



WEEKLY REPORT

DECEMBER 18, 2020

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

THE CITY OF
BURLESON
TEXAS

Weekly Report | December 18, 2020

I. Council Schedule

Meetings

Monday, January 4: City Council Meeting, City Hall Council Chambers. 141 W. Renfro St., 5 p.m. The meeting will be conducted in the council chambers. The meeting is also available via live stream, <https://www.burlesontx.com/watchlive>

Work Session Items/Report & Discussion Items

January 4

- Receive a report to recognize the selected Employee of the Quarter for the 4th quarter of 2020 and Employee of the Year for 2020. (Staff Presenter: Rick DeOrdio, Director of Human Resources)
- Receive a report, hold a discussion, and give staff feedback regarding BTX Giving Day. (Staff Presenter: Alex Philips, Director of Economic Development)

II. General Information and Status Updates

A. Current Case Statistics

As of December 16, the current COVID-19 case statistics for the City of Burleson are as follows:

- Total Accumulative Cases: 2059
- Active: 215
- Recovered: 1837
- Deaths: 7

A link to view the COVID-19 statistics page is being posted monthly to social media to encourage people to stay up to date on Burleson's data. To view the current case statistics for Burleson, visit https://bit.ly/cob_covid

B. New development headed to Old Town

Burleson City Council approved a public-private partnership with the developer, BTX Old Town, during their regularly scheduled city council meeting on Dec. 14. The new development will double the size of Old Town's core by bringing over 50,000 square feet of retail, office and restaurant space to the Old Town Area.

The project will occur in two locations in Old Town, 135 W. Ellison St. and 114 W. Ellison Street.

The development at 135 W Ellison St. will consist of seven buildings and will include 29,755 square feet of retail space and 22,050 square feet of office space. There will also

be a new parking lot constructed at 140 W. Bufford St. in conjunction with the development that will offer 64 new spaces.

The developer has already signed their first tenant for the 135 W. Ellison St. location, Heim Barbecue. Heim Barbecue is a leader in Texas Barbecue and is proud to boast that all of their ingredients are locally sourced. Travis and Emma Heim started their business from a food truck in 2014 and quickly grew into their first storefront on Magnolia in Fort Worth. They opened their second location in the River District in Fort Worth, and last month, they opened a third location in Dallas. Burleson will be home to their fourth location.



We are excited to bring another quality development to our community,” said Burleson Mayor Chris Fletcher. “We look forward to welcoming Heim Barbecue to Old Town, as we continue our goal to bring great places to eat, shop and work to our city.”

The development at 114 W Ellison Street will consist of 5,500 square feet of retail space and 5,500 square feet of office space.

As part of this project, the city will be relocating city staff that currently office at the city-owned building located at 225 W. Renfro Street. The city will have offices in approximately 12,000 square feet of the buildings that will be located at 135 W. Ellison St. The relocation of staff will provide a better customer experience for development and utility billing customers. The city will then remove the building at 225 W. Renfro St. and reconfigure the parking lot to provide additional parking. The lot at 225 W. Renfro St. will be available for commercial redevelopment.

"The City of Burleson is proud to partner with the BTX Old Development Group," said Burleson City Manager Bryan Langley. "Their vision for the development will complement much of the work that has been done recently in Old Town, and we are excited about the prospect of bringing additional restaurant, office and retail tenants to the city."

This project includes new sidewalks, lighting and landscaping to ensure pedestrian mobility within the new development and to the newly added parking lots.

Construction is set to begin in early 2022, with completion in the first quarter of 2023. Additional phases will be constructed as new users are identified.

“Our team is honored to develop such an important and culturally significant project for Old Town Burleson,” said Matt Aiken of BTX Old Town. “This expansion of the city’s historic core will be the largest in the history of Burleson. We believe this project, along with the new Mayor Vera Calvin Plaza, will cement Old Town Burleson as a community and regional destination for decades to come.”

More information about the Ellison Street Project:
<http://www.burlesontx.com/EllisonStreet>

C. December Sales Tax information

Below is information from the Texas Comptroller of Public Accounts in reference to the City of Burleson Sales and Use Tax Collections for the most current period.

| Sales and Use Tax Collections | | | |
|--------------------------------------|---------------|--------------------|-------------------|
| December 2020 | December 2019 | Difference (in \$) | Difference (in %) |
| \$1,739,320 | \$1,632,334 | \$106,986 | 6.55% |

*December Sales tax collections represents sales made in October 2020.

D. Library Consortium update

Some upcoming changes to the City of Burleson’s library consortium, MetrOPAC are upcoming and staff would like to provide a recommendation for library services in FY 2022.

The MetrOPAC consortium was originally formed in 1999 with seven member libraries: Burleson, Benbrook, Haltom City, Keller, Richland Hills, Watauga and Fort Worth. These libraries share library management software, accept each other’s library cards and share library materials via a courier service.

Earlier this year, the Fort Worth Public Library Director informed the city that the City of Fort Worth wanted to make changes to the interlocal agreements set to expire in 2020. Due to the pandemic's fluctuating situation, a one-year extension of the current agreement was offered. Interlocal agreements were extended until September 2021 for Burleson, Haltom City, Keller, Richland Hills and Watauga. Benbrook Public Library decided not to extend their agreement and they exited the consortium in October.

Fort Worth has laid out a few conditions of a new agreement, in which they will be set up as a regional provider. Staff is concerned that removing the city’s independence to set library fees, policies and collections would negatively impact library services for residents in Burleson. Additionally, such restrictions would limit the library’s flexibility to adapt future library services for our fast-growing community.

For FY 2022, staff has identified four options for library services:

- Accept a new agreement with Fort Worth Public Library as a service provider
- Operate as an independent library
- Join an existing library consortium
- Form a new library consortium

On November 17, 2020, staff gave a report to the Library Advisory Board and their preference was not to enter into an agreement with Fort Worth Public Library as a service provider. They did support the formation of a new library consortium with MetrOPAC partners and potentially expanding that group to include additional libraries.

Over the past few months, staff has met with libraries in the region about forming a new library consortium. There is an opportunity to offset implementation expenses with grant funding from the Texas State Library and Archives Commission. Staff is currently working with representatives from six other libraries to submit a grant application for FY 2022. Additionally, staff has been speaking with library software vendors, and the cost estimates for software and courier services are significantly lower than what the library currently pays to the City of Fort Worth. These cost savings could make up most of the implementation expenses within the first two years.

| | Fort Worth | New Consortium |
|-----------------|-------------------|-----------------------|
| Implementation | \$0 | \$20,408 |
| Software | \$8,777 | \$4,998 |
| Courier Service | \$7,158 | \$3,905 |
| YEAR ONE | \$15,935 | \$29,311 |
| YEAR TWO | \$15,935 | \$8,903 |

Staff recommends that the interlocal agreement with Fort Worth Public Library not be renewed when it expires on September 30, 2021, unless otherwise directed by City Council. Staff will then move forward with forming a new library consortium. Staff also recommends providing notice to Fort Worth as soon as possible because the library data will be extracted from their database and set up on a new server. This testing, training and implementation process can take anywhere from four to six months before a new library software is launched to the public.

Please direct any questions to Sara Miller, Library Deputy Director, smiller@burlesontx.com or 817-426-9203

E. Fire Department rolls out program for unused medication disposal

Single-Use Disposal System is a program hosted by The Premier Center at The University of Houston. It is funded by SAMHSA (Substance Abuse and Mental Health Services Administration), Texas Health and Human Services, & The Premier Center at The University of Houston. It allows for the proper disposal of expired/unused medications safely at no cost to the user.

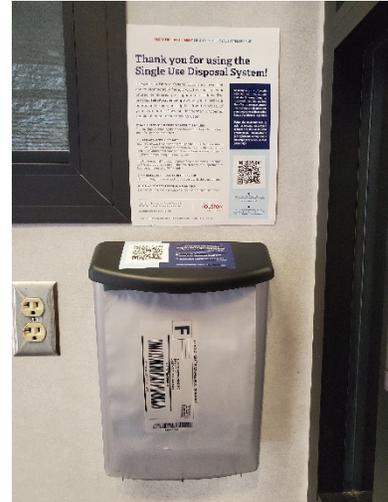
Citizens can pick up a prepaid envelope at any of the fire stations. There are distribution boxes set up in the lobby of Station 1 and Station 3.

Fire crews also have them on the trucks with them to distribute.

The citizen simply places their expired/unused medication in the envelope following the guidelines and puts it in the mail. The envelope is sent unopened to an incineration plant for proper destruction. This process follows all DEA and EPA guidelines for proper medication disposal.

This is an effort to:

- Limit availability of high-risk prescription medications at home.
- Prevent accidental poisonings, diversion, and sharing of medications
- Reduce soil and drinking water contamination



This will serve as an additional way for the public to dispose of their unwanted medication. The Police Department also hosts a drop box in their lobby at 1161 SW Wilshire Blvd.

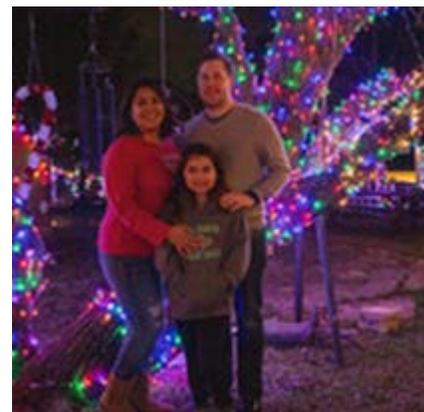
F. Recreation Update

Holiday Events Recap:

The Parks and Recreation department hosted various Christmas-related events for the community at Russell Farm Art Center this holiday season. Over 900 participants came out and enjoyed the festivities. These events were designed to be fun and engaging but also safe as we continue to experience challenges with the current pandemic.

Nights of Lights (Dec. 4, 11, 18):

This three-night event series gave families the



opportunity to get into the Christmas spirit with Christmas lights, hot cocoa, and live Christmas music.

Additional Photos: https://bit.ly/nol_rf

Donuts with Santa (Dec. 5):

Over 300 participants enjoyed donuts, photos with the Grinch, holiday craft making, a s'mores station and of course, visiting Santa himself. There was a unique opportunity for kids to take photos with Santa and drop off their Christmas wish lists.

Additional Photos: <https://flic.kr/s/aHsmSA6ViA>

Christmas on the Farm (Dec. 12):

Participants enjoyed Christmas craft stations and photos with Joey, the rein-donkey at this event. Mrs. Claus visited many families and also hosted a farm scavenger hunt.

Additional Photos: <https://bit.ly/cofarm20>

Drop – N –Shop (Dec. 12 and 19)

Staff provided a free opportunity for parents in need to drop children off ages 5-12yrs and do a little Christmas shopping. Seventeen children were enrolled and participated in a science tower challenge, gym games, and Christmas trivia games.

Upcoming Programs:

Program Highlight: The **Adult Co-Ed Volleyball league** is currently underway. This league had not been active since March 2020. Teams have been excited for the opportunity to compete with family and friends in a fun but safe environment. The recreation department is also currently offering Adult Softball and Men’s Flag Football athletic leagues.



Registration is now open for the below programs.
 For more information please visit:
www.burlesonrec.com

- Winter Fun Camp – Dec. 21, 22, 23 & Dec. 28, 29, 30
- Winter Sports Camp –Basketball (Dec. 21-23) and Volleyball (Dec. 28-30)
- BRiCk Fun Appetit (Teen Cooking) – Dec. 21, 28
- Dodgeball League – Registration open through Dec. 31 (League begins Jan. 4)



BRiCk Membership Sale

The BRiCk will be offering a 2021 New Year’s Membership Sale. A 10% discount on all paid upfront annual memberships will be available between January 4 – 10.

BRiCk Mask Policy Update

The BRiCk’s new mask policy goes into effect on Friday, December 18 and the designated mask workout spaces will be available beginning Monday, January 4. All BRiCk members have been notified regarding the new mask policy and the signage below will be placed throughout the facility on Friday.

The signs provide the following information:

- Workout Area (Masks Not Required):** Only while actively exercising.
- Gymnasium (Masks Required):** Masks are required during cardio-based activity.
- Facility Not a COVID-19 Testing Site:** Directions to exit the parking lot to the left and enter the 2nd driveway to the left for drive-thru testing.
- Designated Mask Area:** A large green arrow pointing left.
- Workout Area (Masks Not Required):** Only while actively exercising.
- Designated Mask Workout Space:** A designated area where masks are required.
- Kidzone (Masks Required):** Kidzone requires a mask for kids 10 years or older.
- Mask Directory:** A map of the facility showing areas where masks are required (yellow and red) and areas where they are not (blue and green).
- Pool Area (2 Lap Swimmers per Lane):** Lets take care of each other, maintain distancing on the pool deck (6 FT).

G. New Year's Eve Fireworks

The city will host a special New Year's Eve Fireworks show on Dec. 31. Staff is making the public aware of the show through the city's e-newsletter, city news release, city website and various city social media accounts. Public Works will also be placing electronic message boards at Chisenhall Fields the week leading up to the fireworks show with a message making the neighborhood aware of the show.



H. Feel Good Friday

When a community comes together, great things can happen and this story highlights our community making a difference in two residents' lives.

First HOPE project: Renfro Street

Volunteers from Pathway Church and city employees Audrey Carroll and Matt Simsa recently completed a HOPE project.

Code Compliance Officer Audrey Carroll found that a house on NW Renfro had property maintenance violations during regular patrol inspection. After a few failed attempts to contact the homeowner, his niece contacted Audrey and explained that the homeowner was an older man who has lost most of his hearing.

His niece further clarified the house was in the condition it was because a few years ago, the homeowner had his roof replaced, and the contractor did not finish the work, which left the exterior wood vulnerable to the elements. The homeowner and his niece tried to reach the contractor but were unsuccessful. The eaves and soffit of the exterior structure were rotted and had faulty weather protection.



As the HOPE program is structured, Code Compliance Officer Audrey Carroll recognized the circumstance and did not leave a Notice of Violations to require corrections. Instead,

she had the Code Compliance Team reach out to the city's HOPE organizations to solicit help for the homeowner. Pathway Church responded and offered their assistance, which is organized by Ms. Pat Gibson.

On December 5, 2020, volunteers from Pathway Church, the homeowner's niece, Audrey and Matt were able to accomplish the following:

- Replaced all the rotted wood
- Painted all the exterior wood
- Installed flashing around the roofline
- Cut and removed all the overhanging tree limbs

Second HOPE project: Dorsey Lane

An elderly resident needed some repairs to her home but was unable to make them. Code Compliance officers realized this would be a great HOPE Project. On December 12, more than 20 volunteers, including Pathway Church members, Mayor's Youth Council, National Honor Society youth, and City of Burleson staff members, made repairs to the home. Mayor Fletcher visited the project on Saturday and was able to help with donated garage door replacements from Burleson Texas Overhead Door Company. Local businesses have donated their services and materials, including the following:

- Waste Connections: donated roll-off dumpster and special pick-up and dumping fees
- Xtreme Fence Company: donated fence panel
- Pathway Church: donated new front door, hardware and replacement window and labor
- Burleson Overhead Door Company: donated materials and labor for two (2) new garage doors



- Don Massey Tree Service: cut back all of the overgrown tree limbs on 8 trees
- Lone Star HVAC: heating air, assisting with repairs to mechanical system.



Work completed included:

- New fence installation
- Front and back yard cleared of overgrown tree limbs and trash and debris.
- Window replaced
- Front door repaired
- Garage doors replaced

HOPE Program Description

The City of Burleson's HOPE program or Homeowner's Outreach for Positive Empowerment (HOPE).

The Mission of the HOPE program is to bring volunteers and communities together to improve the homes and lives of seniors, disabled or those financially challenged with a vision of a safe and healthy home for every person. The program is designed to connect those in need with those willing to help.

The HOPE Program is a community outreach program where Neighborhood Service partners with local volunteer groups to help citizens maintain their property when they cannot. HOPE unites citizens who are seniors, disabled or those financially challenged who cannot properly maintain their property with volunteer groups who wish to provide assistance. Volunteer projects can involve the following:

- Landscaping/Tree trimming
- Appliance repairs
- Mechanical repairs
- House Painting
- Fence Maintenance
- Trash and Debris Removal

I. Replacing Trees

The Parks Department will be replacing 12 Lace Bark Elm trees at Centennial Park. Laura Miller, with Tarrant County Extension Office, determined in 2018 that the trees have Cotton Root Rot disease, which is common to this area. Since 2018, staff replaced several Elm trees that die each year with Live Oak trees that are resistant to the disease.

Due to vehicle accidents, the Parks Department also replaced two Chinese Pachachi Trees and two Red Oak Trees in the Alsbury Blvd median between Candler Dr. & SW Hulen St.

J. BTX Cares - Small Business Assistance Grant

The City received funds through the Coronavirus Aid, Relief and Economic Security Aid, also known as the CARES Act. U.S. Treasury guidance provides that eligible expenditures may include expenditures related to providing grants to small businesses to reimburse the costs of business interruption caused by required closures due to the COVID-19 public health emergency.

On November 17, the Burleson City Council approved the use of CARES Act to offer assistance to small businesses in the form of \$2,000 grants. Beginning on December 1, the Economic Development team received applications for the program until the application period ended on December 14.

Seventeen applications were submitted. The Economic Development team and the City Attorney carefully reviewed all the applications and supporting documents for eligibility. In all, 15 businesses were determined to be eligible.

All 15 eligible businesses have completed the necessary paperwork and the City has delivered all grant checks.

K. Polar Express Drive-in Movie

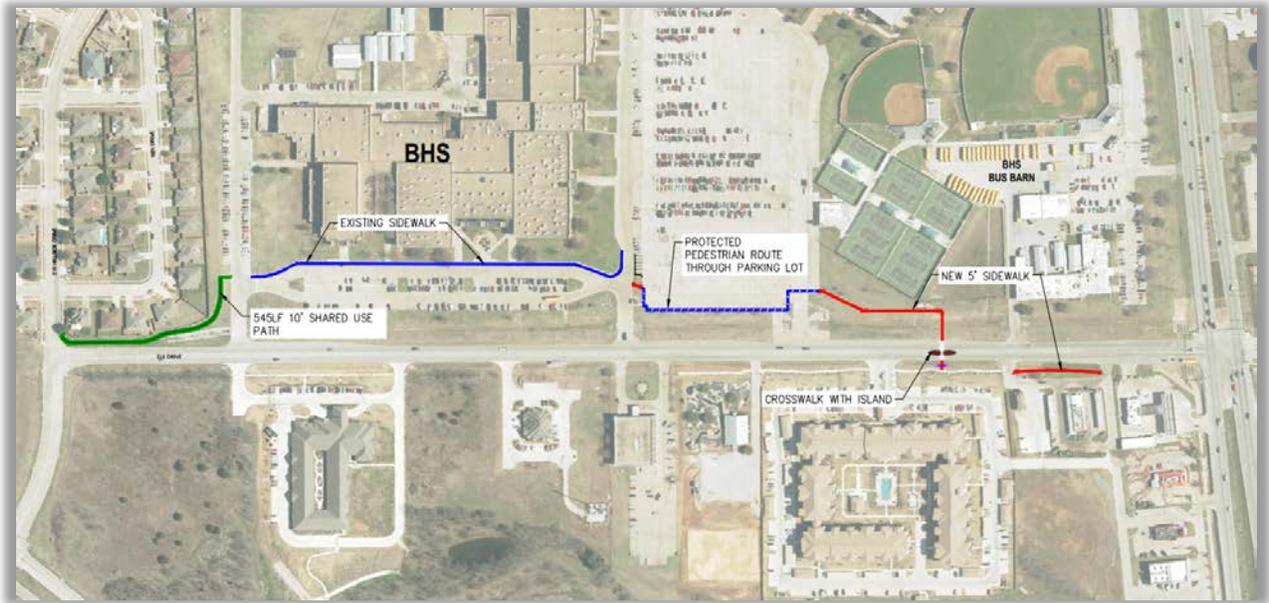
The library hosted a drive-in movie at Russell Farm Art Center. The movie was the holiday classic, Polar Express. Thirty families pre-registered for the event and fun was had by all.



III. Capital Project Highlights

Elk Drive Pedestrian Mobility Project

The Elk Drive Pedestrian Mobility project is underway adjacent to Burleson High School. The project includes constructing a 10' shared-use path north of the campus and 5' sidewalk south of the campus that leads to a pedestrian crosswalk across Elk Drive. The crosswalk includes a pedestrian refuge island that will be in the left turn lane. The contractor's scheduled to begin construction of the refuge island Monday, December 21. Traffic control barrels will be placed in the left turn lane near the school bus barn driveway. The two through lanes in each direction will remain open to traffic. Construction of the refuge island is expected to take approximately one week while school is out for winter break. Traffic control devices will be removed post-construction.



IV. Upcoming Road Construction/Closures

| UPCOMING ROAD CONSTRUCTION / CLOSURES | | | |
|---|---|--|----------------------|
| Projects & Limits | Current Status | Traffic Affected | Estimated Completion |
| Turkey Peak Ground Storage Tank Construction & Brushy Mound Tank Demolition at existing City Facilities | Tank Sub-Contractor has mobilized at Turkey Peak site. General Contractor is at the Brushy Mound Site. | Intermittent construction traffic to and from both sites. Anticipated Routes include: NW Renfro, SW Brushy Mound Rd, SW Alsbury Blvd, NW Summercrest Blvd, Nicole Dr & NW Jayellen Ave. | Fall 2021 |
| Traffic Signal at Hidden Vistas / Hidden Creek Parkway Intersection | Notice to Proceed issued Nov 9, 2020. Contractor ordering materials. | None immediately anticipated. Contractor expected to begin on-site work in January 2021. | April 2021 |
| Fire Station #16 | Public utility infrastructure near complete. Work on building on-going | None anticipated | |

| | | | |
|-------------------------------------|---|--|---------------|
| Elk Drive Pedestrian Mobility | Notice to Proceed Nov 4, 2020. Parking lot work underway. | Elk Drive Center Turn Lane temporarily closed starting Monday | May 2021 |
| Irene/Gardens Safe Routes to School | Pre-construction meeting to be scheduled in November 12th | None immediately anticipated. | November 2021 |
| County Road 1021 | Permanent Road Closure at the BNSF Crossing | Thru-traffic detoured to the newly opened Lakewood Drive extension from SW Wilshire to CR 1021 | December 2020 |

V. Upcoming Community Events

- **Dec. 18, Nights of Lights:** 6 - 8 p.m., Russell Farm Art Center
- **Dec. 19, Carriage Rides in Old Town:** 11 a.m. - 3 p.m., Pick up/Drop off at Plaza pavilion area
- **Dec. 19, Strolling Grinch in the Plaza:** 11 a.m.- 2 p.m.

VI. Attachments

- Service Awards & Employee of the Year.....page 15

THE CITY OF
BURLESON
TEXAS

SERVICE
AWARDS

5 years

- Rachel Ayuso, Police Officer
- Zac Carey, Utility Crew Leader
- Jessica Eiswald, Fire Inspector/Investigator
- Patrick Ferguson, Lead Lifeguard
- Brooke Herring, Hidden Creek Food Service Assistant Manager
- Dylon Kinney, Police Officer
- Dustin Lancaster, Hidden Creek Landscape Assistant
- Penny Lehew, Animal Control Officer
- James McClure, Police Officer
- Paul Mitchell, Assistant Public Works Director – Engineering
- Chris Price, Police Officer
- Sierra Robertson, Criminal Investigations Clerk
- Angel Strotman, Animal Shelter Administrator
- Jennifer Swim, Utility Customer Service Clerk
- Kade Watson, Fire Apparatus Operator
- Marc Whitten, BRiCk Maintenance supervisor
- Rogann Wood, Library Reference Assistant

THE CITY OF
BURLESON
TEXAS

SERVICE
AWARDS

10 years

- Ken Batchelor, Hidden Creek Floating Assistant
- Tracey Fowler, Police Officer
- Jonathan Gomez, Police Officer
- Tammy Harrison, BRiCk Staff Accountant
- John Hendricks, Hidden Creek Grounds Keeper
- Jessica Martinez, Recreation Manager
- Mark Pate, Police Officer
- Kim Peckler, Animal Services Manager
- Hugo Ramirez, Park Maintenance Worker II
- Matt Ribitzki, Deputy City Attorney
- Sabrina Rivera, Police Records Supervisor
- Kenneth Silvia, Customer Service Attendant
- Allison Smith, Recreation Manager
- Brandon Wichman, Police Officer

15 years

- Lance Barton, Senior Engineer
- Trey Collard, Police Officer
- Jay Davis, Police Officer
- John Fields, Police Officer
- Kevin Freeman, Signal Technician
- Mary Maxon, Customer Service Attendant
- Brad Schaefer, Police Officer

THE CITY OF
BURLESON SERVICE
TEXAS AWARDS

20 years

- Karen Dawkins, Public Safety Communications Supervisor
- Roger Hall, Police Sergeant

30 years

- Tom Clark, Chief Engineering Inspector

43 years

- Shawn Kivela, Customer Service Attendant

Employee of the Year



Christina (Tina) Brinkman, Communications Coordinator