

# CITY OF BENBROOK

**FISCAL YEAR 2019-20 ANNUAL BUDGET**

## **PRESENTED TO CITY COUNCIL**

Jerry B. Dittrich, Mayor

Renee Franklin, Place 2  
Larry Marshall, Place 3  
Dustin Phillips, Place 4

Jim Wilson, Place 5  
Laura Mackey, Place 6  
Ron Sauma, Place 7

## **PREPARED BY**

Andy Wayman, City Manager  
Jim Hinderaker, Assistant City Manager  
Rick Overgaard, Finance Director

TABLE OF CONTENTS

**SECTION ONE – INTRODUCTION**

“Truth in Taxation” Disclosure Requirements..... 9  
Government Finance Officers Association Award for Distinguished Budget Presentation ..... 10  
Key Administrative Officials..... 12  
City of Benbrook Organizational Chart..... 13  
Maps of Benbrook, Texas..... 14  
Budget Format..... 16  
Fund/Department Relationships..... 17  
City Manager’s Budget Message ..... 20  
City of Benbrook Goals ..... 26  
Core Value Statement ..... 48  
Basic Financial Goals ..... 51  
Current Financial Condition..... 54  
Debt Service ..... 56  
Operating Funds Budget Proposal..... 58  
Budget Synopsis..... 66  
Approved Capital Expenditures..... 92  
Long-Range Financial Forecast ..... 93

**SECTION TWO – STATISTICAL**

Fund Description– Operating Funds..... 106  
Combined Summary Statement – Operating Funds..... 107  
Operating Funds Ten Year Graphic Comparison of Revenues and Expenditures ..... 109  
Operating Funds Ten Year Comparison of Revenues and Expenditures ..... 110  
Operating Funds Ten Year Comparison of Revenues by Source ..... 112  
Operating Funds Ten Year Comparison of Expenditures by Fund and Division..... 114  
Operating Funds - Graphic Presentation - Operating Revenues..... 115  
Operating Funds - Graphic Presentation - Operating Expenditures ..... 116  
Ten Year Summary of Property Tax Levies and Collections ..... 117  
Ten Year Summary of Assessed Valuations..... 118  
Ten Year Summary of Property Tax Rates and Exemptions ..... 119  
Ten Year Summary of Tax Revenues by Source..... 120

Ten Year Summary of Personnel by Division and Department ..... 121  
Ten Year Summary of Employees Per Capita by Department ..... 122  
2018-19 Classification and Compensation Matrix..... 123

**SECTION THREE – GENERAL FUND**

Fund Balance Summary - General Fund ..... 126  
Ten Year Summary of Revenues and Expenditures ..... 127  
Ten Year Graphic Comparison of Revenues and Expenditures..... 129  
General Fund Revenues by Source - Detail ..... 130  
General Fund Revenues by Source- Graphic Presentation ..... 134  
Seven Year Summary of Revenues by Source ..... 135  
Seven Year Summary of Revenues by Source - Percent of Total..... 136  
Summary of Expenditures by Division and Department ..... 137  
Summary of Expenditures by Division and Department – Graphic Presentation..... 139  
Summary of Expenditures by Classification ..... 140  
Summary of Expenditures by Classification – Graphic Presentation ..... 141

**GENERAL GOVERNMENT**

General Government Division Organizational Chart ..... 144  
General Government Division Description..... 145  
General Government Division Summary ..... 146  
General Government Division Reconciliation and Decision Package Summary ..... 146

City Council - Activity Summary..... 147  
City Council - Cost Center Summary..... 148

City Manager - Activity Summary..... 149  
City Manager - Cost Center Summary..... 150

City Secretary - Activity Summary ..... 151  
City Secretary - Cost Center Summary ..... 152

Non-Departmental - Activity Summary ..... 153

Non- Departmental - Cost Center Summary ..... 154

**STAFF SERVICES**

Staff Services Division Organizational Chart ..... 157

Staff Services Division Description ..... 158

Staff Services Division Summary..... 159

Staff Services Division Reconciliation and Decision Package Summary ..... 159

Finance – Finance - Activity Summary ..... 160

Finance – Finance - Cost Center Summary ..... 161

Information Technology - Activity Summary ..... 162

Information Technology - Cost Center Summary ..... 163

Personnel Services - Activity Summary ..... 164

Personnel Services - Cost Center Summary ..... 165

**PUBLIC SAFETY DIVISION**

Public Safety Division Organizational Chart..... 168

Public Safety Division Description ..... 169

Public Safety Division Summary..... 170

Public Safety Division Reconciliation and Decision Package Summary ..... 170

Police Management Services - Activity Summary..... 172

Police Management Services - Cost Center Summary..... 173

Police Communications/Records - Activity Summary ..... 174

Police Communications/Records - Cost Center Summary..... 175

Police Patrol Services - Activity Summary..... 176

Police Patrol Services - Cost Center Summary..... 177

Police Criminal Investigation Section - Activity Summary..... 179

Police Criminal Investigation Section - Cost Center Summary..... 180

Police Crime Prevention - Activity Summary..... 181

Police Crime Prevention - Cost Center Summary ..... 182

Police Animal Control - Activity Summary ..... 183

Police Animal Control – Cost Center Summary ..... 184

Fire Fighting - Activity Summary ..... 185

Fire Fighting - Cost Center Summary ..... 186

Emergency Management Services - Activity Summary ..... 188

Emergency Management Services- Cost Center Summary ..... 189

Municipal Court - Activity Summary ..... 190

Municipal Court - Cost Center Summary ..... 191

**PUBLIC SAFETY DIVISION**

Public Services Division Organizational Chart ..... 194

Public Services Division Description ..... 195

Public Services Division Summary ..... 196

Public Services Division Reconciliation and Decision Package Summary ..... 196

Public Services Management Services - Activity Summary ..... 198

Public Services Management Services - Cost Center Summary ..... 199

Public Works Street Maintenance - Activity Summary ..... 200

Public Works Street Maintenance - Cost Center Summary ..... 201

Parks Maintenance - Activity Summary ..... 202

Parks Maintenance - Cost Center Summary ..... 203

Support Services Fleet Maintenance - Activity Summary ..... 204

Support Services Fleet Maintenance - Cost Center Summary ..... 205

Support Services Building Maintenance - Activity Summary ..... 206

Support Services Building Maintenance - Cost Center Summary ..... 207

Code Compliance - Activity Summary ..... 208

Code Compliance - Cost Center Summary ..... 209

City Engineering – Activity Summary ..... 210

City Engineering – Cost Center Summary .....211

**COMMUNITY DEVELOPMENT DIVISION**

Community Development Division Organizational Chart .....214  
 Community Development Division Description .....215  
 Community Development Division Summary .....216  
 Community Development Division Reconciliation and Decision Package Summary .....216

Community Development Management Services - Activity Summary .....217  
 Community Development Management Services - Cost Center Summary .....218

Planning and Zoning - Activity Summary .....219  
 Planning and Zoning Cost Center Summary .....220

City Inspections - Activity Summary .....221  
 City Inspections - Cost Center Summary .....222

**SECTION FOUR – DEBT SERVICE FUND**

Fund Balance Summary - Debt Service Fund .....226  
 Ten Year Summary of Revenues and Expenditures .....227  
 Debt Service Requirements - Current Year Summary .....229  
 Schedule of Long-Term Indebtedness.....229  
 Ten Year Summary - Ratio of Debt to Assessed Valuations .....232  
 Schedule of Requirements - October 1, 2018 to Maturity - Graph .....233

**SECTION FIVE – APPENDIX**

City Charter Requirements .....237  
 The Budget Process .....239  
 The Budget Process Timeline .....242  
 Budgetary Basis – Governmental Funds .....244  
 Budgetary Basis – Basis of Accounting.....245  
 Budgetary Basis – Measurement Focus and Basis of Accounting .....246  
 Budgetary Basis - Basis of Budgeting .....246  
 Budget Amendment Process .....247  
 Citizen Input and Public Hearings .....247  
 Budget Appropriations Ordinance .....250  
 Property Tax Rate Ordinance .....254

City-Wide Goals, Objectives, Strategies, and Planning Principles .....257  
Benbrook Boards and Commissions – City Council .....265  
Benbrook Boards and Commissions – Planning and Zoning Commission .....267  
Benbrook Boards and Commissions – Zoning Board of Adjustment.....269  
Benbrook Boards and Commissions – Board of Appeals .....270  
Benbrook Boards and Commissions – Park and Recreation Board.....271  
Benbrook Boards and Commissions – Civil Service Commission .....273  
Benbrook Boards and Commissions – Economic Development Corporation.....274  
Benbrook Boards and Commissions – Tax Increment Financing (TIF) Board.....276  
Benbrook Neighborhood Associations.....278  
Relationships with Other Entities .....280  
Community Profile .....287  
Benbrook Cemetery .....293  
Benbrook Historical Background .....295  
Budget Glossary .....323  
Budget Acronyms.....330

# SECTION ONE

# INTRODUCTION

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

**This budget will raise more total property taxes than last year’s budget by \$743,557 and 5.56 percent, and of that amount \$188,266 is tax revenue to be raised from new property added to the roll this year.**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Benbrook  
Texas**

For the Fiscal Year Beginning

**October 1, 2018**

*Christopher P. Morill*

Executive Director

**The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Benbrook for its annual budget for the fiscal year beginning October 1, 2018.**

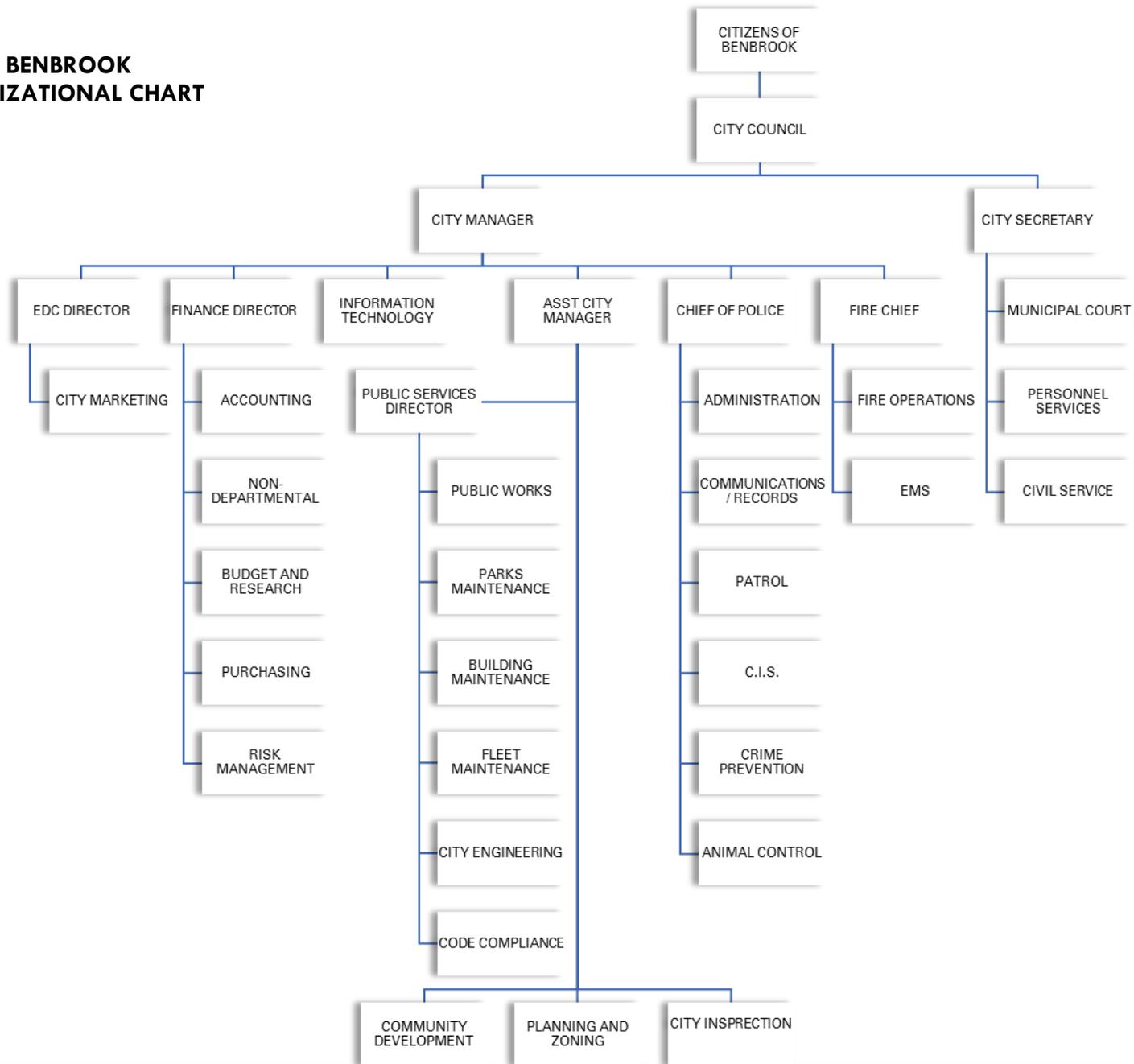
**In order to receive this award, a governmental unit must publish a budget document that meets criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.**

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

**CITY OF BENBROOK, TEXAS  
KEY ADMINISTRATIVE OFFICIALS**

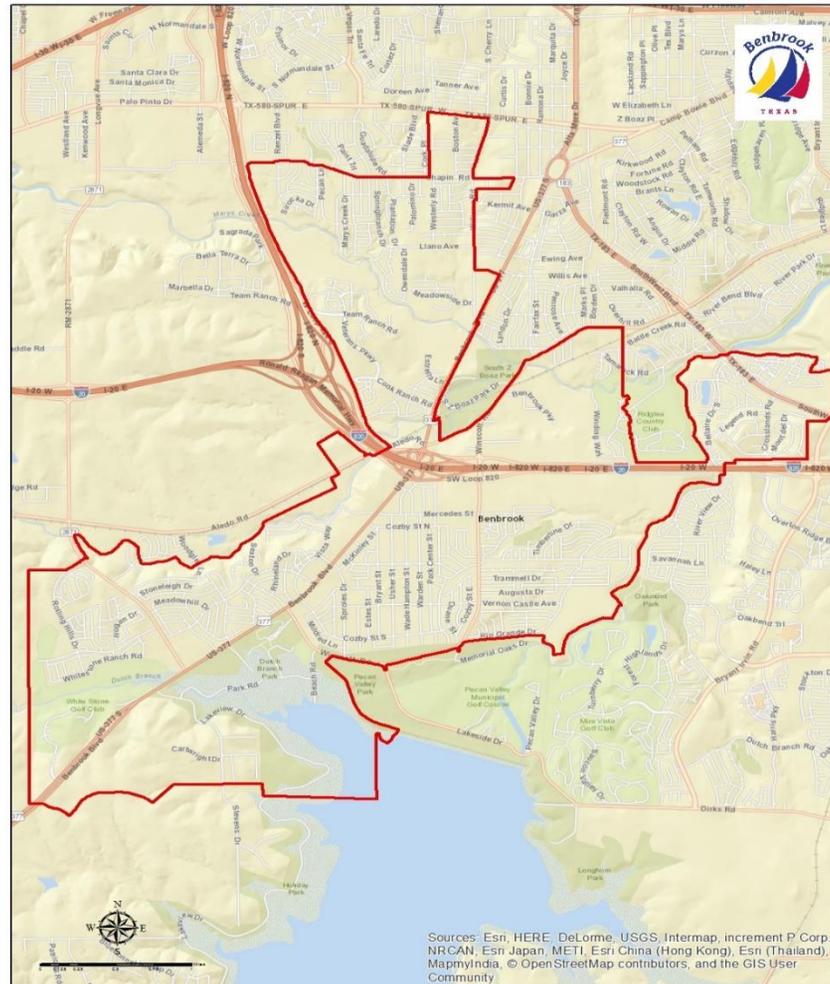
<b>NAME</b>	<b>POSITION</b>	<b>LENGTH OF SERVICE</b>
<b>Andy Wayman</b>	<b>City Manager</b>	<b>22 Years</b>
<b>James Hinderaker</b>	<b>Assistant City Manager</b>	<b>2 Years</b>
<b>Rick Overgaard</b>	<b>Finance Director</b>	<b>1 Year</b>
<b>Joanna King</b>	<b>City Secretary</b>	<b>43 Years</b>
<b>James G. Mills</b>	<b>Police Chief</b>	<b>25 Years</b>
<b>Tommy Davis</b>	<b>Fire Chief</b>	<b>24 Years</b>
<b>Phyllis Wolfe</b>	<b>Information Technology Director</b>	<b>15 Years</b>
<b>Bennett C. Howell, III</b>	<b>Public Services Director</b>	<b>5 Years</b>
<b>Douglas Howard</b>	<b>City Planner</b>	<b>2 Years</b>
<b>Heath Haseloff</b>	<b>City Engineer</b>	<b>2 Years</b>
<b>Cathy Morris</b>	<b>Economic Development Director</b>	<b>12 Years</b>

**CITY OF BENBROOK  
ORGANIZATIONAL CHART**

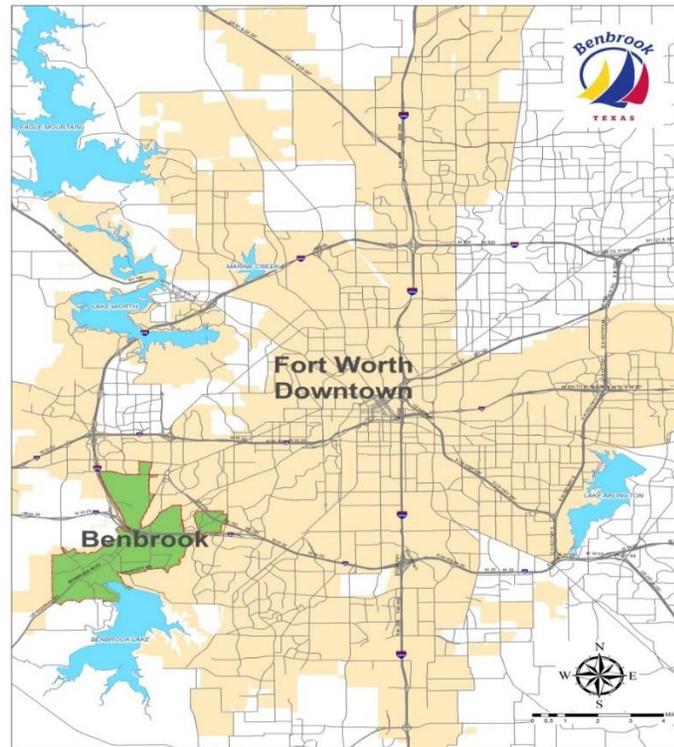


# MAP OF BENBROOK, TEXAS

City of Benbrook



### MAP OF BENBROOK, TEXAS



## **BUDGET FORMAT**

The 2019-20 Budget Document for the City of Benbrook provides historical, present, and future comparisons of revenues and expenditures; proposed allocations of resources - both fiscal and personnel; and descriptions of the City's Activities - including goals, objectives, and measurements.

The Budget Document is divided into five sections. Section One provides an overview of the 2019-20 Operating Budget. Section Two presents financial information for the City's Operating Funds – the General Fund and the Debt Service Fund combined. Section Three concentrates on the tax-supported General Fund. Section Four provides financial data for the Debt Service Fund. Section Five serves as an appendix with supplemental information about Benbrook, the City of Benbrook, and the budget process.

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

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

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

An organizational chart is provided for each Division to illustrate the staffing levels, chain-of-command, and Activities included in each Division. A Division Description is included to describe and explain the purpose of the Division and to summarize the programs and services provided. A Division Summary is provided to summarize financial and personnel data at the division level. The Division Summary provides financial data summarized at the character level (personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay). This data is provided on an actual basis for 2017-18; on a budget and estimated basis for 2018-19; and on a total request and adopted budget basis for 2019-20.

The total request provided for 2019-20 includes the base budget request and decision packages. The Division Summary provides the number of full-time positions assigned to the Division. A Reconciliation and Decision Package Summary is also included for each Division to document the changes made to the total request and to provide a listing of all requested decision packages; decision packages are categorized as funded and as not-funded.

For each Activity (major work program) in each Division, an Activity Summary and Cost Center Summary are provided. The Activity Summary provides a description of the responsibilities assigned and a listing of goals with corresponding objectives and measurements. The Cost Center Summary provides financial data summarized at the character level (personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay). This data is provided on an actual basis for 2016-17 and 2017-18; on a budget and estimated basis for 2018-19; and on a department request and City Council adopted basis for 2019-20. The department request information provided for 2018-19 includes the base budget request and decision packages. The Cost Center Summary provides a Personnel Summary that depicts the positions, salary ranges, and budgeted salaries for each of the Activity's positions.

Section Four (Debt Service Fund) provides detailed data on the City's Debt Service Fund. Tables, charts, and graphs illustrate financial and statistical data for the City's principal and interest payments on bonded debt. Revenue and expenditure information is summarized for ten years. Schedules are provided for issuance of general obligation bonds, along with bonds supported by the Stormwater Utility Fund and TIF Fund.

Section Five (Appendix) serves as an appendix to the Budget Document and provides supplemental information to assist the reader in understanding Benbrook's budget process, financial structure, role of citizen input on the Budget, and Benbrook's relationship with other entities. This section includes the Budget Appropriations and Tax Rate Ordinances, City-wide Goals and Objectives, descriptions for each of the City's Boards and Commissions, a listing of all Benbrook Neighborhood Associations, data on the Benbrook Cemetery, the Community Profile, and Benbrook's Historical Background. The information for Benbrook's Historical Background was excerpted from a more in-depth report prepared by David R. Gattis, Benbrook's former Deputy City Manager. Section Five also includes a glossary of terms found in the Budget Document as well as a listing and explanation of acronyms used in the 2019-20 Budget.

## **FUND/DEPARTMENT RELATIONSHIPS**

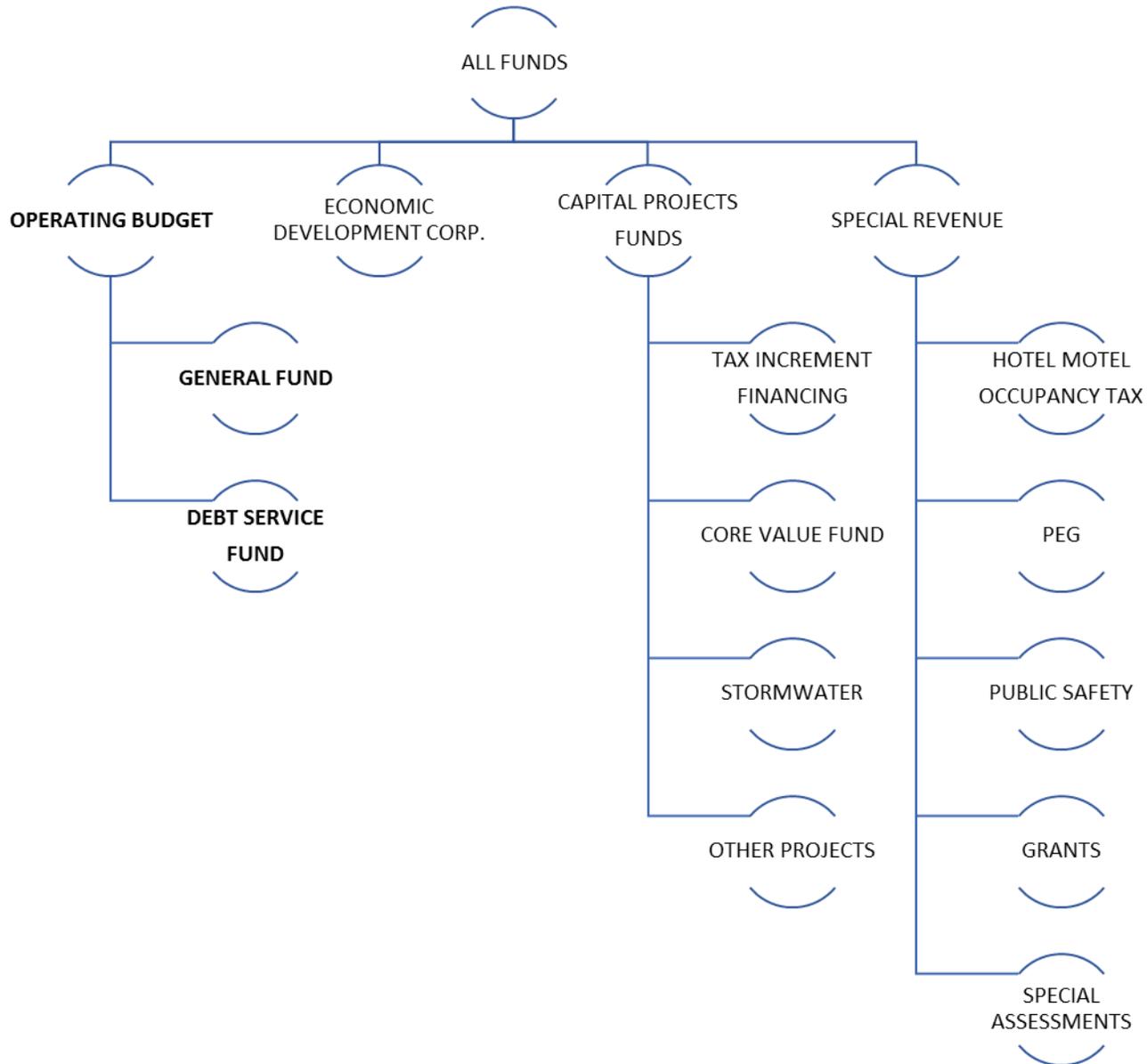
The City of Benbrook's 2019-20 Budget focuses on the Operating Funds. The Operating Funds Budget is approved by the Benbrook City Council each year through the adoption of two ordinances: the Budget Allocation Ordinance and the Property Tax Rate Ordinance; copies of these ordinances are included in the 2019-20 Budget.

The relationships among funds and City departments are explained below:

### **OPERATING FUNDS**

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

from the Stormwater Utility Fund for payment of principal and interest on drainage projects that were initiated prior to the establishment of the Stormwater Utility Fund. Also, a transfer to the Debt Service Fund from the TIF Fund for TIF related debt.



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

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

The General Fund’s 2019-20 Budget includes the payment of current ad valorem taxes for property located within the Tax Increment Financing (TIF) area to the TIF Fund. The General Fund 2019-20 Budget includes the transfer of General Fund reserves to: (1) the Capital Asset Replacement Account to finance capital outlays for the current year and for future years through this special expense account, (2) the newly created Wall Fund in the Capital Projects Fund to finance wall repairs, and (3) Clear Fork Emergency Bridge Account in the Capital Projects Fund to finance the construction of the emergency access bridge.

<b>DIVISION AND FUND RELATIONSHIP</b>											
<b>DIVISION</b>	<b>GENERAL FUND</b>	<b>EDC FUND</b>	<b>TIF FUND</b>	<b>CORE VALUE FUND</b>	<b>STORM WATER FUND</b>	<b>OTHER PROJECTS</b>	<b>HOTEL MOTEL FUND</b>	<b>PEG FUND</b>	<b>PUBLIC SAFETY FUND</b>	<b>GRANT FUND</b>	<b>SPECIAL ASSESS.</b>
General Government	✓										
Staff Services	✓										
Police	✓					✓			✓		
Fire and EMS	✓					✓					
Municipal Court	✓										✓
Code Compliance	✓										
Public Services	✓		✓	✓	✓	✓				✓	✓
Public Works	✓					✓					
Parks and Recreation	✓										
Community Development	✓		✓	✓	✓					✓	✓
Economic Development		✓					✓	✓			

## **HONORABLE MAYOR AND MEMBERS OF THE BENBROOK CITY COUNCIL**

I am pleased to transmit to you the 2019-20 Budget for the City of Benbrook. This Budget meets all of the provisions of the Home Rule Charter of the City of Benbrook, Texas and all applicable laws of the State of Texas. The 2019-20 Budget adopted by the City Council consists of the General Fund and the Debt Service Fund. Annual expenditures for these two funds are approved by the City Council through the adoption of an ordinance. Council also establishes the property tax rate through the adoption of an ordinance; separate property tax rates are adopted for the General Fund and for the Debt Service Fund. Copies of these two ordinances are included in the Appendix Section of the 2019-20 Budget Document.

The 2019-20 Budget, as adopted by the Benbrook City Council, consists of the General Fund and the Debt Service Fund; when these two funds are combined for revenue, expenditure, and fund balance reporting, they are referred to as the Operating Funds. Unless specified, the term 2019-20 Budget that is reflected throughout this document refers to the Operating Funds.

The City of Benbrook also has the Capital Projects Fund; Other Funds (Tax Increment Financing Fund, Core Value Fund, Stormwater Utility Fund, Police Narcotics Fund, and Hotel/Motel Occupancy Tax Fund); and Grant Funds. Whereas these funds are examined by the City Council during the formal budget review and adoption process, expenditures for these funds are not formally established through the adoption of ordinances. The 2019-20 Adopted Budget Document does not include financial information for these funds.

The Benbrook Economic Development Corporation (EDC) is a department of the City; however, financial reporting is maintained on a separate basis. The EDC is considered a blended component unit of the City. The Benbrook Economic Development Corporation's Director prepares an annual budget and presents this document to the BEDC's Board of Directors for approval. The budget is then submitted to the City Council for ratification.

### **2019-20 ADOPTED BUDGET**

During the review and subsequent adoption of the 2019-20 Budget, the Benbrook City Council and the City Staff focused on meeting the challenges of: balancing the budget with minimal use of reserve funds, keeping reserves at or above the specified level, maintaining the property tax rate at its current rate or lower, compensating employees at a level sufficient to remain competitive, continuing services to citizens and businesses with no reduction in quality or quantity, and replacing and updating essential equipment.

### **BALANCING THE BUDGET**

The 2019-20 Budget provides a balanced plan for municipal services from October 1, 2019 through September 30, 2020. Operating Fund (combined General Fund and Debt Service Fund) expenditures included in the 2019-20 Budget total \$21,433,668. General Fund expenditures total \$19,872,244 and Debt Service Fund expenditures total \$1,561,424. Operating Fund (combined General Fund and Debt

Service Fund) revenues total \$21,460,490. General Fund revenues total \$20,973,383 and Debt Service Fund revenues total \$487,107. The transfer of \$586,752 is scheduled from the Stormwater Utility Fund to the Debt Service Fund and a transfer of \$503,136 from the TIF Fund to the Debt Service Fund. The transfer of \$650,000 is scheduled for transfer from General Fund to the Capital Projects Fund for the Clearfork Emergency Access Bridge, \$250,000 to the newly created Wall Repair Fund, and \$250,000 to the Capital Asset Replacement Fund. The transfer of \$100,000 is scheduled from the Road Damage Fund to the General Fund to finance street repairs for roadways damaged by natural gas utility truck traffic. No reserves were required to balance the Budget.

### **USE OF RESERVES**

For the 2019-20 Budget, the Benbrook City Council established \$8,000,000 as the ideal minimum reserve total for the combined operating funds (General Fund and Debt Service Fund). In 2019-20, the Council expects to meet this challenge and still be able to increase employee benefits, enhance services to the public, and maintain or lower the current property tax rate - without significantly impacting the City's superb financial condition. The Operating Funds Budget for 2019-20 does not include the use of General Fund reserves; the Operating Funds fund balance is projected to increase from \$8,664,974 to \$8,731,684.

The 2019-20 Budget reflects the use of \$1,150,000 from General Fund. The City philosophy is to save for future projects by making transfers from the General Fund to the Capital Projects funds each year. The General Fund budget is balanced with these transfers in mind. The transfer of \$650,000 is scheduled from the General Fund to the Capital Projects Fund for the construction of the Clearfork Emergency Access Bridge, \$250,000 to the Wall Fund for future wall repairs, and \$250,000 to the Capital Asset Replacement Fund to purchase capital outlay items in the current year and in the future. General Fund revenues, excluding transfers, are projected to exceed expenditures by approximately \$1,101,139. By using \$1,150,000 in unrestricted fund balance and transferring \$100,000 from the Road Damage Fund, the fund balance of the General Fund is projected to increase from \$8,335,527 to \$8,386,666 by the end of 2019-20.

The 2019-20 Budget does not include the use of Debt Service Fund reserves to finance principal and interest payments for General Obligation bonds. For this fiscal year, an estimated \$15,571 will be added to Debt Service Fund reserves. The fund balance of the Debt Service Fund is projected to increase from \$329,447 to \$345,018. Reserves are restricted; the only allowable use is to pay principal on general obligation bonds and certificates of obligation bonds, interest on bonds and certificates, and agent fees.

### **DECREASING OF THE PROPERTY TAX RATE**

The City's property tax rate is always a focus of the budget. After reviewing the change in assessed valuations and considering potential commercial development in the upcoming years, Council established the property tax rate at \$0.62777 per \$100 valuation. The 2019-20 rate is \$0.01223 lower than the 2018-19 adopted rate of \$0.6400. The General Fund portion of the property tax rate was reduced by \$0.00103 from \$0.60750 to \$0.60647. The Debt Service Fund portion of the property tax rate was lowered by \$0.0112 from \$0.0325 to \$0.0213.

The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2019 shows the total appraised value of property in Benbrook at \$2,527,560,856; TAD provided revised assessed valuation and property tax data in September 2019; however, the July 2019 totals are used for all 2019-20 budget calculations. Total exemptions (over-65, homestead, disability, veterans, pro-rated absolute, and nominal value - below \$500) and total adjustments (absolute exemptions, cases before the Appraisal Review Board, and incomplete accounts) are \$277,010,328. TAD's minimum projected value of property under protest and/or in incomplete accounts is \$27,776,424. The total net taxable value used to project revenues for 2019-20 is \$2,293,677,799. Based on the tax rate of \$0.62777, current property tax collections are projected to be \$14,111,041 at a 98% collection rate for both the General Fund and the Debt Service Fund property tax revenue.

### **EMPLOYEE COMPENSATION AND RETENTION**

The City of Benbrook's philosophy over the past thirty-plus years is to recruit highly-qualified and top-quality employees by providing above-average salaries and competitive benefits and to retain employees through the offering of merit increases, promotional opportunities, stability/longevity pay, and an excellent retirement system with five-year vesting and retirement eligibility after twenty years of service. One of the City Council's commitments during the review of the 2019-20 Budget was to ensure that this philosophy continued. The 2019-20 Budget includes funds for: (1) a two and one-half percent across-the-board cost-of-living-adjustment for eligible full-time employees; (2) merit increases for eligible employees; (3) a \$5,000 signing bonus for eligible newly-hired and certified Police Officers; (4) an up-to seven and one-half percent increase in premiums to continue current benefits and services for health, dental, and life insurance; and (5) continuation of contributions to employee retirement as proposed by the Texas Municipal Retirement System.

### **CONTINUATION OF CURRENT SERVICES**

The 2019-20 Budget reflects the continuation of current services and programs. The City of Benbrook provides basic municipal services to citizens, businesses, and visitors. Benbrook takes pride in providing top-quality services at affordable costs. The 2019-20 Budget does not include reductions in services or cut-backs. Effective October 1, 2018, the school crossing guard program was staffed through a contractual agreement with a private company

### **REPLACEMENT OF EQUIPMENT**

The 2019-20 Budget includes funds to replace essential equipment. The 2019-20 Budget reflects the procurement of one new Animal Control vehicle to replace an older vehicle being funded out of the Asset Replacement Fund. Funds are included in the Police Department's budget allocation to replace four light bars for patrol vehicles, seven new Taser Devices, eleven SWAT Ballistic Helmets, and the purchase of four new Police Patrol vehicles.

The Fire Department's will be replacing sixteen Self Contained Breathing Apparatus Bottles and purchasing an Opticom Traffic Light system to allow safer and quicker travel through intersections for emergency vehicles; all funded from the General Fund. Also, the Fire Department

will purchase one ambulance which is funded with Asset Replacement funds and one Lucas Chest Compression Unit funded by the General Fund.

The Street Maintenance budget includes funds for the replacement of Traffic Signal Radar Sensors that are failing. Funds are also included for phase two of the street sign replacement program.

The Parks Department will be purchasing one Top Dresser for the maintenance of athletic fields and a Stump Grinder for the removal of dead tree stumps; all funded by the General Fund. Also, seven ballfield dugouts will be rebuilt and expanded in 2019-20, which will be fund by the Parks Fund.

### **UPDATE AND UPGRADE OF EQUIPMENT**

Funds are included in the 2019-20 Budget for software and for replacement and/or upgrade of computers, printers, peripherals, and other hardware based on this schedule. Funds are also included in the Information Technology Activity for the replacement and upgrade of the City's IT Infrastructure.

The 2019-20 Budget reflected the establishment of a Wall Repair Fund. \$250,000 will be set aside from General Fund reserves to finance the building and repair of various walls surrounding subdivisions in the City.

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

#### **Changes in Personnel**

The 2019-20 Budget includes the addition of one full-time position and the elimination of one part-time position.

In the 2019-20 Budget the Police Chief requested adding one full-time Police Officer position to keep pace with the growth of the City. One part-time GIS position will be eliminated with the outsourcing of the City's GIS.

#### **New Services**

No new services or programs are included in the 2019-20 Budget.

#### **Special Projects**

The 2019-20 Budget includes the continuation and 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. Also, a transfer of \$650,000 from the General Fund to the Capital Projects Fund will be made for the construction of the Clearfork Emergency Access Bridge.

## **IMPACT OF THE 2019-20 BUDGET ON BENBROOK'S FUTURE**

### **OPERATING FUNDS**

The Operating Funds began the 2019-20 year with a fund balance of \$8,664,974. The Operating Funds are projected to end the new fiscal year with a fund balance of \$8,731,684 based on revenues in the amount of \$21,460,490; expenditures in the amount of \$21,433,668; the transfer of \$100,000 from the Road Damage Fund; the transfer of \$586,752 from the Stormwater Utility Fund; a transfer of \$503,136 from the TIF Fund; and transfers of \$250,000 to the new Wall Repair Fund and \$250,000 to the Asset Replacement Fund; along with \$650,000 from the General Fund for the Clearfork Emergency Access Bridge.

Financial experts and bond rating agencies recommend that the fund balance or reserves be maintained at a minimum level equivalent to ten percent of the City's annual operating budget; three months of operating expenses is the preferred level. Reserves are projected to be 38.7 percent of total operating expenditures during 2019-20. This level of reserves is more than sufficient to meet established criteria. The City's informal policy of maintaining reserves at \$8,000,000 and at a minimum of three months of operating expenses is also more than satisfied. Benbrook is more than prepared to face and to conquer economic and financial challenges in the current year and in future years.

### **GENERAL FUND**

The City Staff is confident that the City's current financial position allows Benbrook to grow, to improve infrastructure, to enhance community facilities, and to upgrade existing facilities and services. However, due to the uncertain economy in 2019-20 and the future reduction in the rollback rate in 2020-21 due to the passage of Texas Senate Bill 2, Council and Staff decided to defer General Fund financing of any major new programs and service enhancements. The 2019-20 General Fund Budget is primarily a continuation of current services and programs with a few critically-needed enhancements.

### **DEBT SERVICE FUND**

Debt service principal and interest payments reflected in the 2019-20 Debt Service Fund Budget include general obligation payments that are financed through current property tax collections, along with payments for Stormwater Utility and TIF debt. The Stormwater Utility and TIF debt payments are paid for by the Stormwater Utility and TIF Funds.

City Staff works closely with the City's financial advisor to ensure that the additional debt service requirements are financed without significantly altering the City's annual debt service requirements and without increasing the property tax rate. With the financial advisor's guidance, bonds are typically scheduled for sale in alternate years to allow commercial development and property values to increase assessed

valuations to the level necessary to maintain or even lower property tax rates. At the time that the 2019-20 Budget was adopted by the City Council, no bond sales were planned or projected for 2019-20.

The sale of certificates of obligation in 2005 to finance the Tax Increment Financing (TIF) projects impacted the Debt Service Fund Budget in 2005-06, 2006-07, and 2007-08. These principal and interest payments are scheduled for payment by the TIF Fund in the 2019-20 Budget and in future years. In 2012, the City of Benbrook sold \$1,280,000 in certificates of obligation for TIF projects; these costs are included in the TIF Fund for 2019-20 and future years. Certificates of obligation were sold for TIF projects in 2014; these costs are included in the TIF Fund for 2019-20 and future years. The bonds will be retired in 2021-22.

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

Bank of America proposed revising the City's Series 2005 General Obligation Bonds from a 3.49% rate to a 1.85% rate effective February 1, 2015. The offer was reviewed by the City's financial advisor, recommended by City Staff, and approved by City Council. Significant savings have occurred for interest payments. The bonds are retired in 2019-20.

For the 2019-20 fiscal year, the City's total tax rate was reduced from \$0.64000 to \$0.62777 due to a reduction in the rollback tax rate. The General Fund portion of the property tax rate was reduced from \$0.6075 to \$0.60647. The Debt Service Fund portion of the property tax rate was also reduced from \$0.0325 to \$0.0213.

## **CONCLUSIONS**

As always, the preparation and adoption of the Budget is one of the most important actions of the Benbrook City Council. The budgetary process determines what services the City provides, the level of services, and how the funds are provided to finance these services. The Budget is a compromise between available resources and service needs - a compromise that attempts to allocate funds on a priority basis as determined by the City Council. The Budget, administered with the proper controls, represents a reliable financial plan to be used in making decisions facing the City of Benbrook over the course of the next twelve months.

The City Manager and the City Staff stand ready to assist the City Council in implementing the 2019-20 Budget.

**CITY OF BENBROOK GOALS**

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

- To protect and enhance neighborhood quality and values;
- To improve the efficiency and effectiveness of government services;
- To promote economic development;
- To promote community appearance and pride; and,
- To provide appropriate community facilities.

**ACHIEVEMENT OF LONG-RANGE GOALS**

To assist in the achievement of these goals, City Council and City Staff identified City-wide objectives, approved programs in past years, and funded new programs in the 2019-20 Budget. Objectives, strategies, and progress measures for achievements made towards reaching these goals in past years are provided in detail in the City-Wide Goals, Objectives, Strategies, and Planning Principles included in the Appendix Section of the 2019-20 Budget Document; this information is presented on pages 280 through 287.

Funds are available in the 2019-20 Budget toward the achievement of these City-wide goals; enhancements toward the attainment of all five of these goals include: new facilities, personnel enrichments, equipment replacement, existing facilities modifications and improvements, and streamlined and updated communication. These program additions and improvements are described along with their potential impact on attainment of goals in current and in future years.

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

Benbrook progresses toward all five of these goals through improved and increased communication between the City and Benbrook's citizens. Enhanced contact between the City and the public is continued in 2019-20 through the distribution of the *Benbrook Community Newsletter*, broadcasts of City Council meetings on a regularly-scheduled basis on the City's cable channel, and real-time website broadcasts of Council meetings (Council meeting viewings are available through the City's website at [www.benbrook-tx.gov](http://www.benbrook-tx.gov) on an on-demand basis with the ability to fast-forward, search, and freeze-frame). The City upgraded, updated, and improved the broadcast of meetings through the installation of a new video system in 2019.

**Broadcast of Meetings**

Since 2005, the City has upgraded its video production system for the recording and broadcasting of council, board, and commission meetings to allow for better communication with the public. In 2019, the City upgraded its video production and broadcasting system to include a full end-to-end hands-free broadcast solution that requires no staff involvement for the operation of cameras and streaming of events or meetings. All video production and broadcasting system upgrades have been funded through the PEG fund. Funds are included in the 2019-2020 budget for the continuation of this program.

**City of Benbrook Website – [www.benbrook-tx.gov](http://www.benbrook-tx.gov)**

The City is continually improving its website. Past improvements have been changing formats, implementing user-friendly features, enhancing search engines and techniques, expanding data and archived information available to the public, creating links for individual departments and programs, and adding a secure site for employees. A section was also added for City Council member access only; the Councilmembers have access to documents and reports for each City Council meeting. Also, a reservation system was added to request and to reserve the use of the City’s recreation facilities and services. Building permits are also available on-line to facilitate the development process.

The City’s website has been enhanced to include social networking features such as Facebook and Twitter. Updates of City activities, notices, and other public information are disseminated and shared through these types of social media.

**Annual Report**

In January 2007, the City of Benbrook published its first annual report. In years past, the Mayor’s State of the City address was published in local newspapers at the beginning of the new year. Benbrook’s annual report is mailed to all residences in Benbrook, posted on the City’s website, and copies are available at City Hall and other municipal facilities. The report summarizes Benbrook’s annual achievements. Staff plans to publish and distribute the 2019 Annual Report by February 2020.

**Internal Communications**

In 2008-09 City employees were provided with enhanced communication capabilities while at the work place. “City Source” software was installed on all computers assigned to employees. This software allowed employees to post and to access a variety of information including: City Council and Boards and Commissions agendas and packets; budget worksheets and documents; employee news, events, birthdays, and announcements; health and wellness tips and information; shared documents; human resources policies, procedures, updates, and forms; photographs; training and meeting videos; and calendars of events and meetings. Departments also created sub-sections to disseminate specialized information, update employees, and notify employee groups of opportunities and events. “City Source” was revamped in 2014-15 and again in 2018.

## **TO PROTECT AND ENHANCE NEIGHBORHOOD QUALITY AND VALUES**

Neighborhood quality and values are protected and enhanced through the funding of programs designed to make Benbrook streets more attractive and safer, passage of ordinances to improve the quality of life, and programs and purchases to make neighborhoods more secure. When Benbrook leaders originally identified this goal as one of the primary concerns of the City, they developed a strategy to form neighborhood associations to work with residents to strengthen and improve relations between neighborhoods and the City of Benbrook. A list of the neighborhood associations currently active in Benbrook is included on page 303 of the 2019-20 Budget Document.

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

The 2019-20 Budget includes funds to re-surface streets within Benbrook through joint efforts with Tarrant County in the City/County street overlay program. The 2019-20 Budget includes expansion of the City's street overlay program and the rebuilding of Benbrook streets by increasing the budget allocation by \$250,000 and 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. Funds are also included as General Fund revenue for street cuts and repairs for projects completed with the Benbrook Water Authority.

### **PUBLIC SAFETY RELATED PROGRAMS AND PURCHASES FOR 2019-20**

New programs and purchases are financed in the 2019-20 Budget to improve the quality of life in Benbrook by enhancing public safety. The Budget includes the addition of one Police Officer, four vehicle light bars, seven new Taser Devices, eleven SWAT Ballistic Helmets, incentive pay for Out-of-State applicants, and a Mobile Incinerator for property and evidence destruction. All purchases are funded through the General Fund. Also, a new Animal Control vehicle is budgeted and paid from the Asset Replacement Fund.

### **FIRE DEPARTMENT**

#### **New Equipment and Continued Special Programs**

The 2019-20 Budget includes the replacement of sixteen Self Contained Breathing Apparatus Bottles and an Opticom Traffic Light system for intersections allowing safe and expedited travel through intersections for emergency vehicles.

In 2019 an improved and upgraded communications system that is compatible with the City of Fort Worth's system was purchased and installed.

CodeRED and CodeRED Weather Warning are available to Benbrook residents, businesses, and schools; a Benbrook street address is required for the system to issue the proper notices. These programs provide an additional layer of communicating warnings to Benbrook; the City's emergency warning sirens serve as the primary system for emergency and crisis alerts.

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

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

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

## **POLICE DEPARTMENT**

### **New Equipment and Continued Special Programs**

Funds are included in the Police Department’s Budget to replace four vehicle light bars, purchase seven new Taser Devices, and eleven SWAT Ballistic Helmets; incentive pay for Out-of-State applicants, and a Mobile Incinerator for property and evidence destruction. All purchases are funded through the General Fund.

Funds are included in the 2019-20 Police Department Budget to continue programs that serve to improve the quality of life within Benbrook. These programs include: National Night Out, VIN-Etching, Neighborhood Watch, Operation Child ID, Operation Identification – Mark Your Territory, Residential and Business Security Surveys, Bicycle Registration, Child Gun Locks, Project L.E.A.P., the Way Home Program, and CrimeReports.com.

### **National Night Out**

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

vehicles, and fire trucks; special exhibits; and presentations by the Benbrook Police and Fire Departments. National Night Out is scheduled for October 2019.

**VIN-Etching Program**

During the October 2018 Household Hazardous Waste Event, the Tarrant Regional Auto Crimes Task Force is teaming with the Benbrook Police Department to offer free VIN-etching services for Benbrook residents. VIN-etching is a countermeasure to prevent motor vehicle theft. It involves the use of a stencil and glass etching paste to etch a vehicle's vehicle identification number (VIN) onto the windshield and windows. If the vehicle is stolen, the thieves are forced to replace the glass prior to selling the stolen vehicle; this process effectively reduces or eliminates the profit. VIN-etching also increases the odds of recovery of stolen vehicles by the police. This service has proven to be highly effective as a theft deterrent and in returning stolen vehicles to their rightful owners.

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

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

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

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

**Operation Identification Mark Your Territory**

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

**Residential and Business Security Surveys**

Benbrook's Crime Prevention Officer is licensed by the Texas Department of Insurance to inspect and access Benbrook residences and commercial operations. The Crime Prevention Officer visits Benbrook homes and businesses; performs a thorough survey; identifies ways to reduce burglary opportunities by assessing doors, windows, lighting, and landscaping; and suggests inexpensive ways to improve security.

This process increases security and reduces vulnerability for burglaries and may also result in cost savings via a discount in homeowner's insurance premiums.

**Bicycle Registration**

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

**Child Gun Locks**

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

**Project L.E.A.P.**

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

**The Way Home Program**

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

**CrimeReports.com**

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

**OTHER PUBLIC SAFETY PROGRAMS**

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

**Trinity Trash Bash**

The City sponsors and coordinates the Trinity Trash Bash each year. The Trash Bash is an annual clean up event where local volunteers pick up litter and debris from Benbrook Lake and park areas. Funds are available in the 2019-20 Budget for this event in the autumn of 2019.

**Household Hazardous Waste Events**

The 2019-20 Budget includes funds to conduct two household hazardous waste events in Benbrook. Citizens have the opportunity to dispose of hazardous materials (paint, petroleum products, toxic materials, batteries, and other hazardous waste materials) in a safe and environmentally-friendly manner. Beginning in October 2018, the City expanded disposal services to include electronic waste such as computers, monitors, CPUs, scanners, printers, print cartridges, fax machines, telephones, cell phones, lawnmowers, and small household appliances. Document shredding is available at the Household Hazardous Waste Events at no cost for residential paper shredding.

Benbrook coordinates with the City of Fort Worth’s Environmental Services Department to hold an event in the spring and a second event in the fall. For residents who are not able to attend these events, Benbrook citizens are eligible to use the Fort Worth’s collection center; Fort Worth bills Benbrook for these services on a per-use basis.

**Compassion Based Code Compliance Program**

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program. This program is continued in 2018-19; no funds are specifically allocated for this program.

The City’s Management Analyst and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook’s program is based on the “Beautiful Day” program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City’s liability and workers’ compensation policies, furnish waste hauler contacts, and leverage donations. Community sources are essential to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program include: assistance to approximately fifteen percent of Benbrook’s residents in the form of free or discounted services, supplies, and labor necessary to resolve code

compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

**Storefront Improvement Program**

The Benbrook Economic Development Corporation (BEDC) promotes a diverse and vital economy by attracting new businesses, retaining and supporting existing businesses, facilitating desired development, and promoting Benbrook to new residents and visitors. In support of existing businesses, with preference to those located along the Benbrook Boulevard/US Highway 377 highway corridor, and to enhance the overall physical appearance and commercial appeal of Benbrook, the BEDC offers a matching fund reimbursement grant, the Storefront Improvement Program, to eligible businesses that wish to improve building facades or other exterior features of existing commercial buildings. The Storefront Improvement Program offers a fifty percent matching grant, not to exceed \$20,000, for costs associated with approved eligible improvements.

**TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF GOVERNMENT SERVICES**

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

**EMPLOYEE BENEFITS ENHANCEMENTS**

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

The 2019-20 Budget includes funds to finance a two and one-half percent across-the-board salary adjustment to the City's Classification and Compensation Matrix.

In the summer of 2009, an outside consultant completed an analysis and study of the City's classification and compensation system for full-time positions. The consultant recommended re-structuring the City's Classification and Compensation Matrix to a fifty grade and seven-step matrix with a five-percent increase for each grade and between each step. The grades range from twenty-two to forty-nine; the City Manager's salary is at grade forty-nine and Field Service Worker is assigned to grade twenty-two. Employees at steps one through six of the City's seven-step classification and compensation system are eligible to receive a one-step or five percent increase for merit on the employee's anniversary date. Funds are also included in the 2019-20 Budget to finance scheduled merit increases. Merit increases are not automatic and require the approval of the employee's supervisor and of the City Manager.

Employee benefits are maintained in the 2019-20 Budget. Funds are included in the Budget to continue health, dental, and life insurance coverage at current levels. The Budget includes funds to pay the entire premium cost for employee health, dental, and life insurance; the subsidizing of dependent coverage; and to reimburse employees and covered dependents for a portion of hospital and surgery co-payments. An employee or covered dependent is eligible for reimbursement of up-to \$1,000 for an out-patient procedure and up-to \$2,000 for hospitalization, and \$200 for an emergency room visit. The Budget also includes funds to reimburse employees up-to \$500 for co-payments, deductibles, and prescriptions; these reimbursements are available only to employees who do not have dependent health insurance coverage through the City's group plan.

Full-time City employees are mandated to contribute seven percent of salary costs to a retirement fund with the Texas Municipal Retirement System (TMRS). Funds are included in the Budget to finance the proposed contribution rate for the City's two-to-one match of retirement funds for full-time employees. The City's contribution increases from the current rate of 16.32 percent to 16.59 percent effective January 1, 2020.

The City encourages wellness for all employees and dependents by offering discounted memberships at the Benbrook Community Center/YMCA; the City pays approximately fifty percent of the monthly costs for employees (full and part-time employees are eligible). The City's group health insurance contract emphasizes wellness and provides diagnostic tools, health hints, workout strategies, and medical resources on the company's website. The 2018-19 Budget includes funds to provide flu shots for all City employees at no cost to the employee; dependents are eligible to receive the vaccinations and pay only for the cost of the vaccine. Hepatitis vaccinations are also available to employees at no cost to the employee.

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

### **TECHNOLOGY IMPROVEMENTS AND UPGRADES**

The 2019-20 Budget includes funds to improve and enhance the City's technology. Separate line-items are included in the Information Technology Activity in the 2019-20 Budget for software and for hardware; Council approved funds to finance the replacement, upgrade, and purchase of computers, peripherals, software, and other technology-related equipment and supplies. Funds are included to upgrade the IT Infrastructure and outsource its GIS.

### **VEHICLE REPLACEMENTS AND PURCHASES**

The 2019-20 Budget includes funds to replace one Ambulance for the Benbrook Fire Department, which will be funded through the Capital Asset Replacement Fund.

Funds are also included to replace the City's Animal Control vehicle, which will also be funded through the Capital Asset Replacement Fund.

## **CONSOLIDATION OF SERVICES**

### **Benbrook Fire Department**

The Benbrook Fire Department has expanded its mutual-aid agreements with other local fire departments. Tarrant County has increased its payments to Benbrook for fire and emergency services provided to other local communities. The City of Benbrook renewed the contractual arrangement with Tarrant County effective October 1, 2019. Under the terms of the contract, the County: (1) compensates Benbrook a base compensation rate in excess of \$127,000 per fiscal year, (2) provides a super tanker, (3) provides a brush truck, (4) provides thermal imaging cameras, (5) provides funds for the replacement and purchase of fire and rescue equipment, and (6) compensates for emergency medical services (based on points) in excess of \$155,000 per fiscal year; the City of Benbrook bills Tarrant County residents for emergency medical services at non-resident rates.

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

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

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

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

Benbrook is enjoying its 19<sup>th</sup> year in partnership with the Fort Worth Environmental Collection Center (ECC) to recycle hazardous household chemicals and wastes. The program provides Benbrook residents the opportunity to dispose of paint, solvents, lawn and garden chemicals, automotive products, and other household hazardous waste products in a proper manner. Benbrook holds collection events two times each year to attract large numbers of participants. Each event averages approximately 150 households. Residents also have the option to take

items directly to the Fort Worth Environmental Collection Center; approximately 180 households participate each year. The City of Fort Worth charges Benbrook on a per household basis; the current rate is \$47.00 per household.

Since 1999, the City of Benbrook has contracted with the City of Fort Worth for the processing, shipping, and testing of suspected rabid animals. When services are needed, specimens are transported to the City of Fort Worth Animal Control Office to pack and ship the specimen to the laboratory. The results are returned directly to the Benbrook Animal Control Officer. The current cost is \$200 per animal. On average, six animals are tested each year.

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

Tarrant County Precinct Number One has assisted the City of Benbrook with its annual street overlay program for over twenty years. Under the ILA, the County furnishes labor and equipment necessary to overlay various streets throughout Benbrook with two inches of asphalt. The City pays for the asphalt, prepares the streets for overlay, and provides traffic control.

The City of Benbrook participates in the Tarrant County Cooperative Purchasing Program. Each year, the County contracts with local and national suppliers of products, equipment, and services. The City is allowed to benefit from these negotiated contracts.

In April 2016, the City of Benbrook entered into an Interlocal agreement with Tarrant County for participation in the Inter-Jurisdictional Emergency Management Program (I-JEMP). I-JEMP allowed Benbrook to join a group of Tarrant County cities for emergency management planning and coordination under the leadership of the Tarrant County Emergency Management Office. For many years, City staff wrote and maintained a separate emergency management plan. Through the I-JEMP, Tarrant County and other member cities established similar programs for comprehensive emergency management including mitigation, preparedness, response, and recovery. Joining I-JEMP eliminated redundant annual updates performed by City staff saving significant time and resources.

### **Mutual Aid Agreement with MedStar**

The City of Benbrook and MedStar entered into a mutual aid agreement for 2019-20 at no cost to the City of Benbrook. This agreement was made because population growth in Benbrook and Southwest Tarrant County resulted in an increase in emergency medical services (EMS) response call volumes. In addition, bariatric patient transports are more common due to the national rise in obesity. General population growth heightens the possibility of a large-scale incident requiring multiple simultaneous EMS transports.

The mutual aid agreement between MedStar and the City of Benbrook helps address these emerging issues by leveraging the response capabilities of both participating entities. The agreement allows Benbrook to utilize MedStar's bariatric unit for large patients that pose a loading problem for Benbrook's ambulances. In addition, the agreement provides access to the MedStar Ambus in the event of large-scale incident. The Ambus can provide patient care and transport up to twenty-two patients at a time. The agreement also insures a MedStar EMS response if all four Benbrook ambulances are unavailable due to other Benbrook EMS responses. MedStar may utilize

Benbrook EMS if an incident occurs that requires a multi-agency response. Unifying local participation is particularly important during a natural disaster or other major catastrophe. The term of the agreement is for one year, with automatic annual contract renewal with the mutual consent of both parties. There is no cost to participate. Each entity is responsible for all matters of loss, property damage, personal injury, or death related to its services.

**Interlocal Cooperation Contract with North Central Texas Trauma Regional Advisory Council**

In April 2016, the City Council approved the Interlocal cooperation contract with the North Central Texas Trauma Regional Advisory Council (NCTTRAC). The NCTTRAC administers a grant program on behalf of the Texas Department of State Health Services to provide evacuation trailers to strategic public safety partners. Participation in this program provides Benbrook with a fully equipped and stocked evacuation trailer for use in the event of a catastrophic incident.

**Public Utility Coalitions and Committees**

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

**TO PROMOTE ECONOMIC DEVELOPMENT**

**ROLE OF CITY’S COMMUNITY DEVELOPMENT DIVISION**

The Benbrook Economic Development Board of Directors consists of seven voting members who serve two-year terms. Members must be registered voters and residents of Benbrook. The Board of Directors meets of the third Monday of each month. The Benbrook City Council appoints the Board of Directors.

The Economic Development Corporation Board of Directors prepares an economic development plan for approval by the City Council; prepares an annual budget of projected revenues and expenditures for approval by the City Council; funds projects that promote economic development such as infrastructure improvements that would attract or retain business, or would improve business areas; prepares an annual progress and financial report for City Council using financial resources including the half-cent sales tax dedicated for economic development.

## **BENBROOK ECONOMIC DEVELOPMENT CORPORATION**

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

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

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

### **Benbrook Boulevard Redevelopment Project**

The Benbrook Economic Development Corporation purchased property located at 9454 Benbrook Boulevard, formerly operating as the "Rub-A-Dub" car wash. The property is being readied for redevelopment. As part of the preparation, the building and other structures will be demolished.

The BEDC is working closely with interested developers and will be selective in assessing plans for future development of the property. The goal and desire of the BEDC is to recruit a desirable commercial use for this site.

### **Storefront Improvement Program**

The Benbrook Economic Development Corporation (BEDC) promotes a diverse and vital economy by attracting new businesses, retaining and supporting existing businesses, facilitating desired development, and promoting Benbrook to new residents and visitors. In support of existing businesses, with preference to those located along the Benbrook Boulevard/US Highway 377 highway corridor, and to enhance the overall physical appearance and commercial appeal of Benbrook, the BEDC offers a matching fund reimbursement grant, the Storefront Improvement

Program, to eligible businesses that wish to improve building facades or other exterior features of existing commercial buildings. The Storefront Improvement Program offers a fifty percent matching grant, not to exceed \$20,000, for costs associated with approved eligible improvements.

## **TO PROMOTE COMMUNITY APPEARANCE AND PRIDE**

### **PROMOTION OF BENBROOK**

Community pride and appearance are promoted through various programs funded in the 2019-20 Budget. Funds are included to continue mailing the *Benbrook Community Newsletter* to residences in Benbrook in 2019-20. Mailing the newsletters insures that a majority of Benbrook's citizens have timely and relevant information about City events and community activities. Funds are included in the Budget for recording and broadcasting City Council meetings for airing on the City's public access cable channel; Council meetings are also available for viewing on the City's website in real-time and on a tape-delay basis. The 2019-20 Budget includes funds for recording and broadcasting the monthly Planning and Zoning Commission meetings. Funds are also included in the Budget for environmental programs including: household hazardous waste disposal, Keep Benbrook Beautiful, Trinity Trash Bash, and other community awareness programs.

### **City Logo and Tagline**

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

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

## **RECOGNITION PROGRAMS**

The 2019-20 Budget includes funds to recognize and honor citizen volunteers who provide valuable and distinguished commitment to the City by serving on boards and commissions, sitting on citizen committees, and assisting with municipal projects. The Council annually recognizes Benbrook's Volunteer of the Year. An appreciation dinner is held each year to thank the members of the City's various boards and commissions. The City Council also recognizes and expresses public appreciation through the issuance of proclamations to citizens and organizations that have performed special services and/or garnered achievements as representatives of Benbrook. In 2011-12 the employee recognition event was scheduled for December in conjunction with the City's holiday celebration luncheon so that a greater number of employees may participate; this tradition is scheduled for December 2019.

## **AWARDS AND RECOGNITION**

Benbrook received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the City's annual budget for the fiscal year beginning October 1, 2018. For the thirty-fourth year, GFOA recognized Benbrook with its Certificate of Achievement for Excellence in Financial Reporting for the City's comprehensive annual financial report (CAFR). In October of 2019, the City was awarded the 2018 Certificate of Achievement for Planning Excellence from the Texas Chapter of the American Planning Association.

## **SPECIAL EVENTS**

### **Heritage Fest**

In October 2007, the City co-sponsored the Benbrook Heritage Event in recognition of Benbrook's 60<sup>th</sup> anniversary of incorporation as a municipality and 150<sup>th</sup> anniversary as a settlement. Funds are allocated in the 2019-20 Budget for the eleventh Heritage Fest scheduled for October 2019.

### **Holiday Celebrations**

Every December Benbrook hosts a holiday celebration with fireworks, Christmas decorations, and appearances by Santa and Mrs. Claus. The City's Fire Department employees plan, organize, and administer this annual event. Funds are included in the 2019-20 Budget to continue this holiday tradition.

### **Community and Employee Wellness Promotions**

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

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

Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3-acre park offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court.

In 2016-17, General Fund reserves were used to create a pocket park. South Benbrook Park, dedicated in November 2017, is a pocket park located at 1119 Cozby West and was built through a partnership between the Benbrook United Methodist Church and the City of Benbrook; amenities include a playground, picnic tables, bicycle racks, benches, and a walking track.

In the 2018-19 Budget, funds were used by the Parks Department to replace and to upgrade the breaker boxes for all ball fields. Funds are also available to replace all waste containers to reduce and to deter vermin and litter in Benbrook's parks and recreation facilities.

In the 2019-20 Budget funds are included to upgrade seven ballfield dugouts and expand to a total of fourteen dugouts.

### **COMMUNITY APPEARANCE ENHANCEMENTS**

#### **Street, Sidewalk, and Roadway Improvements**

Funds are included in the 2019-20 Budget for continuation and expansion of the highly-successful street overlay program. The City purchases the materials and Tarrant County provides the specialized equipment to renovate residential streets. In 2013-14, a portion of the overlay program was used to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

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

The Council implemented fees charged to natural gas contractors for damages to Benbrook streets; the fees are designated for future road repair projects. Transfers from this fund are designated for street repairs in 2017-18, 2018-19 and in 2019-20.

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

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

In January 2015, the Council held public hearings on the use of CDBG funds in the 2016-17 fiscal year. Three projects were identified. City Staff applied for grant funds through Tarrant County. Benbrook was awarded \$130,000 for the 41<sup>st</sup> CDBG year plus the use of \$3,534 from previous CDBG projects. These funds are allocated to construct sidewalks on Bellaire Drive in 2015-16. Apartments surround Bellaire Drive and there are no sidewalks on this street. The City of Fort Worth has a trailhead nearby that follows the Clear Fork of the Trinity River; there are also convenience stores and similar businesses within walking distance of the apartments. The project includes construction of sidewalks on both sides of the Bellaire Drive from Southwest Boulevard to Crosslands Road. The sidewalk is concrete construction and five feet wide.

### **Environmental Improvements**

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

The 2019-20 Budget includes funds to conduct two household hazardous waste events in Benbrook. Citizens have the opportunity to dispose of hazardous materials (paint, petroleum products, toxic materials, batteries, and other hazardous waste) in a safe and environmentally-friendly manner. Benbrook coordinates with Fort Worth's Environmental Services Department to hold events in the spring and in the fall. For residents who are not able to attend these events, vouchers are available at City Hall for Benbrook citizens to use at Fort Worth's collection center.

The City sponsors and coordinates the Trinity Trash Bash each year. The Trash Bash is an annual clean-up event where local volunteers pick up litter and debris from Benbrook Lake and park areas. Funds are available in the 2019-20 Budget for this event in the fall of 2019.

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program. The 2018-19 Budget reflects the continuation of this program even though no funds are allocated from the General Fund. The City's Economic Development Director and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook's program is based on the "Beautiful Day" program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City's liability and workers' compensation policies, furnish waste hauler contacts, and leverage donations. Community sources are expected to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program include: assistance to approximately fifteen percent of Benbrook's residents in the form of free or discounted services, supplies, and labor necessary to resolve code compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

## **TO PROVIDE APPROPRIATE COMMUNITY FACILITIES**

### **LAND USE PLAN**

In June 2006 the City Council adopted the Land Use Plan for the Benbrook Lake Lease Areas and authorized Staff to begin implementation of Phase One. The City of Benbrook controls significant park land around Benbrook Lake through a long-term lease with the Army Corps of Engineers. The Corps of Engineers requires Benbrook to utilize the lease areas for recreational activities - with particular emphasis on outdoor, lake-oriented recreation. In 2006, the Council conducted a work session to discuss enhancing the Benbrook lake lease areas. The City then solicited a proposal to develop a land use plan and formally commissioned the land use study in February 2006. The proposed land use plan recommended numerous enhancements; these improvements were divided among three phases. Phase One recommends: purchase of

southeast corner of Winscott Road and Benbrook Boulevard in partnership with the Benbrook Economic Development Corporation or a private developer, extension of existing lease with the Corps of Engineers to fifty years (currently thirty years remain on the existing lease), improvement of the Benbrook Lake level issue with emphasis on raising the conservation pool level, working with existing concessionaires to improve appearance, and development of requests for proposal (RFP) for the resort areas. Phase Two recommends: solicitation of RFPs for resort areas, consideration of long-term appearance and use of Benbrook Marina including possible dredging project, and development of an RFP for wildflower center. Phase Three recommends: solicitation of RFP for wildflower center and consideration of City-funded projects (soccer fields and other projects) as approved by Council.

### **BENBROOK COMMUNITY CENTER/YMCA EXPANSION**

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

### **BIKE TRAILS IN BENBROOK**

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

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

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

## **PARK IMPROVEMENTS**

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

In 2010-11, the Council approved the use of General Fund reserves to finance four projects at a total cost of \$234,050. The Benbrook City Council approved the transfer of \$100,000 from unappropriated reserves to fund the design of the landscaping for the Green Ribbon project along Benbrook Boulevard and RM 2871 for a fee of up to \$100,000. Council also approved the transfer of \$81,300 from unappropriated reserves for a design contract for designing Rolling Hills Park; in addition to designing the park, the contract includes platting the land and soil testing. Council approved the transfer of \$27,750 from unappropriated reserves for construction of sidewalks along Winscott Road and within Timbercreek Park. The transfer of \$25,000 was approved for the addition of playground and other improvements in Twilight Park; this project is also financed through the transfer of funds from unappropriated reserves.

The 2011-12 Budget for the General Fund included a transfer of funds in the amount of \$891,230 from reserves to the Capital Projects Fund to finance the Rolling Hills Park Project. In April 2011 the Council approved the concept plan for Rolling Hills Park. Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3-acre park offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court. Funding for this project was through the Capital Projects Fund.

In 2016-17, General Fund reserves were used to create a pocket park. South Benbrook Park, dedicated in November 2017, is a pocket park located at 1119 Cozby West and was built through a partnership between the Benbrook United Methodist Church and the City of Benbrook; amenities include a playground, picnic tables, bicycle racks, benches, and a walking track.

Funds were included in the 2014-15 Budget to replace the wooden light poles at Benbrook's ball fields with steel light poles; funds were also included to replace the wooden light poles at the soccer field with steel poles. These projects were completed in 2014-15 as scheduled. In 2016-17 the Parks Department replaced a mower and installed a handicapped swing. The 2016-17 Budget included funds for a utility vehicle financed through the Capital Asset Replacement Fund. The Parks Department is scheduled to receive a backhoe and a skid steer motor

currently assigned to the Street Department. In 2017-18, the Parks Department requested and received funds to replace a pick-up truck through the Capital Asset Replacement Account. In 2018-19, the Parks Department received funds to replace the electrical breaker boxes for all the ball fields and to replace all the trash receptacles in City parks. In 2019-20 funds are budgeted to rebuild and expand ballfield dugouts.

**Establishment of a Community Garden**

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

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

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

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

On January 17, 2019, City Council approved the 45<sup>th</sup> Year Community Development Block Grant (CDBG) project to include installing streetlights on Crosslands Road between S.H. 183 and Bellaire Drive at a cost of \$184,047. In September 2019 it was expanded to include installing sidewalk along this same stretch of street. In January 2017, the Council held public hearings on the use of CDBG funds in the 2017-18 fiscal year. Three projects were identified. City Staff applied for grant funds through Tarrant County. Benbrook was awarded \$177,000 for the 42<sup>nd</sup> CDBG year. These funds are allocated to install street lights on Bellaire Drive. Apartments surround Crosslands Road and there are currently no street lights on this roadway. The street light design meets the requirements in the Subdivision Rules and Regulations. The

project includes approximately seventeen 250W, 480V lights installed on thirty-foot steel poles spaced 180 feet apart. Staff discussed the project with Oncor Electric and estimated the cost at \$177,000.

In past years, these grant funds have been used to build and expand the Senior Citizens Center, to construct and renovate rest room facilities at City parks, to purchase a multi-passenger van to transport senior citizens, and to construct sidewalks and wheelchair ramps. The 2004-05 Budget included CDBG funds to construct drive approaches, sidewalks, and other improvements for portions of three streets in the CDBG target area of Benbrook. In 2005-06, CDBG funds were designated for the second phase of this street and sidewalk improvement project in the CDBG target area of Benbrook. In 2006-07, CDBG funds were designated for the flood protection in the CDBG Target Area (Timber Creek Culvert – Increased Capacity Project). In 2007-08, CDBG funds were used for additional flood protection to remove approximately four residences on Usher Street from the 100-year floodplain. In 2008-09 CDBG funds were used for sidewalks on Bryant Street and Usher Street. In 2009-10, two projects were completed with CDBG funds: (1) additional sidewalks for Usher Street south of Mercedes Street and (2) paving of a portion of an alley between Mercedes Street and Cozby North Street. For 2010-11, CDBG funds were used for four projects: (1) contract with Fort Worth Transportation Authority for elderly and handicapped transit services, (2) salary costs for Senior Citizens Coordinator, (3) improved handicapped access within Dutch Branch Park, and (4) allocation of funds for housing rehabilitation. For 2011-12 two projects were funded: construction of an alley between Warden Street and Park Center Street and allocation of funds for housing rehabilitation. In 2012-13 Budget funds were expended for housing rehabilitation and for street illumination and lighting. The 2013-14 Budget included funds for an alley between Usher Street and Wade Hampton Street and for creation of a playground at the pocket park on Bryant Street. The last project financed with CDBG funds was the construction sidewalks on Bellaire Drive in 2016-17.

In the 2013-14 fiscal year, a major change was made to the City's participation in the Community Development Block Grant program administered through Tarrant County. From 1975 to this year, Benbrook had applied for a portion of the funds each year and was awarded grant funds specifically for the approved projects. Due to a reduction in overall grant funds, Benbrook's participation has been reduced to every other year.

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

## **CORE VALUE STATEMENT**

### **HISTORY AND BACKGROUND OF CORE VALUE FUND**

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

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

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

### **IMPACT OF CORE VALUE FUND ON 2019-20 BUDGET**

The City of Benbrook has no planned expenses for the 2019-20 with financing from the Core Value Fund.

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

The Benbrook Boulevard Expansion Project impacted the 2016-17 Operating Budget. Staff estimates the loss of approximately \$100,000 in sales tax revenue during the construction period in 2016-17 due to the inconvenience factor. In 2018-19, however, General Fund sales tax revenue has increase significantly due to the near completion of the Benbrook Boulevard Expansion Project.

**DEVELOPMENT OF CORE VALUE STATEMENT**

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

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

**CORE VALUE STATEMENT**

***Quality of Life***

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

***Tenants of Governance***

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

***Character of Governance***

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

***Inclusive Governance***

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

***Services, Programs and Projects***

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

1. Public safety is emphasized.
2. City infrastructure is well maintained.
3. Recreation and cultural opportunities are abundant.
4. Development and growth are orderly and strategic.
5. Neighborhoods and business corridors are attractive, clean and safe.

***Financial Stability***

The City of Benbrook is committed to providing the best value for taxpayer dollars and to ensure that financial resources are available to invest in community priorities. To protect long-term financial stability, the City is committed to:

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

***Professional Staff***

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

## **BASIC FINANCIAL GOALS**

Due to Benbrook's dependence on property taxes as the primary source of General Fund and Debt Service Fund revenue, the City was not as adversely affected by the slowdown of the economy as experienced by many Texas municipalities since September 2001. In fact, Benbrook has proven to be an exception to this trend. In 2010 a Wal-Mart opened in Benbrook and is serving as an anchor to secure new commercial development. Benbrook initially experienced an increase in sales tax revenue from Wal-Mart and other businesses. However, a slight decrease in sales tax revenue occurred from 2012 through 2016 as a result of the closing of other retailers within Benbrook. This project resulted in a reduction in the number of shoppers along this corridor due to the inconveniences created by the construction. With the completion of this project in 2017-18, Benbrook's revenue from sales tax has increased significantly.

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

Over the past years, the City Council exercised caution in determining the annual property tax rate. The decline of the housing market that impacted portions of the United States is not yet evident in Benbrook. The home foreclosure rate in Benbrook has been well below national, state, and local trends. The 2019-20 Budget reflects the lowering of the property tax rate to \$0.62777 per \$100 valuation. The City's tax rate is still at a level to generate sufficient property tax revenue should these economically-negative trends invade Benbrook in the near future.

The 2019-20 Budget insures that Operating Fund reserves are maintained at a minimum of \$8,000,000. The 2019-20 Budget is designed to finance basic operating services at a high-level of service to Benbrook's residents and to retain dedicated and valued employees. The Budget includes limited capital purchases, new programs, and enhancements.

The 2019-20 Budget continues implementation of the City's financial policies and goals. The 2019-20 Budget is a balanced budget in that no funds have to be borrowed to provide the proposed level of services. The 2019-20 Budget includes the anticipated utilization of the City's unrestricted reserves. The projected year ending fund balance for the General Fund and Debt Service Fund in the amount of \$8,731,684 is more than adequate to provide for any normal emergency. The projected reserves at year-end are sufficient to maintain the City's current bond ratings by both Moody's Municipal Services and Standards and Poor's Investor Service.

In 2012, Standard and Poor's raised its rating on the City of Benbrook's general obligation debt to AA- from A+ based upon the stable economic outlook. The upgrade reflects Standard and Poor's assessment of the diversification of Benbrook's local economy, indicated by retail sector growth and recent property tax rate reductions, which, though still somewhat high, are competitive for the region. Analysts at Standard

and Poor's stated: "we believe management will likely maintain, what we consider, its strong finances, supported by strong financial practices; we do think we will change the rating within the stable outlook's two-year period since we believe major revenue streams remain relatively steady while ongoing commercial development continues." The rating also reflects Standard and Poor's view of the City's: inclusion in the diverse Arlington-Fort Worth metropolitan statistical area with direct transportation access to Fort Worth; continued healthy property tax base growth - including significant commercial growth; and strong financial management practices and, what Standard and Poor's considers, very strong general fund reserves.

As noted, the 2019-20 Budget does lower the City's property tax rate to \$0.62777 per \$100 valuation. The Budget provides for specific services (building permits, licenses, zoning applications, ambulance services, and other permits and services) to be paid by the users of those services through fees, permits, and service charges. Revenue collections from these fees are projected based on 2019-20 fee structures. Cost recovery ratios are anticipated to remain constant.

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

### **FINANCIAL GOALS IN CORE VALUE STATEMENT**

The Core Value Statement includes fifteen goals to insure financial stability. These goals are:

To continually strive to diversify the City's tax base.

To conservatively estimate revenue receipts.

To fund core services through reliable, predictable revenue sources.

To predicate expenditures on need, not revenues.

To utilize additional revenue sources prudently.

To place a minimum of 70% of all future sales tax revenue increases in a separate fund for major, pay-as-you-go projects.

To set aside 100% of all proceeds derived from gas and oil land lease including lease bonus and royalties in a separate fund for major, pay-as-you-go projects.

To require a super majority of City Council for use of sales tax fund and gas and oil lease royalties fund revenues.

To maximize grant funding.

To maintain a cash reserves policy of at least 3 months operating expenses.

To keep total annual debt service payments below 20% of the City budget.

To continue “pay-as-you-go” when possible.

To regularly update the City's long-range financial plan.

To maintain a high-quality bond rating.

To hold the line on the current property tax rate and reduce future tax rates as prudent and possible.

**CURRENT FINANCIAL POSITION**

The City Staff estimates that the City of Benbrook begins the 2019-20 fiscal year with an estimated combined fund balance of \$8,664,974 in the operating funds (General Fund and Debt Service Fund) and is projected to end the year with a balance of \$8,731,684.

The General Fund is estimated to begin the 2019-20 fiscal year with a fund balance of \$8,335,527 and to end the year with a fund balance of \$8,386,666. The transfer of \$750,000 from General Fund reserves is included in the year-ending balance. The transfer of \$250,000 is scheduled from the General Fund to the Capital Asset Replacement Fund for current and for future capital outlay costs. A transfer of \$250,000 from General Fund reserves is included to the new Wall Repair Fund to finance current and future wall repairs. The Budget also includes the use of \$650,000 in General Fund reserves for the construction of the Clearfork Emergency Access Bridge. The transfer of \$100,000 from the Road Damage Fund to the General Fund is included to repair streets and roadways damaged by vehicles utilized by area natural gas companies.

The Debt Service Fund is estimated to begin the 2019-20 fiscal year with a fund balance of \$329,447 and to end the year with a fund balance of \$345,018; an estimated \$15,571 will be added to the Debt Service Fund reserves in 2019-20. The transfer of \$586,752 is scheduled from the Stormwater Utility Fund for drainage-related debt costs and \$503,136 from the TIF Fund for related debt.

**MAJOR WORK PROGRAMS**

The 2019-20 Budget finances City services by and through the five work divisions and departments:

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

Several of the Departments in each Major Work Program Division are sub-divided into two or more activities. The Table of Contents lists the departments and the associated activities. The City of Benbrook organizational chart at the beginning of the document on page 13 and the division-level organizational charts at the beginning of each division provide more information on the tasks performed in the various activity areas.

## **DEBT SERVICE**

### **OPERATING FUNDS – DEBT SERVICE**

As of October 1, 2018, the City of Benbrook has debt issues outstanding for a total Debt Service Fund debt balance of \$3,645,000 in general obligation and refunding bonds. The original amount of debt issued was \$23,929,259; \$20,284,259 has been retired in prior years.

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

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

The City's Operating Fund's 2019-20 projected ending balance of \$8,731,684 is 38.7 percent of budgeted operating expenditures; this level of reserves provides for a more-than-satisfactory financial cushion. This level is in keeping with City management's goal of maintaining a minimum of three months of operating expenditures in reserve. General operations are primarily funded from property, franchise, and sales taxes; property taxes and franchise fees have increased favorably in recent years; sales tax is increasing significantly. Annual debt service expenditures claim only 6.9 percent of expenditures in 2019-20; this relatively low percentage reflects the City's above average bond payout schedule. The City's debt position is characterized by modest debt levels and an above-average rate of bond payout.

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

The City's bond counsel advised the City to re-finance existing debt (general obligation bonds) in order to reduce future interest payments. The re-financing of this existing debt was also approved by Council in 2004-05. General obligation bonds were re-financed in 2011. After the 2013-14 Budget was adopted, the City's bond counsel recommended refinancing general obligation bonds issued in 2005; these general obligation bonds were refinanced in November 2013.

Bank of America proposed revising the City's Series 2005 General Obligation Bonds from a 3.49% rate to a 1.85% rate effective February 1, 2015. The offer was reviewed by the City's financial advisor, recommended by City Staff, and approved by City Council. Significant savings are projected for interest payments for 2016-17 until the bonds are retired in 2019-20.

Under current Texas statutes, the City has no legal limit on bonded debt. State statutes do, however, limit the total amount of ad valorem taxes the City can impose. This limit is \$2.50 per \$100 of assessed valuation. The City's current total tax rate of \$0.6400 (for both the General Fund and the Debt Service Fund) and the tax rate for retirement of debt service of \$0.0325 are considerably below this limit.

Debt Service expenses financed through property tax revenue total \$983,795 in 2019-20. Included in this total is \$895,000 for general obligation bond principal retirements, \$84,995 for general obligation bond interest expenses, and \$3,800 for agent fees.

No additional debt is scheduled for issuance in 2019-20.

**OPERATING FUNDS BUDGET PROPOSAL**

The 2019-20 Budget adequately provides for meeting the operational demands of the City. Operating Fund expenditures, transfers, and use of reserves for 2019-20 in the amount of \$22,583,668 are \$916,993 more than expenditures and transfers re-estimated for 2018-19 in the amount of \$21,666,675. The 2018-19 re-estimate includes \$1,884,804 in transfers from General Fund reserves; the 2019-20 Budget includes the transfer of \$1,150,000 in reserves.

**SALARY ADJUSTMENT AND FRINGE BENEFIT INCREASES**

**COST-OF-LIVING INCREASE**

The 2019-20 Budget includes funds for a two and one-half percent across-the-board cost-of-living adjustment for all full-time employees.

**MERIT INCREASES FOR ELIGIBLE EMPLOYEES**

Employees who are at steps one through six are eligible for a five-percent or one-step merit increase on the employee's anniversary date. Merit increases are based on job performance and are implemented following an evaluation by the employee's supervisor; funds for merit increases are included in the 2019-20 Budget.

**SIGNING BONUS FOR CERTIFIED POLICE OFFICERS**

The Police Department requested and received \$10,000 in the 2018-19 Budget for payment of a \$5,000 bonus for new Police Officers who hold the required certifications when hired by the City of Benbrook. The funding of this hiring-incentive program is again in the 2019-20 Budget for the amount of \$5,000.

**FRINGE BENEFIT ENHANCEMENTS**

The 2019-20 Budget includes funds to finance an up-to twenty percent increase in employee health, dental, and life insurance premiums, subsidies, and reimbursements. Through negotiations with the City's current providers for group health, dental, and life insurance for renewals effective November 1, 2019, the City expects to continue funding the entire employee premium; to adjust the subsidy for dependent health insurance to cover the increase in these costs; and to enhance the reimbursement program for out-patient procedure, surgery, and hospitalization co-payments.

All full-time employees contribute seven percent of salary to the Texas Municipal Retirement System (TMRS). The City matches these contributions on a two-to-one basis. TMRS informed the City that the City's rate is scheduled to increase from the current rate of 16.32 percent to 16.59 percent on January 1, 2020.

## **PERSONNEL CHANGES**

### **POSITIONS**

In the 2019-20 Budget, one Police Officer position was added to the Police Department to keep pace with the growth of the City.

Effective with the 2018-19 Budget, the City will no longer employ school crossing guards. The difficulty in hiring competent and capable people for these positions coupled with increased workers' compensation and liability costs results in contracting these services.

## **CAPITAL OUTLAY AND EQUIPMENT PURCHASES**

The 2019-20 Budget includes funds to replace essential equipment. The 2019-20 Budget reflects the procurement of replacement equipment for patrol vehicles for the Police Department, along with four light bars. Funds are included in the Police Department's budget allocation to replace seven taser devices and eleven SWAT ballistic helmets. A new mobile incinerator for property and evidence destruction is budgeted, and the replacement of an Animal Control vehicle.

The Fire Department's will be replacing one ambulance in 2019-20 and sixteen Self Contained Breathing Apparatus Bottles. Also, one new Lucas Chest Compression Units will be purchased. A new Opticom Traffic Light system for traffic intersections will be installed allowing safe and expediated travel through intersections for emergency vehicles.

The Street Maintenance budget includes funds for the replacement of failing traffic radar sensors for intersections. Funds are also included for phase two of the street sign replacement program.

The Park's Maintenance Department will be purchasing a stump grinder for dead tree removal and a top dresser for athletic field maintenance. Using funds from the Parks Fund ballfield dugouts will be rebuild and expanded in 2019-20.

The Budget includes the transfer of \$250,000 from unrestricted General Fund reserves to the Capital Asset Replacement Fund. This special revenue fund will be used for the replacement of an ambulance for the EMS Activity in the Fire Department and an Animal Control truck. The re-building of this fund allows the City flexibility in future years to purchase costly capital items.

## **SPECIAL PROJECTS AND EXPANSION OF SERVICES**

The Operating Funds 2019-20 Budget includes funds for special projects. The Benbrook City Councilmembers agreed to transfer \$250,000 in General Fund reserves to the new Wall Repair Fund for future wall repairs.

The 2019-20 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 and by increasing the amount of funds allocated for street and infrastructure improvements. This special revenue fund was established to repair City streets damaged from the transport of natural gas equipment and vehicles.

Funds in the amount of \$15,000 are included in the 2019-20 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.

The 2019-20 Budget includes a transfer of \$650,000 to the Capital Projects Fund for the construction of the Clearfork Emergency Access Bridge.

## **OPERATING FUNDS EXPENDITURES**

### **ADOPTED BUDGET**

Total Operating Fund expenditures, transfers, and use of reserves for 2019-20 are \$22,583,668 for a net increase of \$916,993 or 4.23 percent over the 2018-19 re-estimate of \$21,666,675. General Fund expenditures, special projects, and transfers of \$21,022,244 are \$917,673 or 4.56 percent more than the 2018-19 re-estimate of \$20,104,571. Debt Service expenditures of \$1,516,424 are \$680 or 0.04 percent less than the 2018-19 re-estimate of \$1,562,104. The 2019-20 Operating Funds Budget includes \$250,000 in transfers from the General Fund to the Capital Asset Replacement Fund, the transfer of \$650,000 to the Capital Projects Fund, and \$250,000 to the Wall Repair Fund. The 2018-19 Operating Funds re-estimate includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, \$500,000 for the Clearfork Emergency Access Bridge, \$920,000 for the purchase of the new radio system, the transfer of \$214,804 to the Animal Shelter Account.

Total Operating Fund expenditures (excluding transfers and use of reserves) for 2019-20 are \$21,433,668 for an increase of \$1,651,797 or 8.35 percent over the 2018-19 re-estimate of \$19,781,871. General Fund expenditures for 2019-20 (excluding transfers and use of reserves) of \$19,872,244 are \$1,652,477 or 9.06 percent more than the 2018-19 re-estimate of \$18,219,767. Debt Service expenditures of \$1,561,424 are \$680 or 0.04 percent less than the 2018-19 re-estimate of \$1,562,104.

### **DEPARTMENT REQUESTS**

City Department Heads prepared and submitted budget requests to the City Manager in May 2019. Department requests totaled \$22,135,420. The base budget for the General Fund and Debt Service Fund totaled \$20,672,207. Decision Packages (requests for new programs and program modifications) totaled \$1,463,213. These department requests did not include any adjustments to employee salaries except for scheduled merit increases. The City Manager and Department Heads reviewed each line item and whittled these requests into the Proposed Budget.

### **PROPOSED BUDGET**

The 2019-20 City Manager's Proposed Budget totaled \$21,433,668 for operating expenditures. The Proposed Budget included a variety of expenditure reductions. Department requests for office supplies, printing services, operating supplies, maintenance and repair, and capital outlay were thoroughly reviewed and reduced where possible. Requests for training were eliminated except where the training was required by State or Federal law or the request was specifically approved by the City Manager. The City Manager's Proposed Budget included a two and one-half percent across-the-board cost-of-living adjustment for full-time employees.

In July 2019, the City Staff met with the City Council to outline issues the Council would face during the 2019-20 Budget adoption process. The Proposed Budget was presented to the City Council at a Budget Work Session. During this work session and other sessions held in the month of August, the City Council and City Staff met and reviewed the budget requests. The City Council approved and adopted the City Manager's budget as presented with no changes. Council also established the property tax rate at the rate of \$0.62777; with an overall rate decrease of \$0.01223 from the 2018-19 rate of \$.64000.

The Division Summary pages in the 2019-20 Budget provide reconciliations between the department request and the adopted budget. Listings for all decision packages are also provided.

## **OPERATING FUNDS REVENUES**

### **ADOPTED BUDGET**

General Fund and Debt Service Fund revenues and transfers for 2019-20 are projected to be \$22,650,378 and are \$1,108,477 or 5.15 percent over the 2018-19 re-estimate of \$21,541,901. General Fund revenues and transfers for 2019-20 total \$21,073,383 for a net increase of \$1,262,875 or 6.37 percent over the 2018-19 re-estimate of \$19,810,508. Debt Service Fund revenues and transfers total \$1,576,995 in 2019-20 for a decrease of \$154,398 or 8.92 percent less than the 2018-19 re-estimate of \$1,731,393.

General Fund and Debt Service Fund revenues, excluding transfers, for 2019-20 are projected to be \$21,460,490 and are \$1,132,971 or 5.57 percent over the 2018-19 re-estimate of \$20,327,519. General Fund revenues for 2019-20 total \$20,973,383 for a net increase of \$1,297,882 or 6.60 percent over the 2018-19 re-estimate of \$19,675,501. Debt Service Fund revenues total \$487,107 in 2019-20 for a decrease of \$164,911 or 25.29 percent less than the 2018-19 re-estimate of \$652,018.

### **PROPERTY TAX RATE AND REVENUES**

The 2019-20 Budget includes lowering the property tax rate to \$0.62777 per \$100 valuation from \$0.64000 in 2018-19. The General Fund rate decreases to \$0.60647 from \$0.60750 and the Debt Service portion of the property tax rate decreases to \$0.21300 from \$0.03250.

The City of Benbrook is projected to experience property tax revenue growth in 2019-20 due to a net increase in assessed valuations for Benbrook. On July 25, 2019, the Tarrant Appraisal District (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 6.32 percent in a comparison of total values.

For the Operating Funds (General Fund and Debt Service Fund), revenue from ad valorem taxes in the amount of \$14,282,365 for 2019-20 is projected to increase by \$1,436,104 from the 2018-19 re-estimate of \$12,846,261. Current property tax revenue is projected to increase by \$1,418,241 from \$12,692,799 to \$14,111,040. Revenue from delinquent property taxes is projected to increase by \$10,508 from the 2018-19 re-estimate of \$94,570 to \$105,078. Revenue from interest and penalties is projected to increase by \$5,254 from the 2018-19 re-estimate amount of \$21,016 to \$26,270.

### **FRANCHISE TAX REVENUE**

Franchise taxes are projected to decrease by \$116,000 from the 2018-19 re-estimate of \$1,591,000 to \$1,475,000 in 2019-20. Revenue from the electrical franchise is projected to be \$800,000 in 2019-20. Revenue from the natural gas franchise is projected to

be \$90,000. Revenue from the telephone franchise is projected to be \$75,000. Revenue from the sanitation franchise is projected to be \$335,000. Revenue from the cable television franchise is projected to be \$175,000.

**SALES AND OTHER TAXES REVENUE**

Projected sales tax collections for 2019-20 in the amount of \$2,700,000 reflects an increase of \$50,000 from the 2018-19 re-estimate of \$2,650,000. Revenue from mixed beverage taxes is projected to increase \$100 in 2019-20. No revenue is expected from bingo tax or miscellaneous taxes.

**REVENUE FROM LICENSES AND PERMITS**

Revenue from licenses is projected to increase by \$100 from the 2018-19 estimate level of \$2,000 to \$2,100 in 2019-20. Revenue from permits and filing fees in the amount of \$487,075 is projected to decrease by \$199,733 to \$487,075 in 2019-20. Revenue from the lodging license fee is expected to decrease to \$600. Planning and Zoning fees are expected to be \$10,000 for 2019-20. The total projected for 2019-20 for licenses, permits, and filing fees is \$499,775.

**FINES AND FORFEITURES**

Revenue from municipal court fines and forfeitures is projected to increase by \$57,000 from the 2018-19 re-estimate level of \$731,000 to \$788,000.

**REVENUE FROM MONEY AND PROPERTY**

Revenue from money and property is projected to increase by \$5,000 from the 2018-19 re-estimate level of \$268,000 to \$273,000. Revenue in this category includes: interest on investments, building rentals, natural gas well permits, and miscellaneous sources.

**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 2018-19 re-estimate is \$575,000; the 2019-20 projection is \$480,000. Additional revenue is anticipated from grant funds for public safety salaries, training, and equipment.

**CHARGES FOR CURRENT SERVICES REVENUE**

Revenue from Charges for Current Services for 2019-20 is projected to decrease by \$2,000 under the 2018-19 re-estimate. The 2018-19 re-estimate is \$931,850 and the projection for 2019-20 is \$929,850. Revenue from ambulance services is projected to remain the

same at \$750,000. Street cut charges are also expected to remain at \$80,000. Other revenue including animal control fees, street, park lease and usage, and sale of goods is projected at or near the 2018-19 re-estimate level.

**OTHER REVENUE**

Other revenue is projected to be \$28,000 in 2018-19 and to remain at \$28,000 in 2019-20. The projection is based on historical collections.

**TRANSFERS**

The 2018-19 re-estimate includes the transfer of \$100,000 from the Road Damage Fund to the General Fund for repair and reconstruction of streets and roadways damaged by vehicles and equipment used in natural gas production. The 2019-20 Budget also includes a transfer of \$100,000 from the Road Damage Fund to the General Fund.

Debt Service Fund transfers are estimated at \$1,079,375 for 2018-19 and projected at \$1,089,888 for an increase of \$10,513. This transfer is from the Stormwater Utility Fund for principal and interest for drainage bonds issued prior to the establishment of the Stormwater Utility Fund and TIF Fund for TIF related debt.

**BUDGET SYNOPSIS**

**OPERATING FUNDS BUDGET**

The 2018-19 Budget (General Fund and Debt Service Fund) is based on total revenues in the amount of \$21,460,490 and expenditures in the amount of \$21,433,668. The 2019-20 Budget also includes the transfer of \$100,000 from the Road Damage Fund to the General Fund, the transfer of \$586,752 to the Debt Service Fund from the Stormwater Utility Fund, the transfer of \$503,136 to the Debt Service Fund from the TIF Fund, the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, the use of \$650,000 in General Fund reserves for the Clearfork Emergency Access Bridge, and the transfer of \$250,000 from General Fund reserves for the newly-created Wall Repair Fund.

Total revenues and transfers to the Operating Funds in the amount of \$22,650,378 represent a net increase of \$1,108,477 or 5.15 percent over the 2018-19 re-estimate total of \$21,541,901.

Total expenditures, transfers, and the use of General Fund reserves in the amount of \$22,583,668 for 2019-20 represent a net increase of \$916,993 or 4.23 percent over the 2018-19 re-estimate total of \$21,666,675.

**EXPENDITURES BY CLASSIFICATION**

**PERSONAL SERVICES**

Personnel expenditures are projected to increase by \$1,201,094 from \$13,636,318 in 2018-19 to \$14,837,412 in 2019-20. This increase is attributed to salary adjustments, addition of one new full-time position, and adjustments for insurance and fringe benefits.

Funds are included for a two and one-half percent across-the-board cost-of-living adjustment in pay for full-time employees. The Budget includes funds for merit increases for those employees that are at steps one through six on the City's seven step salary matrix; employees are eligible for an up-to five-percent increase on their anniversary date.

The 2019-20 Budget includes the addition of one full-time position in the Police department, and the elimination of part-time positions in the IT Department.

Funds are also included in the Budget for an up-to twenty percent increase in employee health, dental, and life insurance premiums. Funds are included for the increase of the City's contribution rate for employee retirement, effective January 1, 2020, the current rate of 16.32 percent increases to 16.59 percent; the employee contribution rate remains at 7.00 percent.

**SUPPLIES AND MATERIALS**

The cost of supplies and materials is projected to increase by \$23,044 from the 2018-19 re-estimate of \$719,404 to \$742,448 in 2019-20. The 2019-20 Budget includes funds for general office and operating supplies, postage, and other items for City departments.

Funds for the replacement of computers, monitors, peripherals, software, and other technology-related equipment are included in the Information Technology Activity of the General Fund.

**CONTRACTUAL SERVICES**

The projected cost of contractual services in 2019-20 in the amount of \$2,555,098 increases by \$60,061 from the 2018-19 re-estimate of \$2,495,037. This category includes funds for utilities, professional services, dues and memberships, training, and printing services.

Funds are included in the 2019-20 Budget for the general election and for a run-off election. Additional funds are also included in the 2019-20 Budget for the payment of property tax revenues from the General Fund to the TIF Fund. Funds are included for Benbrook residents to participate in Tarrant County's Home Project.

**MAINTENANCE AND REPAIR**

Maintenance and repair costs increased by \$238,453 from the 2018-19 re-estimate of \$1,160,208 to the 2019-20 Budget allocation of \$1,398,661. Funds for vehicle, equipment, radio, and software maintenance costs are budgeted near the 2018-19 re-estimate level for 2019-20. Additional funds in the amount of \$250,000 are included in the Public Works Department for the maintenance and repair of streets and roadways.

**CAPITAL OUTLAY**

The purchase of capital outlay equipment in 2019-20 in the amount of \$338,625 is \$129,825 more than the \$208,800 re-estimate for 2018-19. Funds for both fiscal years are for replacement of Police Department vehicles. Funds are also included in the 2019-20 Budget to purchase and install the Opticom Traffic Light for intersections. A capital outlay is defined as an item or piece of equipment that costs a minimum of \$5,000, has a useful life in excess of one year, and/or is recorded as a fixed asset on the City's official inventory.

**DEBT SERVICE**

Debt service requirements decrease by \$680 from \$1,562,104 in 2018-19 to \$1,561,424 in 2019-20. Principal payments increase by \$40,000 in 2019-20 to \$1,430,000 from \$1,390,000 in 2018-19; interest expenses decrease by \$40,680 from \$168,304 in 2018-19 to \$127,624 in 2019-20. Agent fees remain at \$3,800.

**TRANSFERS AND USE OF UNAPPROPRIATED RESERVES**

The 2019-20 Budget and the 2018-19 re-estimate include the transfer of reserves from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years. The 2018-19 transfer was \$250,000; the 2019-20 transfer is \$250,000.

The 2018-19 re-estimate includes the transfer of \$214,804 from General Fund reserves to the Animal Shelter Account of the Capital Projects Fund for the completion of the shelter, and \$500,000 for the construction of the Clearfork Emergency Access Bridge. The 2019-20 Budget includes the transfer of \$650,000 from General Fund reserves for the Clearfork Emergency Access Bridge.

The 2019-20 Budget reflected the establishment of a Wall Repair Fund to set aside General Fund reserves to finance building and repair of subdivision walls. The source for the first-year of funding was \$250,000 from unallocated General Fund reserves.

**OPERATING FUNDS REVENUES**

Operating revenues in the City's 2019-20 Budget in the amount of \$22,650,378 are based upon a projected net increase of \$1,108,477 over the 2018-19 re-estimate of \$21,541,901. Total projected 2019-20 revenues, along with 2018-19 re-estimate and 2017-18 actual revenue amounts are summarized in the following table. Explanations of the assumptions and methodology used to project these operating revenues are provided following the table.

**OPERATING FUNDS REVENUE SUMMARY**

<b>REVENUES BY SOURCE</b>	<b>ACTUAL FY 2017-18</b>	<b>RE-ESTIMATE FY 2018-19</b>	<b>BUDGET FY 2019-20</b>	<b>CHANGE FROM RE-ESTIMATE</b>	<b>PERCENTAGE CHANGE FROM RE-ESTIMATE</b>
Ad Valorem Taxes	\$ 11,820,511	\$ 12,846,261	\$ 14,282,365	\$ 1,436,104	11.18%
Franchise Taxes	1,399,945	1,591,000	1,475,000	(116,000)	-7.29%
Sales and Other Taxes	2,456,901	2,654,400	2,704,500	50,100	1.89%
Licenses and Permits	445,618	702,008	499,775	(202,233)	-28.81%
Fines and Forfeitures	748,566	731,000	788,000	57,000	7.80%
Use of Money and Property	173,905	268,000	273,000	5,000	1.87%
Revenue from Other Agencies	422,003	575,000	480,000	(95,000)	-16.52%
Charges for Current Services	899,463	931,850	929,850	(2,000)	-0.21%
Other Revenue	77,506	28,000	28,000	-	0.00%
Transfers	1,070,467	1,214,382	1,189,888	(24,494)	-2.02%
<b>TOTAL REVENUES</b>	<b>\$19,514,885</b>	<b>\$21,541,901</b>	<b>\$22,650,378</b>	<b>\$ 1,108,477</b>	<b>5.15%</b>

**FY 2019-20 PROPERTY TAX CALCULATION**

**GROSS VALUATION** **\$ 2,527,560,856**

Less:

Exemptions and Adjustments	26,107,003
Veterans	79,787,716
Over-65	31,429,313
Homestead	481,250
Disabled Person	105,415
Other	68,932,871
Absolute Exemptions (churches, schools, and government)	40,095,020
Cases Before ARB	30,471,740
Incomplete, Pro-Rated, and Nominal Accounts	

Add:

TAD Projected Value of Property Under Protest	27,776,424
Minimum Value of Incomplete Accounts	15,750,847

**NET TAXABLE VALUE** **\$ 2,293,677,799**

**Rate Per \$100 Valuation** **\$ 0.62777**

**2019-20 Tax Levy** **\$ 14,399,021**

**Collection rate** **98.0%**

**TOTAL FY 2019-20 ESTIMATED PROPERTY TAX COLLECTIONS** **\$ 14,111,041**

**Proposed Tax Distribution**

<u>Fund</u>	<u>Tax Rate</u>	<u>Percentage</u>	<u>Estimated Collections</u>
General Fund	0.60647	96.61%	\$ 13,632,258
Debt Service Fund	<u>0.02130</u>	<u>3.39%</u>	<u>478,782</u>
Totals	0.62777	100.00%	\$ 14,111,041

## **PROPERTY TAX REVENUE**

The 2019-20 Budget ad valorem tax revenue projection of \$14,111,041 reflects a net increase of \$1,418,242 over the 2018-19 re-estimate of \$12,692,799. This revenue projection is based on decreasing the property tax rate from \$0.64000 to \$0.62777 per \$100 valuation. The decrease in the property tax rate for 2019-20 is a result of an escalation in total assessed valuations from 2018-19 to 2019-20 primarily from new development and from revised property values.

### **ASSESSED VALUATIONS**

The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2019 shows the total appraised value of property in Benbrook at \$2,527,560,856; TAD provided revised assessed valuation and property tax data in September 2019; however, the July 2019 totals are used for all 2019-20 budget calculations. Total exemptions (over-65, homestead, disability, veterans, pro-rated absolute, and nominal value - below \$500) and total adjustments (absolute exemptions, cases before the Appraisal Review Board, and incomplete accounts) are \$277,010,328. TAD's minimum projected value of property under protest and/or in incomplete accounts is \$27,776,424. The total net taxable value used to project revenues for 2019-20 is \$2,293,677,799. Based on the tax rate of \$0.62777, current property tax collections are projected to be \$14,111,041 at a 98% collection rate for both the General Fund and the Debt Service Fund property tax revenue.

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

Property tax revenue is allocated between the General Fund and the Debt Service Fund. This allocation is determined each fiscal year by calculating the property tax rate needed to finance each of these two funds. The 2018-19 property tax rate for the General Fund was \$0.60750 per \$100 valuation; the 2019-20 property tax rate for the General Fund decreases to \$0.60647 per \$100 valuation. The property tax rate for the Debt Service Fund in 2018-19 was \$0.0325 per \$100 valuation; the 2019-20 tax rate for the Debt Service Fund decreases to \$0.02130 per \$100 valuation. For 2018-19, the General Fund received 94.9 percent of property tax revenue; in 2019-20 the General Fund receives 96.6 percent. For 2018-19 the Debt Service Fund received 5.1 percent of the City's property tax revenue; in 2019-20 the Debt Service Fund receives 3.39 percent.

### **COLLECTION RATE**

The City of Benbrook uses a collection rate of 98.00 percent in calculating the anticipated tax collections. Delinquent tax collections are based upon the total delinquent taxes outstanding as of September 30 and the City's historical success of collections. Penalty and interest estimates are based on the actual amount received during the past several years.

**INCREASES IN PROPERTY TAX REVENUE**

Current property tax revenue for 2019-20 is \$14,111,041 for an increase of \$1,418,242 over the 2018-19 re-estimate of \$12,692,799. Delinquent property tax collections for 2019-20 are \$105,078 for an increase of \$10,508 over the 2018-19 re-estimate of \$94,570. Penalty and interest revenue for 2019-20 is \$63,047 for an increase of \$7,355 from the 2018-19 re-estimate of \$55,692. 25.25(d) collections remain the same at \$3,000.

**FRANCHISE TAXES REVENUE**

The City of Benbrook, under the authority granted by the State of Texas, charges local utility companies: Oncor, Atmos Energy Company, AT&T, and Spectrum (formerly Charter Communications) a franchise tax for the City’s right-of-way. The City also contracts out the sanitation collection and disposal service and receives a franchise fee from the private contractor. Franchise holders pay the City a percentage (between three to five percent) based on each utility’s gross receipts. The 2018-19 re-estimate of \$1,591,000 increases by \$116,000 to \$1,475,000 in 2019-20.

Revenue from the electrical franchise is projected to be \$800,000 in 2019-20. Revenue from the natural gas franchise is projected to be \$90,000. Revenue from the telephone franchise is projected to be \$75,000. Revenue from the sanitation franchise is projected to be \$335,000. Revenue from the cable television franchise is projected to be \$175,000.

**SALES AND OTHER TAXES REVENUE**

Revenue from the City’s one-percent share of the Texas sales tax and other taxes is projected to increase by \$50,000 in 2019-20. The 2019-20 projection is \$2,700,000 and the 2018-19 re-estimate is \$2,650,000.

Sales tax collections have increased due to the completion of the construction project scheduled for a portion of Benbrook Boulevard (Highway 377 South) in 2017-18. The inconvenience to drivers and pedestrians caused by the construction reduced the number of shoppers and decreased the volume of sales for a portion of the year; with this project completed, sales tax revenue collections are projected to increase.

Revenue from the mixed beverage tax is projected to increase slightly to \$4,500 in 2019-20.

**LICENSES, PERMITS, AND FILING FEES REVENUE**

This revenue category is divided into three sub-categories: (1) licenses (2) permits and filing fees and (3) Planning and Zoning fees. The 2019-20 Budget includes projected revenue from licenses, permits, and filing fees at \$499,775; this projection reflects a net decrease of \$202,233 from the 2018-19 re-estimate of \$702,008 due to the completion of several large projects in 2018-19.

**LICENSES**

The City of Benbrook charges electricians, plumbers, irrigators, and other building trade workers an annual licensing fee. The licensing fee is used to monitor the people working in these areas and to ensure that these workers have the required builders' bonds. Revenue from licenses is projected to increase by \$100 from the 2018-19 re-estimate of \$1,300 to the 2019-20 projection of \$1,400.

**PERMITS AND FILING FEES**

Builders, engineers, and developers pay the City a fee for the review and inspection of their projects. The fee is based on the City's actual cost of providing these services. Revenue from building permits is projected to decrease from the 2018-19 re-estimate of \$648,800 to \$450,000 for 2019-20. Revenue from alarm permits, fire code permits, zoning filing, subdivision, and development inspection fees is projected to remain relatively the same at the 2018-19 re-estimate amount in 2019-20.

**FINES AND FORFEITURES REVENUE**

Revenue that the City receives from fines and forfeitures (traffic and safety violations) is estimated to be \$788,000 in 2019-20; this amount is \$57,000 over the 2018-19 re-estimate of \$731,000. Revenue sources within this category include: municipal court fines, warrant fees, defensive driving school fees, ticket dismissal fees, arrest fees, special expense fees, and miscellaneous fines and forfeitures. Most sources of revenue from fines and forfeitures are projected to increase above the 2018-19 level in 2019-20.

**USE OF MONEY AND PROPERTY REVENUE**

Included within this category are interest earnings, building rentals, gas well permits, and miscellaneous uses of money and property. Revenue for 2019-20 is projected to be \$273,000; this total is \$5,000 more than the amount estimated for 2018-19. Projected revenue for 2019-20 includes \$190,000 for interest on investments, \$45,000 for gas well permits, and \$38,000 for miscellaneous revenue.

**REVENUE FROM OTHER AGENCIES**

Revenue from Other Agencies includes the revenue from fire service contracts, reimbursement for Police Officer salary expense from the Fort Worth Independent School District (FWISD), grants from Tarrant County, and other grants. Revenue for 2018-19 is re-estimated at \$575,000 and is projected to decrease by \$95,000 for 2019-20 to \$480,000.

Both the 2019-20 projection and the 2018-19 re-estimate reflect reimbursement of salary expenses for two Police Officers assigned to Western Hills High School and for one Police Officer assigned to Benbrook Middle School that opened in 2011. Revenue from Tarrant County for the fire services contract is projected at \$290,000 in 2019-20. Revenue from other agencies is projected at \$10,000.

## **SERVICE CHARGES REVENUE**

Included within this category are: animal pound fees, lot cleaning/mowing fees, ambulance fees, street cut charges, park lease and usage fees, sale of cemetery lots, and disposal of surplus equipment and vehicles. A net decrease of \$2,000 is reflected for Charges for Current Services revenue based on the 2018-19 re-estimate of \$931,850 and the 2019-20 projection of \$929,850.

### **CITIZEN SERVICES**

Revenue in the category of Citizen Services includes: animal control fees, lot cleaning and mowing fees, ambulance fees, and miscellaneous service charges. Revenue for 2019-20 is projected at \$837,500. This amount is \$2,000 less than the 2018-19 re-estimate of \$839,500.

Ambulance collections are projected at \$750,000 for 2019-20; this amount is the same as the 2018-19 re-estimate. The other revenues are projected to be the same as the prior year, other than animal control fees, which is projected to be \$2,000 less than 2018-19.

### **RECREATION SERVICES**

Revenue from Recreation Services is projected to generate \$54,250 in revenue in 2019-20, which is the same as the 2018-19 re-estimate. Revenue is generated from these sources: park lease fees, park use fees and miscellaneous fees.

### **SALE OF GOODS**

Revenue from the Sale of Goods is expected to be \$38,100 in 2019-20; the 2018-19 re-estimate is also \$38,100. Revenue in this category is received from the sale of these items: tax certificates, maps, copies, publications, trash bags, cemetery lots, surplus vehicles, and miscellaneous items.

## **OTHER REVENUES**

Other Revenue (insurance refunds, restitution fees, and miscellaneous revenue) fluctuates considerably from year to year. The 2019-20 projection of \$28,000 is based on an average of collections for the past five years; this projection is the same as the 2018-19 re-estimate. Revenue within this category includes insurance refunds, restitution fees, credit card fees, and miscellaneous revenue.

## **TRANSFERS**

The 2019-20 Budget includes the transfer of \$100,000 from the Road Damage Fund to the General Fund; this fund receives fees paid by natural gas companies for using Benbrook streets to travel to and from natural gas wells. The \$100,000 is designated for street and road

repairs for streets damaged by these vehicles. The 2018-19 re-estimate is also \$100,000. The 2017-18 fiscal year was the first year that this type of transfer was included in the Budget.

The 2019-20 Budget and the 2018-19 re-estimate include the transfer of funds from the Stormwater Utility Fund to the Debt Service Fund for payment of drainage bond principal and interest. Also, a transfer from the TIF fund for the payment of TIF related debt. The combined transfer of \$1,079,375 is reflected in the 2018-19 re-estimate. The transfer of \$1,089,888 is scheduled for 2019-20 for an increase of \$10,413.

## **OPERATING FUNDS EXPENDITURES**

Total Operating Fund expenditures, transfers, and use of reserves for 2019-20 are \$22,583,668 for a net increase of \$916,993 or 4.23 percent over the 2018-19 re-estimate of \$21,666,675. General Fund expenditures, special projects, and transfers of \$21,022,244 are \$917,673 or 4.56 percent more than the 2018-19 re-estimate of \$20,104,571. Debt Service expenditures of \$1,561,424 are \$680 or 0.044 percent less than the 2019-19 re-estimate of \$1,562,104. The 2019-20 Operating Funds Budget includes \$250,000 in transfers from the General Fund to the Capital Asset Replacement Fund, the transfer of \$650,000 to the Capital Projects Fund for the Clearfork Emergency Access Bridge, and the use of \$250,000 in General Fund reserves to fund the new Wall Repair Fund. The 2018-19 Operating Funds re-estimate includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, the transfer of \$500,000 for the Clearfork Emergency Access Bridge, the use of \$920,000 for the 800mhz radio system, and the transfer of \$214,804 to the Animal Shelter Account.

Total Operating Fund expenditures (excluding transfers and use of reserves) for 2019-20 are \$21,433,668 for an increase of \$1,651,797 or 8.35 percent over the 2018-19 re-estimate of \$19,781,871. General Fund expenditures for 2019-20 (excluding transfers and use of reserves) of \$19,872,244 are \$1,652,477 or 9.10 percent more than the 2018-19 re-estimate of \$18,219,767. Debt Service expenditures of \$1,561,424 are \$680 or 0.044 percent less the 2018-19 re-estimate of \$1,562,104.

## **EXPENDITURES BY CLASSIFICATION**

### **PERSONAL SERVICES**

Personnel expenditures are projected to increase by \$1,201,094 from \$13,636,318 in 2018-19 to \$14,837,412 in 2019-20. This increase is attributed to salary adjustments, addition of three new full-time positions, and adjustments for insurance and fringe benefits.

Funds are included for a two and one-half percent across-the-board cost-of-living adjustment in pay for full-time employees. The Budget includes funds for merit increases for those employees that are at steps one through six on the City's seven step salary matrix; employees are eligible for an up-to five-percent increase on their anniversary date.

The 2019-20 Budget includes the addition of one full-time Patrol Officer position in the Police department, and the elimination of one part-time position in the IT Department.

Funds are also included in the Budget for an up-to twenty percent increase in employee health, dental, and life insurance premiums. Funds are included for the increase of the City's contribution rate for employee retirement, effective January 1, 2020, the current rate of 16.32 percent increases to 16.59 percent; the employee contribution rate remains at 7.00 percent.

**SUPPLIES AND MATERIALS**

The cost of supplies and materials is projected to increase by \$23,044 from the 2018-19 re-estimate of \$719,404 to \$742,448 in 2019-20. The 2019-20 Budget includes funds for general office and operating supplies, postage, and other items for City departments at or near the 2018-19 re-estimate level. Additional funds are included for software, light bars for patrol cars, and supplies to improve and update City parks.

Funds for the replacement of computers, monitors, peripherals, software, and other technology-related equipment are included in the Information Technology Activity of the General Fund.

**CONTRACTUAL SERVICES**

The projected cost of contractual services in 2019-20 in the amount of \$2,555,098 increases by \$60,061 from the 2018-19 re-estimate of \$2,495,037. This category includes funds for utilities, professional services, dues and memberships, training, and printing services.

Funds are included in the 2019-20 Budget for the general election and for a run-off election. Additional funds are also included in the 2019-20 Budget for the payment of property tax revenues from the General Fund to the TIF Fund. Funds are included for Benbrook residents to participate in Tarrant County's Home Project.

**MAINTENANCE AND REPAIR**

Maintenance and repair costs increase by \$238,453 from the 2018-19 re-estimate of \$1,160,208 to the 2019-20 Budget allocation of \$1,398,661. Funds for vehicle, equipment, radio, and software maintenance costs are budgeted near the 2018-19 re-estimate level for 2019-20. Additional funds in the amount of \$250,000 are included in the Public Works Department for the maintenance and repair of streets and roadways.

**CAPITAL OUTLAY**

The purchase of capital outlay equipment in 2019-20 in the amount of \$338,625 is \$129,825 more than the \$208,800 re-estimate for 2018-19. Funds for both fiscal years are for replacement of Police Department vehicles. Funds are also included in the 2019-20 Budget to purchase an Opticom Traffic Light system for emergency vehicles. A capital outlay is defined as an item or piece of equipment that costs a minimum of \$5,000, has a useful life in excess of one year, and/or is recorded as a fixed asset on the City's official inventory.

**DEBT SERVICE**

Debt service requirements increased by \$680 from \$1,562,104 in 2018-19 to \$1,561,424 in 2019-20. Principal payments increase by \$40,000 in 2019-20 to \$1,430,000 from \$1,390,000 in 2018-19; interest expenses decrease by \$40,680 from \$168,304 in 2018-19 to \$127,624 in 2019-20. Agent fees remain at \$3,800.

**TRANSFERS AND USE OF UNAPPROPRIATED RESERVES**

The 2019-20 Budget and the 2018-19 re-estimate include the transfer of reserves from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years. The 2018-19 transfer was \$250,000; the 2019-20 transfer is \$250,000.

\$650,000 will be transferred in 2019-20 for the construction of the Clearfork Emergency Access Bridge. \$500,000 was transferred in 2018-19.

The 2018-19 re-estimate includes the transfer of \$214,804 from General Fund reserves to the Animal Shelter Account of the Capital Projects Fund for completion of the shelter. The 2019-20 Budget does not include the transfer of funds from General Fund reserves to this fund.

The 2019-20 Budget reflected the establishment of a Wall Repair Fund to set aside General Fund reserves to finance building and repairs in 2019-20 and in future years. The source for the first-year of funding was \$250,000 from unallocated General Fund reserves. Projects completed for 2018-19 included: the purchase of a new Street Sweeper, renovation of the Jail, an upgraded 800mhz radio system, shade structures for playgrounds, and a tack trailer.

**TOTAL OPERATING FUNDS**

Total projected expenditures for 2019-20, along with 2017-18 actual, and 2018-19 re-estimated amounts, are summarized in the following table. Explanations of the assumptions and the methodology used to project operating expenditures are provided after the table.

**OPERATING FUNDS EXPENDITURE SUMMARY**

<b>EXPENDITURES</b>	<b>ACTUAL 2017-18</b>	<b>RE-ESTIMATE 2018-19</b>	<b>BUDGET 2019-20</b>	<b>CHANGE FROM RE-ESTIMATE</b>	<b>PERCENTAGE CHANGE FROM RE-ESTIMATE</b>
General Government	\$ 1,984,783	\$ 2,197,588	\$ 2,338,360	\$ 140,772	6.41%
Staff Services	1,016,521	1,185,851	1,116,767	(69,084)	-5.83%
Public Safety	10,268,960	10,163,001	11,247,149	1,084,148	10.67%
Public Services	3,402,292	3,946,551	4,315,525	368,974	9.35%
Community Development	739,384	726,776	854,443	127,667	17.57%
Debt Service	1,519,300	1,562,104	1,561,424	(680)	-0.04%
Transfers and Other Uses	<u>2,000,000</u>	<u>1,884,804</u>	<u>1,150,000</u>	<u>(734,804)</u>	-38.99%
<b>TOTAL EXPENDITURES</b>	<b>\$20,931,240</b>	<b>\$21,666,675</b>	<b>\$22,583,668</b>	<b>\$ 916,993</b>	<b>4.23%</b>

## **GENERAL GOVERNMENT DIVISION**

The General Government Division performs all of the general administrative activities of the City. This Division is comprised of the following departments: City Council, City Manager, City Secretary, and Non-Departmental. The General Government Division, along with the Staff Services Division, provides the necessary support services for the various line divisions. Positions funded in the General Government Division include: Mayor, City Councilmembers, City Manager, Management Analyst, EMS Billing Manager, Deputy City Secretary, and City Secretary. The General Government Division's total 2019-20 Budget is \$2,338,360. This allocation is \$140,772 more than the 2018-19 re-estimate of \$2,197,588.

### **CITY COUNCIL**

The City Council Activity provides funds for the Mayor and the six City Councilmembers. The 2019-20 Budget for the City Council in the amount of \$16,601 reflects a slight decrease in funding of \$7 as compared to the 2018-19 re-estimate of \$16,608. The Budget includes salary expenses for the Mayor and six Councilmembers, office supplies, and training expenses for the Mayor and Councilmembers.

### **CITY MANAGER**

The City Manager Activity provides operating funds for the City Manager and the Management Analyst. The 2019-20 Budget for the City Manager in the amount of \$399,948 reflects a net increase of \$34,453 from the 2018-19 re-estimate of \$365,495.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the City Manager and the Management Analyst; this amount is for salaries and for fringe benefits. Funds are also included for a merit increase for the Management Analyst. The 2019-20 Budget includes funds for an up-to twenty percent increase in health, dental, and life insurance premiums for these two employees.

### **CITY SECRETARY**

The City Secretary Activity is staffed by the City Secretary, Deputy City Secretary, and Administrative Clerk. The 2019-20 Budget for the City Secretary totals \$438,190 for an increase of \$42,693 over the 2018-19 re-estimate of \$395,497.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the City Secretary, Deputy City Secretary, and Administrative Clerk; this increase is for salaries and for fringe benefits. The 2019-20 Budget includes funds for an up-to twenty percent increase in health, dental, and life insurance premiums for these three employees.

The 2019-20 Budget includes funds for the City Council election scheduled for November 2019 and for a run-off election, if one is necessary.

**NON-DEPARTMENTAL**

The 2019-20 Budget for Non-Departmental totals \$1,483,621. This allocation is \$63,633 MORE than the 2018-19 re-estimate of \$1,419,988. Funds are included in the 2019-20 Budget for continuation of current programs including: general office supplies; postage for all City departments (funds for mailing the *Benbrook Community Newsletter* are included in contractual services); promotional supplies; City Attorney contract; newsletter preparation and distribution; City Council, Planning and Zoning Commission, and other City-sponsored meeting recording and broadcast; GFOA awards; mileage reimbursement for employees; meeting refreshments; liability, property, and firefighters life insurance; dues and participation in Texas Municipal League, North Central Texas Council of Governments, and other City-wide memberships; Employee Appreciation Event; City Boards and Commission Recognition Event; holiday fireworks event; Benbrook Heritage Fest; operating expenses for the Senior Citizens Center, Household Hazardous Waste Program, and other environmental programs; hepatitis vaccine; flu shots for employees; membership subsidy for BCC/YMCA; fuel and maintenance costs for three Staff vehicles and Senior Citizens van; and operating expenses for the Benbrook Community Center/YMCA (these expenses are reimbursed by the YMCA as long as the YMCA maintains a minimum number of members).

The Budget includes the scheduled re-distribution of \$1,000,000 to Benbrook's Tax Increment Financing (TIF) Fund; technically this expense is classified as an expenditure and is not a transfer.

**STAFF SERVICES DIVISION**

The Staff Services Division is comprised of three departments: Finance, Information Technology, and Personnel. The Staff Services Division performs all accounting, auditing, budgeting, cash management, personnel, data processing, information technology, purchasing, and risk management functions in the City. Staff assists with receptionist and telephone duties. The Staff Services Division includes the following full-time positions: Finance Director, Accounting Supervisor, Accounting Clerk, Information Technology Director, and Assistant Information Technology Director, is funded through this division. A majority of the hardware and software costs for all General Fund departments are financed in the Information Technology Activity.

The 2019-20 Budget for the Staff Services Division is \$1,116,767. This allocation represents a decrease of \$69,084 from the 2018-19 re-estimate of \$1,185,851. The net decrease is due to the elimination of the GIS part-time position and the upgrade of the IT infrastructure.

**FINANCE**

The Finance Activity is staffed by the Finance Director, the Accounting Supervisor and one Accounting Clerk. The Finance Activity's 2019-20 Budget allocation totals \$548,474 for a net decrease of \$27,103 from the 2018-19 re-estimate of \$575,577.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the Finance Director, Accounting Supervisor, and Accounting Clerk; this amount is for salaries and for fringe benefits. The 2018-19 Budget includes funds for an increase in health, dental, and life insurance premiums for these three employees. Additional funds are included in the 2019-20 Budget for audit services, delinquent tax collections, and for property tax billing and collecting services.

The 2018-19 re-estimate includes salary costs for the Finance Director who retired in 2018-19.

### **INFORMATION TECHNOLOGY**

The Information Technology Activity is staffed by the Information Technology Director and Assistant Director. The 2019-20 Budget for Information Technology totals \$523,343 for a decrease of \$46,181 from the 2018-19 re-estimate of \$569,524.

The Budget includes funds for the cost-of-living adjustment for the Information Technology Director and the Assistant Director; also included are funds for an increase in health, dental, and life insurance premiums for these employees.

The 2019-20 Budget includes separate line-items for the purchase, upgrade, and/or replacement of software and for hardware for City of Benbrook operations. The Information Technology Director created a schedule for replacement; funds were included in the 2019-20 Budget for software and hardware including the replacement and/or upgrade of desk top computers, tablet computers, lap top computers, server, and storage.

### **PERSONNEL**

The Personnel Activity is administered by the City Secretary and the Finance Director; this activity has no employees. The Personnel Activity's 2019-20 Budget allocation is \$44,950 for a net increase of \$4,200 from the 2018-19 re-estimate of \$40,750.

Operating funds included in both the 2019-20 Budget and the 2018-19 re-estimate are for: employee physicals and drug screenings, publication of employment opportunity notices, civil service expenses, and printing of pay checks. Funds are also included for the Employee Milestone Awards Program.

### **PUBLIC SAFETY DIVISION**

The Public Safety Division is comprised of three departments: the Police Department, Fire Department, and Municipal Court. The following positions are currently budgeted within the Public Safety Division: Chief of Police, Police Commander, Administrative Manager, Police Services Superintendent, Senior Communication Specialist, Police Communications Specialist, Police Lieutenant, Sergeant, Police Officer, Detective/Corporal, Crime Prevention Officer, Property Custodian, Animal Control Officer, Fire Chief, Assistant Fire Chief, EMS Chief, Fire Captain, Fire Lieutenant, Firefighter/Paramedic, Firefighter/EMT, Administrative Clerk, Municipal Court Manager, and Deputy Court Clerk.

The Public Safety Division also has numerous part-time positions including: Police Officers, part-time Animal Control Officer, Municipal Court Judge, Magistrate, Medical Director, and members of the Auxiliary City Fire Support Unit (ACFSU).

The Public Safety Division's 2019-20 Budget totals \$11,155,973 for an increase of \$1,073,239 over the 2018-19 re-estimate of \$10,082,734. Explanations of the changes in each department's 2019 Budget allocations are provided.

## **POLICE DEPARTMENT**

The 2019-20 Police Department Budget totals \$7,051,139 for a net increase of \$747,193 over the 2018-19 re-estimate of \$6,303,946. The Police Department includes seven activities: Management Services, Communications and Records, Patrol Services, Criminal Investigation Section, Crime Prevention, School Safety, and Animal Control.

### **Management Services Activity**

The Management Services Activity is staffed by the Police Chief and the Administrative Manager. The 2019-20 Budget totals \$356,368 for a net increase of \$5,903 over the 2018-19 re-estimate of \$350,465. The 2019-20 Budget includes additional funds the cost-of-living adjustment for the Police Chief and the Administrative Manager; these costs are for salaries and for fringe benefits. The Budget also includes funds for an increase in health, dental, and life insurance premiums for these two employees.

### **Communications and Records Activity**

The Communications and Records Activity is staffed by one Police Commander, the Police Services Supervisor, two Senior Communications Specialists, and six Communication Specialist positions. The 2019-20 Budget for the Communications and Records Activity is \$989,714. This allocation is an increase of \$335,885 over the 2018-19 re-estimate of \$653,829.

The Budget includes funds for the cost-of-living adjustment for all of the full-time employees, scheduled merit increases for eligible Communications and Records employees, and related fringe benefit increases. The 2018-19 Budget includes additional funds for an increase in health, dental, and life insurance premiums for these employees.

### **Patrol Activity**

The Patrol Activity is staffed by one Commander, one Lieutenant, four Sergeants, four Corporals, twenty-four Police Officers, and two part-time Police Officers. The Patrol Activity's 2019-20 Budget totals \$4,278,259 or \$422,341 over the 2018-19 re-estimate of \$3,855,918.

Funds are included in the 2019-20 Budget for the cost-of-living adjustment for all full-time employees; costs include salaries and related fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums for employees. The Budget includes funds to cover scheduled merit increases, and related increases in fringe benefits for eligible employees in the Police Department's Patrol Activity.

Continuation of funding for a signing bonus of \$5,000 to recruit one certified Police Officer was approved. This incentive was added as a decision package in the 2012-13 Budget.

The Police Department requested funding for one additional full-time Police Officer positions in 2019-20.

The 2019-20 Budget includes additional funds for vehicle fuel based on escalating costs of gasoline and increased use of sport utility vehicles instead of sedans as patrol vehicles.

The scheduled replacement of patrol vehicles is included in both the 2018-19 re-estimate and the 2019-20 Budget. Funds are also included to upgrade and to replace four sets of light bars for vehicles, seven taser devices, and eleven SWAT ballistic helmets.

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

The Criminal Investigation Services (C.I.S.) Activity is staffed by one Lieutenant, one Sergeant, five Detectives, and one Property Custodian. The 2019-20 Budget for the Criminal Investigation Services Activity totals \$1,080,681 for an increase of \$64,035 from the 2018-19 re-estimate of \$1,016,646.

Funds are included in the 2019-20 Budget for the cost-of-living adjustment for employees; costs include salaries and fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees. The Budget includes funds to cover scheduled merit increases, and related increases in fringe benefits for eligible employees in the Police Department's C.I.S. Activity.

### **Crime Prevention Activity**

The Crime Prevention Activity is staffed by the Crime Prevention Officer; this position is classified as Detective/Corporal. The Crime Prevention Activity's 2019-20 Budget allocation totals \$132,684 for a net decrease of \$95,640 from the 2018-19 re-estimate of \$228,324. The 2019-20 Budget includes for the cost-of-living adjustment for the Crime Prevention Officer. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees.

One Detective position was re-assigned to the C.I.S. Activity from the Crime Prevention Activity in the 2018-19 Budget.

### **School Safety Activity**

The 2019-20 Budget for the School Safety Activity is \$74,820 for a decrease of \$297 from the 2018-19 re-estimate of \$75,117. City Council approved contracting with a private company to provide crossing guards at key intersections to assist students at schools located in Benbrook. Even with an increase in pay, the City was not able to hire qualified candidates for crossing guards. When crossing guards were hired, individuals were not always dependable and available for each shift. Police Department staff were pulled from service to work

intersections. The liability and workers' compensation costs for these part-time employees was considerably higher than for other employees. The contract was effective October 1, 2018.

**Animal Control Activity**

The Animal Control Activity is staffed by the Animal Control Officer and a part-time Animal Control Officer. The 2019-20 Budget for Animal Control totals \$138,613 for an increase of \$14,966 over the 2018-19 re-estimate of \$123,647.

The 2019-20 Budget includes funds for the cost-of-living adjustment for the Animal Control Officer. The Budget also includes funds for an increase in health, dental, and life insurance premiums for this employee.

The Budget includes additional funds for vehicle supplies, maintenance, and repair; a replacement truck is budgeted in 2019-20 for Animal Control and funded out of the Capital Asset Replacement Fund. Additional funds for utility costs are included for the new Animal Shelter facility that opened in 2018-19.

**FIRE DEPARTMENT**

The Fire Department's 2019-20 Budget totals \$3,843,782 for an increase of \$289,736 from the 2018-19 re-estimate of \$3,554,046. The Fire Department is comprised of two activities: Fire Fighting and Emergency Medical Services (EMS). All personnel costs are included within the Fire Fighting Activity even though all full-time employees are trained and certified as Firefighter Paramedics or Firefighter Emergency Medical Technicians (EMT). The Fire Department is staffed by twenty-eight full-time employees and two part-time employees.

**Fire Fighting Activity**

The 2019-20 Fire Fighting Budget of \$3,691,077 reflects an increase of \$271,402 from the 2018-19 re-estimate of \$3,419,675.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Fire Department; this amount is for salaries and for fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees. Funds are also included in the Budget for scheduled merit increases and related increases in fringe benefits for eligible employees in the Fire Department.

The 2018-19 Budget includes the purchase of an Opticom Traffic Light system for emergency vehicles, and sixteen Self Contained Breathing Apparatus Bottles.

**Emergency Management Services (EMS) Activity**

The Emergency Management Services (EMS) Activity's 2019-20 Budget of \$152,705 reflects an increase of \$18,334 from the 2018-19 re-estimate of \$134,371. All salary costs for the Fire Department are budgeted in the Fire Fighting Activity. Additional funds are included in the 2019-20 Budget for repair and maintenance costs for ambulances. One new replacement ambulance will be purchased in 2019-20 through the Capital Asset Replacement Fund.

**MUNICIPAL COURT**

The Municipal Court includes two full-time positions: Municipal Court Manager and Deputy Court Clerk. Funds were included in the 2016-17 Budget for a part-time clerical position to assist with answering the telephone, inputting data, filing, and copying; funding for this position is continued in the 2019-20 Budget. Part-time positions include the Judge and Magistrate. Prosecutor services are provided on a contractual basis by the City Attorney. Municipal Court is held one Friday each month; Juvenile Court is also held once per month. Trials by jury are held on an as-needed basis. The Municipal Court's 2019-20 Budget totals \$261,052 for an increase of \$36,310 from the 2018-19 re-estimate of \$224,742.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Municipal Court Manager and the Deputy Court Clerk; this amount is for salaries and for fringe benefits. Funds are also included for merit increases for eligible employees. The 2019-20 Budget includes funds for an increase in health, dental, and life insurance premiums for these two employees.

**PUBLIC SERVICES DIVISION**

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

The Management Services Activity provides administrative support and supervision of the Public Services Division; the Public Services Director is assigned to this Activity. The Street Maintenance Activity of the Public Works Department provides maintenance for streets, drainage systems, and other major facilities. The Parks Maintenance Activity provides grounds maintenance, landscaping services, and upkeep of athletic fields and other facilities. The Support Services Department is comprised of Fleet Maintenance and Building Maintenance. The Fleet Maintenance Activity performs maintenance and repairs on City vehicles. The Building Maintenance Activity provides maintenance and repair

services for City Hall, the Police Department, the Senior Citizens Building, and other Benbrook facilities. The Engineering Activity is responsible for providing in-house engineering services and for reviewing and coordinating engineering services provided by outside consultants.

The 2019-20 Budget for the Public Services Division totals \$4,406,701 for a net increase of \$379,884 over the 2018-19 re-estimate of \$4,026,817. The Budget includes funds for the cost-of-living adjustment, scheduled merit increases for eligible employees, funds for fringe benefits adjustment for Public Services employees, and continuation of current program and projects.

### **MANAGEMENT SERVICES**

The Management Services Activity's 2019-20 Budget of \$226,311 is \$2,636 less than the 2018-19 re-estimate of \$228,947.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the Public Services Director. The Budget includes funds for an increase in health, dental, and life insurance premiums.

Funds are included in the Management Services Activity for gas well inspections. In previous years, these funds were budgeted in the Non-Departmental Activity.

Funds in the amount of \$15,000 were included in the 2018-19 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. The funding in 2019-20 will be through the new Grant Fund.

### **PUBLIC WORKS**

The Public Works Department is comprised of the Street Maintenance Activity and is staffed by the Street Superintendent, Foreman, and six Field Service Workers. The 2019-20 Street Maintenance Activity Budget is \$2,172,644 for a net increase of \$254,484 over the 2018-19 re-estimate of \$1,918,160.

The 2019-20 Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Public Works Department; this amount is for salaries and for fringe benefits. The 2019-20 Budget includes funds for scheduled merit increases for eligible employees and related increases in fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees.

The Budget includes funds for electricity for Benbrook's street lights and traffic signals. Additional funds are included in the Budget for expansion of the street overlay program, a joint effort with Tarrant County, to rebuild Benbrook streets and thoroughfares. A transfer from the Road Damage Fund will provide funds to repair streets and roadways damaged by vehicles owned and operated by natural gas drilling companies.

Funds are included in the Budget to replace failing traffic signal radar sensors at major intersections. Funds for phase two of the street sign replacement program are included.

### **PARKS AND RECREATION**

The Parks Maintenance Activity is staffed by the Parks Superintendent, Foreman, and six Field Service Workers. The 2019-20 Parks and Recreation Budget totals \$1,044,265 for a net increase of \$33,970 over the 2018-19 re-estimate of \$1,010,295.

The Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Parks Maintenance Activity; this amount is for salaries and for fringe benefits. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget includes funds for an increase in health, dental, and life insurance premiums.

Funds are included in the Budget to continue funding for two part-time positions to assist with mowing, landscaping, and other duties; these two positions are scheduled to work twenty hours per week on a year-round basis.

Additional funds are approved to repair and expand ballfield dugouts paid out of the Parks Fund, and the purchase of a stomp grinder and top dresser for athletic field maintenance.

### **SUPPORT SERVICES**

Support Services is comprised of Fleet Maintenance Activity and Building Maintenance Activity. Personnel assigned to Support Services include the Fleet Services Superintendent, Mechanic, Building Maintenance Superintendent, Field Service Worker, and one part-time employee for Fleet Services.

#### **Fleet Maintenance Activity**

The 2019-20 Budget for Fleet Maintenance is \$274,049 or \$33,425 over the 2019-20 re-estimate of \$240,624.

The Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Fleet Maintenance Activity; this amount is for salaries and for fringe benefits. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget includes funds for an increase in health, dental, and life insurance premiums. Staffing of the Fleet Maintenance Activity includes one part-time employee.

Funds are included in the Budget to refinish the shop floor in Fleet Maintenance.

**Building Maintenance Activity**

The Building Maintenance Activity's 2019-20 Budget allocation totals \$291,820 for a net increase of \$30,049 over the 2018-19 re-estimate of \$261,771.

The Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Building Maintenance Activity; this amount is for salaries and for fringe benefits. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget includes funds for an increase in health, dental, and life insurance premiums.

**CODE COMPLIANCE**

The 2019-20 Budget for Code Compliance totals \$91,176 and is \$10,910 over than the 2018-19 re-estimate of \$80,266. The Budget includes additional funds for the cost-of-living adjustment and merit increase for the Code Compliance Officer. The 2019-20 Budget includes funds for an increase in health, dental, and life insurance premiums for the Code Compliance Officer.

The Budget also includes funds for supplies and materials.

**ENGINEERING**

The 2019-20 Budget for the City Engineering Activity totals \$306,416 for an increase of \$19,662 over the 2018-19 re-estimate of \$286,754. The Engineering Activity is supervised by the Public Services Director. This activity is staffed by the City Engineer and the Public Improvements Inspector.

The Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Engineering Activity; this amount is for salaries and for fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums.

The Budget includes funds for training, dues, and memberships required for employees to maintain certifications and licenses.

**COMMUNITY DEVELOPMENT DIVISION**

The Community Development Division performs all planning and zoning, community development, and inspection for the City of Benbrook. The Assistant City Manager supervises all activities in the Community Development Division, serves as the Community Development Director, and works with the Benbrook Area Chamber of Commerce and the Benbrook Economic Development Corporation to coordinate economic development and to attract new business investment to Benbrook. The City Planner and Assistant Planner coordinate planning and zoning

projects, assist developers, and provide administrative support to the Assistant City Manager and Planning and Zoning Commission. The Inspections Activity performs permitting and inspection services.

The Community Development Division consists of three Activities: Management Services, Planning and Zoning, and Inspections and is currently staffed by the following positions: Assistant City Manager, City Planner, Assistant City Planner, Building Official, Combination Inspector, and Development Coordinator.

The Community Development Division's 2019-20 Budget totals \$854,443 for a net increase of \$127,667 from the 2018-19 re-estimate of \$726,776. Budget includes additional funds for the cost-of-living adjustment for the full-time employees of the Community Development; this amount is for salaries and for fringe benefits. The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. The Budget includes funds for an increase in health, dental, and life insurance premiums.

### **MANAGEMENT SERVICES**

The Management Services Activity is staffed by the Assistant City Manager. The Management Services Activity's 2019-20 Budget is \$239,935 and is \$42,215 over the 2018-19 re-estimate of \$197,720.

The Budget includes additional funds for the cost-of-living adjustment and merit increase for the Assistant City Manager; this amount is for salaries and for fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums.

### **PLANNING AND ZONING**

The Planning and Zoning Activity is staffed by the City Planner and the Assistant City Planner. The Planning and Zoning 2019-20 Budget totals \$251,452 for an increase of \$55,401 from the 2018-19 re-estimate of \$197,720.

The Budget includes additional funds for the cost-of-living adjustment for the City Planner and the Assistant City Planner; this amount is for salaries and for fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums. Funds are included for merit increases for eligible employees.

The 2019-20 Budget includes funds for training for the City Planner, Assistant City Planner, and the Commissioners on the Planning and Zoning Board and on the Zoning Board of Adjustment.

### **INSPECTIONS**

The 2019-20 Budget for the Inspections Activity totals \$363,056 for an increase of \$30,050 over the 2018-19 re-estimate of \$333,006.

The Budget includes additional funds for the cost-of-living adjustment for the three employees; this amount is for salaries and for fringe benefits. The Budget includes funds for an increase in health, dental, and life insurance premiums.

### **TRANSFERS AND OTHER EXPENSES**

Transfers and other uses of funds included in the 2019-20 Budget total \$1,150,000. This total is \$734,804 less than the amount included in the 2018-19 re-estimate of \$1,884,804.

The 2018-19 re-estimate includes the transfer of \$250,000 from General Fund reserves to the Capital Asset Replacement Fund, \$500,000 to the Capital Facilities Fund for the Clearfork Emergency Access Bridge, and \$214,804 for the completion of the Animal Shelter, and the use of \$920,000 of General Fund Reserves for the new 800mhz radio communication system.

The 2019-20 Budget includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, \$650,000 from General Fund reserves to the Clearfork Emergency Access Bridge Account of the Capital Projects Fund, and \$250,000 to the newly created Wall Repair Fund.

### **DEBT SERVICE**

The 2019-20 Budget includes Debt Service expenditures of \$1,561,424. These costs are \$680 less than the 2018-19 re-estimate of \$1,562,104. Principal expenses 2019-20 are \$1,430,000; this total is \$40,000 more than the 2018-19 re-estimate of \$1,390,000. Interest expenses for 2019-20 are \$127,624 for a net decrease of \$40,680 compared to the 2018-19 re-estimate of \$168,304. Fiscal charges for 2018-19 and for 2019-20 are \$3,800.

Bank of America proposed revising the City's Series 2005 General Obligation Bonds from a 3.49% rate to a 1.85% rate effective February 1, 2015. The offer was reviewed by the City's financial advisor, recommended by City Staff, and approved by City Council. Significant savings has occurred and projected for interest payments for 2019-20 when the bonds are retired.

In November 2013, the City re-financed general obligation bonds. This transaction results in lower interest payments for 2019-20 and for future years.

The City issued certificates of obligation in the summer of 2007; this debt has no financial impact on the City. A transfer to the Debt Service Fund from the Stormwater Utility Fund is made to cover the payment of this debt.

In 2005, the City issued \$2,500,000 in certificates of obligation to finance projects and expenses related to the Tax Increment Financing (TIF) District. In 2012, the City of Benbrook sold \$1,280,000 in certificates of obligation for TIF projects; these costs are included in the TIF Fund

for 2016-17 and future years. The TIF is required to repay these expenses to the City when funds are available. In June 2014, the City issued certificates of obligation for the TIF. A transfer is made from the TIF Fund to the Debt Service Fund to pay for the TIF related debt.

**APPROVED CAPITAL EXPENDITURES**

**GENERAL FUND**

**PUBLIC SAFETY**

Opticom Traffic Light for Intersections	\$ 136,160
Lucas Chest Compression Unit	16,500
Four Police Patrol Vehicles	140,000

**STREET MAINTENANCE**

Traffic Signal Radar Sensors	41,025
------------------------------	--------

**PARKS MAINTENANCE**

Top Dresser Implement	11,900
Stump Grinder Attachment	9,540

<b>TOTAL</b>	<b>\$ 355,125</b>
--------------	-------------------

## **LONG-RANGE FINANCIAL FORECAST**

### **BACKGROUND OF FINANCIAL FORECASTING IN BENBROOK**

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

The forecast included in the 2019-20 Budget follows the basic pattern of the previous forecasts. Some sections have been expanded or revised to include the most pertinent and recent information. The current forecast has been prepared to provide the following six benefits to City leaders:

- 1) The forecast can be used by the City Council in orchestrating policy decisions with long-term implications.
- 2) The long-range forecast can serve as an aid to both elected and administrative officials in anticipating future fiscal problems, so that strategies can be developed, and action implemented as soon as possible to correct or counteract these potential difficulties.
- 3) The financial forecast can assist the City Manager as well as City departments in operational planning.
- 4) The forecast can result in more accurate estimates of revenues and expenditures during the budget process.
- 5) The forecast can indicate to the bond rating agencies and other interested parties that Benbrook does have a systematic financial planning process in place.
- 6) The long-range financial forecast can help the general public understand the long-term costs associated with current and proposed City activities and issues that may affect the municipal government of Benbrook.

## **PREPARATION OF THE CURRENT FORECAST**

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

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

## **FORECASTING METHODOLOGY**

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

### **REVENUE METHODOLOGY**

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

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

The per capita method of forecasting revenues involves the development of long-range population projections for the City. The current year's revenue is divided by the current population to get a per capita revenue amount. Per capita revenue amounts are then applied to the projected rate of inflation and the projected population to compute the estimated revenue in each of the future years. Again, this method

uses past experience to project future trends. The opinions of the City's department heads are also factored into this approach before finalizing these projections.

**EXPENDITURE METHODOLOGY**

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

- 1) The expenditure forecast assumes "a constant level of services" that accounts for inflation but ignores service enhancements.
- 2) The forecast does not allow for personnel increases based on projected population increases but does include salary adjustments based on the projected rate of inflation.
- 3) The forecast separates expenditures into a variety of line items, and projects those expenditures based on a separate set of inflation factors or rates.
- 4) The forecast includes operational and maintenance costs associated with new capital facilities.

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

## FORECAST ASSUMPTIONS

### REVENUE ASSUMPTIONS

The General Fund and Debt Service Fund revenues are projected by using the following methods: the 2018-19 Budget is adjusted annually, according to the projected rates of inflation for each year, expert judgment is used to project the line item revenues, and the 2019-20 Budget is adjusted to correspond with projected increases in the City's population. All revenue projections are based on the current fee structures. Any changes in fee structures could dramatically affect the outcome of the financial forecast.

### Property Tax Collections

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

- 1) The net taxable value for 2019-20 is furnished by the Tarrant Appraisal District (TAD).
- 2) The net taxable value for 2020-21 is computed by using the value of building permits issued in 2018-19.
- 3) The net taxable value for 2021-22 is calculated using the estimated value of building permit collections in the 2019-20 Budget.
- 4) The net taxable values for 2022-23, 2023-24, and 2024-25 are obtained using estimates based on current building levels.
- 5) TAD re-appraises property within Benbrook every two years. Increases in property values are based on the projected inflation rate.
- 6) New exemptions are computed by using the current ratio of assessed valuations to total exemptions.
- 7) The property tax collection rate remains at 99.00 percent (98.00 percent for current tax collections and 1.00 percent for delinquent collections) of the tax levy for future years of the forecast period; an exception was made for the 2018-19 calculation since 100.00 percent was used.
- 8) Penalty and interest on delinquent collections is held at a constant percentage of the total delinquent tax roll.
- 9) The City of Benbrook's property tax rate increases to the 3.50% rollback rate beginning in 2020-21 and during the entire period of the long- range financial forecast.
- 10) For 2019-20, assessed valuations increase by 6.32 percent; in future years property values in Benbrook are expected to increase by at least two percent due to proposed development and revaluation of property by TAD.

**Franchise Tax Collections**

The revenue projections for 2019-20 are based on actual payments made in 2018-19 by each of the utility companies. Future increases in the City's franchise tax collections are based on the forecasted inflation rate, estimates provided by the utility companies, and the City's projected population increases. The 2019-20 projection and all future year projections for revenue from the City's franchise agreement with Atmos Energy Company, Spectrum Communications, Trinity Waste Systems, and AT&T are based on the revised franchise agreement implemented in 1992-93. The franchise payments from Oncor include the amended percentage approved by the Texas Legislature for 2019-20 and future years of the forecast. Revenue from franchise fees increases at the rate of inflation combined with projected increases in population.

**Sales and Other Local Taxes**

Sales tax collections rose substantially in the middle of 2018-19 upon the completion of the Benbrook Boulevard Project. Sales tax revenue is expected to increase steadily, throughout the forecast years. In 2019-20 sales tax revenue is projected to increase by approximately \$50,000 from \$2,650,000 to \$2,700,000. Future increases are based on growth in population and on the rate of inflation. Sales tax from new businesses is expected to impact the City's sales tax collections in 2019-20 and in future years.

**Licenses, Permits, and Filing Fees**

Building permit issuance for residential properties is expected to increase in 2019-20 and to continue to increase for years after 2019-20 based upon planned development in Benbrook.

**Fines and Forfeitures**

All revenue from fines and forfeitures is projected to increase at the rate of the estimated population growth for years after 2019-20. The City's Municipal Court Judge exercises judicial discretion in assessing fines in the court; however, these fines must be established within certain parameters set by State law. The revenue projections assume no significant departure from the fine structure currently in place.

**Use of Money and Property**

Interest earnings for 2019-20 and future years are projected using expert judgment. Interest earnings in future periods are based on the current price of Treasury Department notes and bonds, certificates of deposit, as well as the City's investment pools. Average monthly cash requirements and the probability of future bond issues are also considered prior to finalizing these projections. Interest income escalates as reserves increase. The 2019-20 projection is based on more-fluid interest rates and more aggressive investing.

**Revenue from Other Agencies**

The City receives revenue from other agencies for assorted services provided by City Staff. Among these sources of revenue are: Tarrant County for the County's Fire Service Program, grants, and the Fort Worth Independent School District (FWISD) for providing liaison officers at Western Hill High School and at Benbrook Middle School. Revenue from Tarrant County and the FWISD increases after 2019-20 to reflect projected salary adjustments.

**Charges for Current Services**

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

**Other Revenues**

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

**Transfers**

No transfers of funds into the General Fund are reflected in the Long-Range Financial Forecast except for the transfer in 2019-20 from the Road Damage Fund to the General Fund. It is the prerogative of the City Council to determine if and when transfers are made in future years. Transfers are included for the Debt Service Fund from the Stormwater Utility Fund for the payment of debt service principal and interest related to drainage projects.

**EXPENDITURE ASSUMPTIONS**

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

**Population Projections**

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

2016-17.....	22,260
2017-18.....	22,629
2018-19.....	22,760
2019-20.....	23,260
2020-21.....	23,378
2021-22.....	24,257
2022-23.....	24,422
2023-24.....	24,587
2024-25.....	24,823

## GENERAL FUND

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

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

- 1) City services, programs, and the number of employees remain at the level presented in the 2019-20 Budget.
- 2) Increases in salary are computed on cost-of-living adjustments based on the projected increase in the employment cost index and consumer price index.
- 3) Costs of insurance (health, dental, life, workers' compensation, and unemployment) premiums increase at rates similar to those experienced over the past ten years; the 2019-20 total includes funds for an up-to twenty percent increase
- 4) TMRS costs for future years of the forecast reflect increased contribution rates due to additional retirees as the City's work force ages.
- 5) Costs of other fringe benefits (FICA, overtime, stability/longevity pay, and incentive pay) increase at the projected rate of salary adjustments.
- 6) The volume of supplies and materials remains at the same level of use; costs increase at the projected level of inflation.
- 7) Contractual services increase in costs depending on assorted inflation factors, utilities increase based on historical trends, fuel costs increase based on wholesale prices of gasoline and diesel, and other contractual services increase based on inflation.
- 8) Repair and maintenance costs increase based on historical trends and inflation.
- 9) Capital outlay funds to replace four Police vehicles (through the General Fund) are included in each of the forecast years; costs increase according to projected inflation levels.
- 10) Debt Service costs reflect current obligations including: general obligation debt issues approved by Benbrook's voters, general

obligation bonds issued in 2002 and re-financed in 2011, general obligation bonds issued in 2004 and re-financed in 2013, and refinancing of debt for issues prior to 2005. Debt Service expenses reflect current obligations and include bonds sold as of October 1, 2017. Certificates of Obligation sold in 2007 are included in the Long-Range Financial Forecast; however, these bonds are to be financed through a transfer from the City's Stormwater Utility fees and not through ad valorem taxes collected for the General and Debt Service Funds. Certificates of obligation approved by Council in 2005, 2012, and 2014 for TIF expenses are included in the Debt Service Fund; however, this debt is financed through a transfer from the TIF for current and future forecast years.

- 11) Transfers and the use of unappropriated reserves are reflected in 2019-20 in the amount of \$1,150,000 from the General Fund. Funds in the amount of \$250,000 are scheduled for transfer from General Fund reserves to the Capital Asset Replacement Fund. The Budget also includes the transfer of \$650,000 in General Fund reserves to the Capital Projects Fund for the Clearfork Emergency Access Bridge. Also, a \$250,000 transfer to the newly created Wall Repair Fund will be made in 2019-20. Transfers are to be determined each year.

### **DEBT SERVICE FUNDS**

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

### **FORECAST RESULTS**

Based on the current estimates of revenues and expenditures, the City should be able to maintain a property tax rate at or below the rollback rate throughout the forecast period. Without an increase in the property tax rate, the City can continue services at current levels without any adjustments in staffing levels. Reserves can be maintained above the recommended level of \$8,000,000 and three months of operating expenses for the operating budget. In any of the forecast years, the City may have the flexibility to decrease the property tax rate, enhance services, issue additional debt, or provide a combination of the three depending upon the economic conditions and political climate at that time. Of course, one adjustment in revenues, expenditures, or a combination of the two impacts that year as well as all future years of the long-range financial forecast.

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

The 2019-20 Budget on which the Long-Range Financial Forecast is based is an atypical budget in that expenditures for General Fund Departments reflect the addition of relatively few special projects. During the forecast period - as Benbrook continues to grow in population, in business, and in industrial ventures and establishments - additional personnel are required in these future forecast years to meet additional needs and requirements for public safety, public works, and community development. These issues and other special needs that develop in each year of the forecast are expected to be determined, reviewed, and approved as part of the annual budget process.

**LONG RANGE-FINANCIAL FORECAST  
ESTIMATED AND ACTUAL REVENUES, EXPENDITURES, AND OTHER SOURCES (USES)  
FY 2017-18 TO 2024-25**

	<b>Actual 2017-18</b>	<b>Estimated 2018-19</b>	<b>Adopted 2019-20</b>	<b>Projected 2020-21</b>	<b>Projected 2021-22</b>	<b>Projected 2022-23</b>	<b>Projected 2023-24</b>	<b>Projected 2024-25</b>
<b>BEGINNING BALANCE</b>	<b>\$ 10,106,105</b>	<b>\$ 8,789,750</b>	<b>\$ 8,664,976</b>	<b>\$ 8,731,686</b>	<b>\$ 8,881,425</b>	<b>\$ 8,428,278</b>	<b>\$ 8,922,474</b>	<b>\$ 9,691,406</b>
<b>REVENUES</b>								
Ad Valorem Taxes	\$ 11,820,511	\$ 12,846,261	\$ 14,282,365	\$ 14,782,248	\$ 15,299,626	\$ 15,835,113	\$ 16,389,342	\$ 16,962,969
Franchise Taxes	1,399,945	1,591,000	1,475,000	1,511,875	1,549,672	1,592,288	1,636,076	1,681,068
Sales & Other Taxes	2,456,901	2,654,400	2,704,500	2,839,725	2,981,711	3,130,797	3,287,337	3,451,703
Licenses & Permits	445,618	702,008	499,775	512,269	525,076	540,828	557,053	573,765
Fines & Forfeitures	748,566	731,000	788,000	807,700	835,970	861,049	886,880	913,486
Money & Property	173,905	268,000	273,000	279,825	284,022	292,543	301,319	310,359
Revenue from Other Agencies	422,003	575,000	480,000	492,000	505,530	520,696	536,317	552,406
Service Charges	899,463	931,850	929,850	953,096	979,306	1,008,686	1,038,946	1,070,115
Other Revenues	77,506	28,000	28,000	28,700	29,489	30,374	31,285	32,224
Transfers-In	1,170,467	1,214,382	1,189,888	1,589,888	1,234,569	1,040,001	331,485	338,485
<b>TOTAL REVENUES</b>	<b>\$ 19,614,885</b>	<b>\$ 21,541,901</b>	<b>\$ 22,650,378</b>	<b>\$ 23,797,326</b>	<b>\$ 24,224,972</b>	<b>\$ 24,852,374</b>	<b>\$ 24,996,040</b>	<b>\$ 25,886,580</b>
<b>TOTAL AVAILABLE</b>	<b>\$ 29,720,990</b>	<b>\$ 30,331,651</b>	<b>\$ 19,535,298</b>	<b>\$ 32,529,012</b>	<b>\$ 33,106,397</b>	<b>\$ 33,280,652</b>	<b>\$ 33,918,515</b>	<b>\$ 35,577,986</b>
<b>EXPENDITURES</b>								
General Government	1,984,783	2,197,588	2,338,360	2,426,049	2,517,025	2,611,414	1,775,592	1,842,176
Staff Services	1,016,521	1,185,851	1,116,767	1,144,686	1,179,027	1,214,398	1,250,829	1,288,354
Public Safety	10,268,960	10,163,001	11,247,149	11,809,506	12,399,982	12,771,981	13,155,141	13,549,795
Public Services	3,402,292	3,946,551	4,315,525	4,531,301	4,757,866	4,995,760	5,245,548	5,507,825
Community Development	739,384	726,776	854,443	875,804	902,078	929,141	957,015	985,725
Debt Service	1,519,300	1,562,104	1,561,424	1,610,241	1,422,141	335,485	342,985	344,619
Transfers and Other Uses	2,000,000	1,884,804	1,150,000	1,250,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,931,240</b>	<b>\$ 21,666,675</b>	<b>\$ 22,583,668</b>	<b>\$ 23,647,587</b>	<b>\$ 24,678,119</b>	<b>\$ 24,358,178</b>	<b>\$ 24,227,109</b>	<b>\$ 25,018,495</b>
<b>ENDING BALANCE</b>	<b><u>\$ 8,789,750</u></b>	<b><u>\$ 8,664,976</u></b>	<b><u>\$ 8,731,686</u></b>	<b><u>\$ 8,881,425</u></b>	<b><u>\$ 8,428,278</u></b>	<b><u>\$ 8,922,474</u></b>	<b><u>\$ 9,691,406</u></b>	<b><u>\$ 10,559,491</u></b>

**LONG RANGE-FINANCIAL FORECAST (GRAPHIC COMPARISON)  
ESTIMATED AND ACTUAL REVENUES, EXPENDITURES, AND OTHER SOURCES (USES)  
FY 2017-18 TO 2024-25**



# SECTION TWO

# STATISTICAL

**STATISTICAL  
DESCRIPTION OF OPERATING FUNDS  
FY 2019-20**

**GENERAL FUND**

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

**DEBT SERVICE FUND**

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

**OPERATING FUNDS**

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

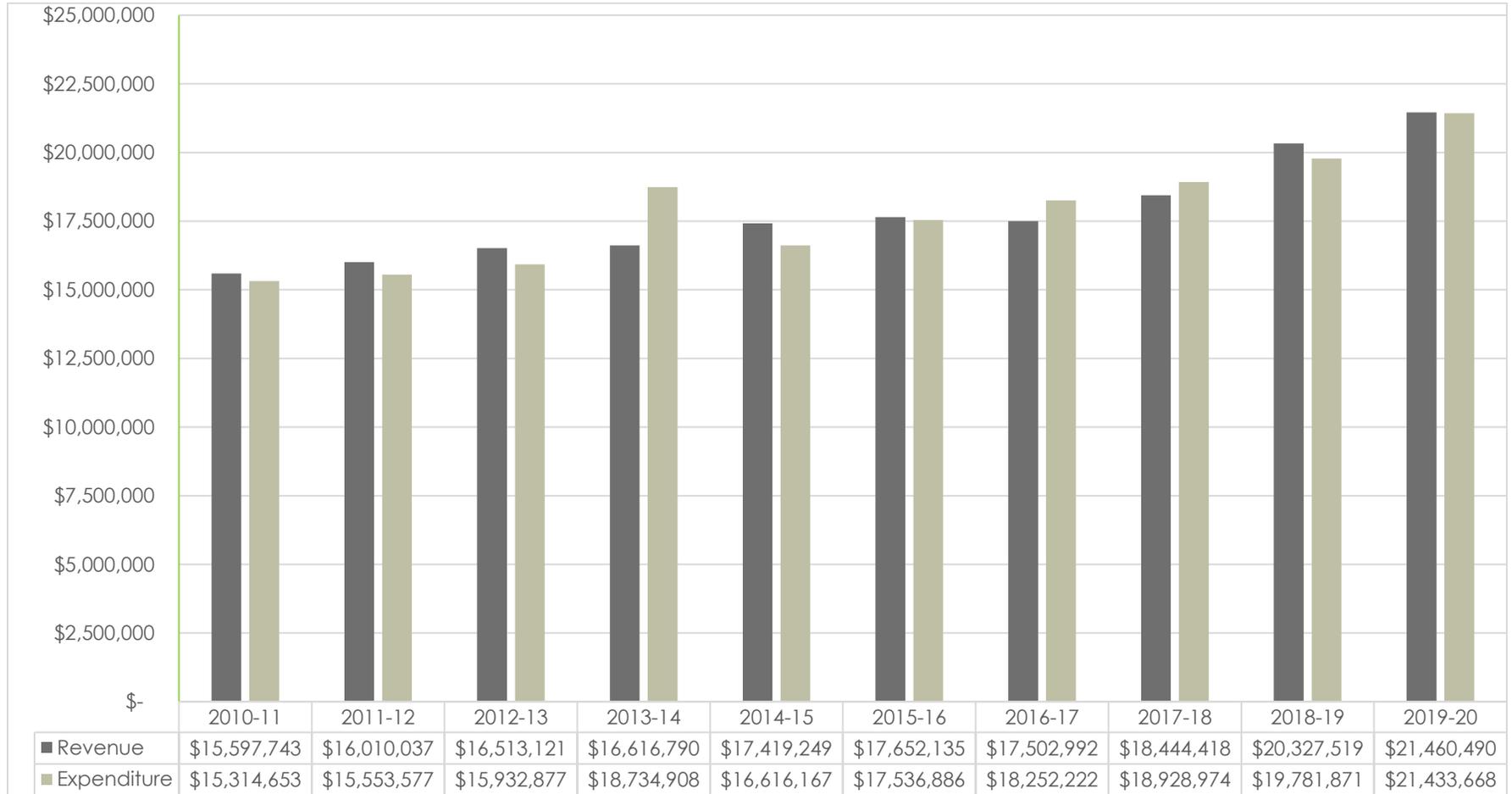
**STATISTICAL  
COMBINED SUMMARY STATEMENT  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2019-20**

	<b>OPERATING FUNDS</b>		
	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total Operating Funds</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 8,335,527</b>	<b>\$ 329,447</b>	<b>\$ 8,664,974</b>
Revenues	20,973,383	487,107	21,460,490
Transfers In	100,000	1,089,888	1,189,888
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>\$ 21,073,383</b>	<b>\$ 1,576,995</b>	<b>\$ 22,650,378</b>
Expenditures	19,872,244	1,561,424	21,433,668
Transfers-Out	1,150,000	-	1,150,000
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 21,022,244</b>	<b>\$ 1,561,424</b>	<b>\$ 22,583,668</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>\$ 51,139</b>	<b>\$ 15,571</b>	<b>\$ 66,710</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 8,386,666</b>	<b>\$ 345,018</b>	<b>\$ 8,731,684</b>

**STATISTICAL  
COMBINED SUMMARY STATEMENT – THREE YEAR SUMMARY  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2017-18, 2018-19, AND 2019-20**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE FUND</b>	<b>OPERATING FUNDS</b>
<b>2017-18 ACTUAL</b>			
<b>BEGINNING BALANCE</b>	<b>\$ 10,005,190</b>	<b>\$ 100,915</b>	<b>\$ 10,106,105</b>
Revenues	17,936,343	508,076	18,444,419
Expenditures	(17,411,943)	(1,519,300)	(18,931,243)
Net Transfers	(1,900,000)	1,070,467	(829,533)
<b>ENDING BALANCE</b>	<b>\$ 8,629,590</b>	<b>\$ 160,158</b>	<b>\$ 8,789,748</b>
<b>2018-19 ESTIMATED</b>			
<b>BEGINNING BALANCE</b>	<b>\$ 8,629,590</b>	<b>\$ 160,158</b>	<b>\$ 8,789,748</b>
Revenues	19,675,501	652,018	20,327,519
Expenditures	(18,219,767)	(1,562,104)	(19,781,871)
Net Transfers	(1,749,797)	1,079,375	(670,422)
<b>ENDING BALANCE</b>	<b>\$ 8,335,527</b>	<b>\$ 329,447</b>	<b>\$ 8,664,974</b>
<b>2019-20 PROJECTED</b>			
<b>BEGINNING BALANCE</b>	<b>\$ 8,335,527</b>	<b>\$ 329,447</b>	<b>\$ 8,664,974</b>
Revenues	20,973,383	487,107	21,460,490
Expenditures	(19,872,244)	(1,561,424)	(21,433,668)
Net Transfers	(1,050,000)	1,089,888	39,888
<b>ENDING BALANCE</b>	<b>\$ 8,386,666</b>	<b>\$ 345,018</b>	<b>\$ 8,731,684</b>

**STATISTICAL  
TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED (EXCLUDING TRANSFERS)  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2010-11 TO 2019-20**



**STATISTICAL  
TEN YEAR COMPARISON OF REVENUES AND EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>
Ad Valorem Taxes	\$ 9,637,809	\$ 9,759,726	\$ 10,165,033	\$ 10,304,836	\$ 10,577,266
Franchise Taxes	1,403,583	1,473,356	1,498,012	1,596,603	1,623,683
Sales & Other Taxes	2,321,638	2,323,702	2,499,156	2,291,227	2,281,930
Licenses	32,476	38,170	35,614	35,113	69,415
Permits and Filing Fees	254,326	269,237	238,331	281,242	410,778
Fines and Forfeitures	508,680	647,379	682,919	675,477	809,654
Use of Money and Property	375,513	213,378	114,896	110,076	86,607
Revenue from Other Agencies	301,455	480,821	381,872	426,198	466,660
Citizen Services	642,072	702,343	734,845	752,691	939,835
Recreation Services	48,283	57,289	54,828	57,316	51,272
Sale of Goods	17,291	11,055	12,447	13,485	14,854
Other Revenue	54,617	33,584	95,170	72,528	87,292
<b>TOTAL REVENUE</b>	<b>\$ 15,597,743</b>	<b>\$ 16,010,037</b>	<b>\$ 16,513,121</b>	<b>\$ 16,616,790</b>	<b>\$ 17,419,249</b>
<b><u>Expenditures by Division</u></b>					
General Government	\$ 1,525,268	\$ 1,568,134	\$ 1,815,478	\$ 1,935,476	\$ 1,796,930
Staff Services	722,288	901,843	773,219	922,433	941,959
Public Safety	8,044,912	8,265,170	8,295,673	8,240,355	8,541,857
Public Services	2,896,161	2,806,493	2,896,465	2,898,717	3,065,344
Community Development	771,319	739,740	734,109	741,534	738,076
Debt Service	1,354,705	1,272,197	1,417,933	3,996,393	1,532,001
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,314,653</b>	<b>\$ 15,553,577</b>	<b>\$ 15,932,877</b>	<b>\$ 18,734,908</b>	<b>\$ 16,616,167</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 283,090</b>	<b>\$ 456,460</b>	<b>\$ 580,244</b>	<b>\$ (2,118,118)</b>	<b>\$ 803,082</b>
<b><u>Other Financing Sources</u></b>					
Transfers-In	\$ 829,736	\$ 814,335	\$ 956,596	\$ 960,316	\$ 1,567,560
Transfers-Out	(670,847)	-	-	(1,700,000)	(300,000)
Adjustments	-	(1,635,973)	(2,596,383)	(72,756)	868
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 158,889</b>	<b>\$ (821,638)</b>	<b>\$ (1,639,787)</b>	<b>\$ (812,440)</b>	<b>\$ 1,268,428</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 441,979</b>	<b>\$ (365,178)</b>	<b>\$ (1,059,543)</b>	<b>\$ (2,930,558)</b>	<b>\$ 2,071,510</b>

**STATISTICAL  
TEN YEAR COMPARISON OF REVENUES AND EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Budget 2019-20</u>
Ad Valorem Taxes	\$ 10,775,138	\$ 10,670,866	\$ 11,820,511	\$ 12,846,261	\$ 14,282,365
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,591,000	1,475,000
Sales & Other Taxes	2,173,723	2,319,533	2,456,901	2,654,400	2,704,500
Licenses	98,713	1,577	1,445	2,000	2,100
Permits and Filing Fees	515,236	661,986	444,173	700,008	497,675
Fines and Forfeitures	802,523	826,297	748,566	731,000	788,000
Use of Money and Property	106,167	147,018	173,905	268,000	273,000
Revenue from Other Agencies	637,689	449,344	422,003	575,000	480,000
Citizen Services	824,666	764,223	821,516	839,500	837,500
Recreation Services	55,973	53,996	48,625	54,250	54,250
Sale of Goods	28,718	37,461	29,322	38,100	38,100
Other Revenue	2,155	45,930	77,506	28,000	28,000
<b>TOTAL REVENUE</b>	<b>\$ 17,652,135</b>	<b>\$ 17,502,992</b>	<b>\$ 18,444,418</b>	<b>\$ 20,327,519</b>	<b>\$ 21,460,490</b>
<u>Expenditures by Division</u>					
General Government	\$ 1,814,921	\$ 2,003,291	\$ 1,982,517	\$ 2,197,588	\$ 2,338,360
Staff Services	918,377	1,003,403	1,016,521	1,185,851	1,116,767
Public Safety	9,362,889	9,987,972	10,268,960	10,163,001	11,247,149
Public Services	3,181,993	3,386,576	3,402,292	3,946,551	4,315,525
Community Development	763,599	916,164	739,384	726,776	854,443
Debt Service	1,495,107	954,816	1,519,300	1,562,104	1,561,424
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,536,886</b>	<b>\$ 18,252,222</b>	<b>\$ 18,928,974</b>	<b>\$ 19,781,871</b>	<b>\$ 21,433,668</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 115,249</b>	<b>\$ (749,230)</b>	<b>\$ (484,556)</b>	<b>\$ 545,648</b>	<b>\$ 26,822</b>
<u>Other Financing Sources</u>					
Transfers-In	\$ 1,060,504	\$ 458,203	\$ 1,170,467	\$ 1,214,382	\$ 1,189,888
Transfers-Out	(800,000)	(1,360,000)	(2,000,000)	(1,884,804)	(1,150,000)
Adjustments	-	-	(2,266)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 260,504</b>	<b>\$ (901,797)</b>	<b>\$ (831,799)</b>	<b>\$ (670,422)</b>	<b>\$ 39,888</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 375,753</b>	<b>\$ (1,651,027)</b>	<b>\$ (1,316,355)</b>	<b>\$ (124,774)</b>	<b>\$ 66,710</b>

**STATISTICAL  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
TEN YEAR COMPARISON OF REVENUES BY SOURCE  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>
Ad Valorem Taxes	\$ 9,637,809	\$ 9,759,726	\$ 10,165,033	\$ 10,304,836	\$ 10,577,267
Franchise Taxes	1,403,583	1,473,356	1,498,012	1,596,603	1,623,683
Sales & Other Taxes	2,321,638	2,323,702	2,499,156	2,291,227	2,281,930
<b>Total Taxes</b>	<b>\$ 13,363,031</b>	<b>\$ 13,556,784</b>	<b>\$ 14,162,201</b>	<b>\$ 14,192,665</b>	<b>\$ 14,482,881</b>
Licenses	\$ 32,476	\$ 38,170	\$ 35,614	\$ 35,113	\$ 69,415
Permits & Filing Fees	254,326	269,237	238,331	281,242	410,778
<b>Total Licenses, Permits &amp; Filing Fees</b>	<b>\$ 286,802</b>	<b>\$ 307,407</b>	<b>\$ 273,945</b>	<b>\$ 316,355</b>	<b>\$ 480,193</b>
Fines & Forfeitures	508,680	647,379	682,919	675,477	809,654
Use of Money & Property	375,513	213,378	114,896	110,076	86,607
Revenue From Other Agencies	301,455	480,821	381,872	426,198	466,660
Citizen Services	642,072	702,343	734,845	752,691	939,835
Recreation Services	48,283	57,289	54,828	57,316	51,272
Sale of Goods	17,291	11,055	12,447	13,485	14,854
<b>Total Service Charges</b>	<b>\$ 707,646</b>	<b>\$ 770,687</b>	<b>\$ 802,120</b>	<b>\$ 823,492</b>	<b>\$ 1,005,961</b>
Other Revenues	54,617	33,584	95,170	72,528	87,292
<b>TOTAL CURRENT REVENUES</b>	<b>\$ 15,597,743</b>	<b>\$ 16,010,037</b>	<b>\$ 16,513,121</b>	<b>\$ 16,616,790</b>	<b>\$ 17,419,248</b>
Transfers	829,736	814,335	956,596	3,536,542	1,085,106
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 16,427,479</b>	<b>\$ 16,824,372</b>	<b>\$ 17,469,716</b>	<b>\$ 20,153,332</b>	<b>\$ 18,504,354</b>

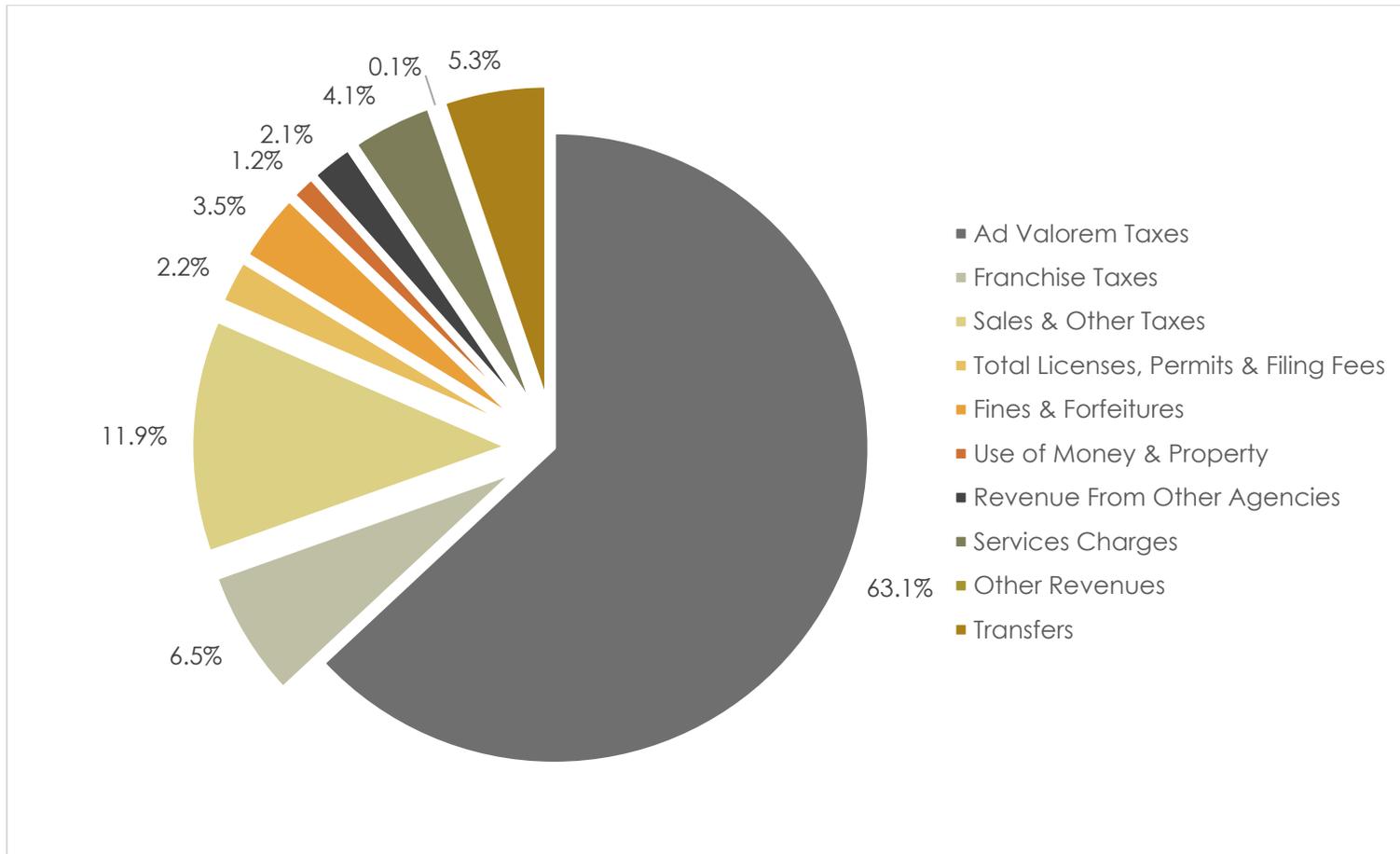
**STATISTICAL  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
TEN YEAR COMPARISON OF REVENUES BY SOURCE  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Budget 2019-20</u>
Ad Valorem Taxes	\$ 10,775,138	\$ 10,670,866	\$ 11,820,511	\$ 12,846,261	\$ 14,282,365
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,591,000	1,475,000
Sales & Other Taxes	2,173,723	2,319,533	2,456,901	2,654,400	2,704,500
<b>Total Taxes</b>	<b>\$ 14,580,295</b>	<b>\$ 14,515,159</b>	<b>\$ 15,677,357</b>	<b>\$ 17,091,661</b>	<b>\$ 18,461,865</b>
Licenses	\$ 98,713	\$ 1,577	\$ 1,445	\$ 2,000	\$ 2,100
Permits & Filing Fees	515,236	661,986	444,173	700,008	497,675
<b>Total Licenses, Permits &amp; Filing Fees</b>	<b>\$ 613,949</b>	<b>\$ 663,563</b>	<b>\$ 445,618</b>	<b>\$ 702,008</b>	<b>\$ 499,775</b>
Fines & Forfeitures	802,523	826,297	748,566	731,000	788,000
Use of Money & Property	106,167	147,018	173,905	268,000	273,000
Revenue From Other Agencies	637,689	449,344	422,003	575,000	480,000
Citizen Services	824,666	764,223	821,516	839,500	837,500
Recreation Services	55,973	53,996	48,625	54,250	54,250
Sale of Goods	28,718	37,461	29,322	38,100	38,100
<b>Total Service Charges</b>	<b>\$ 909,357</b>	<b>\$ 855,680</b>	<b>\$ 899,463</b>	<b>\$ 931,850</b>	<b>\$ 929,850</b>
Other Revenues	2,155	45,930	77,506	28,000	28,000
<b>TOTAL CURRENT REVENUES</b>	<b>\$ 17,652,135</b>	<b>\$ 17,502,992</b>	<b>\$ 18,444,418</b>	<b>\$ 20,327,519</b>	<b>\$ 21,460,490</b>
Transfers	1,060,504	458,203	1,170,467	1,214,382	1,189,888
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 18,712,639</b>	<b>\$ 17,961,195</b>	<b>\$ 19,614,885</b>	<b>\$ 21,541,901</b>	<b>\$ 22,650,378</b>

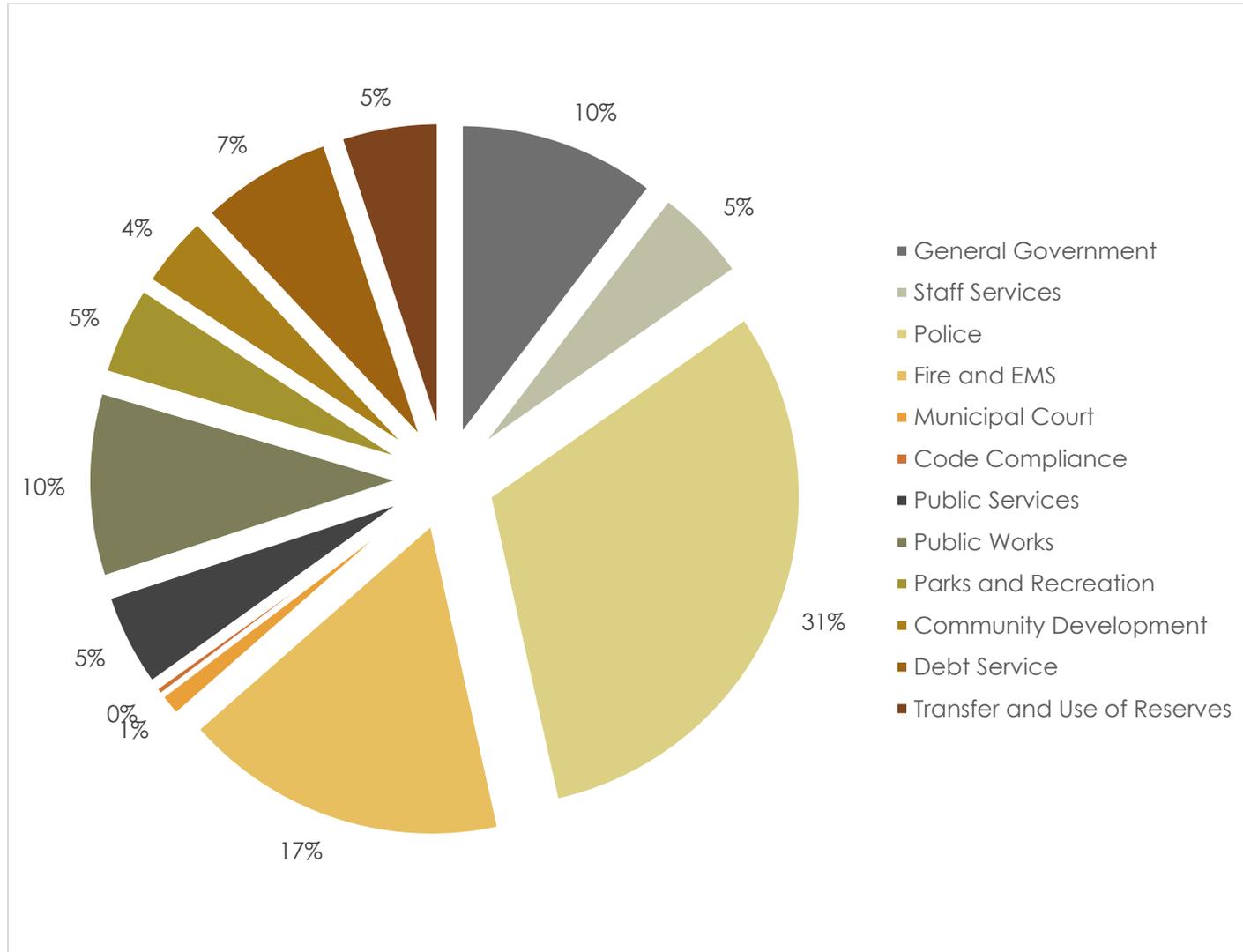
**STATISTICAL  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FIVE YEAR COMPARISON OF EXPENDITURES BY FUND AND DIVISION  
FY 2015-16 TO 2019-20**

<u>Expenditures by Division</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Budget 2019-20</u>
General Government	\$ 1,814,921	\$ 2,003,291	\$ 1,984,783	\$ 2,197,588	\$ 2,338,360
Staff Services	918,377	1,003,403	1,016,521	1,185,851	1,116,767
Public Safety	9,362,889	9,987,972	10,268,960	10,163,001	11,247,149
Public Services	3,181,993	3,386,576	3,402,292	3,946,551	4,315,525
Community Development	763,599	916,164	739,384	726,776	854,443
Debt Service	<u>1,495,107</u>	<u>954,816</u>	<u>1,519,300</u>	<u>1,562,104</u>	<u>1,561,424</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,536,886</b>	<b>\$ 18,252,222</b>	<b>\$ 18,931,240</b>	<b>\$ 19,781,871</b>	<b>\$ 21,433,668</b>
Unappropriated Reserves	-	-	-	-	-
Transfers	<u>800,000</u>	<u>1,360,000</u>	<u>2,000,000</u>	<u>1,884,804</u>	<u>1,150,000</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b><u>\$ 18,336,886</u></b>	<b><u>\$ 19,612,222</u></b>	<b><u>\$ 20,931,240</u></b>	<b><u>\$ 21,666,675</u></b>	<b><u>\$ 22,583,668</u></b>

**STATISTICAL  
CURRENT YEAR GRAPHIC COMPARISON OF REVENUES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2019-20**



**STATISTICAL  
CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2019-20**



**STATISTICAL  
TEN YEAR SUMMARY OF PROPERTY TAX LEVIES AND COLLECTIONS  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2010-11 TO 2019-20**

<b>Fiscal Year</b>	<b>Total Tax Levy</b>	<b>Current Tax Collections</b>	<b>Percent of Levy Collected</b>	<b>Delinquent Tax Collections</b>	<b>Total Tax Collections</b>	<b>Percent of Total Tax Collections to Tax Levy</b>	<b>Delinquent Tax Outstanding</b>	<b>Percent of Delinquent Tax Outstanding to Tax Levy</b>
2010-11	\$ 9,605,837	\$ 9,540,029	99.31%	\$ 65,808	\$ 9,605,837	100.00%	\$ -	0.00%
2011-12	9,760,976	9,638,240	98.74%	64,599	9,702,839	99.40%	58,137	0.60%
2012-13	10,200,718	10,039,826	98.42%	67,327	10,107,153	99.08%	93,565	0.92%
2013-14	10,336,584	10,214,680	98.82%	49,501	10,264,181	99.30%	72,403	0.70%
2014-15	10,687,525	10,550,100	98.71%	48,000	10,598,100	99.16%	89,425	0.84%
2015-16	10,751,674	10,650,522	99.06%	62,710	10,713,232	99.64%	38,442	0.36%
2016-17	11,286,321	10,909,418	96.66%	125,401	11,034,819	97.77%	251,502	2.23%
2017-18	12,207,960	11,642,272	95.37%	137,600	11,779,872	96.49%	428,088	3.51%
2018-19	13,367,483	12,730,675	95.24%	115,586	12,846,261	96.10%	521,222	3.90%
2019-20	14,399,021	14,111,041	98.00%	131,348	14,242,389	98.91%	156,632	1.09%

**STATISTICAL  
TEN YEAR SUMMARY OF ASSESSED VALUATIONS  
ACTUAL AND ESTIMATED  
FY 2010-11 TO 2019-20**

<u>Fiscal Year</u>	<u>Real Property Assessed Valuation</u>	<u>Percent of Total</u>	<u>Personal Property Assessed Valuation</u>	<u>Percent of Total</u>	<u>Total Assessed Valuation</u>
2010-11	\$ 1,430,861,362	86.73%	\$ 216,248,075	13.11%	\$ 1,649,849,261
2011-12	1,445,176,355	86.55%	216,061,202	12.94%	1,669,739,974
2012-13	1,469,801,926	83.70%	216,351,299	12.32%	1,756,069,851
2013-14	1,493,199,486	84.71%	192,949,426	10.95%	1,762,743,672
2014-15	1,616,124,287	89.28%	193,969,677	10.72%	1,810,093,964
2015-16	1,646,295,384	88.52%	213,484,227	11.48%	1,859,779,611
2016-17	1,811,830,871	90.64%	187,114,427	9.36%	1,998,945,298
2017-18	2,050,648,640	94.52%	118,828,249	5.48%	2,169,476,889
2018-19	2,245,308,829	95.50%	105,797,344	4.50%	2,351,106,173
2019-20	2,417,889,084	95.66%	109,671,772	4.34%	2,527,560,856

**STATISTICAL  
TEN YEAR SUMMARY  
PROPERTY TAX RATES AND PROPERTY TAX EXEMPTIONS  
(PER \$100 OF ASSESSED VALUATION)  
FY 2010-11 TO 2019-20**

<u>Fiscal Year</u>	<u>General Fund Tax Rate</u>	<u>Debt Service Fund Tax Rate</u>	<u>Total Tax Rate</u>	<u>Agricultural Deferrals</u>	<u>Veterans Exemptions</u>	<u>Over-65 Exemptions</u>	<u>Homestead Exemptions</u>	<u>Other Exemptions</u>	<u>Total Exemptions and Deferrals</u>
2010-11	\$ 0.636964	\$ 0.020536	\$ 0.657500	\$ 12,629,331	\$ 13,558,620	\$ 64,566,048	\$ 30,665,236	\$ 1,008,672	\$ 122,427,907
2011-12	0.647500	0.010000	0.657500	12,330,138	13,503,160	65,710,608	30,465,399	890,656	122,899,961
2012-13	0.647500	0.010000	0.657500	12,249,755	14,846,359	67,960,781	30,320,523	1,058,871	126,436,289
2013-14	0.642500	0.015000	0.657500	12,254,096	14,346,084	65,060,052	29,561,605	991,478	122,213,315
2014-15	0.637500	0.020000	0.657500	12,157,086	15,370,374	66,155,344	29,527,111	1,386,310	124,596,225
2015-16	0.632500	0.025000	0.657500	12,358,124	13,748,967	67,995,291	29,957,694	593,508	124,653,584
2016-17	0.622500	0.027500	0.650000	11,791,652	15,498,186	71,637,209	30,432,454	770,325	130,129,826
2017-18	0.612500	0.027500	0.640000	10,267,672	18,646,302	72,684,996	10,933,520	469,522	113,002,012
2018-19	0.607500	0.032500	0.640000	12,636,919	21,232,656	76,507,440	30,633,538	492,021	141,502,574
2019-20	0.606470	0.021300	0.627770	10,972,403	26,107,003	79,787,716	31,429,313	227,436	148,523,871

**STATISTICAL  
TEN YEAR SUMMARY OF TAX REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2010-11 TO 2019-20**

<b>FISCAL YEAR</b>	<b>AD VALOREM TAXES</b>	<b>FRANCHISE TAXES</b>	<b>SALES TAXES</b>	<b>MIXED DRINK TAXES</b>	<b>BINGO TAXES</b>	<b>OTHER TAXES</b>	<b>TOTAL</b>
2010-11	\$ 9,637,809	\$ 1,403,583	\$ 2,318,281	\$ 3,202	\$ -	\$ 56	\$ 13,362,931
2011-12	9,759,726	1,473,356	2,319,842	3,350	302	208	13,556,784
2012-13	10,165,033	1,498,012	2,494,179	3,921	985	71	14,162,201
2013-14	10,304,836	1,596,603	2,287,314	3,913	-	-	14,192,665
2014-15	10,577,267	1,623,683	2,278,495	3,436	-	-	14,482,881
2015-16	10,775,138	1,631,434	2,169,612	4,093	18	-	14,580,295
2016-17	11,141,572	1,524,760	2,315,191	4,343	-	-	14,985,866
2017-18	11,820,511	1,399,945	2,452,393	4,508	-	-	15,677,357
2018-19	12,846,261	1,591,000	2,650,000	4,400	-	-	17,091,661
2019-20	14,119,365	1,475,000	2,700,000	4,500	-	-	18,298,865

**STATISTICAL  
TEN YEAR COMPARISON OF PERSONNEL  
BY DIVISION AND DEPARTMENT  
FY 2010-11 TO 2019-20**

<b>Department Name</b>	<b>Actual 2010-11</b>	<b>Actual 2011-12</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Budget 2019-20</b>
City Manager	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
City Secretary	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>GENERAL GOVERNMENT</b>	<b>5.00</b>									
Finance	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Information Technology	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00
<b>STAFF SERVICES</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>						
Police	52.00	52.00	52.00	52.00	52.00	53.00	54.00	57.00	55.00	56.00
Fire	16.00	16.00	16.00	16.00	19.00	24.00	27.00	28.00	31.00	31.00
Municipal Court	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Code Compliance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>PUBLIC SAFETY</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>	<b>74.00</b>	<b>80.00</b>	<b>84.00</b>	<b>88.00</b>	<b>89.00</b>	<b>90.00</b>
Public Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Parks & Recreation	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Support Services	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
City Engineering	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>PUBLIC SERVICES</b>	<b>23.00</b>									
Administration	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Services	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
City Inspection	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>COMMUNITY DEVELOPMENT</b>	<b>6.00</b>									
<b>FULL-TIME POSITIONS</b>	<b>109.00</b>	<b>109.00</b>	<b>109.00</b>	<b>109.00</b>	<b>112.00</b>	<b>118.00</b>	<b>122.00</b>	<b>127.00</b>	<b>128.00</b>	<b>129.00</b>

**STATISTICAL  
TEN YEAR COMPARISON OF EMPLOYEES PER CAPITA  
BY DIVISION AND DEPARTMENT  
FY 2010-11 TO 2019-20**

<u>Fiscal Year</u>	<u>Estimated Population</u>	<u>General Government</u>	<u>Staff Services</u>	<u>Public Safety</u>	<u>Public Services</u>	<u>Community Development</u>	<u>Total Employees</u>	<u>Employees Per Capita (Per 100)</u>
2010-11	21,331	5.0	4.0	71.0	23.0	6.0	109.0	1.96
2011-12	21,451	5.0	4.0	71.0	23.0	6.0	109.0	1.97
2012-13	21,526	5.0	4.0	71.0	23.0	6.0	109.0	1.97
2013-14	21,786	5.0	4.0	71.0	23.0	6.0	109.0	2.00
2014-15	22,072	5.0	4.0	74.0	23.0	6.0	112.0	1.97
2015-16	22,403	5.0	4.0	80.0	23.0	6.0	118.0	1.90
2016-17	22,593	5.0	4.0	84.0	23.0	6.0	122.0	1.85
2017-18	23,095	5.0	5.0	88.0	23.0	6.0	127.0	1.82
2018-19	23,255	5.0	5.0	89.0	23.0	6.0	128.0	1.82
2019-20	23,335	5.0	5.0	90.0	23.0	6.0	129.0	1.81

**STATISTICAL  
CLASSIFICATION AND COMPENSATION MATRIX - MONTHLY PAY STEPS  
FY 2019-20**

GRADE	CLASSIFICATION	MONTHLY PAY STEPS						
		1	2	3	4	5	6	7
49	City Manager	12,720.91	13,356.96	14,024.81	14,726.05	15,462.35	16,235.47	17,047.24
44	Assistant City Manager	9,967.24	10,465.60	10,988.88	11,538.32	12,115.24	12,721.00	13,357.05
43	Police Chief	9,492.61	9,967.24	10,465.60	10,988.88	11,538.32	12,115.24	12,721.00
43	Fire Chief	9,492.61	9,967.24	10,465.60	10,988.88	11,538.32	12,115.24	12,721.00
42	Public Services Director	9,040.61	9,492.64	9,967.27	10,465.63	10,988.92	11,538.36	12,115.28
42	Finance Director	9,040.61	9,492.64	9,967.27	10,465.63	10,988.92	11,538.36	12,115.28
40	EDC Director	8,200.03	8,610.03	9,040.53	9,492.56	9,967.19	10,465.55	10,988.82
40	City Secretary	8,200.03	8,610.03	9,040.53	9,492.56	9,967.19	10,465.55	10,988.82
38	Police Commander	7,437.75	7,809.64	8,200.12	8,610.12	9,040.63	9,492.66	9,967.30
38	Assistant Fire Chief	7,437.75	7,809.64	8,200.12	8,610.12	9,040.63	9,492.66	9,967.30
38	City Engineer	7,437.75	7,809.64	8,200.12	8,610.12	9,040.63	9,492.66	9,967.30
36	Police Lieutenant	6,746.23	7,083.54	7,437.72	7,809.60	8,200.08	8,610.09	9,040.59
36	Information Technology Director	6,746.23	7,083.54	7,437.72	7,809.60	8,200.08	8,610.09	9,040.59
35	EMS Chief	6,424.99	6,746.24	7,083.55	7,437.73	7,809.62	8,200.10	8,610.10
34	City Planner	6,119.04	6,424.99	6,746.24	7,083.55	7,437.73	7,809.62	8,200.10
34	Fire Captain	6,119.04	6,424.99	6,746.24	7,083.55	7,437.73	7,809.61	8,200.09
34 A	Fire Captain	5,403.49	5,673.66	5,957.34	6,255.21	6,567.97	6,896.37	7,241.19
34	Police Sergeant	6,119.04	6,424.99	6,746.24	7,083.55	7,437.73	7,809.61	8,200.09
33	Chief Building Official	5,827.66	6,119.04	6,424.99	6,746.24	7,083.56	7,437.73	7,809.62
32	Accounting Supervisor	5,550.14	5,827.65	6,119.03	6,424.98	6,746.23	7,083.54	7,437.72
32	Assistant IT Director	5,550.14	5,827.65	6,119.03	6,424.98	6,746.23	7,083.54	7,437.72
32	Street Maintenance Superintendent	5,550.14	5,827.65	6,119.03	6,424.98	6,746.23	7,083.54	7,437.72
32	Park Maintenance Superintendent	5,550.14	5,827.65	6,119.03	6,424.98	6,746.23	7,083.54	7,437.72
32	Police Administrative Manager	5,550.14	5,827.65	6,119.03	6,424.98	6,746.23	7,083.54	7,437.72
31	Police Detective/Corporal	5,285.80	5,550.09	5,827.60	6,118.98	6,424.92	6,746.17	7,083.48
31	Fire Lieutenant	5,285.80	5,550.09	5,827.60	6,118.98	6,424.92	6,746.17	7,083.48
31 A	Fire Lieutenant	4,668.63	4,902.06	5,147.17	5,404.52	5,674.75	5,958.49	6,256.41
30	Police Services Supervisor	5,034.11	5,285.82	5,550.11	5,827.62	6,119.00	6,424.95	6,746.20
30	Public Works Inspector	5,034.11	5,285.82	5,550.11	5,827.62	6,119.00	6,424.95	6,746.20
29	Fleet Maintenance Superintendent	4,794.40	5,034.12	5,285.83	5,550.12	5,827.62	6,119.00	6,424.95
29	Management Analyst	4,794.40	5,034.12	5,285.83	5,550.12	5,827.62	6,119.00	6,424.95
29	Marketing Coordinator	4,794.40	5,034.12	5,285.83	5,550.12	5,827.62	6,119.00	6,424.95
29	EDC Management Analyst	4,794.40	5,034.12	5,285.82	5,550.12	5,827.62	6,119.00	6,424.95
29	Police Officer	4,794.40	5,034.12	5,285.83	5,550.12	5,827.62	6,119.00	6,424.95
29	Fire Fighter/Paramedic	4,794.40	5,034.12	5,285.83	5,550.12	5,827.62	6,119.00	6,424.95
29 A	Fire Fighter/Paramedic	4,244.21	4,456.42	4,679.24	4,913.20	5,158.86	5,416.81	5,687.65
27	Property Custodian	4,348.63	4,566.06	4,794.36	5,034.08	5,285.79	5,550.08	5,827.58
27	Assistant City Planner	4,348.63	4,566.06	4,794.36	5,034.08	5,285.79	5,550.08	5,827.58
27	Community Development Coordin	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
27	Building Maintenance Superintend	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
27	Streets/Parks Crewleader	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
27	Combination Inspector	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
27	Senior Police Communications Sp	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
27	Municipal Court Manager	4,348.63	4,566.06	4,794.37	5,034.09	5,285.79	5,550.08	5,827.58
26	Deputy City Secretary	4,141.57	4,348.65	4,566.08	4,794.38	5,034.10	5,285.81	5,550.10
26	EMS Billing Manager	4,141.57	4,348.65	4,566.08	4,794.38	5,034.10	5,285.81	5,550.10
25	Code Compliance Officer	3,944.37	4,141.59	4,348.67	4,566.10	4,794.41	5,034.13	5,285.84
24	Fleet Maintenance Mechanic	3,756.52	3,944.35	4,141.57	4,348.64	4,566.08	4,794.38	5,034.10
24	Police Communications Specialist	3,756.52	3,944.35	4,141.57	4,348.64	4,566.08	4,794.38	5,034.10
24	Deputy Court Clerk	3,756.52	3,944.35	4,141.56	4,348.64	4,566.07	4,794.38	5,034.10
23	Animal Control Officer	3,577.71	3,756.60	3,944.43	4,141.65	4,348.73	4,566.17	4,794.48
23	Administrative Clerk	3,577.71	3,756.60	3,944.43	4,141.65	4,348.73	4,566.17	4,794.47
23	Permit Clerk	3,577.71	3,756.60	3,944.43	4,141.65	4,348.73	4,566.17	4,794.48
23	Field Service Worker, Senior	3,577.71	3,756.60	3,944.43	4,141.65	4,348.73	4,566.17	4,794.48
22	Fire Fighter/EMT	3,407.34	3,577.70	3,756.59	3,944.42	4,141.64	4,348.72	4,566.16
22 A	Fire Fighter/EMT	3,009.94	3,160.44	3,318.46	3,484.38	3,658.60	3,841.53	4,033.61
22	Accounting Clerk/Deputy Court Cl	3,407.34	3,577.70	3,756.59	3,944.42	4,141.64	4,348.72	4,566.16
22	Field Service Worker	3,407.34	3,577.70	3,756.59	3,944.42	4,141.64	4,348.72	4,566.16

# **SECTION THREE**

# **GENERAL FUND**

**THIS PAGE LEFT BLANK INTENTIONALLY**

**GENERAL FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FUND BALANCE SUMMARY  
FY 2019-20**

**FUND DESCRIPTION**

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

		<b>BUDGET 2019-20</b>
<b>BEGINNING BALANCE</b>		<b>\$ 8,335,527</b>
<b><u>REVENUES</u></b>		
Taxes	17,974,758	
Licenses, Permits & Filing Fees	499,775	
Fines & Forfeitures	788,000	
Use of Money & Property	273,000	
Revenue from Other Agencies	480,000	
Charges for Current Service	929,850	
Other Revenue	28,000	
<b>TOTAL REVENUES</b>		<b>20,973,383</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$ 29,308,910</b>
<b><u>EXPENDITURES</u></b>		
General Government	2,338,360	
Staff Services	1,116,767	
Public Safety	11,247,149	
Public Services	4,315,525	
Community Development	854,443	
<b>TOTAL EXPENDITURES</b>		<b>19,872,244</b>
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>		<b>\$ 9,436,666</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>		
Transfers-In	100,000	
Transfers-Out	1,150,000	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		<b>\$ (1,050,000)</b>
<b>ENDING BALANCE</b>		<b>\$ 8,386,666</b>

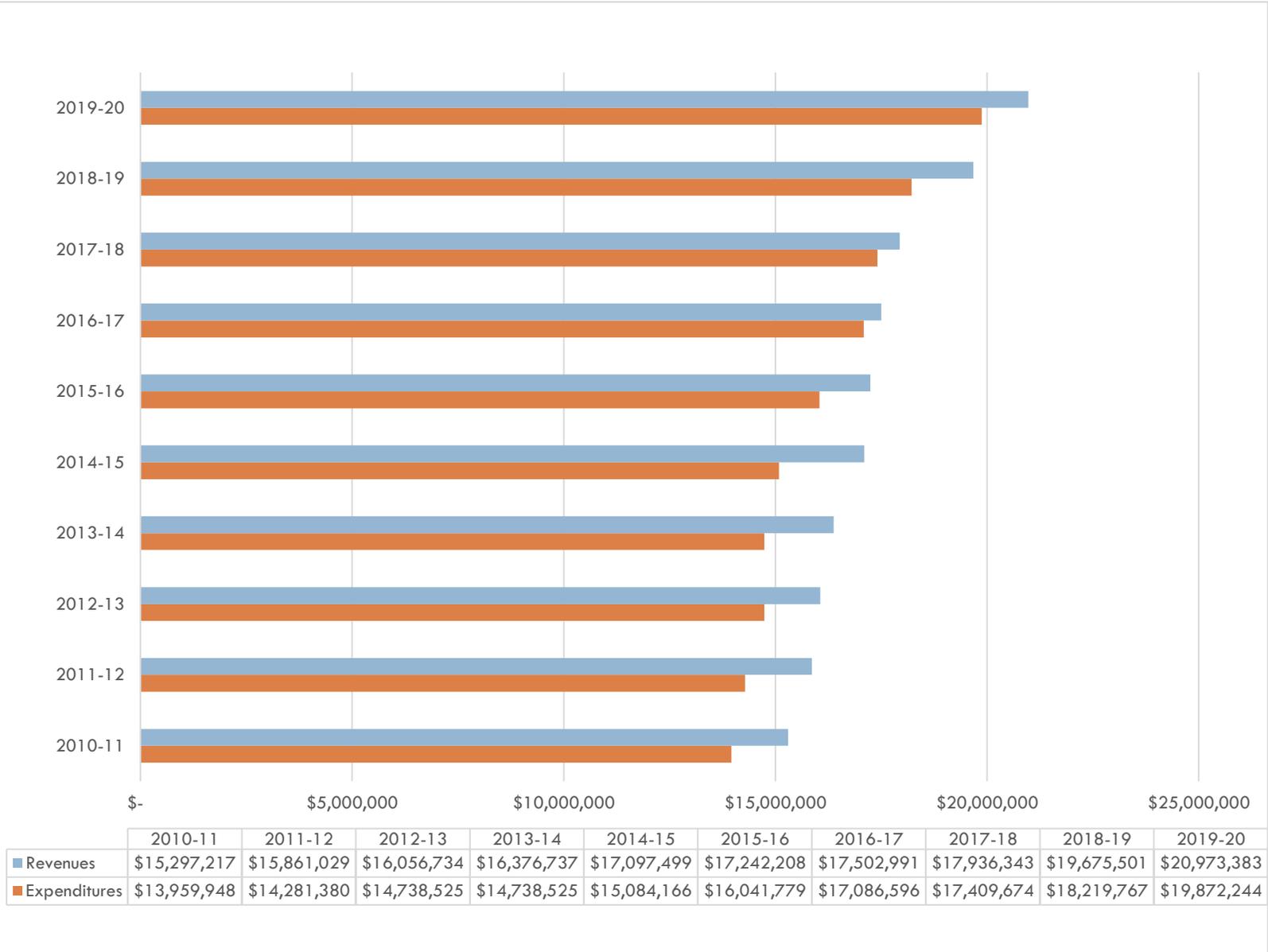
**GENERAL FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>
Ad Valorem Taxes	\$ 9,337,283	\$ 9,610,716	\$ 10,008,644	\$ 10,064,782	\$ 10,255,518
Franchise Taxes	1,403,583	1,473,356	1,498,012	1,596,603	1,623,683
Other Taxes	2,321,638	2,323,702	2,499,156	2,291,227	2,281,930
Licenses	32,476	38,170	35,614	35,113	69,415
Permits and Filing Fees	254,326	269,237	238,331	281,242	410,778
Fines and Forfeitures	508,680	647,379	382,919	675,477	809,654
Use of Money and Property	375,513	213,378	114,896	110,076	86,607
Revenue from Other Agencies	301,455	480,821	381,872	426,198	466,660
Citizen Services	642,072	702,343	734,845	752,691	939,835
Recreation Services	48,283	57,289	54,828	57,316	51,272
Sale of Goods	17,291	11,055	12,447	13,485	14,854
Other Revenue	54,617	33,584	95,170	72,528	87,292
<b>TOTAL REVENUE</b>	<b>\$ 15,297,217</b>	<b>\$ 15,861,029</b>	<b>\$ 16,056,734</b>	<b>\$ 16,376,737</b>	<b>\$ 17,097,499</b>
<u>Expenditures by Division</u>					
General Government	\$ 1,525,268	\$ 1,568,134	\$ 1,935,476	\$ 1,935,476	\$ 1,796,930
Staff Services	722,288	901,843	922,443	922,443	941,959
Public Safety	8,044,912	8,265,170	8,240,355	8,240,355	8,541,857
Public Services	2,896,161	2,806,493	2,898,717	2,898,717	3,065,344
Community Development	771,319	739,740	741,534	741,534	738,076
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,959,948</b>	<b>\$ 14,281,380</b>	<b>\$ 14,738,525</b>	<b>\$ 14,738,525</b>	<b>\$ 15,084,166</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,337,269</b>	<b>\$ 1,579,649</b>	<b>\$ 1,318,209</b>	<b>\$ 1,638,212</b>	<b>\$ 2,013,333</b>
<u>Other Financing Sources</u>					
Transfers	(670,847)	(1,635,973)	(1,700,000)	(1,700,000)	(300,000)
Unappropriated Reserves	-	-	(72,756)	(72,756)	(867)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (670,847)</b>	<b>\$ (1,635,973)</b>	<b>\$ (1,772,756)</b>	<b>\$ (1,772,756)</b>	<b>\$ (300,867)</b>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ 666,422</b>	<b>\$ (56,325)</b>	<b>\$ (454,547)</b>	<b>\$ (134,545)</b>	<b>\$ 1,712,466</b>

**GENERAL FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Ad Valorem Taxes	\$ 10,365,511	\$ 10,670,866	\$ 11,312,436	\$ 12,194,243	\$ 1,601,015	\$ 13,795,258
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,591,000	(116,000)	1,475,000
Other Taxes	2,173,723	2,319,533	2,456,901	2,654,400	50,100	2,704,500
Licenses	98,713	1,577	1,445	2,000	100	2,100
Permits and Filing Fees	515,236	661,986	444,173	700,008	(202,333)	497,675
Fines and Forfeitures	802,523	826,297	748,566	731,000	57,000	788,000
Use of Money and Property	106,167	147,018	173,905	268,000	5,000	273,000
Revenue from Other Agencies	637,389	449,344	422,003	575,000	(95,000)	480,000
Citizen Services	824,666	764,223	821,516	839,500	(2,000)	837,500
Recreation Services	55,973	53,996	48,625	54,250	-	54,250
Sale of Goods	28,718	37,461	29,322	38,100	-	38,100
Other Revenue	2,155	45,930	77,506	28,000	-	28,000
<b>TOTAL REVENUE</b>	<b>\$ 17,242,208</b>	<b>\$ 17,502,991</b>	<b>\$ 17,936,343</b>	<b>\$ 19,675,501</b>	<b>\$ 1,297,882</b>	<b>\$ 20,973,383</b>
<b><u>Expenditures by Division</u></b>						
General Government	\$ 1,814,921	\$ 1,937,738	\$ 1,982,517	\$ 2,197,588	\$ 140,772	\$ 2,338,360
Staff Services	918,377	1,020,362	1,016,521	1,185,851	(69,084)	1,116,767
Public Safety	9,362,889	9,914,721	10,268,960	10,163,001	1,084,148	11,247,149
Public Services	3,181,993	3,331,694	3,402,292	3,946,551	368,974	4,315,525
Community Development	763,599	882,081	739,384	726,776	127,667	854,443
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,041,779</b>	<b>\$ 17,086,596</b>	<b>\$ 17,409,674</b>	<b>\$ 18,219,767</b>	<b>\$ 1,652,477</b>	<b>\$ 19,872,244</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,200,429</b>	<b>\$ 416,395</b>	<b>\$ 526,669</b>	<b>\$ 1,455,734</b>	<b>\$ (354,595)</b>	<b>\$ 1,101,139</b>
<b><u>Other Financing Sources</u></b>						
Transfers	(800,000)	(1,370,000)	(2,000,000)	(1,034,993)	884,993	(150,000)
Unappropriated Reserves	-	(65,742)	(2,266)	(714,804)	(185,196)	(900,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (800,000)</b>	<b>\$ (1,435,742)</b>	<b>\$ (2,002,266)</b>	<b>\$ (1,749,797)</b>	<b>\$ 699,797</b>	<b>\$ (1,050,000)</b>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ 400,429</b>	<b>\$ (1,019,347)</b>	<b>\$ (1,475,597)</b>	<b>\$ (294,063)</b>	<b>\$ 345,202</b>	<b>\$ 51,139</b>

**GENERAL FUND  
TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES  
FY 2010-11 TO 2019-20**



**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2016-17 TO 2019-20**

<u>Account Description</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Current Ad Valorem Taxes	\$ 10,467,234	\$ 11,132,561	\$ 12,692,665	\$ 12,051,243	\$ 1,584,015	\$ 13,635,258
Current Penalty and Interest	36,186	34,201	35,000	33,000	2,000	35,000
Delinquent Ad Valorem Taxes	131,449	122,564	140,000	90,000	10,000	100,000
Delinquent Penalty & Interest	35,996	23,110	30,000	20,000	5,000	25,000
<b>AD VALOREM TAXES</b>	<b>\$ 10,670,865</b>	<b>\$ 11,312,436</b>	<b>\$ 12,897,665</b>	<b>\$ 12,194,243</b>	<b>\$ 1,601,015</b>	<b>\$ 13,795,258</b>
Electrical Franchise Tax	\$ 731,207	\$ 720,028	\$ 735,000	\$ 823,000	\$ (23,000)	\$ 800,000
Natural Gas Franchise Tax	87,434	73,392	90,000	93,000	(3,000)	90,000
Telephone Franchise Tax	87,625	39,398	175,000	100,000	(25,000)	75,000
Sanitation Franchise Tax	307,839	288,015	350,000	325,000	10,000	335,000
Cable TV Franchise Tax	290,530	279,112	280,000	250,000	(75,000)	175,000
<b>FRANCHISE TAXES</b>	<b>\$ 1,504,635</b>	<b>\$ 1,399,945</b>	<b>\$ 1,630,000</b>	<b>\$ 1,591,000</b>	<b>\$ (116,000)</b>	<b>\$ 1,475,000</b>
City Sales Tax	\$ 2,315,191	\$ 2,452,393	\$ 2,450,000	\$ 2,650,000	\$ 50,000	\$ 2,700,000
Mixed Drinks Tax	4,343	4,508	4,400	4,400	100	4,500
Other Taxes	-	-	-	-	-	-
<b>OTHER TAXES</b>	<b>\$ 2,319,534</b>	<b>\$ 2,456,901</b>	<b>\$ 2,454,400</b>	<b>\$ 2,654,400</b>	<b>\$ 50,100</b>	<b>\$ 2,704,500</b>
<b>TOTAL TAXES</b>	<b>\$ 14,495,034</b>	<b>\$ 15,169,282</b>	<b>\$ 16,982,065</b>	<b>\$ 16,439,643</b>	<b>\$ 1,535,115</b>	<b>\$ 17,974,758</b>
Animal Licenses	\$ 692	\$ 545	\$ 700	\$ 700	\$ -	\$ 700
Miscellaneous Licenses	28,155	900	3,000	1,300	100	1,400
<b>TOTAL LICENSES</b>	<b>\$ 28,847</b>	<b>\$ 1,445</b>	<b>\$ 3,700</b>	<b>\$ 2,000</b>	<b>\$ 100</b>	<b>\$ 2,100</b>

**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2016-17 TO 2019-20**

<u>Account Description</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Building Permits	\$ 560,903	\$ 396,221	\$ 592,000	\$ 648,800	\$ (198,800)	\$ 450,000
Alarm Permits	22,440	21,150	23,000	23,000	-	23,000
Fire Code Permits	575	180	1,500	500	-	500
Mechanical Permits	14,435	12,492	27,000	14,358	(933)	13,425
Development Inspection Fees	2,934	1,145	150	150	-	150
Lodging License Permits	200	800	1,000	2,200	(1,600)	600
Planning and Zoning Fees	6,149	12,185	10,000	11,000	(1,000)	10,000
<b>PERMITS &amp; FILING FEES</b>	<b>\$ 607,636</b>	<b>\$ 444,173</b>	<b>\$ 654,650</b>	<b>\$ 700,008</b>	<b>\$ (202,333)</b>	<b>\$ 497,675</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$ 636,483</b>	<b>\$ 445,618</b>	<b>\$ 658,350</b>	<b>\$ 702,008</b>	<b>\$ (202,233)</b>	<b>\$ 499,775</b>
Municipal Court Fines	\$ 441,255	\$ 433,554	\$ 460,000	\$ 375,000	\$ 25,000	\$ 400,000
Warrant Fees	18,488	11,691	20,000	15,000	5,000	20,000
Defensive Driving School	11,639	8,118	12,000	10,000	2,000	12,000
Insurance Dismissal Fees	10,305	8,572	11,000	11,000	-	11,000
Arrest Fees	29,224	25,771	30,000	25,000	5,000	30,000
Special Expense Fees	268,753	224,067	280,000	250,000	20,000	270,000
Restitution Fees	31,643	21,754	32,000	25,000	5,000	30,000
Other Fines and Forfeitures	14,990	15,039	15,000	20,000	(5,000)	15,000
<b>FINES AND FORFEITURES</b>	<b>\$ 826,297</b>	<b>\$ 748,566</b>	<b>\$ 860,000</b>	<b>\$ 731,000</b>	<b>\$ 57,000</b>	<b>\$ 788,000</b>
Interest on Investments	\$ 46,220	\$ 103,332	\$ 85,000	\$ 190,000	\$ -	\$ 190,000
Building Rentals	-	-	-	-	-	-
Gas Well Permits	63,250	33,261	35,000	40,000	5,000	45,000
Miscellaneous	37,549	37,312	25,000	38,000	-	38,000
<b>USE OF MONEY &amp; PROPERTY</b>	<b>\$ 147,019</b>	<b>\$ 173,905</b>	<b>\$ 145,000</b>	<b>\$ 268,000</b>	<b>\$ 5,000</b>	<b>\$ 273,000</b>

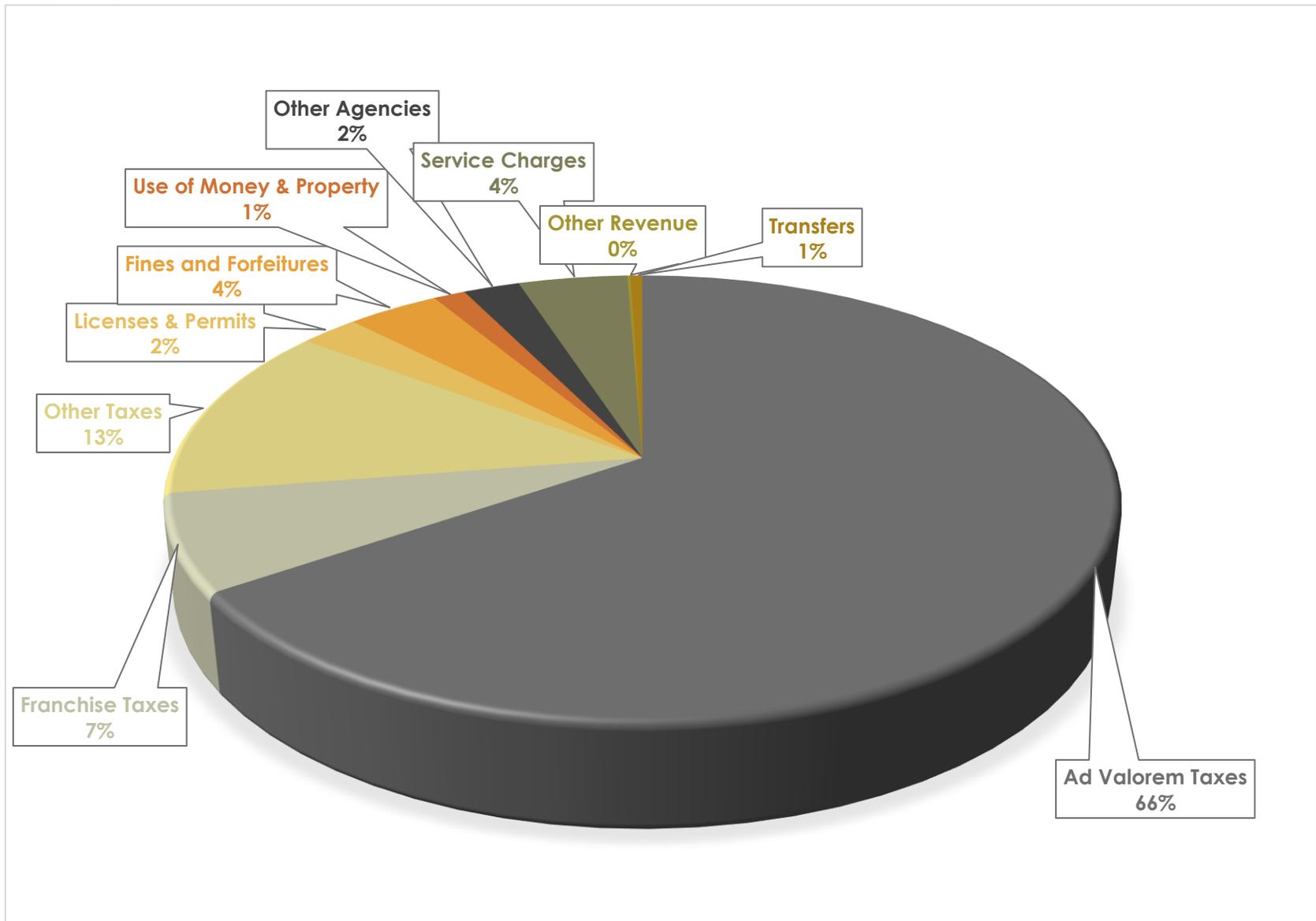
**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2016-17 TO 2019-20**

<u>Account Description</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Fire Service Contract	\$ 259,188	\$ 261,947	\$ 310,000	\$ 395,000	\$ (105,000)	\$ 290,000
SRO Officers FWISD	170,455	159,556	150,000	170,000	10,000	180,000
Other Agency Revenue	19,701	500	25,000	10,000	-	10,000
<b>OTHER AGENCIES</b>	<b>\$ 449,344</b>	<b>\$ 422,003</b>	<b>\$ 485,000</b>	<b>\$ 575,000</b>	<b>\$ (95,000)</b>	<b>\$ 480,000</b>
Animal Control Fees	\$ 2,160	\$ 3,562	\$ 3,000	\$ 8,000	\$ (2,000)	\$ 6,000
Lot Cleaning/Mowing Fees	1,649	1,644	1,500	1,500	-	1,500
Ambulance Fees	719,633	738,231	790,000	750,000	-	750,000
Street Cut Charges	40,781	78,079	75,000	80,000	-	80,000
Misc. Service Charges	-	-	-	-	-	-
<b>CITIZEN SERVICES</b>	<b>\$ 764,223</b>	<b>\$ 821,516</b>	<b>\$ 869,500</b>	<b>\$ 839,500</b>	<b>\$ (2,000)</b>	<b>\$ 837,500</b>
Parks Fees	\$ 20,249	\$ 20,655	\$ 20,250	\$ 20,250	\$ -	\$ 20,250
Recreation Fees	33,747	27,970	34,000	34,000	-	34,000
<b>RECREATION SERVICES</b>	<b>\$ 53,996</b>	<b>\$ 48,625</b>	<b>\$ 54,250</b>	<b>\$ 54,250</b>	<b>\$ -</b>	<b>\$ 54,250</b>
Maps, Copies, and Publications	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Certificates	4,189	21,960	7,100	7,100	-	7,100
Special Use Trash Bags	6,854	4,624	5,500	5,000	-	5,000
Cemetery Lots	638	100	-	-	-	-
Misc. Sale of Goods	25,770	2,638	27,000	26,000	-	26,000
<b>SALE OF GOODS</b>	<b>\$ 37,461</b>	<b>\$ 29,322</b>	<b>\$ 39,600</b>	<b>\$ 38,100</b>	<b>\$ -</b>	<b>\$ 38,100</b>
<b>SERVICE CHARGES</b>	<b>\$ 855,680</b>	<b>\$ 899,463</b>	<b>\$ 963,350</b>	<b>\$ 931,850</b>	<b>\$ (2,000)</b>	<b>\$ 929,850</b>

**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2016-17 TO 2019-20**

<u>Account Description</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Insurance Refunds	\$ 23,097	\$ 3,826	\$ 12,000	\$ 5,000	\$ -	\$ 5,000
Credit Card Fees	1,138	7,490	3,000	3,000	-	3,000
Miscellaneous Revenue	41,821	66,190	25,000	20,000	-	20,000
<b>OTHER REVENUE</b>	<b>\$ 66,056</b>	<b>\$ 77,506</b>	<b>\$ 40,000</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ 28,000</b>
<b>TRANSFERS</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 100,000</b>	<b>\$ 135,007</b>	<b>\$ (35,007)</b>	<b>\$ 100,000</b>
<b>TOTAL REVENUES</b>	<b><u>\$ 17,475,914</u></b>	<b><u>\$ 17,936,344</u></b>	<b><u>\$ 20,233,765</u></b>	<b><u>\$ 19,810,508</u></b>	<b><u>\$ 1,262,875</u></b>	<b><u>\$ 21,073,383</u></b>

**GENERAL FUND  
CURRENT YEAR GRAPHIC COMPARISON OF REVENUES  
FY 2019-20**



**GENERAL FUND  
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2013-14 TO 2019-20**

<b>Account Description</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimated 2018-19</b>	<b>Budget 2019-20</b>
Ad Valorem Taxes	10,064,782	10,255,518	10,365,511	10,670,866	11,312,436	12,194,243	13,795,258
Franchise Taxes	1,596,603	1,623,683	1,631,434	1,524,760	1,399,945	1,591,000	1,475,000
Other Taxes	2,291,227	2,281,930	2,173,723	2,319,533	2,456,901	2,654,400	2,704,500
<b>TAXES</b>	<b>13,952,611</b>	<b>14,161,132</b>	<b>14,170,668</b>	<b>14,515,159</b>	<b>15,169,282</b>	<b>16,439,643</b>	<b>17,974,758</b>
Licenses	35,113	69,415	98,713	1,577	1,445	2,000	100
Permits and Filing Fees	281,242	410,778	515,236	661,986	444,173	700,008	(202,333)
<b>LICENSES &amp; PERMITS</b>	<b>316,355</b>	<b>480,193</b>	<b>613,949</b>	<b>663,563</b>	<b>445,618</b>	<b>702,008</b>	<b>(202,233)</b>
<b>FINES AND FORFEITURES</b>	<b>675,477</b>	<b>809,654</b>	<b>802,523</b>	<b>826,297</b>	<b>748,566</b>	<b>731,000</b>	<b>788,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>	<b>110,076</b>	<b>86,607</b>	<b>106,167</b>	<b>147,018</b>	<b>173,905</b>	<b>268,000</b>	<b>273,000</b>
<b>OTHER AGENCIES</b>	<b>426,198</b>	<b>466,660</b>	<b>637,389</b>	<b>449,344</b>	<b>422,003</b>	<b>575,000</b>	<b>480,000</b>
Citizen Services	752,691	939,835	824,666	764,223	821,516	839,500	837,500
Recreation Services	57,316	51,272	55,973	53,996	48,625	54,250	54,250
Sale of Goods	13,485	14,854	28,718	37,461	29,322	38,100	38,100
<b>SERVICE CHARGES</b>	<b>823,492</b>	<b>1,005,961</b>	<b>909,357</b>	<b>855,680</b>	<b>899,463</b>	<b>931,850</b>	<b>929,850</b>
<b>OTHER REVENUE</b>	<b>72,528</b>	<b>87,292</b>	<b>2,155</b>	<b>45,930</b>	<b>77,506</b>	<b>28,000</b>	<b>28,000</b>
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,007</b>	<b>100,000</b>
<b>TOTAL REVENUES</b>	<b><u>16,376,736</u></b>	<b><u>17,097,500</u></b>	<b><u>17,242,208</u></b>	<b><u>17,502,991</u></b>	<b><u>17,936,343</u></b>	<b><u>19,810,508</u></b>	<b><u>20,371,375</u></b>

**GENERAL FUND  
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
PERCENT OF TOTAL  
FY 2013-14 TO 2019-20**

<u>Account Description</u>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimated 2018-19</b>	<b>Budget 2019-20</b>
Ad Valorem Taxes	61.46%	59.98%	60.12%	60.97%	63.07%	61.55%	67.72%
Franchise Taxes	9.75%	9.50%	9.46%	8.71%	7.81%	8.03%	7.24%
Other Taxes	13.99%	13.35%	12.61%	13.25%	13.70%	13.40%	13.28%
<b>TOTAL TAXES</b>	<b>85.20%</b>	<b>82.83%</b>	<b>82.19%</b>	<b>82.93%</b>	<b>84.57%</b>	<b>82.98%</b>	<b>88.24%</b>
Licenses	0.21%	0.41%	0.57%	0.01%	0.01%	0.01%	0.00%
Permits and Filing Fees	1.72%	2.40%	2.99%	3.78%	2.48%	3.53%	-0.99%
<b>LICENSES &amp; PERMITS</b>	<b>1.93%</b>	<b>2.81%</b>	<b>3.56%</b>	<b>3.79%</b>	<b>2.48%</b>	<b>3.54%</b>	<b>-0.99%</b>
<b>FINES AND FORFEITURES</b>	<b>4.12%</b>	<b>4.74%</b>	<b>4.65%</b>	<b>4.72%</b>	<b>4.17%</b>	<b>3.69%</b>	<b>3.87%</b>
<b>USE OF MONEY &amp; PROPERTY</b>	<b>0.67%</b>	<b>0.51%</b>	<b>0.62%</b>	<b>0.84%</b>	<b>0.97%</b>	<b>1.35%</b>	<b>1.34%</b>
<b>OTHER AGENCIES</b>	<b>2.60%</b>	<b>2.73%</b>	<b>3.70%</b>	<b>2.57%</b>	<b>2.35%</b>	<b>2.90%</b>	<b>2.36%</b>
Citizen Services	4.60%	5.50%	4.78%	4.37%	4.58%	4.24%	4.11%
Recreation Services	0.35%	0.30%	0.32%	0.31%	0.27%	0.27%	0.27%
Sale of Goods	0.08%	0.09%	0.17%	0.21%	0.16%	0.19%	0.19%
<b>SERVICE CHARGES</b>	<b>5.03%</b>	<b>5.88%</b>	<b>5.27%</b>	<b>4.89%</b>	<b>5.01%</b>	<b>4.70%</b>	<b>4.56%</b>
<b>OTHER REVENUE</b>	<b>0.44%</b>	<b>0.51%</b>	<b>0.01%</b>	<b>0.26%</b>	<b>0.43%</b>	<b>0.14%</b>	<b>0.14%</b>
<b>TRANSFERS</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.68%</b>	<b>0.49%</b>
<b>TOTAL REVENUES</b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>

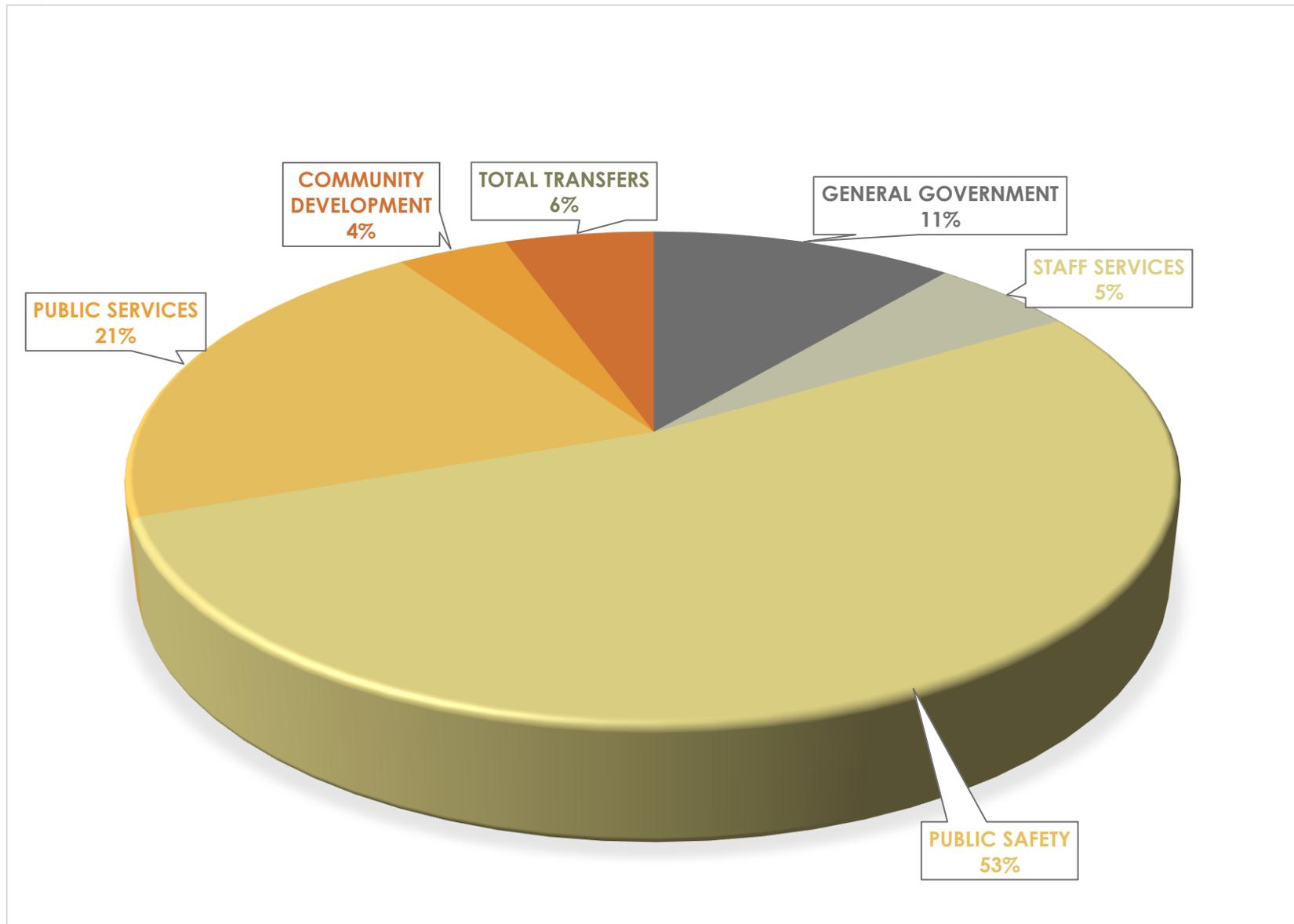
**GENERAL FUND  
SUMMARY OF EXPENDITURES BY DIVISION AND DEPARTMENT  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2013-14 TO 2019-20**

<b>Department</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimated 2018-19</b>	<b>Budget 2019-20</b>
City Council	20,713	17,732	21,126	18,275	19,637	16,608	16,601
City Manager	400,086	360,013	368,051	364,839	366,922	365,495	399,948
City Secretary	355,538	365,896	356,156	375,057	388,570	395,497	438,190
Non-Departmental	1,159,139	1,053,289	1,069,588	1,179,568	1,207,388	1,419,988	1,483,621
<b>GENERAL GOVERNMENT</b>	<b>1,935,476</b>	<b>1,796,930</b>	<b>1,814,921</b>	<b>1,937,739</b>	<b>1,982,517</b>	<b>2,197,588</b>	<b>2,338,360</b>
Finance	493,088	469,231	485,558	510,343	537,739	575,577	548,474
Information Technology	385,097	417,511	397,128	460,816	428,435	569,524	523,343
Personnel	44,258	55,216	35,691	49,203	50,347	40,750	44,950
<b>STAFF SERVICES</b>	<b>922,443</b>	<b>941,958</b>	<b>918,377</b>	<b>1,020,362</b>	<b>1,016,521</b>	<b>1,185,851</b>	<b>1,116,767</b>
Police	5,537,029	5,638,373	5,931,984	6,365,327	6,503,847	6,303,946	7,051,139
Fire	2,399,408	2,622,827	3,147,732	3,253,209	3,440,714	3,554,046	3,843,782
Municipal Court	210,157	192,377	190,831	215,129	236,159	224,742	261,052
<b>PUBLIC SAFETY</b>	<b>8,146,593</b>	<b>8,453,577</b>	<b>9,270,547</b>	<b>9,833,664</b>	<b>10,180,719</b>	<b>10,082,734</b>	<b>11,155,973</b>
Public Services	156,666	174,839	207,487	210,932	214,275	228,947	226,311
Public Works	1,272,868	1,278,497	1,345,293	1,415,676	1,480,833	1,918,160	2,172,664
Parks and Recreation	795,278	869,554	917,364	929,315	942,605	1,010,295	1,044,265
Support Services	412,038	484,394	441,327	484,730	471,504	502,395	565,869
Code Compliance	93,762	88,280	92,341	81,056	88,240	80,266	91,176
City Engineering	261,867	258,060	270,521	291,043	293,075	286,754	306,416
<b>PUBLIC SERVICES</b>	<b>2,992,479</b>	<b>3,153,624</b>	<b>3,274,334</b>	<b>3,412,752</b>	<b>3,490,532</b>	<b>4,026,817</b>	<b>4,406,701</b>
Management Services	227,083	230,760	237,042	280,098	193,706	197,720	239,935
Planning & Zoning	221,385	208,339	212,109	268,280	206,923	196,051	251,452
City Inspection	293,066	298,977	314,448	333,703	338,755	333,006	363,056
<b>COMMUNITY DEVELOPMENT</b>	<b>741,534</b>	<b>738,076</b>	<b>763,599</b>	<b>882,081</b>	<b>739,384</b>	<b>726,777</b>	<b>854,443</b>
<b>TOTAL EXPENDITURES</b>	<b>14,738,525</b>	<b>15,084,165</b>	<b>16,041,778</b>	<b>17,086,598</b>	<b>17,409,673</b>	<b>18,219,767</b>	<b>19,872,244</b>
<b>TOTAL TRANSFERS</b>	<b>1,700,000</b>	<b>300,000</b>	<b>800,000</b>	<b>1,370,000</b>	<b>2,000,000</b>	<b>1,884,804</b>	<b>1,150,000</b>
<b>UNAPPROPRIATED RESERVES</b>	<b>72,756</b>	<b>(867)</b>	<b>-</b>	<b>(65,742)</b>	<b>2,266</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b><u>16,511,280</u></b>	<b><u>15,383,297</u></b>	<b><u>16,841,777</u></b>	<b><u>18,390,855</u></b>	<b><u>19,411,938</u></b>	<b><u>20,104,571</u></b>	<b><u>21,022,244</u></b>

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY DIVISION AND DEPARTMENT  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2013-14 TO 2019-20**

<u>Department</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>	<u>Budget 2019-20</u>
City Council	0.13%	0.12%	0.13%	0.10%	0.10%	0.08%	0.08%
City Manager	2.42%	2.34%	2.19%	1.98%	1.89%	1.82%	1.90%
City Secretary	2.15%	2.38%	2.11%	2.04%	2.00%	1.97%	2.08%
Non-Departmental	7.02%	6.85%	6.35%	6.41%	6.22%	7.06%	7.06%
<b>GENERAL GOVERNMENT</b>	<b>11.72%</b>	<b>11.68%</b>	<b>10.78%</b>	<b>10.54%</b>	<b>10.21%</b>	<b>10.93%</b>	<b>11.12%</b>
Finance	2.99%	3.05%	2.88%	2.77%	2.77%	2.86%	2.61%
Information Technology	2.33%	2.71%	2.36%	2.51%	2.21%	2.83%	2.49%
Personnel	0.27%	0.36%	0.21%	0.27%	0.26%	0.20%	0.21%
<b>STAFF SERVICES</b>	<b>5.59%</b>	<b>6.12%</b>	<b>5.45%</b>	<b>5.55%</b>	<b>5.24%</b>	<b>5.90%</b>	<b>5.31%</b>
Police	33.53%	36.65%	35.22%	34.61%	33.50%	31.36%	33.54%
Fire	14.53%	17.05%	18.69%	17.69%	17.72%	17.68%	18.28%
Municipal Court	1.27%	1.25%	1.13%	1.17%	1.22%	1.12%	1.24%
<b>PUBLIC SAFETY</b>	<b>49.34%</b>	<b>54.95%</b>	<b>55.04%</b>	<b>53.47%</b>	<b>52.45%</b>	<b>50.15%</b>	<b>53.07%</b>
Public Services	0.95%	1.14%	1.23%	1.15%	1.10%	1.14%	1.08%
Public Works	7.71%	8.31%	7.99%	7.70%	7.63%	9.54%	10.34%
Parks and Recreation	4.82%	5.65%	5.45%	5.05%	4.86%	5.03%	4.97%
Support Services	2.50%	3.15%	2.62%	2.64%	2.43%	2.50%	2.69%
Code Compliance	0.57%	0.57%	0.55%	0.44%	0.45%	0.40%	0.43%
City Engineering	1.59%	1.68%	1.61%	1.58%	1.51%	1.43%	1.46%
<b>PUBLIC SERVICES</b>	<b>18.12%</b>	<b>20.50%</b>	<b>19.44%</b>	<b>18.56%</b>	<b>17.98%</b>	<b>20.03%</b>	<b>20.96%</b>
Management Services	1.38%	1.50%	1.41%	1.52%	1.00%	0.98%	1.14%
Planning & Zoning	1.34%	1.35%	1.26%	1.46%	1.07%	0.98%	1.20%
City Inspection	1.77%	1.94%	1.87%	1.81%	1.75%	1.66%	1.73%
<b>COMMUNITY DEVELOPMENT</b>	<b>4.49%</b>	<b>4.80%</b>	<b>4.53%</b>	<b>4.80%</b>	<b>3.81%</b>	<b>3.61%</b>	<b>4.06%</b>
<b>TOTAL EXPENDITURES</b>	<b>89.26%</b>	<b>98.06%</b>	<b>95.25%</b>	<b>92.91%</b>	<b>89.69%</b>	<b>90.62%</b>	<b>94.53%</b>
<b>TOTAL TRANSFERS</b>	<b>10.30%</b>	<b>1.95%</b>	<b>4.75%</b>	<b>7.45%</b>	<b>10.30%</b>	<b>9.38%</b>	<b>5.47%</b>
<b>UNAPPROPRIATED RESERVES</b>	<b>0.44%</b>	<b>-0.01%</b>	<b>0.00%</b>	<b>-0.36%</b>	<b>0.01%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>	<b><u>100.00%</u></b>

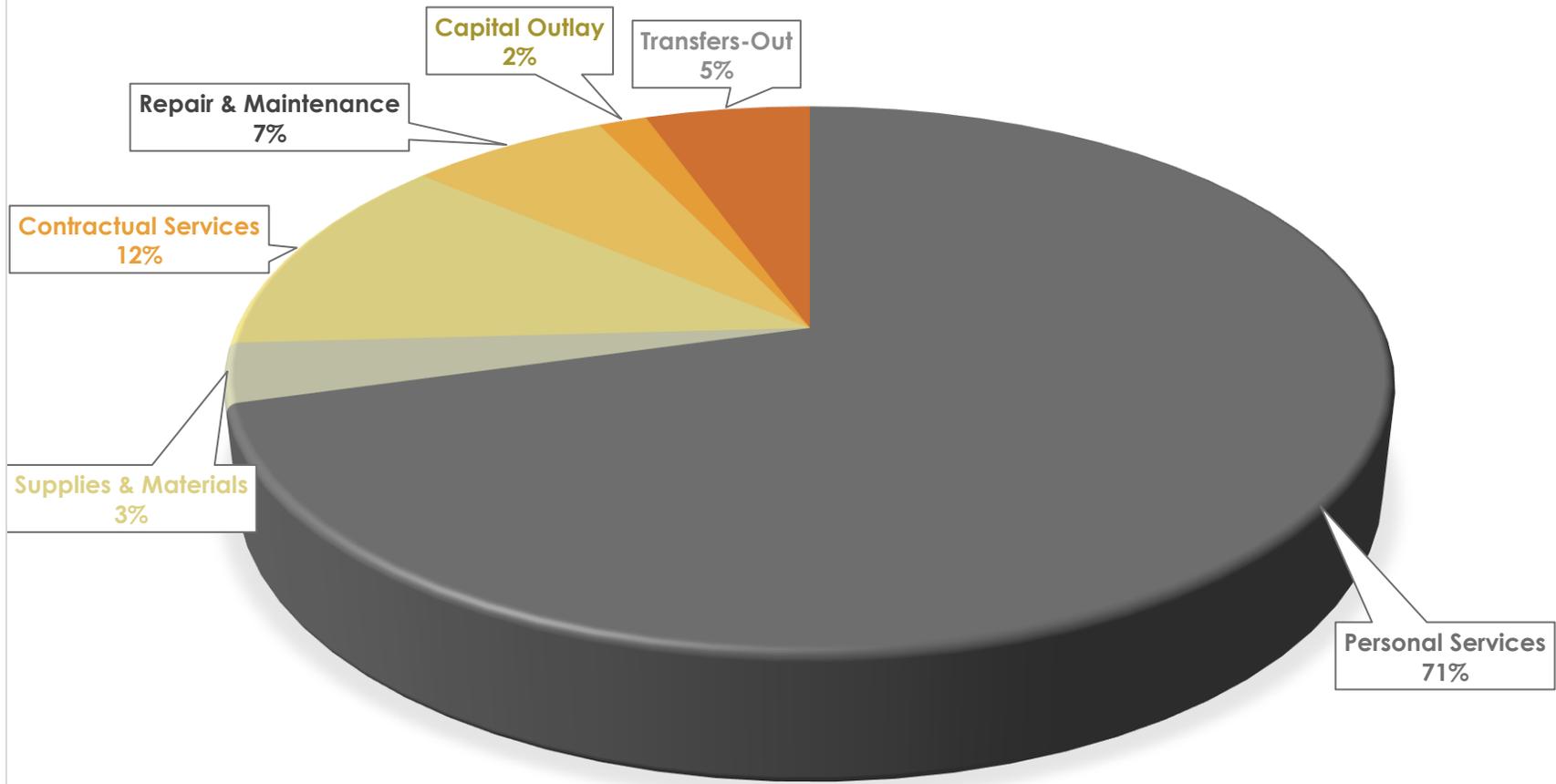
**GENERAL FUND  
CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES  
FY 2019-20**



**GENERAL FUND  
SUMMARY OF EXPENDITURES BY CLASSIFICATION  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2016-17 TO 2019-20**

<u>Expenditure Classifications</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 2018-19</u>	<u>2019-20 Budget vs. 2018-19 Est.</u>	<u>Budget 2019-20</u>
Personal Services	\$ 13,457,564	\$ 13,814,829	\$ 14,663,849	\$ 13,636,318	\$ 1,201,094	\$ 14,837,412
Supplies & Materials	707,945	641,099	707,127	719,404	23,044	742,448
Contractual Services	2,071,525	2,034,761	2,604,521	2,495,037	60,061	2,555,098
Repair & Maintenance	667,176	756,331	1,169,829	1,160,208	238,453	1,398,661
Capital Outlay	<u>182,386</u>	<u>164,920</u>	<u>188,850</u>	<u>208,800</u>	<u>129,825</u>	<u>338,625</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,086,596</b>	<b>\$ 17,411,940</b>	<b>\$ 19,334,176</b>	<b>\$ 18,219,767</b>	<b>\$ 1,652,477</b>	<b>\$ 19,872,244</b>
Transfers-Out	800,000	2,000,000	1,884,804	1,884,804	(734,804)	1,150,000
<b>EXPENDITURES AND TRANSFERS</b>	<b>\$ 17,886,596</b>	<b>\$ 19,411,940</b>	<b>\$ 21,218,980</b>	<b>\$ 20,104,571</b>	<b>\$ 917,673</b>	<b>\$ 21,022,244</b>

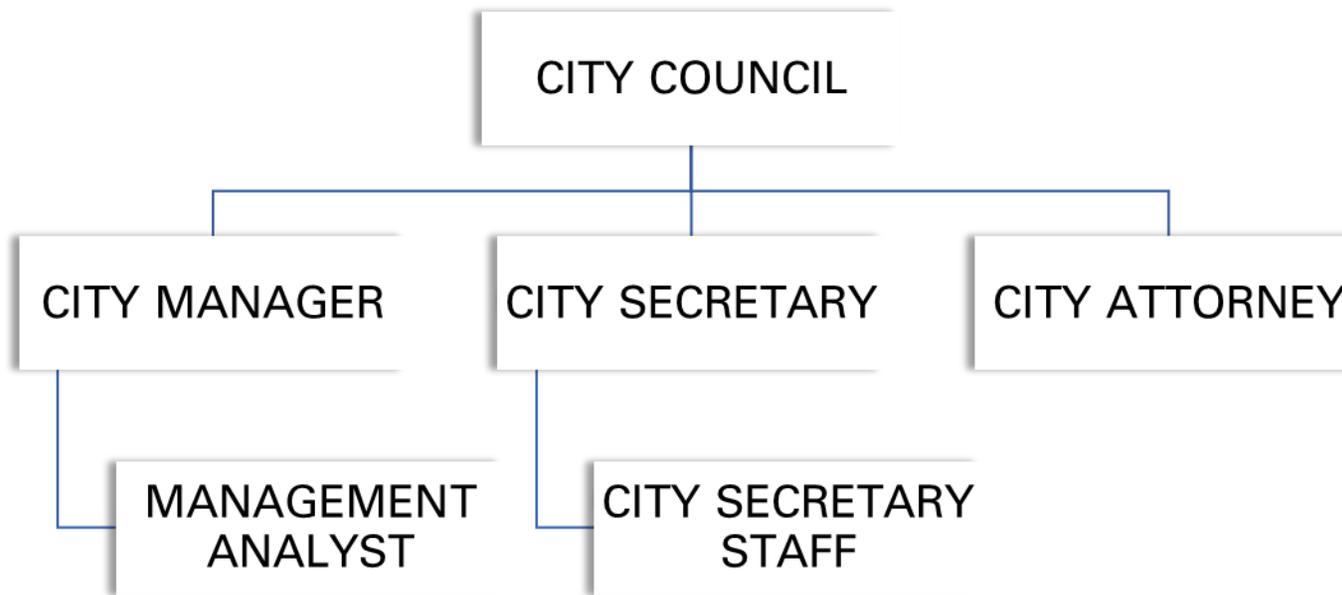
### GENERAL FUND EXPENDITURE COMPARISON BY CLASSIFICATION FY 2019-20



**THIS PAGE LEFT BLANK INTENTIONALLY**

# GENERAL GOVERNMENT

**CITY OF BENBROOK, TEXAS  
GENERAL GOVERNMENT DIVISION**



## GENERAL GOVERNMENT DIVISION DESCRIPTION

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

The Division Summary page provides financial information for the General Government Division on an actual basis for 2017-18; on an adopted budget and twelve-month estimate basis for 2018-19; and on a department request, decision package, total request, and adopted budget basis for 2019-20.

The General Government Division's total 2019-20 Budget is \$2,624,360. This allocation is \$295,758 more than the amount requested by Department Heads in their 2019-20 total request of \$2,328,602. This total request includes \$2,328,602 for base budget expenditure; no decision packages were requested, but a transfer of \$250,000 was requested by City Council for the establishment of a Wall Repair Fund.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2018-19) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Plan, and/or request funds for a new capital outlay.

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

DIVISIONAL SUMMARY

FY 2019-20 BUDGET

GENERAL GOVERNMENT

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2017-18 ACTUAL	2018-19 ESTIMATED		2019-20				
			BUDGETED	12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 764,172	\$ 817,763	\$ 765,632	\$ 793,658	\$ -	\$ 793,658	\$ 809,416	\$ 15,758
5100	Supplies & Materials	29,924	23,600	24,820	26,650	-	26,650	25,650	(1,000)
5200	Contractual Services	1,183,002	1,459,850	1,405,136	1,505,294	-	1,505,294	1,500,294	(5,000)
5300	Repair & Maintenance	5,419	3,000	2,000	3,000	-	3,000	3,000	-
5400	Capital Outlay	-	-	-	-	-	-	-	-
Fund 04	Transfer to Wall Repair Fund	-	-	-	-	-	-	250,000	250,000
Fund 05	Funded by Parks Fund	-	-	-	-	-	-	36,000	36,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,982,517</b>	<b>\$ 2,304,213</b>	<b>\$ 2,197,588</b>	<b>\$ 2,328,602</b>	<b>\$ -</b>	<b>\$ 2,328,602</b>	<b>\$ 2,624,360</b>	<b>\$ 295,758</b>
<b>BUDGETED POSITIONS</b>		12.0	12.0	12.0	12.0	-	12.0	12.0	-

EXPLANATION OF CHANGES FROM REQUEST

CHANGES TO TOTAL REQUESTS

- 2.5% COLA \$ 15,758
- Decrease in Office Supplies (1,000)
- Decrease in Legal Services (5,000)
- Wall Repairs - *Transfer Out to Wall Repairs Fund* 250,000
- Swing Sets - *Funded by Parks Fund* 36,000

**TOTAL CHANGES \$ 295,758**

SUMMARY OF DECISION PACKAGES

FUNDED BY GENERAL FUND

- None \$ -

NOT FUNDED BY GENERAL FUND

- None \$ -

**TOTAL DECISION PACKAGES \$ -**

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>GENERAL GOVERNMENT</b>	<b>CITY COUNCIL</b>	<b>CITY COUNCIL</b>	<b>01-11-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	97.3%	68.2%	105.3%	100.0%
Number of City Council Meetings	24	24	24	24
Council Meeting Attendance (All Members)	168	147	141	168
Number of Ordinances	16	13	14	15

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **GENERAL GOVERNMENT** Department **CITY COUNCIL** Activity **CITY COUNCIL** Account **01-11-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 7,970	\$ 7,862	\$ 9,128	\$ 8,858	\$ 9,051	\$ -	\$ 9,051	\$ 9,051
Supplies & Materials	105	3,468	100	1,200	1,000	-	1,000	1,000
Contractual Services	10,259	8,307	6,550	6,550	6,550	-	6,550	6,550
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,334</b>	<b>\$ 19,637</b>	<b>\$ 15,778</b>	<b>\$ 16,608</b>	<b>\$ 16,601</b>	<b>\$ -</b>	<b>\$ 16,601</b>	<b>\$ 16,601</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Mayor	n/a	\$100	\$ 1,200	1.0	1.0	1.0
Councilmember	n/a	\$100	1,200	6.0	6.0	6.0
<b>PERSONNEL TOTALS</b>			<b>\$ 2,400</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>GENERAL GOVERNMENT</b>	<b>CITY MANAGER</b>	<b>CITY MANAGER</b>	<b>01-12-01</b>

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

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

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

<b>ACTIVITY MEASUREMENTS:</b>	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	92.7%	94.7%	100.0%	100.0%
Percent of Budget Expended - General Fund	97.7%	94.6%	100.0%	100.0%
Number of City Council Meetings Attended	24	24	24	24
Number of Public Hearings Attended	7	9	8	9
Number of Special Work Sessions Attended	18	21	12	15
Number of City Council Communications Prepared	68	72	65	70
Number of Department Head Meetings Held	48	49	50	50

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **GENERAL GOVERNMENT** Department **CITY MANAGER** Activity **CITY MANAGER** Account **01-12-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 361,716	\$ 365,136	\$ 391,860	\$ 363,960	\$ 387,437	\$ -	\$ 387,437	\$ 395,708
Supplies & Materials	-	132	150	150	150	-	150	150
Contractual Services	2,311	1,654	3,070	1,385	4,090	-	4,090	4,090
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 364,027</b>	<b>\$ 366,922</b>	<b>\$ 395,080</b>	<b>\$ 365,495</b>	<b>\$ 391,677</b>	<b>\$ -</b>	<b>\$ 391,677</b>	<b>\$ 399,948</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
City Manager	49	\$12,721 to \$17,047	\$ 204,567	1.0	1.0	1.0
Management Analyst	29	\$4,794 to \$6,425	60,913	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 265,480</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>GENERAL GOVERNMENT</b>	<b>CITY SECRETARY</b>	<b>CITY SECRETARY</b>	<b>01-13-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - City Secretary	87.4%	89.3%	88.1%	100.0%
Percent of Budget Expended - Total for Activities Supervised	91.2%	88.0%	89.3%	100.0%
Number of Agendas Prepared and Posted	25	24	24	24
Number of Minutes Prepared by Fourth Working Day	25	24	24	24
Number of Ordinances and Other Documents Published	22	22	16	15
Percent of Open Records Requests Completed as Prescribed	100.0%	100.0%	100.0%	100.0%
Number of Elections Administered	0	0	1	2

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **GENERAL GOVERNMENT** Department **CITY SECRETARY** Activity **CITY SECRETARY** Account **01-13-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 350,175	\$ 364,226	\$ 390,101	\$ 360,692	\$ 370,778	\$ -	\$ 370,778	\$ 378,265
Supplies & Materials	873	1,222	1,000	1,500	1,500	-	1,500	1,500
Contractual Services	21,763	23,122	57,855	33,305	58,425	-	58,425	58,425
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 372,811</b>	<b>\$ 388,570</b>	<b>\$ 448,956</b>	<b>\$ 395,497</b>	<b>\$ 430,703</b>	<b>\$ -</b>	<b>\$ 430,703</b>	<b>\$ 438,190</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
City Secretary	40	\$8,200 to \$10,989	\$ 131,866	1.0	1.0	1.0
Deputy City Secretary	26	\$4,142 to \$5,550	63,304	1.0	1.0	1.0
Administrative Clerk	23	\$3,578 to \$4,794	44,900	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 240,070</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>GENERAL GOVERNMENT</b>	<b>NON-DEPARTMENTAL</b>	<b>NON-DEPARTMENTAL</b>	<b>01-15-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

- To service as the account for general expnses and for expenditures that are not directly attributable to any on department.

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	101.8%	82.6%	98.2%	100.0%
Household Hazardous Waste Events Held	2	2	2	2
Percentage of Households that Receive Newsletter	98.0%	98.0%	98.0%	98.0%
Frequency of Employee Information Distribution through City Source	Daily	Daily	Daily	Daily

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **GENERAL GOVERNMENT** Department **NON-DEPARTMENTAL** Activity **NON-DEPARTMENTAL** Account **01-15-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 26,896	\$ 26,948	\$ 26,674	\$ 32,122	\$ 26,392	\$ -	\$ 26,392	\$ 26,392
Supplies & Materials	23,040	25,102	22,350	21,970	24,000	-	24,000	23,000
Contractual Services	1,130,888	1,149,919	1,392,375	1,363,896	1,436,229	-	1,436,229	1,431,229
Repair & Maintenance	657	5,419	3,000	2,000	3,000	-	3,000	3,000
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,181,481</b>	<b>\$ 1,207,388</b>	<b>\$ 1,444,399</b>	<b>\$ 1,419,988</b>	<b>\$ 1,489,621</b>	<b>\$ -</b>	<b>\$ 1,489,621</b>	<b>\$ 1,483,621</b>

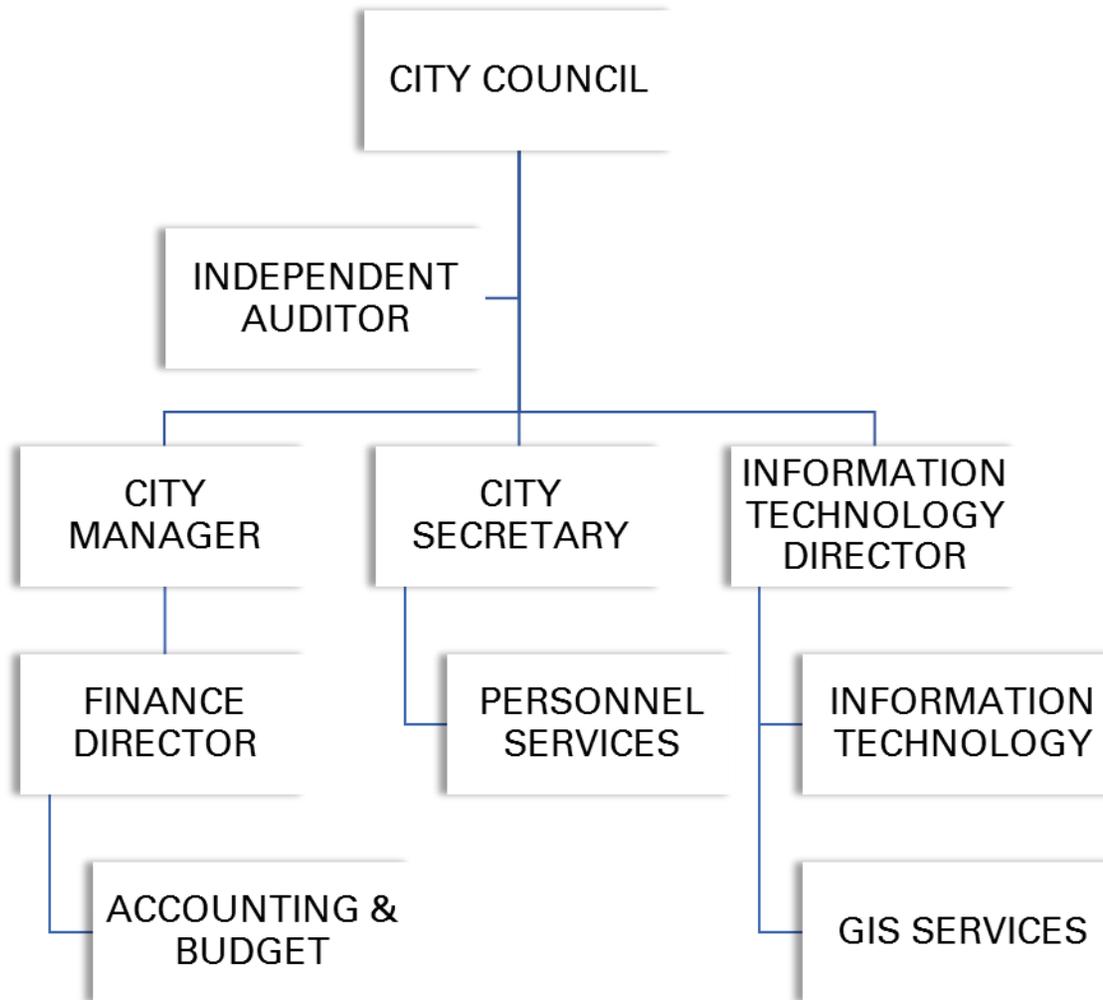
**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Senior Center Director	n/a	\$1,708	\$ 20,500	1.0	1.0	1.0
Senior Center Coordinator	n/a	\$333	4,000	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 24,500</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# STAFF SERVICES

**CITY OF BENBROOK, TEXAS  
STAFF SERVICES  
DIVISION**



## STAFF SERVICES DIVISION DESCRIPTION

The Staff Services Division is comprised of three departments: Finance, Information Technology, and Personnel. The Staff Services Division performs all accounting, auditing, budgeting, cash management, personnel, data processing, information technology, purchasing, and risk management functions in the City. Staff assists with receptionist and switchboard duties. The Staff Services Division includes the following positions: Finance Director, Accounting Supervisor, Accounting Clerk, Information Technology Director, and Assistant Information Technology Director. One part-time position is being eliminated in the Information Technology Activity with the outsourcing of CAD/GIS.

The Division Summary page provides financial information for the Staff Services Division on an actual basis for 2017-18; on an adopted budget and twelve-month estimate basis for 2018-19; and on a department request, decision package, total request, and adopted budget basis for 2019-20.

The Staff Services Division's total 2019-20 Budget is \$1,116,767. This allocation is \$251,436 less than the amount requested by Department Heads in their 2019-20 total request of \$1,368,203. This total request includes \$1,180,030 for base budget expenditures and \$188,173 for decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2018-19) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

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

**DIVISIONAL SUMMARY**

**FY 2019-20 BUDGET**

**STAFF SERVICES**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2017-18 ACTUAL	2018-19		2019-20				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 572,821	\$ 672,466	\$ 701,832	\$ 688,080	\$ (22,435)	\$ 665,645	\$ 679,846	\$ 14,201
5100	Supplies & Materials	184,036	221,532	222,116	217,850	35,966	253,816	213,821	(39,995)
5200	Contractual Services	235,217	245,430	243,816	256,100	24,900	281,000	206,100	(74,900)
5300	Repair & Maintenance	24,447	19,000	18,087	18,000	-	18,000	17,000	(1,000)
5400	Capital Outlay	-	-	-	-	149,742	149,742	-	(149,742)
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,016,521</b>	<b>\$ 1,158,428</b>	<b>\$ 1,185,851</b>	<b>\$ 1,180,030</b>	<b>\$ 188,173</b>	<b>\$ 1,368,203</b>	<b>\$ 1,116,767</b>	<b>\$ (251,436)</b>
<b>BUDGETED POSITIONS</b>		5.5	5.5	5.5	5.5	(0.5)	5.0	5.0	-

**EXPLANATION OF CHANGES FROM REQUEST**

**CHANGES TO TOTAL REQUESTS**

- 2.5% COLA \$ 14,201
- Decrease in Software Licenses (6,579)
- Infrastructure Upgrade - Fund by IT/Facilities Func (149,742)
- Maintenance on Retired Infrastructure (50,000)
- Decrease in Maintenance Office Equipment (1,000)
- Laserfiche/GIS Upgrade - Funded by IT/Facilities I (58,316)

**TOTAL CHANGES \$ (251,436)**

**SUMMARY OF DECISION PACKAGES**

**FUNDED BY GENERAL FUND**

- 2 Scanners \$ 800
- Bluebeam Software 1,750
- Reduction in PT Salary (22,435)

**NOT FUNDED BY GENERAL FUND**

- Infrastructure Upgrade \$ 149,742
- Laserfiche/GIS Upgrade \$ 58,316

**TOTAL DECISION PACKAGES \$ 188,173**

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>STAFF SERVICES</b>	<b>FINANCE</b>	<b>FINANCE</b>	<b>01-21-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - General Fund	97.7%	94.6%	111.7%	100.0%
Percent of Budget Expended - Activities Supervised	97.7%	98.6%	101.8%	100.0%
Date CAFR Presented to City Council	3/16/2017	3/16/2017	3/15/2018	3/21/2019
Number of Monthly Reports Ready by Fifth Working Day	12	12	12	12
Percentage of Vouchers Processed and Mailed by 10th of Month	100%	100%	100%	100%

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **STAFF SERVICES** Department **FINANCE** Activity **FINANCE** Account **01-21-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 368,320	\$ 393,229	\$ 366,018	\$ 423,429	\$ 380,268	\$ -	\$ 380,268	\$ 388,274
Supplies & Materials	267	1,267	1,200	1,200	1,400	800	2,200	2,200
Contractual Services	138,887	143,243	147,950	150,861	158,000	-	158,000	158,000
Repair & Maintenance	-	-	-	87	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 507,474</b>	<b>\$ 537,739</b>	<b>\$ 515,168</b>	<b>\$ 575,577</b>	<b>\$ 539,668</b>	<b>\$ 800</b>	<b>\$ 540,468</b>	<b>\$ 548,474</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Finance Director	42	\$9,041 to \$12,115	\$ 134,339	1.0	1.0	1.0
Accounting Supervisor	32	\$5,550 to \$7,438	73,428	1.0	1.0	1.0
Accounting Clerk	22	\$3,407 to \$4,566	54,794	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 262,561</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>STAFF SERVICES</b>	<b>INFORMATION TECHNOLOGY</b>	<b>INFORMATION TECHNOLOGY</b>	<b>01-23-01</b>

**ACTIVITY DESCRIPTION:**

The Information Technology Activity was created in the 2003-04 Budget. The Director of Information Technology assists in the daily operations of City divisions by providing maintenance support for computer applications, data, and databases City-wide. The Director is responsible for IT asset management, software distribution, server administration, desktop support, e-mail support, and internet and intranet services. The Director supports and maintains the City's fiber optic and coaxial cable networks and facilities. The Director works to strengthen procurement opportunities through volume purchasing. The IT Director is also responsible for evaluating and supporting the City's telephone systems, websites, and servers. In 2017-18, an Assistant Director position was added to the department.

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	106.3%	78.9%	95.2%	100.0%
Software Training Sessions Held	16	12	12	12
Percentage of Employees with Computer, Network, and Email Access	100.0%	100.0%	100.0%	100.0%
Percentage of Help desk tickets answered	100.0%	100.0%	100.0%	100.0%
Days City's Telephone System Down Due to Technical Difficulties	None	None	None	None
Days City's Website Down Due to Technical Difficulties	None	None	None	None

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **STAFF SERVICES** Department **INFORMATION TECH.** Activity **INFORMATION TECH.** Account **01-23-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 174,976	\$ 179,592	\$ 306,448	\$ 278,403	\$ 307,812	\$ (22,435)	\$ 285,377	\$ 291,572
Supplies & Materials	223,643	182,097	218,832	220,166	215,200	35,166	250,366	210,371
Contractual Services	46,519	42,299	53,780	52,955	54,400	24,900	79,300	4,400
Repair & Maintenance	14,710	24,447	19,000	18,000	18,000	-	18,000	17,000
Capital Outlay	383	-	-	-	-	149,742	149,742	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 460,231</b>	<b>\$ 428,435</b>	<b>\$ 598,060</b>	<b>\$ 569,524</b>	<b>\$ 595,412</b>	<b>\$ 187,373</b>	<b>\$ 782,785</b>	<b>\$ 523,343</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Information Technology Director	36	\$6,746 to \$9,041	\$ 108,487	1.0	1.0	1.0
Information Technology Assistant	32	\$5,550 to \$7,438	89,253	1.0	1.0	1.0
CAD/GIS Intern	n/a	-	-	1.0	1.0	-
<b>PERSONNEL TOTALS</b>			<b>\$ 197,740</b>	<b>3.0</b>	<b>3.0</b>	<b>2.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>STAFF SERVICES</b>	<b>PERSONNEL</b>	<b>PERSONNEL</b>	<b>01-24-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	92.3%	103.2%	90.2%	100.0%
Number of Personnel Records Maintained	195	200	200	201
Percentage of Claims Submitted Within One Working Day	100%	100%	100%	100.0%
Percentage of Civil Service Board Requests Completed in One Day	100%	100%	100%	100.0%
Number of Civil Service Examinations Administered	4	5	5	5
Number of Promotional Civil Service Examinations Developed	4	4	4	4
Number of Years with Same Health Insurance Carrier	6	1	2	3

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **STAFF SERVICES** Department **PERSONNEL** Activity **PERSONNEL** Account **01-24-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	758	672	1,500	750	1,250	-	1,250	1,250
Contractual Services	48,446	49,675	43,700	40,000	43,700	-	43,700	43,700
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 49,204</b>	<b>\$ 50,347</b>	<b>\$ 45,200</b>	<b>\$ 40,750</b>	<b>\$ 44,950</b>	<b>\$ -</b>	<b>\$ 44,950</b>	<b>\$ 44,950</b>

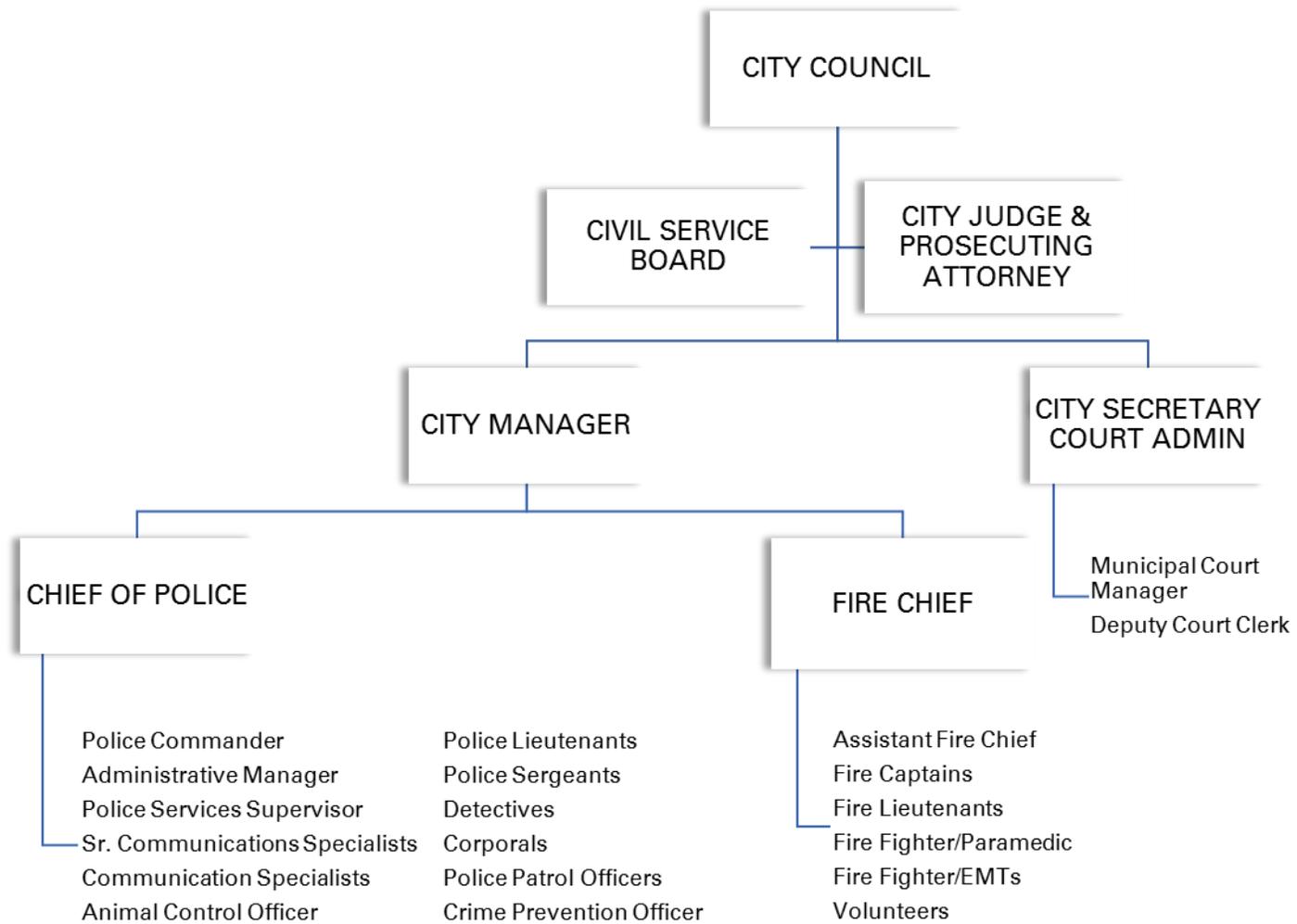
**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
n/a	n/a	n/a	n/a	n/a	n/a	n/a

**THIS PAGE LEFT BLANK INTENTIONALLY**

# **PUBLIC SAFETY**

**CITY OF BENBROOK, TEXAS  
PUBLIC SAFETY  
DIVISION**



## PUBLIC SAFETY DIVISION DESCRIPTION

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

The Division Summary page provides financial information for the Public Safety Division on an actual basis for 2017-18; on an adopted budget and twelve-month estimate basis for 2018-19; and on a department request, decision package, total request, and adopted budget basis for 2019-20.

The Public Safety Division's total 2019-20 Budget is \$11,155,973. This allocation is \$93,844 less than the amount requested by Department Heads in their 2019-20 total request of \$11,249,817. This total request includes \$10,705,255 for base budget expenditures plus \$544,562 in decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2018-19) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

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

DIVISIONAL SUMMARY

FY 2019-20 BUDGET

PUBLIC SAFETY

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2017-18 ACTUAL	2018-19		2019-20				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 9,457,811	\$ 9,902,431	\$ 9,137,368	\$ 9,741,250	\$ 95,133	\$ 9,836,383	\$ 10,008,139	\$ 171,756
5100	Supplies & Materials	310,920	330,175	341,777	334,575	45,924	380,499	373,499	(7,000)
5200	Contractual Services	175,235	344,716	285,015	326,030	5,000	331,030	331,030	-
5300	Repair & Maintenance	160,074	162,574	153,574	163,400	12,245	175,645	167,145	(8,500)
5400	Capital Outlay	164,920	175,000	165,000	140,000	386,260	526,260	276,160	(250,100)
<b>TOTAL EXPENDITURES</b>		<b>\$ 10,268,960</b>	<b>\$ 10,914,896</b>	<b>\$ 10,082,734</b>	<b>\$ 10,705,255</b>	<b>\$ 544,562</b>	<b>\$ 11,249,817</b>	<b>\$ 11,155,973</b>	<b>\$ (93,844)</b>
<b>BUDGETED POSITIONS</b>		91.5	89.5	88.0	88.0	1.0	89.0	89.0	-

EXPLANATION OF CHANGES FROM REQUEST

CHANGES TO TOTAL REQUESTS

- 2.5% COLA \$ 189,706
- Decrease in Overtime (17,950)
- Decrease in Maintenance - Motor Vehicles (500)
- Decrease in Maintenance - Radio Equipment (8,000)
- Decrease in Motor Vehicle Supplies (6,000)
- Decrease in Machinery/Equipment Supplies (1,000)
- Animal Control Truck - Funded by Asset Replacement (55,835)
- Ambulance - Fund by Asset Replacement Fund (194,265)

SUMMARY OF DECISION PACKAGES

FUNDED BY GENERAL FUND

- One (1) Patrol Officer \$ 95,133
- Four (4) Patrol Lightbars 8,000
- Replacement Equipment 4,245
- Seven (7) Taser Devices 8,884
- Eleven (11) SWAT Helmets 3,840
- Applicant Incentive Pay 5,000
- Mobile Incinerator 4,200
- 16 SCBA Bottles 12,500
- Opticom Traffic Light 136,160
- Lucas Chest Compression 16,500

---

<b>TOTAL CHANGES</b>	<b>\$ (93,844)</b>
----------------------	--------------------

---

**NOT FUNDED BY GENERAL FUND**

- Animal Control Truck \$ 55,835
- Ambulance 194,265

---

<b>TOTAL DECISION PACKAGES</b>	<b>\$ 544,562</b>
--------------------------------	-------------------

---

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>POLICE</b>	<i>Activity</i> <b>MANAGEMENT SERVICES</b>	<i>Account</i> <b>01-31-01</b>
---	------------------------------------	---	-----------------------------------

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - Management Services	99.1%	97.6%	100.0%	100.0%
Percent of Budget Expended - Police Department	98.0%	94.8%	100.0%	100.0%
Average Response Time in Minutes	2.46	2.87	2.71	2.70
Number of Training Hours	3,578	3,879	2,700	3,400
Number of Employees in Training	51	50	50	52
Annual Employee Turnover Percentage	7.0%	22.0%	12.0%	13.0%

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **MANAGEMENT SERVICES** Account **01-31-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 328,859	\$ 328,330	\$ 340,115	\$ 348,057	\$ 346,987	\$ -	\$ 346,987	\$ 354,568
Supplies & Materials	901	245	500	750	500	-	500	500
Contractual Services	1,786	1,694	6,700	1,658	1,300	-	1,300	1,300
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 331,546</b>	<b>\$ 330,269</b>	<b>\$ 347,315</b>	<b>\$ 350,465</b>	<b>\$ 348,787</b>	<b>\$ -</b>	<b>\$ 348,787</b>	<b>\$ 356,368</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Police Chief	43	\$9,493 to \$12,721	\$ 152,652	1.0	1.0	1.0
Administrative Manager	32	\$5,550 to \$7,438	89,253	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 241,905</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>POLICE</b>	<i>Activity</i> <b>COMMUNICATIONS/RECORDS</b>	<i>Account</i> <b>01-31-02</b>
---	------------------------------------	--	-----------------------------------

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	98.6%	89.0%	10000.0%	100.0%
Error Rate Percentage on Teletype/Computer	0.21%	0.18%	0.21%	0.20%
Number of Police Calls Dispatched	15,421	14,981	14,616	15,000
Number of Police, ACO, Fire, and EMS Calls Dispatched	21,085	20,623	15,050	18,920
Number of Offense Reports Processed	1,583	1,867	1,676	1,710
Number of Offense Reports Processed Within One Day	4.3	5.1	4.6	4.7

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **COMMUNICATIONS/RECORDS** Account **01-31-02**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 769,113	\$ 726,657	\$ 990,951	\$ 629,729	\$ 950,644	\$ -	\$ 950,644	\$ 969,354
Supplies & Materials	11,592	4,919	7,500	7,500	6,000	-	6,000	6,000
Contractual Services	42,426	19,683	36,700	15,350	13,360	-	13,360	13,360
Repair & Maintenance	1,468	5,726	1,250	1,250	1,000	-	1,000	1,000
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 824,599</b>	<b>\$ 756,985</b>	<b>\$ 1,036,401</b>	<b>\$ 653,829</b>	<b>\$ 971,004</b>	<b>\$ -</b>	<b>\$ 971,004</b>	<b>\$ 989,714</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Police Commander	38	\$7,438 to \$9,967	\$ 111,652	-	1.0	1.0
Police Services Supervisor	30	\$5,034 to \$6,746	80,954	1.0	1.0	1.0
Police Communications Specialist II	27	\$4,349 to \$5,828	115,201	2.0	2.0	2.0
Police Communications Specialist I	24	\$3,757 to \$5,034	302,886	6.0	6.0	6.0
<b>PERSONNEL TOTALS</b>			<b>\$ 610,693</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>POLICE</b>	<i>Activity</i> <b>PATROL SERVICES</b>	<i>Account</i> <b>01-31-03</b>
---	------------------------------------	---	-----------------------------------

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	99.2%	93.1%	100.0%	100.0%
Average Response Time in Minutes	2.46	2.87	2.71	2.68
Number of Traffic Accidents	381	307	254	314
Part I Crimes Per Thousand	22.52	20.51	18.05	20.36
Part II Crimes Per Thousand	40.61	53.50	45.79	46.64
Number Reserve Officers	2	2	2	2

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **PATROL SERVICES** Account **01-31-03**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 3,568,026	\$ 3,690,422	\$ 3,797,606	\$ 3,477,894	\$ 3,750,584	\$ 95,133	\$ 3,845,717	\$ 3,913,390
Supplies & Materials	125,942	107,025	129,500	130,000	126,000	12,724	138,724	131,724
Contractual Services	26,563	31,260	24,600	27,400	25,900	5,000	30,900	30,900
Repair & Maintenance	45,470	58,312	49,624	55,624	50,000	12,245	62,245	62,245
Capital Outlay	155,619	164,920	175,000	165,000	140,000	-	140,000	140,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,921,620</b>	<b>\$ 4,051,939</b>	<b>\$ 4,176,330</b>	<b>\$ 3,855,918</b>	<b>\$ 4,092,484</b>	<b>\$ 125,102</b>	<b>\$ 4,217,586</b>	<b>\$ 4,278,259</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Police Commander	38	\$7,438 to \$9,967	\$ 119,608	1.0	1.0	1.0
Police Lieutenant	36	\$6,746 to \$9,041	108,272	1.0	1.0	1.0
Police Sergeant	34	\$6,119 to \$8,200	388,919	4.0	4.0	4.0
Police Corporal	31	\$5,286 to \$7,083	333,678	4.0	4.0	4.0
Police Officer	29	\$4,794 to \$6,425	1,571,572	24.0	22.0	23.0

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Police Reserves	n/a	\$1,667	40,000	2.0	2.0	2.0
<b>PERSONNEL TOTALS</b>			<b>\$ 2,562,049</b>	<b>36.0</b>	<b>34.0</b>	<b>35.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>POLICE</b>	<i>Activity</i> <b>CRIMINAL INVESTIGATION</b>	<i>Account</i> <b>01-31-04</b>
---	------------------------------------	--	-----------------------------------

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To achieve a minimum of 30% clearance/exception for all Part I crimes.
- To achieve a minimum of 25% recovery of all property reported stolen.
- To achieve a 75% clearance/exception for all Part II crimes.
- To coordinate investigative efforts to achieve a maximum workload of 30 active cases per month per detective.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	95.9%	105.5%	100.0%	100.0%
Percent of Part I Crimes Cleared	50.2%	44.0%	42.0%	45.5%
Percent of Stolen Property Recovered	27.8%	25.8%	33.8%	29.0%
Percent of Part II Crimes Cleared	83.1%	88.0%	78.0%	83.0%
Average Number of Cases Per Detective Per Month	26	29	21	25

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **C.I.S.** Account **01-31-04**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 848,038	\$ 906,184	\$ 1,014,102	\$ 977,916	\$ 1,021,160	\$ -	\$ 1,021,160	\$ 1,039,481
Supplies & Materials	8,595	8,204	9,900	9,230	8,800	4,200	13,000	13,000
Contractual Services	18,460	28,565	28,600	27,000	26,200	-	26,200	26,200
Repair & Maintenance	1,738	1,586	2,700	2,500	2,500	-	2,500	2,000
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 876,832</b>	<b>\$ 944,539</b>	<b>\$ 1,055,302</b>	<b>\$ 1,016,646</b>	<b>\$ 1,058,660</b>	<b>\$ 4,200</b>	<b>\$ 1,062,860</b>	<b>\$ 1,080,681</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Police Lieutenant	36	\$6,746 to \$9,041	\$ 108,487	1.0	1.0	1.0
Police Sergeant	34	\$6,119 to \$8,200	98,401	1.0	1.0	1.0
Police Detective	31	\$5,286 to \$7,083	425,009	4.0	5.0	5.0
Police Property Custodian	27	\$4,349 to \$5,828	56,733	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 688,630</b>	<b>7.0</b>	<b>8.0</b>	<b>8.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SAFETY</b>	<b>POLICE</b>	<b>CRIME PREVENTION</b>	<b>01-31-05</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	83.5%	106.5%	100.0%	100.0%
Number of Block Captains	139	138	138	138
Number of Public Appearances	43	57	34	45
Number of Active Crime Prevention Programs	11	11	11	11

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **CRIME PREVENTION** Account **01-31-05**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 201,025	\$ 263,270	\$ 127,599	\$ 226,974	\$ 128,769	\$ -	\$ 128,769	\$ 131,334
Supplies & Materials	893	1,022	1,150	1,150	1,150	-	1,150	1,150
Contractual Services	275	2,126	950	200	200	-	200	200
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 202,193</b>	<b>\$ 266,418</b>	<b>\$ 129,699</b>	<b>\$ 228,324</b>	<b>\$ 130,119</b>	<b>\$ -</b>	<b>\$ 130,119</b>	<b>\$ 132,684</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Crime Prevention Officer	31	\$5,286 to \$7,083	\$ 85,002	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 85,002</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>POLICE</b>	<i>Activity</i> <b>ANIMAL CONTROL</b>	<i>Account</i> <b>01-31-07</b>
---	------------------------------------	--	-----------------------------------

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	97.1%	97.0%	100.0%	100.0%
Number of Calls	4,685	4,878	5,135	5,000
Number of Animals Picked Up	779	703	700	730
Number of Animals Returned, Adopted or Rescued	318	330	330	330
Number of Citations Issued	16	3	4	7

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **POLICE** Activity **ANIMAL CONTROL** Account **01-31-07**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 109,020	\$ 109,901	\$ 118,188	\$ 103,522	\$ 117,377	\$ -	\$ 117,377	\$ 119,138
Supplies & Materials	5,483	3,940	5,075	6,025	5,075	-	5,075	5,075
Contractual Services	4,415	7,092	9,175	12,100	12,800	-	12,800	12,800
Repair & Maintenance	620	4,787	1,800	2,000	1,600	-	1,600	1,600
Capital Outlay	-	-	-	-	-	55,835	55,835	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 119,537</b>	<b>\$ 125,720</b>	<b>\$ 134,238</b>	<b>\$ 123,647</b>	<b>\$ 136,852</b>	<b>\$ 55,835</b>	<b>\$ 192,687</b>	<b>\$ 138,613</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Animal Control Officer	23	\$3,578 to \$4,794	\$ 79,570	1.0	1.5	1.5
<b>PERSONNEL TOTALS</b>			<b>\$ 79,570</b>	<b>1.0</b>	<b>1.5</b>	<b>1.5</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SAFETY</b>	<b>FIRE</b>	<b>FIRE FIGHTING</b>	<b>01-32-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - Fire & Ambulance	94.6%	96.5%	95.0%	100.0%
Total Estimated Annual Fire Loss	1,260,395	5,465,697	1,000,000	1,000,000
Number of Fire Responses	1,150	1,256	1,250	1,300
Number of Fire Inspections	449	440	450	450
Number of Hours Spent on Fire Prevention/Education	402	433	450	450
Number of Training Hours - Full-time Personnel	1,778	1,876	1,900	1,900
Number of Training Hours - ACFSU	309	212	120	120
Number of Auxiliary City Fire Support Unit Members	3	2	2	1
Number of Volunteers	1	1	1	1

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **FIRE** Activity **FIRE FIGHTING** Account **01-32-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 2,863,396	\$ 3,094,093	\$ 3,274,420	\$ 3,155,980	\$ 3,182,023	\$ -	\$ 3,182,023	\$ 3,233,222
Supplies & Materials	89,014	115,404	84,800	90,300	90,300	12,500	102,800	102,800
Contractual Services	70,933	63,423	137,395	104,895	143,395	-	143,395	143,395
Repair & Maintenance	81,310	66,357	83,500	68,500	83,500	-	83,500	75,500
Capital Outlay	-	-	-	-	-	136,160	136,160	136,160
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,104,653</b>	<b>\$ 3,339,277</b>	<b>\$ 3,580,115</b>	<b>\$ 3,419,675</b>	<b>\$ 3,499,218</b>	<b>\$ 148,660</b>	<b>\$ 3,647,878</b>	<b>\$ 3,691,077</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Fire Chief	43	\$9,493 to \$12,721	\$ 152,652	1.0	1.0	1.0
Assistant Fire Chief	38	\$7,438 to \$9,967	119,608	1.0	1.0	1.0
EMS Chief	35	\$6,425 to \$8,610	103,721	1.0	1.0	1.0
Fire Captain	34	\$6,119 to \$8,200	295,203	3.0	3.0	3.0
Fire Lieutenant	31A	\$4,669 to \$6,256	206,164	3.0	3.0	3.0

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Fire Fighter/Paramedic	29A	\$4,244 to \$5,688	701,306	12.0	11.0	11.0
Fire Fighter/EMT	22A	\$3,010 to \$4,034	402,008	6.0	10.0	10.0
Administrative Assistant	26	\$4,412 to \$5,550	50,113	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 2,030,775</b>	<b>28.0</b>	<b>31.0</b>	<b>31.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SAFETY</b>	<b>FIRE</b>	<b>EMS</b>	<b>01-32-01</b>

**ACTIVITY DESCRIPTION:**

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

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	101.0%	94.4%	100.0%	100.0%
Average Response Time in Minutes	5.3	6.0	6.0	6.0
Number of Paramedics	22	22	21	21
Number of Emergency Medical Technicians	8	10	10	10
Number of Residents Trained in First Aid/CPR	58	75	75	75
Number of Emergency Calls	2,590	2,573	2,690	2,700
Percentage of Ambulance Bills Collected	39.5%	36.5%	35.0%	35.0%
Revenue from Ambulance Services	\$ 719,633	\$ 732,085	\$ 732,000	\$ 730,000

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **FIRE** Activity **EMERGENCY MEDICAL SERVICES** Account **01-32-02**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	100,653	67,407	90,550	95,550	95,550	16,500	112,050	112,050
Contractual Services	14,353	10,837	15,755	15,121	15,855	-	15,855	15,855
Repair & Maintenance	15,173	23,193	23,700	23,700	24,800	-	24,800	24,800
Capital Outlay	-	-	-	-	-	194,265	194,265	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 130,178</b>	<b>\$ 101,437</b>	<b>\$ 130,005</b>	<b>\$ 134,371</b>	<b>\$ 136,205</b>	<b>\$ 210,765</b>	<b>\$ 346,970</b>	<b>\$ 152,705</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
n/a	n/a	n/a	n/a	n/a	n/a	n/a

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SAFETY</b>	<i>Department</i> <b>MUNICIPAL COURT</b>	<i>Activity</i> <b>MUNICIPAL COURT</b>	<i>Account</i> <b>01-33-01</b>
---	---	---	-----------------------------------

**ACTIVITY DESCRIPTION:**

The Municipal Court Activity is responsible for the operation of the City's Municipal Court and the collection of fines due to the City. The Municipal Court has jurisdiction within the territorial limits of Benbrook over all Class C misdemeanors. The Court Clerk, under the supervision of the City Secretary, is responsible for maintaining court dockets; issuing warrants, subpoenas, and notices; perfecting appeal bonds; attending court sessions; and performing duties as prescribed by state law. The Municipal Court Activity includes the salary and operating expenses for the Municipal Court Judge, Associate Judge, and Magistrate; these are part-time positions. The Prosecuting Attorney services are contracted through the City Attorney. In 2005, the Benbrook Municipal Court became a court of

**ACTIVITY GOALS:**

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

**ACTIVITY OBJECTIVES:**

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

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	98.3%	102.2%	88.9%	100.0%
Number of Cases Filed	9,143	7,799	7,265	7,555
Number of Court Cases	624	871	1,013	1,053
Number of Warrants Issued	2,073	1,051	6,173	2,633
Number of Appeals Perfected	-	-	-	-
Municipal Court Revenues Collected	\$ 826,297	\$ 727,990	\$ 731,000	\$ 788,000

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SAFETY** Department **MUNICIPAL COURT** Activity **MUNICIPAL COURT** Account **01-33-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 210,684	\$ 227,935	\$ 239,450	\$ 214,820	\$ 243,706	\$ -	\$ 243,706	\$ 247,652
Supplies & Materials	1,527	1,044	1,200	1,272	1,200	-	1,200	1,200
Contractual Services	1,689	7,180	12,200	8,650	12,200	-	12,200	12,200
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 213,900</b>	<b>\$ 236,159</b>	<b>\$ 252,850</b>	<b>\$ 224,742</b>	<b>\$ 257,106</b>	<b>\$ -</b>	<b>\$ 257,106</b>	<b>\$ 261,052</b>

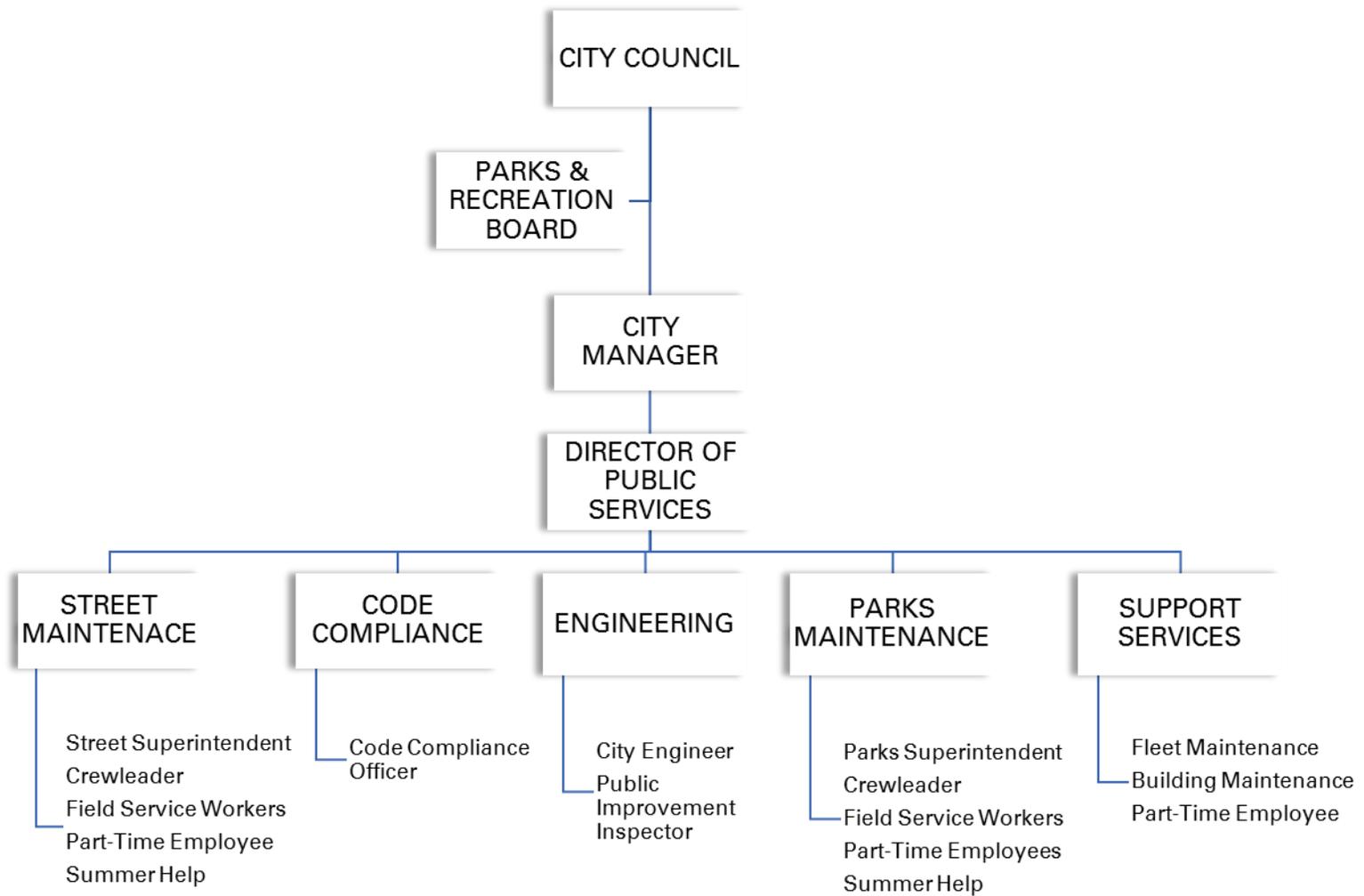
**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Municipal Court Manager	27	\$4,349 to \$5,828	\$ 69,931	1.0	1.0	1.0
Deputy Court Clerk	24	\$3,757 to \$5,034	72,748	1.5	1.5	1.5
Judge	n/a	\$1,250	15,000	1.0	1.0	1.0
Magistrate	n/a	\$1,050	12,600	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 170,279</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# **PUBLIC SERVICES**

**CITY OF BENBROOK, TEXAS  
PUBLIC SERVICES  
DIVISION**



## PUBLIC SERVICES DIVISION DESCRIPTION

The Public Services Division includes the following activities: Management Services, Street Maintenance, Parks Maintenance, Support Services, Code Compliance, and Engineering. Full-time positions include: Public Services Director, Street Superintendent, Parks Superintendent, Fleet Services Superintendent, Building Maintenance Supervisor, Street Crewleader, Parks Crewleader, Mechanic, Field Service Workers, City Engineer, Public Improvements Inspector, and Code Compliance Officer.

The Management Services Activity provides administrative support and supervision. The Street Maintenance Activity maintains streets, drainage systems, and other major facilities. The Parks Maintenance Activity provides grounds maintenance, landscaping services, and upkeep of athletic fields and other facilities. The Support Services Department performs maintenance and repairs on City vehicles and for City buildings and facilities. The Engineering Activity provides in-house engineering services and reviews engineering services provided by consultants.

The Division Summary page provides financial information for the Public Safety Division on an actual basis for 2017-18; on an adopted budget and twelve-month estimate basis for 2018-19; and on a department request, decision package, total request, and adopted budget for 2019-20.

The Public Services Division's total 2019-20 Budget is \$4,406,701. This allocation is \$382,943 less than the amount asked for by the Public Services Director in the 2019-20 total request of \$4,789,644. This total request includes \$4,061,759 for base budget expenditures and \$727,885 for decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2018-19) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Classification and Compensation Matrix, and/or request funds for a new capital outlay.

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

**DIVISIONAL SUMMARY**

**FY 2019-20 BUDGET**

**PUBLIC SERVICES**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2017-18 ACTUAL	2018-19		2019-20				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 2,293,772	\$ 2,500,455	\$ 2,334,469	\$ 2,469,846	\$ -	\$ 2,469,846	\$ 2,520,898	\$ 51,052
5100	Supplies & Materials	111,193	126,070	126,241	122,135	-	122,135	122,135	-
5200	Contractual Services	430,978	530,115	536,760	524,187	-	524,187	490,687	(33,500)
5300	Repair & Maintenance	566,349	984,255	985,547	945,591	564,925	1,510,516	1,210,516	(300,000)
5400	Capital Outlay	-	13,850	43,800	-	162,960	162,960	62,465	(100,495)
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,402,292</b>	<b>\$ 4,154,745</b>	<b>\$ 4,026,817</b>	<b>\$ 4,061,759</b>	<b>\$ 727,885</b>	<b>\$ 4,789,644</b>	<b>\$ 4,406,701</b>	<b>\$ (382,943)</b>
<b>BUDGETED POSITIONS</b>		25.5	25.5	25.5	25.5	-	25.5	25.5	-

**EXPLANATION OF CHANGES FROM REQUEST**

**CHANGES TO TOTAL REQUESTS**

- 2.5% COLA \$ 51,552
- Decrease in Overtime (500)
- Decrease in Professional Services (500)
- Street Overlay (100,000)
- Concrete Repairs (200,000)
- Traffic Signal Sensors (41,025)
- Ball field Dugout Rebuild for 7 ball fields - Fund by I (59,470)
- Decrease in Mowing Contract (33,000)

**SUMMARY OF DECISION PACKAGES**

**FUNDED BY GENERAL FUND**

- Street Overlay \$ 150,000
- Concrete Repairs 100,000
- Street Sign Replacement 8,000
- Traffic Signal Sensors 41,025
- Top Dresser Implement 11,900
- Stump Grinder 9,540
- Refinish Shop Floor 6,925

**NOT FUNDED**

- Traffic Signal Sensors \$ 41,025

**NOT FUNDED BY GENERAL FUND**

• Ball Field Dugout \$ 59,470

---

**TOTAL CHANGES** \$ **(382,943)**

---

**TOTAL DECISION PACKAGES** \$ **427,885**

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PUBLIC SERVICES</b>	<b>MANAGEMENT SERVICES</b>	<b>01-41-01</b>

**ACTIVITY DESCRIPTION:**

The Director of Public Services provides administrative services for the Public Works, Parks Maintenance, Fleet Maintenance, Engineering, Building Maintenance, Code Enforcement, Benbrook Lake concessionaires, and the management agreement for the Benbrook Community Center/YMCA. Other duties of the Public Services Director involve long-range planning for Benbrook's infrastructure and community facilities.

**ACTIVITY GOALS:**

- To coordinate and manage available resources to insure well-maintained parks, community facilities, and infrastructure.
- To maintain infrastructure in a systematic and strategic manner.
- To continue to upgrade existing equipment and oversee an aggressive fleet maintenance program that minimizes downtime.
- To improve safety training programs and to minimize workers' compensation claims.
- To continue implementation of the revised Comprehensive Plan.
- To effectively implement the street maintenance and drainage program.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures of all Activities supervised and remain within + or - 5% of the budget allocation.
- To automate fleet maintenance to provide more efficient cost control, planning, and cost analysis.
- To upgrade safety program and reduce accidents at the work place.
- To continue implementation of the revised Comprehensive Plan.
- To effectively implement the street and drainage maintenance program

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - Public Services Division	98.4%	92.6%	95.0%	98.0%
Workers' Compensation Expenses for Public Services	13,265	13,365	14,833	15,165
Reviewed and Revised Various City Plans and Regulations	6	6	8	8

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **PUBLIC SERVICES** Activity **MANAGEMENT SERVICES** Account **01-41-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 188,633	\$ 194,345	\$ 200,746	\$ 193,442	\$ 201,364	\$ -	\$ 201,364	\$ 205,806
Supplies & Materials	293	-	100	100	100	-	100	100
Contractual Services	21,483	19,930	35,405	35,405	20,405	-	20,405	20,405
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 210,410</b>	<b>\$ 214,275</b>	<b>\$ 236,251</b>	<b>\$ 228,947</b>	<b>\$ 221,869</b>	<b>\$ -</b>	<b>\$ 221,869</b>	<b>\$ 226,311</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Public Services Director	42	\$9,041 to \$12,115	\$ 145,383	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 145,383</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PUBLIC WORKS</b>	<b>STREET MAINTENANCE</b>	<b>01-42-01</b>

**ACTIVITY DESCRIPTION:**

The Public Works Department's responsibilities include: maintaining streets, curbs, and drainage areas; maintaining and installing traffic signs and barricades; maintaining traffic signals; assisting with the annual overlay program; street sweeping; and mowing rights-of-way. The Public Works Department also provides support to other departments requiring manpower and equipment. The Public Works Department is administered by the Street Superintendent, under the direction of the Director of Public Services.

**ACTIVITY GOALS:**

- To maintain streets and drainage areas.
- To respond immediately to citizen complaints.
- To maintain all traffic signals, signs, and barricades in proper working order and in accordance with the Texas Manual on Uniform Traffic Control Devices.
- To assist other departments with equipment and manpower as needed.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To efficiently maintain all streets within the City to reduce the number of complaints received about street conditions.
- To increase the number of street curb hours swept each year.
- To automate street maintenance planning and maintenance activities.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	99.3%	97.5%	98.0%	100.0%
Number of Street Repairs Made	138	120	180	190
Average Hours of Curb Swept Monthly	72	72	72	72
Sign Projects Completed	192	190	320	350
Number of BWA Repaires Made	35	35	40	50
Linear Ft of Overlay/Reclaim Streets	9,424	8,606	18,461	19,000
Dry Stream Testing Performed	84	79	80	120

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **PUBLIC WORKS** Activity **STREET MAINTENANCE** Account **01-42-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 716,050	\$ 747,546	\$ 786,622	\$ 756,587	\$ 744,292	\$ -	\$ 744,292	\$ 760,989
Supplies & Materials	37,379	36,223	37,450	37,601	39,450	-	39,450	39,450
Contractual Services	266,906	209,955	239,600	240,600	241,600	-	241,600	241,600
Repair & Maintenance	386,465	487,109	839,550	839,572	831,600	558,000	1,389,600	1,039,600
Capital Outlay	22,410	-	13,850	43,800	-	82,050	82,050	41,025
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,210</b>	<b>\$ 1,480,833</b>	<b>\$ 1,917,072</b>	<b>\$ 1,918,160</b>	<b>\$ 1,856,942</b>	<b>\$ 640,050</b>	<b>\$ 2,496,992</b>	<b>\$ 2,122,664</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Street Superintendent	32	\$5,550 to \$7,438	\$ 76,182	1.0	1.0	1.0
Street Foreman	27	\$4,349 to \$5,828	62,549	1.0	1.0	1.0
Field Service Worker, Senior	23	\$3,578 to \$4,794	172,601	3.0	3.0	3.0
Field Service Worker	22	\$3,407 to \$4,566	162,976	3.5	3.5	3.5
<b>PERSONNEL TOTALS</b>			<b>\$ 474,308</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PARKS AND RECREATION</b>	<b>PARKS MAINTENANCE</b>	<b>01-43-01</b>

**ACTIVITY DESCRIPTION:**

The Parks Maintenance Activity is administered by the Parks Superintendent, under the auspices of the Public Services Director. The Activity includes the Parks Superintendent, one Foreman, and six Field Service positions. Services provided by the Parks Maintenance Activity include: the maintenance and development of parks and open spaces, assistance with maintaining indoor recreation facilities, maintenance of the City cemetery, and the maintenance and development of landscapes for City buildings. Other duties include: mowing park and street rights-of-way, caring for the City's athletic fields, clearing drainage areas, and assisting other departments as needed.

**ACTIVITY GOALS:**

- To maintain City parks in order to project a positive City image.
- To continue to develop open space areas that meet the recreational needs of the community.
- To maintain recreational facilities to prevent accidents.
- To implement components of the Park Master Plan.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To continue to integrate facility and equipment safety procedures and inspections into the park maintenance program.
- To ensure that park irrigation systems operate at optimum levels as water restriction are integrated into operations.
- To reduce time expended on the control of weeds in parks, landscapes, and drainage areas by the effective use of herbicides.
- To continue to participate with Tarrant County in the mosquito monitoring program.
- To implement components of the Park Master Plan.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	97.8%	97.6%	98.0%	100.0%
Number of Parks Maintained	5	6	6	6
Number of Sports Facilities Maintained	14	14	14	14
Number of Building Landscapes Maintained	8	8	8	8
Number of Mosquito Traps Collected	112	168	192	192
Average Acreage Mowed	130.0	130.0	132.5	132.5
Average Acreage Landscaped ROW Maintained	2.5	2.5	3.0	3.0

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **PARKS AND RECREATION** Activity **PARKS MAINTENANCE** Account **01-43-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 715,409	\$ 713,409	\$ 749,307	\$ 686,662	\$ 755,985	\$ -	\$ 755,985	\$ 770,300
Supplies & Materials	28,347	30,732	37,820	37,838	31,800	-	31,800	31,800
Contractual Services	136,119	154,800	197,825	202,825	202,825	-	202,825	169,825
Repair & Maintenance	56,644	43,664	81,700	82,970	50,900	-	50,900	50,900
Capital Outlay	-	-	-	-	-	80,910	80,910	21,440
<b>TOTAL EXPENDITURES</b>	<b>\$ 936,519</b>	<b>\$ 942,605</b>	<b>\$ 1,066,652</b>	<b>\$ 1,010,295</b>	<b>\$ 1,041,510</b>	<b>\$ 80,910</b>	<b>\$ 1,122,420</b>	<b>\$ 1,044,265</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Park Superintendent	32	\$5,550 to \$7,438	\$ 80,152	1.0	1.0	1.0
Parks Foreman	27	\$4,349 to \$5,828	66,072	1.0	1.0	1.0
Field Service Worker, Senior	23	\$3,578 to \$4,794	172,601	3.0	3.0	3.0
Field Service Worker	22	\$3,407 to \$4,566	165,699	4.0	4.0	4.0
<b>PERSONNEL TOTALS</b>			<b>\$ 484,524</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SERVICES</b>	<i>Department</i> <b>SUPPORT SERVICES</b>	<i>Activity</i> <b>FLEET MAINTENANCE</b>	<i>Account</i> <b>01-45-01</b>
---	--	---	-----------------------------------

**ACTIVITY DESCRIPTION:**

The Fleet Maintenance Activity of the Support Services Department maintains and repairs equipment and vehicles. The Activity is staffed by the Fleet Services Superintendent and Mechanic and is under the auspices of the Director of Public Services. One part-time employee is assigned to the Fleet Maintenance Activity.

**ACTIVITY GOALS:**

- To remain within the annual budget allocation objective.
- To maintain equipment and vehicles in order to minimize downtime and costly repairs.
- To perform most vehicle and equipment repairs in-house.
- To assist other departments with equipment and manpower as needed.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To assist with maintenance of all City vehicles to reduce downtime.
- To maintain construction equipment for utilization on City projects.
- To perform majority of all repairs to City fleet.
- To automate fleet maintenance to provide more efficient cost control, planning, and vehicle cost analysis.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	n/a	94.3%	100.0%	100.0%
Number of Vehicles Maintained	74	74	74	74
Number of Equipment Maintained	95	95	95	95
Number of Repair Orders Completed	402	448	434	450
Percent of Fleet Maintenance Activities Automated	80.0%	85.0%	85.0%	90.0%

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **SUPPORT SERVICES** Activity **FLEET MAINTENANCE** Account **01-45-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 195,297	\$ 201,587	\$ 220,477	\$ 199,445	\$ 219,847	\$ -	\$ 219,847	\$ 224,054
Supplies & Materials	16,588	22,823	22,550	22,804	23,000	-	23,000	23,000
Contractual Services	9,689	10,689	12,425	12,425	14,120	-	14,120	14,120
Repair & Maintenance	6,483	6,051	5,950	5,950	5,950	6,925	12,875	12,875
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 228,058</b>	<b>\$ 241,150</b>	<b>\$ 261,402</b>	<b>\$ 240,624</b>	<b>\$ 262,917</b>	<b>\$ 6,925</b>	<b>\$ 269,842</b>	<b>\$ 274,049</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Fleet Service Supervisor	29	\$4,794 to \$6,425	\$ 77,099	1.0	1.0	1.0
Mechanic	24	\$3,757 to \$5,034	73,409	1.5	1.5	1.5
<b>PERSONNEL TOTALS</b>			<b>\$ 150,508</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SERVICES</b>	<i>Department</i> <b>SUPPORT SERVICES</b>	<i>Activity</i> <b>BUILDING MAINTENANCE</b>	<i>Account</i> <b>01-45-02</b>
---	--	--	-----------------------------------

**ACTIVITY DESCRIPTION:**

The Building Maintenance Activity is responsible for the maintenance and repair of City Hall, the Police and Jail Facility, the Senior Citizens Center, Lion's Club building and Animals Shelter. The Superintendent supervises one full-time assistant stationed at the Police and Jail Building, assists with landscape maintenance, assists with periodic renovation to various buildings, and performs other tasks as directed by the Director of Public Services.

**ACTIVITY GOALS:**

- To minimize costly repairs through proactive maintenance.
- To effectively maintain, in a safe and attractive manner, all municipal buildings.
- To perform other tasks as assigned as quickly and efficiently as possible.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To continue to explore energy saving ideas to reduce utility costs in public buildings.
- To maintain a scheduled maintenance program for all buildings.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Average Number of Times Floors Cleaned Per Week	11	11	11	11
Average Number of Times Restrooms Cleaned Per Week	15	15	15	15
Average Number of Roof, Generator and HVAC Inspections Per Week	5	5	5	5

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **SUPPORT SERVICES** Activity **BUILDING MAINTENANCE** Account **01-45-02**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 147,985	\$ 160,276	\$ 174,383	\$ 153,471	\$ 180,272	\$ -	\$ 180,272	\$ 183,849
Supplies & Materials	20,018	19,148	24,200	24,200	23,785	-	23,785	23,785
Contractual Services	31,977	21,649	27,900	27,900	27,900	-	27,900	27,900
Repair & Maintenance	51,522	29,281	56,200	56,200	56,286	-	56,286	56,286
Capital Outlay	3,975	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 255,476</b>	<b>\$ 230,354</b>	<b>\$ 282,683</b>	<b>\$ 261,771</b>	<b>\$ 288,243</b>	<b>\$ -</b>	<b>\$ 288,243</b>	<b>\$ 291,820</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Building Superintendent	27	\$4,349 to \$5,828	\$ 65,676	1.0	1.0	1.0
Field Service Woker	22	\$3,407 to \$4,566	51,460	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 117,136</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>CODE COMPLIANCE</b>	<b>CODE COMPLIANCE</b>	<b>01-34-01</b>

<b>ACTIVITY DESCRIPTION:</b>				
The Code Compliance Activity provides the City with the enforcement of all code violations. The Code Compliance Officer targets violators by patrolling Benbrook and by responding to citizen complaints.				
<b>ACTIVITY GOALS:</b>				
<ul style="list-style-type: none"> <li>• To promote and safeguard life, health, and property through enforcement of codes.</li> <li>• To enforce all ordinances and codes governing Benbrook in a fair and impartial manner.</li> </ul>				
<b>ACTIVITY OBJECTIVES:</b>				
<ul style="list-style-type: none"> <li>• To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.</li> <li>• To maintain an equal and impartial Code Compliance Program within Benbrook.</li> <li>• To maintain the Compassion-Based Code program.</li> <li>• To monitor vacant/rental properties and to contact owners when maintenance is needed.</li> <li>• To investigate every reported complaint/concern within 24 hours.</li> <li>• To patrol Benbrook neighborhoods regularly and to monitor progress.</li> </ul>				
<b>ACTIVITY MEASUREMENTS:</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Percent of Budget Expended	95.2%	82.3%	102.2%	100.0%
Number of Code Issues Reported/Observed/Investigated	1,383	1,181	1,153	1,240
Number of Illegal Signs Worked/Resolved	559	615	360	424
Number of Citations Issued	-	-	-	-
Number of Court Cases/Appearances	-	-	-	-

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **CODE COMPLIANCE** Activity **CODE COMPLIANCE** Account **01-34-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 73,690	\$ 83,042	\$ 83,554	\$ 74,223	\$ 83,553	\$ -	\$ 83,553	\$ 85,179
Supplies & Materials	2,070	1,710	1,750	1,498	1,800	-	1,800	1,800
Contractual Services	2,427	3,375	3,910	4,190	4,342	-	4,342	3,842
Repair & Maintenance	1,816	113	355	355	355	-	355	355
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,003</b>	<b>\$ 88,240</b>	<b>\$ 89,569</b>	<b>\$ 80,266</b>	<b>\$ 90,050</b>	<b>\$ -</b>	<b>\$ 90,050</b>	<b>\$ 91,176</b>

**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Code Compliance Officer	25	\$3,944 to \$5,828	\$ 53,271	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 53,271</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i> <b>PUBLIC SERVICES</b>	<i>Department</i> <b>ENGINEERING</b>	<i>Activity</i> <b>ENGINEERING</b>	<i>Account</i> <b>01-54-01</b>
---	---	---------------------------------------	-----------------------------------

**ACTIVITY DESCRIPTION:**

The Engineering Activity was approved in the 2006-07 Budget. This Activity is responsible for administration of engineering design and public works projects, review of subdivision public improvements, planning and programming capital improvements, review of plans, design of minor streets and drainage projects, administration of stormwater projects, management of floodplains, and supervision of engineering consultant projects.

**ACTIVITY GOALS:**

- To provide engineering services to the City of Benbrook.
- To insure that subdivision and inspection plans comply with City ordinances and regulations.
- To insure that City capital improvements and private infrastructure meet the needs of the City and comply with ordinances.
- To insure that floodplain modifications comply with federal mandates and City standards and regulations.
- To provide the City Council with a comprehensive Capital Improvement Report.
- To comply with federal mandates established by CRS and FEMA.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To supervise the construction and inspection of capital improvement and private infrastructure construction.
- To review floodplain modification applications.
- To prepare the annual capital improvements plan.
- To prepare and maintain annual reports for CRS and FEMA.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	98.9%	99.3%	100.0%	100.0%
Number of Subdivision Plans - First Submittal	3	4	2	3
Number of Subdivisions Started Construction	2	1	3	3
Number of Capital Improvement Projects under Design	3	3	1	3
Number of Capital Improvement Projects Started Construction	2	4	3	3

**COST CENTER SUMMARY**

**FY 2019-20 BUDGET**

Division **PUBLIC SERVICES** Department **ENGINEERING** Activity **ENGINEERING** Account **01-54-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		DEPARTMENT REQUEST 2019-20			2019-20
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 272,986	\$ 276,609	\$ 285,366	\$ 270,639	\$ 284,533	\$ -	\$ 284,533	\$ 290,721
Supplies & Materials	2,022	2,267	2,200	2,200	2,200	-	2,200	2,200
Contractual Services	13,275	13,955	13,050	13,415	12,995	-	12,995	12,995
Repair & Maintenance	1,361	244	500	500	500	-	500	500
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 289,643</b>	<b>\$ 293,075</b>	<b>\$ 301,116</b>	<b>\$ 286,754</b>	<b>\$ 300,228</b>	<b>\$ -</b>	<b>\$ 300,228</b>	<b>\$ 306,416</b>

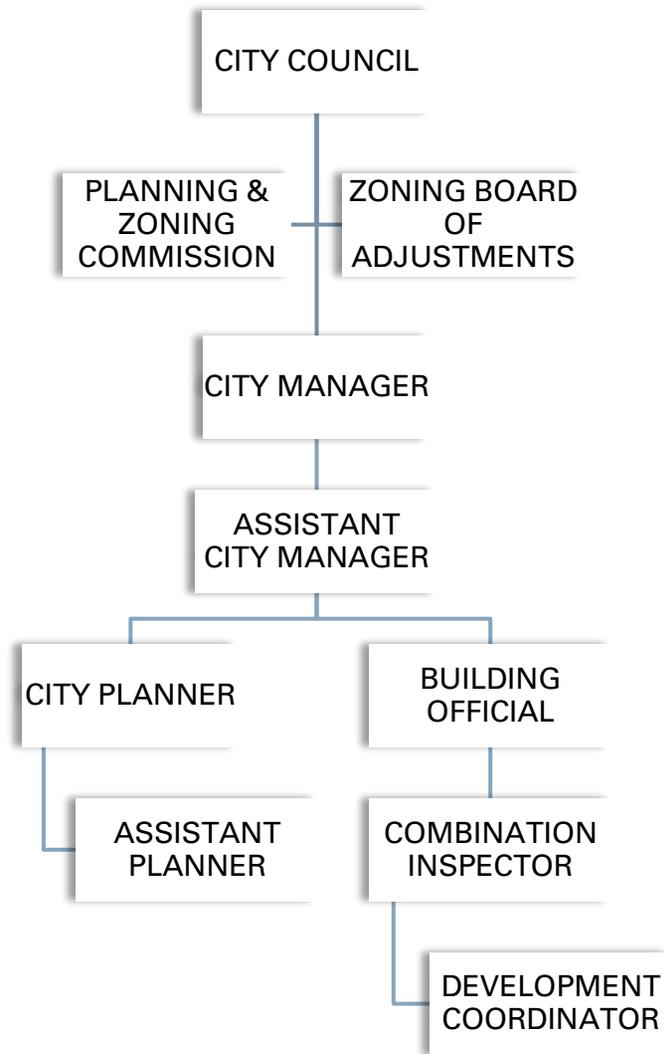
**PERSONNEL SUMMARY**

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
City Engineer	38	\$7,438 to \$9,967	\$ 119,608	1.0	1.0	1.0
Public Improvement Inspector	30	\$5,034 to \$6,256	80,954	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 200,562</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# COMMUNITY DEVELOPMENT

**CITY OF BENBROOK, TEXAS  
COMMUNITY DEVELOPMENT  
DIVISION**



## COMMUNITY DEVELOPMENT DIVISION DESCRIPTION

The Community Development Division includes three Activities: Management Services, Planning and Zoning, and Inspections and is currently staffed by the following positions: Assistant City Manager, City Planner, Assistant City Planner, Building Official, Combination Inspector, and Development Coordinator.

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

The Division Summary page provides financial information for the Community Development Division on an actual basis for 2017-18; on an adopted budget and twelve-month estimate basis for 2018-19; and on a department request, decision package, total request, and adopted budget basis for 2019-20.

The Community Development Division's total 2019-20 Budget is \$854,443. This allocation is \$16,713 over the amount asked for by the Assistant City Manager in the 2019-20 total request of \$837,730. This total request includes \$835,137 for base budget expenditures and \$2,593 for decision packages.

A decision package is defined as any change in program emphasis, expenditure of funds, and/or allocation of personnel or equipment which results in an increase or decrease in the current level of services. A decision package is used to: add a new program, delete an existing program or function and replace it with a new or different function or program, request expenditures that exceed the total appropriation for the previous year's (2018-19) budget, request additional compensation for an employee or job classification, request an adjustment to the City's Compensation Plan, and/or request funds for a new capital outlay.

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

**DIVISIONAL SUMMARY**

**FY 2019-20 BUDGET**

**COMMUNITY DEVELOPMENT**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2017-18 ACTUAL	2018-19		2019-20				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 723,987	\$ 770,734	\$ 697,016	\$ 802,400	\$ -	\$ 802,400	\$ 819,113	\$ 16,713
5100	Supplies & Materials	5,026	5,750	4,450	4,750	2,593	7,343	7,343	-
5200	Contractual Services	10,329	24,410	24,310	26,987	-	26,987	26,987	-
5300	Repair & Maintenance	42	1,000	1,000	1,000	-	1,000	1,000	-
5400	Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 739,384</b>	<b>\$ 801,894</b>	<b>\$ 726,776</b>	<b>\$ 835,137</b>	<b>\$ 2,593</b>	<b>\$ 837,730</b>	<b>\$ 854,443</b>	<b>\$ 16,713</b>
<b>BUDGETED POSITIONS</b>		5.0	5.0	5.0	5.0	-	5.0	5.0	-

**EXPLANATION OF CHANGES FROM REQUEST**

**CHANGES TO TOTAL REQUESTS**

• 2.5% COLA \$ 16,713

**TOTAL CHANGES \$ 16,713**

**SUMMARY OF DECISION PACKAGES**

**FUNDED BY GENERAL FUND**

• Digital Update Plan Room \$ 2,593

**NOT FUNDED**

• None \$ -

**TOTAL DECISION PACKAGES \$ 2,593**

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>MANAGEMENT SERVICES</b>	<b>01-51-01</b>

**ACTIVITY DESCRIPTION:**

The Assistant City Manager performs general management functions in the Community Development Division including: planning and zoning, inspections, and engineering services. The Assistant City Manager plays a primary role in the planning and development of public improvements, the acquisition of federal and state grants for public improvements, overseeing all phases of engineering and construction contracts, and coordinating development with other departments both inside and outside the City. The Assistant City Manager works with the Benbrook Economic Development Corporation staff to guide potential new businesses through the development process. The Assistant City Manager is also responsible for the publication of the Annual Capital Improvements Report and for updating and revising the City's Comprehensive Plan.

**ACTIVITY GOALS:**

- To develop and implement plans and programs that will promote orderly growth and development of the City.
- To supervise the Planning Department in the review of subdivision and zoning applications.
- To continue to work with the Benbrook Economic Development Corporation and Benbrook Area Chamber of Commerce to attract new business and industry to the City.
- To provide the City Council with a comprehensive Capital Improvements Report.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To manage the Community Development Department as effectively and efficiently as possible.B17
- To implement the capital improvements selected for construction in the Capital Improvements Report.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended - Management Services	114.2%	95.8%	97.1%	100.0%
Percent of Budget Expended - Community Development Activities	104.7%	95.0%	90.6%	100.0%
Comprehensive Plan Elements Prepared or Revised	1	-	1	-

## CITY OF BENBROOK 2019-20 BUDGET

### COST CENTER SUMMARY

*Division* **COMMUNITY DEVELOPMENT**     
 *Department* **COMMUNITY DEVELOPMENT**     
 *Activity* **MANAGEMENT SERVICES**     
 *Account* **01-51-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 270,662	\$ 190,678	\$ 191,819	\$ 187,200	\$ 218,508	\$ -	\$ 218,508	\$ 223,340
Supplies & Materials	3,008	180	1,500	200	500	2,593	3,093	3,093
Contractual Services	5,886	2,848	10,420	10,320	13,502	-	13,502	13,502
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 279,556</b>	<b>\$ 193,706</b>	<b>\$ 203,739</b>	<b>\$ 197,720</b>	<b>\$ 232,510</b>	<b>\$ 2,593</b>	<b>\$ 235,103</b>	<b>\$ 239,935</b>

### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Assistant City Manager	44	\$9,967 to \$13,357	\$ 158,376	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 158,376</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>PLANNING</b>	<b>PLANNING AND ZONING</b>	<b>01-52-01</b>

**ACTIVITY DESCRIPTION:**

The City Planner advises the Assistant City Manager, as well as the appropriate boards and commissions, on matters that affect the growth and development of the City. Responsibilities include: processing all zoning cases, plats, site plans, vacations, development proposals, and other related requests. The City Planner advises and assists property owners, developers, and engineers. He also reviews the Comprehensive Plan for revisions regarding future planning and development policies. The City Planner works with the Benbrook Economic Development Corporation and the Chamber of Commerce to provide potential business investors with economic data, demographics, and other information as requested. The Assistant City Planner assists the City Planner with all Planning and Zoning activities.

**ACTIVITY GOALS:**

- To develop, maintain, and refine a continuing planning program that is responsive to the needs of the City and developers.
- To encourage and promote orderly development by processing all applications promptly.
- To provide the framework for long-range growth and re-development through review and updating of the Comprehensive Plan.
- To provide assistance to the various boards and commissions through informative reports and attendance at all meetings.
- To review all development proposals for conformance with all ordinances and development regulations.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5 % of the Activity's budget allocation.
- To meet with potential developers and assist them with the implementation of their development plans.
- To update City ordinances as needed to properly implement the Comprehensive Plan and be responsive to new market trends.
- To counsel with prospective applicants and to accept and schedule all applications for hearings at the earliest possible date.
- To provide general information to property owners, realtors, businesses, and citizens as requested.

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	103.1%	90.8%	100.0%	100.0%
Board and Commission Reports Prepared	20	29	25	25
Board and Commission Meetings Attended	12	10	12	12
Preliminary and Final Plats, Rezoning and Site Plans Processed	16	31	25	25
Zoning verification letters created	NA	13	10	10
Request for General/Development Information/Assistance Processed	1,850	1,440	1,600	1,600

CITY OF BENBROOK 2019-20 BUDGET

COST CENTER SUMMARY

Division *COMMUNITY DEVELOPMENT* Department *PLANNING AND ZONING* Activity *PLANNING* Account *01-52-01*

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 257,686	\$ 203,336	\$ 233,009	\$ 186,451	\$ 237,250	\$ -	\$ 237,250	\$ 241,852
Supplies & Materials	1,059	299	500	500	500	-	500	500
Contractual Services	7,903	3,288	9,100	9,100	9,100	-	9,100	9,100
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 266,648</b>	<b>\$ 206,923</b>	<b>\$ 242,609</b>	<b>\$ 196,051</b>	<b>\$ 246,850</b>	<b>\$ -</b>	<b>\$ 246,850</b>	<b>\$ 251,452</b>

PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
City Planner	34	\$6,119 to \$8,200	\$ 93,529	1.0	1.0	1.0
Assistant City Planner	27	\$4,349 to \$5,828	57,304	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 150,833</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**ACTIVITY SUMMARY**

**FY 2019-20 BUDGET**

<i>Division</i>	<i>Department</i>	<i>Activity</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>INSPECTIONS</b>	<b>CITY INSPECTIONS</b>	<b>01-53-01</b>

**ACTIVITY DESCRIPTION:**

The City Inspections Activity enforces building codes and provides inspection services for buildings, mechanical, electrical, plumbing, sign, and zoning inspections as required by ordinance and maintains up-to-date records of inspections and related information. The Activity issues construction related permits and licenses and enforces health related ordinances.

**ACTIVITY GOALS:**

- To promote and safeguard life, health, and property through enforcement of codes.
- To provide efficient and accurate enforcement of building codes and ordinances.
- To assist citizens and builders by eliminating life, health, and safety hazards.
- To register all construction-related contractors/companies who perform work in Benbrook.
- To inspect all construction activity thoroughly to achieve compliance with adopted minimum code requirements.

**ACTIVITY OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To enforce the provisions of the City's building code on all new construction and renovations.
- To provide all requested inspections within 24 hours or less.
- To cross-train all inspectors.
- 

**ACTIVITY MEASUREMENTS:**

	<b>ACTUAL 2016-17</b>	<b>ACTUAL 2017-18</b>	<b>ESTIMATED 2018-19</b>	<b>PROJECTED 2019-20</b>
Percent of Budget Expended	98.9%	97.3%	100.0%	100.0%
Number of Inspections Performed	5,000	4,556	4,555	4,555
Number of Plan Reviews Performed	388	387	390	390
Number of Building Permits Issued	2,126	1,886	1,916	1,916

## CITY OF BENBROOK 2019-20 BUDGET

### COST CENTER SUMMARY

Division **COMMUNITY DEVELOPMENT**      Department **INSPECTIONS**      Activity **INSPECTIONS**      Account **01-53-01**

EXPENDITURES BY CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19		2019-20			
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 319,661	\$ 329,973	\$ 345,906	\$ 323,366	\$ 346,642	\$ -	\$ 346,642	\$ 353,921
Supplies & Materials	4,562	4,547	3,750	3,750	3,750	-	3,750	3,750
Contractual Services	5,454	4,193	4,890	4,890	4,385	-	4,385	4,385
Repair & Maintenance	1,740	42	1,000	1,000	1,000	-	1,000	1,000
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 331,417</b>	<b>\$ 338,755</b>	<b>\$ 355,546</b>	<b>\$ 333,006</b>	<b>\$ 355,777</b>	<b>\$ -</b>	<b>\$ 355,777</b>	<b>\$ 363,056</b>

#### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2017-18	ACTUAL 2018-19	ADOPTED 2019-20
Building Official	33	\$5,828 to \$7,810	\$ 96,791	1.0	1.0	1.0
Building Inspector	27	\$4,349 to \$5,828	69,931	1.0	1.0	1.0
Community Development Technician	27	\$4,349 to \$5,828	69,931	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 236,653</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**

# **SECTION FOUR**

# **DEBT SERVICE**

**THIS PAGE LEFT BLANK INTENTIONALLY**

**DEBT SERVICE FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FUND BALANCE SUMMARY  
FY 2019-20**

**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>FY 2019-20 BUDGET</b>
<b>BEGINNING BALANCE</b>		<b>\$ 329,447</b>
<u>REVENUES</u>		
Ad Valorem Taxes	487,107	
Use of Money & Property	-	
TOTAL REVENUES		487,107
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$ 816,554</b>
<u>EXPENDITURES</u>		
Bond Principal Retirements	1,430,000	
Certificate of Obligation Retirements	-	
Long-Term Note Retirements	-	
Interest Expenses	127,624	
Agent Fees and Other Expenditures	3,800	
TOTAL EXPENDITURES		1,561,424
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>		<b>\$ (744,870)</b>
<u>OTHER FINANCING SOURCES (USES)</u>		
Transfers-In	1,089,888	
Transfers-Out	-	
TOTAL OTHER FINANCING SOURCES (USES)		1,089,888
<b>ENDING BALANCE</b>		<b>\$ 345,018</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>
Ad Valorem Taxes	\$ 300,526	\$ 149,010	\$ 156,389	\$ 240,054	\$ 321,749	\$ 409,627
Use of Money & Property	-	-	-	-	-	-
Proceeds from Refunding Bonds	2,755,000	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,055,526</b>	<b>\$ 149,010</b>	<b>\$ 156,389</b>	<b>\$ 240,054</b>	<b>\$ 321,749</b>	<b>\$ 409,627</b>
 <u>Expenditures by Division</u>						
Bond Principal Maturities						
General Obligation Bonds	\$ 775,000	\$ 685,000	\$ 980,000	\$ 3,635,000	\$ 1,225,000	\$ 1,260,000
Certificates of Obligation	-	145,000	-	-	-	-
Capitalized Leases	-	-	-	-	-	-
Other Long-Term Notes	-	-	-	-	-	-
Miscellaneous Expenses	-	-	-	-	-	-
Interest	575,905	420,622	434,133	361,393	294,296	234,807
Agent Fees and Other Expenditures	3,800	21,575	3,800	-	12,705	12,705
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,354,705</b>	<b>\$ 1,272,197</b>	<b>\$ 1,417,933</b>	<b>\$ 3,996,393</b>	<b>\$ 1,532,001</b>	<b>\$ 1,507,512</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,700,821</b>	<b>\$(1,123,187)</b>	<b>\$(1,261,544)</b>	<b>\$(3,756,339)</b>	<b>\$(1,210,252)</b>	<b>\$(1,097,885)</b>
 <u>Other Financing Sources</u>						
Transfers-In						
Stormwater Utility Fund	\$ 829,736	\$ 814,335	\$ 956,101	\$ 960,316	\$ 1,065,106	\$ 1,060,504
Other Funds	-	-	-	-	-	-
Transfers-Out	-	-	-	-	-	-
Bond Escrow Account	2,699,495	-	-	2,576,226	2,576,226	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$(1,869,759)</b>	<b>\$ 814,335</b>	<b>\$ 956,101</b>	<b>\$ 3,536,542</b>	<b>\$ 3,641,332</b>	<b>\$ 1,060,504</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ (168,938)</b>	<b>\$ (308,852)</b>	<b>\$ (305,443)</b>	<b>\$ (219,797)</b>	<b>\$ 2,431,080</b>	<b>\$ (37,381)</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED  
FY 2010-11 TO 2019-20**

<u>Revenues by Source</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2018-19</u>	<u>Estimated 12 Months 2018-19</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget 2019-20</u>
Ad Valorem Taxes	\$ 470,706	\$ 508,075	\$ 686,793	\$ 652,018	\$ (164,911)	\$ 487,107
Use of Money & Property	-	-	-	-	-	-
Proceeds from Refunding Bonds	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 470,706</b>	<b>\$ 508,075</b>	<b>\$ 686,793</b>	<b>\$ 652,018</b>	<b>\$ (164,911)</b>	<b>\$ 487,107</b>
 <b><u>Expenditures by Division</u></b>						
Bond Principal Maturities						
General Obligation Bonds	\$ 1,410,011	\$ 1,340,000	\$ 870,000	\$ 1,390,000	\$ -	\$ 1,430,000
Certificates of Obligation	-	-	-	-	-	-
Capitalized Leases	-	-	-	-	-	-
Other Long-Term Notes	-	-	-	-	-	-
Miscellaneous Expenses	-	-	-	-	-	-
Interest	107,414	179,000	99,940	168,304	-	127,624
Agent Fees and Other Expenditures	300	300	3,800	3,800	-	3,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,517,725</b>	<b>\$ 1,519,300</b>	<b>\$ 973,740</b>	<b>\$ 1,562,104</b>	<b>\$ -</b>	<b>\$ 1,561,424</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (1,047,019)</b>	<b>\$ (1,011,225)</b>	<b>\$ (286,947)</b>	<b>\$ (910,086)</b>	<b>\$ (164,911)</b>	<b>\$ (1,074,317)</b>
 <b><u>Other Financing Sources</u></b>						
Transfers-In						
Stormwater Utility Fund	\$ 582,188	\$ 578,580	\$ 504,744	\$ 586,189	\$ 563	\$ 586,752
Other Funds	490,566	491,887	-	493,186	9,950	503,136
Transfers-Out	-	-	-	-	-	-
Bond Escrow Account	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 1,072,754</b>	<b>\$ 1,070,467</b>	<b>\$ 504,744</b>	<b>\$ 1,079,375</b>	<b>\$ 10,513</b>	<b>\$ 1,089,888</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ 25,735</b>	<b>\$ 59,242</b>	<b>\$ 217,797</b>	<b>\$ 169,289</b>	<b>\$ (154,398)</b>	<b>\$ 15,571</b>

**CITY OF BENBROOK  
DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2019 TO MATURITY**

**GENERAL OBLIGATION BONDS:**

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2019 TO MATURITY  
TOTAL GO's**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2020	895,000	84,995	979,995	512,259
2021	975,000	57,966	1,032,966	661,095
2022	1,015,000	30,607	1,045,607	667,467
2023	245,000	13,961	258,961	258,961
2024	255,000	8,486	263,486	263,486
2025	260,000	2,847	262,847	262,847
2026				
2027				
<b>TOTALS</b>	<b><u>3,645,000</u></b>	<b><u>198,863</u></b>	<b><u>3,843,863</u></b>	<b><u>2,626,116</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
2013 GO REFUNDING BONDS  
100.0% Drainage**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2020	230,000	29,784	259,784	259,784
2021	240,000	24,638	264,638	264,638
2022	245,000	19,327	264,327	264,327
2023	245,000	13,961	258,961	258,961
2024	255,000	8,486	263,486	263,486
2025	260,000	2,847	262,847	262,847
2026				
2027				
<b>TOTALS</b>	<b><u>1,475,000</u></b>	<b><u>99,043</u></b>	<b><u>1,574,043</u></b>	<b><u>1,574,043</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2019 TO MATURITY  
2011 GO REFUNDING BONDS  
51.6% Drainage**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2020	175,000	46,660	221,660	114,377
2021	735,000	33,329	768,329	396,458
2022	770,000	11,281	781,281	403,141
2023				
2024				
2025				
2026				
2027				
<b>TOTALS</b>	<b><u>1,680,000</u></b>	<b><u>91,270</u></b>	<b><u>1,771,270</u></b>	<b><u>913,975</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
2005 GO BONDS  
27.7% Drainage**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2020	490,000	8,551	498,551	138,098
2021				
2022				
2023				
2024				
2025				
2026				
2027				
<b>TOTALS</b>	<b><u>490,000</u></b>	<b><u>8,551</u></b>	<b><u>498,551</u></b>	<b><u>138,098</u></b>

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

**CERTIFICATES OF OBLIGATION BONDS:**

(Funded by TIF and Stormwater)

**DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
TOTAL CO's**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2020	535,000	42,629	577,629	74,493
2021	545,000	28,474	573,474	72,271
2022	355,000	17,534	372,534	74,948
2023	60,000	12,524	72,524	72,524
2024	65,000	9,999	74,999	74,999
2025	70,000	7,272	77,272	77,272
2026	70,000	4,444	74,444	74,444
2027	75,000	1,515	76,515	76,515
<b>TOTALS</b>	<b>1,775,000</b>	<b>124,391</b>	<b>1,899,391</b>	<b>597,466</b>

**TIF - DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
2012 CO REFUNDING BONDS**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>TIF</b>
2020	135,000	6,131	141,131	141,131
2021	135,000	3,714	138,714	138,714
2022	140,000	1,253	141,253	141,253
2023				
2024				
2025				
2026				
2027				
<b>TOTALS</b>	<b>410,000</b>	<b>11,098</b>	<b>421,098</b>	<b>421,098</b>

**TIF - DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
2014 CO TIF COMBINATION TAX & REVENUE BONDS**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>TIF</b>
2020	150,000	6,622	156,622	156,622
2021	155,000	3,999	158,999	158,999
2022	155,000	1,333	156,333	156,333
2023				
2024				
2025				
2026				
2027				
<b>TOTALS</b>	<b>460,000</b>	<b>11,954</b>	<b>471,954</b>	<b>471,954</b>

**TIF - DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2018 TO MATURITY  
2005 CO TIF BONDS**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>TIF</b>
2020	195,000	10,383	205,383	205,383
2021	200,000	3,490	203,490	203,490
2022				
2023				
2024				
2025				
2026				
2027				
<b>TOTALS</b>	<b>395,000</b>	<b>13,873</b>	<b>408,873</b>	<b>408,873</b>

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

**DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2017 TO MATURITY  
2007 CO STORMWATER BONDS  
100.0% Drainage**

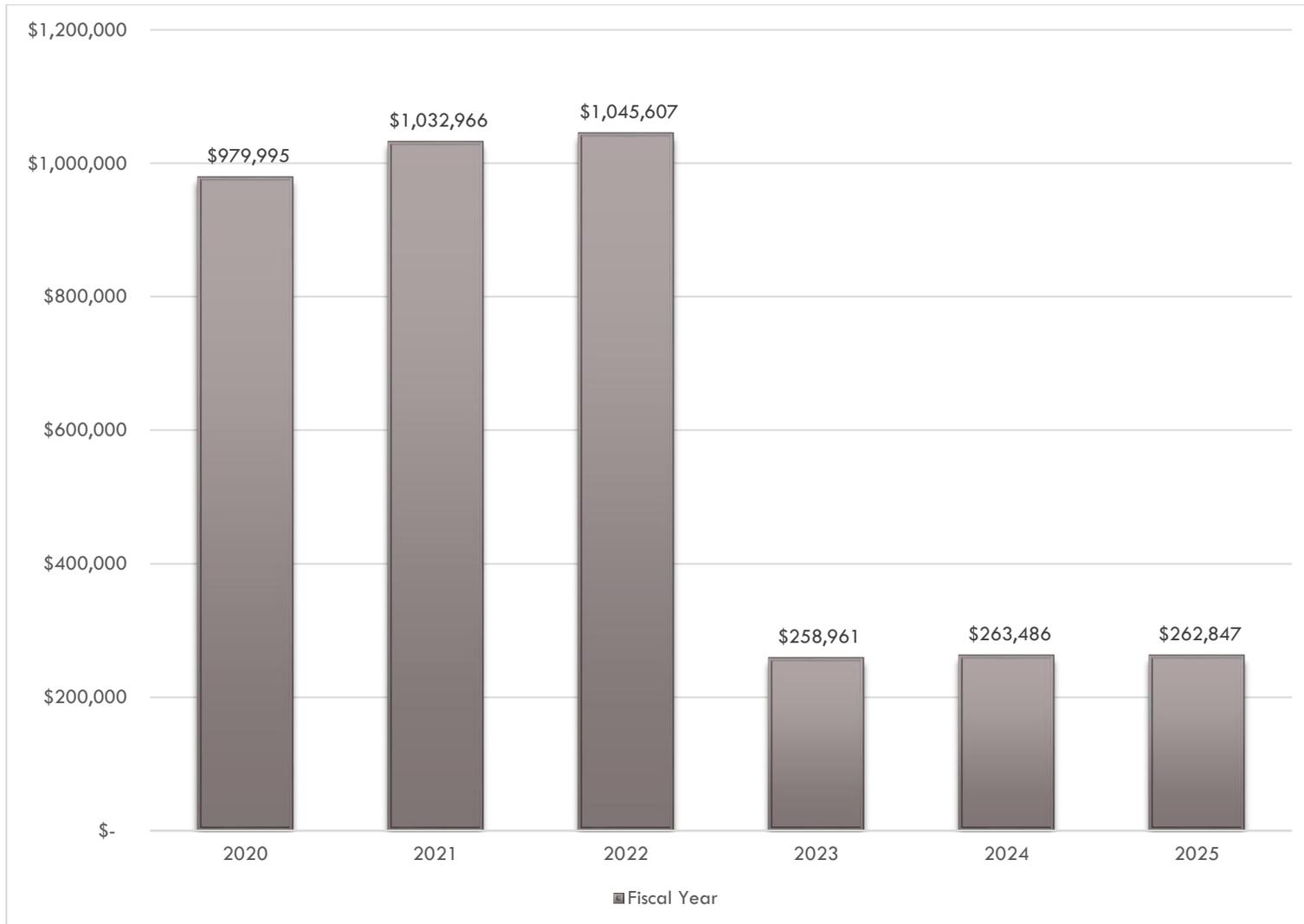
**GRAND TOTALS:**

Year Ending 09-30	Principal	Interest	Total	Drainage	Year Ending 09-30	Principal	Interest	Total	(Transferred to Debt Service Fund)	
									P&I Drainage	P&I TIF
2020	55,000	19,493	74,493	74,493	2020	1,430,000	127,623	1,557,623	586,752	503,136
2021	55,000	17,271	72,271	72,271	2021	1,520,000	86,441	1,606,441	733,366	501,203
2022	60,000	14,948	74,948	74,948	2022	1,370,000	48,141	1,418,141	742,415	297,586
2023	60,000	12,524	72,524	72,524	2023	305,000	26,485	331,485	331,485	-
2024	65,000	9,999	74,999	74,999	2024	320,000	18,485	338,485	338,485	-
2025	70,000	7,272	77,272	77,272	2025	330,000	10,119	340,119	340,119	-
2026	70,000	4,444	74,444	74,444	2026	70,000	4,444	74,444	74,444	-
2027	75,000	1,515	76,515	76,515	2027	75,000	1,515	76,515	76,515	-
<b>TOTALS</b>	<b>510,000</b>	<b>87,466</b>	<b>597,466</b>	<b>597,466</b>	<b>GRAND TOTALS</b>	<b>5,420,000</b>	<b>323,254</b>	<b>5,743,254</b>	<b>3,223,582</b>	<b>1,301,925</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY- RATIO OF DEBT TO ASSESSED VALUATIONS  
AND DEBT PER CAPITA  
FY 2010-11 TO 2019-20**

<u>Fiscal Year</u>	<u>Estimated Population</u>	<u>Net Assessed Value</u>	<u>Gross Debt</u>	<u>Debt Service Funds Available</u>	<u>Net Debt</u>	<u>Ratio of Net Debt To Assessed Value</u>	<u>Net Debt Per Capita</u>
2010-11	21,270	\$ 1,649,849,261	\$ 10,307,369	\$ 1,356,611	\$ 8,950,758	0.54%	\$ 420.82
2011-12	21,443	1,669,739,974	9,595,000	1,064,623	8,530,377	0.51%	397.82
2012-13	21,487	1,756,069,851	9,055,000	750,049	8,304,951	0.47%	386.51
2013-14	21,530	1,762,743,672	8,380,000	445,101	7,934,899	0.45%	368.55
2014-15	21,850	1,810,093,964	7,700,000	225,304	7,474,696	0.41%	342.09
2015-16	22,000	1,859,779,611	6,945,000	100,158	6,844,842	0.37%	311.13
2016-17	22,260	1,998,245,298	6,714,075	66,167	6,647,908	0.33%	298.65
2017-18	22,629	2,188,261,077	5,763,061	88,925	5,674,136	0.26%	250.75
2018-19	22,760	2,377,391,093	4,515,000	329,447	4,185,553	0.18%	183.90
2019-20	23,260	2,527,560,856	3,645,000	345,018	3,299,982	0.13%	141.87

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
GRAPHIC PRESENTATION  
OCTOBER 1, 2019 TO MATURITY**



**THIS PAGE LEFT BLANK INTENTIONALLY**

# SECTION FIVE

# APPENDIX

**THIS PAGE LEFT BLANK INTENTIONALLY**

## **CITY CHARTER REQUIREMENTS**

The City of Benbrook Charter, as approved in 1983 by the Benbrook City Council and amended in 1990 and in 1997, has the following requirements for the City Budget:

### **SUBMISSION OF THE BUDGET**

On or before the first day in September of each year, the City Manager shall submit to the City Council a balanced budget for the ensuing fiscal year and an accompanying message.

### **THE BUDGET MESSAGE**

The Budget Message shall explain the budget in fiscal terms and in terms of working programs for the ensuing fiscal year. It shall outline proposed financial policies of the City and shall include other materials as the City Manager deems necessary.

### **BUDGET CONTENTS**

The budget shall contain the following:

1. Comparative figures for the estimated income and expenditures for the ensuing fiscal year compared to the combination of: actual income and expenditures through the latest complete accounting period that information is available for at the commencement of budget preparation, and the estimated income and expenditures for the incomplete portion of the current fiscal year.
2. The proposed expenditures of each office, department, or function.
3. A schedule showing the debt service requirement due on all outstanding indebtedness and on any proposed debt.
4. The source or basis of the estimate.
5. The total of the proposed expenditures shall not exceed the total estimated income and the balance of available funds.

## **CITY CHARTER REQUIREMENTS**

6. The budget message shall include a forecast of a five-year estimate of revenues and expenditures and an explanation of its effect on taxation. The source or basis of the estimates shall be a part of the forecast.

### **PUBLIC HEARINGS ON THE BUDGET**

The Council shall hold two public hearings on the proposed budget prior to the final adoption. Public Notice of the hearings shall be published in the official medium not less than ten nor more than thirty days prior to the hearings. The City Secretary shall provide copies of the proposed budget to the public at cost, upon request.

### **ADOPTION OF THE BUDGET**

The City Council shall adopt the proposed budget, with or without amendment, after public hearings and before the first day of the ensuing fiscal year. Should the Council take no final action before the first day of the ensuing fiscal year, the amounts appropriated for the current fiscal year shall be deemed adopted on a month-to-month basis. Final adoption shall constitute appropriation of the expenditures proposed from funds so indicated.

### **AMENDMENTS AFTER ADOPTION**

During the fiscal year, the City Council shall have the power to make budget adjustments. Expenditures that could not, by reasonable thought and attention, have been included in the original budget, may be authorized by the City Council. All such authorizations by the City Council shall be filed as amendments to the original budget, including the reasons for such amendments.

### **DEFECTS IN THE BUDGET**

Defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not invalidate any tax levy, nor shall it invalidate the tax roll.

## **THE BUDGET PROCESS**

### **DECEMBER**

The Assistant City Manager and City Planner prepare the annual Capital Improvements Report (which lists proposed capital improvements along with the estimated cost, the means of financing the proposed improvements, and the year in which the proposed improvement project is scheduled to be undertaken). The City holds public hearings on the Capital Improvements Report. Information approved in this document is included in the Capital Projects section of the Budget Document.

### **JANUARY**

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

### **FEBRUARY**

The Finance Director prepares the new Budget Instructions Manual.

### **MARCH**

The Finance Director prepares the budget work papers for the various activity areas of the City with prior year actual and budgeted, current year budgeted amounts, current year six-month totals, and current year estimated twelve-month totals (salary and fringe benefit costs only) pre-printed for each activity.

### **APRIL**

The budget work papers are distributed to the various Department Directors to prepare their budget request for the ensuing fiscal year. Worksheets are available in a shared file in the City's network.

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

## **THE BUDGET PROCESS**

### **MAY**

Department Directors return completed work papers to the Finance Director via the shared file. The Finance Director prepares a summary of the departmental budget requests for the City Manager. The Finance Director also provides revenue re-estimates and projections to the City Manager along with re-estimated and projected fund balances for the next three years for the General Fund, Debt Service Fund, and these two funds combined. The City Manager uses these long-range projections as a target for reducing proposed expenditures in the Department budget requests. His goal is to balance proposed expenditures against the anticipated revenue and existing reserves to maintain fund balances at an acceptable level.

### **JUNE**

The City Manager reviews the proposed activity budgets with each Department Director. At this time, some items are restored to the proposed activity budgets. Additional cuts usually are necessary to compensate for the items that have been restored to the various budget proposals.

The Finance Director prepares a Proposed Budget Document that includes detailed revenue and expenditure summaries, fund balance estimates and projections, summaries of each activity's budget request along with documentation of all changes made by the City Manager, copies of all funded and unfunded decision packages, and a narrative explanation of the issues that City Council faces and resolves during the upcoming budget deliberations.

### **JULY**

The City Manager and Finance Director meet with City Council to canvass Councilmembers on any program additions or deletions that City Council wishes to include in the Proposed Budget. At this meeting, the City Manager provides City Council with a brief summary of any anticipated budget problems. The City Council provides direction for the City Staff to follow in revising the Proposed Budget.

Toward the end of July (but no later than July 25), the City receives assessed valuation totals from the Tarrant Appraisal District. The Finance Director finalizes property tax revenue projections.

The City Council begins conducting work sessions to review all of the Department budget requests. During these work sessions, Department Directors may meet with the City Council to discuss their proposed budget requests. At this time, the Department Directors have the opportunity to request and justify items that have been eliminated from their budget proposals. The City Council also meets with any group that requests funding from the City of Benbrook.

**AUGUST**

The City Council continues to hold work sessions on the Proposed Budget until agreement is reached by a majority of City Councilmembers on the level of spending to include for City programs and the means to finance these expenditures. When a Proposed Budget has been agreed upon, the Finance Director prepares a Summary of the Proposed Budget for distribution to the City Council, City Department Directors, concerned citizens, and the local media. The Finance Director calculates and publishes a notice of effective tax rate. Public meetings on the adoption of the Proposed Budget and Tax Rate are scheduled and notices of these meetings are published in the official newspaper. A one-page summary of the Proposed Budget is also published in the newspaper. This information is also posted on the City of Benbrook website. The City's website also features a Summary Budget Document; paper copies of this document are available to attendees of the public hearings on the Budget. The Council conducts the first of two public hearings on the Proposed Budget and on the Proposed Tax Rate.

**SEPTEMBER**

The City Council holds the second of two public hearings on the Proposed Budget and on the Proposed Tax Rate. The City Council adopts the annual budget and sets the tax rate upon the completion of these hearings and after interested citizens have had an opportunity to address the City Council.

**OCTOBER, NOVEMBER, AND DECEMBER**

During October, November, and December, the Finance Director prepares the Adopted Budget Document. Copies of the Adopted Budget are presented to the City Council before the end of the calendar year. Copies of the Adopted Budget Document are made available to the public. In December 2019, copies of the Adopted Budget Document are available on-line at the City's website at [www.benbrook-tx.gov](http://www.benbrook-tx.gov).

**THE BUDGET PROCESS TIMELINE**

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Council Adopts the Annual Capital Improvements Report	Preparation of Budget Instructions Manual	Preparation of Budget Work Papers	Distribution of Budget Materials to Departments	Departments Submit Budget Requests	Proposed Budget Submitted to City Manager
			Preparation of Re-Estimates of Revenues and Expenditures for Current Fiscal Year	Finance Director Review Phase for Proposed Budget	City Manager Review Phase for Proposed Budget

**THE BUDGET PROCESS TIMELINE**

<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Initial Meeting with City Council	Work Sessions with City Council	Second Public Hearing on Tax Rate and on Proposed Budget	Preparation of Annual Budget Document	Preparation of Annual Budget Document	Budget Document Presented to City Council
Assessed Valuation Totals Received from Appraisal District	Property Tax Rate Determined	Budget Adopted			Adopted Budget Document Available on City's Website
Work Sessions with City Council	Proposed Budget Finalized	Tax Rate Adopted			
	Notifications and Publications				
	First Public Hearing on Tax Rate and on Proposed Budget				

## **BUDGETARY BASIS – GOVERNMENTAL FUNDS**

The information presented in the City's Budget Document is based on the same basis as the City's general ledger accounting practices. The accounting policies of the City of Benbrook conform to generally accepted accounting principles as applicable to governments. The City of Benbrook uses a modified accrual basis of accounting.

The 2019-20 Budget consists of the Operating Funds (Combined General Fund and Debt Service Fund). The Operating Funds Budget is approved annually by the City Council through the adoption of an ordinance. City Council also sets the property tax rate for the Operating Funds on an annual basis through the adoption of an ordinance; separate property tax rates are adopted for the General Fund and for the Debt Service Fund.

### **GOVERNMENTAL FUNDS**

Governmental funds are used to account for all or most of the City's general activities, including the acquisition or construction of general fixed assets and other improvements (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Fund). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

The various funds are grouped - in the City's financial statements, financial reporting system, and budget documents and reports – into generic fund types and broad fund categories as follows:

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

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

## **BUDGETARY BASIS – BASIS OF ACCOUNTING**

### **BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds' present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

All governmental fund types are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when the revenues become both measurable and available). Measurable means the amount of the transaction can be determined; available means collectible within the current period or soon enough after to be used to pay liabilities of the current period. The City considers ad valorem taxes, penalty and interest as available, if they are collected within thirty days after year-end. Licenses, permits and filing fees, fines and forfeitures, charges for services, and other revenues are recorded when received because these revenue sources are generally not measurable until actually received. Franchise taxes, sales taxes, other taxes, intergovernmental revenue, and use of money and property (interest income) are accrued when their receipt occurs soon enough after the end of the accounting period so as to be considered both measurable and available. Gross sales taxes are considered measurable when in the hands of the intermediary collecting government and are recognized as revenue at that time.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Principal and interest payments on general long-term debt are recorded as fund liabilities when due.

The City reports deferred revenues on its combined balance sheet of the City's Comprehensive Annual Financial Report. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. Ad valorem taxes, penalty and interest, and street assessments that are not receivable within thirty days from year-end are classified as deferred revenues. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

## **BUDGETARY BASIS – MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City of Benbrook considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures are recorded when payment is due.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income, and intergovernmental revenues. Sales taxes collected and held by the State of Texas at year-end on behalf of the government are also recognized as revenue. All other governmental fund revenues are recognized when received.

## **BUDGETARY BASIS – BASIS OF BUDGETING**

### **BASIS OF BUDGETING**

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund and Debt Service Funds. All appropriations for the General Fund and Debt Service Fund lapse at the end of the fiscal year (September 30). Project length financial plans are approved by City Council for all Capital Projects Funds and Special Revenue Funds.

Encumbrances represent commitments related to underperformed contracts and agreements for goods and services. Encumbrance accounting – under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds.

All information presented in the 2019-20 Budget is presented on a basis consistent with the City's established accounting policies.

## **BUDGET AMENDMENT PROCESS**

### **BUDGET ADJUSTMENTS**

Any adjustment to the budget requiring City Council action must be initiated by the appropriate Department Director. The Finance Director must then certify that excess funds are available, either a surplus in fund balance or an excess amount in a separate line-item account. The City Manager must then approve or reject the request for a budget adjustment. If approved by the City Manager, the budget adjustment is placed on the next available City Council agenda for consideration by the entire City Council. After the budget adjustment has been discussed by the City Council, a vote is taken to approve or reject the budget adjustment. Budget adjustments that do not require City Council action follow the same path as outlined, with the exception of being placed on the City Council agenda. Any adjustment that exceeds 25 percent of the original appropriation of any fund has to be advertised in the official newspaper, followed by two public hearings before the budget adjustment may be approved by the City Council.

### **ADDITIONAL APPROPRIATIONS**

Any additional appropriations must be approved by the City Council and filed as an amendment to the original budget ordinance. The City Council may appropriate additional funds for any reason and the additional appropriation is not limited as long as the additional appropriation does not cause the expenditure level to exceed the total anticipated revenues plus any balance of funds carried forward from prior years.

### **TRANSFERS BETWEEN DIVISIONS**

The City Council must approve any inter-divisional transfers as an amendment to the original budget ordinance.

### **INTRA-DIVISIONAL TRANSFERS**

The City Council must approve any intra-divisional transfer as an amendment to the original budget ordinance.

## **CITIZEN INPUT AND PUBLIC HEARINGS**

The City of Benbrook's Annual Budget process is a lengthy one which requires input from each of the City's Department Directors, City Manager, City Council, civic organizations, and the citizens of Benbrook.

The schedule followed to obtain citizen input during the 2019-20 Budget Adoption Process is provided below:

## CITY OF BENBROOK 2019-20 ANNUAL BUDGET

---

October 1 - July	City Staff receives and reviews written suggestions from citizens and civic organizations for the 2019-20 Annual Budget.
July 2	First public work session is held for City Staff and City Council to outline issues that are faced during the 2019-20 Budget Adoption Process.
July 25	City receives final assessed valuation totals from Tarrant Appraisal District (TAD).
August 1	City Council accepts the 2019 Certified Appraisal Rolls, sets anticipated Property Tax Collection Rate, and appoints the Finance Director to calculate and publish the Effective Tax Rate (ETR) and the Rollback Tax Rate (RTR).
August 1	Proposed Budget is presented by City Staff to City Council in a work session open to the public and City Council holds work session on the 2019-20 Budget.
August 7	Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summaries of the Proposed Budget and Notice of Effective Tax Rate are published.
August 7	Finance Director publishes the Effective Tax Rate (ETR) and Rollback Tax Rate (RTR) in the official newspaper.
August 8	Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summary of the Proposed Budget and Notice of Effective Tax Rate are published. Information is posted on the City's website.
August 15	Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of a Budget Summary are made available to all attendees).
August 22	Summary of the Proposed Budget is published in the official newspaper. Notice of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website.
August 29	Summary of the Proposed Budget is published in the official newspaper. Notice of the Public Hearing on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website.
September 5	Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of a Budget Summary are made available to all attendees).

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

- September 12 Notices of the Adoption of the 2019-20 Budget Ordinance and the 2019 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is available on City’s website.
- September 19 Notices of the Adoption of the 2019-20 Budget Ordinance and the 2019 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is available on City’s website.
- September 19 City Council adopts the 2019-20 Budget, adopts the 2019 Tax Rate, and ratifies the increase in property tax revenue.
- December 19 Copies of the Budget Document are presented to City Council.

**ORDINANCE NO. 2431  
APPROPRIATION ORDINANCE**

**AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, APPROVING BUDGET FIGURES FOR THE FISCAL YEAR 2019 THROUGH 2020; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT, PROJECT AND ACCOUNT; ACCEPTING AND APPROVING THE EMPLOYEE CIVIL SERVICE CLASSIFICATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Benbrook, Texas, (hereinafter referred to as the "City"), submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures; and

**WHEREAS**, the City Manager of the City has filed with the City Secretary a budget outlining all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (hereinafter referred to as the "Budget"); and

**WHEREAS**, the attached Budget, specifically sets forth each of the various projects which appropriations are delineated in the Budget, and the estimated amount of money carried in the Budget for each of such projects; and

**WHEREAS**, the Budget has been filed with the City Secretary for, at least, thirty (30) days before the date the City Council makes its tax levy for the fiscal year and such Budget has been available for inspection by any taxpayer; and

**WHEREAS**, the public notices of public hearings on the proposed annual Budget, stating the date, time, place and subject matter of such public hearing, were given as required by the laws of the State of Texas; and

**WHEREAS**, such public hearings were held by the City Council of the City on said Budget on August 15, 2019 and on September 5, 2019, at which time said Budget was fully considered, and interested taxpayers were heard by said City Council; and

**WHEREAS**, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearings held therefore and has determined that the Budget attached hereto is in the best interest of the City and that same should be approved and adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, THAT:**

SECTION I

All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION II

The attached Budget consisting of revenues and expenses of the City for conducting the affairs thereof for the ensuing fiscal year beginning October 1, 2019 and ending September 30, 2020, as modified by the City Council, be, and the same is, in all things, adopted and approved as the Annual Budget of the City for the fiscal year, beginning the 1st day of October, 2019 and ending the 30th day of September, 2020; and there is hereby appropriated the funds indicated herein for such projects, operations, activities, purchases and other expenditures proposed in the Budget.

SECTION III

Pursuant to the laws of the State of Texas and Article 6, Section 6.03 of the City Charter, there be, and is hereby incorporated for the operating expenditures, the following sums of money for the following purposes for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

<b><u>DIVISION</u></b>	<b><u>AMOUNT</u></b>
General Government	\$ 2,338,360
Staff Services	1,116,767
Public Safety	11,247,149
Public Services	4,315,525
Community Development	854,443
Debt Service	<u>1,561,424</u>
TOTAL OPERATING EXPENDITURES	\$ 21,433,668
TRANSFERS OUT	<u>1,150,000</u>
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 22,583,668

Any necessary transfers between accounts and departments are hereby authorized, approved and appropriated.

**SECTION IV**

The City Manager shall file or cause to be filed a true and correct copy of this Ordinance, along with the approved Budget attached hereto, with the City Secretary and in the office of the County Clerk of Tarrant County, Texas, as required by State Law.

**SECTION V**

Pursuant to the laws of the State of Texas, and specifically Section 143.004, the City held an election to adopt Chapter 143 - Municipal Civil Service of the Local Government Code, wherein it was approved to provide civil service status and protection therefrom to all police officers employed by the City. In compliance with Section 143.021 of the Local Government Code which provides that a municipality's governing body shall establish, by ordinance, the classification of all civil service employees, including the number of positions in each classification, the City hereby establishes its classification of civil service employees for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as stated below and as more fully described in the Cost Center Summary contained in the Annual Budget.

<b><u>CLASSIFICATION</u></b>	<b><u>NUMBER OF AUTHORIZED POSITIONS</u></b>
Commander	2.0
Police Lieutenant	2.0
Police Sergeant	5.0
Police Detective/Corporal	10.0
Police Patrol Officer	<u>23.0</u>
TOTAL CIVIL SERVICE POSITIONS	42.0

SECTION VI

Any and all ordinances and resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict therewith.

SECTION VII

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION VIII

The necessity of adopting and approving a proposed Budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Benbrook, Tarrant County, Texas, on this 19<sup>th</sup> day of September 2019, at a meeting open to the public after notice thereof being given as required by law.

ORDINANCE NO. 2432

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF \$0.62777 PER ONE HUNDRED DOLLARS (\$100.00) ASSESSED VALUE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF BENBROOK, TEXAS, AS OF JANUARY 1, 2019, TO PROVIDE REVENUES FOR THE PAYMENT OF CURRENT EXPENSES AND TO PROVIDE AN INTEREST IN DEBT SERVICE FUNDS ON ALL OUTSTANDING DEBTS OF THE CITY; DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE CITY COUNCIL; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Benbrook, Texas (hereinafter referred to as the "City") hereby finds that the tax for the fiscal year beginning October 1, 2019, and ending September 30, 2020, hereinafter levied for current expenses of the City and the general improvements of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

**WHEREAS**, the City Council has approved by a separate ordinance adopted on the 19<sup>th</sup> day of September, 2019, the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020; and

**WHEREAS**, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been complied with.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENBROOK, TEXAS, THAT:**

SECTION I

All of the above premises are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

SECTION II

The ad valorem tax appraisal roll and effective tax rate information as presented by the assessor to the City Council for the tax year 2019, be and is hereby, in all things, approved and adopted.

SECTION III

There is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2019, and ending September 30, 2020 and for each fiscal year thereafter until it be otherwise provided by and ordained on all taxable property, real, personal and mixed,

situated within the corporate limits of the City, and not exempt from taxation by the Constitution of the State and valid State laws, an ad valorem tax rate of \$0.62777 for the general operations of the City on each One Hundred Dollars (\$100.00) assessed value of taxable property, and shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current expenses of the municipal government of the City (a General Fund), a tax of \$0.60647 of each One Hundred Dollars (\$100.00) assessed value of all taxable property within the City.
- (b) For the purpose of creating a Debt Service Fund to pay the interest and principal on all outstanding debts of the City, not otherwise provided for, a tax of \$0.02130 on each One Hundred Dollars (\$100.00) assessed value of all taxable property within the City.

SECTION IV

All monies collected and hereby apportioned are set apart for the specific purposes indicated herein and the funds shall be accounted for in such a manner as to readily show balances at any time.

SECTION V

All ad valorem taxes shall become due and payable on October 1, 2019, and all ad valorem taxes for the year shall become delinquent after January 31, 2020. There shall be no discount for payment of taxes prior to said January 31, 2020. A delinquent tax shall incur all penalty and interest authorized by Chapter 33 of the State Property Tax Code.

SECTION VI

Taxes are payable at the Office of the Tarrant County Tax Assessor/Collector by submitting payment to Wendy Burgess, County Tax-Assessor-Collector. The County shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

SECTION VII

The tax rolls, as presented to the City Council, together with any supplement thereto, be, and the same are hereby approved.

SECTION VIII

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

There is hereby affixed on each and every item of property a lien for the said purpose of securing the certain payment of the taxes assessed against said item or property and said lien shall continue to exist against any item of property upon which a tax is assessed hereunder and to such tax, together with all interest and all penalty, shall be paid.

SECTION IX

There is hereby levied and ordered collected an annual occupation tax of twenty-five (25) percent on the State occupational tax on each and every occupation subject to an occupational tax under the laws of the State of Texas.

SECTION X

Any and all ordinances and resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict therewith.

SECTION XI

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION XII

The necessity of affixing and levying municipal ad valorem taxes of the City for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Benbrook, Tarrant County, Texas, on this 19<sup>th</sup> day of September, 2019, at a meeting open to the public after notice thereof being given as required by law.

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
<b>GOAL I - MAINTAIN NEIGHBORHOOD QUALITY AND VALUES</b>						
I.A. Lack of social interaction and cohesion; lack of peer responsibility in promoting neighborhood quality and norms	Not enough opportunities or activities for personal interaction to compete with TV, etc.; people tend to retreat into their homes rather than interact with their neighbors.	The City should have a viable and active network of neighborhood associations representing the majority of the City by 1998.	The City should support and facilitate the activities of neighborhood associations and appoint a neighborhood coordinator to interact with neighborhood leaders.	City Council	Percent of City covered by active neighborhood associations  Appointment of neighborhood coordinator  Number of association newsletters and/or meetings	None  None  Funding support for newsletters
			The Council should facilitate the creation of active neighborhood associations for Westpark and Timbercreek areas	City Council and neighborhood leaders	Formation of Westpark and Timbercreek neighborhood associations	Associations formed
			The City should promote events that foster neighborhood interaction	Neighborhood Associations	Number of events held	Funding and ideas for events (block parties, etc.)
			The City should appoint a Mayor's Neighborhood Improvement Task Force to discuss and identify projects and programs	Mayor	Appointment and meetings of Task Force	Staff support for meetings
I.B. Housing stock is aging and not maintained, leading to declining property values	Some residents lack financing or ability to make improvements	The City and Neighborhood Associations should identify all threatened properties and facilitate their repair by the end of 1996	The City should publicize availability of CDBG and Sect. 203 (k) rehabilitation loans.	City Staff	Number of articles  Number of houses requiring rehabilitation  Number of property owners using funds	Staff time to write articles. Staff and volunteer time to identify properties  Grant funds
	Some residents are apathetic		Neighborhood Associations should contact home owner to determine whether assistance is required	Neighborhood Associations	Number of property owners contacted  Number of properties rehabilitated	Volunteer time  Grant funds
	Rentals and vacant properties are not maintained		City and Neighborhood Associations should monitor rental and vacant properties and contact owners when improvements are required	Neighborhood Associations and City Code Compliance Staff	Compilation of rental properties  Number of contacts made  Number of properties cleaned up	Staff time  Staff and volunteer time  Funds for cleanup

CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
I.C. Commercial activities degrade residential areas	Home occupations degrade adjacent properties by increasing traffic and outdoor storage of materials	All home occupation nuisances are identified and abated	Revise zoning ordinance to require that all material associated with home occupations be screened indoors	City Staff, P&Z Commission, and City Council	Zoning amendments passed	None
			Increase code compliance to enforce home occupation regulations	City Code Compliance	Number of code compliance inspections Number of complaints received	Inspection manpower Staff time
	Adjacent commercial areas can degrade adjacent properties	Identify problem areas between commercial and residential areas and prepare cost estimates	Install/enforce buffer yards between commercial and residential properties	City Staff Business owners	Number of locations identified needing buffers	Staff time
I.D. Safety and security remain a concern	Lack of neighborhood cohesion and monitoring provides opportunity for crime	Active crime watch programs should be established covering 80 percent of Benbrook	Promote formation of crime watch programs	Police Crime Prevention Officer	Number of active block captains Number of crime prevention presentations Crime rate in neighborhoods	None Crime Prevention Officer None
			Increase interaction between police patrols and citizens	Police patrols; Neighborhood Associations	Number of meetings between police and neighborhoods associations	Crime Prevention Officer
I.E. Too much traffic in residential neighborhoods	Street patterns allow too much through-traffic in residential neighborhoods	Potential street closure/reroutings identified	Review potential for street closures and/or diverters	City Staff Neighborhood Associations	Number of meetings with Neighborhood Associations Number of locations identified needing changes Number of changes constructed	Staff time Staff time Construction funds

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
<b>GOAL II - MAINTAIN EFFICIENT AND EFFECTIVE GOVERNMENT SERVICES</b>						
II.A. Communication among various departments in City Staff and between City Staff and City Council has created friction	Various employee groups do not know each other well and are suspicious of others' actions	The City Manager should develop and implement programs that increase interaction and camaraderie among all City employees	The City Manager should investigate and identify ways of improving employee interaction, morale, and grievance procedures	City Manager	Number of programs identified	City Manager time
	The City Council feels that it is not fully and promptly informed about City activities	A better communication system should be implemented between City Council and City Manager	The City Council and City Manager should investigate ways and techniques of keeping the Council informed of City activities in a timely manner	City Council and City Manager	Number of methods identified Number of programs implemented	Staff and Council time Program funds, if necessary
II.B. Communication of City activities to the public remains a priority	Some residents and builders are confused by the development process and regulations - leading to frustration	A brochure summarizing the development process should be completed and updated	Staff should prepare a brochure outlining the development process that is easy to comprehend	Community Development Department	Brochure completed and updated on an as needed basis	Staff time
	Some residents complain that they are not informed about City activities and all citizens do not receive local newspapers	The City should expand the use of the Community Newsletter as a way of disseminating information	The Community Newsletter should be expanded to more than 3 times per year and include information on the BEDC and other area organizations	Community Development Department	Number of issues	Staff time and distribution costs
	The use of new technologies for information are underutilized City's cable channel	The City should develop and implement a home page on the internet and increase the use of the City's cable channel	Use of the City's cable channel and internet should be expanded Cable Coordinator	Community Development Cable Coordinator	Web pages published Cable broadcasts	Staff time Staff time
II.C. The cost of providing City services continues to increase	It is not cost-effective for a City the size of Benbrook to purchase major equipment	The City should establish cooperative agreements with neighboring cities for purchasing and sharing equipment	Investigate regional cooperative purchasing on equipment and services	City Manager Public Works Finance Director	Signed agreements	Staff time
	The cost of providing City services continues to increase, whereas residents are demanding reduced property taxes	The City should determine the feasibility of contracting out City services	Continue to investigate the benefits of contracting out City services where savings can be achieved while retaining quality and service	City Manager Public Works Finance Director	Feasibility study completed	Staff time
	The cost of drainage projects is difficult to pay for out of the City's General Fund and bond projects	The City should determine the feasibility of creating an alternate funding mechanism for drainage projects	Investigate the feasibility of a drainage utility district	City Manager Community Development	Feasibility study completed	Staff time

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
<b>GOAL III - PROMOTE ECONOMIC DEVELOPMENT</b>						
III.A. Existing businesses are downsizing, closing, or moving elsewhere to expand	City does not learn of proposed move or closure until too late	The City should assist the Chamber and BEDC in developing an on-going company meeting process	Establish "Intelligence Network" through business retention and expansion program	Chamber ED Committee BEDC City Staff	Number of business contacts	None
	Character of market is changing and many existing businesses are not keeping pace	The City should analyze and publish at least one report on the changing demographics of the City	Assist businesses in monitoring, analyzing, and adapting to changing demographics and market trends	City Staff BEDC Chamber	Number of reports prepared  Number of businesses contacted	Staff time  Staff time
	Insufficient population to support certain businesses	The City should contact local land owners and developers to increase the number of developed lots within the City	Promote additional residential development to increase market base	Private developers City Staff BEDC Chamber	Number of developers landowners contacted  Number of new lots developed	Staff time  N/A
		The City should appoint a task force to study the feasibility of creating a separate school district to make Benbrook a more attractive place to live	Pursue formation of Benbrook Independent School District	Education Task Force	Feasibility study completed  Petitions developed and circulated	Staff and volunteer time  Volunteer time
III.B. New businesses need to be attracted to locate in Benbrook	Insufficient effort in marketing the community	The BEDC should implement an aggressive marketing program	Need to hire a full-time BEDC Director	BEDC	Director hired	Salary and operating expenses
	Insufficient industrial and employment base	The BEDC should increase the commercial/industrial investment in the City by over \$1,000,000	Identify and develop available site and attract additional light industrial development	BEDC	Number of developed industrial sites available  Number of new industries developed	BEDC Staff time  Incentives used and private investment
	Insufficient service base to support all desired needs, including the lack of a hotel or motel and few restaurants - possibly due to liquor restrictions	The BEDC should take efforts to attract a hotel or motel to Benbrook	Attract hotel or motel	BEDC	Number of hotels/motels contacted	BEDC Staff time
		The BEDC should take efforts to attract a additional quality restaurants to Benbrook	Attract restaurants	BEDC	Number of restaurants developers contacted	BEDC Staff time
	The Chamber should identify a group to pursue a local option election for liquor	Hold election on liquor-by-the-drink and/or wine sales at grocery stores	Citizen Task Force	Petition requested  Petition completed  Election called and held	Volunteer time  Volunteer time  County funds	

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
III.B. Continued	Insufficient development of recreation/tourism potential	The BEDC should determine the feasibility of additional tourism/ recreation development	Develop a water-oriented park similar to NRH2O or swimming pool	BEDC City Council	Market study completed  Plans developed Funding arranged	Staff time Consultants  Consultant fees Staff time
	Many developers complain that the cost of development is too high	The City and BEDC should complete preliminary plans and cost estimates to provide infrastructure to undeveloped areas	Review infrastructure needs for commercial/industrial areas and plan extensions	City Staff City Council BEDC BWA	Infrastructure needs identified  Plans for extensions developed Funding arranged	Staff time  Staff time Staff time
		The City should prepare a comprehensive survey of development fees to determine whether Benbrook is too high or if fees can be reduced	Review development policies and fees	City Staff City Council BWA	Comparison of development fees prepared  Adjustment to fees completed and updated	Staff time  Staff time

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
<b>GOAL IV - PROMOTE COMMUNITY APPEARANCE AND PRIDE</b>						
IV.A Residential property and yards are not maintained well	Lack of neighborhood pride	The City and Neighborhood Associations should develop a comprehensive program to clean up and maintain neighborhoods	City to hold "Clean Benbrook Week" to promote clean up/paint up of neighborhoods	Mayor's Task Force on Neighborhood Improvement	Number of events per year	Public donations of paint and materials
	Accumulation of junk		Increase Code Compliance staff to inspect every property at least every 60 days	Code Compliance Officer	Percent of properties inspected every 60 days Number of violations per month	Staff time N/A
	Owner is unable to maintain property because of age or infirmity		Improve brush removal services Provide volunteer assistance during "Clean Benbrook Week"	City Staff Refuse contractor Mayor's Task Force	Number of complaints Number of properties requiring assistance Number of properties assisted	Revise/enforce refuse contract Volunteers Hold ending celebration
	Owner is apathetic		Increase neighborhood pressure to maintain property	Neighborhood Associations	Number of contacts made Number of complaints	Volunteer time N/A
			Increase code compliance	Code Compliance Officer	Number of inspections every 60 days Number of violations	Staff time N/A
	Vacant and rental property			Monitor rental properties and contact owners when improvements are required	BWA records, City Staff, & Neighborhood Associations	List of properties compiled Number of contacts made

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
IV.B. Commercial property is not maintained well	Owner is unable to finance improvements	To develop a program to improve the appearance of US Highway 377	City and Chamber to identify available funding sources	City Staff Chamber	Number of contacts Improvements made	Staff time Local investment
IV.C. Public streets and property is not maintained well	City streets are not maintained well	The City should investigate the feasibility and costs of increased maintenance of public rights-of-way and easements	Increase street maintenance and street cleaning activities	City Staff	Number of street miles repaired	Staff time Construction costs
	City drainage easements are not maintained well			City Staff	Number of stream miles cleared	Staff time Construction costs
	Highway right-of-way on US Hwy 377 and I-20 is not mowed often enough	The City should explore options for increased maintenance with the appropriate jurisdictions	Contact TX DOT regarding assumption of ROW maintenance contract	City Staff City Council	Contacts made Number of times mowed	Staff time Maintenance costs
	Fort Worth park area is not mowed often enough			City Staff Fort Worth Parks Department	Contacts made Number of times mowed	Staff time Maintenance costs
Lack of landscaping along City streets	The City and BEDC should determine the costs and feasibility of providing additional landscaping along City streets	Install landscaping and wildflowers along Winscott Road and US 377	City Council City Staff Volunteers	Square feet of landscaping installed	Staff time Construction costs	

**CITY-WIDE GOALS, OBJECTIVES, STRATEGIES, AND PLANNING PRINCIPLES**

Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
<b>GOAL V - PROVIDE ADDITIONAL COMMUNITY FACILITIES</b>						
V.A. Need to develop additional recreational facilities	Lack of available and attractive recreation facilities	The City should investigate the feasibility of expanding the playground area at Dutch Branch Park	Expansion of playground at Robot Park	City Council Park & Rec Board Citizens	Plan developed  Funding arranged  Playground equipment built	Staff time Consultant costs  Staff time Volunteer time  Construction costs
		The City and BEDC should prepare a feasibility study of constructing a major recreation or tourist attraction in Benbrook	Develop major recreational facility, similar to NRH2O, or all-weather ski slope, swimming pool, skating rink, virtual reality arcade	City Council BEDC Park & Rec Board Citizens	Feasibility/Market study completed  Plans developed  Funding arranged  Facility completed	Staff time Consultant costs  Consultant fees  Staff time  Construction costs
Issue (Problem or Threat)	Apparent Cause	Obstacles	Strategy	Responsible Party	Progress Measures	Resources Required
V. B. Need for cultural facilities	Lack of sufficient cultural facilities	The City should develop a plan, including costs, for providing additional community cultural facilities	Develop library	City Council Citizens City Council	Plans developed  Funding arranged  Facility completed	Staff time Consultant costs  Consultant fees  Staff time Construction costs
			Develop community meeting facility	City Council	Plans developed  Funding arranged  Facility completed	Staff time Consultant costs  Consultant fees  Staff time Construction costs
V.C. Need for additional municipal facilities	Lack of sufficient municipal facilities	The City should reassess the need for additional City buildings and determine costs	Additional storage for municipal records	City Council	Plans developed  Funding arranged  Facility completed	Staff time Consultant costs  Consultant fees  Staff time Construction costs
			Additional Fire Station for Trinity Ranch area	City Council	Plans developed  Funding arranged  Facility completed	Staff time Consultant costs  Consultant fees  Staff time Construction costs

**BENBROOK BOARDS AND COMMISSIONS  
CITY COUNCIL**

**ESTABLISHMENT**

The Benbrook City Council was established in 1948.

**PURPOSE**

The purpose of the Benbrook City Council is to serve as the governing and law-making body of the City of Benbrook.

**POWERS**

Except, as otherwise provided by law or by the Charter, all powers of the City shall be vested in the City Council. The City Council is provided with, but not limited to the following powers: (1) to enact municipal legislation; (2) to appoint or elect and to remove, after a hearing, all persons appointed by the City Council; (3) to fix the compensation for all appointed City officers; (4) to create, change or abolish all offices, departments, and agencies of the City government other than those offices and agencies created by the City Charter and to assign additional duties and powers consistent with the City Charter to offices, departments, and agencies created by the City Charter; (5) to establish operating policy; and (6) to establish the boundaries of the City.

**MEMBERS**

The City Council is comprised of seven members: the Mayor and six Council members.

**TERMS**

The City Council is elected for two-year terms. Places 1 (Mayor), 3, 5, and 7 are elected in odd-numbered years and Places 2, 4, and 6 are elected in even-numbered years.

**MEETINGS**

The City Council meets a minimum of two times per month. Presently, the Council meets on the first and third Thursday of the month, beginning at 7:30 p.m. at the Benbrook Municipal Building.

**QUORUM**

Four members constitute a quorum.

**OFFICERS**

The members of the City Council elect the Mayor Pro-Tem.

**BENBROOK BOARDS AND COMMISSIONS  
PLANNING AND ZONING COMMISSION**

**ESTABLISHMENT**

The Planning and Zoning Commission was established by Ordinance # 266, approved by the Benbrook City Council on March 23, 1970.

**PURPOSE**

The purpose of the Planning and Zoning Commission is to advise and formulate recommendations to the City Council for the improvement, planned growth, health, safety, and well-being of the City of Benbrook.

**DUTIES**

The duties of the Planning and Zoning Commission are: to prepare long range comprehensive City plan for orderly physical development of the City; to review proposed changes in zoning districts; to review and approve or deny proposed platting or subdivision of land within the City; and to perform any other duties assigned to the Commission by ordinance.

**POWERS**

The powers of the Planning and Zoning Commission are to make rules, regulations, and by-laws for the Planning and Zoning Commission subject to City Council approval.

**MEMBERS**

The Planning and Zoning Commission is comprised of nine members appointed by and responsible to the City Council. Qualifications include being a registered voter, a resident of the City for one year, continuation of residency in the City during term of office, and owner of real property within the City.

**BENBROOK BOARDS AND COMMISSIONS  
PLANNING AND ZONING COMMISSION**

**TERMS**

The Planning and Zoning Commission is appointed for two-year terms. Places 1, 3, 5, 7, and 9 are appointed in odd-numbered years and Places 2, 4, 6, and 8 are appointed in even-numbered years.

**MEETINGS**

The Planning and Zoning Commission meets once per month or as required. Presently, the Commission meets on the second Thursday of the month, beginning at 7:30 p.m. in the Council Chambers of the Benbrook Municipal Building.

**QUORUM**

A majority of all members constitutes a quorum.

**OFFICERS**

The members of the Commission elect the Chairperson and Vice-Chairperson from its members.

**BENBROOK BOARDS AND COMMISSIONS  
ZONING BOARD OF ADJUSTMENT**

**ESTABLISHMENT**

The Zoning Board of Adjustment was established by Ordinance # 252, Section 18 on March 6, 1969.

**PURPOSE**

The purpose of the Zoning Board of Adjustment is to hear appeals from any aggrieved person or by an officer, department, or Board of the City affected by any decision pertaining to zoning.

**JURISDICTION**

The Zoning Board of Adjustment shall have all powers granted by and controlled by provisions of State Law. The Board is vested with the power and authority to make exemptions and exceptions to the terms of appropriate ordinances and in accordance with the general and special rules therein contained for the purpose of rendering full justice and equity to the general public.

**MEMBERS**

The Zoning Board of Adjustment is comprised of five members plus four alternates appointed by and responsible to the City Council. Members are required to be a resident of the City meeting the qualifications as outlined in Article IV, Section 8.01 of the Home Rule Charter.

**TERMS**

The Zoning Board of Adjustment is appointed for two-year terms. Places 1, 3, and 5 are appointed in odd-numbered years and Places 2 and 4 are appointed in even-numbered years.

**MEETINGS**

The Zoning Board of Adjustment meets on the fourth Tuesday of the month if needed.

**OFFICERS**

The members of the Zoning Board of Adjustment elect the Chairman and Vice-Chairman from membership.

**BENBROOK BOARDS AND COMMISSIONS  
BOARD OF APPEALS**

**ESTABLISHMENT**

The Board of Appeals was established by Ordinance # 528, approved by the City Council on November 2, 1978.

**PURPOSE**

The purpose of the Board of Appeals is to hear appeals from any aggrieved person or by an officer, department, or Board of the City affected by any decision pertaining to issuance of building permits, flood plain, condemnation, building codes, and other appropriate considerations.

**JURISDICTION**

The Board of Appeals shall have all powers granted by and controlled by provisions of State Law.

**MEMBERS**

The Board of Appeals is comprised of five members appointed by and responsible to the City Council. The same members serve on the Zoning Board of Adjustment.

**TERMS**

The Board of Appeals is appointed for two-year terms. Places 1, 3, and 5 are appointed in odd-numbered years and Places 2 and 4 are appointed in even-numbered years.

**MEETINGS**

The Board of Appeals meets on the fourth Tuesday of the month if needed.

**OFFICERS**

The members of the Board of Appeals elect the Chairman and Vice-Chairman from membership.

**BENBROOK BOARDS AND COMMISSIONS  
PARK AND RECREATION BOARD**

**ESTABLISHMENT**

The Park and Recreation Board of Adjustment was created by Ordinance # 107 approved by the Benbrook City Council on January 11, 1958.

**PURPOSE**

The purpose and function of the Park and Recreation Board is to render advice, recommendations, and assistance to the City Council concerning the present and future status and usage of park and recreational facilities within the City of Benbrook.

**DUTIES AND RESPONSIBILITIES**

As defined by Article VIII, Section 8.05 of the HomeRule Charter, the Park and Recreation Board is a policy board and shall implement programs and policies through the City Staff.

**MEMBERS**

The Park and Recreation Board is comprised of seven residents meeting qualifications as outlined in Article IV, Section 8.01 of the HomeRule Charter.

**TERMS**

The Park and Recreation Board is appointed for two-year terms. The qualifications specified in Section 8.01 of the HomeRule Charter apply to members of the Park and Recreation Board.

**MEETINGS**

The Park and Recreation Board meets monthly as needed; meetings are held on the second Wednesday of the month.

**QUORUM**

A majority of members constitutes a quorum.

**OFFICERS**

The members of the Park and Recreation Board elect the Chairman from membership.

**BENBROOK BOARDS AND COMMISSIONS  
CIVIL SERVICE COMMISSION**

**ESTABLISHMENT**

The Civil Service Commission was approved at the City election held on May 7, 1988. The first Civil Service Commission was appointed by the Chief Executive Officer and approved by City Council on July 7, 1988.

**PURPOSE**

The purpose of the Civil Service Commission is to adopt rules necessary for the proper conduct of Commission business; the Commission may investigate and report matters relating to the enforcement of rules adopted by the Commission. The Commission hears appeals from an action provided for in the Local Government Code.

**POWERS**

All the powers granted under Chapter 143, Municipal Civil Service of the Local Government Code.

**MEMBERS**

The Civil Service Commission is comprised of three members appointed by the Chief Executive Officer.

**TERMS**

The Civil Service Commission has staggered two-year terms with the term of one member expiring each year.

**MEETINGS**

Meetings of the Civil Service Commission are called as needed.

## **BENBROOK BOARDS AND COMMISSIONS ECONOMIC DEVELOPMENT CORPORATION**

### **ESTABLISHMENT**

The Economic Development Corporation was established as the Benbrook Industrial Development Authority by the City Council in 1980. The Authority was converted to a 4B Corporation in 1995.

### **PURPOSE**

The purpose of the Economic Development Corporation is to plan and fund projects that promote economic development within the City, using financial resources including the half-cent sales tax for economic development.

### **DUTIES**

The duties of the Economic Development Corporation are: (1) to prepare an economic development plan for approval by the City Council, (2) to prepare an annual budget of projected revenues and expenditures for approval by the City Council, (3) to fund projects that promote economic development such as infrastructure improvements to attract or retain business or to improve business areas, (4) to prepare an annual progress and financial report for City Council, and (5) to perform any other duties assigned to the Corporation by the City Council.

### **POWERS**

The powers of the Economic Development Corporation are to make bylaws and policies for itself subject to City Council approval. The Corporation also has the power to fund projects in accordance with the approved plan, budget, and State law. The Board has the power to retain its own staff and offices.

### **BOARD OF DIRECTORS**

The Economic Development Corporation Board of Directors is comprised of seven directors appointed by the City Council. Qualifications include being a registered voter and a resident of Benbrook.

### **TERMS**

The Economic Development Corporation Board of Directors has two-year terms. Places 1, 3, 5, and 7 are appointed in odd-numbered years; Places 2, 4, and 6 are appointed in even-numbered years.

**MEETINGS**

The Board of Directors meets once each month or as requested.

**QUORUM**

A majority of all members constitutes a quorum.

**OFFICERS**

The Economic Development Corporation Board of Directors elects a President, Vice-President, and Secretary from its members; officers are elected on an annual basis.

**BENBROOK BOARDS AND COMMISSIONS  
TAX INCREMENT FINANCE REINVESTMENT ZONE NO. 1  
BOARD OF DIRECTORS**

**ESTABLISHMENT**

The Tax Increment Finance Reinvestment Zone No. 1 (TIF) Board of Directors was established by Ordinance No.1137 in November 2002.

**PURPOSE**

The purpose of the TIF Board of Directors is to advise the City Council on projects and financing within Reinvestment Zone No. 1.

**POWERS**

The powers of the TIF Board are established by State Law and by Ordinance No. 1137. The TIF Board is allowed to: make recommendations on projects for inclusion within the TIF Zone, make recommendations on the Financing Plan to implement the Project Plan, and perform any other duties assigned to the Board by the City Council.

**MEMBERS**

The TIF Board of Directors is comprised of seven directors. Four directors are appointed by the City Council. One director is appointed from each of these three governmental authorities: Tarrant County, Tarrant County College District, and Tarrant County Hospital District.

**TERMS**

The TIF Board of Directors has two-year terms. Places 1, 3, 5, and 7 are appointed in odd-numbered years; Places 2, 4, and 6 are appointed in even-numbered years.

**BENBROOK BOARDS AND COMMISSIONS  
TAX INCREMENT FINANCE REINVESTMENT ZONE NO. 1  
BOARD OF DIRECTORS**

**MEETINGS**

The Board of Directors meets in an annual meeting in November and as called by the Chairman.

**QUORUM**

Four members constitute a quorum.

**OFFICERS**

The TIF Board of Directors Chairman is appointed by the City Council; the Vice-Chairman and Secretary are elected from among its members.

**BENBROOK NEIGHBORHOOD ASSOCIATIONS**

**BELLAIRE COUNTRY PLACE**

817.569.0360

**THE MEADOWS**

817.244.2995

**TIMBER CREEK**

817.249.0459

wedunkin@juno.com

**WATERWOOD TOWNHOME**

817.308.8687

larrybc@earthlink.net

**NORTH BENBROOK**

817.244.4959

**TRAIL RIDGE ESTATES**

817.249.0064

**TRINITY GARDENS**

971.612.2303

**ROLLING HILLS EQUESTRIAN ESTATES**

817.249.4757

**SOUTH BENBROOK**

817.249.7509

www.southbenbrook.blogspot.com

**WHITESTONE RANCH HOA**

972.612.2303

propmgr@visioncommunitiesmgmt.com

**MONT DEL ESTATES**

www.montdel.com

**RIDGLEA COUNTRY CLUB**

4305 Mira Loma Drive

Benbrook, Texas 76126

**LA BANDERA III**

[Lb3hoa@gmail.com](mailto:Lb3hoa@gmail.com)

[www.labanderaphase3.org](http://www.labanderaphase3.org)

**TRINITY ESTATES**

817.673.0035

**LA BANDERA PHASE I & II**

<http://labanderahoa.org>

## **RELATIONSHIPS WITH OTHER ENTITIES**

In the course of its responsibilities for municipal governance, the City of Benbrook interacts with several public and quasi-public entities in various financial and non-financial relationships. Although not directly a part of the City's operations, these entities represent a significant environmental factor within Benbrook. The relationships are described in the Budget Document to facilitate the reader's understanding of the City's operational framework.

### **TARRANT APPRAISAL DISTRICT**

The Legislature of the State of Texas has established one agency within each county to be responsible for appraising property values within the county. The Tarrant Appraisal District (TAD) provides this service to the taxing entities within Tarrant County. TAD is also responsible for maintaining accurate records on ownership, applicable taxing entities, and their exemptions. Any changes to the City of Benbrook tax rolls are forwarded to the City from TAD monthly to update City files. On approximately July 25 of each year, TAD provides a final appraisal roll of taxable property within the taxing jurisdiction of the City of Benbrook as of the prior January 1. Based on this information, the City Council sets an ad valorem tax rate and establishes any exemption policies that are within its statutory authority to do so for the fiscal year beginning October 1.

### **TEXAS MUNICIPAL RETIREMENT SYSTEM**

Membership in the Texas Municipal Retirement System (TMRS) is a condition of employment for all full-time City employees. Members contribute seven percent of their gross earnings; prior to January 1, 2000, the employee contribution was 6.00 percent. The City of Benbrook contributes a percentage specified by TMRS each calendar year (16.32 percent for 2019 and 16.59 for 2020). Upon retirement, the employee's accumulated deposits plus total accrued interest is matched by the City on a two-to-one basis. Effective October 1, 1996, City employees with twenty years of service are eligible to retire at any age. Effective January 2002, vesting requirements were reduced from ten years to five years; this change was approved by the Texas Legislature in 2001.

Board members for TMRS are selected by member cities throughout the State. Board members are responsible for establishing all policies regarding the investment of TMRS's monies and distribution of benefits to retirees within the guidelines set by the State legislature.

### **BENBROOK WATER AUTHORITY**

The Benbrook Water Authority (known as the Benbrook and Sewer Water Authority from its establishment until September 1, 2005) provides water and sanitary sewerage disposal services within Benbrook's city limits. The Benbrook Water Authority was created by a special act of

the Texas Legislature. The board of directors of the Benbrook Water Authority is elected by the voters of Benbrook and is responsible only to those voters. The Benbrook Water Authority Board selects the management and sets the policy for the Benbrook Water Authority.

The Benbrook Water Authority bills and collects waste disposal fees for City services provided through the City's contractor. Effective October 1, 2007, the Benbrook Water Authority bills and collects the City's Stormwater utility fees.

The City performs street cuts and repairs for the Benbrook Water Authority when it is necessary to disrupt Benbrook streets to access water and sewer lines; the Water Authority reimburses the City. This partnership insures that repairs are completed expeditiously and according to City standards.

### **BENBROOK AREA CHAMBER OF COMMERCE**

The Benbrook Area Chamber of Commerce serves the Benbrook area. The organization promotes business investment within the Benbrook area. The City and the Chamber have joined forces to help build a better community. The Economic Development Corporation also works closely with the City and the Chamber to promote Benbrook and to attract new commerce.

### **TARRANT COUNTY**

#### **Property Tax Services**

Effective October 1, 1998, the City of Benbrook contracted with Tarrant County for the collection of current property taxes. The County generates the tax statements, forwards the statements to the property owner or mortgage company, and collects the revenue. The County forwards the revenue to the City.

#### **Fire and Emergency Management Services**

In 1998-99 the City and County entered into a contract for Benbrook to provide fire services to unincorporated areas of Tarrant County; the agreement was expanded in 2008. The contract was renewed effective October 2015. The annual contract for fire and emergency management services for unincorporated portions of Tarrant County provides: a base rate of \$110,000 in compensation to the City of Benbrook for services rendered; provision of a County-owned tanker for operation by the Benbrook Fire Department; provision of a County-owned brush truck; use of two thermal imaging cameras; approximately \$152,000 in compensation to the City from points awarded by the County; \$60,000 towards the replacement of an ambulance; and \$20,000 for the purchase and replacement of fire-fighting equipment.

In 2008-09, Tarrant County provided \$100,000 towards the replacement of two of the City's three ambulances. In 2011-12, the County paid \$50,000 towards the replacement of one of Benbrook's ambulances; the City provided \$95,000 from the Capital Asset Replacement Account. A grant of \$50,000 was received to assist in replacing an ambulance in 2014-15 and again in 2015-16. The County contributed \$60,000 towards the replacement of an ambulance in 2017-18.

The provision of the County-owned brush truck and tanker to the Benbrook Fire Department allows the City to use this equipment in Benbrook and within the unincorporated portions of the County.

### **Public Works Projects and Purchasing**

Tarrant County assists the City of Benbrook with street overlay projects and allows the City to purchase supplies and equipment through the County's Cooperative Purchasing Program.

## **CITY OF FORT WORTH**

Since the City of Fort Worth and the City of Benbrook share common borders, it is often economical for both cities to join forces in an effort to provide municipal services at the lowest rates possible. The City of Fort Worth and the City of Benbrook have shared the cost of rebuilding border streets in previous years, and plan to continue this practice in the future. The cities of Benbrook and Fort Worth entered into a contractual arrangement to provide mutual aid for fire services. Prior to 2006, the cities had a contract for Fort Worth to provide fire protection services to North Benbrook.

### **Boundary Adjustment Between the City of Benbrook and the City of Fort Worth**

#### **History**

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

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

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

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

registered professional surveyor to prepare metes and bounds descriptions of all of the affected tracts. After several years of negotiation, the two cities agreed on acceptable language regarding any future vehicle bridge over the Clear Fork in January 2014.

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

### **Summary of Agreement**

Under the agreement, Benbrook will receive the following:

- A portion of the Helen Groves tract (992.72 acres) will be dis-annexed by Fort Worth and transferred to Benbrook's extraterritorial jurisdiction (ETJ). Benbrook will annex this property at the appropriate time under the provisions of State law.
- A 35.44-acre tract near the intersection of Loop 820 and Old Aledo Road will be transferred from Fort Worth's ETJ to Benbrook's ETJ.
- A 4.76-acre portion of Z. Boaz Park on the west side of Benbrook Boulevard (US 377) will be transferred from Fort Worth's city limits to Benbrook's city limits. A deed covenant on the property limits its use to a public park.
- A small portion (3.6 acres) of right-of-way at the intersection of RM 2871 and Rolling Hills Drive will be transferred from Fort Worth's city limits to Benbrook's city limits.
- A 92.43-acre portion of Fort Worth's city limits of Corps of Engineers property along Stephens Road will be transferred to Benbrook's city limits.
- A 437.76-acre portion of Fort Worth's ETJ along Stephens Road (including Benview Court and Dove Court) will be transferred from Fort Worth's ETJ to Benbrook's ETJ. Benbrook has no foreseeable plans to annex this area.
- A small (0.73 acres) section of Union Pacific right-of-way at the railroad crossing over Walnut Creek.

In exchange, Fort Worth will receive:

- A 748.35-acre portion of Pecan Valley Park (including a portion of the golf course and a portion of Benbrook Lake) within Benbrook will be dis-annexed by Benbrook and transferred to Fort Worth's ETJ.
- A 27.98-acre portion of Clear Fork Park within Benbrook will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 14.79-acre tract on the east side of Benbrook Boulevard (US 377) containing the Park Ridge Stables will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 1.38-acre tract on the east side of Benbrook Boulevard (US 377) north of the railroad (known as the old City/County garage) will be transferred from Benbrook's city limits to Fort Worth's city limits.
- Benbrook agrees to dedicate a sewer easement through Whitestone Golf Course to facilitate sewer service to Fort Worth west of Benbrook. The exact alignment and construction schedule will be determined later.
- Benbrook agrees to not file suit over Fort Worth's proposed Mary's Creek wastewater treatment plant, but reserves the right to participate in the permitting process.
- Benbrook agrees to coordinate the location and design of any future vehicle bridge over the Clear Fork.

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

### **Next Steps**

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

Upon adoption of the Joint Ordinance by both cities, some boundaries changed as specified in the Ordinance. In cases where extraterritorial jurisdiction was transferred to Benbrook, Staff developed an Annexation Plan for consideration by City Council, in accordance with State law. These annexations are scheduled for 2015.

### **NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

The North Central Texas Council of Governments (NCTCOG) was established in January 1966 to assist local governments in planning for common needs, co-operating for mutual benefit, and coordinating for sound regional development. NCTCOG is a voluntary association of governments in a sixteen-county region, centered on the two urban centers of Fort Worth and Dallas. Benbrook is one of over 230 member governments including 226 municipalities, 16 counties, 16 appraisal districts, 132 school districts, 43 colleges and universities, and 34 special districts. Membership dues, paid annually by the City and budgeted in the Non-Departmental account, are computed according to a population-based formula.

### **UNITED STATES ARMY CORPS OF ENGINEERS**

The City entered into a contract dated March 24, 1977 with the United States Government to construct general recreational facilities at Benbrook Reservoir (Dutch Branch Park). Construction of the first phase of improvements was completed in 1978 and additional improvements were completed in 1980 and 1984. The improvements were constructed by the Corps of Engineers. The City of Benbrook and the Corps of Engineers agreed to share the cost of the construction equally. The City's share of the cost was paid to the Government in the form of four notes: one originating in 1978, two originating in 1980, and the last originating in 1984. Each of the four notes was payable over a period of fifty years. Payment of these notes and interest was reflected in the Debt Service Fund. In October 2010, the City Council authorized Staff to pay-off these notes; approval was granted after the 2010-11 Budget was adopted.

### **BENBROOK LIBRARY DISTRICT**

In 1998, Benbrook's voters authorized the collection of a one-half cent sales tax to finance the Benbrook Library District. This special district, separate from the City of Benbrook, is established to oversee the planning, construction, and operation of a library within Benbrook. The Board hired the first Director in October 1999; two part-time employees were added in 2000. In 2000 the Board agreed to purchase the Benbrook Senior Activity Center Building from the City of Benbrook; this building now houses the Benbrook Library. The City constructed this

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

facility with Community Development Block Grant funds. The sale of the facility required that the City of Benbrook re-pay all grant funds used for construction of the facility. In February 2001, the Library hired two full-time Librarians. In 2006, the Library facility began expansion of the facilities; completion was in 2008. In 2008, the Library hired an additional full-time employee to provide clerical and administrative support. In late 2011 an Assistant Library Director was hired. In 2012 a third

Librarian position was added; a fourth Librarian was added in 2016.

In the summer of 2013, the City of Benbrook and the Benbrook Library District partnered by sharing costs for the construction of a sidewalk on the north side of Mercedes Street from the intersection of Winscott Road and Mercedes Street to the property line separating the border between the Benbrook Library District and the Benbrook Water Authority.

The City allows the Benbrook Library District employees to participate in the City's group health, life, vision, and dental insurance plans. The Benbrook Library District pays the actual costs for premiums plus an administrative fee based on indirect costs.

### **YMCA**

In May 2000, the Benbrook Community Center/YMCA (BCC/YMCA) began operating as a multi-purpose center providing recreation, leisure, sports, and social activities to Benbrook's residents and members of the YMCA. This facility was constructed through bond funds approved by Benbrook's voters in 1997.

The City contracted with the YMCA to provide administrative and operational services to the BCC/YMCA. With the opening of the BCC/YMCA, the City ceased offering recreation classes at the Community Center and stopped receiving revenue from these classes. The YMCA receives all revenue from membership fees and from program fees. The YMCA also pays for salaries and other operating expenses. The City agreed to subsidize a portion of these costs until the YMCA obtained 1,000 members. This goal was reached in 2000 and membership has remained above the goal since this date. City employees and their families are exempt from paying the YMCA's enrollment fees; the City pays half of the monthly membership fees for employees and their families.

In the 2005-06 Budget, funds were allocated to complete the Benbrook Community Center/YMCA Expansion Study. The proposed building expansion was approximately 13,500 square feet and increased the total "under roof" facility size to 45,500 square feet. Key recommended facility enhancements included: expansion of the fitness (equipment) area, expansion of the child care area, addition of office space, addition of a teen center, addition of a locker room, addition of an aerobics room, and addition of an outdoor skate park. In 2009 the City issued a request for proposal for the expansion of the BCC/YMCA; construction was completed in 2010.

## **COMMUNITY PROFILE**

### **LOCATION**

Benbrook, Texas is located in southwest Tarrant County adjacent to Fort Worth. Benbrook is located at the intersection of Interstate 20, Interstate Loop 820, and Benbrook Boulevard (U. S. Highway 377). Benbrook is a part of the Fort Worth-Arlington Metropolitan Statistical Area (MSA), part of the Dallas-Fort Worth Metroplex. Benbrook encompasses twelve square miles of land and has 1,069 total park acres. Benbrook is located in the Central Time Zone, midway between the east and the west coasts.

### **POPULATION**

In 1970 Benbrook had a population of 8,169. By 1980, the population had increased to 13,579. In 1990 the population, according to Census data, was 19,564. In the 2000 Census the population increased to 20,208 and by 2010 had grown to 21,234. The estimated population for 2017-18 is 22,629. Steady growth of population is predicted based upon current development.

### **CLIMATE**

Benbrook has a temperate climate, with average high temperature of 96.00 degrees Fahrenheit (or 35.56 Celsius) in August to an average low temperature of 33.90 degrees Fahrenheit (or 1.11 Celsius) in January. Average annual rainfall is 29.46 inches, with less than three inches of snow.

### **GOVERNMENT**

Benbrook was settled in 1850 and was incorporated in 1947. The City Charter was adopted in 1983 and amended in 1990 and 1997. Benbrook has a Council-Manager form of government with a seven-member City Council (Mayor and six City Councilmembers) all elected at-large.

The City has one hundred- full-time positions authorized within the following divisions: General Government, Staff Services, Public Safety, Public Services, and Community Development; one position is authorized for the City Marketing Activity financed through the Hotel/Motel Occupancy Tax. The City provides police, fire, ambulance, municipal court, street maintenance, parks, animal control, community development, planning, inspection services, and engineering services for the community.

The City has a zoning ordinance and award-winning comprehensive plan. Both the City's Comprehensive Annual Financial Report and Annual Budget and Program Objectives are recognized for their excellence in reporting and presentation by the Government Finance Officers Association. The City's bond rating is AA+ according to Standard and Poors and Aa3 according to Moody's Investor Services.

## **PUBLIC SAFETY**

Benbrook has one of the lowest crime rates in Tarrant County. Part I crimes per 1,000 population were 23.86; Benbrook's big city neighbor, Fort Worth, had a rate of 49.27 per 1,000 population. The Benbrook Police Department is headed by the Chief of Police and is staffed by the Commander, Lieutenants, Sergeants, Detectives, Corporals, Police Officers, Police Services Supervisor, Administrative Manager, Communications Specialists, and Animal Control Officer.

The Benbrook Fire Department is comprised of twenty-four full-time employees (Chief, Assistant Chief, Captains, Lieutenants, Firefighter/Paramedics, and Firefighter/EMTs), part-time employees in the Auxiliary City Fire Support Unit (ACFSU who are on call every third day), and volunteer firefighters who donate their time to Benbrook. The City of Benbrook and the City of Fort Worth have a mutual aid agreement. Benbrook has a tanker truck assigned from Tarrant County to assist in combating fires in unincorporated parts of the County. The Benbrook Fire Department provides ambulance services to all of Benbrook. Effective October 1, 2006, the Fire Department also provides fire service to all areas of Benbrook; prior to this date, the City of Fort Worth was contractually responsible for responding to fires in North Benbrook. Benbrook's fire insurance ISO rating is 2 and the CRS floodplain management rating is 6.

The Municipal Court convenes one day each month to render decisions on traffic fines and other misdemeanors; a separate juvenile court is also offered once each month. The Judge and Magistrate are part-time employees. Prosecutor duties are performed by the firm that provides City Attorney services. The Municipal Court Manager is a full-time position and is assisted by the Deputy Court Clerk. The Benbrook Municipal Court became a court of record in 2005.

## **TAXATION**

Citizens of Benbrook are assessed ad valorem taxes by the City of Benbrook, Tarrant County, the Fort Worth Independent School District, Tarrant County College, and the Tarrant County Hospital District. The Tarrant Appraisal District (TAD) assesses property throughout Tarrant County. Every year, TAD re-appraises a quadrant of the County; Benbrook has a complete re-assessment every four years. Through TAD, homestead, disability, veterans, and over-65 exemptions are available. The City has a policy to grant tax abatements for qualified industries. The City contracts with TAD for these services. In October 1998, the City contracted with Tarrant County to bill and to collect all ad valorem taxes. The City contracts with a local legal firm to collect delinquent taxes. The sales tax in Benbrook is 8.25 percent and is distributed among the City (1.00%), the State of Texas (6.25%), the Benbrook Economic Development Corporation (0.50%), and Benbrook Library District (0.50%). Like all Texas cities, Benbrook does not have State corporate or personal income tax. The State Franchise Tax is 0.50 to 1.00 percent of total revenue depending upon the entity. Unemployment insurance is 2.70 percent of the average industry rate, based on experience.

## **FINANCIAL INSTITUTIONS**

Benbrook has four financial institutions within the city limits: BBVA Compass Bank, JP Morgan Chase Bank, Pinnacle Bank, and Wells Fargo Bank.

## **EDUCATION**

Benbrook is part of the Fort Worth Independent School District. Two elementary schools are located totally within Benbrook. Benbrook Elementary currently has 729 students and a 27:1 ratio of students to teachers. Westpark Elementary currently has 489 students and a 22:1 student/teacher ratio. Benbrook students comprise a portion of the 809 students who attend Waverly Park Elementary School. Benbrook students attend middle school in two schools: Benbrook Middle School, which opened in located in 2011, and has 761 students with a 25:1 student/teacher ratio and Leonard Middle School with 726 students and a 27:1 student/teacher ratio. Western Hills High School is located within Benbrook's city limits. The student/teacher ratio at Western Hills High School is 27:1 with 1,208 students from Benbrook and from Fort Worth; the average SAT score for students is 1,180. Benbrook High School has 135 students with a student/teacher ratio of 30:1.

Benbrook students also have the opportunity to attend other high schools in the FWISD to participate in Advanced Academic Programs offering specialized courses in science and engineering, law and government, finance and communications, and medical and health sciences.

Vocational/technical training is available to Benbrook students through the Fort Worth ISD and Tarrant County College. The following colleges and universities are within easy commuting distance: Tarrant County College, University of Texas at Arlington, Texas Christian University, Southwestern Baptist Theological Seminary, Texas Wesleyan University, University of North Texas Health Science Center, and Tarleton State University's Southwest Metroplex campus.

Benbrook's citizens value education. Of Benbrook's total population, 87.50 percent are high school graduates, 34.80 percent are college graduates, and 12.50 percent have advanced degrees. Of Tarrant County's total population, 83.40 percent are high school graduates, 23.90 percent are college graduates, and 9.10 percent have advanced degrees.

## **DEMOGRAPHICS**

The median age of Benbrook's population is 42.70 compared with the 33.50 median age of Tarrant County. Benbrook's ethnic composition is 86.80 percent white, 5.30 percent black, 11.20 percent Hispanic (overlaps with other categories), and 7.90 other. The median family income is \$71,466. The median family income for Tarrant County is \$65,072. Benbrook's per capita income is \$34,209; the per capita income for Tarrant County is \$28,266. The percentage of Benbrook's population categorized as poverty is 7.40 percent; 15.20 percent of Tarrant County's population is in this category.

## **HOUSING**

Benbrook has a total of 10,181 housing units. Approximately 69.20 percent are owner-occupied homes; 30.08 percent are renter-occupied; 7.40 percent are vacant. The median value of a home in Benbrook is \$134,200. Vacancy rates average 1.60 percent for owner-occupied and 9.90 percent for rental properties. The median value of a home in Tarrant County is \$131,500 and vacancy rates for Tarrant County are 1.90 percent for owner occupied and 16.10 for rental properties.

## **LABOR FORCE**

Benbrook's total civilian labor force is 11,942 compared with Tarrant County's 970,824. Benbrook's unemployment rate is 4.50 percent compared with Tarrant County's rate of 5.90 percent. This data is based on the most recent available; effective June 2010 separate employment statistics for Benbrook are no longer collected.

Workers in Benbrook are employed in the following industries: agriculture and mining (238); construction (494); manufacturing (1,275); wholesale trade (170); retail trade (1,142); transportation – utilities (775); information (198); finance, insurance, and real estate (633); professional management (1,275); education, health, and social services (2,483); arts, entertainment, and recreation (959); other services (507); and public administration (551).

The primary employers in Benbrook are: Wal-Mart (311); Weatherford International, Ltd. Oil and Gas (298); Western Hills High School (181); Gilco Contracting, Inc. (156); Weatherford International, Ltd. Drilling (150); Benbrook Community Center/YMCA (120); City of Benbrook (110); Renaissance Park Nursing Home (110); Cracker Barrel Old Country Store (110); and Oncor Electric Delivery (90).

## **TRANSPORTATION**

Benbrook has access to several aviation facilities in the Dallas/Fort Worth area. Dallas/Fort Worth International Airport is located twenty-three miles northeast of Benbrook; D/FW Airport has almost 2,000 flights daily to over 163 destinations worldwide. Alliance Airport, an industrial airport with a 9,600 foot runway, is located just twenty miles north of Benbrook. General aviation facilities are available at Bourland Field (6.50 miles from Benbrook), Meacham Field, and Spinks Field.

Benbrook is served by numerous interstate and intrastate motor freight companies. Carriers include Central Freight Lines, Roadway Express, Yellow Freight, SAIA Motor Freight Lines, and Con-Way Southern Express.

Benbrook is served by a main line of the Union Pacific Railroad. Services in nearby Fort Worth include the Burlington Northern Santa Fe Railroad.

Benbrook is located at the intersection of Interstate Highways 20 and 820 and Benbrook Boulevard (U. S. Highway 377). Benbrook is also served by U. S. Highway 580 (Camp Bowie West) and State Highway 183 (Southwest Boulevard).

Traffic volume - based on average annual daily traffic - on Interstate 20 is 84,847, on Interstate Loop 820 is 54,181, on Benbrook Boulevard (U. S. Highway 377) is 51,323, on State Highway 183 is 41,963, on Camp Bowie West is 19,066, and on RM 2871 is 9,431.

Benbrook has 112 miles of paved streets; 99 miles are City-owned paved streets. City streets are maintained by the Public Works Department of Benbrook's Public Services Division. Each summer, Tarrant County provides equipment and some staff to assist the City in the overlaying of Benbrook streets; the City pays for all materials.

## **COMMUNITY SERVICES**

Park acres in the City of Benbrook currently total 1,069. Timbercreek Park, located at 900 Park Drive, encompasses 17.40 acres along Timbercreek and includes two tennis courts, playground equipment, a practice soccer field, a multi-use court, pedestrian bridge, picnic facilities with barbecue grills, and the Benbrook Community Garden. Mont Del Park, located at 14 Mont Del Drive, is a small neighborhood park with a duck pond, fountain, and bench areas in the Mont Del Estates area.

Facilities at Twilight Park, located at 4110 Twilight Drive, include playground equipment, swing set, pedestrian bridge, benches, and picnic tables. Rolling Hills Park, located at 6970 Rolling Hills Drive, features a playground area, circuit training stations, a lighted sand volleyball court, a lighted half-basketball court, walking loop, covered picnic tables, restrooms, and water fountains. South Benbrook Park, dedicated in November 2017, is a pocket park located at 1119 Cozby West and was built through a partnership between the Benbrook United Methodist Church and the City of Benbrook; amenities include a playground, picnic tables, bicycle racks, benches, and a walking track.

In addition to the park land owned by the City, Benbrook leases Dutch Branch Park (278 acres) on the shore of Benbrook Lake from the U. S. Army Corps of Engineers. On this land, Benbrook currently provides a walking track, lighted sand volleyball courts, tennis courts, basketball goals, baseball/softball diamonds, soccer fields, duck pond, pavilions, picnic areas with grills, restrooms, a large area known as Robot Park playground, and Castle Park.

Castle Park was built through a community effort to commemorate Benbrook's fiftieth year of incorporation. Citizens, businesses, and workers donated time, money, materials, and expertise to build Castle Park. A non-profit organization was established to coordinate the park, planning, development, and construction of Castle Park were restored in 2009-10.

## **COMMUNITY PROFILE**

In the summer of 2006, the City designated portions of Winscott Road as official bike routes and installed appropriate signs and markings. Additional bike routes were dedicated in 2008. The Winscott Road Hike/Bike Trail connects Benbrook to the Trinity Trail system. Future plans include a comprehensive on-road and off-road network.

The Benbrook Community Center opened in May 2000. This facility was approved by Benbrook's voters in the last capital improvement projects election. The City has contracted with the YMCA to operate and administer Benbrook Community Center. The Benbrook Senior Citizens Center and Senior Activity Center were both constructed and expanded with Community Development Block Grant funds. Up until October 2000, these two centers provided a location for senior citizens to congregate, attend classes, and participate in regularly-scheduled and special events. An expansion of this facility was completed in 2010.

In 2000-01 the Benbrook Library District purchased the Senior Activity Center from the City to use as the Benbrook Library; the City was responsible for re-paying all federal grant funds used to construct and furnish this facility.

In 1998 Benbrook's voters authorized a one-half cent sales tax to finance the Benbrook Library District. This organization is totally separate from the City of Benbrook. In October 1999 the Board of Directors hired a Library Director to oversee site selection and construction of a new library facility. In 2000 the Library hired two part-time staff members. In 2000-01 the Benbrook Library District purchased the Senior Activity Center from the City to house the Benbrook Library, hired two additional full-time Librarians, and began offering Benbrook a full complement of library services.

The Benbrook Public Library has a total of 35,000 volumes, and as a member of the North Texas Regional Library System has access to materials throughout the system. The Library began expansion of its facilities in 2006-07; this project was completed in 2008. In 2017-18, the Library increased staffing levels.

## **UTILITIES**

Electric power is deregulated and provided by several retail electric providers including TXU Energy, Reliant Energy, First Choice Power, Direct Energy, and Green Mountain Energy. The transmission and distribution service provider is Oncor Electric Delivery. Transmission lines include two 345 KV lines, three 138 KV lines, and one 69 KV line. Distribution voltage is available at 14.4/25 KV and 7.2/12.5 KV.

Natural gas is provided Atmos Energy Company. Benbrook is served by an 18-inch transmission line at 800 psi pressure.

Local telephone service is also deregulated. Among the major certified telecommunications providers is AT&T. Digital, fiber optics, cellular, and other advanced technologies are available.

Cable service is awarded on a contractual basis by the City of Benbrook. Spectrum (previously known as Charter) Communications currently has the franchise contract. Cable television as well as internet services are available to subscribers. The City of Benbrook has a City channel assigned and used to broadcast information; beginning in 2001-02 and continued for 2008-09, City Council meetings are broadcast to Charter Communication customers in Benbrook on a tape-delay basis. In 2007, the City began broadcasting the monthly Planning and Zoning Board Meetings on a tape-delay basis.

The City contracts with Allied Waste Systems for residential and commercial refuse collection services. Residential refuse is collected once each week. Services provided every Wednesday to residences include: regular trash pick-up, recycling collection, and brush and bulky waste disposal. For households that require more frequent collection, special use "yellow" bags are sold by the City. Residents may use these bags on any Saturday for an additional collection. The cost of the "yellow bags" includes the collection cost.

Water and sewer service is provided by the Benbrook Water Authority (known as the Benbrook Water and Sewer Authority until September 1, 2005), an independent special district. Water is derived from Benbrook Lake and fourteen groundwater wells. Water is treated using conventional treatment with sand filtration. The water treatment plant has a maximum rated capacity of 12.00 million gallons per day, with maximum use to date of 9.75 million gallons per day. Additional peaking capacity of 1.10 million gallons per day is available with the well system. Waste water is treated by contract at the City of Fort Worth's regional Village Creek Waste Water Treatment Plant. Waste water capacity from Benbrook is not limited.

### **BENBROOK CEMETERY**

The Benbrook Cemetery was established in 1885. Benbrook Cemetery was once known as the Merinda Seminary Graveyard. Today the Benbrook Cemetery is operated and maintained by the City of Benbrook. The Cemetery is located on Mercedes Street just west of Winscott Road across from the Benbrook Municipal Building and from Benbrook Elementary School.

Two cemeteries are actually located within the boundaries that are enclosed by the fence; however, there is not a formal distinction between the two cemeteries. In 1955, to make way for residential development, the Howard Cemetery (also known as the Howard Family Graveyard) was relocated from an area in southwest Fort Worth; the area in Fort Worth is now known as Tanglewood. The new home of the Howard Cemetery was a small strip of land adjoining the eastern edge of the Benbrook Cemetery. Outside of the fence that surrounds the Benbrook Cemetery, there are no signs that identify the cemetery as Benbrook Cemetery. There is, however, a sign for Howard Cemetery beside the gate that enters the corner of the complex.

In 1949, the Corps of Engineers relocated graves from five cemeteries to the Merinda Seminary Graveyard to clear the way for the construction of Benbrook Lake. The five cemeteries that were relocated were: Day, Hunter, January, Muhlinghouse, and Mustang. Two other cemeteries were considered for relocation: the Maples Grave and Gilliland Cemetery. The Maples Grave Cemetery was not found, and the Gilliland Cemetery was determined to be above the maximum flood line and therefore could not be moved.

In the summer of 2013, three Girl Scouts completed a community project that provided a kiosk and better lot markings for gravesites in the Benbrook Cemetery.

Additional information regarding the Benbrook Cemetery is available on the City's website at [www.benbrook-tx.gov](http://www.benbrook-tx.gov). The City's website provides links for the Corps of Engineers website and for the cemeteries referenced.

## BENBROOK HISTORICAL BACKGROUND

The ability of the City of Benbrook to shape its future is intimately tied to its past. Prior transportation and land subdivision actions profoundly affect the ability to make future land use decisions by establishing the framework within which future development can take place. Prior economic activity tends to direct future economic activity along associated lines. Prior planning activities, whether implemented or not, also continue to influence land use decisions directly or indirectly.

Benbrook celebrated the City's fiftieth anniversary of incorporation in November 1997. As an incorporated City, Benbrook is one of the youngest in Tarrant County, but as a community, Benbrook is one of the oldest.

### NATIVE AMERICAN LIFE

Prior to the arrival of Anglo settlers, members of the Wichita, Caddo, Comanche, and Lipan Apache Native American tribes roamed the Benbrook area. Archaeologists estimate that the area has been inhabited for some 11,000 years. Indian communities looked for the same environmental factors as present communities, with the availability of an adequate water supply being a primary consideration. The confluence of the Clear Fork of the Trinity River and Mary's Creek provided such a watering place to tribes as they passed through the country-side hunting the large herds of buffalo that grazed within the area.

### EARLY ANGLO SETTLEMENT

Anglos originally settled the Benbrook area, part of the Peters' Colony established by the Republic of Texas, in the 1840s and 1850s. W. S. Peters of Kentucky was granted a contract to attract 250 families per year by offering 320 acres free to family men and 160 acres to single immigrants, plus a free cabin, seed, and musket balls. S. Edward and Nancy Wilburn of Missouri reportedly came to the area in 1843 as Family 107 of the Peters' Colony; they settled along Mary's Creek near Benbrook in 1854. A "Mary's Creek Post Office" was established sometime during the 1850s or 1860s, with Benjamin Richerson serving as Postmaster. Lemuel Edwards settled along the Clear Fork of the Trinity River near present day Hulen Street in 1848, with land holdings that eventually covered 4,020 acres.

A twenty foot by twenty foot single room school building and Methodist church was built in 1857 near the Clear Fork of the Trinity River by Edward Wilburn. The structure was constructed on concrete and had a dirt floor; the structure collapsed in 1865 as a result of poor construction materials. Classes at the school had ceased during the Civil War. A new school and church known as "Old Rawhide" was built of lumber in 1872 by the Chapman, Edwards, Ward, Majors,

and Wilburn families. Newspaper accounts indicate twenty-seven students were enrolled in 1877 and forty-eight students attended in 1879. The building reportedly burned down in 1879. The school was re-established near the corner of the present Mercedes Street and Winscott

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Road, and was called the Miranda (or Marinda) School (or Marinda Academy) named after one of the Wilburn children, Mrs. Marinda Snyder, who donated five acres of land to the Marinda Seminary School. The site reportedly included a cemetery which probably was the

beginning of the present Benbrook Cemetery, officially established in 1885. The building continued to serve as the Methodist church. The community was known by the name of the school during its early years. A post office was established at Benbrook in 1880.

Just three years later, the Marinda School and church was relocated to the intersection of Winscott Road and Old Benbrook Road where the present day Weatherford (previously known as Computalog) building is located. Construction was on land donated by Mrs. Marinda Snyder. The Benbrook Common School District No. 58 was established in 1884. The school was renamed Benbrook School in 1885 and residents became the first district in Tarrant County to vote for a school tax. The school had sixty-four students by 1905.

### **TRANSPORTATION - TRIALS AND TRIBULATIONS**

A branch of the "Old Chisholm Trail" passed through the area, crossing Mary's Creek at Rawhide Crossing in the area of the present Z. Boaz Park, and served as a route to avoid the main trail route through downtown Fort Worth. A branch trail, known as the Long Trail or Cleburne Cut-Off, extended from Raw Hide Crossing to Cleburne and shortened the trip by thirteen miles. The Butterfield Stage Line followed the Old Chisholm Trail and was headquartered in Bowie, Texas. An old water well used to water the horses was located on the Coder farm. From 1876 to 1881 the Fort Worth-El Paso Mail Route Stage Line also ran along Mary's Creek on its way west. The stage was reportedly robbed several times in the vicinity of Miranda. A gang known as the "Bold Banditti" (including Sam Bass) was responsible for many of these crimes; the "Bold Banditti" gang often took refuge in "Hell's Half Acre" on what is now the site of the Fort Worth Convention Center in downtown Fort Worth. Sam Bass reportedly robbed the Cleburne-Fort Worth stage at Mary's Creek in November 1877 and the Weatherford-Fort Worth stage on January 26, 1878. Fleming "Slim" Doggett robbed the Granbury stage near Benbrook; he was later slain by Texas Rangers on the H. C. Stephens farm.

In 1876, local resident James M. Benbrook petitioned the Texas and Pacific Railroad to place a station along Mary's Creek near Miranda where the railroad ran west out of Fort Worth. The line was completed to Benbrook in May 1880 and the railroad named the stop Benbrook Station after James M. Benbrook. In May 1893, James M. Benbrook sold the Texas and Pacific Railroad a half-acre of land for use as a depot for \$25.00. During the 1890s, two trains stopped each day in Benbrook. Just like the stage line, the railroad was an easy target for robbers; the line was particularly vulnerable at the wooden trestle bridge over Mary's Creek. In 1886, Congressman S. W. T. Lanham (who was later elected as governor) was a victim of a robbery near Benbrook while traveling from Weatherford to Fort Worth to give a speech on prohibition. The train was robbed by five men in June 1887 and again in September 1887; both robberies were attributed to the Rueben and James Burrows gang who later bragged about the train robberies they pulled in "Bend Brooke (sic)." A robbery in 1896 in broad daylight, allegedly by Eugene "Captain Dick" Bunch, was one of the last such robberies in Texas.

### **FIRST FAMILIES**

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

The Peter Boaz family arrived in Birdville from Kentucky in 1873 and the family subsequently moved to Benbrook in 1878. Peter and Martha had nine children including: Will N., Hiram Abiff, Ex, and Z. Hiram Boaz, converted at one of the Old Rawhide Camp meetings, became one of the early leaders of the Methodist church in Benbrook. Hiram Boaz became a Methodist Bishop in 1922 and president of both Polytechnic College in Fort Worth (later known as Texas Wesleyan University) and Southern Methodist University in Dallas. After Peter Boaz's death, Martha Boaz married James M. Benbrook. J. A. Childers, ranch foreman for W. J. Boaz's 3,000 acre ranch, and later constable and county commissioner, built his home on Old Benbrook Road during the 1870s. Z. Boaz donated 136 acres of land to the City of Fort Worth as a public park in 1928; the land was donated to Fort Worth only because Benbrook did not have a municipal government or park department at that time. Z. Boaz died in 1935 and is buried along with his wife, Teck, who died in 1970 and an infant son, Thank, who died in 1898.

The Benbrook family had arrived in the Miranda area in 1874 from Illinois. The family built a large Victorian house on Walnut Creek east of the community in 1891. James Benbrook, known as "Squire" because of his English heritage, served as Justice of the Peace for many years. James M. Benbrook was born in Posey County, Indiana on June 20, 1831. He was the grandson of Ezekial G. Benbrook, born in North Carolina in 1748 and served as a Colonel with George Washington at Valley Forge. Ezekial's son James and his wife, Sarah Shadowen, were the parents of James. M. Benbrook. The family moved to Hamilton County, Illinois in 1845; James Benbrook married Martha Metcalf in 1852. James Benbrook served as a sergeant with the 40th Illinois Volunteer Infantry during the Civil War and was wounded

in the hip in 1862. Following the Civil War, Benbrook and his family traveled south for his health; they settled in Miranda in November 1876. James and Martha had six children; three died in infancy. Of the other three children - Albert L. became a teacher, Monroe went into the furniture business in Dallas, and Ida married Dr. E. W. Snyder and moved to Brownwood. Martha died in July 1884 and was buried by the Baptist Church.

The families that lived north of the railroad station along Mary's Creek also built a school and church known as Chapin School after early settler I. H. Chapin. The Wallace's settled along Mary's Creek near the intersection of Chapin Road and Chapin School Road.

### **DEVELOPMENT OF HIGHWAYS AND BYWAYS**

By the turn of the century, some of the initial transportation routes were established; many of these routes are still in use today. The Texas and Pacific Railroad line is now operated by Union Pacific and travels along Mary's and Walnut Creeks. A rail accident at the Mary's Creek trestle sent eighteen cattle cars into the creek in 1902 or 1903. The main settlement of Benbrook, located within a four-block area around the railroad station, was located near the present junction of Interstate Highway 20 and U. S. Highway 377 along Aledo Road. The settlement was reached from the east along the present Old Benbrook Road and Stove Foundry Road (now known as Vickery Boulevard). Winscott-Plover Road extended south along its present route to Dutch Branch, now submerged by Benbrook Lake. A road extended east from Winscott-Plover Road near the present Mercedes Street to cross the Clear Fork of the Trinity. Remnants of this county road are still evident on undeveloped land north of Timbercreek.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Winscott Road is named for early Fort Worth rancher, developer, and hotel owner Winfield Scott (no relation to the famous general of the same name). Scott was born in Kentucky in 1848 and moved to Tarrant County in 1868. The Winfield Scott Ranch covered over 12,000 acres in Tarrant, Johnson, and Parker Counties. Scott built and/or owned several hotels and businesses in Fort Worth and constructed Thistle Hill in Fort Worth as his private residence.

A new two-room brick school building was constructed in 1912 to replace the previous building located at Old Benbrook Road and Winscott Road. The \$3,000 construction cost was financed by bonds. In 1918, a second teacher was added to the school. The school building was severely damaged by wind storms in 1913 and again in 1923. In 1936, the building was replaced again, this time by a larger, flagstone-constructed, four room structure with a stage and gymnasium. The \$15,000 building was also financed by bonds and was built by V. A. Davis, who resigned from the school board to bid on the project; the landscaping was performed by the Works Progress Administration. Even

with the larger building, some students had to be taught in the basement of the church next door.

### **EARLY BUILDINGS AND CHURCHES IN BENBROOK**

One of the earliest buildings remaining in Benbrook is the Eddie Brustrum House at 8204 Old Benbrook Road, which was originally constructed about 1895 as the Methodist parsonage. The Corn House in far southwest Benbrook (11555 Highway 377 South) was built about 1919 by James Corn, a rancher who owned more than 55,000 acres. John Stevens, for whom Stevens Road is named, was foreman on the Corn Ranch. M. N. Wallace purchased the "old Benbrook Home" property along Old Benbrook Road in 1921 and built two rock houses. The M. N. Wallace house at 8216 Old Benbrook Road was built in 1921. The Frank E. Wallace house is located at 8812 Old Benbrook Road and constructed in 1923. Frank E. Wallace was co-owner with M.N. Wallace of Benbrook's general store from 1936 until it was sold in 1941. F. E. Wallace also ran the post office with M. N. Wallace serving as mail carrier. The N. E. Wallace house at 8216 Old Benbrook Road was torn down in 1986.

The American Legion Paul Mansir Post 297 nearby at 8201 Old Benbrook Road originally was constructed in 1933 as the Benbrook Church of Christ. The Methodist Church built a new building from 1929 to 1931, in Greek Revival style, with funding from members and from rancher Cass Edwards.

Mr. Edwards believed that the Building Committee's original plans were too small. The building had a sanctuary upstairs, classrooms in the basement, and its own electric light plant. Bishop H. A. Boaz officiated at the opening with the Reverend Floyd Thrash serving as pastor. The building was later used by the Benbrook Pentecostal Baptist Church when the Methodists moved to a new location on Bryant Street in 1957. The Baptists and two other congregations met in a building erected on a one-acre plot donated by Z Boaz.

### **WORLD WAR I**

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Early during the first world war, General John J. "Blackjack" Pershing invited the Royal Canadian Flying Corps to establish training fields in Texas because of the mild weather. After looking at sites in Dallas, Fort Worth, Waco, Austin, Wichita Falls, and Midland, three sites were established in the Fort Worth vicinity - these sites in North Fort Worth, Everman, and Benbrook became known as the "Flying Triangle." The Royal Flying Corps used the fields from October 1917 to April 1918; the fields were then turned over to the U. S. Army. Taliafero Field Number 3 (later renamed Carruthers Field after Cadet W. K. Carruthers who was killed on June 18, 1917) was located south of Mercedes Street

in what is now the Benbrook Lakeside subdivision. When the U. S. entered the war, the field was renamed Benbrook Field and served to train American pilots.

The most famous casualty at Benbrook Field was Vernon W. Blyth Castle, part of the famous Vernon and Irene Castle dance team; the duo was best known for introducing the tango to the United States in 1913. Captain Castle, recipient of the French Croix de Guerre for his combat missions over Germany and Commander of the 84th Canadian Training Squad, was killed on February 15, 1918. Captain Castle's plane crashed while avoiding another airplane that was landing. Captain Castle's pet monkey and his student both survived the crash; the student's survival is attributed to the fact that he sat in the seat normally occupied by the instructor. The funeral for Castle was one of the largest held in Fort Worth and drew international attention. Castle's body was transported to New York for burial. The training field and the thirty-four buildings and hangars were razed in the 1920s. A memorial for Vernon Castle was erected in 1966 at the crash site near the corner of Vernon Castle Avenue and Cozby West Street. The memorial included a replica of a Curtis Jenny and photographs of Castle and the airfield. As his eagle scout project, Jerret Martin, a Benbrook scout, restored the monument in 1997. The monument was rededicated as part of the City's fiftieth anniversary; the ceremony was attended by dignitaries from Canada, Great Britain, and the United States.

The only remaining building is an ammunition warehouse west of Highway 377 (Benbrook Boulevard); the foundations of several buildings can be found behind some of the homes along Cozby North Street. The City contacted the National Archives, the Defense Department, and the Texas State Library to find original plans for the airfield, but to no avail. Following the closure of Benbrook Field, the land was purchased by William Monnig and used as a dairy. The dairy was later acquired by Manning Trammell and then later by Mrs. Grace Cozby.

## **GROWTH OF BENBROOK**

### **1920s and 1930s**

Benbrook's population was estimated to be thirty-three people in both 1920 and 1930. The community's business base consisted of two stores. Other nearby communities in the 1930s included Chapin (twenty-five voters), Wheatland (population of forty and a school), and Primrose.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

By 1935 the population had increased to one hundred sixty-one. Many imposing homes were built in the area in the 1930s by such people as Elliot Roosevelt (son of President F. D. Roosevelt). Mr. Roosevelt's home was in the area of what is now the east side of Benbrook Lake. Roosevelt's Dutch Branch Ranch covered approximately 1,300 acres in the Benbrook area. The ranch was purchased in 1935 by Elliot's wife, Ruth Goggins Roosevelt, and served as their home while Elliot was president of the Texas State Network. President Roosevelt visited his son at his ranch on four occasions from 1936 to 1944. The Roosevelts sold the ranch in 1944; Fort Worth oilman, Sid W. Richardson, purchased the ranch in 1946. Much of the ranch was condemned by the U. S. Government for construction of Benbrook Lake in 1947.

### **1940s**

Ed Sproles, head of the Texas Motor Truck Transport Company, constructed the Sproles House to serve as the center of his large cattle ranch. Most of the house and outbuildings remain; most of the land was submerged by Benbrook Lake in 1947. In contrast to the opulent homes built during the 1930s, a "Hooverville" shanty town was located in Benbrook in 1933 during the Great Depression.

By 1940, the Benbrook community had grown to approximately one hundred people and three stores. The Benbrook Railroad Station was closed and torn down during this decade. Benbrook gained a temporary resident in the 1940s; Lee Harvey Oswald began his schooling here but moved shortly thereafter in 1946. In April 1941, construction began on a bomber plant operated by Consolidated Vultee Aircraft Company (Convair, later named General Dynamics, and then Lockheed Martin); the first B-24 "Liberator" bomber rolled off the assembly line in April 1942. The Tarrant Air Drome (later named Carswell Air Force Base) was established at the same time. In May 1947, the U. S. Corps of Engineers began construction of Benbrook Dam on the Clear Fork of the Trinity River. Authorized by the Rivers and Hazards Act of 1945, the dam was designed to prevent flooding; major floods occurred in the area in 1922, 1947, and 1949. The May 1949 flood killed ten people and left over 13,000 people homeless in Fort Worth following ten inches of rain in twelve hours. Benbrook Dam was completed in December 1950 and began impounding water in 1952.

Benbrook's first housing development, the Benbrook Estates subdivision, was platted in 1946; lots were typically 70 feet by 170 feet. On November 17, 1947 the residents voted 25 to 0 to incorporate as a village. The total area included in the new municipality was 13.3 square miles. The first mayor was Ed Sproles and the first aldermen included Mrs. Grace Cozby, J. A. Childers, W. J. Nolte, M. N. Wallace, and D. I. Sessums. Earl Cleveland was elected city marshal-tax collector. One of the first actions (Ordinance Number 2 adopted in August 1948) was to create a Planning and

Zoning Commission with the duty to recommend a master plan and zoning ordinance. The first zoning ordinance created a single zoning district "A" One Family; lots were required to be a minimum of 20,000 square feet and dwellings were required to be a minimum of 1,000 square feet in size. In 1949 the Benbrook Volunteer Fire Department was organized; Jim Childers served as the first Fire Chief.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

The City also began addressing the need for a water supply. Initially homes were supplied by individual water wells. In 1949, the Worth Water Company was granted a twenty-five year franchise to install and operate a water system to serve Benbrook. The Benbrook Water and Sewer Authority was created in April 1955 by the Texas Legislature and assumed the assets of the Worth Water Company.

### **1950s**

By 1950, Benbrook had three stores and 617 residents. The Dunlap Addition on Llano Street was platted in 1949. The Benbrook Lakeside Addition was platted in 1950 with typical lots of 225 feet by 225 feet. These subdivisions reflected the spirit of Frank Lloyd Wright's ideal subdivision where everyone owned an acre of land. However, to stimulate sales, the subdivision was replatted within a few years to 75 feet by 225 feet and again to 75 feet by 150 feet; homes sold for about \$8,500. At the same time in 1950, the North Benbrook Addition was platted into lots 50 by 100 feet. A new City Hall/Fire Station was built on Del Rio Avenue, just off Highway 377, in 1951. Also, in 1951, the City Council voted by a two-to-one margin to outlaw taverns. In August 1955, the City adopted its first subdivision ordinance which required developers to dedicate and construct adequate street and drainage facilities.

### **1960s and 1970s**

The census of 1960 indicates that Benbrook had grown to 3,254 people. In 1961 the Texas Education Agency performed a study of the costs of building a Junior/Senior High School to educate Benbrook students. The estimated construction cost of \$5,000,000 plus annual operating costs of \$75,000 required a tax increase of 240 percent. As a result of this study, in 1962 the Benbrook Common School District became part of the Fort Worth Independent School District; the Chapin School District also merged with Fort Worth. By 1970, Benbrook had grown to 8,169 people. In 1972 City Staff had grown to thirty-one employees under the direction of City Administrator H. W. Jett. A new City Hall was built in 1976 on the corner of Winscott Road and Mercedes Street. In 1977, the City updated its Comprehensive Plan in a series of three reports, including: Land Use Studies; a Parks, Recreation, and Open Space Plan; and a Housing Element. The 1977 Plan proposed a mix of land uses that do not differ substantially from the City's current Plan - with the exception that the area south of Mary's Creek and west of Highway 377 was proposed for single family residential. The Park Plan proposed a series of nine new neighborhood parks, along with protection of flood plains and existing parks, and construction of a recreation facility/library. In 1978 voters approved bonds for a new fire station and for streets; a proposed bond issue for a recreation facility failed. A revised bond issue for drainage projects was approved in 1979. The Housing Element stressed conservation and rehabilitation of older stock housing.

Texas State law allows cities with populations over 5,000 to elect to have a home rule charter to provide more flexibility and authority of municipal government. Benbrook's first Home Rule Charter Commission was appointed in April 1975 to draft a charter, but the proposition failed on the ballot in January 1977. A second Charter Commission was appointed in April 1977, but the measure failed in August 1978. A third Commission was elected in April 1982 and the Charter finally passed in April 1983. The Charter was amended in 1990 and again in 1997.

**1980s**

In 1980, Benbrook had a total population of 13,579. A \$4.1 million bond issue for streets and drainage was defeated at the polls in 1980. In May 1980, numerous homes were damaged by a hail storm; a tornado was sighted but not officially confirmed. Loop 820 was completed from Hulen Street to U. S. Highway 377 in 1981 and the remainder opened in 1982. In 1981 an election to merge the City with the Benbrook Water and Sewer Authority failed. Benbrook experienced a tremendous building boom between 1974 and 1985 with a ninety percent increase in the number of single family houses built and a forty-fold increase in the number of multi-family dwelling units built. A bond election in 1985 approved funds for a police station, streets, and drainage improvements. However, building activity slowed considerably in the last half of the 1980s. The Benbrook Area Chamber of Commerce was created in 1986. In January 1989, voters turned down a bond election for streets, drainage, and a library.

**1990s**

By 1990, the City's population had reached 19,564 and the number of businesses had grown to over 400. However, the large majority of workers in Benbrook worked elsewhere. In 1991 the Defense Base Closure and Realignment Commission recommended the closure of Carswell Air Force Base and realignment as a Naval Reserve Center. The Air Force Base officially closed in December 1993. Voters also defeated a one-half cent sales tax for a library in May 1992. In March 1993 the Lockheed Corporation purchased the General Dynamics Aircraft Plant. In September 1997, voters approved an \$8 million bond issue for streets, drainage, and an indoor community/recreation center. Also, in 1997, the community constructed Castle Park Playground using volunteer labor and donated materials; Castle Park's completion was part of Benbrook's 50th Year of Incorporation Celebration.

In 1998, Benbrook joined with Bled, Slovenia to sign a formal Sister Cities Agreement. Also, in this year, Benbrook's voters approved a half-cent sales tax for the Benbrook Library District; this separate governmental agency has the authority to collect funds for the construction and operation of a library. In 1999 Benbrook began a street overlay program with the assistance of Tarrant County to restore and prolong the useful life of residential streets. Also, in 1999, the City held Benbrook's first Household Hazardous Waste Collection.

**2000**

Benbrook effortlessly emerged into the year 2000 without experiencing any glitches, downtime, or interruption of services as a result of Y2K. Prior to the beginning of the year 2000, the City replaced the City Hall telephone system, the Police Department's tape back-up system, the communications system for the Fire Department, and the Fire Department's telephone system. In 2000, the Benbrook Community Center/YMCA opened and began operating through a joint venture between the City of Benbrook and the YMCA. The Whitestone Golf Course also opened in the spring of 2000; this privately-owned golf course serves as a cornerstone for development and is attracting new homeowners and businesses. In 2000, the Benbrook Library moved into its permanent home, the former Senior Activity Center. In 2006 the Benbrook Library requested proposals for a construction project to expand the Benbrook Public Library facility.

**2001**

In 2001, Benbrook signed a Friendship Agreement with Ballymoney, Northern Ireland. Later in the year, Benbrook's citizens and employees mourned the loss of those who perished on September 11, 2001. The Benbrook Fire Department led a community drive to collect funds and personally delivered more than \$60,000 to the City of New York Fire Department.

**2002**

In 2002 after obtaining the necessary number of registered voters in a petition drive, Tarrant County conducted an election to allow the sale of alcoholic beverages at Benbrook restaurants; in September, voters approved the measure. The effort to obtain voter approval for a similar proposition to allow the sale of wine in grocery stores failed to make the ballot by a small margin; a greater number of registered voters was required than the number that was obtained.

Also, in the 2002-03 fiscal year, the Fire Department added three additional full-time Firefighter/Paramedic positions to ensure that trained and competent Staff was available for fire and medical emergencies on a twenty-four hour per day, seven-day per week basis.

**2003**

In 2003, the City of Benbrook and the Benbrook Economic Development Corporation worked together to develop a "Town Center" concept; grants funds were obtained, and plans were drafted. The City hired a full-time Information Technology Coordinator to implement and complete a variety of projects including: developing a paperless packet and agenda for City Council meetings by making all materials and information available on CDs and on-line through the City's website; updating software to streamline communications and data transfers; replacing computer equipment for Staff; procuring lap-top computers and providing training for all City Councilmembers; and coordinating a City-wide information technology study.

**2004**

In 2004, Benbrook voters approved the sale of bonds for drainage projects and for the acquisition of land for a fire sub-station in the Whitestone area of Benbrook; voters denied funding to street improvement projects and for parks improvements. After negotiations were completed to purchase the property for the fire sub-station, Council approved the use of reserve funds instead of issuing bonds. Bonds were sold in May 2004 to finance the drainage projects. The City Council passed an ordinance in 2004 to freeze assessed valuation amounts for citizens who are over-65 and/or are handicapped; this action was not expected to impact the City's financial operations until 2005-06; when the freeze did become effective, greater-than-anticipated growth through development and increased property values significantly diminished the impact of the freeze. Three of the four City Councilmembers who voted to approve this ordinance were the subject of a recall election held on September 11, 2004; voters turned out in a record number to ensure that all three City Councilmembers retained their seats.

**2005**

In 2005, the Benbrook Council approved the issuance of \$2,500,000 in certificates of obligation to provide funds for Tax Increment Financing (TIF) projects. These debt service payments are to be assumed by the TIF and re-paid to the City of Benbrook when the TIF is financially able to make these payments. During this certificate of obligation issuance process, the City's bond counsel advised the City to consider re-financing existing outstanding general obligation bonds; the City agreed to complete this process and realize savings of over \$20,000 for 2005-06 and for future years. TIF projects include: the Interstate 20 Ramp Location that was completed in the summer of 2006, the Walnut Creek Sewer Line, and the Benbrook Town Crossing project.

In the fall of 2005, the City solicited proposals for gas lease and drilling rights on City property (including Whitestone Golf Course). The City owns approximately 211 acres of land with mineral rights in the Whitestone Ranch area. The land includes Whitestone Golf Course, two undeveloped park sites, and the fire station site. Chesapeake Energy Corporation's proposal reflected a royalty agreement of twenty-five percent plus a bonus of \$5,700 per acre; the total bonus was approximately \$1,207,260. With the receipt of this unexpected windfall, the Council decided to examine financial goals and to institute specific objectives and restrictions for the natural gas and oil lease proceeds.

In November 2005 during a planning work session, the Benbrook City Council enumerated its goals and objectives for the upcoming fiscal year and beyond. Several goals, particularly in municipal finance, were discussed for establishing a clear policy direction for the long term. To articulate these policies on a formal basis, City Staff developed a Core Value Statement. The Core Value Statement is intended to: (1) express the over-riding priorities of the City, (2) state the character and nature of government in Benbrook, and (3) serve as a guide for future City Councils.

**2006**

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

In 2006, the Council deliberated adopting an ordinance to prohibit smoking in public buildings; a public building was defined as any facility that was not a private residence. Council passed the ordinance in August 2006; with an effective date of November 1, 2006. The primary intention of this ordinance was to protect citizens and visitors from the harmful effects of secondary smoke. The ordinance not only prohibited smoking within twenty-five feet of any exit or entrance to a public building but also made it unlawful to carry a lighted tobacco product or to light a tobacco product; owners or operators of public buildings were prohibited from displaying ashtrays, smoking paraphernalia, or signs that indicate that smoking is permitted. Council weighed and seriously considered the rights of private citizens to smoke versus the effects of secondhand smoke on members of the community. In 2007, the Council agreed to a one-year exception for specific businesses and organizations; the one-year exception ended in November 2007.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

During the summer of 2006, Benbrook's City Manager, Cary K. Conklin, announced his intention to retire. Mr. Conklin's career with the City spanned over thirty years. He began his service with the City as the Parks Director in 1974. In 1979 he was promoted to Community Services Director. Mr. Conklin became Benbrook's Assistant City Manager in 1988. Upon the retirement of Kenneth Neystel in 1996, Mr. Conklin was appointed as City Manager. Mr. Conklin's retirement was effective in January 2007. Benbrook's new City Manager is Andy Wayman; during his career with the City, Mr. Wayman served as the City's Assistant to the City Manager, Public Services Director, and Assistant City Manager. David R. Gattis was promoted from Assistant City Manager to Deputy City Manager.

### **2007**

In January 2007, Benbrook published its first annual report; copies were distributed to all households and were available at City Hall, other municipal facilities, and on the City's website.

In 2007, Benbrook participated in the Joint Land Use Study. The Joint Land Use Study (JLUS) is a cooperative planning initiative between the Naval Air Station Joint Reserve Base (NAS JRB) Fort Worth and the surrounding cities. The goal of the JLUS is to promote compatible community growth that supports military training and operational missions. The inter-judicial partnership is expected to result in the identification of actions that can be taken jointly by the community and installation to promote compatible development and address current and future encroachment.

In January 2007, the City of Benbrook began conducting quarterly joint work sessions with the Benbrook City Council, Benbrook Planning and Zoning Commission, Benbrook Zoning Board of Adjustment, Benbrook Parks and Recreation Board, Benbrook Economic Development Corporation, Benbrook Library. The City also held a work session with the Fort Worth Independent School District in May 2007. These work sessions were taped and broadcast on the City's cable channel and on the City's website.

In October 2007, the City sponsored the Benbrook Heritage Festival to celebrate Benbrook's 60<sup>th</sup> year of incorporation as a municipality and 150<sup>th</sup> anniversary of Benbrook's settlement. The Benbrook Area Chamber of Commerce and other Benbrook organizations are participating in the event. A portion of the funding was provided by the City's cable provider in the form of a community grant. A second Heritage Festival is scheduled for October 2008.

In October 2007 the City's Stormwater Utility Fees became effective. The 2006-07 Budget included funds in the Community Development Division for the performance of a Stormwater Utility Feasibility/Implementation Study. This analysis was to determine the equitable costs for businesses and homeowners to pay in stormwater utility fees. This system shifts the funding from an annual property tax basis (since drainage products are currently financed through capital projects and debt service and a portion of the property tax rate is dedicated to debt service payments) to a monthly bill based on the amount of run-off that a specific property generates as stormwater. Drainage problems are not always related to property value and reliance on general obligation bonds for drainage projects runs the risk that upstream property owners are not supportive of drainage improvements to protect downstream properties. Many municipalities are converting to a stormwater utility that

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

assesses a nominal monthly fee to homeowners and charges larger fees to commercial properties based on the amount of impervious surface area. This methodology provides

dedicated reliable funding for drainage projects. Council approved \$121,000 for this project in anticipation that in future years the City can reduce the property tax rate - at a minimum the amount required for drainage project debt service payments. This study was completed in 2006-07. In September 2007, the Council approved a \$6.50 per month fee for residences and a fee based on the impervious area on the parcel in square feet times \$0.00204 per month for businesses. Fees became effective October 1, 2007 and are collected by the Benbrook Water Authority. Certificates of Obligation sold in September 2007 are scheduled for payment through the stormwater utility fees. In future years, these fees are scheduled to finance current and proposed drainage projects.

### **2008**

In early 2008, the City ended its funding for the Tourism Director at the Benbrook Area Chamber of Commerce. The City had been reimbursing the Chamber for salary and other operating expenses for this employee through the City's Hotel/Motel Occupancy Tax revenues. Council approved creating a new position and financing the expenses through the Hotel/Motel Occupancy Tax. A full-time Marketing Director was hired in February 2008. The Marketing Director, supervised by the Economic Development Director, is responsible for the following tasks: (1) expanding and enhancing video programming for the City's website and local government access channel, (2) enhancing current community events, (3) investigating and implementing additional special events to promote Benbrook, (4) managing and implementing the Benbrook Lake Development Plan, (5) partnering with the Benbrook Youth Baseball and Softball Association (BYBSA) to host regional and national tournaments, (6) creating a webpage dedicated to attractions and points of interest in Benbrook, (7) partnering with the Benbrook Community Center/YMCA to expand triathlon events, (8) expanding the marketing of equestrian opportunities around Benbrook Lake, (9) acting as a liaison with local businesses to insure that local hotels receive a share of training and travel events, and (10) creating and improving printed materials about Benbrook to include Benbrook hotel options.

In August 2008, the Benbrook City Council authorized Staff to proceed with the implementation of the Compassion Based Code Compliance Program. No funds were directly allocated in the 2008-09 Budget for this program. The City's Economic Development Director and the Code Compliance Officer provide Staff support for this volunteer-based program that relies on donated supplies and services. Benbrook's program is based on the "Beautiful Day" program in San Jose, California and offers an alternative for the City to resolve code violations of physically and financially incapable citizens in a more compassionate manner. The program mobilizes community volunteers and resources to assist qualifying residents in site cleanups and repairs. City Staff serves to: identify and screen citizens, connect volunteers with projects, provide insurance coverage through the City's liability and workers' compensation policies,

furnish waste hauler contacts, and leverage donations. Community sources are expected to: identify and provide resources, sponsor organization/compassion teams, volunteer leadership and skilled trades, and coordinate events. The anticipated benefits of the program

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

include: assistance to approximately fifteen percent of Benbrook's residents in the form of free or discounted services, supplies, and labor necessary to resolve code compliance violations; maintenance of dignity and enhancement of homes and property to citizens and residents who are unable to correct code violations due to physical and financial constraints; reduction in the number of repeat violators; creation of enhanced community collaboration; and improvement in overall community appearance.

### **2009**

The first quarter of 2009 ushered in new programs, projects, and activities for Benbrook. In January 2009, City Staff demonstrated to the City Council the on-line reservation system for parks and recreation services provided by the City. The City also announced the website for the "Get Fit Benbrook!" program, a one-year event to encourage healthy lifestyles, weight loss challenges, and fitness opportunities for Benbrook's citizens. City Council approved the purchase of two ambulances for the Fire Department in February; replacement of these two vehicles was made possible through a \$100,000 grant provided by Tarrant County. The City also renewed the fire services agreement with Tarrant County. In March the design contract for landscape architecture services was awarded for the Benbrook Boulevard widening project.

In April by establishing the Complete Count Committee, the Council committed the City's participation in the Department of Labor's 2010 Census. The purpose of the committee is to publicize, educate, and encourage Benbrook's residents to become actively involved in this once every decade event. Also, in April, Benbrook changed the names of three roads in Benbrook's parks to: Creekside Drive, Cary Conklin Drive, and Lakeshore Drive. Cary Conklin Drive honors Benbrook's former City Manager.

An election was held in May 2009 to select the mayor and four council members. Places one, three, five, and seven are elected in odd-numbered years; whereas places two, four, and six are elected in even-numbered years. Since the council member serving in place two resigned in September 2008, the ballot included the election of place two. A run-off election was held in June to decide who would serve in place seven. After the results were tabulated, Benbrook had two new council members.

The newly-elected Council awarded the contract for the expansion of the Benbrook Community Center/YMCA; construction on this project began in late 2009. They also approved the completion of a classification and compensation study to review, analyze, and re-structure the City's current system. Council also approved a road assessment study to identify damages to City streets caused by transportation of gas well vehicles, equipment, and machinery.

In July 2009, Council established the Capital Improvements Committee and assigned Benbrook residents to work with City Staff to identify and to determine possible projects for inclusion in the City's next bond election. Council also received the results of the 2009 Citizens Survey. Staff was authorized to begin negotiating with the City of Fort Worth on possible boundary repositioning and the exchanging of land.

Towards the end of summer and the end of the City's fiscal year, Council reviewed and approved the recommended changes to the City's classification and compensation matrix. These recommended changes were factored in to the 2009-10 Adopted Budget. Council authorized

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

an agreement with an independent contractor to inspect gas wells. A joint agreement was signed with the City of Fort Worth for the Mary's Creek drainage project; Benbrook and Fort Worth agreed to work together to finance this project since both municipalities benefit. The Council, Planning and Zoning Board, and the Benbrook Economic Development Board of Directors held a work session to discuss goals and objectives. Benbrook and the Fort Worth Independent School District conducted a public meeting to inform residents and other interested parties of the status of Benbrook's middle school. These work sessions were taped and broadcast on the City's cable channel and on the City's website.

### **2010**

The Council began 2010 by reviewing the City's goals and objectives and by examining the Core Value Statement. No significant revisions were made by the City Council.

In early February 2010 during a City Council meeting, the Fire Chief provided an overview of the CodeRED Weather System that was funded in the 2009-10 Budget. The City may use this community communication and notification system to alert residents of severe weather conditions in the area. This presentation proved valuable and timely.

In February, Benbrook experienced significant snowfall when over ten inches of frozen precipitation briefly turned the community into a winter wonderland. Benbrook employees were able to keep streets clear and services operational during this brief period of inclement weather. Later in the spring, a tornado touched down in Benbrook but spared the community of any damages to lives or to property. In 2010, Benbrook was certified as a "Storm Ready" Community.

The Tarrant Regional Water District partnered with the City of Benbrook to provide hike and bike trails along one of the City's main thoroughfares, Winscott Road.

In celebration of the tenth anniversary of the Benbrook Community Center/YMCA, Council authorized the spending of funds from unappropriated General Fund reserves to complete an expansion project for this community facility.

The May 2010 City Council election was cancelled since only one candidate filed for each place. Benbrook is most fortunate that incumbent City Council members, who are knowledgeable and committed, continue to provide their dedicated and industrious service to the citizens of Benbrook.

Later in the spring of 2010, the City held a celebratory picnic to recognize employee longevity and to provide an opportunity for employees, families, and the Council to get to know each other. The picnic was such a success that a second employee picnic was held in 2011.

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

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Drive, and (3) extension of the sidewalk in Twilight Park from the new pedestrian bridge to Twilight Drive West. Staff was also authorized to apply for funds from the Texas Parks and Wildlife Recreational Trails grant program to finance a portion of these projects.

In the summer of 2010, the City launched a new web-based program to facilitate and to improve the process for citizens to view videos of regularly-scheduled videotaped Council meetings and work sessions, along with corresponding meeting documents. The new program allows viewers to select specific meetings, choose the section they are most interested in viewing, and view related agenda item documents. The new program allows citizens and other interested people to bypass entire sections of on-line City meetings in order to view their topic of interest more quickly. Prior to implementing this system, viewers were had to watch entire meetings to view the agenda item they wanted to see.

A community group spearheaded action for Tarrant County to call an election to allow the sale of wine in Benbrook. After obtaining the required signatures on petitions, Tarrant County included this proposition on the November 2010 ballot. The proposition passed and local stores, including the newly-opened Wal-Mart, began selling wine.

### **2011**

January and February of 2011 experienced major snowfalls and icy weather – unusual phenomenon for this area of the country. Even though Benbrook did not expect to benefit financially from the Super Bowl played in Arlington, Texas in February 2011, the horrendous weather conditions negated any possible profits from this most-anticipated athletic contest.

The opening of the Wal-Mart in October 2010 spurred development along the Benbrook Boulevard corridor. Chase Bank, Panda Express, Chick Fil-A, and other establishments began doing business in Benbrook. Sales tax collections increased for the City as a result of the new businesses and industry.

The City Council approved plans for the Rolling Hills Park Project – the first new park in Benbrook in over thirty years. The park is located on a 4.3 acre tract of land on Rolling Hills Drive that is dedicated to the City of Benbrook. The neighborhood park plan includes a parking lot, play area, walking trails, and other amenities such as a permanent restroom as part of a picnic pavilion building, a shade structure for the playground equipment, and lights for the sand volleyball courts. Funding for this project is through the Capital Projects Fund.

In April 2011 Benbrook welcomed the “Cost of Freedom” American Veterans Traveling Tribute and Traveling Wall that honors and pays respect to American veterans and members of the armed forces. The celebration kicked off with a procession that escorted the traveling tribute caravan through Benbrook to Dutch Branch Park where the exhibit was on display for four days. Memorials and exhibits displayed in the American Veterans Traveling Tribute include: the Cost of Freedom Memorial, 911 Memorials, Walk of Heroes, Vietnam Remembered, World War II, Korean War, Founding and Historical Documents, Police and Fire Display, Fort Hood, Commanders in Chief, and Tribute Panel.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

The City enhanced and streamlined the development process by implementing an on-line building permit system. This technological advance aims to assist developers with projects.

Throughout 2011, the City Council debated and pondered the prospect of designing a new logo for Benbrook. Work sessions open to the public were conducted and various designs were considered. The Council decided to involve the community by holding a contest to design a new logo for Benbrook.

On July 6, 2011, at a news conference at the Benbrook Public Library, the Mayor of Benbrook announced the City's partnership with a major developer of real estate services. The partnership is expected to facilitate the development of a new regional shopping center in Benbrook – "The Trails Town Center." Citing Benbrook as an ideal location for a development of this magnitude, the initial conceptual rendering of the center includes 1.5 million square feet of open-air shopping and entertainment opportunities for the region. The development team is working to recruit destination and nationally-recognized retailers. Retail opportunities include home improvement, electronics, grocery, sporting goods, and restaurant/entertainment. Located at the southeast corner of IH-20 and Winscott Road, the project is predicted to generate as much as \$375 million in annual retail sales, provide over 6,250 jobs, and serve as a gateway to west Texas customers.

### **2012**

Benbrook, the book created by City Staff, became available for sale on January 4, 2012. Copies are available at Benbrook City Hall, the Benbrook Public Library, and the Benbrook Community Center/YMCA; the cost is \$23.80 (tax included). For the past several years, Benbrook Staff worked on compiling photographs, drafting narrative, and organizing the information to produce a historical account of Benbrook. The City of Benbrook completed an "Images of America" book entitled Benbrook. The historical publication depicts the early years of settlement and subsequent growth of Benbrook, Texas. Thanks to the generosity of many former and current Benbrook citizens and organizations, this publication offers insight to the founding people and places of the community.

In January 2012 the City Council adopted a resolution moving the Benbrook City Council general elections to the November Uniform Election Date. The 82<sup>nd</sup> Texas Legislature implemented the federal Military and Overseas Voter Enhancement Act (MOVE) in 2011 with the passage of Senate Bill 100. This act changed the primary and primary runoff dates for the State of Texas, thus causing an overlay between the most commonly-used uniform election date for municipal general elections - the second Saturday in May. Senate Bill 100 removed the requirement for County Elections Administrators to provide local governmental entities assistance in elections through contract or joint elections in even-numbered years. Tarrant County informed Benbrook that following the May 2012 election, the County may not be able to provide the electronic voting machines that are required by the federal Help America Vote

Act of 2002 (HAVA) to Tarrant County entities holding elections – through sharing, lease, or other means. Entities holding elections in May of even-numbered years, including the City of Benbrook, were encouraged to provide another means of conducting their own elections through:

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

(1) purchasing the necessary equipment to hold the elections, (2) changing councilmember terms so that members are only elected in odd-numbered years, or (3) adopting a resolution moving the May general election date to the November general election date.

Senate Bill 100 authorized municipalities to change the May election date to the November Uniform Election date by adopting a resolution. Because the Benbrook City Council believed that it was to the advantage of the City, its citizens, and the pursuit of democracy, Resolution Number 2012-01 was adopted at the January 19, 2012 regular City Council meeting. The passage of Resolution 2012-01 adjusted the terms of office of Council Members elected to places 2, 4, and 6 in May 2010 to the November 2012 Uniform Election date. The terms of the City Council elected to positions of Mayor (place 1) and places 3, 5, and 7 in May 2011 were adjusted to be elected at the November 2013 Uniform Election date. After November 2013, the terms of office are two years with the terms for places 2, 4, and 6 running from November to November in even-numbered years and the terms of places 1, 3, 5, and 7 running from November to November in odd-numbered years.

In February 2012, the City's website went mobile. The City continued its efforts to provide communication tools that further engage citizens. By using mobile phone application technology, the City's Information Technology Department added to the City's website a more user-friendly version for those who access the internet through smartphones. For smartphone users, the new "mobile" webpages are easier to view, browse, and navigate.

Rolling Hills Park was officially opened on April 14, 2012. The Benbrook City Council and City Staff, along with several dozen community members, celebrated the opening of Rolling Hills Park, located at 6970 Rolling Hills Drive. Rolling Hills Park is the first neighborhood park to be constructed in Benbrook in nearly thirty years. The 4.3 acre park offers amenities for the entire family; facilities include: a jogging trail, pavilion, picnic tables, a sand volleyball court, shaded playground equipment, outdoor exercise equipment, and a half-court basketball court.

The Benbrook Historical Society (BHS) became official in April 2012 when the initial board members approved bylaws and elected additional board members. As part of the vision that Benbrook's Mayor has had for some time, the group is prepared to fulfill the mission of preserving Benbrook history. The mission of the Benbrook Historical Society is to seek out, preserve, properly archive, and make available to the public, stories, landmarks, and items of historical value that reflect the rich history of Benbrook, Texas. Membership activities include educational endeavors, publications,

discovery and acquisition, and fundraising activities. The Benbrook Historical Society seeks to engage and enrich the lives of citizens of all ages by making historical knowledge accessible to all.

In May 2012, the Texas Department of State Health Services (TDSHS) notified the City of Benbrook that the first case of West Nile Virus was identified in a horse in a county in North Texas. Horse owners were encouraged to consider vaccination of their animals. In August a Benbrook resident was diagnosed with the West Nile Virus; City crews sprayed for mosquitos within the area of Benbrook where the infected citizen resided. A second area was sprayed approximately one week later when another case of the disease was confirmed. Additional spraying for mosquitos was performed in early October.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

In 2012, the City Council approved a new logo for Benbrook to promote the City, the community, and local businesses. The new logo includes the tagline: Our Pride. Your Joy. As part of the strategic goals outlined in the City's Comprehensive Plan, the City Council directed Staff to conduct a marketing study for the City of Benbrook. In late 2010, the City contracted with a marketing firm to perform research for a community marketing plan and to offer design options for a new logo and tagline. The marketing firm provided several logo and tagline options; the City also conducted a public logo contest. The Council did not select any of the logo contest entries but did select three artists, based on their outstanding work, to receive a donation to the charity of their choice. After much consideration, the Council selected an option from the marketing firm's graphic team. The new logo is a revised version of the City's current "sails" logo and a new tagline: Our Pride. Your Joy. The refreshed version of the logo presents the "sails" as less curved at the bottom and tilted slightly to give the impression of forward movement. The red sail is aligned to follow the curve of the background circle, giving the mark a cleaner feel and echoing the fact that Benbrook is a well-planned and well-maintained community. The bold colors are unchanged, but the font is modernized, and the placement of the word *Benbrook* is at the top of the circle. The word *Texas* is included in the logo to designate the mark as reflecting a Texas municipality. City Staff is phasing in the new logo with the commitment to use supplies and materials with the original "sails" logo until they are depleted. The cover of the 2012-13 Annual Budget and Program Objectives features the new logo and tagline.

The Benbrook City Council approved funding of the Fire Station Expansion Project in 2011-12 through the use of General Fund reserves that were transferred to the Capital Projects Fund. Purchase of the land was finalized in 2011. The contract for the construction of the expansion was awarded in August 2012. The project was completed on-time and within budget in 2013.

### **2013**

The City upgraded and improved the broadcast of meetings through the installation of a new video system in 2013. Meetings may now be viewed on the City's website in real time. In addition to allowing citizens, City Staff, and other interested viewers to watch City meetings on-line as they actually take place, the new system is less-costly to produce, involves less Staff time, and is of higher quality.

In 2013 the City's website was revamped, improved, and updated. The new website is more stream-lined, user-friendly, and more concise. The new website address is [www.benbrook-tx.gov](http://www.benbrook-tx.gov).

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

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

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Benbrook Girl Scouts proposed building a cemetery directory kiosk and markers to lead visitors to grave sites. The City of Benbrook approved the design and location and agreed to work with the Girl Scouts.

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

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

The Winscott Road/Lakeside Drive Hike and Bike Trail Extension Project was completed in 2012-13 with financing through the Capital Projects Fund. In 2013-14, a portion of the overlay program is intended to construct a twelve-foot wide asphalt hike and bike trail on the south side of Winscott Road from Beach Road to the east parking lot of the Benbrook Community Center/YMCA and to seal the existing trails on both sides of Winscott Road.

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

Community gardens promote the art of gardening; provide an opportunity for residents to grow and harvest their own produce; encourage the use of native and adaptive plants for a region; educate younger generations; conserve resources; and provide opportunities for recreation and exercise. Community Gardens are often established on public lands, and managed, through agreement, by non-profit

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

volunteer organizations. The current Benbrook Community Gardens group, with approximately twenty members, includes two Tarrant Area Master Gardeners, an officer of the Waverly Park Garden Club, lifelong gardeners/farmers, a registered dietician, and experts in organic gardening practices.

In October 2013, after thirty-six years of dedicated and conscientious service with the City of Benbrook, David Ragsdale, retired as the City's Finance Director. With his retirement, the Budget Director was promoted to Finance Director. The new Finance Director continued her other responsibilities as Budget Director, Purchasing Manager, Risk Manager, and Payroll Process Coordinator. An Accountant with certified public accountant credentials was hired. Three activities – Finance, Customer Services, and Budget and Research – were consolidated into the Finance Activity.

### **2014**

The City of Benbrook's focus in 2015 was on growing a community. The City, in partnership with our community, strives to guarantee that our physical environment in a safe responsible, and desirable direction. City departments are tasked with assuring that infrastructure projects meet or exceed certain standards that protect the public, provide access, and meet the needs and expectations of our community – now and in the future. In 2014, the following significant projects, some coming to fruition after years of careful planning and collaboration, moved forward: Community Garden, Benbrook City limits, schools, residential development, and public investments.

#### **Benbrook Community Garden**

The location of Benbrook's community garden was changed in 2014 to Timber Creek Park. The community garden includes thirty-eight garden plots (4x16), bench and seating areas, a native plant demonstration garden, an herb garden, and a potential orchard. The estimated cost to acquire the infrastructure for the community garden was approximately \$20,000; cost estimates include supplies/materials and contracting costs for fencing and gates, cinder block garden plots and storage bins, irrigation, concrete sidewalks, and park benches/tables. Council approved \$30,000 for the garden.

#### **City of Benbrook Land Swap with City of Fort Worth**

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

Following the initial 2005 meeting, the two cities approved a minor boundary adjustment to allow access to Skyline Ranch through Benbrook. Benbrook also offered fire service to Skyline Ranch on an interim basis. The two cities

also cooperated on an asphalt overlay of Chapin Road, relocation of a Fort Worth sewer main in Mary's Creek Drive, and a joint flood study of Mary's Creek. Benbrook also adjusted the right-of-way along Chapin Road.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Following the February 2005 meeting, representatives of the two cities negotiated off and on until Benbrook Staff prepared the initial draft of the Joint Ordinance in 2009. Negotiations continued on an ongoing basis. In 2011, Fort Worth required that Benbrook hire a registered professional surveyor to prepare metes and bounds descriptions of all of the affected tracts. After several years of negotiation, the two cities agreed on acceptable language regarding any future vehicle bridge over the Clear Fork in January 2014.

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

### **Summary of Agreement**

Under the agreement, Benbrook will receive the following:

- A portion of the Helen Groves tract (992.72 acres) will be dis-annexed by Fort Worth and transferred to Benbrook's extraterritorial jurisdiction (ETJ). Benbrook will annex this property at the appropriate time under the provisions of State law.
- A 35.44-acre tract near the intersection of Loop 820 and Old Aledo Road will be transferred from Fort Worth's ETJ to Benbrook's ETJ.
- A 4.76-acre portion of Z. Boaz Park on the west side of Benbrook Boulevard (US 377) will be transferred from Fort Worth's city limits to Benbrook's city limits. A deed covenant on the property limits its use to a public park.
- A small portion (3.6 acres) of right-of-way at the intersection of RM 2871 and Rolling Hills Drive will be transferred from Fort Worth's city limits to Benbrook's city limits.
- A 92.43-acre portion of Fort Worth's city limits of Corps of Engineers property along Stephens Road will be transferred to Benbrook's city limits.
- A 437.76-acre portion of Fort Worth's ETJ along Stephens Road (including Benview Court and Dove Court) will be transferred from Fort Worth's ETJ to Benbrook's ETJ. Benbrook has no foreseeable plans to annex this area.
- A small (0.73 acres) section of Union Pacific right-of-way at the railroad crossing over Walnut Creek.

In exchange, Fort Worth will receive:

- A 748.35-acre portion of Pecan Valley Park (including a portion of the golf course and a portion of Benbrook Lake) within Benbrook will be dis-annexed by Benbrook and transferred to Fort Worth's ETJ.
- A 27.98-acre portion of Clear Fork Park within Benbrook will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 14.79-acre tract on the east side of Benbrook Boulevard (US 377) containing the Park Ridge Stables will be transferred from Benbrook's city limits to Fort Worth's city limits.
- A 1.38-acre tract on the east side of Benbrook Boulevard (US 377) north of the railroad (known as the old City/County garage) will be transferred from Benbrook's city limits to Fort Worth's city limits.
- Benbrook agrees to dedicate a sewer easement through Whitestone Golf Course to facilitate sewer service to Fort Worth west of Benbrook. The exact alignment and construction schedule will be determined later.
- Benbrook agrees to not file suit over Fort Worth's proposed Mary's Creek wastewater treatment plant, but reserves the right to participate in the permitting process.
- Benbrook agrees to coordinate the location and design of any future vehicle bridge over the Clear Fork.

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

**Next Steps**

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

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

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

### **Schools**

In February 2014, the City sold 1.66 acres of property to the Fort Worth Independent School District (FWISD) for the construction of a new elementary school. In partnership with the City, the FWISD reorganized Benbrook schools to better serve our growing community. Benbrook Middle School became Benbrook Middle/High School allowing for shifts in student populations. Benbrook Middle/High School and the current Westpark Elementary School will morph into an education complex serving grades six through twelve. A new elementary school will be constructed on the property sold by the City to the FWISD.

### **Residential Development**

Benbrook is enjoying stable growth in the form of construction with new residences valued close to twelve million and with new commercial buildings valued at over three million. Towards the end of 2014, four new residential developments were completed or under construction adding a total of 307 new residential lots in the following areas: Whitestone Ranch, Phase 4; Brookside at Benbrook Field Addition, Phase II; La Cantera at Team ranch, Phase III; and Palomino Estates, Phase II.

### **Public Investments**

Public Investment projects use tax revenue to build projects that benefit the public, such as parks and park improvements, drainage projects, and public buildings. The following projects were started in 2014: pavement of alleyway from Usher Street towards Benbrook Boulevard, extension of Benbrook Parkway and Winbrook Drive to accommodate future economic development, and replacing and upgrading lighting facilities at Dutch Branch Park. The following projects were completed in 2014: Hike and Bike trail from Benbrook Community Center/YMCA to the parking lot at the Dutch Branch Athletic Complex, construction of alleyway between Wade Hampton and Usher Streets, asphalt overlay of two miles of roadway, and the Bryant Street drainage project to intercept storm water and convey it to an existing storm drain to minimize the impact of potential flooding in the area.

### **Awards and Recognitions**

In 2014 the City of Benbrook received or maintained various awards and recognition for exemplary municipal services. These awards highlight Benbrook's commitment to exceed the expectations of our citizens. Benbrook was honored to receive the following awards: Voice of the People, Texas Certified Scenic City, Planning Excellence, Recognized Law Enforcement Agency, Community Rating System for Flood Insurance, and

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Government Finance Officers Association awards for Distinguished Budget Presentation and Certificate of Achievement for Excellence in Financial Reporting.

### **2015**

The City of Benbrook's primary goal in 2015 was "Building a Brighter Future" with the emphasis on improving and expanding infrastructure and public facilities without issuing or incurring additional debt. All of Benbrook's capital projects in 2015 were constructed with cash reserves instead of issuing debt. The City's commitment to operate in a lean, responsive, and financially sustainable way offers flexibility in making sound financial decisions. As a result, Benbrook enjoys an AA+ credit rating. According to Standard and Poor's financial services: *"Benbrook offers a consistently strong financial profile indicated by its very strong budgetary flexibility and liquidity, supported by strong management practices."*

In 2015, Benbrook experienced opportunities and embraced challenges in enhanced infrastructure through the City. Work began on the widening of Benbrook Boulevard/U.S. 377 by the Texas Department of Transportation (TxDOT) creating trials and tribulations for motorists and businesses. Also, in 2015, TxDOT completed the reconstruction of RM 2871 and installed a traffic signal at the intersection of RM 2871 and Jerry Dunn Parkway; the City funded a sidewalk to connect the pedestrian crossing at the improved intersection to the Westpark Subdivision. Benbrook crews rebuilt Timberline Drive - a major street that had experienced significant road base failures - by re-stabilizing the street, replacing curb and gutter, and providing a fresh layer of asphalt; the project was engineered and managed in-house and used the assistance of Tarrant County and the Benbrook Water Authority in construction. The Benbrook Economic Development Corporation (BEDC) completed the extension of Winbrook Drive and Benbrook Parkway to facilitate future development for the northeast corner of Winscott Road and I-20 and to create enhanced street connectivity into and within the Benbrook Industrial Park. The last unpaved alley in Benbrook, between Usher Street and Benbrook Boulevard, was reconstructed with concrete. A drainage project was completed on Plantation East Creek and Springbranch Drive to protect and to preserve the abutments of the bridge.

City crews completed the lighting project for the ballfields at Dutch Branch Park by replacing all wooden poles with metal poles.

The walking track and hike/bike path in Dutch Branch Park were re-surfaced and re-striped; benches were added at strategic locations within the park.

The first steps toward construction of a new animal shelter were taken when the Benbrook City Council set aside \$500,000 from General Fund reserves for the future construction of this facility and approved funding for a conceptual

design and related construction cost estimate. Funding for this project is from General Fund reserves; no debt will be issued or incurred.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

The FWISD began construction of the new Westpark Elementary School in 2015; the 80,281 square-foot elementary school opened for the 2016-17 school year. The new school supports the continued transition to Benbrook Middle/High School which welcomed its first sophomore class for the 2015-16 school year.

### **2016**

Looking back at 2016, Benbrook experienced changes in City ordinances and operations, completed of a myriad of projects, hosted various events and programs, received accolades and awards, and continued providing high-quality services while maintaining financial integrity and aiding the environment.

January kicked-off the first quarter of the new year with the adoption of an ordinance updating prohibition of firearms and changes to requirements for use of bows and arrows in City Parks. Street Department crews completed an erosion control project at Timbercreek Park. Approval was granted for design work on the Chapin Road cross culvert project and the Van Deman drainage project. A Developer Agreement for the extension of Vista Way from Mercedes Street to the I-20 frontage road. Council reviewed and approved updates to the City's Comprehensive plan. In March, the City hosted a household hazardous waste/electronic waste collection even. The City's contract for refuse and recycling services was renewed for another year. Design work on Plantation West and Sundown Drive drainage projects was approved.

The second quarter of 2016 featured a wide-range of events designed to safeguard the local environment and to foster safety. In April, the City hosted an electronic waste/document shredding event. The Police and Fire departments partnered to host "National Take-Back Initiative" for safe disposal of over-the counter and prescription medications. The Council renewed an interlocal agreement to provide transportation for elderly and disabled residents. The Police Department sponsored a "Bicycle Safety Rodeo" at Westpark Elementary School. The Police Department also hosted "Coffee with a Cop" an event to facilitate improved communications between Police Officers and local community members. Just after the school term ended, Benbrook hosted FWISD students involved in the Vital Link Program; over a week-long period the students met with departmental representatives to learn about municipal government.

As summer began, the Street Department crews completed asphalt overlay of Benbrook streets and re-stripping projects; Tarrant County assisted in this joint venture by providing equipment and workers. The City hosted another electronic waste/document shredding even in July. In preparation for increased vehicular and pedestrian traffic associated with the opening of the new Westpark Elementary School in August, the Council adopted an ordinance amending the speed limit on FM 2871 between the Benbrook City limit line and Benbrook Boulevard and portions of Jerry Dunn Parkway and Whitestone Ranch Road. The Benbrook Economic Development Corporation promoted the Veggie Van at Dutch Branch Park to create a market for fresh produce and to stimulate more-healthy living. The City ended the summer with acceptance of three honors: the 2016 Certificate for Planning Excellence from the Texas Chapter of the American Planning Association, the GFOA award for Distinguished Budget Presentation, and the GFOA certificate of Achievement for Excellence in Financial Planning.

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

The autumn of 2016 ushered in additional honors for the City through the gold level recertification from the Texas Scenic City Certification program and the Best Practices Achievement Award for the Benbrook Police Department. Heritage Fest was a rousing success and provided great opportunities for Benbrook's young and old to celebrate the City's heritage and prepare for the future. The Police and Fire Department partnered to host "National Take-Back Initiative" for safe disposal of prescription and over-the-counter medications. In November, the Benbrook Veterans Memorial was dedicated at Dutch Branch Park. As winter approached, Mr. and Mrs. Claus visited Benbrook to promote Winter Wonderland.

### **2017**

In January, Council kicked off a year of infrastructure improvements and new projects by approving a street light project for Bellaire Drive using Community Development Block Grants funds. February featured the awarding of a design contract for the new animal shelter; the construction contract was awarded in September. In April Council approved a ground lease agreement with a local church for construction of South Benbrook Park; the new park was dedicated in November. Also, in April, Council approved a contract for construction of Benbrook Field Drive; this new thoroughfare was completed before year's end to provide improved access to commercial land west of Benbrook Boulevard. In June a construction contract was awarded for the Sundown Drive drainage project; another drainage project was approved in November for Timberline Drive. Engineering and construction plans were developed for the extension of Vista Way from Mercedes Street to the Interstate 20 frontage road – just west and parallel to Benbrook Boulevard; this roadway is another project to improve and to encourage commercial development.

The year 2017 marked a significant uptick in the Benbrook housing market with new homes constructed in five new subdivisions. The new subdivisions feature high-quality housing, concrete streets, and masonry retaining walls. A 2017 housing report ranked six Tarrant County cities among the healthiest housing markets in Texas; of these six cities, Benbrook ranked first.

Towards the end of 2017, residents and visitors witnessed the substantial completion of the widening and improvement of Benbrook Boulevard by the Texas Department of Transportation. Wider and expanded traffic lanes combined with the removal of unsightly overhead utility pole and lines add to the aesthetic enhancement of Benbrook's primary thoroughfare. Landscaping and new monument signs are scheduled upon construction completion. Benbrook welcomed several new businesses in 2017 to serve as a gateway into Benbrook from Interstate 20.

Community spirit gained momentum in Benbrook in 2017. The City and community partners hosted a myriad of special events that focused on family-friendly celebrations and gatherings. In March the City hosted the American Veterans Traveling Tribute Wall, an eighth-percent scale replica of the Viet Nam Veterans Memorial in our nation's capital; residents and visitors honored veterans and active members of America's armed forces. In April the Benbrook Police Officers Association held their annual Easter Egg Hunt at Dutch Branch Park. Dutch Branch Park served as the gathering place for Benbrook's Relay for Life, the American Cancer Society's annual event that supports the fight against cancer, honors cancer survivors and their caretakers, and remembers those who lost their battle. In May and again in November, the City hosted a

## **CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

Picnic in the Park with food trucks and lawn games over a two-day period. Benbrook said farewell to 2017 through Holiday in the Park with fireworks, Christmas tree lighting, and other events to celebrate the spirit of Christmas and to give thanks.

### **2019**

In 2019 we saw the completion of the City's new Animal Shelter Building along with several other projects, including Vista Way Extension, Benbrook Field Drive, Plantation West Drainage, Police Building Drainage, and the Police Department Jail Renovation. Highway 377 was substantially complete in 2018 with the irrigation being installed in 2019 and the landscaping being complete in 2020.

In 2019 once again several events took place. In March the Benbrook's Relay for Life, the American Cancer Society's annual event that supports the fight against cancer, honors cancer survivors and their caretakers, and remembers those who lost their battle. In September the City had its annual Trash Bash where volunteers picked up trash in Dutch Branch Park. In October the City had its annual Heritage Fest at Dutch Branch Park. Benbrook will end the year with Holiday in the Park with fireworks, Christmas tree lighting, and other events to celebrate the spirit of Christmas and to give thanks.

**BUDGET GLOSSARY**

The 2019-20 Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget Document in understanding these terms, a budget glossary has been included.

- ACCOUNT** A code designed for convenience in referencing classification information for computer operations. The code specifically designates character and object code information.
- ACCRUAL ACCOUNTING** A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent. For example, in accrual accounting, revenue that was earned between January 1 and March 31, but for which payment was not received until April 15, is recorded as being received on March 31 rather than on April 15.
- ACTIVITY CLASSIFICATION** Expenditure classification according to the specific function performed by the organizational units.
- APPROPRIATION** A legal authorization made by the City Council that permits the City to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time period in which it may be expended.
- APPROPRIATION ORDINANCE** The official enactment by the City to establish legal authority for City officials to obligate and to expend resources.
- APPRAISED VALUE** The estimated value of a piece of property for the purpose of taxation.
- ASSESSED VALUATION** A value that is established for real or personal property for use as a basis for levying property values. (Note: Property values in the City of Benbrook are established by the Tarrant Appraisal District).
- 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.

<b>BALANCE SHEET</b>	A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specified date.
<b>BOND</b>	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.
<b>BONDED DEBT</b>	That portion of indebtedness represented by outstanding bonds.
<b>BOND ORDINANCE</b>	An ordinance or resolution adopted by the legislative body that authorizes a bond issue.
<b>BUDGET</b>	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.
<b>BUDGET ADJUSTMENT</b>	A procedure, established by the City Charter, used to revise a budget amount after the budget has been adopted by the City Council.
<b>BUDGET CALENDAR</b>	The schedule of key dates which the City Staff follows in the preparation, adoption, and administration of the budget.
<b>BUDGET DOCUMENT</b>	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.
<b>BUDGET MESSAGE</b>	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.
<b>BUDGET ORDINANCE</b>	The official enactment, by the City Council, to authorize legally the City Staff to obligate and expend the resources of the City.

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

<b>BUDGETARY CONTROL</b>	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.
<b>BUDGETED AMOUNT</b>	An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.
<b>BUDGETED FUNDS</b>	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.
<b>CAPITAL ASSET REPLACEMENT</b>	A fund established by the City Council to finance major equipment purchases over several years rather than during one budget year.
<b>CAPITAL IMPROVEMENT PROGRAM</b>	A long-range plan for providing the capital outlays necessary to ensure 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.
<b>CAPITAL IMPROVEMENT REPORT</b>	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.
<b>CAPITAL PROJECTS FUND</b>	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.
<b>CAPITAL OUTLAY</b>	An expenditure which results in the acquisition or addition to fixed assets.
<b>CASH ACCOUNTING</b>	A basis of accounting in which transactions are recorded when cash is either received or expended.
<b>CASH MANAGEMENT</b>	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.

<b>CHARACTER</b>	A basis for distinguishing types of expenditures; the major classifications used by the
<b>CLASSIFICATION</b>	City are: Personal Services, Supplies and Materials, Contractual Services, Repair and Maintenance, Capital Outlay, and Debt Service.
<b>COMBINED SUMMARY STATEMENT</b>	A summary of two or more funds presented on a single page that includes a total of the funds presented.
<b>CURRENT TAXES</b>	Taxes that are levied and due within one year.
<b>DEBT SERVICE</b>	The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.
<b>DEBT SERVICE FUND</b>	A fund established to account for the accumulation of resources for and the payment of long-term debt principal and interest.
<b>DEBT SERVICE FUND REQUIREMENTS</b>	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.
<b>DEFICIT</b>	The excess of expenditures over revenues during an accounting period.
<b>DELINQUENT TAXES</b>	Taxes that remain unpaid on or after the date on which penalty for non-payment is attached.
<b>DEPARTMENT</b>	A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.
<b>DISBURSEMENT</b>	Payment for goods and services in cash or by check.
<b>DIVISION</b>	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.

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

<b>ENCUMBRANCE</b>	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.
<b>ESTIMATED REVENUE</b>	The amount of projected revenues to be collected during the fiscal year. The projected financing sources are estimated to finance the proposed projected expenditures.
<b>EXPENDITURE</b>	A decrease in the net financial resources of the City due to the acquisition of goods or services.
<b>FISCAL YEAR</b>	A twelve-month period to which the annual operating budget applies. The City has established October 1 through September 30 as its fiscal year.
<b>FIXED ASSETS</b>	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.
<b>FULL FAITH AND CREDIT</b>	A pledge of the general taxing power of a government to repay debt obligations (the term is typically used in reference to bonds).
<b>FUNCTION</b>	A group of related activities aimed at accomplishing a major service.
<b>FUND</b>	An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or governmental functions. The major funds used by the City include: General Fund, Debt Service Fund, Capital Projects Fund, Tax Increment Financing (TIF) Fund, Stormwater Utility Fund, Core Value Fund, Police Narcotics Fund, Hotel/Motel Occupancy Tax Fund, and Technology Fund.
<b>FUND BALANCE</b>	The excess of assets over liabilities. Fund Balance is also known as surplus funds or reserves.
<b>GENERAL FUND</b>	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.
<b>GENERAL LEDGER</b>	A file that contains a listing of various accounts necessary to reflect the financial position and results of operation of the government.
<b>GENERAL OBLIGATION BONDS</b>	Bonds that finance a variety of public improvement projects which pledge the "Full Faith and Credit" of the City for their repayment.

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

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

<b>PROGRAM BUDGET</b>	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.
<b>PROPERTY TAX</b>	Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
<b>RECONCILIATION</b>	A detailed summary of the increases and decreases from one budget year to the next.
<b>REQUISITION</b>	A written request from one department to the Purchasing Agent for specific goods or services. This action precedes the authorization of a purchase order.
<b>RESERVES</b>	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.
<b>REVENUE</b>	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.
<b>REVENUE REFUNDING</b>	Bonds with principal and interest payable exclusively from a revenue source pledged
<b>BONDS</b>	as the payment source before issuance. These types of bonds can be issued with or without voter approval.
<b>RISK MANAGEMENT</b>	An organized attempt to protect a government's assets against accidental loss in the most economical method and with the least risk.
<b>SOURCE OF REVENUE</b>	Revenues are classified according to their source or point of origin.
<b>SPECIAL ASSESSMENT</b>	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.

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

<b>SPECIAL ASSESSMENT FUND</b>	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.
<b>STORMWATER UTILITY</b>	A fund to account for revenues derived from fees charged to homeowners and businesses to finance drainage projects.
<b>TARRANT APPRAISAL DISTRICT</b>	An entity established by State of Texas law to insure uniform property appraisals for all cities in Tarrant County.
<b>TAX RATE</b>	The amount of tax stated in terms of a unit of the tax base; for example, 64.00 cents per \$100 valuation of appraised calculation of taxable property.
<b>TAX ROLL</b>	The official list showing the amount of taxes levied against each tax payer.
<b>VOUCHER</b>	A document indicating that a transaction has occurred. A voucher usually contains the account related to the transaction.
<b>WORK PROGRAM</b>	A plan of work proposed to be done during a particular period by the government in carrying out its assigned activities.

**BUDGET ACRONYMS**

The 2019-20 Annual Budget contains specialized abbreviations for organizations and activities that may be unique to Benbrook and the North Texas area. To assist the reader of the Annual Budget Document in understanding these terms, a listing of acronyms has been included. An attempt has been made to provide the complete name of each establishment in the Budget Document and then to provide the acronym.

<b>ACO</b>	Animal Control Officer
<b>ARB</b>	Appraisal Review Board of Tarrant Appraisal District
<b>BACC</b>	Benbrook Area Chamber of Commerce

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

<b>BCC/YMCA</b>	Benbrook Community Center/Young Men’s Christian Association
<b>BEDC</b>	Benbrook Economic Development Corporation
<b>BHS</b>	Benbrook Historical Society
<b>BLD</b>	Benbrook Library District
<b>BSCI</b>	Benbrook Sister Cities, Inc.
<b>BWA</b>	Benbrook Water Authority (known from its establishment to September 2005 as the Benbrook Water and Sewer Authority)
<b>CAD</b>	Computer-Aided Drafting (Design) or Computer-Assisted Dispatch
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvements Plan
<b>CIS</b>	Criminal Investigation Section (Benbrook Police Department)
<b>CPO</b>	Crime Prevention Officer
<b>DFW</b>	Dallas/Fort Worth
<b>EMS</b>	Emergency Management Services
<b>EDC</b>	Economic Development Corporation
<b>EMT</b>	Emergency Management Technician
<b>FWISD</b>	Fort Worth Independent School District
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographic Information System

**CITY OF BENBROOK 2019-20 ANNUAL BUDGET**

---

<b>HAVA</b>	Help America Vote Act
<b>JLUS</b>	Joint Land Use Study
<b>LRFF</b>	Long Range Financial Forecast
<b>MOVE</b>	Military and Overseas Voter Enhancement
<b>NCTCOG</b>	North Central Texas Council of Governments
<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>TAD</b>	Tarrant Appraisal District
<b>TDSHS</b>	Texas Department of State Health Services
<b>TIF</b>	Tax Increment Financing District
<b>TML</b>	Texas Municipal League
<b>TMRS</b>	Texas Municipal Retirement System
<b>TXDOT</b>	Texas Department of Transportation
<b>TXU</b>	Texas Utilities
<b>VIN</b>	Vehicle Identification Number