

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, APRIL 21, 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. A. GENERAL

III. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Gary Oliver With Tabernacle Of Praise

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held April 7, 2016

Documents: [CC MINUTES-04-07-16.PDF](#)

V. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2016-02 Nominations For 2016-2017 North Central Texas Council Of Governments Executive Board

Documents: [CC-2016-02 NCTCOG BOARD NOMINATIONS.PDF](#)

VI. REPORTS FROM CITY MANAGER

G-2238 Accept Finance Report For Period Ending March 31, 2016

Documents: [G-2238 FINANCE REPORT MARCH 2016.PDF](#), [G-2238 REVENUE CHART.PDF](#), [G-2238 EXPENDITURE CHART.PDF](#), [G-2238 SALES TAX COMPARISON.PDF](#)

G-2239 Adopt Resolution Authorizing The Transfer Of The Duties Of Vital Statistics Registrar To The County Clerk Of Tarrant County

Documents: [G-2239 TRANSFER VITAL STATISTICS REGISTRAR.PDF](#), [G-2239 RESOLUTION - TRANSFER VITAL STATISTICS.PDF](#), [G-2239 TARRANT COUNTY CERTIFICATION AND RESOLUTION.PDF](#)

G-2240 Recommend Contractor For 41st Year Community Development Block Grant Program

Documents: [G-2240 RECOMMEND CDBG CONTRACTOR 41ST YEAR.PDF](#)

VII. INFORMAL CITIZEN COMMENTS

VIII. COUNCIL MEMBER AND STAFF COMMENTS

IX. ADJOURNMENT



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, APRIL 7, 2016**

The regular meeting of the Benbrook City Council was held on Thursday April 7, 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
Mark Washburn
Ron Sauma

Also Present:

Andy Wayman, City Manager
Dave Gattis, Deputy City Manager
Joanna King, City Secretary
Tommy Davis, Fire Chief

Others Present:

Ed Gallagher, Planning Director
Bill Smith
Members of Boy Scout Troop 720
Andrew Evans
Briggs Kelly
Porter Phillips
Jaiden Patel
Matthew Lovl
David Mayberry
Dan Cooper, Scout Master
and 7 other citizens

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Mayor Pro-Tem Rickie Allison.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the Regular Meeting held March 17, 2016

Motion by Dr. Marshall, seconded by Mr. Allison to approve the minutes of the regular meeting held March 17, 2016.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

IV. PRESENTATION BY TAX INCREMENT FINANCE DISTRICT BOARD OF DIRECTORS

TIF-2016-02 Ratify Engineering Contracts with Dunaway Associates, LP for Benbrook Towne Crossing (Benbrook Field) Project

- a. General Engineering Consulting Services for Vista Way, Benbrook Field Drive, and Mercedes Street Access Drive**
- b. General Engineering Consulting Services for Floodplain Services for Vista Way and Walnut Creek**

Dave Gattis Gave the following report: The Tax Increment Financing Board approved the First Amendment to the Developer Participation Agreement for Benbrook Towne Crossing Project on November 30, 2015. The City Council subsequently ratified the First Amendment at their February 4, 2016 meeting.

The next step in the process is to authorize the engineering contracts to begin design of the various components, including Vista Way. City Staff negotiated contracts with Dunaway Associates for the work, based on their previous experience on the project.

The project was split into two contracts, one for the general engineering services for which the TIF is responsible, and one for the floodplain study which is split between the TIF and the Developer.

1. The General Engineering contract includes the design, surveying, permitting, right-of-way and easement services, bidding, and construction monitoring for Vista Way and utilities, Benbrook Field Drive and utilities, and the two access driveways. The TIF is responsible for 100% of the cost of this contract, which has a maximum fee of \$441,298.
2. The Floodplain Engineering contract includes analysis of floodplain impacts on Walnut Creek resulting from the Vista Way construction, as well as for future development by the Developer across and upstream on Walnut Creek. The intent is to accurately delineate the areas that may be

developed. The TIF and the Developer will split the cost evenly on this contract, which has a maximum fee of \$89,420.

Both contracts are set up as an hourly cost basis with a maximum fee, so that any savings incurred during the project will benefit the TIF. The TIF has sufficient funds available to pay for the engineering costs. No City funds will be used.

The TIF Board voted to approve the contracts on March 22, 2016.

Motion by Mr. Allison, seconded by Ms. Franklin to ratify the engineering contracts with Dunaway Associates, LP for the Benbrook Towne Crossing Project.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2235 Approve Interlocal Agreement with Tarrant County Inter-Jurisdictional Emergency Management Program

Tommy Davis gave the following report: The Texas Local Government Code allows cities to enter into interlocal agreements for the purpose of jointly performing governmental functions.

Benbrook has requested to enter into an interlocal agreement with Tarrant County for participation in the Inter-Jurisdictional Emergency Management Program (I-JEMP). The I-JEMP allows Benbrook to join a group of Tarrant County cities for emergency management planning and coordination under the leadership of the Tarrant County Emergency Management Office. For many years, City Staff has written and maintained a separate emergency management plan. Through the I-JEMP, Tarrant County and other member cities have established similar programs for comprehensive emergency management including mitigation, preparedness, response and recovery.

Joining the I-JEMP eliminates redundant annual updates currently undertaken by Benbrook, saving significant Staff time. In addition, the I-JEMP leverages the combined resources of the cities and Tarrant County. The program includes the preparation and maintenance of an inter-jurisdictional emergency management plan for the City of Benbrook and Tarrant County.

There is no cost to join the program.

Motion by Mr. Washburn, seconded by Dr. Marshall to approve the interlocal agreement with Tarrant County for the Inter-Jurisdictional Emergency Management Program.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

G-2236 Approve Interlocal Cooperation Contract with North Central Texas Trauma Regional Advisory Council

Tommy Davis gave the following report: The Texas Local Government Code allows cities to enter into interlocal agreements for the purpose of jointly performing governmental functions.

The North Central Texas Trauma Regional Advisory Council administers a grant program on behalf of the Texas Department of State Health Services to provide evacuation trailers to strategic public safety partners. The City of Benbrook has requested to enter into an interlocal cooperation contract with the North Central Texas Trauma Regional Advisory Council to participate in the Evacuation Trailer Project. Program participation provides Benbrook with a fully equipped/stocked evacuation trailer for use in the event of a catastrophic event. There is no charge for the trailer.

Once granted, the City holds title to the trailer and is responsible for its maintenance, upkeep and insurance. The cost to maintain and insure the trailer is minimal.

Motion by Mr. Sauma, seconded by Mr. Allison to approve the interlocal cooperation contract with the North Central Texas Trauma Regional Advisory Council for participation in the Evacuation Trailer Project.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

G-2237 Approve Development Agreement regarding annexation of HOG Management, Limited, et al, property (992.72-acre Helen Groves Tract)

Dave Gattis gave the following report: As part of the boundary adjustment with the City of Fort Worth that was completed in October 2014, two properties were too large to transfer automatically into Benbrook's corporate limits. In accordance with State law, both properties were notified by letter in August 2015 of the opportunity to enter into a Development Agreement whereby the City agrees not to annex for five years so long as the property remains in agricultural use. The 35.44-acre Ludie property near the I-20/Aledo Road intersection did not respond by the required deadline, and the City annexed that property in November 2015.

Legal representatives of the 992.72-acre Helen Groves tract contacted the City and requested a 90-day delay to consider their options. In December, the Groves attorney advised that they wished to exercise the Development Agreement option. Staff and the City Attorney negotiated the terms of the Agreement during the period from December through February, and the landowner secured the necessary signatures in March.

The Agreement provides that the City will not annex the property for a period of five years, provided that the property is undeveloped and remains in agricultural use. If the owners sell a portion of the property and subdivide it, that part will be annexed. At the end of five years, the entire property will be annexed, unless there is a reason that both parties want to extend the Development Agreement.

Motion by Mr. Washburn, seconded by Mr. Sauma to approve the Development Agreement with HKS Management, Limited and authorize the Mayor to execute the agreement.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VI. INFORMAL CITIZEN COMMENTS

VII. COUNCIL MEMBER AND STAFF COMMENTS

Councilmember Franklin expressed appreciation to Benbrook Chick fil-a, all area Chick Fil-a's, Benbrook Police Officer, Benbrook Firefighters and citizens for the support and contributions provided during the Fort Worth Police Officer Pearce fund raiser. She advised the check from the event will be presented to the family on Wednesday, April 13, 2016.

VIII. ADJOURNMENT

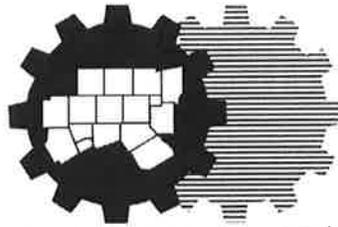
Meeting adjourned at 7:50 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

TO: NCTCOG Member Governments

DATE: March 28, 2016

FROM: John Horn
NCTCOG President
County Judge, Hunt County

SUBJECT: Election of Officers and Directors for 2016-2017 Executive Board

Officers and Directors for the 2016-2017 Council of Governments' Executive Board will be elected at the annual General Assembly meeting on Friday, June 17, 2016, at the Hurst Conference Center. Officials from member governments are invited to submit recommendations for the Board positions. I will Chair a Nominating Committee, consisting of several Past Presidents, that has been appointed to review the recommendations and submit a slate for election at the meeting.

Executive Board members traditionally hold their seats for two years and then rotate off the Board. If, however, a member has served for two years but is nominated and elected to serve as an officer, that person will continue to serve on the Board. The current Board President rotates to the position of *Past President*. The *Past President* position does not represent a population category.

We are specifically requesting nominations for the seats representing the following population categories:

- A County of 75,000 - 650,000 (a definite open seat)
- A City of 20,000 - 50,000
- A city of less <20,000

The following items are available online for your use and information:

- Nomination Forms
- Executive Board Structure (According to the NCTCOG Bylaws)
- 2016-2017 Executive Board Open Seats by Population Category
- 2016-2017 Executive Board Nominating Committee

THE DEADLINE FOR NOMINATIONS IS MAY 13, 2016

You may download editable forms or nominate online at www.nctcog.org by clicking on the General Assembly link, or you can return your nominations by email to scecil@nctcog.org.

If you have any questions, please contact me or one of the other members of the Nominating Committee.

ME/sc

North Central Texas Council of Governments

Current Executive Board and Open Seats by Population Categories

OFFICERS

	Current Board	2016-2017 Board
President	John Horn (Appointed: 12/2013) Hunt County	Lissa Smith
Vice-President	Lissa Smith (2015) City of Plano	Tom Lombard
Secretary/Treasurer	*Tom Lombard (2014) North Richland Hills	Officers Must be a Current Board Member

DIRECTORS

Population Categories	Current Board	2016-2017 Board
<u>COUNTIES</u>		
1. Largest Appointed by Dallas County	Clay Jenkins (2011) City of Dallas	Appointed
2. 2nd Largest Appointed by Tarrant County	Glen Whitley (2007) Tarrant County	Appointed
3. 3rd Largest Appointed by Collin County	Keith Self (2013) Collin County	Appointed
4. 4th Largest Appointed by Denton County	Bobbie Mitchell (2015) Denton County	Appointed
5. 75,000 - 650,000	*John Horn (2013) Hunt County	✓
6. <75,000	*J. D. Clark (2015) Wise County	J. D. Clark
<u>CITIES</u>		
7. Largest Appointed by City of Dallas	Lee Kleinman (2015) City of Dallas	Appointed
8. 2nd Largest Appointed by City of Fort Worth	Kelly Allen Gray (2015) City of Fort Worth	Appointed
9. 3rd Largest Appointed by City of Arlington	Michael Glaspie (2015) City of Arlington	Appointed
10. 200,000 - 350,000	*Lissa Smith (2015) City of Plano	Lissa Smith (officer)
11. 100,000 - 200,000	*Bruce Archer (2015) City of Mesquite	Bruce Archer
12. 50,000 - 100,000	**Tom Lombard (2014) N. Richland Hills	Tom Lombard (officer)
13. 20,000 - 50,000	**Kevin Strength (2014) Waxahachie	✓***
14. <20,000	**Laura Wheat(2014) Westlake	✓***
<u>AT LARGE CITIES</u>		
15. 50,000-350,000	*Chris Watts (2015) City of Denton	Chris Watts
16. <50,000	*Dan McClendon (2015) City of Burleson	Dan McClendon
<u>STANDING MEMBER</u>		
17. Immediate Past President	Kathryn Wilemon (2011) City of Arlington	John Horn

✓ Open Seat

* 1 Year on Board

** 2 Years on Board

✓*** open unless person becomes officer

North Central Texas Council of Governments
Executive Board Structure
(According to NCTCOG Bylaws)

OFFICERS

President

(Elected by General Assembly. Must be a member of the Executive Board.)

Vice President

(Elected by General Assembly. Must be a member of the Executive Board.)

Secretary-Treasurer

(Elected by General Assembly. Must be a member of the Executive Board.)

STANDING MEMBERS

1. **Past President**

(Automatic position on Executive Board, does not fill a designated seat.)

2. **Member of the Legislature**

(Ex-Officio, non-voting - Selected by Lottery from among those interested.)

DIRECTORS – Categorical Requirements

Counties (6 Seats)

3. – 6. **Representatives of the Four (4) Largest Populated Member Counties**

(One Nominee selected by each County: Dallas, Tarrant, Collin and Denton)

7. **Representative of a Member County with a Population of 75,000-650,000**

8. **Representative of a Member County with a Population of <75,000**

Cities (10 Seats)

9. - 11. **Representatives of the Three (3) Largest Populated Member Cities**

(One Nominee selected by each City: Dallas, Fort Worth, Arlington)

12. **Representative of a Member City with a Population of Between 200,000 - 350,000**

13. **Representative of a Member City with a Population of Between 100,000 - 200,000**

14. **Representative of a Member City with a Population of Between 50,000 - 100,000**

15. **Representative of a Member City with a Population of Between 20,000 - 50,000**

16. **Representative of a Member City with a Population of <20,000**

At Large Cities

17. **Representative of a Member City with a Population of Between 50,000 - 350,000**

18. **Representative of a Member City with a Population of <50,000**

- ◆ ***An Executive Board member must be a local elected official from a member government's policy body.***
- ◆ ***If a director is elected to an officer position, that director will continue to represent the category that the director was originally elected to serve.***
- ◆ ***No member government may have more than one (1) representative on the Board at any given time unless one of them is serving in the Past President position.***

2016 – 2017 NCTCOG EXECUTIVE BOARD

NOMINATION FORM

NOMINEE INFORMATION:

PRINCIPAL NOMINATOR INFORMATION:

Date:

I would like to recommend the following **local elected official** (Mayor, Councilmember, County Judge, County Commissioner) for consideration by the Nominating Committee to serve on NCTCOG's Executive Board.

Nominee Information	Nominator Information
Name:	Name:
Title:	Nominee Title:
Local Government Represented:	Local Government Represented: Population:
Email:	Nominee Email:
Mailing City/State/Zip:	Nominee Mailing City/State/Zip:
Office Phone:	Nominee Office Phone:
Home/Cell Phone:	Nominee Home/Cell Phone:

(PLEASE ATTACH A RESUME OR ADDITIONAL BIOGRAPHICAL INFORMATION.)

Additional Supporting Comments:

THE DEADLINE FOR NOMINATIONS IS MAY 13, 2016

Please nominate online at www.nctcog.org (Click on General Assembly)
or email nomination form to address below

For more information please contact: scecil@nctcog.org

Executive Director's Office
North Central Texas Council of Governments



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 04/21/16	REFERENCE NUMBER: G-2238	SUBJECT: Accept finance report for period ending March 31, 2016	PAGE: 1 of 2
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GENERAL FUND

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. A separate summary of sales tax revenue collections is provided for informational purposes. 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

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

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.

CAPITAL PROJECTS

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.

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

DATE: 04/21/16	REFERENCE NUMBER: G-2238	SUBJECT: Accept finance report for period ending March 31, 2016	PAGE: 2 of 2
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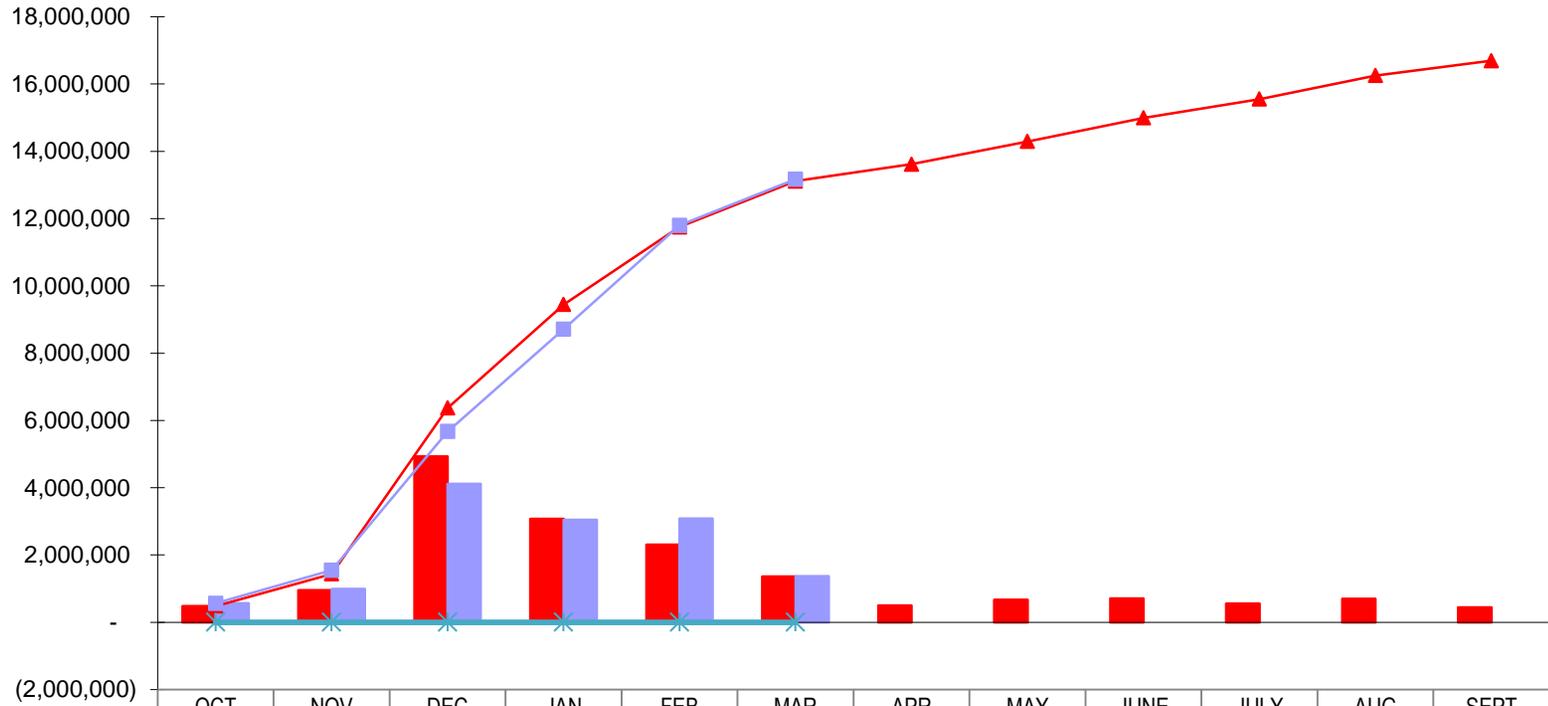
CASH & INVESTMENTS

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

RECOMMENDATION

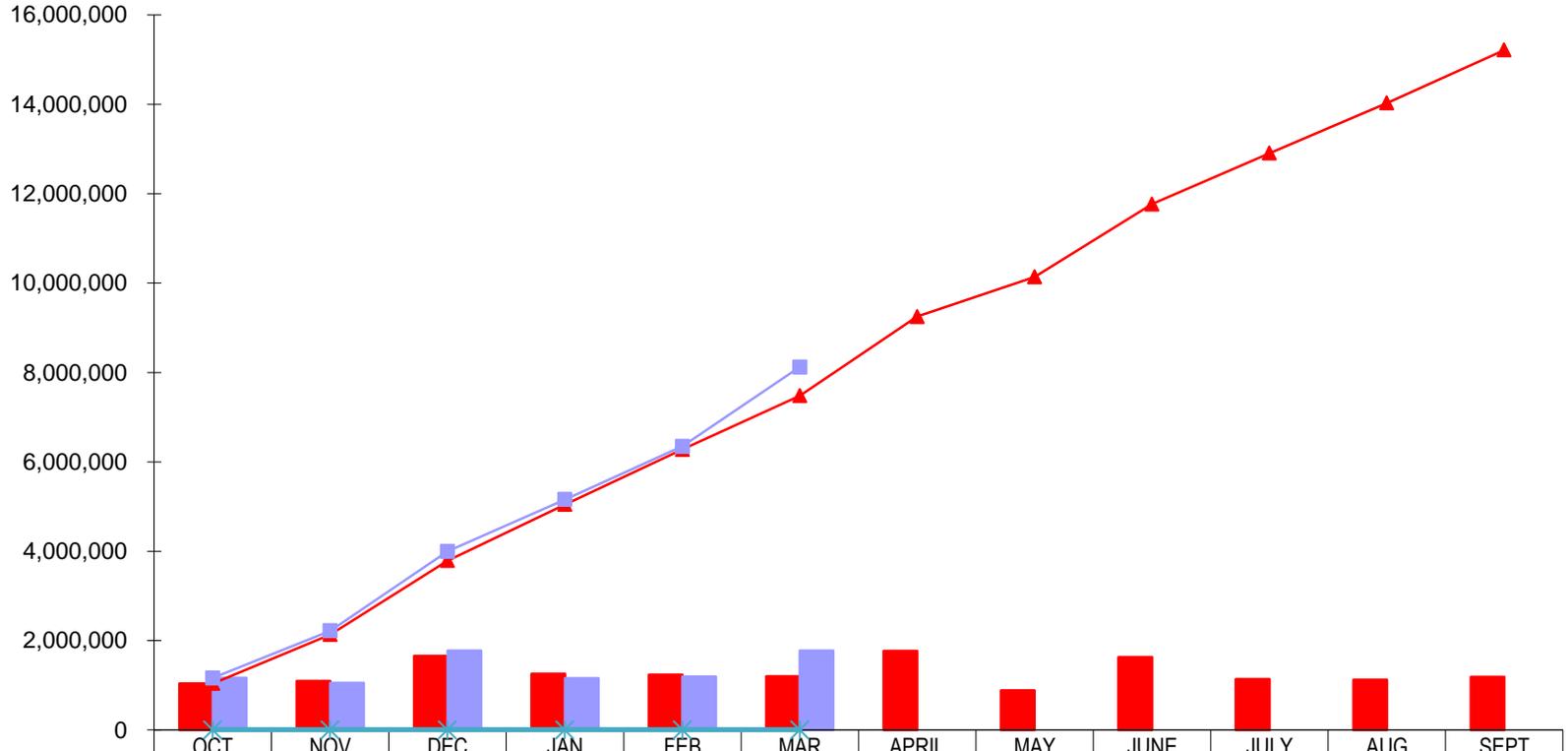
Staff recommends that City Council accept the finance report for the period ending March 31, 2016.

Revenue Trend Comparison



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
■ 2014-15	484,634	955,402	4,929,898	3,078,804	2,304,726	1,362,198	502,176	673,698	703,244	558,506	699,887	438,979
■ 2015-16	562,313	987,115	4,118,735	3,044,455	3,086,948	1,374,372						
▲ YTD 14-15	484,634	1,440,036	6,369,934	9,448,738	11,753,464	13,115,662	13,617,838	14,291,536	14,994,780	15,553,286	16,253,173	16,692,152
■ YTD 15-16	562,313	1,549,428	5,668,163	8,712,618	11,799,566	13,173,939						
* % Increase 14-15 to 15-16	16.0%	7.6%	-11.0%	-7.8%	0.4%	0.4%						

Expenditure Trend Comparison



	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT
2014-15	1,041,570	1,091,832	1,656,040	1,254,598	1,233,716	1,202,501	1,771,545	885,387	1,631,225	1,140,779	1,121,353	1,185,105
2015-16	1,165,220	1,053,458	1,776,743	1,161,320	1,190,850	1,772,755						
YTD 14-15	1,041,570	2,133,402	3,789,442	5,044,039	6,277,755	7,480,256	9,251,801	10,137,188	11,768,413	12,909,192	14,030,545	15,215,650
YTD 15-16	1,165,220	2,218,678	3,995,421	5,156,741	6,347,591	8,120,346						
% Change 2014-15 to 2015-16	11.87%	4.00%	5.44%	2.23%	1.11%	8.56%						



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 04/17/16	REFERENCE NUMBER: G-2239	SUBJECT: Adopt Resolution authorizing the transfer of the duties of Vital Statistics Registrar to the County Clerk of Tarrant County	PAGE: 1 of 1
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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.

Pursuant to a change to Section 191.023 of the Texas Health and Safety Code, the duty to maintain birth and death records in a municipality may be transferred back to the County Clerk if the County Clerk agrees to assume the responsibility and if approved by 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.

Although most funeral homes and mid-wives are aware that Benbrook serves these functions, most citizens and the general public first seek assistance from Tarrant County for certified birth and death certificate copies. This has caused delays for those seeking vital records to be expedited 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. With a transfer of duties, the certificates are obtained through Tarrant County where they transact most of their business.

On April 5, 2016, the Tarrant County Commissioners Court approved a resolution authorizing the agreement to transfer 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.

Notification of the transfer of Vital Records will be posted on the City's website and the known funeral homes doing business with the City of Benbrook will be notified of the change.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution transferring the duties of Vital Statistics Registrar to the County Clerk of Tarrant County effective May 1, 2016.

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

RESOLUTION NO. 2016-04

**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**

WHEREAS, the City of Benbrook (herein referred to as "City") desires to transfer the duties of Vital Statistics Registrar to the County Clerk of Tarrant County; and

WHEREAS, pursuant to Section 191.023 of the Texas Health and Safety Code, the County Clerk has certified that her office has sufficient resources and finances to assume the duties, which include maintenance of birth and death records of the City; and

WHEREAS, the Commissioner's Court of Tarrant County has approved a resolution authorizing the transfer of the duties to the County Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BENBROOK, TEXAS THAT:**

SECTION 1

The duties of Vital Statistics Registrar are hereby transferred to the County Clerk of Tarrant County with the transfer to be accomplished by May 1, 2016.

**Passed and approved by the City Council of the City of Benbrook, on this 21st day of
April, 2016.**

Jerry B. Dittrich, Mayor

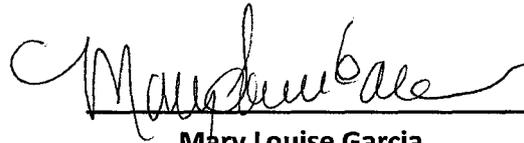
Attest:

Joanna King, City Secretary

STATE OF TEXAS §
 § **COUNTY CLERK CERTIFICATION AND**
 § **COMMISSIONERS COURT RESOLUTION**
COUNTY OF TARRANT §

COUNTY CLERK CERTIFICATION

Pursuant to § 191.023 of the Texas Health and Safety Code, I, Mary Louise Garcia, County Clerk of Tarrant County, Texas, certify that my office has sufficient resources and finances to assume the duties imposed by law relating to the maintenance of Birth and Death records of the City of Benbrook, Tarrant County, Texas.



Mary Louise Garcia
County Clerk
Tarrant County

COMMISSIONERS COURT RESOLUTION

We, the Commissioners Court of Tarrant County, Texas, have received the above County Clerk Certification which declares that the County Clerk has sufficient resources and finances to assume the duties imposed by law relating to the maintenance of Birth and Death records of the City of Benbrook, Tarrant County, Texas;

Therefore, we resolve that the City of Benbrook may transfer the duties imposed by law relating to the maintenance of Birth and Death records of the City of Benbrook, Tarrant County, Texas to Mary Louise Garcia, County Clerk of Tarrant County, Texas

We further resolve that this transfer shall be accomplished by May 1, 2016.

We authorize the County Judge to sign this resolution representing the County's agreement to transfer and this time table.



B. Glen Whitley
County Judge
Tarrant County
April 5th 2016



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 04/21/16	REFERENCE NUMBER: G-2240	SUBJECT: Recommend Contractor for 41st Year Community Development Block Grant Program	PAGE: 1 of 2
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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.

BIDS RECEIVED

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

	<u>CONTRACTOR</u>	<u>BASE BID</u>
1.	Raytech Services, LLC	\$81,878.54
2.	Klutz Construction, LLC	\$111,975.70
3.	Jay Mills Contracting, Inc.	\$127,945.50
4.	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 (under a different name). They have also performed comparable projects in the DFW area.

FINANCING

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.

RECOMMENDATION

Staff recommends that the City Council recommend that Tarrant County award the 41st year Community Development Block Grant Project to Raytech Services, LLC in the amount of \$81,878.54.

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

DATE:
04/21/16

REFERENCE
NUMBER:
G-2240

SUBJECT:
Recommend Contractor for 41st Year
Community Development Block Grant Program

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CDBG Target Area

