



WEEKLY REPORT

FEBRUARY 3, 2023

TO: MAYOR FLETCHER AND COUNCIL MEMBERS

FROM: BRYAN LANGLEY, CITY MANAGER

THE CITY OF
BURLESON
TEXAS

Weekly Report | February 3

I. Council Schedule

Meetings

Monday, February 6, City Council Regular Session, 4:30 p.m.*

All meetings will be held at City Hall Council Chambers, 141 W. Renfro St. The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

*The City Council will not discuss or take action on any public hearings, or items listed in Public Presentations, Citizens Appearances, or Development Applications, prior to 5:30 p.m.

Reports and Presentations

February 6

- Receive a report, hold a discussion, and give staff direction regarding short term rentals of real property. (Staff Presenter: Tony McIlwain, Director of Development Services)

II. General and Status Updates

A. Trash and Recycling Updated Winter Weather Collections

- The Thursday trash route was canceled, next collection for this route will be Monday, Feb. 6.
- At this time, Friday trash routes are expected to run as scheduled.
- No recycling will be collected this week.
- Trash routes will be slow on Friday and may run behind, please leave your trash out, and it will be collected (collections will continue through Saturday, Feb. 4, if needed).
- Bulk trash collection this week will be picked up, but it is not guaranteed to be collected by noon on Friday. Please leave your bulk collection at the curb and it will be collected.

Again, we apologize for the inconvenience and appreciate your patience as we work through this winter weather event.

B. Tyler Munis Vendor Self Service

Staff is implementing a new ERP software for the city, and with that comes a new way to interact with the city's vendors. The new ERP system includes a Vendor Self-Service (VSS) portal, and over the next several weeks, staff will be rolling this enhanced feature out to vendors.

Vendors will now be able to register through an online portal. This will allow vendors to maintain their business information, submit invoices electronically, track payment processing, and set up direct deposit. Before this system, vendors would be contacted with requests for information, and their paperwork would filter through departments as part of the vendor setup process. Once they were set up, they would receive payment through the mail. The inefficiencies in that process were numerous and could be frustrating to staff and vendors alike. VSS will be a welcome change for all parties involved. To ensure a seamless transition to the new system, the staff is communicating with vendors through many avenues:

- The vendor information page on our website has been updated to include a link to the VSS portal and step-by-step registration instructions.
- Introductory letters will be mailed to each vendor beginning Friday, 2/4/23, with a QR code linking to the vendor information page on the city's website.
- Follow-up letters will be mailed weekly after the initial letter is sent.
- From Feb. 4 through Apr. 1, any vendor receiving payment through the mail will receive a letter detailing the new process along with their payment.
- Announcements will be posted on the city's social media channels and include the aforementioned link to the vendor information webpage.

Effective vendor information management and verification are essential to the city's goal of reducing risk in the procurement process and protecting the city from fraudulent activity. With VSS, staff will be able to communicate more efficiently with vendors and verify vendors more quickly. The change also provides multiple benefits to the city's vendors, including a much quicker payment process.

C. Historically Underutilized Businesses

Requested by Council Member Payne at the last city council meeting

Historically Underutilized Businesses (HUB) are companies certified through the Statewide HUB Program managed by the State Comptroller. Chapter 2161 of the Local Government Codes establishes criteria for state purchasing and general services related to contracting with HUB vendors. The city of Burleson follows the state requirements by contacting registered HUB vendors on a rotating basis for purchases over \$3,000 and less than \$50,000. Depending on the project location, staff will contact vendors registered in Johnson or Tarrant County to meet this requirement.

The program intends to provide equitable business opportunities to economically disadvantaged persons and enterprises. This program requires specific information about the business and supporting documentation to substantiate and verify that the business structure is HUB-eligible. The application and verification process is held under the authority of the Comptroller, as outlined in the government code.

D. Legislative Update

The 88th legislative is currently underway in Austin, Texas. Staff is monitoring Texas Municipal League (TML) weekly updates for information that could affect the city of Burleson. TML's weekly updates can be found [here](#). Additionally, city-related bills filed for the 2023 session can be accessed [here](#). Staff will continue monitoring TML's updates and meet with our legislative consultant, Focused Advocacy, to stay abreast of bills that make it to the floor for consideration. Questions, concerns, or requests for additional information can be directed to Justin Scharnhorst at jscharnhorst@burlesontx.com.

E. Cemetery Board Meeting

The Cemetery Board met on January 11 and received a report on this year's project for leveling cemetery monuments, including the process for

prioritization and plans for subsequent years. Staff received a request from the community and council to address monuments that have settled over time. After reviewing, 84 monuments were identified as in need of repair. Staff prioritized the most unstable and scheduled repairs. These repairs are currently under way and will be completed within the next 30 days.



Additionally, the Board received a report on procedures for monument installations and plans to revise the Burluson Memorial Cemetery Rules and Regulations as it pertains to monument installation guidelines. Proposed revisions include enhanced foundation specifications for monument installations, such as requiring piers to minimize shifting. These requirements will ensure new monuments do not shift when settling. Both presentations to the Board have been included in this week's report for review on page 13.

F. Library News

About 400 people attended The Great Giveback at the Library on Saturday, January 28. Everyone had a great time connecting with and learning about all of the wonderful nonprofits in our community. See more photos:

<https://flic.kr/s/aHBqjAqaMm>

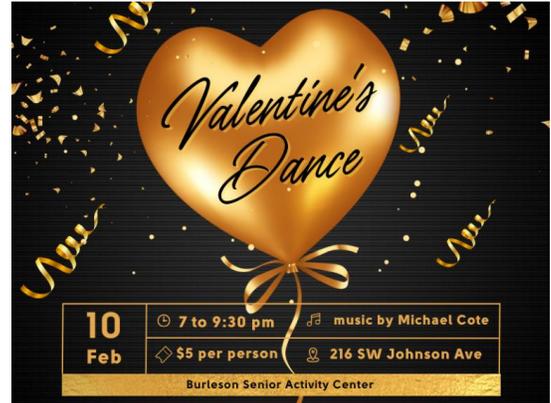


G. Senior Center Programming

Valentine's Dance, February 10

7 p.m.

Join the Burleson Senior Activity Center for a Valentine's Dance on February 10. Seniors will enjoy dancing to music by Michael Cote. The center is open to anyone ages 50 and up.



H. Park Monument Signage: Capital Improvement Project

Parks staff presented key information and proposed design concepts regarding the park monument sign capital improvement project to Parks board on January 5, 2023. Park board passed the proposed design concept unanimously. The contract for construction will be brought forward to council in March 2023 for consideration and approval. Please find additional information regarding the project below. More information can also be found at: [Park Monument Signage CIP](#)

Project background

Park Monument Signage has been approved as a FY 2023 through FY 2027 project in the Parks Capital Improvement Program to acquire/update park signage. Park sign replacement or addition will be prioritized by: (1) Parks without current signage (2) Parks with recently completed refurbishments, or scheduled refurbishments. This year, staff proposes sign additions for: Wakefield and Elk Ridge Park.

Project timeline

October 24, 2022: Kimley-Horn contract execution

November 11, 2022: Conceptual design created

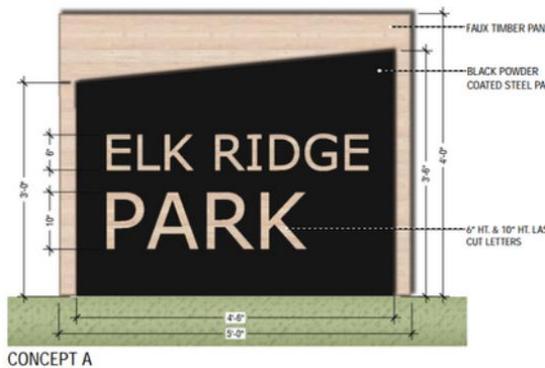
January 5, 2023: Park board review and consideration

March 2023: Contract for construction Council review and consideration

March – April 2023: Bid process, if approved

April - May 2023: Construction to begin and be completed

Proposed design concept



I. Thank You to Employees

City administration wants to express their sincere appreciation for our employees who worked this winter storm event. A big thank you to the public works crews who shifted to working 12-hour shifts for 24 hours a day and spent hours in the elements putting salt brine and sand on the roads to try to keep them safe for residents who needed to travel. The facilities division has been busy checking all city buildings, and the fleet division has been instrumental in keeping all city vehicles traversing in the ice and snow. Our water team was ready and responded to calls for service with freezing pipes and flooding—a very cold job right now.

Thank you to emergency management who monitored the weather and provided updates and feedback for the city team 24 hours a day. Joe Laster, the city's emergency management coordinator, started with the city in January and this was his first event with Burleson. We are happy to have him on the team.

As always, our public safety team was working around the clock. We appreciate the police, fire and public safety communications staff that kept our community safe. They assisted stranded motorists, cleared wrecks, provided medical care to those who needed it, and answered calls for service and roads that needed to be treated. They also checked on those

who they knew did not have heat, bringing one man a heater and providing transport to a shelter for a gentleman in need.

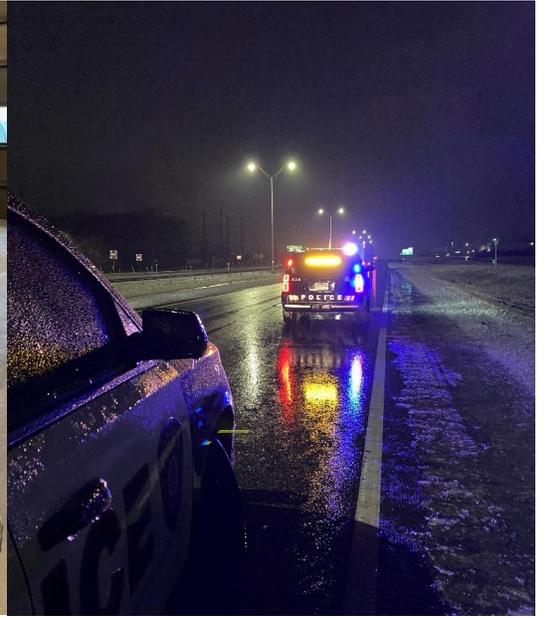
We must remember our animal services staff who care for all the animals at the shelter during this event. They provide medical care, socialization and much more for these pets during this time.

We also want to thank the BRiCk employees who volunteered to run the warming station at the BRiCk when it was needed. Members of the parks crew also checked on parks throughout the event. The information technology team has been busy ensuring systems and computers function for those working from home and for public safety staff.

The HR team worked to update provide employees with timely updates on city closures and the communications team provided updates throughout the event to the public on road closures, trash collection, power outages and more.

We also have employees doing normal business operations to keep the city on schedule. Vendors still needed to be paid, agendas still had to be completed, and many other activities were still required. We are very thankful for the team we have and appreciate everyone's efforts.





III. Upcoming Road Construction/Closures ([click to view map](#))



- **Neighborhood Street Rehabilitation: King, Warren, & Johnson**

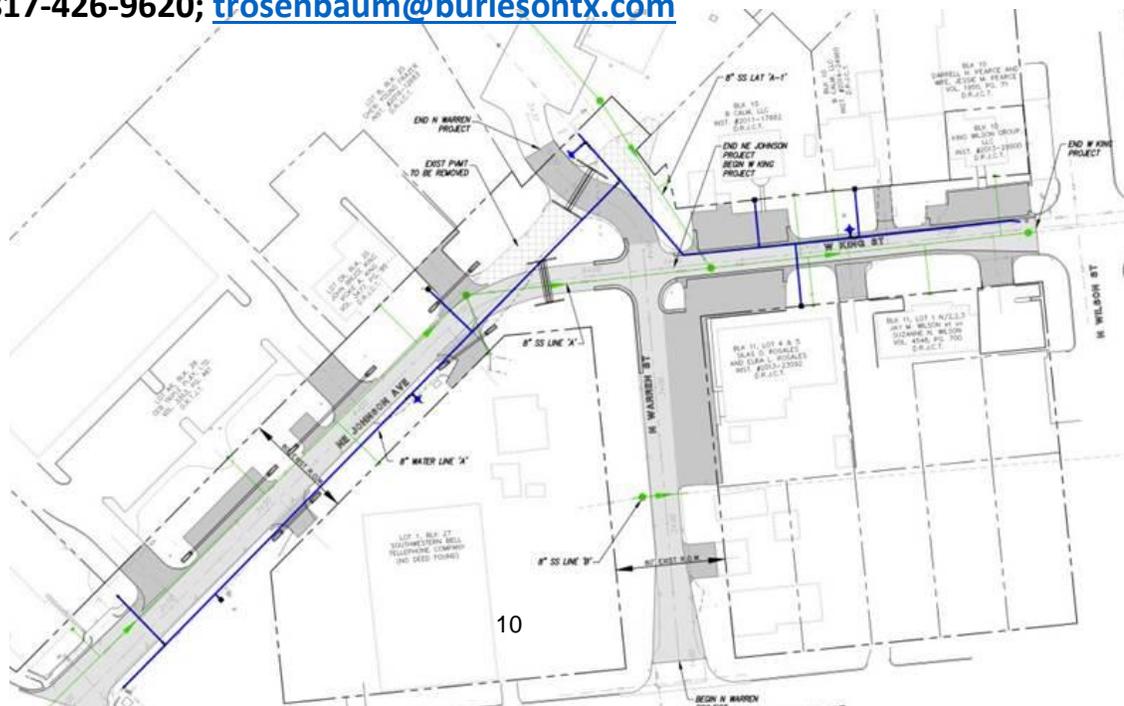
Start Date: February 6, 2023

Anticipated End Date: May 2023

The city will replace water and wastewater infrastructure and repave NE Johnson Ave, N Warren St, and W King St. Initial construction consists of water and wastewater line replacement. This will result in lane closures on Johnson Ave and W King. Residential and business access will be maintained throughout the project. More details to come as the project progresses.

City of Burleson Project Manager: Travis Rosenbaum

817-426-9620; trosenbaum@burlesontx.com



- **Plaza Visitor / City Hall West Parking Lot Re-construction**

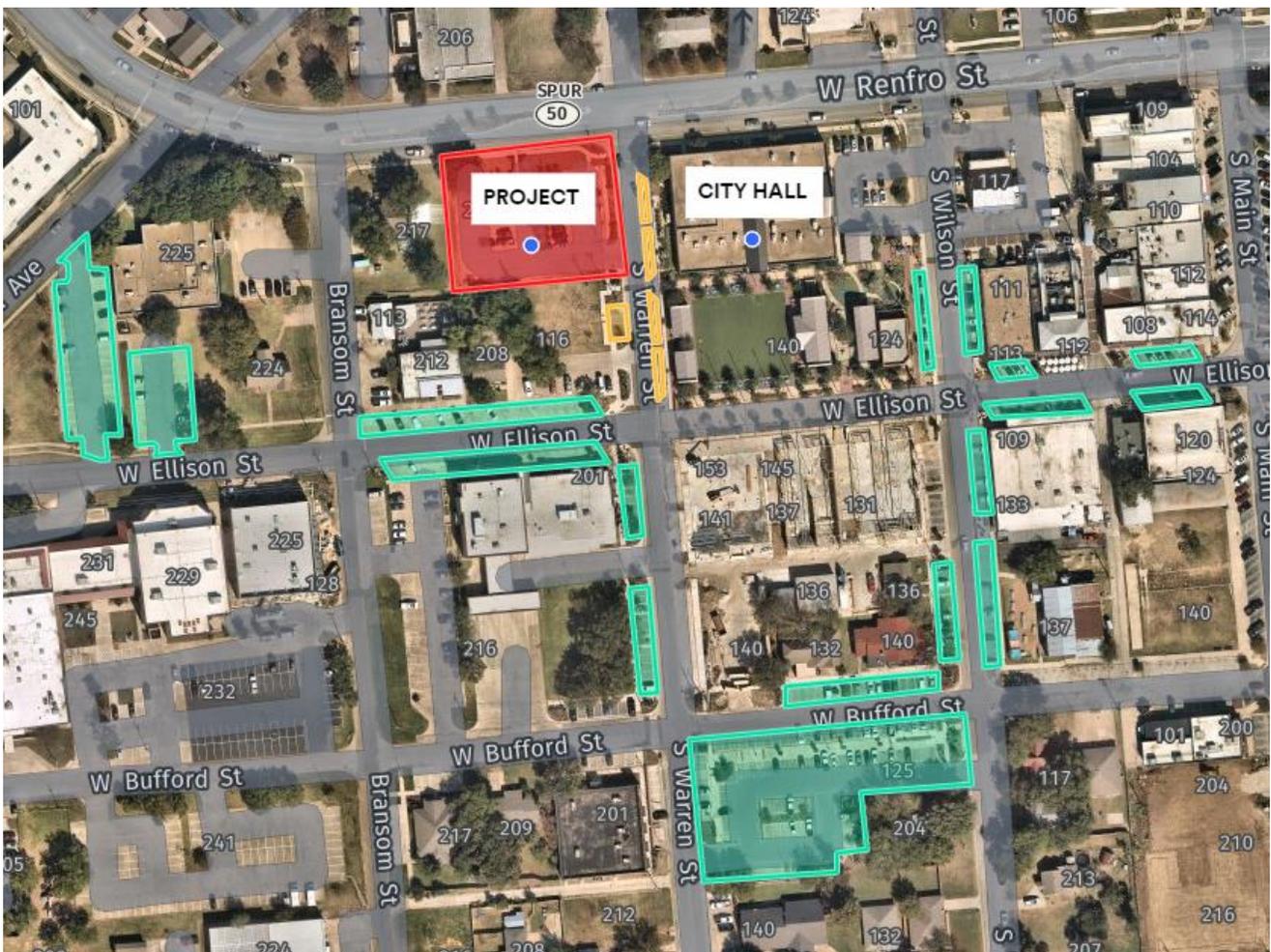
Start Date: January 30, 2023

Anticipated End Date: April 2023

The City will be re-constructing the parking lot to improve circulation and lighting for enhanced vehicular and pedestrian safety. Interim parking will be available in the various public parking spaces around Old Town, as highlighted in green in the image below. The spaces marked in orange will be saved as City Hall Visitor parking.

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IV. Parks Capital Projects

ESTIMATED TIMELINE				
Projects & Limits	Current Status	Reason for Delay	Original projected completion	Adjusted expected Completion
Claudia Park Improvements (New playground, furnishings, fitness area, and shade structures)	Under Construction	Supply chain issues caused longer lead times in industry	Summer 2022	Winter 2023
Cemetery Expansion	Under Construction	Columbarium, memorial books, infrastructure complete. Shelter 90% complete. Landscaping installation in process.	May 2022	March 2023

V. Events

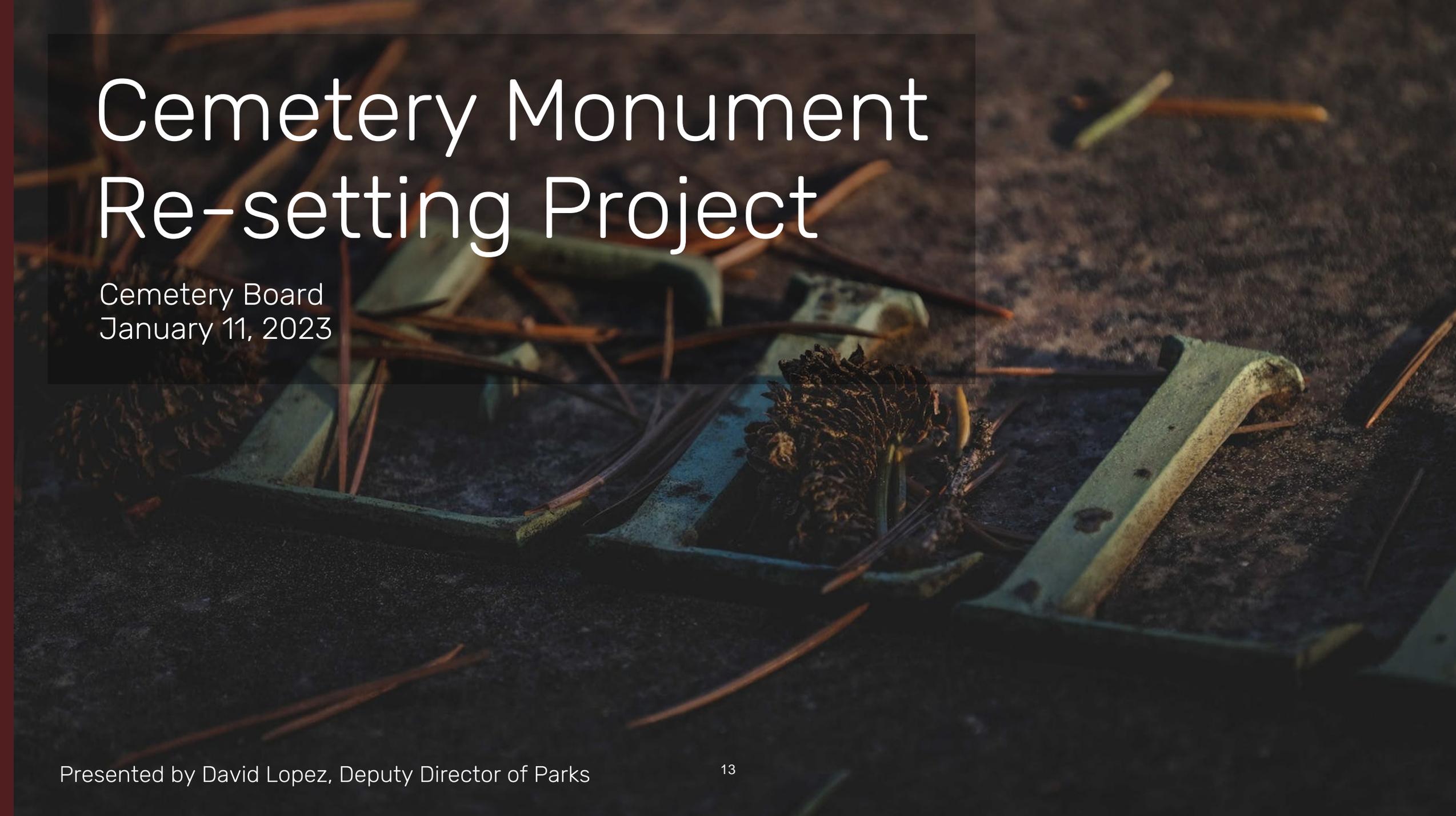
- **Neon Lights 1980s Family Dance**
February 4, 4:30 – 6:30 p.m.
BRiCk, 550 NW Summercrest
Cost: \$10 per person

- **Teen 80s Neon Lights Dance**
February 4, 7 – 9 p.m.
BRiCk, 550 NW Summercrest
Cost: \$10 per person

- **Sweets for Your Sweetie**
February 11, 9 – 11 a.m. or Noon – 2 p.m.
Russell Farm Art Center, 405 W CR 714
Cost: \$25 per person

VI. Attachments

- Cemetery Board Presentations.....page 13



Cemetery Monument Re-setting Project

Cemetery Board
January 11, 2023

Overview

- ① Background
- ② Scope of Work
- ③ Fiscal Impact
- ④ Timeline

Background

- Upright monuments shifted over time due to grave settling and ground shifting
- Severely leaning monuments created inconsistent look and in some cases collapsed
- Staff hired grave services company to assess and provide summary of leaning monuments
- Most severely leaning monuments were prioritized for reinstallation and re-setting
- Re-setting services bids were solicited and Rodriguez Graveside Services was awarded
- Monument contacts on file notified



Scope of Work

82 monuments total - deemed most severely tilted or leaning from contractor assessment

- Remove monument
- Set new foundation with piers
 - 2 piers with rebar for monuments under 36 inches and 3 piers for larger monuments
 - 6-inch foundation using 3,000 psi concrete and no. 3 rebar with 6-inch grid
- Replace monument
- All services warrantied for life of monument

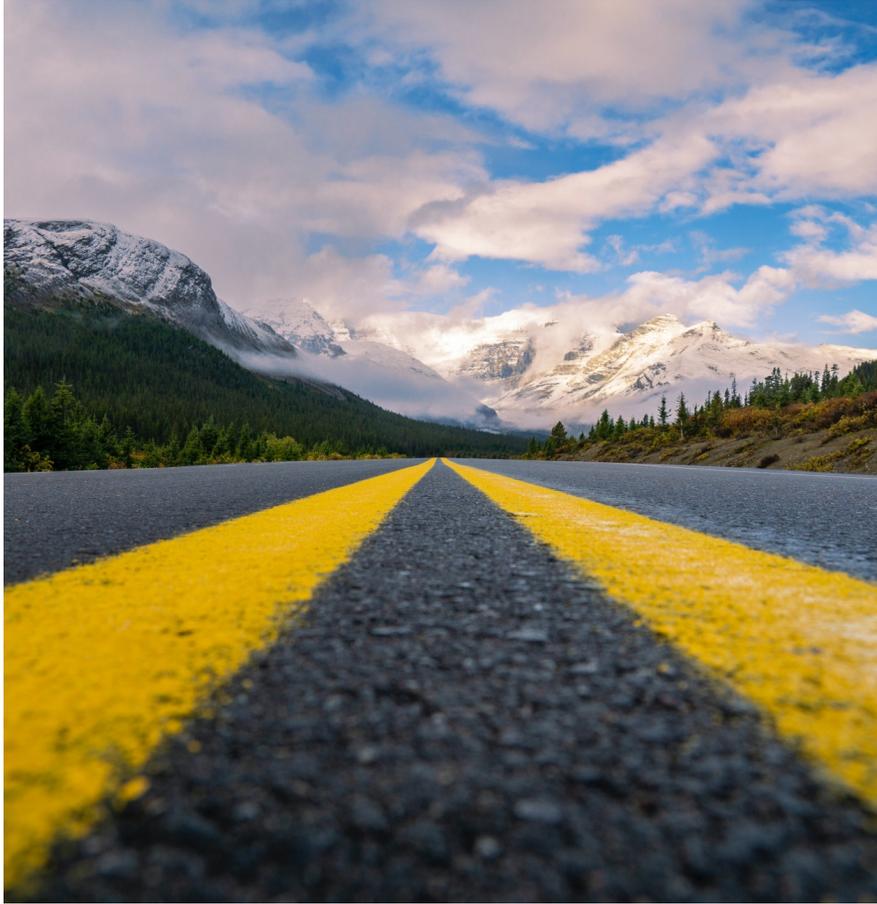


Fiscal Impact



- Companies solicited: 4
- Responsive bids: 2
- Bid Range:
 - High \$60,120
 - Low \$48,746
- Award:
 - Contractor: Rodriguez Graveside Services Inc.
 - Bid:\$48,746
- Funding source: Cemetery Royalty Fund

Continuous Improvement



- Funds to be budgeted annually from Cemetery Royalties Fund to repair additional headstones
- Repair triage will be based upon third-party assessment of most severely leaning headstones
- Bidding for repairs to transpire at beginning of each fiscal year
- Process will continue until all severely leaning headstones are addressed
- City working enhancing specifications for new headstone installations to mitigate need for future repairs

Estimated Timeline



Questions or feedback?

Cemetery Monument Installation Policy

Cemetery Board
January 11, 2023

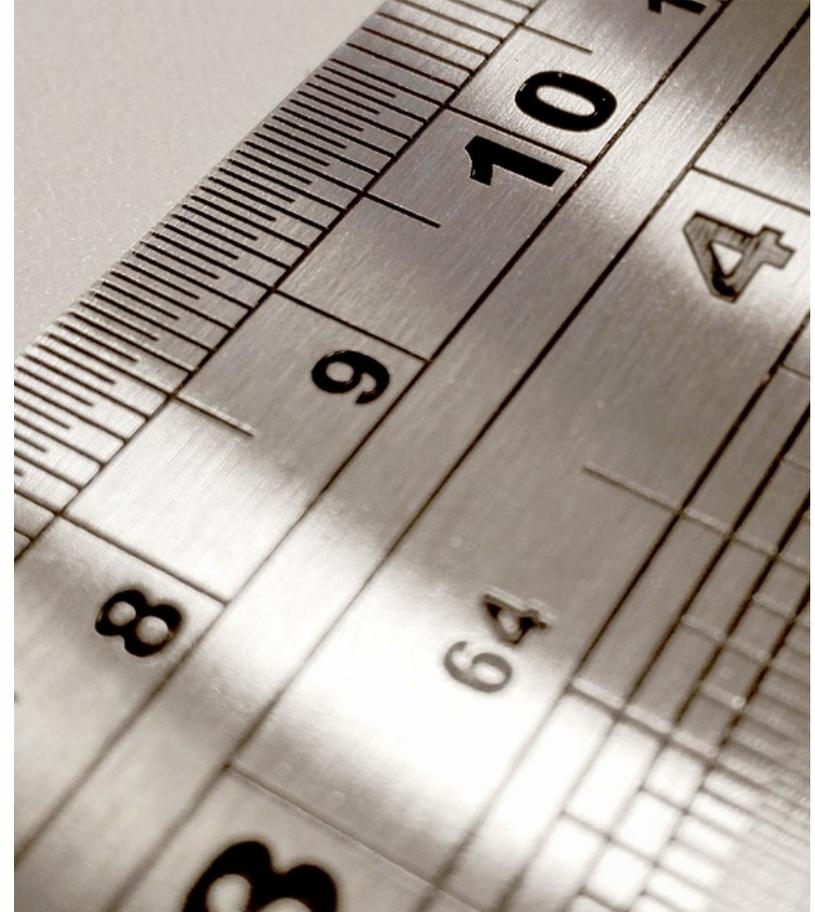


Overview

- ① Background
- ② Current Policy
- ③ Proposed Policy
- ④ Impacts
- ⑤ Timeline

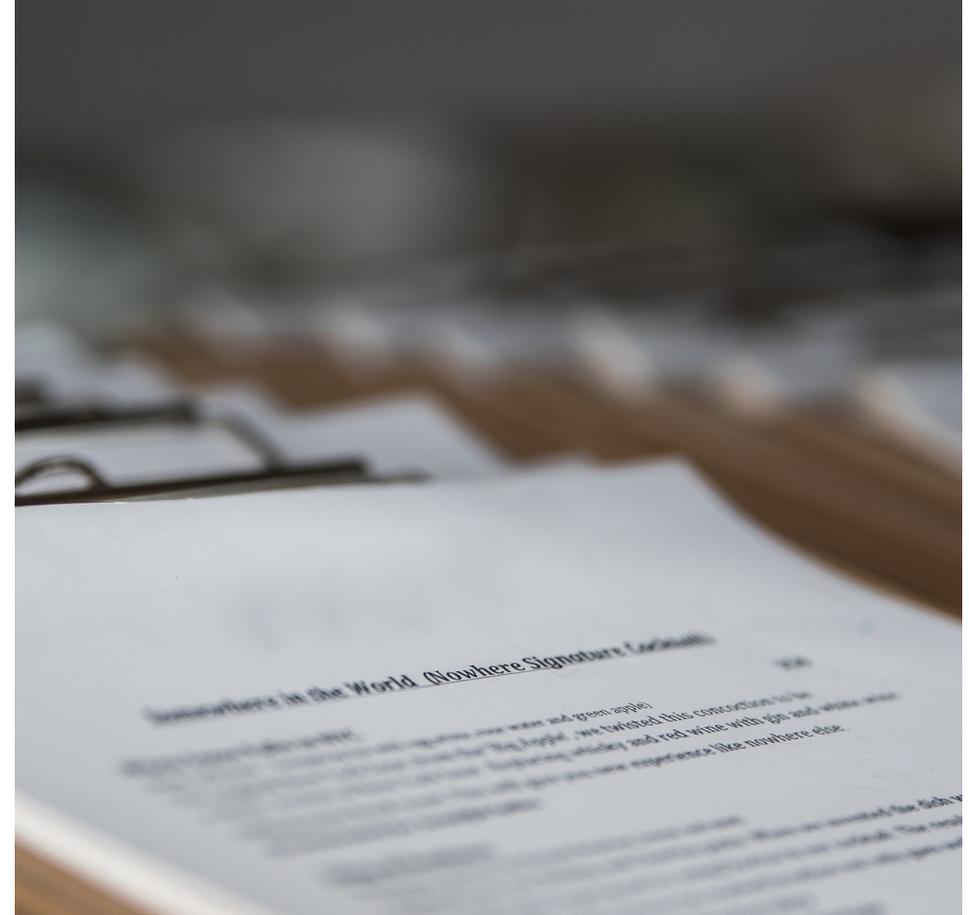
Current Policy - Management Agreement

- Effective November 12, 2018
- Agreement between City and Lucas and Blessing
- Term: 10 years with two (2) five (5) year renewal options
- Fees subject to agreement:
 - Burial lot sales (65% remitted to City)
- Outlines responsibilities of City and Contractor
- Addresses management, operation, lot sales, and maintenance
- Does not address details or requirements of monument installation specification



Current Policy - Rules and Regulations

- Effective date: July 10, 2007 (dating back to previous agreement)
- Addresses cemetery operations and rules
- Outlines monument installation process and foundation specifications but requires updated details for optimal installation



Proposed Policy Changes and Impacts

- Update the Rules and Regulations document to include specifications related to monument installation
- Require the cemetery to bid out new installation specifications for sole installation contractor for 5-year contract (remaining term of Management Agreement prior to renewal option terms)
- Current price for foundation is \$0.75/sq. inch
 - Through proper bidding and procurement, new specifications will not likely cause an increase in cost



Estimated Timeline



Questions or feedback?