

AGENDA

**Regular Meeting of the Bedford City Council
Tuesday, July 12, 2011
2000 Forest Ridge Drive
Bedford, Texas 76021**

**Council Chambers Work Session 6:15 p.m.
Council Chambers Regular Session 6:30 p.m.**

**COMPLETE COUNCIL AGENDAS AND BACKGROUND INFORMATION ARE AVAILABLE FOR REVIEW
ONLINE AT <http://www.bedfordtx.gov>**

WORK SESSION

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

REGULAR SESSION 6:30 P.M.

CALL TO ORDER/GENERAL COMMENTS

INVOCATION (Pastor Kevin Smith, Faith Christian Fellowship Church)

PLEDGE OF ALLEGIANCE

OPEN FORUM

(The public is invited to address the Council on any topic that is posted on this agenda. Citizens desiring to speak on Public Hearing(s) must do so at the time the Public Hearing(s) are opened. In order to speak during Open Forum a person must first sign in with the City Secretary prior to the Regular Session being called to order. Speakers will be called upon in the order in which they sign in. Any person not signing in prior to the commencement of the Regular Session shall not be allowed to speak under Open Forum. Further, Open Forum is limited to a maximum of 30 minutes. Should speakers not use the entire 30 minutes Council will proceed with the agenda. At the majority vote of the Council the Mayor may extend the time allotted for Open Forum.)

CONSIDER APPROVAL OF ITEMS BY CONSENT

APPROVAL OF THE MINUTES

1. Consider approval of the following City Council minutes:
 - a) June 25, 2011 work session
 - b) June 28, 2011 regular meeting

NEW BUSINESS

2. Consider a resolution to accept bids and authorize the City Manager to enter into a contract with Ziegler Construction, Inc., in the amount of \$37,125, for the Spring Valley Drive Sidewalk & Handicap Ramps.
3. Consider a resolution authorizing the revision of the following employee personnel policies:
 - IV. Time Off Bereavement/Emergency Leave
 - VI. While-At-Work Dress Code
 - VII. Employment Separations Resignation
 - VII. Employment Separations Dismissal/Job Abandonment
4. Consider a resolution appointing members to the Cultural Commission.
5. Consider a resolution naming the Chairperson and Vice-Chairperson of the Cultural Commission.

6. Consider a resolution authorizing the City Manager to move forward with the sale of the City-owned properties of Sotogrande Community Building and Tennis Center located at 3601 W. Pipeline Road, Euless, Texas, the Central Drive Well Site located at 2445 Central Drive, Bedford, Texas, and the Brown Trail Well Site located at 3300 Brown Trail, Bedford, Texas.
7. Discussion and appointment of a Mayor Pro Tem. ***Item requested by Mayor Story & Councilman Brown
8. Discuss and assign council liaisons to boards and commissions as needed. ***Item requested by Mayor Story
9. Report on most recent meeting of the following Boards and Commissions:
 - ✓ Animal Control Board- Councilman Griffin
 - ✓ Animal Shelter Advisory Board- Councilman Griffin
 - ✓ Beautification Commission- Councilman Turner
 - ✓ Community Affairs Commission- Councilman Fisher
 - ✓ Library Board- Councilman Brown
 - ✓ Parks & Recreation Board- Councilman Griffin
 - ✓ Senior Citizen Advisory Board- Councilman Savage
 - ✓ Teen Court Advisory Board- Councilman Champney
10. Council member reports
11. City Manager report
 - ✓ Report on upcoming Bedford feature on WFAA- Channel 8.

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

(Any item on this posted agenda may be discussed in executive session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.)

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 8, 2011 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

Michael Wells, City Secretary

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 should be requested forty-eight (48) hours prior to the scheduled starting time of a posted council meeting by calling 817.952.2101.)



Council Agenda Background

PRESENTER:

Michael Wells, City Secretary

ITEM:

Consider approval of the following City Council minutes:

- a) June 25, 2011 work session
- b) June 28, 2011 special and regular session

DISCUSSION:

N/A

RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

Minutes

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 8:30 a.m. at the Bedford Public Library, 2424 Forest Ridge Drive on the 25th day of June 2011 with the following members present:

Jim Story	Mayor
Chris Brown	Council Members
Ray Champney	
Roger Fisher	
Jim Griffin	
Roy Savage	
Roy W. Turner	

constituting a quorum.

Staff present included:

Beverly Griffith	City Manager
David Miller	Deputy City Manager
Michael Wells	City Secretary
John Kubala	Public Works Director
Mirenda McQuagge-Walden	Managing Director of Community Services

CALL TO ORDER/GENERAL COMMENTS

Mayor Story called the Work Session to order at 8:30 a.m.

WORK SESSION

1) Council strategic planning session to include discussion regarding the Council's visions, goals and related topics.

Mayor Story opened the Work Session and turned it over to facilitator Joe Gonzales. Mr. Gonzales asked that each Councilmember tell the rest the one thing they wanted to accomplish by the end of this meeting.

Councilman Griffin stated that as a group, he wanted them to start thinking more courageously and dynamically about how to reinvent the City through economic development. He wanted them to think more broadly and outside the box, such as tearing down shopping centers.

Councilman Fisher stated that as far as economic development, everything needed to be on the table. It has always been Council's number one goal, but it seems that it is in name only. He wanted to think of all possible incentives and ways to focus not only on business, but also revitalization of homes and neighborhoods. He also wanted some type of marketing plan for highway businesses to attract those who are waiting in traffic during the highway construction.

Councilman Brown stated that he wanted a serious discussion on economic development. In past meetings, they have had good ideas generated but the discussion was very broad. He wanted to discuss specific goals, ways to get there and then to follow through on them. He wanted concrete ways to accomplish those objectives.

Councilman Turner agreed that economic development is important. However, they need to focus on budgetary controls and the tax rate as well. What they want to accomplish needs to be tempered with

budgetary controls. It is not the time to spend a lot of money that cannot be justified. He also wanted to address what needs to be done with the old library, as well as the master plan for the Boys Ranch.

Councilman Champney stated he would like to see three specific new initiatives. Economic development is the number one priority, but it seems they only pay lip service to it. He wants to see specific, targeted programs, such as setting up an alternative energy zone to encourage shopping center owners to go after those types of businesses. He wants to bring symbiotic groups into certain areas, like the cultural district. He would like to see specific ideas and timelines and for staff and Council to take ownership of them.

Councilman Savage agreed that economic development is the number one goal, but that it is only given lip service. He would like that every idea that can be put forth, be put forth. If Council comes up with an idea, it needs to be communicated to the Economic Development Department. He stated that the old library and the Boys Ranch need attention.

Mayor Story presented information on the ICSC conference. Overall, there has been much more activity than the last couple of years and attendance was up. People had a feeling of anticipation and confidence that things were picking up but they are still cautious and wanting to do their due diligence. Businesses do not want to take money from existing locations. For example, In-and-Out Burger did not want to locate a business in Bedford since it would be too close their location in Hurst. Other businesses, such as Dairy Queen and Steak and Shake, need franchisees because they did not want to put in the stores themselves. A lot of restaurants are franchising in Texas, but not other parts of the country. Developers love this area and love Texas. One company he spoke to asked how long it would take to open a business in the Bedford area; if it was zoned correctly, it would take six weeks. In California, it would take a year. Everybody they spoke to were impressed by the new sign ordinance. At the end of the day, economic development is his number one priority. He does not want sales taxes to drop during the highway construction, which would keep the City from doing things they want to do. There is a need to keep infrastructure up, keep the City clean, and focus on code enforcement.

Mr. Gonzales stated that the best way to accomplish things is to do problem solving in small teams. Council and staff broke into the following teams:

The first team consisted of Councilmen Griffin and Turner, Mayor Story and Deputy City Manager David Miller. Their focus was on what the City currently has in regards to public infrastructure and how that supports economic development.

The second team consisted of Councilmen Fisher and Savage and City Manager Beverly Griffith. Their focus was to look at the private sector, like shopping centers.

The third team consisted of Councilmen Brown and Champney, Managing Director of Community Services Mirenda McQuagge-Walden and Public Works Director John Kubala. Their focus was on economic development from the standpoint of CIP projects that the City is working on.

Councilman Griffin presented for his group and stated that his group's objective was dealing with public infrastructure. Their focus is on strategic economic development and segmenting different areas of the city one at a time as a Council. Their objective is creating a cultural district to include both the old and new libraries, the Old Bedford School and City Hall. They want to package those locations into a redevelopment area with the theme of a cultural district and to generate revenue to focus on other areas.

Councilman Fisher presented for his group and stated that their original goal was economic development and existing businesses. Some of the ideas they are focusing on are industries that could be enticed to Bedford, incentives, uses for existing business and vacant shopping centers, partnering with property owners to demolish vacant centers, old apartment complexes, incentives to lure young families to the City and to direct traffic off of S.H. 183 to the City.

Councilman Brown presented for his group and stated that their original task was to think out of the box to support economic development and how it ties into capital improvement projects. They split their focus into shopping centers and areas that could transition to different uses.

Mr. Gonzales stated that the next step is for each team to come up with one goal, the benefits of that goal and the action steps that staff needs from Council to accomplish that goal. The groups then will come back together as a whole and present the goals, benefits, and action steps. The formal goal statement needs to be very specific and written in a way that is measurable. The statement should define a result and should be very clear. The benefits are very important because if you cannot explain them to people and staff, they will not be able to connect to them. The goal statement is policy and is Council driven. The benefits are a discussion that needs to be done between Council and staff. The action steps are what staff will need to do to implement the goal.

Councilman Brown's Group:

Goal Statement – Support development of shopping centers and transition existing shipping centers to other uses.

Benefits

- Increase sales tax revenue and property values
- Attracts future residents
- Enhance aesthetics

Action Steps

- Inventory Assets – not just focus on one area
- Prioritize
- Action Plan
- Invite economic development prospects to City events
- Public/Private partnerships – tax incentives
- Economic Development/Incentive Fund – funnel extra funds back into and economic development fund.
- Branding and Identity - Signage and banners with the Bedford logo and Shop Bedford First to entice visitors and actively support the community.

Councilman Fisher's Group:

Goal Statement – Develop a plan to improve vacant or underutilized commercial property.

Benefits

- Increase property value and sales tax revenues
- Improve aesthetics, image and identity
- Create opportunities for new residential development

Action Steps

- Commercial property assessment and prioritization
- Review and revise development ordinance
- Research options to expand 4B to allow intersection improvements – Currently, 4B funds are allowed to be used in make paving improvement but not install sidewalks. In the short-term, a proposition can be taken to the voters to do expand what 4B funds could be used for.
- Explore under-utilized incentives – property improvement districts, cash up-front, public private partnerships, infrastructure improvements.
- Identify tools to demolish vacant buildings – ordinances or incentives
- Inventory city owned properties to determine if relocation is a viable option to free up developable land
- Target tax generating industries.

Councilman Turner's Group:

Goal Statement – Strategically focused economic development to include: 1) Central Bedford Development area – Cultural District, and 2) other targeted development areas

Benefits

- Utilize existing City assets
- Increase revenue through increase sales and property tax
- Attract new people in residential and businesses
- Enhance identity
- Create a destination

Action Steps

- Create a Central Bedford Development Zone
- Identify properties to be included in the Zone
- Identify elements of development in the Zone
- Identify potential developers for the Zone

The entire Council then combined these three goal statements into a single goal statement with three strategic focus areas:

Goal Statement – Execute Strategically Focused Economic Development – long term and focused

Strategic Focuses

- Create a Central Bedford Development Zone (5-10 year project)
- Develop plans to improve vacant or underutilized commercial property (done concurrently)
- Develop plans to transition existing shopping centers to new uses (done concurrently)

Mr. Gonzales then asked each Council member what they were taking away from today's meeting.

Councilman Griffin was quite pleased with what has been accomplished by focusing on the City's future and how to develop that future. He liked that all the members were thinking along similar paths. He believes that Council has a real solid focus on where they want to move the City in the future in terms of economic development.

Councilman Fisher stated that it was remarkable that three different groups came up with similar ideas. They now have a focus and he does not want to see it dropped or lost in the everyday struggle. Council needs to be presented with any and all options. He wants to toss out the economic development handbook and write their own. If the economic development team needs anything, Council wants to know about it and wants to ensure that Council is providing them with the tools to execute this plan.

Councilman Brown felt that the meeting was stopping a little early and he would like to revisit these items to lay out exactly how they are going to accomplish these goals. If 4B needs to be expanded and an incentive fund needs to be developed, then that conversation has to happen in a timely manner. Council needs to act as soon as they leave today.

Councilman Turner likes that this Council is focused on the positive. Not one person refused to talk about these forward-looking projects because of money. He is taking away that the Council is focused in a way that will result on staying on this schedule. Now there is some strategy and focus involved, which is incorporated into the main goal.

Councilman Champney agreed with everyone else and now they need to follow up on action these items. Beyond that, he sees a change in the way the Council looks at things in the city. The business environment is different from years past, and new things that have come in, such as the internet are

impacting retail sales. He believes that segmenting economic development into districts is a very positive thing.

Councilman Savage stated that he was encouraged to see this many people with alike ideas. He appreciates the Council working together and it is very helpful for the community. They are on the right track, but they need some semblance of moving forward.

Mayor Story stated that in this economy, and with the highway, they have to make something happen as far as economic development. Retailers really love Bedford and they need to balance the larger retailers with the mom-and-pop shops. They need to keep helping those stores that are doing well and those that are not. He stated that the economic development department may need to realign or hire more people. As far as the money to accomplish these goals, Council needs information and recommendations on 4B and an economic development fund. He is also very proud of the Council.

City Manager Beverly Griffith stated that she has been given clear direction regarding this topic and she agrees that economic development is a top priority. However, these goals and action steps will have costs associated with them and that they need to be discussed after the budget work session. Due to several factors, the City is starting off with approximately \$500,000 less than last year. Council will have to decide their tolerance for adjusting service levels and income. Council was of the consensus to explore all options and to make tough decisions if necessary.

City Secretary Michael Wells presented information on SB 100 and what options Council had in regards to holding future municipal elections. These options included: 1) Changing the terms of office for Council members from three years to two or four years and only holding elections in odd-numbered years in May, allowing the City to still contract with Tarrant County; 2) Keeping the May uniform election date and having the City run its own elections; or, 3) Moving the election to the November ballot, allowing the City to still contract with Tarrant County. It was stated that the Texas Municipal League will be holding a webinar regarding SB 100 on June 29 and that Steve Raborn, the Tarrant County Elections Administrator, will be holding a meeting with all the entities on July 14. Council was of the consensus to discuss this topic in more detail at a future Work Session.

ADJOURNMENT

Mayor Story adjourned the meeting at 12:42 p.m.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Special Session at 5:30 p.m. in the Building A Conference Room, Work Session at 6:15 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive on the 28th day of June 2011 with the following members present:

Jim Story	Mayor
Chris Brown	Council Members
Ray Champney	
Roger Fisher	
Jim Griffin	
Roy Savage	
Roy W. Turner	

constituting a quorum.

Staff present included:

Beverly Griffith	City Manager
David Miller	Deputy City Manager
Cathy Cunningham	City Attorney
Michael Wells	City Secretary
Cliff Blackwell	Director of Administrative Services
Roger Gibson	Interim Police Chief
John Kubala	Public Works Director
Jill McAdams	Human Resources Director
Mirenda McQuagge-Walden	Managing Director of Community Services
Maria Redburn	Library Manager

CALL TO ORDER

Mayor Story called the Special Session to order at 5:30 p.m.

SPECIAL SESSION

- **Interviews for appointments to the Cultural Commission.**

Council conducted interviews with applicants for appointment to the Cultural Commission.

- **Council discussion, if necessary, regarding appointments to Cultural Commission or vacancies on other boards or commissions.**

Council generally discussed the appointment of members to the Cultural Commission and other citizen Boards and Commissions. Appointments will be made at a future Council meeting.

Mayor Story recessed the Special Session at 6:43 p.m. Council will reconvene into Special Session after the Regular Session to continue their discussion.

Mayor Story reconvened the Special Session at 9:23 p.m.

Mayor Story adjourned the Special Session at 9:36 p.m.

WORK SESSION

Mayor Story called the Work Session to order at 6:47 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: 5, 7, 8, 9, 10 and 11.

Mayor Story adjourned the Work Session at 6:50 p.m.

EXECUTIVE SESSION:

To convene before the Regular Session, if time permits, in the conference room in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- a) Pursuant to Section 551.072: to deliberate the purchase, exchange, lease or value of real property - properties located in the 100-year floodplain in Sulphur Branch and SB-1.**
- b) Pursuant to Section 551.074: personnel matters – annual performance review of the City Manager.**

Council convened into Executive Session pursuant to the Texas Government Code regarding Section 551.072: to deliberate the purchase, exchange, lease or value of real property - properties located in the 100-year floodplain in Sulphur Branch and SB-1 and Section 551.074: personnel matters – annual performance review of the City Manager at 7:43 p.m.

Council reconvened from Executive Session at approximately 9:22 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.

REGULAR SESSION 6:30 P.M.

Regular Session began at 6:51 p.m.

CALL TO ORDER/GENERAL COMMENTS

Mayor Story called the Regular Session to order. He congratulated Councilman Savage and his wife on their 60th wedding anniversary.

INVOCATION (Pastor Mark Christy, Mid-Cities Community Church)

Pastor Mark Christy of Mid-Cities Community Church gave tonight's invocation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

OPEN FORUM

Nobody chose to speak under tonight's Open Forum.

CONSIDER APPROVAL OF ITEMS BY CONSENT

Motioned by Councilman Champney, seconded by Councilman Turner, to approve the following items by consent: 5, 7, 8, 9, 10 and 11.

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

COUNCIL RECOGNITION

1. Presentation of the Texas Association of Municipal Information Officers TAMI Award for Excellence in Print – External Newsletter for Populations Less than 55,000.

Tom Bryson, President of the Texas Association of Municipal Information Officers, presented Council with the TAMI Award for Excellence in Print for the Bedford Connection Magazine. The Mayor recognized Managing Director of Community Services Mirenda McQuagge-Walden and Communications Coordinator Dominik Pierce for their work on the magazine.

2. Recognition of Jeremy Beekman, Geographic Information Systems Technician, and Erica Guest, Athletics/Aquatics Coordinator, for a Bedford Employee Commitment Award (BECA).

Geographic Information Systems Technician Jeremy Beekman was recognized with the Bedford Employee Commitment Award for helping an elderly woman whose car broke down in the middle of Harwood Road. Athletics/Aquatics Coordinator Erica Guest was recognized with a Bedford Employee Commitment Award for coordinating the Relay for Life walking event at Trinity High School.

3. Employee Service Recognition

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

Michael Martin, Police Department – 5 years of service
Jeanne Green, Community Services – 10 years of service
Jerry Watson, Fire Department – 15 years of service
Michael Gardner, Public Works – 25 years of service

PERSONS TO BE HEARD

4. The following individual has requested to speak to the Council tonight under Persons to be Heard:

- **Ralph Chaney, 3053 Richwood Circle, Bedford, TX 76021 – Requested to speak to the Council regarding smoking.**

Ralph Chaney, 3053 Richwood Circle, Bedford, TX 76021, requested to speak to Council about smoking. He is speaking as a resident and as chairperson of the Library Advisory Board. In building the new Library one thing was left out and that was creating a no-smoking ordinance for the building. Smoking is not permitted inside the building, but the grounds leading up to the building are covered with cigarette butts. Receptacles have been set out, but are often missed. People who sit out on benches, and those with children, are offended by the cigarette butts. Staff and the custodians should not have to clean up. When the Board participated in Clean-Up Bedford Day, the Library grounds were one of the dirtiest things to clean.

On behalf of the Library Advisory Board, Mr. Chaney is asking for a no smoking zone on the grounds leading up to the library and for the entire property, if possible. He would also like to see a no smoking policy for all of the buildings in the City. The Board voted unanimously to ask the Council to create an ordinance that states the Library and its grounds are a smoke-free zone. He does not expect the Police Department to enforce it, but for it to be based on honor and humility. Council was of the consensus to develop such an ordinance. Staff will bring it back to Council at the second meeting in July.

APPROVAL OF THE MINUTES

- 5. Consider approval of the following City Council minutes:
 - a) June 14, 2011 regular meeting****

This item was approved by consent.

OLD BUSINESS

- 6. Presentation by Robert Hinkle, NTE, and Lara Kohl, Bluebonnet Construction, regarding the S.H. 183 expansion.**

Robert Hinkle, Public Affairs for NTE, and Lara Kohl, Bluebonnet Construction, presented information regarding the S.H. 183 expansion. Tommy Williamson, Public Information Coordinator for NTE, was also present. Ms. Kohl stated that the project will provide both transportation relief and serve as an economic engine for this area through job creation. Almost 200 people work directly for NTE Mobility Partners and Bluebonnet and another 700 work through subcontractors. The project is creating a lot of local jobs for the DFW area and North Texas. They have also done an intensive outreach to disadvantaged businesses.

Even though they have to close lanes to reconstruct them, Ms. Kohl stated that they are committed to keeping traffic moving. There have been approximately 300 lane closures since last fall, but most of those have been outside of the peak traffic periods. There have also been more than 200 closures on the frontage roads, with minimal impact to local traffic. The contract with TxDOT lists "black out" dates, for such things as holidays, when they cannot do any construction that impacts traffic.

Ms. Kohl stated that it was important to coordinate with local municipalities. They have regular meetings with all the impacted cities and meet once a month with City staff. They also send out weekly e-mails on Fridays regarding lane closures. They also hold quarterly traffic management meetings with City staff and the Police and Fire Departments to give them a three month look ahead so they can coordinate with local projects.

Ms. Kohl then presented information on the design evolution of the east segment. Their designers were able to take the lanes that were previously elevated and found a way to take them down to grade level and to do so without any additional rights-of-way. They did so by taking out some green space and grassy areas. They have received approval of the design from the Federal Highway Administration. The next step is to hold noise wall workshops with affected property owners at the end of July or early August. She then spoke on the utility relocation process and that it is the first thing that has to happen before any significant road construction. That process is currently underway and they are closely coordinating with cities and utility companies on designs and relocations.

Ms. Kohl then spoke about how this design-build project differs from a traditional TxDOT project in that different elements are happening in tandem. It has been a real challenge to find areas in which to start construction that is not impeded by having to acquire rights-of-ways or relocate utilities. Key areas that they have been able to start are the I-35/820 interchange, between Beach Street and Fossil Creek, the 121/183 split and the Hurstview area. In Hurstview, they are reconstructing the pedestrian bridge and once that is complete, they will demolish the old one. They are also clearing out an area to build a frontage road in that area. At the 121/183 split, the ramp from 183W to 121N has been closed and they will be reconstructing the bridges in that area over the next 18 months.

At the request of City staff, they have put together a construction timeline of what the City could expect over the course of the project. Ms. Kohl stated that these timelines are accurate as of the time they are presented, but can change continually. Construction will start on the general purpose lanes of the highway from Central Drive to Forest Ridge Drive, starting in the fall and continuing for a year. Starting this winter and continuing to the following winter, there will be construction on the general purpose lanes from Forest Ridge Drive to Stonegate North. Starting next spring and continuing for a year, there will be construction on the general purpose lanes from Stonegate North to just west of Brown Trail. She made a

commitment to visit with Council on a regular basis as the timeline evolves.

In regards to communication, Ms. Kohl mentioned the Beat the Traffic online application where anyone who has a smart phone or a computer can get real time traffic reports on the construction, as well as accidents. It is a subscriber-based program, but it is free to anyone who signs up for it through the project website. They also have a presence on Facebook and Twitter and they have a public information center in North Richland Hills.

In answer to questions from Council, Ms. Kohl stated that the residents in Stonegate will be included in the noise wall workshops. Utilities would be relocated in the same manner as they currently exist except in extenuating circumstances. There will be no reduction in the amount of money used towards aesthetics and most of the aesthetics would be located in the gateways into the City. There will be one more meeting with the Aesthetics Committee sometime in late summer or early fall as they want to get the noise wall meetings with residents underway as soon as possible. They will make the City aware of these meetings with residents. In regards to acquiring the necessary rights-of-way, Mr. Hinkle says that they are ahead of schedule and are at about 65% acquisition. They are currently working on critical path properties and major relocations.

In regards to a concrete versus asphalt highway, asphalt has always been included in the project since procurement. It was decided to go with asphalt as it is a quicker build, easier to maintain, and is a smoother ride. Mr. Hinkle mentioned that the current highway is made of asphalt.

NEW BUSINESS

- 7. Consider a resolution authorizing the City Manager to enter into an agreement with Tarrant County and to recommend to the County to accept the Reconciliation Change Order No. 1 with Prim Construction, LLC in an additional amount of \$9,491.27 for the City of Bedford 36th Year CDBG Brown Trail Sanitary Sewer & Sidewalk Improvement Project.**

This item was approved by consent.

- 8. Consider a resolution authorizing the City Manager to enter into a contract with Ron Wright, Tarrant County Tax Assessor-Collector, and Tarrant County for assessment and collection services of ad valorem taxes levied by the City of Bedford; and providing an effective date.**

This item was approved by consent.

- 9. Consider a resolution authorizing the City Manager to enter into an interlocal agreement with the City of Fort Worth for purchase card services as provided by JP Morgan Chase via its Smart Data On Line (SDOL) product.**

This item was approved by consent.

- 10. Consider a resolution to reject the proposal for the Electrical Maintenance Service Price Agreement.**

This item was approved by consent.

- 11. Consider a resolution to reject all proposals for the Plumbing Maintenance Service Price Agreement.**

This item was approved by consent.

- 12. Report on most recent meeting of the following Boards and Commissions:
✓ Animal Control Board- Councilman Griffin**

No report was given.

✓ **Animal Shelter Advisory Board- Councilman Griffin**

No report was given.

✓ **Beautification Commission- Councilman Turner**

No report was given.

✓ **Community Affairs Commission- Councilman Fisher**

No report was given.

✓ **Library Board- Councilman Brown**

No report was given.

✓ **Parks & Recreation Board- Councilman Griffin**

No report was given.

✓ **Senior Citizen Advisory Board- Councilman Savage**

No report was given.

✓ **Teen Court Advisory Board- Councilman Champney**

No report was given.

13. Council member reports

Councilman Savage congratulated Beverly Griffith on her five years as City Manager.

14. City Manager report

City Manager Beverly Griffith reminded Council about 4thFest this Monday. Splash will open at noon, with the children's activities beginning at 4:00 p.m. Music starts at 5:00 p.m. and the fireworks are at 10:00 p.m.. There will be shuttles from Pennington Field and parking at the Old Bedford School and the Library.

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

No action was necessary as a result of Executive Session.

ADJOURNMENT

Mayor Story adjourned the Regular Session at 9:23 p.m.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary



Council Agenda Background

PRESENTER:

Bill Shelton, Public Works Superintendent

ITEM:

Consider a resolution to accept bids and authorize the City Manager to enter into a contract with Ziegler Construction, Inc., in the amount of \$37,125, for the Spring Valley Drive Sidewalk & Handicap Ramps.

DISCUSSION:

In May 2006, the City of Bedford requested Lee Engineering perform a School Route Assessment Study for five Hurst-Euless-Bedford Independent School District schools located within the City. The five schools selected were Bell Manor Elementary School, Meadow Creek Elementary School, Shady Brook Elementary School, Bedford Junior High School and Harwood Junior School. The school route assessment study was tasked specifically with inventorying existing traffic control devices within the study areas, reviewing site circulation, reviewing the City's Crossing Guard Policy and making recommendations about the selection of locations for crossing guards, and compiling a list of recommended improvements for the study areas.

The School Route Assessment Study identified the area around Shady Brook Elementary as an area in need of sidewalks. The locations of the recommended sidewalks are shown on the attached maps. This project addresses part of that need; additional projects will be bid as funding becomes available. This project will install sidewalks on the east side of Spring Valley Drive from Shady Lake to Springdale Road.

The bid was divided into a base bid with three alternatives so that, if the total bid exceeded available funds, the bid could be reduced to fit the funds available. The low bidder is Ziegler Construction, Inc., in the amount of \$37,125. Since the estimated cost of the project was \$38,000, all alternatives were able to be included with this bid.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution to accept bids and authorize the City Manager to enter into a contract with Ziegler Construction, Inc., in the amount of \$37,125, for the Spring Valley Drive Sidewalk & Handicap Ramps.

FISCAL IMPACT:

Funding of \$37,125 will be paid out of the Street Division budget account 01-45-48-8205.

ATTACHMENTS:

Resolution
Bid Tabulation
Location Map
Recommended Sidewalk Location Maps (due to document size, these are available to view in the City Secretary's office)

RESOLUTION NO. 11-

A RESOLUTION TO ACCEPT BIDS AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ZIEGLER CONSTRUCTION, INC., IN THE AMOUNT OF \$37,125, FOR THE SPRING VALLEY DRIVE SIDEWALK & HANDICAP RAMPS.

WHEREAS, the City Council of Bedford, Texas determines the necessity for these sidewalk improvements; and,

WHEREAS, the City Council of Bedford, Texas determines the need to install handicap ramps.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the City Council does hereby accept bids and authorize the City Manager to enter into a contract with Ziegler Construction, Inc., in the amount of \$37,125, for the Spring Valley Drive Sidewalk & Handicap Ramps.

SECTION 2. That funding for the Spring Valley Drive Sidewalk & Handicap Ramps shall come from the Street Division budget account 01-45-48-8205.

PASSED AND APPROVED this 12th day of July 2011, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

BID TABULATION REPORT

CLIENT: City of Bedford, Texas

PROJECT DESCRIPTION: Spring Valley Drive Sidewalk & Handicap Ramps
(Shady Lake Drive North to San Marcos Lane)

BIDDERS

BID DATE: June 29, 2011
BID TIME: 10:00 AM

ITEM NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT	Ziegler Construction, Inc.		Humphrey & Morton Construction Co., Inc.		C. Green Scaping, LP		Ed A. Wilson, Inc.		Overland Services, Inc.	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
BASE BID													
1	Mobilization / Demobilization	1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$13,000.00	\$13,000.00
2	Unclassified Excavation	1	LS	\$1,500.00	\$1,500.00	\$2,523.00	\$2,523.00	\$600.00	\$600.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00
3	Traffic Control	1	LS	\$1,500.00	\$1,500.00	\$650.00	\$650.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
4	Yard/Parkway Restoration	1	LS	\$1,900.00	\$1,900.00	\$2,267.00	\$2,267.00	\$2,400.00	\$2,400.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00
5	Remove Exist. Sidewalk/Handicap Ramp & Curb & Gutter	217	SF	\$2.00	\$434.00	\$3.00	\$651.00	\$2.00	\$434.00	\$4.00	\$868.00	\$7.00	\$1,519.00
6	Sawcut & Remove 4" Reinf. Conc. Sidewalk	156	SF	\$2.00	\$312.00	\$0.80	\$124.80	\$2.00	\$312.00	\$4.00	\$624.00	\$2.00	\$312.00
7	Sawcut & Remove 5" Reinf. Conc. Driveway	593	SF	\$2.00	\$1,186.00	\$2.50	\$1,482.50	\$2.00	\$1,186.00	\$2.00	\$1,186.00	\$2.50	\$1,482.50
8	Constr. Mod. Type "3" Curb Ramp (236 SF)	1	EA	\$950.00	\$950.00	\$1,785.00	\$1,785.00	\$3,170.00	\$3,170.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00
9	Constr. Mod. Type "9" Curb Ramp (83 SF)	1	EA	\$950.00	\$950.00	\$350.00	\$350.00	\$1,190.00	\$1,190.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
10	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	1,020	SF	\$5.00	\$5,100.00	\$5.30	\$5,406.00	\$4.80	\$4,896.00	\$7.00	\$7,140.00	\$4.50	\$4,590.00
11	Construct 5" Reinforced Concrete Driveway	593	SF	\$5.00	\$2,965.00	\$6.20	\$3,676.60	\$5.40	\$3,202.20	9	\$5,337.00	\$6.00	\$3,558.00
12	Adjust Yard Drain to Grade	1	LS	\$150.00	\$150.00	\$200.00	\$200.00	\$900.00	\$900.00	\$200.00	\$200.00	\$600.00	\$600.00
TOTAL AMOUNT BASE BID					\$17,947.00		\$20,115.90		\$21,790.20		\$32,355.00		\$40,061.50
ADD ALTERNATE #1													
A1-1	Sawcut & Remove 4" Reinf. Conc. Sidewalk	32	SF	\$2.00	\$64.00	\$0.80	\$25.60	\$2.00	\$64.00	\$6.00	\$192.00	\$2.00	\$64.00
A1-2	Sawcut & Remove 5" Reinf. Conc. Driveway	415	SF	\$2.00	\$830.00	\$2.50	\$1,037.50	\$2.00	\$830.00	\$2.00	\$830.00	\$2.50	\$1,037.50
A1-3	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	659	SF	\$5.00	\$3,295.00	\$5.30	\$3,492.70	\$4.80	\$3,163.20	\$7.50	\$4,942.50	\$4.50	\$2,965.50
A1-4	Construct 5" Reinf. Conc. Driveway	415	SF	\$5.00	\$2,075.00	\$6.20	\$2,573.00	\$5.40	\$2,241.00	\$9.00	\$3,735.00	\$6.00	\$2,490.00
TOTAL AMOUNT BID ADD ALTERNATE #1					\$6,264.00		\$7,128.80		\$6,298.20		\$9,699.50		\$6,557.00
ADD ALTERNATE #2													
A2-1	Sawcut & Remove 5" Reinf. Conc. Driveway	616	SF	\$2.00	\$1,232.00	\$2.50	\$1,540.00	\$2.00	\$1,232.00	\$2.00	\$1,232.00	\$2.50	\$1,540.00
A2-2	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	458	SF	\$5.00	\$2,290.00	\$5.30	\$2,427.40	\$4.80	\$2,198.40	\$8.00	\$3,664.00	\$4.50	\$2,061.00
A2-3	Construct 5" Reinf. Conc. Driveway	616	SF	\$5.00	\$3,080.00	\$6.20	\$3,819.20	\$5.40	\$3,326.40	\$9.00	\$5,544.00	\$6.00	\$3,696.00
A2-4	Adjust Water Valves to Grade	2	EA	\$150.00	\$300.00	\$150.00	\$300.00	\$200.00	\$400.00	\$250.00	\$500.00	\$200.00	\$400.00
TOTAL AMOUNT BID ADD ALTERNATE #2					\$6,902.00		\$8,086.60		\$7,156.80		\$10,940.00		\$7,697.00
ADD ALTERNATE #3													
A3-1	Sawcut & Remove 5" Reinf. Conc. Driveway	401	SF	\$2.00	\$802.00	\$2.50	\$1,002.50	\$2.00	\$802.00	\$2.00	\$802.00	\$2.50	\$1,002.50
A3-2	Sawcut & Remove Concrete Curb & Gutter	10	LF	\$10.00	\$100.00	\$3.10	\$31.00	\$10.00	\$100.00	\$10.00	\$100.00	\$20.00	\$200.00
A3-3	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	401	SF	\$5.00	\$2,005.00	\$5.30	\$2,125.30	\$8.50	\$3,408.50	\$7.50	\$3,007.50	\$4.50	\$1,804.50
A3-4	Construct 5" Reinf. Conc. Driveway	401	SF	\$5.00	\$2,005.00	\$6.20	\$2,486.20	\$5.40	\$2,165.40	\$9.00	\$3,609.00	\$6.00	\$2,406.00
A3-5	Construct Mod. Type "9" Curb Ramp (198 SF)	1	EA	\$950.00	\$950.00	\$1,200.00	\$1,200.00	\$2,740.00	\$2,740.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00
A3-6	Adjust Water Valve to Grade	1	EA	\$150.00	\$150.00	\$150.00	\$150.00	\$200.00	\$200.00	\$250.00	\$250.00	\$200.00	\$200.00
TOTAL AMOUNT BID ADD ALTERNATE #3					\$6,012.00		\$6,995.00		\$9,415.90		\$10,268.50		\$9,613.00
TOTAL AMOUNT BID (BASE+ALT. 1)					\$24,211.00		\$27,244.70		\$28,088.40		\$42,054.50		\$46,618.50
TOTAL AMOUNT BID (BASE + ALT'S 1 & 2)					\$31,113.00		\$35,331.30		\$35,245.20		\$52,994.50		\$54,315.50
TOTAL AMOUNT BID (BASE + ALT'S 1, 2, & 3)					\$37,125.00		\$42,326.30		\$44,661.10		\$63,263.00		\$63,928.50
Calendar Days Bid					30		30		30		30		30

BID TABULATION REPORT

CLIENT: City of Bedford, Texas
PROJECT DESCRIPTION: Spring Valley Drive Sidewalk & Handicap Ramps
 (Shady Lake Drive North to San Marcos Lane)

BID DATE: June 29, 2011
BID TIME: 10:00 AM

				BIDDERS									
				Estrada Concrete Co., LLC		2L Construction, LLC							
ITEM NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
BASE BID													
1	Mobilization / Demobilization	1	LS	\$1,000.00	\$1,000.00	\$9,000.00	\$9,000.00						
2	Unclassified Excavation	1	LS	\$1,500.00	\$1,500.00	\$8,000.00	\$8,000.00						
3	Traffic Control	1	LS	\$1,000.00	\$1,000.00	\$2,200.00	\$2,200.00						
4	Yard/Parkway Restoration	1	LS	\$1,500.00	\$1,500.00	\$12,000.00	\$12,000.00						
5	Remove Exist. Sidewalk/Handicap Ramp & Curb & Gutter	217	SF	\$1.00	\$217.00	\$4.00	\$868.00						
6	Sawcut & Remove 4" Reinf. Conc. Sidewalk	156	SF	\$1.00	\$156.00	\$4.00	\$624.00						
7	Sawcut & Remove 5" Reinf. Conc. Driveway	593	SF	\$1.00	\$593.00	\$2.50	\$1,482.50						
8	Constr. Mod. Type "3" Curb Ramp (236 SF)	1	EA	\$8.00	\$8.00	\$1,400.00	\$1,400.00						
9	Constr. Mod. Type "9" Curb Ramp (83 SF)	1	EA	\$16.00	\$16.00	\$800.00	\$800.00						
10	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	1,020	SF	\$20.00	\$20,400.00	\$5.00	\$5,100.00						
11	Construct 5" Reinforced Concrete Driveway	593	SF	\$5.00	\$2,965.00	\$5.00	\$2,965.00						
12	Adjust Yard Drain to Grade	1	LS	\$3,000.00	\$3,000.00	\$200.00	\$200.00						
TOTAL AMOUNT BASE BID					\$32,355.00		\$44,639.50						
ADD ALTERNATE #1													
A1-1	Sawcut & Remove 4" Reinf. Conc. Sidewalk	32	SF	\$1.00	\$32.00	\$4.00	\$128.00						
A1-2	Sawcut & Remove 5" Reinf. Conc. Driveway	415	SF	\$1.00	\$415.00	\$2.50	\$1,037.50						
A1-3	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	659	SF	\$20.00	\$13,180.00	\$8.00	\$5,272.00						
A1-4	Construct 5" Reinf. Conc. Driveway	415	SF	\$5.00	\$2,075.00	\$5.00	\$2,075.00						
TOTAL AMOUNT BID ADD ALTERNATE #1					\$15,702.00		\$8,512.50						
ADD ALTERNATE #2													
A2-1	Sawcut & Remove 5" Reinf. Conc. Driveway	616	SF	\$1.00	\$616.00	\$2.50	\$1,540.00						
A2-2	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	458	SF	\$20.00	\$9,160.00	\$17.00	\$7,786.00						
A2-3	Construct 5" Reinf. Conc. Driveway	616	SF	\$5.00	\$3,080.00	\$5.00	\$3,080.00						
A2-4	Adjust Water Valves to Grade	2	EA	\$250.00	\$500.00	\$200.00	\$400.00						
TOTAL AMOUNT BID ADD ALTERNATE #2					\$13,356.00		\$12,806.00						
ADD ALTERNATE #3													
A3-1	Sawcut & Remove 5" Reinf. Conc. Driveway	401	SF	\$1.00	\$401.00	\$2.50	\$1,002.50						
A3-2	Sawcut & Remove Concrete Curb & Gutter	10	LF	\$20.00	\$200.00	\$20.00	\$200.00						
A3-3	Construct 4" Reinf. Conc. Sidewalk (Incl. Retaining Walls)	401	SF	\$20.00	\$8,020.00	\$20.00	\$8,020.00						
A3-4	Construct 5" Reinf. Conc. Driveway	401	SF	\$5.00	\$2,005.00	\$5.00	\$2,005.00						
A3-5	Construct Mod. Type "9" Curb Ramp (198 SF)	1	EA	\$8.00	\$8.00	\$2,200.00	\$2,200.00						
A3-6	Adjust Water Valve to Grade	1	EA	\$250.00	\$250.00	\$200.00	\$200.00						
TOTAL AMOUNT BID ADD ALTERNATE #3					\$10,884.00		\$13,627.50						
TOTAL AMOUNT BID (BASE+ALT. 1)					\$48,057.00		\$53,152.00						
TOTAL AMOUNT BID (BASE + ALT'S 1 & 2)					\$61,413.00		\$65,958.00						
TOTAL AMOUNT BID (BASE + ALT'S 1, 2, & 3)					\$72,297.00		\$79,585.50						
Calendar Days Bid					30		30						



OVE DR

FOREST GLEN DR

SPRINGHAVEN CT

SHADY CREEK LN

SHADY GLEN LN

SPRINGDALE RD

SPRING BROOK DR

SPRING VALLEY DR

SPRINGBROOK RD

ARCOS LN

MAYFAIR HILL CT

SHADY LAKE DR

SHADY LAKE DR

SHADY WILLOW CT

BIRDSONG ST

SHADY BROOK DR

SHADY MEADOW DR

ROOKGREEN CT

WINDMILL CT

SHADY LAKE DR





Council Agenda Background

PRESENTER:

Jill McAdams, *SPHR*, Human Resources Director

ITEM:

Consider a resolution authorizing the revision of the following employee personnel policies:

- | | | |
|--------|------------------------|-----------------------------|
| • IV. | Time Off | Bereavement/Emergency Leave |
| • VI. | While-At-Work | Dress Code |
| • VII. | Employment Separations | Resignation |
| • VII. | Employment Separations | Dismissal/Job Abandonment |

DISCUSSION:

From time to time, there is a need to revise employee personnel policies to reflect changes in the law, the way a policy is interpreted or to make the policy easier to understand. There also becomes a need to add new policies for items that the handbook did not address previously.

The Bereavement/Emergency Leave Policy was modified to provide additional clarity to employees when taking bereavement leave. Staff added into the policy that leave must be taken within ten days of the death.

The following revisions were made to the Dress Code Policy in order to ensure professionalism of employee attire and/or keeping up with the fashion trends:

- During the summer months employees may only wear jeans on Fridays.
- Jeans must be full length or cropped. Capri jeans are not allowed.
- Shirts with a straight hem may remain un-tucked.

The Resignation and Dismissal/Job Abandonment Policies have been modified in order to clarify that employees may not stay on payroll in order to “burn down” their accruals after their employment has ended.

Additionally, minor grammatical changes have been made in all policies. All revised policies are attached and have been reviewed by the senior staff and approved by the City Attorney. Proposed changes are shown in red print.

RECOMMENDATION:

Staff recommends the following:

Approval of a resolution authorizing the revisions of the following employee personnel policies:

- | | | |
|--------|------------------------|-----------------------------|
| • IV. | Time Off | Bereavement/Emergency Leave |
| • VI. | While-At-Work | Dress Code |
| • VII. | Employment Separations | Resignation |
| • VII. | Employment Separations | Dismissal/Job Abandonment |

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution
Exhibit A-Bereavement/Emergency Leave Policy
Exhibit B-Dress Code Policy
Exhibit C-Resignation Policy
Exhibit D-Dismissal/Job Abandonment Policy

RESOLUTION NO. 11-

A RESOLUTION AUTHORIZING THE APPROVAL AND ADOPTION OF REVISIONS TO THE FOLLOWING PERSONNEL POLICIES:

- IV. Time Off Bereavement/Emergency Leave
- VI. While-At-Work Dress Code
- VII. Employment Separations Resignation
- VII. Employment Separations Dismissal/Job Abandonment

WHEREAS, the City of Bedford operates under approved personnel policies; and,

WHEREAS, the City Council of Bedford, Texas previously adopted the Personnel Policies Manual by Resolution 03-40; and,

WHEREAS, the Bereavement/Emergency Leave Policy has been revised as detailed in Exhibit A; and,

WHEREAS, the Dress Code Policy has been revised as detailed in Exhibit B; and,

WHEREAS, the Resignation Policy has been revised as detailed in Exhibit C; and,

WHEREAS, the Dismissal/Job Abandonment Policy has been revised as detailed in Exhibit D.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the revision of the Bereavement/Emergency Leave Policy as detailed in Exhibit A be included in the Personnel Policies Manual as adopted by Resolution 03-40.

SECTION 2. That the revision of the Dress Code Policy as detailed in Exhibit B be included in the Personnel Policies Manual as adopted by Resolution 03-40.

SECTION 3. That the revision of the Resignation Policy as detailed in Exhibit C be included in the Personnel Policies Manual as adopted by Resolution 03-40.

SECTION 4. That the revision of the Dismissal/Job Abandonment Policy as detailed in Exhibit D be included in the Personnel Policies Manual as adopted by Resolution 03-40.

PASSED AND APPROVED this 12th day of July 2011, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

Exhibit A

4.0 BEREAVEMENT/EMERGENCY LEAVE

Purpose

The purpose of this policy is to define the circumstances that a regular full time employee may be granted bereavement and emergency leave.

Policy Statement

The City of Bedford recognizes that there are situations in employees' lives which require time off for certain family events beyond sickness and vacation. To accommodate these situations without requiring an employee to initially use other accrued time off options, bereavement and emergency leave will be granted.

The City of Bedford realizes that a death in an employee's immediate family is a time of sorrow. In order to assure continued earning power during this time the City provides bereavement leave, without the loss of pay, in the case of a death of an immediate family member. In addition, emergency leave will be granted to an employee for the purposes of birth or adoption of an employee's child(ren).

General Provisions:

- Bereavement/Emergency Leave may be granted to non 24-hour shift employees up to a maximum of three (3) consecutive working days per occurrence; and 24-hour shift employees may be granted up to a maximum of thirty-six (36) hours per occurrence. **Leave time must be taken within ten (10) days of the death for which the time taken is being requested.**
- Time off under Emergency Leave will be counted against the employee's Family Medical Leave Act (FMLA) leave, if applicable.
- Compensation is based on the employee's regular rate of pay and normal workdays. Compensation is limited to three consecutive working days or 36 hours for fire shift personnel. One of these days must be the day of the funeral if using bereavement time.
- Payment of compensation will be made only for the days/hours lost that the employee would have worked and does not include days off or time during an employee's vacation leave.
- If bereavement time occurs during an official City holiday, the employee will use holiday time and will not be authorized to bank the holiday.
- Additional requested paid time off would require the use of accrued holiday, compensatory, personal or vacation time. If the employee has no additional accrued time available, a supervisor may approve time off without pay depending on departmental needs.
- Upon returning to work after bereavement leave, an employee must record the absence as bereavement leave on the official time record. Proof of death and relationship to the deceased may be required. Generally, a death notice or obituary from a newspaper suffices for this record-keeping requirement.

Applicability

This policy applies to all regular full time employees beginning with day one of employment.

Definitions

Immediate Family Members are defined as an employee's spouse, parents, stepparents, siblings, child(ren), stepchild(ren), step grandparent, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law, or grandchild(ren).

Official time record is defined as the time sheet that is submitted and approved by the Department Head and is turned into Human Resources for payroll purposes.

Exhibit A

Responsible Person/Getting Help

Employees who have questions regarding this policy may contact their department management team or the Human Resources division for clarification.

Policy Authority

The City of Bedford City Council authorizes this policy. The City's management team and Human Resources are responsible for interpreting and enforcing this policy.

Implementation Procedures

Employee Responsibilities:

- Employees are responsible for personally notifying their supervisor of their absence in accordance with established departmental guidelines.
- If using emergency leave, employees must complete all FMLA paperwork and make the appropriate notifications within the established time frames listed in the FMLA policy.

Supervisor Responsibilities:

- Supervisors are responsible for ensuring all time is accurately recorded and submitted to Human Resources as appropriate.

Exhibit B

9.0 Dress Code

Purpose

The purpose of this policy is to ensure that the City of Bedford employees dress in a way that is professional and represent the City in a manner that is appropriate.

Policy Statement

Establishing and communicating standards and expectations concerning acceptable attire and grooming for all employees provides benefits to citizens and employees alike by enhancing productivity and instilling a sense of professionalism. It is especially important that employees who frequently assist the public, or are seen by them, present a professional, neat and clean appearance. This policy is not intended to preclude cultural or religious customs, or medically necessary attire or accommodations. Consult Human Resources for clarification if these issues arise.

Professional Dress: Employees are expected to dress in a professional and appropriate manner as a representative of the City and a reflection of his/her own department. An employee often serves as the initial representative of the City to many citizens, therefore, appropriate dress at all times is important. An unprofessionally dressed employee may prove to be a distraction to other employees who are attempting to concentrate on their assigned duties.

Dress that is extremely casual could be interpreted to mean that the City does not care about the image it is projecting to their customers. City employees that dress sloppily or wear clothing with potentially insulting images or words may offend customers; while professionally dressed and groomed employees project a positive image to the public.

Employee Groups: Employees of the City typically fall into categories requiring different dress codes. These include office, technical and professional staff, employees in maintenance and trades who do not wear uniforms and uniformed employees.

- 1.) Office, technical and professional staffs are expected to wear suitable, clean clothing and be appropriately dressed.
- 2.) Employees in maintenance and trades who do not wear uniforms must wear clothing that is as clean as possible based on the type of duties they perform, and conform to departmental guidelines.
- 3.) Uniformed employees must wear clothing that is as clean as possible based on the type of duties they perform, and conform to departmental guidelines.

Proper Hygiene and Grooming: Along with professional dress, employees will maintain proper hygiene and grooming. Employees will not use hygiene products that, due to their fragrance, cause discomfort to others. Jewelry in visible body parts other than the ear, or more than two items of jewelry in each ear, is not acceptable. Visible tattoos are also not acceptable. Employees will not wear disruptive or extreme hairstyles, or hair in a color or shade other than those that occur naturally.

Casual Days: At the discretion of the department director, Friday is designated as the day for casual dress and may apply to all employees who are not otherwise required to wear a uniform. While casual dress varies, it must be appropriate for a business environment and look neat and professional. Special permission may given by a department director, to wear jeans (other than on casual Friday) when work assignments warrant more casual attire such as moving boxes or cleaning out store rooms, etc. All jeans must be neat and pressed and not frayed, faded or have any holes.

Summer Dress (Memorial Day through October 1): During the summer months, the City relaxes its dress code to allow employees to be more comfortable during the warmer weather. During this time, women do not have to wear hosiery.

Exhibit B

Applicability

This policy applies to all employees and contracted/leased employees employed by the City of Bedford.

Definitions

Dress Guidelines: Please note the guidelines for appropriate and inappropriate dress in the table below.

	Business Casual	Business Attire	Summer Dress
What	Business casual provides employees with an opportunity to dress more informally while maintaining a professional appearance.	Business attire is the traditional, professional business look.	Is a more casual, although professional look, that takes into account the higher temperatures outdoors.
When	Business casual is appropriate on normal business days when employees' duties do not involve the necessity to dress more formally.	As needed to present a professional appearance for meetings or special events, including but not limited to regular city council work sessions, council meetings, meetings with businesses and/or when representing the City.	Memorial Day through October 1.
Examples	<p>Appropriate Business Casual</p> <p>Everything listed for business attire, plus the following:</p> <ul style="list-style-type: none"> • Slacks (no jeans) • Gauchos • Cropped pants (six inches or longer from the ankle) • Blazer/Sport Coat • Sweaters/ Cardigans • Knit golf shirts, polo shirts, city logo shirts • Henley shirts • Banded collar shirts • Dress teeshirt • Sports shirts with collars (short or long sleeves) • Vests (with appropriate shirts) • Leather boots, loafers, pumps, top siders • Open toe dress sandals • Canvas shoes (not athletic in nature) • Appropriate seasonal hosiery 	<p>Appropriate Business Attire</p> <ul style="list-style-type: none"> • Traditional 2 or 3 piece suit with tie • Slacks and sport coat, dress shirt with collar and tie • Appropriate hosiery • Dress shoes • Leather boots • Two piece dress • Business dresses, coat dresses • Pant suits • Blouses/shells • Skirts • Gauchos (as long as it is part of a coordinated outfit with a blazer or jacket) • Cropped pants (six inches or longer from the ankle) with a coordinated jacket or blazer 	<p>Appropriate Summer Dress</p> <p>Everything listed for business attire and business casual attire, plus the following:</p> <ul style="list-style-type: none"> • Jeans (Fridays) • Hosiery (optional) • Capri pants (see second to the last example of always inappropriate dress)

Exhibit B

EXAMPLES OF ALWAYS INAPPROPRIATE DRESS
<ul style="list-style-type: none">• Shirts with slogans or large emblems (other than City logos)• Sweat/wind suits (shirts, jackets and pants)• Jeans (unless on a casual day, in a field environment or as approved by the department director as appropriate for the work assignment)• Athletic shoes/Hiking boots (unless in a field environment or approved by the department director as appropriate for the work assignment)• Sun dresses/skorts• Strapless/backless attire• Overalls• Flip flops• Baseball caps or hats not part of a uniform (Field crews may use hats or baseball caps approved by the department director for use outdoors for protection from the elements of weather)• Short skirts (shorter than finger tip length when arms and hands are down by the side of the body)• Provocative or revealing attire (including cleavage showing)• Halter tops• Exercise clothing to include exercise tights• Shorts• Leggings• Untucked shirttails (unless the hem is straight)• Teeshirts (unless a Henley or dress teeshirt)• Tank tops• Skirts with revealing splits• Clothing that exposes the midriff (upper and lower)• Clothes that do not fit properly (too tight or too baggy)• Capri jeans• Clothing not properly laundered or not in good condition (e.g. faded, frayed, having tears or holes)

Office, Technical and Professional: Employees whose duties are primarily inside a city facility or place of business or whose position is considered professional in nature.

Employees in Maintenance and Trades: Non-uniformed employees whose duties are primarily labor-intensive either indoors or outdoors.

Uniformed Employees: Employees who wear a uniform on a daily basis, regardless of their worksite or duties.

Responsible Person/Getting Help

Each department director is responsible for implementing the dress code and communicating it to department employees. Departmental dress codes may be more restrictive than this policy. Exceptions to dress codes may be approved by the director under certain circumstances, including a special departmental event.

Complaints about Employee Attire: Complaints about the attire of an employee following this policy should be directed to the department director (or his/her designee in the absence of the department director) of the employee in question. The department director has the final authority to determine the appropriateness of the employee's attire.

Questions or concerns relating to reasonable accommodation issues or management interpretation questions may be directed to Human Resources.

Exhibit B

Policy Authority

The City of Bedford City Council authorizes this policy. The City's management team and Human Resources (as indicated above) are responsible for interpreting and enforcing this policy.

Implementation Procedures

Employees: Employees are expected to abide by the provisions in this policy. In the event that an employee does not meet appropriate dress code standards in accordance with this policy, for the first offense, an employee will be sent home without pay to change their clothing. The second offense will result in further disciplinary action up to and including being restricted from participation in the summer and/or casual Friday dress code and up to possible termination.

Management: The City Manager has the authority to revise, cancel or amend this policy as appropriate. The Department directors have the authority to enforce the policy and implement a more restrictive dress code for their departments.

EXHIBIT C

VII. LEAVING THE CITY OF BEDFORD

1.0 RESIGNATIONS

Purpose

The purpose of this policy is to explain how accrued time will be paid out and other information that an employee needs to be aware of when resigning employment with the City of Bedford (“the City”).

Policy Statement

While we hope that the employee/employer relationship with all employees is prosperous and mutually beneficial, there are times when employees decide to voluntarily terminate their employment with the City.

Employees are encouraged to provide a minimum of two (2) weeks notice upon resignation of employment and be at work during the last week of employment with the City.

All benefit and other payouts will be paid on the employee’s final paycheck. Employees may not remain on payroll after the effective date of their resignation.

Payment of Vacation Leave

Since employees can carry over two times (2x) their annual accrual rate, upon termination of employment (in “good standing”) employees will be paid for unused vacation time up two times their annual accrual as outlined in the Vacation Leave policy.

Firefighters who separate employment from the City (in “good standing”) will be paid for unused vacation time up to a maximum of 15 shifts or two times their normal annual accrual, whichever is greater.

Sick days that are converted to vacation leave are not eligible for payment upon termination.

Payment of Sick Leave

Sick Leave is not payable upon termination of employment.

Payment of Longevity Pay

Longevity pay is payable upon termination of employment. Employees will be paid the amount that has been accrued at the time of termination.

Holiday Pay

Accrued Holiday pay is payable upon termination of employment.

Personal Days

Personal days are not payable upon termination of employment.

EXHIBIT C

Compensatory Time

Compensatory time is payable upon termination of employment.

Miscellaneous

Employees are required to turn in all City issued equipment (i.e., radio, cell phone, keys, etc.), city issued identification card and uniforms on their last day of employment. Final paychecks will not be given to an employee until all city issued items are returned to the City in good condition.

It is important that the employee schedule an exit interview with Human Resources prior to the last day of work. This is necessary so that the employee may receive information regarding continuation of certain benefits and important information regarding retirement and deferred compensation accounts.

The employee's final paycheck will be mailed to the address on file at the City if the employee does not have direct deposit at the time of resignation. If the employee has direct deposit (at the time of resignation), the final paycheck will be direct deposited to the employee's banking institution on file with payroll.

Applicability

This policy applies to all full time employees.

Definitions

Good Standing is defined as not being under investigation at time of resignation or asked by the City to resign employment.

Responsible Person/Getting Help

Employees who have questions regarding this policy may contact their department management team or the Human Resources division for clarification.

Policy Authority

The City of Bedford City Council authorizes this policy. The City's management team and Human Resources are responsible for interpreting and enforcing this policy.

Implementation Procedures

None

2.0 DISMISSAL/JOB ABANDONMENT

Purpose

The purpose of this policy is to explain how accrued time will be paid out and other information that an employee needs to be aware of when separating employment with the City of Bedford ("the City").

Policy Statement

While we hope that the employee/employer relationship with all employees is prosperous and mutually beneficial, there are times when the City must terminate the employment of employees for violation of policies, substandard job performance and other such reasons.

All payouts (accrued holiday pay, compensatory time and longevity pay) will be paid on the employee's final paycheck. Employees may not remain on payroll after the effective date of their resignation.

Payment of Vacation Leave

Vacation leave is not payable upon dismissal of employment by the City or when there is a case of job abandonment.

Payment of Sick Leave

Sick Leave is not payable upon termination of employment or when there is a case of job abandonment.

Payment of Longevity Pay

Longevity pay is payable upon termination of employment or when there is a case of job abandonment. The employee will be paid the amount that he/she has accrued at the time of termination/abandonment.

Holiday Pay

Accrued Holiday pay is payable upon termination of employment or when there is a case of job abandonment.

Personal Days

Personal days are not payable upon termination of employment or when there is a case of job abandonment.

Compensatory Time

Compensatory time is payable upon termination of employment or when there is a case of job abandonment.

EXHIBIT D

Miscellaneous

Employees are required to turn in all City issued equipment (i.e.: radio, cell phone, keys, etc.), city issued identification card and uniforms when the City dismisses them from employment or when they abandon their job.

Final paychecks will not given to an employee until all city issued items are returned to the City in good condition.

Human Resources will contact the terminated employee by mail to provide them with detailed information regarding continuation of certain benefits and important information regarding retirement and deferred compensation accounts. By law, there are very strict deadlines that the employee must respond to regarding this information.

The employee's final paycheck will be mailed to the address on file at the City if the employee does not have direct deposit at the time of dismissal.

Applicability

This policy applies to all full time employees.

Definitions

Dismissal is defined as an involuntary termination; being fired.

Job Abandonment is defined as any employee who "No-calls/No-shows" for three consecutive days will be considered to have voluntarily resigned his/her position with the City. This resignation will not be considered in "Good Standing."

Responsible Person/Getting Help

Employees who have questions regarding this policy may contact their department management team or the Human Resources division for clarification.

Policy Authority

The City of Bedford City Council authorizes this policy. The City's management team and Human Resources are responsible for interpreting and enforcing this policy.

Implementation Procedures

None



Council Agenda Background

PRESENTER:

Jim Story, Mayor
Michael Wells, City Secretary

ITEM:

Consider a resolution appointing members to the Cultural Commission.

DISCUSSION:

Interviews for the Cultural Commission were held on Tuesday, June 28, 2011, with nine applicants signed up for interviews. All applicants were present to interview, listed as follows:

Lisa Hooks
Thomas Jacobson
Alicia McGlinchey
Elyse McNabb
Patricia Nolan
Leighton Railsback
Sarah Sisson
Barbara Speares
Andrew Stalder

Following the interviews, Council discussed appointments to the Cultural Commission. There are four places on the Commission for Bedford residents. The member of the Cultural Commission representing the HEB Chamber of Commerce will be Leighton Railsback; he had interviewed for a resident position before the Chamber had appointed him as their representative. The members of the Cultural Commission representing ARTSNET will be Holly McPherson and the incoming President of the Council.

The Cultural Commission was created with staggered, two-year terms. Council will need to determine who will fill each place. Future appointments will be done with the annual interviews/appointments to all boards and commissions. Therefore, even-numbered places would expire in 2012 and odd-numbered places would expire in 2013.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution appointing members to the Cultural Commission.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution

RESOLUTION NO. 11-

A RESOLUTION APPOINTING MEMBERS TO THE CULTURAL COMMISSION.

WHEREAS, members of the Cultural Commission need to be appointed due to the creation of this commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the City Council appoints the following members to the Bedford Cultural Commission established to serve at the will of the Council:

Cultural Commission:

_____, Place 1, Term Expires 2013
_____, Place 2, Term Expires 2012
_____, Place 3, Term Expires 2013
_____, Place 4, Term Expires 2012

PASSED AND APPROVED this 12th day of July 2011, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Council Agenda Background

PRESENTER:

Jim Story, Mayor
Michael Wells, City Secretary

ITEM:

Consider a resolution naming the Chairperson and Vice-Chairperson of the Cultural Commission.

DISCUSSION:

The ordinance that created the Cultural Commission stipulated that the Chairperson and Vice-Chairperson would be selected by the City Council. The selected persons will serve one-year terms.

The member of the Cultural Commission representing the HEB Chamber of Commerce will be Leighton Railsback. The members of the Cultural Commission representing ARTSNET will be Holly McPherson and the incoming President of the Council.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution naming _____ as Chairperson and _____ as Vice-Chairperson of the Cultural Commission.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution

RESOLUTION NO. 11-

A RESOLUTION NAMING THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE CULTURAL COMMISSION.

WHEREAS, the Chairperson and the Vice-Chairperson of the Cultural Commission are appointed by the City Council; and,

WHEREAS, the selected persons shall serve for a term of one-year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the City Council names _____ as Chairperson of the Cultural Commission.

SECTION 2. That the City Council names _____ as Vice-Chairperson of the Cultural Commission.

SECTION 3. That the persons named above shall serve one-year terms.

PASSED AND APPROVED this 12th day of July 2011, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Council Agenda Background

PRESENTER:

David Miller, Deputy City Manager

ITEM:

Consider a resolution authorizing the City Manager to move forward with the sale of the City-owned properties of Sotogrande Community Building and Tennis Center located at 3601 W. Pipeline Road, Euless, Texas, the Central Drive Well Site located at 2445 Central Drive, Bedford, Texas, and the Brown Trail Well Site located at 3300 Brown Trail, Bedford, Texas.

DISCUSSION:

Staff is requesting approval to move forward with the sale of the City-owned properties of Sotogrande Community Building and Tennis Center, Central Drive Well Site, and Brown Trail Well Site.

If approved, staff will put together bid packages for the sale or secure the services of a local broker to bid the properties, depending on which method proves to be most beneficial to the City.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the City Manager to move forward with the sale of the City-owned properties of Sotogrande Community Building and Tennis Center located at 3601 W. Pipeline Road, Euless, Texas, the Central Drive Well Site located at 2445 Central Drive, Bedford, Texas, and the Brown Trail Well Site located at 3300 Brown Trail, Bedford, Texas.

FISCAL IMPACT:

Revenue from the sale of the properties.

ATTACHMENTS:

Resolution

RESOLUTION NO. 10-

A RESOLUTION AUTHORIZING THE CITY MANAGER TO MOVE FORWARD WITH THE SALE OF THE CITY-OWNED PROPERTIES OF SOTOGRADE COMMUNITY BUILDING AND TENNIS CENTER LOCATED AT 3601 W. PIPELINE ROAD, EULESS, TEXAS, THE CENTRAL DRIVE WELL SITE LOCATED AT 2445 CENTRAL DRIVE, BEDFORD, TEXAS, AND THE BROWN TRAIL WELL SITE LOCATED AT 3300 BROWN TRAIL, BEDFORD, TEXAS.

WHEREAS, the City Council of Bedford, Texas desires to proceed with the sale of certain City-owned properties; and,

WHEREAS, the City Council of Bedford, Texas desires to proceed in a manner most advantageous to the City; and,

WHEREAS, the City Council of Bedford, Texas authorizes the preparation of a bid package or the services of a broker to move forward with the sale of certain City-owned properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the City Council authorizes the City Manager to move forward with the sale of Sotograde Community Building and Tennis Center, being all of Tract 22-A-R-1, part of Tract 22-R-1, and part of Tract 14-R, Sotograde addition in the City of Euless.

SECTION 2. That the City Council authorizes the City Manager to move forward with the sale of the Central Drive Well Site, being a 0.460 acre tract of land in the Thomas Beedy Survey, Abstract Number 71, in the City of Bedford.

SECTION 3. That the City Council authorizes the City Manager to move forward with the sale of the Brown Trail Well Site, being a 0.473 acre tract of land in the Alexander Allen Survey, Abstract Number 11, in the City of Bedford, save and except the Brown Trail Right-of-Way.

PASSED AND APPROVED this 12th day of July 2011, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Story, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Council Agenda Background

PRESENTER:

Mayor and Council
Michael Wells, City Secretary

ITEM:

Discussion and appointment of a Mayor Pro Tem.

DISCUSSION:

Chris Brown currently serves as Mayor Pro Tem. Councilman Brown can be reappointed or a new Mayor Pro Tem can be appointed for the 2011-2012 Council term.

RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

Letters of Request

Jakubik, Megan

From: Wells, Michael
Sent: Wednesday, July 06, 2011 8:28 AM
To: Jakubik, Megan
Subject: FW: Agenda Items for July 12. 2011

From: Story, Jim
Sent: Tuesday, July 05, 2011 6:04 PM
To: Wells, Michael
Cc: Griffith, Beverly
Subject: Agenda Items for July 12. 2011

Please place the following on the July 12 council agenda:

1. Select a Mayor Pro-Tem.
2. Discuss and assign council liaisons to boards and commissions as needed.

Jim Story

Jakubik, Megan

From: Wells, Michael
Sent: Wednesday, July 06, 2011 8:29 AM
To: Jakubik, Megan
Subject: FW: Agenda Item

From: Brown, Chris
Sent: Tuesday, July 05, 2011 11:51 PM
To: Wells, Michael
Subject: Agenda Item

Michael:

Will you please add "Discussion and appointment of a Mayor Pro Tem" to the next Council agenda?

Thank you,
Chris

Chris Brown
Bedford City Council
Mayor Pro Tem
817 689 7074
www.ci.bedford.tx.us



Council Agenda Background

PRESENTER:

Mayor and Council
Michael Wells, City Secretary

ITEM:

Discuss and assign council liaisons to boards and commissions as needed.

DISCUSSION:

Attached you will find a current listing of all existing Boards, Commissions and Committees in which Council Members serve as liaisons. New appointments need to be made for the 2011-2012 Council term.

For the Street Improvement Economic Development Corporation, the terms of office for the Board of Directors are two years per the Articles of Incorporation. The only Council position expiring this year is the one held currently by Councilman Savage.

RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

Council Appointments to Boards, Commissions and Committees
Letter of request

**CITY OF BEDFORD
MAYOR AND CITY COUNCIL APPOINTMENTS TO
BOARDS, COMMISSIONS, AND COMMITTEES 2010-11**

Mayor Pro-Tem	Chris Brown	NEW MAYOR PRO-TEM
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BEDFORD BOARD, COMMISSION, AND COMMITTEE LIAISON	CURRENT COUNCIL MEMBER LIAISON	STAFF LIAISON	MEETING DATE	NEW COUNCIL MEMBER LIAISON
Animal Control Board	Jim Griffin	Les Hawkins	Semi-annual	
Animal Shelter Advisory Board	Jim Griffin	Les Hawkins	3x a year	
Beautification Commission	Roy W. Turner	Don Henderson	3 rd Mondays @ 6:30pm	
Building & Standards Commission	N/A	Joey Lankford Tommy Peterson	As called	N/A
Community Affairs Commission	Roger Fisher	David Miller	3 rd Thursday @ 5:30pm	
Cultural Commission	N/A	Beverly Griffith	TBD	
Ethics Commission	N/A	Cliff Blackwell	1x a year	N/A
Hotel/Motel Association Liaison	Ray Champney	Billie Yahne	Quarterly	
Library Board	Chris Brown	Maria Redburn	3 rd Wednesday @ 7:00pm	
NCTCOG/RTC	Roger Fisher	N/A	Varies	
Parks & Recreation Board	Jim Griffin	Leigh Morgan	1 st Thursday @ 7:00 pm	
Planning & Zoning Commission	N/A	Bill Syblon	2 nd & 4 th Thursdays	N/A
Senior Citizen Advisory Board	Roy Savage	Virginia Chamblee	Quarterly	
Teen Court Advisory Board	Ray Champney	Mindy Eichorst	1 st Thursday @ 6:00pm	
Trinity River Authority	Roger Fisher	N/A	As necessary	
Zoning Board of Adjustments	N/A	Russell Hines	3 rd Monday @ 6:00pm	N/A

COMMITTEE, FOUNDATION, AND CORPORATION MEMBERS	CURRENT COUNCIL MEMBER(S)	MEETING DATE	NEW COUNCIL MEMBER(S)
Audit Committee (Mayor and 2 Members required)	Jim Story, Roy Savage, Roy W. Turner	Varies	
Industrial Development Authority	Roger Fisher, Roy Savage, Jim Griffin	As necessary	
Economic Development Foundation	Jim Story	As necessary	
Street Improvement Economic Development Corporation	Roy Savage, Chris Brown, Roy W. Turner, Roger Fisher	3 rd Tuesday of January & July	
Investment Committee Member	Roy Savage	Varies	
Health Facilities Development Corporation	Roy W. Turner, Ray Champney, Chris Brown	As necessary	

Jakubik, Megan

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Sent: Wednesday, July 06, 2011 8:28 AM
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Subject: FW: Agenda Items for July 12. 2011

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1. Select a Mayor Pro-Tem.
2. Discuss and assign council liaisons to boards and commissions as needed.

Jim Story