

Weekly Report | March 20, 2020

I. Council Schedule

Meetings

- **Monday, April 6:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St., 5:00 p.m. Work session, 7 p.m. regular session

Work Session Items/Report & Discussion Items

Date

- Receive a report, hold a discussion, and give staff direction regarding the Meadows replat and associated deeds (Staff Presenter: Jennifer Pruitt, Assistant Development Services Director)
- Receive a report, hold a discussion, and give staff direction regarding FY2021 budget process and an overview of financial projections for the upcoming year. (Staff Presenter: Martin Avila, Finance Director)
- Receive a report, hold a discussion, and give staff direction regarding the BYA contract renewal. (Staff Presenter: Marc Marchand, Director of Recreation & Lifelong Learning)
- Receive a report, hold a discussion and give staff direction regarding a draft Code of Conduct council policy (Presenter: Cara White, TOASE Attorney)

II. General Information and Status Updates

A. City of Burleson Coronavirus Updates – State of Disaster Declaration Amendments as of March 19, 2020

Like the Federal Government, State of Texas, and Tarrant County, the City of Burleson addressed the Coronavirus issue numerous times over the past week. A timeline of emergency orders affecting the City of Burleson over the last seven days is as follows:

- Saturday, March 14, 2020. After a special emergency meeting of the City Council regarding the Coronavirus, Mayor Shetter executes an order prohibiting a gathering of 250 or more people within the city limits. The order became effective on Monday, March 16, 2020.
- Wednesday, March 18, 2020. In conjunction with Tarrant County and other local municipalities, Mayor Shetter executes a state of disaster declaration that supersedes his March 14, 2020 order. Mayor Shetter's state of disaster declaration prescribes a variety of restrictions in order to combat the Coronavirus threat, including limiting some gatherings to 50 people, limiting other gatherings to 125 people or 50% of the occupancy level, whichever is less, and closing some business uses, like bars. The order became effective on Thursday, March 19, 2020.

- Thursday, March 19, 2020. The City Council considers Mayor Shetter's state of disaster declaration. The City Council continues the disaster declaration and its restrictions for a period of twenty-one days, but the declaration could be extended by the City Council in the future. The City Council's action is effective immediately.
- Thursday, March 19, 2020. Texas Governor Greg Abbott issues Executive Order No. GA-08 in response to the Coronavirus. Governor Abbott's executive order provides additional restrictions statewide, including limiting social gatherings to 10 people and closing some business uses. The Governor's order becomes effective on 11:59 p.m. on March 20, 2020. The order is set to expire on April 3, 2020 at 11:59 p.m., but the order could be extended by the Governor in the future.

The restrictions in the City's disaster declaration and the restrictions in the Governor's executive order both apply to city residents and businesses. In the event of a conflict between the two sets of restrictions, the more stringent rule applies. Looking at both documents, generally speaking, the restrictions in place are as follows:

- Every person shall avoid social gatherings in groups of ten or more people.
- Eating and drinking in bars, restaurants, and food courts is prohibited; however, the use of drive-thru, pickup, or delivery is allowed and encouraged.
- Gyms, massage parlors, theaters, bars, lounges, commercial amusements, and private clubs are closed.
- Every person shall not visit nursing homes or retirement or long-term care facilities unless to provide critical care assistance.
- Grocery stores, gas stations, parks, daycares, medical facilities, and banks are open but shall take necessary precautions to reduce the transmission of COVID-19.
- All critical infrastructure will remain operational, domestic travel will remain unrestricted, and government entities and businesses will continue providing essential services.
- In offices and workplaces that remain open, employees should practice good hygiene and, where feasible, work from home in order to achieve optimum isolation from COVID- 19.

The list above is a summarization of the restrictions that will be in place as of 11:59 Friday, March 20, 2020, and is not meant to be an exhaustive list of all restrictions for city residents and businesses. To see the Governor's Executive Order No. GA-08, click here [insert link]. To see the City's declaration of disaster, click here [inert link to City Council's continuation and renewal of declaration of disaster]. For additional questions, you may call the City of Burleson's Coronavirus hotline at 682-312-2780 from 8 a.m. – 5 p.m., Monday through Friday.

The City of Burleson strongly recommends the following:

- Cancel all nonessential gatherings and meetings of less than 10 people.
- Create smaller groups for essential meetings, and consider holding video/audio meetings instead.
- For individuals at increased risk of severe illness, cancel gatherings of more than 10 people, and limit nonessential outings. “Individuals at increased risk of severe illness” includes but is not limited to individuals 60 years and older; with compromised immune systems; with medical conditions such as diabetes, heart disease or disorders, or chronic obstructive pulmonary disease (COPD) or other lung conditions.
- For operators of public spaces, provide ways for patrons to maintain safe social distancing, for example, maintaining six feet of separation between individuals; have hand washing capabilities, hand sanitizers and tissues available; and frequently cleaning high touch surface areas like counter tops, hand rails, and door knobs.
- For workplaces, promote telecommuting; ensure employees do not work while sick; do not require a doctor’s note for employees who are sick; maximize flexibility in sick leave benefits; and minimize the number of employees working within arm’s length of one another.
- For grocery stores and pharmacies, increase the use and capability of drive-thru, curbside, or delivery services; limit or restrict the number of customers permitted in a store at one time; minimize the number of employees working within arm’s length of one another; provide handwashing capabilities, hand sanitizers, and tissues; and frequently clean high-touch surface areas like countertops, doorknobs, and handrails.
- Determine ways to consider providing support services, including meals, to individuals at increased risk of severe illness while limiting group settings and exposures.
- Minimize all nonessential travel.

B. City of Burleson facility closures and adjustments

- **Burleson Senior Activity:** CLOSED until Monday, April 6. City staff is working with area volunteers to meet the needs of seniors who rely on the center for meals.
- **Burleson Recreation Center (BRiCK):** CLOSED until at least March 31. Please check Burleson Recreation Center’s Facebook, <https://www.facebook.com/BurlesonRecreationCenter/> for more information.
- **Burleson Public Library:** INDOORS CLOSED until at least March 31; limited services available. Limited material pick-up services will remain available at the Library. Please check Burleson Public Library’s Facebook, <https://www.facebook.com/Burlesonlibrarytx/> for information about curbside pickup

- **Russell Farm Art Center:** all events, classes, and programs will be postponed or canceled until Monday, April 6. Please check Russell Farm Art Center's Facebook, <https://www.facebook.com/RussellFarmArtCenter/> for information about particular classes or programs. If you have a reservation at the facility, please contact the facility to inquire about your reservation.
- **Burleson Municipal Court:** all March court dockets will be moved to no earlier than April 7. The municipal court will still remain open to take payments during regular business hours.
- **Police Department Lobby:** CLOSED to the public, unless there is a scheduled appointment with a staff member.
 - Citizens are encouraged to communicate with BPD staff through email, telephone or online options.
 - The non-emergency contact number is 817-426-9903. It is answered 24 hours a day, 7 days per week.
 - Open records request should be emailed to pdrecords@burlesontx.com
 - If you don't have online access or need to speak with a records personnel about obtaining a police or accident report, call 817-426-9906.
 - If you need to pick up property from BPD, please call 817-426-9938 to schedule an appointment.
 - All community meetings in the police department's community room will be canceled until at least April 5.
- **Burleson City Hall:** CLOSED TO PUBLIC ACCESS Starting at 5 p.m. Friday, March 20, all public access to city facilities will be closed. The closure is effective until at least April 3, 2020.

The City of Burleson is still open and will continue business as usual via phone or online. By closing public access to our city facilities we are doing our part to mitigate the spread of the coronavirus and allowing our staff to practice social distancing. Below is information on how you can still access city staff.

- **Utility Billing:** Payments can be made online, over the phone at 1-855-498-9971, mail or drop box, located on the east side of City Hall. Customers can also fax or email bank draft information and utility billing staff can set up payments. New applications for water service can also be taken by fax, email or placed in the drop box. A copy of a drivers license is required. More information.
- **City Secretary's Office:**

Phone: 817-426-9662 or 817-426-9665

Email: records@burlesontx.com

- **Permitting:** Permit applications, submittal, and payments may be submitted via email at bldgperimts@burlesontx.com, by fax at 817-426-9362, or dropped off inside the vestibule of city hall. Also accepted are submittals via courier services delivered to the vestibule of city hall. Please call, 817-426-9632, if you have any questions or need assistance.

Inspections will proceed in the following manner:

New Construction: Your inspector will coordinate with the contractor to ensure that no one is on site or within the building during the duration of the inspection.

Existing Structures: Your inspector will coordinate with the contractor to verify the work performed and determine if the inspection may be postponed or is an emergency. All postponed inspections may begin to be rescheduled on April 6, 2020, depending on additional closures. If the inspection is to restore essential services to the residence or business there will be coordination from the contractor and the occupant to ensure the safety of the inspector. These inspections will be performed in a timely manner.

- **Economic Development:**
Phone: 817-426-9613
Email aphilips@burlesontx.com, dpennywell@burlesontx.com, or jvannoy@burlesontx.com
- **Community Development/Planning:** Community Development/Planning submittals and re-submittals can be dropped off in the assigned drop-off station in alcove of City Hall. Staff will check the area periodically throughout the day and confirm receipt of the information submitted. Please ensure that all material provided has contact information included so that staff can confirm receipt. Staff business cards will be available, if you have the need to contact staff via email. Please call, 817-426-9611, if you have any questions.
- **Engineering Capital Projects:** For consultant or contractor inquiries please contact 817-426-9610.

- **Human Resources:**
Phone: 817-426-9640

- **Animal Services:** CLOSED to adoptions or surrenders, will remain open for emergency calls, which include the following: Injured animals, animal bites, aggressive animals. prisoner's animals, medical, fire, police department emergencies, loose livestock and traffic hazards.
- **City Parks and Trails:** OPEN. Restrooms will be cleaned regularly. Participants are encouraged to wash their hands with soap and water for 20 seconds after using park equipment. We have dozens of trails that are available and encourage residents to get out and use them.
- **Hidden Creek Golf Course:** CLOSED until at least April 6, 2020.
- **City Meetings:** Meetings of the Burleson City Council will continue, but public hearings will be limited or canceled for the upcoming council meetings. City boards and commissions will be discontinued until further notice. Meetings can be watched live online at www.burlesontx.com/watchlive

C. What the city is doing to assist small businesses

In the midst of a global pandemic, our community is in uncharted territory, gauging the full societal and economic impacts of COVID-19. The City of Burleson is committed to work with all of our community partners and local businesses to help provide as much assistance as possible in this trying time. Elected officials have formed a "Local Business Coalition" to spearhead some grassroots efforts to help support these businesses quickly. Mayor Ken Shetter submitted a request to the State to relax the restrictions on local use of Sales Tax expenditures in order to use those funds directly toward job retention.

The city is working closely with the Greater Burleson Chamber of Commerce to assist local businesses. City staff has created a website for businesses to submit how they are adjusting to serve their customers during the coronavirus public health emergency, it can be viewed [here](#). The city is promoting curbside and drive-through service for local restaurants.

The city has also compiled resources for small businesses in regards to funding and loans, which can be accessed [here](#).

D. How you can help local businesses – buy a gift card



Our community is in uncharted territory when trying to gauge the full economic impacts of the coronavirus. The City of Burleson is committed to work with all of our community partners and local businesses to help provide as much assistance as possible in this trying time.

The public can help support local businesses by purchasing electronic gift certificates from these businesses at www.btxgiftcards.com

The public's generosity and support of our local businesses will not only directly help the employees at these locations, but also indirectly help our local economy continue until this event has passed.

Consider the amount that you and your family spend at local businesses and the drastic reduction in those numbers with the recommendations of social distancing and mandated closures. Without financial support now, some businesses will not be able to reopen when this threat subsides.

Whether you choose to use the gift cards now for to-go/curbside, after the threat has passed, as a gift in the future, or choose to not to use at all as a donation, our local businesses need our community's support now more than ever.

E. City opens Coronavirus Hotline

The city has a hotline set up to answer questions related to COVID-19. You can call 682-312-2780 from 8 a.m. – 5 p.m. Monday through Friday. This hotline will only be able to answer questions in regards to the City of Burleson's response, we will not be able to inform you on other cities, states, counties, ISD's, private businesses, utility, cable, phone companies are doing for their response to

Burleson
TEXAS
CITY OF BURLESON
Resource Hotline
If you or someone you know is in need of non-emergency assistance, please call
(682) 312-2780
Call Center Hours:
Monday - Friday
9 AM - 5 PM

The graphic is a vertical rectangle with a red border. It features the City of Burleson logo at the top, followed by the text 'CITY OF BURLESON' in a smaller font. Below that is 'Resource Hotline' in a large, bold, red font. Underneath is a line of text: 'If you or someone you know is in need of non-emergency assistance, please call'. This is followed by the phone number '(682) 312-2780' in a large, bold, red font. At the bottom, it lists the 'Call Center Hours: Monday - Friday, 9 AM - 5 PM' in a blue font. On the right side of the graphic, there is a stylized illustration of a red telephone handset and a blue keypad.

COVID-19. We will also not be able to give you medical advice.

The city has compiled a list of resources for our residents that range from food needs to child support issues to companies that are hiring. The information is provided [here](#).

F. Mayor Vera Calvin Plaza in Old Town Weekly Update

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

- a. Substantial completion is currently on track for 5/13/2020
- b. Wilson Street paving is complete and open to traffic
- c. Parking stalls, sidewalks, lights and landscape
 - i. 49 new parking stalls
 - ii. 12 adjacent to City Hall
 - iii. 2 ADA
- d. Play Trolley and Water Tower install scheduled for 3/30 - 4/1
- e. Stage A/V installs scheduled to begin 4/7

Upcoming Construction Activity:

- f. Branch/site circuits
- g. Sidewalk/grading layout
- h. Sidewalk/flatwork pour dates: 3/12, 3/20, 3/27, 4/3
- i. Drill site light pole bases
- j. Drill promenade sign foundations
- k. Paver Install
- l. Install water tower (3/31)
- m. Irrigation/low voltage Underground
- n. Landscape
- o. Restroom fixtures
- p. Seal concrete floors
- q. Paint

ROW Parking/Storm Line Extension:

Work has begun in the right of way to construct parking (47 new stalls), sidewalks, and streetscape. City staff and Contractor, Hill & Wilkinson, have coordinated with local businesses to plan work in phases that lessens impact as much as possible. This work is in the final stage on Bufford St.

- r. FINAL STAGE: Bufford St. ROW: 3/2 - 3/27
 - i. Parking stalls, sidewalks, lights and landscape
 - ii. 15 new parking stalls
 - 1. 2 ADA

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)
Remaining Contingency	\$76,102.44

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 \$240,000 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)

G. Door-to-Door Solicitors

Door-to-Door solicitation has been suspended through at least April 6.

H. First COVID-19 case confirmed in Burleson

Johnson County Public Health has confirmed the first case of COVID-19 in Burleson. Due to privacy laws around personal medical information, we don't have any answers right now to offer about who this individual is or how they may have contracted the virus.

III. Upcoming Community Events

- **Be Healthy Burleson Annual Run** in Old Town Burleson, 141 W Renfro
RESCHEDULED TO SEPTEMBER 19, 2020
- **Saturday, March 28 at 2 p.m.: Vietnam Veterans Celebration – CANCELED**
- **Friday, April 3 from noon - 2 p.m.: Health Fair CANCELED**
- **Saturday, April 4 from 9 a.m. - noon: Aqua Egg Hunt CANCELED**
- **Saturday, April 4 at 9 a.m.: Easter Egg Hunt CANCELED**
- **Saturday, April 4 from noon – 2 p.m.: Bunny Daze CANCELED**