

**AGENDA**  
**BENBROOK CITY COUNCIL**  
**THURSDAY, JANUARY 5, 2023**  
**911 WINSOTT ROAD, BENBROOK, TEXAS**  
**PRE-COUNCIL WORKSESSION 7:15 P.M.**  
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

Invocation To Be Given By Fr. Kenneth M. Bolin With St. Thomas Becket Catholic Church

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM (Citizen Comments Are Limited To 3 Minutes)

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held December 15, 2022

Documents:

[CC MINUTES-12-15-22.PDF](#)

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2595 Approve Finance Report For Period Ending November 30, 2022

Documents:

[G-2595 FINANCE REPORT - NOV 22.PDF](#)  
[G-2595 REVENUE CHART - NOV 22.PDF](#)  
[G-2595 EXPENDITURE CHART - NOV 22.PDF](#)  
[G-2595 SALES TAX COMPARISON - NOV 22.PDF](#)

G-2596 Consider 49th Year Community Development Block Grant Project (Public Hearing)

Documents:

[G-2596 CONSIDER 49TH YEAR PROJECT SELECTION .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. (Citizen comments are limited to 3 minutes)

#### VII. COUNCIL MEMBER AND STAFF COMMENTS

Pursuant to the Texas Government Code, Chapter 551, Open Meetings, Section 551.0415, announcements from City Councilmembers and City Staff are limited to expressions of thanks; congratulations; condolences; 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 posting of the agenda. No discussion or formal action may be taken on these items at this meeting.

#### VIII. ADJOURNMENT



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, DECEMBER 15, 2022**

The regular meeting of the Benbrook City Council was held on December 15, 2022 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jason Ward, Mayor  
Renee Franklin  
Larry Marshall  
Laura Mackey  
Gary Addison  
Keith Tiner

Also Present:

Andy Wayman, Assistant City Manager  
Joanna King, City Secretary  
Beth Fischer, Deputy City Secretary  
Bennett Howell, Public Services Director

Others:

Pastor Lynn Bullock  
Phyllis Harkins  
Josh Harville  
Terry Roach

**I. CALL TO ORDER**

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

**II. INVOCATION/PLEDGE OF ALEGIANCE**

Invocation was given by Pastor Lynn Bullock with The Church at Benbrook.

The Pledge of Allegiance was recited.

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

**IV. MINUTES**

**1. Approve minutes of the regular meeting held December 1, 2022**

Motion by Dr. Marshall, seconded by Mr. Tiner to approve the minutes of the regular meeting held December 1, 2022.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mayor Ward, Mr. Addison, Mr. Tiner

Noes: None

Abstain: Ms. Mackey

Motion carries 5-0-1.

**V. REPORTS FROM CITY MANAGER**

**A. GENERAL**

**G-2592 Make appointments to Boards and Commissions**

Motion by Dr. Marshall, seconded by Ms. Franklin to make the following appointments to the Boards and Commissions for a two-year term beginning December 31, 2022 and ending December 30, 2024:

**Planning and Zoning Commission**

Place 2 John Logan  
Place 4 Brandon Ellison  
Place 6 Jon Carver  
Place 8 Leah Rodriguez

**ZBA/Appeals Commission**

Place 2 Ghias Dean  
Place 4 Tiffany Ryan  
Alternate B Carol Stacy

**Parks & Recreation Board**

Place 2 John James  
Place 4 Josh Harville  
Place 6 Lizzy Sutton

**Economic Development Corporation**

Place 2 Dr. Danyelle Ackall  
Place 2 Thomas Casey  
Place 6 Phyllis Harkins

And that the following members of the Tax Increment Finance Zone Board be extended for one-year:

Place 2 Jeremiah Smith  
Place 4 David Eason

And that Kristen Melton be appointed to the unexpired position on the Benbrook Economic Development Corporation for a term to expire December 30, 2023.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mayor Ward, Mr. Addison, Ms. Mackey, Mr. Tiner

Noes: None

Motion carries unanimously.

**G-2593      Approve Interlocal Agreement with Tarrant County for Westpark Drive and Timbercreek Drive Reconstruction**

Bennett Howell gave the following report: On January 28, 2021, Tarrant County issued a Call for Projects to municipalities located within its jurisdiction to partially fund (50% cost share) transportation-related projects for a new Transportation Bond Program (Program) that the voters approved in the November 2021 election.

The Program provides up to \$400 million in total funding, including up to \$200 million for street overlays and reconstruction of municipal streets that provide connectivity to major thoroughfares (streets designated as “collectors” or higher). Funding priority was given to cities with “shovel ready” projects that were able to begin construction within five years following voter approval of the bond election.

On April 1, 2021, City Council approved Resolution 2021-4 describing the City’s project list and financial commitment to the Program. The City submitted the following projects for consideration:

**Project 1**  
**Street Reclamation Project**

Westpark Dr. (Project 1A)	Between RM 2871 to Lakeway Drive
167, 756 sq. foot	\$1,244,750 Total Project Cost      \$622,375 City Share

Timbercreek Dr. (Project 1B)	Between Bridge to Timberline-East of Park Dr.
68,280 sq. foot.	\$506,638 Total Project Cost      \$253,319 City Share

<b>Project Totals</b>	
236,036 sq. foot	\$1,71,388 Total Project Cost      \$875,694 City Share

**Project 2**  
**Street Overlay Project**

Mill and Overlay all asphalt collectors as identified on the City’s Master Thoroughfare Plan	
3,660,706 sq. feet	\$9,320,746 Total Project Cost      \$4,660,373 City Share

Following a review and ranking of all submitted projects by Tarrant County, the City’s Project 1 (street reclamation of Westpark Drive and Timbercreek Drive) was among the projects selected for inclusion in the Program at the above noted 50% cost share. Tarrant County did not select the City’s Project 2 for funding in the Program.

Tarrant County requires a local funding match of 50% of the total project cost. If a project's final cost is less than the amount obligated in the Tarrant County Bond Program, the County will only fund up to 50% of the City's actual costs. The City is responsible for all cost overruns. The City's existing fund balances, coupled with the Federal stimulus moneys, are sufficient to cover the City's cost share.

Tarrant County will fund the project as follows:

- Third Quarter (April-June) FY 2022-2023: \$437,847
- Fourth Quarter (July-September) FY 2022-2023: \$437,847

Motion by Mr. Addison, seconded by Ms. Mackey to approve the Interlocal Agreement with Tarrant County to reconstruct Westpark Drive and Timbercreek Drive.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mayor Ward, Mr. Addison, Ms. Mackey, Mr. Tiner

Noes: None

Motion carries unanimously.

**G-2594 Approve Interlocal Agreement with Tarrant County for FY 2022-23 Asphalt Overlay Program**

Bennett Howell gave the following report: For many years, the City of Benbrook has collaborated with Tarrant County to complete the City's annual asphalt street overlay program (Program). Through the terms included in the yearly Interlocal Agreements, the City pays for the asphalt and Tarrant County provides the equipment and labor needed to complete the Program at no charge to the City. Due to staffing and equipment limitations over the last couple of years, Tarrant County has been unable to complete the City's full list of streets included in the City's annual Programs.

This year, Tarrant County is again unable to complete all streets included in the Program and has limited the City to completion of the following streets:

Priority	Street Name	Cross Street	Length (ft)	Width (ft)
1	Waterwood Trl.	SH183 to Bellaire	1,246	37
2	Thornhill Rd.	Windward Rd. to Lombardy Terr.	1,804	30
3	Lombardy Terr.	Crosslands Rd. to Windward Rd.	1,218	33
4	Windward Rd.	Thornhill Rd. to Crosslands Rd.	1,552	27
5	Bounty Rd. West	Crosslands Rd. to Park Lane	1,795	27

6	Bounty Rd. East	Bounty Rd. West to Park Lane	1,769	27
7	Park Lane	Bounty Rd. East to Mont Del Dr.	1,225	26
8	Mont Del Dr.	Legend Rd. to Bounty Rd. West	1,737	29

On November 3, 2022, City Council approved a contract with Texas Bit, competitively bid via an Interlocal Agreement with Ellis County, to complete the balance of the FY2022-23 Program.

The funding for the Interlocal Agreement portion of the FY2022-23 Program (\$305,000) will come from the General Fund and is budgeted for FY2022-23. A separate contract for the milling operation will be brought before City Council for approval after the first of the year.

Motion by Mr. Tiner, seconded by Ms. Franklin to approve the Interlocal Agreement with Tarrant County for a portion of the City’s FY2022-23 Asphalt Overlay Program.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mayor Ward, Mr. Addison, Ms. Mackey, Mr. Tiner

Noes: None

Motion carries unanimously.

**VI. INFORMAL CITIZEN COMMENTS**

Phyllis Harkin and Terry Roach address City Council.

**VII. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Franklin announced that City Hall will be closed on the following dates for the Christmas and New Year Holiday:

Friday and Monday December 23, 2022 and December 26, 2022.  
Monday January 2, 2022.

Ms. Franklin wishes all a Merry Christmas, Happy Hanukkah and Happy Holidays.

**VIII. ADJOURNMENT**

Meeting adjourned at 7:45 p.m.

**APPROVED:**

\_\_\_\_\_  
**Jason Ward, Mayor**

**ATTEST:**

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





# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 1/05/23	REFERENCE NUMBER: G-2595	SUBJECT: Accept finance report for period ending November 30, 2022	PAGE: 1 of 2
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### GENERAL FUND

General Fund revenues for the month of November were \$1,662,655. Major revenues collected for the month include Property taxes of \$927,857, Franchise taxes of \$77,088, Permits of \$33,435, Fines and Forfeitures of \$31,305, Other Agencies of \$103,089, and Charges for Services of \$83,376. Sales tax collected and recognized as revenue in November was \$325,338. Fiscal year to date sales tax is \$727,140, an increase of 18.08% over last year at this time. A separate summary of sales tax revenue collections is provided for comparative purposes. General Fund revenues collected through the end of November were \$2,423,618 and 10.1% of the budget.

General Fund expenditures for the month of November were \$1,417,269. Fiscal year to date expenditures were \$2,767,394 and 11.6% of the adopted budget.

Total General Fund revenues of \$2,423,618 were less than total General Fund expenditures of \$2,767,394 by \$343,776.

### DEBT SERVICE

Debt Service revenues for the month of November totaled \$33,969 and were all from property tax. There were no expenditures in November. The next debt service payments are due February 1, 2023.

### ECONOMIC DEVELOPMENT CORPORATION (EDC)

EDC revenues through November were \$383,205. EDC expenditures through the end of November were \$138,395. Total revenues exceeded total expenditures by \$244,810.

### CAPITAL PROJECTS

Total revenues received through November were \$164,448 from stormwater utility fees and interest earnings. Total expenditures for the Capital Projects Fund were \$37,188 through the end of November. November expenditures included the Vista Way Two-Way Conversion and Westerly and Dawn Drainage Projects. Total revenues exceeded total expenditures by \$127,260. 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.

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

DATE: 1/05/23	REFERENCE NUMBER: G-2595	SUBJECT: Accept finance report for period ending November 30, 2022	PAGE: 2 of 2
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**CASH & INVESTMENTS**

On November 30, 2022, the City had \$48,348,016 invested at varying interest rates; the EDC had \$6,369,562 available.

**RECOMMENDATION**

Staff recommends that City Council accept the finance report for the period ending November 30, 2022.





**City of Benbrook  
Sales Tax Analysis  
November 30, 2022**

Fiscal Year	Fiscal YTD	October	November	December	January	February	March	April	May	June	July	August	September	Annual Total
2010-11	\$ 374,461	\$ 212,494	\$ 161,967	\$ 160,492	\$ 199,141	\$ 190,084	\$ 143,760	\$ 245,116	\$ 223,000	\$ 181,216	\$ 229,160	\$ 196,711	\$ 175,140	\$ 2,318,281
2011-12	379,994	218,564	161,430	186,638	251,517	168,551	171,053	236,986	178,165	188,604	218,557	178,708	161,070	2,319,841
2012-13	400,204	215,752	184,452	181,368	222,555	170,084	174,164	201,241	164,765	202,525	211,491	178,411	170,324	2,277,131
2013-14	393,272	215,869	177,403	161,342	234,503	154,780	155,432	229,367	176,980	175,792	217,955	199,305	187,172	2,285,899
2014-15	422,627	215,101	207,526	173,580	236,852	149,782	162,730	219,751	181,230	163,667	213,300	189,185	164,742	2,277,446
2015-16	393,704	216,144	177,560	175,150	202,909	149,580	153,523	222,661	158,987	177,732	210,000	154,708	182,656	2,181,609
2016-17	380,146	204,261	175,885	172,554	240,121	171,805	163,151	226,550	184,775	200,138	206,455	175,522	176,026	2,297,243
2017-18	386,752	218,480	168,272	178,150	230,346	169,346	147,291	240,071	197,667	204,243	245,717	244,494	160,148	2,404,224
2018-19	484,428	259,437	224,991	216,094	264,926	205,387	193,520	261,099	227,863	235,611	250,363	253,206	253,500	2,845,995
2019-20	555,087	303,508	251,579	243,434	318,986	241,710	315,310	304,877	268,174	264,380	304,404	242,843	249,696	3,308,900
2020-21	553,544	301,658	251,886	256,790	358,452	232,781	210,428	351,076	275,930	245,557	323,619	271,753	279,139	3,359,068
2021-22	615,817	335,246	280,571	294,726	376,366	275,285	208,543	352,480	327,969	331,827	412,553	313,457	319,004	3,828,029
2022-23	727,140	401,802	325,338											727,140

<u>Fiscal Years</u>	<u>% Change</u>
2010-11 to 2011-12	1.48%
2011-12 to 2012-13	5.32%
2012-13 to 2013-14	-1.73%
2013-14 to 2014-15	7.46%
2014-15 to 2015-16	-7.35%
2015-16 to 2016-17	-3.44%
2016-17 to 2017-18	1.74%
2017-18 to 2018-19	25.26%
2018-19 to 2019-20	14.59%
2019-20 to 2020-21	-0.28%
2020-21 to 2021-22	11.25%



<b>Budget 2022-23</b>	<b>\$ 3,500,000</b>
<b>Projected 2022-23</b>	<b>3,500,000</b>
<b>Variance from Budget</b>	<b>\$ -</b>



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/05/2023	REFERENCE NUMBER: G-2596	SUBJECT: Consider 49 <sup>th</sup> Year Community Development Block Grant Project	PAGE: 1 of 2
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The City's 49<sup>th</sup> Year Community Development Block Grant (CDBG) application to Tarrant County is due January 31, 2023. 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 5<sup>th</sup> City Council meeting.

The CDBG is a Federal grant program managed by the U.S. Department of Housing and Urban Development (HUD). The program provides formula-based funding to benefit low to moderate income persons.

Locally, Tarrant County administers the program and has divided cities into two groups to provide for greater funding for all cities in alternating years. For 2023, Group A cities, which includes Benbrook, will be eligible for funding. (see Figure 1)

Group A - 2023	Group B - 2024
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

*Figure 1*

### Eligible Projects

HUD has adopted stringent regulations regarding eligibility. Projects must benefit low-or-moderate income persons, either by being in a qualifying service area or benefiting a target population, such as the elderly or handicapped. Projects may include:

1. **Public Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements that benefit low and moderate-income populations. This may include senior citizen centers/community centers, or reconstruction of streets, water and sewer lines, sidewalks, parks or playgrounds in low and moderate-income areas.
2. **Removal of Architectural Barriers** - Removal of barriers that restrict mobility and accessibility for elderly or disabled persons to publicly owned buildings, facilities, and sidewalks.
3. **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.

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

### Potential Service Area

For any public works project, Benbrook must demonstrate that the service area's population is predominately low to moderate income persons. Per the U.S. Census, Census Block Group 1054.05 is the only service area in Benbrook that qualifies and is roughly bounded to the north by Bellaire Drive, Southwest Boulevard to the west and south and Crosslands Road to the east. (see Figure 2) Also, the City may only use funds to benefit residential areas, as Tarrant County has rejected proposals that benefit non-residential properties.



Figure 2

The City has completed four CDBG-funded projects in this service area:

- **41<sup>st</sup> Year** – installation of a sidewalk along the south side of 5600 and 5700 blocks of Bellaire Drive
- **43<sup>rd</sup> Year** – installation of streetlights between the 5600 and 5700 blocks of Bellaire Drive
- **45<sup>th</sup> Year** – installation of streetlights along Crosslands and a sidewalk along Crosslands Road between Creekwood Drive and Bellaire Drive
- **47<sup>th</sup> Year** – installation of a sidewalk along the balance of Crosslands Road and a sidewalk on the north side of Bellaire Drive between the trailhead and Crosslands Road

For the 49<sup>th</sup> Year, staff recommends installation of approximately 300 feet of sidewalk along the southside of Bellaire Drive between Crosslands Road and Benbrook's city limit line. (see Figure 3) This project is especially important as it is the last section along Bellaire Drive without a sidewalk that directly abuts existing multi-family apartments. The proposed sidewalk would be approximately five feet wide and of concrete construction. The estimated construction cost (less any utility relocation and easement acquisition costs) is \$30,000 (2022 dollars).

Staff has not identified any additional public works projects in this service area.

In the absence of any additional viable public works projects, Tarrant County is allowing up to \$100,000 of the City's CDBG funds to be used for its Single-Family Owner-Occupied Rehabilitation program. Tarrant County



Figure 3

DATE: 1/5/2023	REFERENCE NUMBER: G-2596	SUBJECT: Consider 49 <sup>th</sup> Year Community Development Block Grant Project	PAGE: 3 of 3
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manages the program and works directly with individual home owners. There are currently five (5) Benbrook properties on their waiting list. A maximum of \$30,000 may be spent on each qualifying home.

There is no required City match for the Single-Family Owner-Occupied Rehabilitation program.

**RECOMMENDATION**

Following a public hearing, staff recommends City Council approve the Bellaire Drive Sidewalk Installation Project and the Rehabilitation and Preservation Activity as its 49<sup>th</sup> Year CDBG project application.