

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, MARCH 3, 2016
911 WINSOTT ROAD, BENBROOK, TEXAS
PRE-COUNCIL WORKSESSION 7:00 P.M.
CENTRAL CONFERENCE ROOM**

1. Review and discuss agenda items for the regular meeting

**REGULAR MEETING 7:30 P.M.
COUNCIL CHAMBERS
ALL AGENDA ITEMS ARE SUBJECT TO FINAL CONSIDERATION**

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Jack Cook Of Wyatt Drive Baptist Church

III. MINUTES

1. Approve Minutes Of The Regular Meeting Held February 18, 2016

Documents: [CC MINUTES-02-18-16.PDF](#)

IV. REPORTS FROM CITY MANAGER

A. CONTRACT

G-296 Approve Contract Extension With Allied Waste Services For Garbage And Recycling Collection

Documents: [C-296 GARBAGE AND RECYCLING COLLECTION CONTRACT EXTENSION.PDF](#), [C-296 GARBAGE CONTRACT FOR JANUARY 2017 ADDENDUM 7.PDF](#)

C-297 Award Professional Services Contract With Halff Associates For The Design Of The Timber Creek Streambank Stabilization Project

Documents: [C-297 STREAMBANK STABILIZATION FOR TIMBER CREEK PROJECT.PDF](#)

C-298 Award A Professional Services Contract To Pacheco Koch, LLC For The Design Of The Plantation West Drainage Project

Documents: [C-298 PLANTATION WEST DRAINAGE PROJECT.PDF](#)

C-299 Award A Professional Services Contract To Schrickel, Rollins And Associates For The Design Of The Sundown Drive Drainage Project

Documents: [C-299 SUNDOWN DRIVE DRAINAGE PROJECT.PDF](#)

V. 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 Factual 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.

VI. 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

VII. ADJOURNMENT

WORKSESSION

1. Discuss vacant property at 913 Timberline Drive (Renee Franklin)
2. Discuss possible amendments to Municipal Code regarding alcohol beverage sales



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 18, 2016**

The regular meeting of the Benbrook City Council was held on Thursday February 18, 2016 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich
Renee Franklin
Larry Marshall
Rickie Allison
Jim Wilson
Mark Washburn
Ron Sauma

Also Present:

Andy Wayman, City Manager
Dave Gattis, Deputy City Manager
Joanna King, City Secretary
Sherri Newhouse, Finance Director
Bennett Howell, Director of Public Service

Others Present:

Bill Smith
Denise Huneycutt, Benbrook News
Cornelius Ferguson

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Bill Smith.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the Regular Meeting held February 4, 2016

Motion by Dr. Marshall, seconded by Mr. Sauma to approve the minutes of the regular meeting held February 4, 2016.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

IV. REPORTS FROM CITY MANAGER

A. GENERAL

G-2231 Accept finance report for period ending January 31, 2016

Sherri Newhouse gave the following report: General Fund revenues for the month of January were \$2,996,663. Property tax collections were \$2,640,899. Sales tax collected in December 2015 but received by the City and recognized as revenue in January 2016 was \$175,150 for the month. General Fund revenues collected through the end of January were \$8,712,618 or 52.29 percent of the budget.

General Fund expenditures for the month of January were \$1,161,566. Expenditures through the end of January were \$5,156,987 or 29.48 percent of the adopted budget.

For the 2015-16 fiscal year-to-date, total General Fund revenues of \$8,712,618 exceeded General Fund expenditures of \$5,156,987 by \$3,555,631.

Debt Service revenues collected for the month of January 2016 totaled \$104,383; all revenue was from property taxes. Debt Service expenditures for January were \$1,384,463 for principal and interest payments due on February 1, 2016. Principal and interest for general obligation bonds and certificates of obligation paid by the TIF and the Stormwater Utility funds will be transferred out of the Debt Service Fund. Total revenues for 2015-16 in the amount of \$290,494 were exceeded by total expenditures of \$1,384,463 by \$1,093,969.

EDC revenues as of January 31, 2016 were \$192,455. Sales tax revenue received by the EDC was \$176,110. Interest earnings for the year were \$16,345. EDC expenditures for January were \$48,390. Expenditures for the year in the amount of \$218,827 exceeded total revenues of \$192,455 by \$26,372.

Total revenues received through January 31, 2016 for the Capital Projects Fund were \$145,618. There were no expenditures for the Capital Projects Fund in January 2016. For the 2015-16 fiscal year, total revenues of \$145,618 exceeded total expenditures of \$127,750 by \$17,868.

On January 31, 2016, the City had \$24,157,972 invested at varying interest rates; the EDC had \$6,059,164 available.

Motion by Mr. Washburn, seconded by Mr. Allison to accept the finance report for the period ending January 31, 2016.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

B. CONTRACTS

C-294 Award a Professional Services Contract to Freese and Nichols, Inc. for the design of the Chapin Road Cross Culvert Project

Bennett Howell gave the following report: In November 2014, the City Council authorized a number of Storm Water Utility Fund projects including the Chapin Road Cross Culvert Replacement Project. The project is necessary because of the deterioration of the existing corrugated metal culvert pipe. To further develop the project, Staff retained Freese and Nichols, Inc. to perform a preliminary drainage study of the Chapin Road culvert and channel drainage area. The study recommends replacing the cross culvert at Chapin Road and improving the channel at the culvert outfall.

The next step is to prepare the final design and construction. Freese and Nichols proposes to prepare the design for a fee of \$59,672. The project will be financed using the Storm Water Utility, which has adequate funding.

Motion by Mr. Allison, seconded by Dr. Marshall to authorize the City Manager to execute a contract with Freese and Nichols, Inc. for the design of the Chapin Road Cross Culvert project in the amount of \$59,672.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

C-295 Award a Professional Services Contract to Freese and Nichols, Inc. for the design of Van Deman Drainage Project

Bennett Howell gave the following report: In November 2014, the City Council authorized a number of Storm Water Utility Fund projects including the Van Deman Drive drainage project. The project is necessary due to residential flooding at the intersection of Van Deman Drive and Renzel Boulevard. To

further develop the project, Staff retained Freese and Nichols, Inc. to perform a preliminary drainage study on the Van Deman Drive drainage area. The study recommends installing curb inlets at the intersection and delivering the stormwater to the drainage ditch just west of Van Deman Drive.

The next step is to prepare the final design and construction documents so that construction bids can be obtained. Freese and Nichols proposes to prepare the design for a fee of \$50,254. The project is financed by the Storm Water Utility, which has adequate funding.

Motion by Mr. Wilson, seconded by Ms. Franklin to authorize the City Manager to execute a contract with Freese and Nichols, Inc. for the design of the Van Deman Drive drainage project in the amount of \$50,254.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Allison, Mayor Dittrich, Mr. Wilson, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

V. INFORMAL CITIZEN COMMENTS

Cornelius Ferguson thanked City Council for the progress reports on RM2871.

VI. COUNCIL MEMBER AND STAFF COMMENTS

VII. ADJOURNMENT

Meeting adjourned at 7:45 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 03/03/16	REFERENCE NUMBER: C-296	SUBJECT: Approve contract extension with Allied Waste Services for garbage and recycling collection	PAGE: 1 of 1
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Allied Waste Services (and its preceding companies) has served as Benbrook's garbage and recycling hauler since 1990. Over this 26 year period, Benbrook citizens have consistently praised Allied's service and the City's contract provisions. In particular, residential customers enjoy Benbrook's premium combination of weekly bulk collection, optional second pick-up (yellow bag program), and uniform collection day (Wednesday). The City's contract agreement with Allied expires on December 31, 2016.

Contract Extension

City Staff and Allied Waste Services have negotiated a five year contract extension beginning on January 1, 2017. The proposed contract extension includes all the services Benbrook's citizens currently enjoy.

The current contract provides an annual CPI adjustment. The proposed contract extension includes a 1.5% rate adjustment in January, 2017 to provide a CPI equivalent adjustment for the first contract year. Thereafter, the CPI adjustment follows the existing contract.

Benbrook's rates remain market competitive and the current monthly residential charge is \$13.61. Staff does not receive any complaints about the cost of refuse and recycling services.

RECOMMENDATION

City Staff recommends that City Council approve the contract extension with Allied Waste Services for a period beginning January 1, 2017 and ending December 31, 2021.

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

**ADDENDUM NUMBER 7
CONTRACT RENEWAL FOR RESIDENTIAL AND
COMMERCIAL REFUSE AND RECYCLING COLLECTION**

Pursuant to Section III. Renewal of the contract for Residential and Commercial Refuse Collection between Allied Waste Services of Fort Worth, LLC and the City of Benbrook, both parties have elected to renew the existing contract for a five (5) year period. **The renewal shall begin on January 1, 2017 and shall expire on December 31, 2021.** During the time specified above, all terms and conditions of the present contract shall continue with the exceptions as noted below:

- Residential and Commercial rates will increase 1.5% on January 1, 2017. In subsequent years the CPI language will follow the now existing contract.

IN WITNESS WHEREOF, contracting parties, by our duly authorized agents, hereby affix our signatures and seals on this _____ day of _____, 2016.

CITY OF BENBROOK, TEXAS
A Municipal Corporation

BY: _____
Jerry B. Dittrich, Mayor

BY: _____
Andy Wayman, City Manager

ATTEST:

Joanna King, City Secretary

ALLIED WASTE SERVICES OF FORT
WORTH, LLC

BY: _____
Area President

**THE STATE OF TEXAS)(
COUNTY OF TARRANT)(
)**

This instrument was acknowledged before me on the ____ day of _____, 2016, by Jerry B. Dittrich, Mayor of City of Benbrook, a Texas municipality, on behalf of said City.

Notary Public, State of Texas

**THE STATE OF TEXAS)(
COUNTY OF TARRANT)(
)**

This instrument was acknowledged before me on the ____ day of _____, 2016, by Andy Wayman, City Manager of City of Benbrook, a Texas municipa1ity, on behalf of said City.

Notary Public, State of Texas



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 03/03/2016	REFERENCE NUMBER: C-297	SUBJECT: Award a professional services contract to Halff Associates for the design of the Timber Creek Streambank Stabilization Project	PAGE: 1 of 2
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In November 2014, City Council authorized a number of Storm Water Utility Fund projects including the Timber Creek Streambank Stabilization Project (see attached). The centerline of Timber Creek has historically meandered south toward the properties along the 1800 block of Timberline Drive and has caused significant streambank erosion. Several large trees and fences have been undermined, resulting in the loss of property. To further develop the project, Staff retained Halff Associates to perform a preliminary study of the Timber Creek drainage area. The study recommends adding erosion control devices such as gabion baskets along the bank of Timber Creek in the vicinity of the 1800 block of Timberline Drive.

The next step is to prepare the final design and construction documents. Halff Associates proposes to prepare the design for a fee of \$76,800. The project will be financed using the Storm Water Utility, which has adequate funding.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Halff Associates for the design of the Timber Creek Streambank Stabilization Project in the amount of \$76,800.

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

DATE:
03/03/16

REFERENCE
NUMBER:
C-297

SUBJECT:
Award a professional services contract to Halff
Associates for the design of the Timber Creek
Streambank Stabilization Project

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City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 03/03/2016	REFERENCE NUMBER: C-298	SUBJECT: Award a professional services contract to Pacheco Koch, LLC for the design of the Plantation West Drainage Project	PAGE: 1 of 2
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In November 2014, the City Council authorized a number of Storm Water Utility Fund projects including the Plantation West Drainage Project (see attached). The project is necessary because of culvert erosion/undermining on Chapin Road and Dawn Drive. To further develop the project, Staff retained Pacheco Koch, LLC. to perform a preliminary study of the Plantation West drainage area. The study recommends adding erosion control devices such as gabion baskets at the Chapin Road and Dawn Drive culverts.

The next step is to prepare the final design and construction documents. Pacheco Koch proposes to prepare the design for a fee of \$84,984. The project will be financed using the Storm Water Utility, which has adequate funding.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Pacheco Koch, LLC. for the design of the Plantation West Drainage Project in the amount of \$84,984.

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



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 03/03/2016	REFERENCE NUMBER: C-299	SUBJECT: Award a professional services contract to Schrickel, Rollins and Associates for the design of the Sundown Drive Drainage Project	PAGE: 1 of 2
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In November 2014, the City Council authorized a number of Storm Water Utility Fund projects including the Sundown Drive Drainage Project (see attached). The project is necessary due to house and street flooding on Sundown Drive. To further develop the project, Staff retained Schrickel, Rollins and Associates to perform a preliminary study of the Sundown Drive drainage area. The study recommends adding storm drain inlets along Sundown Drive, Sunnydale Drive and Twilight Drive and piping the collected stormwater to the Plantation West drainage channel.

The next step is to prepare the final design and construction documents. Schrickel, Rollins and Associates propose to prepare the design for a fee of \$56,860. The project will be financed using the Storm Water Utility, which has adequate funding.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Schrickel, Rollins and Associates for the design of the Sundown Drive Drainage Project in the amount of \$56,860.

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

DATE:
03/03/16

REFERENCE
NUMBER:
C-299

SUBJECT:
Award a professional services contract to
Schrickel, Rollins and Associates for the design
of the Sundown Drive Drainage Project

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