

# CITY OF BENBROOK, TEXAS



# FY 2024-25 ADOPTED BUDGET



911 WINS COTT ROAD  
BENBROOK, TEXAS 76126  
[WWW.CI.BENBROOK.TX.US](http://WWW.CI.BENBROOK.TX.US)  
(817) 249-3000

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# **SECTION ONE**

# **INTRODUCTION AND**

# **OVERVIEW**

**CITY OF BENBROOK  
FY 2024-25 BUDGET**

This budget will raise more total property taxes than last year's budget by \$906,164 and 4.86%, and of that amount \$389,355 is tax revenue to be raised from new property added to the tax roll this year.

**FOR:** Mayor Jason Ward, Councilmember Renee Franklin, Councilmember Larry Marshall, Councilmember Dustin Phillips, Councilmember Gary Addison, Councilmember Laura Mackey, Councilmember Keith Tiner

**AGAINST:**

**PRESENT and not voting:**

**ABSENT:**

<b>Property Tax Rate Comparison</b>	<b>FY 2024-25</b>	<b>FY 2023-24</b>
Tax Rate	\$0.555000	\$0.565000
No-New-Revenue Tax Rate	\$0.559066	\$0.522509
No-New-Revenue M&O Tax Rate	\$0.521671	\$0.505414
Voter-Approval Tax Rate	\$0.615358	\$0.572652
Debt Tax Rate	\$0.035700	\$0.039000

Total debt obligation for City of Benbrook secured by property taxes is \$1,193,744.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Benbrook  
Texas**

For the Fiscal Year Beginning

**October 01, 2023**

*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, 2023.

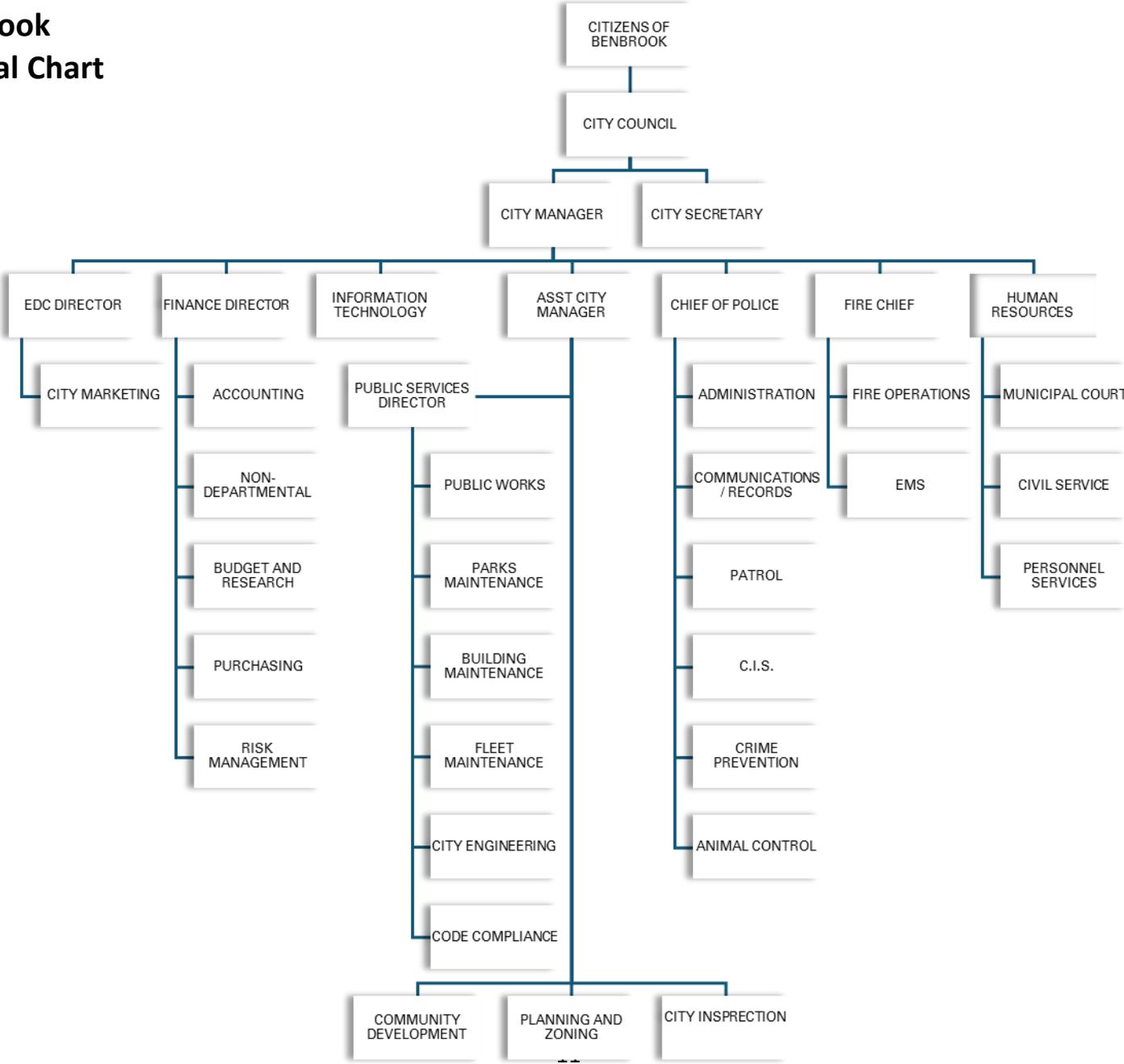
In order to receive this award, a governmental unit must publish a budget document that meets criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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**

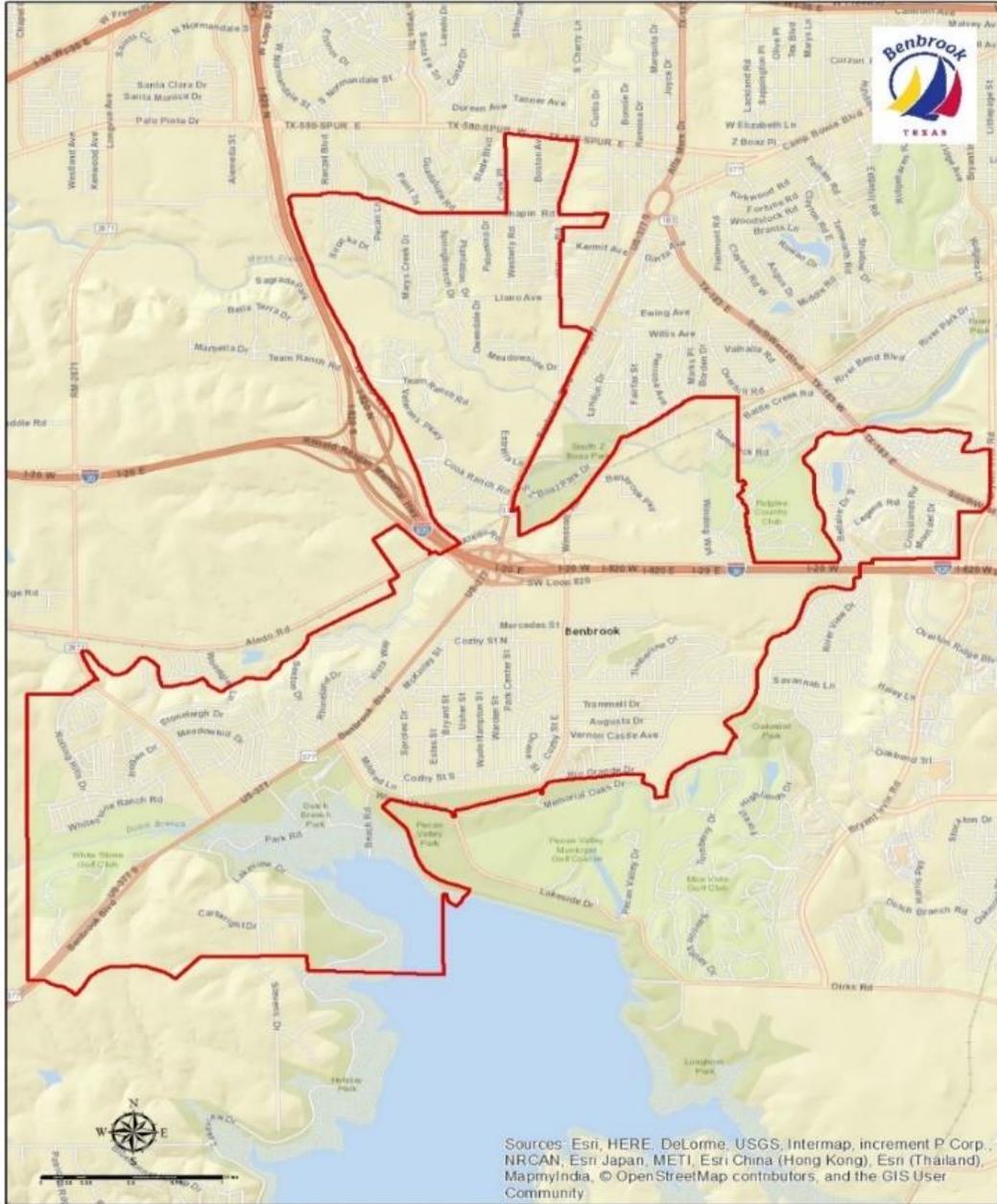
<b>NAME</b>	<b>POSITION</b>	<b>LENGTH OF SERVICE</b>
Andy Wayman	City Manager	27 Years
James Hinderaker	Assistant City Manager	7 Years
Rick Overgaard	Finance Director	6 Years
Beth Fischer	City Secretary	29 Years
David Babcock	Police Chief	35 Years
Tommy Davis	Fire Chief	29 Years
Wes Cooper	Information Technology Director	20 Years
Bennett C. Howell, III	Public Services Director	10 Years
Douglas Howard	City Planner	7 Years
Heath Haseloff	City Engineer	7 Years
Jessica James	Economic Development Director	4 Years

# City of Benbrook Organizational Chart

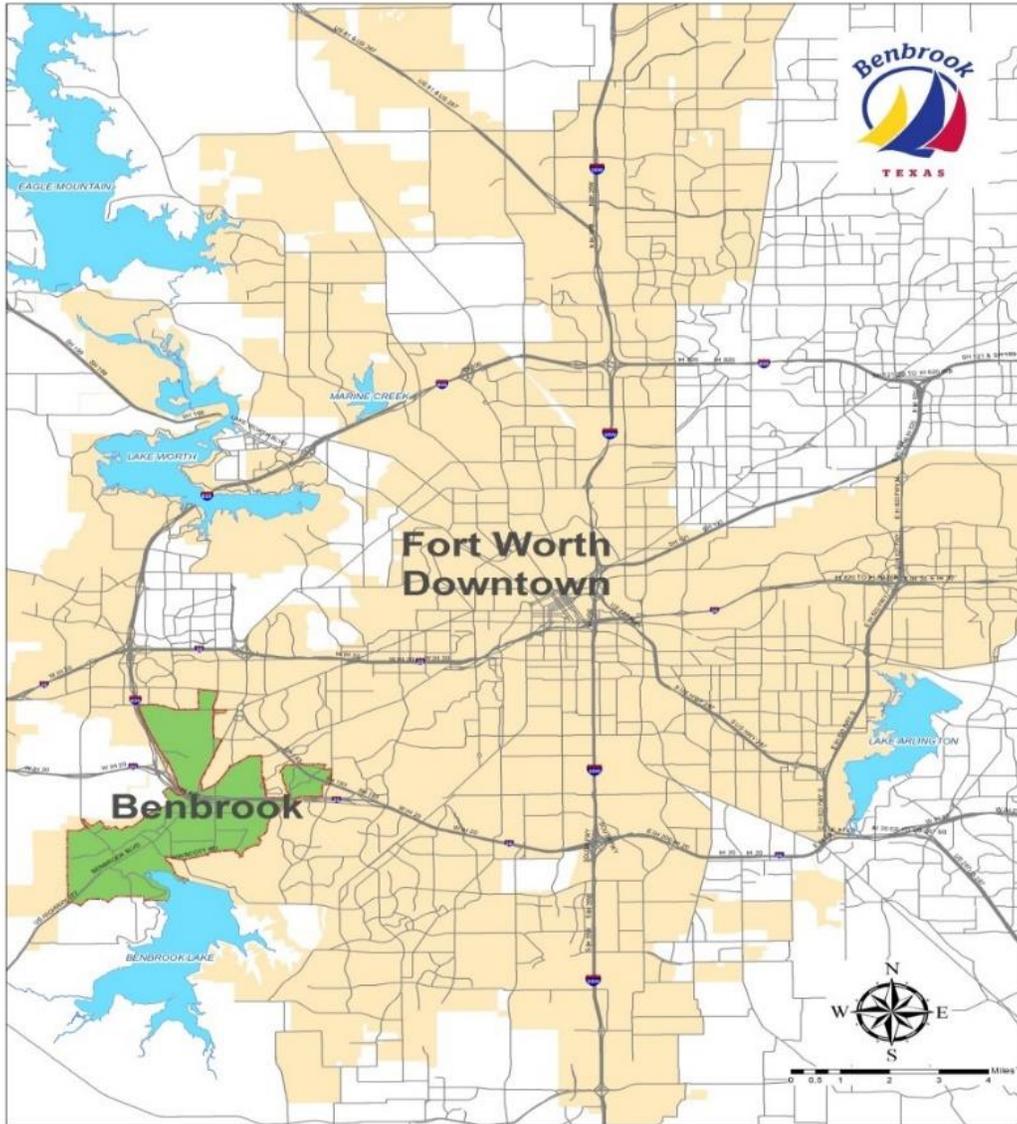


# MAP OF BENBROOK, TEXAS

## City of Benbrook



# MAP OF BENBROOK, TEXAS



## Comprehensive Plan

The City of Benbrook’s Comprehensive Plan was updated in 2020. The plan is a well-formed policy document that prioritizes our community values and guides the many decisions that affect our city’s physical growth and social character.

At the appointment of City Council, a Comprehensive Plan Steering Committee was formed to review the existing comprehensive plan and make recommendations for updates. The document is the result of many entities working together to craft good policy. Steering Committee members, City staff, City board and commission members, and our engaged citizenry provided valuable input on a wide variety of planning and land use topics; quality of life, housing, transportation, utilities, public safety, economic development, community facilities, and future land uses.

The 2020 Comprehensive Plan establishes a shared community vision, outlines attainable goals for our growing city, and serves as a guide for good governance, both today and for future city councils and staff.

The following timeline in 2020 was used in developing the comprehensive plan:

- Jan. 3, 2019:** City Council work session and kickoff meeting.
- Jan. 4–Feb. 28:** Staff meet with key stakeholders and property owners.
- Jan. 17:** Steering Committee members selected.
- Feb. 7:** City Council formally appoints Steering Committee members.
- Mar–Aug:** Steering Committee meets once a month for six months.
- Aug. 6:** Steering Committee completes work and provides final recommendations.
- Sept. 19:** City Council work session on Steering Committee’s core recommendations.
- Oct. 9:** Parks and Recreation Board work session.
- Oct. 10:** Planning and Zoning Commission work session.
- Nov. 12:** Public Open House
- Nov 12-Dec 12:** Public Comment Period
- Dec. 12:** Planning and Zoning Commission work session
- Jan. 9, 2020:** Planning and Zoning Commission public hearing on the plan update.
- Feb. 20:** City Council public hearing on Comprehensive Plan update.

This Plan serves as the blueprint for the future of our City. It is intended to help define and direct how we desire to grow in the coming years. The document is based on our Core Tenets and Vision for the City.

## Core Tenets

The Core Tenets represent the fundamental policies of our governance style. They are intended to express the priorities of the City, state the character and nature of government in Benbrook, and serve as a guide for future City Councils.

- **Quality of Life:** The City of Benbrook endeavors to implement legislation, policies, projects, and services to ensure our community remains a great city, and to enhance quality of life for current and future generations of residents.
- **Approach to Governance:** The City of Benbrook will provide governance that is effective, efficient, and equitable.
- **Character:** The City of Benbrook will govern with attentiveness, compassion, creativity, dedication, dependability, discretion, enthusiasm, fairness, flexibility, honesty, humility, resourcefulness, respect, thoroughness, wisdom, and without bias.
- **Inclusive Governance:** The City of Benbrook believes that the best government is inclusive, communicative, and open.
- **Services, Programs, and Projects:** The City of Benbrook will provide services, programs, and projects that enhance quality of life by assuring that:
  - Public safety is emphasized.
  - City infrastructure is well-maintained.
  - Recreation and cultural opportunities are abundant.
  - Development and growth is orderly and strategic.
  - Neighborhoods and business corridors are attractive, clean, and safe.
- **Professional Staff:** Through market competitive compensation/benefits and a quality work environment, the City of Benbrook will recruit and retain only the most qualified and professional employees for City service.
- **Financial Stability:** The City of Benbrook is committed to providing citizens the best value for their tax dollars and ensuring that financial resources are available to invest in community priorities. To protect long-term financial stability, the City will:
  - Continually strive to diversify the tax base.
  - Conservatively estimate revenue receipts.
  - Fund core services through reliable and predictable revenue sources.
  - Predicate expenditures on need, not revenues.
  - Utilize additional revenue sources prudently.
  - Require a super-majority vote of City Council for use of sales tax funds and gas and oil lease royalties fund revenues.
  - Maximize grant funding.
  - Follow a policy of maintaining cash reserves to meet at least three months of operating expenses.

- Keep total annual debt service payments below 20 percent of the City budget.
- Continue “pay-as-you-go” when possible.
- Regularly update the City's long-range financial plan.
- Maintain a high-quality bond rating.
- Hold the line on the current property tax rate and reduce future tax rates as prudently as possible.

## The Big Picture

Our overall goal is to ensure Benbrook remains a city we can be proud of. For our citizens, this means we are committed to:

- Providing excellent municipal services.
- Providing superb public safety and emergency response.
- Remaining fiscally responsible and preserving a strong economy.
- Being family-friendly, inclusive, diverse, and welcoming.
- Ensuring quality schools.
- Ensuring Benbrook is clean, well-maintained, and safe.
- Promoting recreational opportunities and healthy lifestyles, to include:
  - Benbrook Lake
  - Hike and bike paths
  - Equestrian trails
  - Green spaces
  - Parks and recreation
- Supporting amenities, services, and opportunities to enhance our quality of life.
- Quality development and managed growth.
- Offering opportunities for civic engagement.
- Being transparent in governance.
- Being a Small Town, Big Backyard, with hometown spirit and community pride.
- Remaining a great place to live, work, and play.

## Goals and Action Items: Land Use

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*Goal 1: Provide for adequate land area to achieve a desired development mix.*

---

### *Action Items*

1.1: Monitor land use and update the Future Land Use Map as necessary to ensure the plan maintains the desired land development mix.

1.2: Regularly meet with the Fort Worth Independent School District (FWISD) to monitor changes in population and demographics that may affect local school enrollment and facility needs.

1.3: Promptly notify the FWISD of all development proposals that could affect school enrollment and facility needs.

1.4: Update the Future Land Use Map as necessary to include future school sites or other public facilities.

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***Goal 2: Protect existing neighborhoods.***

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*Action Items*

2.1: Provide prompt notice to neighborhood associations of zoning changes or other significant development plans that may affect their neighborhoods.

2.2: Periodically conduct audits of neighborhood associations to verify that sufficient cash reserves are held for ongoing maintenance of all perimeter fencing and other public amenities.

2.3: Code enforcement officers will regularly patrol the corridors and evaluate properties to determine non-compliance with adopted City codes, in order to maintain an attractive and safe community. Officers will work with property owners to achieve voluntary compliance. When necessary, officers should resolve violations through appropriate abatement procedures.

2.4: Encourage individual homeowners to participate in the principles of CPTED (Crime Prevention Through Environmental Design) as outlined on the City's website and newsletters, and to participate in neighborhood meetings, the Citizens on Patrol (COPs) program and National Night Out.

2.5: Establish buffers or other screening methods to minimize conflicts with non-residential uses.

2.6: Consider adoption of the Property Maintenance Code.

---

***Goal 3: Promote quality new residential development.***

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*Action Items*

3.1: Establish new multi-family development standards that ensure new development is of the highest quality to endure the test of time.

3.2: Review and update the residential subdivision development standards.

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***Goal 4: Maintain, update, or establish land-use regulations and processes that are business-friendly and community focused.***

---

*Action Items*

4.1: Revise existing sign code regulations to better meet the needs of businesses while ensuring signs are visually compatible with surrounding development.

4.2: Encourage and support the rezoning of existing Planned Development zoning districts that do not have specific development standards or clear review procedures.

4.3: Establish development review procedures that foster good communication and timely responses.

---

***Goal 5: Promote redevelopment and infilling of undeveloped areas in the city.***

---

*Action Items*

5.1: Identify and encourage redevelopment or revitalization of distressed or underdeveloped areas through the adoption of Area Plans. City Council may call on the Planning and Zoning Commission (P&Z) or the Economic Development Corporation (EDC) to provide suggestions or recommendations.

5.2: Review adopted development standards and, where prudent, revise these standards to lessen redevelopment barriers.

5.3: Encourage cooperation and coordination between property owners during the property redevelopment process. City staff should help facilitate meetings whenever possible.

---

***Goal 6: Establish an active and vibrant downtown Benbrook.***

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*Action Items*

6.1: Establish a downtown zoning district ordinance that promotes a wide variety of land uses and activities, including: commercial, residential, and community-oriented activities.

6.2: Explore the feasibility of building a new City Hall that incorporates the police department, city administration offices, senior center, and other public use facilities into a single municipal complex.

## Goals and Action Items: Transportation

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### *Goal 1: Maintain an up-to-date Master Thoroughfare Plan.*

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#### *Action Items*

- 1.1: Implement the Master Thoroughfare Plan and update, as necessary.
- 1.2: Require right-of-way dedication at the time of platting or re-platting of property.

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### *Goal 2: Base roadway development on the Future Land Use Map.*

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#### *Action Items*

- 2.1: Conduct Level of Service evaluations on non-residential roadways with the assistance of the North Central Texas Council of Governments (NCTCOG), as opportunities arise.
- 2.2: Continue to coordinate with the Texas Department of Transportation (TXDOT) and NCTCOG for transportation improvement projects and funding.
- 2.3: Annually review, and as necessary update, the Capital Improvement Program (CIP) to include roadway projects to maintain and upgrade existing roadways.
- 2.4: Continue to leverage the annual Tarrant County street overlay program to the maximum extent practicable.
- 2.5: Establish and institute a Pavement Management Plan.

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### *Goal 3: Enhance overall traffic and pedestrian safety.*

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#### *Action Items*

- 3.1: Periodically gather traffic counts on key roadways.
- 3.2: Continue to gather accident data and monitor accident patterns to evaluate whether any traffic control or roadway modifications may improve traffic safety.
- 3.3: Support the installation of way-finding signage at key areas throughout the City.
- 3.4: Support the installation of streetlights at all intersections.

- 3.5: Establish and implement a street sweeping program.
- 3.6: Establish and implement a sign inventory and maintenance program.
- 3.7: A cul-de-sac or other method of emergency turn-around should be installed at existing dead-end streets in the City that do not already have one.
- 3.8: Provide a safe pedestrian crossing on Benbrook Boulevard/U.S. 377 between the Westpark neighborhood and Dutch Branch Park.
- 3.9: Provide a safe pedestrian crossing on R.M. Road 2871, between the Westpark neighborhood and Westpark Elementary.
- 3.10: Review existing Commercial Truck Route regulations and update, as necessary.

---

***Goal 4: Install more facilities for pedestrians and cyclists and promote them to the community.***

---

*Action Items*

- 4.1: Establish a policy that addresses the installation of sidewalks on existing streets having incomplete or no sidewalks.
- 4.2: Establish a citywide trail plan that connects to the North Central Texas Council of Government's Veloweb system.
- 4.3: Meet with FWISD to discuss a Safe Routes to School program and work to implement it as practical.
- 4.4: Support the construction of pedestrian and bicycle facilities to improve connectivity within and between existing residential subdivisions, retail areas, schools, workplaces, and recreational destinations. Special consideration should be given to establishing on-street bike lanes and to creating safe crossings at major roadways and intersections.
- 4.5: Increase promotion efforts of the city's pedestrian and bike trails, encouraging citizens to use their cars less and be more active.
- 4.6: Seek grants or cost-sharing methods to cover costs of capital expenditures on sidewalks and trails.
- 4.7: Highlight areas of interests or destinations through the use of "way-finding" signage along key bicycle and pedestrian trails.

---

***Goal 5: Create a plan to bring all playgrounds into compliance with the Consumer Product Safety Commission (CPSC) and the Americans with Disabilities Act.***

---

## **Goals and Action Items: Public Facilities**

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***Goal 1: Maintain appropriate staffing levels in all departments.***

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### *Action Items*

- 1.1: Evaluate all departments to determine how to best meet the future needs of the community.
- 1.2: Develop a succession plan to address institutional knowledge loss of retiring legacy employees.

Goal 2: Construct a new municipal complex.

### *Action Items*

- 2.1: Select a suitable location for a new municipal complex that is accessible to all and encourages better community involvement.
- 2.2: The City should evaluate the feasibility of including the Police Station, Senior Citizen's Center, and Benbrook Public Library into the future municipal complex.

---

***Goal 3: Establish a new Master Park Plan.***

---

### *Action Items*

- 3.1: Regularly conduct an audit of existing active recreational facilities and programs and patterns of use.
- 3.2: Seek the input of current and potential users of the park system in the planning of facilities and programming.
- 3.3: Determine if additional trails, parks, playing fields, and programs are needed to meet growing community needs, giving special attention to the smaller parks.
- 3.4: Prepare a facilities and program plan to meet the needs of the city's growing senior population, helping them age in place.

3.5: Identify the specific recreational needs of teenagers and young adults and investigate ways to meet those needs.

3.6: Explore ways to better market Benbrook's trail facilities as a regional destination for bicyclists.

3.7: Seek ways to improve lake access to Benbrook Lake.

---

***Goal 4: Continue to develop greenways for public recreation, and link trails to retail destinations in the city and to other trail systems in the region.***

---

*Action Items*

4.1: Contact the railroad company to determine if the grade-separated crossing at Vista Way Extension and the I-20 service road will be modified to accommodate two-way vehicular traffic when the double track project takes place.

4.2: Work with property owners to secure easements or rights-of-way, or purchase property needed to develop the City's trail system and achieve continuous trails.

4.3 Prepare an Open Space Plan that identifies properties that are located in the floodway, floodplain, or on steep slopes that should be preserved through the establishment of no-build easements or public land dedication.

**Goals and Action Items: Utilities and Drainage**

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***Goal 1: Reduce flooding risk to existing and future structures.***

---

*Action Items*

1.1: Continue to support FEMA by adopting updates of local floodplain mapping studies.

1.2: Adopt an erosion control ordinance to protect sensitive lands and property.

1.3: Actively work to improve Benbrook's Community Rating System (CRS) score.

---

***Goal 2: Improve community awareness of flooding risks.***

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## Action Items

2.1: Publish information about reducing flood risks on the City webpage, newsletter, and other platforms.

## Monitoring

The effectiveness of the Comprehensive Plan will be monitored annually. Monitoring Individual elements of the Plan will continually be reviewed and updated, as necessary. In addition, the Capital Improvements Program is updated annually.

## Adopted 2020 Comprehensive Plan

- [Adopted 2020 Comprehensive Plan](#)

## Updates to the Comprehensive Plan

- [Parks and Open Space Master Plan](#) (updated 10/20/22 – Ord. 1486)
- Capital Improvement Program (CIP) 2025 (page 210)
- [Future Land Use Map](#) (updated 10/01/2020 - Ord. 1461)

## Downtown Benbrook Conceptual Video

This video presents a visual concept of typical downtown elements. It does not represent any approved plans. Click the link below to view the video: [Downtown Conceptual Video](#)

## 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 2024-25 Budget reflects the lowering of the property tax rate to \$0.5550 per \$100 valuation. The City's tax rate is still at a level to generate sufficient property tax revenue should any economically negative trends invade Benbrook in the near future.

The 2024-25 Budget ensures that Operating Fund reserves are maintained at a minimum of \$8,000,000. The 2024-25 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, no new programs, or enhancements.

The 2024-25 Budget continues implementation of the City's financial policies and goals. The 2024-25 Budget is a balanced budget in that no funds have to be borrowed to provide the proposed level of services. The projected year ending fund balance for the General Fund and Debt Service Fund in the amount of \$26,078,432 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 2021, Standard and Poor's raised its rating on the City of Benbrook's general obligation debt to AA+ from AA- based upon the stable economic outlook. The upgrade reflects Standard and Poor's assessment of a very strong local economy, good financial management practices, and very strong liquidity.

As noted, the 2024-25 Budget does lower the City's property tax rate to \$0.5550 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 2024-25 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.

## HONORABLE MAYOR AND MEMBERS OF THE BENBROOK CITY COUNCIL

I am pleased to transmit to you the 2024-25 Budget for the City of Benbrook. This Budget meets all the provisions of the Home Rule Charter of the City of Benbrook, Texas and all applicable laws of the State of Texas. The 2024-25 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 Statistical and Supplemental Section of the 2024-25 Budget Document.

The 2024-25 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 2024-25 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 during the budget review and adoption process, expenditures for these funds are not formally established through the adoption of ordinances. The 2024-25 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.

### 2024-25 ADOPTED BUDGET

During the review and subsequent adoption of the 2024-25 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.

### CHALLENGES

Although COVID-19 cases have decreased, the City still has to take into consideration that another outbreak may occur, with potential shutdown, and loss of revenue. Also, this is the 5<sup>th</sup> year of S.B. 2 that limits tax revenue raised on the M&O portion to 3.5% over prior year, net of new construction. While the City has seen strong sales tax growth in 2018-19 and 2019-20 with the completion of Benbrook Boulevard, 2020-21 saw little growth. In 2021-22 the City has seen increase growth again, but we remain cautious. The City in 2021-22 began the construction of a

new municipal complex with an economy is experiencing high inflation and the potential of a recession. As a result of these challenges, the 2024-25 Budget is very lean and essentially flat from the prior year with NO decision packages approved.

## BALANCING THE BUDGET

The 2024-25 Budget provides a balanced plan for municipal services from October 1, 2024 through September 30, 2025. Operating Fund (combined General Fund and Debt Service Fund) expenditures and transfers out included in the 2024-25 Budget total \$28,066,317. General Fund expenditures and transfers total \$26,532,454 and Debt Service Fund expenditures total \$1,533,863. Operating Fund (combined General Fund and Debt Service Fund) revenues and transfers in total \$28,072,612. General Fund revenues and transfers total \$26,532,454 and Debt Service Fund revenues and transfers total \$1,540,158. The transfer of \$340,119 is scheduled from the Stormwater Utility Fund to the Debt Service Fund, and a transfer of \$300,000 from the Sanitation Fund to the General Fund. The transfer of \$300,000 is scheduled for transfer from General Fund to the Capital Projects Fund. No reserves were required to balance the Budget.

	OPERATING FUNDS		
	General Fund	Debt Service Fund	Total Operating Funds
<b>BEGINNING FUND BALANCE</b>	\$ 25,643,021	\$ 429,116	\$ 26,072,137
<b>REVENUES AND TRANSFERS IN</b>			
Revenues	26,232,454	1,200,039	27,432,493
Transfers In	300,000	340,119	640,119
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>\$ 26,532,454</b>	<b>\$ 1,540,158</b>	<b>\$ 28,072,612</b>
<b>EXPENDITURES AND TRANSFERS OUT</b>			
Expenditures	26,232,454	1,533,863	27,766,317
Transfers-Out	300,000	-	300,000
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 26,532,454</b>	<b>\$ 1,533,863</b>	<b>\$ 28,066,317</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 6,295</b>	<b>\$ 6,295</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 25,643,021</b>	<b>\$ 435,411</b>	<b>\$ 26,078,432</b>

The 2024-25 budget includes no decision packages. With the COVID-19 virus pandemic, the Texas Senate Bill 2 3.5% property tax cap, high inflation, possibility of a recession, and the construction of a new municipal complex it was decided that this budget year the City should better position itself for these potential unknowns and loss of revenue.

## USE OF RESERVES

For the 2024-25 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 2024-25, 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 2024-25 does not include the use of General Fund reserves, other than a planned transfer; the Operating Funds fund balance is projected to end the 2024-25 Budget year at \$26,078,432.

The 2024-25 Budget reflects the use of \$300,000 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 \$300,000 transfer consists of a transfer of \$250,000 to the Capital Asset Replacement Fund to purchase capital outlay items in the future, and a transfer of \$50,000 to the IT/Facilities Fund for possible use with the new municipal complex. General Fund revenues and transfers in are projected to equal expected expenditures and transfers out.

The 2024-25 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 \$6,295 will be added to Debt Service Fund reserves. The fund balance of the Debt Service Fund is projected to increase from \$429,116 to \$435,411. 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 the focus of the budget. After reviewing the change in assessed valuations and considering potential commercial development in the upcoming years, City Council established the property tax rate at \$0.5550 per \$100 valuation. The 2024-25 rate is \$0.01 lower than the 2023-24 adopted rate of \$0.5650. The General Fund portion of the property tax rate was reduced by \$0.0067 from \$0.5260 to \$0.5193. The Debt Service Fund portion of the property tax rate was reduced by \$0.0033 from \$0.0390 to \$0.0357. The City was able to reduce its overall tax rate and adopt a rate below the No-New-Revenue rate while still balancing the budget.

Property Tax Rate Comparison	FY 2024-25	FY 2023-24
No-New-Revenue Tax Rate	\$ 0.559066	\$ 0.522509
Voter-Approval Tax Rate	\$ 0.615358	\$ 0.572652
<b>Adopted Tax Rate:</b>		
M&O Tax Rate	\$ 0.519300	\$ 0.526000
Debt Tax Rate	\$ 0.035700	\$ 0.039000
Total Tax Rate	\$ 0.555000	\$ 0.565000

The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2024 shows the total appraised value of property in Benbrook at \$3,870,073,272; TAD provided revised assessed valuation and property tax data in September 2024; however, the July 2024 totals are used for all 2024-25 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

\$414,018,817. TAD's minimum projected value of property under protest and/or in incomplete accounts is \$66,122,445. The total net taxable value used to project revenues for 2024-25 is \$3,522,176,900. Based on the tax rate of \$0.5550, less the levy lost to frozen taxes, and a 99% collection rate, current property tax collections are projected to be \$18,701,693 for both the General Fund and the Debt Service Fund.

## **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 2024-25 Budget was to ensure that this philosophy continued. The 2024-25 Budget includes funds for: (1) merit increases for eligible employees; (2) an up-to twenty percent increase in premiums to continue current benefits and services for health, dental, and life insurance; (3) continuation of contributions to employee retirement as proposed by the Texas Municipal Retirement System; (4) a 3.0 percent cost of living adjustment for all full-time employees; (5) and a 3.0 percent inflation adjustment "catch up" for prior year COLAs being below actual inflation.

## **CONTINUATION OF CURRENT SERVICES**

The 2024-25 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 2024-25 Budget does not include reductions in services or cutbacks.

## **REPLACEMENT OF EQUIPMENT**

The 2024-25 Budget includes funds to replace essential equipment. Funds are included in the Police Department's budget allocation for the purchase of four new Police Patrol vehicles.

## **UPDATE AND UPGRADE OF EQUIPMENT**

Funds are included in the 2024-25 Budget for software and for replacement and/or upgrade of computers, printers, peripherals, and other hardware based on this schedule.

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

### **Changes in Personnel**

The 2024-25 Budget includes the transition of the Deputy City Secretary position into a Human Resources Director position. This will give the City a true Human Resources department.

### **New Services**

No new services or programs are included in the 2024-25 Budget.

## **Special Projects**

The 2024-25 Budget includes the continuation and expansion of the City's street overlay program and the rebuilding of Benbrook streets by increasing the street overlay program by \$1,335,000 to \$4,185,000.

# IMPACT OF THE 2024-25 BUDGET ON BENBROOK'S FUTURE

## OPERATING FUNDS

The Operating Funds began the 2024-25 year with a fund balance of \$26,072,137. The Operating Funds are projected to end the new fiscal year with a fund balance of \$26,078,432 based on revenues in the amount of \$27,432,493; expenditures in the amount of \$27,766,317; the transfer of \$340,119 from the Stormwater Utility Fund; an estimated transfer of \$300,000 from the Sanitation Fund; \$250,000 to the Asset Replacement Fund; and \$50,000 to the IT/Facilities Fund.

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 93.9 percent of total operating expenditures during 2024-25. 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 COVID-19 virus pandemic, the Texas Senate Bill 2 3.5% property tax cap, high inflation, possibility of a recession, and the construction of a new municipal complex, Council and Staff decided to defer General Fund financing of any major new programs and service enhancements. The 2024-25 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 2024-25 Debt Service Fund Budget include general obligation payments that are financed through current property tax collections, along with payments for Stormwater Utility debt. The Stormwater Utility debt payments are paid for by the Stormwater Utility Fund.

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 or without increasing the property tax rate. In fiscal year 2020-21 \$22.0 million in General Obligation bonds were issued for the construction of a new municipal complex that will be an anchor to a new downtown. The current City Hall, Police Station, and Senior Center are outdated and inadequate. All three buildings will be combined into one large municipal complex. There should be little effect on the City's tax rate because the new debt replaces existing debt that is maturing. In addition, the TIF ended in November 2022, which the City paid approximately \$1.0 million plus to each year. The \$1.0 million the City used to pay to the TIF is now used to service the new debt.

For the 2024-25 fiscal year, the City's total tax rate was reduced from \$0.5650 to \$0.5550 due to an increase in appraised valuations. The General Fund portion of the property tax rate was reduced from \$0.5260 to \$0.5193. The Debt Service Fund portion of the property tax rate decreased from \$0.0390 to \$0.0357.

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 2023-24 Budget.

## BUDGET FORMAT

The fiscal year 2024-25 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 Divisions - including goals, objectives, and measurements.

The Budget Document is divided into six sections. Section One provides an introduction and overview of the 2023-24 Operating Budget. Section Two provides the financial structure, policy, and process. Section Three presents the financial summaries of the Operating Funds. Section Four focuses on financial data for the General Fund and its Divisions. Section Five focuses on the Debt Service Fund and Capital Improvement Program. Section Six serves as an appendix with supplemental information about the City of Benbrook, and statistical information.

Section One – Introduction and Overview of the Budget Document contains an overview of the City's Budget Document through the Budget Message, Comprehensive Plan, and Basic Financial Goals. In addition, included is an organizational chart, key administrative officials, and map of Benbrook.

Section Two - Financial Structure, Policy, and Process of the Budget Document contains information about the relationships between the City's funds and departments, charter requirements, financial policies, and the budget process.

Section Three – Financial Summaries of the Budget Document provides information on the City's Operating Funds with 10-year comparisons of revenues and expenditures. Also, included the current financial condition, property tax revenue, approved capital expenditures, future capital and debt, and long-range forecast.

Section Four – General Fund of the Budget Document provides tables, charts, and graphs that summarize historical, present, and future General Fund data. The General Fund Section is further divided into sub-sections for each of the City's five governmental functions: General Government, Staff Services, Public Safety, Public Services, and Community Development. An organizational chart is provided for each governmental function to illustrate the staffing levels, chain-of-command, and Divisions included in each Function. A Function Description is included to describe and explain the purpose of the Function and to summarize the programs and services provided. A Functional Summary is provided to summarize financial and personnel data at the functional level. The Functional 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 2022-23; on a budget and estimated basis for 2023-24; and on a total request and adopted budget basis for 2024-25.

The total request provided for 2024-25 includes the base budget request and decision packages. The 2024-25 budget, however, does not include any decision packages. With the COVID-19 virus pandemic, the Texas Senate Bill 2 3.5% property tax cap, high inflation, possibility of a recession, and the construction of a new municipal complex it was decided that this budget year the City should better position itself for these potential unknowns and loss of revenue.

The Functional Summary provides the number of full-time equivalent positions assigned to the functional area. 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 Division (major work program) in each Function, a Divisional Summary and Cost Center Summary are provided. The Divisional 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 2021-22 and 2022-23; on a budget and estimated basis for 2023-24; and on a division request and City Council adopted basis for 2024-25. The division request information provided for 2024-25 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 division's positions.

Section Five - Debt Service Fund and Capital 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. Included also is the City's capital improvement program.

Section Six – Statistical and Supplemental serves as an appendix to the Budget Document and provides statistical information on the City's property taxes, along with personnel statistical information. It includes information to assist the reader in understanding Benbrook's history and relationship with other entities. This section includes the Budget Appropriations and Tax Rate Ordinances, a listing of all Benbrook Neighborhood Associations, data on the Benbrook Cemetery, the Community Profile, and Benbrook's Historical Background. Section Six also includes a glossary of terms found in the Budget Document as well as a listing and explanation of acronyms used in the 2024-25 Budget.

**SECTION TWO**  
**FINANCIAL STRUCTURE,**  
**POLICY, AND PROCESS**

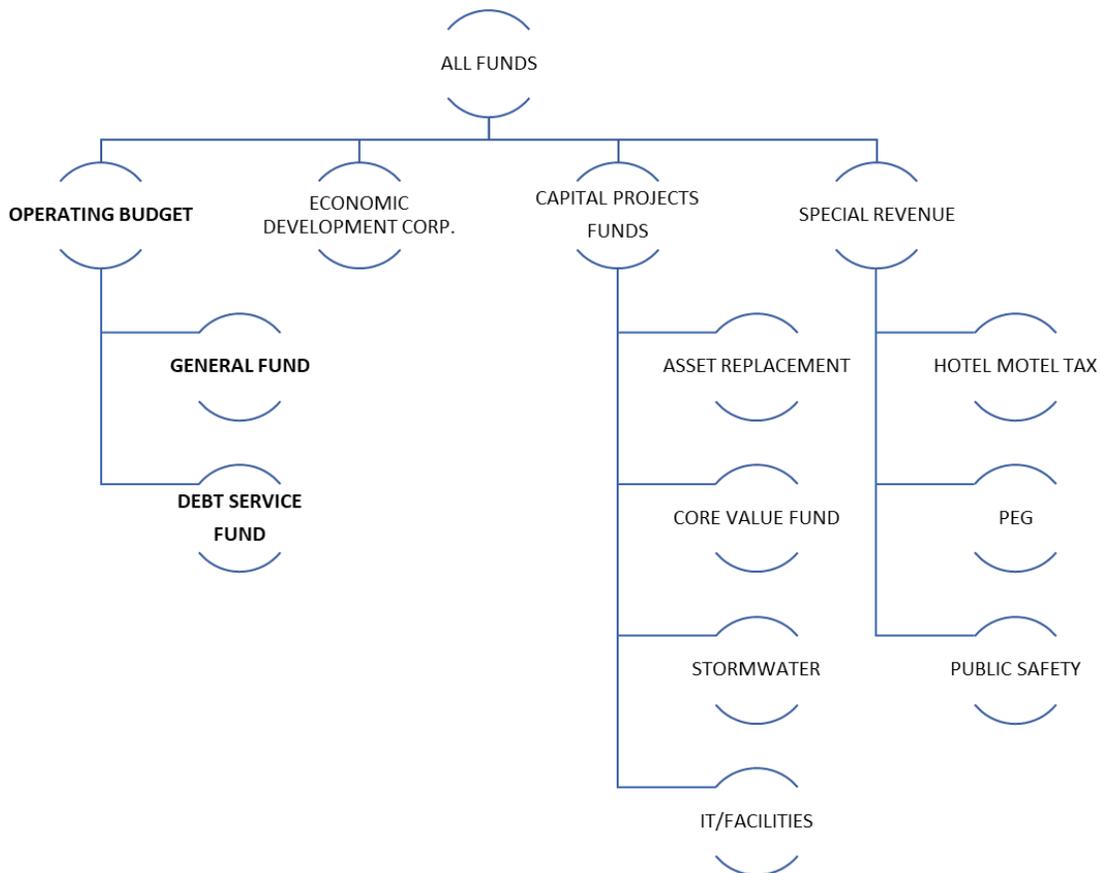
## FUND/DEPARTMENT RELATIONSHIPS

The City of Benbrook’s 2024-25 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 2024-25 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.



FUNCTION AND FUND RELATIONSHIP												
Function	General	EDC	Asset	Core	Storm	IT/Facilities	Other	Hotel	Public		Special	
	Fund	Fund	Replacement	Value	Water			Motel	PEG	Safety		Grant
	Fund	Fund	Fund	Fund	Fund	Fund	Projects	Fund	Fund	Fund	Fund	Assess.
General Government	√											
Staff Services	√					√						
Public Safety	√									√		√
Public Services	√		√	√	√	√	√				√	√
Community Development	√						√					√
Economic Development		√						√	√			

Only General Fund revenue is allocated toward payment of all expenditures in General Fund functions, departments, and divisions. Below illustrates the relationship.

GENERAL FUND		
Function	Department	Division
General Government	City Council	City Council
General Government	City Manager	City Manager
General Government	City Secretary	City Secretary
General Government	Non-Departmental	Non-Departmental
Staff Services	Finance	Finance
Staff Services	Information Technology	Information Technology
Staff Services	Personnel	Personnel
Public Safety	Police	Management Services
Public Safety	Police	Communication/Records
Public Safety	Police	Patrol
Public Safety	Police	C.I.S.
Public Safety	Police	Crime Prevention
Public Safety	Police	Animal Control
Public Safety	Fire	Fire Fighting
Public Safety	Fire	EMS
Public Safety	Municipal Court	Municipal Court
Public Services	Code Compliance	Code Compliance
Public Services	Public Services	Management Services
Public Services	Public Works	Street Maintenance
Public Services	Parks and Recreation	Parks Maintenance
Public Services	Support Services	Fleet Maintenance
Public Services	Support Services	Building Maintenance
Public Services	Engineering	Engineering
Community Development	Community Development	Management Services
Community Development	Planning and Zoning	Planning
Community Development	inspections	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 2004 and re-financed in 2013 and issued in 2021.

The General Fund 2024-25 Budget includes the transfer of General Fund reserves to the Capital Asset Replacement Account to finance capital outlays for the current year and for future years through this special expense account.

Also, included is a transfer to the IT/Facilities fund for possible use with the construction of the new municipal building.

## **BASIS OF BUDGETING**

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 applicable to governments. The City of Benbrook uses a modified accrual basis of accounting.

The 2024-25 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 another 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 by 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.

## **BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for 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 Annual Comprehensive Financial Report. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. Ad valorem taxes, penalty and interest, and street assessments that are not receivable within thirty days from year-end are classified as deferred revenues. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both 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.

## **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 2024-25 Budget is presented on a basis consistent with the City's established accounting policies.

# CITY CHARTER REQUIREMENTS

The City of Benbrook Charter, as approved in 1983 by the Benbrook City Council and amended in 1990 and in 1997, has the following requirements for the City Budget:

## **SUBMISSION OF THE BUDGET**

On or before the first day in September of each year, the City Manager shall submit to the City Council a balanced budget for the ensuing fiscal year and an accompanying message.

## **THE BUDGET MESSAGE**

The Budget Message shall explain the budget in fiscal terms and in terms of working programs for the ensuing fiscal year. It shall outline proposed financial policies of the City and shall include other materials as the City Manager deems necessary.

## **BUDGET CONTENTS**

The budget shall contain the following:

1. Comparative figures for the estimated income and expenditures for the ensuing fiscal year compared to the combination of actual income and expenditures through the latest complete accounting period that information is available for at the commencement of budget preparation, and the estimated income and expenditures for the incomplete portion of the current fiscal year.
2. The proposed expenditures of each office, department, or function.
3. A schedule showing the debt service requirement due on all outstanding indebtedness and on any proposed debt.
4. The source or basis of the estimate.
5. The total of the proposed expenditures shall not exceed the total estimated income and the balance of available funds.
6. The budget message shall include a forecast of a five-year estimate of revenues and expenditures and an explanation of its effect on taxation. The source or basis of the estimates shall be a part of the forecast.

## **PUBLIC HEARINGS ON THE BUDGET**

The Council shall hold a public hearing 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 the public hearing 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.

## FINANCIAL POLICIES

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

- Continually strive to diversify the tax base.
- Conservatively estimate revenue receipts.
- Fund core services through reliable and predictable revenue sources.
- Predicate expenditures on need, not revenues.
- Utilize additional revenue sources prudently.
- Require a super-majority vote of City Council for use of sales tax funds and gas and oil lease royalties fund revenues.
- Maximize grant funding.
- Follow a policy of maintaining cash reserves to meet at least three months of operating expenses.
- Keep total annual debt service payments below 20 percent of the City budget.
- Continue “pay-as-you-go” when possible.
- Regularly update the City's long-range financial plan.
- Maintain a high-quality bond rating.
- Hold the line on the current property tax rate and reduce future tax rates as prudently as possible.
- Maintain a balanced budget in that no funds have to be borrowed to provide the proposed level of services.

# 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.

## 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 and addressing City Council goals.

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 No-New-Revenue tax rate and Voter-Approval 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, along with the Proposed Budget.

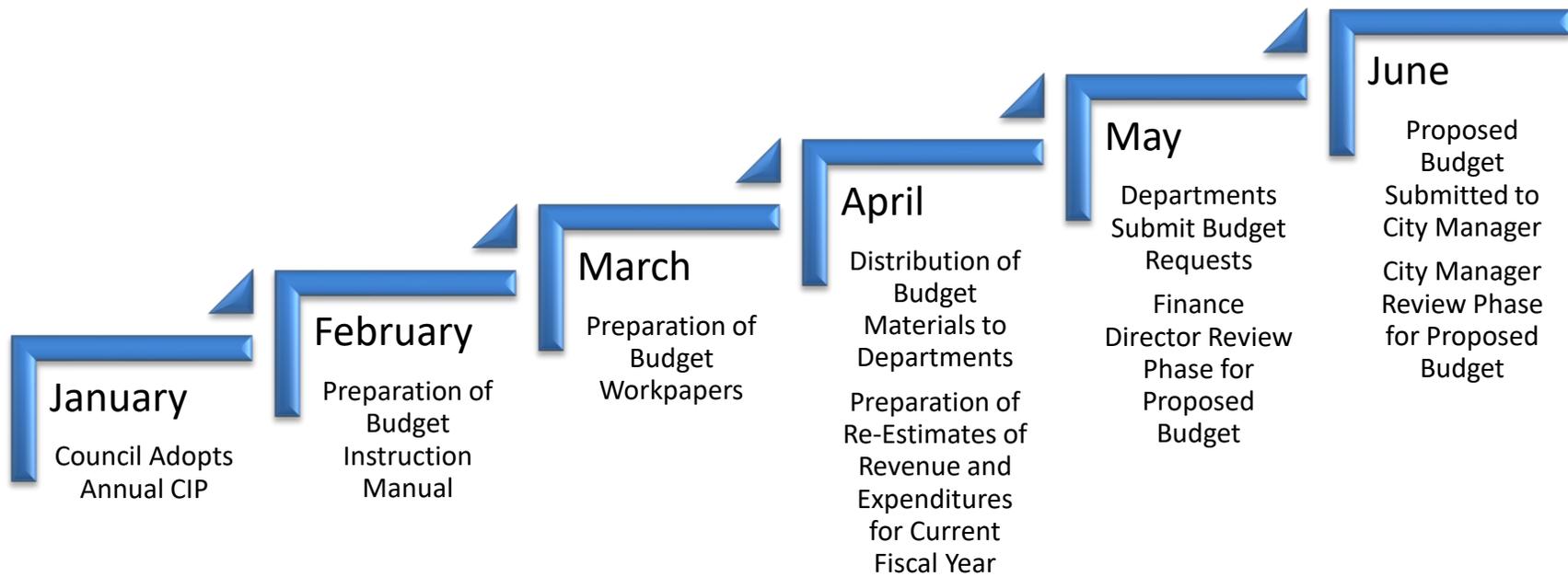
## **SEPTEMBER**

The Council conducts a public hearing on the Proposed Budget and Proposed Tax Rate. The City Council adopts the annual budget and tax rate upon the completion of these hearings, and after interested citizens have had an opportunity to address the City Council.

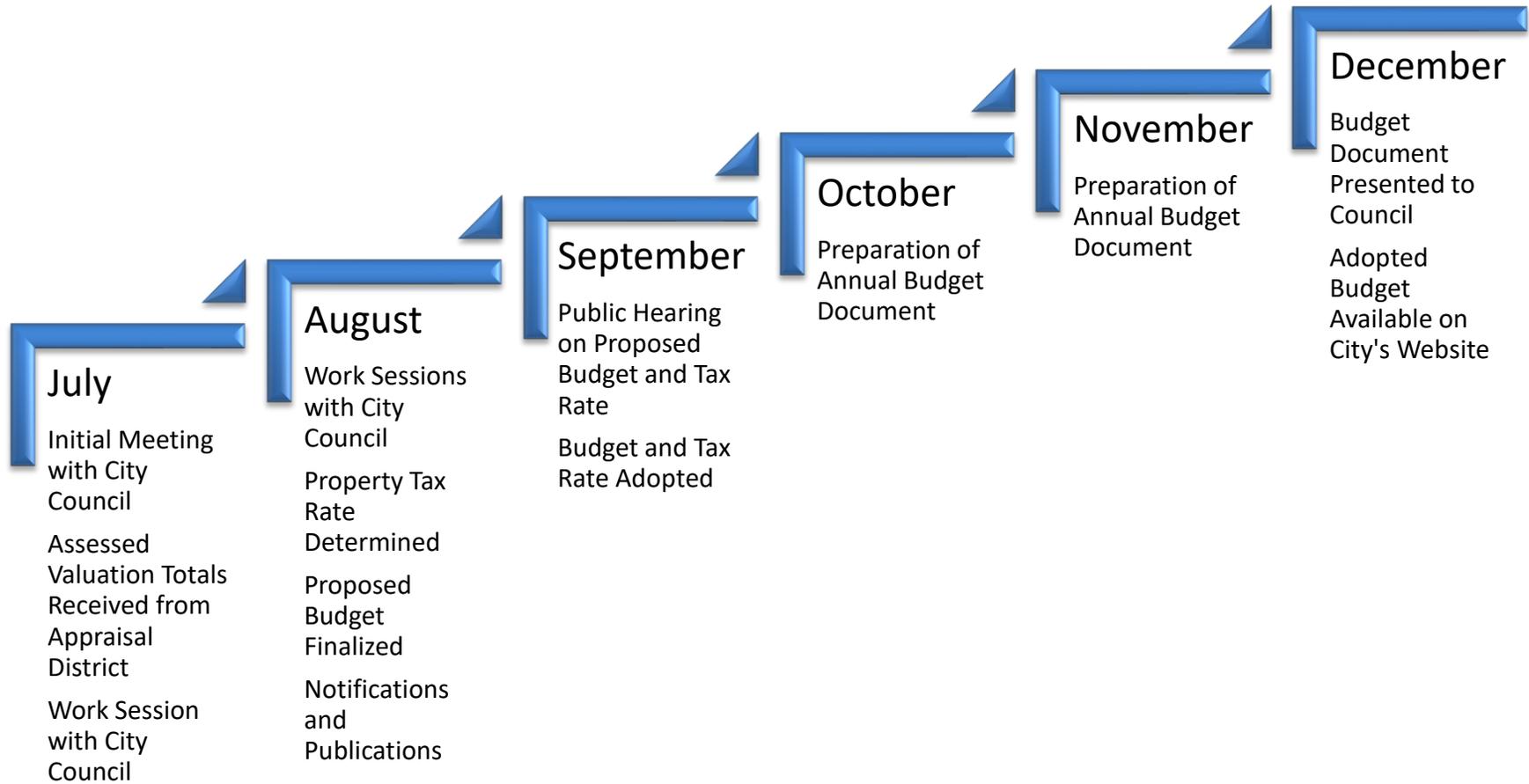
## **OCTOBER, NOVEMBER, AND DECEMBER**

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 2024, 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



## THE BUDGET PROCESS TIMELINE



# 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 FUNCTIONAL AREAS

The City Council must approve any inter-functional area transfers as an amendment to the original budget ordinance.

## INTRA-FUNCTIONAL TRANSFERS

The City Council must approve any intra-functional 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 2023-24 Budget Adoption Process is provided below:

- |                  |  |
|------------------|--|
| October 1 - July | City Staff receives and reviews written suggestions from citizens and civic organizations for the 2024-25 Annual Budget.   |
| July 2           | First public work session is held for City Staff and City Council to outline issues that are faced during the 2024-25 Budget Adoption Process and discuss Council goals. |

July 25	City receives final assessed valuation totals from Tarrant Appraisal District (TAD).
August 15	City Council accepts the 2024 Certified Appraisal Rolls, sets anticipated Property Tax Collection Rate, and appoints Tarrant County to calculate and publish the No-New-Revenue Tax Rate and the Voter-Approval Tax Rate.
August 15	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 2024-25 Budget.
August 28	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 No-New-Revenue and Voter-Approval Tax Rates are published.
August 28	Finance Director publishes the No-New-Revenue and Voter-Approval Tax Rates in the official newspaper.
September 5	Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of a Budget Summary are made available to all attendees).
September 11	Notices of the Adoption of the 2024-25 Budget Ordinance is published in the official newspaper. A summary of the Proposed Budget is available on City's website.
September 19	City Council adopts the 2024-25 Budget and Tax Rate.

# **SECTION THREE**

# **FINANCIAL SUMMARIES**

# DESCRIPTION OF OPERATING FUNDS

## FY 2024-25

### 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 funds are accounted for in this fund. General operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are paid by 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 the combined General Fund and the Debt Service Fund.

**COMBINED SUMMARY STATEMENT  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2024-25**

	<b>OPERATING FUNDS</b>		
	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total Operating Funds</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 25,643,021</b>	<b>\$ 429,116</b>	<b>\$ 26,072,137</b>
<b>REVENUES AND TRANSFERS IN</b>			
Revenues	26,232,454	1,200,039	27,432,493
Transfers In	300,000	340,119	640,119
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>\$ 26,532,454</b>	<b>\$ 1,540,158</b>	<b>\$ 28,072,612</b>
<b>EXPENDITURES AND TRANSFERS OUT</b>			
Expenditures	26,232,454	1,533,863	27,766,317
Transfers-Out	300,000	-	300,000
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 26,532,454</b>	<b>\$ 1,533,863</b>	<b>\$ 28,066,317</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 6,295</b>	<b>\$ 6,295</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 25,643,021</b>	<b>\$ 435,411</b>	<b>\$ 26,078,432</b>

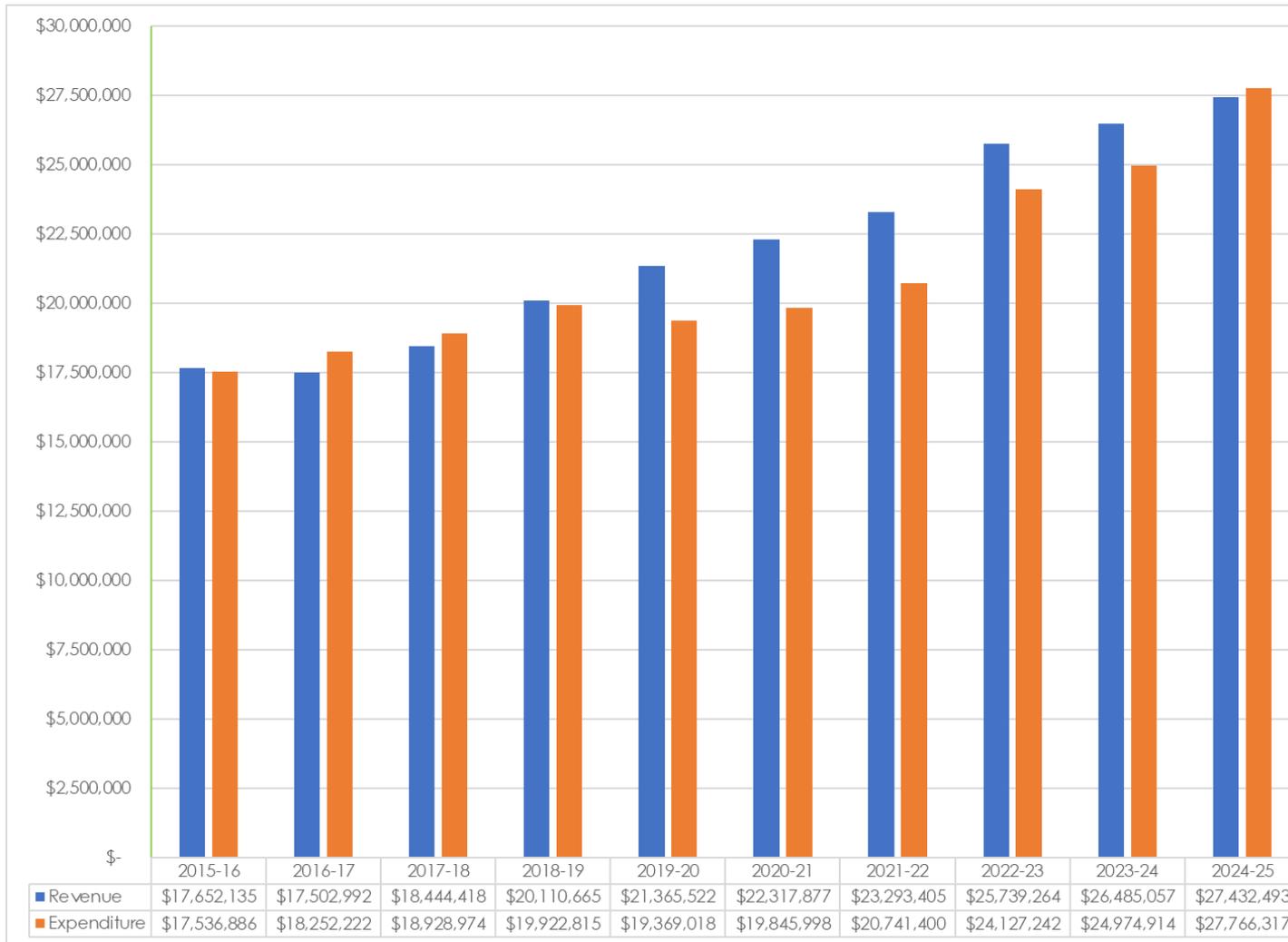
**COMBINED SUMMARY STATEMENT – THREE YEAR SUMMARY  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2022-23, 2023-24, AND 2024-25**

<b>GENERAL FUND</b>	<b>2022-23 ACTUAL</b>	<b>2023-24 ESTIMATED</b>	<b>2024-25 PROJECTED</b>
<b>BEGINNING BALANCE</b>	\$ 17,044,506	\$ 21,716,402	\$ 25,643,021
Revenues	25,167,629	25,283,103	26,232,454
Expenditures	(23,218,713)	(23,441,985)	(26,232,454)
Net Transfers	2,722,980	2,085,501	-
<b>ENDING BALANCE</b>	\$ 21,716,402	\$ 25,643,021	\$ 25,643,021

<b>DEBT SERVICE FUND</b>	<b>2022-23 ACTUAL</b>	<b>2023-24 ESTIMATED</b>	<b>2024-25 PROJECTED</b>
<b>BEGINNING BALANCE</b>	\$ 427,015	\$ 421,605	\$ 429,116
Revenues	571,634	1,201,955	1,200,039
Expenditures	(908,529)	(1,532,929)	(1,533,863)
Net Transfers	331,485	338,485	340,119
<b>ENDING BALANCE</b>	\$ 421,605	\$ 429,116	\$ 435,411

<b>TOTAL OPERATING FUNDS</b>	<b>2022-23 ACTUAL</b>	<b>2023-24 ESTIMATED</b>	<b>2024-25 PROJECTED</b>
<b>BEGINNING BALANCE</b>	\$ 17,471,521	\$ 22,138,007	\$ 26,072,137
Revenues	25,739,263	26,485,058	27,432,493
Expenditures	(24,127,242)	(24,974,914)	(27,766,317)
Net Transfers	3,054,465	2,423,986	340,119
<b>ENDING BALANCE</b>	\$ 22,138,007	\$ 26,072,137	\$ 26,078,432

**TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED (EXCLUDING TRANSFERS)  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2015-16 TO 2024-25**



**TEN YEAR COMPARISON OF REVENUES AND EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
Ad Valorem Taxes	\$ 10,775,138	\$ 10,670,866	\$ 11,820,511	\$ 12,722,537	\$ 13,635,240
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,546,789	1,444,339
Sales & Other Taxes	2,173,723	2,319,533	2,456,901	2,895,454	3,315,099
Licenses	98,713	1,577	1,445	26,808	15,463
Permits and Filing Fees	515,236	661,986	444,173	676,545	638,656
Fines and Forfeitures	802,523	826,297	748,566	687,162	669,883
Use of Money and Property	106,167	147,018	173,905	254,723	150,384
Revenue from Other Agencies	637,689	449,344	422,003	556,195	540,257
Citizen Services	824,666	764,223	821,516	697,744	849,834
Recreation Services	55,973	53,996	48,625	50,719	53,262
Sale of Goods	28,718	37,461	29,322	27,001	14,601
Other Revenue	2,155	45,930	77,506	(31,012)	38,504
<b>TOTAL REVENUE</b>	<b>\$ 17,652,135</b>	<b>\$ 17,502,992</b>	<b>\$ 18,444,418</b>	<b>\$ 20,110,665</b>	<b>\$ 21,365,522</b>
<b>Expenditures by Function</b>					
General Government	\$ 1,814,921	\$ 2,003,291	\$ 1,982,517	\$ 2,156,889	\$ 2,160,934
Staff Services	918,377	1,003,403	1,016,521	1,200,743	1,069,757
Public Safety	9,362,889	9,987,972	10,268,960	10,431,137	9,669,200
Public Services	3,181,993	3,386,576	3,402,292	3,835,985	4,108,396
Community Development	763,599	916,164	739,384	757,961	810,827
Debt Service	1,495,107	954,816	1,519,300	1,540,099	1,549,905
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,536,886</b>	<b>\$ 18,252,222</b>	<b>\$ 18,928,974</b>	<b>\$ 19,922,815</b>	<b>\$ 19,369,018</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 115,249</b>	<b>\$ (749,230)</b>	<b>\$ (484,556)</b>	<b>\$ 187,850</b>	<b>\$ 1,996,504</b>
<b>Other Financing Sources</b>					
Transfers-In	\$ 1,060,504	\$ 458,203	\$ 1,170,467	\$ 1,255,824	\$ 1,189,888
Transfers-Out	(800,000)	(1,360,000)	(2,000,000)	(1,884,804)	(1,202,170)
Adjustments	-	-	(2,266)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 260,504</b>	<b>\$ (901,797)</b>	<b>\$ (831,799)</b>	<b>\$ (628,980)</b>	<b>\$ (12,282)</b>
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 375,753</b>	<b>\$ (1,651,027)</b>	<b>\$ (1,316,355)</b>	<b>\$ (441,130)</b>	<b>\$ 1,984,222</b>

**TEN YEAR COMPARISON OF REVENUES AND EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25	Trend
Salorem Taxes	\$ 14,098,749	\$ 14,758,918	\$ 16,068,225	\$ 17,348,245	\$ 18,701,693	
Licenses Taxes	1,208,965	1,234,011	1,291,484	1,306,090	1,270,000	
Fees & Other Taxes	3,402,472	3,907,011	4,690,258	4,510,050	4,510,000	
Permits	17,588	17,260	18,295	18,700	18,800	
Registration and Filing Fees	486,461	993,460	464,497	349,500	359,500	
Fines and Forfeitures	617,919	510,500	449,447	520,000	509,000	
Interest on Money and Property	66,436	95,941	725,485	894,500	569,500	
Revenue from Other Agencies	518,927	530,960	570,886	505,000	505,000	
Utility Services	989,714	1,029,340	1,016,045	897,800	862,000	
Sanitation Services	56,716	81,011	77,626	75,000	75,000	
Cost of Goods	814,497	78,476	334,377	31,672	21,500	
Other Revenue	39,433	56,516	32,639	28,500	30,500	
<b>TOTAL REVENUE</b>	<b>\$ 22,317,877</b>	<b>\$ 23,293,405</b>	<b>\$ 25,739,264</b>	<b>\$ 26,485,057</b>	<b>\$ 27,432,493</b>	
<b>Expenditures by Function</b>						
General Government	\$ 2,455,048	\$ 2,668,485	\$ 2,936,073	\$ 1,502,393	\$ 1,422,315	
Police Services	1,159,286	1,174,034	1,253,391	1,362,674	1,708,319	
Public Safety	9,563,971	9,559,614	11,872,562	12,638,921	13,517,634	
Public Services	4,286,396	4,609,810	6,306,447	7,057,410	8,617,438	
Community Development	776,038	820,121	850,241	880,588	966,748	
Waste Service	1,605,259	1,909,337	908,529	1,532,929	1,533,863	
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,845,998</b>	<b>\$ 20,741,400</b>	<b>\$ 24,127,242</b>	<b>\$ 24,974,914</b>	<b>\$ 27,766,317</b>	
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 2,471,879</b>	<b>\$ 2,552,005</b>	<b>\$ 1,612,022</b>	<b>\$ 1,510,143</b>	<b>\$ (333,824)</b>	
<b>Other Financing Sources</b>						
Transfers-In	\$ 1,546,514	\$ 1,359,310	\$ 3,354,465	\$ 2,723,986	\$ 640,119	
Transfers-Out	(500,000)	(300,000)	(300,000)	(300,000)	(300,000)	
Investments	-	-	-	-	-	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 1,046,514</b>	<b>\$ 1,059,310</b>	<b>\$ 3,054,465</b>	<b>\$ 2,423,986</b>	<b>\$ 340,119</b>	
<b>VARIANCE REVENUES VERSUS EXPENDITURES</b>	<b>\$ 3,518,393</b>	<b>\$ 3,611,315</b>	<b>\$ 4,666,487</b>	<b>\$ 3,934,129</b>	<b>\$ 6,295</b>	

**OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
TEN YEAR COMPARISON OF REVENUES BY SOURCE  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
Ad Valorem Taxes	\$ 10,775,138	\$ 10,670,866	\$ 11,820,511	\$ 12,722,535	\$ 13,635,240
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,546,789	1,444,339
Sales & Other Taxes	<u>2,173,723</u>	<u>2,319,533</u>	<u>2,456,901</u>	<u>2,895,454</u>	<u>3,315,099</u>
<b>Total Taxes</b>	<b>\$ 14,580,295</b>	<b>\$ 14,515,159</b>	<b>\$ 15,677,357</b>	<b>\$ 17,164,778</b>	<b>\$ 18,394,678</b>
Licenses	\$ 98,713	1,577	1,445	26,808	\$ 15,463
Permits & Filing Fees	<u>515,236</u>	<u>661,986</u>	<u>444,173</u>	<u>676,545</u>	<u>638,656</u>
<b>Total Licenses, Permits &amp; Filing Fees</b>	<b>\$ 613,949</b>	<b>\$ 663,563</b>	<b>\$ 445,618</b>	<b>\$ 703,353</b>	<b>\$ 654,119</b>
Fines & Forfeitures	802,523	826,297	748,566	687,162	669,883
Use of Money & Property	106,167	147,018	173,905	254,723	150,384
Revenue From Other Agencies	637,689	449,344	422,003	556,195	540,257
Citizen Services	824,666	764,223	821,516	697,744	849,834
Recreation Services	55,973	53,996	48,625	50,719	53,262
Sale of Goods	<u>28,718</u>	<u>37,461</u>	<u>29,322</u>	<u>27,001</u>	<u>14,601</u>
<b>Total Service Charges</b>	<b>\$ 909,357</b>	<b>\$ 855,680</b>	<b>\$ 899,463</b>	<b>\$ 775,464</b>	<b>\$ 917,697</b>
Other Revenues	<u>2,155</u>	<u>45,930</u>	<u>77,506</u>	<u>(31,012)</u>	<u>38,504</u>
<b>TOTAL CURRENT REVENUES</b>	<b>\$ 17,652,135</b>	<b>\$ 17,502,992</b>	<b>\$ 18,444,418</b>	<b>\$ 20,110,663</b>	<b>\$ 21,365,522</b>
Transfers	1,060,504	458,203	1,170,467	1,255,824	1,189,888
<b>TOTAL REVENUES, TRANSFERS &amp; OTHER SOURCES</b>	<b>\$ 18,712,639</b>	<b>\$ 17,961,195</b>	<b>\$ 19,614,885</b>	<b>\$ 21,366,487</b>	<b>\$ 22,555,410</b>

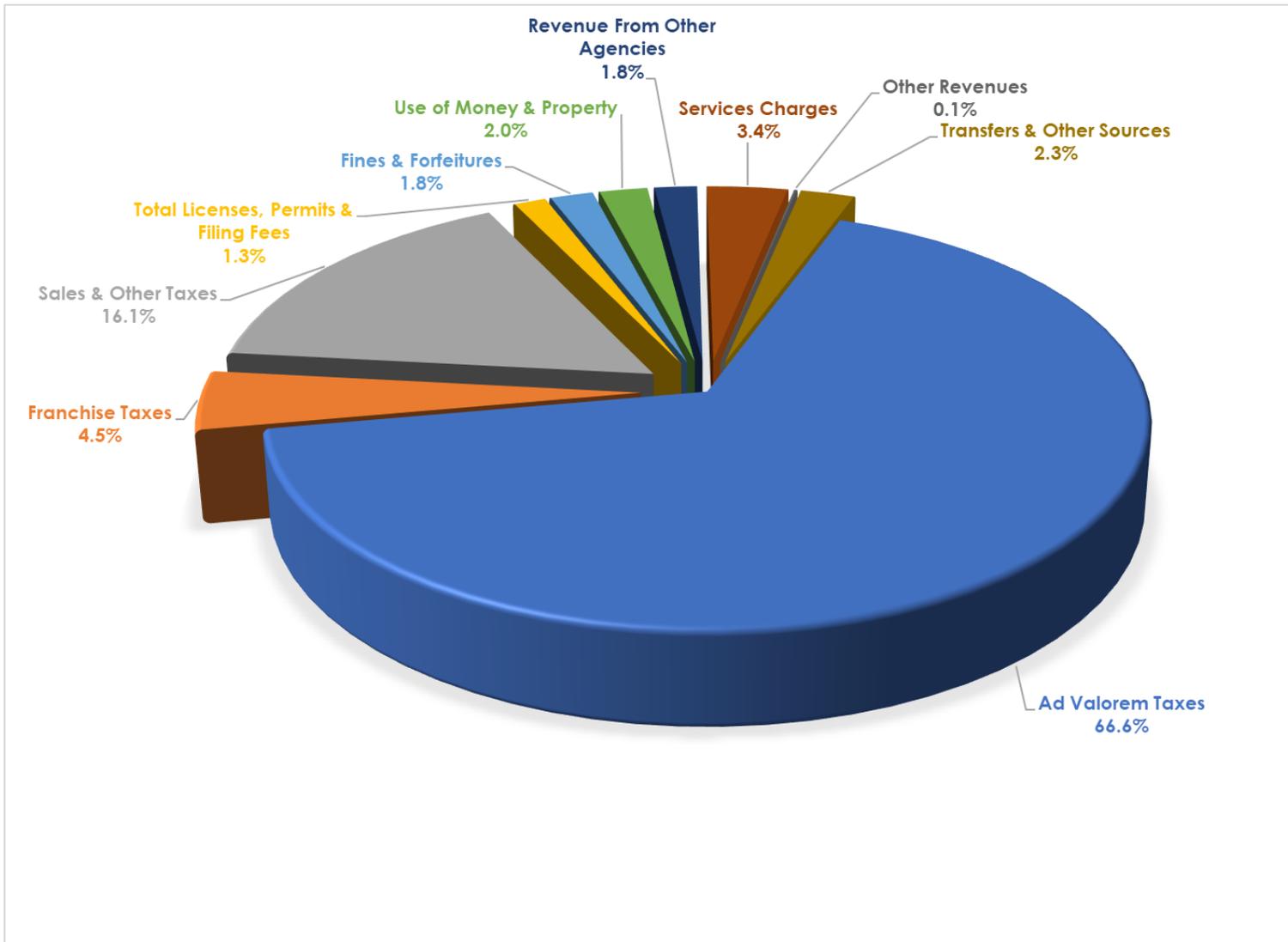
**OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
TEN YEAR COMPARISON OF REVENUES BY SOURCE  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25
Ad Valorem Taxes	\$ 14,098,749	\$ 14,758,918	\$ 16,068,225	\$ 17,348,245	\$ 18,701,693
Franchise Taxes	1,208,965	1,234,011	1,291,484	1,306,090	1,270,000
Sales & Other Taxes	<u>3,402,472</u>	<u>3,907,011</u>	<u>4,690,258</u>	<u>4,510,050</u>	<u>4,510,000</u>
<b>Total Taxes</b>	<b>\$ 18,710,185</b>	<b>\$ 19,899,940</b>	<b>\$ 22,049,967</b>	<b>\$ 23,164,385</b>	<b>\$ 24,481,693</b>
Licenses	\$ 17,588	\$ 17,260	\$ 18,295	\$ 18,700	18,800
Permits & Filing Fees	<u>486,461</u>	<u>993,460</u>	<u>464,497</u>	<u>349,500</u>	<u>359,500</u>
<b>Total Licenses, Permits &amp; Filing Fees</b>	<b>\$ 504,049</b>	<b>\$ 1,010,720</b>	<b>\$ 482,792</b>	<b>\$ 368,200</b>	<b>\$ 378,300</b>
Fines & Forfeitures	617,919	510,500	449,447	520,000	509,000
Use of Money & Property	66,436	95,941	725,485	894,500	569,500
Revenue From Other Agencies	518,927	530,960	570,886	505,000	505,000
Citizen Services	989,714	1,029,340	1,016,045	897,800	862,000
Recreation Services	56,716	81,011	77,626	75,000	75,000
Sale of Goods	<u>814,497</u>	<u>78,476</u>	<u>334,377</u>	<u>31,672</u>	<u>21,500</u>
<b>Total Service Charges</b>	<b>\$ 1,860,928</b>	<b>\$ 1,188,827</b>	<b>\$ 1,428,048</b>	<b>\$ 1,004,472</b>	<b>\$ 958,500</b>
Other Revenues	<u>39,433</u>	<u>56,516</u>	<u>32,639</u>	<u>28,500</u>	<u>30,500</u>
<b>TOTAL CURRENT REVENUES</b>	<b>\$ 22,317,877</b>	<b>\$ 23,293,405</b>	<b>\$ 25,739,264</b>	<b>\$ 26,485,057</b>	<b>\$ 27,432,493</b>
Transfers	1,546,514	1,359,310	3,354,465	2,723,986	640,119
<b>TOTAL REVENUES, TRANSFERS &amp; OTHER SOURCES</b>	<b>\$ 23,864,391</b>	<b>\$ 24,652,715</b>	<b>\$ 29,093,729</b>	<b>\$ 29,209,043</b>	<b>\$ 28,072,612</b>

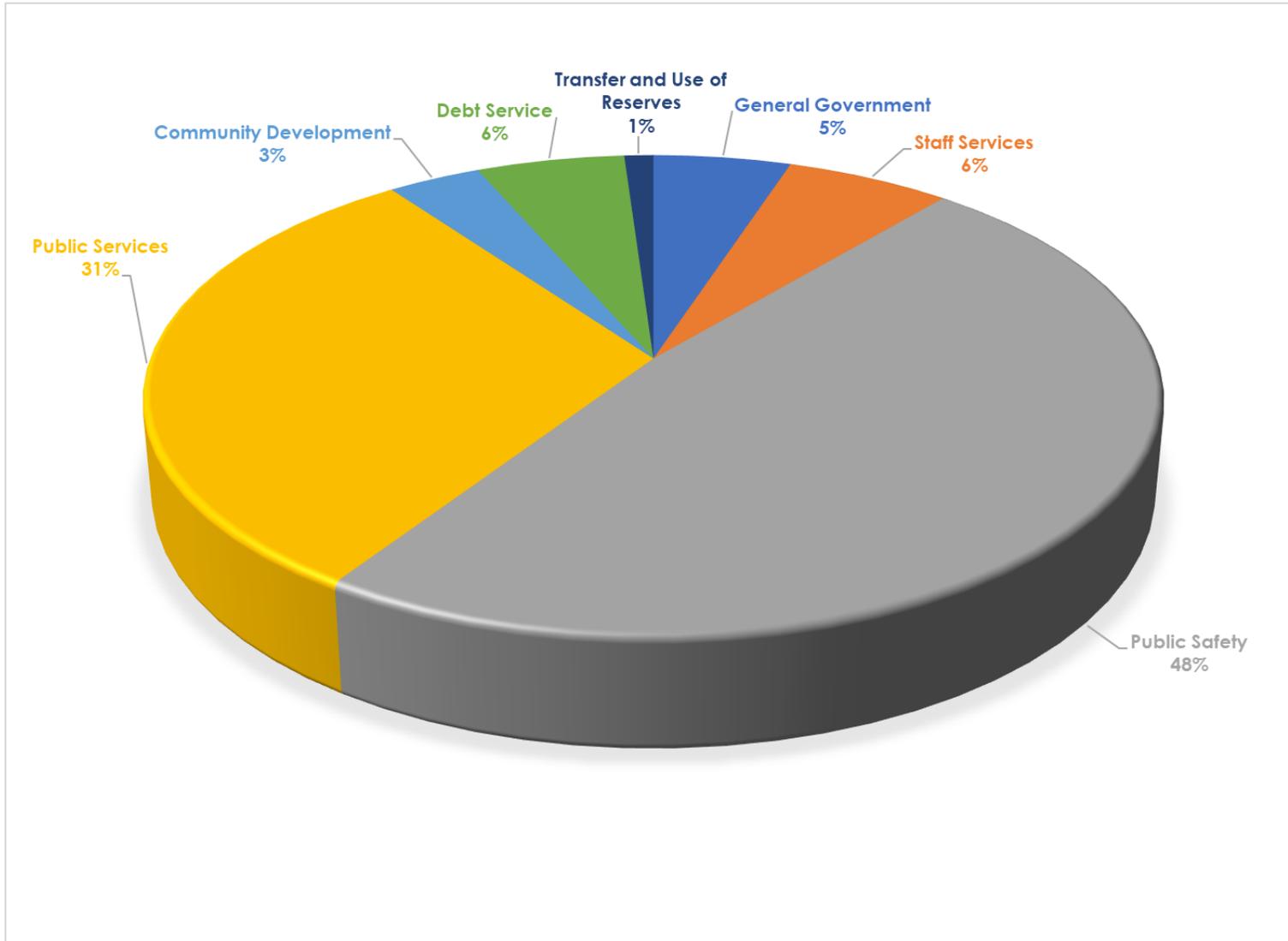
**OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
 FIVE YEAR COMPARISON OF EXPENDITURES BY FUND AND FUNCTION  
 FY 2020-21 TO 2024-25**

Expenditures by Division	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25	Trend
General Government	\$ 2,455,048	\$ 2,668,485	\$ 2,936,073	\$ 1,502,393	\$ 1,422,315	■ ■ ■ _ _
Staff Services	1,159,286	1,174,034	1,253,391	1,362,674	1,708,319	_ _ _ ■ ■
Public Safety	9,563,971	9,559,614	11,872,562	12,638,921	13,517,634	_ _ ■ ■ ■
Public Services	4,286,396	4,609,810	6,306,447	7,057,410	8,617,438	_ _ ■ ■ ■
Community Development	776,038	820,121	850,241	880,588	966,748	_ _ ■ ■ ■
Debt Service	1,605,259	1,909,337	908,529	1,532,929	1,533,863	■ ■ _ ■ ■
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,845,998</b>	<b>\$ 20,741,400</b>	<b>\$ 24,127,242</b>	<b>\$ 24,974,914</b>	<b>\$ 27,766,317</b>	_ _ ■ ■ ■
Unappropriated Reserves Transfers	- 500,000	- 300,000	300,000	300,000	- 300,000	■ _ _ _ _
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 20,345,998</b>	<b>\$ 21,041,400</b>	<b>\$ 24,427,242</b>	<b>\$ 25,274,914</b>	<b>\$ 28,066,317</b>	_ _ ■ ■ ■

**CURRENT YEAR GRAPHIC COMPARISON OF REVENUES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2024-25**



**CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES  
OPERATING FUNDS (GENERAL FUND AND DEBT SERVICE FUND)  
FY 2024-25**



## CURRENT FINANCIAL POSITION

The City Staff estimates that the City of Benbrook begins the 2024-25 fiscal year with an estimated combined fund balance of \$26,072,137 in the operating funds (General Fund and Debt Service Fund) and is projected to end the year with a balance of \$26,078,432.

The General Fund is estimated to begin the 2024-25 fiscal year with a fund balance of \$25,643,021 and to end the year with a fund balance of \$25,643,021. The transfer of \$300,000 from General Fund reserves is included in the year-ending balance. This consists of \$250,000 from the General Fund to the Capital Asset Replacement Fund and \$50,000 to the IT/Facilities Fund.

The Debt Service Fund is estimated to begin the 2024-25 fiscal year with a fund balance of \$429,116 and to end the year with a fund balance of \$435,411; an estimated \$6,295 will be added to the Debt Service Fund reserves in 2024-25. The transfer of \$340,119 is scheduled from the Stormwater Utility Fund for drainage-related debt costs.

## GOVERNMENTAL FUNCTIONS

The 2024-25 Budget finances City services by and through the five governmental functions:

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

Several of the Departments in each governmental function are sub-divided into two or more department/divisions. The Table of Contents lists the departments and the associated divisions. The City of Benbrook organizational chart at the beginning of the document on page 11 and the functional-level organizational charts at the beginning of each function provide more information on the tasks performed in the various department and division areas.

## **OPERATING FUNDS BUDGET PROPOSAL**

The 2024-25 Budget adequately provides for meeting the operational demands of the City. Operating Fund expenditures, transfers, and use of reserves for 2024-25 in the amount of \$28,066,317 are \$1,996,045 more than expenditures and transfers budgeted for 2023-24 in the amount of \$26,070,272. The 2023-24 budget includes \$300,000 in transfers from the General Fund; the 2024-25 Budget includes the transfer of \$300,000.

### **SALARY ADJUSTMENT AND FRINGE BENEFIT INCREASES**

#### ***COST-OF-LIVING INCREASE***

The 2024-25 Budget includes funds for a 3.0 percent cost-of-living adjustment for full-time employees due to the rise in inflation. In addition, there is an inflation “catch up” adjustment of 3.0 percent for prior year COLAs being below the actual inflation rate.

#### ***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 2024-25 Budget.

#### ***FRINGE BENEFIT ENHANCEMENTS***

The 2024-25 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, 2024, 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 17.36 percent to 17.42 percent on January 1, 2025.

### **PERSONNEL CHANGES**

#### ***POSITIONS***

The Deputy City Secretary position has been eliminated and a Human Resources Director has been added in the 2024-25 Budget.

### **CAPITAL OUTLAY AND EQUIPMENT PURCHASES**

The 2024-25 Budget includes funds to replace four Patrol vehicles for the Police Department.

The Budget includes the transfer of \$250,000 from unrestricted General Fund reserves to the Capital Asset Replacement Fund for future capital outlay purchases. Also, a transfer of \$50,000 to the IT/Facilities Fund for

possible use with the construction of the new municipal complex. The re-building of these funds allows the City flexibility in future years to purchase costly capital items.

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

The 2024-25 Budget includes expansion of the City's street overlay program by \$1,335,000 for a total of \$4,185,000 for street and infrastructure improvements.

## OPERATING FUNDS REVENUES

### ADOPTED BUDGET

General Fund and Debt Service Fund revenues and transfers for 2024-25 are projected to be \$28,072,612 and are \$1,996,570 or 7.66 percent over the 2023-24 budget of \$26,076,042. General Fund revenues and transfers for 2024-25 total \$26,532,454 for a net increase of \$1,994,811 or 8.13 percent over the 2023-24 budget of \$24,537,643. Debt Service Fund revenues and transfers total \$1,540,158 in 2024-25 for an increase of \$1,759 or 0.11 percent more than the 2023-24 budget of \$1,538,399.

General Fund and Debt Service Fund revenues, excluding transfers, for 2024-25 are projected to be \$27,432,493 and are \$1,994,936 or 7.84 percent over the 2023-24 budget of \$25,437,557. General Fund revenues for 2024-25 total \$26,232,454 for a net increase of \$1,994,811 or 8.23 percent over the 2023-24 budget of \$24,237,643. Debt Service Fund revenues total \$1,200,039 in 2024-25 for an increase of \$125 or 0.01 percent more than the 2023-24 budget of \$1,199,914.

### PROPERTY TAX RATE AND REVENUES

The 2024-25 Budget includes lowering the property tax rate to \$0.5550 per \$100 valuation from \$0.5650 in 2023-24. The General Fund rate decreases to \$0.5193 from \$0.5260 and the Debt Service portion of the property tax rate decreases to \$0.0357 from \$0.0390.

The City of Benbrook is projected to experience property tax revenue growth in 2024-25 due to a net increase in assessed valuations for Benbrook. On July 25, 2024, 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 6.75 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 \$18,701,693 for 2024-25 is projected to increase by \$1,353,448 from the 2023-24 re-estimate of \$17,348,245. Current property tax revenue is projected to increase by \$1,379,323 from \$17,186,570 to \$18,565,893. Revenue from delinquent property taxes is projected to decrease by \$13,500 to \$72,500 compared to the prior year.

### FRANCHISE TAX REVENUE

Franchise taxes are projected to decrease \$36,090 from the 2023-24 re-estimate of \$1,306,090. Revenue from the electrical franchise is projected to be \$850,000 in 2024-25. Revenue from the natural gas franchise is projected to be \$125,000. Revenue from the telephone franchise is projected to be \$40,000. Revenue from the sanitation franchise is projected to be \$100,000. Revenue from the cable television franchise is projected to be \$155,000.

## **SALES AND OTHER TAXES REVENUE**

Projected sales tax collections for 2024-25 in the amount of \$4,500,000 is the same as the 2023-24 re-estimate of \$4,500,000 due to the possibility of a recession. Revenue from mixed beverage taxes is projected to be \$10,000 in 2024-25.

## **REVENUE FROM LICENSES AND PERMITS**

Revenue from licenses is projected to be \$800 in 2024-25. Revenue from permits and filing fees in the amount of \$378,300 is projected to increase \$10,100 over the 2023-24 re-estimate. Revenue from the lodging license fee is expected to be \$800. Planning and Zoning fees are expected to be \$7,500 for 2024-25. The total projected for 2024-25 for licenses, permits, and filing fees is \$378,300.

## **FINES AND FORFEITURES**

Revenue from municipal court fines and forfeitures is projected to decrease by \$11,000 from the 2023-24 re-estimate level of \$520,000 to \$509,000.

## **REVENUE FROM MONEY AND PROPERTY**

Revenue from money and property is projected to decrease by \$325,000 from the 2023-24 re-estimate level of \$894,500 to \$569,500. 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 2023-24 re-estimate is \$505,000; the 2024-25 projection is \$505,000.

## **CHARGES FOR CURRENT SERVICES REVENUE**

Revenue from Charges for Current Services for 2024-25 is projected to decrease by \$45,972 over the 2023-24 re-estimate. The 2023-24 re-estimate is \$1,004,472 and the projection for 2024-25 is \$958,500. Revenue from ambulance services is projected to remain the same at \$750,000. Street cut charges are expected to decrease to \$100,000. Other revenue including animal control fees, street, park lease and usage, and sale of goods is projected at or near the 2023-24 re-estimate level.

## **OTHER REVENUE**

Other revenue is estimated to be \$30,000, \$2,000 more than 2023-24. The projection is based on historical collections.

## **TRANSFERS**

The 2023-24 re-estimate includes the transfer of \$300,000 from the Sanitation Fund to the General Fund for sanitation revenue, the same as 2024-25.

Debt Service Fund transfers are \$338,485 for 2023-24 and projected at \$340,119 for 2024-25. 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.

# OPERATING FUNDS EXPENDITURES

## ADOPTED BUDGET

Total Operating Fund expenditures, transfers, and use of reserves for 2024-25 are \$28,066,317 for a net increase of \$1,996,045 over the 2023-24 budget. General Fund expenditures, special projects, and transfers of \$26,532,454 are \$1,994,811 more than the 2023-24 budget. Debt Service expenditures of \$1,533,863 are \$1,234 more than the 2023-24 budget. The 2024-25 Operating Funds Budget includes \$250,000 in transfers from the General Fund to the Capital Asset Replacement Fund and \$50,000 to the IT/Facilities Fund.

Total Operating Fund expenditures (excluding transfers and use of reserves) for 2024-25 are \$27,766,317 for an increase of \$1,996,045 over the 2023-24 budget. General Fund expenditures for 2024-25 (excluding transfers and use of reserves) of \$26,232,454 are \$1,994,811 more than the 2023-24 budget. Debt Service expenditures of \$1,533,863 are \$1,234 more than the 2023-24 budget.

## DEPARTMENT REQUESTS

City Department Heads prepared and submitted budget requests to the City Manager in May 2024. Department requests totaled \$24,083,425. The base budget for the General Fund and Debt Service Fund totaled \$25,617,288. There are no Decision Packages (requests for new programs and program modifications) in the 2024-25 Budget. The City Manager and Department Heads reviewed each line item and whittled these requests into the Proposed Budget.

## PROPOSED BUDGET

The 2023-24 City Manager's Proposed Budget totaled \$27,766,317 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. A 3.0 percent cost of living adjustment and 3.0 percent inflation "catch up" adjustment was added to all full-time employees. In addition the street overlay program was increased by \$1,335,000 to \$4,185,000.

In July 2024, the City Staff met with the City Council to outline issues the Council would face during the 2024-25 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 \$0.5550; with an overall rate decrease of \$0.0100 from the 2023-24 rate of \$.5650.

The Division Summary pages in the 2024-25 Budget provide reconciliations between the department requests and the adopted budget. Listings for all decision packages are also provided.

# BUDGET SYNOPSIS

## OPERATING FUNDS BUDGET

The 2024-25 Budget (General Fund and Debt Service Fund) is based on total revenues in the amount of \$27,432,493 and expenditures in the amount of \$27,766,317. The 2024-25 Budget also includes the transfer of \$340,119 to the Debt Service Fund from the Stormwater Utility Fund, the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, and \$50,000 from the General Fund to the IT/Facilities Fund. Also, there is a projected transfer of \$300,000 of Sanitation revenue to the General Fund.

Total revenues and transfers to the Operating Funds in the amount of \$28,072,612 represent a net decrease of \$1,136,432 or 4.36 percent below the 2023-24 re-estimate total of \$29,209,044.

Total expenditures, transfers, and the use of General Fund reserves in the amount of \$28,066,317 for 2024-25 represent a net increase of \$2,791,403 or 11.04 percent over the 2023-24 re-estimate total of \$25,274,914.

## EXPENDITURES BY CLASSIFICATION

### PERSONAL SERVICES

Personnel expenditures are projected to increase by \$459,588 from the 2023-24 budget to \$18,169,544 in 2024-25. This increase is attributed to salary adjustments, and adjustments for insurance and fringe benefits.

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. A 3.0% Cost of Living increase is also included. In addition, a 3.0% inflation "catch up" adjustment is included.

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, 2025, the current rate of 17.36 percent increases to 17.42 percent; the employee contribution rate remains at 7.00 percent.

### SUPPLIES AND MATERIALS

The cost of supplies and materials is projected to increase by \$31,800 from the 2023-24 re-estimate of \$870,240 to \$902,040 in 2024-25. The 2024-25 Budget includes funds for general office and operating supplies, postage, and other items for City departments. The increase is mainly due to the rise in fuel costs and inflation.

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 2024-25 in the amount of \$1,637,241 increases by \$95,015 from the 2023-24 re-estimate of \$1,542,226. This category includes funds for utilities, professional services, dues and memberships, training, and printing services.

Funds are included in the 2024-25 Budget for the general election and for a run-off election. Funds are included for Benbrook residents to participate in Tarrant County's Home Project.

## **MAINTENANCE AND REPAIR**

Maintenance and repair costs increases by \$1,291,491 from the 2023-24 re-estimate of \$3,950,899 to the 2024-25 Budget allocation of \$5,242,390. Funds for vehicle, equipment, radio, and software maintenance costs are budgeted near the 2023-24 re-estimate level for 2024-25. Additional funds in the amount of \$1,335,000 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 2024-25 in the amount of \$281,239 is \$58,826 more than the \$222,413 re-estimate for 2023-24. Funds for both fiscal years are for replacement of four Police Department vehicles. There were no other capital purchases due to the 3.5% property tax cap, inflation, and fears of a recession. A capital outlay is defined as an item or piece of equipment that costs a minimum of \$5,000, has a useful life of more than one year, and/or is recorded as a fixed asset on the City's official inventory.

## **DEBT SERVICE**

Debt service requirements increased by \$934 from \$1,532,929 in 2023-24 to \$1,533,863 in 2024-25. Principal payments increase by \$35,000 in 2024-25 to \$985,000 from \$950,000 in 2023-24; interest expenses decreased by \$34,066 from \$578,829 in 2023-24 to \$544,763 in 2024-25. Agent fees remain at \$4,100.

## **TRANSFERS AND USE OF UNAPPROPRIATED RESERVES**

The 2024-25 Budget and the 2023-24 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 2023-24 transfer was \$250,000; the 2024-25 transfer is \$250,000, plus a \$50,000 transfer from the General Fund to the IT/Facilities Fund for the possible use with the construction of the new municipal complex.

## OPERATING FUNDS REVENUES

Operating revenues in the City's 2024-25 Budget in the amount of \$28,072,612 are based upon a projected net decrease of \$1,136,431 compared to the 2023-24 re-estimate of \$29,209,043. Total projected 2024-25 revenues, along with 2023-24 re-estimate and 2022-23 actual revenue amounts are summarized in the following table. Explanations of the assumptions and methodology used to project these operating revenues are provided following the table.

### OPERATING FUNDS REVENUE SUMMARY

REVENUES BY SOURCE	ACTUAL FY 2022-23	RE-ESTIMATE FY 2023-24	BUDGET FY 2024-25	CHANGE FROM RE-ESTIMATE	PERCENTAGE CHANGE FROM RE-ESTIMATE
Ad Valorem Taxes	\$ 16,068,225	\$ 17,348,245	\$ 18,701,693	\$ 1,353,448	7.80%
Franchise Taxes	1,291,484	1,306,090	1,270,000	(36,090)	-2.76%
Sales & Other Taxes	4,690,258	4,510,050	4,510,000	(50)	0.00%
Licenses	18,295	18,700	18,800	100	0.53%
Permits and Filing Fees	464,497	349,500	359,500	10,000	2.86%
Fines and Forfeitures	449,447	520,000	509,000	(11,000)	-2.12%
Use of Money and Property	725,485	894,500	569,500	(325,000)	-36.33%
Revenue from Other Agencies	570,886	505,000	505,000	-	0.00%
Citizen Services	1,016,045	897,800	862,000	(35,800)	-3.99%
Recreation Services	77,626	75,000	75,000	-	0.00%
Sale of Goods	334,377	31,672	21,500	(10,172)	-32.12%
Other Revenue	32,639	28,500	30,500	2,000	7.02%
Transfers	3,354,465	2,723,986	640,119	(2,083,867)	-76.50%
<b>TOTAL REVENUES</b>	<b>\$ 29,093,729</b>	<b>\$ 29,209,043</b>	<b>\$ 28,072,612</b>	<b>\$ (1,136,431)</b>	<b>-3.89%</b>

## FY 2024-25 PROPERTY TAX CALCULATION

<b>GROSS VALUATION</b>		<b>\$ 3,870,073,272</b>
<u>Less:</u>		
Exemptions and Adjustments		
Veterans	56,951,403	
Over-65	87,777,699	
Homestead	32,503,074	
Misc Personal Property	11,342,351	
Disabled Person	267,500	
Other	187,532	
Absolute Exemptions (churches, schools, and government)	125,669,457	
Cases Before ARB	59,512,227	
Incomplete, Pro-Rated, and Nominal Accounts	39,807,574	
<u>Add:</u>		
TAD Projected Value of Property Under Protest	40,920,106	
Minimum Value of Incomplete Accounts	25,202,339	
<b>NET TAXABLE VALUE</b>		<b>\$ 3,522,176,900</b>
<b>Rate Per \$100 Valuation</b>		<b>\$ 0.55500</b>
<b>2023-24 Tax Levy</b>		<b>\$ 19,548,082</b>
<b>Estimated Levy Lost due to Frozen Taxes</b>		<b>794,655</b>
<b>Estimated Collection Rate</b>		<b>99%</b>
<b>TOTAL FY 2023-24 ESTIMATED PROPERTY TAX COLLECTIONS</b>		<b>\$ 18,565,893</b>

Tax Distribution			
	72		
<u>Fund</u>	<u>Tax Rate</u>	<u>Percentage</u>	<u>Estimated Levy</u>
General Fund	0.51930	93.57%	\$ 17,371,654
Debt Service Fund	<u>0.03570</u>	<u>6.43%</u>	<u>1,194,238</u>
Totals	0.55500	100.00%	\$ 18,565,893

## **PROPERTY TAX REVENUE**

The 2024-25 Budget ad valorem tax revenue projection of \$18,701,693 reflects a net increase of \$1,353,448 over the 2023-24 re-estimate of \$17,348,245. The tax revenue projections include delinquent taxes and penalty and interest. This revenue projection is based on decreasing the property tax rate from \$0.5650 to \$0.5550 per \$100 valuation. The decrease in the property tax rate for 2024-25 is a result of an increase in total assessed valuations from 2023-24 to 2024-25 primarily from new development and from increased property values.

### **ASSESSED VALUATIONS**

The certified tax roll received from the Tarrant Appraisal District (TAD) in July 2024 shows the total appraised value of property in Benbrook at \$3,870,073,272; TAD provided revised assessed valuation and property tax data in September 2024; however, the July 2024 totals are used for all 2024-25 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 \$414,018,817. TAD's minimum projected value of property under protest and/or in incomplete accounts is \$66,122,445. The total net taxable value used to project revenues for 2024-25 is \$3,522,176,900. Based on the tax rate of \$0.5550, current property tax collections are projected to be \$18,565,893 at a 99% 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 2023-24 property tax rate for the General Fund was \$0.5260 per \$100 valuation; the 2024-25 property tax rate for the General Fund decreases to \$0.5193 per \$100 valuation. The property tax rate for the Debt Service Fund in 2023-24 was \$0.0390 per \$100 valuation; the 2024-25 tax rate for the Debt Service Fund decreases to \$0.0357 per \$100 valuation. In 2024-25 the General Fund receives 93.57 percent and the Debt Service Fund received 6.43 percent of the City's property tax revenue.

### **COLLECTION RATE**

The City of Benbrook uses a collection rate of 99.0 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 2024-25 is \$18,565,893 for an increase of \$1,379,323 over the 2023-24 re-estimate of \$17,186,570. Delinquent property tax collections for 2024-25 are \$72,500 for a decrease of \$13,500

over the 2023-24 re-estimate of \$86,000. Penalty and interest revenue for 2024-25 is \$63,300 for an decrease of \$12,375 from the 2023-24 re-estimate of \$75,675.

## **OTHER REVENUES**

### **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 2024-25 projection is \$1,270,000.

Revenue from the electrical franchise is projected to be \$850,000 in 2024-25. Revenue from the natural gas franchise is projected to be \$125,000. Revenue from the telephone franchise is projected to be \$40,000. Revenue from the sanitation franchise is projected to be \$100,000. Revenue from the cable television franchise is projected to be \$155,000.

### **SALES AND OTHER TAXES REVENUE**

Revenue from the City's one-percent share of the Texas sales tax and other taxes is projected to remain flat in 2024-25 due to the possibility of a recession. The 2024-25 projection is \$4,500,000 and the 2023-24 re-estimate is \$4,500,000.

Revenue from the mixed beverage tax is projected at \$10,000 in 2024-25, which is the same as 2023-24.

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

This revenue category is divided into four sub-categories: (1) Licenses (2) Permits and Filing Fees (3) Lodging License Fees, and (4) Planning and Zoning fees. The 2024-25 Budget includes projected revenue from licenses, permits, and filing fees at \$378,300; this projection reflects a net increase of \$10,100 from the 2023-24 re-estimate.

### **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 at \$18,800 in 2024-25, \$100 more than the 2023-24 re-estimate.

## **PERMITS AND FILING FEES**

Builders, engineers, and developers pay the City a fee for the review and inspection of their projects. The fee is based on the City's actual cost of providing these services. Revenue from building permits is projected to increase \$10,000 over the 2023-24 re-estimate of \$341,200. Revenue from alarm permits, fire code permits, zoning filing, subdivision, and development inspection fees is projected to remain relatively the same at the 2023-24 re-estimate amount in 2024-25.

## **FINES AND FORFEITURES REVENUE**

Revenue that the City receives from fines and forfeitures (traffic and safety violations) is estimated to be \$509,000 in 2024-25; this amount is \$11,000 below the 2023-24 re-estimate of \$520,000. 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.

## **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 2024-25 is projected to be \$569,500; this total is \$325,000 less than the amount estimated for 2023-24 due to a possible recession in 2024-25. Projected revenue for 2024-25 includes \$500,000 for interest on investments, \$34,500 for gas well permits, and \$35,000 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 2023-24 is re-estimated at \$500,000 and is projected to be the same in 2024-25.

Both the 2024-25 projection and the 2023-24 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 \$325,000 in 2024-25.

## **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, and sale of property. A net decrease of \$45,972 is reflected for Charges for Current Services revenue based on the 2022-23 re-estimate of \$1,004,472 and the 2024-25 projection of \$958,500.

## **CITIZEN SERVICES**

Revenue in the category of Citizen Services includes animal control fees, lot cleaning and mowing fees, ambulance fees, and miscellaneous service charges. Revenue for 2024-25 is projected to decrease by \$35,800 to \$862,000 from the 2023-24 re-estimate.

Ambulance collections are projected at \$750,000 for 2024-25; this amount is the same as the 2023-24 re-estimate. Animal shelter fees are expected to increase by \$2,000 to \$12,000 from the prior year.

## **RECREATION SERVICES**

Revenue from Recreation Services is projected to generate \$75,000 in revenue in 2024-25, which is the same as the 2023-24 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 \$21,500 in 2024-25; the 2023-24 re-estimate is \$31,662. 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 2024-25 projection of \$30,000 is based on an average of collections for the past five years; this projection is \$2,000 more than the 2023-24 re-estimate.

## **TRANSFERS**

There are \$300,000 in budgeted transfers to the General Fund in the 2024-25 Budget. This consists of Sanitation revenue from the Sanitation Fund. The Debt Service fund includes the transfer of \$340,119 from the Stormwater Utility Fund to the Debt Service Fund for payment of drainage bond principal and interest. The combined transfer of \$2,723,987 is reflected in the 2023-24 re-estimate, which included the distribution from the TIF that expired. The transfer of \$640,119 is scheduled for 2024-25 for a decrease of \$2,083,868.

## **OPERATING FUNDS EXPENDITURES**

Total Operating Fund expenditures, transfers, and use of reserves for 2024-25 are \$28,066,317 for a net increase of \$2,791,403 or 11.04 percent over the 2023-24 re-estimate of \$25,274,914. General Fund expenditures, special projects, and transfers of \$26,532,454 are \$2,790,469 or 11.75 percent more than the 2023-24 re-estimate of \$23,741,985. Debt Service expenditures of \$1,533,863 are \$934 or 0.06 percent more than the 2023-24 re-estimate of \$1,532,929. The 2024-25 Operating Funds Budget includes a \$250,000 transfer from the General Fund to the Capital Asset Replacement Fund for future vehicle purchases, and \$50,000 to the IT/Facilities Fund for possible use with the new municipal complex. The 2023-24 Operating Funds re-estimate includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund, and \$50,000 to the IT/Facilities Fund.

Total Operating Fund expenditures (excluding transfers and use of reserves) for 2024-25 are \$27,766,317 for an increase of \$2,791,403 or 11.18 percent over the 2023-24 re-estimate of \$24,974,914. General Fund expenditures for 2024-25 (excluding transfers and use of reserves) of \$26,232,454 are \$2,790,469 or 11.90 percent more than the 2023-24 re-estimate of \$23,441,985. Debt Service expenditures of \$1,533,863 are \$934 or 0.06 percent more than the 2023-24 re-estimate of \$1,532,929.

### **EXPENDITURES BY CLASSIFICATION**

#### **PERSONAL SERVICES**

Personnel expenditures are projected to increase by \$1,313,337 from \$16,856,207 in 2023-24 to \$18,169,544 in 2024-25. This increase is attributed to salary adjustments, and adjustments for insurance and fringe benefits.

The Budget includes funds for merit increases for those employees that are at steps one through six on the City's seven step salary matrix; employees are eligible for an up-to five-percent increase on their anniversary date.

Funds are also included in the Budget for an up-to 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, 2025, the current rate of 17.36 percent increases to 17.42 percent; the employee contribution rate remains at 7.00 percent.

#### **SUPPLIES AND MATERIALS**

The cost of supplies and materials is projected to increase by \$31,800 from the 2023-24 re-estimate of \$870,240 to \$902,040 in 2024-25. The 2024-25 Budget includes funds for general office and operating supplies, postage, and other items for City departments at or near the 2023-24 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 2024-25 in the amount of \$1,637,241 increases by \$95,015 from the 2023-24 re-estimate of \$1,542,226. This category includes funds for utilities, professional services, dues and memberships, training, and printing services. Funds are included in the 2024-25 Budget for the general election and for a run-off election.

## **MAINTENANCE AND REPAIR**

Maintenance and repair costs increase by \$1,291,491 from the 2023-24 re-estimate of \$3,950,899 to the 2024-25 Budget allocation of \$5,242,390. This increase is due to additional funds being allocated to the street overlay program. Funds for vehicle, equipment, radio, and software maintenance costs are budgeted near the 2023-24 re-estimate level for 2024-25.

## **CAPITAL OUTLAY**

The purchase of capital outlay equipment in 2024-25 in the amount of \$281,239 is \$58,826 more than the \$222,413 re-estimate for 2023-24. Funds for both fiscal years are for replacement of Police Department vehicles. No other capital purchases are budget for 2024-25 due to S.B. 2 property tax legislation, inflation and possible recession. A capital outlay is defined as an item or piece of equipment that costs a minimum of \$5,000, has a useful life of more than one year, and/or is recorded as a fixed asset on the City's official inventory.

## **DEBT SERVICE**

Debt service requirements increased by \$934 from \$1,532,929 in 2023-24 to \$1,533,863 in 2024-25. Principal payments increased by \$35,000 in 2024-25 to \$985,000 from \$950,000 in 2023-24; interest expenses decreased by \$34,066 from \$578,829 in 2023-24 to \$544,763 in 2024-25. Agent fees remain at \$4,100.

## **TRANSFERS AND USE OF UNAPPROPRIATED RESERVES**

The 2024-25 Budget and the 2023-24 re-estimate include the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund; these funds are designated for the purchase of major pieces of equipment in future years. Also, in both 2023-24 and 2024-25 a \$50,000 transfer to the IT/Facilities Fund is budgeted.

## TOTAL OPERATING FUNDS

Total projected expenditures for 2024-25, along with 2022-23 actual, and 2023-24 re-estimated amounts, are summarized in the following table. Explanations of the assumptions and the methodology used to project operating expenditures are provided after the table.

### OPERATING FUNDS EXPENDITURE SUMMARY

EXPENDITURES	ACTUAL FY 2022-23	RE-ESTIMATE FY 2023-24	BUDGET FY 2024-25	CHANGE FROM RE-ESTIMATE	CHANGE FROM RE-ESTIMATE
General Government	\$ 2,936,073	\$ 1,502,393	\$ 1,422,315	\$ (80,078)	-5.33%
Staff Services	1,253,391	1,362,674	1,708,319	345,645	25.37%
Public Safety	11,872,562	12,638,921	13,517,634	878,713	6.95%
Public Services	6,306,447	7,057,410	8,617,438	1,560,028	22.10%
Community Development	850,241	880,588	966,748	86,161	9.78%
Debt Service	908,529	1,532,929	1,533,863	934	0.06%
Transfers and Other Uses	300,000	300,000	300,000	-	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,427,242</b>	<b>\$ 25,274,914</b>	<b>\$ 28,066,317</b>	<b>\$ 2,791,403</b>	<b>11.04%</b>

## GENERAL GOVERNMENT FUNCTION

The General Government function performs all the general administrative activities of the City. This function is comprised of the following department/divisions: City Council, City Manager, City Secretary, and Non-Departmental. The General Government Function, along with the Staff Services Function, provides the necessary support services for the various line divisions. Positions funded in the General Government Function include: Mayor, City Councilmembers, City Manager, Management Analyst, EMS Billing Manager, and City Secretary. The General Government Function's total 2024-25 Budget is \$1,422,315. This allocation is \$80,000 less than the 2023-24 re-estimate of \$1,502,393.

### CITY COUNCIL

The City Council division provides funds for the Mayor and the six City Councilmembers. The 2024-25 Budget for the City Council in the amount of \$19,662 is \$4,384 more than the 2023-24 re-estimate of \$15,278. 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 division provides operating funds for the City Manager and the Management Analyst. The 2024-25 Budget for the City Manager in the amount of \$474,409 reflects a net increase of \$24,854 from the 2023-24 re-estimate of \$449,555.

The 2024-25 Budget includes funds for a scheduled merit increase for the Management Analyst. The 2024-25 Budget includes funds for an up-to twenty percent increase in health, dental, and life insurance premiums for these two employees, a 3.0 percent cost of living adjustment (COLA), and a 3.0 percent inflation “catch up” adjustment to compensate for prior year COLAs being below actual inflation.

### CITY SECRETARY

The City Secretary division is staffed by the City Secretary and Administrative Clerk. The 2024-25 Budget for the City Secretary totals \$334,833 for a decrease of \$125,880 below the 2023-24 re-estimate of \$460,713. This decrease is due to the elimination of the Deputy City Secretary position.

The 2024-25 Budget includes funds for a scheduled merit increase for the Deputy City Secretary and Administrative Clerk, up-to twenty percent increase in health, dental, and life insurance premiums, and a 3.0 percent COLA), and a 3.0 percent inflation “catch up” adjustment to compensate for prior year COLAs being below actual inflation.

The 2024-25 Budget includes funds for the City Council election scheduled for November 2024 and for a run-off election, if one is necessary.

## NON-DEPARTMENTAL

The 2024-25 Budget for Non-Departmental totals \$593,411. This allocation is \$16,564 more than the 2023-24 re-estimate of \$576,847. Funds are included in the 2024-25 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).

## STAFF SERVICES FUNCTION

The Staff Services function is comprised of three department/divisions: Finance, Information Technology, and Personnel. The Staff Services function 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, Assistant Information Technology Director, and Human Resources Director is funded through this function. A majority of the hardware and software costs for all General Fund divisions are financed in the Information Technology division.

The 2024-25 Budget for the Staff Services function is \$1,708,319. This allocation represents an increase of \$345,645 from the 2023-24 re-estimate of \$1,362,674.

## FINANCE

The Finance division is staffed by the Finance Director, the Accounting Supervisor and one Accounting Clerk. The Finance division's 2024-25 Budget allocation totals \$658,706 for a net increase of \$42,522 from the 2023-24 re-estimate of \$616,183.

The 2024-25 Budget includes funds for a scheduled merit increase for the Accounting Supervisor and Accounting Clerk; this amount is for salaries and for fringe benefits. The 2024-25 Budget includes funds for an increase in health, dental, and life insurance premiums for these three employees, a 3.0 percent COLA, and a 3.0 percent inflation "catch up" adjustment. Additional funds are included in the 2024-25 Budget for audit services, delinquent tax collections, and for property tax billing and collecting services.

## **INFORMATION TECHNOLOGY**

The Information Technology division is staffed by the Information Technology Director and Assistant Director. The 2024-25 Budget for Information Technology totals \$802,128 for an increase of \$98,638 from the 2023-24 re-estimate of \$703,490.

The Budget includes funds for a scheduled merit increase, an increase in health, dental, and life insurance premiums for these employees, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

The 2024-25 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 2024-25 Budget for software and hardware including the replacement and/or upgrade of desk top computers, tablet computers, lap top computers, server, and storage.

## **HUMAN RESOURCES**

The Human Resources division is administered by the Human Resources Director. This is a new division that replaces the Personnel division. The Human Resources Director is a new position. The Human Resources division's 2024-25 Budget allocation is \$247,485 for a net increase of \$204,485 from the 2023-24 re-estimate of \$43,000.

The Budget includes funds for a scheduled merit increase, an increase in health, dental, and life insurance premiums for these employees, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

Operating funds included in both the 2024-25 Budget and the 2023-24 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 FUNCTION**

The Public Safety function is comprised of three departments: the Police Department, Fire Department, and Municipal Court. The following positions are currently budgeted within the Public Safety function: 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 function 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 function's 2024-25 Budget totals \$13,517,634 for an increase of \$878,713 over the 2023-24 re-estimate of \$12,638,921. Explanations of the changes in each department and division's 2024-25 Budget allocations are provided.

## **POLICE DEPARTMENT**

The 2024-25 Police Department Budget totals \$8,441,120 for a net increase of \$570,781 over the 2023-24 re-estimate of \$7,870,339. The Police Department includes seven divisions: Management Services, Communications and Records, Patrol Services, Criminal Investigation Section, Crime Prevention, and Animal Control.

### ***Management Services Division***

The Management Services division is staffed by the Police Chief, Administrative Manager, and School Crossing Guards. The 2024-25 Budget totals \$447,835 for a net increase of \$38,436 over the 2023-24 re-estimate of \$409,399. The 2024-25 Budget includes a scheduled merit increase 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, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

### ***Communications and Records Division***

The Communications and Records division is staffed by one Police Commander, the Police Services Supervisor, two Senior Communications Specialists, and six Communication Specialist positions. The 2024-25 Budget for the Communications and Records division is \$1,176,242. This allocation is an increase of \$188,972 over the 2023-24 re-estimate of \$987,270.

The Budget includes funds for a scheduled merit increases for eligible Communications and Records employees, and related fringe benefit increases. The 2023-24 Budget includes additional funds for an increase in health, dental, and life insurance premiums for these employees, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

### ***Patrol Division***

The Patrol Division is staffed by one Commander, one Lieutenant, four Sergeants, four Corporals, twenty-four Police Officers, and two part-time Police Officers. The Patrol division's 2024-25 Budget totals \$5,145,783 or \$266,692 over the 2023-24 re-estimate of \$4,879,091.

Funds are included in the 2024-25 Budget for a scheduled merit increase 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, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

The 2024-25 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 2023-24 re-estimate and the 2024-25 Budget.

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

The Criminal Investigation Services (C.I.S.) Activity is staffed by one Lieutenant, one Sergeant, five Detectives, and one Property Custodian. The 2024-25 Budget for the Criminal Investigation Services Activity totals \$1,288,615 for an increase of \$36,493 from the 2023-24 re-estimate of \$1,252,122.

The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment. 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 Division***

The Crime Prevention division is staffed by the Crime Prevention Officer; this position is classified as Detective/Corporal. The Crime Prevention division's 2024-25 Budget allocation totals \$152,586 for a net increase of \$10,278 from the 2023-24 re-estimate of \$141,858. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment.

### ***Animal Control Division***

The Animal Control Activity is staffed by two Animal Control Officers. The 2024-25 Budget for Animal Control totals \$230,059 for an increase of \$29,461 over the 2023-24 re-estimate of \$200,598.

The 2024-25 Budget includes funds for an increase in health, dental, and life insurance premiums for the full-time employee, a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment. The Budget includes additional funds for vehicle supplies, maintenance, and repairs.

## **FIRE DEPARTMENT**

The Fire Department's 2024-25 Budget totals \$4,767,233 for an increase of \$285,878 from the 2023-24 re-estimate of \$4,481,355. The Fire Department is comprised of two divisions: Fire Fighting and Emergency Medical Services (EMS). All personnel costs are included within the Fire Fighting division 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 Division***

The 2024-25 Fire Fighting Budget of \$4,610,433 reflects an increase of \$269,378 from the 2023-24 re-estimate of \$4,341,055.

The 2024-25 Budget includes funds for scheduled merit increases for the full-time employees of the Fire Department; this amount is for salaries and for fringe benefits. In addition, a 3.0 percent COLA and a 3.0 percent inflation “catch up” adjustment was approved. The Budget includes funds for an increase in health, dental, and life insurance premiums for these employees.

## ***Emergency Management Services (EMS) Division***

The Emergency Management Services (EMS) division's 2024-25 Budget of \$156,800 reflects an increase of \$16,500 from the 2023-24 re-estimate of \$140,300. All salary costs for the Fire Department are budgeted in the Fire Fighting Activity. Additional funds are included in the 2024-25 Budget for repair and maintenance costs for ambulances.

## **MUNICIPAL COURT**

The Municipal Court includes two full-time positions: Municipal Court Manager and Deputy Court Clerk, and one part time Court Clerk. Other 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 2024-25 Budget totals \$309,281 for an increase of \$22,054 from the 2023-24 re-estimate of \$287,227.

The 2024-25 Budget includes funds for scheduled merit increases for eligible employees, along with a 3.0 percent COLA, and a 3.0 percent inflation “catch up” adjustment. The 2024-25 Budget includes funds for an increase in health, dental, and life insurance premiums for these two employees.

## **PUBLIC SERVICES FUNCTION**

The Public Services function is comprised of the following department/divisions: 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 function: 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, Fleet Maintenance, and Code Compliance.

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

The 2024-25 Budget for the Public Services Division totals \$8,617,438 for a net increase of \$1,560,028 over the 2023-24 re-estimate of \$7,057,410. The Budget includes funds for scheduled merit increases for eligible employees, funds for fringe benefits adjustment for Public Services employees, and continuation of current program and projects. In addition, a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment was approved for the 2024-25 Budget.

## **MANAGEMENT SERVICES**

The Management Services division's 2024-25 Budget of \$268,070 is \$20,486 more than the 2023-24 re-estimate of \$247,584. The 2024-25 Budget includes funds for an increase in health, dental, and life insurance premiums, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment. Funds are included in the Management Services Activity for gas well inspections. In previous years, these funds were budgeted in the Non-Departmental Activity.

## **PUBLIC WORKS**

The Public Works Department is comprised of the Street Maintenance division and is staffed by the Street Superintendent, Foreman, and six Field Service Workers. The 2024-25 Street Maintenance division Budget is \$6,116,550 for a net increase of \$1,385,913 over the 2023-24 re-estimate of \$4,730,637.

The 2024-25 Budget includes funds for scheduled merit increases for eligible employees and related increases in fringe benefits, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment. 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 streetlights and traffic signals. Additional funds of \$1,335,000 are included in the Budget for expansion of the street overlay program, a joint effort with Tarrant County, to rebuild Benbrook streets and thoroughfares.

## **PARKS AND RECREATION**

The Parks Maintenance division is staffed by the Parks Superintendent, Foreman, and six Field Service Workers. The 2024-25 Parks and Recreation Budget totals \$1,118,593 for a net decrease of \$76,294 over the 2023-24 re-estimate of \$1,042,299.

The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment. 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.

## **SUPPORT SERVICES**

Support Services department is comprised of Fleet Maintenance division and Building Maintenance division. 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 Division***

The 2024-25 Budget for Fleet Maintenance is \$313,441 or \$20,818 over the 2023-24 re-estimate of \$292,623.

The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. In addition, a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment was approved in the 2024-25 Budget. 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.

### ***Building Maintenance Division***

The Building Maintenance division's 2024-25 Budget allocation totals \$311,357 for a net increase of \$19,703 compared to the 2023-24 re-estimate of \$291,654.

The Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. In addition, a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment was approved in the 2024-25 Budget. The Budget includes funds for an increase in health, dental, and life insurance premiums.

## **CODE COMPLIANCE**

The 2024-25 Budget for Code Compliance totals \$143,627 and is \$9,399 more than the 2023-24 re-estimate of \$134,228. The Budget includes funds for a scheduled merit increase for the Code Compliance Officer, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment. The 2024-25 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 2024-25 Budget for the City Engineering division totals \$345,800 for an increase of \$27,415 over the 2023-24 re-estimate of \$318,385. The Engineering division is supervised by the Public Services Director. This division is staffed by the City Engineer and the Public Improvements Inspector.

The Budget includes funds for scheduled merit increases and an increase in health, dental, and life insurance premiums, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment. The Budget includes funds for training, dues, and memberships required for employees to maintain certifications and licenses.

## **COMMUNITY DEVELOPMENT FUNCTION**

The Community Development function 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 function, 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 division provides permitting and inspection services.

The Community Development function consists of three departments: 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 function's 2024-25 Budget totals \$966,748 for a net increase of \$86,161 from the 2023-24 re-estimate of \$880,588. Budget includes funds to finance scheduled merit increases for eligible employees and related increases in fringe benefits costs. In addition, a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment was approved. The Budget includes funds for an increase in health, dental, and life insurance premiums.

### **MANAGEMENT SERVICES**

The Management Services division is staffed by the Assistant City Manager. The Management Services division's 2024-25 Budget is \$294,329 and is \$17,966 over the 2023-24 re-estimate of \$276,363.

The Budget includes funds for an increase in health, dental, and life insurance premiums. In addition, a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment was approved in the 2024-25 Budget.

### **PLANNING AND ZONING**

The Planning and Zoning division is staffed by the City Planner and the Assistant City Planner. The Planning and Zoning 2024-25 Budget totals \$275,077 for an increase of \$27,307 from the 2023-24 re-estimate of \$247,770.

The Budget includes funds for an increase in health, dental, and life insurance premiums. Funds are included for scheduled merit increases for eligible employees, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment.

The 2024-25 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 2024-25 Budget for the Inspections division totals \$397,342 for an increase of \$40,888 compared to the 2023-24 re-estimate of \$356,455.

The Budget includes funds for a scheduled merit increase 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, along with a 3.0 percent COLA and 3.0 percent inflation “catch up” adjustment.

## **TRANSFERS AND OTHER EXPENSES**

Transfers and other uses of funds included in the 2024-25 Budget total \$300,000. This total is the same amount as the 2023-24 re-estimate of \$300,000.

The 2024-25 Budget includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund for the purchase of future capital assets, and \$50,000 to the IT/Facilities Fund for the possible use with the construction of the new municipal complex.

## **DEBT SERVICE**

The 2024-25 Budget includes Debt Service expenditures of \$1,533,863. These costs are \$934 more than the 2023-24 re-estimate of \$1,532,929. Principal expenditures for 2024-25 are \$985,000; this total is \$35,000 more than the 2023-24 re-estimate of \$950,000. Interest expenses for 2024-25 are \$544,763 for a net decrease of \$34,066 compared to the 2023-24 re-estimate of \$578,829. Fiscal charges for 2023-24 and for 2024-25 are \$4,100.

The City’s Series 2005 General Obligation Bonds matured in 2020-21. Also, in 2020-21 the City issued \$22,000,000 in General Obligation bonds for the construction of a new municipal complex. In 2021-22 the City’s 2011 General Obligation Bonds matured.

In November 2013, the City re-financed general obligation bonds. This transaction results in lower interest payments for 2023-24 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. These bonds have all matured in 2021-22. The TIF expired in November 2022.

## APPROVED CAPITAL EXPENDITURES

### GENERAL FUND

#### PUBLIC SAFETY

Four Police Patrol Vehicles	\$ 281,239
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<b>TOTAL</b>	<b>\$ 281,239</b>
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## FUTURE CAPITAL AND DEBT

In fiscal year 2019-20 City Council approved moving forward with the design of a new municipal complex that would be an anchor to a new downtown. The municipal complex would house City Hall, Police Department and the Senior Center and be located next to the current City Hall. The estimated cost is \$22.0 million. The voters approved the bond at the May 21, 2021 election and the debt was issued. Construction and debt payments began in fiscal year 2021-22. The TIF expired in November 2022 and the City no longer has to contribute to the TIF. The funds that were paid to the TIF annually will now be used for debt service payments for the new municipal complex. There is little impact to the City's operating funds.

Other future capital projects and capital outlays are paid for out of the Capital Projects and Asset Replacement funds. Purchases are on a "Pay-As-You-Go" basis, where the City saves each year for these planned capital projects and outlays. In 2023-24 and 2024-25 \$300,000 is transferred to the Capital Projects and Asset Replacement Funds. Various drainage projects are planned over the next few years all being paid for out of the Stormwater and Drainage fund. The Stormwater Fund is funded through Stormwater Utility Fees. The following capital asset purchases are planned over the next few years:

FY 2024-25     Ambulance

FY 2025-26     Dump Truck

Sufficient funds are available in the Asset Replacement fund to purchase these vehicles.

One major project that was completed in FY 2020-21 was the construction of the Clearfork Emergency Access Bridge. This project was fully funded as a “Pay-As-You-Go” project out of the Capital Projects Fund.

The Asset Replacement fund and Capital Projects fund are both “Pay-As-You-Go” funds and budgeted on a project basis and not by fiscal year. Future capital purchases have minimal effect on the General Fund.

## **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) 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 2024-25 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 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.
- 7) The long-range forecast can also be used to ensure the City adheres to its Financial Policies on page 43,

## **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 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 using 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 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 2022-23 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 2024-25 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 2024-25 is furnished by the Tarrant Appraisal District (TAD).
- 2) The net taxable value for 2025-26 is computed by using the value of building permits issued in 2023-24.
- 3) The net taxable value for 2026-27 is calculated using the estimated value of building permit collections in the 2024-25 Budget.
- 4) The net taxable values for 2027-28, 2028-29, and 2029-30 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 100.00 percent (99.00 percent for current tax collections and 1.00 percent for delinquent collections) of the tax levy for future years of the forecast period.
- 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% Voter-Approval rate that began in 2020-21 and during the entire period of the long-range financial forecast.
- 10) For 2024-25, assessed valuations increase by 6.75 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 2024-25 are based on actual payments made in 2023-24 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 2023-24 projection and all future year projections for revenue from the City's franchise agreement with Atmos Energy Company, Spectrum Communications, Republic Services, 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 2024-25 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 and continued to rise through 2022-23. Sales tax revenue is expected to increase steadily, throughout the forecast years. In 2024-25, however, sales tax revenue is projected to remain flat at \$4,500,000 due to the possibility of a recession. Future increases are based on growth in population and on the rate of inflation.

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

Building permit issuance for residential and commercial properties is expected to decrease in 2023-24 as some large developments are complete. Future years increase should see an increase based upon planned development in Benbrook.

### ***Fines and Forfeitures***

All revenue from fines and forfeitures is projected to increase from 2023-24. 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 2024-25 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 2024-25 projection is based on low interest rates.

### ***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 2024-25 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. 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 2020 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:

2022-23.....	25,319
2023-24.....	25,416
2024-25.....	25,594
2025-26.....	25,773
2026-27.....	25,950

## **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 2023-24 Budget.

- 2) Increases in salaries 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 2024-25 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 workforce 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 2021, and general obligation bonds issued in 2004 and re-financed in 2013. Debt Service expenses reflect current obligations and include bonds sold as of October 1, 2022. 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.
- 11) Transfers and the use of unappropriated reserves are reflected in 2024-25 in the amount of \$300,000 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 and \$50,000 to the IT/Facilities Fund. 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 3.5 percent voter-approval 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. Four 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 last payment to the TIF was in 2022-23 and was \$1,444,704. 2023-24 and future years have been adjusted.

The 2024-25 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 2022-23 TO 2029-30**

	Actual 2022-23	Estimated 2023-24	Adopted 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Projected 2028-29	Projected 2029-30	Trend
<b>BEGINNING BALANCE</b>	<b>\$ 13,886,069</b>	<b>\$ 18,552,556</b>	<b>\$ 22,486,685</b>	<b>\$ 22,492,980</b>	<b>\$ 23,560,181</b>	<b>\$ 24,721,653</b>	<b>\$ 25,692,076</b>	<b>\$ 26,783,170</b>	
<b>REVENUES</b>									
Ad Valorem Taxes	\$ 16,068,225	\$ 17,348,245	\$ 18,701,693	\$ 19,356,252	\$ 20,033,721	\$ 20,734,901	\$ 21,460,623	\$ 22,211,745	
Franchise Taxes	1,291,484	1,306,090	1,270,000	1,295,400	1,321,308	1,347,734	1,374,689	1,402,183	
Sales & Other Taxes	4,690,258	4,510,050	4,510,000	4,600,200	4,692,204	4,786,048	4,881,769	4,979,404	
Licenses & Permits	482,792	368,200	378,300	387,758	397,451	409,375	421,656	434,306	
Fines & Forfeitures	449,447	520,000	509,000	521,725	539,985	556,185	572,870	590,057	
Money & Property	725,485	894,500	569,500	583,738	592,494	610,268	628,576	647,434	
Revenue from Other Agenc	570,886	505,000	505,000	517,625	531,860	547,815	564,250	581,177	
Service Charges	1,093,671	972,800	937,000	960,425	986,837	1,016,442	1,046,935	1,078,343	
Other Revenues	367,016	60,172	52,000	53,300	54,766	56,409	58,101	59,844	
Transfers-In	3,354,465	2,723,986	640,119	374,444	376,515	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 29,093,729</b>	<b>\$ 29,209,043</b>	<b>\$ 28,072,612</b>	<b>\$ 28,650,866</b>	<b>\$ 29,527,141</b>	<b>\$ 30,065,178</b>	<b>\$ 31,009,470</b>	<b>\$ 31,984,492</b>	
<b>TOTAL AVAILABLE</b>	<b>\$ 42,979,798</b>	<b>\$ 47,761,600</b>	<b>\$ 19,535,298</b>	<b>\$ 51,143,847</b>	<b>\$ 53,087,322</b>	<b>\$ 54,786,830</b>	<b>\$ 56,701,546</b>	<b>\$ 58,767,663</b>	
<b>EXPENDITURES</b>									
General Government	2,936,073	1,502,393	1,422,315	464,984	478,934	493,302	508,101	523,344	
Staff Services	1,253,391	1,362,674	1,708,319	1,759,568	1,812,355	1,866,726	1,922,728	1,980,410	
Public Safety	11,872,562	12,638,921	13,517,634	13,923,163	14,340,858	14,771,084	15,214,216	15,670,643	
Public Services	6,306,447	7,057,410	8,617,438	8,875,961	9,142,240	9,416,507	9,699,002	9,989,972	
Community Development	850,241	880,588	966,748	995,751	1,025,623	1,056,392	1,088,084	1,120,726	
Debt Service	908,529	1,532,929	1,533,863	1,264,238	1,265,659	1,190,744	1,186,244	1,190,544	
Transfers and Other Uses	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,427,242</b>	<b>\$ 25,274,914</b>	<b>\$ 28,066,317</b>	<b>\$ 27,583,665</b>	<b>\$ 28,365,669</b>	<b>\$ 29,094,755</b>	<b>\$ 29,918,375</b>	<b>\$ 30,775,639</b>	
<b>ENDING BALANCE</b>	<b>\$ 18,552,556</b>	<b>\$ 22,486,685</b>	<b>\$ 22,492,980</b>	<b>\$ 23,560,181</b>	<b>\$ 24,721,653</b>	<b>\$ 25,692,076</b>	<b>\$ 26,783,170</b>	<b>\$ 27,992,024</b>	

**LONG RANGE-FINANCIAL FORECAST (GRAPHIC COMPARISON)  
ESTIMATED AND ACTUAL REVENUES, EXPENDITURES, AND OTHER SOURCES (USES)  
FY 2022-23 TO 2029-30**



# **SECTION FOUR**

# **GENERAL FUND**

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**GENERAL FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FUND BALANCE SUMMARY  
FY 2024-25**

**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. Expenditures for General Government, Staff Services, Public Safety, Public Services, and Community Development are included in the General Fund.

	<b>BUDGET FY 2024-25</b>
<b>BEGINNING BALANCE</b>	<b>\$ 25,643,021</b>
<b>REVENUES</b>	
Taxes	23,282,154
Licenses, Permits & Filing Fees	378,300
Fines & Forfeitures	509,000
Use of Money & Property	569,500
Revenue from Other Agencies	505,000
Charges for Current Service	958,500
Other Revenue	30,000
<b>TOTAL REVENUES</b>	<b>\$ 26,232,454</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 51,875,475</b>
<b>EXPENDITURES</b>	
General Government	1,422,315
Staff Services	1,708,319
Public Safety	13,517,634
Public Services	8,617,438
Community Development	966,748
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,232,454</b>
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>\$ 25,643,021</b>
<b>OTHER FINANCING SOURCES (USES)</b>	
Transfers-In	300,000
Transfers-Out	300,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>	<b>\$ 25,643,021</b>

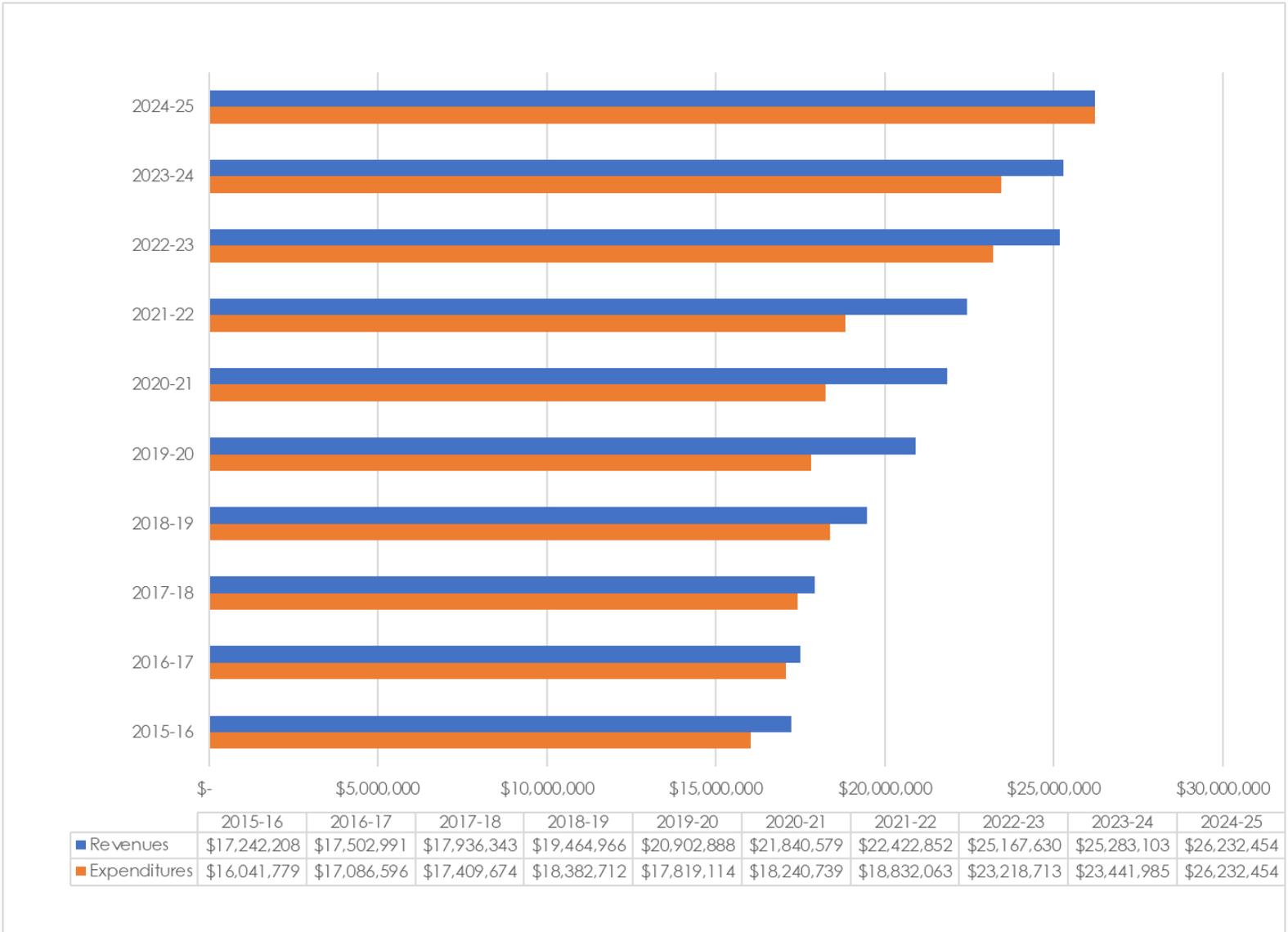
**GENERAL FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
Ad Valorem Taxes	\$ 10,365,511	\$ 10,670,866	\$ 11,312,436	\$ 12,076,838	\$ 13,172,607
Franchise Taxes	1,631,434	1,524,760	1,399,945	1,546,789	1,444,339
Other Taxes	2,173,723	2,319,533	2,456,901	2,895,454	3,315,099
Licenses	98,713	1,577	1,445	26,808	15,463
Permits and Filing Fees	515,236	661,986	444,173	676,545	638,656
Fines and Forfeitures	802,523	826,297	748,566	687,162	669,883
Use of Money and Property	106,167	147,018	173,905	254,723	150,384
Revenue from Other Agencies	637,389	449,344	422,003	556,195	540,257
Citizen Services	824,666	764,223	821,516	697,744	849,834
Recreation Services	55,973	53,996	48,625	50,719	53,262
Sale of Goods	28,718	37,461	29,322	27,001	14,601
Other Revenue	2,155	45,930	77,506	(31,012)	38,504
<b>TOTAL REVENUE</b>	<b>\$ 17,242,208</b>	<b>\$ 17,502,991</b>	<b>\$ 17,936,343</b>	<b>\$ 19,464,966</b>	<b>\$ 20,902,888</b>
<b>Expenditures by Division</b>					
General Government	\$ 1,814,921	\$ 1,937,738	\$ 1,982,517	\$ 2,156,889	\$ 2,160,934
Staff Services	918,377	1,020,362	1,016,521	1,200,743	1,069,757
Public Safety	9,362,889	9,914,721	10,268,960	10,431,134	9,669,200
Public Services	3,181,993	3,331,694	3,402,292	3,835,985	4,108,396
Community Development	763,599	882,081	739,384	757,961	810,827
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,041,779</b>	<b>\$ 17,086,596</b>	<b>\$ 17,409,674</b>	<b>\$ 18,382,712</b>	<b>\$ 17,819,114</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,200,429</b>	<b>\$ 416,395</b>	<b>\$ 526,669</b>	<b>\$ 1,082,254</b>	<b>\$ 3,083,775</b>
<b>Other Financing Sources</b>					
Transfers	(800,000)	(1,370,000)	(2,000,000)	(993,551)	(150,000)
Unappropriated Reserves	-	(65,742)	(2,266)	(714,804)	(952,170)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (800,000)</b>	<b>\$ (1,435,742)</b>	<b>\$ (2,002,266)</b>	<b>\$ (1,708,355)</b>	<b>\$ (1,102,170)</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>\$ (626,101)</b>	<b>\$ 1,981,605</b>

**GENERAL FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Ad Valorem Taxes	\$ 13,621,451	\$ 13,888,739	\$ 15,497,160	\$ 16,146,791	\$ 1,355,363	\$ 17,502,154
Franchise Taxes	1,208,965	1,234,011	1,291,484	1,306,090	(36,090)	1,270,000
Other Taxes	3,402,472	3,907,011	4,690,258	4,510,050	(50)	4,510,000
Licenses	17,588	17,260	18,295	18,700	100	18,800
Permits and Filing Fees	486,461	993,460	464,497	349,500	10,000	359,500
Fines and Forfeitures	617,919	510,500	449,447	520,000	(11,000)	509,000
Use of Money and Property	66,436	95,941	725,485	894,500	(325,000)	569,500
Revenue from Other Agencies	518,927	530,960	570,886	505,000	-	505,000
Citizen Services	989,714	1,029,340	1,016,045	897,800	(35,800)	862,000
Recreation Services	56,716	81,011	77,626	75,000	-	75,000
Sale of Goods	814,497	78,476	334,377	31,672	(10,172)	21,500
Other Revenue	39,433	56,143	32,070	28,000	2,000	30,000
<b>TOTAL REVENUE</b>	<b>\$ 21,840,579</b>	<b>\$ 22,422,852</b>	<b>\$ 25,167,630</b>	<b>\$ 25,283,103</b>	<b>\$ 949,351</b>	<b>\$ 26,232,454</b>
<b>Expenditures by Division</b>						
General Government	\$ 2,455,048	\$ 2,668,485	\$ 2,936,073	\$ 1,502,393	\$ (80,078)	\$ 1,422,315
Staff Services	1,159,286	1,174,034	1,253,391	1,362,674	345,645	1,708,319
Public Safety	9,563,971	9,559,614	11,872,562	12,638,921	878,713	13,517,634
Public Services	4,286,396	4,609,810	6,306,447	7,057,410	1,560,028	8,617,438
Community Development	776,038	820,121	850,241	880,588	86,161	966,748
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,240,739</b>	<b>\$ 18,832,063</b>	<b>\$ 23,218,713</b>	<b>\$ 23,441,985</b>	<b>\$ 2,790,469</b>	<b>\$ 26,232,454</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 3,599,840</b>	<b>\$ 3,590,789</b>	<b>\$ 1,948,917</b>	<b>\$ 1,841,118</b>	<b>\$ (1,841,118)</b>	<b>\$ -</b>
<b>Other Financing Sources</b>						
Transfers	(188,055)	19,309	2,722,980	2,085,501	(2,085,501)	-
Unappropriated Reserves	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (188,055)</b>	<b>\$ 19,309</b>	<b>\$ 2,722,980</b>	<b>\$ 2,085,501</b>	<b>\$ (2,085,501)</b>	<b>\$ -</b>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ 3,411,785</b>	<b>\$ 3,610,098</b>	<b>\$ 4,671,897</b>	<b>\$ 3,926,619</b>	<b>\$ (3,926,619)</b>	<b>\$ -</b>

**GENERAL FUND  
TEN YEAR GRAPHIC COMPARISON OF REVENUES AND EXPENDITURES  
FY 2015-16 TO 2024-25**



**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2021-22 TO 2024-25**

Account Description	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Current Ad Valorem Taxes	\$ 13,772,031	\$ 15,307,625	\$ 16,109,743	\$ 15,996,791	\$ 1,375,363	\$ 17,372,154
Current Penalty and Interest	36,219	37,304	30,000	40,000	(10,000)	30,000
Delinquent Ad Valorem Taxes	57,083	113,223	60,000	80,000	(10,000)	70,000
Delinquent Penalty & Interest	23,406	39,008	30,000	30,000	-	30,000
<b>AD VALOREM TAXES</b>	<b>\$ 13,888,739</b>	<b>\$ 15,497,160</b>	<b>\$ 16,229,743</b>	<b>\$ 16,146,791</b>	<b>\$ 1,355,363</b>	<b>\$ 17,502,154</b>
Electrical Franchise Tax	\$ 797,966	\$ 871,049	\$ 850,000	\$ 886,090	\$ (36,090)	\$ 850,000
Natural Gas Franchise Tax	134,471	136,223	125,000	125,000	-	125,000
Telephone Franchise Tax	37,090	42,123	40,000	40,000	-	40,000
Sanitation Franchise Tax	108,967	89,338	100,000	100,000	-	100,000
Cable TV Franchise Tax	155,517	152,752	155,000	155,000	-	155,000
<b>FRANCHISE TAXES</b>	<b>\$ 1,234,011</b>	<b>\$ 1,291,484</b>	<b>\$ 1,270,000</b>	<b>\$ 1,306,090</b>	<b>\$ (36,090)</b>	<b>\$ 1,270,000</b>
City Sales Tax	\$ 3,894,584	\$ 4,677,273	\$ 4,000,000	\$ 4,500,000	\$ -	\$ 4,500,000
Mixed Drinks Tax	12,299	12,930	10,000	10,000	-	10,000
Other Taxes	128	55	-	50	(50)	-
<b>OTHER TAXES</b>	<b>\$ 3,907,011</b>	<b>\$ 4,690,258</b>	<b>\$ 4,010,000</b>	<b>\$ 4,510,050</b>	<b>\$ (50)</b>	<b>\$ 4,510,000</b>
<b>TOTAL TAXES</b>	<b>\$ 19,029,762</b>	<b>\$ 21,478,902</b>	<b>\$ 21,509,743</b>	<b>\$ 21,962,931</b>	<b>\$ 1,319,223</b>	<b>\$ 23,282,154</b>
Animal Licenses	\$ 230	\$ 205	\$ 300	\$ 200	\$ 100	\$ 300
Miscellaneous Licenses	17,030	18,090	12,000	18,500	-	18,500
<b>TOTAL LICENSES</b>	<b>\$ 17,260</b>	<b>\$ 18,295</b>	<b>\$ 12,300</b>	<b>\$ 18,700</b>	<b>\$ 100</b>	<b>\$ 18,800</b>

**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2021-22 TO 2024-25**

Account Description	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Building Permits	\$ 887,823	\$ 356,592	\$ 300,000	\$ 300,000	\$ -	\$ 300,000
Alarm Permits	15,820	18,120	15,000	16,000	-	16,000
Fire Code Permits	270	270	200	200	-	200
Mechanical Permits	68,313	14,456	15,000	15,000	-	15,000
Development Inspection Fees	22,306	63,067	20,000	10,000	10,000	20,000
Lodging License Permits	800	950	400	800	-	800
Planning and Zoning Fees	(1,871)	11,041	7,500	7,500	-	7,500
<b>PERMITS &amp; FILING FEES</b>	<b>\$ 993,461</b>	<b>\$ 464,496</b>	<b>\$ 358,100</b>	<b>\$ 349,500</b>	<b>\$ 10,000</b>	<b>\$ 359,500</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$ 1,010,721</b>	<b>\$ 482,791</b>	<b>\$ 370,400</b>	<b>\$ 368,200</b>	<b>\$ 10,100</b>	<b>\$ 378,300</b>
Municipal Court Fines	\$ 343,538	\$ 316,226	\$ 350,000	\$ 350,000	\$ -	\$ 350,000
Warrant Fees	24,500	23,892	25,000	27,000	(2,000)	25,000
Defensive Driving School	3,549	2,360	4,000	3,000	-	3,000
Insurance Dismissal Fees	3,825	3,960	4,000	6,500	(2,500)	4,000
Arrest Fees	16,186	13,979	20,000	18,000	2,000	20,000
Special Expense Fees	103,585	72,113	125,000	90,000	0	90,000
Restitution Fees	-	1,386	-	8,500	(8,500)	-
Other Fines and Forfeitures	15,317	15,529	17,000	17,000	-	17,000
<b>FINES AND FORFEITURES</b>	<b>\$ 510,500</b>	<b>\$ 449,445</b>	<b>\$ 545,000</b>	<b>\$ 520,000</b>	<b>\$ (11,000)</b>	<b>\$ 509,000</b>
Interest on Investments	\$ 23,732	\$ 652,085	\$ 300,000	\$ 825,000	\$ (325,000)	\$ 500,000
Building Rentals	-	-	-	-	-	-
Gas Well Permits	34,500	34,500	34,500	34,500	0	34,500
Miscellaneous	37,709	38,900	35,000	35,000	-	35,000
<b>USE OF MONEY &amp; PROPERTY</b>	<b>\$ 95,941</b>	<b>\$ 725,485</b>	<b>\$ 369,500</b>	<b>\$ 894,500</b>	<b>\$ (325,000)</b>	<b>\$ 569,500</b>

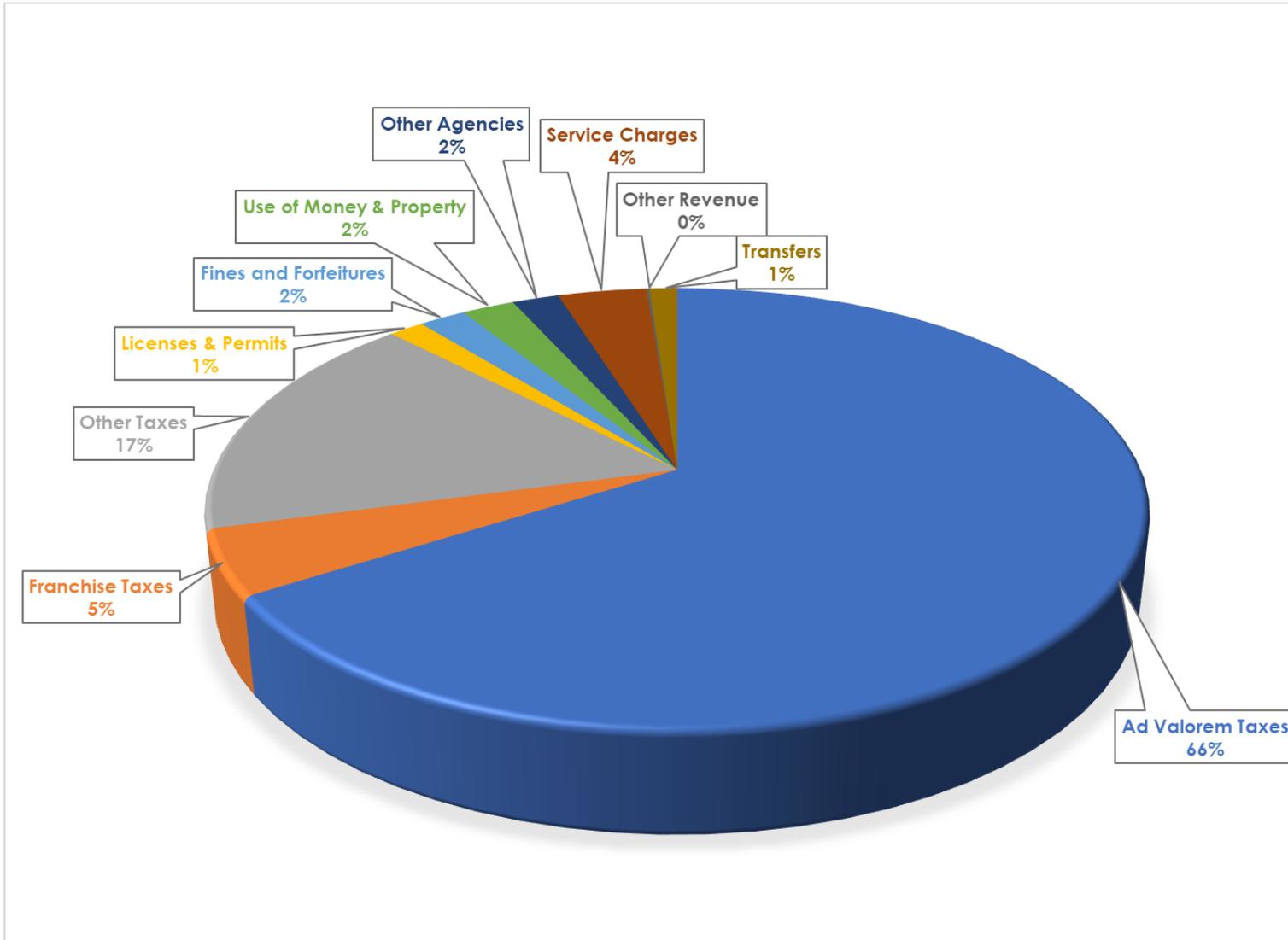
**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2021-22 TO 2024-25**

Account Description	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Fire Service Contract	\$ 345,037	\$ 353,759	\$ 325,000	\$ 325,000	\$ -	\$ 325,000
SRO Officers FWISD	185,923	217,127	180,000	180,000	-	180,000
Other Agency Revenue	-	-	-	-	-	-
<b>OTHER AGENCIES</b>	<b>\$ 530,960</b>	<b>\$ 570,886</b>	<b>\$ 505,000</b>	<b>\$ 505,000</b>	<b>\$ -</b>	<b>\$ 505,000</b>
Animal Shelter Fees	\$ 8,672	\$ 14,438	\$ 12,000	\$ 10,000	\$ 2,000	\$ 12,000
Lot Cleaning/Mowing Fees	-	1,788	-	2,800	(2,800)	-
Ambulance Fees	919,650	907,523	700,000	750,000	-	750,000
Street Cut Charges	101,018	92,297	100,000	135,000	(35,000)	100,000
Misc. Service Charges	-	-	-	-	-	-
<b>CITIZEN SERVICES</b>	<b>\$ 1,029,340</b>	<b>\$ 1,016,046</b>	<b>\$ 812,000</b>	<b>\$ 897,800</b>	<b>\$ (35,800)</b>	<b>\$ 862,000</b>
Parks Fees	\$ 48,077	\$ 42,565	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Recreation Fees	32,934	35,061	34,000	45,000	-	45,000
<b>RECREATION SERVICES</b>	<b>\$ 81,011</b>	<b>\$ 77,626</b>	<b>\$ 64,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>
Maps, Copies, and Publications	\$ -	\$ -	\$ -	\$ 10	\$ (10)	\$ -
Tax Certificates	4,275	6,327	5,000	15,000	(10,000.00)	5,000
Equipment	33	285	-	652	-	-
Special Use Trash Bags	4,684	4,170	4,500	4,000	500.00	4,500
Cemetery Lots	1,050	650	500	500	-	500
Vehicles	63,790	-	10,000	10,000	-	10,000
Misc. Sale of Goods	2,144	1,498	2,000	1,500	-	1,500
<b>SALE OF GOODS</b>	<b>\$ 75,976</b>	<b>\$ 12,930</b>	<b>\$ 22,000</b>	<b>\$ 31,662</b>	<b>\$ (9,510)</b>	<b>\$ 21,500</b>
<b>SERVICE CHARGES</b>	<b>\$ 1,186,327</b>	<b>\$ 1,106,602</b>	<b>\$ 898,000</b>	<b>\$ 1,004,462</b>	<b>\$ (45,962)</b>	<b>\$ 958,500</b>

**GENERAL FUND  
REVENUES BY SOURCE - DETAIL  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2021-22 TO 2024-25**

Account Description	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Sales of Property	\$ 2,500	\$ 321,447	\$ -	\$ 10	\$ (10)	\$ -
<b>SALE OF PROPERTY</b>	<b>\$ 2,500</b>	<b>\$ 321,447</b>	<b>\$ -</b>	<b>\$ 10</b>	<b>\$ (10)</b>	<b>\$ -</b>
Insurance Refunds	\$ (23,979)	\$ (14,054)	\$ -	\$ 8,000	\$ (8,000)	\$ -
Miscellaneous Revenue	80,123	46,124	40,000	20,000	10,000	30,000
<b>OTHER REVENUE</b>	<b>\$ 56,144</b>	<b>\$ 32,070</b>	<b>\$ 40,000</b>	<b>\$ 28,000</b>	<b>\$ 2,000</b>	<b>\$ 30,000</b>
<b>TRANSFERS</b>	<b>\$ 319,309</b>	<b>\$ 3,022,980</b>	<b>\$ 300,000</b>	<b>\$ 2,385,501</b>	<b>\$ (2,085,501)</b>	<b>\$ 300,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 22,742,164</b>	<b>\$ 28,190,608</b>	<b>\$ 24,537,643</b>	<b>\$ 27,668,604</b>	<b>\$ (1,136,140)</b>	<b>\$ 26,532,454</b>

**GENERAL FUND  
CURRENT YEAR GRAPHIC COMPARISON OF REVENUES  
FY 2024-25**



**GENERAL FUND  
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2018-19 TO 2024-25**

Account Description	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25
Ad Valorem Taxes	\$ 12,076,838	\$ 13,172,607	\$ 13,621,451	\$ 13,888,739	\$ 15,497,160	\$ 16,146,791	\$ 17,502,154
Franchise Taxes	1,546,789	1,444,339	1,208,965	1,234,011	1,291,484	1,306,090	1,270,000
Other Taxes	2,895,454	3,315,099	3,402,472	3,907,011	4,690,258	4,510,050	4,510,000
<b>TAXES</b>	<b>\$ 16,519,081</b>	<b>\$ 17,932,045</b>	<b>\$ 18,232,887</b>	<b>\$ 19,029,761</b>	<b>\$ 21,478,902</b>	<b>\$ 21,962,931</b>	<b>\$ 23,282,154</b>
Licenses	\$ 26,808	\$ 15,463	\$ 17,588	\$ 17,260	\$ 18,295	\$ 18,700	\$ 18,800
Permits and Filing Fees	676,545	638,656	486,461	993,460	464,497	349,500	359,500
<b>LICENSES &amp; PERMITS</b>	<b>\$ 703,353</b>	<b>\$ 654,118</b>	<b>\$ 504,049</b>	<b>\$ 1,010,720</b>	<b>\$ 482,792</b>	<b>\$ 368,200</b>	<b>\$ 378,300</b>
<b>FINES AND FORFEITURES</b>	<b>687,162</b>	<b>669,883</b>	<b>617,919</b>	<b>510,500</b>	<b>449,447</b>	<b>520,000</b>	<b>509,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>	<b>254,723</b>	<b>150,384</b>	<b>66,436</b>	<b>95,941</b>	<b>725,485</b>	<b>894,500</b>	<b>569,500</b>
<b>OTHER AGENCIES</b>	<b>556,195</b>	<b>540,257</b>	<b>518,927</b>	<b>530,960</b>	<b>570,886</b>	<b>505,000</b>	<b>505,000</b>
Citizen Services	\$ 697,744	\$ 849,834	\$ 989,714	\$ 1,029,340	\$ 1,016,045	\$ 897,800	\$ 862,000
Recreation Services	50,719	53,262	56,716	81,011	77,626	75,000	75,000
Sale of Goods	27,001	14,601	814,497	78,476	334,377	31,672	21,500
<b>SERVICE CHARGES</b>	<b>\$ 775,464</b>	<b>\$ 917,697</b>	<b>\$ 1,860,928</b>	<b>\$ 1,188,827</b>	<b>\$ 1,428,048</b>	<b>\$ 1,004,472</b>	<b>\$ 958,500</b>
<b>OTHER REVENUE</b>	<b>(31,012)</b>	<b>38,504</b>	<b>39,433</b>	<b>56,143</b>	<b>32,070</b>	<b>28,000</b>	<b>30,000</b>
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>319,309</b>	<b>3,022,980</b>	<b>2,385,501</b>	<b>300,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 19,464,966</b>	<b>\$ 20,902,888</b>	<b>\$ 21,840,579</b>	<b>\$ 22,742,161</b>	<b>\$ 28,190,610</b>	<b>\$ 27,668,604</b>	<b>\$ 26,532,454</b>

**GENERAL FUND  
SEVEN YEAR SUMMARY OF REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
PERCENT OF TOTAL  
FY 2018-19 TO 2024-25**

Account Description	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2021-22	Estimated 2023-24	Budget 2024-25
Ad Valorem Taxes	62.04%	63.02%	62.37%	61.07%	54.97%	58.36%	65.97%
Franchise Taxes	7.95%	6.91%	5.54%	5.43%	4.58%	4.72%	4.79%
Other Taxes	14.88%	15.86%	15.58%	17.18%	16.64%	16.30%	17.00%
<b>TOTAL TAXES</b>	<b>84.87%</b>	<b>85.79%</b>	<b>83.48%</b>	<b>83.68%</b>	<b>76.19%</b>	<b>79.38%</b>	<b>87.75%</b>
Licenses	0.14%	0.07%	0.08%	0.08%	0.06%	0.07%	0.07%
Permits and Filing Fees	3.48%	3.06%	2.23%	4.37%	1.65%	1.26%	1.35%
<b>LICENSES &amp; PERMITS</b>	<b>3.61%</b>	<b>3.13%</b>	<b>2.31%</b>	<b>4.44%</b>	<b>1.71%</b>	<b>1.33%</b>	<b>1.43%</b>
<b>FINES AND FORFEITURES</b>	<b>3.53%</b>	<b>3.20%</b>	<b>2.83%</b>	<b>2.24%</b>	<b>1.59%</b>	<b>1.88%</b>	<b>1.92%</b>
<b>USE OF MONEY &amp; PROPERTY</b>	<b>1.31%</b>	<b>0.72%</b>	<b>0.30%</b>	<b>0.42%</b>	<b>2.57%</b>	<b>3.23%</b>	<b>2.15%</b>
<b>OTHER AGENCIES</b>	<b>2.86%</b>	<b>2.58%</b>	<b>2.38%</b>	<b>2.33%</b>	<b>2.03%</b>	<b>1.83%</b>	<b>1.90%</b>
Citizen Services	3.58%	4.07%	4.53%	4.53%	3.60%	3.24%	3.25%
Recreation Services	0.26%	0.25%	0.26%	0.36%	0.28%	0.27%	0.28%
Sale of Goods	0.14%	0.07%	3.73%	0.35%	1.19%	0.11%	0.08%
<b>SERVICE CHARGES</b>	<b>3.98%</b>	<b>4.39%</b>	<b>8.52%</b>	<b>5.23%</b>	<b>5.07%</b>	<b>3.63%</b>	<b>3.61%</b>
<b>OTHER REVENUE</b>	<b>-0.16%</b>	<b>0.18%</b>	<b>0.18%</b>	<b>0.25%</b>	<b>0.11%</b>	<b>0.10%</b>	<b>0.11%</b>
<b>TRANSFERS</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>1.40%</b>	<b>10.72%</b>	<b>8.62%</b>	<b>1.13%</b>
<b>TOTAL REVENUES</b>	<b><u>100.00%</u></b>						

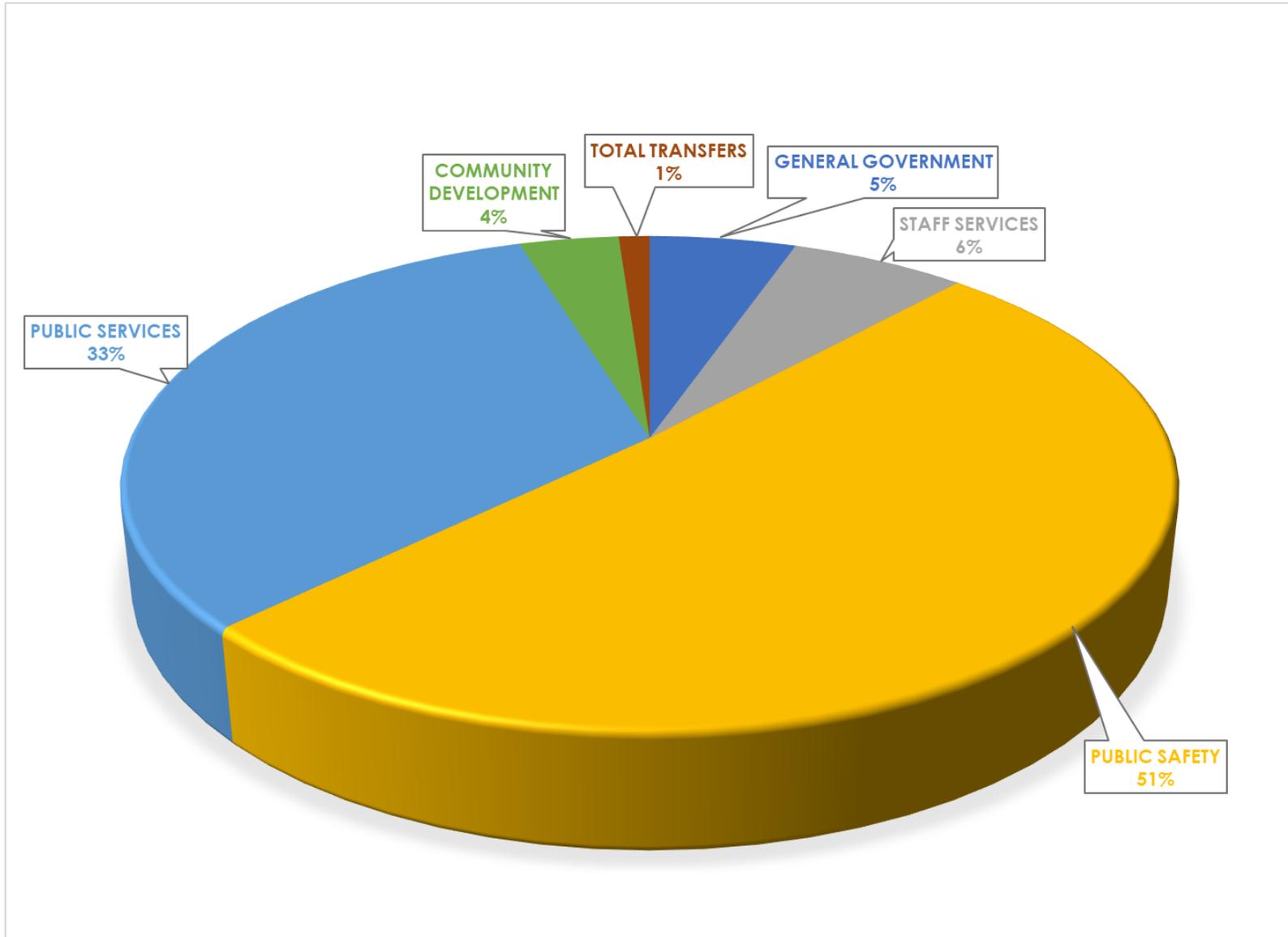
**GENERAL FUND  
SUMMARY OF EXPENDITURES BY FUNCTION AND DEPARTMENT  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2018-19 TO 2024-25**

Department	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25
City Council	18,430	19,736	11,613	15,196	10,544	15,278	19,662
City Manager	392,529	399,320	390,411	407,109	126,672	449,555	474,409
City Secretary	414,618	361,815	425,981	418,505	433,646	460,713	334,833
Non-Departmental	1,329,046	1,382,486	1,653,040	1,827,674	1,993,772	576,847	593,411
<b>GENERAL GOVERNMENT</b>	<b>\$ 2,154,623</b>	<b>\$ 2,163,357</b>	<b>\$ 2,481,045</b>	<b>\$ 2,668,484</b>	<b>\$ 2,564,634</b>	<b>\$ 1,502,393</b>	<b>\$ 1,422,315</b>
Finance	585,388	513,045	533,571	568,629	603,856	616,183	658,706
Information Technology	574,196	529,967	577,311	569,938	618,780	703,490	802,128
Human Resources	41,159	26,745	48,403	35,467	30,755	43,000	247,485
<b>STAFF SERVICES</b>	<b>\$ 1,200,743</b>	<b>\$ 1,069,757</b>	<b>\$ 1,159,286</b>	<b>\$ 1,174,034</b>	<b>\$ 1,253,391</b>	<b>\$ 1,362,673</b>	<b>\$ 1,708,319</b>
Police	6,507,348	6,467,574	6,706,396	6,685,772	7,213,561	7,870,339	8,441,120
Fire	3,606,647	2,865,521	2,620,111	2,610,011	4,373,053	4,481,355	4,767,233
Municipal Court	232,524	239,670	237,464	263,832	285,947	287,227	309,281
<b>PUBLIC SAFETY</b>	<b>\$ 10,346,519</b>	<b>\$ 9,572,765</b>	<b>\$ 9,563,971</b>	<b>\$ 9,559,615</b>	<b>\$ 11,872,561</b>	<b>\$ 12,638,921</b>	<b>\$ 13,517,634</b>
Public Services	228,960	225,377	222,854	233,055	239,362	247,584	268,070
Public Works	1,832,556	2,074,069	2,214,872	2,380,581	4,019,379	4,730,637	6,116,550
Parks and Recreation	1,000,508	985,634	941,502	1,018,692	1,045,569	1,042,299	1,118,593
Support Services	476,012	524,137	499,119	532,743	570,454	584,277	624,798
Code Compliance	84,616	96,435	111,148	116,895	129,976	134,228	143,627
City Engineering	297,949	299,178	296,901	327,843	301,707	318,385	345,800
<b>PUBLIC SERVICES</b>	<b>\$ 3,920,601</b>	<b>\$ 4,204,830</b>	<b>\$ 4,286,396</b>	<b>\$ 4,609,809</b>	<b>\$ 6,306,447</b>	<b>\$ 7,057,410</b>	<b>\$ 8,617,438</b>
Management Services	209,930	233,207	246,497	253,146	261,895	276,363	294,329
Planning & Zoning	207,252	227,131	233,212	245,928	240,112	247,770	275,077
City Inspection	340,780	350,489	296,329	321,046	348,233	356,455	397,342
<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 757,962</b>	<b>\$ 810,827</b>	<b>\$ 776,038</b>	<b>\$ 820,120</b>	<b>\$ 850,240</b>	<b>\$ 880,588</b>	<b>\$ 966,748</b>
<b>TOTAL EXPENDITURES</b>	<b>18,380,448</b>	<b>17,821,536</b>	<b>18,266,736</b>	<b>18,832,062</b>	<b>22,847,273</b>	<b>23,441,985</b>	<b>26,232,454</b>
<b>TOTAL TRANSFERS</b>	<b>1,884,804</b>	<b>1,202,170</b>	<b>500,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>UNAPPROPRIATED RESERVES</b>	<b>2,266</b>	<b>(2,422)</b>	<b>(25,997)</b>	<b>-</b>	<b>71,438</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,267,518</b>	<b>\$ 19,021,284</b>	<b>\$ 18,740,739</b>	<b>\$ 19,132,062</b>	<b>\$ 23,218,711</b>	<b>\$ 23,741,985</b>	<b>\$ 26,532,454</b>

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY FUNCTION AND DEPARTMENT  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2018-19 TO 2024-25**

Department	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	Budget 2024-25
City Council	0.09%	0.10%	0.06%	0.08%	0.05%	0.06%	0.07%
City Manager	1.94%	2.10%	2.08%	2.13%	0.55%	1.89%	1.79%
City Secretary	2.05%	1.90%	2.27%	2.19%	1.87%	1.94%	1.26%
Non-Departmental	6.56%	7.27%	8.82%	9.55%	8.59%	2.43%	2.24%
<b>GENERAL GOVERNMENT</b>	<b>10.63%</b>	<b>11.37%</b>	<b>13.24%</b>	<b>13.95%</b>	<b>11.05%</b>	<b>6.33%</b>	<b>5.36%</b>
Finance	2.89%	2.70%	2.85%	2.97%	2.60%	2.60%	2.48%
Information Technology	2.83%	2.79%	3.08%	2.98%	2.67%	2.96%	3.02%
Personnel	0.20%	0.14%	0.26%	0.19%	0.13%	0.18%	0.93%
<b>STAFF SERVICES</b>	<b>5.92%</b>	<b>5.62%</b>	<b>6.19%</b>	<b>6.14%</b>	<b>5.40%</b>	<b>5.74%</b>	<b>6.44%</b>
Police	32.11%	34.00%	35.79%	34.95%	31.07%	33.15%	31.81%
Fire	17.80%	15.06%	13.98%	13.64%	18.83%	18.88%	17.97%
Municipal Court	1.15%	1.26%	1.27%	1.38%	1.23%	1.21%	1.17%
<b>PUBLIC SAFETY</b>	<b>51.05%</b>	<b>50.33%</b>	<b>51.03%</b>	<b>49.97%</b>	<b>51.13%</b>	<b>53.23%</b>	<b>50.95%</b>
Public Services	1.13%	1.18%	1.19%	1.22%	1.03%	1.04%	1.01%
Public Works	9.04%	10.90%	11.82%	12.44%	17.31%	19.93%	23.05%
Parks and Recreation	4.94%	5.18%	5.02%	5.32%	4.50%	4.39%	4.22%
Support Services	2.35%	2.76%	2.66%	2.78%	2.46%	2.46%	2.35%
Code Compliance	0.42%	0.51%	0.59%	0.61%	0.56%	0.57%	0.54%
City Engineering	1.47%	1.57%	1.58%	1.71%	1.30%	1.34%	1.30%
<b>PUBLIC SERVICES</b>	<b>19.34%</b>	<b>22.11%</b>	<b>22.87%</b>	<b>24.09%</b>	<b>27.16%</b>	<b>29.73%</b>	<b>32.48%</b>
Management Services	1.04%	1.23%	1.32%	1.32%	1.13%	1.16%	1.11%
Planning & Zoning	1.02%	1.19%	1.24%	1.29%	1.03%	1.04%	1.04%
City Inspection	1.68%	1.84%	1.58%	1.68%	1.50%	1.50%	1.50%
<b>COMMUNITY DEVELOPMENT</b>	<b>3.74%</b>	<b>4.26%</b>	<b>4.14%</b>	<b>4.29%</b>	<b>3.66%</b>	<b>3.71%</b>	<b>3.64%</b>
<b>TOTAL EXPENDITURES</b>	<b>90.69%</b>	<b>93.69%</b>	<b>97.47%</b>	<b>98.43%</b>	<b>98.40%</b>	<b>98.74%</b>	<b>98.87%</b>
<b>TOTAL TRANSFERS</b>	<b>9.30%</b>	<b>6.32%</b>	<b>2.67%</b>	<b>1.57%</b>	<b>1.29%</b>	<b>1.26%</b>	<b>1.13%</b>
<b>UNAPPROPRIATED RESERVES</b>	<b>0.01%</b>	<b>-0.01%</b>	<b>-0.14%</b>	<b>0.00%</b>	<b>0.31%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b><u>100.00%</u></b>						

**GENERAL FUND  
CURRENT YEAR GRAPHIC COMPARISON OF EXPENDITURES  
FY 2024-25**

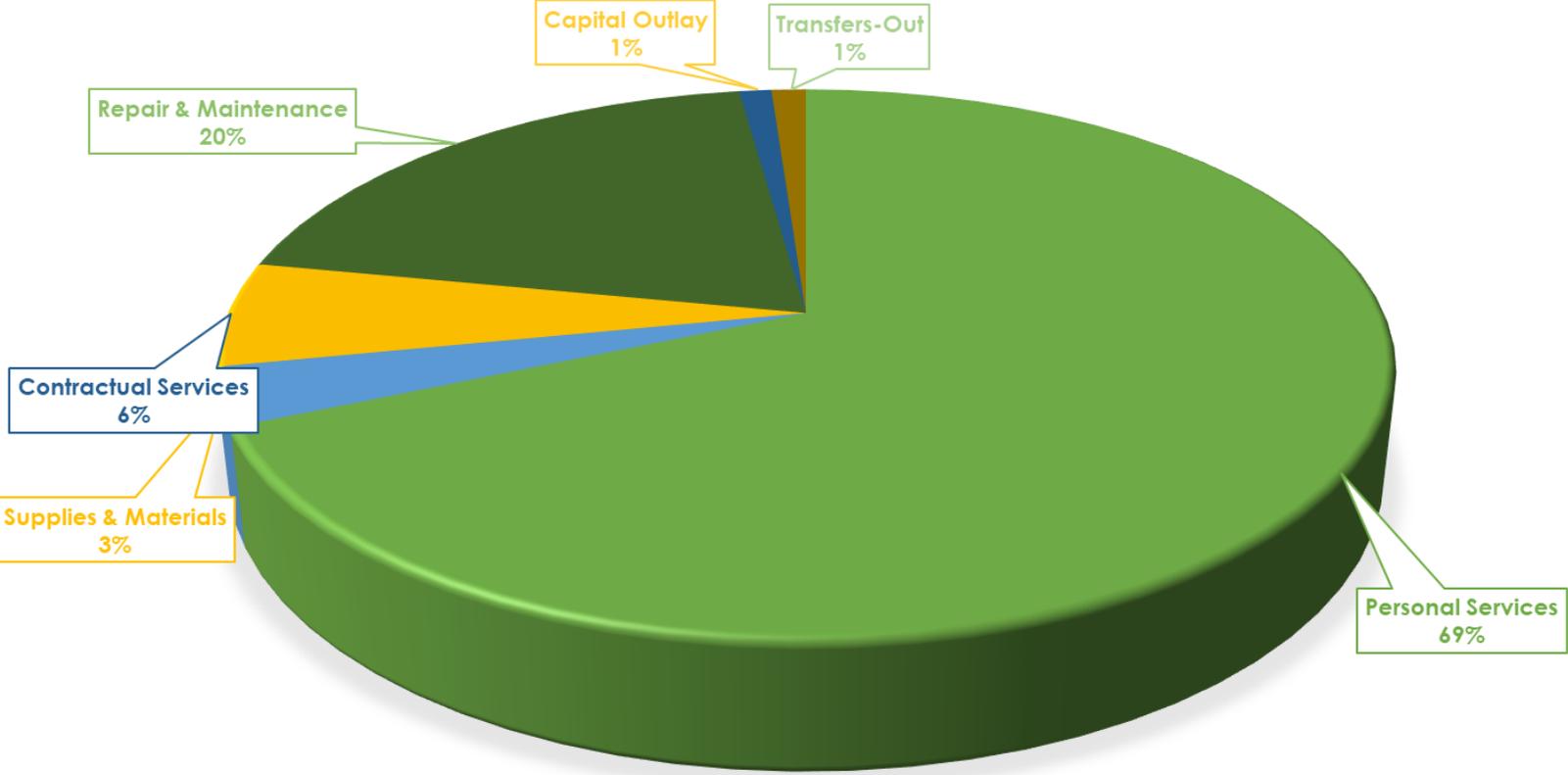


**GENERAL FUND**

**SUMMARY OF EXPENDITURES BY CLASSIFICATION  
ACTUAL, BUDGET, AND ESTIMATED  
FY 2021-22 TO 2024-25**

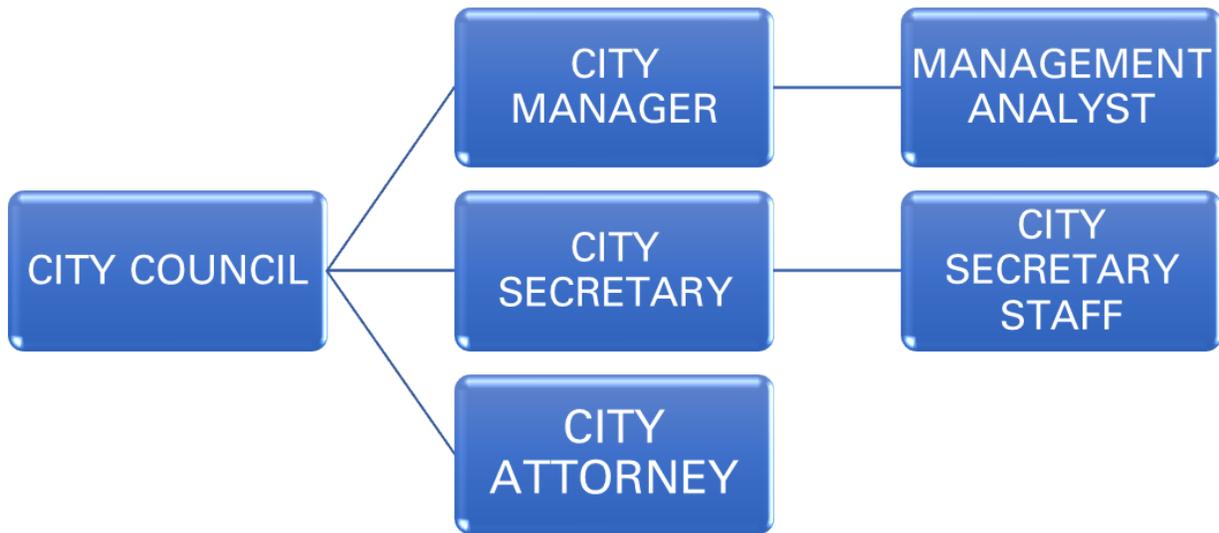
Expenditure Classifications	Actual	Actual	Budget	Estimated	2023-24	Budget
	2021-22	2022-23	2023-24	2023-24	Budget vs. 2022-23 Est.	2024-25
Personal Services	\$ 13,600,697	\$ 16,072,783	\$ 17,709,956	\$ 16,856,207	\$ 1,313,337	\$ 18,169,544
Supplies & Materials	741,545	823,282	870,752	870,240	31,800	902,040
Contractual Services	2,700,961	2,944,121	1,522,905	1,542,226	95,015	1,637,241
Repair & Maintenance	1,634,656	3,138,394	3,934,190	3,950,899	1,291,491	5,242,390
Capital Outlay	<u>154,204</u>	<u>240,133</u>	<u>199,840</u>	<u>222,413</u>	<u>58,826</u>	<u>281,239</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,832,063</b>	<b>\$ 23,218,713</b>	<b>\$ 24,237,643</b>	<b>\$ 23,441,985</b>	<b>\$ 2,790,469</b>	<b>\$ 26,232,454</b>
Transfers-Out	300,000	300,000	300,000	300,000	-	300,000
<b>EXPENDITURES AND TRANSFERS</b>	<b>\$ 19,132,063</b>	<b>\$ 23,518,713</b>	<b>\$ 24,537,643</b>	<b>\$ 23,741,985</b>	<b>\$ 2,790,469</b>	<b>\$ 26,532,454</b>

**GENERAL FUND  
EXPENDITURE COMPARISON  
BY CLASSIFICATION  
FY 2024-25**



# **GENERAL GOVERNMENT**

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



## **GENERAL GOVERNMENT FUNCTIONAL DESCRIPTION**

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

The Functional Summary page provides financial information for the General Government function on an actual basis for 2022-23; on an adopted budget and twelve-month estimate basis for 2023-24; and on a department request, decision package, total request, and adopted budget basis for 2024-25.

The General Government Function's total 2024-25 Budget is \$1,422,315. This allocation is \$36,693 more than the amount requested by Department Heads in their 2024-25 total request of \$1,385,622. This total request includes \$1,385,622 for base budget expenditure and no decision packages were requested. A 3.0 percent COLA and 3.0 percent inflation "catch up" adjustment was approved bring the total budget to \$1,422,315.

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 (2022-23) 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.

# FUNCTIONAL SUMMARY

FY 2024-25 BUDGET

## GENERAL GOVERNMENT

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2022-23 ACTUAL	2023-24		2024-25				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 882,186	\$ 947,253	\$ 912,503	\$ 768,322	\$ -	\$ 768,322	\$ 805,015	\$ 36,693
5100	Supplies & Materials	16,696	24,400	20,900	24,150	-	24,150	24,150	-
5200	Contractual Services	1,943,373	520,100	537,709	592,150	-	592,150	592,150	-
5300	Repair & Maintenance	816	1,500	8,708	1,000	-	1,000	1,000	-
5400	Capital Outlay	21,564	-	22,573	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,864,635</b>	<b>\$ 1,493,253</b>	<b>\$ 1,502,393</b>	<b>\$ 1,385,622</b>	<b>\$ -</b>	<b>\$ 1,385,622</b>	<b>\$ 1,422,315</b>	<b>\$ 36,693</b>

<b>BUDGETED POSITIONS (FTE)</b>	13.0	13.0	13.0	13.0	-	13.0	13.0	-
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### EXPLANATION OF CHANGES FROM REQUEST

#### CHANGES TO TOTAL REQUESTS

- 3.0% COLA for Employees \$ 18,347
- 3.0% Inflation Adjustment "Catch-Up" 18,346

<b>TOTAL CHANGES</b>	<b>\$ 36,693</b>
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### SUMMARY OF DECISION PACKAGES

#### FUNDED BY GENERAL FUND

- None \$ -

#### NOT FUNDED BY GENERAL FUND

- None \$ -

<b>TOTAL DECISION PACKAGES</b>	<b>\$ -</b>
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# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	75.3%	53.2%	72.3%	100.0%
Number of City Council Meetings	23	23	24	24
Council Meeting Attendance (All Members)	146	151	155	168
Number of Ordinances	12	7	11	11

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 8,635	\$ 8,029	\$ 9,051	\$ 8,618	\$ 9,152	\$ -	\$ 9,152	\$ 9,152
Supplies & Materials	203	21	750	250	500	-	500	500
Contractual Services	6,358	2,494	10,010	6,410	10,010	-	10,010	10,010
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,196</b>	<b>\$ 10,544</b>	<b>\$ 19,811</b>	<b>\$ 15,278</b>	<b>\$ 19,662</b>	<b>\$ -</b>	<b>\$ 19,662</b>	<b>\$ 19,662</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Mayor (1)	n/a	\$100	\$ 1,200	0.5	0.5	0.5
Councilmember (6)	n/a	\$100	7,200	3.0	3.0	3.0
<b>PERSONNEL TOTALS</b>				<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	99.2%	97.0%	94.9%	100.0%
Percent of Budget Expended - General Fund	89.6%	82.4%	92.0%	100.0%
Number of City Council Meetings Attended	22	22	23	24
Number of Public Hearings Attended	3	3	4	9
Number of Special Work Sessions Attended	14	5	6	10
Number of City Council Communications Prepared	76	78	80	80
Number of Department Head Meetings Held	50	49	50	50

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 405,707	\$ 423,330	\$ 450,773	\$ 445,265	\$ 447,005	\$ -	\$ 447,005	\$ 470,119
Supplies & Materials	-	150	150	150	150	-	150	150
Contractual Services	1,403	3,193	4,140	4,140	4,140	-	4,140	4,140
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 407,109</b>	<b>\$ 426,672</b>	<b>\$ 455,063</b>	<b>\$ 449,555</b>	<b>\$ 451,295</b>	<b>\$ -</b>	<b>\$ 451,295</b>	<b>\$ 474,409</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
City Manager	49	\$15,094 to \$20,227	\$ 242,721	1.0	1.0	1.0
Management Analyst	29	\$5,689 to \$7,623	80,999	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 323,720</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

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# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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 HomeRule Charter, City Council and/or the City Manager; performing duties required as records management officer; processing public information requests; governing the city corporate seal and attest authorized city official's signature on documents; register all City owned vehicles and maintain vehicle registration renewals; process and regulate door-to door soliciting permits; and process and validate Texas Alcoholic Beverage Commission applications.

**DIVISION GOALS:**

- Ensure transparency and access to city records and act as the recorder of local government history.
- Maintain the integrity of the election process in accordance with all applicable federal, state, and local laws.
- Develop, maintain and implement records retention schedules in coordination with Texas State Library. Keeps associated inventory logs.
- Act as the compliance officer for federal, state, and local statutes, including the Open Meetings Act and Public Information Act.
- Register and process registration renewals for all City vehicles according to all federal, state, and local laws in agreement with Tarrant County Tax Assessor-Collector.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended - City Secretary		94.7%	89.9%	88.9%	100.0%
Percent of Budget Expended - Total for Activities Supervised		97.0%	86.4%	87.0%	100.0%
Number of Agendas Prepared and Posted		25	25	25	25
Number of Minutes Prepared by Fourth Working Day		25	24	24	25
Number of Ordinances and Other Documents Published		10	6	7	10
Percent of Open Records Requests Completed as Prescribed		100.0%	100.0%	100.0%	100.0%
Number of Elections Administered	127	1	0	1	1

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 397,286	\$ 414,697	\$ 452,934	\$ 423,635	\$ 277,454	\$ -	\$ 277,454	\$ 291,033
Supplies & Materials	1,071	1,462	1,500	1,500	1,500	-	1,500	1,500
Contractual Services	20,148	17,487	42,300	35,578	42,300	-	42,300	42,300
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 418,505</b>	<b>\$ 433,646</b>	<b>\$ 496,734</b>	<b>\$ 460,713</b>	<b>\$ 321,254</b>	<b>\$ -</b>	<b>\$ 321,254</b>	<b>\$ 334,833</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
City Secretary	34	\$7,260 to \$9,730	\$ 116,754	1.0	1.0	1.0
Administrative Clerk	26	\$4,914 to \$6,585	70,458	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 187,212</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

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# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION DESCRIPTION:**

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

**DIVISION GOALS:**

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

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	110.9%	105.7%	104.3%	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

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

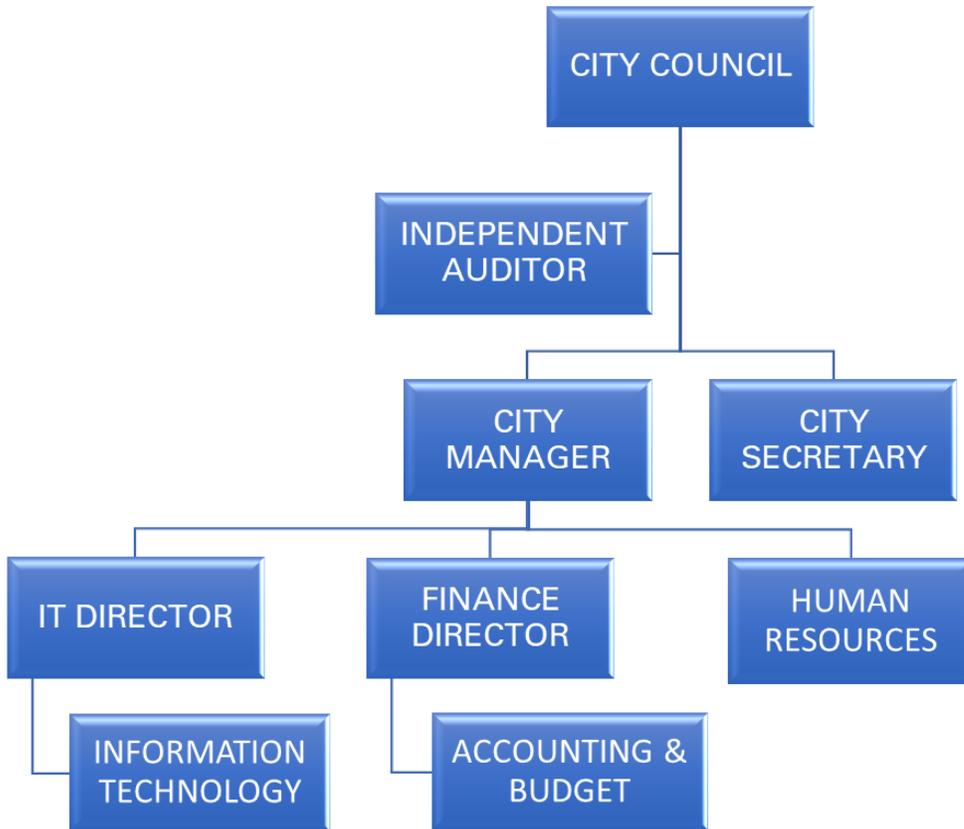
EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 32,690	\$ 36,130	\$ 34,495	\$ 34,985	\$ 34,711	\$ -	\$ 34,711	\$ 34,711
Supplies & Materials	17,940	15,063	22,000	19,000	22,000	-	22,000	22,000
Contractual Services	1,766,052	1,920,199	463,650	491,581	535,700	-	535,700	535,700
Repair & Maintenance	11,001	816	1,500	8,708	1,000	-	1,000	1,000
Capital Outlay	-	21,564	-	22,573	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,827,683</b>	<b>\$ 1,993,772</b>	<b>\$ 521,645</b>	<b>\$ 576,847</b>	<b>\$ 593,411</b>	<b>\$ -</b>	<b>\$ 593,411</b>	<b>\$ 593,411</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Senior Center Director	n/a	\$1,300	\$ 15,600	0.5	0.5	0.5
Senior Center Coordinator	n/a	\$1,213	14,560	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			130 <b>\$ 30,160</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

# **STAFF SERVICES**

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



## **STAFF SERVICES FUNCTIONAL DESCRIPTION**

The Staff Services Functional area is comprised of three departments: Finance, Information Technology, and Human Resources. The Staff Services function 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 function includes the following positions: Finance Director, Accounting Supervisor, Accounting Clerk, Information Technology Director, Assistant Information Technology Director, and Human Resources Director.

The Functional Summary page provides financial information for the Staff Services Function on an actual basis for 2022-23; on an adopted budget and twelve-month estimate basis for 2023-24; and on a department request, decision package, total request, and adopted budget basis for 2024-25.

The Staff Services Function's total 2024-25 Budget is \$1,708,319. This allocation is \$52,362 more than the amount requested by Department Heads in their 2024-25 total request of \$1,655,957. This total request includes \$1,655,957 for base budget expenditures and no decision packages. A 3.0 percent COLA and 3.0 percent inflation "catch up" adjustment was approved bring the total budget to \$1,708,319.

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 (2021-22) 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 Functional 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.

# FUNCTIONAL SUMMARY

FY 2024-25 BUDGET

## STAFF SERVICES

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2022-23 ACTUAL	2023-24		2024-25				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 752,422	\$ 785,505	\$ 760,278	\$ 996,711	\$ -	\$ 996,711	\$ 1,049,073	\$ 52,362
5100	Supplies & Materials	275,637	338,955	337,655	358,393	-	358,393	358,393	-
5200	Contractual Services	212,738	256,668	252,741	287,853	-	287,853	287,853	-
5300	Repair & Maintenance	12,594	12,000	12,000	13,000	-	13,000	13,000	-
5400	Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,253,391</b>	<b>\$ 1,393,128</b>	<b>\$ 1,362,674</b>	<b>\$ 1,655,957</b>	<b>\$ -</b>	<b>\$ 1,655,957</b>	<b>\$ 1,708,319</b>	<b>\$ 52,362</b>

<b>BUDGETED POSITIONS (FTE)</b>	5.0	5.0	5.0	5.0	-	5.0	5.0	-
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### EXPLANATION OF CHANGES FROM REQUEST

#### CHANGES TO TOTAL REQUESTS

- 3.0% COLA for Employees \$ 26,181
- 3.0% Inflation Adjustment "Catch-Up" 26,181

**TOTAL CHANGES** \$ 52,362

### SUMMARY OF DECISION PACKAGES

#### FUNDED BY GENERAL FUND

- None \$ -

#### NOT FUNDED BY GENERAL FUND

- None \$ -

**TOTAL DECISION PACKAGES** \$ -

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION GOALS:**

- To prepare the Annual Comprehensive Financial Report by March 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.

**DIVISION OBJECTIVES:**

- To monitor expenditures of all Activities supervised and remain within + or - 5% of each Activity's budget allocation.
- To prepare the Annual 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended - Finance Department	107.8%	99.2%	99.2%	100.0%
Percent of Budget Expended - Finance and Non-Departmental	99.5%	104.1%	101.5%	100.0%
Date CAFR Presented to City Council	3/3/2022	3/16/2023	3/21/2024	3/20/2025
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%

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 417,705	\$ 442,885	\$ 457,615	\$ 445,460	\$ 459,632	\$ -	\$ 459,632	\$ 483,356
Supplies & Materials	1,183	3,183	2,500	1,200	2,500	-	2,500	2,500
Contractual Services	149,741	157,788	160,950	169,523	172,850	-	172,850	172,850
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 568,629</b>	<b>\$ 603,856</b>	<b>\$ 621,065</b>	<b>\$ 616,183</b>	<b>\$ 634,982</b>	<b>\$ -</b>	<b>\$ 634,982</b>	<b>\$ 658,706</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Finance Director	42	\$10,727 to \$14,375	\$ 172,499	1.0	1.0	1.0
Accounting Supervisor	32	\$6,585 to \$8,825	94,910	1.0	1.0	1.0
Accounting Clerk	22	\$4,043 to \$5,418	65,014	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 332,423</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

# DIVISION SUMMARY

# FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION GOALS:**

- To protect the city's network from cyber security threats.
- To administer and coordinate data processing and computer related activities and services within the organization.
- 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.

**DIVISION OBJECTIVES:**

- To ensure the city's data is backed up and monitor cyber security threats.
- 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 provide, update, and monitor the City's website.
- To manage and maintain the telephone system for City facilities and users.

**DIVISION MEASUREMENTS:**

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended		95.0%	94.6%		100.0%
Software Training Sessions Held	137	12	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



# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>STAFF SERVICES</b>	<b>HUMAN RESOURCES</b>	<b>HUMAN RESOURCES</b>	<b>01-24-01</b>

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	71.7%	55.4%	89.0%	100.0%
Number of Personnel Records Maintained	201	204	205	205
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	5	5	5	5
Number of Promotional Civil Service Examinations Developed	139	4	4	4
Number of Years with Same Health Insurance Carrier	3	4	1	2

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**STAFF SERVICES**
**HUMAN RESOURCES**
**HUMAN RESOURCES**
**01-24-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 180,359	\$ -	\$ 180,359	\$ 189,985
Supplies & Materials	-	-	-	-	2,000	-	2,000	2,000
Contractual Services	35,467	30,755	55,500	43,000	55,500	-	55,500	55,500
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,467</b>	<b>\$ 30,755</b>	<b>\$ 55,500</b>	<b>\$ 43,000</b>	<b>\$ 237,859</b>	<b>\$ -</b>	<b>\$ 237,859</b>	<b>\$ 247,485</b>

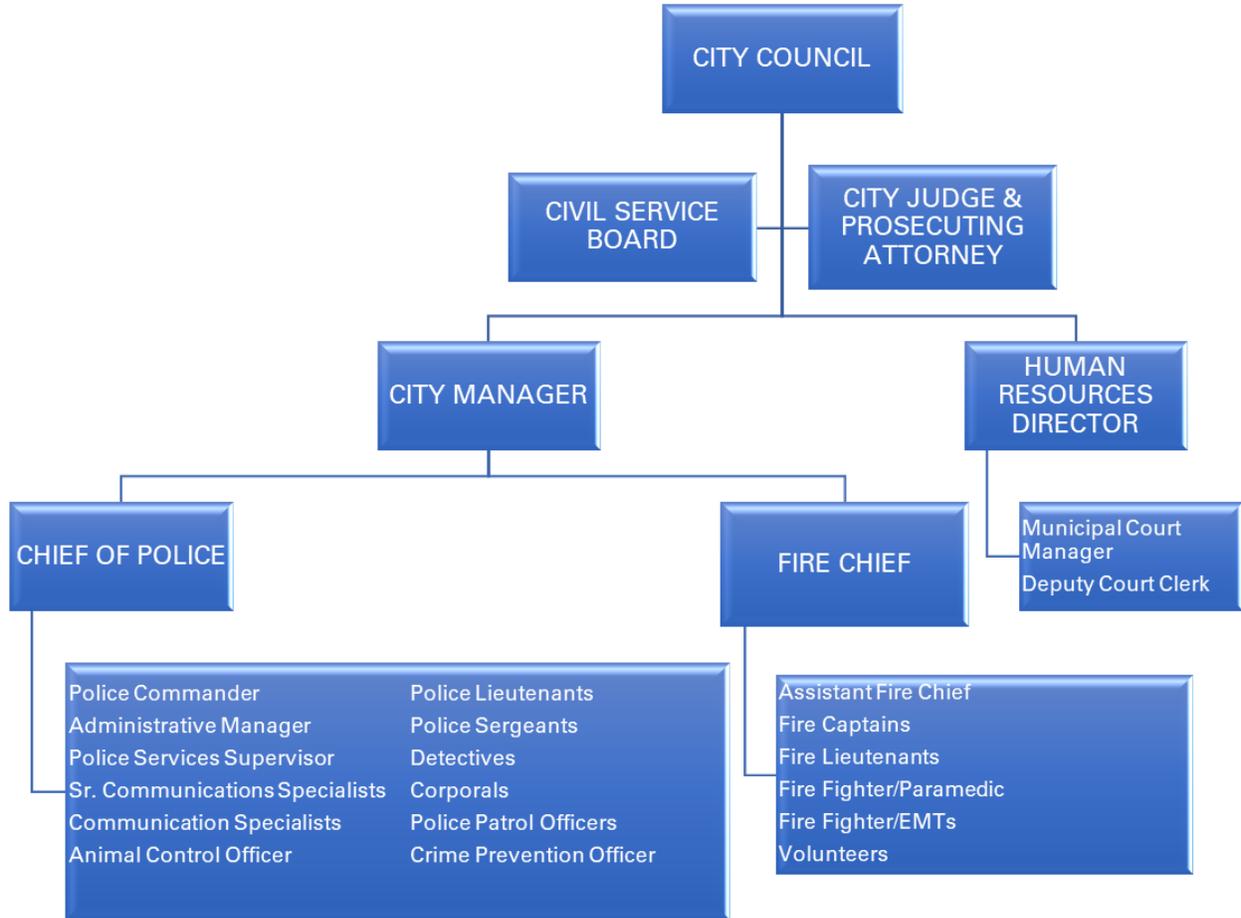
## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Human Resources Director	40	\$9,729 to \$13,038	\$ 135,156	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 135,156</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

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# **PUBLIC SAFETY**

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



## **PUBLIC SAFETY FUNCTIONAL DESCRIPTION**

The Public Safety Functional area is comprised of three departments: Police Department, Fire Department, and Municipal Court. 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 Functional Summary page provides financial information for the Public Safety Function on an actual basis for 2022-23; on an adopted budget and twelve-month estimate basis for 2023-24; and on a department request, decision package, total request, and adopted budget basis for 2024-25.

The Public Safety function's total 2024-25 Budget is \$13,517,634. This allocation is \$544,723 more than the amount requested by Department Heads in their 2024-25 total request of \$12,972,911. This total request includes \$12,972,911 for base budget expenditures with no decision packages, plus a 3.0 percent COLA and 3.0 percent inflation "catch up" adjustment.

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 (2023-24) 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 Functional 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.

**FUNCTIONAL SUMMARY**

**FY 2024-25 BUDGET**

**PUBLIC SAFETY**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2022-23 ACTUAL	2023-24		2024-25				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 10,866,249	\$ 12,177,470	\$ 11,587,346	\$ 11,837,847	\$ -	\$ 11,837,847	\$ 12,407,260	\$ 569,413
5100	Supplies & Materials	400,484	366,275	372,225	401,015	-	401,015	379,125	(21,890)
5200	Contractual Services	284,974	284,320	291,310	296,410	-	296,410	295,610	(800)
5300	Repair & Maintenance	102,285	181,000	188,200	156,400	-	156,400	154,400	(2,000)
5400	Capital Outlay	218,569	199,840	199,840	281,239	-	281,239	281,239	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 11,872,562</b>	<b>\$ 13,208,905</b>	<b>\$ 12,638,921</b>	<b>\$ 12,972,911</b>	<b>\$ -</b>	<b>\$ 12,972,911</b>	<b>\$ 13,517,634</b>	<b>\$ 544,723</b>

<b>BUDGETED POSITIONS (FTE)</b>	96.5	97.0	97.0	97.0	-	97.0	97.0	-
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**EXPLANATION OF CHANGES FROM REQUEST**

**CHANGES TO TOTAL REQUESTS**

- 3.0% COLA for Employees \$ 284,707
- 3.0% Inflation Adjustment "Catch-Up" 284,706
- Reduction in Misc Operating Supplies (200)
- Reduction in Motor Vehicle Supplies (21,590)
- Reduction in Chemicals (100)
- Reduction in Maintenance Motor Vehicle (2,000)
- Reduction in Training (800)

<b>TOTAL CHANGES</b>	<b>\$ 544,723</b>
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**SUMMARY OF DECISION PACKAGES**

**FUNDED BY GENERAL FUND**

- None \$ -

**NOT FUNDED BY GENERAL FUND**

- None \$ -

<b>TOTAL DECISION PACKAGES</b>	<b>\$ -</b>
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# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended - Management Services	100.9%	71.9%	100.0%	100.0%
Percent of Budget Expended - Police Department	91.5%	92.5%	100.0%	100.0%
Average Response Time in Minutes	2.87	2.89	2.75	2.87
Number of Training Hours	2,426	4,245	4,392	4,611
Number of Employees in Training	146	50	55	58
Annual Employee Turnover Percentage	20.0%	10.6%	5.1%	5.0%

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 407,677	\$ 313,421	\$ 422,748	\$ 406,899	\$ 426,656	\$ -	\$ 426,656	\$ 445,335
Supplies & Materials	1,288	970	1,200	1,200	1,200	-	1,200	1,200
Contractual Services	1,125	1,200	1,300	1,300	1,300	-	1,300	1,300
Repair & Maintenance	-	20	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 410,090</b>	<b>\$ 315,611</b>	<b>\$ 425,248</b>	<b>\$ 409,399</b>	<b>\$ 429,156</b>	<b>\$ -</b>	<b>\$ 429,156</b>	<b>\$ 447,835</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Police Chief	43	\$11,263 to \$15,094	\$ 181,124	1.0	1.0	1.0
Administrative Manager	32	\$6,585 to \$8,825	75,888	1.0	1.0	1.0
School Crossing Guard Supervisor (1)	n/a	\$1,000	9,000	0.5	0.5	0.5
School Crossing Guards (8)	n/a	\$800	57,600	4.0	4.5	4.5
<b>PERSONNEL TOTALS</b>			<b>\$ 323,612</b>	<b>6.5</b>	<b>7.0</b>	<b>7.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	83.4%	83.5%	100.0%	100.0%
Error Rate Percentage on Teletype/Computer	0.41%	0.51%	0.67%	0.53%
Number of Police Calls Dispatched	14,102	14,458	14,420	14,326
Number of Police, ACO, Fire, and EMS Calls Dispatched	19,236	19,487	19,924	19,549
Number of Offense Reports Processed	1,370	1,720	1,982	1,690
Number of Offense Reports Processed Within One Day	148	3.8	4.7	5.0



# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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-three Police Officers and four Corporals, operates twenty-four hours per day, seven days a week.

**DIVISION 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.

**DIVISION 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 part-time force with at least two members.

**DIVISION MEASUREMENTS:**

		<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended		92.7%	91.4%	100.0%	100.0%
Average Response Time in Minutes		2.87	2.89	2.75	2.80
Number of Traffic Accidents		526	347	314	395
Part I Crimes Per Thousand		14.44	20.10	25.35	19.96
Part II Crimes Per Thousand	150	34.42	39.03	49.01	40.82
Number Part-time Officers		2	2	2	2

## FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 3,751,334	\$ 3,921,004	\$ 4,546,063	\$ 4,443,351	\$ 4,460,282	\$ -	\$ 4,460,282	\$ 4,674,944
Supplies & Materials	140,442	123,852	130,200	134,200	149,200	-	149,200	135,200
Contractual Services	19,993	24,313	24,400	24,400	24,400	-	24,400	24,400
Repair & Maintenance	67,295	25,707	77,300	77,300	30,000	-	30,000	30,000
Capital Outlay	135,500	218,569	199,840	199,840	281,239	-	281,239	281,239
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,114,564</b>	<b>\$ 4,313,446</b>	<b>\$ 4,977,803</b>	<b>\$ 4,879,091</b>	<b>\$ 4,945,121</b>	<b>\$ -</b>	<b>\$ 4,945,121</b>	<b>\$ 5,145,783</b>

### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Police Commander	38	\$8,825 to \$11,826	\$ 141,863	1.0	1.0	1.0
Police Lieutenant	36	\$8,004 to \$10,727	128,721	1.0	1.0	1.0
Police Sergeant	34	\$7,260 to \$9,730	462,384	4.0	4.0	4.0
Police Corporal	31	\$6,271 to \$8,405	403,423	4.0	4.0	4.0
Police Officer	29	\$5,689 to \$7,623	1,909,203	23.0	23.0	23.0
Police Reserves (2)	n/a	\$1,667	44,000	1.0	1.0	1.0
			151			
<b>PERSONNEL TOTALS</b>			<b>\$ 3,089,594</b>	<b>34.0</b>	<b>34.0</b>	<b>34.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION GOALS:**

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

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	89.6%	112.2%	100.0%	100.0%
Percent of Part I Crimes Cleared	35.8%	56.7%	66.5%	53.0%
Percent of Stolen Property Recovered	36.0%	27.0%	31.1%	31.4%
Percent of Part II Crimes Cleared	80.5%	94.0%	90.3%	88.3%
Average Number of Cases Per Detective Per Month	25	25	25	25

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 957,583	\$ 1,284,136	\$ 1,196,381	\$ 1,201,322	\$ 1,177,546	\$ -	\$ 1,177,546	\$ 1,236,315
Supplies & Materials	11,219	20,365	17,500	17,500	28,090	-	28,090	20,500
Contractual Services	26,797	26,721	27,450	30,300	29,300	-	29,300	29,300
Repair & Maintenance	2,075	2,484	2,000	3,000	2,500	-	2,500	2,500
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 997,674</b>	<b>\$ 1,333,707</b>	<b>\$ 1,243,331</b>	<b>\$ 1,252,122</b>	<b>\$ 1,237,436</b>	<b>\$ -</b>	<b>\$ 1,237,436</b>	<b>\$ 1,288,615</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Police Lieutenant	36	\$8,004 to \$10,727	\$ 128,721	1.0	1.0	1.0
Police Sergeant	34	\$7,260 to \$9,730	116,754	1.0	1.0	1.0
Police Detective	31	\$6,271 to \$8,405	504,279	5.0	5.0	5.0
Police Property Custodian	27	\$5,160 to \$6,915 <sup>153</sup>	82,974	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 832,728</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	99.4%	98.0%	100.0%	100.0%
Number of Block Captains	136	136	136	136
Number of Public Appearances	30	46	50	52
Number of Active Crime Prevention Programs	11	11	11	11

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 132,511	\$ 138,882	\$ 146,459	\$ 140,308	\$ 143,927	\$ -	\$ 143,927	\$ 151,036
Supplies & Materials	817	1,522	1,050	1,050	1,050	-	1,050	1,050
Contractual Services	140	-	500	500	500	-	500	500
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 133,469</b>	<b>\$ 140,404</b>	<b>\$ 148,009</b>	<b>\$ 141,858</b>	<b>\$ 145,477</b>	<b>\$ -</b>	<b>\$ 145,477</b>	<b>\$ 152,586</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Crime Prevention Officer	31	\$6,271 to \$8,405	\$ 100,856	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 100,856</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	95.2%	96.0%	100.0%	100.0%
Number of Calls	6,224	6,587	8,404	8,500
Number of Animals Picked Up	746	774	674	707
Number of Animals Returned, Adopted or Rescued	355	425	300	315
Number of Citations Issued	156	12	35	61

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 121,228	\$ 130,599	\$ 205,310	\$ 179,123	\$ 203,352	\$ -	\$ 203,352	\$ 208,584
Supplies & Materials	4,860	3,791	5,925	5,925	5,925	-	5,925	5,925
Contractual Services	10,360	14,025	15,575	14,950	14,950	-	14,950	14,950
Repair & Maintenance	265	42	600	600	600	-	600	600
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,713</b>	<b>\$ 148,457</b>	<b>\$ 227,410</b>	<b>\$ 200,598</b>	<b>\$ 224,827</b>	<b>\$ -</b>	<b>\$ 224,827</b>	<b>\$ 230,059</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Senior Animal Control Officer	25	\$4,680 to \$6,272	\$ 71,677	1.0	1.0	1.0
Animal Control Officer	23	\$4,245 to \$5,689	56,712	0.5	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 128,389</b>	<b>1.5</b>	<b>2.0</b>	<b>1.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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 and Firefighters 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 daily duties as required to maintain the apparatus and equipment utilized to provide emergency services.

**DIVISION 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.

**DIVISION 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 firefighters in multiple disciplines of firefighting activities.
- To recruit and retain quality firefighter/paramedics.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended - Fire & Ambulance	61.7%*	35.4%*	100.0%	100.0%
Total Estimated Annual Fire Loss	1,286,617	2,625,300	1,500,000	1,000,000
Number of Fire Responses	1,426	1,403	1,550	1,700
Number of Fire Inspections	113	158	300	400
Number of Hours Spent on Fire Prevention/Education	158	COVID	200	300
Number of Training Hours - Full-time Personnel		2,273	2,254	2,300

\*Salary expenditures reimbursed by CARES/ARPA grant.

# FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 2,166,464	\$ 3,891,172	\$ 4,220,567	\$ 3,997,405	\$ 4,061,023	\$ -	\$ 4,061,023	\$ 4,262,633
Supplies & Materials	100,661	164,388	111,800	112,650	113,250	-	113,250	113,150
Contractual Services	149,188	157,976	157,700	161,200	164,850	-	164,850	164,850
Repair & Maintenance	49,093	41,803	69,800	69,800	69,800	-	69,800	69,800
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,465,407</b>	<b>\$ 4,255,339</b>	<b>\$ 4,559,867</b>	<b>\$ 4,341,055</b>	<b>\$ 4,408,923</b>	<b>\$ -</b>	<b>\$ 4,408,923</b>	<b>\$ 4,610,433</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Fire Chief	43	\$11,263 to \$15,094	\$ 181,124	1.0	1.0	1.0
Assistant Fire Chief	38	\$8,825 to \$11,826	141,916	1.0	1.0	1.0
EMS Chief	35	\$7,623 to \$10,216 <sub>159</sub>	122,592	1.0	1.0	1.0
Fire Captain	34	\$7,260 to \$9,730	350,263	3.0	3.0	3.0
Fire Lieutenant	31	\$6,271 to \$8,405	299,630	3.0	3.0	3.0

Fire Fighter/Paramedic	29	\$5,689 to \$7,623	1,210,075	12.0	14.0	14.0
Fire Fighter/EMT	24	\$4,457 to \$5,973	426,219	9.0	7.0	7.0
Customer Service Clerk	22	\$4,043 to \$5,418	65,014	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 2,796,833</b>	<b>31.0</b>	<b>31.0</b>	<b>31.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SAFETY</b>	<b>FIRE</b>	<b>EMS</b>	<b>01-32-02</b>

**DIVISION DESCRIPTION:**

The primary function of the EMS Activity is to provide emergency medical treatment and transportation of the sick and injured within Benbrook and the contracted unincorporated areas of Tarrant County. In addition, personnel teach CPR and 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 State Health Services, they also take classes in Pediatric Advanced Life Support and Advanced Cardiac Life Support to improve pre-hospital care for our community.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended		88.3%	86.2%	100.0%	100.0%
Average Response Time in Minutes		6.7	7.2	7.3	7.4
Number of Paramedics		24	27	27	27
Number of Emergency Medical Technicians		6	3	3	3
Number of Residents Trained in First Aid/CPR	161	COVID	10	20	50
Number of Emergency Calls		2,433	2,821	3,100	3,400
Percentage of Ambulance Bills Collected		37.5%	36.2%	38.0%	38.0%
Revenue from Ambulance Services		\$ 919,650	\$ 895,725	\$ 940,000	\$ 950,000

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**PUBLIC SAFETY**
**FIRE**
**EMS**
**01-32-02**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	79,647	80,514	94,200	94,200	96,700	-	96,700	96,700
Contractual Services	18,212	10,531	14,100	14,100	14,100	-	14,100	14,100
Repair & Maintenance	28,041	26,669	25,800	32,000	48,000	-	48,000	46,000
Capital Outlay	18,704	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 144,604</b>	<b>\$ 117,714</b>	<b>\$ 134,100</b>	<b>\$ 140,300</b>	<b>\$ 158,800</b>	<b>\$ -</b>	<b>\$ 158,800</b>	<b>\$ 156,800</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
n/a	n/a	n/a	n/a	n/a	n/a	n/a

# DIVISION SUMMARY

FY 2024-25 BUDGET

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

**DIVISION 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 record.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended		98.8%	98.0%	100.0%	100.0%
Number of Cases Filed		4,482	4,558	6,456	9,144
Number of Court Cases		1,195	1,075	1,404	1,833
Number of Warrants Issued		1,521	1,530	2,530	4,183
Number of Appeals Perfected	163	-	-	-	-
Municipal Court Revenues Collected		\$ 510,500	\$ 449,447	\$ 516,500	\$ 544,013

## FY 2024-25 BUDGET COST CENTER SUMMARY

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

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 249,965	\$ 266,853	\$ 286,464	\$ 271,567	\$ 281,231	\$ -	\$ 281,231	\$ 292,421
Supplies & Materials	206	62	400	400	400	-	400	400
Contractual Services	13,661	18,911	16,345	15,260	17,260	-	17,260	16,460
Repair & Maintenance	-	121	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 263,832</b>	<b>\$ 285,947</b>	<b>\$ 303,209</b>	<b>\$ 287,227</b>	<b>\$ 298,891</b>	<b>\$ -</b>	<b>\$ 298,891</b>	<b>\$ 309,281</b>

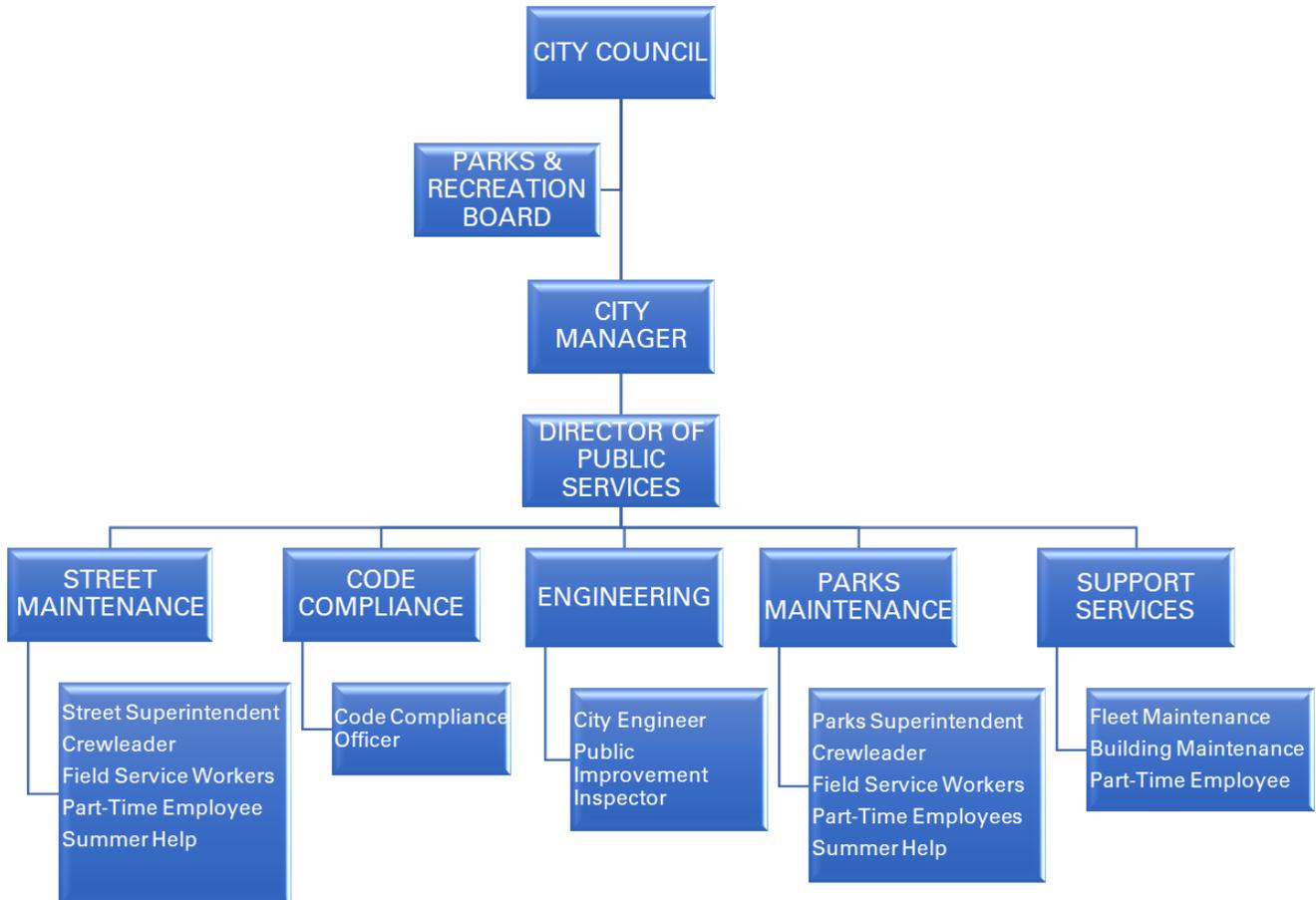
### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Municipal Court Manager	27	\$5,159 to \$6,915	\$ 82,974	1.0	1.0	1.0
Deputy Court Clerk	24	\$4,457 to \$5,973	71,676	1.0	1.0	1.0
Part Time Court Clerk	n/a	\$1,300	15,600	0.5	0.5	0.5
Judge	n/a	\$1,250	15,000	0.5	0.5	0.5
Magistrate	n/a	\$1,050	12,600	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 197,850</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

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# **PUBLIC SERVICES**

**CITY OF BENBROOK, TEXAS  
PUBLIC SERVICES  
FUNCTION**



## **PUBLIC SERVICES FUNCTIONAL DESCRIPTION**

The Public Services Functional area includes the following divisions: Management Services, Street Maintenance, Parks Maintenance, Support Services, Code Compliance, and Engineering. Full-time positions include the 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 division provides administrative support and supervision. The Street Maintenance division maintains streets, drainage systems, and other major facilities. The Parks Maintenance division provides grounds maintenance, landscaping services, and upkeep of athletic fields and other facilities. The Support Services division performs maintenance and repairs on City vehicles and for City buildings and facilities. The Engineering division provides in-house engineering services and reviews engineering services provided by consultants.

The Functional Summary page provides financial information for the Public Services function on an actual basis for 2022-23; on an adopted budget and twelve-month estimate basis for 2023-24; and on a department request, decision package, total request, and adopted budget for 2024-25.

The Public Services function's total 2024-25 Budget is \$8,617,438. This allocation includes the Public Services Director request of \$7,147,017, no decision packages, increasing the street overlay program, plus a 3.0 percent COLA and 3.0 percent inflation "catch up" adjustment.

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 (2023-24) 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 Functional 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.

# FUNCTIONAL SUMMARY

FY 2024-25 BUDGET

## PUBLIC SERVICES

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2022-23 ACTUAL	2023-24		2024-25				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 2,669,656	\$ 2,908,539	\$ 2,743,074	\$ 2,837,759	\$ -	\$ 2,837,759	\$ 2,973,180	\$ 135,421
5100	Supplies & Materials	125,372	135,122	133,710	134,072	-	134,072	134,072	-
5200	Contractual Services	489,488	437,196	440,335	437,196	-	437,196	437,196	-
5300	Repair & Maintenance	3,021,931	3,737,990	3,740,291	3,737,990	-	3,737,990	5,072,990	1,335,000
5400	Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,306,447</b>	<b>\$ 7,218,847</b>	<b>\$ 7,057,410</b>	<b>\$ 7,147,017</b>	<b>\$ -</b>	<b>\$ 7,147,017</b>	<b>\$ 8,617,438</b>	<b>\$ 1,470,421</b>

<b>BUDGETED POSITIONS (FTE)</b>	26.5	26.5	26.5	26.5	-	26.5	26.5	-
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### EXPLANATION OF CHANGES FROM REQUEST

#### CHANGES TO TOTAL REQUESTS

- 3.0% COLA for Employees \$ 67,711
- 3.0% Inflation Adjustment "Catch-Up" 67,710
- Increase Street Overlay Project 1,335,000

**TOTAL CHANGES \$ 1,470,421**

### SUMMARY OF DECISION PACKAGES

#### FUNDED BY GENERAL FUND

- None

#### NOT FUNDED BY GENERAL FUND

- None \$ -

**TOTAL DECISION PACKAGES \$ -**

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PUBLIC SERVICES</b>	<b>MANAGEMENT SERVICES</b>	<b>01-41-01</b>

**DIVISION 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.

**DIVISION GOALS:**

- To coordinate and manage available resources to ensure 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 Comprehensive Plan.
- To effectively implement the street maintenance, drainage program and CIP Programs.

**DIVISION 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

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended - Public Services Division	100.1%	97.4%	98.0%	100.0%
Workers' Compensation Expenses for Public Services	\$ 8,716	\$ 28,653	15,440	13,590
Reviewed and Revised Various City Plans and Regulations	15	14	12	12

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function* **PUBLIC SERVICES**     
 *Department* **PUBLIC SERVICES**     
 *Division* **MANAGEMENT SERVICES**     
 *Account* **01-41-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 212,586	\$ 224,294	\$ 233,118	\$ 226,577	\$ 234,737	\$ -	\$ 234,737	\$ 247,312
Supplies & Materials	85	46	100	85	100	-	100	100
Contractual Services	20,383	15,021	20,658	20,922	20,658	-	20,658	20,658
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 233,055</b>	<b>\$ 239,362</b>	<b>\$ 253,876</b>	<b>\$ 247,584</b>	<b>\$ 255,495</b>	<b>\$ -</b>	<b>\$ 255,495</b>	<b>\$ 268,070</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Public Services Director	42	\$10,727 to \$14,375	\$ 172,499	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>			<b>\$ 172,499</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PUBLIC WORKS</b>	<b>STREET MAINTENANCE</b>	<b>01-42-01</b>

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	97.0%	83.6%	100.0%	100.0%
Number of Street Repairs Made	160	174	150	150
Average Hours of Curb Swept Monthly	72	72	72	72
Sign Projects Completed	200	180	200	220
Number of BWA Repairs Made	47	62	40	50
Linear Ft of Overlay/Reclaim Streets		172	19,584	28,002
Dry Stream Testing Performed			47,436	53,020
			70	40
			50	50

## FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**PUBLIC SERVICES**
**PUBLIC WORKS**
**STREET MAINTENANCE**
**01-42-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 753,137	\$ 811,990	\$ 891,494	\$ 821,899	\$ 836,559	\$ -	\$ 836,559	\$ 875,285
Supplies & Materials	52,359	44,885	52,377	52,850	52,377	-	52,377	52,377
Contractual Services	198,503	245,769	217,588	217,588	217,588	-	217,588	217,588
Repair & Maintenance	1,376,583	2,916,735	3,636,300	3,638,300	3,636,300	-	3,636,300	4,971,300
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,380,581</b>	<b>\$ 4,019,379</b>	<b>\$ 4,797,759</b>	<b>\$ 4,730,637</b>	<b>\$ 4,742,824</b>	<b>\$ -</b>	<b>\$ 4,742,824</b>	<b>\$ 6,116,550</b>

### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Street Superintendent	32	\$6,585 to \$8,825	\$ 105,900	1.0	1.0	1.0
Street Foreman	27	\$5,160 to \$6,915	82,974	1.0	1.0	1.0
Field Service Worker, Senior	23	\$4,245 to \$5,689	195,990	2.0	3.0	3.0
Field Service Worker	22	\$4,042 to \$5,418	150,819	4.0	3.0	3.0
Part Time Field Service Worker (1)	n/a	\$1,040	12,480	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 535,683</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PARKS AND RECREATION</b>	<b>PARKS MAINTENANCE</b>	<b>01-43-01</b>

**DIVISION 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, maintenance of perimeter walls along key corridors, and assisting other departments as needed.

**DIVISION GOALS:**

- To maintain City parks, landscaping, and ROWs 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	99.5%	94.4%	100.0%	100.0%
Number of Parks Maintained	6	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	168	185	192	192
Average Acreage Mowed	174	132.5	134.0	134.0
Average Acreage Landscaped ROW Maintained		3.5	3.5	3.5

## FY 2024-25 BUDGET COST CENTER SUMMARY

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>PARKS AND RECREATION</b>	<b>PARKS MAINTENANCE</b>	<b>01-43-01</b>

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 779,695	\$ 786,174	\$ 857,386	\$ 812,949	\$ 849,733	\$ -	\$ 849,733	\$ 889,243
Supplies & Materials	34,363	36,951	32,800	32,800	32,800	-	32,800	32,800
Contractual Services	153,337	163,409	142,150	142,150	142,150	-	142,150	142,150
Repair & Maintenance	51,297	59,036	54,400	54,400	54,400	-	54,400	54,400
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,018,692</b>	<b>\$ 1,045,569</b>	<b>\$ 1,086,736</b>	<b>\$ 1,042,299</b>	<b>\$ 1,079,083</b>	<b>\$ -</b>	<b>\$ 1,079,083</b>	<b>\$ 1,118,593</b>

### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Park Superintendent	32	\$6,585 to \$8,825	\$ 93,005	1.0	1.0	1.0
Parks Foreman	27	\$5,160 to \$6,915	67,044	1.0	1.0	1.0
Field Service Worker, Senior	23	\$4,245 to \$5,689	204,793	3.0	3.0	3.0
Field Service Worker	22	\$4,042 to \$5,418,175	182,774	3.0	3.0	3.0
Part Time Field Service Worker	n/a	\$1,040	24,960	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 547,616</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>SUPPORT SERVICES</b>	<b>FLEET MAINTENANCE</b>	<b>01-45-01</b>

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	97.6%	96.9%	93.3%	100.0%
Number of Vehicles Maintained	72	73	73	73
Number of Equipment Maintained	126	127	127	128
Number of Repair Orders Completed	409	371	376	385

# FY 2024-25 BUDGET COST CENTER SUMMARY

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>SUPPORT SERVICES</b>	<b>FLEET MAINTENANCE</b>	<b>01-45-01</b>

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 227,498	\$ 232,466	\$ 260,265	\$ 242,873	\$ 255,059	\$ -	\$ 255,059	\$ 266,971
Supplies & Materials	22,110	21,936	23,550	23,405	23,000	-	23,000	23,000
Contractual Services	13,264	27,048	17,520	20,395	17,520	-	17,520	17,520
Repair & Maintenance	4,182	4,936	5,950	5,950	5,950	-	5,950	5,950
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 267,054</b>	<b>\$ 286,386</b>	<b>\$ 307,285</b>	<b>\$ 292,623</b>	<b>\$ 301,529</b>	<b>\$ -</b>	<b>\$ 301,529</b>	<b>\$ 313,441</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Fleet Service Supervisor	29	\$5,689 to \$7,623	\$ 91,480	1.0	1.0	1.0
Mechanic	24	\$4,4457 to \$5,973	71,676	1.0	1.0	1.0
Part Time Mechanic	n/a	\$1,250    177	15,000	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 178,156</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>SUPPORT SERVICES</b>	<b>BUILDING MAINTENANCE</b>	<b>01-45-02</b>

**DIVISION DESCRIPTION:**

The Building Maintenance Activity is responsible for the maintenance and repair of City Hall, the Police and Jail Facility, (which will be replaced by the new Municipal Complex), the 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.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	95%	95%	100%	100%
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

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**PUBLIC SERVICES**
**SUPPORT SERVICES**
**BUILDING MAINTENANCE**
**01-45-02**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 201,357	\$ 204,938	\$ 221,639	\$ 210,504	\$ 218,283	\$ -	\$ 218,283	\$ 228,982
Supplies & Materials	12,869	13,744	18,675	16,950	18,175	-	18,175	18,175
Contractual Services	22,161	24,815	24,000	24,000	24,000	-	24,000	24,000
Repair & Maintenance	29,303	40,570	40,200	40,200	40,200	-	40,200	40,200
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 265,689</b>	<b>\$ 284,068</b>	<b>\$ 304,514</b>	<b>\$ 291,654</b>	<b>\$ 300,658</b>	<b>\$ -</b>	<b>\$ 300,658</b>	<b>\$ 311,357</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Building Superintendent	27	\$5,160 to \$6,915	\$ 82,974	1.0	1.0	1.0
Field Service Woker	22	\$4,042 to \$5,418	65,014	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>		179	<b>\$ 147,988</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>CODE COMPLIANCE</b>	<b>CODE COMPLIANCE</b>	<b>01-34-01</b>

**DIVISION DESCRIPTION:**

The Code Compliance Activity provides the City with the enforcement of all code violations. The Code Compliance Officers target violators by patrolling Benbrook and by responding to citizen complaints.

**DIVISION GOALS:**

- To promote and safeguard life, health, and property through enforcement of codes.
- To enforce all ordinances and codes governing Benbrook in a fair and impartial manner.

**DIVISION OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To maintain an equal and impartial Code Compliance Program within Benbrook.
- To maintain the Compassion-Based Code program.
- To monitor vacant/rental properties and to contact owners when maintenance is needed.
- To investigate every reported complaint/concern within 24 hours.
- To patrol Benbrook neighborhoods regularly and to monitor progress.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended	95.7%	96.3%	97.0%	100.0%
Number of Code Issues Reported/Observed/Investigated	1,397	1,264	1,400	1,100
Number of Court Cases/Appearances	2	3	15	5

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**PUBLIC SERVICES**
**CODE COMPLIANCE**
**CODE COMPLIANCE**
**01-34-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 107,714	\$ 118,625	\$ 129,009	\$ 122,468	\$ 126,489	\$ -	\$ 126,489	\$ 131,867
Supplies & Materials	3,717	3,791	4,420	4,420	4,420	-	4,420	4,420
Contractual Services	4,856	7,356	6,700	6,700	6,700	-	6,700	6,700
Repair & Maintenance	608	205	640	640	640	-	640	640
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,895</b>	<b>\$ 129,976</b>	<b>\$ 140,769</b>	<b>\$ 134,228</b>	<b>\$ 138,249</b>	<b>\$ -</b>	<b>\$ 138,249</b>	<b>\$ 143,627</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Code Compliance Officer	25	\$4,680 to \$6,272	\$ 75,261	1.0	1.0	1.0
Part Time Code Compliance	n/a	\$1,300	15,600	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 90,861</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

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# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>PUBLIC SERVICES</b>	<b>ENGINEERING</b>	<b>ENGINEERING</b>	<b>01-54-01</b>

**DIVISION DESCRIPTION:**

Engineering 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.

**DIVISION GOALS:**

- To provide engineering services to the City of Benbrook.
- To ensure that subdivision and inspection plans comply with City ordinances and regulations.
- To ensure that City capital improvements and private infrastructure meet the needs of the City and comply with ordinances.
- To ensure 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	105.0%	96.6%	100.0%	100.0%
Number of Subdivision Plans - First Submittal	3	2	2	2
Number of Subdivisions Started Construction	2	2	1	2
Number of Capital Improvement Projects under Design	1	2	1	1
Number of Capital Improvement Projects Started Construction	182	-	2	1

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**PUBLIC SERVICES**
**ENGINEERING**
**ENGINEERING**
**01-54-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 317,014	\$ 291,169	\$ 315,628	\$ 305,804	\$ 316,899	\$ -	\$ 316,899	\$ 333,520
Supplies & Materials	4,410	4,019	3,200	3,200	3,200	-	3,200	3,200
Contractual Services	6,404	6,070	8,580	8,580	8,580	-	8,580	8,580
Repair & Maintenance	15	449	500	801	500	-	500	500
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 327,843</b>	<b>\$ 301,707</b>	<b>\$ 327,908</b>	<b>\$ 318,385</b>	<b>\$ 329,179</b>	<b>\$ -</b>	<b>\$ 329,179</b>	<b>\$ 345,800</b>

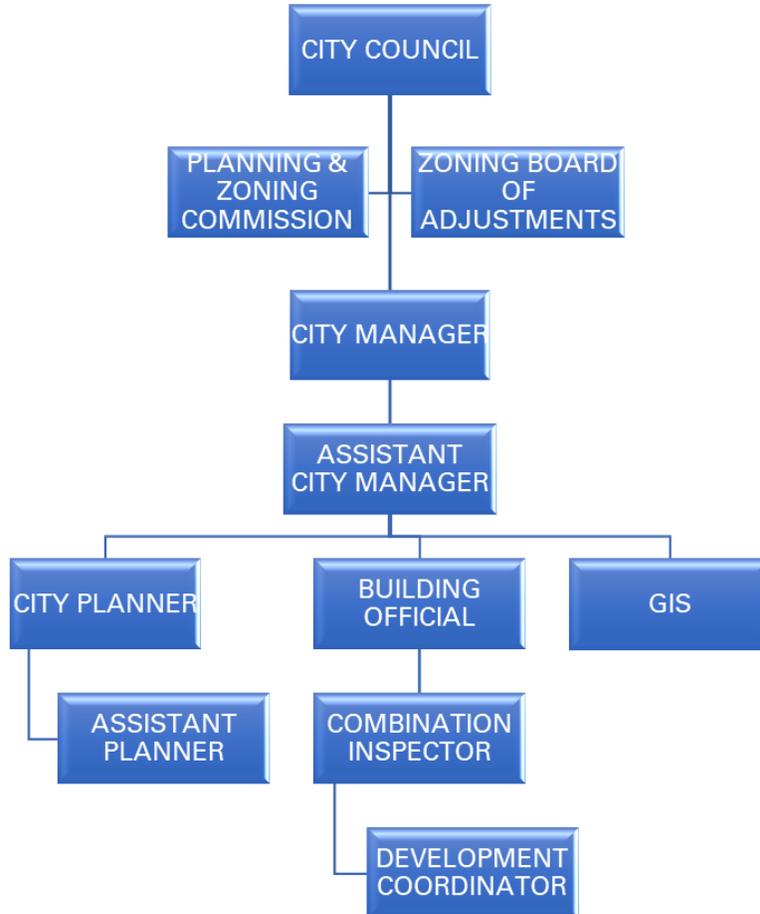
## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
City Engineer	38	\$8,825 to \$11,826	\$ 141,916	1.0	1.0	1.0
Public Improvement Inspector	30	\$5,973 to \$8,004	90,935	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>		183	<b>\$ 232,851</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

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# **COMMUNITY DEVELOPMENT**

**CITY OF BENBROOK, TEXAS  
COMMUNITY DEVELOPMENT  
FUNCTION**



## **COMMUNITY DEVELOPMENT FUNCTIONAL DESCRIPTION**

The Community Development Functional area includes three divisions: 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 Department 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 division performs permitting and inspection services.

The Functional Summary page provides financial information for the Community Development department on an actual basis for 2022-23; on an adopted budget and twelve-month estimate basis for 2023-24; and on a department request, decision package, total request, and adopted budget basis for 2024-25.

The Community Development function's total 2024-25 Budget is \$966,748. This allocation is more than asked for by the Assistant City Manager in the 2023-24 total request of \$921,918. This total request includes \$921,918 for base budget expenditures and no decision packages, plus a 3.0 percent COLA and 3.0 percent inflation "catch up" adjustment.

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 (2023-24) 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 Functional 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 department. The list of decision packages categorizes the decision packages as funded or not-funded and provides the allocation amount approved for each funded package.

# FUNCTIONAL SUMMARY

FY 2024-25 BUDGET

## COMMUNITY DEVELOPMENT

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2022-23 ACTUAL	2023-24		2024-25				
			BUDGETED	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	\$ 830,832	\$ 891,189	\$ 853,007	\$ 890,186	\$ -	\$ 890,186	\$ 935,016	\$ 44,830
5100	Supplies & Materials	5,092	6,000	5,750	6,300	-	6,300	6,300	-
5200	Contractual Services	13,548	24,621	20,131	24,432	-	24,432	24,432	-
5300	Repair & Maintenance	768	1,700	1,700	1,000	-	1,000	1,000	-
5400	Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 850,241</b>	<b>\$ 923,510</b>	<b>\$ 880,588</b>	<b>\$ 921,918</b>	<b>\$ -</b>	<b>\$ 921,918</b>	<b>\$ 966,748</b>	<b>\$ 44,830</b>

<b>BUDGETED POSITIONS (FTE)</b>	6.5	6.5	6.5	6.5	-	6.5	6.5	-
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### EXPLANATION OF CHANGES FROM REQUEST

#### CHANGES TO TOTAL REQUESTS

- 3.0% COLA for Employees \$ 22,415
- 3.0% Inflation Adjustment "Catch-Up" 22,415

**TOTAL CHANGES \$ 44,830**

### SUMMARY OF DECISION PACKAGES

#### FUNDED BY GENERAL FUND

- None \$ -

#### NOT FUNDED BY GENERAL FUND

- None \$ -

**TOTAL DECISION PACKAGES \$ -**

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>MANAGEMENT SERVICES</b>	<b>01-51-01</b>

**DIVISION 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.

**DIVISION 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.

**DIVISION OBJECTIVES:**

- To monitor expenditures and remain within + or - 5% of the Activity's budget allocation.
- To manage the Community Development Department as effectively and efficiently as possible.
- To implement the capital improvements selected for construction in the Capital Improvements Report.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>ESTIMATED 2023-24</b>	<b>PROJECTED 2024-25</b>
Percent of Budget Expended - Management Services	91.0%	94.2%	95.0%	100.0%
Comprehensive Plan Elements Prepared or Revised	-	-	-	-

## FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**COMMUNITY DEVELOPMENT**
**COMMUNITY DEVELOPMENT**
**MANAGEMENT SERVICES**
**01-51-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24			DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ACTUAL	ESTIMATED	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
				6 MONTHS	12 MONTHS				
Personal Services	\$ 245,275	\$ 257,125	\$ 272,100	\$ 131,826	\$ 265,618	\$ 269,994	\$ -	\$ 269,994	\$ 283,584
Supplies & Materials	-	-	500	149	500	500	-	500	500
Contractual Services	7,871	4,770	10,845	1,496	10,245	10,245	-	10,245	10,245
Repair & Maintenance	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 253,146</b>	<b>\$ 261,895</b>	<b>\$ 283,445</b>	<b>\$ 133,471</b>	<b>\$ 276,363</b>	<b>\$ 280,739</b>	<b>\$ -</b>	<b>\$ 280,739</b>	<b>\$ 294,329</b>

### PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
Assistant City Manager	44	\$11,826 to \$15,848	\$ 190,180	1.0	1.0	1.0
GIS Technician (1)	n/a	\$1,300	15,600	0.5	0.5	0.5
<b>PERSONNEL TOTALS</b>			<b>\$ 205,780</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>PLANNING</b>	<b>PLANNING AND ZONING</b>	<b>01-52-01</b>

**DIVISION 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. The City Planner 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 Planning Technician assists the City Planner with all Planning and Zoning activities.

**DIVISION 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.

**DIVISION 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.

**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Percent of Budget Expended	96.2%	86.5%	99.0%	100.0%
Board and Commission Reports Prepared	22	20	15	20
Board and Commission Meetings Attended	12	10	10	12
Plats, Rezoning, CUPs, and Site Plans Processed	191	28	38	20
Zoning verification letters created	17	10	15	12
Requests for General/Development Information/Assistance Processed	1,815	1,362	1,500	1,500

# FY 2024-25 BUDGET COST CENTER SUMMARY

*Function*
*Department*
*Division*
*Account*  
**COMMUNITY DEVELOPMENT**
**PLANNING AND ZONING**
**PLANNING**
**01-52-01**

EXPENDITURES BY CLASSIFICATION	2021-22 ACTUAL	2022-23 ACTUAL	2023-24		DEPARTMENT REQUEST 2024-25			2024-25
			BUDGETED	ESTIMATED 12 MONTHS	REQUEST	DECISION PACKAGES	TOTAL REQUEST	ADOPTED BUDGET
Personal Services	\$ 242,181	\$ 236,660	\$ 253,653	\$ 240,570	\$ 252,705	\$ -	\$ 252,705	\$ 265,477
Supplies & Materials	203	302	500	500	500	-	500	500
Contractual Services	3,544	3,150	9,100	6,700	9,100	-	9,100	9,100
Repair & Maintenance	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 245,928</b>	<b>\$ 240,112</b>	<b>\$ 263,253</b>	<b>\$ 247,770</b>	<b>\$ 262,305</b>	<b>\$ -</b>	<b>\$ 262,305</b>	<b>\$ 275,077</b>

## PERSONNEL SUMMARY

SCHEDULE OF PERSONNEL	GRADE	MONTHLY SALARY RANGE	ADOPTED ANNUAL SALARY	BUDGETED POSITIONS (FTE)		
				ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25
City Planner	34	\$7,260 to \$9,730	\$ 116,754	1.0	1.0	1.0
Assistant City Planner	25	\$4,680 to \$6,272	62,175	1.0	1.0	1.0
<b>PERSONNEL TOTALS</b>		192	<b>\$ 178,929</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

# DIVISION SUMMARY

FY 2024-25 BUDGET

<i>Function</i>	<i>Department</i>	<i>Division</i>	<i>Account</i>
<b>COMMUNITY DEVELOPMENT</b>	<b>INSPECTIONS</b>	<b>CITY INSPECTIONS</b>	<b>01-53-01</b>

**DIVISION 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.

**DIVISION 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.

**DIVISION 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.
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**DIVISION MEASUREMENTS:**

	<b>ACTUAL</b> <b>2021-22</b>	<b>ACTUAL</b> <b>2022-23</b>	<b>ESTIMATED</b> <b>2023-24</b>	<b>PROJECTED</b> <b>2024-25</b>
Percent of Budget Expended	95.5%	97.5%	99.0%	100.0%
Number of Inspections Performed	3,668	4,120	3,386	3,900
Number of Building Permits Issued	1,160	1,382	1,183	1,325



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**SECTION FIVE  
DEBT SERVICE  
AND CAPITAL**

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## DEBT SERVICE

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.

As of October 1, 2024, the City of Benbrook has debt issues outstanding for a total Debt Service Fund balance of \$20,550,000 in general obligation and refunding bonds. Of that amount \$20,290,000 is new debt issued at the end of FY 2020-21.

The City of Benbrook maintains its bond rating by Standard & Poor's. Standard & Poor's recently upgraded the City's bond rating to AA+ based on the City's outstanding general obligation debt. The rating upgrade was based on the City's strong liquidity, consistently well-managed financial operations, and strong economy.

The City's Operating Fund's 2024-25 projected ending balance of \$26,078,432 is 93.9 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. Annual debt service expenditures claim only 5.5 percent of expenditures in 2024-25; 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.

In September 2021 the City issued \$22,000,000 in General Obligation Bonds for the construction of a new municipal complex. The municipal complex will house City administration, Police Department, and Senior Center. The existing buildings will be demolished, and one new building built in place of the other buildings. The municipal complex will serve as an anchor to a new downtown. Construction began in FY 2021-22 and should be completed the end of 2024.

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.

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 total tax rate of \$0.5550 (for both the General Fund and the Debt Service Fund) and the tax rate for retirement of debt service of \$0.0357 are considerably below this limit.

Debt Service expenses financed through property tax revenue total \$1,200,039 in 2024-25. Included in this total is \$655,000 for general obligation bond principal retirements, \$534,644 for general obligation bond interest expenses, and \$4,100 for agent fees. Also, \$340,119 is for Drainage and Stormwater debt.

**DEBT SERVICE FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FUND BALANCE SUMMARY  
FY 2024-25**

		<b>FY 2024-25 BUDGET</b>
<b>BEGINNING BALANCE</b>		<b>\$ 429,116</b>
<b>REVENUES</b>		
Ad Valorem Taxes	1,199,539	
Other Revenue	500	
<b>TOTAL REVENUES</b>		<b>1,200,039</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$ 1,629,155</b>
<b>EXPENDITURES</b>		
Principal Retirement	985,000	
Interest Expense	544,763	
Agent Fees and Other Expenditures	4,100	
<b>TOTAL EXPENDITURES</b>		<b>1,533,863</b>
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>		<b>\$ 95,292</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Transfers-In	340,119	
Transfers-Out	-	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		<b>340,119</b>
<b>ENDING BALANCE</b>		<b>\$ 435,411</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED  
FY 2015-16 TO FY 2024-25**

Revenues by Source	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
Ad Valorem Taxes	\$ 409,627	\$ 470,706	\$ 508,075	\$ 645,696	\$ 462,633	\$ 477,298
Other Revenue	-	-	-	-	-	-
Proceeds from Refunding Bonds	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 409,627</b>	<b>\$ 470,706</b>	<b>\$ 508,075</b>	<b>\$ 645,696</b>	<b>\$ 462,633</b>	<b>\$ 477,298</b>
Expenditures						
Bond Principal Maturities						
General Obligation Bonds	\$ 1,260,000	\$ 1,410,011	\$ 1,340,000	\$ 1,390,000	\$ 1,430,000	\$ 1,520,000
Certificates of Obligation	-	-	-	-	-	-
Capitalized Leases	-	-	-	-	-	-
Miscellaneous Expenses	-	-	-	-	-	-
Interest	234,807	107,414	179,000	149,799	119,605	84,959
Agent Fees and Other Expenditures	12,705	300	300	300	300	300
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,507,512</b>	<b>\$ 1,517,725</b>	<b>\$ 1,519,300</b>	<b>\$ 1,540,099</b>	<b>\$ 1,549,905</b>	<b>\$ 1,605,259</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (1,097,885)</b>	<b>\$ (1,047,019)</b>	<b>\$ (1,011,225)</b>	<b>\$ (894,403)</b>	<b>\$ (1,087,272)</b>	<b>\$ (1,127,961)</b>
Other Financing Sources						
Transfers-In						
Stormwater Utility Fund	\$ 568,236	\$ 582,188	\$ 578,580	\$ 586,189	\$ 586,752	\$ 733,366
Other Funds	492,268	490,566	491,887	493,186	503,136	501,203
Transfers-Out	-	-	-	-	-	-
Bond Escrow Account	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 1,060,504</b>	<b>\$ 1,072,754</b>	<b>\$ 1,070,467</b>	<b>\$ 1,079,375</b>	<b>\$ 1,089,888</b>	<b>\$ 1,234,569</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ (37,381)</b>	<b>\$ 25,735</b>	<b>\$ 59,242</b>	<b>\$ 184,972</b>	<b>\$ 2,616</b>	<b>\$ 106,608</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY OF REVENUES AND EXPENDITURES  
ACTUAL AND ESTIMATED  
FY 2015-16 TO 2024-25**

Revenues by Source	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 12 Months 2023-24	Variance Favorable (Unfavorable)	Budget 2024-25
Ad Valorem Taxes	\$ 870,179	\$ 571,065	\$ 1,199,414	\$ 1,201,455	\$ (1,916)	\$ 1,199,539
Other Revenue	373	569	500	500	-	500
Proceeds from Refunding Bonds	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 870,552</b>	<b>\$ 571,634</b>	<b>\$ 1,199,914</b>	<b>\$ 1,201,955</b>	<b>\$ (1,916)</b>	<b>\$ 1,200,039</b>
<b>Expenditures</b>						
ond Principal Maturities						
General Obligation Bonds	\$ 1,370,000	\$ 305,000	\$ 950,000	\$ 950,000	\$ -	\$ 985,000
Certificates of Obligation			-	-	-	-
Capitalized Leases			-	-	-	-
Miscellaneous Expenses			-	-	-	-
Interest	535,537	599,429	578,829	578,829	-	544,763
Agent Fees and Other Expenditures	3,800	4,100	3,800	4,100	-	4,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,909,337</b>	<b>\$ 908,529</b>	<b>\$ 1,532,629</b>	<b>\$ 1,532,929</b>	<b>\$ -</b>	<b>\$ 1,533,863</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (1,038,785)</b>	<b>\$ (336,895)</b>	<b>\$ (332,715)</b>	<b>\$ (330,974)</b>	<b>\$ (1,916)</b>	<b>\$ (333,824)</b>
<b>Other Financing Sources</b>						
Transfers-In						
Stormwater Utility Fund	\$ 742,415	\$ 331,485	\$ 338,485	\$ 338,485	\$ 1,634	\$ 340,119
Other Funds	297,586	-	-	-	-	-
Transfers-Out	-	-	-	-	-	-
Bond Escrow Account	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 1,040,001</b>	<b>\$ 331,485</b>	<b>\$ 338,485</b>	<b>\$ 338,485</b>	<b>\$ 1,634</b>	<b>\$ 340,119</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,216</b>	<b>\$ (5,410)</b>	<b>\$ 5,770</b>	<b>\$ 7,511</b>	<b>\$ (282)</b>	<b>\$ 6,295</b>

**CITY OF BENBROOK  
DEBT SERVICE FUND  
PAYMENT SCHEDULE  
OCTOBER 1, 2024 TO SEPTEMBER 30, 2025**

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	Payment Due		Total
	Feb 1st	Aug 1st	
<b>2013 GO Refunding Bonds</b>			
Principal	\$ 260,000	\$ -	\$ 260,000
Interest	<u>2,847</u>	<u>-</u>	<u>2,847</u>
Total	\$ 262,847	\$ -	\$ 262,847

	Payment Due		Total
	Feb 1st	Aug 1st	
<b>2007 CO Stormwater Bonds</b>			
Principal	\$ 70,000	\$ -	\$ 70,000
Interest	<u>4,343</u>	<u>2,929</u>	<u>7,272</u>
Total	\$ 74,343	\$ 2,929	\$ 77,272

<b>2021 GO Bonds</b>			
Principal	\$ 655,000	\$ -	\$ 655,000
Interest	<u>273,872</u>	<u>260,772</u>	<u>534,644</u>
Total	\$ 928,872	\$ 260,772	\$1,189,644

CITY OF BENBROOK  
DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY

Year Ending 09-30	General Obligation Bonds			Certificate of Obligation Bonds			Total Outstanding Debt	Less Self- Supporting Drainage Debt	Total Debt Service Requirements
	Principal	Interest	Total	Principal	Interest	Total			
2025	\$ 915,000	\$ 537,491	\$ 1,452,491	\$ 70,000	\$ 7,272	\$ 77,272	\$ 1,529,763	\$ 340,119	\$ 1,189,644
2026	675,000	514,794	1,189,794	70,000	4,444	74,444	1,264,238	74,444	1,189,794
2027	695,000	494,144	1,189,144	75,000	1,515	76,515	1,265,659	76,515	1,189,144
2028	725,000	465,744	1,190,744	-	-	-	1,190,744	-	1,190,744
2029	750,000	436,244	1,186,244	-	-	-	1,186,244	-	1,186,244
2030	785,000	405,544	1,190,544	-	-	-	1,190,544	-	1,190,544
2031	815,000	373,544	1,188,544	-	-	-	1,188,544	-	1,188,544
2032	845,000	344,569	1,189,569	-	-	-	1,189,569	-	1,189,569
2033	870,000	318,844	1,188,844	-	-	-	1,188,844	-	1,188,844
2034	895,000	292,369	1,187,369	-	-	-	1,187,369	-	1,187,369
2035	925,000	265,069	1,190,069	-	-	-	1,190,069	-	1,190,069
2036	950,000	236,944	1,186,944	-	-	-	1,186,944	-	1,186,944
2037	975,000	212,944	1,187,944	-	-	-	1,187,944	-	1,187,944
2038	995,000	193,244	1,188,244	-	-	-	1,188,244	-	1,188,244
2039	1,015,000	173,144	1,188,144	-	-	-	1,188,144	-	1,188,144
2040	1,035,000	152,644	1,187,644	-	-	-	1,187,644	-	1,187,644
2041	1,055,000	131,744	1,186,744	-	-	-	1,186,744	-	1,186,744
2042	1,080,000	110,394	1,190,394	-	-	-	1,190,394	-	1,190,394
2043	1,100,000	87,906	1,187,906	-	-	-	1,187,906	-	1,187,906
2044	1,125,000	64,266	1,189,266	-	-	-	1,189,266	-	1,189,266
2045	1,150,000	39,375	1,189,375	-	-	-	1,189,375	-	1,189,375
2046	1,175,000	13,219	1,188,219	-	-	-	1,188,219	-	1,188,219
<b>TOTALS</b>	<b>\$20,550,000</b>	<b>\$5,864,175</b>	<b>\$26,414,175</b>	<b>\$215,000</b>	<b>\$13,231</b>	<b>\$228,231</b>	<b>\$26,642,406</b>	<b>\$491,078</b>	<b>\$26,151,328</b>

**CITY OF BENBROOK  
DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY**

**GENERAL OBLIGATION BONDS:**

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY  
2021 GO BONDS**

<u>Year Ending 09-30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	655,000	534,644	1,189,644
2026	675,000	514,794	1,189,794
2027	695,000	494,144	1,189,144
2028	725,000	465,744	1,190,744
2029	750,000	436,244	1,186,244
2030	785,000	405,544	1,190,544
2031	815,000	373,544	1,188,544
2032	845,000	344,569	1,189,569
2033	870,000	318,844	1,188,844
2034	895,000	292,369	1,187,369
2035	925,000	265,069	1,190,069
2036	950,000	236,944	1,186,944
2037	975,000	212,944	1,187,944
2038	995,000	193,244	1,188,244
2039	1,015,000	173,144	1,188,144
2040	1,035,000	152,644	1,187,644
2041	1,055,000	131,744	1,186,744
2042	1,080,000	110,394	1,190,394
2043	1,100,000	87,906	1,187,906
2044	1,125,000	64,266	1,189,266
2045	1,150,000	39,375	1,189,375
2046	1,175,000	13,219	1,188,219
<b>TOTALS</b>	<b><u>20,290,000</u></b>	<b><u>5,861,328</u></b>	<b><u>26,151,328</u></b>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY  
2013 GO REFUNDING BONDS  
100.0% Drainage**

<u>Year Ending 09-30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Drainage</u>
2025	260,000	2,847	262,847	262,847
2026				
2027				
2028				
2029				
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2031				
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2045				
2046				
<b>TOTALS</b>	<b><u>260,000</u></b>	<b><u>2,847</u></b>	<b><u>262,847</u></b>	<b><u>262,847</u></b>

**CERTIFICATES OF OBLIGATION BONDS:**

Funded by Stormwater

**DEBT SERVICE FUNDS**

**SCHEDULE OF REQUIREMENTS**

**OCTOBER 1, 2024 TO MATURITY**

**2007 CO STORMWATER BONDS**

100.0% Drainage

<u>Year Ending 09-30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Drainage</u>
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
2028				
2029				
2030				
2031				
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2045				
2046				
<b>TOTALS</b>	<u>215,000</u>	<u>13,231</u>	<u>228,231</u>	<u>228,231</u>

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY  
TOTAL General Obligation Bonds**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
2025	915,000	537,491	1,452,491	262,847
2026	675,000	514,794	1,189,794	-
2027	695,000	494,144	1,189,144	-
2028	725,000	465,744	1,190,744	-
2029	750,000	436,244	1,186,244	-
2030	785,000	405,544	1,190,544	-
2031	815,000	373,544	1,188,544	-
2032	845,000	344,569	1,189,569	-
2033	870,000	318,844	1,188,844	-
2034	895,000	292,369	1,187,369	-
2035	925,000	265,069	1,190,069	-
2036	950,000	236,944	1,186,944	-
2037	975,000	212,944	1,187,944	-
2038	995,000	193,244	1,188,244	-
2039	1,015,000	173,144	1,188,144	-
2040	1,035,000	152,644	1,187,644	-
2041	1,055,000	131,744	1,186,744	-
2042	1,080,000	110,394	1,190,394	-
2043	1,100,000	87,906	1,187,906	-
2044	1,125,000	64,266	1,189,266	-
2045	1,150,000	39,375	1,189,375	-
2046	1,175,000	13,219	1,188,219	-
<b>TOTALS</b>	<b>20,550,000</b>	<b>5,864,175</b>	<b>26,414,175</b>	<b>262,847</b>

**DEBT SERVICE FUNDS  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2024 TO MATURITY  
TOTAL Certificates of Obligation Bonds**

<b>Year Ending 09-30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Drainage</b>
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
2028	-	-	-	-
2029	-	-	-	-
2030	-	-	-	-
2031	-	-	-	-
2032	-	-	-	-
2033	-	-	-	-
2034	-	-	-	-
2035	-	-	-	-
2036	-	-	-	-
2037	-	-	-	-
2038	-	-	-	-
2039	-	-	-	-
2040	-	-	-	-
2041	-	-	-	-
2042	-	-	-	-
2043	-	-	-	-
2044	-	-	-	-
2045	-	-	-	-
2046	-	-	-	-
<b>TOTALS</b>	<b>215,000</b>	<b>13,231</b>	<b>228,231</b>	<b>228,231</b>

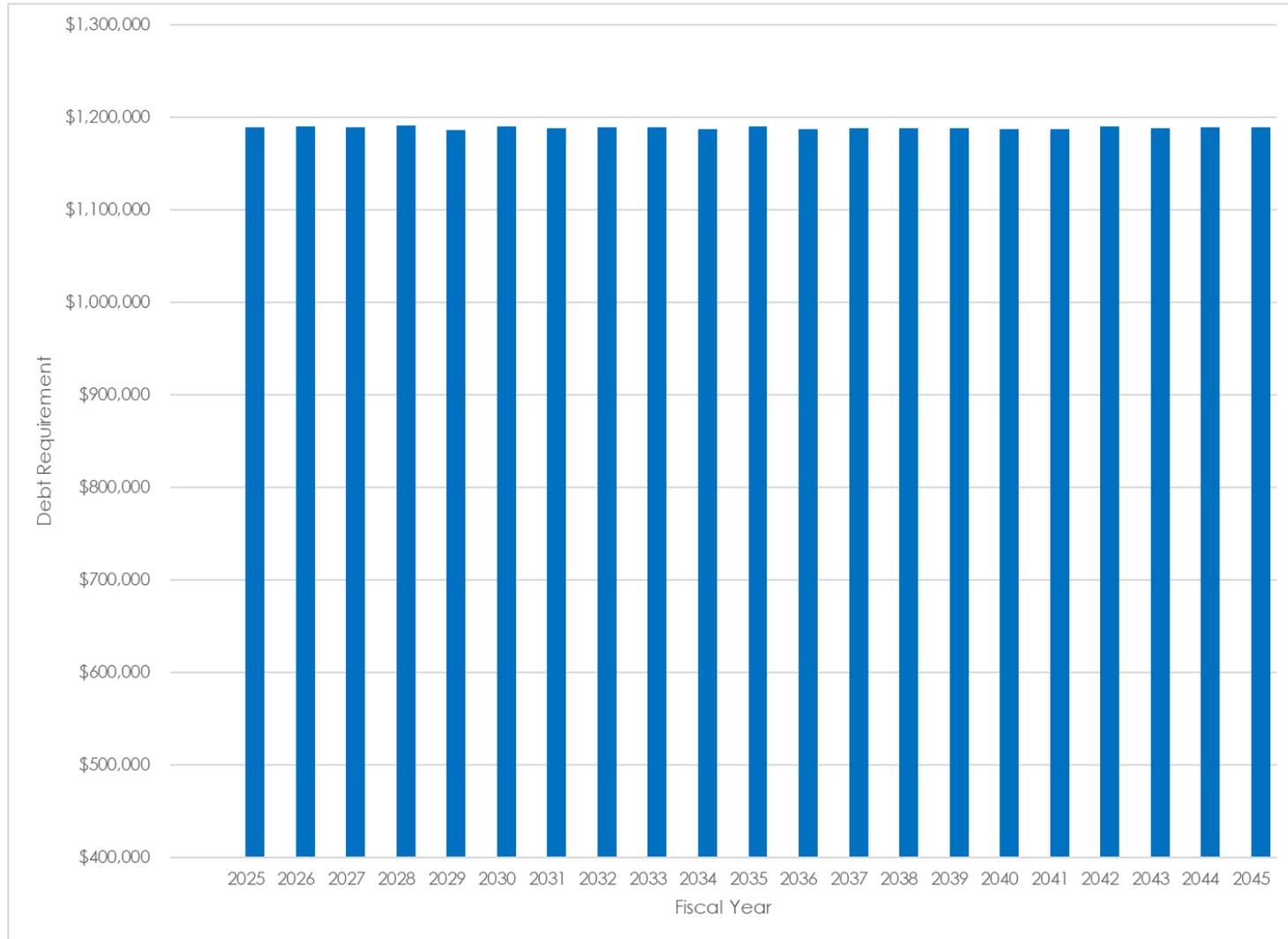
**GRAND TOTAL - ALL BONDS:**

Year Ending 09-30	Principal	Interest	Total	Transfer to DS fund to cover payemnts.	Tax Supported Net City Debt
				P&I Drainage	
2025	985,000	544,763	1,529,763	340,119	1,189,644
2026	745,000	519,238	1,264,238	74,444	1,189,794
2027	770,000	495,659	1,265,659	76,515	1,189,144
2028	725,000	465,744	1,190,744	-	1,190,744
2029	750,000	436,244	1,186,244	-	1,186,244
2030	785,000	405,544	1,190,544	-	1,190,544
2031	815,000	373,544	1,188,544	-	1,188,544
2032	845,000	344,569	1,189,569	-	1,189,569
2033	870,000	318,844	1,188,844	-	1,188,844
2034	895,000	292,369	1,187,369	-	1,187,369
2035	925,000	265,069	1,190,069	-	1,190,069
2036	950,000	236,944	1,186,944	-	1,186,944
2037	975,000	212,944	1,187,944	-	1,187,944
2038	995,000	193,244	1,188,244	-	1,188,244
2039	1,015,000	173,144	1,188,144	-	1,188,144
2040	1,035,000	152,644	1,187,644	-	1,187,644
2041	1,055,000	131,744	1,186,744	-	1,186,744
2042	1,080,000	110,394	1,190,394	-	1,190,394
2043	1,100,000	87,906	1,187,906	-	1,187,906
2044	1,125,000	64,266	1,189,266	-	1,189,266
2045	1,150,000	39,375	1,189,375	-	1,189,375
2046	1,175,000	13,219	1,188,219	-	1,188,219
<b>GRAND TOTALS</b>	<b>20,765,000</b>	<b>5,877,406</b>	<b>26,642,406</b>	<b>491,078</b>	<b>26,151,328</b>

**DEBT SERVICE FUND  
TEN YEAR SUMMARY- RATIO OF DEBT TO ASSESSED VALUATIONS  
AND DEBT PER CAPITA  
FY 2015-16 TO 2024-25**

<b>Fiscal Year</b>	<b>Estimated Population</b>	<b>Net Assessed Value</b>	<b>Gross Debt</b>	<b>Debt Service Funds Available</b>	<b>Net Debt</b>	<b>Ratio of Net Debt To Assessed Value</b>	<b>Net Debt Per Capita</b>
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	23,335	2,527,560,856	3,645,000	345,018	3,299,982	0.13%	141.42
2020-21	23,347	2,656,003,882	2,750,000	453,430	2,296,570	0.09%	98.37
2021-22	24,520	2,806,014,473	22,900,000	456,758	22,443,242	0.80%	915.30
2022-23	25,240	3,188,564,954	21,680,000	462,581	21,217,419	0.67%	840.63
2023-24	25,416	3,649,145,182	21,435,000	458,901	20,976,099	0.57%	825.31
2024-25	25,594	3,870,073,272	20,764,000	429,116	20,334,884	0.53%	794.52

**DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
GRAPHIC PRESENTATION  
OCTOBER 1, 2024 TO MATURITY**



## **2025 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

In addition to an Annual Operating Budget, the City of Benbrook prepares a Capital Improvement Program (CIP) each year. The CIP is a listing of planned capital projects for the upcoming five-year period together with the expected costs and anticipated methods of financing. The CIP includes projects relating to Community Facilities, Streets, and Drainage Facilities, as well as the acquisition of larger or specialized equipment.

To be included in the CIP, expenditures must meet all the following general criteria:

1. Qualify as a capital project.
2. Have a useful life of not less than five years.
3. Exceed \$50,000.

Many CIP projects have ongoing costs for staffing and maintenance well beyond the initial purchase and/or construction. Therefore, it is important to note that once a project is approved, the entire project, not just the first year's portion, must be considered. For projects that span multiple years, this may create a future obligation to complete the project. For this and other reasons, the CIP must be viewed from a multi-year perspective.

Funding for CIP comes from several sources including:

1. Transfers from the Operating Budget
2. Transfers from reserves
3. Economic Development Corporation
4. Tax Increment Financing District
5. Stormwater Utility Fund
6. Bond issuances
7. Grants or other outside contributions

### **Project Summaries**

Based on an analysis of needs and available funding, Table 1.1, as well as Sections 1.1.1 Community Facilities and Equipment, 1.1.2 Streets, and 1.1.3 Drainage Facilities, provides a summary and description of the City of Benbrook's five-year CIP.

**Table 1.1**  
**2025 Five-Year**  
**Capital Improvement Program (CIP)**  
**(City Council Approval - Dec. 5, 2024)**

<b>Fiscal Year</b>	<b>Category</b>	<b>Project</b>	<b>Project Budget</b>	<b>Status</b>	<b>Funding Source</b>
<b>Current Year 2024-2025</b>	<b>Community Facilities &amp; Equipment</b>	Replacement of 2 Ambulances and Associated Onboard Equipment	\$1,160,000	Approved	Tarrant County ARP Act Funds
		Dutch Branch Park Improvements Design	\$300,000	Proposed	General Fund
	<b>Street Improvements</b>	2025 Annual Street Rehabilitation Program	\$4,185,000	Approved	General Fund
		Miscellaneous Concrete Repair Contract	\$500,000	Approved	General Fund
		51 <sup>st</sup> CDBG Project	\$100,000	Proposed	Community Development Block Grant
	<b>Drainage Facilities</b>	Storm Drain Condition Assessment \$280K Multi-year Project (Year 4 of 4)	\$70,000	Approved	Storm Water Utility Fund
		Cedar Creek & Timberline Project	\$225,850	Approved	Storm Water Utility Fund
		Low Water Crossing Design	\$150,000	Proposed	Storm Water Utility Fund
	<b>Year 1 2025-2026</b>	<b>Community Facilities &amp; Equipment</b>	Public Works Dump Truck	\$175,000	Proposed
Replace Playground Equipment at Castle Park and Robot Park			\$1,000,000	Proposed	General Fund
Repave Dutch Branch Park Parking Lots, Roads, Lights and Ancillary Items - Concrete			\$4,638,440	Proposed	General Fund

**Table 1.1**  
**2025 Five-Year**  
**Capital Improvement Program (CIP)**  
**(City Council Approval - Dec. 5, 2024)**

	<b>Street Improvements</b>	2026 Annual Street Rehabilitation Program	\$4,185,000	Proposed	General Fund
<b>Year 1 2025-2026 (Continued)</b>	<b>Street Improvements (Continued)</b>	Miscellaneous Concrete Repair Contract	\$500,000	Proposed	General Fund
		Add Above Ground Fuel Tanks at Public Works	\$50,000	Proposed	General Fund
	<b>Drainage Facilities</b>	Low Water Crossing - Replace Culverts	\$350,000	Proposed	Storm Water Utility Fund
		Plantation East Channel	\$200,000	Proposed	Storm Water Utility Fund
<b>Year 2 2026-2027</b>	<b>Community Facilities &amp; Equipment</b>	Replace 7 Outdoor Warning Sirens	\$140,000	Proposed	Capital Asset Replacement Fund
		Replace Parks Department Office	\$100,000	Proposed	General Fund
	<b>Street Improvements</b>	2027 Annual Street Rehabilitation Program	\$4,185,000	Proposed	General Fund
		Miscellaneous Concrete Repair Contract	\$500,000	Proposed	General Fund
	<b>Drainage Facilities</b>	No Proposed Projects	N/A	N/A	N/A
<b>Year 3 2027-2028</b>	<b>Community Facilities &amp; Equipment</b>	No Proposed Projects	N/A	N/A	N/A
	<b>Street Improvements</b>	2028 Annual Street Rehabilitation Program	\$4,185,000	Proposed	General Fund
		Miscellaneous Concrete Repair Contract	\$500,000	Proposed	General Fund
	<b>Drainage Facilities</b>	No Proposed Projects	N/A	N/A	N/A
<b>Year 4 2028-2029</b>	<b>Community Facilities &amp; Equipment</b>	No Proposed Projects	N/A	N/A	N/A
	<b>Street Improvements</b>	2029 Annual Street Rehabilitation Program	\$4,185,000	Proposed	General Fund

**Table 1.1**  
**2025 Five-Year**  
**Capital Improvement Program (CIP)**  
**(City Council Approval - Dec. 5, 2024)**

		Miscellaneous Concrete Repair Contract	\$500,000	Proposed	General Fund
<b>Year 4 2028-2029 (Continued)</b>	<b>Drainage Facilities</b>	No Proposed Projects	N/A	N/A	N/A
<b>Year 5 2029-2030</b>	<b>Community Facilities &amp; Equipment</b>	No Proposed Projects	N/A	N/A	N/A
	<b>Street Improvements</b>	2030 Annual Street Rehabilitation Program	\$4,185,000	Proposed	General Fund
		Miscellaneous Concrete Repair Contract	\$500,000	Proposed	General Fund
	<b>Drainage Facilities</b>	No Proposed Projects	N/A	N/A	N/A

**1.1.1 Community Facilities and Equipment**

**Ambulance Replacement** - The Fire Department is responsible for providing Emergency Medical Services for the City of Benbrook and a portion of southwest Tarrant County. The City operates four ambulances, and beginning in 2009, implemented an ambulance replacement plan to replace the oldest ambulance in service every two years. In past bi-annual cycles, the City has been awarded a \$75,000 Ambulance Replacement Grant toward the purchase of each new ambulance from the Tarrant County Emergency Services District (TCESD). In FY 2021-22, TCESD used American Rescue Plan Act (ARP Act) funds to award the City an Ambulance Replacement Grant for the annual purchase of one ambulance, and all associated on-board medical equipment including a cardiac monitor, each year for a four-year period. To ensure delivery of all ambulances prior to the expiration of the grant program, TCESD has accelerated its award period.

**Dump Truck** - The City’s Public Services Department currently operates and maintains two dump trucks (2003 and 2022 model years). The 2003 model has over 100,000 miles and is experiencing significant and increasing repair costs and down time. The proposed replacement dump truck is a new 2026 model year with a 12 cubic-yard load capacity.

**Replace Castle Park and Robot Park Equipment** - In October 2022, the City Council approved the Parks and Open Space Master Plan that included a recommendation from the Parks and Recreation Board to replace the playground equipment at Castle Park and

Robot Park. The existing equipment is nearing the end of its useful life and needs to be replaced.

**Repave Dutch Branch Park Parking Lot, Roads, Lights and Ancillary Items** – This project includes replacing the parking lot with concrete paving, connecting both parking lots to allow for better egress during City events, adding parking lot lights, internal signage, and traffic control gates.

**Replace Seven Outdoor Warning Sirens** - The City's Outdoor Warning System consists of seven (7) sirens that are strategically located throughout the City and designed to alert citizens of approaching or existing hazardous conditions. The sirens are nearing the end of their useful life and need to be replaced.

**Replace Parks Department Office** – The Parks Department Office is a construction trailer that needs replacement. The trailer was donated to the City in 1983, and it needs the roof replaced. The cost of the roof replacement is more than the value of the trailer.

### 1.1.2 Streets

**Community Development Block Grant (CDBG) Projects** - The CDBG is a Federal program administered by HUD that provides formula-based grants that benefit low-and-moderate income communities. Tarrant County administers the annual program on behalf of smaller cities in the County. To maximize the grant award, Benbrook has chosen to receive funding every other year. City staff recommends that the current grant be used for home improvements for low-income residential property owners across the City due to no viable public works projects located in the target area. Future year projects have not yet been determined.

**Annual Street Rehabilitation and Concrete Programs** - The CIP includes an annual expenditure of \$4,185,000 to fund asphalt street rehabilitation and \$500,000 for concrete repairs. For a portion of the program, Tarrant County furnishes all equipment and labor necessary to overlay the street segments, provided the City pays the cost of all necessary materials and traffic control. The balance of the program is contracted out separately through existing Interlocal Agreements with other governmental entities. The program includes milling and overlaying asphalt streets, reclaiming asphalt streets, and striping streets as needed.

**Add Above-Ground Fuel Tanks at Public Works** – City staff recommend adding diesel and unleaded above-ground fuel tanks at Public Works. The last two ice events made it very difficult for the department to purchase fuel from Valero, the City's fuel vendor, due to supply chain issues and road conditions. The proposed fuel tanks would be used during daily operations and emergency situations.

### 1.1.3 Drainage Facilities

**Storm Drain Condition Assessment** - The City is conducting a condition assessment of the City's entire existing storm drain system. This review will include sending a remote camera through the storm drain system to digitally record its condition. The scope of work will include surveying each inlet, outlet and storm drain manhole location to develop an up-to-date map of the system. The review will assess one quadrant of the City's storm system each year over a four-year period. The project also provides the City with credits for the Stormwater Management Program and Community Rating System, that help to reduce flood insurance rates.

**Cedar Creek Townhome Drainage Project** - The Cedar Creek Townhomes are located in northeast Benbrook between Bellaire Drive and a natural oxbow of the Trinity River. During heavy rain events, water flows have eroded soil and undermined the structural integrity of the City's drainage outfall at this location. The project includes removal of the existing headwall and extending the storm drain back in line with the bank of the oxbow. A new headwall will then be constructed at the outfall and the area above the extended pipe will be backfilled.

**Timberline Drainage Project** - Several local streets that directly connect to Timberline Drive significantly flatten out prior to their connection to the collector street. As a result, stormwater ponds on the local streets. The project will extend storm drainpipes from the Timberline Drive system to the local streets. New stormwater curb inlets will be installed on the local streets allowing stormwater that would previously pond to flow into the storm drain system.

**Low Water Crossing Project** – The low water crossing is located on Lake Shore Drive behind the Benbrook Stables. The road must be closed during rain events for safety reasons. The culverts under the low water crossing are deteriorated and need to be replaced. The new culverts will allow water to flow more efficiently under the low water crossing thereby reducing the number of times the crossing has to be closed during rain events.

**Plantation East Channel Project** - Sediment has built up over the years and needs to be removed from the channel bottom to allow for better water flow. The project scope includes the repair of missing or damaged perforated blocks that armor the channel bottom.

**SECTION SIX**  
**STATISTICAL AND**  
**SUPPLEMENTAL**

**TEN YEAR SUMMARY OF PROPERTY TAX LEVIES AND COLLECTIONS  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2015-16 TO 2024-25**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Tax Levy	Delinquent Tax Outstanding	Percent of Delinquent Tax Outstanding to Tax Levy
2015-16	\$ 10,751,674	\$ 10,650,522	99.06%	\$ 82,223	\$ 10,732,745	99.82%	\$ 18,929	0.18%
2016-17	11,286,321	10,909,418	96.66%	357,086	11,266,504	99.82%	19,817	0.18%
2017-18	12,207,960	11,642,272	95.37%	542,187	12,184,459	99.81%	23,501	0.19%
2018-19	13,367,483	12,730,675	95.24%	601,735	13,332,410	99.74%	35,073	0.26%
2019-20	14,399,021	14,111,041	98.00%	236,762	14,347,803	99.64%	51,218	0.36%
2020-21	14,798,596	14,502,624	98.00%	180,473	14,683,097	99.22%	115,499	0.78%
2021-22	14,713,025	14,618,916	99.36%	94,109	14,713,025	100.00%	94,109	0.64%
2022-23	16,246,249	15,885,537	97.78%	162,462	16,047,999	98.78%	198,250	1.22%
2023-24	18,641,917	18,269,079	97.00%	186,419	18,455,498	99.00%	186,419	1.00%
2024-25	19,548,082	19,157,120	97.00%	195,481	19,352,601	99.00%	195,481	1.00%

**TEN YEAR SUMMARY OF ASSESSED VALUATIONS  
ACTUAL AND ESTIMATED  
FY 2015-16 TO 2024-25**

<b>Fiscal Year</b>	<b>Real Property Assessed Valuation</b>	<b>Percent of Total</b>	<b>Personal Property Assessed Valuation</b>	<b>Percent of Total</b>	<b>Total Assessed Valuation</b>
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
2020-21	2,511,702,447	94.57%	144,301,435	5.43%	2,656,003,882
2021-22	2,658,773,006	94.75%	147,241,467	5.25%	2,806,014,473
2022-23	3,039,410,071	95.32%	149,154,883	4.68%	3,188,564,954
2023-24	3,485,257,268	95.51%	163,887,914	4.49%	3,649,145,182
2024-25	3,679,332,230	95.07%	190,741,042	4.93%	3,870,073,272

**TEN YEAR SUMMARY  
PROPERTY TAX RATES AND PROPERTY TAX EXEMPTIONS  
(PER \$100 OF ASSESSED VALUATION)  
FY 2015-16 TO 2024-25**

Fiscal Year	General Fund Tax Rate	Debt Service Fund Tax Rate	Total Tax Rate	Agricultural Deferrals	Veterans Exemptions	Over-65 Exemptions	Homestead Exemptions	Other Exemptions	Total Exemptions and Deferrals
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	522,021	148,818,456
2020-21	0.601500	0.021000	0.622500	11,657,017	29,276,543	80,128,623	31,599,427	338,271	152,999,881
2021-22	0.581000	0.036500	0.617500	11,482,467	33,073,083	81,855,670	32,147,955	324,521	158,883,696
2022-23	0.574000	0.021000	0.595000	9,683,408	37,821,577	82,980,000	32,937,219	320,308	163,742,512
2023-24	0.526000	0.039000	0.565000	13,480,865	46,713,771	82,598,864	32,247,913	252,500	175,293,913
2024-25	0.519300	0.035700	0.555000	14,341,164	56,951,403	87,777,699	32,503,074	267,500	191,840,840

**TEN YEAR SUMMARY OF TAX REVENUES BY SOURCE  
ACTUAL AND ESTIMATED COLLECTIONS  
FY 2015-16 TO 2024-25**

<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>TOTAL</b>
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	5,336	-	17,092,597
2019-20	13,635,240	1,444,339	2,890,066	7,944	-	17,977,589
2020-21	14,269,848	1,417,165	3,250,000	9,026	-	18,946,039
2021-22	14,758,918	1,234,011	3,894,584	12,299	-	19,899,812
2022-23	16,068,225	1,291,484	4,677,273	12,930	-	22,049,913
2023-24	17,348,245	1,306,090	4,500,000	10,000	-	23,164,335
2024-25	18,701,693	1,270,000	4,500,000	10,000	-	24,481,693

**TEN YEAR COMPARISON OF FULL TIME PERSONNEL  
BY DEPARTMENT  
FY 2015-16 TO 2024-25**

Department Name	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Actual 2023-24	Budget 2024-25
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	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>STAFF SERVICES</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>							
Police	53.00	54.00	57.00	55.00	56.00	56.00	56.00	56.00	57.00	57.00
Fire	24.00	27.00	28.00	31.00	31.00	31.00	31.00	31.00	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
<b>PUBLIC SAFETY</b>	<b>79.00</b>	<b>83.00</b>	<b>87.00</b>	<b>88.00</b>	<b>89.00</b>	<b>89.00</b>	<b>89.00</b>	<b>89.00</b>	<b>90.00</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
Code Compliance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>PUBLIC SERVICES</b>	<b>24.00</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><u>118.00</u></b>	<b><u>122.00</u></b>	<b><u>127.00</u></b>	<b><u>128.00</u></b>	<b><u>129.00</u></b>	<b><u>129.00</u></b>	<b><u>129.00</u></b>	<b><u>129.00</u></b>	<b><u>130.00</u></b>	<b><u>130.00</u></b>

**TEN YEAR COMPARISON OF FULL TIME EMPLOYEES PER CAPITA  
BY GOVERNMENTAL FUNCTION  
FY 2015-16 TO 2024-25**

Fiscal Year	Estimated Population	General Government	Staff Services	Public Safety	Public Services	Community Development	Total Employees	Employees Per Capita (Per 100)
2015-16	22,403	5.00	4.00	79.00	24.00	6.00	118.00	1.90
2016-17	22,593	5.00	4.00	83.00	24.00	6.00	122.00	1.85
2017-18	23,095	5.00	5.00	87.00	24.00	6.00	127.00	1.82
2018-19	23,255	5.00	5.00	88.00	24.00	6.00	128.00	1.82
2019-20	23,335	5.00	5.00	89.00	24.00	6.00	129.00	1.81
2020-21	23,378	5.00	5.00	89.00	24.00	6.00	129.00	1.81
2021-22	24,520	5.00	5.00	89.00	24.00	6.00	129.00	1.90
2022-23	25,240	5.00	5.00	89.00	24.00	6.00	129.00	1.96
2023-24	25,416	5.00	5.00	90.00	24.00	6.00	130.00	1.96
2024-25	25,594	5.00	5.00	90.00	24.00	6.00	130.00	1.97

# CLASSIFICATION AND COMPENSATION MATRIX - MONTHLY PAY STEPS

## FY 2024-25

CITY OF BENBROOK, TEXAS								
CLASSIFICATION AND COMPENSATION MATRIX								
FISCAL YEAR 2024-25								
GRADE	CLASSIFICATION	MONTHLY PAY STEPS						
		1	2	3	4	5	6	7
49	City Manager	15,093.54	15,848.21	16,640.62	17,472.66	18,346.29	19,263.60	20,226.78
44	Assistant City Manager	11,826.26	12,417.57	13,038.45	13,690.38	14,374.89	15,093.64	15,848.32
43	Police Chief	11,263.11	11,826.26	12,417.57	13,038.45	13,690.38	14,374.89	15,093.64
43	Fire Chief	11,263.11	11,826.26	12,417.57	13,038.45	13,690.38	14,374.89	15,093.64
42	Public Services Director	10,726.80	11,263.14	11,826.30	12,417.62	13,038.50	13,690.42	14,374.94
42	Finance Director	10,726.80	11,263.14	11,826.30	12,417.62	13,038.50	13,690.42	14,374.94
40	EDC Director	9,729.45	10,215.92	10,726.71	11,263.05	11,826.20	12,417.51	13,038.39
40	Information Technology Director	9,729.44	10,215.92	10,726.71	11,263.05	11,826.20	12,417.51	13,038.38
40	Human Resources Director	9,729.44	10,215.92	10,726.71	11,263.05	11,826.20	12,417.51	13,038.38
38	Police Commander	8,824.99	9,266.24	9,729.55	10,216.03	10,726.83	11,263.17	11,826.33
38	Assistant Fire Chief	8,824.99	9,266.24	9,729.55	10,216.03	10,726.83	11,263.17	11,826.33
38	City Engineer	8,824.99	9,266.24	9,729.55	10,216.03	10,726.83	11,263.17	11,826.33
36	Police Lieutenant	8,004.49	8,404.72	8,824.95	9,266.20	9,729.51	10,215.99	10,726.79
35	EMS Chief	7,623.34	8,004.51	8,404.73	8,824.97	9,266.22	9,729.53	10,216.00
34	City Planner	7,260.32	7,623.34	8,004.51	8,404.73	8,824.97	9,266.22	9,729.53
34	Fire Captain	7,260.32	7,623.34	8,004.50	8,404.73	8,824.96	9,266.21	9,729.52
34 A	Fire Captain	6,411.31	6,731.87	7,068.47	7,421.89	7,792.99	8,182.64	8,591.77
34	Police Sergeant	7,260.32	7,623.34	8,004.50	8,404.73	8,824.96	9,266.21	9,729.52
34	City Secretary	7,260.32	7,623.34	8,004.50	8,404.73	8,824.97	9,266.21	9,729.53
33	Chief Building Official	6,914.60	7,260.33	7,623.34	8,004.51	8,404.74	8,824.97	9,266.22
32	Accounting Supervisor	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
32	Assistant IT Director	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
32	EDC Assistant Director	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
32	Street Maintenance Superintendent	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
32	Park Maintenance Superintendent	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
32	Police Administrative Manager	6,585.32	6,914.59	7,260.31	7,623.33	8,004.50	8,404.72	8,824.96
31	Manager of EDC	6,271.68	6,585.26	6,914.52	7,260.25	7,623.26	8,004.42	8,404.65
31	Police Detective/Corporal	6,271.68	6,585.26	6,914.52	7,260.25	7,623.26	8,004.42	8,404.65
31	Fire Lieutenant	6,271.68	6,585.26	6,914.52	7,260.25	7,623.26	8,004.42	8,404.65
31 A	Fire Lieutenant	5,539.40	5,816.36	6,107.18	6,412.54	6,733.17	7,069.83	7,423.32
30	Police Services Supervisor	5,973.05	6,271.70	6,585.28	6,914.55	7,260.27	7,623.29	8,004.45
30	Public Works Inspector	5,973.05	6,271.70	6,585.28	6,914.55	7,260.27	7,623.29	8,004.45
29	Fleet Maintenance Superintendent	5,688.62	5,973.05	6,271.70	6,585.29	6,914.55	7,260.28	7,623.29
29	Management Analyst	5,688.62	5,973.05	6,271.70	6,585.29	6,914.55	7,260.28	7,623.29
29	Marketing Coordinator	5,688.62	5,973.05	6,271.70	6,585.29	6,914.55	7,260.28	7,623.29
29	Police Officer	5,688.62	5,973.05	6,271.70	6,585.29	6,914.55	7,260.28	7,623.29
29	Fire Fighter/Paramedic	5,688.62	5,973.05	6,271.70	6,585.29	6,914.55	7,260.28	7,623.29
29 A	Fire Fighter/Paramedic	5,035.81	5,287.60	5,551.98	5,829.58	6,121.06	6,427.11	6,748.47
27	Property Custodian	5,159.71	5,417.69	5,688.58	5,973.01	6,271.66	6,585.24	6,914.50
27	Assistant City Planner	5,159.71	5,417.69	5,688.58	5,973.01	6,271.66	6,585.24	6,914.50
27	Community Development Coordinator	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
27	Building Maintenance Superintendent	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
27	Streets/Parks Crewleader	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
27	Combination Inspector	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
27	Senior Police Communications Specialist	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
27	Municipal Court Manager	5,159.71	5,417.70	5,688.58	5,973.01	6,271.66	6,585.24	6,914.51
26	Deputy City Secretary	4,914.03	5,159.73	5,417.72	5,688.60	5,973.03	6,271.68	6,585.27
26	EMS Billing Manager	4,914.03	5,159.73	5,417.72	5,688.60	5,973.03	6,271.68	6,585.27
25	Planning Technician	4,680.06	4,914.06	5,159.76	5,417.75	5,688.64	5,973.07	6,271.72
25	Senior Animal Control Officer	4,680.06	4,914.06	5,159.77	5,417.75	5,688.64	5,973.07	6,271.73
25	Code Compliance Officer	4,680.06	4,914.06	5,159.77	5,417.75	5,688.64	5,973.07	6,271.73
24	Fleet Maintenance Mechanic	4,457.17	4,680.02	4,914.03	5,159.73	5,417.71	5,688.60	5,973.03
24	Police Communications Specialist	4,457.17	4,680.02	4,914.03	5,159.73	5,417.71	5,688.60	5,973.03
24	Fire Fighter/EMT	4,457.16	4,680.02	4,914.02	5,159.72	5,417.71	5,688.59	5,973.02
24 A	Fire Fighter/EMT	3,937.16	4,134.02	4,340.72	4,557.76	4,785.64	5,024.93	5,276.17
24	Deputy Court Clerk	4,457.16	4,680.02	4,914.02	5,159.72	5,417.71	5,688.59	5,973.02
23	Animal Control Officer	4,245.00	4,457.25	4,680.12	4,914.12	5,159.83	5,417.82	5,688.71
23	Administrative Clerk	4,245.00	4,457.25	4,680.11	4,914.12	5,159.83	5,417.82	5,688.71
23	Permit Clerk	4,245.00	4,457.25	4,680.12	4,914.12	5,159.83	5,417.82	5,688.71
23	Field Service Worker, Senior	4,245.00	4,457.25	4,680.12	4,914.12	5,159.83	5,417.82	5,688.71
22	Accounting Clerk/Deputy Court Clerk	4,042.85	4,244.99	4,457.24	4,680.10	4,914.11	5,159.81	5,417.81
22	Field Service Worker	4,042.85	4,244.99	4,457.24	4,680.10	4,914.11	5,159.81	5,417.81

**ORDINANCE NO.**

**APPROPRIATION ORDINANCE**

**AN ORDINANCE OF THE CITY OF BENBROOK, TEXAS, APPROVING BUDGET FIGURES FOR THE FISCAL YEAR 2024 THROUGH 2025; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, 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, 2024 and ending September 30, 2025 (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 notice of public hearing 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 hearing was held by the City Council of the City on said Budget on September 5, 2024, 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, 2024 and ending September 30, 2025, 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, 2024 and ending the 30th day of September, 2025; 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, 2024 and ending September 30, 2024.

<u>FUNCTION</u>	<u>AMOUNT</u>
General Government	\$ 1,422,315
Staff Services	1,708,319
Public Safety	13,517,634
Public Services	8,617,438
Community Development	966,748
Debt Service	<u>1,533,863</u>
TOTAL OPERATING EXPENDITURES	\$ 27,766,317
TRANSFERS OUT	<u>300,000</u>
TOTAL EXPENDITURES & TRANSFERS OUT	<u>\$ 28,066,317</u>

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, 2024 and ending September 30, 2025, as stated below and as more fully described in the Cost Center Summary contained in the Annual Budget.

<u>CLASSIFICATION</u>	<u>NUMBER OF AUTHORIZED POSITIONS</u>
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 2024, at a meeting open to the public after notice thereof being given as required by law.

**ORDINANCE NO.**

**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, 2024 AND ENDING SEPTEMBER 30, 2025, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF \$0.5550 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, 2024, 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, 2024, and ending September 30, 2025, 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 will approve by a separate ordinance to be adopted on the 19<sup>th</sup> day of September 2024, the budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025; 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 no-new-revenue tax rate information as presented by the assessor to the City Council for the tax year 2024, 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, 2024, and ending September 30, 2025, 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 \$0.5550 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 \$0.5193 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 \$0.0357 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, 2024, and all ad valorem taxes for the year shall become delinquent after January 31, 2025. There shall be no discount for payment of taxes prior to said January 31, 2025. 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**

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 2024, at a meeting open to the public after notice thereof being given as required by law.

## **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 Home Rule 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 Home Rule Charter.

### **TERMS**

The Park and Recreation Board is appointed for two-year terms. The qualifications specified in Section 8.01 of the Home Rule 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

### **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)

### **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

### **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 (16.33 percent for 2023 and 17.36 for 2024). 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 ensures 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.

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 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 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 childcare 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. In the 2020 Census the population is now 24,520. 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 129 full-time positions authorized within the following functional areas: 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 was rated in 2021 and received a bond rating of AA+ according to Standard and Poor's and Aa2 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 31 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 2.80 percent of the average industry rate, based on experience.

### **FINANCIAL INSTITUTIONS**

Benbrook has four financial institutions within the city limits: PNC 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, 95.74 percent are high school graduates, 45.42 percent are college graduates, and 13.46 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 43 compared with the 33.50 median age of Tarrant County. Benbrook's ethnic composition is 65.49 percent white, 9.15 percent black, 19.39 percent

Hispanic (overlaps with other categories), and 5.97 other. The median family income is \$90,067. 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 10,787 housing units. Approximately 66.1 percent are owner-occupied homes; 30.6 percent are renter-occupied; 3.3 percent are vacant. The average value of a home in Benbrook is \$280,799 and the average value of a home in Tarrant County is \$284,985.

## **LABOR FORCE**

Benbrook's total civilian labor force is 13,067 compared with Tarrant County's 970,824. Benbrook's unemployment rate is 6.3 percent compared with Tarrant County's rate of 7.3 percent.

Workers in Benbrook are employed in the following industries: agriculture and mining (319); construction (380); manufacturing (414); wholesale trade (132); retail trade (1,362); transportation and communications (405); finance, insurance, and real estate (526); services (2,796); and public administration (255).

The primary employers in Benbrook are Wal-Mart (308); Gilco Contracting, Inc. (187); Renaissance Park Nursing Home (140); Benbrook Nursing and Rehab (130); City of Benbrook (129); Benbrook Community Center/YMCA (105); Oncor Electric Delivery (90); and Gardner Denver Service Center (85).

## **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 132 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. Wastewater is treated by contract at the City of Fort Worth's regional Village Creek Wastewater Treatment Plant. Wastewater capacity from Benbrook is not limited.

## **BENBROOK CEMETERY**

The Benbrook Cemetery was established in 1885. Benbrook Cemetery was once known as the Merinda Seminary Graveyard. Today the Benbrook Cemetery is operated and maintained by the City of Benbrook. The Cemetery is located on Mercedes Street just west of Winscott Road across from the Benbrook Municipal Building and from Benbrook Elementary School.

Two cemeteries are actually located within the boundaries that are enclosed by the fence; however, there is not a formal distinction between the two cemeteries. In 1955, to make way for residential development, the Howard Cemetery (also known as the Howard Family Graveyard) was relocated from an area in southwest Fort Worth; the area in Fort Worth is now known as Tanglewood. The new home of the Howard Cemetery was a small strip of land adjoining the eastern edge of the Benbrook Cemetery. Outside of the fence that surrounds the Benbrook Cemetery, there are no signs that identify the cemetery as Benbrook Cemetery. There is, however, a sign for Howard Cemetery beside the gate that enters the corner of the complex.

In 1949, the Corps of Engineers relocated graves from five cemeteries to the Merinda Seminary Graveyard to clear the way for the construction of Benbrook Lake. The five cemeteries that were relocated were: Day, Hunter, January, Muhlinghause, and Mustang. Two other cemeteries were considered for relocation: the Maples Grave and 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 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**

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.

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 windstorms 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**

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. Taliaferro Field Number 3 (later renamed Carruthers Field after Cadet W. K. Carruthers who was killed on June 18, 1917) was located south of Mercedes Street

in what is now the Benbrook Lakeside subdivision. When the U. S. entered the war, the field was renamed Benbrook Field and served to train American pilots.

The most famous casualty at Benbrook Field was Vernon W. Blyth Castle, part of the famous Vernon and Irene Castle dance team; the duo was best known for introducing the tango to the United States in 1913. Captain Castle, recipient of the French Croix de Guerre for his combat missions over Germany and Commander of the 84th Canadian Training Squad, was killed on February 15, 1918. Captain Castle's plane crashed while avoiding another airplane that was landing. Captain Castle's pet monkey and his student both survived the crash; the student's survival is attributed to the fact that he sat in the seat normally occupied by the instructor. The funeral for Castle was one of the largest held in Fort Worth and drew international attention. Castle's body was transported to New

York for burial. The training field and the thirty-four buildings and hangars were razed in the 1920s. A memorial for Vernon Castle was erected in 1966 at the crash site near the corner of Vernon Castle Avenue and Cozby West Street. The memorial included a replica of a Curtis Jenny and photographs of Castle and the airfield. As his eagle scout project, Jerret Martin, a Benbrook scout, restored the monument in 1997. The monument was rededicated as part of the City's fiftieth anniversary; the ceremony was attended by dignitaries from Canada, Great Britain, and the United States.

The only remaining building is an ammunition warehouse west of Highway 377 (Benbrook Boulevard); the foundations of several buildings can be found behind some of the homes along Cozby North Street. The City contacted the National Archives, the Defense Department, and the Texas State Library to find original plans for the airfield, but to no avail. Following the closure of Benbrook Field, the land was purchased by William Monnig and used as a dairy. The dairy was later acquired by Manning Trammell and then later by Mrs. Grace Cozby.

## **GROWTH OF BENBROOK**

### **1920s and 1930s**

Benbrook's population was estimated to be thirty-three people in both 1920 and 1930. The community's business base consisted of two stores. Other nearby communities in the 1930s included Chapin (twenty-five voters), Wheatland (population of forty and a school), and Primrose.

By 1935 the population had increased to one hundred sixty-one. Many imposing homes were built in the area in the 1930s by such people as Elliot Roosevelt (son of President F. D. Roosevelt). Mr. Roosevelt's home was in the area of what is now the east side of Benbrook Lake. Roosevelt's Dutch Branch Ranch covered approximately 1,300 acres in the Benbrook area. The ranch was purchased in 1935 by Elliot's wife, Ruth Goggins Roosevelt, and served as their home while Elliot was president of the Texas State Network. President Roosevelt visited his son at his ranch on four occasions from 1936 to 1944. The Roosevelts sold the ranch in 1944; Fort Worth oilman, Sid W. Richardson, purchased the ranch in 1946. Much of the ranch was condemned by the U. S. Government for construction of Benbrook Lake in 1947.

### **1940s**

Ed Sproles, head of the Texas Motor Truck Transport Company, constructed the Sproles House to serve as the center of his large cattle ranch. Most of the house and outbuildings remain; most of the land was submerged by Benbrook Lake in 1947. In contrast to the opulent homes built during the 1930s, a "Hooverville" shanty town was located in Benbrook in 1933 during the Great Depression.

By 1940, the Benbrook community had grown to approximately one hundred people and three stores. The Benbrook Railroad Station was closed and torn down during this decade. Benbrook gained a temporary resident in the 1940s; Lee Harvey Oswald began his schooling here but moved shortly thereafter in 1946. In April 1941, construction began on a bomber plant operated by Consolidated Vultee Aircraft Company (Convair, later named General Dynamics, and then Lockheed Martin); the first B-24 "Liberator" bomber rolled off the assembly line in April 1942. The Tarrant Air Drome (later named Carswell Air Force Base) was established at the same time. In May 1947, the U. S. Corps of Engineers began construction of Benbrook Dam on the Clear Fork of the Trinity River. Authorized by the Rivers and Hazards Act of 1945, the dam was designed to prevent flooding; major floods occurred in the area in 1922, 1947, and 1949. The May 1949 flood killed ten people and left over 13,000 people homeless in Fort Worth following ten inches of rain in twelve hours. Benbrook Dam was completed in December 1950 and began impounding water in 1952.

Benbrook's first housing development, the Benbrook Estates subdivision, was platted in 1946; lots were typically 70 feet by 170 feet. On November 17, 1947 the residents voted 25 to 0 to incorporate as a village. The total area included in the new municipality was 13.3 square miles. The first mayor was Ed Sproles and the first aldermen included Mrs. Grace Cozby, J. A. Childers, W. J. Nolte, M. N. Wallace, and D. I. Sessums. Earl Cleveland was elected city marshal-tax collector. One of the first actions (Ordinance Number 2 adopted in August 1948)) was to create a Planning and Zoning Commission with the duty to recommend a master plan and zoning ordinance. The first zoning ordinance created a single zoning district "A" One Family; lots were required to be a minimum of 20,000 square feet and dwellings were required to be a minimum of 1,000 square feet in size. In 1949 the Benbrook Volunteer Fire Department was organized; Jim Childers served as the first Fire Chief.

The City also began addressing the need for a water supply. Initially homes were supplied by individual water wells. In 1949, the Worth Water Company was granted a twenty-five year franchise to install and operate a water system to serve Benbrook. The Benbrook Water and Sewer Authority was created in April 1955 by the Texas Legislature and assumed the assets of the Worth Water Company.

## **1950s**

By 1950, Benbrook had three stores and 617 residents. The Dunlap Addition on Llano Street was platted in 1949. The Benbrook Lakeside Addition was platted in 1950 with typical lots of 225 feet by 225 feet. These subdivisions reflected the spirit of Frank Lloyd Wright's ideal subdivision where everyone owned an acre of land. However, to stimulate sales, the subdivision was replatted within a few years to 75 feet by 225 feet and again to 75 feet by 150 feet; homes sold for about \$8,500. At the same time in 1950, the North Benbrook Addition was platted into lots 50 by 100 feet. A new

City Hall/Fire Station was built on Del Rio Avenue, just off Highway 377, in 1951. Also, in 1951, the City Council voted by a two-to-one margin to outlaw taverns. In August 1955, the City adopted its first subdivision ordinance which required developers to dedicate and construct adequate street and drainage facilities.

### **1960s and 1970s**

The census of 1960 indicates that Benbrook had grown to 3,254 people. In 1961 the Texas Education Agency performed a study of the costs of building a Junior/Senior High School to educate Benbrook students. The estimated construction cost of \$5,000,000 plus annual operating costs of \$75,000 required a tax increase of 240 percent. As a result of this study, in 1962 the Benbrook Common School District became part of the Fort Worth Independent School District; the Chapin School District also merged with Fort Worth. By 1970, Benbrook had grown to 8,169 people. In 1972 City Staff had grown to thirty-one employees under the direction of City Administrator H. W. Jett. A new City Hall was built in 1976 on the corner of Winscott Road and Mercedes Street. In 1977, the City updated its Comprehensive Plan in a series of three reports, including: Land Use Studies; a Parks, Recreation, and Open Space Plan; and a Housing Element. The 1977 Plan proposed a mix of land uses that do not differ substantially from the City's current Plan - with the exception that the area south of Mary's Creek and west of Highway 377 was proposed for single family residential. The Park Plan proposed a series of nine new neighborhood parks, along with protection of flood plains and existing parks, and construction of a recreation facility/library. In 1978 voters approved bonds for a new fire station and for streets; a proposed bond issue for a recreation facility failed. A revised bond issue for drainage projects was approved in 1979. The Housing Element stressed conservation and rehabilitation of older stock housing.

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's**

Benbrook effortlessly emerged into the year 2000 without experiencing any glitches, downtime, or interruption of services as a result of Y2K. 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 2002 voters allowed the sale of alcoholic beverages at Benbrook restaurants.

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. 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.

## **2010's**

In 2010, Benbrook had a total population of 21,234. 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. 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.

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.

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 City Council approved funding of the Fire Station Expansion Project in 2011-12 through the use of General Fund reserves that were transferred to the Capital Projects Fund. Purchase of the land was finalized in 2011. The contract for the construction of the expansion was awarded in August 2012. The project was completed on-time and within budget in 2013.

Benbrook 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.

In 2015 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. 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.

February featured the awarding of a design contract for the new animal shelter; the construction contract was awarded in September. 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.

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.

## **2020**

In 2020 the COVID-19 pandemic spread across the world. Businesses were shut down to prevent the spread of the virus. Citizens were required to wear masks covering their mouth and nose, and wash hands frequently. In addition, Texas Senate Bill 2 went into effect reducing the property tax cap on M&O from 8 percent to 3.5 percent. To better position the City for potential loss of revenue no decision packages were approved in the 2020-21 budget.

## **2021**

In 2021 the Benbrook citizens voted to approve the issuance of \$22.0 million in General Obligation bonds for the construction of a new municipal complex that will house City Administration, the Police Department, and Senior Center. Existing buildings will be torn down, and the new municipal

building constructed where the existing buildings are located. The new complex will serve as an anchor to a new downtown in Benbrook with restaurants, retail, and other businesses. The municipal complex is scheduled for completion in 2024.

## BUDGET GLOSSARY

The 2023-24 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.

<b>ACCOUNT</b>	A code designed for convenience in referencing classification information for computer operations. The code specifically designates character and object code information.
<b>ACCRUAL ACCOUNTING</b>	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.
<b>ACTIVITY CLASSIFICATION</b>	Expenditure classification according to the specific function performed by the organizational units.
<b>APPROPRIATION</b>	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.
<b>APPROPRIATION ORDINANCE</b>	The official enactment by the City to establish legal authority for City officials to obligate and to expend resources.
<b>APPRAISED VALUE</b>	The estimated value of a piece of property for the purpose of taxation.
<b>ASSESSED VALUATION</b>	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).
<b>AUDIT</b>	A comprehensive investigation of the manner in which the government's resources were actually utilized. The audit can be classified as a financial audit or a performance audit. A financial audit is a review of the accounting system and related financial information to determine how government funds were spent and whether expenditures complied with

the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**BALANCE SHEET**

A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specified date.

**BOND**

A written promise to pay a specific sum of money at a specified date or dates in the future, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. These bonds are most frequently used for construction of large capital projects such as streets, drainage, and buildings. The repayment of both the principal and interest are detailed in a bond ordinance.

**BONDED DEBT**

That portion of indebtedness represented by outstanding bonds.

**BOND ORDINANCE**

An ordinance or resolution adopted by the legislative body that authorizes a bond issue.

**BUDGET**

A financial plan, for a specified period (fiscal year), of operations that matches all planned revenues and expenditures with services provided to the residents of the City.

**BUDGET  
ADJUSTMENT**

A procedure, established by the City Charter, used to revise a budget amount after the budget has been adopted by the City Council.

**BUDGET CALENDAR**

The schedule of key dates which the City Staff follows in the preparation, adoption, and administration of the budget.

**BUDGET DOCUMENT**

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

**BUDGET MESSAGE**

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

<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.
<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</b>	A fund established by the City Council to finance major equipment purchases over several years rather than during one budget year.
<b>REPLACEMENT 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 CLASSIFICATION</b>	A basis for distinguishing types of expenditures; the major classifications used by the City are: Personal Services, Supplies and Materials, Contractual Services, Repair and Maintenance, Capital Outlay, and Debt Service.
<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 divisions.

<b>DISBURSEMENT</b>	Payment for goods and services in cash or by check.
<b>DIVISION</b>	An administrative organizational unit of a City department which indicates management responsibility within a department.
<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.
<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 INVENTORY</b>	Amounts transferred from one fund to another.  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</b>	A basis of accounting in which expenditures are accrued but revenues are accounted
<b>ACCOUNTING</b>	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 BONDS</b>	Bonds with principal and interest payable exclusively from a revenue source pledged as the payment source before issuance. These types of bonds can be issued with or without voter approval.
<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.
<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 taxpayer.

**VOUCHER**

A document indicating that a transaction has occurred. A voucher usually contains the account related to the transaction.

**WORK PROGRAM**

A plan of work proposed to be done during a particular period by the government in carrying out its assigned activities.

## **BUDGET ACRONYMS**

The 2023-24 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>ARPA</b>	American Rescue Plan Act
<b>BACC</b>	Benbrook Area Chamber of Commerce
<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>CARES</b>	Coronavirus Aid, Relief, and Economic Security Act
<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
<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