# ANNUAL BUDGET
# AND
# PROGRAM OBJECTIVES

Benbrook

TEXAS

*Our Pride. Your Joy.*

## CITY OF BENBROOK, TEXAS

## FISCAL YEAR 2014-15

# ANNUAL BUDGET
of
# THE CITY OF BENBROOK, TEXAS
for
# THE FISCAL YEAR
# October 1, 2014 to September 30, 2015

## PRESENTED TO
## CITY COUNCIL

Jerry B. Dittrich, Mayor

Charlie Anderson, Place 2
Larry Marshall, Place 3
Rickie Allison, Place 4

Jim Wilson, Place 5
Mark Washburn, Place 6
Ron Sauma, Place 7

## PREPARED BY

Andy Wayman, City Manager

Sherri Newhouse, Finance Director

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During the 2007 Legislative Session, the Texas Legislature approved H.B. 3195 and enacted "Truth in Taxation" disclosure requirements that any budget adopted after September 1, 2007 must contain a cover page with the following statement in 18-point or larger type:

**This budget will raise more total property taxes than last year's budget by $337,383 and 3.26%, and of that amount $95,675 is tax revenue to be raised from new property added to the roll this year.**

GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

**PRESENTED TO**

## City of Benbrook

## Texas

For the Fiscal Year Beginning

**October 1, 2013**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Benbrook for its annual budget for the fiscal year beginning October 1, 2013.

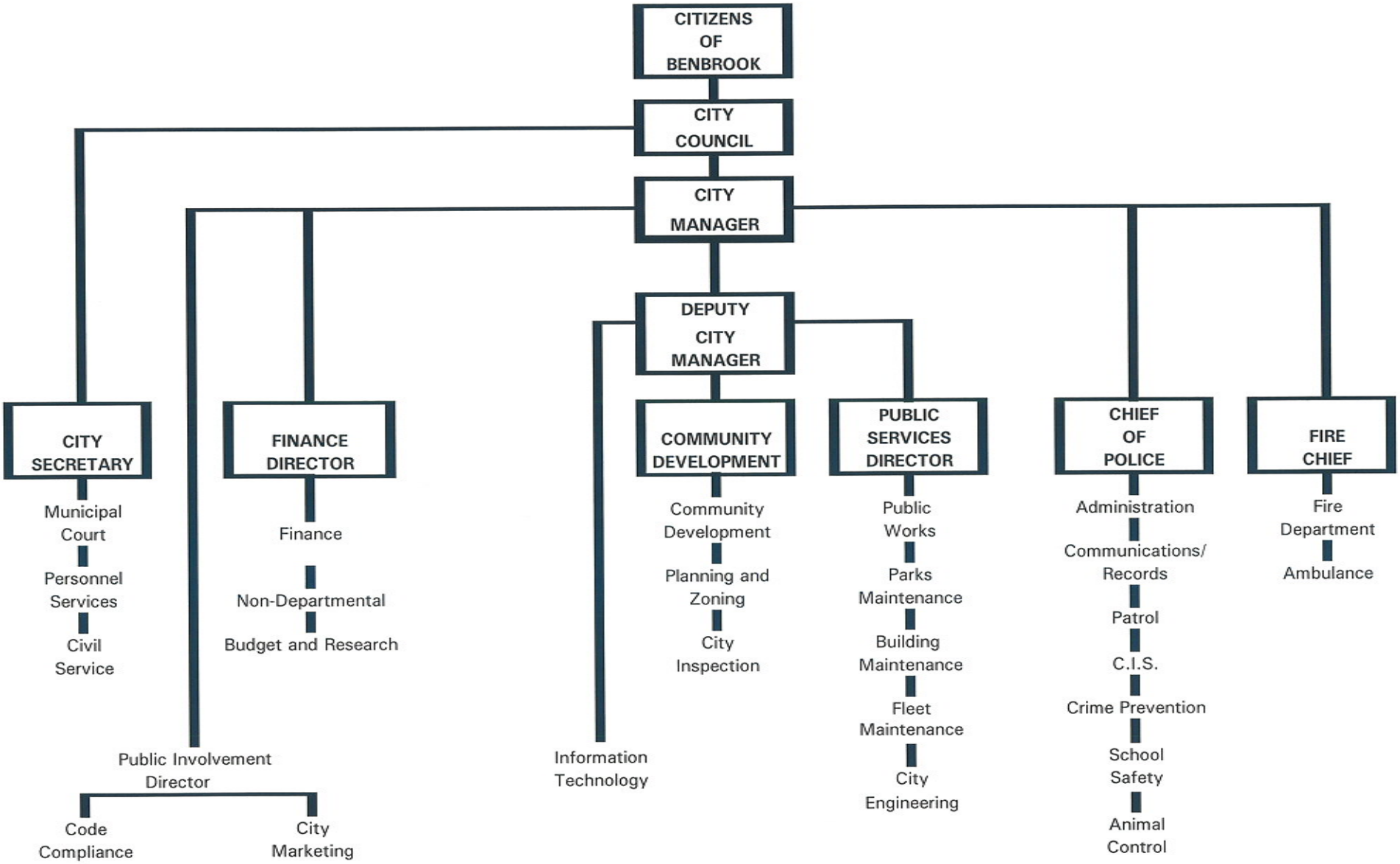
In order to receive this award, a governmental unit must publish a budget document that meets criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

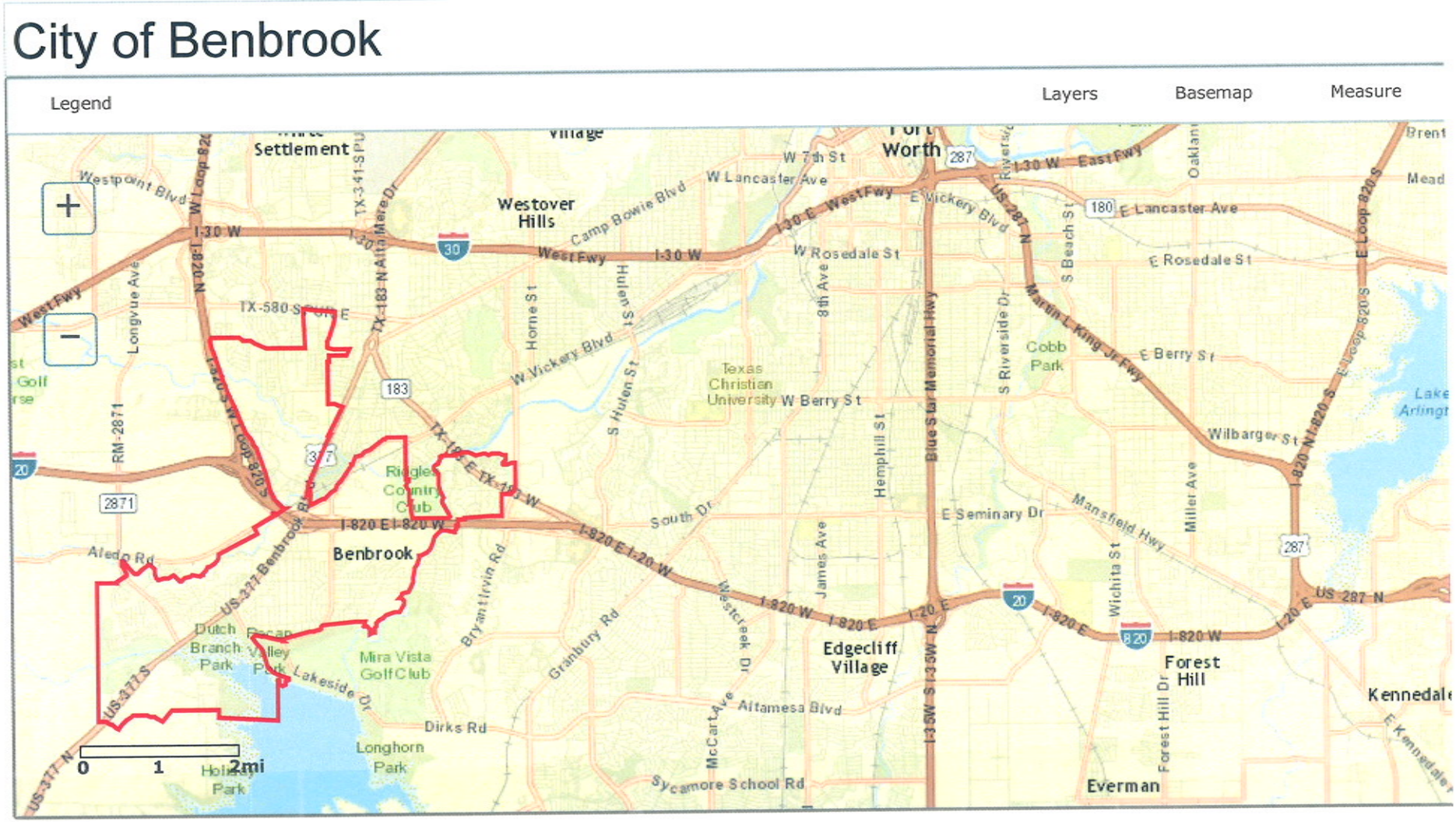
# CITY OF BENBROOK, TEXAS
# KEY ADMINISTRATIVE OFFICIALS

| NAME | POSITION | LENGTH OF SERVICE |
|---|---|---|
| Andy Wayman | City Manager | 18 Years |
| David R. Gattis | Deputy City Manager | 26 Years |
| Sherri Newhouse | Finance Director | 25 Years |
| Joanna King | City Secretary | 39 Years |
| James E. Gallagher II | Planning Director | 39 Years |
| James G. Mills | Police Chief | 21 Years |
| Tommy Davis | Fire Chief | 20 Years |
| Phyllis Wolfe | Information Technology Director | 11 Years |
| Walter Shumac, III | Public Services Director | 7 Years |
| David Corley | City Engineer | 3 Years |
| Cathy Morris | Public Involvement Director | 8 Years |

# CITY OF BENBROOK
# ORGANIZATIONAL CHART

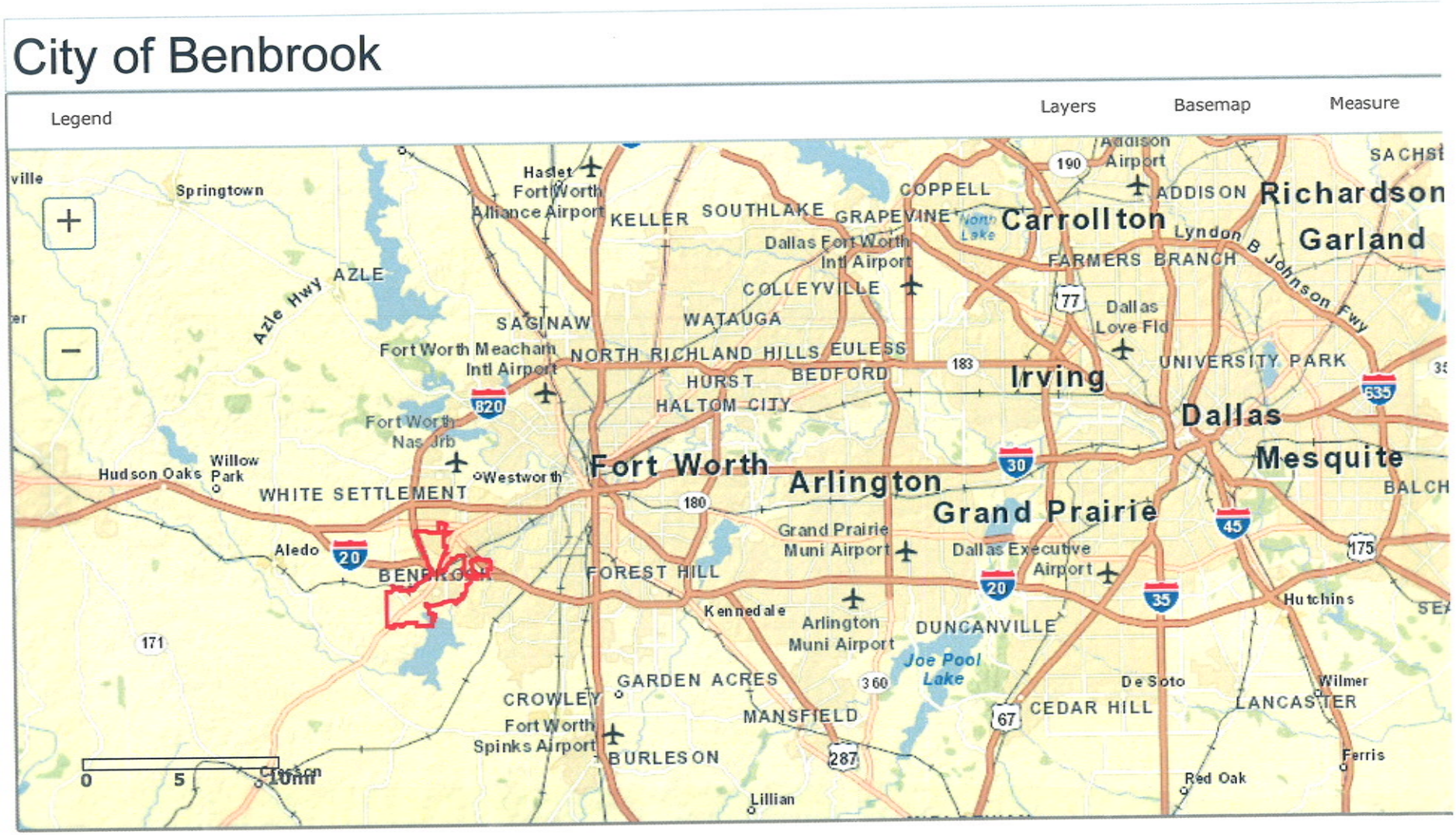


## MAP OF BENBROOK, TEXAS




Interactive maps are available on the City of Benbrook's website @ www.benbrook-tx.gov

## MAP OF BENBROOK, TEXAS




Interactive maps are available on the City of Benbrook's website @ www.benbrook-tx.gov

# BUDGET FORMAT

The 2014-15 Budget Document for the City of Benbrook provides historical, present, and future comparisons of revenues and expenditures; proposed allocations of resources - both fiscal and personnel; and descriptions of the City's Activities - including goals, objectives, and measurements.

The Budget Document is divided into eight sections. Sections One and Two provide an overview of the 2014-15 Budget. Sections Three through Seven concentrate on a specific fund or group of funds: the tax-supported General Fund; the Debt Service Fund; Capital Projects Fund; Other Funds (Tax Increment Financing, Core Value, Stormwater Utility, Police Narcotics, Hotel/Motel Occupancy Tax, and Benbrook Economic Development Corporation); and Grant Funds. Section Eight serves as an appendix with supplemental information about Benbrook, the City of Benbrook, and the budget process.

Section One (Introduction) of the Budget Document contains an overview of the City's Budget Document through the Budget Message, City of Benbrook Goals, Core Value Statement, Basic Financial Goals, Current Financial Condition, Operating Funds Budget Proposal, Budget Synopsis, Approved Capital Expenditures, and the Long-Range Financial Forecast.

Section Two (Statistical) of the Budget Document contains statistical information for all funds of the City. Summary information for all funds and the Operating Funds (General Fund and Debt Service Fund) is presented through tables, charts, and graphs.

Section Three (General Fund) of the Budget Document provides information on the City's General Fund. Tables, charts, and graphs are provided to summarize historical, present, and future General Fund data. Following this introductory section, the General Fund Section is further divided into sub-sections for each of the City's five divisions: General Government, Staff Services, Public Safety, Public Services, and Community Development.

An organizational chart is provided for each Division to illustrate the staffing levels, chain-of-command, and Activities included in each Division. A Division Description is included to describe and explain the purpose of the Division and to summarize the programs and services provided. A Division Summary is provided to summarize financial and personnel data at the division level. The Division Summary provides financial data summarized at the character level (personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay). This data is provided on an actual basis for 2012-13; on a budget, six-month actual, and estimated basis for 2013-14; and on a total request and adopted budget basis for 2014-15.

# BUDGET FORMAT

The total request provided for 2014-15 includes the base budget request and decision packages. The Division Summary provides the number of full-time positions assigned to the Division. A Reconciliation and Decision Package Summary is also included for each Division to document the changes made to the total request and to provide a listing of all requested decision packages; decision packages are categorized as funded and as not-funded.

For each Activity (major work program) in each Division, an Activity Summary and Cost Center Summary are provided. The Activity Summary provides a description of the responsibilities assigned and a listing of goals with corresponding objectives and measurements. The Cost Center Summary provides financial data summarized at the character level (personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay). This data is provided on an actual basis for 2012-13; on a budget, six-month actual, and estimated basis for 2013-14; and on a department request and City Council adopted basis for 2014-15. The department request information provided for 2014-15 includes the base budget request and decision packages. The Cost Center Summary provides a Personnel Summary that depicts the positions, salary ranges, and budgeted salaries for each of the Activity's positions.

Section Four (Debt Service Fund) provides detailed data on the City's Debt Service Fund. Tables, charts, and graphs illustrate financial and statistical data for the City's principal and interest payments on bonded debt. Revenue and expenditure information is summarized for ten years. Schedules are provided for issuance of general obligation bonds. Only debt service requirements and obligations that are financed through property tax revenue are included in this section.

Section Five (Capital Projects Fund) provides financial data on the City's Capital Projects Funds, including Capital Improvement Projects, Special Assessment, and Capital Asset Replacement Fund. Separate fund balance summaries are provided for the Capital Projects, Special Assessment Fund, and Capital Asset Replacement Fund.

Section Six (Other Funds) provides financial and descriptive information on the City's special revenue funds that are impacted in the 2014-15 fiscal year by the General Fund; these funds include: Tax Increment Financing (TIF) Fund, the Core Value Fund, Stormwater Utility Fund, Police Narcotics Fund, Hotel/Motel Occupancy Tax Fund, and Benbrook Economic Development Corporation.

# BUDGET FORMAT

Section Seven (Grant Funds) provides financial and descriptive information on the City's participation in Community Development Block Grants and other grants. A grant from the Fort Worth Independent School District is reflected in this section. A grant from Tarrant County to assist with replacing an ambulance is also included.

Section Eight (Appendix) serves as an appendix to the Budget Document and provides supplemental information to assist the reader in understanding Benbrook's budget process, financial structure, role of citizen input on the Budget, and Benbrook's relationship with other entities. This section includes the Budget Appropriations and Tax Rate Ordinances, City-wide Goals and Objectives, descriptions for each of the City's Boards and Commissions, a listing of all Benbrook Neighborhood Associations, data on the Benbrook Cemetery, the Community Profile, and Benbrook's Historical Background. The information for Benbrook's Historical Background was excerpted from a more in-depth report prepared by David R. Gattis, Benbrook's Deputy City Manager. Section Eight also includes a glossary of terms found in the Budget Document as well as a listing and explanation of acronyms used in the 2014-15 Budget.

# FUND/DEPARTMENT RELATIONSHIPS

The City of Benbrook has four types of funds represented in the 2014-15 Budget: (1) Operating Funds, (2) Capital Projects Funds, (3) Other Funds, and (4) Grant Funds. The Operating Funds Budget is approved by the Benbrook City Council each year through the adoption of two ordinances: the Budget Allocation Ordinance and the Property Tax Rate Ordinance. Revenue, expenditure, and fund balance data included for Capital Projects Funds, Other Funds, and Grant Funds is presented for informational purposes only and is based on unaudited financial statements.

The relationships among funds and City departments are explained below:

## OPERATING FUNDS

The General Fund and the Debt Service Fund are classified as the City of Benbrook's Operating Fund. Property tax revenue is the primary source of revenue for these two funds. Other sources of revenue include: franchise taxes from utility providers; sales tax; licenses, permits, and filing fees; municipal court fines and forfeitures; revenue from other agencies; use of money and property; charges for current services; and other miscellaneous revenue. A source of funding unique to the Debt Service Fund is the transfer of revenue from stormwater utility fees from the Stormwater Utility Fund for payment of principal and interest on drainage projects that were initiated prior to the establishment of the Stormwater Utility Fund.

Only General Fund revenue is allocated toward payment of all expenditures in General Fund divisions, departments, and activities. General Fund divisions are: General Government, Staff Services, Public Safety, Public Services, and Community Development; divisions are sub-divided into departments. General Fund departments include: Mayor and Council, City Manager, City Secretary, Non-Departmental, Finance, Information Technology, Personnel, Police, Fire, Municipal Court, Code Compliance, Public Services, Public Works, Parks and Recreation, Support Services, Engineering, Community Development, Planning and Zoning, and Inspections. Departments are comprised of activities; activities are: Mayor and Council, City Manager, City Secretary, Non-Departmental, Finance, Information Technology, Personnel, Police – Management Services, Police – Communications and Records, Police – Patrol, Police – Criminal Investigation Section, Police – Crime Prevention, Police – School Safety, Police – Animal Control, Fire Fighting, Ambulance, Municipal Court, Code Compliance, Public Services – Management Services, Street Maintenance, Parks Maintenance, Fleet Maintenance, Building Maintenance, Engineering, Community Development – Management Services, Planning, and Inspections.

# FUND/DEPARTMENT RELATIONSHIPS

Debt Service Fund expenditures are restricted for payment from property taxes, Debt Service Fund reserves, and transfers from the Stormwater Utility Fund. Expenditures are principal, interest, and agent fees for general obligation bonds issued in 2002 and re-financed in 2011, issued in 2004 and re-financed in 2013, and re-financed in 2005.

The General Fund's 2014-15 Budget includes the payment of current ad valorem taxes for property located within the Tax Increment Financing (TIF) area to the TIF Fund. The General Fund 2014-15 Budget includes the transfer of General Fund reserves to: (1) the Core Value Fund for future landscaping for the Benbrook Boulevard Expansion Project and (2) to the Capital Asset Replacement Account to begin re-building this special expense account.

## CAPITAL PROJECTS FUNDS

The Capital Projects Funds include three activities and/or accounts: Capital Improvement Projects, Special Assessment, and Capital Asset Replacement. The primary funding source for capital projects is through the issuance of general obligation bonds; other sources of revenue include: assessment fees, transfers from other funds, use of reserves, and interest on investments. Only minor expenses for refunds of assessments are projected for the Special Assessment Account in 2014-15. The Capital Asset Replacement Account was last tapped in 2011-12 when the funds were allocated towards the replacement of an ambulance for the Fire Department. The 2014-15 Budget provides $200,000 to re-build this account; funds are scheduled for transfer from General Fund reserves.

## OTHER FUNDS

Other Funds include: Tax Increment Financing (TIF) Fund, Core Value Fund, Stormwater Utility Fund, Police Narcotics Fund, Hotel/Motel Occupancy Tax Fund, and Benbrook Economic Development Corporation. These special-revenue funds are funded through charges for current services, user fees, distinct tax revenues, and transfers from other funds.

The TIF Fund receives property tax revenue form the General Fund through the payment of current property taxes on land, buildings, and facilities located within the TIF district of Benbrook. Tax revenue is realized from the City of Benbrook, Tarrant County, the Fort Worth Independent School District, and other local governmental entities. This tax revenue is used for the payment of principal and interest on certificates of obligation issued for special projects in the TIF district.

## FUND/DEPARTMENT RELATIONSHIPS

The Core Value Fund was created to finance special projects. A super majority vote by the City Council is required to finance any expenditure from the Core Value Fund. In years past, the primary source of revenue for the Core Value Fund is current property tax revenue from mineral rights (natural gas). The Core Value Fund was established when the City of Benbrook received in excess of $1,000,000 from a natural gas company for lease of City land and resources for natural gas drilling. Royalty payments, interest earnings, property tax revenue, and transfers from other funds are other sources of revenue for the Core Value Fund. For the 2010-11 and 2011-12 fiscal years, the Core Value Fund received a portion of sales tax revenue from new development. Since a decrease in sales tax revenue is projected for 2013-14, no sales tax revenue is scheduled for transfer in 2014-15. Funds in the Core Value Fund were expended in 2013-14 to finance expenditures for the Utility Relocation Phase of the Benbrook Boulevard Expansion Project.

The Stormwater Utility Fund was established to finance drainage-related projects using revenue from specific user fees; a stormwater utility fee is charged to property owners in Benbrook. Expenditures scheduled for 2014-15 are payment of principal, interest, and agent fees for certificates of obligation for drainage projects issued after the creation of the Stormwater Utility Fund and the transfer of funds to the Debt Service Fund for payment of principal and interest for general obligation bonds issued prior to the establishment of the Stormwater Utility Fund. Three drainage projects and three erosion control projects are proposed for 2014-15; however, the Benbrook City Council has not formally approved funding.

Funds for the Police Narcotics Fund are restricted to revenue generated through the sale of property and items confiscated by the Benbrook Police Department. Revenue is limited to finance procurement of supplies, items, and other authorized equipment for combatting drug-related crimes.

Revenue from the Hotel/Motel Occupancy Fund is generated by tax revenue charged by Benbrook hotels and motels. Expenditures are restricted for specific uses. The City allocates a portion of this revenue towards the Marketing Activity. Salary expenses for the Marketing Director and operating costs are financed through the Hotel/Motel Occupancy Tax revenue. City Council allocates and approves expenditures on a quarterly basis. Other expenses include funding for the Benbrook Area Chamber of Commerce, Heritage Fest, Winter Wonderland, and advertising.

The Benbrook Economic Development Corporation (EDC) is now a department of the City; however, financial reporting is maintained on a separate basis. The EDC is considered a blended component unit of the City.

# FUND/DEPARTMENT RELATIONSHIPS

## GRANT FUNDS

The City of Benbrook receives grants from three sources: (1) Community Development Block Grants administered by Tarrant County, (2) the Fort Worth Independent School District (FWISD), and Tarrant County. The City of Benbrook uses grant funds from the Community Development Block Grant for special projects in Benbrook's designated target areas. Funds are allocated by Tarrant County on an annual basis. Council reviews funding options and approves projects based upon the greatest need and the amount of funds available. The FWISD provides a grant to the City to cover approximately fifty percent of the salary costs of three Benbrook Police Officers who are assigned to Western Hills High School and Benbrook Middle School. The grant from Tarrant County is a time-time allocation of $50,000 towards the replacement of an ambulance for the Benbrook Fire Department.

# HONORABLE MAYOR AND MEMBERS OF THE BENBROOK CITY COUNCIL

I am pleased to transmit to you the 2014-15 Budget for the City of Benbrook. This Budget meets all of the provisions of the Home Rule Charter of the City of Benbrook, Texas and all applicable laws of the State of Texas. The 2014-15 Budget adopted by the City Council consists of the General Fund and the Debt Service Fund. Annual expenditures for these two funds are approved by the City Council through the adoption of an ordinance. Council also establishes the property tax rate through the adoption of an ordinance; separate property tax rates are adopted for the General Fund and for the Debt Service Fund. Copies of these two ordinances are included in the Appendix Section of the 2014-15 Budget Document.

The 2014-15 Budget, as adopted by the Benbrook City Council, consists of the General Fund and the Debt Service Fund; when these two funds are combined for revenue, expenditure, and fund balance reporting, they are referred to as the Operating Funds. Unless specified, the term 2014-15 Budget that is reflected throughout this document refers to the Operating Funds.

The City of Benbrook also has the Capital Projects Fund; Other Funds (Tax Increment Financing Fund, Core Value Fund, Stormwater Utility Fund, Police Narcotics Fund, and Hotel/Motel Occupancy Tax Fund); and Grant Funds. Whereas these funds are examined by the City Council during the formal budget review and adoption process, expenditures for these funds are not formally established through the adoption of ordinances.

The Benbrook Economic Development Corporation (EDC) is now a department of the City; however, financial reporting is maintained on a separate basis. The EDC is considered a blended component unit of the City.

Fund balance, revenue, and expenditure data provided in this document for the Capital Projects Fund, Other Funds, Grant Funds, and the EDC is presented for informational purposes only. This financial information is based on estimated revenues, expenditures, and fund balances; financial information presented is not based on audited data.

## 2014-15 ADOPTED BUDGET

During the review and subsequent adoption of the 2014-15 Budget, the Benbrook City Council and the City Staff focused on meeting the challenges of: balancing the budget with minimal use of reserve funds, keeping reserves at or above the specified level, maintaining the property tax rate at its current rate, compensating employees at a level sufficient to remain competitive, continuing services to citizens and businesses with no reduction in quality or quantity, and replacing and updating essential equipment.

## BALANCING THE BUDGET

The 2014-15 Budget provides a balanced plan for municipal services from October 1, 2014 through September 30, 2015. Operating Fund (combined General Fund and Debt Service Fund) expenditures included in the 2014-15 Budget total $17,046,707. General Fund expenditures total $16,077,632 and Debt Service Fund expenditures total $969,075. Operating Fund (combined General Fund and Debt Service Fund) revenues total $16,364,825. General Fund revenues total $16,037,927 and Debt Service Fund revenues total $326,898. The transfer of $505,837 is scheduled from the Stormwater Utility Fund to the Debt Service Fund. The transfer of $200,000 is scheduled for transfer from the General Fund to the Capital Asset Replacement Fund. The use of $100,000 in General Fund unrestricted reserves is scheduled for landscaping when the Benbrook Boulevard project is completed. The net use of $476,045 in reserve funds is required to balance the Budget; approximately $339,705 in General Fund reserves is anticipated and approximately $136,340 is anticipated for Debt Service Fund reserves. The total 2014-15 Operating Funds Budget including General Fund and Debt Service Fund expenditures and transfers is $17,346,707.

## USE OF RESERVES

For the 2014-15 Budget, the Benbrook City Council established $7,000,000 as the ideal minimum reserve total for the combined operating funds (General Fund and Debt Service Fund). In 2014-15, the Council expects to meet this challenge and still be able to increase employee benefits, enhance services to the public, and maintain the current property tax rate - without significantly impacting the City's superb financial condition. The Operating Funds Budget for 2014-15 includes the use of $476,045 in reserves; the Operating Funds fund balance is projected to decrease from $8,149,316 to $7,673,271.

The 2014-15 Budget reflects the use of $100,000 from General Fund resources for the landscaping for the Benbrook Boulevard Project. Funds in the amount of $200,000 are also scheduled for transfer from General Fund reserves to the Capital Asset Replacement Fund to purchase capital outlay items in the future. General Fund expenditures, excluding transfers, are projected to exceed revenues by approximately $39,705. By using a projected $339,705 in reserves, the fund balance of the General Fund is projected to decrease from $7,929,861 to $7,590,156 by the end of 2014-15.

The 2014-15 Budget includes the use of Debt Service Fund reserves to finance principal and interest payments for General Obligation bonds. By using $136,340 in reserves, the fund balance of the Debt Service Fund is projected to decrease from $219,455 to $83,115. Reserves are restricted; the only allowable use is to pay principal on general obligation bonds and certificates of obligation bonds, interest on bonds and certificates, and agent fees.

## MAINTENANCE OF THE PROPERTY TAX RATE

A major concern of the Council during the deliberation of the 2014-15 Budget was the City's property tax rate. After reviewing the change in assessed valuations and considering potential commercial development in the upcoming years, Council established the property tax rate at $0.6575 per $100 valuation. The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2014 shows the total appraised value of property in Benbrook at $1,810,093,964; TAD provided revised assessed valuation and property tax data in September 2014; however, the July 2014 totals are used for all 2014-15 budget calculations. Deferred special use value loss for agricultural and scenic land totals $12,604,183. Total exemptions (over-65, homestead, disability, veterans, pro-rated absolute, and nominal value - below $500) for 2014-15 are $111,992,042. Total adjustments (absolute exemptions, cases before the Appraisal Review Board, and incomplete accounts) are $102,394,439. TAD's minimum projected value of property under protest and/or in incomplete accounts is $42,391,014. The total net taxable value used to project revenues for 2014-15 is $1,625,494,314. Based on the tax rate of $0.6575, current property tax collections are projected to be $10,687,625 for both the General Fund and the Debt Service Fund property tax revenue.

## EMPLOYEE COMPENSATION AND RETENTION

The City of Benbrook's philosophy over the past thirty-plus years is to recruit highly-qualified and top-quality employees by providing above-average salaries and competitive benefits and to retain employees through the offering of merit increases, promotional opportunities, stability/longevity pay, and an excellent retirement system with five-year vesting and retirement eligibility after twenty years of service. One of the City Council's commitments during the review of the 2014-15 Budget was to insure that this philosophy continued. The 2014-15 Budget includes funds for: (1) merit increases for eligible employees; (2) a $5,000 signing bonus for eligible newly-hired and certified Police Officers; (3) an up-to ten percent increase in premiums to continue current benefits and services for health, dental, and life insurance; and (4) continuation of contributions to employee retirement as proposed by the Texas Municipal Retirement System.

## CONTINUATION OF CURRENT SERVICES

The 2014-15 Budget reflects the continuation of current services and programs. The City of Benbrook provides basic municipal services to citizens, businesses, and visitors. Benbrook takes pride in providing top-quality services at affordable costs. The 2014-15 Budget does not include reductions in services, changes in programs, or cut-backs.

## REPLACEMENT OF EQUIPMENT

The 2014-15 Budget includes funds to replace essential equipment. The 2014-15 Budget reflects the replacement of four patrol vehicles for the Police Department with General Fund financing for all of the vehicles. The Police Department schedules the replacement of five vehicles every year; however, for 2014-15, the Police Department requests the replacement of four vehicles and the purchase of the Can Am Spyder that has been on-loan to the Police Department since the summer of 2014.

Funds in the amount of $106,000 are included in the Ambulance Activity of the Fire Department to replace one of the City's ambulances; Tarrant County has agreed to provide $50,000 in grant funds toward the total replacement cost of $156,000.

The 2014-15 Budget includes funds in the Parks Maintenance Activity of the Public Services Division to replace one of the mowing tractors.

The Budget includes the transfer of $200,000 from unrestricted General Fund reserves to the Capital Asset Replacement Fund. This special revenue fund was last tapped for the purchase of an ambulance in 2011-12. The re-building of this fund allows the City flexibility in future years to purchase costly capital items.

## UPDATE AND UPGRADE OF EQUIPMENT

For 2014-15 a separate line item is included in the General Fund's Information Technology Activity; the spending of these funds is administered by the Information Technology Director. Funds are included in the 2014-15 Budget for software and for replacement and/or upgrade of computers, printers, peripherals, and other hardware based on this schedule. Funds are also included in the Information Technology Activity for: a rocket vehicle router for the Police Department, vehicle maintenance and monitoring software for Fleet Maintenance, enhancements to the Inspections Activity software, improvements for the Fire Department's software programs, and revitalization of the Laserfiche Project.

## CHANGES IN PERSONNEL, NEW SERVICES, PROGRAMS, AND SPECIAL PROJECTS

Staffing changes for the Fire Department are reflected in the 2014-15 Budget. The Fire Department is currently staffed with sixteen full-time positions, twenty-one part-time positions, and volunteers. The Fire Chief requested adding two full-time Firefighter/Paramedic positions and three full-time Firefighter/EMT positions (a new classification);

the Chief also proposed eliminating six of the part-time positions in the Auxiliary City Fire Support Unit (ACFSU). The 2014-15 Budget includes two of the three requests. Three full-time Firefighter/EMT positions are added to the Fire Department; the cost of the additional personnel is partially offset by the elimination of six part-time positions.

Funds are included in the Parks Maintenance Activity of the Public Services Department for two special projects. The wooden light poles for ball fields 5, 6, and 8 are scheduled for replacement with steel light poles in 2014-15. The wooden light poles for the soccer field are also scheduled for replacement with steel poles.

The re-coating of the roof of the Benbrook Municipal Building (Benbrook City Hall) is also scheduled for 2014-15; funds are included in the Building Maintenance Activity of the Public Services Department.

# IMPACT OF THE 2014-15 BUDGET ON BENBROOK'S FUTURE

## OPERATING FUNDS

The City of Benbrook's combined fund balance (General Fund and Debt Service Fund) is projected to be $8,149,316 at the beginning of 2014-15 and to decrease by $476,045 to $7,673,271 at the end of the fiscal year. Financial experts and bond rating agencies recommend that the fund balance or reserves be maintained at a minimum level equivalent to ten percent of the City's annual operating budget; three months of operating expenses is the preferred level. Reserves are projected to be 45.01 percent of total operating expenditures during 2014-15. This level of reserves is more than sufficient to meet established criteria. The City's informal policy of maintaining reserves at $7,000,000 and at a minimum of three months of operating expenses is also more than satisfied. Benbrook is more than prepared to face and to conquer economic and financial challenges in the current year and in future years.

### GENERAL FUND

The City Staff is confident that the City's current financial position allows Benbrook to grow, to improve infrastructure, to enhance community facilities, and to upgrade existing facilities and services. However, due to the uncertain economy in 2014-15, Council and Staff decided to defer cost-of-living salary adjustments as well as most major new programs and service enhancements. The 2014-15 General Fund Budget is primarily a continuation of current services and programs with a few critically-needed enhancements.

## DEBT SERVICE FUND

Debt service principal and interest payments reflected in the 2014-15 Debt Service Fund Budget include only general obligation payments that are financed through current property tax collections. These debt service issues include general obligation bonds issued in 2002 and refinanced in 2011, bonds issued in 2004 and refinanced in 2013, and general obligation bonds refinanced in 2005.

City Staff works closely with the City's financial advisor to insure that the additional debt service requirements are financed without significantly altering the City's annual debt service requirements and without increasing the property tax rate. With the financial advisor's guidance, bonds are typically scheduled for sale in alternate years to allow commercial development and property values to increase assessed valuations to the level necessary to maintain or even lower property tax rates. At the time that the 2014-15 Budget was adopted by the City Council, no bond sales were planned or projected for 2014-15.

The sale of certificates of obligation in 2005 to finance the Tax Increment Financing (TIF) projects impacted the Debt Service Fund Budget in 2005-06, 2006-07, and 2007-08. These principal and interest payments are scheduled for payment in the TIF Fund in the 2014-15 Budget and in future years. In 2012, the City of Benbrook sold $1,280,000 in certificates of obligation for TIF projects; these costs are included in the TIF Fund for 2014-15 and future years. Certificates of obligation were sold for TIF projects in 2014; these costs are included in the TIF Fund for 2014-15 and future years.

The sale of certificates of obligation in September 2007 was timed to allow for the payment of these expenses to be financed through the Stormwater Utility fees that were implemented October 1, 2007; the costs of these certificates have no impact on the General Fund or Debt Service Fund since they are to be paid through special use revenue and not with property taxes.

In 2010-11, the Debt Service Fund property tax rate decreased by $0.021799 from $0.042335 per $100 valuation to $0.020536 as a result of this change in financing of the certificates of obligation for the TIF and the certificates of obligation financed through the Stormwater Utility Fund. In 2011-12, the Debt Service Fund property tax rate decreased to $0.010000 per $100 valuation – a reduction of $0.010536. The Debt Service Fund property tax rate remained at $0.010000 for 2012-13. In 2013-14, the Council adopted a property tax rate of $0.657500 per $100 valuation. The Debt Service Fund's property tax rate increased to $0.015000 and the General Fund's property tax rate decreased by one-half cent to $0.642500. In 2014-15, the Council adopted a property tax rate of $0.657500 per $100 valuation. The Debt Service Fund's property tax rate increased to $0.020000 and the General Fund's property tax rate decreased by one-half cent to $0.637500.

# CAPITAL PROJECTS FUND

## CAPITAL PROJECTS FUND

No new capital improvement projects are scheduled for 2014-15.

# OTHER FUNDS

## TAX INCREMENT FINANCING (TIF) FUND

As described within the Debt Service Fund section, the TIF Fund's positive impact on the Debt Service Fund property tax rate is reflected in the 2014-15 Operating Funds Budget. Operating Fund revenues include current property tax revenue generated from properties located within the TIF boundaries. The Non-Departmental Activity includes $640,667 for payment to the TIF from the General Fund to re-allocate these funds in 2014-15.

Expenditures budgeted for the TIF in 2014-15 include principal and interest payments for certificates of obligation for three issues. For certificates of obligation issued in 2005, the scheduled principal payment is $165,000 and associated interest is $41,444; total 2014-15 expenses are $206,444 for these certificates of obligation. For certificates of obligation sold in 2012, the total expenditures for 2014-15 are $142,587; the scheduled principal payment is $125,000 and interest is $17,587. For certificates of obligation sold in 2014, the total expenditures for 2014-15 are $156,519; the scheduled principal payment is $135,000 and interest is $21,519. Total debt service costs for the TIF Fund are $505,550.

## CORE VALUE FUND

The beginning balance for the Core Value Fund for 2014-15 is estimated at $2,205,559. The City of Benbrook's 2014-15 expenses for the Benbrook Boulevard Project are estimated at $1,800,000. These costs include: utility relocation costs and construction costs. The 2014-15 Budget includes the transfer of $100,000 in General Fund unappropriated reserves to the Core Value Fund; these funds are for landscaping expenses when the project is nearing completion. The projected ending balance for the Core Value Fund is $505,559.

In 2014 the expansion of Benbrook Boulevard, the stretch of Highway 377 spanning from Winscott Road/Lakeway Drive north to the IH20/Loop 820 junction, was started. The Texas Department of Transportation (TXDOT) project includes the addition of a median and left turn signals across the approximately 1.3 miles of highway. The development is expected to improve accessibility to businesses along Benbrook Boulevard and to encourage growth by

creating more opportunity for businesses to thrive. This economic growth is anticipated to result in community advancement, to create a brighter future for Benbrook, and to increase the quality of life for current and for future generations.

The Benbrook Boulevard Expansion Project is expected to impact the 2014-15 Operating Budget. Staff estimates the loss of approximately $200,000 in sales tax revenue during the construction period in 2014-15 due to the inconvenience factor. The General Fund revenue projection for sales tax has been adjusted to reflect this decrease in revenue. However, Staff anticipates a significant growth in sales tax revenue and inspections and permits as soon as the project is completed.

## STORMWATER UTILITY FUND

The City's Stormwater Utility Fund, that was established in 2007-08, has a positive impact on the City's 2014-15 property tax rate and the City's ability to finance drainage projects in future years. Implementation of the stormwater utility fee was intended to generate revenue in a more equitable manner for financing of drainage projects. In 2014-15, the City uses these funds - rather than property tax revenue - for drainage projects and related administrative expenses. Projected revenue for 2014-15 from stormwater fees is $970,000. The Stormwater Utility Fund's 2014-15 projected expenditures include the payment of principal and interest for these certificates of obligation; the payments for 2014-15 total $74,593. In 2014-15 a transfer in the amount of $505,837 is scheduled from the Stormwater Utility Fund to the Debt Service Fund for payment of principal and interest expenses for bonds issued for drainage projects.

Three drainage projects are proposed for 2014-15; however, the Benbrook City Council has not formally approved funding. These projects are: (1) Sundown Drive Project at a cost of approximately $290,000; (2) Van Deman Drive Project at a cost of approximately $161,000; and (3) Chapin Road Cross Culvert Replacement at an approximate cost of $275,000.

Three erosion control projects are proposed for funding in 2014-15; the City Council has not formally reviewed and approved these projects. These projects are: (1) Timberland Erosion Project at an estimated cost of $800,000; (2) Plantation West Creek Repairs Project at an estimated cost of $150,000; and (3) Plantation East Creek Repairs Project at an estimated cost of $120,000.

The Operating Funds Budget is impacted by projects and debt service financed through the Stormwater Utility Fund since the City Engineer, Public Improvements Inspector, Deputy City Manager, and the Finance staff are actively involved in the planning, implementation, and payment of services.

## POLICE NARCOTICS FUND

Projected expenditures for the Police Narcotics Fund total $5,000 for 2014-15; however, the Police Department is authorized to spend only the amount of funds available. The projected fund balance for the beginning of 2014-15 is $41,472. The projected ending fund balance is $36,547.

Funds are approved for the purchase of five body-worn cameras for the Patrol Activity. The Police Chief has the discretion to use these special revenue funds for eligible purchases and/or projects. Revenue is restricted for specific types and categories of expenditures.

## HOTEL/MOTEL OCCUPANCY TAX FUND

The projected beginning fund balance for the Hotel Motel Occupancy Tax Fund is $295,607. Projected revenues are $140,580 from the tax proceeds, sale of products, donations, and interest. The City Council authorized the spending of $153,483 in 2014-15. Funds are allocated to the Benbrook Area Chamber of Commerce to promote Benbrook and for the Chamber's annual barbecue cook-off event. Funds are also allocated to finance two City of Benbrook events: Heritage Fest and Winter Wonderland. State-mandated expenses for advertising are also included in the authorized expenditures.

The 2014-15 fiscal year reflects the sixth full-year funding of the City's Marketing Program. Estimated expenditures of $106,793 are financed through the City's Hotel/Motel Occupancy Tax. A full-time Marketing Director was hired in February 2008. The Marketing Director is supervised by the Public Involvement Director who is assigned to the City Manager Activity in the General Fund.

## BENBROOK ECONOMIC DEVELOPMENT CORPORATION

In the summer of 2010, the Benbrook City Council decided to make the Benbrook Economic Development Corporation a City department and to classify the Economic Development Director and Administrative Assistant as City of Benbrook employees. The effective date for this transformation was November 1, 2010. The Benbrook Economic Development Corporation continues to exist as a separate entity; all sales tax and other funding sources for the Benbrook Economic Development Corporation are restricted for Benbrook Economic Development expenditures and projects. The Benbrook Economic Development Corporation plays a primary role in the Benbrook Boulevard Project that broke ground in the 2014.

## GRANT FUNDS

Grant projects are scheduled for 2014-15 with financing through the FWISD Police Grant and a one-time contribution from Tarrant County towards the replacement of an ambulance. These projects impact the General Fund Budget in 2014-15 and in future years.

In the 2013-14 fiscal year, a major change was made to the City's participation in the Community Development Block Grant program administered through Tarrant County. From 1975 to this year, Benbrook had applied for a portion of the funds each year and was awarded grant funds specifically for the approved projects. Due to a reduction in overall grant funds, Benbrook's participation has been reduced to every other year. Thus no funds from the Community Development Block Grant are expected for the 2014-15 fiscal year.

The change in the Community Development Block Grant program has no impact on Benbrook's participation in two CDBG programs administered by the County. In June 2014, the Council adopted a resolution to continue participating in the Home Investment Partnership Program and the Emergency Solutions Grant Program, The Home Investment Partnership Program provides funds for building, buying, and/or rehabilitating affordable housing for rent or homeownership, or providing rental assistance to low-income residents. The Emergency Solutions Grant Program provides services for emergency shelters and short-term rental assistance to low-income residents.

The 2014-15 Budget includes the salary and operating costs for two Police Officers assigned to Western Hills High School and for one Police Officer assigned to the Benbrook Middle School that opened in 2011. These Police Officers serve as liaisons between the City of Benbrook and the Fort Worth Independent School District (FWISD). The estimated cost of $317,500 is included in the Patrol Activity of the Police Department. The FWISD provides approximately $158,750 towards these expenses. The City is responsible for the other half of the costs. The City's costs are expected to increase in future years to cover salary adjustments and other operating expenses. Should the FWISD discontinue this grant in future years, Benbrook's costs are expected to double. The General Fund is expected to absorb these costs if and when the grant is discontinued. Costs related to Staff time for the Police Chief, Commander, Sergeants, and other key Police Department personnel are not included within these totals.

# CONCLUSIONS

As always, the preparation and adoption of the Budget is one of the most important actions of the Benbrook City Council. The budgetary process determines what services the City provides, the level of services, and how the funds are provided to finance these services. The budget is a compromise between available resources and service needs - a compromise that attempts to allocate funds on a priority basis as determined by the City Council. The Budget,

administered with the proper controls, represents a reliable financial plan to be used in making decisions facing the City of Benbrook over the course of the next twelve months.

The City Manager and the City Staff stand ready to assist the City Council in implementing the 2014-15 Budget.

# CITY OF BENBROOK GOALS

The long-range goals of the City of Benbrook, as revised in 2005 and adopted by the City Council, are:

To protect and enhance neighborhood quality and values;

To improve the efficiency and effectiveness of government services;

To promote economic development;

To promote community appearance and pride; and,

To provide appropriate community facilities.

## ACHIEVEMENT OF LONG-RANGE GOALS

To assist in the achievement of these goals, City Council and City Staff identified City-wide objectives, approved programs in past years, and funded new programs in the 2014-15 Budget. Objectives, strategies, and progress measures for achievements made towards reaching these goals in past years are provided in detail in the City-Wide Goals, Objectives, Strategies, and Planning Principles included in the Appendix Section of the 2014-15 Budget Document; this information is presented on pages 291 through 297.

Funds are available in the 2014-15 Budget toward the achievement of these City-wide goals; enhancements toward the attainment of all five of these goals include: new facilities, personnel enrichments, equipment replacement, existing facilities modifications and improvements, and streamlined and updated communication. These program additions and improvements are described along with their potential impact on attainment of goals in current and in future years.

### ENHANCED COMMUNICATION – KEY TO ACHIEVEMENT OF ALL GOALS

Benbrook progresses toward all five of these goals through improved and increased communication between the City and Benbrook's citizens. Enhanced contact between the City and the public is continued in 2014-15 through the distribution of the *Benbrook Community Newsletter*, tape-delay broadcasts of City Council meetings on a regularly-scheduled basis on the City's cable channel, and real-time website broadcasts of Council meetings (Council meeting viewings are available through the City's website at www.benbrook-tx.gov on an on-demand basis with the ability to

fast-forward, search, and freeze-frame). The City upgraded, updated, and improved the broadcast of meetings through the installation of a new video system in 2013.

**Broadcast of Meetings**

In 2005-06 the City upgraded the production quality of the Council meeting broadcasts by switching to a two-camera system and by upgrading to a digital video recording system. In 2007, Staff installed an electronic voting board system to display votes by Council, the Planning and Zoning Commission, and other City boards during official meetings; this computerized system resulted in an enhanced presentation for audience members and for those viewing the meetings on television and the internet. In 2007, the City began taping and broadcasting special meetings – such as the Quarterly Joint Work Sessions and Work Sessions with the Fort Worth Independent School District. The 2007-08 Budget included funds to record the monthly Planning and Zoning Board meetings for broadcast on the City's cable channel and for viewing on the City's website. In 2010, the Council approved the taping and broadcasting of all City Board and Commission meetings; the Economic Development Corporation's meetings are also taped and broadcast. Funds are included in the 2014-15 Budget for the continuation of all of these programs.

In the summer of 2010, the City launched a new web-based program to facilitate and to improve the process for citizens to view videos of regularly-scheduled videotaped Council meetings and work sessions, along with corresponding meeting documents. The new program allowed viewers to select specific meetings, choose the section they are most interested in viewing, and view related agenda item documents. The program allowed citizens and other interested people to bypass entire sections of on-line City meetings in order to view their topic of interest more quickly. Prior to implementing this system, viewers were required to watch entire meetings to view the agenda item they really wanted to see. The City upgraded and improved the broadcast of meetings through the installation of a new video system in 2013. Meetings may now be viewed on the City's website in real time.

**City of Benbrook Website – www.benbrook-tx.gov**

Also in 2005-06, the City revamped its website by changing formats, implementing user-friendly features, enhancing search engines and techniques, expanding data and archived information available to the public, creating links for individual departments and programs, and adding a secure site for employees. A section was also added for City Council member access only; the Councilmembers have access to documents and reports for each City Council meeting. In 2006-07, the Information Technology Director began providing workshops for City employees to assist them in updating and maintaining the website. Workshops were also provided on software utilization. The Information Technology Director expanded these services in 2007-08 with plans to continue these seminars. In 2008-09, the City added a new feature to the City's website – a reservation system to request and to reserve the use of the City's

recreation facilities and services. In 2010 building permits were available on-line to facilitate the development process.

During this time, the City's website was enhanced to include social networking features such as Facebook and Twitter. Updates of City activities, notices, and other public information are disseminated and shared through these types of social media. In 2013 the City's website was revamped, improved, and updated.

**Annual Report**

In January 2007, the City of Benbrook published its first annual report. In years past, the Mayor's State of the City address was published in local newspapers at the beginning of the new year. Benbrook's annual report was mailed to all residences in Benbrook, posted on the City's website, and copies were available at City Hall and other municipal facilities. The report summarized Benbrook's achievements in 2006. The 2007 version of the annual report was published and distributed in February 2008. The 2008 version was published and distributed in January 2009. The 2009 version was distributed in January 2010. The 2010 Annual Report was published and distribution in January 2011. The 2011 Annual Report was published and distributed in February 2012. The 2012 Annual Report was distributed in February 2013. The 2013 Annual Report was published and distributed is February 2014. The 2014 Annual Report is scheduled for publication and distribution in February 2015.

**Internal Communications**

In 2008-09 City employees were provided with enhanced communication capabilities while at the work place. "City Source" software was installed on all computers assigned to employees. This software allowed employees to post and to access a variety of information including: City Council and Boards and Commissions agendas and packets; budget worksheets and documents; employee news, events, birthdays, and announcements; health and wellness tips and information; shared documents; human resources policies, procedures, updates, and forms; photographs; training and meeting videos; and calendar of events and meetings. Departments also created sub-sections to disseminate specialized information, update employees, and notify employee groups of opportunities and events. "City Source" is being revamped in 2014-15.

## TO PROTECT AND ENHANCE NEIGHBORHOOD QUALITY AND VALUES

Neighborhood quality and values are protected and enhanced through the funding of programs designed to make Benbrook streets more attractive and safe, passage of ordinances to improve the quality of life, and programs and purchases to make neighborhoods more secure. When Benbrook leaders originally identified this goal as one of the primary concerns of the City, they developed a strategy to form neighborhood associations to work with residents to

strengthen and improve relations between neighborhoods and the City of Benbrook. A list of the neighborhood associations currently active in Benbrook is included on page 312 of the 2014-15 Budget Document.

## SAFER AND MORE ATTRACTIVE STREETS, NEIGHBORHOODS, AND FACILITIES

The 2014-15 Budget includes funds to re-surface streets within Benbrook through joint efforts with Tarrant County in the City/County street overlay program. Funds are also included as General Fund revenue for street cuts and repairs for projects completed with the Benbrook Water Authority.

## PUBLIC SAFETY RELATED PROGRAMS AND PURCHASES FOR 2014-15

New programs and purchases are financed in the 2014-15 Budget to improve the quality of life in Benbrook by enhancing public safety.

## FIRE DEPARTMENT

### Increased Staffing Levels, Expanded Facilities, New Equipment, and Continued Special Programs

In 2012 the City completed plans to expand the Benbrook Fire Station. The construction contract was awarded in the summer of 2012 and work was commenced. The project was completed in 2013; the cost was funded through the use of General Fund reserves transferred to the Capital Projects Fund. Additional funds are included in the 2014-15 Budget for the increased operating costs of this expanded facility.

The 2014-15 Budget includes significant staffing changes for the Fire Department. Three new full-time Fire Fighter/EMT positions are funded in the Budget. The cost of the additional personnel is partially offset by the elimination of six part-time positions assigned to the Auxiliary City Fire Support Unit (ACFSU).

The 2014-15 Budget includes $106,000 towards the replacement of one of the City's ambulances. The total cost of the new ambulance is $156,000. Tarrant County has agreed to provide a one-time grant of $50,000 towards the replacement of the ambulance.

Funds are also included in the Budget to replace the stretchers in the ambulances. Installation of AEDs (automated external defibrillators) at Benbrook City Hall and in the Courtroom at the Police Department is also included in the Fire Department's 2014-15 Budget.

CodeRED and CodeRED Weather Warning are available to Benbrook residents, businesses, and schools; a Benbrook street address is required for the system to issue the proper notices.

The City of Benbrook instituted the CodeRED Emergency Notification System – an ultra-high-speed telephone communication service for emergency notifications. The CodeRED system allows the City to telephone all or targeted areas of Benbrook in case of an emergency situation that requires immediate action (such as a boil-water, missing child, or evacuation notice). The system is capable of dialing 60,000 telephone numbers per hour to deliver a pre-recorded message describing the emergency situation to a person or to an answering machine in the affected area and can include instructions on the action required of the recipient. Once the situation is remedied, another call is placed to signal that the issue has been addressed and that normal activities can be resumed.

Benbrook also offers the CodeRED Weather Warning program; this system automatically calls residents when severe weather (tornado, flash flood, and severe thunderstorm) warnings are issued by the National Weather Service. The CodeRED Weather Warning calls only when specific warnings are issued and only if a registered home, business, or school is in the path of the storm.

The Benbrook Police and Fire Departments worked with the Drug Enforcement Administration in conducting the National Take Back Initiative. This program provides a safe, convenient, and responsible means of disposal of unused, expired, and unwanted over-the-counter or prescription medications. The program also educates the general public about the potential for abuse of these medications.

**POLICE DEPARTMENT**

Funds are included in the Police Department's General Fund Budget to replace four patrol cars and to purchase the Can Am Spyder that the Police Department has been using since the summer of 2014 on a trial basis. Funds are available in the Police Narcotics Fund for programs and improvements up to a total cost of $41,472; $5,000 is designated for the procurement of five body-worn cameras. The Chief of Police has the discretion to approve expenditures from this restricted account.

Funds are included in the 2014-15 Police Department Budget to continue programs that serve to improve the quality of life within Benbrook. These programs include: National Night Out, VIN-Etching, Neighborhood Watch, Operation Child ID, Operation Identification – Mark Your Territory, Residential and Business Security Surveys, Bicycle Registration, Child Gun Locks, Project L.E.A.P., the Way Home Program, and CrimeReports.com.

### National Night Out

The Police Department's Crime Prevention Officer organizes Benbrook's National Night Out. This program is designed to heighten crime and drug prevention awareness, generate support for and participation in local anti-crime programs, strengthen neighborhood spirit and police-community partnerships, and send a message to criminals that Benbrook's neighborhoods are organized and are fighting back against crime. Benbrook's National Night Out takes place at the Benbrook Community Center/YMCA and includes activities for the young and for the old; activities include: KID Print ID kits for children; live multi-agency mock disaster scenarios; demonstrations with helicopters, police cars, SWAT vehicles, and fire trucks; special exhibits; and presentations by the Benbrook Police and Fire Departments. National Night Out is scheduled for October 2014.

### VIN-Etching Program

During the October 2014 Household Hazardous Waste Event, the Tarrant Regional Auto Crimes Task Force is teaming with the Benbrook Police Department to offer free VIN-etching services for Benbrook residents. VIN-etching is a countermeasure to prevent motor vehicle theft. It involves the use of a stencil and glass etching paste to etch a vehicle's vehicle identification number (VIN) onto the windshield and windows. If the vehicle is stolen, the thieves are forced to replace the glass prior to selling the stolen vehicle; this process effectively reduces or eliminates the profit. VIN-etching also increases the odds of recovery of stolen vehicles by the police. This services has proven to be highly effective as a theft deterrent and in returning stolen vehicles to their rightful owners.

### Neighborhood Watch – Benbrook's Most Effective Crime Fighting Resource

The Crime Prevention Officer in the Benbrook Police Department helps neighborhoods organize and conduct Neighborhood Watch Groups. The Officer describes crime reporting procedures, explains the 911 emergency call process, recommends proven crime-prevention techniques, shares crime prevention tips, arranges expert speakers, and provides statistics on a monthly basis.

### Operation Child ID – A Program to Protect Benbrook's Most Precious Resource

The Operation Child ID Program is designed to safeguard children by having them fingerprinted. The Benbrook Police Department provides kits that parents may use to fingerprint their children at home; parents retain the fingerprints. The kits contain materials and supplies including a form for the child's description, ink, instructions, and safety tips.

### Operation Identification Mark Your Territory

With the Operation Identification Mark Your Territory program, Benbrook residents can mark their valuables in their homes with their drivers' license numbers; easily-marked items include televisions, video equipment, computers, and other electronics and appliances. Having these items marked does not prevent home burglaries but does facilitate the recovery process if items are stolen. The Police Department lends engravers at no charge to Benbrook residents.

### Residential and Business Security Surveys

Benbrook's Crime Prevention Officer is licensed by the Texas Department of Insurance to inspect and access Benbrook residences and commercial operations. The Crime Prevention Officer visits Benbrook homes and businesses; performs a thorough survey; identifies ways to reduce burglary opportunities by assessing doors, windows, lighting, and landscaping; and suggests inexpensive ways to improve security. This process increases security and reduces vulnerability for burglaries and may also result in cost savings via a discount in homeowner's insurance premiums.

### Bicycle Registration

All Benbrook residents may register their bicycles with the Benbrook Police Department. Registrants receive a registration sticker and have their Texas driver's license number engraved on their bicycles. Registration helps deter theft and aids in the recovery of stolen bicycles.

### Child Gun Locks

The Benbrook Crime Prevention Officer provides Benbrook residents with free gun safety locks; there is a three lock limit per residence.

### Project L.E.A.P.

Project L.E.A.P. is a program designed to provide Benbrook's elderly and disabled citizens additional options in emergency situations. The program entails distributing donated cell phones to these individuals to provide immediate 9-1-1 access to police, EMS, and fire personnel and services. Cell phones are donated to the Benbrook Police Department by citizens and businesses for use in the program.

### The Way Home Program

The Way Home Program was created to help identify and assist lost or confused citizens that have wandered away from home. Residents who suffer from Alzheimer's, autism, or any condition that may cause difficulty communicating vital information if they become lost are excellent candidates for this program. The Benbrook Police Department maintains a database for these residents; family members and/or caretakers are responsible for contacting the Police Department and registering their loved ones. Information is strictly confidential and is used exclusively for identification of the lost victim and notification of family members.

### CrimeReports.com

CrimeReports.com works with over seven hundred agencies across North America to provide the largest on-line resource for accurate, up-to-date crime information. The CrimeReports network offers a variety of affordable, easy-to-use software tools for law enforcement agencies to understand crime trends and to share current neighborhood crime data with the public. Benbrook residents can access the integrated crime map and receive email alerts for free at www.CrimeReports.com, empowering them to make informed decisions to assist in improving the safety of Benbrook neighborhoods and the community.

## OTHER PUBLIC SAFETY PROGRAMS

Other programs sponsored and funded by the City to protect and enhance neighborhood quality and values include: Trinity Trash Bash, Household Hazardous Waste Disposal, Compassion Based Code Compliance,

### Trinity Trash Bash

The City sponsors and coordinates the Trinity Trash Bash each year. The Trash Bash is an annual clean up event where local volunteers pick up litter and debris from Benbrook Lake and park areas. Funds are available in the 2014-15 Budget for this event in the autumn of 2014.

### Household Hazardous Waste Events

The 2014-15 Budget includes funds to conduct two household hazardous waste events in Benbrook. Citizens have the opportunity to dispose of hazardous materials (paint, petroleum products, toxic materials, batteries, and other hazardous waste materials) in a safe and environmentally-friendly manner. For the October 2014 event, the City is expanding disposal services to include electronic waste such as computers, monitors, CPUs, scanners, printers, print

cartridges, fax machines, telephones, cell phones, lawnmowers, and small household appliances. Document shredding is available at the Household Hazardous Waste Events at no cost for residential paper shredding.

Benbrook coordinates with the City of Fort Worth's Environmental Services Department to hold an event in the spring and a second event in the fall. For residents who are not able to attend these events, Benbrook citizens are eligible to use at Fort Worth's collection center.

**Compassion Based Code Compliance Program**

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program. This program is continued in 2014-15; no funds are specifically allocated for this program.

The City's Public Involvement Director and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook's program is based on the "Beautiful Day" program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City's liability and workers' compensation policies, furnish waste hauler contacts, and leverage donations. Community sources are essential to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program include: assistance to approximately fifteen percent of Benbrook's residents in the form of free or discounted services, supplies, and labor necessary to resolve code compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

## TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF GOVERNMENT SERVICES

Benbrook's government operates more efficiently and effectively through the implementation of enhanced employee benefits, updated technology and equipment, consolidation of services, and identification of special revenue sources.

## EMPLOYEE BENEFITS ENHANCEMENTS

The City strives to keep employee turnover at a minimum and succeeds by being competitive with salary and benefits for new hires and for current employees. The City operates with the philosophy of recruiting highly-qualified and top-quality employees by offering above-average salaries and competitive benefits and of retaining employees through the provision of merit increases, promotional opportunities, stability/longevity pay, and an excellent retirement system with five-year vesting and retirement eligibility after twenty years of service.

The 2014-15 Budget does not include funds to finance an across-the-board salary adjustment to the City's Classification and Compensation Matrix. The matrix remains unchanged for the 2014-15 fiscal year with one exception; the new classification of Fire Fighter/EMT is added to the matrix.

In the summer of 2009, an outside consultant completed an analysis and study of the City's classification and compensation system for full-time positions. The consultant recommended re-structuring the City's Classification and Compensation Matrix to a fifty-grade and seven-step matrix with a five-percent increase for each grade and between each step. The grades range from twenty-two to forty-nine; the City Manager's salary is at grade forty-nine and Field Service Worker is assigned to grade twenty-two. Employees at steps one through six of the City's seven-step classification and compensation system are eligible to receive a one-step or five percent increase for merit on the employee's anniversary date. Funds are also included in the 2014-15 Budget to finance scheduled merit increases. Merit increases are not automatic and require the approval of the employee's supervisor and of the City Manager.

Employee benefits are maintained in the 2014-15 Budget. Funds are included in the Budget to continue health, dental, and life insurance coverage at current levels. The Budget includes funds to pay the entire premium cost for employee health, dental, and life insurance; to increase the subsidizing of dependent coverage; and to reimburse employees and covered dependents for a portion of hospital and surgery co-payments. An employee or covered dependent is eligible for reimbursement of up-to $1,000 for an out-patient procedure and up-to $2,000 for hospitalization. The Budget also includes funds to reimburse employees up-to $300 for co-payments, deductibles, and prescriptions; these reimbursements are available only to employees who do not have dependent health insurance coverage through the City's group plan.

Full-time City employees are mandated to contribute seven percent of salary costs to a retirement fund with the Texas Municipal Retirement System (TMRS). Funds are included in the Budget to finance the proposed contribution rate for the City's two-to-one match of retirement funds for full-time employees. The City's contribution decreases from the current rate of 18.20 percent to 17.91 percent effective January 1, 2015.

The City encourages wellness for all employees and dependents by offering discounted memberships at the Benbrook Community Center/YMCA; the City pays approximately fifty percent of the monthly costs for employees (full and part-time employees are eligible). The City's group health insurance contract emphasizes wellness and provides diagnostic tools, health hints, workout strategies, and medical resources on the company's website. The 2014-15 Budget includes funds to provide flu shots for all City employees at no cost to the employee; dependents are eligible to receive the vaccinations and pay only for the cost of the vaccine. Hepatitis vaccinations are also available to employees at no cost to the employee.

The City also offers employees the opportunity to participate in a number of programs available through payroll deduction. Employees may opt for credit union services, deferred compensation, supplemental life insurance, disability insurance, vision insurance, and catastrophic insurance.

## TECHNOLOGY IMPROVEMENTS AND UPGRADES

The 2014-15 Budget includes funds to improve and enhance the City's technology. Separate line-items are included in the Information Technology Activity in the 2014-15 Budget for software and for hardware; Council approved the allocation of $227,168 in the General Fund to finance the replacement, upgrade, and purchase of computers, peripherals, software, and other technology-related equipment and supplies. Software expenses are estimated at $175,084 and hardware expenses are projected to be $52,084.

In 2003-04, the City hired a full-time Information Technology Director; the 2014-15 Budget includes continuation of this position and provides additional funds for technology enhancements. The Budget includes funds for a part-time assistant for the Information Technology Director for a twenty-hour per week schedule. In the summer of 2010, the Information Technology Director assumed supervisory responsibility for the part-time GIS Technician who was assigned to the Community Development Management Services Activity. This part-time position is included in the Information Technology Activity in the 2014-15 Budget.

Funds are also included in the Information Technology Activity for: a rocket vehicle router for the Police Department, vehicle maintenance and monitoring software for Fleet Maintenance, enhancements to the Inspections Activity software, improvements for the Fire Department's software programs, and revitalization of the Laserfiche Project.

## VEHICLE REPLACEMENTS AND PURCHASES

The 2014-15 Budget includes funds to replace four patrol vehicles for the Benbrook Police Department. Usually five vehicles are replaced each year; however, the Budget includes funds to purchase four sport utility vehicles and to

purchase the Can Am Spyder that has been on-loan to the Police Department since the summer of 2014.

Funds in the amount of $106,000 are included in the Ambulance Activity of the Fire Department to replace an ambulance. The estimated cost of the ambulance is $156,000; Tarrant County has offered a one-time grant of $50,000 towards the replacement of the ambulance.

The Parks Maintenance Activity includes funds to replace a mowing tractor. The estimated costs to repair the current tractor exceed the value of the tractor; replacement parts are not readily available.

## CONSOLIDATION OF SERVICES

### Benbrook Fire Department

From the late 1970s to 2006, the City of Fort Worth provided fire service protection for the sections of Benbrook located north of Interstate 20. Under the terms of the original ten-year contract executed between the two municipalities, Benbrook paid for the construction of two fire stations located in Fort Worth; Fort Worth agreed to man and equip these stations and to provide fire protection services to North Benbrook. The contract was extended for an additional five years with the institution of an annual service fee payable by Benbrook to Fort Worth. Over the next ten years, the contract was renewed with an annual increase in the service fee; by 2005-06 the annual contract cost Benbrook approximately $275,000 per year. However, as Benbrook's Fire Department developed into a full-service department with the addition of full-time personnel, an aerial truck, and improved equipment, Benbrook became more capable of providing service to all of Benbrook. As Benbrook's capabilities increased, Fort Worth's commitment decreased and their response to calls in Benbrook was restricted. In 2006 Benbrook informed Fort Worth of Benbrook's intent to terminate the contract in October. During this same time period, Fort Worth began developing the Skyline Ranch Subdivision – a development that includes approximately three-hundred homes. Benbrook determined that, due to the location of this area, Fort Worth was not prepared to provide fire services to this subdivision because of the distance to the closest Fort Worth fire station. Benbrook, however, was capable of responding to this area in less than half of the time that Fort Worth required. Fort Worth agreed to continue one-alarm response to North Benbrook in exchange for Benbrook's provision of fire and ambulance services to the Skyline Ranch Subdivision; neither municipal government charges the other for provision of these services. The Benbrook Council approved hiring four additional Fire Fighter/Paramedic positions in the 2006-07 Budget to insure that adequate personnel was available to perform these services. In 2007-08, the Fire Department replaced their self-contained breathing apparatus system, implemented a Compressed Air Foam (CAF) System, and procured an additional Life Pak 12 cardiac monitor to insure that all of the ambulances were equipped with this vital life-saving equipment.

In the 2006-07 Budget allocation for the Fire Department, funds were provided to procure EMS (emergency management services) billing software and computer equipment for the City's fleet of ambulances. The new software and computers enabled the Fire Fighter/Paramedics and Emergency Medical Technicians to enter data directly into computers. This data is then processed to generate ambulance invoices. This new equipment eliminated the need for Fire Department personnel to write reports by hand and submit the reports to a billing clerk who then entered the data and processed the ambulance invoices. With the implementation of this program in 2006-07, the Accounting Clerk, who was responsible for ambulance billing and collection, was able to assume additional responsibilities. The 2007-08 Budget reflected the transfer of this position from the Finance Department to the City Secretary Activity. In addition to ambulance-related administrative duties, this position also provides support to the City Secretary, City Manager, and Public Involvement Director; serves as liaison between citizens and the waste disposal contractor; schedules recreational facilities; and performs special projects.

In 2012 the City completed plans to expand the Benbrook Fire Station. The construction contract was awarded in the summer of 2012 and work was commenced. The expansion of the Fire Station was completed in 2013 through the use of reserves transferred to the Capital Projects Fund from the General Fund.

The 2014-15 Budget includes the addition of three full-time Fire Fighter/EMT positions. The Budget also includes the elimination of six part-time positions assigned to the Auxiliary City Fire Support Unit (ACFSU). The Fire Department experienced difficulty in maintaining full-staffing of the ACFSU during the 2013-14 fiscal year. These part-time employees are on-call every third day to respond to Benbrook Fire Department fire and ambulance calls. By adding full-time positions and eliminating unfillable part-time positions, the Fire Department is better able to guarantee that each shift has full-coverage of qualified employees.

The Benbrook Fire Department has expanded its mutual-aid agreements with other local fire departments. Tarrant County has increased its payments to Benbrook for fire and emergency services provided to other local communities. The City of Benbrook renewed the contractual arrangement with Tarrant County effective October 1, 2014. Under the terms of the contract, the County: (1) compensates Benbrook a base compensation rate in excess of $105,000 per fiscal year, (2) provides a super tanker, (3) provides a brush truck, (4) provides thermal imaging cameras, (5) provides funds for the replacement and purchase of fire and rescue equipment, and (6) compensates for emergency medical services (based on points) in excess of $140,000 per fiscal year; the City of Benbrook bills Tarrant County residents for emergency medical services at non-resident rates. For the 2014-15 contract, the County agrees to provide $50,000 towards the replacement of one ambulance. The County contract also includes funds for the purchase and replacement of firefighting personnel personal protective equipment.

**Interlocal Agreements between City of Benbrook and Benbrook Water Authority (BWA)**

Through an Interlocal Agreement (ILA), the City of Benbrook contracts with the Benbrook Water Authority (BWA) to bill and collect residential refuse and stormwater utility accounts. Because the BWA already bills these customers for water and sewer service, an economies of scale is created that benefits the City, the BWA, and ultimately the citizens of Benbrook. The current ILA includes a reimbursement rate from the City to the BWA of $0.4958 per bill. The City is also assessed its proportionate share of credit card processing fees for residents who pay with credit cards.

When the BWA has a water or sewer line failure under a street, the BWA excavates the street and makes the line repair. After the line repairs are completed, the BWA is responsible for restoring the damaged street. These street repairs are commonly referred to as street cuts. In lieu of having the BWA contract with an outside contractor, the City repairs street cuts through and ILA. An ILA has been in effect between the City and BWA since 2000. The repair cost included in the most recent ILA is $8.91 per square foot. The BWA street cuts are approximately fifteen percent of the total street cuts repaired by the City. Because of the economies of scale associated with the City completing the street cuts, the repairs are easily absorbed into the City's work load without significantly impacting operations.

**Interlocal Agreements between City of Benbrook and City of Fort Worth**

Benbrook is enjoying its 14th year in partnership with the Fort Worth Environmental Collection Center (ECC) to recycle hazardous household chemicals and wastes. The program provides Benbrook residents the opportunity to dispose of paint, solvents, lawn and garden chemicals, automotive products, and other household hazardous waste products in a proper manner. Benbrook holds collection events two times each year to attract large numbers of participants. Each event averages approximately 150 households. Residents also have the option to take items directly to the Fort Worth Environmental Collection Center; approximately 180 households participate each year. The City of Fort Worth charges Benbrook on a per household basis; the current rate is $47.00 per household.

Since 1999, the City of Benbrook has contracted with the City of Fort Worth for the processing, shipping, and testing of suspected rabid animals. When services are needed, specimens are transported to the City of Fort Worth Animal Control Office for the packing and shipment of the specimen to the laboratory. The results are returned directly to the Benbrook Animal Control Officer. The current cost is $125 per animal.

**Interlocal Agreements and Contract between City of Benbrook and Tarrant County**

Tarrant County Precinct Number One has assisted the City of Benbrook with its annual street overlay program for over twenty years. Under the ILA, the County furnishes labor and equipment necessary to overlay various streets

throughout Benbrook with two inches of asphalt. The City pays for the asphalt, prepares the streets for overlay, and provides traffic control. The 2013-14 program provided approximately one and one-half miles of streets, several cul-de-sacs, the Community Center (Lion's Club) parking lot, and an extension of the hike and bike trail from the Benbrook Community Center/YMCA to Dutch Branch Park.

The City of Benbrook participates in the Tarrant County Cooperative Purchasing Program. Each year, the County contracts with local and national suppliers of products, equipment, and services. The City is allowed to benefit from these negotiated contracts. The Police Department's vehicles are purchased through the County's contracts for a significant savings in both Staff time and City funds.

### Public Utility Coalitions and Committees

The City of Benbrook participates in the Atmos Cities Steering Committee (ACSC) and the Steering Committee of Cities Served by Oncor to monitor the electric and natural gas providers in Benbrook. ACSC is an organization of over one-hundred fifty municipalities in north and central Texas that represents nearly 1.2 million residential customers. ACSC undertakes activities on behalf of its city members and their citizens by participating in rate cases, rulemaking, and legislative efforts that impact natural gas rates. The Steering Committee of Cities Served by Oncor is an organization of over one-hundred forty local governments in north and central Texas with customers served by the Oncor transmission and distribution utility. The Steering Committee represents consumer interests in proceedings brought by the Oncor transmission and distribution utility, which remains rate regulated.

## IDENTIFICATION OF SPECIAL PURPOSE REVENUE SOURCES

### Stormwater Utility Fund

The 2006-07 Budget included funds in the Community Development Division for the performance of a Stormwater Utility Feasibility/Implementation Study. This analysis determined the equitable costs for businesses and homeowners to pay in stormwater utility fees. This system shifted the funding from an annual property tax basis (since drainage products were financed through capital projects and the portion of the property tax rate dedicated to debt service payments) to a monthly bill based on the amount of run-off that a specific property generates as stormwater. Drainage problems were not always related to property value and reliance on general obligation bonds for drainage projects ran the risk that upstream property owners were not supportive of drainage improvements to protect downstream properties. Many municipalities have converted to a stormwater utility that assesses a nominal monthly fee to homeowners and charges larger fees to commercial properties based on the amount of impervious surface area. This methodology provides dedicated reliable funding for drainage projects. Council approved $121,000 for this

project in anticipation that in future years the City can reduce the property tax rate - at a minimum the amount required for drainage project debt service payments. In September 2007, the Council approved a $6.50 per month fee for residences and a fee based on the impervious area on the parcel in square feet times $0.00204 per month for businesses. Fees became effective October 1, 2007 and are collected by the Benbrook Water Authority.

Certificates of Obligation sold in September 2007 are paid through the stormwater utility fee; interest payments are due in February and September. In future years, these fees are scheduled to finance current and proposed drainage projects. The transfer of $505,837 for drainage-related debt service is scheduled from the Stormwater Utility Fund to the Debt Service Fund in 2014-15. The 2014-15 Budget includes the spending of $74,593 for principal and interest for general obligation bond requirements; the principal payment is $45,000 and the interest payments are $29,593.

As of October 1, 2014, no new projects have been approved by the City Council. Three projects are scheduled for presentation to the Council in 2014-15: (1) Sundown Drive Project at an estimated cost of $290,000; (2) Van Deman Drive Project at an estimated cost of $161,000; and (3) Chapin Road Cross Culvert Replacement Project at an estimated cost of $275,000.

Three erosion control projects are proposed for funding in 2014-15; the City Council has not formally reviewed and approved these projects. These projects are: (1) Timberland Erosion Project at an estimated cost of $800,000; (2) Plantation West Creek Repairs Project at an estimated cost of $150,000; and (3) Plantation East Creek Repairs Project at an estimated cost of $120,000.

**Police Narcotics Fund**

Assets seized by the Benbrook Police Department in narcotics cases are deposited into a special account – the Police Narcotics Fund. These revenues are restricted for specific uses. The projected beginning balance for the Police Narcotics Fund in 2014-15 is $41,472. The Council approved the use of $5,000 for body-worn cameras for the Police Department's Patrol Activity. The Police Department is authorized to spend only the amount of funds available. The Police Chief has the discretion to use these funds for purchases and/or projects.

**Hotel/Motel Occupancy Tax Fund**

The 2014-15 fiscal year reflects the sixth full-year funding of the City's Marketing Program. Estimated expenditures of $106,793 are financed through the City's Hotel/Motel Occupancy Tax. A full-time Marketing Director was hired in February 2008. The Marketing Director is supervised by the Public Involvement Director. The Public Involvement Director is assigned to the City Manager Activity in the General Fund.

Prior to February 2008, this position was a part of the Benbrook Area Chamber of Commerce and financed through the City's hotel/motel occupancy tax allocation to the Chamber of Commerce. By funding this position directly, the City insures that these funds are used according to State law.

Expenditures approved by the City Council for 2014-15 through the HMOT fund include: $106,793 for the City's Marketing Program, $20,000 for Heritage Fest, $1,000 for Winter Wonderland, $4,000 for support services for the Benbrook Area Chamber of Commerce, $2,500 for the Chamber's BBQ Contest, and $19,190 for advertising expenses as required by State statute.

# TO PROMOTE ECONOMIC DEVELOPMENT

## ROLE OF CITY'S COMMUNITY DEVELOPMENT DIVISION

Economic Development within Benbrook is promoted by improvements in the area of community development. In preparation for future widening of Benbrook Boulevard, the City has pursued improving the overall appearance of the corridor. The City's goal is to transform the current rural highway design to a more pleasant urban boulevard design. The City retained an urban design consultant. Staff also arranged for the North Central Texas Council of Governments (NCTCOG) to provide extensive traffic modeling and projections and to recommend designs that comply with NCTCOG's Center for Development Excellence Sustainable Development guidelines. The NCTCOG provided this technical assistance at no cost to the City. The project involved extensive public involvement and computer visualizations of the future corridor. One of the first steps was to form a Steering Committee – consisting of Benbrook Boulevard property owners, business managers, utilities, and government representatives. The committee met several times before the conceptual project plan was presented to a joint work session meeting of the City Council, Planning and Zoning Commission, and the Benbrook Economic Development Corporation (BEDC) on August 18, 2006.

Funds for preliminary engineering for Benbrook Boulevard were transferred from General Fund reserves to the Core Value Fund in 2007-08. Funds were channeled into the Core Value Fund to finance this project in 2013-14. The beginning balance for the Core Value Fund for 2014-15 is estimated at $2,205,559. Revenues and transfers are expected to increase the funds available to $2,305,559. The City of Benbrook's 2014-15 expenses for the Benbrook Boulevard Project are estimated at $1,800,000. These costs are for construction and for relocation of utilities. An additional $100,000 is scheduled for landscaping when the project nears completion. The projected ending balance for the Core Value Fund is $505,559.

### BENBROOK ECONOMIC DEVELOPMENT CORPORATION

The City continues to provide the Benbrook Economic Development Corporation (BEDC) with office space at City Hall, access to City equipment and services, and participation in group insurance programs and benefits. Members of the Benbrook City Council continue to serve on the Benbrook Economic Development Corporation Board of Directors and the City Council reviews and approves the BEDC's annual budget and ratifies major purchases.

In the summer of 2010, the Benbrook City Council decided to make the Benbrook Economic Development Corporation a City department and to classify the Economic Development Director and Administrative Assistant as City of Benbrook employees. The effective date for this transformation was November 1, 2010. The Benbrook Economic Development Corporation continues to exist as a separate entity; all sales tax and other funding sources for the Benbrook Economic Development Corporation are restricted for Benbrook Economic Development expenditures and projects.

The Benbrook Economic Development Corporation plays a primary role in the Benbrook Boulevard Project that broke ground in the summer of 2014. Aside from contributing financially towards the project, the EDC developed a communications campaign, in partnership with LComm Marketing and Communications, called "Building a Better Benbrook." The goals and objectives of the marketing campaign are to inform, engage, and involve Benbrook citizens, businesses, and visitors during the duration of the project. The key message of the campaign is to keep Benbrook strong by doing business locally. By choosing to shop, eat, and play in Benbrook, the community can help to sustain the local economy during the re-development of Benbrook Boulevard and to "Build a Better Benbrook" in the future.

## TO PROMOTE COMMUNITY APPEARANCE AND PRIDE

### PROMOTION OF BENBROOK

Community pride and appearance are promoted through various programs funded in the 2014-15 Budget. Funds are included to continue mailing the *Benbrook Community Newsletter* to residences in Benbrook in 2014-15. Mailing the newsletters insures that a majority of Benbrook's citizens have timely and relevant information about City events and community activities. Funds are included in the Budget for recording and broadcasting City Council meetings for airing on the City's public access cable channel; Council meetings are also available for viewing on the City's website in real-time and on a tape-delay basis. The 2014-15 Budget includes funds for recording and broadcasting the monthly Planning and Zoning Commission meetings. Funds are also included in the Budget for environmental programs including: household hazardous waste disposal, Keep Benbrook Beautiful, Trinity Trash Bash, and other community awareness programs.

### City Logo and Tagline

In 2012, the City Council approved a new logo for Benbrook to promote the City, the community, and local businesses. The new logo includes the tagline: Our Pride. Your Joy.

As part of the strategic goals outlined in the City's Comprehensive Plan, the City Council directed Staff to conduct a marketing study for the City of Benbrook. In late 2010, the City contracted with a marketing firm to perform research for a community marketing plan and to offer design options for a new logo and tagline. The marketing firm provided several logo and tagline options; the City also conducted a public logo contest. The Council did not select any of the logo contest entries but did select three artists, based on their outstanding work, to receive a donation to the charity of their choice. After much consideration, the Council selected an option from the marketing firm's graphic team. The new logo is a revised version of the City's current "sails" logo and a new tagline: Our Pride. Your Joy. The refreshed version of the logo presents the "sails" as less curved at the bottom and tilted slightly to give the impression of forward movement. The red sail is aligned to follow the curve of the background circle, giving the mark a cleaner feel and echoing the fact that Benbrook is a well-planned and well-maintained community. The bold colors are unchanged, but the font is modernized and the placement of the word *Benbrook* is at the top of the circle. The word *Texas* is included in the logo to designate the mark as reflecting a Texas municipality.

City Staff is phasing in the new logo with the commitment to use supplies and materials with the original "sails" logo until they are depleted. The cover of the 2014-15 Annual Budget and Program Objectives features the new logo and tagline.

## RECOGNITION PROGRAMS

The 2014-15 Budget includes funds to recognize and honor citizen volunteers who provide valuable and distinguished commitment to the City by serving on boards and commissions, sitting on citizen committees, and assisting with municipal projects. The Council annually recognizes Benbrook's Volunteer of the Year. An appreciation dinner is held each year to thank the members of the City's various boards and commissions. The City Council also recognizes and expresses public appreciation through the issuance of proclamations to citizens and organizations that have performed special services and/or garnered achievements as representatives of Benbrook. In 2011-12 the employee recognition event was scheduled for December in conjunction with the City's holiday celebration luncheon so that a greater number of employees may participate; this tradition is scheduled for December 2014.

## AWARDS AND RECOGNITION

Benbrook received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the City's annual budget for the fiscal year beginning October 1, 2013. For the thirtieth year, GFOA recognized Benbrook with its Certificate of Achievement for Excellence in Financial Reporting for the City's annual financial report. In August of 2014, the City was awarded the 2013 Certificate of Achievement for Planning Excellence from the Texas Chapter of the American Planning Association.

## CITIZEN SURVEYS AND INDEPENDENT STUDIES

### National Citizen Survey Results

The City recently received the results of the 2013 citizen survey conducted by the National Research Center (NRC) in Boulder, Colorado as part of The National Citizen Survey. The City first participated in the survey in 2007 and participates every two years (in odd-numbered years). The statistically-valid survey assesses citizen satisfaction about the community and municipal services. Because cities provide similar municipal services, the survey gathers satisfaction data from communities nationwide for comparison and benchmarking purposes. In essence, citizens across the country are asked similar questions and the results are used to compare service ratings between and among cities. Continued participation in the National Citizen Survey also monitors performance and citizen preferences over time (2007, 2009, 2011 and 2013). Benbrook has won numerous "Voice of the People" awards for service delivery based on past survey results.

For 2013, Benbrook remained a national leader in community satisfaction and municipal service delivery for most services measured. Benbrook also ranked #1 nationally in several key satisfaction categories.

## HIGHLIGHTS

- **97%** of Benbrook's citizens are "likely" or "very likely" to recommend living in Benbrook to someone who asks.
- **95%** of Benbrook's citizens believe Benbrook is a "good" or "excellent" place to live.
- **94%** of Benbrook's citizens judge the quality of life in Benbrook as "good" or "excellent".
- The overall impression of City employees ranked **#1 nationally** out of 358 jurisdictions.
- City employee courtesy ranked **#1 nationally** out of 263 jurisdictions.
- City employee responsiveness ranked **#1 nationally** out of 315 jurisdictions.

- The Benbrook Police Department received overall service ratings that rank **#1 nationally** out of 399 jurisdictions.
- The overall impression of the most recent contact with the Benbrook Police Department ranked **#1 nationally** out of 124 jurisdictions.
- City employee knowledge ranked **#3 nationally** out of 317 jurisdictions.
- The Benbrook Municipal Court received service ratings that rank **#7 nationally** out of 192 jurisdictions.
- The overall impression of the most recent contact with the Benbrook Fire Department ranked **#7 nationally** out of 94 jurisdictions.
- Benbrook ranked **#8 nationally** out of 212 jurisdictions for the least amount of housing cost stress relative to family income.
- The Benbrook Police Department received crime prevention ratings that rank **#10 nationally** out of 328 jurisdictions.
- The Benbrook Fire Department received overall service ratings that rank **#11 nationally** out of 326 jurisdictions.
- Benbrook ranked **#11 nationally** out of 293 jurisdictions for affordable, quality housing.
- The Benbrook Fire Department received EMS/ambulance service ratings that ranked **#12 nationally** out of 307 jurisdictions.
- The Benbrook Police Department received traffic enforcement ratings that rank **#14 nationally** out of 347 jurisdictions.
- Satisfaction with the value of services for the taxes paid ranked **#17 nationally** out of 382 jurisdictions.
- Satisfaction with the overall services provided by the City ranked **#18 nationally** out of 399 jurisdictions
- Benbrook Animal Control ranked **#19 nationally** out of 303 jurisdictions.
- Benbrook storm drainage services ranked **#21 nationally** out of 344 jurisdiction.

### ICMA "Voice of the People Award"

Benbrook, Texas won the 2012 "Voice of the People Award" for Excellence. Benbrook was one of only twelve jurisdictions that received this distinction. The Voice of the People Awards are announced each year by the International City/County Management Association (ICMA) and the National Research Center, Inc. (NRC) to the jurisdictions with the highest-rated services according to a representative sample of their own residents. Winners are identified among all of the jurisdictions that conducted the National Citizen Survey in 2011. To win for excellence, the rating for service quality must be one of the top three among all eligible jurisdictions in 2011 and must reside in the top ten percent among over five hundred jurisdictions in the National Research Center database of citizen surveys, used to provide benchmark comparisons in the report.

The City of Benbrook was the recipient of the "Voice of the People Award" for Excellence in 2010 and the "Voice of the People Award" for Transformation in 2010.

## SPECIAL EVENTS

### Community Screening of "Once Upon a Time in Benbrook"

In August 2013, the Benbrook Historical Society (BHS) - in partnership with the Benbrook Area Chamber of Commerce (BACC), the Benbrook Public Library, and the City of Benbrook – hosted a community screening of "Once Upon a Time in Benbrook" a fast-paced and highly entertaining broadcast quality documentary video. Presented as a series of stories about the people and incidents that have intersected with, or originated in Benbrook, the forty-five minute video depicts historical occurrences in relation to national and international events, as well as local accounts of a more personal and heartfelt nature. From stage coach bandits, to a famous pilot/dancer, to the vast ranch land of a President's son, Benbrook is steeped in rich and entertaining history. The video was produced as a companion to the recently published Images of America: Benbrook, an Arcadia Publishing book depicting Benbrook history in picture form. Both the video and the book are available for purchase at Benbrook City Hall and through the Benbrook Historical Society.

### Benbrook Cemetery Improvements – Gold Award Project by Benbrook Girl Scouts

Three members of Girl Scout Troop 2507 dedicated their summer to improving the Benbrook Cemetery. The trio were inspired to initiate the project when they learned that identifying burial plots at the cemetery was a cumbersome process. Gold Award projects are intended to meet a need within a community; all planning, coordination, and fundraising strategies are the responsibility of the participating Girl Scouts. The Benbrook Girl Scouts proposed

building a cemetery directory kiosk and markers to lead visitors to grave sites. The City of Benbrook approved the design and location and worked with the Girl Scouts. The completed project was deemed an asset to the community.

**Heritage Fest**

In October 2007, the City co-sponsored the Benbrook Heritage Event in recognition of Benbrook's 60th anniversary of incorporation as a municipality and 150th anniversary as a settlement. The City's cable provider, Charter Communications, allocated funds in support of this project. The second Heritage Fest was held in October 2008, the third event was held in October 2009, the fourth event was held in October 2010, the fifth even was held in October 2011, the sixth event was held in October 2012, and the seventh event in October 2014. Funds are allocated in the 2014-15 Budget for the eighth Heritage Fest scheduled for October 2015.

**Holiday Celebrations**

Every December Benbrook hosts a holiday celebration with fireworks, Christmas decorations, and appearances by Santa and Mrs. Claus. The City's Fire Department employees plan, organize, and administer this annual event. Funds are included in the 2014-15 Budget to continue this holiday tradition.

**Community and Employee Wellness Promotions**

The City Council encourages residents to get outdoors and to enjoy local recreational amenities including over 1,000 acres of parkland with baseball, softball, and football fields; four tennis courts; three playgrounds; miles of running and walking trails; and basketball and volleyball courts. Residents were also reminded of Benbrook's exceptional golf course, bike routes, and top-notch YMCA facility.

New and expanded facilities in Benbrook contribute towards efforts to promote and encourage community and employee wellness and fitness. The Winscott Road/Lakeside Drive Hike and Bike Trail Extension Project was completed in 2013 with financing through the Capital Projects Fund. In 2013-14, a portion of the City/County overlay program was used to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3 acre park

offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court.

In the summer of 2014, the City conducted an employee health fair in conjunction with the Benbrook Water Authority and the Benbrook Library District. Participation was encouraged but not mandatory. Employees who completed a health assessment on-line with the City's health insurance provider were rewarded with a $50 gift card.

## COMMUNITY APPEARANCE ENHANCEMENTS

### Street, Sidewalk, and Roadway Improvements

Funds are included in the 2014-15 Budget for continuation of the highly-successful street overlay program. The City purchases the materials and Tarrant County provides the specialized equipment to renovate residential streets. In 2013-14, a portion of the overlay program was used to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

The Benbrook Water Authority contracts with the City of Benbrook to repair street cuts for projects. This joint-effort insures that quality-control measures are implemented and that the repairs are completed as expeditiously as possible.

The Council implemented fees charged to natural gas contractors for damages to Benbrook streets; the fees are designated for future road repair projects.

In the summer of 2013 one City Councilmember suggested that the City of Benbrook and Benbrook Library District jointly consider funding a sidewalk in the north-side right-of-way along Mercedes Street between the Benbrook Public Library and Winscott Road (Wells Fargo Bank). The proposed sidewalk section facilitates access to the Benbrook Public Library, providing a connection for the existing pedestrian crossing at Winscott Road and Mercedes Street for individuals traveling from the south and west. The Benbrook Library Board was amenable to a 50% cost share for the project. The estimated total project cost was $13,000. City Staff managed the project on behalf of both parties. The construction was bid, contracted, and completed in approximately a month. This project has led to the discussion of more joint projects between the City and Library.

The Benbrook Boulevard Expansion Project broke ground in the summer of 2014; this project involves the stretch of Highway 377 spanning from Winscott Road/Lakeway Drive north to the IH20/Loop 820 junction. The Texas Department of Transportation (TXDOT) project includes the addition of a median and left turn signals across the

approximately 1.3 miles of highway. The development is expected to improve accessibility to businesses along Benbrook Boulevard and to encourage growth by creating more opportunity for businesses to thrive. This economic growth is projected to result in community advancement, to create a brighter future for Benbrook, and to increase the quality of life for current and for future generations.

The EDC is constructing two street extensions in the northeast quadrant of Winscott Road and I-20 to facilitate access to the Hawkins Business Center and to open up portions of the Edwards trust property for development. The project includes the extension of Benbrook Parkway from its current terminus in the Benbrook Industrial Park southward to the I-20 frontage road, and the extension of Winbrook Drive eastward from its current terminus to Hawkins Center Drive. As part of the street construction, the EDC is installing the necessary associated infrastructure, including the water and sewer lines at no cost to the Benbrook Water Authority. The City Council approved the EDC project in May 2011.

**Environmental Improvements**

Air quality is important to the City of Benbrook and positively impacts the appearance and well-being of the community and Benbrook's inhabitants. Council adopted an ordinance to prohibit smoking in public buildings; this ordinance became effective in November 2006. However, Council granted a one-year exception for some facilities; this exception period ended in November 2007. After this date, smoking is not allowed in any public building in Benbrook; a public building is defined as any building that is not a private residence. In the fall of 2009 Council expanded the City's no-smoking policy to City parks. In 2013-14 the no-smoking policy was amended to include electronic cigarettes.

The 2014-15 Budget includes funds to conduct two household hazardous waste events in Benbrook. Citizens have the opportunity to dispose of hazardous materials (paint, petroleum products, toxic materials, batteries, and other hazardous waste) in a safe and environmentally-friendly manner. Benbrook coordinates with Fort Worth's Environmental Services Department to hold events in the spring and in the fall. For residents who are not able to attend these events, vouchers are available at City Hall for Benbrook citizens to use at Fort Worth's collection center.

The City sponsors and coordinates the Trinity Trash Bash each year. The Trash Bash is an annual clean-up event where local volunteers pick up litter and debris from Benbrook Lake and park areas. Funds are available in the 2014-15 Budget for this event in the fall of 2014.

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program. The 2014-15 Budget reflects the continuation of this program even though no funds are allocated from the General Fund.

The City's Public Involvement Director and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook's program is based on the "Beautiful Day" program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City's liability and workers' compensation policies, furnish waste hauler contacts, and leverage donations. Community sources are expected to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program include: assistance to approximately fifteen percent of Benbrook's residents in the form of free or discounted services, supplies, and labor necessary to resolve code compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

## TO PROVIDE APPROPRIATE COMMUNITY FACILITIES

### LAND USE PLAN

In June 2006 the City Council adopted the Land Use Plan for the Benbrook Lake Lease Areas and authorized Staff to begin implementation of Phase One. The City of Benbrook controls significant park land around Benbrook Lake through a long-term lease with the Army Corps of Engineers. The Corps of Engineers requires Benbrook to utilize the lease areas for recreational activities - with particular emphasis on outdoor, lake-oriented recreation. In 2006, the Council conducted a work session to discuss enhancing the Benbrook lake lease areas. The City then solicited a proposal to develop a land use plan and formally commissioned the land use study in February 2006. The proposed land use plan recommended numerous enhancements; these improvements were divided among three phases. Phase One recommends: purchase of southeast corner of Winscott Road and Benbrook Boulevard in partnership with the Benbrook Economic Development Corporation or a private developer, extension of existing lease with the Corps of Engineers to fifty years (currently thirty years remain on the existing lease), improvement of the Benbrook Lake level issue with emphasis on raising the conservation pool level, working with existing concessionaires to improve appearance, and development of requests for proposal (RFP) for the resort areas. Phase Two recommends: solicitation of RFPs for resort areas, consideration of long-term appearance and use of Benbrook Marina including possible dredging project, and development of an RFP for wildflower center. Phase Three recommends: solicitation of RFP for wildflower center and consideration of City-funded projects (soccer fields and other projects) as approved by Council.

## BENBROOK COMMUNITY CENTER/YMCA EXPANSION

The 2005-06 Budget included funds for the Benbrook Community Center/YMCA (BCC/YMCA) Expansion Study. The study was completed in the summer of 2006. In August 2006, Council approved the conceptual expansion study. The proposed building expansion is approximately 13,500 square feet and increases the total "under roof" facility size to 45,500 square feet. Key recommended facility enhancements include: expansion of the fitness (equipment) area; expansion of the child care area; and addition of office space, an outdoor water park, a teen center, locker room, aerobics room, and an outdoor skate park. In the 2007-08 the overlay project for the parking area at the Athletic Complex was completed. In 2008 Chesapeake Energy pledged $500,000 toward the expansion of the critical areas of the BCC/YMCA; the first of five annual installments of $100,000 was received in 2008, a second payment was received in 2009, a third payment was received in 2010; the fourth payment was received in 2011. The Benbrook Community Center/YMCA expansion project was completed in 2010; the Council approved the use of General Fund reserves to finance this project.

## BIKE TRAILS IN BENBROOK

In May 2006, a representative of the Lockheed Martin Bicycle Club requested that the Council establish an on-road bicycle route network in Benbrook, starting with Winscott Road. Council agreed to designate two sections of Winscott Road (South Winscott Road – Interstate 20 to Benbrook Boulevard and North Winscott Road – Interstate 20 to the Benbrook City limits) as a bike route and directed Staff to erect appropriate bike route signs. These improvements were completed in the summer of 2006. In May 2007, bicycling enthusiasts requested that the bicycle routes be extended. The program was expanded in 2007-08 through the extension of the bike routes within Benbrook. In March of 2010, Benbrook entered into an inter-local agreement with Tarrant County and the Tarrant Regional Water District to construct hike and bike trails along Winscott Road. The City continues to maintain the bike lanes and to promote bicycle safety.

The Winscott Road/Lakeside Drive Hike and Bike Trail Extension Project was completed in 2012-13 with financing through the Capital Projects Fund.

In 2013-14, a portion of the overlay program was used to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

## PARK IMPROVEMENTS

In 2010, the Council approved the use of General Fund reserves to finance the construction of pedestrian bridges in Twilight Park and in Timbercreek Park. Council also approved the use of reserves for the construction of sidewalks in Benbrook parks. These projects included: (1) sidewalk extension from Rio Grande Drive to Memorial Oak Drive, (2) extension of sidewalk in Timbercreek Park from the new pedestrian bridge to Park Drive, and (3) extension of the sidewalk in Twilight Park from the new pedestrian bridge to Twilight Drive West.

In 2010-11, the Council approved the use of General Fund reserves to finance four projects at a total cost of $234,050. The Benbrook City Council approved the transfer of $100,000 from unappropriated reserves to fund the design of the landscaping for the Green Ribbon project along Benbrook Boulevard and RM 2871 for a fee of up to $100,000. Council also approved the transfer of $81,300 from unappropriated reserves for a design contract for designing Rolling Hills Park; in addition to designing the park, the contract includes platting the land and soil testing. Council approved the transfer of $27,750 from unappropriated reserves for construction of sidewalks along Winscott Road and within Timbercreek Park. The transfer of $25,000 was approved for the addition of playground and other improvements in Twilight Park; this project is also financed through the transfer of funds from unappropriated reserves. The 2011-12 Budget for the General Fund included a transfer of funds in the amount of $891,230 from reserves to the Capital Projects Fund to finance the Rolling Hills Park Project. In April 2011 the Council approved the concept plan for Rolling Hills Park. Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3 acre park offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court. Funding for this project was through the Capital Projects Fund.

Funds are included in the 2014-15 Budget for the replacement of the wooden light poles at Benbrook's ball fields with steel light poles; funds are also included to replace the wooden light poles at the soccer field with steel poles.

### Establishment of a Community Garden

In summer 2013, the City of Benbrook was approached by several local garden enthusiasts interested in establishing a Benbrook Community Garden at Dutch Branch Park. These citizens hosted several public meetings to gauge community interest and formed an informal volunteer group, Benbrook Community Gardens. City staff reviewed their plans, obtained cost estimates for infrastructure, and submitted a proposal to the U.S. Army Corps of Engineers to seek permission to use a portion of the park for this purpose. The Benbrook Community Gardens

group received City Council approval to fund the infrastructure costs. Council also approved a resolution establishing the Benbrook Community Garden; the resolution outlines the City's expectations of the Benbrook Community Gardens group.

Community gardens promote the art of gardening; provide an opportunity for residents to grow and harvest their own produce; encourage the use of native and adaptive plants for a region; educate younger generations; conserve resources; and provide opportunities for recreation and exercise. Community Gardens are often established on public lands, and managed, through agreement, by non-profit volunteer organizations. The current Benbrook Community Gardens group, with approximately twenty members, includes two Tarrant Area Master Gardeners, an officer of the Waverly Park Garden Club, lifelong gardeners/farmers, a registered dietician, and experts in organic gardening practices.

The location of Benbrook's community garden is at Timber Creek Park. The community garden includes thirty-eight garden plots (4x16), bench and seating areas, a native plant demonstration garden, an herb garden, and a potential orchard. The estimated cost to acquire the infrastructure for the community garden was approximately $20,000; cost estimates include supplies/materials and contracting costs for fencing and gates, cinder block garden plots and storage bins, irrigation, concrete sidewalks, and park benches/tables. Council approved the $20,000 plus an additional $10,000 for contingencies.

## BOUNDARY ADJUSTMENT BETWEEN THE CITY OF BENBROOK AND THE CITY OF FORT WORTH

### History

In 1968, the City of Fort Worth and the City of Benbrook adopted an apportionment agreement allowing Fort Worth to annex a 10-foot strip surrounding Benbrook. Minor adjustments to that boundary occurred in 1980, 1984, and 1987.

Following the initial 2005 meeting, the two cities approved a minor boundary adjustment to allow access to Skyline Ranch through Benbrook. Benbrook also offered fire service to Skyline Ranch on an interim basis. The two cities also cooperated on an asphalt overlay of Chapin Road, relocation of a Fort Worth sewer main in Mary's Creek Drive, and a joint flood study of Mary's Creek. Benbrook also adjusted the right-of-way along Chapin Road.

Following the February 2005 meeting, representatives of the two cities negotiated off and on until Benbrook Staff prepared the initial draft of the Joint Ordinance in 2009. Negotiations continued on an ongoing basis. In 2011, Fort Worth required that Benbrook hire a registered professional surveyor to prepare metes and bounds descriptions

of all of the affected tracts. After several years of negotiation, the two cities agreed on acceptable language regarding any future vehicle bridge over the Clear Fork in January 2014.

In September 2014, Fort Worth mailed a joint letter to all affected property owners describing the proposed action in general terms. Staff responded to several questions from residents and business owners from outside of Benbrook.

**Summary of Agreement**

Under the agreement, Benbrook will receive the following:

- A portion of the Helen Groves tract (992.72 acres) will be dis-annexed by Fort Worth and transferred to Benbrook's extraterritorial jurisdiction (ETJ). Benbrook will annex this property at the appropriate time under the provisions of State law.

- A 35.44-acre tract near the intersection of Loop 820 and Old Aledo Road will be transferred from Fort Worth's ETJ to Benbrook's ETJ.

- A 4.76-acre portion of Z. Boaz Park on the west side of Benbrook Boulevard (US 377) will be transferred from Fort Worth's city limits to Benbrook's city limits. A deed covenant on the property limits its use to a public park.

- A small portion (3.6 acres) of right-of-way at the intersection of RM 2871 and Rolling Hills Drive will be transferred from Fort Worth's city limits to Benbrook's city limits.

- A 92.43-acre portion of Fort Worth's city limits of Corps of Engineers property along Stephens Road will be transferred to Benbrook's city limits.

- A 437.76-acre portion of Fort Worth's ETJ along Stephens Road (including Benview Court and Dove Court) will be transferred from Fort Worth's ETJ to Benbrook's ETJ. Benbrook has no foreseeable plans to annex this area.

- A small (0.73 acres) section of Union Pacific right-of-way at the railroad crossing over Walnut Creek.

In exchange, Fort Worth will receive:

- A 748.35-acre portion of Pecan Valley Park (including a portion of the golf course and a portion of Benbrook Lake) within Benbrook will be dis-annexed by Benbrook and transferred to Fort Worth's ETJ.

- A 27.98-acre portion of Clear Fork Park within Benbrook will be transferred from Benbrook's city limits to Fort Worth's city limits.

- A 14.79-acre tract on the east side of Benbrook Boulevard (US 377) containing the Park Ridge Stables will be transferred from Benbrook's city limits to Fort Worth's city limits.

- A 1.38-acre tract on the east side of Benbrook Boulevard (US 377) north of the railroad (known as the old City/County garage) will be transferred from Benbrook's city limits to Fort Worth's city limits.

- Benbrook agrees to dedicate a sewer easement through Whitestone Golf Course to facilitate sewer service to Fort Worth west of Benbrook. The exact alignment and construction schedule will be determined later.

- Benbrook agrees to not file suit over Fort Worth's proposed Mary's Creek wastewater treatment plant, but reserves the right to participate in the permitting process.

- Benbrook agrees to coordinate the location and design of any future vehicle bridge over the Clear Fork.

As part of a related Interlocal Agreement between Fort Worth and the Benbrook Water Authority (BWA-included in the Joint Ordinance as Exhibit M), the Certificate of Convenience and Necessity (CCN) boundaries of each City will be adjusted to reflect the city limits. In addition, the BWA will provide up to 2.88 million gallons per day (MGD) of treated water and fire flow and up to 0.6 MGD of sanitary sewer capacity to a portion of Fort Worth's service area to the west of Benbrook on an interim basis. If BWA's lacks capacity, Fort Worth will provide treated water to Benbrook on a pass-through basis. All costs for extending service (including meters) will be the responsibility of the developer, and BWA is not obligated for any expense.

**Next Steps**

Following adoption by the Benbrook City Council, the Fort Worth City Council considered and approved the Joint Ordinance on the September 23, 2014 agenda. The BWA formally approved their Interlocal Agreement with Fort Worth on October 7,2014.

Upon adoption of the Joint Ordinance by both cities, some boundaries will immediately change as specified in the Ordinance. In cases where extraterritorial jurisdiction will be transferred to Benbrook, Staff will develop an Annexation Plan for consideration by City Council, in accordance with State law.

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

The 2014-15 Budget is the first budget, since the inception of the federally-funded Community Development Block Grant (CDBG) program, that does not include in-kind funds for the City to commit to its CDBG application. In past years, these grant funds have been used to build and expand the Senior Citizens Center, to construct and renovate rest room facilities at City parks, to purchase a multi-passenger van to transport senior citizens, and to construct sidewalks and wheelchair ramps. The 2004-05 Budget included CDBG funds to construct drive approaches, sidewalks, and other improvements for portions of three streets in the CDBG target area of Benbrook. In 2005-06, CDBG funds were designated for the second phase of this street and sidewalk improvement project in the CDBG target area of Benbrook. In 2006-07, CDBG funds were designated for the flood protection in the CDBG Target Area (Timber Creek Culvert – Increased Capacity Project). In 2007-08, CDBG funds were used for additional flood protection to remove approximately four residences on Usher Street from the 100-year floodplain. In 2008-09 CDBG funds were used for sidewalks on Bryant Street and Usher Street. In 2009-10, two projects were completed with CDBG funds: (1) additional sidewalks for Usher Street south of Mercedes Street and (2) paving of a portion of an alley between Mercedes Street and Cozby North Street. For 2010-11, CDBG funds were used for four projects: (1) contract with Fort Worth Transportation Authority for elderly and handicapped transit services, (2) salary costs for Senior Citizens Coordinator, (3) improved handicapped access within Dutch Branch Park, and (4) allocation of funds for housing rehabilitation. For 2011-12 two projects were funded: construction of an alley between Warden Street and Park Center Street and allocation of funds for housing rehabilitation. In 2012-13 Budget funds were expended for housing rehabilitation and for street illumination and lighting. The 2013-14 Budget included funds for an alley between Usher Street and Wade Hampton Street and for creation of a playground at the pocket park on Bryant Street.

In the 2013-14 fiscal year, a major change was made to the City's participation in the Community Development Block

Grant program administered through Tarrant County. From 1975 to this year, Benbrook had applied for a portion of the funds each year and was awarded grant funds specifically for the approved projects. Due to a reduction in overall grant funds, Benbrook's participation has been reduced to every other year. Thus no funds from the Community Development Block Grant are expected for the 2014-15 fiscal year.

The change in the Community Development Block Grant program has no impact on Benbrook's participation in two CDBG programs administered by the County. In June 2014, the Council adopted a resolution to continue participating in the Home Investment Partnership Program and the Emergency Solutions Grant Program, The Home Investment Partnership Program provides funds for building, buying, and/or rehabilitating affordable housing for rent or homeownership, or providing rental assistance to low-income residents. The Emergency Solutions Grant Program provides services for emergency shelters and short-term rental assistance to low-income residents.

# CORE VALUE STATEMENT

## HISTORY AND BACKGROUND OF CORE VALUE FUND

In November 2005 during a planning work session, the Benbrook City Council enumerated its goals and objectives for the upcoming fiscal year and beyond. Several goals, particularly in municipal finance, were discussed for establishing a clear policy direction for the long term.

These discussions were triggered by the City's acceptance of a proposal from Chesapeake Energy Corporation for a natural gas and oil lease for City property. The City owns approximately 211 acres of land with mineral rights in the Whitestone Ranch area. The land includes Whitestone Golf Course, two undeveloped park sites, and the fire station site. Chesapeake Energy Corporation's proposal offered a royalty agreement of twenty-five percent plus a bonus of $5,700 per acre; the total bonus was approximately $1,207,260. With the receipt of this unexpected windfall, the Council decided to examine financial goals and to institute specific objectives and restrictions for the natural gas and oil lease proceeds. Council has not yet allocated any of these proceeds for special projects.

The 2007-08 Budget reflected the transfer of $250,000 from General Fund reserves to the Core Value Fund. The City deferred the preliminary engineering project for Benbrook Boulevard; funds were allocated in the 2006-07 Budget for this project and were not spent. Funds in the amount of $142,206 were allocated for transfer from the Operating Funds in the 2009-10 Budget. This amount represents the estimated revenue generated from current property taxes from mineral rights (natural gas wells); Council requested that revenues from this source not be used for operating programs and used for special projects only. The 2010-11 Budget included the transfer of $571,617 from the General Fund to the Core Value Fund; $200,000 was for transfer of sales tax revenue attributed to new development and $371,617 was to transfer current property tax revenue generated from mineral rights. The 2011-12 Budget included the transfer of $535,466 from the General Fund to the Core Value Fund; $147,693 was transferred for sales tax revenue attributed to new development and $387,773 was transferred from current property tax revenue generated from mineral rights. The 2012-13 Budget included the transfer of $378,174 from the General Fund for current property tax revenue generated from mineral rights.

## IMPACT OF CORE VALUE FUND ON 2014-15 BUDGET

The beginning balance for the Core Value Fund for 2014-15 is estimated at $2,205,559. The City of Benbrook's 2014-15 expenses for the Benbrook Boulevard Project are estimated at $1,800,000. These costs include: utility

relocation costs and construction costs. The 2014-15 Budget includes the transfer of $100,000 in General Fund unappropriated reserves to the Core Value Fund; these funds are for landscaping expenses when the project is nearing completion. The projected ending balance for the Core Value Fund is $505,559.

In 2014 the expansion of Benbrook Boulevard, the stretch of Highway 377 spanning from Winscott Road/Lakeway Drive north to the IH20/Loop 820 junction, was started. The Texas Department of Transportation (TXDOT) project includes the addition of a median and left turn signals across the approximately 1.3 miles of highway. The development is expected to improve accessibility to businesses along Benbrook Boulevard and to encourage growth by creating more opportunity for businesses to thrive. This economic growth is anticipated to result in community advancement, to create a brighter future for Benbrook, and to increase the quality of life for current and for future generations.

The Benbrook Boulevard Expansion Project is expected to impact the 2014-15 Operating Budget. Staff estimates the loss of approximately $200,000 in sales tax revenue during the construction period in 2014-15 due to the inconvenience factor. The General Fund revenue projection for sales tax has been adjusted to reflect this decrease in revenue. However, Staff anticipates a significant growth in sales tax revenue and inspections and permits as soon as the project is completed.

**DEVELOPMENT OF CORE VALUE STATEMENT**

To articulate these policies on a formal basis, City Staff developed a Core Value Statement. The Core Value Statement is intended to: (1) express the over-riding priorities of the City, (2) state the character and nature of government in Benbrook, and (3) serve as a guide for future City Councils.

The Council met in two work sessions to review and refine the Core Value Statement. The Core Value Statement establishes specific financial goals and includes written commitments by the Council. The Core Value Statement represents the fundamental policy of Benbrook governance. Council approved the Core Value Statement at the January 19, 2006 Council meeting. In January 2010, Council reviewed the Core Value Statement.

# CORE VALUE STATEMENT

### *Quality of Life*

The City of Benbrook endeavors to insure that Benbrook remains a great City by implementing legislation, policy, projects, and services that protect and enhance quality of life now and for future generations.

### *Tenants of Governance*

The City of Benbrook will provide governance that is effective, efficient, and equitable.

### *Character of Governance*

The City of Benbrook will govern with attentiveness, compassion, creativity, dedication, dependability, discretion, enthusiasm, fairness, flexibility, honesty, humility, resourcefulness, respect, thoroughness, and wisdom - without bias.

### *Inclusive Governance*

The City of Benbrook believes that inclusive, communicative, open government is best.

### *Services, Programs and Projects*

The City of Benbrook will provide services, programs and projects that enhance the quality of life by assuring that:

1. Public safety is emphasized.
2. City infrastructure is well maintained.

3. Recreation and cultural opportunities are abundant.
4. Development and growth is orderly and strategic.
5. 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 is committed to:

1. Continually strive to diversify its tax base.
2. Conservatively estimate revenue receipts.
3. Fund core services through reliable, predictable revenue sources.
4. Predicate expenditures on need, not revenues.
5. Utilize additional revenue sources prudently.
6. Place a minimum of 70% of all future sales tax revenue increases in a separate fund for major, pay-as-you-go projects.
7. Place 100% of all proceeds derived from gas and oil land lease including lease bonus and royalties in a separate fund for major, pay-as-you-go projects.
8. Require a super majority of City Council for use of sales tax fund and gas and oil lease royalties fund revenues.
9. Maximize grant funding.
10. Maintain a cash reserves policy of at least 3 months operating expenses.
11. Keep total annual debt service payments below 20% of the City budget.
12. Continue "pay-as-you-go" when possible.
13. Regularly update the City's long-range financial plan.
14. Maintain a high quality bond rating.
15. Hold the line on the current property tax rate and reduce future tax rates as prudent and possible.

### *Professional Staff*

Through market competitive compensation/benefits and a quality work environment, the City of Benbrook will recruit and retain only the most qualified, professional employees for City service.

# BASIC FINANCIAL GOALS

Due to Benbrook's dependence on property taxes as the primary source of General Fund and Debt Service Fund revenue, the City has not been as adversely affected by the slowdown of the economy as experienced by many Texas municipalities since September 2001. In fact, Benbrook has proven to be an exception to this trend. In 2010 a Wal-Mart opened in Benbrook and is serving as an anchor to secure new commercial development. Benbrook initially experienced an increase in sales tax revenue from Wal-Mart and other businesses. However, a slight decrease in sales tax revenue occurred from 2012 through 2014 as a result of the closing of other retailers within Benbrook. A sharper decrease in sales tax collections is predicted in 2014-15 due to the Benbrook Boulevard project started in the summer of 2014. This project is anticipated to result in a reduction in the number of shoppers along this corridor due to the inconveniences created by the construction.

In years past, Benbrook was vulnerable to a loss of residential property tax revenue. In March 2004, the City Council approved an ordinance establishing an ad valorem tax limitation on residential homesteads of the disabled and persons sixty-five years of age or older and their spouses, as authorized and defined by the Texas Constitution, Article VII, Section 1-b and Texas Tax Code Section 11.261. When the over-sixty-five limitation was enacted, Benbrook's property tax exemptions for senior citizens increased, but not as exponentially as projected. This trend appears to be reversing; the over-sixty-five exemption assessed valuation amount decreased by 3.50 percent in 2014-15.

Over the past years, the City Council exercised caution in determining the annual property tax rate. The decline of the housing market that impacted portions of the United States is not yet evident in Benbrook. The home foreclosure rate in Benbrook has been well below national, state, and local trends. The 2014-15 Budget reflects the maintenance of the property tax rate at the 2013-14 rate of $0.6575 per $100 valuation. The City's tax rate is still at a level to generate sufficient property tax revenue should these economically-negative trends invade Benbrook in the near future.

The 2014-15 Budget insures that Operating Fund reserves are maintained at a minimum of $7,000,000. The 2014-15 Budget is designed to finance basic operating services at a high-level of service to Benbrook's residents and to retain dedicated and valued employees. The Budget includes limited capital purchases, new programs, and enhancements.

The 2014-15 Budget continues implementation of the City's financial policies and goals. The 2014-15 Budget is a balanced budget in that no funds have to be borrowed to provide the proposed level of services. The 2014-15 Budget includes the anticipated utilization of the City's unrestricted reserves. The projected year ending fund balance for the General Fund and Debt Service Fund in the amount of $7,673,271 is more than adequate to provide for any normal emergency. The projected reserves at year-end are sufficient to maintain the City's current bond ratings by both

Moody's Municipal Services and Standards and Poor's Investor Service.

In 2012, Standard and Poor's raised its rating on the City of Benbrook's general obligation debt to AA- from A+ based upon the stable economic outlook. The upgrade reflects Standard and Poor's assessment of the diversification of Benbrook's local economy, indicated by retail sector growth and recent property tax rate reductions, which, though still somewhat high, are competitive for the region. Analysts at Standard and Poor's stated: "we believe management will likely maintain, what we consider, its strong finances, supported by strong financial practices; we do think we will change the rating within the stable outlook's two-year period since we believe major revenue streams remain relatively steady while ongoing commercial development continues." The rating also reflects Standard and Poor's view of the City's: inclusion in the diverse Arlington-Fort Worth metropolitan statistical area with direct transportation access to Fort Worth; continued healthy property tax base growth - including significant commercial growth; and strong financial management practices and, what Standard and Poor's considers, very strong general fund reserves.

Standard and Poor's began reviewing the City of Benbrook's rating for general obligation debt in 2013. In December 2013 the City was informed that the rating was increased from AA- to AA+ based on the City's outstanding financial management and fiscal standing.

As noted, the 2014-15 Budget does maintain the City's property tax rate at the 2013-14 rate of $0.6575 per $100 valuation. The Budget provides for specific services (building permits, licenses, zoning applications, ambulance services, and other permits and services) to be paid by the users of those services through fees, permits, and service charges. Revenue collections from these fees are projected based on 2013-14 fee structures. Cost recovery ratios are anticipated to remain constant.

Expenditures are funded at a level to maintain and/or improve the quality of service that has been provided to the public in the past. Emphasis is still placed on maintaining a low ratio of employees to citizens by continually upgrading the quality of the work force and the equipment needed to accomplish the required tasks.

# CURRENT FINANCIAL POSITION

The City Staff estimates that the City of Benbrook begins the 2014-15 fiscal year with an estimated combined fund balance of $8,149,316 in the operating funds (General Fund and Debt Service Fund) and is projected to end the year with a balance of $7,673,271. The transfer of $300,000 is included in the year-ending balance. The transfer of $200,000 is scheduled from the General Fund to the Capital Asset Replacement Fund for future capital outlay costs. A transfer of $100,000 is scheduled from the General Fund to the Core Value Fund for future landscaping costs.

The General Fund is estimated to begin the 2014-15 fiscal year with a fund balance of $7,929,861 and to end the year with a fund balance of $7,590,156. The $200,000 transfer to the Capital Asset Replacement Fund is scheduled from the General Fund. The use of $100,000 in General Fund reserves for future landscaping for the Benbrook Boulevard project is also included in this projection.

The Debt Service Fund is estimated to begin the 2014-15 fiscal year with a fund balance of $219,455 and to end the year with a fund balance of $83,115; the use of $136,340 in Debt Service Fund reserves is projected for 2014-15. The transfer of $505,837 is scheduled from the Stormwater Utility Fund for drainage-related debt costs.

# MAJOR WORK PROGRAMS

The 2014-15 Budget finances City services by and through the five work divisions and departments:

| GENERAL GOVERNMENT | STAFF SERVICES | PUBLIC SAFETY | PUBLIC SERVICES | COMMUNITY DEVELOPMENT |
|---|---|---|---|---|
| City Council | Finance | Police | Public Services | Management Services |
| City Manager | Information Technology | Fire | Public Works | Planning and Zoning |
| City Secretary | Personnel Services | Municipal Court | Parks and Recreation | City Inspections |
| Non-Departmental | | Code Compliance | Support Services | |
| | | | City Engineering | |

Several of the Departments in each Major Work Program Division are sub-divided into two or more activities. The Table of Contents lists the departments and the associated activities. The City of Benbrook organizational chart at the beginning of the document on page v and the division-level organizational charts at the beginning of each division provide more information on the tasks performed in the various activity areas.

# DEBT SERVICE

## OPERATING FUNDS – DEBT SERVICE

As of October 1, 2014, the City of Benbrook has debt issues outstanding for a total Debt Service Fund debt balance of $7,700,000 in general obligation and refunding bonds. The original amount of debt issued was $23,929,259; $16,229,259 has been retired in prior years.

The City of Benbrook maintains its bond rating by Moody's Investor Services. Moody's Investor Service upgraded the City's bond rating to Aa3 based on the City's outstanding general obligation debt. The rating upgrade was based on the City's moderate tax base growth, consistently well-managed financial operations, and low level of aggressively retired debt. Moody's stated that Benbrook's conservative budgeting practices and tight expenditure controls continue to produce well-managed financial operations with satisfactory reserve levels.

In 2012, Standard and Poor's raised its rating on the City of Benbrook's general obligation debt one notch from A+ to AA- based upon the stable economic outlook. Standard and Poor's began a review of the City's rating in 2013 and informed the City that the rating increased from AA- to AA+ based on the City's superlative financial management.

The City's Operating Fund's 2014-15 projected ending balance of $7,673,271 is 45.02 percent of budgeted operating expenditures; this level of reserves provides for a more-than-satisfactory financial cushion. This level is in keeping with City management's goal of maintaining a minimum of three months of operating expenditures in reserve. General operations are primarily funded from property, franchise, and sales taxes; property taxes and franchise fees have increased favorably in recent years; sales tax has stabilized. Annual debt service expenditures claim only 5.68 percent of expenditures in 2014-15; this relatively low percentage reflects the City's above average bond payout schedule. The City's debt position is characterized by modest debt levels and an above-average rate of bond payout.

The City's last bond election, held in February 2004, was for the City to obtain voter approval on the sale of bonds to finance capital improvement projects. The issuance of $2,800,000 in street improvement bonds and the issuance of $3,215,000 in park improvement bonds were not approved by Benbrook's voters. Voters did approve the issuance of $3,700,000 in bonds for drainage projects and $281,250 to acquire a site for building a fire substation in the Whitestone area of Benbrook. Bonds were sold in May 2004 in the amount of $3,700,000 for drainage projects; the first interest payment was in September 2005. Bids for the acquisition of land for the fire substation came in at $110,000 - much lower than anticipated; the City Council approved purchasing the property with General Fund reserves in 2003-04.

The City's bond counsel advised the City to re-finance existing debt (general obligation bonds) in order to reduce future interest payments. The re-financing of this existing debt was also approved by Council in 2004-05. General obligation bonds were re-financed in 2011. After the 2013-14 Budget was adopted, the City's bond counsel recommended refinancing general obligation bonds issued in 2005; these general obligation bonds were refinanced in November 2013. No additional debt is scheduled for issuance in 2014-15.

Under current Texas statutes, the City has no legal limit on bonded debt. State statutes do, however, limit the total amount of ad valorem taxes the City can impose. This limit is $2.50 per $100 of assessed valuation The City's current total tax rate of $0.6575 (for both the General Fund and the Debt Service Fund) and the tax rate for retirement of debt service of $0.0200 are considerably below this limit.

Debt Service expenses financed through property tax revenue total $969,075 in 2014-15. Included in this total is $755,000 for general obligation bond principal retirements, $210,275 for general obligation bond interest expenses, and $3,800 for agent fees.

**TIF (TAX INCREMENT FINANCING) - DEBT SERVICE**

In the summer of 2005, the City Council approved the issuance of $2,500,000 in certificates of obligation to finance TIF (Tax Increment Financing) projects. The TIF is required to reimburse the City of Benbrook for these debt obligations as soon as sufficient revenue is generated from property tax revenues within this special district of Benbrook. TIF projects include: the Interstate 20 Ramp Relocation project that was completed in the summer of 2006, the Walnut Creek Sewer Line, and the Town Crossing Project. These certificates of obligation are financed through the TIF Fund. The 2014-15 debt service payments for these certificates of obligation are $206,444; principal is $165,000 and interest is $41,444. For certificates of obligation sold in 2012, the total expenditures for 2014-15 are $142,587; the scheduled principal payment is $125,000 and interest is $17,587. For certificates of obligation sold in 2014, the total expenditures for 2014-15 are $156,519; the scheduled principal payment is $135,000 and interest is $21,519. Total debt service costs for the TIF Fund are $505,550 in 2014-15.

**STORMWATER UTILITY FUND - DEBT SERVICE**

In September 2007, the Council authorized the sale of $1,035,000 in certificates of obligation for the Plantation Creek Drainage project. Payments for principal and interest were first due in 2008. Funding for these certificates of obligation is through the Stormwater Utility fees. These debt service expenses are not supported by current property tax revenue and are not reflected in the Operating Funds as an expense. The 2014-15 debt service costs for the Stormwater Utility Fund are $74,593; principal costs are $45,000 and interest expenses are $29,593. A transfer of

$505,837 is scheduled from the Stormwater Utility Fund to the Debt Service Fund for payment of drainage project principal and interest expenses on bonds issued prior to the establishment of the Stormwater Utility Fund.

# OPERATING FUNDS BUDGET PROPOSAL

The 2014-15 Budget adequately provides for meeting the operational demands of the City. Operating Fund expenditures and transfers for 2014-15 in the amount of $17,346,707 are $431,814 less than expenditures re-estimated for 2013-14 in the amount of $17,778,521. The 2013-14 re-estimate includes $1,500,000 in transfers from General Fund reserves to the Core Value Fund for the Benbrook Boulevard Expansion Project and $50,000 to the Capital Projects Fund.

## SALARY ADJUSTMENT AND FRINGE BENEFIT INCREASES

### COST-OF-LIVING INCREASE

The 2014-15 Budget does not include funds for an across-the-board cost-of-living adjustment for all full-time employees.

### MERIT INCREASES FOR ELIGIBLE EMPLOYEES

Employees who are at steps one through six are eligible for a five-percent or one-step merit increase on the employee's anniversary date. Merit increases are based on job performance and are implemented following an evaluation by the employee's supervisor; funds for merit increases are included in the 2014-15 Budget.

### SIGNING BONUS FOR CERTIFIED POLICE OFFICERS

The Police Department requested and received $10,000 in the 2012-13 Budget for payment of a $5,000 bonus for new Police Officers who hold the required certifications when hired by the City of Benbrook. The funding of this hiring-incentive program was continued in the 2013-14 Budget and again in the 2014-15 Budget for the amount of $10,000.

### FRINGE BENEFIT ENHANCEMENTS

The 2014-15 Budget includes funds to finance an up-to ten percent increase in employee health, dental, and life insurance premiums, subsidies, and reimbursements. Through negotiations with the City's current providers for group health, dental, and life insurance for renewals effective November 1, 2014, the City expects to continue funding the entire employee premium; to adjust the subsidy for dependent health insurance to cover the increase in these costs;

and to maintain the reimbursement program for out-patient procedure, surgery, and hospitalization co-payments. The City's proposed health insurance provider has tentatively agreed to an eight-percent increase in premiums with no changes to the current PPO plan. The City's dental insurance provider offered renewal that increases current premium rates by five-percent and no changes in benefits. The City's life insurance provider also offered a renewal with no increase in rates.

All full-time employees contribute seven percent of salary to the Texas Municipal Retirement System (TMRS). The City matches these contributions on a two-to-one basis. TMRS informed the City that the City's rate is scheduled to decrease from the current rate of 18.20 percent to 17.91 percent on January 1, 2015.

## POSITIONS, PROMOTIONS, AND RECLASSIFICATIONS

### POSITIONS

Staffing changes for the Fire Department are reflected in the 2014-15 Budget. The Fire Department is currently staffed with sixteen full-time positions, twenty-one part-time positions, and volunteers. The Fire Chief requested adding two full-time Firefighter/Paramedic positions and three full-time Firefighter/EMT positions (a new classification); the Chief also proposed eliminating six of the part-time positions in the Auxiliary City Fire Support Unit (ACFSU). The 2014-15 Budget includes two of the three requests. Three full-time Firefighter/EMT positions are added to the Fire Department; the cost of the additional personnel is partially offset by the elimination of six part-time positions.

### PROMOTIONS AND/OR RECLASSIFICATIONS

The 2014-15 Budget does not include any reclassifications and/or promotions of City employees.

## CAPITAL OUTLAY AND EQUIPMENT PURCHASES

The Operating Funds Budget includes funds in the amount of $353,743 for new and replacement capital outlay items.

Funds in the amount of $128,600 are included in the Proposed Budget to replace four Police vehicles financed through the General Fund. Funds in the amount of $21,633 are also included in the Police Department's Proposed Budget to purchase the Can Am Roadster Traffic Unit that is currently being tested and evaluated by the Police Department.

The Fire Department requested funds to replace one of the ambulances. Tarrant County has agreed to provide

$50,000 in grant funds toward this purchase. The 2014-15 General Fund Budget includes $106,000 for the City's costs.

The Parks Department requested and received approval for the replacement of one of their mowing tractors. Funds are also included in the 2014-15 Budget to replace and upgrade the wooden light poles for Fields 5, 6, and 7 and for the soccer field with steel light poles.

Funds are included in the Fleet Maintenance Activity's 2014-15 Budget for an overhead vehicle lift.

No other capital outlay items are included in the 2014-15 Operating Budget. The City of Benbrook defines a capital outlay as an item that costs in excess of $5,000, has a useful life of more than one year, and is classified as an asset on the City's inventory of equipment. The Budget includes the transfer of $200,000 in General Fund reserves to the Capital Asset Replacement Fund to re-build the fund balance of this restricted account. The purpose of the Capital Asset Replacement Fund is to purchase major capital items without financing assistance or leasing.

## SPECIAL PROJECTS

The Operating Funds 2014-15 Budget includes funds for one special project. The Building Maintenance Activity's 2014-15 allocation includes $33,000 for the re-coating of the roof of the Benbrook Municipal Building.

# OPERATING FUNDS EXPENDITURES

## ADOPTED BUDGET

Total Operating Fund expenditures and transfers for 2014-15 are $17,346,707 for a net decrease of $431,814 or 2.43 percent below the 2013-14 re-estimate of $17,778,521. General Fund expenditures, special projects, and transfers of $16,377,632 are $393,339 or 2.34 percent less than the 2013-14 re-estimate of $16,770,971. Debt Service expenditures of $969,075 are $38,475 or 3.82 percent less the 2013-14 re-estimate of $1,007,550. The 2014-15 Operating Funds Budget includes $200,000 in transfers from the General Fund to the Capital Asset Replacement Fund and the transfer of $100,000 from General Fund reserves to the Core Value Fund. The 2013-14 Operating Funds re-estimate includes the transfer of $1,500,000 from the General Fund to the Core Value Fund for the Benbrook Boulevard Expansion Project and $50,000 to the Capital Projects Fund.

Total Operating Fund expenditures (excluding transfers and use of reserves) for 2014-15 are $17,046,707 for an increase of $1,018,186 or 6.35 percent over the 2013-14 re-estimate of $16,028,521. General Fund expenditures for 2014-15 (excluding transfers and use of reserves) of $16,077,632 are $1,056,661 or 7.03 percent more than the 2013-14 re-estimate of $15,020,971. Debt Service expenditures of $969,075 are $38,475 or 3.82 percent under the 2013-14 re-estimate of $1,007,550.

## DEPARTMENT REQUESTS

City Department Heads prepared and submitted budget requests to the City Manager in May 2014. Department requests totaled $17,365,317. The base budget for the General Fund and Debt Service Fund totaled $16,696,697. Decision Packages (requests for new programs and program modifications) totaled $668,620. These department requests did not include any adjustments to employee salaries except for scheduled merit increases. The City Manager and Department Heads reviewed each line item and whittled these requests into the Proposed Budget.

## PROPOSED BUDGET

The 2014-15 City Manager's Proposed Budget totaled $17,346,707 for operating expenditures. The Proposed Budget included a variety of expenditure reductions. Department requests for office supplies, printing services, operating supplies, maintenance and repair, and capital outlay were thoroughly reviewed and reduced where possible. Requests for training were eliminated except where the training was required by State or Federal law or the request was

specifically approved by the City Manager.

In July 2014, the City Staff met with the City Council to outline issues the Council would face during the 2014-15 Budget adoption process. The Proposed Budget was presented to the City Council at a Budget Work Session. During this work session and other sessions held in the month of August, the City Council and City Staff met and reviewed the budget requests. The City Council approved and adopted the City Manager's budget as presented with no changes. Council also established the property tax rate at the 2013-14 rate of $0.6575; however, the allocation of the property tax rate between the General Fund and the Debt Service Fund was adjusted to shift one-half cent to the Debt Service Fund from the General Fund.

The Division Summary pages in the 2014-15 Budget provide reconciliations between the department request and the adopted budget. Listings for all decision packages are also provided.

# OPERATING FUNDS REVENUES

## ADOPTED BUDGET

General Fund and Debt Service Fund revenues and transfers for 2014-15 - projected to be $16,870,662 - are $102,549 or 0.61 percent over the 2013-14 re-estimate of $16,768,113. General Fund revenues and transfers for 2014-15 total $16,037,927 for a net increase of $51,718 or 0.32 percent over the 2013-14 re-estimate of $15,986,209. Debt Service Fund revenues and transfers total $832,735 in 2014-15 for an increase of $50,831 or 6.51 percent over the 2013-14 re-estimate of $781,904.

### PROPERTY TAX RATE AND REVENUES

The City's property tax rate remains at the 2013-14 rate of $0.6575 per $100 valuation in 2013-14. The General Fund's property tax rate decreases by one-half cent from $0.6425 in 2013-14 to $0.6375 in 2014-15. The Debt Service Fund's property tax rate increases by one-half cent from $0.0150 in 2013-14 to $0.0200 in 2014-15. Maintaining the property tax rate results in a net increase in current property tax revenue in the amount of $405,485 due primarily to new construction and property improvements in Benbrook. The net change in property tax revenue is an increase of $380,485.

General Fund property tax revenue increases by $293,387 in 2014-15 from $10,134,140 to $10,427,527. Current property tax revenue increases by $318,387 from $10,044,140 to $10,362,527. Delinquent property tax revenue decreases by $10,000 from $45,000 in 2013-14 to $35,000 in 2014-15. Revenue from penalty and interest decreases by $15,000 from $45,000 in 2013-14 to $30,000 in 2014-15 for current and delinquent property taxes.

Debt Service Fund property tax revenue increases by $87,098 in 2014-15 from $239,800 to $326,898; current property tax revenue increases by $87,098 from $238,000 to $325,098. Revenue from delinquent property taxes and from penalty and interest remains at the 2013-14 re-estimate level of $1,000. Revenue from penalty and interest remains at the 2013-14 re-estimate amount of $800 for 2014-15.

### FRANCHISE TAX REVENUE

Revenue from Franchise Taxes increases by $16,048 from the 2013-14 re-estimate of $1,538,952 to the 2014-15 projection of $1,555,000. Revenue in this category is from the electric, natural gas, telephone, sanitation service, and cable franchise fees. Revenue from the electrical franchise is projected to increase by $4,345 from $830,655 to

$835,000 due to increased rates and additional users; a change in State law increased the franchise tax in 2012. Revenue from the natural gas franchise is expected to increase by $1,703 from $68,297 for 2013-14 to $70,000 for 2014-15. Revenue from the telephone franchise is projected to increase by $10,000 from $155,000 in 2013-14 to $165,000 in 2014-15. Sanitation franchise revenue is projected to remain at $275,000 in 2014-15. Revenue from cable television franchise fees is projected to remain at $210,000.

## SALES AND OTHER TAXES REVENUE

Revenue from Other Taxes is projected to decrease by $200,000 in 2014-15 from the 2013-14 re-estimate of $2,004,000 to $1,804,000. Revenue from sales tax is expected to decrease in 2014-15 by $200,000 from $2,000,000 to $1,800,000 due the construction project for Benbrook Boulevard (Highway 377 South) scheduled for 2014. The inconvenience to drivers caused by the construction is expected to result in a reduction in the number of shoppers in stores and businesses located on Benbrook Boulevard. Revenue from mixed drink taxes and other taxes is projected to remain at the 2013-14 re-estimate level of $4,000 in 2014-15. Revenue is now received from the sale of wine in grocery stores; Benbrook voters approved this change through an election, administered by Tarrant County, in November 2010.

## REVENUE FROM LICENSES AND PERMITS

Revenue from Licenses, Permits, and Filing Fees is projected to decrease by $48,317 from $366,317 in 2013-14 to $318,000 in 2014-15. Revenue from licenses (animal, electrical, plumbing, and miscellaneous licenses) is projected to remain at the 2013-14 re-estimate level of $40,000 in 2014-15. Revenue from permits and filing fees is projected to decrease by $48,317 from $326,317 to $278,000 based upon completion of planned development; included within this category are: permits for building, alarms, fire inspections, electrical work, and plumbing projects and inspections for zoning, subdivision, and development. The 2013-14 re-estimate includes payment of a development fee of $65,000; this amount revenue is not expected to be received from this source in 2014-15.

## FINES AND FORFEITURES

Municipal Court revenues from Fines and Forfeitures are projected to generate $646,700 in 2014-15; this amount is $20,400 more than the 2013-14 re-estimate of $626,300. The City changed collections firms in the summer of 2014 and anticipates receiving a higher percentage of delinquent payments.

## REVENUE FROM MONEY AND PROPERTY

Revenue from the Use of Money and Property, comprised of interest income and building rentals, is estimated to decrease by $25,000 from $110,200 in 2013-14 to $85,200 in 2014-15. This decrease is attributed to a reduction in revenue from miscellaneous revenue.

## REVENUE FROM OTHER AGENCIES

Revenue from Other Agencies includes revenue from the City's fire services contract with Tarrant County, grants, and a Police grant from Fort Worth Independent School District (FWISD). Revenue for 2014-15 is projected to be $375,000 compared with the 2013-14 re-estimate of $385,000 for a net increase of $10,000. The grant from the FWISD is projected to decrease in 2014-15 based upon the assignment of one of the newly-hired Police Officers. This grant pays for fifty percent of the salary and fringe benefits costs for the three Police Officer positions assigned to Western Hills High School and Benbrook Middle School to serve as liaisons between the City and the FWISD.

## CHARGES FOR CURRENT SERVICES REVENUE

Revenue from Charges for Current Services is projected to be $801,500 in 2014-15 or $5,200 over the 2013-14 re-estimate of $796,300. Revenue from ambulance services is expected to remain at the 2013-14 level of $680,000. Other revenues are projected to remain at the 2013-14 re-estimate level. An additional $5,000 is projected from the sale of surplus vehicles. Sources of revenue within this category include: animal pound fees, lot cleaning fees, street cut fees (paid by the Benbrook Water Authority), park lease and usage fees, tax certificate sales, cemetery lots, and disposal of property and equipment.

## OTHER REVENUE

For 2014-15 the category of Other Revenue is estimated at $25,00; this amount is the same as the 2013-14 re-estimate. Revenue within this category includes: insurance refunds, restitution fees, and miscellaneous revenue.

## TRANSFERS

The 2014-15 Budget includes $505,837 in revenue transferred from the Stormwater Utility Fund to the Debt Service Fund for payment of drainage related principal and interest for general obligation bonds issued prior to the creation of the Stormwater Utility Fund. The 2013-14 re-estimate includes a transfer of $542,104 for these expenses. The 2014-15 amount is $36,267 less than the 2013-14 re-estimate.

# BUDGET SYNOPSIS

## OPERATING FUNDS BUDGET

The 2014-15 Budget (General Fund and Debt Service Fund) is based on total revenues in the amount of $16,364,825 and expenditures in the amount of $17,046,707. The 2014-15 Budget also includes the transfer of $505,837 to the Debt Service Fund from the Stormwater Utility Fund, the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund, the use of $100,000 from General Fund reserves for the future landscaping of the Benbrook Boulevard Project.

Total revenues and transfers in the amount of $16,870,662 represent a net increase of $102,549 or 0.61 percent over the 2013-14 re-estimate total of $16,768,113.

Total expenditures, transfers, and the use of General Fund reserves in the amount of $17,346,707 for 2014-15 represent a net decrease of $431,814 or 2.43 percent below the 2013-14 re-estimate total of $17,778,521.

## EXPENDITURES BY CLASSIFICATION

### PERSONAL SERVICES

Personnel expenditures are projected to increase by $708,625 from $11,683,580 in 2013-14 to $12,392,205 in 2014-15. Funds are included for three new positions in the Fire Department. The cost of the three full-time Fire Fighter/EMT positions is partially offset by the elimination of six part-time positions in the Fire Department's Auxiliary City Fire Support Unit (ACFSU). The Budget includes funds for merit increases for those employees that are at steps one through six on the City's seven step salary matrix; employees are eligible for an up-to five-percent increase on their anniversary date. Funds are also included in the Budget for an up-to ten percent increase in employee health, dental, and life insurance premiums. Funds are included for the decrease of the City's contribution rate for employee retirement, effective January 1, 2015, the current rate of 18.20 percent decreases to 17.91 percent; the employee contribution rate remains at 7.00 percent.

### SUPPLIES AND MATERIALS

The cost of supplies and materials is projected to increase by $117,817 from the 2013-14 re-estimate of $611,826 to

$729,643 in 2014-15. The 2014-15 Budget includes funds for general office and operating supplies, postage, and other items for City departments at or near the 2013-14 re-estimate level. Additional funds are included for vehicle supplies and fuel.

Funds for the replacement of computers, monitors, peripherals, software, and other technology-related equipment are included in the Information Technology Activity of the General Fund. The allocations for hardware and software purchases, upgrades, and replacements are projected at $227,268 in the 2014-15 Budget. Funds are also included in the Information Technology Activity for: a rocket vehicle router for the Police Department, vehicle maintenance and monitoring software for Fleet Maintenance, enhancements to the Inspections Activity software, improvements for the Fire Department's software programs, and revitalization of the Laserfiche Project.

## CONTRACTUAL SERVICES

The projected cost of contractual services in 2014-15 in the amount of $1,963,467 increases by $30,529 from the 2013-14 re-estimate of $1,932,938. This category includes funds for utilities, professional services, dues and memberships, training, and printing services. The 2013-14 re-estimate includes expenditures for a municipal election; the City Council election was changed from May to November so that the City could continue to participate in elections administered by Tarrant County. Funds are included in the 2014-15 Budget for the general election and for a run-off election. Additional funds are also included in the 2014-15 Budget for the payment of property tax revenues from the General Fund to the TIF Fund. Funds are included in the Personnel Activity for three assessment centers for civil service testing.

## MAINTENANCE AND REPAIR

Maintenance and repair costs increase by $45,825 from the 2013-14 re-estimate of $592,749 to the 2014-15 Budget allocation of $638,574. One non-routine maintenance project, the re-coating of the roof for the Benbrook Municipal Building, is scheduled for 2014-15. The re-estimate for the street overlay program included cost savings; the amount allocated for 2014-15 includes full-funding.

## CAPITAL OUTLAY

The purchase of capital outlay equipment in 2014-15 in the amount of $353,743 is $153,865 more than the $199,878 re-estimated for 2013-14. A capital outlay is defined as an item or piece of equipment that costs a minimum of $5,000, has a useful life in excess of one year, and/or is recorded as a fixed asset on the City's official inventory. Capital outlays scheduled for purchase through the General Fund in 2014-15 are the four patrol vehicles for

the Police Department (the City schedules the replacement of five Police vehicles every year), the procurement of the Can Am Spyder for the Police Department, the City's portion of the costs to replace one ambulance, the replacement of a tractor for the Parks Department, the replacement of the wooden light poles at three ball fields and the soccer field, and the purchase of a vehicle lift for the Fleet Services Activity.

## DEBT SERVICE

Debt service requirements decrease by $38,475 from $1,007,550 in 2013-14 to $969,075 in 2014-15. The City was able to refinance general obligation bonds in 2013 for savings in interest expenses. Principal payments increased by $50,000 in 2014-15 to $755,000 from $705,000 in 2013-14; interest expenses decreased by $86,275 from $296,550 in 2013-14 to $210,275 in 2014-15. Agent fees decreased by $2,200 from $6,000 to $3,800.

## TRANSFERS AND USE OF UNAPPROPRIATED RESERVES

The 2014-15 Budget and the 2013-14 re-estimate include the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years. The 2014-15 Budget includes the transfer of $100,000 from General Fund reserves to the Core Value Fund for landscaping costs for the Benbrook Boulevard Project

The 2013-14 re-estimate also includes the use of $1,500,000 in unappropriated reserves from the General Fund for the Benbrook Boulevard Project; these funds are designated for utility relocation. The re-estimate also includes the transfer of $50,000 to the Capital Projects Fund.

# OPERATING FUNDS REVENUES

Operating revenues in the City's 2014-15 Budget in the amount of $16,870,662 are based upon a projected net increase of $102,549 over the 2013-14 re-estimate of $16,768,113. Total projected 2014-15 revenues, along with 2013-14 re-estimated and 2012-13 actual revenue amounts are summarized in the following table. Explanations of the assumptions and methodology used to project these operating revenues are provided following the table.

## OPERATING FUNDS REVENUE SUMMARY

| REVENUES BY SOURCE | ACTUAL 2012-13 | RE-ESTIMATE 2013-14 | BUDGET 2014-15 | CHANGE FROM RE-ESTIMATE | CHANGE FROM RE-ESTIMATE |
|---|---|---|---|---|---|
| Ad Valorem Taxes | 10,165,033 | 10,373,940 | 10,754,425 | 380,485 | 3.67% |
| Franchise Taxes | 1,498,012 | 1,538,952 | 1,555,000 | 16,048 | 1.04% |
| Sales and Other Taxes | 2,499,156 | 2,004,000 | 1,804,000 | (200,000) | -9.98% |
| Licenses and Permits | 273,945 | 366,317 | 318,000 | (48,317) | -13.19% |
| Fines and Forfeitures | 682,919 | 626,300 | 646,700 | 20,400 | 3.26% |
| Use of Money and Property | 114,896 | 110,200 | 85,200 | (25,000) | -22.69% |
| Revenue from Other Agencies | 381,872 | 385,000 | 375,000 | (10,000) | -2.60% |
| Charges for Current Services | 802,120 | 796,300 | 801,500 | 5,200 | 0.65% |
| Other Revenue | 95,170 | 25,000 | 25,000 | - | 0.00% |
| Transfers | 956,596 | 542,104 | 505,837 | (36,267) | -6.69% |
| **TOTAL REVENUES** | **17,469,716** | **16,768,113** | **16,870,662** | **102,549** | **0.61%** |

# 2014-15 PROPERTY TAX CALCULATION

| | | |
|---|---|---|
| **GROSS VALUATION** | | **$1,810,093,964** |
| Less: | | |
| Deferred Special Use Value Loss | | |
| Agricultural | 12,157,086 | |
| Scenic Land | 447,097 | |
| Partial Exemptions | | |
| Disabled Veterans | 15,370,374 | |
| Over-65 | 66,155,344 | |
| Homestead | 29,527,111 | |
| Disabled Person | 393,750 | |
| Absolute Exemptions | 55,364,127 | |
| Cases Before ARB | 14,783,433 | |
| Incomplete, Pro-Rated, and Nominal Accounts | 32,792,342 | |
| Add: | | |
| TAD Projected Value of Property Under Protest and Minimum Value of Incomplete Accounts | 42,391,014 | |
| **NET TAXABLE VALUE** | | **$1,625,494,314** |
| **Rate Per $100 Valuation** | | **$ 0.6575** |
| **2014-15 Tax Levy** | | **$ 10,687,625** |
| **TOTAL 2014-15 ESTIMATED PROPERTY TAX COLLECTIONS** | | **$ 10,687,625** |

**Proposed Tax Distribution**

| Fund | Tax Rate | Percentage | Estimated Collections |
|---|---|---|---|
| General Fund | 0.6375 | 96.96 | $10,362,527 |
| Debt Service Fund | 0.0200 | 03.04 | 325,098 |
| TOTALS | 0.6575 | 100.00 | $10,687,625 |

# PROPERTY TAX REVENUE

The 2014-15 Budget ad valorem tax revenue projection of $10,754,425 reflects a net increase of $380,485 over the 2013-14 re-estimate of $10,373,940. This revenue projection is based on maintaining the property tax rate at the 2013-14 rate of $0.6575 per $100 valuation. The increase in revenue results from an escalation in total assessed valuations from 2013-14 to 2014-15 primarily from new development.

## ASSESSED VALUATIONS

The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2014 shows the total appraised value of property in Benbrook at $1,810,093,964; TAD provided revised assessed valuation and property tax data in September 2014; however, the July 2014 totals are used for all 2014-15 budget calculations. Deferred special use value loss for agricultural and scenic land totals $12,604,183. Total exemptions (over-65, homestead, disability, veterans, pro-rated absolute, and nominal value - below $500) for 2014-15 are $111,992,042. Total adjustments (absolute exemptions, cases before the Appraisal Review Board, and incomplete accounts) are $102,394,439. TAD's minimum projected value of property under protest and/or in incomplete accounts is $42,391,014. The total net taxable value used to project revenues for 2014-15 is $1,625,494,314. Based on the tax rate of $0.6575, current property tax collections are projected to be $10,687,625 for both the General Fund and the Debt Service Fund property tax revenue

## DISTRIBUTION OF PROPERTY TAX REVENUE BETWEEN GENERAL FUND AND DEBT SERVICE FUND

Property tax revenue is allocated between the General Fund and the Debt Service Fund. This allocation is determined each fiscal year by calculating the property tax rate needed to finance each of these two funds. The 2013-14 property tax rate for the General Fund was $0.6425 per $100 valuation; the 2014-15 property tax rate for the General Fund decreases to $0.6375 per $100 valuation. The property tax rate for the Debt Service Fund in 2013-14 was $0.0150 per $100 valuation; the 2014-15 tax rate for the Debt Service Fund increases to $0.0200 per $100 valuation. For 2013-14, the General Fund received 97.72 percent of property tax revenue; in 2014-15 the General Fund receives 96.96 percent. For 2013-14 the Debt Service Fund received 2.28 percent of the City's property tax revenue; in 2014-15 the Debt Service Fund receives 3.04 percent.

## COLLECTION RATE

The City of Benbrook normally uses a collection rate of 99.00 percent in calculating the anticipated tax collections; however, for the 2014-15 calculations, a collection rate of 100.00 percent is applied. Delinquent tax collections are

based upon the total delinquent taxes outstanding as of September 30 and the City's historical success of collections. Penalty and interest estimates are based on the actual amount received during the past several years.

### INCREASES IN PROPERTY TAX REVENUE

Current property tax revenue for 2014-15 is $10,687,625 for an increase of $405,485 over the 2013-14 re-estimate of $10,282,140. Delinquent property tax collections for 2014-15 are $36,000 or $10,000 less than the 2013-14 re-estimate of $46,000. Penalty and interest revenue for 2014-15 is $30,800 for a decrease of $15,000 from the 2013-14 re-estimate of $45,800. Total property tax collections projected for 2014-15 are $10,754,425 for a net increase of $380,485 over the 2013-14 re-estimate of $10,373,940.

## FRANCHISE TAXES REVENUE

The City of Benbrook, under the authority granted by the State of Texas, charges local utility companies (TXU Electric, Atmos Energy Company, AT&T, and Charter Communications) a franchise tax for the City's right-of-way. The City also contracts out the sanitation collection and disposal services and receives a franchise fee from the private contractor. Franchise holders pay the City a percentage (between three to five percent) based on each utility's gross receipts. The 2013-14 re-estimate of $1,538,952 increases by $16,048 to $1,555,000 in 2014-15.

Revenue from electrical franchise taxes is projected to increase by $4,345 from $830,655 to $835,000 in 2014-15. Revenue from the natural gas franchise tax from Atmos Energy is projected to increase over the re-estimated amount of $68,297 in 2013-14; the 2014-15 projection of $70,000 is $1,703 higher than the re-estimate. Revenue from the telephone franchise tax is projected to increase by $10,000 from the 2013-14 re-estimate amount of $155,000 to $165,000 in 2014-15. Revenue from the sanitation franchise tax is projected to remain at the 2013-14 re-estimate level of $275,000 in 2014-15. Revenue from the cable television franchise fee is also expected to stabilize at the 2013-14 re-estimate level of $210,000 for the 2014-15 projection.

## SALES AND OTHER TAXES REVENUE

Revenue from the City's one-percent share of the Texas sales tax and other taxes is projected to decrease by $200,000 in 2014-15. The 2014-15 projection is $1,804,000 and the 2013-14 re-estimate is $2,004,000.

Sales tax collections are anticipated to decrease due to the construction project scheduled for a portion of Benbrook Boulevard (Highway 377 South) in 2014-15. The inconvenience to drivers and pedestrians caused by the construction

is expected to reduce the number of shoppers and to decrease the volume of sales.

Sales and other tax collections are projected at $1,800,000 for 2014-15 for a decrease of $200,000 from the 2013-14 re-estimate of $2,000,000. Revenue from the mixed beverage tax is projected to remain at $4,000 in 2014-15.

## LICENSES, PERMITS, AND FILING FEES REVENUE

This revenue category is divided into two sub-categories: (1) licenses and (2) permits and filing fees. The 2014-15 Budget includes projected revenue from licenses, permits, and filing fees at $318,000; this projection reflects a net decrease of $48,317 from the 2013-14 re-estimate of $366,317. In 2013-14, a sizeable amount of revenue received for development inspection fees; this level of revenue is not anticipated in 2014-15.

### LICENSES

The City of Benbrook charges electricians, plumbers, irrigators, and other building trade workers an annual licensing fee. The licensing fee is used to monitor the people working in these areas and to insure that these workers have the required builders' bonds. Revenue from licenses is projected to remain at the 2013-14 re-estimate level of $40,000 in 2014-15.

### PERMITS AND FILING FEES

Builders, engineers, and developers pay the City a fee for the review and inspection of their projects. The fee is based on the City's actual cost of providing these services. Revenue from building permits is projected to increase by $15,000 from the 2013-14 re-estimate of $185,000 to $200,000 for 2014-15. Revenue from alarm permits, fire code permits, zoning filing fees, and other permits is projected to increase by a net amount of $1,583 from the 2013-14 re-estimate level to the projected amount in 2014-15. Revenue form development inspection fees is re-estimated at $65,000 for 2013-14 due to a unique development; the revenue projection for 2014-15 is only $100. The net decrease in revenue from permits and filing fees is $48,317 based on a 2013-14 re-estimate of $326,317 and a 2014-15 projection of $278,000.

## FINES AND FORFEITURES REVENUE

Revenue that the City receives from fines and forfeitures (traffic and safety violations) is estimated to be $646,700 in 2014-15; this amount is $20,400 over the 2013-14 re-estimate of $626,300. Revenue sources within this category include: municipal court fines, warrant fees, defensive driving school fees, ticket dismissal fees, arrest fees, special

expense fees, and miscellaneous fines and forfeitures. All sources of revenue from fines and forfeitures are projected to increase slightly in 2014-15. The City contracted with a new agency for the collection of delinquent fines and forfeitures in the summer of 2014. Additional revenue is reflected for the collection of these delinquent accounts.

## USE OF MONEY AND PROPERTY REVENUE

Included within this category are interest earnings, building rentals, gas well permits, and miscellaneous uses of money and property. Revenue for 2014-15 is projected to be $85,200 for a net decrease of $25,000 from the 2013-14 re-estimate of $110,200. Projected revenue for 2014-15 includes $40,000 for interest on investments, $200 for building rentals, $35,000 for gas well permits, and $10,000 for miscellaneous revenue.

## REVENUE FROM OTHER AGENCIES

Revenue from Other Agencies includes the revenue from fire service contracts, reimbursement for Police Officer salary expense from the Fort Worth Independent School District (FWISD), grants from Tarrant County, and other grants. Revenue for 2013-14 is re-estimated at $385,000 and is projected to decrease by $10,000 to $375,000 in 2014-15.

Both the 2014-15 projection and the 2013-14 re-estimate reflect reimbursement of salary expenses for two Police Officers assigned to Western Hills High School and for one Police Officer assigned to Benbrook Middle School that opened in 2011. Revenue is projected to decrease due to lower salary and fringe benefit costs in 2014-15; one of the Police Officers assigned has less seniority and thus lower pay than the Police Officer assigned in 2014. Revenue from Tarrant County for the fire services contract is projected to remain at $225,000 in both years. Effective in 2014-15, the City's participation in the Community Development Block Grant program administered through Tarrant County changes to every other year; no funds are expected for 2014-15.

## SERVICE CHARGES REVENUE

Included within this category are: animal pound fees, lot cleaning/mowing fees, ambulance fees, street cut charges, park lease and usage fees, sale of cemetery lots, and disposal of surplus equipment and vehicles. A net increase of $5,200 is reflected for Charges for Current Services revenue based on the 2013-14 re-estimate of $796,300 and the 2014-15 projection of $801,500.

### CITIZEN SERVICES

Revenue in the category of Citizen Services includes: animal control fees, lot cleaning and mowing fees, ambulance fees, and miscellaneous service charges. Revenue for 2014-15 is projected at $732,500. This amount is $200 more than the 2013-14 re-estimate of $732,300.

Ambulance collections are projected at $680,000 the same amount as the 2013-14. Collection rates continue to be higher than the industry standard for ambulance billings.

Both the 2013-14 re-estimate and the 2014-15 projection include funds for street cuts performed by City crews for the Benbrook Water Authority; the re-estimate and the projection are $45,000. Fees for animal control services are expected to generate $3,000 in 2014-15; this projection is the same amount as the 2013-14 re-estimate. Lot cleaning/mowing fees are estimated are $4,300 for 2013-14; the 2014-15 projection is $4,500.

### RECREATION SERVICES

Revenue from Recreation Services is projected to generate $55,500 in revenue in 2013-14 and in 2014-15. Revenue in this category is generated from these sources: park lease fees, park use fees and miscellaneous fees.

### SALE OF GOODS

Revenue from the Sale of Goods is expected to be $13,500 in 2014-15; the 2013-14 re-estimate is $8,500. The re-estimate does not include the sale of surplus vehicles; disposal of vehicles through auction is expected to generate $5,000 in 2014-15. Revenue in this category is received from the sale of these items: tax certificates, maps, copies, publications, trash bags, cemetery lots, surplus vehicles, and miscellaneous items.

## OTHER REVENUES

Other Revenue (insurance refunds, restitution fees, and miscellaneous revenue) fluctuates considerably from year to year. The 2014-15 projection of $25,000 is based on an average of collections for the past five years; this projection is the same as the 2013-14 re-estimate. Revenue within this category includes insurance refunds, restitution fees, credit card fees, and miscellaneous revenue.

## TRANSFERS

The 2014-15 Budget does not include any transfers to the General Fund. The 2014-15 Budget and the 2013-14 re-estimate include the transfer of funds from the Stormwater Utility Fund to the Debt Service Fund for payment of drainage bond principal and interest. The transfer of $542,104 is reflected in the 2013-14 re-estimate. The transfer of $505,837 is scheduled for 2014-15 for a decrease of $36,267.

# OPERATING FUNDS EXPENDITURES

The 2014-15 Budget for the expenditures and transfers of the City's Operating Funds (General Fund and Debt Service Fund combined) is projected to be $17,346,707. The 2014-15 Budget reflects the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund. The Budget includes the use of $100,000 in unappropriated reserves from the General Fund for future landscaping for the Benbrook Boulevard Project. Total expenditures and transfers represent a net decrease of $431,814 or 2.43 percent below the 2013-14 re-estimate of $17,778,521.

The 2014-15 Budget for expenditures (excluding the transfers from General Fund and the use of unappropriated General Fund reserves) for the City's Operating Funds (General Fund and Debt Service Fund combined) is $17,046,707. Expenditures represent an increase of $1,018,186 or 6.35 percent from the 2013-14 re-estimate of $16,028,521.

The General Fund expenditures, transfers, and use of unappropriated reserves for special projects in the amount of $16,377,632 are $393,339 or 2.34 percent below the 2013-14 re-estimate of $16,770,971. Excluding the transfers from General Fund to the Capital Asset Replacement Fund and the use of unappropriated reserves, General Fund expenditures of $16,077,632 are $1,056,661 or 7.03 percent over the 2013-14 re-estimate of $15,020,971.

The Debt Service Fund expenditures of $969,075 are $38,475 or 3.82 percent under the 2013-14 re-estimate of $1,007,550.

## PERSONAL SERVICES

Personnel expenditures are projected to increase by $708,625 from $11,683,580 in 2013-14 to $12,392,205 in 2014-15. Funds are included for three new positions in the Fire Department. The cost of the three full-time Fire Fighter/EMT positions is partially offset by the elimination of six part-time positions in the Fire Department's Auxiliary City Fire Support Unit (ACFSU). The Budget includes funds for merit increases for those employees that are at steps one through six on the City's seven step salary matrix; employees are eligible for an up-to five-percent increase on their anniversary date. Funds are also included in the Budget for an up-to ten percent increase in employee health, dental, and life insurance premiums. Funds are included for the decrease of the City's contribution rate for employee retirement, effective January 1, 2015, the current rate of 18.20 percent decreases to 17.91 percent; the employee contribution rate remains at 7.00 percent.

## SUPPLIES AND MATERIALS

The cost of supplies and materials is projected to increase by $117,817 from the 2013-14 re-estimate of $611,826 to $729,643 in 2014-15. The 2014-15 Budget includes funds for general office and operating supplies, postage, and other items for City departments at or near the 2013-14 re-estimate level. Additional funds are included for vehicle supplies and fuel.

Funds for the replacement of computers, monitors, peripherals, software, and other technology-related equipment are included in the Information Technology Activity of the General Fund. The allocations for hardware and software purchases, upgrades, and replacements are projected at $227,268 in the 2014-15 Budget.

## CONTRACTUAL SERVICES

The projected cost of contractual services in 2014-15 in the amount of $1,963,467 increases by $30,529 from the 2013-14 re-estimate of $1,932,938. This category includes funds for utilities, professional services, dues and memberships, training, and printing services. The 2013-14 re-estimate includes expenditures for a municipal election; the City Council election was changed from May to November so that the City could continue to participate in elections administered by Tarrant County. Funds are included in the 2014-15 Budget for the general election and for a run-off election. Additional funds are also included in the 2014-15 Budget for the payment of property tax revenues from the General Fund to the TIF Fund. Funds are included in the Personnel Activity for three assessment centers for civil service testing.

## MAINTENANCE AND REPAIR

Maintenance and repair costs increase by $45,825 from the 2013-14 re-estimate of $592,749 to the 2014-15 Budget allocation of $638,574. One non-routine maintenance project, the re-coating of the roof for the Benbrook Municipal Building, is scheduled for 2014-15. The re-estimate for the street overlay program included cost savings; the amount allocated for 2014-15 includes full-funding.

## CAPITAL OUTLAY

The purchase of capital outlay equipment in 2014-15 in the amount of $353,743 is $153,865 more than the $199,878 re-estimated for 2013-14. A capital outlay is defined as an item or piece of equipment that costs a minimum of $5,000, has a useful life in excess of one year, and/or is recorded as a fixed asset on the City's official

inventory. Capital outlays scheduled for purchase through the General Fund in 2014-15 are the four patrol vehicles for the Police Department (the City schedules the replacement of five Police vehicles every year), the procurement of the Can Am Spyder for the Police Department, the City's portion of the cost to replace an ambulance, the replacement of wooden light poles with steel poles for three ball fields and the soccer field, the replacement of a tractor for the Parks Department, and the purchase of a vehicle lift for the Fleet Services Activity.

## DEBT SERVICE

Debt service requirements decrease by $38,475 from $1,007,550 in 2013-14 to $969,075 in 2014-15. The City was able to refinance general obligation bonds in 2011 and again in 2013 for savings in interest expenses. Principal payments increased by $50,000 in 2014-15 to $755,000 from $705,000 in 2013-14; interest expenses decreased by $86,275 from $296,550 in 2013-14 to $210,275 in 2014-15. Agent fees decreased from $6,000 to $3,800.

## TRANSFERS AND USE OF UNAPPROPRIATED RESERVES

The 2013-14 re-estimate includes the transfer of $1,500,000 to the Core Value Fund for the Benbrook Boulevard Expansion Project. The re-estimate also includes the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years. The transfer of $50,000 from General Fund reserves to the Capital Projects Fund is also included in the re-estimate.

The 2014-15 Budget includes the transfer of $100,000 to the Core Value Fund for the landscaping phase of the Benbrook Boulevard Expansion Project. The Budget also includes the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years.

## TOTAL OPERATING FUNDS

Total projected expenditures for 2014-15, along with 2012-13 actual, and 2013-14 re-estimated amounts, are summarized in the following table. Explanations of the assumptions and the methodology used to project operating expenditures are provided after the table.

### OPERATING FUNDS EXPENDITURE SUMMARY

| EXPENDITURES | ACTUAL 2012-13 | RE-ESTIMATE 2013-14 | BUDGET 2014-15 | CHANGE FROM RE-ESTIMATE | CHANGE FROM RE-ESTIMATE |
|---|---|---|---|---|---|
| General Government | 1,815,478 | 1,861,590 | 1,913,968 | 52,378 | 2.81% |
| Staff Services | 883,219 | 932,148 | 985,662 | 53,514 | 5.74% |
| Public Safety | 8,295,673 | 8,381,515 | 9,152,644 | 771,129 | 9.20% |
| Public Services | 2,896,465 | 3,066,024 | 3,238,677 | 172,653 | 5.63% |
| Community Development | 734,109 | 779,694 | 786,681 | 6,987 | 0.90% |
| Debt Service | 1,417,933 | 1,007,550 | 969,075 | (38,475) | -3.82% |
| Transfers and Other Uses | 2,596,384 | 1,750,000 | 300,000 | (1,450,000) | -82.86% |
| **TOTAL EXPENDITURES** | **18,639,261** | **17,778,521** | **17,346,707** | **(431,814)** | **-2.43%** |

# GENERAL GOVERNMENT DIVISION

The General Government Division performs all of the general administrative activities of the City. This Division is comprised of the following departments: City Council, City Manager, City Secretary, and Non-Departmental. The General Government Division, along with the Staff Services Division, provides the necessary support services for the various line divisions. Positions funded in the General Government Division include: Mayor, City Councilmembers, City Manager, Public Involvement Director, Accounting Clerk, Deputy City Secretary, and City Secretary. The General Government Division's total 2014-15 Budget is $1,913,968. This allocation is $52,378 more than the 2013-14 re-estimate of $1,861,590.

## CITY COUNCIL

The City Council Activity provides funds for the Mayor and the six City Councilmembers. The 2014-15 Budget for the City Council in the amount of $19,697 reflects a net decrease in funding of $2,800 as compared to the 2013-14 re-estimate of $22,497. The Budget includes salary expenses for the Mayor and six Councilmembers, office supplies, training expenses, and funds for high-speed internet access expenses for the Mayor and Councilmembers. The 2014-15 Budget includes a decrease in funds for training expenses.

## CITY MANAGER

The City Manager Activity provides operating funds for the City Manager, Public Involvement Director, and two Interns (part-time positions). The 2014-15 Budget for the City Manager in the amount of $414,894 reflects a net increase of $15,409 from the 2013-14 re-estimate of $399,485.

The 2014-15 Budget includes additional funds for the merit increase for the Public Involvement Director; this amount is for salaries and for fringe benefits. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these two employees.

## CITY SECRETARY

The City Secretary Activity is staffed by the City Secretary, Deputy City Secretary, and an Accounting Clerk. The 2014-15 Budget for the City Secretary totals $409,030 for an increase of $28,977 from the 2013-14 re-estimate of $380,053.

The 2014-15 Budget includes additional funds for the merit increase for the Deputy City Secretary; this amount is for

salaries and for fringe benefits. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these three employees.

The 2014-15 Budget includes funds for the City Council election scheduled for November 2014 and for a run-off election, if one is necessary. The 2013-14 re-estimate does not includes costs for an election; there was no election in November 2013 since the candidates ran unopposed.

**NON-DEPARTMENTAL**

The 2014-15 Budget for Non-Departmental totals $1,070,347. This allocation is $10,792 over the 2013-14 re-estimate of $1,059,555. Funds are included in the 2014-15 Budget for continuation of current programs including: general office supplies; postage for all City departments (funds for mailing the *Benbrook Community Newsletter* are included in contractual services); promotional supplies; City Attorney contract; newsletter preparation and distribution; City Council, Planning and Zoning Commission, and other City-sponsored meeting taping and broadcast; GFOA awards; mileage reimbursement for employees; meeting refreshments; liability, property, and fire fighters life insurance; dues and participation in Texas Municipal League, North Central Texas Council of Governments, and other City-wide memberships; Employee Appreciation Event; City Boards and Commission Recognition Event; holiday fireworks event; Benbrook Heritage Fest; operating expenses for the Senior Citizens Center, Household Hazardous Waste Program, and other environmental programs; hepatitis vaccine; flu shots for employees; membership subsidy for BCC/YMCA; fuel and maintenance costs for three Staff vehicles and Senior Citizens van; and operating expenses for the Benbrook Community Center/YMCA (these expenses are reimbursed by the YMCA as long as the YMCA maintains a minimum number of members).

The Budget includes the scheduled re-distribution of $640,667 to Benbrook's Tax Increment Financing (TIF) Fund; technically this expense is classified as an expenditure and is not a transfer. The 2013-14 re-estimate for this expense is $613,804. This amount represents the property tax revenue generated by the TIF area.

The 2013-14 re-estimate includes expenses incurred by the City in hiring an independent legal team to represent the City in a civil service claim. Funds included in the 2014-15 Budget for legal services are for routine services provided by the City Attorney on a contractual basis.

## STAFF SERVICES DIVISION

The Staff Services Division is comprised of three departments: Finance, Information Technology, and Personnel. The Staff Services Division performs all accounting, auditing, budgeting, cash management, personnel, data processing,

information technology, purchasing, and risk management functions in the City. Staff assists with receptionist and switchboard duties. The Staff Services Division includes the following full-time positions: Finance Director, Accountant, Accounting Clerk, and Information Technology Director; two part-time positions are funded through this division: the GIS Technician and the Information Technology Assistant. A majority of the hardware and software costs for all General Fund departments are financed in the Information Technology Activity.

The 2014-15 Budget for the Staff Services Division is $985,662. This allocation represents an increase of $53,514 from the 2013-14 re-estimate of $932,148.

**FINANCE**

The Finance Activity is staffed by the Finance Director, the Accountant and one Accounting Clerk. The Finance Activity's 2014-15 Budget allocation totals $486,177 for a decrease of $8,071 under the 2013-14 re-estimate of $494,248. The 2013-14 re-estimate includes funds for accrued leave paid to the Finance Director who retired in the autumn of 2013; also included in the re-estimate are salary and fringe benefit costs for the period that the now-retired Finance Director worked in 2013. The 2014-15 Budget includes additional funds for merit increases for the Finance Director and Accountant; this amount is for salaries and for fringe benefits. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these three employees.

**INFORMATION TECHNOLOGY**

The Information Technology Activity is staffed by the Information Technology Director and two part-time positions: the GIS Technician and the Information Technology Assistant. The Information Technology Director is supervised by the Deputy City Manager. The 2014-15 Budget for Information Technology totals $457,835 for a net increase of $61,385 over the 2013-14 re-estimate of $396,450. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for this employee.

The 2014-15 Budget includes separate line-items for the purchase, upgrade, and/or replacement of software and for hardware for City of Benbrook operations. The Information Technology Director created a schedule for replacement; funds were included in the 2014-15 Budget for software and hardware including the replacement and/or upgrade of desk top computers, tablet computers, lap top computers, server, and storage. The total allocation included in the 2014-15 Budget for software and hardware is $227,168. Software costs are $175,084 and hardware costs are $52,084. Funds are included for: a rocket vehicle router for the Police Department, vehicle maintenance and monitoring software for Fleet Maintenance, enhancements to the Inspections Activity software, improvements for the Fire Department's software programs, and revitalization of the Laserfiche Project.

**PERSONNEL**

The Personnel Activity is administered by the City Secretary and the Finance Director; this activity has no employees. The Personnel Activity's 2014-15 Budget allocation is $41,650 for an increase of $200 from the 2013-14 re-estimate of $41,450.

Operating funds included in both the 2014-15 Budget and the 2013-14 re-estimate are for: employee physicals and drug screenings, publication of employment opportunity notices, civil service expenses, and printing of pay checks. Funds are also included for the Employee Service Awards Program.

Funds are included in the re-estimate and in the 2014-15 allocation for three assessment centers for civil service promotions. Benbrook's Police Department operates under civil services rules and regulations; administrative, clerical, and Animal Control employees are not classified as civil service. New methodology was approved in 2013-14 for determining civil service promotions through assessment centers. Three separate assessment centers are needed for Police Officer to Detective/Corporal, Detective/Corporal to Sergeant, and Sergeant to Lieutenant. The City Secretary serves as the Director of Civil Service.

## PUBLIC SAFETY DIVISION

The Public Safety Division is comprised of four departments: the Police Department, Fire Department, Municipal Court, and Code Compliance. The following positions are currently budgeted within the Public Safety Division: Chief of Police, Police Commander, Administrative Manager, Police Services Superintendent, Senior Communication Specialist, Police Communications Specialist, Police Lieutenant, Sergeant, Police Officer, Detective/Corporal, Crime Prevention Officer, Animal Control Officer, Fire Chief, Assistant Fire Chief, Fire Captain, Fire Lieutenant, Fire Fighter/Paramedic, Fire Fighter/EMT, Municipal Court Clerk, Deputy Court Clerk, and Code Compliance Officer. The Public Safety Division also has numerous part-time positions including: two Police Officers, one Communications Specialist, six School Crossing Guards, part-time Animal Control Officer, Municipal Court Judge, Prosecuting Attorney, Magistrate, members of the Auxiliary City Fire Support Unit (ACFSU), and the Fire Department volunteers.

The Public Safety Division's 2014-15 Budget totals $9,152,644 for an increase of $771,129 over the 2013-14 re-estimate of $8,381,515. Explanations of the changes in each department's 2014-15 Budget allocations are provided.

## POLICE DEPARTMENT

The 2014-15 Police Department Budget totals $6,028,263 for a net increase of $434,550 over the 2013-14 re-estimate of $5,593,713. The Police Department includes seven activities: Management Services, Communications and Records, Patrol Services, Criminal Investigation Section, Crime Prevention, School Safety, and Animal Control.

### Management Services Activity

The Management Services Activity is staffed by the Police Chief and the Administrative Manager. The 2014-15 Budget totals $310,153 for a net increase of $5,768 from the 2013-14 re-estimate of $304,385. The 2014-15 Budget includes additional funds for an up-to ten percent increase in health, dental, and life insurance premiums for Police Chief and the Administrative Manager.

### Communications and Records Activity

The Communications and Records Activity is staffed by one Lieutenant, the Police Services Supervisor, Senior Communications Specialist, six Communication Specialist positions, and one part-time Communications Specialist. The 2014-15 Budget for the Communications and Records Activity is $890,545. This allocation represents a net increase of $100,359 from the 2013-14 re-estimate of $790,186.

The Budget includes funds for scheduled merit increases for eligible Communications and Records employees and related fringe benefit increases. The 2014-15 Budget includes additional funds for an up-to ten percent increase in health, dental, and life insurance premiums for these employees.

The Budget also includes additional funds for utilities for the building that houses the Police Department. Increases are reflected for electricity and for water and sewer services.

### Patrol Activity

The Patrol Activity is staffed by the one Commander, two Lieutenants, three Sergeants, three Detective/Corporals, twenty-three Police Officers, and two part-time Police Officers. The Patrol Activity's 2014-15 Budget totals $3,829,338 or $298,458 over the 2013-14 re-estimate of $3,530,880.

The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for

these employees. The Budget includes funds to cover scheduled merit increases, and related increases in fringe benefits for the employees in the Police Department's Patrol Activity.

Continuation of funding for a signing bonus of $5,000 to recruit two certified Police Officers was approved for a total increase of $10,000. This incentive was added as a decision package in the 2012-13 Budget.

The 2014-15 Budget includes additional funds for vehicle fuel based on escalating costs of gasoline and increased use of sport utility vehicles instead of sedans as patrol vehicles.

The scheduled replacement of patrol vehicles is included in both the 2013-14 re-estimate and the 2014-15 Budget. The 2013-14 re-estimate of includes five sport utility vehicles. The 2014-15 Budget includes funds for four sport utility vehicles and for the purchase of the Can Am Spyder that the Police Department has been using on a trial basis since the summer of 2014.

**Criminal Investigation Services (C.I.S.) Activity**

The Criminal Investigation Services (C.I.S.) Activity is staffed by one Sergeant and five Detective/Corporals. The 2014-15 Budget for the Criminal Investigation Services Activity totals $742,610 for an increase of $30,604 over the 2013-14 re-estimate of $712,006. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these employees. The Budget includes funds to cover scheduled merit increases, and related increases in fringe benefits for eligible employees in the Police Department's C.I.S. Activity.

The Budget reflects an increase in funds for fuel due to escalating costs of gasoline.

**Crime Prevention Activity**

The Crime Prevention Activity is staffed by the Crime Prevention Officer. The Crime Prevention Activity's 2014-15 Budget allocation totals $110,467 for a decrease of $5,965 from the 2013-14 re-estimate of $116,432. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for this employee. The 2013-14 re-estimate includes overlapping salary and fringe benefit costs for the two Police Officers who were assigned to this Activity in the 2013-14 fiscal year.

**School Safety Activity**

The 2014-15 Budget for the School Safety Activity is $29,073; the 2013-14 re-estimate is $28,973 or $100 less

than the 2014-15 allocation. Funds are reflected for salary costs, fringe benefits, and reflective safety vests for six school crossing guards. Costs for workers' compensation insurance are $100 less in 2014-15.

### Animal Control Activity

The Animal Control Activity is staffed by the Animal Control Officer and a part-time Animal Control Officer. The 2014-15 Budget for Animal Control totals $116,077 for a net increase of $5,226 from the 2013-14 re-estimate of $110,851.

The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for this employee. The 2014-15 Budget includes funds the merit increase and related fringe benefits for the Animal Control Officer.

The Budget includes additional funds for vehicle supplies, maintenance, and repair; the truck assigned to Animal Control is more susceptible to repairs based on its age and projected mileage. The Budget also includes additional funds for utilities.

## FIRE DEPARTMENT

The Fire Department's 2014-15 Budget totals $2,814,278 for a net increase of $327,460 from the 2013-14 re-estimate of $2,486,818. The Fire Department is comprised of two activities: Fire Fighting and Ambulance. All personnel costs are included within the Fire Fighting Activity even though all full-time employees are trained and certified as Fire Fighters and Paramedics. In 2013-14 the Fire Department was staffed by sixteen full-time employees, twenty-one part-time Auxiliary City Fire Support Unit (ACFSU), and Fire Department Volunteers. The 2014-15 Budget includes the addition of three Fire Fighter/EMT positions and the elimination of six of the twenty-one part-time employees. The Budget also includes funds to replace one of the City's ambulances.

### Fire Fighting Activity

The 2014-15 Fire Fighting Budget of $2,590,378 reflects an increase of $204,710 from the 2013-14 re-estimate of $2,385,668. The 2014-15 Budget includes additional funds in the amount of $211,050 for the three newly-approved full-time employees of the Fire Department; this amount is for salaries and for fringe benefits. These costs are partially offset by the elimination of six part-time positions for a savings of $73,502. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these employees. Funds are also included in the Budget for scheduled merit increases and related increases in fringe benefits for eligible employees in

the Fire Department.

**Ambulance Activity**

The Ambulance Activity's 2014-15 Budget of $223,900 reflects a net increase of $122,750 over the 2013-14 re-estimate of $101,150. The 2014-15 Budget includes $106,000 to replace one of the Fire Department's ambulances. The estimated cost of the ambulance is $156,000; however, Tarrant County has agreed to provide a one-time grant of $50,000 towards the replacement of the ambulance. Additional funds are included in the Budget to replace stretchers for the ambulances. Funds are also included to provide AEDs (automated external defibrillators) for City Hall and for the Courtroom at the Police Department.

## MUNICIPAL COURT

The Municipal Court includes two full-time positions: Municipal Court Clerk and Deputy Court Clerk. Part-time positions include the Judge, Prosecutor, and Magistrate. Municipal Court is held one Saturday each month; Juvenile Court is also held once per month. Trials by jury are held on an as-needed basis. The Municipal Court's 2014-15 Budget totals $214,166 for an increase of $3,400 over the 2013-14 re-estimate of $210,766. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for these two employees.

Additional funds are included in the Budget for training for the two full-time employees and for the Judge, Prosecutor, and Magistrate.

## CODE COMPLIANCE

Organizationally, the Code Compliance Activity is in the Public Safety Division even though it is supervised by the Public Involvement Director; the Public Involvement Director is budgeted in the City Manager Department.

The 2014-15 Budget for Code Compliance totals $95,937 and is $5,719 more than the 2013-14 re-estimate of $90,218. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for the Code Compliance Officer.

The Budget also includes funds for: contract labor to repair and/or remedy code violations, telephone expenses, and training courses.

# PUBLIC SERVICES DIVISION

The Public Services Division is comprised of the following activities: Management Services, Street Maintenance, Parks Maintenance, Support Services (Fleet Maintenance and Building Maintenance), and Engineering. The following positions are included in the Public Services Division: Public Services Director, Street Superintendent, Parks Superintendent, Fleet Services Superintendent, Building Maintenance Supervisor, Street Foreman, Parks Foreman, Mechanic, thirteen Field Service Workers, City Engineer, and Public Works Inspector. The Budget includes funds for part-time employees for Street Maintenance, Parks Maintenance, Fleet Maintenance, and Building Maintenance.

The Management Services Activity provides administrative support and supervision of the Public Services Division; the Public Services Director is assigned to this Activity. The Street Maintenance Activity of the Public Works Department provides maintenance for streets, drainage systems, and other major facilities. The Parks Maintenance Activity provides grounds maintenance, landscaping services, and upkeep of athletic fields and other facilities. The Support Services Department is comprised of Fleet Maintenance and Building Maintenance. The Fleet Maintenance Activity performs maintenance and repairs on City vehicles. The Building Maintenance Activity provides maintenance and repair services for City Hall, the Police Department, the Senior Citizens Building, and other Benbrook facilities. The Engineering Activity is responsible for providing in-house engineering services and for reviewing and coordinating engineering services provided by outside consultants.

The 2014-15 Budget for the Public Services Division totals $3,238,677 for a net increase of $172,653 over the 2013-14 re-estimate of $3,066,024. The Budget includes funds for scheduled merit increases for eligible employees, funds for fringe benefits adjustment for Public Services employees, and continuation of current program and projects.

## MANAGEMENT SERVICES

The Management Services Activity's 2014-15 Budget of $160,815 is $19,897 less than the 2013-14 re-estimate of $180,712. Salary savings are projected for replacement of the Public Services Director who resigned in August 2014.

## PUBLIC WORKS

The Public Works Department is comprised of the Street Maintenance Activity and is staffed by the Street Superintendent, Foreman, and six Field Service Workers. The 2014-15 Street Maintenance Activity Budget is $1,357,523 for a net decrease of $6,623 from the 2013-14 re-estimate of $1,364,146. The 2014-15 Budget includes funds for scheduled merit increases for eligible employees and related increases in fringe benefits costs. The 2014-15 Budget includes funds for an up-to ten percent increase in health, dental, and life insurance premiums for

these employees.

The Budget includes funds for electricity for Benbrook's street lights and traffic signals. Funds are also included in the Budget for continuation of the street overlay program, a joint effort with Tarrant County, to rebuild Benbrook streets and thoroughfares. Additional funds are included for fuel for the Public Works fleet of vehicles and equipment.

The 2013-14 re-estimate includes $49,500 required to replace a trailer for the Public Works Department that was deemed non-operational and non-repairable in 2014. No equipment is scheduled for replacement in 2014-15.

## PARKS AND RECREATION

The Parks Maintenance Activity is staffed by the Parks Superintendent, Foreman, and six Field Service Workers. The 2014-15 Parks and Recreation Budget totals $949,358 for an increase of $122,702 over the 2013-14 re-estimate of $826,656. The 2014-15 Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance.

Funds are included in the 2014-15 Budget to replace one of the tractors assigned to the Parks Maintenance Activity at an estimated cost of $37,100. Funds are also included to replace the light poles at City ball fields and the soccer field at an estimated cost of $52,760.

## SUPPORT SERVICES

The Support Services Department was created in the 2001-02 Budget. Support Services is comprised of Fleet Maintenance Activity and Building Maintenance Activity. Personnel assigned to Support Services include the Fleet Services Superintendent, Mechanic, Building Maintenance Superintendent, Field Service Worker, part-time year round employee for Fleet, and part-time summer help for Building Maintenance.

### Fleet Maintenance Activity

The 2014-15 Budget for Fleet Maintenance is $219,794 or $21,440 over the 2013-14 re-estimate of $198,354. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance. Staffing of the Fleet Maintenance Activity includes one part-time employee.

The 2014-15 Budget includes funds for an overhead vehicle lift at an estimated cost of $7,650.

**Building Maintenance Activity**

The Building Maintenance Activity's 2014-15 Budget allocation totals $272,100 for a net increase of $48,573 over the 2013-14 re-estimate of $223,527. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance. The Budget continues funding of part-time help in the summer months when special projects are scheduled and to allow the full-time employees to use vacation leave and compensatory time.

The additional expenses for the Building Maintenance Activity included in the 2014-15 Budget are to re-coat the roof of the Benbrook Municipal Building at an estimated cost of $33,000.

**CITY ENGINEERING**

Effective October 1, 2008, the Engineering Activity is supervised by the Public Services Director. This activity is staffed by the City Engineer and the Public Works Inspector. The 2014-15 Budget for the City Engineering Activity totals $279,087 for an increase of $6,458 over the 2013-14 re-estimate of $272,629.

The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance. The Budget includes funds for training and for dues and memberships required for Engineering employees to maintain certifications and licenses.

## COMMUNITY DEVELOPMENT DIVISION

The Community Development Division performs all planning and zoning, community development, and inspection for the City of Benbrook. The Deputy City Manager supervises all activities in the Community Development Division, serves as the Community Development Director, and works with the Benbrook Area Chamber of Commerce and the Benbrook Economic Development Corporation to coordinate economic development and to attract new business investment to Benbrook. The Planning Director and the City Planner coordinate planning and zoning projects, assist developers, and provide administrative support to the Deputy City Manager and Planning and Zoning Commission. The Inspections Activity performs permitting and inspection services.

The Community Development Division consists of three Activities: Management Services, Planning and Zoning, and

Inspections and is currently staffed by the following positions: Deputy City Manager, Planning Director, City Planner, Building Official, Inspector, and Development Coordinator.

The Community Development Division's 2014-15 Budget totals $786,681 for a net increase of $6,987 over the 2013-14 re-estimate of $779,694. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance.

**MANAGEMENT SERVICES**

The Management Services Activity is staffed by the Deputy City Manager. The Management Services Activity's 2014-15 Budget is $236,890 and is $17,104 under the 2013-14 re-estimate of $253,994. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance.

Funds are included for dues and memberships and for training expenses for the Deputy City Manager; the Deputy City Manager represents the City at national conferences on city management, planning, and public administration.

The 2014-15 Budget reflects a decrease in funds for professional services. The 2013-14 re-estimate includes funds for special projects. No special projects are scheduled for 2014-15.

**PLANNING AND ZONING**

The Planning and Zoning Activity is staffed by the Planning Director and the City Planner. The Planning and Zoning 2014-15 Budget totals $239,977 for an increase of $11,943 over the 2013-14 re-estimate of $228,034. The Budget also includes funds for an up-to-ten percent increase in health, dental, and life insurance for the two employees. Funds are included for merit increases for eligible employees.

The 2014-15 Budget includes funds for training for the Planning Director, City Planner, and the Commissioners on the Planning and Zoning Board and on the Zoning Board of Adjustment.

**INSPECTIONS**

The 2014-15 Budget for the Inspections Activity totals $309,814 for an increase of $12,148 from the 2013-14 re-estimate of $297,666. The Budget includes funds for the scheduled merit increase and related increases in fringe benefits costs for the Building Official. The Budget also includes funds for an up-to-ten percent increase in health,

dental, and life insurance.

## TRANSFERS AND OTHER EXPENSES

Transfers and other uses of funds, included in the 2014-15 Budget, total $300,000. This total is $1,450,000 less than the amount included in the 2013-14 re-estimate of $1,750,000.

The 2013-14 re-estimate includes the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund. The re-estimate includes the use of $1,500,000 in unappropriated General Fund reserves for the electric utility relocation portion of the Benbrook Boulevard (Highway 377) Expansion Project scheduled that began in August 2014; the transfer of $50,000 to the Capital Projects Fund is also included. The 2014-15 Budget includes the transfer of $200,000 from the General Fund to the Capital Asset Replacement Fund. The Budget also includes the transfer of $100,000 from General Fund reserves for the landscaping phase of the Benbrook Boulevard Expansion Project.

## DEBT SERVICE

The 2014-15 Budget includes Debt Service expenditures of $969,075. These costs are $38,475 less than the 2013-14 re-estimate of $1,007,550. Principal expenses for general obligation bonds for 2014-15 are $755,000; this total is $50,000 over the 2013-14 re-estimate of $705,000. Interest expenses for general obligation bonds for 2014-15 are $210,275 for a decrease of $86,275 compared to the 2013-14 re-estimate of $296,550. Fiscal charges for 2013-14 are $6,000; the amount decreases to $3,800 for 2014-15.

In November 2013, the City re-financed general obligation bonds. This transaction results in lower interest payments for 2014-15 and for future years.

The City issued certificates of obligation in the summer of 2007; however, this debt has no financial impact on the Debt Service Fund; these expenses are financed through the Stormwater Utility Fund.

In 2005, the City issued $2,500,000 in certificates of obligation to finance projects and expenses related to the Tax Increment Financing (TIF) District. In 2012, the City of Benbrook sold $1,280,000 in certificates of obligation for TIF projects; these costs are included in the TIF Fund for 2014-15 and future years. The TIF is required to repay these expenses to the City when funds are available. In June 2014, the City issued certificates of obligation for the TIF. No payments for principal or interest are included in the 2014-15 Debt Service Fund Budget for these certificates of obligation. These expenses are funded through the TIF Fund.

# APPROVED CAPITAL EXPENDITURES

## GENERAL FUND

### PUBLIC SAFETY

**Police**

| | | |
|---|---|---|
| Four Patrol Vehicles | 128,600 | |
| Can Am Spyder Traffic Unit | 21,633 | |

**Fire**

| | | |
|---|---|---|
| Ambulance | 106,000 | |

### PUBLIC SERVICES

**Parks and Recreation**

| | | |
|---|---|---|
| Mowing Tractor | 37,100 | |
| Light Poles for Ball Fields | 45,120 | |
| Light Poles for Soccer Field | 7,640 | |

**Fleet Maintenance**

| | | |
|---|---|---|
| Overhead Vehicle Lift | 7,650 | |
| **TOTAL GENERAL FUND CAPITAL OUTLAY** | | **353,743** |

# LONG-RANGE FINANCIAL FORECAST

## BACKGROUND OF FINANCIAL FORECASTING IN BENBROOK

Benbrook initiated the City's long-range financial forecasting process in 1979 in conjunction with the first of several bond issues. The first long-range financial forecast provided comprehensive General Fund revenue and expenditure projections, but did not analyze the financial condition of the City's other funds. Subsequent forecasts were expanded to include the City's Debt Service Fund. The current forecast includes the General Fund and the Debt Service Fund. Capital Projects Funds (Capital Improvement Projects, Special Assessment, and Capital Asset Replacement) are not addressed in the City's forecast since repayment of bonds takes place through the City's Debt Service Fund. Grant Funds and Other Funds (TIF, Core Value, Stormwater Utility, Police Narcotics, HMOT, and EDC) are not reflected in the Long-Range Financial Forecast. A separate Capital Improvements Report, required by City Charter to be issued in December of each year, addresses possible Capital Projects Fund expenditures. All of these documents stress the need for long-range financial planning and each document is used as a tool in planning the budget.

The forecast included in the 2014-15 Budget follows the basic pattern of the previous forecasts. Some sections have been expanded or revised to include the most pertinent and recent information. The current forecast has been prepared to provide the following six benefits to City leaders:

1) The forecast can be used by the City Council in orchestrating policy decisions with long-term implications.

2) The long-range forecast can serve as an aid to both elected and administrative officials in anticipating future fiscal problems, so that strategies can be developed and action implemented as soon as possible to correct or counteract these potential difficulties.

3) The financial forecast can assist the City Manager as well as City departments in operational planning.

4) The forecast can result in more accurate estimates of revenues and expenditures during the budget process.

5) The forecast can indicate to the bond rating agencies and other interested parties that Benbrook does have a systematic financial planning process in place.

6) The long-range financial forecast can help the general public understand the long-term costs associated with current and proposed City activities and issues that may affect the municipal government of Benbrook.

# PREPARATION OF THE CURRENT FORECAST

A forecast is only one of the many components in a financial planning system. The financial forecast does not attempt to replace any of the other financial monitoring systems. The forecast also does not provide precise expenditure and revenue projections over the term of the forecast. Due to the nature of economic and political systems, and the inability of local or national officials to significantly influence the global economic and political system, the raw numbers this forecast generates may easily become inaccurate even during the course of the next few days. The importance of the forecast lies not in the mass of numbers produced but in the discussion it encourages and stimulates of both current and future policies and practices.

This long-range financial forecast, as any other, contains many underlying assumptions. Each projection contains a series of assumptions that may or may not hold true during the tenure of the forecast period. Each section details the assumptions used in projecting revenues and expenditures and in some cases identifies policy changes that may cause the assumptions to be incorrect.

## FORECASTING METHODOLOGY

A wide variety of basic techniques are used by cities to forecast revenues and expenditures. The City of Benbrook uses three basic techniques to forecast revenues: (1) expert judgment, (2) trend analysis, and (3) application of per capita data to projected future increases. Expenditure forecasts are derived through the use of the same techniques and methodologies.

### REVENUE METHODOLOGY

The expert judgment of revenue forecasting, also known as the "best guess" approach, is used to project some revenue sources. This method relies on a variety of experts on the City Staff as well as outside sources. The Staff considers different viewpoints to provide a "middle of the road" approach in projecting most of the City's revenue sources. A variety of opinions are solicited to lessen the possibility of skewing or slanting the approach toward either overly optimistic or pessimistic conclusions.

Trend analysis assumes that revenues are a function of time. Once revenues are separated into line item accounts, the City's future collections can be projected based upon trends experienced over past years. Data collection over the past ten years is used to make revenue forecasts. Since there are obvious drawbacks in relying on past trends to predict future patterns, the projections also include adjustments based upon the opinions of several department heads.

The per capita method of forecasting revenues involves the development of long-range population projections for the City. The current year's revenue is divided by the current population to get a per capita revenue amount. Per capita revenue amounts are then applied to the projected rate of inflation and the projected population to compute the estimated revenue in each of the future years. Again, this method uses past experience to project future trends. The opinions of the City's department heads are also factored into this approach before finalizing these projections.

### EXPENDITURE METHODOLOGY

In addition to each of the revenue forecasting methods explained above, Benbrook's financial forecast for expenditures includes a combination of the incremental and deterministic forecasting models. The following summary outlines the major characteristics of the expenditure portion of the forecast.

1) The expenditure forecast assumes "a constant level of services" that accounts for inflation, but ignores service enhancements.

2) The forecast does not allow for personnel increases based on projected population increases but does include salary adjustments based on the projected rate of inflation.

3) The forecast separates expenditures into a variety of line items, and projects those expenditures based on a separate set of inflation factors or rates.

4) The forecast includes operational and maintenance costs associated with new capital facilities.

These revenue and expenditure forecasts combine to form the basis of a comprehensive financial condition analysis of each of the City's operating funds.

## FORECAST ASSUMPTIONS

### REVENUE ASSUMPTIONS

The General Fund and Debt Service Fund revenues are projected by using the following methods: the 2014-15 Budget is adjusted annually, according to the projected rates of inflation for each year, expert judgment is used to project the line item revenues, and the 2014-15 Budget is adjusted to correspond with projected increases in the City's population. All revenue projections are based on the current fee structures. Any changes in fee structures could dramatically affect the outcome of the financial forecast.

**Property Tax Collections**

Property tax collections are projected using the following assumptions and methodology:

1) The net taxable value for 2014-15 is furnished by the Tarrant Appraisal District (TAD).

2) The net taxable value for 2015-16 is computed by using the value of building permits issued in 2013-14.

3) The net taxable value for 2016-17 is calculated using the estimated value of building permit collections in the 2014-15 Budget.

4) The net taxable values for 2017-18, 2018-19, and 2019-20 are obtained using estimates based on current building levels.

5) TAD re-appraises property within Benbrook every two years. Increases in property values are based on the projected inflation rate.

6) New exemptions are computed by using the current ratio of assessed valuations to total exemptions.

7) The property tax collection rate remains at 99.00 percent (98.00 percent for current tax collections and 1.00 percent for delinquent collections) of the tax levy for future years of the forecast period; an exception was made for the 2014-15 calculation since 100.00 percent was used.

8) Penalty and interest on delinquent collections is held at a constant percentage of the total delinquent tax roll.

9) The City of Benbrook's property tax rate remains at $0.6575 per $100 valuation during the entire period of the long- range financial forecast.

10) For 2014-15, assessed valuations increase by 2.74 percent; in future years property values in Benbrook are expected to increase by at least two percent due to proposed development and revaluation of property by TAD.

### Franchise Tax Collections

The revenue projections for 2014-15 are based on actual payments made in 2013-14 by each of the utility companies. Future increases in the City's franchise tax collections are based on the forecasted inflation rate, estimates provided by the utility companies, and the City's projected population increases. The 2014-15 projection and all future year projections for revenue from the City's franchise agreement with Atmos Energy Company, Charter Communications, Trinity Waste Systems, and AT&T are based on the revised franchise agreement implemented in 1992-93. The franchise payments from TXU Electric include the amended percentage approved by the Texas Legislature for 2014-15 and future years of the forecast. Revenue from franchise fees increases at the rate of inflation combined with projected increases in population.

### Sales and Other Local Taxes

Sales tax collections are expected to drop in 2014-15 during the period of the Benbrook Boulevard Project and then to increase steadily, by a minimum of 5.00 percent, throughout the forecast years. In 2014-15 sales tax revenue is projected to decrease by approximately $200,000 from $2,000,000 to $1,800,000. Future increases are based on growth in population and on the rate of inflation. Sales tax from new businesses is expected to impact the City's sales tax collections in 2015-16 and in future years.

### Licenses, Permits, and Filing Fees

Building permit issuance for residential properties is expected to increase in 2014-15 and to continue to increase for years after 2014-15 based upon planned development in Benbrook.

### Fines and Forfeitures

All revenue from fines and forfeitures is projected to increase at the rate of the estimated population growth for years after 2014-15. The City's Municipal Court Judge exercises judicial discretion in assessing fines in the court; however, these fines must be established within certain parameters set by State law. The revenue projections assume no significant departure from the fine structure currently in place.

### Use of Money and Property

Interest earnings for 2014-15 and future years are projected using expert judgment. Interest earnings in future periods are based on the current price of Treasury Department notes and bonds, as well as the City's investment pool.

Average monthly cash requirements and the probability of future bond issues are also considered prior to finalizing these projections. Interest income escalates as reserves increase. The 2043-15 projection is based on stagnant interest rates as a result of an uncertain national economy. A significant decrease is projected for interest earnings in 2014-15 due to a change in the methodology in interest calculation by the City's primary bank and also due to shrinking reserves.

**Revenue from Other Agencies**

The City receives revenue from other agencies for assorted services provided by City Staff. Among these sources of revenue are: Tarrant County for the County's Fire Service Program, grants, and the Fort Worth Independent School District (FWISD) for providing liaison officers at Western Hill High School and at Benbrook Middle School. Revenue from Tarrant County and the FWISD increases after 2014-15 to reflect projected salary adjustments.

**Charges for Current Services**

Revenue from service charges is projected using three methods. Revenue from citizen services (dog pound fees, lot cleaning/mowing fees, ambulance fees, and miscellaneous fees) is estimated to increase at the same rate as population growth. Revenue from the sale of goods is projected using expert judgment; these revenues are not impacted by specific economic factors. Revenue projections, except for the sale of goods, assume continuation of the current fee structure throughout the forecast period. Any changes to fee structures have an impact on future revenue collections.

**Other Revenues**

The City receives revenue from a variety of sources. This revenue varies considerably from year to year. Expert judgment is used since this revenue is not affected by specific economic factors.

**Transfers**

No transfers of funds into the General Fund are reflected in the Long Range Financial Forecast. Transfers are included for the Debt Service Fund from the Stormwater Utility Fund for the payment of debt service principal and interest related to drainage projects.

## EXPENDITURE ASSUMPTIONS

The methodology for determining the level of expenditures throughout the forecast period is basically the same for all operating funds. Expenditure estimates are developed for each department based on current service levels, with increases due to inflationary pressures only. All non-recurring capital spending is removed from the forecast and projected using expert judgment. The only recurring capital outlay reflected in the forecast is the replacement of Police patrol vehicles each year in the General Fund.

The population projections, based on the 2010 Census counts and data from the North Central Texas Council of Governments, used for both revenue and expenditure projections in the Long-Range Financial Forecast are provided below:

2012-13.....21,487
2013-14.....21,530
2014-15.....21,850
2015-16.....22,450
2016-17.....23,050
2017-18.....23,650
2018-19.....24,250
2019-20.....24,850

# GENERAL FUND

As previously stated, one of the methods used to project operating expenditures is to develop separate inflation rates for a variety of line item expenditures. The inflation rate is then applied to the projected expenditures. The flaw in this approach to forecasting is that expenditures are often forecast before they occur and consequently the ending fund balances may be artificially reduced. The City applies a second expenditure forecasting method of using per capita expenditures applied to the projected population estimates. The major drawback to this approach is using past trends, that may or may not be reliable, to predict the future. This methodology does produce relatively consistent computations, in that the City's per capita spending has remained constant over the past ten years. When either of these two methods does produce numbers that are inconsistent with the forecast, the City Staff uses expert judgment to establish projected expenditure levels.

The forecast is predicated on the following expenditure assumptions for the General Fund:

1) City services, programs, and the number of employees remain at the level presented in the 2014-15 Budget.

2) Increases in salary are computed on cost-of-living adjustments based on the projected increase in the employment cost index and consumer price index.

3) Costs of insurance (health, dental, life, workers' compensation, and unemployment) premiums increase at rates similar to those experienced over the past ten years; the 2014-15 total includes funds for an up-to ten percent increase

4) TMRS costs for future years of the forecast reflect increased contribution rates due to additional retirees as the City's work force ages.

5) Costs of other fringe benefits (FICA, overtime, stability/longevity pay, and incentive pay) increase at the projected rate of salary adjustments.

6) The volume of supplies and materials remains at the same level of use; costs increase at the projected level of inflation.

7) Contractual services increase in costs depending on assorted inflation factors, utilities increase based on historical trends, fuel costs increase based on wholesale prices of gasoline and diesel, and other contractual services increase based on inflation.

8) Repair and maintenance costs increase based on historical trends and inflation.

9) Capital outlay funds to replace five Police vehicles (through the General Fund) are included in each of the forecast years; costs increase according to projected inflation levels.

10) Debt Service costs reflect current obligations including: general obligation debt issues approved by Benbrook's voters, general obligation bonds issued in 2002 and re-financed in 2011, general obligation bonds issued in 2004 and re-financed in 2013, and refinancing of debt for issues prior to 2005. Debt Service expenses reflect current obligations and include bonds sold as of October 1, 2014. Certificates of Obligation sold in 2007 are not included in the Long Range Financial Forecast; these bonds are to be financed through the City's Stormwater Utility fees and not through ad valorem taxes collected for the General and Debt Service Funds. Certificates of obligation approved by Council in 2005, 2012, and 2014 for TIF expenses are not included in the

Debt Service Fund; this debt is financed through the TIF for current and future forecast years.

11) Transfers and the use of unappropriated reserves are reflected in 2014-15 in the amount of $300,000. Funds in the amount of $200,000 are scheduled for transfer from General Fund reserves to the Capital Asset Replacement Fund. The 2014-15 Budget includes the use of $100,000 from General Fund unappropriated reserves for the landscaping phase of the Benbrook Boulevard Expansion Project. Since these transfers require approval by the City Council during the budget review and approval process, similar transfers are not projected in future forecast years. Transfers are to be determined each year.

## DEBT SERVICE FUNDS

Projections for the Debt Service Fund expenditures are based on current debt requirements. The forecast does not project any additional bond issues over the tenure of the forecast period. The amount of the debt requirements is the actual amount due based on the information provided by the City's financial advisor. Tables are included in the Debt Service Fund that summarize principal and interest requirements for all debt issued and for each issue of general obligation bonds, certificates of obligation.

## FORECAST RESULTS

Based on the current estimates of revenues and expenditures, the City should be able to maintain the property tax rate at the current rate of $0.6575 per $100 valuation throughout the forecast period. Without an increase in the property tax rate, the City can continue services at current levels without any adjustments in staffing levels. Reserves can be maintained above the recommended level of $7,000,000 and three months of operating expenses for the operating budget. In any of the forecast years, the City may have the flexibility to decrease the property tax rate, enhance services, issue additional debt, or provide a combination of the three depending upon the economic conditions and political climate at that time. Of course, one adjustment in revenues, expenditures, or a combination of the two impacts that year as well as all future years of the long-range financial forecast.

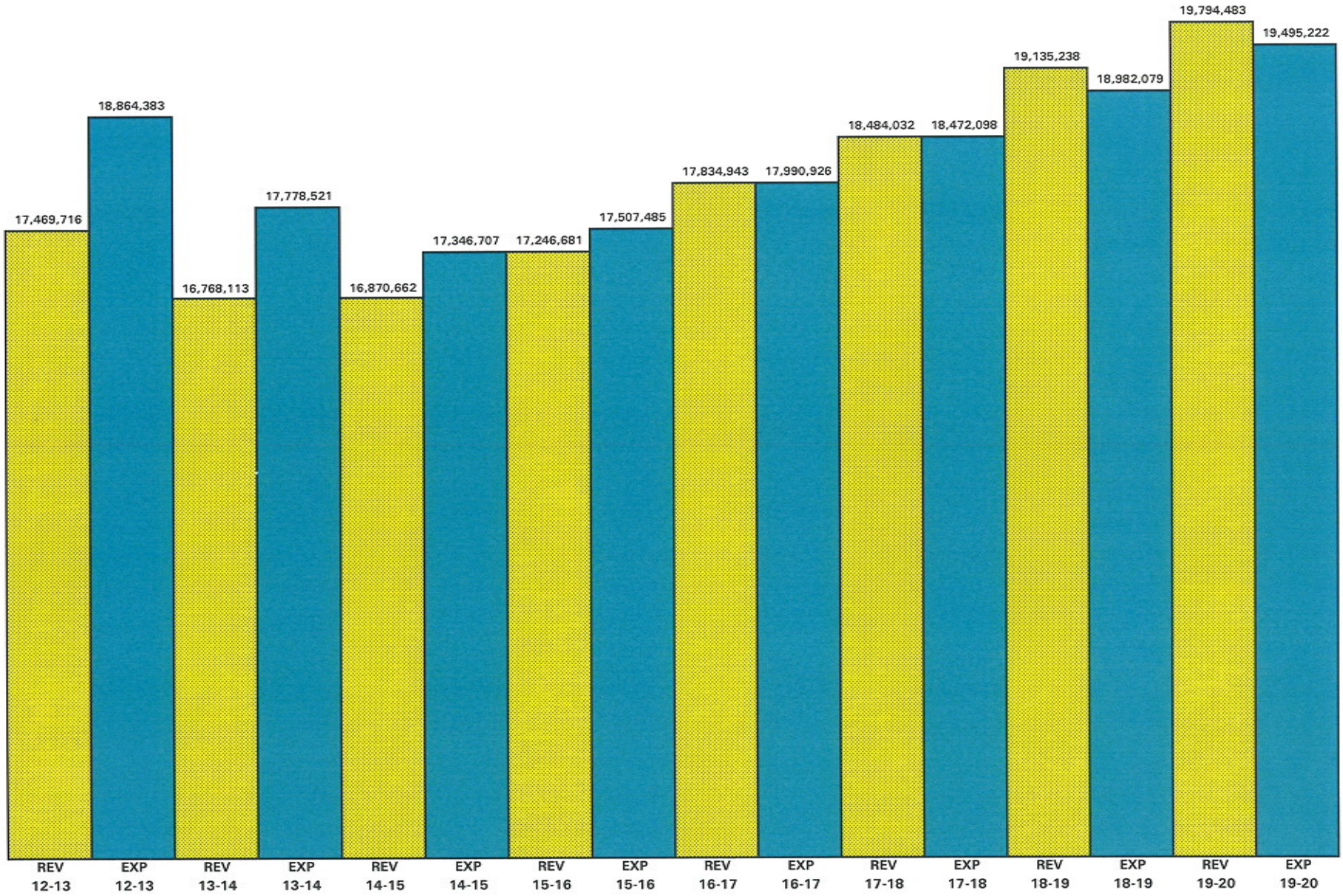
Expenditure projections included within the forecast do not reflect any service enhancements (additional employees, new equipment, or program changes). The projections do include the replacement of existing equipment based on past equipment replacement practices. Five police vehicles are scheduled for replacement in each of the forecast years. The projects also include funds for the street overlay and street rebuilding programs for each year of the forecast.

The 2014-15 Budget on which the Long-Range Financial Forecast is based is an atypical budget in that expenditures for General Fund Departments reflect the addition of relatively few special projects. During the forecast period - as Benbrook continues to grow in population, in business, and in industrial ventures and establishments - additional personnel are required in these future forecast years to meet additional needs and requirements for public safety, public works, and community development. These issues and other special needs that develop in each year of the forecast are expected to be determined, reviewed, and approved as part of the annual budget process.

## LONG RANGE-FINANCIAL FORECAST
## ESTIMATED AND ACTUAL REVENUES, EXPENDITURES, AND OTHER SOURCES (USES)
## 2012-13 TO 2019-20

| | Actual 2012-13 | Estimated 2013-14 | Adopted 2014-15 | Projected 2015-16 | Projected 2016-17 | Projected 2017-18 | Projected 2018-19 | Projected 2019-20 |
|---|---|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | **10,554,391** | **9,159,724** | **8,149,316** | **7,673,271** | **7,412,467** | **7,256,484** | **7,268,417** | **7,421,576** |
| **REVENUES** | | | | | | | | |
| Ad Valorem Taxes | 10,165,033 | 10,373,940 | 10,754,425 | 11,023,286 | 11,409,101 | 11,865,465 | 12,280,756 | 12,710,582 |
| Franchise Taxes | 1,498,012 | 1,538,952 | 1,555,000 | 1,593,875 | 1,637,707 | 1,678,649 | 1,720,615 | 1,767,932 |
| Sales & Other Taxes | 2,499,156 | 2,004,000 | 1,804,000 | 1,813,020 | 1,903,671 | 1,998,855 | 2,098,797 | 2,203,737 |
| Licenses & Permits | 273,945 | 366,317 | 318,000 | 325,950 | 334,914 | 343,286 | 351,869 | 362,425 |
| Fines & Forfeitures | 682,919 | 626,300 | 646,700 | 662,868 | 681,096 | 698,124 | 722,558 | 744,235 |
| Money & Property | 114,896 | 110,200 | 85,200 | 89,460 | 93,933 | 97,221 | 100,623 | 105,655 |
| Revenue from Other Agencies | 381,872 | 385,000 | 375,000 | 384,375 | 392,639 | 402,455 | 413,523 | 425,928 |
| Service Charges | 802,120 | 796,300 | 801,500 | 821,538 | 842,076 | 863,128 | 906,284 | 933,473 |
| Other Revenues | 95,170 | 25,000 | 25,000 | 25,500 | 26,048 | 26,699 | 27,434 | 28,257 |
| Transfers-In | 956,596 | 542,104 | 505,837 | 506,810 | 513,759 | 510,150 | 512,779 | 512,259 |
| **TOTAL REVENUES** | **17,469,716** | **16,768,113** | **16,870,662** | **17,246,681** | **17,834,943** | **18,484,032** | **19,135,238** | **19,794,483** |
| **TOTAL AVAILABLE** | **28,024,107** | **25,927,837** | **25,019,978** | **24,919,952** | **19,535,298** | **25,740,516** | **26,403,655** | **27,216,059** |
| **EXPENDITURES** | | | | | | | | |
| General Government | 1,815,478 | 1,861,590 | 1,913,968 | 1,985,742 | 2,060,207 | 2,137,465 | 2,217,620 | 2,300,781 |
| Staff Services | 883,219 | 932,148 | 985,662 | 1,010,304 | 1,035,561 | 1,061,450 | 1,087,986 | 1,115,186 |
| Public Safety | 8,295,673 | 8,381,515 | 9,152,644 | 9,404,342 | 9,662,961 | 9,928,693 | 10,201,732 | 10,482,279 |
| Public Services | 2,896,465 | 3,066,024 | 3,238,677 | 3,335,837 | 3,435,912 | 3,538,990 | 3,645,159 | 3,754,514 |
| Community Development | 734,109 | 779,694 | 786,681 | 800,448 | 814,456 | 828,709 | 843,211 | 857,967 |
| Debt Service | 1,417,933 | 1,007,550 | 969,075 | 970,813 | 981,829 | 976,792 | 986,371 | 984,495 |
| Transfers and Other Uses | 2,596,384 | 1,750,000 | 300,000 | - | - | - | - | - |
| Restricted Reserves | 225,122 | 0 | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **18,864,383** | **17,778,521** | **17,346,707** | **17,507,485** | **17,990,926** | **18,472,098** | **18,982,079** | **19,495,222** |
| **ENDING BALANCE** | **9,159,724** | **8,149,316** | **7,673,271** | **7,412,467** | **7,256,484** | **7,268,417** | **7,421,576** | **7,720,837** |

## LONG RANGE-FINANCIAL FORECAST (GRAPHIC COMPARISON)
## ESTIMATED AND ACTUAL REVENUES, EXPENDITURES, AND OTHER SOURCES (USES)
## 2012-13 TO 2019-20



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# STATISTICAL

# Benbrook

## GENERAL FUND

The General Fund is the main operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual arrangement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are paid from the General Fund.

## DEBT SERVICE FUND

The Debt Service Fund is used to account for the accumulation of financial resources for the payment of principal, interest, and related costs on general long-term debt paid primarily from taxes levied by the City. The fund balance of the Debt Service Fund is reserved to signify the amounts that are restricted exclusively for debt service expenditures.

## OPERATING FUNDS

The Operating Funds are combined General Fund and the Debt Service Fund.

## CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for funds received and expended for the construction and renovation of major improvements projects that must be financed over a multi-year period. The Capital Projects Fund includes three accounts: Capital Improvement Projects, Special Assessment Account, and Capital Asset Replacement Account.

## OTHER FUNDS

Other funds included are the Tax Increment Financing (TIF) Fund, Core Value Fund, Stormwater Utility Fund, Police Narcotics, Hotel/Motel Occupancy Tax Fund, and Benbrook Economic Development Corporation.

## GRANT FUNDS

Grants are the FWISD grant for Police Officers at Benbrook schools and funds for an ambulance from Tarrant County.

STATISTICAL
COMBINED SUMMARY STATEMENT
ALL FUNDS
2014-15

| | OPERATING FUNDS | | | CAPITAL PROJECTS FUNDS |
|---|---|---|---|---|
| | GENERAL FUND | DEBT SERVICE FUND | TOTAL OPERATING FUNDS | CAPITAL PROJECTS |
| **BEGINNING BALANCE** | **7,929,861** | **219,455** | **8,149,316** | **1,328,125** |
| Revenues | 16,037,927 | 326,898 | 16,364,825 | - |
| **TOTAL FUNDS AVAILABLE** | **23,967,788** | **546,353** | **24,514,141** | **1,328,125** |
| Expenditures | 16,077,632 | 969,075 | 17,046,707 | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | **7,890,156** | **(422,722)** | **7,467,434** | **1,328,125** |
| OTHER FINANCING SOURCES | | | | |
| Transfers - In | - | 505,837 | 505,837 | 200,000 |
| Transfers - Out | 300,000 | - | 300,000 | - |
| TOTAL OTHER FINANCING SOURCES | 300,000 | 505,837 | 205,837 | 200,000 |
| **ENDING BALANCE** | **7,590,156** | **83,115** | **7,673,271** | **1,528,125** |

| OTHER FUNDS | | | | | | GRANT FUNDS |
|---|---|---|---|---|---|---|
| TIF FUND | CORE VALUE FUND | STORMWATER UTILITY FUND | POLICE NARCOTICS FUND | HMOT FUND | ECONOMIC DEVELOPMENT CORPORATION | COMBINED GRANTS |
| 2,458,210 | 2,205,559 | 1,098,767 | 41,472 | 295,607 | 4,640,000 | - |
| 1,232,154 | - | 970,000 | 75 | 140,580 | 1,103,650 | 473,500 |
| 3,690,364 | 2,205,559 | 2,068,767 | 41,547 | 436,187 | 5,743,650 | 473,500 |
| 505,550 | 1,800,000 | 74,593 | 5,000 | 153,483 | 2,730,624 | 473,500 |
| 3,184,814 | 405,559 | 1,994,174 | 36,547 | 282,704 | 3,013,026 | - |
| - | 100,000 | - | - | - | - | - |
| - | - | 505,837 | - | - | - | - |
| - | 100,000 | 505,837 | - | - | - | - |
| 3,184,814 | 505,559 | 1,488,337 | 36,547 | 282,704 | 3,013,026 | - |

# STATISTICAL
# COMBINED THREE-YEAR SUMMARY STATEMENT
# ALL FUNDS
# 2012-13 THROUGH 2014-15

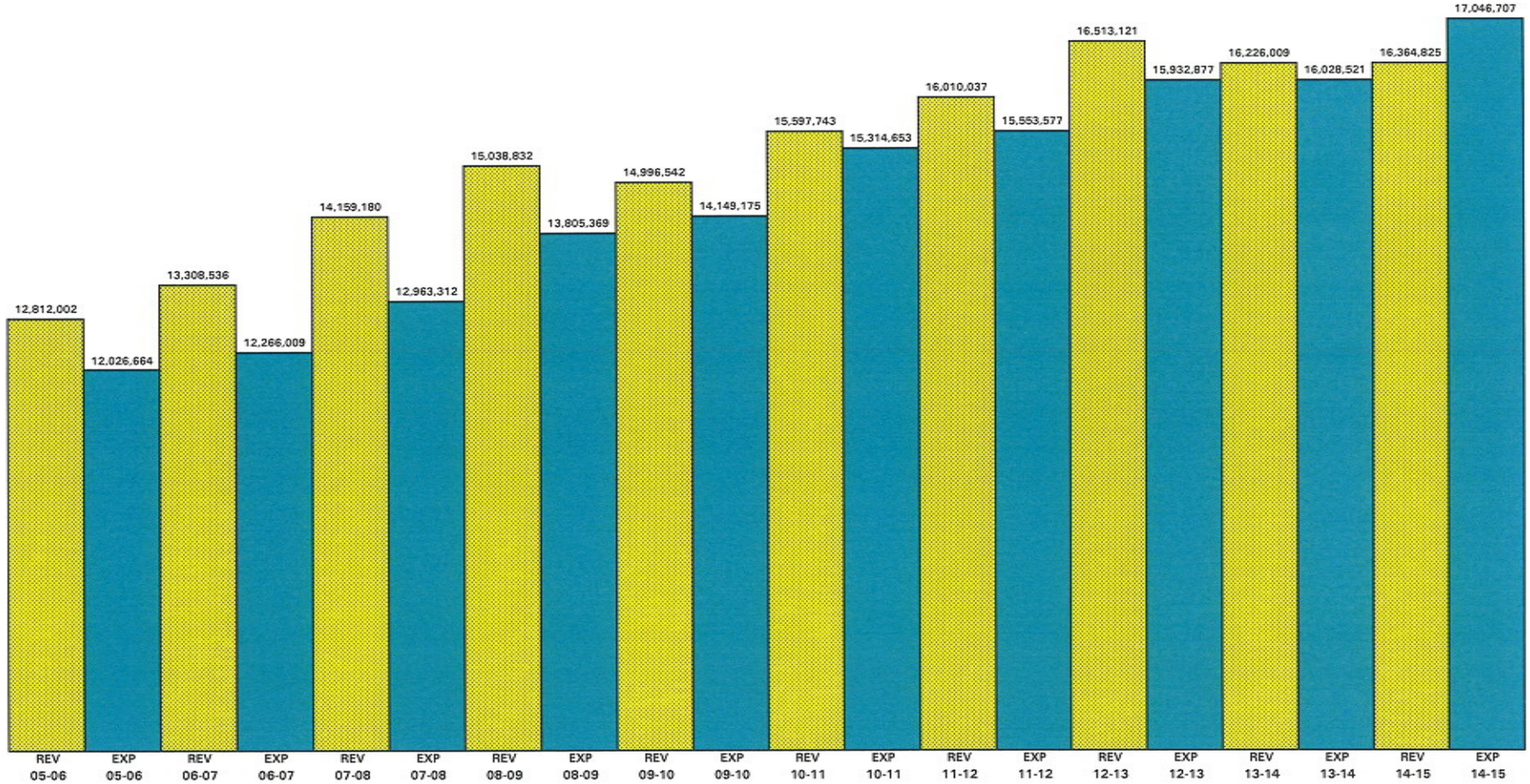
| | OPERATING FUNDS | | CAPITAL PROJECTS FUNDS |
|---|---|---|---|
| | GENERAL FUND | DEBT SERVICE FUND | CAPITAL PROJECTS |
| **2012-13 ACTUAL BEGINNING BALANCE** | 9,804,342 | 750,049 | 937,835 |
| Revenues | 16,356,732 | 156,389 | 167,214 |
| **TOTAL FUNDS AVAILABLE** | 26,161,074 | 906,438 | 1,105,049 |
| Expenditures | 14,703,055 | 1,417,933 | 2,169,004 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | 11,458,019 | (511,495) | (1,063,955) |
| OTHER FINANCING SOURCES | | | |
| Transfers - In | - | 956,596 | 2,164,904 |
| Transfers - Out and Other Uses | 2,743,396 | - | - |
| TOTAL OTHER FINANCING SOURCES | 2,743,396 | 956,596 | 2,164,904 |
| **ENDING BALANCE** | 8,714,623 | 445,101 | 1,100,949 |
| **2013-14 ESTIMATED BEGINNING BALANCE** | 8,714,623 | 445,101 | 1,100,949 |
| Revenues | 15,986,209 | 239,800 | 27,176 |
| **TOTAL FUNDS AVAILABLE** | 24,700,832 | 684,901 | 1,128,125 |
| Expenditures | 15,020,971 | 1,007,550 | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | 9,679,861 | (322,649) | 1,128,125 |
| OTHER FINANCING SOURCES | | | |
| Transfers - In | - | 542,104 | 200,000 |
| Transfers - Out and Other Uses | 1,750,000 | - | - |
| TOTAL OTHER FINANCING SOURCES | 1,750,000 | 542,104 | 200,000 |
| **ENDING BALANCE** | 7,929,861 | 219,455 | 1,328,125 |
| **2014-15 PROJECTED BEGINNING BALANCE** | 7,929,861 | 219,455 | 1,328,125 |
| Revenues | 16,037,927 | 326,898 | - |
| **TOTAL FUNDS AVAILABLE** | 23,967,788 | 546,353 | 1,328,125 |
| Expenditures | 16,077,632 | 969,075 | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | 7,890,156 | (422,722) | 1,328,125 |
| OTHER FINANCING SOURCES | | | |
| Transfers - In | - | 505,837 | 200,000 |
| Transfers - Out and Other Uses | 300,000 | - | - |
| TOTAL OTHER FINANCING SOURCES | 300,000 | 505,837 | 200,000 |
| **ENDING BALANCE** | 7,590,156 | 83,115 | 1,528,125 |

| OTHER FUNDS | | | | | | GRANT FUNDS |
|---|---|---|---|---|---|---|
| TIF FUND | CORE VALUE FUND | STORMWATER UTILITY FUND | POLICE NARCOTICS FUND | HMOT MARKETING FUND | ECONOMIC DEVELOPMENT CORPORATION | COMBINED GRANTS |
| 1,384,938 | 3,070,778 | 1,890,821 | 25,000 | 326,973 | 4,900,954 | - |
| 1,082,578 | 114,205 | 967,662 | 10,000 | 126,590 | 1,583,157 | 390,958 |
| 2,467,516 | 3,184,983 | 2,858,483 | 35,000 | 453,563 | 6,484,111 | 390,958 |
| 234,749 | 456,475 | 391,648 | 5,000 | 161,182 | 867,689 | 390,958 |
| 2,232,767 | 2,728,508 | 2,466,835 | 30,000 | 292,381 | 5,616,422 | - |
| - | 353,370 | - | - | - | - | - |
| 343,550 | - | 613,046 | - | - | - | - |
| (343,550) | 353,370 | (613,046) | - | - | - | - |
| 1,889,217 | 3,081,878 | 1,853,789 | 30,000 | 292,381 | 5,616,422 | - |
| 1,889,217 | 3,081,878 | 1,853,789 | 30,000 | 292,381 | 5,616,422 | - |
| 1,196,266 | 460,010 | 968,146 | 15,000 | 140,580 | 1,447,360 | 424,500 |
| 3,085,483 | 3,541,888 | 2,821,935 | 45,000 | 432,961 | 7,063,782 | 424,500 |
| 1,848,500 | 2,836,329 | 1,161,117 | 3,528 | 137,354 | 2,423,782 | 424,500 |
| 1,236,983 | 705,559 | 1,660,818 | 41,472 | 295,607 | 4,640,000 | - |
| 1,221,226 | 1,500,000 | - | - | - | - | - |
| - | - | 562,051 | - | - | - | - |
| 1,221,226 | 1,500,000 | (562,051) | - | - | - | - |
| 2,458,210 | 2,205,559 | 1,098,767 | 41,472 | 295,607 | 4,640,000 | - |
| 2,458,210 | 2,205,559 | 1,098,767 | 41,472 | 295,607 | 4,640,000 | - |
| 1,232,154 | - | 970,000 | 75 | 140,580 | 1,103,650 | 473,500 |
| 3,690,364 | 2,205,559 | 2,068,767 | 41,547 | 436,187 | 5,743,650 | 473,500 |
| 505,550 | 1,800,000 | 74,593 | 5,000 | 153,483 | 2,730,624 | 473,500 |
| 3,184,814 | 405,559 | 1,994,174 | 36,547 | 282,704 | 3,013,026 | - |
| - | 100,000 | - | - | - | - | - |
| - | - | 505,837 | - | - | - | - |
| - | 100,000 | (505,837) | - | - | - | - |
| 3,184,814 | 505,559 | 1,488,337 | 36,547 | 282,704 | 3,013,026 | - |

STATISTICAL
COMBINED SUMMARY STATEMENT
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
2014-15

| | OPERATING FUNDS | | |
|---|---|---|---|
| | General Fund | Debt Service Fund | Total Operating Funds |
| **BEGINNING BALANCE** | **7,929,861** | **219,455** | **8,149,316** |
| Revenues | 16,037,927 | 326,898 | 16,364,825 |
| **TOTAL FUNDS AVAILABLE** | **23,967,788** | **546,353** | **24,514,141** |
| Expenditures | 16,077,632 | 969,075 | 17,046,707 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | **7,890,156** | **(422,722)** | **7,467,434** |
| OTHER FINANCING SOURCES | | | |
| Transfers - In - Stormwater Utility Fund | - | 505,837 | 505,837 |
| Transfers - Out - Capital Asset Replacement Fund | 200,000 | - | 200,000 |
| Transfers - Out - Benbrook Boulevard | 100,000 | - | 100,000 |
| TOTAL OTHER FINANCING SOURCES | (300,000) | 505,837 | 205,837 |
| **ENDING BALANCE** | **7,590,156** | **83,115** | **7,673,271** |

## STATISTICAL
## TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES
## ACTUAL AND ESTIMATED (EXCLUDING TRANSFERS)
## OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
## 2005-06 TO 2014-15



STATISTICAL
TEN YEAR COMPARISON OF REVENUES AND EXPENDITURES
ACTUAL AND ESTIMATED
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
2005-06 TO 2014-15

| Revenues by Source | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 |
|---|---|---|---|---|
| Ad Valorem Taxes | 8,221,572 | 8,497,777 | 8,932,091 | 9,695,791 |
| Franchise Taxes | 1,276,332 | 1,284,974 | 1,364,213 | 1,351,612 |
| Other Taxes | 1,390,004 | 1,723,518 | 1,701,773 | 1,835,764 |
| Licenses | 55,972 | 51,399 | 46,249 | 37,223 |
| Permits and Filing Fees | 401,828 | 291,095 | 259,030 | 195,124 |
| Fines and Forfeitures | 311,323 | 328,817 | 409,849 | 383,949 |
| Use of Money and Property | 429,825 | 477,659 | 443,231 | 334,755 |
| Revenue from Other Agencies | 185,589 | 195,107 | 253,429 | 432,298 |
| Citizen Services | 414,841 | 393,292 | 631,170 | 666,443 |
| Recreation Services | 49,773 | 29,694 | 43,830 | 44,924 |
| Sale of Goods | 35,885 | 20,205 | 27,204 | 25,504 |
| Other Revenue | 39,058 | 14,999 | 47,110 | 35,447 |
| **TOTAL REVENUE** | **12,812,002** | **13,308,536** | **14,159,180** | **15,038,832** |
| **Expenditures by Division** | | | | |
| General Government | 984,286 | 1,132,548 | 1,264,919 | 1,424,706 |
| Staff Services | 596,116 | 594,772 | 558,140 | 626,834 |
| Public Safety | 5,958,870 | 6,233,113 | 6,625,285 | 7,211,397 |
| Public Services | 2,406,337 | 2,368,665 | 2,786,350 | 2,804,553 |
| Community Development | 737,509 | 908,985 | 691,766 | 702,161 |
| Debt Service | 1,343,546 | 1,027,926 | 1,036,852 | 1,035,718 |
| **TOTAL EXPENDITURES** | **12,026,664** | **12,266,009** | **12,963,312** | **13,805,369** |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | **785,338** | **1,042,527** | **1,195,867** | **1,233,463** |
| **Other Financing Sources** | | | | |
| Transfers-In | - | - | - | 531,451 |
| Transfers-Out | - | - | (375,000) | - |
| Unappropriated Reserves | - | - | - | - |
| **TOTAL OTHER FINANCING SOURCES (USES)** | - | - | **(375,000)** | **531,451** |
| **EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES** | **785,338** | **1,042,527** | **820,867** | **1,764,914** |

| Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| 9,718,302 | 9,637,809 | 9,759,726 | 10,165,033 | 10,373,940 | 380,485 | 10,754,425 |
| 1,296,232 | 1,403,583 | 1,473,356 | 1,498,012 | 1,538,952 | 16,048 | 1,555,000 |
| 1,770,405 | 2,321,638 | 2,323,702 | 2,499,156 | 2,004,000 | (200,000) | 1,804,000 |
| 34,151 | 32,476 | 38,170 | 35,614 | 40,000 | - | 40,000 |
| 383,695 | 254,326 | 269,237 | 238,331 | 326,317 | (48,317) | 278,000 |
| 447,463 | 508,680 | 647,379 | 682,919 | 626,300 | 20,400 | 646,700 |
| 407,071 | 375,513 | 213,378 | 114,896 | 110,200 | (25,000) | 85,200 |
| 240,007 | 301,455 | 480,821 | 381,872 | 385,000 | (10,000) | 375,000 |
| 618,768 | 642,072 | 702,343 | 734,845 | 732,300 | 200 | 732,500 |
| 49,418 | 48,283 | 57,289 | 54,828 | 55,500 | - | 55,500 |
| 8,740 | 17,291 | 11,055 | 12,447 | 8,500 | 5,000 | 13,500 |
| 22,291 | 54,617 | 33,584 | 95,170 | 25,000 | - | 25,000 |
| **14,996,542** | **15,597,743** | **16,010,037** | **16,513,121** | **16,226,009** | **138,816** | **16,364,825** |
| | | | | | | |
| 1,456,585 | 1,525,268 | 1,568,134 | 1,815,478 | 1,861,590 | 52,378 | 1,913,968 |
| 630,154 | 722,288 | 901,843 | 773,219 | 932,148 | 53,514 | 985,662 |
| 7,415,486 | 8,044,912 | 8,265,170 | 8,295,673 | 8,381,515 | 771,129 | 9,152,644 |
| 2,754,541 | 2,896,161 | 2,806,493 | 2,896,465 | 3,066,024 | 172,653 | 3,238,677 |
| 725,021 | 771,319 | 739,740 | 734,109 | 779,694 | 6,987 | 786,681 |
| 1,167,388 | 1,354,705 | 1,272,197 | 1,417,933 | 1,007,550 | (38,475) | 969,075 |
| **14,149,175** | **15,314,653** | **15,553,577** | **15,932,877** | **16,028,521** | **1,018,186** | **17,046,707** |
| | | | | | | |
| **847,367** | **283,090** | **456,460** | **580,244** | **197,488** | **(879,370)** | **(681,882)** |
| | | | | | | |
| 529,116 | 829,736 | 814,335 | 956,596 | 542,104 | (36,267) | 505,837 |
| (815,593) | (670,847) | - | - | (200,000) | (100,000) | (300,000) |
| - | - | (1,635,973) | (2,596,383) | (1,550,000) | 1,550,000 | - |
| **(286,477)** | **158,889** | **(821,638)** | **(1,639,787)** | **(1,207,896)** | **1,413,733** | **205,837** |
| | | | | | | |
| **560,890** | **441,979** | **(365,178)** | **(1,059,543)** | **(1,010,408)** | **534,363** | **(476,045)** |

STATISTICAL
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
TEN YEAR COMPARISON OF REVENUES BY SOURCE
ACTUAL AND ESTIMATED
2005-06 TO 2014-15

| Revenues by Source | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 |
|---|---|---|---|---|---|
| Ad Valorem Taxes | 8,221,572 | 8,497,777 | 8,932,091 | 9,695,791 | 9,718,302 |
| Franchise Taxes | 1,276,332 | 1,284,974 | 1,364,213 | 1,351,612 | 1,296,232 |
| Sales & Other Taxes | 1,390,004 | 1,723,518 | 1,701,773 | 1,835,764 | 1,770,405 |
| **Total Taxes** | **10,887,908** | **11,506,269** | **11,998,077** | **12,883,166** | **12,784,939** |
| Licenses | 55,972 | 51,399 | 46,249 | 37,223 | 34,151 |
| Permits & Filing Fees | 401,828 | 291,095 | 259,030 | 195,124 | 383,695 |
| **Total Licenses, Permits & Filing Fees** | **457,800** | **342,494** | **305,279** | **232,347** | **417,846** |
| Fines & Forfeitures | 311,323 | 328,817 | 409,849 | 383,949 | 447,463 |
| Use of Money & Property | 429,825 | 477,659 | 443,231 | 334,755 | 407,071 |
| Revenue From Other Agencies | 185,589 | 195,107 | 253,429 | 432,298 | 240,007 |
| Citizen Services | 414,841 | 393,292 | 631,170 | 666,443 | 618,768 |
| Recreation Services | 49,773 | 29,694 | 43,830 | 44,924 | 49,418 |
| Sale of Goods | 35,885 | 20,205 | 27,204 | 25,504 | 8,740 |
| **Total Service Charges** | **500,499** | **443,191** | **702,205** | **736,870** | **676,926** |
| Other Revenues | 39,058 | 14,999 | 47,110 | 35,447 | 22,291 |
| **TOTAL CURRENT REVENUES** | **12,812,002** | **13,308,536** | **14,159,180** | **15,038,832** | **14,996,542** |
| Transfers | - | - | - | 531,451 | 529,116 |
| **TOTAL CURRENT REVENUES & TRANSFERS** | **12,812,002** | **13,308,536** | **14,159,180** | **15,570,283** | **15,525,658** |
| Reserves Used | (785,338) | (1,042,527) | (1,195,868) | (1,764,914) | (1,376,483) |
| **TOTAL REVENUES & TRANSFERS** | **12,026,664** | **12,266,009** | **12,963,312** | **13,805,369** | **14,149,175** |

| Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| 9,637,809 | 9,759,726 | 10,165,033 | 10,462,968 | 9,683,653 | 10,373,940 | (89,028) | 10,754,425 |
| 1,403,583 | 1,473,356 | 1,498,012 | 1,470,000 | 1,211,016 | 1,538,952 | 68,952 | 1,555,000 |
| 2,321,638 | 2,323,702 | 2,499,156 | 1,918,581 | 732,233 | 2,004,000 | 85,419 | 1,804,000 |
| **13,363,031** | **13,556,784** | **14,162,201** | **13,851,549** | **11,626,902** | **13,916,892** | **65,343** | **14,113,425** |
| 32,476 | 38,170 | 35,614 | 40,000 | 16,617 | 40,000 | 0 | 40,000 |
| 254,326 | 269,237 | 238,331 | 265,300 | 155,367 | 326,317 | 61,017 | 278,000 |
| **286,802** | **307,407** | **273,945** | **305,300** | **171,984** | **366,317** | **61,017** | **318,000** |
| 508,680 | 647,379 | 682,919 | 668,000 | 255,314 | 626,300 | (41,700) | 646,700 |
| 375,513 | 213,378 | 114,896 | 100,000 | 51,185 | 110,200 | 10,200 | 85,200 |
| 301,455 | 480,821 | 381,872 | 365,000 | 247,221 | 385,000 | 20,000 | 375,000 |
| 642,072 | 702,343 | 734,845 | 721,500 | 348,708 | 732,300 | 10,800 | 732,500 |
| 48,283 | 57,289 | 54,828 | 55,200 | 37,582 | 55,500 | 300 | 55,500 |
| 17,291 | 11,055 | 12,447 | 19,500 | 8,005 | 8,500 | (11,000) | 13,500 |
| **707,646** | **770,687** | **802,120** | **796,200** | **394,296** | **796,300** | **100** | **801,500** |
| 54,617 | 33,584 | 95,170 | 22,500 | 25,213 | 25,000 | 2,500 | 25,000 |
| **15,597,743** | **16,010,037** | **16,513,121** | **16,108,549** | **12,772,115** | **16,226,009** | **117,460** | **16,364,825** |
| 829,736 | 814,335 | 956,596 | 542,104 | - | 542,104 | - | 505,837 |
| **16,427,479** | **16,824,372** | **17,469,716** | **16,650,653** | **12,772,115** | **16,768,113** | **117,460** | **16,870,662** |
| (1,112,826) | (2,906,768) | 1,169,545 | 1,945,577 | - | 1,010,408 | - | 476,045 |
| **15,314,653** | **13,917,604** | **18,639,261** | **18,596,230** | **12,772,115** | **17,778,521** | **117,460** | **17,346,707** |

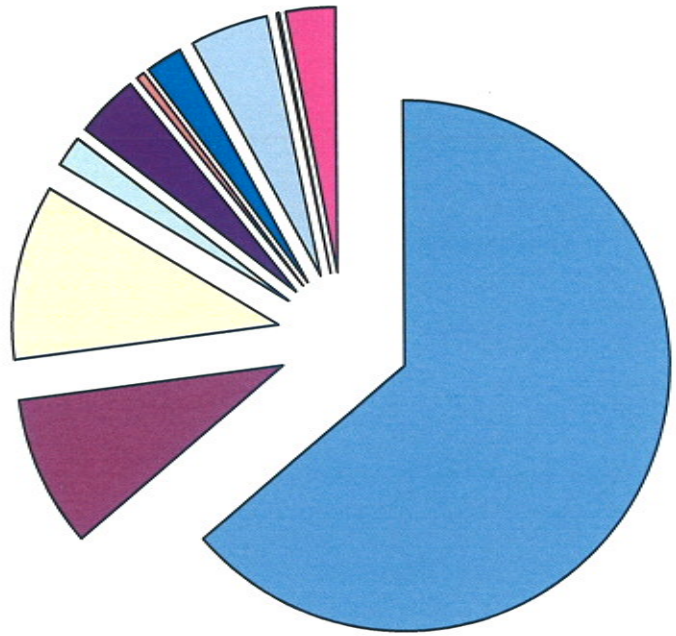
STATISTICAL
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
TEN YEAR COMPARISON OF EXPENDITURES BY FUND AND DIVISION
ACTUAL AND ESTIMATED
2005-06 TO 2014-15

| Expenditures by Function | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 |
|---|---|---|---|---|---|
| General Government | 984,286 | 1,132,548 | 1,264,919 | 1,424,706 | 1,456,585 |
| Staff Services | 596,116 | 594,772 | 558,139 | 626,834 | 630,154 |
| Public Safety | 5,958,870 | 6,233,113 | 6,625,287 | 7,211,397 | 7,415,486 |
| Public Services | 2,406,337 | 2,368,665 | 2,786,351 | 2,804,553 | 2,754,541 |
| Community Development | 737,509 | 908,985 | 691,766 | 702,161 | 725,021 |
| Debt Service | 1,343,546 | 1,027,926 | 1,036,852 | 1,035,718 | 1,167,388 |
| **TOTAL EXPENDITURES** | **12,026,664** | **12,266,009** | **12,963,313** | **13,805,369** | **14,149,175** |
| Unappropriated Reserves | - | - | - | - | - |
| Transfers | - | - | 375,000 | - | 815,593 |
| **TOTAL EXPENDITURES & TRANSFERS** | **12,026,664** | **12,266,009** | **13,338,313** | **13,805,369** | **14,964,768** |

| Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| 1,525,268 | 1,568,134 | 1,815,478 | 1,868,037 | 627,082 | 1,861,590 | 6,447 | 1,913,968 |
| 722,288 | 901,843 | 773,219 | 908,240 | 470,343 | 932,148 | (23,908) | 985,662 |
| 8,044,912 | 8,265,170 | 8,295,673 | 9,103,966 | 4,146,602 | 8,381,515 | 722,451 | 9,152,644 |
| 2,896,161 | 2,806,493 | 2,896,465 | 3,172,793 | 1,312,404 | 3,066,024 | 106,769 | 3,238,677 |
| 771,319 | 739,740 | 734,109 | 785,644 | 368,223 | 779,694 | 5,950 | 786,681 |
| 1,354,705 | 1,272,197 | 1,417,933 | 1,007,550 | 1,207,857 | 1,007,550 | (38,475) | 969,075 |
| **15,314,653** | **15,553,577** | **15,932,877** | **16,846,230** | **8,132,511** | **16,028,521** | **779,234** | **17,046,707** |
| - | 1,635,973 | 2,596,383 | 1,550,000 | - | 1,550,000 | - | - |
| 670,847 | - | - | 200,000 | - | 200,000 | 100,000 | 300,000 |
| **15,985,500** | **17,189,550** | **18,529,260** | **18,596,230** | **8,132,511** | **17,778,521** | **(431,814)** | **17,346,707** |

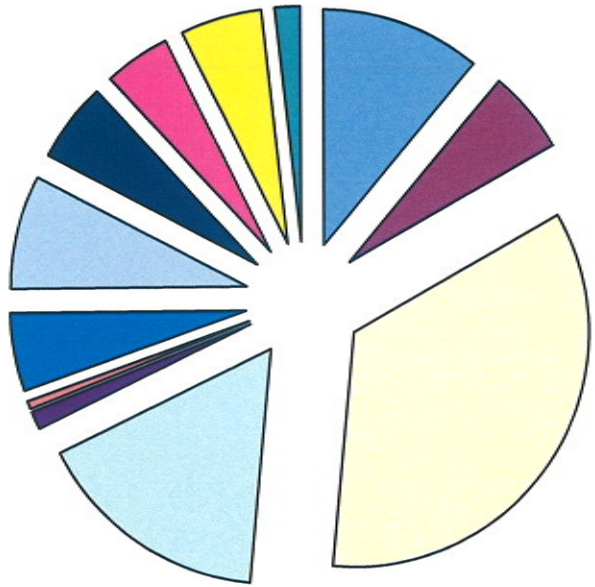
## STATISTICAL
## CURRENT YEAR GRAPHIC COMPARISON OF REVENUES
## OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
## 2014-15

| | | | |
|---|---|---|---|
| Ad Valorem Taxes | 10,754,425 | 63.75% | 1 |
| Franchise Taxes | 1,555,000 | 9.22% | 2 |
| Sales and Other Taxes | 1,804,000 | 10.69% | 3 |
| Licenses & Permits | 318,000 | 1.88% | 4 |
| Fines & Forfeitures | 646,700 | 3.83% | 5 |
| Use of Money & Property | 85,200 | 0.51% | 6 |
| Revenue - Other Agencies | 375,000 | 2.22% | 7 |
| Service Charges | 801,500 | 4.75% | 8 |
| Other Revenues | 25,000 | 0.15% | 9 |
| Transfers | 505,837 | 3.00% | 10 |
| TOTAL REVENUES | 16,870,662 | 100.00% | |



## STATISTICAL
## CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES
## OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)
## 2014-15

| | | | |
|---|---|---|---|
| General Government | 1,913,968 | 11.03% | 1 |
| Staff Services | 985,662 | 5.68% | 2 |
| Police | 6,028,263 | 34.75% | 3 |
| Fire and Ambulance | 2,814,278 | 16.22% | 4 |
| Municipal Court | 214,166 | 1.23% | 5 |
| Code Compliance | 95,937 | 0.55% | 6 |
| Public Services | 931,796 | 5.37% | 7 |
| Public Works | 1,357,523 | 7.83% | 8 |
| Parks and Recreation | 949,358 | 5.47% | 9 |
| Community Development | 786,681 | 4.54% | 10 |
| Debt Service | 969,075 | 5.59% | 11 |
| Transfers | 300,000 | 1.73% | 12 |
| TOTAL EXPENDITURES | 17,346,707 | 100.00% | |



STATISTICAL
TEN YEAR SUMMARY OF PROPERTY TAX LEVIES AND COLLECTIONS
ACTUAL AND ESTIMATED COLLECTIONS
2005-06 TO 2014-15

| Fiscal Year | Total Tax Levy | Current Tax Collections | Percent of Levy Collected | Delinquent Tax Collections | Total Tax Collections | Percent of Total Tax Collections to Tax Levy | Delinquent Tax Outstanding | Percent of Delinquent Tax Outstanding to Tax Levy |
|---|---|---|---|---|---|---|---|---|
| 2005-06 | 8,116,695 | 8,095,015 | 99.73% | 68,935 | 8,163,950 | 100.58% | 206,370 | 2.54% |
| 2006-07 | 8,487,514 | 8,376,430 | 98.69% | 58,824 | 8,435,254 | 99.38% | 229,169 | 2.70% |
| 2007-08 | 8,887,849 | 8,823,322 | 99.27% | 82,263 | 8,905,585 | 100.20% | 233,505 | 2.63% |
| 2008-09 | 9,707,235 | 9,570,682 | 98.59% | 73,410 | 9,644,092 | 99.35% | 203,004 | 2.09% |
| 2009-10 | 9,737,360 | 9,618,367 | 98.78% | 52,226 | 9,670,593 | 99.31% | 214,557 | 2.20% |
| 2010-11 | 9,605,837 | 9,569,483 | 99.62% | 24,785 | 9,594,268 | 99.88% | 217,437 | 2.26% |
| 2011-12 | 9,760,976 | 9,638,240 | 98.74% | 64,599 | 9,702,839 | 99.40% | 204,932 | 2.10% |
| 2012-13 | 10,200,718 | 10,040,039 | 98.42% | 72,756 | 10,112,795 | 99.14% | 249,921 | 2.45% |
| 2013-14 | 10,350,242 | 10,282,140 | 99.34% | 46,000 | 10,328,140 | 99.79% | 250,000 | 2.42% |
| 2014-15 | 10,687,525 | 10,687,625 | 100.00% | 36,000 | 10,723,625 | 100.34% | 250,000 | 2.34% |

STATISTICAL
TEN YEAR SUMMARY OF ASSESSED VALUATIONS
ACTUAL AND ESTIMATED
2005-06 TO 2014-15

| Fiscal Year | Real Property Assessed Valuation | Percent of Total | Personal Property Assessed Valuation | Percent of Total | Total Assessed Valuation |
|---|---|---|---|---|---|
| 2005-06 | 1,112,371,077 | 87.28% | 88,059,934 | 6.91% | 1,274,529,522 |
| 2006-07 | 1,252,140,342 | 92.74% | 93,038,620 | 6.89% | 1,350,195,944 |
| 2007-08 | 1,314,118,549 | 90.77% | 129,433,797 | 8.94% | 1,447,702,392 |
| 2008-09 | 1,429,118,940 | 88.53% | 175,230,858 | 10.85% | 1,614,331,871 |
| 2009-10 | 1,470,752,176 | 88.37% | 188,524,973 | 11.33% | 1,664,389,987 |
| 2010-11 | 1,430,861,362 | 86.73% | 216,248,075 | 13.11% | 1,649,849,261 |
| 2011-12 | 1,445,176,355 | 86.55% | 216,061,202 | 12.94% | 1,669,739,974 |
| 2012-13 | 1,469,801,926 | 83.70% | 216,351,299 | 12.32% | 1,756,069,851 |
| 2013-14 | 1,493,199,486 | 84.71% | 192,949,426 | 10.95% | 1,762,743,672 |
| 2014-15 | 1,616,124,287 | 89.28% | 193,969,677 | 10.72% | 1,810,093,964 |

STATISTICAL
TEN YEAR SUMMARY
PROPERTY TAX RATES AND PROPERTY TAX EXEMPTIONS
(PER $100 OF ASSEDDED VALUATION)
2005-06 TO 2014-15

| Fiscal Year | General Fund Tax Rate | Debt Service Fund Tax Rate | Total Tax Rate | Agricultural Deferrals | Veterans Exemptions | Over-65 Exemptions | Homestead Exemptions | Other Exemptions | Total Exemptions and Deferrals |
|---|---|---|---|---|---|---|---|---|---|
| 2005-06 | 0.614180 | 0.128320 | 0.742500 | 11,827,108 | 4,712,620 | 55,171,829 | 28,219,675 | 7,341,916 | 107,273,148 |
| 2006-07 | 0.615346 | 0.107154 | 0.722500 | 12,235,955 | 4,695,620 | 56,040,010 | 28,438,327 | 7,337,226 | 108,747,138 |
| 2007-08 | 0.599070 | 0.098430 | 0.697500 | 11,562,378 | 4,720,620 | 58,657,885 | 29,148,188 | 459,477 | 104,548,548 |
| 2008-09 | 0.608100 | 0.069400 | 0.677500 | 12,341,318 | 4,667,620 | 58,781,502 | 27,751,082 | 654,023 | 104,195,545 |
| 2009-10 | 0.615165 | 0.042335 | 0.657500 | 12,633,332 | 12,216,437 | 64,062,702 | 30,673,967 | 924,907 | 120,511,345 |
| 2010-11 | 0.636964 | 0.020536 | 0.657500 | 12,629,331 | 13,558,620 | 64,566,048 | 30,665,236 | 1,008,672 | 122,427,907 |
| 2011-12 | 0.647500 | 0.010000 | 0.657500 | 12,330,138 | 13,503,160 | 65,710,608 | 30,465,399 | 890,656 | 122,899,961 |
| 2012-13 | 0.647500 | 0.010000 | 0.657500 | 12,249,755 | 14,846,359 | 67,960,781 | 30,320,523 | 1,058,871 | 126,436,289 |
| 2013-14 | 0.642500 | 0.015000 | 0.657500 | 12,254,096 | 14,346,084 | 65,060,052 | 29,561,605 | 991,478 | 122,213,315 |
| 2014-15 | 0.637500 | 0.020000 | 0.657500 | 12,157,086 | 15,370,374 | 66,155,344 | 29,527,111 | 1,386,310 | 124,596,225 |

STATISTICAL
TEN YEAR SUMMARY OF TAX REVENUES BY SOURCE
ACTUAL AND ESTIMATED COLLECTIONS
2005-06 TO 2014-15

| FISCAL YEAR | AD VALOREM TAXES | FRANCHISE TAXES | SALES TAXES | MIXED DRINK TAXES | BINGO TAXES | OTHER TAXES | TOTAL |
|---|---|---|---|---|---|---|---|
| 2005-06 | 8,221,572 | 1,276,332 | 1,364,242 | 3,746 | 21,881 | 135 | 10,887,908 |
| 2006-07 | 8,497,776 | 1,284,974 | 1,697,885 | 5,040 | 20,547 | 47 | 11,506,269 |
| 2007-08 | 8,931,491 | 1,364,213 | 1,690,902 | 2,825 | 7,930 | 116 | 11,997,477 |
| 2008-09 | 9,695,791 | 1,351,612 | 1,830,896 | 4,681 | - | 186 | 12,883,166 |
| 2009-10 | 9,718,302 | 1,296,232 | 1,766,241 | 3,986 | - | 178 | 12,784,939 |
| 2010-11 | 9,637,809 | 1,403,583 | 2,318,281 | 3,202 | - | 56 | 13,362,931 |
| 2011-12 | 9,759,726 | 1,473,356 | 2,319,842 | 3,350 | 302 | 208 | 13,556,784 |
| 2012-13 | 10,165,033 | 1,498,012 | 2,494,179 | 3,921 | 985 | 71 | 14,162,201 |
| 2013-14 | 10,373,940 | 1,538,952 | 2,000,000 | 4,000 | - | - | 13,916,892 |
| 2014-15 | 10,754,425 | 1,555,000 | 1,800,000 | 4,000 | - | - | 14,113,425 |

STATISTICAL
TEN YEAR COMPARISON OF PERSONNEL
BY DIVISION AND DEPARTMENT
2005-06 TO 2014-15

| Department Name | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budget 2014-15 |
|---|---|---|---|---|---|---|---|---|---|---|
| City Manager | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| City Secretary | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| **GENERAL GOVERNMENT** | **4.00** | **4.00** | **5.00** | **5.00** | **5.00** | **5.00** | **5.00** | **5.00** | **5.00** | **5.00** |
| Finance | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Information Technology | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Budget & Research | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| **STAFF SERVICES** | **5.00** | **5.00** | **4.00** | **4.00** | **4.00** | **4.00** | **4.00** | **4.00** | **4.00** | **4.00** |
| Police | 49.00 | 49.00 | 53.00 | 52.00 | 52.00 | 52.00 | 52.00 | 52.00 | 52.00 | 52.00 |
| Fire | 12.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 19.00 |
| Municipal Court | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Code Compliance | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| **PUBLIC SAFETY** | **63.00** | **67.00** | **71.00** | **71.00** | **71.00** | **71.00** | **71.00** | **71.00** | **71.00** | **74.00** |
| Public Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works | 9.00 | 9.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Parks & Recreation | 7.00 | 7.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Support Services | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| City Engineering | 0.00 | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| **PUBLIC SERVICES** | **21.00** | **22.00** | **23.00** | **23.00** | **23.00** | **23.00** | **23.00** | **23.00** | **23.00** | **23.00** |
| Administration | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Planning Services | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| City Inspection | 4.00 | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| **COMMUNITY DEVELOPMENT** | **7.00** | **7.00** | **6.00** | **6.00** | **6.00** | **6.00** | **6.00** | **6.00** | **6.00** | **6.00** |
| **FULL-TIME POSITIONS** | **100.00** | **105.00** | **109.00** | **109.00** | **109.00** | **109.00** | **109.00** | **109.00** | **109.00** | **112.00** |

STATISTICAL
TEN YEAR COMPARISON OF EMPLOYEES PER CAPITA
BY DIVISION AND DEPARTMENT
2005-06 TO 2014-15

| Fiscal Year | Estimated Population | General Government | Staff Services | Public Safety | Public Services | Community Development | Total Employees | Employees Per Capita (Per 100) |
|---|---|---|---|---|---|---|---|---|
| 2005-06 | 20,845 | 4.00 | 5.00 | 63.00 | 21.00 | 7.00 | 100.00 | 2.08 |
| 2006-07 | 20,950 | 4.00 | 5.00 | 67.00 | 21.00 | 8.00 | 105.00 | 2.00 |
| 2007-08 | 21,000 | 5.00 | 4.00 | 71.00 | 21.00 | 8.00 | 109.00 | 1.93 |
| 2008-09 | 21,025 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.93 |
| 2009-10 | 21,234 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.95 |
| 2010-11 | 21,270 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.95 |
| 2011-12 | 21,443 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.97 |
| 2012-13 | 21,487 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.97 |
| 2013-14 | 21,530 | 5.00 | 4.00 | 71.00 | 23.00 | 6.00 | 109.00 | 1.98 |
| 2014-15 | 21,850 | 5.00 | 4.00 | 74.00 | 23.00 | 6.00 | 112.00 | 1.95 |

## STATISTICAL
## CLASSIFICATION AND COMPENSATION MATRIX
## MONTHLY PAY STEPS
## 2014-15

| GRADE | JOB CLASSIFICATIONS | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|---|
| 49 | City Manager | 11,189.22 | 11,748.68 | 12,336.11 | 12,952.92 | 13,600.57 | 14,280.59 | 14,994.62 |
| 45 | Deputy City Manager | 9,205.34 | 9,665.60 | 10,148.88 | 10,656.33 | 11,189.14 | 11,748.60 | 12,336.03 |
| 43 | Police Chief | 8,349.55 | 8,767.03 | 9,205.38 | 9,665.65 | 10,148.93 | 10,656.38 | 11,189.20 |
| 43 | Fire Chief | 8,349.55 | 8,767.03 | 9,205.38 | 9,665.65 | 10,148.93 | 10,656.38 | 11,189.20 |
| 42 | Public Services Director | 7,951.98 | 8,349.58 | 8,767.06 | 9,205.41 | 9,665.68 | 10,148.97 | 10,656.42 |
| 42 | Finance Director | 7,951.98 | 8,349.58 | 8,767.06 | 9,205.41 | 9,665.68 | 10,148.97 | 10,656.42 |
| 40 | EDC Director | 7,212.62 | 7,573.25 | 7,951.91 | 8,349.50 | 8,766.98 | 9,205.33 | 9,665.60 |
| 40 | City Secretary | 7,212.62 | 7,573.25 | 7,951.91 | 8,349.50 | 8,766.98 | 9,205.33 | 9,665.60 |
| 38 | Police Commander | 6,542.13 | 6,869.23 | 7,212.70 | 7,573.33 | 7,952.00 | 8,349.60 | 8,767.08 |
| 38 | Assistant Fire Chief | 6,542.13 | 6,869.23 | 7,212.70 | 7,573.33 | 7,952.00 | 8,349.60 | 8,767.08 |
| 38 | City Engineer | 6,542.13 | 6,869.23 | 7,212.70 | 7,573.33 | 7,952.00 | 8,349.60 | 8,767.08 |
| 36 | Police Lieutenant | 5,933.88 | 6,230.58 | 6,542.10 | 6,869.21 | 7,212.67 | 7,573.30 | 7,951.97 |
| 36 | Information Technology Director | 5,933.88 | 6,230.58 | 6,542.10 | 6,869.21 | 7,212.67 | 7,573.30 | 7,951.97 |
| 36 | Public Involvement Director | 5,933.88 | 6,230.58 | 6,542.10 | 6,869.21 | 7,212.67 | 7,573.30 | 7,951.97 |
| 34 | Planning Director | 5,382.21 | 5,651.32 | 5,933.89 | 6,230.58 | 6,542.11 | 6,869.22 | 7,212.68 |
| 34 | Fire Captain | 5,382.21 | 5,651.32 | 5,933.89 | 6,230.58 | 6,542.11 | 6,869.22 | 7,212.68 |
| 34 | Police Sergeant | 5,382.21 | 5,651.32 | 5,933.89 | 6,230.58 | 6,542.11 | 6,869.22 | 7,212.68 |
| 33 | Building Official | 5,125.92 | 5,382.21 | 5,651.33 | 5,933.89 | 6,230.59 | 6,542.12 | 6,869.22 |
| 32 | Accountant | 4,881.82 | 5,125.91 | 5,382.21 | 5,651.32 | 5,933.88 | 6,230.58 | 6,542.10 |
| 32 | City Planner | 4,881.82 | 5,125.91 | 5,382.21 | 5,651.32 | 5,933.88 | 6,230.58 | 6,542.10 |
| 32 | Street Superintendent | 4,881.82 | 5,125.91 | 5,382.21 | 5,651.32 | 5,933.88 | 6,230.58 | 6,542.10 |
| 32 | Parks Superintendent | 4,881.82 | 5,125.91 | 5,382.21 | 5,651.32 | 5,933.88 | 6,230.58 | 6,542.10 |
| 32 | Administrative Manager - Police | 4,881.82 | 5,125.91 | 5,382.21 | 5,651.32 | 5,933.88 | 6,230.58 | 6,542.10 |
| 31 | Police Detective/Corporal | 4,649.31 | 4,881.77 | 5,125.86 | 5,382.15 | 5,651.26 | 5,933.82 | 6,230.52 |
| 31 | Fire Lieutenant | 4,649.31 | 4,881.77 | 5,125.86 | 5,382.15 | 5,651.26 | 5,933.82 | 6,230.52 |
| 30 | Police Services Supervisor | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.28 | 5,933.85 |
| 30 | Public Improvements Inspector | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.28 | 5,933.85 |
| 29 | Fleet Services Superintendent | 4,217.08 | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.29 |
| 29 | Marketing Director - HMOT | 4,217.08 | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.29 |
| 29 | Police Officer | 4,217.08 | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.29 |
| 29 | Fire Fighter/Paramedic | 4,217.08 | 4,427.93 | 4,649.33 | 4,881.79 | 5,125.88 | 5,382.18 | 5,651.29 |
| 27 | City Inspector | 3,824.99 | 4,016.24 | 4,217.05 | 4,427.90 | 4,649.30 | 4,881.76 | 5,125.85 |
| 27 | Development Coordinator | 3,824.99 | 4,016.24 | 4,217.05 | 4,427.90 | 4,649.30 | 4,881.76 | 5,125.85 |
| 27 | Building Superintendent | 3,824.99 | 4,016.24 | 4,217.05 | 4,427.90 | 4,649.30 | 4,881.76 | 5,125.85 |
| 27 | Crewleader | 3,824.99 | 4,016.24 | 4,217.05 | 4,427.90 | 4,649.30 | 4,881.76 | 5,125.85 |
| 27 | Senior Communications Specialist | 3,824.99 | 4,016.24 | 4,217.05 | 4,427.90 | 4,649.30 | 4,881.76 | 5,125.85 |
| 26 | Deputy City Secretary | 3,642.86 | 3,825.01 | 4,016.26 | 4,217.07 | 4,427.92 | 4,649.32 | 4,881.78 |
| 26 | Municipal Court Clerk | 3,642.86 | 3,825.01 | 4,016.26 | 4,217.07 | 4,427.92 | 4,649.32 | 4,881.78 |
| 25 | Code Compliance Officer | 3,469.41 | 3,642.88 | 3,825.03 | 4,016.28 | 4,217.09 | 4,427.95 | 4,649.34 |
| 24 | Mechanic | 3,304.18 | 3,469.39 | 3,642.86 | 3,825.00 | 4,016.25 | 4,217.06 | 4,427.91 |
| 24 | Communications Specialist | 3,304.18 | 3,469.39 | 3,642.86 | 3,825.00 | 4,016.25 | 4,217.06 | 4,427.91 |
| 23 | Field Service Worker, Senior | 3,146.90 | 3,304.24 | 3,469.45 | 3,642.93 | 3,825.07 | 4,016.33 | 4,217.14 |
| 23 | Animal Control Officer | 3,146.90 | 3,304.24 | 3,469.45 | 3,642.93 | 3,825.07 | 4,016.33 | 4,217.14 |
| 22 | Fire Fighter/EMT | 2,997.04 | 3,146.89 | 3,304.24 | 3,469.45 | 3,642.92 | 3,825.07 | 4,016.32 |
| 22 | Accounting Clerk/Deputy Court Clerk | 2,997.04 | 3,146.89 | 3,304.24 | 3,469.45 | 3,642.92 | 3,825.07 | 4,016.32 |
| 22 | Field Service Worker | 2,997.04 | 3,146.89 | 3,304.24 | 3,469.45 | 3,642.92 | 3,825.07 | 4,016.32 |

# GENERAL FUND

Benbrook

GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
FUND BALANCE SUMMARY
2014-15

## FUND DESCRIPTION

The City of Benbrook's General Fund accounts for resources that are traditionally associated with the governmental activity and which are not required to be accounted for in another fund. Expenses for General Government, Staff Services, Public Safety, Public Services, and Community Development are included in the General Fund.

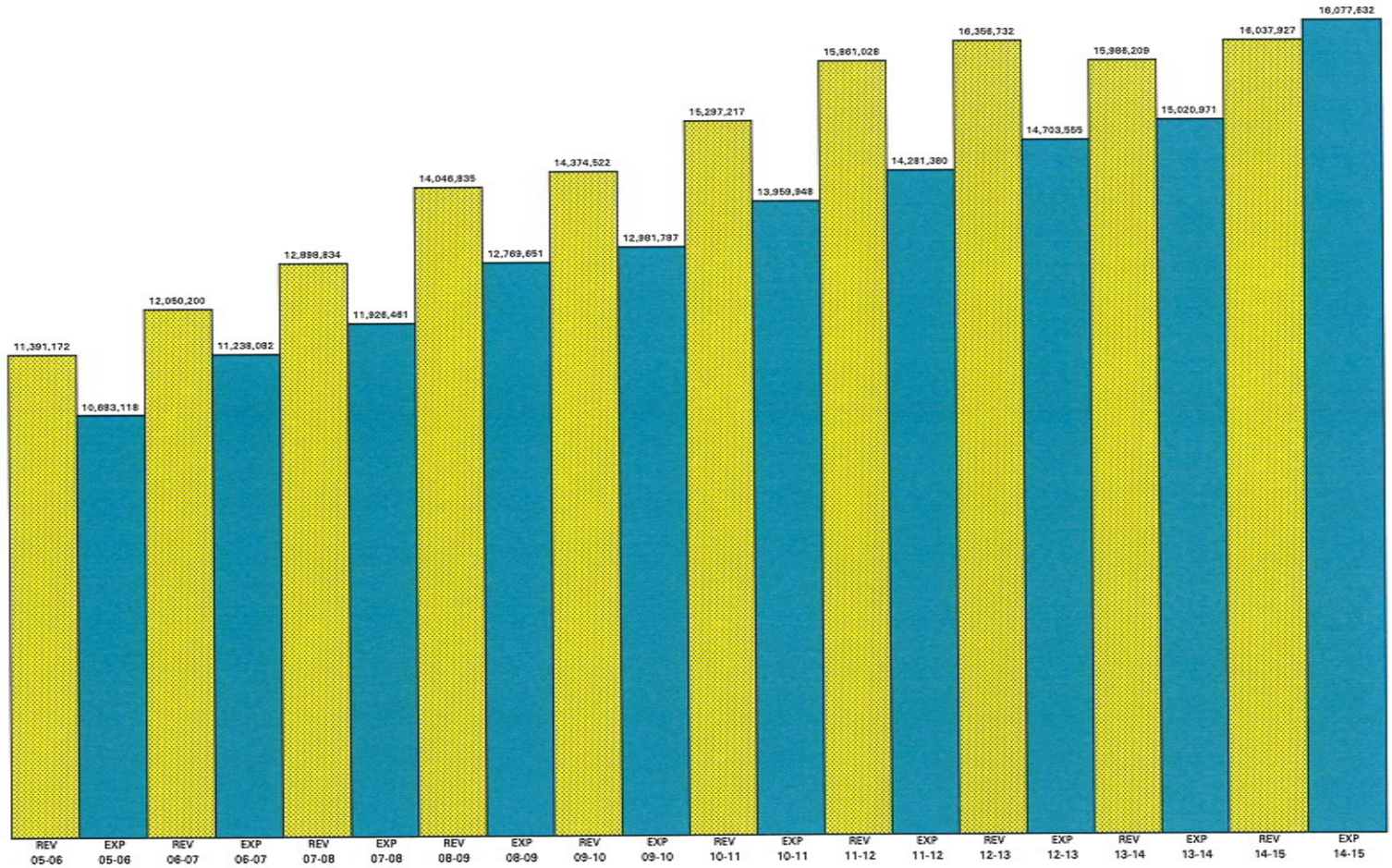
| | | BUDGET 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **7,929,861** |
| **REVENUES** | | |
| Taxes | 13,786,527 | |
| Licenses, Permits & Filing Fees | 318,000 | |
| Fines & Forfeitures | 646,700 | |
| Use of Money & Property | 85,200 | |
| Revenue from Other Agencies | 375,000 | |
| Charges for Current Service | 801,500 | |
| Other Revenue | 25,000 | |
| **TOTAL REVENUES** | | 16,037,927 |
| **TOTAL FUNDS AVAILABLE** | | **23,967,788** |
| **EXPENDITURES** | | |
| General Government | 1,913,968 | |
| Staff Services | 985,662 | |
| Public Safety | 9,152,644 | |
| Public Services | 3,238,677 | |
| Community Development | 786,681 | |
| **TOTAL EXPENDITURES** | | 16,077,632 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **7,890,156** |
| **OTHER FINANCING SOURCES (USES)** | | |
| Transfers-In | - | |
| Transfers-Out | 300,000 | |
| **TOTAL OTHER FINANCING SOURCES (USES)** | | **(300,000)** |
| **ENDING BALANCE** | | **7,590,156** |

GENERAL FUND
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES
ACTUAL AND ESTIMATED
2005-06 TO 2014-15

| Revenues by Source | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 |
|---|---|---|---|---|
| Ad Valorem Taxes | 6,800,742 | 7,239,441 | 7,671,745 | 8,703,804 |
| Franchise Taxes | 1,276,332 | 1,284,974 | 1,364,213 | 1,351,612 |
| Other Taxes | 1,390,004 | 1,723,518 | 1,701,773 | 1,835,764 |
| Licenses | 55,972 | 51,399 | 46,249 | 37,223 |
| Permits and Filing Fees | 401,828 | 291,095 | 259,030 | 195,124 |
| Fines and Forfeitures | 311,323 | 328,817 | 409,849 | 383,949 |
| Use of Money and Property | 429,825 | 477,659 | 443,231 | 334,755 |
| Revenue from Other Agencies | 185,589 | 195,107 | 253,429 | 432,298 |
| Citizen Services | 414,841 | 393,292 | 631,170 | 666,433 |
| Recreation Services | 49,773 | 29,694 | 43,830 | 44,924 |
| Sale of Goods | 35,885 | 20,205 | 27,204 | 25,504 |
| Other Revenue | 39,058 | 14,999 | 47,110 | 35,447 |
| **TOTAL REVENUE** | **11,391,172** | **12,050,200** | **12,898,834** | **14,046,835** |
| **Expenditures by Division** | | | | |
| General Government | 984,286 | 1,132,548 | 1,264,919 | 1,424,706 |
| Staff Services | 596,116 | 594,772 | 558,140 | 626,834 |
| Public Safety | 5,958,870 | 6,233,113 | 6,625,285 | 7,211,397 |
| Public Services | 2,406,337 | 2,368,665 | 2,786,350 | 2,804,553 |
| Community Development | 737,509 | 908,985 | 691,766 | 702,161 |
| **TOTAL EXPENDITURES** | **10,683,118** | **11,238,082** | **11,926,461** | **12,769,651** |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | **708,054** | **812,118** | **972,373** | **1,277,184** |
| **Other Financing Sources** | | | | |
| Transfers-Out | (286,906) | - | (373,343) | - |
| Unappropriated Reserves | - | - | - | - |
| **TOTAL OTHER FINANCING SOURCES (USES)** | **(286,906)** | - | **(373,343)** | - |
| **EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES** | **421,148** | **812,118** | **599,030** | **1,277,184** |

| Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| 9,096,282 | 9,337,283 | 9,610,716 | 10,008,644 | 10,134,140 | 293,387 | 10,427,527 |
| 1,296,232 | 1,403,583 | 1,473,356 | 1,498,012 | 1,538,952 | 16,048 | 1,555,000 |
| 1,770,405 | 2,321,638 | 2,323,702 | 2,499,156 | 2,004,000 | (200,000) | 1,804,000 |
| 34,151 | 32,476 | 38,170 | 35,614 | 40,000 | - | 40,000 |
| 383,695 | 254,326 | 269,237 | 238,331 | 326,317 | (48,317) | 278,000 |
| 447,463 | 508,680 | 647,379 | 682,919 | 626,300 | 20,400 | 646,700 |
| 407,071 | 375,513 | 213,378 | 114,896 | 110,200 | (25,000) | 85,200 |
| 240,007 | 301,455 | 480,821 | 381,872 | 385,000 | (10,000) | 375,000 |
| 618,768 | 642,072 | 702,343 | 734,845 | 732,300 | 200 | 732,500 |
| 49,418 | 48,283 | 57,289 | 54,828 | 55,500 | - | 55,500 |
| 8,740 | 17,291 | 11,055 | 12,447 | 8,500 | 5,000 | 13,500 |
| 22,291 | 54,617 | 33,584 | 95,170 | 25,000 | - | 25,000 |
| **14,374,522** | **15,297,217** | **15,861,028** | **16,356,732** | **15,986,209** | **51,718** | **16,037,927** |
| | | | | | | |
| 1,456,585 | 1,525,268 | 1,568,134 | 1,815,478 | 1,861,590 | 52,378 | 1,913,968 |
| 630,154 | 722,288 | 901,843 | 883,219 | 932,148 | 53,514 | 985,662 |
| 7,415,486 | 8,044,912 | 8,265,170 | 8,295,673 | 8,381,515 | 771,129 | 9,152,644 |
| 2,754,541 | 2,896,161 | 2,806,493 | 2,896,465 | 3,066,024 | 172,653 | 3,238,677 |
| 725,021 | 771,319 | 739,740 | 734,109 | 779,694 | 6,987 | 786,681 |
| **12,981,787** | **13,959,948** | **14,281,380** | **14,624,944** | **15,020,971** | **1,056,661** | **16,077,632** |
| | | | | | | |
| **1,392,735** | **1,337,269** | **1,579,648** | **1,731,788** | **965,238** | **(1,004,943)** | **(39,705)** |
| | | | | | | |
| (815,593) | (670,847) | (1,635,973) | (2,518,273) | (1,750,000) | 1,450,000 | (300,000) |
| - | - | - | (78,111) | - | - | - |
| **(815,593)** | **(670,847)** | **(1,635,973)** | **(2,596,384)** | **(1,750,000)** | **1,450,000** | **(300,000)** |
| | | | | | | |
| **577,142** | **666,422** | **(56,325)** | **(864,596)** | **(784,762)** | **445,057** | **(339,705)** |

## GENERAL FUND
## TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES
## ACTUAL AND ESTIMATED
## 2005-06 TO 2014-15



GENERAL FUND
REVENUES BY SOURCE - DETAIL
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

| Account Description | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| Current Ad Valorem Taxes | 9,885,591 | 10,144,140 | 9,416,587 | 10,044,140 | 318,387 | 10,362,527 |
| Current Penalty and Interest | 27,270 | 20,000 | 12,867 | 30,000 | (10,000) | 20,000 |
| Delinquent Ad Valorem Taxes | 71,631 | 45,000 | 24,436 | 45,000 | (10,000) | 35,000 |
| Delinquent Penalty & Interest | 24,152 | 15,000 | 7,075 | 15,000 | (5,000) | 10,000 |
| AD VALOREM TAXES | 10,008,644 | 10,224,140 | 9,460,966 | 10,134,140 | 293,387 | 10,427,527 |
| Electrical Franchise Tax | 755,107 | 760,000 | 827,831 | 830,655 | 4,345 | 835,000 |
| Natural Gas Franchise Tax | 60,882 | 60,000 | 29,046 | 68,297 | 1,703 | 70,000 |
| Telephone Franchise Tax | 283,321 | 245,000 | 56,850 | 155,000 | 10,000 | 165,000 |
| Sanitation Franchise Tax | 271,266 | 250,000 | 203,636 | 275,000 | 0 | 275,000 |
| Cable TV Franchise Tax | 127,436 | 155,000 | 93,654 | 210,000 | 0 | 210,000 |
| FRANCHISE TAXES | 1,498,012 | 1,470,000 | 1,211,016 | 1,538,952 | 16,048 | 1,555,000 |
| City Sales Tax | 2,494,179 | 1,914,381 | 730,058 | 2,000,000 | (200,000) | 1,800,000 |
| Mixed Drinks Tax | 3,921 | 4,000 | 2,067 | 4,000 | - | 4,000 |
| Other Taxes | 71 | 200 | 109 | - | - | - |
| Bingo Tax | 985 | - | - | - | - | - |
| OTHER TAXES | 2,499,156 | 1,918,581 | 732,233 | 2,004,000 | (200,000) | 1,804,000 |
| **TOTAL TAXES** | **14,005,812** | **13,612,721** | **11,404,215** | **13,677,092** | **109,435** | **13,786,527** |
| Animal Licenses | 415 | 400 | 220 | 400 | - | 400 |
| Electrical Licenses | 1,750 | 2,250 | 934 | 2,250 | - | 2,250 |
| Plumbing Licenses | 9,889 | 10,350 | 4,798 | 10,350 | - | 10,350 |
| Miscellaneous Licenses | 23,560 | 27,000 | 10,665 | 27,000 | - | 27,000 |
| TOTAL LICENSES | 35,614 | 40,000 | 16,617 | 40,000 | - | 40,000 |

GENERAL FUND
REVENUES BY SOURCE - DETAIL
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

| Account Description | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| Building Permits | 161,965 | 185,000 | 73,753 | 185,000 | 15,000 | 200,000 |
| Alarm Permits | 30,315 | 33,000 | 12,690 | 30,500 | - | 30,500 |
| Fire Permits | 270 | 200 | 270 | 400 | - | 400 |
| Electrical Permits | 11,427 | 13,000 | 6,861 | 11,500 | 500 | 12,000 |
| Plumbing Permits | 18,027 | 18,000 | 7,515 | 18,000 | - | 18,000 |
| Zoning Filing Fees | 1,400 | 1,500 | 2,625 | 2,625 | (125) | 2,500 |
| Subdivision Filing Fees | 3,724 | 2,500 | 854 | 1,292 | 1,208 | 2,500 |
| Development Fees | 90 | 100 | 45,108 | 65,000 | (64,900) | 100 |
| Other Permits and Filing Fees | 11,112 | 12,000 | 5,691 | 12,000 | - | 12,000 |
| PERMITS & FILING FEES | 238,331 | 265,300 | 155,367 | 326,317 | (48,317) | 278,000 |
| **LICENSES & PERMITS** | **273,945** | **305,300** | **171,984** | **366,317** | **(48,317)** | **318,000** |
| Municipal Court Fines | 357,538 | 350,000 | 123,339 | 340,000 | 5,000 | 345,000 |
| Warrant Fees | 14,492 | 13,000 | 11,256 | 16,000 | 500 | 16,500 |
| Defensive Driving School | 6,842 | 6,800 | 2,416 | 6,800 | 200 | 7,000 |
| Insurance Dismissal Fees | 7,620 | 7,000 | 2,870 | 7,000 | 200 | 7,200 |
| Arrest Fees | 25,616 | 25,000 | 9,894 | 25,000 | 1,000 | 26,000 |
| Special Expense Fees | 240,794 | 234,000 | 91,902 | 205,000 | 10,000 | 215,000 |
| Restitution Fees | 15,299 | 15,200 | 7,068 | 14,500 | 500 | 15,000 |
| Other Fines and Forfeitures | 14,718 | 17,000 | 6,570 | 12,000 | 3,000 | 15,000 |
| **FINES AND FORFEITURES** | **682,919** | **668,000** | **255,314** | **626,300** | **20,400** | **646,700** |
| Interest on Investments | 36,832 | 50,000 | 17,939 | 37,000 | 3,000 | 40,000 |
| Building Rentals | 4,400 | 5,000 | 150 | 200 | - | 200 |
| Gas Well Permits | 34,500 | 35,000 | 28,500 | 35,000 | - | 35,000 |
| Miscellaneous | 39,163 | 10,000 | 4,596 | 38,000 | (28,000) | 10,000 |
| **USE OF MONEY & PROPERTY** | **114,896** | **100,000** | **51,185** | **110,200** | **(25,000)** | **85,200** |

GENERAL FUND
REVENUES BY SOURCE - DETAIL
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

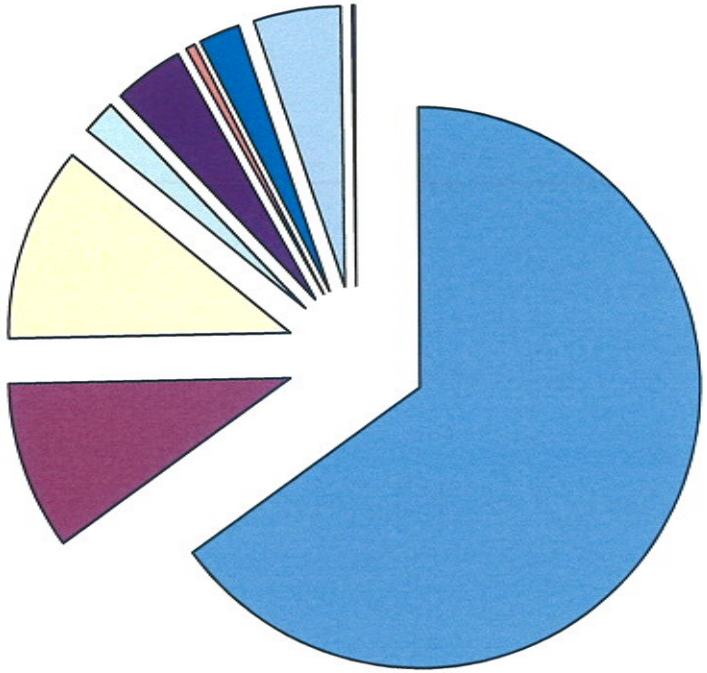
| Account Description | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| Fire Service Contract | 221,297 | 225,000 | 112,150 | 225,000 | - | 225,000 |
| Other Grants | 133,958 | 110,000 | 113,321 | 135,000 | (10,000) | 125,000 |
| Miscellaneous Revenue | 26,616 | 30,000 | 21,750 | 25,000 | - | 25,000 |
| **OTHER AGENCIES** | **381,872** | **365,000** | **247,221** | **385,000** | **(10,000)** | **375,000** |
| Animal Control Fees | 4,123 | 4,500 | 1,215 | 3,000 | - | 3,000 |
| Lot Cleaning/Mowing Fees | 6,369 | 6,000 | 3,255 | 4,300 | 200 | 4,500 |
| Ambulance Fees | 656,914 | 680,000 | 326,240 | 680,000 | - | 680,000 |
| Street Cut Charges | 67,440 | 30,000 | 17,998 | 45,000 | - | 45,000 |
| Misc. Service Charges | - | 1,000 | - | - | - | - |
| CITIZEN SERVICES | 734,845 | 721,500 | 348,708 | 732,300 | 200 | 732,500 |
| Park Lease Fees | 17,019 | 16,700 | 6,808 | 17,000 | - | 17,000 |
| Park Usage Fees | 37,809 | 38,500 | 30,775 | 38,500 | - | 38,500 |
| RECREATION SERVICES | 54,828 | 55,200 | 37,582 | 55,500 | - | 55,500 |
| Maps, Copies, and Publication | 1,011 | 5,000 | (72) | - | - | - |
| Tax Certificates | 3,949 | 1,000 | 4,535 | 5,000 | - | 5,000 |
| Special Use Trash Bags | 658 | - | 2,138 | - | - | - |
| Cemetery Lots | 200 | - | - | - | - | - |
| Vehicles | - | 500 | - | - | 5,000 | 5,000 |
| Misc. Sale of Goods | 6,629 | 13,000 | 1,404 | 3,500 | - | 3,500 |
| SALE OF GOODS | 12,447 | 19,500 | 8,005 | 8,500 | 5,000 | 13,500 |
| **SERVICE CHARGES** | **802,120** | **796,200** | **394,295** | **796,300** | **5,200** | **801,500** |

GENERAL FUND
REVENUES BY SOURCE - DETAIL
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

| Account Description | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| Insurance Payments | - | - | 8,218 | - | - | - |
| Insurance Refunds | 3,643 | 10,000 | 7,667 | 12,000 | - | 12,000 |
| Credit Card Fees | 2,987 | 2,500 | 1,812 | 3,000 | - | 3,000 |
| Miscellaneous Revenue | 88,540 | 10,000 | 7,516 | 10,000 | - | 10,000 |
| **OTHER REVENUE** | **95,170** | **22,500** | **25,213** | **25,000** | **-** | **25,000** |
| **TRANSFERS** | - | - | - | - | - | - |
| **TOTAL REVENUES** | 16,356,732 | 15,869,721 | 12,549,428 | 15,986,209 | 51,718 | 16,037,927 |

## GENERAL FUND
## CURRENT YEAR GRAPHIC COMPARISON OF REVENUES
## 2014-15

| | | | |
|---|---|---|---|
| Ad Valorem Taxes | 10,427,527 | 65.02% | 1 |
| Franchise Taxes | 1,555,000 | 9.70% | 2 |
| Sales and Other Taxes | 1,804,000 | 11.25% | 3 |
| Licenses & Permits | 318,000 | 1.98% | 4 |
| Fines & Forfeitures | 646,700 | 4.03% | 5 |
| Use of Money & Property | 85,200 | 0.53% | 6 |
| Revenue - Other Agencies | 375,000 | 2.34% | 7 |
| Service Charges | 801,500 | 5.00% | 8 |
| Other Revenues | 25,000 | 0.16% | 9 |
| TOTAL REVENUES | 16,037,927 | 100.00% | |



GENERAL FUND
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE
ACTUAL AND ESTIMATED COLLECTIONS
2008-09 TO 2014-15

| Account Description | Actual 2008-09 | Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 12 Months 2013-14 | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| Ad Valorem Taxes | 8,703,804 | 9,096,282 | 9,337,283 | 9,610,716 | 10,008,644 | 10,134,140 | 10,427,527 |
| Franchise Taxes | 1,351,612 | 1,296,232 | 1,403,583 | 1,473,356 | 1,498,012 | 1,538,952 | 1,555,000 |
| Other Taxes | 1,835,764 | 1,770,405 | 2,321,638 | 2,323,702 | 2,499,156 | 2,004,000 | 1,804,000 |
| **TAXES** | **11,891,179** | **12,162,919** | **13,062,505** | **13,407,774** | **14,005,812** | **13,677,092** | **13,786,527** |
| Licenses | 37,223 | 34,151 | 32,476 | 38,170 | 35,614 | 40,000 | 40,000 |
| Permits and Filing Fees | 195,124 | 383,695 | 254,326 | 269,237 | 238,331 | 326,317 | 278,000 |
| **LICENSES & PERMITS** | **232,347** | **417,846** | **286,802** | **307,407** | **273,945** | **366,317** | **318,000** |
| **FINES AND FORFEITURES** | **383,949** | **447,463** | **508,680** | **647,379** | **682,919** | **626,300** | **646,700** |
| **USE OF MONEY & PROPERTY** | **334,755** | **407,071** | **375,513** | **213,378** | **114,896** | **110,200** | **85,200** |
| **OTHER AGENCIES** | **432,298** | **240,007** | **301,455** | **480,821** | **381,872** | **385,000** | **375,000** |
| Citizen Services | 666,433 | 618,768 | 642,072 | 702,343 | 734,845 | 732,300 | 732,500 |
| Recreation Services | 44,924 | 49,418 | 48,283 | 57,289 | 54,828 | 55,500 | 55,500 |
| Sale of Goods | 25,504 | 8,740 | 17,291 | 11,055 | 12,447 | 8,500 | 13,500 |
| **SERVICE CHARGES** | **736,860** | **676,926** | **707,646** | **770,687** | **802,120** | **796,300** | **801,500** |
| **OTHER REVENUE** | **35,447** | **22,291** | **54,617** | **33,584** | **95,170** | **25,000** | **25,000** |
| **TRANSFERS** | - | - | - | - | - | - | - |
| **TOTAL REVENUES** | **14,046,835** | **14,374,522** | **15,297,217** | **15,861,028** | **16,356,732** | **15,986,209** | **16,037,927** |

GENERAL FUND
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE
ACTUAL AND ESTIMATED COLLECTIONS
PERCENT OF TOTAL
2008-09 TO 2014-15

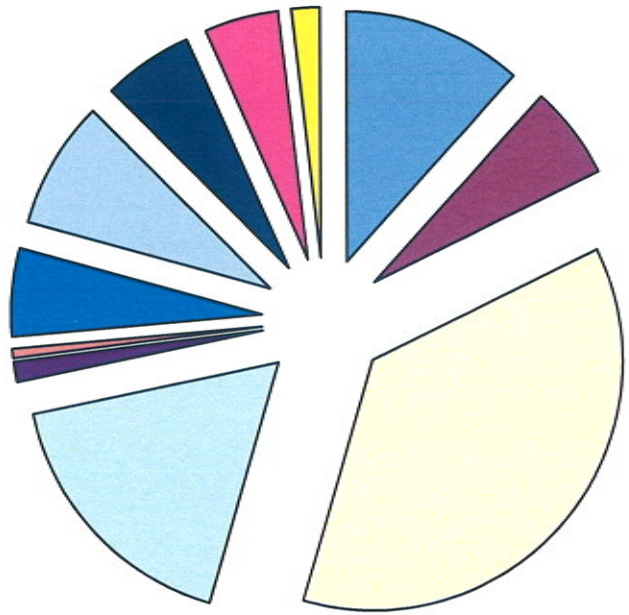
| Account Description | Actual 2008-09 | Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 12 Months 2013-14 | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| Ad Valorem Taxes | 61.96% | 63.28% | 61.04% | 60.59% | 61.19% | 63.39% | 65.02% |
| Franchise Taxes | 9.62% | 9.02% | 9.18% | 9.29% | 9.16% | 9.63% | 9.70% |
| Other Taxes | 13.07% | 12.32% | 15.18% | 14.65% | 15.28% | 12.54% | 11.25% |
| **TOTAL TAXES** | **84.65%** | **84.61%** | **85.39%** | **84.53%** | **85.63%** | **85.56%** | **85.96%** |
| Licenses | 0.26% | 0.24% | 0.21% | 0.24% | 0.22% | 0.25% | 0.25% |
| Permits and Filing Fees | 1.39% | 2.67% | 1.66% | 1.70% | 1.46% | 2.04% | 1.73% |
| **LICENSES & PERMITS** | **1.65%** | **2.91%** | **1.87%** | **1.94%** | **1.67%** | **2.29%** | **1.98%** |
| **FINES AND FORFEITURES** | **2.73%** | **3.11%** | **3.33%** | **4.08%** | **4.18%** | **3.92%** | **4.03%** |
| **USE OF MONEY & PROPERTY** | **2.38%** | **2.83%** | **2.45%** | **1.35%** | **0.70%** | **0.69%** | **0.53%** |
| **OTHER AGENCIES** | **3.08%** | **1.67%** | **1.97%** | **3.03%** | **2.33%** | **2.41%** | **2.34%** |
| Citizen Services | 4.74% | 4.30% | 4.20% | 4.43% | 4.49% | 4.58% | 4.57% |
| Recreation Services | 0.32% | 0.34% | 0.32% | 0.36% | 0.34% | 0.35% | 0.35% |
| Sale of Goods | 0.18% | 0.06% | 0.11% | 0.07% | 0.08% | 0.05% | 0.08% |
| **SERVICE CHARGES** | **5.25%** | **4.71%** | **4.63%** | **4.86%** | **4.90%** | **4.98%** | **5.00%** |
| **OTHER REVENUE** | **0.25%** | **0.16%** | **0.36%** | **0.21%** | **0.58%** | **0.16%** | **0.16%** |
| **TRANSFERS** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.00%** |
| **TOTAL REVENUES** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** |

GENERAL FUND
SUMMARY OF EXPENDITURES BY DIVISION AND DEPARTMENT
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

| Department Name | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Balance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| City Council | 18,349 | 24,118 | 13,600 | 22,497 | 1,621 | 19,697 |
| City Manager | 388,947 | 409,416 | 188,383 | 399,485 | 9,931 | 414,894 |
| City Secretary | 337,294 | 410,853 | 170,122 | 380,053 | 30,800 | 409,030 |
| Non-Departmental | 1,070,889 | 1,023,650 | 875,613 | 1,059,555 | (35,905) | 1,070,347 |
| **GENERAL GOVERNMENT** | **1,815,478** | **1,868,037** | **1,247,718** | **1,861,590** | **6,447** | **1,913,968** |
| Finance | 504,599 | 465,440 | 282,380 | 494,248 | (28,808) | 486,177 |
| Information Technology | 343,237 | 400,950 | 231,898 | 396,450 | 4,500 | 457,835 |
| Personnel | 35,384 | 41,850 | 21,457 | 41,450 | 400 | 41,650 |
| **STAFF SERVICES** | **883,219** | **908,240** | **535,735** | **932,148** | **(23,908)** | **985,662** |
| Police | 5,589,374 | 6,192,308 | 2,613,966 | 5,593,713 | 598,595 | 6,028,263 |
| Fire | 2,420,429 | 2,597,451 | 1,176,829 | 2,486,818 | 110,633 | 2,814,278 |
| Municipal Court | 197,505 | 217,316 | 98,380 | 210,766 | 6,550 | 214,166 |
| Code Compliance | 88,366 | 96,891 | 41,599 | 90,218 | 6,673 | 95,937 |
| **PUBLIC SAFETY** | **8,295,673** | **9,103,966** | **3,930,774** | **8,381,515** | **722,451** | **9,152,644** |
| Public Services | 175,792 | 185,932 | 86,346 | 180,712 | 5,220 | 160,815 |
| Street Maintenance | 1,285,808 | 1,396,368 | 488,674 | 1,364,146 | 32,222 | 1,357,523 |
| Parks and Recreation | 789,150 | 864,898 | 352,515 | 826,656 | 38,242 | 949,358 |
| Support Services | 411,280 | 443,638 | 198,435 | 421,881 | 21,757 | 491,894 |
| City Engineering | 234,436 | 281,957 | 130,086 | 272,629 | 9,328 | 279,087 |
| **PUBLIC SERVICES** | **2,896,465** | **3,172,793** | **1,256,055** | **3,066,024** | **106,769** | **3,238,677** |
| Management Services | 233,944 | 238,917 | 112,636 | 253,994 | (15,077) | 236,890 |
| Planning & Zoning | 208,850 | 237,263 | 106,613 | 228,034 | 9,229 | 239,977 |
| City Inspection | 291,314 | 309,464 | 138,386 | 297,666 | 11,798 | 309,814 |
| **COMMUNITY DEVELOPMENT** | **734,109** | **785,644** | **357,635** | **779,694** | **5,950** | **786,681** |
| **TOTAL TRANSFERS** | - | **200,000** | - | **200,000** | - | **300,000** |
| **OTHER EXPENDITURES** | **2,596,384** | **1,550,000** | - | **1,550,000** | - | - |
| **TOTAL EXPENDITURES** | **17,221,328** | **17,588,680** | **7,327,916** | **16,770,971** | **817,709** | **16,377,632** |

## GENERAL FUND
## CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES
## 2014-15

| | | | |
|---|---|---|---|
| General Government | 1,913,968 | 11.69% | 1 |
| Staff Services | 985,662 | 6.02% | 2 |
| Police | 6,028,263 | 36.81% | 3 |
| Fire and Ambulance | 2,814,278 | 17.18% | 4 |
| Municipal Court | 214,166 | 1.31% | 5 |
| Code Compliance | 95,937 | 0.59% | 6 |
| Public Services | 931,796 | 5.69% | 7 |
| Public Works | 1,357,523 | 8.29% | 8 |
| Parks and Recreation | 949,358 | 5.80% | 9 |
| Community Development | 786,681 | 4.80% | 10 |
| Transfers | 300,000 | 1.83% | 11 |
| TOTAL EXPENDITURES | 16,377,632 | 100.00% | |

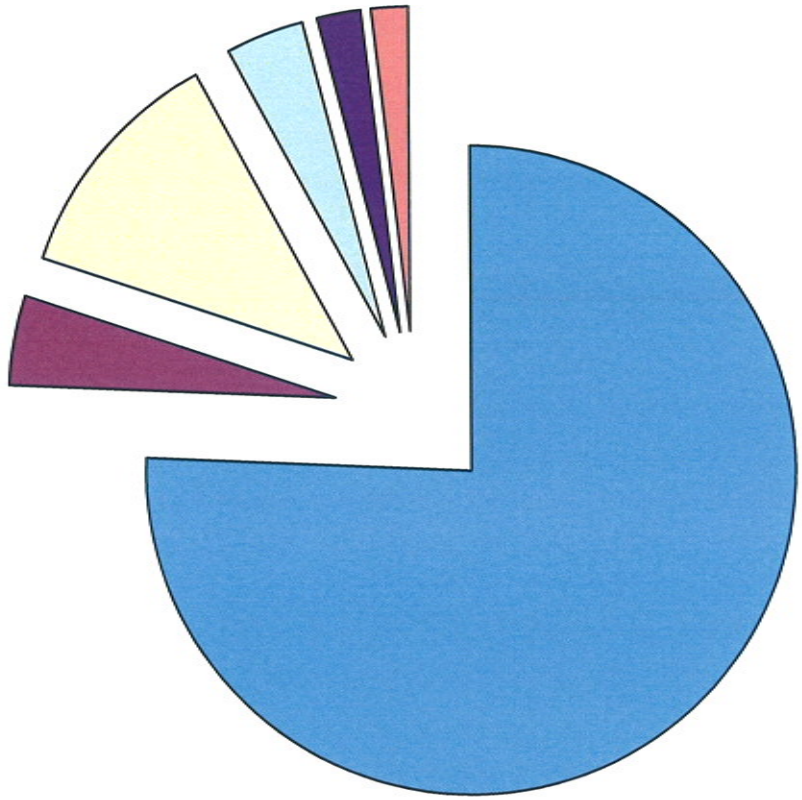


GENERAL FUND
SUMMARY OF EXPENDITURES BY CLASSIFICATION
ACTUAL, BUDGET, AND ESTIMATED
2012-13 TO 2014-15

| Expenditure Classifications | Actual 2012-13 | Budget 2013-14 | Actual 6 Months 2013-14 | Estimated 12 Months 2013-14 | Balance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 11,432,375 | 12,439,016 | 5,441,072 | 11,683,580 | 755,436 | 12,392,205 |
| Supplies & Materials | 620,634 | 690,975 | 343,092 | 611,826 | 79,149 | 729,643 |
| Contractual Services | 1,837,378 | 1,910,913 | 1,257,965 | 1,932,938 | (22,025) | 1,963,467 |
| Repair & Maintenance | 588,607 | 644,776 | 135,409 | 592,749 | 52,027 | 638,574 |
| Capital Outlay | 145,950 | 153,000 | 150,378 | 199,878 | (46,878) | 353,743 |
| **TOTAL EXPENDITURES** | **14,624,944** | **15,838,680** | **7,327,916** | **15,020,971** | **817,709** | **16,077,632** |
| Transfers-Out | 2,518,273 | 200,000 | - | 200,000 | - | 300,000 |
| Other Expenses | 78,111 | 1,550,000 | - | 1,550,000 | - | - |
| **EXPENDITURES AND TRANSFERS** | **17,221,328** | **17,588,680** | **7,327,916** | **16,770,971** | **817,709** | **16,377,632** |

## GENERAL FUND
## CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES BY CLASSIFICATION
## 2014-15

| | | | |
|---|---|---|---|
| Personal Services | 12,392,205 | 75.67% | 1 |
| Supplies and Materials | 729,643 | 4.46% | 2 |
| Contractual Services | 1,963,467 | 11.99% | 3 |
| Repair and Maintenance | 638,574 | 3.90% | 4 |
| Capital Outlay | 353,743 | 2.16% | 5 |
| Transfers and Reserves | 300,000 | 1.83% | 6 |
| TOTAL EXPENDITURES | 16,377,632 | 100.00% | |



GENERAL FUND
SEVEN YEAR SUMMARY OF EXPENDITURES BY DIVISION AND DEPARTMENT
2008-09 TO 2014-15

| Department Name | Actual 2008-09 | Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 2013-14 | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| City Council | 27,987 | 19,474 | 22,325 | 24,293 | 18,349 | 22,497 | 19,697 |
| City Manager | 297,121 | 310,031 | 340,007 | 358,207 | 388,947 | 399,485 | 414,894 |
| City Secretary | 326,654 | 306,111 | 370,048 | 323,510 | 337,294 | 380,053 | 409,030 |
| Non-Departmental | 772,944 | 820,969 | 792,888 | 862,124 | 1,070,889 | 1,059,555 | 1,070,347 |
| **GENERAL GOVERNMENT** | **1,424,706** | **1,456,585** | **1,525,268** | **1,568,135** | **1,815,478** | **1,861,590** | **1,913,968** |
| Finance | 306,035 | 322,158 | 343,880 | 509,620 | 504,599 | 494,248 | 486,177 |
| Information Technology | 145,713 | 156,895 | 201,387 | 362,681 | 343,237 | 396,450 | 457,835 |
| Personnel | 43,617 | 13,760 | 29,717 | 29,543 | 35,384 | 41,450 | 41,650 |
| Budget and Research | 131,468 | 137,341 | 147,304 | - | - | - | - |
| **STAFF SERVICES** | **626,834** | **630,154** | **722,288** | **901,844** | **883,219** | **932,148** | **985,662** |
| Police | 4,696,032 | 5,073,290 | 5,487,586 | 5,584,282 | 5,589,374 | 5,593,713 | 6,028,263 |
| Fire | 2,279,945 | 2,072,638 | 2,291,267 | 2,400,389 | 2,420,429 | 2,486,818 | 2,814,278 |
| Municipal Court | 162,304 | 171,745 | 181,995 | 188,547 | 197,505 | 210,766 | 214,166 |
| Code Compliance | 73,116 | 97,813 | 84,064 | 91,952 | 88,366 | 90,218 | 95,937 |
| **PUBLIC SAFETY** | **7,211,397** | **7,415,486** | **8,044,912** | **8,265,170** | **8,295,673** | **8,381,515** | **9,152,644** |
| Public Services | 149,241 | 163,400 | 169,060 | 172,824 | 175,792 | 180,712 | 160,815 |
| Public Works | 1,311,190 | 1,215,893 | 1,268,715 | 1,207,045 | 1,285,808 | 1,364,146 | 1,357,523 |
| Parks and Recreation | 717,635 | 706,796 | 771,019 | 752,266 | 789,150 | 826,656 | 949,358 |
| Support Services | 406,141 | 445,714 | 433,182 | 436,773 | 411,280 | 421,881 | 491,894 |
| City Engineering | 220,347 | 222,739 | 254,186 | 237,585 | 234,436 | 272,629 | 279,087 |
| **PUBLIC SERVICES** | **2,804,553** | **2,754,541** | **2,896,161** | **2,806,493** | **2,896,465** | **3,066,024** | **3,238,677** |
| Management Services | 254,323 | 257,509 | 302,150 | 246,270 | 233,944 | 253,994 | 236,890 |
| Planning & Zoning | 198,477 | 205,224 | 205,820 | 200,986 | 208,850 | 228,034 | 239,977 |
| City Inspection | 249,361 | 262,287 | 263,349 | 292,484 | 291,314 | 297,666 | 309,814 |
| **COMMUNITY DEVELOPMENT** | **702,161** | **725,021** | **771,319** | **739,740** | **734,109** | **779,694** | **786,681** |
| **TOTAL EXPENDITURES** | **12,769,651** | **12,981,787** | **13,959,948** | **14,281,380** | **14,624,944** | **15,020,971** | **16,077,632** |
| **TOTAL TRANSFERS** | - | **815,593** | **670,847** | **1,635,973** | **2,518,273** | **1,750,000** | **300,000** |
| **UNAPPROPRIATED RESERVES** | - | - | - | - | **78,111** | - | - |
| **TOTAL EXPENDITURES** | **12,769,651** | **13,797,380** | **14,630,795** | **15,917,353** | **17,221,328** | **16,770,971** | **16,377,632** |

GENERAL FUND
SEVEN YEAR SUMMARY OF EXPENDITURES BY DIVISION AND DEPARTMENT
PERCENT OF TOTAL
2008-09 TO 2014-15

| Department Name | Actual 2008-09 | Actual 2009-10 | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Estimated 2013-14 | Budget 2014-15 |
|---|---|---|---|---|---|---|---|
| City Council | 0.22% | 0.14% | 0.15% | 0.15% | 0.11% | 0.13% | 0.12% |
| City Manager | 2.33% | 2.25% | 2.32% | 2.25% | 2.26% | 2.38% | 2.53% |
| City Secretary | 2.56% | 2.22% | 2.53% | 2.03% | 1.96% | 2.27% | 2.50% |
| Non-Departmental | 6.05% | 5.95% | 5.42% | 5.42% | 6.22% | 6.32% | 6.54% |
| **GENERAL GOVERNMENT** | **11.16%** | **10.56%** | **10.43%** | **9.85%** | **10.54%** | **11.10%** | **11.69%** |
| Finance | 2.40% | 2.33% | 2.35% | 3.20% | 2.93% | 2.95% | 2.97% |
| Information Technology | 1.14% | 1.14% | 1.38% | 2.28% | 1.99% | 2.36% | 2.80% |
| Personnel | 0.34% | 0.10% | 0.20% | 0.19% | 0.21% | 0.25% | 0.25% |
| Budget and Research | 1.03% | 1.00% | 1.01% | 0.00% | 0.00% | 0.00% | 0.00% |
| **STAFF SERVICES** | **4.91%** | **4.57%** | **4.94%** | **5.67%** | **5.13%** | **5.56%** | **6.02%** |
| Police | 36.77% | 36.77% | 37.51% | 35.08% | 32.46% | 33.35% | 36.81% |
| Fire | 17.85% | 15.02% | 15.66% | 15.08% | 14.05% | 14.83% | 17.18% |
| Municipal Court | 1.27% | 1.24% | 1.24% | 1.18% | 1.15% | 1.26% | 1.31% |
| Code Compliance | 0.57% | 0.71% | 0.57% | 0.58% | 0.51% | 0.54% | 0.59% |
| **PUBLIC SAFETY** | **56.47%** | **53.75%** | **54.99%** | **51.93%** | **48.17%** | **49.98%** | **55.89%** |
| Public Services | 1.17% | 1.18% | 1.16% | 1.09% | 1.02% | 1.08% | 0.98% |
| Public Works | 10.27% | 8.81% | 8.67% | 7.58% | 7.47% | 8.13% | 8.29% |
| Parks and Recreation | 5.62% | 5.12% | 5.27% | 4.73% | 4.58% | 4.93% | 5.80% |
| Support Services | 3.18% | 3.23% | 2.96% | 2.74% | 2.39% | 2.52% | 3.00% |
| City Engineering | 1.73% | 1.61% | 1.74% | 1.49% | 1.36% | 1.63% | 1.70% |
| **PUBLIC SERVICES** | **21.96%** | **19.96%** | **19.79%** | **17.63%** | **16.82%** | **18.28%** | **19.78%** |
| Management Services | 1.99% | 1.87% | 2.07% | 1.55% | 1.36% | 1.51% | 1.45% |
| Planning & Zoning | 1.55% | 1.49% | 1.41% | 1.26% | 1.21% | 1.36% | 1.47% |
| City Inspection | 1.95% | 1.90% | 1.80% | 1.84% | 1.69% | 1.77% | 1.89% |
| **COMMUNITY DEVELOPMENT** | **5.50%** | **5.25%** | **5.27%** | **4.65%** | **4.26%** | **4.65%** | **4.80%** |
| **TOTAL EXPENDITURES** | **100.00%** | **94.09%** | **95.41%** | **89.72%** | **84.92%** | **89.57%** | **98.17%** |
| **TOTAL TRANSFERS** | **0.00%** | **5.91%** | **4.59%** | **10.28%** | **14.62%** | **10.43%** | **1.83%** |
| **UNAPPROPRIATED RESERVES** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **0.45%** | **0.00%** | **0.00%** |
| **TOTAL EXPENDITURES** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** | **100.00%** |

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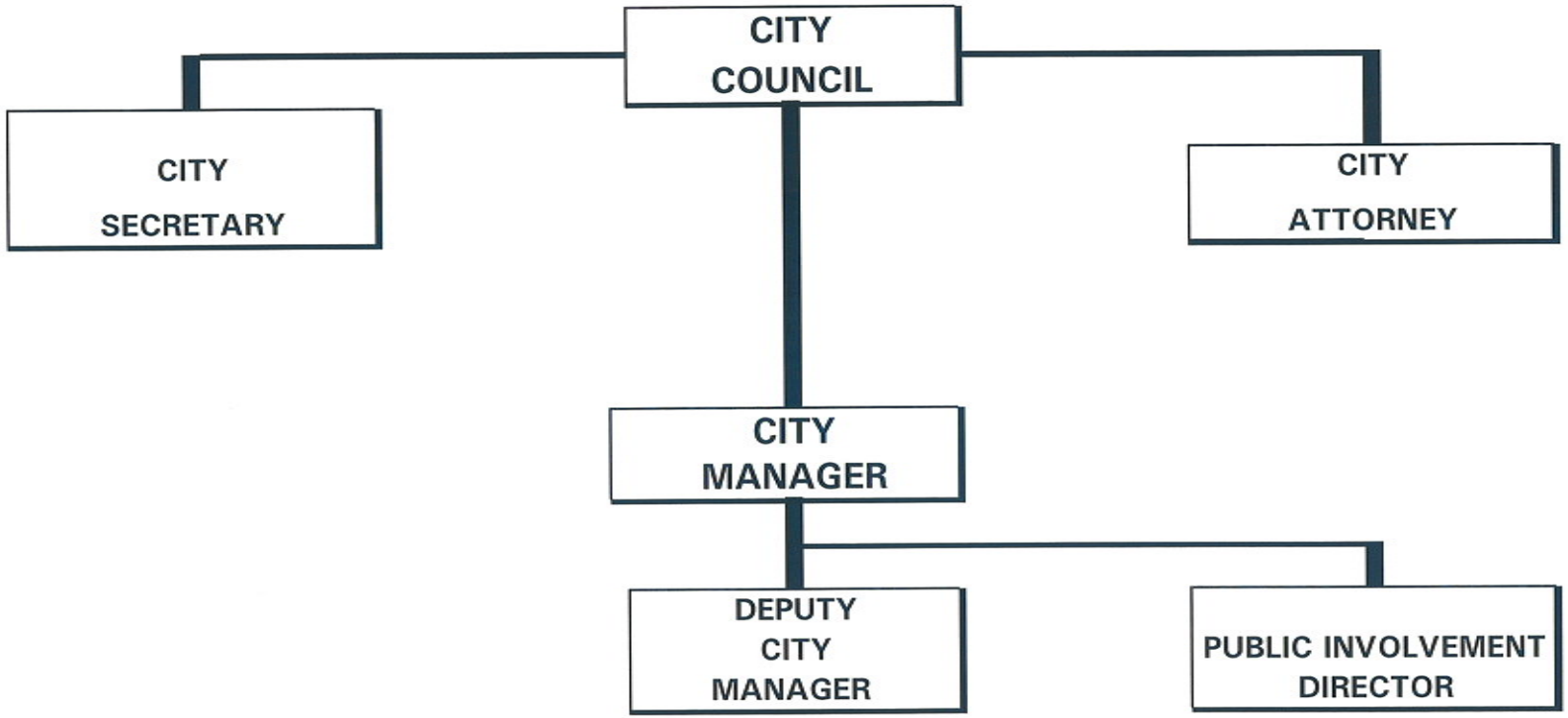
# GENERAL GOVERNMENT

# CITY OF BENBROOK, TEXAS
# GENERAL GOVERNMENT
# DIVISION



# GENERAL GOVERNMENT
# DIVISION DESCRIPTION

The General Government Division performs all of the general administrative activities of the City. This Division is comprised of the following departments: City Council, City Manager, City Secretary, and Non-Departmental. The General Government Division, along with the Staff Services Division, provides the necessary support services for the various line divisions. Positions funded in the General Government Division include: Mayor, City Councilmembers, City Manager, Public Involvement Director, City Secretary, Accounting Clerk, and Deputy City Secretary.

The Division Summary page provides financial information for the General Government Division on an actual basis for 2012-13; on an adopted budget, six month actual, and twelve month estimate basis for 2013-14; and on a department request, decision package, total request, and adopted budget basis for 2014-15.

The General Government Division's total 2014-15 Budget is $1,913,968. This allocation is $9,533 under the amount requested by Department Heads in their 2014-15 total request of $1,923,501. This total request includes $1,923,501 for base budget expenditure; no decision packages were requested.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2013-14) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Plan, and/or request funds for a new capital outlay.

The Division Reconciliation and Decision Package Summary provides a reconciliation of all changes made from the total request to the adopted budget. This summary also provides a list of all decision packages requested for General Government Activities. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# GENERAL GOVERNMENT
# DIVISION SUMMARY

| | | | 2013-14 | | | 2014-15 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ACCT NO. | EXPENDITURES BY CLASSIFICATION | 2012-13 ACTUAL | BUDGETED | ACTUAL 6 MONTHS | ESTIMATED 12 MONTHS | BASE BUDGET | DECISION PACKAGES | TOTAL REQUEST | ADOPTED BUDGET | CHANGES FR. REQUEST |
| 5000 | Personal Services | 704,767 | 766,915 | 352,261 | 740,690 | 771,276 | - | 771,276 | 771,276 | - |
| 5100 | Supplies & Materials | 25,779 | 26,425 | 12,399 | 26,300 | 26,100 | - | 26,100 | 25,900 | (200) |
| 5200 | Contractual Services | 1,065,666 | 1,073,097 | 882,424 | 1,092,466 | 1,124,525 | - | 1,124,525 | 1,115,192 | (9,333) |
| 5300 | Repair & Maintenance | 13,815 | 1,600 | 634 | 2,134 | 1,600 | - | 1,600 | 1,600 | - |
| 5400 | Capital Outlay | 5,450 | - | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | | 1,815,478 | 1,868,037 | 1,247,718 | 1,861,590 | 1,923,501 | - | 1,923,501 | 1,913,968 | (9,533) |
| BUDGETED POSITIONS | | 5 | 5 | 5 | 5 | 5 | - | 5 | 5 | - |

# GENERAL GOVERNMENT
# DIVISION RECONCILIATION AND DECISION PACKAGE SUMMARY

| EXPLANATION OF CHANGES FROM REQUEST | |
|---|---|
| **CHANGES TO TOTAL REQUEST** | |
| Decrease in Funds for Office Supplies | (200) |
| Adjustment of Funds for TIF Property Tax Payment | (9,333) |
| **TOTAL CHANGES** | (9,533) |

| SUMMARY OF DECISION PACKAGES | |
|---|---|
| **FUNDED** | |
| None | - |
| **NOT FUNDED** | |
| None | - |
| **TOTAL DECISION PACKAGES** | - |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY COUNCIL | CITY COUNCIL | 01-11-01 |

## ACTIVITY DESCRIPTION

The Mayor and six members of the City Council are the policy-making and legislative body of the City. The City Council is responsible for making policy decisions relative to the types and levels of service provided to the residents of Benbrook. These duties include: adopting ordinances, approving major purchases and contractual agreements, adopting the Annual Budget and Capital Improvements Report, and making appointments to various positions. Among the key appointments made by the City Council are the City Manager, City Secretary, and the Municipal Court Judge. The City Council also appoints members to all of the City's advisory boards and commissions.

## ACTIVITY GOALS

-To effectively represent the residents of the City of Benbrook.
-To formulate and enact public policy.
-To provide leadership as the legislative and policy-making body of the community.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To act as the elected representatives of Benbrook residents, formulate public policy to meet community needs, and seek ways to increase citizen involvement.
-To consider, evaluate, and make decisions on various items brought before the City Council.
-To allocate available funds in the most effective and efficient manner so that residents receive the highest level of services at the lowest possible cost.
-To review and evaluate the objectives of all municipal activities through study, evaluation, and adoption of the Annual Budget and Capital Improvement Report.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 99.97 | 77.59 | 93.28 | 100.00 |
| Number of City Council Meetings Held | 24 | 24 | 24 | 24 |
| Council Meeting Attendance (All Members) | 157 | 157 | 153 | 168 |
| Number of Ordinances | 15 | 15 | 22 | 20 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY COUNCIL | CITY COUNCIL | 01-11-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 7,086 | 9,043 | 3,543 | 8,847 | 9,047 | 9,047 |
| Supplies & Materials | 331 | 125 | - | 300 | 300 | 300 |
| Contractual Services | 10,931 | 14,950 | 10,057 | 13,350 | 10,350 | 10,350 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **18,349** | **24,118** | **13,600** | **22,497** | **19,697** | **19,697** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| * Mayor | N/A | 100 | 1,200 | 1 | 1 | 1 |
| * Councilmember | N/A | 100 | 7,200 | 6 | 6 | 6 |
| **PERSONNEL TOTALS** | | | **8,400** | **7** | **7** | **7** |

* Part-Time Position

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY MANAGER | CITY MANAGER | 01-12-01 |

## ACTIVITY DESCRIPTION

The City Manager is the chief administrative officer of the City. Responsibilities of the City Manager include: providing administration of all City departments, reviewing and updating all management policies and regulations, and enforcing the ordinances and laws of the City. The City Manager is also responsible for preparation of the Annual Budget, the Capital Improvements Report, and other reports and information that are required by the City Council to conduct the affairs of the City of Benbrook. The Public Involvement Director, also budgeted within this Activity, provides support to the City Manager.

## ACTIVITY GOALS

-To coordinate and administer all City functions and provide all services necessary to the residents of Benbrook as effectively and efficiently as possible.
-To prepare and submit to the City Council a balanced plan for financing municipal services.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To monitor expenditures of all Departments and remain within + or - 5% of the Operating Funds' budget allocation.
-To provide relevant and timely information as needed by the City Council to conduct the business of the City.
-To study problem areas and propose viable solutions that meet community needs for citizen and City Council consideration.
-To provide the administrative direction necessary to achieve the activity objectives as stated in the Budget.
-To prepare and present a balanced plan for financing municipal services through the Annual Budget and the Capital Improvements Report.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 101.26 | 101.84 | 93.28 | 100.00 |
| Percent of Budget Expended - Operating Funds | 98.06 | 96.19 | 95.15 | 100.00 |
| Number of City Council Meetings Attended | 24 | 24 | 24 | 24 |
| Number of Public Hearings Attended | 7 | 10 | 12 | 10 |
| Number of Special Work Sessions Attended | 9 | 11 | 14 | 10 |
| Number of City Council Communications Prepared | 56 | 52 | 59 | 50 |
| Number of Department Head Meetings Held | 50 | 50 | 49 | 50 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY MANAGER | CITY MANAGER | 01-12-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 377,211 | 398,841 | 183,032 | 387,810 | 404,519 | 404,519 |
| Supplies & Materials | 96 | 500 | - | 500 | 300 | 300 |
| Contractual Services | 11,639 | 10,075 | 5,351 | 11,175 | 10,075 | 10,075 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **388,947** | **409,416** | **188,383** | **399,485** | **414,894** | **414,894** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| City Manager | 49 | 11,189 TO 14,994 | 179,936 | 1 | 1 | 1 |
| Public Involvement Director | 36 | 5,934 TO 7,952 | 93,720 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **273,656** | **2** | **2** | **2** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY SECRETARY | CITY SECRETARY | 01-13-01 |

## ACTIVITY DESCRIPTION

The City Secretary is responsible for recording and maintaining the City Council minutes, agendas, ordinances, and other official City records. The office is responsible for all municipal elections and administrative or clerical duties as prescribed by the City Council and/or the City Manager. The City Secretary is also responsible for registering all births and deaths within the City with the Bureau of Vital Statistics. The City Secretary also serves as the Director of Civil Service and administers all duties and responsibilities associated with the City's Civil Service Program. The City Secretary supervises the personnel and operation of Personnel Services and the Municipal Court. The City Secretary also serves as the Human Resources Director and maintains all employee files and information.

## ACTIVITY GOALS

-To record and maintain the official records of the City.
-To oversee and administer City elections in accordance with all applicable federal, state, and local laws.
-To inventory all records in accordance with the City's retention schedule.
-To file all certificates of birth and death with the Texas Department of Health in a timely manner.
-To administer the City's Civil Service Program according to state laws and ordinances.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To monitor expenditures of all Activities supervised and remain within + or - 5% of all Activities' budget allocations.
-To prepare agendas and council packets for delivery by noon Friday prior to Council meetings.
-To have all minutes completed by the fourth day after the meeting.
-To publish all ordinances and other documents as prescribed by state law and the City Charter.
-To administer City elections in accordance with applicable federal, state, and local laws.
-To maintain all records of the City as prescribed by state law.
-To file birth and death certificates with the State of Texas by the fifth day of each month.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - City Secretary | 82.84 | 85.18 | 92.50 | 100.00 |
| Percent of Budget Expended - Total for Activities Supervised | 87.89 | 90.93 | 94.37 | 100.00 |
| Number of Agendas Prepared and posted | 29 | 25 | 25 | 24 |
| Number of Minutes Prepared by Fourth Working day | 25 | 25 | 25 | 25 |
| Number of Ordinances and Other Documents Published | 15 | 15 | 22 | 20 |
| Percent of Open Records Requests Completed as Prescribed | 100.00 | 100.00 | 100.00 | 100.00 |
| Number of Elections Administered | 1 | 0 | 0 | 1 |
| Number of Vital Records Filed and Copies Provided | 207 | 276 | 280 | 300 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | CITY SECRETARY | CITY SECRETARY | 01-13-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 306,302 | 342,238 | 155,343 | 327,238 | 340,915 | 340,915 |
| Supplies & Materials | 814 | 1,800 | 631 | 1,500 | 1,500 | 1,300 |
| Contractual Services | 30,178 | 66,815 | 14,148 | 51,315 | 66,815 | 66,815 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **337,294** | **410,853** | **170,122** | **380,053** | **409,230** | **409,030** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| City Secretary | 40 | 7,213 | TO | 9,666 | 115,987 | 1 | 1 | 1 |
| Deputy City Secretary | 26 | 3,643 | TO | 4,882 | 58,581 | 1 | 1 | 1 |
| Accounting Clerk | 22 | 2,997 | TO | 4,016 | 48,196 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | | | **222,764** | **3** | **3** | **3** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | NON-DEPARTMENTAL | NON-DEPARTMENTAL | 01-15-01 |

## ACTIVITY DESCRIPTION

Non-Departmental is the Activity for various expenditures including: postage, legal services, miscellaneous professional services, liability and property insurance, telephone costs, City-wide dues and memberships, vehicle and maintenance costs for Staff cars, internet and website expenses, Council meeting recording and broadcast expenses, BCC/YMCA expenses and memberships for employees, copy machine supplies and maintenance, special projects as approved by the City Council, and other expenses.

The 2004-05 Budget reflected the transfer of operating expenditures from the Leisure/Environmental Services Activity including costs for the Senior Citizens Center and expenses related to environmental programs such as the Household Hazardous Waste Disposal Program, Trinity Trash Bash, and Keep Benbrook Beautiful.

## ACTIVITY GOALS

-To serve as the account for general expenses and for expenditures that are not directly attributable to any one department.

## ACTIVITY OBJECTIVES

-To remain within + or - 5% of the Activity's budget allocation.
-To provide an environmentally safe place and method for disposing of household hazardous waste items.
-To prepare and distribute an official City of Benbrook newsletter on a bi-monthly basis to Benbrook residents.
-To disseminate information to City employees, on an as-needed basis, that is informative and pertinent.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 107.94 | 107.23 | 103.51 | 100.00 |
| Household Hazardous Waste Events Held | 2 | 2 | 2 | 2 |
| Percentage of Households that Receive Newsletter | 98.00% | 98.00% | 98.00% | 99.00% |
| Frequency of Employee Information Distribution through City Source | Weekly | Daily | Daily | Daily |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| GENERAL GOVERNMENT | NON-DEPARTMENTAL | NON-DEPARTMENTAL | 01-15-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 14,168 | 16,793 | 10,342 | 16,795 | 16,795 | 16,795 |
| Supplies & Materials | 24,537 | 24,000 | 11,769 | 24,000 | 24,000 | 24,000 |
| Contractual Services | 1,012,918 | 981,257 | 852,868 | 1,016,626 | 1,037,285 | 1,027,952 |
| Repair & Maintenance | 13,815 | 1,600 | 634 | 2,134 | 1,600 | 1,600 |
| Capital Outlay | 5,450 | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **1,070,889** | **1,023,650** | **875,613** | **1,059,555** | **1,079,680** | **1,070,347** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | HOURLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| * Senior Citizen Coordinator | N/A | 12.50 | TO | 12.50 | N/A | 1 | 1 | 1 |
| * Assistant Coordinator | | 10.00 | TO | 10.00 | N/A | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | | | N/A | 2 | 2 | 2 |

* Part-Time Position

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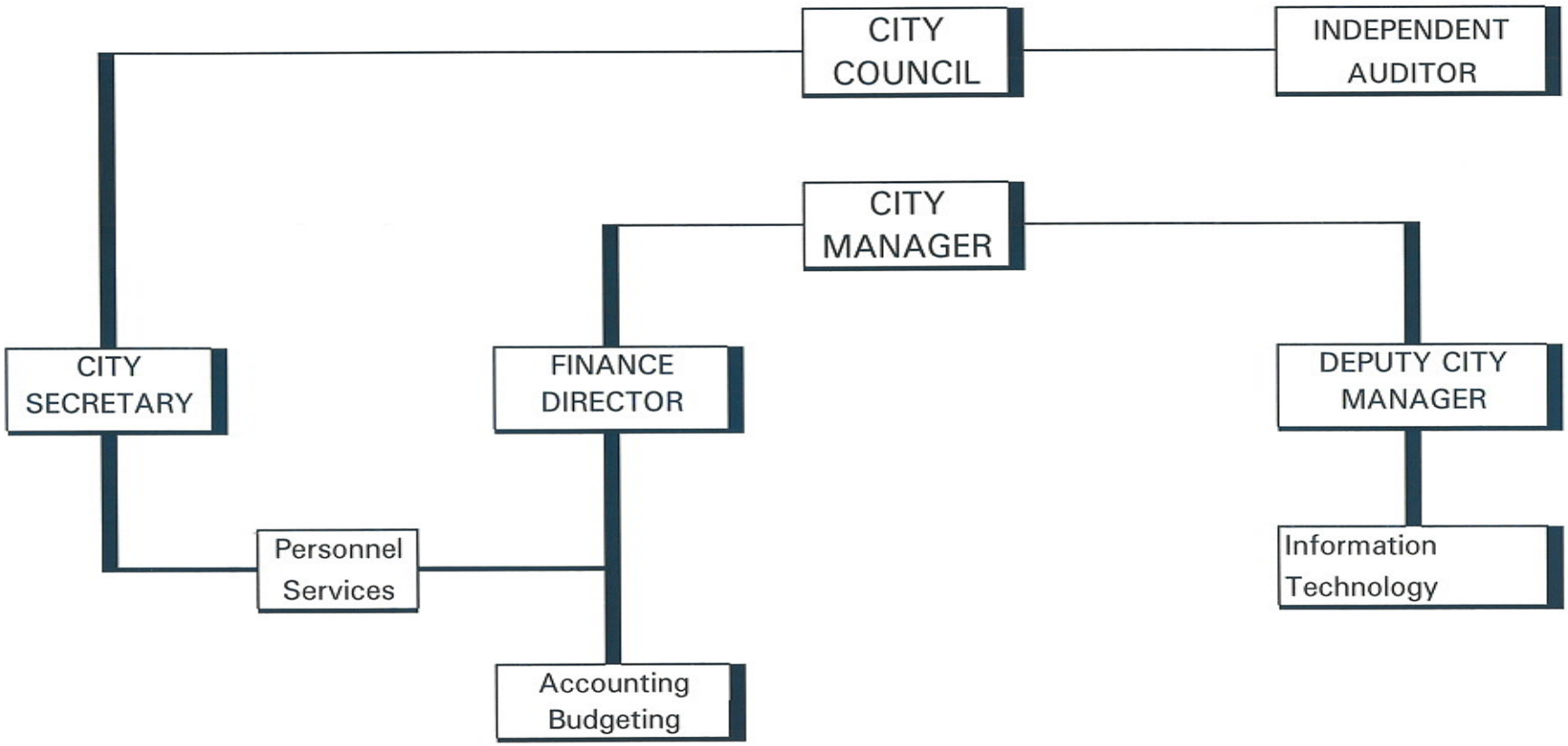
# STAFF SERVICES

# CITY OF BENBROOK, TEXAS
# STAFF SERVICES
# DIVISION



# STAFF SERVICES
# DIVISION DESCRIPTION

The Staff Services Division is comprised of three departments: Finance, Information Technology, and Personnel. The Staff Services Division performs all accounting, auditing, budgeting, cash management, personnel, data processing, information technology, purchasing, and risk management functions in the City. Staff assists with receptionist and switchboard duties. The Staff Services Division includes the following positions: Finance Director, Accountant, Accounting Clerk, and Information Technology Director.

The Division Summary page provides financial information for the Staff Services Division on an actual basis for 2012-13; on an adopted budget, six month actual, and twelve month estimate basis for 2013-14; and on a department request, decision package, total request, and adopted budget basis for 2014-15.

The Staff Services Division's total 2014-15 Budget is $985,662. This allocation is $4,363 less than the amount requested by Department Heads in their 2014-15 total request of $990,025. This total request includes $983,025 for base budget expenditures and $7,000 for decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2013-14) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

The Division Reconciliation and Decision Package Summary provides a reconciliation of all changes made from the total request to the adopted budget. This summary also provides a list of all decision packages requested for Staff Services Activities. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# STAFF SERVICES
# DIVISION SUMMARY

| | | | 2013-14 | | | 2014-15 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ACCT NO. | EXPENDITURES BY CLASSIFICATION | 2012-13 ACTUAL | BUDGETED | ACTUAL 6 MONTHS | ESTIMATED 12 MONTHS | BASE BUDGET | DECISION PACKAGES | TOTAL REQUEST | ADOPTED BUDGET | CHANGES FR. REQUEST |
| 5000 | Personal Services | 561,170 | 529,363 | 289,904 | 553,518 | 550,524 | - | 550,524 | 550,524 | - |
| 5100 | Supplies & Materials | 153,832 | 175,400 | 127,371 | 175,900 | 225,631 | 7,000 | 232,631 | 229,968 | (2,663) |
| 5200 | Contractual Services | 168,217 | 189,141 | 112,563 | 188,394 | 191,870 | - | 191,870 | 190,170 | (1,700) |
| 5300 | Repair & Maintenance | - | 14,336 | 5,897 | 14,336 | 15,000 | - | 15,000 | 15,000 | - |
| 5400 | Capital Outlay | - | - | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | | 883,219 | 908,240 | 535,735 | 932,148 | 983,025 | 7,000 | 990,025 | 985,662 | (4,363) |
| BUDGETED POSITIONS | | 4 | 4 | 4 | 4 | 4 | - | 4 | 4 | - |

# STAFF SERVICES
# DIVISION RECONCILIATION AND DECISION PACKAGE SUMMARY

| EXPLANATION OF CHANGES FROM REQUEST | |
|---|---|
| **CHANGES TO TOTAL REQUEST** | |
| Decrease in Funds for Software | (2,663) |
| Reduction in Funds for Training Expenses for Information Technology | (1,000) |
| Reduction in Funds for Training for Personnel | (700) |
| **TOTAL CHANGES** | **(4,363)** |

| SUMMARY OF DECISION PACKAGES | |
|---|---|
| **FUNDED** | |
| Fleet Software | 7,000 |
| **NOT FUNDED** | |
| None | - |
| **TOTAL DECISION PACKAGES** | **7,000** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | FINANCE | FINANCE | 01-21-01 |

## ACTIVITY DESCRIPTION

The Finance Department, under the direction of the Finance Director, is responsible for the financial management of the City. Financial management involves the administration of bonded debt, preparation of the Comprehensive Annual Financial Report (CAFR), and monthly monitoring of all City funds. The Finance Director is also responsible for billing and collecting all amounts due to the City. These funds include: delinquent taxes, street assessments, and various other receivables. The Finance Director also serves as the Budget Director, Purchasing Agent, and Risk Manager.

The 2013-14 Budget reflects the consolidation of the Finance, Customer Services, and Budget and Research Activities into the Finance Activity.

## ACTIVITY GOALS

-To prepare the Comprehensive Annual Financial Report by January 1.
-To collect 100 % of all receivables.
-To provide accurate and up-to-date financial information.
-To process cash disbursements and revenue collection reports on a daily basis.

## ACTIVITY OBJECTIVES

-To monitor expenditures of all Activities supervised and remain within + or - 5% of each Activity's budget allocation.
-To prepare the Comprehensive Financial Report by January 31.
-To provide accurate and up-to-date financial information by the first working day of each month.
-To insure that all vouchers are processed and mailed by the tenth day of each month.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - Finance Director | 93.54 | 93.54 | 99.49 | 100.00 |
| Percent of Budget Expended - Activities Supervised | 93.22 | 93.22 | 93.22 | 100.00 |
| Date CAFR Presented to City Council | 03/15/12 | 03/15/12 | 03/07/13 | 03/06/14 |
| Number of Monthly Reports Ready by First Working Day | 12 | 12 | 12 | 12 |
| Percentage of Vouchers Processed and Mailed by 10th of Month | 100.00 | 100.00 | 100.00 | 100.00 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | FINANCE | FINANCE | 01-21-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 398,872 | 349,925 | 205,659 | 378,580 | 372,757 | 372,757 |
| Supplies & Materials | 1,214 | 1,500 | 1,244 | 2,000 | 2,000 | 2,000 |
| Contractual Services | 104,512 | 114,015 | 75,477 | 113,668 | 111,420 | 111,420 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **504,599** | **465,440** | **282,380** | **494,248** | **486,177** | **486,177** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Finance Director | 42 | 7,952 TO 10,656 | 127,877 | 1 | 1 | 1 |
| Budget Director | 40 | 7,213 TO 9,666 | N/A | 1 | - | - |
| Accountant | 32 | 4,882 TO 6,542 | 78,505 | - | 1 | 1 |
| Accounting Clerk | 22 | 2,997 TO 4,016 | 48,196 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **254,578** | **3** | **3** | **3** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | INFORMATION TECHNOLOGY | INFORMATION TECHNOLOGY | 01-23-01 |

## ACTIVITY DESCRIPTION

The Information Technology Activity was created in the 2003-04 Budget. The Director of Information Technology assists in the daily operations of City divisions by providing maintenance support for computer applications, data, and databases City-wide. The Director is responsible for IT asset management, software distribution, server administration, desktop support, e-mail support, and internet and intranet services. The Director supports and maintains the City's fiber optic and coaxial cable networks and facilities. The Director works to strengthen procurement opportunities through volume purchasing. The IT Director is also responsible for evaluating and supporting the City's telephone systems, websites, and servers. In 2010, the Director assumed supervision of the GIS/CAD Technician, a part-time position.

## ACTIVITY GOALS

-To administer and coordinate data processing and computer related activities and services within the organization.
-To support the broadcast of appropriate municipal news and meetings.
-To assist employees in utilizing the latest software.
-To provide, update, and monitor the City's website.
-To manage, maintain, and upgrade the City's information technology and telecommunications infrastructure.
-To develop and implement an "e-government" strategy and architecture for the City to enhance the delivery of City services by more effectively linking government with citizens and businesses.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To provide software training to employees.
-To administer and coordinate data processing and computer related activities and services within the organization.
-To support the broadcast of appropriate municipal news and meetings.
-To provide, update, and monitor the City's website.
-To manage and maintain the telephone system for City facilities and users.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 92.06 | 92.53 | 98.88 | 100.00 |
| Software Training Sessions Held | 18 | 18 | 18 | 24 |
| Percentage of Employees with Computer, Network, and Email Access | 96% | 96% | 97% | 97% |
| Average Hours of City News and Meetings Broadcast Each Month | 8700 | 8700 | 8700 | 8,700 |
| Days City's Telephone System Down Due to Technical Difficulties | - | - | - | - |
| Days City's Website Down Due to Technical Difficulties | - | - | - | - |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | INFORMATION TECHNOLOGY | INFORMATION TECHNOLOGY | 01-23-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 162,297 | 179,438 | 84,244 | 174,938 | 177,767 | 177,767 |
| Supplies & Materials | 152,071 | 173,200 | 125,792 | 173,200 | 229,931 | 227,268 |
| Contractual Services | 28,868 | 33,976 | 15,964 | 33,976 | 38,800 | 37,800 |
| Repair & Maintenance | - | 14,336 | 5,897 | 14,336 | 15,000 | 15,000 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **343,237** | **400,950** | **231,898** | **396,450** | **461,498** | **457,835** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Information Technology Director | 36 | 5,934 TO 7,952 | 95,424 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **95,424** | **1** | **1** | **1** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | PERSONNEL | PERSONNEL | 01-24-01 |

## ACTIVITY DESCRIPTION

The Personnel Services Department is responsible for maintaining all personnel and payroll records, assisting with new employment applications and orientation, administering the employee insurance package, administering the employee flex benefit plan, processing all workers' compensation claims and reports, and processing all requests from the Civil Service Board. This Activity is managed and administered by the City Secretary with assistance from the Budget Director.

## ACTIVITY GOALS

-To provide and maintain complete and accurate personnel and payroll records.
-To process and resolve all employee insurance problems.
-To administer the employee flexible benefits plan without any problems.
-To process all workers' compensation reports without delay.
-To complete all Civil Service Board assignments and requests before the deadline.
-To insure that applicants satisfy the City's Drug Free Workplace Policy.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5 % of the Activity's budget allocation.
-To review and process employee applications.
-To maintain complete and accurate employee personnel records.
-To complete and submit employee insurance and workers' compensation claims within one working day.
-To complete all Civil Service Board requests within one working day.
-To screen and select new employees who comply with the City's Drug Free Workplace Policy.
-To select a group insurance package that best suits the needs of employees.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 98.97 | 92.53 | 99.04 | 100.00 |
| Number of Personnel Records Maintained | 172 | 175 | 185 | 190 |
| Percentage of Claims Submitted Within One Working Day | 100.00 | 100.00 | 100.00 | 100.00 |
| Percentage of Civil Service Board Requests Completed in One Day | 100.00 | 100.00 | 100.00 | 100.00 |
| Number of Civil Service Examinations Administered | 7 | 7 | 9 | 6 |
| Number of Promotional Civil Service Examinations Developed | 4 | 4 | 4 | 4 |
| Number of Years with Same Health Insurance Carrier | 1 | 2 | 3 | 4 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| STAFF SERVICES | PERSONNEL | PERSONNEL | 01-24-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | - | - | - | - | - | - |
| Supplies & Materials | 547 | 700 | 336 | 700 | 700 | 700 |
| Contractual Services | 34,837 | 41,150 | 21,121 | 40,750 | 41,650 | 40,950 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **35,384** | **41,850** | **21,457** | **41,450** | **42,350** | **41,650** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| NONE | | | | | | |
| **PERSONNEL TOTALS** | | | | | | |

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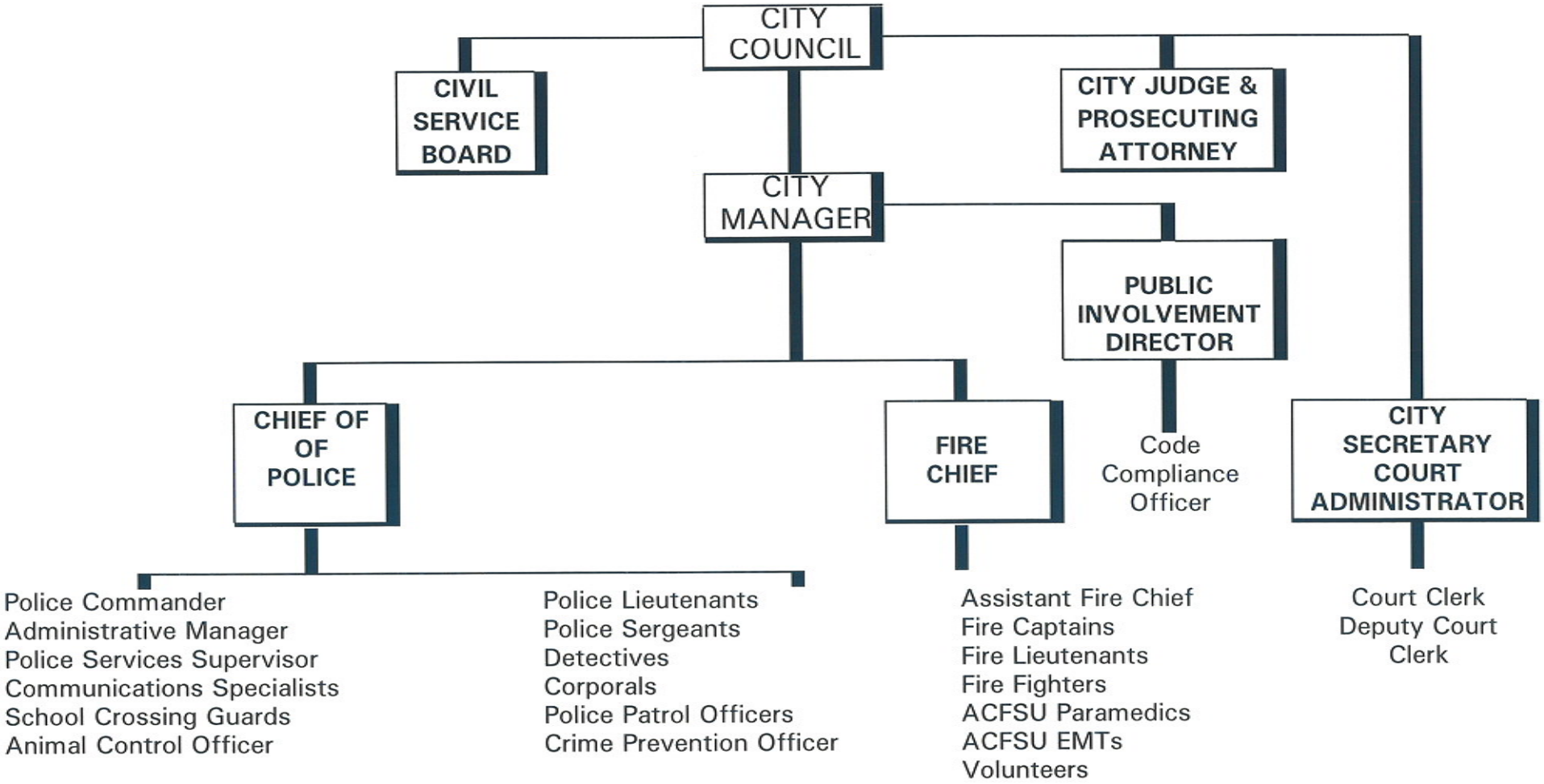
# PUBLIC SAFETY

# CITY OF BENBROOK, TEXAS
# PUBLIC SAFETY
# DIVISION



# PUBLIC SAFETY
# DIVISION DESCRIPTION

The Public Safety Division is comprised of four departments: Police Department, Fire Department, Municipal Court, and Code Compliance. The following positions are currently budgeted within the Public Safety Division: Chief of Police, Commander, Administrative Manager, Police Services Superintendent, Senior Communications Specialist, Police Communications Specialists, Police Lieutenants, Sergeants, Police Officers, Detective/Corporals, Crime Prevention Officer, Animal Control Officer, Fire Chief, Assistant Fire Chief, Fire Captains, Fire Lieutenants, Fire Fighter/Paramedics, Fire Fighter/EMTs, Municipal Court Clerk, Deputy Court Clerk, and Code Compliance Officer. The Public Safety Division also has numerous part-time positions including: School Crossing Guards, part-time Animal Control Officer, the Municipal Court Judge, the Prosecuting Attorney, Magistrate, the members of the Auxiliary City Fire Support Unit (ACFSU), and the Fire Department Volunteers.

The Division Summary page provides financial information for the Public Safety Division on an actual basis for 2012-13; on an adopted budget, six month actual, and twelve month estimate basis for 2013-14; and on a department request, decision package, total request, and adopted budget basis for 2014-15.

The Public Safety Division's total 2014-15 Budget is $9,152,644. This allocation is $277,704 less than the amount requested by Department Heads in their 2014-15 total request of $9,430,348. This total request includes $8,899,238 for base budget expenditures plus $531,110 in decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2013-14) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

The Division Reconciliation and Decision Package Summary provides a reconciliation of all changes made from the total request to the adopted budget. This summary also provides a list of all decision packages requested for Public Safety Activities. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# PUBLIC SAFETY
# DIVISION SUMMARY

| | | | 2013-14 | | | 2014-15 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ACCT NO. | EXPENDITURES BY CLASSIFICATION | 2012-13 ACTUAL | BUDGETED | ACTUAL 6 MONTHS | ESTIMATED 12 MONTHS | BASE BUDGET | DECISION PACKAGES | TOTAL REQUEST | ADOPTED BUDGET | CHANGES FR. REQUEST |
| 5000 | Personal Services | 7,551,059 | 8,249,555 | 3,502,783 | 7,621,294 | 8,080,911 | 382,277 | 8,463,188 | 8,218,460 | (244,728) |
| 5100 | Supplies & Materials | 324,155 | 376,575 | 156,338 | 299,945 | 363,725 | 21,200 | 384,925 | 361,925 | (23,000) |
| 5200 | Contractual Services | 161,608 | 192,286 | 81,976 | 179,298 | 193,468 | - | 193,468 | 186,892 | (6,576) |
| 5300 | Repair & Maintenance | 118,351 | 132,550 | 39,299 | 130,600 | 132,534 | - | 132,534 | 129,134 | (3,400) |
| 5400 | Capital Outlay | 140,500 | 153,000 | 150,378 | 150,378 | 128,600 | 127,633 | 256,233 | 256,233 | - |
| **TOTAL EXPENDITURES** | | 8,295,673 | 9,103,966 | 3,930,774 | 8,381,515 | 8,899,238 | 531,110 | 9,430,348 | 9,152,644 | (277,704) |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **BUDGETED POSITIONS** | 67 | 67 | 67 | 67 | 67 | 6 | 73 | 70 | (3) |

# PUBLIC SAFETY
# DIVISION RECONCILIATION AND DECISION PACKAGE SUMMARY

| EXPLANATION OF CHANGES FROM REQUEST | |
|---|---|
| **CHANGES TO TOTAL REQUEST** | |
| Deferral of Decision Package for Communications Specialist | (67,674) |
| Reduction in Funds for Training | (2,351) |
| Decrease in Funds for Telephone Services | (5,057) |
| Reduction in Funds for Radio Maintenance and Repair | (900) |
| Decrease in Funds for Office Equipment Maintenance and Repair | (500) |
| Reduction in Funds for Office Supplies | (850) |
| Decrease in Funds for Fuel and Vehicle Supplies | (17,150) |
| Funding of Five Body-Worn Cameras through Narcotics Fund | (5,000) |
| Increase in Funds for Electricity Costs for Animal Shelter | 832 |
| Deferral of Decision Package for Two Full-Time Firefighter/Paramedics | (177,054) |
| Reduction in Funds for Ambulance Repairs and Maintenance | (2,000) |
| **TOTAL CHANGES** | **(277,704)** |

| SUMMARY OF DECISION PACKAGES | |
|---|---|
| **FUNDED** | |
| Can Am Roadster Traffic Unit | 21,633 |
| Three Full-Time Firefighter/EMT Positions | 211,050 |
| Reduction of ACFSU by Six Part-Time Positions | (73,502) |
| New Ambulance | 106,000 |
| Replacement of EMS Stretchers | 11,600 |
| AEDs for City Hall and Courtroom | 4,600 |
| **NOT FUNDED** | |
| Communications Specialist Position | 67,674 |
| Five Body-Worn Cameras | 5,000 |
| Two Full-Time Firefighter/Paramedics | 177,055 |
| **TOTAL DECISION PACKAGES** | **531,110** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | MANAGEMENT SERVICES | 01-31-01 |

## ACTIVITY DESCRIPTION

The Chief of Police manages and coordinates the activities of the Police Department. He also administers the $6,028,263 budget for all Police Activities including: Communications/Records, Patrol, Criminal Investigation Section, Crime Prevention, School Safety, and Animal Control.

## ACTIVITY GOALS

-To coordinate and manage the resources of the Police Department so that the City will provide the best possible law enforcement and crime prevention services to the residents of Benbrook.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To manage the Police Department so as to provide prompt delivery of quality law enforcement service.
-To work toward upgrading police equipment to provide improved service to Benbrook's residents.
-To conduct the employee selection and training process in an effort to retain highly qualified, well-trained personnel.
-To keep employee turnover under 4% annually.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - Management Services | 97.21 | 99.08 | 97.07 | 100.00 |
| Percent of Budget Expended - Police Department | 95.91 | 94.77 | 90.33 | 100.00 |
| Average Response Time in Minutes | 2.50 | 2.65 | 2.50 | 2.50 |
| Number of Training Hours | 4,000 | 2,320 | 3,000 | 4,000 |
| Number of Employees in Training | 51 | 43 | 50 | 51 |
| Annual Employee Turnover Percentage | 4.00% | 7.00% | 7.00% | 4.00% |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | MANAGEMENT SERVICES | 01-31-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 291,064 | 305,335 | 141,691 | 296,335 | 301,953 | 301,953 |
| Supplies & Materials | 493 | 350 | 239 | 350 | 500 | 500 |
| Contractual Services | 8,826 | 7,900 | 3,610 | 7,700 | 7,700 | 7,700 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **300,383** | **313,585** | **145,540** | **304,385** | **310,153** | **310,153** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Police Chief | 43 | 8,350 TO 11,189 | 134,270 | 1 | 1 | 1 |
| Administrative Manager | 32 | 4,882 TO 6,542 | 78,506 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **212,776** | **2** | **2** | **2** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | COMMUNICATIONS/RECORDS | 01-31-02 |

## ACTIVITY DESCRIPTION

The Communications and Records Activity provides radio communications services, telephone answering services, reports filing and maintenance services, and report processing retrieval for all Police Department functions. The Communications and Records Activity is supervised by the Police Services Supervisor. The Activity, staffed by seven full-time and one part-time Communications Specialists, one Services Supervisor, and one Lieutenant operates twenty-four hours per day, seven days per week.

## ACTIVITY GOALS

-To provide prompt radio communication services.
-To provide fast and efficient telephone answering service for the Police Department.
-To effectively maintain all police report information including accident reports and incident reports.
-To process and retrieve reports in an efficient manner.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To reduce the error rate to less than 1% on the teletype/computer.
-To dispatch calls for service within an average of 1 minute or less.
-To process all reports within one working day from the time received.
-To notify owners of vehicles being towed within three days of impoundment.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 87.58 | 71.85 | 86.17 | 100.00 |
| Error Rate Percentage on Teletype/Computer | 0.35% | 0.38% | 0.40% | 0.40% |
| Number of Police Calls Dispatched | 14,842 | 14,185 | 13,400 | 15,000 |
| Number of Police, ACO, Fire, and EMS Calls Dispatched | 18,914 | 19,724 | 18,760 | 20,000 |
| Number of Offense Reports Processed | 1,566 | 1,673 | 1,650 | 1,650 |
| Number of Offense Reports Processed Within One Day | 4.3 | 4.6 | 4.5 | 4.5 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | COMMUNICATIONS/RECORDS | 01-31-02 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 577,397 | 852,161 | 316,653 | 728,519 | 892,752 | 825,078 |
| Supplies & Materials | 8,152 | 7,900 | 2,221 | 6,400 | 7,900 | 7,900 |
| Contractual Services | 49,019 | 51,167 | 23,315 | 50,467 | 60,100 | 54,367 |
| Repair & Maintenance | 458 | 5,800 | 130 | 4,800 | 4,300 | 3,200 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **635,026** | **917,028** | **342,318** | **790,186** | **965,052** | **890,545** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Lieutenant | 36 | 5,934 | TO | 7,952 | 95,423 | - | 1 | 1 |
| Police Services Supervisor | 30 | 4,428 | TO | 5,934 | 66,573 | 1 | 1 | 1 |
| Senior Communications Specialist | 27 | 3,825 | TO | 5,126 | 56,757 | 1 | 1 | 1 |
| Communications Specialist | 24 | 3,304 | TO | 4,428 | 291,149 | 7 | 6 | 6 |
| **PERSONNEL TOTALS** | | | | | **509,902** | **9** | **9** | **9** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | PATROL SERVICES | 01-31-03 |

## ACTIVITY DESCRIPTION

The Police Patrol Services Activity provides the first response to criminal activity and calls for police services. This Activity serves to deter criminal activity through observation and inspection. The Patrol Services Activity also regulates traffic; enforces federal, state, and local laws and ordinances; investigates vehicle accidents; and responds to all types of service calls including the preliminary investigation of reported or suspected crimes. The Patrol Services Activity is supervised by one Commander, two Lieutenants, and three Police Sergeants. This Activity, staffed by twenty-three Police Officers and three Corporals, operates twenty-four hours per day, seven days a week.

## ACTIVITY GOALS

-To provide thorough and complete patrol of the City.
-To enforce all laws and ordinances governing the City in a fair and impartial manner.
-To respond as quickly as possible to requests for police assistance.
-To investigate each reported offense as completely as possible minimizing time spent by the Criminal Investigation Section.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To maintain an average response time of 2.5 minutes or less on all calls for police assistance.
-To keep Part I crimes under 30 per thousand.
-To keep Part II crimes to under 50 per thousand.
-To maintain an active reserve force with at least two members.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 97.78 | 95.80 | 89.19 | 100.00 |
| Average Response Time in Minutes | 2.36 | 2.65 | 2.50 | 2.50 |
| Number of Traffic Accidents | 341 | 360 | 350 | 350 |
| Part I Crimes Per Thousand | 21.77 | 23.86 | 23.00 | 23.00 |
| Part II Crimes Per Thousand | 43.60 | 45.15 | 45.00 | 45.00 |
| Number Reserve Officers | 2 | 2 | 2 | 2 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | PATROL SERVICES | 01-31-03 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 3,239,218 | 3,556,796 | 1,411,635 | 3,202,452 | 3,467,321 | 3,467,321 |
| Supplies & Materials | 144,004 | 185,700 | 51,657 | 122,500 | 181,000 | 159,800 |
| Contractual Services | 18,175 | 28,885 | 6,257 | 21,050 | 16,710 | 18,100 |
| Repair & Maintenance | 38,685 | 34,400 | 21,434 | 34,500 | 33,884 | 33,884 |
| Capital Outlay | 140,500 | 153,000 | 150,378 | 150,378 | 150,233 | 150,233 |
| **TOTAL EXPENDITURES** | **3,580,582** | **3,958,781** | **1,641,360** | **3,530,880** | **3,849,148** | **3,829,338** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Commander | 38 | 6,542 | TO | 8,767 | 105,205 | 1 | 1 | 1 |
| Police Lieutenant | 36 | 5,934 | TO | 7,952 | 190,848 | 2 | 2 | 2 |
| Police Sergeant | 34 | 5,382 | TO | 7,213 | 250,961 | 3 | 3 | 3 |
| Police Corporal | 31 | 4,649 | TO | 6,231 | 222,788 | - | 3 | 3 |
| Police Officer | 29 | 4,217 | TO | 5,651 | 1,417,718 | 26 | 23 | 23 |
| **PERSONNEL TOTALS** | | | | | **2,187,520** | **32** | **32** | **32** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | CRIMINAL INVESTIGATION SECTION | 01-31-04 |

## ACTIVITY DESCRIPTION

The Police Criminal Investigation Section (CIS) specializes in the investigation of crimes, after the initial report is taken by the Patrol Officers. The Criminal Investigation Section is responsible for collecting evidence, questioning witnesses and suspects, preparing criminal cases, and apprehending suspects. The Criminal Investigation Section is also responsible for on-going investigation of all crimes reported until the crime is cleared or until all leads are exhausted. The CIS Activity is staffed by a Sergeant and five Detectives.

## ACTIVITY GOALS

-To provide investigative services which will insure that an adequate and thorough investigation is conducted of each crime that occurs within Benbrook.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To achieve a minimum of 30% clearance/exception for all Part I crimes.
-To achieve a minimum of 30% recovery of all property reported stolen.
-To achieve a 75% clearance/exception for all Part II crimes.
-To coordinate investigative efforts to achieve a maximum workload of 30 active cases per month per detective.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 96.80 | 113.11 | 95.55 | 100.00 |
| Percent of Part I Crimes Cleared | 44.90 | 41.15 | 40.00 | 40.00 |
| Percent of Stolen Property Recovered | 10.06 | 12.07 | 15.00 | 15.00 |
| Percent of Part II Crimes Cleared | 76.86 | 81.59 | 75.00 | 75.00 |
| Average Number of Cases Per Detective Per Month | 24.51 | 32.35 | 30.00 | 30.00 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | CRIMINAL INVESTIGATION SECTION | 01-31-04 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 794,045 | 708,837 | 342,217 | 679,256 | 704,660 | 704,660 |
| Supplies & Materials | 15,767 | 21,600 | 4,668 | 12,200 | 18,500 | 17,850 |
| Contractual Services | 8,974 | 10,200 | 9,499 | 16,350 | 16,727 | 15,900 |
| Repair & Maintenance | 3,576 | 4,500 | 1,527 | 4,200 | 4,500 | 4,200 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **822,362** | **745,137** | **357,911** | **712,006** | **744,387** | **742,610** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Sergeant | 34 | 5,382 | TO | 7,213 | 86,552 | 1 | 1 | 1 |
| Detective | 31 | 4,649 | TO | 6,231 | 366,386 | 5 | 5 | 5 |
| **PERSONNEL TOTALS** | | | | | **452,938** | **6** | **6** | **6** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | CRIME PREVENTION | 01-31-05 |

## ACTIVITY DESCRIPTION

The Crime Prevention Officer works to develop community involvement and support in the prevention of crime and criminal disorder. The Crime Prevention Officer assists in educating the public to protect themselves and their property from criminals.

## ACTIVITY GOALS

-To organize the citizens of Benbrook in the fight to reduce crime.
-To achieve 100% participation in the City-Wide Crime Prevention Program.
-To provide information and services which will assist the residents in making Benbrook a safer place to live.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To maintain a good working relationship with the Block Captains.
-To assist Block Captains in their efforts to keep neighbors informed of criminal activities taking place in their neighborhoods.
-To maintain a minimum of 30 public appearances and make presentations on various crime prevention topics and subjects.
-To maintain active Crime Prevention Programs.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 91.80 | 120.16 | 106.16 | 100.00 |
| Number of Block Captains | 250 | 250 | 250 | 250 |
| Number of Block Captain Meetings | 12 | 6 | 5 | 15 |
| Number of Times Block Captains Contacted | 3,300 | 3,300 | 3,300 | 3,300 |
| Number of Public Appearances | 55 | 20 | 5 | 20 |
| Number of Active Crime Prevention Programs | 11 | 11 | 11 | 11 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | CRIME PREVENTION | 01-31-05 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 125,640 | 108,023 | 71,294 | 115,082 | 108,817 | 108,817 |
| Supplies & Materials | 700 | 700 | 439 | 1,000 | 700 | 700 |
| Contractual Services | 1,140 | 950 | - | 350 | 950 | 950 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **127,480** | **109,673** | **71,733** | **116,432** | **110,467** | **110,467** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Crime Prevention Officer | 29 | 4,217 TO 5,651 | 67,815 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **67,815** | **1** | **1** | **1** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | SCHOOL SAFETY | 01-31-06 |

## ACTIVITY DESCRIPTION

The School Crossing Guards assist children in safely crossing City streets at various locations while traveling to and from school.

## ACTIVITY GOALS

-To provide assistance to Benbrook children in crossing streets so that street crossings may take place in a safe and injury-free manner while going to and from school.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To assist children in crossing the street going to and from school.
-To have no injuries to children at school crossings.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 84.93 | 91.78 | 99.66 | 100.00 |
| Number of School Crossings Worked | 6 | 6 | 6 | 6 |
| Number of Accidents at Supervised Crossings | 0 | 0 | 0 | 0 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | SCHOOL SAFETY | 01-31-06 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 26,821 | 28,873 | 14,368 | 28,872 | 28,873 | 28,873 |
| Supplies & Materials | - | 200 | - | 100 | 200 | 200 |
| Contractual Services | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **26,821** | **29,073** | **14,368** | **28,972** | **29,073** | **29,073** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGETED POSITIONS BUDGET 2013-14 | BUDGETED POSITIONS ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| * School Crossing Guards | N/A | | 25,400 | 6 | 6 | 6 |
| **PERSONNEL TOTALS** | | | **25,400** | **6** | **6** | **6** |

***Part-Time Positions**

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | ANIMAL CONTROL | 01-31-07 |

## ACTIVITY DESCRIPTION

The duties of the Animal Control Officer include: patrolling City streets, removing and disposing of dead animals, apprehending stray animals, maintaining and caring for the animals in the City animal shelter, transferring unclaimed animals to the North Texas Humane Society, quarantining suspected diseased animals, investigating complaints of reported violations, and issuing citations where warranted.

## ACTIVITY GOALS

-To control the stray animal population.
-To provide protection to reduce the threat or endangerment of residents by any stray animal.
-To return all animals to their owners.
-To maintain a clean and humane animal shelter.
-To work to educate the public in the proper care of animals and the ordinances covering them.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To reduce the number of stray animals within the City by constant patrol and observation.
-To enforce all state and local laws and ordinances in an impartial manner.
-To assist in the return or adoption of all animals impounded.
-To maintain the animal shelter so that all state and humane society regulations are strictly enforced.
-To respond to all complaints within 15 minutes from the time received.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 88.51 | 87.51 | 93.13 | 100.00 |
| Number of Calls | 4,277 | 3,877 | 4,000 | 4,200 |
| Number of Animals Picked Up | 914 | 974 | 1,000 | 1,000 |
| Number of Animals Returned or Adopted | 428 | 317 | 400 | 400 |
| Number of Citations Issued | 15 | 11 | 15 | 15 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | POLICE | ANIMAL CONTROL | 01-31-07 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 80,994 | 101,575 | 36,265 | 97,041 | 100,277 | 100,277 |
| Supplies & Materials | 5,523 | 7,425 | 1,486 | 4,925 | 7,075 | 5,925 |
| Contractual Services | 6,538 | 7,431 | 2,207 | 6,785 | 6,681 | 7,275 |
| Repair & Maintenance | 3,666 | 2,600 | 778 | 2,100 | 2,600 | 2,600 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **96,721** | **119,031** | **40,736** | **110,851** | **116,633** | **116,077** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Animal Control Officer | 23 | 3,147 TO 4,217 | 44,850 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **44,850** | **1** | **1** | **1** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | FIRE | FIRE FIGHTING | 01-32-01 |

## ACTIVITY DESCRIPTION

The Fire Fighting Activity is charged with the responsibility of preserving and protecting lives and property from fire and/or other disasters that may occur. Under the direction of the Fire Chief, the Assistant Chief, Captains, Lieutenants, Firefighters, Auxiliary Fire Support Unit Personnel, and Volunteers - perform the following duties: fight fires, perform rescue operations, control hazardous material spills and leaks, promote fire prevention, conduct annual fire inspections of Benbrook businesses, enforce the City's fire codes, and perform other duties.

## ACTIVITY GOALS

-To eliminate all fire hazards and thus minimize fire losses.
-To insure that fire protection features are built into all new structures erected in Benbrook.
-To insure personnel preparedness for all emergency incidents.
-To eliminate equipment downtime through the replacement of older fire fighting equipment.
-To decrease the average response time for fire emergencies
-To provide adequate maintenance and support to line activities.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To reduce fire losses by 10% each year.
-To reduce arson by 10% each year.
-To increase the number of inspections of businesses annually.
-To increase time spent with the schools and nursing homes on fire prevention.
-To train all volunteer firefighters to the basic volunteer certification level.
-To continue to improve and expand the Auxiliary City Fire Support Unit.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - Fire & Ambulance | 99.17 | 95.07 | 95.74 | 100.00 |
| Total Estimated Annual Fire Loss | 450,000 | 1,210,000 | 500,000 | 500,000 |
| Number of Fire Responses | 930 | 865 | 875 | 900 |
| Number of Fire Inspections | 500 | 322 | 350 | 400 |
| Number of Hours Spent on Fire Prevention/Education | 240 | 240 | 240 | 240 |
| Number of Training Hours - Full-time Personnel | 1,152 | 1,135 | 1,300 | 1,400 |
| Number of Training Hours - ACFSU | 1,100 | 956 | 900 | 900 |
| Number of Full-time Firefighters | 16 | 16 | 16 | 16 |
| Number of Auxiliary City Fire Support Unit Members | 21 | 17 | 15 | 15 |
| Number of Volunteers | 2 | 1 | 1 | 1 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | FIRE | FIRE FIGHTING | 01-32-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 2,140,996 | 2,287,031 | 1,032,943 | 2,183,690 | 2,561,582 | 2,384,528 |
| Supplies & Materials | 79,525 | 84,000 | 63,623 | 84,048 | 84,000 | 84,000 |
| Contractual Services | 46,772 | 61,470 | 29,855 | 54,430 | 60,350 | 58,350 |
| Repair & Maintenance | 47,089 | 63,500 | 2,392 | 63,500 | 63,500 | 63,500 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **2,314,382** | **2,496,001** | **1,128,813** | **2,385,668** | **2,769,432** | **2,590,378** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Fire Chief | 43 | 8,350 | TO | 11,189 | 134,271 | 1 | 1 | 1 |
| Assistant Fire Chief | 38 | 6,542 | TO | 8,767 | 93,764 | 1 | 1 | 1 |
| Fire Captain | 34 | 5,382 | TO | 7,213 | 337,482 | 4 | 4 | 4 |
| Fire Lieutenant | 31 | 4,649 | TO | 6,231 | 219,499 | 3 | 3 | 3 |
| Fire Fighter/Paramedic | 29 | 4,217 | TO | 5,651 | 419,689 | 7 | 7 | 7 |
| Fire Fighter/EMT | 23 | 3,147 | TO | 4,217 | 117,648 | - | - | 3 |
| **PERSONNEL TOTALS** | | | | | **1,322,353** | **16** | **16** | **19** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | FIRE | AMBULANCE | 01-32-02 |

## ACTIVITY DESCRIPTION

The primary function of the Ambulance Activity is to provide emergency medical treatment and transportation of the sick and injured within Benbrook. In addition, volunteers teach First Aid Awareness classes to residents and boy and girl scout troops. EMS personnel train yearly to meet the continuing education requirements set by the Texas Department of Health.

## ACTIVITY GOALS

-To respond immediately to all calls for emergency medical assistance.
-To provide professional service to the sick and the injured.
-To eliminate equipment downtime through the replacement of older EMS equipment.
-To train all firefighters to the minimum Emergency Medical Technician (EMT) level of certification.
-To decrease the average response time for EMS emergencies.
-To provide adequate maintenance and support to EMS activities.
-To improve the ambulance bill collection through a quality assurance program.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To reduce response time to less than four minutes.
-To reduce scene time to less than 15 minutes.
-To train all new volunteers to a minimum EMT certification level.
-To increase time spent with Benbrook residents through training in the First Aid Awareness Program.
-To monitor the Hepatitis B vaccine throughout the City Staff.
-To continue to monitor continuing education for all EMTs and Paramedics.
-To improve the collection rate for ambulance bills.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 117.99 | 100.42 | 99.70 | 100.00 |
| Average Response Time in Minutes | 6.66 | 6.33 | 6.33 | 6.33 |
| Number of Paramedics | 21 | 21 | 21 | 21 |
| Number of Emergency Medical Technicians | 19 | 16 | 16 | 17 |
| Number of Residents Trained in First Aid/CPR | 65 | 50 | 50 | 50 |
| Number of Emergency Calls | 1,950 | 2,226 | 2,280 | 2,300 |
| Percentage of Ambulance Bills Collected | 48.00% | 48.00% | 48.00% | 48.00% |
| Revenue from Ambulance Services | $616,567 | $656,914 | $680,000 | $680,000 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | FIRE | AMBULANCE | 01-32-02 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | - | - | - | - | - | - |
| Supplies & Materials | 67,791 | 65,300 | 30,475 | 65,300 | 81,500 | 81,500 |
| Contractual Services | 13,708 | 14,650 | 4,503 | 14,350 | 14,900 | 14,900 |
| Repair & Maintenance | 24,548 | 21,500 | 13,038 | 21,500 | 23,500 | 21,500 |
| Capital Outlay | - | - | - | - | 106,000 | 106,000 |
| **TOTAL EXPENDITURES** | **106,047** | **101,450** | **48,015** | **101,150** | **225,900** | **223,900** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| NONE | | | | | | |
| **PERSONNEL TOTALS** | | | | | | |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | MUNICIPAL COURT | MUNICIPAL COURT | 01-33-01 |

## ACTIVITY DESCRIPTION

The Municipal Court Activity is responsible for the operation of the City's Municipal Court and the collection of fines due to the City. The Municipal Court has jurisdiction within the territorial limits of Benbrook over all Class C misdemeanors. The Court Clerk, under the supervision of the City Secretary, is responsible for maintaining court dockets; issuing warrants, subpoenas, and notices; perfecting appeal bonds; attending court sessions; and performing duties as prescribed by state law. The Municipal Court Activity includes the salary and operating expenses for the Municipal Court Judge, Associate Judge, Prosecuting Attorney, and Magistrate; these are part-time positions.

In 2005, the Benbrook Municipal Court became a court of record.

## ACTIVITY GOALS

-To maintain a fair and impartial Municipal Court.
-To compile and maintain complete and accurate court records.
-To compile court dockets for court sessions on time and without error.
-To maintain complete and accurate records of final disposition of all court transactions.
-To collect 100% of all fines due the City.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To maintain court dockets with 100% accuracy.
-To issue warrants with 100% accuracy.
-To perfect appeal bonds.
-To maintain a 90% collection ratio of all fines due the City.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 96.25 | 98.54 | 96.99 | 100.00 |
| Number of Cases Filed | 4,621 | 7,627 | 3,744 | 7,500 |
| Number of Court Cases | 294 | 491 | 214 | 500 |
| Number of Warrants Issued | 1,486 | 2,586 | 1,420 | 2,000 |
| Number of Appeals Perfected | 0 | 0 | 0 | 0 |
| Number of Courtesy Letters Issued | 2,000 | 2,000 | 1,600 | 2,000 |
| Municipal Court Revenues Collected | $647,379 | $682,919 | $626,300 | $646,700 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | MUNICIPAL COURT | MUNICIPAL COURT | 01-33-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 192,939 | 212,686 | 96,613 | 206,686 | 209,466 | 209,466 |
| Supplies & Materials | 1,613 | 1,050 | 780 | 1,100 | 1,200 | 1,200 |
| Contractual Services | 2,953 | 3,580 | 987 | 2,980 | 3,500 | 3,500 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **197,505** | **217,316** | **98,380** | **210,766** | **214,166** | **214,166** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Municipal Court Clerk | 26 | 3,643 TO 4,882 | 58,582 | 1 | 1 | 1 |
| Deputy Court Clerk | 22 | 2,997 TO 4,016 | 48,196 | 1 | 1 | 1 |
| * Judge | N/A | | 15,000 | | | |
| * Magistrate | N/A | | 12,600 | | | |
| * Prosecuting Attorney | N/A | | 9,000 | | | |
| **PERSONNEL TOTALS** | | | **143,378** | **2** | **2** | **2** |

*** Part-Time Positions**

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | CODE COMPLIANCE | CODE COMPLIANCE | 01-34-01 |

## ACTIVITY DESCRIPTION

The Code Compliance Activity provides the City with the enforcement of all code violations. The Code Compliance Officer targets violators by patrolling Benbrook and by responding to citizen complaints.

## ACTIVITY GOALS

-To promote and safeguard life, health, and property through enforcement of codes.

-To enforce all ordinances and codes governing Benbrook in a fair and impartial manner.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To maintain an equal and impartial Code Compliance Program within Benbrook.
-To maintain the Compassion-Based Code program.
-To monitor vacant/rental properties and to contact owners when maintenance is needed.
-To investigate every reported complaint/concern within 24 hours.
-To patrol Benbrook neighborhoods regularly and to monitor progress.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 103.23 | 90.16 | 93.11 | 100.00 |
| Number of Code Issues Reported/Observed/Investigated | 1,435 | 1,096 | 1,200 | 1,200 |
| Number of Code Cases Opened | 126 | 82 | 100 | 100 |
| Number of Illegal Signs Worked/Resolved | 681 | 607 | 600 | 600 |
| Number of Citations Issued | 1 | 1 | 0 | 0 |
| Number of Court Cases/Appearances | 0 | 0 | 0 | 0 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SAFETY | CODE COMPLIANCE | CODE COMPLIANCE | 01-34-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 79,513 | 88,238 | 39,104 | 83,360 | 87,487 | 87,487 |
| Supplies & Materials | 3,021 | 2,350 | 750 | 2,022 | 2,350 | 2,350 |
| Contractual Services | 5,502 | 6,053 | 1,744 | 4,836 | 5,850 | 5,850 |
| Repair & Maintenance | 329 | 250 | - | - | 250 | 250 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **88,366** | **96,891** | **41,599** | **90,218** | **95,937** | **95,937** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Code Compliance Officer | 25 | 3,469 TO 4,619 | 55,792 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **55,792** | **1** | **1** | **1** |

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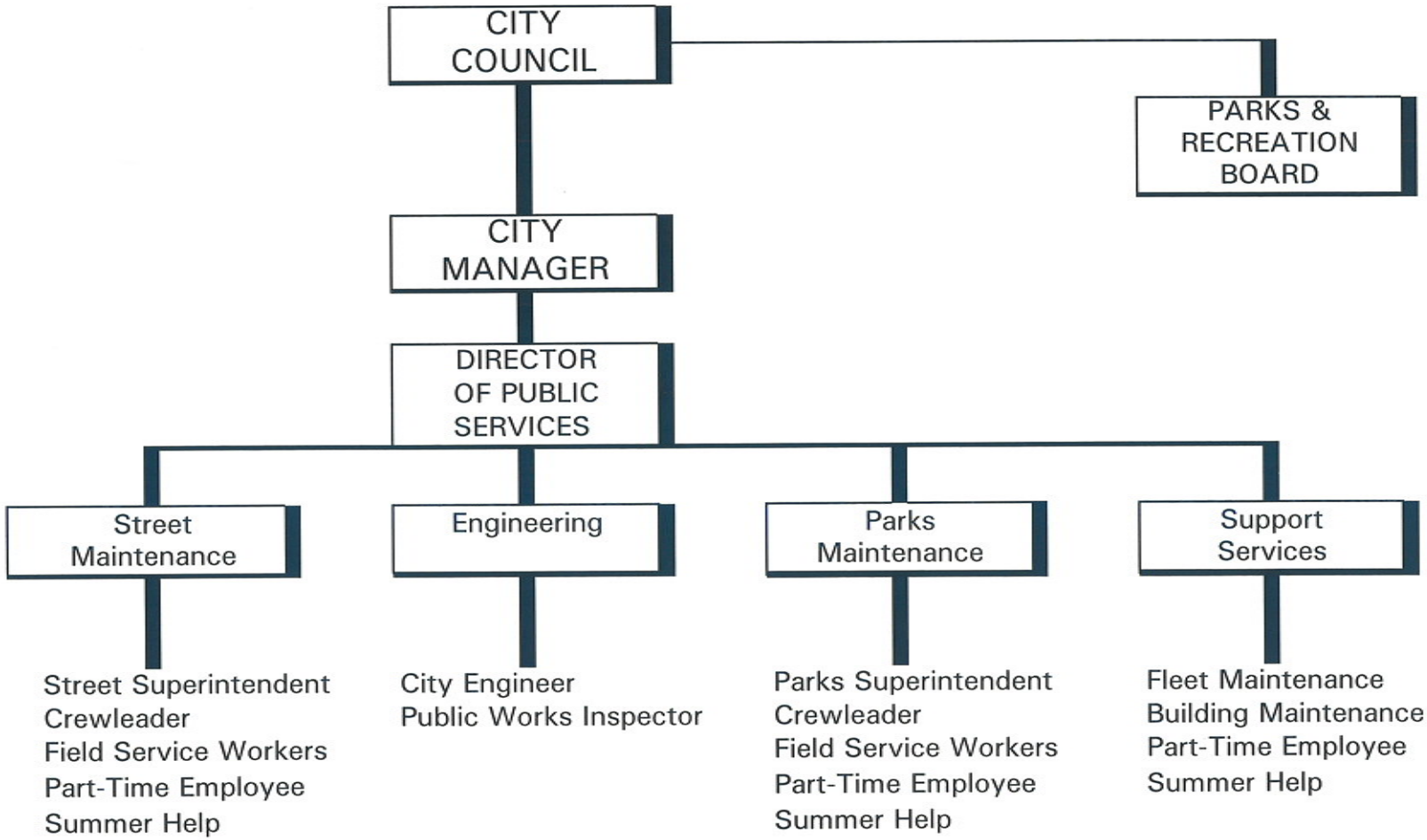
# PUBLIC SERVICES

# CITY OF BENBROOK PUBLIC SERVICES DIVISION



# PUBLIC SERVICES
# DIVISION DESCRIPTION

The Public Services Division includes the following activities: Management Services, Street Maintenance, Parks Maintenance, Support Services, and Engineering. The following positions are included in the Public Services Division: Public Services Director, Street Superintendent, Parks Superintendent, Fleet Services Superintendent, Building Maintenance Supervisor, Street Crewleader, Parks Crewleader, Mechanic, Field Service Workers, City Engineer, and Public Works Inspector and part-time employees for Street, Parks, Fleet, and Building Maintenance.

The Management Services Activity provides administrative support and supervision. The Street Maintenance Activity provides maintenance for streets, drainage systems, and other major facilities. The Parks Maintenance Activity provides grounds maintenance, landscaping services, and upkeep of athletic fields and other facilities. The Support Services Department, comprised of Fleet Maintenance and Building Maintenance, performs maintenance and repairs on City vehicles and maintenance and repair services for City buildings and facilities. The Engineering Activity is responsible for providing in-house engineering services and for reviewing engineering services provided by consultants.

The Division Summary page provides financial information for the Public Safety Division on an actual basis for 2012-13; on an adopted budget, six month actual, and twelve month estimate basis for 2013-14; and on a department request, decision package, total request, and adopted budget for 2014-15.

The Public Services Division's total 2014-15 Budget is $3,238,677. This allocation is $23,522 less than the amount requested by the Public Services Director in the 2014-15 total request of $3,262,199. This total request includes $3,131,689 for base budget expenditures and $130,510 for decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2013-14) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

The Division Reconciliation and Decision Package Summary provides a reconciliation of all changes made from the total request to the adopted budget. This summary also provides a list of all decision packages requested for Public Services Activities. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# PUBLIC SERVICES
# DIVISION SUMMARY

| | | | 2013-14 | | | 2014-15 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ACCT NO. | EXPENDITURES BY CLASSIFICATION | 2012-13 ACTUAL | BUDGETED | ACTUAL 6 MONTHS | ESTIMATED 12 MONTHS | BASE BUDGET | DECISION PACKAGES | TOTAL REQUEST | ADOPTED BUDGET | CHANGES FR. REQUEST |
| 5000 | Personal Services | 1,945,657 | 2,161,393 | 959,266 | 2,061,267 | 2,148,249 | - | 2,148,249 | 2,117,737 | (30,512) |
| 5100 | Supplies & Materials | 105,313 | 102,325 | 44,657 | 100,681 | 103,750 | - | 103,750 | 103,850 | 100 |
| 5200 | Contractual Services | 389,801 | 414,535 | 162,747 | 409,897 | 420,850 | - | 420,850 | 427,740 | 6,890 |
| 5300 | Repair & Maintenance | 455,693 | 494,540 | 89,385 | 444,679 | 458,840 | 33,000 | 491,840 | 491,840 | - |
| 5400 | Capital Outlay | - | - | - | 49,500 | - | 97,510 | 97,510 | 97,510 | - |
| TOTAL EXPENDITURES | | 2,896,465 | 3,172,793 | 1,256,055 | 3,066,024 | 3,131,689 | 130,510 | 3,262,199 | 3,238,677 | (23,522) |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| BUDGETED POSITIONS | 21 | 21 | 21 | 21 | 21 | - | 21 | 21 | - |

# PUBLIC SERVICES
# DIVISION RECONCILIATION AND DECISION PACKAGE SUMMARY

| EXPLANATION OF CHANGES FROM REQUEST | |
|---|---|
| **CHANGES TO TOTAL REQUEST** | |
| Adjustment of Salary Costs for Public Services Director | (23,782) |
| Funds for Office Supplies for Public Services Director | 100 |
| Additional Funds for Telephone Services | 760 |
| Additional Funds for Electricity for Street Lights and Traffic Signals | 5,120 |
| Increase in Funds for Water and Sewer Services | 50 |
| Decrease in Funds for Electricity for Shop Building | (1,300) |
| Increase in Funds for Natural Gas for Shop Building | 400 |
| Re-Calculation of Salary Costs for Building Maintenance | (6,730) |
| Increase in Funds for Electricity for City Hall | 2,000 |
| Decrease in Funds for Training Expenses for Engineering | (140) |
| **TOTAL CHANGES** | **(23,522)** |

| SUMMARY OF DECISION PACKAGES | |
|---|---|
| **FUNDED** | |
| Steel Light Poles for Fields 5, 6, & 8 | 45,120 |
| Steel Light Poles for Soccer Field | 7,640 |
| 70 HP Four-Wheel Drive Tractor | 37,100 |
| Overhead Vehicle Lift for Fleet Services | 7,650 |
| Recoating of City Hall Roof | 33,000 |
| **NOT FUNDED** | |
| None | - |
| **TOTAL DECISION PACKAGES** | **130,510** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PUBLIC SERVICES | MANAGEMENT SERVICES | 01-41-01 |

## ACTIVITY DESCRIPTION

The Director of Public Services provides administrative services for the Public Works, Parks Maintenance, Fleet Maintenance Building Maintenance, Benbrook Lake concessionaires, and the management agreement for the Benbrook Community Center/YMCA. Other duties of the Public Services Director involve long-range planning for Benbrook's infra-structure and community facilities. The Director is a licensed engineer; he oversees the Engineering Activity.

## ACTIVITY GOALS

-To coordinate and manage available resources to insure well-maintained parks, community facilities, and infrastructure.
-To maintain infrastructure in a systematic and strategic manner.
-To continue to upgrade existing equipment and oversee an aggressive fleet maintenance program that minimizes downtime.
-To improve safety training programs and to minimize workers' compensation claims.
-To continue implementation of the Park Master Plan.
-To effectively implement the asphalt overlay program.

## ACTIVITY OBJECTIVES

-To monitor expenditures of all Activities supervised and remain within + or - 5% of the budget allocation.
-To automate street maintenance activities with Micropaver or similar software.
-To automate fleet maintenance to provide more efficient cost control, planning, and cost analysis.
-To upgrade safety program and reduce accidents at the work place.
-To continue implementation of Park Master Plan.
-To effectively implement the asphalt overlay program.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - Public Services Division | 92.57 | 95.56 | 96.63 | 100.00 |
| Percentage of Street Maintenance Activities Automated | 45.00% | 45.00% | 45.00% | 45.00% |
| Percentage of Fleet Maintenance Activities Automated | 40.00% | 40.00% | 40.00% | 40.00% |
| Workers' Compensation Expenses | $13,533 | $24,329 | $4,353 | $13,240 |
| Percentage of Park Master Plan Implemented | 10.00% | 10.00% | 10.00% | 10.00% |
| Number of Miles of Street Overlayed | 2.50 | 1.50 | 2.50 | 2.50 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PUBLIC SERVICES | MANAGEMENT SERVICES | 01-41-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 165,730 | 179,582 | 84,017 | 175,082 | 177,867 | 154,085 |
| Supplies & Materials | 115 | 100 | - | - | - | 100 |
| Contractual Services | 9,948 | 6,250 | 2,328 | 5,630 | 6,130 | 6,630 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **175,792** | **185,932** | **86,346** | **180,712** | **183,997** | **160,815** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Public Services Director | 42 | 7,952 TO 10,656 | 110,465 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **110,465** | **1** | **1** | **1** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PUBLIC WORKS | STREET MAINTENANCE | 01-42-01 |

## ACTIVITY DESCRIPTION

The Public Works Department's responsibilities include: maintaining streets, curbs, and drainage areas; maintaining and installing traffic signs and barricades; maintaining traffic signals; assisting with the annual overlay program; street sweeping; and mowing rights-of-way. The Public Works Department also provides support to other departments requiring manpower and equipment. The Public Works Department is administered by the Street Superintendent, under the direction of the Director of Public Services.

## ACTIVITY GOALS

-To maintain streets and drainage areas.
-To respond immediately to citizen complaints.
-To maintain all traffic signals, signs, and barricades in proper working order and in accordance with the Texas Manual on Uniform Traffic Control Devices.
-To assist other departments with equipment and manpower as needed.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To efficiently maintain all streets within the City to reduce the number of complaints received about street conditions.
-To increase the number of street curb miles swept each year.
-To overlay 8 miles of streets per year.
-To automate street maintenance planning and maintenance activities.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 89.73 | 96.06 | 97.69 | 100.00 |
| Number of Street Repairs Made | 83 | 90 | 90 | 90 |
| Average Hours of Street Curb Miles Swept Monthly | 70 | 70 | 70 | 70 |
| Miles of Street Overlay | 2.50 | 1.50 | 2.50 | 2.50 |
| Percent of Street Maintenance Activity Automated | 45.00% | 45.00% | 45.00% | 45.00% |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PUBLIC WORKS | STREET MAINTENANCE | 01-42-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 633,768 | 698,521 | 316,098 | 661,979 | 690,856 | 690,856 |
| Supplies & Materials | 46,031 | 39,950 | 17,469 | 40,046 | 39,350 | 39,350 |
| Contractual Services | 234,106 | 236,797 | 96,898 | 236,497 | 236,997 | 242,117 |
| Repair & Maintenance | 371,903 | 421,100 | 58,209 | 376,124 | 385,200 | 385,200 |
| Capital Outlay | - | - | - | 49,500 | - | - |
| **TOTAL EXPENDITURES** | **1,285,808** | **1,396,368** | **488,674** | **1,364,146** | **1,352,403** | **1,357,523** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Street Superintendent | 32 | 4,882 | TO | 6,542 | 78,506 | 1 | 1 | 1 |
| Crewleader | 27 | 3,825 | TO | 5,126 | 61,511 | 1 | 1 | 1 |
| Field Service Worker, Senior | 23 | 3,147 | TO | 4,217 | 151,818 | 3 | 3 | 3 |
| Field Service Worker | 22 | 2,997 | TO | 4,016 | 135,962 | 3 | 3 | 3 |
| **PERSONNEL TOTALS** | | | | | **427,797** | **8** | **8** | **8** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PARKS AND RECREATION | PARKS MAINTENANCE | 01-43-01 |

## ACTIVITY DESCRIPTION

The Parks Maintenance Activity is administered by the Parks Superintendent, under the auspices of the Public Services Director. The Activity includes the Parks Superintendent, one Foreman, and six Field Service positions. Services provided by the Parks Maintenance Activity include: the maintenance and development of parks and open spaces, assistance with maintaining indoor recreation facilities, maintenance of the City cemetery, and the maintenance and development of landscapes for City buildings. Other duties include: mowing park and street rights-of-way, caring for the City's athletic fields, clearing drainage areas, and assisting other departments as needed.

## ACTIVITY GOALS

-To maintain City parks in order to project a positive City image.
-To continue to develop open space areas that meet the recreational needs of the community.
-To maintain recreational facilities to prevent accidents.
-To maintain and improve the Benbrook Cemetery.
-To implement components of the Park Master Plan.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To increase the attractiveness and safety of park facilities through a comprehensive maintenance program.
-To provide proper maintenance for all City building landscapes either in-house or on a contractual basis.
-To reduce time expended on the control of weeds in parks, landscapes, and drainage areas by the effective use of herbicides and contractual services.
-To implement components of the Park Master Plan.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 93.53 | 97.00 | 95.58 | 100.00 |
| Number of Parks Maintained | 7 | 7 | 8 | 8 |
| Number of Recreational Facilities Maintained | 15 | 15 | 15 | 15 |
| Number of Building Landscapes Maintained | 8 | 8 | 8 | 8 |
| Average Acreage Mowed | 125 | 125 | 130 | 130 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | PARKS AND RECREATION | PARKS MAINTENANCE | 01-43-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 610,262 | 682,109 | 291,774 | 645,161 | 671,395 | 671,395 |
| Supplies & Materials | 32,365 | 34,800 | 12,293 | 33,506 | 32,800 | 32,800 |
| Contractual Services | 98,614 | 104,789 | 31,756 | 104,789 | 112,103 | 112,103 |
| Repair & Maintenance | 47,909 | 43,200 | 16,691 | 43,200 | 43,200 | 43,200 |
| Capital Outlay | - | - | - | - | 89,860 | 89,860 |
| **TOTAL EXPENDITURES** | **789,150** | **864,898** | **352,515** | **826,656** | **949,358** | **949,358** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Parks Superintendent | 32 | 4,882 | TO | 6,542 | 78,506 | 1 | 1 | 1 |
| Crewleader | 27 | 3,825 | TO | 5,126 | 61,511 | 1 | 1 | 1 |
| Field Service Worker, Senior | 23 | 3,147 | TO | 4,217 | 151,818 | 3 | 3 | 3 |
| Field Service Worker | 22 | 2,997 | TO | 4,016 | 125,597 | 3 | 3 | 3 |
| **PERSONNEL TOTALS** | | | | | **417,432** | **8** | **8** | **8** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | SUPPORT SERVICES | FLEET MAINTENANCE | 01-45-01 |

## ACTIVITY DESCRIPTION

The Fleet Maintenance Activity of the Support Services Department maintains and repairs equipment and vehicles. The Activity is staffed by the Fleet Services Superintendent and Mechanic and is under the auspices of the Director of Public Services. One part-time employee is assigned to the Fleet Maintenance Activity.

## ACTIVITY GOALS

-To remain within the annual budget allocation objective.
-To maintain equipment and vehicles in order to minimize downtime and costly repairs.
-To perform most vehicle and equipment repairs in-house.
-To assist other departments with equipment and manpower as needed.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To assist with maintenance of all City vehicles to reduce downtime.
-To maintain construction equipment for utilization on City projects.
-To perform majority of all repairs to City fleet.
-To automate fleet maintenance to provide more efficient cost control, planning, and vehicle cost analysis.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 92.65 | 100.69 | 97.45 | 100.00 |
| Number of Vehicles Maintained | 75 | 75 | 75 | 75 |
| Number of Equipment Maintained | 74 | 68 | 68 | 68 |
| Number of Repairs Completed | 592 | 569 | 560 | 550 |
| Percent of Fleet Maintenance Activities Automated | 95.00% | 95.00% | 95.00% | 95.00% |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | SUPPORT SERVICES | FLEET MAINTENANCE | 01-45-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 169,998 | 181,575 | 78,044 | 176,549 | 185,129 | 185,129 |
| Supplies & Materials | 6,186 | 6,200 | 2,457 | 5,800 | 9,950 | 9,950 |
| Contractual Services | 10,713 | 11,520 | 6,654 | 11,565 | 13,025 | 12,625 |
| Repair & Maintenance | 5,866 | 4,240 | 1,818 | 4,440 | 4,440 | 4,440 |
| Capital Outlay | - | - | - | - | 7,650 | 7,650 |
| **TOTAL EXPENDITURES** | **192,762** | **203,535** | **88,972** | **198,354** | **220,194** | **219,794** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Fleet Superintendent | 29 | 4,217 TO 5,651 | 63,462 | 1 | 1 | 1 |
| Mechanic | 24 | 3,304 TO 4,428 | 46,871 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **110,333** | **2** | **2** | **2** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | SUPPORT SERVICES | BUILDING MAINTENANCE | 01-45-02 |

## ACTIVITY DESCRIPTION

The Building Maintenance Activity is responsible for the maintenance and repair of City Hall, the Police and Jail Facility, the Senior Citizens Center, and the Community Center. The Superintendent supervises one full-time assistant stationed at the Police and Jail Building, assists with landscape maintenance, assists with periodic renovation to various buildings, and performs other tasks as directed by the Director of Public Services. The Budget includes funds to hire a part-time employee during the summer.

## ACTIVITY GOALS

-To minimize costly repairs through proactive maintenance.
-To effectively maintain, in a safe and attractive manner, all municipal buildings.
-To perform other tasks as assigned as quickly and efficiently as possible.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within +/-5% of the Activity's budget allocation.
-To maintain City Hall at 100% of its original condition.
-To maintain the City Police and Jail Facility at 100% of its original condition.
-To continue to explore energy saving ideas to reduce utility costs in public buildings.
-To maintain a scheduled maintenance program for all buildings.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 105.96 | 88.75 | 93.10 | 100.00 |
| Percent of City Hall Restored to Original Condition | 95.00 | 95.00 | 95.00 | 95.00 |
| Percent of City Police and Jail Facility Restored to Original Condition | 95.00 | 95.00 | 95.00 | 95.00 |
| Average Number of Times Carpets Vacuumed Per Week | 5 | 5 | 5 | 5 |
| Average Number of Times Floors Mopped Per Week | 5 | 5 | 5 | 5 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | SUPPORT SERVICES | BUILDING MAINTENANCE | 01-45-02 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 139,014 | 161,859 | 72,429 | 153,786 | 168,590 | 161,860 |
| Supplies & Materials | 18,814 | 19,425 | 11,370 | 19,400 | 19,450 | 19,450 |
| Contractual Services | 31,141 | 33,319 | 13,412 | 29,841 | 30,640 | 32,290 |
| Repair & Maintenance | 29,548 | 25,500 | 12,252 | 20,500 | 58,500 | 58,500 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **218,518** | **240,103** | **109,463** | **223,527** | **277,180** | **272,100** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Building Superintendent | 27 | 3,825 TO 5,126 | 61,510 | 1 | 1 | 1 |
| Field Service Worker | 22 | 2,997 TO 4,016 | 37,763 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **99,273** | **2** | **2** | **2** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | ENGINEERING | CITY ENGINEERING | 01-46-01 |

## ACTIVITY DESCRIPTION

The City Engineering Activity was approved in the 2006-07 Budget. This Activity is responsible for administration of engineering design and public works projects, review of subdivision public improvements, planning and programming capital improvements, review of plans, design of minor streets and drainage projects, administration of stormwater projects, management of floodplains, and supervision of engineering consultant projects.

## ACTIVITY GOALS

-To provide engineering services to the City of Benbrook.
-To insure that subdivision and inspection plans comply with City ordinances and regulations.
-To insure that City capital improvements and private infrastructure meet the needs of the City and comply with ordinances.
-To insure that floodplain modifications comply with federal mandates and City standards and regulations.
-To provide the City Council with a comprehensive Capital Improvement Report.
-To comply with federal mandates established by CRS and FEMA.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To review subdivision and inspection plans in a timely manner.
-To supervise the construction and inspection of capital improvement and private infrastructure construction.
-To review floodplain modification applications.
-To prepare the annual capital improvements plan.
-To prepare and maintain annual reports for CRS and FEMA.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 88.81 | 89.78 | 96.69 | 100.00 |
| Number of Subdivision Plans Reviewed | 5 | 5 | 4 | 4 |
| Number of Capital Improvement Projects Constructed | 1 | 2 | 1 | 1 |
| Number of Capital Improvement Plans Prepared | 2 | 2 | 1 | 1 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| PUBLIC SERVICES | ENGINEERING | CITY ENGINEERING | 01-46-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 226,886 | 257,747 | 116,904 | 248,710 | 254,412 | 254,412 |
| Supplies & Materials | 1,802 | 1,850 | 1,068 | 1,929 | 2,200 | 2,200 |
| Contractual Services | 5,280 | 21,860 | 11,699 | 21,575 | 21,955 | 21,975 |
| Repair & Maintenance | 468 | 500 | 415 | 415 | 500 | 500 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **234,436** | **281,957** | **130,086** | **272,629** | **279,067** | **279,087** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| City Engineer | 38 | 6,542 TO 8,767 | 103,535 | 1 | 1 | 1 |
| Public Works Inspector | 30 | 4,274 TO 5,934 | 71,206 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **174,741** | **2** | **2** | **2** |

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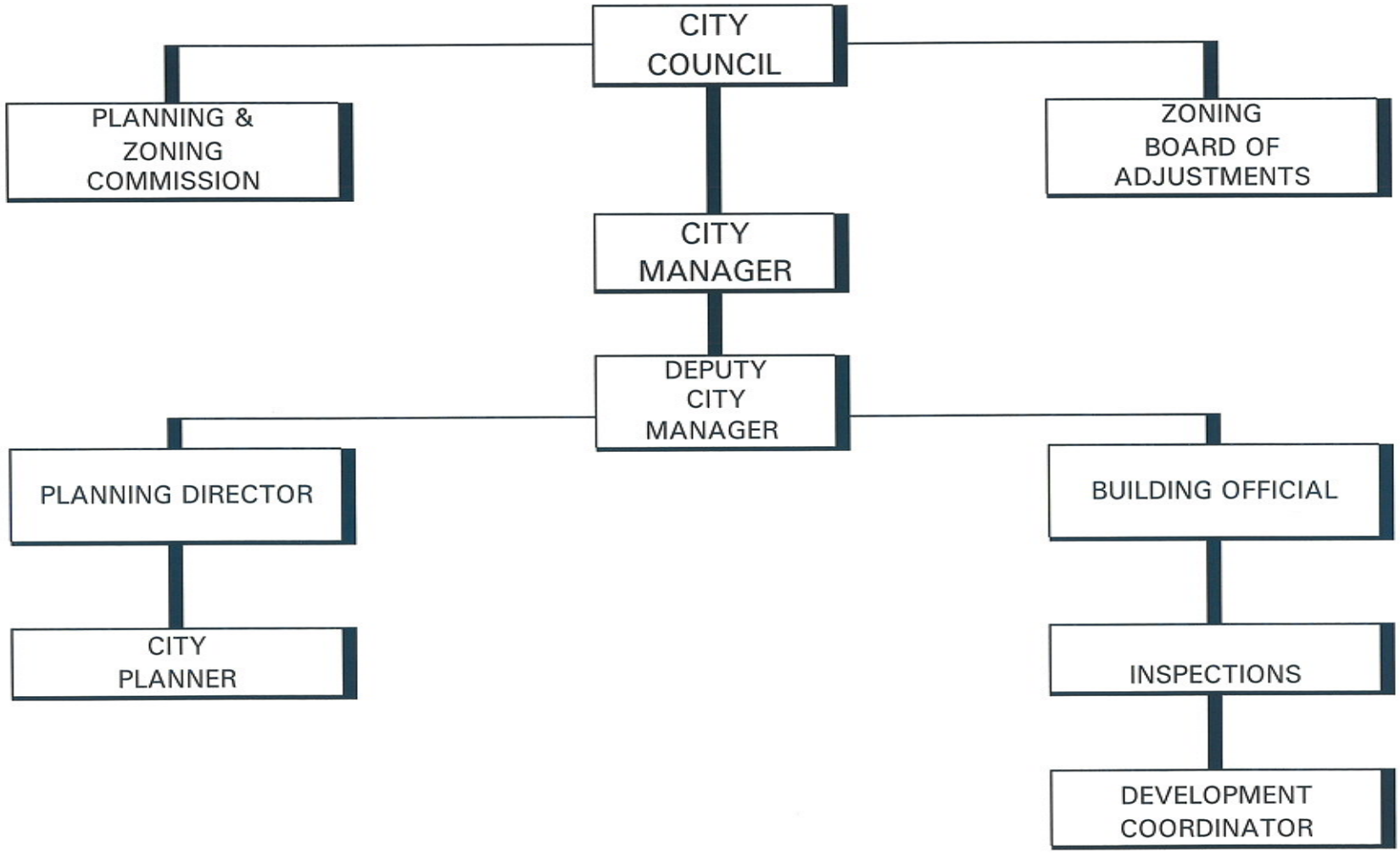
# COMMUNITY DEVELOPMENT

# CITY OF BENBROOK, TEXAS
# COMMUNITY DEVELOPMENT DIVISION



# COMMUNITY DEVELOPMENT
# DIVISION DESCRIPTION

The Community Development Division includes three Activities: Management Services, Planning and Zoning, and Inspections and is currently staffed by the following positions: Deputy City Manager, Planning Director, City Planner, Building Official, Combination Inspector, and Development Coordinator.

The Community Development Division performs planning and zoning, community development, and inspections for the City of Benbrook. The Deputy City Manager, as the Community Development Director, works with the Chamber of Commerce and the Economic Development Corporation to coordinate economic development and to attract new business investment to Benbrook. The Planning Director and the City Planner coordinate planning and zoning projects, assist developers, and provide administrative support to the Deputy City Manager and Planning and Zoning Commission. The Inspections Activity performs permitting and inspection services.

The Division Summary page provides financial information for the Community Development Division on an actual basis for 2012-13; on an adopted budget, six month actual, and twelve month estimate basis for 2013-14; and on a department request, decision package, total request, and adopted budget basis for 2014-15.

The Community Development Division's total 2014-15 Budget is $786,681. This allocation is $3,488 less than the amount requested by the Deputy City Manager in the 2014-15 total request of $790,169. This total request includes $790,169 for base budget expenditures and no decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2013-14) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Compensation Plan, and/or request funds for a new capital outlay.

The Division Reconciliation and Decision Package Summary provides a reconciliation of all changes made from the total request to the adopted budget. This summary also provides a list of all decision packages requested for Community Development Activities. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# COMMUNITY DEVELOPMENT
# DIVISION SUMMARY

| | | | 2013-14 | | | 2014-15 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ACCT NO. | EXPENDITURES BY CLASSIFICATION | 2012-13 ACTUAL | BUDGETED | ACTUAL 6 MONTHS | ESTIMATED 12 MONTHS | BASE BUDGET | DECISION PACKAGES | TOTAL REQUEST | ADOPTED BUDGET | CHANGES FR. REQUEST |
| 5000 | Personal Services | 669,722 | 731,790 | 336,859 | 706,811 | 734,208 | - | 734,208 | 734,208 | 0 |
| 5100 | Supplies & Materials | 11,555 | 10,250 | 2,327 | 9,000 | 9,500 | - | 9,500 | 8,000 | (1,500) |
| 5200 | Contractual Services | 52,085 | 41,854 | 18,255 | 62,883 | 44,961 | - | 44,961 | 43,473 | (1,488) |
| 5300 | Repair & Maintenance | 748 | 1,750 | 194 | 1,000 | 1,500 | - | 1,500 | 1,000 | (500) |
| 5400 | Capital Outlay | - | - | - | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | | 734,109 | 785,644 | 357,635 | 779,694 | 790,169 | - | 790,169 | 786,681 | (3,488) |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **BUDGETED POSITIONS** | 6 | 6 | 6 | 6 | 6 | - | 6 | 6 | - |

# COMMUNITY DEVELOPMENT
# RECONCILIATION AND DECISION PACKAGE SUMMARY

| EXPLANATION OF CHANGES FROM REQUEST | |
|---|---|
| **CHANGES TO TOTAL REQUEST** | |
| Reduction in Funds for Office Supplies | (500) |
| Decrease in Funds for Training Expenses for Inspections | (1,000) |
| Reduction in Funds for Fuel and Vehicle Supplies for Inspections | (1,488) |
| Decrease in Funds for Radio Maintenance and Repair | (500) |
| **TOTAL CHANGES** | **(3,488)** |

| SUMMARY OF DECISION PACKAGES | |
|---|---|
| **FUNDED** | |
| None | - |
| **NOT FUNDED** | |
| None | - |
| **TOTAL DECISION PACKAGES** | - |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | COMMUNITY DEVELOPMENT | MANAGEMENT SERVICES | 01-51-01 |

## ACTIVITY DESCRIPTION

The Deputy City Manager performs general management functions in the Community Development Division including: planning and zoning, inspections, economic development, and engineering services. The Deputy City Manager plays a primary role in the planning and development of public improvements, the acquisition of federal and state grants for public improvements, overseeing all phases of engineering and construction contracts, and coordinating development with other departments both inside and outside the City. The Deputy City Manager assists in attracting new business through his work with the Benbrook Economic Development Corporation and the Chamber of Commerce. The Deputy City Manager is also responsible for the publication of the Annual Capital Improvements Report and for updating and revising the City's Comprehensive Plan.

## ACTIVITY GOALS

-To develop and implement plans and programs that will promote orderly growth and development of the City.
-To supervise the Planning Department in the review of subdivision and zoning applications.
-To continue to work with the Benbrook Economic Development Corporation and Benbrook Area Chamber of Commerce to attract new business and industry to the City.
-To provide the City Council with a comprehensive Capital Improvements Report.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To manage the Community Development Department as effectively and efficiently as possible.
-To implement the capital improvements selected for construction in the Capital Improvements Report.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended - Management Services | 106.86 | 101.03 | 106.31 | 100.00 |
| Percent of Budget Expended - Community Development Activities | 97.14 | 98.56 | 99.24 | 100.00 |
| Comprehensive Plan Elements Prepared or Revised | 1 | 2 | 1 | 1 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | COMMUNITY DEVELOPMENT | MANAGEMENT SERVICES | 01-51-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 196,798 | 209,361 | 98,483 | 204,861 | 207,534 | 207,534 |
| Supplies & Materials | 2,433 | 3,000 | 898 | 2,000 | 2,000 | 2,000 |
| Contractual Services | 34,714 | 26,556 | 13,255 | 47,133 | 27,356 | 27,356 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **233,944** | **238,917** | **112,636** | **253,994** | **236,890** | **236,890** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGETED POSITIONS BUDGET 2013-14 | BUDGETED POSITIONS ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Deputy City Manager | 45 | 9,205 TO 12,336 | 148,033 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | **148,033** | **1** | **1** | **1** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | PLANNING | PLANNING AND ZONING | 01-52-01 |

## ACTIVITY DESCRIPTION

The Planning Director advises the Deputy City Manager, as well as the appropriate boards and commissions, on matters that affect the growth and development of the City. Responsibilities include: processing all zoning cases, plats, site plans, vacations, development proposals, and other related requests. The Planning Director advises and assists property owners, developers, and engineers. He also reviews the Comprehensive Plan for revisions regarding future planning and development policies. The Planning Director works with the Benbrook Economic Development Corporation and the Chamber of Commerce to provide potential business investors with economic data, demographics, and other information as requested. The City Planner assists the Planning Director with all Planning and Zoning activities.

## ACTIVITY GOALS

-To develop, maintain, and refine a continuing planning program that is responsive to the needs of the City and developers.
-To encourage and promote orderly development by processing all applications promptly.
-To provide the framework for long-range growth and re-development through review and updating of the Comprehensive Plan.
-To provide assistance to the various boards and commissions through informative reports and attendance at all meetings.
-To review all development proposals for conformance with all ordinances and development regulations.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5 % of the Activity's budget allocation.
-To meet with potential developers and assist them with the implementation of their development plans.
-To update City ordinances as needed to properly implement the Comprehensive Plan and be responsive to new market trends.
-To counsel with prospective applicants and to accept and schedule all applications for hearings at the earliest possible date.
-To provide general information to property owners, r designers, businesses, ar other agencies and citizens as requested.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 88.87 | 92.58 | 96.11 | 100.00 |
| Board and Commission Reports Prepared | 16 | 18 | 20 | 20 |
| Board and Commission Meetings Attended | 15 | 18 | 18 | 18 |
| Preliminary and Final Plats, Rezoning and Site Plans Processed | 22 | 25 | 28 | 28 |
| Request for General/Development Information/Assistance Processed | 1,950 | 1,900 | 1,950 | 1,950 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | PLANNING | PLANNING AND ZONING | 01-52-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 204,475 | 225,728 | 103,728 | 216,749 | 229,042 | 229,042 |
| Supplies & Materials | 619 | 1,750 | 12 | 1,500 | 1,500 | 1,000 |
| Contractual Services | 3,756 | 9,785 | 2,873 | 9,785 | 9,935 | 9,935 |
| Repair & Maintenance | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **208,850** | **237,263** | **106,613** | **228,034** | **240,477** | **239,977** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Planning Director | 34 | 5,382 | TO | 7,213 | 86,552 | 1 | 1 | 1 |
| City Planner | 32 | 4,882 | TO | 6,542 | 67,816 | - | 1 | 1 |
| Assistant City Planner | 27 | 3,825 | TO | 5,126 | N/A | 1 | - | - |
| **PERSONNEL TOTALS** | | | | | **154,368** | **2** | **2** | **2** |

# ACTIVITY SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | INSPECTIONS | CITY INSPECTIONS | 01-53-01 |

## ACTIVITY DESCRIPTION

The City Inspections Activity enforces building codes and provides inspection services for buildings, mechanical, electrical, plumbing, sign, and zoning inspections as required by ordinance and maintains up-to-date records of inspections and related information. The Activity issues construction related permits and licenses and enforces health related ordinances.

## ACTIVITY GOALS

-To promote and safeguard life, health, and property through enforcement of codes.
-To provide efficient and accurate enforcement of building codes and ordinances.
-To assist citizens and builders by eliminating life, health, and safety hazards.
-To register all construction-related contractors/companies who perform work in Benbrook.
-To inspect all construction activity thoroughly to achieve compliance with adopted minimum code requirements.

## ACTIVITY OBJECTIVES

-To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
-To enforce the provisions of the City's building code on all new construction and renovations.
-To provide all requested inspections within 24 hours or less.
-To cross-train all inspectors.

| ACTIVITY MEASUREMENTS | ACTUAL 2011-12 | ACTUAL 2012-13 | ESTIMATED 2013-14 | PROJECTED 2014-15 |
|---|---|---|---|---|
| Percent of Budget Expended | 94.53 | 101.27 | 96.19 | 100.00 |
| Number of Inspections Performed | 3,800 | 4,500 | 4,500 | 4,500 |
| Average Hours Between Request and Actual Inspection | 2.50 | 2.25 | 2.25 | 2.25 |
| Average Number of Training Hours per Inspector | 60 | 80 | 120 | 120 |
| Number of Building Permits Issued | 150 | 200 | 200 | 200 |
| Number of Plumbing Permits Issued | 120 | 300 | 300 | 300 |
| Number of Electrical Permits Issued | 100 | 175 | 200 | 200 |
| Number of Inspectors Cross-Trained | 2 | 2 | 2 | 2 |

# COST CENTER SUMMARY

| DIVISION | DEPARTMENT | ACTIVITY | ACCOUNT |
|---|---|---|---|
| COMMUNITY DEVELOPMENT | INSPECTIONS | CITY INSPECTIONS | 01-53-01 |

| EXPENDITURES BY CLASSIFICATION | ACTUAL 2012-13 | BUDGET 2013-14 | ACTUAL 6 MONTHS 2013-14 | ESTIMATED 12 MONTHS 2013-14 | DEPARTMENT REQUEST 2014-15 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|
| Personal Services | 268,449 | 296,701 | 134,648 | 285,201 | 297,632 | 297,632 |
| Supplies & Materials | 8,502 | 5,500 | 1,417 | 5,500 | 6,000 | 5,000 |
| Contractual Services | 13,615 | 5,513 | 2,127 | 5,965 | 7,670 | 6,182 |
| Repair & Maintenance | 748 | 1,750 | 194 | 1,000 | 1,500 | 1,000 |
| Capital Outlay | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **291,314** | **309,464** | **138,386** | **297,666** | **312,802** | **309,814** |

## PERSONNEL SUMMARY

| SCHEDULE OF PERSONNEL | GRADE | MONTHLY SALARY RANGE | | | ADOPTED ANNUAL SALARY | BUDGETED POSITIONS ACTUAL 2012-13 | BUDGET 2013-14 | ADOPTED 2014-15 |
|---|---|---|---|---|---|---|---|---|
| Chief Building Official | 33 | 5,126 | TO | 6,869 | 71,344 | 1 | 1 | 1 |
| Combination Inspector | 27 | 3,825 | TO | 5,126 | 61,511 | 1 | 1 | 1 |
| Development Coordinator | 27 | 3,825 | TO | 5,126 | 61,511 | 1 | 1 | 1 |
| **PERSONNEL TOTALS** | | | | | **194,366** | **3** | **3** | **3** |

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# DEBT SERVICE FUND

Benbrook

**DEBT SERVICE FUND**
**SUMMARY OF REVENUES AND EXPENDITURES**
**FUND BALANCE SUMMARY**
**2014-15**

## FUND DESCRIPTION

The City of Benbrook Debt Service Fund was created by Ordinance 404, which was adopted August 25, 1975. The ordinance authorizes a tax to be levied on all real and personal property with the proceeds from said tax used to retire the principal and interest on all general purpose indebtedness. The Debt Service Fund accounts for the accumulation of resources, and the payment of general long-term principal and interest.

| | | BUDGET 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **219,455** |
| REVENUES | | |
| Ad Valorem Taxes | 326,898 | |
| Use of Money & Property | - | |
| TOTAL REVENUES | | 326,898 |
| **TOTAL FUNDS AVAILABLE** | | **546,353** |
| EXPENDITURES | | |
| Bond Principal Retirements | 755,000 | |
| Certificate of Obligation Retirements | - | |
| Long-Term Note Retirements | - | |
| Interest Expenses | 210,275 | |
| Agent Fees and Other Expenditures | 3,800 | |
| TOTAL EXPENDITURES | | 969,075 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **(422,722)** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | 505,837 | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | 505,837 |
| **ENDING BALANCE** | | **83,115** |

DEBT SERVICE FUND
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES
ACTUAL AND ESTIMATED
2005-06 TO 2014-15

| Revenues by Source | Actual 2005-06 | Actual 2006-07 | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 |
|---|---|---|---|---|---|
| Ad Valorem Taxes | 1,420,830 | 1,258,336 | 1,260,346 | 991,987 | 662,020 |
| Use of Money & Property | - | - | - | - | - |
| Proceeds from Refunding Bonds | - | - | - | - | - |
| **TOTAL REVENUES** | **1,420,830** | **1,258,336** | **1,260,346** | **991,987** | **662,020** |
| **Expenditures by Division** | | | | | |
| Bond Principal Maturities | | | | | |
| General Obligation Bonds | 715,000 | 430,000 | 460,000 | 545,000 | 570,000 |
| Certificates of Obligation | 60,000 | 60,000 | 60,000 | - | - |
| Capitalized Leases | - | - | - | - | - |
| Other Long-Term Notes | 2,853 | 3,059 | 3,246 | 3,445 | 136,026 |
| Miscellaneous Expenses | - | - | - | - | - |
| Interest | 560,554 | 533,710 | 508,948 | 482,770 | 457,240 |
| Agent Fees and Other Expenditures | 5,140 | 1,158 | 4,658 | 4,504 | 4,123 |
| **TOTAL EXPENDITURES** | **1,343,546** | **1,027,926** | **1,036,852** | **1,035,718** | **1,167,389** |
| **REVENUES OVER (UNDER) EXPENDITURES** | **77,284** | **230,410** | **223,494** | **(43,731)** | **(505,369)** |
| **Other Financing Sources (Uses)** | | | | | |
| Transfers-In | | | | | |
| Stormwater Utility Fund | - | - | - | 531,451 | 529,116 |
| Other Funds | - | - | - | - | - |
| Transfers-Out | | | | | |
| Bond Escrow Account | - | - | - | - | - |
| **TOTAL OTHER FINANCING SOURCES (USES)** | - | - | - | **531,451** | **529,116** |
| **REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)** | **77,284** | **230,410** | **223,494** | **487,720** | **23,747** |

| Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Budget 2013-14 | Estimated 12 Months 2013-14 | Variance Favorable (Unfavorable) | Budget 2014-15 |
|---|---|---|---|---|---|---|
| 300,526 | 149,010 | 156,389 | 238,828 | 239,800 | 87,098 | 326,898 |
| - | - | - | - | - | - | - |
| 2,755,000 | - | - | - | - | - | - |
| **3,055,526** | **149,010** | **156,389** | **238,828** | **239,800** | **87,098** | **326,898** |
| 775,000 | 685,000 | 980,000 | 705,000 | 705,000 | 50,000 | 755,000 |
| - | 145,000 | - | - | - | - | - |
| - | - | - | - | - | - | - |
| - | - | - | - | - | - | - |
| - | - | - | - | - | - | - |
| 575,905 | 420,622 | 434,133 | 296,550 | 296,550 | (86,275) | 210,275 |
| 3,800 | 21,575 | 3,800 | 6,000 | 6,000 | - | 3,800 |
| **1,354,705** | **1,272,197** | **1,417,933** | **1,007,550** | **1,007,550** | **(36,275)** | **969,075** |
| **1,700,821** | **(1,123,187)** | **(1,261,544)** | **(768,722)** | **(767,750)** | **123,373** | **(642,177)** |
| 829,736 | 814,335 | 956,101 | 542,104 | 542,104 | (36,267) | 505,837 |
| - | - | - | - | - | - | - |
| 2,699,495 | - | - | - | - | - | - |
| **(1,869,759)** | **814,335** | **956,101** | **542,104** | **542,104** | **(36,267)** | **505,837** |
| **(168,938)** | **(308,852)** | **(305,443)** | **(226,618)** | **(225,646)** | **87,106** | **(136,340)** |

DEBT SERVICE FUND
DEBT SERVICE REQUIREMENTS
CURRENT YEAR SUMMARY
2014-15

| Year Issued | Description | Outstanding 10/01/2014 | CURRENT YEAR REQUIREMENTS Principal | Interest | Agent Fees | Total Requirements |
|---|---|---|---|---|---|---|
| | **GENERAL OBLIGATION BONDS** | | | | | |
| 2002* | Refunding & Improvement Bonds | 2,465,000 | 145,000 | 70,100 | 1,266 | 216,366 |
| 2004** | Refunding & Improvement Bonds | 2,555,000 | 205,000 | 53,710 | 1,267 | 259,977 |
| 2005 | Refunding & Improvement Bonds | 2,680,000 | 405,000 | 86,465 | 1,267 | 492,732 |
| **TOTAL DEBT OUTSTANDING** | | 7,700,000 | | | | |
| **DEBT SERVICE REQUIREMENTS 2014-15** | | | 755,000 | 210,275 | 3,800 | 969,075 |

* Refinanced in 2011
** Refinanced in 2013

DEBT SERVICE FUND
SCHEDULE OF LONG-TERM INDEBTEDNESS
2014-15

| Description | Original Amount Issued | Retired In Prior Years | Debt Balance 10/01/2014 |
|---|---|---|---|
| GENERAL OBLIGATION BONDS | 23,929,259 | 16,229,259 | 7,700,000 |
| **DEBT TOTALS** | **23,929,259** | **16,229,259** | **7,700,000** |

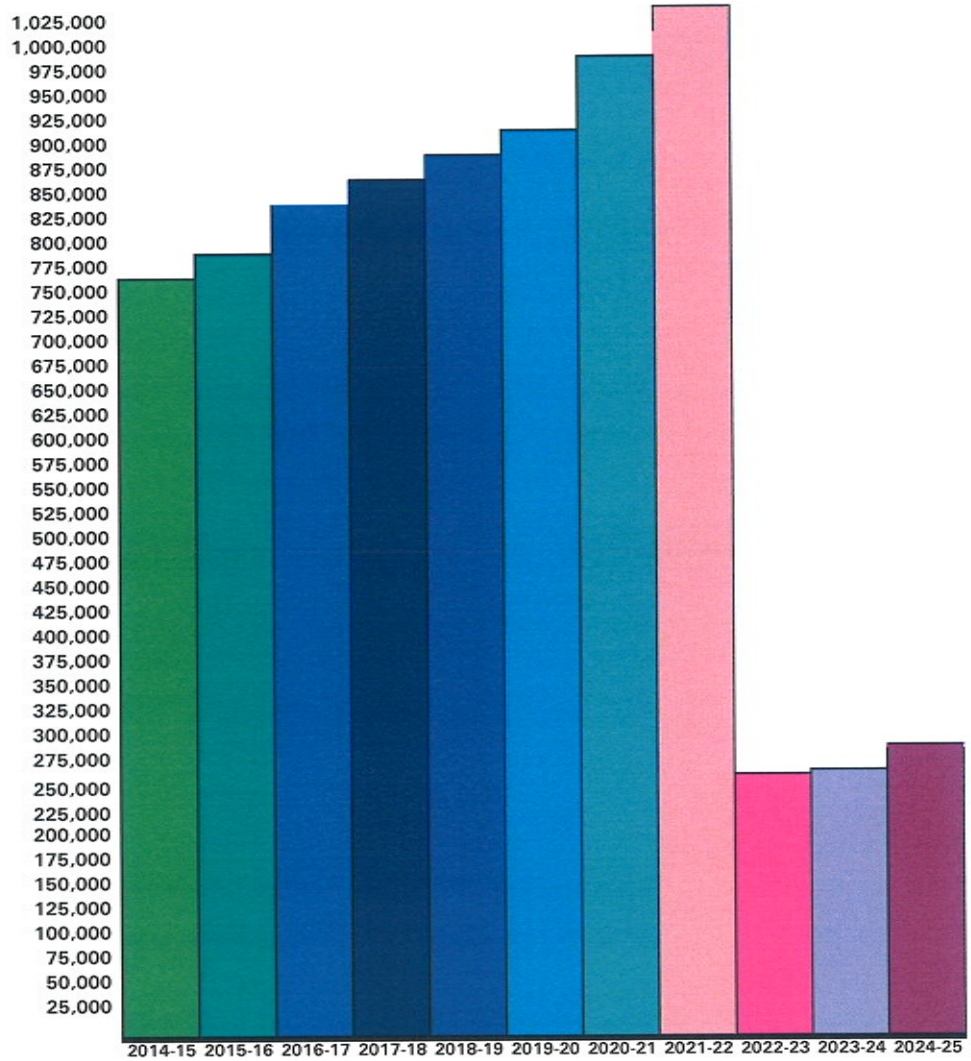
DEBT SERVICE FUND
TEN YEAR SUMMARY- RATIO OF DEBT TO ASSESSED VALUATIONS
AND DEBT PER CAPITA
2005-06 TO 2014-15

| Fiscal Year | Estimated Population | Net Assessed Value | Gross Debt | Debt Service Funds Available | Net Debt | Ratio of Net Debt To Assessed Value | Net Debt Per Capita |
|---|---|---|---|---|---|---|---|
| 2005-06 | 20,845 | 1,274,529,522 | 15,723,657 | 227,124 | 15,496,533 | 1.22% | 743.42 |
| 2006-07 | 20,950 | 1,350,195,944 | 14,820,775 | 101,173 | 14,719,602 | 1.09% | 702.61 |
| 2007-08 | 21,000 | 1,447,702,392 | 14,202,716 | 326,494 | 13,876,222 | 0.96% | 660.77 |
| 2008-09 | 21,025 | 1,614,331,871 | 11,429,470 | 841,327 | 10,588,143 | 0.66% | 503.60 |
| 2009-10 | 21,047 | 1,664,389,987 | 10,881,025 | 1,236,358 | 9,644,667 | 0.58% | 458.24 |
| 2010-11 | 21,270 | 1,649,849,261 | 10,307,369 | 1,356,611 | 8,950,758 | 0.54% | 420.82 |
| 2011-12 | 21,443 | 1,669,739,974 | 9,595,000 | 1,064,623 | 8,530,377 | 0.51% | 397.82 |
| 2012-13 | 21,615 | 1,756,069,851 | 9,055,000 | 750,049 | 8,304,951 | 0.47% | 384.22 |
| 2013-14 | 21,788 | 1,762,743,672 | 8,380,000 | 445,101 | 7,934,899 | 0.45% | 364.19 |
| 2014-15 | 21,850 | 1,810,093,964 | 7,700,000 | 219,455 | 7,480,545 | 0.41% | 342.36 |

DEBT SERVICE FUND
SCHEDULE OF REQUIREMENTS
OCTOBER 1, 2014 TO MATURITY

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 755,000 | 210,275 | 965,275 |
| 16 | 780,000 | 187,013 | 967,013 |
| 17 | 815,000 | 162,829 | 977,829 |
| 18 | 835,000 | 137,792 | 972,792 |
| 19 | 870,000 | 111,871 | 981,871 |
| 20 | 895,000 | 84,995 | 979,995 |
| 21 | 975,000 | 57,966 | 1,032,966 |
| 22 | 1,015,000 | 30,607 | 1,045,607 |
| 23 | 245,000 | 13,961 | 258,961 |
| 24 | 255,000 | 8,486 | 263,486 |
| 25 | 260,000 | 2,847 | 262,847 |
| TOTALS | 7,700,000 | 1,008,642 | 8,708,642 |

## DEBT SERVICE FUND
## SCHEDULE OF REQUIREMENTS
## GRAPHIC PRESENTATION
## OCTOBER 1, 2014 TO MATURITY



DEBT SERVICE FUNDS
GENERAL OBLIGATION BONDS, SERIES 2005 REFUNDING
SCHEDULE OF REQUIREMENTS

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 405,000 | 86,465 | 491,465 |
| 16 | 420,000 | 72,069 | 492,069 |
| 17 | 440,000 | 57,062 | 497,062 |
| 18 | 450,000 | 41,531 | 491,531 |
| 19 | 475,000 | 25,390 | 500,390 |
| 20 | 490,000 | 8,551 | 498,551 |
| TOTALS | 2,680,000 | 291,066 | 2,971,066 |

DEBT SERVICE FUNDS
GENERAL OBLIGATION BONDS, SERIES 2011 REFUNDING
SCHEDULE OF REQUIREMENTS

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 14 | 145,000 | 70,100 | 215,100 |
| 15 | 150,000 | 65,779 | 215,779 |
| 16 | 155,000 | 61,311 | 216,311 |
| 17 | 165,000 | 56,623 | 221,623 |
| 18 | 170,000 | 51,715 | 221,715 |
| 19 | 175,000 | 46,660 | 221,660 |
| 20 | 735,000 | 33,328 | 768,328 |
| 21 | 770,000 | 11,280 | 781,280 |
| TOTALS | 2,465,000 | 396,796 | 2,861,796 |

DEBT SERVICE FUNDS
GENERAL OBLIGATION BONDS, SERIES 2013 REFUNDING
SCHEDULE OF REQUIREMENTS

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 205,000 | 53,710 | 258,710 |
| 16 | 210,000 | 49,166 | 259,166 |
| 17 | 220,000 | 44,457 | 264,457 |
| 18 | 220,000 | 39,639 | 259,639 |
| 19 | 225,000 | 34,766 | 259,766 |
| 20 | 230,000 | 29,784 | 259,784 |
| 21 | 240,000 | 24,638 | 264,638 |
| 22 | 245,000 | 19,327 | 264,327 |
| 23 | 245,000 | 13,961 | 258,961 |
| 24 | 255,000 | 8,486 | 263,486 |
| 25 | 260,000 | 2,847 | 262,847 |
| TOTALS | 2,555,000 | 320,780 | 2,875,780 |

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# CAPITAL PROJECTS FUNDS

Benbrook

**CAPITAL PROJECTS FUND**
**SUMMARY OF REVENUES AND EXPENDITURES**
**FUND BALANCE SUMMARY**
**2014-15**

**FUND DESCRIPTION**

The Capital Projects Funds account for financial resources to be used for the acquisition of or the construction of major capital facilities or improvements. The Capital Projects Funds include Capital Improvements Projects, the Special Assessment Account, the Capital Asset Replacement Account, and the Other Improvements Account.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **1,328,125** |
| REVENUES | | |
| Bond Proceeds | - | |
| Use of Money & Property | - | |
| Special Assessments | - | |
| TOTAL REVENUES | | - |
| **TOTAL FUNDS AVAILABLE** | | **1,328,125** |
| EXPENDITURES | | |
| Street and Drainage Projects | - | |
| Street Assessment | - | |
| Capital Asset Replacement | - | |
| Other Improvements | - | |
| TOTAL EXPENDITURES | | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **1,328,125** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | 200,000 | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | **200,000** |
| **ENDING BALANCE** | | **1,528,125** |

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**CAPITAL PROJECTS FUND**
**CAPITAL IMPROVEMENT PROJECTS**
**FUND BALANCE STATEMENT**
**2014-15**

The Benbrook City Council authorized the creation of the Capital Improvements Projects Account to account for the sale of general obligation bonds, long-term notes, and the related bond expenditures for capital facilities, projects, and improvements. The Capital Improvements Projects Accounts are subdivided into building, street, drainage, and other improvements. One project was completed in 2011-12 - the Rolling Hills Park Project. Council approved the transfer of funds from the General Fund reserves to finance this project. For 2012-13, two projects were completed: the expansion of the Benbrook Fire Station that was started in 2012 and the extension of the hike and bike trail.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | - |
| REVENUES | | |
| Bond Proceeds | - | |
| Certificates of Obligation | - | |
| Use of Money & Property | - | |
| TOTAL REVENUES | | - |
| **TOTAL FUNDS AVAILABLE** | | - |
| EXPENDITURES | | |
| None | - | |
| TOTAL EXPENDITURES | | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | - |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In from General Fund Reserves | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | - |

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**CAPITAL PROJECTS FUND**
**SPECIAL ASSESSMENT FUND**
**FUND BALANCE STATEMENT**
**2014-15**

**ACCOUNT DESCRIPTION**

The Special Assessment Fund accounts for street assessments due the City from improvements to property by the construction of curb and gutter, drive approaches, sidewalks, and street paving. Initial financing was provided by the sale of general obligation (street improvement) bonds. Costs of the projects are estimated and property owners are assessed their proportionate share (cost per linear foot times the number of feet). The owners must pay the assessment within 30 days from the completion of the project to avoid any interest charges. Owners may also pay their assessment by using one of three installment plans offered by the City. Interest is charged on the unpaid balance of the assessment at the rate of eight percent per year. Assessment payments are used to finance additional street improvements. Delinquent street assessments are collected when the property is sold.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | 1,044,958 |
| REVENUES | | |
| Special Assessments | - | |
| Use of Money & Property | - | |
| TOTAL REVENUES | | - |
| **TOTAL FUNDS AVAILABLE** | | 1,044,958 |
| EXPENDITURES | | |
| Street Improvements | - | |
| Other Expenditures | - | |
| TOTAL EXPENDITURES | | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | 1,044,958 |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | **1,044,958** |

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**CAPITAL PROJECTS FUND**
**CAPITAL ASSET REPLACEMENT FUND**
**FUND BALANCE STATEMENT**
**2014-15**

**ACCOUNT DESCRIPTION**

During a 1986-87 budget worksession, the City Council authorized the creation of the Capital Asset Replacement Account. The overall plan was to set aside funds each year for the acquisition/replacement of major assets. In 1999-00 the funds in this special account were depleted to finance the replacement of a street sweeper. This fund was re-activated in the 2009-10 Adopted Budget and financed with the transfer of $250,000 from General Fund reserves. In 2011-12, the City used funds towards the purchase of an ambulance. The fund balance was increased in 2013-14 and in 2014-15 with the transfer of $200,000 each year from General Fund reserves.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **283,167** |
| REVENUES | | |
| Use of Money & Property | - | |
| TOTAL REVENUES | | - |
| **TOTAL FUNDS AVAILABLE** | | **283,167** |
| EXPENDITURES | | |
| None | - | |
| TOTAL EXPENDITURES | | - |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **283,167** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In - General Fund Reserves | 200,000 | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | 200,000 |
| **ENDING BALANCE** | | **483,167** |

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# OTHER FUNDS

Benbrook

OTHER FUNDS
FUND BALANCE STATEMENT
2014-15

## OTHER FUNDS

| | TIF FUND | CORE VALUE FUND | STORMWATER UTILITY FUND | POLICE NARCOTICS FUND | HMOT MARKETING FUND | ECONOMIC DEVELOPMENT CORPORATION |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | **2,458,210** | **2,205,559** | **1,098,767** | **41,472** | **295,607** | **4,640,000** |
| Revenues | 1,232,154 | - | 970,000 | 75 | 140,580 | 1,103,650 |
| **TOTAL FUNDS AVAILABLE** | **3,690,364** | **2,205,559** | **2,068,767** | **41,547** | **436,187** | **5,743,650** |
| Expenditures | 505,550 | 1,800,000 | 74,593 | 5,000 | 153,483 | 2,730,624 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | **3,184,814** | **405,559** | **1,994,174** | **36,547** | **282,704** | **3,013,026** |
| OTHER FINANCING SOURCES | | | | | | |
| Transfers - In | - | - | - | - | - | - |
| Transfers - Out | - | - | 505,837 | - | - | - |
| Use of General Fund Reserves | | 100,000 | | | | |
| TOTAL OTHER FINANCING SOURCES | - | 100,000 | 505,837 | - | - | - |
| **ENDING BALANCE** | **3,184,814** | **505,559** | **1,488,337** | **36,547** | **282,704** | **3,013,026** |

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**OTHER FUNDS**
**TAX INCREMENT FINANCING (TIF)**
**FUND BALANCE STATEMENT**
**2014-15**

**FUND DESCRIPTION**

The Tax Increment Financing (TIF) Fund is used to account for funds received and expended for the construction of major improvements that must be financed over several years and are located within the TIF boundaries of Benbrook.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **2,458,210** |
| REVENUES | | |
| Property Tax Revenue (from General Fund and Other Governments) | 1,232,154 | |
| TOTAL REVENUES | | 1,232,154 |
| **TOTAL FUNDS AVAILABLE** | | **3,690,364** |
| EXPENDITURES | | |
| Certificates of Obligation Principal and Interest - Series 2005 | 206,444 | |
| Certificates of Obligation Principal and Interest - Series 2012 | 142,587 | |
| Certificates of Obligation Principal and Interest - Series 2014 | 156,519 | |
| TOTAL EXPENDITURES | | 505,550 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **3,184,814** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | **3,184,814** |

OTHER FUNDS
TAX INCREMENT FINANCING (TIF)
CERTIFICATES OF OBLIGATION – 2005 ISSUE
2014-15

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 165,000 | 41,444 | 206,444 |
| 16 | 170,000 | 35,598 | 205,598 |
| 17 | 175,000 | 29,578 | 204,578 |
| 18 | 180,000 | 23,383 | 203,383 |
| 19 | 185,000 | 17,014 | 202,014 |
| 20 | 195,000 | 10,383 | 205,383 |
| 21 | 200,000 | 3,490 | 203,490 |
| TOTALS | 1,270,000 | 160,889 | 1,430,889 |

OTHER FUNDS
TAX INCREMENT FINANCING (TIF)
CERTIFICATES OF OBLIGATION – 2012 ISSUE
2014-15

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 125,000 | 17,587 | 142,587 |
| 16 | 125,000 | 15,349 | 140,349 |
| 17 | 125,000 | 13,112 | 138,112 |
| 18 | 130,000 | 10,830 | 140,830 |
| 19 | 130,000 | 8,503 | 138,503 |
| 20 | 135,000 | 6,131 | 141,131 |
| 21 | 135,000 | 3,714 | 138,714 |
| 22 | 140,000 | 1,253 | 141,253 |
| TOTALS | 1,045,000 | 76,478 | 1,121,478 |

OTHER FUNDS
TAX INCREMENT FINANCING (TIF)
CERTIFICATES OF OBLIGATION – 2014 ISSUE
2014-15

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 135,000 | 21,519 | 156,519 |
| 16 | 140,000 | 16,684 | 156,684 |
| 17 | 145,000 | 14,233 | 159,233 |
| 18 | 145,000 | 11,739 | 156,739 |
| 19 | 150,000 | 9,202 | 159,202 |
| 20 | 150,000 | 6,622 | 156,622 |
| 21 | 155,000 | 3,999 | 158,999 |
| 22 | 155,000 | 1,333 | 156,333 |
| TOTALS | 1,175,000 | 85,331 | 1,260,331 |

**OTHER FUNDS**
**CORE VALUE FUND**
**FUND BALANCE STATEMENT**
**2014-15**

## FUND DESCRIPTION

In November 2005 during a planning work session, the Benbrook City Council enumerated its goals and objectives for the upcoming fiscal year and beyond. Several goals, particularly in municipal finance, were discussed for establishing a clear policy direction for the long term. These discussions were triggered by the City's acceptance of a proposal for a natural gas lease for City property. The City received $1,207,260 through the royalty agreement and signing bonus. Council established the Core Values Fund to account for proceeds from natural gas leases. A super majority of Council is required for any expenditures. In 2013-14 $1,500,000 was transferred from General Fund forreserves the Benbrook Boulevard project. The 2014-15 Budget includes the transfer of $100,000 for landscaping.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **2,205,559** |
| REVENUES | | |
| Use of Money & Property | - | |
| TOTAL REVENUES | | - |
| **TOTAL FUNDS AVAILABLE** | | **2,205,559** |
| EXPENDITURES | | |
| Benbrook Boulevard Expansion Project | 1,800,000 | |
| TOTAL EXPENDITURES | | 1,800,000 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **405,559** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| Use of General Fund Reserves | 100,000 | |
| TOTAL OTHER FINANCING SOURCES (USES) | | **100,000** |
| **ENDING BALANCE** | | **505,559** |

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OTHER FUNDS
STORMWATER UTILITY FUND
FUND BALANCE STATEMENT
2014-15

## FUND DESCRIPTION

In September 2007, the Benbrook City Council adopted fees for the Stormwater Utility. These fees became effective October 1, 2007. The monthly fee for a Benbrook residence is $6.50; the rate paid by businesses is based on the impervious area on the parcel in square feet times $0.00204 per month. Expenditures are restricted to drainage and stormwater projects. Expenses reflected are for principal and interest payments on certificates of obligation sold in 2007 At the time that the 2014-15 Budget was adopted, no new projects had been approved by the City Council for 2014-15.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **1,098,767** |
| REVENUES | | |
| Stormwater Utility Fees | 970,000 | |
| TOTAL REVENUES | | 970,000 |
| **TOTAL FUNDS AVAILABLE** | | **2,068,767** |
| EXPENDITURES | | |
| 2014-15 Certificates of Obligation Expense | 74,593 | |
| Other Projects | TBD | |
| TOTAL EXPENDITURES | | 74,593 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **1,994,174** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | | |
| Transfers-Out | 505,837 | |
| TOTAL OTHER FINANCING SOURCES (USES) | | **505,837** |
| **ENDING BALANCE** | | **1,488,337** |

OTHER FUNDS
STORMWATER UTILITY FUND
CERTIFICATES OF OBLIGATION
2014-15

| Year Ending 09-30 | Principal | Interest | Total |
|---|---|---|---|
| 15 | 45,000 | 29,593 | 74,593 |
| 16 | 45,000 | 27,775 | 72,775 |
| 17 | 50,000 | 25,856 | 75,856 |
| 18 | 50,000 | 23,836 | 73,836 |
| 19 | 55,000 | 21,715 | 76,715 |
| 20 | 55,000 | 19,493 | 74,493 |
| 21 | 55,000 | 17,271 | 72,271 |
| 22 | 60,000 | 14,948 | 74,948 |
| 23 | 60,000 | 12,524 | 72,524 |
| 24 | 65,000 | 9,999 | 74,999 |
| 25 | 70,000 | 7,272 | 77,272 |
| 26 | 70,000 | 4,444 | 74,444 |
| 27 | 75,000 | 1,515 | 76,515 |
| TOTALS | 755,000 | 216,241 | 971,241 |

**OTHER FUNDS**
**POLICE NARCOTICS FUND**
**FUND BALANCE STATEMENT**
**2014-15**

**FUND DESCRIPTION**

The Police Narcotics Fund is used to account for funds seized by the Benbrook Police Department in narcotics cases. Funds are also obtained from the sale of confiscated assets. Expenditures are restricted to drug enforcement programs, projects, and activities.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | 41,472 |
| REVENUES | | |
| Use of Money & Property | 75 | |
| TOTAL REVENUES | | **75** |
| **TOTAL FUNDS AVAILABLE** | | **41,547** |
| EXPENDITURES | | |
| Miscellaneous Expenditures as Approved by Police Chief | | 5,000 |
| **TOTAL EXPENDITURES** | | **5,000** |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **36,547** |
| **ENDING BALANCE** | | **36,547** |

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**OTHER FUNDS**
**HOTEL/MOTEL OCCUPANCY TAX FUND**
**FUND BALANCE STATEMENT**
**2014-15**

## FUND DESCRIPTION

The Hotel/Motel Occupancy Tax Fund is used to account for revenues received through the hotel/motel occupancy taxes by hotels, motels, and other establishments located within the city limits of Benbrook. Expenditures are determined and allocated by the City Council on an annual basis. Expenditures are restricted for specific uses and purposes as prescribed by State law. The Marketing Program was established was established by the Council in 2008 and finances salary and operating expenses for the City's Marketing Director. Programs approved for 2014-15 are listed below.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **295,607** |
| REVENUES | | |
| Hotel/Motel Occupancy Tax Allocation | 140,580 | |
| TOTAL REVENUES | | 140,580 |
| **TOTAL FUNDS AVAILABLE** | | **436,187** |
| EXPENDITURES | | |
| City Marketing - City of Benbrook | 106,793 | |
| Heritage Fest - City of Benbrook | 20,000 | |
| Winter Wonderland - City of Benbrook | 1,000 | |
| Benbrook Area Chamber of Commerce - Support | 4,000 | |
| Benbrook Area Chamber of Commerce - BBQ Contest | 2,500 | |
| Advertising Expenses as Required by State Statute | 19,190 | |
| TOTAL EXPENDITURES | | 153,483 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **282,704** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | **282,704** |

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OTHER FUNDS
BENBROOK ECONOMIC DEVELOPMENT CORPORATION (EDC)
FUND BALANCE STATEMENT
2014-15

## FUND DESCRIPTION

The Benbrook Economic Development Corporation was established as the Benbrook Industrial Development Authority by the City Council in 1980. The Authority was converted to a 4B (now known as Type B) Corporation in 1995, following an election by Benbrook's citizens to authorize a one-half cent sales tax for the purpose of economic development. The purpose of the EDC is to plan and fund projects that promote economic development within Benbrook using financial resources including the half-cent sales tax.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | **4,640,000** |
| REVENUES | | |
| Sales Tax and Interest Earnings | 1,103,650 | |
| TOTAL REVENUES | | 1,103,650 |
| **TOTAL FUNDS AVAILABLE** | | **5,743,650** |
| EXPENDITURES | | |
| EDC Project | 2,730,624 | |
| TOTAL EXPENDITURES | | 2,730,624 |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | **3,013,026** |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | **3,013,026** |

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# GRANT FUNDS

Benbrook

**GRANT FUNDS**
**FUND BALANCE STATEMENT**
**2014-15**

**ACCOUNT DESCRIPTION**

The Trust and Other Agency Fund (Grant Funds) was established to account for federal, state and regional grants. Active accounts within this section include the Community Development Block Grant, the Fort Worth Independent School District (FWISD), and Tarrant County.

| | | PROJECTED 2014-15 |
|---|---|---|
| **BEGINNING BALANCE** | | - |
| REVENUES | | |
| Community Development Block Grant | - | |
| Tarrant County - Ambulance Replacement | 50,000 | |
| School Resource Officer Program - WHHS and Benbrook Middle School | 158,750 | |
| City Contribution | 264,750 | |
| TOTAL REVENUES | | 473,500 |
| **TOTAL FUNDS AVAILABLE** | | **473,500** |
| EXPENDITURES | | |
| Ambulance Replacement | 156,000 | |
| Salary Expenses - Police Officers | 317,500 | |
| TOTAL EXPENDITURES | | **473,500** |
| **AVAILABLE OVER (UNDER) EXPENDITURES** | | - |
| OTHER FINANCING SOURCES (USES) | | |
| Transfers-In | - | |
| Transfers-Out | - | |
| TOTAL OTHER FINANCING SOURCES (USES) | | - |
| **ENDING BALANCE** | | - |

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GRANT FUNDS
SCHOOL RESOURCE OFFICERS PROGRAM – WHHS AND BENBROOK MIDDLE SCHOOL
PROJECT SUMMARY 2014-15

**PROJECT NAME: Police Officers for WHHS and Benbrook Middle School**

**PROJECT DESCRIPTION**

The Fort Worth Independent School District subsidizes fifty percent of salary costs for two Police Officers (eligible expenses only) to insure that a Benbrook Police Officer is at Western Hills High School during hours of operation. In the fall of 2011, a Police Officer was assigned to the newly-opened Benbrook Middle School. The Officers serve as liaisons between the schools and the Benbrook Police Department. They also handle all offenses that occur on FWISD property. This agreement is renewed on an annual basis.

**PROJECT NECESSITY**

This project insures that Benbrook Police Officers are on-duty at Benbrook schools during operating hours.

**PROJECTED COSTS (2014-15 dollars)**

| | |
|---|---|
| Salary Expense | 317,500 |
| Contingencies | - |
| TOTAL PROJECTED COST | 317,500 |
| 2014-15 ESTIMATED EXPENDITURES | 317,500 |

**PROPOSED FINANCING**

| | |
|---|---|
| General Fund Contributions | 158,750 |
| FWISD | 158,750 |
| TOTAL FUNDING | 317,500 |

| PROPOSED SCHEDULE | PLANNED | ACTUAL |
|---|---|---|
| Assignment of Police Officers at WHHS | 10/14 | 10/14 |
| Assignment of Police Officer at Benbrook Middle School | 10/14 | 10/14 |

GRANT FUNDS
TARRANT COUNTY AMBULANCE GRANT
PROJECT SUMMARY 2014-15

**PROJECT NAME: Ambulance Replacement**

**PROJECT DESCRIPTION**

Tarrant County agreed to finance one-half of the cost for the City of Benbrook to replace one ambulance. Benbrook participates in the County's mutual aid program for fire services and provides ambulance services for residents of Tarrant County who are not served by another ambulance company.

**PROJECT NECESSITY**

Benbrook's ambulance is scheduled for replacement in 2014-15.

**PROJECTED COSTS (2014-15 dollars)**

| | |
|---|---|
| Capital Outlay | 156,000 |
| Contingencies | - |
| TOTAL PROJECTED COST | 156,000 |
| 2014-15 ESTIMATED EXPENDITURES | 156,000 |

**PROPOSED FINANCING**

| | |
|---|---|
| General Fund Contributions (Ambulance Budget) | 106,000 |
| Other Governments (including grants) | 50,000 |
| TOTAL FUNDING | 156,000 |

| **PROPOSED SCHEDULE** | PLANNED | ACTUAL |
|---|---|---|
| Replacement of Benbrook Ambulance | 03/15 | |

# APPENDIX

Benbrook

# CITY CHARTER REQUIREMENTS

The City of Benbrook Charter, as approved in 1983 by the Benbrook City Council and amended in 1990 and in 1997, has the following requirements for the City Budget:

## SUBMISSION OF THE BUDGET

On or before the first day in September of each year, the City Manager shall submit to the City Council a balanced budget for the ensuing fiscal year and an accompanying message.

## THE BUDGET MESSAGE

The Budget Message shall explain the budget in fiscal terms and in terms of working programs for the ensuing fiscal year. It shall outline proposed financial policies of the City and shall include other materials as the City Manager deems necessary.

## BUDGET CONTENTS

The budget shall contain the following:

1. Comparative figures for the estimated income and expenditures for the ensuing fiscal year compared to the combination of: actual income and expenditures through the latest complete accounting period that information is available for at the commencement of budget preparation, and the estimated income and expenditures for the incomplete portion of the current fiscal year.

2. The proposed expenditures of each office, department, or function.

3. A schedule showing the debt service requirement due on all outstanding indebtedness and on any proposed debt.

4. The source or basis of the estimate.

5. The total of the proposed expenditures shall not exceed the total estimated income and the balance of available funds.

6. The budget message shall include a forecast of a five-year estimate of revenues and expenditures and an explanation of its effect on taxation. The source or basis of the estimates shall be a part of the forecast.

## PUBLIC HEARINGS ON THE BUDGET

The Council shall hold two public hearings on the proposed budget prior to the final adoption. Public Notice of the hearings shall be published in the official medium not less than ten nor more than thirty days prior to the hearings. The City Secretary shall provide copies of the proposed budget to the public at cost, upon request.

## ADOPTION OF THE BUDGET

The City Council shall adopt the proposed budget, with or without amendment, after public hearings and before the first day of the ensuing fiscal year. Should the Council take no final action before the first day of the ensuing fiscal year, the amounts appropriated for the current fiscal year shall be deemed adopted on a month-to-month basis. Final adoption shall constitute appropriation of the expenditures proposed from funds so indicated.

## AMENDMENTS AFTER ADOPTION

During the fiscal year, the City Council shall have the power to make budget adjustments. Expenditures that could not, by reasonable thought and attention, have been included in the original budget, may be authorized by the City Council. All such authorizations by the City Council shall be filed as amendments to the original budget, including the reasons for such amendments.

## DEFECTS IN THE BUDGET

Defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not invalidate any tax levy, nor shall it invalidate the tax roll.

# THE BUDGET PROCESS

## DECEMBER

The Deputy City Manager and Planning Director prepare the annual Capital Improvements Report (which lists proposed capital improvements along with the estimated cost, the means of financing the proposed improvements, and the year in which the proposed improvement project is scheduled to be undertaken). The City holds public hearings on the Capital Improvements Report. Information approved in this document is included in the Capital Projects section of the Budget Document.

## JANUARY

The City officially adopts the Capital Improvements Report that outlines capital improvement projects the City undertakes for the next five years.

## FEBRUARY

The Finance Director prepares the new Budget Instructions Manual.

## MARCH

The Finance Director prepares the budget work papers for the various activity areas of the City with prior year actual and budgeted, current year budgeted amounts, current year six month totals, and current year estimated twelve month totals (salary and fringe benefit costs only) pre-printed for each activity.

## APRIL

The budget work papers are distributed to the various Department Directors to prepare their budget request for the ensuing fiscal year. Worksheets are available in a shared file in the City's network.

The Finance Director prepares revenue re-estimates for the current fiscal year and revenue projections for the upcoming fiscal year.

## MAY

Department Directors return completed work papers to the Finance Director via the shared file. The Finance Director prepares a summary of the departmental budget requests for the City Manager. The Finance Director also provides revenue re-estimates and projections to the City Manager along with re-estimated and projected fund balances for the next three years for the General Fund, Debt Service Fund, and these two funds combined. The City Manager uses these long-range projections as a target for reducing proposed expenditures in the Department budget requests. His goal is to balance proposed expenditures against the anticipated revenue and existing reserves to maintain fund balances at an acceptable level.

## JUNE

The City Manager reviews the proposed activity budgets with each Department Director. At this time, some items are restored to the proposed activity budgets. Additional cuts usually are necessary to compensate for the items that have been restored to the various budget proposals.

The Finance Director prepares a Proposed Budget Document that includes detailed revenue and expenditure summaries, fund balance estimates and projections, summaries of each activity's budget request along with documentation of all changes made by the City Manager, copies of all funded and unfunded decision packages, and a narrative explanation of the issues that City Council faces and resolves during the upcoming budget deliberations.

## JULY

The City Manager and Finance Director meet with City Council to canvass Councilmembers on any program additions or deletions that City Council wishes to include in the Proposed Budget. At this meeting, the City Manager provides City Council with a brief summary of any anticipated budget problems. The City Council provides direction for the City Staff to follow in revising the Proposed Budget.

Toward the end of July (but no later than July 25), the City receives assessed valuation totals from the Tarrant Appraisal District. The Finance Director finalizes property tax revenue projections.

The City Council begins conducting work sessions to review all of the Department budget requests. During these work sessions, Department Directors may meet with the City Council to discuss their proposed budget requests. At

this time, the Department Directors have the opportunity to request and justify items that have been eliminated from their budget proposals. The City Council also meets with any group that requests funding from the City of Benbrook.

### AUGUST

The City Council continues to hold work sessions on the Proposed Budget until agreement is reached by a majority of City Councilmembers on the level of spending to include for City programs and the means to finance these expenditures. When a Proposed Budget has been agreed upon, the Finance Director prepares a Summary of the Proposed Budget for distribution to the City Council, City Department Directors, concerned citizens, and the local media. The Finance Director calculates and publishes a notice of effective tax rate. Public meetings on the adoption of the Proposed Budget and Tax Rate are scheduled and notices of these meetings are published in the official newspaper. A one page summary of the Proposed Budget is also published in the newspaper. This information is also posted on the City of Benbrook website. The City's website also features a Summary Budget Document; paper copies of this document are available to attendees of the public hearings on the Budget. The Council conducts the first of two public hearings on the Proposed Budget and on the Proposed Tax Rate.

### SEPTEMBER

The City Council holds the second of two public hearings on the Proposed Budget and on the Proposed Tax Rate. The City Council adopts the annual budget and sets the tax rate upon the completion of these hearings and after interested citizens have had an opportunity to address the City Council.

### OCTOBER, NOVEMBER, AND DECEMBER

During October, November, and December, the Finance Director prepares the Adopted Budget Document. Copies of the Adopted Budget are presented to the City Council before the end of the calendar year. Copies of the Adopted Budget Document are made available to the public. In December 2014, copies of the Adopted Budget Document are available on-line at the City's website at www.benbrook-tx.gov.

# THE BUDGET PROCESS TIMELINE

| JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|---|---|---|---|---|---|
| Council Adopts the Annual Capital Improvements Report | Preparation of Budget Instructions Manual | Preparation of Budget Work Papers | Distribution of Budget Materials to Departments | Departments Submit Budget Requests | Proposed Budget Submitted to City Manager |
| | | | Preparation of Re-Estimates of Revenues and Expenditures for Current Fiscal Year | Finance Director Review Phase for Proposed Budget | City Manager Review Phase for Proposed Budget |

# THE BUDGET PROCESS TIMELINE

| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|
| Initial Meeting with City Council | Work Sessions with City Council | Second Public Hearing on Tax Rate and on Proposed Budget | Preparation of Annual Budget Document | Preparation of Annual Budget Document | Budget Document Presented to City Council |
| Assessed Valuation Totals Received from Appraisal District | Property Tax Rate Determined | Budget Adopted | | | Adopted Budget Document Available on City's Website |
| Work Sessions with City Council | Proposed Budget Finalized | Tax Rate Adopted | | | |
| | Notifications and Publications | | | | |
| | First Public Hearing on Tax Rate and on Proposed Budget | | | | |

# BUDGETARY BASIS – GOVERNMENTAL FUNDS

The information presented in the City's Budget Document is based on the same basis as the City's general ledger accounting practices. The accounting policies of the City of Benbrook conform to generally accepted accounting principles as applicable to governments. The City of Benbrook uses a modified accrual basis of accounting.

The 2014-15 Budget consists of the Operating Funds (Combined General Fund and Debt Service Fund). The Operating Funds Budget is approved annually by the City Council through the adoption of an ordinance. City Council also sets the property tax rate for the Operating Funds on an annual basis through the adoption of an ordinance; separate property tax rates are adopted for the General Fund and for the Debt Service Fund.

Data presented in the 2014-15 Budget for the Capital Projects Funds, TIF Fund, Core Value Fund, Stormwater Utility Fund, Police Narcotics Fund, Hotel/Motel Occupancy Tax Fund, and Benbrook Economic Development Corporation is for informational purposes.

## GOVERNMENTAL FUNDS

Governmental funds are used to account for all or most of the City's general activities, including the acquisition or construction of general fixed assets and other improvements (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Fund). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

The various funds are grouped - in the City's financial statements, financial reporting system, and budget documents and reports – into generic fund types and broad fund categories as follows:

General Fund is the main operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in the General Fund. General operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are paid from the General Fund.

Debt Service Fund is used to account for the accumulation of financial resources for the payment of principal, interest, and other related costs on long-term debt paid primarily from taxes levied by the City. The fund balance of the Debt Service Fund is reserved to signify the amounts that are restricted exclusively for debt service expenditures.

## BUDGETARY BASIS – GOVERNMENTAL FUNDS

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or improvements, including those financed by special assessments and the capital asset replacement account.

Tax Increment Financing (TIF) Fund is used to account for funds received and expended for the construction of major improvements that must be financed over several years and are located within the TIF boundaries.

Core Value Fund is used to account for proceeds for funds from natural gas leases and thirty percent of the annual sales tax increase. Expenditures are determined by a super majority of the City Council.

Stormwater Utility Fund is used to account for funds received through the Stormwater Utility fees that were approved by the City Council in September 2007. Effective October 1, 2007 a fee of $6.50 per month is levied on all Benbrook residences; the rate paid by businesses is based on the impervious area on the parcel in square feet times $0.00204 per month. Expenditures are restricted to drainage and stormwater related projects.

Police Narcotics Fund is used to account for funds seized by the Benbrook Police Department in narcotics cases. Funds are also obtained from the sale of confiscated assets. Expenditures are restricted to drug enforcement related items, supplies, and equipment. Safety and security improvements and enhancements also qualify as allowable expenditures.

Hotel/Motel Occupancy Tax Fund is used to account for revenues received through hotel/motel occupancy taxes paid by hotels, motels, and other specified establishments located within the city limits of Benbrook. Expenditures are determined and allocated by the City Council on an annual basis. Expenditures are restricted for specific uses and purposes as stated by State law.

Benbrook Economic Development Corporation is used to account for the half-cent sales tax collected to fund the activities of the Benbrook Economic Development Corporation. The fund balance is restricted for development and improvements that will promote economic growth in Benbrook.

# BUDGETARY BASIS – BASIS OF ACCOUNTING

## BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

All governmental fund types are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when the revenues become both measurable and available). Measurable means the amount of the transaction can be determined; available means collectible within the current period or soon enough after to be used to pay liabilities of the current period. The City considers ad valorem taxes, penalty and interest as available, if they are collected within thirty days after year-end. Licenses, permits and filing fees, fines and forfeitures, charges for services, and other revenues are recorded when received because these revenue sources are generally not measurable until actually received. Franchise taxes, sales taxes, other taxes, intergovernmental revenue, and use of money and property (interest income) are accrued when their receipt occurs soon enough after the end of the accounting period so as to be considered both measurable and available. Gross sales taxes are considered measurable when in the hands of the intermediary collecting government and are recognized as revenue at that time.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Principal and interest payments on general long-term debt are recorded as fund liabilities when due.

The City reports deferred revenues on its combined balance sheet of the City's Comprehensive Annual Financial Report. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. Ad valorem taxes, penalty and interest, and street assessments that are not receivable within thirty days from year-end are classified as deferred revenues. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

## MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measureable and available. "Measureable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City of Benbrook considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures are recorded when payment is due.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income, and intergovernmental revenues. Sales taxes collected and held by the State of Texas at year-end on behalf if the government are also recognized as revenue. All other governmental fund revenues are recognized when received.

# BUDGETARY BASIS – BASIS OF BUDGETING

## BASIS OF BUDGETING

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund and Debt Service Funds. All appropriations for the General Fund and Debt Service Fund lapse at the end of the fiscal year (September 30). Project length financial plans are approved by City Council for all Capital Projects Funds and Special Revenue Funds.

Encumbrances represent commitments related to underperformed contracts and agreements for goods and services. Encumbrance accounting – under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds.

All information presented in the 2014-15 Budget is presented on a basis consistent with the City's established accounting policies.

# BUDGET AMENDMENT PROCESS

## BUDGET ADJUSTMENTS

Any adjustment to the budget requiring City Council action must be initiated by the appropriate Department Director. The Finance Director must then certify that excess funds are available, either a surplus in fund balance or an excess amount in a separate line-item account. The City Manager must then approve or reject the request for a budget adjustment. If approved by the City Manager, the budget adjustment is placed on the next available City Council agenda for consideration by the entire City Council. After the budget adjustment has been discussed by the City Council, a vote is taken to approve or reject the budget adjustment. Budget adjustments that do not require City Council action follow the same path as outlined, with the exception of being placed on the City Council agenda. Any adjustment that exceeds 25 percent of the original appropriation of any fund has to be advertised in the official newspaper, followed by two public hearings before the budget adjustment may be approved by the City Council.

## ADDITIONAL APPROPRIATIONS

Any additional appropriations must be approved by the City Council and filed as an amendment to the original budget ordinance. The City Council may appropriate additional funds for any reason and the additional appropriation is not limited as long as the additional appropriation does not cause the expenditure level to exceed the total anticipated revenues plus any balance of funds carried forward from prior years.

## TRANSFERS BETWEEN DIVISIONS

The City Council must approve any inter-divisional transfers as an amendment to the original budget ordinance.

## INTRA-DIVISIONAL TRANSFERS

The City Council must approve any intra-divisional transfer as an amendment to the original budget ordinance.

# CITIZEN INPUT AND PUBLIC HEARINGS

The City of Benbrook's Annual Budget process is a lengthy one which requires input from each of the City's Department Directors, City Manager, City Council, civic organizations, and the citizens of Benbrook.

The schedule followed to obtain citizen input during the 2014-15 Budget Adoption Process is provided below:

| | |
|---|---|
| October 1 - July | City Staff receives and reviews written suggestions from citizens and civic organizations for the 2014-15 Annual Budget. |
| July 3 | First public work session is held for City Staff and City Council to outline issues that are faced during the 2014-15 Budget Adoption Process. |
| July 23 | City receives final assessed valuation totals from Tarrant Appraisal District (TAD). |
| July 31 | Proposed Budget is presented by City Staff to City Council in a work session open to the public. |
| August 7 | City Council accepts the 2014 Certified Appraisal Rolls, sets anticipated Property Tax Collection Rate, and appoints the Finance Director to calculate and publish the Effective Tax Rate (ETR) and the Rollback Tax Rate (RTR). |
| August 7 | City Council holds work session, open to the public, on the 2014-15 Budget. |
| August 7 | Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summaries of the Proposed Budget and Notice of Effective Tax Rate are published. |
| August 10 | Finance Director publishes the Effective Tax Rate (ETR) and Rollback Tax Rate (RTR) in the official newspaper. |
| August 14 | Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summary of the Proposed Budget and Notice of Effective Tax Rate are published. Information is posted on the City's website. |

## CITIZEN INPUT AND PUBLIC HEARINGS

| | |
|---|---|
| August 21 | Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of a Budget Summary are made available to all attendees). |
| August 28 | Summary of the Proposed Budget is published in the official newspaper. Notice of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website. |
| September 4 | Summary of the Proposed Budget is published in the official newspaper. Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website. |
| September 4 | Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of a Budget Summary are made available to all attendees). |
| September 11 | Notices of the Adoption of the 2014-15 Budget Ordinance and the 2014 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published in the official newspaper. |
| September 18 | Notices of the Adoption of the 2014-15 Budget Ordinance and the 2014 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published in the official newspaper. |
| September 18 | City Council adopts the 2014-15 Budget and the 2014 Tax Rate. |
| December 18 | Copies of the Budget Document are presented to City Council. |

# ORDINANCE NO. 1374
# APPROPRIATION ORDINANCE

**AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, APPROVING BUDGET FIGURES FOR THE FISCAL YEAR 2014 THROUGH 2015; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND ENDING SEPTEMBER 30, 2015; 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.**

WHEREAS, the City Manager of the City of Benbrook, Texas, (hereinafter referred to as the "City"), submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures; and

WHEREAS, the City Manager of the City has filed with the City Secretary a budget outlining all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2014 and ending September 30, 2015 (hereinafter referred to as the "Budget"); and

WHEREAS, the attached Budget, specifically sets forth each of the various projects which appropriations are delineated in the Budget, and the estimated amount of money carried in the Budget for each of such projects; and

WHEREAS, the Budget has been filed with the City Secretary for, at least, thirty (30) days before the date the City Council makes its tax levy for the fiscal year and such Budget has been available for inspection by any taxpayer; and

WHEREAS, the public notices of public hearings on the proposed annual Budget, stating the date, time, place and subject matter of such public hearings, were given as required by the laws of the State of Texas; and

WHEREAS, such public hearings were held by the City Council of the City on said Budget on August 21, 2014, and on September 4, 2014 at which time said Budget was fully considered, and interested taxpayers were heard by said City Council; and

WHEREAS, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the Budget attached hereto is in the best interest of the City and that same should be approved and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, THAT:

SECTION I

All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION II

The attached Budget consisting of revenues and expenses of the City for conducting the affairs thereof for the ensuing fiscal year beginning October 1, 2014 and ending September 30, 2015, as modified by the City Council, be, and the same is, in all things, adopted and approved as the Annual Budget of the City for the fiscal year, beginning the 1st day of October, 2014 and ending the 30th day of September, 2015; and there is hereby appropriated the funds indicated herein for such projects, operations, activities, purchases and other expenditures proposed in the Budget.

SECTION III

Pursuant to the laws of the State of Texas and Article 6, Section 6.03 of the City Charter, there be, and is hereby incorporated for the operating expenditures, the following sums of money for the following purposes for the fiscal year beginning October 1, 2014 and ending September 30, 2015.

| | AMOUNT |
|---|---|
| General Government | $ 1,913,968 |
| Staff Services | 985,662 |
| Public Safety | 9,152,644 |
| Public Services | 3,238,677 |
| Community Development | 786,681 |
| Debt Service Fund | 969,075 |
| TOTAL OPERATING EXPENDITURES | $17,046,707 |
| TRANSFERS - OUT | 300,000 |
| TOTAL OPERATING EXPENDITURES AND TRANSFERS - OUT | $17,346,707 |

Any necessary transfers between accounts and departments are hereby authorized, approved and appropriated.

SECTION IV

The City Manager shall file or cause to be filed a true and correct copy of this Ordinance, along with the approved Budget attached hereto, with the City Secretary and in the office of the County Clerk of Tarrant County, Texas, as required by State Law.

SECTION V

Pursuant to the laws of the State of Texas, and specifically Section 143.004, the City held an election to adopt Chapter 143 - Municipal Civil Service of the Local Government Code, wherein it was approved to provide civil service status and protection there from to all police officers employed by the City. In compliance with Section 143.021 of the Local Government Code which provides that a municipality's governing body shall establish, by ordinance, the classification of all civil service employees, including the number of positions in each classification, the City hereby establishes its classification of civil service employees for the fiscal year beginning October 1, 2014 and ending September 30, 2015, as stated below and as more fully described in the Cost Center Summary contained in the Annual Budget.

| Classification | Authorized Positions |
|---|---|
| Commander | 1.0 |
| Police Lieutenant | 3.0 |
| Police Sergeant | 5.0 |
| Police Detective | 8.0 |
| Police Patrol Officer | 25.0 |
| TOTAL CIVIL SERVICE POSITIONS | 41.0 |

SECTION VI

Any and all ordinances and resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict therewith.

SECTION VII

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this

ordinance, since the same would have been enacted by the City without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION VIII

The necessity of adopting and approving a proposed Budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Benbrook, Tarrant County, Texas, on this 18th day of September, 2014, at a meeting open to the public after notice thereof being given as required by law.

# ORDINANCE NO. 1375

**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, 2014 AND ENDING SEPTEMBER 30, 2015, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF $0.6575 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, 2014, 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.**

WHEREAS, the City Council of the City of Benbrook, Texas (hereinafter referred to as the "City") hereby finds that the tax for the fiscal year beginning October 1, 2014, and ending September 30, 2015, hereinafter levied for current expenses of the City and the general improvements of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the City Council has approved by a separate ordinance adopted on the 18th day of September, 2014, the budget for the fiscal year beginning October 1, 2014, and ending September 30, 2015; and

WHEREAS, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been complied with.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, THAT:

SECTION I

All of the above premises are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

SECTION II

The ad valorem tax appraisal roll and effective tax rate information as presented by the assessor to the City Council for the tax year 2014, be and is hereby, in all things, approved and adopted.

SECTION III

There is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2014, and ending September 30, 2015 and for each fiscal year thereafter until it be otherwise provided by and ordained on all taxable property, real, personal and mixed, situated within the corporate limits of the City, and not exempt from taxation by the Constitution of the State and valid State laws, an ad valorem tax rate of $0.6575 for the general operations of the City on each One Hundred Dollars ($100.00) assessed value of taxable property, and shall be apportioned and distributed as follows:

(a) For the purpose of defraying the current expenses of the municipal government of the City (a General Fund), a tax of $0.6375 of each One Hundred Dollars ($100.00) assessed value of all taxable property within the City.

(b) For the purpose of creating a Debt Service Fund to pay the interest and principal on all outstanding debts of the City, not otherwise provided for, a tax of $0.0200 on each One Hundred Dollars ($100.00) assessed value of all taxable property within the City.

SECTION IV

All monies collected and hereby apportioned are set apart for the specific purposes indicated herein and the funds shall be accounted for in such a manner as to readily show balances at any time.

SECTION V

All ad valorem taxes shall become due and payable on October 1, 2014, and all ad valorem taxes for the year shall become delinquent after January 31, 2015. There shall be no discount for payment of taxes prior to said January 31, 2015. A delinquent tax shall incur all penalty and interest authorized by Chapter 33 of the State Property Tax Code.

SECTION VI

Taxes are payable at Tarrant County Tax Assessor/Collector by submitting payment to Ron Wright, the Tarrant County Tax-Assessor-Collector. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

SECTION VII

The tax rolls, as presented to the City Council, together with any supplement thereto, be, and the same are hereby approved.

## SECTION VIII

There is hereby affixed on each and every item of property a lien for the said purpose of securing the certain payment of the taxes assessed against said item or property and said lien shall continue to exist against any item of property upon which a tax is assessed hereunder and to such tax, together with all interest and all penalty, shall be paid.

## SECTION IX

There is hereby levied and ordered collected an annual occupation tax of twenty-five (25) percent on the State occupational tax on each and every occupation subject to an occupational tax under the laws of the State of Texas.

## SECTION X

Any and all ordinances and resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict therewith.

## SECTION XI

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

## SECTION XII

The necessity of affixing and levying municipal ad valorem taxes of the City for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Benbrook, Tarrant County, Texas, on this 18th day of September, 2014, at a meeting open to the public after notice thereof being given as required by law.

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| **GOAL I - MAINTAIN NEIGHBORHOOD QUALITY AND VALUES** | | | | | | |
| I.A. Lack of social interaction and cohesion; lack of peer responsibility in promoting neighborhood quality and norms | Not enough opportunities or activities for personal interaction to compete with TV, etc.; people tend to retreat into their homes rather than interact with their neighbors. | The City should have a viable and active network of neighborhood associations representing the majority of the City by 1998. | The City should support and facilitate the activities of neighborhood associations and appoint a neighborhood coordinator to interact with neighborhood leaders. | City Council | Percent of City covered by active neighborhood associations<br><br>Appointment of neighborhood coordinator<br><br>Number of association newsletters and/or meetings | None<br><br>None<br><br>Funding support for newsletters |
| | | | The Council should facilitate the creation of active neighborhood associations for Westpark and Timbercreek areas | City Council and neighborhood leaders | Formation of Westpark and Timbercreek neighborhood associations | Associations formed |
| | | | The City should promote events that foster neighborhood interaction | Neighborhood Associations | Number of events held | Funding and ideas for events (block parties, etc.) |
| | | | The City should appoint a Mayor's Neighborhood Improvement Task Force to discuss and identify projects and programs | Mayor | Appointment and meetings of Task Force | Staff support for meetings |
| I.B. Housing stock is aging and not maintained, leading to declining property values | Some residents lack financing or ability to make improvements | The City and Neighborhood Associations should identify all threatened properties and facilitate their repair by the end of 1996 | The City should publicize availability of CDBG and Sect. 203 (k) rehabilitation loans. | City Staff | Number of articles<br><br>Number of houses requiring rehabilitation<br><br>Number of property owners using funds | Staff time to write articles.<br>Staff and volunteer time to identify properties<br><br>Grant funds |
| | Some residents are apathetic | | Neighborhood Associations should contact home owner to determine whether assistance is required | Neighborhood Associations | Number of property owners contacted<br><br>Number of properties rehabilitated | Volunteer time<br><br>Grant funds |
| | Rentals and vacant properties are not maintained | | City and Neighborhood Associations should monitor rental and vacant properties and contact owners when improvements are required | Neighborhood Associations and City Code Compliance Staff | Compilation of rental properties<br><br>Number of contacts made<br><br>Number of properties cleaned up | Staff time<br><br>Staff and volunteer time<br><br>Funds for cleanup |

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| I.C. Commercial activities degrade residential areas | Home occupations degrade adjacent properties by increasing traffic and outdoor storage of materials | All home occupation nuisances are identified and abated | Revise zoning ordinance to require that all material associated with home occupations be screened indoors | City Staff, P&Z Commission, and City Council | Zoning amendments passed | None |
| | | | Increase code compliance to enforce home occupation regulations | City Code Compliance | Number of code compliance inspections<br>Number of complaints received | Inspection manpower<br>Staff time |
| | Adjacent commercial areas can degrade adjacent properties | Identify problem areas between commercial and residential areas and prepare cost estimates | Install/enforce buffer yards between commercial and residential properties | City Staff Business owners | Number of locations identified needing buffers | Staff time |
| | | Review existing traffic patterns and meet with all major homeowner associations | Review traffic patterns to avoid commercial traffic in residential areas | City Staff Neighborhood Associations | Number of meetings with neighborhood associations<br>Number of changes identified<br>Number of changes constructed | Staff time<br>Staff time<br>Construction funds |
| I.D. Safety and security remain a concern | Lack of neighborhood cohesion and monitoring provides opportunity for crime | Active crime watch programs should be established covering 80 percent of Benbrook | Promote formation of crime watch programs | Police Crime Prevention Officer | Number of active block captains<br>Number of crime prevention presentations<br>Crime rate in neighborhoods | None<br>Crime Prevention Officer<br>None |
| | | | Increase interaction between police patrols and citizens | Police patrols; Neighborhood Associations | Number of meetings between police and neighborhoods associations | Crime Prevention Officer |
| I.E. Too much traffic in residential neighborhoods | Street patterns allow too much through-traffic in residential neighborhoods | Potential street closure/reroutings identified | Review potential for street closures and/or diverters | City Staff Neighborhood Associations | Number of meetings with Neighborhood Associations<br>Number of locations identified needing changes<br>Number of changes constructed | Staff time<br>Staff time<br>Construction funds |

| | Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|---|
| **GOAL II - MAINTAIN EFFICIENT AND EFFECTIVE GOVERNMENT SERVICES** | | | | | | | |
| II.A. | Communication among various departments in City Staff and between City Staff and City Council has created friction | Various employee groups do not know each other well and are suspicious of others' actions | The City Manager should develop and implement programs that increase interaction and camaraderie among all City employees | The City Manager should investigate and identify ways of improving employee interaction, morale, and grievance procedures | City Manager | Number of programs identified | City Manager time |
| | | The City Council feels that it is not fully and promptly informed about City activities | A better communication system should be implemented between City Council and City Manager | The City Council and City Manager should investigate ways and techniques of keeping the Council informed of City activities in a timely manner | City Council and City Manager | Number of methods identified<br><br>Number of programs implemented | Staff and Council time<br><br>Program funds, if necessary |
| II.B. | Communication of City activities to the public remains a priority | Some residents and builders are confused by the development process and regulations - leading to frustration | A brochure summarizing the development process should be completed and updated | Staff should prepare a brochure outlining the development process that is easy to comprehend | Community Development Department | Brochure completed and updated on an as needed basis | Staff time |
| | | Some residents complain that they are not informed about City activities and all citizens do not receive local newspapers | The City should expand the use of the Community Newsletter as a way of disseminating information | The Community Newsletter should be expanded to more than 3 times per year and include information on the BEDC and other area organizations | Community Development Department | Number of issues | Staff time and distribution costs |
| | | The use of new technologies for information are underutilized<br>City's cable channel | The City should develop and implement a home page on the internet and increase the use of the City's cable channel | Use of the City's cable channel and internet should be expanded<br>Cable Coordinator | Community Development<br><br>Cable Coordinator | Web pages published<br><br>Cable broadcasts | Staff time<br><br>Staff time |
| II.C. | The cost of providing City services continues to increase | It is not cost-effective for a City the size of Benbrook to purchase major equipment | The City should establish cooperative agreements with neighboring cities for purchasing and sharing equipment | Investigate regional cooperative purchasing on equipment and services | City Manager<br>Public Works<br>Budget Director | Signed agreements | Staff time |
| | | The cost of providing City services continues to increase, whereas residents are demanding reduced property taxes | The City should determine the feasibility of contracting out City services | Continue to investigate the benefits of contracting out City services where savings can be achieved while retaining quality and service | City Manager<br>Public Works<br>Budget Director | Feasibility study completed | Staff time |
| | | The cost of drainage projects is difficult to pay for out of the City's General Fund and bond projects | The City should determine the feasibility of creating an alternate funding mechanism for drainage projects | Investigate the feasibility of a drainage utility district | City Manager<br>Community Development | Feasibility study completed | Staff time |

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| **GOAL III - PROMOTE ECONOMIC DEVELOPMENT** | | | | | | |
| III.A. Existing businesses are downsizing, closing, or moving elsewhere to expand | City does not learn of proposed move or closure until too late | The City should assist the Chamber and BEDC in developing an on-going company meeting process | Establish "Intelligence Network" through business retention and expansion program | Chamber ED Committee<br>BEDC<br>City Staff | Number of business contacts | None |
| | Character of market is changing and many existing businesses are not keeping pace | The City should analyze and publish at least one report on the changing demographics of the City | Assist businesses in monitoring, analyzing, and adapting to changing demographics and market trends | City Staff<br>BEDC<br>Chamber | Number of reports prepared<br><br>Number of businesses contacted | Staff time<br><br>Staff time |
| | Insufficient population to support certain businesses | The City should contact local land owners and developers to increase the number of developed lots within the City | Promote additional residential development to increase market base | Private developers<br>City Staff<br>BEDC<br>Chamber | Number of developers landowners contacted<br><br>Number of new lots developed | Staff time<br><br>N/A |
| | | The City should appoint a task force to study the feasibility of creating a separate school district to make Benbrook a more attractive place to live | Pursue formation of Benbrook Independent School District | Education Task Force | Feasibility study completed<br><br>Petitions developed and circulated | Staff and volunteer time<br><br>Volunteer time |
| III.B. New businesses need to be attracted to locate in Benbrook | Insufficient effort in marketing the community | The BEDC should implement an aggressive marketing program | Need to hire a full-time BEDC Director | BEDC | Director hired | Salary and operating expenses |
| | Insufficient industrial and employment base | The BEDC should increase the commercial/industrial investment in the City by over $1,000,000 | Identify and develop available site and attract additional light industrial development | BEDC | Number of developed industrial sites available<br><br>Number of new industries developed | BEDC Staff time<br><br>Incentives used and private investment |
| | Insufficient service base to support all desired needs, including the lack of a hotel or motel and few restaurants - possibly due to liquor restrictions | The BEDC should take efforts to attract a hotel or motel to Benbrook<br><br>The BEDC should take efforts to attract a additional quality restaurants to Benbrook | Attract hotel or motel<br><br>Attract restaurants | BEDC<br><br>BEDC | Number of hotels/motels contacted<br><br>Number of restaurants developers contacted | BEDC Staff time<br><br>BEDC Staff time |
| | | The Chamber should identify a group to pursue a local option election for liquor | Hold election on liquor-by-the-drink and/or wine sales at grocery stores | Citizen Task Force | Petition requested<br><br>Petition completed<br><br>Election called and held | Volunteer time<br><br>Volunteer time<br><br>County funds |

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| III.B. Continued | Insufficient development of recreation/tourism potential | The BEDC should determine the feasibility of additional tourism/ recreation development | Develop a water-oriented park similar to NRH2O or swimming pool | BEDC<br>City Council | Market study completed<br>Plans developed<br>Funding arranged | Staff time<br>Consultants<br>Consultant fees<br>Staff time |
| | Many developers complain that the cost of development is too high | The City and BEDC should complete preliminary plans and cost estimates to provide infrastructure to undeveloped areas | Review infrastructure needs for commercial/industrial areas and plan extensions | City Staff<br>City Council<br>BEDC<br>BWA | Infrastructure needs identified<br>Plans for extensions developed<br>Funding arranged | Staff time<br>Staff time<br>Staff time |
| | | The City should prepare a comprehensive survey of development fees to determine whether Benbrook is too high or if fees can be reduced | Review development policies and fees | City Staff<br>City Council<br>BWA | Comparison of development fees prepared<br>Adjustment to fees completed and updated | Staff time<br>Staff time |
| **Issue (Problem or Threat)** | **Apparent Cause** | **Obstacles** | **Strategy** | **Responsible Party** | **Progress Measures** | **Resources Required** |
| **GOAL IV - PROMOTE COMMUNITY APPEARANCE AND PRIDE** | | | | | | |
| IV.A. Residential property and yards are not maintained well | Lack of neighborhood pride | The City and Neighborhood Associations should develop a comprehensive program to clean up and maintain neighborhoods | City to hold "Clean Benbrook Week" to promote clean up/paint up of neighborhoods | Mayor's Task Force on Neighborhood Improvement | Number of events per year | Public donations of paint and materials |
| | Accumulation of junk | | Increase Code Compliance staff to inspect every property at least every 60 days | Code Compliance Officer | Percent of properties inspected every 60 days<br>Number of violations per month | Staff time<br>N/A |
| | Owner is unable to maintain property because of age or infirmity | | Improve brush removal services<br>Provide volunteer assistance during "Clean Benbrook Week" | City Staff<br>Refuse contractor<br>Mayor's Task Force | Number of complaints<br>Number of properties requiring assistance<br>Number of properties assisted | Revise/enforce refuse contract<br>Volunteers<br>Hold ending celebration |
| | Owner is apathetic | | Increase neighborhood pressure to maintain property | Neighborhood Associations | Number of contacts made<br>Number of complaints | Volunteer time<br>N/A |
| | | | Increase code compliance | Code Compliance Officer | Number of inspections every 60 days<br>Number of violations | Staff time<br>N/A |
| | Vacant and rental property | | Monitor rental properties and contact owners when improvements are required | BWA records, City Staff, & Neighborhood Associations | List of properties compiled<br>Number of contacts made | Staff time<br>Staff time<br>Volunteer time |

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| IV.B. Commercial property is not maintained well | Owner is unable to finance improvements | To develop a program to improve the appearance of US Highway 377 | City and Chamber to identify available funding sources | City Staff<br>Chamber | Number of contacts<br>Improvements made | Staff time<br>Local investment |
| IV.C. Public streets and property is not maintained well | City streets are not maintained well<br>City drainage easements are not maintained well | The City should investigate the feasibility and costs of increased maintenance of public rights-of-way and easements | Increase street maintenance and street cleaning activities<br>Increase maintenance of drainage easements and drainage ways | City Staff<br>City Staff | Number of street miles repaired<br>Number of stream miles cleared | Staff time<br>Construction costs<br>Staff time<br>Construction costs |
| | Highway right-of-way on US Hwy 377 and I-20 is not mowed often enough<br>Fort Worth park area is not mowed often enough | The City should explore options for increased maintenance with the appropriate jurisdictions | Contact TX DOT regarding assumption of ROW maintenance contract<br>Department regarding maintenance frequency | City Staff<br>City Council<br>City Staff<br>Fort Worth Parks Department | Contacts made<br>Number of times mowed<br>Contacts made<br>Number of times mowed | Staff time<br>Maintenance costs<br>Staff time<br>Maintenance costs |
| | Lack of landscaping along City streets | The City and BEDC should determine the costs and feasibility of providing additional landscaping along City streets | Install landscaping and wildflowers along Winscott Road and US 377 | City Council<br>City Staff<br>Volunteers | Square feet of landscaping installed | Staff time<br>Construction costs |
| **Issue (Problem or Threat)** | **Apparent Cause** | **Obstacles** | **Strategy** | **Responsible Party** | **Progress Measures** | **Resources Required** |
| **GOAL V - PROVIDE ADDITIONAL COMMUNITY FACILITIES** | | | | | | |
| V.A. Need to develop additional recreational facilities | Lack of available and attractive recreation facilities | The City should investigate the feasibility of expanding the playground area at Dutch Branch Park | Expansion of playground at Robot Park | City Council<br>Park & Rec Board<br>Citizens | Plan developed<br>Funding arranged<br>Playground equipment built | Staff time<br>Consultant costs<br>Staff time<br>Volunteer time<br>Construction costs |
| | | The City and BEDC should prepare a feasibility study of constructing a major recreation or tourist attraction in Benbrook | Develop major recreational facility, similar to NRH2O, or all-weather ski slope, swimming pool, skating rink, virtual reality arcade | City Council<br>BEDC<br>Park & Rec Board<br>Citizens | Feasibility/Market study completed<br>Plans developed<br>Funding arranged<br>Facility completed | Staff time<br>Consultant costs<br>Consultant fees<br>Staff time<br>Construction costs |

| Issue (Problem or Threat) | Apparent Cause | Obstacles | Strategy | Responsible Party | Progress Measures | Resources Required |
|---|---|---|---|---|---|---|
| V. B. Need for cultural facilities | Lack of sufficient cultural facilities | The City should develop a plan, including costs, for providing additional community cultural facilities | Develop library | City Council<br>Citizens<br>City Council | Plans developed<br>Funding arranged<br>Facility completed | Staff time<br>Consultant costs<br>Consultant fees<br>Staff time<br>Construction costs |
| | | | Develop community meeting facility | City Council | Plans developed<br>Funding arranged<br>Facility completed | Staff time<br>Consultant costs<br>Consultant fees<br>Staff time<br>Construction costs |
| V.C. Need for additional municipal facilities | Lack of sufficient municipal facilities | The City should reassess the need for additional City buildings and determine costs | Additional storage for municipal records | City Council | Plans developed<br>Funding arranged<br>Facility completed | Staff time<br>Consultant costs<br>Consultant fees<br>Staff time<br>Construction costs |
| | | | Additional Fire Station for Trinity Ranch area | City Council | Plans developed<br>Funding arranged<br>Facility completed | Staff time<br>Consultant costs<br>Consultant fees<br>Staff time<br>Construction costs |

# BENBROOK BOARDS AND COMMISSIONS
# CITY COUNCIL

## ESTABLISHMENT

The Benbrook City Council was established in 1948.

## PURPOSE

The purpose of the Benbrook City Council is to serve as the governing and law-making body of the City of Benbrook.

## POWERS

Except, as otherwise provided by law or by the Charter, all powers of the City shall be vested in the City Council. The City Council is provided with, but not limited to the following powers: (1) to enact municipal legislation; (2) to appoint or elect and to remove, after a hearing, all persons appointed by the City Council; (3) to fix the compensation for all appointed City officers; (4) to create, change or abolish all offices, departments, and agencies of the City government other than those offices and agencies created by the City Charter and to assign additional duties and powers consistent with the City Charter to offices, departments, and agencies created by the City Charter; (5) to establish operating policy; and (6) to establish the boundaries of the City.

## MEMBERS

The City Council is comprised of seven members: the Mayor and six Council members.

## TERMS

The City Council is elected for two-year terms. Places 1 (Mayor), 3, 5, and 7 are elected in odd-numbered years and Places 2, 4, and 6 are elected in even-numbered years.

# BENBROOK BOARDS AND COMMISSIONS
# CITY COUNCIL

## MEETINGS

The City Council meets a minimum of two times per month. Presently, the Council meets on the first and third Thursday of the month, beginning at 7:30 p.m. at the Benbrook Municipal Building.

## QUORUM

Four members constitute a quorum.

## OFFICERS

The members of the City Council elect the Mayor Pro-Tem.

# BENBROOK BOARDS AND COMMISSIONS
# PLANNING AND ZONING COMMISSION

## ESTABLISHMENT

The Planning and Zoning Commission was established by Ordinance # 266, approved by the Benbrook City Council on March 23, 1970.

## PURPOSE

The purpose of the Planning and Zoning Commission is to advise and formulate recommendations to the City Council for the improvement, planned growth, health, safety, and well-being of the City of Benbrook.

## DUTIES

The duties of the Planning and Zoning Commission are: to prepare long range comprehensive City plan for orderly physical development of the City; to review proposed changes in zoning districts; to review and approve or deny proposed platting or subdivision of land within the City; and to perform any other duties assigned to the Commission by ordinance.

## POWERS

The powers of the Planning and Zoning Commission are to make rules, regulations, and by-laws for the Planning and Zoning Commission subject to City Council approval.

## MEMBERS

The Planning and Zoning Commission is comprised of nine members appointed by and responsible to the City Council. Qualifications include being a registered voter, a resident of the City for one year, continuation of residency in the City during term of office, and owner of real property within the City.

# BENBROOK BOARDS AND COMMISSIONS
# PLANNING AND ZONING COMMISSION

## TERMS

The Planning and Zoning Commission is appointed for two-year terms. Places 1, 3, 5, 7, and 9 are appointed in odd-numbered years and Places 2, 4, 6, and 8 are appointed in even-numbered years.

## MEETINGS

The Planning and Zoning Commission meets once per month or as required. Presently, the Commission meets on the second Thursday of the month, beginning at 7:30 p.m. in the Council Chambers of the Benbrook Municipal Building.

## QUORUM

A majority of all members constitutes a quorum.

## OFFICERS

The members of the Commission elect the Chairperson and Vice-Chairperson from its members.

# BENBROOK BOARDS AND COMMISSIONS
# ZONING BOARD OF ADJUSTMENT

## ESTABLISHMENT

The Zoning Board of Adjustment was established by Ordinance # 252, Section 18 on March 6, 1969.

## PURPOSE

The purpose of the Zoning Board of Adjustment is to hear appeals from any aggrieved person or by an officer, department, or Board of the City affected by any decision pertaining to zoning.

## JURISDICTION

The Zoning Board of Adjustment shall have all powers granted by and controlled by provisions of State Law. The Board is vested with the power and authority to make exemptions and exceptions to the terms of appropriate ordinances and in accordance with the general and special rules therein contained for the purpose of rending full justice and equity to the general public.

## MEMBERS

The Zoning Board of Adjustment is comprised of five members plus four alternates appointed by and responsible to the City Council. Members are required to be a resident of the City meeting the qualifications as outlined in Article IV, Section 8.01 of the Homerule Charter.

## TERMS

The Zoning Board of Adjustment is appointed for two-year terms. Places 1, 3, and 5 are appointed in odd-numbered years and Places 2 and 4 are appointed in even-numbered years.

## MEETINGS

The Zoning Board of Adjustment meets on the fourth Tuesday of the month if needed.

# BENBROOK BOARDS AND COMMISSIONS
# ZONING BOARD OF ADJUSTMENT

## OFFICERS

The members of the Zoning Board of Adjustment elect the Chairman and Vice-Chairman from membership.

# BENBROOK BOARDS AND COMMISSIONS
# BOARD OF APPEALS

## ESTABLISHMENT

The Board of Appeals was established by Ordinance # 528, approved by the City Council on November 2, 1978.

## PURPOSE

The purpose of the Board of Appeals is to hear appeals from any aggrieved person or by an officer, department, or Board of the City affected by any decision pertaining to issuance of building permits, flood plain, condemnation, building codes, and other appropriate considerations.

## JURISDICTION

The Board of Appeals shall have all powers granted by and controlled by provisions of State Law.

## MEMBERS

The Board of Appeals is comprised of five members appointed by and responsible to the City Council. The same members serve on the Zoning Board of Adjustment.

## TERMS

The Board of Appeals is appointed for two-year terms. Places 1, 3, and 5 are appointed in odd-numbered years and Places 2 and 4 are appointed in even-numbered years.

## MEETINGS

The Board of Appeals meets on the fourth Tuesday of the month if needed.

## OFFICERS

The members of the Board of Appeals elect the Chairman and Vice-Chairman from membership.

# BENBROOK BOARDS AND COMMISSIONS
# PARK AND RECREATION BOARD

## ESTABLISHMENT

The Park and Recreation Board of Adjustment was created by Ordinance # 107 approved by the Benbrook City Council on January 11, 1958.

## PURPOSE

The purpose and function of the Park and Recreation Board is to render advice, recommendations, and assistance to the City Council concerning the present and future status and usage of park and recreational facilities within the City of Benbrook.

## DUTIES AND RESPONSIBILITIES

As defined by Article VIII, Section 8.05 of the Homerule Charter, the Park and Recreation Board is a policy board and shall implement programs and policies through the City Staff.

## MEMBERS

The Park and Recreation Board is comprised of seven residents meeting qualifications as outlined in Article IV, Section 8.01 of the Homerule Charter.

## TERMS

The Park and Recreation Board is appointed for two-year terms. The qualifications specified in Section 8.01 of the Homerule Charter apply to members of the Park and Recreation Board.

## MEETINGS

The Park and Recreation Board meets monthly as needed; meetings are held on the second Wednesday of the month.

## QUORUM

A majority of members constitutes a quorum.

## OFFICERS

The members of the Park and Recreation Board elect the Chairman from membership.

# BENBROOK BOARDS AND COMMISSIONS
# CIVIL SERVICE COMMISSION

## ESTABLISHMENT

The Civil Service Commission was approved at the City election held on May 7, 1988. The first Civil Service Commission was appointed by the Chief Executive Officer and approved by City Council on July 7, 1988.

## PURPOSE

The purpose of the Civil Service Commission is to adopt rules necessary for the proper conduct of Commission business; the Commission may investigate and report matters relating to the enforcement of rules adopted by the Commission. The Commission hears appeals from an action provided for in the Local Government Code.

## POWERS

All the powers granted under Chapter 143, Municipal Civil Service of the Local Government Code.

## MEMBERS

The Civil Service Commission is comprised of three members appointed by the Chief Executive Officer.

## TERMS

The Civil Service Commission has staggered two-year terms with the term of one member expiring each year.

## MEETINGS

Meetings of the Civil Service Commission are called as needed.

# BENBROOK BOARDS AND COMMISSIONS
# ECONOMIC DEVELOPMENT CORPORATION

## ESTABLISHMENT

The Economic Development Corporation was established as the Benbrook Industrial Development Authority by the City Council in 1980. The Authority was converted to a 4B Corporation in 1995.

## PURPOSE

The purpose of the Economic Development Corporation is to plan and fund projects that promote economic development within the City, using financial resources including the half-cent sales tax for economic development.

## DUTIES

The duties of the Economic Development Corporation are: (1) to prepare an economic development plan for approval by the City Council, (2) to prepare an annual budget of projected revenues and expenditures for approval by the City Council, (3) to fund projects that promote economic development such as infrastructure improvements to attract or retain business or to improve business areas, (4) to prepare an annual progress and financial report for City Council, and (5) to perform any other duties assigned to the Corporation by the City Council.

## POWERS

The powers of the Economic Development Corporation are to make bylaws and policies for itself subject to City Council approval. The Corporation also has the power to fund projects in accordance with the approved plan, budget, and State law. The Board has the power to retain its own staff and offices.

## BOARD OF DIRECTORS

The Economic Development Corporation Board of Directors is comprised of seven directors appointed by the City Council. Qualifications include being a registered voter and a resident of Benbrook.

# BENBROOK BOARDS AND COMMISSIONS
# ECONOMIC DEVELOPMENT CORPORATION

## TERMS

The Economic Development Corporation Board of Directors has two-year terms. Places 1, 3, 5, and 7 are appointed in odd-numbered years; Places 2, 4, and 6 are appointed in even-numbered years.

## MEETINGS

The Board of Directors meets once each month or as requested.

## QUORUM

A majority of all members constitutes a quorum.

## OFFICERS

The Economic Development Corporation Board of Directors elects a President, Vice-President, and Secretary from its members; officers are elected on an annual basis.

# BENBROOK BOARDS AND COMMISSIONS
# TAX INCREMENT FINANCE REINVESTMENT ZONE NO. 1
# BOARD OF DIRECTORS

## ESTABLISHMENT

The Tax Increment Finance Reinvestment Zone No. 1 (TIF) Board of Directors was established by Ordinance No.1137 in November 2002.

## PURPOSE

The purpose of the TIF Board of Directors is to advise the City Council on projects and financing within Reinvestment Zone No. 1.

## POWERS

The powers of the TIF Board are established by State Law and by Ordinance No. 1137. The TIF Board is allowed to: make recommendations on projects for inclusion within the TIF Zone, make recommendations on the Financing Plan to implement the Project Plan, and perform any other duties assigned to the Board by the City Council.

## MEMBERS

The TIF Board of Directors is comprised of seven directors. Four directors are appointed by the City Council. One director is appointed from each of these three governmental authorities: Tarrant County, Tarrant County College District, and Tarrant County Hospital District.

## TERMS

The TIF Board of Directors has two-year terms. Places 1, 3, 5, and 7 are appointed in odd-numbered years; Places 2, 4, and 6 are appointed in even-numbered years.

# BENBROOK BOARDS AND COMMISSIONS
# TAX INCREMENT FINANCE REINVESTMENT ZONE NO. 1
# BOARD OF DIRECTORS

## MEETINGS

The Board of Directors meets in an annual meeting in November and as called by the Chairman.

## QUORUM

Four members constitute a quorum.

## OFFICERS

The TIF Board of Directors Chairman is appointed by the City Council; the Vice-Chairman and Secretary are elected from among its members.

# BENBROOK NEIGHBORHOOD ASSOCIATIONS

**BELLAIRE COUNTRY PLACE**
6705 River View Court
Benbrook, Texas 76132

**THE MEADOWS**
8239 Meadowside
Benbrook, Texas 76116

**TIMBER CREEK**
1836 Timberline Drive
Benbrook, Texas 76126

**WATERWOOD TOWNHOME**
6607 Waterwood Circle
Benbrook, Texas 76132

**NORTH BENBROOK**
3820 Brookdale
Benbrook, Texas 76116

**MONT DEL ESTATES**
1000 Rio Grande
Benbrook, Texas 76126

**RIDGLEA COUNTRY CLUB**
4305 Mira Loma Drive
Benbrook, Texas 76126

**TRAIL RIDGE ESTATES**
102334 Trail Ridge
Benbrook, Texas 76126

**TRINITY GARDENS**
6305 Preston Road, Suite 900
Plano, Texas75024

**ROLLING HILLS EQUESTRIAN ESTATES**
1008 Sorrell Court
Benbrook, Texas 76126

**SOUTH BENBROOK**
1217 Estes
Benbrook, Texas 76126

**WHITESTONE RANCH**
6305 Preston Road, Suite 900
Plano, Texas 75024

**TRINITY ESTATES**
12 Lombardy Terrace
Benbrook, Texas 76126

**LA BANDERA PHASE I & II**
P. O. Box 126381
Benbrook, Texas 76126

# RELATIONSHIPS WITH OTHER ENTITIES

In the course of its responsibilities for municipal governance, the City of Benbrook interacts with several public and quasi-public entities in various financial and non-financial relationships. Although not directly a part of the City's operations, these entities represent a significant environmental factor within Benbrook. The relationships are described in the Budget Document to facilitate the reader's understanding of the City's operational framework.

## TARRANT APPRAISAL DISTRICT

The Legislature of the State of Texas has established one agency within each county to be responsible for appraising property values within the county. The Tarrant Appraisal District (TAD) provides this service to the taxing entities within Tarrant County. TAD is also responsible for maintaining accurate records on ownership, applicable taxing entities, and their exemptions. Any changes to the City of Benbrook tax rolls are forwarded to the City from TAD monthly to update City files. On approximately July 25 of each year, TAD provides a final appraisal roll of taxable property within the taxing jurisdiction of the City of Benbrook as of the prior January 1. Based on this information, the City Council sets an ad valorem tax rate and establishes any exemption policies that are within its statutory authority to do so for the fiscal year beginning October 1.

## TEXAS MUNICIPAL RETIREMENT SYSTEM

Membership in the Texas Municipal Retirement System (TMRS) is a condition of employment for all full-time City employees. Members contribute seven percent of their gross earnings; prior to January 1, 2000, the employee contribution was 6.00 percent. The City of Benbrook contributes a percentage specified by TMRS each calendar year (18.20 percent for 2014 and 17.91 for 2015). Upon retirement, the employee's accumulated deposits plus total accrued interest is matched by the City on a two-to-one basis. Effective October 1, 1996, City employees with twenty years of service are eligible to retire at any age. Effective January 2002, vesting requirements were reduced from ten years to five years; this change was approved by the Texas Legislature in 2001.

Board members for TMRS are selected by member cities throughout the State. Board members are responsible for establishing all policies regarding the investment of TMRS's monies and distribution of benefits to retirees within the guidelines set by the State legislature.

# RELATIONSHIPS WITH OTHER ENTITIES

## BENBROOK WATER AUTHORITY

The Benbrook Water Authority (known as the Benbrook and Sewer Water Authority from its establishment until September 1, 2005) provides water and sanitary sewerage disposal services within Benbrook's city limits. The Benbrook Water Authority was created by a special act of the Texas Legislature. The board of directors of the Benbrook Water Authority is elected by the voters of Benbrook and is responsible only to those voters. The Benbrook Water Authority Board selects the management and sets the policy for the Benbrook Water Authority.

The Benbrook Water Authority bills and collects waste disposal fees for City services provided through the City's contractor. Effective October1, 2007, the Benbrook Water Authority bills and collects the City's stormwater utility fees.

The City performs street cuts and repairs for the Benbrook Water Authority when it is necessary to disrupt Benbrook streets to access water and sewer lines; the Water Authority reimburses the City. This partnership insures that repairs are completed expeditiously and according to City standards.

## BENBROOK AREA CHAMBER OF COMMERCE

The Benbrook Area Chamber of Commerce serves the Benbrook area. The organization promotes business investment within the Benbrook area. The City and the Chamber have joined forces to help build a better community. The Economic Development Corporation also works closely with the City and the Chamber to promote Benbrook and to attract new commerce.

## TARRANT COUNTY

### Property Tax Services

Effective October 1, 1998, the City of Benbrook contracted with Tarrant County for the collection of current property taxes. The County generates the tax statements, forwards the statements to the property owner or mortgage company, and collects the revenue. The County forwards the revenue to the City.

## Fire and Emergency Management Services

In 1998-99 the City and County entered into a contract for Benbrook to provide fire services to unincorporated areas of Tarrant County; the agreement was expanded in 2008. The contract was renewed effective January 2013 and the City was notified that the contract will be continued in 2014. The annual contract for fire and emergency management services for unincorporated portions of Tarrant County provides: a base rate of $105,000 in compensation to the City of Benbrook for services rendered; provision of a County-owned tanker for operation by the Benbrook Fire Department; provision of a County-owned brush truck; use of two thermal imaging cameras; and approximately $140,000 in compensation to the City from points awarded by the County.

In 2008-09, Tarrant County provided $100,000 towards the replacement of two of the City's three ambulances. In 2011-12, the County paid $50,000 towards the replacement of one of Benbrook's ambulances; the City provided $95,000 from the Capital Asset Replacement Account. The provision of the County-owned brush truck and tanker to the Benbrook Fire Department allows the City to use this equipment in Benbrook and within the unincorporated portions of the County.

In the 2014-15 fiscal year, the Benbrook Fire Department continues to provide fire services as agreed. Tarrant County has agreed to assist the City with the replacement of one ambulance through the provision of a one-time grant of $50,000.

### Public Works Projects and Purchasing

Tarrant County assists the City of Benbrook with street overlay projects and allows the City to purchase supplies and equipment through the County's Cooperative Purchasing Program.

## CITY OF FORT WORTH

Since the City of Fort Worth and the City of Benbrook share common borders, it is often economical for both cities to join forces in an effort to provide municipal services at the lowest rates possible. The City of Fort Worth and the City of Benbrook have shared the cost of rebuilding border streets in previous years, and plan to continue this practice in the future. The cities of Benbrook and Fort Worth entered into a contractual arrangement to provide mutual aid for fire services. Prior to 2006, the cities had a contract for Fort Worth to provide fire protection services to North Benbrook.

## BOUNDARY ADJUSTMENT BETWEEN THE CITY OF BENBROOK AND THE CITY OF FORT WORTH

### History

In 1968, the City of Fort Worth and the City of Benbrook adopted an apportionment agreement allowing Fort Worth to annex a 10-foot strip surrounding Benbrook. Minor adjustments to that boundary occurred in 1980, 1984, and 1987.

Following the initial 2005 meeting, the two cities approved a minor boundary adjustment to allow access to Skyline Ranch through Benbrook. Benbrook also offered fire service to Skyline Ranch on an interim basis. The two cities also cooperated on an asphalt overlay of Chapin Road, relocation of a Fort Worth sewer main in Mary's Creek Drive, and a joint flood study of Mary's Creek. Benbrook also adjusted the right-of-way along Chapin Road.

Following the February 2005 meeting, representatives of the two cities negotiated off and on until Benbrook Staff prepared the initial draft of the Joint Ordinance in 2009. Negotiations continued on an ongoing basis. In 2011, Fort Worth required that Benbrook hire a registered professional surveyor to prepare metes and bounds descriptions of all of the affected tracts. After several years of negotiation, the two cities agreed on acceptable language regarding any future vehicle bridge over the Clear Fork in January 2014.

In September 2014, Fort Worth mailed a joint letter to all affected property owners describing the proposed action in general terms. Staff responded to several questions from residents and business owners from outside of Benbrook.

### Summary of Agreement

Under the agreement, Benbrook will receive the following:

- A portion of the Helen Groves tract (992.72 acres) will be dis-annexed by Fort Worth and transferred to Benbrook's extraterritorial jurisdiction (ETJ). Benbrook will annex this property at the appropriate time under the provisions of State law.

- A 35.44-acre tract near the intersection of Loop 820 and Old Aledo Road will be transferred from Fort Worth's ETJ to Benbrook's ETJ.

- A 4.76-acre portion of Z. Boaz Park on the west side of Benbrook Boulevard (US 377) will be transferred from Fort Worth's city limits to Benbrook's city limits. A deed covenant on the property limits its use to a public park.

- A small portion (3.6 acres) of right-of-way at the intersection of RM 2871 and Rolling Hills Drive will be transferred from Fort Worth's city limits to Benbrook's city limits.

- A 92.43-acre portion of Fort Worth's city limits of Corps of Engineers property along Stephens Road will be transferred to Benbrook's city limits.

- A 437.76-acre portion of Fort Worth's ETJ along Stephens Road (including Benview Court and Dove Court) will be transferred from Fort Worth's ETJ to Benbrook's ETJ. Benbrook has no foreseeable plans to annex this area.

- A small (0.73 acres) section of Union Pacific right-of-way at the railroad crossing over Walnut Creek.

In exchange, Fort Worth will receive:

- A 748.35-acre portion of Pecan Valley Park (including a portion of the golf course and a portion of Benbrook Lake) within Benbrook will be dis-annexed by Benbrook and transferred to Fort Worth's ETJ.

- A 27.98-acre portion of Clear Fork Park within Benbrook will be transferred from Benbrook's city limits to Fort Worth's city limits.

- A 14.79-acre tract on the east side of Benbrook Boulevard (US 377) containing the Park Ridge Stables will be transferred from Benbrook's city limits to Fort Worth's city limits.

- A 1.38-acre tract on the east side of Benbrook Boulevard (US 377) north of the railroad (known as the old City/County garage) will be transferred from Benbrook's city limits to Fort Worth's city limits.

- Benbrook agrees to dedicate a sewer easement through Whitestone Golf Course to facilitate sewer service to Fort Worth west of Benbrook. The exact alignment and construction schedule will be determined later.

- Benbrook agrees to not file suit over Fort Worth's proposed Mary's Creek wastewater treatment plant, but reserves the right to participate in the permitting process.

- Benbrook agrees to coordinate the location and design of any future vehicle bridge over the Clear Fork.

As part of a related Interlocal Agreement between Fort Worth and the Benbrook Water Authority (BWA-included in the Joint Ordinance as Exhibit M), the Certificate of Convenience and Necessity (CCN) boundaries of each City will be adjusted to reflect the city limits. In addition, the BWA will provide up to 2.88 million gallons per day (MGD) of treated water and fire flow and up to 0.6 MGD of sanitary sewer capacity to a portion of Fort Worth's service area to the west of Benbrook on an interim basis. If BWA's lacks capacity, Fort Worth will provide treated water to Benbrook on a pass-through basis. All costs for extending service (including meters) will be the responsibility of the developer, and BWA is not obligated for any expense.

**Next Steps**

Following adoption by the Benbrook City Council, the Fort Worth City Council considered and approved the Joint Ordinance on the September 23, 2014 agenda. The BWA formally approved their Interlocal Agreement with Fort Worth on October 7, 2014.

Upon adoption of the Joint Ordinance by both cities, some boundaries will immediately change as specified in the Ordinance. In cases where extraterritorial jurisdiction will be transferred to Benbrook, Staff will develop an Annexation Plan for consideration by City Council, in accordance with State law.

# RELATIONSHIPS WITH OTHER ENTITIES

## NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments (NCTCOG) was established in January 1966 to assist local governments in planning for common needs, co-operating for mutual benefit, and coordinating for sound regional development. NCTCOG is a voluntary association of governments in a sixteen-county region, centered on the two urban centers of Fort Worth and Dallas. Benbrook is one of 225 member cities, 16 counties, 16 appraisal districts, 132 school districts, 43 colleges and universities, and 30 special districts. Membership dues, paid annually by the City and budgeted in the Non-Departmental account, are computed according to a population-based formula.

## BENBROOK ECONOMIC DEVELOPMENT CORPORATION

On January 21, 1995, Benbrook's voters authorized a one-half cent sales tax to be used for Economic Development. The Benbrook Economic Development Corporation (originally established as the Benbrook Industrial Development Authority in 1980) was established to plan and fund projects that promote economic development within Benbrook, using financial resources including the half-cent sales tax for economic development. This seven-member board, appointed by the City Council, makes all decisions on the use of the economic development sales tax in accordance with State law.

## UNITED STATES ARMY CORPS OF ENGINEERS

The City entered into a contract dated March 24, 1977 with the United States Government to construct general recreational facilities at Benbrook Reservoir (Dutch Branch Park). Construction of the first phase of improvements was completed in 1978 and additional improvements were completed in 1980 and 1984. The improvements were constructed by the Corps of Engineers. The City of Benbrook and the Corps of Engineers agreed to share the cost of the construction equally. The City's share of the cost was paid to the Government in the form of four notes: one originating in 1978, two originating in 1980, and the last originating in 1984. Each of the four notes was payable over a period of fifty years. Payment of these notes and interest was reflected in the Debt Service Fund. In October 2010, the City Council authorized Staff to pay-off these notes; approval was granted after the 2010-11 Budget was adopted.

# RELATIONSHIPS WITH OTHER ENTITIES

## BENBROOK LIBRARY DISTRICT

In 1998, Benbrook's voters authorized the collection of a one-half cent sales tax to finance the Benbrook Library District. This special district, separate from the City of Benbrook, is established to oversee the planning, construction, and operation of a library within Benbrook. The Board hired the first Director in October 1999; two part-time employees were added in 2000. In 2000 the Board agreed to purchase the Benbrook Senior Activity Center Building from the City of Benbrook; this building now houses the Benbrook Library. The City constructed this facility with Community Development Block Grant funds. The sale of the facility required that the City of Benbrook re-pay all grant funds used for construction of the facility. In February 2001, the Library hired two full-time Librarians. In 2006, the Library facility began expansion of the facilities; completion was in 2008. In 2008, the Library hired an additional full-time employee to provide clerical and administrative support. In late 2011 an Assistant Library Director was hired. In 2012 a third Librarian position was added.

In the summer of 2013, the City of Benbrook and the Benbrook Library District partnered by sharing costs for the construction of a sidewalk on the north side of Mercedes Street from the intersection of Winscott Road and Mercedes Street to the property line separating the border between the Benbrook Library District and the Benbrook Water Authority.

The City allows the Benbrook Library District employees to participate in the City's group health, life, and dental insurance plans. The Benbrook Library District pays the actual costs for premiums plus an administrative fee based on indirect costs.

## YMCA

In May 2000, the Benbrook Community Center/YMCA (BCC/YMCA) began operating as a multi-purpose center providing recreation, leisure, sports, and social activities to Benbrook's residents and members of the YMCA. This facility was constructed through bond funds approved by Benbrook's voters in 1997.

The City contracted with the YMCA to provide administrative and operational services to the BCC/YMCA. With the opening of the BCC/YMCA, the City ceased offering recreation classes at the Community Center and stopped receiving revenue from these classes. The YMCA receives all revenue from membership fees and from program fees. The YMCA also pays for salaries and other operating expenses. The City agreed to subsidize a portion of these costs until the YMCA obtained 1,000 members. This goal was reached in 2000 and membership has remained above the goal

since this date. City employees and their families are exempt from paying the YMCA's enrollment fees; the City pays half of the monthly membership fees for employees and their families.

In the 2005-06 Budget, funds were allocated to complete the Benbrook Community Center/YMCA Expansion Study. The study was completed in the summer of 2006. In August 2006, the Council approved the conceptual expansion study. The proposed building expansion is approximately 13,500 square feet and increases the total "under roof" facility size to 45,500 square feet. Key recommended facility enhancements include: expansion of the fitness (equipment) area, expansion of the child care area, addition of office space, addition of an outdoor water park, addition of a teen center, addition of a locker room, addition of an aerobics room, and addition of an outdoor skate park. In 2008 Chesapeake Energy pledged $500,000 toward the expansion of the critical areas of the BCC/YMCA; the first of five annual installments of $100,000 was made in 2008. The second of five annual installments of $100,000 was received in 2009. In 2009 the City issued a request for proposal for the expansion of the BCC/YMCA; the project was awarded and construction was completed in 2010.

# COMMUNITY PROFILE

## LOCATION

Benbrook, Texas is located in southwest Tarrant County adjacent to Fort Worth. Benbrook is located at the intersection of Interstate 20, Interstate Loop 820, and Benbrook Boulevard (U. S. Highway 377). Benbrook is a part of the Fort Worth-Arlington Metropolitan Statistical Area (MSA), part of the Dallas-Fort Worth Metroplex. Benbrook encompasses twelve square miles of land and has 1,069 total park acres. Benbrook is located in the Central Time Zone, midway between the east and the west coasts.

## POPULATION

In 1970 Benbrook had a population of 8,169. By 1980, the population had increased to 13,579. In 1990 the population, according to Census data, was 19,564. In the 2000 Census the population increased to 20,208 and by 2010 had grown to 21,234. The estimated population for 2014-15 is 21,850. Steady growth of population is predicted based upon current development.

## CLIMATE

Benbrook has a temperate climate, with average high temperature of 96.00 degrees Fahrenheit (or 35.56 Celsius) in August to an average low temperature of 33.90 degrees Fahrenheit (or 1.11 Celsius) in January. Average annual rainfall is 29.46 inches, with less than three inches of snow.

## GOVERNMENT

Benbrook was settled in 1850 and was incorporated in 1947. The City Charter was adopted in 1983 and amended in 1990 and 1997. Benbrook has a Council-Manager form of government with a seven member City Council (Mayor and six City Councilmembers) all elected at-large.

The City has one hundred-thirteen full-time positions authorized within the following divisions: General Government, Staff Services, Public Safety, Public Services, and Community Development; one position is authorized for the City Marketing Activity financed through the Hotel/Motel Occupancy Tax. The City provides police, fire, ambulance, municipal court, street maintenance, parks, animal control, community development, planning, inspection services, and engineering services for the community.

The City has a zoning ordinance and award-winning comprehensive plan. Both the City's Comprehensive Annual Financial Report and Annual Budget and Program Objectives are recognized for their excellence in reporting and presentation by the Government Finance Officers Association. The City's bond rating is AA+ according to Standard and Poors and Aa3 according to Moody's Investor Services.

**PUBLIC SAFETY**

Benbrook has one of the lowest crime rates in Tarrant County. Part I crimes per 1,000 population were 23.86; Benbrook's big city neighbor, Fort Worth, had a rate of 49.27 per 1,000 population. The Benbrook Police Department is headed by the Chief of Police and is staffed by the Commander, Lieutenants, Sergeants, Detectives, Corporals, Police Officers, Police Services Supervisor, Administrative Manager, Communications Specialists, and Animal Control Officer.

The Benbrook Fire Department is comprised of nineteen full-time employees (Chief, Assistant Chief, Captains, Lieutenants, Fire Fighter/Paramedics, and Fire Fighter/EMTs), part-time employees in the Auxiliary City Fire Support Unit (ACFSU who are on call every third day), and volunteer fire fighters who donate their time to Benbrook. The City of Benbrook and the City of Fort Worth have a mutual aid agreement. Benbrook has a tanker truck assigned from Tarrant County to assist in combating fires in unincorporated parts of the County. The Benbrook Fire Department provides ambulance services to all of Benbrook. Effective October 1, 2006, the Fire Department also provides fire service to all areas of Benbrook; prior to this date, the City of Fort Worth was contractually responsible for responding to fires in North Benbrook. Benbrook's fire insurance ISO rating is 4 and the CRS floodplain management rating is 6.

The Municipal Court convenes one day each month to render decisions on traffic fines and other misdemeanors; a separate juvenile court is also offered once each month. The Judge, Prosecutor, and Magistrate are part-time employees. The Municipal Court Clerk is a full-time position and is assisted by the Deputy Court Clerk. The Benbrook Municipal Court became a court of record in 2005.

Benbrook's rating for service was not only one of the top three but was also within the top ten percent among over 500 jurisdictions in the NRC database of citizen surveys. Benbrook was honored with the Voice of the People Award a second time in 2010 and a third time in 2012; the Voice of the People Award is bestowed every other year.

## TAXATION

Citizens of Benbrook are assessed ad valorem taxes by the City of Benbrook, Tarrant County, the Fort Worth Independent School District, Tarrant County College, and the Tarrant County Hospital District. The Tarrant Appraisal District (TAD) assesses property throughout Tarrant County. Every year, TAD re-appraises a quadrant of the County; Benbrook has a complete re-assessment every four years. Through TAD, homestead, disability, veterans, and over-65 exemptions are available. The City has a policy to grant tax abatements for qualified industries. The City contracts with TAD for these services. In October 1998, the City contracted with Tarrant County to bill and to collect all ad valorem taxes. The City contracts with a local legal firm to collect delinquent taxes. The sales tax in Benbrook is 8.25 percent and is distributed among the City (1.00%), the State of Texas (6.25%), the Benbrook Economic Development Corporation (0.50%), and Benbrook Library District (0.50%). Like all Texas cities, Benbrook does not have State corporate or personal income tax. The State Franchise Tax is 0.50 to 1.00 percent of total revenue depending upon the entity. Unemployment insurance is 2.70 percent of the average industry rate, based on experience.

## FINANCIAL INSTITUTIONS

Benbrook has five financial institutions within the city limits: American National Bank, BBVA Compass Bank, JP Morgan Chase Bank, Pinnacle Bank, and Wells Fargo Bank.

## EDUCATION

Benbrook is part of the Fort Worth Independent School District. Two elementary schools are located totally within Benbrook. Benbrook Elementary currently has 560 students and a 25:1 ratio of students to teachers. Westpark Elementary currently has 482 students and a 22:1 student/teacher ratio. Benbrook students comprise a portion of the 800 students who attend Waverly Park Elementary School. Benbrook students attend middle school in two schools: Benbrook Middle School, which opened in located in 2011, and has 721 students with a 30:1 student/teacher ratio and Leonard Middle School with 736 students and a 19:1 student/teacher ratio.

Western Hills High School is located within Benbrook's city limits. The student/teacher ratio at Western Hills High School is 30:1 with 1,284 students from Benbrook and from Fort Worth; the average SAT score for students is 1,357.

Benbrook students also have the opportunity to attend other high schools in the FWISD to participate in Advanced Academic Programs offering specialized courses in science and engineering, law and government, finance and communications, and medical and health sciences.

Vocational/technical training is available to Benbrook students through the Fort Worth ISD and Tarrant County College. The following colleges and universities are within easy commuting distance: Tarrant County College, University of Texas at Arlington, Texas Christian University, Southwestern Baptist Theological Seminary, Texas Wesleyan University, and University of North Texas Health Center, and Tarleton State University's Southwest Metroplex campus.

Benbrook's citizens value education. Of Benbrook's total population, 87.50 percent are high school graduates, 34.80 percent are college graduates, and 12.10 percent have advanced degrees. Of Tarrant County's total population, 83.40 percent are high school graduates, 28.30 percent are college graduates, and 8.50 percent have advanced degrees.

## DEMOGRAPHICS

The median age of Benbrook's population is 40.70 compared with the 33.60 median age of Tarrant County. Benbrook's ethnic composition is 86.80 percent white, 5.30 percent black, 11.20 percent Hispanic (overlaps with other categories), and 7.90 other. The median family income is $71,466. The median family income for Tarrant County is $65,072. Benbrook's per capita income is $32,310; the per capita income for Tarrant County is $26,957. The percentage of Benbrook's population categorized as poverty is 6.80 percent; 13.10 percent of Tarrant County's population is in this category.

## HOUSING

Benbrook has a total of 10,181 housing units. Approximately 63.00 percent are owner-occupied homes; 30.00 percent are renter-occupied; 7.00 percent are vacant. The median value of a home in Benbrook is $128,900. Vacancy rates average 1.60 percent for owner-occupied and 9.90 percent for rental properties. The median value of a home in Tarrant County is $131,500 and vacancy rates for Tarrant County are 2.50 percent for owner occupied and 12.60 for rental properties.

## LABOR FORCE

Benbrook's total civilian labor force is 11,942 compared with Tarrant County's 970,824. Benbrook's unemployment rate is 4.50 percent compared with Tarrant County's rate of 5.90 percent. This data is based on the most recent available; effective June 2010 separate employment statistics for Benbrook are no longer collected.

Workers in Benbrook are employed in the following industries: agriculture and mining (165); construction (573); manufacturing (1,544); wholesale trade (349); retail trade (834); transportation – utilities (609); information (218); finance, insurance, and real estate (532); professional management (1,029); education, health, and social services (2,201); arts, entertainment, and recreation (943); other services (578); and public administration (792).

The primary employers in Benbrook are: Wal-Mart (311); Weatherford International, Ltd. Oil and Gas (298); Western Hills High School (155); Weatherford International, Ltd. Drilling (150); Benbrook Community Center/YMCA (120); City of Benbrook (113); Renaissance Park Nursing Home (110); Cracker Barrel Old Country Store (110); Oncor Electric Delivery (100); and Benbrook Rehab and Nursing Center (90).

## TRANSPORTATION

Benbrook has access to several aviation facilities in the Dallas/Fort Worth area. Dallas/Fort Worth International Airport is located twenty-three miles northeast of Benbrook; D/FW Airport has almost 2,000 flights daily to over 163 destinations worldwide. Alliance Airport, an industrial airport with a 9,600 foot runway, is located just twenty miles north of Benbrook. General aviation facilities are available at Bourland Field (6.50 miles from Benbrook), Meacham Field, and Spinks Field.

Benbrook is served by numerous interstate and intrastate motor freight companies. Carriers include Central Freight Lines, Roadway Express, Yellow Freight, SAIA Motor Freight Lines, and Con-Way Southern Express.

Benbrook is served by a main line of the Union Pacific Railroad. Services in nearby Fort Worth include the Burlington Northern Santa Fe Railroad.

Benbrook is located at the intersection of Interstate Highways 20 and 820 and Benbrook Boulevard (U. S. Highway 377). Benbrook is also served by U. S. Highway 580 (Camp Bowie West) and State Highway 183 (Southwest Boulevard). Traffic volume - based on average annual daily traffic - on Interstate 20 is 85,000, on Interstate Loop 820

is 54,000, on Benbrook Boulevard (U. S. Highway 377) is 46,887, on State Highway 183 is 33,000, on Camp Bowie West is 26,000, and on RM 2871 is 7,848.

Benbrook has 112 miles of paved streets; 98 miles are City-owned paved streets. City streets are maintained by the Public Works Department of Benbrook's Public Services Division. Each summer, Tarrant County provides equipment and some staff to assist the City in the overlaying of Benbrook streets; the City pays for all materials.

## COMMUNITY SERVICES

Park acres in the City of Benbrook currently total 1,069. Timbercreek Park encompasses 17.40 acres along Timbercreek and includes two tennis courts, playground equipment, a practice soccer field, and picnic facilities. Mont Del Park is a small neighborhood park with a duck pond in the Mont Del Estates area; no other facilities are provided at this location. Valley West Park consists of 1.55 acres in North Benbrook; two picnic tables and an outdoor grill are provided at this location. Rolling Hills Park is the City of Benbrook's newest park.

In addition to the park land owned by the City, Benbrook leases Dutch Branch Park (278 acres) on the shore of Benbrook Lake from the U. S. Army Corps of Engineers. On this land, Benbrook currently provides six baseball/softball diamonds, a football field, four multi-purpose courts and two tennis courts, a 0.30 mile jogging track, a large area known as Robot Park, and Castle Park.

Castle Park was built through a community effort to commemorate Benbrook's fiftieth year of incorporation. Citizens, businesses, and workers donated time, money, materials, and expertise to build Castle Park. A non-profit organization was established to coordinate the park, planning, development, and construction process. Castle Park was built over a four day period in November 1997. Portions of Castle Park were restored in 2009-10.

In the summer of 2006, the City designated portions of Winscott Road as official bike routes and installed appropriate signs and markings. Additional bike routes were dedicated in 2008.

The Benbrook Community Center opened in May 2000. This facility was approved by Benbrook's voters in the last capital improvement projects election. The City has contracted with the YMCA to operate and administer Benbrook Community Center. The Benbrook Senior Citizens Center and Senior Activity Center were both constructed and expanded with Community Development Block Grant funds. Up until October 2000, these two centers provided a location for senior citizens to congregate, attend classes, and participate in regularly-scheduled and special events. An

expansion of this facility was completed in 2010.

In 2000-01 the Benbrook Library District purchased the Senior Activity Center from the City to use as the Benbrook Library; the City was responsible for re-paying all federal grant funds used to construct and furnish this facility.

In 1998 Benbrook's voters authorized a one-half cent sales tax to finance the Benbrook Library District. This organization is totally separate from the City of Benbrook. In October 1999 the Board of Directors hired a Library Director to oversee site selection and construction of a new library facility. In 2000 the Library hired two part-time staff members. In 2000-01 the Benbrook Library District purchased the Senior Activity Center from the City to house the Benbrook Library, hired two additional full-time Librarians, and began offering Benbrook a full complement of library services. The Benbrook Public Library has a total of 35,000 volumes, and as a member of the North Texas Regional Library System has access to materials throughout the system. The Library began expansion of its facilities in 2006-07; this project was completed in 2008. The Library added one administrative support staff member in 2008. An Assistant Library Director was hired in 2011. A third Librarian was hired in 2012.

**UTILITIES**

Electric power is deregulated and provided by several retail electric providers including TXU Energy, Reliant Energy, First Choice Power, Direct Energy, and Green Mountain Energy. The transmission and distribution service provider is Oncor Electric Delivery. Transmission lines include two 345 KV lines, three 138 KV lines, and one 69 KV line. Distribution voltage is available at 14.4/25 KV and 7.2/12.5 KV.

Natural gas is provided Atmos Energy Company. Benbrook is served by an 18-inch transmission line at 800 psi pressure.

Local telephone service is also deregulated. Among the major certified telecommunications providers is AT&T. Digital, fiber optics, cellular, and other advanced technologies are available.

Cable service is awarded on a contractual basis by the City of Benbrook. Charter Communications currently has the franchise contract. Cable television as well as internet services are available to subscribers. The City of Benbrook has a City channel assigned and used to broadcast information; beginning in 2001-02 and continued for 2008-09, City Council meetings are broadcast to Charter Communication customers in Benbrook on a tape-delay basis. In 2007, the City began broadcasting the monthly Planning and Zoning Board Meetings on a tape-delay basis.

The City contracts with Allied Waste Systems for residential and commercial refuse collection services. Residential refuse is collected once each week. Services provided every Wednesday to residences include: regular trash pick-up, recycling collection, and brush and bulky waste disposal. For households that require more frequent collection, special use "yellow" bags are sold by the City. Residents may use these bags on any Saturday for an additional collection. The cost of the "yellow bags" includes the collection cost.

Water and sewer service is provided by the Benbrook Water Authority (known as the Benbrook Water and Sewer Authority until September 1, 2005), an independent special district. Water is derived from Benbrook Lake and fourteen groundwater wells. Water is treated using conventional treatment with sand filtration. The water treatment plant has a maximum rated capacity of 12.00 million gallons per day, with maximum use to date of 9.75 million gallons per day. Additional peaking capacity of 1.10 million gallons per day is available with the well system. Waste water is treated by contract at the City of Fort Worth's regional Village Creek Waste Water Treatment Plant. Waste water capacity from Benbrook is not limited.

# BENBROOK CEMETERY

The Benbrook Cemetery was established in 1885. Benbrook Cemetery was once known as the Merinda Seminary Graveyard. Today the Benbrook Cemetery is operated and maintained by the City of Benbrook. The Cemetery is located on Mercedes Street just west of Winscott Road across from the Benbrook Municipal Building and from Benbrook Elementary School.

Two cemeteries are actually located within the boundaries that are enclosed by the fence; however, there is not a formal distinction between the two cemeteries. In 1955, to make way for residential development, the Howard Cemetery (also known as the Howard Family Graveyard) was relocated from an area in southwest Fort Worth; the area in Fort Worth is now known as Tanglewood. The new home of the Howard Cemetery was a small strip of land adjoining the eastern edge of the Benbrook Cemetery. Outside of the fence that surrounds the Benbrook Cemetery, there are no signs that identify the cemetery as Benbrook Cemetery. There is, however, a sign for Howard Cemetery beside the gate that enters the corner of the complex.

In 1949, the Corps of Engineers relocated graves from five cemeteries to the Merinda Seminary Graveyard to clear the way for the construction of Benbrook Lake. The five cemeteries that were relocated were: Day, Hunter, January, Muhlinghause, and Mustang. Two other cemeteries were considered for relocation: the Maples Grave and Gilliand Cemetery. The Maples Grave Cemetery was not found and the Gilliand Cemetery was determined to be above the maximum flood line and therefore could not be moved.

In the summer of 2013, three Girl Scouts completed a community project that provided a kiosk and better lot markings for gravesites in the Benbrook Cemetery.

Additional information regarding the Benbrook Cemetery is available on the City's website at www.benbrook-tx.gov. The City's website provides links for the Corps of Engineers website and for the cemeteries referenced.

# BENBROOK HISTORICAL BACKGROUND

The ability of the City of Benbrook to shape its future is intimately tied to its past. Prior transportation and land subdivision actions profoundly affect the ability to make future land use decisions by establishing the framework within which future development can take place. Prior economic activity tends to direct future economic activity along associated lines. Prior planning activities, whether implemented or not, also continue to influence land use decisions directly or indirectly.

Benbrook celebrated the City's fiftieth anniversary of incorporation in November 1997. As an incorporated City, Benbrook is one of the youngest in Tarrant County, but as a community, Benbrook is one of the oldest.

## NATIVE AMERICAN LIFE

Prior to the arrival of Anglo settlers, members of the Wichita, Caddo, Comanche, and Lipan Apache Native American tribes roamed the Benbrook area. Archaeologists estimate that the area has been inhabited for some 11,000 years. Indian communities looked for the same environmental factors as present communities, with the availability of an adequate water supply being a primary consideration. The confluence of the Clear Fork of the Trinity River and Mary's Creek provided such a watering place to tribes as they passed through the country-side hunting the large herds of buffalo that grazed within the area.

## EARLY ANGLO SETTLEMENT

Anglos originally settled the Benbrook area, part of the Peters' Colony established by the Republic of Texas, in the 1840s and 1850s. W. S. Peters of Kentucky was granted a contract to attract 250 families per year by offering 320 acres free to family men and 160 acres to single immigrants, plus a free cabin, seed, and musket balls. S. Edward and Nancy Wilburn of Missouri reportedly came to the area in 1843 as Family 107 of the Peters' Colony; they settled along Mary's Creek near Benbrook in 1854. A "Mary's Creek Post Office" was established sometime during the 1850s or 1860s, with Benjamin Richerson serving as Postmaster. Lemuel Edwards settled along the Clear Fork of the Trinity River near present day Hulen Street in 1848, with land holdings that eventually covered 4,020 acres.

A twenty foot by twenty foot single room school building and Methodist church was built in 1857 near the Clear Fork of the Trinity River by Edward Wilburn. The structure was constructed on concrete and had a dirt floor; the structure collapsed in 1865 as a result of poor construction materials. Classes at the school had ceased during the Civil War. A new school and church known as "Old Rawhide" was built of lumber in 1872 by the Chapman, Edwards, Ward, Majors, and Wilburn families. Newspaper accounts indicate twenty-seven students were enrolled in 1877 and forty-

eight students attended in 1879. The building reportedly burned down in 1879. The school was re-established near the corner of the present Mercedes Street and Winscott Road, and was called the Miranda (or Marinda) School (or Marinda Academy) named after one of the Wilburn children, Mrs. Marinda Snyder, who donated five acres of land to the Marinda Seminary School. The site reportedly included a cemetery which probably was the beginning of the present Benbrook Cemetery, officially established in 1885. The building continued to serve as the Methodist church. The community was known by the name of the school during its early years. A post office was established at Benbrook in 1880.

Just three years later, the Marinda School and church was relocated to the intersection of Winscott Road and Old Benbrook Road where the present day Weatherford (previously known as Computalog) building is located. Construction was on land donated by Mrs. Marinda Snyder. The Benbrook Common School District No. 58 was established in 1884. The school was renamed Benbrook School in 1885 and residents became the first district in Tarrant County to vote for a school tax. The school had sixty-four students by 1905.

## TRANSPORTATION - TRIALS AND TRIBULATIONS

A branch of the "Old Chisholm Trail" passed through the area, crossing Mary's Creek at Rawhide Crossing in the area of the present Z. Boaz Park, and served as a route to avoid the main trail route through downtown Fort Worth. A branch trail, known as the Long Trail or Cleburne Cut-Off, extended from Raw Hide Crossing to Cleburne and shortened the trip by thirteen miles. The Butterfield Stage Line followed the Old Chisholm Trail and was headquartered in Bowie, Texas. An old water well used to water the horses was located on the Coder farm. From 1876 to 1881 the Fort Worth-El Paso Mail Route Stage Line also ran along Mary's Creek on its way west. The stage was reportedly robbed several times in the vicinity of Miranda. A gang known as the "Bold Banditti" (including Sam Bass) was responsible for many of these crimes; the "Bold Banditti" gang often took refuge in "Hell's Half Acre" on what is now the site of the Fort Worth Convention Center in downtown Fort Worth. Sam Bass reportedly robbed the Cleburne-Fort Worth stage at Mary's Creek in November 1877 and the Weatherford-Fort Worth stage on January 26, 1878. Fleming "Slim" Doggett robbed the Granbury stage near Benbrook; he was later slain by Texas Rangers on the H. C. Stephens farm.

In 1876, local resident James M. Benbrook petitioned the Texas and Pacific Railroad to place a station along Mary's Creek near Miranda where the railroad ran west out of Fort Worth. The line was completed to Benbrook in May 1880 and the railroad named the station Benbrook Station after James M. Benbrook. In May 1893, James M. Benbrook sold the Texas and Pacific Railroad a half-acre of land for use as a depot for $25.00. During the 1890s, two trains stopped

each day in Benbrook. Just like the stage line, the railroad was an easy target for robbers; the line was particularly vulnerable at the wooden trestle bridge over Mary's Creek. In 1886, Congressman S. W. T. Lanham (who was later elected as governor) was a victim of a robbery near Benbrook while traveling from Weatherford to Fort Worth to give a speech on prohibition. The train was robbed by five men in June 1887 and again in September 1887; both robberies were attributed to the Rueben and James Burrows gang who later bragged about the train robberies they pulled in "Bend Brooke (sic)." A robbery in 1896 in broad daylight, allegedly by Eugene "Captain Dick" Bunch, was one of the last such robberies in Texas. A total of $40,000 was reportedly stolen.

## FIRST FAMILIES

The Peter Boaz family arrived in Birdville from Kentucky in 1873 and the family subsequently moved to Benbrook in 1878. Peter and Martha had nine children including: Will N., Hiram Abiff, Ex, and Z. Hiram Boaz, converted at one of the Old Rawhide Camp meetings, became one of the early leaders of the Methodist church in Benbrook. Hiram Boaz became a Methodist Bishop in 1922 and president of both Polytechnic College in Fort Worth (later known as Texas Wesleyan University) and Southern Methodist University in Dallas. After Peter Boaz's death, Martha Boaz married James M. Benbrook. J. A. Childers, ranch foreman for W. J. Boaz's 3,000 acre ranch, and later constable and county commissioner, built his home on Old Benbrook Road during the 1870s. Z. Boaz donated 136 acres of land to the City of Fort Worth as a public park in 1928; the land was donated to Fort Worth only because Benbrook did not have a municipal government or park department at that time. Z. Boaz died in 1935 and is buried along with his wife, Teck, who died in 1970 and an infant son, Thank, who died in 1898.

The Benbrook family had arrived in the Miranda area in 1874 from Illinois. The family built a large Victorian house on Walnut Creek east of the community in 1891. James Benbrook, known as "Squire" because of his English heritage, served as Justice of the Peace for many years. James M. Benbrook was born in Posey County, Indiana on June 20, 1831. He was the grandson of Ezekial G. Benbrook, born in North Carolina in 1748 and served as a Colonel with George Washington at Valley Forge. Ezekial's son James and his wife, Sarah Shadowen, were the parents of James. M. Benbrook. The family moved to Hamilton County, Illinois in 1845; James Benbrook married Martha Metcalf in 1852. James Benbrook served as a sergeant with the 40th Illinois Volunteer Infantry during the Civil War and was wounded in the hip in 1862. Following the Civil War, Benbrook and his family traveled south for his health; they settled in Miranda in November 1876. James and Martha had six children; three died in infancy. Of the other three children - Albert L. became a teacher, Monroe went into the furniture business in Dallas, and Ida married Dr. E. W. Snyder and moved to Brownwood. Martha died in July 1884 and was buried by the Baptist Church.

The families that lived north of the railroad station along Mary's Creek also built a school and church known as Chapin School after early settler I. H. Chapin. The Wallaces settled along Mary's Creek near the intersection of Chapin Road and Chapin School Road.

## DEVELOPMENT OF HIGHWAYS AND BYWAYS

By the turn of the century, some of the initial transportation routes were established; many of these routes are still in use today. The Texas and Pacific Railroad line is now operated by Union Pacific and travels along Mary's and Walnut Creeks. A rail accident at the Mary's Creek trestle sent eighteen cattle cars into the creek in 1902 or 1903. The main settlement of Benbrook, located within a four-block area around the railroad station, was located near the present junction of Interstate Highway 20 and U. S. Highway 377 along Aledo Road. The settlement was reached from the east along the present Old Benbrook Road and Stove Foundry Road (now known as Vickery Boulevard). Winscott-Plover Road extended south along its present route to Dutch Branch, now submerged by Benbrook Lake. A road extended east from Winscott-Plover Road near the present Mercedes Street to cross the Clear Fork of the Trinity. Remnants of this county road are still evident on undeveloped land north of Timbercreek.

Winscott Road is named for early Fort Worth rancher, developer, and hotel owner Winfield Scott (no relation to the famous general of the same name). Scott was born in Kentucky in 1848 and moved to Tarrant County in 1868. The Winfield Scott Ranch covered over 12,000 acres in Tarrant, Johnson, and Parker Counties. Scott built and/or owned several hotels and businesses in Fort Worth and constructed Thistle Hill in Fort Worth as his private residence.

A new two-room brick school building was constructed in 1912 to replace the previous building located at Old Benbrook Road and Winscott Road. The $3,000 construction cost was financed by bonds. In 1918, a second teacher was added to the school. The school building was severely damaged by wind storms in 1913 and again in 1923. In 1936, the building was replaced again, this time by a larger, flagstone-constructed, four room structure with a stage and gymnasium. The $15,000 building was also financed by bonds and was built by V. A. Davis, who resigned from the school board to bid on the project; the landscaping was performed by the Works Progress Administration. Even with the larger building, some students had to be taught in the basement of the church next door.

# BENBROOK HISTORICAL BACKGROUND

## EARLY BUILDINGS AND CHURCHES IN BENBROOK

One of the earliest buildings remaining in Benbrook is the Eddie Brustrum House at 8204 Old Benbrook Road, which was originally constructed about 1895 as the Methodist parsonage. The Corn House in far southwest Benbrook (11555 Highway 377 South) was built about 1919 by James Corn, a rancher who owned more than 55,000 acres. John Stevens, for whom Stevens Road is named, was foreman on the Corn Ranch. M. N. Wallace purchased the "old Benbrook Home" property along Old Benbrook Road in 1921 and built two rock houses. The M. N. Wallace house at 8216 Old Benbrook Road was built in 1921. The Frank E. Wallace house is located at 8812 Old Benbrook Road and constructed in 1923. Frank E. Wallace was co-owner with M.N. Wallace of Benbrook's general store from 1936 until it was sold in 1941. F. E. Wallace also ran the post office with M. N. Wallace serving as mail carrier. The N. E. Wallace house at 8216 Old Benbrook Road was torn down in 1986.

The American Legion Paul Mansir Post 297 nearby at 8201 Old Benbrook Road originally was constructed in 1933 as the Benbrook Church of Christ. The Methodist Church built a new building from 1929 to 1931, in Greek Revival style, with funding from members and from rancher Cass Edwards. Mr. Edwards believed that the Building Committee's original plans were too small. The building had a sanctuary upstairs, classrooms in the basement, and its own electric light plant. Bishop H. A. Boaz officiated at the opening with the Reverend Floyd Thrash serving as pastor. The building was later used by the Benbrook Pentecostal Baptist Church when the Methodists moved to a new location on Bryant Street in 1957. The Baptists and two other congregations met in a building erected on a one-acre plot donated by Z Boaz.

## WORLD WAR I

Early during the first world war, General John J. "Blackjack" Pershing invited the Royal Canadian Flying Corps to establish training fields in Texas because of the mild weather. After looking at sites in Dallas, Fort Worth, Waco, Austin, Wichita Falls, and Midland, three sites were established in the Fort Worth vicinity - these sites in North Fort Worth, Everman, and Benbrook became known as the "Flying Triangle." The Royal Flying Corps used the fields from October 1917 to April 1918; the fields were then turned over to the U. S. Army. Taliafero Field Number 3 (later renamed Carruthers Field after Cadet W. K. Carruthers who was killed on June 18, 1917) was located south of Mercedes Street in what is now the Benbrook Lakeside subdivision. When the U. S. entered the war, the field was renamed Benbrook Field and served to train American pilots.

The most famous casualty at Benbrook Field was Vernon W. Blyth Castle, part of the famous Vernon and Irene Castle dance team; the duo was best known for introducing the tango to the United States in 1913. Captain Castle, recipient of the French Croix de Guerre for his combat missions over Germany and Commander of the 84th Canadian Training Squad, was killed on February 15, 1918. Captain Castle's plane crashed while avoiding another airplane that was landing. Captain Castle's pet monkey and his student both survived the crash; the student's survival is attributed to the fact that he sat in the seat normally occupied by the instructor. The funeral for Castle was one of the largest held in Fort Worth and drew international attention. Castle's body was transported to New York for burial. The training field and the thirty-four buildings and hangars were razed in the 1920s. A memorial for Vernon Castle was erected in 1966 at the crash site near the corner of Vernon Castle Avenue and Cozby West Street. The memorial included a replica of a Curtis Jenny and photographs of Castle and the airfield. As his eagle scout project, Jerret Martin, a Benbrook scout, restored the monument in 1997. The monument was rededicated as part of the City's fiftieth anniversary; the ceremony was attended by dignitaries from Canada, Great Britain, and the United States.

The only remaining building is an ammunition warehouse west of Highway 377 (Benbrook Boulevard); the foundations of several buildings can be found behind some of the homes along Cozby North Street. The City contacted the National Archives, the Defense Department, and the Texas State Library to find original plans for the airfield, but to no avail. Following the closure of Benbrook Field, the land was purchased by William Monnig and used as a dairy. The dairy was later acquired by Manning Trammell and then later by Mrs. Grace Cozby.

## GROWTH OF BENBROOK

### 1920s and 1930s

Benbrook's population was estimated to be thirty-three people in both 1920 and 1930. The community's business base consisted of two stores. Other nearby communities in the 1930s included Chapin (twenty-five voters), Wheatland (population of forty and a school), and Primrose.

By 1935 the population had increased to one hundred sixty-one. Many imposing homes were built in the area in the 1930s by such people as Elliot Roosevelt (son of President F. D. Roosevelt). Mr. Roosevelt's home was in the area of what is now the east side of Benbrook Lake. Roosevelt's Dutch Branch Ranch covered approximately 1,300 acres in the Benbrook area. The ranch was purchased in 1935 by Elliot's wife, Ruth Goggins Roosevelt, and served as their home while Elliot was president of the Texas State Network. President Roosevelt visited his son at his ranch on four occasions from 1936 to 1944. The Roosevelts sold the ranch in 1944; Fort Worth oilman, Sid W. Richardson,

purchased the ranch in 1946. Much of the ranch was condemned by the U. S. Government for construction of Benbrook Lake in 1947.

**1940s**

Ed Sproles, head of the Texas Motor Truck Transport Company, constructed the Sproles House to serve as the center of his large cattle ranch. Most of the house and outbuildings remain; most of the land was submerged by Benbrook Lake in 1947. In contrast to the opulent homes built during the 1930s, a "Hooverville" shanty town was located in Benbrook in 1933 during the Great Depression.

By 1940, the Benbrook community had grown to approximately one hundred people and three stores. The Benbrook Railroad Station was closed and torn down during this decade. Benbrook gained a temporary resident in the 1940s; Lee Harvey Oswald began his schooling here but moved shortly thereafter in 1946. In April 1941, construction began on a bomber plant operated by Consolidated Vultee Aircraft Company (Convair, later named General Dynamics, and then Lockheed Martin); the first B-24 "Liberator" bomber rolled off the assembly line in April 1942. The Tarrant Air Drome (later named Carswell Air Force Base) was established at the same time. In May 1947, the U. S. Corps of Engineers began construction of Benbrook Dam on the Clear Fork of the Trinity River. Authorized by the Rivers and Hazards Act of 1945, the dam was designed to prevent flooding; major floods occurred in the area in 1922, 1947, and 1949. The May 1949 flood killed ten people and left over 13,000 people homeless in Fort Worth following ten inches of rain in twelve hours. Benbrook Dam was completed in December 1950 and began impounding water in 1952.

Benbrook's first housing development, the Benbrook Estates subdivision, was platted in 1946; lots were typically 70 feet by 170 feet. On November 17, 1947 the residents voted 25 to 0 to incorporate as a village. The total area included in the new municipality was 13.3 square miles. The first mayor was Ed Sproles and the first aldermen included Mrs. Grace Cozby, J. A. Childers, W. J. Nolte, M. N. Wallace, and D. I. Sessums. Earl Cleveland was elected city marshal-tax collector. One of the first actions (Ordinance Number 2 adopted in August 1948)) was to create a Planning and Zoning Commission with the duty to recommend a master plan and zoning ordinance. The first zoning ordinance created a single zoning district "A" One Family; lots were required to be a minimum of 20,000 square feet and dwellings were required to be a minimum of 1,000 square feet in size. In 1949 the Benbrook Volunteer Fire Department was organized; Jim Childers served as the first Fire Chief.

The City also began addressing the need for a water supply. Initially homes were supplied by individual water wells. In 1949, the Worth Water Company was granted a twenty-five year franchise to install and operate a water system to serve Benbrook. The Benbrook Water and Sewer Authority was created in April 1955 by the Texas Legislature and assumed the assets of the Worth Water Company.

### 1950s

By 1950, Benbrook had three stores and 617 residents. The Dunlap Addition on Llano Street was platted in 1949. The Benbrook Lakeside Addition was platted in 1950 with typical lots of 225 feet by 225 feet. These subdivisions reflected the spirit of Frank Lloyd Wright's ideal subdivision where everyone owned an acre of land. However to stimulate sales, the subdivision was replatted within a few years to 75 feet by 225 feet and again to 75 feet by 150 feet; homes sold for about $8,500. At the same time in 1950, the North Benbrook Addition was platted into lots 50 by 100 feet. A new City Hall/Fire Station was built on Del Rio Avenue, just off Highway 377, in 1951. Also in 1951, the City Council voted by a two-to-one margin to outlaw taverns. In August 1955, the City adopted its first subdivision ordinance which required developers to dedicate and construct adequate street and drainage facilities.

### 1960s and 1970s

The census of 1960 indicates that Benbrook had grown to 3,254 people. In 1961 the Texas Education Agency performed a study of the costs of building a Junior/Senior High School to educate Benbrook students. The estimated construction cost of $5,000,000 plus annual operating costs of $75,000 required a tax increase of 240 percent. As a result of this study, in 1962 the Benbrook Common School District became part of the Fort Worth Independent School District; the Chapin School District also merged with Fort Worth. By 1970, Benbrook had grown to 8,169 people. In 1972 City Staff had grown to thirty-one employees under the direction of City Administrator H. W. Jett. A new City Hall was built in 1976 on the corner of Winscott Road and Mercedes Street. In 1977, the City updated its Comprehensive Plan in a series of three reports, including: Land Use Studies; a Parks, Recreation, and Open Space Plan; and a Housing Element. The 1977 Plan proposed a mix of land uses that do not differ substantially from the City's current Plan - with the exception that the area south of Mary's Creek and west of Highway 377 was proposed for single family residential. The Park Plan proposed a series of nine new neighborhood parks, along with protection of flood plains and existing parks, and construction of a recreation facility/library. In 1978 voters approved bonds for a new fire station and for streets; a proposed bond issue for a recreation facility failed. A revised bond issue for drainage projects was approved in 1979. The Housing Element stressed conservation and rehabilitation of older stock housing.

# BENBROOK HISTORICAL BACKGROUND

Texas State law allows cities with populations over 5,000 to elect to have a home rule charter to provide more flexibility and authority of municipal government. Benbrook's first Home Rule Charter Commission was appointed in April 1975 to draft a charter but the proposition failed on the ballot in January 1977. A second Charter Commission was appointed in April 1977 but the measure failed in August 1978. A third Commission was elected in April 1982 and the Charter finally passed in April 1983. The Charter was amended in 1990 and again in 1997.

## 1980s

In 1980, Benbrook had a total population of 13,579. A $4.1 million bond issue for streets and drainage was defeated at the polls in 1980. In May 1980, numerous homes were damaged by a hail storm; a tornado was sighted but not officially confirmed. Loop 820 was completed from Hulen Street to U. S. Highway 377 in 1981 and the remainder opened in 1982. In 1981 an election to merge the City with the Benbrook Water and Sewer Authority failed. Benbrook experienced a tremendous building boom between 1974 and 1985 with a ninety percent increase in the number of single family houses built and a forty-fold increase in the number of multi-family dwelling units built. A bond election in 1985 approved funds for a police station, streets, and drainage improvements. However, building activity slowed considerably in the last half of the 1980s. The Benbrook Area Chamber of Commerce was created in 1986. In January 1989, voters turned down a bond election for streets, drainage, and a library.

## 1990s

By 1990, the City's population had reached 19,564 and the number of businesses had grown to over 400. However, the large majority of workers in Benbrook worked elsewhere. In 1991 the Defense Base Closure and Realignment Commission recommended the closure of Carswell Air Force Base and realignment as a Naval Reserve Center. The Air Force Base officially closed in December 1993. Voters also defeated a one-half cent sales tax for a library in May 1992. In March 1993 the Lockheed Corporation purchased the General Dynamics Aircraft Plant. In September 1997, voters approved an $8 million bond issue for streets, drainage, and an indoor community/recreation center. Also in 1997, the community constructed Castle Park Playground using volunteer labor and donated materials; Castle Park's completion was part of Benbrook's 50th Year of Incorporation Celebration.

In 1998, Benbrook joined with Bled, Slovenia to sign a formal Sister Cities Agreement. Also in this year, Benbrook's voters approved a half-cent sales tax for the Benbrook Library District; this separate governmental agency has the authority to collect funds for the construction and operation of a library. In 1999 Benbrook began a street overlay program with the assistance of Tarrant County to restore and prolong the useful life of residential streets. Also in

1999, the City held Benbrook's first Household Hazardous Waste Collection.

## 2000

Benbrook effortlessly emerged into the year 2000 without experiencing any glitches, downtime, or interruption of services as a result of Y2K. Prior to the beginning of the year 2000, the City replaced the City Hall telephone system, the Police Department's tape back-up system, the communications system for the Fire Department, and the Fire Department's telephone system. In 2000, the Benbrook Community Center/YMCA opened and began operating through a joint venture between the City of Benbrook and the YMCA. The Whitestone Golf Course also opened in the spring of 2000; this privately-owned golf course serves as a cornerstone for development and is attracting new homeowners and businesses. In 2000, the Benbrook Library moved into its permanent home, the former Senior Activity Center. In 2006 the Benbrook Library requested proposals for a construction project to expand the Benbrook Public Library facility.

## 2001

In 2001, Benbrook signed a Friendship Agreement with Ballymoney, Northern Ireland. Later in the year, Benbrook's citizens and employees mourned the loss of those who perished on September 11, 2001. The Benbrook Fire Department led a community drive to collect funds and personally delivered more than $60,000 to the City of New York Fire Department.

## 2002

In 2002 after obtaining the necessary number of registered voters in a petition drive, Tarrant County conducted an election to allow the sale of alcoholic beverages at Benbrook restaurants; in September, voters approved the measure. The effort to obtain voter approval for a similar proposition to allow the sale of wine in grocery stores failed to make the ballot by a small margin; a greater number of registered voters was required than the number that was obtained.

Also in the 2002-03 fiscal year, the Fire Department added three additional full-time Fire Fighter/Paramedic positions to insure that trained and competent Staff was available for fire and medical emergencies on a twenty-four hour per day, seven-day per week basis.

# BENBROOK HISTORICAL BACKGROUND

## 2003

In 2003, the City of Benbrook and the Benbrook Economic Development Corporation worked together to develop a "Town Center" concept; grants funds were obtained and plans were drafted. The City hired a full-time Information Technology Coordinator to implement and complete a variety of projects including: developing a paperless packet and agenda for City Council meetings by making all materials and information available on CDs and on-line through the City's website; updating software to streamline communications and data transfers; replacing computer equipment for Staff; procuring lap-top computers and providing training for all City Councilmembers; and coordinating a City-wide information technology study.

## 2004

In 2004, Benbrook voters approved the sale of bonds for drainage projects and for the acquisition of land for a fire sub-station in the Whitestone area of Benbrook; voters denied funding to street improvement projects and for parks improvements. After negotiations were completed to purchase the property for the fire sub-station, Council approved the use of reserve funds instead of issuing bonds. Bonds were sold in May 2004 to finance the drainage projects. The City Council passed an ordinance in 2004 to freeze assessed valuation amounts for citizens who are over-65 and/or are handicapped; this action was not expected to impact the City's financial operations until 2005-06; when the freeze did become effective, greater-than-anticipated growth through development and increased property values significantly diminished the impact of the freeze. Three of the four City Councilmembers who voted to approve this ordinance were the subject of a recall election held on September 11, 2004; voters turned out in a record number to insure that all three City Councilmembers retained their seats.

## 2005

In 2005, the Benbrook Council approved the issuance of $2,500,000 in certificates of obligation to provide funds for Tax Increment Financing (TIF) projects. These debt service payments are to be assumed by the TIF and re-paid to the City of Benbrook when the TIF is financially able to make these payments. During this certificate of obligation issuance process, the City's bond counsel advised the City to consider re-financing existing outstanding general obligation bonds; the City agreed to complete this process and realize savings of over $20,000 for 2005-06 and for future years. TIF projects include: the Interstate 20 Ramp Location that was completed in the summer of 2006, the Walnut Creek Sewer Line, and the Benbrook Town Crossing project.

In the fall of 2005, the City solicited proposals for gas lease and drilling rights on City property (including Whitestone Golf Course). The City owns approximately 211 acres of land with mineral rights in the Whitestone Ranch area. The land includes Whitestone Golf Course, two undeveloped park sites, and the fire station site. Chesapeake Energy Corporation's proposal reflected a royalty agreement of twenty-five percent plus a bonus of $5,700 per acre; the total bonus was approximately $1,207,260. With the receipt of this unexpected windfall, the Council decided to examine financial goals and to institute specific objectives and restrictions for the natural gas and oil lease proceeds.

In November 2005 during a planning work session, the Benbrook City Council enumerated its goals and objectives for the upcoming fiscal year and beyond. Several goals, particularly in municipal finance, were discussed for establishing a clear policy direction for the long term. To articulate these policies on a formal basis, City Staff developed a Core Value Statement. The Core Value Statement is intended to: (1) express the over-riding priorities of the City, (2) state the character and nature of government in Benbrook, and (3) serve as a guide for future City Councils.

**2006**

The City Council met in two work sessions to review and refine the Core Value Statement. The Core Value Statement also establishes specific financial goals and includes written commitments by the Council. The Core Value Statement represents the fundamental policy of Benbrook governance. The City Council approved the Core Value Statement at the January 19, 2006 City Council meeting.

In 2006, the Council deliberated adopting an ordinance to prohibit smoking in public buildings; a public building was defined as any facility that was not a private residence. Council passed the ordinance in August 2006; with an effective date of November 1, 2006. The primary intention of this ordinance was to protect citizens and visitors from the harmful effects of secondary smoke. The ordinance not only prohibited smoking within twenty-five feet of any exit or entrance to a public building but also made it unlawful to carry a lighted tobacco product or to light a tobacco product; owners or operators of public buildings were prohibited from displaying ashtrays, smoking paraphernalia, or signs that indicate that smoking is permitted. Council weighed and seriously considered the rights of private citizens to smoke versus the effects of secondhand smoke on members of the community. In 2007, the Council agreed to a one-year exception for specific businesses and organizations; the one-year exception ended in November 2007.

During the summer of 2006, Benbrook's City Manager, Cary K. Conklin, announced his intention to retire. Mr. Conklin's career with the City spanned over thirty years. He began his service with the City as the Parks Director in 1974. In 1979 he was promoted to Community Services Director. Mr. Conklin became Benbrook's Assistant City

Manager in 1988. Upon the retirement of Kennith Neystel in 1996, Mr. Conklin was appointed as City Manager. Mr. Conklin's retirement was effective in January 2007. Benbrook's new City Manager is Andy Wayman; during his career with the City, Mr. Wayman served as the City's Assistant to the City Manager, Public Services Director, and Assistant City Manager. David R. Gattis was promoted from Assistant City Manager to Deputy City Manager.

In the fall of 2006, the City Council voted to terminate Benbrook's Sister City Agreement with Bled, Slovenia. Council also ended the City's Friendship Agreement with Ballymoney, Northern Ireland.

**2007**

In January 2007, Benbrook published its first annual report; copies were distributed to all households and were available at City Hall, other municipal facilities, and on the City's website.

In 2007, Benbrook participated in the Joint Land Use Study. The Joint Land Use Study (JLUS) is a cooperative planning initiative between the Naval Air Station Joint Reserve Base (NAS JRB) Fort Worth and the surrounding cities. The goal of the JLUS is to promote compatible community growth that supports military training and operational missions. The inter-judicial partnership is expected to result in the identification of actions that can be taken jointly by the community and installation to promote compatible development and address current and future encroachment.

In January 2007, the City of Benbrook began conducting quarterly joint work sessions with the Benbrook City Council, Benbrook Planning and Zoning Commission, Benbrook Zoning Board of Adjustment, Benbrook Parks and Recreation Board, Benbrook Economic Development Corporation, Benbrook Library. The City also held a work session with the Fort Worth Independent School District in May 2007. These work sessions were taped and broadcast on the City's cable channel and on the City's website.

In October 2007, the City sponsored the Benbrook Heritage Festival to celebrate Benbrook's 60th year of incorporation as a municipality and 150th anniversary of Benbrook's settlement. The Benbrook Area Chamber of Commerce and other Benbrook organizations are participating in the event. A portion of the funding was provided by the City's cable provider in the form of a community grant. A second Heritage Festival is scheduled for October 2008.

In October 2007 the City's Stormwater Utility Fees became effective. The 2006-07 Budget included funds in the Community Development Division for the performance of a Stormwater Utility Feasibility/Implementation Study. This analysis was to determine the equitable costs for businesses and homeowners to pay in stormwater utility fees.

This system shifts the funding from an annual property tax basis (since drainage products are currently financed through capital projects and debt service and a portion of the property tax rate is dedicated to debt service payments) to a monthly bill based on the amount of run-off that a specific property generates as stormwater. Drainage problems are not always related to property value and reliance on general obligation bonds for drainage projects runs the risk that upstream property owners are not supportive of drainage improvements to protect downstream properties. Many municipalities are converting to a stormwater utility that assesses a nominal monthly fee to homeowners and charges larger fees to commercial properties based on the amount of impervious surface area. This methodology provides dedicated reliable funding for drainage projects. Council approved $121,000 for this project in anticipation that in future years the City can reduce the property tax rate - at a minimum the amount required for drainage project debt service payments. This study was completed in 2006-07. In September 2007, the Council approved a $6.50 per month fee for residences and a fee based on the impervious area on the parcel in square feet times $0.00204 per month for businesses. Fees became effective October 1, 2007 and are collected by the Benbrook Water Authority. Certificates of Obligation sold in September 2007 are scheduled for payment through the stormwater utility fees. In future years, these fees are scheduled to finance current and proposed drainage projects.

## 2008

In early 2008, the City ended its funding for the Tourism Director at the Benbrook Area Chamber of Commerce. The City had been reimbursing the Chamber for salary and other operating expenses for this employee through the City's Hotel/Motel Occupancy Tax revenues. Council approved creating a new position and financing the expenses through the Hotel/Motel Occupancy Tax. A full-time Marketing Director was hired in February 2008. The Marketing Director, supervised by the Public Involvement Director, is responsible for the following tasks: (1) expanding and enhancing video programming for the City's website and local government access channel, (2) enhancing current community events, (3) investigating and implementing additional special events to promote Benbrook, (4) managing and implementing the Benbrook Lake Development Plan, (5) partnering with the Benbrook Youth Baseball and Softball Association (BYBSA) to host regional and national tournaments, (6) creating a webpage dedicated to attractions and points of interest in Benbrook, (7) partnering with the Benbrook Community Center/YMCA to expand triathlon events, (8) expanding the marketing of equestrian opportunities around Benbrook Lake, (9) acting as a liaison with local businesses to insure that local hotels receive a share of training and travel events, and (10) creating and improving printed materials about Benbrook to include Benbrook hotel options.

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program.

The City's Public Involvement Director and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook's program is based on the "Beautiful Day" program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City's liability and workers' compensation policies, furnish waste hauler contacts, and leverage donations. Community sources are expected to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program include: assistance to approximately fifteen percent of Benbrook's residents in the form of free or discounted services, supplies, and labor necessary to resolve code compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

## 2009

The first quarter of 2009 ushered in new programs, projects, and activities for Benbrook. In January 2009, City Staff demonstrated to the City Council the on-line reservation system for parks and recreation services provided by the City. The City also announced the website for the "Get Fit Benbrook!" program, a one-year event to encourage healthy lifestyles, weight loss challenges, and fitness opportunities for Benbrook's citizens. City Council approved the purchase of two ambulances for the Fire Department in February; replacement of these two vehicles was made possible through a $100,000 grant provided by Tarrant County. The City also renewed the fire services agreement with Tarrant County. In March the design contract for landscape architecture services was awarded for the Benbrook Boulevard widening project.

In April by establishing the Complete Count Committee, the Council committed the City's participation in the Department of Labor's 2010 Census. The purpose of the committee is to publicize, educate, and encourage Benbrook's residents to become actively involved in this once every decade event. Also in April, Benbrook changed the names of three roads in Benbrook's parks to: Creekside Drive, Cary Conklin Drive, and Lakeshore Drive. Cary Conklin Drive honors Benbrook's former City Manager.

An election was held in May 2009 to select the mayor and four council members. Places one, three, five, and seven are elected in odd-numbered years; whereas places two, four, and six are elected in even-numbered years.

Since the council member serving in place two resigned in September 2008, the ballot included the election of place two. A run-off election was held in June to decide who would serve in place seven. After the results were tabulated, Benbrook had two new council members.

The newly-elected Council awarded the contract for the expansion of the Benbrook Community Center/YMCA; construction on this project is scheduled to begin in late 2009. They also approved the completion of a classification and compensation study to review, analyze, and re-structure the City's current system. Council also approved a road assessment study to identify damages to City streets caused by transportation of gas well vehicles, equipment, and machinery.

In July 2009, Council established the Capital Improvements Committee and assigned Benbrook residents to work with City Staff to identify and to determine possible projects for inclusion in the City's next bond election. Council also received the results of the 2009 Citizens Survey. Staff was authorized to begin negotiating with the City of Fort Worth on possible boundary repositioning and the exchanging of land.

Towards the end of summer and the end of the City's fiscal year, Council reviewed and approved the recommended changes to the City's classification and compensation matrix. These recommended changes were factored in to the 2009-10 Adopted Budget. Council authorized an agreement with an independent contractor to inspect gas wells. A joint agreement was signed with the City of Fort Worth for the Mary's Creek drainage project; Benbrook and Fort Worth agreed to work together to finance this project since both municipalities benefit. The Council, Planning and Zoning Board, and the Benbrook Economic Development Board of Directors held a work session to discuss goals and objectives. Benbrook and the Fort Worth Independent School District conducted a public meeting to inform residents and other interested parties of the status of Benbrook's middle school. These work sessions were taped and broadcast on the City's cable channel and on the City's website.

### 2010

The Council began 2010 by reviewing the City's goals and objectives and by examining the Core Value Statement. No significant revisions were made by the City Council.

In early February 2010 during a City Council meeting, the Fire Chief provided an overview of the CodeRED Weather System that was funded in the 2009-10 Budget. The City may use this community communication and notification system to alert residents of severe weather conditions in the area. This presentation proved valuable and timely. In

February, Benbrook experienced significant snowfall when over ten inches of frozen precipitation briefly turned the community into a winter wonderland. Benbrook employees were able to keep streets clear and services operational during this brief period of inclement weather. Later in the spring, a tornado touched down in Benbrook but spared the community of any damages to lives or to property. In 2010, Benbrook was certified as a "Storm Ready" Community.

The Tarrant Regional Water District partnered with the City of Benbrook to provide hike and bike trails along one of the City's main thoroughfares, Winscott Road.

In celebration of the tenth anniversary of the Benbrook Community Center/YMCA, Council authorized the spending of funds from unappropriated General Fund reserves to complete an expansion project for this community facility.

The May 2010 City Council election was cancelled since only one candidate filed for each place. Benbrook is most fortunate that incumbent City Council members, who are knowledgeable and committed, continue to provide their dedicated and industrious service to the citizens of Benbrook.

Later in the spring of 2010, the City held a celebratory picnic to recognize employee longevity and to provide an opportunity for employees, families, and the Council to get to know each other. The picnic was such a success that a second employee picnic was held in 2011.

Council also approved the use of General Fund reserves to finance the construction of pedestrian bridges in Twilight Park and in Timbercreek Park. Council also approved the use of reserves for the construction of sidewalks in Benbrook parks. These projects include: (1) sidewalk extension from Rio Grande Drive to Memorial Oak Drive, (2) extension of sidewalk in Timbercreek Park from the new pedestrian bridge to Park Drive, and (3) extension of the sidewalk in Twilight Park from the new pedestrian bridge to Twilight Drive West. Staff was also authorized to apply for funds from the Texas Parks and Wildlife Recreational Trails grant program to finance a portion of these projects.

In the summer of 2010, the City launched a new web-based program to facilitate and to improve the process for citizens to view videos of regularly-scheduled videotaped Council meetings and work sessions, along with corresponding meeting documents. The new program allows viewers to select specific meetings, choose the section they are most interested in viewing, and view related agenda item documents. The new program allows citizens and other interested people to bypass entire sections of on-line City meetings in order to view their topic of interest more quickly. Prior to implementing this system, viewers were required to watch entire meetings to view the agenda item they really wanted to see.

A community group spearheaded action for Tarrant County to call an election to allow the sale of wine in Benbrook. After obtaining the required signatures on petitions, Tarrant County included this proposition on the November 2010 ballot. The proposition passed and local stores, including the newly-opened Wal-Mart, began selling wine.

**2011**

January and February of 2011 experienced major snowfalls and icy weather – unusual phenomenon for this area of the country. Even though Benbrook did not expect to benefit financially from the Super Bowl played in Arlington, Texas in February 2011, the horrendous weather conditions negated any possible profits from this most-anticipated athletic contest.

The opening of the Wal-Mart in October 2010 spurred development along the Benbrook Boulevard corridor. Chase Bank, Panda Express, Chick Fil-A, and other establishments began doing business in Benbrook. Sales tax collections increased for the City as a result of the new businesses and industry.

The City Council approved plans for the Rolling Hills Park Project – the first new park in Benbrook in over thirty years. The park is located on a 4.3 acre tract of land on Rolling Hills Drive that is dedicated to the City of Benbrook. The neighborhood park plan includes a parking lot, play area, walking trails, and other amenities such as a permanent restroom as part of a picnic pavilion building, a shade structure for the playground equipment, and lights for the sand volleyball courts. Funding for this project is through the Capital Projects Fund.

In April 2011 Benbrook welcomed the "Cost of Freedom" American Veterans Traveling Tribute and Traveling Wall that honors and pays respect to American veterans and members of the armed forces. The celebration kicked off with a procession that escorted the traveling tribute caravan through Benbrook to Dutch Branch Park where the exhibit was on display for four days. Memorials and exhibits displayed in the American Veterans Traveling Tribute include: the Cost of Freedom Memorial, 911 Memorials, Walk of Heroes, Vietnam Remembered, World War II, Korean War, Founding and Historical Documents, Police and Fire Display, Fort Hood, Commanders in Chief, and Tribute Panel.

The City enhanced and streamlined the development process by implementing an on-line building permit system. This technological advance aims to assist developers with projects.

Throughout 2011, the City Council debated and pondered the prospect of designing a new logo for Benbrook. Work sessions open to the public were conducted and various designs were considered. The Council decided to involve the

community by holding a contest to design a new logo for Benbrook.

On July 6, 2011, at a news conference at the Benbrook Public Library, the Mayor of Benbrook announced the City's partnership with a major developer of real estate services. The partnership is expected to facilitate the development of a new regional shopping center in Benbrook – "The Trails Town Center." Citing Benbrook as an ideal location for a development of this magnitude, the initial conceptual rendering of the center includes 1.5 million square feet of open-air shopping and entertainment opportunities for the region. The development team is working to recruit destination and nationally-recognized retailers. Retail opportunities include home improvement, electronics, grocery, sporting goods, and restaurant/entertainment. Located at the southeast corner of IH-20 and Winscott Road, the project is predicted to generate as much as $375 million in annual retail sales, provide over 6,250 jobs, and serve as a gateway to west Texas customers.

**2012**

Benbrook, the book created by City Staff, became available for sale on January 4, 2012. Copies are available at Benbrook City Hall, the Benbrook Public Library, and the Benbrook Community Center/YMCA; the cost is $23.80 (tax included). For the past several years, Benbrook Staff worked on compiling photographs, drafting narrative, and organizing the information to produce a historical account of Benbrook. The City of Benbrook completed an "Images of America" book entitled Benbrook. The historical publication depicts the early years of settlement and subsequent growth of Benbrook, Texas. Thanks to the generosity of many former and current Benbrook citizens and organizations, this publication offers insight to the founding people and places of the community.

In January 2012 the City Council adopted a resolution moving the Benbrook City Council general elections to the November Uniform Election Date. The 82nd Texas Legislature implemented the federal Military and Overseas Voter Enhancement Act (MOVE) in 2011 with the passage of Senate Bill 100. This act changed the primary and primary runoff dates for the State of Texas, thus causing an overlay between the most commonly-used uniform election date for municipal general elections - the second Saturday in May. Senate Bill 100 removed the requirement for County Elections Administrators to provide local governmental entities assistance in elections through contract or joint elections in even-numbered years. Tarrant County informed Benbrook that following the May 2012 election, the County may not be able to provide the electronic voting machines that are required by the federal Help America Vote Act of 2002 (HAVA) to Tarrant County entities holding elections – through sharing, lease, or other means. Entities holding elections in May of even-numbered years, including the City of Benbrook, were encouraged to provide another means of conducting their own elections through: (1) purchasing the necessary equipment to hold the elections, (2)

changing councilmember terms so that members are only elected in odd-numbered years, or (3) adopting a resolution moving the May general election date to the November general election date. Senate Bill 100 authorized municipalities to change the May election date to the November Uniform Election date by adopting a resolution. Because the Benbrook City Council believed that it was to the advantage of the City, its citizens, and the pursuit of democracy, Resolution Number 2012-01 was adopted at the January 19, 2012 regular City Council meeting. The passage of Resolution 2012-01 adjusted the terms of office of Council Members elected to places 2, 4, and 6 in May 2010 to the November 2012 Uniform Election date. The terms of the City Council elected to positions of Mayor (place 1) and places 3, 5, and 7 in May 2011 were adjusted to be elected at the November 2013 Uniform Election date. After November 2013, the terms of office are two years with the terms for places 2, 4, and 6 running from November to November in even-numbered years and the terms of places 1, 3, 5, and 7 running from November to November in odd-numbered years.

In February 2012, the City's website went mobile. The City continued its efforts to provide communication tools that further engage citizens. By using mobile phone application technology, the City's Information Technology Department added to the City's website a more user-friendly version for those who access the internet through smartphones. For smartphone users, the new "mobile" webpages are easier to view, browse, and navigate.

Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3 acre park offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court.

The Benbrook Historical Society (BHS) became official in April 2012 when the initial board members approved bylaws and elected additional board members. As part of the vision that Benbrook's Mayor has had for some time, the group is prepared to fulfill the mission of preserving Benbrook history. The mission of the Benbrook Historical Society is to seek out, preserve, properly archive, and make available to the public, stories, landmarks, and items of historical value that reflect the rich history of Benbrook, Texas. Membership activities include educational endeavors, publications, discovery and acquisition, and fundraising activities. The Benbrook Historical Society seeks to engage and enrich the lives of citizens of all ages by making historical knowledge accessible to all.

# BENBROOK HISTORICAL BACKGROUND

In May 2012, the Texas Department of State Health Services (TDSHS) notified the City of Benbrook that the first case of West Nile Virus was identified in a horse in a county in North Texas. Horse owners were encouraged to consider vaccination of their animals. In August a Benbrook resident was diagnosed with the West Nile Virus; City crews sprayed for mosquitos within the area of Benbrook where the infected citizen resided. A second area was sprayed approximately one week later when another case of the disease was confirmed. Additional spraying for mosquitos was performed in early October.

In 2012, the City Council approved a new logo for Benbrook to promote the City, the community, and local businesses. The new logo includes the tagline: Our Pride. Your Joy. As part of the strategic goals outlined in the City's Comprehensive Plan, the City Council directed Staff to conduct a marketing study for the City of Benbrook. In late 2010, the City contracted with a marketing firm to perform research for a community marketing plan and to offer design options for a new logo and tagline. The marketing firm provided several logo and tagline options; the City also conducted a public logo contest. The Council did not select any of the logo contest entries but did select three artists, based on their outstanding work, to receive a donation to the charity of their choice. After much consideration, the Council selected an option from the marketing firm's graphic team. The new logo is a revised version of the City's current "sails" logo and a new tagline: Our Pride. Your Joy. The refreshed version of the logo presents the "sails" as less curved at the bottom and tilted slightly to give the impression of forward movement. The red sail is aligned to follow the curve of the background circle, giving the mark a cleaner feel and echoing the fact that Benbrook is a well-planned and well-maintained community. The bold colors are unchanged, but the font is modernized and the placement of the word *Benbrook* is at the top of the circle. The word *Texas* is included in the logo to designate the mark as reflecting a Texas municipality. City Staff is phasing in the new logo with the commitment to use supplies and materials with the original "sails" logo until they are depleted. The cover of the 2012-13 Annual Budget and Program Objectives features the new logo and tagline.

The Benbrook City Council approved funding of the Fire Station Expansion Project in 2011-12 through the use of General Fund reserves that were transferred to the Capital Projects Fund. Purchase of the land was finalized in 2011. The contract for the construction of the expansion was awarded in August 2012. The project was completed on-time and within budget in 2013.

# BENBROOK HISTORICAL BACKGROUND

## 2013

The City upgraded and improved the broadcast of meetings through the installation of a new video system in 2013. Meetings may now be viewed on the City's website in real time. In addition to allowing citizens, City Staff, and other interested viewers to watch City meetings on-line as they actually take place, the new system is less-costly to produce, involves less Staff time, and is of higher quality.

In 2013 the City's website was revamped, improved, and updated. The new website is more stream-lined, user-friendly, and more concise. The new website address is www.benbrook-tx.gov.

In 2012 the City completed plans to expand the Benbrook Fire Station. The construction contract was awarded in the summer of 2012 and work was commenced. The expansion of the Fire Station was completed in 2013 through the use of reserves transferred to the Capital Projects Fund from the General Fund.

Three members of Girl Scout Troop 2507 dedicated their summer to improving the Benbrook Cemetery. The trio were inspired to initiate the project when they learned that identifying burial plots at the cemetery was a cumbersome process. Gold Award projects are intended to meet a need within a community; all planning, coordination, and fundraising strategies are the responsibility of the participating Girl Scouts. The Benbrook Girl Scouts proposed building a cemetery directory kiosk and markers to lead visitors to grave sites. The City of Benbrook approved the design and location and agreed to work with the Girl Scouts.

In August 2013, the Benbrook Historical Society (BHS) - in partnership with the Benbrook Area Chamber of Commerce (BACC), the Benbrook Public Library, and the City of Benbrook – hosted a community screening of "Once Upon a Time in Benbrook" a fast-paced and highly entertaining broadcast quality documentary video. Presented as a series of stories about the people and incidents that have intersected with, or originated in Benbrook, the forty-five minute video depicts historical occurrences in relation to national and international events, as well as local accounts of a more personal and heartfelt nature. From stage coach bandits, to a famous pilot/dancer, to the vast ranch land of a President's son, Benbrook is steeped in rich and entertaining history. The video was produced as a companion to the recently published Images of America: Benbrook, an Arcadia Publishing book depicting Benbrook history in picture form. Both the video and the book are available for purchase at Benbrook City Hall and through the Benbrook Historical Society.

# BENBROOK HISTORICAL BACKGROUND

In the summer of 2013 one City Councilmember suggested that the City of Benbrook and Benbrook Library District jointly consider funding a sidewalk in the north-side right-of-way along Mercedes Street between the Benbrook Public Library and Winscott Road (Wells Fargo Bank). The proposed sidewalk section facilitates access to the Benbrook Public Library, providing a connection for the existing pedestrian crossing at Winscott Road and Mercedes Street for individuals traveling from the south and west. The Benbrook Library Board was amenable to a 50% cost share for the project. The estimated total project cost was $13,000. City Staff managed the project on behalf of both parties. The construction was bid, contracted, and completed in approximately a month.

The Winscott Road/Lakeside Drive Hike and Bike Trail Extension Project was completed in 2012-13 with financing through the Capital Projects Fund. In 2013-14, a portion of the overlay program is intended to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

In summer 2013, the City of Benbrook was approached by several local garden enthusiasts interested in establishing a Benbrook Community Garden at Dutch Branch Park. These citizens hosted several public meetings to gauge community interest and formed an informal volunteer group, Benbrook Community Gardens. City staff reviewed their plans, obtained cost estimates for infrastructure, and submitted a proposal to the U.S. Army Corps of Engineers to seek permission to use a portion of the park for this purpose. The Benbrook Community Gardens group received City Council approval to fund the infrastructure costs. Council also approved a resolution establishing the Benbrook Community Garden; the resolution outlines the City's expectations of the Benbrook Community Gardens group.

Community gardens promote the art of gardening; provide an opportunity for residents to grow and harvest their own produce; encourage the use of native and adaptive plants for a region; educate younger generations; conserve resources; and provide opportunities for recreation and exercise. Community Gardens are often established on public lands, and managed, through agreement, by non-profit volunteer organizations. The current Benbrook Community Gardens group, with approximately twenty members, includes two Tarrant Area Master Gardeners, an officer of the Waverly Park Garden Club, lifelong gardeners/farmers, a registered dietician, and experts in organic gardening practices.

# BENBROOK HISTORICAL BACKGROUND

In October 2013, after thirty-six years of dedicated and conscientious service with the City of Benbrook, David Ragsdale, retired as the City's Finance Director. With his retirement, the Budget Director was promoted to Finance Director. The new Finance Director continued her other responsibilities as Budget Director, Purchasing Manager, Risk Manager, and Payroll Process Coordinator. An Accountant with certified public accountant credentials was hired. Three activities – Finance, Customer Services, and Budget and Research – were consolidated into the Finance Activity.

## 2014

The location of Benbrook's community garden was changed in 2014 to Timber Creek Park. The community garden includes thirty-eight garden plots (4x16), bench and seating areas, a native plant demonstration garden, an herb garden, and a potential orchard. The estimated cost to acquire the infrastructure for the community garden was approximately $20,000; cost estimates include supplies/materials and contracting costs for fencing and gates, cinder block garden plots and storage bins, irrigation, concrete sidewalks, and park benches/tables. Council approved $30,000 for the garden.

### City of Benbrook Land Swap with City of Fort Worth

In 1968, the City of Fort Worth and the City of Benbrook adopted an apportionment agreement allowing Fort Worth to annex a 10-foot strip surrounding Benbrook. Minor adjustments to that boundary occurred in 1980, 1984, and 1987.

Following the initial 2005 meeting, the two cities approved a minor boundary adjustment to allow access to Skyline Ranch through Benbrook. Benbrook also offered fire service to Skyline Ranch on an interim basis. The two cities also cooperated on an asphalt overlay of Chapin Road, relocation of a Fort Worth sewer main in Mary's Creek Drive, and a joint flood study of Mary's Creek. Benbrook also adjusted the right-of-way along Chapin Road.

Following the February 2005 meeting, representatives of the two cities negotiated off and on until Benbrook Staff prepared the initial draft of the Joint Ordinance in 2009. Negotiations continued on an ongoing basis. In 2011, Fort Worth required that Benbrook hire a registered professional surveyor to prepare metes and bounds descriptions of all of the affected tracts. After several years of negotiation, the two cities agreed on acceptable language regarding any future vehicle bridge over the Clear Fork in January 2014.

# BENBROOK HISTORICAL BACKGROUND

In September 2014, Fort Worth mailed a joint letter to all affected property owners describing the proposed action in general terms. Staff responded to several questions from residents and business owners from outside of Benbrook.

**Summary of Agreement**

Under the agreement, Benbrook will receive the following:

- A portion of the Helen Groves tract (992.72 acres) will be dis-annexed by Fort Worth and transferred to Benbrook's extraterritorial jurisdiction (ETJ). Benbrook will annex this property at the appropriate time under the provisions of State law.

- A 35.44-acre tract near the intersection of Loop 820 and Old Aledo Road will be transferred from Fort Worth's ETJ to Benbrook's ETJ.

- A 4.76-acre portion of Z. Boaz Park on the west side of Benbrook Boulevard (US 377) will be transferred from Fort Worth's city limits to Benbrook's city limits. A deed covenant on the property limits its use to a public park.

- A small portion (3.6 acres) of right-of-way at the intersection of RM 2871 and Rolling Hills Drive will be transferred from Fort Worth's city limits to Benbrook's city limits.

- A 92.43-acre portion of Fort Worth's city limits of Corps of Engineers property along Stephens Road will be transferred to Benbrook's city limits.

- A 437.76-acre portion of Fort Worth's ETJ along Stephens Road (including Benview Court and Dove Court) will be transferred from Fort Worth's ETJ to Benbrook's ETJ. Benbrook has no foreseeable plans to annex this area.

- A small (0.73 acres) section of Union Pacific right-of-way at the railroad crossing over Walnut Creek.

In exchange, Fort Worth will receive:

- A 748.35-acre portion of Pecan Valley Park (including a portion of the golf course and a portion of Benbrook Lake) within Benbrook will be dis-annexed by Benbrook and transferred to Fort Worth's ETJ.
- A 27.98-acre portion of Clear Fork Park within Benbrook will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 14.79-acre tract on the east side of Benbrook Boulevard (US 377) containing the Park Ridge Stables will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 1.38-acre tract on the east side of Benbrook Boulevard (US 377) north of the railroad (known as the old City/County garage) will be transferred from Benbrook's city limits to Fort Worth's city limits.
- Benbrook agrees to dedicate a sewer easement through Whitestone Golf Course to facilitate sewer service to Fort Worth west of Benbrook. The exact alignment and construction schedule will be determined later.
- Benbrook agrees to not file suit over Fort Worth's proposed Mary's Creek wastewater treatment plant, but reserves the right to participate in the permitting process.
- Benbrook agrees to coordinate the location and design of any future vehicle bridge over the Clear Fork.

As part of a related Interlocal Agreement between Fort Worth and the Benbrook Water Authority (BWA-included in the Joint Ordinance as Exhibit M), the Certificate of Convenience and Necessity (CCN) boundaries of each City will be adjusted to reflect the city limits. In addition, the BWA will provide up to 2.88 million gallons per day (MGD) of treated water and fire flow and up to 0.6 MGD of sanitary sewer capacity to a portion of Fort Worth's service area to the west of Benbrook on an interim basis. If BWA's lacks capacity, Fort Worth will provide treated water to Benbrook on a pass-through basis. All costs for extending service (including meters) will be the responsibility of the developer, and BWA is not obligated for any expense.

**Next Steps**

Following adoption by the Benbrook City Council, the Fort Worth City Council considered and approved the Joint Ordinance on the September 23, 2014 agenda. The BWA formally approved their Interlocal Agreement with Fort Worth on October 7, 2014.

Upon adoption of the Joint Ordinance by both cities, some boundaries will immediately change as specified in the Ordinance. In cases where extraterritorial jurisdiction will be transferred to Benbrook, Staff will develop an Annexation Plan for consideration by City Council, in accordance with State law.

# BUDGET GLOSSARY

The 2014-15 Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget Document in understanding these terms, a budget glossary has been included.

**ACCOUNT** A code designed for convenience in referencing classification information for computer operations. The code specifically designates character and object code information.

**ACCRUAL ACCOUNTING** A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent. For example, in accrual accounting, revenue that was earned between January 1 and March 31, but for which payment was not received until April 15, is recorded as being received on March 31 rather than on April 15.

**ACTIVITY CLASSIFICATION** Expenditure classification according to the specific function performed by the organizational units.

**APPROPRIATION** A legal authorization made by the City Council that permits the City to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time period in which it may be expended.

**APPROPRIATION ORDINANCE** The official enactment by the City to establish legal authority for City officials to obligate and to expend resources.

**APPRAISED VALUE** The estimated value of a piece of property for the purpose of taxation.

**ASSESSED VALUATION** A value that is established for real or personal property for use as a basis for levying property values. (Note: Property values in the City of Benbrook are established by the Tarrant Appraisal District).

# BUDGET GLOSSARY

**AUDIT** — A comprehensive investigation of the manner in which the government's resources were actually utilized. The audit can be classified as a financial audit or a performance audit. A financial audit is a review of the accounting system and related financial information to determine how government funds were spent and whether expenditures complied with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**BALANCE SHEET** — A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specified date.

**BOND** — A written promise to pay a specific sum of money at a specified date or dates in the future, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. These bonds are most frequently used for construction of large capital projects such as streets, drainage, and buildings. The repayment of both the principal and interest are detailed in a bond ordinance.

**BONDED DEBT** — That portion of indebtedness represented by outstanding bonds.

**BOND ORDINANCE** — An ordinance or resolution adopted by the legislative body that authorizes a bond issue.

**BUDGET** — A financial plan, for a specified period (fiscal year), of operations that matches all planned revenues and expenditures with services provided to the residents of the City.

**BUDGET ADJUSTMENT** — A procedure, established by the City Charter, used to revise a budget amount after the budget has been adopted by the City Council.

**BUDGET CALENDAR** — The schedule of key dates which the City Staff follows in the preparation, adoption, and administration of the budget.

# BUDGET GLOSSARY

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| **BUDGET DOCUMENT** | The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council. |
| **BUDGET MESSAGE** | The opening section of the budget document that provides the City Council and the public with a summary of the most important aspects of the budget, changes from prior years, and views and recommendations of the City Manager. |
| **BUDGET ORDINANCE** | The official enactment, by the City Council, to authorize legally the City Staff to obligate and expend the resources of the City. |
| **BUDGETARY CONTROL** | The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue. |
| **BUDGETED AMOUNT** | An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources. |
| **BUDGETED FUNDS** | Funds that are planned for certain uses but have not been formally or legally appropriated by the legislative body. The Budget Document that is submitted for City Council approval is comprised of budgeted funds. |
| **CAPITAL ASSET REPLACEMENT** | A fund established by the City Council to finance major equipment purchases over several years rather that during one budget year. |
| **CAPITAL IMPROVEMENT PROGRAM** | A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements to or the acquisition of structural improvements and major equipment purchases. |
| **CAPITAL IMPROVEMENT REPORT** | A separate budget document that lists, in detail, each Capital Improvement Program along with the proposed method of financing the program and the year the project is undertaken. |

# BUDGET GLOSSARY

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| **CAPITAL PROJECTS FUND** | A fund created to account for the financial resources to be used for the acquisition of or the construction of major capital facilities or equipment. |
| **CAPITAL OUTLAY** | An expenditure which results in the acquisition or addition to fixed assets. |
| **CASH ACCOUNTING** | A basis of accounting in which transactions are recorded when cash is either received or expended. |
| **CASH MANAGEMENT** | The management of cash necessary to pay for governmental services while investing temporarily idle cash excesses in order to earn the maximum interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporarily idle cash. |
| **CHARACTER CLASSIFICATION** | A basis for distinguishing types of expenditures; the major classifications used by the City are: Personal Services, Supplies and Materials, Contractual Services, Repair and Maintenance, Capital Outlay, and Debt Service. |
| **COMBINED SUMMARY STATEMENT** | A summary of two or more funds presented on a single page that includes a total of the funds presented. |
| **CURRENT TAXES** | Taxes that are levied and due within one year. |
| **DEBT SERVICE** | The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule. |
| **DEBT SERVICE FUND** | A fund established to account for the accumulation of resources for and the payment of long-term debt principal and interest. |

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| **DEBT SERVICE FUND REQUIREMENTS** | The amount of revenues which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full and on time. |
| **DEFICIT** | The excess of expenditures over revenues during an accounting period. |
| **DELINQUENT TAXES** | Taxes that remain unpaid on or after the date on which penalty for non-payment is attached. |
| **DEPARTMENT** | A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities. |
| **DISBURSEMENT** | Payment for goods and services in cash or by check. |
| **DIVISION** | A major administrative organizational unit of the City which indicates overall management responsibility for one or more departments. The City has five divisions: General Government, Staff Services, Public Safety, Public Services, and Community Development. |
| **ENCUMBRANCE** | The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure. |
| **ESTIMATED REVENUE** | The amount of projected revenues to be collected during the fiscal year. The projected financing sources are estimated to finance the proposed projected expenditures. |
| **EXPENDITURE** | A decrease in the net financial resources of the City due to the acquisition of goods or services. |
| **FISCAL YEAR** | A twelve-month period to which the annual operating budget applies. The City has established October 1 through September 30 as its fiscal year. |

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| **FIXED ASSETS** | Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment. |
| **FULL FAITH AND CREDIT** | A pledge of the general taxing power of a government to repay debt obligations (the term is typically used in reference to bonds). |
| **FUNCTION** | A group of related activities aimed at accomplishing a major service. |
| **FUND** | An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or governmental functions. The major funds used by the City include: General Fund, Debt Service Fund, Capital Projects Fund, Tax Increment Financing (TIF) Fund, Stormwater Utility Fund, Core Value Fund, Police Narcotics Fund, Hotel/Motel Occupancy Tax Fund, and Technology Fund. |
| **FUND BALANCE** | The excess of assets over liabilities. Fund Balance is also known as surplus funds or reserves. |
| **GENERAL FUND** | The fund used to account for all financial resources except those required to be accounted for in one of the City's other special purpose funds. |
| **GENERAL LEDGER** | A file that contains a listing of various accounts necessary to reflect the financial position and results of operation of the government. |
| **GENERAL OBLIGATION BONDS** | Bonds that finance a variety of public improvement projects which pledge the "Full Faith and Credit" of the City for their repayment. |
| **GRANTS** | Contributions or gifts of cash or other assets from another government or organization to be used or expended for a specific purpose, activity, or facility. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee. |
| **INTERFUND TRANSFERS** | Amounts transferred from one fund to another. |

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| **INVENTORY** | A detailed listing of property currently held by the government that shows quantities, descriptions, and values of the property as well as units of measure and unit price. |
| **INVOICE** | A bill requesting payment for goods or services by a vendor or other governmental unit. |
| **LEVY** | To impose taxes, special assessments, or service charges for the support of City activities. |
| **LINE-ITEM BUDGET** | A budget that lists each expenditure category (salary, supplies, travel, repairs, etc.) separately, along with the dollar amount budgeted for each specific category. |
| **LONG-TERM DEBT** | Debt with a maturity of more than one year after the date of issuance. |
| **MODIFIED ACCRUAL ACCOUNTING** | A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received. |
| **OBJECT CODE** | An expenditure category, such as salaries, supplies, travel, electricity, or communications equipment. Object codes are grouped together to form character classifications. |
| **OPERATING BUDGET** | The portion of the budget that pertains to daily operations that provide the basic governmental services. The General Fund and the Debt Service Fund comprise the City's operating budget. |
| **ORDINANCE** | A formal legislative enactment by the governing board of a municipality. |
| **PERFORMANCE BUDGET** | A budget wherein expenditures are based primarily upon measurable performance of activities and work programs. |

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| **PERFORMANCE MEASUREMENT** | Specific quantitative and qualitative measurements of work performed as an objective of the activity, department, division, or fund. |
| **PROGRAM BUDGET** | A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditures. |
| **PROPERTY TAX** | Property taxes are levied on both real and personal property according to the property's valuation and the tax rate. |
| **RECONCILIATION** | A detailed summary of the increases and decreases from one budget year to the next. |
| **REQUISITION** | A written request from one department to the Purchasing Agent for specific goods or services. This action precedes the authorization of a purchase order. |
| **RESERVES** | An account used to indicate a portion of a fund balance is restricted for a specific purpose and is therefore not available for general appropriations. |
| **REVENUE** | Funds that the government receives as income. Revenue includes such items as: tax payments, fees from specific services, receipts from other governments, fines, forfeitures, and interest income. |
| **REVENUE REFUNDING BONDS** | Bonds with principal and interest payable exclusively from a revenue source pledged as the payment source before issuance. These types of bonds can be issued with or without voter approval. |
| **RISK MANAGEMENT** | An organized attempt to protect a government's assets against accidental loss in the most economical method and with the least risk. |
| **SOURCE OF REVENUE** | Revenues are classified according to their source or point of origin. |

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| **SPECIAL ASSESSMENT** | A compulsory levy made against certain properties to defray all or part of the cost of a specific improvement or service deemed to benefit primarily those properties. The following are examples of special assessments used by the City: street, curb and gutter, drive approach, sidewalk, mowing, and demolition assessments. |
| **SPECIAL ASSESSMENT FUND** | A fund used to account for the construction of improvements with special assessment funds. The fund also accounts for the repayment of special assessment from property owners that have benefited from improvements or services regardless of the fund responsible for the original expenditure. |
| **STORMWATER UTILITY** | A fund to account for revenues derived from fees charged to homeowners and businesses to finance drainage projects. |
| **TARRANT APPRAISAL DISTRICT** | An entity established by State of Texas law to insure uniform property appraisals for all cities in Tarrant County. |
| **TAX RATE** | The amount of tax stated in terms of a unit of the tax base; for example 65.75 cents per $100 valuation of appraised calculation of taxable property. |
| **TAX ROLL** | The official list showing the amount of taxes levied against each tax payer. |
| **VOUCHER** | A document indicating that a transaction has occurred. A voucher usually contains the account related to the transaction. |
| **WORK PROGRAM** | A plan of work proposed to be done during a particular period by the government in carrying out its assigned activities. |

# BUDGET ACRONYMS

The 2014-15 Annual Budget contains specialized abbreviations for organizations and activities that may be unique to Benbrook and the North Texas area. To assist the reader of the Annual Budget Document in understanding these terms, a listing of acronyms has been included. An attempt has been made to provide the complete name of each establishment in the Budget Document and then to provide the acronym.

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| **ACO** | Animal Control Officer |
| **ARB** | Appraisal Review Board of Tarrant Appraisal District |
| **BACC** | Benbrook Area Chamber of Commerce |
| **BCC/YMCA** | Benbrook Community Center/Young Men's Christian Association |
| **BEDC** | Benbrook Economic Development Corporation |
| **BHS** | Benbrook Historical Society |
| **BLD** | Benbrook Library District |
| **BSCI** | Benbrook Sister Cities, Inc. |
| **BWA** | Benbrook Water Authority (known from its establishment to September 2005 as the Benbrook Water and Sewer Authority) |
| **CAD** | Computer-Aided Drafting (Design) or Computer-Assisted Dispatch |
| **CDBG** | Community Development Block Grant |
| **CIP** | Capital Improvements Plan |
| **CIS** | Criminal Investigation Section (Benbrook Police Department) |

# BUDGET ACRONYMS

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|---|---|
| **CPO** | Crime Prevention Officer |
| **DFW** | Dallas/Fort Worth |
| **EMS** | Emergency Management Services |
| **EDC** | Economic Development Corporation |
| **EMT** | Emergency Management Technician |
| **FWISD** | Fort Worth Independent School District |
| **GFOA** | Government Finance Officers Association |
| **GIS** | Geographic Information System |
| **HAVA** | Help America Vote Act |
| **JLUS** | Joint Land Use Study |
| **LRFF** | Long Range Financial Forecast |
| **MOVE** | Military and Overseas Voter Enhancement |
| **NCTCOG** | North Central Texas Council of Governments |
| **SCBA** | Self-Contained Breathing Apparatus |
| **TAD** | Tarrant Appraisal District |
| **TDSHS** | Texas Department of State Health Services |
| **TIF** | Tax Increment Financing District |

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|---|---|
| **TML** | Texas Municipal League |
| **TMRS** | Texas Municipal Retirement System |
| **TXDOT** | Texas Department of Transportation |
| **TXU** | Texas Utilities |
| **VIN** | Vehicle Identification Number |