



HOUSEHOLD HAZARDOUS WASTE EVENT  
THIS SATURDAY, APRIL 27 9-11 A.M.

# WEEKLY REPORT

APRIL 26, 2019

TO: MAYOR SHETTER AND COUNCIL MEMBERS  
FROM: BRYAN LANGLEY, CITY MANAGER

**Burleson**  
TEXAS

MARKETING & COMMUNICATIONS  
141 W RENFRO, BURLESON, TX 76028 | (817)426-9622

**I. Meetings**

1. Advisory Committee on People with Disabilities - Tuesday, April 30, 6 p.m. - PD Community Room, 1161 SW Wilshire Blvd.
2. **Please note:** The May 6 City Council Agenda is scheduled to start at **4 p.m.** to allow adequate time for the multiple work session items and executive session needs.

**Upcoming Council Events and Information**

1. Proclamation presentation at Arbor Day Celebration - Friday April 26, 10 a.m. Bailey Lake.
2. National Day of Prayer Breakfast – Thursday, May 2, 7 a.m. – First Baptist Church Burseson, 317 W. Ellison St.
3. Special City Charter election continues:
  - i. Monday, April 29 to Tuesday, April 30 voting times: 7 a.m. to 7 p.m.
  - ii. Election Day Saturday, May 4, 7 a.m. to 7 p.m.

All voting at Burseson City Hall Council Chambers, 141 W. Renfro, St.

Make sure to bring a photo identification card to vote. All propositions are listed on our city’s website for review.

Early Voting totals as of April 25 close of polls: 152 voters

**II. General Information and Status Updates**

**A. Updated Bluebird Meadow Community Outreach**

Staff has put together a community outreach action plan. Please see action steps below and additional marketing materials.

<b>Bluebird Meadows Community Outreach Action Plan</b>				
	<b>Action Item</b>	<b>Responsible Department</b>	<b>Time frame</b>	<b>Status</b>
1.	Letter to 30 neighboring property owners around Bluebird Meadows.	Police/Attorney	Mailed 4/16	Complete
2.	Obtain addresses in a one-mile radius of Bluebird Meadows.	Police/GIS	Week of April 14-19	Complete
3.	Reach out to residents who spoke at council meeting.	Police	Week of April 14-19 <i>Deputy Chief Sanidfer has spoken to those residents</i>	Complete
4.	Reach out JISD School district and request they send out information to the students and	Police Communications will provide	May	Spoke with school officials,

	parents who attend to Caddo Grove Elementary.	information to be distributed		working out communication options
6.	Set up a meeting with Johnson County Sheriff Department.	Police	Week of April 14-19 Deputy Chief Sandifer spoke to the Sheriff on 4/15 and will stay in contact	Complete
7.	Organize a neighborhood meeting, at Loftlin Middle School, to speak with residents.  Invite Johnson County Sheriff Department and Joshua ISD.	Police/ Communications  <i>4/25 Update:</i> Communications joined the BlueBird Meadows Facebook page as Burleson Police.	Meeting is planned for <b>Thur., May 9 at 6 p.m. R.C. Loflin</b> Middle School (Library) 6801 FM 1902 Joshua	Complete Representative of Johnson County Sheriff's Department is planning to attend
8.	Design Social Media marketing material for "Your Bullet, Your Responsibility"	Communications	This week	Complete
9.	Design large postcards with the "Your Bullet, Your Responsibility" message. Postcards will be mailed <b>813 properties</b> around Bluebird Meadows.	Communications will design PD responsible for mailing (and paying for printing and postage)	This month	Postcard Design is complete and has been sent to printer.  Mailing will occur week of 4/29-5/3
10.	Social media PSA	Communications	Week of 4/22-4/26  Follow-up post: Week of 5/20-5/24	Posted 4/22 on PD's Facebook. The post reached 26,926 People, had 5,237 Engagements, 30 comments, 206 Shares and 235 reactions.

				Posted 4/22 on PD's Twitter. The post had 1,471 impressions, 90 total engagements, 47 media engagements, 21 likes, 4 Retweets
11.	Advertising/Marketing for Community Meeting	Communications	Week of 4/29 - 5/3 - develop plan and then start marketing	In process
12.	Contact Local Newspapers	Communications	April 25	Cleburne Times Review will be reaching out for story.

*Social Media Posts*



# YOUR BULLET. YOUR RESPONSIBILITY.

Recklessly engaging in conduct that places others in imminent danger, like discharging a firearm in the direction of an individual, habitation, building, or vehicle can lead to a Class A misdemeanor or a third degree felony charge.



*Postcard Design*

# YOUR BULLET. YOUR RESPONSIBILITY.

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**FRIENDLY REMINDER:**

- If you live in the county, you are legally allowed to discharge your weapon on your property.
- If the bullet extends beyond your property line, you could be held criminally and civilly responsible for any injuries or property damage.
- It is important to remember bullets will come down when fired in the air.
- BPD was recently called to the scene in your area where it appeared a gun had been fired in the air and bullets landed on a vehicle and in the streets of a nearby neighborhood.

**LET'S WORK TOGETHER TO KEEP OUR COMMUNITY SAFE.**





Burleson Police Department  
1161 SW Wilshire Blvd  
Burleson, TX 76028

*Draft of Community Outreach Meeting Invite*

**Join us**  
*Bluebird Meadows  
Community Outreach Meeting*  
6 PM | Thursday, May 9

Burleson Police Department and Johnson County Sheriff invite you to attend a community forum to discuss public safety issues, including stray bullets found in the neighborhood.

R.C. Loflin Middle School (Library)  
6801 FM 1902 | Joshua, TX 76058

Advertising Plan for Community Outreach Meeting

**Bluebird Meadows Community Meeting Advertising Campaign**

Activity	April						May								
	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9
<b>Social Media</b>															
Facebook Event on PD account															
PD Facebook post															
PD Twitter post															
Post to Bluebird Meadows Facebook page															
NextDoor posts															
<b>Online</b>															
City Calendar Event															
Enewsletter article															
<b>Press</b>															
Pitch story to Burleson Star															
Pitch story to Cleburne Times Review															
<b>Print</b>															
Letters through school district															
Door Hangers															

**B. Municipal Court Hours**

The Municipal Court is located at 1131 SW Wilshire Blvd, next door the Burleson Police Department. The court is open to the public Monday to Friday, 8 a.m. to 5 p.m., closed for lunch 11:30 a.m. to 12:30 p.m. **Note one exception: 1<sup>st</sup> Wednesday of each month the court will open at 10 a.m.** You may email the court at [court@burlesontx.com](mailto:court@burlesontx.com) or call 817-426-9220

**C. Golf Course**

Greg Gregory is competing in the PGA Professional Championship in Bluffton, SC, April 28 – May 1. The tournament can be viewed on The Golf Channel. The top 20 golfers will earn a berth in the 2019 PGA Championship, May 16-19, at Bethpage Black in New York.

Hidden Creek Golf Course is the ‘Featured Course’ on teeoff.com in the DFW area. Teeoff.com is a PGA Tour company. You can find all our tee-times and course information at [www.teeoff.com](http://www.teeoff.com)

**D. Hidden Creek Parkway & Golf Course Driveway Intersection Signal Light**

In the evening of Wednesday, April 24, a car hit the signal controller box causing the light to quit functioning. Public Works arrived on scene the night of and worked late into the night and the morning hours of Thursday, April 25. Public Works was able to get the signal to flash red, they placed temporary stop signs and deployed an electronic message board on Hidden Creek Parkway warning westbound traffic of the signal issue ahead. Communications

posted social media messages alerting the public on both the City of Burleson’s Facebook and Twitter account and the Police Department’s Facebook and Twitter account.

Public Works had the signal light functioning again as of 11:45 a.m. Thursday, April 25.

The camera detection system was destroyed when the cabinet was hit so the timing of the signal lights is set to a standard recall, which gives cars traveling on Hidden Creek Parkway the most travel time.

**E. BPD Midnight Shift investigate threat**

Burleson dispatch began receiving calls in the evening of Thursday, April 25 about a SnapChat post regarding a threat to “shoot up a school.” Officers on the third-shift responded immediately and tracked down the original poster, fully identified him and spoke to his mother. The threat was targeted to a school in Arlington, not a Burleson school. The poster resides in Fort Worth, so BPD turned over the investigation to Fort Worth Police.

**III. Upcoming Road Construction/Closures**

<b>Upcoming Road Construction/Closures</b>			
<b>Project &amp; Limits</b>	<b>Current Status</b>	<b>Traffic Affected</b>	<b>Estimated Completion</b>
Renfro Street Medians in Old Town – Johnson to IH35W	Rebuild of water/sewer/outside lane pavement is complete. Medians under construction. Landscape & Irrigation will follow	Middle lanes closed to traffic, one lane open in each direction	July, weather dependent
Old Town Parking Lots - Bufford@Warren and Main@Renfro	<i>4/25 UPDATE:</i> 20+ new on-street parking spaces now open on Bufford, 4 on Warren. Bufford lot will open after landscaping complete. Main St. lot to be paved within the week, then landscaped.	Main Street closed north of Renfro.	May/June
Old Town Quiet Zones - RR xings at Commerce, Renfro, Ellison, Eldred	Awaiting signed agreements from UPRR to start work. Work is expected to begin in May on the Renfro Street crossing.	Closures at crossings when work is occurring	Start in May, End in November
NW Renfro Improvements – Wilshire Blvd. To Cindy Lane	<i>4/25 UPDATE:</i> Work to start near CVS on April 25th, if not delayed by rains.	Lane closures beginning <b>April 25</b>	Early 2020
McNairn 16” Water Line & Sewer Rebuild- SH174 to Turkey Peak Water Facility Site on Jayellen	Bore under SH174 complete, water line in on McNairn from 174 past Sunnybrook, almost to Hillside.	Sections of McNairn closed as work progresses. Currently working South of	October 2019

		Hillside, soon to be North of Hillside.	

**IV. Upcoming Community Events and Meetings**

**A. Events**

- Friday, April 26: Arbor Day Celebration at Bailey Lake, 10 a.m.
- Friday, April 26: Career on Wheels Day at Frazier Elementary 8:15 a.m. – 11 a.m. - Public Works will display and demonstrate various utility equipment including the sewer video van, a backhoe, and a hook lift truck to the Frazier students. Additionally, staff will provide an overview of their jobs and answer questions from the students.
- Friday, April 26 – Saturday, April 27: Friends of the Library Book Sale at Library, 10 a.m. to 6 p.m. (Friday) and 10 a.m. to 4 p.m. (Saturday)
- Saturday, April 27: Household Hazardous Waste, Electronic Recycling, Paper Shredding at Municipal Service Center, 9 – 11 a.m.
- Saturday, April 27: National Drug Take Back Day in the Walmart Supercenter Parking lot, 10 a.m. - 2 p.m.
- Saturday, April 27 – Sunday, April 28: Far Out Family Campout & Fishing Adventure at Bailey Lake, 1 p.m. - 8 a.m.
- Wednesday, May 1: Open House at the BRiCk, 8 a.m. - 9 p.m.
- Friday, May 3: Health Fair at Senior Activity Center, noon – 3p.m.

**B. Community Meetings**

- No meetings to report.

**V. Attachments**

A.Change Order Report.....page 10  
 B.May 6 Draft Agenda.....page 11

**VI. Informal Staff Reports**

A.Animal Shelter Expansion Update.....page 15

Capital Improvements Projects Quarterly Change Order Report : Q1 FY 2019 ending 3/31/19

Project	Contractor	Date of Contract Award	Contract Award Amount (bid)	# of Change Orders	Total Net \$ amount of Change Orders	Revised Contract Amount	Projected Contract Closeout Amount	Projected Closeout Under/Over Original Contract Amount	% under/over contract amount
Renfro Medians (Johnson to IH35W)	JLB Contracting	20-Aug-18	\$1,726,501	2	\$65,266	\$1,791,767	\$1,791,767	\$65,266	3.8%
McAlister Roundabout	Northstar Construction	1-Oct-18	\$464,777	2	(\$3,756)	\$461,021	\$461,021	(\$3,756)	-0.8%
Old Town Parking Lots	Mart Incorporated	5-Oct-18	\$1,040,986	1	\$4,874	\$1,045,860	\$1,045,860	\$4,874	0.5%
McNairn Waterline	Moss Utilities, LLC	22-Jan-19	\$1,558,563	0	\$0	\$1,558,563	\$1,560,358	\$0	0.0%
Signals - HCPW (various)	Bean Electrical, Inc	4-Mar-19	\$355,601	0	\$0	\$355,601	\$355,601	\$0	0.0%
Paving - NW Renfro	Fort Worth Civil Constructors, LLC	18-Mar-19	\$1,114,304	0	\$0	\$1,114,304	\$1,114,304	\$0	0.0%
8-Inch Sewer - Highpoint Business	FM Utility LLC	18-Mar-19	\$41,175	0	\$0	\$41,175	\$41,175	\$0	0.0%

**Notes:**

**All projects have at least 1 change order - the final project closeout quantity adjustments are done by change order.**

**Projected Contract Closeout Amount includes estimated known changes that have not yet been processed.**

Renfro Enhancement (SH174 to I35)	Change orders (2) for water&sewer rebuild work-found unmapped lines, services needed correcting
McAlister Roundabout	Closeout change order slightly reduced some quantities, project finished under bid amout. Project complete.
Old Town Parking	Change order for utility conflict with gas lines (unknown) and tree removal.
McNairn Waterline	Work in progress. Pending CO#1 for replacing wheelstops, will be under \$2,000.
Signals - HCPW (various)	No changes to date. Work underway.
Paving - NW Renfro	Construction has not started.
8-Inch Sewer - Highpoint Business	Project complete.

# DRAFT



AGENDA  
BURLESON CITY COUNCIL  
May 6, 2019

BURLESON CITY HALL  
141 W. RENFRO  
BURLESON, TX 76028

**WORK SESSION – 4:00 p.m.**

*(No public comment will be taken during the work session)*

Call to Order

1. **Questions on Current Agenda Items** - City Councilmembers
2. **Reports and Presentations**
  - A. Receive a report, hold a discussion, and give staff direction as to how to address a \$398,138 shortfall in funding to construct the Mayor Vera Calvin Plaza in Old Town *(Staff Presenter: Drew Pennywell, Economic Development Specialist)*
  - B. Receive a report, hold a discussion, and give staff direction regarding options for the design of the Fire Station 2/EOC Relocation *(Staff Presenter: Ken Freeman, Fire Chief)*
  - C. Receive a report and hold a discussion regarding police department staffing levels and recent initiatives. *(Staff Presenter: Billy Cordell, Police Chief)*
  - D. Receive a report and hold a discussion regarding recent public safety and civilian employee compensation studies. *(Staff Presenter: Wanda Bullard, Human Resources Director)*
3. **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. **Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072**
    - Receive information from staff, discuss, deliberate, and provide staff direction pertaining to the JoCo Community Radio lease of city-owned property located at 114 West Ellison Street, Burleson, TX 76028
  - B. **Personnel Matters Pursuant to Section 551.074**
    - Receive a report regarding the duties and procedures of the City Manager.

## REGULAR SESSION – 7:00 p.m.

Call to Order

Invocation

Pledge of Allegiance to the U.S. Flag

Pledge of Allegiance to the Texas Flag

*"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible"*

### 1. **Proclamations, Presentations, & Community Information**

#### A. Proclamations

- Economic Development Week (*Recipient: Alex Philips, Economic Development Manager*)
- Public Service Recognition Week: May 5-11 (*Recipient: Wanda Bullard, Human Resources Director*)

#### B. Presentations

- Recognition of Citizens on Patrol Graduating Class (*Mayor Shetter*)

#### C. Community Interest Items

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that *"a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed."* The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda). An "item of community interest" includes the following:

- expressions of thanks, congratulations, or condolence;
- information regarding holiday schedules;
- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city official or city employee; and
- announcements involving imminent public health and safety threats to the city.

#### D. Changes to the City Council Agenda

### 2. **Citizen Appearances**

(Citizens who have signed a card to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Public comment will not be taken on items that the Council has previously considered in a public hearing).

### 3. **Consent Agenda**

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Consider approval of minutes from the April 15, 2019 regular council meeting. (*Staff Contact: Amanda Campos, City Secretary*)
- B. Consider adoption of a minute order approving financial transactions. (*Staff Contact: Rhett Clark, Finance Director*)

4. **Development Applications**

- A. Hold a public hearing and consider adoption of a minute order for a proposed site plan with an associated waiver to the masonry requirements for a dental office at 2701 SW Wilshire Boulevard. (Case 19-012 - The Planning & Zoning Commission rejected the masonry waiver and recommended, by unanimous vote, approval of the site plan with alternate elevations containing 100 percent masonry) (*Staff Presenter: Mandy Clark, Development Services Director*)
- B. Hold a public hearing and consider adoption of a minute order regarding a proposed variance from the fencing and screening regulations for a residential fence at 859 NW Renfro Street. (*Staff Presenter: Mandy Clark, Development Services Director*)
- C. Consider adoption of a minute order approving a site plan for Harbor Freight at 1225 SW Wilshire Boulevard near the intersection of Elk Drive and SW Wilshire Boulevard. (Case 19-020 - The Planning & Zoning Commission recommended approval of the site plan by a unanimous vote.) (*Staff Presenter: Mandy Clark, Development Services Director*)

5. **General**

- A. Consider adoption of an Ordinance providing for the issuance of City of Burleson, Texas Combination Tax and Revenue Certificates of Obligation, Series 2019, and ordaining other matters relating to the subject. (Final Reading) (*Staff Contact: Rhett Clark; Presenter: Boyd London, First Southwest?*)

6. **City Council Requests for Future Agenda Items or Reports**

7. **Recess into Executive Session**

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**A. Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072**

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**B. Personnel Matters Pursuant to Section 551.074**

- Receive a report regarding the duties and procedures of the City Manager

## CERTIFICATE

I hereby certify that the above agenda was posted on this the \_\_\_\_ of \_\_\_\_\_ 2019, 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 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.

## Animal Shelter Expansion Update

### **Background and Objectives**

The purpose of this report is to provide an update on staff's work with regards to the animal shelter expansion that was approved as part of the 2019-2023 Capital Improvement Plan. Staff has two primary objectives:

- A. Ensure that the project is as cost effective as possible and does not exceed the approved budget of \$560,000.
- B. Design and build an animal shelter expansion that will effectively meet the needs of the community.

Based on the initial fee proposal described below, staff will be taking the following action to achieve these two objectives:

- Staff will re-evaluate the scope of the project to make sure it is as cost-effective as possible and determine if there are potential efficiencies and/or reductions in scope.
- Negotiate with Quorum Architects, specifically digging deeper into the proposed line items to fully understand what is driving their costs and seek ways to reduce those costs.

When staff has completed its efforts to ensure that both the scope of the project and the design services are as cost-effective as possible, staff will bring the project forward for the city council's consideration.

### **Initial Fee Proposal**

Per the purchasing requirements provided in the Texas Local Government Code, staff began researching the most highly qualified firm to provide architectural services. Based on staff's research, staff determined that Quorum Architects is the most qualified architectural firm for animal shelters. Quorum has designed animal shelters in Richland Hills, Lewisville, Carrollton, Wichita Falls, Richardson, Sequin, Fredricksburg, Pflugerville, San Marcos, Grand Prairie, Arlington, Midland, Deer Park, and Grapevine. Quorum was also the architect for Burleson's animal shelters. Staff requested a fee proposal from Quorum and received the following proposal:

Preliminary Design	\$11,000
Construction Documents	\$30,500
Special Services (Survey and Civil)	\$12,000
Direct Reimbursable Expenses	\$2,500
<b>Total Costs</b>	<b>\$56,000</b>

\*Quorum also included additional costs of \$23,000 for bidding assistance and construction administration. Staff will evaluate these services to determine if they are necessary.

The costs for design services provided by Quorum are higher than staff expected; however, based on research into other cities that are expanding animal shelters, the cost is at market as a percentage of the total budget.

<b>City</b>	<b>Year</b>	<b>Type</b>	<b>Project Cost</b>	<b>Cost/Sq. Ft.</b>	<b>Architect Cost</b>	<b>Architect Cost as % of Budget</b>
Grapevine	2018	New Addition/Renovation	\$3,300,000	\$485	\$370,000	11.21%
Harker Heights	2018	New Addition/Renovation	\$1,240,724	\$496	\$173,283	13.97%
Burleson	2019	New Addition/Renovation	\$560,000	TBD	\$56,000	10.00% - 14.10%