

**AGENDA**  
**BENBROOK CITY COUNCIL**  
**THURSDAY, MAY 5, 2022**  
**911 WINSCOTT ROAD, BENBROOK, TEXAS**  
**PRE-COUNCIL WORKSESSION 7:15 P.M.**  
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

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM (Citizen Comments Are Limited To 3 Minutes)

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held April 21, 2022

Documents:

[CC MINUTES-04-21-22.PDF](#)

V. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2022-03 Nominations For The 2022-2023 North Central Texas Council Of Government Executive Board

Documents:

[CC-20223-03 EXECUTIVE-BOARD-NOMINATION-PACKET.PDF.ASPX.PDF](#)  
[CC-2022-03 NCTCOG EXECUTIVE BOARD 2021-2022.PDF](#)

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2558 Approve Temporary Emergency Shelter Agreements

Documents:

[G-2558 APPROVE TEMPORARY SHELTER AGREEMENTS.PDF](#)  
[G-2558 AGREEMENT RESTORATION FAMILY CHURCH.PDF](#)  
[G-2558 AGREEMENT THE CHURCH AT BENBROOK.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 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. (Citizen comments are limited to 3 minutes)

#### VIII. COUNCIL MEMBER AND STAFF COMMENTS

Pursuant to the Texas Government Code, Chapter 551, Open Meetings, Section 551.0415, announcements from City Councilmembers and City Staff are limited to expressions of thanks; congratulations; condolences; 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 posting 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, APRIL 21, 2022**

The regular meeting of the Benbrook City Council was held on April 21, 2022 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jason Ward, Mayor  
Renee Franklin  
Larry Marshall  
Dustin Phillips  
Gary Addison  
Laura Mackey  
Keith Tiner

Also Present:

Andy Wayman, City Manager  
Jim Hinderaker, Assistant City Manager  
Beth Fischer, Deputy City Secretary  
Jared DeVries, Management Analyst  
Bennett Howell, Public Service Director  
Rick Overgaard, Finance Director

Others:

Phyllis Harkins  
Janice Howe  
Josh Harville  
Michael Barber  
Bart and Mac Shafer  
Terry Roach  
Bill Smith

**I. CALL TO ORDER**

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

**II. INVOCATION/PLEDGE OF ALEGIANCE**

Invocation was given by Mayor Pro-Tem Marshall.  
The Pledge of Allegiance was recited.

**III. CITIZEN COMMENTS ON ANY AGENDA ITEM**

Terry Roach commented on the trespassing regulation item.

#### **IV. MINUTES**

##### **1. Approve minutes of the regular meeting held April 7, 2022**

Motion by Dr. Marshall, seconded by Mr. Addison to approve the minutes of the regular meeting held April 7, 2022.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey

Noes: None

Abstain: Mr. Tiner

Motion carries 6-0-1.

#### **V. REPORTS FROM CITY MANAGER**

##### **A. GENERAL**

##### **G-2554 Accept Finance Report for period ending March 31, 2022**

Rick Overgaard gave the following report: General Fund revenues for the month of March were \$1,531,765. Major revenues collected for the month include Property taxes of \$202,464, Franchise taxes of \$765,144, Permits of \$123,676, Fines and Forfeitures of \$54,824, and Charges for Services of \$129,348. Sales tax collected and recognized as revenue in March was \$208,543. Fiscal year to date sales tax is \$1,770,738, an increase of 9.85% over last year at this time. General Fund revenues collected through the end of March were \$17,493,697 and 81.9% of the budget.

General Fund expenditures for the month of March were \$1,571,245. Fiscal year to date expenditures were \$8,231,559 and 38.6% of the adopted budget.

Total General Fund revenues of \$17,493,697 were more than total General Fund expenditures of \$8,231,559 by \$9,262,138.

Debt Service revenues for the month of March totaled \$12,759 and were all from property tax. There were no expenditures in March. The next debt service payments are due August 1<sup>st</sup>.

EDC revenues through March were \$921,370. EDC expenditures through the end of March were \$286,880. Total revenues exceeded total expenditures by \$634,490.

Total revenues received through March were \$517,951 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$1,239,754 through the end of March. Total expenditures exceeded total revenues by \$721,803. 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 March 31, 2022, the City had \$52,652,720 invested at varying interest rates; the EDC had \$5,890,018 available.

Motion by Ms. Franklin, seconded by Mr. Tiner to approve the finance report for period ending March 31, 2022.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

### **G-2555      Accept Investment Report for period ending March 31, 2022**

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 April 11, 2022, to review the report and ensure compliance with the City's investment policy.

### **Highlights**

- The total portfolio for the City and EDC on March 31, 2022 is \$58,542,738, with 90% or \$52,652,720 belonging to the City, and 10% or \$5,890,018 to the EDC. The City's portion includes the \$22,000,000 in bond proceeds received in September 2021.
- 80.3% of the combined portfolio is in bank accounts, with 9.8% in local government investment pools, 8.6% in certificates of deposit, 0.9% in agency notes, and 0.4% in treasury notes.
- The weighted average maturity on the combined portfolio is 66 days with a .11% average yield to maturity. In comparison, the 90 day T-Bill benchmark rate is .31% due to a recent rise in interest rates.

The City enjoys good liquidity and is positioned to take advantage of rising rates.

Motion by Dr. Marshall, seconded by Mr. Phillips to accept the investment report for period ending March 31, 2022.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

**G-2556      Adopt Ordinance amending Chapter 10.24 of the Benbrook Municipal Code by revising the speed limit to create a school zone on Vista Way**

Bennett Howell gave the following report: The new Basis Charter School, located at 8901 Vista Way, is under construction and scheduled to open in August 2022. The school's charter provides for student enrollment of grades K-12, but first year enrollment will be limited to grades K-5. Subsequent years will add at least one grade per year to allow for continued enrollment of students. The maximum capacity of the school is 720 students.

In planning for its opening, school administrators requested establishment of a reduced speed limit school zone (20 miles per hour) along Vista Way in front of the new charter school between 260 feet north of Sproles Drive to 150 feet north of Sterling Drive.

To better accommodate the on-site queuing of vehicles during student drop-off and pick-up, the school will stagger start and dismissal times with the first class beginning at 7:40 a.m. and the last class beginning at 8:00 a.m. The first dismissal will be at 2:45 p.m. and the last dismissal will be at 3:45 p.m.

The school zone hours will be from 7:00 a.m. to 8:30 a.m. and from 2:30 p.m. to 4:30 p.m. on school days.

Basis Charter School will provide and install the signs after receiving City approval.

Motion by Ms. Mackey, seconded by Mr. Tiner to adopt Ordinance No. 1479 amending Chapter 10.24 of the Benbrook Municipal Code by revising the speed limit on Vista Way

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

Ordinance 1479 being **AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, AMENDING CHAPTER 10.24-SPEED LIMITS, TITLE 10 – VEHICLES AND TRAFFIC OF THE BENBROOK MUNICIPAL CODE, AS AMENDED, BY REVISING SECTION 10.24.010 RELATING TO SCHOOL ZONES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS HEREOF; 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 4  
PENALTY CLAUSE**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for all violations involving zoning, fire safety, or public health and sanitation, including dumping of refuse, and shall be fined not more than Five Hundred Dollars (\$500.00) for all other violations of this Ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 9  
EFFECTIVE DATE**

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

**G-2557      Approve Resolution Establishing Administrative Regulation for Trespass Warning on City Property**

Andy Wayman gave the following report: The proposed resolution establishes an administrative regulation (AR) regarding no trespass warnings for City of Benbrook property. Through the attached AR, the City recognizes its duty as a responsible steward of City assets. The City desires to provide the public and City staff with an environment free from unlawful and disruptive behavior and activities that interfere with City and public business and activities on City Property.

The AR establishes a process to issue trespass warnings for conduct that includes, but is not limited to:

- Park and other curfew violations
- Park rules violations
- Failure to pay required fees for Facility use

- Facility use violations
- Noise ordinance violations
- Interfering with another person's reasonable use and enjoyment of approved activities on City Property
- Any other City ordinance violation

An Immediate trespass warning may also be issued for conduct that is unreasonably disruptive or harmful to City Property, to conducting City business, or to another's reasonable use and enjoyment of approved activities on City Property, and that may:

- Be a state or federal criminal offense or ordinance violation or is an attempt, solicitation or conspiracy to commit a state or federal criminal offense or ordinance violation, including urinating or defecating in public
- Have resulted in injury to any person or damage to any property, or threatens to cause an immediate breach of the peace

The AR designates the City Manager, or designee, as the responsible authority. The AR also establishes an administrative review process to appeal trespass warnings. Finally, the AR recognizes the First Amendment rights of individual citizens.

Motion by Mr. Tiner, seconded by Mr. Addison to approve Resolution No.202-02 for Administrative Regulation for Trespass Warning on City Property

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

Resolution No. 2022-02 being **A RESOLUTION OF THE BENBROOK CITY COUNCIL ESTABLISHING AN ADMINISTRATIVE REGULATION FOR TRESPASS WARNING ON CITY PROPERTY**

**VI. INFORMAL CITIZEN COMMENTS**

**VII. COUNCIL MEMBER AND STAFF COMMENTS**

Councilmember Franklin announced the following events: VFW Garage Sale on April 23<sup>rd</sup>, YMCA Healthy Kids on April 30<sup>th</sup>, Benbrook Elementary Spring Fling on April 30<sup>th</sup>, and Benbrook Parks and Recreation Open House on April 27<sup>th</sup> at the Senior Center.



**VIII. ADJOURNMENT**

Meeting adjourned at 7:50 p.m.

**APPROVED:**

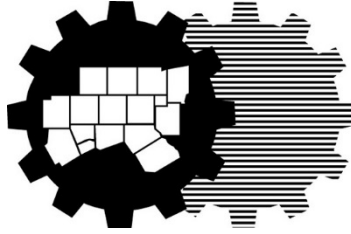
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**Jason Ward, Mayor**

**ATTEST:**

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**Joanna King, City Secretary**



**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

**TO:** NCTCOG Member Governments

**DATE:** April 14, 2022

**FROM:** David Sweet, President  
Judge, Rockwall County

**SUBJECT:** Election of Officers and Directors for 2022-2023 Executive Board

Officers and Directors for the 2022-2023 Council of Governments' Executive Board will be elected at the annual General Assembly meeting on Friday, June 24, 2022, at 12:00 p.m. at the Hurst Conference Center. Officials from member governments are invited to submit recommendations for Board positions. I will Chair a Nominating Committee, consisting of several Past Presidents, that has been appointed to review the recommendations and submit a slate for election at the meeting.

Executive Board members traditionally hold their seats for two years and then rotate off the Board. If, however, a member has served for two years, but is nominated and elected to serve as an officer, that person will continue to fill their current population-based seat on the Board. The current Board President rotates to the position of *Past President*. The *Past President* position does not represent a population category.

We are specifically requesting nominations for the seats representing the following population categories:

- **A County between 75,000 – 650,000**
- **A County less than 75,000**
- **A City between 200,000 – 350,000**
- **A City between 100,000 – 200,000**
- **A City between 50,000 – 100,000**
- **A City between 50,000 – 350,000**
- **A City less than 20,000**

The following items are attached and are also available online for your use and information:

Nomination Form  
Executive Board Structure (According to the NCTCOG Bylaws)  
Executive Board Open Seats by Population Category  
Executive Board Nominating Committee

**THE DEADLINE FOR NOMINATIONS IS MAY 12, 2022**

You may nominate online using the forms available at [www.nctcog.org/nominations](http://www.nctcog.org/nominations) or you can return your nomination forms by email to [jwatson@nctcog.org](mailto:jwatson@nctcog.org).

If you have any questions, please contact me or one of the other members of the Nominating Committee.

ME/jw

**North Central Texas Council of Governments**  
**Executive Board Structure**  
*(According to NCTCOG Bylaws)*

**OFFICERS**

**President**

(Elected by General Assembly. Must be a member of the Executive Board.)

**Vice President**

(Elected by General Assembly. Must be a member of the Executive Board.)

**Secretary-Treasurer**

(Elected by General Assembly. Must be a member of the Executive Board.)

**STANDING MEMBERS**

**1. Past President**

(Automatic position on Executive Board, does not fill a designated seat.)

**2. Member of the Legislature**

(Ex-Officio, non-voting - Selected by Lottery from among those interested.)

**DIRECTORS – Categorical Requirements**

**Counties (6 Seats)**

**3. – 6. Representatives of the Four (4) Largest Populated Member Counties**

(One selected by each County: Dallas, Tarrant, Collin and Denton)

**7. Representative of a Member County with a Population of 75,000-650,000**

**8. Representative of a Member County with a Population of <75,000**

**Cities (10 Seats)**

**9. - 11. Representatives of the Three (3) Largest Populated Member Cities**

(One selected by each City: Dallas, Fort Worth, Arlington)

**12. Representative of a Member City with a Population of Between 200,000 - 350,000**

**13. Representative of a Member City with a Population of Between 100,000 - 200,000**

**14. Representative of a Member City with a Population of Between 50,000 - 100,000**

**15. Representative of a Member City with a Population of Between 20,000 - 50,000**

**16. Representative of a Member City with a Population of <20,000**

**At Large Cities**

**17. Representative of a Member City with a Population of Between 50,000 - 350,000**

**18. Representative of a Member City with a Population of <50,000**

- ◆ ***An Executive Board member must be a local elected official from a member government's policy body.***
- ◆ ***If a director is elected to an officer position, that director will continue to represent the category that the director was originally elected to serve.***
- ◆ ***No member government may have more than one (1) representative on the Board at any given time unless one of them is serving in the Past President position.***

# 2022 – 2023 NCTCOG EXECUTIVE BOARD

## NOMINATION FORM

Date: \_\_\_\_\_

I would like to recommend the following **local elected official** (Mayor, Councilmember, County Judge, County Commissioner) for consideration by the Nominating Committee to serve on NCTCOG's Executive Board.

### PRINCIPAL NOMINATOR INFORMATION:

### NOMINEE INFORMATION:

Name:	Nominee Name:
Title:	Nominee Title:
Local Government Represented:	Nominee Local Government Represented: Nominee Population:
Email:	Nominee Email:
Mailing City/State/Zip:	Nominee Mailing City/State/Zip:
Office Phone:	Nominee Office Phone:
Home/Cell Phone:	Nominee Home/Cell Phone:

**(PLEASE ATTACH A RESUME OR ADDITIONAL BIOGRAPHICAL INFORMATION)**

Additional Supporting Comments:

**[THE DEADLINE FOR NOMINATIONS IS MAY 12, 2022](#)**

**PLEASE NOMINATE ONLINE AT [www.nctcog.org/nominations](http://www.nctcog.org/nominations)**  
or email the nomination form to the Executive Director's Office at [jwatson@nctcog.org](mailto:jwatson@nctcog.org)

Executive Director's Office  
North Central Texas Council of Governments

# North Central Texas Council of Governments

## 2022 Current Executive Board and Open Seats by Population Categories

### OFFICERS

2021-2022

2022-2023

President	David Sweet (2018), County Judge, Rockwall	Andrew Piel (2019), Councilmember, Arlington
Vice-President	Andrew Piel (2019), Councilmember, Arlington	Bill Heidemann (2019), Mayor, Corinth
Secretary/Treasurer	Bill Heidemann (2019), Mayor, Corinth	Officers Must be a Current Board Member

### DIRECTORS

Population Categories	2021-2022	2022-2023
<b><u>COUNTIES</u></b>		
1. <b>Largest</b> Appointed by Dallas County	Clay Jenkins (2011), County Judge, Dallas	Appointed: Clay Jenkins (2011), County Judge, Dallas
2. <b>2<sup>nd</sup> Largest</b> Appointed by Tarrant County	Glen Whitley (2007), County Judge, Tarrant	To be Appointed by County
3. <b>3<sup>rd</sup> Largest</b> Appointed by Collin County	Chris Hill (2019), County Judge, Collin	Appointed: Chris Hill (2019), County Judge, Collin
4. <b>4<sup>th</sup> Largest</b> Appointed by Denton County	Bobbie Mitchell (2015), Commissioner, Denton	Appointed: Bobbie Mitchell (2015), Commissioner, Denton
5. <b>75,000 - 650,000</b>	David Sweet (2018), County Judge, Rockwall (officer)	✓
6. <b>&lt;75,000</b>	**Alfonso Campos (10/2020), County Judge, Erath	✓
<b><u>CITIES</u></b>		
7. <b>Largest</b> Appointed by City of Dallas	Cara Mendelsohn (2021), Councilmember, Dallas	Appointed: Cara Mendelsohn (2021), Councilmember, Dallas
8. <b>2<sup>nd</sup> Largest</b> Appointed by City of Fort Worth	Michael Crain (2021), Councilmember, Fort Worth	Appointed: Michael Crain (2021), Councilmember, Fort Worth
9. <b>3<sup>rd</sup> Largest</b> Appointed by City of Arlington	Andrew Piel (2019), Councilmember, Arlington (officer)	Appointed: Andrew Piel (2019), Councilmember, Arlington (officer)
10. <b>200,000 - 350,000</b>	**Kayci Prince (2020), Mayor Pro Tem, Plano	✓***
11. <b>100,000 - 200,000</b>	Jorja Clemson (2021), Councilmember, Grand Prairie	**Jorja Clemson (2021), Councilmember, Grand Prairie
12. <b>50,000 - 100,000</b>	**Tammy Dana-Bashian (2020), Mayor, Rowlett	✓
13. <b>20,000 - 50,000</b>	Bill Heidemann (2019), Mayor, Corinth (officer)	Bill Heidemann (2019), Mayor, Corinth (officer)
14. <b>&lt;20,000</b>	**Rick Carmona (2020), Mayor, Terrell	✓***
<b><u>AT LARGE CITIES</u></b>		
15. <b>50,000-350,000</b>	Kevin Falconer (2021), Mayor, Carrollton	✓
16. <b>&lt;50,000</b>	Clyde Hairston (2021), Mayor, Lancaster	**Clyde Hairston (2021), Mayor, Lancaster
<b><u>STANDING MEMBER</u></b>		
17. <b>Immediate Past President</b>	Ray Smith (2016), Mayor, Prosper (officer)	David Sweet (2018), County Judge, Rockwall (officer)

✓ Open Seat

\*\* 2 Years on Board

✓\*\*\* open unless person becomes officer

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**  
**2022 Executive Board Nominating Committee**

David Sweet – President 2021-22; [dsweet@rockwallcountytexas.com](mailto:dsweet@rockwallcountytexas.com)

Ray Smith – President 2020-21; [ray\\_smith@prospertx.gov](mailto:ray_smith@prospertx.gov)

J. D. Clark – President 2019 – 2020; [cojudge@co.wise.tx.us](mailto:cojudge@co.wise.tx.us)

Kevin Strength – President 2018-19; [kstrength@waxahachiechamber.com](mailto:kstrength@waxahachiechamber.com)

Tom Lombard – President 2017-18; [lombardt@sbcglobal.net](mailto:lombardt@sbcglobal.net)

Lissa Smith – President 2016-17; [Lissasmith4@gmail.com](mailto:Lissasmith4@gmail.com)

Kathryn Wilemon, President 2014-15; [kawilemon@aol.com](mailto:kawilemon@aol.com)

Steve Terrell, President 2013-14; [stevete@swbell.net](mailto:stevete@swbell.net)

Bobbie Mitchell; President 2012-13; [Bobbie.Mitchell@dentoncounty.com](mailto:Bobbie.Mitchell@dentoncounty.com)

Glen Whitley, President 2010-11; [gwhitley@tarrantcounty.com](mailto:gwhitley@tarrantcounty.com)

Bobby Waddle, President 2009-10; [bgwaddle@flash.net](mailto:bgwaddle@flash.net)

Chad Adams, President, 2007-08; [chad@oakhullinvestments.com](mailto:chad@oakhullinvestments.com)

T. Oscar Trevino, Jr., President 2006-07; [otrevino@nrhtx.com](mailto:otrevino@nrhtx.com)

Mike Cantrell, President, 2001-02; [mikecantrell@tx.rr.com](mailto:mikecantrell@tx.rr.com)

Mary Poss, President 2000-01; [mary@dallastex.com](mailto:mary@dallastex.com)

Gary A. Slagel, President 1994-95; [gary.slagel@CapitalSoft.com](mailto:gary.slagel@CapitalSoft.com)

Jim Alexander, President 1991-92; [jralexander1@verizon.net](mailto:jralexander1@verizon.net)

Bill Lofland, President 1990-91; [bill\\_lofland@juno.com](mailto:bill_lofland@juno.com)

# Executive Board, 2021-2022



President  
**DAVID SWEET**  
County Judge  
Rockwall County



Vice President  
**ANDREW PIEL**  
Councilmember  
City of Arlington



Secretary-Treasurer  
**BILL HEIDEMANN**  
Mayor  
City of Corinth



Past President  
**RAY SMITH**  
Mayor  
Town of Prosper

## What is NCTCOG?

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments within the 16-county North Central Texas Region. The agency was established by state enabling legislation in 1966 to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. Its purpose is to strengthen both the individual and collective power of local governments, and to help them recognize regional opportunities, resolve regional problems, eliminate unnecessary duplication, and make joint regional decisions – as well as to develop the means to implement those decisions.

North Central Texas is a 16-county metropolitan region centered around Dallas and Fort Worth. The region has a population of more than 7 million (which is larger than 38 states), and an area of approximately 12,800 square miles (which is larger than nine states). NCTCOG has 229 member governments, including all 16 counties, 167 cities, 19 independent school districts, and 27 special districts.

NCTCOG's structure is relatively simple. An elected or appointed public official from each member government makes up the General Assembly which annually elects NCTCOG's Executive Board. The Executive Board is composed of 17 locally elected officials and one ex-officio non-voting member of the legislature. The Executive Board is the policy-making body for all activities undertaken by NCTCOG, including program activities and decisions, regional plans, and fiscal and budgetary policies. The Board is supported by policy development, technical advisory and study committees – and a professional staff led by R. Michael Eastland, Executive Director.



Director  
**CLAY JENKINS**  
County Judge  
Dallas County



Director  
**B. GLEN WHITLEY**  
County Judge  
Tarrant County



Director  
**CHRIS HILL**  
County Judge  
Collin County



Director  
**BOBBIE MITCHELL**  
Commissioner  
Denton County



Director  
**CARA MENDELSON**  
Councilmember  
City of Dallas



Director  
**MICHAEL CRAIN**  
Councilmember  
City of Fort Worth



Director  
**ALFONSO CAMPOS**  
County Judge  
Erath County



Director  
**RICK CARMONA**  
Mayor  
City of Terrell



Director  
**KAYCI PRINCE**  
Mayor Pro Tem  
City of Plano



Director  
**JORJA CLEMSON**  
Councilmember  
City of Grand Prairie



Director  
**KEVIN FALCONER**  
Mayor  
City of Carrollton



Director  
**CLYDE HAIRSTON**  
Mayor  
City of Lancaster



**DR. GLENN ROGERS**  
State Representative  
District 60  
Ex Officio Member

# Staff Directors



Executive Director  
**MIKE EASTLAND**



Deputy Executive Director/Agency Administration  
**MONTE MERCER**



Agency Administration  
**MOLLY RENDON**



Area Agency on Aging  
**DONI GREEN**



Research and Information Services  
**TIM BARBEE**



Environment & Development  
**EDITH MARVIN**



Emergency Preparedness  
**MOLLY MCFADDEN**



Workforce Development  
**PHERA REDIFER**



Transportation  
**MICHAEL MORRIS**



Public Affairs  
**LUCILLE JOHNSON**



9-1-1 Administration  
**CHRISTY WILLIAMS**

## What Does NCTCOG Do?

The **Executive Director's Office** supervises the day-to-day operation of the agency; implements the Executive Board's policy directives; and maintains all Board records (minutes, resolutions, bylaws, appointments). This Office also manages the agency's participation in the Texas Review and Comment System, special projects for member governments, an Urban Fellowship Program and several local government professional roundtables.

**Agency Administration** is responsible for fiscal management, grants administration and budgeting; administration of purchasing, human resources, insurance, the retirement system, records management and office space; and operation of the supply/mail/copy center.

**Community Services** has planning, program development, and/or program coordination responsibilities in the *Area Agency on Aging* (planning and services in 14 counties); *Criminal Justice* (program development and funds allocation for the 16-county region); *9-1-1 Administration* (management and implementation in 13 counties); and *radio frequency allocation* for public safety agencies (four COGs and 42 counties). NCTCOG's *Regional Training Center* provides training and professional development through a regional police academy and a local government program.

**Emergency Preparedness** staffs the Regional Emergency Preparedness Council and facilitates the work of its Technical Committee. The department also works closely with state and federal agencies that are charged with emergency management mitigation, training, response and recovery responsibilities.

**Environment & Development** assists local governments to protect and improve the region's air, water, and critical land resources; identifies greenway and open space opportunities; promotes pollution prevention through waste minimization, reuse/recycling and proper disposal of nonrecoverable materials; and coordinates public works infrastructure, flood damage reduction and development codes activities.

**Research & Information Services** provides general technical assistance; population and employment forecasts; annual population, housing and employment estimates; land use information; development announcement reports; and tabulation/analysis of Census data. Support is provided to a regional Geographic Information System (GIS) and NCTCOG's internal computer network. Custom data analyses and special products can be provided on a fee-for-service basis.

**Transportation** provides technical planning services in support of development, project selection and implementation of transportation projects in the *Regional Transportation Plan* and *Transportation Improvement Program*. The department also provides regional planning, major investment studies, travel forecasting, air quality analysis, transit and traffic operations planning, airport planning and technical assistance to local governments.

**Workforce Development** administers publicly funded employment and training programs for Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise Counties. The department provides staff support to the North Central Texas Workforce Development Board by providing planning, coordination, management, and oversight services.

**Public Affairs** provides external services on behalf of the agency (news media/public relations, directories, newsletters, special publications, operation of NCTCOG's Regional Information Center) and internal services for all departments (graphics design and photography, agency switchboard, mailing lists, meeting/workshop support and special projects).

(Over, please)

## North Central Texas Council of Governments





# City of Benbrook

## CITY COUNCIL COMMUNICATION

05/05/22	REFERENCE NUMBER: G-2558	SUBJECT: Approve Temporary Shelter Agreements	PAGE: 1 of 1
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As provided in the City's Emergency Management Plan, the Red Cross is chartered under federal law to provide mass care to victims of natural disasters. However, should Red Cross services not be available, The Church of Benbrook and the Restoration Family Church have agreed to make their facilities available as temporary shelters for people and pets in the event of natural disasters or emergency situations within the City.

Key elements of the agreements include:

- Church facilities will be designated as temporary emergency shelters
- Parties will share and maintain contact information allowing for access to church facilities on a 24-hour, 7-day a week basis
- City will provide and assist in the completion of reimbursement forms from federal, state and local governments for incurred expenses, but the City does not guarantee that all or any of the expenses will be reimbursed
- As provided by Texas law, the City will defend, indemnify and hold harmless the churches from and against claims arising out of the use of their facilities, excluding claims based on the sole or comparative negligence or intentional act of the church or its agents, officers or employees
- Parties may terminate the agreement by providing a 30-day written notice of termination

### **RECOMMENDATION**

Staff recommends that the City Council approve the temporary shelter agreements.

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

**AGREEMENT BETWEEN  
THE RESTORATION FAMILY CHURCH  
AND THE CITY OF BENBROOK**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the CITY OF BENBROOK, TEXAS, hereinafter referred to as "CITY", and the RESTORATION FAMILY CHURCH, hereinafter referred to as "RFC".

**WHEREAS**, natural disasters or emergency situations will occur from time to time that demand the availability and use of temporary shelters for people and pets within the CITY; and

**WHEREAS**, the Red Cross generally agrees to handle arrangements for such shelters in the event of natural disasters or emergency situations that may occur or may officially be declared for the CITY; and

**WHEREAS**, situations may arise where the Red Cross declines or is otherwise unable to provide emergency sheltering assistance to people and pets of the CITY; and

**WHEREAS**, the CITY has determined as a part of its Emergency Management Plan that it is prudent to establish an inventory of available facilities inside its corporate limits that are resources that could be quickly committed to providing necessary emergency temporary shelters for people and pets within the CITY in the event of natural disasters or emergency situations within the CITY; and

**WHEREAS**, the above parties desire to reach an understanding that will result in making RFC's facilities being made available as a temporary shelter for people and pets in the event of natural disasters or emergency situations within the CITY.

**NOW THEREFORE**, it is mutually agreed between the parties the following:

1. The RFC, located at 10201 Jerry Dunn Parkway, Benbrook, Texas, is hereby designated as a temporary emergency shelter for people and pets should the need for such a shelter arise.
2. The CITY shall notify the primary contact person or designee for the RFC as soon as practicable that the use of the facility as a temporary emergency shelter is desired.
3. The RFC acknowledges and agrees to use of its facility's resources, systems and equipment only upon the RFC's authorization and oversight, which may entail appropriate orientation or training as may be prudent.
4. The CITY will provide and assist the RFC in completing necessary forms to obtain reimbursement from federal, state and local governments for expenses incurred by the RFC in providing the facilities and services if the RFC seeks reimbursement. The CITY will not guarantee or promise the RFC that all or any of its expenses will be reimbursed. It is the responsibility of the RFC to maintain complete and accurate records of its expenses.
5. The CITY's primary contact person on 24 hour 7 days a week basis shall be the Fire Chief. The RFC's primary contact person on 24 hour 7 days a week basis shall be the Lead Pastor. Upon execution of this agreement, the parties shall exchange their name and contact information, as well as, an alternate's name and contact information on 24 hour 7

days a week basis. All significant communication between the CITY and the RFC with regard to matters pertaining to this agreement shall be through the primary contact person or their alternate. The CITY and the RFC are strongly urged and encouraged to review and update its identification of contact information provided to one another, as needed.

6. To the extent permitted by Texas law and covered by its liability insurance policies and subject to the limits of such insurance coverage, the CITY agrees to defend, indemnify and hold harmless the RFC, its agents, officers and employees from and against claims arising out of the use of RFC facilities according to this agreement, excluding claims based on the sole or comparative negligence or intentional act of RFC or its agents, officers or employees. This particular obligation shall remain in effect notwithstanding a termination of the agreement for claims that arose before this agreement was terminated.
7. No modifications of this agreement will be binding unless evidenced by a written agreement signed by all parties.
8. This agreement is effective immediately upon the date of the last signature and will continue to remain in effect until modified or revoked. Either party may terminate this agreement by providing a 30-day written notice of termination to the other party.

**City of Benbrook**

By: \_\_\_\_\_  
Jason Ward, Mayor

Date: \_\_\_\_\_

**Attest**

By: \_\_\_\_\_  
Joanna King, City Secretary

**Restoration Family Church**

By: \_\_\_\_\_  
Seth Wigington, Lead Pastor

Date: \_\_\_\_\_

**Attest**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**AGREEMENT BETWEEN  
THE CHURCH AT BENBROOK  
AND THE CITY OF BENBROOK**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the CITY OF BENBROOK, TEXAS, hereinafter referred to as "CITY", and THE CHURCH AT BENBROOK, hereinafter referred to as TCAB.

**WHEREAS**, natural disasters or emergency situations will occur from time to time that demand the availability and use of temporary shelters for people and pets within the CITY; and

**WHEREAS**, the Red Cross generally agrees to handle arrangements for such shelters in the event of natural disasters or emergency situations that may occur or may officially be declared for the CITY; and

**WHEREAS**, situations may arise where the Red Cross declines or is otherwise unable to provide emergency sheltering assistance to people and pets of the City of Benbrook; and

**WHEREAS**, the CITY has determined as a part of its Emergency Management Plan that it is prudent to establish an inventory of available facilities inside its corporate limits that are resources that could be quickly committed to providing necessary emergency temporary shelters for people and pets within the CITY in the event of natural disasters or emergency situations within the CITY; and

**WHEREAS**, the above parties desire to reach an understanding that will result in making TCBA's facilities being made available as a temporary shelter for people and pets in the event of natural disasters or emergency situations within the CITY.

**NOW THEREFORE**, it is mutually agreed between the parties the following:

1. TCAB, located at 930 Winscott Road, Benbrook, Texas, is hereby designated as a temporary emergency shelter for people and pets should the need for such a shelter arise.
2. The CITY shall notify the primary contact person or designee for TCAB as soon as practicable that the use of the facility as a temporary emergency shelter is desired.
3. TCAB acknowledges and agrees to use its facility's resources, systems and equipment only upon TCAB's authorization and oversight, which may entail appropriate orientation or training as may be prudent.
4. The CITY will provide and assist TCAB in completing necessary forms to obtain reimbursement from federal, state and local governments for expenses incurred by TCAB in providing the facilities and services should TCAB seek reimbursement. The CITY will not guarantee or promise TCAB that all or any of its expenses will be reimbursed. It is the responsibility of TCAB to maintain complete and accurate records of its expenses.
5. The CITY's primary contact person on 24 hour 7 days a week basis shall be the Fire Chief. TCAB's primary contact person on 24 hour 7 days a week basis shall be the Lead Pastor. Upon execution of this agreement, the parties shall exchange their name and contact information, as well as, an alternate's name and contact information on 24 hour 7 days a week basis. All significant communication between the CITY and the TCAB with regard to

matters pertaining to this agreement shall be through the primary contact person or their alternate. The CITY and TCAB are strongly urged and encouraged to review and update its identification of contact information provided to one another, as needed.

6. To the extent permitted by Texas law and covered by its liability insurance policies and subject to the limits of such insurance coverage, the CITY agrees to defend, indemnify and hold harmless TCAB, its agents, officers and employees from and against claims arising out of the use of TCAB facilities according to this agreement, excluding claims based on the sole or comparative negligence or intentional act of TCAB or its agents, officers or employees. This particular obligation shall remain in effect notwithstanding a termination of the agreement for claims that arose before this agreement was terminated.
7. No modifications of this agreement will be binding unless evidenced by a written agreement signed by all parties.
8. This agreement is effective immediately upon the date of the last signature and will continue to remain in effect until modified or revoked. Either party may terminate this agreement by providing a 30-day written notice of termination to the other party.

**City of Benbrook**

By: \_\_\_\_\_  
Jason Ward, Mayor

**Attest**

By: \_\_\_\_\_  
Joanna King, City Secretary

**The Church at Benbrook**

By: \_\_\_\_\_  
Lynn Bullock, Lead Pastor

**Attest**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name