



## **A G E N D A**

**Street Improvement Economic Development Corporation  
Tuesday, January 18, 2022  
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. **Approval of the July 20, 2021 regular meeting minutes.**

### **NEW BUSINESS**

2. **Receive the 4B Financial Status Report as of December 31, 2021.**
3. **Staff report on Strategic Plan Year One (Fiscal Year 2020/2021) projects.**
4. **Staff report on Strategic Plan Year Two (Fiscal Year 2021/2022) projects.**
5. **Consider approval of the amended Fiscal Year 2021/2022 budget for the Street Improvement Economic Development Corporation.**
6. **Discussion of a policy for new sidewalk installation requests.**

### **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, January 14, 2022 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

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**Michael Wells, City Secretary**

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**Date Notice Removed**

(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 (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.)



# Agenda Background

**PRESENTER:** Amanda Jacobs, Assistant City Secretary

**DATE:** 01/18/22

**Minutes**

**ITEM:**

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

- a) July 20, 2021

**DISCUSSION:**

N/A

**ATTACHMENTS:**

July 20, 2021

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 20th day of July 2021 with the following members present:

Doug Murphy	Vice President
Ruth Culver	
Rob Gagliardi	
Michael Boyter	
Amy Sabol	

Constituting a quorum.

Tina Penney was absent.

Also present were:

Jimmy Stathatos	City Manager
Clifford Blackwell	Assistant City Manager
Maria Joyner	Finance Director/Treasurer
Cheryl Taylor	City Engineer
David Smyth	Field Operations Supervisor
Staci Cervini	Public Works Office Manager
Amanda Jacobs	Assistant City Secretary/Assistant Secretary

### **CALL TO ORDER**

Vice President Murphy called the meeting to order at 6:01 p.m.

### **NEW BUSINESS**

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

Director Amy Sabol made a motion to nominate Ruth Culver as President, Doug Murphy as Vice President, Tina Penney as Secretary, and Maria Joyner as Treasurer of the Street Improvement Economic Development Corporation for a term of two years expiring on September 30, 2023.

Motion passed 5-0-0. Vice President Murphy declared the motion carried.

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

- a) **January 19, 2021 meeting**
- b) **February 2, 2021 meeting**
- c) **June 15, 2021 meeting**

Director Ruth Culver made a motion to approve the minutes of the January 19, 2021, February 2, 2021, and June 15, 2021 meetings with changes to the January 9 and June 15 attendance list, seconded by Director Boyter.

Motion passed 5-0-0. Vice President Murphy declared the motion carried.

### **3. Receive the Financial Status report as of June 30, 2021**

Finance Director Maria Joyner presented information on this item. Ms. Joyner stated the 4B monthly sales tax revenue for June 2021 was \$261,673, which is \$51,035, or 24.23%, higher than June 2020; year-to-date sales tax collections are \$192,662, or 8.73%, higher than the previous year. As of June 30, 2021, sales tax collections are \$2,398,439, or \$223,439 (10.27%), higher than the targeted amount. For fiscal year 2020-2021, the projected sales tax revenue is estimated to end the year at \$3,206,401, or \$306,401, over budget. The 4B fund anticipates ending the year with total revenues of \$3,315,058, or \$370,058 (12.56%), over budget.

For fiscal year 2020-2021, the 4B Fund budgeted \$3,768,448 in expenditures. Actual expenditures to date are \$1,160,389, or 31%, of budget. There are several projects starting that will create an increase in expenditures during the last three months of the year. Expenditures are projected to end the year at \$3,412,632, or \$355,816 (9.4%), under budget.

Overall, the fund is projected to end the year with a reserve of \$2,846,374, or 83.41% of expenditures.

### **4. Receive the status report of Fiscal Year 2020/2021 approved projects.**

Public Works Director Kenny Overstreet presented information on this item.

- Concrete repairs (Sidewalk, Accessibility Ramps, Street Panels, Driveway, and Curb and Gutter Reconstruction) at various locations – Project bids were received on January 23, 2021. An interlocal agreement with Manning Concrete Sawing was approved on December 8, 2020. Concrete project started January 2021 and will be ongoing until August 2021.
- Pavement markings at various locations – The City Council approved entering into an agreement with Stripe-A-Zone, Inc. to utilize the City of Grand Prairie contract at the December 8, 2020 meeting. Pavement markings along portions of L. Don Dodson and Forest Ridge Drive were completed in March 2021. Additional pavement markings and crosswalks will be ongoing until August 2021.
- Street Mill Overlay/Reclamation at various locations – An interlocal agreement with Reynolds Asphalt and Construction Company was approved on May 25, 2021. Work began in June 2021, with a tentative completion date of September 2021.
- Subgrade repairs at various locations – These funds will be utilized in conjunction with the 2021 Mill and Overlay at various locations project for subgrade repairs or street reclamation where needed.
- Hike and Bike Crosswalks (along Oncor easement) – Equipment and supplies were ordered in June 2021. Estimated completion of the in-house project is October 2021.
- Roadway Improvements on Walter Street, from Bedford Court East to Cheryl Avenue – CDBG 47th Year – Tarrant County awarded the City of Bedford \$162,617 in March 2021. A professional service agreement will be taken to Council for design work on July 27, 2021.

#### **Completed Projects:**

- Crack and joint sealing at various locations – The contract with Curtco, Inc. was renewed on September 1, 2020. Work started in March 2021 and was completed in April 2021.
- Mill and overlay on Forest Ridge Drive (from Bedford Road to SH121/183), L. Don Dodson (from Central Drive to Forest Ridge Drive), and Forest Ridge Drive (from Harwood to Cheek-Sparger Road) – Work was approved by the 4B Board in January 2021. An interlocal agreement with Tarrant County Precinct 3 was approved by City Council on February 9, 2021. TexOp Construction, LP completed the milling portion for all locations in March 2021 and Tarrant County Precinct 3 completed the overlay portion for all locations in March 2021.

- Shady Brook Drive Sidewalk – Manning Concrete Sawing and City staff began work in June 2021. Sidewalk installation was completed in July 2021.

**5. Consider approval of the Fiscal Year 2021/2022 Street Improvement Economic Development Corporation budget.**

Public Works Director Kenny Overstreet presented information on this item.

The proposed Fiscal Year 2021/2022 budget includes base operation and maintenance items and the following projects:

- Concrete repairs (panels, sidewalks and ADA ramps) at various locations
- Crack and joint sealing at various locations
- Emergency street repairs
- Geotechnical for reclamation, mill and overlay locations
- Pavement markings at various locations
- Street light rehabilitation and installation at various locations
- Subgrade repairs at various locations
- Pedestrian crossing warning system installation
- Various mill and overlay projects with Tarrant County Precinct 3

Motioned by Director Culver to approve the Fiscal Year 2021/2022 Street Improvement Economic Development Corporation budget with the following recommendation, transferring \$250,000 to Economic Development, seconded by Director Gagliardi.

Motion passed 5-0-0. Vice President Murphy declared the motion carried.

**ADJOURNMENT**

Vice President Murphy adjourned the meeting at 8:07 p.m.

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Doug Murphy, Vice President

ATTEST:

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Amanda Jacobs  
Assistant City Secretary



# Agenda Background

**PRESENTER:** Maria Joyner, CPA, 4B SIEDC Treasurer

**DATE:** 01/18/22

Staff Report

**ITEM:**

Receive the 4B Financial Status Report as of December 31, 2021.

**DISCUSSION:**

Attached is the Street Improvement Economic Development Corporation Financial Status Report for the quarter ending December 31, 2021.

Sales tax receipts through December 2021 are currently running 18.20 percent, or \$141,574, higher than last year-to-date sales tax receipts. As of December 31, 2021, the City collected \$919,479 in sales tax revenue compared to \$777,905 in the previous year.

Total revenues as of December 31, 2021 are \$921,457, which represents collection of 27.84 percent of the budgeted revenues, which are \$3,310,000 for the year.

Total expenditures as of December 31, 2021, are \$213,351, which reflects 7.36 percent of the budgeted expenditures (\$2,900,088) for the year. Expenditures are up \$69,506, or 48.32 percent, over the previous year expenditures of \$143,845. Actual expenditures have increased due to an increase in contract labor associated with the miscellaneous concrete contract and pavement marking work starting earlier this year.

As of December 31, 2021, 4B revenues exceed expenditures by \$708,106.

**ATTACHMENTS:**

Financial Status Report as of December 31, 2021



# FINANCIAL STATUS REPORT

## DECEMBER 31, 2021

Account	Account Description	2021 Adopted Budget	2021 YTD Transactions	2022 Adopted Budget	2022 YTD Transactions	\$ VARIANCE	% VARIANCE
Fund 227 - EDC -4B STREET IMPROVEMENT							
REVENUE							
Department 00 - REVENUE							
6101	SALES TAX	2,900,000	777,905	3,300,000	919,479	141,574	18.20%
6602	INTEREST INCOME	45,000	2,350	10,000	1,978	(372)	-15.83%
REVENUE TOTALS		2,945,000	780,255	3,310,000	921,457	141,202	18.10%
EXPENSE							
Department 45 - PUBLIC WORKS							
Division 02 - ADMINISTRATION							
8105	FUEL AND OIL	10,000	1,723	10,000	3,855	2,132	123.70%
8106	MINOR APPARATUS	8,800	2,434	8,800	162	(2,272)	-93.35%
8130	SIGNS	30,000	1,533	30,000	4,988	3,455	225.36%
8205	MAINTENANCE SIDEWALKS AND CURBS	23,000	3,214	23,000	1,165	(2,049)	-63.74%
8208	MAINTENANCE STREETS AND HIGHWAYS	268,500	2,724	88,500	6,613	3,889	142.76%
8210	MAINTENANCE EQUIPMENT	19,900	857	19,900	2,928	2,072	241.88%
8212	MAINTENANCE MOTOR VEHICLES	17,730	3,778	17,730	1,194	(2,583)	-68.39%
8224	MAINTENANCE TRAFFIC SIGNALS	38,310	2,277	38,310	6,121	3,844	168.83%
8310	CONTRACT LABOR	2,024,380	500	1,609,380	104,404	103,904	20780.74%
8311	SOFTWARE	10,000	-	10,000	-	-	
8321	RENTALS	11,000	-	11,000	-	-	
8411	INTEREST EXPENSE	-	340	52,508	-	(340)	-100.00%
8414	DEBT PRINCIPAL	-	-	610,000	-	-	
8498	OPERATING TRANSFERS	285,960	72,210	290,960	73,070	860	1.19%
8499	CONTINGENCY	60,000	-	60,000	-	-	
8530	DESIGN / ENGINEERING	85,000	-	-	8,850	8,850	
9104	IMPROVEMENTS OTHER THAN BUILDINGS	120,000	-	20,000	-	-	
9110	INSTRUMENTS AND APPARATUS	36,000	32,098	-	-	(32,098)	-100.00%
9111	MOTOR VEHICLES	22,500	20,157	-	-	(20,157)	-100.00%
EXPENSE TOTALS		3,071,080	143,845	2,900,088	213,351	69,506	48.32%
Grand Totals							
REVENUE TOTALS		2,945,000	780,255	3,310,000	921,457		
EXPENSE TOTALS		3,071,080	143,845	2,900,088	213,351		
Grand Totals		(126,080)	636,410	409,912	708,106		



# Agenda Background

**PRESENTER:** Cheryl Taylor, Director of Public Works

**DATE:** 01/18/22

Staff Report

**ITEM:**

Staff report on Strategic Plan Year One (Fiscal Year 2020/2021) projects.

**DISCUSSION:**

Fiscal Year 2020/2021 completed projects include mill and overlay at various locations (thoroughfare and residential streets), concrete repairs, and crack and joint sealing at various locations. Staff worked diligently to complete year one projects within the time remaining in Fiscal Year 2020/2021.

Through a partnership with Tarrant County Precinct 3, approximately 10,000 centerline feet of thoroughfares were paved. The thoroughfares included Forest Ridge Drive, from Cheek-Sparger Road to Harwood Road, and from Bedford Road to SH 183, as well as, L Don Dodson Drive, from Forest Ridge Drive to Central Drive.

Year one residential streets received a mill and overlay or full depth reclamation totaling over 13,000 centerline feet. From year one of the plan, only a few residential streets were not addressed due to the end of the fiscal year. The streets that were not completed have been carried over to year two of the Strategic Plan.

Concrete repairs for panels, sidewalks, and ADA ramps addressed the need for repair of aging sidewalks throughout the city and creating a continuous pathway for foot traffic. In Fiscal Year 2020/2021, Public Works and Communications staff developed an online form for residents to request sidewalk repairs in addition to already known areas in need of repair dating back to 2013. A total of 42,052 square feet of concrete repairs and additions were completed in the Fiscal Year. This included new sidewalks along Shady Brook and Bedford Road that helped pedestrian traffic to schools.

Preventive maintenance of streets includes the crack and joint sealing at various locations. A total of 327,876 linear feet was completed through an interlocal agreement with the City of Grand Prairie.

**ATTACHMENTS:**

N/A





# Agenda Background

**PRESENTER:** Cheryl Taylor, Director of Public Works

**DATE:** 01/18/22

Staff Report

**ITEM:**

Staff report on Strategic Plan Year Two (Fiscal Year 2021/2022) projects.

**DISCUSSION:**

Strategic Plan projects for Fiscal Year 2021/2022 include mill and overlay at various locations (thoroughfare and residential streets), concrete repairs, and preventive maintenance. Staff has updated the Five-Year Strategic Plan to reflect projects completed in year one. Year two of the plan includes streets that were not completed by the end of the previous fiscal year.

**ATTACHMENTS:**

N/A



# Agenda Background

**PRESENTER:** Cheryl Taylor, Director of Public Works

**DATE:** 01/18/22

Staff Report

**ITEM:**

Consider approval of the amended Fiscal Year 2021/2022 budget for the City of Bedford Street Improvement Economic Development Corporation.

**DISCUSSION:**

The 4B Street Improvement Economic Development Corporation (SIEDC) operating budget did not include line items for residential streets. The budget amendment is for the following:

- Residential street paving                      \$600,000
- Engineering for street reconstruction  
  (Deuce Drive, Gregory Addition)            \$350,000
- Street Assessment                                \$100,000

In addition, Tarrant County awarded \$162,617 for the reconstruction of Walter Street as part of their Community Development Block Grant (CDBG) program. Design was initiated last year with construction anticipated in spring 2022. A total of \$520,000 is requested for final design and construction of Walter Street.

Staff recommends amending the FY 2021-2022 budget by \$1,570,000.

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

**ATTACHMENTS:**

Revenue and Expenditure Worksheet



# Agenda Background

**PRESENTER:** Cheryl Taylor, Director of Public Works

**DATE:** 01/18/22

Staff Report

**ITEM:**

Discussion of a policy for new sidewalk installation requests.

**DISCUSSION:**

Staff frequently receives citizen requests for installation of new sidewalks. The purpose of this policy is to establish standard protocol for addressing public requests for additional sidewalks. The attached proposed policy provides specific guidance on new sidewalk installations in established areas.

**ATTACHMENTS:**

Sidewalk Installation Policy

# **Policy for New Sidewalk Installation Requests**



**City of Bedford  
Public Works Department**

**January 2022**

## Purpose

The City of Bedford installs and maintains miles of sidewalks to provide for the general connectivity, safe routes to schools, and recreational use. Sidewalks are considered an enhancement to the community in that they improve the safety of pedestrians by providing a walking network that removes pedestrians from the paths of vehicles. The purpose of this Policy is to provide a set of guidelines regarding requests for the installation of sidewalks within the City of Bedford in developed areas where sidewalks do not currently exist. The policy will require approval by the City Council and will be followed by City Staff to accept and evaluate requests and set priorities for the next fiscal year.

## General Guidelines

- Sidewalks are considered an enhancement to the community in that they improve the safety of pedestrians by providing a walking network that removes pedestrians from the paths of vehicles.
- It is desirable to create a sidewalk network that connects to other pedestrian facilities, particularly within close proximity (i.e., 1,000 feet) to area Hurst Eules Bedford Independent School District (HEBISD) schools, city parks, and city facilities open to the public.
- The installation of sidewalks on undeveloped parcels of land is governed by City of Bedford Ordinance 2325 (Subdivision Regulations).
- All requests will be evaluated for consideration the next fiscal year, or as funding becomes available.
- The following items will be at the City's expense: Meter box relocation, mailbox relocation, driveway adjustments to meet minimum slopes, retaining walls required to meet minimum slopes, and irrigation adjustments.
- ***Existing landscaping within the path of the proposed sidewalk (shrubs, trees, flower beds, etc.) will not be replaced, decorative driveways will be replaced with standard concrete within the right of way, no additional irrigation will be installed to accommodate new sidewalks and retaining walls up to 36-inches in height may be installed with the sidewalk to accommodate existing grades and to meet America Disabilities Act (ADA) and Texas Department of Licensing and Regulation (TDLR) requirements and regulations.***

## Citizen request procedure

The City Council and staff periodically receive requests from property owners to install a sidewalk on a street. The procedure for project submittal is outlined below.

1. Each Fiscal Year, citizens may request potential sidewalk projects. Requests must be received by April 1 for consideration the next fiscal year (October 1 – September 30). Any requests received after April 1 will be considered the following fiscal year.
2. Citizens shall submit a completed ***New Sidewalk Installation Request Checklist*** for consideration, including a description of the limits of proposed sidewalk, map or drawing of the proposed sidewalk limits, and ***New Sidewalk Installation Petition and Property Owner Acknowledgement*** form with 100% property owner signatures along requested sidewalk limits. Requestor will be responsible for obtaining signatures from 100% of the property owners.
3. Requests will be prioritized based on: proximity to HEBISD school properties, city parks, and City of Bedford facilities open to the public.
4. For each request, staff will evaluate the need for engineered plans to construct new sidewalks based on existing topography, utilities and property lines and provide the Street Improvement Economic Development Corporation a preliminary design and construction cost for consideration. If approved, an engineering contract, and construction contract will move forward for City Council approval.
5. Sidewalk requests submitted shall be considered current for two fiscal years. Sidewalk requests that are not funded in the first fiscal year will remain on the list for consideration for the following fiscal year. If not approved for funding, a new application will be required for consideration to ensure that all property owner signatures are current.

# New Sidewalk Installation Request Checklist

Please complete all fields below and submit with a completed petition to:

City of Bedford Public Works  
Attn: New Sidewalk Program  
1813 Reliance Parkway Bedford, TX 76021  
Or by email to: [Public.Works@bedfordtx.gov](mailto:Public.Works@bedfordtx.gov)

- **Date request submitted** \_\_\_\_\_

- **Requestor Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

- **Sidewalk location request**

Address – beginning of sidewalk: \_\_\_\_\_

Address – end of sidewalk: \_\_\_\_\_

- **Location Description**

\_\_\_\_\_  
\_\_\_\_\_

- **Approximate length** \_\_\_\_\_

**Map or drawing of the proposed location**

**Completed New Sidewalk Installation Petition and Property Owner Acknowledgement form.**

# 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.

**Proposed Location Description:** \_\_\_\_\_

\_\_\_\_\_

Property Owner Name	Address	Phone	Date	Property Owner Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Photo examples -

The following items will be at the City's expense:

- Meter box relocation
- Mailbox relocation
- Driveway adjustments to meet minimum slopes
- Any retaining walls required to meet minimum slopes
- Irrigation adjustments

The following will not be replaced within the right of way:

- Landscaping within the row – removal of landscaping or existing trees
- Decorative driveways
- Additional of irrigation