

**AGENDA  
BENBROOK CITY COUNCIL  
THURSDAY, MAY 17, 2007  
911 WINSCOTT ROAD, BENBROOK, TEXAS  
PRE-COUNCIL WORKSESSION 7:00 P.M.  
CENTRAL CONFERENCE ROOM**



1. Review and discuss agenda items for regular meeting.
2. Receive other information from staff and Boards and Commissions.

**REGULAR MEETING 7:30 P.M.  
COUNCIL CHAMBERS  
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION**

**I. CALL TO ORDER**

**II. INVOCATION – Pastor Jack Cook with Wyatt Drive Baptist Church  
PLEDGE OF ALLEGIANCE**

**III. MINUTES**

1. Minutes of the regular meeting held May 3, 2007

**IV. OATH OF OFFICE**

1. Oath of Office to Newly Elected Members of City Council

**V. SELECTION OF MAYOR PRO-TEM**

**VI. SELECTION OF NORTH CENTRAL TEXAS COG VOTING REPRESENTATIVE**

**VII. CONSENT AGENDA (Items listed under the Consent Agenda are considered routine and are enacted in one motion. The exception to this rule is that a Councilmember, citizen, or City Manager may request one or more items to be removed from the Consent Agenda for separate discussion and action.)**

1. Resolution Granting Approval to the Tarrant County Housing Finance Corporation to Finance Home Mortgages for Single Family Homes Located within the City
2. Ordinance Readopting Guidelines and Criteria for Tax Abatement Agreements
3. Authorize Interlocal Agreement with Fort Worth Transportation Authority for Tarrant County Transportation Services

**VIII. CITIZEN PRESENTATION**

1. Jim Wilson – Benbrook Bike Routes

**IX. REPORTS OF CITY MANAGER**

**A. GENERAL**

- G-1700 Financial Report for Month Ending April 30, 2007
- G-1701 Adopt Ordinance Restricting Parking in the Cul-de-Sac Area of Coates Circle
- G-1702 Consider Appointment to Vacant Position on Benbrook Economic Development Corporation Board of Directors

**X. OTHER MATTERS OF BUSINESS**

**XI. INFORMAL CITIZEN COMMENTS**

**XII. ADJOURNMENT**

**Work Session – Status of Storm Water Utility Project**



**MINUTES  
OF THE  
MEETING OF THE  
BENBROOK CITY COUNCIL  
THURSDAY, MAY 3, 2007**

The regular meeting of the Benbrook City Council was held on Thursday, May 3, 2007 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich  
John Vander Pan  
Keith Bailey  
Ron Sauma  
Rickie Allison  
James Schull

Also Present:

Andy Wayman, City Manager  
Joanna King, City Secretary  
Dave Gattis, Deputy City Manager  
Cathy Morris, Administrative Analyst  
Bob Rowley, City Engineer  
David Babcock, Assistant Police Chief

Others Present:

Dorcas Neuman, Benbrook News  
Ed Gallagher, City Planner  
Dawn Konieczny, Administrative Manager  
Bill Smith  
Daniel Tully  
Robert Clark  
Students from Government Class at Nolan High School  
and 6 other citizens

**I. CALL TO ORDER**

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

**II. INVOCATION  
PLEDGE OF ALLEGIANCE**

Invocation given by Youth Pastor Sakal Kiv with Trinity Hills Baptist Church  
The Pledge of Allegiance was recited.

### **III. MINUTES**

#### **1. Minutes of the regular meeting held April 19, 2007**

Motion by Mr. Schull, seconded by Mr. Sauma to approve the minutes of the regular meeting held April 19, 2007.

Vote on the Motion:

Ayes: Mr. Schull, Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Vander Pan, Mr. Sauma

Noes: None

Motion carries unanimously.

### **IV. PRESENTATION BY PLANNING AND ZONING COMMISSION**

### **V. REPORTS OF CITY MANAGER**

#### **A. GENERAL**

#### **G-1697 Authorize Expenditure for Charter Community Grant**

Cathy Morris gave the following report: On June 13, 2006, Charter Communications remitted to the City the first of four annual community grants in the amount of \$9,353.00. The City will receive the next grant in June 2007 leaving \$18,706.00 available for special event use.

The purpose of the Charter Community Grant is to enhance community programs or events for area residents. Charter Communications has asked that the City Council identify the event it intends to fund with these grant monies.

The Benbrook Chamber of Commerce Tourism Committee is planning a Benbrook Heritage Event in October 2007. Plans include recognition of Benbrook's 150 years of Western Heritage and 60 years of incorporation. Events include: historical re-enactments, chuck wagon cooking displays, antique and classic farm equipment, vehicle display, cowboy music, food vendors and a children's area.

The Heritage event coordinators have identified the following as appropriate for this funding:

- Marketing/promotions
- Materials and supplies/honorarium fees
- Audio/staging/tent costs
- Fireworks display

Charter Communications has approved the use of the grant funds for this event. City staff will have direct oversight of all expenditures.

Motion by Mr. Allison, seconded by Mr. Bailey to allocate the 2006/2007 Charter Community Grants, in the amount of \$18,706.00, to be made available for use by the Benbrook Chamber Tourism Committee for costs associated with the Benbrook Heritage Event to take place in October 2007.

Vote on the Motion:

Ayes: Mr. Schull, Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Vander Pan, Mr. Sauma

Noes: None

Motion carries unanimously.

**G-1698 Interlocal Agreement with Tarrant County for Vehicle Maintenance**

David Babcock gave the following report: In May 2005, the City of Benbrook acquired four unmarked vehicles through the dissolution of the Tarrant County Narcotics Unit. Two of the vehicles were assigned to public works and two were assigned to the police department for undercover operations. In February 2007, Tarrant County provided the police department with an additional undercover vehicle.

The police department has one sergeant and one detective assigned to the Tarrant County Organized Crime Unit. Due to continued participation in this unit, Tarrant County has agreed to enter into an Interlocal Agreement with the City of Benbrook to provide vehicle maintenance for the three undercover vehicles. This agreement will provide the police department with vehicle maintenance at a discounted price. This agreement benefits the City of Benbrook and the Tarrant County Organized Crime Unit by significantly reducing vehicle operating costs.

Motion by Mr. Allison, seconded by Mr. Sauma to approve the Interlocal Agreement between the City of Benbrook and Tarrant County for vehicle maintenance service.

Vote on the Motion:

Ayes: Mr. Schull, Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Vander Pan, Mr. Sauma

Noes: None

Motion carries unanimously.

**G-1699      Authorize Expenditure for Mildred Drive Drainage Improvements**

Bob Rowley gave the following report: Two houses and several yards have suffered flooding from water draining from the Corps of Engineers land to the 1100 and 1200 block of Mildred Drive since December.

Staff has been working with the Tarrant Regional Water District (TRWD) and their engineer (Freese and Nichols, Inc.) to develop a solution and cost sharing plan. After investigating a number of design options and after coordinating with the Benbrook Water Authority, the City and TRWD have agreed on a plan to divert the water which naturally drains from the Corps land through the neighborhood by channeling it to the southeast toward Sproles Drive. The project includes a berm along the backs of the houses on Mildred Drive and a combination of a swale and an underground storm drain to diver the water to a proposed detention pond immediately west of Sproles to an existing concrete pilot channel to the east of Sproles Drive.

The total estimated construction cost is \$150,000.00. TRWD will provide the construction and the City of Benbrook will pay for materials. Benbrook's share is estimated to be \$21,280.00.

The City and TRWD are still waiting on approval from the Corps of Engineers to allow the construction on Federal property, but the Corps has stated that they will expedite the approval process.

Motion by Mr. Vander Pan, seconded by Mr. Schull to authorize the expenditure of up to \$22,000.00 from unappropriated reserves to participate in the Mildred Drive drainage improvements.

Vote on the Motion:

Ayes: Mr. Schull, Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Vander Pan, Mr. Sauma

Noes: None

Motion carries unanimously.

**G-1700      Receive Citizen Survey**

Dave Gattis presented the following information on the 2007 Citizen Survey: The City has conducted survey of citizens from 1996 until 2005. The survey was included in the Benbrook Community Newsletter. Of the 6,000 households surveyed there was only a 10% response rate.

The citizen satisfaction survey was conducted in even-numbered years and the public opinion in odd-numbered years. The surveys were not truly random and subject to ballot stuffing and criticism on City bias.

The 2007 citizen satisfaction survey was conducted by National Citizens Survey. The survey as prepared and distributed from Boulder, CO using the same instrument used nation-wide.

A total of 1,200 surveys were mailed to a random sample of households and responses were received from almost 300 families. The 95-percent confidence interval for the responses was  $\pm 5\%$ .

The survey results include:

- Summary Report
- Report of Results with detailed analysis of responses
- Report of Demographic Subgroup Comparisons ( which evaluates responses by length of residency, renters vs. owners, age, and whether the respondent voted in the last election)
- Report of Geographic Subgroup Comparisons (which evaluates responses between those living north of I-20 and those living south of I-20)
- Report of Normative Comparisons (which compares our results with those of other cities)

No action necessary on this item.

**VI. OTHER MATTERS OF BUSINESS**

**VII. INFORMAL CITIZEN COMMENTS**

**VIII. ADJOURNMENT**

Meeting adjourned at 8:19 p.m.

**APPROVED:**

\_\_\_\_\_  
**Jerry B. Dittrich, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Joanna King, City Secretary**



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 05/17/07	REFERENCE NUMBER: CA-2	SUBJECT: Ordinance Readopting Guidelines and Criteria for Tax Abatement Agreements	PAGE: 1 of 1
-------------------	------------------------------	--	-----------------

State law requires that no tax abatements can be granted unless the City has adopted guidelines and criteria. Furthermore, the guidelines and criteria must be readopted every two years. Benbrook's current guidelines and criteria (Ordinance No. 1193) were adopted in 2005.

The readopted tax abatement guidelines provide the option of negotiating 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 abatements for new hotels with more than 50 rooms. Abatement agreements are limited to ten years in length and a maximum of 100 percent of the new appraised value. Businesses will still be responsible for taxes on the pre-improved value of their property.

Although Benbrook has had guidelines for tax abatement agreements since 1992, no tax abatements have ever been granted. However, having the abatement policy provides an opportunity to attract potential commercial and industrial developments to the City.

### **RECOMMENDATION**

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

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



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE:

05/17/07

REFERENCE  
NUMBER:

CA-3

SUBJECT:

Authorize Interlocal Agreement with the Fort Worth Transportation Authority for Tarrant County Transportation Services

PAGE:

1 of 1

### Background

In March 2006, City Council authorized the City to participate with the Fort Worth Transportation Authority (FWTA) in the Tarrant County Transportation Services (TCTS) Program. TCTS contracts with the American Red Cross to provide transit services to elderly and disabled residents in cities that do not have traditional bus service or are not a member of a transportation authority. The current Interlocal Agreement expires on May 31, 2007 and must be renewed to participate for another year.

### Current Program

Under the 2006 Agreement, the City of Benbrook is responsible for administrative costs of \$7,529 annually. Residents who are 55 years of age or older or who have a disability may access the program at the subsidized fare of \$2.50 for one-way trips, which are provided on a first come-first serve basis. This original agreement allowed Benbrook residents to receive a 'guaranteed' ride day of Tuesdays each week. On guaranteed days, all available vehicles are provided for service to qualified Benbrook residents, guaranteeing service for that day.

In March 2007, FWTA offered an additional 'guaranteed' ride day of Thursdays of each week to Benbrook residents, at no additional cost to the City and no increase in rider fares.

Qualifying residents may utilize the transit service for a variety of purposes including medical appointments, shopping, recreation, school or work.

Ridership in Benbrook averages approximately 30 one-way trips per month.

The proposed Interlocal Agreement is essentially identical to the previous year, with the additional 'guaranteed' ride day (Thursday) included.

### Recommendation

Staff recommends that City Council approve the Interlocal Agreement with the Fort Worth Transportation Authority to continue participation in the Tarrant County Transportation Services Program for elderly and disabled residents for the period of June 1, 2007 through May 31, 2008.

SUBMITTED BY:

DISPOSITION BY COUNCIL:

APPROVED     OTHER (DESCRIBE)

PROCESSED BY:

CITY SECRETARY

CITY MANAGER

DATE:



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 05/17/07	REFERENCE NUMBER: G-1700	SUBJECT: Financial Report for Month Ending April 30, 2007	PAGE: 1 of 1
-------------------	-----------------------------	--	-----------------

Attached for City Council's information and consideration is the monthly financial report for April 2007.

**GENERAL FUND REVENUES**

Year-to-date revenues amounted to \$9,676,154. Almost 71% of this amount came from Property Taxes (\$6,844,990). Other significant revenues were from Franchise Taxes (\$1,002,280) and Sales and Other Taxes (\$777,090). Revenues for the month of April totaled \$315,578. Current revenue collection exceeds the prior year by \$638,124.

**GENERAL FUND EXPENDITURES**

Year-to-date expenditures amounted to \$6,547,901. April expenditures totaled \$796,332. At April 30, revenues exceed expenditures by \$3,119,253.

**EDC REPORT**

EDC revenues were \$112,568 while expenditures were \$69,572. For the year, EDC expenditures exceed revenues by \$468,124.

**INVESTMENTS**

Investments were \$13,526,984 at April 30, 2007. This entire amount is available immediately if needed.

**RECOMMENDATION**

Staff recommends that City Council accept the monthly financial report for the month of April, 2007.

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



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 05/17/07	REFERENCE NUMBER: G-1701	SUBJECT: Adopt Ordinance Restricting Parking in the Cul- de-Sac Area of Coates Circle	PAGE: 1 of 1
-------------------	--------------------------------	---	-----------------

### **BACKGROUND**

Coates Circle, located south of Chapin Road and east of Williams Road, is a residential street ending with small cul-de-sac (serves four-plex condominiums). Each unit has available parking in the rear. Recently, Staff received complaints that vehicles are parking “head on” in the cul-de-sac, obstructing mail delivery and traffic flow. In November of last year, Benbrook Fire and the Police Departments responded to an emergency call on Coates Circle. The emergency vehicles experienced difficulty negotiating the cul-de-sac due to the parked cars.

The current Ordinance already prohibits parking on “all of Coates Circle within twelve and one-half feet from any group of mailboxes greater than three in number along a line adjacent to the existing curb.”

### **PROPOSED PROJECT**

The proposed Ordinance designates a “no parking” zone in the cul-de-sac. If approved by City Council, City crews will install no parking signs and the City will begin enforcement.

### **RECOMMENDATION**

Staff recommends that City Council approve the proposed ordinance designating “no parking” at the end of Coates Circle.

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



# City of Benbrook

## CITY COUNCIL COMMUNICATION

DATE: 05/17/07	REFERENCE NUMBER: G-1702	SUBJECT: Consider Appointment to Vacant Position on Benbrook Economic Development Corporation Board of Directors	PAGE: 1 of 1
-------------------	--------------------------------	---	-----------------

The Articles of Incorporation of the Benbrook Economic Development Corporation address vacancies on the EDC Board of Directors and state "A director (of the BEDC) who is a member of the city council shall cease to be a director upon ceasing to be a member of the city council." Therefore, a position exists on the EDC with the term expiring in October 2007.

City Council should consider one of the following options:

- Appoint a Director to fill the remainder of the term.
- Declare the vacated position open for the remainder of the term.

Mr. Vander Pan has expressed an interest in continuing service on the EDC Board of Directors.

### **RECOMMENDATION**

Staff recommends the City Council determine the best option for the open position on the Benbrook Economic Development Corporation Board of Directors.

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