



**MINUTES  
OF THE  
REGULAR MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 19, 2017**

The regular meeting of the Benbrook City Council was held on Thursday January 19, 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  
Bennett Howell, Public Services Director  
James Mills, Police Chief

Others Present:

Hillary Cromer, EDC Specialist  
Ed Gallagher, Planning Director  
Maddie Schwartz, Accountant  
Mike Ford, Police Lieutenant  
Bill Smith  
Kevin Morris, Leader Troop 711  
Jonathan Morris, Troop 711  
Christian Morris, Troop 711  
Mr. and Mrs. Peter Kau  
and two 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 Pastor Todd Pylant of First Baptist Church of Benbrook.  
The Pledge of Allegiance was recited.

### III. MINUTES

#### 1. Approve Minutes of the Regular Meeting held January 5, 2017

Motion by Dr. Marshall, seconded by Mr. Sauma to approve the minutes of the regular meeting held January 5, 2017.

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. REPORTS OF CITY MANAGER

#### A. GENERAL

##### **G-2278 Accept finance report for period ending December 30, 2017.**

Sherri Newhouse gave the following report: 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. 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 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 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.

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.

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

Motion by Mr. Allison, seconded by Mr. Washburn to accept the financial report for the period ending December 31, 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.

#### **G-2279      Confirm appointment to Civil Service Commission**

Joanna King gave the following report: State law requires the City Manager appoint 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 on 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, 2020.

Motion by Mr. Wilson, seconded by Mr. Sauma to approve the appointment for a three-year term to Steve Adams on the Civil Service Commission with the term to expire January 20, 2020.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**G-2280      Adopt Ordinance amending budget for Fiscal Year 2016-2017 by reclassifying one Lieutenant position to a Sergeant position**

Chief James Mills gave the following report: 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.

Lieutenant Mike Ford 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.

Motion by Mr. Allison, seconded by Mr. Sauma to adopt Ordinance 1406 amending the Fiscal Year 2016/2017 budget by amending the civil service classifications to reclassify a Lieutenant position to a Sergeant position.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**Ordinance No. 1406 being “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.”**

**G-2281      Conduct Public Hearing and select project for 43<sup>rd</sup> Year Community Development Block Grant (CDBG)**

Bennett Howell gave the following report: The City’s application for the 43<sup>rd</sup> Year Community Development Block Grant (CDBG) is due January 31, 2017. 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 January 19, 2017.

The projects must benefit 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 of real property which benefits the low-moderate income population.
2. Public facilities and improvements.
3. Removal of architectural barriers.
4. Rehabilitation and preservation activities.
5. Public services.
6. Interim emergency assistance.
7. Economic development.

For any public works project, the City must demonstrate that the service area population is predominately low to moderate income residents. As a result of the 2010 Census, the target area is roughly bounded to the north by Bellaire Drive, Southwest Boulevard to the west and south and Crosslands Road to the east.

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

Staff has identified the following projects for further consideration:

- 1. 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.
- 2. 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.
- 3. 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.

Mayor Dittrich opened the public hearing at 7:51 p.m.

No one spoke to the item.

Mayor Dittrich closed the public hearing at 7:52 p.m.

Motion by Dr. Marshall, seconded by Mr. Wilson to select the installation of street lights on Bellaire Drive as the City's project for the 43<sup>rd</sup> Year Community Development Block Grant and provide any additional funding from the General Fund Revenues.

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. INFORMAL CITIZEN COMMENTS**

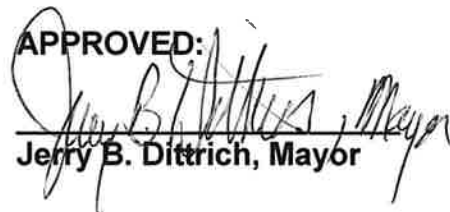
**VI. COUNCIL MEMBER AND STAFF COMMENTS**

**VII. ADJOURNMENT**

Meeting adjourned at 8:02 p.m. followed by a worksession to discuss neighborhood pocket park in South Benbrook.

**ATTEST:**

  
Joanna King, City Secretary

**APPROVED:**  
  
Jerry B. Dittrich, Mayor