

CITY OF BENBROOK
BOARDS AND COMMISSIONS HANDBOOK

JANUARY 19, 2012

CITY COUNCIL

- ESTABLISHMENT:** The Benbrook City Council was established in 1948.
- PURPOSE:** To serve as the governing and law making body of the City of Benbrook.
- POWERS:** Except, as otherwise provided by law or by the Charter, all powers of the City shall be vested in the City Council. The City Council is provided with, but not limited to the following powers.
- a. To enact municipal legislation.
 - b. To appoint or elect and to remove, after a hearing, all persons appointed by the City Council.
 - c. To fix the compensation for all appointed City officers.
 - d. To create, change, or abolish all offices, departments, and agencies of the City government other than those offices and agencies created by this Charter and to assign additional duties and powers consistent with this Charter to offices, departments, and agencies created by this Charter.
 - e. To establish operating policy.
 - f. To establish the boundaries of the City. Benbrook Charter Article III, Section 3.04.
- MEMBERS:** Seven, a Mayor and six (6) Council members.
- TERMS:** Two years; Places 1 (Mayor), 3, 5, and 7 shall be elected odd numbered years and Places 2, 4 and 6 shall be elected in even numbered years.
- MEETINGS:** Minimum of two each month; presently meet on first and third Thursday of the month, beginning at 7:30 p.m. at the Benbrook Municipal Building.
- QUORUM:** Four
- OFFICERS:** Members of the City Council elect The Mayor Pro-Tem.

CITY COUNCIL

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	Jerry Dittrich 1000 Sproles Benbrook, TX 76126	2011-2013
2	Charlie Anderson 6809 Bellaire Ct. S Benbrook, TX 76132	2010-2012
3	Larry Marshall 8 Crosslands Ct. Benbrook, TX 76132	2011-2013
4	Rick Allison 410 Cozby St. North Benbrook, TX 76126	2010-2012
5	Jim Wilson 7205 Royal Oak Dr. Benbrook, TX 76126	2011-2013
6	Mark Washburn 408 Rhineland Benbrook, TX 76126	2010-2012
7	Ron Sauma 9004 Mahan Benbrook, TX 76116	2001-2013

PLANNING AND ZONING COMMISSION

- ESTABLISHMENT:** The Planning and Zoning Commission was established by Ordinance #266, approved by Benbrook City Council March 23, 1970.
- PURPOSE:** To advise and formulate recommendations to the City Council for the improvement, planned growth, health, safety and well being of the City of Benbrook.
- DUTIES:**
- a. To prepare long range comprehensive City plan for orderly physical development of the City.
 - b. To review proposed changes in zoning districts.
 - c. To review and approve or deny proposed platting or subdivision of land within the City.
 - d. Any other duties assigned to Commission by ordinance.
- POWERS:** To make rules, regulations and by-laws for itself subject to City Council approval.
- MEMBERS:** Nine (9) appointed by and responsible to the City Council. Qualifications include being a registered voter, a resident of the City for one year, continue residency in the City during term of office, owner of real property within the City.
- TERMS:** Two years; Places 1, 3, 5, 7, and 9 shall be appointed in odd numbered years and Places 2, 4, 6, and 8 shall be appointed in even numbered years.
- MEETINGS:** Once a month or as required; presently meets on second Thursday of each month at 7:30 p.m. in the Council Chambers of the Benbrook Municipal Building.
- QUORUM:** A majority of all members shall constitute a quorum.
- OFFICERS:** The Commission shall elect Chairperson and Vice-Chairperson from its members.

PLANNING & ZONING COMMISSION

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	David Ramsey 1012 Willow Way Benbrook, TX 76126	11-01-11 to 10-31-2013
2	Brandon O'Donald 8912 Sirocka Dr. Benbrook, TX 76116	11-01-10 to 10-31-2012
3	Alfredo Valverde 1000 Rio Grande Benbrook, TX 76126	11-01-11 to 10-31-2013
4	John Dawson 4924 Ridge Circle Benbrook, TX 76126	11-01-10 to 10-31-2012
5	Sanjiv Shah 4929 Jordan Trl. Benbrook, TX 76126	11-01-11 to 10-31-2013
6	Tom Clark 8217 Tamarack Rd. Benbrook, TX 76116	11-01-10 to 10-31-2012
7	Thomas Casey 529 Magnolia Benbrook, TX 76126	11-01-11 to 10-31-2013
8	Matthew Wallis 8332 Estandante Benbrook, TX 796126	07-21-10 to 10-31-2012
9	Jess Jordan 1217 Estes Street Benbrook, TX 76126	11-01-11 to 10-31-2013

ZONING BOARD OF ADJUSTMENT

- ESTABLISHMENT:** The Zoning Board of Adjustment was established by Ordinance #252, Section 18 on March 6, 1969.
- PURPOSE:** To hear appeals from any aggrieved person or by an officer, department or Board of the City affected by any decision pertaining to zoning.
- JURISDICTION:** The Board of Adjustment shall have all powers granted by and controlled by provisions of State Law. The Board is vested with the power and authority to make exemptions and exceptions to the terms of appropriate ordinances and in accordance with general and special rules therein contained for the purpose of rendering full justice and equity to the general public.
- MEMBERS:** Five (5) members plus four (4) alternates, residents of the City of Benbrook meeting the qualifications as outlined in Article IV, Section 8.01 of the HomeRule Charter.
- TERMS:** Two (2) year terms, with Places 1, 3, and 5, appointed in odd numbered years and Places 2 and 4 appointed in even numbered years.
- MEETINGS:** Fourth Tuesday of the month if needed.
- OFFICERS:** Board elects Chairman and Vice-Chairman from membership.

BOARD OF APPEALS

- ESTABLISHMENT:** The Board of Appeals was established by Ordinance #528, approved by the City Council on November 2, 1978.
- PURPOSE:** To hear appeals from any aggrieved person or by an officer, department or Board of the City affected by any decision pertaining to issuance of building permits, flood plain, condemnation, building codes and other appropriate considerations.
- JURISDICTION:** The Appeals Commission shall have all powers granted by and controlled by provisions of State Law.
- MEMBERS:** Five (5) members. (Same members as serve on the Zoning Board of Adjustment).
- TERMS:** Two (2) year terms, with Places 1, 3, and 5, appointed in odd numbered years and Places 2 and 4 appointed in even numbered years.
- MEETINGS:** Fourth Tuesday of the month if needed.
- OFFICERS:** Board elects Chairman and Vice-Chairman from membership.

**ZONING BOARD OF ADJUSTMENTS
BOARD OF APPEALS**

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	Wes Myers 12 Lombardy Terrace Benbrook, TX 76132	11-01-11 – 10-31-2013
2	Diana Overstreet 10112 Regent Row Benbrook, TX 76126	11-01-10 to 10-31-2012
3	Donald Pilliod 572 Magnolia Parkway Benbrook, TX 76126	11-01-11 to 10-31-2013
4	Jennifer Bond 4209 Mary's Creek Benbrook, TX 76116	11-01-10 to 10-31-2012
5	Jacque Messer 320 Lakeway Drive Benbrook, TX 76126	11-01-11 to 10-31-2013
Alternate A	Aaron Brown 1300 Tobie Layne Benbrook, TX 76126	11-01-11 to 10-31-2013
Alternate B	Odessa Ellis 1205 Mesquite Trail Benbrook, TX 76126	11-01-10 to 10-31-2012
Alternate C	Jean Sparks 417 Sterling Dr. Benbrook, TX 76126	11-01-11 to 10-31-2013
Alternate D	Vacant	11-01-10 to 10-31-2012

PARK & RECREATION BOARD

- ESTABLISHMENT:** The Park and Recreation Board was created by Ordinance #107 approved by the Benbrook City Council January 11, 1958.
- PURPOSE:** The purpose and function of the park Board is to render advice, recommendations and assistance to the City Council concerning the present and future status and usage of park and recreational facilities within the City of Benbrook.
- DUTIES AND RESPONSIBILITIES:** As defined by Article VIII, Section 8.05 of the Homerule Charter, the Park and Recreation Board is a policy board and shall implement programs and policies through the City Staff.
- MEMBERS:** Seven (7) residents of the City of Benbrook meeting qualifications as outlined in Article IV, Section 8.01 of the Homerule Charter.
- TERMS:** Two (2) year terms. The qualifications specified in Section 8.01 of Homerule Charter shall apply to members of the Park and Recreation Board.
- MEETINGS:** Monthly as needed; presently meeting the second Wednesday of the month.
- QUORUM:** A majority.
- OFFICERS:** Board elects Chairman from membership.

PARKS & RECREATION BOARD

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	Bobby Hughlett 1014 Warden Street Benbrook, TX 76126	11-01-11 to 10-31-2013
2	Nathan Head 8425 Arroyo Lane Benbrook, TX 76126	11-01-10 to 10-31-2012
3	Vanessa Adia 7505 Bunker Court Benbrook, TX 76126	11-01-11 to 10-31-2013
4	Karen A. Henderson 10108 Stoneleigh Benbrook, TX 76126	11-01-10 to 10-31-2012
5	Lizbeth Sowell 1321 Mildred Benbrook, TX 76126	11-01-11 to 10-31-2013
6	Donna Mayes 1001 Rio Grande Benbrook, TX 76126	11-01-10 to 10-31-2012
7	Carol Stacy 10400 Barber Lane Benbrook, TX 76126	11-01-11 to 10-31-2013

CIVIL SERVICE COMMISSION

- ESTABLISHMENT:** The Civil Service Commission for the Police Department was approved at the City Election held on May 7, 1988. The first Civil Service Commission was appointed by the Chief Executive Officer and approved by City Council on July 7, 1988.
- PURPOSE:** To adopt rules necessary for the proper conduct of Commission business; Commission may investigate and report on matters relating to the enforcement of rules adopted by the Commission, Commission hears appeals from an action provided for in Local Government Code.
- POWERS:** All the powers granted under Chapter 143, Municipal Civil Service of the Local Government Code.
- MEMBERS:** Three (3) members appointed by the Chief Executive Officer.
- TERMS:** Staggered three-year terms with the term of one member expiring each year.
- MEETINGS:** Called as needed.

CIVIL SERVICE COMMISSION

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	Gary Hankins 6 Crosslands Road Benbrook, TX 76132-1007	06-04-09 to 06-04-2012
2	Paul Brown 10601 Whitestone Ranch Rd Benbrook, TX 76126	06-04-09 to 06-04-2011
3	Cecil Cox 10156 Wandering Way Benbrook, TX 76126	06-04-10 to 06-04-2013

ECONOMIC DEVELOPMENT CORPORATION

- ESTABLISHMENT:** The Economic Development Corporation was established as the Benbrook Industrial Development Authority by the City Council in 1980. The Authority was converted to a 4B Corporation in 1995.
- PURPOSE:** To plan and fund projects that promote economic development within the City, using financial resources including the half-cent sales tax for economic development.
- DUTIES:**
- a. To prepare an economic development plan for approval by the City Council.
 - b. To prepare an annual budget of projected revenues and expenditures for approval by the City Council.
 - c. To fund projects that promote economic development, such as infrastructure improvements that would attract or retain business or would improve business areas.
 - d. To prepare an annual progress and financial report for City Council.
 - e. Any other duties assigned to the Corporation by the City Council.
- POWERS:** To make bylaws and policies for itself subject to City Council approval. To fund projects in accordance with the approved plan, budget and State law. The Board may retain its own staff and offices.
- BOARD OF DIRECTORS:** Seven (7) appointed by City Council. Qualifications include being a registered voter and a resident of the City.
- TERMS:** Two years; Places 1, 3, 5, and 7 shall be appointed in odd numbered years, and Places 2, 4, and 6 shall be appointed in even numbered years.
- MEETING:** Once a month or as required.
- QUORUM:** A majority of all members shall constitute a quorum.
- OFFICERS:** The Board shall elect annually a President, Vice-President and Secretary from its members.

ECONOMIC DEVELOPMENT CORPORATION

1	David Hafer 569 Sterling Dr. Benbrook, TX 76126	11-01-11 to 10-31-2013
2	Joseph Hughes 1420 Mercedes St. Benbrook, TX 76126	11-01-10 to 10-31-2012
3	Janet Collard 565 Magnolia Parkway Benbrook, TX 76126	11-01-11 to 10-31-2013
4	Anthony Rutigliano 8328 Arroyo Ln Benbrook, TX 76126	03-04-10 to 10-31-2012
5	Kent Williams 8333 Teja Trail Benbrook, TX 76126	11-01-11 to 10-31-2013
6	Dwayne Hitt 10 Park Lane Benbrook, TX 76132	11-01-10 to 10-31-2012
7	Duncan Manning 4320 Springbranch Benbrook, TX 76116	01-19-12 to 10-31-2013

**TAX INCREMENT FINANCE REINVESTMENT ZONE NO. 1
BOARD OF DIRECTORS**

- ESTABLISHMENT:** The TIF Board of Directors was established by Ordinance 1137 in November 2002.
- PURPOSE:** To advise the City Council on projects and financing within Reinvestment Zone No. 1.
- POWERS:** The powers are established by State Law and by Ordinance 1137. The TIF Board may:
- a. Make recommendations on projects for inclusion within the TIF Zone.
 - b. Make recommendations on the Financing Plan to implement the Project Plan.
 - c. Any other duties assigned to the Board by the City Council.
- MEMBERS:** Seven, four of which appointed by the City Council and one each from Tarrant County, Tarrant County College District, and Tarrant County Hospital District.
- TERMS:** Two years; Places 1, 3, 5, and 7 shall be appointed in odd numbered years and Places 2, 4 and 6 shall be appointed in even numbered years.
- MEETINGS:** One Annual Meeting each November. Other meetings as called by the Chairman.
- QUORUM:** Four
- OFFICERS:** Chairman is appointed by City Council, Vice Chairman and Secretary elected from among the members.

TIF BOARD

<u>PLACE</u>	<u>MEMBER</u>	<u>CURRENT TERM</u>
1	Dr. Larry Marshall Benbrook, TX 76126	11-01-11 to 10-31-2013
2	David Gattis 4409 Owendale Drive Benbrook, TX 76116	11-01-10 to 10-31-2012
3	Kathy Culbertson 305 Trinidad Ct. Benbrook, TX 76116	11-01-11 to 10-31-2013
4	Donald Anderson 1709 Timberline Drive Benbrook, TX 76126	11-01-10 to 10-31-2012
5	Roy Brooks Tarrant County Sub-Courthouse 3212 Miller Avenue Fort Worth, TX 76119	11-01-09 to 10-31-2011
6	Mark McClendon Tarrant County College District 1500 Houston Street Fort Worth, TX 76102	11-01-11 to 10-31-2012
7	Scott Rule JPS Health Network 1500 South Main Street Fort Worth, TX 76104	11-01-09 to 10-31-2011