



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JUNE 18, 2020**

The regular meeting of the Benbrook City Council was held on June 4, 2020 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
Jim Wilson-via Telephone Conference
Laura Mackey-via Telephone Conference
Jason Ward-via Telephone Conference

Also Present:

Andy Wayman, City Manager
Jim Hinderaker, Assistant City Manager
Joanna King, City Secretary
Rick Overgaard, Finance Director
Phyllis Wolfe, IT Director

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 any citizen comments on any agenda item via telephone conference. There were no calls.

III. MINUTES

1. Minutes of the regular meeting held June 4, 2020

Motion by Dr. Marshall, seconded by Ms. Mackey to approve the minutes of the regular meeting held June 4, 2020.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

IV. REPORTS FROM CITY MANAGER

A. GENERAL

G-2468 Accept Finance Report for period ending May 31, 2020

Rick Overgaard gave the following report: General Fund revenues for the month of May were \$703,728. Major revenues collected for the month include Property taxes of \$101,880, Franchise taxes of \$98,653, Fines and Forfeitures of \$29,978, Charges for Services of \$35,325 and Permits of \$87,859. Sales tax collected and recognized as revenue in May was \$268,174. Fiscal year to date sales tax is 21.27% greater than last year at this time. General Fund revenues collected through the end of May were \$18,011,274 and 85.5% of the budget.

General Fund expenditures for the month of May were \$2,369,091. Fiscal year to date expenditures were \$13,868,392 and 65.9% of the adopted budget.

Total General Fund revenues of \$18,011,274 were greater than General Fund expenditures of \$13,868,392 by \$4,142,882.

Debt Service revenues for the month of May totaled \$3,578 and were all from property tax. Fiscal year to date revenues total \$1,538,154. There were no expenditures in May. The next debt services payments will be made the end of July. Total revenues of \$1,538,154 exceeded total expenditures of \$1,497,770 by \$40,384.

EDC revenues as of May 31, 2020, were \$1,199,836. EDC expenditures through the end of May were \$761,497. Total revenues exceeded total expenditures by \$438,339.

Total revenues received through May 31, 2020 were \$3,108,249 from stormwater utility fees, mineral lease revenue, TIF payment, and interest earnings. Total expenditures for the Capital Projects Fund were \$3,150,404 through the end of May. May expenditures included the following projects: Highway 377 and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$42,155. 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 May 31, 2020, the City had \$20,979,292 invested at varying interest rates; the EDC had \$5,079,497 available.

Motion by Mr. Ward, seconded by Mr. Phillips to accept the finance report for the period ending May 31, 2020

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

G-2469 Authorize Interlocal Agreement with Fort Worth Transportation Authority to provide transportation to the elderly and disabled

Jim Hinderaker gave the following report: The City's contract with the Fort Worth Transportation Authority (the "T") to provide transit service to Benbrook residents expired May 31, 2020. There has been no interruption in service.

The program provides transit service to residents age 65 or older, or for disabled residents, at a subsidized fare of \$2.50 per one-way trip (on a first-come, first-served basis). The City's cost to participate in the program is \$7,529, and funds are budgeted annually for this expense.

Qualified residents may utilize the transit service for a variety of purposes, included medical appointments, shopping, recreation, school or work, excluding weekends and holidays. Benbrook residents are guaranteed rides on Tuesdays, Thursdays, and Fridays.

The terms and conditions of service and the annual administrative fee of \$7,529 are identical to the previous year's contract.

Motion by Ms. Franklin, seconded by Mr. Ward to approve participation in the Tarrant County Transportation Services Program for Elderly and Disabled residents, at a cost of \$7,529.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

G-2470 Recommend Contractor for 45th Year Community Development Block Grant Program

Jim Hinderaker gave the following report: As part of the 2020 Five-Year Capital Improvement Program (CIP) approved by City Council in January 2020, the 45th Year Community Development Block Grant (CDBG) Project is designated for the installation of streetlights and a sidewalk along the east side of the 3800 and 3900 Blocks of Crosslands Road in northeast Benbrook in the Country Day Meadows Addition in Benbrook's CDBG target area. Unfortunately, the low bid of \$193,639 submitted by C. Green Scaping, LP (see Table 1 below) is \$63,639 more than the

\$130,000 awarded by the CDBG program to fund the project, which means the city would have to fund the cost difference from cash reserves.

As an alternative, the city could reduce the scope of the 45th Year CDBG project, thus reducing or eliminating the cost to the city as follows:

Option 1 – Construct the streetlights and sidewalk along the entire length of Crosslands Road between SH-183 and Bellaire Drive, as shown as the red line on Figure 1, at a cost to the city of \$63,639

Option 2 – Construct the streetlights along the entire length of Crosslands Road and the sidewalk from Creekwood Drive to Bellaire Drive, as shown as the blue line on Figure 1, at a cost to the city of \$21,159.

Option 3 – Construct the streetlights along the entire length of Crosslands Road and the sidewalk from Crosscreek Lane to Bellaire Drive, as shown as the black line on Figure 1, at no additional cost to the city.

In each of the above listed options, the streetlights will be installed along the entire length of Crosslands Road, but the amount of sidewalk constructed in each option would be reduced. Staff recommends that City Council select Option 2. Unlike previous years, the Department of Housing and Urban Development (HUD) and Tarrant County no longer allow unspent CDBG dollars to be carried over into future years. Option 2 leverages all available Federal funding (\$130,000) while minimizing the Benbrook's cost to \$21,159.60. The remaining section of sidewalk not constructed this project year can be constructed during the next CDBG project.

Motion by Ms. Franklin, seconded by Ms. Mackey to recommend that Tarrant County award the 45th year Community Development Block Grant Project to C. Green Scaping, LP for Option 2 in the amount of \$151,159.60 and utilize \$21,159 from the Capital Projects Fund to cover the balance of the project.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

B. CONTRACT

C-332 Award Fence Construction Project to R & M Fence

Jim Hinderaker gave the following report: At the December 19, 2019 work-session, City Council agreed to seek competitive bids for a high-quality cedar wood fence directly abutting the existing masonry wall on Benbrook Boulevard between Amory Drive and Overcrest Drive (a.k.a. the Westpark Wall). Subsequently, affected property owners were notified and the project was posted for bid. The bids were opened on March 13, 2020. Gladiator Fence submitted the low bid of \$225,105.

The bids were higher than anticipated and reflected the then booming (pre COVID-19) economy.

On the day of the bid opening, events escalated with the COVID-19 pandemic. President Donald Trump, Governor Greg Abbott, and County Judge Glen Whitley issued Declarations of Disaster for the United States, the State of Texas and the Tarrant County, respectively.

Due to the potential economic impact of COVID-19 and the higher than anticipated bids, staff rebid the project to secure better prices.

Staff also added, as a bid alternate, the Winchester fence section to leverage this strategic opportunity. There was no presumption that City Council would move forward with this additional section, but the bid alternate gives flexibility and potential cost savings without any commitment on the part of the City.

F & M Fence submitted a bid of \$171,230 for the Westpark Fence and 130,940 for the Winchester Alternate for a total of \$302,170.00.

City Council may choose to award the Westpark fence as a stand-alone project. In that scenario, the Winchester section can be rebid at a later time if City Council decides to fund the project in the future.

Rebidding the project (Westpark section) resulted in a savings of \$53,875. The Winchester fence alternate approximately doubles the total linear feet of fencing while costing less per linear foot.

City Council has set aside \$250,000 in the current FY 2019/2020 budget. If both sections are selected by City Council, General Fund reserves in the amount of \$52,170 will be utilized.

F & M Fence has worked well with the City on multiple City projects. In addition, the contractor has constructed many fences for Benbrook residents known by staff, all with favorable reviews.

Motion by Mr. Wilson, seconded by Mr. Phillips to approve the construction contract for F & M Fence; to add the Winchester alternate; and, transfer \$52,170 from General Fund reserves to cover the unfunded balance of the project.

Vote on the Motion by Roll Call:

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

Noes: None

Motion carried unanimously.

V. INFORMAL CITIZEN COMMENTS

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

VI. COUNCIL MEMBER AND STAFF COMMENTS

Councilmember Franklin made the following announcements for upcoming events: For information on the Friday, June 19, 2020 events visit juneteenthftw.com. Saturday June 20 are the virtual graduations for Western Hills High School and Benbrook Middle High School. Saturday June 27 the Electronic Waste and shredding events will be held at Dutch Branch Park.

Jim Hinderaker gave report on COVID-19.

VII. EXECUTIVE SESSION

Pursuant to Texas Government Code, Section 551.071 – Consultation with City Attorney

1. Pending or contemplated litigation

Mayor Dittrich recessed the regular meeting at 8:14 p.m. to conduct Executive Session.

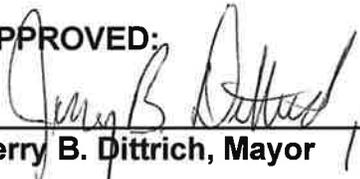
VIII. RECONVENE INTO REGULAR MEETING – Take necessary action from Executive Session

Mayor Dittrich reconvened the regular meeting at 8:49 p.m. and announced that no action would be taken from the Executive Session.

IX. ADJOURNMENT

Meeting adjourned at 8:50 p.m.

APPROVED:



Jerry B. Dittrich, Mayor

ATTEST:



Joanna King, City Secretary