

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 4:00 p.m. at the TXI Conference Room, 1805 L. Don Dodson, Bedford, Texas, on the 24th day of January, 2014 with the following members present:

Jim Griffin	Mayor
Chris Brown	Council Members
Ray Champney	
Jim Davisson	
Patricia Nolan	
Roy W. Turner	

constituting a quorum.

Staff present included:

Beverly Griffith	City Manager
David Miller	Deputy City Manager
Michael Wells	City Secretary
Cliff Blackwell	Director of Administrative Services
Tom Hoover	Director of Public Works
Mirenda McQuagge-Walden	Managing Director
Bill Syblon	Development Director
James Tindell	Fire Chief

CALL TO ORDER/GENERAL COMMENTS

Mayor Griffin called the Work Session to order at 4:03 p.m.

WORK SESSION 4:00 p.m.

- **Council strategic planning session to include discussion regarding the Council's visions, goals and related topics.**

Mayor Griffin discussed the Council's goals, mission statements and vision statements, which are supposed to drive Council and be behind everything that they do. He wanted to get a sense from Council if they are still valid and how they want to go. He discussed adding a new item regarding a level of focus on arts and culture. There was discussion on looking at where the Council has been, what they have accomplished, and what is no longer relevant; performing a "SWOT" analysis; critical success factors and if there are resources in place; reaching a consensus; and being in tune with prior Councils.

Councilmember Boyter arrived at 4:13 p.m.

There was discussion on changing the order of the mission statement; being responsible for the needs of the community; the citizen survey results; having arts and culture under Critical Focus Area #3; the upcoming Cultural Commission presentation; dropping the word "critical" from the focus areas; and adding "Support Arts and Culture" as Item #7 under the mission statement.

Capital Items

Administrative Services Director Cliff Blackwell discussed receiving final approval on items that were of a significant need but could not be absorbed in the operations budget due to the cost. There are 142 computers that would no longer be supported by Microsoft. The cost to replace these computers is \$120,700. The cost of mobile data units was originally presented at \$156,000; however, it was determined that there is a need for faster processing and functionality, raising the cost to \$180,000. A new bucket truck is needed at a cost of \$92,250 as the existing truck does not reach high enough to make fixes above traffic signals. The purchase of a new customer pumper truck was originally estimated at \$600,000 but a modification of specs has raised the cost to \$625,258. The upgrade to the Motorola System is being financed through Motorola at a cost of \$177,000 a year for seven years for the City's share. With the management software upgrade, there was a miscommunication regarding travel and training as well as hardware. The total costs are \$572,240 for the software, \$61,900 for the hardware and backup, and an estimated \$45,000 for travel and training. What are gained by the new software are efficiencies, decentralized financial functions, and more people having access to the software. Components of the new software include finance, human resources and payroll, community development, utility billing, and e-suite applications.

In regards to financing, staff had looked at municipal leases but there is a risk from the financial institutes on them being subject to appropriation and there is slightly higher interest than issuing KOs. Financing the entire cost of \$2.7M over ten years averages \$299,000 a year or approximately 6/10 of a penny on the tax rate. He stated that this was the maximum case scenario and that portions of the cost could go to water and sewer. Financing over seven years would have an impact of 9/10 of a penny on the tax rate. He discussed the CAFR, which shows a very healthy fund balance; that the City has met the unassigned balance threshold of 20 percent; and that the unassigned fund balance may be used to pay for some of the items.

In answer to questions from Council, it was stated that the new software would solve the audit company's concerns with the City's software; that the quote for the software includes data conversion; that the company is more familiar with the City's product; that funds for replacing lines for the NTE project are built into the transfer amount; that the pumper truck would be in the first line for ten years and then put in reserve for five years; that the maintenance fees for the new software would be \$65,000 starting in two years. There was discussion on the cost offsets for the new software and other cities suing New World. Mr. Blackwell stated that staff had visited University Park, who was satisfied with their new setup, and that Coppell and Nacogoches have also recently been upgraded. In answer to further questions from Council, it was stated that the unassigned fund balance is at \$5.3M and that staff would look at paying for the desktop computers and mobile data computers from these funds due to their shorter shelf life. There was discussion on funding the first two items listed with cash and the rest with financing; staff determining the allocation that could be paid out of water and sewer; and the unassigned fund balance not falling below 18.5 percent.

Brasher Lane and 157

Public Works Director Tom Hoover presented information on this project. It involves 16 acres, which were platted in the 1950's but with little development. At the November 26 Council meeting, staff presented findings from the City's Consulting Engineer J. Richard Perkins and staff was tasked to take another look at the scenarios. A proposal was received from Pacheco Koch, LLC and staff is asking for Council to authorize them to do surveys, studies and preliminary engineering. He presented different scenarios. Scenario #1 is to do nothing. Scenario #2 is to do the water and sewer lines along Highway 157 at a cost of approximately \$200,000, which would allow for the development of 20 residential lots, at \$19,000 of increased property tax revenue, or 10 acres of commercial at \$66,000 in additional property tax revenue.

Scenario #3 is to do Brasher Lane, which would allow for the development of 16 additional residential lots at \$35,000 in additional property tax revenue, or commercial at \$100,000 in additional property tax revenue. Scenario #4 is to do Midway Court as well, with increases property tax revenues of \$39,000 for residential or \$100,000 for commercial. Scenario #5 is to do Renee Drive as well, but he stated that it is a long road and there is not much bang for the buck. He stated that in order to tighten up the estimates, there needs to be authorization to perform geotechnical work and preliminary engineering. There was discussion on Council previously narrowing the scope to Scenarios #3 and #4; that \$110,000 would be the cost to get the data collection and design work out onto the street; the differences between Scenarios #3 and #4; that by not doing Renee Drive would allow developers more flexibility; that the cost estimate is based on doing all of Brasher Lane and Midway Drive; how long the information from the consultant is good; that funding for the construction would be from Water, Stormwater, Sewer and 4B; that the \$110,000 is the maximum and if Council decides to stop after a certain step, then that is all the City would pay; that the engineer would take approximately two to three months to complete their work; that the \$110,000 is for Scenario #4; whether to include Midway Drive; and the interest from developers along Highway 157. Council was of the consensus to move forward with the \$110,000 contract.

- **Staff updates on current projects.**

CBDZ

Development Director Bill Syblon stated that part of the process for this project is to come up with a better name. In working with the consultants, meetings have been staged by different workloads. He discussed having a joint meeting of the Council and the Planning and Zoning Commission at 6:00 p.m. on February 13 and another one on March 27. There was discussion on holding these meetings on off-Tuesday nights including February 18 and March 18. Mr. Syblon stated that at the second joint meeting, they can talk about future dates for public hearings and that the ordinance should be finalized by the second Council meeting in July or the first meeting in August.

Boys Ranch

Managing Director Mirenda McQuagge-Walden updated Council on the timeline for the improvements to the Boy's Ranch. A meeting was held with the Army Corps of Engineers in order to do the permitting. It was indicated that there will be no need for special permitting as long as they do not lose 1/10 an acre of waterway. The application for permitting is being prepared and the Corp has 45 days to approve it. The blessing from the Corp is needed in order for the grant from the Texas Department of Wildlife to be approved. The plan is to start construction right after FourthFest and to be ready by the next FourthFest. There was discussion on wildlife, the contractor having the responsibility of moving the fish, that there is no evidence of nesting of migrating birds, and that the lake would be restocked.

Smoking and E-Cigarettes

City Manager Beverly Griffith stated that this item is to discuss cigarette and vapor stores, Council's desire to regulate them and where they should go, as well as to determine the minimum age for e-cigarettes. Several ordinances would have to be amended for this issue. She asked Council if they desired to restrict where tobacco stores could go through zoning. She discussed the City of Euless' recent ordinance. The City Attorney has some trepidation about banning them altogether as it may be difficult to defend. Another way to regulate these types of stores is through the specific use permitting (SUP) process. There was discussion on having these types of stores a certain distance from schools and intersections; and crafting an ordinance that would make it virtually impossible to locate a vapor store. Council was of the

consensus to prohibit vapor/e-cigarette stores. In regards to tobacco stores, there was discussion on taking the route of least exposure; having an SUP process in place instead of prohibition; and comparisons to the gas drilling and tattoo parlor ordinances. Council was of the consensus for staff to look at drafting ordinances for vapor, e-cigarette, and cigarette stores. Council was also of the consensus to prohibit the possession or purchase of vapor/e-cigarettes by those younger than 18, which mirrors the law on cigarettes; and to prohibit vapor/e-cigarettes where smoking is already prohibited.

Digital Billboards

There was discussion on the potential of \$50,000 a year in revenue from such billboards; the ability to utilize the billboards for City-type opportunities; having them subject to the SUP process; dealing with major companies; whether Council's desire is to have billboards up and down Highway 183; and having an ordinance in place to allow for digital billboards. Council was of the consensus that if the right client wanted to install a billboard, Council would be interested in an ordinance that includes an SUP element; and for staff to contact companies such as Clear Channel.

Fence Ordinance

There was discussion on the City being on the verge of passing a fence ordinance previously but being put on hold due to an issue with a particular subdivision's fence. Deputy City Manager David Miller stated that the ordinance is the same as presented in September of 2012. It focuses more on masonry fences by changing the definition of thoroughfare and stating that if a masonry fence fronts a thoroughfare, and the owner wants to replace it, then it would have to be replaced with masonry. An appeal process was put in place allowing people to come to Council. Staff is recommending striking Section 5 that prohibits parallel fences as it would be difficult to enforce and would cause difficulty with citizens. In answer to questions from Council regarding the subdivision, Mr. Miller stated that they are applying for a variance through the Zoning Board of Adjustment based on hardship; that they are bringing an engineering study that shows that soil shifting is what is causing the wall to deteriorate and that the nature of the ground creates the hardship; that they have been issued two citations and another one would go out around February 3; and that the commercial property would not have to put up a masonry fence as they were there first. There was discussion on staff looking into having the good side of the fence being shown when the fence is visible to the public; and fence maintenance including fences being replaced plank-by-plank, forcing new fences to show the smooth side out, and lowering the percentage of the fence being replaced before having to come into compliance.

Portable Signs

There was discussion on Council looking at portable signs again; banning portable signs and surrounding cities that have banned them; sign prohibitions; a phase-out plan; and it being a hardship on businesses. Council was of the consensus to do nothing at this time.

Insurance

Ms. Griffith stated that there will be an item on the February 11 Council agenda to pick a new insurance broker. The request for proposal process began back in October and the City received six responses. They have been narrowed down to two finalists and reference checks are being performed.

Trailers

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There was discussion on concerns about trailers being parked on commercial sites and in driveways; educating citizens to use the B-Service app; prohibiting trailers on residential and commercial properties; restricting trailers on commercial and residential properties for an extended period of time through an ordinance; and having Code Compliance determine how big of a problem it is. Council was of the consensus for Council to drive around to particular areas that have trailers and for staff to poll other cities to see who bans trailers.

Facilitator

There was discussion on the Council's desire for a facilitator; utilizing a presenter from the TML conference at a cost of \$11,500 plus travel; that the funding for a facilitator was diverted to perform the citizen survey; Council handling it themselves; strategic planning; and moving forward with the assets the City already has. It was decided to keep the information from the TML speaker on hand but not to move forward at this point.

Cultural Commission

There was discussion on the presentation by the Commission to the Council scheduled for January 28; having a joint meeting with the Commission and Council; working on where to go next as a City; the Commission expecting more of a commitment from Council; that the Commission has done surveys and interviews and are really committed to the project; giving the Commission Council's support and making a decision on direction; the cultural district being a critical aspect of the CBDZ; the Council taking ownership; coming up with a master and a strategic plan; the marketing position; and the Commission not being included in discussions regarding the bond election.

Trap-Neuter-Release

There was discussion on the upcoming presentation to Council on TNR and Council's stance; legal and liability issues; the other side of the issue getting the opportunity to speak; looking at the practical application of TNR; Council's obligation to do what is best for the City; holding a town hall meeting; TNR in other cities; and listening to the presentation and deferring a decision to after Tuesday's meeting,

Boards and Commissions

There was a discussion on setting a date for a follow-up discussion on the City's Boards and Commissions and making sure they are going in the direction Council wants them to go. The Council liaisons would present what their Board/Commission was doing and what they plan on doing. March 3 was picked as the date for the work session.

Old Bedford School

Mayor Griffin stated he met with Janice Vickery who has put together a proposal for her company to market and fully utilize the OBS during the week. They have provided a proposal and he will get copies to the rest of Council. The cost is \$1,500 to do a market analysis and training for staff. For every booking they make during the week, they would get 10 percent. There was discussion on creating a visitors/convention bureau; working jointly with the City of Eules; and getting the staff of the OBS on board. Council was of the consensus to let staff more forward with this item.

ADJOURNMENT

Mayor Griffin adjourned the meeting at 8:53 p.m.

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Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary