

**AGENDA**  
**BENBROOK CITY COUNCIL**  
**THURSDAY, MARCH 17, 2022**  
**911 WINS COTT 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 Pastor Seth Wigington With Restoration Family 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 March 3, 2022

Documents:

[CC MINUTES-03-03-22.PDF](#)

V. PROCLAMATIONS/AWARDS/RECOGNITION

1. Proclamation – Child Abuse Prevention Month (Alliance For Children)

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2552 Accept Finance Report For Period Ending February 28, 2022

Documents:

[G-2552 FINANCE REPORT -FEB 22.PDF](#)

[G-2552 REVENUE CHART - FEB 22.PDF](#)

[G-2552 EXPENDITURE CHART - FEB 22.PDF](#)

[G-2552 SALES TAX COMPARISON - FEB 22.PDF](#)

VII. 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)

VIII. 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.

IX. ADJOURNMENT



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, MARCH 3, 2022**

The regular meeting of the Benbrook City Council was held on March 3, 2022 at 7:30 p.m. in the Council Chambers with the following Council members present:

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

Also Present:

Andy Wayman, City Manager  
Jim Hinderaker, Assistant City Manager  
Joanna King, City Secretary  
Beth Fischer, Deputy City Secretary  
Rick Overgaard, Finance Director  
Bennett Howell, Public Services Director  
Leslie Marshall, Accounting Supervisor

Others:

Pastor Lynn Bullock with The Church of Benbrook  
Phyllis Harkins  
Lynette Spence  
Janice Howe  
Josh Harville  
Landon Davies  
and two other citizens

**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 of Benbrook. The Pledge of Allegiance was recited.

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

**IV. MINUTES**

**1. Approve minutes of the regular meeting held February 17, 2022**

Motion by Dr. Marshall, seconded by Mr. Phillips to approve the minutes of the regular meeting held February 17, 2022.

Vote on the Motion

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

Noes: None

Motion carried unanimously.

**V. CITIZEN PRESENTATION**

**1. Landon Davies -Improvement to Policing**

Landon Davies addressed City Council regarding a police incident.

**VI. PROCLAMATION/AWARDS/RECOGNITION**

**1. Proclamation – Jerry Dittrich Park**

Mayor Ward read a Proclamation renaming South Benbrook Park to Dr. Jerry Dittrich Park in honor of the Former Mayor’s many years of service.

**VII. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL**

**CC-2022-01 Selection of Representative to Regional Transportation Council**

Mayor Ward requested nomination for the Alternate Position to the Regional Transportation Council.

Ms. Mackey nominated and Dr. Marshall seconded the nomination of Keith Tiner. There were no other nominations.

Vote on the Nomination:

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

Noes: None

Nomination carried unanimously.

## VIII. REPORTS FROM CITY MANAGER

### A. GENERAL

#### **G-2551      Accept Annual Comprehensive Finance Report (ACFR) for fiscal year ending September 30, 2021**

Rick Overgaard gave the following report: As required by Chapter 103 of the Texas Local Government Code, an independent audit of the City's accounts and records has been made by the certified public accounting firm of BrooksWatson & Co. for the fiscal year ending September 30, 2021.

The audited financial statements or Annual Comprehensive Financial Report (ACFR) includes the auditor's unmodified or "clean" opinion.

The Benbrook ACFR includes several sections as listed below:

- Introductory Section, which is unaudited
- Financial Section, including:
  - Independent Auditor's Report
  - Management's Discussion and Analysis
  - Basic Financial Statements
  - Notes to the Financial Statements, and
  - Supplementary Information
- Statistical Section, which is unaudited

The current ACFR was prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Account Standard Board (GASB). Staff anticipates that the City will receive a Certificate of Achievement for Excellence in Financial Reporting for the thirty-sixth consecutive year.

### **FINANCIAL STATEMENTS**

The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) governmental fund financial statements and, 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

1. The government-wide statements are designed to provide the reader with a broad overview of the City's finances, in a manner similar to a private-sector business. These statements include capital assets, long-term debt, and estimated future contributions associated with pension and other post-employment benefits.
2. The governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. These statements are

much more useful in evaluating a government's near-term financial requirements and should be the focus of the City's fiscal year activities and financial health.

3. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and the governmental fund financial statements.
4. In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information.

## **FINANCIAL HIGHLIGHTS**

- The General Fund ending fund balance on September 30, 2021 was \$13,431,716 and \$3,407,238 greater than budgeted.
- General Fund expenditures were less than the original budget of \$20,764,353 by \$2,523,613, or 12.2%. 80.3% of the savings was from the reimbursement of Public Safety expenditures due to the COVID-19 CLFRF grant. The remaining savings resulted from a combined effort of nearly every department spending less than the budget allocations.
- The City's governmental funds reported combined ending fund balances of \$41,266,453 on September 30, 2021, an increase of \$27,044,465 from the prior fiscal year; this includes an increase of \$3,411,785 in the general fund, an increase of \$106,608 in the debt service fund, an increase of \$1,597,764 in the CARES Act fund, an increase of \$21,941,352 in the municipal complex fund, and a decrease of \$13,044 in the nonmajor governmental funds.
- The City's total debt showed a net increase (including premiums) of \$20,881,852 due to the construction of a new municipal complex. The total governmental bonds payable at the close of the fiscal year was \$23,390,000.
- Capital assets were \$126,093,663 with a depreciation of \$67,423,985, leaving a net value of \$58,669,678.
- Net position for the primary government increased \$3,793,801 during fiscal year 2020-21 to \$66,071,520 on September 30, 2021.
- The City's pension plan is a very healthy 93.94% funded.

Motion by Ms. Mackey, seconded by Mr. Addison to accept the Annual Comprehensive Financial Report for the fiscal year ended September 30, 2021.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

## **B. CONTRACT**

### **C-351 Award Preconstruction Contract to JE Dunn Construction for the Municipal Complex**

Bennett Howell gave the following report: On May 1, 2021, voters authorized the sale of \$22 million of General Obligation Bonds for the public purpose of constructing, improving and equipping a new municipal building for the police department, senior citizen center, municipal court and city administration offices, and necessary demolition of existing facilities. On August 5, 2021, City Council approved an Owner's Representative contract with Broaddus and Associates to assist with selection of a qualified Design-Build team to design and construct the project, and to assist with contract negotiations and other cost saving strategies.

Subsequently, the City issued a call for Statement of Qualifications (SOQ) packages from companies seeking an opportunity to serve as the Design-Build team for the City. Eleven construction/design teams responded. City staff reviewed and ranked the submittals and selected four (4) teams to interview for the project. After interviews, City staff selected JE Dunn Construction and Randall Scott Architects as the Design-Build team.

Along with their excellent references, JE Dunn Construction has completed over 136 design-build projects in the last five (5) years, worth over \$4.8 billion. Randall Scott Architects has designed over 1,000,000+ square feet of municipal space including the Prosper Town Hall, Boerne City Hall, Granbury City Hall and Police Department, and the Anna City Hall and Police Department, which were all presented early on to City Council as inspiration for this project.

Primary deliverables provided by the preconstruction contract include civil engineering, structural, architectural, MEP (mechanical, electrical, plumbing), and other design elements needed to generate construction documents and the guaranteed maximum price of the project.

The project will be funded through the municipal bonds issued for this project.

Motion by Dr. Marshall, seconded by Mr. Tiner to award the preconstruction contract to JE Dunn Construction for the Municipal Complex for \$1,598,171.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**C-352 Award Storm Drain Asset Inventory and Assessment Contract**

Bennett Howell gave the following report: The proposed multi-year contract with Freese and Nichols provides City staff with a comprehensive inventory and condition assessment of the City's existing storm drain system. The evaluation includes sending a remote camera through the system to digitally record its condition. The scope of work also includes surveying each inlet, outlet, storm drain manhole, and other infrastructure locations to develop a digital map of the system.

Freese and Nichols will complete the project over a four-year period by dividing the City into quadrants and reviewing one quadrant each year. The purpose of the assessment is to identify and correct minor issues within the storm drain system before they become major problems and to prioritize larger maintenance projects.

The assessment also assists the City in meeting State and Federal stormwater quality requirements and provides additional points towards the City's Stormwater Management Program and Community Rating System score.

The Storm Drain Asset Inventory and Assessment project is included in the Capital Improvement Program approved by City Council.

The project will be funded using the Stormwater Utility Fund. The contract includes four partial payments of approximately \$75,000 each, payable at the completion of each annual assessment period.

Motion by Mr. Phillips, seconded by Ms. Franklin to award the contract for the Storm Drain Asset Inventory and Assessment to Freese and Nichols for \$299,866.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

**IX. INFORMAL CITIZEN COMMENTS**

**X. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Franklin reminded citizens of the 55<sup>th</sup> Annual Lion's Club Chili Supper and Auction to be held Saturday March 5, 2022 beginning at 5:30 p.m. at Benbrook United Methodist Church.

She also reminded citizens of the Artisan Market to be held Sunday March 6, 2022 from 10:00 AM to 3:00 PM in Dutch Branch Park.



**XI. ADJOURNMENT**

Meeting adjourned at 8:09 p.m.

**APPROVED:**

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**Jason Ward, Mayor**

**ATTEST:**

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**Joanna King, City Secretary**



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 3/17/22	REFERENCE NUMBER: G-2552	SUBJECT: Accept finance report for period ending February 28, 2022	PAGE: 1 of 2
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### GENERAL FUND

General Fund revenues for the month of February were \$2,931,524. Major revenues collected for the month include Property taxes of \$2,366,204, Franchise taxes of \$75,138, Permits of \$37,050, Fines and Forfeitures of \$41,472, Charges for Services of \$39,292, and Other Agency of \$83,432. Sales tax collected and recognized as revenue in February was \$275,285. Fiscal year to date sales tax is \$1,562,195, an increase of 11.46% 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 February were \$15,961,932 and 74.8% of the budget.

General Fund expenditures for the month of February were \$1,123,334. Fiscal year to date expenditures were \$6,660,314 and 31.2% of the adopted budget.

Total General Fund revenues of \$15,961,932 were more than total General Fund expenditures of \$6,660,314 by \$9,301,618.

### DEBT SERVICE

Debt Service revenues for the month of February totaled \$148,686 and were all from property tax. There were no expenditures in February. The next debt service payments are due August 1<sup>st</sup>.

### ECONOMIC DEVELOPMENT CORPORATION (EDC)

EDC revenues through February were \$805,558. EDC expenditures through the end of February were \$183,243. Total revenues exceeded total expenditures by \$622,315.

### CAPITAL PROJECTS

Total revenues received through February were \$426,642 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$1,028,024 through the end of February. Total expenditures exceeded total revenues by \$601,382. 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: Y APPROVED    Y OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE:

DATE: 3/17/22	REFERENCE NUMBER: G-2552	SUBJECT: Accept finance report for period ending February 28, 2022	PAGE: 2 of 2
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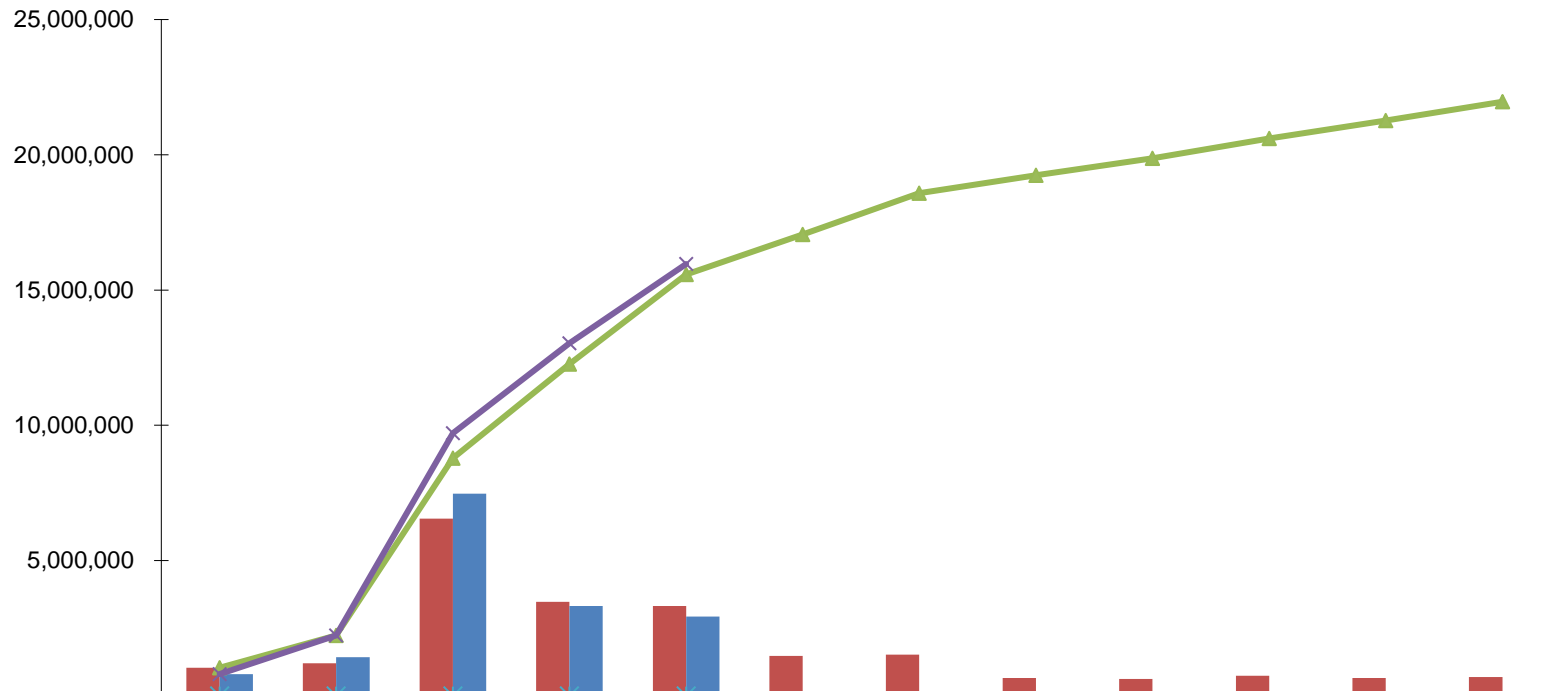
**CASH & INVESTMENTS**

On February 28, 2022, the City had \$52,730,747 invested at varying interest rates; the EDC had \$5,781,926 available.

**RECOMMENDATION**

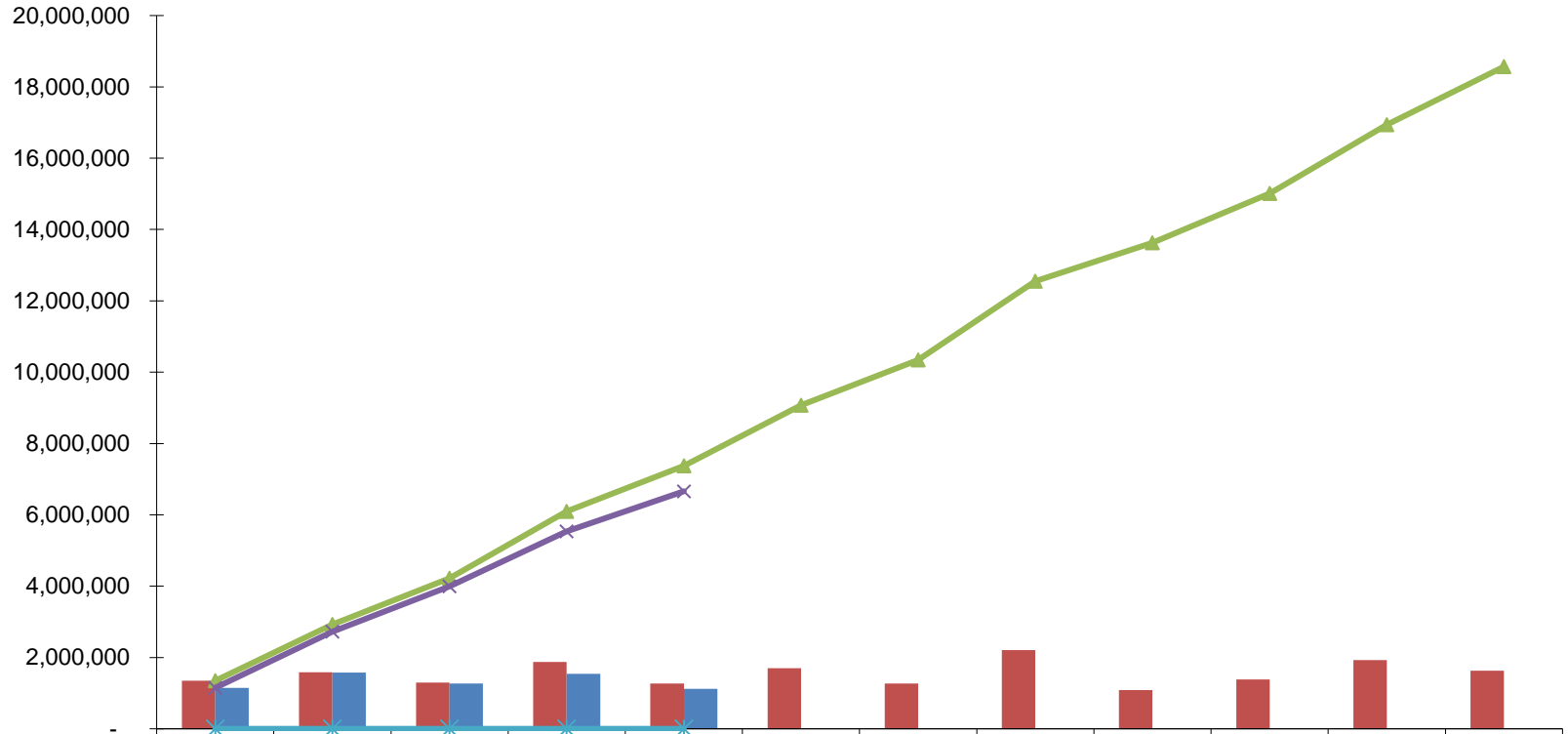
Staff recommends that City Council accept the finance report for the period ending February 28, 2022.

### General Fund Revenue Trend Comparison



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
2020-21	1,038,130	1,198,556	6,546,175	3,479,275	3,317,859	1,472,220	1,526,577	664,274	624,834	739,353	660,762	693,140
2021-22	804,896	1,423,948	7,478,777	3,322,787	2,931,524							
YTD 2020-21	1,038,130	2,236,685	8,782,860	12,262,135	15,579,995	17,052,214	18,578,792	19,243,066	19,867,900	20,607,253	21,268,014	21,961,155
YTD 2021-22	804,896	2,228,844	9,707,621	13,030,408	15,961,932							
% Increase 20-21 to 21-22	-22.47%	-0.35%	10.53%	6.27%	2.45%							

### General Fund Expenditure Trend Comparison

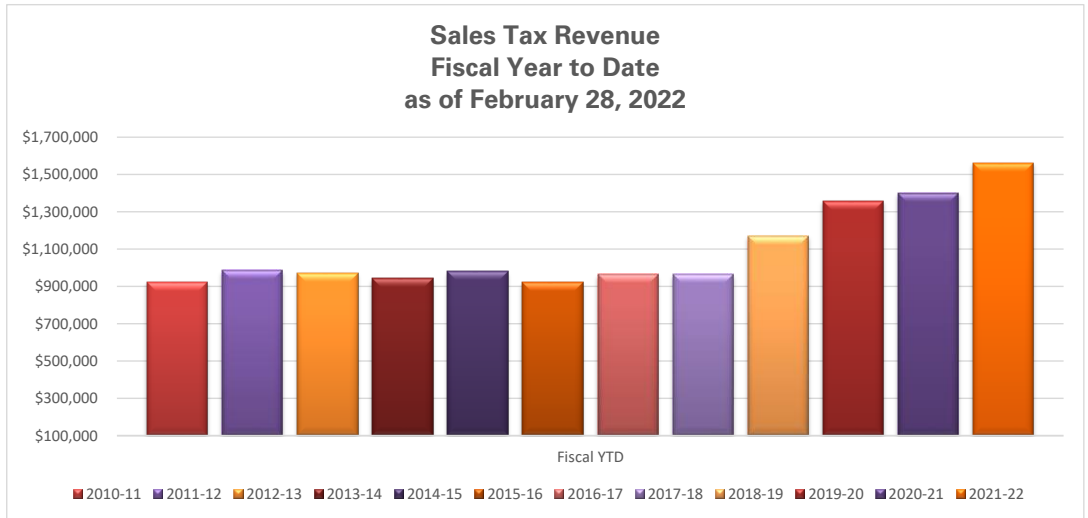


	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT
2020-21	1,346,495	1,581,672	1,294,734	1,876,841	1,274,459	1,699,909	1,270,477	2,204,684	1,082,069	1,380,611	1,927,746	1,626,572
2021-22	1,149,623	1,576,160	1,265,847	1,545,350	1,123,334							
YTD 20-21	1,346,495	2,928,167	4,222,901	6,099,742	7,374,201	9,074,110	10,344,586	12,549,270	13,631,339	15,011,950	16,939,695	18,566,269
YTD 21-22	1,149,623	2,725,783	3,991,630	5,536,980	6,660,314							
% Change 2020-21 to 2021-22	-14.62%	-6.91%	-5.48%	-9.23%	-9.68%							

**City of Benbrook  
Sales Tax Analysis  
February 28, 2022**

Fiscal Year	Fiscal YTD	October	November	December	January	February	March	April	May	June	July	August	September	Annual Total
2010-11	\$ 924,178	\$ 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	986,700	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	974,211	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	943,897	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	982,842	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	921,342	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	964,626	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	964,594	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	1,170,834	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	1,359,216	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	1,401,567	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	1,562,195	335,246	280,571	294,726	376,366	275,285								1,562,195

Change 2010-11 to 2011-12	6.77%
Change 2011-12 to 2012-13	-1.27%
Change 2012-13 to 2013-14	-3.11%
Change 2013-14 to 2014-15	4.13%
Change 2014-15 to 2015-16	-6.68%
Change 2015-16 to 2016-17	4.70%
Change 2016-17 to 2017-18	0.00%
Change 2017-18 to 2018-19	21.38%
Change 2018-19 to 2019-20	16.09%
Change 2019-20 to 2020-21	3.12%
Change 2020-21 to 2021-22	11.46%



Budget 2021-22	\$ 3,250,000
Projected 2021-22	3,250,000
Variance from Budget	\$ -