



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 7, 2021**

The regular meeting of the Benbrook City Council was held on January 7, 2021 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
Caroline Stewart, Assistant City Planner

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 17, 2020

Motion by Dr. Marshall, seconded by Mr. Valverde to approve the minutes of the regular meeting held December 17, 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. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2021-01 Receive 2020 Certificate of Achievement from the Richard R. Lillie, FAICP Planning Excellence Program

Jim Hinderaker stated that the Texas Chapter of the American Planning Association has awarded the City of Benbrook's Planning Department with the 2020 Certificate of Achievement for the Richard R. Lillie, FAIC Planning Excellence Program. The Certificate recognizes the professional planning standards demonstrated by the planning staff and the support exhibited by the City Council and Planning and Zoning Commission. The City of Benbrook meets the Chapter's goals for:

- Increasing awareness of professional planning;
- Recognizing Planning Departments which meet certain professional requirements;
- Enhancing neighborhood and citizen recognition of planning efforts;
- Encouraging the funding of professional training for Commissioners and Staff; and
- Aiding in economic development and community image.

Mr. Hinderaker expressed appreciation to Doug Howard, City Planner, Caroline Stewart, Assistant City Planner, the CIP Steering Committee, the Planning and Zoning Commission and the City Council for their part in receiving the Certificate.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2496 Accept finance report for period ending November 30, 2020

Rick Overgaard gave the following report: 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. 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 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.

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.

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.

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.

Motion by Ms. Franklin, seconded by Mr. Valverde to accept the finance report for the period ending November 30, 2020.

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.

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

Jim Hinderaker gave the following report: The City's application for the 47th 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 7th City Council meeting.

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
2. Removal of Architectural Barriers
3. Rehabilitation and Preservation Activities

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. The funds must only be used to benefit residential areas, as Tarrant County has rejected proposals that would benefit commercial or non-residential property.

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

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

1. Crosslands Road Streetlight Installation Project
2. Bellaire Drive Sidewalk Installation Project
3. Crosslands Road Sidewalk Installation

At the conclusion of the work session, City Council prioritized the above projects as follows: 1st Crosslands Street Lights, 2nd Bellaire Drive Sidewalk, and 3rd Crosslands Sidewalk. On January 17, 2019, City Council approved the Crosslands Road Streetlight Installation Project as its 45th 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 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 came in 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-built portion of the Crosslands Road Sidewalk Installation Project and the Bellaire Sidewalk Installation Project as the City's 47th Year CDBG project application. Based on the approved 45th Year CDBG contract and factoring in yearly construction cost increases, staff estimates the proposed total project costs to be approximately \$210,000. As this year's total CDBG funding award is likely to range between \$145,000 to \$165,000, staff will ask that the bid process be set up to allow for project scope deductions allowing the City to eliminate or greatly minimize any cost sharing responsibility. The deduct process gives Council greater flexibility to complete only portions of the project or the entire project if desired.

Mayor Dittrich opened the public hearing at 7:47 p.m.

There were no calls received.

Mayor Dittrich closed the public hearing at 7:49 p.m.

Motion by Ms. Franklin, seconded by Mr. Phillips to approve the Bellaire Drive Sidewalk Installation Project and the remainder of the Crosslands Road Sidewalk Installation Project as its 47th Year CDBG project application.

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.

VI. INFORMAL CITIZEN COMMENTS

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

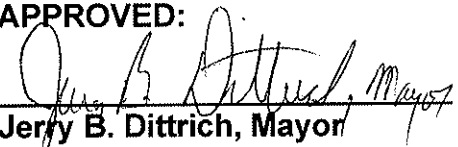
VII. COUNCIL MEMBER AND STAFF COMMENTS

Jim Hinderaker gave report on COVID-19.

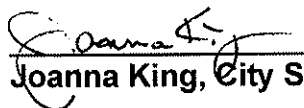
VIII. ADJOURNMENT

Meeting adjourned at 7:59 p.m.

APPROVED:


Jerry B. Dittrich, Mayor

ATTEST:


Joanna King, City Secretary