

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, MAY 5, 2016
911 WINSOTT ROAD, BENBROOK, TEXAS
PRE-COUNCIL WORKSESSION 7:00 P.M.
CENTRAL CONFERENCE ROOM**

1. 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/PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Mike Redd Of Benbrook United Methodist Church

III. MINUTES

1. Approve Minutes Of The Regular Meeting Held April 21, 2016

Documents: [CC MINUTES-04-21-16.PDF](#)

IV. INTRODUCTION OF NEW EMPLOYEES

1. Alex Busken - Management Analyst
2. Hillary Cromer - Economic Development Specialist

V. PROCLAMATIONS/AWARDS/RECOGNITION

1. Proclamation - Bicycle Safety And Awareness Month
2. Proclamation - Motorcycle Safety And Awareness Month
3. Proclamation - Police Officers Memorial Day And National Police Week

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2241 Accept Quarterly Hotel/Motel Tax Report For Period Ending March 31, 2016

Documents: [G-2241 QUARTERLY HOTEL MOTEL REPORT.PDF](#), [G-2241 HMOT FINANCIAL REPORT \(2\).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 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.

VIII. 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.

IX. ADJOURNMENT

WORKSESSION

1. Discuss animal shelter conceptual design
2. Update on Benbrook Blvd./US 377



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, APRIL 21, 2016**

The regular meeting of the Benbrook City Council was held on Thursday April 21, 2016 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Rickie Allison, Mayor Pro-Tem
Renee Franklin
Larry Marshall
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, Public Services Director

Others Present:

Bill Smith
Denise Huneycutt, Benbrook News

I. CALL TO ORDER

Meeting called to order at 7:30 p. m. by Mayor Pro-Tem Allison.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Charlotte Hall with Tabernacle of Praise
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the Regular Meeting held April 7, 2016

Motion by Mr. Washburn, seconded by Mr. Sauma to approve the minutes of the regular meeting held April 7, 2016.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

IV. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2016-02 Nominations for 2016-2017 North Central Texas Council of Governments Executive Board

Motion by Mr. Wilson, seconded by Ms. Franklin to nominate Councilmember Marshall to the 2016-2017 North Central Texas Council of Governments Executive Board.

With no other nominations, vote on the nomination:

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

Noes: None

Motion carries unanimously.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2238 Accept finance report for period ending March 30, 2016

Sherri Newhouse gave the following report: General Fund revenues for the month of March were \$1,374,372. Property tax collections were \$152,701. Sales tax collected in February but received by the City and recognized as revenue in March was \$149,580 for the month. General Fund revenues collected through the end of March were \$13,173,939 or 79.06 percent of the budget.

General Fund expenditures for the month of March were \$1,772,755. Expenditures through the end of March were \$8,120,346 or 46.42 percent of the adopted budget. March expenditures include the General Fund payment to the TIF for current property tax revenue.

For the 2015-16 fiscal year-to-date, total General Fund revenues of \$13,173,939 exceeded General Fund expenditures of \$8,120,346 by \$5,053,593.

Debt Service revenues collected for the month of March totaled \$6,036; all revenue was from property taxes. There were no Debt Service expenditures for March. Total revenues for 2015-16 in the amount of \$388,791 were exceeded total expenditures of \$1,384,463 by \$995,672.

EDC revenues as of March 31, 2016 were \$376,583. Sales tax revenue received by the EDC for the fiscal year was \$353,423. Interest earnings for the year were \$23,160. EDC expenditures for March were \$47,813. Revenues for the year in the amount of \$376,583 exceeded total expenditures of \$329,794 by \$46,789.

Total revenues received through March 31, 2016 for the Capital Projects Fund were \$1,022,437. March revenues include the City's payment to the TIF for current property tax revenue. There were no expenditures for the Capital Projects Fund in March 2016. For the 2015-16 fiscal year, total revenues of \$1,022,437 exceeded total expenditures of \$128,388 by \$894,049.

On March 31, 2016, the City had \$26,416,960 invested at varying interest rates; the EDC had \$6,119,427 available.

Motion by Dr. Marshall, seconded by Ms. Franklin to accept the finance report for the period ending March 31, 2016.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

G-2239 Adopt Resolution authorizing the transfer of duties of Vital Statistics Registrar to the County Clerk of Tarrant County

Joanna King gave the following report: The City Secretary serves as the Local Registrar for birth and deaths that occur within the Benbrook City Limits. These duties were assumed in 1987. All birth and death records prior to 1987 are maintained by Tarrant County.

The Texas Health and Safety Code allow those duties to be transferred to the County Clerk if the County Clerk agrees to the transfer and if approved by both the Commissioners Court and City Council.

Benbrook is one of six cities in Tarrant County that has retained the Local Registrar functions. The City processes an average of 90 death certificates and 9 birth certificates annually.

Funeral homes and mid-wives are aware that Benbrook serves these functions. However, most citizens and the general public first seek assistance from Tarrant County for certified birth and death certificates before being directed to the City. This has caused delays for those seeking vital records for business reasons. In addition, funeral homes normally have to make a special trip to Benbrook to secure death certificates for an event occurring within Benbrook. The transfer of vital records to Tarrant County will assist citizens, funeral homes and mid-wives in obtaining and filing those records from a central location.

After a site visit, the County Clerk has certified that her office has sufficient resources and funds to facilitate the transfer of Benbrook records. The Tarrant County Commissioners Court approved a resolution at their April 5, 2016 meeting authorizing the transfer of Benbrook Vital Records to the Tarrant County Clerk's office.

If approved by the Benbrook City Council, the duties of Vital Statistics Registrar will be transferred to the County Clerk with the transfer to be accomplished by May 1, 2016.

Motion by Mr. Sauma, seconded by Ms. Franklin to adopt Resolution 2016-04 transferring the duties of Vital Statistics Registrar to the County Clerk of Tarrant County effective May 1, 2016.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

Resolution No. 2016-04 being: **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENBROOK, TARRANT COUNTY, TEXAS TRANSFERRING THE DUTIES OF VITAL STATISTIC REGISTRAR TO THE COUNTY CLERK OF TARRANT COUNTY”**.

G-2240 Recommend contractor for 41st Year Community Development Block Grant Program

Bennett Howell gave the following report: The 41st Year Community Development Block Grant (CDBG) Project is designated for sidewalk construction along the south side of the 5600 and 5700 Blocks of Bellaire Drive in northeast Benbrook in Benbrook's Country Day Meadows Addition CDBG target area.

The County opened bids on March 16, 2016. Four bids were received:

Raytech Services, LLC	\$81,878.54
Klutz Construction, LLC	\$111,975.70
Jay Mills Contracting, Inc.	\$127,945.50
Ragle, Inc.	\$144,713.00

Raytech Services, LLC submitted the low bid of \$81,878.54. The engineer's estimate for the project was \$118,859.00. Raytech Services, LLC has satisfactorily performed similar work on a CDBG project in Benbrook. They have also performed comparable projects in the DFW area.

The City's allocation of funds for the 41st year is \$120,924.33. The City's consultant, Teague Nall & Perkins, provided engineering services for the project.

Motion by Mr. Wilson, seconded by Dr. Marshall to recommend that Tarrant County award the 41st year Community Development Block Grant Project to Raytech Services, LLC in the amount of \$81,878.54.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VI. INFORMAL CITIZEN COMMENTS

VII. COUNCIL MEMBER AND STAFF COMMENTS

Councilmember Franklin expressed appreciation to the volunteers, vendors and the City for support of the Relay for Life event held April 8, 2016.

VIII. ADJOURNMENT

Meeting adjourned at 7:46 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 05/05/16	REFERENCE NUMBER: G-2241	SUBJECT: Accept Hotel/Motel Tax report for period ending March 31, 2016	PAGE: 1 of 1
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REVENUES

Revenues for the City's hotel/motel occupancy tax fund totaled \$24,874 for the quarter beginning January 1, 2016 and ending March 31, 2016. Revenue from the hotel/motel occupancy tax totaled \$24,863. The remainder of the revenue was realized from interest income.

EXPENDITURES

Expenses for this quarter totaled \$25,956. The City Visitor Center expenditures were \$25,346. Expenses for Heritage Fest were \$49. Winter Wonderland expenses were \$561.

NET CHANGE IN FINANCIAL POSITION

For the second quarter of the 2015-16 fiscal year, the fund balance for the hotel/motel occupancy tax fund decreased by \$1,082 from \$305,101 to \$304,019.

For the 2015-16 fiscal year, total revenues of \$60,388 were exceeded by year-to-date expenditures of \$66,270 by \$5,882.

RECOMMENDATION

Staff recommends that City Council accept the Hotel Motel Tax Report for the period ending March 31, 2016.

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

City of Benbrook, Texas
Hotel/Motel Tax (HMOT) Financial Report
For Fiscal Year: October 1, 2015 to September 30, 2016
March 31, 2016

	Beginning	change	Ending
Net Position for the 2nd Qtr Ending March 31	\$ 305,101	\$ (1,082)	\$ 304,019

REVENUE & EXPENSES

Revenue:	Estimated Revenues	Prior Quarter	Jan-Mar Quarter	Y-T-D	Unearned Balance
Motel 6	\$ 29,381	\$ 9,884	\$ 8,397	\$ 18,281	\$ 11,100
Benbrook Inn & Suites	10,514	3,010	2,834	5,844	4,670
Comfort Suites	48,245	11,537	13,633	25,170	23,075
Days Inn	40,590	10,038	-	10,038	30,552
Donations	5,000	1,000	-	1,000	4,000
Vendor Fees	320	-	-	-	320
DVD's/Apparel	542	39	-	39	503
Interest Income	214	6	11	16	198
TOTAL REVENUES	\$ 134,806	\$ 35,514	\$ 24,874	\$ 60,388	\$ 74,418

Expenditures:	Adopted Budget	Prior Quarter	Jan-Mar Quarter	Y-T-D	Budget Balance
Motel 6	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
Comfort Inn & Suites	10,600	-	-	-	10,600
Visitor Center	110,402	29,602	25,346	54,948	55,454
VC Display	-	-	-	-	-
Thunderbirds	-	-	-	-	-
Benbrook Video	-	-	-	-	-
Benbrook Chamber	4,000	1,000	-	1,000	3,000
Chamber Cook-out	2,500	2,500	-	2,500	-
Winter Wonderland	7,000	7,185	561	7,746	(746)
Heritage Fest 2015	20,000	27	49	76	19,924
TOTAL EXPENDITURES	\$ 165,502	\$ 40,314	\$ 25,956	\$ 66,270	\$ 99,232

NET CHANGE IN POSITION	\$ (30,696)	\$ (4,800)	\$ (1,082)	\$ (5,882)
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