

**AGENDA
BENBROOK CITY COUNCIL
THURSDAY, DECEMBER 3, 2009
911 WINSOTT 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 Benbrook
PLEDGE OF ALLEGIANCE**

III. MINUTES

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

IV. CITIZEN PRESENTATION

1. David Augustus – Edge Hill Road drainage issue

V. PRESENTATION BY MAYOR AND COUNCILMEMBERS

CC-2009-17 Regional Emergency Preparedness Planning Council Nominations

VI. PRESENTATION BY PLANNING AND ZONING COMMISSION

PZ-2009-04 Adopt Update of Section 5 – Goals, Objectives and Strategies of the Comprehensive Plan

VII. REPORTS OF CITY MANAGER

VIII. INFORMAL CITIZEN COMMENTS – State Law prohibits any deliberation of or decisions regarding items presented in informal 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



**MINUTES
OF THE MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY,
NOVEMBER 19, 2009**

The regular meeting of the Benbrook City Council was held on Thursday, November 19, 2009 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich
Charlie Anderson
Keith Bailey
Jim Wilson
Ron Sauma

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Dave Gattis, Deputy City Manager
David Ragsdale, Comptroller
Walter Shuman, Public Service Director
Tommy Davis, Fire Chief

Others Present:

Ed Gallagher, City Planner
Bob Rowley, City Engineer
Karen Barber, Benbrook News
Jeff Bailey
Bill Smith
Jess Jordan
Kyle Carr
Larry Stowe
Joe Sherwood
Vincent Brown
and 3 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. Billy Smith.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the regular meeting held November 5, 2009

Motion by Mr. Sauma, seconded by Mr. Bailey to approve the minutes of the regular meeting held November 5, 2009.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Sauma

Abstain: Mr. Wilson

Noes: None

Motion carries 4-1-0.

IV. PROCLAMATION/AWARDS/RECOGNITION

1. Certificate of Appreciation from U. S. Army

First Sergeant Jeff Bailey with the 98th Aviation Squad in Grand Prairie, Texas presented Fire Chief Tommy Davis with a Certificate of Appreciation from the U.S. Army.

Sgt. Bailey stated that as a member of the City's Fire Support Unit, Chief Davis has supported him and his family during his times of mobilizations, deployments, and week-end service with the U.S. Army. He stated Chief Davis has also supported him during his employment with the CFSU and this certificate is a token of his appreciation.

V. PRESENTATION BY MAYOR AND COUNCILMEMBERS

1. Select Chair for Tax Increment Financing Board of Directors

Motion by Mr. Wilson, seconded by Mr. Bailey to appoint Charlie Anderson as Chair for the Tax Increment Financing Board of Directors.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

VI. REPORTS OF CITY MANAGER

A. GENERAL

G-1881 Finance report for month ending October 31, 2009

David Ragsdale gave the following report: General Fund Revenues for the month of October totaled \$642,033. October General Fund Expenditures totaled \$1,362,555.

Investments were \$13,371,378 at October 31, 2009. This entire amount is available immediately if needed.

Motion by Mr. Anderson, seconded by Mr. Sauma to accept the monthly financial report for the month of October, 2009.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1882 Award Hotel/Motel Tax for Fiscal Year 2009-2010

Mr. Ragsdale gave the following report: Each year, the City solicits applications for the use of Hotel/Motel Occupancy Tax funds. This year, staff sent out request for proposals to seven organizations and received six proposals:

Motel 6 and Best Western/Comfort Inn requested money to enhance their advertising budgets. The Benbrook Chamber of Commerce requested funds for reimbursement of expenses related to visitor information packets. VSA requested support for art workshops. Finally, the City requested the continuation of funds for the Visitor Center and funds to cover advertising expenses for the Heritage Festival.

Motion by Mr. Bailey, seconded by Mr. Anderson to authorize distribution for Hotel/Motel Occupancy Tax for the 2009-2010 fiscal year.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1883 Authorize funding for pedestrian bridges at Twilight Park and Timbercreek Park

Mr. Shumac gave the following report: Earlier this year, City Council requested Staff to evaluate a pedestrian bridge across Plantation West Creek in Twilight Park. The recently completed drainage project makes it impossible to cross the creek from one side of Twilight Park to the other.

A similar condition also exists at Timbercreek Park. A 20-foot pedestrian access easement was platted in 1988 to provide access to Timbercreek Park from Dogwood Drive to the north, but is impassible across Timber Creek.

Staff investigated a number of options for inexpensive bridges, such as used bridges. Staff could not identify a viable option that provided a financial advantage or met safety standards. As a result, Staff recommends installation of new prefabricated bridges on professionally-designed and constructed abutments. The City Engineer estimates that each bridge can be designed and constructed for approximately \$80,000 for a total estimated cost of \$160,000. Engineering costs are approximately \$20,000 and construction costs approximately \$140,000.

Staff recently contacted Chesapeake Energy to inquire about the proposed water pipeline and related contribution to the bridge project. Chesapeake has dropped the project and will not be making a related contribution to the bridges.

No funds are included in this year's budget for the project; however, \$23,600 in Park Dedication Funds is available that could be used for the Twilight Park Bridge and \$30,800 is available for use on the Timbercreek Park Bridge. The Park Dedication Funds are separated and earmarked based on the Planning Area the funds are dedicated. For the Twilight Drive Park Bridge, approximately \$56,400 would remain unfunded and for the Timbercreek Bridge, approximately \$49,200 would remain unfunded, for a total of \$105,500. The funds could come from the General Fund Reserves. Building both bridges at the same time may provide a small cost savings.

Motion by Mr. Anderson, seconded by Mr. Sauma to authorize the design and construction of both the Timbercreek and Twilight pedestrian bridges at a total approximate cost of \$160,000 and authorize use of Park Dedication Funds with the remainder from General Fund Reserves.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

G-1884 Adopt Resolution supporting participation in the Energy Efficiency and Conservation Block Grant Program

Walter Shumac gave the following report: The American Recovery and Reinvestment Act (ARRA) of 2009, signed into law on February 17, 2009 provides funding intended to stimulate the economy and create jobs. ARRA includes \$3.2 billion for the Energy Efficiency and Conservation Block Grant (EECBG) Program. Through EECBG, the City of Benbrook may be eligible for up to \$75,000 in grant funding for municipal energy conservation activities. As part of the application process to receive funding, the City is required to pass a resolution supporting participation in the EECBG Program.

EECBG funds can be used for any number of energy conservation activities including:

- Developing and implementing building codes and inspection services to promote energy efficiency in buildings.
- Conducting municipal building energy audits.
- Improving municipal building energy consumption.
- Applying and implementing energy-distribution technologies that significantly increase energy efficiency, including distributed resources and district heating and cooling systems.
- Development of non-highway transportation infrastructure, such as bike lanes and pathways, and pedestrian walkways.
- Replacing traffic signals and street lighting with energy-efficient lighting technologies, including light emitting diodes and any other technology of equal or greater energy efficiency.
- Synchronization of traffic signals.

Motion by Mr. Wilson, seconded by Mr. Sauma to adopt the Resolution supporting participation in the Energy Efficiency and Conservation Block Grant Program.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

Resolution No. 2009-09 being **“A RESOLUTION SUPPORTING CITY OF BENBROOK PARTICIPATION IN THE ENERGY CONSERVATION BLOCK GRANT PROGRAM”**.

G-1885 Adopt Ordinance amending the Benbrook Municipal Code Chapter 8.48-Regulations of Smoking – to regulate smoking in public parks

Mr. Shumac gave the following report: The Park and Recreation Board, at their June 11, 2008 meeting, voted unanimously to recommend that City Council consider a smoking ban in certain areas of public parks. At the City Council meeting held July 3, 2008, City Council directed Staff to draft an ordinance and place the item on a future agenda. At the City Council meeting held August 7, 2008, City Council pulled the item from consideration.

As a result of the recent City Council worksession, Staff drafted an ordinance prohibiting smoking in public parks other than on and within parking lots.

The City currently prohibits smoking in public buildings and within 25 feet of an entrance to a public building.

Should City Council approve the proposed ordinance, Staff will place “no smoking” signs in appropriate locations and inform the public through the local newspaper, website, newsletter, etc.

Motion by Mr. Bailey, seconded by Mr. Wilson to adopt the ordinance prohibiting smoking in certain areas in public parks.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

Ordinance No. 1298 being **“AN ORDINANCE OF THE CITY OF BENBROOK AMENDING CHAPTER 8.48 – REGULATIONS OF SMOKING OF THE BENBROOK MUNICIPAL CODE (1985) TO REGULATE SMOKING IN PUBLIC PARKS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; PROVIDING A PENALTY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.”**

**SECTION III
PENALTY CLAUSE**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any provisions of this ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for all violations of this ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION X
EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as required by law.

B. CONTRACTS

C-255 Award Contract with Emergency Communications Network for CodeRED Weather Warning Notification System

Fire Chief Tommy Davis gave the following report: In October of 2005, the City of Benbrook began contracting with Emergency Communications Network, Inc. (ECN) for the CodeRED emergency notification system. ECN has now developed a system called the CodeRED Weather Warning (CRWW) notification system.

The CRWW product was designed to automatically deliver targeted severe weather, flash flood and tornado warning alerts moments after being issued by the National Weather Service (NWS). The calls are delivered so quickly, they often arrive prior to any other public notifications providing citizens with extra time to prepare.

When the NWS issues a bulletin identifying a storm, CRWW instantly picks it up and interprets it to determine the severity and the exact areas impacted. A calling database of all subscribers within the projected path is generated and telephone messages are sent immediately.

To deliver the alerts, CRWW utilizes a sophisticated dialing infrastructure capable of transmitting millions of messages an hour. But the real benefit comes from the automation. Since alerts are initiated without intervention, there is no delay in sending the calls.

Features of the CodeRED Weather Warning are automatically initiated messages, geographically targeted warnings, polygon methodology, and opt-in model.

The start-up of the CodeRED Weather Warning system is \$5,720 for the remainder of the fiscal year and the contract would commence on December 1, 2009. Thereafter, the contract would be \$6,250 annually.

Motion by Mr. Anderson, seconded by Mr. Wilson to approve the contract with Emergency Communications Network for the CodeRED Weather Warning System at a cost of \$5,720 for fiscal year 2009-2010 to be charged to account 01-1501-5219.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

C-256 Approve Tarrant County Fire and EMS Contract for 2010

Chief Davis gave the following report: For a number of years, Tarrant County has contracted with the Benbrook Fire Department to provide fire and EMS services to portions of unincorporated Tarrant County.

The City last renewed the annual Fire and EMS services agreement with Tarrant County in January 2009.

Contract continuation is beneficial to Benbrook for the following reasons:

- The 2009-2010 base rate for fire compensation (\$101,200) adequately compensates the City for services rendered.
- Provisions of the County provided super tanker precludes the purchase of this apparatus by Benbrook citizens.
- Provisions of a County provided brush truck also precludes the purchase of this apparatus by Benbrook citizens.
- Tarrant County also supplies two thermal imaging cameras.
- The 2009-2010 contract includes a grant from the district of \$19,852 for the purchase and replacement of fire and rescue equipment.
- The 2009-2010 rate of compensation for EMS (from points) is estimated to be \$99,000.
- The total cash reimbursement from Tarrant County to Benbrook is approximately \$200,200.
- The City also bills Tarrant County residents for EMS services at non-resident rates.

Tarrant County did not provide the new contract to Benbrook until after the new fiscal year had begun. The term of the contract is for one year, from October 1, 2009 to September 30, 2010.

Motion by Mr. Sauma, seconded by Mr. Wilson to approve the proposed contract for fire and EMS services for the assigned area of Tarrant County Emergency Services District #1 for fiscal year 2009-2010.

Vote on the Motion:

Ayes: Mr. Anderson, Mr. Bailey, Mayor Dittrich, Mr. Wilson, Mr. Sauma

Noes: None

Motion carries unanimously.

VII. INFORMAL CITIZEN COMMENTS

VIII. ADJOURNMENT

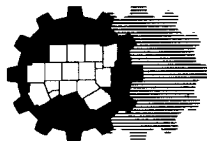
Meeting adjourned at 8:15 P.M.

APPROVED

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



North Central Texas Council Of Governments

DATE: November 19, 2009

TO: Andy Wayman
City Manager
City of Benbrook

FROM: Gregg Dawson
Emergency Preparedness Program Director
North Central Texas Council of Governments

SUBJECT: Regional Emergency Preparedness Planning Council (EPPC) Nominations

The Emergency Preparedness Planning Council is the embodiment of visions held by many regional elected officials after 9/11: a more integrated and coordinated regional emergency planning process that facilitates response excellence in the event of a large scale, catastrophic event or other emergency. The Council has since grown to set policy and oversee regional emergency capabilities in planning, preparedness, response, recovery, and mitigation.

The Emergency Preparedness Planning Council is composed of elected officials from cities and counties participating in the NCTCOG Emergency Preparedness Department and interested in furthering our preparedness vision. The Council continues to ensure excellence in regional preparedness through coordination and integration of various emergency preparedness plans, practices and resources; and through engagement of stakeholders such as state and federal agencies, hospitals, and other private sector entities.

Due to the two-year term limitations of EPPC members, we currently have a vacancy for which your jurisdiction is eligible. We are soliciting nominations for this position and requesting your recommendation be returned to the Emergency Preparedness Department no later than **December 18, 2009**. The Executive Board will review all nominations and select members at the January 28, 2010 Executive Board meeting.

For your information, we have included the current EPPC roster as well as the nomination form. A short bio of your nominee would also be helpful to the Executive Board selection committee. Nomination forms and supporting information may be returned via email, fax or traditional mail service. Instructions for return are listed on the nomination form.

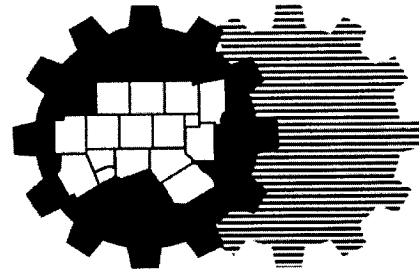
I appreciate your support of this program and look forward to working with you to increase our regional emergency preparedness capacity even more over the next two years.

With best regards,

Gregg Dawson

md
Enc

2009
North Central Texas
Emergency Preparedness Planning
Council
Nomination Form



Date ____/____/2009

Elected Official Nominated _____

Title _____ **City of** _____

Mailing Address _____

City _____ **Zip Code** _____

Email Address _____ **Phone Number** (____) ____-_____

What contributions could the nominee make to the council?

Nominated By _____

Title _____ **City of** _____

Mailing Address _____

City _____ **Zip Code** _____

Email Address _____ **Phone Number** (____) ____-_____

Nominator Signature _____

Please scan the completed nomination form to mdevine@nctcog.org; or FAX to 817-608-2372, Attn: Melanie Devine; or mail to North Central Texas Council of Governments, Emergency Preparedness Department, 616 Six Flags Dr., P.O. Box 5888, Arlington, TX 76005-5888. In order to present nominations to the Executive Board in January 2010, we will need to have submissions by **December 18, 2009**.

**Emergency Preparedness Planning Council
2009 Roster**

First	Last	Title	Address	City	State	Zip	City/County	Phone	E-mail
Don	Beeson	County Commissioner	4300 East FM 4	Cleburne	TX	76031	Johnson County	817-558-9400	donb@johnsoncountytexas.org
Roxane	Bogdan	Councilmember	206 N. Murphy Road	Murphy	TX	75094	City of Murphy	972-468-4011	rbogdan@murphytx.org
Carter	Burdette	Councilmember	1000 Throckmorton St.	Fort Worth	TX	76102	City of Fort Worth	817-877-2834	carter.burdette@fortworthgov.org
Perry**	Bynum	Councilmember	201 N. Ector Dr. 300 West 3rd Ave. Suite 101	Euleless	TX	76039	City of Euleless	817-822-7712	pbynum@haltomcitytx.com
HM	Davenport	County Judge		Corsicana	TX	75110	Navarro County	903-654-3025	hmdavenport@navarrocounyoem.org
Bill	Dodson	County Commissioner	1400 Oak Grove Rd.	Ennis	TX	75119	Ellis County	972-875-3241	bill.dodson@co.ellis.tx.us
Jim	Foster	County Judge	411 Elm St.	Dallas	TX	75202	Dallas County	214-653-7949	jfoster@dallascounty.org
Billy	Faught	Councilmember	P.O. Box 9478	Coppell	TX	75019	City of Coppell	972-393-7235	bfaught@ci.coppell.tx.us
Richard	Fregoe	Councilmember	317 College St.	Grand Prairie	TX	75053	City of Grand Prairie	972-237-6000	cdimaggi@gp.tx.org
Wayne	Gent	County Judge	100 West Mulberry St.	Kaufman	TX	75142	Kaufman County	972-932-4331	countyjudge@kaufmancounty.net
Allen	Harris	Councilmember	6800 Main St.	The Colony	TX	75056	City of The Colony	942-625-2580	allen@allenharris.com
Richard	Hill	Councilmember	P.O. Box 1097	Greenville	TX	75403	Hunt County	903-408-4246	rhill@huntcounty.net
Delia	Jasso	Councilmember	1500 Marilla St. #5FN	Dallas	TX	75201	City of Dallas	214-670-4052	delia.jasso@dallascityhall.com
David	Kelly	Mayor	100 Main St.	Colleyville	TX	76034	City of Colleyville	817-503-1140	kellyd@ci.colleyville.tx.us
Kimberly	Lay	Councilmember	P.O. Box 9010	Addison	TX	75001-9010	City of Addison	214-552-8244	klay@addisontx.gov
Bill	McElhane	County Judge	P.O. Box 393	Decatur	TX	76234	Wise County	940-627-5743	cojudge@co.wise.tx.us
Bobbie	Mitchell	County Commissioner	190 N Valley Parkway Ste. 120	Lewisville	TX	75067	Denton County	972-434-4780	bobbie.mitchell@dentoncounty.com
Andy	Rash	County Judge	100 E. Pearl St. 211 E. Pleasant Run Rd. Ste. A	Granbury	TX	76048	Hood County	817-579-3200	arash@co.hood.tx.us
Sandy	Respass	Councilmember		DeSoto	TX	75115-3939	City of DeSoto	972-230-2233	srespess@ci.desoto.tx.us
Mark	Riley	County Judge	One Courthouse Square 6710 Virginia Pkwy. Suite 230-132	Weatherford	TX	76086	Parker County	817-598-6148	judge.riley@parkercountytexas.com
Keith	Self	County Judge		McKinney	TX	75071	Collin County	972-424-1460	keith.self@collincountytexas.gov
Terry	Simons	Councilmember	1945 E. Jackson Rd. P.O. Box 110535	Carrollton	TX	75011-0535	City of Carrollton	972-466-3174	terry.simons@cityofcarrollton.com
Charles*	Smith	Mayor Pro Tem	5560 Highway 78 1520 Avenue K Ste. 115	Sachse	TX	75048	City of Sachse	972-495-1212	charles@cowfuneralhome.com
Lissa	Smith	Councilmember		Plano	TX	75074	Collin County	972-941-7107	lissasmith@plano.gov
Craig	Swancy	Councilmember	303 Palo Pinto St. P.O. Box 255	Weatherford	TX	76086	City of Weatherford	817-598-4102	cswancy@weatherfordtx.gov
Lathan	Watts	Councilmember	1541 West Church St. P.O. Box 299002	Lewisville	TX	75057	City of Lewisville	972-219-3404	lwatts@cityoflewisville.com
Rick	White	Councilmember	2000 Highway 78 North	Wylie	TX	75098	City of Wylie	972-442-8120	rick.white@wylietexas.gov
B. Glen	Whitley	County Judge	100 East Weatherford St. 200 North Fifth St.	Fort Worth	TX	76196	Tarrant County	817-884-1441	bgwhitley@tarrantcounty.com
Rick	Williams	Councilmember	P.O. Box 469002	Garland	TX	75046-9022	City of Garland	972-495-9545	RWilliam@ci.garland.tx.us

*Chair	**Vice-chair
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City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 12/03/09	REFERENCE NUMBER: PZ-2009-04	SUBJECT: Adopt Update of Section 5 – Goals, Objectives and Strategies of the Comprehensive Plan	PAGE: 1 of 11
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**CP – 09 – 01 STAFF REPORT
TO PLANNING AND ZONING COMMISSION
NOVEMBER 12, 2009**

The City’s Strategic Plan and general Planning principles were last updated in 2005. Most of the specific objectives in the 2005 Strategic Plan were accomplished.

To develop the new Strategic Plan, the City Council, Planning and Zoning Commission and Benbrook Economic Development Board, held two goal-setting sessions in August 2009, facilitated by Karen Walz, FAICP, of Strategic Community Solutions. The work sessions included a review of past activities, a review of the current goals, and brain-storming about critical issues and actions necessary to achieve the overall goals of the City. The work session included keypad polling techniques to prioritize issues and actions.

The results of the goal-setting sessions were presented to the City’s quarterly joint work session between the City Council, Planning and Zoning Commission, Zoning Board of Adjustment/Appeals Commission, Park and Recreation Board, Tax Increment Financing Board, Benbrook Economic Development Board, Benbrook Library District Board, and Benbrook Water Authority Board on October 29, 2009. The draft goals and objectives were presented and discussed among the participants.

The draft of Section 5 has been rewritten and reorganized from the 2005 version. Among the changes are:

1. The City’s Core Values Statement has been incorporated into the document (see Section 5.1)
2. The 2009-2014 Overall City Strategic Plan has been completely revised and incorporated into Table 5.1.
3. The Parks and recreation Strategic Plan has been incorporated as a supplemental Strategic Plan in Table 5.2, and the dates in the plan have been revised.
4. The 2005 Benbrook EDC Strategic Plan has been included in Section 5.3.1. Note that the EDC is in the process of updating its Strategic Plan, but that document has not been completed so it is not included in this draft.
5. The North Central Texas Council of Governments Principles of Development Excellence have been included in Section 5.5.A.
6. The former subsidiary goals and objectives have been incorporated into the Tenets and Principles sections in the appropriate locations.

The proposed planning principles relating to the Naval Air Station Fort Worth Joint Reserve Base were not included in the draft forwarded to you, but will be provided at the P&Z meeting.

The draft has been provided in two formats, one showing the mark-up from the 2005 version and one is a “clean” copy, for those who prefer either format.

Once the edits have been approved by the Planning & Zoning Commission, the staff will work on reformatting the document into a more pleasing format.

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

DATE: 12/03/09	REFERENCE NUMBER: PZ-2009-04	SUBJECT: Adopt Update of Section 5 – Goals, Objectives and Strategies of the Comprehensive Plan	PAGE: 2 of 11
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RECOMMENDATION

Staff recommends that, following a public hearing, the Planning and Zoning Commission recommend that the City Council adopt the revised Section 5 – Goals, Objectives, Tenets and Principles as part of the Comprehensive Plan.

* * * * *

**UNAPPROVED MINUTES
PLANNING AND ZONING COMMISSION
NOVEMBER 12, 2009**

The Chair asked for a report from Staff.

Dave Gattis, Deputy City Manager, said the City’s Strategic Plan and general planning principles are required by the City Charter to be updated every five years and were last updated in 2005. Most of the specific objectives in the 2005 Strategic Plan have been accomplished.

To develop the new Strategic Plan, the City Council, Planning and Zoning Commission and Benbrook Economic Development Board, held two goal-setting sessions in August 2009, facilitated by Karen Walz, FAICP, of Strategic Community Solutions. The work sessions included a review of past activities, a review of the current goals, and brain-storming about critical issues and actions necessary to achieve the overall goals of the City. The work session included keypad polling techniques to prioritize issues and actions.

The results of the goal-setting sessions were presented at the City’s quarterly joint work session on October 29, 2009, which included the City Council, Planning and Zoning Commission, Zoning Board of Adjustment/Appeals Commission, Park and Recreation Board, Tax Increment Financing Board, Benbrook Economic Development Board, Benbrook Library District Board, and Benbrook Water Authority Board. The draft goals and objectives were presented and discussed by the participants.

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3. The Parks and Recreation Strategic Plan has been incorporated as a supplemental Strategic Plan in Table 5.2, and the dates in the plan have been revised.
4. The 2005 Benbrook EDC Strategic Plan has been included in Section 5.3.1. Note that the EDC is in the process of updating its Strategic Plan, but that document has not been completed so it is not included in this draft.
5. The North Central Texas Council of Governments Principles of Development Excellence have been included in Section 5.5.A.
6. The former subsidiary goals and objectives have been incorporated into the Tenets and Principles sections in the appropriate locations.
7. The proposed planning principles relating to the Naval Air Station Fort Worth Joint Reserve Base have been included.

DATE: 12/03/09	REFERENCE NUMBER: PZ-2009-04	SUBJECT: Adopt Update of Section 5 – Goals, Objectives and Strategies of the Comprehensive Plan	PAGE: 3 of 11
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Mr. Gattis summarized the changes and additions as follows:

Core Values:

- Quality of Life
- Tenets of Governance
- Character of Governance
- Inclusive Governance
- Services, Programs and Projects
- Financial Stability
- Professional Staff

Core Value Statement from November 2005:

- Protect and enhance the quality of life
- Govern with efficiency and high character
- Be inclusive and communicative with Benbrook citizens
- Emphasize excellence in core services like public safety
- Ensure financial stability and use future revenue growth wisely
- Employ only the most qualified City staff through market competitive compensation and benefits

Core Values Specifics:

■ **Services, Programs and Projects**

- The City of Benbrook will provide services, programs and projects that enhance the quality of life by assuring that:
 - Public safety is emphasized
 - City infrastructure is well maintained
 - Recreation and cultural opportunities are abundant
 - Development and growth is orderly and strategic
 - Neighborhoods and business corridors are attractive, clean and safe
 -

■ **Financial Stability**

- The City of Benbrook is committed to providing the best value for taxpayer dollars and to ensure that financial resources are available to invest in community priorities. To protect long-term financial stability, the City will:
 - Continually strive to diversify its tax base
 - Conservatively estimate revenue receipts
 - Fund core services through reliable, predictable revenue sources
 - Predicate expenditures on need, not revenues
 - Utilize additional revenue sources prudently
 - Place a minimum of 70% of all future sales tax revenue increases in a separate fund for major, pay-as-you-go projects
 - Place 100% of all proceeds derived from gas and oil land leases, including lease bonus and royalties in a separate fund for major pay-as-you-go projects
 - Require a super-majority of City Council for use of sales tax fund and gas and oil lease royalty fund revenues
 - Maximize grant funding
 - Maintain cash reserves of at least 3 months of operating expenses
 - Keep total annual debt service payments below 20% of City budget
 - Continue pay-as-you-go when possible
 - Regularly update the City's long-range financial plan
 - Maintain a high quality bond rating
 - Hold the line on current property tax rate and reduce future tax rates as prudent and possible

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Overall Goal:

- The overall goal of Benbrook is:
 - to protect and enhance neighborhood quality and values,
 - Improve the efficiency and effectiveness of government services,
 - Promote economic development
 - Promote community appearance and pride, and
 - Provide appropriate community facilities.

Goal 1: Neighborhood Quality

■ **Goal 1A: Reduce impact of code violations on the character of Benbrook’s neighborhoods**

- Objective 1A1: reduce code violations within the City by 10 percent or better annually.
 - Responsibility: Code Compliance staff
 - Strategies:
 - Implement code software to better track violations
 - Resources required: implement computer tracking system (Initial cost = \$2,500, Annual cost = \$3,000)
 - Increase efforts to resolve persistent violating properties through more-aggressive abatement
 - Continue compassion-based code compliance program
 - Increase public education on code violations through publications, website updates, newsletter articles and video
 - Milestone Dates: Annual report to City Council

■ **Goal 1B: Develop small parks in or near Benbrook neighborhoods**

- Objective 1B1: Develop one small neighborhood park annually.
 - Responsibility: Parks Department
 - Resources required:
 - \$764,000 for equipment and materials
 - XX man-hours to build
 - Milestone Date: September 30, 2011 (assuming funds are included in 2010-2011 Budget)

Goal 2: Efficient and Effective Government

■ **Goal 2A: Consider and address issues in annual citizen survey**

- Objective 2A1: Develop action plan to address at least two issues raised in most recent citizen survey.
 - Responsibility: City Manager or designee
 - Strategies: TBD
 - Resources required: TBD
 - Milestone Dates: Plan developed within 3 months of survey report.

2009 Citizen Survey Issues:

- **Traffic signal Timing:**
 - Benbrook Boulevard
 - Winscott Road
- **Other Relative Weakness Areas**

Bus and transit service	Cultural activities
Variety of housing options	Overall direction of Benbrook
Natural environment	Economic development
Recreation opportunities	

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■ **Key Drivers**

Garbage collection	Code enforcement
Sidewalk maintenance	Preservation of natural areas

Goal 2: Efficient and Effective Government

■ **Goal 2B: Maintain or improve emergency response times**

- Objective 2B1: Assess any current deficiencies in current 2.5-minute police response goal and 5-minute fire and EMS response time goals
 - Responsibility: Police Chief and Fire Chief
 - Strategies:
 - Resources required:
 - Milestone Date: Assessment completed by 12/2009

■ **Goal 2C: Improve mobility for residents to destinations in Benbrook**

- Objective 2C1: Review/revise transportation element of Comprehensive Plan to identify to identify needs and opportunities for mobility improvements for all modes.
 - Responsibility: Deputy City Manager
 - Strategies:
 - Resources Required: consultant?
 - Milestone Date: Draft report completed 6/2010 (assuming resources are available.)

■ **Goal 2D: Improve mobility for residents traveling outside of Benbrook and for non-residents traveling through Benbrook**

- Objective 2D1: Review/revise transportation element of Comprehensive Plan to identify needs and opportunities for mobility improvements for all modes.
 - Responsibility: Deputy City Manager
 - Strategies:
 - Resources Required: consultant?
 - Milestone Date: Draft report completed 6/2010 (assuming resources are available.)

■ **Goal 2E: Enhance City's web site**

- Objective 2E1: Review/revise web site to be more citizen-friendly
 - Responsibility: IT Director, Public Involvement Director
 - Strategies:
 - Review other city designs
 - Customer interviews
 - Resources Required: TBD
 - Milestone Date: June 2010

■ **Goal 2F: Expand citizen access and involvement using new and emerging technologies**

- Objective 2F1: Implement or develop one new Gov 2.0 approach every other year
 - Responsibility: IT Director, Public Involvement Director
 - Strategies: Review options with Facebook, Twitter, blogs, YouTube, etc.
 - Resources required: TBD
 - Milestone Date: New service implemented by June 2010

■ **Goal 2G: Keep City's technology and equipment up-to-date**

- Objective 2G1: Create interdepartmental IT Governance Committee
 - Responsibility: IT Director, Deputy City Manager
 - Strategies: Identify and appoint committee

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- Resources required: None
- Milestone Date: Committee appointed by January 2010

Goal 3: Economic Development

■ **Goal 3A: Expand city limits.**

- Objective 3A1: Execute Interlocal Agreement with Fort Worth for boundary adjustments
 - Responsibility: Deputy City Manager
 - Strategies: Complete negotiations
 - Resources Required: none
 - Milestone Date: Agreement signed by June 2010

■ **Goal 3B: Attract businesses that benefit from liquor-by-the-drink provisions**

- Objective 3B1: Identify and attract one new restaurant that would benefit from mixed drink option annually
 - Responsibility: EDC Director
 - Strategies: Develop marketing plan, recruit restaurants
 - Resources required: consultant assistance?
 - Milestone Date: Marketing Plan completed June 2010
- Objective 3B2: Identify third party willing to promote a local option election for sale of wine in grocery stores
 - Responsibility: EDC Director
 - Strategies: Meet with Chamber, other potential interest groups, review prior local option election approach
 - Resources Required: none
 - Milestone Date: Election called by January 2011

■ **Goal 3C: Increase number of jobs in Benbrook**

- Objective 3C1: Increase employment within the City by 5 percent annually (2009 employment = 4,762)
 - Responsibility: EDC Director
 - Strategies:
 - Pursue opportunities for job expansion with existing businesses
 - Develop marketing plan and recruit new businesses to Benbrook
 - Resources required: TBD
 - Milestone Date: Marketing Plan developed by June 2010

■ **Goal 3D: Grow non-residential tax base**

- Objective 3D1: Increase the nonresidential assessed value within City by 5 percent annually (2009 commercial/industrial value = \$303,526,376)
 - Responsibility: EDC Director
 - Strategies:
 - Develop marketing plan for business recruitment
 - Actively recruit targeted businesses
 - Resources required: TBD
 - Milestone Date: Marketing Plan completed by June 2010

■ **Goal 3D: Grow non-residential tax base**

- Objective 3D2: Increase the sales tax revenue within City by 5percent annually
 - Responsibility: EDC Director
 - Strategies:

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- Develop marketing plan for retail development
- Recruit one new retail business annually
- Resources required: TBD
- Milestone Date: Marketing Plan completed by June 2010

Goal 4: Community Appearance and Pride

■ **Goal 4A: Complete Benbrook Boulevard (US 377) improvements on time**

- Objective 4A1: Open bids for project by February 2012
 - Responsibility: TxDOT, Deputy City Manager
 - Strategies: Work with TxDOT to maintain design schedule, monitor funding commitments
 - Resources required: City match of \$2 million
 - Milestone Dates:
 - Final design completed September 2011
 - ROW acquired January 2012
 - Utilities relocated: February 2012
 - Bid opening February 2012

■ **Goal 4B: Evaluate need for Benbrook “brand”**

- Objective 4B1: Develop marketing/branding study to assess need for more aggressive branding program
 - Responsibility: Public Involvement Director
 - Strategies: Prepare marketing/branding study
 - Resources Required: consultant assistance?
 - Milestone Date: Study completed September 2010

■ **Goal 4C: Maintain City facilities to community standards**

- Objective 4C1: Develop performance standards for appearance and quality of all City facilities (including parks)
 - Responsibility: Public Services Director
 - Strategies: Develop objective performance standards
 - Resources required: TBD
 - Milestone Dates:
 - Performance standards developed by June 2010
 - Monitoring of standards monthly

■ **Goal 4D: Improve visibility of City facilities**

- Objective 4D1: Develop standardized signage and way-finding system for all public facilities
 - Responsibility: Public Services Director
 - Strategies: Develop identification and signage plan
 - Resources required: consultant assistance?
 - Milestone Date: Plan completed by September 2011, Signage installed by September 2012
- Objective 4D2: Construct entryway monuments as part of Benbrook Boulevard improvements
 - Responsibility: Deputy City Manager
 - Strategy: Include monuments as part of US 377 landscape plan
 - Resources Required: construction cost TBD
 - Milestone Date: Construction completed February 2012

■ **Goal 4E. Promote redevelopment that improves Benbrook’s appearance**

- Objective 4E1: Identify potential commercial redevelopment areas along Benbrook Boulevard

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and Camp Bowie West/Williams Road and develop options for quality redevelopment

- Responsibility: Deputy City Manager, EDC Director
- Strategies: Prepare redevelopment plans and strategies to share with land owners
- Resources Required: consultant assistance?
- Milestone Date: Plans completed by September 2011

■ **Goal 4F. Improve compatibility and coordination with adjacent cities**

- Objective 4F1: Initiate a semi-annual coordination meeting with Fort Worth and Tarrant County to review projects
 - Responsibility: Deputy City Manager
 - Strategies: Invite parties and schedule meetings
 - Resources Required: none
 - Milestone Dates: First meeting by January 2010
- Objective 4F2: Reestablish regular intercity development notification
 - Responsibility: City Planner
 - Strategies: Identify appropriate contact at Fort Worth
 - Resources required: none
 - Milestone date: Monthly notification initiated by January 2010

Goal 5: Additional Community Facilities

■ **Goal 5A: Complete construction of BCC/YMCA Master Plan**

- Objective 5A1: Complete construction of Phase 2 construction
 - Responsibility: Public Services Director
 - Strategies: Oversee construction contract
 - Resources required: \$850,000 (\$500,000 for Chesapeake, \$350,000 from City)
 - Milestone Date: Construction completed by July 2010
- Objective 5A2: Complete construction of Phase 3 construction
 - Responsibility: Public Services Director
 - Strategies: Develop plans, identify funding
 - Resources required: TBD
 - Milestone Date: Building plans completed by September 2011, Construction completed by September 2015

■ **Goal 5B: Improve use of Benbrook Lake**

- Objective 5B1: Review Benbrook Lake Master Plan and identify action steps
 - Responsibility: Public Services Director
 - Strategies: Review previous plan
 - Resources Required: TBD
 - Milestone Date: Action Plan developed by June 2010
- Objective 5B2: Review options to mitigate lake level fluctuations
 - Responsibility: City Manager
 - Strategies: Meet with stakeholders (Corps, TRWD, etc.)
 - Resources Required: TBD
 - Milestone Date: Summary report by September 2010

■ **Goal 5C: Create a Visitor's/Arts Center**

- Objective 5C1: Develop a plan and funding options for a Visitors/Arts/Museum
 - Responsibility: Public Involvement Director
 - Strategies: Develop plan
 - Resources required: consultant
 - Milestone Date: Plan completed by December 2010

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■ **Goal 5D: Use trails and linear parks to connect Benbrook**

- Objective 5D1: Revise trail and bike route master plan to identify gaps.
 - Responsibility: Deputy City Manager, Public Services Director
 - Strategy: Coordinate with mobility plan update
 - Resources required: TBD
 - Milestone Date:
 - Plan completed by September 2010
- Objective 5D2: Construct/install a minimum of 2,000 linear feet of bike lane/trail annually
 - Responsibility: Public Services Director
 - Strategy: Develop plans and construct
 - Resources required: \$200,000 annually
 - Milestone Date:
 - First segment constructed by September 2011

■ **Goal 5E: Construct small storm drainage improvement projects to reduce localized flooding**

- Objective 5E1: Construct at least one small storm drainage project each year
 - Responsibility: Public Services Director
 - Strategy: Identify projects, prepare plans and construct
 - Resources required: \$100,000 annually from storm water utility fund
 - Milestone Date:
 - Constructed by September each year

10 Principles of Development Excellence

- **Development Options**
 - Provide a variety and balance of development options and land use types in communities throughout the region
- **Efficient Growth**
 - Foster redevelopment and infill of areas with existing infrastructure and promote the orderly and efficient provision of new infrastructure
- **Pedestrian Design**
 - Create more neighborhoods with pedestrian-oriented features, streetscapes, and public spaces
- **Housing Choice**
 - Sustain and facilitate a range of housing opportunities and choices for residents of multiple age groups and economic levels
- **Activity Centers**
 - Create mixed use and transit-oriented developments that serve as centers of neighborhood and community activity
- **Environmental Stewardship**
 - Protect sensitive environmental areas, preserve natural stream corridors, and create developments that minimize impact on natural features
- **Quality Places**
 - Strengthen community identity through use of compatible, quality architectural and landscape designs and preservation of significant historic structures
- **Transportation Efficiency**
 - Develop land uses, building sites, and transportation infrastructure that enhance the efficient movement of people, goods, and services
- **Resource Efficiency**
 - Provide functional, adaptable, and sustainable building and site designs that use water, energy, and material resources effectively and efficiently
- **Implementation**
 - Adopt comprehensive plans and ordinances that support Development Excellence and

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involve citizens and stakeholders in all aspects of the planning process

NAS Principles

■ **PRINCIPLE 3.4: Development within Benbrook should be compatible with the on-going mission of Naval Air Station Fort Worth Joint Reserve Base (NAS Fort Worth JRB).**

- Principle 3.4.1: The land area within the 65 Ldn noise contour should be classified as noise sensitive for purposes of reviewing new development proposals.
- Principle 3.4.2: The 65 Ldn noise contour should be based on the noise contours in the most recently approved Air Installation Compatible Use Zone (AICUZ) report or Joint Land Use Study (JLUS Study).
- Principle 3.4.3: Information should be made available to advise future property purchasers of their location within the 65 Ldn contour.
- Principle 3.4.4: Review future land use plan for land use compatibility with the AICUZ recommendations.
- Informational brochures and advice on sound attenuation Principle 3.4.5: The City should continue to use the NAS Overlay zoning district to regulate land uses within the 65 Ldn contour and avoid rezoning of property for uses that are incompatible with the continued use of NAS Fort Worth JRB.
- Principle 3.4.6: The City should encourage compatible commercial and industrial uses within the 65Ldn contour, while discouraging new residential development.
- Principle 3.4.7: The City should coordinate new development/redevelopment within the 65 Ldn with NAS Fort Worth JRB, the members of the NAS Fort Worth JRB Regional Coordinating Committee, and the North Central Texas Council of Governments by notifying parties of pending development decisions.
- Principle 3.4.8: The City should provide information to the public on how to achieve noise reductions when remodeling buildings by providing construction techniques.

Mr. Gattis said Staff recommends that, following a public hearing, the Planning and Zoning Commission recommend that the City Council adopt the revised Section 5 – Goals, Objectives, Tenants and Principles as part of the Comprehensive Plan.

The Chair asked for any comments or questions from the Commission.

Mr. Shah asked if the EDC had endorsed the economic development goals that are in the plan presented. Mr. Gattis said the EDC has not officially endorsed the goals; but informally he has spoken with the EDC Director and that he raised no objections to the goals. Mr. Gattis said the EDC Board is currently working on their strategic plan and will use part of these goals as background material as they work through the process.

The Chair opened the public hearing at 8:18 P.M. and asked if anyone wished to speak for or against the item. There being none, the Chair closed the public hearing at 8:19 P.M. and asked for any further comments, questions, or a motion from the Commission.

Motion by Mr. Shah to recommend the City Council approve the Goals, Objectives, and Strategies of the Comprehensive Plan with a minor change in Goal 1B1 to develop at least three neighborhood parks in this five-year planning period. Mr. Shah asked that Staff bring forward some material on environmental design principles for the Commission to consider enhancing Tenet 1. Second by Mr. Hughes. The Chair called the vote.

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Vote on the Motion:

Ayes: Mr. Pesce, Mr. Valverde, Mr. O'Donald, Mr. Ramsey, Mr. Hughes, Dr. Marshall, Mr. Jordan, Mr. Dawson, and Mr. Shah

Noes: None

Motion carried 9 – 0