



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 21, 2021**

The regular meeting of the Benbrook City Council was held on January 21, 2021 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jerry Dittrich, Mayor
Renee Franklin-via Telephone Conference
Larry Marshall- via Telephone Conference
Dustin Phillips-via Telephone Conference
Alfredo Valverde-via Telephone Conference
Laura Mackey-via Telephone Conference
Jason Ward-via Telephone Conference

Also Present:

Jim Hinderaker, Assistant City Manager
Joanna King, City Secretary
Rick Overgaard, Finance Director
Beth Fischer, Deputy City Secretary

Others:

Two citizens

I. CALL TO ORDER

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

II. CITIZEN COMMENTS ON ANY AGENDA ITEM

Mayor Dittrich paused the meeting for citizen comments on any agenda item via telephone call. There were no callers.

III. MINUTES

1. Minutes of the regular meeting held January 7, 2021

Motion by Dr. Marshall, seconded by Mr. Valverde to approve the minutes of the regular meeting held January 7, 2021.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

IV. CITIZEN PRESENTATION

1. Edward Brown – Past documented actions of Mr. Valverde

Mayor Dittrich announced that Mr. Brown has removed the item from the agenda.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2498 Accept finance report for period ending December 31, 2020

Rick Overgaard gave the following report: General Fund revenues for the month of December were \$6,532,307. Major revenues collected for the month include Property taxes of \$6,071,545, Franchise taxes of \$29,699, Permits of \$28,425, Fines and Forfeitures of \$42,036, and Charges for Services of \$93,295. Sales tax collected and recognized as revenue in December was \$256,790. Fiscal year to date sales tax is \$810,334, an increase of 1.48% over last year at this time. General Fund revenues collected through the end of December were \$8,757,211 and 41.2% of the budget.

General Fund expenditures for the month of December were \$1,294,734. Fiscal year to date expenditures were \$4,222,901 and 19.9% of the adopted budget.

Total General Fund revenues of \$8,757,211 were more than General Fund expenditures of \$4,222,901 by \$4,534,310.

Debt Service revenues for the month of December totaled \$211,974 and were all from property tax. There were no expenditures in December. The next debt service payments are due February 1, 2021.

EDC revenues through December 31, 2020, were \$419,049. EDC expenditures through the end of December were \$199,139. Total revenues exceeded total expenditures by \$219,910.

Total revenues received through December 31, 2020 were \$277,547 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$1,082,517 through the end of December. December expenditures included the Westpark and Winchester Fence, Vista Way Two-Way Conversion, and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$804,970. Sufficient funds are available in the current fund balances of the Capital Projects Fund and are earmarked for the City's capital projects. This fund operates on a project basis rather than a specific fiscal year.

On December 31, 2020, the City had \$18,427,431 invested at varying interest rates; the EDC had \$4,983,583 available. The City's cash balance will increase as the majority of property taxes are collected in January.

Motion by Ms. Franklin, seconded by Mr. Ward to accept the finance report for the period ending December 31, 2020.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

G-2499 Approve Investment Report for period ending December 31, 2020

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 January 13, 2021, to review the report and ensure compliance with the City's investment policy.

- The total portfolio for the City and EDC at December 31, 2020 is \$23,411,014, with 79% or \$18,427,431 belonging to the City, and 21% or \$4,983,583 to the EDC.
- 34% of the combined portfolio is in bank accounts, with 46% in local government investment pools, and 20% in certificates of deposit.
- The weighted average maturity on the combined portfolio is 29 days with a .30% average yield to maturity.

The average yield to maturity decreased this quarter because of continued low market interest rates, decreased yield in our local government investment pools, and previously owned higher yielding CD's that have matured.

Motion by Dr. Marshall, seconded by Mr. Valverde to accept the Investment Report for the quarter ending December 31, 2020.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

G-2500 Adopt updates to the Capital Improvements Program

Jim Hinderaker 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 2021 dollars

Community Facilities and Equipment

The CIP includes plans for a new \$22.0 million Municipal Complex to house the Police Station, Senior Citizen's Center, Municipal Court, City Hall Offices, and a Visitor's Center. In FY 2019-20, City Council authorized the purchase of new 2020 Spartan Gladiator chassis ladder fire truck with expected delivery in FY 2020-21. Future projects include the purchase of a new 2021 model year 10 cubic-yard dump truck for Public Services and the bi-annual purchase of a replacement ambulance.

Streets and Thoroughfares

Streetlight and sidewalk installation are anticipated to be completed in FY 2020-21 along Crosslands Road between Bellaire Drive and approximately 420 feet north of Southwest Boulevard with funding from the 45th Year Community Development Block Grant (CDBG). Sidewalk installation is proposed along the north side of Bellaire Drive between Crosslands Road and Watercourse Drive, and along the east side of Crosslands Road between Creekwood Drive and Southwest Boulevard, with funding from the 47th Year CDBG program. No projects have been identified for the 49th or 51st CDBG program years.

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 90% complete and have been submitted to TxDOT and Union Pacific Railroad for review. 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 2021-22: Westerly Ditches Drainage Improvements
2. FY 2022-23: Southside/Dawn Plantation West Drainage Improvements
3. FY 2022-23: Dutch Branch Park Low Water Crossing
4. FY 2023-24: Dutch Branch Park Drainage Improvements
5. FY 2024-25: Timberline Drainage Project

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

Motion by Mr. Valverde, seconded by Mr. Phillips to adopt the revised Capital Improvements Program as presented.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

VI. INFORMAL CITIZEN COMMENTS

Mayor Dittrich paused the meeting for any informal citizen comments via telephone conference. There were no callers.

VII. COUNCIL MEMBER AND STAFF COMMENTS

Jim Hinderaker gave report on COVID-19.

VIII. ADJOURNMENT

Meeting adjourned at 7:59 p.m. followed by Worksession to review new Commercial/Residential Development throughout the City.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary