



**Boo Bash | October 23**

# WEEKLY REPORT

OCTOBER 22, 2021

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

THE CITY OF  
**BURLESON**  
TEXAS

# Weekly Report | October 22, 2021

## I. Council Schedule

### Meetings

**Friday, October 29 – Saturday, October 30:** City Council Retreat. Fire Station 16, 250 Hidden Creek Parkway.

**Monday, November 8:** City Council Regular Session. City Hall Council Chambers, 141 W. Renfro St., 5:30 p.m. The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

### Reports & Presentations

#### November 8

- Receive a report, hold a discussion, and give staff feedback regarding final report of the Long-Range Master Plan for the Burleson Fire Department. (Staff Presenter: K.T. Freeman, Fire Chief)
- Receive a report, hold a discussion, and provide staff direction regarding the design of Shannon Creek Park. (Staff Presenter: Jen Basham, Director of Parks and Recreation)
- Receive a report and hold a discussion on diversity and inclusion program discussed at the July 12, 2021 Special council meeting. (Presenters: Victoria Johnson, Council Place 1 and Tamara Payne, Council Place 4)

## II. General Information and Status Updates

### A. Organizational Changes

This week, City Manager Langley made a few changes in the organization. The changes are outlined below.

- **Information Technology:** Mark Eder, director of information technology, submitted his resignation last week. Effective immediately, Charley Hight, currently Assistant Director of IT, will assume the role of Interim Director. The city will be launching a nationwide search to hire a Chief Technology Officer for the organization. The search process to take approximately 90 days.
- **Development Services:** Jennifer Pruitt, Assistant Director of Development Services, has accepted another position, and she will be leaving the team at the end of October. A search for a new director has been completed and an announcement should be made in the next week. Until the new director begins work, Michelle McCullough, currently Assistant Public Works Director for Development, will be serving as Interim Director.

- **Public Works:** The search for a new director is underway, a selection is expected by the end of the year. In the interim, Tommy Ludwig, Deputy City Manager, will be leading the department.
- **Purchasing and Contract Compliance:** To respond to the increasing complexity of purchasing and contract compliance oversight of the procurement and contract compliance functions have been assigned to Matt Ribitzki. Matt's title will also be revised to Compliance Manager/Deputy City Attorney, and he will supervise the Purchasing Manager, Justin Scharnhorst. Additionally, Matt will be tasked with managing the city's Public Improvement Districts (PIDs). These are highly complex instruments, and currently, they are shared between several departments. Matt's role in the organization will be changed immediately to focus on these areas.
- **Customer Service:** To improve customer service and assist with organizational initiatives a new Director of Customer Service position has been created. Jesse Elizondo, currently Deputy City Secretary, will assume the director role on November 1.

The new department will be tasked with the following initiatives.

- Utility Billing – The utility billing operation will be assigned to the newly created Customer Service Department.
- 311 – The city has experienced a growing number of citizen requests, but we do not have a way to collectively manage these across the organization. Additionally, citizens find it difficult to know who should be contacted when they experience issues. To address this, the customer service department will be tasked with creating a new 311 Customer Relationship Manager (CRM) system. Citizens will be able to access city services simply by dialing “311” or interacting with the city via an app on their phone. This will also require a call center to answer these lines, customer service will work with the utility billing team and other administrative staff in City Hall to create the service. To effectively manage this service, Arleen Stubblefield and Kelly Mearns will be moved to the customer service department.
- Lean Government – Many organizations have implemented “Lean” government, sometimes referred to six sigma, programs to create teams of employees that review potential areas for process improvement. The customer service department be responsible for implementing the program in Burleson. The program will engage our employees to proactively review key processes across the organization to create a culture based on constant improvement.
- Performance Management – The city has a strategic plan and made a number of strides in improving our ability to measure performance. The customer service department will be responsible for working with teams

across the organization to create meaningful dashboard reporting systems to improve outcomes and service.

- Communications – The customer service department will assist with coordinating the creation and maintenance of a web page for active construction projects, an interactive map, and improving communication with residents with respect to capital projects to provide more information to our residents before neighborhood or major construction projects commence.
- Agenda Process – The customer service department will manage the agenda process and preparation of backup materials.
- **Human Resources:** To address training programs to grow and retain talented employees, the HR department will be actively enhancing training and development programs across the organization. Additionally, we will proactively attempt to identify future leaders in the organization and provide them tailored training programs to prepare them for future opportunities in the city.
- **Finance:** With the reassignment of purchasing and utility billing, the Finance department will create an internal audit program to proactively identify areas in which we can improve.

**B. Buy BTX begins again November 1**

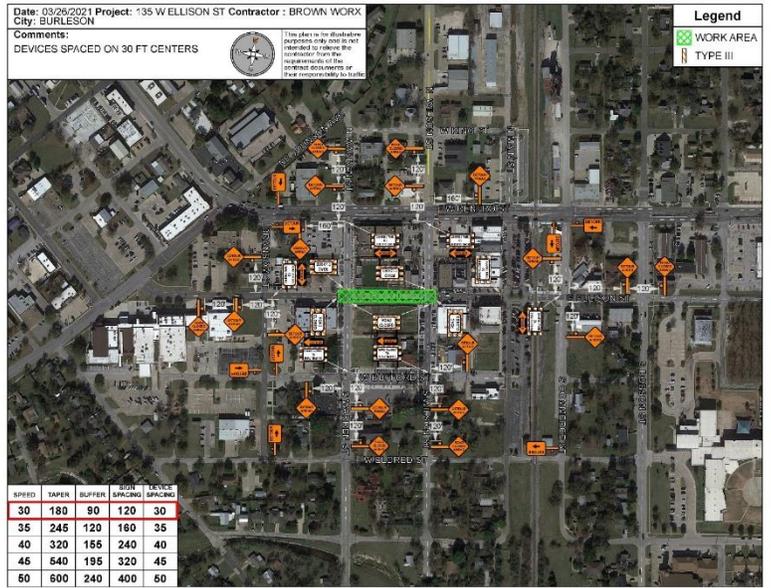
The Economic Development team will be continuing the “Buy BTX” again this year to celebrate small businesses. For the month of November, anyone can send a photo of a receipt from any business located within Burleson city limits to [BuyBTX@burlesontx.com](mailto:BuyBTX@burlesontx.com) and be entered into a weekly drawing for a \$50 gift card.

Anyone can participate, even if you don’t live in the city of Burleson. Start turning in those receipts today. Staff will process all entries as they come in and host a live drawing each Friday to select 10 weekly winners. Winners will be contacted and will receive a \$50 gift card to a local business of their choice. Each receipt will give contestants one entry into the contest and multiple entries can be made each week, but each contestant will only be eligible to win one time per week.



**C. Old Town Intersection Closure**

Oncor is scheduled to place concrete poles at the Wilson Street and Warren Street intersection for the overhead to underground relocation of electric lines along Ellison Street. Work is scheduled for Monday, October 25. Both intersections along Ellison Street will be closed to facilitate digging and crane work. Unless crews need additional time to ensure safety, work is expected to be complete and the roads open by Wednesday, October 27.



This work is being completed per the Ellison Street on the Plaza development agreement. Construction on the buildings is expected to begin following Oncor’s completion of utility work. Oncor’s double-intersection closure plan was reviewed and approved by the Streets and Engineering divisions of Public Works.

**D. Custom Park Rules Signs**

To help ensure a fun and safe experience in Burleson parks, the parks and recreation department is installing newly branded and customized park rules signs. The sign features general park rules in English and Spanish with icons that visually describe the rule. The material is easy to clean and extremely durable against the elements. Each sign will be placed in a highly visible location at the primary entrance points of each park. Some of the reflective metal situational signs will be removed to reduce sign pollution as signage is strategically consolidated. Enjoy Burleson parks safely!



**E. Sidewalk Access**

Recently City Council notified staff of concerns related to parked vehicles blocking sidewalks in residential neighborhoods. City Council requested that staff determine the most appropriate way to address this issue and to explore whether existing front yard setbacks established within the zoning ordinance are sufficient to allow vehicles to park in a driveway without overhanging the sidewalk. The front yard setback within all residential zoning districts is a minimum of 25 feet, except for agricultural districts that require a 35-foot minimum. The depth for a standard size parking space is 18 feet, and as a result, staff believes the existing setbacks are sufficient as currently written. As blocking a sidewalk with a vehicle violates both Section 78-47 and Section 34-31 of the city’s code of ordinances, staff believes the most effective way to address these concerns is through enforcement. City management has directed code compliance to enhance enforcement of these violations in an effort to mitigate this issue. In addition, residents may report such violations to code compliance, either by email ([code@burlesontx.com](mailto:code@burlesontx.com)) or phone (817-426-9832).



**F. Shared-Use Path Trail along Irene Street & SE Garden Boulevard**

At the October 18 City Council Meeting, various members of the Council indicated they had received questions and concerns associated with the shared use path trail installation currently under construction along Irene Street and SE Gardens Boulevard. City Council indicated that the concerns have primarily been related to median installation at various intersections



and the loss of on-street parking. This capital improvement project aimed to improve trail connectivity and establish safer pedestrian routes to the Burleson Intermediate School. A federal grant partially funded the project through the Safe Routes to School Program. The medians were installed at the intersections as a traffic calming measure and to reduce the width of the street that pedestrians are required to cross. In addition, while installing the 10-foot trail along Irene Street reduced the overall pavement width and eliminated an on-street parking lane, the remaining pavement is 31.5 feet, which is 1.5 feet larger than the city’s existing standard for new residential roads. In an effort to address residents’ concerns, staff will apply reflective paint in all areas with median bump-outs to make these areas more visible. Staff anticipates this work will be finished

before the end of the calendar year in the areas where construction activity is complete. Staff will apply the reflective paint in the remaining median bump-outs as they are constructed. This capital improvement project is scheduled to be completed by August of 2022.

#### **G. School Zones**

At the October 18 City Council Meeting, a question was raised regarding how school zone limits and speeds were established. The Texas Administration Code (TAC) and Manual on Uniform Traffic Control Devices offer guidelines on setting school zone limits and speeds. Reduced school speed limits should be used for school zones where children are going to and from school. Pedestrian crossing activity should be the primary basis for reduced school speed zones and are typically from approximately 45 minutes before school opens until classes begin and for a 30-minute period at the close of school.

Generally, the beginning point of a reduced school speed limit zone should be at least 200 feet before the school grounds, a school crossing, or other school-related activities. The distance should be increased if the reduced school speed limit is 30 mph or higher. Buffer zones are often recommended for roadways with a speed limit of 55 mph or higher to gradually reduce the speed before the school zone.

#### **H. Residential Street Lighting**

At the October 18 City Council, residential street lighting was discussed, particularly the distance between street lights within the residential subdivisions. Developers are required to install street lighting according to the city's standards before the issuance of a building permit.

Below are the current criteria related to the distance between residential street lights:

- Lights will be placed at all street intersections except at major thoroughfares where median lighting is existing.
- Lights will be spaced a maximum of 600 feet along local and collector streets.
- Lights will be placed no closer than 500 feet except for intersections, in cul-de-sacs, and where curves or grades require additional lighting.
- All cul-de-sacs longer than 200 feet from centerline of street to center point of the cul-de-sac shall have a light at the street intersection and at the end of the cul-de-sac.
- All severe curves or areas with poor visibility shall be lighted.

Staff will begin the process of updating the city's design manual at the first of the year since it has not been revised since 2008. Street lighting is an item earmarked to be evaluated and determine if the criteria listed above should be revised. Light pollution will also be considered as some residents have expressed concern that additional street

lights will bleed over into their homes. However, there are products such as shields that can direct light away from the residential home. The update to the design manual is expected to take 8 to 10 months. Staff will hold a series of meetings with the appropriate stakeholders throughout the process to gain input and direction as we move through the process.

#### **I. Pavement Markings at Summercrest & McAlister roundabouts**

To increase signage and directions on how to utilize roundabouts properly, the public works department refreshed and installed pavement markings at the Summercrest and McAlister roundabouts this week. Changes were made per the traffic engineer's recommendation in regards to the citizen's request for increased signage at the two locations. Work included:

- Painting 'Yield' on the pavement at each entry point to both intersections.
- The McAlister intersection had yield symbols installed and the symbols were refreshed at the Summercrest intersection.
- Arrows were also added to the pavement indicating how to negotiate the intersection.
- All existing white marking that was at each intersection was repainted.
- Reflective buttons were added to the top of the curb at the northbound entrance, the southern edge of the center portion, and the south side of the curb at the McAlister intersection.



#### **J. Mayor's Minute**

In the new series "In Your Business," Mayor Chris Fletcher takes a trip down I-35 to the city's Highpoint Business Park to visit Anson PDR and its owner Christina Seckinger to learn about paint-less dent repair. [Watch the video.](#)

**K. Directional Signage**

Several weeks ago, staff included a report about the directional signage throughout town. Staff requested that the private company that installs the signs update the signage to match the city's new branding and remove several under-utilized signs. Approximately 18 directional signs will remain at key intersections throughout the community. Included is a photo of the new sign design.



**L. Event Recap**

Burleson Parks and Recreation had a busy weekend. They hosted their first Food Truck Friday on October 15 at Warren Park. On Saturday, October 16, they welcomed residents with their four-legged friends at Dogs and Donuts at Bailey Lake. [View all the photos from Dogs and Donuts on the city's Flickr account.](#)



**M. Library offers Adult Education classes**

The Burleson Public Library offers a variety of adult education classes, including programs for non-native speakers, GED preparation classes and Medicare informational classes. [View all the adult education offerings.](#)

The English as a Second Language Class is free [for more information](#). The Adult Education High School Equivalency classes are free, but registration is required. The class is designed to assist adults in preparing for the General Education Development (GED) examination. Instructors teach Language Arts, Reading, Writing, Social Studies, Science and Mathematics according to each participant's identified needs. For more information about the [HSE/GED classes](#).

**N. Feel Good Friday**

Neighborhood Services and Public Works staff completed the PARTNER clean-up event in a select neighborhood on October 9. They helped several elderly and disabled residents clean up their properties. The employees removed 9.3 tons trash of trash was removed and recycled 3.24 tons.



### **III. Upcoming Road Construction/Closures**

<b>UPCOMING ROAD CONSTRUCTION / CLOSURES</b>			
<b>Projects &amp; Limits</b>	<b>Current Status</b>	<b>Traffic Affected</b>	<b>Estimated Completion</b>
Turkey Peak Ground Storage Tank Construction & Brushy Mound Tank Demolition at existing City Facilities	General Contractor is at both Turkey Peak and Brushy Mound Sites.	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
Irene/Gardens Safe Routes to School	Construction Underway.	Outside lanes of Irene will be closed in areas of construction. Closures to move with construction progress.	November 2022
CR 910 & FM 1902 Right Turn Lane Construction	Completed	None	Completed
Neighborhood Street Rebuild (Full Utility and Pavement Rebuild for Red Oak Court, NW Wood Drive, Smith Street & portions of S Dobson Street)	Rebuild on Dobson St complete. Smith street is under construction. Wood Street utility work to begin this week.	Affected streets may require temporary detours or flaggers during daytime construction. Access to homes will be maintained. Dobson Street work limited to the hours of 9-3 to reduce school drop-off/pickup conflicts as much as possible. Dobson work anticipated to be complete by the end of next week	February 2022

### **IV. Events**

- **Animal Shelter Expansion Ground Breaking**  
 Date: October 22  
 Time: 10 a.m.  
 Location: Burluson Animal Shelter, 775 SE John Jones Drive
- **Fall Fest at the Farm**

Date: October 22

Time: 6 - 8 p.m.

Location: Russell Farm Art Center, 405 W. County Road 714

- **Fire Station 16 Grand Opening**

Date: October 23

Time: 9 – 11 a.m.

Location: Station 16, 250 E. Hidden Creek Parkway

- **Boo Bash**

Date: October 23

Time: 6:30 – 8:30 p.m.

Location: Chisenhall Fields, 500 W. Hidden Creek Parkway