

# **A G E N D A**

**Work Session of the Bedford City Council  
TXI Conference Room  
1805 L. Don Dodson  
Bedford, Texas 76021  
Friday, January 24, 2014 at 4:00 p.m.**

## **CALL TO ORDER/GENERAL COMMENTS**

### **WORK SESSION 4:00 p.m.**

- **Council strategic planning session to include discussion regarding the Council's visions, goals and related topics.**
- **Staff updates on current projects.**

## **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: Tuesday, January 21, 2014 at 4:00 p.m., and remained so posted at least 72 hours before said meeting convened.

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**Michael Wells, City Secretary**

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**Date Notice Removed**

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



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Discussion regarding the capital items approved in FY2013-14 Adopted Budget and the financing thereof.

**SUMMARY:**

On June 12, 2013, staff met with the City Council to discuss the purchase of several capital items that were being submitted for the 2013-2014 budget. Listed below are the items for discussion:

- \$ 120,700 - Replace City computers with Windows 7 operating system
  - \$ 180,000 - Replace all mobile data computers for Public Safety personnel
  - \$ 92,250 - Purchase a new bucket truck for Public Works
  - \$ 625,258 - Replace an emergency vehicle with a new custom pumper
  - \$ 679,140 - Replace old management software with a new Internet-based version
  - \$ 956,786 - City's share of the six-city trunk radio system upgrade (remaining)
- \$2,654,134 Total Capital Purchase

**Replace City Computers**

In 2005 staff purchased 142 computers that operate under the Windows XP Pro operating system. In April 2014, Microsoft will no longer support this platform, thereby rendering these computers void of any updates for bug fixes and virus protection. Therefore, staff has recommended replacing these computers with newer ones under the Windows 7 platform. The total estimated cost is \$120,700.

**Mobile Data Computers**

In 2005 staff purchased 39 ruggedized laptops to be used in the public safety vehicles. Due to age, wear and technological advancements, these devices have outlived their recommended life spans. To accommodate all shift personnel, the majority of these devices are utilized twenty-four hours a day/ seven days a week. Moving forward, staff wishes to purchase 30 ruggedized and 9 semi-ruggedized laptops to save cost. Newer ruggedized/semi-ruggedized laptops would allow for visual clarity, faster processing time, and the ability to upgrade the software technology. In addition, they would operate under the Windows 7 platform. The new units will replace the existing mobile data computers for police, warrant officers, and fire/EMS. The estimated cost was originally presented for \$158,619 during the budget process. However, after testing a few sample laptops, it was determined that some upgrades were necessary to enhance the functionality of the devices. Therefore, total estimated cost is \$180,000.

**Bucket Truck**

In 1992 staff purchased a bucket truck for traffic signal maintenance. However, it only has a maximum height of 32 feet, which is not high enough for the repair of video detection equipment, certain traffic signal parts, nor street lights. Therefore, staff has recommended replacing this unit with a new bucket truck that has a maximum height of 40 feet and fully equipped with outriggers for safety purposes. Total estimated cost is \$92,250.

**Custom Pumper**

The Fire Department has requested the purchase of a new custom pumper to replace an engine that was purchased sixteen years ago. The new engine will come fully equipped with a 1500 gallon per minute pump and a 500 gallon tank. The estimated cost was originally presented for \$600,000 during the budget process. However, that price was an estimate the Fire department used based upon its previous purchase. Since that time, staff has gotten a quote from the manufacturer that is more specific in nature. Therefore, the total estimated cost is \$625,258.

### New World Software

In 1995 the City purchased an AS400 software application for accounting, accounts payable, accounts receivable, budgeting, human resources, permitting and utility billing. The annual maintenance for the software was discontinued many years ago with updates now being performed by an independent contractor. Had the City maintained the maintenance contract all these years, it would have lowered the proposed cost of an upgrade. In addition, advances in technology and reporting needs to ensure transparency, have necessitated an upgrade in the current system to an Internet based software application through New World Systems, Inc. Included in this upgrade are the following modules/applications:

- Financial Management (General Ledger, Budget, Accounts Payable/Receivable, Misc. Billing, Work Orders, Project Accounting, Asset Management, Purchasing)
- Payroll & Human Resources (Payroll, Personnel Management, Position Control, Employee Tracking, Benefits Administration, Applicant Tracking, Position Budgeting)
- Utility Management (Water/Sewer/Refuse Billing, Automatic Meter Reading Interface, Meter and Device inventory, Service Orders)
- Community Development (Parcel Management, Permits, Inspections, Project Planning, Code Enforcement, Request for Services Tracking, GIS Integration)
- eSuite Applications that allows for independent user access through certain modules (eEmployee, eTimesheets, eBenefits Administration, eRecruit, eParcels, eRequest, eUtilities)

Along with the upgrade, the City will need a new maintenance contract to ensure that adequate support is available to address any possible errors. The annual maintenance cost will be as follows:

- Year 1 No Charge
- Year 2 \$64,960
- Year 3 \$69,020
- Year 4 \$73,080
- Year 5 \$77,140

The estimated cost for the entire upgrade was originally presented for \$552,600 during the budget process. This pricing did not include any hardware costs or the travel and training costs that are being presented here. Since that quote, New World also informed staff about a few minor changes in the cost for programming and production that has also impacted the current pricing. Therefore, the total software upgrade is \$572,240, plus travel & training cost for installation at \$45,000 and hardware cost at \$61,900. Total estimated cost is \$679,140.

### Motorola Trunk System Upgrade

In 1993 the City became a part of a trunk radio system shared by six municipalities. Over the past 20 years, the analog radio system has reached the end of its useful life span. The Federal Communications Commission has mandated that the radio system be P25 digitally compliant. In so doing, the six cities have agreed to upgrade the system into compliance and City of Bedford is responsible for its share of the total cost of the system upgrade, which amounts to \$1,134,520. Should the city adopt the lease agreement provided by Motorola, it would cost the City \$177,734 per year for seven years. Staff has already paid the first installment in December 2013, thus leaving a balance of \$956,786.

### Financing

Staff is recommending the issuance of contractual obligations versus a municipal lease purchase. Typically, municipal leases are subject to budget appropriations during each year of its term, so it carries an interest rate that is normally 20 - 25 basis points higher than contractual obligations.

Should the City issue \$2.7 Million over a 7-year term, the interest rate is estimated at 1.61% with average annual payments of \$408,000. Should the City issue the same amount over a 10-year term, the projected interest rate is 2.02% with an average annual payment of \$298,530. The overall impact on the tax rate is between 1/2 cent and 1 cent.

**ATTACHMENTS:**

**PowerPoint presentation**

# Capital Items Discussion

January 24, 2014



# Capital Items to Purchase

- New Windows 7 computers
- New mobile data computers
- Bucket Truck
- Custom Pumper
- New management software
- Trunk radio system upgrade (cost share)



# Computer Needs

- Replace 142 computers currently operating under the Windows XP Pro platform.
- As of April 2014, Microsoft will no longer support the XP Pro platform.
- Estimated cost per unit \$725
- Windows 7 software \$17,750



# Mobile Data Units – est.\$180,000

- Replace with 30 ruggedized laptops and 9 semi-ruggedized laptops with warranty coverage
- More data storage capacity and faster processor speeds
- Complete with new docking stations



# Bucket Truck - \$92,250

- Replace a 22 year old bucket truck that cannot reach heights greater than 32 ft.
- Newer model will reach a height of 40 ft. and be fully equipped with outriggers for added safety.



# Custom Pumper - \$625,258

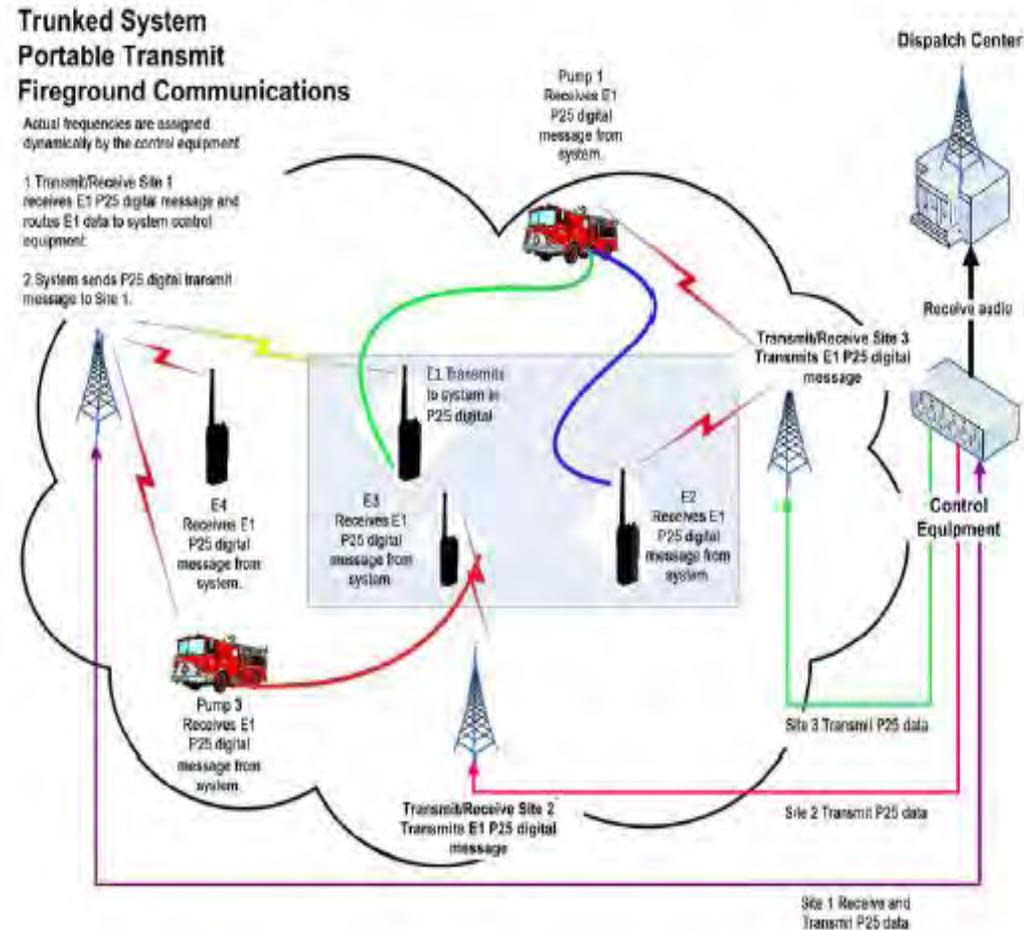
- Replace an engine that is 16 years old and has reached its life expectancy.
- New engine will be fully equipped with 1500 gpm pump & a 500 gallon tank



# Motorola System Upgrade Cost

- City of Bedford's total share of the 6-City radio system upgrade is \$1,134,520
- Motorola offered the City a 7-year financing option for \$177,734 per year
- First payment was Dec. 2013 – remaining balance is \$956,786

Figure 25 - Trunked Fireground Communications.



# Management Software Upgrade - \$679,140

- Replace a software system that manages the City's financial application, human resources, utility billing and permitting.
- Current system is 19 years old and operates on an AS400 IBM mainframe system.
- The new software will operate via the Internet in a Windows based platform.
- Cost break-out:
  - \$572,240 for software/ licenses
  - \$ 61,900 for hardware and back up system
  - \$ 45,000 estimated travel/training

# What does the City gain from new software?

- Gain efficiencies in multiple areas of functionality.
- More flexibility in allowing multiples users access to the product.
- Incorporate an Internet-based solution that does not limit access to specific desktops.
- Overall better product.

# What is included in the New Software?

- Financial Management
- Human Resources & Payroll
- Community Development
- Utility Billing
- eSuite applications



# NWS Home Page Comparison

## OLD HOME PAGE

APPLICATION UTILITIES

New World Financial Applications Main Menu

1. Accounts Payable	14. Vendor/Commodity
2. Accounts Receivable	15. GEO Property
3. Payroll/Human Resources	16. Permits and Inspections
4. Budget	17. Code Enforcement
5. Fixed Assets	18. Citizen Complaint
6. General Ledger	19. Project Management
7. Nightly Save	50. Print Cash J/E Report
8. Auditors Menu	55. Load Outstanding Fund Alloc. F
9. Position Control	60. Print Fund Allocation Report
10. Project Accounting	65. Run Credit Card Receipt Query
11. Purchasing	66. Print Permit G/L Report
12. Revenue Accounting	67. Run Budget Column Difference F
13. Utility Billing	68. Vendor Address List
	69. Fund Rev/Exp Budget Perf. Rpt
90. Sign Off	71. Print New G/L Account List

Selection or command  
==> \_\_\_\_\_

F3=Exit F4=Prompt F9=Retrieve F12=Cancel

(c) New World Systems 1989, 1999

## NEW HOME PAGE

New World Systems City of NWS

Welcome to Logos.NET - New World Systems

mySearch

Type: Purchase Order

Search For: \_\_\_\_\_

Search

myReports (643)

Folder List

- Current (643)
- Archive (0)

mySettings

Out of Office Assistant  
Customize Page View  
Change Password  
Email Notification

myCalendar 11/22/2013

Subject	Date	Start Time	Completed
Budget info	11/22/2013	12:00 AM	X
Budget Question	11/22/2013	12:00 AM	X
Purchase Order 2013-00003649 appr...	11/22/2013	7:30 AM	X
Receipts 2013-00001399 approved	11/22/2013	8:00 AM	X
Case Referral	11/22/2013	2:06 PM	X

myTasks <All Tasks> (6)

Source	Approval Status	Transaction ID	Description	Attachments
Purchase Order	1 of 1 at 5	2013-00003649	AutoMark Maintenance Agreement for 2013 for 2...	
Receipts	0 of 1 at 3	2013-00001399	TR - Treasury	
Receipts	0 of 1 at 3	2013-00001396	TR_Summer Tax - Treasury_Summer Tax	
Receipts	0 of 1 at 3	2013-00001403	TR_Deposit - Treasury Deposit	
Receipts	0 of 1 at 3	2013-00001404	TR_WB - Treasury;Water Billing	
Receipts	0 of 1 at 3	2013-00001398	TR - Treasury	

myNotifications

New	Source	Priority	Date	Message	Notes
✓	Request for Action		10/24/2013	Request for Action 2013-00000022 - Trail Sign down...	
✓	Request for Action		10/24/2013	Request for Action 2011-00000023 - Sewer is backe...	

Delete Delete All Acted On Set to New

# NWS Payroll Data Comparison

Display Employee

KYLE C ADDLEMAN

## Employment Information

Department/Sub-Dept.: 65 ParksRec 70  
 Manager : 84510 MIRENDA MCQUA  
 Work Phone Number : (817) 952-2107 Ext:  
 Benefit Group : BW Bi-Weekly  
 Daily Hours : 8.00  
 Pay Period Hours : 80.00  
 Annual Hours : 2080.00  
 Holiday Time/Hours : No / .00  
 Hours Required : No  
 Salary/Hourly Rate : .00 / 9.0430  
 Check Distribution : PAY Payroll  
 Grade : 13N 13N Class: 1301 LIFEGUARD  
 Pay Group : BIWK Bi-Weekly

F5=Hours Summary    F6=Checks    F8=Benefits    F9=Deductions  
 F10=Saving Bonds    F14=Distribution    F22=More Keys

**New World Systems** New World City  
 myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maitner

Employee Search: Benson, Carl E (1253)    Timeline Filter: Employee Deductions

01/01/1997    01/01/2007    01/01/2008    01/01/2009    01/01/2010    01/01/2011    01/01/2012    01/29/2013

**Payroll Data**    Direct Deposit

Frequency	Bank	Account	Deposit Type	Sequence	Amount
Every	Chase Manhattan - 210578958	Checking - 1365654	Amount	1	\$250.00
Every	National City Bank - 210036589	Savings - 32121556645	Balance of Net Pay	999	

**Certifications**

Certification Type	Organization	Certification Date	Expiration Date	Hourly Amount	Hourly Percent	Overridden
CPR - CPR	American Red Cross	01/01/2004	12/31/2004			
P.O. - MCJTC - MCJTC Certified Police Officer		01/01/2012				

**Benefit Plans**

Category - Plan	Option	Coverage Dates	Payroll Dates	Deduction Amount	Declined	Overridden	Comments
Dental - Dental	Employee	01/01/2012 - Open	01/01/2012 - Open	\$15.38			
Medical - HMO	Employee	01/01/2012 - Open	01/01/2012 - Open	\$30.77			
Vision - General	Employee	01/01/2012 - Open	01/01/2012 - Open	\$4.17			

**Check Message**

# NWS Utility Billing Comparison

**Account Information**

Location: 46974 SOUTHGATE  
 Account Number: 101985-001  
 Service Address: 46974 SOUTHGATE  
 Name: Troy III 48084-995  
 Carrier Route: Ledger 1  
 Delivery Point: Ledger 1  
 Billing Profile: Ledger 1  
 Customer: AARON FRASER  
 Phone: [Redacted]

**Details**

Status: Active  
 Type: Residential  
 Class: Single Family  
 Move In: 01/01/2000  
 Move Out: [Redacted]  
 GL Distribution Profile: Ledger 1  
 Number of Units: 1  
 Exemptions and Exceptions: Exempt from Seasonal Averaging

**Balance \$373.70 as of 11/22/2011**

Event	Date	Details	Status
Bill	10/14/2010		
Meter Read	09/13/2010		
Payment	08/02/2010		
Bill	07/22/2010		
Meter Read	06/14/2010		
Payment	05/04/2010		
Bill	04/21/2010		

75 Rows

**Services**

Service	Penalty	Start	End
Water & Sewer		01/01/2000	

**Events Summary**

Billing Cycle: Ledger 1 - 10/14/2010  
 From Date: 07/01/2010  
 Due Date: 11/16/2010  
 Penalty Date: 11/17/2010  
 Amount: \$373.70  
 Payment: Not Penalized  
 Reprint Bill: [Icon]  
 Post Date: 04/28/2011 9:47:34 AM

```

Meter Service Inquiry-----
Account/Tenant#: 10015266 00      Juri/Zone: B
Display Account-----
  
```

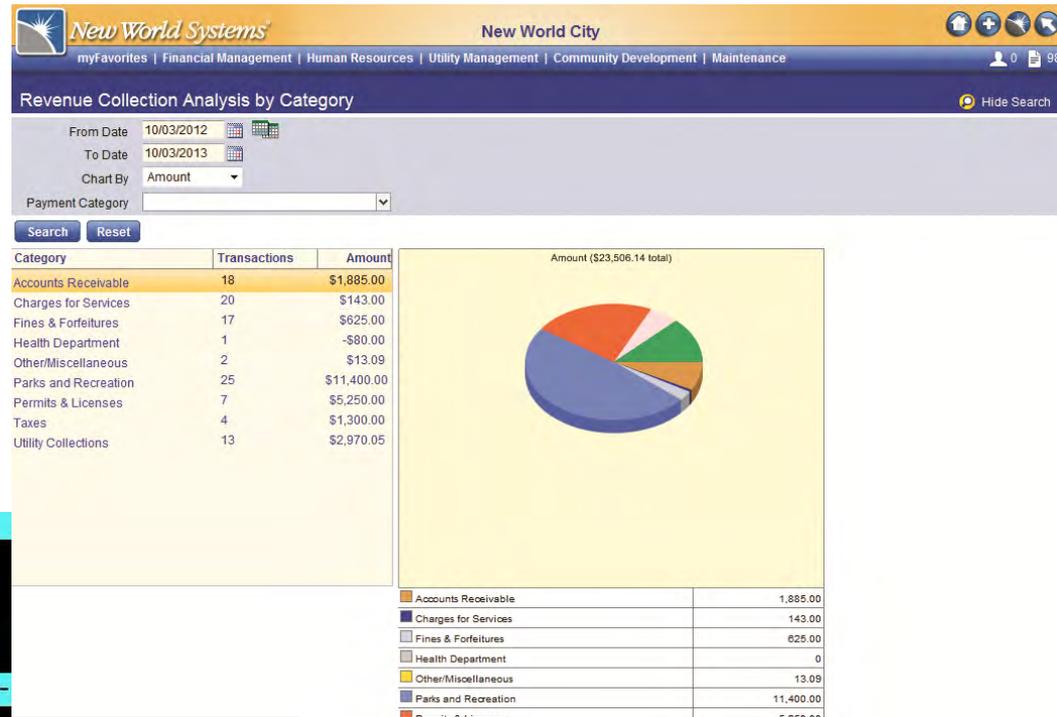
```

Account# . . . : 10015266 00
Account Status: Active
Name . . . . . : CITY OF BEDFORD
Address . . . . : 1201 CENTRAL DR
Mail Code . . . : 76022
Phone . . . . . : (817) 952-2112
Service Type . . : W
Rental . . . . . : NO
# of Units . . . : 1.0
Ident# . . . . . : CENTRAL POOL METER
Property# . . . . : BEDZUTIL
Carrier Route:
Major Owner :
Customer Type: Commercial
Life Support : NO
Date Moved In: 7/28/2005
Venue . . . . . : BEDFORD
  
```

```

F4=Messages   F5=Credit Hist   F6=Geo Inq   F7=Budget   F8=Paym Plan
F9=Work Orders F10=Bank       F11=Mtr Hist F14=Billing  F15=Meter Serv
F16=Other Chgs F17=Mailing Addr F18=Transactions F21=Deposits
F22=Additional Info F23=Account Doc F24=Tenant Doc
  
```

# NWS Revenue Collection Comparison



```

City of Bedford
1/20/14

Inquiry Menu
Type a menu option number below,

1. Financial Inquiry
    
```

```

--Accounts Receivable Inquiry-----
Customer Number: _____ +
-or-
_____ +
Customer Last Name      First      Middle      Suffix
-or-
____ + _____ + _____
No.  Dir  Street Name      Suffix Qualifier
-or-
Jurisdiction : _____ Property #: _____
-or-
Invoice Number : _____ +
-or-
_____ +
Additional Address Last Name  First      Middle      Suffix
    
```

# Additional Features

Project Planning Center - Windows Internet Explorer

http://storkids00/Logos/CD/ProjectPlanning/ProjectPlanningCenter.aspx

City of NWS

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

## Project Planning Center

Search | Project | Activities

Add Project

- DesnoyerCondoTest
  - Activities (5)
  - Documents (2)
  - Notes (0)
  - Related Professionals (1)
  - Parcels (2)
  - Fees (\$ 500.00)
  - Payments (\$ 0.00)
  - Sub Projects (0)

Project Name: Desnoyer Condo  
 Project Type: Building Plan Review  
 Active  
 Create Date: 09/21/2011  
 Master Project  
 Project Key  
 Description

Project Number: 2011-00000014  
 Status: Under Review  
 Project Manager: James Schulte  
 Primary Contact  
 Classification

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Activity Fee Summary

Parcel Summary

Overdue

- 09/27/2011 Building Approval
- 10/04/2011 Land Acquisition
- 10/04/2011 Comments
- 10/04/2011 Comments

Upcoming

- 12/09/2011 Comments
- 01/31/2012 Zoning Approval

Project Contacts

- Alonzo Wilson
- Brad Mutchler
- Jim Kirk
- Mark Desnoyer
- Trisha Donaldson

Select a contact to view their info

Permit Status Summary

Done

Local intranet | Protected Mode: Off

100%

# Additional Features (cont'd)

The screenshot displays the City of NWS Parcel Service web application. At the top, the New World Systems logo is on the left, and the City of NWS name is in the center. A navigation bar below the logo contains links for myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. On the right side of the navigation bar, there are icons for home, search, and user profile, along with the text '(13)' and '(3, 48)'. The main header is 'Parcel Service'. Below this, there is a search form with fields for Parcel, Owner Last Name, and Address (123 Ocean). There are buttons for Go, Advanced, Reset, and New. To the left of the map is a sidebar menu with 'Parcel Service' selected, showing a tree view of related data: NWS 262833658200000160, 123 Ocean AVE, Johnny Florida, Map, Ownership History, Improvements, Zoning History, Split Merge History, Documents, Remote Documents, Assets (0), Businesses (1), Cases (1), MB Invoices (0), Permits (31), Projects (0), UM Accounts (2), and Work Orders (1). The central map area shows an aerial view of a residential area with yellow parcel boundaries. Above the map is a toolbar with various map navigation tools. To the right of the map is a 'GIS Information' panel with the following data: FID 50609, AREA 29155.96335, PERIMETER 880.30629, PARCELSDE1 1090, PARCELSDE2 1022, DXF\_TEXT 262833658200000160, DXF\_LAYER 16, RTS 262833, and OBJECTID 8799916. At the bottom of the map, there is a scale bar showing 0 to 0.0311 Miles.

# FINANCING

# Recommend Contractual Obligations (KO's)

- Short term financing, not subject to appropriation restrictions
- Better interest rate over municipal lease purchases
- Pledged support from Interest & Sinking Fund

# Financing Options

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
09/30/2014	-	-	24,440.10	24,440.10
09/30/2015	240,000.00	2.000%	56,256.26	296,256.26
09/30/2016	245,000.00	2.000%	51,406.26	296,406.26
09/30/2017	250,000.00	2.000%	46,456.26	296,456.26
09/30/2018	255,000.00	2.000%	41,406.26	296,406.26
09/30/2019	265,000.00	2.000%	36,206.26	301,206.26
09/30/2020	270,000.00	2.000%	30,856.26	300,856.26
09/30/2021	275,000.00	2.375%	24,890.63	299,890.63
09/30/2022	280,000.00	2.500%	18,125.00	298,125.00
09/30/2023	290,000.00	2.500%	11,000.00	301,000.00
09/30/2024	295,000.00	2.500%	3,687.50	298,687.50
<b>Total</b>	<b>\$2,665,000.00</b>	<b>-</b>	<b>\$344,730.79</b>	<b>\$3,009,730.79</b>

## Yield Statistics

Bond Year Dollars	\$14,947.92
Average Life	5.609 Years
Average Coupon	2.3062130%
Net Interest Cost (NIC)	2.0466216%
True Interest Cost (TIC)	2.0216850%
Bond Yield for Arbitrage Purposes	1.8894570%
All Inclusive Cost (AIC)	2.3532544%

# Financing Options (cont'd)

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
09/30/2014	-	-	22,208.33	22,208.33
09/30/2015	360,000.00	2.000%	49,700.00	409,700.00
09/30/2016	365,000.00	2.000%	42,450.00	407,450.00
09/30/2017	370,000.00	2.000%	35,100.00	405,100.00
09/30/2018	380,000.00	2.000%	27,600.00	407,600.00
09/30/2019	390,000.00	2.000%	19,900.00	409,900.00
09/30/2020	395,000.00	2.000%	12,050.00	407,050.00
09/30/2021	405,000.00	2.000%	4,050.00	409,050.00
<b>Total</b>	<b>\$2,665,000.00</b>	<b>-</b>	<b>\$213,058.33</b>	<b>\$2,878,058.33</b>

## Yield Statistics

Bond Year Dollars	\$10,652.92
Average Life	3.997 Years
Average Coupon	2.0000000%
Net Interest Cost (NIC)	1.6299755%
True Interest Cost (TIC)	1.6135549%
Bond Yield for Arbitrage Purposes	1.4333298%
All Inclusive Cost (AIC)	2.0655190%



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Discussion regarding an update of probable cost to install paving, storm drainage, water and sanitary sewer lines in an unimproved area located in the Oak Grove Estates.

**SUMMARY:**

Public Works staff was requested at the June 12, 2013 Council Work Session to put together several scenarios for the probable cost of installing paving, storm drainage, water and sanitary sewer lines in the Oak Grove Estates Addition. The specific area is sixteen acres located east of Stormie Jones Park between Harwood Road and Midway Court. At the Budget Workshop on August 9, 2013, staff was asked to prepare a cost projection for the improvements necessary to bring Renee Drive, Brasher Lane, Midway Court and Robbins Place up to current City Standards. The City's Consulting Engineer, J. Richard Perkins, P.E. completed an Opinion of Probable Construction Cost.

At the November 26, 2013 Council meeting, those findings were presented with five different scenarios. The City Council requested additional details regarding the improvements. In order to obtain a more detailed cost projection, it is necessary to perform several tasks, including, but not limited to, surveys, geotechnical services, conceptual designs, and a drainage study.

Since the November meeting, the City has received a proposal from Pacheco Koch, LLC in the amount not to exceed \$110,276 for consulting fees for Brasher Lane and Midway Court pavement improvements from Aspenwood Drive to FM 157. The scope of services include project management, coordination, permitting, design, bid services, construction administration, project completions, field survey, easement preparation, structural design and geotechnical investigation.

Staff recommends using Pacheco Koch, LLC to be consultants on this project.

**ATTACHMENTS:**

November 26, 2013 Communiqué  
November 8, 2013 Memorandum – Oak Grove Estates  
Engineers Probable Cost for Oak Grove Estates  
Interactive Map



# Council Agenda Background

**PRESENTER:** Thomas L. Hoover, P.E  
Public Works Director

**DATE:** 11/26/13

**Council Mission Area:** Be responsive to the needs of the community.

**ITEM:**

Discussion of probable cost to install paving, storm drainage, water and sanitary sewer lines in an unimproved area located in Oak Grove Estates.

**City Attorney Review:** N/A

**City Manager Review:** \_\_\_\_\_

**DISCUSSION:**

At the budget workshop on August 9, 2013, staff was asked to prepare a cost projection for the improvements necessary to bring Renee Drive, Brasher Lane, Midway Court, and Robbins Place to current City standards. This area is currently platted but there are no streets and very little water and sewer installed.

The City’s Consulting Engineer, J. Richard Perkins, prepared an Opinion of Probable Construction Cost to do paving, storm drainage, water, and sanitary sewer system improvements for this unimproved section in the Oak Grove Estates Addition. The study is divided into five sections for commercial and residential use.

**Commercial:**

- Section 1: FM 157 Water and Sewer System Improvements \$213,783

**Residential:**

- Section 2: Brasher Lane (Aspenwood Drive to Midway Court) \$772,244.50
- Section 3: Midway Court (Brasher Lane to FM 157) \$661,697.63
- Section 4: Renee Drive (Harwood Road South to Midway Court) \$1,362,585.49

**Total Commercial:** \$213,783

**Total Residential:** \$2,796,527.62

**Total Probable Construction Cost:** \$3,010,310.62

**ATTACHMENTS:**

- Probable Cost Estimate
- Map
- Memorandum: Oak Grove Estates



## MEMORANDUM

TO: Beverly Griffith, City Manager  
FROM: Thomas Hoover, Public Works Dir.  
DATE: November 8, 2013  
RE: Oak Grove Estates

We have completed our review of the Oak Grove Estates as requested by the City Council at the June 12, 2013 Council Work Session. At this meeting, staff was directed to put together several scenarios for the improvements needed for the development of the property east of Stormie Jones Park between Harwood Road and Midway Court.

This area was platted in 1952 but not all of the public improvements were installed. The area in question is approximately 16 acres. There are seventy-one (71) platted single family lots outside of Stormie Jones Park.

The City of Bedford has installed a portion of the water and sewer mains, a portion of the storm drainage system, and some of the street paving. Most of the improvements serve Stormie Jones Park, eight (8) single family lots on Brasher Lane, and three (3) commercial properties on Renee and Harwood.

For this report, the following assumptions will be used on all scenarios:

- 1) Single family home value of \$200,000
- 2) Vacant residential lot value of \$10,000
- 3) Developed Commercial site value of \$1,400,000 per acre

### SCENARIO 1

This scenario is to not install any improvements in the area.

This scenario will create development potential for the following:

Residential: 71 vacant residential lots; or  
Commercial: 0 acres of land

Projected taxable values and revenue generated:

	<u>Value</u>	<u>Revenue</u>
Residential:	\$ 710,000	\$3,513 Per Year
Commercial:	\$ .00	\$ .00 Per Year



## SCENARIO 2

This involves the installation of the water and sewer necessary to provide service to the properties that front FM 157 (Industrial Blvd). This plan includes 1,364 feet of 8-inch water main and 1,658 feet of 8-inch sewer main. We have included a map showing the proposed improvements. The cost projection for this scenario is \$213,783.

This scenario will create development potential for the following:

Residential:	20 single family lots; or
Commercial:	9.6 acres or about 5 pad sites at 2 acres each

Projected taxable values and revenue generated:

	<u>Value</u>	<u>Revenue</u>
Residential:	\$ 4,000,000	\$19,793 Per Year
Commercial:	\$ 13,440,000	\$66,505 Per Year

## SCENARIO 3

This involves the installation of the water and sewer necessary to provide service to the properties that front FM 157 (Industrial Blvd) combined with the paving and drainage improvements on Brasher Lane. This plan includes 1,789 feet of 8-inch water main, 1,658 feet of 8-inch sewer main, 465 feet of 9'x4' box culvert, and 1,465 square yards of concrete pavement. We have included a map showing the proposed improvements. The cost projection for this scenario is \$986,028.

This scenario will create development potential for the following:

Residential:	36 single family lots; or
Commercial:	14.3 acres or about 10 pad sites at 1-2 acres each

Projected taxable values and revenue generated:

	<u>Value</u>	<u>Revenue</u>
Residential:	\$ 7,200,000	\$35,628 Per Year
Commercial:	\$20,020,000	\$99,065 Per Year

## SCENARIO 4

This involves the installation of the water and sewer necessary to provide service to the properties that front FM 157 (Industrial Blvd) combined with the paving and drainage improvements on Brasher Lane and Midway Court. This plan includes 2,569 feet of 8-inch water main, 1,658 feet of 8-inch sewer main, 465 feet of 9'x4' box culvert, and



5,018 square yards of concrete pavement. We have included a map showing the proposed improvements. The cost projection for this scenario is \$1,647,726.

This scenario will create development potential for the following:

	<u>Value</u>	<u>Revenue</u>
Residential:	39 single family lots; or	
Commercial:	14.3 acres or about 10 pad sites at 1-2 acres each	

Projected taxable values and revenue generated:

	<u>Value</u>	<u>Revenue</u>
Residential:	\$ 7,800,000	\$38,597 Per Year
Commercial:	\$20,020,000	\$99,065 Per Year

## **SCENARIO 5**

This involves the installation of the water and sewer necessary to provide service to the properties that front FM 157 (Industrial Blvd) combined with the paving and drainage improvements on Brasher Lane, Midway Court, and Renee Street. This plan includes 5,000 feet of 8-inch water main, 2,658 feet of 8-inch sewer main, 465 feet of 9'x4' box culvert, and 15,008 square yards of concrete pavement. We have included a map showing the proposed improvements. The cost projection for this scenario is \$3,010,311.

This scenario will create development potential for the following:

Residential:	71 single family lots; or	
Commercial:	15.3 acres or about 12 pad sites at 1-2 acres each	

Projected taxable values and revenue generated:

	<u>Value</u>	<u>Revenue</u>
Residential:	\$14,200,000	\$70,266 Per year
Commercial:	\$21,420,000	\$105,993 Per Year

# ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

07/25/2013

J. Richard Perkins, P.E.

Consultant for the City of Bedford

## Section 1

### FM 157 Water and Sewer System Improvements

ITEM NO.	DESCRIPTION OF ITEM	SPEC. SECTION No.	UNIT	TOTAL QUANTITY	UNIT PRICE	COST
<b>GENERAL PAY ITEMS</b>						
G-1	Traffic Control		L.S.	1	1,800.00	1,800.00
G-2	Erosion Control		L.S.	1	1,200.00	1,200.00
G-3	Yard / Parkway Restoration		L.S.	1	3,000.00	3,000.00
G-4	Remove Trees		L.S.	1	3,200.00	3,200.00
<b>Subtotal General Pay Items</b>						<b>\$9,200.00</b>
<b>WATER SYSTEM PAY ITEMS</b>						
W-1	Remove & Replace 4" HMAC Pavement		L.F.	56	17.00	952.00
W-2	Furnish & Install 8" PVC Water Line		L.F.	1,364	45.00	61,380.00
W-3	Furnish & Install 8" Gate Valve		Ea.	3	1,600.00	4,800.00
W-4	Furnish & Install Fire Hydrant Assembly		Ea.	4	3,200.00	12,800.00
W-5	Furnish & Install Ductile Iron Fittings		Tn.	0.16	6,000.00	960.00
W-6	Connect to Existing Water System		Ea.	2	800.00	1,600.00
<b>Subtotal Water System Pay Items</b>						<b>\$82,492.00</b>
<b>SEWER SYSTEM PAY ITEMS</b>						
S-1	Remove Sanitary Sewer Cleanout		Ea.	1	500.00	500.00
S-2	Remove & Replace 4" Gravel Pavement		L.F.	13	15.00	195.00
S-3	Furnish & Install 8" SDR 35 PVC Sewer		L.F.	1,658	52.00	86,216.00
S-4	Construct 5' Dia. Std. Sanitary Sewer MH		Ea.	5	5,000.00	25,000.00
<b>Subtotal Sewer System Pay Items</b>						<b>\$111,911.00</b>

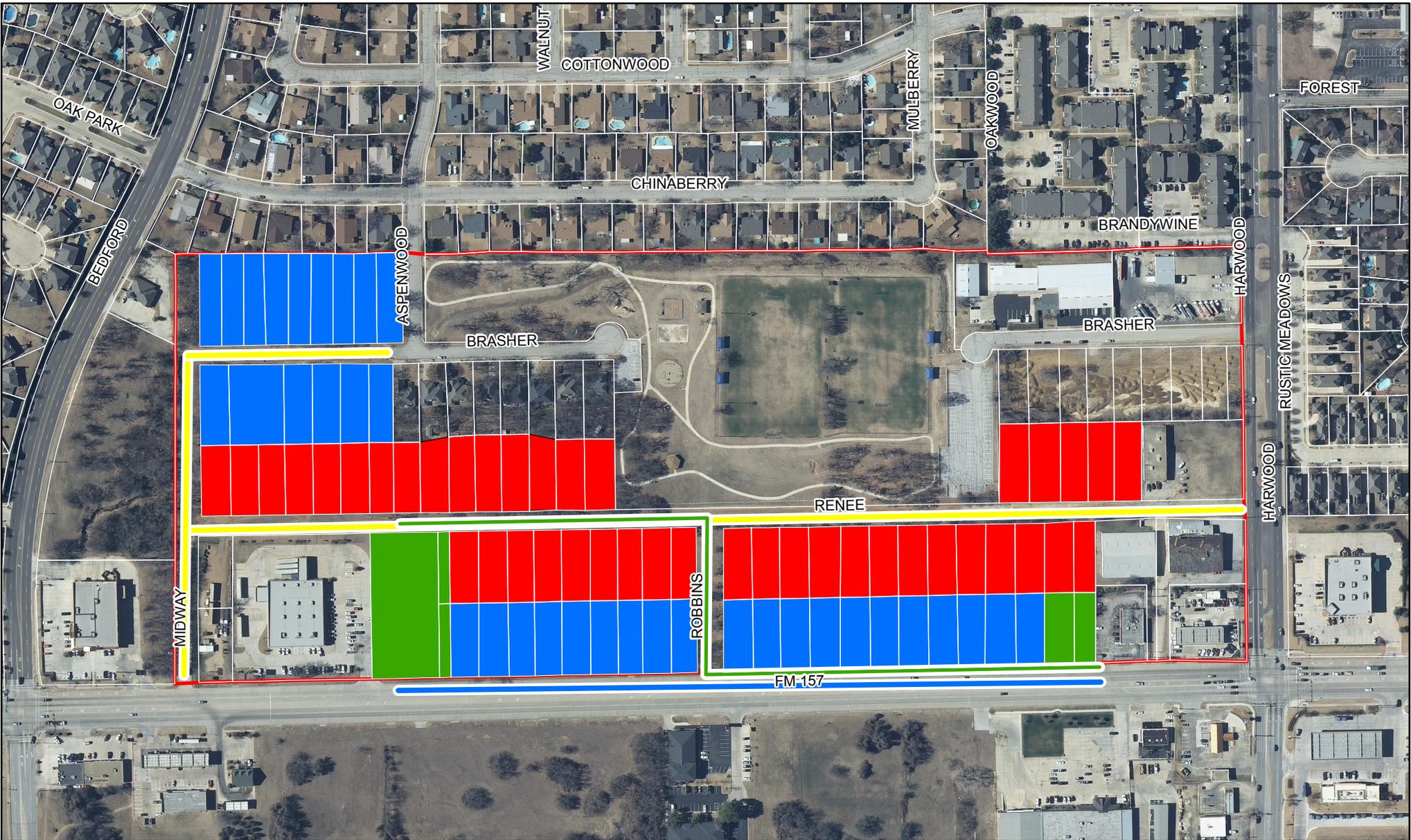
<b>Sub-Total Const. Cost</b>	<b>\$203,603.00</b>
5% Contingencies	\$10,180.00
<b>TOTAL EST. CONSTRUCTION COST</b>	<b>\$213,783.00</b>







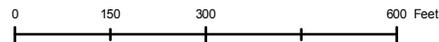




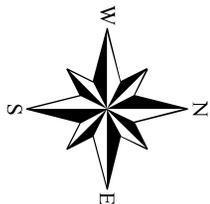
### Oakgrove Estates Utility And Paving Improvements Options



- Proposed Sanitary Sewer
- Proposed Water
- Brasher Dr.
- Midway Ct. and Brasher Dr.
- Renee Dr.
- Oakgrove Estates Addition
- Existing Commercial
- Scenario 2 Residential
- Scenario 2 Commercial
- Scenario 3 Residential
- Scenario 3 Commercial
- Scenario 4 Commercial



\*NOTE: These datum are to be used for graphical representation only. The accuracy is not to be taken/used as data produced for engineering purposes or by a Registered Professional Land Surveyor for the State of Texas. For this level of detail, supervision and certification of the produced data by a Registered Professional Land Surveyor for the State of Texas would have to be performed. The City of Bedford assumes no responsibility for the accuracy of said data.





# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Update on the Central Bedford Development Zone (CBDZ) design criteria process.

**SUMMARY:**

Staff has been working with Gateway Planning for the CBDZ design criteria. A preliminary meeting schedule has been drafted and will be reviewed at the Strategic Planning Work Session to verify Council's availability for upcoming CBDZ meetings.

**ATTACHMENTS:**

Preliminary Meeting Schedule

## Tentative Timeline for CBDZ Design Guidelines

### 2014 January to Ordinance

- ✓ **January 16-28** - Staff continues to share information with Gateway
- ✓ **January 29 -30** - Staff and Gateway conduct Stakeholder meetings
- ✓ **February 2-5** - Kick-off meeting with City Manager's Office, Staff, and Gateway
- ✓ **February 13** - 1<sup>st</sup> Joint Work Session with City Council and Planning and Zoning
- ✓ **Beginning March** - Gateway and Staff begin drafting Design Guidelines
- ✓ **March 27 or April 10** - 2<sup>nd</sup> Joint Work Session with City Council and Planning and Zoning
  - Discussion of draft outline of Design Guidelines
- ✓ **April-May** - Staff and Gateway actively working on draft
- ✓ **End of May** - Rollout of draft
- ✓ **June 2-6** - Stakeholder meeting to discuss draft
- ✓ **June 12** - 3<sup>rd</sup> Joint Work Session with City Council and Planning and Zoning
  - Discussion of 2<sup>nd</sup> draft of Design Guidelines
- ✓ **June 26** - Public Hearing with Planning and Zoning Commission
- ✓ **July 22 or August 12** - Public Hearing with City Council



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Boys Ranch Phase I

**SUMMARY:**

On Tuesday, January 14, staff and representatives from Kimley-Horn and Associates (KHA) met with the U.S. Army Corps of Engineers (USACE) regarding necessary permitting for the project. USACE staff's initial impression of the project was that it will fall under the national recreation permit, which will not necessitate any mitigation. In order to make sure the project does not create any "loss" to national waterways, the project cannot reduce the surface area by more than 1/10 of an acre, or 4,356 square feet. On Wednesday, January 15, KHA went back out to the Boys Ranch Lake and drainage way to verify their field measurements for the permit. This confirmed their original assessment that the current design is very close or under this requirement. Over the next couple of weeks, KHA will finalize the permit application and submit it on behalf of the City to the USACE. USACE is allowed 45 days to review and act on the permit, including if it is sent out to other agencies for their comment. However, USACE can extend the 45 day review process if they need any additional information.

KHA has updated the project timeline to account for the USACE permitting process:

- January 14, 2014 – Met with USACE
- February 2014 – Submit for USACE permitting (3-4 weeks from meeting)
- April 2014 – Receive approval from USACE for permitting (45 days)
- May 2014 – Submit for Texas Parks & Wildlife (TPWD) approval and final City review (30 days)
- June 2014 – Advertise for Bid
- July 2014 – Award Bid (4-6 weeks)
- July 2015 – Complete Construction

**ATTACHMENTS:**

N/A



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Discussion of possible amendments to ordinances regarding smoking, vapor, vapor stores, electronic cigarettes and electronic cigarette shops in the City of Bedford.

**SUMMARY:**

The environment surrounding the use or sale of tobacco and related products is rapidly changing. Staff has reviewed our current ordinances that regulate these activities and would like council direction regarding any amendments that may be desirable. Specifically, staff is requesting feedback and direction from council in the following areas:

- Restrict tobacco stores, vapor/electronic cigarette stores, or similar establishments to specific zoning districts or areas within the City.
- Prohibit individuals under the age of 18 from purchasing and/or possessing vapor/electronic cigarettes or similar products.
- Restrict or prohibit vapor/electronic cigarette usage or similar products in all places where smoking is currently prohibited, including City facilities.

**ATTACHMENTS:**

N/A



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Follow up discussion on Digital Billboard Signs

**SUMMARY:**

This is a follow up discussion from the December 17th City Council meeting where Mr. Spencer George requested that the City of Bedford consider allowing Digital Billboard signs.

The current sign ordinance prohibits billboard signs.

**ATTACHMENTS:**

PowerPoint Presentation



# Digital Billboard City of Bedford

# Why?

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- Timing is everything
- More lanes, more traffic, more growth
- Add presence to city



# Great for state/local alerts

- Weather, Amber, Silver, etc.



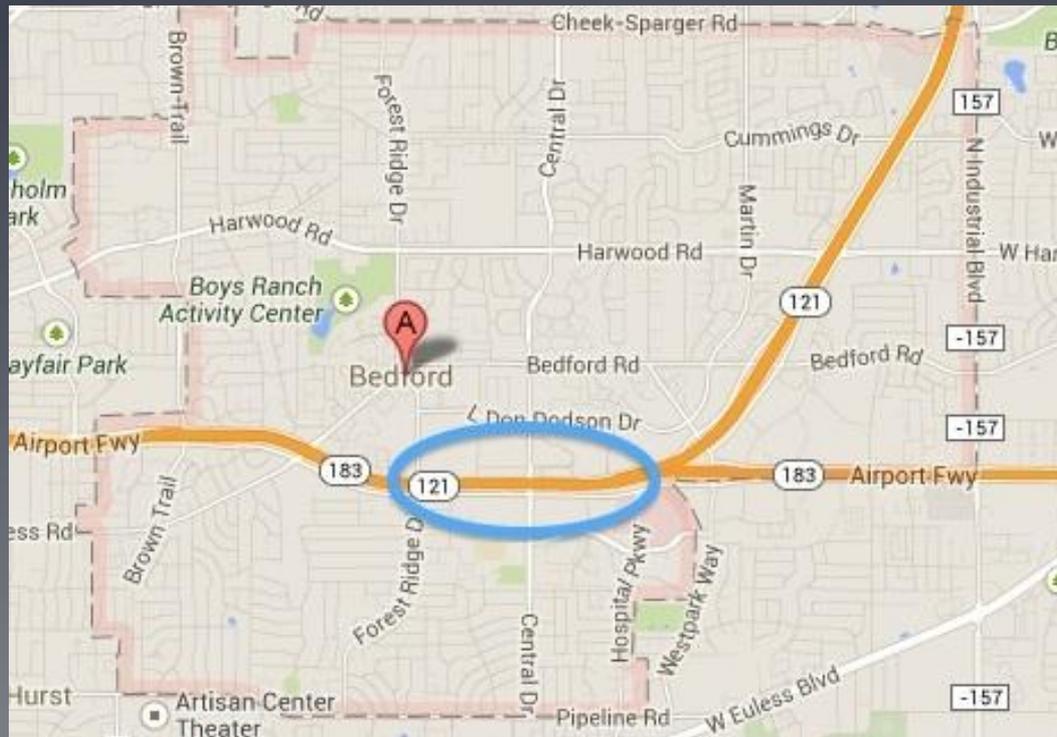
# Incentives for City & Local Businesses

- Real time updates
- Community awareness
- City Event updates (ArtsFest, 4thFest, BluesFest, etc.)



# What we want...

- One central display along North Tarrant Expressway in Bedford



# Benefits

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- High Visibility
- Real Time Updates
- Value for City
- Value for Local Business



# I'm Your Guy For This...

- I'm not a Big Corporation
- Local Businessman
- BBA in Finance/Marketing from UT-Austin
- Passionate about this project



# Thank you for your time

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- Q&A
  - Feedback
-



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Discussion regarding amending Chapter 22. "Building and Building Regulations," Article XIII. "Fences," Section 22-554. "Definitions," Section 22-558. "Maintenance," Section 22-559. "Construction prohibited," of the City of Bedford Code of Ordinances.

**SUMMARY:**

During the September 20, 2012 Work Session, Council discussed possible changes to the Fence Ordinance. Following that discussion, on October 23, 2012, a draft ordinance and presentation was given to Council over fence ordinance changes, including parallel fence construction. At the same meeting, a representative of Stonecourt Homeowner's Association (HOA) spoke to Council regarding their perimeter fence. Council tabled the item to November 27, 2012 to allow staff to work on the zoning portion for presentation. On November 27, 2012, Council again tabled the item to allow staff to create language that could help Stonecourt resolve their situation.

During the March 12, 2013 Work Session, staff presented a plan for addressing the situation related to Stonecourt HOA. Council gave direction for staff to take the proposed language to the Planning & Zoning Commission for their recommendation. The Planning & Zoning Commission reviewed the language at their March 14, 2013 meeting. The Commission discussed the request and the consensus was in opposition to making the proposed changes. On April 23, 2013, Council upheld P&Z's decision and voted not to approve Zoning language changes.

Council has requested that staff bring the proposed changes back for further discussion.

The following is a summary of the proposed changes:

**Sec. 22-554. - Definitions.**

**Thoroughfare:** A public or private right-of-way however designated, which provides vehicular access to adjacent land within the corporate limits of the City.

**Section 22-558. MAINTENANCE**

- (3) Masonry fences and masonry fence columns facing a thoroughfare that require complete or partial replacement, damaged or in need of repair shall be replaced, repaired or reconstructed with the same or similar masonry materials and same or similar color of masonry materials provided the materials are still available and comply with the requirement for masonry fence construction.
- (4) The owner of a property may apply for an appeal to the City Council to repair or replace an existing masonry fence or masonry fence columns facing a thoroughfare with alternative screening methods or materials that do not comply with the regulations specified in section 22-558 (3).

**Sec. 22-559. CONSTRUCTION PROHIBITED.**

- (5) No fence shall be built parallel to an existing fence with less than five (5) ft. separation between fences.

In regards to the parallel fence changes, staff has further considered its implementation impact and recommends that this change not be enacted. Staff recommends that this be stricken from the proposal for the following reasons:

- Enforcement will be difficult if two neighbors cannot agree on a mutual type and style of a fence bordering their property.
- Provision could cause loss of up to five feet of yard if both property owners decide to erect two fences or one owner wants the fence and the other does not.
- Maintenance responsibility between two fences would be difficult to enforce.

**ATTACHMENTS:**

**Draft Ordinance**

**Minutes**

**Pictures**

ORDINANCE 14-

AN ORDINANCE AMENDING CHAPTER 22. "BUILDING AND BUILDING REGULATIONS", ARTICLE XIII. "FENCES", SECTION 22-554. "DEFINITIONS", SECTION 22-558. "MAINTENANCE", SECTION 22-559. "CONSTRUCTION PROHIBITED", OF THE CITY OF BEDFORD CODE OF ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bedford is a home rule City acting under its home rule Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and,

WHEREAS, the City Council of Bedford, Texas deems it necessary, in order to provide for the health, safety, and general welfare of the residents of the City of Bedford, to establish the provisions of this ordinance regarding the regulation of Fences as authorized by the State of Texas; and,

WHEREAS, the City Council of Bedford, Texas has established regulations for fences, in *Chapter 22, Building and Building Regulations, Article XIII-Fences, of the Code of Ordinances*, as amended; and,

WHEREAS, the City Council of Bedford, Texas has determined that revisions are necessary to this Fence ordinance and has noticed, according to the requirements of public meetings by State Law, the proposed amendments; and,

WHEREAS, the City Council of Bedford, Texas has, after thoughtful deliberation, voted to approve these Fence ordinance amendments.

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

SECTION 1. That *Chapter 22, Building and Building Regulations, Article XIII-Fences, of the Code of Ordinances*, being the fence ordinance of the City of Bedford is hereby amended to read in its entirety as follows:

Sec 22-551. - Adoption, fences.

There is hereby adopted by the City the fences ordinance, to provide standards regulating the erection, construction, enlargement, alteration, repair, conversion, use or maintenance of fences in the city; providing for the issuance of permits and the collection of fees thereof and inspections by the office of the building official.

Sec. 22-552. - Short title.

This article shall be known and may be cited as "Fences."

Sec. 22-553. - Applicability.

These regulations shall apply to all land within the city. These standards shall be for the purpose of regulating free standing fences. Excluding maintenance, these standards shall not apply to fences that receive specific approval in the form of a specific use permit, planned development or approved variance. Fences constructed prior to the adoption date of the city's "fences" ordinance [this article] shall comply with the "maintenance" provisions of this article.

Sec. 22-554. - Definitions.

For the purposes of this article, certain words used herein are defined as follows:

**Fence:** A barrier erected upon, or immediately adjacent to, a property line for the purpose of separating properties, enclosing or protecting the property within its perimeter. Construction site barriers and landscape treatments shall not be classified as a fence.

**Height:** The distance measured from the existing grade of adjoining properties to the top of the tallest structural member of the fence.

**Masonry:** Masonry construction shall include brick, decorative block, split face stone construction, natural stone, stucco, or other material approved for the primary purpose of masonry fence construction; but shall not include concrete masonry unit (CMU) blocks.

**Permanent:** To remain without essential change; not expected to change in status, condition, or place.

**Temporary:** Used for a limited time.

**Thoroughfare:** A public or private right-of-way however designated, which provides vehicular access to adjacent land within the corporate limits of the City.

**Yard:** Front yard, rear yard, and side yard as defined in the city's zoning ordinance.

**Sec. 22-555. - Construction permit required.**

It shall be unlawful for any person to erect or have erected a new fence, or any part of a fence in excess of 50 percent per elevation side in the city without first obtaining a construction permit.

**Sec. 22-556. - Encroachment on public property.**

No fence, guy wires, braces or any post of such fence shall be constructed upon or caused to protrude over property that the city or the general public has dominion and control over, owns, or has an easement except upon utility easements which are permitted to be fenced.

**Sec. 22-557. - Height and construction requirements.**

- (1) Fences are permitted in any required side or rear yard. No fence shall be erected, constructed, or reconstructed to a height of more than eight feet above the adjoining ground level of the subject property.
- (2) Fences shall be installed to provide sufficient clearance from the bottom of the fence to the ground to prevent rotting and allow proper drainage.
- (3) Materials permitted are wood, masonry, chain link, wrought iron, galvanized steel pipe, vinyl or other materials designed for the primary purpose of fence construction unless otherwise regulated or prohibited by the comprehensive zoning ordinance.
- (4) All structural members shall be designed to prevent rust, corrosion and rotting or be of a material that is impervious to rust, corrosion, rotting or deterioration from the elements.
- (5) Fences facing a thoroughfare shall be constructed with the smooth finished surface facing outward from the property and facing the thoroughfare. Any posts or support beams shall be inside the finished surface or designed to be an integral part of the finished surface.
- (6) Masonry fences and columns shall be designed for construction by a registered engineer.

- (7) All new wood fences must use metal post set in concrete as approved by the building official. Alternative fence post materials for fences such as vinyl, masonry or post and rail fences may be approved by the building official.
- (8) Wooden fences shall be constructed using the minimum following criteria:
  - (8.1) Vertical posts shall be 2<sup>3</sup>/<sub>8</sub>-inch minimum outside diameter, standard pipe gauge galvanized steel. Vertical posts shall be spaced at no greater than eight feet on center, set in 18-inch deep concrete footings.
  - (8.2) Vertical slats shall be nailed to three horizontal bracing stringers (bottom, middle, and top nailer boards) running from vertical post to post. The size of the stringers shall be not less than two-inch by three-inch nominal size and shall be secured to steel posts with non-corrosive metal anchor straps and non-corrosive bolts or screws.
  - (8.3) Materials shall be securely fastened, vertical boards to horizontal stringers, stringers to vertical posts, to ensure an ongoing attractive appearance and safe condition, free from rot, rust, vandalism, and other sources of decay.
  - (8.4) Fences shall be treated lumber or treated with weather-resistant material to prevent pre-mature deterioration.

**Sec. 22-558. - Maintenance.**

Fences shall be adequately maintained by the owner(s) or person(s) in charge of the property. Fences shall not become dilapidated or deteriorated. Maintenance shall include but not be limited to the following:

- (1) A Fence is considered dilapidated if its pickets or structural members between vertical supports are substantially damaged, missing or rotted beyond repair; or if any portion of the fence is more than (15°) degrees off vertical alignment.
- (2) All damaged, removed or missing portions of a fence shall be replaced or repaired with like materials to the remaining portion of such fence.
- (3) ~~Damaged, removed or missing portions of a masonry Fence shall be replaced or repaired with like materials to restore structural integrity and maintain a solid masonry barrier.~~ **Masonry fences and masonry fence columns facing a thoroughfare that require complete or partial replacement, damaged or in need of repair shall be replaced, repaired or reconstructed with the same or similar masonry materials and same or similar color of masonry materials provided the materials are still available and comply with the requirement for masonry fence construction.**
- (4) **The owner of a property that has a masonry fence that is not required by ordinance under zoning or development standards may appeal to the City Council to repair or replace an existing masonry fence or masonry fence columns facing a thoroughfare with alternative screening methods or materials that do not comply with the regulations specified in section 22-558 (3).**
- (5) Fences shall not have murals, graffiti, advertising or other illegal signage.

**Sec. 22-559. - Construction prohibited.**

- (1) No fence erected above ground on any property shall be electrically charged in any manner or form which includes but is not limited to fences electrically charged by battery or those tied in with an electrical outlet.
- (2) Fences or any part of such fence shall not be constructed to impede ingress or egress of a stairway, entrance, or exit of a building.
- (3) Fences shall not restrict access to fire hydrants or city utility reading devices.
- (4) Fences shall not be constructed of broken concrete stacked in piles or rows, razor ribbon, sheet/corrugated metal, fiberglass panels, plywood or other materials not manufactured or designed for the primary purpose of fence construction.
- (5) **No fence shall be built parallel to an existing fence with less than five (5) ft. separation between fences.**

**Sec. 22-560. - Temporary construction site fences.**

- (1) *Construction sites.* Temporary construction site fences shall be permitted to enclose the complete project or a partial area. Fences under this section shall be erected in such position or placed so as to not be dangerous or detrimental to the health or safety of any person or obstruct the view so as to constitute a traffic hazard. Temporary construction fences shall be removed prior to occupancy of the facility.
- (2) *Swimming pool construction sites.* Temporary fencing not less than four feet in height shall be installed to provide a barrier for all unprotected portions of the pool capable of retaining water. A temporary fence shall not be used as the required permanent barrier for a swimming pool.

**Sec. 22-561. - Swimming pool fences.**

- (1) Regulations for private swimming pool fence construction shall be regulated by the currently adopted International Residential Code.
- (2) Private swimming pools shall have an approved fence not less than six feet in height at the perimeter of the property or four feet in height for other than the perimeter to enclose the pool.
- (3) Public and semiprivate swimming pools shall comply with the requirements of state law, including but not limited to Chapter 214 of the Texas Local Government Code, Chapter 757 of the Texas Health and Safety Code, and Chapter 341 of the Texas Administrative Code.

**SECTION 2.** That this Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance.

**SECTION 3.** If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereof to any person or circumstance, is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of the Ordinance, and the City Council hereby declares it would have passed such remaining portion of the Ordinance

despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 4.** This Ordinance shall take effect from and after its date of passage in accordance with law, and it is so ordained.

**PRESENTED AND PASSED** on this \_\_\_ day of \_\_\_\_\_ 2014, by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions at a regular meeting of the City Council of the City of Bedford, Texas.

\_\_\_\_\_  
**Jim Griffin, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Michael Wells, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Stan Lowry, City Attorney**

## City Council Work Session September 20, 2012

### WORK SESSION 6:00 p.m.

- **Possible amendments to Code Enforcement ordinances and procedures**

This item was discussed first.

Deputy City Manager David Miller recapped items that Council had asked staff to examine at a previous Work Session. These included timelines used for enforcement, changes to ordinances for high weeds and grass, nuisances including trash receptacles, fences and swimming pool enforcement.

In regards to timelines used for enforcement, a survey was taken of several surrounding cities and there was not much variation between them and Bedford. Other things looked at in the survey included the maximum height of weeds and grass and the number of days to abate nuisances. Bedford is in line with every other city in the survey. In regards to abating nuisances, Bedford does seven days. Per the Texas Health and Safety Code, even if you lowered the time frame to three or five days, correctable action could not be taken until after seven days. For high grass and weeds, Bedford does not allow greater than 10 inches on any piece of property. Every other city on the survey was between eight and 12 inches except for Grapevine at 6 inches; however, they do not take enforcement until after 12 inches. No other city does five inches and it was felt that it would be too difficult to maintain or enforce. Staff recommended dropping the maximum height from 10 inches to 8 inches on residential property and 10 inches on undeveloped land. City property would also be at eight inches. As far as how much of the property has to be over the maximum height, every city on the survey leaves it at the inspector's discretion and it ranges from 10% to 50% of the yard. Bedford tends to do it at 20%. Council directed staff to not change the maximum height of grass and weeds. Further, they directed that Code Enforcement give offenders a five-day warning and take enforcement action as necessary after the seventh day. Councilmember Turner went on record to say he was opposed to the last change. As these procedures would be handled in-house, there was no need to change this ordinance.

Mr. Miller then presented information on changes to the nuisance ordinance regarding the storage of recyclable containers. The recommended change is that outside of the hours for garbage and recycling pick-up, which is 7:00 p.m. the day before to 7:00 p.m. the day of, any garbage or recycling bin must be behind building lines and easements of residential properties and screened from public view. This change would require an amendment to the City's contract with Allied Waste Services to eliminate front door service; however, only three residents opt into this program. Council and staff discussed residents who put their trash out before 7:00 p.m. the day before pick-up, setting the boundaries to the foundation line and the definition of public view. In regards to people who leave their bins out for several days, the current practice is to warn them and after three violations in a rolling calendar year, then they are cited. Council was of the consensus that the bins not be visible to public view and to approve the recommended changes.

Council and staff discussed follow-up procedures, enforcement and repeat offenders. Mr. Miller explained that staff is in the process of changing their enforcement practices. It was felt that zero tolerance took away the officer's discretionary powers. Instead, they are tightening up the enforcement end. Offenders are given seven days to mow high grass and weeds; when staff goes out on the eighth day, outside of a provable situation, citations are issued after the first

warning period. The same approach would be used on swimming pools and trash violations. For repeat offenders, there would be no warning period unless required by State law. With situations like a house on Wade Drive, where the occupant is a widow who has difficulty maintaining her house and property, referrals are made to 6Stones. Mr. Miller explained that after the eighth day if grass and weeds are not mowed, the City will come out to mow and will bill the property owner. He also stated that the City would never come out whole on fines but could on liens. Citations could be issued every 24-hour period that a violation occurs but the City prosecutor has made a decision for it to be every seven days and up to three times per violation.

There was further discussion on the ordinances being enforceable; communication; quality control; tools to allow for follow-up; the inability of Code Enforcement to reference information off-site; B-Service; identifying obvious inefficiencies; and technology.

Mr. Miller presented information on an issue from the Fire Department regarding trees that have grown over the City's rights-of-way, which prohibits fire apparatus from safely passing underneath. Staff recommended adding a new section to the Nuisance Ordinance that requires homeowners to keep trees trimmed to at least 14 feet above the right-of-way. The homeowner would be given a seven-day warning period before they are cited and the City would then trim the trees. As with any Code Enforcement issue, the homeowner would be given a copy of the ordinance. Council and staff discussed giving more leeway to residents in regards to the timeframe. Building Official Russell Hines discussed the Neighborhood Revitalization Program where Code Enforcement, Animal Control and Public Service officers go door-to-door in neighborhoods. This program has worked very well in getting residents to trim their trees; however, this ordinance would give staff teeth to enforce if they refuse. Council was of the consensus to approve this ordinance and to extend the warning period to 14 days.

Mr. Miller presented information on recommended changes to the Sign Ordinance regarding vehicle signs. Currently, vehicles can park wherever they want to in their parking lot as long as the vehicle is moved within three days. The first change is to redefine that a vehicle is to be any mechanical device that can be transported or drawn on a public street or highway. The second change would be to make it a violation for any of these vehicles to be parked along the right-of-way; instead they would be required to park them in the rear or side of the building. If this is not feasible, they would need to park as adjacent to the front of the building as possible. Only if approved by a specific use permit could a business park vehicles along the right-of-way. Council was of the consensus to approve these changes.

Mr. Miller presented information regarding changes to the Fence Ordinance. The first change is for a definition of the term thoroughfare as any public street within the City's corporate limits. It would require any person whose fence faces a thoroughfare to have the smooth side facing the public. This would only come into effect on new fences or if 50% or more of a fence needs to be replaced. The second change is to do away with parallel fences whereby two fences are built next to each other. These would be prohibited if there is less than five feet of separation. The reason is that it is difficult to control the grass and weeds between the fences. Staff will check with the City Attorney regarding whether this provision can be made retroactive. The final change is for masonry fences. If they require a complete or partial replacement, they shall be replaced or repaired with like materials if still available and comply with the requirements for masonry fence construction. Mr. Miller explained that this provision might be an issue with homeowner's associations. He also stated that theoretically the person is not required to replace the fence.

Mr. Miller presented information regarding internal changes to Code Enforcement regarding swimming pools. The seven-day requirement to clean the pool will still be in place; however, the owner is required to start work on the pool within 24 hours. If on the eighth day the pool is not clean, they will immediately be given a citation. Repeat offenders would be given a citation every time after the first warning. Mr. Miller explained that the City cannot require that a pool be kept full of water. In regards to the City draining a pool, the City can only do so by court order, which gives the City further distance from any liability. Code Enforcement currently enforces on the clarity of the pool, more specifically on whether or not the bottom drains can be seen. Now, they will be enforcing on both the clarity and the stagnation of the pool, as growth may cause health and safety issues. Now the owner must clean and have mechanisms in place whereby the water is no longer stagnant. A notice has been designed, which will be placarded at places that have pool violations when the first warning is given. This would both motivate the offender and send the message to the neighbors that the City is working on the issue. It would be illegal to remove the notice without the City's permission. Council and staff discussed Code Enforcement not being allowed back onto properties, shortening the timelines for enforcement and follow-up. It was explained that the owners have to be given seven days to abate the problem before a lien could be issued.

Mr. Miller presented a slide regarding property counts that showed that in the City there are the following: 14,799 single family residential properties; 1,691 commercial businesses; 35 apartment complexes; 8,383 apartment units; and 2,597 swimming pools. In answer to questions from Council, it was explained that apartment complexes are held to the same standards. Code Enforcement received 4,851 complaints in the previous calendar year, 3,891 of which were pro-actively handled by the Code Enforcement officers. In regards to repeat offenders, the approach in dealing with them is an enormous level of customer service. A person is only considered a repeat offender if they have been cited.

## **City Council Regular Meeting October 23, 2012**

### **PERSONS TO BE HEARD**

- 1. The following individuals have requested to speak to the Council tonight under Persons to be Heard.**
  - a) Teresa LaMacchia, 1912 Highland Drive, Bedford, TX – Requested to speak to the Council regarding a fence permit that was approved then revoked for the StoneCourt Homeowner's Association.**

Teresa LaMacchia, 1912 Highland Drive – Ms. LaMacchia spoke on behalf of her homeowner's association (HOA), of which she is president. She stated that the association, as a community, determined that they needed to replace their perimeter fence. They did their due diligence in finding the best way to replace the fence to both maintain the integrity of their neighborhood and that was affordable. They approved a bid from a fence company. The company pulled a permit from the City and started work, including demolition of the old fence, but the permit was then revoked. As the company had already started work, there is now a gap in their perimeter fence and another portion of their fence is partially completed. They were informed that the permit was issued in error and that the reason was that between commercial and residential properties, there needs to be a masonry fence as a visual barrier. Further, it is up to the residential area or the HOA to maintain the fence. Their HOA is 90% surrounded by commercial property. The masonry fence they currently have is in shambles. They had a study done in 2008, which

showed the fence was done with inferior product and incorrectly installed in 1999. There are no footings underneath the fence and there is PVC pipe where there should be columns. Over time, pieces of the fence have collapsed and there are cracks in all of the panels. It is also difficult to keep anything clean between the fence and the Public Work Service Center. Trucks from the Service Center have also hit and damaged the fence. The new fence is double-sided pre-stained wood. There is a kickboard at the bottom to allow for proper drainage and a cap at the top. It cannot be climbed over. She is seeking some sort of resolution whereby the HOA can put up the new perimeter fence and not have to put a masonry fence back up. She does not think there is an HOA or residential area that can afford to replace their entire fence line with the same product without causing undue stress on the homeowners. It is also a safety issue as some parts of the fence are falling in. They have been told by the Permit Department to put the old fence back up but they cannot do that as the old fence has crumbled. She stated that it is difficult to put something back up that they as an association cannot maintain; however, a wood fence is something that can be maintained and it is not a safety issue and they do not have to worry about encroachments. In their original plan development, a masonry fence was required and they are willing to try and get a variance on that.

In answer to questions from Council, Ms. LaMacchia stated that she has spoken to surrounding businesses and has received letters from Atmos Energy and Craig's Collision stating they have no issue with the HOA going forward with the new fence. In speaking with Patrice Kleypas at the Service Center, she believes they are fully aware that the HOA is doing the fence. She stated that the HOA realized how bad the fence was from the study that was performed in 2008. They have done some maintenance on the fence including putting up new panels. It is to the point that it is compressing down so much that it does not do any good to do a panel here and a panel there. There is only one company that can do the panels they currently have. There are 146 homes in the subdivision and as a gated community, they are responsible for the streets and the fence. The requirement to have a masonry fence was in the HOA's original declaration, which can be dissolved as they are past the ten years. Ms. LaMacchia is asking to not have the ordinance requiring a masonry fence between incompatible districts and to either get a variance on their original plat or dissolving their current declaration and putting a new one in place. In regards to whether the burden falls on the commercial properties to put up a masonry fence if the residential property is no longer required to do so once their plat is changed, City Attorney Stan Lowry stated the burden falls on whoever causes the buffer to go away. He stated that the deed restrictions and covenants of the HOA are irrelevant to the discussion as they are private documents. Council would have to look at some relief from the ordinance perspective and possible amendments to the site plan.

## **NEW BUSINESS**

- 2. Consider an ordinance amending Chapter 22. "Building and Building Regulations", Article XIII. "Fences", Section 22-554. "Definitions", Section 22-558. "Maintenance", and Section 22-559. "Construction Prohibited", of the City of Bedford Code of Ordinances; providing a savings clause; providing a severability clause; and providing an effective date.**

Deputy City Manager David Miller presented information regarding this ordinance. Recommended changes include the addition of the term "thoroughfare" to the definitions to mean any street in the City. There are also changes to the masonry requirement, in that if there is an existing masonry fence that requires a complete or partial replacement, it must be replaced with like materials and colors. The final change is to prohibit parallel fences closer than five feet apart.

Council discussed tabling this item; possible revisions to the ordinance; the effect this ordinance would have in regards to Ms. LaMacchia's situation; and the possibility of differentiating between fences along major thoroughfares and those that are not.

Motioned by Councilmember Brown, seconded by Councilmember Turner, to table Item #6 until the November 27 meeting.

Motion approved 5-2-0. Mayor Griffin declared the motion carried.

Voting in favor of the motion: Mayor Griffin, Councilmember Boyter, Councilmember Davisson, Councilmember Turner and Councilmember Brown.

Voting in opposition to the motion: Councilmember Olsen and Councilmember Nolan.

In answer to further questions from Council, Ms. LaMacchia stated to replace the fence with masonry would cost \$300,000 as opposed to \$84,000 for the wood fence. In regards to seeking recourse from the developer, she stated that the developer had previously wiped his hand of other issues when he turned the development over to the HOA. The fence would be between five and six feet in height and it would be made of cedar. There is a kickboard at the bottom but no concrete. The fence would have a ten year warranty.

Council directed staff to work on a possible solution to Ms. LaMacchia's issue and to keep her informed of the progress.

## **City Council Regular Meeting November 27, 2012**

### **WORK SESSION**

Council discussed placing the following items on consent: 3, 6 and 7.

- **Receive an update from staff regarding the Stone Court Homeowner's Association perimeter screening wall.**

Deputy City Manager David Miller stated that at the October 23 meeting, Teresa LaMacchia from the Stone Court Homeowner's Association presented an issue regarding their screening wall. They are required by their Planned Unit Development (PUD) to have masonry fence. Staff has been examining the best solution for their particular situation as well as the overall effects to the City. A PUD is a zoning classification within the City's ordinances that allows desired development designs to be implemented at the time that zoning is approved. For Stone Court, a masonry wall was included in their PUD and it is their responsibility for the maintenance of the wall. They cannot afford to replace the wall due to cost factors and are looking to Council for relief. They could get relief by amending their PUD; however, the PUD cannot be addressed without amending the underlying screening provisions in the Zoning Ordinance. These amendments would have to go through the Planning and Zoning Commission and then to Council for approval or denial. Mr. Miller stated that there are another 10 PUDs in the City that have masonry walls. Staff desires to address the issue where it is City-wide but each PUD would be handled on an individual basis. The amendment to the Zoning Ordinance would be that if a subdivision is granted relief from replacing their masonry wall, the abutting businesses would not be considered out of compliance.

In answer to questions from Council, Mr. Miller stated that inclusive of Stone Court, 12 other PUD's abut commercial property. Council discussed setting precedents if relief is granted to one subdivision and not another; creating hardships for businesses; that new businesses would still be required to put up masonry screening if they are built next to a residential property; aesthetics; and holding the developers accountable for issues related to fences.

City Manager Beverly Griffith stated that in 2003, businesses were given a variety of alternative screening methods including double-sided wood fences, shorter masonry walls and a combination of fencing and landscaping. These businesses were allowed to ask for a special exception from the Zoning Board of Adjustment.

In answer to a question from Council, Mr. Miller stated that the proposed amendments to the Fence Ordinance under Item #4 would negate Stone Court's ability to request relief and would create a conflict with the proposed changes to the Zoning Ordinance. Language would need to be added to the Fence Ordinance regarding an appeals process that would be equal to all citizens. Appeals could go through the Zoning Board of Adjustment, the Building and Standards Commission or directly to the Council.

Council discussed tabling Item #4. Council was of the consensus for staff to work on changes to the Zoning and Fence Ordinances, bring those changes to Council for their blessing and then go through the process with the Planning and Zoning Commission.

Mayor Griffin adjourned the Work Session at 6:04 p.m.

### **OLD BUSINESS**

- 3. Consider an ordinance amending Chapter 22. "Building and Building Regulations", Article XIII. "Fences", Section 22-554. "Definitions", Section 22-558. "Maintenance", and Section 22-559. "Construction Prohibited", of the City of Bedford Code of Ordinances; providing a savings clause; providing a severability clause; and providing an effective date. (Continued from the October 23, 2012 meeting)**

This item was tabled by consent.

### **City Council Regular Meeting March 12, 2013**

### **WORK SESSION**

- Discussion regarding proposed changes to Section 5.5 B. "Fences Abutting Incompatible Districts" of the City of Bedford Zoning Ordinance.**

City Manager Beverly Griffith presented a recap of this issue to Council. In December, they were approached by a representative from the Stone Court subdivision with a situation whereby they had to replace the wall of their subdivision, which is currently masonry. If Council were to grant relief, it would require amendments to the ordinance for masonry walls. The situation is unusual as the wall is on residential property. Council directed staff to seek a solution.

Planning Manager Jackie Reyff stated that this item is the first step in a multi-step solution and

involves changes to Section 5.5B of the Zoning Ordinance regarding “Fences Abutting Incompatible Districts”. Based on staff’s technical expertise, these changes address the situation when a residential subdivision removes a masonry fence so that an adjoining commercial property does not fall out of compliance. This item is scheduled for discussion during the Planning and Zoning Commission meeting on Thursday and based on feedback from Council, it may be put for a public hearing at the Commission meeting on March 28. In response to questions from Council, Building Official Russell Hines stated that if a property had received an exception to use alternative options such as a wrought iron fence, they would be required to replace it with a like substance. This item only addresses fences abutting incompatible districts; issues related to replacing of masonry fence will be addressed in the future. A subdivision that is adjacent to a commercial property would have to apply for an amendment to their Planned Unit Development requiring masonry walls if they wanted to put up something else. There was discussion regarding concerns on lowering the City’s standards, ordinances not being up to par and aesthetics. In answer to further questions from Council, it was stated that a majority of fences between residential and commercial properties are on the commercial side and that this situation is a rare exception. In regards to working something out with the subdivision as opposed to changing ordinances, it was stated that the City did not want to work out a situation that would violate a current ordinance or put an undue burden on adjacent property owners. If relief was granted and the subdivision used some construction material other than masonry, it would not place the adjacent property owners out of compliance. There was discussion on if staff had received quotes from the subdivision regarding costs for the fence and how much were the estimated costs.

Five Council Members agreed that this item be brought to the Planning and Zoning Commission: Mayor Griffin, Councilmember Boyter, Councilmember Davisson, Councilmember Turner, and Councilmember Brown. Two Council Members were opposed to this item being brought to the Planning and Zoning Commission: Councilmember Olsen and Councilmember Nolan.

### **OPEN FORUM**

Attila Hertelendy, 2425 Bridgeton Lane – Mr. Hertelendy requested to speak on Work Session Item #2. He stated that he came to Bedford in 1995 and really enjoys the community and the beautiful things that have happened. He stated he has a problem with walls within the City, specifically fences, and he believes that things are falling apart. He is seeing this in Bedford and other communities. He stated that as the City goes through the process of ordinance and standards changes, the Council needs to look at the life expectancy of things and managing projects over a long period of time, and not look at things year-to-year from a budgetary standpoint. He stated that the standards should not be changed but alternatives should be looked at to make things better. Allowing variances puts a huge burden on Council and staff. He stated that the City needs to look at long term solutions. He stated that currently the City is having infrastructure problems. The City has brick walls that do not last two years and wood fences that fall apart from chlorine and the heat. He wants better solutions, long term perspectives and uniformity. He is not so much concerned with aesthetics as he is concerned with structural integrity.

## **Planning and Zoning Commission Regular Meeting March 14, 2013**

### **WORK SESSION**

Chairman Stroope asked the Commission if anyone had an interest or owned property within 200' of any of the items on the agenda. No one had an interest or owned property within 200' of any of the items on the agenda.

The Commission and Staff reviewed and discussed items on the regular agenda. A portion of the March 12, 2013 City Council meeting video was viewed pertaining to Section 5.5.B(1), Fences Abutting Incompatible Districts.

After discussion, the consensus of the Commission was in opposition to making the proposed changes to Section 5.5B.(1).

Chairman Stroope adjourned the Work Session at 7:05 PM.

### **City Council Regular Meeting April 23, 2013**

#### **NEW BUSINESS**

- 1. Public Hearing and consider an ordinance amending the City of Bedford Zoning Ordinance, Ordinance No. 2275 Section 5.5 Screening Requirements, specific to Section 5.5.B(1), Fences Abutting Incompatible Districts; providing that this ordinance shall be cumulative; providing a severability clause; providing a savings clause; providing a penalty clause; and providing an effective date.**

Planning Manager Jacquelyn Reyff presented information regarding this ordinance. This is to add language to the Section 5.5B (1) Fences Abutting Incompatible Districts stating that the removal of a masonry wall or fence by the residentially zoned property will not cause the adjacent commercial or industrial property to be non-compliant. Further, replacement, changes or alterations greater than 50% of an existing fence on a commercial or industry property must comply with Section 5.5B. She stated that it was the consensus of the Council at their March 12, 2013 meeting to put this item on a regular Planning and Zoning Commission agenda. The Commission discussed this item at their March 28, 2013 meeting and voted 4-3-0 to deny. She stated that those voting for denial were of the opinion that the additional language was not necessary because the existing language was clear while those voting in opposition felt the additional language would help clarify in situations like this. The president of the Stonecourt Subdivision HOA spoke at the meeting in favor of this item. Ms. Reyff stated that per the Zoning Ordinance, if the item has been denied by the Commission, for the item to be effective would require a three-fourths vote of the Council.

There was discussion regarding the history of this item; that the Stonecourt subdivision was issued a permit for a wood fence, which was subsequently pulled; that the costs for a wood fence was \$84,000 compared to \$500,000 for brick and mortar fence and \$300,000 to rebuild the fence as is; and that the president of the subdivision's HOA had come to Council asking for relief for this individual case. There was discussion regarding the Commission meeting and whether they were aware of what Council was trying to do; that just amending the subdivision's Planned Unit Development (PUD) would put the commercial properties out of compliance; sending this item back to the Commission with specific reasons why it was being done and why amending the PUD would not accomplish it; that this item was to help commercial properties not be non-compliant; that Stonecourt would have to amend their PUD, which would come before

the Commission and the Council; what the regulations are if less than 50% of the fence falls down and that it is still a requirement to have masonry fence between incompatible districts; that there are properties in the City where a commercial or industrial district abuts a lot zoned residential but not being utilized as residential; escrowing of money including whether escalation for costs are built in; language that was included for situations in the past and whether they have relevancy now; confusion over this issue; whether the Commission knew what Council's intent was; the Commission's discussion that the City would have to come back to this scenario time after time; and cleaning up the Ordinance for items that may no longer be applicable such as escrowing of funds.

Mayor Griffin opened the public hearing at 9:22 p.m.

Al Zim, Colleyville, Texas – Mr. Zim owns the property at 1916 Reliance Parkway. He stated that the masonry fence has been ripped down between his property and the subdivision. He has spent \$1,000 in speaking with the City about this problem through his attorney and he received nothing in return and that nobody has sent him anything regarding this situation. There are children that live in the subdivision that play on his property and he has written a certified letter to the City that if any child is hurt while the fence is down, he would hold the City directly responsible jointly and severably. His next step is going to be to put up some “no trespassing” signs on his property and he will handcuff a child and bring them to the Police station. He granted permission to use his property to enter into the fire door to go to the back of the subdivision but that he does not have to maintain it. In answer to questions from Council, Mr. Zim stated that the subdivision took the fence down and that they started putting a wooden wall behind Atmos Energy. He also stated that there is a wall that is open into a municipal area that has a chain link fence with barbed wire.

Mayor Griffin closed the public hearing at 9:27 p.m.

There was discussion on sending this item back to the Commission; whether Council was doing this solely for the subdivision's fence and if this condition did not occur, would they be doing this; that staff was directed by Council to find a solution to this issue; that staff has talked with Mr. Zim and his attorney and understood his issues; and that the subdivision has put in an application for an amended PUD to allow for something other than a masonry fence, which will go to the Development Review Committee, to the Commission and then to Council. There was further discussion regarding the Council having the opportunity to keep neighborhoods and HOAs having nice stone masonry frontages; that a situation arose where one property owner took down their stone fence and there was nothing to prohibit them from doing so; and that when Council went to vote on this issue, it opened up a can of worms and nothing has been done on the other fence.

There was discussion on whether there will continue to be a dilapidated fence if this item does not get approved; that when the permit was originally issued, the subdivision removed a small portion of the fence; that if this is voted down, the subdivision has the opportunity to go before the Commission and apply for an amendment to the PUD to put up wood fence in that particular area; and that this ordinance was to clarify the language that was already there so there would not be misinterpretation in the future.

Motioned by Councilmember Brown, seconded by Councilmember Turner, to move this item to the Planning and Zoning Commission.

There was discussion regarding the original PUD allowed for a partial wood fence and partial masonry fence; that the subdivision replaced a lot of the old wood fence with new wood fence; the subdivision collecting monies for maintenance issues; escrowing money to build a masonry wall; that whether or not this item is passed, the subdivision is out of compliance until they amend their PUD; whether there is fault and liability on the part of the City; and that the costs of the fences discussed earlier was to encircle the whole property and that the amount of fence needing replacement is 200 linear feet, with total amount of masonry fence being 6,700 linear feet.

Motion failed 3-4-0. Mayor Griffin declared the motion failed.

Voting in favor of the motion: Mayor Griffin, Councilmember Turner and Councilmember Brown.

Voting in opposition to the motion: Councilmember Boyter, Councilmember Davisson, Councilmember Olsen and Councilmember Nolan.

Motioned by Councilmember Olsen, seconded by Councilmember Nolan, to approve an ordinance amending the City of Bedford Zoning Ordinance, Ordinance No. 2275 Section 5.5 Screening Requirements, specific to Section 5.5.B(1), Fences Abutting Incompatible Districts; providing that this ordinance shall be cumulative; providing a severability clause; providing a savings clause; providing a penalty clause; and providing an effective date.

Motion failed 2-5-0. Mayor Griffin declared the motion failed.

Voting in favor of the motion: Mayor Griffin and Councilmember Turner.

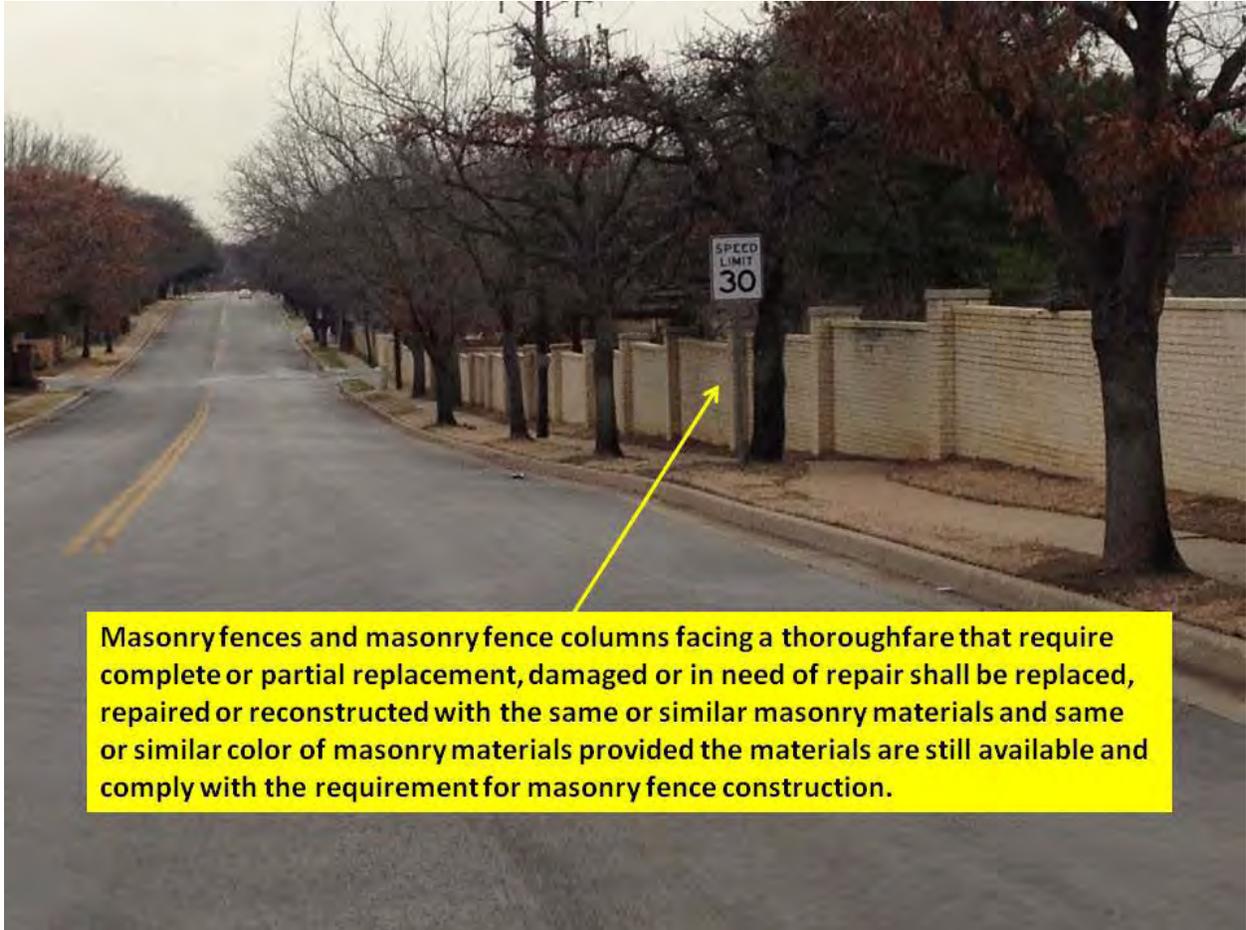
Voting in opposition to the motion: Councilmember Boyter, Councilmember Davisson, Councilmember Olsen, Councilmember Nolan and Councilmember Brown.

Motioned by Councilmember Boyter, seconded by Councilmember Davisson, to deny an ordinance amending the City of Bedford Zoning Ordinance, Ordinance No. 2275 Section 5.5 Screening Requirements, specific to Section 5.5.B(1), Fences Abutting Incompatible Districts; providing that this ordinance shall be cumulative; providing a severability clause; providing a savings clause; providing a penalty clause; and providing an effective date.

Motion approved 4-3-0. Mayor Griffin declared the motion carried.

Voting in favor of the motion: Councilmember Boyter, Councilmember Davisson, Councilmember Olsen and Councilmember Nolan.

Voting in opposition to the motion: Mayor Griffin, Councilmember Turner and Councilmember Brown.



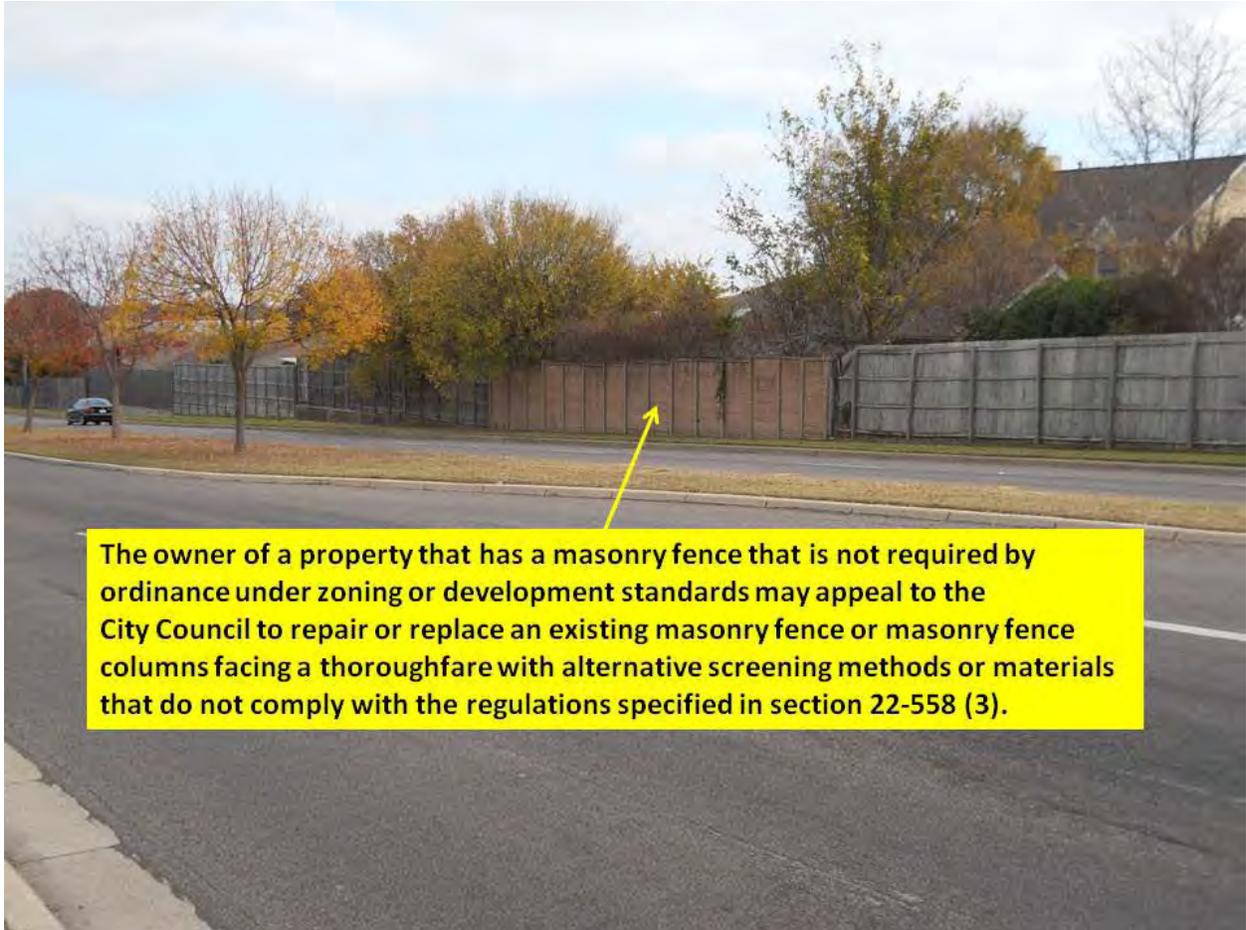
**Masonry fences and masonry fence columns facing a thoroughfare that require complete or partial replacement, damaged or in need of repair shall be replaced, repaired or reconstructed with the same or similar masonry materials and same or similar color of masonry materials provided the materials are still available and comply with the requirement for masonry fence construction.**



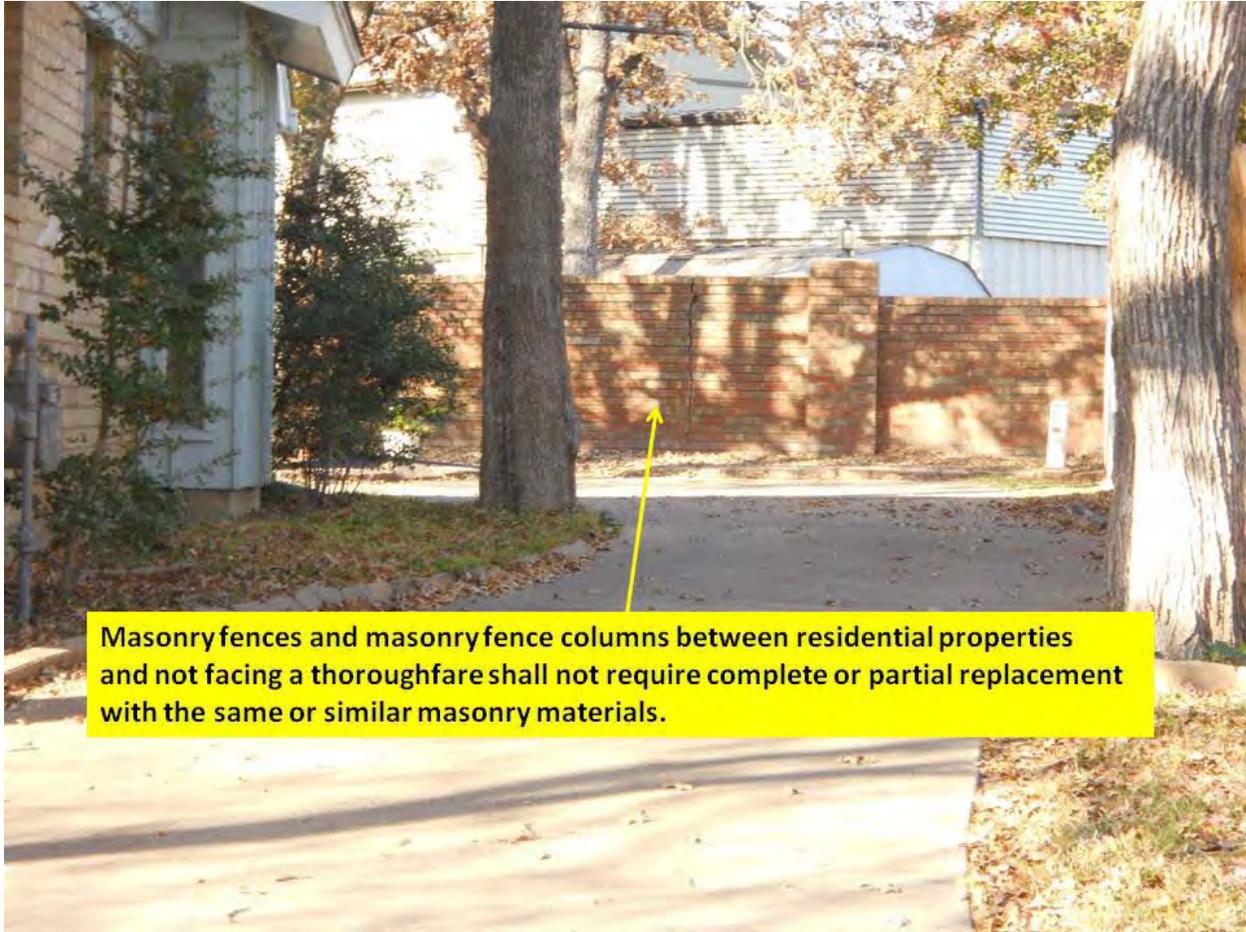
Subdivision platted with masonry fence.

Subdivision platted without masonry fence.





**The owner of a property that has a masonry fence that is not required by ordinance under zoning or development standards may appeal to the City Council to repair or replace an existing masonry fence or masonry fence columns facing a thoroughfare with alternative screening methods or materials that do not comply with the regulations specified in section 22-558 (3).**



**Masonry fences and masonry fence columns between residential properties and not facing a thoroughfare shall not require complete or partial replacement with the same or similar masonry materials.**

















# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Proposal for a Strategic Planning Facilitator

**SUMMARY:**

A request was made for staff to solicit a proposal from Patrick Ibarra with the Mejorando Group regarding facilitating a strategic planning session with the City Council. Mr. Ibarra has been a speaker at Texas Municipal League conferences and has significant experience in leading sessions of this nature. The proposal from Mr. Ibarra is attached.

As approved in the adopted FY 13-14 budget, funds for a facilitator were reallocated to the Citizen Satisfaction Survey for this year. If Council would like to pursue the services of Mr. Ibarra, funding would need to be identified. The amount in the proposal is \$11,500, plus travel expenses.

**ATTACHMENTS:**

Request  
Mejorando Group Proposal

## Jakubik, Megan

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**From:** Miller, David  
**Sent:** Tuesday, January 21, 2014 2:11 PM  
**To:** Jakubik, Megan  
**Subject:** FW: TML Conference Speaker  
**Attachments:** Ibarra TML Measuring 2013.ppt; Ibarra TML YLP 2013.pptx; Patrick Ibarra Flamestarter Resources Aug 2013.doc

**From:** Nolan, Patricia  
**Sent:** Monday, October 14, 2013 8:41 AM  
**To:** Griffin, Jim  
**Subject:** TML Conference Speaker

Mayor Griffin-

Here is the speaker info from the conference. The first attachment is the session that I attended. I would like to see us(city staff/employees ) take advantage of his knowledge and thought process.

Patricia

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**From:** Patrick Ibarra  
**Sent:** Sunday, October 13, 2013 8:24 AM  
**To:** Nolan, Patricia  
**Subject:** Follow up to TML Conference

Patricia,

Greetings. Thanks so much for attending the sessions I presented at the TML conference. Attached are the ppt slides from each of the sessions I presented and my list of resources to continue your role as a flame starter!

I'm sure your schedule is very busy these days, so I've included a brief list of our other service offerings that are designed to help organizations like yours save money and accelerate performance. These customized programs include:

- \* Targeted recommendations to help organizations achieve cost savings and improved performance including a refreshed strategy.
- \* Designing and implementing a comprehensive Succession Planning and Talent Management Program.
- \* Implemented successful reorganizations and technology optimization.
- \* Designing and facilitating Strategic Planning Processes involving elected and appointed officials. Not a retreat, but an Advance.
- \* Providing executive coaching services to all levels of management.
- \* Presenting "Your Leadership Playbook" and "Measuring for Results" or another in a series of topics I present to groups, for your governing body and/or workforce members including for a number of local governments who joined together for hosting purposes, each sending a number of employees to the session.
- \* Designing and delivering Leadership and Management competency-based training workshops.

I'm confident your organization could benefit from our programs. I'd be delighted to schedule a time for us to chat so I can learn more about the challenges you're facing and the potential for my firm's contributions to help you accelerate change within the organization. Please let me know your availability.

Also, please keep me in mind as a potential speaker within your organization or at a state or regional conference as I present a variety of topics.

When you have a moment, please read my most recent article published by Governing, entitled "What is Successful Government?"

I also want to share the recent issue of our e-newsletter, "Moving Forward" that provides helpful insight and practical tools to help you and your organization "get better all the time." In this edition, the focus is on the mechanics of how best to measure organizational performance.

Thanks.

Patrick Ibarra  
The Mejorando Group  
"Getting Better All The Time"  
Sign Up for free e-newsletter, Moving Forward



mejorando group

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Proposal

January 6, 2014

# *City of Bedford*

## *Facilitation Services*

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Submitted By:

Patrick Ibarra  
The Mejorando Group  
7409 North 84<sup>th</sup> Avenue  
Glendale, AZ 85305  
925-518-0187

[www.gettingbetterallthetime.com](http://www.gettingbetterallthetime.com)



*“Patrick Ibarra brought a new level of strategic thinking to our annual strategic planning session. He stretched our minds, helped bridge the gap between council members and City staff, and made sure we ended up with a list of goals that could be realistically accomplished. Patrick really brought his knowledge of how cities work to our session, and opened the door for our continuous improvement. I’d recommend Patrick and his team to anyone who wants to bring new energy and productivity to their meetings.”*

Tim Reed, Mayor  
City of Brookings, South Dakota

## BACKGROUND

With constrained budgets and new service challenges there is a call for innovative, creative thinking in government. The current economic and social environment is pushing governments to make transformational change. Governments are at a crossroads. To meet rising expectations with shrinking resources, they need to make a choice: cut services, increase the tax burden or pursue a more value-oriented agenda that will put them on the path to higher performance. Leading governments like the City of Bedford will choose the third option – finding innovative ways to create greater public-sector value from their resources by delivering improved outcomes more cost efficiently.

Organizations, such as the City of Bedford, are continually presented with unexpected opportunities and unanticipated problems. Hard choices must be made, sometimes quickly, often under conditions in which little is certain. It can be easy to become distracted by these challenges expending time, money, and energy on activities that divert people’s attention from the organization’s principal goals. To avoid these distractions, organization members – including staff from top to bottom – need to understand clearly what the organization’s goals are and what it will take to achieve them. This is where convening elected and senior appointed officials plays a pivotal role.

Assembling this group allows the City of Bedford to make fundamental decisions that guide them to a developed vision of the future. To fortify relationships among all members and increase a shared understanding about the future of Bedford and how the city government, in prioritizing services and resources, will determine the best path forward in its quest to deliver high quality public services.

## FACILITATION SERVICES

We refer to off-site meetings we design and facilitate as an Advance as opposed to a Retreat, the commonly referred term applied to these types of meetings. Our approach enables a group to focus on future business conditions and generate progressive strategies and innovative tactics to effectively anticipate and respond to those often changing circumstances. This results in a proactive and dynamic approach to sustaining a high-quality, high-performance organization.

Selection of a facilitator is a key to successful off-site meetings. Experienced facilitators ensure all points of view are aired and considered. We utilize thought-provoking and relevant exercises to actively engage the group, use consensus decision-making techniques, guide group discussions to stay on track, manage conflict using a collaborative approach, and create an environment where members enjoy a positive, growing experience while they work to attain group goals.

Patrick Ibarra is extremely effective as a guide and catalyst partnering with groups by utilizing his in-depth understanding about local government operations with a highly interactive, thought-provoking and practical approach to group facilitation. The result is a unified group recommitted to tackling, with a laser-like focus, today's toughest challenges confronting local government leaders.

The **Scope of Services** includes the following:

- Design and facilitate one all-day meeting with the City Manager and Department Directors on the day prior to the Advance meeting of the Mayor and Council. The purpose is to evaluate the current strategic plan and identify recommendations of potential changes. This meeting will be summarized and provided the subsequent day to the Mayor and Council as input for their discussions during their meeting.
- Meet individually, by telephone, with the Mayor, each member of City Council, and the City Manager. Purpose of each one-on-one meeting is to elicit their perspectives about a variety of issues that will/may serve as the focus of the Advance meeting. Conferring with key stakeholders prior to the actual off-site meeting can be quite beneficial in generating positive support for the meeting, as well as to better determine which issues should be addressed at the meeting. Each one-on-one meeting will be approximately one-hour in length.

Subsequent to the meeting and prior to the Advance meeting, a summary of the one-on-one meetings will be provided along with a suggested agenda for the Advance meeting. This will be reviewed and finalized with the City Manager.

- Design and facilitate a one-day Advance meeting of the governing body, city manager and others to be determined.

This engagement will involve facilitating the meeting by utilizing an approach that encourages the full participation of attendees, creates a relaxed and productive meeting environment, and keeps the group on-track with accomplishing agreed upon objectives. During the Advance meeting, a variety of tools and techniques will be employed to actively engage the participants and ensure outcomes are achieved. These may include:

- Case studies
  - Small group/partner exercises
  - Handouts
  - Written exercises
  - Group discussions
- Following the Advance meeting, a phone call with the city manager will be held to debrief the meeting.

The outcome of the Advance meeting is to fortify relationships among members of the governing body, create a consensus on the future challenges confronting the community, the role the City organization plays in responding to current and potential challenges/issues, prioritizing goals including specific activities intended to impact those challenges and adopt a realistic and meaningful schedule in the undertaking of services and projects which support those goals.

## FEE

The Fee for providing services is as follows:

- Design and facilitate one all-day Advance meeting to engage the City Manager and department directors about the existing strategic plan.
- Conduct in-person individual one-on-one phone meetings with members of the governing body to obtain their input.
- Design and facilitate one all-day Advance meeting involving members of the governing body, City Manager and Department Directors.
- Participate in post-Advance telephone briefing with the City Manager
  - Fee is \$11,500

Reimbursement for reasonable and customary travel expenses is in addition to the stated fee.

## DATES AVAILABLE

- Tuesday, March 4
- Wednesday, March 5
- Friday, March 7
- Saturday, March 8
- Friday, March 21
- Saturday, March 22
- Wednesday, March 26
- Thursday, March 27
- Friday, March 28
- Saturday, March 29

## DESCRIPTION OF THE MEJORANDO GROUP

Founded in 2002, the Mejorando Group is a consulting practice focused on improving the management and operation of government organizations. Offering consultation, facilitation, and training the Mejorando Group values building and sustaining customer relationships by helping align your most important resource – your people – so that your organization moves faster and more successfully toward accomplishing your goal of high-quality public service. **We take our name from the Spanish word, Mejorando, which translated means “Getting Better All The Time.” This reflects our commitment to our approach with clients who are seeking new ways to improve constantly.**

We feature a proven record of partnering with organizations through the myriad of issues influencing individual performance, group/team interactions, and overall organizational effectiveness. Our “hands-on” approach and ability to collaborate with all levels, from field personnel to executive management, enable us to integrate strategy, structure, process, quality, and culture to the desired end: optimal performance.

The Mejorando Group is comprised of professionals that have served as executives and managers in organizations from both the public and private sector, and together have several years of experience working in all aspects of local government management. As a result, we bring you extensive experience, breadth of expertise, strong people management skills, seasoned judgment and a valuable perspective that provides for an immediate connection with your organization’s employees.

Our full range of services includes the following:

- Facilitation – Our approach to facilitation, from team building to strategic planning, enables a group to focus on future business conditions and generate progressive strategies and innovative tactics to effectively anticipate and respond to those often changing circumstances. This results in a proactive and dynamic approach to sustaining a high-quality, high-performance organization. We are certified in Facilitation Skills from Development Dimensions International (DDI).
- Organizational Analysis and Process Improvement – We review and analyze various functional areas within an organization or agency to help discover more effective ways to manage and perform management and organizational activities. The Mejorando Group helps organizations succeed in their efforts to excel by utilizing a results-oriented approach that assesses the current effectiveness of existing strategies, structures, programs, work processes, and measurement systems. Strategies and tactics are provided to disrupt the status quo, and breakthrough practical solutions are implemented to align the organization’s people and work processes toward high performance.

- Organizational Improvement and Training – We develop training strategies, design workshops, deliver and evaluate training, and provide coaching to executives and managers. Our “instructor-led, participant centered” approach to training limits lecture and focuses on using a variety of instructional methods (e.g. discussions, video-clips, case studies, small group exercises, handouts to complete, skill-practices, and group discussions) to maximize the use of Adult Learning. Our goal is for participants to master the knowledge, skills and behaviors emphasized in the training program and apply them to their day-to-day activities. We feature over forty (40) competency-based training workshops for workforce members from all areas of your organization, front-line to executives.
- Succession Planning Programs – We are one of the country’s leading experts in effectively addressing the impacts from the changing workforce and designing succession planning programs. Our approach is systematic and comprehensive and was the recipient of the Most Innovative Award presented by the Texas Municipal League. Mr. Ibarra is frequent speaker on this topic at national conferences and has published several articles, as well.
- Coaching – We provide coaching services to middle and senior level managers and seasoned executives designed to improve individual performance and organizational effectiveness. We are qualified as a Myers Briggs Type Instrument (MBTI) Administrator and certified in Assessment (i.e. 360-degree feedback processes) from the Center for Creative Leadership.
- Change Management - Managing change is the most important aspect of any effort to improve employee performance and organizational effectiveness. We view change management as a process and help to guide implementation of change initiatives by utilizing and engendering in others the methods, tools, and expertise which focus on both the human and organizational aspects of the change. We provide a series of sequenced actions that will effectively disrupt the status quo and implement sustainable change.

## REPRESENTATIVE EXPERIENCE

### City of McKinney, Texas

In 2013, Patrick Ibarra was retained to design and facilitate a Strategic Planning Advance meeting with the Mayor, Councilmembers, City Manager and members of the executive team. The intent was to revise the existing Strategic Plan with particular areas of focus concentrating on infrastructure, growth corridors, finances and quality of life improvements. An update is scheduled for January, 2014.

### City of Brookings, South Dakota

Beginning in 2010, continuing each year since, and scheduled for January 2014 the City of Brookings retained Patrick Ibarra of the Mejorando Group to design and facilitate a forward-thinking strategic planning process that involved governing body members, the city manager and department directors. The outcome was the creation of a robust plan of action including scheduled targeted activities designed to accelerate the organization's growth and prosperity

### City of Tempe, Arizona

The City of Tempe retained Patrick Ibarra in 2012 to design and facilitate a Strategic Planning Advance meeting with members of the governing body, city manager and department directors. The purpose was to unify a newly formed governing body towards a shared approach in building a stronger community.

### City of Maricopa, Arizona

The City of Maricopa retained Patrick Ibarra to design and facilitate a Strategic Planning Advance meeting with the Mayor, Councilmembers and members of the City's executive team (i.e. City Manager and department directors) who serve in a rapidly growing community. The purpose was to update the current Strategic Plan with a special emphasis on economic development, public improvements and growth strategies. Patrick provided these services in October 2012 and November 2013.

### City of Olathe, Kansas

Patrick Ibarra of the Mejorando Group was retained to design and facilitate a strategic planning session that involved governing body members, the city manager and members of his executive staff. The purpose was to reaffirm and revise where

appropriate elements of the Organizational Scorecard, review the existing Strategic Planning Report and determine if revisions are necessary and strengthen the cohesion among governing body members towards a unified approach to city services and projects designed to address current and future conditions.

### **Town of Queen Creek, Arizona**

Patrick Ibarra of the Mejorando Group was retained to design and facilitate teambuilding services for the City Manager and Department Directors (i.e. Executive Team). Organization had experienced significant budget reductions and the desire was to re-energize team members. Process included actively engaging team members around increasing personal and organizational ability to embrace uncertainty/ambiguity, the role of new and emerging leadership, and methods to successfully navigate change.

## PROFILE/RESUME

### **PATRICK IBARRA**

#### ***Co-Founder and Partner, The Mejorando Group***

As co-founder and partner, Patrick Ibarra is responsible for Talent Management (i.e. Workforce and Succession Planning), Facilitation and Organizational Effectiveness services. As a Consultant and Manager in both public and private sector organizations, **including as a city manager and human resource director**, Mr. Ibarra brings organizations over 28 years of experience and a shared understanding of the particular demands and constraints placed on organizations and their employees.

Patrick is an entrepreneur of ideas who brings a valuable perspective to his work with governments – recognizing their uniqueness while implementing leading edge solutions designed to achieve sustainable change and improved performance. With over 15 years of experience serving in four cities of varying size he effectively blends his background serving in government with his seasoned experience as an external consultant by providing a valuable perspective in partnering with government leaders. He possesses an in-depth understanding of the daily workings of the public sector – political aspects, the role of budgets, constantly shifting priorities, the influence of internal and external stakeholders, and managing delivery of essential services and programs – that is woven seamlessly together enabling his advice and recommendations for improvement to succeed. Mr. Ibarra’s perspective and experience are enormously helpful as he partners with government leaders in co-creating ambitious and practical approaches to performance improvement.

A Speaker, Author and Conference Presenter, Mr. Ibarra also serves on the adjunct faculty staff at Arizona State University. He teaches courses on organizational change.

#### **Employment History**

- The Mejorando Group Consulting Practice, Co-Founder and Partner
- City of Port Angeles, Washington City Manager
- City of Mason, Ohio Assistant City Manager/Human Resource Director
- City of Emporia, Kansas, Management Assistant, Office of the City Manager

#### **Education**

- Master of Human Resources and Organization Development, University of San Francisco
- Master of Public Administration, Arizona State University
- Bachelor of Science degree, Political Science, Central Missouri State University
- Graduate of the University of Virginia Senior Executive Institute for Public Service



- Certified to administer Assessment and Performance Support tools, Center for Creative Leadership
- Certified Facilitator, Development Dimensions International

## **Publications**

- “Government’s Crucial Employer Brand” December 11, 2013 issue of Governing.com
- “What is Successful Government” September 25, 2013 issue of Governing.com
- “Running Government Like a Start Up” June 28, 2013 issue of Governing.com
- “Knowledge Management: Transfer It Before It’s Too Late” June 2013 issue of IPMA-HR News published by the International Public Management Association for Human Resources (IPMA-HR)
- “This Government Brought to You by” April 10, 2013 issue of Governing.com
- “The Future is Now: Your New Role as a Finance Pro” in April 2013 issue of Government Finance Review published by Government Finance Officers Association (GFOA).
- “Best Practices: The Enemy of Innovation” January 30, 2013 issue of Governing.com
- “Your Leadership Playbook: Game Changing Practices of Successful Leaders” October 2012 issue of Public Management published by the International City/County Management Association (ICMA).
- “The Next Government Workforce” October 24, 2012 issue of Governing.com
- “Talent Management: The Next Phase of Succession Planning” September 2012 issue of IPMA-HR News published by the International Public Management Association for Human Resources (IPMA-HR)
- “Government: Factory, Enterprise or Both” September 5, 2012 issues of Governing.com
- “Succession Planning: The Sequel” October 2011 issue of IPMA-HR News published by the International Public Management Association for Human Resources (IPMA-HR)
- “There is No Box: Uncertain Times demand RAPID Innovation” August 2011 Issue of Public Management published by ICMA.

## **Conference Presentations**

### 2013

- Association of Pennsylvania Municipal Management
- Colorado Municipal League
- Government Finance Officers Association (GFOA)
- Illinois City/County Management Association
- International City/County Management Association (ICMA)
- **Texas Municipal Human Resources Association**
- **Texas Municipal League**



# Council Strategic Planning Background

**DATE:** 01/24/14

**TOPIC:**

Cultural Commission Presentation

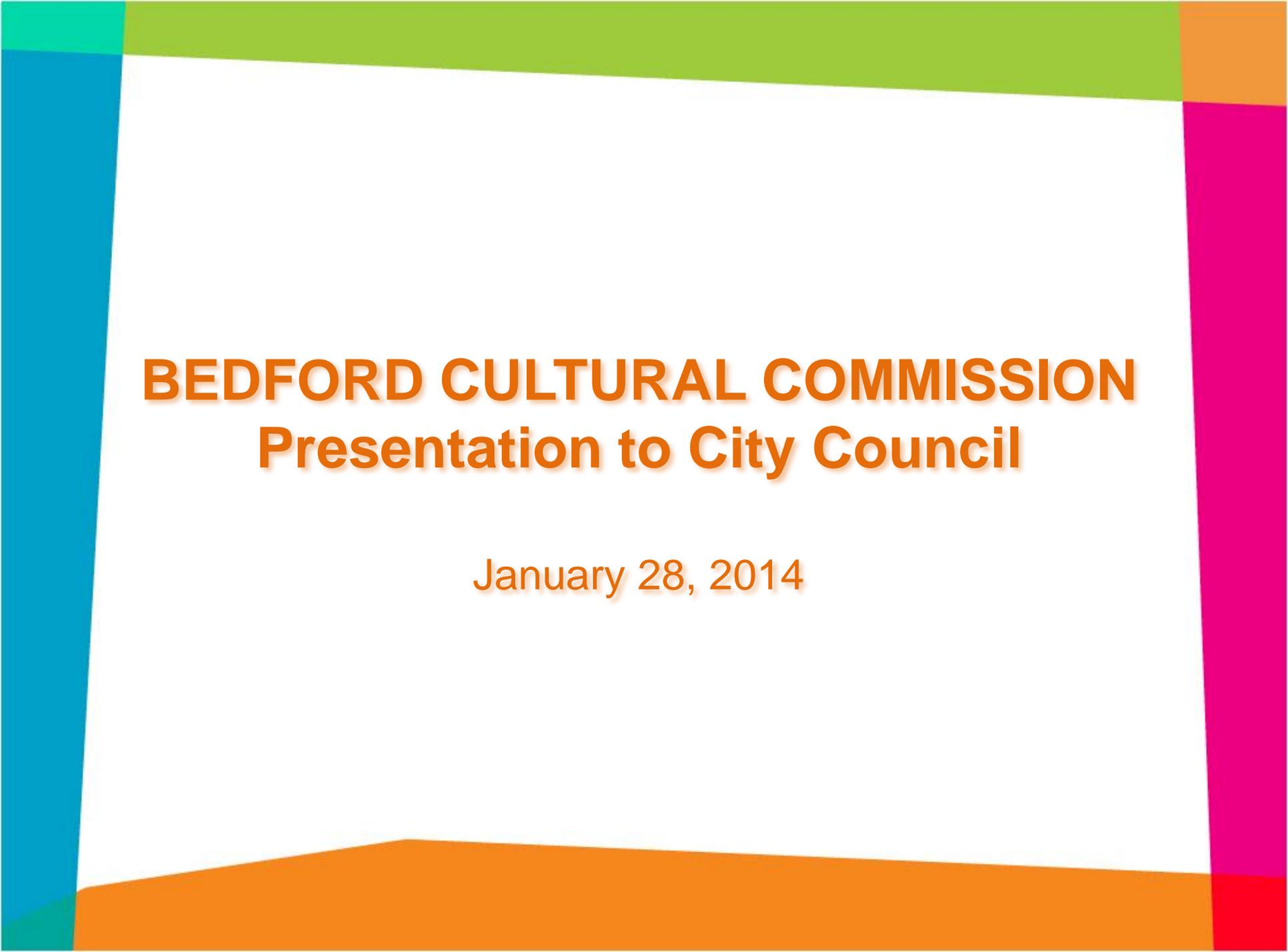
**SUMMARY:**

Cultural Commission Chair Alicia McGlinchey requested that Mayor Griffin distribute a copy of their PowerPoint at the planning session. Ms. McGlinchey will be presenting at the Tuesday, January 28 City Council meeting.

In addition, the Commission would like to schedule a future joint meeting with the Council. The Commission indicated they are available any Monday in February other than February 3.

**ATTACHMENTS:**

Cultural Commission PowerPoint  
Minutes from the February 25, 2013 Joint City Council/Cultural Commission Meeting



# **BEDFORD CULTURAL COMMISSION**

## **Presentation to City Council**

January 28, 2014

# Presentation Focus

- **2013 Cultural Commission highlights**
- **Summary of an Action Plan to earn the State of Texas Cultural District designation**

**Gary Gibbs, executive director of the Texas Commission on the Arts - *“The cultural district designation not only can be used as a marketing tool for downtown [Arlington], but it would also make the area eligible to apply for state incentive programs, such as those available through the Texas Historical Commission, the Commission on the Arts and even the Governors’ Office”.* *“Community leaders are wise to focus on the arts, which bring in sales taxes and help attract highly skilled young professionals seeking to live in a vibrant community. About \$150 million a year in revenue across the state is generated from cultural tourism. The highest-spending tourist is a cultural tourist. They tend to stay longer. They tend to spend more than any other kind of tourist.”***

# Investment in Arts Fuels Economic Growth

- **For the first time, the Bureau of Economic Analysis, part of the Commerce Department, has quantified art's impact, finding in a study released in December 2013 that 3.2 percent—or \$504 billion—of the gross domestic product in 2011 was attributable to arts and culture—higher than the value the federal economic agency estimates for the U.S. travel and tourism industry, which it put at 2.8 percent of GDP.**
- **Texans for the Arts – The arts and culture industry resulted in \$4.6 billion in taxable sales last year [2012] resulting in \$290 million in state revenue.**

# Investment in Arts Fuels Economic Growth

- **According to Arts & Economic Prosperity IV report by Americans for the Arts, arts and culture organizations are resilient and entrepreneurial businesses. They employ people locally, purchase goods and services within their communities, and promote their communities as tourist destinations and great places to live. Additionally, when patrons attend events, they often pay for parking or transportation, eat at local restaurants, shop in retail stores, have desserts on the way home, pay a babysitter or stay in local hotels. Based on over 150,000 audience surveys, the typical arts attendee spends almost \$25 per person, per event, beyond the cost of admission – and this number is much greater in metropolitan areas.**

# 2/15/13 Joint Meeting with City Council

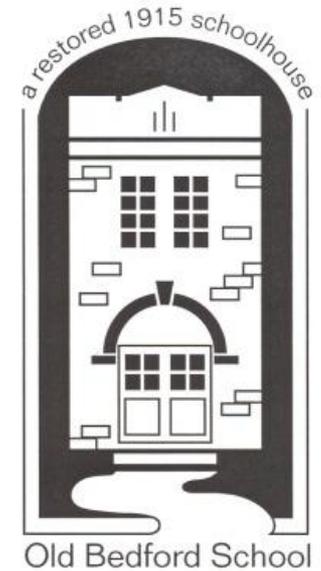
- **Promote collaboration and market current cultural assets**
- **Obtain community buy-in**
- **Produce a strategic plan**
- **Tie the cultural district to the CBDZ**
- **Imperative to secure Council guidance and leadership**

# Highlights from 2013

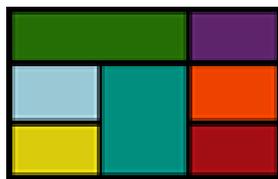
- **6/10/13 Arts Talk at OBS**
- **Strategic Planning sessions with artists, arts groups and community representatives on 8/12/13 and 9/9/2013**
- **10/5/13 ArtsFest**



# Bedford Cultural District



Bedford Boys Ranch Park



bedford public library

*...for Learning, for Leisure, for Life*



Bedford Senior Center

# Action Plan



**Four tracks to better position  
Bedford as a cultural destination**

# Action Plan

- **City Council implements changes to make Bedford an arts friendly community**
- **Integrate planning documents for a consistent vision**
- **Coordinate marketing & communication plan**
- **Dedicate and invest resources**



# City Council Actions to Make Bedford an Arts Friendly Community

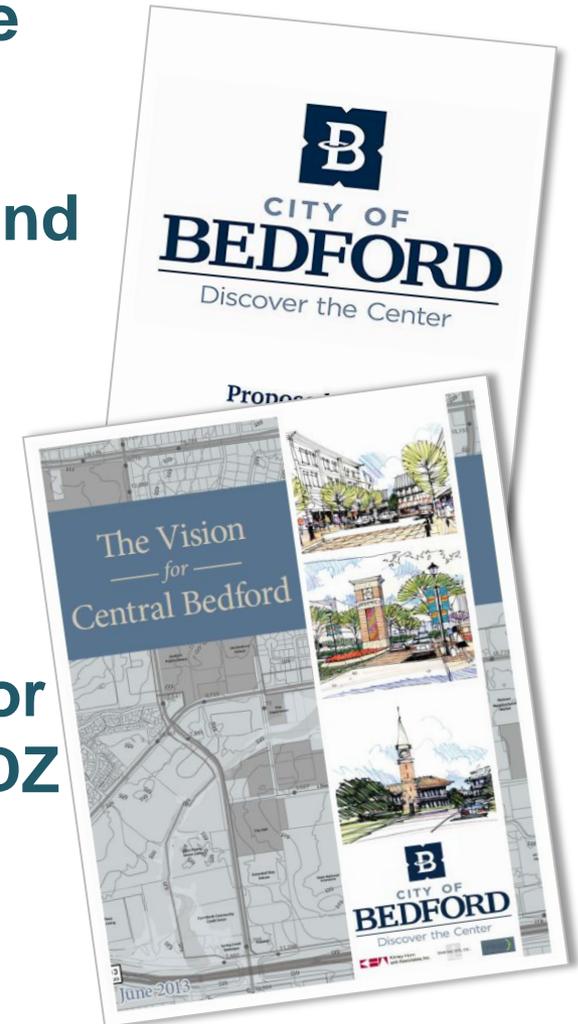
- **Revise City Council Goals and Vision to formally promote arts & culture**
- **Evaluate city ordinances, policies and fees to:**
  - **Identify obstacles and hindrances**
  - **Create incentives**
- **Empower staff at all levels to promote art, music, cultural assets**
- **Evaluate City event calendar for balanced year round programming**
- **Economic Development: pro-active pursuit of arts related businesses**

# Dedicate and Invest Resources

- **Authorize arts/cultural resources:**
  - **Budget**
  - **Staffing**
  - **Investigate possibility of converting the defunct Bedford Historical Foundation into a Cultural/Historical Foundation**

# Integrate Planning Documents

- Create long-term vision for arts/culture in the City's strategic plan
- Update CBDZ and Park Master Plans and to reflect the vision of Bedford as a cultural destination
- Develop conceptual plan for Outdoor Performing Arts Pavilion/ Venue
- Develop linkage and walkability plan for the Cultural District and access to CBDZ
- Research and identify locations for a potential arts incubator



# Coordinate Marketing & Communication

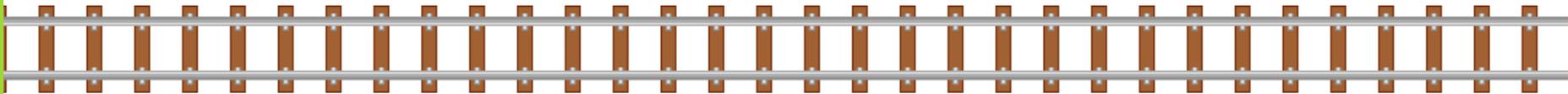
- **Develop centralized calendar**
- **Create logo and branding for Bedford Arts District “Discover the Arts Center”**
- **Establish standards for signage, banners, landscape, hardscape and features to identify and promote cultural assets**
- **Forge regular opportunities for artist collaboration, sharing resources, hosting regular events like the ArtsTalk**

# Timeline & Resources

- **Cultural District Designation**
  - Letter of intent due 1/15/15
  - Application due 6/15/15
- **Resources required to achieve Action Plan**
  - City Council
  - Cultural Commission
  - Existing staff
  - Existing financial resources
  - Additional funding for consultants, staff infrastructure and plan development

# Next Steps

- **City Council reviews the information**
- **Joint meeting of the City Council/  
Cultural Commission to discuss and  
prioritize**
- **City Council adopts Action Plan for the Arts**



# Questions

**Council Minutes February 25, 2013**

**STATE OF TEXAS §**

**COUNTY OF TARRANT §**

**CITY OF BEDFORD §**

**The City Council of the City of Bedford, Texas, met in joint work session with the Cultural Commission at 6:30 p.m. in the Meeting Room of the Bedford Public Library at 2424 Forest Ridge Drive on the 25th day of February, 2013 with the following members present:**

Jim Griffin	Mayor
Michael Boyter	Council Members
Chris Brown	
Jim Davisson	
Patricia Nolan	
Sherri Olsen	
Roy W. Turner	

constituting a quorum.

The following members of the Cultural Commission were present:

Alicia McGlinchey	Chairperson
Dr. Paul Davis	Commission Members
Tom Jacobsen	
Lee Koch	
David Medina	
Barbara Speares	
Ray Champney	Alternate

constituting a quorum.

Janice Vickery did not attend tonight's meeting.

Staff present included:

Beverly Griffith	City Manager
Michael Wells	City Secretary
Mirenda McQuagge-Walden	Managing Director of Community Services

**CALL TO ORDER/GENERAL COMMENTS**

Mayor Griffin the Work Session to order at 6:32 p.m.

**JOINT WORK SESSION**

Cultural Commission Chairperson Alicia McGlinchey gave a brief overview of how the Commission came to be established. In 2008, the City Council expressed an interest in receiving a state designation as a cultural district through the Texas Commission on the Arts. Working with the Arts Council Northeast, the City submitted an application in 2009 but was not able to achieve the 800 points necessary. The following year, another application was submitted, which also was rejected with comments regarding a lack of infrastructure. The decision was made to have more citizen involvement through the creation of the Commission in the summer of 2011, with the first meeting being in September of 2011.

## Council Minutes February 25, 2013

Ms. McGlinchey gave an overview of the purpose and duties of the Commission, which includes a focus on supporting a cultural district by overseeing planning, creating community awareness, finding appropriate businesses and connecting with the artist community and other organizations. She presented a slide with the footprint of the District but urged the Council to think broader and beyond the physical boundaries. She stated the Commission is made up of seven members to include: Lee Koch and Dr. Paul Davis from Arts Council Northeast; David Medina from the HEB Chamber; three citizens including Thomas Jacobsen, Barbara Speares and Janice Vickery; and Ray Champney as the alternate. She stated they spent a number of meetings figuring out who they were and what they were doing. They developed mission and vision statements that were close to Council's ordinance establishing the Commission. She stated the first step of a strategic plan was to conduct a community-wide cultural assessment to determine the state of arts and culture in the community. The Commission has completed that project, synthesized what they have learned and wanted to then meet with the Council.

Ms. McGlinchey stated that there is a real window of opportunity for the City to be a catalyst for action. The completion of the Highway 183/121 project will lead to redevelopment. She stated that in the history of the City, there has not been a lot of planned development but development driven by commercial interests. She stated that the Council has the opportunity to do it differently with such projects as the Central Bedford Development Zone (CBDZ) and that this window of opportunity is the moment to roll a cultural plan into the redevelopment plan. She stated that citizens desire a sense of identity and community for the City, which they have heard from both the Council and in their surveys. Council has the chance to define and sell a vision for the future and that defining ourselves can be self-fulfilling.

Ms. McGlinchey quoted the Creative Arts Center of Dallas: "Art brings transformation and builds community". She further quoted the Texas Commission of the Arts that, "...a Cultural District is a well-recognized, labeled, mixed-use area of community in which a high concentration of cultural facilities serve as the anchor of attraction and boos urban revitalization in many ways including: beautify and animate cities, provide employment and attract resident and tourists". Ms. McGlinchey asked how one builds a sense of community and cited the Bedford Public Library as an example. In answer to what about the Library makes people feel good, she stated that it is visionary; it serves as a "hub"; it is inclusive; it attracts people from other communities; that the Council did it right by engaging the whole community in its design; and that it creates a sense of real pride.

Ms. McGlinchey then presented the methodology of the cultural assessment, which was to be a snapshot of where the City currently stands in regards to art and culture. They brainstormed who they should talk to, performed interviews, invited interviewees to the Commission's meetings and further asked who else they should talk to. They did two surveys, one to the artist community and another to facilities. They also went on field trips to the Creative Arts Center in Dallas and the Levitt Pavilion in Arlington. The questions asked were what is the strength of the art community, what are the resources, what are the challenges and where are the gaps, which may equal opportunities. In regards to the cultural profile, Ms. McGlinchey stated that the Commission focused on the HEB and Mid-Cities area. They identified existing stakeholders including the Hotel/Motel Association, schools, the facility survey, the artist survey, artist groups, leaders of citizen boards and business leaders.

The Commission's key finding was that the City has significant cultural assets already in place with a strong foundation, which can be promoted and leveraged. This exists in the form of people like artists and musicians; buildings and facilities including the Old Bedford School, Onstage, the Arts Council building and the Boys Ranch; organizations including the Trinity Arts Guild, Onstage, the HEB Chamber and schools; community events including 4thFest, BluesFest, to include the City's expertise in holding these festivals, and Twilight Thursdays; and values and traditions including how the school communities really value the arts. The important conclusion they have reached is that the community is unique with longstanding organizations and a rich, long tradition. There are opportunities to add value to what is already here. In regards to communication, there are all these organizations and activities but they are isolated. These organizations are underfunded and do not have the expertise to communicate with other resources. There are huge synergy opportunities in the City being the catalyst to bring these groups together and build on their strengths. One example of this is the Cultural Crawl. In regards to marketing, the idea is that these organizations are out there but nobody has tried to package them as a theme. The

## Council Minutes February 25, 2013

City could claim it and market it. It would need to be defined but the City has the resources to do it, including the new marketing specialist as a start. There is a need for an overarching marketing strategy and to get the word out to patrons, developers, artists and performers. Finally, there is the opportunity for improved signage and curb appeal to draw in attention as well as a discussion regarding walkability.

Ms. McGlinchey stated that in evaluating current venues, it was revealed that some are at overcapacity including the schools, which are always booked up. There are also underutilized venues such as the Old Bedford School. There is a need to determine why that is and to help market those facilities. There is finally the opportunity to help build a sense of community and that the City has a role to play in that. There is the concern that the City's place in the area is eroding. People want to feel pride in the City and the Cultural District has a potential to serve this need, not as a physical location but as a vision or identity. It is a tremendous opportunity but one that will not last. She stated that in order for this idea to be embraced, the Council needs to go out and talk to the community. By creating a plan that the community embraces, the City can get a cultural designation from the State, which would allow it to obtain resources. Then it would start getting the interest of artists, developers and people who want to live here. She stated that there is no need to build something now to make it happen. There is a risk of not acting in that the highway is completed and the CBDZ goes in but it does not have the same spark as it would with a Cultural District. She stated that the window is closing for the City to define it or it may end up following commercial interests. She stated that this will not happen because of the Commission and that it needs to be a Council driven issue. If the Council feels they are on the right track, there leadership is essential in getting community buy-in. The Commission can be a great tool and she believes there is a lot of grass roots interest. A strategic plan would need to be developed and the Commission could work with staff to create action items needed to achieve outcomes.

There was discussion regarding the Council taking ownership of this vision/identity; engaging the community; working on marketing and brand identification of what the City currently has; the need to connect cultural ideas and the CBDZ; redefining the community in a forward sense; and creating a welcoming environment that people want to participate in based on what the City has to offer. In answer to questions from Council, Ms. McGlinchey stated that the surveys were taken by artists, identified by the Trinity Arts Guild, and facilities. The surveys were also sent to the performance directors at HEB and Birdville ISDs. In regards to connecting all of the players, she stated that it has been difficult since it was not at the forefront; however, they did not come up against a lot of resistance. It has been a matter of time and lack of resources and awareness. There was discussion on the possibility of a creative arts school/center at the old library building; how the Council can take ownership of marketing of what the City currently has; the importance of the Commission and the people they have spoken to attending public forums; the perception of a disconnect between the CBDZ and the Cultural District; clarifying what the goal is and the need to focus; building on such things as the Cultural Crawl; the Commission being the catalyst and at the forefront of what is being done; ensuring the Council keeps the Commission involved and that they are an asset in regards to communication and marketing; the Cultural District enhancing the CBDZ or that they may drive each other; the need to find some other input than the consultants on the CBDZ as it may not be their area of expertise; the Commission taking on the strategic plan based on Council input; that the difficulty in selling the the project would be in that it is low cost but not no cost and what the plan would be to pay for it.

Council discussed being of the consensus on bringing together and marketing the cultural aspects currently in the City, selling it to the community to get their buy-in, producing a strategic plan, obtaining a state designation and tying it to the CBDZ. There was further discussion on defining "ownership" as the Council accepting what the Commission has done; a partnership between the Council and Commission on the strategic plan, which can be used to capture all the missing elements in order to receive the state designation; the Council standing up in a meeting and declaring that the City is a center for culture, arts and music and that is the City's goal as a community; allowing different art groups to put their events on the City's website; additional signage; having art vendors and food trucks at the Old Bedford School; starting the process at the City Expo; and the Commission taking a break and then getting started again.

### **ADJOURNMENT**

**Council Minutes February 25, 2013**

Mayor Griffin adjourned the meeting at 8:14 p.m.

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Jim Griffin, Mayor

ATTEST:

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Michael Wells, City Secretary