



Meetings and Social Distancing Practices During COVID-19 Shelter In Place Order.

For the safety of our Citizens and City employees, face to face meetings have been temporarily discontinued as a method of communication due to COVID-19. In the event that a face to face communication becomes absolutely necessary proper social distancing, a minimum of 6-feet away from each other, should be maintained at all times. City employees have been instructed that in the event social distancing is not properly maintained throughout the in person communication to disengage from the conversation and to follow up with a phone call or email.

The City offers 3 options to notify us with any questions, concerns, or requests about the active construction on your street.

1. EMAIL - Please email the project liaison at aboynton@waxahachie.com. In the subject line please enter the *project name – address – issue*. Briefly describe the question/concern/issue in the body of email and provide pictures

To...	Amour Boynton (aboynton@waxahachie.com);
Subject	E. University Ave - 100 E. University Ave - driveway concern

2. PHONE – Please call the project liaison at 469-309-4308. Leave a brief message referencing project name, address and issue with a number to reach you back.
3. Website App – the City has prepared a web tool where you can provide the description of your concern, contact information and take/upload pictures from your smart phone. The website app is found under: <https://survey123.arcgis.com/share/7e60bdfd5fc144039ec4cb3b7e0119e2>

We will return your email, call, and website tool request within 24 hours with an action item in place to help answer, or resolve your inquiry.

We appreciate your cooperation and we are available to answer any questions or concerns.

April 8, 2020