



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 6, 2020**

The regular meeting of the Benbrook City Council was held on February 6, 2020 at 7:30 p.m. in the Council Chambers with the following Council members present:

Larry Marshall
Renee Franklin
Jim Wilson
Laura Mackey
Jason Ward

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Jim Hinderaker, Assistant City Manager
Rick Overgaard, Finance Director
Tommy Davis, Fire Chief
Amanda Valdez, Management Analyst

Citizens Present:

Bill Smith
Liza Howard, Texas Municipal Court Clerks Association
Stephanie Stevens, Municipal Court Manager
MacKayla Stevens
Wyatt Stevens
Jeff Stevens
Patty Tucker
Jenifer Reiner
and 3 other citizens

I. CALL TO ORDER

Meeting called to order at 7:30 p. m. by Mayor Pro-Tem Larry Marshall.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Reverend Don Petty with Benbrook United Methodist Church
The Pledge of Allegiance was recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Minutes of the regular meeting held January 16, 2020

Motion by Ms. Franklin, seconded by Ms. Mackey to approve the minutes of the regular meeting held January 16, 2020.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Wilson, Ms. Mackey

Noes: None

Abstain: Mr. Ward

Motion 4-0-1.

V. PROCLAMATION/AWARDS/RECOGNITION

CC-2020-03 Presentation of Court Clerk Level 3 Certification to Stephanie Stevens, Municipal Court Manager

Liza Howard, Past President of the Texas Municipal Clerks Association presented Stephanie Stevens, Benbrook Municipal Court Manager with the Level 3 Municipal Clerks Certification.

The Board of Directors of the Texas Court Clerks Association, the Texas Municipal Court Association and the Texas Municipal Courts Education Center in conjunction with Texas State University provide education programs to Texas Courts Clerks. Level 3 is the highest achievement in the education program. With over 3,000 Municipal Courts in the State of Texas, Stephanie Stevens is only 1 of 115 clerks that have been awarded the Level 3.

VI. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2020-03 Accept resignation from Mikel Seifert (Planning and Zoning Commission) and Julia Nova (Economic Development Corporation Board)

Motion by Mr. Ward, seconded by Mr. Wilson to accept the resignations from Mikel Seifert and Julia Nova.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Nomination carried unanimously.

VII. REPORTS FROM CITY MANAGER

A. GENERAL

G-2453 Accept Finance Report for period ending December 31, 2019

Rick Overgaard gave the following report: General Fund revenues for the month of December were \$6,075,189. Property tax collections were \$5,709,344. Sales tax collected and recognized as revenue in December was \$243,434. Fiscal year-to-date sales tax is 13.99% greater than last year at this time. General Fund revenues collected through the end of December were \$8,371,340 and 39.72% of the budget.

General Fund expenditures for the month of December were \$1,533,673. Fiscal year-to-date expenditures were \$4,512,586 and 21.47% of the adopted budget.

Total General Fund revenues of \$8,371,340 were greater than General Fund expenditures of \$4,512,586 by \$3,858,754.

Debt Service revenues for the month of December totaled \$200,899 and were all from property tax. Fiscal year-to-date revenues total \$246,106. There were no expenditures in December. The next debt service payments are due February 1, 2020.

EDC revenues as of December 31, 2019, were \$432,351. EDC expenditures through the end of December were \$488,933, which includes the purchase of land. Total expenditures exceeded total revenues by \$56,582.

Total revenues received through December 31, 2019 were \$273,310 from stormwater utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$409,255 through the end of December. December expenditures included the following projects: Van Deman Road Drainage, Vista Way Two Way Conversion, Walnut Creek Flood Study, and Clearfork Emergency Access Bridge. Total expenditures exceeded total revenues by \$135,945. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On December 31, 2019, the City had \$20,978,845 invested at varying interest rates; the EDC had \$4,554,299 available.

Motion by Ms. Franklin, seconded by Mr. Wilson to accept the finance report for the period ending December 31, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

G-2454 Approve Investment Report for period ending December 31, 2019

Rick Overgaard gave the following report: The Public Funds Investment Act (PFIA), Texas Government Code and the City's Investment Policy require that an Investment Report be presented to City Council.

The Investment Committee met on January 28, 2020, to review the report and ensure compliance with the City's investment policy.

- The total portfolio for the City and EDC at December 31, 2019 is \$25,533,144, with 82% or \$20,978,845 belonging to the City, and 18% or \$4,554,299 to the EDC.
- 41% of the combined portfolio is in bank accounts, with 40% in local government investment pools, and 19% in certificates of deposit.
- The weighted average maturity on the combined portfolio is 34 days with a 1.16% average yield to maturity.

The average yield to maturity decreased this quarter because of a continued decline in market interest rates and an increase in cash as property taxes were collected, but not yet invested.

Motion by Ms. Mackey, seconded by Ms. Franklin to accept the Investment Report for the quarter ending December 31, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

B. PURCHASE

P-282 Purchase Ambulance for Fire Department

Tommy Davis gave the following report: The 2019/2020 budget includes the purchase of a new ambulance. As per the Ambulance Replacement Grant that was approved by the Tarrant County Emergency Services District (TCESD), the City of Benbrook will receive seventy-five thousand dollars (\$75,000) towards the purchase of a new ambulance. The new ambulance will replace the 2012 ambulance.

As with other major purchases, the City continues to find that cooperative purchasing programs leverage the lowest possible bids through purchasing volume and a statewide presence. The Houston Galveston Area Council purchasing program (HGAC) also eliminates the City's administrative costs associated with the bidding process. The request for quote from HGAC was for one 2019 Ford F550 Type 1 ambulance.

The price from HGAC is \$259,640 and includes the HGAC administrative fee of \$1,000. Once the City has received the ambulance, TCESD will reimburse the \$75,000, thus making the final purchase price \$184,640.

Motion by Ms. Franklin, seconded by Mr. Ward to approve the purchase of one 2019 F550 Type 1 ambulance through the HGAC Purchasing Program at a low bid cost of \$259,640. The purchase will be from the Capital Asset Replacement Fund.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Wilson, Ms. Mackey, Mr. Ward

Noes: None

Motion carries unanimously.

VIII. INFORMAL CITIZEN COMMENTS

IX. COUNCIL MEMBER AND STAFF COMMENTS

X. ADJOURNMENT

Meeting adjourned at 7:52 p.m. followed by a worksession:

1. Discuss method to fill vacancies on Boards and Commissions

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary