



# WEEKLY REPORT

MAY 15, 2020

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

**Burleson**  
TEXAS

# Weekly Report | May 15, 2020

## I. Council Schedule

### Meetings

- **Monday, May 18:** City Council Meeting. Work Session 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

#### May 18, 2020

- Receive a report, hold a discussion, and give staff direction regarding an update on Fire operations. (*Staff Presenter:* K.T. Freeman, Fire Chief)
- Receive a report, hold a discussion, and give staff direction regarding the water/wastewater financial review, and receive any additional direction from City Council regarding the annual budget for Fiscal Year 2020-2021. (*Staff Presenter:* Martin Avila, Finance Director)

## II. General Information and Status Updates

### A. Positive COVID-19 Case at Hidden Creek Golf Course

On Sunday, May 10, the city learned that an employee at Hidden Creek Golf Course tested positive for COVID-19. The employee worked in the Food and Beverage Service at The Terrace at Hidden Creek. The city conferred with its public health official and, out of an abundance of caution, closed the golf course Monday, May 11, through Wednesday, May 13. During the closure, all course employees were tested for COVID-19 and the facility underwent a decontamination procedure by a certified sanitization professional in accordance with CDC guidelines.

Once all test results were received and all results were confirmed to be negative, the course re-opened according to medical guidance. Throughout this process, our priority has been to ensure that the course is safe for all employees and golfers

C. **Branding Update**

At the March 16 City Council meeting, council approved the logo and brand guidelines for the city's updated branding project.

Originally the City planned to unveil the new logo through a series of community events where the logo would be presented to the community. However, with COVID-19 suspending public events and gatherings, as well as face-to-face community interaction, staff is suggesting to unveil the new logo electronically through social media, a news release and the weekly e-newsletter. Staff is proposing that the rollout date for the new logo and colors be June 1.

The messaging and tagline portion of the branding is still in progress. Staff is suggesting meeting with the Intergovernmental and Community Relations committee to discuss ideas and potential taglines to be recommended to full council. Staff will be working to schedule an online meeting with the committee in the next few weeks.

D. **Emergency Management Grant Applications**

The City of Burleson's emergency management team earmarked two emergency management grants that are potentially available to the City. The first grant is money tied to the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The second grant is money from the North Central Texas Council of Governments (NCTCOG) to develop a disaster debris management plan. While the grant process is often long, City staff hopes to begin bringing items related to these grants before City Council in the very near future.

**The CARES ACT**

The CARES Act, passed by the federal government earlier this year, provides financial assistance to state and local governments. The federal government distributed the CARES Act money for local governments to the state or directly to large local governments with more than 500,000 in population. The state government is allocating \$1.85 billion among small cities and counties. Large counties may, but are not required to, share their direct allotment with cities within their borders.

The state of Texas announced it will allocate funds to cities and counties equal to \$55 per resident. Meaning, the City is eligible to receive up to \$2,054,635 from the state. The state will distribute its CARES Act money for small local governments in two phases. First, the state is making available to local governments an initial allocation of 20% of the funds earmarked for

the local government. Accordingly, under the state's plan, the City is eligible for an initial disbursement of \$410,927. Under the second phase, if a local government provides documentation demonstrating it exhausted the initial allocation, the local government will then be able to apply for the remainder of their allocation on a reimbursement basis. Accordingly, if the City expends more than the initial disbursement, it may apply to the state for reimbursement of eligible expenses up to \$1,643,708.

It is important to note that the amount the City receives from the state is only for the Johnson County portion of the City. Tarrant County, because of its large population, received funds directly from the Treasury Department. Again, under the CARES Act, Tarrant County is not required to distribute any portion to cities within its borders. Nevertheless, on May 13, 2020, Tarrant County communicated to City staff that it would allocate CARES Act funds to the City based on the same formula used by the state (\$55 per resident). Unlike the state, however, Tarrant County will not limit the initial disbursement to twenty percent. Tarrant County plans to issue one hundred percent of the CARES Act funds allocated to the City in an upfront, one-time payment.

Of course, there are strings attached to all monies received from the CARES Act. The City must use the funds for virus-related expenses in accordance with Treasury Department regulations. The City may not use CARES Act funds to cover shortfalls in revenue that support ineligible expenses. In other words, funds must be used for virus-related expenses, or they will be subject to claw-back. Categories of eligible expenditures include:

1. Medical expenses;
2. Public health expenses;
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
4. Expenses of actions to facilitate compliance with COVID-19 related public health measures;
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency; and
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

Additionally, the expenses must occur within a certain timeframe. CARES Act funds only cover eligible expenses occurring between the dates of March 1, 2020, through December 30, 2020.

At the May 18, 2020, City Council meeting, City staff is planning to present Council with a proposed resolution supporting the City's grant application to the state to receive the initial twenty percent disbursement. The resolution will allow City staff to submit an application to the state. Staff is also hoping to bring items related to the Tarrant County portion of CARES Act funds to Council in June.

### **NCTCOG Grant**

NCTCOG received funds from the state of Texas to distribute to eligible local governments to develop a disaster debris management plan. A disaster debris management plan is an important plan in emergency management. In many disasters, the amount of debris generated can be equivalent to years, if not decades, of normal solid waste production. A disaster debris management plan will provide roles and responsibilities, identify debris removal and debris monitoring resources, outline public information strategies, and categorize debris management sites.

NCTCOG is willing to award the City a grant in the amount of \$43,218, which is the approximate cost of creating a disaster debris management plan. To participate in the grant program, the City must enter into an interlocal agreement with NCTCOG. The agreement will reimburse the City for allowable costs in developing the plan, and NCTCOG will review the plan at certain points in the development process.

On February 17, 2020, the City Council passed a resolution in support of receiving grant funding from NCTCOG to offset the cost of developing a plan. At the May 18, 2020, City staff is planning to present Council with a proposed interlocal agreement with NCTCOG to participate in the grant program. If Council approves the agreement, City staff will begin the process of hiring a contractor to help write the disaster debris management plan, with the goal of completing the plan by August of 2021.

### **E. Burleson Safe**

To ensure the safety of employees and customers, the City of Burleson has developed a set of four recommendations to help businesses reopen in the safest manner possible.

Businesses may enroll in the Burleson Safe program on the City's website. By enrolling the business will receive complimentary promotional items to make patrons aware of their willingness to operate safely.



*Businesses that elect to enroll in the Burleson Safe program will be provided with official artwork that they may use as a digital file, or print at their own cost.*

Formats provided:

- Digital file
- 8.5 x 11" standard paper
- 18 x 24" yard sign

Additionally, businesses that enroll in the program are eligible to receive cleaning supplies and/or face masks at no charge. The Economic Development Department has reached out to local businesses to make them aware of the program. The EDC has also ordered Burleson Safe buttons for employees to wear and cling on stickers that can be placed on tables or at point of sale locations to promote the program.

Furthermore the EDC teamed up with a few local businesses to create short videos to showcase how the Burleson Safe program is being implemented. Those videos will be shared to social media next week but here is a sneak peek of one of them.

**F. EDC Eats**

The Economic Development department has been providing and delivering meals for essential City employees since March 17. These meals have been purchased from 23 local establishments in order to help infuse local dollars into the economy, as well as providing meals to City personnel and first responders 7 days a week.

Since the program began, the EDC has delivered 6,100 meals and expended \$54,864 of Type 4A funds, for an average of \$9.00 per meal.

The EDC will continue this practice until the end of May.

**G. COVID-19 Case Statistics**

As of May 14, the current COVID-19 case statistics for the City of Burleson are as follows:

- Total Cases: 48
- Active: 17
- Recovered: 30
- Deaths:1

[Visit site](#)

**H. 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.

To date, 90 businesses have already completed their marketing requirements and have received payment, for a total of \$450,000 administered. The EDC is delivering checks to eligible partners daily.



### I. Local Business Gift Card Program

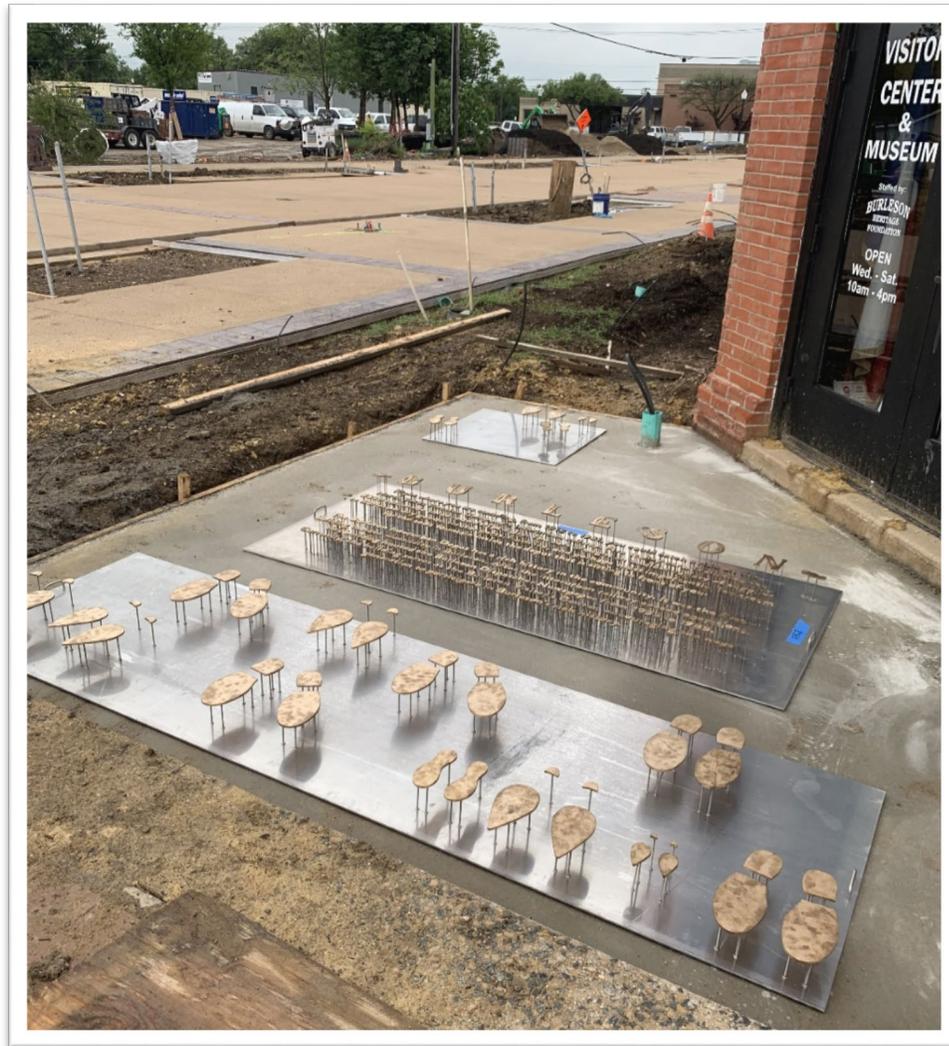
The Economic Development team continues to monitor and update [BTXGiftCards](https://www.btxgiftcards.com), a website created in partnership with the Chamber and local partners to provide an additional revenue stream to local businesses impacted by COVID-19. The GiftFly platform allows customers to purchase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

The City is actively promoting the initiative to the public through the City's website, email, 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 \$33,015.90 worth of gift cards as of May 14. To date, 100 business have elected to participate on the website.



J. **Mayor Vera Calvin Plaza in Old Town Weekly Update**

Construction of the Mayor Vera Calvin Plaza remains on schedule to be substantially complete by the end of this month and within budget.



The “History Walk” has been handcrafted, and is ready to be installed. These aluminum sheets hold custom brass pieces that will be set flush in concrete to create a unique art installation that tells the story of the history of the BurlerSON Interurban building.

Ongoing Construction Activity:

- Install promenade signs and site signage
- Light fixture and electrical installations
- Small miscellaneous foundations (benches, trash cans, etc.)

- Paver Install
- Irrigation/low voltage Underground
- Landscape
- Artificial turf install
- Audio/lighting installation

ROW Parking:

Work has been completed in the right of way to construct parking (47 new stalls), sidewalks, and streetscape.

- New striping and wheel-stop install is complete

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)
PCO #23 – Cages for Restroom A/C	(\$3,355.50)
PCO #24 – Decomposed Granite	(\$4,002.15)
PCO #25 – Assemble/Install Site Furnishings	(\$15,225.00)
PCO #29 – Restroom Access Control	(\$6,748.74)
<b>Remaining Contingency</b>	<b>\$46,771.05</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 \$140,000 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)
PCO #26 – Revised Sidewalk/Landscape Bufford	(\$17,011.40)
PCO #28 – Added Landscape Warren St.	(\$14,850.00)

**K. Vacant Lot Screening**

There will be three items on the May 18 agenda related to a proposed screening fence around the vacant lot south of the plaza. Staff is proposing a chain link fence surrounding the site that will have screening panels with images representative of Burluson, such as historic photos, scenic photos, and branding images. This type of fencing is common in downtown areas and an example photo is below. The City’s ordinances don’t really address this type of fencing, so variances to the Sign Ordinance and the Old Town Design Standards will be required.

- Old Town Design Standards Variance: Chain link fence is specifically prohibited in Old Town. This variance will be presented to the Old Town Development Standards Review Committee and the Planning and Zoning Commission for recommendation to Council for final determination.
- Sign Ordinance Variance: The City’s Sign Regulations prohibit affixing signage to fences. The Council is the sole board that considers sign variances to the Sign Ordinance.



- The images used on the custom screen will be a collection of local, historic photos, graphics from the City’s branding, and local advertisements (to help offset cost), if approved by Council:



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**BURLESON**  
TEXAS

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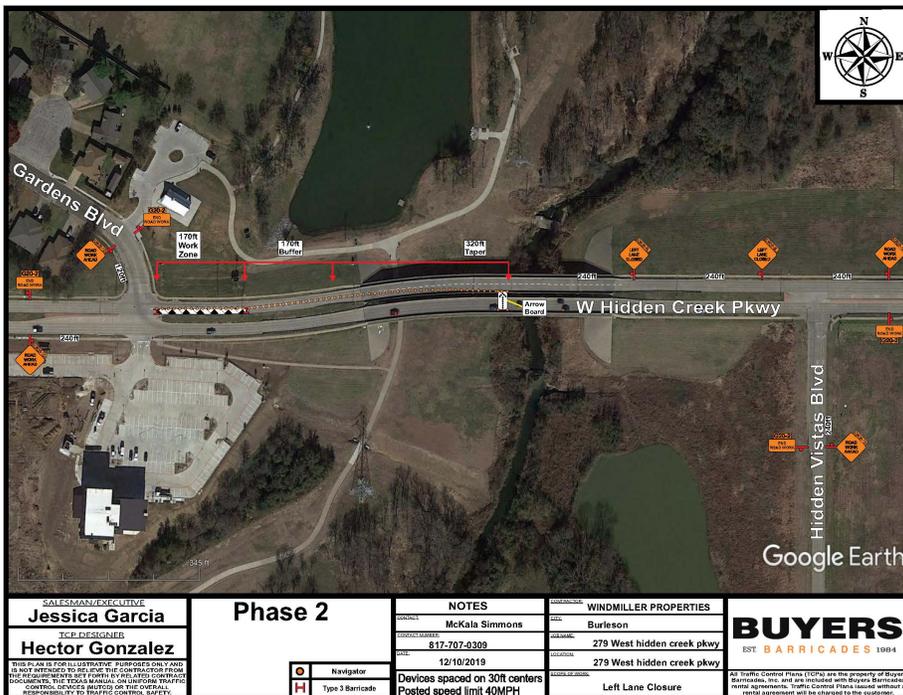
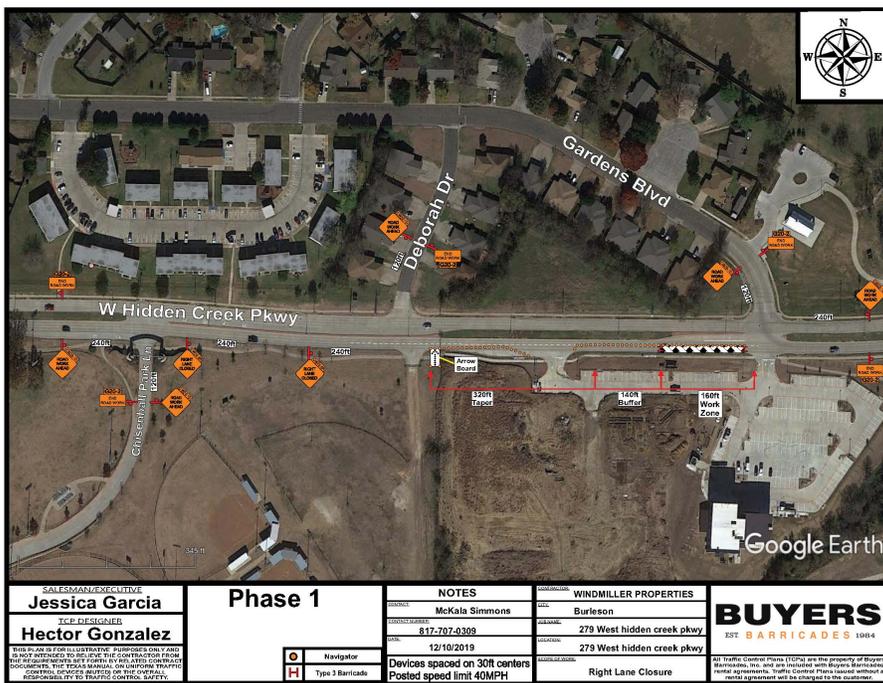
### L. Turn Lane Construction – Standard at Chisenhall

Beginning May 26, the developer for the Standard at Chisenhall will begin construction of a right-turn deceleration lane to the eastern most commercial driveway serving this site. The eastbound, south lane of Hidden Creek Parkway will be closed during the construction and signs provided to notify vehicular traffic.

The existing sidewalk will be removed and reconstructed as part of the right-turn lane construction on the south side of Hidden Creek Parkway. Construction is expected to occur for three weeks (weather dependent) and is expected to be completed by June 12. Access to the Village Creek Trail will be available from Bailey Lake and Chisenhall Fields.

After the right-turn lane has been completed, construction will begin on the left-turn lane and expected to take three weeks to complete. Expected completion of the left-turn lane is July 3. During this time, the westbound south lane of Hidden Creek Parkway will be closed during this time.

Please contact Michelle McCullough, P.E. at 817-426-9616 or mmccullough@burlesontx.com for any questions regarding the construction.



### 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	Substantially Complete. Signal replacements at the crosswalk on order.	Temporary lane closures may be necessary while Oncor paints street lights.	May 2020
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.	May 2020
NW Renfro Improvements: Wilshire Blvd. To Alsbury Blvd	<i>Pavement marking to be replaced on Renfro by Contractor</i>	Temporary traffic control as contractor restripes Renfro.	Contractor scheduled for Friday. With final acceptance of this work, the project is complete.

### IV. Upcoming Community Events

- **Monday, May 25: Splash Day, CANCELED**
- **Friday, May 29: Hot Sounds of Summer Concert featuring Le Freak CANCELED**