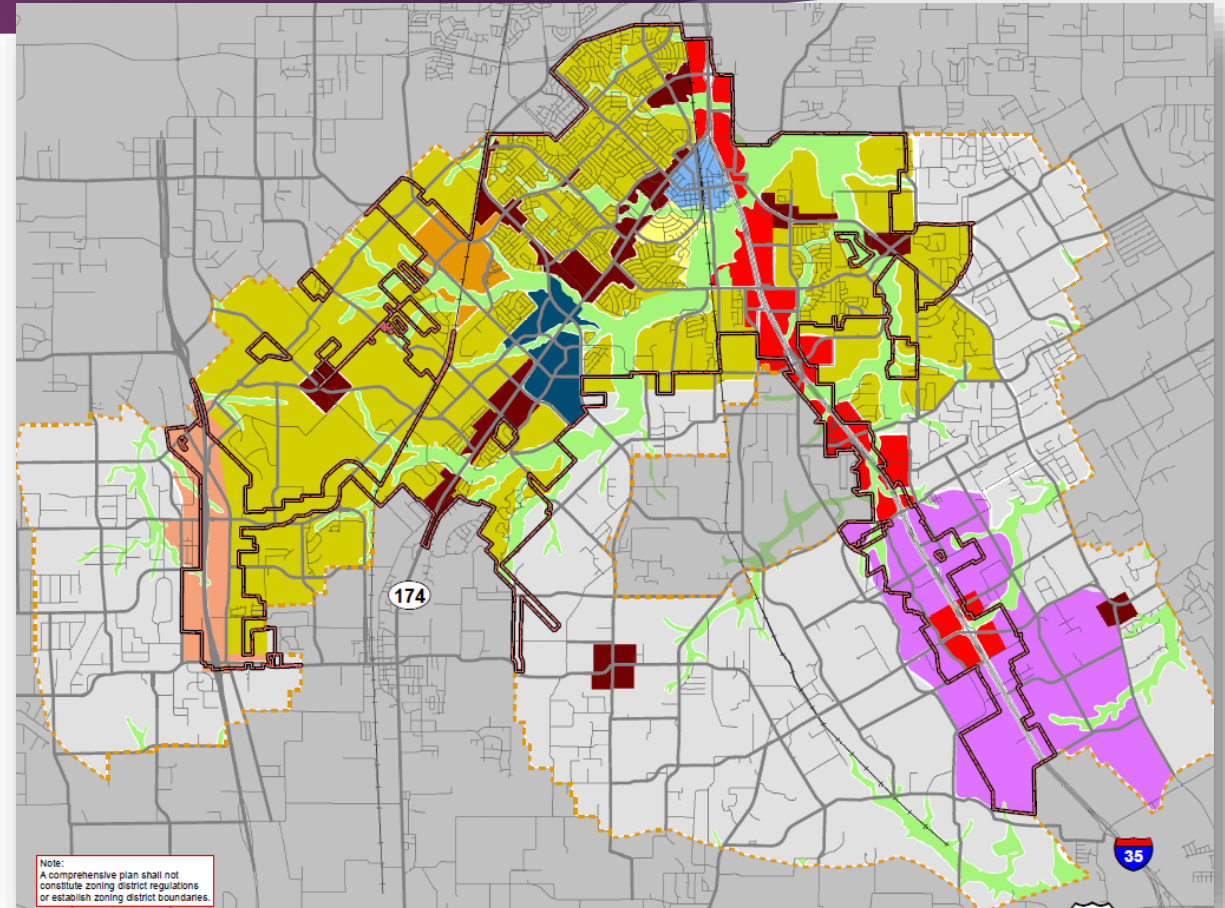


Are the Goals of the 2020 Midpoint Update still aligned with Council's vision?

- ▶ Goals are necessary to reinforce the Updated Plan's Vision and Values
- ▶ If 2020 Midpoint Goals are no longer aligned with Council's vision, then an update to the Comprehensive Plan may be needed
- ▶ If 2020 Midpoint Goals are still aligned with Council's vision, then an update to the Comprehensive Plan is likely not needed
- ▶ A review and update of the Future Land Use Map and its designation could be updated with the zoning ordinance

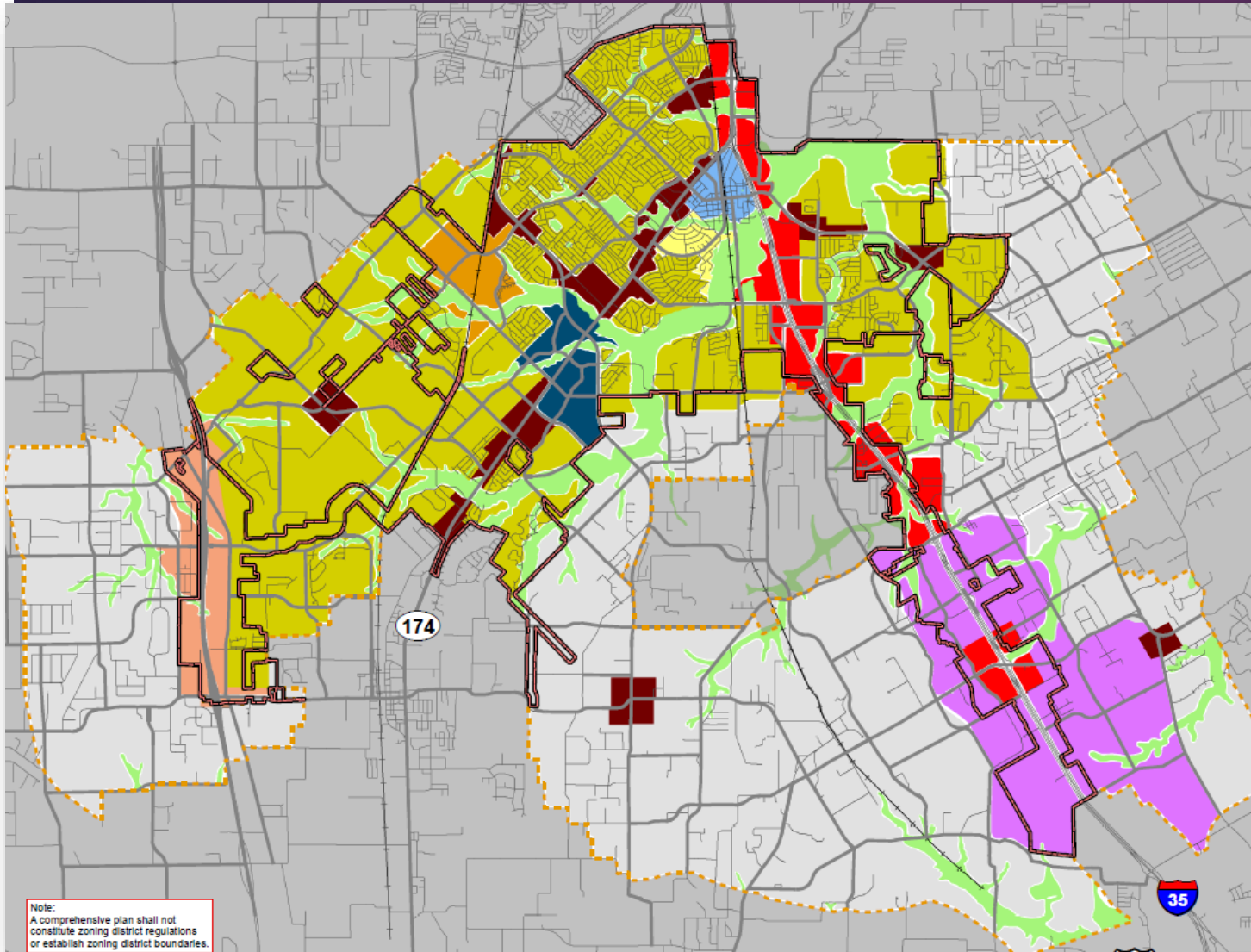
Future Land Use Map

- Future Land Use Map is a visual representation of the Comprehensive Plan's defined land use categories
- Map used as a tool to help determine if a zoning change request is consistent with the future land use designations
- Map can and should be amended periodically; may not require full-scale update or change of entire Comprehensive Plan



Future Land Use Map

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Future Land Use Map

- Neighborhoods
- Old Town Residential
- Old Town
- Community Commercial
- Regional Office/Commercial
- Chisholm Trail Corridor
- Employment Growth Center
- Transit-Oriented Development
- Urban Mixed Use
- Future Development
- Floodplain/Open Space
- City Limit
- ETJ



Are the future
land use
categories of
the 2020
Midpoint
Update
sufficient?

- ▶ Should we consider new future land use categories?
- ▶ Examples:
 - ▶ Suburban Neighborhoods
 - ▶ Multifamily Residential
 - ▶ Planned Development Mixed Use

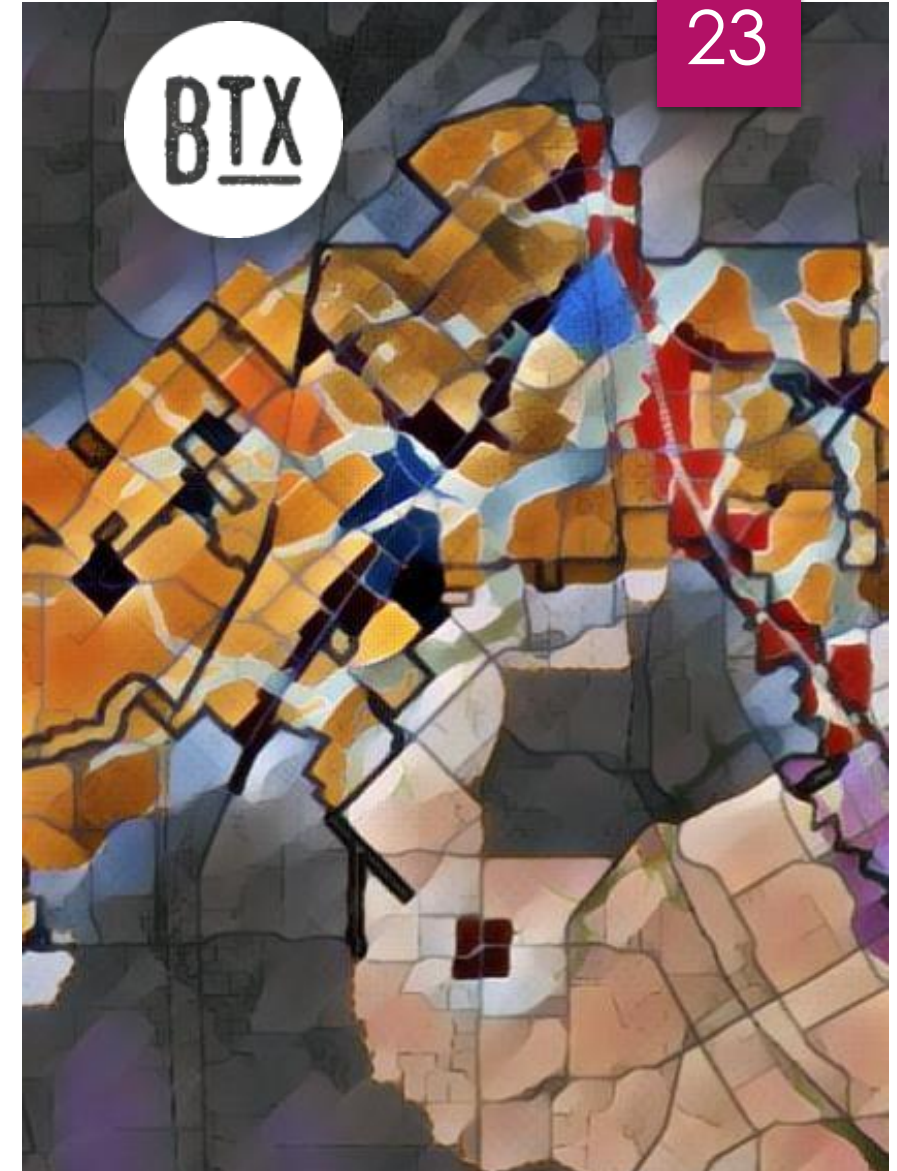


Recent and Future Cases Where Council's Vision may have Changed

- ▶ Stanford Farms Annexation case was denied
- ▶ Transit Oriented Development (TOD) PD and the arbitrary density assigned to the area
- ▶ Staff needs direction on what Council would like to see in these areas

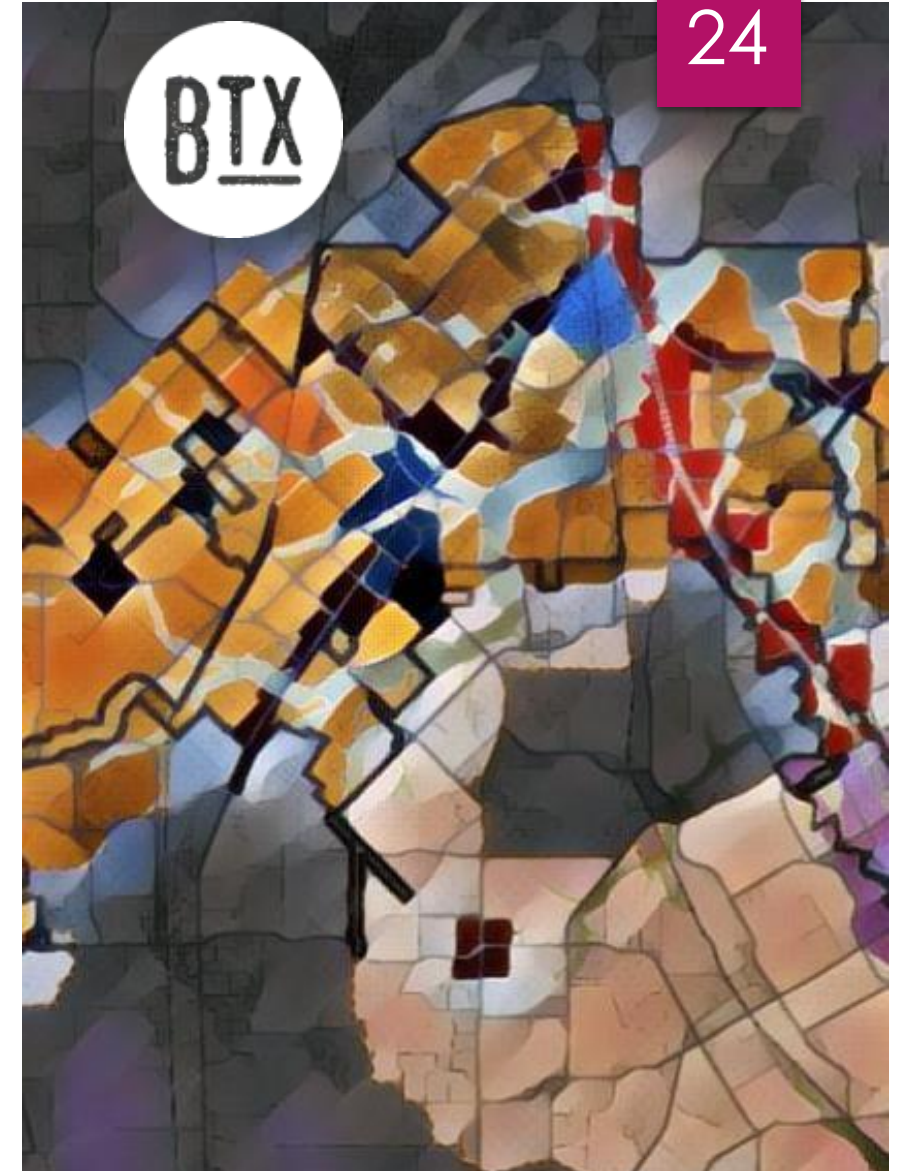
Questions and Comments

- ▶ Does the Council have feedback or direction on the proposed zoning ordinance changes?
- ▶ Are the Goals of the Midpoint 2020 Plan still in line with the Council's vision?
- ▶ Does Council want to pursue an update to the Comprehensive Plan and or the Future Land Use Map?
- ▶ Both actions are possible
- ▶ Major changes to the Plan or the Map will require community involvement and feedback



Staff Recommendation

- ▶ Staff recommends that the City Council gives direction to:
 - ▶ Move forward with the proposed zoning ordinance revisions along with any other changes that Council deems necessary
 - ▶ Move forward with proposed revisions to the Comprehensive Plan and the Future Land Use Map to allow a broader category of land use designations
 - ▶ Example: Re-designate Neighborhoods category into different classifications such as Rural Residential, Suburban Residential and General Residential
 - ▶ Example: Re-designate areas such as Stanford Farms to Rural Residential; TOD as Civic and Retail



Mobility goals

We value a mobility system that is efficient, connected, attractive and safe.

GOAL 1: Develop or Refine Strategies for Key Corridors

GOAL 2: Foster Walkability and Bikeability

GOAL 3: Encourage a Multi-Modal Transportation System

GOAL 4: Support the Development of Complete Streets

NEIGHBORHOODS Goals

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We value neighborhoods that are safe, friendly, connected and vibrant.

GOAL 5: Develop Programs to Elevate New Neighborhood Design

GOAL 6: Maintain and Enhance Our Existing Neighborhoods

GOAL 7: Foster Social Connectivity within Neighborhoods

PARKS goals

27

We value parks that give people the opportunity to play, learn, exercise, and experience the outdoors.

GOAL 8:

Pursue Implementation of the 2019 Parks, Trails and Recreation Master Plan

GOAL 9:	Preserve and Increase Access to Natural Areas and Open Space
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PLACES goals

We value great places to gather throughout the City.

GOAL 10: Develop or refine specific planning areas

GOAL 11: Identify and develop arts and cultural programs specific to community character

GOAL 12: Develop a comprehensive plan for City facilities that fosters great placemaking

GOAL 13: Pursue opportunities for public/private partnerships

Economic development goals

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We value Economic Development that creates opportunity, diversifies the tax base, and provides residents with choices.

GOAL 14:

Enhance Economic Development Outreach and Implementation

GOAL 15:

Promote Specific Development /Redevelopment Opportunities

Resiliency Goals

30

We value a city that is Resilient – economically and environmentally sustainable, accountable and transparent.

- | | |
|-----------------|--|
| GOAL 16: | Update development ordinances and plans on a regular basis |
| GOAL 17: | Improve development reports and presentations |
| GOAL 18: | Develop and refine programs and policies to promote environmental sustainability |
| GOAL 19: | Enhance the City's Communication Strategies |
| GOAL 20: | Ensure the City's fiscal responsibilities and resiliency |



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City Council

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AGENDA INFORMATION SHEET

DEPARTMENT: Legal
DATE: 06/06/2022

SUBJECT

Receive a report and hold a discussion on local government zoning, development, and land use laws and regulations. (*Staff Presenter: Allen Taylor, City Attorney*)

Attachments

Department Memo

Respectfully submitted:

Matt Ribitzki
x9664

DEPARTMENT MEMO

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: June 6, 2022

SUBJECT:

Receive a report and hold a discussion on local government zoning, development, and land use laws and regulations (*Staff Presenter: Allen Taylor, City Attorney*)

SUMMARY:

Mr. Taylor will give the City Council an overview on the laws surrounding municipal planning and zoning. Topics in Mr. Taylor's presentation on zoning will include: 1) defining zoning and discussing its origins; 2) the zoning map and ordinance; 3) considerations when making a zoning decision; 4) comprehensive plan; 5) limitations on the zoning power, including preemption under the supremacy clause, school districts, and statutory preemptions; 6) other zoning restrictions, including spot zoning, contract zoning, and exclusionary zoning; 7) explanation of the practical zoning process when a zoning case is filed with the city; 8) notice and due process considerations; 9) zoning protests; 10) judicial review of zoning decisions; and 11) takings and 42 USC 1983 claims. Mr. Taylor will also discuss land design and subdivision, in addition to zoning. The presentation will include topic such as: 1) the difference between zoning and subdivision from a Council perspective; 2) discretion in plat reviews; 3) vested rights; and 4) rough proportionality.

OPTIONS:

n/a

RECOMMENDATION:

n/a

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

n/a

FISCAL IMPACT:

No Fiscal Impact

STAFF CONTACT:

Matt Ribitzki, Deputy City Attorney/Compliance Manager

Legal Department
mrbitzki@burlesontx.com
817-426-9664



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AGENDA INFORMATION SHEET

DEPARTMENT: Neighborhood Services
DIRECTOR: Lisa Duello
DATE: 06/06/2022

SUBJECT

Receive a report, hold a discussion and give staff direction regarding an operational overview and proposed FY22-23 budget for the Neighborhood Services Department. (*Staff Presenter: Lisa Duello, Neighborhood Services Director*)

Attachments

Department memo
Presentation

Respectfully submitted:

Lisa Duello
Neighborhood Services Director
817-426-9841
lduello@burlesontx.com



City Council

DEPARTMENT MEMO

DEPARTMENT: Neighborhood Services
FROM: Lisa Duello, Neighborhood Services Director
MEETING: June 6, 2022

SUBJECT:

Receive a report, hold a discussion and give staff direction regarding an operational overview and proposed FY22-23 budget for the Neighborhood Services Department. *(Staff Presenter: Lisa Duello, Neighborhood Services Director)*

SUMMARY:

The Neighborhood Services Department consists of Animal Services, Code Compliance and Environmental Services divisions. The presentation will highlight each division's accomplishments, statistics and upcoming budget requests for Council's consideration during the budget process.

RECOMMENDATION:

N/A

FISCAL IMPACT:

Any future fiscal impacts will be considered by City Council during the budget process

STAFF CONTACT:

Name: Lisa Duello
Department: Neighborhood Services Director
Email: lduello@burlesontx.com
Phone: 817-426-9841

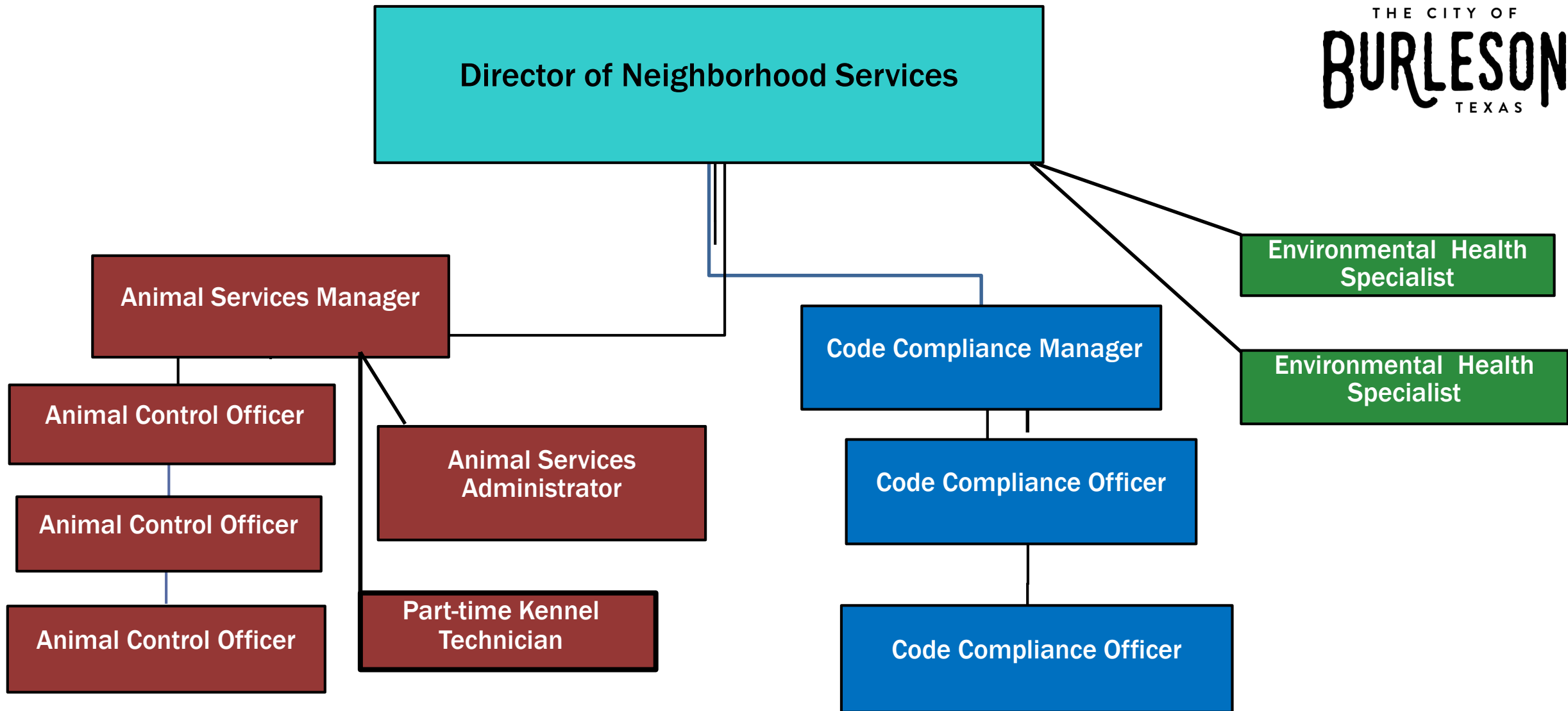
NEIGHBORHOOD SERVICES

Animal Services ★ Code Compliance ★ Environmental Services



FY 22-23 Budget Presentation
City Council – June 6, 2022

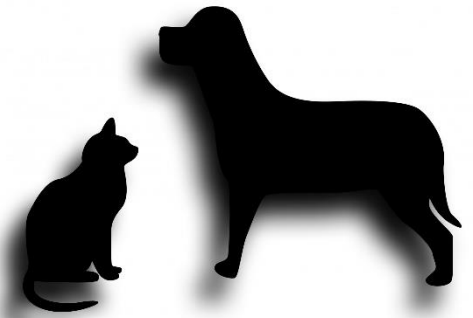
Lisa Duello – Neighborhood Services Director



11.5 Personnel

Animal Services - 4514

Services Provided



- Protect the public health and safety, and welfare needs of citizens and animals of Burleson by responsibly and humanely enforcing animal-related laws.
- Serve as rabies control authority
- Providing nourishment and a safe environment for unwanted, stray, abused and impounded animals
- Educate the public regarding responsible pet ownership, i.e.. Spay neuter, microchips
- Investigate cases where animal care is questionable
- Find new loving homes for homeless animals
- Manage the Animal Shelter Advisory Committee



Code Compliance - 5013

Services Provided



- Enforcement of City's Code
 - Nuisance regulations
 - Zoning regulations
 - Sign regulations
 - Environmental regulations
 - Substandard structures
 - Property Maintenance Code (IPMC) - rental property
- Public Education
- Manage HOPE, PARTNER and LEAP special programs

Environmental Services - 4515

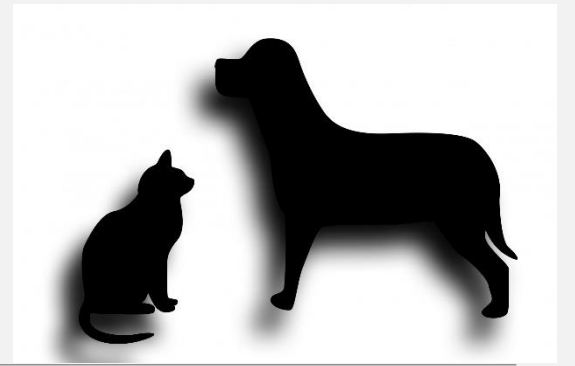
Services Provided



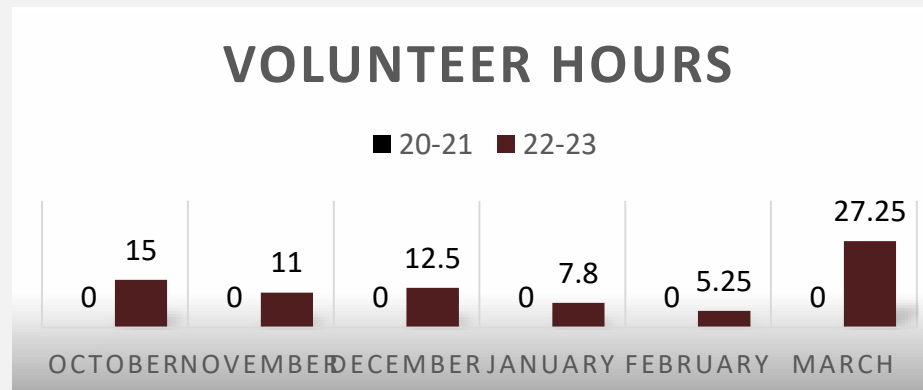
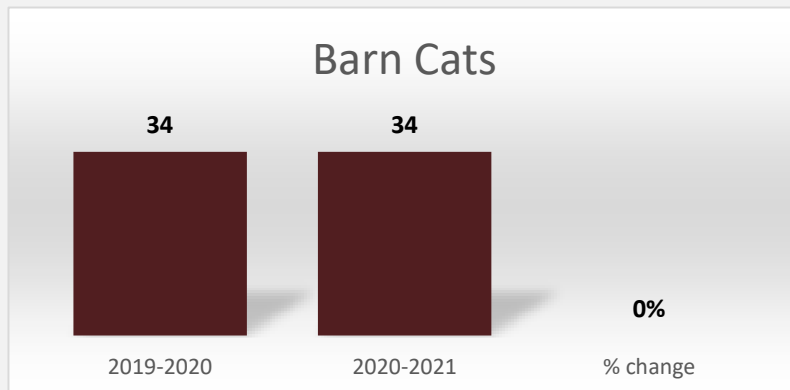
- Administers City's Stormwater Permit Management Program
 - Public education
 - Construction site inspections
 - Illicit discharge detection and elimination
 - Internal good housekeeping practices
- Keep Burleson Beautiful Programs & Events
- Household Hazardous Waste Collection Events
- Mosquito Surveillance and Control Program
- Administers public health permitting /inspections/enforcement of food establishments and public pools.

Animal Services - 4514

FY 21 – 22 Accomplishments

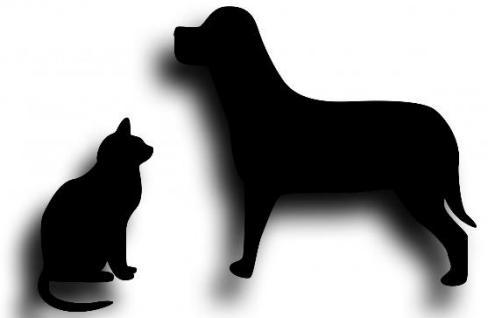


- Implemented Wildlife Management Plan
- Barn cat program has remained steady
- Implemented a free microchip program
- Coordinated a free adoption day with a local business
- Volunteer hours have increased 100%
- 658 Adoptions



Animal Services - 4514

Performance Measures



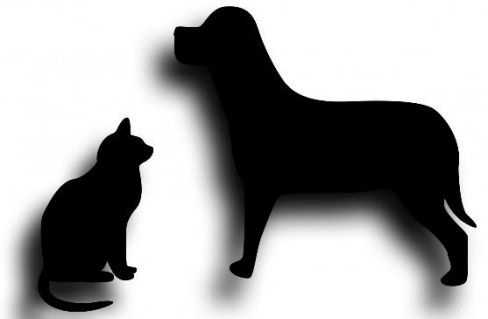
Metric Description	5 Year Average	19-20 Actuals	20-21 Actuals	2021-22 Projected	2022-23 Goals
Animal Intake	1,873	1,585	1,697	1,709	1,709
Adoptions	683	674	658	712	712
Return to owner in the field	124	131	76	77	77
Euthanasia	388	308	326	326	326
Calls for Service	2,314	1,953	2,144	2,166	2,166

A black silhouette of a cat sitting on the left, looking up at a black silhouette of a dog standing on the right. Both animals have soft shadows beneath them.

- # Make a difference... ADOPT A KENNEL today!
-
- THE CITY OF
BURLESON
TEXAS
- CAT KENNEL - \$150**
- DOG KENNEL - \$250**
- DOG PLAY YARD - \$750**
- Whether you wish to advertise your company, memorialize a loved one, honor your special furry friend, or you are just searching for a perfect gift for the "hard to buy" person - Adopting a Kennel is just for you! Adopting a Kennel is a great way to show your love of animals and supporting the Burleson Animal Shelter mission to shelter and adopt homeless animals in Burleson.
- When you Adopt a Kennel you are providing needed financial support to the animals. The animals we care for do not always come to us healthy. Some animals are sick or injured when they reach our doors. Your donation helps pay the cost of the veterinarian to treat these animals. We do our best to make sure every animal adopted from the Burleson Animal Shelter leaves healthy and happy.
- ## As an Adopt a Kennel Sponsor, you will receive:
- A Kennel Plaque displaying your name or business name and logo placed on kennel for one (1) year.
- A Certificate of Sponsorship.
- Your name or company name posted on our website and highlighted on social media.
- ☐ **YES, I would like to Adopt a Kennel.**
- Contact ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~
- Company name ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~
- Address ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ Phone ~~xxxxxxxxxxxx~~
- Email ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~
- Logo/Picture Please email image to animals@burlesontexas.com
- Sample for Signage wording**
- Example #1 This Kennel is in Memory
- ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ of ~~xxxxxxxxxxxx~~ fluffy
- Example #2
- This Kennel is Adopted
- by the Smith Family
- Example #3
- The Kennel is
- by ABC Company
- Payment: ☐ Cash ☐ Check ☐ Credit Date Paid ~~xxxxxxxxxxxx~~
- Plaque Posting Date ~~xxxxxxxxxxxx~~ Removal Date ~~xxxxxxxxxxxx~~
- Thank you for helping us help the animals in Burleson!**

Animal Services -4514

Position Summary

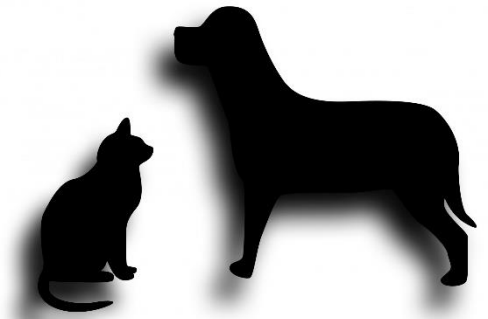


PERSONNEL Full-Time Equivalents (FTE)	2020-21 Actual	2020-21 Budget	2021-22 Adopted	2022-23 Proposed
Animal Services Manager	1	1	1	1
Animal Services Administrator	1	1	1	1
Animal Control Officer	3	3	3	3
Animal Kennel Technician (PT)	0.5	0.5	0.5	0
* Full-Time Kennel Technician				1 *
TOTAL PERSONNEL	5.5	5.5	5.5	6

* Supplemental Request

Animal Services - 4514

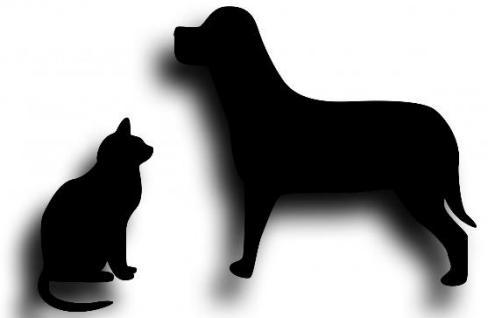
Budget Highlights - Expenses



Expenditures by Classification	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 ESTIMATE	2022-2023 PROPOSED
Personnel Services	\$408,160	\$450,162	\$437,465	\$452,867
Materials and Supplies	\$35,525	\$29,422	\$29,422	\$29,422
Maint. & Repair	\$5,793	\$2,700	\$2,700	\$2,700
Other Expenditures	\$41,034	\$60,898	\$60,898	\$57,813
Operations	\$30,535	\$35,213	\$35,213	\$35,131
TOTAL	\$521,047	\$578,395	\$565,698	\$577,933

Animal Services - 4514

Revenues

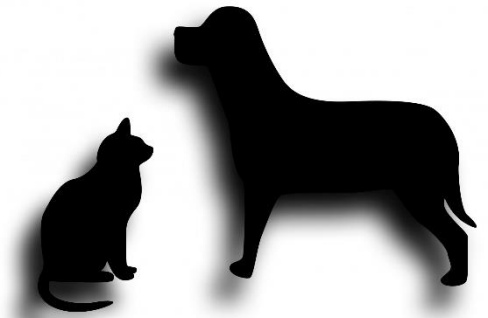


Revenues	FY 2020-21 Actuals	FY 2021-22 Budget	FY 21-22 To Date	FY 2021-22 YE Estimate	FY 2022-23 Projected
Animal Control Fees Collected	\$13,805	\$28,840	\$11,385	\$22,650	\$28,840



Donations	FY 2020-21 Actuals	FY 2021-22 To date	FY 2021-22 Estimate	FY 2022-23 Projected
Injured Animal Fund	\$15,185	\$12,675	\$18,240	\$18,240

Animal Services - 4514 Enhancements



Cost Avoidance Strategies

- 100% spay/neuter compliance
- Pilot Free adoption program to avoid to help reduce capacity numbers
- First Offense Program – Education and saving to citizens
- Migratory Bird control (700+ educational material sent out)

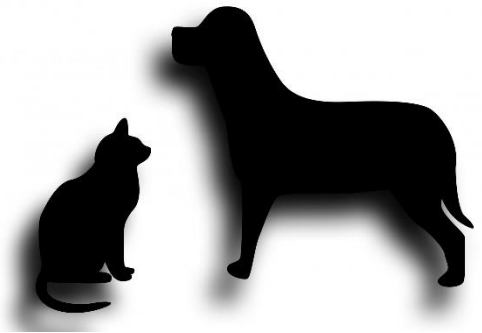
Process Improvements

- Improved barking dog complaint investigation to include additional education
- Update Standard Operating Procedures
- Maintain 99% live release rate
- Provide free Microchips to Burleson pet owners
- Provide food and animal care items to citizens in need.
- Provide heartworm treatment to adopted animals
- Provide flea/tick treatments to adopted animals



Animal Services - 4514

1. Supplemental Request

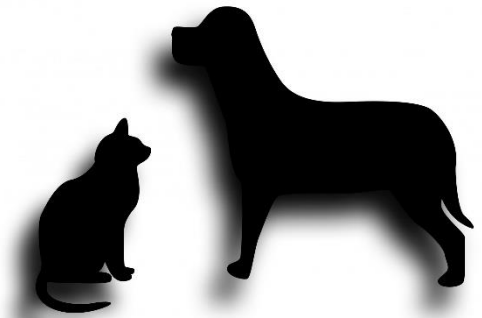


Package Title	FY 2022-23 One-time Costs	FY 2023-24 Ongoing Costs	FY 2022-2023 Proposed Costs
Operational Cost of new Isolation Area	\$11,816	\$11,816	\$11,816
TOTAL	\$11,816	\$11,816	\$11.816

- New construction 1,385 sq. ft. or 27% of existing 5,160 sq. ft.
- The \$11,816 was calculated by using the 27 % of the following accounts:

Animal Services - 4514

2. Supplemental Request



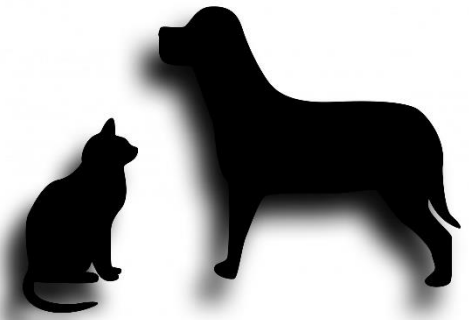
Package Title	FY 2022-23 One-time Costs	FY 2023-24 Ongoing Costs	FY 2022-2023 Proposed Costs	FTE's
Upgrade Part-time Kennel Tech to Full- time Salary and benefits	\$43,532	\$67,332	\$43,532	1
Personnel Support items	\$2,234	\$2,234	\$2,234	
TOTAL	\$45,766	\$69,566	\$45,766	1

- Allow two ACOs to run field operations and one ACO to patrol.
- Allow the expansion of other programs that will benefit the shelter and the citizens, such as:
 - Animal Safety and Bite Prevention” course taught at local schools
 - Pet Therapy in local nursing homes
 - Offsite adoptions
- With the expansion of an isolation area that is expected to be completed in September 2022, we anticipate an increase in the time needed for the care and maintenance of the additional space and animals.



Animal Services - 4514

3. Supplemental Request



Package Title	FY 2022-23 One-time Costs	FY 2023-24 Ongoing Costs	FY 2022-2023 Proposed Costs
Repaint Existing Shelter	\$19,000	0	\$19,000
TOTAL	\$19,000	0	\$19,000



- Shelter Built 2004
- Canopy rusting
- Preserve integrity before replacement

Code Compliance - 5013

FY 21 -22 Accomplishments



- Implemented Home Improvement Rebate Program
- Attended 2 HOA meetings for public education
- Update Code Compliance Standard Operating Procedures relevant to software use and new area assignments and guidelines for issuing citations.
- Average 24 hours response time to complaints
- Cross- training completed with PD
- Increased collaboration for HOPE projects
- Supplied Community Service trailer with new equipment for volunteer use

Code Compliance - 5013 FY 21 -22 Accomplishments



HOPE Projects





Code Compliance - 5013

FY 21 -22 Accomplishments

61 Property Maintenance cases including the removal of 4 dangerous structures



Before



After



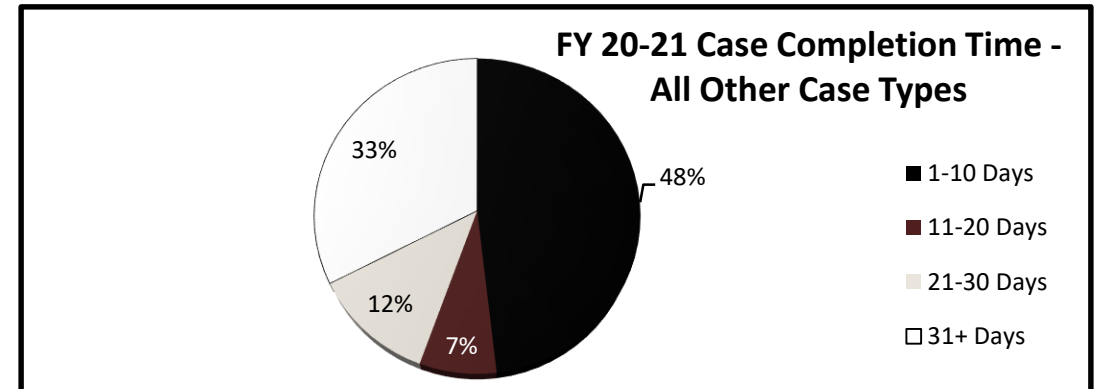
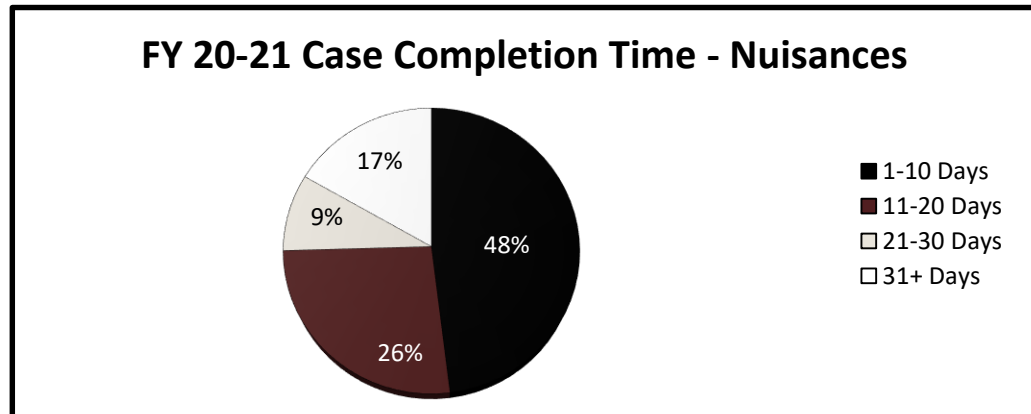
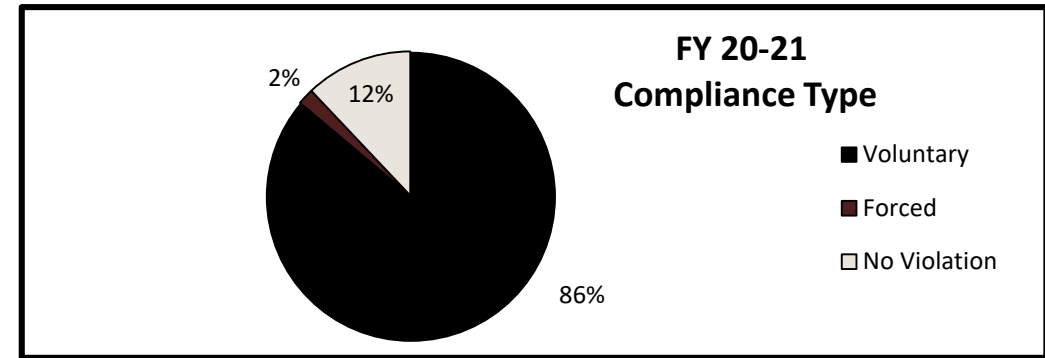
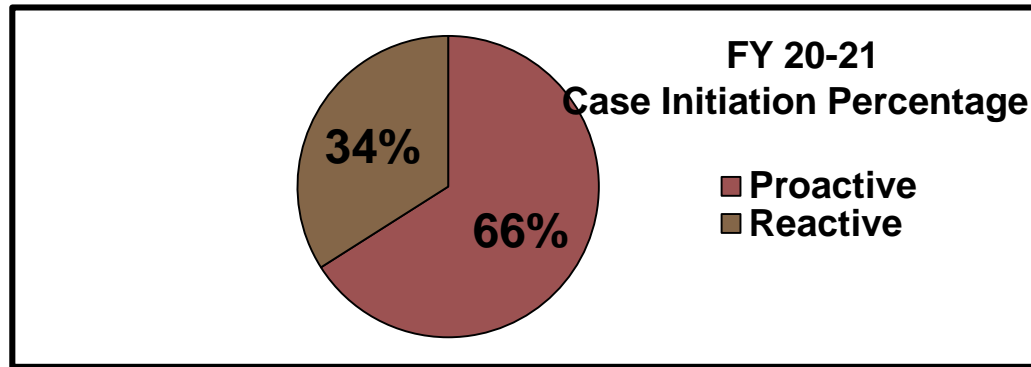
Code Compliance - 5013

Performance Measures



Metric Description	20-21 Actuals	21-22 Projected	2022- 23 Goals
Total Cases	1,886	2,400	2,000
Total Inspections	3,987	5,500	4,000
Proactive	1,253	1,350	1,600
Reactive (complaints)	633	650	600
Average Days for Response time to complaints	1	1	1
Average Case Completion Time	22	22	18

Code Compliance - 5013 Performance Measures



Code Compliance - 5013

FY 22 -23 Goals



- Successfully implement projects through the Home Improvement Rebate program
- Amend/ Update International Property Maintenance Code to version 2021
- Upgrade current MyGov Code Compliance software to latest version
- Continue and improve educational program to reach out to schools and HOA's.
- Continue to implement and improve cross -training with Police and Fire Department.

Code Compliance - 5013

Budget Highlights - Allocations



Expenditures by Classification	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 ESTIMATE	2022-2023 PROPOSED
Personnel Services	\$267,111	\$273,799	\$280,469	\$277,312
Materials and Supplies	\$1,265	\$2,431	\$2,431	\$2,431
Maint. & Repair	\$301	\$0	\$0	\$0
Other Expenditures	\$41,641	\$78,610	\$78,610	\$73,694
Operations	\$31,484	\$42,703	\$42,703	\$42,703
TOTAL	\$341,802	\$397,543	\$404,213	\$396,140

Code Compliance - 5013 Revenue



Revenues – General Fund	FY 2020-21 Actuals	FY 2021-22 Budget	FY 2021 -22 To date	FY 2021-22 YE Estimate	FY 2022-23 Proposed
Nuisance Code	\$3,850	\$3,000	\$1,025	\$3,000	\$3,000
Nuisance Code Lien	\$13,351	\$7,000	\$863	\$ 7,000	\$7,000
Total	\$17,201	\$10,000	\$1,888	\$ 10,000	\$10,000

Code Compliance - 5013 Personnel



PERSONNEL Full-Time Equivalents (FTE)	2020-21 Actual	2021-22 Budget	2022-23 Proposed
Code Compliance Manager	1	1	1
Code Compliance Officer (1*)	2	2	3*
Sr. Code Compliance Officer * (rental registration)	0	0	1 *
Sr. Administrative Assistant * (rental registration)			1 *
TOTAL PERSONNEL	3	3	6

* Supplemental Request

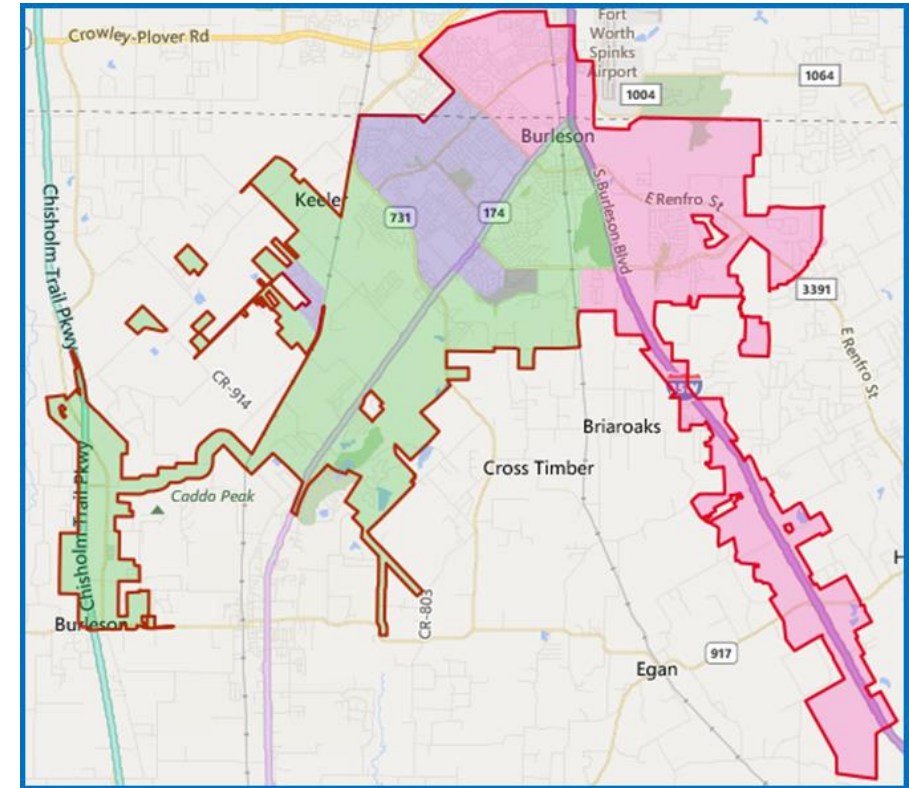
- Council identified Rental Registration Inspection program as priority
- Staff will discuss benefits and challenges at a later date

Code Compliance - 5013

New Position Request



- 3 Code Compliance officer since 2014
- 2014 Population increase by 23%
- City divided 3 areas by parcels 18,490
- 6,100 Parcels on average per CC Officer (3)
- Code Compliance Manager still has field Responsibility
- New Code Compliance Officer position take over 3rd area that was CC Manager in order to sustain current services



Code Compliance - 5013

1. Supplemental Request



Package Title	FY 2022-23 One-time Costs	FY 2023-24 Ongoing Costs	FY 2022-2023 Proposed Costs	New FTE
Upgrade Code Compliance Manager – 29 Non-exempt to Exempt	\$5,191	\$5,191	\$5,191	
Car Allowance	\$3,000	\$3,000	\$3,000	
Code Compliance Officer- Salary Benefits	\$83,218	\$83,218	\$83,218	1
Personnel Support Items	\$5,197	\$5,197	\$5,197	
No Vehicle – Take over CC Manager’s	\$0			
TOTAL	\$96,606	\$96,606	\$96,606	1

- New Position needed to sustain current services take over field work of Manager – population increase 23% since 2014
- CC Manager - Human Resources Recommendation for increased job responsibilities
 - New Home Improvement Rebate Program
 - Additional Employees
 - Concurrent with market for this position
 - Compensate for use of personal vehicle for City business

Environmental Services - 4515

FY 21-22 Accomplishments



- Expand Urban Canopy Restoration (Neighborhood tree planting) in partnership with Keep Burleson Beautiful
- Implemented Public Art program in partnership with Keep Burleson Beautiful
- Coordinated with Keep Burleson Beautiful two (2) \$1,000 Scholarships High Schools
- Re-instate public school environmental education programs
- Implement Food Handler Class program
- Successful TCEQ MS4 Stormwater Permit Compliance Review with no violations
- Provide real- time access for public to restaurant inspection scores
- Coordinated quarterly litter cleanups on a 2 mile Adopt-A-Highway section of HWY 174 with Keep Burleson Beautiful.
- Increased Food Establishment Inspections by 80% from 321 to 578
- Increased Public Pool Inspections by 14% from 58-66

Revenues	FY 2020-21 Actuals	FY 2021-22 Budget	FY 2021 -22 To date	FY 2021-22 YE Estimate	FY 2022-23 Adopted
Health Inspections Permit Fees Collected	\$85,053	\$68,950	\$40,860	\$86,400	\$86,550

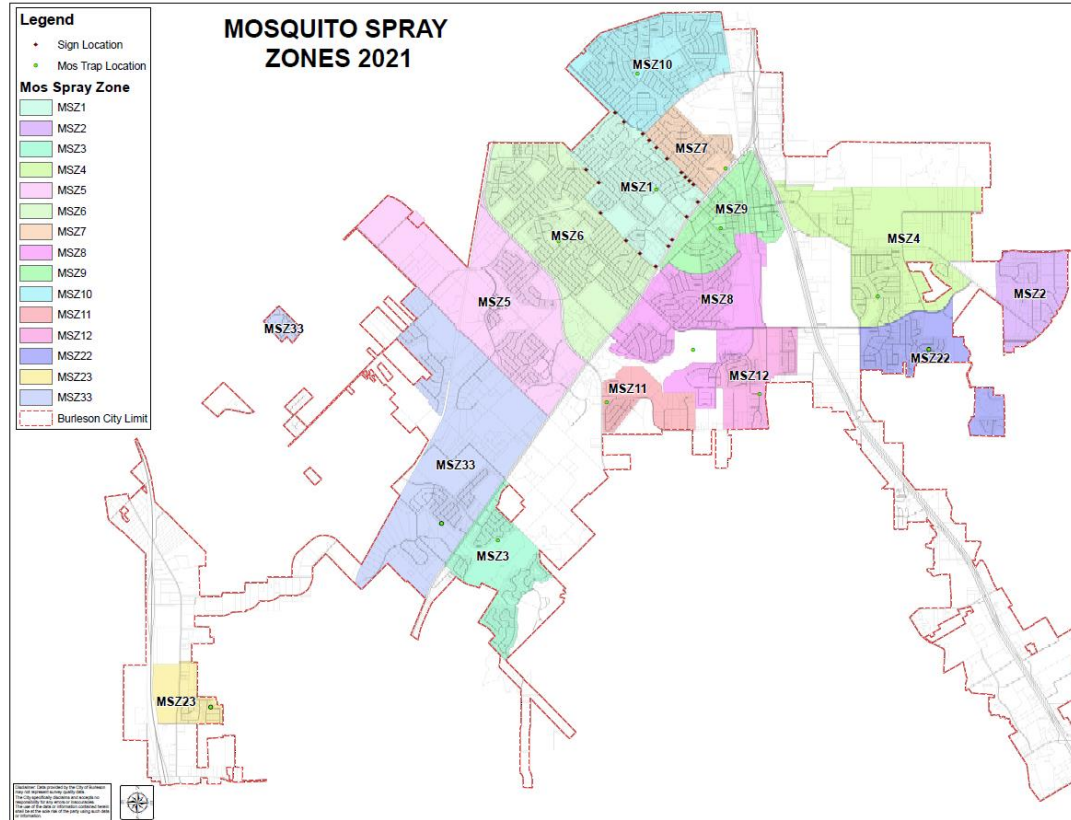
Environmental Services - 4515

Performance Measures

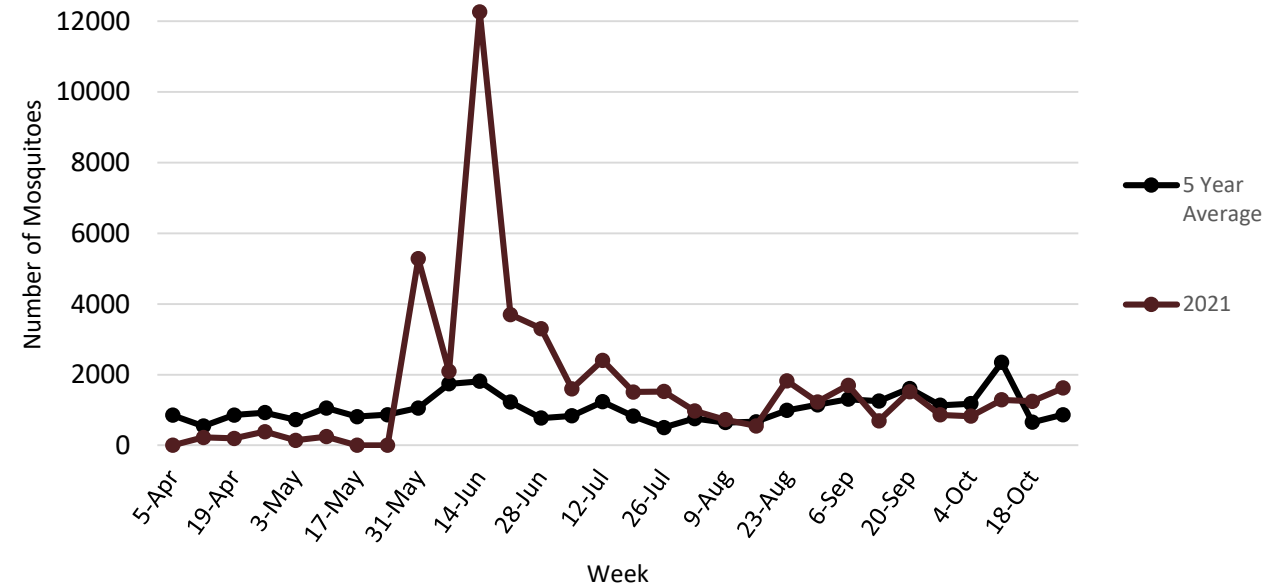


Metric Description	20-21 Actuals	21-22 Projected	2022- 23 Goals
HHW Participation	583	350	370
Litter Clean-up Volunteers (hours)	674	800	800
Mosquito Traps Set/tested for WNV	459	493	493
Areas treated (larvacided)	49	65	65
Food Establishment Inspections	578	494	600
Swimming Pool Inspections	66	50	70

Environmental Services - 4515 FY 21-22 Accomplishments



Mosquitoes Trapped Per Week: 2021 vs 5 Year Average

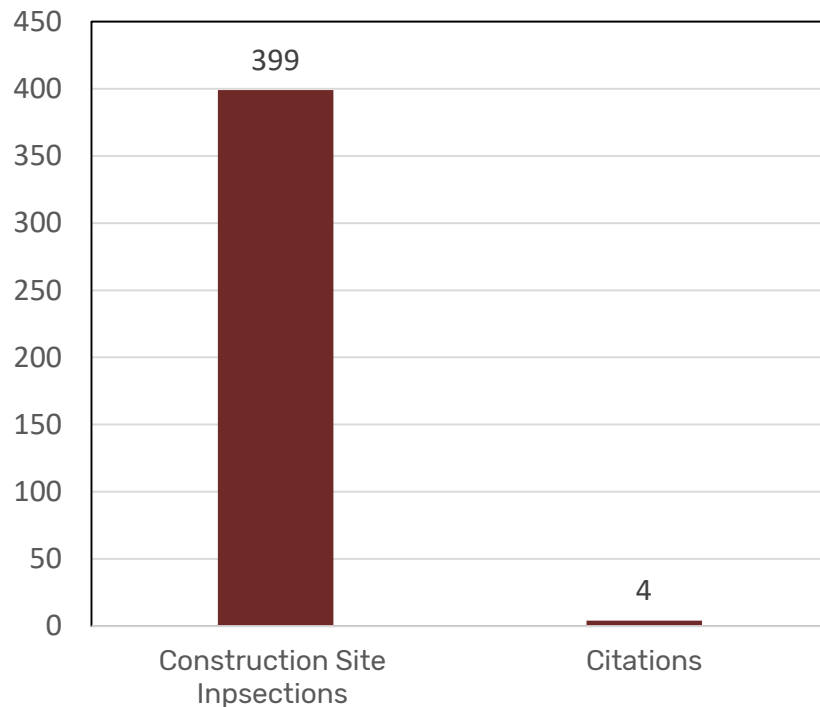


52,955
2021 Mosquitos Collected

Environmental Services - 4515 FY 21-22 Accomplishments



Stormwater



Stormwater Permit Activity

- 8,100 Utility bill inserts
- 28 Agricultural education
- 14 Business education
- 15 Facebook post
- 313 volunteers removed 5,135 lbs. litter
- 583 HHW participants- 5,350 lbs HHW

Environmental Services - 4515

FY 22 -23 Goals



- To increase volunteerism in Keep Burleson Beautiful programs and events.
- Reinstate and improve educational program to reach out to schools and HOA's
- To educate the public on mosquito/vector control and disease prevention.
- To expand public art program partnership with Keep Burleson Beautiful.
- Update and increase participation in the Adopt-A-Spot program.
- Expand Urban Canopy Revitalization program with KBB

Environmental Services - 4515

Budget Highlights - Expenses



Expenditures by Classification	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 ESTIMATE	2022-2023 PROPOSED
Personnel Services	\$234,689	\$208,442	\$203,926	\$200,496
Materials and Supplies	\$1,523	\$4,246	\$4,246	\$4,246
Other Expenditures	\$53,613	\$55,302	\$55,302	\$49,713
Operations	\$97,556	\$74,970	\$74,970	\$41,081
Capital outlay	\$18,000	\$18,000	\$18,000	\$18,000
TOTAL	\$405,381	\$360,960	\$356,444	\$323,694

Full-Time Equivalents (FTE)	2020-21 Actual	2021-22 Budget	2022-23 Adopted
Environmental Services Manager	1	0	0
Environmental Health Specialist	1	1	2
Environmental Sanitarian	1	1	0
TOTAL PERSONNEL	3	2	2

Environmental Services - 4515



Cost Containment Strategies

- Eliminated Environmental Services Manager positions
- Moved HHW funding from General fund to Solid Waste fund

Process Improvements

- Effectively Evaluate Complaints and Inspections to Appropriately Control Mosquito Borne Illness Risk to Citizens
- Provide Food Handler education in a local in person environment instructed by City Health Inspector
- Provide real- time access for public to restaurant inspection scores

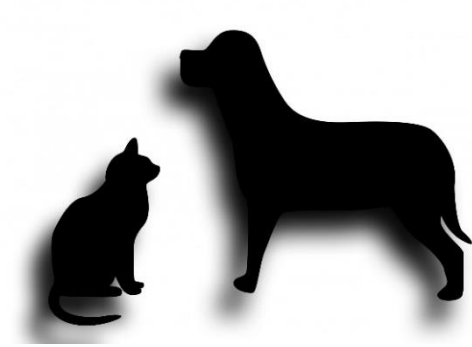
Challenges

- Staffing – Industry standard for Restaurant permits 280-320 – we currently have 352 permits
- Future of HHW disposal

Neighborhood Services Supplemental Ranking



Dept. Priority	Department/Division	Description	NET COST FY 22-23
1	Animal Services - 4514	Operational Cost of New Isolation Area	\$11,816
2	Animal Services- 4514	Upgrade Part- Time Kennel Tech. to Full-time	\$45,766
3	Code Compliance - 5013	Promote Code Compliance Manager - Exempt New Code Compliance Officer	\$97,546
4	Animal Services - 4514	Paint Existing Animal Shelter	\$19,000
		TOTAL	\$174,128



Questions / Comments
