



WEEKLY REPORT

MAY 22, 2020

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

Burleson
TEXAS

Weekly Report | May 22, 2020

I. Council Schedule

Meetings

- **Tuesday, May 26:** City Council Special Session, 11:00 a.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) 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.
- **Monday, June 1:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St., 5:00 p.m. Work session, 7 p.m. regular session
- **Thursday, June 4:** Community & Intergovernmental Relations Committee Meeting. City Hall Council Chambers, 141 W. Renfro St., 2:00 p.m.

Work Session Items/Report & Discussion Items

June 1

- Receive a report, hold a discussion, and give staff direction regarding park dedication and development fees. (Staff Presenter: Robert Ranc, Deputy City Manager)
- Receive a report, hold a discussion, and give staff direction on the financial overview of 4B Sales Tax Revenue, 4A Sales Tax Revenue, Parks Performance and Golf Operations Fund and receive any additional direction from City Council regarding the annual budget for fiscal year 2020-2021. (Staff Presenter: Martin Avila, Finance Director)
- Receive a report, hold a discussion, and give staff feedback regarding the draft goals and future land use plan related to the update to the City's Comprehensive Plan: Imagine Burleson 2030, Part 2 of 2. (Staff Presenter: Mandy Clark, Development Services Director)

II. General Information and Status Updates

A. Declaration Update

An updated Declaration of Local Disaster and Public Health Emergency was signed by Mayor Shetter on May 19. The new declaration incorporates Governor Abbott's newest executive order GA-23, which the Governor signed on May 18. The new declaration is effective for seven days, or until May 26, and the City Council will consider whether to renew and continue the declaration at a special meeting tentatively scheduled for early next week.

The changes in the newest declaration are highlighted in yellow. [View Declaration](#). The newest declaration incorporates the governor's orders GA-19 (Elective Surgery) and GA-23 (Open Texas, Phase 2) by reference. Other changes in GA-23 and the City's declaration is that they reopen:

May 18

- Massage establishments, personal-care and beauty services, tattoo studios, and piercing studios, provided they appropriately social distance between work stations
- Youth clubs (Boy Scouts, FFA, etc.), provided they appropriately social distance and have no more than 10 people at an indoor meeting

May 22

- Bars, provided they do not exceed 25% occupancy
- Bingo halls, rodeos, zoos, and bowling alleys, provided there is appropriate social distancing

May 31

- Youth camps, provided there is appropriate social distancing and other guidelines are met
- Youth sports programs practices may begin, but games and similar competitions may not begin until June 15, 2020

GA-23 and the City's declaration mandate that people avoid visiting interactive amusement venues such as video arcades, amusement parks, and water parks.

To view the most recent checklists of the Open Texas plan, visit gov.texas.gov/opentexas

B. Council Meetings Update

As reported in the May 8, 2020 Weekly Report, we continue to advance toward returning to business as usual. Although usual may look different for a while. The current goal is to have our first in-person council meeting allowing council, staff and the public to attend. The June 1, 2020 council meeting is the date for the first in-person meeting.

While we are excited about seeing everyone we want to make sure we are still cautious and taking measures to allow everyone attending to feel safe. We will implement social distancing for those in attendance and screen each member of council and staff before entering the council chambers. We ask that everyone use the front entrance of city hall to attend the meeting. We understand it may be too early for some on council to attend so we have a plan so that every member of council will be considered present and able to participate in voting.

The city manager's office, city secretary's office, legal and the IT department worked together to bring forward a great solution. For council members that will not be able to attend the meeting in person they will join remotely via Zoom. Below are the requirements for a council meeting with a quorum of the council in the same physical location and a few members attending via Zoom.

The Texas Department of Information Resources published videoconferencing guidelines as required by Section 551.127(i), Texas Government Code, to specify minimum standards for audio and video signals at a meeting held by videoconference call.

- At least one monitor must be available at the primary meeting site for the audience to view remote meeting participants, and be a minimum of 27 inches in size (as measured by the industry). When using a computer web conferencing system at the primary site, a large monitor and adequate speakers should be used.
- The audience and members of the governmental body should have full view of at least one monitor at each meeting location. Additional monitors should be placed, as required, to ensure a clear view by all in attendance. Audio signals from the remote video conferencing sites should be of similar quality and volume as the local audio at the primary meeting site.

In order to meet these requirements, the large display mounted on the wall behind the City Secretary will only show the council members that are present in the Zoom meeting. The audio from the council members that are participating via Zoom will be heard over the speakers in the Council Chambers. Additionally, all council members will

vote by voice/hand rather than using the voting system to maintain consistency with the members joining the meeting via Zoom.

Members of the public wishing to address the council can do so in person or through online speaker cards. We will be live streaming the meeting on our website.

c. COVID-19 Testing Site New Location

A COVID-19 Drive-thru testing station has been established in the Soccer Field parking lot, 550 NW Summercrest Blvd, Burleson, TX 76028. This testing station, available by appointment only, is open to residents of Burleson and Johnson County. Individuals needing a test must have an appointment to be tested, must stay in their vehicles at the testing site and may call (682) 312-2780 from their vehicle to speak with a representative who can help them.



d. Hotel/Motel Grant Applications

The City will begin accepting applications for grants from the Hotel/Motel Occupancy Tax fund on Friday, May 22, 2020. The complete grant timeline is as follows:

- May 22 – Announce the HOT/MOT Process via press release
- June 1 – HOT/MOT Applications Due
- June 2 – Staff reviews for compliance/completeness and gives comments to applicant
- June 4 – Applicant to respond with any corrections
- June 5 – Review Committee to agree on projects/amounts to recommend

- June 8 – Applicant notified if committee intends to recommend project for award
- June 15 – Recommendation to City Council for HOT/MOT 2020-2021 Awards

E. **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 7,000 meals and expended \$61,398 of Type 4A funds, for an average of \$9.00 per meal.

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

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

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

The Plaza is scheduled to be substantially complete by the end of May. Staff anticipates the completed Plaza to be allowed to open to the public for park use, or similar to the manner in which our parks are used, and with the same restrictions. Current restrictions for parks require enclosed spaces, like the restroom, to be closed to the public, while allowing use of open spaces for individuals and families, provided that they practice social distancing. The Grand Opening event date is still to be determined.

History Walk

The ‘History Walk’ featured in last week’s Weekly Report was damaged during installation. Contractor, Hill & Wilkinson, is working with the signage contractor, Aspen Signage Company who created the custom piece and oversaw the installation, to correct issues with the spacing and orientation of the letters affected. If appropriate corrections cannot be made, a bronze plaque may be the only method to install this type of interpretative signage of the desired scale with small details.

Dedication Plaques

On May 18, the City Council approved two dedications to be included in the Plaza. These plaques are to be set into pavers at the entrance of the Plaza Courtyard and will mark the dedication of the Mayor Vera Calvin Plaza, as well as educate visitors of Mayor Vera Calvin’s impact on the City of Burleson.

Drew Pennywell's name will be added to the plaque under the City Manager's as Project Manager. Nearly 5 years ago, the Plaza was just an idea and we were tasked with gaining public input through surveys, pop-up plaza events, and staff input. Drew was tasked with finishing the design while working with the design group alongside City Council and management. In order to set up the project, he has also worked with Finance and Management to understand the funding sources. Drew has led the project for the last 3½ years, working with City Council and Finance and Purchasing to get the project to the construction phase. During this time, he has been the lead for questions, concerns, and general information throughout the design, bidding, and construction phases, with no prior experience of managing a project and certainly not one of this magnitude. One of the things he has managed during this project that might get overlooked is the way he has handled the concerns of businesses, adjacent property owners, as well as citizens. As we see the completion in sight, it is on time and under budget and a large part of this success can be accredited to Drew's involvement in the project.





Ongoing Construction Activity:

- Pour misc. foundations; trash cans, post office box, etc.
- Complete paver install
- Decomposed granite installation
- Small plantings
- Final mulch
- Irrigation (final adjustments)
- Signage
- Site furnishings; tables & chairs
- Audio/Lighting
- Restroom door hardware

ROW Parking:

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

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 #27 – Signage Additions	(\$34,210.57)
PCO #29 – Restroom Access Control	(\$6,784.74)
PCO #30 – Striping and Wheelstops @ Wilson St.	(\$3,024.70)
Remaining Contingency	\$9,536.00

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%. 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)

G. Vacant Lot Screening

On May 18 the City Council approved a temporary fence to aesthetically screen and secure the vacant lot south of the Mayor Vera Calvin Plaza in Old Town. A chain link fence surrounding the site that will have screening panels with images representative of Burleson, such as branding elements and historical photos of Burleson. The Communications & Marketing team will provide the artwork for this custom screen. 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 were required and approved.

- Old Town Design Standards Variance: Chain link fence is specifically prohibited in Old Town. This variance was presented to the Old Town Development Standards Review Committee and the Planning and Zoning Commission for recommendation to Council for final determination. City Council passed this variance.

- 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. City Council passed this variance.
- The images used on the custom screen were created by the Communications & Marketing Department and features the City's new Brand along with historical images of Burleson. Here is a mockup of what the screening will look like:



H. **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.

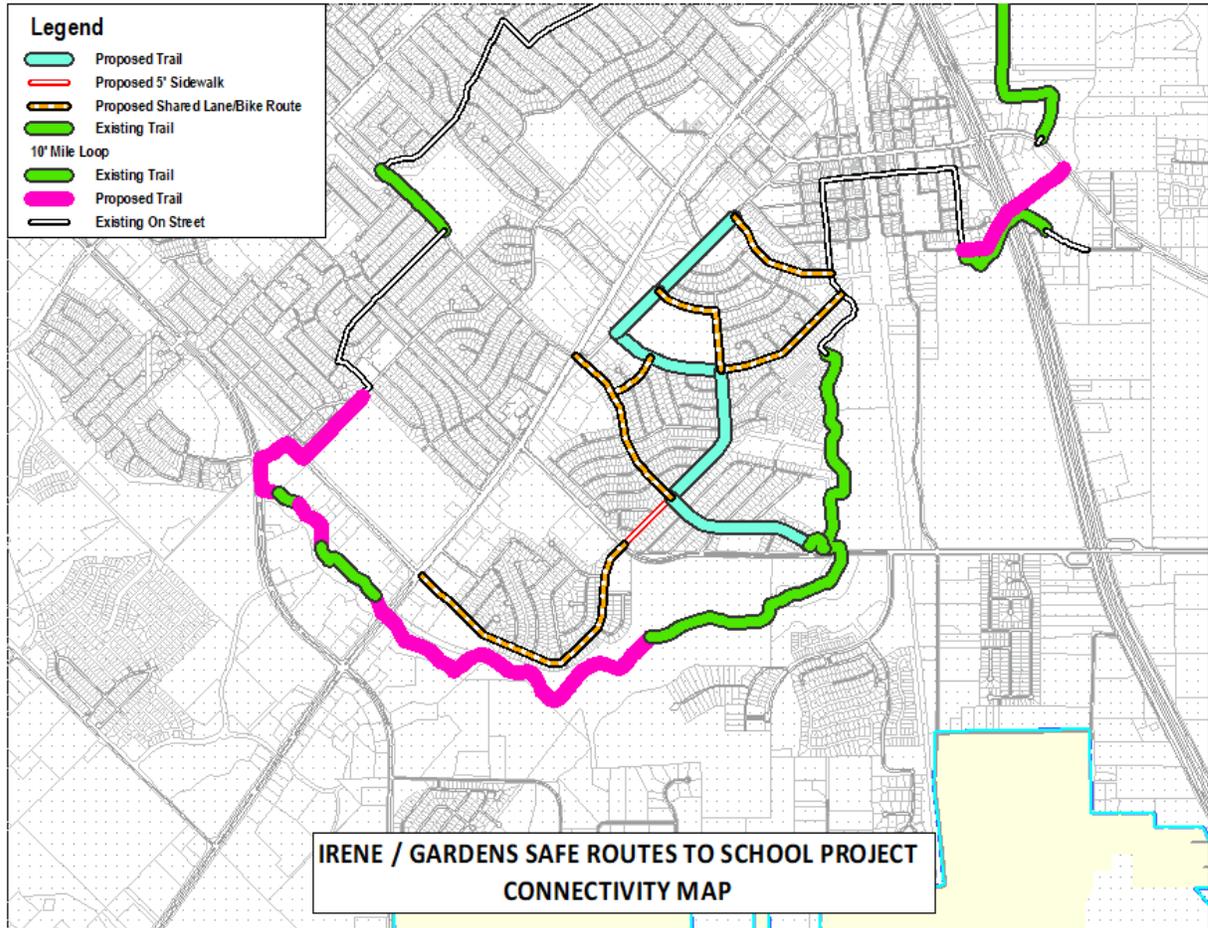
Through the first few weeks of the program we have distributed over 1800 face masks along with numerous cleaning supplies to over 70 businesses in the community. We have started to distribute the buttons and stickers to these businesses. Lastly, 3 short videos to promote the program were posted last Friday, along with two others this week, to our social media pages. The interviews have been added to the Burleson Safe page on our website, along with a list of the participating businesses. The list can be updated as more businesses elect to participate. Here is a link to the page: <https://www.burlesontx.com/2079/Burleson-Safe>

I. Irene & Gardens Safe Routes to School Project Update

In June 2017, the Regional Transportation Council approved the final proposed funding plan from NCTCOG which included an award to the City of Burleson for the full requested amount of \$1,721,019. The award represents an 80% contribution toward the \$2.1 million construction cost of the project. On April 29, funding was released and the bidding process and construction will be underway this summer. The schedule for project bidding and award is driven by TxDOT. Staff continues to push for expedient project delivery.

Project Summary: The project provides a protected route between middle and elementary schools, with shared routes added to make key connections. The route also connects 2 major parks, city ballfields, bike trail area, the Post Office, Library and Senior Center, employment locations, restaurants and businesses. It will provide 4 new connections to the City's existing trail system. When complete, 1,927 residences will be within a 3-minute walk of the proposed project facilities. Due to the volume of traffic and the age of the children served, a fully protected route is the key element of the project, proposed on 3 streets that directly connect the schools; Gregory, Irene and Gardens. Gardens and Gregory are proposed to have 9' & 10' wide shared use paths at the back of curb. On Gardens, parking islands are proposed in the on-street parking area near driveways and intersections to physically remove the path from the edge of travelway and calm traffic. Although not technically reducing the number of lanes, they will have a road-diet effect by changing the entire look and context of the roadway. On Irene, parking on one side of the street will be eliminated and replaced with a 4' concrete median and a 10' shared use path. Steep slopes, steep driveways and less parkway required the innovative solution that brings the path partway into the street section and only a few feet into the yards. Bulb-outs at street intersections are

proposed to calm traffic and provide safer crossings for the children. On Johnson, an existing 6' sidewalk will remain, and an 8' 2-way bikeway will be added in the wide parkway. A mid-block crosswalk to the Library is included. Shared lanes and bike routes tie the whole project to the existing trail and bike lane network.



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. Awaiting material delivery for crosswalk signals.	Lane closures as necessary when signal equipment at crosswalk is installed	Project awaiting delivery of materials for installation
Old Town Quiet Zones: RR xings at Commerce, Renfro, Ellison, Eldred	<i>Contractor will be proceeding with final pavement and handrails</i>	Lane closures as necessary while median on Renfro is completed.	Start in June 2019, End in June 2020
NW Renfro Improvements: Wilshire Blvd. To Alsbury Blvd	<i>Project completed. Final departmental walkthroughs underway.</i>	None scheduled	Early 2020

IV. Upcoming Community Events

- Monday, May 25: Splash Day, **CANCELED**
- Friday, May 29 at 7:30 p.m.: Hot Sounds of Summer Concert **CANCELED**
- Friday, June 5 at 7:30 p.m.: Hot Sounds of Summer Concert **CANCELED**