AGENDA
BENBROOK CITY COUNCIL
THURSDAY, OCTOBER 2, 2008
911 WINSCOTT ROAD, BENBROOK, TEXAS
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 – Pastor Todd Pylant with First Baptist Church
PLEDGE OF ALLEGIANCE

III. MINUTES

1. Minutes of the regular meeting held September 18, 2008

IV. PROCLAMATION/RECOGNITION/AWARDS/INTRODUCTION

1. Introduction of Part-Time GIS Technician
2. International City/County Management Association's 2008 Voice of the People Award for Excellence in Police Services presented to Benbrook Police Department

V. PRESENTATION BY BENBROOK ECONOMIC DEVELOPMENT CORPORATION

EDC-2008-01 Ratify Benbrook Economic Development Corporation Budget for FY2008-09

VI. REPORTS OF CITY MANAGER

A. GENERAL

G-1808 Adopt Ordinance amending Chapter 1.12 of the Benbrook Municipal Code by revising Ambulance Service fees, Park and Recreation Area fees and Tree Mitigation fees

G-1809 Appointment to Boards and Commissions

B. CONTRACT

C-237 Award Employee Health Insurance

C-238 Award Employee Dental Insurance

VII. INFORMAL CITIZEN COMMENTS – State Law prohibits any deliberation of or decisions regarding items presented in information citizen comments. City Council may only make a statement of specific factual information given in response to the inquiry; recite an existing policy; or request staff place the item on an agenda for a subsequent meeting.

VIII. EXECUTIVE SESSION - Pursuant to Section 551.071 of the Government Code to receive the advise of the City Attorney on the following matter in which the duty of the attorney to the City Council under Texas Disciplinary Rules of professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code

1. Legal issues concerning the Benbrook Economic Development Corporation

IX. RECONVENE INTO REGULAR SESSION

1. Necessary action from Executive Session

X. ADJOURNMENT

MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, SEPTEMBER 18, 2008

The regular meeting of the Benbrook City Council was held on Thursday, September 18, 2008 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich
Dan Tully
Ron Sauma
Keith Bailey
Mark Washburn
Rickie Allison

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Dave Gattis, Deputy City Manager
Sherri Newhouse, Budget Director
Dawn Konieczny, Administrative Manager-PD
Walter Shumac, Community Service Director
Bob Rowley, Engineer
Kathleen Wells, City Attorney

Others Present:

Lynn Dalton, Benbrook News
Ed Gallagher
Bill Smith
Robert Clark
Jim Wilson
Charlie Anderson
Rick Whitehurst
Ron Rainey
Pat Taber
Will Higgins
Larry Stowe
and 2 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 Mayor Pro-Tem Rickie Allison.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the regular meeting held September 4, 2008

Motion by Mr. Bailey, seconded by Mr. Sauma to accept the minutes of the regular meeting held September 4, 2008.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

IV. PRESENTATION BY BENBROOK ECONOMIC DEVELOPMENT CORPORATION

EDC-2008-01 Ratify Benbrook Economic Development Corporation Budget for FY2008-2009

Mr. Ron Rainey made the following presentation on the Benbrook Economic Development Corporation Budget for Fiscal Year 2008-2009:

Scheduled Income:

• Projected Sales Tax Revenue	$	920,000
• Projected interest Earned		15,000
• Railroad Controls Lease Payment		195,356
• Industrial Park Sign Rental		1,350
Total Scheduled Income	$	1,131,706

Scheduled Expense

• Personnel Services	$	222,513
• Postage		200
• Public Notices		250
• Telephone		1,500
• Dues & Memberships		4,468
• City of Benbrook Office Rental		8,250
• Maintenance (Vehicle/Gas)		6,838
• Interest Expense (First Bank)		100,000
Total Scheduled Expenses	$	344,019

Total Scheduled Income/Expense

• Scheduled Income	$	1,131,706
• Scheduled Expenses		344,019
• Total Revenue over Expenses		787,687
• Year End Fund Balance (Est.)		300,000
• Scheduled FY2008-09 Balance		1,087,687

Projected Income:

• Land Sales	$	1,500,000
• Range Resources		108,000
• Richpenn Resources Intl., Inc.		2,850.000
Total Projected Income		4,458,000
Total Scheduled Income		1,131,706
Total Anticipated Income	$	5,589,706

Projected Expense

• Total Projected Expense	$	4,268,132
• Total Scheduled Expense		344,019
• Total Projected/Scheduled Expense		4,612,151

Total Income/Expense:

• Scheduled Income	$	1,131,706
• Projected Income		4,458,000
• Scheduled Expense		344,019
• Projected Expense		4,268,132
Total Income-Expense		977,555
Year End Fund Balance (Est.)		300,000
Scheduled/Projected FY2008-09 Balance	$	1,277,555

Discussion was held among members of City Council, Mr. Rainey and Benbrook Economic Development Corporation President Charlie Anderson.

Following discussion motion by Mr. Tully, seconded by Mr. Bailey to accept the Benbrook Economic Development Corporation Budget as presented.

Vote on the Motion:

Ayes: Mr. Bailey, Mayor Dittrich, Mr. Tully

Noes: Mr. Allison, Mr. Washburn, Mr. Sauma

Without a majority vote in favor of the motion the motion fails by a tied vote.

VIII. PRESENTATION BY PLANNING AND ZONING COMMISSION

PZ-2008-09 Adopt Ordinance rezoning Lots 15 and 16, Block 7, Benbrook Estates from "B" One Family District to "CR" Multiple Family Restricted District (128 and 130 Del Rio Avenue)

Mr. Gattis gave the following report: Applicant Jerome Hilderbrand is requesting rezoning of Lots 15 and 16, Block 7 of Benbrook Estates from "B" One Family District to "CR" Multiple Family Restricted District. The rezoning request is to permit duplex residential construction on each of the lots.

The proposed rezoning conforms to the Land Use Plan for Medium Density Multiple Family Restricted use.

The Planning and Zoning Commission considered this request at their August 14, 2008 meeting and recommend the approval to City Council.

Mayor Dittrich opened the public hearing at 8:14 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 8:14 p.m.

Motion by Mr. Sauma, seconded by Mr. Washburn to approve the rezoning of Lots 15 and 16, Block 7, Benbrook Estates from "B" One Family to "CR" Multiple Family Restricted.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison. Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1269 being **"AN ORDINANCE AMENDING ORDINANCE NO. 808, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF BENBROOK, BY CHANGING THE ZONING CLASSIFICATION OF LOT 15 AND LOT 16, BLOCK 7, BENBROOK ESTATES, IN THE CITY OF BENBROOK, TARRANT COUNTY, TEXAS, FROM "B" ONE FAMILY DISTRICT TO "CR" MULTIPLE FAMILY RESTRICTED DISTRICT BY AMENDING THE OFFICIAL ZONING MAP TO REFLECT THE CHANGE; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE."**

SECTION 1.

Ordinance No. 808, as amended, is hereby amended to change the zoning classification of Lot 15 and Lot 16, Block 7, Benbrook Estates from "B" One Family District to "CR" Multiple Family Restricted District.

SECTION 8

This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PZ-2008-10 Adopt Ordinance amending the Benbrook Zoning Ordinance No. 808- Section 4 – Definitions and Section 27 – Landscaping and Buffer Requirements

PZ-2008-11 Adopt Ordinance amending the Benbrook Subdivision Ordinance No. 1122 (Title 16 of the Benbrook Municipal Code) by amending Chapter 16.08.010-Definitions and Chapter 16.28.010-Preservation of Trees and Native Vegetation; and the addition of Chapter 16.28.012 – Street Tree Requirements

Mr. Gattis gave the following report on Items PZ-2008-10 and PZ-2008-11: The Planning and Zoning Commission recommended approval of the amendments to the Subdivision Ordinance in March, but tabled action on proposed amendments to the Tree Preservation requirements.

Staff compiled applicable tree ordinances from over 40 different cities in the Metroplex for review in work session held in April and June. The Planning and Zoning Commission recommended approval of the proposed ordinance in August, 2008.

Section 16.28.010-Tree Preservation is completely rewritten. The new provisions strengthen the permitted requirements, designate differing types of trees (protected, quality, and secondary trees), establish preservation and mitigation requirements for new developments, and stricter enforcement provisions.

Permits are required to remove protected or quality trees and to remove more than five trees on a residential lot. Protected and large secondary trees must be preserved or mitigated. Mitigation depends on tree type and development size. A three-year maintenance bond is required for mitigation trees.

A new section to the Subdivision Ordinance establishes requirements for planting street trees within new developments. The new section proposed:

1. Street trees in lieu of canopy requirements for residential areas
2. One tree per lot in single-family
3. One tree every 50 feet in multi-family and commercial
4. The tree type is specified, but must be varied between blocks for diversity
5. Trees are to be planted between the curb and sidewalk
6. Provisions for conflicts with utilities
7. Maintenance responsibilities for property owners.

The proposed provisions include minimum landscape coverage and minimum canopy coverage, depending on the zoning. The new provisions only apply to new developments, new buildings over 2,500 square feet, or expansions of buildings over 30 percent. The new provisions for landscaping and canopy cover are in addition to existing requirement, but are cumulative.

The Planning and Zoning Commission recommends that the City Council adopt the proposed ordinances amending the Zoning and Subdivision Ordinances.

Mayor Dittrich opened the public hearing on Items PZ-2008-10 and PZ-2008-11 at 8:30 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 8:30 p.m.

Motion by Mr. Allison, seconded by Mr. Sauma to adopt Ordinance No. 1270 amending the Benbrook Zoning Ordinance, No. 808- Section 4-Definitions and Section 27-Landscaping and Buffer Requirements.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1270 being **"AN ORDINANCE AMENDING ORDINANCE NO. 808, AS AMENDED THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF BENBROOK, BY AMENDING SECTION 27-LANDSCAPE AND BUFFER REQUIREMENTS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS HEREOF; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE."**

SECTION 4

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars ($2,000.00) for all violations of this Ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 8

This Ordinance shall be in full force and effect from and after its passage and publication as provided by law, and it is so ordained.

Motion by Mr. Bailey, seconded by Mr. Washburn to adopt Ordinance No. 1271 amending the Benbrook Subdivision Ordinance as presented.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1271 being **"AN ORDINANCE AMENDING TITLE 16 OF THE BENBROOK MUNICIPAL CODE (1985), AS AMENDED, BY AMENDING CHAPTER 16.28-DESIGN STANDARDS AND REQUIREMENTS; PROVIDING FOR VIOLATIONS, PENALTIES AND INJUNCTION; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE."**

SECTION 3

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars ($2,000.00) for all violations involving zoning, fire safety or public health and sanitation, including dumping of refuse, and shall be fined not more than Five Hundred Dollars ($500.00) for all other violations of this Ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

IX. REPORTS OF CITY MANAGER

G-1799 Financial report for month ending August 31, 2008

Sherri Newhouse gave the following report: General Fund revenues for the month of August totaled $611,965. Through the end of August, total collections were $12,554,968 or 99.13% of the amount budgeted. Current revenue collections exceed the prior year by $1,040,680.

General Fund expenditures totaled $899,380. Through August, total expenditures were $11,003,398 or 88.33% of the original budget. Revenues exceeded expenditures by $1,551,570.

August revenues for EDC were $106,860 with most of the amount coming from Sales Tax. Expenditures were $53,779. Through the end of August, expenditures exceed revenues by $393,968.

At August 31, 2008 the City had investments of $12,762,499.

Motion by Mr. Sauma, seconded by Mr. Allison to accept the monthly financial report for the month of August, 2008.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1800 Adopt Ordinance approving budget figures for Fiscal Year 2008-2009

Motion by Mr. Allison, seconded by Mr. Sauma to adopt Ordinance No. 1272 approving budget figures for Fiscal Year 2008-09.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1272 being **"AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, APPROVING BUDGET FIGURES FOR THE FISCAL YEAR 2008 THROUGH 2009; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2008, AND ENDING SEPTEMBER 30, 2009; AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT, PROJECT AND ACCOUNT; ACCEPTING AND APPROVING THE EMPLOYEE CIVIL SERVICE CLASSIFICATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE."**

G-1801 Ratify property tax revenue reflected in the 2008-2009 budget

Sherri Newhouse gave the following report: H.B. 3195, approved in the last legislative session, impacts the 2008-09 Budget adoption process. H.B. 3195 interjects truth-in-taxation disclosure concepts to the budget process. Any budget enacted after September 1, 2007 must meet the following requirement regarding property tax revenue: "Adoption of a budget that raises more property revenue than was generated the previous year requires two votes by the City Council: (a) one vote to adopt the budget and (b) a separate vote to ratify the property tax revenue increase reflected in the budget."

The 2008-09 budget will raise more property taxes than last year by $455,420 or 5.12%. Of that amount, $284,470 is tax revenue raised from new property added to the tax roll this year.

Motion by Mr. Allison, seconded by Mr. Bailey to ratify the property tax revenue increase reflected in the 2008-09 budget.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1802 Adopt Ordinance fixing and levying ad valorem tax for 2008

Motion by Mr. Sauma, seconded by Mr. Washburn to adopt Ordinance No. 1273 fixing and levying ad valorem tax for 2008.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1273 being **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2008 AND ENDING SEPTEMBER 20, 2009, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF $06775 PER ONE HUNDRED DOLLARS ($100.00) ASSESSED VALUE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF BENBROOK, TEXAS, AS OF JANUARY 1, 2008, TO PROVIDE REVENUES FOR THE PAYMENT OF CURRENT EXPENSES AND TO PROVIDE AN INTEREST IN DEBT SERVICE FUNDS ON ALL OUTSTANDING DEBTS OF THE CITY; DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE CITY COUNCIL; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE."**

G-1803 Interlocal Agreement with Fort Worth Independent School District for two School Resource Officers

Dawn Konieczny gave the following report: The Benbrook Police Department provided one full-time School Resource Officer for the Fort Worth Independent School District since 1996. In 2007, one additional full-time officer was added due to the growing population at the three schools located in Benbrook. These officers serve as liaison between the police department and the staff at Western Hills High School, Benbrook Elementary and Westpark Elementary. During the holidays and summer breaks, the officers perform regular patrol duties. The Fort Worth Independent School District subsidizes fifty percent (50%) of the salary, benefits, overtime, and training for both officers.

Motion by Mr. Bailey, seconded by Mr. Sauma to approve the Interlocal agreement between the City of Benbrook and the Fort Worth Independent School District for two (2) full-time School Resource Officers to be funded at fifty percent by the City and 50% by FWISD.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1804 Interlocal Agreement with Benbrook Water Authority for Refuse and Storm Water Fee Billing and Payment Collection Services

Walter Shumac gave the following report: Through an Interlocal Agreement, the City of Benbrook engages the Benbrook Water Authority to bill and collect residential refuse and storm water utility accounts. Because the BWA already bills these customers for water and sewer service, an economy of scale is created that benefits the City, the Authority and ultimately the citizens of Benbrook. This agreement is approve on an annual basis.

While an escalator clause is not included in our current Agreement, the staff is proposing to increase the reimbursement to the BWA to 49.58 cents per bill. This represents a 5.6% increase over last year, which is equivalent to the increase of the Consumer Price Index and also reflects the increased cost in postage last year.

The term of the proposed agreement is for one year beginning October 1, 2008 and ending September 30, 2009.

Motion by Mr. Allison, seconded by Mr. Washburn to approve the Interlocal Agreement with Benbrook Water Authority.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1805 Interlocal Agreement with Benbrook Water Authority for Street Repair Services

Mr. Shumac gave the following report: The Benbrook Water Authority is responsible for street repairs when there is a water or sewer failure. Since October 2000, the City has repaired street cuts for the BWA through an annual Interlocal Agreement.

This year's agreement includes an increase of 5.6%, from $8.28 to $8.74 per square foot. This adjustment reflects the annual increase in the Consumer Price Index.

BWA street cuts constitute approximately 15% of the total street cuts repaired by the City in a given year. Because of the efficiencies of scale associated with the street cut process, the repairs are easily absorbed without significantly impacting operations.

Motion by Mr. Washburn, seconded by Mr. Sauma to approve the Interlocal Agreement for the City of Benbrook to complete street cuts for the Benbrook Water Authority.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1806 Recommend contractor for 33rd Year Community Development Block Grant (CDBG) project

Bob Rowley gave the following report: The 33rd Year Community Development Block Grant (CDBG) project is the construction of sidewalks and wheelchair ramps on portions of User, Warden, Wade Hampton, Park Center and Cozby North Streets. These streets are within the City's CDBG target area. The City was awarded $89,772 in Federal funds for this year, plus $75,268 in carryover funds from pervious project years, for a total construction funds available of $165,040. The City provided in-house engineering services as the City's matching contribution.

Tarrant County opened bids on August 27, 2008. Access Paving, Inc. was the low bid of $120,200.00. Staff estimates for this project was $150,788.

The City has not worked with the low bidder. However, staff has contacted the references for Access Paving and has not received any negative comments.

Motion by Mr. Sauma, seconded by Mr. Bailey to recommend that Tarrant County award the 33rd Year CDBG project to Access Paving, Inc. in the amount of $120,200.00.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1807 Authorize Agreement with Trinity Gardens Homeowners Association for Detention Pond Maintenance

Mr. Gattis gave the following report: When the Trinity Gardens subdivision was built in 2002, a detention pond was required to reduce the amount of peak flow leaving the site downstream. Under the regulations in effect at that time, the Home Owners Association (HOA) was responsible for maintenance and operation of the pone, and was required to collect and maintain funds for the repair and maintenance of the pond.

The City has since adopted the integrated Storm Water Management (iSWM) standards that will require most developments to build detention ponds to control both flooding and water quality.

In October 2007, the City established its Storm Water Utility that includes a monthly fee based on storm water runoff. While the storm water utility was established primarily for capital projects and debt service, the residents perceived that they were being billed twice, once for the Storm Water Utility and once by the HOA for pond maintenance and operation.

In February 2008, the City Council authorized a revision to Administrative Regulation CD-4 to allow the City to assume maintenance responsibilities for certain detention ponds. This was done to reflect the fact that the City was now requiring many of these detention ponds, that the City was in a better position to perform the maintenance activities, and to resolve the perception of double-billing.

The proposed agreement provides that the City will maintain and now the pond and make any necessary structural repairs. The HOA will be responsible for any additional landscape and ornamental maintenance above and beyond the City's obligation.

Motion by Mr. Allison, seconded by Mr. Washburn to authorize the Mayor to execute the agreement with Trinity Gardens Home Owners Association for detention pond maintenance.

Vote on the Motion:

Ayes: Mr. Bailey, Mr. Allison, Mayor Dittrich, Mr. Tully, Mr. Washburn, Mr. Sauma

Noes: None

Motion carries unanimously.

VII. INFORMAL CITIZEN COMMENTS

XIII. ADJOURNMENT

Meeting adjourned at 9:02 p.m.

APPROVED:

_____

Jerry B. Dittrich, Mayor

ATTEST:

_____

Joanna King, City Secretary

Benbrook Economic Development Corporation
911 Winscott Road
P.O. Box 26569
Benbrook, TX 76126-0569

(817) 249-6990
FAX 249-6881

COMMUNICATION

To: Benbrook City Council

Date: September 4, 2008

Subject: BEDC Budget Ratification Request

Benbrook Economic Development Corporation published Notice of Public Hearing in *The Benbrook News* on August 7, 2008, advertising notice of the BEDC's proposed budget for Fiscal Year 2008-09 as well as Specific Projects being considered. The Board of Directors conducted the Public Hearing Monday, August 18, 2008, and followed the Public Hearing with a unanimous vote to approve the proposed budget.

An explanation of the items is as follows:

1. ***Personnel Services***: This category itemizes expenses associated with employees and includes salaries, stability pay, FICA, insurance, retirement, workers' comp, Texas Employment Commission, and incentive pay.
2. ***Supplies & Material:*** Expenses associated with office supplies as well as motor vehicle supplies is included in this category.
3. ***Contractual Services:*** Professional services, legal fees, engineering expenses, travel, utilities (telephone) and Dues & Memberships along with other items such as Training and City Contract for office space rent are listed in this budget category.
4. ***Repairs & Maintenance:*** Auto maintenance, which includes fuel, car washes, oil & lubes and vehicle inspections, is reported in Repairs & Maintenance, along with any office equipment repairs.
5. ***Capital Outlay –*** Acquisition of land is included in Capital Outlay. The BEDC Board of Directors has identified potential sites for BEDC purchase and includes those presented in the August 18th Public Hearing. *Special Projects* are:
   a. BEDC proposes to purchase available land along Interstate 20 and in industrially zoned portions of the City of Benbrook.
6. ***Professional Services:*** The major item in Professional Services will be principal payment of $3,840,000 to First Bank following real estate sales of Benbrook Field properties located west of Benbrook Blvd., north of Sproles, south of I-20 and east of Vista Way. Interest expenses on the First Bank loan are included and may be reduced should the real estate closing occur early in the fiscal year.
7. The approved budget is attached and the BEDC Board of Directors respectfully request City Council's ratification of the FY2008-09 budget and projects.

Benbrook EDC Proposed Budget
FY2005-06/FY2006-07/FY2007-08/FY2008-09

Revenues:	Budget FY2005-06	Budget FY2006-07	Budget FY2007-08	Proposed Budget FY2008-09
4101 - Sales Tax	625,000	675,000	850,000	920,000
4121 - Interest Earned	13,700	32,303	36,000	15,000
4131 - Sign Rental Fees	900	1,350	1,350	1,350
4181 - Land Sales	3,500,000	5,691,377	5,691,377	5,691,377
Lease/Note Income:				
Railroad Controls Limited	195,356	195,356	195,356	195,356
T&J Ford Properties	7,920	8,373	-	-
Range Resources	-	-	-	108,000
Richpenn Resources Intl., Inc.	-	2,200,000	2,200,000	2,850,000
TOTAL REVENUES	**$ 4,342,876**	**$ 8,803,759**	**$ 8,974,083**	**$ 9,781,083**
Expenses:				
5000 - Personnel Services	183,766	212,912	223,433	222,514
5100 - Supplies & Materials	7,560	3,450	3,950	5,450
5200 - Contractual Services	349,290	182,975	292,731	287,350
5300 - Repairs & Maintenance	700	800	4,418	6,838
5400 - Capital Outlay	380,000	4,850,000	6,104,500	3,937,500
5700 - EDC Professional Services	3,259,870	4,134,250	2,215,000	3,992,500
TOTAL EXPENSES	**4,181,186**	**9,384,387**	**8,844,032**	**8,452,152**
Revenues Over Expenses	**$ 161,690**	**$ (580,628)**	**$ 130,051**	**$ 1,328,931**
Projected Fund Balance - Beginning	**$ 250,000**	**$ 1,200,000**	**$ 800,000**	**$ 300,000**
Unallocated Reserves	**$ 411,690**	**$ 619,372**	**$ 930,051**	**$ 1,628,931**

BENBROOK EDC 2008-09 BUDGET

COST CENTER SUMMARY

EDC **EDC** **EDC** **03-10-01** **AB 1.2**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5000	Personal Services	183,154	212,912	123,361	213,242	210,054	-	210,054	222,513	12,459	222,513
5100	Supplies & Materials	6,776	3,450	2,565	3,600	5,450	-	5,450	5,450	-	5,450
5200	Contractual Services	258,867	182,975	531,867	614,346	287,350	-	287,350	287,350	-	287,350
5300	Repair & Maintenance	1,207	800	1,875	3,750	6,838	-	6,838	6,838	-	6,838
5400	Capital Outlay	614,730	4,850,000	20,571	25,000	3,937,500	-	3,937,500	3,937,500	-	3,937,500
5700	EDC Professional Services	368,641	4,134,250	272,002	4,237,610	3,992,500	-	3,992,500	3,992,500	-	3,992,500
TOTAL EXPENDITURES		1,433,376	9,384,387	952,241	5,097,548	8,439,692	-	8,439,692	8,452,151	12,459	8,452,151

COMMENTS

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5000 PERSONAL SERVICES

EDC **EDC** **EDC** **03-10-01** **AB 2.1**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5001	Salaries-Regular Employees	130,425	161,446	88,051	161,446	152,557		152,557	162,630	10,073	162,630
5002	Overtime										
5003	Longevity/Stability Pay	3,973	3,985	4,315	4,315	3,826		3,826	4,017	191	4,017
5004	Scheduled Temporary Help										
5005	Extra-Help										
5006	F. I. C. A.	7,347	12,655	5,013	12,655	11,963		11,963	12,748	785	12,748
5007	Insurance	24,828	14,674	13,531	14,674	20,000		20,000	20,000	0	20,000
5008	Retirement	16,462	19,802	12,440	19,802	21,358		21,358	22,768	1,410	22,768
5009	Workers' Compensation	29	50	12	50	50		50	50	0	50
5010	Unemployment Insurance	90	300	-	300	300		300	300	0	300
5011	Educational Incentive Pay										
5012	Bilingual Pay										
5013	Project Incentive					-					
TOTAL PERSONAL SERVICES		183,154	212,912	123,361	213,242	210,054	-	210,054	222,513	12,459	222,513

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5100 SUPPLIES & MATERIALS

EDC **EDC** **EDC** **03-10-01** **AB 2.2**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5111	Office Supplies	6,553	2,500	2,241	3,000	5,000		5,000	5,000	0	5,000
5112	Postage	80	50	112	150	200		200	200	0	200
5113	Photographic Supplies							0		0	-
5114	Printing Supplies	107	150	6	150	250		250	250	0	250
5119	Miscellaneous Office Supplies	36	600	205	300	-		0		0	-
5121	Agricultural Supplies							0		0	-
5122	Chemicals							0		0	-
5123	Feed-Livestock							0		0	-
5124	Medical Supplies							0		0	-
5125	Uniforms							0		0	-
5127	Building Maintenance Supplies							0		0	-
5129	Miscellaneous Operating Supplies	-	150	-	-	-		0		0	-
5131	Motor Vehicle Supplies							0		0	-
5132	Heavy Equipment Supplies							0		0	-
5133	Minor Equipment							0		0	-
5139	Miscellaneous Mach/Equip Supplies							0		0	-
								0		0	-
								0		0	-
								0		0	-
TOTAL SUPPLIES & MATERIALS		6,776	3,450	2,565	3,600	5,450	-	5,450	5,450	0	5,450

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5200 CONTRACTUAL SERVICES

EDC **EDC** **EDC** **03-10-01** **AB 2.3**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5211	Professional Services	50,402	25,000	84,402	85,000	25,000		25,000	25,000	0	25,000
5213	Legal Services	78,008	100,000	45,538	100,000	100,000		100,000	100,000	0	100,000
5214	Engineering	37,605		383,203	400,000	100,000		100,000	100,000	0	100,000
5216	Accounting Services								-	0	-
5217	Planning Services	776	7,500	-	-	10,000		10,000	10,000	0	10,000
5219	Other Professional Services	64,475	25,000	3,991	5,000	25,000		25,000	25,000	0	25,000
5221	Private Auto Allowance					500		500	500	0	500
5222	Travel Expenses	7,365	10,000	1,653	3,500	3,082		3,082	3,082	0	3,082
5223	Miscellaneous Expenses	4,355	400	2,057	2,100	500		500	500	0	500
5231	Public Notices	230	250		250	250		250	250	0	250
5232	Advertisements								-	0	-
5233	Printing Services	281	200	51	200	1,000		1,000	1,000	0	1,000
5244	Insurance-Other								-	0	-
5252	Utilities-Electricity					3,000		3,000	3,000	0	3,000
5253	Utilities-Water & Sewer								-	0	-
5254	Utilities-Telephone	1,851	1,500	295	1,500	1,500		1,500	1,500	0	1,500
5262	Rentals-Machinery & Equipment								-	0	-
5264	Rentals-Office Equipment								-	0	-
5269	Rentals-Other								-	0	-
5272	Court Cost								-	0	-
5281	Dues & Memberships	5,074	3,500	3,098	3,500	4,468		4,468	4,468	0	4,468
5283	Training	195	1,375	284	500	300		300	300	0	300
5286	Traffic Count			4,546	4,546	4,500		4,500	4,500	0	4,500
5287	Site Book Reports								-	0	-
5288	City Contract	8,250	8,250	2,750	8,250	8,250		8,250	8,250	0	8,250
5291	Transfers to Other Funds								-	0	-
TOTAL CONTRACTUAL SERVICES		258,867	182,975	531,867	614,346	287,350	-	287,350	287,350	-	287,350

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5300 REPAIR & MAINTENANCE

EDC **EDC** **EDC** **03-10-01** **AB 2.4**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5311	Maintenance-Motor Vehicles	498	800	1,875	3,750	6,838		6,838	6,838	0	6,838
5312	Maintenance-Heavy Equipment										
5313	Maintenance-Office Equipment										
5314	Maintenance-Radio Equipment										
5315	Maintenance-Recreation Equipment										
5319	Maintenance-Other Equipment	710									
5321	Maintenance-Buildings										
5322	Maintenance-Land										
5323	Maintenance-Landscape										
5331	Maintenance-Streets										
5332	Maintenance-Storm Sewers										
5333	Maintenance-Street Signs										
5334	Maintenance-Recreation										
5335	Maintenance-Parks & Grounds										
5339	Maintenance-Other Facilities										
TOTAL REPAIR & MAINTENANCE		1,207	800	1,875	3,750	6,838	-	6,838	6,838	-	6,838

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5400 CAPITAL OUTLAY

EDC **EDC** **EDC** **03-10-01** **AB 2.5**

			2007-08			DEPARTMENT REQUEST 2008-09			2008-09		
ACCT NO.	EXPENDITURES BY CLASSIFICATION	2006-07 ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5410	Capital Outlay-Land	611,448	4,850,000	20,571	25,000	3,900,000		3,900,000	3,900,000	0	3,900,000
5420	Capital Outlay-Buildings										
5431	Capital Outlay-Const/Maint Equip										
5432	Capital Outlay-Fire Equipment										
5433	Capital Outlay-Motor Vehicles					37,500		37,500	37,500	0	37,500
5434	Capital Outlay-Office Equipment	3,283		-	-			0			
5435	Capital Outlay-Radio Equipment										
5439	Capital Outlay-Other Equipment										
5441	Capital Outlay-Landscaping										
5442	Capital Outlay-Street Lights										
5443	Capital Outlay - Streets							0			
5450	MIP - Streets										
5460	MIP - Storm Sewers										
5470	MIP - Parks & Recreation										
5480	MIP - Traffic Control Devices							0			
5490	MIP - Other										
TOTAL CAPITAL OUTLAY		614,730	4,850,000	20,571	25,000	3,937,500	-	3,937,500	3,937,500	-	3,937,500

BENBROOK EDC 2008-09 BUDGET

COST CENTER DETAIL

5700 EDC PROFESSIONAL SERVICES

EDC **EDC** **EDC** **03-10-01** **AB 2.5**

				-		300				-	
ACCT NO.	EXPENDITURES BY CLASSIFICATION	ACTUAL	BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	BOARD OF DIRECTORS	CHANGE FROM REQUEST	ADOPTED BUDGET
5701	Gateway Projects	22,148		(150)	(150)	25,000		25,000	25,000	0	25,000
5702	Water Storage Tank Logos									0	
5703	Planning Services									0	
5704	Other Professional Services									0	
5705	Industrial Park Sign	165	250	35	250					0	
5706	Benbrook Lake Signs									0	
5707	Entrance Signage				-					0	
5708	Street Pole Banners			8,510	8,510	-		0	0	0	0
5709	Marketing Tools	4,684	2,500	4,598	5,000	10,000		10,000	10,000	0	10,000
5710	I-20/820 Corridor Study									0	
5711	Benbrook Blvd. Study									0	
5713	Marketing Media									0	
5714	Marketing Venues	16,327	9,000	8,370	9,000	10,000		10,000	10,000	0	10,000
5716	BIZ Development/Retention	4,117	7,500	97,000	100,000	7,500		7,500	7,500	0	7,500
5717	Industrial Park (Dirt Work)									0	
5718	Interest Expenses	321,200	275,000	153,639	275,000	100,000		100,000	100,000	0	100,000
5719	Loan Principal Reduction		3,840,000	-	3,840,000	3,840,000		3,840,000	3,840,000	0	3,840,000
										0	
										0	
										0	
										0	
										0	
										0	
Total EDC Professional Services		368,641	4,134,250	272,002	4,237,610	3,992,500	-	3,992,500	3,992,500	-	3,992,500

City of Benbrook

CITY COUNCIL COMMUNICATION

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE:
10/02/08	G-1808	Adopt Ordinance amending Chapter 1.12 of the Benbrook Municipal Code by revising Ambulance Service fees, Tree Mitigation fees and Park and Recreation Area fees	1 of 2

In 1998, the City moved all fee schedules to Chapter 1.12 of the Benbrook Municipal Code. Periodically, Staff reviews all fees to determine whether they need to be revised. The fee ordinance was last amended in June 2008 to revise credit card services, oil and gas drilling permit and fishing pier fees.

Staff is proposing the revision of fees in three areas: Public Safety and Municipal Court fees, Zoning, Subdivision and Development fees; and Park and Recreation.

1. Section 1.12.030-Public Safety and Municipal Court

The current administrative fee is $5.00 per mile for patient transport from the point of pick-up to the point of delivery. Staff proposes a $7.00 per mile fee for patient transport from the point of pick-up to the point of delivery. This rate increase matches Medicare's increase in allowable rates for mileage.

2. Section 1.12.090- Zoning, Subdivision and Development

On September 18th, the City Council adopted Ordinance 1271 which established a tree removal permit process and costs for tree removal and mitigation. Staff is proposing a $50 permit application fee and a cost of $100 per caliper inch for Protected and Quality Trees and $50 per caliper inch for Secondary trees.

3. Section 1.12.095-Park and Recreation Areas

Staff proposes to codify established park and recreation fees into the fee schedule as follows:

Pavilion	
Resident	$40/day
Nonresident	$50/day
Football/soccer field light deposit	$100
Football/soccer field	$20/hour
Baseball field lighting	$5/half-hour

RECOMMENDATION

Staff recommends that the City Council adopt the proposed Ordinance amending Chapter 1.12 of the Benbrook Municipal Code.

SUBMITTED BY:	DISPOSITION BY COUNCIL: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

ATTACHMENT

Proposed Ordinance

City of Benbrook

CITY COUNCIL COMMUNICATION

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE:
10/02/08	G-1809	Appointment to Boards and Commissions	1 of 4

Noted below is a summary of terms expiring on the various City Boards and Commissions. Their terms expire on October 31, 2008.

Planning & Zoning Commission

Place 2	Brandon Weaver
Place 4	John Dawson
Place 6	Joseph Hughes
Place 8	Larry Marshall

Applications for reappointment have been received from all current members.

Zoning Board of Adjustment/Board of Appeals

Place 2	Clark Penas
Place 4	William Collins
Alternate B	Connie Gotcher
Alternate C	Brandon O'Donald

Applications for reappointment have been received from William Collins, Connie Gotcher and Brandon O'Donald.

Parks & Recreation Board

Place 2	Michael Leach
Place 4	Karen Henderson
Place 6	Joe Sherwin

An application for reappointment has been received from Ms. Henderson. Mr. Sherwin is not seeking reappointment.

Benbrook Economic Development Corporation

Place 2	Vacant
Place 4	Charles Anderson
Place 6	Carrol Crombie

Applications for reappointment have been received from Mr. Anderson and Mr. Crombie.

SUBMITTED BY:	DISPOSITION BY COUNCIL: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

Tax Increment Financing Board

Place 2	Dave Gattis
Place 4	Teresa Robinett
Place 6	Ernest Thomas

An application has been received by Teresa Robinett. Place 6 currently held by Ernest Thomas is filed by the Tarrant County College District.

The City advertised a formal notice to accept applications for Boards and Commission appointments in the official newspaper (Benbrook News) as well as the Fort Worth Star Telegram. The announcement was also placed on the City Channel of Charter Communications, City Home Page, and the quarterly Newsletter. The deadline for receiving applications was September 1, 2008.

Applications received for appointment to a Board or Commission is noted below.

Citizen	**Board or Commission Preference**	**Current Office**
Brandon Weaver	1. Planning & Zoning 2. ZBA/Appeals Board 3. Park & Recreation Board	Planning & Zoning
John Dawson	1. Planning & Zoning	Planning & Zoning
Joseph Hughes	1. Planning & Zoning 2. EDC 3. Tax Increment Financing Board 4. ZBA/Appeals Board	Planning & Zoning
Larry Marshall	1. Planning & Zoning	Planning & Zoning
William Collins	1. ZBA/Appeals Board	ZBA/Appeals Board
Brandon O'Donald	1. Planning & Zoning 2. ZBA/Appeals Board	ZBA/Appeals Board
Connie Gotcher	1. ZBA/Appeals Board	ZBA/Appeals Board
Karen Henderson	1. Park & Recreation Board	Park & Recreation
Charles Anderson	1. EDC	EDC
Carrol Crombie	1. EDC	EDC

Citizen	**Board or Commission Preference**	**Current Office**
Teresa Robinett	1. Tax Increment Financing Board	TIF Board
Marian Hood	1. Park & Recreation Board	
Vernon Gatlin	1. EDC	
Sam Ousley	1. Planning & Zoning 2. EDC 3. Park & Recreation Board 4. ZBA/Appeals Board	
Marie Farris	1. EDC 2. Planning & Zoning 3. Park & Recreation Board 4. ZBA/Appeals Board 5. Sign Control Board 6. Tax Increment Financing Board	
Janet Powers	1. EDC 2. Planning & Zoning	
Betty Culbertson	1. EDC 2. Tax Increment Financing Board 3. Planning & Zoning 4. ZBA/Appeals Board 5. Park & Recreation Board 6. Sign Control Board	
Tim Kormos	EDC Park & Recreation Board	
Lakshmi Krishnamurthy	EDC Park & Recreation Board Tax Increment Financing Board	
Renee Kimbrell	Park & Recreation Board	
Donna Mayes	Park & Recreation Board	
Shannon Walker	Park & Recreation Board	
Danny Frakes	Planning & Zoning EDC	

Sandy Davis	EDC Planning & Zoning Park & Recreation Board
Dennis Wood	EDC
Steven Cook	Park & Recreation Board
Jerry Franks	Park & Recreation Board

RECOMMENDATION

Staff recommends that City Council:

1. Determine the process for applicant evaluations for Boards and Commissions; and
2. Schedule that process; or
3. Make appointments to the various Boards and Commissions for a term to expire October 31, 2010.

ATTACHMENT

Board & Commission Applications

City of Benbrook

CITY COUNCIL COMMUNICATION

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE:
10/02/08	C-237	Award Employee Health Insurance	1 of 5

BACKGROUND

The City's group health insurance coverage was provided by Aetna from October 1996 through September 2006. Aetna's proposed renewal for 2006-07 reflected a rate increase of 35.00 percent based on claims experience. After reviewing proposals from several major insurance providers, the City contracted with United Healthcare (UHC) from October 2006 through November 2007. UHC's proposed plans included premium rates that were significantly lower than Aetna's proposed renewal rates and featured benefits that were identical to or better than the City's plans with Aetna. However, when UHC's contract was up for renewal, UHC proposed rates that were based on an increase of 24.00 percent. The City requested proposals from health insurance providers. After analyzing the proposals, the City switched carriers to Aetna. Aetna's contract was for the period of November 1, 2007 through October 31, 2008.

CURRENT PLANS

Aetna currently provides group health insurance coverage for City employees and their eligible dependents. Two Preferred Provider Organization (PPO) plans are available through Aetna: a base plan PPO and a buy-up PPO plan. The City pays all premium expenses for full-time employees who are enrolled in the base plan PPO. Employees who are enrolled in the buy-up PPO pay the difference in premium costs between the base plan and the buy-up plan.

Optional coverage is available for eligible dependents. Employees are responsible for payment of dependent premiums; the City subsidizes a portion of the dependent premium. Of the City's current one-hundred ten employees, forty-three have dependent coverage: nineteen have family coverage, sixteen have coverage for their children, and eight have coverage for their spouse. Sixty-six employees have employee only coverage; one employee has waived coverage.

The City's group plan is available to City retirees, Benbrook Economic Development (BEDC) employees and dependents, and Benbrook Library District (BLD) employees and dependents. Retirees pay the actual premium costs for the retiree plus any covered dependents. The BEDC and BLD reimburse the City on a monthly basis for actual premium costs. The BLD's monthly includes an administrative fee based on indirect costs.

The current base plan PPO rates are: $353.64 for an employee, $845.44 for an employee and spouse, $684.05 for an employee and children, and $1,085.14 for an employee and

SUBMITTED BY:	DISPOSITION BY COUNCIL: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

family. Currently ninety-four employees are enrolled in the base plan. Sixty employees have employee only coverage and thirty-four employees have dependent coverage. Eleven employees have family coverage, seven have spouse only coverage, and sixteen employees have children only coverage. Seven retirees are enrolled in the base plan; one retiree has dependent coverage and six have retiree only coverage. One EDC employee is enrolled in the plan.

The current buy-up PPO rates are $406.29 for an employee, $971.32 for an employee and spouse, $785.90 for an employee and children, and $1,246.72 for an employee and family. Fifteen employees are enrolled in the buy-up plan. Six employees have employee only coverage, eight have family coverage, and one has spouse only coverage. One EDC employee and all three of the Benbrook Library employees are enrolled in buy-up plan.

Aetna's Base Plan PPO

Aetna's base plan PPO has a $1,000 deductible for an individual and a $2,000 deductible for a family. The payment limit for an individual is $3,000 and $6,000 for a family. The co-payment for an office visit is $25 for an internist, general physician, family physician or pediatrician; the co-payment for a specialist office visit is $35. The co-insurance rate is 20% for hospitalization and out-patient procedures. The co-payments for prescriptions are $15 for generics, $35 for brand name drugs and $50 for non-formulary drugs. Aetna's mail order prescription plan provides a 90 day supply for two monthly co-payments. The emergency room co-payment is $100 and the urgent care co-payment is $50.

Aetna's Buy-Up PPO

Aetna's buy-up plan PPO has a $500 deductible for an individual and a $1,000 deductible for a family. The payment limit for an individual is $2,000 and $4,000 for a family. The co-payment for an office visit is $15 for an internist, general physician, family physician or pediatrician; the co-payment for a specialist office visit is $25. The co-insurance rate is 10% for hospitalization and out-patient procedures. The co-payments for prescriptions are $10 for generics, $25 for brand name drugs and $50 for non-formulary drugs. Aetna's mail order prescription plan provides a 90 day supply for two monthly co-payments. The emergency room co-payment is $100 and the urgent care co-payment is $50.

DEPENDENT CARE SUBSIDY

The City has subsidized dependent coverage for the past twenty-plus years. For the October 2007 contract with Aetna, the City Council approved an increase in the dependent subsidy to absorb the rate increase. The 2007-08 monthly dependent subsidy amounts are: $203.73 for spouse-only coverage, $121.27 for children-only coverage, and $253.33 for family coverage. The dependent subsidy is the same amount for the base plan PPO and for the buy-up PPO plan.

CITY REIMBURSEMENT PROGRAM

Prior to 2001, the City's group health insurance plan was an HMO that did not have co-payments for out-patient procedures and for hospitalization. During the City's renewal process, Staff recommended selection of a group health plan that included co-payments for hospitalization and out-patient procedures; this change was implemented to avoid a significant increase in premium rates. Staff recommended that the savings be used to reimburse employees for these two co-payments.

The current reimbursement rate for out-patient procedures and surgery is a maximum of $750 per occurrence. The reimbursement rate for hospitalization is a maximum of $1,500 per admission. Employees and covered dependents are eligible for the reimbursements.

The City contributes up to $300 to the Section 125 plan account (also known as a cafeteria plan and/or flexible spending account) for full-time employees who do not have dependent health insurance coverage through the City of Benbrook. Employees are required to enroll in the City's cafeteria plan each year to be eligible for reimbursements. Employees may request reimbursement for co-payments for office visits, prescriptions, emergency room; deductibles; co-insurance; and other eligible health care expenses. For the 2008 cafeteria plan, full-time employees, who have dependent health insurance through the City's group plan, are eligible for an up to $100 reimbursement for vision services. The maximum reimbursement is $300 per calendar year.

2008-09 BUDGET ALLOCATION

The 2008-09 Proposed Budget for group insurance reflects a fifteen percent increase over the amount budgeted in 2007-08. The 2008-09 Budget includes $867,158 for health insurance premiums for one-hundred-ten employees, subsidy for dependent premiums, funds to reimburse hospitalization and surgery, funds to reimburse employees without dependent coverage for up to $300 in eligible medical expenses, and funds to reimburse employees with dependent coverage up to $100 for vision expenses (glasses and/or contact lenses).

PROPOSED RENEWAL

In August 2008, Aetna proposed to continue current coverage, services, deductibles, co-insurance, and co-payments with an increase of 12.00 percent in premiums for employees and dependents. This increase was for both the base PPO and the buy-up PPO plans. The 12.00 percent increase is the trend renewal rate for this area.

City Staff and the City's Agent of Record requested that Aetna provide rates for alternate types of coverage. Aetna provided three options for the buy-up plan; while these plans do provide lower monthly premiums they also feature higher deductibles and/or co-payments.

Proposed Rates

The City pays the premium amount for the employee at the base PPO rate. Employees who opt for the high-option coverage pay the difference in premium costs between the two PPOs. Thus, the City's costs for employee premiums are based on the base PPO rate.

The proposed base plan PPO rates are: $396.08 for an employee, $946.89 for an employee and spouse, $766.14 for an employee and children, and $1,215.36 for an employee and family. The proposed buy-up PPO rates are $455.04 for an employee, $1,087.88 for an employee and spouse, $880.21 for an employee and children, and $1,396.33 for an employee and family. Retiree rates are the same as employee rates.

Program Enhancement

Aetna proposed enhancing the City's group health insurance by providing a new program. Aetna offers the Aetna Behavioral Employee Assistance Program (EAP) at a cost of $1.60 per month per employee. Based on one-hundred ten employees, this program enhancement is estimated to cost $2,112 per year. A summary of Aetna's EAP is attached.

Estimated Cost of Renewal

Continuation of current coverage is estimated to cost $522,826 for premiums for the one-hundred-ten employees included in the City's 2008-09 Budget based on the base plan monthly employee rate of $396.08. Continuation of the co-payment reimbursement plan is projected to cost $25,000 (based on a five year average). Continuation of the City contributions to the cafeteria plan is estimated at $24,100. Continuation of the dependent subsidy (based on current dependent coverage) is estimated at $100,601. The total City cost for renewal is estimated at $672,527; this amount is below the 2008-09 Budget allocation by $194,631. Funding for Aetna's Employee Assistance Program is estimated to cost $2,112. The cost to adjust the dependent subsidy to absorb the premium increase is an additional $33,291. These additional costs increase the total to $707,930; this amount is below the 2008-09 Budget allocation of $867,158 for health insurance by $159,228.

REQUESTS FOR OTHER PROPOSALS

Staff asked the City's Agent of Record for guidance in requesting proposals from other insurance carriers. The City's Agent recommended not requesting other proposals since the proposed Aetna rates are lower than rates proposed last year by other carriers. Staff was also cautioned that a carrier could propose lower rates for one year and then request a substantial rate increase at renewal. The City experienced this scenario when coverage was provided by United HealthCare.

FUNDING

The 2008-09 Budget includes of $867,158 for payment of employee health insurance premiums, dependent subsidies, and co-payment reimbursements. The City's premium expense for one-hundred-ten employees is $522,826. The cost of subsidizing dependent premiums at the current subsidy rates is $100,601. It will cost an additional $33,291 to offset the increase in dependent premiums for a total subsidy cost of $133,892. The cost of reimbursing hospitalization and out-patient procedure co-payments is estimated at $25,000 (based on historical participation levels). The estimated cost to fund the reimbursement benefit through the City's cafeteria plan is $24,100. The cost to add the EAP is $2,112. The total estimate of $707,930 is $159,228 below the 2008-09 Budget allocation of $867,158.

Funds are budgeted in account 5007 in each activity's 2008-09 Budget allocation.

RECOMMENDATION

Staff recommends that the City Council approve a one year contract with Aetna for provision of the City of Benbrook's group health insurance. The contract, effective November 1, 2008, includes the base plan PPO as the City's primary plan; the buy-up PPO is available to employees who choose to upgrade to the higher-option PPO and are willing to pay the difference in premium costs.

It is recommended that the Aetna Behavioral Health Employee Assistance Program be added to the City's group plans with Aetna at a cost of $1.60 per employee per month.

It is recommended that the City Council increase the subsidy for employees with dependent coverage to offset the increase in premiums. The monthly subsidy for an employee with family coverage will increase from $253.33 to $341.11. The monthly subsidy for an employee with spouse coverage will increase from $203.73 to $262.74. The monthly subsidy for an employee with children coverage will increase from $121.27 to $160.92.

It is recommended that the City Council continue the reimbursement program. Employees and covered dependents will be eligible to receive up to $750 for surgery and out-patient procedures and up to $1,500 for hospitalization co-payments. The City will continue to allocate up to $300 per year, effective January 1, 2009, to the cafeteria plan (Section 125) account for each employee who does not have dependent health insurance coverage through the City's group plan; these employees may request reimbursement for co-payments for office visits, prescriptions, and the employee-share of hospitalization. All full-time employees who have dependent health insurance through the City's group plan will be eligible for $100 for eyeglasses and contact lens costs. It is also recommended that an employee enroll in Aetna Navigator and complete an on-line health assessment to be eligible for these reimbursements.

ATTACHMENT Behavioral Employee Assistance Program

City of Benbrook

CITY COUNCIL COMMUNICATION

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE:
10/02/08	C-238	Award Employee Dental Insurance	1 of 3

CURRENT POLICY

Since November 2003, Metropolitan Life Insurance Company (MetLife) has provided dental insurance to City employees and their dependents. The current rates are $22.26 per month per employee. Dependent premiums are available on a three-tier system and are currently $50.60 for family coverage, $25.46 for spouse coverage, and $26.16 for children coverage; the dependent rates do not include the employee premium.

Currently forty-nine employees have dependent dental insurance; twenty-four have family coverage, seventeen have spouse coverage, and eight have children coverage. Retirees from the City of Benbrook are eligible to participate in the group dental plan; retirees are responsible for paying the full premium cost for the retiree and any covered dependents. Thirteen retirees currently participate; seven have retiree only coverage and six have retiree and spouse coverage

The Benbrook Economic Development Corporation (BEDC) and the Benbrook Library District (BLD) also participate in the City's group dental plan. The three BLD employees have employee only coverage. One BEDC employee has spouse coverage and one has employee only coverage. These two agencies reimburse the City for the costs of premiums.

The City has an indemnity plan with MetLife that allows employees and dependents to be treated by the dentist of their choice. The plan features a $50 annual deductible for an individual with a maximum $150 deductible per family. Preventative and diagnostic services are reimbursed at 100.00 percent with the deductible waived. Basic services are reimbursed at 80.00 percent after the deductible is met; the employee pays the $50 deductible plus 20.00 percent of the balance for these services and treatments. Major dental services are reimbursed at 50.00 percent after the deductible is satisfied; the employee pays $150 plus 50.00 percent of the balance. Orthodontia is not a covered benefit. The annual maximum benefit paid is $1,000.

Even though MetLife's dental plan is an indemnity plan, the plan features a Preferred Dentist Program. A participating dentist or specialist agrees to accept MetLife's reimbursement schedule as payment in full for services rendered. This payment schedule is typically 10.00 to 35.00 percent below the average charges of dentists within a geographical area. Employees and dependents that select these dentists may realize significant savings, especially for basic and major services and treatments. Currently five Benbrook dentists participate in MetLife's Preferred Dentist Program: four provide general dental services and

SUBMITTED BY:	DISPOSITION BY COUNCIL: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

one provides cosmetic dentistry services. MetLife's Preferred Dentist Program includes a considerable number and variety of dentists; most of these participants are not included within a dental maintenance organization or affiliated with a group practice.

DEPENDENT SUBSIDY

In November 2002, the City switched from a dental plan with only employee and family rates to a dental plan with a three-tier rate structure for dependent coverage. The change in rate structure decreased the monthly premium significantly for employees with spouse only and children only coverage; however, the monthly premium for family coverage increased considerably. In 2002-03, the City Council approved a subsidy of $14.10 per month for employees with family coverage. When the City contracted with MetLife, the premium rates decreased and the subsidy for family coverage was reduced to $13.76 in 2003-04. This subsidy was continued with the November 2005, November 2006, and November 2007 renewals.

Currently, twenty-four employees have family coverage. The cost of the family subsidy is approximately $3,963 per year.

METLIFE RENEWAL RATES

In August 2008, MetLife notified the City that monthly dental insurance premiums would increase by approximately 11.80 percent for employees and dependents. After negotiations by the City's agent of record, MetLife agreed to a 2.50 percent increase. These rates reflect no change in benefits from the current plan.

The proposed rates are: $22.83 for employee only, $51.91 for family coverage, $26.12 for spouse coverage, and $26.84 for children coverage. The employee rate reflects a monthly adjustment of $0.57; the annual increase for one-hundred ten employees is $752.40. The family rate reflects a monthly adjustment of $1.31; the cost to the employee increases by $15.72 per year. The spouse-only rate reflects a monthly adjustment of $0.66; the cost to the employee increases by $7.92 per year. The children-only rate reflects a monthly adjustment of $0.68; the cost to the employee increases by $8.16 per year.

OTHER PROPOSALS

For the 2008 renewal, no other dental carriers were requested to provide proposals for the City of Benbrook. The City's agent of record, based on Aon's experience in dental plan renewals for 2008, stated that significantly lower rates were not available in the Fort Worth/Dallas area. The City was advised to change carriers only if a minimum savings of 10.00 percent could be achieved.

STAFF RECOMMENDATION

Staff recommends renewing with MetLife at an estimated annual cost to the City of $30,136 for premiums for the one-hundred-ten employees included in the 2008-09 Budget. These costs are based on an employee premium of $22.83 per month per employee.

Staff recommends continuing the dependent subsidy for family coverage at the current level of $13.76 per month. Based on twenty-four employees with family coverage, this annual cost is approximately $3,963.

Staff recommends expanding the subsidy to finance the increase in premiums for all employees with dependent coverage; this cost is approximately $577 per year.

FUNDING

The 2008-09 Budget includes $38,493 for dental insurance premiums for one hundred-ten employees and $5,896 for the subsidy of family premiums; this allocation was based on a 15.00 percent increase in rates. The total allocation for dental insurance for 2008-09 is $44,389.

The City's annual cost for premiums for one-hundred-ten employees is approximately $30,136. The annual cost of the dependent subsidy, for family coverage only, is estimated at $3,963. The expansion of the subsidy for dependent coverage is estimated to cost $577. The City's total annual cost for dental insurance is estimated to be $34,676.

The City will realize savings of $9,713 in annual employee premium costs from the 2008-09 Budget.

RECOMMENDATION

Staff recommends that the City Council approve a one-year contract with MetLife for provision of the City's dental insurance as noted above to be effective November 1, 2008.