

**Council Minutes November 10, 2015**

**STATE OF TEXAS           §**  
**COUNTY OF TARRANT   §**  
**CITY OF BEDFORD       §**

**The City Council of the City of Bedford, Texas, met in Work Session at 6:00 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 10th day of November, 2015 with the following members present:**

Jim Griffin	Mayor
Ray Champney	Council Members
Steve Farco	
Roger Fisher	
Dave Gebhart	
Rusty Sartor	
Roy W. Turner	

constituting a quorum.

Staff present included:

Roger Gibson	City Manager
Kelli Agan	Assistant City Manager
Cathy Cunningham	City Attorney
Michael Wells	City Secretary
Cliff Blackwell	Administrative Services Director
Natalie Foster	Public Information Officer
Jeff Gibson	Police Chief
Kenny Overstreet	Interim Public Works Director

**COUNCIL CHAMBER WORK SESSION**

Mayor Griffin called the Work Session to order at 6:00 p.m.

- **Review and discuss items on the regular agenda and consider placing items for approval by consent.**

Council discussed placing the following items on consent: 2, 5, 6, and 7, and to table Item #4.

Interim Public Works Director Kenny Overstreet presented information regarding Item #7. He stated that in the previous year's budget, a new camera van and camera equipment to television the sanitary sewer lines were purchased. The current track system is for six to twelve inch sewer mains. Staff is looking to upgrade to a larger track system in order to television 12 to 24 inch sewer mains. The new system has a camera lift and additional lighting to get above the water line to better inspect the condition of the pipes. During the budget process, the two pieces totaled \$22,237. Every year, staff has budgeted \$25,000 for the television of the mains and cleaning two or three of the trunk sewer lines. With the new equipment, staff will be able to do all five trunk sewers in a year and bring all of the work in-house instead of budgeting \$25,000 annually for outside contracting. In answer to questions from Council, Mr. Overstreet stated that there are savings of \$5,000 over what was budgeted and the current camera and transporter will be utilized, but that they would be on a bigger chassis.

- **Presentation on recent Administrative Services Department activities.**

Administrative Services Director Cliff Blackwell stated that the Department handles all financial matters related to the City, but also includes the Municipal Court, Teen Court, and Customer Service. In

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regards to the Municipal Court, they migrated their software from an old server onto a new server. The software is provided by Utility Data Systems, which informed the City of the need to migrate to a new platform server. A budget supplemental of \$50,000 was approved and the transition was accomplished with the help of the Information Technology Department at a savings of \$6,500. Teen Court has three full-time positions; however, one of their employees left for a position at another city and the decision was made to work with the remaining two staff people. This was due to Senate Bill 393, which decriminalized behavior within the school system that would otherwise have been a Class C misdemeanor meaning the school resource officers could not write citations. This has reduced the size of the dockets by between a third and a half. This year, seven scholarships were given out at their annual banquet. The two warrant officers are police officers and are subject to the same training and standards as the Police Department. This year, both officers received their certification as court security specialists through the Texas Commission on Law Enforcement. There is an excellent rapport with the Police Department and they worked with Deputy Chief Les Hawkins to procure replacement vehicles for the warrant officers from the Police Department fleet.

In regards to Customer Service, Mr. Blackwell stated that Bedford is one of five cities in Tarrant County that serves as a local registrar and staff has to maintain certain criteria by the Texas Department of State Health Services. This year, they will receive their 17th Five Star Service Award from the State. He stated that they started using Blackboard Connect for water billing in December of 2014, which has had a significant impact on the cutoff list. Callouts are sent three days and one day before the cutoff list is generated. Since implementation, there have been 2,029 callouts, 809 of which ended up on the cutoff list, representing a 60 percent decline. In the months of September 2013, 2014 and 2015, the number of customers on the cutoff list went from 155 to 143 and finally 71, after they started utilizing Blackboard Connect.

In regards to the Finance Department, Mr. Blackwell stated that they have received their 19th consecutive Certificate of Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada, which reviews and grades the City's annual financial report on proficiency in certain areas. The Department has been working on a software update since February of 2014. The four modules of the software upgrade are the financial management piece, which went live in March; the human resources and payroll piece, which went live in August and had some issues related to the Fair Labor Standards Act (FLSA) and overtime for public safety employees; utility management, which is scheduled to go live in January of 2016; and the Community Development piece, which was started in September and is scheduled to go live in April of 2016.

In answer to questions from Council, Mr. Blackwell stated that Blackboard Connect has been used for court collections but there have been issues with whether the City's outside collection agency would get the credit; that the amount collected by the collection agency is a pass-through amount; that staff will examine the outstanding amount of collections once the fiscal year is closed out; that the City goes up and above FLSA, which is not common amongst other municipalities; that Fire Department personnel get paid overtime every two-week cycle and that Police Department personnel will get paid overtime if they are called in outside of their normal shift; that the software updates will increase productivity in that staff will be able to go through fewer steps to get reports, the layout is more user-friendly, information can be downloaded quickly into spreadsheets, and it helps in compiling the annual financial report.

Mayor Griffin adjourned the Work Session at 6:33 p.m.

### **REGULAR SESSION**

The Regular Session began at 6:37 p.m.

### **CALL TO ORDER/GENERAL COMMENTS**

Mayor Griffin called the meeting to order.

### **INVOCATION (Senior Pastor Tony Shupp with the City Life Church in Euless)**

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Senior Pastor Tony Shupp with the City Life Church in Euless gave the invocation.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the flags of the United States and Texas were given.

### **ANNOUNCEMENTS/UPCOMING EVENTS**

Public Information Officer Natalie Foster reminded everybody that City offices, including the Library, Boys Ranch Activity Center, the Senior Center, the Old Bedford School and City Hall will be closed the following day. She stated that ChristmasFest, featuring a silent auction, craft sale and music, will be held on Saturday at the Library from 9:00 a.m. to 4:00 p.m. The City is competing in the "Pulling for Hope Event" with the School District, Classic Chevrolet, and the cities of Hurst and Euless to raise money for local children. The teams will be competing in a bus pull on Friday, December 4 at 10:00 a.m. at Pennington Field. Also on December 4 is the annual Christmas Tree Lighting Event. From 4:00 p.m. to 5:30 p.m. at the Library, there will be Christmas movies and cartoons, as well as cookie decorating and other events. Santa will arrive at the Old Bedford School at around 6:00 p.m. to help light the tree. There will be refreshments, train rides, and an opportunity for pictures with Santa.

Ms. Foster gave an update on the construction at the Boys Ranch. The construction crews continue to drain the remaining water from the lake, which accumulated during the recent rains. The roof is being installed on the small pavilion by the playground and concrete is being laid for the second small pavilion structure by the south end of the lake. Sidewalks continue to be placed throughout the park and trenches are being dug along those sidewalks for the lighting structures. The debris around the playground has been cleaned up and the Police Department continues to patrol to discourage people at the construction site.

Mayor Griffin stated that the losing bus pull team has to sing Christmas carols at an upcoming Chamber luncheon.

### **OPEN FORUM**

Nobody chose to speak during Open Forum.

### **CONSIDER APPROVAL OF ITEMS BY CONSENT**

Motioned by Councilmember Champney, seconded by Councilmember Turner, to approve the following items by consent: 2, 5, 6 and 7, and to table Item #4.

Motion approved 7-0-0. Mayor Griffin declared the motion carried.

### **COUNCIL RECOGNITION**

#### **1. Employee Service Awards**

The following employees received recognition for dedicated service and commitment to the City of Bedford:

Eric Valdez, Community Services - 10 years of service  
Michael Bowers, Police Department - 30 years of service

### **APPROVAL OF THE MINUTES**

- 2. Consider approval of the following City Council minutes:**
  - a) October 27, 2015 regular session**

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This item was approved by consent.

### **NEW BUSINESS**

#### **3. Consider all matters incident and related to the issuance and sale of “City of Bedford, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2015” including adoption of an ordinance authorizing the issuance of such certificates of obligation.**

Administrative Services Director Cliff Blackwell presented information regarding this item. The State Water Implementation Fund for Texas (SWIFT) was created out of the 2013 legislative session. By 2014, the Texas Water Development Board (TWDB) established the policies and procedures for the SWIFT program. The City began to apply for financial assistance through a low-interest loan that promotes water conservation. The State committed \$2B from its “Rainy Day Fund” as part of the SWIFT program, and has committed to an additional \$27B over the next 50 years to promote water conservation. The City applied for \$90M, which was approved in July. The City submitted the criteria for what it would take to meet TWDB’s standards, as well as a schedule showing that the City would borrow \$30M the first year and \$20M in three subsequent years. The City now needs to take the steps to issue debt; even though it is a loan, the State serves as the underwriter and the City can receive a subsidy on the interest rate. The Council previously approved a financing agreement with the TWDB and the publication of a notice of intent to issue certificates of obligation. The City was notified of the interest rates in October and received a 22 percent subsidy. A comparative market study shows that if the City was to not utilize the State’s program, it would receive a 3.85 percent interest rate. Overall, the City will save approximately \$5.2M. He stated that this is the biggest debt issuance by the City at one single time. The debt is not supported by property taxes, but by the waterworks system and in August, staff presented a rate study to Council, which incorporated the annual debt service payments related to this issuance. The City can expect the funds to be deposited no later than December 9.

In answer to questions from Council, David Medanich with First Southwest stated that the difference between the principal amounts on the SWIFT debt schedule and that of the open market comparison was due to the premium, and that the debt service is all that really matters. In answer to questions from Council, Mr. Blackwell stated that staff is determining if the City is committed to issuing \$20M in 2016 and 2017; and that the water and sewer rate module discussed previously only reflected the debt service and interest on the first \$30M. There was discussion on the loan being the most appropriate use of these types of methods to provide for infrastructure and that it is directly tied to the primary mission of the City; direct savings being provided to everyone and the costs being evenly distributed across the citizens; and maximizing the ability to improve the infrastructure. In answer to questions from Council, Bob Dransfield with Norton Rose Fulbright stated the purpose of the issuance is for improving and extending the utility system and that anything incidental and related to that, including line relocates and street repairs, would be appropriate for the expenditure of those funds; and that the loan would be in lump sum dollars but the City would have to keep track of how it is spent. In answer to questions from Council, Mr. Blackwell stated that the bond funds could be managed in-house. In regards to reports required by the State, Mr. Overstreet stated that the reports would include those associated with the Davis-Bacon Act and FLSA; that staff would conduct interviews with the workers to verify salaries; that there would be reports at the beginning and the end each project. Mr. Overstreet further stated that staff would provide regular updates on these projects; that there are seven sets of waterline renewals already designed and ready to go out for bid; and that a majority of the system is cast-iron pipes that are 40 to 50 years old and that the \$90M would cover 85 to 90 percent of the City’s cast-iron lines, which would be brought up to PVC.

Motioned by Councilmember Turner, seconded by Councilmember Champney, to approve an ordinance authorizing the issuance and sale of “City of Bedford, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2015.”

Motion approved 7-0-0. Mayor Griffin declared the motion carried.

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4. Consider a resolution authorizing the City Manager to enter a contractual agreement with Kronos to lease timekeeping clocks, licenses for software, and annual maintenance agreements for employee time keeping purposes.

This item was tabled by consent.

5. Consider a resolution authorizing the Mayor to certify the Equitable Sharing Agreement and Certification as required by the United States Department of Justice.

This item was approved by consent.

6. Consider a resolution authorizing the City Manager to purchase 58 replacement duty weapons and related accessories for the Police Department from Gulf States Distributors in the amount of \$45,059.10.

This item was approved by consent.

7. Consider a resolution authorizing the City Manager to purchase a large camera transporter and a camera lift in the amount of \$22,237 through Green Equipment Company, utilizing the Houston Galveston Area Council Contract.

This item was approved by consent.

8. Report on most recent meeting of the following Boards and Commissions:

- ✓ Animal Shelter Advisory Board - Councilmember Fisher

No report was given.

- ✓ Beautification Commission - Councilmember Turner

Councilmember Turner stated that the Beautification Commission business awards will be presented on Friday and Saturday.

- ✓ Community Affairs Commission - Councilmember Farco

Councilmember Farco reported that the Commission hosted a business roundtable on November 5. The Mayor gave an updated on the budget, the Boys Ranch construction, and the Bedford Commons; while Economic Development Director gave a business economic development update and Police Chief Jeff Gibson presented information on the Bedford One Community, a volunteer program with the apartment complexes to decrease crime. There were approximately 40 people in attendance and the most popular subjects were businesses and economic development.

- ✓ Cultural Commission - Councilmember Champney

Councilmember Champney reported that the Commission met the previous night and there was a recap of where the Commission is currently in relation to when it first started. They are working on the storefront art galleries. They voted on removing the stipulation for the member assigned by the Chamber and removing the alternate members. There was discussion on submitting a letter of intent for the designation for the Cultural District in January to the Texas Commission on the Arts, with a formal application being submitted in May or June. They are also working on the wayfinding survey, assembling information on the activities, and reaching out to the stakeholders.

- ✓ Library Advisory Board - Councilmember Farco

Councilmember Farco reported that ChristmasFest will be held this weekend from 10:00 a.m. to 4:00 p.m.

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### ✓ Parks and Recreation Board - Councilmember Sartor

Councilmember Sartor thanked Chairperson Jeanette Cook for her leadership on the Board. The Board took a tour of the parks on Saturday to get a first-hand view on what is going on with them and what improvements can be made.

### ✓ Teen Court Advisory Board - Councilmember Gebhart

Councilmember Gebhart reported that the Board met on November 5 and a majority of the discussion was focused on next year's fundraiser.

### ✓ Senior Citizen Liaison - Councilmember Turner

No report was given.

## 9. Council member Reports

Councilmember Farco stated that he had been training for a half-marathon held over the previous weekend though it was cut short to 7.1 miles due to the weather. He was cheered on by a lot of people during his training, no more so than the Mayor, who he presented with a "Wine and Dine" t-shirt and Mickey Mouse ears. He discussed a Mayor's health challenge for the community and that meetings have been held with staff, the cities of Hurst and Euless, the School District and 6Stones to do a community-wide health awareness program to include physical fitness and eating right.

## 10. City Manager/Staff Reports

City Manager Roger Gibson discussed the SWIFT Loan and the TWDB and stated that it is important to note that the Public Works staff, including Tom Hoover, Mr. Overstreet, Property Inventory Control Supervisor Jackie Hancock, Utilities Manager Dan Mitchell and Environmental Supervisor Jerry Laverty, came up with the concept. Staff was visited by a representative from the TWDB who stated that other cities are taking note of what is occurring in the City. The only entities that received more money than Bedford were the water authorities.

## 11. Take any action necessary as a result of the Executive Session.

No Executive Session was held.

## **ADJOURNMENT**

Mayor Griffin adjourned the meeting at 7:18 p.m.

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Jim Griffin, Mayor

ATTEST:

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Michael Wells, City Secretary