

**CITY OF BENBROOK
2016-17 PROPOSED BUDGET
AUGUST 18, 2016**

The 2016-17 Proposed Budget Summary Document is comprised of eight sections: (1) Summary, (2) Fund Balance Status, (3) Revenues, (4) Expenditures, (5) Activity Summaries, (6) Decision Packages, (7) Debt Service, and (8) Supplemental Information.

SECTION ONE - SUMMARY

The Summary Section provides a synopsis of the 2016-17 Proposed Budget including total revenues, expenditures, fund balance changes, and program modifications and implementations.

SECTION TWO - FUND BALANCE STATUS

The Fund Balance Status Section summarizes beginning and ending fund balances on an actual basis for 2014-15; on an original budget and re-estimated basis for 2015-16; and on a base budget, decision package, department request, and proposed budget for 2016-17. Fund balance information is provided for the General Fund, Debt Service Fund, and the Operating Funds (combined General Fund and Debt Service Fund). These summaries are provided on three tables.

SECTION THREE - REVENUES

The Revenues Section provides a line-item summary of all General Fund and Debt Service revenue sources on an actual basis for 2014-15; on a budget, six-month actual, and estimated basis for 2015-16; and on a projected basis for 2016-17. Increases and decreases in revenue are explained for each of the revenue categories.

SECTION FOUR - EXPENDITURES

The Expenditures Section provides a summary of all General Fund and Debt Service expenditures on an actual basis for 2014-15; on an amended budget, six-month actual, and estimated basis for 2015-16; and on a base budget, decision

packages, department request, and proposed budget basis for 2016-17. Expenditure information is provided for each activity at the following levels: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. Expenditure information is summarized at the department and division level. Increases and decreases in expenditures are explained for each department and division. The Expenditure Section also includes a table that describes each of the changes made by the City Manager to the Department Request.

SECTION FIVE – ACTIVITY SUMMARIES

The Activity Summaries Section includes a form for each General Fund Activity. These Activity Summary forms summarize expenditures and positions on an actual basis for 2014-15; on a budget, actual six-month, and estimated twelve-month basis for 2015-16; and on a base budget, decision package, and total request basis for 2016-17. The 2016-17 Proposed Budget recommendations are also summarized at this level of detail. Expenditures are provided for the following categories: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. The number of authorized positions is also provided. The form includes a reconciliation of the City Manager's Proposed Budget changes from the Department's Total Request (base budget plus decision packages). An area is also provided to list any changes made by the City Council. The box in the bottom right of the form lists all decision packages and classifies each package in two categories: (1) Funded and (2) Not Funded.

SECTION SIX – DECISION PACKAGES

The Decision Package Section includes a chart that lists each decision package requested for inclusion in the 2016-17 Department Request. This chart is followed by copies of each decision package.

Decision packages are required when the department requests to: (a) add a new program, (b) delete an existing program and replace it with a new or different function or program, (c) request expenditures that exceed the total appropriation for the activity's 2015-16 Adopted Budget, or (d) request additional compensation for an employee or job classification or request adjustment to the City's compensation plan. The cost of all decision packages included as part of the department request totaled \$1,792,488 for the General Fund.

Decision packages are presented on a summary table. This table provides the following information about each decision package considered during review of the 2016-17 Budget: (1) department, (2) description (3) amount

requested, (4) activity total, and (5) amount approved by the City Manager.

SECTION SEVEN - DEBT SERVICE

The Debt Service Section provides a schedule that summarizes the City's debt service obligations for the 2016-17 fiscal year. This section includes tables that summarize the City's debt requirements from October 1, 2016 through maturity.

SECTION EIGHT – SUPPLEMENTAL INFORMATION

The Supplemental Information Section provides information regarding the City's budget process including: City Charter Requirements, Budget Process, Citizen Input and Public Hearings, and a Glossary of Terms.

SECTION ONE SUMMARY OF PROPOSED BUDGET

OVERVIEW

The 2016-17 City of Benbrook Budget is based on total General Fund and Debt Service Fund revenues of \$17,984,263 and total General Fund and Debt Service Fund expenditures of \$18,442,466. The Proposed Budget reflects the transfer of \$458,203 from the Storm Water Utility Fund to the Debt Service Fund. The Proposed Budget also includes the transfer of \$200,000 from the General Fund to the Capital Asset Replacement Fund. The Proposed Budget also includes the transfer of \$500,000 in General Fund Reserves to the Capital Projects Fund Animal Shelter Account to reserve funds for constructing an animal shelter. A transfer of \$500,000 is also included to set aside General Fund reserves for the Clear Fork Bridge Project. The Proposed Budget also includes the transfer of \$80,000 from General Fund reserves for the Vista Way Sidewalk Project. The Proposed Budget is based on using approximately \$14,725 in debt service reserves for payment of principal and interest for general obligation bonds.

PROPERTY TAX REDUCTION

As proposed by the City Manager, the property tax rate reflected in the 2016-17 Proposed Budget decreases by \$0.0075 to the proposed rate of \$0.6500 per \$100 valuation. The General Fund portion of the property tax rate decreases by \$0.0100; whereas the debt service portion of the property tax rate increases by \$0.0025.

CHANGES IN POSITIONS AND RECLASSIFICATIONS

The 2016-17 Proposed Budget includes the addition of four full-time positions and the elimination of three part-time positions in the Police and Fire Departments. New part-time positions are approved for the Police Department, Fire Department, Municipal Court, and Parks Department.

The Police Department requested the addition of two full-time Police Officer positions; one new position is included in the 2016-17 Proposed Budget. An additional school crossing guard is also included in the Proposed Budget.

The Fire Department requested the addition of six full-time Firefighter/Paramedic positions; this request is partially funded with approval granted for adding three positions in 2016-17. The Fire Chief requested adding three full-time Firefighter/EMT positions; funding of this request is deferred. Funding for the three new Fire Department positions is partially offset by eliminating three part-time positions in the Auxiliary City Fire Support Unit (ACFSU) and by decreasing the overtime pay.

The Fire Chief requested the addition of a full-time position for clerical support and to process ambulance billing; funds are included in the Proposed Budget for part-time clerical help.

The City Secretary requested funds to add a part-time employee for the Municipal Court to assist the Municipal Court Manager and Deputy Court Clerk with answering the phone and entering data. Funds are included in the Proposed Budget for this request.

The Public Services Director requested the addition of two part-time employees for the Parks Department; funds are included in the Proposed Budget for these year-round employees to assist with grounds maintenance and other projects.

A request by the Police Chief to reclassify one Communications Specialist position to Communications Specialist, Senior is included in the Proposed Budget. This reclassification provides enhanced promotional opportunities for Police civilian employees.

SALARY AND FRINGE BENEFIT ENHANCEMENTS

The Proposed Budget includes an across-the-board cost-of-living adjustment (COLA) of three percent for full-time employees. Funds are also included for scheduled merit increases for eligible employees; approximately thirty-six percent of full-time employees are eligible for a step increase in 2016-17; a majority of these employees are in the Police and Fire Departments. Merit increases are subject to the review and approval by the employee's department head and the City Manager.

The Proposed Budget includes funds to finance an up to 10.00% increase in employee health, dental, and life insurance; this increase is applied to the amount re-estimated for 2015-16. Funds are also included for employee retirement through the Texas Municipal Retirement System (TMRS). The 2016 rate is 17.51%; the rate will decrease

to 17.09% effective January 1, 2017. Workers' compensation contributions are reflected at \$50,000 for 2016-17; this amount should be sufficient for 2016-17 combined with the City's restricted reserves of \$225,122 for workers' compensation claims.

REPLACEMENT AND ADDITION OF EQUIPMENT AND VEHICLES

Funds in the amount of \$173,321 are included in the Proposed Budget to replace five Police vehicles financed through the General Fund. The Police Department requested funds to replace four of the sport utility patrol vehicles and to add another Can-Am Spyder.

The Police Department requested funds to replace ten hand guns and gas masks for Patrol employees and the SWAT Team. Funds for the replacement of ten department-issued hand guns for patrol officers are available in the Narcotics Account for 2016-17. Grant funds are available for the procurement of the gas masks.

The Fire Department requested funds to replace one of the ambulances. Even though Tarrant County has agreed to provide \$50,000 in grant funds for the ambulance, the replacement of the ambulance is deferred until 2017-18 or later.

The Fire Department's 2016-17 Proposed Budget includes funds to replace the defibrillators (AEDs) that are assigned to each Police Patrol vehicle.

Funds are included for scheduled computer replacements and upgrades in the Information Technology Activity in the General Fund. Also included in the Information Technology allocation for 2016-17 are funds for: Exchange Online and Office 365 subscriptions, Firehouse Scheduling Software, and Firehouse Inspection Software. Replacement of the City's telephone system is deferred until options can be investigated.

The Street Department requested and received funds for the replacement and upgrade of one signal light control box. Requests for replacement of a backhoe and a skid steer loader will be financed through the Capital Asset Replacement Fund. The Parks Department will receive these older equipment items.

The Parks Department requested funds to purchase a utility vehicle, to replace the rubber tile surface for a playground,

and to provide a handicapped-accessible swing. The 2016-17 Capital Projects Fund Capital Asset Replacement Account's Proposed Budget includes funds for the utility vehicle. The playground surface replacement is deferred until next year. Funds are available in the 2015-16 Budget to purchase and install the swing.

The 2016-17 Proposed Budget includes funds to re-seal the roof of the Police Department. Funds are also included for a separate air conditioning unit for the Server/Computer room at City Hall. Other building improvements requested by the Public Services Director are deferred to future years.

CITY COUNCIL REQUESTS

At the work session held on July 7, 2016, Benbrook City Councilmembers agreed to designate an additional \$500,000 for the construction of a new animal shelter. The 2016-17 Proposed Budget includes the transfer of \$500,000 from General Fund reserves to the Capital Projects Fund Animal Shelter Account.

Council also agreed to designate \$500,000 from General Fund reserves for construction of the Clear Fork Bridge. The 2016-17 Proposed Budget includes the transfer of \$500,000 from General Fund reserves to the Capital Projects Fund.

A third transfer from the General Fund to the Capital Projects Fund is included for the Vista Way Sidewalk Project. This transfer totals \$80,000 in the 2016-17 Proposed Budget.

These projects are scheduled for consideration in the spring of 2017.

SECTION TWO FUND BALANCE STATUS

The tables depict General Fund, Debt Service Fund, and Operating Funds (combined General Fund and Debt Service Fund) beginning and ending fund balances on an actual basis for 2014-15; on an adopted budget and re-estimated basis for 2015-16; on a base budget, department request (base budget plus decision packages), and proposed budget for 2016-17.

GENERAL FUND

The General Fund began the 2015-16 year with a fund balance of \$11,001,859. The General Fund is projected to end the current fiscal year with a fund balance of \$10,368,413 based on estimated revenues of \$17,058,970, estimated expenditures of \$16,892,416, the transfer of \$250,000 to the Capital Asset Replacement Account, and the transfer of \$550,000 to the Animal Shelter Account of the Capital Projects Fund.

The 2016-17 Proposed Budget - with revenues in the amount of \$17,502,365, expenditures in the amount of \$17,487,650, the transfer of \$200,000 to the Capital Asset Replacement Fund, the transfer of \$500,000 to the Capital Projects Fund Animal Shelter Account, the transfer of \$500,000 for the Clear Fork Bridge Project, and the transfer of \$80,000 for the Vista Way Sidewalk Project - is projected to have an ending fund balance of \$9,103,128 in 2016-17.

DEBT SERVICE FUND

The Debt Service Fund began the 2015-16 year with a fund balance of \$100,158. The Debt Service Fund is projected to end the current fiscal year with a fund balance of \$80,241 based on estimated revenues of \$414,400, estimated expenditures of \$936,948, and the transfer of \$502,631 from the Storm Water Utility Fund.

The 2016-17 Proposed Budget - with revenues in the amount of \$481,898, expenditures in the amount of \$954,816, and the transfer of \$458,203 from the Storm Water Utility Fund - is projected to have an ending fund balance of \$65,526 in 2016-17.

OPERATING FUNDS

The Operating Funds are the General Fund and the Debt Service Fund combined. This information is presented to provide a comprehensive view of the City's 2016-17 Proposed Budget for the two funds that are financed through a portion of revenue generated by current property taxes. The Operating Funds also represent the total revenue and expenditure amounts authorized and approved by the Benbrook City Council through the formal adoption of the budget.

The Operating Funds began 2015-16 with a fund balance of \$11,102,017. The Operating Funds are expected to end this current fiscal year with a fund balance of \$10,448,654 based on estimated revenues of \$17,473,370, estimated expenditures of \$17,829,364, the transfer of \$250,000 to the Capital Asset Replacement Account, the transfer of \$550,000 to the Animal Shelter Account of the Capital Projects Fund, and the transfer of \$502,631 from the Storm Water Utility Fund.

The 2016-17 Proposed Budget - with revenues in the amount of \$17,984,263, expenditures in the amount of \$18,442,466, the transfer of \$200,000 to the Capital Asset Replacement Fund, the transfer of \$500,000 to the Capital Projects Fund Animal Shelter Account, the transfer of \$500,000 for the Clear Fork Bridge Project, the transfer of \$80,000 for the Vista Way Sidewalk Project, and the transfer of \$458,203 from the Storm Water Utility Fund, - is projected to have an ending fund balance of \$9,168,654 for 2016-17.

**CITY OF BENBROOK
CHANGES IN FUND BALANCE
2016-17 PROPOSED BUDGET
AUGUST 1, 2016**

GENERAL FUND	2014-15 <u>ACTUAL</u>	2015-16 ADOPTED <u>BUDGET</u>	2015-16 <u>RE-EST</u>	2016-17 BASE <u>BUDGET</u>	2016-17 DECISION <u>PACKAGES</u>	2016-17 DEPT. <u>REQUEST</u>	2016-17 PROPOSED <u>BUDGET</u>
BEGINNING BALANCE	8,805,202	9,261,770	11,001,859	10,368,413		10,368,413	10,368,413
Revenues	17,097,500	16,663,043	17,058,970	17,094,080		17,094,080	17,502,365
TOTAL FUNDS AVAILABLE	25,902,702	25,924,813	28,060,829	27,462,493		27,462,493	27,870,778
Expenditures	15,083,297	16,692,964	16,892,416	16,686,265	1,792,488	18,478,753	17,487,650
AVAILABLE OVER (UNDER) EXPENDITURES	10,819,405	9,231,849	11,168,413	10,776,228		8,983,740	10,383,128
Transfers-In	482,454	0	0	0		0	0
Transfers-Out	300,000	800,000	800,000	0		0	1,280,000
ENDING BALANCE	11,001,859	8,431,849	10,368,413	10,776,228		8,983,740	9,103,128

**CITY OF BENBROOK
 CHANGES IN FUND BALANCE
 2016-17 PROPOSED BUDGET
 AUGUST 1, 2016**

DEBT SERVICE FUND	2014-15 ACTUAL	2015-16 ADOPTED BUDGET	2015-16 RE-EST	2016-17 BASE BUDGET	2016-17 DECISION PACKAGES	2016-17 DEPT. REQUEST	2016-17 PROPOSED BUDGET
BEGINNING BALANCE	225,304	93,666	100,158	80,241		80,241	80,241
Revenues	321,749	426,558	414,400	441,688		441,688	481,898
TOTAL FUNDS AVAILABLE	547,053	520,224	514,558	521,929		521,929	562,139
Expenditures	1,532,001	936,948	936,948	954,816		954,816	954,816
AVAILABLE OVER (UNDER) EXPENDITURES	(984,948)	(416,724)	(422,390)	(432,887)		(432,887)	(392,677)
Transfers-In	1,085,106	502,631	502,631	500,000		500,000	458,203
Transfers-Out	0	0	0	0		0	0
ENDING BALANCE	100,158	85,907	80,241	67,113		67,113	65,526

**CITY OF BENBROOK
 CHANGES IN FUND BALANCE
 2016-17 PROPOSED BUDGET
 AUGUST 1, 2016**

OPERATING FUNDS	2014-15 ACTUAL	2015-16 ADOPTED BUDGET	2015-16 RE-EST	2016-17 BASE BUDGET	2016-17 DECISION PACKAGES	2016-17 DEPT. REQUEST	2016-17 PROPOSED BUDGET
BEGINNING BALANCE	9,030,506	9,355,436	11,102,017	10,448,654		10,448,654	10,448,654
Revenues	17,419,249	17,089,601	17,473,370	17,535,768		17,535,768	17,984,263
TOTAL FUNDS AVAILABLE	26,449,755	26,445,037	28,575,387	27,984,422		27,984,422	28,432,917
Expenditures	16,615,298	17,629,912	17,829,364	17,641,081	1,792,488	19,433,569	18,442,466
AVAILABLE OVER (UNDER) EXPENDITURES	9,834,457	8,815,125	10,746,023	10,343,341		8,550,853	9,990,451
Transfers-In	1,567,560	502,631	502,631	500,000		500,000	458,203
Transfers-Out	300,000	800,000	800,000	0		0	1,280,000
ENDING BALANCE	11,102,017	8,517,756	10,448,654	10,843,341		9,050,853	9,168,654

SECTION THREE REVENUES

This section includes revenue collection and projection data for each source of revenue. Sub-totals are provided for each revenue account in the General Fund and Debt Service Fund. Revenues are projected based on current rates and fee structures. Collection data is presented on an actual basis for 2014-15; on a budget, actual six months (as of March 31, 2016), and estimated twelve months basis for 2015-16; and on a projected basis for 2016-17. This table depicts the change from the 2015-16 estimate compared to the 2015-16 budget and from the 2015-16 estimate compared to the 2016-17 projection.

GENERAL FUND

General Fund revenues in the amount of \$17,502,365 for 2016-17 are projected to increase by \$443,395 compared to the 2015-16 estimate of \$17,058,970. The 2015-16 estimate of \$17,058,970 is \$395,927 over the 2015-16 adopted budget of \$16,663,043.

Explanations of changes in the 2016-17 Proposed Budget for revenue collection are provided for the following categories: ad valorem taxes; franchise fees; other taxes (including sales tax); licenses, permits, and filing fees; use of money and property; revenue from other agencies; and charges for current services.

Ad Valorem Taxes

The 2016-17 Proposed Budget includes a reduction in the property tax rate by \$0.0075 from \$0.6575 to \$0.6500. The General Fund rate is proposed to decrease by one cent to \$0.6325 to \$0.6225.

The City of Benbrook is projected to experience property tax revenue growth in 2016-17 due to a net increase in assessed valuations for Benbrook. On July 25, 2016, TAD provided the City with final assessed valuation totals for use in computing property tax projections and in preparing "Truth in Taxation" notices. Assessed valuations increased by approximately 2.73% in a comparison of total values. "Truth in Taxation" requirements mandate that the City determine the Debt Service portion of the property tax rate based on debt service requirements as of July 2016.

As discussed with City Council during the review of the 2015-16 budget and reiterated during the briefing of the 2016-17 budget process, the debt service portion of the property tax rate will increase by another \$0.0025 to \$0.0275 in the 2016-17 Proposed Budget.

The General Fund's 2016-17 proposed property tax rate decreases by \$0.0025 from the current rate of \$0.6325 to \$0.6300 as a result of this reallocation and an additional \$0.0075 due to the proposed reduction in the property tax rate. The proposed property tax rate for the General Fund is \$0.6225.

The Debt Service property tax rate for 2016-17 increases by \$0.0025 from the current rate of \$0.0250 per \$100 valuation to \$0.0275. The total (General Fund and Debt Service Fund) proposed property tax rate decreases from \$0.6575 to \$0.6500 in the 2016-17 Proposed Budget.

Based on the changes in the property tax rate, revenue from ad valorem taxes in the amount of \$10,911,323 for 2016-17 is projected to increase by \$298,223 from the 2015-16 estimate of \$10,613,100. Current property tax revenue is projected to increase by \$308,823. Delinquent property tax revenue is projected to decrease by \$6,000 due to a reduction in the number of delinquent accounts in 2016-17. Revenue from current interest and penalties is projected to decrease by \$2,000 from the 2015-16 estimate level. Revenue from delinquent interest and penalties is projected to decrease by \$2,600 from the 2015-16 estimate.

Franchise Taxes

Franchise Tax revenue are projected to increase to \$1,621,557 in 2016-17 - a net increase of \$9,482 from the 2015-16 estimate level of \$1,612,075 for the electrical franchise tax, natural gas franchise tax, telephone franchise tax, and sanitation franchise tax.

Other Taxes

Projected sales tax collections for 2016-17 in the amount of \$2,100,000 reflect an increase of \$100,000 over the 2015-16 estimate of \$2,000,000; this increase in collections results from the anticipated completion of Benbrook Boulevard Project in 2016-17. Revenue from mixed beverage taxes is projected to remain at \$3,500 in 2015-16 and in 2016-17.

Licenses, Permits, and Filing Fees

Revenue from licenses is projected at \$86,600 for 2016-17; this amount is an increase of \$7,000 over the total of \$79,600 estimated for 2015-16. Revenue from permits and filing fees is projected to decrease from the 2015-16 estimate of \$417,160 by \$12,410 to \$404,750 for 2016-17. The total projected for 2016-17 for licenses, permits, and filing fees is \$491,350.

Fines and Forfeitures

Revenue from municipal court fines and forfeitures is projected to increase by \$30,000 from the 2015-16 estimate of \$756,000 to \$786,000 for 2016-17.

Use of Money and Property

The 2016-17 projection of \$83,500 is the same as the 2015-16 estimate of \$83,500. Included within this category are: interest on investments, building rentals, gas well revenue, and miscellaneous revenue.

Revenue from Other Agencies

Revenue from Other Agencies includes revenue from the fire service contract with Tarrant County, the contract with the FWISD for police officers, and from miscellaneous grants. The 2015-16 estimate is \$440,000. The 2016-17 projection is also \$440,000.

Charges for Current Services

Revenue from Charges for Current Services for 2016-17 is projected to be \$1,100 over the 2015-16 estimate. The 2015-16 estimate is \$1,023,535 and the projection for 2016-17 is \$1,024,635. Primary sources of revenue in this category include animal shelter fees, ambulance fees, street cut charges paid by the Benbrook Water Authority, park use fees, and sale of goods.

Other Revenue

Other revenue is projected to be \$30,500 in 2015-16 and \$40,500 in 2016-17. The projection is based on historical collections.

Transfers

No transfers from other funds to the General Fund are included in the 2015-16 estimate and 2016-17 projection.

DEBT SERVICE FUND

Debt Service Fund revenues and transfers are estimated at \$917,031 for 2015-16 and projected at \$940,101 for an increase of \$23,070.

Ad Valorem Taxes

Revenues from property taxes are projected to increase in the Debt Service Fund by \$67,498 in 2016-17. This increase in revenue results from the growth of property values (assessed valuations) and an increase in the Debt Service portion of the property tax rate from \$0.0250 per \$100 valuation to \$0.0275. Revenue from property taxes is estimated at \$481,898 in 2016-17 and \$414,400 in 2015-16.

Transfers

The 2015-16 estimate includes the transfer of \$502,631 from the Storm Water Utility Fund to the Debt Service Fund. This transfer is to finance principal and interest on drainage bonds. The amount scheduled for transfer in 2016-17 is \$458,203. This variation of \$44,428 is due to the decrease in funds required for payment of debt service expenses for drainage projects.

Reserves

Debt Service Fund reserves may only be used to finance debt service payments for principal, interest, and agent fees. The projected beginning balance for the Debt Service Fund for 2016-17 is \$80,241. The 2016-17 Proposed Budget is based upon using \$14,715 in Debt Service Fund reserves to finance debt service payments. The use of reserves will decrease the Debt Service Fund balance to \$65,526. The Debt Service property tax rate will be increased gradually to insure that current property tax revenue is sufficient to finance actual principal and interest.

**GENERAL FUND AND DEBT SERVICE FUND
REVENUES BY SOURCE
AUGUST 1, 2016**

<u>Account Description</u>	<u>Actual 12 Months 2014-15</u>	<u>Budgeted 2015-16</u>	<u>Actual 6 Months 2015-16</u>	<u>Estimated 2015-16</u>	<u>Variance Over(Under) Budget</u>	<u>Projected 2016-17</u>	<u>Variance Over(Under) Re-Estimate</u>
GENERAL FUND							
Current Ad Valorem Taxes	10,159,177	10,690,723	9,765,973	10,500,000	(190,723)	10,808,823	308,823
Current Penalty and Interest	33,124	25,000	12,631	32,000	7,000	30,000	(2,000)
Delinquent Ad Valorem Taxes	46,008	35,000	45,247	61,000	26,000	55,000	(6,000)
Delinquent Penalty and Interest	17,210	10,000	12,570	20,100	10,100	17,500	(2,600)
AD VALOREM TAXES	10,255,518	10,760,723	9,836,421	10,613,100	(147,623)	10,911,323	298,223
Electrical Franchise Tax	822,584	830,000	781,240	812,075	(17,925)	814,557	2,482
Natural Gas Franchise Tax	78,441	78,000	32,367	78,000	0	80,000	2,000
Telephone Franchise Tax	97,017	185,000	39,680	100,000	(85,000)	100,000	0
Sanitation Franchise Tax	293,556	300,000	143,357	300,000	0	305,000	5,000
Cable Television Franchise Tax	332,084	210,000	219,125	322,000	112,000	322,000	0
FRANCHISE TAXES	1,623,683	1,603,000	1,215,770	1,612,075	9,075	1,621,557	9,482
City Sales Tax	2,278,578	1,900,000	705,198	2,000,000	100,000	2,100,000	100,000
Mixed Drinks Tax	3,436	4,000	966	3,500	(500)	3,500	0
Sales Tax Collected	(83)	120	107	0	(120)	0	0
Bingo Tax	0	0	18	0	0	0	0
OTHER TAXES	2,281,930	1,904,120	706,289	2,003,500	99,380	2,103,500	100,000
TOTAL TAXES	14,161,132	14,267,843	11,758,480	14,228,675	(39,168)	14,636,380	407,705
Dog Licenses	486	425	750	1,100	675	1,100	0
Electrical Licenses	15,722	8,200	16,161	23,000	14,800	23,000	0
Plumbing Licenses	27,676	10,350	21,771	30,500	20,150	30,500	0
Road Damage Permits	100	0	0	0	0	0	0
Miscellaneous Licenses	25,430	25,000	12,995	25,000	0	32,000	7,000
TOTAL LICENSES	69,415	43,975	51,677	79,600	35,625	86,600	7,000

**GENERAL FUND AND DEBT SERVICE FUND
REVENUES BY SOURCE
AUGUST 1, 2016**

<u>Account Description</u>	<u>Actual 12 Months 2014-15</u>	<u>Budgeted 2015-16</u>	<u>Actual 6 Months 2015-16</u>	<u>Estimated 2015-16</u>	<u>Variance Over(Under) Budget</u>	<u>Projected 2016-17</u>	<u>Variance Over(Under) Re-Estimate</u>
GENERAL FUND							
Building Permits	356,344	272,000	238,027	375,000	103,000	360,000	(15,000)
Alarm Permits	22,560	22,000	9,870	24,000	2,000	24,000	0
Fire Code Permits	350	400	155	650	250	650	0
Zoning Filing Fees	750	750	500	500	(250)	500	0
Subdivision Filing Fees	3,167	2,000	2,113	3,570	1,570	2,000	(1,570)
Development Inspect Fees	17,087	100	340	440	340	100	(340)
Other Permits and Filing Fees	10,521	10,000	7,429	13,000	3,000	17,500	4,500
PERMITS & FILING FEES	410,778	307,250	258,435	417,160	109,910	404,750	(12,410)
LICENSES, PERMITS, & FILING FEES	480,193	351,225	310,112	496,760	145,535	491,350	(5,410)
Municipal Court Fines	425,262	375,000	188,358	400,000	25,000	420,000	20,000
Warrant Fees	19,457	25,000	29,883	18,000	(7,000)	18,000	0
Defensive Driving School	8,416	7,000	3,594	8,000	1,000	8,000	0
Ticket Dismissal Fees	10,530	9,000	5,140	9,000	0	9,000	0
Arrest Fees	28,750	26,000	13,245	26,000	0	26,000	0
Special Expense Fees	245,714	215,000	121,481	230,000	15,000	235,000	5,000
Restitution Fees - City	54,207	15,000	35,007	50,000	35,000	55,000	5,000
Other Fines and Forfeitures	17,319	15,250	7,709	15,000	(250)	15,000	0
FINES AND FORFEITURES	809,654	687,250	404,418	756,000	68,750	786,000	30,000
Interest on Investments	9,085	15,000	1,305	10,000	(5,000)	10,000	0
Building Rentals	300	250	175	250	0	250	0
Gas Well Permits	34,500	35,000	36,250	40,250	5,250	40,250	0
Misc. Revenue Money and Property	42,722	10,000	22,695	33,000	23,000	33,000	0
USE OF MONEY & PROPERTY	86,607	60,250	60,425	83,500	23,250	83,500	0

**GENERAL FUND AND DEBT SERVICE FUND
REVENUES BY SOURCE
AUGUST 1, 2016**

<u>Account Description</u>	<u>Actual 12 Months 2014-15</u>	<u>Budgeted 2015-16</u>	<u>Actual 6 Months 2015-16</u>	<u>Estimated 2015-16</u>	<u>Variance Over(Under) Budget</u>	<u>Projected 2016-17</u>	<u>Variance Over(Under) Re-Estimate</u>
GENERAL FUND							
Fire Service Contract	248,343	225,000	125,922	225,000	0	225,000	0
Misc. Revenue from Other Agencies	195,169	200,000	39,562	200,000	0	200,000	0
Other Agency Revenue	23,148	1,500	20,059	15,000	13,500	15,000	0
REVENUE FR. OTHER AGENCIES	466,660	426,500	185,544	440,000	13,500	440,000	0
Dog Pound Fees	2,255	2,750	710	2,300	(450)	2,300	0
Lot Cleaning/Mowing Fees	6,905	4,000	408	4,000	0	4,000	0
Ambulance Fees	821,599	700,000	271,711	825,000	125,000	825,000	0
Street Cut Charges	109,076	75,000	77,214	110,000	35,000	110,000	0
Misc. Service Charges	0	0	0	0	0	0	0
CITIZEN SERVICES	939,835	781,750	350,043	941,300	159,550	941,300	0
Park Lease Fees	18,112	17,000	8,705	19,000	2,000	19,000	0
Park Usage Fees	28,449	38,500	24,618	30,000	(8,500)	30,000	0
Misc. Recreation Fees	4,711	0	1,940	5,000	5,000	5,000	0
RECREATION SERVICES	51,272	55,500	35,264	54,000	(1,500)	54,000	0
Tax Certificates	2,969	3,000	7,540	7,825	4,825	7,825	0
Maps, Copies, and Publications	312	0	2	10	10	10	0
Trash Bags	7,261	0	3,525	5,500	5,500	5,500	0
Salvage	1,398	225	760	800	575	1,000	200
Equipment	0	2,000	0	2,000	0	2,000	0
Cemetery Lots	100	0	0	500	500	500	0
Vehicles	0	5,000	9,100	9,100	4,100	10,000	900
Misc. Sale of Goods	2,815	2,500	1,961	2,500	0	2,500	0
SALE OF GOODS	14,854	12,725	22,887	28,235	15,510	29,335	1,100
CHARGES FOR CURRENT SERVICES	1,005,961	849,975	408,194	1,023,535	173,560	1,024,635	1,100

**GENERAL FUND AND DEBT SERVICE FUND
REVENUES BY SOURCE
AUGUST 1, 2016**

<u>Account Description</u>	<u>Actual 12 Months 2014-15</u>	<u>Budgeted 2015-16</u>	<u>Actual 6 Months 2015-16</u>	<u>Estimated 2015-16</u>	<u>Variance Over(Under) Budget</u>	<u>Projected 2016-17</u>	<u>Variance Over(Under) Re-Estimate</u>
GENERAL FUND							
Insurance Refunds - Retiree	5,428	0	2,324	0	0	0	0
Insurance Refunds	73,564	12,000	0	2,000	(10,000)	2,000	0
Credit Card Fee	2,131	3,000	557	3,500	500	3,500	0
Miscellaneous Revenue	6,169	5,000	9,182	25,000	20,000	35,000	10,000
OTHER REVENUE	87,292	20,000	12,063	30,500	10,500	40,500	10,000
TRANSFERS -IN	0	0	0	0	0	0	0
TOTAL REVENUES AND TRANSFERS	<u>17,097,500</u>	<u>16,663,043</u>	<u>13,139,236</u>	<u>17,058,970</u>	<u>395,927</u>	<u>17,502,365</u>	<u>443,395</u>
DEBT SERVICE FUND							
Current Ad Valorem Taxes	315,191	422,558	386,051	410,000	(12,558)	477,498	67,498
Current Penalty and Interest	1,077	1,000	491	1,100	100	1,100	0
Delinquent Ad Valorem Taxes	4,943	2,500	1,753	2,500	0	2,500	0
Delinquent Penalty and Interest	537	500	797	800	300	800	0
AD VALOREM TAXES	321,749	426,558	389,091	414,400	(12,158)	481,898	67,498
Interest on Investments	0	0	0	0	0	0	0
USE OF MONEY & PROPERTY	0	0	0	0	0	0	0
Transfers from Other Funds	1,085,106	502,631	0	502,631	0	458,203	(44,428)
Other Revenue	1,085,106	502,631	0	502,631	0	458,203	(44,428)
TOTAL REVENUES	1,406,854	929,189	389,091	917,031	(12,158)	940,101	23,070
TOTAL REVENUES AND TRANSFERS	<u>18,504,354</u>	<u>17,592,232</u>	<u>13,528,327</u>	<u>17,976,001</u>	<u>383,769</u>	<u>18,442,466</u>	<u>466,465</u>

SECTION FOUR EXPENDITURES

A table is provided to summarize expenditures for the General Fund and Debt Service Fund. Expenditures are summarized for each Activity at five different levels: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. Expenditure data is provided on an actual basis for 2014-15; on an adopted budget, six month actual, and twelve month estimate basis for 2015-16; on a base budget, decision package, department request (base budget plus decision packages total), and City Manager proposed for 2016-17. The chart also summarizes the changes made by the City Manager to the department requests.

GENERAL FUND

Department Requests for the 2015-16 Proposed Budget total \$18,478,753. Base Budget requests total \$16,686,265 and Decision Packages totaled \$1,792,488. The City Manager reviewed the Department Requests and made adjustments in funding levels. The City Manager's revisions resulted in a decrease of \$991,103 in funds and a revised total for the General Fund of \$17,487,650. The Proposed Budget includes four transfers from General Fund reserves: \$500,000 to the Capital Projects Fund Animal Shelter Account, \$500,000 for the Clear Fork Bridge Project, \$80,000 for the Vista Way Sidewalk Project, and \$200,000 to the Capital Asset Replacement Account. These transfers result in a net decrease of \$288,897. Total General Fund expenditures and transfers in the 2016-17 Proposed Budget are \$18,767,650.

DEBT SERVICE FUND

Debt Service expenditures for 2016-17 are \$954,816 or \$17,868 over the 2015-16 estimate of \$936,948. Costs for the certificates of obligation issued in 2005, 2012, and 2014 for the TIF Fund are not included as expenditures in the Debt Service Fund; these expenses are included in the TIF Fund. Certificates of obligation issued in 2007 for drainage projects are included in the Storm Water Utility Fund.

Included in the 2016-17 payments are bonds for the capital improvement projects approved by voters, general obligation bonds sold in 2002 and re-financed in 2011, general obligation bonds sold in 2004 and re-financed in 2012,

general obligation bonds refinanced in 2013, and agent fees for the City's bond consultant.

Changes to Department Requests by City Manager

A table is included that lists the changes made by the City Manager to the Department Requests. This table is provided after the Expenditure Summary. These changes are also summarized on the Activity Summaries provided for each activity.

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	2015-16	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2015-16	ESTIMATE	2016-17	2016-17	2016-17	2016-17	2016-17
GENERAL GOVERNMENT										
City Council										
Personal Services	7,815	9,128	4,258	8,928	(200)	9,128	0	9,128	9,128	0
Supplies & Materials	347	300	0	300	0	300	0	300	300	0
Contractual Services	9,569	10,350	4,753	10,350	0	10,350	0	10,350	9,350	(1,000)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	17,732	19,778	9,011	19,578	(200)	19,778	0	19,778	18,778	(1,000)
City Manager										
Personal Services	349,330	381,238	174,519	371,236	(10,002)	373,773	0	373,773	383,194	9,421
Supplies & Materials	376	300	58	300	0	300	0	300	300	0
Contractual Services	10,308	9,850	5,651	10,200	350	10,220	0	10,220	10,220	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	360,013	391,388	180,228	381,736	(9,652)	384,293	0	384,293	393,714	9,421
City Secretary										
Personal Services	321,287	351,781	167,688	348,781	(3,000)	352,362	0	352,362	361,587	9,225
Supplies & Materials	1,502	1,600	766	1,600	0	1,900	0	1,900	1,900	0
Contractual Services	43,107	67,515	6,987	45,828	(21,687)	68,195	0	68,195	65,695	(2,500)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	365,896	420,896	175,441	396,209	(24,687)	422,457	0	422,457	429,182	6,725
Non-Departmental										
Personal Services	22,654	22,045	12,244	22,045	0	22,045	0	22,045	22,045	0
Supplies & Materials	21,940	25,750	11,066	25,040	(710)	25,750	0	25,750	25,750	0
Contractual Services	1,003,520	1,061,719	877,532	1,086,214	24,495	1,045,375	0	1,045,375	1,110,159	64,784
Repair & Maintenance	5,176	1,000	4,290	4,540	3,540	1,000	0	1,000	1,000	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	1,053,289	1,110,514	905,133	1,137,839	27,325	1,094,170	0	1,094,170	1,158,954	64,784
GENERAL GOVERNMENT										
Personal Services	701,085	764,192	358,709	750,990	(13,202)	757,308	0	757,308	775,954	18,646
Supplies & Materials	24,165	27,950	11,891	27,240	(710)	28,250	0	28,250	28,250	0
Contractual Services	1,066,504	1,149,434	894,922	1,152,592	3,158	1,134,140	0	1,134,140	1,195,424	61,284
Repair & Maintenance	5,176	1,000	4,290	4,540	3,540	1,000	0	1,000	1,000	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	1,796,930	1,942,576	1,269,812	1,935,362	(7,214)	1,920,698	0	1,920,698	2,000,628	79,930

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**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2014-15	BUDGET 2015-16	6 MONTHS 2015-16	12 MONTHS ESTIMATE 2015-16	BUDGET VERSUS ESTIMATE	BASE BUDGET 2016-17	DECISION PKGS. 2016-17	DEPT. REQUEST 2016-17	CITY MANAGER 2016-17	CHANGES FROM REQUEST 2016-17
STAFF SERVICES										
Finance										
Personal Services	343,776	384,656	180,113	366,315	(18,341)	384,137	0	384,137	394,148	10,011
Supplies & Materials	1,034	2,000	195	2,000	0	2,000	0	2,000	1,500	(500)
Contractual Services	124,421	120,170	122,680	125,522	5,352	126,785	0	126,785	126,785	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	469,231	506,826	302,988	493,837	(12,989)	512,922	0	512,922	522,433	9,511
Information Technology										
Personal Services	170,204	182,163	86,587	173,551	(8,612)	182,309	0	182,309	186,111	3,802
Supplies & Materials	210,790	205,611	129,164	205,300	(311)	170,495	32,835	203,330	192,935	(10,395)
Contractual Services	20,218	34,850	18,578	34,850	0	38,650	0	38,650	38,650	0
Repair & Maintenance	16,300	15,500	6,014	15,500	0	16,000	0	16,000	16,000	0
Capital Outlay	0	24,500	0	24,500	0	0	60,000	60,000	0	(60,000)
Total	417,511	462,624	240,343	453,701	(8,923)	407,454	92,835	500,289	433,696	(66,593)
Personnel										
Personal Services	0	0	0	0	0	0	0	0	0	0
Supplies & Materials	609	3,400	3,233	4,000	600	4,250	0	4,250	4,000	(250)
Contractual Services	54,608	45,900	13,125	42,500	(3,400)	49,300	0	49,300	49,300	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	55,216	49,300	16,358	46,500	(2,800)	53,550	0	53,550	53,300	(250)
STAFF SERVICES										
Personal Services	513,980	566,819	266,700	539,866	(26,953)	566,446	0	566,446	580,259	13,813
Supplies & Materials	212,432	211,011	132,592	211,300	289	176,745	32,835	209,580	198,435	(11,145)
Contractual Services	199,247	200,920	154,383	202,872	1,952	214,735	0	214,735	214,735	0
Repair & Maintenance	16,300	15,500	6,014	15,500	0	16,000	0	16,000	16,000	0
Capital Outlay	0	24,500	0	24,500	0	0	60,000	60,000	0	(60,000)
Total	941,959	1,018,750	559,689	994,038	25 (24,712)	973,926	92,835	1,066,761	1,009,429	(57,332)

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	12 MONTHS		BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	6 MONTHS	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
	2014-15	2015-16	2015-16	2015-16	ESTIMATE	2016-17	2016-17	2016-17	2016-17	2016-17
PUBLIC SAFETY										
Police Management Services										
Personal Services	301,437	316,110	155,469	312,110	(4,000)	315,744	0	315,744	324,223	8,479
Supplies & Materials	455	500	243	500	0	500	0	500	500	0
Contractual Services	1,824	7,525	1,161	7,900	375	6,700	0	6,700	6,700	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	303,716	324,135	156,873	320,510	(3,625)	322,944	0	322,944	331,423	8,479
Communications Records										
Personal Services	721,059	768,617	318,063	679,572	(89,045)	755,122	7,112	762,234	780,258	18,024
Supplies & Materials	7,946	7,900	3,949	7,900	0	7,900	0	7,900	7,500	(400)
Contractual Services	53,751	56,340	34,162	56,540	200	56,340	0	56,340	56,340	0
Repair & Maintenance	751	2,700	62	1,200	(1,500)	1,500	0	1,500	1,250	(250)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	783,507	835,557	356,237	745,212	(90,345)	820,862	7,112	827,974	845,348	17,374
Patrol										
Personal Services	3,381,562	3,463,890	1,660,163	3,394,538	(69,352)	3,476,477	177,904	3,654,381	3,638,821	(15,560)
Supplies & Materials	115,445	152,070	29,473	100,000	(52,070)	121,500	13,030	134,530	121,500	(13,030)
Contractual Services	20,674	18,850	5,637	18,350	(500)	18,350	0	18,350	18,350	0
Repair & Maintenance	45,691	38,500	7,927	39,000	500	41,100	0	41,100	41,100	0
Capital Outlay	145,013	185,000	0	174,935	(10,065)	172,321	0	172,321	172,321	0
Total	3,708,385	3,858,310	1,703,199	3,726,823	(131,487)	3,829,748	190,934	4,020,682	3,992,092	(28,590)
Criminal Investigation										
Personal Services	569,222	978,737	443,865	948,343	(30,394)	864,291	0	864,291	885,575	21,284
Supplies & Materials	11,129	11,900	2,943	8,800	(3,100)	10,850	0	10,850	10,850	0
Contractual Services	22,353	18,200	10,499	20,800	2,600	21,525	0	21,525	19,525	(2,000)
Repair & Maintenance	4,063	4,200	841	2,200	(2,000)	4,200	0	4,200	4,200	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	606,767	1,013,037	458,148	980,143	(32,894)	900,866	0	900,866	920,150	19,284
Crime Prevention										
Personal Services	102,378	112,140	70,293	154,225	42,085	238,444	0	238,444	244,214	5,770
Supplies & Materials	823	700	242	800	100	700	0	700	700	0
Contractual Services	35	950	519	1,350	400	950	0	950	950	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	103,237	113,790	71,054	156,375	42,585	240,094	0	240,094	245,864	5,770

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2014-15	BUDGET 2015-16	12 MONTHS		BUDGET VERSUS ESTIMATE	BASE BUDGET 2016-17	DECISION PKGS. 2016-17	DEPT. REQUEST 2016-17	CITY MANAGER 2016-17	CHANGES FROM REQUEST 2016-17
			6 MONTHS 2015-16	ESTIMATE 2015-16						
School Safety										
Personal Services	25,690	28,873	14,606	28,873	0	33,685	0	33,685	33,685	0
Supplies & Materials	214	200	0	200	0	200	0	200	200	0
Contractual Services	0	0	0	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	25,904	29,073	14,606	29,073	0	33,885	0	33,885	33,885	0
Animal Control										
Personal Services	95,163	105,221	49,731	98,264	(6,957)	108,593	0	108,593	109,645	1,052
Supplies & Materials	3,328	4,925	1,417	4,425	(500)	4,925	0	4,925	4,925	0
Contractual Services	5,744	7,075	2,486	6,725	(350)	7,875	0	7,875	7,375	(500)
Repair & Maintenance	2,620	2,500	639	2,200	(300)	2,500	0	2,500	2,000	(500)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	106,856	119,721	54,272	111,614	(8,107)	123,893	0	123,893	123,945	52
POLICE										
Personal Services	5,196,512	5,773,588	2,712,191	5,615,925	(157,663)	5,792,356	185,016	5,977,372	6,016,421	39,049
Supplies & Materials	139,340	178,195	38,265	122,625	(55,570)	146,575	13,030	159,605	146,175	(13,430)
Contractual Services	104,382	108,940	54,464	111,665	2,725	111,740	0	111,740	109,240	(2,500)
Repair & Maintenance	53,126	47,900	9,469	44,600	(3,300)	49,300	0	49,300	48,550	(750)
Capital Outlay	145,013	185,000	0	174,935	(10,065)	172,321	0	172,321	172,321	0
Total	5,638,373	6,293,623	2,814,389	6,069,750	(223,873)	6,272,292	198,046	6,470,338	6,492,707	22,369

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2014-15	BUDGET 2015-16	12 MONTHS		BUDGET VERSUS ESTIMATE	BASE BUDGET 2016-17	DECISION PKGS. 2016-17	DEPT. REQUEST 2016-17	CITY MANAGER 2016-17	CHANGES FROM REQUEST 2016-17
			6 MONTHS 2015-16	ESTIMATE 2015-16						
Fire Fighting										
Personal Services	2,196,629	2,738,994	1,286,626	2,663,800	(75,194)	2,791,251	665,373	3,456,624	3,084,621	(372,003)
Supplies & Materials	76,976	89,000	70,081	86,800	(2,200)	86,700	0	86,700	86,700	0
Contractual Services	62,012	59,100	25,842	62,080	2,980	64,300	0	64,300	62,300	(2,000)
Repair & Maintenance	71,622	66,500	26,628	66,500	0	66,500	0	66,500	66,500	0
Capital Outlay	0	0	0	543,896	543,896	0	0	0	0	0
Total	2,407,240	2,953,594	1,409,177	3,423,076	469,482	3,008,751	665,373	3,674,124	3,300,121	(374,003)
Ambulance										
Personal Services	0	0	0	0	0	0	64,908	64,908	11,201	(53,707)
Supplies & Materials	78,217	79,300	50,355	81,300	2,000	79,300	16,350	95,650	95,650	0
Contractual Services	14,851	13,700	6,758	15,100	1,400	15,600	0	15,600	15,600	0
Repair & Maintenance	13,522	21,500	10,563	19,800	(1,700)	19,600	0	19,600	17,600	(2,000)
Capital Outlay	108,998	0	0	0	0	0	142,500	142,500	0	(142,500)
Total	215,588	114,500	67,677	116,200	1,700	114,500	223,758	338,258	140,051	(198,207)
FIRE										
Personal Services	2,196,629	2,738,994	1,286,626	2,663,800	(75,194)	2,791,251	730,281	3,521,532	3,095,822	(425,710)
Supplies & Materials	155,193	168,300	120,436	168,100	(200)	166,000	16,350	182,350	182,350	0
Contractual Services	76,864	72,800	32,600	77,180	4,380	79,900	0	79,900	77,900	(2,000)
Repair & Maintenance	85,144	88,000	37,191	86,300	(1,700)	86,100	0	86,100	84,100	(2,000)
Capital Outlay	108,998	0	0	543,896	543,896	0	142,500	142,500	0	(142,500)
Total	2,622,827	3,068,094	1,476,854	3,539,276	471,182	3,123,251	889,131	4,012,382	3,440,172	(572,210)
Municipal Court										
Personal Services	187,816	189,940	91,353	208,691	18,751	198,406	11,196	209,602	213,364	3,762
Supplies & Materials	1,980	1,200	765	1,400	200	1,700	0	1,700	1,700	0
Contractual Services	2,581	4,400	914	3,190	(1,210)	4,300	0	4,300	3,800	(500)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	192,377	195,540	93,033	213,281	17,741	204,406	11,196	215,602	218,864	3,262
Code Compliance										
Personal Services	83,089	90,469	43,374	88,413	(2,056)	90,761	0	90,761	92,980	2,219
Supplies & Materials	1,474	1,350	198	1,350	0	1,350	0	1,350	1,350	0
Contractual Services	3,434	4,800	557	3,606	(1,194)	3,750	0	3,750	3,750	0
Repair & Maintenance	282	415	0	415	0	415	0	415	415	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	88,280	97,034	44,129	93,784	(3,250)	96,276	0	96,276	98,495	2,219

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	2015-16	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2015-16	ESTIMATE	2016-17	2016-17	2016-17	2016-17	2016-17
PUBLIC SAFETY										
Personal Services	7,664,046	8,792,991	4,133,545	8,576,829	(216,162)	8,872,774	926,493	9,799,267	9,418,587	(380,680)
Supplies & Materials	297,987	349,045	159,665	293,475	(55,570)	315,625	29,380	345,005	331,575	(13,430)
Contractual Services	187,260	190,940	88,535	195,641	4,701	199,690	0	199,690	194,690	(5,000)
Repair & Maintenance	138,552	136,315	46,660	131,315	(5,000)	135,815	0	135,815	133,065	(2,750)
Capital Outlay	254,011	185,000	0	718,831	533,831	172,321	142,500	314,821	172,321	(142,500)
Total	8,541,857	9,654,291	4,428,405	9,916,091	261,800	9,696,225	1,098,373	10,794,598	10,250,238	(544,360)
PUBLIC SERVICES										
Management Services										
Personal Services	168,377	182,709	86,924	181,774	(935)	182,803	0	182,803	187,784	4,981
Supplies & Materials	62	100	0	100	0	100	0	100	100	0
Contractual Services	6,401	24,377	16,071	22,414	(1,963)	25,057	0	25,057	25,057	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	174,839	207,186	102,995	204,288	(2,898)	207,960	0	207,960	212,941	4,981
Public Works - Street Maint.										
Personal Services	660,048	719,650	342,104	711,644	(8,006)	729,520	0	729,520	746,817	17,297
Supplies & Materials	38,615	39,350	16,949	39,350	0	37,650	0	37,650	37,650	0
Contractual Services	239,716	238,350	100,292	237,828	(522)	236,800	0	236,800	236,800	0
Repair & Maintenance	290,931	383,150	118,225	383,150	0	382,500	0	382,500	382,500	0
Capital Outlay	49,187	0	800	800	800	0	161,500	161,500	22,500	(139,000)
Total	1,278,497	1,380,500	578,368	1,372,772	(7,728)	1,386,470	161,500	1,547,970	1,426,267	(121,703)
Park Maintenance										
Personal Services	616,779	702,777	331,170	697,318	(5,459)	713,596	27,370	740,966	757,927	16,961
Supplies & Materials	24,946	32,950	13,484	32,254	(696)	32,200	0	32,200	30,800	(1,400)
Contractual Services	90,059	112,510	49,402	116,747	4,237	110,850	0	110,850	110,850	0
Repair & Maintenance	47,039	44,550	27,830	44,884	334	60,100	0	60,100	50,700	(9,400)
Capital Outlay	90,730	0	10,159	10,159	10,159	0	45,500	45,500	0	(45,500)
Total	869,554	892,787	432,045	901,362	29,857	916,746	72,870	989,616	950,277	(39,339)

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	12 MONTHS		BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	6 MONTHS	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
	2014-15	2015-16	2015-16	2015-16	ESTIMATE	2016-17	2016-17	2016-17	2016-17	2016-17
Support Services- Fleet Maint.										
Personal Services	184,627	198,076	112,744	196,042	(2,034)	203,459	0	203,459	208,119	4,660
Supplies & Materials	9,674	10,200	5,467	10,226	26	15,250	0	15,250	15,250	0
Contractual Services	12,418	12,575	5,770	12,975	400	12,975	0	12,975	12,975	0
Repair & Maintenance	4,505	4,350	2,222	4,350	0	7,050	0	7,050	5,850	(1,200)
Capital Outlay	7,138	0	0	0	0	0	0	0	0	0
Total	218,361	225,201	126,204	223,593	(1,608)	238,734	0	238,734	242,194	3,460
Support Services - Building Maint.										
Personal Services	152,203	169,499	61,513	161,125	(8,374)	152,484	0	152,484	155,932	3,448
Supplies & Materials	19,573	19,350	13,551	19,390	40	19,350	0	19,350	19,350	0
Contractual Services	28,567	42,600	14,769	29,400	(13,200)	29,700	4,210	33,910	29,700	(4,210)
Repair & Maintenance	65,690	25,500	11,409	25,500	0	25,500	44,100	69,600	51,500	(18,100)
Capital Outlay	0	0	0	0	0	0	5,000	5,000	5,000	0
Total	266,033	256,949	101,242	235,415	(21,534)	227,034	53,310	280,344	261,482	(18,862)
Engineering										
Personal Services	245,448	262,513	126,701	261,533	(980)	264,994	0	264,994	271,936	6,942
Supplies & Materials	2,160	1,950	517	1,920	(30)	1,950	0	1,950	1,950	0
Contractual Services	10,390	17,005	10,700	16,819	(186)	17,005	0	17,005	17,005	0
Repair & Maintenance	62	500	268	500	0	500	0	500	500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	258,060	281,968	138,186	280,772	(1,196)	284,449	0	284,449	291,391	6,942
PUBLIC SERVICES										
Personal Services	2,027,482	2,235,224	1,061,155	2,209,436	(25,788)	2,246,856	27,370	2,274,226	2,328,515	54,289
Supplies & Materials	95,028	103,900	49,968	103,240	(660)	106,500	0	106,500	105,100	(1,400)
Contractual Services	387,550	447,417	197,005	436,183	(11,234)	432,387	4,210	436,597	432,387	(4,210)
Repair & Maintenance	408,228	458,050	159,954	458,384	334	475,650	44,100	519,750	491,050	(28,700)
Capital Outlay	147,055	0	10,959	10,959	10,959	0	212,000	212,000	27,500	(184,500)
Total	3,065,344	3,244,591	1,479,040	3,218,202	(26,389)	3,261,393	287,680	3,549,073	3,384,552	(164,521)
COMMUNITY DEVELOPMENT										
Management Services										
Personal Services	202,155	213,733	105,626	212,733	(1,000)	213,600	0	213,600	219,503	5,903
Supplies & Materials	2,128	1,500	1,503	2,000	500	1,500	0	1,500	1,500	0
Contractual Services	26,477	32,900	10,477	47,977	15,077	32,800	0	32,800	24,300	(8,500)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	230,760	248,133	117,607	262,710	14,577	247,900	0	247,900	245,303	(2,597)

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	2015-16	ESTIMATE 2015-16	VERSUS ESTIMATE	BUDGET 2016-17	PKGS. 2016-17	REQUEST 2016-17	MANAGER 2016-17	FROM REQUEST 2016-17
Planning										
Personal Services	201,794	249,328	90,787	232,460	(16,868)	239,148	0	239,148	245,314	6,166
Supplies & Materials	164	1,000	302	1,000	0	1,000	0	1,000	500	(500)
Contractual Services	6,381	9,935	2,837	9,935	0	14,365	0	14,365	14,365	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	208,339	260,263	93,926	243,395	(16,868)	254,513	0	254,513	260,179	5,666
Inspections										
Personal Services	289,593	312,128	151,540	310,126	(2,002)	317,750	0	317,750	325,711	7,961
Supplies & Materials	3,534	5,000	1,032	5,000	0	6,000	0	6,000	4,000	(2,000)
Contractual Services	5,389	6,032	2,718	6,292	260	6,360	0	6,360	6,110	(250)
Repair & Maintenance	461	1,200	693	1,200	0	1,500	0	1,500	1,500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	298,977	324,360	155,983	322,618	(1,742)	331,610	0	331,610	337,321	5,711
COMMUNITY DEVELOPMENT										
Personal Services	693,542	775,189	347,954	755,319	(19,870)	770,498	0	770,498	790,528	20,030
Supplies & Materials	5,826	7,500	2,837	8,000	500	8,500	0	8,500	6,000	(2,500)
Contractual Services	38,247	48,867	16,032	64,204	15,337	53,525	0	53,525	44,775	(8,750)
Repair & Maintenance	461	1,200	693	1,200	0	1,500	0	1,500	1,500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
Total	738,076	832,756	367,515	828,723	(4,033)	834,023	0	834,023	842,803	8,780
YEAR-ENDING ADJUSTMENTS										
Audit Adjustments	(868)	0	0	0	0	0	0	0	0	0
YEAR-ENDING ADJUSTMENTS	0	0	0	0	0	0	0	0	0	0
GENERAL FUND										
Personal Services	11,600,135	13,134,415	6,168,063	12,832,440	(301,975)	13,213,882	953,863	14,167,745	13,893,843	(273,902)
Supplies & Materials	635,439	699,406	356,952	643,255	(56,151)	635,620	62,215	697,835	669,360	(28,475)
Contractual Services	1,878,808	2,037,578	1,350,877	2,051,492	13,914	2,034,477	4,210	2,038,687	2,082,011	43,324
Repair & Maintenance	568,716	612,065	217,611	610,939	(1,126)	629,965	44,100	674,065	642,615	(31,450)
Capital Outlay	401,066	209,500	10,959	754,290	544,790	172,321	414,500	586,821	199,821	(387,000)
Audit Adjustments	(868)	0	0	0	31	0	0	0	0	0
SUB-TOTAL GENERAL FUND	15,083,297	16,692,964	8,104,462	16,892,416	199,452	16,686,265	1,478,888	18,165,153	17,487,650	(677,503)

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	12 MONTHS				BUDGET VERSUS ESTIMATE	BASE BUDGET 2016-17	DECISION PKGS. 2016-17	DEPT. REQUEST 2016-17	CITY MANAGER 2016-17	CHANGES FROM REQUEST 2016-17
	ACTUAL	BUDGET	6 MONTHS	ESTIMATE						
	2014-15	2015-16	2015-16	2015-16						
TRANSFERS										
Transfer to Core Values Fund	0	0	0	0	0	0	0	0	0	0
Transfer to CAR Fund	300,000	0	0	0	0	0	0	0	200,000	200,000
Transfer to Capital Projects	0	250,000	0	250,000	0	0	0	0	0	0
TRANSFERS	300,000	250,000	0	250,000	0	0	0	0	200,000	200,000
SPECIAL PROJECTS										
Animal Shelter Project	0	550,000	0	550,000	0	0	0	0	500,000	500,000
Mont Del Bridge Project	0	0	0	0	0	0	0	0	500,000	500,000
Vista Way Sidewalk Project	0	0	0	0	0	0	0	0	80,000	80,000
Cost-of-Living Adjustment	0	0	0	0	0	0	313,600	313,600	0	(313,600)
SPECIAL PROJECTS	0	550,000	0	550,000	0	0	313,600	313,600	1,080,000	766,400
GENERAL FUND										
Personal Services	11,600,135	13,134,415	6,168,063	12,832,440	(301,975)	13,213,882	953,863	14,167,745	13,893,843	(273,902)
Supplies & Materials	635,439	699,406	356,952	643,255	(56,151)	635,620	62,215	697,835	669,360	(28,475)
Contractual Services	1,878,808	2,037,578	1,350,877	2,051,492	13,914	2,034,477	4,210	2,038,687	2,082,011	43,324
Repair & Maintenance	568,716	612,065	217,611	610,939	(1,126)	629,965	44,100	674,065	642,615	(31,450)
Capital Outlay	401,066	209,500	10,959	754,290	544,790	172,321	414,500	586,821	199,821	(387,000)
Audit Adjustments	(868)	0	0	0	0	0	0	0	0	0
Transfers	300,000	250,000	0	250,000	0	0	0	0	200,000	200,000
Special Projects	0	550,000	0	550,000	0	0	313,600	313,600	1,080,000	766,400
TOTAL GENERAL FUND	15,383,297	17,492,964	8,104,462	17,692,416	199,452	16,686,265	1,792,488	18,478,753	18,767,650	288,897
DEBT SERVICE FUND										
PRINCIPAL										
GO Bonds - 2013 Series	0	210,000	0	210,000	0	220,000	0	220,000	220,000	0
GO Bonds - 2011 Refunding	135,000	150,000	0	150,000	0	155,000	0	155,000	155,000	0
GO Bonds - 2004 Series	175,000	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	395,000	420,000	0	420,000	0	440,000	0	440,000	440,000	0
OTHER FUNDS	520,000	0	0	0	0	0	0	0	0	0
TOTAL PRINCIPAL	1,225,000	780,000	0	780,000	0	815,000	0	815,000	815,000	0

**CITY OF BENBROOK
EXPENDITURE SUMMARY BY ACTIVITY
2016-17 PROPOSED BUDGET**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2014-15	2015-16	2015-16	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2015-16	ESTIMATE	2016-17	2016-17	2016-17	2016-17	2016-17
INTEREST										
GO Bonds - 2013 Series	0	49,166	0	49,166	0	44,457	0	44,457	44,457	0
GO Bonds - 2011 Refunding	74,202	65,779	0	65,779	0	61,311	0	61,311	61,311	0
GO Bonds - 2004 Series	121,923	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	100,425	38,203	0	38,203	0	30,248	0	30,248	30,248	0
OTHER FUNDS	(2,254)	0	0	0	0	0	0	0	0	0
Bond Issuance Cost	0	0	0	0	0	0	0	0	0	0
TOTAL INTEREST	294,296	153,148	0	153,148	0	136,016	0	136,016	136,016	0
Fiscal Charges	12,705	3,800	0	3,800	0	3,800	0	3,800	3,800	0
TOTAL DEBT SERVICE FUND	1,532,001	936,948	-	936,948	-	954,816	-	954,816	954,816	0
TOTAL BUDGET	16,915,298	18,429,912	8,104,462	18,629,364	199,452	17,641,081	1,792,488	19,433,569	19,722,466	288,897

CITY OF BENBROOK				
2016-17 PROPOSED BUDGET				
SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST				
AUGUST 1, 2016				
	TOTAL EXPENDITURES - DEPARTMENT REQUEST			19,433,569
ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL	
Mayor and Council	Decrease in internet reimbursement costs	(1,000)	(1,000)	
City Manager	3.00% COLA	9,421	9,421	
City Secretary	3.00% COLA	8,725		
	Addition of funds for overtime pay	2,000		
	Reduction of part-time salaries	(1,500)		
	Decrease in funds for document imaging services	(2,500)	6,725	
Non-Departmental	Adjustment of funds for TIF property tax payment	66,284		
	Decrease in funds for training expenses	(1,500)	64,784	
Finance	3.00% COLA	10,011		
	Decrease in funds for office supplies	(500)	9,511	
Information Technology	3.00% COLA	3,802		
	Decrease in funds for office supplies	(395)		
	Reduction in funds for maintenance and support	(10,000)		
	Deferral of funds for Telephone System Replacement	(60,000)	(66,593)	
Personnel	Elimination of funds for binding machine	(250)	(250)	
Police - Management Services	3.00% COLA	8,479	8,479	
Police - Communications/Records	3.00% COLA	18,024		
	Decrease in funds for operating supplies (use of 911 grant funds)	(400)		
	Reduction of funds for equipment maintenance	(250)	17,374	

CITY OF BENBROOK			
2016-17 PROPOSED BUDGET			
SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST			
AUGUST 1, 2016			
TOTAL EXPENDITURES - DEPARTMENT REQUEST			
ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
Public Services	3.00% COLA	4,981	4,981
Street Maintenance	3.00% COLA	17,297	
	Funding of replacement backhoe from Capital Asset Replacement Account	(99,000)	
	Funding of replacement skid steer loader from Capital Asset Replacement Account	(40,000)	(121,703)
Parks Maintenance	3.00% COLA	16,961	
	Decrease in funds for uniforms	(400)	
	Decrease in funds for miscellaneous supplies and equipment	(1,000)	
	Decrease in funds for heavy equipment maintenance and repair	(4,900)	
	Reduction in funds for landscape maintenance	(2,000)	
	Decrease in funds for recreation equipment maintenance and repair	(500)	
	Decrease in funds for parks and grounds maintenance	(2,000)	
	Funding of utility vehicle from Capital Asset Replacement Account	(11,000)	
	Installation of handicapped swing in 2015-2016	(3,500)	
	Deferral of replacement of rubber tile for playground	(31,000)	(39,339)
Fleet Maintenance	3.00% COLA	4,660	
	Decrease in funds for building maintenance	(1,200)	3,460
Building Maintenance	3.00% COLA	3,448	
	Continuation of current generator maintenance	(4,210)	
	Deferral of decision package for City Hall restroom remodeling project	(14,000)	
	Deferral of decision package for Police Department shower retiling project	(4,100)	(18,862)
Engineering	3.00% COLA	6,942	6,942
Community Development	3.00% COLA	5,903	
	Decrease in funds for dues and memberships	(3,300)	
	Reduction in funds for training expenses	(5,200)	(2,597)

CITY OF BENBROOK			
2016-17 PROPOSED BUDGET			
SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST			
AUGUST 1, 2016			
TOTAL EXPENDITURES - DEPARTMENT REQUEST			
ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
Public Services	3.00% COLA	4,981	4,981
Street Maintenance	3.00% COLA	17,297	
	Funding of replacement backhoe from Capital Asset Replacement Account	(99,000)	
	Funding of replacement skid steer loader from Capital Asset Replacement Account	(40,000)	(121,703)
Parks Maintenance	3.00% COLA	16,961	
	Decrease in funds for uniforms	(400)	
	Decrease in funds for miscellaneous supplies and equipment	(1,000)	
	Decrease in funds for heavy equipment maintenance and repair	(4,900)	
	Reduction in funds for landscape maintenance	(2,000)	
	Decrease in funds for recreation equipment maintenance and repair	(500)	
	Decrease in funds for parks and grounds maintenance	(2,000)	
	Funding of utility vehicle from Capital Asset Replacement Account	(11,000)	
	Installation of handicapped swing in 2015-2016	(3,500)	
	Deferral of replacement of rubber tile for playground	(31,000)	(39,339)
Fleet Maintenance	3.00% COLA	4,660	
	Decrease in funds for building maintenance	(1,200)	3,460
Building Maintenance	3.00% COLA	3,448	
	Continuation of current generator maintenance	(4,210)	
	Deferral of decision package for City Hall restroom remodeling project	(14,000)	
	Deferral of decision package for Police Department shower retiling project	(4,100)	(18,862)
Engineering	3.00% COLA	6,942	6,942
Community Development	3.00% COLA	5,903	
	Decrease in funds for dues and memberships	(3,300)	
	Reduction in funds for training expenses	(5,200)	(2,597)

SECTION FIVE ACTIVITY SUMMARIES

The Activity Summary forms, provided for each General Fund Activity, summarize expenditures and positions on an actual basis for 2014-15; on a budget, actual six-month, and estimated twelve-month basis for 2015-16; and on a base budget, decision package, and total request basis for 2016-17. The 2016-17 Proposed Budget recommendations are also summarized at this level of detail as well as a reconciliation of the Proposed Budget changes from the Department's Total Request (base budget plus decision packages). The box in the bottom right of the form lists all decision packages and classifies each package in two categories: (1) Funded and (2) Not Funded.

ACTIVITY SUMMARY

PROPOSED BUDGET

GENERAL GOVERNMENT

CITY COUNCIL

CITY COUNCIL

01-11-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	7,815	9,128	4,258	8,928	9,128	0	9,128	9,128	0
5100	Supplies & Materials	347	300	0	300	300	0	300	300	0
5200	Contractual Services	9,569	10,350	4,753	10,350	10,350	0	10,350	9,350	(1,000)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		17,732	19,778	9,011	19,578	19,778	0	19,778	18,778	(1,000)

BUDGETED POSITIONS	7	7	7	7	7	0	7	7	0
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EXPLANATION OF CHANGES FROM REQUEST		
CITY MANAGER CHANGES		
Decrease in funds for internet reimbursement		1,000
CITY COUNCIL CHANGES		
None		0
TOTAL CHANGES		1,000

SUMMARY OF DECISION PACKAGES		
FUNDED		
None		0
NOT FUNDED		
None		0
TOTAL DECISION PACKAGES		0

ACTIVITY SUMMARY

PROPOSED BUDGET

GENERAL GOVERNMENT

CITY MANAGER

CITY MANAGER

01-12-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	349,330	381,238	174,519	371,236	373,773	0	373,773	383,194	9,421
5100	Supplies & Materials	376	300	58	300	300	0	300	300	0
5200	Contractual Services	10,308	9,850	5,651	10,200	10,220	0	10,220	10,220	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		360,013	391,388	180,228	381,736	384,293	0	384,293	393,714	9,421

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

SUMMARY OF DECISION PACKAGES

CITY MANAGER CHANGES Salary Adjustment for City Manager and Management Analyst	9,421
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	9,421

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

GENERAL GOVERNMENT

CITY SECRETARY

CITY SECRETARY

01-13-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	321,287	351,781	167,688	348,781	352,362	0	352,362	361,587	9,225
5100	Supplies & Materials	1,502	1,600	766	1,600	1,900	0	1,900	1,900	0
5200	Contractual Services	43,107	67,515	6,987	45,828	68,195	0	68,195	65,695	(2,500)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		365,896	420,896	175,441	396,209	422,457	0	422,457	429,182	6,725

BUDGETED POSITIONS	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for City Secretary Employees	8,725
Addition of funds for overtime pay	2,000
Decrease in funds for temporary employees	(1,500)
Reduction in funds for document imaging services	(2,500)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	6,725

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

GENERAL GOVERNMENT

NON-DEPARTMENTAL

NON-DEPARTMENTAL

01-15-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	22,654	22,045	12,244	22,045	22,045	0	22,045	22,045	0
5100	Supplies & Materials	21,940	25,750	11,066	25,040	25,750	0	25,750	25,750	0
5200	Contractual Services	1,003,520	1,061,719	877,532	1,086,214	1,045,375	0	1,045,375	1,110,159	64,784
5300	Repair & Maintenance	5,176	1,000	4,290	4,540	1,000	0	1,000	1,000	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		1,053,289	1,110,514	905,133	1,137,839	1,094,170	0	1,094,170	1,158,954	64,784

BUDGETED POSITIONS	0	0	0	0	0	0	0	0	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES Adjustment of TIF Property Tax Payment Decrease in funds for training	66,284 (1,500)
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	64,784

SUMMARY OF DECISION PACKAGES	
FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

STAFF SERVICES

FINANCE

FINANCE

01-21-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	343,776	384,656	180,113	366,315	384,137	0	384,137	394,148	10,011
5100	Supplies & Materials	1,034	2,000	195	2,000	2,000	0	2,000	1,500	(500)
5200	Contractual Services	124,421	120,170	122,680	125,522	126,785	0	126,785	126,785	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		469,231	506,826	302,988	493,837	512,922	0	512,922	522,433	9,511

BUDGETED POSITIONS	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Finance Department Employees	10,011
Decrease in funds for office supplies	(500)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	9,511

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

STAFF SERVICES

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

01-23-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	170,204	182,163	86,587	173,551	182,309	0	182,309	186,111	3,802
5100	Supplies & Materials	210,790	205,611	129,164	205,300	170,495	32,835	203,330	192,935	(10,395)
5200	Contractual Services	20,218	34,850	18,578	34,850	38,650	0	38,650	38,650	0
5300	Repair & Maintenance	16,300	15,500	6,014	15,500	16,000	0	16,000	16,000	0
5400	Capital Outlay	0	24,500	0	24,500	0	60,000	60,000	0	(60,000)
TOTAL EXPENDITURES		417,511	462,624	240,343	453,701	407,454	92,835	500,289	433,696	(66,593)

BUDGETED POSITIONS	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Information Technology Director	3,802
Decrease in funds for office supplies	(395)
Reduction in funds for maintenance and support	(10,000)
Deferral of decision package to replace City Hall telephone system	(60,000)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(66,593)

SUMMARY OF DECISION PACKAGES

FUNDED	
Exchange Online and Office 365 Subscription	30,000
Firehouse Scheduling Software	1,335
Firehouse Inspector Software	1,500
NOT FUNDED	
Telephone System Replacement	60,000
TOTAL DECISION PACKAGES	92,835

ACTIVITY SUMMARY

PROPOSED BUDGET

STAFF SERVICES

PERSONNEL

PERSONNEL

01-24-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	0	0	0	0	0	0	0	0	0
5100	Supplies & Materials	609	3,400	3,233	4,000	4,250	0	4,250	4,000	(250)
5200	Contractual Services	54,608	45,900	13,125	42,500	49,300	0	49,300	49,300	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		55,216	49,300	16,358	46,500	53,550	0	53,550	53,300	(250)

BUDGETED POSITIONS	0	0	0	0	0	0	0	0	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES Decrease in funds for office equipment	(250)
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	(250)

SUMMARY OF DECISION PACKAGES	
FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

MANAGEMENT SERVICES

01-31-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	301,437	316,110	155,469	312,110	315,744	0	315,744	324,223	8,479
5100	Supplies & Materials	455	500	243	500	500	0	500	500	0
5200	Contractual Services	1,824	7,525	1,161	7,900	6,700	0	6,700	6,700	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		303,716	324,135	156,873	320,510	322,944	0	322,944	331,423	8,479

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

SUMMARY OF DECISION PACKAGES

CITY MANAGER CHANGES Salary Adjustment for Police Chief and Administrative Manager	8,479
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	8,479

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

COMMUNICATIONS/RECORDS

01-31-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	721,059	768,617	318,063	679,572	755,122	7,112	762,234	780,258	18,024
5100	Supplies & Materials	7,946	7,900	3,949	7,900	7,900	0	7,900	7,500	(400)
5200	Contractual Services	53,751	56,340	34,162	56,540	56,340	0	56,340	56,340	0
5300	Repair & Maintenance	751	2,700	62	1,200	1,500	0	1,500	1,250	(250)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		783,507	835,557	356,237	745,212	820,862	7,112	827,974	845,348	17,374

BUDGETED POSITIONS	9	10	10	10	10	0	10	10	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Communications/Records Employees	18,024
Decrease in funds for operating supplies	(400)
Reduction of funds for equipment maintenance	(250)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	17,374

SUMMARY OF DECISION PACKAGES	
FUNDED	
Reclassification of Communications Specialist full-time position	7,112
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	7,112

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

PATROL

01-31-03

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	3,381,562	3,463,890	1,660,163	3,394,538	3,476,477	177,904	3,654,381	3,638,821	(15,560)
5100	Supplies & Materials	115,445	152,070	29,473	100,000	121,500	13,030	134,530	121,500	(13,030)
5200	Contractual Services	20,674	18,850	5,637	18,350	18,350	0	18,350	18,350	0
5300	Repair & Maintenance	45,691	38,500	7,927	39,000	41,100	0	41,100	41,100	0
5400	Capital Outlay	145,013	185,000	0	174,935	172,321	0	172,321	172,321	0
TOTAL EXPENDITURES		3,708,385	3,858,310	1,703,199	3,726,823	3,829,748	190,934	4,020,682	3,992,092	(28,590)

BUDGETED POSITIONS	33	33	33	33	33	2	35	34	(1)
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Patrol Activity Employees	85,142
Deferral of Decision Package for Additional Police Officer	(88,952)
Reduction in funds for overtime pay	(11,750)
Funding of gas masks for Patrol and SWAT through grant funds	(6,580)
Funding of ten hand guns through Narcotics Account	(6,450)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(28,590)

SUMMARY OF DECISION PACKAGES

FUNDED	
One Additional Police Officer Position	88,952
NOT FUNDED	
One Additional Police Officer Position	88,952
Replacement of Ten Hand Guns	6,450
Replacement of Gas Masks	6,580
TOTAL DECISION PACKAGES	190,934

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

C. I. S.

01-31-04

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	569,222	978,737	443,865	948,343	864,291	0	864,291	885,575	21,284
5100	Supplies & Materials	11,129	11,900	2,943	8,800	10,850	0	10,850	10,850	0
5200	Contractual Services	22,353	18,200	10,499	20,800	21,525	0	21,525	19,525	(2,000)
5300	Repair & Maintenance	4,063	4,200	841	2,200	4,200	0	4,200	4,200	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		606,767	1,013,037	458,148	980,143	900,866	0	900,866	920,150	19,284

BUDGETED POSITIONS	6	6	6	6	5	0	5	5	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment of CIS Activity Employees	21,284
Reduction in funds for testing and sampling services	(2,000)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	19,284

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

CRIME PREVENTION

01-31-05

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	102,378	112,140	70,293	154,225	238,444	0	238,444	244,214	5,770
5100	Supplies & Materials	823	700	242	800	700	0	700	700	0
5200	Contractual Services	35	950	519	1,350	950	0	950	950	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		103,237	113,790	71,054	156,375	240,094	0	240,094	245,864	5,770

BUDGETED POSITIONS	1	1	1	1	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Crime Prevention Employees	5,770
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	5,770

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

SCHOOL SAFETY

01-31-06

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	25,690	28,873	14,606	28,873	33,685	0	33,685	33,685	0
5100	Supplies & Materials	214	200	0	200	200	0	200	200	0
5200	Contractual Services	0	0	0	0	0	0	0	0	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		25,904	29,073	14,606	29,073	33,885	0	33,885	33,885	0

BUDGETED POSITIONS	6	6	6	6	7	0	7	7	0
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EXPLANATION OF CHANGES FROM REQUEST

SUMMARY OF DECISION PACKAGES

CITY MANAGER CHANGES None	0
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	0

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

POLICE

ANIMAL CONTROL

01-31-07

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	95,163	105,221	49,731	98,264	108,593	0	108,593	109,645	1,052
5100	Supplies & Materials	3,328	4,925	1,417	4,425	4,925	0	4,925	4,925	0
5200	Contractual Services	5,744	7,075	2,486	6,725	7,875	0	7,875	7,375	(500)
5300	Repair & Maintenance	2,620	2,500	639	2,200	2,500	0	2,500	2,000	(500)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		106,856	119,721	54,272	111,614	123,893	0	123,893	123,945	52

BUDGETED POSITIONS	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Animal Control Officer	1,926
Decrease in funds for overtime pay	(874)
Reduction in funds for professional services	(500)
Decrease in funds for vehicle maintenance	(500)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	52

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

FIRE

FIRE

01-32-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	2,196,629	2,738,994	1,286,626	2,663,800	2,791,251	665,373	3,456,624	3,084,621	(372,003)
5100	Supplies & Materials	76,976	89,000	70,081	86,800	86,700	0	86,700	86,700	0
5200	Contractual Services	62,012	59,100	25,842	62,080	64,300	0	64,300	62,300	(2,000)
5300	Repair & Maintenance	71,622	66,500	26,628	66,500	66,500	0	66,500	66,500	0
5400	Capital Outlay	0	0	0	543,896	0	0	0	0	0
TOTAL EXPENDITURES		2,407,240	2,953,594	1,409,177	3,423,076	3,008,751	665,373	3,674,124	3,300,121	(374,003)

BUDGETED POSITIONS	16	24	24	24	24	9	33	27	(6)
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Fire Department Employees	82,530
Reduction of ACFSU to six part-time positions	67,925
Deferral of Three Full-Time Firefighter/Paramedic Positions	(275,228)
Deferral of Three Full-Time Firefighter/Paramedic Positions	(217,230)
Adjustment of funds for overtime pay	(30,000)
Decrease in funds for professional services	(2,000)
CITY COUNCIL CHANGES	
None	
TOTAL CHANGES	(374,003)

SUMMARY OF DECISION PACKAGES

FUNDED	
Three Full-Time Firefighter/Paramedic Positions	275,228
Partial Reduction of ACFSU	(34,388)
NOT FUNDED	
Three Full-Time Firefighter/Paramedic Positions	275,228
Three Full-Time Firefighter/EMT Positions	217,230
Partial Reduction of ACFSU	(67,925)
TOTAL DECISION PACKAGES	665,373

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

FIRE

AMBULANCE

01-32-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	0	0	0	0	0	64,908	64,908	11,201	(53,707)
5100	Supplies & Materials	78,217	79,300	50,355	81,300	79,300	16,350	95,650	95,650	0
5200	Contractual Services	14,851	13,700	6,758	15,100	15,600	0	15,600	15,600	0
5300	Repair & Maintenance	13,522	21,500	10,563	19,800	19,600	0	19,600	17,600	(2,000)
5400	Capital Outlay	108,998	0	0	0	0	142,500	142,500	0	(142,500)
TOTAL EXPENDITURES		215,588	114,500	67,676	116,200	114,500	223,758	338,258	140,051	(198,207)

BUDGETED POSITIONS	0	0	0	0	0	0	1	1	0	(1)
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Funding for part-time position instead of full-time clerk	(53,707)
Decrease in funds for vehicle maintenance	(2,000)
Deferral of Ambulance Replacement	(142,500)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(198,207)

SUMMARY OF DECISION PACKAGES	
FUNDED	
Part-Time Clerical Position in lieu of Full-Time Position	11,201
Replacement of Defibrillators in Patrol Vehicles	16,350
NOT FUNDED	
Full-Time Clerical Position	53,707
Replacement of One Ambulance	142,500
TOTAL DECISION PACKAGES	223,758

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

MUNICIPAL COURT

MUNICIPAL COURT

01-33-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	187,816	189,940	91,353	208,691	198,406	11,196	209,602	213,364	3,762
5100	Supplies & Materials	1,980	1,200	765	1,200	1,700	0	1,700	1,700	0
5200	Contractual Services	2,581	4,400	914	3,190	4,300	0	4,300	3,800	(500)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		192,377	195,540	93,033	213,081	204,406	11,196	215,602	218,864	3,262

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES Salary Adjustment for Municipal Court Employees Decrease in funds for jury fees	3,762 (500)
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	3,262

SUMMARY OF DECISION PACKAGES	
FUNDED Part-Time Clerk for Municipal Court	11,196
NOT FUNDED None	0
TOTAL DECISION PACKAGES	11,196

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SAFETY

CODE COMPLIANCE

CODE COMPLIANCE

01-34-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	83,089	90,469	43,374	88,413	90,761	0	90,761	92,980	2,219
5100	Supplies & Materials	1,474	1,350	198	1,350	1,350	0	1,350	1,350	0
5200	Contractual Services	3,434	4,800	557	3,606	3,750	0	3,750	3,750	0
5300	Repair & Maintenance	282	415	0	415	415	0	415	415	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		88,280	97,034	44,129	93,784	96,276	0	96,276	98,495	2,219

BUDGETED POSITIONS	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Code Compliance Officer	2,219
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	2,219

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

MANAGEMENT SERVICES

MANAGEMENT SERVICES

01-41-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	168,377	182,709	86,924	181,774	182,803	0	182,803	187,784	4,981
5100	Supplies & Materials	62	100	0	100	100	0	100	100	0
5200	Contractual Services	6,401	24,377	16,071	22,414	25,057	0	25,057	25,057	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		174,839	207,186	102,995	204,288	207,960	0	207,960	212,941	4,981

BUDGETED POSITIONS	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Public Services Director	4,981
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	4,981

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

PUBLIC WORKS

STREET MAINTENANCE

01-42-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	660,048	719,650	342,104	711,644	729,520	0	729,520	746,817	17,297
5100	Supplies & Materials	38,615	39,350	16,949	39,350	37,650	0	37,650	37,650	0
5200	Contractual Services	239,716	238,350	100,292	237,828	236,800	0	236,800	236,800	0
5300	Repair & Maintenance	290,931	383,150	118,225	383,150	382,500	0	382,500	382,500	0
5400	Capital Outlay	49,187	0	800	800	0	161,500	161,500	22,500	(139,000)
TOTAL EXPENDITURES		1,278,497	1,380,500	578,368	1,372,772	1,386,470	161,500	1,547,970	1,426,267	(121,703)

BUDGETED POSITIONS	8	8	8	8	8	0	8	8	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Public Works Department Employees	17,297
Funding of Backhoe from Capital Asset Replacement Account	(99,000)
Funding of Skid Steer Loader from Capital Asset Replacement Account	(40,000)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(121,703)

SUMMARY OF DECISION PACKAGES

FUNDED	
Signal Light Control Box Upgrade	22,500
NOT FUNDED	
Replacement of Backhoe	99,000
Replacement of Skid Steer Loader	40,000
TOTAL DECISION PACKAGES	161,500

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

PARKS AND RECREATION

PARKS MAINTENANCE

01-43-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	616,779	702,777	331,170	697,318	713,596	27,370	740,966	757,927	16,961
5100	Supplies & Materials	24,946	32,950	13,484	32,254	32,200	0	32,200	30,800	(1,400)
5200	Contractual Services	90,059	112,510	49,402	116,747	110,850	0	110,850	110,850	0
5300	Repair & Maintenance	47,039	44,550	27,830	44,884	60,100	0	60,100	50,700	(9,400)
5400	Capital Outlay	90,730	0	10,159	10,159	0	45,500	45,500	0	(45,500)
TOTAL EXPENDITURES		869,554	892,787	432,045	901,362	916,746	72,870	989,616	950,277	(39,339)

BUDGETED POSITIONS	8	8	8	8	8	0	8	8	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Parks Department Employees	16,961
Decrease in funds for uniforms	(400)
Reduction of funds for supplies and equipment	(1,000)
Decrease in funds for heavy equipment maintenance and repair	(4,900)
Reduction in funds for landscape maintenance	(2,000)
Decrease in funds for parks and grounds maintenance	(2,000)
Reduction in funds for recreation equipment maintenance	(500)
Funding of utility vehicle through Capital Asset Replacement Fund	(11,000)
Installation of handicapped swing set in 2015-16	(3,500)
Deferral of rubber tile replacement for playground	(31,000)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(39,339)

SUMMARY OF DECISION PACKAGES

FUNDED	
Addition of two part-time employees	27,370
NOT FUNDED	
Utility Vehicle	11,000
Replacement of Playground Surface	31,000
Installation of Handicapped Swing Set	3,500
TOTAL DECISION PACKAGES	72,870

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

SUPPORT SERVICES

FLEET MAINTENANCE

01-45-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	184,627	198,076	112,744	196,042	203,459	0	203,459	208,119	4,660
5100	Supplies & Materials	9,674	10,200	5,467	10,226	15,250	0	15,250	15,250	0
5200	Contractual Services	12,418	12,575	5,770	12,975	12,975	0	12,975	12,975	0
5300	Repair & Maintenance	4,505	4,350	2,222	4,350	7,050	0	7,050	5,850	(1,200)
5400	Capital Outlay	7,138	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		218,362	225,201	126,204	223,593	238,734	0	238,734	242,194	3,460

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Fleet Superintendent and Mechanic Decrease in funds for building maintenance projects	4,660 (1,200)
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	3,460

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

SUPPORT SERVICES

BUILDING MAINTENANCE

01-45-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	152,203	169,499	61,513	161,125	152,484	0	152,484	155,932	3,448
5100	Supplies & Materials	19,573	19,350	13,551	19,390	19,350	0	19,350	19,350	0
5200	Contractual Services	28,567	42,600	14,769	29,400	29,700	4,210	33,910	29,700	(4,210)
5300	Repair & Maintenance	65,690	25,500	11,409	25,500	25,500	44,100	69,600	51,500	(18,100)
5400	Capital Outlay	0	0	0	0	0	5,000	5,000	5,000	0
TOTAL EXPENDITURES		266,033	256,949	101,242	235,415	227,034	53,310	280,344	261,482	(18,862)

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Building Maintenance Employees	3,448
Continuation of generator maintenance by City staff	(4,210)
Deferral of decision package for City Hall restroom remodeling	(14,000)
Deferral of decision package for Police Department shower re-tiling	(4,100)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(18,862)

SUMMARY OF DECISION PACKAGES	
FUNDED	
Resealing of Police Building Roof	26,000
Air Conditioner for City Hall Server Room	5,000
NOT FUNDED	
Contracting of Generator Service	4,210
City Hall Restroom Remodeling	14,000
Police Department Shower Re-tiling	4,100
TOTAL DECISION PACKAGES	53,310

ACTIVITY SUMMARY

PROPOSED BUDGET

PUBLIC SERVICES

ENGINEERING

ENGINEERING

01-54-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16			2016-17				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	245,448	262,513	126,701	261,533	264,994	0	264,994	271,936	6,942
5100	Supplies & Materials	2,160	1,950	517	1,920	1,950	0	1,950	1,950	0
5200	Contractual Services	10,390	17,005	10,700	16,819	17,005	0	17,005	17,005	0
5300	Repair & Maintenance	62	500	268	500	500	0	500	500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		258,060	281,968	138,186	280,772	284,449	0	284,449	291,391	6,942

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Engineer and Public Improvements Inspector	6,942
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	6,942

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

COMMUNITY DEVELOPMENT COMMUNITY DEVELOPMENT

MANAGEMENT SERVICES

01-51-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	202,155	213,733	105,626	212,733	213,600	0	213,600	219,503	5,903
5100	Supplies & Materials	2,128	1,500	1,503	2,000	1,500	0	1,500	1,500	0
5200	Contractual Services	26,477	32,900	10,477	47,977	32,800	0	32,800	24,300	(8,500)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		230,760	248,133	117,607	262,710	247,900	0	247,900	245,303	(2,597)

BUDGETED POSITIONS	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Deputy City Manager	5,903
Decrease in funds for dues and memberships	(3,300)
Reduction in funds for training expenses	(5,200)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	(2,597)

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

COMMUNITY DEVELOPMENT PLANNING AND ZONING

PLANNING

01-52-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	201,794	249,328	90,787	232,460	239,148	0	239,148	245,314	6,166
5100	Supplies & Materials	164	1,000	302	1,000	1,000	0	1,000	500	(500)
5200	Contractual Services	6,381	9,935	2,837	9,935	14,365	0	14,365	14,365	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		208,339	260,263	93,926	243,395	254,513	0	254,513	260,179	5,666

BUDGETED POSITIONS	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES Salary Adjustment for Planning Director and City Planner Decrease in funds for office supplies	6,166 (500)
CITY COUNCIL CHANGES None	0
TOTAL CHANGES	5,666

SUMMARY OF DECISION PACKAGES

FUNDED None	0
NOT FUNDED None	0
TOTAL DECISION PACKAGES	0

ACTIVITY SUMMARY

PROPOSED BUDGET

COMMUNITY DEVELOPMENT INSPECTIONS

INSPECTIONS

01-53-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2014-15 ACTUAL	2015-16		2016-17					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	289,593	312,128	151,540	310,126	317,750	0	317,750	325,711	7,961
5100	Supplies & Materials	3,534	5,000	1,032	5,000	6,000	0	6,000	4,000	(2,000)
5200	Contractual Services	5,389	6,032	2,718	6,292	6,360	0	6,360	6,110	(250)
5300	Repair & Maintenance	461	1,200	693	1,200	1,500	0	1,500	1,500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		298,977	324,360	155,983	322,618	331,610	0	331,610	337,321	5,711

BUDGETED POSITIONS	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST	
CITY MANAGER CHANGES	
Salary Adjustment for Inspections Activity Employees	7,961
Decrease in funds for office supplies	(1,000)
Reduction of funds for fuel and vehicle supplies	(1,000)
Decrease in funds for printing services	(250)
CITY COUNCIL CHANGES	
None	0
TOTAL CHANGES	5,711

SUMMARY OF DECISION PACKAGES	
FUNDED	
None	0
NOT FUNDED	
None	0
TOTAL DECISION PACKAGES	0

SECTION SIX DECISION PACKAGES

Departments asked for the funding of new programs in their 2016-17 Budget requests through the submission of decision packages. Decision packages are required when the department requests to: (a) add a new program, (b) delete an existing program and replace it with a new or different function or program, (c) request expenditures that exceed the total appropriation for the activity's 2015-16 Adopted Budget, or (d) request additional compensation for an employee or job classification or request adjustment to the City's compensation plan.

The total cost of all decision packages included as part of the department request totaled \$1,792,488 for the General Fund. General Fund decision packages are presented on a summary table. One supplemental decision package is also included. This table provides the following information about each decision package considered during review of the 2016-17 Budget: (1) department, (2) description (3) amount requested, (4) activity total, (5) decision package amount funded, and (6) activity total.

**CITY OF BENBROOK
2016-17 PROPOSED BUDGET
AUGUST 1, 2016**

DEPARTMENT	DESCRIPTION	AMOUNT REQUESTED	ACTIVITY TOTAL	FUNDED	ACTIVITY TOTAL
General Fund Departments	Cost-of-Living Adjustment for Full-Time Employees	313,600	313,600	329,644	329,644
Information Technology	Exchange Online and Office 365 Subscription	30,000		30,000	
	Firehouse Scheduling Software for Fire Department	1,335		1,335	
	Firehouse Inspector Software for Fire Department	1,500		1,500	
	Phone System Replacement	60,000	92,835	-	32,835
Police - Communications Records	Reclassification of Communications Specialist Position to Communications Specialist II	7,112	7,112	7,112	7,112
Police - Patrol	Two Additional Patrol Officer Positions	177,904		88,952	
	Replacement of Ten Department-Issued Handguns	6,450		*	
	Replacement of Gas Masks for Patrol and SWAT	6,580	190,934	**	88,952
Fire	Six Full-Time Firefighter Paramedic Positions	550,455		275,228	
	Three Full-Time Firefighter/EMT Positions	217,230		-	
	Reduction of AFCFSU	(102,312)	665,373	(34,388)	240,840
Ambulance	Replacement of One Ambulance	142,500		-	
	Replacement of Defibrillators for Patrol Vehicles	16,350		16,350	
	EMS Billing Clerk/Administrative Assistant	64,908	223,758	11,201	27,551
Municipal Court	Part-Time Court Clerk	11,196	11,196	11,196	11,196
Public Services - Public Works	Signal Light Control Box Upgrade	22,500		22,500	
	Replacement of Backhoe	99,000		****	
	Replacement of Skid Steer Loader	40,000	161,500	****	22,500

**CITY OF BENBROOK
2016-17 PROPOSED BUDGET
AUGUST 1, 2016**

DEPARTMENT	DESCRIPTION	AMOUNT REQUESTED	ACTIVITY TOTAL	FUNDED	ACTIVITY TOTAL
Public Services - Parks Maintenance	Addition of Two Part-Time Employees (Year-Round)	27,370		27,370	
	Additional Park Utility Vehicle	11,000		****	
	Replacement of Rubber Tile for Playground	31,000		-	
	Addition of Handicap Swing Set	3,500	72,870	*****	27,370
Public Services - Building Maintenance	Resealing of Police Department Building Roof	26,000		26,000	
	Expansion of Generator Service	4,210		-	
	Air Conditioner for City Hall Server Room	5,000		5,000	
	Remodel of City Hall Restrooms	14,000		-	
	Retile Shower Rooms at Police Department	4,100	53,310	-	31,000
TOTAL GENERAL FUND DECISION PACKAGES		1,792,488	1,792,488	819,000	819,000
<p>* Funded through Police Narcotics Fund ** Funded through Police grant funds *** Funded through Base Budget **** Funded through Capital Asset Replacement Fund ***** Funded in 2015-16 Fiscal Year</p>					

DECISION PACKAGE DETAIL

COST CENTER DETAIL

ALL DIVISIONS

ALL ACTIVITIES

AB - 10

ALL DEPARTMENTS

-

DECISION PACKAGE TITLE: 3.00% COLA for Full-Time Employees		NUMBER:	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	313,600	329,644
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		313,600	329,644
<u>DESCRIPTION:</u>			
Three Percent Cost-of-Living Adjustment for Full-Time Employees (General Fund costs only)			
<u>JUSTIFICATION:</u>			
The City of Benbrook aims to remain competitive in attracting the most-qualified applicants and in retaining current employees. A survey of compensation levels among municipalities in the North Texas area indicates that Benbrook's pay grades are competitive but not as attractive as some similar cities in the area. A three percent across-the-board salary adjustment will allow the City of Benbrook to remain competitive in attracting the higher-caliber candidates.			
<u>CONSEQUENCES OF DISAPPROVAL:</u>			
The City may not attract as many qualified and desirable candidates for key positions.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

STAFF SERVICES

INFORMATION TECHNOLOGY

AB - 10

INFORMATION TECHNOLOGY

01-23-01

DECISION PACKAGE TITLE: Microsoft Exchange and Office Migration		NUMBER: 1 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	30,000	30,000
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		30,000	30,000
<u>DESCRIPTION:</u> Move City's exchange server and office programs to Microsoft online services.			
<u>JUSTIFICATION:</u> In these days of vulnerability and threat protection, as well as mobile connectivity, moving to the "cloud" presents several advantages. Microsoft is changing their licensing programs to more of a subscription service as well. They will no longer release Office Suites as a stand alone product, and they are phasing out Exchange Services as on onsite platform. With the migration to the Cloud, we do not have to support/upgrade the Exchange Server, and backups with disaster recovery is included with the offering. We also would not have to purchase security certificates, and could remove our third party spam service. This also includes Sharepoint online, removing yet another server and backup from our onsite system.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Staying on our current system would subject us to many vulnerabilities, and eventually the loss of the use of Microsoft email and office programs.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

STAFF SERVICES

INFORMATION TECHNOLOGY

AB - 10

INFORMATION TECHNOLOGY

01-23-01

DECISION PACKAGE TITLE: Firehouse Scheduling Software **NUMBER: 2 of 4**

ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	1,335	1,335
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		1,335	1,335

DESCRIPTION:

Firehouse Scheduling Software

JUSTIFICATION:

Firehouse Software is designed to be an all-inclusive fire department software. Firehouse Scheduling will integrate with the current Firehouse software being used by the Fire Department. This integration will allow for the systems to communicate with each other and greatly reduce the repetitive paperwork that has to be generated in daily Fire Department operations. Firehouse Scheduling allows for firefighters to be assigned for apparatus for a particular shift. As the truck is entered into the CAD the firefighter is automatically assigned in the Firehouse Software to the particular apparatus. Firehouse Scheduling rotates the firefighters through the apparatus taking into consideration vacation, sick, and personal time off.

CONSEQUENCES OF DISAPPROVAL:

Fire Department staff will continue to utilize excel spread sheets to assign trucks, approve/disapprove time off, and generate daily reports of the staffing levels. Staff scheduling is a significant and time consuming process that without the aid of a scheduling software can take up valuable time in which other duties might be accomplished more proficiently.

OTHER INFORMATION:

The time saved by having Firehouse Scheduling would have a significant impact on the operations of the fire department. This would allow more time for training and inspections. Firehouse Scheduling would also decrease the amount paperwork generated by this department on a daily basis.

DECISION PACKAGE DETAIL

COST CENTER DETAIL

STAFF SERVICES

INFORMATION TECHNOLOGY

AB - 10

01-23-01

INFORMATION TECHNOLOGY

DECISION PACKAGE TITLE: Firehouse Inspector Software		NUMBER: 3 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	1,500	1,500
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		1,500	1,500
<u>DESCRIPTION:</u> Firehouse Inspector Software			
<u>JUSTIFICATION:</u> Firehouse Software is designed to be an all-inclusive fire department software. Firehouse inspector will integrate with the current Firehouse software being used by the Fire Department. This integration will allow for the systems to communicate with each other and greatly reduce the time needed to complete a fire inspection, pre-fire plans, and issue permits. Firehouse Inspector also includes the ability for the command staff to schedule inspections to ensure all businesses are inspected and the proper permits are obtained for those businesses.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Fire Department staff will have to continue using pen and paper which is a much less efficient product that requires a duplication of effort and requires many more trips and more time spent at the business. Pre-fire plans would be less accurate and have a greater chance of mistakes in the duplication of paperwork.			
<u>OTHER INFORMATION:</u> Firehouse Inspector greatly increases the efficiency of how the Fire Department would perform annual inspections. Permits would be able to be issued onsite and would be directly linked to the filing system included in the Firehouse software the City currently uses.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

STAFF SERVICES

INFORMATION TECHNOLOGY

AB - 10

INFORMATION TECHNOLOGY

01-23-01

DECISION PACKAGE TITLE: Phone System Replacement		NUMBER: 4 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	60,000	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		60,000	-
<u>DESCRIPTION:</u> Replacement of existing telephone system			
<u>JUSTIFICATION:</u> The current Avaya phone system was installed in 2005. Last time there was a support issue, staff was informed that the system would need replacement, as parts for the current system are not available. Staff is investigating various options to replace the current system. The cost estimate is based on one proposal provided by a company interested in replacing the current system. Staff will continue to analyze needs, develop a proposal, and investigate options.			
<u>CONSEQUENCES OF DISAPPROVAL:</u>			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

COMMUNICATIONS/RECORDS

AB - 10

01-31-02

POLICE

DECISION PACKAGE TITLE: Reclassify Communications Specialist		NUMBER: 1 of 1	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	7,112	7,112
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		7,112	7,112
<u>DESCRIPTION:</u> Re-classify Communications Specialist position to Communications Specialist, Senior position			
<u>JUSTIFICATION:</u> The Communications Specialist, Senior position is responsible for training new employees, acting supervision, and assists with quality assurance in their respective section. Currently, the department only has one Senior position who is assigned to Dispatch. A second position is needed to perform the same duties and will be assigned specifically to the Records Section. This person will be responsible for training all current and new employees as well as performing as acting supervisor in the absence of the Services Supervisor.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The only trainer is in the Dispatch section. Currently, the department does not have a Records trainer who is responsible for the Records section and it is not possible for a dispatcher to train in both sections.			
<u>OTHER INFORMATION:</u> This reclassification will expand promotion opportunities for current employees.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

PATROL

AB - 10

01-31-03

POLICE

DECISION PACKAGE TITLE: Two (2) Police Officer Positions		NUMBER: 1 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	177,904	88,952
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		177,904	88,952
<u>DESCRIPTION:</u> Two (2) additional police officer positions			
<u>JUSTIFICATION:</u> The department recently reassigned one patrol officer as an additional Detective in the Criminal Investigations Section and one in the newly created Crime Analyst position. These adjustments, combined with the increasing difficulty of finding qualified applicants, extended training required, and lengthy processing time, have left the patrol section continually under staffed. Two additional positions will enable the department to adequately staff the Patrol section.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The patrol section will remain under-staffed by two positions.			
<u>OTHER INFORMATION:</u> The 2016-17 Proposed Budget includes funding for one new Police Officer position.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

PATROL

AB - 10

01-31-03

POLICE

DECISION PACKAGE TITLE: Ten (10) handgun replacements		NUMBER: 2 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	6,450	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		6,450	-
<u>DESCRIPTION:</u> Ten (10) handguns to replace department issued weapons			
<u>JUSTIFICATION:</u> The department began purchasing department issued handguns in 2001. These guns have performed well; however, years of use create wear and tear on internal parts, increasing the likelihood of malfunctions. Officer and citizen safety is of the utmost importance and for that reason, these weapons that exceed 15 years of age need to be replaced. Officers who carry these weapons as well as the citizens they protect depend on their reliability.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Officers will continue to carry weapons that are less reliable than newer, more modern handguns.			
<u>OTHER INFORMATION:</u> This replacement program is the second phase in a multi-year approach to replacing aging department issued weapons. Funding for the ten hand guns will be provided through the Narcotics Fund in 2016-17.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

PATROL

AB - 10

01-31-03

POLICE

DECISION PACKAGE TITLE: Patrol and SWAT Gas Masks		NUMBER: 3 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	6,580	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		6,580	-
<u>DESCRIPTION:</u> Replace Patrol and SWAT Gas Masks			
<u>JUSTIFICATION:</u> Gas masks used in patrol and SWAT are used by officers when responding to HAZMAT or riot and crowd control situations. The masks currently used by the department exceed twenty years in age and do not fit with the current helmets. Replacements are necessary to insure proper fit and to maximize officer protection.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Officers are not able to use the current masks with the newer tactical helmets thereby reducing the level of personal protection.			
<u>OTHER INFORMATION:</u> Grant funds are available to replace the gas masks for the Patrol and SWAT officers.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

FIRE

AB - 10

FIRE

01-32-01

DECISION PACKAGE TITLE: Six Full-time Firefighter/Paramedics **NUMBER: 1 of 3**

ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	550,455	275,228
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		550,455	275,228

DESCRIPTION:

Addition of Six (6) Full-Time Firefighter/Paramedic Positions

JUSTIFICATION:

As in the past several years, the overall call volume continues to escalate for fire and EMS calls. The increases are due to ambulance responses, which require a minimum of one Paramedic; currently the department has five per shift . Adding an additional six Firefighter/Paramedic positions would result in an increase to the total qualified employees per shift. The shift officers would be able to function as an officer instead of having to respond on ambulances on a regular basis. The addition of personnel in general would assist the department towards having the personnel necessary to respond safely to all EMS and fire emergencies within the Fire Department's coverage area.

CONSEQUENCES OF DISAPPROVAL:

The Fire Department and EMS will continue to be understaffed. The increased call volume will impact the response times for emergency calls for assistance.

OTHER INFORMATION:

The requested personnel are essential for both faster response times and safer conditions on a fire scene. In years past, the Fire Department relied on the ACFSU to compensate for the number of first out responders. The Department currently has five ACFSU members and is experiencing difficulty in filling the roster with qualified part-time employees.

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

FIRE

AB - 10

FIRE

01-32-01

DECISION PACKAGE TITLE: Three Full-time Firefighter/EMTs		NUMBER: 2 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	217,230	-
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		217,230	-
<u>DESCRIPTION:</u> Three (3) Additional Firefighter/EMT Positions			
<u>JUSTIFICATION:</u> As in the past several years, the overall call volume continues to escalate for fire and EMS calls. The increases are mostly due to ambulance request responses; every ambulance call requires both an EMT and a Paramedic. In order for the Fire Department to staff three ambulances and a fire apparatus, staffing level must be at a minimum of 10 employees per shift.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The Fire Department and EMS will continue to be understaffed. The increased call volume will impact the response times for emergency calls for assistance.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

FIRE

AB - 10

FIRE

01-32-01

DECISION PACKAGE TITLE: Reduction of the ACFSU		NUMBER: 3 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	(102,312)	(34,388)
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		(102,312)	(34,388)
<u>DESCRIPTION:</u> Reduction of the ACFSU			
<u>JUSTIFICATION:</u> For many years, the City has relied on the ACFSU to supplement the full-time staff. However, over the past several years the City has been unable to fully staff the ACFSU; recruitment and retention of qualified and responsible members has become more difficult each year. Currently the ACFSU has five part-time members; these members have demonstrated and proven their dependability and dedication over years of service. The Fire Department proposes reducing the ACFSU to six members, the current five members plus one additional. These part-time employees will be used on an as needed basis to fill in when full time personnel take vacation or call in sick.			
<u>CONSEQUENCES OF DISAPPROVAL:</u>			
<u>OTHER INFORMATION:</u> Funds are included for the continuation of six part-time positions for the ACFSU in 2016-17.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

AMBULANCE

AB - 10

FIRE

01-32-02

DECISION PACKAGE TITLE: New Ambulance		NUMBER: 1 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	142,500	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		142,500	-
<u>DESCRIPTION:</u> Purchase of One New Ambulance			
<u>JUSTIFICATION:</u> The Fire Department's 2009 ambulance has over 89,000 miles of service. maintenance and decreasing dependability. This unit is now 7 years old and with the continued responses for all four of our EMS units it would benefit our patients to have reliable ambulances for transportation to area hospitals. Once again, Tarrant County ESD has offered the City of Benbrook \$50,000 per each Ambulance Replacement to assist departments that respond to the County for EMS in purchasing and replacing their ambulances as needed. With the cost of an ambulance being \$192,500 the grant contributes about 1/4 of the replacement cost.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The Fire Department's EMS will continue to transport patients in older and less reliable ambulances.			
<u>OTHER INFORMATION:</u> Staff has contacted Tarrant County requesting an increase in funding for the grant.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

AMBULANCE

AB - 10

FIRE

01-32-02

DECISION PACKAGE TITLE: Replace Six AEDs		NUMBER: 2 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	16,350	16,350
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		16,350	16,350
<u>DESCRIPTION:</u> Purchase Six Replacement Automatic External Defibrillators (AED)			
<u>JUSTIFICATION:</u> The Police Department patrol vehicles have an AED in each vehicle; however, these units are over fourteen years old and are no longer covered under warranty. Parts are not readily available when repairs are required. The AEDs should be replaced with new units that are under warranty and may be maintained in ready condition. The Fire Department purchases this equipment so that all of the cardiac monitors and AEDs are covered on one preventative maintenance contract.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Police patrol units will continue to assist with patient care using older and less reliable AED equipment.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

Ambulance

AB - 10

FIRE

01-32-02

DECISION PACKAGE TITLE: EMS Billing Clerk		NUMBER: 3 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	64,908	11,201
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		64,908	11,201
<u>DESCRIPTION:</u> Addition of Full-Time EMS Billing Clerk/Administrative Assistant for Fire Department			
<u>JUSTIFICATION:</u> Currently ambulance billing is processed by an administrative clerk assigned to the City Secretary's department. This position provides administrative support to the City Manager and assists the City Secretary with a variety of duties and projects. The EMS Captain travels between the Fire Station and City Hall to coordinate the billing process. The Fire Department is staffed by professional firefighters and management staff. Duties - such as telephone answering, typing, data entry, filing, and receptionist activities - are performed Fire Department staff members.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Professional firefighters will continue to perform clerical duties. The ambulance billing will continue to be processed in two different locations, requiring frequent travel between the Fire Station and City Hall.			
<u>OTHER INFORMATION:</u> The 2016-17 Proposed Budget includes funds for a part-time clerical position to assist the Fire Department.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SAFETY

MUNICIPAL COURT

AB - 10

MUNICIPAL COURT

01-33-01

DECISION PACKAGE TITLE: Part-Time Court Clerk Position		NUMBER: 1 of 1	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	11,196	11,196
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		11,196	11,196
<u>DESCRIPTION:</u> Part-Time Court Clerk Position			
<u>JUSTIFICATION:</u> Presently all incoming phone calls are handled by the two court clerks and the Finance Department clerk. Numerous periods of time these clerks are tied up handling incoming callers, unable to get to the next caller and cause delays in assisting walk-in traffic. The delays are increased during times of a clerk's absence due to approved leave and Municipal Court sessions. An additional person would not only increase efficiency in assisting citizens both via telephone and in person; it would assist the Court Clerks in performing Municipal Court tasks. Citation issuance increases approximately 3% each year. The increase in citation issuance also increases the volume of court appearances, paperwork, phone calls, walk-in traffic, and warrant issuance.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The workload of the Municipal Court will continue to increase causing stress to the two positions. This stress could hinder the professionalism of the court. Assistance to incoming phone calls and walk-in traffic will continue to lessen time needed to perform the tasks of the Municipal Court.			
<u>OTHER INFORMATION:</u> The computer, printer and scanner and necessary connections for this position will be paid from the Municipal Court Technology Fund			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

STREET MAINTENANCE

AB - 10

PUBLIC WORKS

01-42-01

DECISION PACKAGE TITLE: Signal Box Upgrade		NUMBER: 1 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	22,500	22,500
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		22,500	22,500
<u>DESCRIPTION:</u> Upgrade of Signal Cabinet Box			
<u>JUSTIFICATION:</u> The purchase of this equipment is to replace an aging signal cabinet. Parts are no longer available to be replaced in the cabinet. The battery back up unit will maintain power for up to 6 hours due to a power outage.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Disapproval could result in making an emergency purchase on a new signal cabinet should the current one fail.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

STREET MAINTENANCE

AB - 10

PUBLIC WORKS

01-42-01

DECISION PACKAGE TITLE: Replacement of Backhoe		NUMBER: 2 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	99,000	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		99,000	-
<u>DESCRIPTION:</u> Replacement of Backhoe			
<u>JUSTIFICATION:</u> To replace the Street Department's backhoe with a newer piece of equipment. This backhoe is the first line equipment used on a daily basis. If replaced, this backhoe would be assigned to the Parks Department. The Parks Department backhoe is approximately 25 years old. Estimated repairs to keep the Parks Department backhoe operational are estimated at \$10,000.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The Street Department will continue to operate with its current equipment; the Parks Department will continue to operate with an unreliable backhoe.			
<u>OTHER INFORMATION:</u> The 2016-17 Proposed Budget includes funding for the replacement of the backhoe through the Capital Asset Replacement Fund.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

STREET MAINTENANCE

AB - 10

PUBLIC WORKS

01-42-01

DECISION PACKAGE TITLE: Steer Skid Loader		NUMBER: 3 of 3	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	40,000	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		40,000	-
<u>DESCRIPTION:</u> Replacement of Skid Steer Loader			
<u>JUSTIFICATION:</u> This purchase would replace the skid steer loader used by the Street Department. The Parks maintenance Activity would receive the replaced skid steer loader for use in parks and landscaping projects.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The Street Department will continue to operate.			
<u>OTHER INFORMATION:</u> Funding for the replacement of the skid steer loader is approved in the 2016-17 Proposed Budget through the Capital Asset Replacement Fund.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

PARKS MAINTENANCE

AB - 10

PARKS AND RECREATION

01-43-01

DECISION PACKAGE TITLE: Part-Time Employees		NUMBER: 1 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000	27,370	27,370
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		27,370	27,370
<u>DESCRIPTION:</u> Addition of Two (2) Year-Round Part-Time Employees			
<u>JUSTIFICATION:</u> Service demands have reached a level that our current staff cannot keep up with. The result is growing complaints and not enough time to produce the high quality product our citizens have come to expect from our department. These two part-time employees will perform landscape maintenance			
<u>CONSEQUENCES OF DISAPPROVAL:</u> City landscaping will continue to suffer from neglect.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

PARKS MAINTENANCE

AB - 10

PARKS AND RECREATION

01-43-01

DECISION PACKAGE Utility Vehicle		NUMBER 2 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	11,000	-
TOTAL DECISION PACKAGE REQUEST		11,000	-
<u>DESCRIPTION:</u>			
One (1) Liquid cooled, Gas Engine, 2 person utility vehicle.			
<u>JUSTIFICATION:</u>			
The current UTV is used for ballfield preparation and handling trash at Dutch Branch Park without damage to the turf. The new UTV would be used primarily on the Green Ribbon area and the future landscaped areas on Hwy 377. The UTV can travel next to the planting beds without damage to the grass like the pickups. The UTV can also travel in the bar ditches on Hwy 377 and keep vehicles off the shoulders of the highway making much safer for the staff.			
<u>CONSEQUENCES OF DISAPPROVAL:</u>			
Staff will continue to use pickups to work on Green Ribbon and the future Hwy 377 landscaped areas.			
<u>OTHER INFORMATION:</u>			
Funding for the utility vehicle is included in the 2016-17 Proposed Budget through the Capital Asset Replacement Fund.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

PARKS MAINTENANCE

AB - 10

PARKS AND RECREATION

01-43-01

DECISION PACKAGE Playground Rubber Tile Replacement		NUMBER 3 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	31,000	-
TOTAL DECISION PACKAGE REQUEST		31,000	-
<u>DESCRIPTION:</u> Removal and replacement of 3,700 square feet of deteriorated rubber safety tiles located in Robot Playground.			
<u>JUSTIFICATION:</u> The current tiles are 17 years old and have worn down to the point that they do not meet the safety fall standards of the equipment located on and around it. In addition to the surface wear, the tile corners have started to curl up creating multiple trip hazards.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The playground surface will remain inadequate to support the safety fall requirements for the equipment. The surface will remain in a condition that has trip hazards located throughout the area.			
<u>OTHER INFORMATION:</u> The tile area is the only area left at Robot/Castle Park that is truly ADA accessible and could be transformed into a play area for a disabled person/ toddlers.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

PARKS MAINTENANCE

AB - 10

PARKS AND RECREATION

01-43-01

DECISION PACKAGE TITLE: Handicap Swing Set		NUMBER: 4 of 4	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	3,500	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		3,500	-
<u>DESCRIPTION:</u> Installation of one single seat handicap swing set.			
<u>JUSTIFICATION:</u> The plastic dinosaur at Robot Park is damaged beyond repair and must be removed. There is also have a need to replace a handicap swing that has been replaced twice at Castle Park. That swing was not only damaged beyond repair twice, it was not accessible to disabled people. The new swing will be located in a safer more accessible location and will meet ADA regulations.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Robot park will be down one more piece of playground equipment and we will not have any equipment available for visiting disabled children.			
<u>OTHER INFORMATION:</u> Funds are available in the 2015-16 Budget to replace and install a new swing.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

BUILDING MAINTENANCE

AB - 10

SUPPORT SERVICES

01-45-02

DECISION PACKAGE TITLE: Police Department Roof Resealing		NUMBER: 1 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	26,000	26,000
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		26,000	26,000
<u>DESCRIPTION:</u> Police Department Building Roof Resealing			
<u>JUSTIFICATION:</u> The Police Department Building's roof needs to be resealed. The current roof surface has worn to the point that the sub-base is exposed, creating an easier pathway for water to enter the building. The proposed sealant would be EPDM with a two-year labor warranty with a ten-year material warranty.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> If the project is delayed, then water entering the roof could cause structural damage to the roof and increase future repair costs. The roof leaks could also damage sensitive equipment and records inside the building.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

BUILDING MAINTENANCE

AB - 10

SUPPORT SERVICES

01-45-02

DECISION PACKAGE TITLE: Additional Generator Services		NUMBER: 2 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	4,210	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		4,210	-
<u>DESCRIPTION:</u> Additional Generator Services			
<u>JUSTIFICATION:</u> There are currently five generators in the City: Police Building, Repeater, City Hall, and two at the Fire Department. The Police Department's generator is serviced by an outside firm; services include changing fluids, maintaining operating status, and conducting annual load test to verify that the generator has the capacity to operate the building under full load. The fluids of the other four generators are changed by City staff. Staff does not have the expertise to conduct load tests on the generators or to inspect the switchgear. This request is to extend the current contract for the Police Building to cover all of the City generator maintenance, load testing, switchgear inspections, and generator inspections.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> City staff will continue to service the generators.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

BUILDING MAINTENANCE

AB - 10

SUPPORT SERVICES

01-45-02

DECISION PACKAGE TITLE: Back-Up A/C Unit for Server Room		NUMBER: 3 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	5,000	5,000
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		5,000	5,000
<u>DESCRIPTION:</u> Back-Up Air Conditioning Unit for City Hall Computer/Server Room			
<u>JUSTIFICATION:</u> The optimal temperature for a room containing a computer/server ranges from 68 to 71 degrees F. The air conditioning system that services the computer/server room at City Hall also covers the southwest quadrant of City Hall. To keep the temperature for the server within the optimal range, the thermostat must be set lower than 68 degrees. Some employees use portable heaters on a year-round basis to create a suitable work environment. The low temperature requirement strains the capacity for the current air conditioning unit. The portable heaters place a strain on the electrical load of the building. The new unit will be ductless and will connect to the exterior wall.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> The server room will continue to be vulnerable to warmer than required temperatures and staff will continue to use portable heaters.			
<u>OTHER INFORMATION:</u>			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

BUILDING MAINTENANCE

AB - 10

SUPPORT SERVICES

01-45-02

DECISION PACKAGE TITLE: Remodel City Hall Restrooms		NUMBER: 4 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	14,000	-
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		14,000	-
<u>DESCRIPTION:</u> Remodel the Men's and Women's Restrooms at City Hall			
<u>JUSTIFICATION:</u> Both restrooms at City Hall need to be updated and remodeled. City crews will remodel the facilities by removing the existing tile, sinks, and mirrors. A more-modern tile will be used along with new countertops, under-mounted sinks, full-length mirrors, and faucets. The existing toilets, urinals, and stalls will be reused to minimize remodeling costs.			
<u>CONSEQUENCES OF DISAPPROVAL:</u> Staff will continue to use current facilities.			
<u>OTHER INFORMATION:</u> The majority of work will be performed after hours and weekends to minimize disruptions to City Hall operations.			

DECISION PACKAGE DETAIL

COST CENTER DETAIL

PUBLIC SERVICES

BUILDING MAINTENANCE

AB - 10

SUPPORT SERVICES

01-45-02

DECISION PACKAGE TITLE: Remodel Showers at Police Department				NUMBER: 5 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION		
Personal Services	5000				
Supplies and Materials	5100				
Contractual Services	5200				
Repair and Maintenance	5300				
Capital Outlay	5400	4,100	-		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		4,100	-		
<u>DESCRIPTION:</u> Remodel the Men's and Women's Showers at the Police Department Building					
<u>JUSTIFICATION:</u> Both showers at the Police Department need to be updated. Some of the tiles are starting to delaminate from the backer board due to age. Water can get behind the tile and backer board and cause damage to other parts of the building. City crews will perform the work by removing the existing tile, fixtures, and back board. New tile that matches the tile in the locker room will be installed. Shower pans, curbs, and fixtures will be replaced.					
<u>CONSEQUENCES OF DISAPPROVAL:</u> Staff will continue to use current facilities.					
<u>OTHER INFORMATION:</u>					

SECTION SEVEN DEBT SERVICE

The first table provides a fund balance summary that shows the fund's beginning balance, revenues by source, expenditures by category, transfers, and ending balance. The Debt Service Fund is projected to begin the 2016-17 fiscal year with a fund balance of \$80,241 based on 2015-16 re-estimates of revenues, expenditures, transfers, and use of reserves. In 2016-17 revenues are projected to total \$481,898 and expenditures are projected to total \$954,816. A transfer in the amount of \$458,203 is scheduled for 2016-17 to the Debt Service Fund from the Storm Water Utility Fund for principal and interest costs for drainage projects financed through general obligation bonds. The use of \$14,715 in Debt Service Fund reserves is also scheduled for 2016-17; these funds are restricted and can only be used for payment of debt service principal and interest. The ending fund balance is projected to be \$65,526.

The second table provides a schedule of debt requirements from October 1, 2016 through maturity for all of the City's general obligation bonds. This table is supplemented by separate schedules for each bond issue: general obligation bonds issued in 2002 and re-financed in 2011, general obligation bonds issued in 2004 and re-financed in 2012, and general obligation bonds in 2005 and re-financed in 2013.

**DEBT SERVICE FUND
FUND BALANCE SUMMARY
2016-17**

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.

		PROPOSED 2016-17
BEGINNING BALANCE		80,241
<u>REVENUES</u>		
Ad Valorem Taxes	481,898	
Use of Money & Property	-	
TOTAL REVENUES		481,898
TOTAL FUNDS AVAILABLE		562,139
<u>EXPENDITURES</u>		
Bond Principal Retirements	815,000	
Certificate of Obligation Retirements	-	
Long-Term Note Retirements	-	
Interest Expenses	136,016	
Agent Fees and Other Expenditures	3,800	
TOTAL EXPENDITURES		954,816
AVAILABLE OVER (UNDER) EXPENDITURES		(392,677)
<u>OTHER FINANCING SOURCES (USES)</u>		
Transfers-In	458,203	
Transfers-Out	-	
TOTAL OTHER FINANCING SOURCES (USES)	98	458,203
ENDING BALANCE		65,526

**DEBT SERVICE FUND
SCHEDULE OF REQUIREMENTS
OCTOBER 1, 2016 TO MATURITY**

Year Ending 09-30	Principal	Interest	Total
17	815,000	136,015	951,015
18	835,000	118,276	953,276
19	870,000	99,939	969,939
20	895,000	80,977	975,977
21	975,000	57,967	1,032,967
22	1,015,000	30,608	1,045,608
23	245,000	13,961	258,961
24	255,000	8,486	263,486
TOTALS	<u>5,905,000</u>	<u>546,229</u>	<u>6,451,229</u>

**DEBT SERVICE FUNDS
GENERAL OBLIGATION BONDS - 2002 (ORIGINAL ISSUE) 2011 (RE-ISSUED)
SCHEDULE OF REQUIREMENTS**

Year Ending 09-30	Principal	Interest	Total
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	<u>2,320,000</u>	<u>326,696</u>	<u>2,646,696</u>

**DEBT SERVICE FUND
GENERAL OBLIGATION BONDS SERIES 2004 (ORIGINAL ISSUE) 2013 (RE-ISSUED)
SCHEDULE OF REQUIREMENTS**

Year Ending 09-30	Principal	Interest	Total
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	<u>2,350,000</u>	<u>267,071</u>	<u>2,617,071</u>

**DEBT SERVICE FUNDS
GENERAL OBLIGATION REFUNDING BONDS - SERIES 2005
SCHEDULE OF REQUIREMENTS**

Year Ending 09-30	Principal	Interest	Total
16	420,000	38,203	458,203
17	440,000	30,248	470,248
18	450,000	22,015	472,015
19	475,000	13,459	488,459
20	490,000	4,533	494,533
TOTALS	<u>2,275,000</u>	<u>108,456</u>	<u>2,383,456</u>

SECTION EIGHT SUPPLEMENTAL INFORMATION

The Supplemental Information Section provides information regarding the City's budget process including: City Charter Requirements, Budget Process, Citizen Input and Public Hearings, and a Glossary of Terms.

CITY CHARTER REQUIREMENTS

The City of Benbrook Charter, as approved by the Benbrook City Council in 1983 and amended in 1990 and again 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 at least one more public hearing on the proposed budget prior to the final adoption. Public Notice of the hearing(s) shall be published in the official medium not more than thirty days prior to the hearing(s). 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.

PUBLIC HEARINGS

The City Council will conduct two public hearings on the 2016-17 Budget and on the 2016-17 property tax rate. A separate public hearing on the property tax rate will be held to comply with the State's "Truth in Taxation" requirements. Notices on the public hearings, as well as a Summary of the 2016-17 Proposed Budget, will be published in the ***Benbrook News*** and on the City's website.

The public hearings on the 2016-17 Budget and 2016-17 property tax rate will be held in conjunction with the regular City Council meeting. Citizens will be allowed to voice their concerns and questions regarding the 2016-17 Budget and the property tax rate.

At a separate regular meeting of the City Council, the Council will vote to adopt the 2016-17 Budget and to set the property tax rate. Notices on the proposed ordinances, as well as a Summary of the 2016-17 Proposed Budget, will be posted on the City of Benbrook website at www.benbrook-tx.gov and will be published in the ***Benbrook News***.

The State Legislature enacted legislation that requires municipal governments to hold two public on the budget and requires the governing body to post this information on the government's website.

THE BUDGET PROCESS

December

The Deputy City Manager and the 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.

January

The City officially adopts the Capital Improvements Report that outlines capital improvement projects the City undertakes for the next five years.

April

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 total (salary and fringe benefit costs only) pre-printed for each activity.

May

The budget work papers are made available to the various Department Directors to prepare their budget request for the ensuing fiscal year. Worksheets, forms, and instructions are posted on the City's shared file.

The Finance Director prepares revenue re-estimates for the current fiscal year and revenue projections for the upcoming fiscal year.

June

Department Directors return completed work papers to the Finance Director. 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 five 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.

July

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 Preliminary 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.

The City Manager and Finance Director meet with City Council to canvass Council Members on any program additions or deletions that City Council members request including 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 preparing the Preliminary Budget.

Towards the end of July (before or on July 25), the City receives assessed valuation totals from the Tarrant Appraisal District. The Finance Director and the Accountant finalize property tax revenue projections.

August

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. The City Council also meets with any community group or organization that requests funding from the City of Benbrook.

The City Council continues to hold work sessions on the Proposed Budget until agreement is reached by a majority of City Council members 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 brief summary of the Proposed Budget is also published in the newspaper.

The City Council holds public hearings on the Proposed Budget and on the Proposed Tax Rate (second meeting in August).

September

The City Council holds second public hearings on the Proposed Budget (the first meeting in September) and on the Proposed Tax Rate (first meeting in September). The City Council adopts the annual budget and sets the tax rate at the next regularly-scheduled (the second meeting in September) Council Meeting after these public hearings have been conducted and after interested citizens have had an opportunity to address the City Council.

October, November, and December

During October and November, 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.

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 will be followed to obtain citizen input during the 2016-17 Budget Adoption Process:

- | | |
|------------------|--|
| October 1 - July | City Staff receives and reviews written suggestions from citizens and civic organizations for the 2016-17 Annual Budget. |
| July 7 | First public work session is held for City Staff and City Council to outline issues to be faced during the 2016-17 Budget Adoption Process. |
| July 25 | City receives final assessed valuation totals from Tarrant Appraisal District |
| August 4 | Finance Director presents assessed valuation information during City Council meeting. |
| August 4 | Proposed Budget is presented to City Council in a work session open to the public |
| August 11 | Notices of the Public Hearings 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. Information is posted on the City's website. |
| August 18 | Notices of the Public Hearings 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. Information is posted on the City's website. The first public hearings are held. |
| August 25 | Notices 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 1 Notices 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 1 Second Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of the Summary Budget are made available to all attendees).
- September 8 Notices of the Adoption of the 2016-17 Budget Ordinance, and 2016-17 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published. Information is posted on the City's website.
- September 15 Notices of the Adoption of the 2016-17 Budget Ordinance and 2016-17 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published.
- September 15 City Council adopts the 2016-17 Budget, adopts the 2016-17 Tax Rate, and ratifies property tax increase.
- December 15 The 2016-17 Budget Document is posted on the City of Benbrook's website www.benbrook-tx.gov.

BUDGET GLOSSARY

The 2016-17 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).

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.

<u>BUDGET DOCUMENT</u>	The instrument used by the budget making authority to present a comprehensive financial plan of operations to the City Council.
<u>BUDGET MESSAGE</u>	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.
<u>BUDGET ORDINANCE</u>	The official enactment, by the City Council, to authorize legally the City Staff to obligate and expend the resources of the City.
<u>BUDGETARY CONTROL</u>	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.
<u>BUDGETED AMOUNT</u>	An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.
<u>BUDGETED FUNDS</u>	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.
<u>CAPITAL ASSET REPLACEMENT</u>	A fund established by the City Council to finance major equipment (\$30,000 or more) over several years rather than during one budget year.
<u>CAPITAL IMPROVEMENT PROGRAM</u>	A long-range plan for providing the capital outlay 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.
<u>CAPITAL PROJECTS FUND</u>	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 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.

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

A basis for distinguishing types of expenditures; the major classification 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

<u>DEBT SERVICE FUND REQUIREMENTS</u>	of long-term debt principal and interest. 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.
<u>DEFICIT</u>	The excess of expenditures over revenues during an accounting period.
<u>DELINQUENT TAXES</u>	Taxes that remain unpaid on or after the date on which penalty for non-payment is attached.
<u>DEPARTMENT</u>	A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.
<u>DISBURSEMENT DIVISION</u>	Payment for goods and services in cash or by check. 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.
<u>ENCUMBRANCE</u>	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.
<u>ESTIMATED REVENUE</u>	The amount of projected revenues to be collected during the fiscal year. The projected financing sources estimated to finance the proposed projected expenditures.
<u>EXPENDITURE</u>	A decrease in the net financial resources of the City due to the acquisition of goods or services.
<u>FISCAL YEAR</u>	A twelve month period to which the annual operating budget applies. The City has established October 1 through September 30 as its fiscal year.

<u>FIXED ASSETS</u>	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.
<u>FULL FAITH AND CREDIT</u>	A pledge of the general taxing power of a government to repay debt obligations (the term is typically used in reference to bonds).
<u>FUNCTION</u>	A group of related activities aimed at accomplishing a major service.
<u>FUND</u>	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, Special Assessment Fund, and Capital Asset Replacement Fund.
<u>FUND BALANCE</u>	The excess of assets over liabilities. Fund Balance is also known as surplus funds or reserves.
<u>GENERAL FUND</u>	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.
<u>GENERAL LEDGER</u>	A file that contains a listing of various accounts necessary to reflect the financial position and results of operation of the government.
<u>GENERAL OBLIGATION BONDS</u>	Bonds that finance a variety of public improvement projects which pledge the "Full Faith and Credit" of the City for their repayment.
<u>GRANTS</u>	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.

<u>INTERFUND TRANSFERS</u>	Amounts transferred from one fund to another.
<u>INVENTORY</u>	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.
<u>INVOICE</u>	A bill requesting payment for goods or services by a vendor or other governmental unit.
<u>LEVY</u>	To impose taxes, special assessments, or service charges for the support of City activities.
<u>LINE-ITEM BUDGET</u>	A budget that lists each expenditure category (salary, supplies, travel, repairs, etc.) separately, along with the dollar amount budgeted for each specific category.
<u>LONG-TERM DEBT</u>	Debt with a maturity of more than one year after the date of issuance.
<u>MODIFIED ACCRUAL ACCOUNTING</u>	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.
<u>OBJECT CODE</u>	An expenditure category, such as salaries, supplies, travel, electricity, or communications equipment. Object codes are grouped together to form character classifications.
<u>OPERATING BUDGET</u>	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.
<u>ORDINANCE</u>	A formal legislative enactment by the governing board of a municipality.

<u>PERFORMANCE BUDGET</u>	A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.
<u>PERFORMANCE MEASUREMENT</u>	Specific quantitative and qualitative measurements of work performed as an objective of the activity, department, division, or fund.
<u>PROGRAM BUDGET</u>	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.
<u>PROPERTY TAX</u>	Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
<u>RECONCILIATION</u>	A detailed summary of the increases and decreases from one budget year to the next.
<u>REQUISITION</u>	A written request from one department to the Purchasing Agent for specific goods or services. This action precedes the authorization of a purchase order.
<u>RESERVES</u>	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.
<u>REVENUE</u>	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.
<u>REVENUE REFUNDING BONDS</u>	Bonds with principal and interest payable exclusively from a revenue source pledged as the payment source before issuance. This type of bonds can be issued with or without voter approval.

<u>RISK MANAGEMENT</u>	An organized attempt to protect a government's assets against accidental loss in the most economical method and with the least risk.
<u>SOURCE OF REVENUE</u>	Revenues are classified according to their source or point of origin.
<u>SPECIAL ASSESSMENT</u>	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.
<u>SPECIAL ASSESSMENT FUND</u>	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.
<u>TARRANT APPRAISAL DISTRICT</u>	An entity established by State of Texas law to insure uniform property appraisals for all cities in Tarrant County.
<u>TAX RATE</u>	The amount of tax stated in terms of a unit of the tax base; for example 65.00 cents per \$100 of appraised calculation of taxable property.
<u>TAX ROLL</u>	The official list showing the amount of taxes levied against each tax payer.
<u>VOUCHER</u>	A document indicating that a transaction has occurred. A voucher usually contains the account related to the transaction.
<u>WORK PROGRAM</u>	A plan of work proposed to be done during a particular period by the government in carrying out its assigned activities.