



WEEKLY REPORT

APRIL 3, 2020

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

Burleson
TEXAS

Weekly Report | April 3, 2020

I. Council Schedule

Meetings

- **Monday, April 6:** City Council Meeting. City facilities are closed to the public in response to a health emergency, specifically Coronavirus Disease (COVID-19). This meeting will be available via live stream. Click this [link](#) or share web address: <https://www.burlesontx.com/880/Streaming-Video>
 - Speaker Protocol: A member of the public who would like to submit a question on any item listed on the agenda may do so via the following options:
 - *Online.* An online speaker card may be found on the city’s website (www.burlesontx.com) at either the home page or the [agenda/notices page](#). Speaker cards received prior to the meeting will be read during the meeting in the order received by the Mayor or City Secretary.
 - *By phone* when the meeting is in progress. Please call 888-475-4499, use the Meeting ID [6114974473](#) and provide your name, address and question. Your question will be read by the Mayor or City Secretary during the meeting in the order they are received.

Work Session Items/Report & Discussion Items

Date

- No work items scheduled

II. General Information and Status Updates

A. General Election Postponed

On March 30, 2020, Burleson City Council approved Resolution CSO#1317-03-2020 postponing the May 2, 2020 General Election for the offices of Mayor, Councilmember Place 2, Councilmember Place 4, and Councilmember Place 6 to the uniform election date of November 3, 2020. The City Council cited public health and safety concerns related to the novel coronavirus (COVID-19) as the reason for the move, as well as a recent proclamation by Governor Greg Abbott authorizing political subdivisions that would otherwise hold elections on May 2, 2020 to move their general elections to November 3, 2020.

By postponing the election date, the City is preserving all candidate filings and ballot order actions that have already taken place. This postponement does not have the effect of reopening candidate filings.

All applications for ballots by mail that were filed for the May 2, 2020 Election that are marked annual remain valid for the November 3, 2020 election. All single use applications for ballots by mail that were submitted for the May 2, 2020 Election for reasons of age or disability remain valid for the November 3, 2020 election. Applications for early voting by mail for the November 3, 2020 election may be delivered to the Early Voting Clerk at 141 W. Renfro, Burleson, Texas, Fax: 817-426-9374, email: elections@burlesontx.com to be received not later than the close of business on October 23, 2020.

Early Voting by personal appearance for the November 3, 2020 election shall be conducted beginning on October 19, 2020, and continuing through October 30, 2020. The exact times and locations for early voting will be reflected in a revision to the original election order that will go before City Council at a later date. Individuals seeking to vote in the November 3, 2020 election must register to vote by October 5, 2020.

The elections shall be held in accordance with the Constitution of the State of Texas and the Code, and all resident qualified voters of the City shall be eligible to vote at the election. For more information on election changes, notices and requirements please visit <https://www.burlesontx.com/Elections>

B. April 3 Declaration Updates

On April 3, 2020, Mayor Shetter issued a declaration of local disaster and public health emergency. Mayor Shetter's April 3rd declaration makes a few changes to the most recent declaration from March 25th, including:

- Language that states only one member of a household may obtain necessary services or supplies unless there is no guardian or caregiver available to care for other members of the household who require supervision or assistance. In the previous declaration this was strongly recommended, but not required.
- In accordance with Governor Abbott's Executive Order GA-14, language that states churches and houses of worship must, whenever possible, conduct their activities from home or through remote audio or video services. If churches and houses of worship cannot conduct activities remotely, then the White House and CDC guidelines control.
- Language from Executive Order GA-14 that states people shall avoid visiting gyms, massage establishments, tattoo studios, piercing studios, or cosmetology salons.

Language that states that no person shall use City playground structures, basketball courts, or any park amenity or property closed by the City.

- Language that states the City Manager to close any playground structures, basketball courts, park amenity, or park property the City deems in unsafe for the public.
- In accordance with Executive Order GA-14, language defining “essential critical infrastructure” to include everything listed by the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0.

If City Council takes no further action on the current declaration, it will expire on April 11, 2020. The City Council may continue and renew the declaration. The proposed April 30, 2020, extension date extends the declaration past the next scheduled regular City Council meeting (April 20, 2020), and the City Council may revisit the issue again at that time.

c. Positive COVID-19 Cases in Burleson

There are now 10 total confirmed positive cases of COVID-19 in the City of Burleson, as well as 3 persons under monitoring. This is 2 more confirmed positive cases than the 8 previously reported. The city will provide the age and gender of confirmed positive cases moving forward, see graphic in attachments. Right now, the State Health Department is not providing the city information about how positive cases contracted the virus. If the city receives that information in the future we will provide it to residents as well.

Confirmed Positive Cases	
Gender	Age
Male	39
Female	41
Male	47
Female	30
Male	59
Female	29
Female	56
Male	61
Male	21
Female	42

Summary of Cases	
Confirmed Positive	10
Person Under Monitoring	3
Deaths	0
Recovered	0

D. Governor Abbott Issues Executive Order

Governor Greg Abbott issued an Executive Order on March 31, 2020, implementing Essential Services and Activities Protocols for the entire state of Texas. The protocols direct all Texans to minimize non-essential gatherings and in-person contact with people who are not in the same household. The Governor's Executive Order renews and amends his previous order enforcing federal social distancing guidelines for COVID-19, including closing schools and instructing Texans to avoid eating or drinking at bars and restaurants. The protocols allow exceptions for essential activities and services based on the Department of Homeland Security's guidelines on the Essential Critical Infrastructure Workforce. Examples of these essential services include healthcare, grocery stores, banking and financial services, utilities, child care for essential service employees, and government services.

The Governor's Executive Order follows the decision by President Trump and the Centers for Disease Control and Prevention (CDC) to enhance social distancing guidelines and extend the deadline for these guidelines to April 30th.

E. City Recreation Services Update

Beginning on Monday, April 7, the following changes will be made to city park and recreation services:

- **Playgrounds at City Parks:** Playgrounds at all city parks will be closed until further notice. The playgrounds will be roped off around the playground borders. Parks staff will monitor all city parks on a daily basis to ensure that social distancing requirements are observed. Additionally, parks staff will have parked department vehicles with lights on at peak times of day during the weekend at Bailey Lake, Warren Park, and Centennial Park to discourage violating social distancing requirements.
- **Park Restrooms:** All park restrooms will be closed until further notice.
- **Park Drinking Fountains:** Park drinking fountains will be turned off until further notice.
- **Library Curbside Service:** Curbside service at the library will resume. To protect against the spread of COVID-19, staff will hold returned items for 72 hours before returning them to circulation. Patrons should follow these directions for curbside pick-up:
 - Call the library at 817-426-9209 to place a hold.
 - Patrons will receive a notification (email or text) when their materials are ready.
 - Drive to the library. Park in the lot.
 - Call 817-426-9209. The library staff will ask for the library card number so that the materials can be checked out.
 - Library staff will place the materials at the front porch hold pick-ups location.

F. The Meadows Replat and Deeds

Staff was preparing a work session item for this case to provide a brief explanation of the related items on the consent agenda for the April 6 meeting. Given the current status of the meetings, the information is being provided in this weekly report.

The Meadows subdivision was platted in 1985 and the Burleson Meadows subdivision was platted in 2003. When these subdivisions were developed, an unclaimed gap of land remained between them. This has created ongoing issues with property maintenance. The City recently acquired the gap property at no cost from the owner of record and has worked with the adjacent property owners to divide the property between the adjacent properties, to alleviate the issues.



Slides related to this item are included at the end of this report. The replat and the deeds to each property owner are included on the consent agenda. Please contact Jennifer Pruitt, Assistant Director of Development Services, at jpruitt@burlesontx.com if you have any questions regarding these items.

G. Development Services Department Activities

Both divisions of the Development Services Department – Building Permits/Inspections and Planning – continue to operate on a somewhat normal basis:

- **Planning:**

The Planning Division continues to accept new submittals and revisions for development applications. We are encouraging submission by email and have set up a dedicated email, DevServ@burlesontx.com. We have also set up a physical location for submissions in the City Hall vestibule.

The March 24th Planning and Zoning Commission meeting was canceled due to the COVID-19 declaration while staff was determining the best course of action. Plat approval is important due to state law requirements for approval timeframes. Staff has reached out to each P&Z member to ensure that they have the ability for teleconferencing. We intend to host the April 14th meeting via teleconference. Items for consideration will generally be consent agenda items and other simple items that do not involve a public hearing. We are maintaining close contact with the applicants to let them know the status of our meetings and approvals.

- **Building Permits/Inspections:**

The disaster declaration listed residential and commercial construction as essential businesses, so it is almost business as usual for the Building Permits/Inspections division. Building Inspectors are coming in each morning to clear any inspections that came in the previous day and are going home as soon as the work is complete. They work with contractors to ensure that the inspection area is vacant prior to performing the inspections. Any inspections that require entry into an occupied home are being postponed to a later date, unless it is an emergency. Emergencies are related to inspections required to return service (gas, electric, water) to a property. Currently, the number of inspections called in each day is similar to before the declaration. Permit applications are declining. We will continue to monitor the numbers and update as new information is available.

H. Mayor Vera Calvin Plaza in Old Town Weekly Update

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

- Substantial completion is currently on track for 5/13/2020.
- On Monday, 3/30 the water tower and play trolley were installed



Ongoing Construction Activity:

- Sidewalk/grading layout
- Drill site light pole bases
- Drill promenade sign foundations
- Paver Install
- Irrigation/low voltage Underground
- Landscape
- Seal concrete floors
- Paint

ROW Parking:

- Work has begun in the right of way to construct parking (47 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 is in the final stage on Bufford St.
- FINAL STAGE: Bufford St. ROW: 3/2 - 3/27
 - Parking stalls, sidewalks, lights and landscape
 - 15 new parking stalls
 - 2 ADA

Contingency Log:

The following items have been funded by the budgeted 6% contractor contingency:

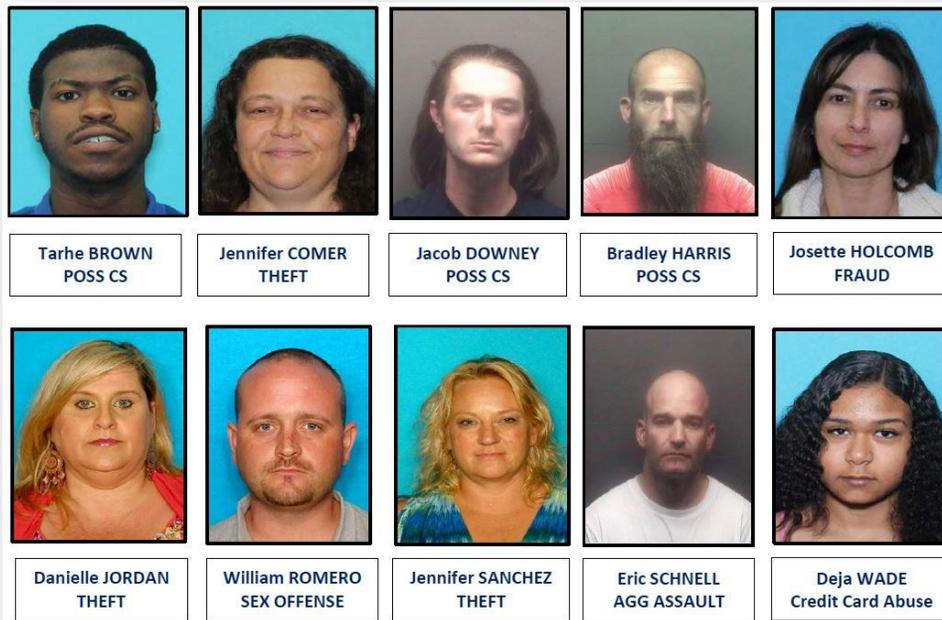
Description of Work	Amount
Initial Contractor Contingency	\$187,967.00
PCO #1 – Ceiling Insulation Abatement	(\$24,165.00)
PCO #3 – Credit for Moisture Control	\$2,900.00
PCO #4 – Cut/Cap Cast Iron Line	(\$3,670.24)
PCO #5 – SS Line and Water Meters	(\$1,462.61)
PCO #6 – UG Conduit at Wilson/Warren	(\$9,048.73)
PCO #7 – Lower Warren St. Water Line	(\$6,764.98)
PCO #8 – Retrofit Existing Light Poles	\$15,529.50
PCO #9 – Acid Etch at Pavilion & Platform	(\$4,793.85)
PCO #10 – ASI 2	(\$29,889.78)
PCO #12 – Railroad Track	(\$6,601.00)
PCO #13 – Wilson St. Storm	(\$14,430.40)
PCO #14 – Scope Adds Wilson St. Storm	(\$5,398.26)
PCO #15 – Add ADA Ramp Play Trolley	(\$13,373.08)
PCO #17 – Asph ILO Concrete Warren St.	190.00
PCO #20 – Electrical for Gateway Sign	(\$7,835.80)
PCO #21 – SS Tie-in at Museum	(\$3,050.33)
Remaining Contingency	\$76,102.44

In addition some unforeseen items have been covered using the project Buyout, or savings. These savings accrue until the project is complete and are then shared with the contractor 75%/25%. To date, there is approximately \$240,000 in the Buyout. Items covered with Buyout:

Description of Work	Amount
PCO #11 – Helical Piers at Wood Ramp	(\$7,150.00)
PCO #19 – Cement Stabilization at Wilson St.	(\$14,500.00)

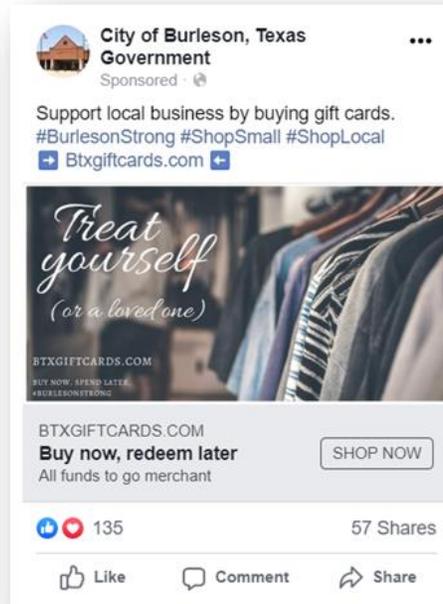
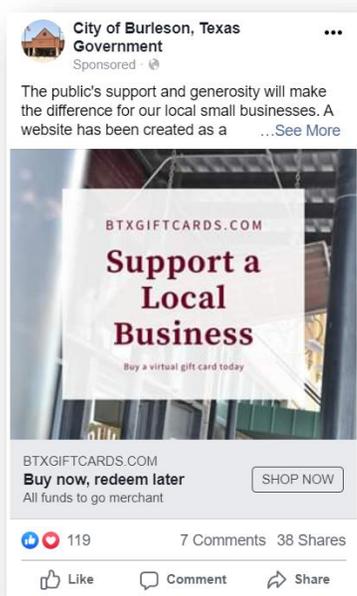
I. Burleson's Top Ten Most Wanted

Burleson PD has released their Top Ten Most Wanted as of April 1, 2020. All warrants are shown to be active by the National Crime Information Center. Additional information in attachments.



J. Local Business Gift Card Program

The Economic Development Team, with the assistance of the Burleson Area Chamber of Commerce and other community members, developed <http://btxgiftcards.com/> a website that provides an additional stream of revenue for local businesses through gift



card purchases. While credit card fees are required, all merchant fees have been waived by GiftFly, the company providing the platform.

The City is actively promoting the initiative to the public through the City’s website, e-mail, and promoted posts on social media. With the help of these ads, word-of-mouth, and other campaigns, the website has facilitated the purchase of \$13,260 worth of gift cards as of April 1. To date, 83 business are participating on the website with more signing up daily.

Beginning on Monday, March 30, a new campaign began to help drive gift card purchases and raise money for local non-profits. Hayes & Stolz, a local metal manufacturer in Highpoint Business Park, agreed to match gift card sales, up to \$2,500, in a donation to Wings of Hope, a local non-profit chosen by Hayes & Stolz.

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. Oncor street lights scheduled for painting.	Temporary lane closures may be necessary while Oncor paints street lights.	Project Final Completion paperwork underway
Old Town Quiet Zones: RR xings at Commerce, Renfro, Ellison, Eldred	<i>UPRR work complete. Contractor will be proceeding with final pavement.</i>	Lane closures as necessary while median on Renfro is completed.	Start in June 2019, End in April 2020.
NW Renfro Improvements: Wilshire Blvd. To Alsbury Blvd	<i>Pavement Marking across SH174 to be rescheduled for traffic control and warmer pavement temperature.</i>	Temporary lane closures on SH174 when restriping intersection is rescheduled	Early 2020

IV. Upcoming Community Events

- Friday, April 3: Health Fair **CANCELED**
- Saturday, April 4: Aqua Egg Hunt **CANCELED**
- Saturday, April 4: Easter Egg Hunt **CANCELED**
- Saturday, April 4: Bunny Daze **CANCELED**
- Saturday, April 18: Trash Bash **CANCELED**

V. Attachments

- A. COVID-19 Case Facts.....p. 13
- B. The Meadows Replat and Deeds slides.....p. 14-18
- C. Burleson Police Department’s Top Ten Most Wanted.....p.19

COVID-19 CASES IN BURLESON

APRIL 2, 2020

10 CONFIRMED POSITIVE CASES

<u>Gender</u>	<u>Age</u>
Male	39
Female	41
Male	47
Female	30
Male	59
Female	29
Female	56
Male	61
Male	21
Female	42

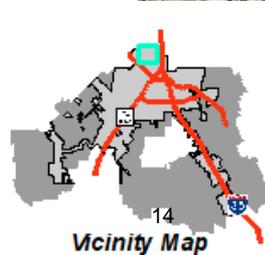
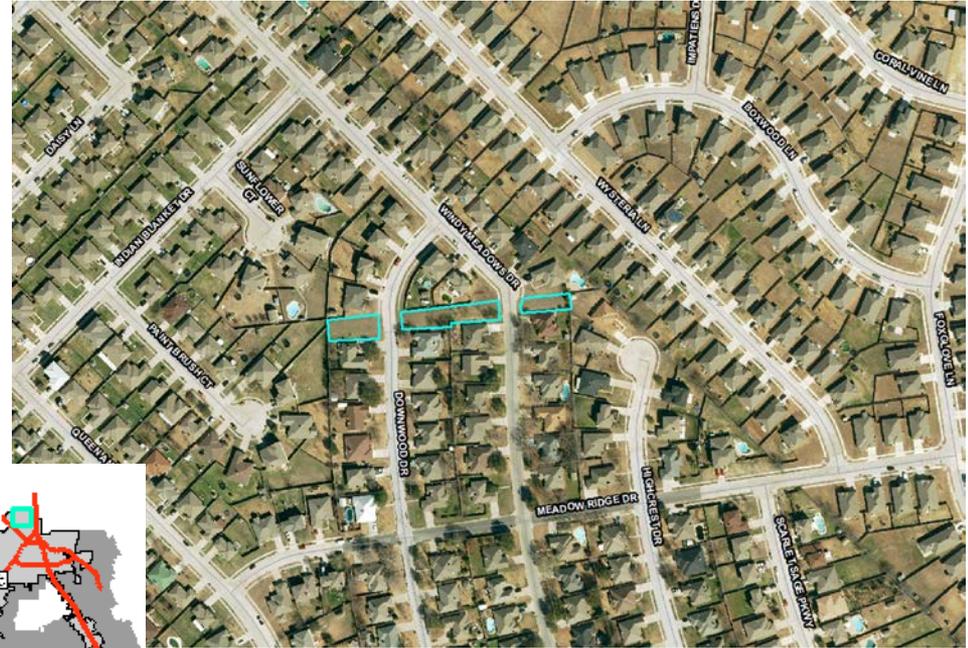
CASE SUMMARY

Confirmed Positive	10
Person Under Monitoring	3
Deaths	0
Recovered	0

THE CITY OF BURLESON WILL REGULARLY
UPDATE RESIDENTS AS NEW CASE
INFORMATION BECOMES AVAILABLE.

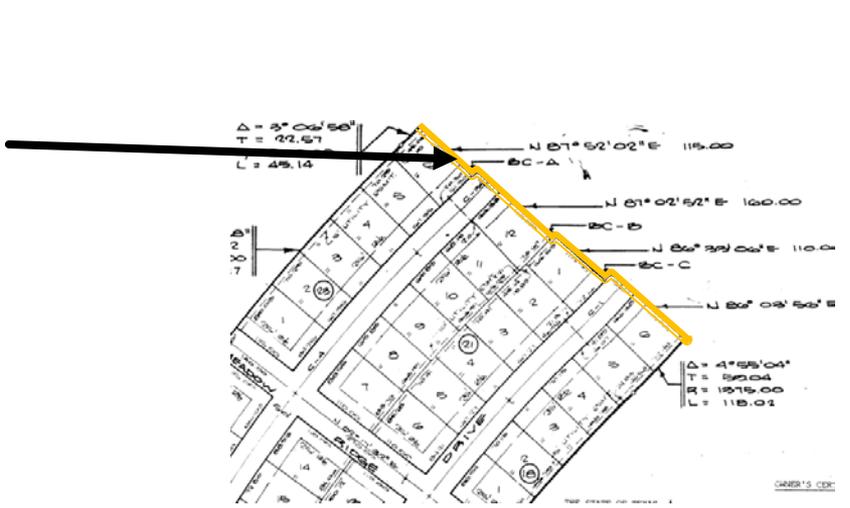
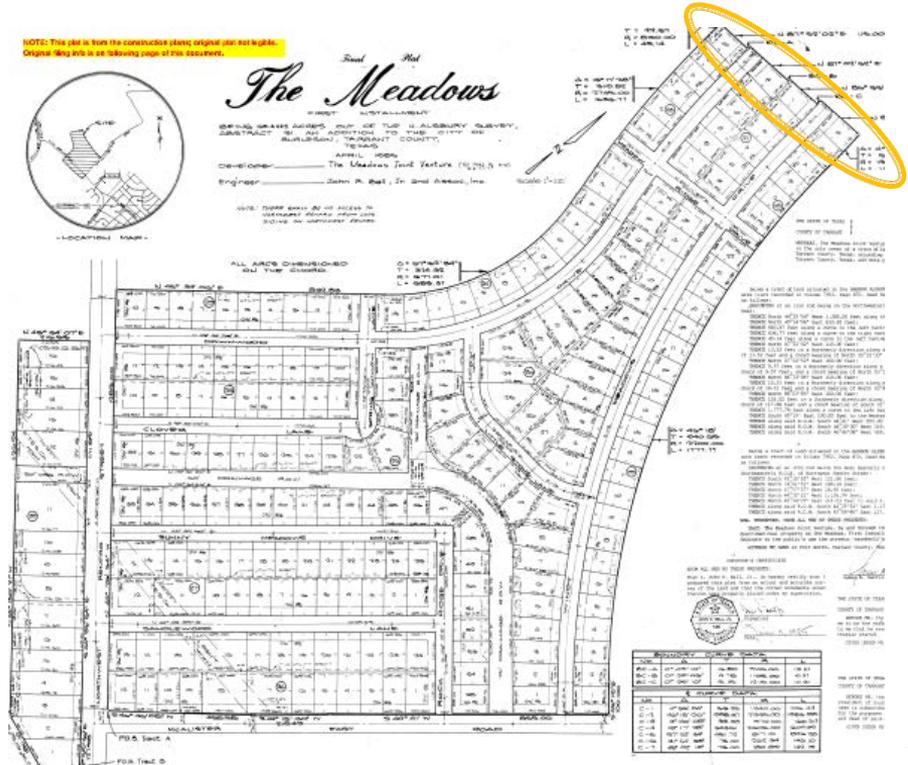
The Meadows Replat

- The purpose of this Replat is to eliminate the gap between the 2 subdivisions. Specifically, the Meadows First Installment and the Burleson Meadows, Phase 2.
- The plat will not result in removal of covenants or restrictions
- The plat will not result in additional lots in the subdivisions.



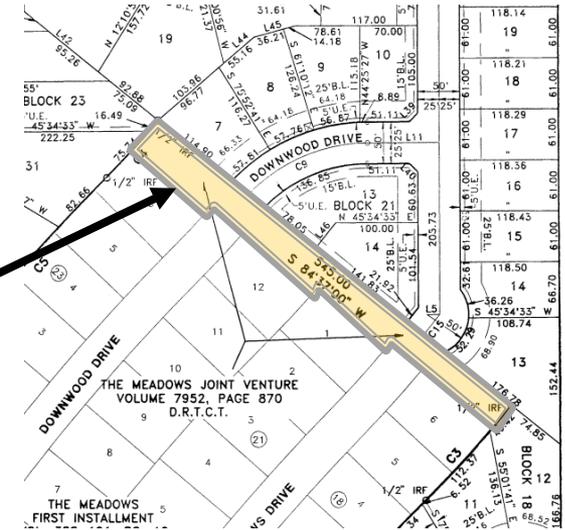
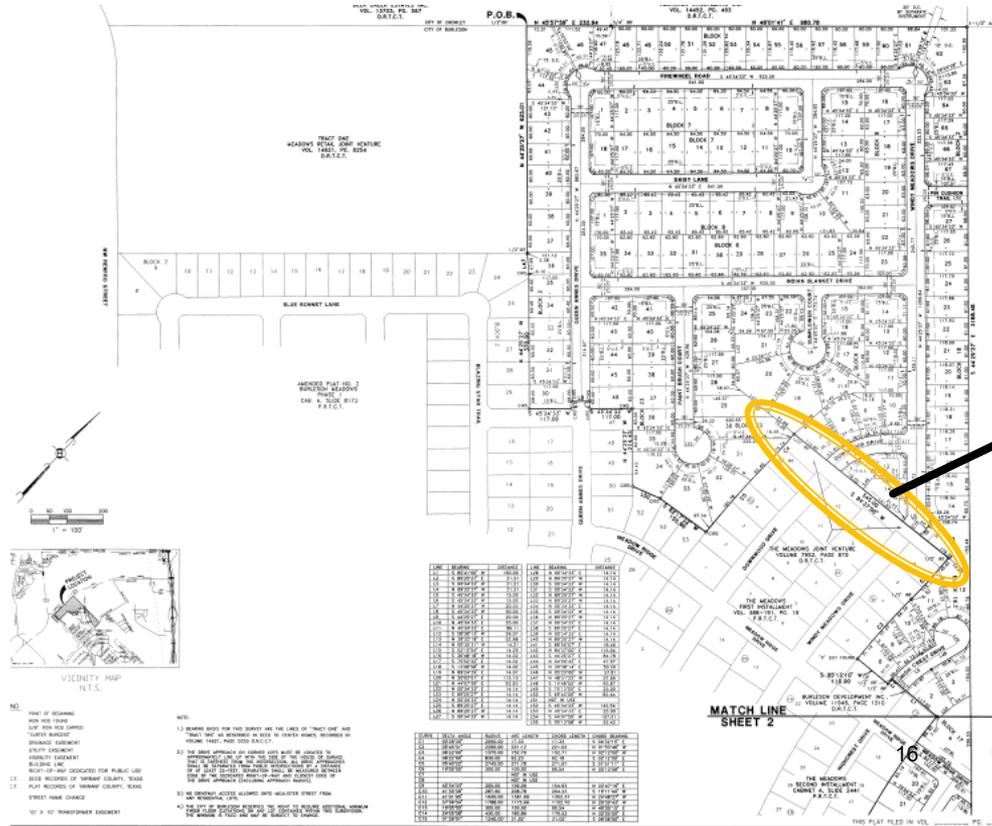
The Meadows First Installment

NOTE: This plot is from the construction planing original plan set rights.
Original 1849 file is on following page of this document.



Approved by City Council on August 8, 1985
Recorded October 17, 1985

Burleson Meadows, Phase 2



Approved by City Council April 24, 2003
Recorded June 6, 2003

The Meadows Replat

New lot configurations

Lots will primarily receive $\frac{1}{2}$ of the area identified.

With the exceptions of lot 3.



TOP 10 MOST WANTED

AS OF APRIL 1, 2020

The Burleson Police Department is seeking the community's help in locating these wanted subjects. If you have any information on their location, please contact **BPD** at **817-426-9903** or top10@burlesontx.com. If you would like to remain anonymous, you can call **Crime Stoppers** anytime 24 hours a day at **817-469-TIPS (8477)**. These subjects may be armed and dangerous. **DO NOT** attempt to apprehend these individuals yourself.



Tarhe BROWN
POSS CS



Jennifer COMER
THEFT



Jacob DOWNEY
POSS CS



Bradley HARRIS
POSS CS



Josette HOLCOMB
FRAUD



Danielle JORDAN
THEFT



William ROMERO
SEX OFFENSE



Jennifer SANCHEZ
THEFT



Eric SCHNELL
AGG ASSAULT



Deja WADE
Credit Card Abuse

The Burleson Police Department Top 10 Most Wanted is updated on the 1st of every month and available online at www.burlesontx.com/bpdmostwanted