

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 6, 2020
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. INVOCATION

Invocation To Be Given By Reverend Don Petty With Benbrook United Methodist Church

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held January 16, 2020

Documents:

[CC MINUTES 01-16-20.PDF](#)

V. PROCLAMATIONS/AWARDS/RECOGNITION

1. Presentation Of Court Clerk Level 3 Certification To Stephanie Stevens, Municipal Court Manager (Lisa Howard – Texas Court Clerks Association)

VI. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2020-03 Accept Resignation From Mikel Seifert (Planning And Zoning Commission) And Julia Nova (Economic Development Corporation Board)

VII. REPORTS FROM CITY MANAGER

A. GENERAL

G-2453 Accept Finance Report For Period Ending December 31, 2019

Documents:

[G-2453 FINANCE REPORT DEC 2019.PDF](#)
[G-2453 REVENUE CHART DEC 2019.PDF](#)
[G-2453 EXPENDITURE CHART DEC 2019.PDF](#)
[G-2453 SALES TAX COMPARISON DEC 2019.PDF](#)

G-2454 Approve Investment Report For Period Ending December 31, 2019

Documents:

[G-2454 APPROVE INVESTMENT REPORT - DEC 2019.PDF](#)

B. PURCHASE

P-282 Purchase Ambulance For Fire Department

Documents:

[P-282 PURCHASE AMBULANCE FOR FIRE DEPARTMENT.PDF](#)

VIII. 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

IX. 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.

X. ADJOURNMENT

WORKSESSION

1. Discuss method to fill vacancies on Boards and Commissions



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 16, 2020**

The regular meeting of the Benbrook City Council was held on January 16, 2020 at 7:30 p.m. in the Council Chambers with the following Council members present:

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

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Jim Hinderaker, Assistant City Manager
Bennett Howell, Public Services Director
Amanda Valdez, Management Analyst
Jeff Rodriguez, Marketing Coordinator

Citizens Present:

Mark Roberts
Michael Lara, Scout Master Troop 519
Micah Warfel, Scout Troop 519
Tyler Bender, Scout Troop 519
Raven Warfel, Scout Troop 554
Tommy Denson, Scout Master Troop 519
Vincent Hinojosa, Scout Troop 18
Zachery Lara, Scout Troop 18
Jessie Hinojosa, Scout Troop 18
Gabel Castelle, Scout Troop 18

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Reverend Fr. Kenneth M. Bolin with St. Thomas Becket Catholic Church
The Pledge of Allegiance was recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

Members of Scout Troops 519, 554 and 18 introduced themselves to City Council.

Scout Tyler Bender presented his Eagle Scout project. The project is building and placing a “Flag Box” at City Hall where citizens can donate their retired flags. The Troop will build and maintain the box. Retirement ceremonies will also be performed by the Troop.

IV. MINUTES

1. Minutes of the regular meeting held January 2, 2020

Motion by Dr. Marshall, seconded by Ms. Franklin to approve the minutes of the regular meeting held January 2, 2020.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

V. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2020-01 Make appointment to Naval Air Station Fort Worth Joint Reserve Base (NAS Fort Worth JRB) Regional Coordination Committee (RCC)

Nomination by Mr. Wilson, seconded by Mr. Phillips to appoint Councilmember Laura Mackey as the voting representative with the Naval Air Station Fort Worth Joint Reserve Base Regional Coordination Committee.

No other nominations were made.

Vote on the Nomination:

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

Noes: None

Nomination carried unanimously.

CC-2020-02 Adopt Administration Regulation CC-05 – Social Media Policy for Councilmembers

Andy Wayman gave the following report: Recently, City Council met in multiple work sessions to discuss a social media policy for the Mayor and City Council. The purpose of the policy is to establish a formal process and standards for the use of social media by Elected Officials in their official capacity. This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media by Elected Officials.

The policy includes sections on:

- Prohibited Content
- Ethics and Elections Rules
- Public Records Retention
- Open Meetings Act
- Administration and Enforcement

If adopted, the policy will be codified as Administrative Regulation CC-5.

The social media policy for City Staff was adopted in 2010.

Motion by Mr. Phillips, seconded by Dr. Marshall to adopt Administrative Regulation CC-5, Elected Officials Social Media Policy.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2451 Adopt Ordinance Readopting Guidelines and Criteria for Tax Abatement Agreements and Designation of Reinvestment Zones

Amanda Valdez gave the following report: Chapter 312 of the Texas Tax Code enables the City of Benbrook to enter into a tax abatement agreement with an owner of taxable property located in a reinvestment zone if the City has adopted guidelines and criteria. In addition, the City must readopt these guidelines and criteria every two years.

Staff does not recommend any changes to the guidelines previously adopted by the City Council. The proposed ordinance continues to provide the option to negotiate tax abatements for new or expanded manufacturing facilities with more than \$3,000,000 in new investment, or ten or more new employees. The guidelines also allow for tax abatements for new hotels with more than 50 rooms.

Tax abatement agreements are limited to ten years in length and a maximum of 100 percent of the new appraised value. Businesses are still responsible for taxes on the pre-improved value of the property. Tax abatements are not allowed within the TIF District boundaries. Although the City has had guidelines for tax abatement agreements since 1992, the City has never granted a tax abatement. However, having the abatement policy provides an opportunity to attract commercial and industrial developments.

Motion by Ms. Franklin, seconded by Ms. Mackey to adopt Ordinance No. 1454 readopting guidelines and criteria for Tax Abatement Agreements and designation of Reinvestment Zones.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

Ordinance No. 1454 being "AN ORDINANCE READOPTING CHAPTER 3.20 (TAX ABATEMENT AGREEMENTS) OF THE BENBROOK MUNICIPAL CODE (1985), AS AMENDED, READOPTING GUIDELINES AND CRITERIA FOR TAX ABATEMENT AGREEMENTS AND DESIGNATION OF REINVESTMENT ZONES, DEFINING QUALIFYING FACILITIES, ESTABLISHING THE TERM AND LIMITS OF ABATEMENT, REQUIRING AN

APPLICATION, DELEGATING ADMINISTRATIVE AND NEGOTIATION; PROVIDING FOR ENFORCEMENT AND PENALTIES, PROVIDING FOR VARIANCES AND EXPIRATION; CONTAINING A SEVERABILITY CLAUSE AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE. “

**SECTION 3
PUBLICATION AND EFFECTIVE DATE**

The City Secretary of the City of Benbrook is hereby authorized to publish this ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof, as provided in Section 3.10 of the Charter of the City of Benbrook.

The City Secretary of the City of Benbrook is hereby directed to engross and enroll this ordinance by copying the caption, penalty clause, publication clause and effective date clause in the minutes of the City Council and by filing the ordinance records of the City.

The City Secretary of the City of Benbrook is hereby directed to publish the caption, penalty clause, publication clause and effective date clause of this ordinance for two (2) days in the official newspaper of the City of Benbrook, as authorized by Section 52.013 of the Local Government Code.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

G-2452 Adopt update to Capital Improvements Program

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 be updated on an annual basis. The CIP is dynamic and may change over time based on community needs, citizen expectations and unanticipated strategic opportunities. The CIP will be added as an appendix in the Comprehensive Plan.

The changes included in this year's plan include:

1. Updated project information
2. Updated cost estimates in 2020 dollars

Summary of projects:

Community Facilities & Equipment

2019-2020	Westpark Fence
2019-2020	Dutch Branch Park Baseball Dugout Replacement
2019-2020	Replace 1997 Pumper Fire Truck (carry-over from previous year)
2019-2020	Replace 1999 Ladder Truck
2020-2021	Replace 1999 Ladder Truck (carry-over from previous year)
2021-2022	No projects
2022-2023	Remodel/Replace City Hall & Police Station
2023-2024	Remodel/Replace City Hall & Police Station (carry over)
2024-2025	Remodel/Replace City Hall & Police Station (carry over)
2024-2025	Pedestrian tunnel under Benbrook Blvd @ Overcrest

Street Improvements

2019-2020	Street Overlay Program
2029-2020	Crosslands Road Streetlight and Sidewalk Installation (45 th CDBG)
2019-2020	Monument and Wayfinding Signs on Benbrook Blvd.
2019-2020	Landscaping on Benbrook Blvd. (carry over)
2019-2020	Clear Fork Emergency Access Bridge (carry over)
2019-2020	Vista Way to Benbrook Blvd. & 2-way conversion
2020-2021	Clear Ford Emergency Access Bridge (carry over)
2020-2021	Street Overlay Program
2020-2021	Crosslands Road Streetlight and Sidewalk Installation (45 th CDBG)
2021-2022	Street Overlay Program
2021-2022	Bellaire Drive Sidewalk Installation (47 th CDBG)
2021-2022	Vista Way to Benbrook Blvd. & 2-way conversion (carry over)
2022-2023	Street Overlay Program
2022-2023	Bellaire Drive Sidewalk Installation (47 th CDBG) (carry over)
2023-2024	Street Overlay Program
2023-2024	49 th CDBG Project to be determined
2024-2025	Street Overlay Program
2024-2025	49 th CDBG Project to be determined (carry over)

Drainage Facilities

2019-2020	No Projects
2020-2021	No Projects
2021-2022	Storm Drain Condition Assessment
2022-2023	Westerly Ditch Drainage
2022-2023	Storm Drain Condition Assessment (carry over)
2023-2024	Southside/Dawn Plantation West Drainage
2023-2024	Dutch Branch Park Low Water Crossing
2024-2025	Storm Drain Condition Assessment (carry over)
2024-2025	Dutch Branch Park Drainage
2024-2025	Storm Drain Condition Assessment (carry over)

Motion by Dr. Marshall, seconded by Mr. Wilson to adopt the revised Capital Improvements Program as presented.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

B. CONTRACT

C-331 Approve construction contract to Diamond Fence and Concrete for dugouts in Dutch Branch Park

Bennett Howell gave the following report: The Dutch Branch Park dugout reconstruction project is included in the FY 2019-20 budget. The project includes reconstruction of all 14 dugouts at the seven baseball fields located at Dutch Branch Park. The overall size of each dugout will increase to seven (7) feet x twenty (20) feet. The project includes new concrete floors, metal posts, rails, galvanized fence fabric and 26-gauge metal roof panels for each dugout. The dugout roof panels will be a different color at each of the seven fields.

The Benbrook Youth Baseball and Softball Association (BYBS) will provide new benches for the dugouts at an approximate cost of \$15,000.

Diamond Fence and Concrete submitted the low bid of \$72,100 for the project. The City understands Diamond Fence has completed other successful construction projects of similar scope and the project references were pleased with their performance. Staff recommends the contract for construction of the dugouts in Dutch Branch Park project be awarded to Diamond Fence and Concrete in the amount of \$72,100.

The Park Land Dedication Fee Fund will finance the project.

The FY 2019-20 budget included \$59,470 to complete this project, but the overall cost has increased by 22% due to increased labor and material costs for this specialized work. Staff recommends that the City increase the overall budget to \$72,100 to build all 14 dugouts.

There are sufficient funds in the Park Land Dedication Fee fund to complete the entire project this year.

Motion by Ms. Franklin, seconded by Mr. Wilson to award the construction contract to Diamond Fence and Concrete for 14 dugouts in Dutch Branch Park at a cost of \$72,100.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VII. INFORMAL CITIZEN COMMENTS

VIII. COUNCIL MEMBER AND STAFF COMMENTS

IX. ADJOURNMENT

Meeting adjourned at 8:00 p.m. followed by a worksession:

1. Discuss Debt Capacity and Upcoming Capital Projects

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 02/06/20	REFERENCE NUMBER: G-2453	SUBJECT: Accept Finance Report for period ending December 31, 2019	PAGE: 1 of 2
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GENERAL FUND

General Fund revenues for the month of December were \$6,075,189. Property tax collections were \$5,709,344. Sales tax collected and recognized as revenue in December was \$243,434. Fiscal year-to-date sales tax is 13.99% greater than last year at this time. A separate summary of sales tax revenue collections is provided for informational purposes. General Fund revenues collected through the end of December were \$8,371,340 and 39.72% of the budget.

General Fund expenditures for the month of December were \$1,533,673. Fiscal year-to-date expenditures were \$4,512,586 and 21.47% of the adopted budget.

Total General Fund revenues of \$8,371,340 were greater than General Fund expenditures of \$4,512,586 by \$3,858,754.

DEBT SERVICE

Debt Service revenues for the month of December totaled \$200,899 and were all from property tax. Fiscal year-to-date revenues total \$246,106. There were no expenditures in December. The next debt service payments are due February 1, 2020.

EDC

EDC revenues as of December 31, 2019, were \$432,351. EDC expenditures through the end of December were \$488,933, which includes the purchase of land. Total expenditures exceeded total revenues by \$56,582.

CAPITAL PROJECTS

Total revenues received through December 31, 2019 were \$273,310 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$409,255 through the end of December. December expenditures included the following projects: Van Deman Road Drainage, Vista Way Two Way Conversion, Walnut Creek Flood Study, and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$135,945. 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: 02/06/20	REFERENCE NUMBER: G-2453	SUBJECT: Accept Finance Report for period ending December 31, 2019	PAGE: 2 of 2
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CASH & INVESTMENTS

On December 31, 2019, the City had \$20,978,845 invested at varying interest rates; the EDC had \$4,554,299 available.

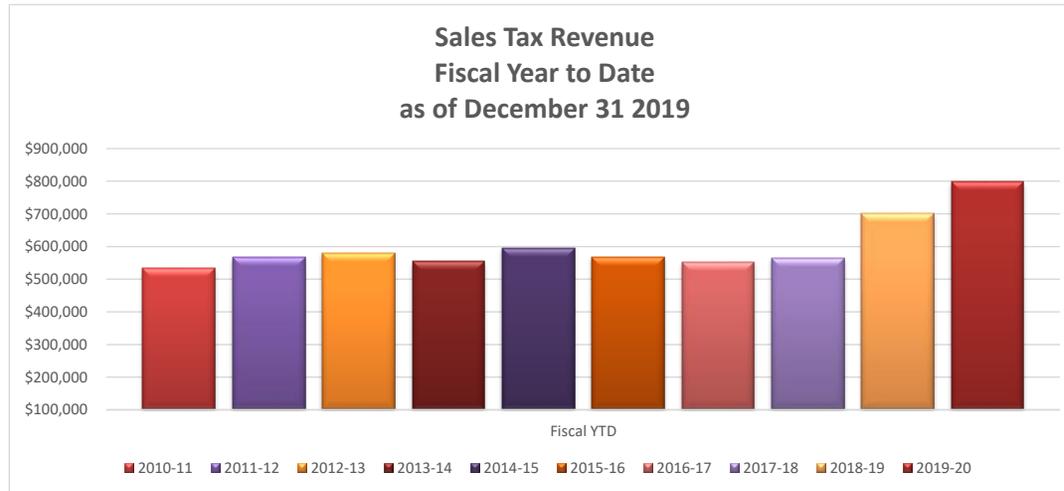
RECOMMENDATION

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

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

Fiscal Year	Fiscal YTD	October	November	December	January	February	March	April	May	June	July	August	September	Annual Total
2010-11	\$ 534,954	\$ 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	566,632	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	581,572	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	554,614	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	596,207	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	568,854	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	552,700	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	564,902	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	700,521	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	798,520	303,508	251,579	243,434										798,520

Change 2010-11 to 2011-12	5.92%
Change 2011-12 to 2012-13	2.64%
Change 2012-13 to 2013-14	-4.64%
Change 2013-14 to 2014-15	7.50%
Change 2014-15 to 2015-16	-4.81%
Change 2015-16 to 2016-17	-2.84%
Change 2016-17 to 2017-18	2.21%
Change 2017-18 to 2018-19	24.01%
Change 2018-19 to 2019-20	13.99%



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



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 02/06/20	REFERENCE NUMBER: G-2454	SUBJECT: Approve Investment Report for the quarter ending December 31, 2019.	PAGE: 1 of 1
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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 January 28, 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 December 31, 2019 is \$25,533,144, with 82% or \$20,978,845 belonging to the City, and 18% or \$4,554,299 to the EDC.
- 41% of the combined portfolio is in bank accounts, with 40% in local government investment pools, and 19% in certificates of deposit.
- The weighted average maturity on the combined portfolio is 34 days with a 1.16% average yield to maturity.

The average yield to maturity decreased this quarter because of a continued decline in market interest rates and an increase in cash as property taxes were collected, but not yet invested.

RECOMMENDATION

Staff recommends that the City Council accept the Investment Report for the quarter ending December 31, 2019.

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

City of Benbrook
Quarterly Investment Report
Fiscal Year 2019-20
for Period Ending December 31, 2019

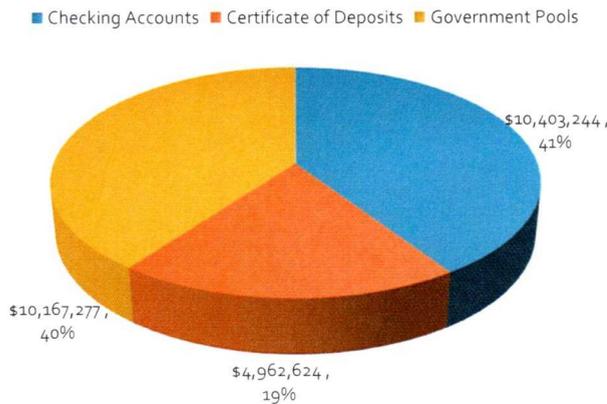


Type	Fund	Description	Current Value as of 9/30/2019	Net Buys(Sells)	Interest Earned	Current Value as of 12/31/2019	Annual Yield at 12/31/19	WAM* (Days)
Checking Accounts								
			\$ 5,779,100	\$ 4,622,038	\$ 2,105	\$ 10,403,244	0.02%	1
Agency Notes								
			\$ -	\$ -	\$ -	\$ -	0.00%	-
Certificate of Deposits								
			\$ 4,941,422	\$ -	\$ 29,741	\$ 4,962,624	2.40%	171
Government Pools								
			\$ 11,621,698	\$ (1,500,000)	\$ 45,579	\$ 10,167,277	1.72%	1
Total Portfolio								
			\$ 22,342,220	\$ 3,122,038	\$ 77,425	\$ 25,533,144	1.16%	34
City of Benbrook								
			\$ 17,696,400	\$ 3,236,848	\$ 54,136	\$ 20,978,845	1.00%	22
EDC								
			\$ 4,645,820	\$ (114,809)	\$ 23,289	\$ 4,554,299	1.89%	89
Total Portfolio								
			\$ 22,342,220	\$ 3,122,038	\$ 77,425	\$ 25,533,144	1.16%	34

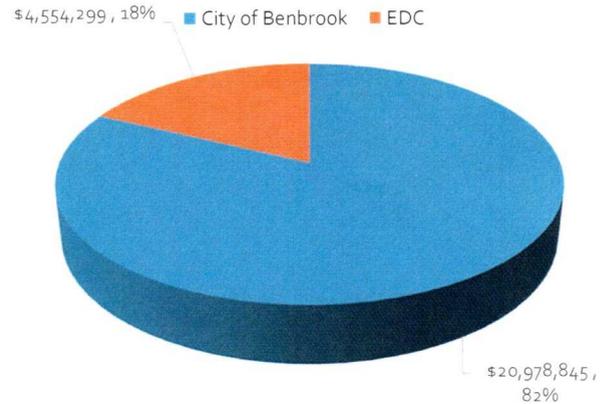
*WAM - Weighted Average Maturity

Benchmark 90 Day T-Bill Yield 1.55% 90

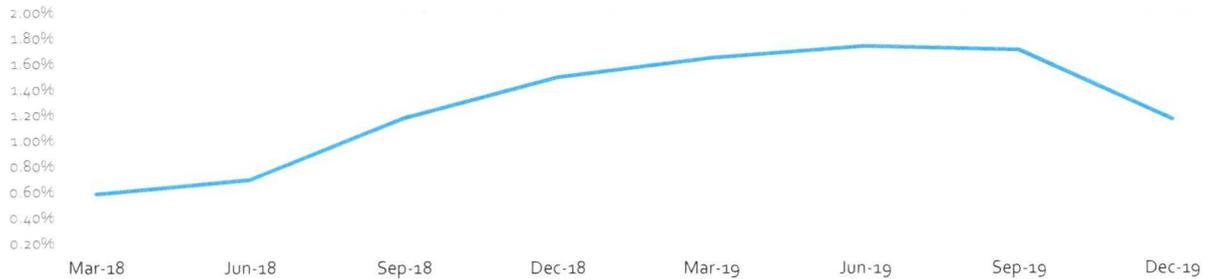
Total Cash and Investment by Type



Total Cash and Investments by Entity



Total Portfolio Yield



This quarterly report is in compliance with the investment policy and strategy as established by the City and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

Prepared by:


 Rick Overgaard
 Finance Director


 Lesley Marshall
 Accounting Supervisor



City of Benbrook

CITY COUNCIL COMMUNICATION

2/06/2020	REFERENCE NUMBER: P-282	SUBJECT: Purchase Ambulance for Fire Department	PAGE: 1 of 1
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The 2019/2020 budget includes the purchase of a new ambulance. As per the Ambulance Replacement Grant that was approved by the Tarrant County Emergency Services District (TCESD), the City of Benbrook will receive seventy-five thousand dollars (\$75,000) towards the purchase of a new ambulance. The new ambulance will replace the 2012 ambulance.

BID ANALYSIS

As with other major purchases, the City continues to find that cooperative purchasing programs leverage the lowest possible bids through purchasing volume and a statewide presence. The Houston Galveston Area Council purchasing program (HGAC) also eliminates the City's administrative costs associated with the bidding process. The request for quote from HGAC was for one 2019 Ford F550 Type 1 ambulance.

The price from HGAC is \$259,640 and includes the HGAC administrative fee of \$1,000. Once the City has received the ambulance, TCESD will reimburse the \$75,000, thus making the final purchase price \$184,640.

RECOMMENDATION

Staff recommends that City Council approve the purchase of one 2019 Ford F550 Type 1 ambulance through the HGAC Purchasing Program at a low bid cost of \$259,640. The purchase will be from the Capital Asset Replacement Fund.

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