

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, NOVEMBER 21, 2019
911 WINSCOTT 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

Invocation To Be Given By Pastor Seth Wigington With Restoration Family Church

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held November 7, 2019

Documents:

[CC MINUTES-11-07-19.PDF](#)

2. Approve Minutes Of The Special Meeting Held November 14, 2019

Documents:

[CC MINUTES-11-14-19 SPECIAL.PDF](#)

V. OATH OF OFFICE TO NEWLY ELECTED MEMBERS OF CITY COUNCIL

VI. SELECTION OF MAYOR PRO-TEM

VII. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2019-09 Tarrant Appraisal District (TAD) Board Of Directors Nominations

VIII. PROCLAMATIONS/AWARDS/RECOGNITION

1. Receive American Planning Association Certificate Of Achievement 2019
2. Proclamation – National Diabetes Awareness Month

IX. REPORTS FROM CITY MANAGER

A. GENERAL

G-2443 Accept Finance Report For Period Ending October 31, 2019

Documents:

[G-2443 FINANCE REPORT OCT 2019.PDF](#)

G-2443 REVENUE CHART OCT 2019.PDF
G-2443 EXPENDITURE CHART OCT 2019.PDF
G-2443 SALES TAX COMPARISON OCT 2019.PDF

G-2444 Receive Applications For Boards And Commissions And Schedule Interviews

Documents:

G-2444 RECEIVE APPLICATIONS FOR BOARDS AND COMMISSION 2019.PDF

X. 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 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

XI. 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.

XII. ADJOURNMENT

WORKSESSION

1. Discuss Ordinance requiring pet owners to collect and remove their Animal's Waste (Mayor Dittrich)
2. Update on Whitestone Golf Club



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, NOVEMBER 7, 2019**

The regular meeting of the Benbrook City Council was held on November 7, 2019 at 7:30 p.m. in the Council Chambers with the following Council members present:

Larry Marshall, Mayor Pro-Tem
Renee Franklin
Dustin Phillips
Jim Wilson
Laura Mackey

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Jeffrey Rodriguez, Marketing and Communications
Rick Overgaard, Finance Director
Bennett Howell, Public Services Director
Michael Mullinax, Police Commander

Others Present:

Bill Smith
Jason Ward
Keith Bailey
Nathan Sultemeier
Daniel Bennett
and 1 other citizens

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Councilmember Laura Mackey.
The Pledge of Allegiance was recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Minutes of the regular meeting held October 17, 2019

Motion by Mr. Wilson seconded by Mr. Phillips to approve the minutes of the regular meeting held October 17, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2436 Approve finance report for period ending September 30, 2019

Rick Overgaard gave the following report: The September 30, 2019, monthly finance report represents the unaudited 2018-19 fiscal year end statement. Adjustments (including accruals) will be made by the auditors and staff when the Comprehensive Annual Financial Report (CAFR) is prepared.

General Fund revenues for the month of September were \$737,573. Property tax collections were \$29,822, Franchise Taxes were \$82,897, and Permits/Fees were \$35,818. Sales tax collected and recognized as revenue in September was \$253,500. Fiscal year to date sales tax is \$2,845,995, an increase of 18.37% over last year at this time. General Fund revenues collected through the end of September were \$19,100,848 or 94.4 percent of the budget.

General Fund expenditures for the month of September were \$1,282,199. Expenditures through September were \$19,821,374 or 93.4 percent of the adopted budget.

Fiscal year-to-date, total General Fund revenues of \$19,100,848 were less than General Fund expenditures of \$19,821,374 by \$720,526. The FY 2018-19 budget called for a planned draw down of General Fund reserves for various projects, with expenditures (including transfers) to exceed revenues by \$770,414. Thus, the City ended the year with a slightly stronger than expected General Fund Reserve position.

Debt Service revenues for the month of September totaled \$1,595 and were all from property tax. There were no expenditures in September. The next debt service payments will occur in February 2020. Fiscal year to date revenues of \$1,725,982, exceeded fiscal year to date expenditures of \$1,540,099, by \$185,883.

EDC revenues as of September 30, 2019, were \$2,313,090. EDC expenditures through the end of September were \$2,352,108, which includes the purchase of land. Total expenditures exceeded total revenues by \$39,018.

Total revenues received through September 30, 2019 were \$3,619,890 from stormwater utility fees, mineral lease revenue, TIF revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$4,739,405 through the end of September. September expenditures included the following projects: Chapin Road Cross Culvert, Van Deman Road Drainage, Vista Way, Walnut Creek Flood Study, and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$1,119,515. 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.

A number of planned capital projects have occurred or are ongoing including the Vista Way extension (\$2.33 million), 800 MHz radio system (\$560,000), Animal Shelter (\$2.2 million), and multiple drainage projects. These projects, in combination with the end of the fiscal year, have incrementally decreased the total "all funds" balance to \$17,696,400. This planned decrease is consistent with the adopted capital improvement plan and ongoing cash flow requirements.

On September 30, 2019, the City had \$17,696,400 invested at varying interest rates; the EDC had \$4,645,820 available.

Motion by Ms. Mackey, seconded by Ms. Franklin to accept the finance report for the period ending September 30, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

G-2437 Approve Investment Report for period ending September 30, 2019

Rick Overgaard gave the following report: The Public Funds Investment Act (PFIA), Texas Government Code and the City's Investment Policy require that an Investment Report be presented to City Council.

The Investment Committee met on October 21, 2019, to review the report and ensure compliance with the City's investment policy. A copy of the Investment Report is attached and highlights are presented below.

- The total portfolio for the City and EDC at September 30, 2019 is \$22,342,220, with 79% or \$17,696,400 belonging to the City, and 21% or \$4,645,820 to the EDC.
- 26% of the combined portfolio is in bank accounts, with 52% in local government investment pools, and 22% in certificates of deposit.
- The weighted average maturity on the combined portfolio is 59 days with a 1.70% average yield to maturity.

Motion by Ms. Mackey, seconded by Mr. Phillips to accept the Investment Report for the quarter ending September 30, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

G-2437 Adopt Resolution accepting Investment Policy, Brokers/Dealers

Rick Overgaard gave the following report: Section 2256.005 (e) of the Public Funds Investment Act requires the governing body of an investing entity to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy, investment strategies and broker/dealers; and record any changes. The City of Benbrook's Investment Policy was first adopted by the Benbrook City Council in 1988. The Investment Policy is included in the Finance Section of the City's Administrative Regulations, F-5. The Investment Policy was last reviewed by City Council in October 2018, as per State Law.

The Finance Department has reviewed the Investment Policy to ensure compliance with State Law and with the Public Funds Investment Act. Also, the policy was reviewed to ensure compliance with changes from the 86th Texas Legislative Session.

Pursuant to this review, the Finance Department has determined no changes are necessary to the policy and strategies. In addition, there were no changes to the approved list of broker/dealers.

Motion by Ms. Franklin, seconded by Mr. Wilson to adopt Resolution No. 2019-11 accepting the Investment Policy, Strategy, and Brokers/Dealers.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

Resolution No. 2019-11 being **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS STATING THAT THE CITY COUNCIL HAS REVIEWED THE CITY’S WRITTEN INVESTMENT POLICY.”**

G-2439 Approve Hotel/Motel Tax Distribution for FY 2019-2020

Rick Overgaard gave the following report: City Staff received applications for the FY 2019-20 Hotel/Motel Occupancy Tax budget distributions. Upon review of all requests, Staff has compiled the following list.

<u>Organization</u>	<u>Program</u>	<u>Description</u>	<u>Amount</u>
Benbrook Area Chamber of Commerce	Cook-Off	BBQ Contest	\$ 3,000
Benbrook Area Chamber of Commerce	Chamber Support	Promotional Services	6,000
City of Benbrook	Visitor Center	Promotion of Benbrook	108,800
City of Benbrook	Heritage Fest	Home-Town Festival	14,000
City of Benbrook	Winter Wonderland Christmas Light Exhibit		10,000
TOTAL REQUESTS			\$ 141,800
Required Advertising Budget		Statutory Requirement	34,000
TOTAL HMOT BUDGET			\$ 175,800

Motion by Mr. Wilson, seconded by Mr. Phillips approve the requests as proposed for the Hotel/Motel Occupancy Tax Budget for the 2019-20 fiscal year.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

G-2440 Approve Benbrook Marina Concessionaire Agreement

Bennett Howell gave the following report: In December 2018 City Council approved a concession agreement with the Benbrook Lake Marina LLC (Marina), but due to staff changes at the Corps of Engineers (COE) Real Estate Division, the agreement was never finalized by the COE.

The proposed concession agreement is largely unchanged from the previous agreement save some preferred, but non-material, contract verbiage included by the new Real Estate Contracting Officer for the COE. The monthly lease fee to the City is 3% of the gross revenues and the term is for ten years with an option for a five-year extension. While the proposed term exceeds the City's lease agreement with the COE, set to expire on June 14, 2027, staff fully anticipates the COE will renew their agreement with the City for an extended period of time. However, should the COE not renew the City's lease, then the proposed concession agreement will also expire on June 14, 2027.

The revised concession agreement continues to require the operators to make a number of general repairs and improvements to the facility including:

- Power-wash all surfaces and repaint, as needed
- Repair and patch all deteriorating wood and metal areas
- Trim trees and clear additional shoreline
- Patch all asphalt surfaces
- Repair and/or replace picnic tables and covered area
- Increase security for boat owners
- Add grills to the picnic area

The Parks and Recreation Board reviewed the Marina's concession agreement during their October 9, 2019, meeting and unanimously recommended approval.

Motion by Mr. Phillips, seconded by Ms. Franklin to approve the concession agreement with Benbrook Lake Marina, LLC for the continued operation of the Benbrook Marina.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

G-2441 Approve Interlocal Agreement with Tarrant County for 2020 Overlay Program

Bennett Howell gave the following report: For many years, Tarrant County Precinct Number 1 has assisted the City of Benbrook with its annual street overlay program. Without this assistance, the overlay program would be significantly more expensive.

For fiscal year 2019/2020, \$700,000 was budgeted for this program. Under the Interlocal Agreement, the County will furnish labor and equipment necessary to overlay various streets throughout the City with two inches of asphalt. The City pays for the materials, prepares the streets and provides traffic control. This year's program will overlay approximately 3.49 miles of streets. The program is tentatively scheduled to begin in the spring 2020.

This year's projects include:

- Chapin Road from Van Deman to 820 Service Road
- Mercedes St. from Hwy. 377 to dead end
- Briar Run from Briarcreek to Trammell
- Meadow Hill Dr. from Haywood to Locksley
- Rhineland Rd. from Westpark to dead end
- Timberline Ct. from Timberline to dead end
- Kincaid Dr. from Carman to Pecan Lane
- Mulberry Dr. from Timbercreek to S. Shady River Ct.
- Winward Rd. from Thornhill to dead end
- Timbercreek Rd. from Bridge to Timberline
- Oak Ct. from Tobie Layne to dead end
- Stevens Dr. from Rodgers to City Limits
- Childers Ave. from John Reagan to Darnell

Motion by Mr. Wilson, seconded by Ms. Franklin to approve the Interlocal Agreement with Tarrant County for the FY 2019/2020 Asphalt Overlay Program.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

G-2442 Adopt an Ordinance amending Section 10.40.010.A.7 of Chapter 10.40-Parking Restrictions, Title 10-Vehicles and Traffic of the Benbrook Municipal Code (1985) by removing the majority of the no parking restrictions along Del Rio Avenue

Bennett Howell gave the following report: On March 16, 2000, the Benbrook City Council approved Ordinance No. 1060 restricting parking beginning on the west side of Del Rio Avenue at the intersection of San Saba Avenue and Del Rio Avenue and continuing in a southwesterly direction a distance of 350 feet. The City Council action was based on citizen complaints about trucks and other large vehicles parking on Del Rio Avenue behind the then operating Taco Bell and Kentucky Fried Chicken. The Staff report at the time noted that even though the parking of trucks over 20 feet in length was already prohibited on City streets, posting no parking signs made the regulation easier to enforce.

Dr. Rettstatt, owner/operator of the Family Chiropractic Clinic located at 8507 Benbrook Boulevard (Hwy 377), submitted a written request to the City to vacate the above referenced no parking area.

Staff supports lifting the no parking restriction for the following reasons: 1) on-street truck and other large vehicle parking no longer appears to be an issue, 2) on-street passenger vehicle parking on Del Rio Avenue will relieve some of the parking problems associated with the existing office complex at 8507 Benbrook Boulevard, and 3) on-street passenger vehicle parking tends to slow motorists down. Staff suggests that the first 36-feet of the no parking area south of San Saba Avenue should remain no-parking in order to maintain necessary sight lines and visibility of on-coming traffic at the intersection of San Saba Avenue and Del Rio Avenue.

Motion by Ms. Franklin, seconded by Ms. Mackey to adopt Ordinance No. 1452 amending Title 10 - Vehicle and Traffic of the Benbrook Municipal Code revising paragraph 7 of Section 10.40.010 - No parking, anytime.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

Ordinance No. 1452 being “**AN ORDINANCE AMENDING CHAPTER 10.40 – PARKING RESTRICTIONS, TITLE 10 - VEHICLES AND TRAFFIC OF THE BENBROOK MUNICIPAL CODE (1985), AS AMENDED, BY AMENDING SECTION 10.40.010.A(7) VACATING A PORTION OF THE NO PARKING RESTRICTIONS ON DEL RIO AVENUE PREVIOUSLY ESTABLISHED BY THE BENBROOK CITY COUNCIL VIA ORDINANCE NO. 1060; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

**SECTION 9
EFFECTIVE
DATE**

This ordinance shall be in full force and effect from and after its passage and publication as required by law.

B. PURCHASE

P-281 Approve Purchase of one (1) 2020 Ford F-250 with Deerskin package for use as Animal Control Vehicle

Michael Mullinax gave the following report: The 2019/2020 budget allocates \$55,835 for the purchase of one (1) animal control vehicle (2020 Ford F-250 with Deerskin package). The current ACO truck is 15 years old and has over 150,000 miles. Once replaced, the old ACO truck will be used as a backup.

Through a cooperative purchasing program, the City received a bid from Tarrant County Cooperative Joint Venture. Cooperative purchasing programs pool the buying power of multiple public entities as a means to obtain more favorable pricing, terms and conditions. The bid includes all purchasing fees.

<u>Make/Model</u>	<u>Cost/Unit</u>	<u>Total</u>	
Tarrant County Cooperative Joint Venture	Chevrolet Tahoe 9C1	\$54,471	\$54,471

The bid from Tarrant County Cooperative Joint Venture is \$1,364 below the approved budget.

Motion by Mr. Phillips, seconded by Ms. Franklin to approve the purchase of one (1) 2020 Ford F-250 with Deerskin package from Tarrant County Cooperative Joint Venture in the total amount of \$54,471.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Phillips, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Motion carries unanimously.

VI. INFORMAL CITIZEN COMMENTS

Daniel Bennett made endorsement of Gary Losada to the Tarrant Appraisal District Board of Directors.

VII. COUNCIL MEMBER AND STAFF COMMENTS

Renee Franklin commended citizens for their turn-out at the recent election. Ms. Franklin also reminded citizens of the Comprehensive Plan Open House to be held on Tuesday November 12, 2019.

XI. ADJOURNMENT

Meeting adjourned at 8:03 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



**MINUTES
OF THE
SPECIAL
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, NOVEMBER 14, 2019**

The special meeting of the Benbrook City Council was held on November 14, 2019 at 5:30 p.m. in the Council Chambers with the following Council members present:

Jerry Dittrich, Mayor
Renee Franklin
Larry Marshall
Jim Wilson
Laura Mackey

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Beth Fischer, Deputy City Secretary

Others Present:

Bob Koci

I. CALL TO ORDER

Meeting called to order at 5:30 p. m. by Mayor Pro-Tem Larry Marshall.

II. CITIZEN COMMENTS ON ANY AGENDA ITEM

III. CANVASS RESULTS OF ELECTION HELD NOVEMBER 5, 2019

Joanna King stated the purpose of the November 5, 2019 General Election was to elect Members of the Council in Mayor, Place 1 and Places 3, 5, and 7. The election was held in accordance with applicable state statutes and ordinances of the City of Benbrook. The Resolution calling the original election also called for a run-off election to be held on December 10, 2019 if necessary.

There were 3,047 ballots cast at the election. Ms. King read the results of the election.

Mayor, Place 1

Bob Koci	211
Dave Clark	751
Jerry B. Dittrich	1729

Member of the Council, Place 3

R. Larry Marshall	1081
David G. Morris	586
Dennis G. Lindgron	653

Member of the Council, Place 5

Jim Wilson	1496
Carroll Crombie	915

Member of the Council, Place 7

Jason Ward	2139
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The precinct by precinct tabulation is attached to these minutes.

By virtue of the votes cast, Jerry B. Dittrich is hereby declared to be duly elected to the office of Mayor, Place 1; Jim Wilson is hereby declared to be duly elected to the office of Councilmember, Place 5; and Jason Ward is hereby declared to be duly elected to the office of Councilmember, Place 7. All members are to serve a term of two years.

The Benbrook Home Rule Charter requires each candidate to receive a majority of votes cast for the office. If no candidate receives a majority of the votes cast a run-off election is to be held to fill the office. In the run-off election, the ballot shall list the names of the two candidates receiving, at the first election, the first and second highest number of votes cast for a given office.

In the office of Member of the Council, Place 3, candidate R. Larry Marshall received the highest number of votes cast but did not receive a majority vote. Dr. Marshall received 46.59% of the votes cast. Candidate Dennis G. Lindgron received the second highest votes cast at 28.15%.

On November 6, 2019, Candidate Dennis G. Lindgron filed a Certificate of Withdrawal from the run-off election scheduled for December 10, 2019.

Therefore, but by virtue of the Certificate of Withdrawal received from Candidate Dennis G. Lindgron, R. Larry Marshall is declared to be duly elected to the office of Councilmember, Place 3 to serve a term of two years.

Motion by Dr. Marshall, seconded by Ms. Franklin to adopt Resolution 2019-12 canvassing the election returns for the November 5, 2019 General Election and authorize the proper officials to administer the Oath of Office and do all things necessary to install said elected officials to their respective offices.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

Resolution No. 2019-12 being **“A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF AN ELECTION HELD ON THE FIFTH DAY OF NOVEMBER 2019 IN BENBROOK, TEXAS, FOR THE PURPOSE OF ELECTING MEMBER OF THE COUNCIL IN MAYOR, PLACE 1 AND PLACES 3, 5, AND 7 TO SERVE A TWO-YEAR TERM AND CANCELING THE NEED FOR A RUN-OFF ELECTION.”**

IV. ADOPT RESOLUTION CALLING RUN-OFF ELECTION IF NECESSARY

No action needed.

V. ADJOURNMENT

Meeting adjourned at 5:40 p.m.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 11/21/19	REFERENCE NUMBER: G-2443	SUBJECT: Accept finance report for period ending October 31, 2019	PAGE: 1 of 2
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GENERAL FUND

General Fund revenues for the month of October, the first month of the fiscal year, were \$1,005,284. The October 2019 revenue is greater than last October 2018 because the accounting accrual for sales tax is now occurring monthly instead of at fiscal year-end. Property tax collections were \$529,648, Fines and Forfeitures were \$72,848, and Permits and Fees were \$24,274. Sales tax collected and recognized as revenue in October was \$303,508, which is 16.99 percent greater than last October. A separate summary of sales tax revenue collections is provided for informational purposes. General Fund revenues collected through the end of October were 4.8 percent of the budget.

General Fund expenditures for the month of October were \$1,481,535 or 6.8 percent of the adopted budget.

Fiscal year-to-date, total General Fund revenues of \$1,005,284 were less than General Fund expenditures of \$1,481,535 by \$476,251.

DEBT SERVICE

Debt Service revenues for the month of October totaled \$18,602 and were all from property tax. There were no expenditures in October. The next debt service payments will occur in February 2020.

EDC

EDC revenues as of October 31, 2019, were \$153,439. EDC expenditures through the end of October were \$372,209, which includes the purchase of land. Total expenditures exceeded total revenues by \$218,770.

CAPITAL PROJECTS

Total revenues received through October 31, 2019 were \$98,092 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$178,032 through the end of October. October expenditures included the following projects: Chapin Road Cross Culvert, Van Deman Road Drainage and the Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$79,940. 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.

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

DATE: 11/21/19	REFERENCE NUMBER: G-2443	SUBJECT: Accept finance report for period ending October 31, 2019	PAGE: 2 of 2
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CASH & INVESTMENTS

A number of planned capital projects have occurred or are ongoing including the Vista Way extension (\$2.33 million), 800 MHz radio system (\$560,000), Animal Shelter (\$2.2 million), and multiple drainage projects. These projects have incrementally decreased the total "all funds" balance to \$15,983,618. This planned decrease is consistent with the adopted capital improvement plan, budget, and ongoing cash flow requirements. General Fund reserves are still projected in excess of \$8,000,000.

On October 31, 2019, the City had \$15,983,618 invested at varying interest rates; the EDC had \$4,392,191 available.

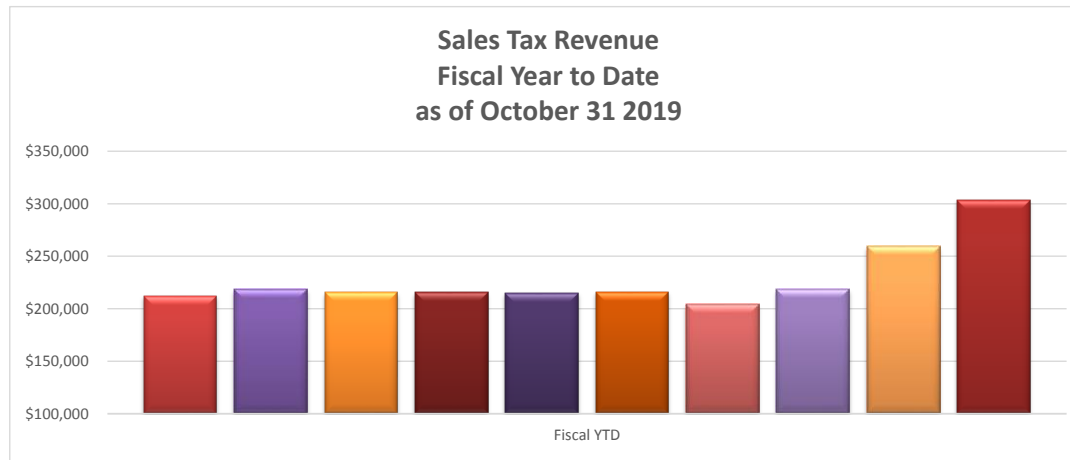
RECOMMENDATION

Staff recommends that City Council accept the finance report for the period ending October 31, 2019.

**City of Benbrook
Sales Tax Analysis
October 31, 2019**

Fiscal Year	Fiscal YTD	October	November	December	January	February	March	April	May	June	July	August	September	Annual Total
2010-11	\$ 212,494	\$ 212,494	\$ 161,967	\$ 160,492	\$ 199,141	\$ 190,084	\$ 143,760	\$ 245,116	\$ 223,000	\$ 181,216	\$ 229,160	\$ 196,711	\$ 175,140	\$ 2,318,281
2011-12	218,564	218,564	161,430	186,638	251,517	168,551	171,053	236,986	178,165	188,604	218,557	178,708	161,070	2,319,841
2012-13	215,752	215,752	184,452	181,368	222,555	170,084	174,164	201,241	164,765	202,525	211,491	178,411	170,324	2,277,131
2013-14	215,869	215,869	177,403	161,342	234,503	154,780	155,432	229,367	176,980	175,792	217,955	199,305	187,172	2,285,899
2014-15	215,101	215,101	207,526	173,580	236,852	149,782	162,730	219,751	181,230	163,667	213,300	189,185	164,742	2,277,446
2015-16	216,144	216,144	177,560	175,150	202,909	149,580	153,523	222,661	158,987	177,732	210,000	154,708	182,656	2,181,609
2016-17	204,261	204,261	175,885	172,554	240,121	171,805	163,151	226,550	184,775	200,138	206,455	175,522	176,026	2,297,243
2017-18	218,480	218,480	168,272	178,150	230,346	169,346	147,291	240,071	197,667	204,243	245,717	244,494	160,148	2,404,224
2018-19	259,437	259,437	224,991	216,094	264,926	205,387	193,520	261,099	227,863	235,611	250,363	253,206	253,500	2,845,995
2019-20	303,508	303,508												303,508

Change 2010-11 to 2011-12	2.86%
Change 2011-12 to 2012-13	-1.29%
Change 2012-13 to 2013-14	0.05%
Change 2013-14 to 2014-15	-0.36%
Change 2014-15 to 2015-16	0.48%
Change 2015-16 to 2016-17	-5.50%
Change 2016-17 to 2017-18	6.96%
Change 2017-18 to 2018-19	18.75%
Change 2018-19 to 2019-20	16.99%



Budget 2019-20	\$ 2,700,000
Projected 2019-20	2,700,000
Variance from Budget	\$ -



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 11/21/19	REFERENCE NUMBER: G-2444	SUBJECT: Receive applications for Board and Commission appointments	PAGE: 1 of 4
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Noted below is a summary of terms expiring on the various City Boards and Commissions. These terms expire on December 30, 2019.

Planning and Zoning Commission

- Place 1 David Ramsey
- Place 3 Alfredo Valverde
- Place 5 Jonathan Russell
- Place 7 Mikel Seifert
- Place 9 Damon Farrar

Applications for reappointment have been received from David Ramsey, Alfred Valverde, Mikel Seifert and Damon Farrar. Jonathan Russell is not applying for reappointment.

Zoning Board of Adjustment/Board of Appeals

- Place 1 Wes Myers
- Place 3 Donald Pilliod
- Place 5 Lizbeth Sowell
- Alternate A Vacant
- Alternate C Vacant

All candidates have applied for reappointment.

Parks and Recreation Board

- Place 1 Amy Casey
- Place 3 Dana McCallum
- Place 5 Gary Lindsay
- Place 7 John Adelman

An application for reappointment has been received from Amy Casey, Gary Lindsay and John Adelman. Dana McCallum is not applying for reappointment.

- Place 2 Carol Hafer Term expires December 30, 2020
- Place 4 Karen Henderson Term expires December 30, 2020

Following the November 5, 2019 elections held in the City of Benbrook, Carol Hafer (Place 2) was elected to the Benbrook Library Board of Trustees and Karen Henderson (Place 4) was elected to

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

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the Benbrook Water Authority Board of Directors. Elected officials are not eligible to hold a position on the City's Boards and Commissions. The term for both vacated positions is December 30, 2020.

Benbrook Economic Development Corporation

- Place 1 Jason Ward
- Place 3 Michelle Thomas
- Place 5 Kent Williams
- Place 7 Kristina West

An application for reappointment was received from Michelle Thomas, Kent Williams and Kristina West. As an unopposed candidate for the Benbrook City Council General Election, Jason Ward is no longer eligible to serve on a City Board or Commission and did not reapply.

Tax Increment Financing Board

- Place 1 Dr. Larry Marshall
- Place 3 Jim Hinderaker

Place 5 currently held by Roy Brooks is filled by the Tarrant County Commissioners Court.

The City advertised a formal notice to accept applications for Boards and Commission appointments in the official newspaper (Benbrook News) as well as the Fort Worth Star Telegram. The announcement was also placed on the City's Charter Communications Channel, City Home Page, City's Facebook Page, Twitter and the quarterly Newsletter. The deadline for receiving applications was October 23, 2019. The deadline was extended to November 7, 2019.

Applications received for appointment to a Board or Commission are noted below.

<u>Citizen</u>	<u>Board or Commission Preference</u>	<u>Current Office</u>
David Ramsey	Planning & Zoning	Planning & Zoning
Alfredo Valverde	Planning & Zoning	Planning & Zoning
Mikel Seifert	Planning & Zoning	Planning & Zoning
Damon Farrar	Planning & Zoning	Planning & Zoning
Wes Myers	Zoning Board/Appeals Economic Development Planning & Zoning	Zoning Board/Appeals
Donald Pilliod	Zoning Board/Appeals	Zoning Board/Appeals

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<u>Citizen</u>	<u>Board or Commission Preference</u>	<u>Current Office</u>
Lizbeth Sowell	Zoning Board/Appeals	Zoning Board/Appeals
Amy Casey	Parks & Recreation	Parks & Recreation
Gary Lindsay	Economic Development Planning & Zoning Parks & Recreation Zoning Board/Appeals TIF	Parks & Recreation
John Adelman	Economic Development Parks & Recreation Planning & Zoning	Parks & Recreation
Michelle Thomas	Economic Development	Economic Development
Kent Williams	Economic Development	Economic Development
Kristina West	Economic Development Planning & Zoning Zoning Board/Appeals Parks & Recreation TIF	Economic Development
William McKean	Economic Development Planning & Zoning	
Marianne Daily	Parks & Recreation	
Matthew Wallis	Planning & Zoning Economic Development TIF Parks & Recreation ZBA/Appeals Board	
Thomas Casey	Economic Development Planning & Zoning	Alternate D Zoning Board/Appeals Term expires 2020
Keith Tiner	Economic Development	
Mark Roberts	Economic Development Planning & Zoning TIF	

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<u>Citizen</u>	<u>Board or Commission Preference</u>	<u>Current Office</u>
Edward Jennings	Planning & Zoning Economic Development Zoning Board/Appeals TIF Parks & Recreation	
Leah Rodriguez	Economic Development Parks & Recreation Planning & Zoning Zoning Board/Appeals	
William Dean	Parks & Recreation Economic Development Zoning Board/Appeals	
Hunter Brauer	Planning & Zoning Economic Development TIF Zoning Board/Appeals Parks & Recreation	

RECOMMENDATION

Staff recommends that City Council:

1. Determine the process for applicant evaluations for Boards and Commissions; and
2. Schedule that process; or
3. Make appointments to the various Boards and Commissions for a term beginning December 31, 2019 and expiring December 30, 2021; and.
4. Make appointments to the unexpired term in Place 2 and Place 4 on the Parks & Recreation Board for a term to expire December 30, 2020.