

# **AGENDA**

**Regular Meeting of the Bedford City Council  
Tuesday, April 28, 2015  
Bedford City Hall Building A  
2000 Forest Ridge Drive  
Bedford, Texas 76021**

**Council Chamber Work Session 5:00 p.m.  
Council Chamber Regular Session 6:30 p.m.**

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

## **COUNCIL CHAMBER WORK SESSION**

- Review and discuss items on the regular agenda and consider placing items for approval by consent.
- Beautification Commission review.
- Discussion regarding items to include in a budget amendment.

## **EXECUTIVE SESSION**

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

- a) Pursuant to Section 551.074, personnel matters - City Manager search.

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

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

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

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS/UPCOMING EVENTS**

### **OPEN FORUM**

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

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

### **COUNCIL RECOGNITION**

1. Employee Service Recognition.
2. Proclamation recognizing the Sketch-A-School Art Contest Winners.
3. Proclamation proclaiming the month of May as Lupus Awareness Month in the City of Bedford.

4. Proclamation declaring Saturday, May 2, 2015 as Free Comic Book Day in the City of Bedford.

### **APPROVAL OF THE MINUTES**

5. Consider approval of the following City Council minutes:
  - a) April 14, 2015 regular meeting
  - b) April 15, 2015 special meeting

### **NEW BUSINESS**

6. Public hearing and consider an ordinance to amend Ordinance Number 10-2978 of the Bedford Comprehensive Land Use Plan (2010) for a parcel from Green Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)
7. Public hearing and consider an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)
8. Public hearing and consider an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring Valley Drive. (Z-270)
9. Public hearing and consider an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)
10. Consider a resolution authorizing the Interim City Manager to purchase an upgrade in Municipal Court software from its current version to the Microsoft SQL version in the amount of \$34,475 through Utility Data Systems, Inc.
11. Consider a resolution accepting the revised and updated City of Bedford Purchasing Policy and Procedures.
12. Consider a resolution authorizing the Interim City Manager to create two positions in the Engineering Division.
13. Consider a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the Tri-Cities Baseball Association for the purposes of having league games and practice at Boys Ranch Park.
14. Consider a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the DFW Tejanos Organization for the purpose of conducting practices and games at the Stormie Jones soccer fields.
15. Consider a resolution authorizing the City Manager to cancel the July 14, July 28, November 24 and December 22 regular Council meetings.
16. End of Term Remarks and Thank Yous \*\*\*Item requested by Councilmember Boyter

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

- ✓ **Animal Shelter Advisory Board - Councilmember Fisher**
- ✓ **Beautification Commission - Councilmember Turner**
- ✓ **Community Affairs Commission - Councilmember Boyter**
- ✓ **Cultural Commission - Councilmember Champney**
- ✓ **Library Board - Councilmember Davisson**
- ✓ **Parks & Recreation Board - Councilmember Davisson**
- ✓ **Teen Court Advisory Board - Councilmember Farco**

**18. Council member Reports**

**19. City Manager/Staff Reports**

**EXECUTIVE SESSION**

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

- a) Pursuant to Section 551.074, personnel matters - City Manager search.**

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

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

**ADJOURNMENT**

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window in a display cabinet at the City Hall of the City of Bedford, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: **Friday, April 24, 2015 at 5:00 p.m.**, and remained so posted at least 72 hours before said meeting convened.

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**Michael Wells, City Secretary**

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**Date Notice Removed**

(Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in City functions and activities. Auxiliary aids and services or accommodations must be requested in writing to the City Secretary's Office a minimum of seventy-two 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 Agenda Background

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**PRESENTER:** Marty Geer, Beautification Commission

**DATE:** 04/28/15

**Board and Commission Report**

**ITEM:**

**Beautification Commission review.**

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

**DISCUSSION:**

**Marty Geer, Chairperson of the Beautification Commission, will present an update on Beautification Commission events.**

**ATTACHMENTS:**

**N/A**



# Council Agenda Background

**PRESENTER:** Meg Jakubik, Assistant to the City Manager

**DATE:** 04/28/15

**Work Session**

**ITEM:**

Discussion regarding items to include in a budget amendment.

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

**DISCUSSION:**

At the Budget Work Session on August 8, 2014, staff presented the City Council with one-time or capital expenditures that could be included in the FY 2014-15 budget. Following discussion, it was requested that further consideration be delayed until completion of the audit process for FY 2013-14 to evaluate fund balance availability. The following identifies the current available funding for specific funds.

**General Fund**

Budgeted Revenue surplus:	\$ 103,141
<u>Fund Balance in excess of reserve:</u>	<u>\$ 306,913</u>
Total Available Funding:	\$ 410,054

**Tourism Fund**

Fund Balance in excess of reserve:	\$ 265,526
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**Water Fund**

Current Working Capital:	\$ 3,097,516
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Staff will review the additional expenses that have been authorized by the City Council and possible options from one-time and capital requests discussed during the budget process. Attached is the list of items that were presented during the Budget Work Session for Council consideration. Additionally, staff will discuss the monument signs that have been considered for the Central, Harwood and Murphy intersections.

**ATTACHMENTS:**

Budget Presentation Slide

### 3. Use funding for one-time or capital expenditures

- i. Meadow Park Lighting Repairs (\$40,000)
- ii. Brookhollow Park Pavilion Replacement (\$30,000)
- iii. Playground (\$60,000)
- iv. Fire Vehicles (\$33,776 - \$41,013)
- v. Transfer to Equipment Replacement Fund for Medic Unit Chassis Replacement in FY 15-16 (\$120,816)



# Council Agenda Background

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**PRESENTER:** Roger Gibson, Interim City Manager

**DATE:** 04/28/15

Council Recognition

**ITEM:**

Employee Service Recognition

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

**DISCUSSION:**

The following employee has completed a service period and is eligible for recognition:

Sarah Karnes                  Police Department          5 years

**ATTACHMENTS:**

N/A



# Council Agenda Background

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**PRESENTER:** Jim Griffin, Mayor

**DATE:** 04/28/15

Council Recognition

**ITEM:**

Proclamation recognizing the Sketch-A-School Art Contest Winners.

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

**DISCUSSION:**

Each year, every third grader in the Hurst-Euless-Bedford Independent School District (HEB ISD) participates in the Heritage Education program at the Old Bedford School. One component of the program is the Sketch-A-School Art Contest, which provides the students an opportunity to reflect upon their visit and draw a picture of their most memorable moment from visiting the Old Bedford School. This is the 19th year of the contest and more than 300 poster entries were judged by the Heritage Education Docents, with assistance from the staff at the Old Bedford School. From the entries, 1st, 2nd, 3rd, and 4th Places, Most Creative, and Honorable Mention were awarded by the docents. The award recipients will be at the meeting to be recognized.

**ATTACHMENTS:**

Proclamation



CITY OF  
**BEDFORD**

# Proclamation

*WHEREAS, school children visit the Old Bedford School and are introduced to the Heritage Education Program in conjunction with their Social Studies curriculum to highlight the local community's history; and*

*WHEREAS, this event marks the 19<sup>th</sup> year of the Sketch-A-School Contest and more than 300 posters were entered by Hurst, Euless, and Bedford ISD third grade students; and*

*WHEREAS, each poster illustrated the students most memorable recollection of the visit to the Old Bedford School and the thirteen posters were chosen from the following third graders.*

*NOW, THEREFORE, let it be known that I, Jim Griffin, Mayor of the City of Bedford, and the City Council ask the citizens of Bedford to join us in recognizing the following Sketch-A-School Contest Winners:*

<b>1<sup>st</sup> Place</b>	<b>Felicity Baize</b>	<b>River Trails Elementary</b>
<b>2<sup>nd</sup> Place</b>	<b>Ashlyn Miller</b>	<b>Bedford Heights Elementary</b>
<b>3<sup>rd</sup> Place</b>	<b>Jo Barona</b>	<b>Bedford Heights Elementary</b>
<b>4<sup>th</sup> Place</b>	<b>Josh Bonilla</b>	<b>Stonegate Elementary</b>
<b>Most Creative</b>	<b>Landon LeJuane</b>	<b>Shady Oaks Elementary</b>
<b>Honorable Mention</b>	<b>Kaylan Kennedy</b>	<b>Stonegate Elementary</b>

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Bedford to be affixed this  
28th day of April, 2015.*

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JIM GRIFFIN, MAYOR





# Council Agenda Background

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**PRESENTER:** Mayor Jim Griffin

**DATE:** 04/28/15

Council Recognition

**ITEM:**

Proclamation declaring the month of May as Lupus Awareness Month in the City of Bedford.

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

**DISCUSSION:**

Tessie Holloway, President and CEO of Lupus Foundation of America, Lone Star Chapter, will accept the proclamation.

**ATTACHMENTS:**

Proclamation  
Letter of Request



CITY OF  
**BEDFORD**

# Proclamation

*WHEREAS, each year, the Lupus Foundation of America designates May as National Lupus Awareness Month to show support for the estimated 1.5 million Americans who have lupus; and*

*WHEREAS, lupus is an unpredictable and misunderstood autoimmune disease that ravages different parts of the body. It is difficult to diagnose, hard to live with, and a challenge to treat; and*

*WHEREAS, lupus can affect any part of the body, including the skin, lungs, heart, kidneys, and brain. No organ is spared. The disease can cause seizures, strokes, heart attacks, miscarriages, and organ failure; and*

*WHEREAS, lupus can be particularly difficult to diagnose because its symptoms are similar to those of many other illnesses, and major gaps exist in understanding the causes and consequences of lupus. More than half of all people with lupus take four or more years and visit three or more doctors before obtaining a correct diagnosis; and*

*WHEREAS, while lupus strikes mostly women of childbearing age, no one is safe from lupus, African Americans, Hispanics/Latinos, Asians and Native Americans are two to three times more likely to develop lupus – a disparity that remains unexplained; and*

*WHEREAS, 120,000 citizens diagnosed in Texas are affected by lupus.*

*NOW, THEREFORE, let it be known that I, Jim Griffin, Mayor of the City of Bedford, and the City Council do hereby proclaim the month of May, 2015, as:*

## ***Lupus Awareness Month***

*and we urge each of our citizens to observe this month by educating themselves on the symptoms and impact of lupus, and to join with the Lone Star Chapter of the Lupus Foundation of America in supporting programs of research, education, and community service.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Bedford to be affixed this  
28<sup>th</sup> day of April, 2015.*

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**From:** [REDACTED]  
**To:** [Wells, Michael](#)  
**Subject:** Proclamation  
**Date:** Thursday, April 16, 2015 2:02:50 PM  
**Attachments:** [Lupus Awareness Month Proclamation.docx](#)

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Good Afternoon Mr. Michael Wells,

The Lupus Foundation of America, Lone Star Chapter would like to request a proclamation from the City of Bedford to celebrate Lupus Awareness Month in May. We would greatly appreciate it if the City of Bedford would accept our request to declare the month of May as Lupus Awareness Month.

Lupus is a chronic autoimmune disease which can be destructive to any organ or tissue in the body. The disease is very unpredictable and potentially fatal. Approximately 1.5 million Americans have a form of lupus. It strikes mostly females between the ages of 15 – 44, and women of color are two-three times more likely to develop lupus. These staggering figures are just part of the reason the LFA developed the Rally for Lupus in order to help disseminate information to those afflicted with this disease.

Please let me know if you have any questions.

Thank you and have a wonderful day!

Adrienne Kohlenberg  
Patient Services Marketing Manager  
Lupus Foundation of America, Lone Star Chapter  
15660 N. Dallas Parkway, Ste. 120  
Dallas, TX 75248  
469-374-0590  
Toll-Free: 866-205-2369  
Fax: 469-374-0794  
[www.lupuslonestar.org](http://www.lupuslonestar.org)

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# Council Agenda Background

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**PRESENTER:** Mayor Jim Griffin

**DATE:** 04/28/15

**Council Recognition**

**ITEM:**

**Proclamation declaring Saturday, May 2, 2015 as Free Comic Book Day in the City of Bedford.**

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

**DISCUSSION:**

**Wayne McNeil will accept the Free Comic Book Day Proclamation on behalf of Generation X Comics.**

**ATTACHMENTS:**

**Proclamation**



CITY OF  
**BEDFORD**

# Proclamation

*WHEREAS, comic books have been celebrated as an original American art form for over 75 years and have been used to introduce children to the joys of reading and art appreciation; and*

*WHEREAS, for 14 years, local comic shops have celebrated Free Comic Book Day by distributing a free comic book to any customer coming into the stores; and*

*WHEREAS, libraries and local comic book stores introduce individuals and families to the comic books which capture the imagination and feature diverse story lines;*

*NOW, THEREFORE, let it be known that I, Jim Griffin, Mayor of the City of Bedford, and the City Council do hereby proclaim May 2, 2015 as:*

## ***Free Comic Book Day***

*in the City of Bedford and invite all residents to register for the reading club at the Bedford Public Library.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Bedford to be affixed this  
28th day of April, 2015.*

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JIM GRIFFIN, MAYOR





# Council Agenda Background

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**PRESENTER:** Michael Wells, City Secretary

**DATE:** 04/28/15

**Minutes**

**ITEM:**

Consider approval of the following City Council minutes:

- a) April 14, 2015 regular meeting
- b) April 15, 2015 special meeting

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

**DISCUSSION:**

N/A

**ATTACHMENTS:**

April 14, 2015 regular meeting  
April 15, 2015 special meeting

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

**The City Council of the City of Bedford, Texas, met in Work Session at 5:30 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 14th day of April, 2015 with the following members present:**

Jim Griffin	Mayor
Michael Boyter	Council Members
Ray Champney	
Jim Davisson	
Steve Farco	
Roger Fisher	
Roy W. Turner	

constituting a quorum.

Staff present included:

Mirenda McQuagge-Walden	Assistant City Manager
Stan Lowry	City Attorney
Michael Wells	City Secretary
Natalie Foster	Marketing Specialist
Les Hawkins	Deputy Police Chief
Kenny Overstreet	Field Operations Manager
Bill Syblon	Development Director

### **COUNCIL CHAMBER WORK SESSION**

Mayor Griffin called the Work Session to order at 5:30 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: 4, 6, 7, 8 and 9.

Field Operations Manager Kenny Overstreet presented information regarding Item #7, which is for the abandonment of a right-of-way at 904 Rankin Drive. Forest Ridge Drive was originally planned as a six-lane road in the 1970s and, therefore, when the first subdivision went it, the City asked for a 30-foot extended right-of-way. Forest Ridge Drive was actually built as a four-lane road and surrounding subdivisions have a ten-foot right-of-way. The resident at 904 Rankin Drive has always mowed and maintained the right-of-way. The City is asking that the right-of-way be abandoned, except for 10 feet back of the curb, which includes the sidewalk. The rest would still be kept as a utility easement. In answer to questions from Council, Mr. Overstreet stated that this would make this right-of-way consistent with the others along Forest Ridge Drive and there are plans to install a six-foot wooden fence on the property along the right-of-way adjacent to the sidewalk.

There was discussion on Item #9 related to the antique light poles in the area including plans to rehabilitate them; that if they are in the way of construction, they be removed with care and stored properly; tying them in with the 100 Year Anniversary celebration of the Old Bedford School; and replicating them in the Cultural District. Mr. Overstreet stated that an orange safety fence will be put around the poles, the contractor will be told in a preconstruction meeting that the poles be preserved and maintained at all times, and most of the roadwork will be in the lane of traffic.

- **Presentation on recent Police Department activities.**

Deputy Police Chief Les Hawkins presented an update on recent Police Department activities. The Department purchased five security cameras from Wildfire, which have been deployed to different areas of the City based on data from the Department's crime analyst. Volunteers monitor live video looking for criminal activity, which is then reported to Dispatch for a Police response. They will try to expand the program by purchasing two more camera systems every year for the next few years utilizing drug seizure money. An exchange program has been established whereby an area has been set up in the Police Department parking lot to allow people to exchange on-line purchases or do child custody exchanges in a safer environment under 24-hour video surveillance. Three parking spaces have been designated, cameras are in place and signs have been installed. The camera and equipment are funded through drug seizure funds and grant funding. The video is live and there is a 30-day storage capacity. The Repeat Victimization Unit (RVU) was established in 2012 and there was a recent open house for their storefront on Pipeline Road, which was a joint effort with the City of Hurst. The storefront has three officers from Bedford and four from Hurst, along with a secretary. This location puts the officers out in the community and makes them more accessible to the public. The storefront was funded almost entirely through grant funding and business donations. Staff has requested funding for next year for the lease and operations of the facility. The mental health coordinator, which is grant-funded for the next three years, and the crime victims liaison are also housed out of the storefront. The Bedford 1 Community Program is associated with the multifamily housing coordinator. The concept of the Program is to reach out to the City's apartment communities to enhance their quality of life, which has an effect on the surrounding neighborhoods. Their first meeting with the Apartment Manager's Association is April 23 at 2:00 p.m. in the Library. One of the key points of the Program is information sharing between the Department and apartment complexes to try and deter some criminal elements. The Distracted Driving Ordinance was approved in November of 2014. The Department is still in the education phase and 27 signs will be installed strategically throughout the City to inform drivers of the Ordinance. They have partnered with the local high schools, including streaming a two-slide PowerPoint presentation through their video announcements, as well as printing 5,000 brochures, which was funded through Atmos Energy.

In answer to questions from Council, Deputy Chief Hawkins stated that staff will contact TxDOT to see if they would allow messages on their highway billboards regarding the Distracted Driving Ordinance; that the crime-free multi-housing program is voluntary; that the crime-free multi-family coordinator will make personal visits to the apartment complexes regarding the upcoming Association meeting; and that people can check crime statistics for apartments on-line or through an open records request at the Department's Records Division. Deputy Chief Hawkins discussed the Volunteers in Police Service (VIPS) program, which has approximately 45 volunteers.

Mayor Griffin recessed the Work Session at 5:49 p.m.

### **EXECUTIVE SESSION**

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

- a) Pursuant to Section 551.087, deliberation regarding economic development negotiations with the City of Euless.**
- b) Pursuant to Section 551.074, personnel matters - City Manager search.**

Council convened into Executive Session pursuant to Texas Government Code Section 551.087, deliberation regarding economic development negotiations with the City of Euless and Section 551.074, personnel matters - City Manager search at 5:52 p.m.

Council reconvened from Executive Session at 6:12 p.m.

Any necessary action to be taken as a result of the Executive Session will occur during the Regular Session of the Bedford City Council Meeting.

Mayor Griffin reopened the Work Session at 6:15 p.m. in order to hear Items #10, #11 and #12.

Mayor Griffin adjourned the Work Session at 6:28 p.m.

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

The Regular Session began at 6:34 p.m.

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

Mayor Griffin called the meeting to order.

### **INVOCATION (Dr. Timothy Pierce, Woodland Heights Baptist Church)**

Dr. Timothy Pierce of Woodland Heights Baptist Church gave the invocation.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

### **ANNOUNCEMENTS/UPCOMING EVENTS**

Marketing Specialist Natalie Foster stated that the Beautification Commission is looking for volunteers for Clean Up Bedford Day on Saturday at 9:00 a.m. at Meadow Park. Supplies will be handed out, lunch will be provided and there will be giveaways. Chunk Your Junk Day is also on Saturday, at Meadow Park at 8:00 a.m. and residents can bring non-hazardous items. ArtsTalk will be held on the upcoming Monday at the Old Bedford School, with the wine reception at 6:30 p.m. and the program at 7:00 p.m. The past year's achievements and the new public calendar will be reviewed, and upcoming events and initiatives will be discussed.

Mayor Griffin stated that the 6Stones Community Powered Revitalization Spring Blitz will be held on Friday, April 17 and Saturday, April 18. Volunteers will work on six homes in Bedford.

### **OPEN FORUM**

Nobody chose to speak during Open Forum.

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

Motioned by Councilmember Champney, seconded by Councilmember Turner, to approve the following items by consent: 4, 6, 7, 8 and 9.

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

### **COUNCIL RECOGNITION**

#### **1. Proclamation recognizing the week of April 19–25, 2015 as National Crime Victims' Rights Week.**

Mayor Griffin read a proclamation recognizing the week of April 19–25, 2015 as National Crime Victims' Rights Week. Crime Victims/Domestic Violence Coordinator Courtney Janes was present to accept the proclamation.

#### **2. Proclamation recognizing the week of April 12–18, 2015 as National Public Safety Telecommunicators Week.**

Mayor Griffin read a proclamation recognizing the week of April 12–18, 2015 as National Public Safety Telecommunicators Week. Communications Supervisor over the Dispatch Division, Amy James, was present to accept the proclamation.

#### **3. Hometown Hero presentation and reception.**

Mayor Griffin stated that three times a year, the City will recognize citizens who represent Bedford's best as a Hometown Hero. He recognized Bedford resident Thomas Clayton Quigley as being the first recipient of the Hometown Hero award. He discussed Mr. Quigley's service at the Battle of the Bulge in World War II, and that he received two Purple Hearts, two Bronze Stars, and the Legion of Honor Award from France. He discussed Mr. Quigley's wife Barbara, who he has been married to for 69 years. They have three children who live in Bedford, three grandchildren and two great-grandchildren. He discussed a book written by Mr. Quigley about his wartime experiences called "World War II: My War" and showed a short clip of Mr. Quigley from a History Channel show on the Battle of the Bulge.

#### **APPROVAL OF THE MINUTES**

- 4. Consider approval of the following City Council minutes:  
a) March 24, 2015 regular meeting**

This item was approved by consent.

#### **NEW BUSINESS**

- 5. Public hearing to consider an ordinance to rezone Lot 5, Block 1, Walmart Addition, located at 3720 Cheek-Sparger Road, Bedford, Texas from (H) Heavy Commercial (MHC) Master Highway Corridor to Planned Unit Development (PUD) for a Self-Service Storage Facility (Mini-Warehouse), allowing for Hixon Properties Inc. to construct a Stor Self Storage Facility. The property is generally located south of Cheek-Sparger Road and west of State Highway 121. (Z-268)**

No action was taken on this item due to the withdrawal of the application by the applicant.

- 6. Consider a resolution authorizing the Interim City Manager to enter into an interlocal agreement with the City of Euless to facilitate communication and cooperation, and describe duties and responsibilities between the two cities in matters relating to platting, zoning, sales tax revenues, property tax, infrastructure, building plans review, permits, inspections, law enforcement, fire protection and prevention, and other matters that arise concerning the unified development of approximately 14.5 acres that spans the two city boundaries.**

This item was approved by consent.

- 7. Consider a resolution authorizing the Interim City Manager to abandon all rights, titles and interest in a portion of the Right-of-Way dedication, Volume 388-59, Page 17, P.R.T.C.T. as described in Exhibits A and B in the survey prepared by Prism Surveys, Inc.**

This item was approved by consent.

- 8. Consider a resolution authorizing the Interim City Manager to enter into a contract with Four B Paving Inc. for the 2015 Crack Sealing at Various Locations, in the amount of \$112,000.**

This item was approved by consent.

- 9. Consider a resolution authorizing the Interim City Manager to enter into a contract with A & M Construction and Utilities, Inc. for the Bedford Road Water Main Improvements Project in the amount of \$265,528.13.**

This item was approved by consent.

Items #10, 11 and 12 were discussed during the Work Session.

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

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

No report was given.

✓ **Beautification Commission - Councilmember Turner**

Councilmember Turner invited everybody to Clean Up Bedford Day on Saturday, April 18 at 9:00 a.m. at Meadow Park. Chunk Your Junk Day will also be on that Saturday at Meadow Park.

✓ **Community Affairs Commission - Councilmember Boyter**

Councilmember Boyter reported that the Commission hosted a business roundtable on April 2, which had 22 attendees. A survey was taken and many attendees indicated that they found out about the roundtable from Chamber discussions, advertisements, and email. Attendees would like to see more business interaction and discussion on development plans. On April 11, the City Expo and Pet Fair was held. The Commission was very appreciative of Council for their support in conducting the event. There was great residential support for this event with over 430 attendees inside. On May 14, the Commission will host a residential roundtable from 7:00 p.m. to 8:00 p.m. at the Library. Mayor Griffin and Development Director Bill Syblon will present information on recycling carts, City department updates, the Bedford Commons, storefront galleries, the Police Department shared storefront, the Boys Ranch construction and economic development.

✓ **Cultural Commission - Councilmember Champney**

Councilmember Champney reported that the ArtsFest event was outstanding, with approximately 2,500 people in attendance. The event was moved from October to April and was tied in with the Easter Egg Hunt. The Animal Shelter was also at the event. ArtsTalk will be held on April 20 and attendees will be brought up-to-date on arts and cultural activities. The speaker will be Patti Diu, Executive Director of the Levitt Pavilion, who will discuss what the venue has done for the City of Arlington from the standpoint of attracting new businesses, economic development and creating a greater sense of community.

✓ **Library Board - Councilmember Davisson**

No report was given.

✓ **Parks & Recreation Board - Councilmember Davisson**

Councilmember Davisson reported that the Board held a public hearing so the public could ask about changes in the master plan for the parks. At the hearing, there was discussion on removing the island in the Boys Ranch Lake and that there were egrets nesting there. Assistant City Manager Mirenda McQuagge-Walden contacted the Texas Parks & Wildlife Department. A representative from the Department and Parks Superintendent Don Henderson surveyed the island and did not find any evidence of egrets or nesting. The Department was comfortable with the City moving forward with the plan.

✓ **Teen Court Advisory Board - Councilmember Farco**

Councilmember Farco reported that the Teen Court Banquet will be held on Thursday at 6:00 p.m. at the Hurst Conference Center.

## **11. Council member Reports**

Councilmember Fisher stated that he was appointed by Commissioner Gary Fickes to the John Peter Smith (JPS) Hospital Board in February. He has had the opportunity to be immersed in what goes on at JPS. He stated that it is not just for the poor or for a certain type of society, but for everybody and it is phenomenal. He discussed their Level One Trauma Center and that it is a fascinating hospital with work done by fascinating people. He invited everybody to take a tour of the Hospital.

Councilmember Turner stated that JPS is one of the most outstanding training facilities for new doctors, nurses, and technicians. He discussed the leading research that is going on there and at Parkland Hospital.

Mayor Griffin discussed the Police Department Motorcycle Rodeo at the Harley Davidson facility the previous Saturday after the City Expo and Pet Fair. Bedford motorcycle officers competed with those from other agencies. He gave kudos to the Police Association and officers for competing, as well as to all of staff that participated in Saturday's activities.

## **12. City Manager/Staff Reports**

Ms. McQuagge-Walden reported that the Parks and Recreation Advisory Board is conducting a parks and recreation survey, which can be taken online. Hard copies of the survey are available at the Boys Ranch Activity Center and the Senior Center.

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

Item #6 was voted on during the Regular Session.

Motioned by Councilmember Fisher, seconded by Councilmember Davisson, to approve the strategic search firm, SRG, in order to search for a new city manager, in an amount not to exceed \$27,000.

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

## **ADJOURNMENT**

Mayor Griffin adjourned the meeting at 6:56 p.m.

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Jim Griffin, Mayor

ATTEST:

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Michael Wells, City Secretary

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Special Session at 5:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 15th day of April, 2015 with the following members present:

Jim Griffin	Mayor
Michael Boyter	Council Members
Ray Champney	
Jim Davisson	
Steve Farco	
Roy W. Turner	

constituting a quorum.

Councilmember Champney left at approximately 6:00 p.m.

Staff present included:

Amanda Jacobs	Assistant City Secretary
---------------	--------------------------

### **CALL TO ORDER**

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

### **EXECUTIVE SESSION**

**1. To convene in the conference room in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:**

- Pursuant to Section 551.074, personnel matters – City Manager search.

Council convened into Executive Session pursuant to Texas Government Code Section 551.074, personnel matters – City Manager search at 5:30 p.m.

Council reconvened from Executive Session at 6:45 p.m.

Any necessary action to be taken as a result of the Executive Session will occur during the Regular Session of the Bedford City Council Meeting.

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

No action was necessary as a result of the Executive Session.

### **ADJOURNMENT**

Mayor Griffin adjourned the meeting at 6:45 p.m.

---

Jim Griffin, Mayor

ATTEST:

---

Michael Wells, City Secretary



# Council Agenda Background

**PRESENTER:** Emilio Sanchez, Planning Manager

**DATE:** 04/28/15

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

**ITEM:**

Public hearing and consider an ordinance to amend Ordinance Number 10-2978 of the Bedford Comprehensive Land Use Plan (2010) for a parcel from Green Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

**City Attorney Review:** Yes

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

**DISCUSSION:**

Staff would like to postpone this case so that the Planning and Zoning Commission can act on a case for a site plan that accompanies this request. No action needs to be taken on this item.

**RECOMMENDATION:**

Staff recommends taking no action on this item.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

N/A



# Council Agenda Background

**PRESENTER:** Emilio Sanchez, Planning Manager

**DATE:** 04/28/15

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

**ITEM:**

Public hearing and consider an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)

**City Attorney Review:** Yes

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

**DISCUSSION:**

The subject property is generally bound by Brown Trail to the west, Old Kirk Road to the north, Ravenswood Drive to the east and Golden Hawk Lane to the south with the lot being undeveloped. The applicant is requesting to rezone the area to Heavy Commercial/Specific Use Permit/Automobile Parking Lot.

The Planning and Zoning Commission recommended approval of this application at their April 9, 2015 meeting by a vote of 7-0-0 with a stipulation that the Specific Use Permit goes with the company rather than the land.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

Ordinance  
Site Plan  
Aerial Photo  
Zoning Sign Photo  
Planning and Zoning Minutes  
Star Telegram Publications

**ORDINANCE NO. 15-**

**AN ORDINANCE TO REZONE LOT A, BLOCK 17-R, STONEGATE ADDITION, LOCATED AT 1428 BROWN TRAIL, BEDFORD, TEXAS FROM (L) LIGHT COMMERCIAL TO (H) HEAVY COMMERCIAL/SPECIFIC USE PERMIT/AUTOMOBILE PARKING LOT, SPECIFIC TO SECTION 3.2.C(5)C, AUTOMOBILE PARKING LOT AND AREAS, ALLOWING FOR GRUBBS AUTO PROPERTIES TO PARK EXCESS VEHICLE INVENTORY. THE PROPERTY IS GENERALLY LOCATED SOUTH OF OLD KIRK ROAD AND EAST OF BROWN TRAIL. (Z-266)**

**WHEREAS, it is deemed expedient and for the benefit of the City of Bedford, Texas, that the Zoning Ordinance be rezoned for property known as Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That Section 2 of the Zoning Ordinance be amended and the map designated "ZONING MAP-CITY OF BEDFORD, TEXAS" be revised and amended so that the land described as:**

**Lot A, Block 17-R, Stonegate Addition, shall be shown as approved by this ordinance.**

**SECTION 3. That approval of this rezoning is subject to the following stipulation:**

**1. That the specific use permit goes with the company rather than the land.**

**SECTION 4. That the site plan showing the location of the proposed parking area and site layout is approved as a component of this ordinance approval. Any revisions to the property that deviate from the attached hereto shall require an amendment to this ordinance.**

**SECTION 5. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.**

**SECTION 6. That it is hereby declared the intention of the City Council of the City of Bedford, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.**

**SECTION 7. That any person, organization, corporation, partnership or entity that violates, disobeys, omits, neglects or fails to comply with the provisions of this ordinance shall be fined not more than two thousand dollars (\$2,000.00) for each offense or violation. Each day that an offense or violation occurs shall constitute a separate offense.**

**SECTION 8. That this ordinance shall take effect immediately from and after its passage in**

**ORDINANCE NO. 15-**

**accordance with the provisions of the Charter of the City of Bedford and the laws of the State of Texas.**

**PRESENTED AND PASSED this 28th day of April, 2015 by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.**

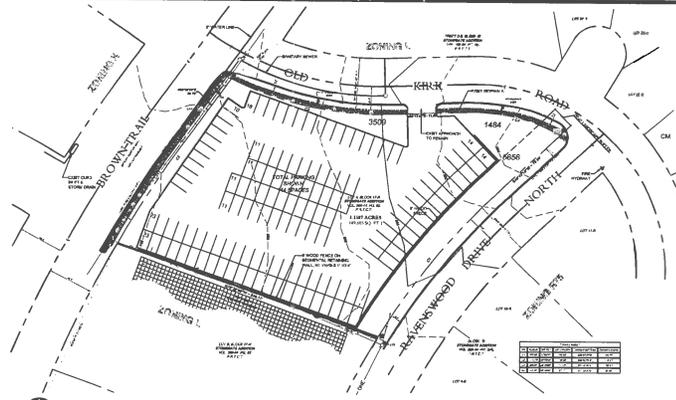
\_\_\_\_\_  
**Jim Griffin, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**SITE PLAN**  
SCALE: 1" = 50'-0"

**PROJECT DATA**

1. NO FLOOD PLAINS, WATER COURSES, MARSHES, DRAINAGE AREAS, TREE GROUPINGS OR OTHER SIGNIFICANT ENVIRONMENTAL FEATURES EXIST ON THE SITE.
2. NO EXISTING BUILDINGS ON SITE.
3. NO BUILDINGS ARE PROPOSED FOR THIS SITE.

**LANDSCAPE CALCULATIONS**

SITE AREA = 49,603 sf = 1.139 ac  
 LANDSCAPE REQUIRED @ 20% = 9,921 sf  
 LANDSCAPE PROVIDED = 10,649 sf = 21.46 %  
 LS FRONT YARD REQ @ 40% = 3,969 sf  
 LS FRONT YARD PROVIDED = 4,993 sf  
 IMPERVIOUS AREA = 38,945 sf

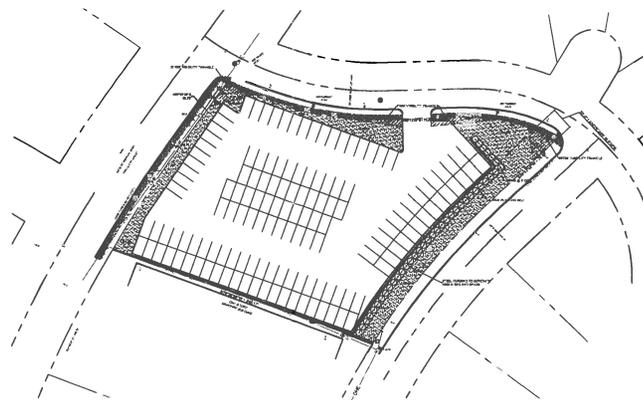
**PLANT MATERIAL LIST**

Qty	Common Name	Botanical Name	Plant Size
39	Abelia, Glossy	<i>Abelia x grandiflora</i>	min. 4' tall, bbb or container

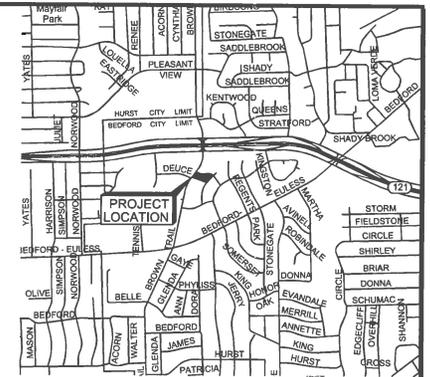
STEEL CURBING TO BE 3/16" X 4" STEEL CURBING PAINTED GREEN.  
 GRASS AREAS TO BE SOLID SOODED WITH ZOYSIA PALMSADES.

**MAINTENANCE PROVISIONS**

1. All landscaping shall be permanently maintained and adequate provisions shall be made at the time of installation for adequate irreplaceable watering sources. Failure to permanently maintain any such landscaping shall be deemed a violation of the zoning ordinance.
2. Should any of the plant material used in any landscaping required under Ordinance die, the owner of the property shall have ninety days after notification from the City to obtain and install suitable replacement plant material. Synthetic or artificial lawn or plant material shall not be used to satisfy the requirements of the Ordinance.
3. Landscaped areas shall be kept free of trash, litter, weeds, and other material or plants not a part of the landscaping.
4. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year.



**LANDSCAPE PLAN**  
SCALE: 1" = 50'-0"



**VIVINITY MAP**  
NO SCALE

CASE NAME: GRUBBS NISSAN  
 LOCATION: BROWN TRAIL & OLD KIRK ROAD  
 LEGAL DESCRIPTION: LOT A, BLOCK 17R, STONEGATE ADDITION, CITY OF BEDFORD, TARRANT COUNTY, TEXAS

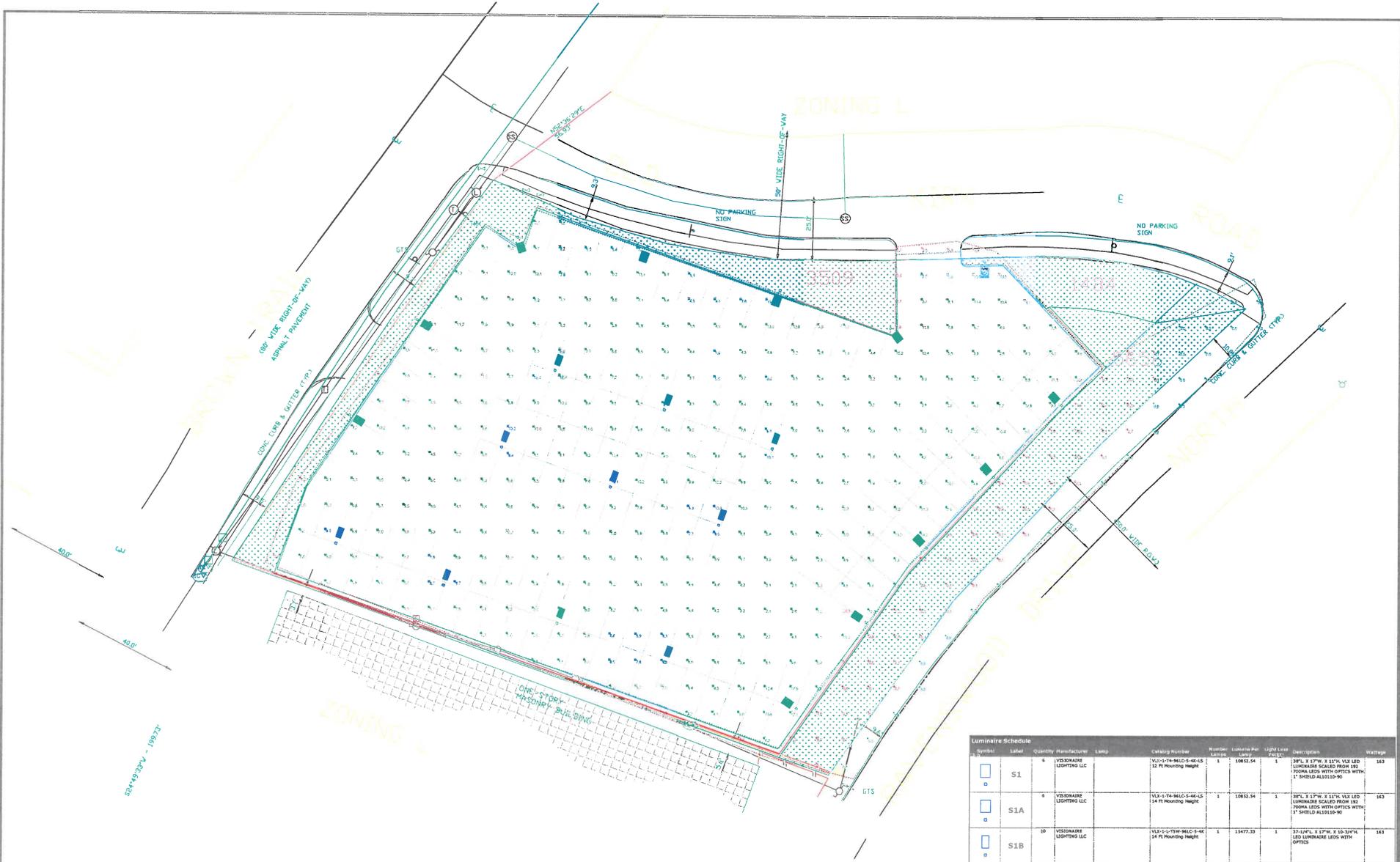
PREPARED BY:  
 STEPHENSON ARCHITECTS  
 262 JEFFERSON PARKWAY  
 FORT WORTH, TEXAS 76107  
 817.988.7906



DATE: DECEMBER 30, 2014

DATE: DECEMBER 30, 2014

SHEET: 1 OF 1

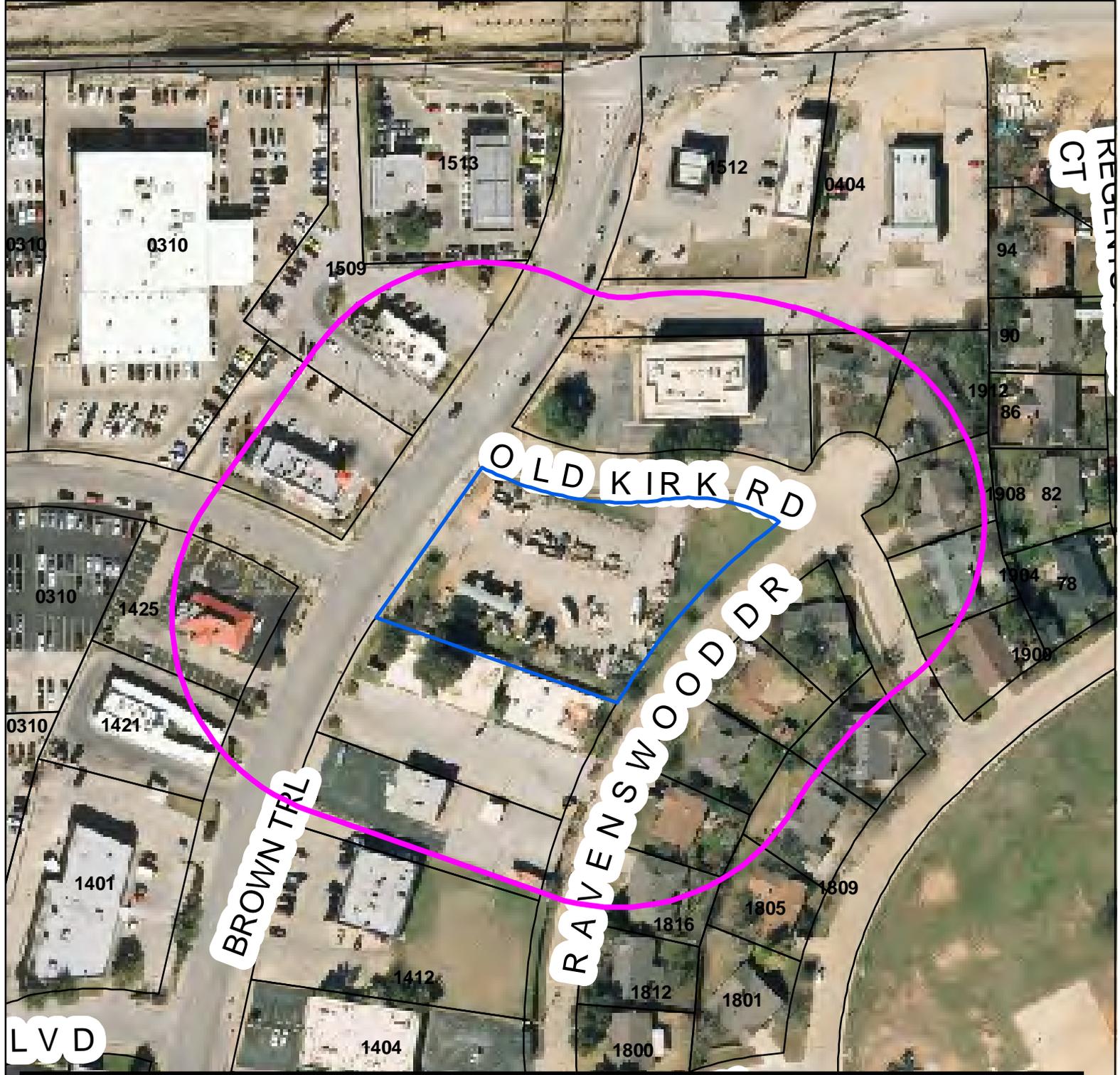


Symbol	Label	Quantity	Manufacturer	Lamp	Catalog Number	Wattage	Lumens Per Foot	Light Color	Description	Wattage
	S1	6	VISDOMARE LIGHTING LLC		VLS-1-FW-96L2-S-46-LS 14 Ft. Hanging Height	1	10852.54	1	38"PL x 17"WH x 12"VLV VLV LED LUMINAIRE SCALES FROM 100 7000KA LEDS WITH OPTICS WITH 1" SHIELDED ALUMINUM-90	143
	S1A	6	VISDOMARE LIGHTING LLC		VLS-1-FW-96L2-S-46-LS 14 Ft. Hanging Height	1	10852.54	1	38"PL x 17"WH x 12"VLV VLV LED LUMINAIRE SCALES FROM 100 7000KA LEDS WITH OPTICS WITH 1" SHIELDED ALUMINUM-90	143
	S1B	10	VISDOMARE LIGHTING LLC		VLS-1-13W-96L2-S-46 14 Ft. Hanging Height	1	13477.33	1	37-12"PL x 17"WH x 10-3/4" VLV LED LUMINAIRE LEDS WITH OPTICS	143

Plan View  
Scale = 1/16" = 1'

Statistics						
Zone/Area	Symbol	Qty	Watt	HL	Max/Min	Avg/Min
All Points		18	5.6 W	20.3 F	1.05 F	N/A
Inside Parking Area		18	6.7 W	20.3 F	1.2 F	16.9 F

Designer  
Date: 5/19/2015  
Scale  
Not to Scale  
Drawing No.  
Summary



**Hearing**  
**Date: 4-09-2015 Z-266**

**Address: 001428 BROWN TRAIL**  
**Addition: STONEGATE ADDITION-BEDFORD**  
**Bedford, TX 76021**

**SUBNUM: 40470 BLOCK: 17R LOT: A**

 **200 Ft Buffer**  
 **Project Location**



\* NOTE: This data is 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.



**Z-266**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF APRIL 9, 2015**

**DRAFT**

Motion approved 7-0. Chairman Reese recommended a continuation of the public hearing for S-061.

4. **Public hearing and consider a request to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-266.

Chairman Reese called the representatives from Grubbs Nissan, Mehdi Daruwala, General Manager and Bruce Winkenweder, Controller for the dealership.

Mr. Daruwala explained the nature of the proposed project.

Commissioner Hall asked how tall the proposed stone wall around the perimeter around the property will be. Mr. Daruwala said 8 feet. Commissioner Hall asked about the wall material, Mr. Daruwala said it will be split stone.

Commissioner Culver asked what other storage lots that they referred to currently exist.

Mr. Daruwala said they currently have two existing storage lots, one off of Deuce Drive and the other off of Raquet Club Boulevard.

Commissioner Stroope asked if the issue of lighting was addressed at the town hall meeting held with residents.

Mr. Daruwala confirmed that they had. He said the lights will be on a timer and that they will be contained and on dimmers.

Commissioner Sinisi asked if the walls will be consistent on all four sides.

Mr. Daruwala said that the height will be consistent. He said the gate will be wrought iron and would like to have electronic access to the Fire Department to the gate. He explained that they have gate openers that can be programmed to control who has access during particular hours.

Chairman Reese asked the hours of the business.

Mr. Daruwala said 8a.m. – 9 p.m. Monday through Friday and 8 a.m. – 8 p.m.

Commissioner Culver asked if only Nissans would be stored in the lot or Infinitis also.

Mr. Daruwala said there will be Nissans only unless they acquire a Pre-Owned vehicle.

Commissioner Hall complimented the renderings of the project.

Mr. Daruwala said that they are open to any type of landscaping.

Commissioner Culver asked if they have plans to move from Bedford.

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF APRIL 9, 2015**

**DRAFT**

Mr. Daruwala said that business is doing very well at this location and they have no plans to move.

Chairman Reese opened the public hearing at 7:58 p.m.

Mr. Joshua Hills spoke in support of the project and expressed that they had concerns about aesthetic appeal, security, noise and Grubbs Nissan addressed the issues through the open house with residents.

Ron Smith spoke in support of the project and thinks it will be a good upgrade for the neighborhood.

Chairman Reese closed the public hearing at 8:01 p.m.

Commissioner Sinisi commented that the 7 foot stone wall on Brown Trail may not be aesthetic.

Mr. Daruwala explained how they arrived at the decision to install a split stone wall.

Vice Chairman Carlson asked if it is going to be set back or abut the sidewalk.

Mr. Daruwala referenced the proposed site plan. He said they will ask the architect if they can bring the height of the wall fronting Brown Trail down to 6 feet.

Planning Manager, Emilio Sanchez, confirmed that the fence is set back from Brown Trail.

Mr. Daruwala addressed comments regarding the look of the fence by stating the different options available to customize it including use of different colors, columns, crowns, etc.

Chairman Reese asked about the fencing of their other storage lots and whether the chain link fence versus the wrought iron fence poses difference levels of security.

Mr. Daruwala confirmed that the wrought iron face is much more secure because it is taller and that if people cannot see inside, it is more of a deterrent. They will have a guard service during the night.

Vice Chairman Carlson asked about the setback and landscaping requirements along Brown Trail. Emilio Sanchez responded that the site plan meets the requirements but does not know the details off-hand.

Commissioner Henning read page 5-14 of the zoning ordinance. He commented that Grubbs Nissan has been a good part of the community and what they propose is well within reason.

Vice Chairman Carlson expressed his gratitude to Grubbs Nissan for the efforts in meeting with the residents.

Commissioner Sinisi asked if they intend to use canopies.

Mr. Daruwala said that they have conducted feasibility studies that revealed that they are not feasible for their dealership.

Motion: Commissioner Henning made a motion to approve Zoning Case Z-266 stipulating that the SUP goes with the company rather than the land

Commissioner Sinisi seconded the motion.

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF APRIL 9, 2015**

**DRAFT**

Motion approved 7-0. Chairman Reese recommended approval of Zoning Case Z-266.

- 5. Public hearing and consider a request to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring valley Drive. (Z-270)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-270.

Chairman Reese called forward the petitioner.

Eric Marquez, representative of the landlord for the property, and Robert White, representing Cornerstone Church, introduced themselves and described the project. The church's average attendance is 150 people. Office hours are Monday-Friday from 3p.m.-7p.m. Sunday morning service is at 10:45a.m. people would be leaving by noon.

Vice Chairman Carlson asked about parking.

Eric Marquez said that the shopping center is currently over-parked.

Chairman Reese opened the public hearing at 8:23 p.m.

Marie Sullivan spoke regarding the amount of traffic on Harwood Road and expressed concern about parking. Ms. Sullivan received confirmation that the shopping center is over-parked allowing for the ability to park on-site and that the commission cannot address the issue of the additional traffic.

Chairman Reese closed the public hearing at 8:25 p.m.

Motion: Commissioner Hall made a motion to approve Zoning Case Z-270.

Commissioner Culver seconded the motion.

Motion approved 7-0. Chairman Reese recommended approval of Zoning Case Z-270.

- 6. Public hearing and consider a request to rezone Lot 35, Block A, Shady Brook Townhouse Addition, located at 2816 Spring Valley Drive, Bedford, Texas from Planned Unit Development (PUD) to Amended Planned Unit Development (PUD), allowing for the Learning Station Childcare facility to construct a solid fence around the playground area. The property is generally located south of Harwood Road and east of Spring Valley Drive. (Z-273)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-273.

Chairman Reese opened the public hearing at 8:29p.m.

Motion: Vice Chairman Carlson made a motion to table and leave open the public hearing for Zoning Case Z-273.

Commissioner Henning seconded the motion.



CITY OF  
**BEDFORD**

2000 Forest Ridge Drive - Bedford, TX 76021  
(817)952-2100 [www.bedfordtx.gov](http://www.bedfordtx.gov)

April 10, 2015

**PLEASE DELIVER TO:**

Legal Publications  
Attn: Christine Lopez  
Fort Worth Star-Telegram  
400 West 7<sup>th</sup> Street  
Fort Worth, TX 76102

SENT VIA E-MAIL: [clopez@star-telegram.com](mailto:clopez@star-telegram.com) on Friday, April 10, 2015.

**FROM:**

City of Bedford  
Emilio Sanchez, Planning Manager

Dear Christine,

Please publish the following in "Legal Notices" on Monday, April 13, 2015.

**MESSAGE:**

**CITY OF BEDFORD  
PUBLIC HEARING**

The City of Bedford City Council gives notice of a public hearing on Tuesday, April 28, 2015, at 6:30 p.m. at City Hall, Council Chamber, 2000 Forest Ridge Drive, Building A, Bedford, Texas:

Public hearing and consider an ordinance to amend Ordinance Number 10-2978 of the Bedford Comprehensive Land Use Plan (2010) for a parcel from Green Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

Public hearing and consider an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)

Public hearing and consider an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring valley Drive. (Z-270)



CITY OF  
**BEDFORD**

2000 Forest Ridge Drive - Bedford, TX 76021  
(817)952-2100 [www.bedfordtx.gov](http://www.bedfordtx.gov)

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**Public hearing and consider an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)**

**All interested citizens will be given the opportunity to speak and be heard.**



# Council Agenda Background

**PRESENTER:** Emilio Sanchez, Planning Manager

**DATE:** 04/28/15

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

**ITEM:**

Public hearing and consider an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring Valley Drive. (Z-270)

**City Attorney Review:** Yes

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

**DISCUSSION:**

The subject property is generally bound by Harwood Road to the south, Spring Valley to the east and Brown Trail to the west with the site currently a shopping center. The applicant is requesting to rezone the area to Heavy Commercial/Specific Use Permit/Church allowing for Cornerstone Church to occupy Suite 701 within the shopping center.

The Planning and Zoning Commission recommended approval of this application at their April 9, 2015 meeting by a vote of 7-0-0.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring Valley Drive. (Z-270)

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

- Ordinance
- Site Plan
- Aerial Photo
- Zoning Sign Photo
- Planning and Zoning Minutes
- Star Telegram Publications

**ORDINANCE NO. 15-**

**AN ORDINANCE TO REZONE LOT 1, BLOCK 1, HARWOOD VILLAGE NORTH ADDITION, LOCATED AT 605 HARWOOD ROAD, BEDFORD, TEXAS FROM (H) HEAVY COMMERCIAL DISTRICT TO (H) HEAVY COMMERCIAL/SPECIFIC USE PERMIT/CHURCH, SPECIFIC TO SECTION 3.2.C(2)A, ALLOWING FOR CORNERSTONE CHURCH TO OPEN A 8,640 SQUARE FOOT CHURCH WITHIN THE RETAIL CENTER. THE PROPERTY IS GENERALLY LOCATED NORTH OF HARWOOD ROAD AND WEST OF SPRING VALLEY DRIVE. (Z-270)**

**WHEREAS, it is deemed expedient and for the benefit of the City of Bedford, Texas, that the Zoning Ordinance be rezoned for property known as Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring Valley Drive. (Z-270)**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That Section 2 of the Zoning Ordinance be amended and the map designated "ZONING MAP-CITY OF BEDFORD, TEXAS" be revised and amended so that the land described as:**

**Lot 1, Block 1, Harwood Village North Addition, shall be shown as approved by this ordinance.**

**SECTION 3. That the site plan showing the location of the proposed church area and site layout is approved as a component of this ordinance approval. Any revisions to the property that deviate from the attached hereto shall require an amendment to this ordinance.**

**SECTION 4. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.**

**SECTION 5. That it is hereby declared the intention of the City Council of the City of Bedford, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.**

**SECTION 6. That any person, organization, corporation, partnership or entity that violates, disobeys, omits, neglects or fails to comply with the provisions of this ordinance shall be fined not more than two thousand dollars (\$2,000.00) for each offense or violation. Each day that an offense or violation occurs shall constitute a separate offense.**

**SECTION 7. That this ordinance shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Bedford and the laws of the State of Texas.**

**ORDINANCE NO. 15-**

**PRESENTED AND PASSED** this 28th day of April, 2015 by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

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**Jim Griffin, Mayor**

**ATTEST:**

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**Michael Wells, City Secretary**

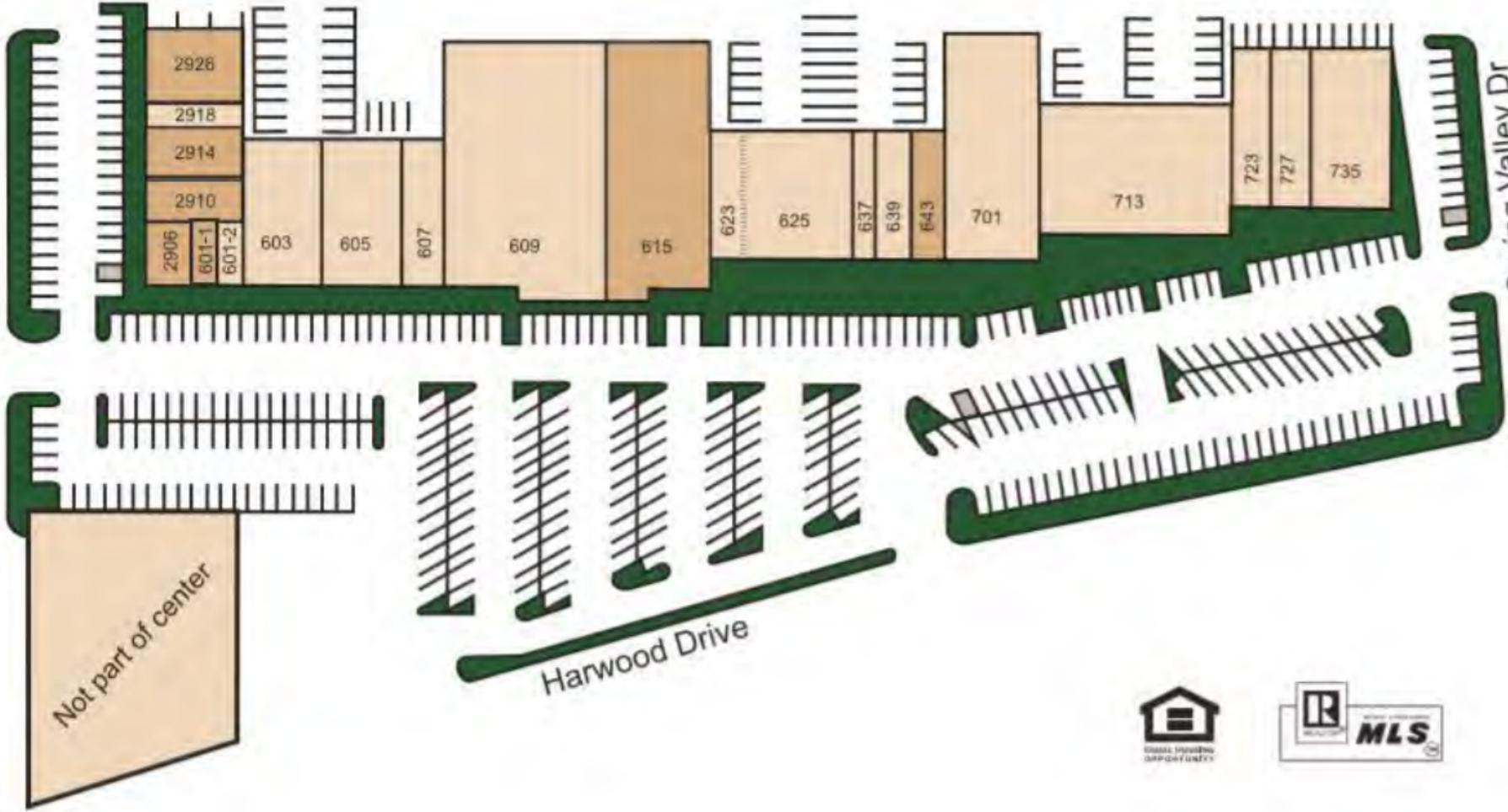
**APPROVED AS TO FORM:**

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**Stan Lowry, City Attorney**

Brown Trail

Spring Valley Dr





VICINITY MAP

**ZONING NOTES:**

According to the City of Bedford, zoning verification letter dated September 20, 2003, the current zoning classification for the subject property is "H", Heavy Commercial, which permits the current use of the property. The following are some of the general restrictions and requirements listed in Section 4.1.3 - "H" Heavy Commercial District, of the City of Bedford Zoning Ordinance:

- (1) Maximum Height = 35 feet
- (2) Minimum Lot Width = 50 feet
- (3) Minimum Front Yard = 20 feet
- (4) Minimum Side Yard = 10 feet or 10% of average lot width, whichever is smaller, minimum 5 feet, or 10 feet when next to side street.
- (5) Minimum Rear Yard = 20 feet when next to residential district
- (6) Off-Street Parking - Requirements vary dependent on use. For Motor Retail and/or Personal Service Shop = 1 space per 250 square feet of floor area up to 5,000 square feet, then 1 space per 200 square feet required; Furniture, Appliance Sales & Repair = 1 space per 400 square feet; Office or Professional Business = 1 space per 250 square feet, etc.

**SURVEY PLAT**

TO ALL PARTIES INTERESTED IN PREMISES SURVEYED:

This is to certify that I have, this date, made a careful and accurate survey on the ground of the following described 6.8616 acre of land:

BEING situated in the A. Allen Survey, Abstract No. 11, in the City of Bedford, Tarrant County, Texas, and described as being part of Lot 1 in Block 1 of Harwood Village North, an addition to the City of Bedford, Texas, according to the plat thereof as recorded in Volume 388-134 at Page 2 of the Plat Records of Tarrant County, Texas, and being the same property conveyed to Poline Weber Qualified Property Fund, LP, as recorded in Volume 7384 at Page 2036 of the Deed Records of Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

BEARING at a 1/2" iron rod found for the Northeast corner of said Lot 1 in Block 1 of Harwood Village North, said point being in the West line of Spring Valley Drive (50 foot right of way), said point also being the Southwest corner of Lot 12 in Block 2 of Spring Brook Estates, an addition to the City of Bedford, Texas, according to the plat thereof as recorded in Volume 306-108 at Page 24 of the Deed Records of Tarrant County, Texas;

THENCE South 04° 30' 40" East along the West line of Spring Valley Drive a distance of 277.86 feet to a 1/2" iron rod found for the Southwest corner of Lot 1 in Block 1 of Harwood Village North and being in the North right of way line of Harwood Drive (variable width right of way);

THENCE South 70° 34' 05" West along the North right of way line of Harwood Drive a distance of 203.65 feet to a 1/2" iron rod found for corner, said point being the beginning of a curve to the left having a central angle of S 01° 43' and a radius of 2100.00 feet whose center bears South 10° 25' 55" East and whose chord bears South 77° 03' 34" West at 183.84 feet;

THENCE South 74° 32' 50" West along the North line of Harwood Drive a distance of 11.47 feet to a 1/2" iron rod found for corner of the Southeast corner of that certain 11,234 square foot lot, tract or parcel of land referred to by the Tarrant County Tax Records as 233, Deed Records, Tarrant County, Texas;

THENCE South 74° 32' 50" West and continuing along the North line of Harwood Drive a distance of 11.47 feet to a 1/2" iron rod found for corner of the Southeast corner of that certain 11,234 square foot lot, tract or parcel of land referred to by the Tarrant County Tax Records as 233, Deed Records, Tarrant County, Texas;

THENCE North 07° 07' 01" West a distance of 104.19 feet to an "x" found in concrete for corner of the Northeast corner of said Poline Weber Qualified Property Fund 11,234 square foot lot;

THENCE South 89° 27' 45" West a distance of 100.00 feet to an "x" found in concrete for corner at the Northwest corner of said Poline Weber Qualified Property Fund 11,234 square foot tract;

THENCE South 02° 24' 14" East a distance of 127.83 feet to an "x" found in concrete for corner of the Southwest corner of said Poline Weber Qualified Property Fund 11,234 square foot tract, same being in the North line of Harwood Drive;

THENCE South 74° 32' 50" West a distance of 187.37 feet to an "x" found in concrete for corner of the Southwest corner of that certain lot, tract or parcel of land referred to by the Tarrant County Tax Records as Lot 1A, Block 5, Harwood Village North Addition as conveyed to United Property, LLC by deed recorded in Volume 18843, Page 324, Deed Records, Tarrant County, Texas;

THENCE North 29° 30' 12" West a distance of 49.28 feet to an "x" found in concrete for corner;

THENCE North a distance of 82.10 feet to an "x" found in concrete for corner at the Northeast corner of said United Property, LLC tract;

THENCE West a distance of 88.83 feet to an "x" found in concrete for corner at the Northeast corner of said United Property, LLC tract;

THENCE South a distance of 23.10 feet to an "x" found in concrete for corner, said point being the Northeast corner of Lot 1 in Block 1 of City Addition, as conveyed to Southland Corporation by deed recorded in Volume 8022, Page 221, Plat Records, Tarrant County, Texas;

THENCE West along the common line of Dilgo Addition and Lot 1 in Block 1 of Harwood Village North, a distance of 130.00 feet to a 1/2" iron rod found for the most Westerly Southwest corner of said Harwood Village North, said point being in the East right of way line of Brown Trail (50 foot right of way);

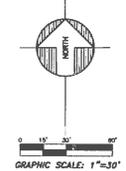
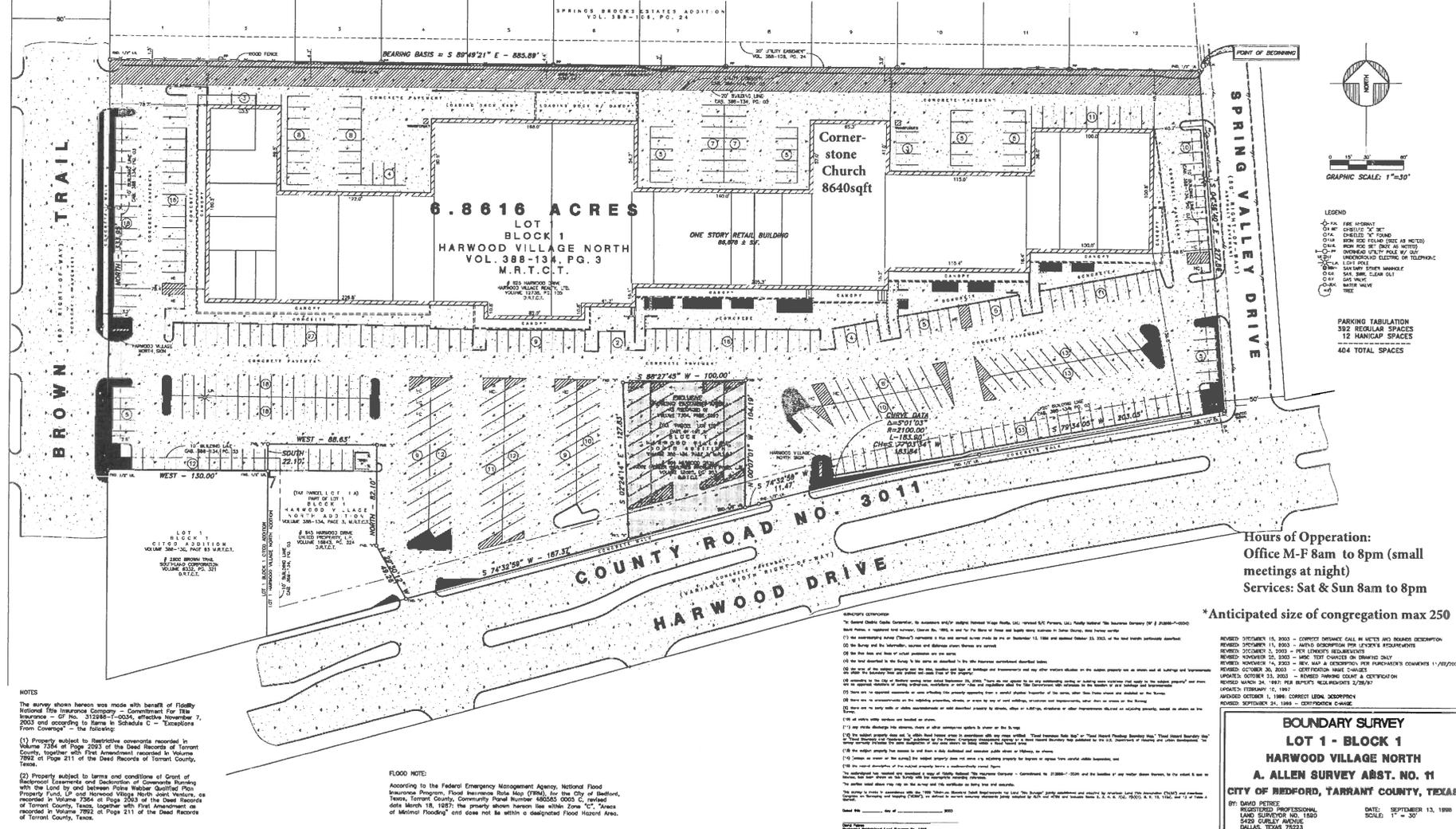
THENCE North along the East right of way line of Brown Trail for a distance of 333.95 feet to the Northwest corner of Lot 1 in Block 1 of Harwood Village North, said point also being the Southwest corner of Lot 1 of the aforesaid Spring Brook Estates Addition;

THENCE South 89° 49' 21" East along the common line of Harwood Village North and Spring Brook Estates for a distance of 885.89 feet to the PLACE OF BEGINNING AND CONTAINING 6.8616 ACRES OF LAND.

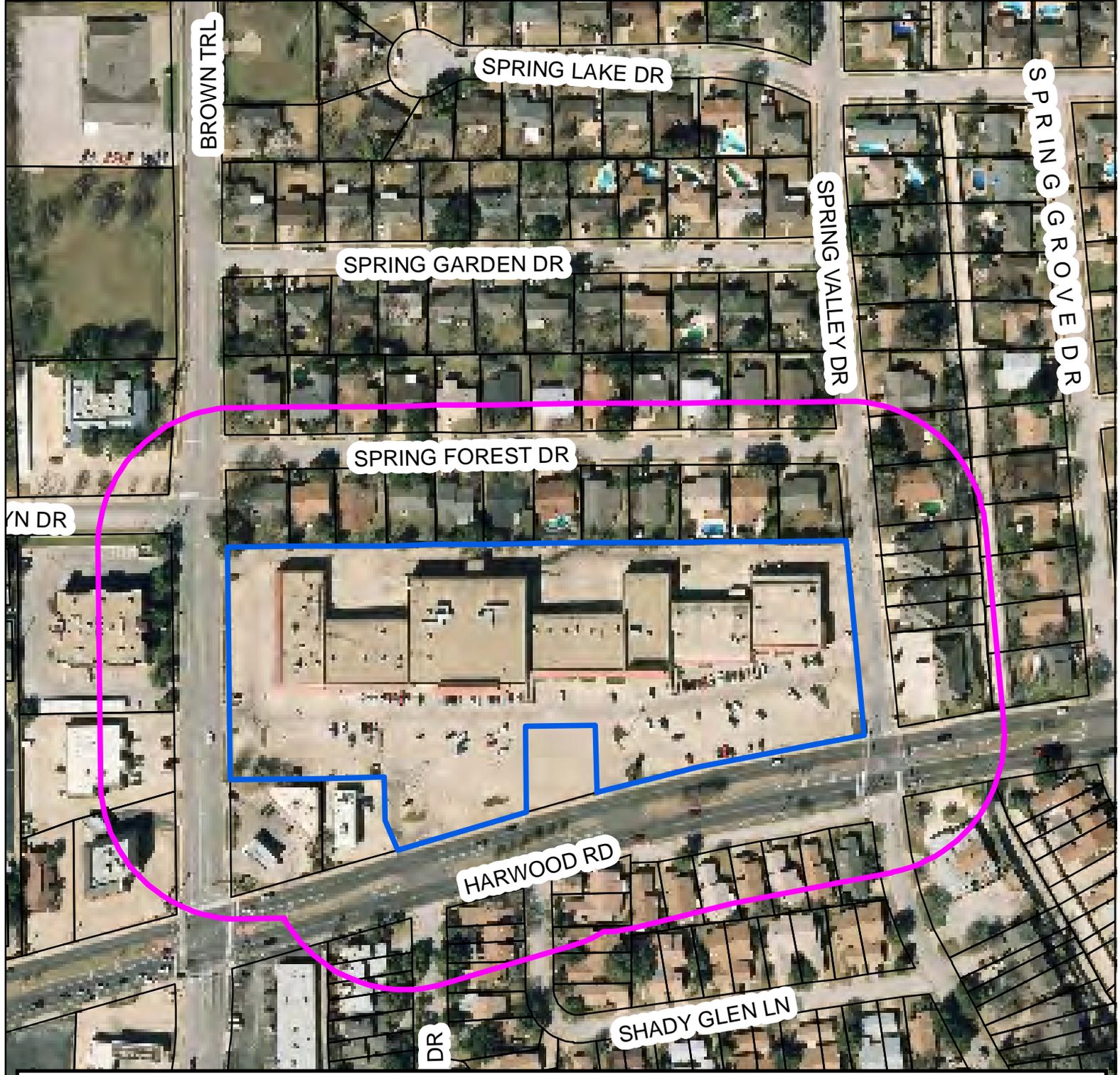
TOGETHER WITH assessments for parking, vehicular ingress and egress, utilities, pedestrian traffic, comfort and convenience, temporary construction utility and minor improvements granted pursuant to Grant of Right-of-Way, Easements and Declaration of Covenants Running with the Land, dated September 24, 1982, filed September 28, 1982 and recorded in Volume 7294, Page 2093, Deed Records of Tarrant County, Texas, as amended by First Amendment to Grant of Easements and Declaration of Covenants Running with the Land, filed July 17, 1984 and recorded in Volume 7862, Page 211, Deed Records, Tarrant County, Texas.

SPRING BROOK ESTATES ADDITION VOL. 388-134, PG. 24

40' FRONT EASEMENT VOL. 388-134, PG. 24



- LEGEND**
- 1/2" IRON ROD
  - 1/4" IRON ROD
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  - 54" IRON ROD
  - 60" IRON ROD
  - 72" IRON ROD
  - 84" IRON ROD
  - 96" IRON ROD
  - 108" IRON ROD
  - 120" IRON ROD
  - 144" IRON ROD
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  - 1944" IRON ROD
  - 1980" IRON ROD
  - 2016" IRON ROD
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  - 17604" IRON ROD
  - 17640" IRON ROD
  - 17676" IRON ROD
  - 17712" IRON ROD
  - 17748" IRON ROD
  - 17784" IRON ROD
  - 17820" IRON ROD
  - 17856" IRON ROD
  - 17892" IRON ROD
  - 17928" IRON ROD
  - 17964" IRON ROD
  - 18000" IRON ROD
  - 18036" IRON ROD
  - 18072" IRON ROD
  - 18108" IRON ROD
  - 18144" IRON ROD
  - 18180" IRON ROD
  - 18216" IRON ROD
  - 18252" IRON ROD
  - 18288" IRON ROD
  - 18324" IRON ROD
  - 18360" IRON ROD
  - 18396" IRON ROD
  - 18432" IRON ROD
  - 18468" IRON ROD
  - 18504" IRON ROD
  - 18540" IRON ROD
  - 18576" IRON ROD
  - 18612" IRON ROD
  - 18648" IRON ROD
  - 18684" IRON ROD
  - 18720" IRON ROD
  - 18756" IRON ROD
  - 18792" IRON ROD
  - 18828" IRON ROD
  - 18864" IRON ROD
  - 18900" IRON ROD
  - 18936" IRON ROD
  - 18972" IRON ROD
  - 19008" IRON ROD
  - 19044" IRON ROD
  - 19080" IRON ROD
  - 19116" IRON ROD
  - 19152" IRON ROD
  - 19188" IRON ROD
  - 19224" IRON ROD
  - 19260" IRON ROD
  - 19296" IRON ROD
  - 19332" IRON ROD
  - 19368" IRON ROD
  - 19404" IRON ROD
  - 19440" IRON ROD
  - 19476" IRON ROD
  - 19512" IRON ROD
  - 19548" IRON ROD
  - 19584" IRON ROD
  - 19620" IRON ROD
  - 19656" IRON ROD
  - 19692" IRON ROD
  - 19728" IRON ROD
  - 19764" IRON ROD
  - 19800" IRON ROD
  - 19836" IRON ROD
  - 19872" IRON ROD
  - 19908" IRON ROD
  - 19944" IRON ROD
  - 19980" IRON ROD
  - 20016" IRON ROD
  - 20052" IRON ROD
  - 20



**Hearing**  
**Date: 4/9/2015 Z-270**

**Address: 000605 HARWOOD RD**  
**Ste: 000701 HARWOOD RD**  
**Addition: HARWOOD VILLAGE NORTH ADDITION**  
**Bedford, TX 76021**

**SUBNUM: 17453 BLOCK: 1 LOT: 1**

 **200 Ft Buffer**  
 **Project Location**



*\* NOTE: This data is 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.*



DOUBLETAKE DANCE STUDIO

TAILOR NAILS

16 PLUS 12  
WELCOME

THIS PROPERTY IS UP FOR  
**ZONING CHANGE**  
FOR INFO CALL  
CITY OF BEDFORD PLANNING  
AND ZONING DEPT. AT  
(817) 952-2137

TEXAS  
88M-5709

Z-270

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF APRIL 9, 2015**

**DRAFT**

Motion approved 7-0. Chairman Reese recommended approval of Zoning Case Z-266.

- 5. Public hearing and consider a request to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring valley Drive. (Z-270)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-270.

Chairman Reese called forward the petitioner.

Eric Marquez, representative of the landlord for the property, and Robert White, representing Cornerstone Church, introduced themselves and described the project. The church's average attendance is 150 people. Office hours are Monday-Friday from 3p.m.-7p.m. Sunday morning service is at 10:45a.m. people would be leaving by noon.

Vice Chairman Carlson asked about parking.

Eric Marquez said that the shopping center is currently over-parked.

Chairman Reese opened the public hearing at 8:23 p.m.

Marie Sullivan spoke regarding the amount of traffic on Harwood Road and expressed concern about parking. Ms. Sullivan received confirmation that the shopping center is over-parked allowing for the ability to park on-site and that the commission cannot address the issue of the additional traffic.

Chairman Reese closed the public hearing at 8:25 p.m.

Motion: Commissioner Hall made a motion to approve Zoning Case Z-270.

Commissioner Culver seconded the motion.

Motion approved 7-0. Chairman Reese recommended approval of Zoning Case Z-270.

- 6. Public hearing and consider a request to rezone Lot 35, Block A, Shady Brook Townhouse Addition, located at 2816 Spring Valley Drive, Bedford, Texas from Planned Unit Development (PUD) to Amended Planned Unit Development (PUD), allowing for the Learning Station Childcare facility to construct a solid fence around the playground area. The property is generally located south of Harwood Road and east of Spring Valley Drive. (Z-273)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-273.

Chairman Reese opened the public hearing at 8:29p.m.

Motion: Vice Chairman Carlson made a motion to table and leave open the public hearing for Zoning Case Z-273.

Commissioner Henning seconded the motion.



CITY OF  
**BEDFORD**

2000 Forest Ridge Drive - Bedford, TX 76021  
(817)952-2100 [www.bedfordtx.gov](http://www.bedfordtx.gov)

April 10, 2015

**PLEASE DELIVER TO:**

Legal Publications  
Attn: Christine Lopez  
Fort Worth Star-Telegram  
400 West 7<sup>th</sup> Street  
Fort Worth, TX 76102

SENT VIA E-MAIL: [clopez@star-telegram.com](mailto:clopez@star-telegram.com) on Friday, April 10, 2015.

**FROM:**

City of Bedford  
Emilio Sanchez, Planning Manager

Dear Christine,

Please publish the following in "Legal Notices" on Monday, April 13, 2015.

**MESSAGE:**

**CITY OF BEDFORD  
PUBLIC HEARING**

The City of Bedford City Council gives notice of a public hearing on Tuesday, April 28, 2015, at 6:30 p.m. at City Hall, Council Chamber, 2000 Forest Ridge Drive, Building A, Bedford, Texas:

Public hearing and consider an ordinance to amend Ordinance Number 10-2978 of the Bedford Comprehensive Land Use Plan (2010) for a parcel from Green Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

Public hearing and consider an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)

Public hearing and consider an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring valley Drive. (Z-270)



CITY OF  
**BEDFORD**

2000 Forest Ridge Drive - Bedford, TX 76021  
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---

**Public hearing and consider an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)**

**All interested citizens will be given the opportunity to speak and be heard.**



# Council Agenda Background

**PRESENTER:** Emilio Sanchez, Planning Manager

**DATE:** 04/28/15

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

**ITEM:**

Public hearing and consider an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)

**City Attorney Review:** Yes

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

**DISCUSSION:**

The subject property is generally bound by Elizabeth Drive to the west, Russell Lane to the east and Pipeline Road to the south with the site currently a convenience store. The applicant is requesting to rezone the area to Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store.

The Planning and Zoning Commission recommended approval of this application at their April 9, 2015 meeting by a vote of 7-0-0.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

Ordinance  
Site Plan  
Photometric  
Aerial Photo  
Zoning Sign Photo  
Planning and Zoning Minutes  
Star Telegram Publications

**ORDINANCE NO. 15-**

**AN ORDINANCE TO REZONE SECTION 5, BLOCK 9, BELLVUE ADDITION NO. 3, LOCATED AT 401 E. PIPELINE ROAD, BEDFORD, TEXAS, FROM (H) HEAVY COMMERCIAL TO (H) HEAVY COMMERCIAL/SPECIFIC USE PERMIT/GASOLINE SERVICE STATION WITH CONVENIENCE STORE, SPECIFIC TO SECTION 3.2.C(8)G.III, GASOLINE SERVICE STATION WITH CONVENIENCE STORE, ALLOWING FOR QUICK TRACK TO ADD FUEL ISLANDS. THE PROPERTY IS GENERALLY LOCATED NORTH OF PIPELINE ROAD AND EAST OF ELIZABETH DRIVE. (Z-272)**

**WHEREAS, it is deemed expedient and for the benefit of the City of Bedford, Texas, that the Zoning Ordinance be rezoned for property known as Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That Section 2 of the Zoning Ordinance be amended and the map designated "ZONING MAP-CITY OF BEDFORD, TEXAS" be revised and amended so that the land described as:**

**Section 5, Block 9, Bellvue Addition No. 3, shall be shown as approved by this ordinance.**

**SECTION 3. That the site plan showing the location of the proposed fuel island and canopy and site layout is approved as a component of this ordinance approval. Any revisions to the property that deviate from the attached hereto shall require an amendment to this ordinance.**

**SECTION 4. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.**

**SECTION 5. That it is hereby declared the intention of the City Council of the City of Bedford, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.**

**SECTION 6. That any person, organization, corporation, partnership or entity that violates, disobeys, omits, neglects or fails to comply with the provisions of this ordinance shall be fined not more than two thousand dollars (\$2,000.00) for each offense or violation. Each day that an offense or violation occurs shall constitute a separate offense.**

**SECTION 7. That this ordinance shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Bedford and the laws of the State of Texas.**

**ORDINANCE NO. 15-**

**PRESENTED AND PASSED** this 28th day of April, 2015 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**

STATE OF TEXAS  
COUNTY OF TARRANT

WHEREAS, LAMA CORPORATION, acting by and through the undersigned, its duly authorized agent is the sole owner of a tract of land located in the W.W. Wallace Survey, Abstract No. 1507, City of Bedford, Tarrant County, Texas, according to the deed recorded in Instrument No. D204281955, of the Deed Records of Tarrant County, Texas, described and being the south part of Block 9, of Section 5, Bellvue Addition No. 3, an addition to the plat thereof recorded in Volume 388-13, Page 53, of the Plat Records of Tarrant County, Texas, and said tract of land being more particularly described as follows:

BEGINNING at a "V" cut found in concrete pavement at the southwest corner of said Block 9, and at the intersection of the east line of Elizabeth Drive (50 foot public right-of-way) with the north line of Pipeline Road (70 foot public right-of-way);

THENCE N. 00°12'00" W., with the east line of said Elizabeth Drive for a distance of 125.00 feet to a "X" cut found in concrete pavement for corner;

THENCE N. 89°41'00" E., over and across said Block 9, for a distance of 130.55 feet to a 24 inch hackberry tree at corner, from which a 1/2 inch iron rod found for reference bears S. 89°41'00" W., 1.00 feet;

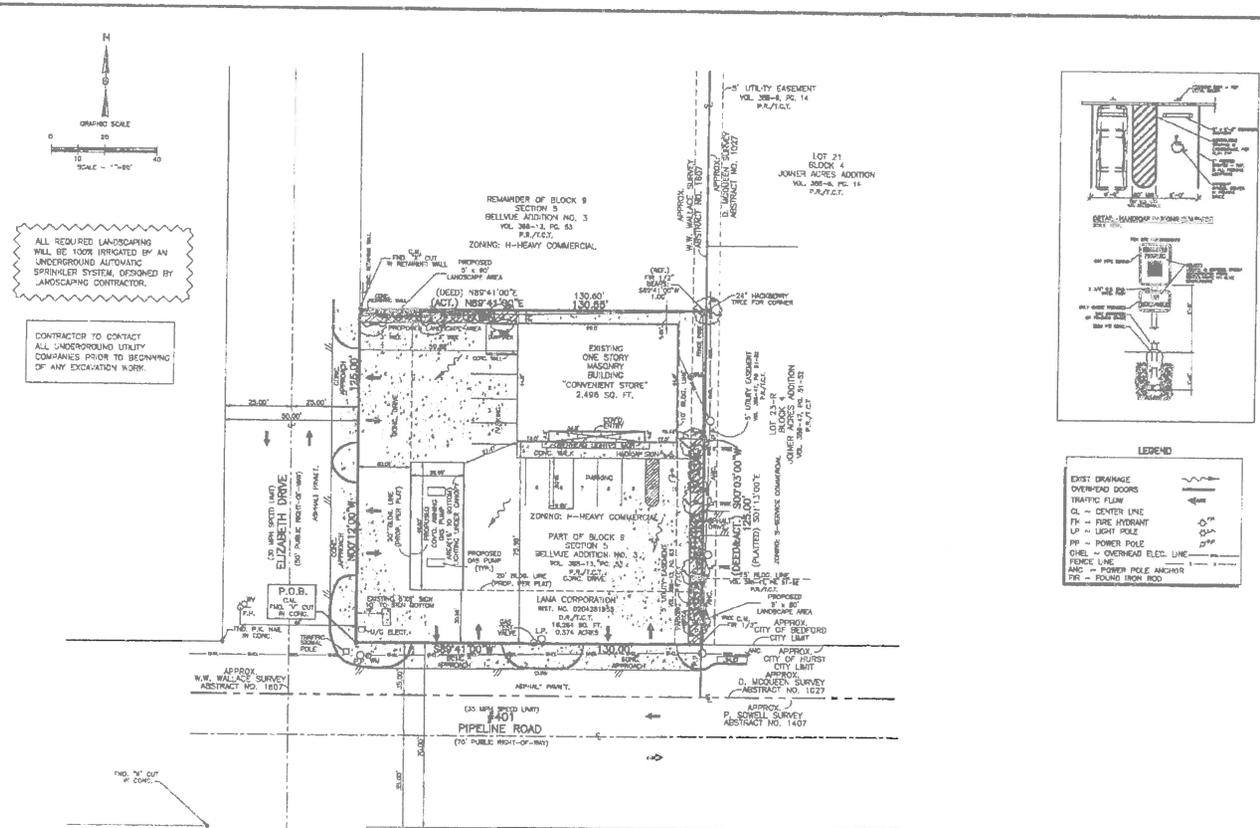
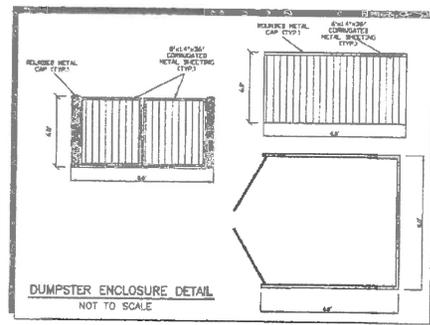
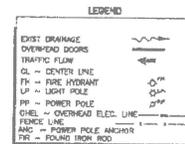
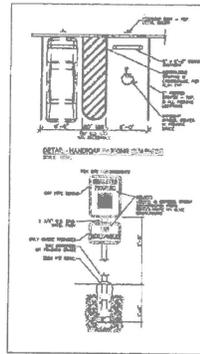
THENCE S. 00°03'00" W., with the east line of said Block 9, and the west line of Block 4, Lot 23-R, Jokers Acres Addition, an addition to the City of Bedford, according to the plat thereof recorded in Volume 388-47, Page 52-52, of the plat records of Tarrant County, Texas, for a distance of 125.00 feet to a 1/2 inch iron rod found for corner in the north line of said Pipeline Road;

THENCE S. 89°41'00" W., with the south line of said Block 9, and the north line of said Pipeline Road for a distance of 130.00 feet to the POINT OF BEGINNING and containing 16,284 square feet or 0.374 of an acre of land more or less.

I, U.S. (STEVE) KEETON, a Registered Professional Land Surveyor, hereby certify that the foregoing Plat was compiled from an accurate survey made on the ground under my personal supervision.

PRELIMINARY NOT TO BE RECORDED FOR ANY PURPOSE

U.S. (Steve) Keeton  
Registered Professional Land Surveyor  
Registration No. 4015



PROPOSED LAND USE:  
PRIMARYLY USED CONVENIENT STORE AND GAS STATION  
MON-SUN 24HRS

PARKING TABLE		
HANDICAP SPACES	TOTAL PARKING SPACES	TOTAL PARKING REQUIRED
1 SPACES	9 SPACES	7 SPACES

AREA TOTALS	
TOTAL AREA IMPERVIOUS COVER	15,384 SQ. FT.
TOTAL AREA OF LANDSCAPING	700 SQ. FT.
TOTAL AREA OF SITE	16,084 SQ. FT.

PLANT LIST			
SYMBOL	QUANTITY	SCIENTIFIC NAME	COMMON NAME
(Symbol)	4-6"	MUL VIRGINIANA	HERITAGE LIVE OAK
(Symbol)	3-3"	QUERCUS PURPA	RED OAK
(Symbol)	4-6"	PHOTINA	3 GALLON RED 1 1/2" PHOTINA SHRUBS

OWNERS:  
LAMA CORPORATION  
PASANG LAMA  
1501 E. PIPELINE ROAD, S. P.  
BEDFORD, TEXAS 76022  
PH (817) 545-9181

PREPARED BY:  
KEETON SURVEYING COMPANY  
U.S. (STEVE) KEETON  
REGISTERED PROFESSIONAL LAND SURVEYOR  
2037 BALWORTH STREET, SUITE 100, BOX 537204  
DALLAS, TEXAS 75205-0204  
PHONE: (972) 541-0843 FAX: (972) 847-0154

#401 PIPELINE ROAD  
OUICK TRACK

SITE PLAN -- SPECIFIC USE PERMIT  
CONVENIENT STORE WITH GAS PUMPS  
A PART OF BLOCK 9, SECTION 5  
BELLVUE ADDITION NO. 3  
CITY OF BEDFORD,  
TARRANT COUNTY TEXAS

CASE NO.  
DATE: FEBRUARY 2, 2015

ALL REQUIRED LANDSCAPING  
WILL BE 100% IRRIGATED BY AN  
UNDERGROUND AUTOMATIC  
SPRINKLER SYSTEM DESIGNED BY  
LANDSCAPING CONTRACTOR.

CONTRACTOR TO CONTACT  
ALL UNDERGROUND UTILITY  
COMPANIES PRIOR TO BEGINNING  
OF ANY EXCAVATION WORK.

NOTES:  
1. Basis of Bearings from deed recorded in INST. NO. D204281955, D.R./T.C.T.  
2. C.M. - Denotes Controlling Monuments  
3. I have examined the Flood Insurance Rate Map for the City of Bedford, Tarrant County, Texas, Community Panel No. 48438C0210, Suite 4, Map Effective Date: 9-25-09, Zone "X", and it appears that no part of the subject property lies in any special flood hazard area.



KV1-2015-PROJECTS/BELLVUE\_ADDITION/Part B - info.dwg



Google earth



701 E Pipeline Rd



Exit Street View

N



QUICK TRACK

CHECK CASHING  
CARRIAGES CHECKS

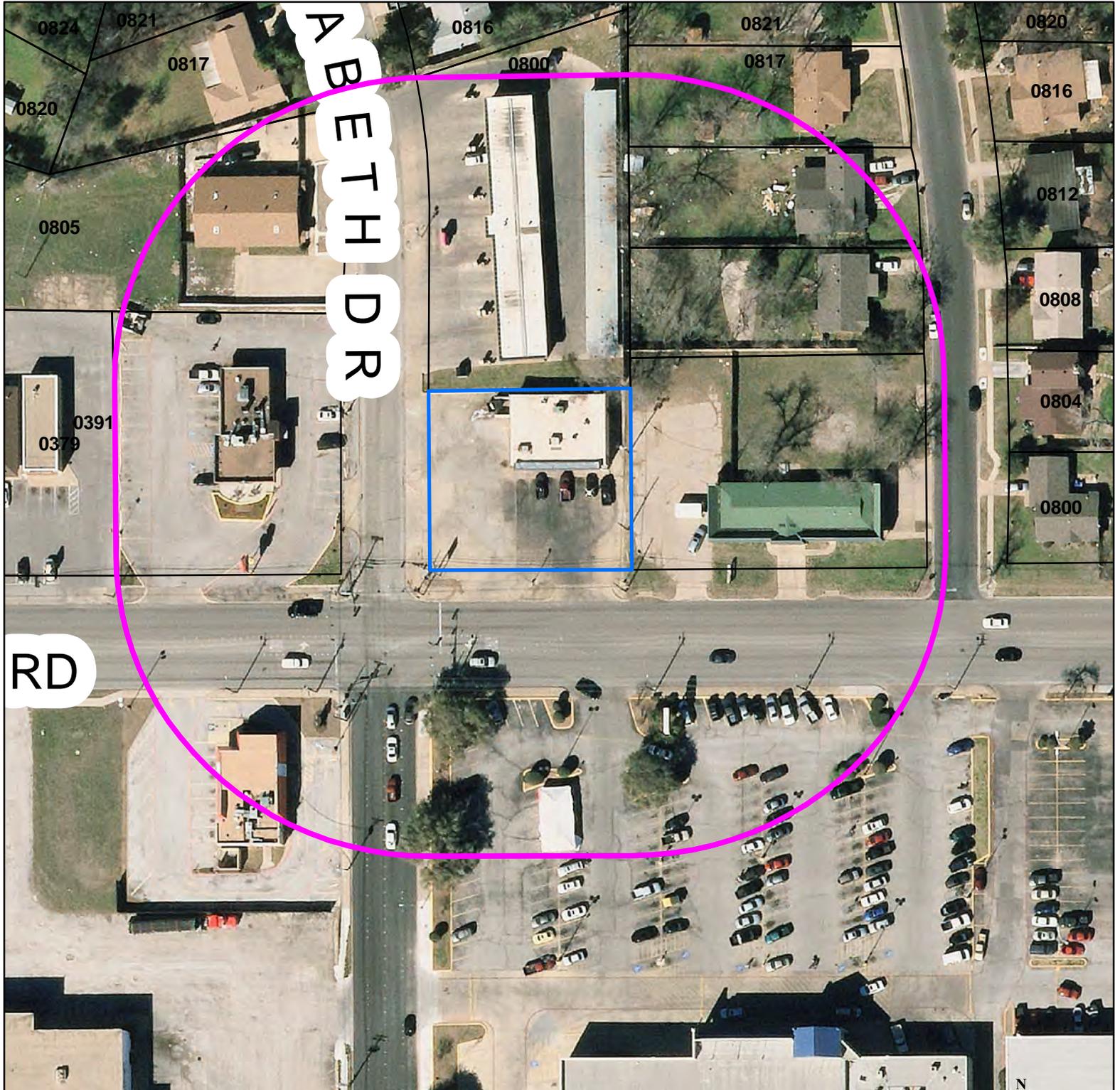
WV - 500 LIBRARY

© 2015 Google

© 2015 Google

Google earth

32°49'27.94"N 97°09'34.33"W elev: 599 ft eye alt: 579 ft



RD

ABETH DR

Hearing Date: 4-9-2015 Z-272

Address: 000401 PIPELINE RD  
Addition: WALLACE, WILLIAM W SURVEY  
Bedford, TX 76021

SUBNUM: A1607 BLOCK: LOT: 22H

-  200 Ft Buffer
-  Project Location

\* NOTE: This data is 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.

CHECK CASHING  
CASHING CHECKS

**QUICK TRACK**  
FOOD MART & DELI

BEER - TO - GO  
PAY - DAY LOANS

FOR INFORMATION ONLY  
**ZONING  
CHANGE**  
FOR MORE INFO,  
CALL OR VISIT US AT  
1807 952-2137

**Z-272**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF APRIL 9, 2015**

**DRAFT**

Motion approved 7-0. Chairman Reese recommended a continuation of the public hearing for Zoning Case Z-273.

- 7. Public hearing and consider a request to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed Zoning Case Z-272 Existing Quick Track would like to add gasoline sales to their existing establishment. The applicant provided a photometric as to how they will install the canopy. Landscaping will be provided and is improved from the existing state.

Chairman Reese called forward the petitioner.

Mr. Jeff Singleton, representing Lama Corporation, described the request, which is to add gasoline sales to the existing Quick Track, the only gas available in a four mile stretch on Pipeline Road.

The convenience store will have two dispensers, double-sided. There is a restaurant to the west and east of the property.

Chairman Reese opened the public hearing at 8:40 p.m.

Sharon Meeks spoke in favor of case Z-272.

Chairman Reese closed the public hearing at 8:43 p.m.

Motion: Commissioner Stroope made a motion to approve Zoning Case Z-272.

Commissioner Hall seconded the motion.

Motion approved 7-0. Chairman Reese recommended approval of Zoning Case Z-272.

**ADJOURNMENT**

Motion: Commissioner Culver made a motion to adjourn.

Commissioner Sinisi seconded the motion and the vote was as follows:

Motion approved 7-0. Chairman Reese adjourned the Planning and Zoning Commission meeting at 8:45 p.m.

---

**Bill Reese, Chairman  
Planning and Zoning Commission**



CITY OF  
**BEDFORD**

2000 Forest Ridge Drive - Bedford, TX 76021  
(817)952-2100 [www.bedfordtx.gov](http://www.bedfordtx.gov)

April 10, 2015

**PLEASE DELIVER TO:**

Legal Publications  
Attn: Christine Lopez  
Fort Worth Star-Telegram  
400 West 7<sup>th</sup> Street  
Fort Worth, TX 76102

SENT VIA E-MAIL: [clopez@star-telegram.com](mailto:clopez@star-telegram.com) on Friday, April 10, 2015.

**FROM:**

City of Bedford  
Emilio Sanchez, Planning Manager

Dear Christine,

Please publish the following in "Legal Notices" on Monday, April 13, 2015.

**MESSAGE:**

**CITY OF BEDFORD  
PUBLIC HEARING**

The City of Bedford City Council gives notice of a public hearing on Tuesday, April 28, 2015, at 6:30 p.m. at City Hall, Council Chamber, 2000 Forest Ridge Drive, Building A, Bedford, Texas:

Public hearing and consider an ordinance to amend Ordinance Number 10-2978 of the Bedford Comprehensive Land Use Plan (2010) for a parcel from Green Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

Public hearing and consider an ordinance to rezone Lot A, Block 17-R, Stonegate Addition, located at 1428 Brown Trail, Bedford, Texas from (L) Light Commercial to (H) Heavy Commercial/Specific Use Permit/Automobile Parking Lot, specific to Section 3.2.C(5)c, Automobile Parking Lot and Areas, allowing for Grubbs Auto Properties to park excess vehicle inventory. The property is generally located south of Old Kirk Road and east of Brown Trail. (Z-266)

Public hearing and consider an ordinance to rezone Lot 1, Block 1, Harwood Village North Addition, located at 605 Harwood Road, Bedford, Texas from (H) Heavy Commercial District to (H) Heavy Commercial/Specific Use Permit/Church, specific to Section 3.2.C(2)a, allowing for Cornerstone Church to open a 8,640 square foot church within the retail center. The property is generally located north of Harwood Road and west of Spring valley Drive. (Z-270)



CITY OF  
**BEDFORD**

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**Public hearing and consider an ordinance to rezone Section 5, Block 9, Bellvue Addition No. 3, located at 401 E. Pipeline Road, Bedford, Texas, from (H) Heavy Commercial to (H) Heavy Commercial/Specific Use Permit/Gasoline Service Station with Convenience Store, specific to Section 3.2.C(8)g.iii, Gasoline Service Station with Convenience Store, allowing for Quick Track to add fuel islands. The property is generally located north of Pipeline Road and east of Elizabeth Drive. (Z-272)**

**All interested citizens will be given the opportunity to speak and be heard.**



# Council Agenda Background

**PRESENTER:** Clifford Blackwell, CGFO, Director of Administrative Services

**DATE:** 04/28/15

**Council Mission Area:** Demonstrate excellent customer service in an efficient manner.

**ITEM:**

Consider a resolution authorizing the Interim City Manager to purchase an upgrade in Municipal Court software from its current version to the Microsoft SQL version in the amount of \$34,475 through Utility Data Systems, Inc.

**City Attorney Review:** N/A

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

**DISCUSSION:**

The City of Bedford Municipal Court was notified in April 2014 by its software provider, Utility Data Systems (UDS), that the City's current version of the court software will no longer be supported by Microsoft. Municipal Court currently uses a Visual FoxPro version 9.1 software package to manage all court case files. The product was originally purchased in 2005. UDS, who provides the software and technical support, advised staff to migrate over to the new Microsoft SQL system, via its Municipal Court Reporting System (MCRS). In order to migrate over, staff will have to purchase a new software package along with new hardware (server).

The software quote staff received from UDS totaled \$34,475. This includes \$19,750 for 13 user licenses, seven modules and a warrant collections package. It also includes \$14,725 for software and module support services.

During last year's budget process, staff estimated the hardware cost at \$17,500. This included the purchase of a server, a rack mount, and other minor hardware accessories. On September 9, 2014, the Bedford City Council passed an ordinance adopting the FY 2014/2015 Budget. Funds were allocated in the Court Technology Fund to budget for the upgrade of the Municipal Court software from the Visual FoxPro version to MCRS Microsoft SQL version. Funds were budgeted for the hardware purchase as well, for a total of \$50,475 for FY 2014/2015.

Since the budget's approval, staff has been in constant communication with UDS who has indicated that it will still honor the quote originally given of \$34,475. In addition, staff received a quote for the server plus accessories from Dell, Inc. The quote provided by Dell totals \$9,841.38. This is significantly less than the original estimate of \$17,500, because the City will use the State's Department of Information Resources (DIR) contract pricing for cooperative purchases. Therefore, the total cost of this project will be \$44,316.38.

Staff recommends the purchase of the Municipal Court software upgrade from its current version to the new Microsoft SQL version.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to purchase an upgrade in Municipal Court software from its current version to the Microsoft SQL version in the amount of \$34,475 through Utility Data Systems, Inc.

**FISCAL IMPACT:**

**Court Technology Fund**

Amount Budgeted:	\$50,475.00
Total Cost of the project:	(\$44,316.38)
Difference:	\$6,158.62

**ATTACHMENTS:**

Resolution  
Court Software Quote & Hardware Quote

**RESOLUTION NO. 15-**

**A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO PURCHASE AN UPGRADE IN MUNICIPAL COURT SOFTWARE FROM ITS CURRENT VERSION TO THE MICROSOFT SQL VERSION IN THE AMOUNT OF \$34,475 THROUGH UTILITY DATA SYSTEMS, INC.**

**WHEREAS, the City Council of Bedford, Texas determines the necessity to upgrade the Municipal Court software and server with funds approved in the FY 2014/2015 Budget; and,**

**WHEREAS, the City Council of Bedford, Texas determines that in order to demonstrate excellent customer service in an efficient manner, the software and server must be upgraded.**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That the City Council does hereby authorize the Interim City Manager to purchase an upgrade to the current Municipal Court software and server from the MCRS Visual FoxPro version 9.1 to MCRS Microsoft SQL version through Utility Data Systems, Inc.**

**SECTION 3. That funding in the amount of \$34,475 will come from the FY 2014/2015 Court Technology Fund.**

**PRESENTED AND PASSED on this 28th day of April 2015, 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**



## QUOTATION

Quote #: 705438076  
 Customer #: 114065296  
 Contract #:  
 Customer Agreement #:  
 Quote Date: 04/10/2015  
 Customer Name: TX-L CITY OF BEDFORD

Date: 4/10/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

### Sales Professional Information

SALES REP: LEE MAXFIELD PHONE: 1800 - 8793355  
 Email Address: [Lee.Maxfield@Dell.com](mailto:Lee.Maxfield@Dell.com) Phone Ext: 7234325

**GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$8,914.89 GROUP TOTAL: \$8,914.89**

Description	Quantity
PowerEdge R630 Server (210-ACXS)	1
PowerEdge R630 Motherboard (329-BCIY)	1
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">http://www.dell.com/contactdell</a> (951-2015)	1
Dell Hardware Limited Warranty Plus On Site Service (976-7728)	1
ProSupport Plus: 7x24 Next Business Day Onsite Service, 3 Year (976-7761)	1
ProSupport Plus: 7x24 HW/SW Tech Support and Assistance,3 Year (976-7768)	1
On-Site Installation Declined (900-9997)	1
US Order (332-1286)	1
PowerEdge R630 Shipping- 8 Drive Chassis (340-AKPS)	1
Mellanox Connect X3 Dual Port 10Gb Direct Attach/SFP+ Server Ethernet Network Adapter (540-BBEF)	1
Broadcom 5720 QP 1Gb Network Daughter Card (540-BBBW)	1
iDRAC8 Express, integrated Dell Remote Access Controller, Express (385-BBHN)	1
Chassis with up to 8, 2.5" Hard Drives, up to 2 PCIe Slots (With Optional Riser) (321-BBKJ)	1
Bezel 8 Drive Chassis (325-BBII)	1
Performance BIOS Settings (384-BBBL)	1
RAID 1+RAID 5 for H330/H730/H730P (2 + 3-22 HDDs or SSDs) (780-BBJP)	1
PERC H330 Integrated RAID Controller (405-AAEF)	1
SanDisk DAS Cache, 90 Day Trial License (632-BBDC)	1
Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz (338-BFFU)	1
No Additional Processor (374-BBBX)	1
8GB RDIMM, 2133MT/s, Dual Rank, x8 Data Width (370-ABUJ)	2
2133MT/s RDIMMs (370-ABUF)	1
Performance Optimized (370-AAIP)	1
500GB 7.2K RPM SATA 6Gbps 2.5in Hot-plug Hard Drive,13G (400-AEEL)	3
250GB 7.2K RPM SATA 6Gbps 2.5in Hot-plug Hard Drive,13G (400-AEDZ)	2
Electronic System Documentation and OpenManage DVD Kit, PowerEdge R630 (343-BBDK)	1



## QUOTATION

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 Customer Name: TX-L CITY OF BEDFORD

Date: 4/10/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

### Sales Professional Information

SALES REP: LEE MAXFIELD PHONE: 1800 - 8793355  
 Email Address: [Lee\\_Maxfield@Dell.com](mailto:Lee_Maxfield@Dell.com) Phone Ext: 7234325

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$926.49 GROUP TOTAL: \$926.49

Description	Quantity
Dell Netshelter SX 24U Rack - 600mm Wide x 1070mm Deep (A7545498)	1

<b>*Total Purchase Price:</b>	<b>\$926.49</b>
<b>Product Subtotal:</b>	\$926.49
<b>Tax:</b>	\$0.00
<b>Shipping &amp; Handling:</b>	\$0.00
<b>State Environmental Fee:</b>	\$0.00
<b>Shipping Method:</b>	NEXT DAY

(\* Amount denoted in \$)

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

### Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

### Terms of Sale

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale ([www.dell.com/CTS](http://www.dell.com/CTS)), which incorporate Dell's U.S. Return Policy ([www.dell.com/returnpolicy](http://www.dell.com/returnpolicy)) and Warranty ([www.dell.com/warrantyterms](http://www.dell.com/warrantyterms)).

If this purchase is intended for resale: Dell's Reseller Terms of Sale ([www.dell.com/resellerterms](http://www.dell.com/resellerterms)).



Utility Data Systems of Texas, LLC  
 P.O. Box 6147  
 Frisco, TX 75035

# Confidential Sales Order

http://www.udsoftexas.com  
 Phone (800) 259-0979  
 Fax (318) 388-4690

Date	Order #
10/15/2014	10017

Bill To
City of Bedford 2000 Forest Ridge Drive Bedford, TX 76021

Ship To
City of Bedford 2000 Forest Ridge Drive Bedford, TX 76021

Qty	Item Code	Description	Price	Unit	Balance Due
		Municipal Court Records System MCRS™ Upgrade to Sequel Version License No. 3288			
	MCRS SQL Upgra...	Municipal Court Records System MCRS™ Upgrade to Sequel Version Includes the Following: - MCRS™ Sequel Version for 13 Users - SQL Network Module - SQL Driver's License Suspension Module - SQL Extended Financial Reports Module - SQL Printable State Reports Module - SQL Word Automation Module - SQL Ticket Interface Module - SQL Report Writer Module - SQL Warrant Collections Package			19,750.00
	MCRS SQL Suppo...	One Year of Software Support For MCRS™ Sequel Version Municipal Court Records System Includes Support For the Following: - MCRS™ Sequel Version for 13 Users - SQL Network Module - SQL Driver's License Suspension Module - SQL Extended Financial Reports Module - SQL Printable State Reports Module - SQL Word Automation Module - SQL Ticket Interface Module - SQL Report Writer Module - SQL Warrant Collections Package			14,725.00

<b>The pricing on this quotation is valid for 30 days.</b>	<b>Subtotal</b>	\$34,475.00
Confidentiality Notice: The information contained in this quotation is privileged and confidential. You are hereby notified that any dissemination, distribution or copying of any part of this quotation is strictly prohibited.	<b>Sales Tax (8.25%)</b>	\$0.00
	<b>Balance Due</b>	\$34,475.00

Approved By: \_\_\_\_\_  
 Your PO# (required if over \$1,000): \_\_\_\_\_  
 Dated: \_\_\_\_\_

Please Email to [ap@udsinc.com](mailto:ap@udsinc.com)  
 or Fax To: (318) 388-4690  
 For More Information Call (800) 259-0979



# Council Agenda Background

**PRESENTER:** Clifford Blackwell, CGFO,  
Director of Administrative Services

**DATE:** 04/28/15

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

**ITEM:**

Consider a resolution accepting the revised and updated City of Bedford Purchasing Policy and Procedures.

**City Attorney Review:** Yes

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

**DISCUSSION:**

On July 22, 2014, the City Council approved a resolution amending the City of Bedford Purchasing Policy to accurately reflect the existing provisions within State law. In addition, the policy was amended to include other policies that are related to the purchasing function, in order for the document to become more comprehensive. Under the amended purchasing policy, departments will be able to reference:

- Ethical standards
- Departmental duties and responsibilities
- Quotes, bidding and proposal requirements
- Inter-local and cooperative purchasing contracts
- Change order policy and forms
- Surplus property policy and forms
- Purchasing card policy and forms

Now, in accordance with the Texas Department of Public Safety, all sub-recipients of Homeland Security funds must comply with a federal executive order that requires them to have a debarment policy. This simply means that all Homeland Security Grant Program sub-recipients must check the debarment status of all vendors before contracting with or making any purchases with funds from any federal grant. In order to check the status, the City department will go the Excluded Parties Listing System (EPLS) website, <https://www.SAM.gov>. They will search the system for the vendor, either by name or by its DUNS number. If the vendor is found to be debarred by the federal government, the vendor may not be used for procurements utilizing Homeland Security Grant funds. If the vendor is found not to be debarred, then the City department will print the screen page and retain with the procurement documentation (i.e. invoice, purchase order, etc.).

Since the City's purchasing policy is already considered a comprehensive document, staff recommends adding debarment language to that policy.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution accepting the revised and updated City of Bedford Purchasing Policy and Procedures.

**FISCAL IMPACT:**

**N/A**

**ATTACHMENTS:**

**Resolution  
Amended City of Bedford Purchasing Policy  
2015**

**RESOLUTION NO. 15-**

**A RESOLUTION ACCEPTING THE REVISED AND UPDATED CITY OF BEDFORD PURCHASING POLICY AND PROCEDURES.**

**WHEREAS, the City of Bedford has been operating under the current purchasing policy amended and approved by the City Council in July 2014; and,**

**WHEREAS, the current policy needs to be amended to conform to Federal Executive Order 12549, 44 CFR section 13.35 in which a debarment policy is required for compliance with the Homeland Security Grant program; and,**

**WHEREAS, the City Council of Bedford, Texas has agreed to the revisions of the updated policy.**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That the City of Bedford Purchasing Policy and Procedures, as attached hereto, is hereby approved and adopted by the City Council From the effective date of this resolution all City purchases of goods and/or services by City staff shall be conducted in accordance with the City of Bedford Purchasing Policy and Procedures.**

**SECTION 3. That any prior resolutions inconsistent with this resolution are hereby repealed.**

**SECTION 4. That this resolution shall take effect from and after the date of its passage.**

**PRESENTED AND PASSED on this 28th day of April 2015, 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 OF BEDFORD**  
**PURCHASING**  
**POLICY & PROCEDURES**

**As Approved by the City Council**  
**April 28, 2015**

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# INTRODUCTION

## PURPOSE

The purpose of this policy is to establish standard practices and procedures to create an efficient and effective purchasing program for the City of Bedford, Texas. It is the intention to provide guidance and instruction to all employees for the purchasing process.

These procedures have been developed to aid departments in making purchases that (a) will be in accordance with applicable State Law and Local Charter requirements regarding competitive bidding, (b) allow the goods or services required by the department to be obtained at the best value to the City, and (c) have the proper authorization, account coding, and documentation sufficient to ensure budgetary and audit control.

Regardless of the expenditure, it is the policy of the City of Bedford to garner competition that produces the highest quality of goods and services at the lowest possible price whether the item or service is subject to bid or not. Each Department is charged with ensuring the timely availability of needed goods, services and supplies, as well as establishing procedures and controls in the purchasing process to comply with all applicable laws and regulations. In addition, it is the policy of the City to allow the City Council to make the final award on any expenditure exceeding the dollar amount governed by the State Competitive Bid Law, or City Ordinance whether the item is subject to bid or not.

**Should any portion of this policy no longer meet the statutory requirements per the Texas Local Government Code as well as the Texas Government Code due to legislative changes, this policy will abide by State Law. Therefore, all sections of the policy in conflict with new statutory requirements will be repealed.**

## **PURCHASING CODE OF ETHICS**

Public employment is a public trust. Therefore, it is the policy of the City of Bedford to promote and balance the objective of procurement by prescribing essential standards of ethical conduct. The principles of this standard of conduct derives from the same principles as adopted by the Institute of Supply Management.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the procurement process for the City of Bedford.

## **ETHICAL STANDARDS**

It shall be considered a breach of the ethical guidelines set forth in the Employee Handbook and the Ethics Ordinance should staff attempt to realize personal gain by exercising power or duties through employment with the City of Bedford that demonstrates any conduct inconsistent with proper discharge of the employee's duties.

It shall be considered a breach of the ethical guidelines for any employee of the City of Bedford to participate directly or indirectly in procurement when the employee knows any member of the employee's immediate family or any other City employee/elected official has a financial interest pertaining to the procurement or has an arrangement concerning prospective employment through that business.

It shall be considered a breach of ethical guidelines for any employee of the City of Bedford to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification, or procurement standard pertaining to any program requirement, or a contract or subcontract or to any solicitation or proposal therefore pending before this government.

It shall be considered a breach of ethical guidelines for any payment, gratuity or offer of employment to be made by or on behalf of any contractor or subcontractor, for any contract with the City of Bedford, or any person associated therewith, as an inducement for the award of a contract before this government.

It shall be considered a breach of ethical guidelines for any employee of the City of Bedford to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

## **VENDOR RELATIONSHIPS**

Establishing relationships with vendors is an important function for the City and the vendor. Each department will be responsible for maintaining points of contact between itself and the vendor.

When interviewing representatives from vendor companies, the following should comply:

1. Fairness when dealing with vendor representatives.
2. Cooperating with representatives but not to the detriment of the City.
3. Being truthful and honest in every transaction.
4. Respecting the confidence of each representative.
5. Avoiding any personal obligation to the representative.
6. Maintaining a professional relationship devoid of personal feelings.
7. Encouraging vendors whose policies mirror the City's Affirmative Action Plan.
8. Promoting the good will of the City.

Authority to purchase from a vendor shall never be flaunted or used to in a manner that suggests influential favors and any behavior that does not represent of the good will of the City.

### **City employees shall not accept gratuities from vendors.**

Confidential information received from a vendor representative must be handled in strict confidence and should not be revealed to competing firms. If such information is not identified as confidential, judgment shall be made as to what may or may not be revealed. This judgment shall be based on the effect with which the action taken will have on the City of Bedford considering economics, integrity, fairness and good will. However, any information defined as "public record" or "public information" pursuant to City ordinance or State statute shall be available to the public through the normal open records process.

Samples should only be taken if it has little intrinsic value to avoid an obligation for special consideration or reporting the test results to the vendor.

## **DUTIES AND RESPOSILITIES OF THE DEPARTMENT MAKING PURCHASES**

Section 3.02 of the Home Rule Charter describes the City Manager as the chief executive officer and head of the administrative branch of the city government. The City Manager is responsible to the City Council for the proper administration of all affairs for the City of Bedford.

Therefore, it is established by the City Council that authority to purchase goods and services for the City of Bedford is given to the City Manager. And the City Manager gives all department managers the authority to oversee purchases, in an effort to ensure the purchasing policy guidelines are met. Moreover, the City Council has authorized staff to purchase goods and services for the City of Bedford in accordance with this policy up to **\$15,000** without additional approval from its governing body. Therefore all purchases greater than **\$15,000** must be approved by the City Council.

All contracts and agreements must be reviewed by the City Attorney prior to execution. In addition, all contracts greater than \$15,000 between the City of Bedford and a third party vendor will require City Council approval.

Each department is responsible for meeting all purchasing requirements for goods and services as prescribed in Chapters 252 and 271 of the Texas Local Government Code and the City Code of Ordinances.

Each department must support and enforce the procedures and guidelines outlined in this document which includes conducting the purchasing activity on behalf of the City in an honest and impartial manner that will encourage competitive bidding and attract reputable suppliers.

Each department will work with other governmental entities in cooperative purchasing programs whenever it is in the best interest of the City.

Each department is responsible for investigating and reporting any likely collusion among bidders as well as suppliers and City personnel.

Each department will control the cost of the procurement operation and monitor its spending in order to maximize the most efficient use of City funds.

### **Debarment Policy Statement:**

The City or its agent shall verify the debarment status of all vendors prior to utilizing Homeland Security funds, by using the Excluded Parties Listing Systems (EPLS) website (<https://www.SAM.Gov>). In addition, the City or its agent must document that verification has occurred. This policy applies to the procurement of all good(s) and service(s) regardless of the unit price or quantity. Verification must be made prior to issuing a new purchase order, blanket purchase order, contract or single time purchase, because the vendors are being removed and added to the EPLS on a daily basis.

## **PURCHASING POLICY STATEMENT**

### **PURCHASES OF \$ 3,000 OR LESS**

Purchases for non-contracted goods and services that total \$3,000 or less per commodity require no quotation. When a purchase is made for \$3,000 or less, departments are encouraged to use their city issued procurement card. Refer to Purchasing Card Manual (Appendix A) for detailed procedures. If a vendor does not accept the purchasing card or the purchaser does not have a City Purchasing Card, departmental purchase orders can be obtained from the Finance Department. The necessary steps for completion of this Purchase Order form (Attachment B) and processing for payment are as follows:

1. Complete the date, vendor, description of the goods or services, and obtain the proper departmental authorization from a Department Director **before** the purchase.
2. Present the original signed copy to the vendor at the time of purchase and obtain a sales receipt or invoice documenting the sale.
3. Attach the **original** sales receipt or invoice to a copy of the purchase order and forward to the Finance Department along with a request for payment processing.

### **PURCHASE OF AT LEAST \$3,000 BUT NOT EXCEEDING \$50,000**

All purchases exceeding \$3,000 but less than \$50,000 will require written quotes. Three (3) written quotes, if possible, will be obtained by the department making the purchase. Telephone/verbal quotes WILL NOT be accepted.

The quotes can be obtained by having vendors fill in a portion of the Evaluation Form (see Appendix D). No quote will be accepted without the vendor signature and date the form was submitted. In addition, a vendor can submit a quote using its own letter-head document or email. Should the vendor email a quote to the department, or fax a quote using its own letter-head document, the requesting department will print the email or take the fax and attach it to the Evaluation Form.

1. A qualifying quote shall include name of vendor, individual's name providing quote, contact information, and dollar amount of quote.
2. In accordance with Section 252.0215 of the Texas Local Government Code, Departmental personnel shall contact at least two (2) Historically Underutilized Businesses (HUB's) on a rotating basis, based on information provided by the [Texas] Comptroller pursuant to Chapter 2161 of the Government Code. If the list of HUB's fails to identify a HUB in Tarrant County this requirement is WAIVED.
3. If a purchase is exempt under Local Government Code 252 or can be purchased under a State of Texas contract, an inter-local agreement on file with the City, or another already authorized competitively bid or cooperative purchasing agreement this requirement can also be WAIVED.

**General exemptions to Section 252.0215 of the Texas Local Government Code would include:**

- A. A purchase made because of a public calamity that requires immediate appropriation of money to relieve the necessity of the Bedford residents or preserve property of the City.
- B. A purchase necessary to preserve or protect the public health or safety of Bedford residents.
- C. A purchase for personal, professional, or planning services.
- D. A purchase for work that is performed and paid for by the day as the work progresses.
- E. A purchase of land or right-of-way property.
- F. A purchase of items that are available from **ONLY one source must first complete the Request for Sole Source Procurement Form (see Appendix C). A purchase of this type of item includes:**
  - 1. Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
  - 2. Films, manuscripts, or books;
  - 3. Gas, water, and other utility services;
  - 4. Books, papers, and other library materials for public library are available only from the persons holding exclusive distribution rights to the materials; and
  - 5. Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- G. A purchase of rare books, papers, and other library materials for a public library.
- H. Paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements.
- I. A public improvement project, already in progress, authorized by the voters of Bedford, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters.

J. Any other exemptions listed under Section 252.022 of the Texas Local Government Code.

## **PURCHASE OF GREATER THAN \$50,000**

### **COMPETITIVE REQUIREMENTS FOR PURCHASES:**

Per Section 252.021 of the Texas Local Government Code, a department may use the competitive sealed proposal procedure for the purchase of goods or services, including high technology items and insurance that exceeds \$50,000. All purchases for an item or items whose aggregate total cost will be over \$50,000 must be processed as formal bids. In addition, these purchases must be approved by the City Council. **Under no circumstances will a purchase be split to avoid the requirement for City Council approval, which is required for all purchases over \$50,000.**

The competitive bidding procedure as provided herein shall be used for the award of all contracts subject to the provisions of this section, except that in the case of 'high technology procurements'. The City may follow the competitive sealed proposal procedure. Per Section 252.001 'high technology procurements' is defined as the procurement of equipment, goods, or services of a highly technical nature, including: 1) data processing equipment and software and firmware; 2) telecommunications equipment and radio and microwave systems; 3) electronic distributed control systems, including energy management systems; and 4) technical services related to those items.

The Texas Local Government Code allows for municipalities to receive bids or proposals through electronic transmission if the governing body adopts rules to ensure the identification, security, and confidentiality of the electronic bids or proposals. **It is the policy of the City of Bedford, to NOT accept bids or proposals through electronic transmissions.**

### **NOTICE REQUIREMENTS**

- A. If the competitive sealed bidding requirement applies to the contract, a notice of the time and place at which the bids will be publicly opened and read aloud must be published once a week for two consecutive weeks in a newspaper of general circulation within the City. The first publication must be before the 14<sup>th</sup> day before the date set to publicly open the bids and read them aloud. If no newspaper is published, the notice must be posted at City Hall for 14 days before the date set to publicly open the bids and read them aloud. (See Appendix E)
- B. If the competitive request for proposals applies to the contract, a notice for the request for proposals must be given in the same manner as that prescribed in subsection 'A' above.
- C. If the contract is for the purchase of machinery for the construction or maintenance of roads or streets, the notice for bids and the order for purchase must include a general specification of the machinery desired.
- D. Should the City Council intend to issue time warrants for the payment of any part of the contract, the notice must include a statement of:
  1. The City Council's intention;
  2. The maximum amount of the proposed time warrant indebtedness;

3. The rate of interest the time warrants will bear; and

4. The maximum maturity date of the time warrants.

### **BID REQUEST INFORMATION**

Bid request (sealed bids) and informal quotes (for purchases under \$50,000) have the same basic requirements. The request must convey the item needed, quantity needed, and a detailed description (specifications). The request must be given to each vendor with the same information to avoid confusion and to keep all the bidders on the same playing field. With sealed bids the information will be more precise. In either case any changes that arise about the specification must be sent to all potential bidders before the closing of the request.

Bid request publication (assigning Bid Reference Number) and Bid opening will be processed by the requesting department, with specifications. Advertising and Bid Openings will also be the responsibility of the department.

The department will review all sealed Request for Bids and assign the Bid Reference Number.

Bid request must have the following: Cover Sheet, indicating Bid Reference Number, date of opening and location, instructions to bidders, specifications, quote sheet, authority to quote, and references form attached.

Bid request for construction projects, large service contracts and other projects that may require additional input from potential vendors and contractors, should have a Pre-Bid conference prior to the opening of the bids. This will give time to amend the Bid Request to include changes to the specifications and prevent any confusion as to the details of the request.

### **BID QUOTE SPECIFICATIONS**

Specifications are necessary for an accurate description of the material, or equipment or service to be purchased. The following procedures are guidelines for the specifications process.

The department will develop written specifications for the purchase of supplies, equipment and services contracts. This cooperation will establish quality level, pricing strategies and standardization where practical. The department will be responsible to ensure a competitive environment and the state statutes are followed.

Specifications should be written with these items as a guide:

- A. As simple as possible, but specific enough as to the required needs to avoid ambiguity and misinterpretation of the specifications.
- B. Identify products when possible by brand name, but only as far as minimum desired specifications and quality. When using brand name include the wording "approved or equal" in the specifications.

- C. Whether or not the product needs to match or be compatible with existing products or equipment.
- D. Flexible when possible, but always with the best interest of the City in mind.
- E. Include contingencies if needed.
- F. Plans and drawings if required.
- G. As good an estimate on quantities as possible.
- H. Specifications are not unnecessarily restrictive to one vendor.
- I. If the purchase is a multi-year annual renewable contract, a price increase may be allowed at each renewal period. The amount of the increase allowable must be stated in the specifications. Example: allowable increase no more than 5% and based on the Labor or Price Index for the service or commodity.
- J. Transportation cost (FOB City of Bedford), delivery cost, set-up fees, maintenance manuals, training, special maintenance tools should be included in the pricing.
- K. Delivery time and date required by the City.
- L. Warranty statement from vendor.
- M. Contractor's bond as needed or applicable.

Specification sources can come from vendors, manufacturers, other City, County and State purchasing offices.

### **REQUESTS FOR PROPOSALS**

All requests for items to be purchased by request for proposal must follow the same procedure as any other request for item(s) estimated to cost over \$50,000, including providing a public notice in the same manner as those for competitive sealed bidding.

The request for proposals shall specify the relative importance of price and other evaluation factors and the award of the contract shall be made to the responsible offer on whose proposal is determined to be the most advantageous to the City, taking into consideration the relative importance of price and other evaluation factors set forth in the Request for Proposals.

Discussions in accordance with the terms of a request for proposals and with regulations adopted by the City Council may be conducted with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain the best final offers, revisions may be permitted after submissions and before the award of the contract.

## **AWARD OF CONTRACT EVALUATION CRITERIA**

Under the competitive bidding requirement, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the BEST VALUE for the City. In determining the BEST VALUE, the City may consider but is not limited to the following criteria:

1. The purchase price;
2. The reputation of the bidder and of the bidder's goods or services;
3. The quality of the bidder's goods or services;
4. The extent to which the goods or services meet the City's needs;
5. The bidder's past relationship with the City;
6. The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
7. The total long-term cost to the City to acquire the bidder's goods or services; and
8. Any relevant criteria specifically listed in the request for bids or proposals.

Before awarding the contract, the City must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City.

## **COMPETITIVE BIDDING REQUIREMENTS FOR CONSTRUCTION CONTRACTS:**

Per Section 252.043 of the Local Government Code, the contract must be awarded to the lowest responsible bidder if the competitive sealed bidding requirement applies to the contract for the construction of the following; unless the construction project requires an expenditure of \$1.5 million or less that may be awarded using the competitive sealed proposal procedure prescribed in Subchapter D, Chapter 2269 of the Government Code:

1. Highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves docks, airport runways and taxiways, drainage projects, or related civil engineering construction projects; or
2. Buildings or structures that incidental to projects that are primarily civil engineering construction projects.

## **COMPETITIVE BIDDING METHOD FOR FACILITY CONTRACTS**

Per Section 2269.101 of the Government Code, a municipality shall contract for the construction, alteration, rehabilitation, or repair of a facility only after the entity advertises for bids for the contract in a manner prescribed by law, receives the competitive bids and awards the contract to the lowest responsible bidder. In pursuit of the contract, a municipality shall:

1. Select or designate an architect or engineer to prepare construction documents for a project to be awarded by competitive bidding.
2. Prepare a request for competitive sealed proposals that includes construction documents, estimated budget, project scope, estimated project completion date, and other information that a contractor may require to submit a bid.
3. Receive, publicly open, and read aloud the names of the offerors and their bids as part of its evaluation process.
4. Document the basis of its selection and make the evaluation public no later than the seventh day after the date the contract is awarded..

### **COMPETITIVE SEALED PROPOSAL METHOD FOR FACILITY CONTRACTS**

Per Section 2269.151 of the Government Code, a municipality requests for proposals, ranks the offerors, negotiates as prescribed, and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. In pursuit of the contact, a municipality shall:

1. Select or designate an architect or engineer to prepare construction documents for the project.
2. Prepare a request for competitive sealed proposals that includes construction documents, selection criteria and the weighted value for each criterion, estimated budget, project scope, estimated project completion date, and other information that a contractor may require to respond to the request.
3. Receive, publicly open, and read aloud the names of the offerors and any monetary proposals made by the offerors.
4. Evaluate and rank each proposal submitted in relation to the published selection criteria not later than the 45<sup>th</sup> day after the date on which the proposals are opened.
5. Select an offeror that submits the proposal that offers the best value for the City based on the selection criteria in the request for proposal and the weighted value for those criteria in the request for proposal; and its ranking evaluation.
6. The City shall first attempt to negotiate a contract with the selected offeror through itself and the architect, or engineer, to discuss options for a scope or time modification and any price change associated with the modification.
7. If the City is unable to negotiate a satisfactory contract with the selected offeror, the City shall formally, and in writing, end negotiations with the offeror and proceed to the next offeror in order of the selection ranking until a contract is reached or all proposals are rejected.

## RECEIPT OF PURCHASED GOODS AND MATERIALS

The Department making the purchase for goods and materials is responsible for the receipt and inspection of those supplies. If a discrepancy is found, it is the responsibility of the ordering Department to notify the vendor and correct the order. Inspection of the delivery should be done when the delivery is made to ensure the condition and quantity is correct.

The Department making the purchase is responsible for the payment requisition issued to Accounts Payable. The payment requisition must include the invoice from the vendor and coded to the proper Department line item account number.

### PURCHASING THROUGH ESTABLISHED CONTRACTS

Purchasing from established contracts that have been properly bid and awarded in the prescribed manner can be handled through the department.

The commodity/service to be purchased **must** be on the awarded contract in order to fall under this procedure, if not, then the prescribed method must be used to make the purchase.

This procedure does not allow for the expenditure of funds above the limit of the awarded contract. If the purchase will exceed the awarded contract amount, a change order must be approved in accordance with the City of Bedford's change order policy.

When a contract is awarded, the department that has the budgeted funds will have the responsibility to oversee the management and direction of the vendor/contractor. If the contract is funded from several departments, a department designated by the City Manager will oversee the contract, (example; copiers).

**Note: Separate, Sequential or Component Purchases.** When determining the amount of the expenditure for goods or service, the total amount must be based on the normal way the commodity or service is purchased. That is, Texas statutes prohibit the breaking into separate components or making sequential or separate purchases to avoid the competitive bidding process.

Also: **Do not avoid** the bidding requirements by underestimating the cost of goods or services to avoid the sealed bid process. If there is any estimate that the cost might exceed the \$50,000 statute, the sealed bid process and advertising requirements should be used.

## **REQUEST FOR QUALIFICATIONS (RFQ) - THE PROFESSIONAL SERVICES PROCUREMENT ACT**

Chapter 2254 of the Government Code defines a specific procedure the City shall follow before awarding a contract for professional services provided by a certified public accountant, architect, land surveyor, physician or surgeon, optometrist, real estate appraiser or professional engineer. The City shall make the award based on demonstrated competence and qualifications to perform the services. The City shall first select the most highly qualified provider, then attempt to negotiate with that provider a contract of fair and reasonable price.

## **STATE CONTRACTS AND INTERLOCAL AGREEMENTS**

As provided in Section 271.083 of the Local Government Code, the City may buy items from State contracts. This section of the Code requires local governments to designate a single point of contact (SPOC) to process orders. The City Manager or a designee is the only representative authorized to process requisitions with the State General Services Commission. Some Federal (GSA) contracts offered through the state may be used by the City without need for competitive bidding. In all cases involving cooperative purchasing programs, the requesting Department will seek comparative pricing to ensure the best value is obtained for the City.

## **INTER-LOCAL AGREEMENTS**

As provided in Chapter 791, Texas Government Code, and Chapter 271.102 of the Local Government Code, the City may enter into an inter-local agreement with another public entity in the United States for the purposes of pooling resources to obtain favorable pricing for goods and services. Inter-local Agreement purchases require City Council approval if exceeding \$50,000.

## **OTHER COOPERATIVE PURCHASING PROGRAMS**

The City of Bedford has established a number of cooperative purchasing agreements with many public entities and State and City Council-approved cooperatives. Among them are the Local Government Purchasing Cooperative (Buy Board); Texas Building and Procurement Commission, and others. All agreements are established for the purpose of achieving of maximizing savings to the City through pooling of economic buying power. A purchase from an approved cooperative satisfies the requirement for competitive bidding.

**See Appendix F for a complete listing of the Purchasing Cooperatives the City of Bedford participates in:**

## **ENFORCEMENT OF THE PURCHASING POLICY**

### **CRIMINAL PENALTIES (in accordance with Chapter 252.062 of Local Government Code)**

- A. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.
- B. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (A). An offense under this subsection is a Class B misdemeanor.
- C. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (A) or (B). An offense under this subsection is a Class C misdemeanor.

### **REMOVAL; INELIGIBILITY**

- A. The final conviction of a municipal officer or employee for an offense under Section 252.062 (a) or (b) results in the immediate removal from office or employment of that person.
- B. For four years after the date of the final conviction, the removed officer or employee is ineligible:
  - 1. To be a candidate for or to be appointed or elected to a public office in this State.
  - 2. To be employed by the municipality with which the person served when the offense occurred, or,
  - 3. To receive any compensation through a contract with that municipality.
- C. This section does not prohibit the payment of retirement or workers compensation benefits to the removed officer or employee.

## **CHANGE ORDER POLICY**

Changes to awarded contracts will be necessary from time to time. Amending an existing contract requires defined procedures and requirements. The State statutes requirements for increasing or decreasing an awarded contract are defined in Section 252.048 of Chapter 252 in the Local Government Code.

### **DEFINITIONS:**

**Change orders** are written and executed agreements entered into between contractor and owner covering alterations, changes, additions or deletions to the contract which are necessary or desirable for proper completion of the work.

**The City of Bedford Project Manager** is the administrative official employed by the City of Bedford who is directly responsible for handling the affairs of the project, such as a Staff Engineer or the Street and Drainage Superintendent.

**The Consultant Program Manager** is the individual representing any consulting firm hired by the City for the project in question who is directly responsible for handling the affairs of the project for the consulting firm.

1. If changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.
2. The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.
3. If a change order involves a decrease or an increase of \$50,000 or less, the governing body may grant general authority to the City Manager or designee of the municipality to approve the change orders.
4. The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

### **1. PROJECT ALLOWANCE**

The Project Design Engineer/Architect may include allowances in the bid proposal of a project with a dollar amount attached not greater than 10% of the original contract amount.. Examples of allowance categories are as follows but are not limited to:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| 1. Landscaping Allowance          | 5. Sanitary Sewer Allowance |
| 2. Tree/Shrub/Plant Allowance     | 6. Drainage Allowance       |
| 3. Fencing and Driveway Allowance | 7. Paving Allowance         |
| 4. Water and Plumbing Allowance   |                             |

### **II. MONTHLY REPORT OF CHANGE ORDER ACTIVITIES**

The Public Works Department or the department responsible for the change order shall present to the City Manger or designee a written report of all change order activity (by the 15<sup>th</sup> of the month for the previous month's activity).

**PROCEDURE:**

A change order may be required on capital improvement projects (CIP) when additions, deletions, or revisions to the work are necessary. In all cases the change order will be handled according to the standard specifications attached to the original contract, and must relate to the type of work being performed in the contract. This policy will outline procedures City staff will follow to implement and process a change order.

**III. DETERMINING THE NEED FOR A CHANGE ORDER**

**Discovery** - The Bedford Project Manager will be notified of the need for a change order by the Design Engineer, the Contractor, or by the Inspector's review of the project. All change order notifications should be submitted on a Change Order Request Form.

The Project Manager will promptly check the plans, contract, and specifications to determine if a problem exists.

**Decision For a Change Order and Initial Notice** - The Consultant Program Manager will decide if a change order should be proposed. If a change order is needed, the Consultant Program Manager will notify the Bedford Project Manager and the Contractor that a change order is being considered and that any work involved with the change is not authorized until formal approval. The Consultant Program Manager will start the change order process.

**Inter-local Agreements** - For projects in which the City has entered into an Inter-local Agreement, change orders may require the approval of all parties to the Agreement. When required by the Interlocal Agreement, the change order will not be authorized until all parties have approved the change order in writing.

## IV. DEVELOPMENT OF A CHANGE ORDER

**Parts of the Change Order** - The change order is a contract amendment, and must include the following information:

1. A description of the change in plans or changes in work.
2. Quantities or units of work necessary to complete the change.
3. A listing of an item as an “existing” or “new” item with a justification of the unit cost for all new items.
4. The cost and/or time needed to complete the change, with explanations of each.
5. The reason for the change.

**The following procedures will outline how each part of the change order is developed.**

1. **Plan or Work Change** - Any change in plans or in the amount of work must be approved by the Bedford Project Manager and Design Engineer who originally signed the plans. The Consultant Program Manager will contact the Project Manager for assistance in plan revision.
2. **Quantities** - After the plans are modified, the Inspector will calculate the quantities necessary to implement the change. If a new item is needed, the Consultant Program Manager will notify the Contractor of the need for a price. (On some items, the Consultant Program Manager and Bedford Project Manager will be involved in negotiating prices.)
3. **Time** - The Consultant Program Manager will review the construction schedule to determine if the change in work requires a change in the contract construction time.
4. **Cost** - The Consultant Program Manager will calculate costs and draft a change order as soon as prices for the work items are available.
5. **Reason** - The reason for the change will be drafted by the Consultant Program Manager.
6. **Council Agenda Item** - When a Council Agenda Item is required it will be prepared by City staff.

## V. CHANGE ORDER APPROVAL AND ROUTING

- A. After the change order has been prepared, the Consultant Program Manager and the Bedford Project Manager will review.
- B. Depending on the amount of the change order, the following signatures will be required:
  - 1. **From \$0 to \$15,000** with prior written approval by the Bedford Project Manager.
    - a) Consultant Program Manager
    - b) Bedford Project Manager
    - c) Department Manager
  - 2. **Greater than \$15,000 to \$50,000**
    - a) Consultant Program Manager
    - b) Bedford Project Manager
    - c) Department Manager
    - d) City Manager or Deputy City Manager
  - 3. **Greater than \$50,000 (Council Agenda Item)**
    - a) Consultant Program Manager
    - b) Bedford Project Manager
    - c) Department Manager
    - d) City Manager or Deputy City Manager
    - e) City Council approval
  - 4. **Cumulative amount to exceed \$100,000 (Council Agenda Item)**
    - a) Consultant Program Manager
    - b) Bedford Project Manager
    - c) Department Manager
    - d) City Manager or Deputy City Manager
    - e) City Council approval

## **VI. EMERGENCY CHANGE ORDERS**

### **A. \$0 to \$50,000**

The Department Manager may authorize specific changes in emergency situations to protect lives or property. Such emergency change orders will be sent through the normal routing for signatures as soon as possible following the emergency authorization.

### **B. Greater than \$50,000**

The City Manager or designee may authorize specific changes in emergency situations to protect lives or property. Such emergency change orders will be placed on the next available council agenda for approval (see Attachment No. 1).

### **C. Accumulative amounts exceeding \$100,000**

When the accumulative amount of change orders exceeds \$100,000 on any given project, the change order that makes the amount exceed \$100,000 must be approved by Council action. For example, if all previous change orders total \$95,000 and a subsequent change order for \$6,000 is needed, then the \$6,000 change order needs Council approval because the total accumulated amount is \$101,000, which exceeds the \$100,000 limit.

## **VII. IMPLEMENTATION OF THE CHANGE ORDER**

After approval, the City staff will notify the Contractor that work is authorized.

**References: State of Texas Local Government Code and the North Central Texas Council of Governments (NCTCOG)**

**Attachments:** (SEE APPENDIX G)

- 1. Emergency Change Order Declaration Form**
- 2. Change Order Request**
- 3. Change Order Form**
- 4. Change Order Cost Breakdown Form**
- 5. Change Order Routing Slip**

## **SURPLUS AND IMPOUNDED PROPERTY POLICY**

Any property the City has that becomes obsolete or no longer needed, the department that is responsible will dispose of the property. This Department will decide the usefulness of the property and the possible disposition of the property. In addition, this Department will contact other departments to find a possible need for the property. If no need exists within another department, the City Manager, or designee, will decide the disposition. Disposition can be a sale by auction, a sale by sealed bid, an Internet sale, a donation to charity, a disposal as junk or sold as scrap.

Impounded property is handled through the Police Department's Property Room. After obtaining the proper documents from the Court the property will be disposed of as in the above procedures. As authorized by Resolution of the City Council, the City Manager or the Manager's designated person can dispose of surplus property by the best possible means.

### **DEPARTMENT AUTHORITY AND RESPONSIBILITY**

1. Each department will have the authority to declare property that is assigned to his/her department as surplus and no longer needed for the operations of the department.
2. That department will store the item if possible until disposition is decided.
3. The department disposing the property will contact other departments for possible use of the surplus property and if no other use is required, that department will authorize disposition.
4. Disposition can be by the following procedures:
  - a. A. Public Auction
  - b. Sale to salvage company
  - c. For Sale by Sealed Bid
  - d. Donation to charity
  - e. Discarding as trash
  - f. Or other means appropriate in the circumstances
5. Departments will itemize all property and forward to the coordinating department if the property is listed as a fixed asset in accordance with the City's fiscal and budgetary policy.
6. The Finance Department will record the disposition of the items if the items were listed as fixed assets in the City's financial records.
7. The Finance Department will provide departments with forms for itemizing surplus property.
8. The department that is coordinating the auction will make arrangements for Public Auction or other means for disposition.
9. As soon as possible after enough property has been accumulated, the coordinating department will notify other departments that an auction is forth coming.



**APPENDIX  
SECTION  
(FORMS AND  
ATTACHMENTS)**

# APPENDIX A

## **CITY OF BEDFORD**

### **Purchasing Card Policy**

#### **I. Purpose**

The purpose of the Purchasing Card Program is to provide the City with an efficient and controllable method of making small dollar commodity, service, and travel purchases. The City will issue cards via JP Morgan Chase. The card will be primarily used in place of petty cash, small regular purchase orders, blanket purchase orders (where sales are made over-the-counter), emergency purchase orders, and all other credit cards. This card policy is not intended to replace, but rather supplement existing purchasing, travel and other City policies.

#### **II. Usage**

The card will be used for the following:

1. Any transaction that does not exceed \$5,000.00, or the cardholder's transaction limit, whichever is lesser.
2. Over-the-counter type retail purchases normally made using a charge account or discontinued credit cards.
3. Travel related purchases in compliance with the City of Bedford Travel Policy.
4. Any other business related purchase as long as:
  - a. The vendor accepts credit cards, and the goods/services purchased is not covered under a City supply contract. Contracts are in place for tires, fuel and water utility supplies. Purchasing Department will periodically update staff via email of any commodities that cannot be purchased with the purchasing card.
  - b. All other purchases are to be made using the standard purchasing process.
  - c. Some advantages of the card are:
    - i. Reduces paperwork generated by small transactions.
    - ii. Facilitating quick payment to the vendor.
    - iii. Eliminate need for purchase orders for qualified purchases.
  - d. Purchases made on the card will be for City business only. The card is not a personal line of credit. When in doubt as to whether a

purchase is allowable under City policy, the cardholder should either contact the program administrator before making the purchase, or make payment personally and seek reimbursement from the City afterwards. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the City Manager's approval. Unauthorized purchases are prohibited and purchaser will be subject to disciplinary action.

### **III. Duties and Responsibilities**

#### **A. CARDHOLDER**

1. The employee who is issued a card is called a "cardholder". The purchasing card has transaction limits for the maximum amount of each transaction as well as the maximum monthly transaction total, and the types of merchants where the card may be used.
2. All cardholders must have access to the Internet. Access can be made at home or work. The cardholder will use the Internet in order to reconcile his/her statement weekly, at a minimum. Supervisors, or their designees, will also check purchases in their respective divisions. Each cardholder is provided with a card with a unique card number, and a user ID/password for secure access to the cardholder's account on the Internet.
3. The cardholder must use **only** his/her assigned card. Cards must not be loaned to another employee for his/her use. All "walk-in" accounts will be closed unless approved by Finance. If an employee does not have a purchase card they will not be able to make City purchases.
4. Each cardholder shall use the card only for authorized purchases. A hardcopy receipt **must** be obtained from the vendor each time the card is used. Online and telephone charges must also be documented by a receipt, so the cardholder shall request the vendor to fax or mail the cardholder a receipt.
5. **The cardholder is responsible for immediately notifying JP Morgan Chase, his/her supervisor and the Program Administrator, at 817-952-2132 if the card is lost or stolen. The contact number at JP Morgan Chase is 1-800-890-0669. The cardholder shall then complete the Lost Card form and submit it to the Program Administrator promptly.**
6. Each cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the cardholder agreement. Failure to abide by this Purchasing Card policy may result in disciplinary action, including termination of employee. The cardholder will be required to reimburse the City for any unauthorized transactions. See section XII, Reimbursement Process.
7. After the cardholder makes a credit card purchase, the transaction will appear on the cardholder's current statement under the Cycle-To-Date

Transactions. The transaction usually takes two to three days to appear. Cardholders are urged to check their statement on a weekly basis and process any transactions that appear. Do not wait until the end of the month to do this, as there are short time constraints on reviewing the statement.

8. Every Thursday, each cardholder will print a cycle statement, assemble the accumulated receipts, have the Department Director sign the statement, and forward the package to the program administrator.
9. Upon resignation or termination of employment of a cardholder, the supervising Department shall notify the Program Administrator immediately, and the card shall be turned in to the Program Administrator.

## **B. APPROVER**

1. The “approver” is a supervisory level employee responsible for approving the cardholder’s usage of the purchasing card. The approver is required to perform routine approval of the transactions made by his/her cardholders. Approvers must have Internet access. The approver receives e-mail notification when his/her subject cardholder has approved a statement and forwarded it for the approver to review.
2. Each cardholder has a corresponding “approver”. The approver shall be a supervisory level employee who will receive email notice of all cardholder transactions for the subject cardholder. The approver will make any necessary changes, and then approve each monthly statement. Upon approval, the statement will forward to the program administrator for statement processing.

## **C. PROGRAM ADMINISTRATOR**

The “program administrator” manages the purchasing card program. The administrator is the City’s point of control for the card program, monitors all usage of the card, and is the point of contact for any cardholder questions or problems. The administrator has no approval power over card transactions, but verifies all information about the transaction prior to download to the General Ledger. The administrator and his assistant are knowledgeable on all the procedures in the purchasing card policy. The administrator may not modify or revise the purchasing card policy, but rather is charged with implementing the policy and advising the City Manager of problems that may prompt a need to revise the policy.

The program administrator is also responsible for ensuring all cardholders are properly trained in the use of the purchasing card before the card is issued.

The Program Administrator will also report to the Department Director and Director of Finance any cardholder infractions or potential infractions.

Administrator:

Assistant Administrator:

---

Department

---

Ph#

---

Fax#

---

Email:

---

---

Deputy Finance Director

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#### **D. DEPARTMENTAL RESPONSIBILITY**

The Department Director is responsible for designating cardholders and approvers. The Department Director shall designate which employees will be issued a card, and what transaction and merchant limits shall apply to the card's use. The Director insures that purchases are authorized and within City policies. Departments may implement more stringent internal authorization procedures that its cardholders must follow in order to make purchases with the card. At the end of each month, the Department Director shall collect the card statements from all approvers within his/her department, sign off approval of each, and forward the approved statements to the Program Administrator. Statements should be turned in promptly to facilitate timely download to the GL. In addition, activity reports are available for additional review by the Department Director if so requested.

#### **IV. JP Morgan Chase**

JP Morgan Chase will automatically debit the City's bank account once each month for all transactions that have taken place in the previous month's weekly statement cycle. The transactions will be processed regardless of whether the transactions have been approved by the cardholder or approver. However, the transactions cannot be downloaded to the general ledger until they have been approved. It is imperative that each cardholder/approver promptly process the transactions and forward receipts to the program administrator. Access to the entire system is afforded through the Internet. Therefore, the cardholder/approver needs only to access a computer with Internet access anywhere to perform his/her duties. These steps need not be performed on a City computer. Failure to process these steps in a prompt manner will subject the cardholder to revocation of card privileges.

## **V. TRANSACTION/CARD LIMITS**

- A. Each individual purchasing card will have transaction and/or spending limits. The program administrator has the ability also to limit types of purchases, place of purchase and hours of day purchases can be made on individual cards. The total purchase price as printed on the individual credit card receipt is known as the “transaction amount”. The purchasing card may be limited by the merchant type, transaction amount, and monthly transaction limit. Each cardholder will be set up with limits for each of these categories. A card transaction will be denied when swiped if the transaction exceeds any of the limits. The Department Director, Program Administrator, and the Finance Director determine limits jointly. However, the limits may not exceed those set in the policy guidelines (see ***Transaction Limits***).
- B. The card may be restricted to the type of purchase, hour’s purchases may be made, days of week purchases are made and vendor’s cardholder may purchase from. Program administrator also has the ability to limit total amount card will purchase, amount per day card will purchase and monthly amounts for card. These limits and restrictions can be adjusted on-line by the Program Administrator and will take effect immediately.

## **VI. SALES TAX**

As a tax-exempt government agency, the City of Bedford does not pay sales tax. Cardholders will be provided a copy of the City’s tax exemption certificate. Cardholders are then responsible for insuring that the merchant does not include sales tax in the transaction. If tax is included, the cardholder may be responsible for reimbursing the tax amount to the City.

## **VII. RETURNS**

Each cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the cardholder account. Cash refunds are not allowed.

## **VIII. RESTRICTIONS AND EXEMPTIONS**

- A. Employees may ***not*** use the card for the following:
1. Any purchases of items for personal use.
  2. Cash refunds or advances.
  3. Any purchase of goods/services or, or at a merchant type not considered prudent or of good judgment.
  4. Any transaction amount greater than the cardholder’s transaction limit. Items under contract, unless an emergency exception is granted by Purchasing.

5. Alcohol or liquor of any kind. Patronization of bars, drinking places and package liquor stores should not be paid for with the purchasing card.
  6. Separate, sequential, and component purchases or any transaction made with intent to circumvent City purchasing policy or state law.
  7. Any other purchase specifically excluded in the City purchasing policy.
- B. Supporting documentation must accompany each transaction.
- C. Personal Use Restrictions
- D. The card may **not** be used to pay spouse/family expenses incurred while traveling. Only City business expenses are allowable and the cardholder should pay personal expenses separately.



**City of Bedford Purchasing Card Program  
New Cardholder Request Form**

	Example	Department	Finance Only
<b>Cardholder FIRST Name</b>	John		
<b>Cardholder LAST Name</b>	Doe		
<b>Company Name</b>	M2200- CITY OF BEDFORD	M2200- CITY OF BEDFORD	M2200- CITY OF BEDFORD
<b>Employee ID</b>	12340		
<b>Address</b>	2000 FOREST RIDGE	2000 FOREST RIDGE	2000 FOREST RIDGE
<b>City</b>	BEDFORD	BEDFORD	BEDFORD
<b>State</b>	TX	TX	TX
<b>Zip Code</b>	76021-5713	76021-5713	76021-5713
<b>Social Security Number</b>	123-45-6789		
<b>E-mail</b>	john.doe @bedfordtx.gov	@bedfordtx.gov	@bedfordtx.gov
<b>Date of Birth</b>	01/01/1976		
<b>Work Phone#</b>	817-952-9999		
<b>Department</b>	Public Works		
<b>Division</b>	Fleet		
<b>Cycle Spending Limit (\$)</b>	\$5,000		
<b>Single Purchase Limit (\$)</b>	\$2,500		
<b>Transactions per Day</b>	25	25	25
<b>Transactions per Cycle</b>	50	50	50
<b>MCC Group</b>	M2200-MGMT	M2200-MGMT	M2200-MGMT
<b>Special Instructions for MCC Group (Add or Delete MCC # from group)</b>		Add:	
		Delete:	
<b>Director's Signature</b>			
<b>Date of Request</b>			
<b>Administrator's Approval</b>			
<b>Date of Approval</b>			



# APPENDIX C



## City of Bedford

### REQUEST FOR SOLE SOURCE PROCUREMENT FORMAT

TO: Purchasing Manager  
or Designee

FROM: \_\_\_\_\_

1. Request approval for Sole Source Procurement of goods and/or services for the reasons as described in section 3 herein.
  2. Describe Item/Service purchased (or to be purchased). Include cost, name, and telephone number of vendor and other descriptive information.
- 
- 

3. Definition of Source Procurement Condition (check one or more items). This procurement is necessary because:
  - A. \_\_\_ items that are available from only one source because of patents, copyrights, secret process, or natural monopolies;
  - B. \_\_\_ electricity, gas, water, and other utility services.
  - C. \_\_\_ captive replacement parts or components for equipment are paramount consideration or use of other than OEM parts jeopardizes warranty and/or insurance coverage.
  - D. \_\_\_ film, manuscripts, books, papers, and other materials that are available only from the persons holding exclusive distribution rights to the materials; and

E. \_\_\_\_\_ management services provided by nonprofit organization to municipal museum, park zoo, or other facility to which the organization has provided significant financial or other benefits;

**4. Summary and Justification of Sole Source Procurement Condition:**

(write here)

**5. I certify a Sole Source Procurement exists for item(s) that are normally bid competitively.**

Please forward this request to the City Secretary's Office.

_____	_____	_____	
Division Manager	Department	Signature	Date

**6. Solicitations:**

Name of vendor Person Contacted Telephone Number	Indicate HUB (or) Non-Minority Code *	Total Bid Amount
A. _____		
B. _____		
C. _____		

**7. Purchasing Department Comments:**

(Write here)

\_\_\_\_\_

Purchasing Manager or Designee

\_\_\_\_\_

Date

(VALID FOR ONE YEAR, FROM DATE OF APPROVAL)

# APPENDIX D



## EVALUATION FORM

To: \_\_\_\_\_

Quote:

Dept/Div: \_\_\_\_\_

Description of Commodity/Service:

Date: \_\_\_\_\_

Copies of the quotes and quote tabulation are submitted for your evaluation and recommendation. Please provide your comments below. Your evaluation should be based on the best-value criteria consisting of the following: The purchase price; the reputation of the vendor and the vendor's goods or services; the quality of the vendor's goods and services; the extent to which the goods or services meet the City's needs; the vendor's past relationship with the City; the impact on the ability of the City to acquire the vendor's goods and services; and the total long-term cost to the City to acquire the vendor's goods and services; and any other relevant factor that a private business entity would consider in selecting a vendor.

### Evaluation Comments

Completed and Submitted By: \_\_\_\_\_

Name

Title

Date

Name of Business: \_\_\_\_\_

Approved and Received By: \_\_\_\_\_

Dept/Div.

Date

# APPENDIX E

## NOTICE TO BIDDERS

*The City of Bedford, Tarrant County, Texas, will receive sealed bids in the office of the City Secretary's Office, 2000 Forest Ridge Drive, Bedford, Texas, 76021 until (specified time), (month-day-year) at which time and place all bids will be publicly opened and read aloud in the City Council Chambers, with the award to be made at a regularly scheduled meeting of the Bedford City Council. Bid information and specifications may be obtained in the office of the \_\_\_\_\_, \_\_\_\_\_, Bedford, Texas. All bids must be marked with the date of bid and general description of bid items. The City of Bedford reserves the right to reject any or all bids and to waive any or all formalities.*

---

*Department Director*

**Note:** *To be accepted, bids must be received in a sealed envelope addressed to \_\_\_\_\_, received by (specified time), (month-day-year), and show bid date and general description of bid items.*

### **Opening Bids**

*Formal bids will be publicly opened, read aloud and recorded at a designated location at the pre-scheduled and advertised date and time. All bidders for the project(s) are invited to attend these bid openings as well as staff representing the requisitioning department(s).*

### **Late Bids and Proposals**

*Late bids or proposals are not accepted under any circumstances. The date / time stamp in the \_\_\_\_\_ Division is the official time of record. Vendors will be offered an opportunity to retain their submittals. If received late via mail or other means of delivery, the \_\_\_\_\_ Division will issue a letter to the vendor requesting disposition instructions for the submitted documents. If no response is received in a reasonable time (14 days after notification), \_\_\_\_\_ will destroy the documents. Explicit instructions for the delivery location of the bid or proposal are contained in the solicitation document. A document received in a location other than \_\_\_\_\_ that does not arrive in the \_\_\_\_\_ Division prior to the deadline date and time, is considered late and may not be accepted or considered. Only the names of companies submitting proposals are read at the time they are opened.*

# **APPENDIX F**

## **Purchasing Cooperatives for which the City of Bedford is a member:**

- **Buy Board**
- **TCPN - The Cooperative Purchasing Network**
- **TXMAS - Texas Building and Procurement Commission (State contracts)**
- **CISV - Catalog Information Systems Vendor**
- **TX DIR - Texas Department of Information Resources**
- **Tarrant County Contracts**
- **Houston-Galveston Area Council (H-GAC) Buy Program**
- **General Services Administration**
- **Interlocal Purchasing System (TIPS/TAPS)**
- **Any other cooperative purchasing program as needed**



# Council Agenda Background

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

**DATE:** 04/28/15

**Council Mission Area:** Protect the vitality of neighborhoods.

**ITEM:**

Consider a resolution authorizing the Interim City Manager to create two positions in the Engineering Division.

**City Attorney Review:** Yes

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

**DISCUSSION:**

During the Work Session on December 9, 2014, a presentation on Engineering Services outlined the vital need for in-house engineering services due to the aging and deterioration of the water distribution system. A follow up presentation on January 13, 2015, further outlined the possible cost-savings to the City by expanding the Engineer Services to include design of water and sewer projects.

Staff has compiled information regarding Engineering Services associated with the Capital Improvements over the next five years.

Staff's list of water, sewer, and drainage projects that will require Engineering Services for the next five years is attached. Staff believes that the City can realize significant savings by bringing smaller engineering projects in-house. The projected savings for Engineering Services are listed below:

YEAR	TOTAL
2015	\$27,500
2016	\$151,900
2017	\$112,822
2018	\$128,264
2019	\$4,026
TOTAL	\$424,512

Assumptions used in generating the projected costs/savings include a 2% increase in salary and benefit costs for the employees each year. When possible, the engineer's Opinion of Probable Cost was used to determine construction estimates for projects. Generally, professional services costs are 15% of the construction budget. Where there was not a formal opinion available for a project, an educated estimate was determined based on the scope of the planned project. Staff estimates that the hiring and training process would take approximately two months. The analysis for projects in 2015 assumes the approved Engineering employees have started work on projects in early July.

The City will still require some Engineering Services with consulting engineering firms. Examples of past projects that would continue to be designed by consulting engineering firms for the City would be: Northwest Pressure Plane; Simpson Terrace Water Well; Master Plan updates; structural engineering for bridges; and large paving and drainage projects. Other projects designed by consultants would be electrical engineering and specialized services, like meter stations. Also, outside consultants could be used for projects that are time sensitive.

As presented in the work session on February 10, 2015, there is strong possibility of acquiring a portion of the \$90,000,000 State Water Implementation Fund for Texas (SWIFT) low cost loan for the rehabilitation of aging water lines. Having an engineering staff to help design and implement the programs would better serve the community by keeping the design work in-house for the majority of the projects.

If approved, the formal funding will be included in the budget amendment that will be presented to the City Council on May 12, 2015.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to create two positions in the Engineering Division.

**FISCAL IMPACT:**

Future Engineering Services Budget

**ATTACHMENTS:**

Resolution  
2015-2019 Project List

**RESOLUTION NO. 15-**

**A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO CREATE TWO POSITIONS IN THE ENGINEERING DIVISION.**

**WHEREAS, the City Council of Bedford, Texas has determined that having two additional positions in the Engineering Department will result in cost savings to the City by keeping most of the design work for water and sewer lines in-house; and,**

**WHEREAS, the City Council of Bedford, Texas recognizes the importance of providing engineering services to the City to protect the vitality of neighborhoods.**

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

**SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.**

**SECTION 2. That the City Council does hereby authorize the Interim City Manager to authorize creating two positions in the Engineering Division to reduce the cost of smaller infrastructure projects by keeping the design work in-house.**

**PRESENTED AND PASSED this 28th day of April 2015, 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**



CONTRACT ENGINEER PROJECTS			
SE-Rollingwood & Lincolnshire-trenchless Technology	\$86,800.00	\$533,200.00	\$620,000.00
SE-Basin 16.0W-L. Don Dodson to Highway 121	\$23,000.00	\$165,000.00	\$188,000.00
SW-Briar, Shirley Way & Circle Lane Culvert/Bridge	\$183,750.00	\$1,225,000.00	\$1,408,750.00
SW-Little Bear Creek South of Cheek-Sparger - Drainage Improvements	\$30,000.00	\$200,000.00	\$230,000.00
SW-Erosion Control -Brookhollow Park	\$90,000.00	\$600,000.00	\$690,000.00
DRC & Plan Review	\$36,000.00		\$36,000.00
<b>TOTAL COSTS</b>	\$657,550.00	\$5,000,406.00	\$5,657,956.00

COMBINATION CONTRACT AND IN-HOUSE ENGINEER PROJECTS			
SE-Rollingwood & Lincolnshire-trenchless Technology		\$533,200.00	\$533,200.00
SE-Basin 16.0W-L. Don Dodson to Highway 121		\$165,000.00	\$165,000.00
SW-Briar, Shirley Way & Circle Lane Culvert/Bridge	\$183,750.00	\$1,225,000.00	\$1,408,750.00
SW-Little Bear Creek South of Cheek-Sparger - Drainage Improvements	\$30,000.00	\$200,000.00	\$230,000.00
SW-Erosion Control -Brookhollow Park	\$90,000.00	\$600,000.00	\$690,000.00
DRC & Plan Review			\$0.00
Engineer Salary & Benefits			\$125,970.00
Design/Drafting Salary & Benefits			\$72,930.00
Annual Training			\$3,000.00
<b>TOTAL COSTS</b>	\$303,750.00	\$5,000,406.00	\$5,506,056.00

2017 Projects			
WA-Phyllis Extension WL - Ravenswood to Dora "A6"	\$15,000.00	\$125,000.00	\$140,000.00
WA-Oakhurst Extension WL - Oakhurst to Tennis "A7"	\$30,000.00	\$240,000.00	\$270,000.00
WA-Ravenswood WL-Bedford to Phyllis	\$46,700.00	\$346,300.00	\$393,000.00
WA-Russell-WL-Pipeline to Phyllis	\$90,500.00	\$669,500.00	\$760,000.00
WA-Shadybrook Phase 3- (Design Completed by Dick Perkins)		\$231,453.00	\$231,453.00
SE-Basin 19.1W-Warwickshire to Highway 183	\$68,500.00	\$420,500.00	\$489,000.00
SE-Point Repairs-Omitted from previous years	\$23,000.00	\$142,000.00	\$165,000.00
SE-Brookhollow Addn.-Trenchless Technology	\$9,000.00	\$56,000.00	\$65,000.00
SW-Woodson-Storm Water Improvements	\$49,000.00	\$301,000.00	\$350,000.00
DRC & Plan Review	\$36,000.00		\$36,000.00
<b>TOTAL COSTS</b>	\$367,700.00	\$2,531,753.00	\$2,899,453.00

2017 Projects			
WA-Phyllis Extension WL - Ravenswood to Dora "A6"		\$125,000.00	\$125,000.00
WA-Oakhurst Extension WL - Oakhurst to Tennis "A7"		\$240,000.00	\$240,000.00
WA-Ravenswood WL-Bedford to Phyllis		\$346,300.00	\$346,300.00
WA-Russell-WL-Pipeline to Phyllis		\$669,500.00	\$669,500.00
WA-Shadybrook Phase 3- (Design Completed by Dick Perkins)		\$231,453.00	\$231,453.00
SE-Basin 19.1W-Warwickshire to Highway 183		\$420,500.00	\$420,500.00
SE-Point Repairs-Omitted from previous years		\$142,000.00	\$142,000.00
SE-Brookhollow Addn.-Trenchless Technology		\$56,000.00	\$56,000.00
SW-Woodson-Storm Water Improvements	\$49,000.00	\$301,000.00	\$350,000.00
DRC & Plan Review			\$0.00
Engineer Salary & Benefits			\$128,489.40
Design/Drafting Salary & Benefits			\$74,388.60
Annual Training			\$3,000.00
<b>TOTAL COSTS</b>	\$49,000.00	\$2,531,753.00	\$2,786,631.00

2018 Projects			
WA-Shadywood Drive Extension-Shadywood to stonegate Drive N. "A8"	\$28,500.00	\$231,500.00	\$260,000.00
WA-Knoxville WL-Boston to Monterrey & Central to Atlanta-"M6"	\$99,500.00	\$736,300.00	\$835,800.00
Shady Brook Phase 4 (Design Completed by Dick Perkins)		\$475,000.00	\$475,000.00
SE-Bell-Hurst-Trenchless Technology	\$39,200.00	\$240,800.00	\$280,000.00
SE-Oakwood Park East-Trenchless Technology	\$135,000.00	\$116,100.00	\$251,100.00
DRC & Plan Review	\$36,000.00		\$36,000.00

2018 Projects			
WA-Shadywood Drive Extension-Shadywood to stonegate Drive N. "A8"		\$231,500.00	\$231,500.00
WA-Knoxville WL-Boston to Monterrey & Central to Atlanta-"M6"		\$736,300.00	\$736,300.00
Shady Brook Phase 4 (Design Completed by Dick Perkins)		\$475,000.00	\$475,000.00
SE-Bell-Hurst-Trenchless Technology		\$240,800.00	\$240,800.00
SE-Oakwood Park East-Trenchless Technology		\$116,100.00	\$116,100.00
DRC & Plan Review			\$0.00
Engineer Salary & Benefits			\$131,059.19
Design/Drafting Salary & Benefits			\$75,876.37

CONTRACT ENGINEER PROJECTS			
<b>TOTAL COSTS</b>	\$338,200.00	\$1,799,700.00	\$2,137,900.00

2019 Projects			
<b>WA-McLain-WL-Harwood to Oak Grove "M5"</b>	\$65,600.00	\$484,700.00	\$550,300.00
<b>WA-Wade-Pipeline-SL-Donna "M7"</b>	\$116,500.00	\$881,100.00	\$997,600.00
<b>WA-Scenic Hills -Design Complete</b>		\$200,000.00	\$200,000.00
<b>DRC &amp; Plan Review</b>	\$36,000.00		\$36,000.00
<b>TOTAL COSTS</b>	\$218,100.00	\$1,565,800.00	\$1,783,900.00

COMBINATION CONTRACT AND IN-HOUSE ENGINEER PROJECTS			
Annual Training			\$3,000.00
<b>TOTAL COSTS</b>	\$0.00	\$1,799,700.00	\$2,009,635.56

2019 Projects			
<b>WA-McLain-WL-Harwood to Oak Grove "M5"</b>		\$484,700.00	\$484,700.00
<b>WA-Wade-Pipeline-SL-Donna "M7"</b>		\$881,100.00	\$881,100.00
<b>WA-Scenic Hills -Design Complete</b>		\$200,000.00	\$200,000.00
<b>DRC &amp; Plan Review</b>			\$0.00
Engineer Salary & Benefits			\$133,680.37
Design/Drafting Salary & Benefits			\$77,393.90
Annual Training			\$3,000.00
<b>TOTAL COSTS</b>	\$0.00	\$1,565,800.00	\$1,779,874.27



# Council Agenda Background

**PRESENTER:** Eric Valdez, Community Services Manager  
Don Henderson, Parks Superintendent

**DATE:** 04/28/15

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

**ITEM:**

Consider a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the Tri-Cities Baseball Association for the purposes of having league games and practice at Boys Ranch Park.

**City Attorney Review:** Yes

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

**DISCUSSION:**

Tri-Cities Baseball has utilized the baseball fields at Boys Ranch Park for many years. Tri-Cities baseball provides a schedule before the beginning of each season. Each year, over 180 games are scheduled to be played on City of Bedford baseball fields. Per the contract, the City will prepare all fields, including the mowing, field lining, weed control, fertilization, and irrigation. The City will also maintain all backstops, fences, gates, scoreboards and lighting.

Tri-Cities will be responsible for the provision of bases and any related equipment necessary for play, as well as the collection of litter after the games around the bleachers, dugouts and concession stand. Per the lease agreement, each season Tri-Cities will pay the City \$7.50 per player that is a City of Bedford participant. Also included in the agreement are provisions for Tri-Cities to operate the concession stand and, in return, they agree to remit to the City 5% of their gross sales.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the Tri-Cities Baseball Association for the purposes of having league games and practice at Boys Ranch Park.

**FISCAL IMPACT:**

General Fund Revenue – To Be Determined

**ATTACHMENTS:**

Resolution Agreement

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR ONE YEAR WITH THE TRI-CITIES BASEBALL ASSOCIATION FOR THE PURPOSES OF HAVING LEAGUE GAMES AND PRACTICE AT BOYS RANCH PARK.

WHEREAS, the City Council of Bedford, Texas determines the necessity to enter into a lease agreement for one year with Tri-Cities Baseball Association for the purpose of having league games and practice at Boys Ranch Park, and;

WHEREAS, the City Council of Bedford, Texas desires to provide supervision of the lease agreement with Tri-Cities Baseball so as to be responsive to the needs of the community.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council does hereby authorize the Interim City Manager to enter into a lease agreement for one year with the Tri-Cities Baseball Association for the purpose of having league games and practice at Boys Ranch Park.

SECTION 3. That this resolution shall take effect from and after April 28, 2015.

PRESENTED AND PASSED this 28th day of April 2015, by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

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Jim Griffin, Mayor

ATTEST:

---

Michael Wells, City Secretary

APPROVED AS TO FORM:

---

Stan Lowry, City Attorney

## **LEASE AGREEMENT**

**THIS LEASE AGREEMENT**, made as of the 28th day of April 2015, by and between the City of Bedford, Texas (herein called "Landlord"), and Tri-Cities Baseball Association, (herein called "Tenant").

In consideration of the covenants and agreements hereafter reserved and contained on the part of Tenant to be observed performed, the Landlord demises and leases to Tenant, and Tenant rents from Landlord, those certain Leased Premises described as follows:

Boys Ranch Park Baseball Fields  
2801 Forest Ridge Dr.  
Bedford, TX 76021

The subject property is herein called the "Leased Premises" or the "Leased Property". The Leased Premises includes the use of the baseball fields as further described below. Tenant shall use the Leased Premises for games only. No other activities are allowed.

The following, hereto and incorporated herein by reference constitute the provisions of the Lease.

### **1. GENERAL PROVISIONS**

- (a) Landlord's Address: 2000 Forest Ridge Drive  
Bedford, TX 76021-1895
- (b) Tenant's Address: PO Box 274  
Hurst, TX 76053
- (c) The term of the Lease shall commence on the date of its execution and shall expire one (1) year from the date of the execution, (the "Expiration Date). Should Tenant desire to renew the Lease, it shall submit a written request to renew at least sixty (60) days prior to the Expiration Date. If the Tenant does not wish to renew the contract the Tenant shall not have access to the Leased Premises after the Expiration Date. The Landlord shall have sole discretion on whether to renew the Lease. Notwithstanding the foregoing, either the Landlord or Tenant may terminate this Lease, with or without cause, by giving the other party forty-five (45) days written notice.
- (d) During the Lease term, the Tenant shall have access to the Leased Premises for all games as outlined in the leagues season schedule. The league schedule will be provided to Landlord at least 14 days prior to the start of each season. Tenant shall have no right or access to the Leased Premises at any other time unless the Landlord grants written consent. All requests for use of the Leased Premises other than times outlined in lease must be made to Landlord in writing a minimum of two (2) weeks prior to the event date.

- (e) Tenant shall pay the Landlord \$7.50 per City of Bedford participant, per league, per season for use of the baseball fields. Rosters of league participants will be required to be remitted with the payment. The tenant shall also pay 5% of gross concession sales.
- (f) The Landlord requires that the Tenant will ensure all coaches be certified by the National Youth Sports Coaches Association training program.
- (g) The Landlord has sole authority on decisions regarding field playability; this includes calls regarding weather, maintenance issues or other unforeseen circumstances.

## **2. TENANT'S PERSONAL PROPERTY**

Landlord agrees that storage for any equipment be allowed on premises in designated areas.

## **3. AFFIRMATIVE COVENANTS OF TENANT**

Tenants covenant that they shall:

3.1 comply with the terms of any state or federal statute or local ordinance or regulation applicable to tenant or its use of the Leased Premises, and indemnify and hold Landlord harmless from penalties, fines, costs, expenses, or damages resulting from its failure to do so.

3.2 comply with the terms and conditions set herein relating to the use, operation and maintenance of Leased Premises.

3.3 give to Landlord prompt notice of any accident or damage occurring on Leased premises.

3.4 have no authority to sublease, or allow the use of, the Leased Premises to any one or any entity, without prior express written consent of the Landlord. To this end, at the date of execution of this Lease Agreement, the Tenant hereby affirms that it has no sub-lease agreement with any persons or entities, any Sub-Lessee shall be liable for all terms and conditions of this Lease.

## **4. DAMAGE TO LEASED PREMISES**

If the Leased Premises shall be damaged the Tenant shall be held responsible for repairs to Leased Premises. This includes damages to grass (outside of the normal wear and tear for normal use). The tenant agrees to pick up any trash from location at the conclusion of all utilization. The tenant agrees to pay the city for labor should additional cleanup be required.

## **5. ALTERATIONS**

Tenant shall make no changes or structural alterations to Leased Premises without prior written consent from Landlord.

## 6. Maintenance

6.1 the Tenant agrees to provide bases and related equipment necessary for play, provide officials, assume responsibility of all litter inclusive of the playing area, dugouts, fences, bleachers and concession area at the end of each game day.

6.2 the Landlord agrees to prepare all fields, including mowing of infield and outfield, lining fields, weed control, fertilizing and irrigation. The Landlord will also maintain all backstops, fences, gates, scoreboards and lighting.

## 7. ALCOHOL

No alcoholic beverages will be used, allowed or brought on to leased premises.

## 8. INDEMNIFICATION AND INSURANCE RIGHTS

A. Tenant shall indemnify Landlord and its agents, elected officials, officers, and employees and attorneys and save it harmless from and against any and all claims, actions, damages, liability, and expense, including reasonable attorney's fees, in connection with loss of life, personal injury, or damage to property occurring in or about, or arising out of, the Leased Premises, or use thereof, or occasioned wholly or in part by any act, occurrence or commission of Tenant, its agent, subtenants, licenses, contractors, customers or employees. All cost, expenses and reasonable attorney's fees that may be incurred or aid in enforcing the covenants and conditions of the Lease, whether incurred as a result or litigation or otherwise, shall be recovered by the prevailing party from the other party.

B. Tenant shall take out and keep in force during the term hereof, without expense to Landlord with an insurance company, qualified to do business in the State of Texas or other company acceptable to Landlord, comprehensive general Commercial Liability Insurance, in the name of the Tenant and name of Landlord as additional insured against any liability for injury to or death or persons resulting from any occurrence in or about the Lease Premises and for the damage to property in such amounts as may from time to time be customary with respect to similar properties in the same area, but in any event not less than,

General Aggregate	\$2,000,000
Each occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to premises	\$50,000
Sexual/Physical Abuse part of GL	\$50,000
Each Claim	\$25,000

True copies of said policies or certificates thereof showing the premium thereunto have been paid shall be delivered to Landlord upon execution of the Lease Agreement. If tenant fails to procure and keep in force such insurance, Tenant shall not be allowed to operate on Leased Premises.

**9. LANDLORDS ACCESS TO LEASED PREMISES**

At all times the Landlord shall have access to the Leased Premises for the purpose of site assessment, maintenance, repairs or any other reason deemed appropriate by Landlord. Landlord agrees to use all reasonable efforts to not interfere with Tenants use of the Leased Premises.

**10. ASSIGNMENT**

Neither party shall have the right to assign this agreement to any other party without the written consent of the other party, which shall not be unreasonably held.

**11. NOTICES**

All notices, requests, consents and other communications required or permitted under this lease shall be in writing (including telex, facsimile and telegraph communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or overnight courier service, faxed or telecommunicated (with original to follow by overnight commercial courier for delivery on the next business day), or mailed by registered or certified mail (postage prepaid), return receipt requested, addressed to the parties as follows:

If to Landlord: City of Bedford, Texas  
Attention: Eric Valdez,  
Community Services Manager  
2000 Forest Ridge Drive  
Bedford, Texas 76021-1895

If to Tenant: Tri-Cities Baseball Association  
PO Box 274  
Hurst, TX 76053

**12. VENUE**

Landlord Tenant agrees to venue in Tarrant County, Texas

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 2015

Landlord: City of Bedford  
By: \_\_\_\_\_  
Roger Gibson  
City of Bedford

Tenant: Tri-Cities Baseball Organization  
By: \_\_\_\_\_



# Council Agenda Background

**PRESENTER:** Eric Valdez, Community Services Manager  
Don Henderson, Parks Superintendent

**DATE:** 04/28/15

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

**ITEM:**

Consider a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the DFW Tejanos Organization for the purpose of conducting practices and games at the Stormie Jones soccer fields.

**City Attorney Review:** Yes

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

**DISCUSSION:**

In 2010, the DFW Tejanos Organization (Club), a select soccer team, requested the use of the game-only soccer fields for their practices and games. Typically, practice sessions are not allowed on game-only fields in order to maintain the condition of the fields. In order to facilitate this request, an agreement was developed between the Club and the City of Bedford which would make the Club responsible for performing the field maintenance in lieu of rental fees. The maintenance includes all of the mowing, chemical application, field marking, and pest control in return for the use of the fields for practices. The Club will also be responsible for the collection of litter after practices and games.

The agreement has worked extremely well over the past four years and staff, the Club and the Bedford Eules Soccer Association are pleased with the arrangement. Therefore, there are no proposed changes to the agreement.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to enter into a lease agreement for one year with the DFW Tejanos Organization for the purpose of conducting practices and games at the Stormie Jones soccer fields.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

Resolution Agreement

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR ONE YEAR WITH THE DFW TEJANOS ORGANIZATION FOR THE PURPOSE OF CONDUCTING PRACTICES AND GAMES AT THE STORMIE JONES SOCCER FIELDS.

WHEREAS, the City Council of Bedford, Texas determines the necessity to provide the DFW Tejanos Organization the ability to hold soccer practices and games at the Stormie Jones soccer fields; and,

WHEREAS, the City of Bedford Recreation staff desires to provide supervision of the lease agreement with the DFW Tejanos Organization.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council does hereby authorize the Interim City Manager to enter into a lease agreement for a term of one year with the DFW Tejanos Organization for the purposes of conducting practices and games at the Stormie Jones soccer fields.

SECTION 3. That this resolution shall take effect from and after April 28, 2015.

PRESENTED AND PASSED this 28th day of April 2015, 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

## LEASE AGREEMENT

**THIS LEASE AGREEMENT**, made as of the 28th day of April, 2015, by and between the City of Bedford, Texas (herein called "Landlord"), and DFW Tejanos Organization, (herein called "Tenant").

In consideration of the covenants and agreements hereafter reserved and contained on the part of Tenant to be observed performed, the Landlord demises and leases to Tenant, and Tenant rents from Landlord, those certain Leased Premises described as follows:

Stormie Jones Soccer Fields  
2500 Block of Brasher  
Bedford, TX 76021

The subject property is herein called the "Leased Premises" or the "Leased Property". The Leased Premises includes the exclusive use of the soccer fields as further described below. Tenant shall use the Leased Premises for soccer practices. No other activities are allowed.

The following, hereto and incorporated herein by reference constitute the provisions of the Lease.

### 1. GENERAL PROVISIONS

- (a) Landlord's Address: 2000 Forest Ridge Drive  
Bedford, TX 76021-1895
- (b) Tenant's Address: PO Box 278  
Eules, TX 76039
- (c) The term of the Lease shall commence on the date of its execution and shall expire one (1) year from the date of the execution, (the "Expiration Date). Should Tenant desire to renew the Lease, it shall submit a written request to renew at least sixty (60) days prior to the Expiration Date. If the Tenant does not wish to renew the contract the Tenant shall not have access to the Leased Premises after the Expiration Date. The Landlord shall have sole discretion on whether to renew the Lease. Notwithstanding the foregoing, either the Landlord or Tenant may terminate this Lease, with or without cause, by giving the other party forty-five (45) days written notice.
- (d) During the Lease term, the Tenant shall have access to the Leased Premises Monday- Friday, 5:00pm -9:00pm. Tenant shall provide a schedule each season with times other than those listed that fields will be used. Tenant shall have no right or access to the Leased Premises at any other time unless the Landlord grants consent.

**2. TENANT'S PERSONAL PROPERTY**

Landlord agrees that storage for any equipment shall be allowed on premises on a limited basis in areas designated by Landlord.

**3. Alcohol**

No alcoholic beverages will be used, allowed or brought on to leased premises.

**4. AFFIRMATIVE COVENANTS OF TENANT**

Tenants covenant that they shall:

4.1 comply with the terms of any state or federal statute or local ordinance or regulation applicable to tenant or its use of the Leased Premises, and indemnify and hold Landlord harmless from penalties, fines, costs, expenses, or damages resulting from its failure to do so.

4.2 comply with the terms and conditions set herein relating to the use, operation and maintenance of Leased Premises.

4.3 give to Landlord prompt notice of any accident or damage occurring on Leased premises.

4.4 have no authority to sublease, or allow the use of, the Leased Premises to any one or any entity, without prior express written consent of the Landlord. To this ends, at the date of execution of this Lease Agreement, the Tenant hereby affirms that it has no sub-lease agreement with any persons or entities, any Sub-Lessee shall be liable for all terms and conditions of this Lease.

**5. DAMAGE TO LEASED PREMISES**

If the Leased Premises shall be damaged the Tenant shall be held responsible for repairs to Leased Premises. This includes damages to grass (outside of the normal wear and tear for normal use). The tenant agrees to pick up any trash from location at the conclusion of all utilization. The tenant agrees to pay the city for labor should additional cleanup be required.

**6. ALTERATIONS**

Tenant shall make no changes or structural alterations to Leased Premises without prior written consent from Landlord.

## 7. Maintenance

The tenant will provide all maintenance to fields during term of lease. This will include mowing, pest control, fertilizing, weed control, lining fields etc. The maintenance provisions are outlined in **Exhibit "A"**. It is the sole responsibility of the Tenant to ensure that the lights at the premises are turned off at the end of each practice session prior to departure.

## 8. INDEMNIFICATION AND INSURANCE RIGHTS

A. Tenant shall indemnify Landlord and its agents, elected officials, officers, and employees and attorneys and save it harmless from and against any and all claims, actions, damages, liability, and expense, including reasonable attorney's fees, in connection with loss of life, personal injury, or damage to property occurring in or about, or arising out of, the Leased Premises, or use thereof, or occasioned wholly or in part by any act, occurrence or commission of Tenant, its agent, subtenants, licenses, contractors, customers or employees. All cost, expenses and reasonable attorney's fees that may be incurred or aid in enforcing the covenants and conditions of the Lease, whether incurred as a result or litigation or otherwise, shall be recovered by the prevailing party from the other party.

B. Tenant shall take out and keep in force during the term hereof, without expense to Landlord with an insurance company, qualified to do business in the State of Texas or other company acceptable to Landlord, comprehensive general Commercial Liability Insurance, in the name of the Tenant and name of Landlord as additional insured against any liability for injury to or death or persons resulting from any occurrence in or about the Lease Premises and for the damage to property in such amounts as may from time to time be customary with respect to similar properties in the same area, but in any event not less than,

General Aggregate	\$2,000,000
Each occurrence	\$1,000,000
Personal \$ Advertising Injury	\$1,000,000
Damage to premises	\$50,000
Sexual/Physical Abuse part of GL	\$50,000
Each Claim	\$25,000

True copies of said policies or certificates thereof showing the premium thereunto have been paid shall be delivered to Landlord upon execution of the Lease Agreement. If tenant fails to procure and keep in force such insurance, Tenant shall not be allowed to operate on Leased Premises.

## 9. LANDLORDS ACCESS TO LEASED PREMISES

At all times the Landlord shall have access to the Leased Premises for the purpose of site assessment, maintenance, repairs or any other reason deemed appropriate by Landlord. Landlord agrees to use all reasonable efforts to not interfere with Tenants use of the Leased Premises.

**10. ASSIGNMENT**

Neither party shall have the right to assign this agreement to any other party without the written consent of the other party, which shall not be unreasonably held.

**11. NOTICES**

All notices, requests, consents and other communications required or permitted under this lease shall be in writing (including telex, facsimile and telegraph communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or overnight courier service, faxed or telecommunicated (with original to follow by overnight commercial courier for delivery on the next business day), or mailed by registered or certified mail (postage prepaid), return receipt requested, addressed to the parties as follows:

If to Landlord: City of Bedford, Texas  
Attention: Eric Valdez  
Community Services Manager  
2000 Forest Ridge Drive  
Bedford, Texas 76021-1895

If to Tenant: DFW Tejanos Organization  
PO Box 279  
Euless, TX 76039

**12. VENUE**

Landlord Tenant agrees to venue in Tarrant County, Texas

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 2015

Landlord: City of Bedford

By: \_\_\_\_\_  
Roger Gibson  
City of Bedford

Tenant: DFW Tejanos Organization

By: \_\_\_\_\_

## **Exhibit "A"**

### **Mowing**

The mowing of all fields shall include the mowing and trimming of all grass and vegetation within each area. The Tenant or the Contractor, prior to mowing, will remove all debris. The debris shredded by Tenant or the Contractor larger than one inch will be removed. Trimming around trees or fences will be performed by the Tenant or the Contractor using mechanical devices and/or hand labor. These areas may also be treated by chemical application but it shall not exceed 12" in width. Excess clippings shall be disposed of properly and not be blown into streets and roadways. The fields will be mowed a minimum of four (4) times a month or once a week and grass will be kept at a height of no more than two inches.

The Tenant shall conduct or supervise all mowing operations described in the Contract "Specifications" and the expense of all such operations shall belong to the Tenant.

The Tenant or the Contractor shall provide their own equipment, labor, fuel and other materials necessary to complete the required work. The Tenant or the Contractor shall be responsible for the maintenance and repair of their own equipment and the availability, presence and supervision of their employees.

The City of Bedford requires the Tenant and or the Contractor to supply a competent and experienced supervisor with each work group at all times. The supervisor may be a working supervisor operating a mower or other piece of equipment.

### **Other Maintenance**

The Tenant is responsible for all weed control, pest control, fertilization and field marking.

### **Keys**

Two (2) sets of keys will be issued seasonally only to the Tenant. At the conclusion of each season, the keys will be returned to the Bedford Parks and Recreation Department. A \$50.00 fee will be assessed for the replacement of lost or not returned keys. A new signature, by the Representative of the Tenant, will be required to check out keys for the new season.

### **Lights**

It is the responsibility of the Tenant to insure that lights are turned off at the end of each practice session prior to departure from the fields.

### **Trash**

All trash left on the ground by visitors or players shall be picked up and placed in the trash containers at the end of each session.

**Restrooms**

The restrooms will be maintained by the City of Bedford. The City will address any issue as quickly as possible. If the issue is such as “there is no toilet tissue in one of the stalls” the problem may be resolved the following day. No water, backed up plumbing, and similar items will be handled immediately.

**All Issues Contact**

Any questions regarding these specifications may be directed to Don Henderson, Parks Superintendent at (817) 952-2308 or (817) 713-0582.



# Council Agenda Background

**PRESENTER:** Roger Gibson, Interim City Manager

**DATE:** 04/28/15

**Council Mission Area:** Encourage citizen involvement.

**ITEM:**

Consider a resolution authorizing the Interim City Manager to cancel the July 14, July 28, November 24 and December 22 regular Council meetings.

**City Attorney Review:** N/A

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

**DISCUSSION:**

In May 2014, the City of Bedford Charter was amended, removing the provision requiring the Council to meet at least twice a month. Staff proposes cancelling the July 14 and July 28 Council meetings in order to assist staff with the budget process. Further proposals included cancelling the November 24 meeting due to the Thanksgiving holiday, and cancelling the December 22 meeting due to the Christmas holiday.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to cancel the July 14, July 28, November 24 and December 22 regular Council meetings.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

Resolution

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO CANCEL THE JULY 14, JULY 28, NOVEMBER 24 AND DECEMBER 22 REGULAR COUNCIL MEETINGS.

WHEREAS, a recent Charter Amendment removed the provision that required the City Council of Bedford, Texas to meet at least twice a month; and,

WHEREAS, staff proposes that the City Council of Bedford, Texas consider cancelling Council meetings in July to assist staff with the budget process; and,

WHEREAS, staff proposes that the City Council of Bedford, Texas consider cancelling Council meetings in November and December, due to the Thanksgiving and Christmas holidays.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the Interim City Manager is hereby authorized to cancel the July 14 and July 28, 2015 Council meetings.

SECTION 3. That the Interim City Manager is hereby authorized to cancel the November 24, 2015 Council meeting.

SECTION 4. That the Interim City Manager is hereby authorized to cancel the December 22, 2015 Council meeting.

PRESENTED AND PASSED this 28th day of April, 2015 by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

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Jim Griffin, Mayor

ATTEST:

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Michael Wells, City Secretary

APPROVED AS TO FORM:

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Stan Lowry, City Attorney



# Council Agenda Background

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**PRESENTER:** See below

**DATE:** 04/28/15

**Councilmember Reports**

**ITEM:**

- Councilman Boyter – End of Term Remarks and Thank Yous

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

**DISCUSSION:**

Councilman Boyter requested this item be placed on the agenda.

**ATTACHMENTS:**

Letter of Request

**From:** [Boyter, Michael](#)  
**To:** [Wells, Michael](#)  
**Subject:** End of Term Remarks  
**Date:** Wednesday, April 15, 2015 11:42:44 AM

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Mr. Wells,

I would like to request some time on the Council meeting agenda on April 28, 2015 to make "End of Term" remarks and to say "Thank You" to everyone.

Sent from Michael Boyter's iPad