



# WEEKLY REPORT

APRIL 17, 2020

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

**Burleson**  
TEXAS

# Weekly Report | April 17, 2020

## I. Council Schedule

### Meetings

- **Monday, April 20:** City Council Special Session at 5:00 p.m. 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](http://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

#### April 20

- Receive a report to recognize the selected Employee of the Quarter for the 1<sup>st</sup> quarter of 2020. (Staff Presenter: Wanda Bullard, Director of Human Resources)
- Receive a report, hold a discussion, and give staff direction regarding COVID-19 update from Burleson Fire/EMS and Health Authority. (Staff Presenter: K.T. Freeman, Fire Chief)
- Receive a report, hold a discussion, and give staff direction regarding an overview of the city's financial plan and upcoming budget process for FY 20-21. (Staff Presenter: Martin Avila, Finance Director)

## II. General Information and Status Updates

### A. Operation Together

The City of Burleson, through the Burleson 4A Economic Development Corporation ("EDC"), is offering local businesses the opportunity to join the EDC as promotional partners to publicize the City of Burleson as a great place to start or grow a business. Through the program Operation Together, promotional partners may be eligible to receive \$5,000.00 for their work in promoting the City of Burleson. Applications went live at 9 a.m., Wednesday, April 15, 2020. Applications are available on the [burlesontx.com](http://burlesontx.com) [website](#).

Only a limited number of businesses can become promotional partners, as limited funds are available. Qualifying businesses selected to become promotional partners will be selected on a first-come, first-served basis. Upon notification of eligibility and/or acceptance as a marketing partner, businesses will have five business days to deliver their original, completed, notarized hard copy AND current W-9 to City Hall. Successful applicants will be contacted by the EDC before serving as a promotional partner and will need to complete additional paperwork.



**B. Local Business Gift Card Program**

The Economic Development team continues to monitor and update [www.BTXGiftCards.com](http://www.BTXGiftCards.com), a website created in partnership with the Chamber and local partners to provide an additional revenue stream to local businesses impacted by COVID-19. The GiftFly platform allows customers to purchase virtual gift cards without fees charged to the merchant.



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 \$22,535.90 worth of gift cards as of April 16. To date, 95 business have elected to participate on the website with more signing up daily.

**C. 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 5/20/2020.

Ongoing Construction Activity:

- Sidewalk/grading layout
- Drill site light pole bases
- Mount light poles
- Drill promenade sign foundations
- Paver Install
- Irrigation/low voltage Underground
- Landscape

- Artificial turf install (5/4)
- Seal concrete floors
- Paint
- Audio/lighting installation

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 - 4/20
  - 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)
<b>Remaining Contingency</b>	<b>\$76,102.44</b>

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)

### 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

- Saturday, April 18: Trash Bash **CANCELED**
- Friday, April 24: Arbor Day **CANCELED**
- Saturday, April 25: Hazardous Waste, Electronic Recycling, Paper Shredding Event **CANCELED**
- Saturday, April 25: Drug Take Back Event **CANCELED**
- Monday, April 27: Open House at the BRiCk **CANCELED**