

## Council Minutes April 11, 2017

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 5:30 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 11th day of April, 2017 with the following members present:

Jim Griffin	Mayor
Michael Boyter	Council Members
Roger Fisher	
Dave Gebhart	
Rusty Sartor	
Roy W. Turner	

constituting a quorum.

Staff present included:

Kelli Agan	Interim City Manager
Cliff Blackwell	Interim Assistant City Manager
Stan Lowry	City Attorney
Michael Wells	City Secretary
Natalie Foster	Public Information Officer
Kenny Overstreet	Public Works Director
Maria Redburn	Library Director
Brandi West	Grants Administrator

### **COUNCIL CHAMBER WORK SESSION**

Mayor Griffin called the Work Session to order at 5:30 p.m.

- **Receive a report on the Library Satisfaction Survey.**

Library Director Maria Redburn reported on the 2016 Library Survey results. It ran from January 23 through March 19, 2017 and there were 247 respondents. The overall grade they received was an "A", with 78.54 percent of respondents grading the Library as an "A" and 13 percent grading the Library a "B". Regarding customer service, the Library received a 97 percent rating on ability of staff to quickly assist patrons, a 96 percent rating on friendliness of staff, and a 93 percent rating on knowledge of staff. Ms. Redburn discussed converting from an ILS system to an open-source system and comments received about customer service. She stated the Library's number one service continues to be checking out materials, followed by getting information, children's programming, free Wi-fi, and computer usage. Seventy percent of respondents said because of the Library, they read for pleasure; 62 percent used digital content; 60 percent discovered a new book; 59 percent saved money; 32 percent read to their child; 70 percent used the Library for educational purposes; 38 percent learned something new; 32 percent had access to internet and printing; 28 percent improved their health; 12 percent got a job or a better job; three percent planned and/or opened a business; five percent improved their business; and six percent learned to read. She discussed the Library impacting economic development and people's quality of life. She stated that based on feedback, the Library needs to focus on patron education on Koha, staff technology education, increasing the collection size, and adding more

## Council Minutes April 11, 2017

programs. She discussed Koha, including issues with renewals and upgrades to new versions; and the balance between traditional and digital media.

In answer to questions from Council, Ms. Redburn stated the Library has 57 STEM kits, which have circulated 298 times since January; and that they have offered 18 STEM-related programs since October. Regarding the drop off in the number of completed surveys, she stated that it may be due to the removal of a table that normally advertises the survey all month long in February due to different activities, and pop-up blockers; and that there is an increase in respondents when people are worried about the Library, such as in 2007. Regarding a decrease in the last five years of library cards being issued, she stated that in going to a new system, staff aggressively deleted accounts that had fines; and that the number has increased by 12 percent this year over the previous year. Regarding a 39 percent decrease in computer usage since 2012, she stated it was due to patrons bringing in their own devices and the Library now offers wireless printing; and that they went from 60 computers down to 39 when they went to thin clients. There was discussion on how the Library has done historically in the surveys; Library staff being forward-thinking; STEM and STEAM kits; issues with the Koha implementation, including automatic renewals and holds, which have been resolved; upcoming features through Koha, including resetting passwords and parents having the ability to see what items their children have checked out; “digital natives,” which are people who have not known a world without computers; using the phone notification system and texting technology to get the survey out to more people; and putting a condensed version of the survey at the checkout stand. Ms. Redburn stated that the survey was sent out to the 11,000 cardholders for which the Library had email addresses; and that a lot of the Library’s programs and technology are funded through the Library Friends and the Library Foundation. Library Advisory Board Members Margaret Carroll and Marcia Griffith, and Library Foundation Member Patricia Nolan, were recognized.

- **Discussion on the meter box installations associated with the Automated Meter Reading (AMR) System Project.**

Public Works Director Kenny Overstreet stated that in November of 2016, bids were received for Automated Meter Reading (AMR). One of the specifications for those bids was to replace meter boxes and/or lids so they had a locking device on them to protect the City’s investment and to limit the City’s liability. The costs of the meters are approximately \$400 each and most boxes are dual meters. He stated that there was discussion on other options, the first one of which was to leave the meter box in contract. The pros of such an option are that it would protect the City’s investment, reduce potential tripping hazards that could lead to litigation, and prevent tampering with the meter. Cons for this option include residents not having access to the City’s shutoff valve, less assurance that the City’s assets are protected, and the vulnerability to litigation if the lid comes off. A second option was to have the contractor install the meters to add a stop on the backside of all the domestic meters. Pros for this option include that it would allow customers the ability to shutoff water without getting into the meter box, preventing potential damage, and saving City resources with staff having to go out and turn on and off water. Cons include additional costs to the City, including the maintenance and liability for those stops for the next two years. Further, the total costs would exceed the 25 percent of the approved contract amount, which means the City would have to rebid the contract, and it would add six months to the project. A third option would be to replace the locking lids with standard drop-in lids currently being used. Pros include a cost savings under the contract and residents would have easier access to the City’s shutoff valve. Cons include that the City’s investment would not be protected, people who have not established an account can turn on water, and the City would be more vulnerable to litigation. A fourth option would be to create a customer rebate program, whereby a customer would have a private shutoff valve installed on their service line and the City would offer a rebate back to cover a portion of the costs. Pros include that it would be less costly to the City than the second option

## Council Minutes April 11, 2017

and the City's investment would be protected. Cons include the cost to the City and additional staff time to verify that the valve was installed, as well as administrative duties to process payments.

In answer to questions from Council, Mr. Overstreet stated that there would be a \$13,000 savings in going from a locking lid to the drop-in lid; that Public Works has replaced 157 stops since the beginning of the fiscal year; that those replacements are tracked as a repair and the damage to the meter could be from a homeowner, plumber or Public Works crews; that some valves have a loop to install a padlock; that going back to the 1956 National Plumbing Ordinance, it is mandated that a cutoff be placed on the customer's service line; that the City does not keep plans for homes being built; that older homes usually have the cutoff in a concrete box, and newer homes have them made of PVC, and therefore could not be found with a metal detector; and that if a water line is galvanized or made of copper, it could be traced to give the homeowner an idea of where the line runs to the house. There was discussion on leaving no option for homeowners to shut off their water in case of a drastic incident. Mr. Overstreet stated that in talking with plumbers, they would charge approximately \$300 to install a private shutoff valve. There was discussion on an option of a having shutoff valve installed by the contractor when the meter was replaced at the homeowner's request and at their expense, which would be included on their water bill. Mr. Overstreet stated that staff has helped customers trace out their line to locate the shutoff valve; and that the contractor is not in favor of installing valves at the time of meter replacement as they do not know how many would need to be replaced and it goes against their bond. There was discussion on the financial feasibility of installing shutoff valves on all residential meters. In answer to questions from Council, Mr. Overstreet stated that the ordinance prohibiting people getting into the meters has been in place since November 8, 2005 and was put in place to protect the City's investment, and to prevent tampering and any type of action affecting the water supply system; that to replace a residential stop is approximately \$150, including parts and labor; that sometimes the water main needs to be shut down to reduce the pressure in order to replace valves, affecting multiple residents; that the meter collects and stores the data, which is then sent to an endpoint and then via cellphone to the Beacon software, which is then sent to the City and made available to residents so they can see the usage on their account; and that regarding potential theft, the meter itself is stainless steel. There was discussion on providing information on shutoff valves and costs to the residents as part of the education on the AMR system; the rebating option and the amount that would be rebated; and the components of the meter, including parts that could be potentially broken. In answer to further questions from Council, Mr. Overstreet stated that Public Works crews would be trained to fix damage to the wiring but if there is damage to the meter or endpoint, it would need to be shipped back to the manufacturer; that for after-hour emergencies, residents can call the City's non-emergency line and Public Works standby employees would be contacted; that the average response by Public Works is 45 minutes; and that crews have responded to 333 calls to shut off water since the beginning of the fiscal year. There was discussion on there being 898 damaged or destroyed water meters, as well as eight one-inch meters, replaced by the City from October 2015 to April 3, 2017 at a cost of \$136,000. Mr. Overstreet stated that the ordinance prohibiting residents from tampering with meters has been put in the City magazine, on social media, and circulars are at the Public Works offices and Customer Service; and that the City has received three or four litigation claims for people injuring themselves stepping on meters with missing lids, none of which had locks. There was discussion on liability concerns with the City or a contractor employed by the City working on private shutoff valves; the potential increase in calls for assistance with the locked meter lids; and having brochures on private shutoff valves at the next residential block party. Council was of the consensus that the meter lids be locked.

### **REGULAR SESSION**

The Regular Session began at 6:45 p.m.

**CALL TO ORDER/GENERAL COMMENTS**

**INVOCATION (Rev. Ken Ehrke, Pastor, Embrace United Church of Christ)**

Rev. Ken Ehrke, the Pastor for Embrace United Church of Christ, gave the invocation.

**PLEDGE OF ALLEGIANCE**

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

**OPEN FORUM**

Nobody chose to speak during Open Forum.

**CONSIDER APPROVAL OF ITEMS BY CONSENT**

1. **Consider approval of the following City Council minutes:**
  - a) **March 28, 2017 regular meeting**

Motioned by Councilmember Fisher, seconded by Councilmember Gebhart, to approve the following items by consent: 1

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

**ANNOUNCEMENTS/UPCOMING EVENTS**

Public Information Officer Natalie Foster reminded people about the Fire Department's Fill the Boot campaign on Saturday April 15 and April 22, 2017. Firefighters will be out on various street corners around the City from 10:00 a.m. to 2:00 p.m., filling their boots to help raise money for the Muscular Dystrophy Association. She reported that Clean Up Bedford and Chunk Your Junk Day will be held on Saturday, April 29, 2017. The Bedford Beautification Commission is looking for volunteers to help "Clean Up Bedford." Volunteers will meet at the Boys Ranch Activity Center at 8:00 a.m. to get team assignments, locations and supplies, and there are no age or residency requirement to volunteer. Also on April 29, the Commission is holding "Chunk Your Day" at the Meadow Park Athletic Complex from 8:00 a.m. to 12:00 p.m. Residents can dispose of non-hazardous items such as broken furniture, building materials, and electronic waste materials, though no hazardous waste will be accepted. The Bedford Police Department will be participating in the National Prescription Drug Take Back Day also on Saturday, April 29, at the Law Enforcement Center. From 10:00 a.m. to 2:00 p.m., officers will be accepting prescription pills that have been put in a plastic bag; however, they will not be taking any liquid medication, needles or surgical blades.

**COUNCIL RECOGNITION**

2. **Proclamation declaring the month of May 2017 as Motorcycle Safety Awareness Month in the City of Bedford.**

Mayor Griffin read a proclamation declaring the month of May 2017 as Motorcycle Safety Awareness Month in the City of Bedford. Members of the Serpents Motorcycle Club, the ROCA Motorcycle Club, and Center Saved By Grace accepted the proclamation.

3. **Presentation of the 2016 Achievement of Excellence Award to the Bedford Public Library.**

## Council Minutes April 11, 2017

Jana Prock, Director of the Keller Public Library, representing the Texas Municipal Library Director's Association, presented the 2016 Achievement of Excellence Award to the Bedford Public Library. The award recognizes the Library for their commitment to library service in the community. Only 44 libraries out of 581 in the State received this honor. The Library was selected for the award for their effort to meet the following criteria: summer reading programs; services to underserved populations; cultural, topical and educational programming for adults and families; literacy support for all ages; and professional staff training. The Library feels it is important for families in Bedford to get the best programs and services and it takes the dedication of all Library employees to reach that level of excellence. The continued support of the Library from the Mayor, Council, City Manager, the Library Advisory Board, and Library Friends should also be commended. She presented the award to Ms. Redburn and Administrative Volunteer Coordinator Cynthia Reid.

### **NEW BUSINESS**

- 4. Consider a resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding (MOU) between the City of Bedford and the cities of Fort Worth, Arlington, Hurst, North Richland Hills and the County of Tarrant, Texas for the Fiscal Year 2016 Byrne Justice Assistance Grant (JAG) Formula Program Award.**

Grants Administrator Brandi West presented information regarding this item and Item #5. They are for Memorandums of Understanding (MOU) linked to the 2016 Byrne Justice Assistance Grant (JAG) Formula Program Award. This is an award Bedford has already received, so there is a need to enter a partnership with the City of Fort Worth, Tarrant County, and the cities of Arlington, Hurst and North Richland Hills. The City received \$11,542 for the purchase of uniforms for the Police Department Honor Guard and Explorer Program. Item #4 references the group MOU, which speaks to the responsibility of all parties involved. Item #5 is the individual MOU, which speaks specifically to Bedford's responsibilities as they relate to Fort Worth as the recipient of the grant. In answer to questions from Council, Ms. West stated that Fort Worth serves as the recipient and the fiscal agent of the award.

Motioned by Councilmember Fisher, seconded by Councilmember Gebhart, to approve a resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding (MOU) between the City of Bedford and the cities of Fort Worth, Arlington, Hurst, North Richland Hills and the County of Tarrant, Texas for the Fiscal Year 2016 Byrne Justice Assistance Grant (JAG) Formula Program Award.

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

- 5. Consider a resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding (MOU) between the City of Bedford and the City of Fort Worth for the Fiscal Year 2016 Byrne Justice Assistance Grant (JAG) Formula Program Award.**

Motioned by Councilmember Sartor, seconded by Councilmember Gebhart, to approve a resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding (MOU) between the City of Bedford and the City of Fort Worth for the Fiscal Year 2016 Byrne Justice Assistance Grant (JAG) Formula Program Award.

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

- 6. Report on most recent meeting of the following Boards and Commissions:**

✓ **Animal Shelter Advisory Board**

No report was given.

✓ **Beautification Commission**

Councilmember Turner encouraged everybody to participate in the Clean Up Bedford Day event, which is beneficial to the City. The Chunk Your Junk event will be held at Meadow Park and both events are on April 29, 2017. He discussed the Drug Takeback event. He stated that Marty Geer, the chairperson of the Commission, has done a wonderful job, and there are four new flower beds planted by the Commission at the Boys Ranch.

✓ **Community Affairs Commission**

Councilmember Boyter reported that the City Expo and Pet Fair event hosted by the Commission was held on Saturday, April 1, 2017 and he praised the wonderful work of the Commission and staff. The Commission will host a block party on Friday, April 21, 2017 at 6:00 p.m. He acknowledged Commission Members Gary Morlock, Sal Caruso, Margaret Hall and Roy Savage, who were in attendance.

✓ **Cultural Commission**

Mayor Griffin reported that the Easter Egg Hunt and the 2017 Bedford ArtsFest were held the previous Saturday, both of which had tremendous turnout. At ArtsFest, there were 96 vendors, multiple bands, food trucks, and craft beer outside, while inside there were other vendors and juried art events. He stated that this was one late Councilmember Champney's favorite events, and his wife and daughter were there and were pleased with the turnout and the amount of activity. He thanked staff for doing a tremendous job setting up the event.

✓ **Library Advisory Board**

Councilmember Boyter reported the Board met on Wednesday, March 29, 2017 and discussed the survey results presented earlier by Ms. Redburn. He presented statistics on the Library for February including that year-to-date, adult circulation is up nine percent, juvenile circulation is up 16.5 percent, new patron cards are up 20 percent, and Library visits are up 14 percent. He congratulated Ms. Redburn and her staff on the Achievement in Excellence Award.

✓ **Parks and Recreation Board**

Councilmember Sartor reported the Board met the previous Thursday, and he stated they are looking forward to working on the Phase Next project and making the park system the best it can be. He encouraged everybody to visit the City's park and trail system, which is well done and well maintained.

✓ **Teen Court Advisory Board**

Councilmember Gebhart reminded everybody that the Teen Court Gala will be held on April 27, 2017, and will have an auction, with sports and music memorabilia, and jewelry, to help raise funds for scholarships given to students.

✓ **Senior Citizen Liaison**

No report was given.

**7. Council Member Reports**

The Council wished Mayor Griffin a happy birthday.

Councilmember Gebhart stated that he attended the Expo, which was fantastic and very professional, and gave residents the opportunity to see what the City does for them and help them understand what the various departments do. He stated that the ArtsFest and Easer Egg Hunt events were also very fun.

## 8. City Manager/Staff Reports

Interim City Manager Kelli Agan stated that this meeting was her last one on the dais and new City Manager Brian Bosshardt will be starting the following Monday. She thanked the staff that has helped her during the transitional process, particularly Administrative Services Director Cliff Blackwell, who served as Interim Assistant City Manager. She also wished the Mayor a happy birthday.

### **EXECUTIVE SESSION**

To convene in the conference room in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- a) Pursuant to Section 551.071, consultation with City Attorney regarding pending or contemplated litigation – Linbrook Apartments at 531 Bedford Road.
- b) Pursuant to Section 551.071, consultation with City Attorney regarding pending or contemplated litigation – Apartment Association.
- c) Pursuant to Section 551.087, deliberation regarding economic development negotiations relative to Williams, TW Survey A1735 Tr 6C02, also known as, 1805 L. Don Dodson Drive.
- d) Pursuant to Section 551.087, deliberation regarding economic development negotiations relative to Bedford Commons.

Council convened into Executive Session pursuant to Texas Government Code Section 551.071, consultation with City Attorney regarding pending or contemplated litigation - Linbrook Apartments at 531 Bedford Road; Section 551.071, consultation with City Attorney regarding pending or contemplated litigation - Apartment Association; Section 551.087, deliberation regarding economic development negotiations relative to Williams, TW Survey A1735 Tr 6C02, also known as, 1805 L. Don Dodson Drive; and Section 551.087, deliberation regarding economic development negotiations relative to Bedford Commons, at 7:20 p.m.

Council reconvened from Executive Session at 7:30 p.m.

Any necessary action to be taken as a result of the Executive Session will occur during the Regular Session of the Bedford City Council Meeting.

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

No action was necessary as a result of the Executive Session.

### **ADJOURNMENT**

Mayor Griffin adjourned the meeting at 7:30 p.m.

---

Jim Griffin, Mayor

ATTEST:

---

Michael Wells, City Secretary