

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, MARCH 19, 2009
911 WINS COTT 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 – Associate Pastor Steve Reed of Restoration Family Church
PLEDGE OF ALLEGIANCE**

III. MINUTES

1. Minutes of the regular meeting held March 5 2009

IV. PROCLAMATION/AWARD/RECOGNITION

1. Recognition – Wayne Carlisle – Public Works Response Team – Hurricane Ike
2. Proclamation – Recognizing Girl Scout Emily Gould
3. Receive Appreciation Award from Bike DFW

V. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2009-06 Make appointment to Benbrook Economic Development Corporation Board of Directors

VI. REPORTS OF PLANNING AND ZONING COMMISSION

VII. REPORTS OF CITY MANAGER

G-1838 Accept Finance Report for month ending February 28, 2009

G-1839 Accept Comprehensive Annual Financial Report for 2007-08

VIII. 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.

IX. ADJOURNMENT

WORKSESSION

1. Discuss Benbrook Community Center/YMCA Expansion



**MINUTES
OF THE MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY,
MARCH 5, 2009**

The regular meeting of the Benbrook City Council was held on Thursday, March 5, 2009 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

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

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Dave Gattis, Deputy City Manager

Others Present:

Ed Gallagher, City Planner
Ron Rainey
Bill Smith
Robert Clark
Jim Wilson
Victor Baxter
Karen Barber
Larry Stowe
Pamela Brandenburg
Vernon Gatlin
Kyle Carr
Debbie Watson
Dennis Wood
and three other citizens

I. CALL TO ORDER

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

**II. INVOCATION
PLEDGE OF ALLEGIANCE**

Invocation was given by Mr. Larry Stowe.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the regular meeting held February 19, 2009

Motion by Mr. Allison, seconded by Mr. Sauma to accept the minutes of the regular meeting held February 19, 2009.

Vote on the Motion:

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

Noes: None

Abstain: Mr. Tully

Motion carries 5-0-1.

IV. PROCLAMATION/AWARD/RECOGNITION

1. Proclamation – Texas Smartscape® Month

2. Proclamation – Poison Prevention Week

V. REPORTS OF PLANNING AND ZONING COMMISSION

PZ-2009-03 Adopt Ordinance vacating and abandoning any interest in a 722-square foot strip in the C.H. Borden Survey Abstract A-243 and authorize the Mayor to execute a quitclaim deed

Mr. Gattis gave the following report: The Benbrook Water Authority is the owner of approximately 4.499-acre site in the C.H. Borden Survey Abstract Number 243. The property is bounded by Old Benbrook Road on the south, Benbrook Boulevard/U.S. Highway 377 on the west, the Union Pacific Railroad on the north, and Z. Boaz Park on the east.

BWA's initial acquisition occurred in 1975 with the purchase of the north 2.166 acres for a ground storage tank and pump station. In 2002, the Benbrook Economic Development Corporation acquired most of the balance of the site south of the 2.166-acre BWA property to trade to BWA for the Authority's interest in the old City Hall/Water Authority site on Del Rio Avenue. The BWA acquisition of the remaining property enabled the Authority to plan for the expansion of the pump station facility.

The 2002 Benbrook EDC purchase of the various parcels did not include title to the strip known as Sessums Place. The purchase also did not result in a consistent deed line along the south line of the overall properties adjacent to Old Benbrook Road. The City vacated interest in Sessums Place Road in 2008.

BWA is finalizing a plat of the property into a single large lot to accommodate future facilities expansion. BWA will dedicate 749-square feet as right-of-way. A 722-square foot portion of the shortage area is proposed to be vacated in favor of BWA.

The proposed dedication areas combined with the proposed vacation area creates a 33.25-foot long consistent line along the Old Benbrook Road frontage of the property with the completion of the plat.

Motion by Mr. Tully, seconded by Mr. Bailey to adopt Ordinance No. 1283 vacating and abandoning a 722-square foot strip in the C.H. Borden Survey A-243 and authorize the Mayor to execute a quitclaim deed.

Vote on the Motion:

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

Noes: None

Motion carries unanimously.

Ordinance No. 1283 being **“AN ORDINANCE VACATING AND ABANDONING ANY RIGHT, TITLE OR INTEREST THAT THE CITY OF BENBROOK MIGHT HAVE IN AN UNIMPROVED 0.017 ACRE TACT OF LAND ADJACENT TO OLD BENBROOK ROAD AND LOCATED IN THE C.H. BORDEN SURVEY, ABSTRACT NO. 243, BENBROOK, TARRANT COUNTY, TEXAS; DECLARING THAT SUCH LAND IS UNNECESSARY FOR USE BY THE PUBLIC; AUTHORIZING THE MAYOR OF THE CITY TO EXECUTE A QUITCLAIM DEED RELEASING TO BENBROOK WATER AUTHORITY ANY RIGHT, TITLE AND INTEREST THE CITY MIGHT HAVE IN SUCH LAND; AND PROVIDING AN EFFECTIVE DATE.”**

VI. REPORTS OF CITY MANAGER

A. CONTRACT

C-242 Approve design contract with Schrickel Rollins and Associates for landscape architecture services for Benbrook Boulevard widening project

Mr. Gattis gave the following report: TxDOT is proceeding with engineering design for Benbrook Boulevard (US 377) widening project. TxDOT no longer has a landscape architect on staff and recommends that the City retain a landscape architect.

Staff has negotiated a draft contract with Schrickel, Rollins and Associates.

The Design Contract is in two phases

- Preliminary design and coordination with TxDOT \$ 28,000
- Final design, bidding and construction administration \$139,000

The construction budget for landscape elements \$1,800,000

Motion by Mr. Allison, seconded by Mr. Washburn to authorize the City Manager to execute a contract with Schrickel, Rollins and Associates to be paid from the Core Value Fund.

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

VIII. ADJOURNMENT

Meeting adjourned at 7:45 P.M. followed by a worksession to conduct interviews with candidates for Benbrook Economic Development Board of Directors position.

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 03/19/09	REFERENCE NUMBER: G-1838	SUBJECT: Accept Financial Report for month ending February 2009	PAGE: 1 of 1
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GENERAL FUND REVENUES

Revenues for the month of February totaled \$1,816,624. Most of this amount came from taxes (\$1,682,060), with the largest portion (77%) coming from Property Taxes. Through February, total collections exceed the prior year's totals by \$987,253.

GENERAL FUND EXPENDITURES

February expenditures totaled \$885,514. Year-to-date expenditures amounted to \$5,207,598. Through February, revenues exceed expenditures by \$4,613,802.

INVESTMENTS

Investments were \$17,152,562 at February 28, 2009.

RECOMMENDATION

Staff recommends that City Council accept the monthly financial report for the month of February, 2009.

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: 03-19-2009	REFERENCE NUMBER: G-1839	SUBJECT: Comprehensive Annual Financial Report for 2007-08	PAGE: 1 of 3
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For City Council's information and consideration is the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2008. The Finance Department prepared the report which has been reviewed and approved by Weaver and Tidwell, L.L.P., the City's independent auditor. The Auditor's Opinion is included on pages 1 – 2 of the CAFR.

As presented in previous years, the Finance Director has prepared the CAFR, which includes the audit as well as other related and more detailed information. Staff anticipates the current CAFR will meet all requirements for the City to receive a Certificate of Achievement for Excellence in Financial Reporting for the twenty-fifth consecutive year.

FINANCIAL HIGHLIGHTS

- Although the 2007-08 Budget projected a surplus of \$208,000, the City ended the year with a **surplus of \$974,030**. This pushed total **General Fund reserves to \$7,339,904** or 61.55% of total expenditures.
- Revenues were \$233,370 over the original budget. Despite building permits and fees being almost \$114,000 under budget, Sales Tax (\$90,000), Fines (\$76,000), Use of Money & Property (\$65,731), Fire Service Contracts (\$64,727) and Ambulance Fees (\$82,293) more than made up the difference.
- The balance of the increase was due to the department heads **returning \$532,198** (4.46%) from their budgets.
- The assets of the City exceed its liabilities by \$48,543,239 at the close of business on September 30, 2008.
- The City's total capital assets decreased by \$74,136 to \$53,546,205. Most of this decrease was due to lower capital improvement expenditures and no developer contributions.
- As of September 30, 2008, the City reported a combined ending balance of \$12,852,541. Over 66% of this amount is unreserved and available for use within the City's designation and policies.
- Long-term debt increased due to the issuance of the Storm Water bonds.

REPORT CONTENTS

This is the City's fourth report that conforms to GASB 34 reporting requirements. It is also the fifth time the report has been prepared for electronic distribution. The Introductory Section of the report will look the same as previous years.

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

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE: 3 of 3
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Financial Section

The Financial Section contains the Auditor's Opinion on pages 1 -2, the Management's Discussion and Analysis (MD&A) on pages 3 – 7, the Basic Financial Statements on pages 8 – 33, the Required Supplementary Information on pages 26 – 28, and the Combining and Individual Fund Statements on pages 34 – 42. The MD&A is basically a summary of the entire report.

Statements of Net Assets

GASB 34 was enacted to provide a more comprehensive evaluation of a municipality's long-term financial position. Prior to GASB 34, cities only considered deposits and investments. After GASB 34, cities evaluate capital assets (buildings, roads, bridges, drainage improvements, etc.) and depreciate these assets. The City's total capital assets are \$98,988,975, with \$45,442,770 fully depreciated. In theory, the greater the depreciation number the more critical it is for the government to invest in the replacement of these capital assets.

Statement of Activities

This statement (page 9) presents the cost for each operational area less any revenue produced by that area. As you may note, no area of the City's operation pays for itself.

Statistical Section

This was the second year for the new Statistical Section (pages 43 – 60) requirements. This section contains information on financial trends, revenue capacity, debt capacity, demographic and economic indicators, and other operating information.

BUDGET ADJUSTMENTS

Although overall totals were well under the original budgeted amounts, various divisions/projects exceeded the adopted budget. State law and City policies require City Council to approve three budget adjustments. A summary of these adjustments follow:

- 1) Non-Departmental was over budget by \$2,836.
- 2) City Council authorized a budget of \$124,000 for the Winscott Road Traffic Signal. The actual project came in at \$139,810.91, less the \$10,500 from Weatherford, for a final cost of \$129,310.91. This caused the project to be over budget by \$5,310.91. Interest income from street bonds was used to cover the entire amount.
- 3) The Fire Department received \$173,361.24 in Grant Funds for various projects. The department expended \$173,217.42 or \$143.82 less than received. The department spent \$1,801 of their General Fund budget for these projects. In order to comply with grant requirements, City Council will need to transfer (\$1,657.18) to the Grant Fund.

DATE:	REFERENCE NUMBER:	SUBJECT:	PAGE: 3 of 3
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EDC COMMENTS

Weaver and Tidwell's audit letter recommends segregating the custody, approval and reconciliation functions of the EDC for improved internal control. The auditors suggest (1) implementing a dual review and approval process for vendors, purchases and invoices prior to payment, (2) a reconciliation of credit card statements by someone other than the purchaser, and (3) the creation of a log to record all incoming cash receipts prior to being submitted for deposit and entered into the general ledger.

NEW REQUIREMENTS

The City will continue to implement new requirement in the coming years. Next year, the City must implement its Other Post Retirement Benefits (OPEB) study along with other Government Accounting Standards Board regulations.

RECOMMENDATIONS

It is recommended that City Council:

- 1) Accept the CAFR for the fiscal year ended September 30, 2008;
- 2) Approve a budget adjustment from Public Services to General Government of \$2,836;
- 3) Approve the final total of \$129,310.91 for the Winscott Road Traffic Signal; and
- 4) Approve the transfer of \$1,657.18 from the General Fund to the Grant Fund.