

**AGENDA  
BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 4, 2018  
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. MINUTES

1. Approve Minutes Of The Regular Meeting Held December 21, 2017

Documents:

[CC MINUTES-12-21-17.PDF](#)

IV. REPORTS FROM CITY MANAGER

A. GENERAL

G-2333 Accept Finance Report For Period Ending November 30, 2017

Documents:

[G-2333 FINANCE REPORT NOVEMBER 2017.PDF](#)

[G-2333 REVENUE CHART.PDF](#)

[G-2333 EXPENDITURE CHART.PDF](#)

[G-2333 SALES TAX COMPARISON.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 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



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, DECEMBER 21, 2017**

The regular meeting of the Benbrook City Council was held on Thursday December 21, 2017 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich, Mayor  
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  
Alex Busken, Management Analyst  
Sherri Newhouse, Finance Director  
Bennett Howell, Public Service Director  
David Babcock, Police Commander

Others Present:

Bill Smith  
Whitney Vaughan  
and 1 other citizen

**I. CALL TO ORDER**

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

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Invocation given by Bill Smith, Member of First Baptist Church Benbrook.  
The Pledge of Allegiance was recited.

### **III. MINUTES**

#### **1. Minutes of the regular meeting held December 7, 2017**

Motion by Ms. Franklin, seconded by Dr. Marshall to approve the minutes of the regular meeting held December 7, 2017.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

### **IV. PRESENTATION BY PLANNING AND ZONING COMMISSION**

#### **PZ-2017-06 Grant sanitary sewer easement located on Lot 2, Block A, Whitestone Golf Course Addition to the Benbrook Water Authority**

Jim Hinderaker gave the following report: As part of the Jerry Dunn Parkway right-of-way dedication plat, the Benbrook Water Authority (BWA) seeks to establish an exclusive Permanent Sanitary Sewer Easement on a portion of Whitestone Golf Course directly abutting Jerry Dunn Parkway. The Permanent Sanitary Sewer Easement will not impact Whitestone Golf Course operations. The dedication plat and easement are part of the planned Jerry Dunn Parkway roadway extension and future connection to the Ventana residential development located in Fort Worth.

The easement is necessary due to existing utility conflicts that preclude the placement of a sewer line within the street right-of-way.

Motion by Mr. Allison, seconded by Mr. Washburn to approve the Permanent Sanitary Sewer Easement.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**V. REPORTS FROM CITY MANAGER**

**A. GENERAL**

**G-2330 Approve Hotel/Motel Occupancy Tax distribution for FY 2017-2018**

Sherri Newhouse gave the following report: City Staff received applications for the 2017-18 Hotel/Motel Occupancy Tax budget distributions. Upon review of all requests, Staff has compiled the following list.

<u>Organization</u>	<u>Description</u>	<u>Amount</u>
Benbrook Area Chamber of Commerce	Cook-Off/BBQ Contest	\$ 3,000
Benbrook Area Chamber of Commerce	Support Services	\$ 6,000
City of Benbrook	Visitor Center	\$ 129,037
City of Benbrook	Heritage Fest	\$ 20,000
City of Benbrook	Winter Wonderland t	<u>\$ 3,000</u>
<b>TOTAL REQUESTS</b>		<b>\$ 161,037</b>
Required Advertising	Statutory Requirement	\$ 39,298
<b>TOTAL HMOT BUDGET</b>		<b>\$ 200,335</b>

Motion by Dr. Marshall, seconded by Mr. Wilson approve the requests as proposed for the Hotel/Motel Occupancy Tax Budget for the 2017-18 fiscal year.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**G-2331      Make appointments to Boards and Commissions**

Joanna King gave the following report: The odd numbered position of the City's various Boards and Commissions will expire on December 30, 2017. There is also a one-year unexpired vacant term on the Planning and Zoning Commission and Benbrook Economic Development Corporation Board of Directors, and two vacancies on the Zoning Board of Adjustments/Appeals Board.

Motion by Ms. Franklin, seconded by Mr. Allison to make the following appointments:

**Planning and Zoning Commission**

Place 1      David Ramsey  
Place 3      Alfredo Valverde  
Place 5      Jonathan Russell  
Place 7      Mikel Seifert  
Place 9      Larry Vickers  
Place 8      Whitney Vaughan    1 year unexpired term

**Zoning Board of Adjustments/Appeals Board**

Place 1      Wes Myers  
Place 3      Donald Pilliod  
Place 5      Lizbeth Sowell  
Alternate A    Jacquie Messer  
Alternate C    Ghias Dean  
Place 4      Robert Wood            1 year unexpired term  
(Alternate B and D to remain vacant)

**Parks and Recreation Board**

Place 1      Amy Casey  
Place 3      Dana McCallum  
Place 5      Gary Lindsay  
Place 7      John Adelman

**Benbrook Economic Development Corporation Board of Directors**

Place 1      Jason Ward  
Place 3      Michelle Thomas  
Place 5      Kent Williams  
Place 7      Patricia Hall  
Place 2      Leslie Singleton      1 year unexpired term

**Tax Increment Financing District Board of Directors**

Place 1      Dr. Larry Marshall  
Place 3      Jim Hinderaker

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**G-2332      Approve Interlocal Agreement with North Central Texas Council of Governments for FEMA Study of Stream CF-5**

Bennett Howell gave the following report: Staff was recently notified that FEMA has approved funding for the engineering study of Stream CR-5. Stream CF-5 is in Northeast Benbrook, flowing from a City of Fort Worth detention pond near I-20, under SH-183 and ultimately to the Trinity River. This is the last watershed requiring an engineering study in Benbrook.

North Central Texas Council of Governments will manage the project and interface with FEMA as needed. The City will provide technical data for the area. The City is responsible for 25% of the consultant's fees (\$11,250) plus \$3,000 to NCTCOG for contract management.

The objective of the Flood Risk Project is to develop and support flood hazard data and program-related tasks through completing technical risk analysis and mapping activities. This project will also be included in the City's Community Rating System Program.

Motion by Mr. Washburn, seconded by Mr. Sauma to approve the Interlocal Agreement with the North Central Texas Council of Governments and the City for the FEMA Flood Study of Stream CF-5.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**B. PURCHASE**

**P-274      Purchase police vehicles**

David Babcock gave the following report: The 2017/2018 budget allocates \$185,000 for the purchase of five (5) police package patrol vehicles (2018 Chevrolet Tahoe's).

Through cooperative purchasing programs, the City received bids from Texas Buy Board, Tarrant County Cooperative Joint Venture and Goodbuy. The bids include all purchasing fees.

	<u>Cost/Unit</u>	<u>Total</u>
Texas Buy Board	\$32,984.00	\$164,920.00
Tarrant County Cooperative Joint Venture	\$33,726.26	\$168,631.30
Goodbuy	\$34,189.70	\$170,948.50

Texas Buy Board provided the low bid, which is \$20,080 below the approved budget.

Motion by Dr. Marshall, seconded by Mr. Allison to approve the purchase of police vehicles.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**V. INFORMAL CITIZEN COMMENTS**

**VI. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Franklin Wilson shared that the Western Hills High School Counseling Department has received the 2017 Crest Award.

Councilmember Sauma invited citizens to visit the Winter Wonderland display at Dutch Branch Park and expressed appreciation to staff for the display as well as decorations at City Hall.



**VIII. ADJOURNMENT**

Meeting adjourned at 7:50 p.m. followed by worksession.

**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: 01/04/18	REFERENCE NUMBER: G-2333	SUBJECT: Accept finance report for period ending November 30, 2017	PAGE: 1 of 2
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### GENERAL FUND

General Fund revenues for the month of November were \$1,475,369. Property tax collections were \$824,563. Sales tax collected in October 2017 but received by the City and recognized as revenue in November 2017 was \$218,480 for the month. A separate summary of sales tax revenue collections is provided for informational purposes. General Fund revenues collected through the end of November were \$1,506,408 or 8.61 percent of the budget.

October 2017 General Fund revenues were originally reported as totaling \$483,632; however, after a series of year-end adjustments, this total decreased to \$31,039. Adjustments were made to franchise tax revenue from the City's sanitation fee to distribute payments to the City's Stormwater fund, the Benbrook Water Authority, and Republic Services. Adjustments were also completed to allocate revenue from ambulance collections, property taxes, and sales tax to the 2016-17 fiscal year; similar adjustments will be made at the end of the 2017-18 fiscal year to allocate revenue to the fiscal year when the revenue was realized.

General Fund expenditures for the month of November were \$2,030,509. Expenditures through the end of November were \$2,807,776 or 14.94 percent of the adopted budget.

For the 2017-18 fiscal year-to-date, total General Fund expenditures of \$2,807,776 exceeded General Fund revenues of \$1,506,408 by \$1,301,368.

### DEBT SERVICE

Debt Service revenues collected for the month of November 2017 totaled \$37,021; all revenue was from property taxes. There were no Debt Service expenditures for November.

### EDC

EDC revenues as of November 30, 2017 were \$196,998. All revenue was from the EDC's portion of sales tax. EDC expenditures through the end November were \$79,167. Revenues for the year exceeded EDC expenditures by \$117,831.

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

DATE: 01/04/18	REFERENCE NUMBER: G-2333	SUBJECT: Accept finance report for period ending November 30, 2017	PAGE: 2 of 2
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### **CAPITAL PROJECTS**

Total revenues received through November 30, 2017 for the Capital Projects Fund were \$152,358 from Stormwater Utility fees and interest earnings. Total expenditures for the Capital Projects Fund were \$965,351. November expenses included the Sundown Drive Drainage project, Benbrook Field Drive project and Animal Shelter project. Total expenditures exceeded total revenues by \$812,993. 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.

### **CASH & INVESTMENTS**

On November 30, 2017, the City had \$20,810,879 invested at varying interest rates; the EDC had \$6,521,927 available.

### **RECOMMENDATION**

Staff recommends that City Council accept the finance report for the period ending November 30, 2017.





