



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 15, 2018**

The regular meeting of the Benbrook City Council was held on Thursday February 15, 2018 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

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

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Jim Hinderaker, Assistant City Manager
Bennett Howell, Public Service Director
Alex Busken, Management Analyst

Others Present:

Bill Smith
Nancy Doss
David Doss

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 Dr. Larry Marshall.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the regular meeting held February 1, 2018

Motion by Ms. Franklin, seconded by Mr. Washburn to approve the minutes of the regular meeting held February 1, 2018.

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. PROCLAMATION/AWARDS/RECOGNITION

1. Proclamation – Vernon Castle Day

Mayor Dittrich read the Proclamation honoring Vernon Castle and proclaiming February 15, 2018 as Vernon Castle Day. Vernon Castle was an international celebrity of both film and stage who chose to serve his country during the peak of his fame. He was a war hero and pilot for the Royal Flying Corps who flew over 300 missions in World War I and earned the French Croix de Guerre medal. In November 1917, Vernon Castle came to Benbrook to train student pilots. It was on the morning of February 15, 1918 that Vernon Castle paid the ultimate sacrifice when his Curtiss “Jenny” airplane crashed while attempting to avoid a pilot trainee.

V. CITIZEN PRESENTATION

1. Nancy Doss request for Code Compliance updates/revisions

Nancy Doss requested City Council review current City Ordinances regarding the parking of recreational vehicles in driveways and in front of building lines. Mayor Dittrich advised City Council would review those ordinances at a later date.

VI. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2018-01 Consider installation of sidewalk on Boston Avenue (Mayor Jerry Dittrich)

Mayor Dittrich stated this item would be heard later following a worksession on the issue.

CC-2018-01 Accept resignation from John Dawson, Place 4 on the Planning and Zoning Commission and determine method for replacement

Joanna King gave the following report: John Dawson resigned his position on the Planning and Zoning Commission effective February 9, 2018. The term for Place 4 expires December 30, 2018.

The normal process for advertising and accepting applications for boards and commissions will not begin until September. Because the resignation leaves a vacancy for a ten-month period, staff believes the unexpired term should be filled on an earlier date.

Motion by Mr. Wilson, seconded by Mr. Allison to accept the resignation from John Dawson and to authorize the City Secretary to:

1. Advertise and accept applications for the unexpired term until March 16, 2018;
2. Schedule interview sessions with those applicants for April 2, 2018; and.
3. Place the appointment on the April 5, 2018 City Council agenda.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VII. REPORTS FROM CITY MANAGER

A. GENERAL

G-2338 Accept finance report for period ending January 31, 2018

Sherri Newhouse gave the following report: General Fund revenues for the month of January were \$5,219,512. Property tax collections were \$4,751,041. Sales tax collected in December 2017 but received by the City and recognized as revenue in January 2018 was \$178,150 for the month. General Fund revenues collected through the end of January were \$10,634,803 or 60.76 percent of the budget.

General Fund expenditures for the month of January were \$1,413,974. Expenditures through the end of January were \$5,406,192 or 28.76 percent of the adopted budget.

For the 2017-18 fiscal year-to-date, total General Fund revenues of \$10,634,803 exceed General Fund expenditures of \$5,406,192 by \$5,228,611.

Debt Service revenues collected for the month of January 2018 totaled \$213,312; all revenue was from property taxes. Debt Service expenditures for January were \$1,437,015 for principal payments and semi-annual interest payments on all general obligation bonds and certificates of obligation. Total revenues for 2017-18 in the amount of \$401,446 were exceeded by total expenditures of \$1,437,015 by \$1,035,569.

EDC revenues as of January 31, 2018 were \$303,432. Revenue was from the EDC's portion of sales tax and interest on investments. EDC expenditures through the end January were \$141,528. EDC revenues for the year exceed EDC expenditures by \$161,904.

Total revenues received through January 31, 2018 for the Capital Projects Fund were \$208,606 from Stormwater Utility fees and interest earnings. Total expenditures for the Capital Projects Fund were \$1,327,495 through the end of January 2018. January expenses, in the amount of \$480,283, were for the following projects: Sundown Road Drainage, Timberline Creek Drainage, Stream CF-5 Drainage, Capital Facilities, Vista Way Sidewalk, and Animal Shelter. Total expenditures exceeded total revenues by \$1,118,889. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On January 31, 2018, the City had \$20,810,879 invested at varying interest rates; the EDC had \$6,521,927 available.

Motion by Dr. Marshall, seconded by Mr. Wilson to approve the finance report for the period ending January 31, 2018.

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-2339 Approve Quarterly Hotel/Motel tax report for quarter ending December 31, 2018

Sherri Newhouse gave the following report: Revenues for the City's hotel/motel occupancy tax fund totaled \$52,806 for the quarter beginning October 1, 2017 and ending December 31, 2017. Revenue from the hotel/motel occupancy tax totaled \$52,798 and included payments from all of the four hotel establishments in Benbrook. The remainder of the revenue was from interest income.

Expenses for the quarter totaled \$74,051. Visitor Center expenditures were \$27,241. A payment of \$1,500 was made to the Benbrook Area Chamber of Commerce. Heritage Fest expenses were \$19,535. Advertising expenses, mandated by State law, were paid to Motel 6 in the amount of \$15,000 and to Comfort Inn and Suites in the amount of \$10,775.

First quarter expenses are higher than the other quarters due to Heritage Fest and hotel advertising expenses. These expenses are incurred once per year.

For the first quarter of the 2017/18 fiscal year, the fund balance for the hotel/motel occupancy tax fund decreased by \$21,246 from \$317,420 to \$296,175.

Motion by Mr. Washburn, seconded by Ms. Franklin to accept the Hotel Motel Tax Report for the period ending December 31, 2017.

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-2340 Update of Section 17 – Capital Improvements Program of the Comprehensive Plan

Bennett Howell gave the following report: The Capital Improvements Program (CIP) is a forecast and schedule of public physical improvements for the next five years and beyond. The City Charter requires that the CIP to be updated on an annual basis. The CIP is a dynamic and may change over time based on community needs, citizen expectations and unanticipated strategic opportunities.

The changes included in this year's plan include:

Community Facilities

The City broke ground on the new animal shelter and construction is underway. Additional future projects include updating the police and fire radio system, jail renovation, purchase of a fire truck and improving the police facility.

Streets and Thoroughfares

The reconstruction of Benbrook Boulevard (U.S. 377) from I-20 to Winscott/Lakeside Drive is substantially complete. A major section of utility poles has been removed and utility relocations are ongoing. Landscaping and monument/wayfinding signs will be installed by the City once the TXDOT contractor clears the project.

Benbrook Field Drive was constructed to allow future access to the large undeveloped tract of land on Benbrook Boulevard behind McDonalds. The Benbrook Field Drive Access between Benbrook Field Drive and the Cube Smart parking lot is scheduled for construction in 2018. The access will allow vehicles to safely reach the businesses north of Benbrook Field Drive on the west side of the highway. The traffic signal on Benbrook Boulevard at Benbrook Field Drive is also scheduled for construction in 2018.

The Clear Fork Emergency Access Bridge engineering design will begin in early 2018 after the interlocal agreement with Fort Worth is approved by both City Councils.

The engineering design for the extension of Vista Way began in April 2016. The

project extends Vista Way from Mercedes Street to the I-20 Service Road. The project also includes extending water, sanitary sewer, storm drains and sidewalks. The project is funded through the Tax Increment Finance District. The City is working with the developer of a residential project fronting Vista Way and construction has been delayed until the developer prepares site plans.

Street lights will be installed on the 5600-5700 blocks of Bellaire Drive between Crosslands and SH-183 during the summer of 2018. Funding is from a Community Development Block Grant.

Drainage Facilities

The Sundown Drive Drainage Project is complete and the Timberline Drainage Project is currently under construction. Plantation West Creek, Chapin Road Cross Culvert/Channel and Van Deman Drive projects are currently in engineering design.

Mayor Dittrich opened the public hearing at 8:08 p.m.

No one spoke to the item.

Mayor Dittrich closed the public hearing at 8:08 p.m.

Motion by Mr. Sauma, seconded by Mr. Wilson to adopt the revised Section 17 – Capital Improvements – as part of the Comprehensive Plan.

Vote on the Motion:

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

Noes: None

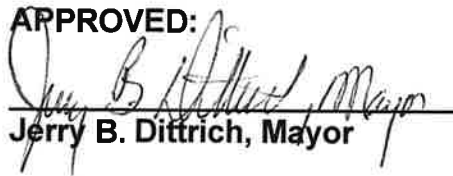
Motion carries unanimously.

- VIII. **INFORMAL CITIZEN COMMENTS**
- IX. **COUNCIL MEMBER AND STAFF COMMENTS**
- X. **ADJOURNMENT**

Meeting adjourned at 8:09 p.m.

ATTEST:


Joanna King, City Secretary

APPROVED:

Jerry B. Dittrich, Mayor