

## VIA TELEPHONE CONFERENCE

**NOTICE IS HEREBY GIVEN** in accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Benbrook will conduct its Regular Meeting scheduled for **7:30 p.m. on Thursday January 7, 2021**, in the City Council Chambers, 911 Winscott Road, Benbrook, Texas by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). While this meeting is open to the public, social distancing will be enforced.

*For this meeting, the presiding officer will be physically present at the location described above. However, one or all other members of the City Council may participate in this meeting remotely through telephone conference providing for two-way audio communication for each member of the City Council.*

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <http://www.benbrook-tx.gov/AgendaCenter>.

The public toll-free dial-in number to participate in the telephonic meeting is: **1-866-894-9011** or local number **817-443-6248**.

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. This meeting will be recorded, and the recording will be available to the public in accordance with the Open Meetings Act upon written request.

## AGENDA

**BENBROOK CITY COUNCIL  
THURSDAY, JANUARY 7, 2021  
911 WINSCOTT 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. CITIZEN COMMENTS ON ANY AGENDA ITEM
- III. MINUTES

1. Approve Minutes Of The Regular Meeting Held December 17, 2020

Documents:

[CC MINUTES-12-17-20.PDF](#)

- IV. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2021-01 Receive 2020 Certificate Of Achievement For The Richard R. Lillie, FAICP  
Planning Excellence Program

## V. REPORTS FROM CITY MANAGER

### A. GENERAL

G-2496 Accept Finance Report For Period Ending November 30, 2020

Documents:

[G-2496 FINANCE REPORT NOV 20.PDF](#)  
[G-2496 REVENUE CHART NOV 20.PDF](#)  
[G-2496 EXPENDITURE CHART NOV 20.PDF](#)  
[G-2496 SALES TAX COMPARISON NOV 20.PDF](#)

G-2497 Consider 47th Year Community Development Block Grant (CDBG) Project

Documents:

[G-2497 CDBG 47TH 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

## 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



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, DECEMBER 17, 2020**

The regular meeting of the Benbrook City Council was held on December 17, 2020 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jerry Dittrich, Mayor  
Renee Franklin-via Telephone Conference  
Larry Marshall- via Telephone Conference  
Dustin Phillips-via Telephone Conference  
Alfredo Valverde-via Telephone Conference  
Laura Mackey-via Telephone Conference  
Jason Ward-via Telephone Conference

Also Present:

Andy Wayman, City Manager  
Jim Hinderaker, Assistant City Manager  
Joanna King, City Secretary  
Rick Overgaard, Finance Director  
Beth Fischer, Deputy City Secretary  
Phyllis Wolfe, IT Director

**I. CALL TO ORDER**

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

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

Mayor Dittrich paused the meeting for citizen comments on any agenda item via telephone call. There were no callers.

**III. MINUTES**

**1. Minutes of the regular meeting held December 3, 2020**

Motion by Dr. Marshall, seconded by Mr. Valverde to approve the minutes of the regular meeting held December 3, 2020.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

#### **IV. REPORTS FROM CITY MANAGER**

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

##### **G-2494 Make appointments to Boards and Commissions**

Joanna King gave the following report: The even number positions on the City's various Boards and Commissions will expire on December 30, 2020. There is also a vacancy in Place 3, Planning and Zoning Commission for a term to expire December 30, 2021.

Applications were submitted to City Council at their November 19, 2020 meeting and interview sessions were held on December 8, 2020.

Staff is requesting City Council to make the appointments to the various Boards and Commissions for a term to begin December 31, 2020 and expire December 30, 2022. It is also requested that an appointment be made to Place 3 on the Planning and Zoning Commission for a one-year unexpired term to expire December 30, 2021.

Motion by Ms. Franklin, seconded by Dr. Marshall to make the following appointments:

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

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

Place 3	Alexander Newman	1-Year unexpired Term
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##### **ZBA/Appeals Commission**

Place 2	Ghias Dean
Place 4	Beth Bodine-Jones
Alternate B	Carol Stacy
Alternate D	Tiffany Ryan

##### **Parks & Recreation Board**

Place 2	William Dean
Place 4	Frank Rike
Place 6	Lizzy Sutton

## **Economic Development Corporation**

Place 2        Danyele Ackall  
Place 4        Thomas Casey  
Place 6        Gary Crowell

## **Tax Increment Finance Zone**

Place 2        Jeremiah Smith  
Place 4        David Eason

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

## **B. CONTRACTS**

### **C-337 Award Miscellaneous Concrete Repairs Contract to Reytech Services**

Jim Hinderaker gave the following report: The proposed Miscellaneous Concrete Repairs Contract enables the City to assign miscellaneous concrete repairs, cumulatively valued at more than \$50,000 per fiscal year, to a pre-determined concrete contractor. Repairs are limited to the removal and replacement of concrete infrastructure including: curbs and gutters, drive-approaches, sidewalks, pavement panels, ADA ramps and site restoration. Site restoration includes backfilling, topsoil and sod replacement.

Per the Contract, the City may utilize the selected contractor throughout the Contract period without the need to bid each repair.

The Contract is set to expire on September 30, 2021 but may be renewed annually at the City's option for three (3) additional years. Prices are fixed for the duration of each one-year Contract term but may be increased commiserate with the Consumer Price Index (CPI) at the time of extension.

Sealed bids providing unit pricing were received and opened on November 13, 2020. Staff then multiplied the bidder's unit price by the estimated annual unit quantities for concrete repairs

Reytech Services submitted the low bid of \$149,231.10.

The Contract is funded annually in the approved Public Works operating budget.

Motion by Mr. Phillips, seconded by Ms. Franklin to approve the Miscellaneous Concrete Repairs Contract, with an annual renewal option for up to three (3) years, to Reytech Services.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

Mayor Dittrich announced the Executive Session would be moved to the end of the agenda.

**VII. INFORMAL CITIZEN COMMENTS**

Mayor Dittrich paused the meeting for any informal citizen comments via telephone conference. There were no callers.

**VIII. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Mackey wished Council and citizens a safe and Merry Christmas.

Mayor Dittrich also expressed best wishes for the holiday season and reminded citizens not to let their guard down and to be as safe as possible.

Jim Hinderaker gave report on COVID-19.

**V. RECESS INTO EXECUTIVE SESSION**

**Pursuant to Texas Government Code, Section 551.071 – Consultation with Attorney**

Mayor Dittrich recessed the regular meeting at 7:50 P.M. to conduct and Executive Session pursuant to Texas Government Code, Section 551.071 – Consultation with Attorney.

**VI. RECONVENE INTO REGULAR SESSION – Take any action from Executive Session**

Mayor Dittrich called the regular meeting back to order at 8:38 p.m.

There was no action from the Executive Session.

**VIII. ADJOURNMENT**

Meeting adjourned at 8:39 p.m. followed by Worksession to:

1. Discuss Municipal Complex
2. Discuss City Flag (Mayor Dittrich)

**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: 01/07/21	REFERENCE NUMBER: G-2496	SUBJECT: Accept finance report for period ending November 30, 2020	PAGE: 1 of 2
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### GENERAL FUND

General Fund revenues for the month of November were \$1,198,556. Major revenues collected for the month include Property taxes of \$675,928, Franchise taxes of \$63,360, Permits of \$32,187, Fines and Forfeitures of \$39,370, Charges for Services of \$71,561, and Other Agency of \$49,663. Sales tax collected and recognized as revenue in November was \$251,886, which is \$307 more than last November. A separate summary of sales tax revenue collections is provided for comparative purposes. General Fund revenues collected through the end of November were \$2,224,903 and 10.5% of the budget.

General Fund expenditures for the month of November were \$1,581,672. Fiscal year to date expenditures were \$2,928,167 and 13.8% of the adopted budget.

Total General Fund revenues of \$2,224,903 were less than General Fund expenditures of \$2,928,167 by \$703,264.

### DEBT SERVICE

Debt Service revenues for the month of November totaled \$23,598 and were all from property tax. There were no expenditures in November. The next debt service payments will occur in February 2021.

### ECONOMIC DEVELOPMENT CORPORATION (EDC)

EDC revenues through November 30, 2020, were \$281,692. EDC expenditures through the end of November were \$147,823. Total revenues exceeded total expenditures by \$133,869.

### CAPITAL PROJECTS

Total revenues received through November 30, 2020 were \$184,783 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$757,033 through the end of November. November expenditures included the Westpark Fence and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$572,250. Sufficient funds are available in the current fund balances of the Capital Projects Fund and are earmarked for the City's capital projects. 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:



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**CASH & INVESTMENTS**

On November 30, 2020, the City had \$16,029,349 invested at varying interest rates; the EDC had \$4,921,225 available. The City's cash balance will increase as the majority of property taxes are collected in January.

**RECOMMENDATION**

Staff recommends that City Council accept the finance report for the period ending November 30, 2020.

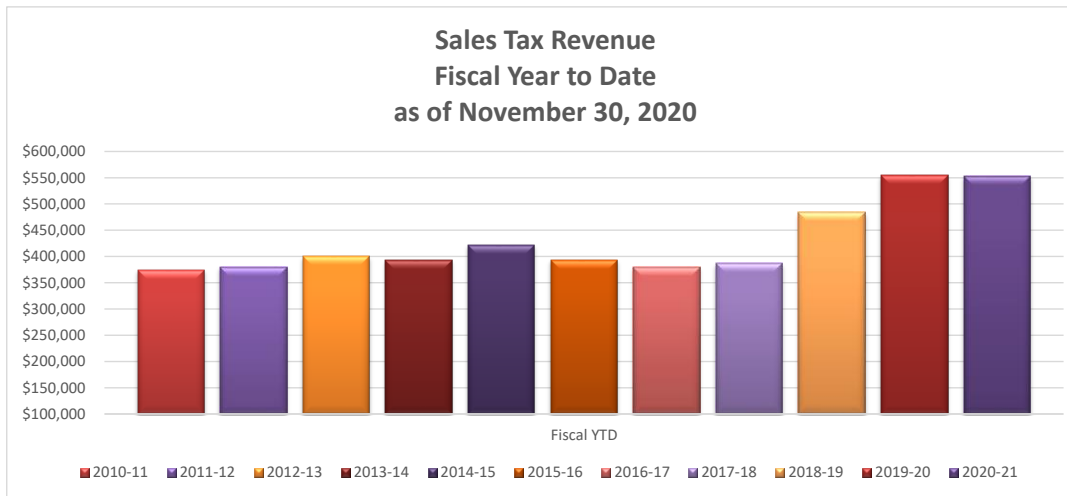




**City of Benbrook  
Sales Tax Analysis  
November 30, 2020**

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											553,544

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



Budget 2020-21	\$ 3,250,000
Projected 2020-21	3,250,000
Variance from Budget	\$ -



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 01/07/21	REFERENCE NUMBER: G-2497	SUBJECT: Consider 47 <sup>th</sup> Year Community Development Block Grant Project	PAGE: 1 of 3
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The City's application for the 47<sup>th</sup> Year Community Development Block Grant (CDBG) is due January 29, 2021. 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 7<sup>th</sup> City Council meeting.

### Eligible Projects

The U.S. Department of Housing and Urban Development (HUD) has adopted increasingly stringent regulations regarding eligibility. Projects must benefit low or moderate-income residents, either by being located within a service area that has a majority of low or moderate-income residents, or benefiting a target population, such as the elderly or disabled. Among the types of projects that may be funded are:

1. **Public Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements which benefit low and moderate-income populations. This may include senior citizen centers/community centers, or reconstruction of street, water and sewer lines, sidewalks, parks or playgrounds in low and moderate-income areas. HUD has recently prohibited any drainage improvements if they are located within the 100-year floodplain.
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.

### Potential Service Area

For any public works project, Benbrook must demonstrate that the service area population is predominately low to moderate income residents. Per the 2010 Census, Census Block Group 1054.05 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 attached map.) The funds must only be used to benefit residential areas, as Tarrant County has rejected proposals that would benefit commercial or non-residential property.

### Funding Levels

Due to reduced funding levels from HUD, Tarrant County divided eligible cities into two groups with each group only eligible for grant funds every other year. By creating two groups, Tarrant County is able to provide larger grant amounts to awarded cities.

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

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Group A – 2019	Group B - 2020
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

Tarrant County anticipates Benbrook’s 2021 funding level should be approximately \$145,000 to \$165,000.

**Potential Projects**

During the December 20, 2018, Benbrook City Council Work Session, City Council reviewed the following possible projects:

1. **Crosslands Road Streetlight Installation Project** - Multiple apartment buildings surround Crosslands Road and there are no street lights on this street. Street lights would significantly improve nighttime visibility making this section of roadway much safer for pedestrians and the motoring public. The project would include the installation of single-head streetlights placed on 30-ft tall steel poles spaced approximately 180 feet apart along Crosslands Road beginning at Bellaire Drive and terminating approximately 420 feet north of Southwest Boulevard. The street light design would meet the requirements in the Subdivision Rules and Regulations. The estimated construction cost is \$150,000.
2. **Bellaire Drive Sidewalk Installation Project** - Apartments surround Bellaire Drive and there is no sidewalk on the north side of the street. The City of Fort Worth has a trailhead near the westerly end of Bellaire Drive that follows the Clear Fork Trinity River and there are also convenience stores and other similar businesses within walking distance of the apartments. The proposed project would add sidewalks on the north side of the street from the trailhead to Crosslands Road. The proposed sidewalk would be five feet wide and of concrete construction. The estimated construction cost is \$100,000.
3. **Crosslands Road Sidewalk Installation Project** - Apartments surround Crosslands Road and there is no sidewalk on the east side of the street. The proposed sidewalk would connect to sidewalk improvements on Bellaire Drive and to convenience stores and other similar businesses within walking distances of the apartments. The proposed project would add sidewalks on the east side of the street from the Bellaire Drive to approximately 420 feet north of Southwest Boulevard. The proposed sidewalk would be five feet wide and of concrete construction. The estimated construction cost is \$85,000.

At the conclusion of the work session, City Council prioritized the above projects as follows: 1<sup>st</sup> Crosslands Street Lights, 2<sup>nd</sup> Bellaire Drive Sidewalk, and 3<sup>rd</sup> Crosslands Sidewalk. On January 17, 2019, City Council approved the Crosslands Road Streetlight Installation Project as its 45<sup>th</sup> Year CDBG project application. However, since the cost of street light project left unspent CDBG dollars to the City on the table that could no longer be rolled over to the next CDBG cycle year, Tarrant County with concurrence from the City, bid

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out both the Crosslands Road Streetlight Installation Project and the Crosslands Road Sidewalk Installation Project. Unfortunately, the low-bid for the Crosslands Streetlights and Sidewalk projects come higher than anticipated and City Council, during their June 18, 2020 City Council Meeting, approved a contract with C.Green Scaping, LP to construct the streetlights along the entire length of Crosslands Road and only a portion of the sidewalk project from Creekwood Drive to Bellaire Drive.

Staff recommends completion of the un-build portion of the Crosslands Road Sidewalk Installation Project and the Bellaire Sidewalk Installation Project as the City's 47<sup>th</sup> Year CDBG project application.

**RECOMMENDATION**

Following a public hearing, staff recommends City Council approve the Bellaire Drive Sidewalk Installation Project and the remainder of the Crosslands Road Sidewalk Installation Project as its 47<sup>th</sup> Year CDBG project application.

DATE:

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Consider 47<sup>th</sup> Year Community Development  
Block Grant Project

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CDBG Target Area

Block Group 1054.05

