



**MINUTES
OF THE
REGULAR MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 16, 2017**

The regular meeting of the Benbrook City Council was held on Thursday February 16, 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
Bennett Howell, Public Services Director
Sherri Newhouse, Finance Director
David Babcock, Police Commander

Others Present:

Hillary Cromer, EDC Specialist
Ed Gallagher, Planning Director
Bill Smith
Lynette Spence
Anita Grogan
and one 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 Councilmember Renee Franklin.
The Pledge of Allegiance was recited.

III. MINUTES

1. Approve Minutes of the Regular Meeting held February 2, 2017

Motion by Dr. Marshall, seconded by Mr. Allison to approve the minutes of the worksession and regular meeting held February 2, 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 FROM CITY MANAGER

A. GENERAL

G-2282 Accept finance report for period ending January 31, 2017

Sherri Newhouse gave the following report: General Fund revenues for the month of January were \$2,904,936. Property tax collections were \$2,374,781. Sales tax collected in December 2016 but received by the City and recognized as revenue in January 2017 was \$172,554 for the month. General Fund revenues collected through the end of January were \$10,219,867 or 58.28% of the budget.

General Fund expenditures for the month of January were \$1,328,429. Expenditures through the end of January were \$5,819,156 or 30.99% of the adopted budget.

For the 2016-17 fiscal year-to-date, total General Fund revenues of \$10,219,867 exceeded General Fund expenditures of \$5,819,156 by \$4,400,711.

Debt Service revenues collected for the month of January 2017 totaled \$104,910; all revenue was from property taxes.

Debt Service expenditures for January include the payment of principal and the first of two interest payments for all general obligation bonds and certificates of obligation. Debt service expenses for debt paid by the TIF and the Stormwater Utility Fund are charged to the Debt Service Fund; a transfer will be made to assign these costs to the appropriate fund. Total expenditures were \$1,421,022.

Total revenues for 2016-17 in the amount of \$345,790 were exceeded by total expenditures of \$1,421,022 by \$1,075,232.

EDC revenues as of January 31, 2017 were \$289,287. Sales tax revenue received by the EDC in January 2017 was \$86,276. EDC expenditures for January were \$28,390. Total expenditures for the 2016-17 fiscal year were \$173,529. Revenues for the year exceeded EDC expenditures by \$115,758.

Total revenues received through January 31, 2017 for the Capital Projects Fund were \$271,471 from Stormwater Utility fees and interest. Total expenditures for the Capital Projects Fund in 2016-17 were \$195,300. January expenses were \$17,297 for the Chapin Road Cross Culvert Project, Benbrook Boulevard Project and the Clear Fork Bridge Project. Total revenues exceeded total expenditures by \$76,170.

On January 31, 2017, the City had \$25,075,837 invested at varying interest rates; the EDC had \$6,709,509 available.

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

**G-2283 Approve Hotel/Motel Occupancy Tax Report for quarter ending
December 31, 2016**

Sherri Newhouse gave the following report: Revenues for the City's hotel/motel occupancy tax fund totaled \$60,843 for the quarter beginning October 1, 2016 and ending December 31, 2016. Revenue from the hotel/motel occupancy tax totaled \$59,649 and included payments received for previous quarters. Heritage Fest revenue for vendor fees and from donations totaled \$1,185. The remainder of the revenue was realized from interest income.

Expenses for the quarter totaled \$44,415. The City Visitor Center expenditures were \$32,915. The Benbrook Area Chamber of Commerce was reimbursed \$1,000 for promotional services. The Chamber was also reimbursed \$2,500 for the annual BBQ cook-off. Payments of \$8,000 were made to the American Veterans Traveling Tribute for the event scheduled in the spring of 2017.

For the first quarter of the 2016-17 fiscal year, the fund balance for the hotel/motel occupancy tax fund increased by \$16,428 from \$306,377 to \$322,805.

For the 2016-17 fiscal year, total revenues of \$60,843 were exceeded by year-to-date expenditures of \$44,415 by \$16,428.

Motion by Ms. Franklin, seconded by Dr. Marshall to accept the Hotel Motel Tax 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-2284 Approve Interlocal Agreement with City of Fort Worth for rabies control and testing

David Babcock gave the following report: In 1999, the City of Benbrook entered into an agreement with the City of Fort Worth for the processing, shipping, and testing of suspected rabid animals. When services are needed, specimens are transported to the City of Fort Worth Animal Control Office for shipment to the laboratory. The results are returned directly to the Benbrook Animal Control Officer. The annual Interlocal agreement is written on a per case basis and the 2016-2017 contract fee is \$200 per animal. On average, 6 specimens are processed a year.

Motion by Mr. Allison, seconded by Mr. Sauma to approve the 2016-2017 Interlocal agreement between the City of Benbrook and the City of Fort Worth for rabies control and testing.

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-2285 Approve Interlocal Agreement with Benbrook Water Authority for Benbrook Field Drive Project

Bennett Howell gave the following report: The proposed Interlocal Agreement (ILA) between the City of Benbrook and the Benbrook Water Authority (BWA) facilitates the extension of an eight (8)-inch water line from Benbrook Boulevard west to the terminus of Benbrook Field Drive, the proposed new access roadway just south of McDonalds.

The water line is part of a TIF funded capital improvement project (Benbrook Field Drive) that will provide access and underground utilities for the future development of the property located on the west side of Benbrook Boulevard, north of Mercedes Street. The new road will also provide a secondary drive approach to McDonalds

and cross-access for businesses to the north. Benbrook Field Drive, intersecting with Benbrook Boulevard, will be the only median opening situated between Mercedes Street and I-20. As part of the Benbrook Boulevard reconstruction project, a traffic signal will be installed at the intersection. Sewer for the area will be provided by an existing line and/or via gravity flow by the sewer line being installed for the Vista Way extension project.

This ILA contains the following provisions:

- The City is responsible for designing and constructing the water line.
- The water line will be located in Benbrook Field Drive's right-of-way and should the City abandon the right-of-way, then the City will provide BWA with an easement for the water line.
- BWA is not required to pay for relocation of the water line should the need arise in the future.
- The design engineer will certify that water line is constructed according to approved plans.
- The City will submit a Utility Conveyance form to BWA and BWA will accept the project within 30 days of receiving the certified letter from the design engineer.

Motion by Ms. Franklin, seconded by Dr. Marshall to approve the Interlocal Agreement with Benbrook Water Authority for the Benbrook Field Drive Project.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

B. CONTRACT

C-305 Award a professional services contract to Quorum Architects, Inc. for the design of the animal shelter and authorize taking construction bids

Bennett Howell gave the following report: In December 2015, the concept plan for the new animal shelter was initiated. The concept plan, prepared by Quorum Architects, was presented to City Council at a work session on May 5, 2016. City Council and other interested citizens reviewed the concept plan and expressed strong support for the facility design as proposed by Quorum Architects.

The concept plan included the following elements:

- Approximately 4,300 square feet of building area including 3,000 square feet of interior space plus 1,300 square feet of covered outdoor runs.

- Wood-framed, ranch-style construction with masonry exterior and an asphalt shingle roof
- Solar tubes to bring in additional natural light into the kennel area
- Areas for future outside play
- Dog kennels
- Dog quarantine kennels
- Dog isolation kennels
- Outside runs for the dogs
- Cat isolation cages
- Cat cages
- Office and lobby area
- Work areas
- Storage area

The project cost is estimated to be \$2 million for design and construction of the animal shelter. The City Council set aside \$550,000 from reserves during fiscal year 2015/2016 and \$500,000 for the current fiscal year. It is anticipated that the remaining funds will be budgeted during the next budget cycle to coincide with the completion of the design and bid specifications.

Motion by Mr. Wilson, seconded by Mr. Sauma to authorize the City Manager to execute a contract with Quorum Architects, Inc. for the design of the new Animal Shelter project in the amount of \$195,000 and authorize taking construction bids.

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

Councilmember Sauma reminded citizens of the 51st Annual Lions Club Chili Supper to be held March 4, 2017 at the Benbrook United Methodist Church.

VII. ADJOURNMENT

Meeting adjourned at 7:50 p.m. followed by worksession to discuss Transportation Alternatives Set-Aside (Grant) Program – Dutch Branch Park Pedestrian/Bicycle Access Way and Clear Fork Bridge Pedestrian/Bicycle Access

APPROVED:


Rickie Allison, Mayor Pro-Tem

ATTEST:


Joanna King, City Secretary