

**AGENDA
BENBROOK CITY COUNCIL
SPECIAL MEETING
MONDAY, OCTOBER 3, 2016
911 WINSCOTT ROAD BENBROOK, TEXAS
PRE-COUNCIL WORKSESSION 7:00 P.M.
CENTRAL CONFERENCE ROOM**

1. Review and discuss agenda items for meeting

**SPECIAL MEETING
COUNCIL CHAMBERS
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION**

Note: This meeting is to replace the regular meeting scheduled for October 6, 2016 due to lack of a quorum.

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Steve Beaulieu Of Capstone Church

III. MINUTES

1. Approve Minutes Of The Regular Meeting Held September 15, 2016

Documents:

[CC MINUTES-09-15-16.PDF](#)

IV. CITIZEN PRESENTATION

1. Nancy Oneal - Concern Regarding Property Use In Single Family District

V. PROCLAMATIONS/AWARDS/RECOGNITION

1. Proclamation - Community Planning Month

VI. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC--2016-07 Receive Resignation From Place 3, Benbrook Economic Development Corporation Board Of Directors And Determine Method To Fill Vacancy

Documents:

[CC-2016-07 VACANCY OF EDC BOARD.PDF](#)
[CC-2016-07 HEINE RESIGNATION \(1\).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



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, SEPTEMBER 15, 2016**

The regular meeting of the Benbrook City Council was held on Thursday September 15, 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
Ron Sauma

Also Present:

Andy Wayman, City Manager
Dave Gattis, Deputy City Manager
Joanna King, City Secretary
Sherri Newhouse, Finance Director
Cathy Morris, EDC Director

Others Present:

Ed Gallagher, Planning Director
Maddie Schwartz, Accounting Supervisor
Kent Williams, EDC President
Bill Smith
Denise Huneycutt, Benbrook News
Tammi Cauthen
Ethan Cortney, Boy Scout Troop 95
Vaiden Cortney

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. Approve Minutes of the Regular Meeting held September 1, 2016

Motion by Ms. Franklin, seconded by Dr. Marshall to approve the minutes of the regular meeting held September 1, 2016.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

IV. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2016-06 Accept Certification of Unopposed Candidates and adopt Ordinance canceling November 8, 2016 General Election

Joanna King gave the following report: On July 21, 2016, City Council ordered a general election for November 8, 2016 to elect members to serve on the Benbrook City Council in Places 2, 4 and 6. There were no propositions to appear on the ballot.

The filing deadline for name placement on the ballot and declaration of write-in candidacy has passed. In these circumstances, State law authorizes the City, by order, to declare each unopposed candidate elected to office and cancel the election.

As the authority responsible for having the official ballot prepared, the City Secretary certifies that the following candidates are unopposed for election to office in the election scheduled for November 8, 2016.

Member of the City Council, Place 2	Renee Franklin
Member of the City Council, Place 4	Rickie Allison
Member of the City Council, Place 6	Mark Washburn

The newly elected members will take their Oath of Office and their seat at the November 17, 2016 regular City Council meeting.

Motion by Mr. Wilson, seconded by Mr. Sauma to: Accept the Certification of Unopposed Candidates, and Adopt Ordinance Number 1400 canceling the general election for November 8, 2016 declaring each unopposed candidate elected to office.

Vote on the Motion

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

Noes: None

Motion carries unanimously

Ordinance No. 1400 being “**AN ORDINANCE CANCELING THE NOVEMBER 8, 2016 REGULAR ELECTION AND DECLARING EACH UNOPPOSED CANDIDATE ELECTED TO OFFICE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND, PROVIDING AN EFFECTIVE DATE.**”

V. PRESENTATION BY BENBROOK ECONOMIC DEVELOPMENT CORPORATION

EDC-2016-01 Ratify Benbrook Economic Development Corporation Budget for Fiscal Year 2016-2017

Cathy Morris gave the following report: The Benbrook Economic Development Corporation Board of Directors conducted a public hearing and approved the FY 2016-2017 budget at their August 15, 2016 regular board meeting. The BEDC Board anticipates that it may be necessary to make budget adjustments in the coming year as current projects dictate and/or as economic development opportunities arise. The BEDC Board of Directors will seek City Council approval on new projects. .

There are no substantive changes or additions to the administrative (operation and maintenance) portion of the budget. A summary of the proposed budget is as follows:

FY 2016-2017 Budget

Administration Budget (Accounts 5000, 5100, 5200, 5300) \$ 372,213

EDC Professional Services and Projects (Accounts 5700)

5707 Entrance Sign \$ 6,000

5722 Benbrook Blvd. Infrastructure/Aesthetics \$1,000,000

5724 Storefront Improvement Program \$ 100,000

5725 NW Winscott Infrastructure \$1,500,000

5700 Total Projects \$2,606,000

FY 2016-2017 Budget Total \$2,978,213

A summary of projected revenue/expenses and projected ending balance is as follows:

Projected Beginning Fund Balance (10-1-2016) \$6,417,256.64

FY 2016-2017 Projected Revenue \$1,061,840.00

FY 2016-2017 Budget (\$2,978,213.00)

Projected Ending Fund Balance	\$4,500,883.64
Minimum Reserve	(\$1,000,000.00)
Projected Funds Available for Other Projects (9-30-17)	<u>\$3,500,883.64</u>

Motion by Dr. Marshall, seconded by Mr. Allison to ratify the FY 2016-2017 EDC Budget.

Vote on the Motion

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

Noes: None

Motion carries unanimously

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2262 Accept finance report for period ending August 31, 2016

Sherri Newhouse gave the following report: General Fund revenues for the month of August were \$761,676. Property tax collections were \$33,486. Sales tax collected in July but received by the City and recognized as revenue in August was \$210,000 for the month. General Fund revenues collected through the end of August were \$16,381,550 or 98.31 percent of the budget.

General Fund expenditures for the month of August were \$1,877,506. Expenditures through the end of August were \$15,092,862 or 86.28 percent of the adopted budget. Salary and fringe benefits for three pay periods are included in the August expenditures.

For the 2015-16 fiscal year-to-date, total General Fund revenues of \$16,381,550 exceeded General Fund expenditures of \$15,092,862 by \$1,288,688.

Debt Service revenues collected for the month of August totaled \$1,324; all revenue was from property taxes. There were no Debt Service expenditures for August.

Total revenues for 2015-16 in the amount of \$408,129 were exceeded by total expenditures of \$1,495,107 by \$1,086,978.

This deficit will be reduced significantly when debt service payments for TIF certificates of obligation and for Storm Water Fund general obligation bonds are re-allocated to the appropriate fund before the end of the 2015-16 fiscal year.

EDC revenues as of August 31, 2016 were \$840,237. Sales tax revenue received by the EDC for the fiscal year was \$814,365. EDC expenditures for August were \$37,025. Revenues for the year in the amount of \$840,237 exceeded total expenditures of \$485,138 by \$355,099.

Total revenues received through August 31, 2016 for the Capital Projects Fund were \$2,053,327. Total expenditures for the Capital Projects Fund in August 2016 were \$98,026; all August expenses were engineering services. Expenses for the Van Deman Road Project totaled \$18,149. Expenses for the Plantation West Project were \$2,145. Expenses for the Timberline Creek Drainage Project totaled \$31,400. Expenses for the Vista Way Project were \$46,332. For the 2015-16 fiscal year, total revenues of \$2,053,327 exceeded total expenditures of \$928,054 by \$1,125,273.

On August 31, 2016, the City had \$22,625,811 invested at varying interest rates; the EDC had \$6,127,575 available.

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

Vote on the Motion

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

Noes: None

Motion carries unanimously

G-2263 Adopt Ordinance approving budget figures for Fiscal Year 2016-2017

Motion by Ms. Franklin, seconded by Dr. Marshall to adopt Ordinance Number 1401 approving budget figures for Fiscal Year 2016-2017.

Vote on the Motion

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

Noes: None

Motion carries unanimously

Ordinance No. 1401 being **“AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, APPROVING BUDGET FIGURES FOR THE FISCAL YEAR 2016 THROUGH 2017; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT, PROJECT AND ACCOUNT; ACCEPTING AND APPROVING THE EMPLOYEE**

CIVIL SERVICE CLASSIFICATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

G-2264 Adopt Ordinance fixing and levying Ad Valorem Tax for 2016

Motion by Mr. Allison, seconded by Mr. Sauma to adopt Ordinance Number 1402 fixing and levying Municipal Ad Valorem taxes for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017.

Vote on the Motion

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

Noes: None

Motion carries unanimously

Ordinance Number 1402 being **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF \$0.6500 PER ONE HUNDRED DOLLARS (\$100.00) ASSESSED VALUE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF BENBROOK, TEXAS, AS OF JANUARY 1, 2016, TO PROVIDE REVENUES FOR THE PAYMENT OF CURRENT EXPENSES AND TO PROVIDE AN INTEREST IN DEBT SERVICE FUNDS ON ALL OUTSTANDING DEBTS OF THE CITY; DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE CITY COUNCIL; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE.**

G-2265 Ratify property tax revenue reflected in the 2016-2017 budget

Motion by Mr. Wilson, seconded by Ms. Franklin to ratify the property tax revenue reflected in the 2016-2017 budget.

Vote on the Motion

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

Noes: None

Motion carries unanimously

VII. INFORMAL CITIZEN COMMENTS

VIII. COUNCIL MEMBER AND STAFF COMMENTS

IX. ADJOURNMENT

Meeting adjourned at 7:51 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



MEMO TO: Mayor Dittrich and Members of the Benbrook City Council
FROM: Joanna King, City Secretary
SUBJECT: Vacancy on Benbrook Economic Development Board of Directors
DATE: October 3, 2016

On September 19, 2016, the City Secretary received a letter of resignation from Ronald Heine, Place 3 on the Benbrook Economic Development Corporation Board of Directors.

Mr. Heine was appointed to Place 3 in December, 2015 for a term to expire on December 30, 2017. The EDC Board of Directors consists of seven (7) members.

The normal process for advertising and receiving applications for the various City Boards and Commissions has begun. The application deadline is October 31, 2016 and will be presented to City Council on November 17, 2016 for review. It is anticipated that the appointments will then be made at the December 15, 2016 meeting

Staff recommends City Council delay the appointment to the unexpired term until applications have been received from all interested citizens during the normal application process.

Joanna King

From: Joanna King
Sent: Monday, September 19, 2016 12:32 PM
To: Joanna King
Subject: FW: Resignation from EDC

From: bedcplace3
Sent: Monday, September 19, 2016 10:55 AM
To: Cathy Morris
Subject: Resignation from EDC

This is to notify you of my resignation from the Benbrook EDC effective today, 19 September 2016. Thank you for everything.

Ronald J. Heine
Benbrook EDC Place 3