

**Council Minutes December 17, 2013**

**STATE OF TEXAS §**

**COUNTY OF TARRANT §**

**CITY OF BEDFORD §**

**The City Council of the City of Bedford, Texas, met in Work Session at 5:00 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 17th day of December, 2013 with the following members present:**

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

constituting a quorum.

Staff present included:

Beverly Griffith	City Manager
David Miller	Deputy City Manager
Michael Wells	City Secretary
Kelli Agan	Technical Services Manager
Cliff Blackwell	Administrative Services Director
Roger Gibson	Police Chief
Wendy Hartnett	Special Events Manager
Les Hawkins	Deputy Police Chief
Tom Hoover	Public Works Director
Meg Jakubik	Asst. to the City Manager/Strategic Services
Mirenda McQuagge-Walden	Managing Director

**WORK SESSION**

Mayor Griffin called the Work Session to order at 5:00 p.m.

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

Council discussed placing the following items on consent: 2, 5, 6, 7, 8, 9 and 10.

- **Present a report on the Code Compliance Division.**

Deputy Police Chief Les Hawkins presented a report on the Code Compliance Division. The Division moved under the Police Department in June. He has had the opportunity to evaluate processes and procedures, as well as to make changes to the staffing levels. Previously, the Public Service Officers (PSOs) were primarily responsible for code violations for vehicles, and it was thought to be more efficient to combine those functions. Therefore, a PSO was reclassified to a Code Compliance Officer, which increased the staff level from three to four. One additional FTE was added during the last budget cycle and it was felt that an administrative position would be more beneficial to the Division. The Code Compliance Technician performs 90 to 95 percent of the administrative and data entry duties, which gives Code Officers more time in the field. That position is also responsible for walk-ins and answering phones. A radio checkout procedure has been put in place for safety reasons and to help track activity levels. The supervisor has been reclassified to a Police Corporal position, and Corporal Brett Bowen

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has recently been named to that supervisor position. He also serves as a liaison between the Code Officers and the Police Department. Procedural changes include moving officers around to different areas and notification letters being sent to repeat offenders. He discussed the Neighborhood Revitalization Program, which was implemented five years ago, and is a joint effort of the PSOs, Animal Control, and Code Compliance. Weekly, a neighborhood is chosen and staff walks the neighborhood in the morning to address ordinance related issues. Statistics show that Code Compliance is up 400 issues over the previous year. Numbers are down for the month of November as they are down to two field officers. The technician position is logging the officer's calls, which allows for the tracking of follow-up calls. There were 731 additional calls for the months of October and November for follow-ups. He then displayed before and after pictures of certain properties and stated that two of the locations were recently revisited and given citations.

In answer to questions from Council regarding residents putting out trash in the afternoon, Deputy Chief Hawking stated that it is a challenge with people moving in and out; that he hopes to give more attention to that issue when they get more fully staffed; and information could be sent out via code compliance tips in the water bill, a quarterly news letter, and the website. In answer to further questions from Council, he stated that they are getting two to three requests daily from the Better In Bedford app; that work day schedules have been extended in that one officer will work from Monday to Friday until 7:00 p.m. in the summer; that the City is currently divided into three districts, which are plotted with the same number of residents and businesses in each district; that when they are fully staffed, the City will be divided into four districts; that they are being more aggressive in their approach in enforcing high grass and weeds; that the Neighborhood Revitalization Program helps to account for the increase in their statistics; and that they are making continuing efforts to follow-up with complainants. There was discussion on Council receiving more frequent updates.

- **Presentation and discussion regarding the aquatics assessment.**

Managing Director Mirinda McQuagge-Walden presented information regarding the aquatics assessment. She stated that at the October 22 Council meeting, Councilmember Nolan presented information to the Council regarding the City of Roanoke's operation of a Hawaiian Falls park and staff was tasked with researching and analyzing internal operations, comparing to neighboring cities, and cities that operate Hawaiian Falls parks. She thanked Recreation Manager Eric Valdez and Aquatics/Athletics Coordinator Mike Radoyevich for their assistance. The assessment covers the internal operations for Splash and the Roy Savage Pool, which was then compared to the cities of Eules, Grapevine and Hurst, all of which have multiple, seasonal pools. Further, the data would be compared to cities that operate Hawaiian Falls parks. She stated that Splash opened in 2003, while the Roy Savage Pool closed in 2005 and was reopened in 2008. The data presented does include costs and revenues for both facilities, with the exception of utility expenses for Roy Savage Pool since it is not a separate meter from Central Park. Since 2009, the attendance has averaged about 40,000 people a year. The City has an average cost recovery percentage in the high 70s, with a 81 percent cost recovery in 2013. In 2001, the cost recovery was at 51 percent, with \$85,000 in expenses and \$44,000 in revenue. In 2013, the cost recovery was 81 percent, compared to 60 percent in Eules, 37 percent in Hurst, and 60 percent in Grapevine, whose data does not include utilities. She stated that the cities of Bedford and Grapevine are funded entirely out of their general funds, while the Cities of Hurst and Eules are subsidized by a parks sales tax. In comparison with the price of admission and the lifeguard hourly rate, Bedford falls in the middle. A comparison with cities contracted with Hawaiian Falls includes the cities of Garland, Waco, Roanoke, The Colony, and Mansfield. The parks range in size from 7.2 acres in Roanoke to 14 acres in Mansfield. In comparison, Splash has 1.8 acres. Ticket prices have the same price structure at \$19.99 per day or seasonal passes ranging from \$64.99 to \$84.99. In regards to upfront investments, Garland provided the land and a parking lot. Waco had an existing water park. Roanoke put up \$6.4M, land, and an additional \$250,000 investment from their economic development corporation. Roanoke receives 40 percent of the revenue from Hawaiian Falls, which covers the debt. The Colony put up \$846,000, land and another \$250,000 investment. Mansfield put up \$7.9M as well as land. In speaking with the finance director in Roanoke, she stated that they sold debt and the \$239,000 payment they receive from Hawaiian Falls represents 40 percent of their annual debt service

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payment. She stated that Mansfield has received payments ranging from \$120,000 to \$230,000 each year the park has been in operation.

In answer to questions from Council regarding a decrease in attendance and an increase in cost recovery for 2013, Ms. McQuagge-Walden stated there was a \$30,000 decline in personnel expenses due to pool schedule, which is set on the School District Calendar, and that they were open 12 weeks as opposed to 13 weeks the previous year; that there is better management of the pool; and that there was a decrease in concession costs. In answer to questions from Council regarding debt, she stated that the debt numbers were not included with the other cities; and that the assessment was for operational costs and not capital items such as the shade structures. There was discussion on the City having a better cost recovery ratio than other cities and Hawaiian Falls being willing to operate a facility on their own terms but wanting a significant investment from the City.

- **Presentation and Council direction on implementation of employee compensation plan.**

City Manager Beverly Griffith stated that this item came from a discussion during the Budget Work Session. At the time, a majority of the Council were not for a cost-of-living adjustment, but wanted to pursue a combination of merit pay and market adjustments. The available funding for the compensation plan is \$486,272. A consultant was hired in 2001 to do a comprehensive look at job descriptions and compared positions by doing a market survey comprised of 10 cities, DFW Airport and two private companies. From that, Council agreed to target the mid-point in the job market. At the time, 57 percent of positions were below the 50th percentile. This year, staff did an internal market analysis using eight cities and the target was the 40th percentile. Currently, 71 percent of positions are below that percentile.

Assistant to the City Manager/Strategic Services Meg Jakubik stated that where they had positions that were benchmarked, they did a direct comparison of salary dollars with the market point. With the assumption that the internal equity was valid within the pay grades, an average was taken of known market points to come up with a useable market average. There is a five percent difference between each pay grade in the starting pay amounts. She presented a 10-year history of pay increases. She stated that the methodology was to take the market analysis along with current salary dollars. On the whole, in the pay grades, most of the positions are between the 30th and 40th percentiles. There were outliers due to long-term employees who have been through multiple merit increases. The question was asked if positions were in the wrong pay grade and if it would be better to put them in a different pay grade, while also maintaining internal equity and not causing compression in positions that lead to natural promotions. They did not look at seasonal employees or public safety employees in a STEP program. She presented a chart showing current pay amounts, positions that had more than one incumbent and the lowest paid employee in each unique job position. There are 39 unique positions that are less than 30 percent of the market point, 74 positions between the 30th and 40th percentiles, and 45 positions about the 40th percentile. They are proposing reclassifications instead of moving employees up in their current grade because, without reclassification, the current issues would be perpetuated with employee turnover. The implementation would be in line with internal promotion policies and personnel would either receive the minimum of their new pay grade or a five percent increase, whichever is greater. Any position that was not identified as a reclassification or not in a STEP program would be eligible for a merit increase. The results of the classification are that the number of employees below the 20th percentile drops from 14 to three, and the number of employees between the 20th and 30th percentiles drops from 60 to 39. The total compensation plan, including reclassification and the base merit pool, is \$435,313. The remaining \$50,000 would be for the increased benefit cost. Ms. Griffith stated that the plan is workable but that it does not fix the problem as it is only the first step, and that this is something that needs to be repeated annually. They hope to accomplish equitable pay between departments and positions, maintain internal equity, do annual market adjustments for under-classified positions, improve their competitive ability, and to do equitable future market and performance based adjustments.

There was discussion on monitoring and tracking various positions; the approximately \$51,000 covering the benefits noting that health and dental insurance are not affected by salary; reclassified positions not

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receiving a merit increase; not attracting the best candidates if an employee leaves; communicating the plan in a positive way to employees; and working this plan in as a component of next year's budget process. Council was of the consensus to support the plan, have it implemented, and have it as part of the upcoming budget work session.

- **Discussion on final draft of citizen survey instrument.**

Ms. McQuagge-Walden presented information on the final draft of the citizen survey. There is a two page short form that will go to those who would only respond by mail. A longer survey would be for phone and web respondents. She stated that two questions were added from the last version seen by the Council asking about smoking and cell phones. There was discussion on the added questions and Council was of the consensus for no changes to what was presented.

Mayor Griffin adjourned the Work Session at 6:33 p.m.

### **REGULAR SESSION 6:30 P.M.**

The Regular Session began at 6:42 p.m.

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

Mayor Griffin called the meeting to order.

### **INVOCATION (Senior Pastor Nosa Onaiwu, Arise and Shine International Ministries)**

Senior Pastor Nosa Onaiwu of Arise and Shine International Ministries gave the invocation.

### **PLEDGE OF ALLEGIANCE (Boy Scout Troop #387, Bob Ricks, Committee Member)**

Boy Scout Troop #387, lead by Bob Ricks and Tim Crist, and Boy Scouts Toni Bommarito, Bobby Bommarito, Nick Consolver, Michael Consolver, Dale Krum, Randy Krum, and Ben Crist, lead the Pledge of Allegiance.

### **OPEN FORUM**

Nobody chose to speak under Open Forum.

### **CONSIDER APPROVAL OF ITEMS BY CONSENT**

Motioned by Councilmember Champney seconded by Councilmember Turner, to approve the following items by consent: 2, 5, 6, 7, 8, 9 and 10.

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

### **COUNCIL RECOGNITION**

#### **1. Employee Service Recognition**

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

Michael Ross, Fire Department – 25 years of service

### **APPROVAL OF THE MINUTES**

#### **2. Consider approval of the following City Council minutes:**

##### **a) November 26, 2013 regular meeting**

**b) December 3, 2013 regular meeting**

This item was approved by consent.

**PERSONS TO BE HEARD**

**3. The following individual has requested to speak to the Council tonight under Persons to be Heard.**

**a) Gary Morlock, 2910 Wayside Drive, Bedford, Texas – Requested to speak regarding an update on the Community Affairs Commission.**

Gary Morlock, 2910 Wayside Drive – Mr. Morlock represents the Community Affairs Commission and was asked to give an update on recent Commission activities and their first activity for 2014. The mission of the Commission is to be the liaison between the Council and the community. They have considered all kinds of outreach meeting formats, including for the whole community, or homeowner associations, residents, businesses, and faith based groups. Their success is based on having a great Council liaison in Councilmember Boyter, who has them thinking outside the box, while staying inside their mission. They are also blessed to have Deputy City Manager David Miller as their staff liaison. Finally, they have a great chairperson in Steve Grubbs. On September 9, the Commission held a “Vision Bedford” meeting, which was a resounding success and filled up both the north and south sides of the Library meeting room. They had the right subject, speaker, marketing and title. They received a lot of marketing support from Marketing Specialist Rebecca Asher. She took on the task of collecting RSVPs, which indicated that they could not fit the number of respondents with round tables. They received 78 feedback surveys from that meeting, which were analyzed by Mr. Grubbs, who realized how many marketing channels were used. One common feedback was to have more meetings with the Mayor. In October, the Commission sponsored a bond election information meeting at the Library, which had 40 to 50 people in attendance. These examples show that the Commission has the ability to run these meetings for the City. On January 21 at 7:00 p.m., they will be holding an HOA Roundtable at the Library, at which an HOA will showcase their website. They will also bring information from the HOAs about what topics they would want at future meetings. The meeting will be announced by emails to the HOAs and posting on the City website. Arrangements with the City will be made at the next Commission meeting.

**b) Rev. Melvin Brown, Sr., 2813 Airport Freeway #416, Bedford, Texas 76021 – Requested to speak regarding Nelson Mandela.**

Reverend Melvin Brown, Sr., 2813 Airport Freeway #416 – Reverend Brown introduced Ms. Elaine, who made the Million Dollar Club as a reservationist with Delta Airlines. He stated that he represents the faith community, which is passionate about diversity. The name of his presentation is Champions of Hope and acknowledged members of the Council for their leadership. He stated that this year they have gained and lost some champions and spoke about losing the legacy of Nelson Mandela. He expounded on his character and nobility. He presented a history of the Nobel Peace Prize and its recipients, and stated that they represent diversity. He stated that Mr. Mandela gave his life for the cause of freedom for his people in South Africa. Mr. Mandela gave 95 years of loyalty and sacrifice, and few people have had such an impact on history. His life mission was for no apartheid, and he lived his life and spent 27 years in prison for the people of South Africa to have a chance.

**c) Spencer George, 300 South Main Street, Euless, Texas – Requested to speak regarding installing a digital billboard in Bedford.**

Spencer George, 300 South Main Street, Euless, Texas – Mr. George stated Mark Brewer with Identity Management was also in attendance. He asked Council to consider changing the ordinance to allow for a digital billboard. With the expansion of the North Tarrant Expressway, there would be more lanes, traffic and growth, and that it is a great time to implement a digital billboard to attract businesses and residents. A billboard would add a presence to the City and could include small signage stating “Welcome to Bedford” or “City of Bedford.” It would be great for state and local alerts such as weather,

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Amber and Silver Alerts, and current events. Incentives to local businesses include real time updates and the ability to make creative changes. He discussed running ads for City events free of charge. The best location for the billboard would be along the highway and the Central Drive intersection. In summary, he stated that the benefits of a billboard include high visibility, real time updates, value for the City, and value for local businesses, including giving them an extra channel and cost effective advertisements. He stated that he is qualified for this project and that he is a local businessman and not a big corporation. He lives in Euless, has been in the area his whole life, and went to the University of Texas at Austin with a degree in finance and marketing.

In answer to questions from Council, Mr. George stated that the billboard would be 14 feet by 48 feet; that the standard height is 40 feet above the ground and depends on how the highway is set up; that he would own the billboard and sell advertising; that ads for City events would be a free service; that he would have to buy a piece of land or pay a landlord rent; that he did speak to the owner of the former Luby's property at Forest Ridge Drive and the highway; and that the billboard would be two-sided, with one side being digital and the other being static. Council discussed following up on this item at their upcoming strategic planning session.

### **NEW BUSINESS**

- 4. Consider a resolution authorizing the City Manager to request from the Director of the Texas Commission on Environmental Quality (TCEQ) an extension of the SSO Initiative for five years until December 31, 2018.**

Public Works Director Tom Hoover presented information regarding this resolution. This item is for an extension of a program with the State. The City entered into an agreement with the State in 2007, which requires the City to reduce the amount of sewer outflows, and commits the City to how much money they would spend and where it would be spent. Once the agreement was entered into and studies completed, it was found that most outflows occur along the creeks. He stated that most of the efforts of the City are to correct this issue and that they spend about \$1M a year. They have also done work in neighborhoods, mainly associated with the CDBG as well as root treatments. He stated that it is better to line existing sewer mains or doing pipe bursting. Flows to the Trinity River Authority have been greatly reduced, and that they are seeing reductions of 150,000 gallons a day in the dry months and up to 500,000 gallons a day. They are also showing a decrease in spills from grease blockages. They are cleaning 20 percent of the system and inspecting 20 percent of manholes each year. He stated that the agreement with the State said the City would do a certain amount of treatment and rehabilitation in the neighborhoods, but the City has not done that. Staff is recommending extending the program another five years and continuing with cleaning, education, repair, and rehabilitation of deteriorated system improvements.

Motioned by Councilmember Davisson, seconded by Councilmember Brown, to approve a resolution authorizing the City Manager to request from the Director of the Texas Commission on Environmental Quality (TCEQ) an extension of the SSO Initiative for five years until December 31, 2018.

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

- 5. Consider a resolution authorizing the City Manager to purchase sound equipment for the Council Chambers from Rushworks in the amount of \$23,568.**

This item was approved by consent.

- 6. Consider a resolution authorizing the City Manager to enter into a one-year lease agreement with Cathedral of Hope Mid-Cities Church to provide meeting space for church services at the Old Bedford School.**

This item was approved by consent.

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- 7. Consider a resolution authorizing the City Manager to renew a lease agreement with ONSTAGE relative to the Trinity Arts Theater located within the Bedford Boys Ranch Park.**

This item was approved by consent.

- 8. Consider a resolution authorizing the City Manager to enter into a lease agreement with Arts Council Northeast relative to the Trinity Arts Building located within the Bedford Boys Ranch Park.**

This item was approved by consent.

- 9. Consider a resolution authorizing the City Manager to enter into the third year of a three-year contract with B&B Wrecker Services, Inc. to provide towing for City initiated tows.**

This item was approved by consent.

- 10. Consider a resolution authorizing the City Manager to enter into a one year contract with Integrated Forensic Laboratories for controlled substance and blood alcohol testing.**

This item was approved by consent.

- 11. Consider a resolution appointing members to Bedford's Citizen Boards and Commissions.**

City Secretary Michael Wells read the names of the newly appointed and reappointed Board and Commission members.

Motioned by Councilmember Nolan, seconded by Councilmember Champney, to approve a resolution appointing members to Bedford's Citizen Boards and Commissions.

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

- 12. Report on most recent meeting of the following Boards and Commissions:**

- ✓ **Animal Shelter Advisory Board - Councilmember Boyter**

Councilmember Boyter reported that the Shelter is running a promotion to make it more economically convenient to adopt animals.

- ✓ **Beautification Commission - Councilmember Turner**

Councilmember Turner reported that the Commission took the month off from meeting but is continuing to work in the field. He stated that Chairperson Faye Murphy had an accident and broke her leg.

- ✓ **Community Affairs Commission - Councilmember Boyter**

Councilmember Boyter thanked Chairperson Steve Grubbs and that the Commission is looking forward to the new year.

- ✓ **Cultural Commission - Councilmember Nolan**

Councilmember Nolan reported that the Commission met the previous night and is in the final stages of putting together their strategic plan. They are also planning an event for next year.

- ✓ **Library Board - Councilmember Davisson**

Councilmember Davisson reported that the Board took the month off.

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### ✓ Parks & Recreation Board - Councilmember Davisson

No report was given.

### ✓ Senior Citizen Advisory Board - Councilmember Turner

Councilmember Turner reported that the Board met earlier in the month and conducted routine business.

### ✓ Teen Court Advisory Board - Councilmember Champney

Councilmember Champney reported that the last Board meeting was cancelled due to the weather and their next meeting will be in January.

## 13. Council member reports

Councilmember Davisson reported that the Library Friends are selling ornaments at the circulation desk for \$10.00.

Councilmember Nolan reported that the Library Foundation is in the middle of planning their February 8 Mardi Gras event.

## 14. City Manager/Staff Reports

Ms. Griffith stated that for the holidays, the trash schedule will be adjusted, with Thursday pickups shifting to Friday, and Friday pickups shifting to Saturday. Christmas tree recycling will be at Meadowpark from December 26 through January 10. The voting for the favorite holiday decorations ends December 27 and people can see the list of the locations on the City's website. City offices will be closed starting noon on December 23 through December 24 and 25.

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

No Executive Session was held.

## ADJOURNMENT

Mayor Griffin adjourned the meeting at 7:48 p.m.

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Jim Griffin, Mayor

ATTEST:

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Michael Wells, City Secretary