



**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 55th 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:



Dr. Larry Marshall, Mayor Pro-Tem

ATTEST:



Joanna King, City Secretary