

**City of Fort Worth
Service and Assessment Plan
Historic Camp Bowie District PID #19**

	<u>FY 27</u>	<u>FY 28</u>
REVENUES		
PID Assessments	583,796	\$ 601,309
COFW Payment In-Lieu of Services	82,294	84,763
Total Budgeted Revenues	\$ 666,090	\$ 686,072
Use of Fund Balance	\$ 50,546	\$ -
Total Revenues	<u>\$ 716,636</u>	<u>\$ 686,072</u>
EXPENSES		
City Administrative Fee	13,322	13,721
Management Fee	110,250	110,250
Beautification	290,250	206,250
Safety & Security	89,500	69,000
Economic Development	82,000	52,000
Marketing & Communications	112,000	72,000
Internal Audit	15,000	15,000
Audit & Compliance	4,314	4,314
Total Budgeted Expenses	\$ 716,636	\$ 542,535
Contribution to Fund Balance	\$ -	\$ 143,536
Total Expense	<u>\$ 716,636</u>	<u>\$ 686,072</u>
Net Change in Fund Balance	\$ (50,546)	\$ 143,536
Estimated Fund Balance, Beginning of Year	\$ 158,457	\$ 107,954
Estimated Fund Balance, End of Year	62,475	251,490
Reserve Requirement	95,982	90,441
Over (Under) Reserve	\$ 17,513	\$ 161,050

***FY2027 Assessment Rate = \$.10**

City of Fort Worth

Budget Narrative

Public Improvement District No. 19 - Historic Camp Bowie

Management Fee

Rent – This budget item addresses the lease for office space located at 6706 Camp Bowie. The PID pays a percentage of the fees associated with the office rent and operations based on the representation of the PID manager that most of the work being is for/on behalf of the PID.

Insurance – This budget item fulfills the requirement under Section 13.1 of the Management Agreement regarding insurance coverage.

Bookkeeping Services – This budget items allows for contracted services associated with bookkeeping services. The contractor provides the organization with all of the appropriate financial statements and projections and works with the executive director to build the annual budget. The contractor also prepares the monthly invoice for the City of Fort Worth. Annually the contractor prepares all the necessary tax documents for the organization. The PID pays a percentage of the fees associated with the bookkeeping services.

Contract Work – Throughout the year, the PID manager requires some amount of additional help due to the workload balanced with a small staff. This amount allows some funding for us to help offset the need for additional work. If the budget is not used, the amount rolls into the reserves.

**City of Fort Worth
Budget Narrative**

Beautification

Beautification Utilities – This budget category covers the costs associated with the regular watering of the green space areas along the 6-mile district. It includes hand watering and irrigation water use for the medians. The PID is also responsible for the electricity costs associated with the light poles along the 6-mile stretch.

Landscape Contract services – This category is the service contract for the mowing, weed control, mulching, tree trimming, litter abatement and other responsibilities associated with the green maintenance of the medians and right of ways. The contractor has an annual negotiated schedule which is reviewed monthly to adhere to. Mowing services during peak times happen 2 or 3 times a month and once monthly in the low season. Annually the contract includes mulching for the trees, shrub pruning and fertilizing.

Litter Abatement/Porter Service – The PID manager engages with a contractor to provide litter abatement services. The crew splits its time between The Bricks and Ridglea subdistricts. The contractor provides a dedicated crew to manage this service. Additional services include trash can management within the public triangles and the observance and reporting of irrigation issues, broken lights, stray shopping carts, homeless camps and other activities related to the wellness of the District.

These services benefit the PID by preserving the health and appearance of shared public spaces, improving corridor aesthetics, and supporting property values, with costs applied proportionally across the entire corridor.

In addition to the work performed by the subcontractor(s), the primary employee of the PID Management Company may self-perform and charge for additional work in this area that is different than the work performed by subcontractor.

Safety & Security

This budget category reflects a PID-funded public service that enhances safety within the District. The program engages private security officers who coordinate with FYPD and property owners to supplement patrolling efforts throughout the district, with the goal of reducing homelessness impacts and improving the overall environment for the community. Officers currently patrol four days a week, six hours per day, addressing issues such as individuals camping or loitering/soliciting on private property and monitoring Trinity Metro facilities to prevent prolonged use of bus shelters for camping or extended stays.

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**City of Fort Worth
Budget Narrative**

Economic Development

Grant Writer – This budget category allows the PID manager to apply for additional funding to supplement capital improvements, programming and advocacy initiatives that benefit the PID. The contractor meets with the PID manager monthly to chart progress and review grant options that address the strategic plan initiatives. The contract is based on the desired amount of dollars the PID is seeking for awarding.

In addition to the work performed by the subcontractor(s), the primary employee of the PID Management Company may self-perform and charge for additional work in this area that is different than the work performed by subcontractor.

Marketing & Communications

This budget category support positions (contract workers) dedicated to marketing and communication efforts that directly advance PID initiatives. For purposes of this effort, the “PID Initiatives” consist of the general categories of activities identified in this budget and other activities as specifically approved by city staff. Responsibilities include event management, external communications (such as social media content creation, newsletter development, advertising, and brand management), as well as public relations and website management. The Marketing & Communication Manager also works with the Marketing & Events Committee to implement the approved marketing plan each year.

In addition to the work performed by the subcontractor(s), the primary employee of the PID Management Company may self-perform and charge for additional work in this area that is different than the work performed by subcontractor.

Audit & Compliance

This line item includes costs associated with the annual review, such as the audit, ordinance filings, issuance of required notices, postage, and newspaper publication requirements

City Administrative Fee

As outlined in the City of Fort Worth PID Policy, City will charge a fee to each O-PID for the annual costs associated with administering the O-PID. This fee will be calculated annually for each O-PID to be the greater of: a. 2% of the projected externally generated revenue for that year, to include special assessments and any City contributions; or b. \$2,000.00