

**AGENDA  
BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 2, 2020  
911 WINSOTT ROAD, BENBROOK, TEXAS  
PRE-COUNCIL WORKSESSION 7:15 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

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held December 19, 2019

Documents:

[CC MINUTES-12-19-19.PDF](#)

V. REPORTS FROM CITY MANAGER

A. GENERAL

- G-2450 Confirm Appointment To Civil Service Commission

Documents:

[G-2450 CONFIRM APPOINTMENT TO CIVIL SERVICE.PDF](#)

VI. 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 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

VII. 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.

VIII. ADJOURNMENT

## **WORKSESSION**

1. Discuss Social Media Policy for City Council



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, DECEMBER 19, 2019**

The regular meeting of the Benbrook City Council was held on December 19, 2019 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jerry Dittrich, Mayor  
Renee Franklin  
Larry Marshall  
Dustin Phillips  
Jim Wilson  
Laura Mackey  
Jason Ward

Also Present:

Andy Wayman, City Manager  
Joanna King, City Secretary  
Jim Hinderaker, Assistant City Manager  
Amanda Valdez, Management Analyst  
Rick Overgaard, Finance Director

Others Present:

Lesley Marshall, Accounting Supervisor  
Bill Smith  
Kent Williams  
Hunter Brauer  
Lesley Brauer  
Keith Tiner

**I. CALL TO ORDER**

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

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Invocation given by Mayor Dittrich.  
The Pledge of Allegiance was recited.

**III. CITIZEN COMMENTS ON ANY AGENDA ITEM**

#### **IV. MINUTES**

##### **1. Minutes of the regular meeting held December 5, 2019**

Motion by Dr. Marshall seconded by Mr. Wilson to approve the minutes of the regular meeting held December 5, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mayor Dittrich, Mr. Phillips, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

#### **V. REPORTS FROM CITY MANAGER**

##### **A. GENERAL**

##### **G-2447 Accept finance report for period ending November 30, 2019**

Rick Overgaard gave the following report: General Fund revenues for the month of November were \$1,424,314. Property tax collections were \$757,523, Franchise taxes were \$113,916, Fines and Forfeitures were \$51,509, and Permits and Fees were \$124,685. Sales tax collected and recognized as revenue in November was \$251,579. Fiscal year to date sales tax is 14.59% greater than last year at this time. General Fund revenues collected through the end of November were \$2,296,151 and 10.90% of the budget.

General Fund expenditures for the month of November were \$1,376,041. Fiscal year to date expenditures were \$2,978,913 and 14.17% of the adopted budget.

Total General Fund revenues of \$2,296,151 were less than General Fund expenditures of \$2,978,913 by \$682,762.

Debt Service revenues for the month of November totaled \$26,605 and were all from property tax. Fiscal year to date revenues total \$45,207. There were no expenditures in November. The next debt service payments will occur in February 2020.

EDC revenues as of November 30, 2019, were \$283,303. EDC expenditures through the end of November were \$420,404, which includes the purchase of land. Total expenditures exceeded total revenues by \$137,101.

Total revenues received through November 30, 2019 were \$183,506 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$265,931 through the end of November. November expenditures included the following projects: Chapin Road Cross Culvert, Van Deman Road Drainage, and Benbrook Field Drive. Total expenditures exceeded total revenues by \$82,425. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On November 30, 2019, the City had \$16,828,872 invested at varying interest rates; the EDC had \$4,450,680 available.

Motion by Ms. Mackey, seconded by Mr. Phillips to accept the finance report for the period ending November 30, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

#### **G-2448      Make appointments to Boards and Commissions**

Joanna King gave the following report: The odd numbered positions on the City's various Boards and Commissions will expire on December 30, 2019. There is also a vacancy in Place 2 and Place 4 on the Parks and Recreation Board for a term to expire on December 30, 2020.

Applications were received and submitted to City Council at their November 21, 2019 meeting. City Council conducted interviews with the candidates on December 16 and 17, 2019.

Motion by Dr. Marshall, seconded by Mr. Wilson to make the following appointments to the various Boards and Commissions:

#### **Planning and Zoning Commission**

Place 1	David Ramsey
Place 3	Alfredo Valverde
Place 5	Matthew Wallis
Place 7	Mikel Seifert
Place 9	Damon Farrar

**ZBA/Board of Appeals**

Place 1 Wes Myers  
Place 3 Donald Pilliod  
Place 5 Lizbeth Sowell  
Alternate A Mark Roberts  
Alternate C Edward Jennings

**Parks & Recreation**

Place 1 Amy Casey  
Place 3 Marianne Daily  
Place 5 Gary Lindsay  
Place 7 John Adelman

Place 2 William Dean – one-year unexpired term – term expires 2020  
Place 4 Leah Rodriguez – one-year unexpired term – term expires 2020

**EDC**

Place 1 Keith Tiner  
Place 3 Michelle Thomas  
Place 5 Kent Williams  
Place 7 Kristina West

**TIF**

Place 1 Larry Marshall  
Place 3 Jim Hinderaker

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey

Noes: None

Abstain: Mr. Ward

Motion carries 6-0-1.

**G-2449 Grant utility easement to Oncor Electric Delivery Company LLC**

Jim Hinderaker gave the following report: Oncor Electric Delivery Company LLC seeks to establish a utility easement on a portion of the Whitestone Golf Course directly abutting Jerry Dunn Parkway. The utility easement will not impact Whitestone Golf Course operations. The easement is necessary for Oncor to extend a proposed underground electric primary cable, within a six-inch (6") conduit, from an existing switchgear located at the southeast corner of the Whitestone Golf Course located just north of Jerry Dunn Parkway to a sanitary lift station located in the Ventana development.

The easement does not permit the installation of any overhead wires.

Motion by Ms. Franklin, seconded by Ms. Mackey to approve the utility easement, as described in the attached easement agreement.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

**VI. INFORMAL CITIZEN COMMENTS**

**VII. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Renee Franklin expressed appreciation to citizens and staff for the attendance and presentation of the annual Christmas Tree Lighting and Fireworks Show held on December 7, 2019. She also thanked the candidates for the various Board and Commissions for their willingness to serve the citizens. Ms. Franklin wished the citizens a Merry Christmas and Holiday Season.

Jim Wilson thanked members of City Council for the work and impact made for Benbrook citizens.

Mayor Dittrich advised that the abstention made by Mr. Ward on the vote for the Boards and Commission was because of his absence during the interview sessions due to illness. Mayor Dittrich also thanked staff and City Council for work performed during the year.

**VIII. ADJOURNMENT**

Meeting adjourned at 7:48 p.m. followed by a worksession:

1. Discuss Perimeter Walls
2. Discuss formal (written) City Council Social Media Policy

**APPROVED:**

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**Jerry B. Dittrich, Mayor**

**ATTEST:**

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**Joanna King, City Secretary**





# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/02/20	REFERENCE NUMBER: G-2450	SUBJECT: Confirm appointment to the Civil Service Commission	PAGE: 1 of 1
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State law requires the City Manager to appoint three members to the City's Civil Service Commission with the appointment confirmed by City Council. The Civil Service Commission consists of three members serving three-year staggered terms. Presently, Place 3 will expire January 21, 2020.

Incumbent Steve Adams has been contacted and offered reappointment to Place 3.

To date, the Civil Service Commission has never had to consider an employee action.

**RECOMMENDATION**

Staff recommends that the City Council confirm the appointment to Place 3 on the Civil Service Commission.

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