

Council Minutes June 23, 2020

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 and Regular Session at 7:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 23rd day of June, 2020 with the following members present:

Amy Sabol	Mayor Pro Tem
Tom Burnett	Councilmembers
Dan Cogan	
Ruth Culver	
Rob Gagliardi	
Rusty Sartor	

constituting a quorum.

Mayor Boyter was absent from the meeting.

Staff present included:

Cliff Blackwell	Interim City Manager
Stan Lowry	City Attorney
Michael Wells	City Secretary
Sean Fay	Fire Chief
Wendy Hartnett	Special Events Manager
Meg Jakubik	Strategic Services Manager
Maria Joyner	Finance Director
Maria Redburn	Library Director
Kelly Snook	Interim Capital Projects Director
Bill Syblon	Development Director
David Yancy	Information Technology Manager

WORK SESSION

Mayor Pro Tem Sabol called the Work Session to order at 5:30 p.m. She stated Mr. Boyter would not be in attendance at the meeting.

• Presentation and discussion on a business assistance task force.

Community Affairs Commission Chairperson Sal Caruso stated the Mayor asked the Commission to get involved with helping small businesses reopen. The Commission met the previous Thursday and developed ideas, including expanding the “We’re Open” Facebook page to Nextdoor; the City and businesses holding raffles; getting businesses to help each other; offering social media classes; creating “Shop Bedford First” t-shirts; and including a coupon page to hand out at City facilities and businesses, as well as an insert to the water bill. He stated the Commission voted to cancel upcoming events and the remainder of their budget can go towards some of these programs. There was discussion on getting a list of businesses to

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target, utilizing social media platforms to reach younger people, and a timeframe for implementing the programs.

- **Provide information to Council on performing an overall efficiency assessment.**

David Eisenlorh with Bakertilly stated his understanding is that the Council is looking for a review of the organization's efficiency and effectiveness in advance of the selection of a new city manager. He further stated Council asking for such an assessment is not typical but is a best practice. He presented an overview of his background and the company; the services they offer, including audit and assurance, municipal advisory, and consulting; and their public sector performance optimization services. He stated the first step in the process is to determine the organization's primary opportunities and concerns. Mr. Eisenlorh presented an overview of their methodology and approach, examples of data-driven analysis and benchmarking, and an overview of the project timeline, which he stated could be compressed. There was discussion on different approaches that can be taken with the assessment and the size of the company's team that would work on the assessment. Mr. Eisenlorh stated the cost of a front-end diagnostic of the organization would cost approximately \$40,000 to \$50,000, with remaining funds going towards focus areas. There was discussion on not moving forward on the assessment until the new city manager is hired.

- **Update on the Phase Next project, including revised branding concepts for Generations Park and CNTR and incorporating the City's history into the project.**

Interim Capital Projects Director Kelly Snook reminded Council of an open house to view and vote on the various options for the finishes for the Center. She updated Council on the fencing plan for the project and recommended the message to the public be that the park is closed. The proposed fencing plan does not put a fence around the entire park, only the portion under construction, and the vehicular drives would be blocked. There was discussion on communicating with the residents on Lakeview Drive and installing semi-permanent signage regarding parking on Lakeview Drive. In response to questions from Council, Ms. Snook stated the type of fencing is generally chain link with black mesh and six feet in height, and the costs are within the scope of the contract. A majority of the Council was in favor of also fencing off the pavilion and bathrooms.

Ms. Snook presented an overview of possible heritage items for Generations Park and the Center, including the concrete "BR" signage in front of the Boys Ranch Activity Center (BRAC), the basketball court flooring in the BRAC, a bell, stonework on the Trinity Arts Guild Building, a bookcase in the Center, a rail system to hang framed items, a glass case display, and metal interpretive signage. There was discussion on the background of the bell, an iron sign in front of the Trinity Arts Building, a gas streetlight, the concrete signage in front of the BRAC, incorporating the flooring of the basketball court, the rail system and the glass case, allowances for heritage items in the project's budget, including an historical plaque on the monument signage at the pedestrian entrance to the park, and interpretive signage.

Brad Bishop and Mike Thurman with Torch Creative presented revised branding concepts for Generations Park and the Center. They discussed logo research and presented samples of logos for other parks. They stated these logos need to be used on anything from shirts to signage. They discussed research on signage and reinforcing the City's brand, specifically with the Bedford "B" and stamp logo. They presented updated logos for the Park and the Center and stated the ones for the Center are influenced by the diagonal pillars on the bottom of the facility.

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There was discussion on having the logos match; working BR, and specifically the logo in the middle of the basketball court, into the center of the logos; the history of the Boys Ranch Park; incorporating elements of the Park, including the lake with the fountain, into the logos; what in the elements says "Bedford"; events bringing people from outside the City; including "Bedford" in the logo; and the logos being used in the signage at other City parks. There was further discussion on the next steps in the process, including Torch sending updated concepts directly to the Council via email and having them respond to the Interim City Manager.

- **Review options for re-opening the Bedford Public Library.**

This item was moved to after Item # 8.

Library Director Maria Redburn presented an overview of the plan to reopened the Library, including proposed hours of operation, safety protocols, the areas of the Library that would remain closed, square footage of the open areas of the Library to calculate the maximum capacity of 25 percent, and available and non-available services. She stated the proposal is based on bringing back all part-time staff at a cost of \$30,000 from June 24 to September 30, which is already budgeted. The Library would be open six days a week, with two nights of service. There would be certain times set aside for at-risk populations at which times masks would be required. A "grab-and-go" service model would be employed, and a greeter's station placed in the lobby to enforce the maximum capacity of 32 people. Certain bathroom stalls would be shut to decrease the number that need to be sanitized. There would be seven sanitation stations throughout the Library. Staff would wear masks at the service points, only provide service where they can maintain social distancing, and shelve and pull holds only during closed hours. Frequently touched surfaces would be cleaned on an hourly schedule. All seating would be closed, and nine computers would be made available that would be sanitized between users and have keyboard covers.

There was discussion on the reaction to the first phase of reopening; the YMCA lunch program; staff's thoughts about the reopening plan; procedures if people refuse to wear masks; computer appointment usage; enforcement of the maximum capacity; procedures if the Library is forced to close again; following Tarrant County's lead on closures; computers in the teen area; and the closure of the interactive area in the children's area. Ms. Redburn stated she wanted to reopen the Library on June 29, 2020 and Council was of the consensus for the Library to reopen on that date.

REGULAR SESSION

The Regular Session began at 7:46 p.m.

CALL TO ORDER/GENERAL COMMENTS

Mayor Pro Tem Sabol called the meeting to order.

INVOCATION

Councilmember Sartor gave the invocation.

PLEDGE OF ALLEGIANCE

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

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ANNOUNCEMENTS/UPCOMING EVENTS

No announcements were made.

OPEN FORUM

Nobody signed up to speak during Open Forum.

CONSIDER APPROVAL OF ITEMS BY CONSENT

Motioned by Councilmember Culver, seconded by Councilmember Burnett, to approve following item by consent: 1

Motion approved 6-0-0. Mayor Pro Tem Sabol declared the motion carried.

1. **Consider approval of the following City Council minutes:**
 - a) **June 2, 2020 work session**
 - b) **June 9, 2020 regular session**

This item was approved by consent.

COUNCIL RECOGNITION

2. **Presentation of Texas Municipal Library Directors Association Excellence in Libraries Award.**

Jana Prock, TML Board Representative and Keller Library Director, presented the Texas Municipal Library Directors Association Excellence in Libraries Award to Library Director Maria Redburn and Administrative/Volunteer Coordinator Cynthia Reid.

PERSONS TO BE HEARD

Due to technical difficulties, this item was moved to after Item #6.

3. **The following individual has requested to speak to the Council tonight under Persons to be Heard:**
 - a) **Stacey MacDonald, 2608 Willow Bend, Bedford, Texas 76021 - Request to speak to Council to request code change to an existing code.**

Stacey MacDonald, 2608 Willow Bend, Bedford – Ms. MacDonald spoke to Council via telephone. She stated she wanted Council to amend the current code to prohibit debris and furniture on residential front porches, even if it is modified, which would match regulations in the City of Euless. She stated she planned on starting a petition to change the code and asked how many signatures would be required. She discussed examples of couches on front porches and an appliance being used as a flower bed. There was discussion on Council updating the code to forgo the need of a petition.

NEW BUSINESS

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- 4. Consider a resolution authorizing the Interim City Manager to lease replacement public safety laptop computers and related accessories for the Fire Department through CDW-G/VAR Technology Finance, a cooperative contract vendor with the Texas Department of Information Resources (DIR).**

Information Technology Manager David Yancy presented information regarding this item, which is to replace all the mobile computers for the Fire Department. Staff recommends going with a five-year lease at \$17,904 a year for 21 devices and docking stations. The lease also comes with a five-year warranty. In response to questions from Council, Mr. Yancy stated these devices can convert from a traditional laptop to a tablet form. Staff chose the lease option to purchase the devices for \$1.00 each at the end of the lease period. There was discussion on the ruggedness of the devices.

Motioned by Councilmember Cogan, seconded by Councilmember Gagliardi, to approve a resolution authorizing the Interim City Manager to lease replacement public safety laptop computers and related accessories for the Fire Department through CDW-G/VAR Technology Finance, a cooperative contract vendor with the Texas Department of Information Resources (DIR).

Motion approved 6-0-0. Mayor Pro Tem Sabol declared the motion carried.

- 5. Consider a resolution authorizing the Interim City Manager to lease replacement public safety laptop computers and related accessories for the Police Department and Neighborhood Services Division through Dell Financial Services, a cooperative contract vendor with the Texas Department of Information Resources (DIR).**

Mr. Yancy presented information regarding this item, which is to replace all the mobile computers for the Police Department and provide laptops for the Neighborhood Services Officers. He stated they are ruggedized laptops that stay docked into vehicles. Currently, there are enough laptops for one laptop per vehicle, which then must stay on constantly. With the lease of 48 laptops and docking stations, there would be enough for one laptop per shift. Staff recommends a five-year lease with a \$1.00 buyout for \$24,977.

Motioned by Councilmember Sartor, seconded by Councilmember Burnett, to approve a resolution authorizing the Interim City Manager to lease replacement public safety laptop computers and related accessories for the Police Department and Neighborhood Services Division through Dell Financial Services, a cooperative contract vendor with the Texas Department of Information Resources (DIR).

Motion approved 6-0-0. Mayor Pro Tem Sabol declared the motion carried.

- 6. Consider a resolution of the City Council of the City of Bedford, Texas approving an Economic Development Program Agreement, pursuant to Chapter 380 of the Texas Local Government Code and the City's Economic Development Incentive Policy and Program, with Chick-fil-A, Inc.**

Mr. Blackwell stated the contract for this item is being finalized. No action took place on this item.

7. Mayor/Council Member Reports

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Councilmember Gagliardi stated the Cultural Commission has exciting things planned.

Councilmember Sartor and Special Events Manager Wendy Hartnett presented information on two projects approved by the Parks and Recreation Board at their previous meeting. The first is a musical pocket park at the Old Bedford School paid for by Sparkling Ice. The cost to the City would be approximately \$1,000 for a cement pad to make it ADA accessible. The second is a possible basketball court at Stormie Jones Park through the Nancy Lieberman Foundation in partnership with the Covenant Church in Colleyville. There was discussion on the timeframe and maintenance for both projects; and the impact of COVID-19 on the pocket park.

8. City Manager/Staff Reports

a) **COVID-19 update to discuss the progress of the City as it works to achieve its goals of Life Safety, Continuance of Services, and Fiscal Sustainability.**

Fire Chief Sean Fay stated the three goals for the pandemic are life safety, continuance of services, and fiscal sustainability. He gave an overview of the timeline and events between this update to Council and the first one on April 28, 2020, including facility closures and modified operations; the issuance of field directives; the purchase of bolstered levels of personal protective equipment (PPE); the activation of a virtual Emergency Operations Center (EOC) on April 14 and the functions of the EOC; a paramedic in dispatch program; the development of Continuation of Operations Plans for each Department and reopening plans for each facility; modified business practices; COVID-19 specific safety training for all City employees; and the beginning of reopening facilities on June 8, 2020. He stated that the first two goals have been achieved.

Chief Fay presented information on the first phase of testing services for certain at-risk facilities, specifically skilled nursing facilities. He stated there was only one identified case from the four facilities in Bedford. He presented statistics on the amount and distribution of the City's PPE stock, as well as COVID-19 caseloads both county and city-wide between April 28 and June 17, 2020. He stated the EOC communicates throughout the week and that the safety officer within the EOC monitors changing conditions in the City. There have been no reported negative impacts with reopening based on recent interviews of all City departments. He stated the cities of Bedford and Euless worked with the state to provide another mobile testing facility in Bedford, which would be testing for two days the following week. Chief Fay recommended maintaining the virtual EOC through August at a minimum; monitoring daily operations and making recommendations to Interim City Manager Cliff Blackwell; and championing the use of facemasks. There was discussion on advertising for the testing centers, including flyers at local pharmacies; and the reason for mobile testing sites, including to avoid overserving one segment of the population geographically and allowing people to travel less distance.

Mr. Blackwell discussed the City's financial sustainability. He stated at the meeting on April 28, staff presented the anticipated impact of COVID-19 on the City's revenues and expenditures. Revenue was projected to be \$34,922,967, compared to a \$37,700,000 budget, with projected expenditures of \$35,254,480, for a potential deficit of approximately \$331,000. He discussed savings that were identified in order to reduce expenditures. Staff reevaluated the City's financial position in May and both revenue and expenditures were projected closer to \$35,000,000. Based on current figures, staff anticipates a slight decline in property tax collections. Sales tax for April declined less than nine percent compared to staff's initial prediction of a 40 percent decline. Further, the City qualifies for funding through the Coronavirus Relief (CARES) Act and Tarrant County has already advanced the funding to the City. Mr. Blackwell stated revenue is

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now estimated to be approximately \$35,700,000. Identified savings were prioritized and worked back into the budget, putting expenditures at approximately \$34,800,000.

Strategic Services Manager Meg Jakubik discussed the CARES Act funding through Tarrant County. She stated Bedford was allocated \$2,684,550 and presented examples of what is being paid out of the funding, including extra PPE, building modifications, enhanced telework, quarantining expenses, medical equipment, and the costs associated with testing at-risk facilities. The overall budget for the funding includes approximately \$600,000 for medical expenses, approximately \$161,000 for public health expenses, approximately \$261,000 for public health compliance expenses, approximately \$270,000 for economic support, and approximately \$28,000 for miscellaneous expenses. The remainder of expenses were put towards payroll expenses, including COVID-19 leave and staff time spent on COVID-19 related issues. There was discussion on auditing expenses.

EXECUTIVE SESSION

- a) Pursuant to Section 551.074, personnel matters - City Manager search.
- b) Pursuant to Section 551.072, to deliberate the purchase, exchange, lease or value of real property - Block 2, Lot 1, Bedford Baptist Temple Sub.
- c) Pursuant to Section 551.0087, deliberation regarding economic development negotiations relative to Plaza Center Addition Lot AR1A and Bedford Plz Addition 1989H Blk A Lot 4B1.

Council convened into Executive Session pursuant to Texas Government Code Section 551.074, personnel matters – City Manager search; Section 551.072, to deliberate the purchase, exchange, lease or value of real property - Block 2, Lot 1, Bedford Baptist Temple Sub.; and Section 551.0087, deliberation regarding economic development negotiations relative to Plaza Center Addition Lot AR1A and Bedford Plz Addition 1989H Blk A Lot 4B1, at 9:47 p.m.

Council reconvened from Executive Session at 10:18 p.m. Any necessary action to be taken as a result of the Executive Session will be during the Regular Session.

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

Regarding Block 2, Lot 1, Bedford Baptist Temple Sub., a motion was made by Councilmember Burnett, seconded by Councilmember Gagliardi, to authorize the Interim City Manager to execute a real estate purchase contract in an amount not to exceed \$50,000.

Motion approved 6-0-0. Mayor Pro Tem Sabol declared the motion carried.

ADJOURNMENT

Mayor Pro Tem Sabol adjourned the meeting at 10:20 p.m.

Michael Boyter, Mayor

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ATTEST:

Michael Wells, City Secretary