



Tommy Scott
Mayor Pro Tem

Clayton Hunter
Alderman, Place 1

Michael Martinez
Alderman, Place 2

Jay Walsh
Alderman, Place 4

Sherie Chapman
Alderman, Place 5

Brooks Williams
City Manager

March 31, 2020

****UPDATED****

City Manager Brooks Williams Issues Update to COVID-19 Safety Implementation Plan: Extended Closure of City Facilities

*****All Closures Are Effective Monday March 16, 2020 and are In Effect Until May 3, 2020*****

FERRIS: In order to comply with the order of the Governor of Texas, Greg Abbott on March 31, 2020 and Mayor Pro Tem on March 23, 2020, and to minimize the impact of the COVID-19 virus to our citizens of Ferris and City Staff, the City Manager's Office is extending the following safety implementation plan:

Gatherings at City Facilities:

- Closed and cancelled until further notice

Public Works Buildings

- Front doors will be locked and electric gate in the closed/locked position until **May 3, 2020** and a sign will be posted, and they will only allow entry into the building by appointment. There are multiple phone numbers to call and phones will be constantly monitored.

Animal Shelter

- Closed to the public until **May 3, 2020**, we will continue to pick up animals on calls for service, but will not accept animals from the public or owner surrenders. Owner reclaims will be set up by appointment only, during regular hours of operation. No adoptions or transfers during this three-week time period will occur to limit contact with the public.

Library

- Closed to the public until **May 3, 2020** and all programs and room rentals will be cancelled. Assistance can be obtained by phone and email during normal operating hours and returns are being accepted through outside receptacles.

City Hall

- All doors will be locked until **May 3, 2020**, employees will be able to make appointments with Human Resources (as required) and the public will be able to make appointments with departments to be conducted either by phone, FaceTime, or WebEx.

Parks & Recreation

- Closed until **May 3, 2020**, all park facilities, Mutz Park, Baseball Fields, Soccer Fields, Scout House Recreation Center, and all scheduled programs, activities, and events.

Police Department & Courts

- The Police Department will maintain normal shifts with no access, except the dispatch window being open to the public.
- Courts will have all doors locked until **May 3, 2020**, employees will be available to assist citizens and defendants, take payments, and make arrangements at the drive-thru window at the back of the building.

Water Department

- The Water Department will have all doors locked until **May 3, 2020**, employees will be available to assist citizens and take payments at the drive-thru window at the back of the building.

Fire Administration

- Doors will be locked until **May 3, 2020**, and employees will follow established protocols when interacting with the public.

Meetings:

1. Planning & Zoning: Postponed until after May 3, 2020
2. Economic Development Corporation: Postponed until after May 3, 2020
3. Pre-App/Pre-Con Meetings (w/ City Staff and Developers): Will be conducted via WebEx and Conference Call or postponed until after May 3, 2020.
4. Parks & Recreation Board: Postponed until after May 3, 2020.
5. Library Board: Postponed until after May 3, 2020.
6. Board of Adjustments: Postponed until after May 3, 2020.

Regards,

Brooks M. Williams

Brooks Williams
City Manager
City of Ferris