

# AGENDA

Street Improvement Economic Development Corporation  
Tuesday, July 18, 2023  
Bedford City Hall Building A  
2000 Forest Ridge Drive  
Bedford, Texas 76021

REGULAR SESSION 6:00 P.M.

## CALL TO ORDER

## APPROVAL OF MINUTES

1. Consider approval of the following Street Improvement Economic Development Corporation minutes:
  - a) January 17, 2023 meeting

## NEW BUSINESS

2. Discussion and possible action on Bedford Road mid-block crossing and Charleston Drive and Charleston Court sidewalk addition.
3. Receive the Financial Status report as of June 30, 2023.
4. Staff report on the status of Fiscal Year 2022/2023 Street Improvement Economic Development Corporation approved projects.
5. Consider approval of the Fiscal Year 2023/2024 budget and Capital Improvement Plan for the Street Improvement Economic Development Corporation budget.

## ADJOURNMENT

### **CERTIFICATION**

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window in a display cabinet at the City Hall of the City of Bedford, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, July 14, 2023 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

---

**Michael Wells, City Secretary**

(Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in City functions and activities. Auxiliary aids and services or accommodations must be requested in writing to the City Secretary's Office a minimum of seventy-two hours (72) hours prior to the scheduled starting time of the posted meeting. Requests can be delivered in person or mailed to the City Secretary's Office at 2000 Forest Ridge Drive, Bedford, TX 76021, or emailed to [citysecretary@bedfordtx.gov](mailto:citysecretary@bedfordtx.gov). Some requests may take longer due to the nature, extent and/or availability of such auxiliary aids, services or accommodations.)

---

**Date Notice Removed**



# Agenda Background

**PRESENTER:** Amanda Jacobs, Assistant Secretary

**DATE:** 07/18/23

Minutes

**ITEM:**

Consider approval of the following 4B Street Improvement Economic Development Corporation minutes:

- a) January 17, 2023 minutes

**DISCUSSION:**

N/A

**ATTACHMENTS:**

[January 17, 2023 Minutes](#)

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The Board of Directors of the City of Bedford Street Improvement Economic Development Corporation, Bedford, Texas, met at 6:00 p.m. at Bedford City Hall, 2000 Forest Ridge Drive, Bedford, on the 17th day of January 2023 with the following members present:

Amy Sabol  
Steve Farco  
Sue Schulz  
Keith Quigley  
Dean Looper

Constituting a quorum.

Michael Boyter and Dan Cogan were absent.

Also present were:

Jimmy Stathatos	City Manager
Maria Joyner	Finance Director/Treasurer
Cheryl Taylor	Public Works Director
David Smyth	Field Operations Supervisor
Staci Cervini	Public Works Office Manager

### **CALL TO ORDER**

**1. Consider and act upon appointment of a Treasurer to the Street Improvement Economic Development Corporation.**

City Manager Jimmy Stathatos presented information on this item and recommended that the Chief Financial Officer be appointed the Treasurer rather than a staff member.

Director Sabol moved to appoint the City's Chief Financial Officer as the Treasurer of the Street Improvement Economic Development Corporation.

Seconded by Director Looper.

Motion passed unanimously 5-0-0.

### **APPROVAL OF MINUTES**

**2. Consider approval of the following Street Improvement Economic Development Corporation minutes:**

- a) July 18, 2022 meeting

Motioned by Director Sabol, seconded by Director Quigley to approve the minutes of the July 18, 2022 meeting

Director Farco declared the motion carried by a vote of 5-0-0.

## **NEW BUSINESS**

### **3. Presentation on Street Assessment.**

Public Works Director Cheryl Taylor, President of Infrastructure Management Services Kurt Keifer, and Project Engineer of Infrastructure Management Services Amir Ghanbari presented information on this item.

Ms. Taylor stated that the FY 2022 budget included a street assessment and was completed by Infrastructure Management Services (IMS) mid-summer of 2022. Mr. Keifer presented the findings including an overview of existing conditions, the process of assessing the City's roadways, basic pavement management best practices, and the analysis and project planning. Mr. Keifer stated that at the time of the inspection in June 2022, the City had an overall PCI (Pavement Condition Index) average score was 69, which is good and 2.5% of the City's roadways were at a 40 or below; after road work was completed by City staff, the score increased to a 71 with a backlog reduction to 2.4%; it is cost effective to keep roads in good condition by applying surface treatments; IMS found that to fix all roadways in need would cost \$79.7M over five years; with Bedford's current budget of \$2.5M per year would result in a PCI of 67 and a backlog of 5.9% at the end of five years; to maintain the current PCI of 71, the budget would need to be \$5.2M per year and would result in a backlog of 2.6%; and to maintain the current backlog of 2.4%, the budget would need to be \$10M per year and would result in a PCI score of 78.

### **4. Staff report on the status of Street Improvement Economic Development Corporation projects.**

### **5. Consider approval of the amendment of the Fiscal Year 2022/2023 Street Improvement Economic Development Corporation Capital Improvement Plan (CIP).**

Items 4 and 5 were presented together.

Public Works Director Cheryl Taylor presented information on this item. Ms. Taylor presented the projects that were completed in FY 21/22 including Harwood Road, Forest Ridge Drive, Morrow Green, Oak Valley Addition, Walter Street, Tamworth Court, Woodvale Drive, Northridge Drive, Ridge Haven Circle, and Forest Ridge Addition.

Projects completed in FY 22/23 include Bedford Road (Central Drive to Brown Trail), McLain Road (Cummings Drive to Cheek-Sparger) Schumac Lane (Hospital Parkway to Central Drive) through an interlocal agreement with Tarrant County; the FY 22/23 local street projects include Oakwood Park East Addition, Deuce Drive, Bedford Ranch Estates, Phyllis Street, Cheryl Avenue, Lee Drive, Plaza Boulevard, Briar Drive, Joshua Court, Carolyn Drive, Wayside Drive, Rollingwood Addition, Doug Rivers Drive, Parkview Lane, Oakmont Addition, New Bedford Courts Addition, Teakwood Estates Addition, and Three Oaks Addition.

Pavement Preservation utilizing High Density Mineral Bond include Bedford Heights Addition, Cambridge Park Addition, Glenbrook Addition, Teakwood Estates Addition, and Oak Ridge Estates Addition.

Public Works Director Cheryl Taylor presented information on this item. Ms. Taylor stated that the amendment includes the vehicle detection system for citywide traffic signals, adjusted prices for paving projects in coordination with Tarrant County, the addition of 35 local streets based on the street assessment data, recent field investigations, and carry over from last year; funding was included in the budget approved in July 2022.

Brown Trail from Harwood Road to SH 183 will be pushed to the next fiscal year; Cheek-Sparger Road widening is within the city limits of Colleyville, additional information will be available in July 2023; Cheek-Sparger Road at SH121 Intersection, plans are at 30% and construction is anticipated to begin next fiscal year.

Motioned by Director Schultz, seconded by Director Quiqley

Director Farco declared the motion carried 5-0-0.

**6. Receive the 4B Financial Status Report as of December 31, 2022.**

Assistant City Manager Caryn Riggs presented information in this item. Ms. Riggs stated that sales tax receipts for December 2022 are \$302,761, which is 5.65% or \$16,200 higher than the previous year; total revenues as of December 31, 2022, are \$326,791, which represents 8.37% of the budgeted revenues, which are \$3,905,350 for the year; total expenditures as of December 31, 2022, are \$682,698, which reflects 13.84% of the budgeted expenditures, which are \$4,933,536 for the year; and as of December 31, 2022, 4B expenditures exceed revenue by \$355,907. This is primarily due to timing of sales tax receipts. Sales tax is remitted to the City two months after the sale occurs.

**ADJOURNMENT**

Director Farco adjourned the meeting at 7:08 p.m.

\_\_\_\_\_  
Dan Cogan, President

ATTEST:

\_\_\_\_\_  
Amanda Jacobs  
Assistant City Secretary



# Agenda Background

**PRESENTER:** Cheryl Taylor, P.E., Director of Public Works      **DATE:** 07/18/23

Staff Report

**ITEM:**

Discussion and possible action on Bedford Road mid-block crossing and Charleston Drive and Charleston Court sidewalk addition.

**DISCUSSION:**

Staff received a request for a mid-block crossing of Bedford Road at Oak Park Drive. Staff has preliminary costs for the crossing up to \$38,800 for the Board's consideration.

Staff received a request for a new sidewalk on Charleston Drive from Pipeline Road to Savannah Way and on Charleston Court. Staff has preliminary costs for sidewalk construction up to \$381,000 for the Board's consideration.

**ATTACHMENTS:**

[New Sidewalk Request Forms](#)

# New Sidewalk Installation Petition and Property Owner Acknowledgement

Property Owners' signature below is an acknowledgement that any new sidewalk installation within the right of way may include any or all of the following improvements: re-location of irrigation, mailboxes, meter boxes, removal of existing landscaping (including plantings, hardscape, or existing trees), removal of decorative driveways, reconstruction of existing driveways and the addition of retaining walls (18-inches to 36-inches in height, or more as needed) to meet minimum ADA slope requirements. Due to the location of existing utilities, newly installed sidewalks may be curvilinear in alignment rather than linear within the property owner's front or side yards.

Landscape removed will not be replaced. Irrigation will be repaired, but not replaced or added. Decorative driveways will be replaced with concrete within the right of way. Mailboxes may be relocated as needed and will be at the city's expense. Additional copies of this sheet may be attached, as needed.

Application submittal does not guarantee installation of sidewalk. Requests may be denied for the following reasons: the improvements may adversely affect the adjacent property, the proposed improvements are cost prohibitive, affected property owners do not sign the petition, if funding is not available, or at the discretion of the Street Improvement Economic Development Corporation or the City Council.

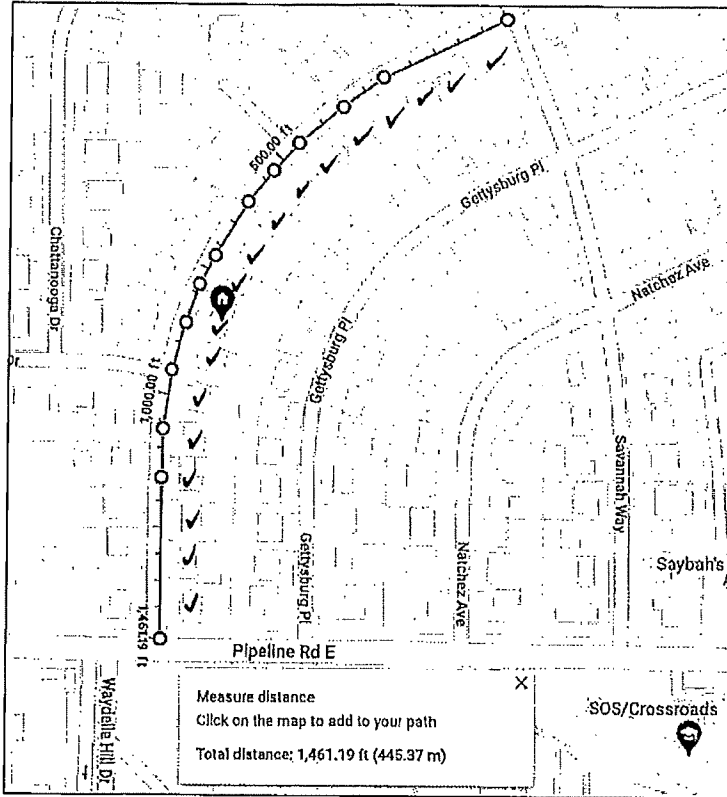
Proposed Location Description: Charleston Drive between Pipeline and Savannah

Property Owner Name	Address	Phone	Date	Property Owner Signature
1. Michael Martinez	816 Charleston Dr Bedford, TX 76022	972-793 4006	11 Jun 2022	
2. TODD CHENOWETH	812 CHARLESTON DR	817-557-512	11 JUN 2022	
3. <del>Tim</del> Tim Clement	905 Charleston	456-4048	June 11	
4. Donna Coleman	Myrick 809 Charleston	817-706-7743	11 June	
5. WAYNE MURRELL	813 Charleston Dr	817-937-5627	06-11-2022	
6. Cecelia Holden	800 Charleston Dr	713-598-0413	6/11/22	
7. Barbara Sawell	701 Charleston	817-545-1060	6-11-22	Barbara Sawell
8. Sarah Veloz	817 Charleston Dr Bedford TX 76022	817-637-3636	6-11-22	
9. MATTHEW MATUS	904 Charles ton Dr	972-310-1920	6-11-22	
10. MARILYN ANDERSON	820 CHARLESTON BEDFORD 76022	817-685-7926	6-11-22	
11. DAVID HUTCHINSON	900 CHARLESTON DR BEDFORD, TX 76022	972-876-9099	6-11-2022	
12. Ricardo AUSTIN	910 CHARLESTON DR BEDFORD, TX 76022	817-709-9359	6-11-22	
13. Vicenta Sanchez	944 Charleston	817-2865-5000	06/11/2022	
14. Carmelita Bradsher	949 Charleston	817-988-8952	6-11-22	
15. Robert Rios	966 Charleston	217-800-3014	6/11/22	

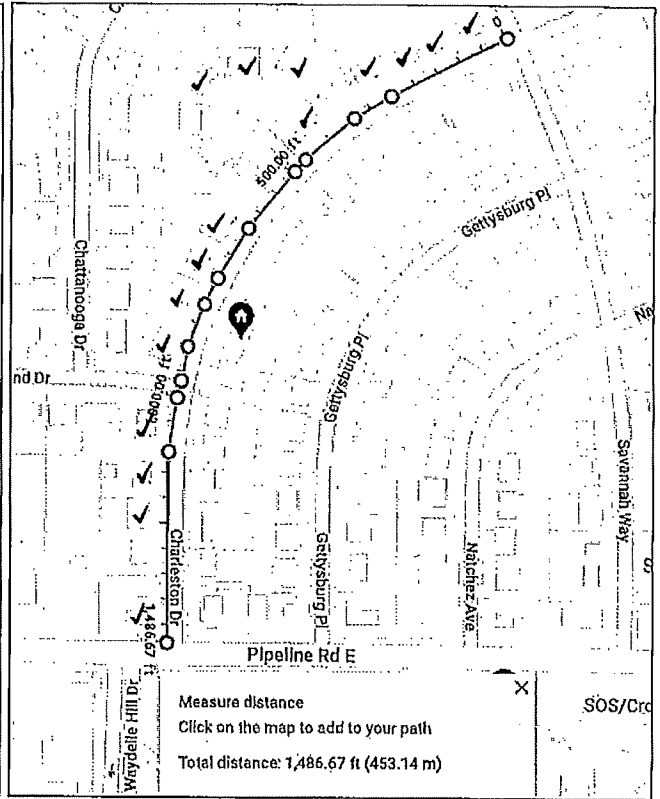
16.	Rosa + Leland Bersill	941 Charleston Dr	817-283-7031	11 June 2022	Rosa Bersill
17.	Ron + Janie Pencek	909 Charleston Dr	817-507-5450	11 June 22	Janie + Ron Pencek
18.	Veronica Goven	908 Charleston	817-724-5715	11 June 22	Veronica Goven
19.	Anita Poling	804 Charleston	817-239-3150	12 June	Anita B Poling
20.	ALAN JOHNSON	920 Charleston	817-353-1711	12 JUNE	Alan Johnson
21.	Anne-Marie SMITH + daughter Anne-Marie N. Keith	987 Charleston Ct.	817-571-9995 817-600-7625	12 June 2022	Anne-Marie + Keith SMITH
22.	Anthony Wou	933 Charleston Ct	817-288-9079	12 June	Anthony Wou
23.	Jason Urdaniz	929 Charleston Ct	817-996-6498	12 June	Jason Urdaniz
24.	Adam + Sandra Van	952 Charleston	817-525-5521	12 June	Sandra Van
25.	Troy Coates	912 Charleston Dr	682-557-1731	12 June	Troy Coates
26.	Tony Uhl	913 Charleston Dr	817-475-8422	6/10	Tony Uhl
27.	Sandy Powell	1825 Charleston	817-223-2082	6/17/22	Sandra Powell
28.	Ron Billings	901 Charleston	682-367-8777	8/2/22	Ron Billings
29.	Marya Masorro	948 Charleston	(214) 518-7197	8/11/22	Marya Masorro
30.	Jon Noel + Ron Noel	957 CHARLESTON	682-239-6651	8/17/22	Jon P. Noel
31.	Dan + Gingu Miller	1824 Charleston Dr	817-304-1704	8/19/22	Gingu Miller
32.	Ronnie Betty Cannon	848 Charleston	817-201-0525	10-1-22	Ronnie Cannon
33.	Michael Hekemack	956 Charleston Dr	817-229-2494	1-7-23	Michael Hekemack
34.	Javier A. Hernandez	953 Charleston Dr	817-691-1295	01/07/23	Javier A. Hernandez
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					



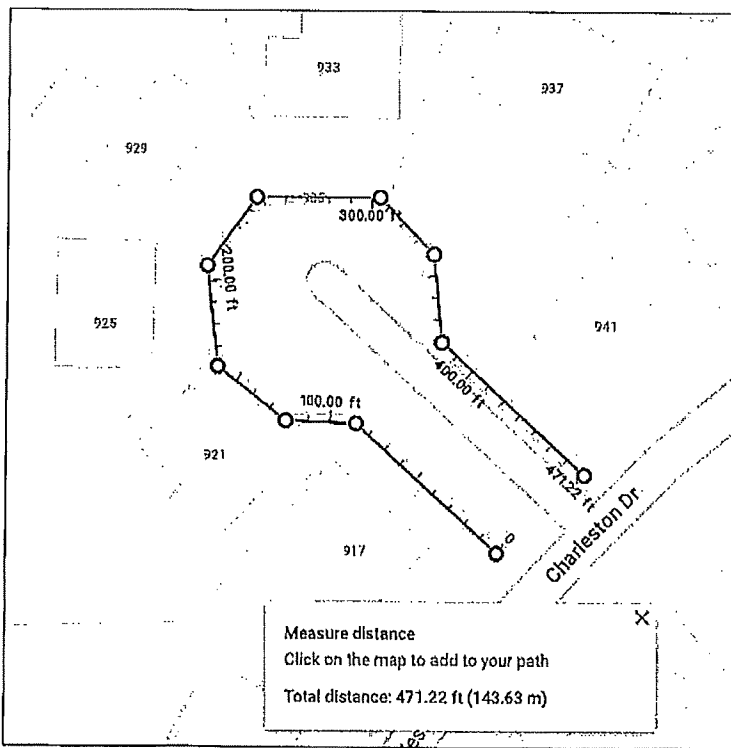
**Proposed sidewalk development along Charleston Drive and Charleston Court**



~1,461 linear feet on east side of street  
**18** homes



~1,486 linear feet on west side of street  
**16** homes  
(2 street crossings; Charleston Ct & Richmond Dr)



~471 linear feet on Charleston Ct  
7 homes

East side = 100% Yes and signed  
West side = 91% Yes and signed  
(13/16)

Notes on West Side of Street

- 805 said no, but already has partial sidewalk @ curb due to storm drain
- 917 did not say "no", but I could not catch him for a signature
- 945 said he did not want to sign, but that he was not against it. Whatever his neighbors wanted he was good with.



# Agenda Background

**PRESENTER:** Caryn Riggs, Assistant City Manager/4B  
Treasurer

**DATE:** 07/18/23

Staff Report

**ITEM:**

Receive the 4B Financial Status Report as of June 30, 2023.

**DISCUSSION:**

Attached is the Street Improvement Economic Development Corporation Financial Status Report for the quarter ending June 30, 2023.

Sales tax revenue for June 2023 are \$295,698, which is 3.75%, or \$10,688 higher than the previous year. Year to date, sales tax collections are 3.86%, or \$84,381 than the previous year.

Total revenues as of June 30, 2023 are \$2,391,322 which represents 61.23% of the budgeted revenues, which are \$3,905,350 for the year.

Total expenditures as of June 30, 2023 are \$2,458,422, which reflects 49.83% of the budgeted expenditures, which are \$4,933,536 for the year.

As of June 30, 2023, 4B expenditures exceeded revenues by \$67,100. This is primarily due to timing of sales tax receipts. Sales tax is remitted to the City two months after the sale occurs.

**ATTACHMENTS:**

[Financial Status Report as of June 30, 2023](#)

**City of Bedford**  
**Street Improvement Economic Development Corporation**  
**Financial Status Report**  
**As of June 30, 2023**

	Amended Budget	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	YTD Totals	Budget Balance
<b>Revenue:</b>												
Sales Tax	\$ 3,895,350	\$ -	\$ -	\$ 302,761	\$ 298,024	\$ 422,057	\$ 289,017	\$ 285,497	\$ 375,900	\$ 295,698	\$ 2,268,955	\$ 1,626,395
Interest Income	10,000	5,639	7,224	11,168	14,031	12,753	20,485	16,346	15,250	19,473	122,368	(112,368)
Auciton Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 3,905,350</b>	<b>\$ 5,639</b>	<b>\$ 7,224</b>	<b>\$ 313,929</b>	<b>\$ 312,055</b>	<b>\$ 434,810</b>	<b>\$ 309,502</b>	<b>\$ 301,843</b>	<b>\$ 391,149</b>	<b>\$ 315,171</b>	<b>\$ 2,391,322</b>	<b>\$ 1,514,028</b>
<b>Expenditures:</b>												
Supplies	\$ 44,800	\$ 1,093	\$ 1,300	\$ 2,895	\$ 1,880	\$ 1,975	\$ 3,654	\$ 2,688	\$ 3,107	\$ 1,956	\$ 20,546	\$ 24,254
Maintenance	167,120	7,181	26,373	5,663	17,326	15,741	21,116	10,072	4,177	12,583	120,232	46,888
Contractual Services	2,379,986	274,316	16,393	142,377	230,288	(219,346)	237,900	5,666	322,706	288,704	1,299,005	1,080,981
Debt Service	665,620	-	-	-	639,381	-	-	-	-	-	639,381	26,239
Transfers	286,010	24,210	23,800	23,800	23,800	23,800	23,800	23,800	23,800	23,800	214,610	71,400
Contingency	60,000	-	-	-	-	-	-	-	-	-	-	60,000
Capital Outlay	1,330,000	-	-	133,297	6,982	184,200	12,126	(6,429)	4,231	(169,758)	164,649	1,165,352
<b>Total Expenditures</b>	<b>\$ 4,933,536</b>	<b>\$ 306,800</b>	<b>\$ 67,866</b>	<b>\$ 308,032</b>	<b>\$ 919,657</b>	<b>\$ 6,369</b>	<b>\$ 298,595</b>	<b>\$ 35,797</b>	<b>\$ 358,022</b>	<b>\$ 157,284</b>	<b>\$ 2,458,422</b>	<b>\$ 2,475,114</b>
Revenues Over/(Under) Expenditures	\$ (1,028,186)	\$ (301,162)	\$ (60,643)	\$ 5,897	\$ (607,602)	\$ 428,441	\$ 10,907	\$ 266,046	\$ 33,127	\$ 157,887	\$ (67,100)	\$ (961,086)
Beginning Fund Balance	\$ 4,901,332											\$ 4,901,332
Net Change in Fund Balance	(1,028,186)											(961,086)
Ending Fund Balance	<u>\$ 3,873,146</u>											<u>\$ 3,940,246</u>
Fund Balance Requirement	663,580											663,580
Fund Balance Excess (Shortage)	\$ 3,209,566											\$ 3,276,666



# Agenda Background

**PRESENTER:** Cheryl Taylor, P.E., Director of Public Works      **DATE:** 07/18/23

Staff Report

**ITEM:**

Staff report on the status of Fiscal Year 2022/2023 Street Improvement Economic Development Corporation approved projects.

**DISCUSSION:**

Fiscal Year 2022/2023 Street Improvement Economic Development Corporation (4B) projects and status update on the following items:

- Pavement preservation (crack seal and high density mineral bond – HA5)
- Local street paving
- Thoroughfare paving

**ATTACHMENTS:**

N/A



# Agenda Background

**PRESENTER:** Cheryl Taylor, P.E., Director of Public Works  
Caryn Riggs, Assistant City Manager

**DATE:** 07/18/23

Staff Report

**ITEM:**

Consider approval of the Fiscal Year 2023/2024 budget and Capital Improvement Plan for the Street Improvement Economic Development Corporation budget.

**DISCUSSION:**

The proposed Fiscal Year 2023/2024 budget includes base operation and maintenance items and the following projects:

- Supplies
- Maintenance
- Contractual Services
- Debt Service
- Transfers
- Capital Outlay

A financial analysis concludes that the fund balance will accommodate the recommended budget.

**ATTACHMENTS:**

[SIEDC Budget Line Items](#)

**City of Bedford**  
**Street Improvement Economic Development Corporation**  
**Proposed Budget**  
**Fiscal Year Ending September 30, 2024**

	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Projection</b>	<b>Proposed</b>
	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
<b>Revenue:</b>					
Sales Tax	\$ 2,993,879	\$ 3,366,104	\$ 3,830,138	\$ 3,994,360	\$ 4,154,134
Interest Income	38,434	10,387	26,395	154,343	115,000
Miscellaneous Income	29,915	-	-	-	-
Other Governmental	-	100,000	-	-	-
Auction Proceeds	-	-	139,000	-	-
<b>Total Revenue</b>	<b>\$ 3,062,228</b>	<b>\$ 3,476,491</b>	<b>\$ 3,995,533</b>	<b>\$ 4,148,703</b>	<b>\$ 4,269,134</b>
<b>Expenditures:</b>					
Supplies	\$ 33,578	\$ 25,274	\$ 37,631	\$ 31,800	\$ 31,800
Maintenance	364,780	449,418	138,839	141,577	140,620
Contractual Services	1,855,479	1,608,519	1,725,950	2,693,331	2,119,380
Debt Service	-	-	662,508	665,620	664,311
Transfers	250,000	285,960	290,960	286,010	41,226
Contingency	28,115	-	41,370	-	60,000
Capital Outlay	1,036,236	113,726	131,487	1,258,800	3,891,000
<b>Total Expenditures</b>	<b>\$ 3,568,188</b>	<b>\$ 2,482,896</b>	<b>\$ 3,028,744</b>	<b>\$ 5,077,138</b>	<b>\$ 6,948,337</b>
Revenues Over/(Under) Expenditures	\$ (505,960)	\$ 993,595	\$ 966,789	\$ (928,435)	\$ (2,679,203)
Beginning Fund Balance	\$ 3,449,908	\$ 2,943,948	\$ 3,937,543	\$ 4,904,332	\$ 3,975,897
Net Change in Fund Balance	(505,960)	993,595	966,789	(928,435)	(2,679,203)
Ending Fund Balance	<b>\$ 2,943,948</b>	<b>\$ 3,937,543</b>	<b>\$ 4,904,332</b>	<b>\$ 3,975,897</b>	<b>\$ 1,296,694</b>
Fund Balance Requirement	-	-	663,580	663,580	663,580
Fund Balance Excess (Shortage)	\$ 2,943,948	\$ 3,937,543	\$ 4,240,752	\$ 3,312,317	\$ 633,114