

**AGENDA  
BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 19, 2017  
911 WINSOTT ROAD, BENBROOK, TEXAS  
PRE-COUNCIL WORKSESSION 7:00 P.M.  
CENTRAL CONFERENCE ROOM**

**1. Review and discuss agenda items for regular meeting**

**REGULAR MEETING 7:30 P.M.  
COUNCIL CHAMBERS  
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION**

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Todd Pylant Of First Baptist Church Of Benbrook

III. MINUTES

1. Approve Minutes Of The Regular Meeting Held January 5, 2017

Documents:

[CC MINUTES-01-05-17.PDF](#)

IV. REPORTS FROM CITY MANAGER

A. GENERAL

G-2278 Accept Finance Report For Period Ending December 31, 2016

Documents:

[G-2278 FINANCE REPORT DECEMBER 2016.PDF](#)  
[G-2278 REVENUE CHART.PDF](#)  
[G-2278 EXPENDITURE CHART DEC 2016.PDF](#)  
[G-2278 SALES TAX ANALYSIS DEC 2016.PDF](#)

G-2279 Confirm Appointment To Civil Service Commission

Documents:

[G-2279 APPOINTMENT TO CIVIL SERVICE COMMISSION.PDF](#)

G-2280 Adopt Ordinance Amending Budget For Fiscal Year 2016-2017 By Reclassifying One Lieutenant Position To A Sergeant Position

Documents:

[G-2280 RECLASSIFY CIVIL SERVICE POSITIONS.PDF](#)  
[G-2280 ORDINANCE RECLASSIFY CIVIL SERVICE POSITIONS.PDF](#)

G-2281 Conduct Public Hearing And Select Project For 43rd Year Community Development Block Grant (CDBG)

Documents:

[G-2281 CDBG 43RD YEAR PUBLIC HEARING.PDF](#)

V. INFORMAL CITIZEN COMMENTS

State Law Prohibits Any Deliberation Of Or Decisions Regarding Items Presented In Informal Citizen Comments. City Council May Only Make A Statement Of Specific Factual Information Given In Response To The Inquiry; Recite An Existing Policy; Or Request Staff Place The Item On An Agenda For A Subsequent Meeting. The Exception To Informal Comments Is That Once An Election Date Has Been Set By City Council Comments Relative To Elections Will Not Be Broadcast On The City's Cable Channel. However, A Copy Of The Tape Containing Citizens' Comments Will Be Available At City Hall For Review Or Purchase By Interested Citizens

VI. COUNCIL MEMBER AND STAFF COMMENTS

Announcements From City Councilmembers And City Staff May Be Made For Items To Include: Expression Of Thanks; Congratulations; Condolence; Recognition Of Public Officials, Employees Or Citizens; Information Regarding Holiday Schedules; Reminders Of Community Events Or Announcements Involving An Imminent Threat To The Public Health And Safety Of The Municipality That Has Arisen After The Posing Of The Agenda. No Discussion Or Formal Action May Be Taken On These Items At This Meeting.

VII. ADJOURNMENT

**WORKSESSION**

**1. Discuss neighborhood pocket park in South Benbrook**



**MINUTES  
OF THE  
REGULAR MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 5, 2017**

The regular meeting of the Benbrook City Council was held on Thursday January 5, 2017 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich  
Renee Franklin  
Larry Marshall  
Rickie Allison  
Jim Wilson  
Mark Washburn  
Ron Sauma

Also Present:

Andy Wayman, City Manager  
Joanna King, City Secretary  
Jim Hinderaker, Assistant City Manager  
Sherri Newhouse, Finance Director

Others Present:

Alex Buskin, Management Analyst  
Maddie Schwartz, Accountant  
Bill Smith  
Dennis Lindgron  
Lynette Spence  
Tammi Cauthern  
and 5 other citizens

**I. CALL TO ORDER**

Meeting called to order at 7:30 p. m. by Mayor Dittrich.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Invocation given by Mr. Bill Smith.  
The Pledge of Allegiance was recited.

### **III. MINUTES**

#### **1. Approve Minutes of the Regular Meeting held December 15, 2016**

Motion by Ms. Franklin, seconded by Dr. Marshall to approve the minutes of the regular meeting held December 15, 2016.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

### **IV. PRESENTATION BY MAYOR AND MEMBER OF CITY COUNCIL**

#### **CC-2017-01 Make appointment to the NAS Fort Worth JRB Regional Coordination Committee (RCC)**

Motion by Mr. Wilson, seconded by Mr. Washburn to appoint Dr. Larry Marshall as the voting representative to the NAS Fort Worth JRB Regional Coordinating Committee.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

### **V. REPORTS OF CITY MANAGER**

#### **A. GENERAL**

##### **G-2277 Accept finance report for period ending November 30, 2016.**

Sherri Newhouse gave the following report: General Fund revenues for the month of November were \$1,041,847. Property tax collections were \$532,670. Sales tax collected in October 2016 but received by the City and recognized as revenue in November 2016 was \$204,261 for the month. General Fund revenues collected through the end of November were \$2,283,361 or 13.05% of the budget. General Fund expenditures for the month of November were \$1,616,252. Expenditures through the end of November were \$2,927,128 or 15.57% of the adopted budget.

For the 2016-17 fiscal year-to-date, total General Fund expenditures of \$2,927,128 exceeded General Fund revenues of \$2,283,361 by \$643,767.

Debt Service revenues collected for the month of November 2016 totaled \$23,532; all revenue was from property taxes. There were no Debt Service expenditures for November. Total revenues for 2016-17 in the amount of \$45,882 exceeded total expenditures by \$45,882.

EDC revenues as of November 30, 2016 were \$193,322. Sales tax revenue received by the EDC in November 2016 was \$102,131. EDC expenditures for November were \$67,747. Expenditures for the 2016-17 fiscal year were \$101,211. Revenues for the year exceeded EDC expenditures by \$92,111.

Total revenues received through November 30, 2016 for the Capital Projects Fund were \$185,110 from Stormwater Utility Fees. Total expenditures for the Capital Projects Fund in 2016-17 were \$110,620. November expenses were \$52,068 for the Chapin Road Cross Culvert Project, Van Deman Road Drainage Project, Timberline Creek Drainage Project, Vista Way Project, and Benbrook Boulevard Project. Total revenues exceeded total expenditures by \$74,490.

On November 30, 2016, the City had \$21,107,837 invested at varying interest rates; the EDC had \$6,511,413 available.

Motion by Dr. Marshall, seconded by Mr. Sauma to accept the finance report for the period ending November 30, 2016.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

**VI. INFORMAL CITIZEN COMMENTS**

**VII. COUNCIL MEMBER AND STAFF COMMENTS**

Andy Wayman introduced Mr. Jim Hinderaker as the newly appointed Assistant City Manager.

**VIII. ADJOURNMENT**

Meeting adjourned at 7:44 p.m. followed by a worksession to discuss selection process for Boards and Commission Members.

**APPROVED:**

\_\_\_\_\_  
**Jerry B. Dittrich, Mayor**

**ATTEST:**

\_\_\_\_\_

**Joanna King, City Secretary**



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/19/17	REFERENCE NUMBER: G-2278	SUBJECT: Accept finance report for period ending December 31, 2016	PAGE: 1 of 2
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### GENERAL FUND

General Fund revenues for the month of December were \$5,021,948. Property tax collections were \$4,414,043. Sales tax collected in November 2016 but received by the City and recognized as revenue in December 2016 was \$175,973 for the month. A separate summary of sales tax revenue collections is provided for informational purposes. General Fund revenues collected through the end of December were \$7,305,308 or 41.74% of the budget.

General Fund expenditures for the month of December were \$1,486,325. Expenditures through the end of December were \$4,413,453 or 23.48% of the adopted budget.

For the 2016-17 fiscal year-to-date, total General Fund revenues of \$7,305,308 exceeded General Fund expenditures of \$4,413,453 by \$2,891,855.

### DEBT SERVICE

Debt Service revenues collected for the month of December 2016 totaled \$194,998; all revenue was from property taxes. There were no Debt Service expenditures for December. Total revenues for 2016-17 in the amount of \$240,880 exceeded total expenditures by \$240,880.

### EDC

EDC revenues as of December 31, 2016 were \$289,287. Sales tax revenue received by the EDC in December 2016 was \$87,855. EDC expenditures for December were \$42,396. Expenditures for the 2016-17 fiscal year were \$145,139. Revenues for the year exceeded EDC expenditures by \$144,148.

### CAPITAL PROJECTS

Total revenues received through December 31, 2016 for the Capital Projects Fund were \$217,454 from Stormwater Utility Fees and interest earned on investments. Total expenditures for the Capital Projects Fund in 2016-17 were \$178,003. December expenses were \$47,322 for the Chapin Road Cross Culvert Project, Vista Way Project, Walnut Creek Flood Study Project, and Benbrook Boulevard Project. Total revenues exceeded total expenditures by \$39,451.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE:

DATE: 01/19/17	REFERENCE NUMBER: G-2278	SUBJECT: Accept finance report for period ending December 31, 2016	PAGE: 2 of 2
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**CASH & INVESTMENTS**

On December 31, 2016, the City had \$22,835,262 invested at varying interest rates; the EDC had \$6,709,509 available.

**RECOMMENDATION**

Staff recommends that City Council accept the finance report for the period ending December 31, 2016.













2,100,000



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/19/17	REFERENCE NUMBER: G-2279	SUBJECT: Confirm appointment to Civil Service Commission	PAGE: 1 of 1
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State Law requires that the City Manager appoint three members to the City's Civil Service Commission with appointments confirmed by City Council. The Civil Service Commission consists of three members serving three-year staggered terms. Steve Adams currently serves in Place 3 and that term will expire January 20, 2017.

Mr. Adams began a one-year term on January 21, 2016. The City Manager has reappointed Mr. Adams to a term beginning January 21, 2017 and expiring January 20, 2019.

**RECOMMENDATION**

Staff recommends that City Council confirm the appointment of Steve Adams to the Civil Service Commission for a term to expire January 20, 2019.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
CITY MANAGER		CITY SECRETARY
		DATE:



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/19/17	REFERENCE NUMBER: G-2280	SUBJECT: Adopt Ordinance amending budget for Fiscal Year 2016-2017 reclassifying one Lieutenant position to a Sergeant position	PAGE: 1 of 1
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Section 143.014 (g) of the Texas Local Government Code (Texas Civil Service Law) states that when an employee immediately below the rank of Chief of Police is removed from an appointed position, the employee shall be placed in the same classification held before appointment.

In 2006, the Police Department was restructured and the Field Operations Commander was demoted. As required by State Law, the Field Operations Commander was reinstated to the previous rank of Lieutenant. By Law, this created a third Lieutenant position.

One Lieutenant is retiring on January 31, 2017. In order to return to a more efficient rank structure, this open Lieutenant position will be reclassified to Sergeant.

### **RECOMMENDATION**

Staff recommends that City Council adopt the ordinance amending the Fiscal Year 2016/2017 budget by amending the civil service classifications to reclassifying a Lieutenant position to a Sergeant position.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:



**ORDINANCE NO. 1406**

**AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, AMENDING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 FOR THE PURPOSE OF AMENDING THE EMPLOYEE CIVIL SERVICE CLASSIFICATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Benbrook, Texas, (hereinafter referred to as the "City"), submitted a budget proposal to the City Council prior to the beginning of the fiscal year; and

**WHEREAS**, the budget established the classification of civil service employees for the fiscal year beginning October 1, 2016 and ending September 30, 2017; and

**WHEREAS**, the budget was approved by the City Council on September 15, 2016; and

**WHEREAS**, the City Council now finds it necessary to amend the 2016/2017 budget ordinance by amending the classification of civil service employees for the fiscal year beginning October 1, 2016 and ending September 30, 2017.

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

**SECTION I**

The City Council hereby amends the 2016/2017 budget ordinance by amending the classification of civil service employees for the fiscal year beginning October 1, 2016 and ending September 30, 2017, as stated below:

<u>Classification</u>	<u>Number of Authorized Positions</u>
Chief	1.0
Commander	1.0
Police Lieutenant	2.0
Police Sergeant	5.0
Police Detective/Corporal	8.0
Police Patrol Officer	<u>25.0</u>
<b>TOTAL CIVIL SERVICE POSITIONS</b>	<b>42.0</b>

**SECTION II**

Any and all ordinances and resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict therewith.

**SECTION III**

It is hereby declared to be the intention of the City Council 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 by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality 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 without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Benbrook, Tarrant County, Texas, on this 19th day of January, 2017, at a meeting open to the public after notice thereof being given as required by law.

APPROVED:

\_\_\_\_\_  
Jerry B. Dittrich, Mayor

ATTEST:

\_\_\_\_\_  
Joanna King, City Secretary



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/19/17	REFERENCE NUMBER: G-2281	SUBJECT: Conduct Public Hearing and select project for 43 <sup>rd</sup> Year Community Development Block Grant (CDBG)	PAGE: 1 of 4
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The City's application for the 43<sup>rd</sup> Year Community Development Block Grant (CDBG) is due January 31, 2017. The City Council is required to hold a public hearing to receive public comment prior to that time and a public hearing has been advertised for the January 19th City Council meeting.

### **ELIGIBLE PROJECTS**

The U.S. Department of Housing and Urban Development (HUD) has adopted increasingly stringent regulations regarding eligibility. Projects must benefit low or moderate-income residents, either by being located within a service area that has a majority of low or moderate income residents, or benefiting a target population, such as the elderly or handicapped. Among the types of projects that may be funded are:

1. **Acquisition** - Acquisition through the purchase, long-term lease, donation or otherwise, of real property for any public purpose which benefits the low-moderate income population, unless specifically prohibited by statute or federal regulations. Acquisition which forces relocation of families or businesses usually incurs prohibitive costs.
2. **Public Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements which benefit low and moderate income populations. This may include senior citizen centers or community centers, or reconstruction of street, water and sewer lines, sidewalks, parks or playgrounds in low and moderate income areas. HUD has recently prohibited any drainage improvements located within the 100-year floodplain.
3. **Removal of Architectural Barriers** which restrict mobility and accessibility for elderly or handicapped persons to publicly owned buildings, facilities and sidewalks.
4. **Rehabilitation and Preservation Activities** - Rehabilitation of privately owned low income residential buildings or houses. Activities related to rehabilitation may include code enforcement, historic preservation, and renovation of closed buildings.
5. **Public Services** - This category includes areas such as employment services, crime prevention, child care, drug abuse prevention, energy conservation, health care, fair housing counseling, or recreational needs. Funds expended in this category must provide a new service, above and beyond the level of service currently being provided. Public services expenditures cannot exceed 15% of the County's total grant amount.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

DATE: 01/19/17	REFERENCE NUMBER: G-2281	SUBJECT: Conduct Public Hearing and select project for 43 <sup>rd</sup> Year Community Development Block Grant (CDBG)	PAGE: 2 of 4
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- 6. **Interim Emergency Assistance** - In the case of a declared emergency by the County Judge, CDBG funds may be used on an interim basis for the clearance of streets and improvement of private properties (snow removal, tornado or flood cleanup, etc.).
- 7. **Economic Development** - Economic development activities must provide a measurable public benefit for low income individuals, such as job creation and business retention.

**POTENTIAL SERVICE AREA**

For any public works project, Benbrook must demonstrate that the service area population is predominately low to moderate income residents. As a result of the 2010 Census, Census Block Group 1054.05 qualifies. Block Group 1054.05 is roughly bounded to the north by Bellaire Drive, Southwest Boulevard to the west and south and Crosslands Road to the east (see attached map.) The City may use CDBG funds to construct streets (including street lighting), drainage improvements, alleys, and sidewalks within this area. The funds must only be used to benefit residential areas, as Tarrant County has rejected proposals that would benefit commercial or non-residential property.

The streets in this service area are in relatively good condition, so street lights were evaluated. Bellaire Drive and Crosslands Road are located in Census Block 1054.05 and are surrounded by apartments.

**FUNDING LEVELS**

Due to reduced funding levels from HUD, Tarrant County is divided into two groups and each group is eligible for grant funds every other year. By creating two groups, Tarrant County is able to provide larger grant amounts to awarded cities.

Group A – 2017	Group B - 2018
Bedford	Azle
Benbrook	Blue Mound
Crowley	Burleson
Dalworthington Gardens	Everman
Haslet	Forest Hill
Lake Worth	Haltom City
Lakeside	Hurst
Pantego	Kennedale
River Oaks	Keller
Sansom Park	Richland Hills
Westworth Village	Saginaw
White Settlement	Southlake
	Watauga

DATE: 01/19/17	REFERENCE NUMBER: G-2281	SUBJECT: Conduct Public Hearing and select project for 43 <sup>rd</sup> Year Community Development Block Grant (CDBG)	PAGE: 3 of 4
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Tarrant County anticipates that Benbrook's funding level should be approximately \$145,000-\$165,000.

**POTENTIAL PROJECTS**

Depending on the complexity of the project, Benbrook staff may be able to design the project in-house. Projects must be usable at the end of each year's construction, so it is not possible to fund partial construction or to carry money forward to the next year. However, in recent years the City has budgeted \$10,000 as matching funds. Thus, the maximum project amount should be approximately \$135,000 to \$155,000.

Staff has identified the following projects for further consideration with the first designated as the highest priority.

- A. Improve accessibility at City Hall and Community Center:** Both City Hall and the Community Center have accessibility issues that can be resolved using CDBG funds. For City Hall, a sidewalk would be constructed between the existing parking spaces and the front sidewalk, the exposed aggregate concrete would be removed and replaced (the exposed aggregate is slippery when wet) and the rails on the ramp would be replaced. For the Community Center, the rear door landing would be replaced, the sidewalk to the front door would be replaced and the front door access would be renovated. The total estimated construction cost is \$73,000.
- B. Install street lights on Crosslands Road:** Apartments surround Crosslands Road and there are no street lights on this street. The street light design would meet the requirements in the Subdivision Rules and Regulations. This would include 8 – 250W, 480V lights installed on 30-ft steel poles spaced 180 feet apart. City staff has discussed this project with Oncor Electric and the estimated construction cost is \$78,800.
- C. Install street lights on Bellaire Drive:** Apartments surround Bellaire Drive and there are no street lights on this street. The street light design would meet the requirements in the Subdivision Rules and Regulations. This would include approximately 17 – 250W, 480V lights installed on 30-ft steel poles spaced 180 feet apart. City staff has discussed this project with Oncor Electric and the estimated construction cost is \$177,000.

The City Council may have other projects it wants to consider. The County has indicated its reluctance to allocate funds for housing rehabilitation, since few eligible residents have applied for funds in past years.

**RECOMMENDATION**

Staff recommends that, following the public hearing, the City Council authorize the staff to prepare an application for the 43<sup>rd</sup> Year CDBG project, including one of the following funding allocations:

- |    |   |           |
|----|---|-----------|
| 1. | Improve Accessibility at City Hall and Community Center | \$73,000  |
| 2. | Install street lights on Crosslands Road                | \$78,800  |
| 3. | Install street lights on Bellaire Drive                 | \$177,000 |

DATE:  
01/19/17

REFERENCE  
NUMBER:  
G-2281

SUBJECT:  
Conduct Public Hearing and select project for  
43<sup>rd</sup> Year Community Development Block Grant  
(CDBG)

PAGE:  
4 of 4

CDBG Target Area

Block Group 1054.05

