



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, SEPTEMBER 1, 2016**

The regular meeting of the Benbrook City Council was held on Thursday September 1, 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, Public Services Director
Alex Busken, Management Analysis

Others Present:

Ed Gallagher, Planning Director
Bill Smith
Denise Huneycutt, Benbrook News

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Councilmember Mark Washburn.
The Pledge of Allegiance was recited.

III. MINUTES

1. Approve Minutes of the Regular Meeting held August 18, 2016

Motion by Dr. Marshall, seconded by Ms. Franklin to approve the minutes of the regular meeting held August 18, 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-2260 Authorize Interlocal Agreement with City of Fort Worth for Household Hazardous Waste Program

Alex Busken gave the following report: Benbrook is enjoying its 16th year in partnership with the Fort Worth Environmental Collection Center (ECC) to recycle hazardous chemicals. The Hazardous Waste program provides Benbrook residents the opportunity to properly dispose of chemicals such as paint, solvents, lawn and garden chemicals and automotive products.

The twice-yearly collection events in Benbrook continue to attract large numbers of participants, averaging approximately 156 households per event. Residents taking items directly to the Fort Worth Environmental Collection Center average approximately 182 annually.

Since beginning this partnership with Fort Worth, Benbrook residents have properly disposed of over 115,000 pounds of chemical waste, safely keeping these hazards out of the storm water system and landfills.

Benbrook's current agreement with Fort Worth expires at the end of September 2016. The proposed agreement is unchanged, with a rate of \$47 per household. The new contract term begins October 1, 2016 and expires September 30, 2017.

Motion by Mr. Allison, seconded by Mr. Sauma to approve the Interlocal Agreement with the City of Fort Worth Environmental Collection Center for FY 2016/2017 to continue participating in the Household Hazardous Waste Program.

Vote on the Motion

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

Noes: None

Motion carries unanimously.

G-2261 Adopt Ordinance approving sale of 913 Timberline Drive

Bennett Howell gave the following report: In November 2005, the City Council authorized the purchase of 913 Timberline Drive at a cost of \$121,000. The residential property was classified as a repetitive loss property by the National Flood Insurance Program, meaning that it had sustained two or more flood insurance claims of \$1,000 or more. The property also had a retaining wall that encroached illegally into the Dry Branch Creek bed. In addition, the City's drainage plan identified the need to enlarge the inlet at the front of the property to adequately drain water from the street. Finally, this was one of only two houses that would not be removed from the 100-year floodplain by the Timber Creek Channel project.

The house was demolished in March 2006 and improvements were made to the creek and the storm drain inlet, and the building pad was elevated above the new 100-year flood level. The Letter of Map Revision Based on Fill (LOMR-F) officially removing the building site from the 100-year floodplain on June 19, 2007.

The City has attempted to sell the property through a sealed bid process in 2007, 2008, 2009 and 2016. No bids were received. On August 18, 2016, the City received an unsolicited offer (attached) for \$10,000 from Rick and Donn Teague of 917 Timberline Drive. The Teague's propose to replat the two lots into one lot and construct a detached garage of similar material as their home. The Teague's have met with Staff and understand that the garage has to be constructed to current building codes and floodplain regulations.

Motion by Ms. Franklin, seconded by Mr. Wilson to adopt Ordinance No. 1399 approving the sale of 913 Timberline Drive (Lot 22, Block 16, Timber Creek Addition) to Rick and Donn Teague for \$10,000 and that the City retain the mineral rights.

Vote on the Motion

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

Noes: None

Motion carries unanimously

Ordinance No. 1399 being "AN ORDINANCE AUTHORIZING THE MAYOR OR CITY MANAGER OF THE CITY OF BENBROOK, TEXAS, TO EXECUTE A SPECIAL WARRANTY DEED SELLING THE PUBLIC INTEREST IN 913 TIMBERLINE DRIVE (LOT 22, BLOCK 16, TIMBER CREEK ADDITION); PROVIDING FOR ENGROSSMENT AND ENROLLMENT AND PROVIDING AN EFFECTIVE DATE

B. CONTRACT

C-300 Authorize Contract for collection of outstanding ambulance billing accounts

Joanna King gave the following report: For a number of years, the City of Benbrook contracted with the Municipal Services Bureau (MSB) for the collection of outstanding ambulance accounts and Municipal Court Class "C" Misdemeanor warrants. Recently, MSB changed its service provision and fee structure and the City terminated the warrant collection services contact and entered into a contract with another company. That company does not provide collection services for outstanding ambulance accounts.

Although the contract for ambulance billing was not terminated at that time, MSB has failed to provide responsive collection services. As a result, the City stopped sending information to MSB and has now terminated their service contract.

Following EMS transport, a patient is billed for ambulance charges. If insurance provider information is available, a claim is submitted to that provider. Payment on accounts are due 90-days from the initial billing.

Currently, without a method to collect outstanding accounts, the past due accounts stay dormant. By utilizing the services of an outside agency, the City receives an increase in revenue collection and clears outstanding accounts.

EMS billing personnel requested quotes and information from other collection agencies. Receivable Recovery Services provided the only quote. Services include:

- Collection fee of 25%, per account collected.
- Client Web Access to track case status immediately.
- Provides mailing of notification including: printing, materials, postage, and skip-tracing services.
- 30-day termination by either party.
- Employees bi-lingual staff.
- HIPPA compliant.

Acadian Ambulance Service (Texas), Amed Ambulance Service (Louisiana), and Hansford County Hospital District (Texas) currently contract with Receivable Recovery Services. Staff contacted these agencies and received a good recommendation for services provided.

Motion by Mr. Washburn, seconded by Mr. Allison to approve a contract with Receivable Recovery Services for the collection of outstanding ambulance billing accounts.

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. OTHER MATTERS OF BUSINESS

1. Conduct 2nd Public Hearing on 2016 Property Tax Rate

Sherri Newhouse provided the following information on the 2016 Property Tax Rate:

The Certified Appraisal Roll was received by Tarrant Appraisal District on July 25, 2016. Staff prepared the "Information on the 2016 Appraisal Roll" to obtain the appraised values; adjustments; exemptions and taxable value of property.

Required Calculations

- Current Property Tax Rate is \$0.657500
- Proposed Property Tax Rate is \$0.650000
- Effective Tax Rate (ETR) is \$0.658006
- Roll Back Tax (RTR) is \$0.754396
- Estimated Net Taxable Value is \$1,736,357,102
- Increase from 2015 is approximately 7.48%
- Net increase from 2015 is approximately 2.73%
- New construction added \$41,267,855
- Each cent represents \$173,636

Impact of Over-65 Tax Ceiling

- Benbrook Residential Accounts equal \$8,487
- Citizens with over-65 tax ceiling equals \$2,408
- Percent over-65 property accounts equals 29.37%

Impact of Over-65 Ceiling – Taxable Value

- Benbrook residential accounts \$1,234,339,324
- Citizens with over-65 tax ceiling \$302,336,256
- Percent over-65 property values 24.49%

Average appraised value of home equals \$167,332

Average taxable value of home equals \$151,936

Average city property taxes equals \$987.52

Projected Re-Allocation of Property Tax Rate

- Current General Fund Rate is \$0.6325 and Debt Service Rate is \$0.0250; total is \$0.6575
- Proposed General Fund Rate is \$.6225 and Debt Service Rate is \$0.0275; total \$0.6500
- Property Tax Rate decreases by \$0.75 from current rate of \$0.6575 to \$0.6500 for 2016.

Mayor Dittrich opened the public hearing on the 2016 property tax rate at 7:46 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 7:46 p.m.

2. Conduct 2nd Public Hearing on 2016-2017 Proposed Budget

Sherri Newhouse presented the following information:

Revenues

General Fund	\$17,502,365
Debt Service Fund	\$ 481,898
Operating Fund	\$17,984.263

Expenditures

General Fund	\$17,487,650
Debt Service Fund	\$ 954,816
Operating Fund	\$18,442.466

Transfers and Special Projects

General Fund to Capital Asset Replacement	\$200,000
General Fund to CPF Clear Fork Bridge Project	\$530,000
General Fund to Animal Shelter Fund	\$500,000
General Fund to CPF Vista Way Sidewalks	\$ 80,000
Storm Water Utility Fund to Debt Service Fund	\$458,203

Variance Between Expenditures and Revenues

General Fund	\$ 14,715
Debt Service Fund	\$(14,715)
Operating Funds	\$ -0-

Projected Ending Fund Balances

General Fund	\$9,103,128
Debt Service Fund	\$ 65,526
Operating Fund	\$9,168,654

Current Ad Valorem Tax Rates (Per \$100 valuation)

General Fund	\$0.6325
Debt Service Fund	\$0.0250
Operating Fund	\$0.6575

Proposed Ad Valorem Tax Rates (Per \$100 valuation)

General	\$0.6225
Debt Service Fund	\$0.0275
Operating Funds	\$0.6500

Effective and Rollback Tax Rates (Per \$100 valuation)

Proposed Tax Rate	\$0.650000
Effective Tax Rate	\$0.658006
Rollback Tax Rate	\$0.754396

Impact of Over-65 Tax Ceiling

Benbrook Residential Property Accounts	8,487
Over-65 Ceiling Property Accounts	2,408
Percentage Over-65 Ceiling Property Accounts	28.37

Impact of Over-65 Tax Ceiling – Taxable Value

Benbrook Residential Property Accounts	\$1,234,339,324
Over-65 Ceiling Property Accounts	\$ 302,336,256
Percentage Over-65 Ceiling Property Accounts	24.49

Changes in Assessed Valuations

Certified Appraisal Value Increase	7.48%
Total Taxable Value Increase	2.73%
New Construction	\$41,267,855
Property Tax Revenue generated by one cent	\$173,636

Budget Highlights (Base Budget)

- Continuation of current services, programs and staffing levels
- Three percent cost-of-living adjustment for full-time employees
- Up to 10% increase in employee insurance costs
- Decrease in TMRS Rate effective January 1, 2017
- Replacement of five police patrol vehicles
- Replacement of computers, peripherals and software as scheduled
- Addition of one school crossing guard

Budget Highlights (Decision Packages)

- One full-time police officer position
- Reclassification of Communications Specialist
- Three full-time Firefighter/Paramedic positions
- Elimination of three part-time ACFSU positions
- Part-time clerical support for Fire Department
- Part-time clerical support for Municipal Court
- Year-Round part-time workers for Park Department
- Replacement signal light control box for Public Works
- New AED's for Patrol Vehicles
- Scheduling Software for Fire Department
- Fire Inspections Software for Fire Department
- Enhanced and upgraded systems for City computers
- Utility Vehicle for Park Department
- Roof resealing of Police Department facility
- Stand-alone air conditioning system for Server/Computer Room
- Replacement of department-issued hand guns for Police Officers through the Narcotics Account
- Purchase of Gas Masks for Police Patrol and SWAT through Grants
- Replacement of Backhoe and Skid Steer Loader through Capital Asset Replacement Fund (transfer of old equipment to Park Department)

Debt Service Fund

- Transfer from Stormwater Utility for Drainage Bonds \$458,203
- Payment to TIF Certificates of Obligation from TIF
- Use of Debt Service \$14,715 in Reserves for 2016-2017 payments
- Increase Debt Service Property Tax Rate to \$0.027 from \$0.0250 (offset by rate decrease in General Fund Property Tax Rate)

The Finance Director presented the certified appraisal roll from the Tarrant Appraisal District to City Council on August 4, 2016. City Council accepted the Certified Appraisal Roll; set the Anticipated Property Tax Collection Rate at 100%' and appointed the Finance Director to calculate and to publish the Effective Tax Rate (ETR) and the Rollback Tax Rate (RTR).

The next public hearing on the 2016 Property Tax Rate and the Proposed 2016-2017 Budget is scheduled for September 1, 2016.

Mayor Dittrich opened the public hearing on the 2016-2017 proposed budget at 8:00 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 8:01 p.m.

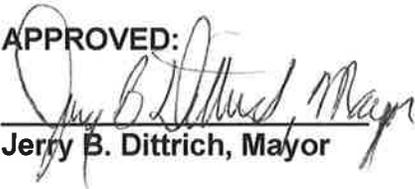
VI. INFORMAL CITIZEN COMMENTS

VII. COUNCIL MEMBER AND STAFF COMMENTS

VII. ADJOURNMENT

Meeting adjourned at 8:02 p.m.

APPROVED:



Jerry B. Dittrich, Mayor

ATTEST:



Joanna King, City Secretary