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Thursday, June 9, 2022

City Hall Council Chambers

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Call to Order - **5:30 PM**

1. Approve the minutes from the March 31, 2022 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)
2. Citizen Appearances
3. Receive a report, hold a discussion, and provide a recommendation regarding updates to the Parkland Dedication Ordinance. (*Staff Presenter: Jen Basham, Director- Parks and Recreation*)
4. Receive a report regarding monthly program, revenue, and project updates. (*Staff presenter: Jen Basham, Parks and Recreation Director*)
5. Community Announcements:  
Attached
7. Board Requests for Future Agenda Items or Reports

Adjourn

Staff Contact

Jen Basham, CPRE  
Director  
Parks and Recreation  
817-426-9201

**CERTIFICATE**

I hereby certify that the above agenda was posted on this **the 6th day 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 Recreation Center is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in that area. 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

### Parks Board

BRiCk Conference Room  
550 NW Summercrest Blvd  
Burleson, TX 76028

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#### AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks & Rec

**DATE:** 06/09/2022

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**Subject:**

Approve the minutes from the March 31, 2022 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

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#### Attachments

Minutes

**Respectfully submitted:**

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



BURLESON PARKS ADVISORY BOARD  
March 31, 2022  
Special Meeting  
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Cynthia Plonien  
Sherry Scott  
Michael Massey  
Jessie Farris  
Matthew Quinn  
Emily Quinn

Board Members Absent

Thomas Fleeger

Staff in Attendance:

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

Guests

**1. Approve the February 10, 2022 meeting minutes.**

A motion was made by Michael Massey and seconded by Sherry Scott to accept the minutes as presented. The motion passed 6 – 0, with Thomas Fleeger being absent.

**2. Citizen Appearances**

None

**3. Receive a report, hold a discussion and provide staff feedback regarding Parkland Development and Dedication fees. (*Staff presenter: Jen Basham, Director*)**

Staff reviewed the history of the fees and current fee schedule.

Staff has revised the calculations based off Burleson's current level of service of parks as well as the increased demand on our system from new developments. These calculations are based on creating an equitable proportion of cost to the toll of a development Using census data to understand the average amount of people per household for single and multi-family new formulas have been created to develop appropriate fees were presented.

**OPTIONS:**

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

3) Maintain current fee structure

Sherry Scott made a motion to recommend with the addition of a regular Parks Master Plan update review. Matthew Quinn seconded the motion. The motion passed 6 - 0, with Thomas Fleeger being absent.

**4. Consider recommendation for approval of a facility use contract with Burleson Youth Association (BYA) for Chisenhall Fields. (Staff Presenter: David Lopez, Parks - Deputy Director)**

In November 2010, the City of Burleson (City) and BYA entered into a facility usage agreement for the use of Chisenhall Fields concessions building and athletic fields in addition to the Whitley Building as Bartlett Soccer Complex. The agreement also designated BYA as the primary provider of recreational baseball, softball, and football for the City. The current term was revised in May 2015 for simplification and greater transparency. A new contract is being proposed to: a) add concession revenue fees, b) increase Price per Player fees, c) modify season parameters, and d) make additional changes in regards to subletting, reporting, and exclusivity.

Sherry Scott made a motion to approve the contract as presented. Matthew Quinn seconded the motion. The motion passed 6 – 0, with Thomas Fleeger being absent.

**5. Board Requests for Future Agenda Items or Reports**

**Adjourn**

There being no further business, Chairperson Plonien adjourned the meeting.

Time – 7:00 PM

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Kerry Montgomery, Senior Administrative Secretary

**Park Board**

**3.**

**TO:** Parks Board

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

**DATE:** 06/09/2022

**SUBJECT:** Receive a report, hold a discussion, and provide a recommendation regarding updates to the Parkland Dedication Ordinance. (*Staff Presenter: Jen Basham, Director- Parks and Recreation*)

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**Board Action Requested:**

**Background Information:**

**Board/Citizen Input:**

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**Attachments**

Department Memo

Staff Presentation

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**Staff Contact:**

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

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**DEPARTMENT MEMO**

**DEPARTMENT:**      **Parks and Recreation**

**FROM:**              **Jen Basham**

**MEETING:**         **June 9, 2022**

**SUBJECT:**

Receive a report, hold a discussion, and provide staff a recommendation regarding updates to the Parkland Dedication Ordinance. *(Staff presenter: Jen Basham, Parks and Recreation Director).*

**SUMMARY:**

In 2008 the City of Burleson began collecting fees and land for the development of the park system. Dedication requirements were created to off set the impact residential development has on the city's level of service for parks. A fee in lieu could be collected if a developer did not have suitable land to dedicate. A development fee was also created to contribute to the cost for building a standard neighborhood park.

The City's current level of service requires one acre for every 100 dwelling units for a development. A fee in lieu of \$300 per dwelling unit and a development fee of \$300 per dwelling unit.

Staff has revised the calculations based off Burleson's current level of service of parks as well as the increased demand on our system from new developments. These calculations are based on creating an equitable proportion of cost to the toll of a development Using census data to understand the average amount of people per household for single and multi-family new formulas have been created to develop appropriate fee's.

The proposed formulas are as follows:

Land Dedication Requirements:

Establish a baseline level of service

- Population/acreage of applicable parks= level of service
- $47,641/191.87=1$  acre per 248 residents

Establish land dedication requirement for development type

- Acreage per resident/census density value= acre per number of unit type
- Single family
  - $248/2.6 = 95$  (1 acre per 95 dwelling units)
- Multi-Family
  - $248/2.26 = 109$  ( 1 acre per 109 dwelling units)

Fee in Lieu:

Determine value per square foot to acquire parkland

- \$1 per sq ft= \$43,560 per acre

Identify unit level price per development type

- Single acre price/unit count per acre dedication requirement
- Single family
  - $\$43,560/95 = \$458.53$  fee in lieu per dwelling unit
- Multi-family
  - $\$43,560/109 = \$399.63$  fee in lieu per dwelling unit

Per Development Fee:

Establish cost to develop applicable parks

- \$1,000,000-includes playground, loop trail, amenities package, athletic field, sports court, design and construction fees

Determine number of people served per park

- Population/number of applicable parks
- $47,641/15 = 3,176$

Determine cost per person to develop a park

- $\$1,000,000/3,176 = \$314.86$

Determine cost per development type

- Census density value \* cost per person to develop a park
- Single Family
  - $\$314.86 * 2.6 = \$818.64$  park development fee per dwelling unit
- Multi-Family
  - $\$314.86 * 2.26 = \$711.58$  park development fee per dwelling unit

Total Fee Recommendation

Add fee components together

- Fee in lieu + park development fee= total fee per development type per unit
- Single Family
  - \$458.53 fee in lieu + \$818.64 park development fee= \$1,134.43 per dwelling unit (rounded to \$1,133)
- Multi-Family
  - \$4399.63 fee in lieu + \$711.58 park development fee= \$1,111.21 per dwelling unit (rounded to \$1,110)

**OPTIONS FOR DESIGN:**

- 1) Recommend as presented
- 2) Recommend with changes
- 3) Maintain current fee structure

**PREVIOUS ACTION:**

March 31, 2022- Presented updates to Park Board, the board requested that the fee's be reviewed in-line with updates to the parks master plan, and that the tree preservation credit be amended.

May 2, 2022- Presented updates to City Council with requested edits from Park Board, Council unanimously supported updates.

**RECOMMENDATION:**

Staff recommends proceeding with the proposed parkland dedication and development requirements as presented.

**FISCAL IMPACT: TBD**

**STAFF CONTACT:**

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



An aerial night photograph of a park. A multi-lane road runs vertically through the center. To the right of the road is a large green soccer field, a running track with a red inner lane, and several tennis courts with red roofs. To the left of the road is a large parking lot with many cars. The surrounding area is filled with trees showing autumn foliage in shades of orange, yellow, and red. The scene is illuminated by streetlights and lights from the park facilities.

# Parkland Dedication

Park Board- June 9, 2022

Staff Presenter: Jen Basham, Director- Parks and Recreation





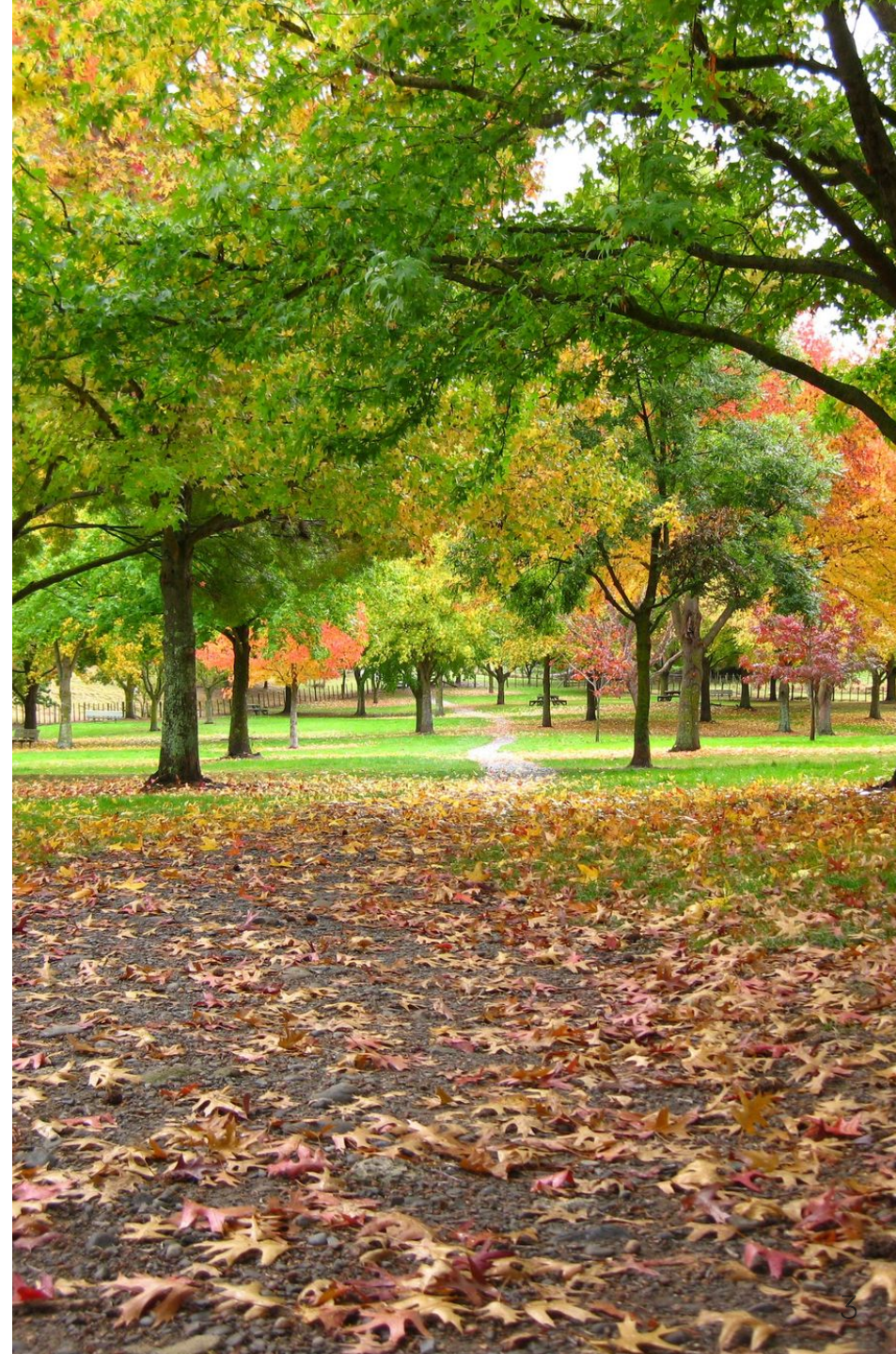
Parkland Dedication and Development Fees?

What are they and why  
do we charge them?



# WHAT ARE PARKLAND DEDICATION FEES AND REQUIREMENTS?

- Parkland Dedication: Offset the impact residential development has on the city's level of service for parks
- Fee-in-lieu of dedication: Allow home builders to provide a cash payment for the value of required parkland dedication in lieu of dedicating land
  - Developer will choose to dedicate land or pay fee in lieu**
- Park development fee: Contributes to the cost of building a standard neighborhood park
  - Developer will always be required to pay development fee**
  - Current dedication and fees adopted in 2008





# Helps Burleson Parks Keep up with Growth



- The parkland fees and dedication requirements ensure that as the City grows the parks system is maintained and expanded to maintain the current level of service
- As developers bring in new residents, they are responsible for the impact on the park system and the growing demand

# Rough Proportionality

## NOLLAN v. CALIFORNIA COASTAL COMMISSION (1987)

PRIVATE PROPERTY

### DIRECTIONS

Read the Case Background and Key Question. Then analyze the Documents provided. Finally, answer the Key Question in a well-organized essay that incorporates your interpretations

### Case Background

Concerned about increasing development along the California shoreline, the California Coastal Commission sought to protect public views of the beaches. James and Marilyn Nollan wished to replace a small (521-square-foot) beachfront bungalow with a 1,674-square-foot home. The much larger house would block public view of the beach from the street. Property use restrictions required that, before a property owner could receive a permit for new construction, s/he must agree to allow the public permanent use of the beach through an easement on the property. The easement would have allowed beach-goers to pass over a strip of land on Nollan's private beach in

- Requires that land donation/fee must be proportionate to the toll of the development
- Nollan-Dolan Limits  
Two supreme court cases that set limits on governments' ability to impair property interests with land use regulations
- Parkland dedication cannot be used to make up for former oversight, must be made based on current service level

The background of the image is a dark, out-of-focus photograph of green plants and leaves. The lighting is low, creating a moody atmosphere. The text "Current Level of Service and Fees" is centered in a white, sans-serif font.

Current Level of Service and Fees





# Current Fees

- Current Fee In Lieu: \$300 per dwelling unit. Under the city's ordinance, if the required land dedication is less than 3 acres, or if it does not meet the minimum standards for dedication, a fee-in-lieu of dedication may be required
- Development Fee: \$300 per dwelling unit, does not currently breakdown between single family, multi-family or hotel/motel
- This equates to \$30,000 in value per acre

# Proposed Changes





# Dedication Requirements

- Establish baseline level of service  
 (population/acreage of applicable parks= level of service)  
 $47,641/191.87=1$  acre per 248 residents
- Establish land dedication requirement for development type
  - Baseline LOS/census density value= dedication requirement by unit type
  - Single Family-  $248 \text{ (LOS)}/2.6 \text{ (Census Density Value)}=95$  du per acre
  - Multi-Family-  $248 \text{ (LOS)}/2.26 \text{ (Census Density Value)}=109$  du per acre

# Fee in Lieu

- Fee in lieu

- Determine value per square foot to acquire parkland
- \$1 per square foot-\$43,560 per acre
- Identify unit level price per development type
- \$43,560/unit count per acre dedication requirement

- Single Family

- \$43,560/95=\$458 fee in lieu per du

- Multi-Family

- \$43,560/109= \$399 fee in lieu per du



# Development Fee

- Development Fee Formula

Establish cost to develop applicable parks

\$1,000,000 for a typical neighborhood park

Determine number of people served per park

population/number of applicable parks (15 applicable parks in current inventory)

$47,641/15=3,176$

Determine cost per person to develop a park

Cost to develop a neighborhood park/number of people per park

$\$1,000,000$  (cost to develop a park)/  $3,176$  (number of people served)=\$ $314.86$  (cost per person to develop)

Determine cost per development type

Census density value\*cost per person to develop a park

- Single Family

- $\$314.86$  (cost per person to develop a park) \* $2.6$  (census density)= \$ $818$  per du

- Multi-Family

- $\$314.86$  (cost per person to develop a park)\* $2.26$  (census density)= \$ $711$  per du



# Total Fee Recommendation

- Add fee components together
  - Fee in lieu + park development fee = total fee per development type
- Single Family
  - \$458 (fee in lieu)+ \$818 (development fee)=\$1,276 per du
- Multi-Family
  - \$399 (fee in lieu) + \$711 (development fee) =\$1,110 per du

Fee in lieu is only applicable if land is not dedicated

# Credits towards fees





# Credits

- Development credits for additional parkland dedication, HOA maintained parks or preservation of trees
  - If a developer chooses to dedicate more than the required land they would receive credit toward the parkland dedication fee
  - If a developer develops a park within the development, requires the HOA to maintain the park, and the park remains open to the public, a credit towards the parkland dedication and development fee would be given
  - If a developer chooses to selectively preserve trees for the development, trees preserved that meet the minimum preservation requirements would result in a credit towards the parkland dedication and development fees



# Additional information regarding credits

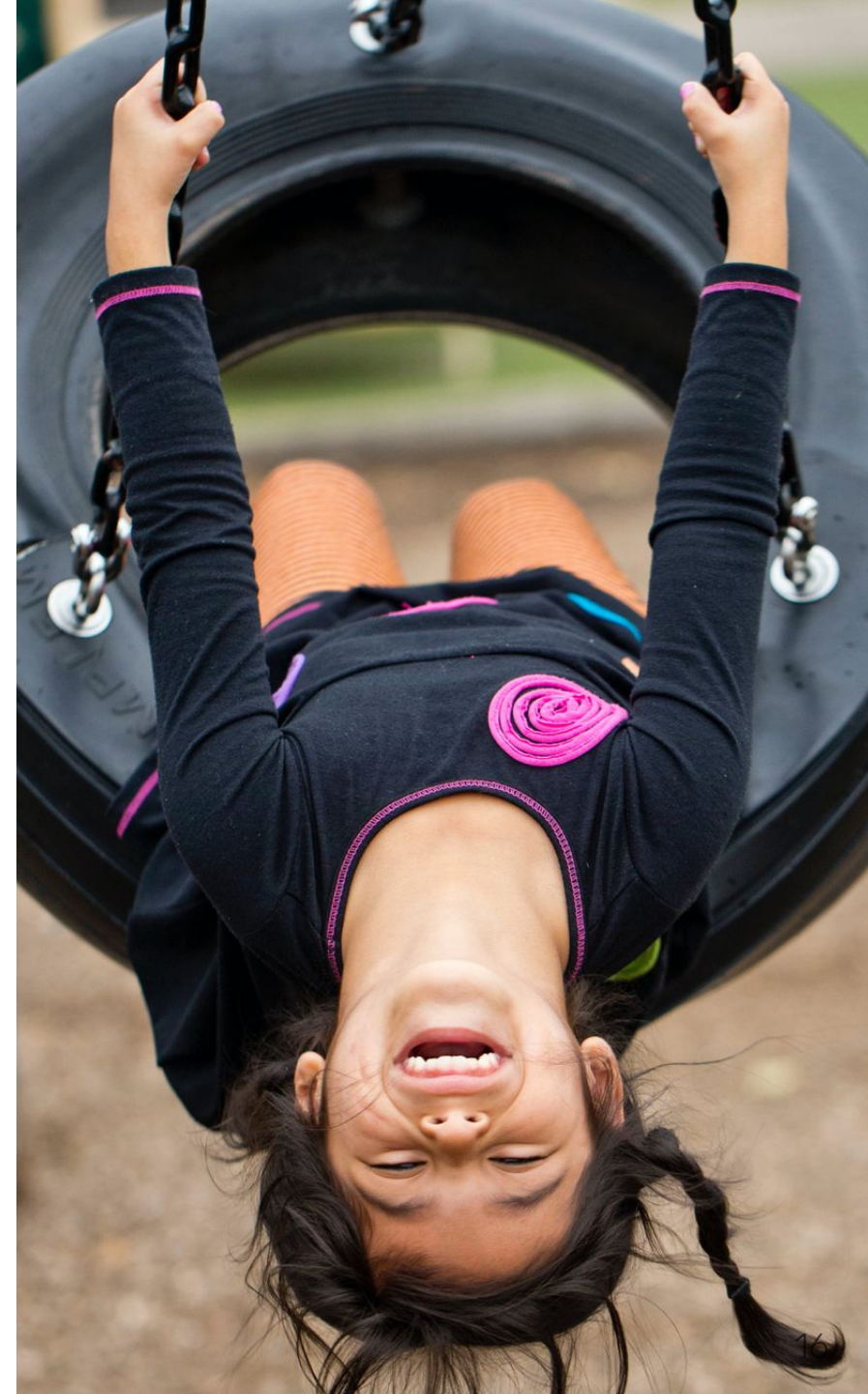


- H0A Maintained Parks
  - Park would be required to be open to the public
  - Park improvements approved, inspected and accepted by Director or designee
  - Would receive a credit of 50% towards dedication and development fees
- Reduction in fee if preserve 2 trees per DU
  - Min caliber inch of 6 inches
  - Approved tree type
  - Tree survey with preserved trees identified
  - Would receive a credit of 50% towards dedication and development fees



# Park Board Comments

- Recommended to review and update the fees in conjunction with the parks master plan updates
- Unanimously recommended the new fee structure
  - Requested that the tree credit change from 75% preservation of trees that meet requirements to a more equitable calculation that wouldn't be impacted by development type. Staff proposes 2 trees per du
  - Council met on May 2, 2022 to review and recommended the fees and credits as presented





# Recommendation

- OPTION A: Adopt new dedication requirements and fees as presented
- OPTION B: Continue with current dedication requirements and fees
- OPTION C: Adopt new dedication requirements and fees with changes
- OPTION D: Request new fee structure



## City of Burleson

### Parks Board

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### AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks & Rec

**DATE:** 06/09/2022

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**Subject:**

Receive a report regarding monthly program, revenue, and project updates. (*Staff presenter: Jen Basham, Parks and Recreation Director*)

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### Attachments

Staff Presentation

**Respectfully submitted:**

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





# Departmental Updates

Parks Board- June 9, 2022



# Rec Special Events



## Event Recaps:

Hot Sounds of Summer Kickoff - May 27  
Emerald City (estimated 2,500 participants)



## Upcoming Events:

Father's Day Fishing Tournament: June 18  
Currently 45 families/participants registered as of 6/3







# Rec Programs



## Athletic News:

Current Spring leagues in season:

Softball (Monday and Tuesday nights)

Upcoming Summer Adult Athletics:

Summer Basketball, Volleyball, and Flag Football

Current Youth Athletics: Summer Youth Track

55 participants enrolled



## Program News:

Program Highlight: Summer Camp

(150 participants enrolled)

Teen Camp - partnership with BPD: July 18-22

Registration is now open. Campers will participate in sports, drone activities, survival skills and more at the BRiCK and Russell Farm.



## Additional News:

July is Parks and Recreation Month:

This year's theme is "We Rise Up." This July, we are bringing attention to how important it is to rise up and support our field.

A variety of activities will be offered within our community to celebrate!

# Marketing and Community Engagement

Quick Stats as of 6/3:  
Facebook Followers:  
11,613

Instagram Followers:  
1,176

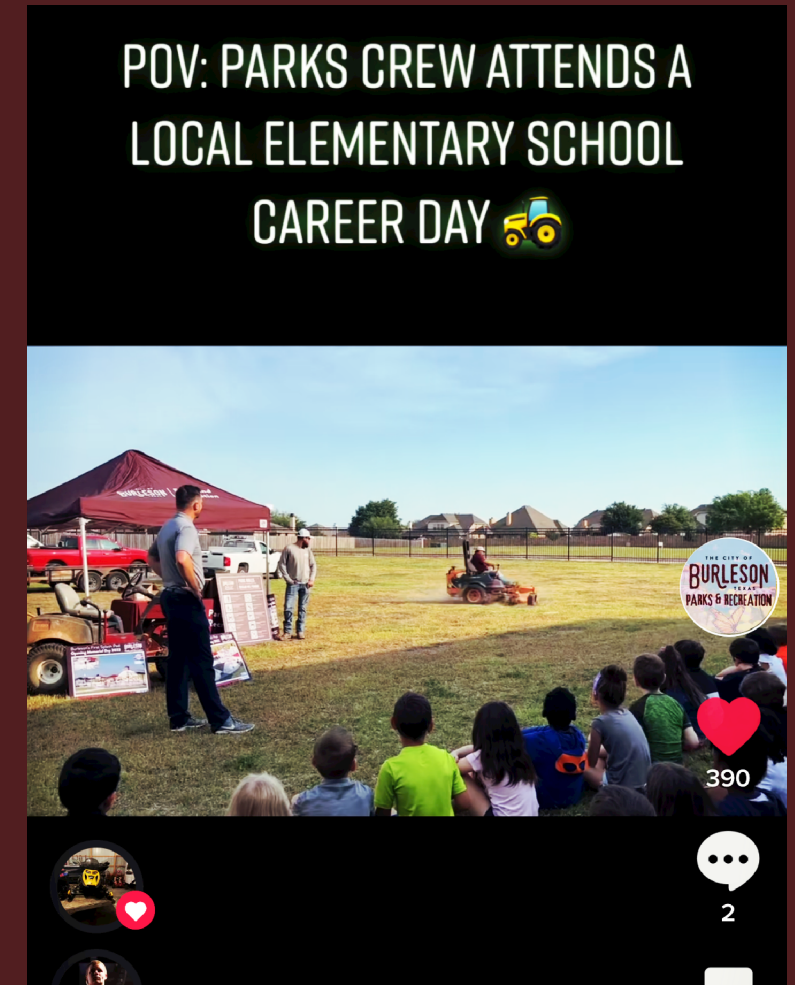
Tik Tok Followers:  
484

Constant Contact  
Subscribers:  
4,917



## Facebook Highlight: Father's Day Fishing Tournament

Reach - 15,900 ; Reactions - 154; Shares -  
58; Comments - 90



## Tik Tok Highlight: Parks Department visits Frazier Elementary

Likes - 390; 6,672 - views

May High Performing Content



# **BRiCk - Upcoming Projects**

1. Re-caulking around the Indoor Pool - Completed
2. Install all automated features: soap dispensers, auto flush, sinks and hand dryers - In progress
3. Install way finding signage throughout facility
4. Replace lockers in locker rooms with locking system for daily use.

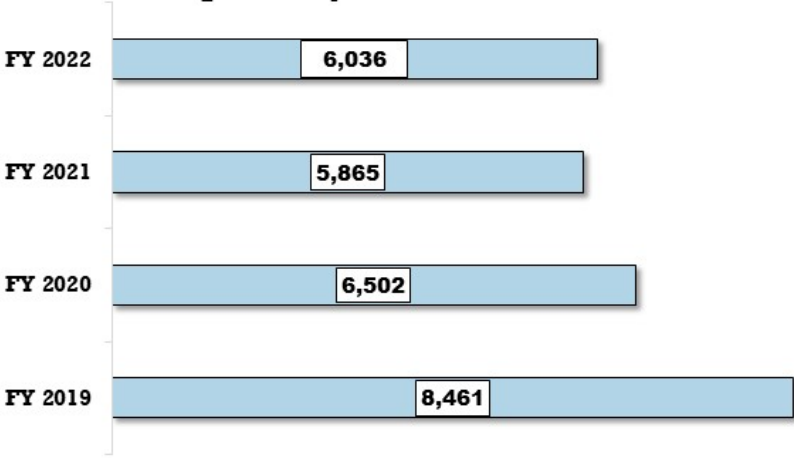


# Customer Satisfaction Survey

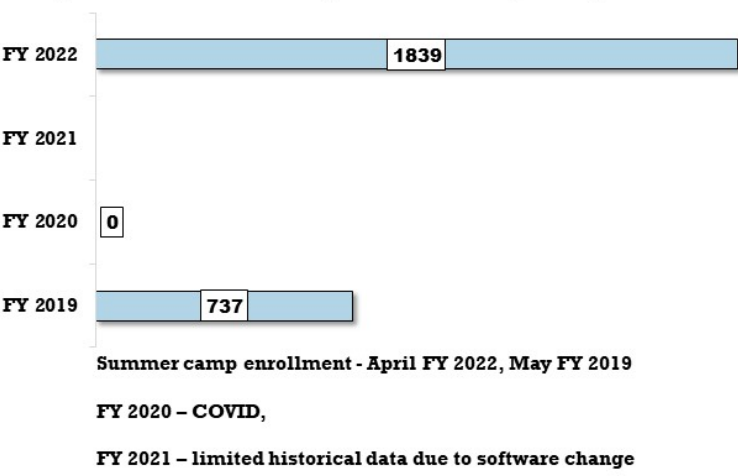
**Our 2022 Parks & Recreation  
Customer  
Satisfaction  
Survey is still live!**



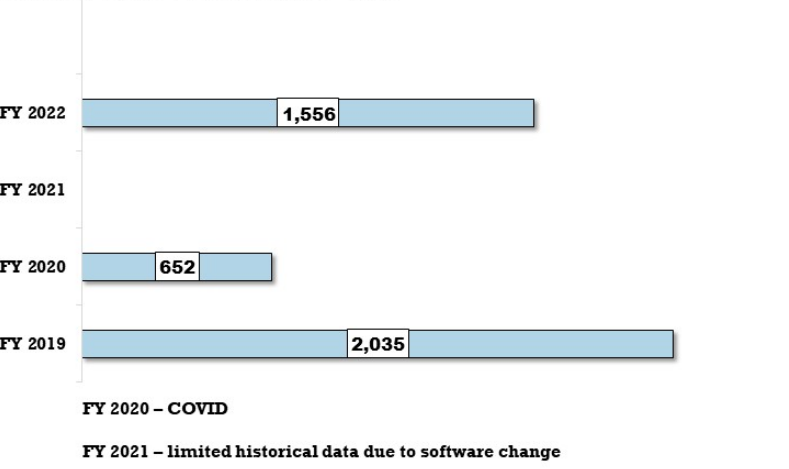
## Memberships – May



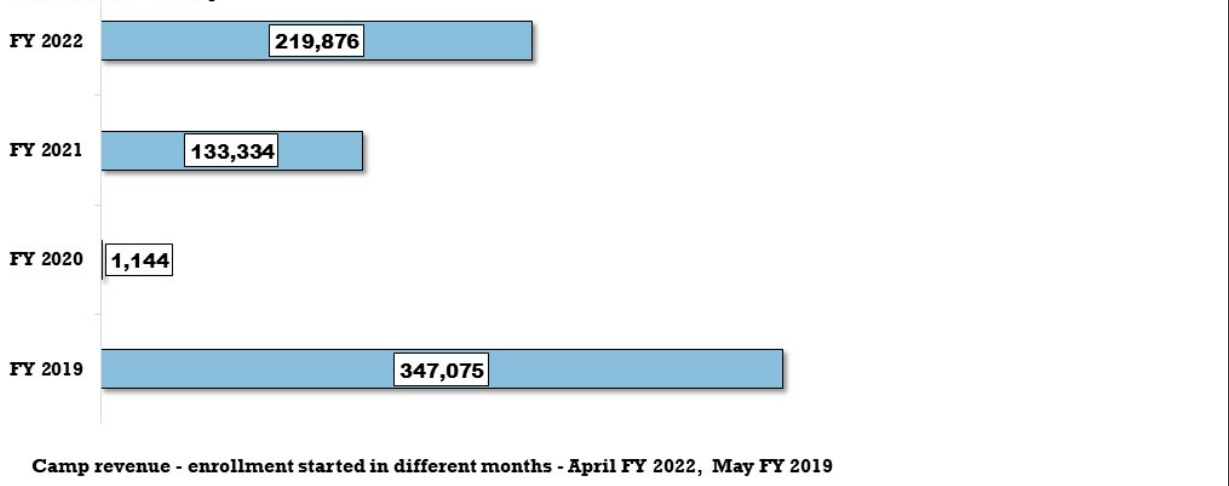
## Program Enrollments (includes Russell Farm) - May



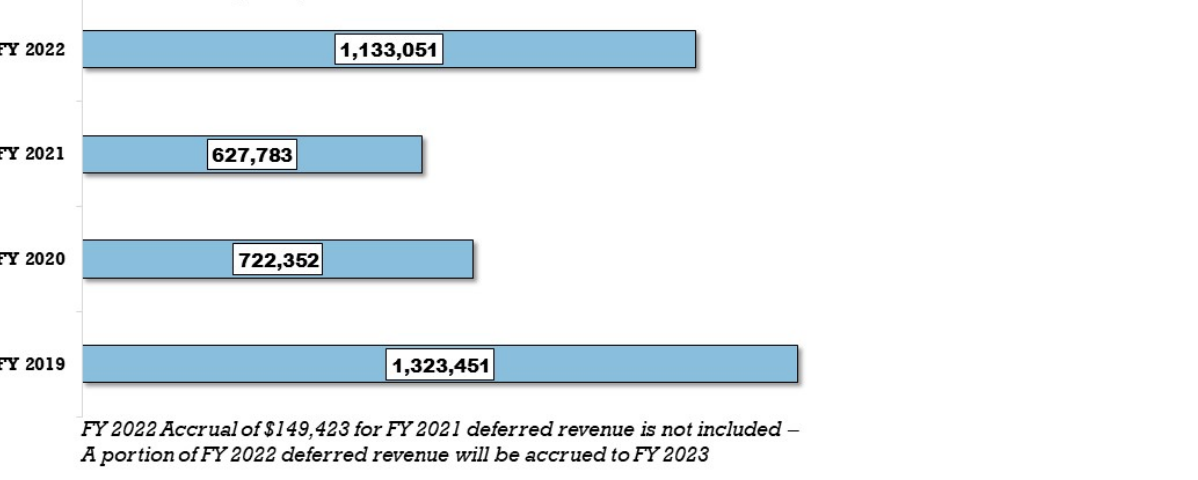
## Fitness Class Attendance - May



## Revenue - May

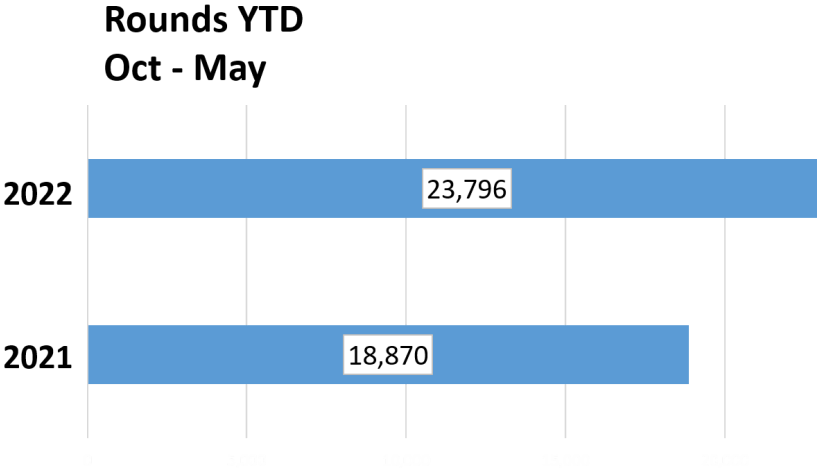
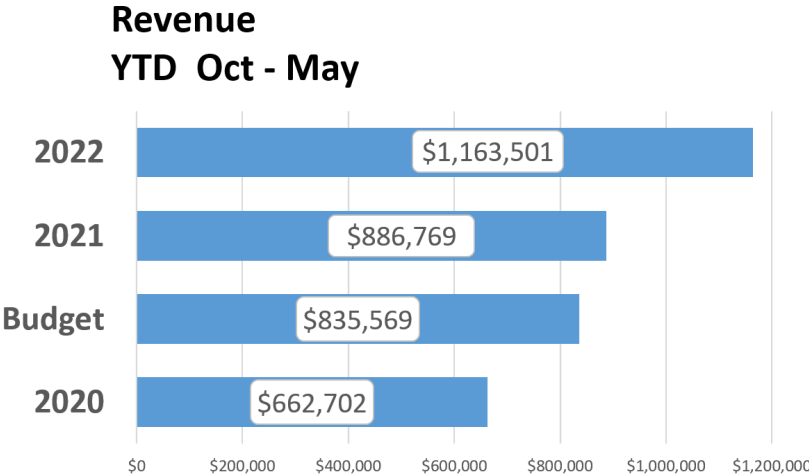
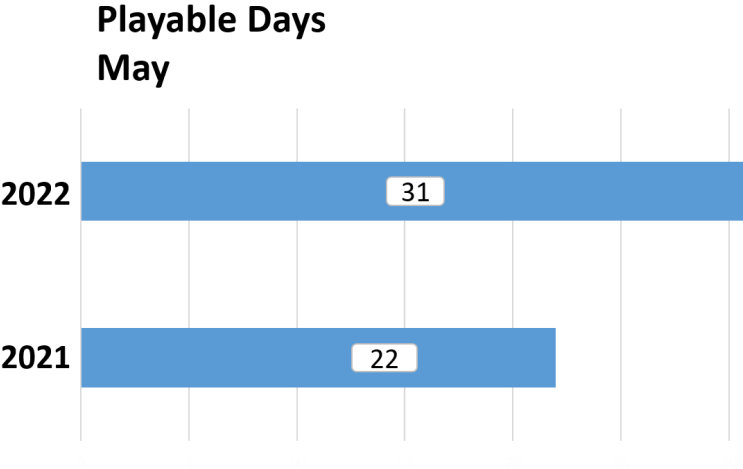
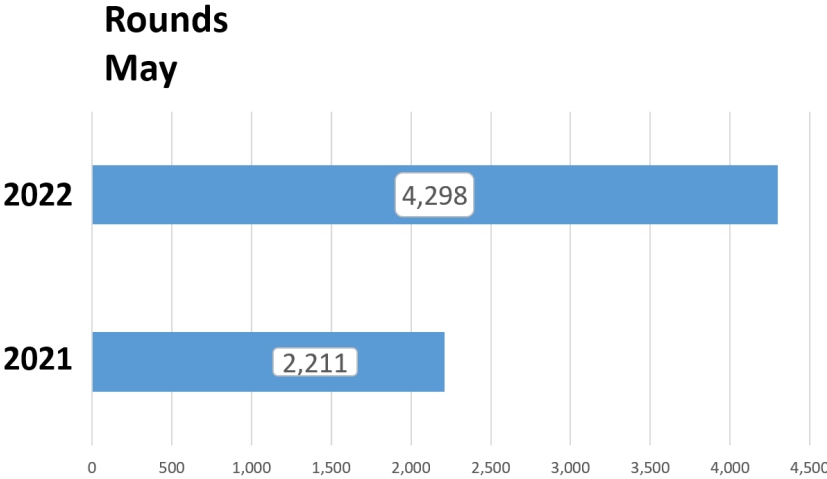
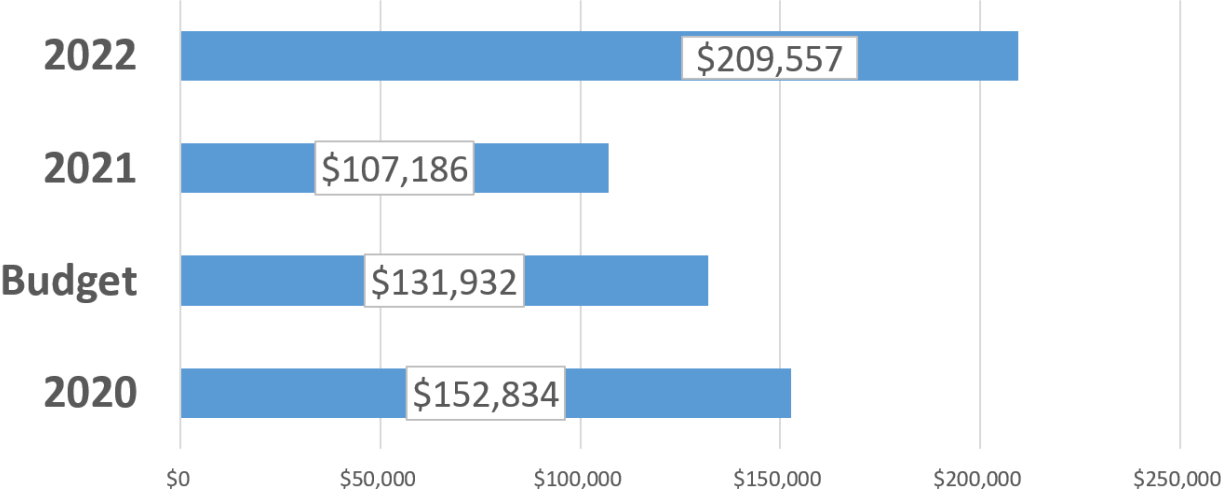


## Revenue YTD through May





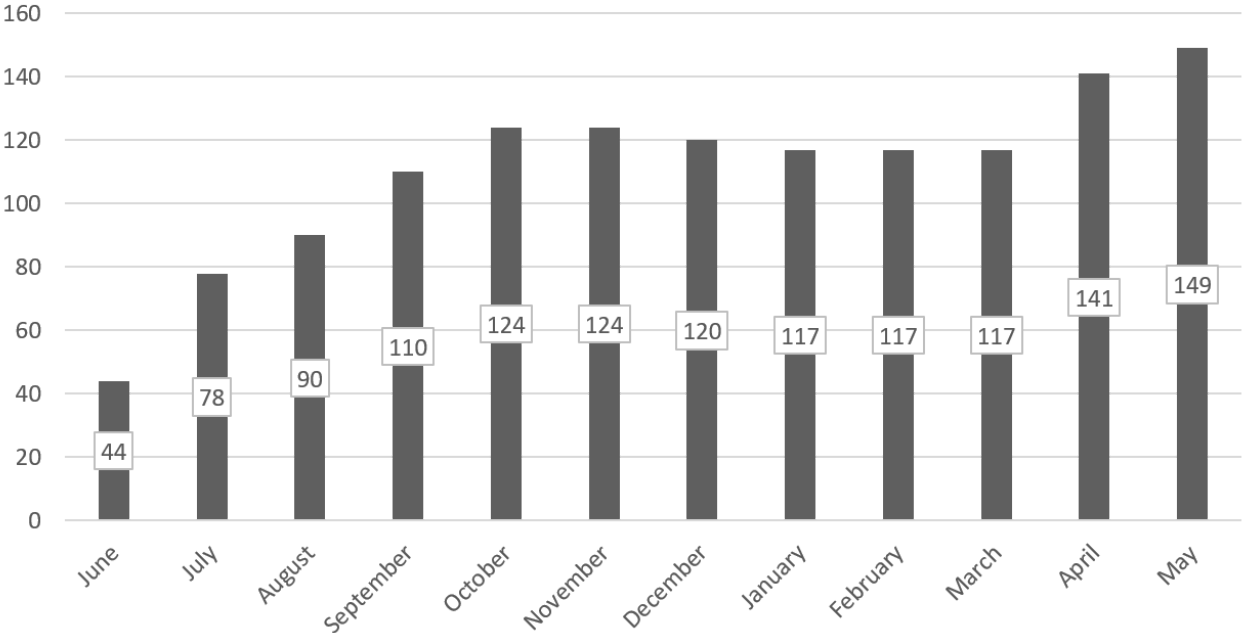
# Golf



# Golf - Players Club

149 Total Members as of 5/31

Players Club  
June 21 – May 22





# General Parks Updates

- Cindy Park tree maintenance, fence removal, and outdated sign bed removal
- Tree damage and debris cleanup from May 13 storms at Alsbury medians, Prairie Timber and Bailey Lake Park
- Career Day at Frazier Elementary - Parks and Athletics Divisions discussed capital projects and parks profession with students
- Installation of sod at Fire Station 16 Memorial Garden
- Installation of new irrigation at Splash Pad
- Installation of new landscaping and sod at Alsbury Pump Station
- Graffiti removal at Warren Park and Elk Ridge Park
- Crape myrtle pruning and two (2) removals from freeze loss at City Hall Annex building and Fire Station 1
- Shrub and perennial trimming at City Hall annex
- Insect treatments and hardcape weed control
- Replacement of 45 plants on Wilshire (under warranty)



















**Feedback?**



## City of Burleson

### Parks Board

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### AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks & Rec

**DATE:** 06/09/2022

---

**Subject:**

Community Announcements:  
Attached

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### Attachments

Community Announcements

**Respectfully submitted:**

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



# RECREATION PROGRAMS/EVENTS CALENDAR

**2022**  
**JUNE**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 Sports 101 Taekwondo	3 Pickleball	4
5	6 Summer Fun Camp Week 2 Adult Softball Co-ed D & E	7 Adult Softball Men's E/Men's Church E Archery Tap & Ballet Taekwondo	8	9 Adult Softball Men's E Sports 101 Tumbling & Gymnastics Taekwondo	10 Adult Softball Co-Ed E Pickleball	11
12	13 Summer Fun Camp Week 3 Adult Basketball	14 Adult Co-Ed Volleyball Archery Tap & Ballet Taekwondo	15	16 Men's Flag Football Sports 101 Tumbling & Gymnastics Taekwondo	17 Pickleball	18
19	20 Summer Fun Camp Week 4 Adult Basketball	21 Adult Co-Ed Volleyball Archery Tap & Ballet Taekwondo	22	23 Men's Flag Football Sports 101 Taekwondo	24 Pickleball	25
26	27 Summer Fun Camp Week 5 Adult Basketball	28 Adult Co-Ed Volleyball Archery Taekwondo	29	30 Men's Flag Football Sports 101 Tumbling & Gymnastics Taekwondo		

**Programs that are not listed:**

Ongoing Fitness Classes and Softball/Flag Football Athletic League

**New programs/events:**

Father's Day Fishing Tournament and Tree Dedication: June 18