

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 16, 2020
911 WINSCOTT ROAD, BENBROOK, TEAS
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 Fr. Kenneth M. Bolin With St. Thomas Becket Catholic Church

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held January 2, 2020

Documents:

[CC MINUTES-01-02-20.PDF](#)

V. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

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

Documents:

[CC-2020-01 APPOINTMENT RCC.PDF](#)

CC-2020-02 Adopt Administrative Regulation CC-05 – Social Media Policy For Councilmembers

Documents:

[CC-2020-02 MEMO SOCIAL MEDIA POLICY FOR COUNCIL.PDF](#)

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2451 Adopt Ordinance Readopting Guidelines And Criteria For Tax Abatement Agreements And Designation Of Reinvestment Zones

Documents:

[G-2451 READOPT TAX ABATEMENT.PDF](#)
[G-2451 ORDINANCE TAX ABATEMENT GUIDELINES.PDF](#)

G-2452 Adopt Update To Capital Improvements Program

Documents:

[G-2452 UPDATE CIP.PDF](#)

[G-2452 CIP 2020.PDF](#)

B. CONTRACT

C-331 Approve Construction Contract To Diamond Fence And Concrete For Dugouts In Dutch Branch Park

Documents:

[C-331 DUGOUT - DIAMOND FENCE AND CONCRETE.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

VIII. 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.

IX. ADJOURNMENT

WORKSESSION

1. Discuss Debt Capacity and Upcoming Capital Projects



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 2, 2020**

The regular meeting of the Benbrook City Council was held on January 2, 2020 at 7:30 p.m. in the Council Chambers with the following Council members present:

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

Also Present:

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

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 Councilmember Renee Franklin.
The Pledge of Allegiance was recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Minutes of the regular meeting held December 19, 2019

Motion by Mr. Wilson seconded by Ms. Mackey to approve the minutes of the regular meeting held December 19, 2019.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2450 Confirm appointment to Civil Service Commission

Joanna King gave the following report: State law requires the City Manager to appoint members to the City's Civil Service Commission with the appointments confirmed by City Council. The Civil Service Commission consists of three members serving three-year staggered terms. Place 3 will expire on January 21, 2020.

Incumbent Steve Adams has been contacted regarding reappointment. Mr. Adams is agreeable to reappointment and wishes to continue to serve.

Motion by Dr. Marshall, seconded by Mr. Ward to confirm the appointment of Steve Adams to Place 3 on the City's Civil Service Commission.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

VI. INFORMAL CITIZEN COMMENTS

VII. COUNCIL MEMBER AND STAFF COMMENTS

VIII. ADJOURNMENT

Meeting adjourned at 7:33 p.m. followed by a worksession:

1. Discuss Social Media Police for City Council

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



Naval Air Station Fort Worth Joint Reserve Base (NAS Fort Worth JRB) Regional Coordination Committee (RCC)

December 20, 2019

Jerry Dittrich
Mayor
Benbrook City Hall
911 Winscott Road
Benbrook, TX 76126

Dear Mr. Dittrich:

I want to thank you for the City of Benbrook's participation in the Naval Air Station Fort Worth Joint Reserve Base (NAS Fort Worth JRB) Regional Coordination Committee (RCC). The Regional Coordination Committee was formed out of a 2008 Joint Land Use Study (JLUS) surrounding the NAS Fort Worth JRB. The Committee is charged with overseeing the implementation of land-use and community outreach efforts that will encourage the continued military training missions in Tarrant County. In addition, the RCC has been increasingly concerned about the operation of unmanned aircraft impacting operations at NAS Fort Worth JRB and potentially creating dangerous situations for military aircraft.

Each city and the county is allotted two voting seats on the Committee. Voting members may be appointed through an action of your City Council and may include (but are not limited to): an elected official, an appointed member of another local government board, or a citizen representative of your jurisdiction.

The North Central Texas Council of Governments (NCTCOG) has been notified of recent changes at the City of Benbrook that affect your current representation. Currently, the City of Benbrook occupies one seat on the Committee. Please take this time to consider your current representation and determine if you would like to appoint an additional representative. For reference, the RCC's most current membership roster, from October 2019, is enclosed.

If the City of Benbrook wishes to appoint an additional voting member or change its current voting members, please contact Amanda Wilson at (817) 695-9284 or awilson@nctcog.org.

Thank you for your continued support of this important regional initiative.

Sincerely,

Dennis Shingleton, Chair
Regional Coordination Committee
Mayor Pro Tem, City of Fort Worth

KR:kw
Enclosure

cc: Andy Wayman, City Manager, City of Benbrook
Doug Howard, City Planner, City of Benbrook
NAS Fort Worth JRB Regional Coordination Committee
Dan Kessler, Assistant Director of Transportation, NCTCOG

Voting Entities

City of Benbrook

City of Fort Worth

City of Lake Worth

City of River Oaks

City of Sansom Park

City of Westworth Village

City of White Settlement

Tarrant County

Non Voting Entities

Benbrook Area Chamber of
Commerce

DOD Office of Economic
Adjustment

Fort Worth Chamber of
Commerce

Fort Worth Transportation
Authority

Lockheed Martin

Naval Air Station Fort Worth
Joint Reserve Base

North Central Texas
Council of Governments

Northwest Tarrant
Chamber of Commerce

Tarrant Regional Water
District

Texas Department of
Transportation - Fort Worth
District

Tri-City Area Chamber of
Commerce

White Settlement Area
Chamber of Commerce



Memo To: Mayor and Councilmembers
From: Andy Wayman, City Manager
Subject: Social Media Policy for Councilmembers
Date: January 16, 2020

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.

RECOMMENDATION

Staff recommends that the City Council adopt Administrative Regulation CC-5, Elected Officials Social Media Policy.



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 1/16/2020	REFERENCE NUMBER: G-2451	SUBJECT: Adopt Ordinance Readopting Tax Abatement Guidelines and Criteria	PAGE: 1 of 1
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Chapter 312 of the Texas Tax Code enables the City of Benbrook to enter into a tax abatement agreement with an owner of taxable real 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.

RECOMMENDATION

Staff recommends that the City Council approve readopting the guidelines and criteria for tax abatement agreements.

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

ORDINANCE NO. 1454

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.

WHEREAS, the City of Benbrook is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council, in accordance with Chapter 312 of the Texas Tax Code, has adopted guidelines and criteria for tax abatement as codified in Chapter 3.20 of the Benbrook Municipal Code; and

WHEREAS, Chapter 312 of the Texas Tax Code stipulates that locally adopted guidelines and criteria for tax abatement are only effective for two (2) years from the date of adoption; and

WHEREAS, the City seeks to increase investment and general wealth within the City through the attraction and expansion of industry and development of industrial lands in the City; and

WHEREAS, the City desires to maintain this tax abatement tool as an incentive to attract new industry to the City and encourage major expansion of existing industries; and

WHEREAS, the City Council, in accordance with State Law, desires to readopt the guidelines and criteria for tax abatement as codified in Chapter 3.20 of the Benbrook Municipal Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS:

**SECTION 1.
READOPTION**

That Chapter 3.20 – Tax Abatement Agreements of the Benbrook Municipal Code (1985), as amended, is hereby readopted in its entirety.

**SECTION 2
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such voidness, ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

**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.

PASSED AND APPROVED this 16th day of January 2020.

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 01/16/20	REFERENCE NUMBER: G-2452	SUBJECT: Adopt update to Capital Improvement Program	PAGE: 1 of 2
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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

Community Facilities and Equipment

The City has authorized the purchase of new Spartan pumper fire truck and is moving forward with the replacement of 14 baseball dugouts at Dutch Branch Park and a portion of Westpark fence abutting Benbrook Boulevard. Future projects include the purchase a ladder fire truck, improving city hall and the police station and the possible construction of a pedestrian tunnel under Benbrook Boulevard near Overcrest Drive.

Streets and Thoroughfares

The reconstruction of Benbrook Boulevard (U.S. 377) from I-20 to Winscott/Lakeside Drive is substantially complete. All drive/turn lanes and sidewalks are open and all street lights and intersection signals are fully operational. Installation of the drip irrigation system is expected to be completed by February 2020. Some drought tolerant landscaping and decomposed granite was installed in the center medians in fall 2019. The balance of the landscaping will be installed spring 2020 followed by the installation of wayfinding signage.

The Clear Fork Emergency Access Bridge interlocal agreement with Fort Worth was approved by both City Councils in 2018. The gated, one-lane emergency access bridge will span the Clear Fork Trinity River within TxDOT right-of-way just north of where the river intersects with I-20 and will connect to Bellaire Drive. Construction of the emergency access bridge began in fall 2019 and is expected to be completed by fall 2020.

Streetlight and sidewalk installation is proposed along Crosslands Road between Bellaire Drive and approximately 420 feet north of Southwest Boulevard in FY 2019-20 with funding from the 45th Year Community Development Block Grant. Sidewalk installation is proposed along the north side of Bellaire Drive between Crosslands Road and Watercourse Drive with funding from the 47th Year

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

DATE: 01/16/20	REFERENCE NUMBER: G-2452	SUBJECT: Adopt update to Capital Improvement Program	PAGE: 2 of 2
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Community Block Grant program. No projects have been identified for the 49th Year program.

The Vista Way to Benbrook Boulevard Connection and I-20 Service Road Two-Way Conversion project provides an additional crossing under I-20 and another connection to Benbrook Boulevard. The project includes a two-way conversion of the I-20 Service Road. Engineering plans are approximately 60% complete. The project is funded through the Tax Increment Finance District. The CIP cost estimate is for roadway improvements only. Right-of-way acquisition costs are not included.

The CIP includes an annual expenditure starting at \$800,000 and increasing to \$1,000,000 by FY 2021-22 to fund the annual street overlay program. Tarrant County furnishes all equipment and labor necessary to overlay approved street segments provided the City pays the cost of all necessary materials and traffic control.

Drainage Facilities

The CIP includes a multi-year storm drain assessment to evaluate the condition of all the existing storm drain system in the City. The CIP also includes a number of drainage projects over the next five years. Proposed projects include:

- 1. FY 2022-23: Westerly Ditches Drainage Improvements
- 2. FY 2023-24: Southside/Dawn Plantation West Drainage Improvements
- 3. FY 2023-24: Dutch Branch Park Low Water Crossing
- 4. FY 2024-25: Dutch Branch Park Drainage Improvements

Funding for all drainage projects is from the Storm Water Utility Fund.

RECOMMENDATION

Staff recommends that the City Council adopt the revised Capital Improvements Program as presented.

2020 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

In addition to an Annual Operating Budget, the City of Benbrook prepares a Capital Improvement Program (CIP) each year. The CIP is a listing of planned capital projects for the upcoming five-year period together with the expected costs and anticipated methods of financing. The CIP includes projects relating to Community Facilities, Streets, Drainage Facilities as well as the acquisition of larger or specialized equipment.

To be included in the CIP, expenditures must meet all of the following general criteria:

1. Qualify as a capital project.
2. Have a useful life of not less than five years.
3. Exceed \$25,000.

Many CIP projects have ongoing costs for staffing and maintenance well beyond its initial purchase and/or construction. Therefore, it is important to note that once a project is approved, the entire project, not just the first year's portion, may be bid out and awarded. For projects that span multiple years, this may create a future obligation to complete the project. For this and other reasons, the CIP must be viewed from a multi-year perspective.

Funding for CIP comes from several sources including:

1. Transfers from the Operating Budget
2. Transfers from reserves
3. Economic Development Corporation
4. Tax Increment Financing District
5. Stormwater Utility Fund
6. Grants or other outside contributions

Project Summaries

Based on an analysis of needs and available funding, Table 1.1, as well as Sections 1.1.1 Community Facilities and Equipment, 1.1.2 Streets, and 1.1.3 Drainage Facilities provides a summary and description of the City of Benbrook's five-year CIP.

Table 1.1
Five-Year Capital Improvement Plan (CIP)
As of January 1, 2020

Fiscal Year	Category	Project	Project Budget	Status	Funding Source	
Current Year 2019-20	Community Facilities and Equipment	Westpark Fence	\$160,000	Engineering	Capital Asset Replacement Fund	
		Dutch Branch Park Baseball Dugout Replacement	\$72,100	Proposed	Parkland Dedication Fund	
		Replace 1997 Pumper Fire Truck (truck ordered in FY2018-19, but due to manufacturing lead time the City takes delivery in FY 2019-20)	\$676,255* (*\$169,064, 25% NCTCOG grant-payment due on delivery)	ON ORDER April 2020 Delivery Schedule	Capital Asset Replacement Fund	
		Replace 1999 Ladder Fire Truck (propose ordering truck in FY2019-20, but due to manufacturing lead time the City won't take delivery until FY2020-21)	\$1,300,000* (*\$325,000, 25% NCTCOG grant-payment due on delivery)	Proposed	Capital Asset Replacement Fund	
		Year 1 2020-21	Replace 1999 Ladder Fire Truck (carryover from FY2019-20)	See Above	See Above	See Above
		Year 2 2021-22	NO PROJECTS PROPOSED IN YEAR 2	N/A	N/A	N/A
		Year 3 2022-23	City Hall/Police Station	TBD	PROPOSED	General Fund
		Year 4 2023-24	City Hall/Police Station (carryover from FY2022-23)	See Above	See Above	See Above
		Year 5 2024-25	City Hall/Police Station (carryover from FY2022-23)	See Above	See Above	See Above
Pedestrian Tunnel under Benbrook Boulevard/U.S. 377 @ Overcrest	\$2,507,129		Proposed	NCTCOG/ Up To 20% City Match		
Current Year 2019-20	Street Improvements	2020 Annual Street Overlay Program	\$800,000	Council Approved Nov. 7, 2019	General Fund & Road Damage Fund	
		45 th CDBG Project Crosslands Road Streetlight and Sidewalk Installation	\$150,000	Engineering	Community Development Block Grant	

Table 1.1
Five-Year Capital Improvement Plan (CIP)
As of January 1, 2020

Fiscal Year	Category	Project	Project Budget	Status	Funding Source
Current Year 2019-20	Street Improvements	Monument and Way finding Signs on Benbrook Boulevard	\$100,000	Engineering	EDC
		Landscaping on Benbrook Boulevard (carryover from FY2018-19)	\$130,000	Estimated Completion Spring 2020	Landscaping Fund/EDC
		Clear Fork Emergency Access Bridge (carryover from FY2018-19)	\$2,147,030	Under Construction	79% General Fund & 21% Storm Water Utility Fund
		Vista Way to Benbrook Boulevard Connection and I-20 Service Road Two-Way Conversion (carryover from FY2018-19)	\$2,200,000* *does not include ROW acquisition costs	Engineering	Tax Increment Financing District Fund
Year 1 2020-21		2021 Annual Street Overlay Program	\$900,000	Proposed	General Fund
		Vista Way to Benbrook Boulevard Connection and I-20 Service Road Two-Way Conversion (carryover from FY2018-19)	See Above	See Above	See Above
		45 th CDBG Project Crosslands Road Streetlight and Sidewalk Installation (carryover FY2019-20)	See Above	See Above	See Above
Year 2 2021-22		2022 Annual Street Overlay Program	\$1,000,000	Proposed	General Fund
		47 th CDBG Project Bellaire Drive Sidewalk Installation	\$100,000	Proposed	Community Development Block Grant
Year 3 2022-23		2023 Annual Street Overlay Program	\$1,000,000	Proposed	General Fund
	Vista Way to Benbrook Boulevard Connection and I-20 Service Road Two-Way Conversion (carryover from FY2018-19)	See Above	See Above	See Above	

Table 1.1
Five-Year Capital Improvement Plan (CIP)
As of January 1, 2020

Fiscal Year	Category	Project	Project Budget	Status	Funding Source
Year 3 2022-23	Street Improvements	47 th CDBG Project Bellaire Drive Sidewalk Installation (carryover from FY2021-22)	See Above	See Above	See Above
Year 4 2023-24		2024 Annual Street Overlay Program	\$1,000,000	Proposed	General Fund
		49 th CDBG Project TO BE DETERMINED	\$100,000	Proposed	Community Development Block Grant
Year 5 2024-25		2025 Annual Street Overlay Program	\$1,000,000	Proposed	General Fund
		49 th CDBG Project TO BE DETERMINED (carryover from FY2023-24)	See Above	See Above	See Above
Current Year 2019-20	Drainage Facilities	NO PROJECTS PROPOSED IN CURRENT YEAR			
Year 1 2020-21		NO PROJECTS PROPOSED IN YEAR 1			
Year 2 2021-22		Storm Drain Condition Assessment Proposed \$280K Multi-year Project	\$70,000/Year	Proposed	Storm Water Utility Fund
Year 3 2022-23		Westerly Ditches Drainage Improvements	\$246,000	Proposed	Storm Water Utility Fund
		Storm Drain Condition Assessment Multi-year Project (carryover from FY2021-22)	See Above	See Above	See Above
Year 4 2023-24		Southside/Dawn Plantation West Drainage Improvements	\$420,000	Proposed	Storm Water Utility Fund

Table 1.1
Five-Year Capital Improvement Plan (CIP)
As of January 1, 2020

Fiscal Year	Category	Project	Project Budget	Status	Funding Source
Year 4 2023-24	Drainage Facilities	Dutch Branch Park Low Water Crossing Improvements	\$380,000	Proposed	Storm Water Utility Fund
		Storm Drain Condition Assessment Multi-year Project (carryover from FY2021-22)	See Above	See Above	See Above
Year 5 2024-25		Dutch Branch Park Drainage Improvements	\$300,000	Proposed	Storm Water Utility Fund
		Storm Drain Condition Assessment Multi-year Project (carryover from FY2021-22)	See Above	See Above	See Above

1.1.1 Community Facilities and Equipment

Westpark Fence – Install approximately 3,000 linear feet of cedar fencing directly abutting the east side of the existing portion of the Westpark perimeter masonry wall located on Benbrook Boulevard between Amory Drive and Overcrest Drive. The fence will be constructed of galvanized metal posts; rough-cut cedar pickets, side trim and top cap; and pressured treated or rough-cut cedar rails, all stained a medium brown. The main sections of the fence will be 8-feet tall increasing to 9-feet tall at the corners. The purpose of the fence is to screen the privately owned and dilapidated Westpark wall. Any damaged Green Ribbon landscaping will be replaced following the installation of the fence.

Dugout Replacement - The baseball and softball teams using the fields at Dutch Branch Park have a difficult time fitting the team members and equipment in the dugouts. The project includes increasing the dugout sizes to seven (7) feet by twenty (20) feet, pouring a concrete slab and increasing the fencing to accommodate the new dugouts. The Benbrook Youth Baseball and Softball Association is providing new player benches for each of the fourteen (14) dugouts at an approximate cost of \$15,000. The dugout roof panels will be upgraded to 26 gauge metal panels and each field will have a different colored roof panel.

Pumper Fire Truck - The Fire Department’s 1997 Pumper Fire Truck is nearing the end of its scheduled 25-year life cycle and is scheduled for replacement at the beginning of

the 2019-20 budget year. The National Fire Protection Association (NFPA, 1911 Annex D) recommends replacing fire trucks after 25 years of service. The lead time from purchase to delivery of a new fire truck is approximately 12 - 18 months.

Ladder Fire Truck - The Fire Department's 1999 Ladder Fire Truck is 20 years old. The National Fire Protection Association (NFPA, 1911 Annex D) recommends replacing fire trucks after 25 years of service. The lead time for fire truck design and construction is approximately 12-18 months. The previous CIP recommended replacing this fire truck in FY 2022-2023; however, the City was awarded a grant to cover 25% of the cost from the North Central Texas Council of Governments if the fire truck was ordered in FY 2019-2020. The CIP recommends the City order the replacement fire truck in early FY 2019-2020 and take delivery in FY 2020-2021.

City Hall and Police Station - City Hall was constructed in 1976 and housed City Council meetings, city management staff, city support staff, and the Police Department. In 1986, a new police station was built allowing the Police Department to relocate from City Hall. In 1987, City Hall was remodeled to better accommodate staff and citizen needs. Unfortunately, the police station no longer meets the needs of the growing Police Department and City Hall is in need of significant renovations. The City has retained an architect to review the City's existing and future building needs.

Pedestrian Tunnel - The Dutch Branch Park Pedestrian/Bicycle Access project will connect the western portion of the City to the eastern portion of the City in a safe manner. The project includes construction of an access tunnel under Benbrook Boulevard (U.S. 377), a six (6) lane arterial, near Overcrest Drive in the southwest part of the City near Dutch Branch Park. The proposed access way allows pedestrians/bicyclists to safely cross under Benbrook Boulevard without having to cross the street in heavy traffic. This project also allows students (an elementary, middle and high school are within walking distance of the park) to safely travel to Dutch Branch Park to enjoy the various amenities. Fort Worth ISD has entered into agreements with the City allowing use of the tennis courts for their tennis teams, the baseball/softball fields for practice and construction a new baseball field for the high school.

1.1.2 Streets

Benbrook Boulevard Landscaping - The Texas Department of Transportation (TxDOT) reconstruction of Benbrook Boulevard from IH-820 to Winscott/Lakeside Drive is complete. Installation of the irrigation system is nearly complete. Landscaping along the length of the corridor has started and is expected to be completed in April 2020.

Benbrook Boulevard Monument and Way Finding Signs - The Texas Department of Transportation (TxDOT) reconstruction of Benbrook Boulevard from IH-820 to Winscott/Lakeside Drive is complete. Crews will begin installation of the monument and way finding signs along the length of the corridor once landscaping is complete.

Clear Fork Emergency Access Bridge Project - The Clear Fork Emergency Access

Bridge interlocal agreement with Fort Worth was approved by both City Councils in 2018. The gated, one lane emergency access bridge will span the Clear Fork Trinity River within TxDOT right-of-way just north of where the river intersects with I-20 and will connect to Bellaire Drive. Construction of the emergency access bridge began in the fall 2019 and is expected to be completed by fall 2020.

Crosslands Road Streetlight and Sidewalk Installation - Streetlights and sidewalks are proposed to be installed along Crosslands Road between Bellaire Drive and approximately 420 feet north of Southwest Boulevard in 2020. Funding of the project is expected to come from the 45th Year Community Development Block Grant program administered by Tarrant County.

Vista Way Connection to Benbrook Boulevard and I-20 Service Road Two-Way Conversion Project - The CIP includes a new roadway, utility installation and intersection signalization that connect Vista Way to Benbrook Boulevard and further provides for the two-way conversion of a portion of the I-20 Service Road. The project is funded through the Tax Increment Finance District.

Bellaire Drive Sidewalk Installation - Sidewalk installation is proposed along the north side of Bellaire Drive between Crosslands Road and Watercourse Drive in 2022. Funding of the project is expected to come from the 47th Year Community Development Block Grant program administered by Tarrant County.

49th Year CDBG Project – HUD notified the City in 2019 that additional areas in the City may qualify for the CDBG grant funding. Staff will propose a project once the project areas have been finalized by HUD. Funding of the project is expected to come from the 49th Year Community Development Block Grant program administered by Tarrant County.

Annual Street Overlay Program - The CIP includes an annual expenditure to fund the street overlay program, increasing to \$1,000,000 annually by FY 2021/2022. Tarrant County furnishes all equipment and labor necessary to overlay the street segments provided the City pays the cost of all necessary materials and traffic control.

1.1.3 Drainage Facilities

Westerly Ditch Drainage Project - The drainage ditch between Chapin Road and Circle S Road needs to be reshaped and armored to allow stormwater to more freely flow down the ditch. The ditch, both upstream and downstream of this location, has been improved allowing for greater flow capacities. However, the stormwater bottlenecks at this ditch section and must be reshaped and armored with geogrid matting and vegetation to function properly.

Storm Drain Condition Assessment – The City is proposing to evaluate the condition of all the existing storm drain system in the City. This evaluation will include sending a remote camera through the entire system to digitally record the condition of

the system. The scope of work will also include surveying each inlet, outlet and storm drain manhole location to develop an up-to-date map of the system. The City will be broken up into quadrants and one quadrant will be assessed each year. It is anticipated that it will take approximately four (4) years to complete the assessment. The project provides the City credit on the Stormwater Management Program and Community Rating System.

Southside/Dawn Plantation West Drainage Project - This drainage project is a continuation of the previous Plantation West Drainage Improvement project. The previous project made improvements upstream of the Dawn Street bridge and this project proposes improvements on the downstream side of the bridge.

Dutch Branch Park Low Water Crossing Project - The low water crossing on Lake Shore is a hazard to vehicles and bicycles when water overtops the road during heavy rains. City crews have to shut gates to keep drivers from traveling across the flooding road during heavy rains. Improvements may include a bridge structure or reinforced box culvert design. The crossing would also include railings to keep drivers from leaving the road, whereas the current low water crossing has minimal barriers to keep vehicles from leaving the road.

Dutch Branch Park Drainage Improvements Project - During heavy rains, stormwater flows across ball fields and the running track damaging infrastructure and ponding in low areas creating mosquito traps. The project would regrade the park as needed to allow water to flow through the park without damaging infrastructure. The project will evaluate the drainage patterns in the park and recommend grading improvements that minimizes disturbances to the existing infrastructure while allowing water to safely flow through the park.



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 01/16/20	REFERENCE NUMBER: C-331	SUBJECT: Award Construction Contract to Diamond Fence and Concrete for Dugouts in Dutch Branch Park	PAGE: 1 of 2
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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.

BIDS RECEIVED

Bids were received and opened with the following results:

	Bidder	Bid (\$)
1	Diamond Fence and Concrete	72,100.00
2	A & A Fence and Concrete	75,799.92
3	TW Metal Works	90,384.00
4	Reytech Services	103,754.00

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.

FINANCING

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.

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

DATE: 01/16/20	REFERENCE NUMBER: C-331	SUBJECT: Award Construction Contract to Diamond Fence and Concrete for Dugouts in Dutch Branch Park	PAGE: 2 of 2
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RECOMMENDATION

Staff recommends that City Council award the construction contract to Diamond Fence and Concrete for 14 dugouts in Dutch Branch Park at a cost of \$72,100.