

**CITY OF BENBROOK  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

The 2017-18 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 2017-18 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 2015-16; on an original budget and re-estimated basis for 2016-17; and on a base budget, decision package, department request, and proposed budget for 2017-18. 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 2015-16; on a budget, nine-month actual, and estimated basis for 2016-17; and on a projected basis for 2017-18. 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 2015-16; on an adopted budget, six-month actual, and estimated basis for 2016-17; and on a base budget, decision packages, department request, and proposed budget basis for 2017-18. 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 depict expenditures and positions on an actual basis for 2015-16; on a budget, actual six-month, and estimated twelve-month basis for 2016-17; and on a base budget, decision package, and total request basis for 2017-18. The 2017-18 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 2017-18 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 2016-17 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 \$1,093,247 for the General Fund. Decision packages, approved for financing through the General Fund, total \$618,796.

Decision packages are presented on a summary table. This table provides the following information about each decision

package considered during review of the 2017-18 Budget: (1) department, (2) description (3) amount requested, (4) activity total, (5) amount approved by the City Manager, (6) activity total, and (7) status.

## **SECTION SEVEN - DEBT SERVICE**

The Debt Service Section provides a schedule that summarizes the City's debt service obligations for the 2017-18 fiscal year. This section includes tables that summarize the City's debt requirements from October 1, 2017 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 2017-18 City of Benbrook Budget is based on total General Fund and Debt Service Fund revenues of \$19,464,973 and total General Fund and Debt Service Fund expenditures of \$19,462,405. The Proposed Budget reflects the transfer of \$455,273 from the Storm Water Utility Fund to the Debt Service Fund and the transfer of \$100,000 from the Road Damage Fund to the General Fund. The Proposed Budget also includes the transfer of \$500,000 from the General Fund to the Capital Asset Replacement Fund. The Proposed Budget also includes the transfer of \$1,000,000 in General Fund Reserves to the Capital Projects Fund Animal Shelter Account. A transfer of \$500,000 is also included to set aside General Fund reserves to establish the Capital Facilities Fund to finance future building and facility improvements.

### **PROPERTY TAX REDUCTION**

As proposed by the City Manager, the property tax rate reflected in the 2017-18 Proposed Budget decreases by \$0.0100 to the proposed rate of \$0.6400 per \$100 valuation. The General Fund portion of the property tax rate decreases by \$0.0100 to \$0.6125; whereas the debt service portion of the property tax rate remains at the current rate of \$0.0275.

### **CHANGES IN POSITIONS AND RECLASSIFICATIONS**

The 2017-18 Proposed Budget includes the addition of five full-time positions in the Information Technology, Police, and Fire departments; the elimination of part-time positions in the Information Technology, Fire, and Building Maintenance departments; and reclassifications designed to enhance promotional opportunities in the Police and Fire departments.

#### **Additional Positions**

A full-time position has been added to the Information Technology Activity to provide an assistant to the Director. The part-time position has been deleted since these duties will be performed by the full-time employee.

The Police Department received funding for the addition of two full-time Police Officer positions. Grant funds are available for seventy-five percent of salary and fringe benefit costs; the City's costs will be twenty-five percent. A Property Custodian position has also been added to the Police Department's CIS Activity; this civilian position will assume responsibility for receipt, tracking, and release of all items assigned to the property room and will perform other duties.

In 2016-17, the Fire Chief requested the addition of a full-time position for clerical support; funds were included in the 2016-17 Budget for part-time clerical help. The Fire Department requested that these duties be performed by a full-time employee effective October 1, 2017.

### **Elimination of Part-Time Positions**

The part-time clerical position will be eliminated in the Fire Department. Funds for part-time summer help in the Building Maintenance Activity of the Public Services Department will be eliminated in the 2017-18 Proposed Budget. Part-time help was needed in past years to allow two veteran employees to use accrued vacation and other leave. The part-time IT position will also be eliminated since a full-time position has been approved.

### **Reclassification of Current Positions**

The Proposed Budget includes the reclassification of three Police Officer positions in the Police Department and the reclassification of one Fire Captain in the Fire Department.

In the 2016-17 Adopted Budget, one Police Lieutenant Position was downgraded to Police Officer. The Police Department is now requesting that this position be reclassified to Police Commander. The Police Department is also requesting that two Police Officer positions be reclassified to Corporal. Both reclassifications will provide the department with promotional opportunities and will assist in retaining valued employees.

The Fire Chief requested that one of the four Captain positions be reclassified to EMS Chief to clarify the chain of command within the Fire Department. The rank of Captain will continue to designate those employees who are responsible for supervising and overseeing each of the three shifts. The EMS Chief, a non-shift employee, will be responsible for emergency medical services and ambulance activities.

## **SALARY AND FRINGE BENEFIT ENHANCEMENTS**

The Proposed Budget includes an across-the-board cost-of-living adjustment (COLA) of two percent for full-time employees. Funds are also included for scheduled merit increases for eligible employees; approximately forty-two percent of full-time employees are eligible for a step increase in 2017-18; the 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 7.50% increase in employee health, dental, and life insurance; this increase is applied to the amount re-estimated for 2016-17. Funds are also included for employee retirement through the Texas Municipal Retirement System (TMRS). The 2017 rate is 17.09%; the rate will decrease to 16.52% effective January 1, 2018. Workers' compensation contributions are reflected at \$50,000 for 2017-18; this amount should be sufficient for 2017-18 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 \$185,000 are included in the Proposed Budget to replace five Police vehicles financed through the General Fund. The Police Department requested funds to replace five of the sport utility patrol vehicles.

The Information Technology Activity includes \$30,792 to replace and upgrade the Police Department's mobile video system; costs are allocated over a five-year period. The Police Department also received funds for the purchase of threat level III ballistic vests. Both purchases are funded through the General Fund.

The Fire Department requested funds to replace one of the ambulances. Tarrant County has agreed to provide \$60,000 in grant funds for the ambulance and the City's cost is estimated at \$164,619. The replacement of the ambulance is scheduled for purchase through the Capital Asset Replacement Fund in the 2017-18 Proposed Budget.

The purchase of one one-ton truck for the Parks Department is also scheduled in the Capital Asset Replacement Fund.

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 2017-18 are funds to replace and upgrade the

LiveScan system for fingerprint processing in the Police Department.

The 2017-18 Proposed Budget reflects the establishment of a Capital Facilities Fund to set aside General Fund reserves to finance building and facility improvements and repairs in 2017-18 and in future years. The source for the first-year of funding is \$500,000 from unallocated General Fund reserves. Projects scheduled for 2017-18 include: an evaluation of City Hall and the Police Department, replacement of the rubber tile for the playground at Castle Park, replacement of generator for Police Department, air conditioning unit for the Senior Citizens Center, and a new Monument Sign for Benbrook City Hall.

The 2017-18 Proposed Budget includes \$10,000 for replacement of lap top computers and tablets for use by the Benbrook City Council members in performing their duties and responsibilities.

## **OTHER IMPROVEMENTS**

The 2017-18 Proposed Budget includes expansion of the City's street overlay program and the rebuilding of Benbrook streets by transferring \$100,000 from the Road Damage Fund. This special revenue fund was established to repair City streets damaged from the transport of natural gas equipment and vehicles.

With the completion of Benbrook Boulevard anticipated in the 2017-18 fiscal year and the construction of the animal shelter, additional staff and or services are required for landscaping, mowing, and grounds maintenance. Staff analyzed the options and determined that expanding the City's mowing contract would be more cost-effective than hiring additional staff. An additional \$60,000 is included in the 2017-18 Proposed Budget for mowing services.

Funds in the amount of \$15,000 are included in the 2017-18 Proposed Budget for participation in the Tarrant County HOME Program. The Department of Housing and Urban Development (HUD) channels grant funds through the County; the County then allocates the funds to cities to assist owners of single-family residences with homeowner rehabilitation. The County administers the program, verifies eligibility of applicants, and determines that rehabilitations are completed. The City of Benbrook must commit to providing matching funds equal to thirty percent of the rehabilitation costs.

## **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 2015-16; on an adopted budget and re-estimated basis for 2016-17; on a base budget, department request (base budget plus decision packages), and proposed budget for 2017-18.

### **GENERAL FUND**

The General Fund began the 2016-17 year with a fund balance of \$10,920,133. The General Fund is projected to end the current fiscal year with a fund balance of \$10,021,969 based on estimated revenues of \$17,759,242; estimated expenditures of \$17,297,406; and transfers from General Fund reserves of \$200,000 to the Capital Asset Replacement Account, \$500,000 to the Animal Shelter Account of the Capital Projects Fund., \$530,000 for the Clear Fork Emergency Access Bridge Project, \$80,000 for the Vista Way Sidewalk Project, and \$50,000 for the South Benbrook Park.

The 2017-18 Proposed Budget - with revenues in the amount of \$18,940,412; expenditures in the amount of \$18,505,329; the transfer of \$100,000 from the Road Damage Fund; and transfers of \$500,000 to the Capital Asset Replacement Fund, \$500,000 to the newly-created Capital Facilities Account, and \$1,000,000 to the Animal Shelter Account; - is projected to have an ending fund balance of \$8,557,052 in 2017-18.

### **DEBT SERVICE FUND**

The Debt Service Fund began the 2016-17 year with a fund balance of \$75,180. The Debt Service Fund is projected to end the current fiscal year with a fund balance of \$66,167 based on estimated revenues of \$487,600, estimated expenditures of \$954,816, and the transfer of \$458,203 from the Storm Water Utility Fund.

The 2017-18 Proposed Budget - with revenues in the amount of \$524,561, expenditures in the amount of \$957,076, and the transfer of \$455,273 from the Storm Water Utility Fund - is projected to have an ending fund balance of \$88,925 in 2017-18.

## **OPERATING FUNDS**

The Operating Funds began the 2016-17 year with a fund balance of \$10,995,313. The Operating Funds are projected to end the current fiscal year with a fund balance of \$10,088,136 based on estimated revenues of \$18,246,842; estimated expenditures of \$18,252,222; transfer of \$458,203 from the Stormwater Utility Fund; and transfers from General Fund reserves of \$200,000 to the Capital Asset Replacement Account, \$500,000 to the Animal Shelter Account of the Capital Projects Fund., \$530,000 for the Clear Fork Emergency Access Bridge Project, \$80,000 for the Vista Way Sidewalk Project, and \$50,000 for the South Benbrook Park.

The 2017-18 Proposed Budget - with revenues in the amount of \$19,464,973; expenditures in the amount of \$19,462,405; the transfer of \$100,000 from the Road Damage Fund; the transfer of \$455,273 from the Stormwater Utility Fund; and transfers of \$500,000 to the Capital Asset Replacement Fund, \$500,000 to the newly-created Capital Facilities Account, and \$1,000,000 to the Animal Shelter Account; - is projected to have an ending fund balance of \$8,645,977 in 2017-18.

**CITY OF BENBROOK  
 CHANGES IN FUND BALANCE  
 2017-18 PROPOSED BUDGET  
 AUGUST 17, 2017**

<b>GENERAL FUND</b>	<b>2015-16 <u>ACTUAL</u></b>	<b>2016-17 ADOPTED <u>BUDGET</u></b>	<b>2016-17 <u>RE-EST</u></b>	<b>2017-18 BASE <u>BUDGET</u></b>	<b>2017-18 DECISION <u>PACKAGES</u></b>	<b>2017-18 DEPT. <u>REQUEST</u></b>	<b>2017-18 PROPOSED <u>BUDGET</u></b>
<b>BEGINNING BALANCE</b>	<b>10,519,405</b>	<b>10,368,413</b>	<b>10,920,133</b>	<b>10,021,969</b>		<b>10,021,969</b>	<b>10,021,969</b>
Revenues	17,242,508	17,502,365	17,759,242	18,492,012		18,492,012	18,940,412
<b>TOTAL FUNDS AVAILABLE</b>	<b>27,761,913</b>	<b>27,870,778</b>	<b>28,679,375</b>	<b>28,513,981</b>		<b>28,513,981</b>	<b>28,962,381</b>
Expenditures	16,041,780	17,487,650	17,297,406	17,780,816	1,093,247	18,874,063	18,505,329
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>11,720,133</b>	<b>10,383,128</b>	<b>11,381,969</b>	<b>10,733,165</b>		<b>9,639,918</b>	<b>10,457,052</b>
Transfers-In	0	0	0	0		0	100,000
Transfers-Out	800,000	1,310,000	1,360,000	0		0	2,000,000
<b>ENDING BALANCE</b>	<b>10,920,133</b>	<b>9,073,128</b>	<b>10,021,969</b>	<b>10,733,165</b>		<b>9,639,918</b>	<b>8,557,052</b>

**CITY OF BENBROOK  
 CHANGES IN FUND BALANCE  
 2017-18 PROPOSED BUDGET  
 AUGUST 17, 2017**

<b>DEBT SERVICE FUND</b>	<b>2015-16 <u>ACTUAL</u></b>	<b>2016-17 ADOPTED <u>BUDGET</u></b>	<b>2016-17 <u>RE-EST</u></b>	<b>2017-18 BASE <u>BUDGET</u></b>	<b>2017-18 DECISION PACKAGES</b>	<b>2017-18 DEPT. <u>REQUEST</u></b>	<b>2017-18 PROPOSED <u>BUDGET</u></b>
<b>BEGINNING BALANCE</b>	100,157	80,241	75,180	66,167		66,167	66,167
Revenues	409,627	481,898	487,600	522,600		522,600	524,561
<b>TOTAL FUNDS AVAILABLE</b>	<b>509,784</b>	<b>562,139</b>	<b>562,780</b>	<b>588,767</b>		<b>588,767</b>	<b>590,728</b>
Expenditures	1,495,108	954,816	954,816	957,076		957,076	957,076
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>(985,324)</b>	<b>(392,677)</b>	<b>(392,036)</b>	<b>(368,309)</b>		<b>(368,309)</b>	<b>(366,348)</b>
Transfers-In	1,060,504	458,203	458,203	455,273		455,273	455,273
Transfers-Out	0	0	0	0		0	0
<b>ENDING BALANCE</b>	<b>75,180</b>	<b>65,526</b>	<b>66,167</b>	<b>86,964</b>		<b>86,964</b>	<b>88,925</b>

**CITY OF BENBROOK  
 CHANGES IN FUND BALANCE  
 2017-18 PROPOSED BUDGET  
 AUGUST 17, 2017**

<b>OPERATING FUNDS</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 ADOPTED BUDGET</b>	<b>2016-17 RE-EST</b>	<b>2017-18 BASE BUDGET</b>	<b>2017-18 DECISION PACKAGES</b>	<b>2017-18 DEPT. REQUEST</b>	<b>2017-18 PROPOSED BUDGET</b>
<b>BEGINNING BALANCE</b>	<b>10,619,562</b>	<b>10,448,654</b>	<b>10,995,313</b>	<b>10,088,136</b>		<b>10,088,136</b>	<b>10,088,136</b>
Revenues	17,652,135	17,984,263	18,246,842	19,014,612		19,014,612	19,464,973
<b>TOTAL FUNDS AVAILABLE</b>	<b>28,271,697</b>	<b>28,432,917</b>	<b>29,242,155</b>	<b>29,102,748</b>		<b>29,102,748</b>	<b>29,553,109</b>
Expenditures	17,536,888	18,442,466	18,252,222	18,737,892	1,093,247	19,831,139	19,462,405
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>10,734,809</b>	<b>9,990,451</b>	<b>10,989,933</b>	<b>10,364,856</b>		<b>9,271,609</b>	<b>10,090,704</b>
Transfers-In	1,060,504	458,203	458,203	455,273		455,273	555,273
Transfers-Out	800,000	1,310,000	1,360,000	0		0	2,000,000
<b>ENDING BALANCE</b>	<b>10,995,313</b>	<b>9,138,654</b>	<b>10,088,136</b>	<b>10,820,129</b>		<b>9,726,882</b>	<b>8,645,977</b>

## **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 2015-16; on a budget, actual nine months (as of June 30, 2017), and estimated twelve months basis for 2016-17; and on a projected basis for 2017-18. This table depicts the change from the 2016-17 estimate compared to the 2016-17 budget and from the 2016-17 estimate compared to the 2017-18 projection.

### **GENERAL FUND**

General Fund revenues in the amount of \$18,940,412 for 2017-18 are projected to increase by \$1,181,170 compared to the 2016-17 estimate of \$17,759,242. The 2016-17 estimate of \$17,759,242 is \$256,877 over the 2016-17 adopted budget of \$17,502,365.

Explanations of changes in the 2017-18 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 2017-18 Proposed Budget includes a reduction in the property tax rate by one cent from \$0.6500 to \$0.6400. The General Fund rate is proposed to decrease by one cent to \$0.6225 to \$0.6125. The Debt Service Fund property tax rate will remain at \$0.0275.

The City of Benbrook is projected to experience property tax revenue growth in 2017-18 due to a net increase in assessed valuations for Benbrook. On July 25, 2017, 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 9.86% in a comparison of total values.

Based on the changes in the property valuations, revenue from ad valorem taxes in the amount of \$11,846,400 for 2017-18 is projected to increase by \$931,170 from the 2016-16 estimate of \$10,915,230. Current property tax revenue is projected to increase by \$931,170. Delinquent property tax revenue is projected to remain at the 2016-17 level of \$100,000. Revenue from current interest and penalties is projected to remain at the 2016-17 estimate amount of \$33,000. Revenue from delinquent interest and penalties is also projected to remain at the 2016-17 estimate of \$30,000.

### **Franchise Taxes**

Franchise taxes are projected to increase by \$11,000 from the 2016-17 total of \$1,597,000 to \$1,608,000 in 2017-18. Revenue from the electrical franchise is projected to be \$800,000 in 2017-18. Revenue from the natural gas franchise is projected to be \$75,000. Revenue from the telephone franchise is projected to be \$125,000. Revenue from the sanitation franchise is projected to be \$333,000. Revenue from the cable television franchise is projected to be \$275,000.

### **Other Taxes**

Projected sales tax collections for 2017-18 in the amount of \$2,300,000 reflects an increase of \$100,000 from the 2016-17 estimate of \$2,200,000. Revenue from mixed beverage taxes is projected to remain at \$3,502 in 2017-18. No revenue is expected from bingo tax or miscellaneous taxes.

### **Licenses, Permits, and Filing Fees**

Revenue from licenses is projected to remain at the 2016-17 estimate level of \$113,200 in 2017-18. Revenue from permits and filing fees in the amount of \$501,400 is projected to increase by \$2,000 from the 2016-17 estimate of \$499,400. The total projected for 2017-18 for licenses, permits, and filing fees is \$614,600.

## **Fines and Forfeitures**

Revenue from municipal court fines and forfeitures is projected to increase by \$17,000 from the 2016-17 estimate level of \$804,500 to \$821,500.

## **Use of Money and Property**

The 2017-18 projection of \$92,250 reflects a continuation of current revenue trends. This total is the same as the 2016-17 re-estimate. 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 2016-17 estimate is \$440,000; the 2017-18 projection is \$450,000. Additional revenue is anticipated from grant funds for Police Officers.

## **Charges for Current Services**

Revenue from Charges for Current Services for 2017-18 is projected to increase by \$10,000 over the 2016-17 estimate. The 2016-17 estimate is \$1,037,360 and the projection for 2017-18 is \$1,047,360. Revenue from ambulance services is projected to increase by \$10,000 due to an escalation in the number of calls. Other revenue including animal control fees, street, park lease and usage, and sale of goods is projected at the 2016-17 estimate level.

## **Other Revenue**

Other revenue is projected to be \$56,500 in 2016-17 and \$56,500 in 2017-18. The projection is based on historical collections.

## **Transfers**

The 2017-18 Proposed Budget includes the transfer of \$100,000 from the Road Damage Fund to the General Fund for repair and re-construction of streets and roadways damaged by vehicles and equipment used in natural gas production. There are no transfers in the 2016-17 estimate.

## **DEBT SERVICE FUND**

Debt Service Fund revenues and transfers are estimated at \$945,803 for 2016-17 and projected at \$987,634 for an increase of \$41,831.

## **Ad Valorem Taxes**

Revenues from property taxes are projected to increase in the Debt Service Fund by \$44,761 in 2017-18. This increase in revenue results from the growth of property values (assessed valuations). Revenue from property taxes is estimated at \$532,361 in 2017-18 and \$487,600 in 2016-17.

## **Transfers**

The 2016-17 estimate includes the transfer of \$458,203 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 2017-18 is \$455,273. This variation of \$2,930 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 2017-18 is \$66,167. The 2017-18 Proposed Budget is based upon adding \$22,758 to Debt Service Fund reserves to finance debt service payments

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 17, 2017  
ONE CENT REDUCTION**

<u>Account Description</u>	<u>Actual 12 Months 2015-16</u>	<u>Budgeted 2016-17</u>	<u>Actual 9 Months 2016-17</u>	<u>Estimated 2016-17</u>	<u>Variance Over(Under) Budget 2016-17</u>	<u>Projected 2017-18</u>	<u>Variance Over(Under) Estimated 2016-17</u>
<b>GENERAL FUND</b>							
Current Ad Valorem Taxes	10,251,140	10,808,823	10,262,352	10,752,230	(56,593)	11,683,400	931,170
Current Penalty and Interest	33,108	30,000	28,195	33,000	3,000	33,000	0
Delinquent Ad Valorem Taxes	60,662	55,000	95,687	100,000	45,000	100,000	0
Delinquent Penalty and Interest	20,601	17,500	26,751	30,000	12,500	30,000	0
<b>AD VALOREM TAXES</b>	<b>10,365,511</b>	<b>10,911,323</b>	<b>10,412,986</b>	<b>10,915,230</b>	<b>3,907</b>	<b>11,846,400</b>	<b>931,170</b>
Electrical Franchise Tax	812,075	814,557	731,207	800,000	(14,557)	800,000	0
Natural Gas Franchise Tax	71,336	80,000	60,223	72,000	(8,000)	75,000	3,000
Telephone Franchise Tax	77,408	100,000	106,622	125,000	25,000	125,000	0
Sanitation Franchise Tax	309,554	305,000	531,767	325,000	20,000	333,000	8,000
Cable Television Franchise Tax	361,061	322,000	164,219	275,000	(47,000)	275,000	0
<b>FRANCHISE TAXES</b>	<b>1,631,434</b>	<b>1,621,557</b>	<b>1,594,039</b>	<b>1,597,000</b>	<b>(24,557)</b>	<b>1,608,000</b>	<b>11,000</b>
City Sales Tax	2,169,612	2,100,000	1,725,853	2,200,000	100,000	2,300,000	100,000
Mixed Drinks Tax	4,093	3,500	1,138	3,502	2	3,502	0
Bingo Tax	18	0	0	0	0	0	0
<b>OTHER TAXES</b>	<b>2,173,723</b>	<b>2,103,500</b>	<b>1,726,991</b>	<b>2,203,502</b>	<b>100,002</b>	<b>2,303,502</b>	<b>100,000</b>
<b>TOTAL TAXES</b>	<b>14,170,668</b>	<b>14,636,380</b>	<b>13,734,015</b>	<b>14,715,732</b>	<b>79,352</b>	<b>15,757,902</b>	<b>1,042,170</b>
Dog Licenses	1,130	1,100	542	1,200	100	1,200	0
Electrical Licenses	28,157	23,000	31,611	35,000	12,000	35,000	0
Plumbing Licenses	39,055	30,500	47,033	52,000	21,500	52,000	0
Miscellaneous Licenses	30,370	32,000	20,815	25,000	(7,000)	25,000	0
<b>TOTAL LICENSES</b>	<b>98,713</b>	<b>86,600</b>	<b>100,001</b>	<b>113,200</b>	<b>26,600</b>	<b>113,200</b>	<b>0</b>

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 17, 2017  
ONE CENT REDUCTION**

<u>Account Description</u>	<u>Actual 12 Months 2015-16</u>	<u>Budgeted 2016-17</u>	<u>Actual 9 Months 2016-17</u>	<u>Estimated 2016-17</u>	<u>Variance Over(Under) Budget 2016-17</u>	<u>Projected 2017-18</u>	<u>Variance Over(Under) Estimated 2016-17</u>
Building Permits	465,580	360,000	393,517	450,000	90,000	450,000	0
Alarm Permits	27,798	24,000	16,800	28,000	4,000	28,000	0
Fire Code Permits	675	650	305	650	0	650	0
Zoning Filing Fees	500	500	3,043	3,050	2,550	3,050	0
Subdivision Filing Fees	3,571	2,000	1,599	2,000	0	2,000	0
Development Inspect Fees	630	100	2,684	2,700	2,600	2,700	0
Other Permits and Filing Fees	16,483	17,500	9,904	13,000	(4,500)	15,000	2,000
<b>PERMITS &amp; FILING FEES</b>	<b>515,236</b>	<b>404,750</b>	<b>427,852</b>	<b>499,400</b>	<b>94,650</b>	<b>501,400</b>	<b>2,000</b>
<b>LICENSES, PERMITS, &amp; FILING FEES</b>	<b>613,949</b>	<b>491,350</b>	<b>527,854</b>	<b>612,600</b>	<b>121,250</b>	<b>614,600</b>	<b>2,000</b>
Municipal Court Fines	416,148	420,000	291,760	420,000	0	425,000	5,000
Warrant Fees	20,555	18,000	21,678	23,000	5,000	25,000	2,000
Defensive Driving School	8,336	8,000	8,422	10,000	2,000	11,000	1,000
Ticket Dismissal Fees	9,280	9,000	7,455	9,500	500	10,000	500
Arrest Fees	26,858	26,000	21,552	27,000	1,000	28,000	1,000
Special Expense Fees	252,877	235,000	193,389	265,000	30,000	270,000	5,000
Restitution Fees - City	53,405	55,000	28,276	35,000	(20,000)	37,500	2,500
Other Fines and Forfeitures	15,063	15,000	12,020	15,000	0	15,000	0
<b>FINES AND FORFEITURES</b>	<b>802,523</b>	<b>786,000</b>	<b>584,553</b>	<b>804,500</b>	<b>18,500</b>	<b>821,500</b>	<b>17,000</b>
Interest on Investments	21,106	10,000	16,343	30,000	20,000	30,000	0
Building Rentals	300	250	0	250	0	250	0
Gas Well Permits	40,195	40,250	29,250	30,000	(10,250)	30,000	0
Misc. Revenue Money and Property	44,566	33,000	28,141	32,000	(1,000)	32,000	0
<b>USE OF MONEY &amp; PROPERTY</b>	<b>106,167</b>	<b>83,500</b>	<b>73,734</b>	<b>92,250</b>	<b>8,750</b>	<b>92,250</b>	<b>0</b>

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 17, 2017  
ONE CENT REDUCTION**

<u>Account Description</u>	<b>Actual 12 Months 2015-16</b>	<b>Budgeted 2016-17</b>	<b>Actual 9 Months 2016-17</b>	<b>Estimated 2016-17</b>	<b>Variance Over(Under) Budget 2016-17</b>	<b>Projected 2017-18</b>	<b>Variance Over(Under) Estimated 2016-17</b>
Fire Service Contract	257,025	225,000	183,647	225,000	0	225,000	0
Misc. Revenue from Other Agencies	171,079	200,000	127,352	200,000	0	210,000	10,000
Other Agency Revenue	209,586	15,000	(2,049)	15,000	0	15,000	0
<b>REVENUE FR. OTHER AGENCIES</b>	<b>637,689</b>	<b>440,000</b>	<b>308,950</b>	<b>440,000</b>	<b>0</b>	<b>450,000</b>	<b>10,000</b>
Dog Pound Fees	2,490	2,300	1,785	2,750	450	2,750	0
Lot Cleaning/Mowing Fees	816	4,000	1,016	1,200	(2,800)	1,200	0
Ambulance Fees	724,584	825,000	551,963	840,000	15,000	850,000	10,000
Street Cut Charges	96,776	110,000	31,515	100,000	(10,000)	100,000	0
Misc. Service Charges	0	0	0	0	0	0	0
<b>CITIZEN SERVICES</b>	<b>824,666</b>	<b>941,300</b>	<b>586,279</b>	<b>943,950</b>	<b>2,650</b>	<b>953,950</b>	<b>10,000</b>
Park Lease Fees	19,120	19,000	14,685	19,200	200	19,200	0
Park Usage Fees	32,755	30,000	24,587	30,000	0	30,000	0
Misc. Recreation Fees	4,098	5,000	3,866	5,000	0	5,000	0
<b>RECREATION SERVICES</b>	<b>55,973</b>	<b>54,000</b>	<b>43,138</b>	<b>54,200</b>	<b>200</b>	<b>54,200</b>	<b>0</b>
Tax Certificates	8,039	7,825	4,043	5,000	(2,825)	5,000	0
Maps, Copies, and Publications	7	10	10	10	0	10	0
Trash Bags	7,296	5,500	5,155	5,500	0	5,500	0
Salvage	760	1,000	638	700	(300)	700	0
Equipment	0	2,000	0	2,000	0	2,000	0
Cemetery Lots	550	500	0	0	(500)	0	0
Vehicles	9,100	10,000	22,144	23,000	13,000	23,000	0
Misc. Sale of Goods	2,967	2,500	2,951	3,300	800	3,300	0
<b>SALE OF GOODS</b>	<b>28,718</b>	<b>29,335</b>	<b>34,940</b>	<b>39,510</b>	<b>10,175</b>	<b>39,510</b>	<b>0</b>
<b>CHARGES FOR CURRENT SERVICES</b>	<b>909,357</b>	<b>1,024,635</b>	<b>664,357</b>	<b>1,037,660</b>	<b>13,025</b>	<b>1,047,660</b>	<b>10,000</b>

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 17, 2017  
ONE CENT REDUCTION**

<u>Account Description</u>	<u>Actual 12 Months 2015-16</u>	<u>Budgeted 2016-17</u>	<u>Actual 9 Months 2016-17</u>	<u>Estimated 2016-17</u>	<u>Variance Over(Under) Budget 2016-17</u>	<u>Projected 2017-18</u>	<u>Variance Over(Under) Estimated 2016-17</u>
Insurance Refunds	2,155	2,000	33,050	5,000	3,000	5,000	0
Credit Card Fee	0	3,500	1,342	1,500	(2,000)	1,500	0
Miscellaneous Revenue	0	35,000	(9,905)	50,000	15,000	50,000	0
<b>OTHER REVENUE</b>	<b>2,155</b>	<b>40,500</b>	<b>24,487</b>	<b>56,500</b>	<b>16,000</b>	<b>56,500</b>	<b>0</b>
<b>TRANSFERS -IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b><u>17,242,508</u></b>	<b><u>17,502,365</u></b>	<b><u>15,917,949</u></b>	<b><u>17,759,242</u></b>	<b><u>256,877</u></b>	<b><u>18,940,412</u></b>	<b><u>1,181,170</u></b>
<b>DEBT SERVICE FUND</b>							
Current Ad Valorem Taxes	405,152	477,498	453,258	480,000	2,502	524,561	44,561
Current Penalty and Interest	1,106	1,100	1,246	1,300	200	1,500	200
Delinquent Ad Valorem Taxes	2,369	2,500	4,227	4,900	2,400	4,900	0
Delinquent Penalty and Interest	1,000	800	1,281	1,400	600	1,300	(100)
<b>AD VALOREM TAXES</b>	<b>409,627</b>	<b>481,898</b>	<b>460,012</b>	<b>487,600</b>	<b>5,702</b>	<b>532,261</b>	<b>44,661</b>
Miscellaneous	1,060,504	458,203	0	458,203	0	455,273	(2,930)
<b>Other Revenue</b>	<b>1,060,504</b>	<b>458,203</b>	<b>0</b>	<b>458,203</b>	<b>0</b>	<b>455,273</b>	<b>(2,930)</b>
<b>TOTAL REVENUES</b>	<b>1,470,131</b>	<b>940,101</b>	<b>460,012</b>	<b>945,803</b>	<b>5,702</b>	<b>987,534</b>	<b>41,731</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b><u>18,712,639</u></b>	<b><u>18,442,466</u></b>	<b><u>16,377,961</u></b>	<b><u>18,705,045</u></b>	<b><u>262,579</u></b>	<b><u>19,927,946</u></b>	<b><u>1,222,901</u></b>

## **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 2015-16; on an adopted budget, six month actual, and twelve month estimate basis for 2016-17; on a base budget, decision package, department request (base budget plus decision packages total), and City Manager proposed for 2017-18. The chart also summarizes the changes made by the City Manager to the department requests.

### **GENERAL FUND**

Department Requests for the 2017-18 Proposed Budget total \$18,874,063. Base Budget requests total \$17,780,816 and Decision Packages totaled \$1,093,247. The City Manager reviewed the Department Requests and made adjustments in funding levels. Even with the addition of funds for a two percent across-the-board cost-of-living adjustment for full-time employees, the City Manager's revisions resulted in a net decrease of \$368,734 in funds and a revised total for the General Fund of \$18,505,329. The Proposed Budget includes three transfers from General Fund reserves: \$1,000,000 to the Capital Projects Fund Animal Shelter Account, \$500,000 to the Capital Facilities Fund, and \$500,000 to the Capital Asset Replacement Account. These transfers result in a net increase of \$1,631,266. Total General Fund expenditures and transfers in the 2017-18 Proposed Budget are \$20,505,329.

### **DEBT SERVICE FUND**

Debt Service expenditures for 2017-18 are \$957,076 or \$2,260 over the 2016-17 estimate of \$954,816. 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 2017-18 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  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2016-17	2016-17	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>GENERAL GOVERNMENT</b>										
<b>City Council</b>										
Personal Services	8,460	9,128	4,243	8,847	(281)	9,128	0	9,128	9,128	0
Supplies & Materials	0	300	0	300	0	300	0	300	10,300	10,000
Contractual Services	12,666	9,350	2,962	9,350	0	9,350	0	9,350	9,350	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
<b>Total</b>	<b>21,126</b>	<b>18,778</b>	<b>7,205</b>	<b>18,497</b>	<b>(281)</b>	<b>18,778</b>	<b>0</b>	<b>18,778</b>	<b>28,778</b>	<b>10,000</b>
<b>City Manager</b>										
Personal Services	362,961	383,194	185,666	381,065	(2,129)	370,272	0	370,272	376,773	6,501
Supplies & Materials	145	300	0	150	(150)	300	0	300	150	(150)
Contractual Services	4,945	10,220	1,360	10,220	0	13,045	0	13,045	12,575	(470)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>368,051</b>	<b>393,714</b>	<b>187,025</b>	<b>391,435</b>	<b>(2,279)</b>	<b>383,617</b>	<b>0</b>	<b>383,617</b>	<b>389,498</b>	<b>5,881</b>
<b>City Secretary</b>										
Personal Services	341,026	361,587	180,255	359,087	(2,500)	362,826	0	362,826	368,900	6,074
Supplies & Materials	1,362	1,900	624	1,500	(400)	1,500	0	1,500	1,500	0
Contractual Services	13,768	65,695	7,355	61,615	(4,080)	64,515	0	64,515	64,515	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
<b>Total</b>	<b>356,156</b>	<b>429,182</b>	<b>188,234</b>	<b>422,202</b>	<b>(6,980)</b>	<b>428,841</b>	<b>0</b>	<b>428,841</b>	<b>434,915</b>	<b>6,074</b>
<b>Non-Departmental</b>										
Personal Services	25,552	22,045	12,752	26,136	4,091	22,045	0	22,045	22,045	0
Supplies & Materials	26,748	25,750	7,941	22,250	(3,500)	22,100	0	22,100	22,100	0
Contractual Services	1,007,594	1,110,159	923,861	1,117,154	6,995	1,405,915	0	1,405,915	1,405,915	0
Repair & Maintenance	9,696	1,000	5,046	5,617	4,617	11,000	0	11,000	11,000	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,069,588</b>	<b>1,158,954</b>	<b>949,600</b>	<b>1,171,157</b>	<b>12,203</b>	<b>1,461,060</b>	<b>0</b>	<b>1,461,060</b>	<b>1,461,060</b>	<b>0</b>
<b>GENERAL GOVERNMENT</b>										
<b>Personal Services</b>	<b>737,999</b>	<b>775,954</b>	<b>382,916</b>	<b>775,135</b>	<b>(819)</b>	<b>764,271</b>	<b>0</b>	<b>764,271</b>	<b>776,846</b>	<b>12,575</b>
<b>Supplies &amp; Materials</b>	<b>28,255</b>	<b>28,250</b>	<b>8,565</b>	<b>24,200</b>	<b>(4,050)</b>	<b>24,200</b>	<b>0</b>	<b>24,200</b>	<b>34,050</b>	<b>9,850</b>
<b>Contractual Services</b>	<b>1,038,972</b>	<b>1,195,424</b>	<b>935,537</b>	<b>1,198,339</b>	<b>2,915</b>	<b>1,492,825</b>	<b>0</b>	<b>1,492,825</b>	<b>1,492,355</b>	<b>(470)</b>
<b>Repair &amp; Maintenance</b>	<b>9,696</b>	<b>1,000</b>	<b>5,046</b>	<b>5,617</b>	<b>4,617</b>	<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>1,814,921</b>	<b>2,000,628</b>	<b>1,332,065</b>	<b>2,003,291</b>	<b>2,663</b>	<b>2,292,296</b>	<b>0</b>	<b>2,292,296</b>	<b>2,314,251</b>	<b>21,955</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2016-17	2016-17	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>STAFF SERVICES</b>										
<b>Finance</b>										
Personal Services	363,980	394,148	186,079	382,272	(11,876)	393,686	0	393,686	400,502	6,816
Supplies & Materials	806	1,500	20	1,500	0	1,500	0	1,500	800	(700)
Contractual Services	120,772	126,785	137,522	141,430	14,645	153,950	0	153,950	143,950	(10,000)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>485,558</b>	<b>522,433</b>	<b>323,621</b>	<b>525,202</b>	<b>2,769</b>	<b>549,136</b>	<b>0</b>	<b>549,136</b>	<b>545,252</b>	<b>(3,884)</b>
<b>Information Technology</b>										
Personal Services	171,342	186,111	88,341	183,116	(2,995)	186,885	72,536	259,421	272,059	12,638
Supplies & Materials	178,058	192,935	137,430	193,035	100	164,638	32,445	197,083	183,738	(13,345)
Contractual Services	35,597	38,650	21,380	41,050	2,400	44,650	0	44,650	71,442	26,792
Repair & Maintenance	12,130	16,000	4,551	16,000	0	16,000	0	16,000	16,000	0
Capital Outlay	0	0	0	0	0	0	120,000	120,000	0	(120,000)
<b>Total</b>	<b>397,128</b>	<b>433,696</b>	<b>251,703</b>	<b>433,201</b>	<b>(495)</b>	<b>412,173</b>	<b>224,981</b>	<b>637,154</b>	<b>543,239</b>	<b>(93,915)</b>
<b>Personnel</b>										
Personal Services	0	0	0	0	0	0	0	0	0	0
Supplies & Materials	3,916	4,000	362	1,500	(2,500)	2,000	0	2,000	2,000	0
Contractual Services	31,775	49,300	28,043	43,500	(5,800)	46,800	0	46,800	46,800	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
<b>Total</b>	<b>35,691</b>	<b>53,300</b>	<b>28,405</b>	<b>45,000</b>	<b>(8,300)</b>	<b>48,800</b>	<b>0</b>	<b>48,800</b>	<b>48,800</b>	<b>0</b>
<b>STAFF SERVICES</b>										
<b>Personal Services</b>	<b>535,323</b>	<b>580,259</b>	<b>274,420</b>	<b>565,388</b>	<b>(14,871)</b>	<b>580,571</b>	<b>72,536</b>	<b>653,107</b>	<b>672,561</b>	<b>19,454</b>
<b>Supplies &amp; Materials</b>	<b>182,780</b>	<b>198,435</b>	<b>137,812</b>	<b>196,035</b>	<b>(2,400)</b>	<b>168,138</b>	<b>32,445</b>	<b>200,583</b>	<b>186,538</b>	<b>(14,045)</b>
<b>Contractual Services</b>	<b>188,144</b>	<b>214,735</b>	<b>186,945</b>	<b>225,980</b>	<b>11,245</b>	<b>245,400</b>	<b>0</b>	<b>245,400</b>	<b>262,192</b>	<b>16,792</b>
<b>Repair &amp; Maintenance</b>	<b>12,130</b>	<b>16,000</b>	<b>4,551</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>16,000</b>	<b>0</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>	<b>(120,000)</b>
<b>Total</b>	<b>918,377</b>	<b>1,009,429</b>	<b>603,728</b>	<b>1,003,403</b>	<b>24</b> <b>(6,026)</b>	<b>1,010,109</b>	<b>224,981</b>	<b>1,235,090</b>	<b>1,137,291</b>	<b>(97,799)</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2017-18 PROPOSED BUDGET**  
**AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	12 MONTHS		BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2016-17	6 MONTHS	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
	2015-16	2016-17	2016-17	2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>PUBLIC SAFETY</b>										
<b>Police Management Services</b>										
Personal Services	317,498	324,223	167,679	322,680	(1,543)	325,664	0	325,664	331,343	5,679
Supplies & Materials	357	500	444	600	100	500	0	500	500	0
Contractual Services	2,541	6,700	240	6,700	0	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
<b>Total</b>	<b>320,396</b>	<b>331,423</b>	<b>168,363</b>	<b>329,980</b>	<b>(1,443)</b>	<b>332,864</b>	<b>0</b>	<b>332,864</b>	<b>338,543</b>	<b>5,679</b>
<b>Communications Records</b>										
Personal Services	622,120	780,258	395,308	780,732	474	787,317	0	787,317	799,690	12,373
Supplies & Materials	7,408	7,500	3,565	7,500	0	7,500	0	7,500	7,500	0
Contractual Services	58,467	56,340	21,528	43,377	(12,963)	42,400	0	42,400	42,200	(200)
Repair & Maintenance	1,719	1,250	463	1,250	0	1,250	0	1,250	1,000	(250)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>689,713</b>	<b>845,348</b>	<b>420,864</b>	<b>832,859</b>	<b>(12,489)</b>	<b>838,467</b>	<b>0</b>	<b>838,467</b>	<b>850,390</b>	<b>11,923</b>
<b>Patrol</b>										
Personal Services	3,434,153	3,638,821	1,828,583	3,595,170	(43,651)	3,768,261	117,836	3,886,097	3,973,782	87,685
Supplies & Materials	80,965	121,500	46,849	106,000	(15,500)	121,000	11,000	132,000	121,000	(11,000)
Contractual Services	18,697	18,350	11,481	20,050	1,700	21,100	0	21,100	21,100	0
Repair & Maintenance	38,769	41,100	14,105	43,600	2,500	49,707	0	49,707	49,707	0
Capital Outlay	174,935	172,321	155,619	155,619	(16,702)	185,000	0	185,000	185,000	0
<b>Total</b>	<b>3,747,518</b>	<b>3,992,092</b>	<b>2,056,637</b>	<b>3,920,439</b>	<b>(71,653)</b>	<b>4,145,068</b>	<b>128,836</b>	<b>4,273,904</b>	<b>4,350,589</b>	<b>76,685</b>
<b>Criminal Investigation</b>										
Personal Services	924,945	885,575	426,335	845,770	(39,805)	770,909	80,214	851,123	866,539	15,416
Supplies & Materials	7,100	10,850	3,952	8,600	(2,250)	9,900	0	9,900	8,900	(1,000)
Contractual Services	23,497	19,525	7,883	22,025	2,500	20,500	0	20,500	20,500	0
Repair & Maintenance	2,435	4,200	577	2,200	(2,000)	3,200	0	3,200	3,200	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>957,977</b>	<b>920,150</b>	<b>438,747</b>	<b>878,595</b>	<b>(41,555)</b>	<b>804,509</b>	<b>80,214</b>	<b>884,723</b>	<b>899,139</b>	<b>14,416</b>
<b>Crime Prevention</b>										
Personal Services	75,907	244,214	81,910	230,446	(13,768)	243,950	0	243,950	247,894	3,944
Supplies & Materials	519	700	858	1,300	600	1,300	0	1,300	1,300	0
Contractual Services	853	950	120	1,100	150	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
<b>Total</b>	<b>77,280</b>	<b>245,864</b>	<b>82,888</b>	<b>232,846</b>	<b>(13,018)</b>	<b>246,200</b>	<b>0</b>	<b>246,200</b>	<b>250,144</b>	<b>3,944</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2016-17	2016-17	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>School Safety</b>										
Personal Services	27,284	33,685	20,465	33,685	0	38,497	0	38,497	42,603	4,106
Supplies & Materials	0	200	181	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
<b>Total</b>	<b>27,284</b>	<b>33,885</b>	<b>20,646</b>	<b>33,885</b>	<b>0</b>	<b>38,697</b>	<b>0</b>	<b>38,697</b>	<b>42,803</b>	<b>4,106</b>
<b>Animal Control</b>										
Personal Services	101,396	109,645	55,705	110,782	1,137	113,906	0	113,906	115,254	1,348
Supplies & Materials	3,177	4,925	3,076	6,500	1,575	4,625	0	4,625	4,625	0
Contractual Services	5,962	7,375	1,724	7,275	(100)	7,875	0	7,875	7,875	0
Repair & Maintenance	1,281	2,000	432	1,700	(300)	1,800	0	1,800	1,800	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>111,815</b>	<b>123,945</b>	<b>60,937</b>	<b>126,257</b>	<b>2,312</b>	<b>128,206</b>	<b>0</b>	<b>128,206</b>	<b>129,554</b>	<b>1,348</b>
<b>POLICE</b>										
Personal Services	5,503,303	6,016,421	2,975,985	5,919,265	(97,156)	6,048,504	198,050	6,246,554	6,377,105	130,551
Supplies & Materials	99,525	146,175	58,925	130,700	(15,475)	145,025	11,000	156,025	144,025	(12,000)
Contractual Services	110,017	109,240	42,976	100,527	(8,713)	99,525	0	99,525	99,325	(200)
Repair & Maintenance	44,204	48,550	15,576	48,750	200	55,957	0	55,957	55,707	(250)
Capital Outlay	174,935	172,321	155,619	155,619	(16,702)	185,000	0	185,000	185,000	0
<b>Total</b>	<b>5,931,984</b>	<b>6,492,707</b>	<b>3,249,081</b>	<b>6,354,861</b>	<b>(137,846)</b>	<b>6,534,011</b>	<b>209,050</b>	<b>6,743,061</b>	<b>6,861,162</b>	<b>118,101</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL 2015-16	BUDGET 2016-17	12 MONTHS		BUDGET VERSUS ESTIMATE	BASE BUDGET 2017-18	DECISION PKGS. 2017-18	DEPT. REQUEST 2017-18	CITY MANAGER 2017-18	CHANGES FROM REQUEST 2017-18
			6 MONTHS 2016-17	ESTIMATE 2016-17						
<b>Fire</b>										
Personal Services	2,617,843	3,095,822	1,452,250	2,973,943	(121,879)	3,108,354	61,540	3,169,894	3,124,890	(45,004)
Supplies & Materials	81,268	86,700	36,319	85,208	(1,492)	85,100	0	85,100	85,100	0
Contractual Services	62,095	62,300	26,710	67,200	4,900	72,795	0	72,795	72,795	0
Repair & Maintenance	66,320	66,500	57,090	75,500	9,000	68,500	0	68,500	68,500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2,827,526</b>	<b>3,311,322</b>	<b>1,572,368</b>	<b>3,201,851</b>	<b>(109,471)</b>	<b>3,334,749</b>	<b>61,540</b>	<b>3,396,289</b>	<b>3,351,285</b>	<b>(45,004)</b>
<b>EMS</b>										
Personal Services	0	0	0	0	0	0	0	0	0	0
Supplies & Materials	291,224	95,650	44,225	95,650	0	95,550	0	95,550	95,550	0
Contractual Services	16,117	15,600	10,693	17,925	2,325	16,425	0	16,425	16,925	500
Repair & Maintenance	12,864	17,600	9,736	14,000	(3,600)	20,525	0	20,525	20,525	0
Capital Outlay	0	0	0	0	0	0	164,619	164,619	0	(164,619)
<b>Total</b>	<b>320,206</b>	<b>128,850</b>	<b>64,653</b>	<b>127,575</b>	<b>(1,275)</b>	<b>132,500</b>	<b>164,619</b>	<b>297,119</b>	<b>133,000</b>	<b>(164,119)</b>
<b>FIRE</b>										
Personal Services	2,617,843	3,095,822	1,452,250	2,973,943	(121,879)	3,108,354	61,540	3,169,894	3,124,890	(45,004)
Supplies & Materials	372,493	182,350	80,543	180,858	(1,492)	180,650	0	180,650	180,650	0
Contractual Services	78,212	77,900	37,402	85,125	7,225	89,220	0	89,220	89,720	500
Repair & Maintenance	79,184	84,100	66,825	89,500	5,400	89,025	0	89,025	89,025	0
Capital Outlay	0	0	0	0	0	0	164,619	164,619	0	(164,619)
<b>Total</b>	<b>3,147,732</b>	<b>3,440,172</b>	<b>1,637,022</b>	<b>3,329,426</b>	<b>(110,746)</b>	<b>3,467,249</b>	<b>226,159</b>	<b>3,693,408</b>	<b>3,484,285</b>	<b>(209,123)</b>
<b>Municipal Court</b>										
Personal Services	187,820	213,364	104,280	211,352	(2,012)	222,498	0	222,498	225,231	2,733
Supplies & Materials	1,550	1,700	574	1,200	(500)	1,400	0	1,400	1,400	0
Contractual Services	1,462	3,800	1,397	3,800	0	4,500	0	4,500	4,500	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
<b>Total</b>	<b>190,831</b>	<b>218,864</b>	<b>106,251</b>	<b>216,352</b>	<b>(2,512)</b>	<b>228,398</b>	<b>0</b>	<b>228,398</b>	<b>231,131</b>	<b>2,733</b>
<b>Code Compliance</b>										
Personal Services	86,887	92,980	39,720	81,573	(11,407)	76,411	0	76,411	77,587	1,176
Supplies & Materials	1,520	1,350	877	1,350	0	1,350	0	1,350	1,350	0
Contractual Services	3,895	3,750	677	3,810	60	3,810	0	3,810	3,810	0
Repair & Maintenance	40	415	520	600	185	500	0	500	500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>92,341</b>	<b>98,495</b>	<b>41,794</b>	<b>87,333</b>	<b>(11,162)</b>	<b>82,071</b>	<b>0</b>	<b>82,071</b>	<b>83,247</b>	<b>1,176</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	12 MONTHS		BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2017-18	6 MONTHS	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
	2015-16	2017-18	2016-17	2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>PUBLIC SAFETY</b>										
Personal Services	8,395,853	9,418,587	4,572,236	9,186,133	(232,454)	9,455,767	259,590	9,715,357	9,804,813	89,456
Supplies & Materials	475,087	331,575	140,919	314,108	(17,467)	328,425	11,000	339,425	327,425	(12,000)
Contractual Services	193,586	194,690	82,453	193,262	(1,428)	197,055	0	197,055	197,355	300
Repair & Maintenance	123,428	133,065	82,922	138,850	5,785	145,482	0	145,482	145,232	(250)
Capital Outlay	174,935	172,321	155,619	155,619	(16,702)	185,000	164,619	349,619	185,000	(164,619)
<b>Total</b>	<b>9,362,889</b>	<b>10,250,238</b>	<b>5,034,148</b>	<b>9,987,972</b>	<b>(262,266)</b>	<b>10,311,729</b>	<b>435,209</b>	<b>10,746,938</b>	<b>10,659,825</b>	<b>(87,113)</b>
<b>PUBLIC SERVICES</b>										
<b>Management Services</b>										
Personal Services	187,445	187,784	95,484	186,485	(1,299)	187,960	0	187,960	191,366	3,406
Supplies & Materials	0	100	23	100	0	100	0	100	100	0
Contractual Services	20,042	25,057	11,591	25,057	0	25,057	42,400	67,457	40,057	(27,400)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>207,487</b>	<b>212,941</b>	<b>107,099</b>	<b>211,642</b>	<b>(1,299)</b>	<b>213,117</b>	<b>42,400</b>	<b>255,517</b>	<b>231,523</b>	<b>(23,994)</b>
<b>Public Works - Street Maint.</b>										
Personal Services	688,592	746,817	369,240	736,798	(10,019)	749,561	0	749,561	761,362	11,801
Supplies & Materials	34,613	37,650	15,679	37,695	45	37,150	0	37,150	37,150	0
Contractual Services	241,369	236,800	119,077	240,800	4,000	240,800	0	240,800	239,500	(1,300)
Repair & Maintenance	379,919	382,500	90,517	382,500	0	381,550	150,000	531,550	481,550	(50,000)
Capital Outlay	800	22,500	22,410	22,410	(90)	0	0	0	0	0
<b>Total</b>	<b>1,345,293</b>	<b>1,426,267</b>	<b>616,923</b>	<b>1,420,203</b>	<b>(6,064)</b>	<b>1,409,061</b>	<b>150,000</b>	<b>1,559,061</b>	<b>1,519,562</b>	<b>(39,499)</b>
<b>Park Maintenance</b>										
Personal Services	666,149	757,927	367,533	750,903	(7,024)	765,363	68,457	833,820	777,026	(56,794)
Supplies & Materials	27,862	30,800	13,574	31,699	899	32,100	0	32,100	28,600	(3,500)
Contractual Services	165,977	110,850	42,940	127,350	16,500	127,350	0	127,350	187,350	60,000
Repair & Maintenance	47,217	50,700	28,567	50,200	(500)	47,700	0	47,700	46,700	(1,000)
Capital Outlay	10,159	0	0	0	0	0	84,000	84,000	0	(84,000)
<b>Total</b>	<b>917,364</b>	<b>950,277</b>	<b>452,615</b>	<b>960,152</b>	<b>28,985</b>	<b>972,513</b>	<b>152,457</b>	<b>1,124,970</b>	<b>1,039,676</b>	<b>(85,294)</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2017-18	2016-17	ESTIMATE 2016-17	VERSUS ESTIMATE	BUDGET 2017-18	PKGS. 2017-18	REQUEST 2017-18	MANAGER 2017-18	FROM REQUEST 2017-18
<b>Support Services- Fleet Maint.</b>										
Personal Services	190,754	208,119	102,671	203,835	(4,284)	211,109	0	211,109	214,334	3,225
Supplies & Materials	10,272	15,250	7,939	15,367	117	15,100	6,500	21,600	21,600	0
Contractual Services	12,499	12,975	5,738	13,975	1,000	13,875	0	13,875	13,875	0
Repair & Maintenance	4,456	5,850	4,459	5,944	94	5,950	0	5,950	5,950	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>217,981</b>	<b>242,194</b>	<b>120,807</b>	<b>239,121</b>	<b>(3,073)</b>	<b>246,034</b>	<b>6,500</b>	<b>252,534</b>	<b>255,759</b>	<b>3,225</b>
<b>Support Services - Building Maint.</b>										
Personal Services	151,142	155,932	74,328	154,917	(1,015)	163,122	0	163,122	161,807	(1,315)
Supplies & Materials	19,743	19,350	8,190	21,350	2,000	22,350	0	22,350	24,350	2,000
Contractual Services	35,678	29,700	14,911	32,300	2,600	31,700	0	31,700	31,700	0
Repair & Maintenance	16,783	51,500	34,923	51,500	0	51,500	71,700	123,200	56,200	(67,000)
Capital Outlay	0	5,000	3,975	5,000	0	0	0	0	0	0
<b>Total</b>	<b>223,346</b>	<b>261,482</b>	<b>136,327</b>	<b>265,067</b>	<b>3,585</b>	<b>268,672</b>	<b>71,700</b>	<b>340,372</b>	<b>274,057</b>	<b>(66,315)</b>
<b>Engineering</b>										
Personal Services	258,106	271,936	136,588	270,936	(1,000)	271,108	0	271,108	275,824	4,716
Supplies & Materials	836	1,950	810	1,950	0	1,950	0	1,950	1,950	0
Contractual Services	11,253	17,005	952	16,157	(848)	17,005	0	17,005	17,005	0
Repair & Maintenance	326	500	543	1,348	848	500	0	500	500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>270,521</b>	<b>291,391</b>	<b>138,893</b>	<b>290,391</b>	<b>(1,000)</b>	<b>290,563</b>	<b>0</b>	<b>290,563</b>	<b>295,279</b>	<b>4,716</b>
<b>PUBLIC SERVICES</b>										
Personal Services	2,142,188	2,328,515	1,145,844	2,303,874	(24,641)	2,348,223	68,457	2,416,680	2,381,719	(34,961)
Supplies & Materials	93,327	105,100	46,215	108,161	3,061	108,750	6,500	115,250	113,750	(1,500)
Contractual Services	486,818	432,387	195,209	455,639	23,252	455,787	42,400	498,187	529,487	31,300
Repair & Maintenance	448,700	491,050	159,010	491,492	442	487,200	221,700	708,900	590,900	(118,000)
Capital Outlay	10,959	27,500	26,385	27,410	(90)	0	84,000	84,000	0	(84,000)
<b>Total</b>	<b>3,181,993</b>	<b>3,384,552</b>	<b>1,572,664</b>	<b>3,386,576</b>	<b>2,024</b>	<b>3,399,960</b>	<b>423,057</b>	<b>3,823,017</b>	<b>3,615,856</b>	<b>(207,161)</b>
<b>COMMUNITY DEVELOPMENT</b>										
<b>Management Services</b>										
Personal Services	214,716	219,503	181,503	278,660	59,157	183,806	0	183,806	187,130	3,324
Supplies & Materials	3,430	1,500	1,840	3,000	1,500	3,680	0	3,680	3,000	(680)
Contractual Services	18,896	24,300	3,693	16,895	(7,405)	12,045	10,000	22,045	12,045	(10,000)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>237,042</b>	<b>245,303</b>	<b>187,036</b>	<b>298,555</b>	<b>53,252</b>	<b>199,531</b>	<b>10,000</b>	<b>209,531</b>	<b>202,175</b>	<b>(7,356)</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL	BUDGET	6 MONTHS	12 MONTHS	BUDGET	BASE	DECISION	DEPT.	CITY	CHANGES
	2015-16	2016-17	2016-17	ESTIMATE	VERSUS	BUDGET	PKGS.	REQUEST	MANAGER	FROM REQUEST
				2016-17	ESTIMATE	2017-18	2017-18	2017-18	2017-18	2017-18
<b>Planning</b>										
Personal Services	206,140	245,314	115,804	267,163	21,849	213,573	0	213,573	216,817	3,244
Supplies & Materials	402	500	224	500	0	500	0	500	500	0
Contractual Services	5,567	14,365	4,622	11,500	(2,865)	10,600	0	10,600	10,600	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
<b>Total</b>	<b>212,109</b>	<b>260,179</b>	<b>120,650</b>	<b>279,163</b>	<b>18,984</b>	<b>224,673</b>	<b>0</b>	<b>224,673</b>	<b>227,917</b>	<b>3,244</b>
<b>Inspections</b>										
Personal Services	302,214	325,711	164,920	326,836	1,125	329,674	0	329,674	335,170	5,496
Supplies & Materials	4,016	4,000	2,012	4,000	0	4,000	0	4,000	4,000	0
Contractual Services	7,510	6,110	1,981	6,110	0	7,344	0	7,344	7,344	0
Repair & Maintenance	707	1,500	29	1,500	0	1,500	0	1,500	1,500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>314,448</b>	<b>337,321</b>	<b>168,942</b>	<b>338,446</b>	<b>1,125</b>	<b>342,518</b>	<b>0</b>	<b>342,518</b>	<b>348,014</b>	<b>5,496</b>
<b>COMMUNITY DEVELOPMENT</b>										
Personal Services	723,071	790,528	462,227	872,659	82,131	727,053	0	727,053	739,117	12,064
Supplies & Materials	7,849	6,000	4,077	7,500	1,500	8,180	0	8,180	7,500	(680)
Contractual Services	31,973	44,775	10,296	34,505	(10,270)	29,989	10,000	39,989	29,989	(10,000)
Repair & Maintenance	707	1,500	29	1,500	0	1,500	0	1,500	1,500	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>763,599</b>	<b>842,803</b>	<b>476,628</b>	<b>916,164</b>	<b>73,361</b>	<b>766,722</b>	<b>10,000</b>	<b>776,722</b>	<b>778,106</b>	<b>1,384</b>
<b>YEAR-ENDING ADJUSTMENTS</b>										
Audit Adjustments	-	0	0	0	0	0	0	0	0	0
<b>YEAR-ENDING ADJUSTMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GENERAL FUND</b>										
Personal Services	12,534,433	13,893,843	6,837,644	13,703,189	(190,654)	13,875,885	400,583	14,276,468	14,375,056	98,588
Supplies & Materials	787,298	669,360	337,588	650,004	(19,356)	637,693	49,945	687,638	669,263	(18,375)
Contractual Services	1,939,494	2,082,011	1,410,441	2,107,725	25,714	2,421,056	52,400	2,473,456	2,511,378	37,922
Repair & Maintenance	594,661	642,615	251,558	653,459	10,844	661,182	221,700	882,882	764,632	(118,250)
Capital Outlay	185,894	199,821	182,004	183,029	(16,792)	185,000	368,619	553,619	185,000	(368,619)
Audit Adjustments	0	0	0	0	0	0	0	0	0	0
<b>SUB-TOTAL GENERAL FUND</b>	<b>16,041,780</b>	<b>17,487,650</b>	<b>9,019,234</b>	<b>17,297,406</b>	<b>(190,244)</b>	<b>17,780,816</b>	<b>1,093,247</b>	<b>18,874,063</b>	<b>18,505,329</b>	<b>(368,734)</b>

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**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	12 MONTHS BUDGET					BASE BUDGET 2017-18	DECISION PKGS. 2017-18	DEPT. REQUEST 2017-18	CITY MANAGER 2017-18	CHANGES FROM REQUEST 2017-18
	ACTUAL	BUDGET	6 MONTHS	ESTIMATE	BUDGET					
	2015-16	2016-17	2016-17	2016-17	ESTIMATE					
<b>TRANSFERS</b>										
Transfer to Capital Facilities Fund	0	0	0	0	0	0	0	0	500,000	500,000
Transfer to CAR Fund	300,000	200,000	0	200,000	0	0	0	0	500,000	500,000
Transfer to Capital Projects	0	0	0	0	0	0	0	0	0	0
<b>TRANSFERS</b>	<b>300,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>SPECIAL PROJECTS</b>										
Animal Shelter Project	500,000	500,000	500,000	500,000	0	0	0	0	1,000,000	1,000,000
Clear Fork Emergencyl Bridge P	0	530,000	530,000	530,000	0	0	0	0	-	0
Vista Way Sidewalk Project	0	80,000	80,000	80,000	0	0	0	0	-	0
South Benbrook Pocket Park	0	0	0	50,000	50,000	0	0	0	0	0
<b>SPECIAL PROJECTS</b>	<b>500,000</b>	<b>1,110,000</b>	<b>1,110,000</b>	<b>1,160,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>GENERAL FUND</b>										
Personal Services	12,534,433	13,893,843	6,837,644	13,703,189	(190,654)	13,875,885	400,583	14,276,468	14,375,056	98,588
Supplies & Materials	787,298	669,360	337,588	650,004	(19,356)	637,693	49,945	687,638	669,263	(18,375)
Contractual Services	1,939,494	2,082,011	1,410,441	2,107,725	25,714	2,421,056	52,400	2,473,456	2,511,378	37,922
Repair & Maintenance	594,661	642,615	251,558	653,459	10,844	661,182	221,700	882,882	764,632	(118,250)
Capital Outlay	185,894	199,821	182,004	183,029	(16,792)	185,000	368,619	553,619	185,000	(368,619)
Audit Adjustments	0	0	0	0	0	0	0	0	0	0
Transfers	300,000	200,000	0	200,000	0	0	0	0	1,000,000	1,000,000
Special Projects	500,000	1,110,000	1,110,000	1,160,000	50,000	0	0	0	1,000,000	1,000,000
<b>TOTAL GENERAL FUND</b>	<b>16,841,780</b>	<b>18,797,650</b>	<b>10,129,234</b>	<b>18,657,406</b>	<b>(140,244)</b>	<b>17,780,816</b>	<b>1,093,247</b>	<b>18,874,063</b>	<b>20,505,329</b>	<b>1,631,266</b>
<b>DEBT SERVICE FUND</b>										
<b>PRINCIPAL</b>										
GO Bonds - 2013 Series	0	220,000	0	220,000	0	220,000	0	220,000	220,000	0
GO Bonds - 2011 Refunding	150,000	155,000	0	155,000	0	165,000	0	165,000	165,000	0
GO Bonds - 2004 Series	420,000	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	45,000	440,000	0	440,000	0	450,000	0	450,000	450,000	0
OTHER FUNDS	645,000	0	0	0	0	0	0	0	0	0
<b>TOTAL PRINCIPAL</b>	<b>1,260,000</b>	<b>815,000</b>	<b>0</b>	<b>815,000</b>	<b>0</b>	<b>835,000</b>	<b>0</b>	<b>835,000</b>	<b>835,000</b>	<b>0</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

ACTIVITY	ACTUAL 2015-16	BUDGET 2016-17	12 MONTHS		BUDGET VERSUS ESTIMATE	BASE BUDGET 2017-18	DECISION PKGS. 2017-18	DEPT. REQUEST 2017-18	CITY MANAGER 2017-18	CHANGES FROM REQUEST 2017-18
			6 MONTHS 2016-17	ESTIMATE 2016-17						
<b>INTEREST</b>										
GO Bonds - 2013 Series	0	44,457	0	44,457	0	39,639	0	39,639	39,639	0
GO Bonds - 2011 Refunding	27,775	61,311	0	61,311	0	56,622	0	56,622	56,622	0
GO Bonds - 2004 Series	38,203	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	65,779	30,248	0	30,248	0	22,015	0	22,015	22,015	0
<b>OTHER FUNDS</b>	103,051	0	0	0	0	0	0	0	0	0
Bond Issuance Cost	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INTEREST</b>	<b>234,807</b>	<b>136,016</b>	<b>0</b>	<b>136,016</b>	<b>0</b>	<b>118,276</b>	<b>0</b>	<b>118,276</b>	<b>118,276</b>	<b>0</b>
Fiscal Charges	300	3,800	0	3,800	0	3,800	0	3,800	3,800	0
<b>TOTAL DEBT SERVICE FUND</b>	<b>1,495,107</b>	<b>954,816</b>	<b>-</b>	<b>954,816</b>	<b>-</b>	<b>957,076</b>	<b>-</b>	<b>957,076</b>	<b>957,076</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>18,336,887</b>	<b>19,752,466</b>	<b>10,129,234</b>	<b>19,612,222</b>	<b>(140,244)</b>	<b>18,737,892</b>	<b>1,093,247</b>	<b>19,831,139</b>	<b>21,462,405</b>	<b>1,631,266</b>

<b>CITY OF BENBROOK</b>				
<b>2017-18 PROPOSED BUDGET</b>				
<b>SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST</b>				
<b>AUGUST 17, 2017</b>				
<b>TOTAL EXPENDITURES - DEPARTMENT REQUEST</b>				<b>19,831,139</b>
<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>ACTIVITY TOTAL</b>	
Mayor and Council	Funds to replace lap top computers and tablets	10,000	10,000	
City Manager	2.00% COLA	6,501		
	Decrease in funds for office supplies	(150)		
	Reduction of funds for dues and memberships	(470)	5,881	
City Secretary	2.00% COLA	6,074	6,074	
Non-Departmental	No Changes	-	-	
Finance	2.00% COLA	6,816		
	Decrease in funds for office supplies	(700)		
	Reduction in funds for property tax services	(10,000)	(3,884)	
Information Technology	2.00% COLA	2,665		
	Additional funds for Full-Time IT Assistant position	26,357		
	Elimination of Part-Time position	(16,384)		
	Deferral of Decision Package for LaserFiche Upgrade	(13,345)		
	Decrease in funds for contractual services	(4,000)		
	Replacement of Video System for Police Department	30,792		
	Replacement of Video System (Purchase)	(120,000)	(93,915)	
Personnel	None	-	-	
Police - Management Services	2.00% COLA	5,679	5,679	
Police - Communications/Records	2.00% COLA	12,373		
	Decrease in funds for training services (use of grant funds)	(200)		
	Reduction of funds for equipment maintenance	(250)	11,923	

<b>CITY OF BENBROOK</b>			
<b>2017-18 PROPOSED BUDGET</b>			
<b>SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST</b>			
<b>AUGUST 17, 2017</b>			
<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>ACTIVITY TOTAL</b>
Police - Patrol	2.00% COLA	87,685	
	Decrease in funds for motor vehicle supplies	(10,000)	
	Reduction in funds for ammunition (stockpiled in 2016-17)	(1,000)	76,685
Police - C.I.S.	2.00% COLA	15,416	
	Decrease in funds for motor vehicle supplies	(1,000)	14,416
Police - Crime Prevention	2.00% COLA	3,944	3,944
Police School Safety	Salary adjustment from \$9.00 per hour to \$10.00 per hour	4,106	4,106
Police - Animal Control	2.00% COLA	1,348	1,348
Fire	2.00% COLA	29,996	
	Decrease in funds for overtime	(75,000)	(45,004)
Ambulance	Increase in funds for training	500	
	Funding of ambulance replacement through Capital Asset Replacement Fund	(164,619)	(164,119)
Municipal Court	2.00% COLA	2,733	2,733
Code Compliance	2.00% COLA	1,176	1,176

CITY OF BENBROOK				
2017-18 PROPOSED BUDGET				
SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST				
AUGUST 17, 2017				
ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL	
Public Services	2.00% COLA	3,406		
	Partial Funding for Tarrant County Home Program	(15,000)		
	Deferral of City Hall and Police Department Facilities Evaluation	(12,400)	(23,994)	
Street Maintenance	2.00% COLA	11,801		
	Elimination of funds for professional services	(500)		
	Decrease in funds for equipment rentals	(500)		
	Reduction in funds for training	(300)		
	Partial funding of decision package for additional paving	(50,000)	(39,499)	
Parks Maintenance	2.00% COLA	11,663		
	Deferral of funding additional full-time Field Service Worker	(68,457)		
	Expansion of mowing contract services	60,000		
	Decrease in funds for vehicle supplies	(2,500)		
	Reduction in funds for landscape maintenance	(1,000)		
	Decrease in funds for parks and grounds maintenance	(1,000)		
	Funding of one-ton truck through Capital Assets Replacement Fund	(53,000)		
	Funding of rubber tile for playground through Facilities Account	(31,000)	(85,294)	
Fleet Maintenance	2.00% COLA	3,225	3,225	
Building Maintenance	2.00% COLA	2,185		
	Elimination of funds for part-time summer help	(3,500)		
	Additional funds for operating supplies	2,000		
	Funding for Police Department generator through Facilities Account	(45,000)		
	Funding for air conditioner for Senior Center through Facilities Account	(12,000)		
	Funding for City Hall Monument Sign through Facilities Account	(10,000)	(66,315)	
Engineering	2.00% COLA	4,716	4,716	
Community Development	2.00% COLA	3,324		
	Decrease in funds for office supplies	(680)		
	Deferral of decision package for GIS evaluation	(10,000)	(7,356)	

<b>CITY OF BENBROOK</b>				
<b>2017-18 PROPOSED BUDGET</b>				
<b>SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST</b>				
<b>AUGUST 17, 2017</b>				
<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>ACTIVITY TOTAL</b>	
Planning and Zoning	2.00% COLA	3,244	3,244	
Inspections	2.00% COLA	5,496	5,496	
Transfers	Transfer to Capital Asset Replacement Fund	500,000		
	Transfer to Animal Shelter Account/Capital Projects Fund	1,000,000		
	Transfer to Facilities Fund	500,000	2,000,000	
Debt Service	No changes	-	-	
<b>TOTAL CHANGES</b>			<b>1,631,266</b>	
	<b>TOTAL EXPENDITURES - PROPOSED BUDGET</b>			<b>21,462,405</b>

## **SECTION FIVE ACTIVITY SUMMARIES**

The Activity Summary forms, provided for each General Fund Activity, summarize expenditures and positions on an actual basis for 2015-16; on a budget, actual six-month, and estimated twelve-month basis for 2016-17; and on a base budget, decision package, and total request basis for 2017-18. The 2017-18 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	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	8,460	9,128	4,243	8,847	9,128	0	9,128	9,128	0
5100	Supplies & Materials	0	300	0	300	300	0	300	10,300	10,000
5200	Contractual Services	12,666	9,350	2,962	9,350	9,350	0	9,350	9,350	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
<b>TOTAL EXPENDITURES</b>		21,126	18,778	7,205	18,497	18,778	0	18,778	28,778	10,000

<b>BUDGETED POSITIONS</b>	7	7	7	7	7	0	7	7	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> None	0
<b>CITY COUNCIL CHANGES</b> Replacement of LapTops and Tablets for Council	10,000
<b>TOTAL CHANGES</b>	<b>10,000</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

GENERAL GOVERNMENT

CITY MANAGER

CITY MANAGER

01-12-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	355,161	383,194	181,765	381,065	370,272	0	370,272	376,773	6,501
5100	Supplies & Materials	145	300	0	150	300	0	300	150	(150)
5200	Contractual Services	12,745	10,220	5,260	10,220	13,045	0	13,045	12,575	(470)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		368,051	393,714	187,025	391,435	383,617	0	383,617	389,498	5,881

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for City Manager and Management Analyst	6,501
Decrease in Funds for Office Supplies	(150)
Reduction of Funds for Dues and Memberships	(470)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>5,881</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY**

**PROPOSED BUDGET**

**GENERAL GOVERNMENT**

**CITY SECRETARY**

**CITY SECRETARY**

**01-13-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	337,426	361,587	180,255	359,087	362,826	0	362,826	368,900	6,074
5100	Supplies & Materials	1,362	1,900	624	1,500	1,500	0	1,500	1,500	0
5200	Contractual Services	17,368	65,695	7,355	61,615	64,515	0	64,515	64,515	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
<b>TOTAL EXPENDITURES</b>		356,156	429,182	188,234	422,202	428,841	0	428,841	434,915	6,074

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> Salary Adjustment for City Secretary Employees	6,074
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>6,074</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

GENERAL GOVERNMENT

NON-DEPARTMENTAL

NON-DEPARTMENTAL

01-15-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	25,552	22,045	12,752	26,136	22,045	0	22,045	22,045	0
5100	Supplies & Materials	26,748	25,750	7,942	22,250	22,100	0	22,100	22,100	0
5200	Contractual Services	1,007,593	1,110,159	923,861	1,117,154	1,405,915	0	1,405,915	1,405,915	0
5300	Repair & Maintenance	9,695	1,000	5,046	5,617	11,000	0	11,000	11,000	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		1,069,588	1,158,954	949,601	1,171,157	1,461,060	0	1,461,060	1,461,060	0

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0
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**EXPLANATION OF CHANGES FROM REQUEST**

**SUMMARY OF DECISION PACKAGES**

<b>CITY MANAGER CHANGES</b> None	0
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>0</b>

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## STAFF SERVICES

## FINANCE

## FINANCE

01-21-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	360,380	394,148	184,279	382,272	393,686	0	393,686	400,502	6,816
5100	Supplies & Materials	806	1,500	20	1,500	1,500	0	1,500	800	(700)
5200	Contractual Services	124,372	126,785	139,322	141,430	153,950	0	153,950	143,950	(10,000)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		485,558	522,433	323,621	525,202	549,136	0	549,136	545,252	(3,884)

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Finance Department Employees	6,816
Decrease in funds for office supplies	(700)
Reduction in funds for Property Tax Services	(10,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(3,884)</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## STAFF SERVICES

## INFORMATION TECHNOLOGY

## INFORMATION TECHNOLOGY

01-23-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	171,342	186,111	88,342	183,116	186,885	72,536	259,421	272,059	12,638
5100	Supplies & Materials	178,058	192,935	137,430	193,035	164,638	32,445	197,083	183,738	(13,345)
5200	Contractual Services	35,597	38,650	21,380	41,050	44,650	0	44,650	71,442	26,792
5300	Repair & Maintenance	12,130	16,000	4,551	16,000	16,000	0	16,000	16,000	0
5400	Capital Outlay	0	0	0	0	0	120,000	120,000	0	(120,000)
<b>TOTAL EXPENDITURES</b>		<b>397,127</b>	<b>433,696</b>	<b>251,703</b>	<b>433,201</b>	<b>412,173</b>	<b>224,981</b>	<b>637,154</b>	<b>543,239</b>	<b>(93,915)</b>

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	1	2	2	0
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### **EXPLANATION OF CHANGES FROM REQUEST**

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Information Technology Director	2,665
Reclassification of Requested Full-Time Position	26,357
Elimination of Part-Time IT Position	(16,384)
Deferral of Decision Packages for LaserFiche Upgrade	(13,345)
Decrease in funds for contractual services	(4,000)
Replacement of Video System for Police Department	30,792
Replacement of Video System (Purchase)	(120,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(93,915)</b>

### **SUMMARY OF DECISION PACKAGES**

<b>FUNDED</b>	
Police Video System Replacement	30,792
LiveScan Replacement for Police Department	19,100
Full-Time I T Assistant Position	72,536
<b>NOT FUNDED</b>	
Police Video System Replacement	89,208
LaserFiche Upgrade	13,345
<b>TOTAL DECISION PACKAGES</b>	<b>224,981</b>

**ACTIVITY SUMMARY**

**PROPOSED BUDGET**

**STAFF SERVICES**

**PERSONNEL**

**PERSONNEL**

**01-24-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			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	3,816	4,000	362	1,500	2,000	0	2,000	2,000	0
5200	Contractual Services	31,775	49,300	28,043	43,500	46,800	0	46,800	46,800	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
<b>TOTAL EXPENDITURES</b>		35,591	53,300	28,405	45,000	48,800	0	48,800	48,800	0

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> None	0
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>0</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## MANAGEMENT SERVICES

01-31-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18		BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS						
5000	Personal Services	312,098	324,223	164,979	322,680	325,664	0	325,664	331,343	5,679	
5100	Supplies & Materials	357	500	444	600	500	0	500	500	0	
5200	Contractual Services	7,941	6,700	2,940	6,700	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	
<b>TOTAL EXPENDITURES</b>		320,396	331,423	168,363	329,980	332,864	0	332,864	338,543	5,679	

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> Salary Adjustment for Police Chief and Administrative Manager	5,679
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>5,679</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## COMMUNICATIONS/RECORDS

01-31-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	622,120	780,258	395,308	780,732	787,317	0	787,317	799,690	12,373
5100	Supplies & Materials	7,408	7,500	3,565	7,500	7,500	0	7,500	7,500	0
5200	Contractual Services	58,467	56,340	21,528	43,377	42,400	0	42,400	42,200	(200)
5300	Repair & Maintenance	1,719	1,250	463	1,250	1,250	0	1,250	1,000	(250)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		689,714	845,348	420,864	832,859	838,467	0	838,467	850,390	11,923

<b>BUDGETED POSITIONS</b>	9	10	10	10	10	0	10	10	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Communications/Records Employees	12,373
Decrease in funds for training (grant funds available)	(200)
Reduction of funds for equipment maintenance	(250)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>11,923</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## PATROL

01-31-03

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	3,434,153	3,638,821	1,828,583	3,595,170	3,768,261	117,836	3,886,097	3,973,782	87,685
5100	Supplies & Materials	80,965	121,500	46,849	116,000	121,000	11,000	132,000	121,000	(11,000)
5200	Contractual Services	18,697	18,350	11,481	20,050	21,100	0	21,100	21,100	0
5300	Repair & Maintenance	38,769	41,100	14,105	43,600	49,707	0	49,707	49,707	0
5400	Capital Outlay	174,935	172,321	155,619	155,619	185,000	0	185,000	185,000	0
<b>TOTAL EXPENDITURES</b>		<b>3,747,518</b>	<b>3,992,092</b>	<b>2,056,637</b>	<b>3,930,439</b>	<b>4,145,068</b>	<b>128,836</b>	<b>4,273,904</b>	<b>4,350,589</b>	<b>76,685</b>

<b>BUDGETED POSITIONS</b>	33	34	34	34	34	2	36	36	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Patrol Activity Employees	87,685
Decrease in funds for motor vehicle supplies	(10,000)
Reduction in funds for ammunition	(1,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>76,685</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Reclassification of Officer to Commander	65,635
Reclassification of Two Officers to Corporal	7,671
Matching Funds for Two Officers	44,530
Threat Level III Ballistic Vests	11,000
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>128,836</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## C. I. S.

01-31-04

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	924,945	885,575	426,335	845,770	770,909	80,214	851,123	866,539	15,416
5100	Supplies & Materials	7,100	10,850	3,952	8,600	9,900	0	9,900	8,900	(1,000)
5200	Contractual Services	23,497	19,525	7,883	22,025	20,500	0	20,500	20,500	0
5300	Repair & Maintenance	2,435	4,200	577	2,200	3,200	0	3,200	3,200	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		957,977	920,150	438,747	878,595	804,509	80,214	884,723	899,139	14,416

<b>BUDGETED POSITIONS</b>	6	5	5	5	5	1	6	6	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment of CIS Activity Employees	15,416
Reduction in funds for motor vehicle supplies	(1,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	14,416

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
Property Custodian Position	80,214
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	80,214

**ACTIVITY SUMMARY**

**PROPOSED BUDGET**

**PUBLIC SAFETY**

**POLICE**

**CRIME PREVENTION**

**01-31-05**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	75,907	244,214	81,910	230,446	243,950	0	243,950	247,894	3,944
5100	Supplies & Materials	519	700	858	1,300	1,300	0	1,300	1,300	0
5200	Contractual Services	853	950	120	1,100	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
<b>TOTAL EXPENDITURES</b>		77,280	245,864	82,888	232,846	246,200	0	246,200	250,144	3,944

<b>BUDGETED POSITIONS</b>	1	1	1	1	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> Salary Adjustment for Crime Prevention Employees	3,944
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>3,944</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## SCHOOL SAFETY

01-31-06

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	27,284	33,685	20,464	33,685	38,497	0	38,497	42,603	4,106
5100	Supplies & Materials	0	200	181	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
<b>TOTAL EXPENDITURES</b>		27,284	33,885	20,645	33,885	38,697	0	38,697	42,803	4,106

<b>BUDGETED POSITIONS</b>	6	6	6	6	7	0	7	7	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> Salary Adjustment for School Crossing Guards	4,106
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>4,106</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY**

**PROPOSED BUDGET**

**PUBLIC SAFETY**

**POLICE**

**ANIMAL CONTROL**

**01-31-07**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	101,396	109,645	55,705	110,782	113,906	0	113,906	115,254	1,348
5100	Supplies & Materials	3,177	4,925	3,076	6,500	4,625	0	4,625	4,625	0
5200	Contractual Services	5,962	7,375	1,724	7,275	7,875	0	7,875	7,875	0
5300	Repair & Maintenance	1,281	2,000	432	1,700	1,800	0	1,800	1,800	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		111,815	123,945	60,937	126,257	128,206	0	128,206	129,554	1,348

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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**EXPLANATION OF CHANGES FROM REQUEST**

**SUMMARY OF DECISION PACKAGES**

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Animal Control Officer	1,348
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>1,348</b>

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## FIRE

## FIRE

## 01-32-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	2,617,843	3,095,822	1,452,250	2,973,943	3,108,354	61,540	3,169,894	3,124,890	(45,004)
5100	Supplies & Materials	81,268	86,700	36,319	85,208	85,100	0	85,100	85,100	0
5200	Contractual Services	62,095	62,300	26,709	67,200	72,795	0	72,795	72,795	0
5300	Repair & Maintenance	66,320	66,500	57,090	75,500	68,500	0	68,500	68,500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		2,827,526	3,311,322	1,572,368	3,201,851	3,334,749	61,540	3,396,289	3,351,285	(45,004)

<b>BUDGETED POSITIONS</b>	24	27	27	27	27	1	28	28	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Fire Department Employees	29,996
Reduction of funds for overtime pay	(75,000)
<b>CITY COUNCIL CHANGES</b>	
None	
<b>TOTAL CHANGES</b>	<b>(45,004)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Reclassification of Part-Time Clerk to Full-Time	55,645
Reclassification of Captain to EMS Chief	5,895
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>61,540</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## FIRE

## EMS

## 01-32-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			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	291,224	95,650	44,225	95,650	95,550	0	95,550	95,550	0
5200	Contractual Services	16,117	15,600	10,693	17,925	16,425	0	16,425	16,925	500
5300	Repair & Maintenance	12,864	17,600	9,736	14,000	20,525	0	20,525	20,525	0
5400	Capital Outlay	0	0	0	0	0	164,619	164,619	0	(164,619)
<b>TOTAL EXPENDITURES</b>		320,205	128,850	64,654	127,575	132,500	164,619	297,119	133,000	(164,119)

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Increase in funds for training	500
Replacement of Ambulance through Capital Asset Replacement Account Fund	(164,619)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(164,119)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	
<b>NOT FUNDED</b>	
Replacement of One Ambulance Capital Asset Replacement Account Funding	164,619
<b>TOTAL DECISION PACKAGES</b>	<b>164,619</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## MUNICIPAL COURT

## MUNICIPAL COURT

## 01-33-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	187,820	213,364	104,280	211,352	222,498	0	222,498	225,231	2,733
5100	Supplies & Materials	1,550	1,700	574	1,200	1,400	0	1,400	1,400	0
5200	Contractual Services	1,462	3,800	1,397	3,800	4,500	0	4,500	4,500	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
<b>TOTAL EXPENDITURES</b>		190,832	218,864	106,251	216,352	228,398	0	228,398	231,131	2,733

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Municipal Court Employees	2,733
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>2,733</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY**

**PROPOSED BUDGET**

**PUBLIC SERVICES**

**CODE COMPLIANCE**

**CODE COMPLIANCE**

**01-34-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	86,887	92,980	39,720	81,573	76,411	0	76,411	77,587	1,176
5100	Supplies & Materials	1,520	1,350	877	1,350	1,350	0	1,350	1,350	0
5200	Contractual Services	3,895	3,750	677	3,810	3,810	0	3,810	3,810	0
5300	Repair & Maintenance	40	415	520	600	500	0	500	500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		92,342	98,495	41,794	87,333	82,071	0	82,071	83,247	1,176

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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**EXPLANATION OF CHANGES FROM REQUEST**

**SUMMARY OF DECISION PACKAGES**

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Code Compliance Officer	1,176
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>1,176</b>

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## MANAGEMENT SERVICES

## MANAGEMENT SERVICES

## 01-41-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	183,245	187,784	93,385	186,485	187,960	0	187,960	191,366	3,406
5100	Supplies & Materials	0	100	23	100	100	0	100	100	0
5200	Contractual Services	24,242	25,057	13,691	25,057	25,057	42,400	67,457	40,057	(27,400)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		207,487	212,941	107,099	211,642	213,117	42,400	255,517	231,523	(23,994)

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Public Services Director	3,406
Partial Funding of Tarrant County Home Program	(15,000)
Deferral of City Hall and Police Department Facilities Evaluation	(12,400)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(23,994)</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
Tarrant County Home Program	15,000
<b>NOT FUNDED</b>	
Tarrant County Home Program	15,000
City Hall and Police Department Facilities Evaluation	12,400
<b>TOTAL DECISION PACKAGES</b>	<b>42,400</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## PUBLIC WORKS

## STREET MAINTENANCE

## 01-42-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	688,592	746,817	369,240	736,798	749,561	0	749,561	761,362	11,801
5100	Supplies & Materials	34,613	37,650	15,679	37,695	37,150	0	37,150	37,150	0
5200	Contractual Services	241,369	236,800	119,077	240,800	240,800	0	240,800	239,500	(1,300)
5300	Repair & Maintenance	379,919	382,500	90,518	382,500	381,550	150,000	531,550	481,550	(50,000)
5400	Capital Outlay	800	22,500	22,410	22,410	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		1,345,293	1,426,267	616,924	1,420,203	1,409,061	150,000	1,559,061	1,519,562	(39,499)

<b>BUDGETED POSITIONS</b>	8	8	8	8	8	0	8	8	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Public Works Department Employees	11,801
Elimination of funds for other professional services	(500)
Decrease in funds for equipment rentals	(500)
Reduction in funds for training	(300)
Partial funding of decision package for additional paving	(50,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(39,499)</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
Additional funds for Overlay Program	50,000
Additional funds for street paving (\$100,000 requested)	50,000
<b>NOT FUNDED</b>	
Additional funds for street paving (\$100,000 requested)	50,000
<b>TOTAL DECISION PACKAGES</b>	<b>150,000</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## PARKS AND RECREATION

## PARKS MAINTENANCE

## 01-43-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	666,149	757,927	367,533	750,903	765,363	68,457	833,820	777,026	(56,794)
5100	Supplies & Materials	27,862	30,800	13,574	31,699	32,100	0	32,100	28,600	(3,500)
5200	Contractual Services	165,977	110,850	42,940	127,350	127,350	0	127,350	187,350	60,000
5300	Repair & Maintenance	47,217	50,700	28,567	50,200	47,700	0	47,700	46,700	(1,000)
5400	Capital Outlay	10,159	0	0	0	0	84,000	84,000	0	(84,000)
<b>TOTAL EXPENDITURES</b>		917,364	950,277	452,614	960,152	972,513	152,457	1,124,970	1,039,676	(85,294)

<b>BUDGETED POSITIONS</b>	8	8	8	8	8	1	9	8	(1)
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### EXPLANATION OF CHANGES FROM REQUEST

CITY MANAGER CHANGES	
Salary Adjustment for Parks Department Employees	11,663
Deferral of additional part-time position	(68,457)
Expansion of Mowing Contract	60,000
Decrease in funds for vehicle supplies	(2,500)
Reduction in funds for landscape maintenance	(1,000)
Decrease in funds for parks and grounds maintenance	(1,000)
Funding for one-ton truck through Capital Assets Replacement Fund	(53,000)
Funding of rubber tile for playground through Facilities Account	(31,000)
CITY COUNCIL CHANGES	
None	0
<b>TOTAL CHANGES</b>	<b>(85,294)</b>

### SUMMARY OF DECISION PACKAGES

FUNDED	
None	
NOT FUNDED	
Addition of one full-time employee	68,457
Addition of One-Ton Truck	53,000
Replacement of Rubber Tile for Playground	31,000
<b>TOTAL DECISION PACKAGES</b>	<b>152,457</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## SUPPORT SERVICES

## FLEET MAINTENANCE

## 01-45-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	190,754	208,119	102,671	203,835	211,109	0	211,109	214,334	3,225
5100	Supplies & Materials	10,272	15,250	7,939	15,367	15,100	6,500	21,600	21,600	0
5200	Contractual Services	12,499	12,975	5,737	13,975	13,875	0	13,875	13,875	0
5300	Repair & Maintenance	4,456	5,850	4,460	5,944	5,950	0	5,950	5,950	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		217,981	242,194	120,807	239,121	246,034	6,500	252,534	255,759	3,225

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Fleet Superintendent and Mechanic	3,225
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>3,225</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b> Annual Subscription for Web-Based Vehicle Repair	1,950
Ford Integrated Diagnostic Computer Software and License	4,550
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>6,500</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## SUPPORT SERVICES

## BUILDING MAINTENANCE

## 01-45-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	151,142	155,932	74,328	154,917	163,122	0	163,122	161,807	(1,315)
5100	Supplies & Materials	19,743	19,350	8,190	21,350	22,350	0	22,350	24,350	2,000
5200	Contractual Services	35,678	29,700	14,911	32,300	31,700	0	31,700	31,700	0
5300	Repair & Maintenance	16,783	51,500	34,924	51,500	51,500	71,700	123,200	56,200	(67,000)
5400	Capital Outlay	0	5,000	3,975	5,000	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		223,346	261,482	136,328	265,067	268,672	71,700	340,372	274,057	(66,315)

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Building Maintenance Employees	2,185
Elimination of funds for Part-Time Summer Help	(3,500)
Additional funds for operating supplies	2,000
Funding for Police Department generator through Facilities Fund	(45,000)
Air Conditioner for Senior Citizens Center through Facilities Fund	(12,000)
Monument Sign for City Hall through Facilities Fund	(10,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(66,315)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Exhaust fan for Evidence Room	4,700
<b>NOT FUNDED</b>	
Generator for Police Department	45,000
Air Conditioner for Senior Center	12,000
Monument Sign for City Hall	10,000
<b>TOTAL DECISION PACKAGES</b>	<b>71,700</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## ENGINEERING

## ENGINEERING

## 01-54-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	258,106	271,936	136,588	270,936	271,108	0	271,108	275,824	4,716
5100	Supplies & Materials	836	1,950	810	1,950	1,950	0	1,950	1,950	0
5200	Contractual Services	11,253	17,005	952	16,157	17,005	0	17,005	17,005	0
5300	Repair & Maintenance	326	500	543	1,348	500	0	500	500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		270,521	291,391	138,893	290,391	290,563	0	290,563	295,279	4,716

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Engineer and Public Improvements Inspector	4,716
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>4,716</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

MANAGEMENT SERVICES

01-51-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	214,716	224,903	181,503	278,660	183,806	0	183,806	187,130	3,324
5100	Supplies & Materials	3,430	1,500	1,840	3,000	3,680	0	3,680	3,000	(680)
5200	Contractual Services	18,896	18,900	3,693	16,895	12,045	10,000	22,045	12,045	(10,000)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		237,042	245,303	187,036	298,555	199,531	10,000	209,531	202,175	(7,356)

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Assistant City Manager	3,324
Decrease in funds for office supplies	(680)
Deferral of decision package for GIS Evaluation	(10,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(7,356)</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
GIS Evaluation	10,000
<b>TOTAL DECISION PACKAGES</b>	<b>10,000</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## COMMUNITY DEVELOPMENT

## PLANNING AND ZONING

## PLANNING

## 01-52-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17		2017-18					
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	206,140	245,314	115,804	267,163	213,573	0	213,573	216,817	3,244
5100	Supplies & Materials	402	500	224	500	500	0	500	500	0
5200	Contractual Services	5,567	14,365	4,622	11,500	10,600	0	10,600	10,600	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
<b>TOTAL EXPENDITURES</b>		212,109	260,179	120,650	279,163	224,673	0	224,673	227,917	3,244

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST	
<b>CITY MANAGER CHANGES</b> Salary Adjustment for Planning Director and City Planner	3,244
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>3,244</b>

SUMMARY OF DECISION PACKAGES	
<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## COMMUNITY DEVELOPMENT

## INSPECTIONS

## INSPECTIONS

## 01-53-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2015-16 ACTUAL	2016-17			2017-18				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	302,214	325,711	164,920	326,836	329,674	0	329,674	335,170	5,496
5100	Supplies & Materials	4,017	4,000	2,012	4,000	4,000	0	4,000	4,000	0
5200	Contractual Services	7,510	6,110	1,981	6,110	7,344	0	7,344	7,344	0
5300	Repair & Maintenance	707	1,500	29	1,500	1,500	0	1,500	1,500	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		314,448	337,321	168,942	338,446	342,518	0	342,518	348,014	5,496

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b> Salary Adjustment for Inspections Activity Employees	5,496
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	<b>5,496</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## **SECTION SIX DECISION PACKAGES**

Departments asked for the funding of new programs in their 2017-18 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 2016-17 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 \$1,093,247 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 2017-18 Budget: (1) department, (2) description (3) amount requested, (4) activity total, (5) decision package amount funded, (6) activity total., and (7) status.

**CITY OF BENBROOK  
2017-18 PROPOSED BUDGET  
AUGUST 17, 2017**

DEPARTMENT	DESCRIPTION	AMOUNT REQUESTED	ACTIVITY TOTAL	FUNDED	ACTIVITY TOTAL	STATUS
City Council	Replacement of Lap Top Computers and Tablets	-	-	10,000	10,000	Funded as Requested
Information Technology	L3 Video System Replacement	120,000		30,792		Funded Over Five Years
	LiveScan Replacement	19,100		19,100		Funded as Requested
	Full-Time IT Position	72,536		99,390		Funded at Higher Grade
	Laserfiche Upgrade	13,345	224,981	-	149,282	Deferred
Police - Patrol	Reclassification of Officer to Commander	65,635		65,635		Funded as Requested
	Reclassification of Two Officer Positions to Corporal	7,671		7,671		Funded as Requested
	City Matching Funds for Two Grant-Funded Police Officer Positions	44,530		44,530		Funded as Requested
	Eleven Threat Level III Ballistic Vests	11,000	128,836	11,000	128,836	Funded as Requested
Police - CIS	Property Custodian Position	80,214	80,214	82,938	82,938	Funded as Requested
Fire	Reclassification of Part-Time Clerk to Full-Time Position	55,645		55,645		Funded as Requested
	Reclassification of EMS Captain to EMS Chief	5,895	61,540	5,895	61,540	Funded as Requested
EMS	Replacement of One Ambulance	164,619	164,619	-	-	Capital Asset Replacement
Public Services - Management Services	Tarrant County Home Program	30,000		15,000		50% Funding
	City Hall and Police Department Evaluation	12,400	42,400	-	15,000	Facilities Account
Public Services - Public Works	Additional Funds for Overlay Program	50,000		50,000		Road Damage Fund
	Additional Funds for Street Repairs	100,000	150,000	50,000	100,000	Road Damage Fund
Public Services - Parks Maintenance	Addition of One Full-Time Field Service Position	68,457		-		Replaced with Mowing Contract
	Increase Mowing Contract	-		60,000		
	One One-Ton Truck	53,000		-		Capital Asset Replacement
	Replacement of Rubber Tile for Playground	31,000	152,457	-	60,000	Facilities Account
Public Services - Fleet Maintenance	Web-Based Vehicle Repair Annual Subscription	1,950		1,950		Funded as Requested
	Ford Integrated Diagnostic Computer, Software, and License	4,550	6,500	4,550	6,500	Funded as Requested
Public Services - Building Maintenance	Generator for Police Department	45,000		-		Facilities Account
	Air Conditioning Unit for Senior Citizens Center	12,000		-		Facilities Account
	Exhaust Fan for Police Department's Evidence Room	4,700		4,700		Funded as Requested
	New Monument Sign for City Hall	10,000	71,700	-	4,700	Facilities Account
Community Development - Management Services	GIS Evaluation	10,000	10,000	-	-	Deferred
<b>TOTAL GENERAL FUND DECISION PACKAGES</b>		<b>1,093,247</b>	<b>1,093,247</b>	<b>618,796</b>	<b>618,796</b>	

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

GENERAL GOVERNMENT

CITY COUNCIL

AB - 10

01-11-01

CITY COUNCIL

<b>DECISION PACKAGE TITLE: Lap Top Computers and Tablets</b>		<b>NUMBER: 1 of 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		10,000
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		-	10,000
<b><u>DESCRIPTION:</u></b>			
Replacement of lap top computers and tablets assigned to City Council members			
<b><u>JUSTIFICATION:</u></b>			
The computers and tablets currently used by City Councilmembers are dated and experiencing technical issues. Replacement of equipment would be on an as-needed basis.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Some Councilmembers may continue to experience difficulty accessing documents and materials needed in meetings and work sessions.			
<b><u>OTHER INFORMATION:</u></b>			
67			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**STAFF SERVICES**

**INFORMATION TECHNOLOGY**

**AB - 10**

**INFORMATION TECHNOLOGY**

**01-23-01**

<b>DECISION PACKAGE TITLE: Video System Replacement</b>		<b>NUMBER: 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		30,792
Repair and Maintenance	5300		
Capital Outlay	5400	-	
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		-	30,792
<b><u>DESCRIPTION:</u></b>			
Replace Police Department's Video System			
<b><u>JUSTIFICATION:</u></b>			
The current system was designed for in car dash cam video. With the addition of HD body cameras , the current system is unable to manage the data. There have been system failures, leading to the loss of video. In today's world, this video is critical for many reasons (officer safety, prosecuting cases, apprehending criminals, and more). We need to have a server system designed for the amount of video and find a complete solution for video management and storage.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Our police department will continue to spend time and efforts on a video system that is not working correctly. We may lose vital video evidence.			
<b><u>OTHER INFORMATION:</u></b>			
The Police Chief and IT Director reviewed proposals and agreed that replacement of the system with a new one designed by Axon that provides both mobile and body camera systems would be the best solution. The cost is annual and is based on five years at a cost of \$30,972 per year.			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**STAFF SERVICES**

**INFORMATION TECHNOLOGY**

**AB - 10**

**INFORMATION TECHNOLOGY**

**01-23-01**

<b>DECISION PACKAGE TITLE: Video System Replacement</b>		<b>NUMBER: 1 (original)</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	120,000	-
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		120,000	-
<b><u>DESCRIPTION:</u></b>			
Replace Police Department's Video System			
<b><u>JUSTIFICATION:</u></b>			
The current system was designed for in car dash cam video. With the addition of HD body cameras , the current system is unable to manage the data. There have been system failures, leading to the loss of video. In today's world, this video is critical for many reasons (officer safety, prosecuting cases, apprehending criminals, and more). We need to have a server system designed for the amount of video and find a complete solution for video management and storage.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Our police department will continue to spend time and efforts on a video system that is not working correctly. We may lose vital video evidence.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

STAFF SERVICES

INFORMATION TECHNOLOGY

AB - 10

01-23-01

INFORMATION TECHNOLOGY

<b>DECISION PACKAGE TITLE: Live Scan PD Fingerprint System</b>		<b>NUMBER: 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	19,100	19,100
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		19,100	19,100
<b><u>DESCRIPTION:</u></b>			
Replace the LiveScan (PD fingerprint) system			
<b><u>JUSTIFICATION:</u></b>			
The current system is end of life. The vendor will not update, support or warranty the system. The system is required to submit electronic fingerprints to the State. This is required for PD to operate properly.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
We will not be able to submit fingerprints electronically to TXDPS and get immediate returns. Without a replacement, a criminal's identity may not be discovered until after his release.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**STAFF SERVICES**

**INFORMATION TECHNOLOGY**

**AB - 10**

**INFORMATION TECHNOLOGY**

**01-23-01**

<b>DECISION PACKAGE TITLE: Full Time IT Assistant</b>		<b>NUMBER: 3</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	72,536	99,390
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		72,536	99,390
<b><u>DESCRIPTION:</u></b>			
Addition of One Full-Time Information Technology Assistant			
<b><u>JUSTIFICATION:</u></b>			
As technology has increased in the business world, our IT staff has stayed the same. We now have mobile units in all PD and fire vehicles, as well as the standard computers in all departments. IT is also responsible for GIS, the Phone System, network printers, mobile phone management, servers and network support. We are adding support of the PD video system to our tasks. As technology (hardware and software) becomes the vital tool for each department, the amount of research and planning for projects increase. Current staffing levels do not allow for the additional time to properly complete our mission.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
IT will fall further behind in managing projects, hardware and software upgrades, and departments will lose efficiency. Staff will be overwhelmed, unable to complete takes in a timely manner.			
<b><u>OTHER INFORMATION:</u></b>			
Staff is surveying other cities to determine an appropriate salary range and classification			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**STAFF SERVICES**

**INFORMATION TECHNOLOGY**

**AB - 10**

**INFORMATION TECHNOLOGY**

**01-23-01**

**DECISION PACKAGE TITLE: Laserfiche Upgrade** **NUMBER: 4**

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>		
<b>Supplies and Materials</b>	<b>5100</b>		
<b>Contractual Services</b>	<b>5200</b>	13,345	-
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		13,345	-

**DESCRIPTION:**

Upgrade the City's Laserfiche System

**JUSTIFICATION:**

Our current laserfiche is on the classic licensing system, which has been phased out. The new licensing system is Avante, which will allow us to take advantage of more feature Laserfiche offers. Workflow and basic forms are included in the new licensing. As we have decided as an organization to make Laserfiche our main enterprise records management system, this is the first step in improving our digital storage, creating efficiency for all departments.

**CONSEQUENCES OF DISAPPROVAL:**

Records will be stored in many places, with risk of loss, and we will continue to lose time to finding paper copies.

**OTHER INFORMATION:**

This would be the first step in a multi year project to make Laserfiche our enterprise records system. Additonal modules would be requested after we improve and master the upgraded software.

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SAFETY

PATROL

AB - 10

POLICE

01-31-03

<b>TITLE: Reclassification of Officer to Commander</b>		<b>NUMBER: 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	65,635	65,635
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		65,635	65,635
<b><u>DESCRIPTION:</u></b>			
Reclassify patrol officer position to Commander			
<b><u>JUSTIFICATION:</u></b>			
Historically, the Benbrook PD has operated with a two (2) commander system; however, we have been without the second position for several years. Reclassifying will enable the department to return to this more efficient organizational structure which also allows for a more even distribution of command level duties. Currently the departmental administration support functions are being performed by various personnel but need to be combined under one administrator.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The department will continue to operate under a single commander system when it has been historically proven that the department operates more effectively under a two (2) commander system.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SAFETY

PATROL

AB - 10

POLICE

01-31-03

**TITLE: Reclassification of Two Officer Positions to Corporal** **NUMBER: 2**

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	7,671	7,671
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		7,671	7,671

**DESCRIPTION:**

Reclassify two (2) patrol officer positions to corporals

**JUSTIFICATION:**

Reclassifying two corporal positions in Patrol will ease the span of control issues the department is currently experiencing by supplementing the frontline supervisory staff. The Corporals will act as patrol supervisors when manpower shortages require. In times of full staffing, Corporals will perform lower level supervisory duties which will increase efficiency and provide patrol officers with additional guidance when Sergeants are tied up. Corporals will also be able to perform criminal investigation crime scene duties which will decrease the amount of overtime for Detectives in CIS.

**CONSEQUENCES OF DISAPPROVAL:**

With only one supervisor per shift, officers are often left waiting for assistance when the supervisor is tied up with other officers. Corporals add an additional layer of supervision and will be able to cover these situations.

**OTHER INFORMATION:**

Corporal positions add advancement opportunities in the patrol section. These types of opportunities encourage employee retention in this extremely competitive market.

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SAFETY**

**PATROL**

**AB - 10**

**POLICE**

**01-31-03**

<b>DECISION PACKAGE TITLE: Matching Funds for 2 Officer Positions</b>				<b>NUMBER: 3</b>	
<b>ACCOUNT TITLES</b>		<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>	
<b>Personal Services</b>		<b>5000</b>	44,530	44,530	
<b>Supplies and Materials</b>		<b>5100</b>			
<b>Contractual Services</b>		<b>5200</b>			
<b>Repair and Maintenance</b>		<b>5300</b>			
<b>Capital Outlay</b>		<b>5400</b>			
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>			44,530	44,530	
<b><u>DESCRIPTION:</u></b>					
25% of two (2) police officer salaries to supplement Federal COPS Hiring grant positions					
<b><u>JUSTIFICATION:</u></b>					
The Benbrook Police Department is applying for a Federal grant through the Community Oriented Policing Services Hiring Program. This grant is intended to hire or rehire police officer positions in an effort to enhance community oriented policing strategies on the Federal, State and Local government levels. If approved, the department will be funded 75% of two police officer salaries plus fringe benefits for three (3) years. In addition, the grant adds two (2) more much needed officers to the department.					
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>					
The grant will be a financial benefit to the City as it pays 75% of the salary for two officer while adding police officers to the patrol division. These officers will be trained and experienced by the time the grant expires which further enhances the reasons to participate in this grant program.					
<b><u>OTHER INFORMATION:</u></b>					
If the City does not participate in the COPS Hiring Grant offering, the next officer positions added will be completely at the City's expense. Utilizing the grant opportunity will save the City \$434,000 over a three (3) year period.					

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SAFETY

PATROL

AB - 10

POLICE

01-31-03

**DECISION PACKAGE TITLE: Threat Level III Ballistic Vests** **NUMBER: 4**

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	11,000	11,000
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		11,000	11,000

**DESCRIPTION:**

Eleven (11) Threat Level III ballistic vests

**JUSTIFICATION:**

Threat level III tactical bullet proof vests offer an elevated amount of protection to officers responding to an active shooter or ambush situation. The vests are resistant to rifle round ammunition, protection not offered by wearable body armor. The Level III vests have more vital area surface coverage than a standard vest. Each and every patrol unit will be equipped so the armor is available for officers responding to calls that present an increased level of threat to officer safety.

**CONSEQUENCES OF DISAPPROVAL:**

Officers will not have access to vests with elevated penetration levels that increase their safety during active shooter or ambush situations. They will only have their everyday vests that only offer protection from handguns.

**OTHER INFORMATION:**

The Department of Justice offers partial reimbursement on bullet proof vest purchases (up to 50%) when funds are available.

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****CIS****AB - 10****POLICE****01-31-04**

<b>DECISION PACKAGE TITLE: Property Custodian Position</b>		<b>NUMBER: 1 of 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>	80,214	82,938
<b>Supplies and Materials</b>	<b>5100</b>		
<b>Contractual Services</b>	<b>5200</b>		
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		80,214	82,938
<b><u>DESCRIPTION:</u></b>			
Property Custodian position			
<b><u>JUSTIFICATION:</u></b>			
Property and evidence management is currently assigned to the Lieutenant over criminal investigations. This duty is taking the supervisor's time and attention away from managing CIS. It has become necessary for this position to become a dedicated assignment. The backlog of property/evidence needs to be bar coded and a large scale disposal of decades old property needs to be conducted. It is not feasible for this to be a part-time assignment any longer. This position will also perform clerical and records management duties which will allow Detectives to focus their time and attention on criminal investigations.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
As technology has progressed, electronic management of property/evidence has become available. However, the continual task of managing incoming property and evidence is not allowing for the backlog of property to be sorted and bar coded so that old, unnecessary items can be disposed. Otherwise, the backlog will continue to grow.			
<b><u>OTHER INFORMATION:</u></b>			
This position will reduce the workload of the Detectives and CJS Lieutenant. Further supplementing CIS with assistance in property/evidence handling and clerical duties will only enhance the performance the staff.			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SAFETY**

**FIRE**

**AB - 10**

**FIRE**

**01-32-01**

<b>DECISION PACKAGE TITLE: Fire Department Clerk to Full-time</b>		<b>NUMBER: 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	55,645	55,645
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		55,645	55,645
<b><u>DESCRIPTION:</u></b>			
Reclassify Fire Department Clerk from Part-Time to Full-Time			
<b><u>JUSTIFICATION:</u></b>			
The Fire and EMS Departments continue to grow to serve Benbrook. The department needs a full-time administrative clerk to handle the regular phone calls and walk in communications with the public and package acceptance is desperately needed. The current part time clerk stays very busy during the current 20 hour work week. We continue to have additional responsibilities in which she could take on if she was full time. That would relieve some of the current office duties the Chiefs and Captains are handling when the clerk is off.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The Chiefs and Captains will continue to handle clerical duties during the 20 hours weekly that the clerk is off.			
<b><u>OTHER INFORMATION:</u></b>			
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**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SAFETY

FIRE

AB - 10

FIRE

01-32-01

<b>DECISION PACKAGE TITLE: Reclassify EMS Captain to EMS Chief</b>		<b>NUMBER: 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	5,895	5,895
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		5,895	5,895
<b><u>DESCRIPTION:</u></b>			
Promote and Create the EMS Captain to a EMS Operations Chief			
<b><u>JUSTIFICATION:</u></b> The EMS services continue to grow within our community, thus the need for an administrative EMS Operations Chief allows him to direct the EMS operations with a command level position as opposed to a Fire Captain. It provides him and the department to have a leadership role for the EMS. The EMS operations is a vital part of the fire department and it would improve his position to control personnel on EMS issues with protocols and training. This Captain has been a leading force to the City's EMS for many years. As EMS Operations Chief it gives him the ability to lead our EMS with more administrative leadership control.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The EMS Captain will continue at the same level as the Fire Captains.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SAFETY

EMS

AB - 10

FIRE

01-32-02

**DECISION PACKAGE TITLE:** Replacement of Ambulance **NUMBER:** 1

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	164,619	CAR Fund
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		164,619	CAR Fund

**DESCRIPTION:**  
Replacement of Ambulance for EMS

**JUSTIFICATION:**  
The EMS Department's 2009 ambulance has accumulated over 89,000 miles transporting patients and requires additional maintenance and has decreased dependability. This unit is now eight 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 \$60,000 per each Ambulance Replacement to assist departments that respond to the County for EMS in purchasing and replacing their ambulances as needed. This is a \$10,000 increase over past years. With the cost of an ambulance being \$224,619 the grant continues to contribute about 25% of the replacement cost.

**CONSEQUENCES OF DISAPPROVAL:**  
EMS will continue to transport patients in older and less-reliable ambulances.

**OTHER INFORMATION:**

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**MANAGEMENT SERVICES**

**AB - 10**

**PUBLIC SERVICES**

**01-41-01**

<b>DECISION PACKAGE TITLE: Tarrant County Home Program</b>		<b>NUMBER: 1 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	30,000	15,000
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		30,000	15,000
<b><u>DESCRIPTION:</u></b>			
<p>The Department of Housing and Urban Development (HUD) appropriates funds to entitlement communities through the HOME Investment Partnership Block Grant (HOME) program. Tarrant County receives HOME funds and is availing these funds to cities who wish to assist their citizens with homeowner rehabilitation. These funds are targeted to benefit low- to moderate-income persons preserving safe and decent housing by providing homeowner-occupied single-family rehabilitation. This rehabilitation program is managed by the Tarrant County Community Development (TCCD) office and funds are directly invested into the home being rehabilitated. Although individual city residents will work directly with TCCD the city applying for HOME funds must commit to providing 30%* non-federal match for the amount of HOME funds that will be spent in that city.</p> <p>Tarrant County verifies applicants meet all the requirements of the program, manages the program and verifies work was completed. Tarrant County will then invoice the City for their cost-share once the project is completed. City Council requests the total amount for the program, in this case \$100,000 and the City would be responsible for up to \$30,000.</p>			
<b><u>JUSTIFICATION:</u></b>			
<p>This program can assist low to moderate income persons rehabilitate their home. It is only offered to single-family residences who occupy the property.</p>			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
<p>Homeowners who meet the requirements can still apply for the funds, but their priority drops to the bottom of the list if the City does not participate in the program and they may have to wait years for the funds.</p>			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**MANAGEMENT SERVICES**

**AB - 10**

**PUBLIC SERVICES**

**01-41-01**

<b>DECISION PACKAGE TITLE: City Hall and Police Department Evaluation</b>		<b>NUMBER: 2 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>		
<b>Supplies and Materials</b>	<b>5100</b>		
<b>Contractual Services</b>	<b>5200</b>	12,400	Capital Facilities Fund
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		12,400	Capital Facilities Fund
<b><u>DESCRIPTION:</u></b>			
<p>The scope includes conceptual planning for City Hall and the Police Department to develop programming spaces and a conceptual master plan. A program of spaces would be developed from the list of departments and organizational charts. The idea is to determine the size of both buildings based on current and future needs. Conceptual plans would be prepared to show building layouts, parking lots, fire lanes, etc. Initial cost estimates would be prepared based on the conceptual plans.</p>			
<b><u>JUSTIFICATION:</u></b>			
<p>Both City Hall and the Police Department buildings do not meet current or future needs of the City. As the population continues to grow, City Hall and Police Department staff and services will have to expand to meet the future needs of the City. Constituents will continue to demand more services and more access to City information and this will require updated facilities to meet those needs.</p>			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
<p></p>			
<b><u>OTHER INFORMATION:</u></b>			
<p></p>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**STREET MAINTENANCE**

**AB - 10**

**PUBLIC WORKS**

**01-42-01**

<b>DECISION PACKAGE TITLE: Additional funds for Overlay</b>		<b>NUMBER: 1 Of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	50,000	50,000
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		50,000	50,000
<b><u>DESCRIPTION:</u></b> Additional funds for the overlay program. The City contracts out milling off the old asphalt and Tarrant County forces relay new asphalt surface course.			
<b><u>JUSTIFICATION:</u></b> The Overlay program is an annual program in conjunction with Tarrant County providing the labor and equipment to lay the asphalt. The City pays for the milling and any materials and Tarrant County pays for the labor. It is a way for the City to extend maintenance funds. Chapin Road is the next street to be overlaid and due to its length, an additional \$50,000 is needed to fund the entire length.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> The City will complete the project over two years instead of one.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**STREET MAINTENANCE**

**AB - 10**

**PUBLIC WORKS**

**01-42-01**

<b>DECISION PACKAGE TITLE: Additional Funds for Street Repairs</b>		<b>NUMBER: 2 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	100,000	50,000
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		100,000	50,000
<b><u>DESCRIPTION:</u></b>			
The City does not have funds set aside for miscellaneous concrete repairs and many of our concrete streets are reaching the point of requiring large area repairs. The work will need to be contracted out due to the lack of staff knowledge and lack of equipment.			
<b><u>JUSTIFICATION:</u></b>			
If the concrete streets can be repaired while the damage is localized, then the overlay life of the street can be extended. If the repairs are not made, the damage will continue to spread thereby increasing the repair costs and damaged street can create dangerous driving conditions.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The City will continue to repair the concrete streets as the budgets allow, but current City budgets will not allow for very much concrete repairs.			
<b><u>OTHER INFORMATION:</u></b>			
84			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**PARKS MAINTENANCE**

**AB - 10**

**PARKS**

**01-43-01**

<b>DECISION PACKAGE TITLE:</b> Field Service 1 Position		<b>NUMBER:</b> 1 (Original)	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	68,457	-
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		68,457	-
<b><u>DESCRIPTION:</u></b> (1) Full-time Field Service Position			
<b><u>JUSTIFICATION:</u></b> Service demands have reached a level that 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 the Parks Department.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> The Parks Department will always strive to produce the very best and give all we have. Unfortunately, the growing number of responsibilities will cause staff to fall further and further behind if another position is not added. Another option is to contract the services.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**PARKS MAINTENANCE**

**AB - 10**

**PARKS AND RECREATION**

**01-43-01**

<b>DECISION PACKAGE TITLE: Expansion of Mowing Contract</b>		<b>NUMBER: 1 (Alternative)</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		60,000
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		-	60,000
<b><u>DESCRIPTION:</u></b>			
Expansion of Mowing Contract			
<b><u>JUSTIFICATION:</u></b>			
City Staff analyzed the cost-effectiveness of hiring an additional full-time employee in the Parks Department to assist with the growing workload and responsibilities of the department. During this analysis, it was determined that expanding the contract with the City's mowing provider would be less-expensive than hiring an employee. Contract labor will assume mowing duties for rights-of-way and other routine and non-specialized projects.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Parks staff will continue to mow these areas.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**PARKS MAINTENANCE**

**AB - 10**

**PARKS**

**01-43-01**

**DECISION PACKAGE TITLE: New One Ton Truck** **NUMBER: 2 of 3**

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>		
<b>Supplies and Materials</b>	<b>5100</b>		
<b>Contractual Services</b>	<b>5200</b>		
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>	53,000	CAR Fund
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		53,000	CAR Fund

**DESCRIPTION:**  
 (1) 1 ton diesel pickup truck with crew cab and towing package. Price includes safety lights, headache rack, and toolbox.

**JUSTIFICATION:**  
 Added staff has created a vehicle shortage to complete all daily task.  
 If approved, this vehicle will become the Parks Department's primary mow crew unit and heavy equipment towing unit as needed.

**CONSEQUENCES OF DISAPPROVAL:**  
 Department will continue to operate with the same vehicle shortage.

**OTHER INFORMATION:**

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

PUBLIC SERVICES

PARKS MAINTENANCE

AB - 10

PARKS

01-43-01

DECISION PACKAGE Playground Rubber Tile Replacement		NUMBER: 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	31,000	Capital Facilities Fund
<b>TOTAL DECISION PACKAGE REQUEST</b>		31,000	Capital Facilities Fund
<b>DESCRIPTION:</b>			
Removal and replacement of 3,700 square feet of deteriorated rubber safety tiles located in Robot Playground.			
<b>JUSTIFICATION:</b>			
The current tiles are 17 years old and have worn down to the point that safety fall standards are not met. In addition to the surface wear, the tile corners have started to curl up creating multiple trip hazards.			
<b>CONSEQUENCES OF DISAPPROVAL:</b>			
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.			
<b>OTHER INFORMATION:</b>			
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**

**FLEET MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-01**

<b>DECISION PACKAGE TITLE: Web-Based Vehicle Repair</b>		<b>NUMBER: 1 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	1,950	1,950
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		1,950	1,950
<b><u>DESCRIPTION:</u></b>			
Mitchell On Demand Web-Based Vehicle Repair Annual Subscription			
<b><u>JUSTIFICATION:</u></b>			
This site will allow Fleet Services to look up all vehicle repair information for any vehicle within the City's fleet. That will assist our technicians by saving time to find the correct information we need to perform maintenance and repairs. This subscription can also be used directly in conjunction with the Ford diagnostic computer requested in packet #2. The site provides resources such as repair information, electrical schematics, diagnostic procedures, flow charts and forums. All of these make our department even more efficient than before and enables us to provide a broad range of repairs in-house.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Decreased in-house vehicle repair efficiency, increased vehicle and project downtime. Increased dependency to high cost dealership repairs.			
<b><u>OTHER INFORMATION:</u></b>			
<a href="http://mitchell1.com/prodemand/">http://mitchell1.com/prodemand/</a>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**FLEET MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-01**

**DECISION PACKAGE TITLE: Ford Integrated Diagnostic Package**      **NUMBER: 2 of 2**

<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>		
<b>Supplies and Materials</b>	<b>5100</b>	4,550	4,550
<b>Contractual Services</b>	<b>5200</b>		
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		4,550	4,550

**DESCRIPTION:**

Ford Integrated Diagnostic Computer, Software, and Annual Licensing Fee

**JUSTIFICATION:**

This will allow Fleet Services to gain dealership level diagnostic's, which will increase the amount of repairs we are able to perform on the City's 30 Ford vehicles. It will minimize dealership repair reliance due to proprietary operating systems and methods imposed by the vehicle manufacturer. These new vehicles require online updates, reflash and reprogramming to avoid software, drivability and sometimes safety recall issues. This tool will allow us perform without waiting in line at the dealership and paying an inflated labor rate.

**CONSEQUENCES OF DISAPPROVAL:**

Increased equipment and project downtime. Decreased efficiency of in-house diagnostic and repair time.

**OTHER INFORMATION:**

Recurring Software Licensing fee cost - \$850

90

<https://rotunda.service-solutions.com/en-US/Pages/ItemDetail.aspx?SKU=164-R9813>

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**BUILDING MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-02**

<b>DECISION PACKAGE TITLE: Generator for Police Department</b>		<b>NUMBER: 1 of 4</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	45,000	Capital Facilities Fund
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		45,000	Capital Facilities Fund
<b><u>DESCRIPTION:</u></b>			
Generator for Police Department Facility			
<b><u>JUSTIFICATION:</u></b>			
The current generator is old and outdated. The circuit boards cannot be replaced. If the boards fail, the generator will not operate. Replacement of the circuit boards requires the installation of a back-up generator while the boards are re-built. The Police Department would be without a back-up generator for several days or more. The Police Department loses power sporadically even without the factor of bad weather; the generator is used on a more-frequent basis than intended. A new generator will be more reliable and will insure that the Police Department is able to maintain a reliable power source.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The Police Department will continue to rely on a questionable generator and may be susceptible to down-time during emergency situations.			
<b><u>OTHER INFORMATION:</u></b>			
The current generator was installed in 1986.			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**BUILDING MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-02**

<b>DECISION PACKAGE TITLE: A/C Unit for Senior Citizens Center</b>		<b>NUMBER: 2 of 4</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	12,000	Capital Facilities Fund
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		12,000	Capital Facilities Fund
<b><u>DESCRIPTION:</u></b>			
Air Conditioning Unit for North End of Senior Citizens Center			
<b><u>JUSTIFICATION:</u></b>			
The current air conditioning unit is original to the building. The unit has experienced costly repairs over the past several years. The unit does not cool the area sufficiently and has to operate at a higher capacity. Reflective film has been placed in the windows to try to reduce the heat within the building; however, the north end of the building is still significantly warmer than the rest of the building. A separate unit will alleviate this problem.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The Senior Citizens Building will continue to function with an air conditioning unit insufficient to cool the facility.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**BUILDING MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-02**

<b>DECISION PACKAGE TITLE: Exhaust Fan for PD Evidence Room</b>		<b>NUMBER: 3 of 4</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	4,700	4,700
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		4,700	4,700
<b><u>DESCRIPTION:</u></b>			
Exhaust Fan for Police Department's Evidence Room			
<b><u>JUSTIFICATION:</u></b>			
The evidence room at the Police Department is not equipped with any type of fresh air ventilation. The room holds all types of evidence, but the primary concern is the amount of illegal drugs housed in this room. Storage of these drugs presents a health hazard to the Police Department staff due to the vapors exuded by the drugs - especially marijuana. The vapors may be strong enough to impair staff. Even though the drugs are double-sealed, in an attempt to reduce the vapors, the vapors still permeate the room. Installation of an exhaust fan would improve the air quality in this room and the entire building.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Without the installation of an exhaust fan in the evidence room, Police Department employees will continue to be exposed to harmful and illegal drug vapors.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

**PUBLIC SERVICES**

**BUILDING MAINTENANCE**

**AB - 10**

**SUPPORT SERVICES**

**01-45-02**

<b>DECISION PACKAGE TITLE: New Monument Sign for City Hall</b>		<b>NUMBER: 4 of 4</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	10,000	Capital Facilities Fund
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,000	Capital Facilities Fund
<b><u>DESCRIPTION:</u></b>			
New Monument Sign for City Hall			
<b><u>JUSTIFICATION:</u></b>			
The current City Hall monument sign is fading, letters are coming off, and the sign is difficult to read both during the day and at night. The proposed sign design matches the way-finding signs that will be used on Benbrook Boulevard. The new sign design will also be used for Benbrook city limit signs, the new Animal Shelter, and South Benbrook Park. These new signs are a way to unify Benbrook using signage.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The current sign will continue to be in place.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL**

**COST CENTER DETAIL**

COMMUNITY DEVELOPMENT

MANAGEMENT SERVICES

AB - 10

COMMUNITY DEVELOPMENT

01-51-01

<b>DECISION PACKAGE TITLE: GIS Evaluation</b>		<b>NUMBER: 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	10,000	-
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,000	-
<b><u>DESCRIPTION:</u></b> The Community Development Department is evaluating various methods to manage records generated by the departments. A GIS-based system is easiest and most efficient method to store and retrieve documents. A consultant would be brought in to evaluate our existing software and hardware to determine if our existing GIS can be utilized to manage Community Development records in a digital format, both current and long term.			
<b><u>JUSTIFICATION:</u></b> Much of the Community Development records have to be kept for the life of a project or longer. Over the years, storage of these official records has been inconsistent (no file nomenclature) and duplicative. As a result, routine searches through project records in Lasherfische, City Source, hard files and other sources, which are needed to verify the existence and location of plats, easements, infrastructure improvements, zoning and development, is very time consuming and frustrating from a reliance standpoint. A GIS-based file management storage and retrieval system would give staff an intuitive, geo-spatial data source of records.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> Community Development will continue to evaluate other file management solutions.			
<b><u>OTHER INFORMATION:</u></b> The consultant has set up other GIS-based file management systems for other cities.			

## **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 2017-18 fiscal year with a fund balance of \$66,167 based on 2016-17 re-estimates of revenues, expenditures, transfers, and use of reserves. In 2017-18 revenues are projected to total \$524,561 and expenditures are projected to total \$957,076. A transfer in the amount of \$455,273 is scheduled for 2017-18 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 ending fund balance is projected to be \$88,925.

The second table provides a schedule of debt requirements from October 1, 2017 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  
2017-18**

**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.

		<b>PROPOSED 2017-18</b>
<b>BEGINNING BALANCE</b>		<b>66,167</b>
<u>REVENUES</u>		
Ad Valorem Taxes	524,561	
Use of Money & Property	-	
<b>TOTAL REVENUES</b>		<b>524,561</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>590,728</b>
<u>EXPENDITURES</u>		
Bond Principal Retirements	835,000	
Interest Expenses	118,276	
Agent Fees and Other Expenditures	3,800	
<b>TOTAL EXPENDITURES</b>		<b>957,076</b>
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>		<b>(366,348)</b>
<u>OTHER FINANCING SOURCES (USES)</u>		
Transfers-In	455,273	
Transfers-Out	-	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		<b>455,273</b>
<b>ENDING BALANCE</b>		<b>88,925</b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2017 TO MATURITY**

<u>Year Ending 09-30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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
25	260,000	2,847	262,847
<b>TOTALS</b>	<b><u>5,350,000</u></b>	<b><u>413,060</u></b>	<b><u>5,763,060</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2017 TO MATURITY**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
✓ 18	165,000	56,622	221,622
✓ 19	170,000	51,715	221,715
✓ 20	175,000	46,660	221,660
✓ 21	735,000	33,329	768,329
✓ 22	770,000	11,281	781,281
✓ 23			
✓ 24			
✓ 25			
<b>TOTALS</b>	<b><u>2,015,000</u></b>	<b><u>199,606</u></b>	<b><u>2,214,606</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2017 TO MATURITY**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
✓ 18	165,000	56,622	221,622
✓ 19	170,000	51,715	221,715
✓ 20	175,000	46,660	221,660
✓ 21	735,000	33,329	768,329
✓ 22	770,000	11,281	781,281
✓ 23			
✓ 24			
✓ 25			
<b>TOTALS</b>	<b><u>2,015,000</u></b>	<b><u>199,606</u></b>	<b><u>2,214,606</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2017 TO MATURITY**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
✓ 18	450,000	22,015	472,015
✓ 19	475,000	13,459	488,459
✓ 20	490,000	4,533	494,533
✓ 21			
✓ 22			
✓ 23			
✓ 24			
✓ 25			
<b>TOTALS</b>	<b><u>1,415,000</u></b>	<b><u>40,006</u></b>	<b><u>1,455,006</u></b>

## **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 2017-18 Budget and on the 2017-18 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 2017-18 Proposed Budget, will be published in the ***Benbrook News*** and on the City's website.

The public hearings on the 2017-18 Budget and 2017-18 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 2017-18 Budget and the property tax rate.

At a separate regular meeting of the City Council, the Council will vote to adopt the 2017-18 Budget and to set the property tax rate. Notices on the proposed ordinances, as well as a Summary of the 2017-18 Proposed Budget, will be posted on the City of Benbrook website at [www.benbrook-tx.gov](http://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 Assistant City Manager, Public Services Director, 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 Accounting Supervisor finalize property tax revenue projections.

## **August**

The City Council begins conducting work sessions to review the Proposed Budget. The City Council 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 2017-18 Budget Adoption Process:

October 1 - July	City Staff receives and reviews written suggestions from citizens and civic organizations for the 2017-18 Annual Budget.
July 20	First public work session is held for City Staff and City Council to outline issues to be faced during the 2017-18 Budget Adoption Process.
July 25	City receives final assessed valuation totals from Tarrant Appraisal District
August 3	Finance Director presents assessed valuation information during City Council meeting.
August 3	Proposed Budget is presented to City Council in a work session open to the public
August 10	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 17	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 24	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.

- August 31 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 7 Second Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of the Summary Budget are made available to all attendees).
- September 14 Notices of the Adoption of the 2017-18 Budget Ordinance, and 2017-18 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 14 Notices of the Adoption of the 2017-18 Budget Ordinance and 2017-18 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published.
- September 21 City Council adopts the 2017-18 Budget, adopts the 2017-18 Tax Rate, and ratifies property tax increase.
- December 14 The 2017-18 Budget Document is posted on the City of Benbrook's website [www.benbrook-tx.gov](http://www.benbrook-tx.gov).

## BUDGET GLOSSARY

The 2017-18 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.

BUDGET DOCUMENT

The instrument used by the budget making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE

The opening section of the budget document that provides the City Council and the public with a summary of the most important aspects of the budget, changes from prior years, and views and recommendations of the City Manager.

BUDGET ORDINANCE

The official enactment, by the City Council, to authorize legally the City Staff to obligate and expend the resources of the City.

BUDGETARY CONTROL

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

BUDGETED AMOUNT

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

BUDGETED FUNDS

Funds that are planned for certain uses but have not been formally or legally appropriated by the legislative body. The Budget Document that is submitted for City Council approval is comprised of budgeted funds.

CAPITAL ASSET  
REPLACEMENT

A fund established by the City Council to finance major equipment (\$30,000 or more) over several years rather than during one budget year.

CAPITAL IMPROVEMENT  
PROGRAM

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.

CAPITAL PROJECTS FUND

A fund created to account for the financial resources to be used for the acquisition of or the construction of major capital facilities or equipment.

CAPITAL 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 of long-term debt principal and interest.

DEBT SERVICE FUND  
REQUIREMENTS

The amount of revenues which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full and on time.

DEFICIT

The excess of expenditures over revenues during an accounting period.

DELINQUENT TAXES

Taxes that remain unpaid on or after the date on which penalty for non-payment is attached.

DEPARTMENT

A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.

DISBURSEMENT  
DIVISION

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.

ENCUMBRANCE

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ESTIMATED REVENUE

The amount of projected revenues to be collected during the fiscal year. The projected financing sources estimated to finance the proposed projected expenditures.

EXPENDITURE

A decrease in the net financial resources of the City due to the acquisition of goods or services.

FISCAL YEAR

A twelve-month period to which the annual operating budget applies. The City has established October 1 through September 30 as its fiscal year.

FIXED ASSETS

Assets of a long-term character which are intended to continue to be held or used.

Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

FULL FAITH AND CREDIT

A pledge of the general taxing power of a government to repay debt obligations (the term is typically used in reference to bonds).

FUNCTION

A group of related activities aimed at accomplishing a major service.

FUND

An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or governmental functions. The major funds used by the City include: General Fund, Debt Service Fund, Capital Projects Fund, Special Assessment Fund, and Capital Asset Replacement Fund.

FUND BALANCE

The excess of assets over liabilities. Fund Balance is also known as surplus funds or reserves.

GENERAL FUND

The fund used to account for all financial resources except those required to be accounted for in one of the City's other special purpose funds.

GENERAL LEDGER

A file that contains a listing of various accounts necessary to reflect the financial position and results of operation of the government.

GENERAL OBLIGATION BONDS

Bonds that finance a variety of public improvement projects which pledge the "Full Faith and Credit" of the City for their repayment.

GRANTS

Contributions or gifts of cash or other assets from another government or organization to be used or expended for a specific purpose, activity, or facility. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

INTERFUND TRANSFERS

Amounts transferred from one fund to another.

<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.

PERFORMANCE MEASUREMENT

Specific quantitative and qualitative measurements of work performed as an objective of the activity, department, division, or fund.

PROGRAM BUDGET

A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditures.

PROPERTY TAX

Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

RECONCILIATION

A detailed summary of the increases and decreases from one budget year to the next.

REQUISITION

A written request from one department to the Purchasing Agent for specific goods or services. This action precedes the authorization of a purchase order.

RESERVES

An account used to indicate a portion of a fund balance is restricted for a specific purpose and is therefore not available for general appropriations.

REVENUE

Funds that the government receives as income. Revenue includes such items as: tax payments, fees from specific services, receipts from other governments, fines, forfeitures, and interest income.

REVENUE REFUNDING BONDS

Bonds with principal and interest payable exclusively from a revenue source pledged as the payment source before issuance. This type of bonds can be issued with or without voter approval.

RISK MANAGEMENT

An organized attempt to protect a government's assets against accidental loss in the most economical method and with the least risk.

SOURCE OF REVENUE

Revenues are classified according to their source or point of origin.

<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.