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WEEKLY REPORT

JANUARY 24, 2020

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

Burleson
TEXAS

Weekly Report | January 24, 2020

I. Council Schedule

Meetings

- **Monday, February 3:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St. Burleson, TX, 5:30 p.m. Work session, 7 p.m. regular session
- **Monday, February 17:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St. Burleson, TX, 5:30 p.m. Work session, 7 p.m. regular session

Work Session Items/Report & Discussion Items

February 3

- None

February 17

- Receive a report, hold a discussion on the Quarterly Update to City Council. (Staff Presenter(s): Bryan Langley, City Manager; Aaron Russell, Director of Public Works; DeAnna Phillips, Marketing and Communications Director)
- Receive a report, hold a discussion and give staff direction regarding the Burleson branding initiative. (Staff Presenter: DeAnna Phillips, Marketing and Communications Director)
- Receive a report, hold a discussion and give staff feedback regarding the draft goals related to mobility, neighborhoods and parks for the update to the City's Comprehensive Plan: Imagine Burleson 2030 (Staff Presenter: Mandy Clark, Development Services Director)
- Receive a report, hold a discussion, and give staff direction regarding a higher education facility in the City of Burleson. (Staff Presenter: Bryan Langley, City Manager)
- Receive a report, hold a discussion, and give staff direction regarding cemetery expansion. (Staff Presenter: Robert Ranc, Deputy City Manager)

II. General Information and Status Updates

A. Mayor Vera Calvin Plaza in Old Town Weekly Update

Construction of the Mayor Vera Calvin Plaza remains on schedule and within budget.

- City Council to consider
- New sidewalks have been poured on Warren St.
 - Parking, lighting and landscape to follow
- Water Tower shop drawings have been approved, under construction offsite
 - To be installed in March
- Miniature Play Trolley shop drawings have been approved, under construction offsite



- To be installed in April

Construction activity for next week, January 27 - 31, will include:

- Continue electric branch/site circuits (90% complete)
- Continue roof installation at restroom/storage building
- Engineered wood ramp to 330 (orange) Trolley car
- Storm system extension (Ellison St. Promenade)
- Begin irrigation installation
- Begin low voltage installation for lighting
- Shade structure electrical rough in



ROW Parking/Storm Line Extension:

- Work has begun in the right of way to construct parking (49 new stalls), sidewalks, and streetscape
 - City staff and Contractor, Hill & Wilkinson, have coordinated with local businesses to plan work in phases that lessens impact as much as possible
 - This work will continue in stages until early March
- CURRENT STAGE: Warren St. Near City Hall: Began 12/2
 - Anticipated completion: 1/27
 - New parking stalls: 8
 - 4 adjacent to City Hall
 - 1 ADA, with access to City Hall
- CURRENT STAGE: Wilson St ROW: 1/6 - 1/24
 - Parking stalls, sidewalks, lights and landscape
 - 23 new parking stalls
 - 4 adjacent to City Hall
 - 1 ADA
- NEXT STAGE: Wilson S. Re-pave: 2/11 - 2/18
 - ROAD CLOSURE
 - Sidewalks and access to parking lots to remain open
- NEXT STAGE: Bufford St. ROW: 2/13 - 3/3
 - Parking stalls, sidewalks, lights and landscape
 - 15 new parking stalls
 - 2 ADA

B. Director of Finance Announcement

We are pleased to announce Martin Avila, CPA, accepted the Director of Finance position. Martin will join us on February 10, 2020, bringing over 20 years of financial management experience in local government and 25 years in leadership experience. Martin comes from the City of Irving with 13 years of total service there and supervises a team of 6 employees. Martin also served as the director of finance for Cedar Hill for one year. Please join us in welcoming Martin to the City of Burleson.

C. Council Chambers Update

Staff has started the next phase of technology updates to the Council Chambers this week. Two 75-inch screens are being added to the front side walls and two 55-inch screens to the rear sidewalls to provide better viewing of our presentation system during meetings. The contractor will also be replacing all of the existing (daisy chain) wiring with direct runs to each council member’s workstation. This will alleviate the 4-5 second delay that you experience when the broadcast system is changed from staff presentation mode to voting system mode. It will also replace some of the outdated hardware that controls the video output at each station. All work will be completed by Monday, January 27. The final upgrade to the Council Chambers will be to replace the existing microphones.

D. LumberJax Specific Use Permit (SUP)

The LumberJax axe throwing venue is currently located at 138 N. Wilson Street, north of Renfro. The business owner also owns Moontower Pizza, located at 137 S. Wilson Street, just south of Ellison Street. The owner has applied for a Specific Use Permit to relocate the business to Moontower Pizza into a secondary area attached to the restaurant. The operations will be conducted as separate businesses, but access to the activity is through both an internal door to Moontower and an external door. Patrons will reserve and pay for the use as a separate activity from the restaurant.

The current SUP was amended in November, and at that time, there was some discussion related to uses like this one and whether they would be considered as an accessory to a primary use and not require the SUP. This would be similar to restaurants that have pool tables or video games where we do not require an SUP for those activities. Staff consulted with the City Attorney, and the determination was made, for this particular operation, that a SUP should be required due to the activity being somewhat separate from the restaurant – patrons may use the venue without entering the restaurant.

This case will be considered at the January 28 Planning and Zoning Commission and the February 17 City Council meetings. The distinction between the SUP and accessory uses will be included in the presentation.

E. Health Inspections Update

The City of Burleson has been under contract with Tarrant County Public Health since 2005 to perform health permitting and inspections of food establishments and public pools. In the FY 19-20 budget, city council approved the addition of a health inspector position to the Environmental Services Division for the purpose of assuming food establishment and public pool inspection responsibilities. As part of the transition from Tarrant County, Environmental Services will be notifying all food establishment owners/operators and all public pool owners/operators regarding the changes. In addition to outlining the change from Tarrant County to the city, the letter to the food establishments will provide information regarding the updated fees that the city will be charging for inspections. The city council adopted updated fees in fiscal year 2015-2016; however, Tarrant County would not charge the fees the city council adopted. The letters will be sent the week of January 27 (the letters are included as attachments).

In order for the City to assume regulatory authority responsibilities of health permitting and inspections of food establishments, Chapter 437 of the Texas Health and Safety Code requires a public hearing. Environmental Services plans on holding the public hearing at the February 17, 2020, city council meeting to amend the ordinances to change the regulatory authority from Tarrant County Health Department to the City of Burleson. The public pool ordinance amendments will also include the addition of the most recent laws relative to public interactive water features and fountains, recent regulations for pool yard enclosures and new language relevant to additional signage that is applicable to drowning prevention.

The contract with Tarrant County requires a 90-day cancellation notice for discontinuance of inspection and permitting services. If the city council decides to approve the amendments changing the regulatory authority from the county to the city, Environmental Services will be notify Tarrant County on March 3, 2020 (the day following the second reading at the March 2 City Council meeting). They will be assuming inspection and permitting duties on June 1, 2020.

Environmental Services is also in the process of hiring the new health inspector, and she is expected to start on February 10, 2020.

III. Upcoming Road Construction/Closures

Upcoming Road Construction/Closures			
Project & Limits	Current Status	Traffic Affected	Estimated Completion
Renfro Street Medians in Old Town: Johnson to IH35W	Substantially Complete. A few punchlist items are outstanding. Oncor street lights scheduled for painting.	Temporary lane closures may be necessary while Oncor paints street lights.	City staff continues to push Contractor to complete punchlist items and cleanup prior to final acceptance.
Old Town Quiet Zones: RR xings at Commerce, Renfro, Ellison, Eldred	<i>UPRR work complete. Contractor will be</i>	Lane closures as necessary while	Start in June 2019, End in February 2020.

	<i>proceeding with final pavement.</i>	median on Renfro is completed.	
NW Renfro Improvements: Wilshire Blvd. To Alsbury Blvd	<i>Pavement Marking across SH174 to be rescheduled for traffic control.</i>	Temporary lane closures on SH174 when restriping intersection is rescheduled	Early 2020

IV. Upcoming Community Events

- **Wednesday, January 29 from 4:30 – 7:30 p.m.: CityFest** at the Burleson Recreation Center, 550 NW Summercrest Blvd.

V. Attachments

- A. Health Inspection Notices.....page 7
- B. Comp Plan Goals Update.....page 10

January 28, 2020

RE: CITY OF BURLESON HEALTH PERMITTING AND INSPECTIONS

Dear Burleson Food Establishment Owner / Operator,

This letter is to inform you of proposed changes to the health permitting and inspections related to your facility. The City of Burleson has been under contract with Tarrant County Public Health since 2005 to perform health permitting and inspections of food establishments; however, The City of Burleson Environmental Services Division is proposing to assume inspection and permitting duties for food establishments beginning June 1, 2020. Additionally, in fiscal year 2015-2016, the city made changes to inspection fees for food establishments. The fees adopted in fiscal year 2015-2016 will be implemented as part of this transition. The fee schedule is outlined in this letter, with the changes highlighted in yellow.

Below are the specific activities that the City of Burleson will assume from Tarrant County Public Health on June 1, 2020:

- Plan Review - All new food establishments, remodels and changes of ownership
- Permitting - All new food establishments and changes of ownership
- Inspections – Routine and pre-operational
- Complaint Investigations
- Enforcement

A public hearing will be held at the February 17, 2020 Burleson City Council meeting to consider amending the regulations to transfer the permitting and inspection authority to the City of Burleson from the Tarrant County Public Health Department. The City Council meeting starts at 7:00 pm. As a stakeholder, the city wants to afford you the opportunity to provide feedback regarding the proposed changes. Additionally, if you would like to speak to city staff regarding this change, please contact me at 817-426-9842 or mcarpenter@burlesontx.com. The date of public hearings can also be found on city council agendas, which are posted on the city website – www.burlesontx.com/722/Agendas-Minutes.

If you have any questions on this matter, do not hesitate to contact me.

Sincerely,

Mitchell Carpenter

Mitchell Carpenter
Environmental Services Manager
mcarpenter@burlesontx.com

FOOD ESTABLISHMENT INSPECTION FEE SCHEDULE

Type of Food Establishment	Fees collected by Tarrant County Health Department	City of Burleson Adopted 2016
A. Food Store - Grocery		
≤ 5,000 sq. ft.	\$200	\$275
> 5,000 sq. ft.	\$300	\$400
B. Food Service		
≤ 500 sq. ft.	\$100	\$150
> 500 sq. ft. ≤ 1,500 sq. ft.	\$150	\$200
> 1,500 sq. ft. ≤ 3,500 sq. ft.	\$200	\$275
> 3,000 sq. ft. ≤ 6,000 sq. ft.	\$250	\$350
> 6,000 sq. ft.	\$300	\$400
C. Child Care Food Service	\$150	\$150 no change
D. Catering Operations	\$250	\$250 no change
E. Temporary Food Service	\$35	\$50
F. Food Court	\$200 per operation	\$200 per operation
G. Adjunct Operation		
Food Service	\$150 per independent operation	\$150 per independent operation – no change
Food Store ≤ 5,000 sq. ft.	\$150 per independent operation	\$150 per independent operation – no change
Food Store > 5,000 sq. ft.	\$ 200 per independent operation	\$200 per independent operation – no change
H. Commissary		
No food prep	\$100	\$100 – no change
With food prep	\$200	\$200 – no change
I. Mobile Units		
Prepackaged food only	\$100	\$100 – no change
Open and/or food prep	\$200	\$200 – no change
J. Plan Review		
≤ 500 sq. ft.	\$0	\$0
> 500 sq. ft. ≤ 3,000 sq. ft.	\$50	\$50 – no change
> 3,000 sq. ft.	\$100	\$100- no change
K. Late Fee		
From 1 -30 days	10% fee owed	10% fee owed- no change
From 31- 60 days	20% fee owed	20% fee owed – no change
The late fee increase 10% for each 30-day block until permit fee and late fee is paid. Permits that are more than 90 days overdue will be required to reapply.		

January 28, 2020

RE: CITY OF BURLESON HEALTH PERMITTING AND INSPECTIONS

Dear Burleson Owner / Operator,

This letter is to inform you of proposed changes to the health permitting and inspections related to your facility. The City of Burleson has been under contract with Tarrant County Public Health since 2005 to perform health permitting and inspections of public/semi-public swimming pools, spas, public interactive water features, and fountains; however, the City of Burleson Environmental Services Division is proposing to assume inspection and permitting duties for these facilities beginning June 1, 2020. This will not result in a fee change.

Below are the specific activities that the City of Burleson will assume from Tarrant County Public Health on June 1, 2020:

Public/ Semi-public Swimming Pools, Spas, Public Interactive Water Features and Fountains

- A. Plan Review - All new pools, remodels and changes of ownership
- B. Permitting – All new pools, changes of ownership
- C. Inspections
 - 1. Pre-Gunite Inspection
 - 2. Pre-Plaster Inspection
 - 3. Pre-Operational/ Permitting Inspection
- D. Complaint Investigations
- E. Enforcement

Permits Fees remain the same and shall be as follows:

- A. Swimming Pool, Spa & Interactive Water Feature
 - 1. Plan Review and Opening Inspection \$150
 - 2. Annual Permit \$250
 - 3. Required Reinspection \$75

A public hearing will be held at the February 17, 2020 Burleson City Council meeting to consider amending the regulations to transfer the permitting and inspection authority to the City of Burleson from the Tarrant County Public Health Department. The City Council meeting starts at 7:00 pm. As a stakeholder, the city wants to afford you the opportunity to provide feedback regarding the proposed changes. Additionally, if you would like to speak to city staff regarding this change, please contact me at 817-426-9842 or mcarpenter@burlesontx.com. The date of public hearings can also be found on city council agendas, which are posted on the city website – www.burlesontx.com/722/Agendas-Minutes.

If you have any questions on this matter do not hesitate to contact me.

Sincerely,



Mitchell Carpenter
Environmental Services Manager
mcarpenter@burlesontx.com

Staff Memorandum

From: Mandy Clark, Development Service Director
Subject: Comprehensive Plan Goals
(Mobility, Neighborhoods, Parks)

On November 6, 2019, Council held a special session to establish the vision and values related to the update of the City's Comprehensive plan. At that meeting, the existing comprehensive plan vision statement was affirmed and value statements were created as follows:

Vision

We are

- Focused on building a dynamic future, while preserving our rich history.
- Dedicated to establishing a great place to live, learn, work and play.
- Committed to being a sustainable community for all, through every stage of life.

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 choices
- A city that is economically and environmentally sustainable, accountable and transparent

At the conclusion of the meeting, Council directed staff to draft goals and bring them back for comment and consideration prior to gathering additional public input. Staff has held a series of internal working meetings with a broad range of staff to develop and refine the goals. The attached page is a list of the draft goals associated with the mobility, neighborhoods, and parks value statements. These will be presented to the Planning and Zoning Commission on January 28th for feedback. They are currently scheduled for a Council work session on February 17th. Goals associated with placemaking, economic development and sustainability will be presented in upcoming meetings and a draft provided to the Council prior to the Planning and Zoning Commission work session as well.

MOBILITY

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

1. **Develop/refine strategies for key corridors**
 - a. Re-evaluate and implement the SH174 Vision/Plan
 - b. Develop a Chisholm Trail Corridor Vision
 - c. Re-evaluate I-35 Vision
 - d. Develop a plan for Hulen Street
 - e. Develop a plan for Alsbury Boulevard
 - f. Develop a plan for FM731 (John Jones)
 - g. Develop a plan for East Renfro Street
2. **Foster walkability/bikeability**
 - a. Complete the 10-mile loop
 - b. Create a comprehensive sidewalk program
3. **Encourage a multi-modal transportation system / look towards mobility as a service**
 - a. Develop a mobility innovation plan
 - b. Develop a transit master plan
 - c. Develop a plan for a bike sharing program
4. **Improve guidance for development of complete streets**
 - a. Re-evaluate and update the Complete Streets chapter of the Master Mobility Plan
 - b. Develop a policy/strategy for traffic calming
5. **Explore opportunities for congestion mitigation**

NEIGHBORHOODS

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

6. **Develop programs to elevate new neighborhood design**
 - a. Identify opportunities for master planned communities
 - b. Identify strategies for development of diverse neighborhoods with respect to life-cycle housing, affordability, and neighborhood demographics
 - c. Develop strategies for site design with the goal of preserving natural areas
 - d. Develop and adopt a neighborhood design manual
7. **Maintain and enhance our existing neighborhoods**
 - a. Evaluate current home improvement grants and programs with the goal of providing a comprehensive approach
 - b. Partner with community groups to assist with homeowners in need with repair of homes and properties
8. **Foster social connectivity within neighborhoods**
 - a. Look for opportunities to partner with schools in current and future neighborhoods
 - b. Expand educational programs and consider creation of a citizen's academy

PARKS

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

9. Achieve goals in the 2019 Parks Master Plan

- a. Maintain an exceptional level of service (goal 1)
- b. Improve walkability and park access (goal 2)
- c. Develop community parks (goal 3)
- d. Address aging parks and improve the park experience (goal 4)
- e. Establish premiere trail systems in the City (goal 5)

10. Preserve and increase access to natural areas and open space

- a. Formalize process of designating and preserving specific parkland as natural areas and defining maintenance activities in these areas

11. Tree preservation

12. Continue to work closely with community partners