



# City of Keller, Texas

FY 2021-2022 ADOPTED BUDGET



***Keller is located approximately 15 miles from Fort Worth and 30 miles from Dallas. Located in the heart of the Dallas Fort Worth Metroplex, Keller is 9 miles from the Dallas/Fort Worth International Airport and 5 miles from Fort Worth Alliance Airport. Keller city limits encompasses approximately 19 square miles, and is traversed by several major traffic corridors including U.S. Highway 377 and Texas Farm-to-Market Road 1709. In addition, Interstate Highway 35W, Interstate Highway 820, State Highway 170, and State Highway 114 are also major highway corridors within easy access to Keller citizens.***



As required by Section 102.007 of the Local Government Code, the City of Keller is providing the following statement on this cover page of its adopted budget:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$123,754 which is a 0.5 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this is \$281,397.

The members of the governing body voted on the budget adoption as follows:

FOR: Mayor Armin Mizani, Mayor Pro Tem Sean Hicks, Shannon Dubberly, Sheri Almond, Chris Whatley, Ross McMullin

AGAINST: None

PRESENT and not voting: None

ABSENT: Beckie Paquin

The Adopted Budget is based upon a tax rate of \$0.3950 per \$100 of valuation which is the same tax rate as FY 2020-21. The City has increased the homestead exemption from 14% to 20%. Below is a breakdown of tax rates and changes from FY 2018-19 to FY 2021-22.

Tax Rate (Per \$100)	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Adopted	\$0.413250	\$0.39990	\$0.39500	\$0.39500
No New Revenue	\$0.413279	\$0.401949	\$0.417588	\$0.40622
Voter-Approval	\$0.413302	\$0.431064	\$0.416278	\$0.40626
Homestead Exemption	10%	12%	14%	20%



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# CITY OF KELLER, TEXAS

## ANNUAL BUDGET

October 1, 2021 - September 30, 2022



**Armin Mizani**  
*Mayor*



**Sean Hicks**  
*Mayor Pro Tem*



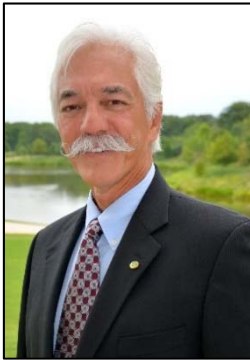
**Shannon Dubberly**  
*Place 1*



**Sheri Almond**  
*Place 3*



**Beckie Paquin**  
*Place 4*



**Chris Whatley**  
*Place 5*



**Ross McMullin**  
*Place 6*

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**MARK HAFNER**  
**CITY MANAGER**

**AARON RECTOR**  
**DIRECTOR OF**  
**ADMINISTRATIVE SERVICES**



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# Path to Excellence IS PAVED WITH...

## OUR VISION

Keller is Texas's premier family-friendly community in which to live, work and play. We will face the issues of tomorrow while preserving our unique character.

## MISSION

We commit to preserving a safe, informed and vibrant community of quality neighborhoods, thriving businesses and natural beauty by setting the standard for engagement, collaboration, service and innovation.

## & CORE VALUES

### Excellence

*Commit to exceptional service and continuous improvement.*

### Integrity

*Earn the public's trust with every decision and action.*

### Service

*Work with consideration and compassion in service of others.*

### Creativity

*Foster, inspire and empower innovation.*

### Communication

*Deliver open, engaged and responsive public service.*

## Financial Accountability and Stewardship

by optimizing and leveraging existing resources, adhering to best practices, identifying new partnerships and preserving transparency.

## Community

by supporting a robust parks and recreation system, library, and public arts program that provide events and programming for all ages and interests.

## Safety and Security

by partnering with the community on public safety efforts, training on the latest methods and technology, and serving with empathy and enthusiasm.

## Economic Development

by attracting and retaining quality commercial developments that increase our residents' property value and improve their quality of life.

## Mobility and Infrastructure

by planning, constructing and maintaining efficient roads, pedestrian pathways, and water, wastewater and stormwater systems.

## Quality Services

by engaging the community, exceeding their expectations, and promoting a culture of ongoing education, training and excellence.

*Big-City Comforts, Small-Town Charm*



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**DISTINGUISHED BUDGET PRESENTATION AWARD**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Keller  
Texas**

For the Fiscal Year Beginning

**October 01, 2020**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Keller for its annual budget for the fiscal year beginning October 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. Additional Detail regarding the award and criteria can be found at the GFOA website - <http://www.gfoa.org/budgetaward>. This award is valid for a period of one year only. The City of Keller believes the current budget document continues to conform to program requirements and will be submitting it to GFOA to determine its eligibility for another award.



## PRINCIPAL OFFICIALS

October 2021

### ELECTED OFFICIALS

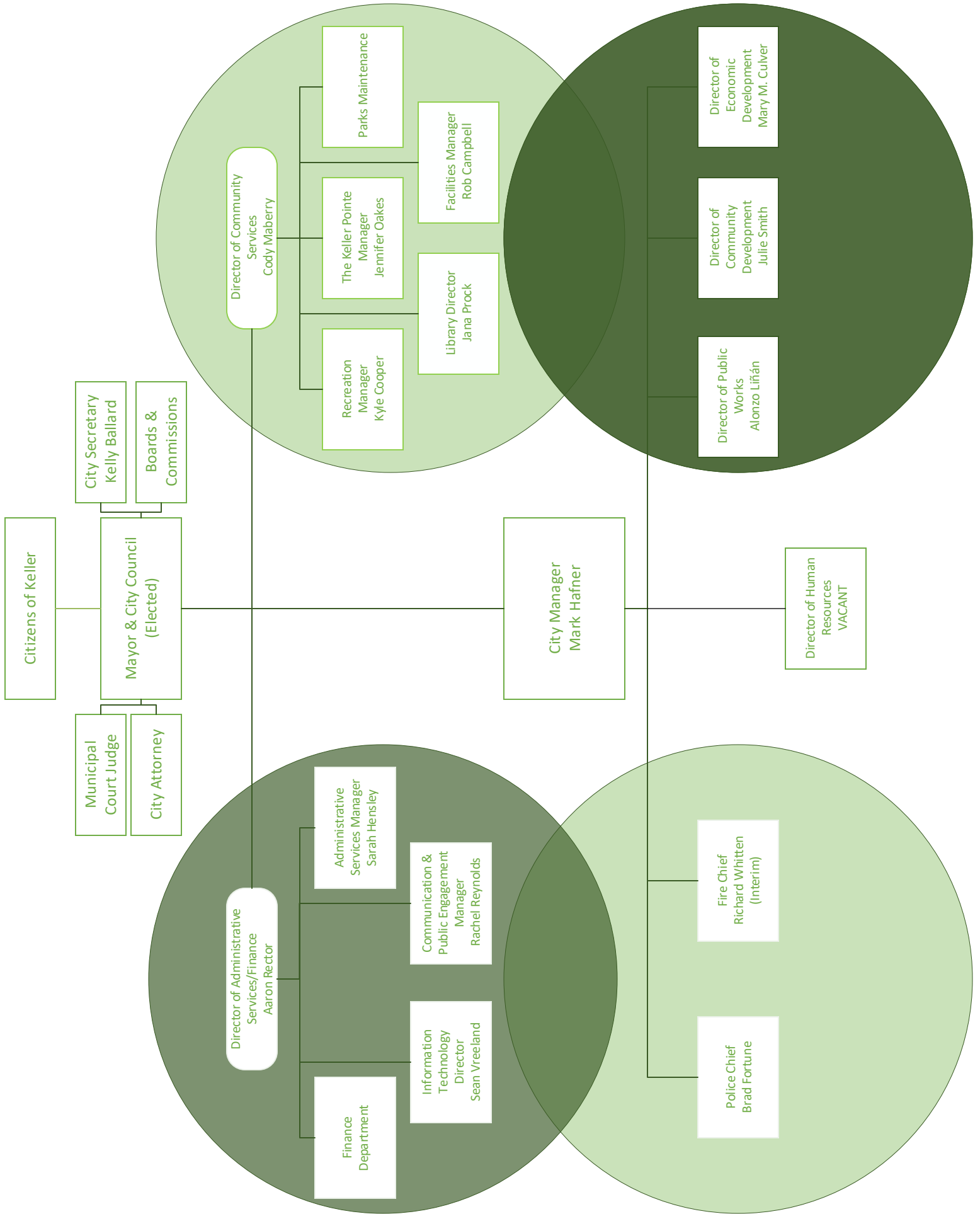
<i>Position</i>	<i>Incumbent</i>	<i>Elected</i>	<i>Term Expires</i>
Mayor	Armin Mizani	December 2020	2023
Council, Place 1	Shannon Dubberly	May 2021	2024
Council, Place 2	Sean Hicks	May 2021	2024
Council, Place 3	Sheri Almond	May 2019	2022
Council, Place 4	Beckie Paquin	May 2019	2022
Council, Place 5	Chris Whatley	November 2020	2023
Council, Place 6	Ross McMullin	November 2020	2023

### APPOINTED OFFICIALS

City Manager.....	Mark Hafner
City Secretary.....	Kelly Ballard
Director of Community Services .....	Cody Maberry
Director of Administrative Services/Finance .....	Aaron Rector
Director of Economic Development .....	Mary Meier
Fire Chief (Interim) .....	Richard Whitten
Police Chief.....	Brad G. Fortune
Public Works Director.....	Alonzo Liñán
Community Development Director .....	Julie Smith
Library Director.....	Jana Prock
Director of Human Resources.....	Vacant
Information Technology Director.....	Sean Vreeland

### FINANCE DEPARTMENT

Director of Administrative Services/Finance .....	Aaron Rector
Assistant Director of Finance .....	Pamela McGee
Budget Analyst.....	Vacant
Purchasing Agent.....	Karla Parker
Senior Accountant.....	Violet Wangila
Accountant .....	Camie Orth
Sr. Accounting Technician .....	Geneva Dunn
Accounts Receivable Technician .....	Kristina Hataway
Accounts Payable Technician.....	Vacant



# TABLE OF CONTENTS

## INTRODUCTION

Tax Disclosure Page	1
Budget Cover	3
Strategic Vision	5
GFOA Distinguished Budget Presentation Award	7
Principal Officials	8
Organization Chart	9
Table of Contents	10
Budget Transmittal Letter	14
Cost Savings Initiatives	26
Overview of Process & User Guide	29
Budget Calendar	33

## FINANCIAL

<b>EXECUTIVE SUMMARY</b>	35
Operating Budget Summary	37
Summary of Revenues by Source - All Funds	38
Summary of Expenditures by Category - All Funds	39
Summary of Expenditures by Function - All Funds	40
Operating Budget Summary by Fiscal Year	41
Summary of Fund Balances - All Funds	45
Statistical Analysis	46
Five Year Operating Fund Outlook	68
Budget Action Summary	80

<b>GENERAL FUND</b>	85
General Fund Summary	87
Revenue Summary & Detail	89
Expenditures by Category	93
Expenditures by Activity	94
Summary of General Fund Personnel	96
Summary of General Fund Enhancements/One-Times	98

<b>General Government</b>	99
Administration Department	102
Administration	104
Public Arts Programs	106
City Secretary	108
Communications	110
Community Services	112
Town Hall Operations	114
Mayor & City Council	117
Finance & Accounting Department	120
Finance & Accounting Administration	122
Finance & Accounting Tax	124
Municipal Court	126
Human Resources Department	129
Economic Development Department	132
Economic Development Administration	134
Economic Development Incentives	137



# TABLE OF CONTENTS

<b>Community Development</b>	138
Planning & Zoning	141
Building & Construction Services	144
Code Enforcement Division	147
<b>Public Safety</b>	149
Police Department	151
Police Administration	153
Police Operations	155
Public Safety Dispatch & Records	158
Animal Services & Adoption	161
Jail Operations	163
Fire Department	165
Fire Administration	167
Fire Operations	169
Emergency Medical Services	171
Emergency Management	173
<b>Public Works</b>	175
Public Works Administration	178
Engineering & Inspections	180
Street Maintenance	182
Street Lighting	184
<b>Recreation &amp; Culture</b>	185
Keller Public Library Department	187
Parks & Recreation Department	190
Parks & Recreation Administration	193
Parks & City Grounds Management	195
Recreation Programs	197
Senior Services	199
Keller Sports Park Maintenance	201
Keller Town Center Maintenance	203
<b>Non-Departmental</b>	205
<b>ENTERPRISE FUNDS</b>	209
<b>WATER &amp; WASTEWATER FUND</b>	211
Water & Wastewater Fund Overview	213
Revenue Summary & Detail	214
Expenditures by Category	216
Expenditures by Activity	217
Summary of Water & Wastewater Fund Personnel	218
Water & Wastewater Administration Department	219
Customer Services Department	222
Administration	225
Field Services	227
Water Utilities Department	229
Water Production	232
Water Distribution	234

# TABLE OF CONTENTS

Wastewater Utilities Department	236
Wastewater Collection	239
Wastewater Treatment	241
MSC Operations	242
Non-Departmental Department	248
Summary of Water & Sewer Fund Debt Outstanding	250
<b>DRAINAGE UTILITY FUND</b>	<b>254</b>
Drainage Utility Fund Summary	254
Drainage Expenditure Budget - All Divisions	256
<b>THE KELLER POINTE FUND</b>	<b>261</b>
The Keller Pointe Fund Summary	261
Department Summary	265
Administration	266
Aquatics	267
Fitness Programs	268
Recreation Programs	269
Facility Operations & Maintenance	270
Customer Services/Concessions	271
Capital Replacement	272
Non-Departmental	273
<b>SPECIAL REVENUE FUNDS</b>	<b>275</b>
Keller Development Corporation (KDC) Fund	277
Summary of KDC Debt Outstanding	279
Keller Crime Control Prevention District (KCCPD) Fund	283
Summary of KCCPD Debt Outstanding	285
Public Safety Special Revenue Fund	289
Recreation Special Revenue Fund	291
Municipal Court Special Revenue Fund	295
Public Education and Government (PEG) Cable Franchise Fee Special Revenue Fund	297
Community Clean-Up Special Revenue Fund	299
Street and Sidewalk Improvements Fund	301
<b>DEBT SERVICE FUNDS</b>	<b>303</b>
<b>Debt Service Fund</b>	<b>305</b>
Legal Debt Margin	307
Summary of Debt Service Fund Debt Outstanding	308
Summary of City-Wide Debt Outstanding	313

# TABLE OF CONTENTS

<b>INTERNAL SERVICE FUNDS</b>	321
<b>Information Technology Fund</b>	323
Administration	326
Geographic Information Services	328
Computer Services Division	330
<b>Self Insurance Fund</b>	331
<b>Fleet Replacement Fund</b>	333
<b>Facility Capital Replacement Fund</b>	335
<b>CAPITAL IMPROVEMENTS</b>	337
Summary of Capital Improvements	339
Five-Year Capital Improvements Plan (CIP)	342
<b>IMPACT FEE FUNDS</b>	371
Roadway Impact Fee Fund	373
Park Development Fee Fund	375
Water Impact Fee Fund	377
Wastewater Impact Fee Fund	379
<b>APPENDIX</b>	381
Budget Adoption Ordinance	383
Tax Increase Ratification Resolution	389
Tax Rate Adoption Ordinance	391
Tax Rate Calculation Worksheet	394
Keller Fee Schedule	409
Budget Policies	422
Financial Management Policies	425
Fund Balance Policy	433
Fiscal Management Contingency Plan	435
Basis for Accounting	439
Fund Accounting	439
Fund & Departmental Matrixes	440
Summary Graphs:	
Assessed Value & Levy Analysis	442
AV Levies & Sales Tax Levies Per Capita	443
Tax Rates & Average Home Values for Last Ten Years	444
Taxable Ad Valorem, Rates, & Levies for Last Ten Years	445
Taxable Ad Valorem By Type Last Ten Years	446
Property Tax Rates - Direct & Overlapping Governments Last Ten Years	447
Top Ten Taxpayers Current & Nine Years Ago	448
Sales Tax By Fund Last Ten Fiscal Years	449
Full-Time Equivalent Employees By Function Last Ten Years	450
Compensation Pay Plan for Fiscal Year 2021-22	451
List of Acronyms	457
Glossary of Terms	460



September 21, 2021

To the Honorable Mayor Mizani and Members of the City Council

**Re: *The Annual Budget for Fiscal Year 2021-22***

It is my privilege to present to you the FY 2021-22 Adopted Budget. This budget represents months of hard work from your budget team and department directors, and continues our tradition of conservative fiscal management paired with a commitment to our core values of excellence, integrity, service, creativity and communication. As always, we remain focused on exploring new opportunities to provide high levels of service to our citizens in a manner that is both innovative and resourceful.

The total FY 2021-22 Adopted Operating Revenue Budget is \$93,199,128, an increase of \$6,851,288 or 7.9% from the current budget, and the expenditure budget is \$100,247,944 — an increase of \$13,882,022 or 16.1%. The increase to the budget is skewed high by the creation of the Self-Insurance Fund and the funding of several large one-time expenditures. With the self-insurance fund revenue budget of \$4,581,640 removed from total revenue, the revenue increase is \$2,269,648 or 2.6%. On the expenditure side, when the self-insurance fund expenditure of \$4,541,645, one-time commitments to street and sidewalk maintenance of \$5,300,057, fire engine replacement of \$1,448,000, and purchase order rollovers of \$219,451 are removed, the expenditure increase is only \$2,378,790 or 2.7%. Even with the large expenditure commitments, the FY 2021-22 Adopted Budget still continues the trend of providing property tax mitigation. The budget increases the homestead exemption from 14% to 20% and adopts a tax rate of \$0.3950 which is below the no new revenue rate for the fourth year in a row. More importantly, the average tax bill will be reduced by \$15 versus the potential increase of \$81 seen with the June estimated values. This a total tax mitigation of \$96 which is the largest tax mitigation the City has provided to date. Even with the substantial tax mitigation, the City will continue to provide excellent services and to make significant investments into street and sidewalk infrastructure.

In pursuit of continually honing and improving the city's services, City Council held a Strategic Planning Workshop in March 2021 that resulted in five overall community goals and an updated Strategy Map for the City of Keller. These five goals are:

1. Elevate Family Life
2. Attract Vibrant Development
3. Demonstrate Fiscal Discipline
4. Improve & Maintain Sound Infrastructure
5. Put People First

These goals — and the strategies established by City Council to achieve them — were integral to crafting the FY 2021-22 Adopted Budget, helping ensure that it meets council's vision for delivering excellent quality of life and safety to our citizens while mitigating their property value increases through maintaining a low tax rate and raising the homestead exemption. I believe this budget reflects the vision of the City



Council as discussed at the March Strategic Workshop and adopted at their May 18, 2021 meeting, and this memo outlines the connection between this year's adopted budget and leadership's strategies.

## **Goal 1: Elevate Family Life**

### **Strategy 1.1: Establish the Keller Sports Park as a Premier Destination**

During FY 2020-21, City Council created a Keller Sports Park Task Force with participants from the Council, the Parks and Recreation Board, and representatives from various leagues and user groups. Together, this task force will review the Keller Sports Park Master Plan and recommend updates to transform it into a premier destination addressing current and future sporting needs. Our annual debt obligations for the Keller Development Corporation, which allocates the ½-cent of sales tax revenue dedicated to parks capital projects, drops from approximately \$1.6 million to \$250,000 in FY 2023-24. With that opportunity on the horizon, current and future KDC budgets are being constructed to allow for a new debt issuance related to the proposed sports park improvements.

Additionally, the FY 2021-22 budget includes \$790,000 from the KDC Fund for improvements to a Keller Sports Park parking lot (specifically the softball parking area) to ensure that sports participants and attendees have a safe and well-maintained place to park while taking in athletic events. The FY 2021-22 parking lot improvement project is part of a seven-year commitment to refurbishing all of the Sports Park's lots for a proposed total of \$3.2 million in improvements.

### **Strategy 1.2: Expand and Maintain the City's Trail System to Provide Continuous Connectivity of the Parks System**

Keller continues to be recognized for its award-winning parks and recreation amenities, including the trail system. The Keller Development Corporation in FY 2021-22 has budgeted \$302,500 for expansion of the trails that will better connect the city's park system so residents can gain greater use and enjoyment of our 340 acres of developed parkland. The five-year Capital Improvements Plan also includes a 10% increase per year for trail funding, which combines for a proposed \$1,846,793 commitment to trail construction from FY 2021-22 through FY 2025-26.

### **Strategy 1.3: Continue to Achieve Excellent Public Safety Services**

#### *Police*

Keller regularly earns a spot among the 50 Safest Cities in Texas as well as the 100 Safest Cities in America. The Keller Police Department was the first agency in Texas to be both nationally accredited and state recognized, and the department most recently re-accredited at the national level in 2018, earning the Commission on Accreditation for Law Enforcement Agencies' Advanced Law Enforcement Accreditation with Excellence. That same year, our NETCOM 911 dispatch team became the first regional dispatch center in Texas to earn national accreditation from CALEA.

In this year's budget, the Keller Police Department is proposing the addition of one detention officer at the Keller Regional Detention Facility. Stemming from a recent workload assessment and staffing study, this addition will improve the amount of time the jail is staffed by only one detention officer from 42% of the time to 15% of the time. While the total cost of the new position is \$64,834, the cost will be split with our regional partners and Keller will only be paying \$30,123.

In addition the Police Department will be reclassifying one of NETCOM's dispatchers to an assistant manager, which will enhance the continuity of dispatch services across shifts as well as ensure consistent and high levels of quality assurance and improvement to better serve the residents of the City of Keller and our partner cities.

At the request of Keller ISD, one School Resource Officer is also being reclassified from less-than-full-time (0.75 FTE) to full-time (1 FTE) this fiscal year to provide better availability to the schools. This reclassification will be funded entirely by the school district.

The department also remains on the cutting edge of regionalization, finding cost savings and improved service through working with our surrounding communities. By regionalizing 911 dispatch, detention, and animal services with our area partner cities, the total cost of police services will be offset by \$3.3 million in annual revenue this year.

### *Fire & EMS*

In 2016, the Keller Fire Department became the seventh fire department in the state and the first in Tarrant County to earn status as a Recognized Best Practices Fire Department by the Texas Fire Chiefs Association. The EMS capability of the department also continues to be recognized and is expected to receive the American Heart Association's Mission: Lifeline EMS Gold Plus recognition for a fifth time this year based upon their success in treating heart attack patients.

During FY 2020-21, the city launched a 16-month feasibility study in partnership with the Town of Westlake to explore the possibility of merging the Keller and Westlake fire departments into a regional department providing care to both communities. Under the interim agreement between Keller and Westlake, the two are currently sharing leadership positions with the Westlake Fire Chief serving as interim chief of the Keller department, and Keller battalion chiefs assisting with calls in Westlake.

Whatever the outcome of the study, which will extend into FY 2021-22, we would anticipate a mix of short-term and long-term financial impacts. A consolidation would grow Keller's fire department by approximately 17 employees without additional cost to our residents, and has the potential to improve our training, leadership and best practices. The study is also exploring how a merger might impact response times in the northern portion of our city in cases when the Westlake station is closer to an event than any of Keller's units, and how cost sharing might work on future apparatus and capital projects. If the two communities choose not to move forward with a consolidation, Keller will need to address hiring a Fire Chief and planning for some of the long-term expenses being anticipated for the department, including the addition of a third ambulance crew and the eventual construction and staffing of a fourth fire station.

### **Strategy 1.4: Create Family-Centric Environments**

While creating family-centric environments is not exclusive to Parks and Recreation spaces, a number of the department's ongoing projects and upcoming plans will put this goal into action. The FY 2021-22 KDC budget includes \$110,000 to replace the 21-year-old Chase Oaks Activity Node playground, ensuring children have a fun place to play and parents have peace of mind knowing the equipment is safe and well

maintained. This is part of a commitment to replace one playground in the city per year, which will combine for a \$930,000 investment in playground upgrades between FY 2019-20 and FY 2025-26.

This budget also includes \$685,000 for the development of Bates Street Park in Old Town Keller. Home to the Wild Rose Heritage Center, this pocket park on Bates east of Hwy. 377 is envisioned as a welcoming destination for families as part of the city's larger plans to transform Bates Street into a special events destination that can be closed to vehicular traffic during festivals.

In July 2021, City Council approved a nearly \$3 million construction bid for Overton Ridge Park. The park will include an all-inclusive playground with nearby parking and restroom facilities, 10-foot-wide trails that connect the trail system from Huxley Street to Roanoke Road, a landscaped hilltop seating area with custom shade structures, and an additional pavilion. This park was funded with Keller Development Corporation funds in FY 2018-19, and it is anticipated to be completed within FY 2021-22. Overton Ridge Park will be the first developed park in North Keller.

Finally, early in FY 2021-22, the voter-approved new Keller Senior Activities Center will open. The new building will provide approximately 21,200 square feet of fitness, education and socialization space — about five times the size of the current facility. This will allow staff to increase the quantity of programs, classes, and events while offering permanent space for conversation and social activities. While no new staff is being proposed for the facility, this budget includes \$93,289 to address anticipated increases in operational expenses.

### **Strategy 1.5: Provide More “Quality of Life” Events and Festivals**

During FY 2020-21, the city in partnership with the Keller Farmers Market and Greater Keller Chamber of Commerce organized the community's first Independence Day event, including a spectacular fireworks show. It was a monumental success with an estimated 21,000 people in attendance, and \$50,000 has been budgeted for next year to continue this event and allow the city to consider other additions to the special event calendar throughout the year.

## **Goal 2: Attract Vibrant Development**

Keller's commercial sector has continued to grow with more than \$166 million in construction activity during Fiscal Year 2020-21. About \$131 million of that construction began in Fiscal Year 2020-21, and \$22 million is expected to finish up by the end of the year. Phase I of the Center Stage mixed-use development makes up about 55% of that total construction activity.

Although we anticipated a decline in new commercial growth for this fiscal year, overall construction activity increased 40% over Fiscal Year 2019-2020 — 14% without including Center Stage. While that decline has been delayed, new commercial growth will slow as Keller reaches buildout. We anticipate a drastic decrease in new construction next year with approximately \$12 million in economic growth and 77,000 square feet from new commercial construction during FY 2021-22.

### **Strategy 2.1 Accelerate the Completion of Old Town Keller**

After many years of planning, City Council is moving forward with the first set of projects aimed at redeveloping Old Town east of Hwy. 377 and south of Keller Parkway into a pedestrian-friendly restaurant, retail and entertainment destination. Work will begin in FY 2021-22 on a median along Hwy. 377 in the heart of the district; the conversion of Bates Street into a festival street; and a crosswalk at grade that will use a Pedestrian Hybrid Beacon to provide visitors with safe access across Hwy. 377 on foot. As mentioned above, funds from the KDC will also be in play as the Parks and Recreation Board makes plans for further developing Bates Street Park with money from the Keller Development Corporation Fund.

City Council's decision to create Tax Increment Reinvestment Zone No. 2 along Hwy. 377 will also impact Old Town long term. By capturing increased valuation increments from new projects like Center Stage and the redevelopment of properties along the highway corridor, money will be earmarked in future years to pay for major infrastructure, drainage, park and other public improvements in the Old Town district for years to come.

### **Strategy 2.4: Redevelop and Enhance Primary Commercial Corridors**

Redevelopment of existing commercial corridors will become increasingly important to growing Keller's commercial tax base as we reach our community's natural buildout. The Tax Increment Reinvestment Zone No. 2 referenced above is expected to generate increased interest from developers seeking opportunities in pedestrian-oriented districts in both Old Town and north along Hwy. 377 where the Center Stage development has recently begun their work. City Council's recent approval of updates to the Façade Improvement Grant will also assist in redevelopment efforts, leveraging public dollars alongside private investments to revitalize older buildings and shopping centers.

Several significant business expansions are also underway across the city, including a new 9,744-square-foot multi-tenant building for Chapps Burgers and their headquarter offices on Keller Parkway; a 15,090-square-foot veterinary hospital for Creekside Pet Care on Davis Boulevard; a 11,234-square-foot building for Just for Grins Family Dentistry in Old Town Keller; and the recently opened 5,994-square-foot building for North Texas Veterinarian Clinic on Wall Price-Keller Road. These types of expansions demonstrate the commitment of our business community to investing in Keller and growing their businesses here.

## **Goal 3: Demonstrate Fiscal Discipline**

### **Strategy 3.1: Maintain Fiscally Conservative Budgets**

The total FY 2021-22 Adopted Operating Revenue Budget is \$93,199,128, an increase of \$6,851,288 or 7.9% from the current budget, and the expenditure budget is \$100,247,944 — an increase of \$13,882,022 or 16.1%. While the increase may not seem fiscally conservative, it is skewed high by the creation of the Self-Insurance Fund and the funding of one-time expenditures. With the self-insurance fund revenue budget of \$4,581,640 removed from total revenue, the revenue increase is \$2,269,648 or 2.6%. On the expenditure side, when the self-insurance fund expenditure of \$4,541,645, one-time commitments to street and sidewalk maintenance of \$5,300,057, fire engine replacement of \$1,448,000, and purchase order rollovers of \$219,451 are removed, the expenditure increase is only \$2,378,790 or 2.7%. The budget changes to the two major operating funds are briefly discussed below and a more detailed discussion of all fund changes can be found in the Statistical Analysis section of the budget.



## *General Fund*

The General Fund budget is \$45,445,179, which is an increase of \$6,143,772 or 15.6% from FY 2020-21. Included in the General Fund are one-time expenditures totaling \$7,698,872. When those one-time expenditures are removed from the FY 2020-21 and FY 2021-22 budgets, ongoing General Fund expenditures would increase by \$622,765 or 1.68% year over year. By cash funding one-time projects in the General Fund, the city is able to meet current service demands, including capital maintenance needs, without issuing debt. The significant one-time expenditures include \$3.25 million for sidewalk maintenance, \$2 million for Shady Grove Road reconstruction, \$1,800,057 for street maintenance, and \$400,000 to address Bear Creek bridge erosion.

The change to ongoing expenditures is also related to personnel, including compensation increases accounting for \$905,024, the addition of a detention officer addressed previously, and the reclassification of a dispatcher to an assistant manager for a cost of \$15,761. Changes to personnel are also discussed under Goal 5.

## *Water and Wastewater*

The Water and Wastewater Fund budget shows an increase of \$565,559, or 2%, compared to FY 2020-21. Included in that total are contracts for water purchases from the City of Fort Worth, and wastewater treatment and collection services from the Trinity River Authority. Combined, these two contracts amount to \$13,386,085 — 47.5% of the Water and Wastewater budget. Both contracts will be increasing in FY 2021-22, which will be reflected in the pass-thru portion of customers' rates.

The adopted budget and pass-thru rates reflect increases of 7.72% from Fort Worth and 6.5% from the Trinity River Authority. The city water and wastewater rates will also each see a moderate increase of 1.5% this year. The average resident's monthly water bill is expected to increase by \$3.75 per month (4.77%) in the year ahead, and their sewer bill by \$1.42 (3.44%). The average utility customer's monthly bill, then, will see a total increase of about \$5.17 or 4.31%.

Water-Wastewater cash-funded projects for FY 2021-22 include \$600,000 for the Knox Tank Mixer project, \$350,000 for tank maintenance, \$250,000 for the 2021 SWIFT project, \$165,000 for wastewater line replacements, \$140,000 for repairs to the Shady Hollow Lift Station, \$120,000 for the Sanitary Sewer Evaluation Study on infiltration and inflow, \$100,000 for water line replacements, \$95,000 to replace a front-end loader, \$50,000 for a small remodeling project at the Municipal Service Center, and \$42,000 to replace a forklift. In addition the city will utilize \$3.36 million in wastewater impact fees for Cade Branch wastewater capacity improvements, \$2.0 million in American Recovery and Reinvestment Act (ARPA) funds to add a generator to the Pearson Pump Station, \$1.5 million in ARPA funds to address tank maintenance, \$675,000 in ARPA funds to replace water and wastewater lines on Bate Street, \$500,000 in ARPA funds to add generators to lift stations, and \$200,000 in ARPA funds to improve the generator at the MSC. By using the impact fees and ARPA funds, the City effectively avoiding \$8.24 million in projects needing to be funded through customers' water and wastewater rates.

## *One-Time Cash Funded Projects*

This year's overall budget is an operationally balanced budget with ongoing revenue exceeding ongoing expenditures. The adopted budget shows overall expenditures exceeding revenues by \$7,048,816, and General Fund expenditures exceeding revenues by \$5,081,380. However, a few funds will be cash funding

one-time projects through the use of fund balance. By taking advantage of fund balance to cash-fund projects, the city can address significant citizen and/or department needs without needing to increase property or utility rates, or issue debt. Below is a list of one-time cash-funded projects included in this year's budget and their associated funding source:

- Sidewalk Maintenance - \$3,250,000 from the General Fund
- Shady Grove Road Reconstruction - \$2,000,000 from the General Fund
- Street Maintenance - \$1,800,057 from the General Fund
- Bear Creek Bridge Erosion Protection - \$400,000 from the General Fund
- Access Control System - \$250,000 from the Keller Crime Control and Prevention District Fund
- Tasers - \$30,000 from the Keller Crime Control and Prevention District Fund
- NICE Recording System - \$70,000 from the Keller Crime Control and Prevention District Fund
- Cardio Machinery Replacement - \$145,000 from The Keller Pointe Fund
- Indoor Pool Deck Replacement - \$350,000 from The Keller Pointe Fund
- Fire Engine Replacement - \$1,448,000 from the Fleet Replacement Fund
- Bear Creek Culvert - \$325,000 from the Drainage Fund
- Stream Bank Erosion Study - \$100,000 from the Drainage Fund

**Strategy 3.2: Prioritize Spending Where it Matters Most (Public Safety, Streets/Sidewalks, Parks/Trails);**

In total \$21,910,887 or 21.9% of the city's entire budget is dedicated to public safety, and out of the General Fund budget, \$20,235,143 or 44.5% is dedicated to public safety. Public Safety continues to be the largest ongoing expenditure funded by the city, and this funding level helps ensure the police and fire departments have what they need to continue to be recognized at the state and national levels for their successes.

Part of this funding, as discussed earlier, relates to personnel changes in the Police Department. The addition of a detention officer will have a shared cost of \$64,843, meaning the City of Keller only pays an additional \$30,123. Additionally, reclassifying and reorganizing a NETCOM dispatcher to an assistant manager will result in additional spending on the personnel line in the Public Safety Dispatch & Records division. Furthermore, we are enhancing the availability of one of our school resources officers by increasing that position's FTE count from 0.75 to 1.0.

In the Keller Crime Control and Prevention District budget, funding includes the purchase of replacement vehicles at \$623,000, Computer-Aided Dispatch at \$80,000, phone/radio recording system upgrades at \$70,000, and Tasers at \$30,000.

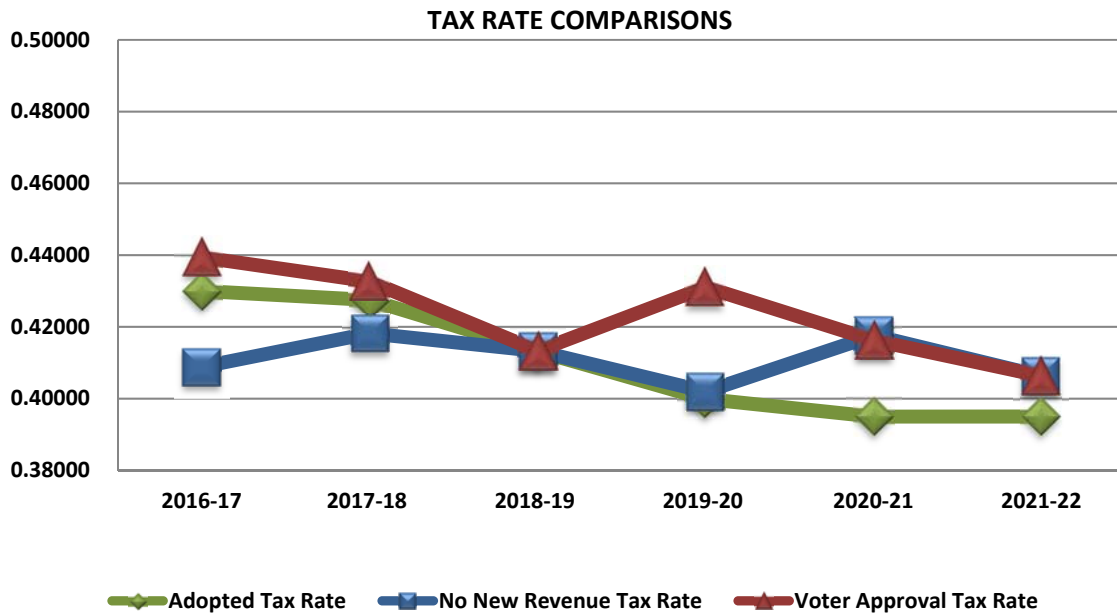
This year's big-ticket item in the public safety realm is the replacement of a fire engine, budgeted in FY 2021-22 for \$1.448 million. Thanks to the ongoing feasibility study discussed earlier, Keller is also currently receiving enhanced firefighting and emergency medical response for no additional spending. This arrangement also aligns with other city goals such as striving to ensure that Keller's taxpayers do not pay more city tax dollars on a year-to-year basis.

This year's budget also includes significant one-time investments in street and sidewalk infrastructure of \$9.1 million, explored in more detail under Goal 4, and approximately \$2 million to enhance and maintain our parks and trails as noted in the Goal 1 section.

**Strategy 3.3: Strive to Ensure that Keller’s Taxpayers Do Not Pay More City Tax Dollars on a Year-to-Year Basis**

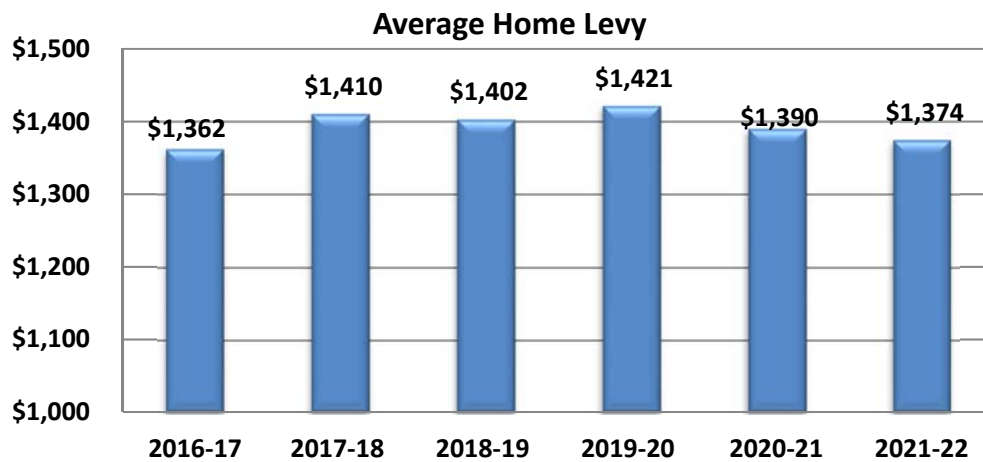
*No New Revenue Rate*

The Adopted Tax Rate is \$0.3950 per \$100 of taxable value which is the same rate as the FY 2020-21 tax rate. While the rate has not changed, the rate is below both the no new revenue tax rate of \$0.406220/\$100 and the voter-approval tax rate of \$0.406262/\$100. The no new revenue rate is the rate that creates the same levy on the same properties as in the current year and being below the no new revenue rate means the City will collect less property tax on existing properties as it did in the current year. The City is using the new value growth to maintain current service levels and to offset the decreases to the current property levies. This is the fourth year in a row that the City has adopted tax rate that is below the no new revenue rate. Essentially, the City is living within its means as it relates to the property tax rate. If the City had adopted the no new revenue rate as the tax rate, the average bill would have increased by \$23.55 from the FY 2020-21 average tax bill of \$1,390. Instead, the average tax bill will be \$1,374 or a decrease of \$15.48 or a total decrease of \$39.03 from the no new revenue rate.



*Homestead Exemption*

In FY 2021-22 residents will see, for a sixth consecutive year, an increase to the homestead exemption from 14% to 20%. In June 2021, City Council approved increasing the local option homestead exemption by 6%. It is the largest increase in the city’s history, and it takes the homestead exemption to the maximum allowed by the State of Texas. Because of the significant impact of the homestead exemption, the FY 2021-22 adopted rate of \$0.39500/100 can remain the same as the current rate and still be below the no new revenue rate for the fourth year in a row. With the increased exemption and maintaining the current tax rate of \$0.3950/100, the average Keller homeowner this year whose property is assessed at \$347,898 will pay \$1,374 in city taxes. This is a decrease of about \$15 from this year’s average tax bill of \$1,390 and the lowest average tax bill since FY 2016-17. Prior to the adoption of the homestead exemption of 20%, the estimated average home value was \$372,388 and resulted in an average tax bill of \$1,471 or an increase of \$81.24 from the current year. Due to the 20% homestead exemption, the City was able to provide tax mitigation of \$96.72, the largest mitigation provided to date.



**Strategy 3.4: Protect Taxpayers’ Interests**

City Council continues to recognize the need to be proactive when it comes to planning for repairs and replacements of capital investments and critical equipment. Aimed at cash funding future projects rather than issuing debt, in FY 2019-20 the council approved a Fire/EMS replacement program that will set aside money annually to pay for expected equipment replacements. The Fire/EMS replacement program is the latest addition to the city’s replacement allocations, which include accounts for fire apparatus, vehicles, heavy equipment, technology and city facilities. The FY 2021-22 General Fund budget will continue these annual transfers, ensuring that equipment will be promptly repaired or replaced when it has reached the end of its useful life.

The FY 2021-22 Adopted Budget also continues council’s commitment to cash funding capital projects whenever possible. There are nearly \$10.2 million in street improvements, \$6.2 million in water system improvements, \$3.8 million in wastewater system improvements, \$2 million in park improvements, and \$425,000 in drainage system improvements included in FY 2021-22. The total capital project investment, all of which will be cash funded, is approximately \$22.6 million.

Looking ahead, the city’s Capital Improvements Plan forecasts \$108.5 million in city capital expenditures over the next five years and anticipates issuing \$50.4 million in debt, or 46.4%. The proposed debt includes the issuance of up to \$25 million for street system improvements, \$14.3 million for water system improvements, and \$11.1 million for wastewater system improvements.

Debt issuances on the horizon can be found in the city’s five-year Capital Improvements Plan. Below is a list of the projects related to the proposed debt issuances:

- Old Town Keller East/Bates Street projects
- Whitley Road Reconstruction project
- 2023 SWIFT project
- Pump Station Rehabilitation
- Johnson Road 12” Water Lines

- Rapp Road 16" Water Lines
- Bear Creek Parkway 12" Water Lines
- Big Bear Central Wastewater Capacity
- Little Bear Central Wastewater Capacity
- Big Bear Southwest Wastewater Capacity

#### **Goal 4: Improve & Maintain Sound Infrastructure**

The city maintains a five-year Capital Improvements Plan to address current and future needs, ensuring we maintain and improve our safe and efficient roadways, sidewalks, and water, wastewater and drainage systems. This allows the city to budget projects and seek financial assistance as needed by applying for grants or partnering with Tarrant County and surrounding cities. The five-year plan, which can be found in the CIP section of the budget, anticipates investing approximately \$54.5 million into street projects, \$28.9 million into water projects, \$17.9 million into wastewater projects, \$6.5 million into parks projects, and \$750,000 into drainage projects for a total \$108.5 million investment into the city's infrastructure. Approximately half of those improvements will be cash funded.

##### **Strategy 4.1: Expand the Sidewalk Construction Program**

Sidewalk investments have been a consistent priority in recent years with annual expenditures increasingly steadily from just \$30,000 eight years ago to \$370,336 in FY 2020-21. For FY 2021-22, the city is including a one-time funding of \$3.25 million for sidewalk repair, which should eliminate the backlog of sidewalk repair requests. In future years, the city will contribute approximately \$250,000 annually to handle emergent repair requests. This results in proposed funding of \$5.4 million from FY 2019-20 through FY 2025-26 for sidewalk maintenance alone. In addition, the FY 2022-23 CIP budget reflects one-time funding of \$2.5 million to address sidewalk gaps, and FY 2023-24 through FY 2024-25 reflect a combined funding of \$1.1 million in one-times to begin addressing sidewalk gaps specifically in North Keller. This results in proposed funding of \$9 million in new sidewalk construction from FY 2019-20 through FY 2025-26.

##### **Strategy 4.2: Increase Investment in Street Maintenance**

FY 2021-22 street projects include \$3.6 million for the annual street maintenance program, \$3.5 million for sidewalk maintenance, \$2 million for reconstruction of Shady Grove Road, and \$400,000 for the Bear Creek Bridge erosion project. The FY 2021-22 annual street maintenance is double the typical annual contribution due to one-time funding from the General Fund of \$1.8 million. With this year's contribution, the combined proposed funding for annual street maintenance is \$14.7 million from FY 2019-20 through FY 2025-26. Also included in the five-year CIP is reconstruction of roads, including Shady Grove, Bourland and Whitley, and intersections including Bourland/Mt. Gilead and Mt. Gilead/Roanoke Rd., for a total proposed funding of \$19.9 million from FY 2020-21 through FY 2025-26. Between annual street maintenance and reconstruction projects, the city is proposing a \$34.7 million investment in street improvements over the next six years.

In addition, the streets division will be replacing an Asphalt Tack Trailer for \$32,000 and a message board for \$22,000 to ensure quality service delivery of the day-to-day street maintenance operations.

## **Goal 5: Put People First**

### **Strategy 5.3: Recruit, Recognize and Reward Quality City Staff**

The City of Keller knows that the key to our services and success is our employees. Our community receives an average of two awards or honors monthly for municipal excellence, which is the direct result of the hard work and dedication of staff.

Accordingly, the FY 2021-22 Adopted Budget includes maintaining the sustainable 2% step plan increase for sworn public safety personnel that was implemented in FY 2016-17. Police officers, firefighter/EMTs, firefighter/paramedics, the fire marshal and the fire training officer will receive a 3% market adjustment as well, combining for a 5% raise for these positions (step plus market). All other sworn positions will receive a 1.5% market adjustment, totaling a 3.5% raise. Additionally, civilian employees will receive a 4% merit-based raise.

These compensation proposals included in the FY 2021-22 Adopted Budget would be awarded to eligible employees at the start of next fiscal year, Oct. 1, and would result in a \$905,024 investment in our workforce.

The budget increases city staff by 1.75 full-time equivalents between the Police Department, as previously discussed, and The Keller Pointe.

At The Keller Pointe, the FY 2021-22 Adopted Budget includes reclassifying the Marketing Specialist position from part-time (0.5 FTE) to full-time (1.0 FTE). As The Pointe continues to recover from COVID-related impacts, this position will help to recruit new members and enhance the marketing reach of the various programming opportunities.

It should be noted that the number of employees for FY 2021-22 is 343.89 FTEs, far below the 369 FTEs on staff back in 2009 when our population was 20% smaller than it is today. I believe this shows the commitment by staff to operate as efficiently as possible.

Part of recruiting quality city staff is providing excellent benefits. The FY 2021-22 Adopted Budget includes a shift to the use of a self-insurance model for health and dental benefits. This means rather than paying an insurance company, the city retains the money in the budget and pays the claims directly from the city's budget while using an outside third-party administrator to process the claims on the city's behalf. This helps the city to avoid overpaying for administration and related overhead costs. More importantly, the self-insurance model allows for greater control over the costs related to health care and empowers the employees to take ownership of the plan as a way to minimize future costs.

As part of this shift, the city is changing vendors to Blue Cross Blue Shield, but all other aspects of city employee health-related benefits will remain the same for the upcoming year. Our main goal related to the first-year implementation of the self-funded insurance model is to ensure that healthcare continues in a seamless fashion for all city employees. In future years, the health plan will be designed in part by a Wellness Committee made of employees and will focus on encouraging healthy lifestyles to reduce overall health costs. For FY 2021-22, the Self-Insurance Fund budget is \$4,541,645 and is the first year the fund will be active. However, the fund has an estimated fund balance of \$4,642,147 from salary savings from prior years. The decision to move to self-insurance has been discussed over several years and City Council



has graciously allowed the city to sweep salary savings for the past four years into this dedicated fund to lay the foundation for a successful program.

As part of our benefits package, the City of Keller also participates in the Texas Municipal Retirement System, which continues to be solidly funded at 86.1%. TMRS as a whole (as of Dec. 31, 2020) was 89.5% funded. The city's contribution rate will decrease effective Jan. 1, 2022, from 16.22% to 16.18%, for a fiscal year blended rate of 16.19%.

### **In Summary**

I would like to give a special thanks to our staff, particularly the Finance Department, for the hard work and dedication they have shown in the development of the FY 2021-22 Adopted Budget. I would also like to thank the City Council for their continued vision and leadership. Without the dedication of everyone involved, this budget would not be possible. I am confident that the adopted budget is structurally balanced and supports sound fiscal and operational policies for today and in the future. The budget is not merely made up of numbers, but is an expression of our council's vision, and our citizens' values and aspirations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Hafner', written in a cursive style.

Mark Hafner  
City Manager

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Administration</i>	Eliminated Customer Service Representative position	Provided some salary savings and funds for new communications staff	\$64,376
	Initiated self-insurance program	City can now exert greater control over insurance plans and eliminate some costs paid to third-party company beyond basic plan administration	\$291,270
<i>Fire</i>	Use of shift fire personnel to conduct annual commercial fire inspections	Defers the need to hire an additional fire inspector for the Fire Prevention division to meet annual inspection requirements and maintain current ISO Fire Protection rating	\$134,000
	Installed LED Door Safety Lights on Fire Stations Apparatus Bay Doors	Indicates the position of overhead doors, illuminating when it is safe to pull out of the fire station and preventing the fire apparatus from striking the door	\$12,000
	Call Fire Inc. subscription	Web based subscription notification software for notifying candidates of testing dates and process information	\$500.00 (savings is reoccurring with every candidate process)
<i>Library</i>	TexShare Database	Consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and combine staff expertise	\$157,866
	North Texas Libraries on the Go Consortium	Keller Public Library users have access to content purchased by all 30 members of the consortium	\$82,000
	North Texas Libraries on the Go Consortium – Digital Magazines	Keller Public Library users have access to content purchased by all members of the consortium	\$13,500
	Volunteers	The library averages 150 volunteer hours per month	\$14,400
	Friends of the Library donations	Monetary donations from the Friends of the Library organization and donated book sales often fund new technology, education and entertainment programming for all ages	\$9,775
	Texas Group Catalog Interlibrary Loan Service	Allows library users to borrow items from other Texas libraries, saving the Keller Public Library the expense of purchasing these items	\$8,400

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Library</i>	Migration of Polaris to KoHa	The library partnered with 6 other libraries and conducted computer migration from Polaris Interactive Library System to KoHa, an open source computer system managed by Bywater	\$11,000
<i>Parks &amp; Rec</i>	Performed various maintenance tasks in house (small repairs, creation of topsoil, etc.)	Using staff instead of outside contractors for maintenance work reduces labor and supply costs	\$30,000
	Continued in-house mowing of Keller Sports Park Athletic Fields	Using staff instead of outside contractors for mowing maintenance reduces labor costs	\$55,143
	Used alternate shade structures for Overton Ridge Park	Identified less expensive shade structures for the park	\$33,674
<i>Police</i>	Communications, Animal Services and Jail Services Agreement with the Cities of Southlake and Colleyville	Participating cities share in annual personnel and operational costs	\$2,087,612
	Police Services Agreement with the Town of Westlake	Provides an additional patrol sector in north Keller and a records clerk paid in part through program revenues	\$1,040,362
	Partnership with Humane Society of North Texas	The Humane Society of North Texas provides the employees at the Regional Adoption Center	\$150,000
	School Resource Officer	Keller ISD pays half the cost of officer's salary and contributes a lump sum annually toward equipment and vehicle expenses	\$263,888
	Public Safety Answering Point (PSAP) – Assistance	Provides funds to purchase necessary equipment, maintenance agreements, etc. for the Dispatch Center.	\$41,711
	PSAP – P25	Provides funds to cover radio maintenance cost, upgrades, and new radios for the City	\$39,885
	Jail and Animal Service with the City of Roanoke	Roanoke shares in annual cost of Jail & Animal Services	\$208,341
	Ballistic Vest Partnership	Partnership with the Department of Justice to purchase ballistic vest for the officers	\$19,200

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Police</i>	Sale of used brass and firearms	Provides additional funding for the department to purchase training supplies and equipment	\$2,500 (variable based on brass collection and going rate for brass)
	Grant for new Computer Aided Dispatch/Record Management (CAD/RMS) System	Provides funds to assist with the purchase of a new CAD/RMS System	\$338,757
	NCTCOG Grant	Provides funding for a Crash Data Recorder that will assist officers during investigations of crashes	\$33,000
<i>Public Works</i>	In-house design of North Pate Orr Sidewalk Project	City staff designed the project in order to minimize consultant fees	\$15,000
	Construction of Lavena Street Water Line with City crew	Utilized City field crew instead of a contractor to construct the water line	\$75,000
	Incident Management Equipment Purchase (TIM) Grant	Police and Public Works Department worked together to apply for funding to receive a Crash Data Retrieval Kit and a Crash Equipment Trailer	\$23,700
	Minor Intersection Improvement Program (MIIP)	Obtained MIIP grant to offset cost of signage and emergency equipment for accidents/incidents.	\$39,960

## **OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS**

The annual operating budget for the City of Keller (the City) is the result of many hours of deliberation by both City staff and the City Council. This guide is included to provide the reader with an overview of the budget document, the budget process, budget implementation, and an overview of the document.

Organization of the budget document is designed to help the reader locate information, both financial and non-financial, in a timely manner.

### **BUDGET PREPARATION PROCESS**

In mid-March, the budget process for the upcoming fiscal year begins. The Finance Department prepares and distributes budget preparation instructions and forms to each department to assist in the budget preparation and formulation. The budget instructions include expenditure request forms, current personnel staffing levels by position and other information necessary to complete budget requests. Departments are instructed to prepare budget requests in accordance with the Council's goals and objectives, which were established at the City Council budget goal-setting workshop held in March.

Upon completion and submission of budget requests by the departments, the Finance Department then processes and compiles the budget requests and line-item expenditure details for review by the City Manager. The City Manager then reviews each departmental expenditure request and line-item expenditure details, and current year estimates, with the respective department manager and staff. Over a period of three to four weeks, the City Manager makes revisions and modifications to the original departmental requests, if needed, and current year estimates, in order to arrive at a final proposed budget. The Finance Department prepares revenue estimates using available historical data, combined with current-year projections and trend information. The City Manager also reviews and makes modifications to revenue estimates.

### **ADOPTION PROCESS**

On or before August 15 of each year, the City Manager presents to the City Council a proposed budget for the next fiscal year. The proposed budget is also filed with the City Secretary, posted on the City's website, and placed in the Keller Public Library for public review and inspection. The City Council and staff then hold a public budget review work session, at which specifics of the proposed budget are considered, discussed and prioritized. As a result of Council direction, some adjustments may be made to the proposed budget. These adjustments are then incorporated into an amended proposed budget.

After the work session, the City will begin the public hearing process for budget adoption. Notices of public hearings for budget and tax rate adoption will be placed in the paper. Two public hearings on the budget are required by City Charter, however, the second public hearing can be held on the night of adoption. If the City is proposing a property tax rate under the lower of the no new revenue or the voter approval rate, then no public hearing on the tax rate are required. If the proposed tax rate is above the lower of the no new revenue or voter approval rates, then state law requires that the city hold two public hearings on the tax rate in order to adopt prior to the date of adoption. In addition, the city must also publish the proposed tax rate and notices of a vote on the rate if it is

## OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

higher than the no new revenue rate or the voter approval rate. The no new revenue rate is the rate at which the city receives the same tax levy amount from the same properties that exist in the current year and does not include levy from new development. Usually, this number is higher because of property value growth. The Voter approval rate is the no new revenue rate for operations and maintenance multiplied by 1.035 plus the proposed debt tax rate.

At the conclusion of that public hearing on the proposed budget, the City Council adopts the final budget by ordinance, including any additional adjustments that may have been made as a result of the public hearing. Subsequent to the adoption of the budget, a separate ordinance is adopted, establishing the tax rate necessary to fund the City's operations and debt service requirements. If the proposed budget will have an increase in property tax revenue, not rate, then Council must also make a separate motion to ratify the property tax increase in the budget.

After adoption, the Finance & Accounting Department creates an Adopted Budget Book which is made available on the city's website, with the City Secretary and at the Library. The Adopted Budget is also submitted to the Government Finance Officers Association for review and possible award of the *Distinguished Budget Presentation Award*.

### IMPLEMENTATION PROCESS

On October 1 of the fiscal year, the budget is implemented into the accounting software system. Departments must operate within their adopted budgets. Budgetary control is established and maintained after adoption of the budget by the preparation of quarterly revenue and expenditure statements, which are provided to the City Manager and to Council.

### BUDGET AMENDMENT PROCESS

In accordance with Article VIII, Section 12 of the Keller Charter, the City Council may amend the budget by ordinance. If an increase in total expenditures is necessary to protect the public property or the health, safety or general welfare of the citizens of Keller, the total budget may be increased after the notice and public hearing (as prescribed for the adoption of the original budget).

Department Heads may request a line-item transfer, if it does not change the total dollar amount of the departmental budget.

### YEAR-END PROCESS

After the fiscal year is completed, the city contracts with an independent auditor to review the city's financial statements. The auditor reviews expenditures, revenues, and fund balances to ensure that all are accurate. Upon completion of the audit, the Annual Comprehensive Financial Report (ACFR) is created and published. The ACFR provides audited financial statements for all major funds and provides statistical data regarding the city.

# OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

## BUDGET DOCUMENT USER INFORMATION / BUDGET CONTENTS

The City of Keller's annual budget is comprised of three broad categories.

### **1. INTRODUCTION AND INFORMATION**

#### Tax Disclosure Page:

A Requirement of Local Government Code 102 when a city proposed a budget with an increase in property tax, regardless of change in rate or source of increase.

#### Strategic Vision:

A presentation of the City's Strategic Vision.

#### GFOA Award:

This page reflects the City receiving the Distinguished Budget Presentation Award for the current budget and is creating the upcoming budget within the requirements of the award.

#### Table of Contents:

Indicates topic and page number location.

#### Budget Transmittal Message:

This letter accompanies the budget when it is submitted to the City Council. It contains information about the City's overall plan for accomplishing the City's objectives during the coming year.

#### Cost Savings Initiatives:

A list of methods and initiatives the City has undertaken in prior, current and proposed year to reduce costs to the citizens.

#### Overview of Process, User Guide, and Budget Calendar:

Descriptions of the budget process, the budget content, and budget calendar. This section is intended to give basic information to non-technical users to make the budget more "user-friendly."

### **2. FINANCIAL**

#### Executive Summary:

Includes fund balances summaries, fund summaries, analysis of budget, and information on significant changes in budget.

#### A. General Fund:

Includes general government revenues, expenditures, program descriptions, staffing levels and indicators by department.

#### B. Enterprise Funds:

Includes revenues, expenditures, program descriptions, staffing levels and indicators by department, if applicable, for the Water and Wastewater fund, Drainage Fund, and Keller Pointe.

# OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

## **2. FINANCIAL, continued**

### C. Internal Service Funds:

Includes revenues, expenditures, program descriptions, staffing levels and indicators by department for the Information Technology, Fleet Replacement, and Facility Replacement funds.

### D. Special Revenues Funds:

Includes revenues, expenditures, program descriptions, staffing levels and indicators by department, if applicable, for the Keller Development Corporation, Keller Crime Control and Prevention District fund, Public Safety Special Revenue Fund, Parks and Recreation Special Revenue Fund, Municipal Court Special Revenue Fund, PEG Channel Fund, Community Clean-up Fund, and Street and Sidewalk Improvements fund.

### E. Debt Service Funds:

Contains general debt service funding and distributions and summary of city-wide debt obligations.

### F. Capital Improvement Project (CIP) Funds:

Contains funding and distributions of CIP funds and a five-year CIP plan.

### G. Impact Fee Funds:

Includes revenues, expenditures, program descriptions, and staffing levels by fund for the Park Development Fee Fund, Roadway Impact Fee Fund, Water Impact Fee Fund, and Wastewater Impact Fee Fund. The funds are considered non-operating funds and are provided for informational purposes only.

## **3. Appendix**

### Financial Policies and Structure

- A. Keller Fee Schedule
- B. Budget Policies
- C. Financial Management Policies
- D. Fund Balance Policy
- E. Fiscal Management Contingency Plan
- F. Basis for Accounting
- G. Fund Accounting
- H. Fund and Departmental Matrixes

### Summary/Historical Information and Graphs

- A. Property Tax information on rates, levies, average home values, per capita levy
- B. Sales Tax on per fund collection and per capita levy
- C. Full-Time Equivalent Employees by Function

### Budget Glossary:

A listing of some of the words and acronyms and their meanings contained in the budget.



**City of Keller, Texas**

**FY 2021-22  
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)	
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date		
Fleet Committee to review new requests	Wednesday	March 3, 2021
Budget Kickoff & Incode Training Begins	Tuesday	March 23, 2021
Individual Incode Budget Training - As Requested		March 22 - April 23, 2021
Information Technology to Meet with Individual Departments to Review Requests		March 22 - April 23, 2021
Strategic Planning Workshop with City Council, City Manager, Staff - CAFR Presentation and Fund Balance Update	Tuesday	April 6, 2021
Budget Change Forms due to Budget Analyst	Friday	April 16, 2021
Administration, Public Arts, Community Services, Mayor & Council, Community Clean-up, Economic Development, Finance, Utility Billing	Friday	April 16, 2021
Strategic Planning Workshop with City Council, City Manager, Staff - Budget Kick-off	Tuesday	April 20, 2021
Parks & Recreation, Keller Development Corporation, Recreation Special Revenue Fund, Park Development Fee Fund, Parks CIP, Library, Town Hall	Friday	April 23, 2021
Police, Keller Crime Control Special Revenue Fund, Fire	Friday	April 30, 2021
Strategic Planning Workshop with City Council, City Manager, Staff - Economic Development, Sales Tax, & Permit Revenue	Tuesday	May 4, 2021
Public Works, Street/Sidewalk Improvement Fund, Public Works CIP, Community Development, Keller Pointe	Friday	May 7, 2021
Human Resources, Information Services, PEG Fee Fund, Municipal Court, Municipal Court Special Revenue, Non-Departmentals	Friday	May 14, 2021
Strategic Planning Workshop with City Council, City Manager, Staff - Summary of Replacement Funds and Proposed Replacements	Tuesday	May 18, 2021
Final Date for Finance to Input Departmental Requests into Incode including Year-End Projections	Friday	May 21, 2021
City Manager review of budget requests with Finance and individual departments (Includes IT, HR, Fleet and Fee Schedule recommendations)		May 7 - June 11, 2021

**City of Keller, Texas**

**FY 2021-22  
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date	
Strategic Planning Workshop with City Council, City Manager, Staff - Property Tax Rate Calculations, Homestead Exemption	Tuesday June 1, 2021
Ad-Hoc Committee Meeting to Discuss Compensation	Middle of June
Strategic Planning Workshop with City Council, City Manager, Staff - 5 Year CIP and Outstanding Debt	Tuesday June 15, 2021
KDC and KCCPD Board Approval of Proposed Budgets	By June 23, 2021
<i>Last Day to Adopt Homestead Exemption Increases</i>	<i>Wednesday June 30, 2021</i>
Strategic Planning Workshop with City Council, City Manager, Staff - Compensation, Insurance, & FTEs	Tuesday July 6, 2021
Strategic Planning Workshop with City Council, City Manager, Staff -Water and Wastewater Fund and Drainage Fund Summaries; Fee Adjustments	Tuesday July 20, 2021
Hold Public Hearing at City Council on the KCCPD and KDC Proposed Budgets	Tuesday July 20, 2021
Certified Tax Values due from Tarrant Appraisal District	Sunday July 25, 2021
Strategic Planning Workshop with City Council, City Manager, Staff - Tax and Proposed Budget Update	Tuesday August 3, 2021
Publish "Notice of Tax Rates" by August 7 or as early as practical	Saturday August 7, 2021
Proposed Budget Distributed to City Council, Filed with City Secretary and Copy Placed in the Keller Public Library (August 15th by Charter)	Tuesday August 10, 2021
Budget Workshop with City Council, City Manager, Staff	Thursday August 26, 2021
Council Agenda Item to provide effective and rollback rates to Council	Tuesday August 17, 2021
Council Agenda Item to Consider Setting the Time and Date for a Public Hearing on the Proposed Tax Rate (if necessary)	Tuesday August 17, 2021
Proposed Budget Review Workshop for City Council, City Manager and Staff	Thursday August 26, 2021
Publish "Notice of Public Hearings on Tax Rate" in Fort Worth Star Telegram (September 1 by State Law)	Friday August 27, 2021
Supplemental Certified Tax Values due from Tarrant Appraisal District	Friday August 27, 2021
Publish "Notice of Public Hearing on Budget" in Fort Worth Star Telegram (not later than 10 days prior to budget hearing)	Friday September 10, 2021
Hold Public Hearing on FY 2021-22 Budget, Ordinance to Adopt the FY 2021-22 Budget, Ordinance to Adopt Tax Rate, Resolution to Ratify Budget (September 27 by Charter)	Tuesday September 21, 2021
Fiscal Year FY 2021-22 Begins	Friday October 1, 2021



## **EXECUTIVE SUMMARY**

The Executive Summary provides an analysis of the adopted budget. The section includes a summary of operating funds, a summary of fund balance, detailed analysis of the General Fund and Utility Fund, summary information on other operating funds, a list of proposed capital projects, a five-year operating fund outlook, a summary of personnel changes, a summary of fund balance changes over 10%, and changes from proposed to adopted budget.

*City of* **KELLER**

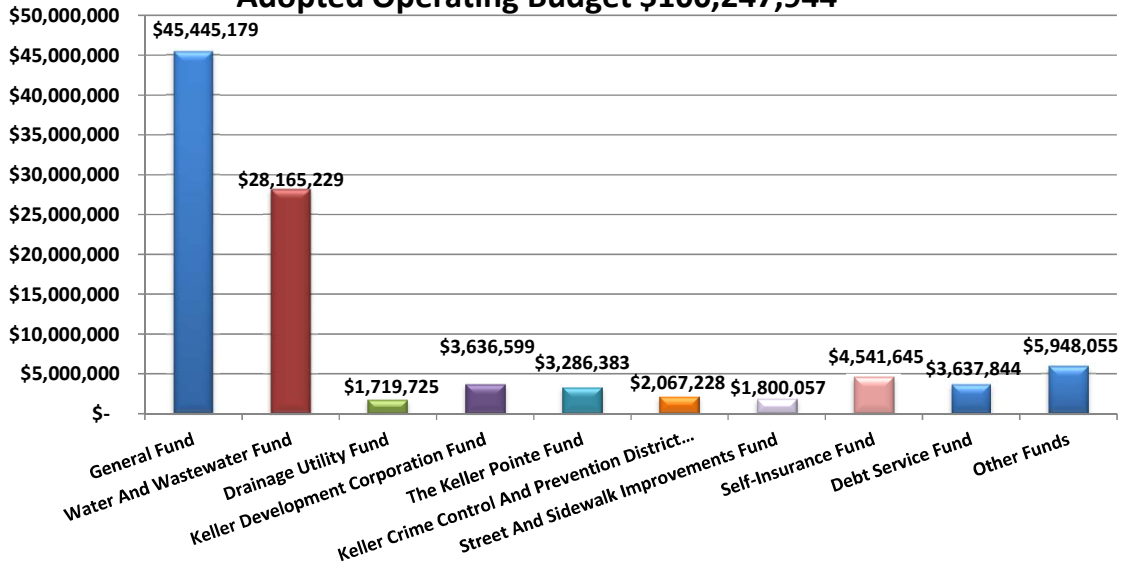


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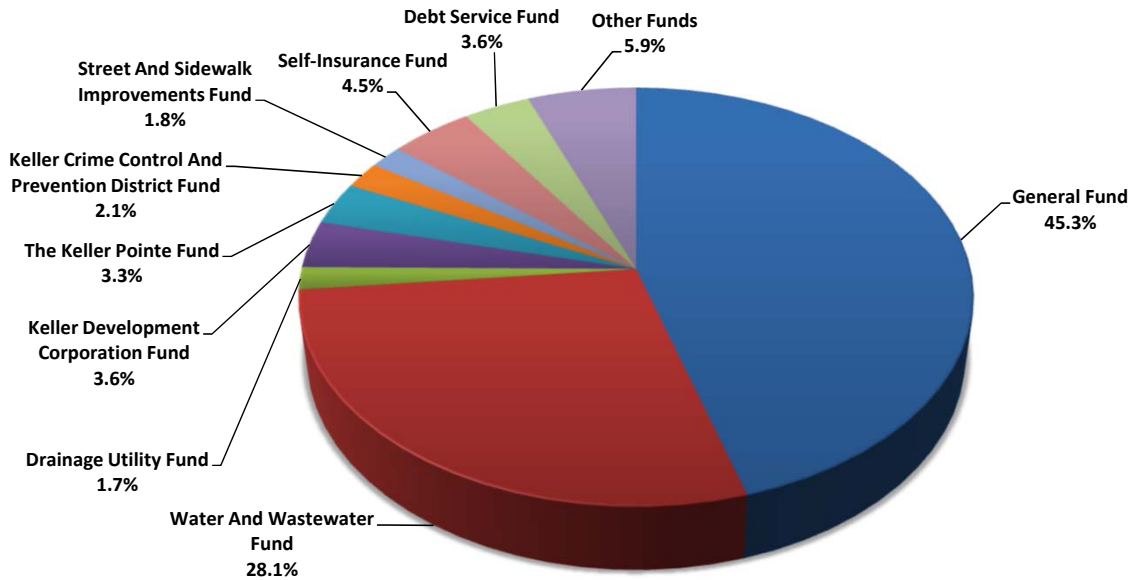
# OPERATING BUDGET SUMMARY

The total adopted operating budget for FY 2021-22 is \$100,247,944. The two largest operating funds are the General Fund which comprises \$45,445,179 or 45.3%, and the Utility Fund which comprises \$28,165,229 or 28.1% of the total operating budget, which combines to be \$73,610,408 or 73.43%.

## FY 2021-22 City of Keller Adopted Operating Budget \$100,247,944

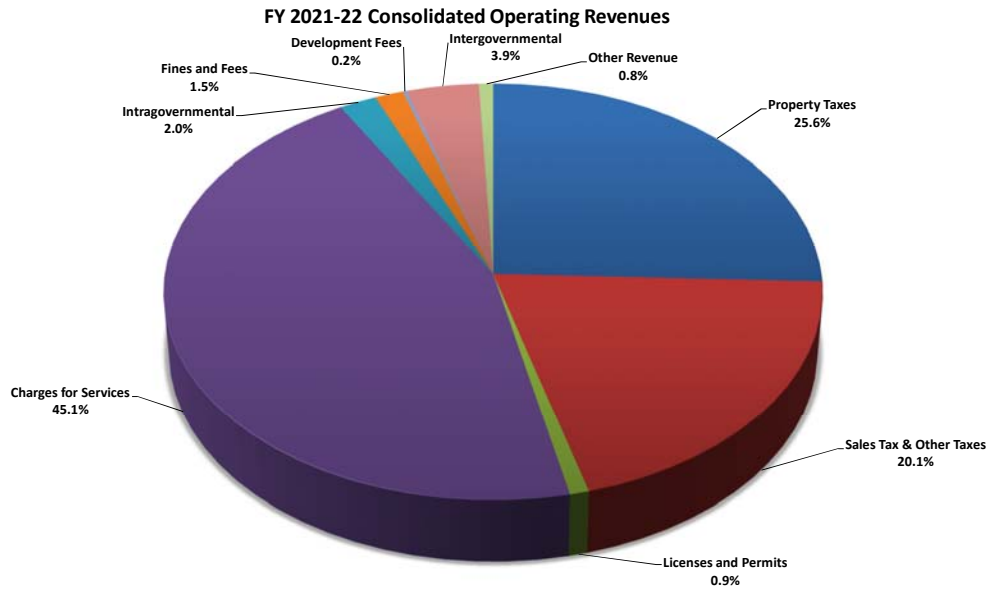


## FY 2021-22 Operating Budget



## FY 2021-22 Consolidated Operating Fund Revenue Summary

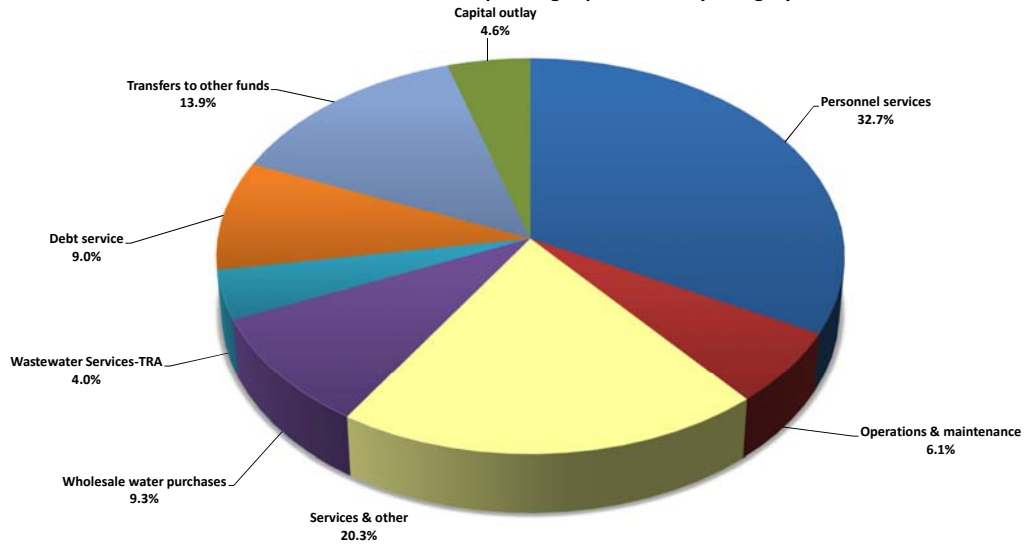
Revenues:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
Property Taxes	\$ 20,242,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,589,702	\$ -	\$ 23,832,391
Sales Tax & Other Taxes	11,536,375	-	-	3,600,114	-	1,716,171	1,800,057	-	-	104,626	18,757,343
Licenses and Permits	810,068	-	-	-	-	-	-	-	-	-	810,068
Charges for Services	1,423,327	27,632,615	1,432,375	16,000	3,004,929	-	-	4,581,640	-	3,936,583	42,027,469
Intragovernmental	1,617,630	-	-	-	-	-	-	-	-	243,067	1,860,697
Fines and Fees	823,320	512,901	-	-	-	-	-	-	-	77,469	1,413,690
Development Fees	179,073	-	-	-	-	-	-	-	-	-	179,073
Intergovernmental	3,509,558	-	-	-	-	20,000	-	-	-	80,324	3,609,882
Other Revenue	221,759	57,622	16,784	21,882	24,813	150,000	5,096	-	22,766	187,793	708,515
<b>Total Revenues</b>	<b>\$ 40,363,799</b>	<b>\$ 28,203,138</b>	<b>\$ 1,449,159</b>	<b>\$ 3,637,996</b>	<b>\$ 3,029,742</b>	<b>\$ 1,886,171</b>	<b>\$ 1,805,153</b>	<b>\$ 4,581,640</b>	<b>\$ 3,612,468</b>	<b>\$ 4,629,862</b>	<b>\$ 93,199,128</b>



**FY 2021-22 Consolidated Operating Fund Expenditure Summary by Category**

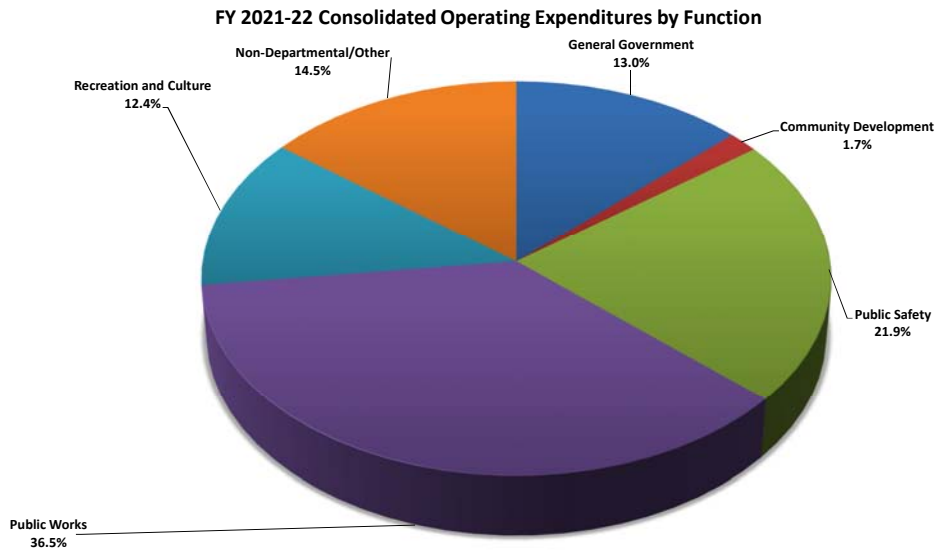
Expenditures By Category:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
Personnel services	\$ 25,787,705	\$ 3,562,621	\$ 668,248	\$ -	\$ 1,659,432	\$ 105,120	\$ -	\$ -	\$ -	\$ 980,895	\$ 32,764,021
Operations & maintenance	3,083,852	1,226,188	149,400	25,000	321,404	172,100	-	-	-	1,184,845	6,162,769
Services & other	8,582,898	4,898,131	477,077	42,680	1,025,547	57,508	-	4,541,645	-	723,849	20,349,335
Wholesale water purchases	-	9,370,292	-	-	-	-	-	-	-	-	9,370,292
Wastewater Services-TRA	-	4,015,793	-	-	-	-	-	-	-	-	4,015,793
Debt service	-	3,252,204	-	1,581,419	-	529,500	-	-	3,637,844	-	9,000,967
Transfers to other funds	7,990,724	1,725,000	425,000	1,987,500	-	-	1,800,057	-	-	-	13,928,281
Capital outlay	-	115,000	-	-	280,000	1,203,000	-	-	-	3,058,466	4,656,466
<b>TOTAL ALL FUNDS</b>	<b>\$ 45,445,179</b>	<b>\$ 28,165,229</b>	<b>\$ 1,719,725</b>	<b>\$ 3,636,599</b>	<b>\$ 3,286,383</b>	<b>\$ 2,067,228</b>	<b>\$ 1,800,057</b>	<b>\$ 4,541,645</b>	<b>\$ 3,637,844</b>	<b>\$ 5,948,055</b>	<b>\$ 100,247,944</b>

**FY 2021-22 Consolidated Operating Expenditures by Category**



**FY 2021-22 Consolidated Operating Fund Expenditure Summary by Function**

Expenditures By Function:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
General Government	\$ 5,926,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,645	\$ -	\$ 2,562,904	\$ 13,030,921
Community Development	1,697,439	-	-	-	-	-	-	-	-	-	1,697,439
Public Safety	20,235,143	-	-	-	-	1,537,728	-	-	-	138,016	21,910,887
Public Works	11,202,272	21,906,943	1,719,725	-	-	-	1,800,057	-	-	-	36,628,997
Recreation and Culture	5,385,292	-	-	3,636,599	3,286,383	-	-	-	-	159,221	12,467,495
Non-Departmental/Other	998,661	6,258,286	-	-	-	529,500	-	-	3,637,844	3,087,914	14,512,205
<b>Total Expenditures</b>	<b>\$ 45,445,179</b>	<b>\$ 28,165,229</b>	<b>\$ 1,719,725</b>	<b>\$ 3,636,599</b>	<b>\$ 3,286,383</b>	<b>\$ 2,067,228</b>	<b>\$ 1,800,057</b>	<b>\$ 4,541,645</b>	<b>\$ 3,637,844</b>	<b>\$ 5,948,055</b>	<b>\$ 100,247,944</b>
Variance	\$ (5,081,380)	\$ 37,909	\$ (270,566)	\$ 1,397	\$ (256,641)	\$ (181,057)	\$ 5,096	\$ 39,995	\$ (25,376)	\$ (1,318,193)	\$ (7,048,816)

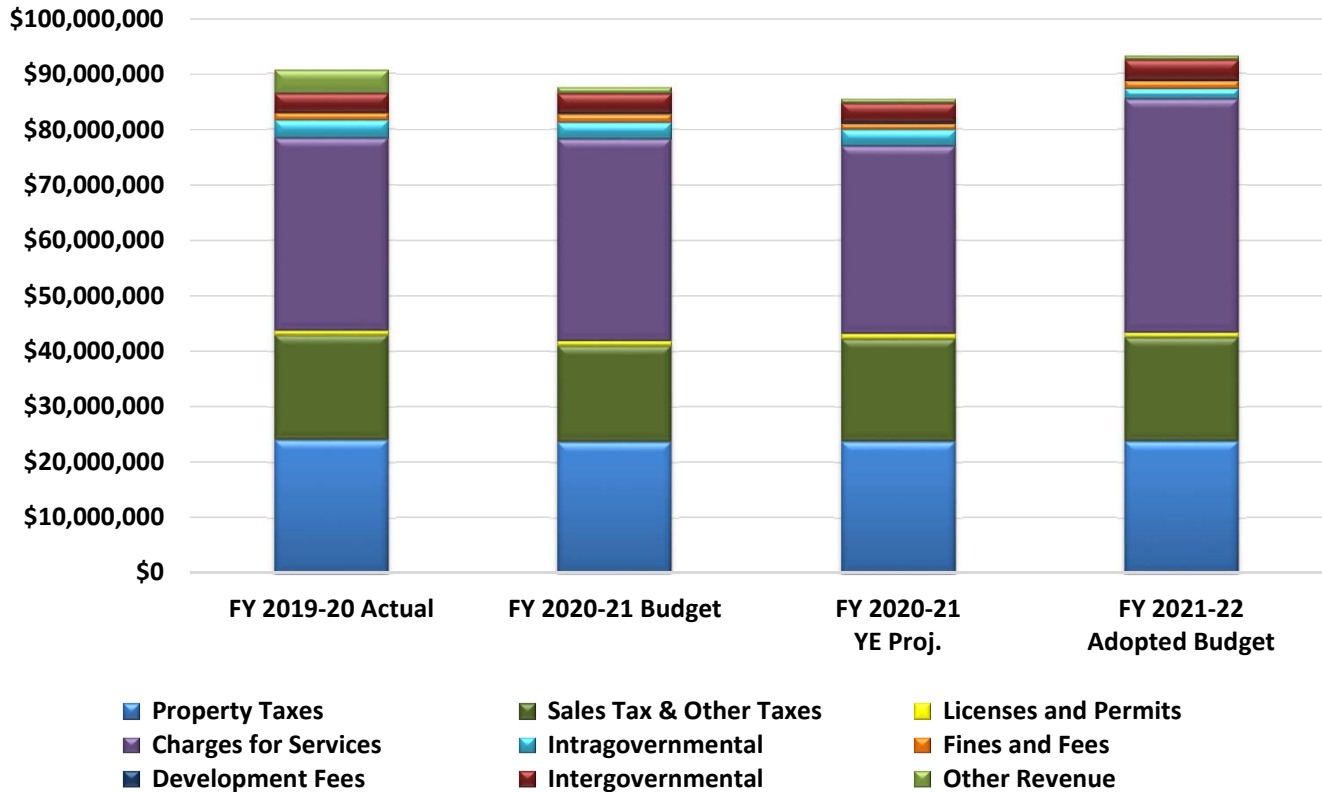




## FY 2021-22 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Property Taxes	\$ 24,084,364	\$ 23,718,635	\$ 23,765,083	\$ 23,832,391
Sales Tax & Other Taxes	18,863,718	17,366,747	18,499,581	18,757,343
Licenses and Permits	770,923	779,631	888,674	810,068
Charges for Services	34,665,790	36,439,068	33,832,483	42,027,469
Intragovernmental	3,258,231	2,939,624	2,931,600	1,860,697
Fines and Fees	1,239,217	1,497,252	1,022,579	1,413,690
Development Fees	167,291	200,150	326,398	179,073
Intergovernmental	3,391,760	3,495,175	3,360,380	3,609,882
Other Revenue	4,226,286	1,145,980	788,181	708,515
<b>TOTAL REVENUES</b>	<b>\$ 90,667,581</b>	<b>\$ 87,582,262</b>	<b>\$ 85,414,959</b>	<b>\$ 93,199,128</b>

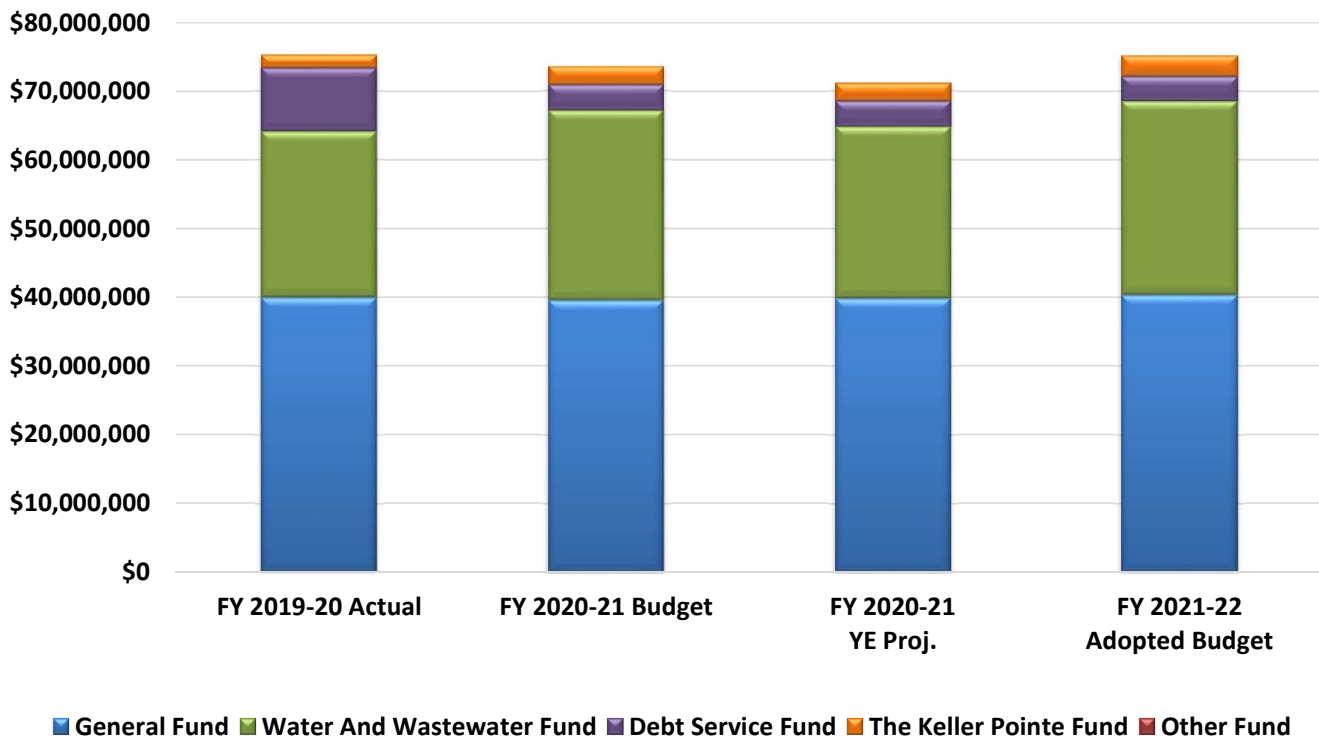
**Operating Revenue Summary By Category**



## FY 2021-22 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
General Fund	\$ 39,960,025	\$ 39,567,346	\$ 39,827,075	\$ 40,363,799
Water And Wastewater Fund	24,203,229	27,601,020	25,038,952	28,203,138
Drainage Utility Fund	1,521,426	1,505,371	1,500,958	1,449,159
Keller Development Corporation Fund	3,733,893	3,306,192	3,594,092	3,637,996
The Keller Pointe Fund	1,954,416	2,651,222	2,589,069	3,029,742
Keller Crime Control And Prevention District Fund	1,886,069	1,716,477	1,786,285	1,886,171
Street And Sidewalk Improvements Fund	1,821,593	1,640,558	1,783,473	1,805,153
Debt Service Fund	9,198,621	3,760,294	3,722,011	3,612,468
Information Technology Fund	2,330,377	2,328,830	2,330,459	2,389,964
Public Safety Special Revenue Fund	234,902	144,639	63,982	81,461
Recreation Special Revenue Fund	136,292	234,292	103,881	148,683
Municipal Court Special Revenue Fund	81,741	68,760	51,555	80,125
Public Education And Government Cable Franchise Fee Fund	122,455	117,589	97,027	108,460
Community Clean-Up Fund	46,319	42,352	43,398	44,816
Self Insurance Fund	1,442,147	1,000,000	1,000,000	4,581,640
Fleet Replacement Fund	1,968,471	1,501,821	1,498,356	1,520,003
Facility Capital Replacement Fund	400,674	1,280,218	384,386	256,350
<b>TOTAL REVENUES</b>	<b>\$ 91,042,650</b>	<b>\$ 88,466,981</b>	<b>\$ 85,414,959</b>	<b>\$ 93,199,128</b>

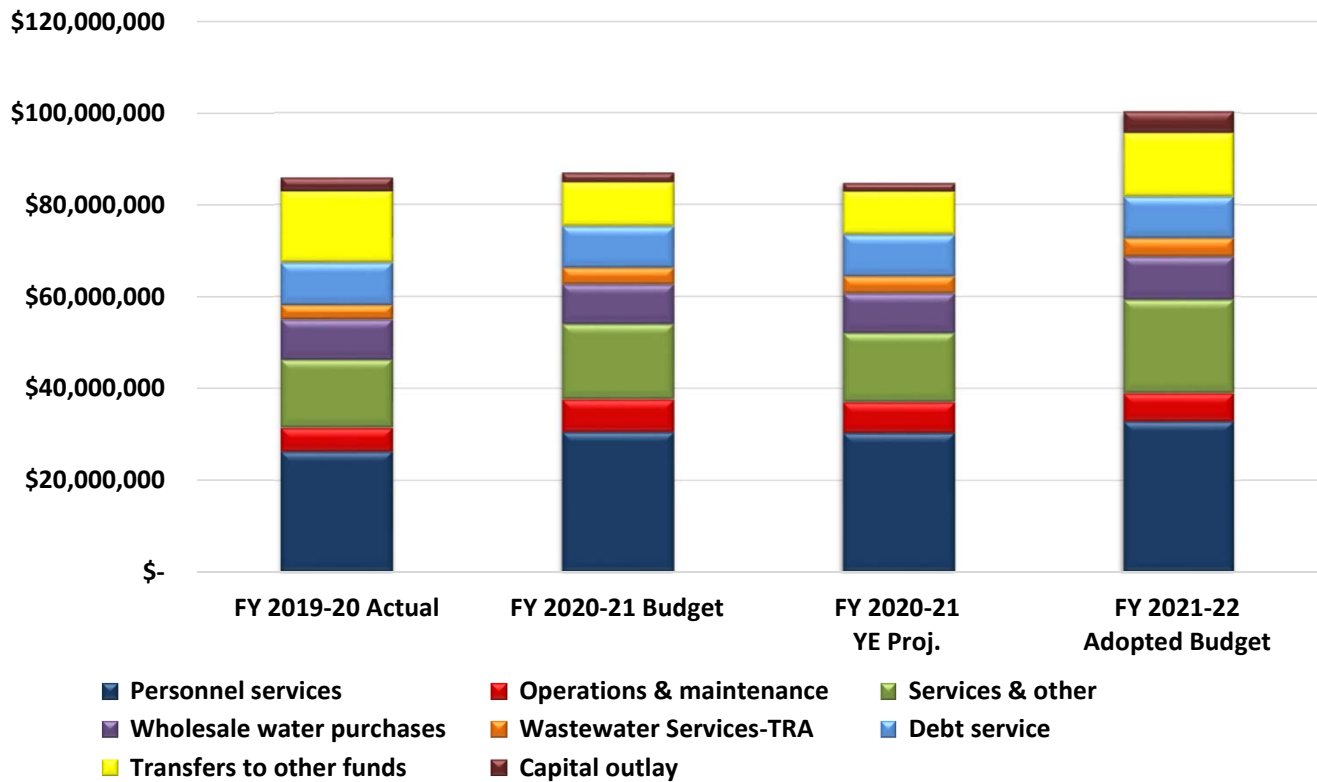
### Operating Revenue Summary By Fund



## FY 2021-22 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Personnel services	\$ 26,231,618	\$ 30,485,712	\$ 30,265,918	\$ 32,764,021
Operations & maintenance	5,133,499	7,137,447	6,728,804	6,162,789
Services & other	14,889,657	16,353,026	15,025,615	20,349,335
Wholesale water purchases	8,745,081	8,641,707	8,641,707	9,370,292
Wastewater Services-TRA	3,206,122	3,626,637	3,727,008	4,015,793
Debt service	9,199,255	9,046,070	9,034,434	9,000,967
Transfers to other funds	15,553,034	9,613,437	9,471,450	13,928,281
Capital outlay	2,980,929	2,067,885	1,892,396	4,656,466
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,939,195</b>	<b>\$ 86,971,921</b>	<b>\$ 84,787,332</b>	<b>\$ 100,247,944</b>

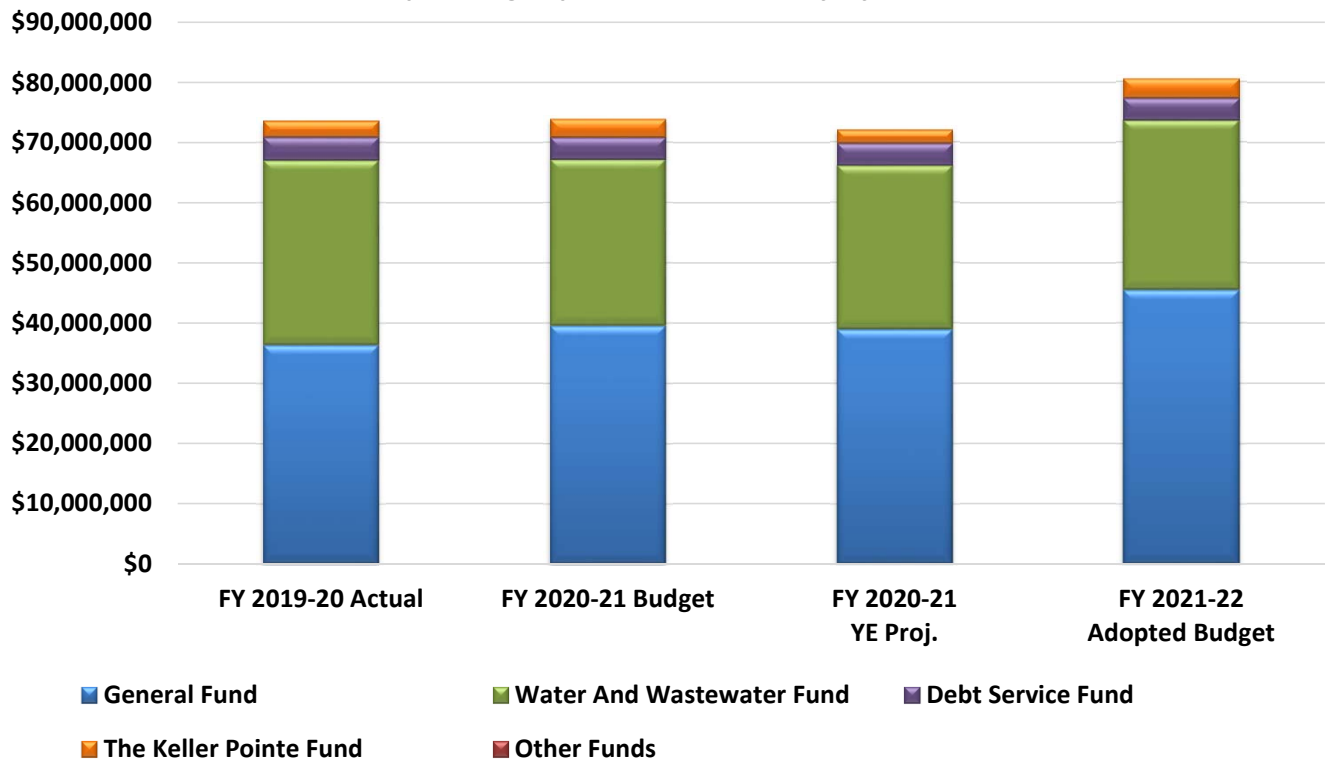
**Operating Expenditure Summary By Category**



## FY 2021-22 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
General Fund	\$ 36,354,082	\$ 39,547,720	\$ 38,895,351	\$ 45,445,179
Water And Wastewater Fund	30,706,814	27,599,670	27,208,234	28,165,229
Drainage Utility Fund	1,877,606	1,852,221	1,740,888	1,719,725
Keller Development Corporation Fund	2,542,750	3,309,721	3,165,034	3,636,599
The Keller Pointe Fund	2,677,537	3,017,144	2,255,819	3,286,383
Keller Crime Control And Prevention District Fund	1,525,930	2,020,786	2,241,731	2,067,228
Street And Sidewalk Improvements Fund	1,801,609	1,526,609	1,526,609	1,800,057
Debt Service Fund	3,832,780	3,670,321	3,663,508	3,637,844
Information Technology Fund	2,182,928	2,902,664	2,826,804	2,359,404
Public Safety Special Revenue Fund	107,748	144,638	85,925	83,545
Recreation Special Revenue Fund	95,589	289,412	171,044	159,221
Municipal Court Special Revenue Fund	75,692	82,707	82,707	54,471
Public Education And Government Cable Franchise Fee Fund	66,504	153,600	90,488	203,500
Community Clean-Up Fund	-	39,631	39,631	39,631
Self Insurance Fund	-	-	-	4,541,645
Fleet Replacement Fund	2,077,821	633,632	709,044	2,013,813
Facility Capital Replacement Fund	13,803	181,445	84,515	1,034,470
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,939,195</b>	<b>\$ 86,971,921</b>	<b>\$ 84,787,332</b>	<b>\$ 100,247,944</b>

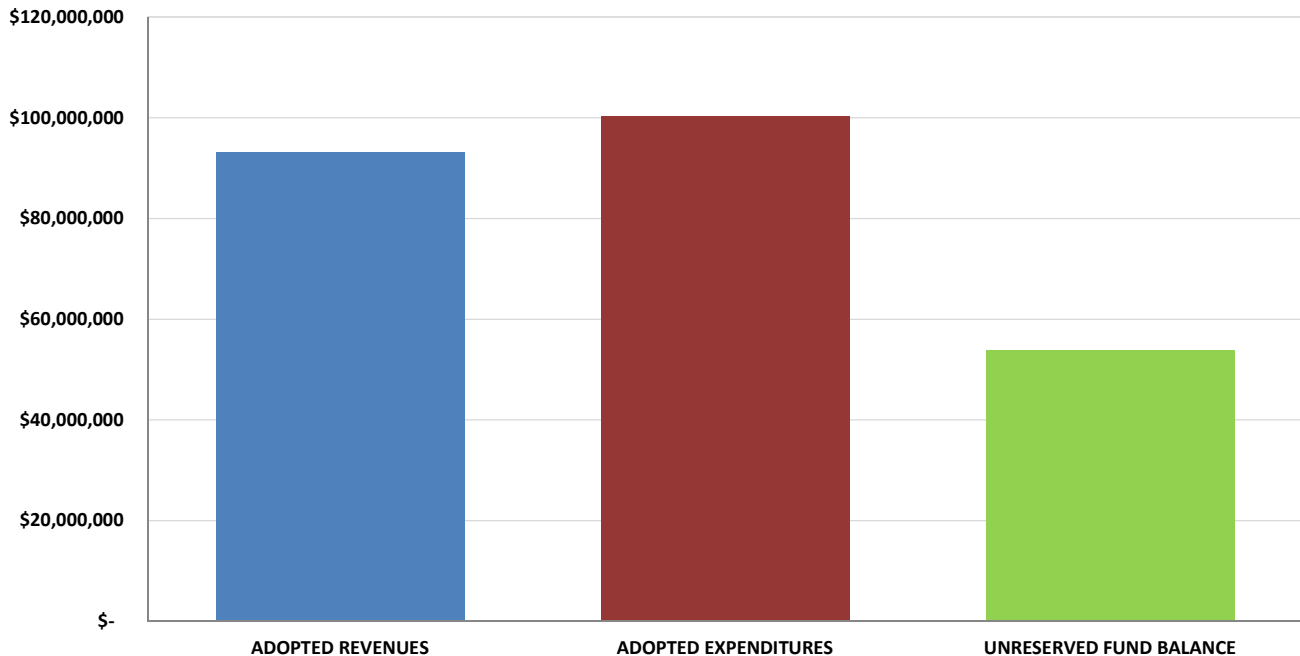
### Operating Expenditure Summary By Fund



## FY 2021-22 CONSOLIDATED PROJECTED FUND BALANCES

	9/29/2020 Unreserved Fund Balance	FY 2020-21 YE Proj. Revenues	FY 2020-21 YE Proj. Expenditures	9/29/2021 Projected Unreserved Fund Balance	FY 2021-22 Adopted Budget Revenues	FY 2021-22 Adopted Budget Expenditures	9/30/2022 Projected Unreserved Fund Balance
General Fund	\$ 26,311,314	\$ 39,827,075	\$ 38,895,351	\$ 27,243,038	\$ 40,363,799	\$ 45,445,179	\$ 22,161,658
Water And Wastewater Fund	7,503,087	25,038,952	27,208,234	5,333,805	28,203,138	28,165,229	5,371,714
Drainage Utility Fund	1,857,077	1,500,958	1,740,888	1,617,147	1,449,159	1,719,725	1,346,581
Keller Development Corporation Fund	3,742,458	3,594,092	3,165,034	4,171,516	3,637,996	3,636,599	4,172,913
The Keller Pointe Fund	855,780	2,589,069	2,255,819	1,189,030	3,029,742	3,286,383	932,389
Keller Crime Control And Prevention District Fund	5,651,877	1,786,285	2,241,731	5,196,431	1,886,171	2,067,228	5,015,374
Street And Sidewalk Improvements Fund	639,727	1,783,473	1,526,609	896,591	1,805,153	1,800,057	901,687
Debt Service Fund	3,253,941	3,722,011	3,663,508	3,312,444	3,612,468	3,637,844	3,287,068
Information Technology Fund	1,505,262	2,330,459	2,826,804	1,008,917	2,389,964	2,359,404	1,039,477
Public Safety Special Revenue Fund	225,526	63,982	85,925	203,583	81,461	83,545	201,499
Recreation Special Revenue Fund	240,919	103,881	171,044	173,756	148,683	159,221	163,218
Municipal Court Special Revenue Fund	226,765	51,555	82,707	195,613	80,125	54,471	221,267
Public Education And Government Cable Franchise Fee Fund	591,657	97,027	90,488	598,196	108,460	203,500	503,156
Community Clean-Up Fund	324,867	43,398	39,631	328,634	44,816	39,631	333,819
Self-Insurance Fund	3,642,147	1,000,000	-	4,642,147	4,581,640	4,541,645	4,682,142
Fleet Replacement Fund	2,092,311	1,498,356	709,044	2,881,623	1,520,003	2,013,813	2,387,813
Facility Capital Replacement Fund	1,553,712	384,386	84,515	1,853,583	256,350	1,034,470	1,075,463
<b>TOTAL</b>	<b>\$ 60,218,427</b>	<b>\$ 85,414,959</b>	<b>\$ 84,787,332</b>	<b>\$ 60,846,054</b>	<b>\$ 93,199,128</b>	<b>\$ 100,247,944</b>	<b>\$ 53,797,239</b>

### FY 2021-22 Operating Budget Fund Balance Summary



# FY 2021-22 STATISTICAL ANALYSIS

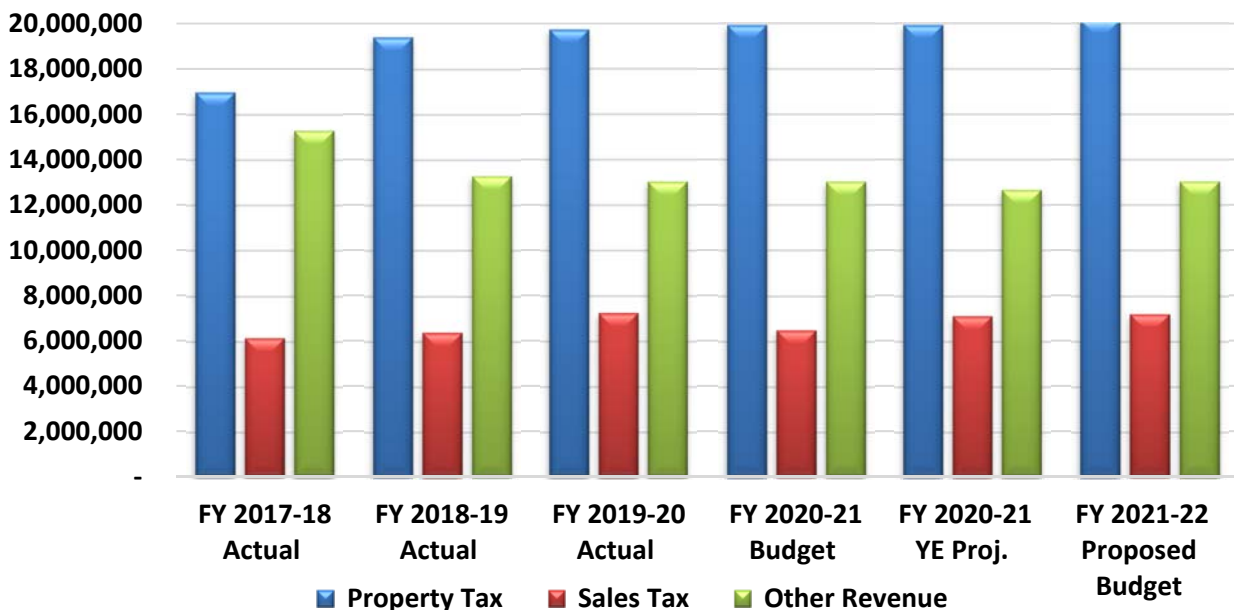
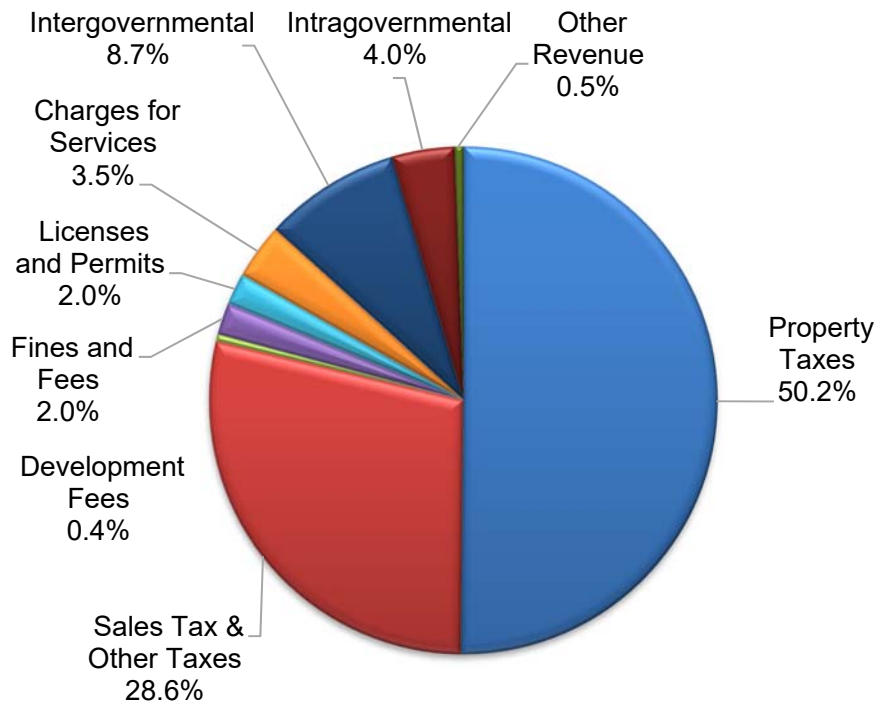
This statistical analysis summarizes the FY 2021-22 Adopted Budget by providing a summary of the revenue and expenditures of the city's various funds, and a comparison to FY 2020-21 budget and year-end projections.

## GENERAL FUND

### Revenue Assumptions:

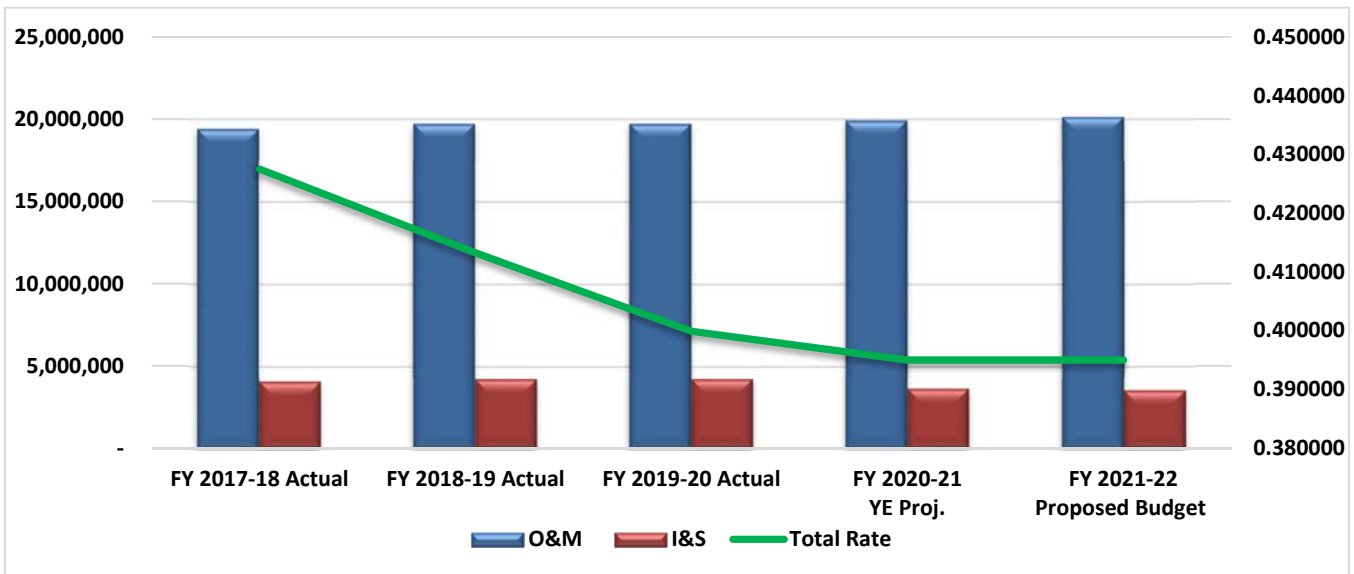
The budget takes a conservative approach in dealing with revenues, especially growth-oriented revenues. Adopted revenues for FY 2021-22 are \$40,363,799, and assume an overall increase of 2.0% over the FY 2020-21 budget and an overall increase of 1.3% from FY 2020-21 projections. The city's General Fund operations are derived from eight major revenue categories, with ad valorem tax being the largest category at 50.2% and sales and other taxes the second largest at 28.6%. The pie chart shows the revenue percentage breakdown by category, and the bar graph shows the growth of ad valorem tax, sales and all other revenues over five years.

### General Fund Revenues



**Ad Valorem Taxes:**

Ad valorem tax is the largest revenue source for the City of Keller and is split between the General Fund (Operations and Maintenance tax rate) and Debt Service (Interest and Sinking tax rate). The adopted FY 2021-22 rate is \$0.395 per \$100 of taxable value (/100), which is the same as the FY 2020-21 rate and is under both the no new revenue tax rates and the voter-approval tax rate. The total levy will increase by \$123,754 or 0.5%. Had it not been for the new levy, which added \$281,397, the existing levy would have decreased by \$157,074. For the average household, the taxable value has decreased from \$351,817 to \$347,898 which reflects a homestead exemption increase from 14% to 20%. With the flat ad valorem rate and the increased homestead exemption, the average home ad valorem levy decrease is \$15.48 or \$1.29 per month. Without the increased exemption, the average household levy would have increased by \$87.58 or \$7.30 per month. The estimated property tax revenue for FY 2021-22 is \$23,706,216 for all funds.

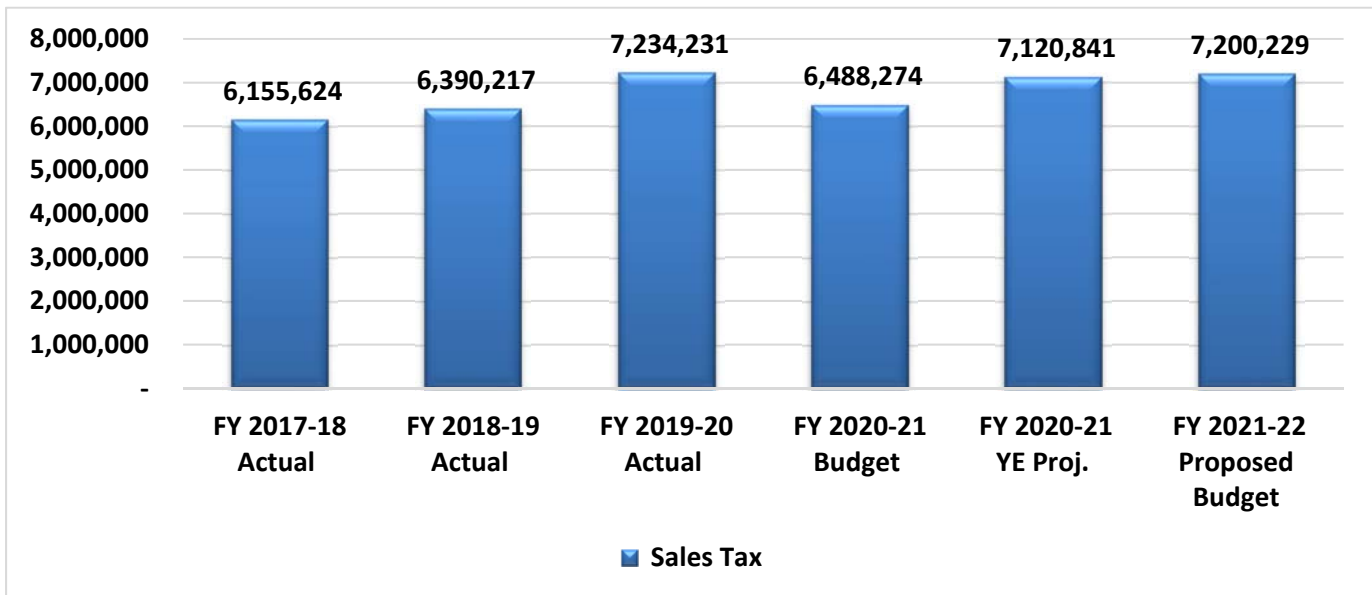


The Operations and Maintenance (O&M) rate is \$0.33603/\$100, which is an increase from the FY 2020-21 rate of \$0.32419/\$100. O&M revenue is anticipated to be \$20,144,362 or 85.0% of property tax collected. The General Fund property tax growth will increase by \$226,426 or 1.12%. The interest and sinking rate (I&S) is \$0.05897/\$100 and is a decrease from the FY 2020-21 rate of \$0.07081/\$100. I&S revenue is anticipated to be \$3,561,854, which is a decrease of \$100,023 or 2.7%.

**Sales and Use Tax Collections:**

The second largest General Fund revenue source is Sales Tax. The city's total sales tax rate is 2 cents per \$1 with 1 cent going to the General Fund; a 1/2-cent going to the Keller Development Corporation for parks capital projects, as approved by voters in January 1992; a 1/4-cent going to street maintenance, as approved by voters in November 2019; and a 1/4-cent going to the Keller Crime Control District, as approved by voters in November 2001. Anticipated FY 2021-22 sales tax revenue is \$14,316,571, and of this amount approximately half, or \$7,200,229, will go to the General Fund. Sales tax is approximately 11.0% up over this time last year.

FY 2021-22 Budget	\$7,200,229	
% of Fund Revenue	17.87%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$711,955	11.0%
FY 2020-21 Projection	\$79,388	1.1%



**Other Taxes (Franchise Fees & Mixed Beverage Tax):**

FY 2021-22 Budget	\$4,336,146	
% of Fund Revenue	10.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(17,655)	(0.4)%
FY 2020-21 Projection	\$60,641	1.4%

**Other Taxes (Franchise Fees & Mixed Beverage Taxes)** are comprised of mixed beverage and franchise taxes, with the latter accounting for approximately 96.4% of these revenues. Franchise taxes are fees charged for the continued use of public property (rights-of-way) and are collected from utility companies, including the City of Keller's Water & Wastewater Utility, and Drainage Utility funds. Revenues are based on trends that reflect decreasing cable franchise fees. Electric franchise fees have been decreasing as rates continue to lower and telecommunications franchise fees have decreased as cable subscriptions continue to decline. In 2019 the Texas Legislature passed SB 1152, which relates to the payment of certain fees to municipalities by companies that provide telecommunications, cable or video services. Declines in franchise fee revenue may be attributed to this legislation. Mixed beverage tax is related to mixed alcohol beverage sales in restaurants and pubs within the city and is showing a slight decline.



**Licenses and permits:**

FY 2020-22 Budget	\$810,068	
% of Fund Revenue	2.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$30,437	3.9%
FY 2020-21 Projection	\$(78,606)	(8.8)%

Licenses and permits include building permits and fees, plumbing permits, mechanical permits, electrical permits, fence permits, and sign and other miscellaneous permits. Overall, development activity appears to be decreasing as the city reaches buildout, however the Center Stage Development will provide a one-time increase to revenue, which has been accounted for in year-end projections and the FY 2021-22 budget. The major revenue item in this category is building permits, which are projected to be \$709,390 in FY 2021-22 an increase of \$18,962 from the FY 2020-21 budget. Overall, license and permit revenue is expected to see an increase.

**Charges for Services:**

FY 2021-22 Budget	\$1,423,327	
% of Fund Revenue	3.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$43,308	3.1%
FY 2020-21 Projection	\$25,237	1.8%

Charges for services include revenues from ambulance services, use of city property (park and facility rentals, and communications tower leases) and Town Center Property Owner Association fees. Ambulance services account for \$975,653 of the total for FY2021-22. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are up from FY 2020-21 budget due to the three-year average and trend data. The year-end projection was used to create the FY 2021-22 budget.

**Fines and Fees:**

FY 2021-22 Budget	\$823,320	
% of Fund Revenue	2.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(131,557)	(13.8)%
FY 2020-21 Projection	\$251,489	44.0%

Fines and fees include Municipal Court fines, false alarm fees, animal control fees, inspection fees and construction plan review fees. Municipal Court fines comprise the majority of the revenue increase and result from Class C misdemeanor violations occurring within the city limits.

**Development Fees:**

FY 2021-22 Budget	\$ 179,073	
% of Fund Revenue	0.4 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(21,077)	(10.5)%
FY 2020-21 Projection	\$(147,325)	(45.1)%

Development Fees include paving and drainage inspection, construction plan review, zoning and subdivision fees, and developer fees for street lighting. Generally, the city uses three-year averaging for

these service charges to create revenue estimates for the upcoming year. FY 21 includes one-time drainage fees related to Center Stage.

**Intragovernmental Revenue:**

FY 2021-22 Budget	\$1,617,630	
% of Fund Revenue	4.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$53,006	3.4%
FY 2020-21 Projection	\$61,030	3.9%

Intragovernmental revenue includes transfers for administrative services from the Water and Wastewater and Keller Development Corporation funds. Transfers are based upon prior-year actual expenditures and a set ratio of estimated departmental activity for that fund. The transfers will increase or decrease annually as activity in the General Fund departments change. In addition, the transfers include a Payment In Lieu of Taxes (PILOT), and the transfer amount increases or decreases as the Water and Wastewater Fund asset value increases or decreases.

**Intergovernmental Revenue:**

FY 2021-22 Budget	\$3,509,558	
% of Fund Revenue	8.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$179,022	5.4%
FY 2020-21 Projection	\$230,378	7.0%

Intergovernmental revenue includes revenues from the Town of Westlake of \$1,040,363 for police operation services resulting from a contract between Keller and Westlake; from the City of Southlake of \$1,222,208 for combined jail, communications and animal adoption services; from the City of Colleyville of \$865,404 for combined jail, communications and animal adoption services; from the City of Roanoke of \$198,019 for combined jail and animal control services; and reimbursements from the Keller Independent School District of \$183,564 for funding of a school resource officer at Keller High School. Increases in personnel and service costs are shared with our regional partners and are reflected in the additional revenues.

**Other Revenues:**

FY 2021-22 Budget	\$ 221,759	
% of Fund Revenue	0.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(227,412)	(55.6)%
FY 2020-21 Projection	\$(119,611)	(35.0)%

Other Revenues include interest revenue, miscellaneous revenue and rebates, and public art donations. These vary depending on interest rates and various donations. Year-end projections and FY 2021-22 adopted revenue reflect a three-year-trend approach to budgeting interest income and reflect a decrease in return on investments. The FY 2020-21 budget includes one-time insurance proceed revenues of \$144,920 from freeze damage facilities from the February 2021 winter storm.

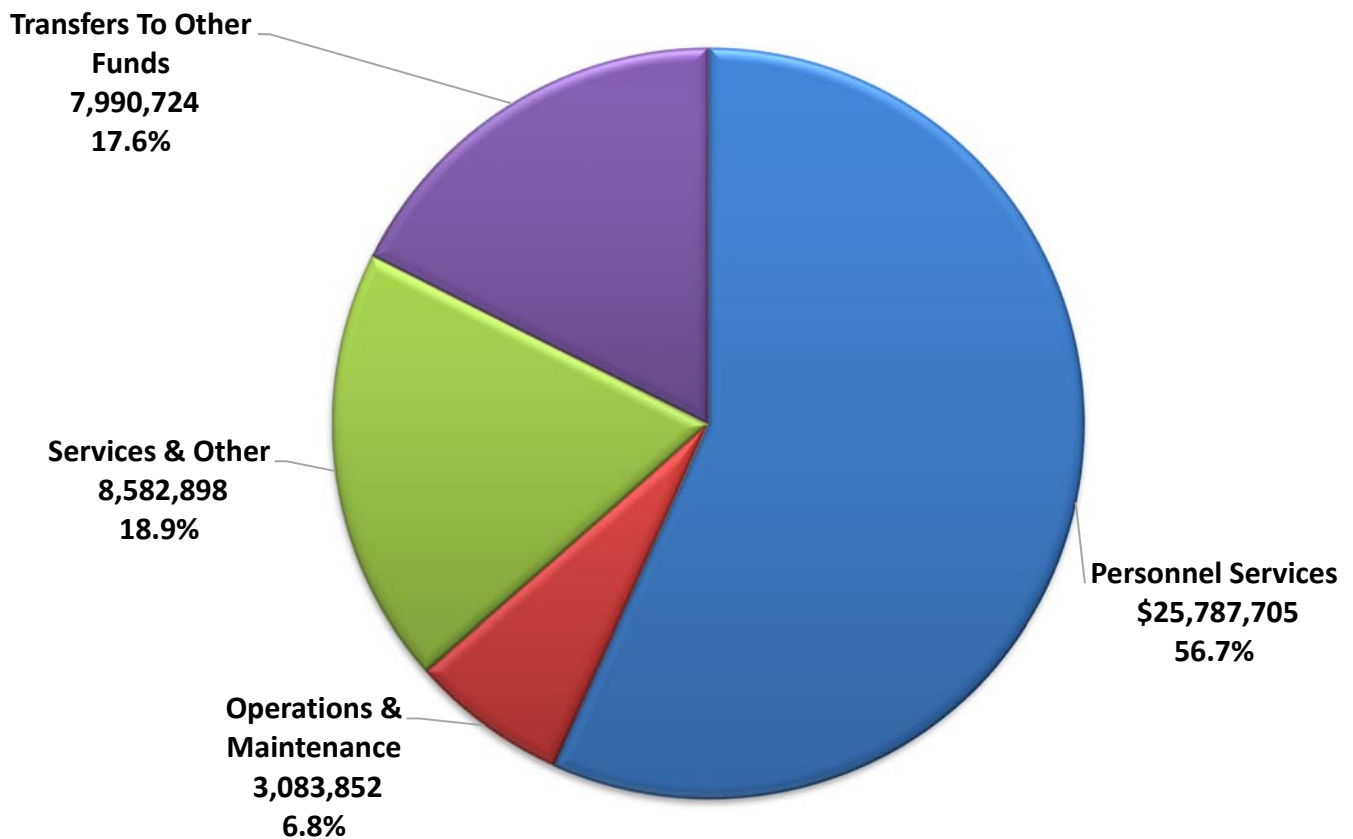
**Expenditure Synopsis:**

General Fund expenditures total \$45,445,179 for FY 2021-22, which is an increase of \$5,897,459 or 14.9%, from the FY 2020-21 budget and an increase of \$6,549,828 or 16.8% from year-end projections. Of the \$45,445,179, ongoing expenditures are \$37,746,307 and one time expenditures are \$7,698,872. A breakdown and description of the General Fund expenditures by account category and by function are provided below.

**Expenditures by Account Category**

The General Fund is broken into five major categories: personnel services, operations and maintenance, services and other, transfers to other funds and capital outlay. Personnel costs, including any increases in compensation rates, are calculated in conjunction with the Human Resources Department. All other costs are based on the previous year's revised funding level minus any one-time costs from the previous year. In order for departments to receive an increase in funding, either an adjustment to base request must be approved by the City Manager or an enhancement must be approved by City Council. Below is a breakdown of FY 2021-22 account category expenditures.

**FY 2021-22 General Fund Expenditures by Category**



**Personnel Services:**

FY 2021-22 Budget	\$25,787,705	
% of Fund Expenditures	56.7%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$2,003,119	8.4%
FY 2020-21 Projection	\$1,699,391	7.1%

As the city is a service organization, personnel services is the single largest expenditure category for the General Fund and includes the costs related to salaries, insurance and retirement. Year-end projections reflect cost savings due to retirements, vacancies and re-organizations within the city during FY 2020-21. The FY 2021-22 budget maintains the 2% step plan for sworn public safety personnel. Police officer, firefighter/EMTs, firefighter/paramedics, the fire marshal and the fire training officer will receive a 3% market adjustment, totaling to a 5% raise (step plus market). All other sworn positions will receive a 1.5% market adjustment, totaling to a 3.5% raise. Also included in the budget is a 4.0% merit increase for civilian employees. All increases would be implemented on October 1, 2021 for eligible employees. In addition, a Detention Officer is being added to the Jail, a dispatcher is reclassified to a NETCOM Assistant Manager.

As part of the conservative approach to budgeting, the City does not budget for vacancy savings. In FY 2020-21, the city council approved a budget amendment to transfer \$1,000,000 in vacancy savings to the Self-Insurance Fund which will begin in FY 2021-22. The FY 2020-21 personnel budget increased by 8.4% from the FY 2020-21 amended budget due to the transfer. Prior to the amendment, FY 2021-22 personnel costs are only increasing by \$1,003,119 or 4.0%.

**Operations & Maintenance:**

FY 2021-22 Budget	\$3,083,852	
% of Fund Expenditures	6.5%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(114,616)	(3.6)%
FY 2020-21 Projection	\$189,035	6.5 %

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds and building maintenance costs. FY 2021-22 includes on-going funding increase of \$11,000 for library materials related to the new Metroshare Library association, on-going funding of \$16,500 for operational costs at the new Senior Activity Center, and one-time funding of \$35,000 for emergency siren repairs. FY 2020-21 included one-time repairs of \$216,823 due to freeze damage from the February winter storm.

**Services & other:**

FY 2021-22 Budget	\$8,932,230	
% of Fund Expenditures	18.9%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(349,332)	(3.9)%
FY 2020-21 Projection	\$298,614	3.6 %

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. For FY 2021-22, the Economic Incentives line-item

has decreased by \$282,128 based upon current incentive schedule but is an increase of \$85,123 from year-end projections. In addition, FY 2021-22 includes adding \$76,789 for the new Senior Activity operational service costs, \$50,000 for special events, and \$44,445 for increased property/liability insurance costs. In Community Development, \$65,000 is added for new software. In Parks and Recreation, \$20,812 is added for mowing services. In Public Works, there is on time funding of \$32,000 is added for a replacement asphalt tack trailer, and \$22,000 for a replacement message board.

**Transfers to other funds:**

FY 2021-22 Budget	\$7,990,724	
% of Fund Expenditures	17.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$4,367,788	120.6%
FY 2020-21 Projection	\$4,367,788	120.6%

Transfers to other funds reflects the annual Facility Equipment Replacement Fund transfer from the General Fund for \$243,067, the annual Recreation Special Revenue transfer for \$47,600, and the transfer to capital project funds for the General Fund cash funding of various capital projects. For FY 2021-22, the General Fund will fund sidewalk repair for \$3,500,000, the Shady Grove Reconstruction Project for \$2,000,000, street reconstruction for \$1,800,057, and Bear Creek bridge erosion project for \$400,000. For FY 2020-21 the General Fund funded the Shady Grove Reconstruction project for \$1,000,000, sidewalk construction and repair for \$370,336, and bar ditch maintenance for \$30,000. A budget amendment was approved at the end of the fiscal year to transfer \$1,000,000 to the Self-Insurance fund.

**Capital Outlay:**

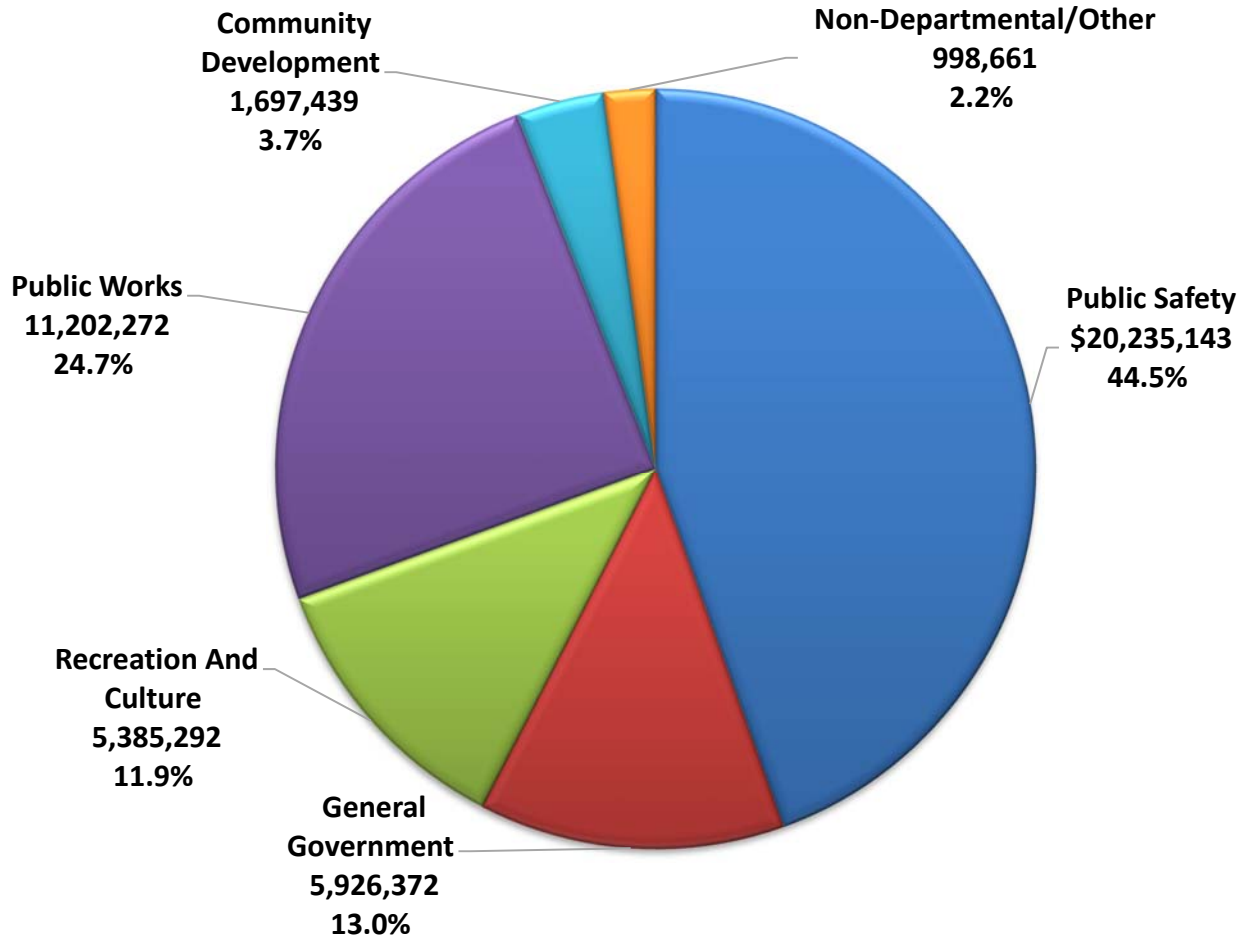
FY 2020-21 Budget	\$ 0	
% of Fund Expenditures	0.0%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(9,500)	(100)%
FY 2019-20 Projection	\$(5,000)	(100)%

Capital outlay includes expenditures for new assets, or replacements or improvements to existing assets over \$5,000 and anticipated useful life over one year. Capital outlay expenditures for FY 2021-22 are \$0. In FY 2020-21, capital outlay included \$9,500 for office furniture replacements, which has been moved to supplies.

**Expenditures by Activity**

There are five main functions in the General Fund: public safety, general government, recreation and culture, public works and community development. A breakdown of FY 2021-22 departmental expenditures and a brief description are given comparing the departments to the FY 2020-21 budget and year-end projections. Below, a pie chart shows the percentage breakdown of each function and a bar graph shows the expenditure growth of each function compared to population growth.

## FY 2021-22 General Fund Expenditures by Function



**Public Safety:**

FY 2021-22 Budget	\$20,235,143	
% of Fund Expenditures	44.5 %	
<u>Compared to</u>	<u>\$</u>	<u>% Growth</u>
FY 2020-21 Budget	\$1,255,239	6.7%
FY 2020-21 Projection	\$1,277,178	6.6%

The Public Safety function handles all aspects related to citizen protection and is made up of the Police and Fire departments. The largest expenditure in public safety is personnel, which will increase \$748,649 related to the market adjustments and the 2% step plan discussed in the personnel section. While personnel costs for both departments have increased, FY 2020-21 year-end projections indicate salary savings. For FY 2021-22, one detention officer is being added to the Jail, one dispatcher position is being reclassified to NETCOM Assistant Manager, and one School Resource Officer position is being increased from a less-than full-time position (0.75 FTE) to a full-time position (1.0 FTE). The Keller Westlake Fire Departments are in the process of a consolidation feasibility study that will be ongoing throughout FY 2021-22.

**General Government**

FY 2021-22 Budget	\$5,926,372	
% of Fund Expenditures	13.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(146,483)	(2.4)%
FY 2021-22 Projection	\$514,982	9.5 %

This function handles the administrative functions of the city and is comprised of the City Council & Mayor, City Manager & Administration, Town Hall Operations, Finance & Accounting, Municipal Court, Human Resources and Economic Development departments. For FY 2021-22, Economic Development includes a reduction in funding of \$282,128, based upon current Economic Development Incentives. FY 2021-22 also includes a reduction in the Human Resources budget of \$63,030 for broker services which has been moved to the Self Insurance Fund.

**Recreation & Culture:**

FY 2021-22 Budget	\$5,385,292	
% of Fund Expenditures	11.9 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$281,484	5.5%
FY 2020-21 Projection	\$346,768	6.9%

The recreation & culture function includes the Keller Public Library, Keller Senior Activities Center, Keller Sports Park, Parks & City Grounds, and Keller Town Center. The Parks and Recreation Department has an increase of \$50,000 for the July 4<sup>th</sup> event. The Senior Services Division has an increase FY 2021-22 of \$93,289 due to the operating costs of the new Senior Center. In the Library Department there is an increase of \$33,915 largely related to the new consortium costs, software, and office equipment lease.

**Public Works:**

FY 2021-22 Budget	\$11,202,272	
% of Fund Expenditures	24.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$5,461,698	95.1%
FY 2020-21 Projection	\$5,385,370	92.6%

The Public Works function is related to Street Maintenance, Engineering & Inspections, Street Lighting and Public Works Administration. For FY 2021-22, the budget includes one-time capital project fund transfers for \$3,500,000 for sidewalk repairs, \$2,000,000 for Shady Grove Reconstruction Project, \$1,800,057 for street reconstruction, and \$400,000 for the Bear Creek Bridge Erosion project. The Public works budget also includes \$32,000 for a replacement asphalt tack trailer and \$22,000 for a replacement message board.

For FY 2020-21, the budget included one-time capital project fund transfers for the Shady Grove (Keller Smithfield to Smithfield) Reconstruction Project for \$1,000,000, \$830,000 for bar ditch maintenance, and \$370,336 for sidewalk construction and repair.

**Community Development:**

FY 2021-22 Budget	\$1,697,439	
% of Fund Expenditures	6.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$96,725	6.0%
FY 2020-21 Projection	\$47,456	2.9%

For 2021-22, the Community Development budget \$20,000 for one-time commercial inspections of Center Stage, \$12,000 added to banking service charges in Community Development  
The increase in Community Development is attributed to 65,000 for new community development software.

**Non-Departmental/Other:**

FY 2021-22 Budget	\$998,661	
% of Fund Expenditures	2.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(1,021,957)	(50.6)%
FY 2020-21 Projection	\$(1,021,926)	(50.6)%

Non-Departmental/Other reflects citywide expenditures such as the Facility Equipment Replacement Fund, postage, NETCOM radio maintenance agreement, and property and liability insurance.

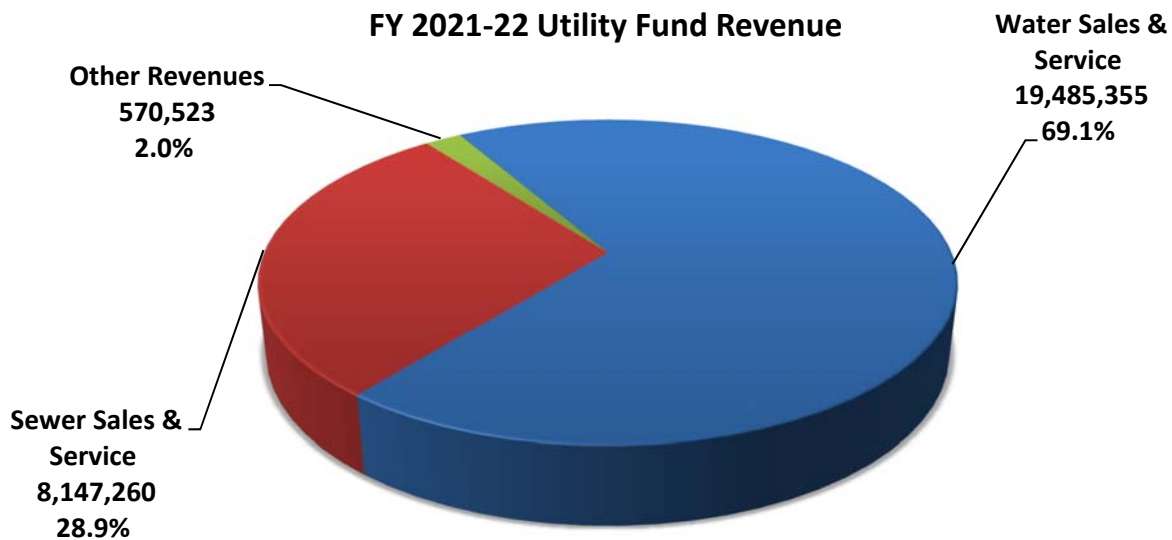
A budget amendment was approved at the end of the FY 2021-22 fiscal year to transfer \$1,000,000 to the Self-Insurance fund which was funded in the Non-Departmental Department.



## WATER AND WASTEWATER FUND

### Revenue Assumptions:

The Water and Wastewater Fund revenues for FY 2021-22 are \$28,203,138, and will have an overall increase of \$602,118, or 2.2%, from the FY 2020-21 budget and an increase of \$3,164,186, or 12.6%, compared to year-end projections. In the Water and Wastewater Fund, there are three major revenue categories: Water Sales & Service, Sewer Sales & Service and Other Revenues. Breakdowns of each revenue category for the Utility Fund and a brief description are provided. Below, a pie chart shows the category breakdown by percentage and a bar graph shows revenue growth compared to account growth.



### Water Sales and Service:

FY 2021-22 Budget	\$19,485,355	
% of Fund Revenues	69.1%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$940,095	5.1%
FY 2020-21 Projection	\$2,077,499	11.9%

The water rate structure is split between costs related to the purchase of wholesale water from the City of Fort Worth, also called the “pass-thru,” and the cost of providing water services. Wholesale water represents 33.3% of the Water and Wastewater Fund budget, and costs are anticipated to increase based upon both the five-year consumption model and Fort Worth increasing costs by 9.5%. As such, the pass-thru water rate will increase for the year by 7.72%. The city rate will increase by 1.5%, which is related to the operational cost plus preparing for future capital needs. The city rate increase is also related to higher levels of precipitation the past few years. With the city rate increase, the combined impact on the average household will be a 4.7% increase, or an increase of \$3.75 per month.

**Sewer Sales & Service:**

FY 2021-22 Budget	\$8,147,260	
% of Fund Revenues	28.9%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(332,750)	(3.9)%
FY 2020-21 Projection	\$996,929	13.9%

As with the water rates, the rate structure for Sewer Sales & Service is split between the pass-thru cost of the Trinity River Authority wastewater treatment plant and the cost of providing wastewater services. TRA represents 14.3% of the Water and Wastewater Fund budget and is anticipated to increase by 13.65%. The pass-thru wastewater rate will increase by 6.5%, and the city rate will increase by 1.5% as a result of future capital wastewater project needs. The combined impact on the average household will be an increase of 3.4%, or \$1.22 per month.

**Other Revenues:**

**Taps and Miscellaneous Fees:**

FY 2021-22 Budget	\$ 512,901	
% of Fund Revenues	1.8%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$45,212	9.7%
FY 2020-21 Projection	\$111,520	27.8%

The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are lower than the adopted budget as they are lower than the three-year average.

**Interest Income:**

FY 2021-22 Budget	\$ 16,209	
% of Fund Revenues	0.1%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(25,815)	(61.4)%
FY 2020-21 Projection	\$(24,074)	(59.8)%

Interest income is revenue created by investing working capital into investment pools. The FY 2021-22 budget is based upon three-year averaging and reflects a decrease in year-end projections.

**Miscellaneous Revenues:**

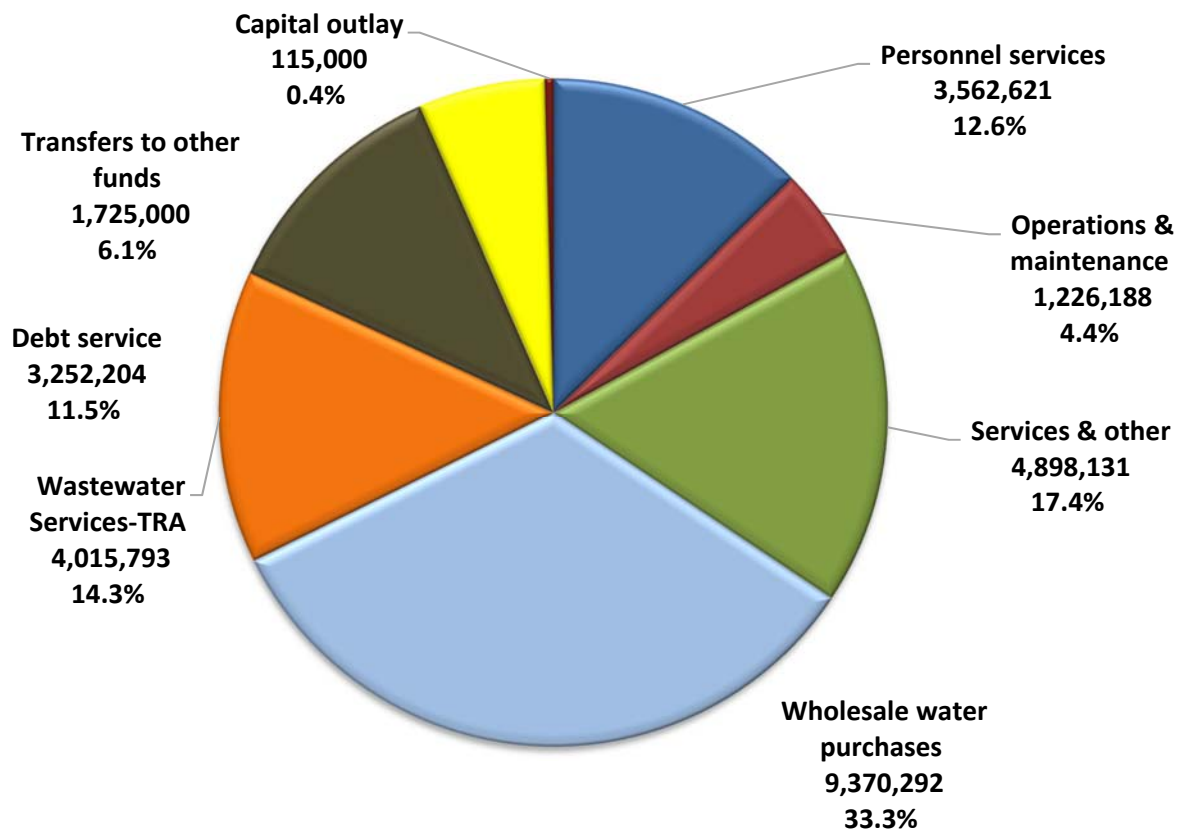
FY 2021-22 Budget	\$ 41,413	
% of Fund Revenues	0.1%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(24,624)	(37.3)%
FY 2020-21 Projection	\$(26,365)	(38.9)%

All additional revenues are combined to create the Other Revenue category, which includes an increase in the intergovernmental agreement with Southlake for wastewater reimbursement based upon use. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are lower than the adopted budget as they are lower than the three-year average.

**Expenditure Synopsis:**

Water & Wastewater Utility Fund expenditures total \$28,165,229 for FY 2021-22, which is an increase of \$565,559 or 2.1% from the FY 2020-21 budget, and an increase of \$956,995 or 3.5% over projections. The Fund is broken into eight major categories: personnel, operations and maintenance, services and other, wholesale water purchases, wastewater services - TRA, debt service, transfers to other funds and capital outlay. Personnel costs, including any increases in compensation rates, are calculated by the Finance Department. Capital outlay costs consist of large one-time costs and capital rehabilitation programs, such as waterline repairs and replacements. All other costs are based on the previous year's revised funding level minus any one-time costs from the previous year. Below is a breakdown of FY 2021-22 categories by percentage.

**FY 2021-22 Water & Wastewater Fund Expenditures by Category**



**Personnel Services:**

FY 2021-22 Budget	\$3,562,621		
% of Fund Expenditures	12.6%		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2020-21 Budget	\$124,410	3.6%	
FY 2020-21 Projection	\$282,359	8.6%	

Like the General Fund, the Water and Wastewater Fund's adopted budget includes a 4.0% merit increase for civilian employees. All increases would be implemented on October 1, 2021 for eligible employees.

**Operations and maintenance:**

FY 2021-22 Budget	\$1,226,188		
% of Fund Expenditures	4.4%		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2020-21 Budget	\$ 8,980	0.7 %	
FY 2020-21 Projection	\$(48,990)	(3.8)%	

Operations and maintenance budgets include expendable materials and operating supplies necessary to conduct departmental activities. The budget is being decreased in various supplies and materials line-items based upon historical spending and will have no impact to service levels.

**Services and other:**

FY 2021-22 Budget	\$4,898,131		
% of Fund Expenditures	17.4%		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2020-21 Budget	\$11,386	0.2%	
FY 2020-21 Projection	\$179,064	3.8%	

Services and other expenditures include expenditures for professional services, utilities, liability insurance premiums and other general expenditures. FY 2021-22 includes \$95,000 for a replacement wheel loader and \$42,000 for a forklift.

**Wholesale Water Purchases:**

FY 2021-22 Budget	\$9,370,292		
% of Fund Expenditures	33.2%		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2020-21 Budget	\$728,585	8.4%	
FY 2020-21 Projection	\$728,585	8.4%	

The City of Keller purchases water from the City of Fort Worth and the projected cost is based upon a five-year rolling consumption average multiplied by any rate change by Fort Worth. FY 2021-22 is based upon the five-year average consumption multiplied by the Fort Worth rate increase of 9.5%.

**Wastewater Services - TRA:**

FY 2021-22 Budget	\$4,015,793	
% of Fund Expenditures	14.3%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$389,156	10.7%
FY 2020-21 Projection	\$288,785	7.7%

Wastewater treatment is the second largest expense within the Water and Wastewater Fund. The city holds a contract with TRA for wastewater treatment and collection services. TRA Costs for the service are anticipated to increase by 13.65% both due to growth in the city and actual costs to provide the service. Increases in this area are charged as a pass-thru and are based upon TRA's annual budget requirement.

**Debt Service:**

FY 2021-22 Budget	\$3,252,204	
% of Fund Expenditures	11.5%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(11,601)	(0.4)%
FY 2020-21 Projection	\$(8,903)	(0.3)%

Debt services relates to the debt obligations made to fund water and wastewater system improvements. For FY 2021-22, the does not anticipate issuing debt.

**Transfers:**

FY 2021-22 Budget	\$ 1,725,000	
% of Fund Expenditures	6.1%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(513,905)	(23.0)%
FY 2020-21 Projection	\$(513,905)	(23.0)%

Transfers relate to the annual cash funding of capital projects and are moved into project accounts in capital improvement project (CIP) funds. For FY 2021-22, the Water and Wastewater CIP includes the Knox tank mixer for \$600,000, tank maintenance for \$350,000, 2021 SWIFT for \$250,000, wastewater line repair and replacements for \$165,000, Shady Hollow Lift Station for \$140,000, Sanitary Sewer Evaluation Study/I&I for \$120,000, and water line replacements for \$100,000.

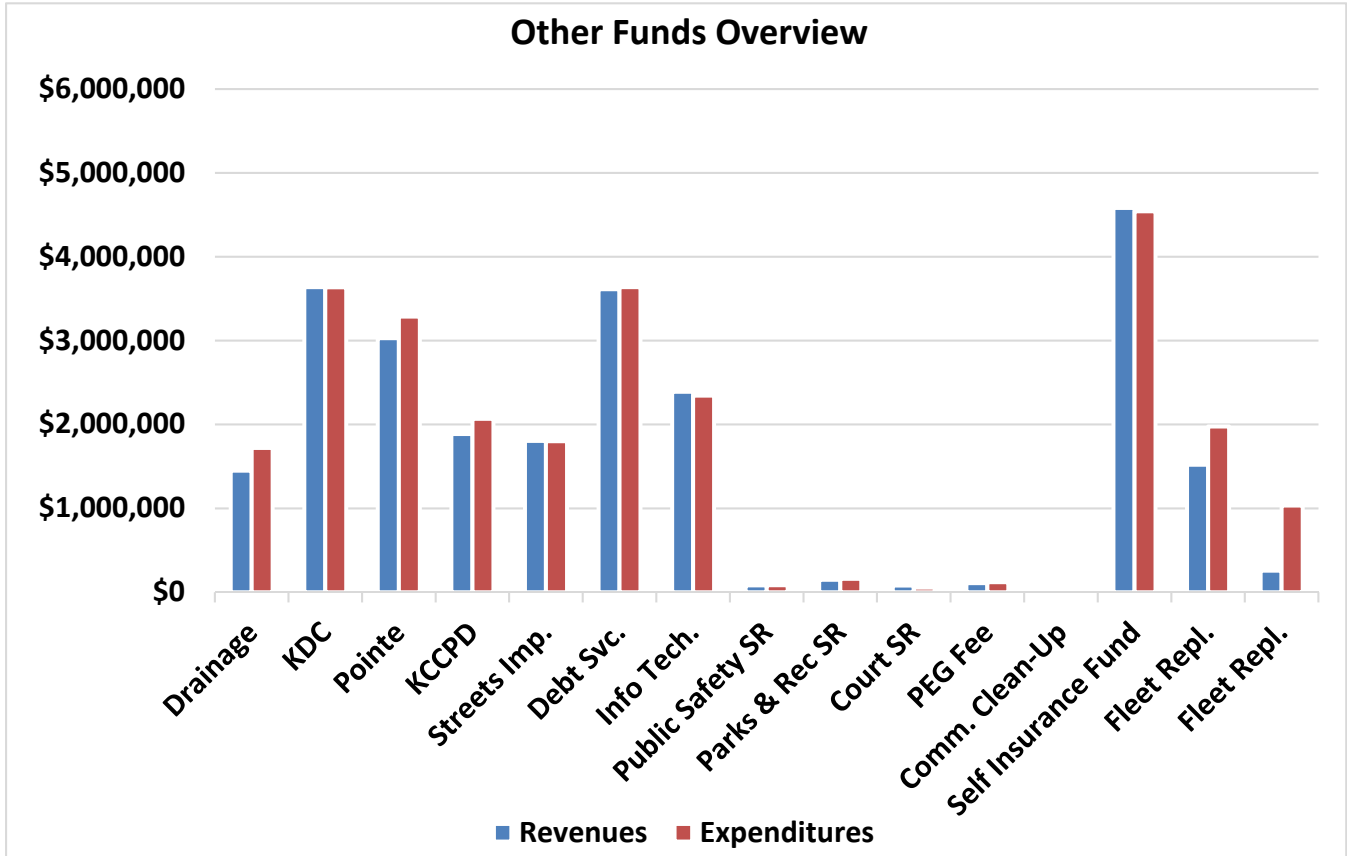
**Capital Outlay:**

FY 2021-22 Budget	\$ 115,000	
% of Fund Expenditures	0.4%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(171,452)	(59.9)%
FY 2020-21 Projection	\$50,000	76.9%

FY 2021-22 includes capital outlays of \$65,000 for concrete repairs, \$50,000 for the MSC kitchen upgrade. FY2020-21 included one-time line repairs for \$200,000 which have been removed.

## OTHER OPERATING FUNDS

The Other Operating Funds of the city include funds that are intended to be self-sufficient and/or have been created for a specific purpose as denoted by the name of the fund. A summary is provided below for these funds.



### Drainage

FY 2021-22 Revenues	\$1,449,159	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(56,212)	(3.7)%
FY 2020-21 Projection	\$(51,799)	(3.5)%
FY 2021-22 Expenditures	\$1,719,725	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(132,496)	(6.8) %
FY 2020-21 Projection	\$(21,163)	(1.2) %
Revenues – Expenditures	\$(270,556)	

Drainage utility fees account for 98.8% of the revenues to this fund. FY 2021-22 includes the one-time funding for the Bear Creek Culvert project of \$325,000 and the Stream Bank Erosion Study project for

\$100,000. FY 2020-21 included one-time capital project fund transfers for the Nightingale culvert project for \$325,000 and a drainage master plan update project for \$200,000

**Keller Development Corporation Fund**

FY 2021-22 Revenues	\$3,637,996	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$ 331,804	10.0%
FY 2020-21 Projection	\$ 43,904	1.2%
FY 2021-22 Expenditures	\$3,636,599	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$ 326,878	9.9%
FY 2020-21 Projection	\$ 471,565	15.0%
Revenues – Expenditures	\$1,397	

The KDC is a voter-approved 1/2-cent sales tax option dedicated to funding capital projects for park and recreation improvements. Projected revenue for year-end is anticipated to increase slightly. FY2021-22 includes one-time capital transfers for Keller Sports Park Parking Lot Improvements to the softball lot for \$790,000, Old Town Keller East/Bates St. project for \$685,000, Chase Oaks Activity Node Playground Replacement project for \$110,000. It also includes transfers for future trail system expansion for \$302,500 and parks capital replacement program for \$100,000. FY 2020-21 included one-time capital fund transfers for Keller Sports Park baseball lot parking lot improvements for \$600,000, Bear Creek parking lot improvements for \$225,000, Bear Creek Pond dredging for \$215,000, Bursey Ranch playground replacement for \$100,000, Sports Park Master Plan for \$77,500, and Matching Grant Funds for \$64,487. In addition to the one-time capital transfers, FY2020-21, also included the annual trail system expansion for \$275,000 and the parks capital replacement program for \$100,000.

**The Keller Pointe Fund**

FY 2021-22 Revenues	\$3,029,742	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$378,520	14.3%
FY 2020-21 Projection	\$440,673	17.0%
FY 2021-22 Expenditures	\$3,286,383	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$ 269,239	8.9%
FY 2020-21 Projection	\$1,030,564	45.7%
Revenues – Expenditures	\$(256,641)	

The Keller Pointe is an enterprise function intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support its direct operating costs. The primary source of revenue is generated through memberships and pass sales, with the second largest revenue source being programs. Revenues are based upon three-year trend data, which reduces revenue estimates from the FY 2021-22 year-end projections. In FY 2021-22 revenues are expected to bounce back up to near Pre-COVID 19 levels. The Marketing Specialist position from part-time (0.5 FTE) to full-time (1.0 FTE).

As The Pointe continues to recover from COVID-related impacts, this position will help to recruit new members and enhance the marketing reach of the various programming opportunities. There are large one-time expenditures for fitness equipment replacement at \$145,000 and indoor pool deck replacement for \$135,000.

**Information Technology Fund**

FY 2021-22 Revenues	\$2,389,964	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$61,134	2.6%
FY 2020-21 Projection	\$59,505	2.6%
FY 2021-22 Expenditures	\$2,359,404	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(543,260)	(18.7)%
FY 2020-21 Projection	\$(467,400)	(16.5)%
Revenues – Expenditures	\$ 30,560	

The Information Technology Fund accounts for citywide information services/information technology operations and is an Internal Service Fund. It is supported by transfers from departments within other operating funds based upon a ratio of computer equipment and actual costs of specialized software or equipment. The expenditures vary annually based upon the computer and technology replacement schedule. For FY 2021-22, the expenditures decrease can be attributed largely to the removal of a one-time purchase of new finance software of \$562,152. For FY 2021-22, \$182,800 is budgeted in the Computer Services division for the replacement of monitors, projectors and tablets compared to \$245,500 in FY 2020-21.

**Self-Insurance Fund**

FY 2021-22 Revenues	\$4,581,640	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$0	-%
FY 2020-21 Projection	\$0	-%
FY 2021-22 Expenditures	\$4,541,645	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$0	-%
FY 2020-21 Projection	\$0	-%
Revenues – Expenditures	\$ 39,995	

The Self Insurance Fund is an Internal Service Fund that uses revenues to pay for premiums for city employees and expenditures are used for claims and claims administration. This is the first year this fund is in use to pay for employee health coverage. This fund has been receiving salary savings from prior years and from FY 2020-21 adding up to a current estimated fund balance of \$4,642,147. The fund gives the city greater control over healthcare costs, and allows the money dedicated to healthcare to stay in the city’s budget rather than being paid to a health insurance company.



**Keller Crime Control and Prevention District Fund**

FY 2021-22 Revenues	\$1,886,171	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$ 169,694	9.9%
FY 2020-21 Projection	\$99,886	5.6%
FY 2021-22 Expenditures	\$2,067,228	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$46,442	2.3%
FY 2020-21 Projection	\$(174,503)	(7.8)%
Revenues – Expenditures	\$(181,057)	

The Keller Crime Control Prevention District Fund, created in FY 2001-02, is supported by the voter-approved crime control district 1/4-cent sales tax option. KCCPD sales tax revenue is anticipated to increase by 5.6% from year-end projections. The fund is used for ongoing expenditures such as software and accreditation costs; one-time expenditures such as vehicles and building repairs; and the debt payments for the Police Station, and will fluctuate from year to year based upon capital expenditure needs. For FY 2021-22, funding includes the purchase of replacement vehicles at \$623,000, Computer-Aided Dispatch (CAD) at \$80,000, phone/radio recording system at \$70,000, and Tasers at \$30,000.

**Debt Service Fund**

FY 2021-22 Revenues	\$3,612,468	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(147,826)	(3.9)%
FY 2020-21 Projection	\$(109,543)	(2.9)%
FY 2021-22 Expenditures	\$3,637,844	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$(32,477)	(0.9)%
FY 2020-21 Projection	\$(25,664)	(0.7)%
Revenues – Expenditures	\$(25,376)	

The Debt Service Fund is funded through the collection of the interest and sinking portion of the tax rate, which is adopted at \$0.058970/\$100. The levy is used to fund debt that has been issued by the city for general purposes and anticipated to be funded through tax dollars. The city does not anticipate issuing debt during FY 2021-22.

**Street and Sidewalk Improvements Fund**

FY 2020-22 Revenues	\$1,805,153	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$164,595	10.0%
FY 2020-21 Projection	\$21,680	1.2%
FY 2021-22 Expenditures	\$1,800,057	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2020-21 Budget	\$273,448	17.9%
FY 2020-21 Projection	\$273,448	17.9%
Revenues – Expenditures	\$5,096	

The Street and Sidewalk Improvements Fund is used for reoccurring street and sidewalk maintenance throughout the city. The fund is supported by a local sales tax option most recently reauthorized by the voters in November 2019. Beginning in FY 2015-16, street maintenance funds were transferred to capital projects to reflect project-life budgeting. For FY 2021-22, the fund will transfer \$1,800,057 for the 2022 Street Reconstruction Project. For FY 2020-21, the fund transferred \$1,401,609 for the 2021 street reconstruction project and \$125,000 for design costs associated with the 2022 street reconstruction project.

**Miscellaneous Other Operating Funds**

Other special revenue funds account for 1.6% of operating revenues and operating expenditures. A description and breakdown of each fund is available under the Special Revenue section.

Other Special Revenue Funds	FY 2021-22 Revenues	FY 2021-22 Expenditures	Revenues - Expenditures
Fleet Replacement	\$ 1,520,003	\$2,013,813	\$ (493,810)
Facility Replacement	256,350	1,034,470	(778,120)
Parks & Rec Special Revenue	148,683	159,221	(10,538)
PEG Fee	108,460	203,500	(95,040)
Court Special Revenue	80,125	54,471	25,654
Public Safety Special Revenue	81,461	83,545	(2,084)
Community Clean-Up	44,816	39,631	5,185

### CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

The table below provides a list of adopted FY 2021-22 capital costs and/or new projects by project and project type. The five-year CIP located in the CIP section provides a list of all current projects (FY 2020-21 and prior years), adopted projects (FY 2021-22) and potential future projects (FY 2021-22 through FY 2025-26). The five-year CIP provides the project costs per year, which are separate funding and expenditure allocations. The city uses project-life budgeting, meaning the total approved project funding and expenditure allocations include prior-year allocations plus those adopted in FY 2021-22. The revenue and expenditure allocations end at the close-out of the project rather than the end of the fiscal year.

Street System Capital Projects	Estimated Costs
Sidewalk Repair	3,500,000
2022 Street Reconstruction Project	3,600,114
Old Town Keller E. - Bates St. Park	685,000
Shady Grove (Keller Smithfield to Smithfield)	2,000,000
Bear Creek Bridge Erosion Protection	400,000
<b>Total</b>	<b>\$10,185,114</b>

Parks Capital Projects	Estimated Costs
Whitley Road Safe Routes	680,515
Future Trail System Expansion	302,500
Future Parks Capital Replacement Program	100,000
Chase Oakes Activity Node Playground Replacement	110,000
Keller Sports Park Parking Lot Improvements – Softball Lot	790,000
<b>Total</b>	<b>\$1,983,015</b>

Water System Capital Projects	Estimated Costs
Water Line Replacements	100,000
Tank Maintenance	1,850,000
Pearson Pump Station Generator	2,000,000
Lift Station Generators	500,000
MSC Generators	200,000
Bate Street Line Replacements	675,000
2021 SWIFT	250,000
SCADA	540,000
Knox Tank Mixer	600,000
<b>Total</b>	<b>\$6,175,000</b>

Wastewater System Capital Projects	Estimated Costs
Shady Hollow Lift Station	140,000
2019 SS Evaluation Study/I&I	120,000
Cade Branch Wastewater Capacity Improvements	2,415,600
Cade Branch Wastewater Capacity Improvements 8" to 15"	946,200
Future Mains & Services Replacements	165,000
<b>Total</b>	<b>\$ 3,786,800</b>

Drainage Capital Projects	Estimated Costs
Stream Bank Erosion Study	100,000
Bear Creek Culvert	325,000
<b>Total</b>	<b>\$425,000</b>

## FY 2021-22 Five-Year Operating Fund Outlook

The Five-Year Operating Fund Outlook provides a financial analysis of major operating funds for the next five fiscal years based upon the adopted budget's ongoing expenses, the current five-year capital improvements plan, percent growth assumptions, and anticipated future needs as discussed during the budget process. The outlook is for forecasting purposes only and is to be used as a guide for preparing future operating budgets. It is not committing the city to any future budget, project or other financial considerations, nor is it a statement of the current or future financial health of the city.

### Assumptions:

Unless otherwise noted, assumptions are based upon conservative growth. Revenue growth is generally assumed to be 2 percent, and expenditures are generally assumed to be 3 percent. By having revenue growth slower than expenditure growth, it helps to determine a "break even" point in future years. As such, revenues being lower than expenditures in the later future years is not necessarily a concern, but rather something to monitor in an effort to ensure future operationally balanced budgets. The assumption tables are provided below and changes from the 2 or 3 percent increases are identified afterward.

### Assumptions

Category	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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#### Revenue Assumptions

Property Tax*	2.0%	2.0%	2.0%	2.0%	2.0%
Sales Tax	3.0%	3.0%	3.0%	3.0%	3.0%
Other Taxes	2.0%	2.0%	2.0%	2.0%	2.0%
Licenses and Permits	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Water Sales & Service	1.9%	1.9%	1.9%	2.0%	2.0%
Sewer Sales & Service	1.3%	1.3%	1.3%	1.3%	1.4%
Drainage Utility Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Charges for Service	3.0%	3.0%	3.0%	3.0%	3.0%
Fines and Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Development Fees	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Intragovernmental	3.0%	3.0%	3.0%	3.0%	3.0%
Intergovernmental	3.0%	3.0%	3.0%	3.0%	3.0%
Other Revenue	3.0%	3.0%	3.0%	3.0%	3.0%
Transfers In	0.0%	0.0%	0.0%	2.0%	2.0%

#### Expenditure Assumptions

Personnel services	2.5%	2.5%	2.5%	2.5%	2.5%
Operations & maintenance	2.0%	2.0%	2.0%	2.0%	2.0%
Services & other	2.0%	2.0%	2.0%	2.0%	2.0%
Wholesale water purchases	4.0%	4.0%	4.0%	4.0%	4.0%
Wastewater Services-TRA	3.0%	3.0%	3.0%	3.0%	3.0%
Debt service	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers to other funds	0.0%	0.0%	0.0%	0.0%	0.0%
Capital outlay	3.0%	3.0%	3.0%	3.0%	3.0%

\* Property Tax growth in total, however the percent growth in the General Fund and Debt Service Fund will vary based upon debt requirements.

## FY 2021-22 Five-Year Operating Fund Outlook

### Changes from the 2 Percent Revenue and 3 Percent Expenditure Growth:

Licenses & Permits and Development Fees – Both revenue types have been trending downward the past few years as the city reaches buildout, thus limiting development opportunities.

Water Sales & Service and Sewer Sales & Service – Both revenue types are based upon the city's rate model. In addition to looking at the adopted budget, the current five-year Capital Improvements Plan, percent growth assumptions and anticipated future needs, the city uses a "normalized year" revenue technique to determine the rate structure needed to cover operational, debt and capital costs.

Drainage Utility Fees – This fee is a flat fee placed on utility bills that was recently decreased to \$7 per month for residential accounts. While the fee is adopted annually, there are no plans at this time to increase the fee. As a result, any growth would come from future development.

Wholesale Water Sales – The cost of wholesale water purchases has increased significantly over the past few years, so the outlook and rate model estimate a higher growth in the future.

Debt Service – For the Debt Service Fund, Keller Development Corporation Fund and Keller Crime Control and Prevention District Fund, the cost shown in the line item reflects the future payments of current debt obligations, and future debt issuances are reflected in the Future Anticipated Needs line item. For the Water & Wastewater Fund, both the future payments of current debt obligations and future debt issuances are reflected in the Debt Service line item and the amount is taken from the city's rate model. For all other funds, there are no current debt obligations and any proposed obligations would be reflected in the Future Anticipated Needs line item.

Transfers to Other Funds – For the General Fund, KDC Fund, Street Maintenance Fund and Drainage Fund, the transfers to Other Funds reflect the transfers required for recurring CIP and capital maintenance projects. New projects are reflected in the Future Anticipated Needs line item. For the Water & Wastewater Fund, the line item reflects both current and future projects and is taken from the city's rate model.

## FY 2021-22 Five-Year Operating Fund Outlook

### General Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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#### Revenues

Property Tax	20,271,321	20,279,808	20,456,925	20,940,548	21,435,666
Sales Tax	7,416,236	7,638,723	7,867,885	8,103,921	8,347,039
Other Taxes	4,422,869	4,511,326	4,601,553	4,693,584	4,787,456
Licenses and Permits	793,867	777,989	762,430	747,181	732,237
Charges for Service	465,157	479,112	493,485	508,290	523,539
Fines and Fees	1,795,038	1,795,038	1,795,038	1,795,038	1,795,038
Development Fees	175,492	171,982	168,542	165,171	161,868
Intragovernmental	1,666,159	1,716,144	1,767,628	1,820,657	1,875,277
Intergovernmental	3,614,845	3,723,290	3,834,989	3,950,038	4,068,540
Other Revenue	228,412	235,264	242,322	249,592	257,079
Transfers In	-	-	-	-	-
<b>Total Revenue</b>	<b>\$40,849,395</b>	<b>\$41,328,677</b>	<b>\$41,990,796</b>	<b>\$42,974,020</b>	<b>\$43,983,738</b>

#### Expenditures

Personnel services	26,690,275	27,624,434	28,591,289	29,591,985	30,627,704
Operations & maintenance	3,109,829	3,172,026	3,235,466	3,300,175	3,366,179
Services & other	8,536,465	8,707,194	8,881,338	9,058,965	9,240,144
Transfers to other funds	290,667	290,667	290,667	290,667	290,667
Capital outlay	-	-	-	-	-
Future Anticipated needs	5,336,500	2,203,500	3,440,500	1,798,250	1,419,025
<b>Total Expenditures</b>	<b>\$43,963,735</b>	<b>\$41,997,821</b>	<b>\$44,439,260</b>	<b>\$44,040,042</b>	<b>\$44,943,719</b>

<b>Variance</b>	<b>\$(3,114,340)</b>	<b>\$(669,144)</b>	<b>\$(2,448,464)</b>	<b>\$(1,066,022)</b>	<b>\$(959,981)</b>
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#### Five-Year Outlook Notes:

- One-time CIP project transfers for future years include \$4,900,000 in FY 2022-23, \$687,500 in FY 2023-24, \$1,925,000 in FY 2024-25, and \$412,500 in FY 2025-26. The related projects are listed in the Five-Year CIP plan.
- FY 2024-25 includes the addition of a third frontline ambulance and associated personnel with a one-time cost of \$300,000 and on-going expenses of \$600,000. The cost has been included for budget forecasting purposes, though actual need for a third ambulance will be based upon call volumes.
- FY 2024-25 also includes patching program of \$150,000 annually and a one-time purchase of \$180,000 for a patching truck.
- Starting in FY 2020-21, the sidewalk repair and construction project funding is increasing by 10% annually.
- FY 2023-24 anticipates issuing a CO for debt capacity demonstration purposes, which would shift property tax from the General Fund and negatively impacts fiscal years FY 2023-24 thru FY 2025-26. The forecast

## FY 2021-22 Five-Year Operating Fund Outlook

assumes the debt has a full payment in the year it is issued and that the debt schedule includes standard annual payments. When future debt is issued, it will likely be mid-year which will reduce the first year obligation and annual payments will be scheduled around the current debt obligations to allow for an overall standardized payment of approximately \$4,000,000.

- Without the debt payment, the General Fund's budget would be in the positive by \$569,303 in FY 2024-25 and \$1,356,571 in FY 2025-26. In FY 2023-24, the General Fund budget would be negative by \$795,034 but includes one-time CIP project transfers of \$1,775,000.

## FY 2021-22 Five-Year Operating Fund Outlook

### Keller Development Corporation (KDC Fund)

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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<b>Revenues</b>					
Sales Tax	3,708,117	3,819,361	3,933,942	4,051,960	4,173,519
Charges for Service	16,480	16,974	17,484	18,008	18,548
Other Revenue	22,538	23,215	23,911	24,628	25,367
<b>Total Revenue</b>	<b>\$3,747,136</b>	<b>\$3,859,550</b>	<b>\$3,975,336</b>	<b>\$4,094,597</b>	<b>\$4,217,434</b>

<b>Expenditures</b>					
Operations & maintenance	26,000	27,040	28,122	29,246	30,416
Services & other	44,387	46,163	48,009	49,930	51,927
Debt Service	1,589,044	2,498,322	2,497,847	2,502,147	2,501,222
Transfers to other funds	1,332,750	976,025	1,045,628	1,162,891	737,180
Capital outlay	165,000	75,000	-	-	-
Future Anticipated needs	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$3,157,181</b>	<b>\$3,622,549</b>	<b>\$3,619,605</b>	<b>\$3,744,213</b>	<b>\$3,320,744</b>

<b>Variance</b>	<b>\$589,955</b>	<b>\$237,001</b>	<b>\$355,731</b>	<b>\$350,383</b>	<b>\$896,690</b>
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#### **Five-Year Outlook Notes:**

- The KDC fund typically cash funds large parks and recreation capital projects, but may also issue debt for larger capital projects. During FY 2020-21, City Council created a Keller Sports Park Task Force with participants from the Council, the Parks and Recreation Board, and representatives from various leagues and user groups. Together, this task force will review the Keller Sports Park Master Plan and recommend updates to transform it into a premier destination addressing current and future sporting needs. While there is no Sport Park projects listed on the five-year CIP at this time, the five-year model includes the impact of a \$25,000,000 issuance beginning in FY 2023-24.
- FY 2022-23 includes the last payment for the 2011 GO which decreases the current annual debt service payment by \$1,315,000.
- Starting in FY 2020-21, the trail expansion project funding increases 10% annually.
- The five-year CIP does include annual funding to replace parking lots at the Sports Park, replace playground equipment, and perform capital repairs at various parks.



## FY 2021-22 Five-Year Operating Fund Outlook

### Keller Crime Control & Prevention District (KCCPD Fund)

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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<b>Revenues</b>					
Sales Tax	1,767,656	1,820,686	1,875,306	1,931,566	1,989,513
Intergovernmental	20,600	21,218	21,855	22,510	23,185
Other Revenue	154,500	159,135	163,909	168,826	173,891
<b>Total Revenue</b>	<b>\$1,942,756</b>	<b>\$2,001,039</b>	<b>\$2,061,070</b>	<b>\$2,122,902</b>	<b>\$2,186,589</b>

<b>Expenditures</b>					
Personnel services	108,799	112,607	116,548	120,628	124,850
Operations & maintenance	175,542	179,053	182,634	186,287	190,012
Services & other	58,658	59,831	61,028	62,249	63,493
Debt Service	524,950	524,950	528,825	526,575	528,075
Capital outlay	757,617	780,345	803,755	827,868	852,704
Future Anticipated needs	763,090	117,460	538,510	15,010	236,610
<b>Total Expenditures</b>	<b>\$2,388,656</b>	<b>\$1,774,246</b>	<b>\$2,231,301</b>	<b>\$1,738,616</b>	<b>\$1,995,744</b>

<b>Variance</b>	<b>\$(445,900)</b>	<b>\$226,792</b>	<b>\$(170,231)</b>	<b>\$384,286</b>	<b>\$190,845</b>
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#### **Five Year Outlook Notes:**

- The KCCPD funds capital purchases for the Police Department such as vehicle replacements, technology, and building improvements.
- FY 2022-23 includes one-time expenditures of \$351,000 for HVAC replacement, \$147,000 for building maintenance, and \$146,320 for security system improvements.
- FY 2024-25 includes one-time expenditures of \$252,860 for roof replacement and \$144,910 for IT replacements.

## FY 2021-22 Five-Year Operating Fund Outlook

### The Keller Pointe Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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Revenues					
Charges for Service	3,144,326	3,238,656	3,335,815	3,435,890	3,538,966
Other Revenue	22,776	23,460	24,163	24,888	25,635
<b>Total Revenue</b>	<b>\$3,167,102</b>	<b>\$3,262,115</b>	<b>\$3,359,979</b>	<b>\$3,460,778</b>	<b>\$3,564,601</b>

Expenditures					
Personnel services	1,717,512	1,777,625	1,839,842	1,904,236	1,970,885
Operations & maintenance	327,832	334,389	341,076	347,898	354,856
Services & other	1,046,058	1,066,979	1,088,319	1,110,085	1,132,287
Capital outlay	-	-	-	-	-
Future Anticipated needs	75,100	80,175	88,200	96,150	92,740
<b>Total Expenditures</b>	<b>\$3,166,502</b>	<b>\$3,259,168</b>	<b>\$3,357,437</b>	<b>\$3,458,369</b>	<b>\$3,550,767</b>

<b>Variance</b>	<b>\$600</b>	<b>\$2,947</b>	<b>\$2,542</b>	<b>\$2,409</b>	<b>\$13,834</b>
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#### Five-Year Outlook Notes:

- The Pointe revenues were negatively impacted by COVID-19 during FY 2019-20 and into FY 2020-21. FY 2021-22 and going forward revenues reflect a return to normal usage as was seen during the summer of FY 2020-21.
- FY 2022-23 through FY 2026-27 include various one-time building improvements and equipment replacements that average \$86,473 per year, which will be reviewed annually to ensure an operationally balanced budget and maintain fund balance requirements.

## FY 2021-22 Five-Year Operating Fund Outlook

### Debt Service Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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#### Revenues

Property Tax	3,672,520	3,904,939	3,969,864	3,974,214	3,976,814
Other Revenue	23,449	24,152	24,877	25,623	26,392
<b>Total Revenue</b>	<b>\$3,695,969</b>	<b>\$3,929,091</b>	<b>\$3,994,741</b>	<b>\$3,999,837</b>	<b>\$4,003,206</b>

#### Expenditures

Services & other	-	-	-	-	-
Debt Service	3,268,688	3,175,775	1,890,700	1,895,050	1,897,650
Future Anticipated needs	403,832	729,164	2,079,164	2,079,164	2,079,164
<b>Total Expenditures</b>	<b>\$3,672,520</b>	<b>\$3,904,939</b>	<b>\$3,969,864</b>	<b>\$3,974,214</b>	<b>\$3,976,814</b>

<b>Variance</b>	<b>\$23,449</b>	<b>\$24,152</b>	<b>\$24,877</b>	<b>\$25,623</b>	<b>\$26,392</b>
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#### **Five-Year Outlook Notes:**

- Based upon the current debt obligations, the FY 2020-21 debt payment is \$3,637,884, which will continue to drop annually to \$601,800 in FY 2034-35 — a decrease of \$3,036,044.
- The total property tax rate is assumed to remain at the same \$0.3950/100 adopted in FY 2021-22 and to grow at 1-2 percent as a result of anticipated growth in property appraisals. The rate is reviewed and adopted annually by the Keller City Council in accordance with state law.
- FY 2022-23 through FY 2025-26 assume the issuance of debt for transportation projects and reflect potential debt issuance capacity. While the projects are included in the five-year CIP, no projects have been approved by City Council at this time and may change as Council annually reviews the five-year CIP. The assumptions include the issuance of \$5,000,000 in FY 2022-23, and \$20,000,000 in FY 2023-24.
- The City anticipates using fund balance in FY 2023-24 of \$1,350,000 to help offset the increase to debt service from the issuance of \$20,000,000. Instead of use fund balance, the City may also consider debt payment terms at the time of issuances in order to best layer the proposed debt with current debt structure or delaying the issuance to better fit within current annual debt payments.

## FY 2021-22 Five-Year Operating Fund Outlook

### Street and Sidewalk Improvements Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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<b>Revenues</b>					
Sales Tax	1,854,059	1,909,680	1,966,971	2,025,980	2,086,759
Development Fees	-	-	-	-	-
Other Revenue	5,249	5,406	5,569	5,736	5,908
<b>Total Revenue</b>	<b>\$1,859,308</b>	<b>\$1,915,087</b>	<b>\$1,972,539</b>	<b>\$2,031,716</b>	<b>\$2,092,667</b>

<b>Expenditures</b>					
Transfer to Other Funds	1,800,057	1,800,057	1,800,057	1,800,057	1,800,057
Future Anticipated needs	-	175,000	375,000	-	-
<b>Total Expenditures</b>	<b>\$1,800,057</b>	<b>\$1,975,057</b>	<b>\$2,175,057</b>	<b>\$1,800,057</b>	<b>\$1,800,057</b>

<b>Variance</b>	<b>\$59,251</b>	<b>\$(59,970)</b>	<b>\$(202,518)</b>	<b>\$231,659</b>	<b>\$292,610</b>
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**Five-Year Outlook Notes:**

- The Street and Sidewalk Improvements Fund cash funds the city’s annual street maintenance package. There is no fund balance requirement for the fund, so actual adopted costs try to match as close to revenues as possible.
- FY 2022-23 includes a one-time transfer of \$175,000 and FY 2023-24 includes a one-time transfer of \$375,000 earmarked for sidewalks in North Keller for a total cost of \$550,000 and is included in the five-year CIP.

# FY 2021-22 Five-Year Operating Fund Outlook

## Water & Wastewater Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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<b>Revenues</b>					
Water Sales	20,054,423	20,650,233	21,239,437	21,660,660	22,098,732
Sewer Sales	8,491,930	8,856,580	9,238,763	9,639,400	10,059,466
Charges for Service	400,961	411,866	423,098	434,666	446,582
Intragovernmental	134,230	138,256	142,404	146,676	151,077
Intergovernmental	32,529	32,529	32,529	32,529	32,529
Other Revenue	21,448	21,837	22,237	22,650	23,074
<b>Total Revenue</b>	<b>\$29,135,520</b>	<b>\$30,111,301</b>	<b>\$31,098,468</b>	<b>\$31,936,582</b>	<b>\$32,811,460</b>

<b>Expenditures</b>					
Personnel services	3,669,500	3,779,585	3,892,972	4,009,761	4,130,054
Operations & maintenance	1,262,974	1,300,863	1,339,889	1,380,085	1,421,488
Services & other	5,045,074	5,196,426	5,352,319	5,512,889	5,678,275
Wholesale Water	9,745,104	10,134,908	10,540,304	10,961,916	11,400,393
TRA Payment	4,136,267	4,301,717	4,473,786	4,652,738	4,838,847
Debt service	4,037,793	4,438,358	3,613,501	4,019,439	3,708,963
Transfers to other funds	1,650,000	1,150,000	900,000	650,000	900,000
Capital outlay	118,450	122,004	125,664	129,434	133,317
<b>Total Expenditures</b>	<b>\$29,665,161</b>	<b>\$30,423,861</b>	<b>\$30,238,435</b>	<b>\$31,316,262</b>	<b>\$32,211,337</b>

<b>Variance</b>	<b>(\$529,640)</b>	<b>(\$312,560)</b>	<b>\$860,033</b>	<b>\$620,320</b>	<b>\$600,123</b>
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### **Five-Year Outlook Notes:**

- The city uses a “normalized year” revenue technique to determine the rate structure needed to cover operational, debt and capital costs, and the rate structure is adopted annually with the budget.
- In order to mitigate the negative variances in FY 2022-23 and FY 2023-24, the City will either delay funding of projects, delay debt issuances, use fund balance above minimum policy, revisit the rate structure, or a combination of the options. When the budget is adopted, it will include an operationally balanced budget.
- FY 2022-23 includes the third of three issuances of SWIFT debt of \$4,060,000 for water line replacement and has an estimated annual debt payment of \$292,667. The City will providing one-time funding of \$500,000 to the project as part of a cost-match requirement.
- FY 2022-23 also includes the issuance of \$11,100,000 for wastewater projects which are outlined in the five-year CIP and has an estimated annual debt payment of \$781,008.
- FY 2023-24 includes the issuance of \$5,700,000 for water line improvement projects which are outlined in the five-year CIP and has an estimated annual debt payment of \$401,058.
- FY 2025-26 includes the issuance of \$4,500,000 for Pearson Pump Station rehabilitation and has an estimated annual debt payment of \$397,692.
- Transfers to other funds relate to capital maintenance programs such as line repairs/replacements, tank maintenance, utility relocations, etc. and are included in the five-year CIP.

## **FY 2021-22 Five-Year Operating Fund Outlook**

- While the fund variance is positive, the city is currently working on several Master Plan updates that will help identify capital maintenance and project needs. The variance shows the estimated cash funding and/or debt capacity available for the capital maintenance and project needs.

## FY 2021-22 Five-Year Operating Fund Outlook

### Drainage Utility Fund

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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<b>Revenues</b>					
Drainage Utility Fees	1,432,375	1,432,375	1,432,375	1,432,375	1,432,375
Charges for Service	600	619	637	656	676
Other Revenue	16,687	17,188	17,703	18,234	18,781
<b>Total Revenue</b>	<b>\$1,449,663</b>	<b>\$1,450,181</b>	<b>\$1,450,715</b>	<b>\$1,451,266</b>	<b>\$1,451,832</b>

<b>Expenditures</b>					
Personnel Services	691,637	715,844	740,899	766,830	793,669
Operations & Maintenance	152,388	155,436	158,544	161,715	164,950
Services & Other	297,919	303,877	309,954	316,154	322,477
Future Anticipated needs	325,000	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,466,943</b>	<b>\$1,175,157</b>	<b>\$1,209,397</b>	<b>\$1,244,699</b>	<b>\$1,281,095</b>

<b>Variance</b>	<b>\$(17,281)</b>	<b>\$275,025</b>	<b>\$241,318</b>	<b>\$206,567</b>	<b>\$170,737</b>
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**Five-Year Outlook Notes:**

- The Drainage Utility fee is a flat fee of \$7 per month placed on residential utility bills. While the fee is adopted annually, there are no plans at this time to increase the fee. As a result, any growth would come from future development. Additionally, the fund will always have an operationally balanced budget and meet any fund balance requirements as required by city financial policies.
- One-time CIP project transfers of \$325,000 in FY 2022-23 for the Bear Creek Culvert project.
- Beginning in FY 2023-24, the Drainage Utility Fund will focus on maintenance programs and funding for capital drainage needs will be included with street projects when possible.

## BUDGET ACTION SUMMARY

The Budget Action Summary provides a list of personnel changes from FY 2020-21 to FY 2021-22, changes from the Proposed Budget to the Adopted Budget, an explanation of fund balance changes of 10% or greater by fund, and a non-financial summary of changes made for the FY 2021-22 Adopted Budget compared to prior years. The Statistical Analysis provides a comparison of the FY 2021-22 Adopted Budget to the FY 2020-21 Adopted Budget, and contains projections by category and fund.

### **Personnel Changes:**

The chart below shows changes in personnel by fund, department and division between the FY 2020-21 Adopted Budget and the FY 2021-22 Adopted Budget. The FY 2021-22 cost represents both the ongoing cost for the position plus any required one-time costs such as supplies and vehicles. The ongoing cost represents the annual impact of the personnel change.

<b>NEW POSITIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FY 2020-21 Cost</b>	<b>Ongoing Cost</b>
<b>General Fund</b>			
Detention Officer	Police Department - Jail Operations	\$70,593	\$70,593
The City of Keller provides animal control services for the cities of Keller, Southlake, Colleyville, Westlake, and, starting in FY 2020-21, Roanoke. As a result of the new partnership with Roanoke, the city will be adding an animal control officer position. The City's net expense will be \$17,454 for the position or approximately one-fourth of the total cost and the remaining costs are covered by the partner cities.			
<b>RECLASSIFICATIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FY 2020-21 Cost</b>	<b>On-Going Cost</b>
Regional Communication Manager from Dispatcher	Police – Public Safety Dispatch & Records Division		
Police Officer (SRO) from Less Than Full-Time SRO	To: General Fund Police – Operations From Public Safety Fund		
Management Assistant	To: Utility Administration From: MSC	\$0	\$0
PT Public Works Technician from Environmental Services Technician	To: MSC From: Utility Administration	\$0	\$0
Marketing Specialist from Part-time to Full-Time	Pointe – Administration	\$0	\$0
<b>ELIMINATED POSITIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FTE</b>	<b>Savings</b>
N/A			



# BUDGET ACTION SUMMARY

## Changes from the FY 2021-22 Proposed Budget to the FY 2021-22 Adopted Budget:

The FY 2021-22 Proposed Budget included total operating revenues of \$93,199,128 and operating expenditures of \$100,028,492. The FY 2021-22 Adopted Budget includes operating revenues of \$93,199,128 and operating expenditures of \$100,247,944 — an increase of \$219,452. The following bullets outline the changes between the Proposed Budget and the Adopted Budget:

### **General Fund**

- Increased expenditures in Economic Development by \$56,000 related to way-finding signs PO rollover costs.
- Increased expenditures in Police-Operations by \$11,342 related to ammunition PO rollover costs.
- Increased expenditures in Police-Animal Control by \$10,597 related to air conditioning system repair PO rollover costs.
- Increased expenditures in Parks and Recreation - Parks Maintenance by \$5,076 related to playground equipment PO rollover costs.

### **PEG Channel Fund**

- Increased expenditures by \$17,000 related to Council chamber improvement PO rollover costs.
- Increased expenditures by \$66,000 related to broadcast camera and audio improvements PO rollover costs.

### **Information Technology Fund**

- Increased expenditures by \$15,379 related to computer equipment PO rollover costs.

### **Fleet Replacement Fund**

- Increased expenditures by \$38,057 related to rollover costs from an undelivered utility truck from FY 2020-21 and undelivered positive pressure ventilation (ppv) fan for the fire department.

### **Water-Wastewater Capital Improvement Projects Fund**

- Increased project spending by \$2,875,000 related to the American Rescue Plan Act funding to be used on various water system improvements.

## Changes in Projected Fund Balance of 10% or more from FY 2019-20 to FY 2020-21:

### **Keller Development Corporation Fund**

- Increased Fund Balance by 11.5%
  - The FY 2020-21 sales tax is higher than anticipated which is adding to increased fund balanced.

### **Recreation Special Revenue Fund**

- Decreased Fund Balance by 27.9%
  - Declines in revenue in FY 2020-21 can be attributed to closures and cancellations as a result of the COVID-19.

### **Municipal Court Special Revenue Fund**

- Decreased Fund Balance by 13.7%
  - Fines and forfeitures revenue activity continues to decline.

### **Public Safety Special Revenue Fund**

- Increased Fund Balance by 13%
  - Budget reflects only personnel expenditures and does not reflect donation/grant revenue, which will add to fund balance.

### **Information Technology Fund**

## BUDGET ACTION SUMMARY

- Decreased Fund Balance by 33.0%
  - FY 2020-21 includes one-time software funding of \$520,324.

### **The Keller Pointe Fund**

- Increased Fund Balance by 27.5%
  - FY 2020-21 budget based upon continued negative impacts of COVID-19, however, Pointe returned to normal operation mid-year.

### **Self-Insurance Fund**

- Increased Fund Balance by 26.3%
  - FY 2020-21 includes one-time transfer of \$1M related to salary savings from the General Fund to provide fund balance for new self-insurance fund.

### **Street and Sidewalk Improvements Fund**

- Increased Fund Balance by 40.2%
  - The FY 2020-21 sales tax is higher than anticipated which is adding to increased fund balanced.

### **Fleet Replacement Fund**

- Increased Fund Balance by 37.7%
  - This fund is used to cash fund facility capital replacements and repairs. For FY 2020-21, the fund will add to fund balance for future replacements.

### **Facility Capital Replacement Fund**

- Increased Fund Balance by 19.3%
  - This fund is used to cash fund facility capital replacements and repairs. For FY 2020-21, the fund will add to fund balance for future replacements and repairs.

### **Water-Wastewater Utility Fund**

- Decreased Fund Balance by 28.9%
  - FY 2020-21 was a very wet year which significantly reduced water sale revenues.

### **Drainage Utility Fund**

- Decreased Fund Balance by 12.9%
  - FY 2020-21 included one-time transfers to the Drainage CIP fund for the Nightingale culvert project of \$368,000 and the Drainage Master Plan project of \$200,000.

### **Changes in Projected Fund Balance of 10% or more from FY 2020-21 to FY 2021-22:**

#### **General Fund**

- Decreased Fund Balance by 18.7%
  - FY 2021-22 includes use of fund balance for \$7.5M in one-time Street and Sidewalk Capital Improvement projects.

#### **Municipal Court Special Revenue Fund**

- Increased Fund Balance by 13.1%
  - FY 2021-22 assumes revenues return to pre-COVID levels and court technology costs has been moved to the General Fund.

#### **Public Education and Government Cable Franchise Fee Fund**

- Decreased Fund Balance by 15.9%
  - FY 2021-22 includes one-time projects for broadcast improvements and Council Chamber carpet.

#### **Keller Pointe Fund**

- Decreased Fund Balance by 21.6%
  - FY 2021-22 includes the use of fund balance for the purchase of replacement cardio equipment and repairing the indoor pool deck.

# BUDGET ACTION SUMMARY

## **Street and Sidewalk Improvements Fund**

- Increased Fund Balance by 24.9%
  - Increase in fund balance will allow the City to grow resources for future cash-funding of street projects.

## **Fleet Replacement Fund**

- Decreased Fund Balance by 17.1%
  - FY 2021-22 includes the replacement of a fire apparatus at \$1.5M.

## **Facility Capital Replacement Fund**

- Decreased Fund Balance by 42.0%
  - FY 2021-22 includes the replacement of air conditioners at Town Hall and replacement of generators at Fire Station #2, Fire Station #3, and the MSC.

## **Drainage Utility Fund**

- Decreased Fund Balance by 16.7%
  - Budget includes one-time capital project fund transfers for the Stream Bank Erosion Study project for \$100,000 and a Bear Creek Culvert project for \$325,000.

## **Non-Financial Changes from Prior Year:**

This section describes changes that impact either line items or department budget amounts, but have a neutral impact on the overall budget and therefore are considered non-financial:

- Community Development – In FY 2020-21, Community Development will be broken out into three by adding a Code Enforcement division. Prior to FY 2020-21, Community Development was comprised of two divisions: Planning and Zoning and Building and Construction Services and Code Enforcement was included in the Building and Construction Services budget.
- Water & Wastewater Utility Fund – Starting in FY 2020-21, Attorney and Legal Services will be moved from Water & Wastewater Administration division to the Water & Wastewater Non-Departmental division. The Non-Departmental Division reflects expenditures for the entire fund, such as attorney services.



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## GENERAL FUND

The General Fund includes typical government activities which are funded through taxes, fees, and permits, and includes police services, fire protection, parks, and street maintenance. The General Fund section includes revenue summary information, expenditure summary information, and departmental detail information.

**Note:** Professional and technical vocabulary and abbreviations are defined in the Budget Glossary located in the Appendix Section.



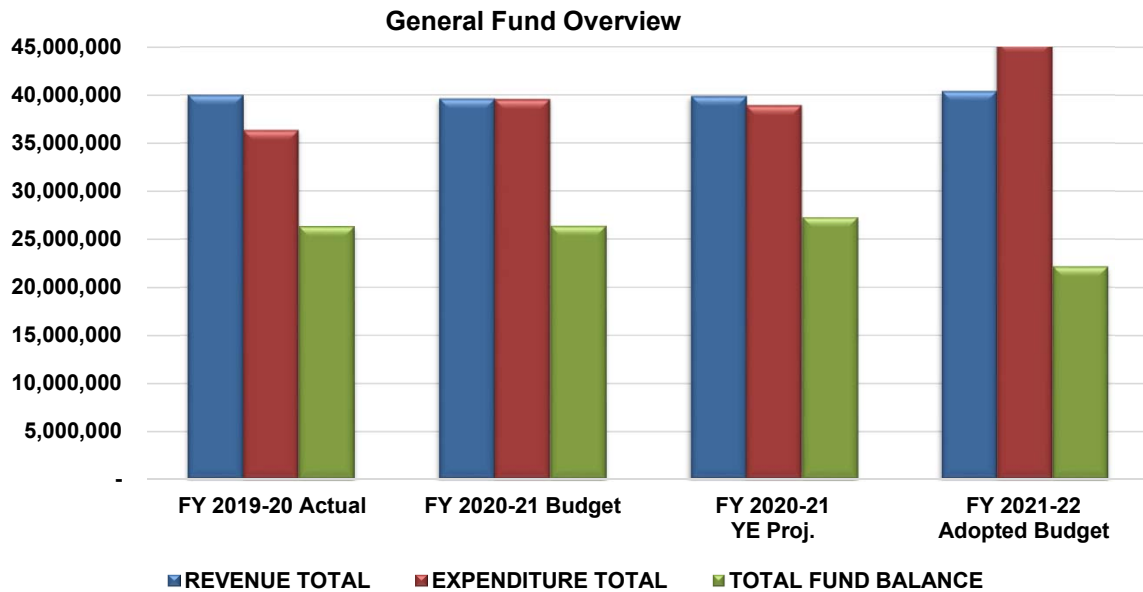
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# GENERAL FUND OVERVIEW

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>REVENUE TOTAL</b>	<b>\$ 39,960,025</b>	<b>\$ 39,567,346</b>	<b>\$ 39,827,075</b>	<b>\$ 40,363,799</b>	<b>\$ 796,453</b>
OPERATING EXPENDITURES	36,354,082	37,369,855	38,895,351	37,746,307	376,452
ONE-TIME EXPENDITURES	-	2,177,865	-	7,698,872	5,521,007
<b>EXPENDITURE TOTAL</b>	<b>\$ 36,354,082</b>	<b>\$ 39,547,720</b>	<b>\$ 38,895,351</b>	<b>\$ 45,445,179</b>	<b>\$ 5,897,459</b>
<b>VARIANCE</b>	<b>\$ 3,605,942</b>	<b>\$ 19,626</b>	<b>\$ 931,724</b>	<b>\$ (5,081,380)</b>	
RESERVE FUND BALANCE	9,088,521	9,342,464	9,723,838	13,211,207	3,868,744
UNASSIGNED FUND BALANCE	17,222,793	16,988,476	17,519,200	8,950,451	(8,038,025)
<b>TOTAL FUND BALANCE</b>	<b>\$ 26,311,314</b>	<b>\$ 26,330,940</b>	<b>\$ 27,243,038</b>	<b>\$ 22,161,658</b>	<b>\$ (4,169,282)</b>

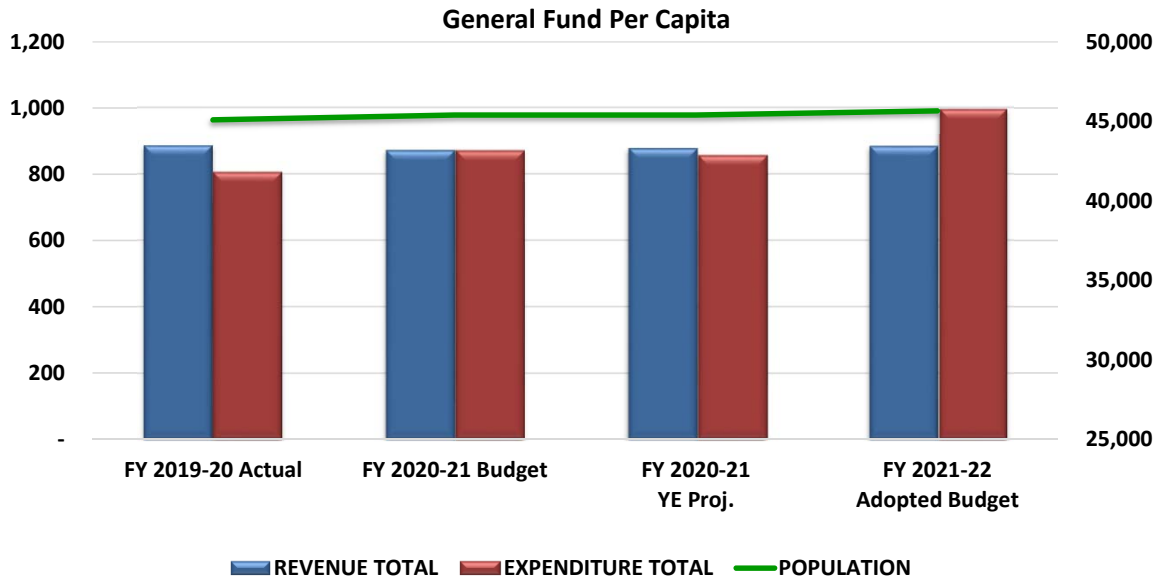
## RESERVE AND UNASSIGNED ANALYSIS

% OF OPERATING EXPENDITURES	72.4%	70.5%	70.0%	58.7%
TARGET % LEVEL	25.0%	25.0%	25.0%	35.0%



# GENERAL FUND REVENUES AND EXPENDITURES PER CAPITA

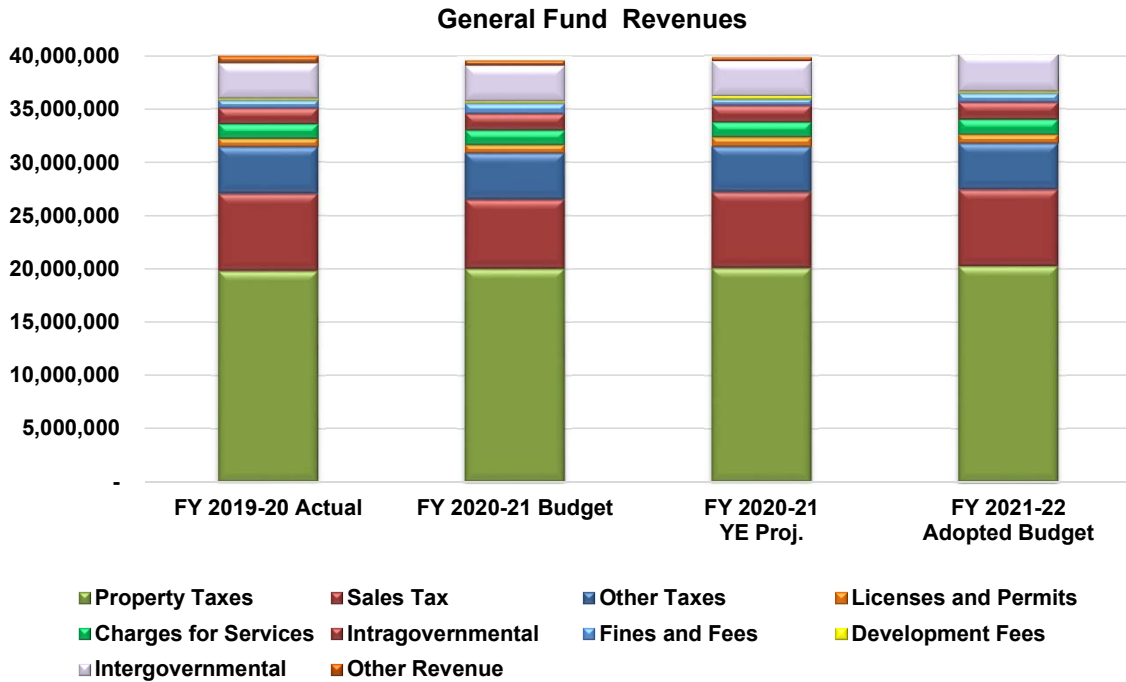
	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>POPULATION</b>	45,090	45,400	45,400	45,660	260
<b>REVENUE TOTAL</b>	886	872	877	884	12
<b>EXPENDITURE TOTAL</b>	806	871	857	995	124





# SUMMARY OF GENERAL FUND REVENUES

<u>Revenues</u>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>Taxes</b>					
Property Taxes	\$ 19,811,014	\$ 20,016,263	\$ 20,068,586	\$ 20,242,689	\$ 226,426
Sales Tax	7,234,231	6,488,274	7,120,841	7,200,229	711,955
Other Taxes	4,392,739	4,353,801	4,275,505	4,336,146	(17,655)
<b>Total Taxes</b>	<b>\$ 31,437,985</b>	<b>\$ 30,858,338</b>	<b>\$ 31,464,932</b>	<b>\$ 31,779,064</b>	<b>\$ 920,726</b>
<b>Other Revenues</b>					
Licenses and Permits	\$ 770,923	\$ 779,631	\$ 888,674	\$ 810,068	\$ 30,437
Charges for Services	1,376,483	1,380,019	1,398,090	1,423,327	43,308
Fines and Fees	732,250	954,877	571,831	823,320	(131,557)
Development Fees	167,291	200,150	326,398	179,073	(21,077)
Intragovernmental	1,497,936	1,564,624	1,556,600	1,617,630	53,006
Intergovernmental	3,310,246	3,330,536	3,279,180	3,509,558	179,022
Other Revenue	666,910	499,171	341,370	221,759	(277,412)
<b>Total Other Revenues</b>	<b>\$ 8,522,040</b>	<b>\$ 8,709,008</b>	<b>\$ 8,362,143</b>	<b>\$ 8,584,735</b>	<b>\$ (124,273)</b>
<b>TOTAL REVENUES</b>	<b>\$ 39,960,025</b>	<b>\$ 39,567,346</b>	<b>\$ 39,827,075</b>	<b>\$ 40,363,799</b>	<b>\$ 796,453</b>



## DETAIL OF GENERAL FUND REVENUES

<u>Property Taxes</u>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Current Taxes	\$ 19,709,904	\$ 19,920,585	\$ 19,920,585	\$ 20,144,362	\$ 223,777
Delinquent Taxes	32,057	63,429	34,866	48,483	(14,946)
Penalty & Interest-Taxes	69,053	32,249	113,135	49,844	17,595
<b>Total Property Taxes</b>	<b>\$ 19,811,014</b>	<b>\$ 20,016,263</b>	<b>\$ 20,068,586</b>	<b>\$ 20,242,689</b>	<b>\$ 226,426</b>
 <b><u>Other Local Taxes</u></b>					
City Sales Taxes	\$ 7,234,231	\$ 6,488,274	\$ 7,120,841	\$ 7,200,229	\$ 711,955
Franchise Fees-Txu / Oncor	541,680	547,312	530,026	540,215	(7,097)
Franchise Fees-Tri County	779,966	758,974	794,956	757,236	(1,738)
Franchise Fees-Verizon	316,158	347,554	209,056	275,000	(72,554)
Franchise Fees-Atmos Gas	529,459	529,459	532,459	532,459	3,000
Franchise Fees-Tv Cable	198,763	206,441	206,441	195,859	(10,582)
Franchise Fees-Sbc/At&T	31,267	-	5,816	-	-
Franchise Fees-Solid Waste	351,707	316,692	353,875	353,875	37,183
Franchise/In-Lieu Of Taxes-W&S	1,378,039	1,369,250	1,369,250	1,394,585	25,335
Franchise/In-Lieu Of Taxes-Drg	108,550	107,392	107,302	126,430	19,038
Franchise Fee-One Source Comm	30,882	-	18,500	-	-
Franchise Fees-Other Misc	11,191	11,513	3,800	3,800	(7,713)
Mixed Beverage Taxes	115,077	159,214	144,024	156,687	(2,527)
<b>Total Other Local Taxes</b>	<b>\$ 11,626,970</b>	<b>\$ 10,842,075</b>	<b>\$ 11,396,346</b>	<b>\$ 11,536,375</b>	<b>\$ 694,300</b>
 <b><u>Licenses and Permits</u></b>					
Plumbing Permits	\$ 48,480	\$ 37,838	\$ 49,685	\$ 47,285	\$ 9,447
Mechanical Permits	28,465	26,014	27,694	26,864	850
Building & C.O. Permits	664,403	690,428	782,000	709,390	18,962
Fence, Sign & Misc Permits	17,250	15,955	14,000	13,029	(2,926)
Electrical Permits	12,325	9,396	15,295	13,500	4,104
<b>Total Licenses and Permits</b>	<b>\$ 770,923</b>	<b>\$ 779,631</b>	<b>\$ 888,674</b>	<b>\$ 810,068</b>	<b>\$ 30,437</b>
 <b><u>Charges for Services</u></b>					
Ambulance Service Fees Revenue	\$ 985,099	\$ 1,040,975	\$ 998,543	\$ 975,653	\$ (65,322)
Lease Revenue-Soccer Facility	8,470	14,370	5,696	17,516	3,146
Park Rental Fees-Sports Park	41,542	19,169	22,296	25,844	6,675
Rental-Ksp Non Resident Fee	37,080	48,000	55,410	99,027	51,027
Facility Rental Fees	3,280	3,848	3,120	3,693	(155)
Communication Tower Rental	200,791	155,893	200,000	187,407	31,514
Public Arts Sales Commissions	348	50	-	-	(50)
Right-Of-Way Easements	450	225	-	-	(225)
Other Services	1,968	11,000	2,097	5,378	(5,622)
Ktc Property Owners Assn Fees	92,099	80,000	96,392	94,773	14,773
Write Off Recovery	5,355	6,489	14,536	14,036	7,547
<b>Total Charges for Services</b>	<b>\$ 1,376,483</b>	<b>\$ 1,380,019</b>	<b>\$ 1,398,090</b>	<b>\$ 1,423,327</b>	<b>\$ 43,308</b>

## DETAIL OF GENERAL FUND REVENUES (CONTINUED)

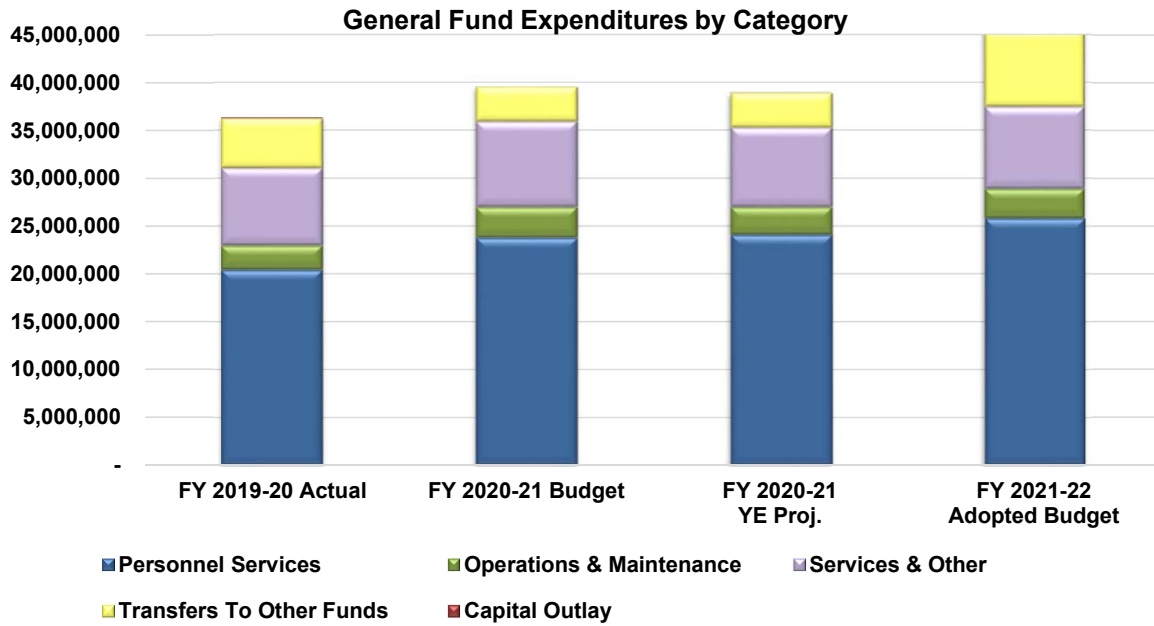
	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
<u>Fines and Fees</u>	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Alarms/Permits/Misc Fees-Pd	\$ 2,966	\$ 2,106	\$ 2,000	\$ 2,025	\$ (81)
Permits & Inspection Fees-Fire	31,955	28,664	44,545	30,135	1,471
Finger Printing Fees	580	1,000	400	635	(365)
Alarm Permits-Police	70,718	66,471	59,751	66,231	(240)
Solicitor Permits	8,515	8,353	11,500	9,288	935
Special Event Fees/Permits	25	338	70	284	(54)
Library Fines Revenue	2,445	-	1,545	-	-
Library Lost Books Revenue	1,452	1,483	2,116	2,069	586
Library Service Fees	6,535	2,539	7,989	8,718	6,179
Library Non-Resident Fees	2,050	3,875	6,000	3,935	60
Court Fines & Forfeitures	600,312	840,048	435,915	700,000	(140,048)
Animal Control Fees	4,697	-	-	-	-
<b>Total Fines and Fees</b>	<b>\$ 732,250</b>	<b>\$ 954,877</b>	<b>\$ 571,831</b>	<b>\$ 823,320</b>	<b>\$ (131,557)</b>
 <u>Development Fees</u>					
Paving/Drainage Inspection Fees	\$ 25,095	\$ 52,971	\$ 13,355	\$ 30,293	\$ (22,678)
Construction Plan Review Fees	115,517	108,395	270,294	108,395	-
Zoning & Subdivision Fees	24,951	36,192	40,280	37,472	1,280
Street Lighting Developer Fees	1,728	2,592	2,469	2,913	321
<b>Total Development Fees</b>	<b>\$ 167,291</b>	<b>\$ 200,150</b>	<b>\$ 326,398</b>	<b>\$ 179,073</b>	<b>\$ (21,077)</b>
 <u>Intragovernmental Revenue</u>					
Administrative Svcs-W&S Fund	\$ 1,451,100	\$ 1,514,010	\$ 1,514,010	\$ 1,574,950	\$ 60,940
Administrative Svcs-Kdc	46,836	50,614	42,590	42,680	(7,934)
<b>Total Intragovernmental Revenue</b>	<b>\$ 1,497,936</b>	<b>\$ 1,564,624</b>	<b>\$ 1,556,600</b>	<b>\$ 1,617,630</b>	<b>\$ 53,006</b>
 <u>Intergovernmental Revenue</u>					
I/G Rev-Southlake	\$ 1,224,928	\$ 1,239,903	\$ 1,232,377	\$ 1,222,208	\$ (17,695)
I/G Rev-Roanoke	16,199	209,016	171,813	198,019	(10,997)
I/G Rev-Town Of Westlake	978,651	987,694	981,026	1,040,363	52,669
I/G Rev-Colleyville	917,992	805,923	814,300	865,404	59,481
I/G Rev-Kisd	147,113	63,000	63,000	183,564	120,564
Grant-Fed Txdot	18,514	25,000	7,157	-	(25,000)
Grant-Fed	6,850	-	9,507	-	-
<b>Total Intergovernmental Revenue</b>	<b>\$ 3,310,246</b>	<b>\$ 3,330,536</b>	<b>\$ 3,279,180</b>	<b>\$ 3,509,558</b>	<b>\$ 179,022</b>

## DETAIL OF GENERAL FUND REVENUES (CONTINUED)

<b><u>Other Revenue</u></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Wellness Proceeds	\$ 23,956	\$ 30,000	\$ -	\$ -	\$ (30,000)
Miscellaneous Revenue	287,358	28,500	24,000	29,553	1,053.00
Miscellaneous Rebates	31,283	34,254	55,825	46,337	12,083
Auction Proceeds	12,926	-	-	-	-
Gain/Loss On Disp Of Assets	500	-	-	-	-
Cash Over/Short	146	-	(3)	-	-
Interest Revenue-Investments	297,166	259,705	116,628	144,706	(114,999)
Reimb-Insurance Proceeds	-	144,920	144,920	-	(144,920)
Ticket Sales	2,123	1,792	-	1,163	(629)
Use Of Fund Balance	11,452	-	-	-	-
<b>Total Other Revenue</b>	<b>\$ 666,910</b>	<b>\$ 499,171</b>	<b>\$ 341,370</b>	<b>\$ 221,759</b>	<b>\$ (277,412)</b>
<b>REVENUE BEFORE TRANSFERS</b>	<b>\$ 39,960,025</b>	<b>\$ 39,567,346</b>	<b>\$ 39,827,075</b>	<b>\$ 40,363,799</b>	<b>\$ 796,453</b>
<b>TOTAL REVENUES</b>	<b>\$ 39,960,025</b>	<b>\$ 39,567,346</b>	<b>\$ 39,827,075</b>	<b>\$ 40,363,799</b>	<b>\$ 796,453</b>

## SUMMARY OF GENERAL FUND EXPENDITURES

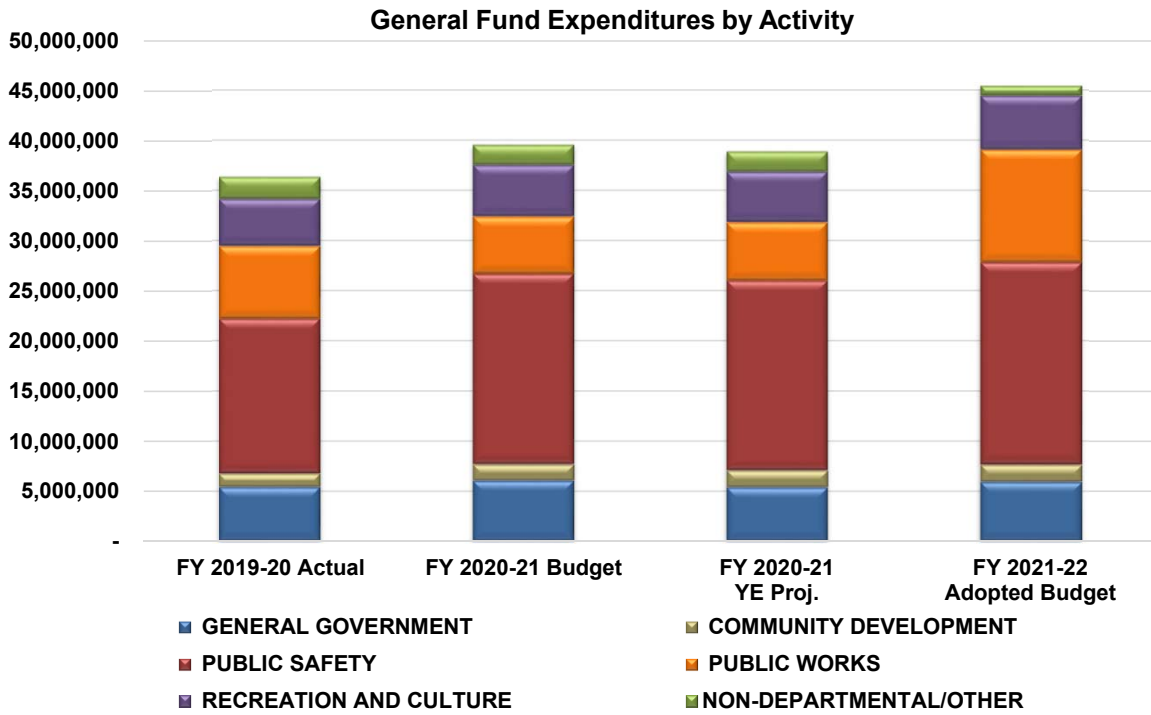
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel Services	\$ 20,445,421	\$ 23,784,586	\$ 24,088,314	\$ 25,787,705	\$ 2,003,119
Operations & Maintenance	2,488,738	3,198,468	2,894,817	3,083,852	(114,616)
Services & Other	8,131,928	8,932,230	8,284,284	8,582,898	(349,332)
Transfers To Other Funds	5,195,440	3,622,936	3,622,936	7,990,724	4,367,788
Capital Outlay	92,556	9,500	5,000	-	(9,500)
<b>TOTAL</b>	<b>\$ 36,354,082</b>	<b>\$ 39,547,720</b>	<b>\$ 38,895,351</b>	<b>\$ 45,445,179</b>	<b>\$ 5,897,459</b>



## SUMMARY OF GENERAL FUND EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b><u>GENERAL GOVERNMENT</u></b>					
Administration	\$ 1,360,238	\$ 1,557,341	\$ 1,464,864	\$ 1,639,331	\$ 81,990
Town Hall Operations	528,041	582,993	574,595	585,892	2,899
Mayor & City Council	35,697	57,564	47,514	59,849	2,285
Finance & Accounting	1,275,401	1,199,938	1,165,800	1,244,735	44,797
Municipal Court	417,323	520,677	491,187	540,010	19,333
Human Resources	812,625	844,924	868,486	829,519	(15,405)
Economic Development	1,008,821	1,309,418	798,944	1,027,036	(282,382)
<b>GENERAL GOVERNMENT</b>	<b>\$ 5,438,146</b>	<b>\$ 6,072,855</b>	<b>\$ 5,411,390</b>	<b>\$ 5,926,372</b>	<b>\$ (146,483)</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Planning & Zoning	\$ 462,041	\$ 565,106	\$ 530,880	\$ 660,195	\$ 95,089
Building & Construction Services	842,840	742,947	823,033	719,923	(23,024)
Code Enforcement	-	292,661	296,070	317,321	24,660
<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 1,304,881</b>	<b>\$ 1,600,714</b>	<b>\$ 1,649,983</b>	<b>\$ 1,697,439</b>	<b>\$ 96,725</b>
<b><u>PUBLIC SAFETY</u></b>					
Police	\$ 8,682,762	\$ 9,704,495	\$ 9,812,711	\$ 10,567,258	\$ 862,763
Fire	6,805,376	9,304,656	9,145,254	9,667,885	363,229
<b>PUBLIC SAFETY</b>	<b>\$ 15,488,138</b>	<b>\$ 19,009,151</b>	<b>\$ 18,957,965</b>	<b>\$ 20,235,143</b>	<b>\$ 1,225,992</b>
<b><u>PUBLIC WORKS</u></b>					
Administration	\$ 545,725	\$ 508,501	\$ 527,914	\$ 520,016	\$ 11,515
Engineering & Inspections	514,880	670,394	682,410	570,767	(99,627)
Street Maintenance	5,741,286	4,109,179	4,166,578	9,658,989	5,549,810
Street Lighting	433,210	452,500	440,000	452,500	-
<b>PUBLIC WORKS</b>	<b>\$ 7,235,101</b>	<b>\$ 5,740,574</b>	<b>\$ 5,816,902</b>	<b>\$ 11,202,272</b>	<b>\$ 5,461,698</b>
<b><u>RECREATION AND CULTURE</u></b>					
Library	\$ 1,540,034	\$ 1,754,492	\$ 1,747,534	\$ 1,853,368	\$ 98,876
Parks & Recreation	3,143,690	3,349,316	3,290,990	3,531,924	182,608
<b>RECREATION AND CULTURE</b>	<b>\$ 4,683,725</b>	<b>\$ 5,103,808</b>	<b>\$ 5,038,524</b>	<b>\$ 5,385,292</b>	<b>\$ 281,484</b>
<b>NON-DEPARTMENTAL/OTHER</b>	<b>\$ 2,204,093</b>	<b>\$ 2,020,618</b>	<b>\$ 2,020,587</b>	<b>\$ 998,661</b>	<b>\$ (1,021,957)</b>
<b>TOTAL</b>	<b>\$ 36,354,082</b>	<b>\$ 39,547,720</b>	<b>\$ 38,895,351</b>	<b>\$ 45,445,179</b>	<b>\$ 5,897,459</b>

# SUMMARY OF GENERAL FUND EXPENDITURES

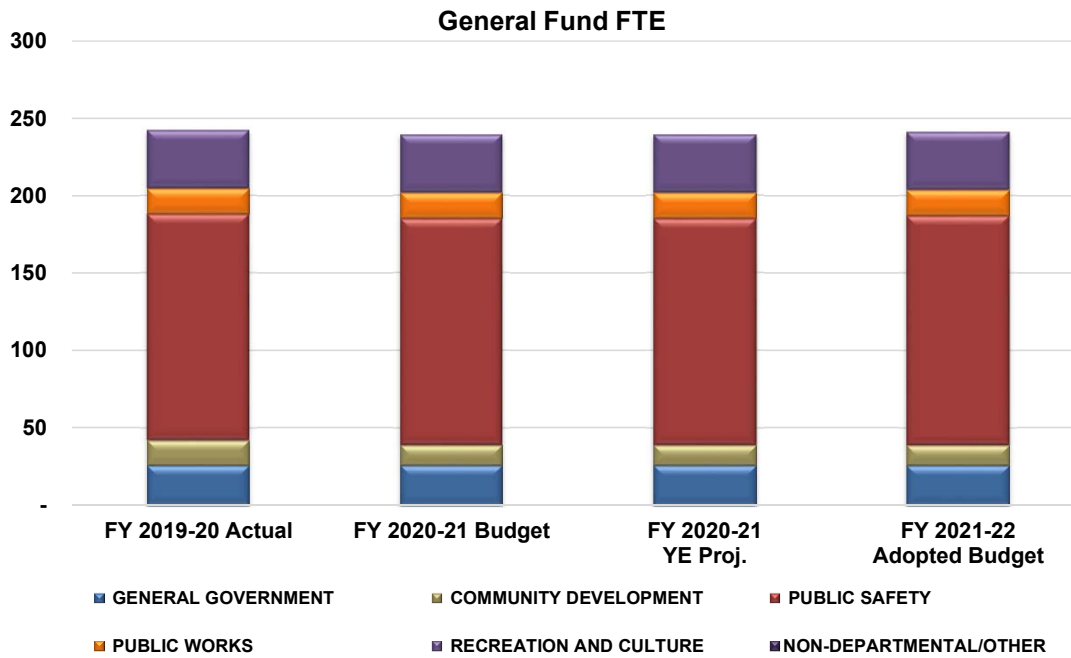


**SUMMARY OF GENERAL FUND PERSONNEL**  
**(Full-Time Equivalent Positions - Includes Vacant Positions)**

<u><b>PERSONNEL BY ACTIVITY/DEPARTMENT:</b></u>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
<b><u>GENERAL GOVERNMENT</u></b>					
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Mayor & City Council	-	-	-	-	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Municipal Court	-	-	-	-	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
<b>GENERAL GOVERNMENT</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>-</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	8.00	5.00	5.00	5.00	-
Code Enforcement	3.00	3.00	3.00	3.00	-
<b>COMMUNITY DEVELOPMENT</b>	<b>16.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>
<b><u>PUBLIC SAFETY</u></b>					
Police	89.00	89.00	89.00	91.00	2.00
Fire	57.00	57.00	57.00	57.00	-
<b>PUBLIC SAFETY</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>148.00</b>	<b>2.00</b>
<b><u>PUBLIC WORKS</u></b>					
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	4.00	4.00	4.00	4.00	-
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
<b>PUBLIC WORKS</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>-</b>
<b><u>RECREATION AND CULTURE</u></b>					
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	22.00	22.00	22.00	22.00	-
<b>RECREATION AND CULTURE</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>-</b>
<b><u>NON-DEPARTMENTAL/OTHER</u></b>					
	-	-	-	-	-
<b>TOTAL</b>	<b>241.98</b>	<b>238.98</b>	<b>238.98</b>	<b>240.98</b>	<b>2.00</b>



## SUMMARY OF GENERAL FUND PERSONNEL (Full-Time Equivalent Positions - Includes Vacant Positions)



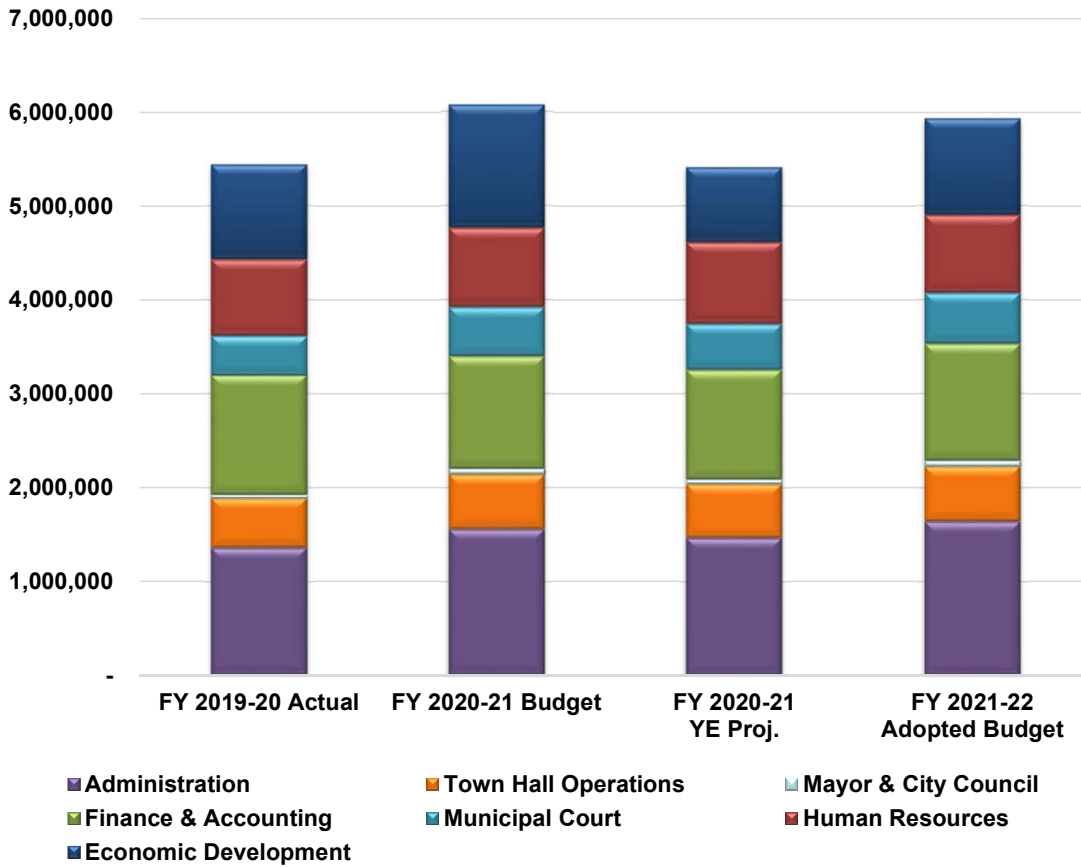
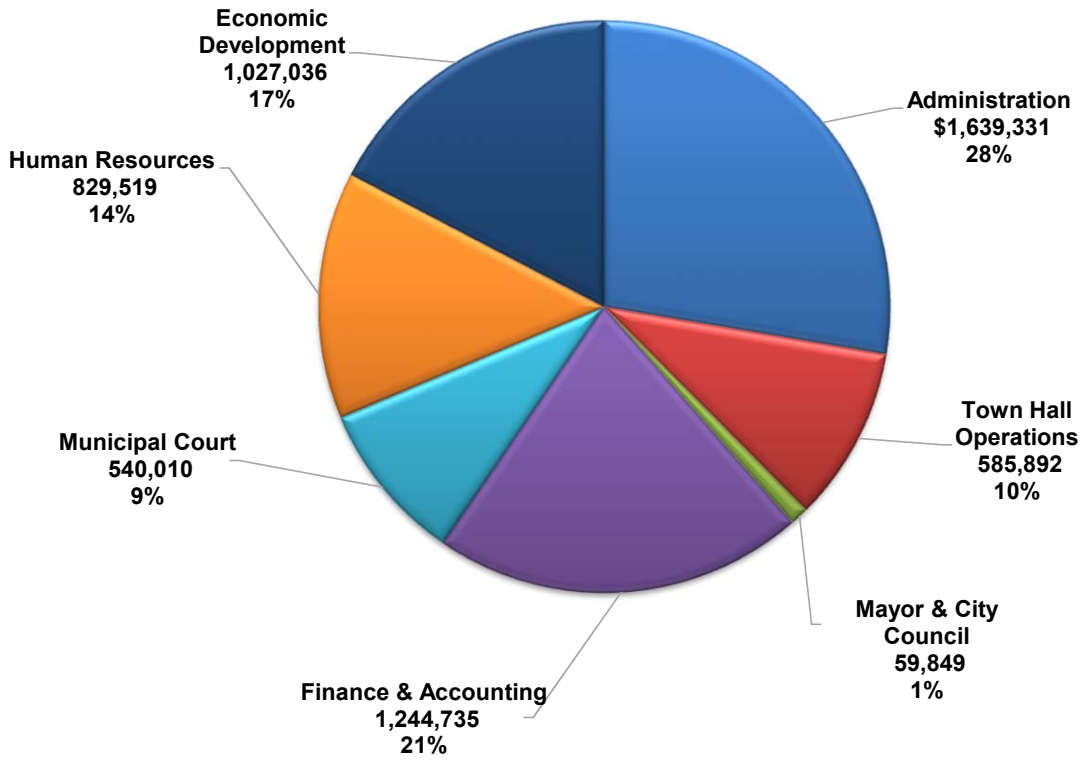
## SUMMARY OF GENERAL FUND ENHANCEMENTS

<b>ENHANCEMENTS</b>	<b>FY 2021-22 Adopted Budget</b>
Community Development Software	\$ 65,000
July 4th Event	50,000
Asphalt Tack Trailer	32,000
Message Board Trailer	22,000
<b>TOTAL</b>	<b>\$ 169,000</b>

## SUMMARY OF GENERAL FUND ONE-TIME EXPENDITURES

<b>ONE-TIME EXPENDITURE COSTS</b>	<b>FY 2021-22 Adopted Budget</b>
Sidewalk Repair	\$ 3,250,000
Shady Grove	2,000,000
Street Maintenance	1,800,057
Bear Creek Erosion	400,000
Community Development Software	62,000
Emergency Siren Repair	35,000
Asphalt Tack Trailer	28,800
Message Board Trailer	20,000
Center Stage Commercial Plan Review	20,000
Purchase Order Rollovers	83,015
<b>TOTAL</b>	<b>\$ 7,698,872</b>

# GENERAL GOVERNMENT



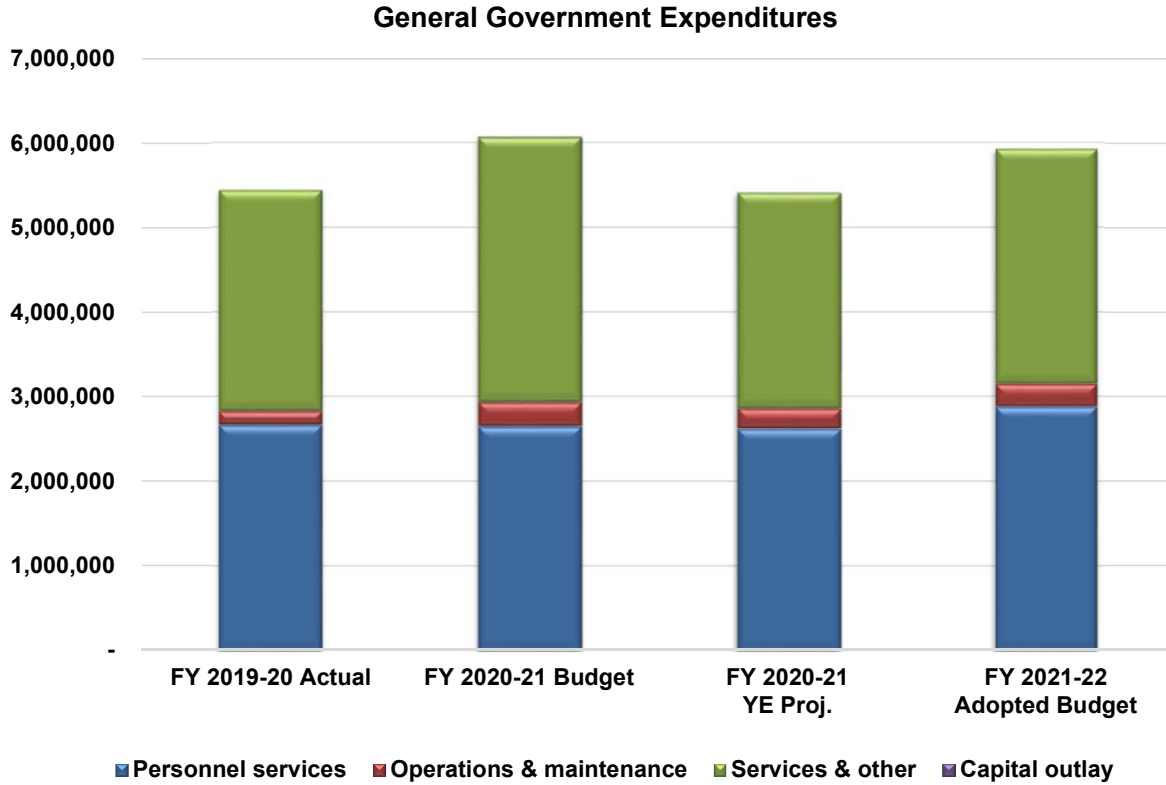
# GENERAL GOVERNMENT

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Administration	\$ 1,360,238	\$ 1,557,341	\$ 1,464,864	\$ 1,639,331	\$ 81,990
Town Hall Operations	528,041	582,993	574,595	585,892	2,899
Mayor & City Council	35,697	57,564	47,514	59,849	2,285
Finance & Accounting	1,275,401	1,199,938	1,165,800	1,244,735	44,797
Municipal Court	417,323	520,677	491,187	540,010	19,333
Human Resources	812,625	844,924	868,486	829,519	(15,405)
Economic Development	1,008,821	1,309,418	798,944	1,027,036	(282,382)
<b>TOTAL</b>	<b>\$ 5,438,146</b>	<b>\$ 6,072,855</b>	<b>\$ 5,411,390</b>	<b>\$ 5,926,372</b>	<b>\$ (146,483)</b>

<b><i>EXPENDITURES BY CATEGORY:</i></b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 2,665,310	\$ 2,645,245	\$ 2,619,463	\$ 2,881,754	\$ 236,509
Operations & maintenance	159,641	286,535	235,270	266,145	(20,390)
Services & other	2,613,195	3,131,575	2,551,657	2,778,473	(353,102)
Capital outlay	-	9,500	5,000	-	(9,500)
<b>TOTAL</b>	<b>\$ 5,438,146</b>	<b>\$ 6,072,855</b>	<b>\$ 5,411,390</b>	<b>\$ 5,926,372</b>	<b>\$ (146,483)</b>

# GENERAL GOVERNMENT

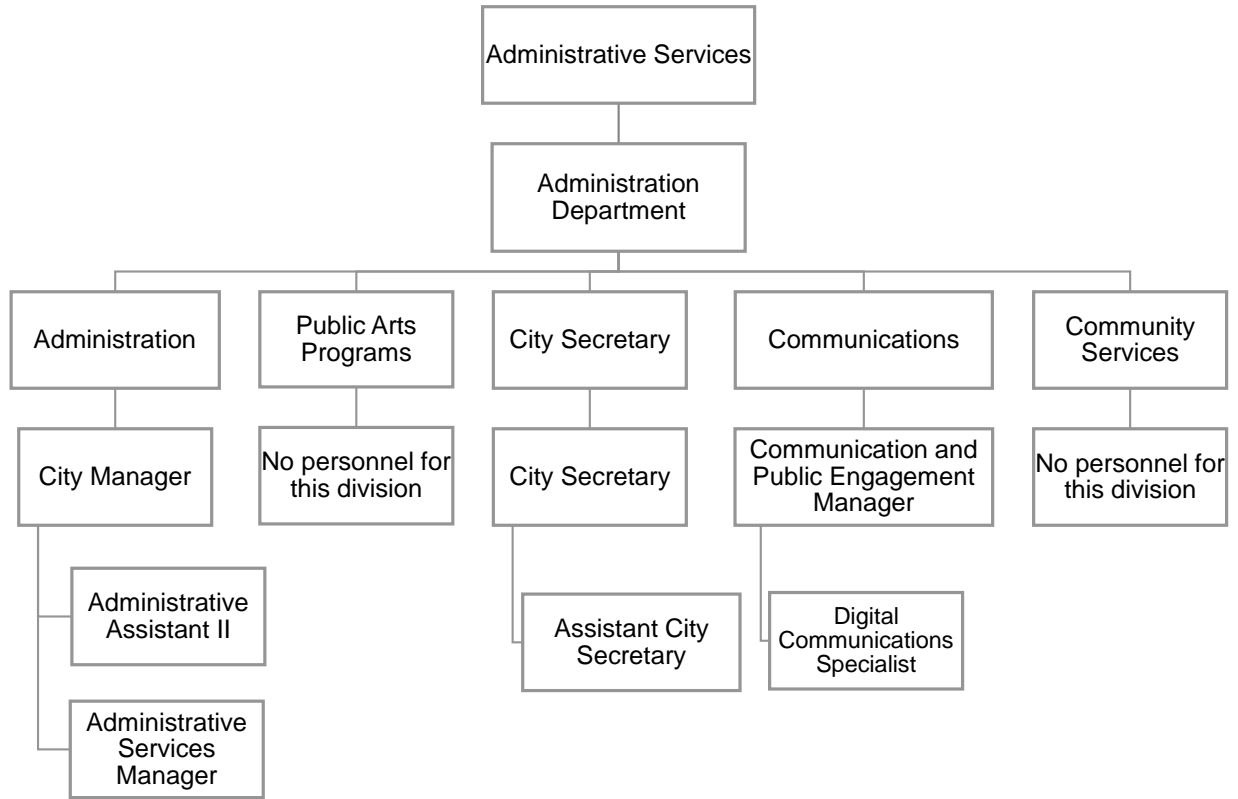


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
<b>TOTAL</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>-</b>

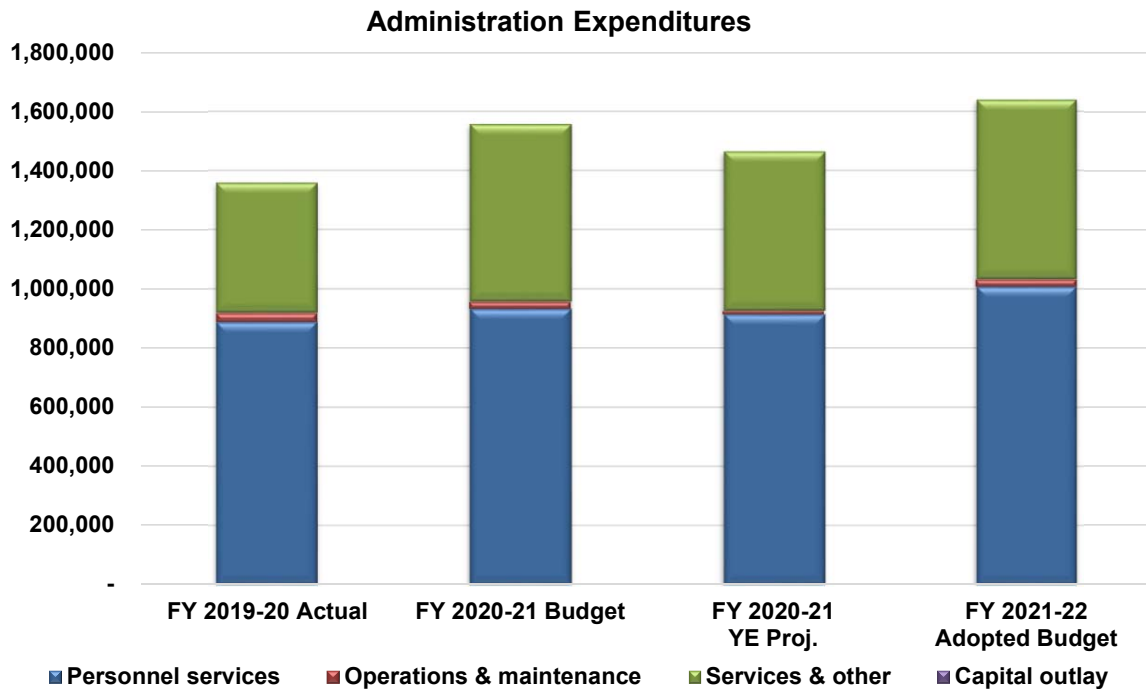
# ADMINISTRATION DEPARTMENT



# ADMINISTRATION DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 792,311	\$ 862,350	\$ 824,018	\$ 845,760	\$ (16,590)
Public Arts Programs	35,178	23,952	10,698	24,953	1,001
City Secretary	270,195	329,209	283,906	336,873	7,664
Communications	154,495	206,640	232,255	289,828	83,188
Community Services	108,059	135,190	113,987	141,917	6,727
<b>TOTAL</b>	<b>\$ 1,360,238</b>	<b>\$ 1,557,341</b>	<b>\$ 1,464,864</b>	<b>\$ 1,639,331</b>	<b>\$ 81,990</b>
Personnel services	\$ 887,226	\$ 931,495	\$ 913,135	\$ 1,005,920	\$ 74,425
Operations & maintenance	29,870	24,150	10,600	25,250	1,100
Services & other	443,142	601,696	541,129	608,161	6,465
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,360,238</b>	<b>\$ 1,557,341</b>	<b>\$ 1,464,864</b>	<b>\$ 1,639,331</b>	<b>\$ 81,990</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	4.00	4.00	3.00	3.00	(1.00)
City Secretary	2.00	2.00	2.00	2.00	-
Communications	1.00	1.00	2.00	2.00	1.00
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT

## ADMINISTRATION DIVISION (100-10-101)

### **DEPARTMENT DESCRIPTION:**

The Administration Department's Administration Division consists of the City Manager, Administrative Services Manager and Administrative Assistant. The Administration Division works with the City Council and its appointed boards and commissions to develop, analyze, and implement policy direction, and to create, implement and monitor the City's budget and capital improvements. The division provides leadership and direction for city departments and establishes expectations for service delivery by all City employees. The purpose of the division is to maintain and enhance the partnership among citizens, elected officials and city employees through efficient and effective management and delivery of all public services to Keller residents.

### **ADMINISTRATION GOALS/ACCOMPLISHMENTS:**

#### **1. Provide timely assistance and accurate information to the City Council, boards and commissions, residents and staff members:**

- \* Managed internal and public communication regarding COVID-19, developed organizational policies and procedures to ensure the continuation of essential services and implemented orders issued from county and state officials.
- \* Conducted weekly department head meetings to allow City Manager to communicate City Council goals and objectives and provide venue for staff to give updates and seek direction on ongoing projects and potential issues.
- \* Utilized City Council work sessions to conduct strategic planning budget meetings.

#### **2. Support and implement the City Council's priorities, goals and objectives:**

- \* Managed staff efforts to pursue and coordinate City Council-approved Economic Development projects, including Trailhead at Bear Creek.
- \* Oversaw completion of Future Land Use Plan Update Project, coordinated City Council strategic planning session.
- \* Oversaw staff efforts on current and future Capital Improvement and other major projects including, but not limited to: new Senior Center construction, Johnson Road reconstruction design, Bear Creek Parkway/Whitley roundabout, North Tarrant Parkway and Lakeview shoulder/curb work to mitigate potential for future crashes, Hwy. 377 water line improvements, Overton Ridge park development, Sports Park parking lot improvements, resumed design and engineering work on the Old Town Keller Phase II project.

#### **3. Ensure efficient and effective utilization of municipal resources in accordance with approved budget documents:**

- \* Oversaw implementation of Keller TIRZ No. 2 along the Hwy. 377 corridor as a catalyst for private development and funding source for future infrastructure needs.
- \* Reorganized Administration Department to allow for a new positions in the Communications Division.
- \* Included just over \$3,250,000 for one-time sidewalk maintenance to remove backlog.

#### **4. Support and provide the general direction and tools necessary for the city's various departments to achieve their goals and objectives**

- \* Began transition to new financial software that will improve internal processes across all departments, includes modern integration with other essential software programs and significantly enhances the customer portal for utility billing.
- \* Overaw two-year compensation and classification study for all positions that corrected deficiencies and allowed employees and supervisors the opportunity to review and update job descriptions and responsibilities.
- \* Provided a competitive combined merit/market increase for employees with less than 4% impact to the City's General Fund.

#### **5. Continue to meet or exceed service level expectations of the community:**

- \* Initiated temporary interlocal agreement and feasibility study to explore consolidation of Keller and Westlake fire departments.
- \* Oversaw emergency response to Feb. 2021 Winter Storm Event.
- \* Worked with newly hired Police Chief to formulate plan to restore trust with community following a police misconduct incident.



**ADMINISTRATION DEPARTMENT  
ADMINISTRATION DIVISION (100-10-101)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 553,608	\$ 540,520	\$ 508,893	\$ 523,228	\$ (17,292)
Operations & maintenance	2,118	6,950	3,400	6,950	-
Services & other	236,585	314,880	311,725	315,582	702
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 792,311</b>	<b>\$ 862,350</b>	<b>\$ 824,018</b>	<b>\$ 845,760</b>	<b>\$ (16,590)</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Manager	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Administrative Services Manager	1.00	1.00	1.00	1.00	-
Customer Service Representative	1.00	1.00	-	-	(1.00)
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>(1.00)</b>

# ADMINISTRATION DEPARTMENT

## PUBLIC ARTS PROGRAMS DIVISION (100-10-102)

**DEPARTMENT DESCRIPTION:**

The mission of the Public Arts Program is to support and promote programs and activities that will encourage visual and performing arts in public places and to define the policies and guidelines for acquiring and commissioning of arts of the highest standards that shall enrich the quality of life for all residents and visitors of the City of Keller. Administration Department staff serves as the liaisons to the Public Arts Board, which consists of seven citizen members appointed by the City Council. The Board includes a chairperson and vice-chairperson. The goals of the Public Arts Program are to create a diverse artistic environment for the residents and visitors of the City and to integrate a variety of art into the development of eligible City projects, as expressed in the Public Arts Master Plan.

**DEPARTMENT/DIVISION GOALS:**

The following represent the general goals and key policy issues as determined by the Public Arts Board:

1. Pursue public-private partnerships that promote arts in Keller.
2. Work to provide educational opportunities to the public by leveraging Public Arts Program resources and relationships with local educators.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Coordinate an annual schedule for programming and events that offer community exposure to all types of arts.
2. Operate a public arts program that follows the City of Keller's high standards for municipal excellence and provides beneficial experiences and opportunities for Texas artists.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Keller Public Arts Board meetings and work sessions	6	14	6	14
Town Hall Art Shows	2	5	2	5
Public art events and receptions	6	11	3	11

**ADMINISTRATION DEPARTMENT  
PUBLIC ARTS PROGRAMS DIVISION (100-10-102)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 1,771	\$ 2,002	\$ 198	\$ 2,003	\$ 1
Operations & maintenance	26,681	16,000	6,000	17,000	1,000
Services & other	6,725	5,950	4,500	5,950	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 35,178</b>	<b>\$ 23,952</b>	<b>\$ 10,698</b>	<b>\$ 24,953</b>	<b>\$ 1,001</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this program					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT CITY SECRETARY DIVISION (100-10-103)

**DEPARTMENT DESCRIPTION:**

The Administration Department's City Secretary Division consists of the City Secretary and an Assistant City Secretary/Records Management Coordinator. The purpose of the City Secretary Division is to support the City Council, boards, commissions, committees and City Manager by safeguarding the records management process, enhancing access to municipal records, overseeing the election process, and providing daily assistance to internal and external stakeholders.

**DEPARTMENT/DIVISION GOALS:**

1. Maintain and digitize the City's official records, which include agendas, minutes, resolutions, and ordinances.
2. Process public information requests in accordance with State law.
3. Work with City departments to ensure records retention compliance with the Texas State Library and Archives Commission.
4. Maintain and update the Code of Ordinances.
5. Hold City Council general, special, and run-off elections in accordance with City Charter and State law.
6. Assist the City Council with board and commission appointments and ensure all appointees and elected officials complete the Texas Open Meetings Act and Texas Public Information Act training.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Update the City Secretary portion of the City website.
2. Utilize Legistar to allow citizens to apply for boards and commissions and to track members' terms and information before the 2021 boards and commissions appointment process.
3. Create a new boards and commissions handbook before the 2021 appointments.
4. Continue to improve new records request portal to ensure ease of request submittal and record receipt.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
City Council Agendas/Minutes created	57	56	54	54
Ordinances and Resolutions completed	247	165	250	250
Process and respond to open records requests	333	250	300	325

\*this number is projected to decrease significantly now that requests for reports have been shifted to individual departments as a customer service function

**PERFORMANCE INDICATORS**

Percent of meeting minutes presented by next meeting for approval	100%	100%	100%	100%
Open records requests processed through the Office of the Attorney General	6	5	5	5
City Council general, special, and run-off elections held	1	4	3	3

# ADMINISTRATION DEPARTMENT CITY SECRETARY DIVISION (100-10-103)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 230,552	\$ 233,743	\$ 232,699	\$ 242,962	\$ 9,219
Operations & maintenance	1,015	1,000	1,000	1,000	-
Services & other	38,629	94,466	50,207	92,911	(1,555)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 270,195</b>	<b>\$ 329,209</b>	<b>\$ 283,906</b>	<b>\$ 336,873</b>	<b>\$ 7,664</b>

## LOCAL GOVERNMENT CODE SECTION 140.0045 STATEMENT

<b>EXPENDITURES:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Newspaper Publications	\$ 12,857	\$ 16,250	\$ 13,000	\$ 14,750	\$ (1,500)
Lobbyist/Legislative Influence	\$ -	\$ -	\$ -	\$ -	\$ -

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Secretary	1.00	1.00	1.00	1.00	-
Assistant City Secretary	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-10-104)

**DEPARTMENT DESCRIPTION:**

The Administration Department's Communications Division consists of the Communication and Public Engagement Manager and Media Specialist. The purpose of the Communications Division is to lead the organization's citizen engagement efforts and dissemination of information to the public, as well as to maintain and strengthen the city's positive public image.

**DEPARTMENT/DIVISION GOALS:**

1. Enhance community relations with citizens via surveys, citizen committees and individual requests, and respond in a timely manner through direct interaction, news releases, marketing and advertising, and Town Hall meetings.
2. Manage and administer the City's website and social media outlets.
3. Prepare presentations and print materials as well as spoken comments as needed for meetings, special events and city leaders' public appearances.
4. Design and distribute newsletters, brochures, and other marketing and advertising materials promoting community news, projects, events and initiatives.
5. Serve as a liaison between city officials, city staff, outside organizations and the media, and as the city spokesperson as
6. Recommend, oversee implementation, and develop policies and procedures for the use of communication technology and
7. Handle all aspects of the City's emergency communication efforts.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Continue to strategically grow the city's social media footprint to increase awareness and engagement among citizens of all ages, staying flexible with changing platform algorithms.
2. Develop strategies to improve the website and mobile user experience, including the continuation of website streamlining and analytics-based adjustments, accessibility upgrades, the expansion of story map technology, etc.
3. Partner with department heads to produce citizen-friendly budget and 'State of the City' materials, and with City Council members on new community engagement programs and initiatives.
4. Evaluate and implement strategic new trends in internal and external government communications aimed at better connecting with employees and residents where they're already seeking out information and engagement, including partnerships with and utilization of existing third-party services.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Weekly E-Newsletters Published	52	52	52	52
State of the City Presentations Prepared	5	3	4	4
Special Publications Produced	0	1	1	2
Community Surveys Managed & Marketed	3	5	5	4
Social Media Accounts Administered	18	20	18	20
Active Website E-Notification Subscribers	17,200	17,450	17,900	18,400
SirenGPS/Mass Notification Subscribers	6,950	7,000	7,300	15,000

**PERFORMANCE INDICATORS**

Average Facebook Post Impressions (largest account - City of Keller Gov)	9,850	8,500	9,580	9,900
Average Twitter Monthly Impressions (largest account - @kellerpolice)	200,000	225,000	128,000	200,000
Connect Newsletter Engagement	N/A	New Measure	66%	66%
Unique Website Page Views	1.11M	1.2M	1.46M	1.48M

# ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-10-104)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 100,155	\$ 132,353	\$ 169,071	\$ 214,844	\$ 82,491
Operations & maintenance	56	200	200	300	100
Services & other	54,284	74,087	62,984	74,684	597
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 154,495</b>	<b>\$ 206,640</b>	<b>\$ 232,255</b>	<b>\$ 289,828</b>	<b>\$ 83,188</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Communication & Public Engagement Manager	1.00	1.00	1.00	1.00	-
Media Specialist	-	-	1.00	1.00	1
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1</b>

# ADMINISTRATION DEPARTMENT COMMUNITY SERVICES DIVISION (100-10-105)

**DEPARTMENT DESCRIPTION:**

The City recognizes the value of events, activities, and services that benefit the Keller community. The purpose of the Community Services Division is to provide a methodology whereby City resources allocated for the purpose of supporting community events and activities can be evaluated on an annual basis and reviewed, itemized, and apportioned at the discretion of the City Council.

**DEPARTMENT/DIVISION GOALS:**

1. Promote a safe and enjoyable atmosphere at special events by providing friendly, efficient, and coordinated customer service to all event organizers.
2. Provide support and coordination for the Special Events Review Team process and ensure the reviews, approvals, and administration of special events are consistent in nature and attention is given to the use of City resources in support of such activities.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Maintain an annual budget that provides adequate City resources, including public safety personnel, for signature community events.
2. Support community services and activities that impact Keller residents' quality of life.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Shredding events held	2	2	2	2
Keller Farmers Market events supported	29	29	29	29
Northeast Transportation Service trips	3,022	5,050	3,300	3,500



# ADMINISTRATION DEPARTMENT COMMUNITY SERVICES DIVISION (100-10-105)

## EXPENDITURE SUMMARY

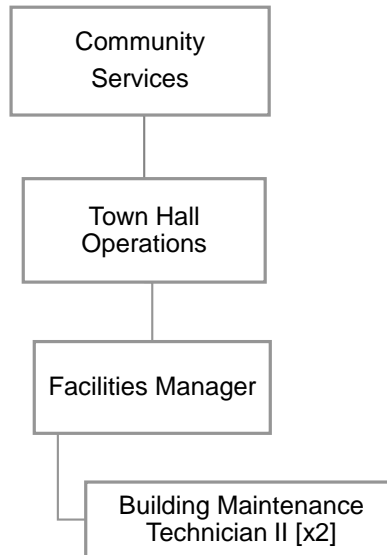
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 1,140	\$ 22,877	\$ 2,274	\$ 22,883	\$ 6
Operations & maintenance	-	-	-	-	-
Services & other	106,919	112,313	111,713	119,034	6,721
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 108,059</b>	<b>\$ 135,190</b>	<b>\$ 113,987</b>	<b>\$ 141,917</b>	<b>\$ 6,727</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this program					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# TOWN HALL OPERATIONS



# TOWN HALL OPERATIONS

## TOWN HALL OPERATIONS (100-11-111)

**DEPARTMENT DESCRIPTION:**

The Administration Department's Operations Division consists of the Facilities Manager, Building Maintenance Technicians II (2), and a contracted Janitor. The Facilities Department provides facility maintenance service and assistance to the following facilities; Town Hall, Police, Jail, Animal Adoption Center, Municipal Service Center, Fire Stations 1, 2, and 3, Senior Activities Center, and the Library. The Facilities Department assists in the general oversight of the facility maintenance, general repairs, HVAC systems, electrical, plumbing and lighting along with the overall building operations, developing and implementing the department budget, room and meeting requests, art show set-ups, door and security system operations, voting set-ups and room placement requests and any and all other maintenance requests. The purpose of the department is to ensure the facilities are being maintained and cared for through efficient and effective preventative maintenance practices.

**DEPARTMENT/DIVISION GOALS:**

1. Manage and provide for day maintenance of the designated facilities. Provide occasional facility maintenance support to the following buildings; Friends of the Library and City owned properties.
2. Continue to monitor building energy consumption and recommend changes to improve overall energy efficiency and conservation within the cities facilities.
3. Maintain routine preventive maintenance of heating, ventilation, air conditioning (HVAC), and emergency generators. Ensure equipment is adequately covered under warranty or annual maintenance contracts. Perform maintenance and repair of HVAC systems needed to augment maintenance contracts and minimize repair expenses.
4. Provide routine preventive maintenance, repair, and overall support for electrical, emergency generators, plumbing, roof, fire alarm, clock tower, elevators door security, backflow devices, water heaters, and whatever else that may need to have preventive maintenance.
5. Inspect and perform minor painting, carpentry, door maintenance, and lighting system maintenance within each building.
6. Review and recommend annual service and warranty contracts for designated facilities.
7. Manage monthly art show set-up and take down, assist with annual art programs, and coordinate set-up for many events and activities.
8. Coordinate and setup conference rooms and Town Hall for meetings, training, voting, and special events.
9. Daily monitoring of facilities computerized building automation equipment. Manage door and HVAC schedules to accommodate meetings and conference room schedules.
10. Manage janitorial service contract, HVAC preventative maintenance contract, fire alarm/sprinkler system contract, generator contract, elevator contract, backflow prevention inspections, plant contract, floor and window cleaning contract, clock tower preventative maintenance contract, and all facilities.

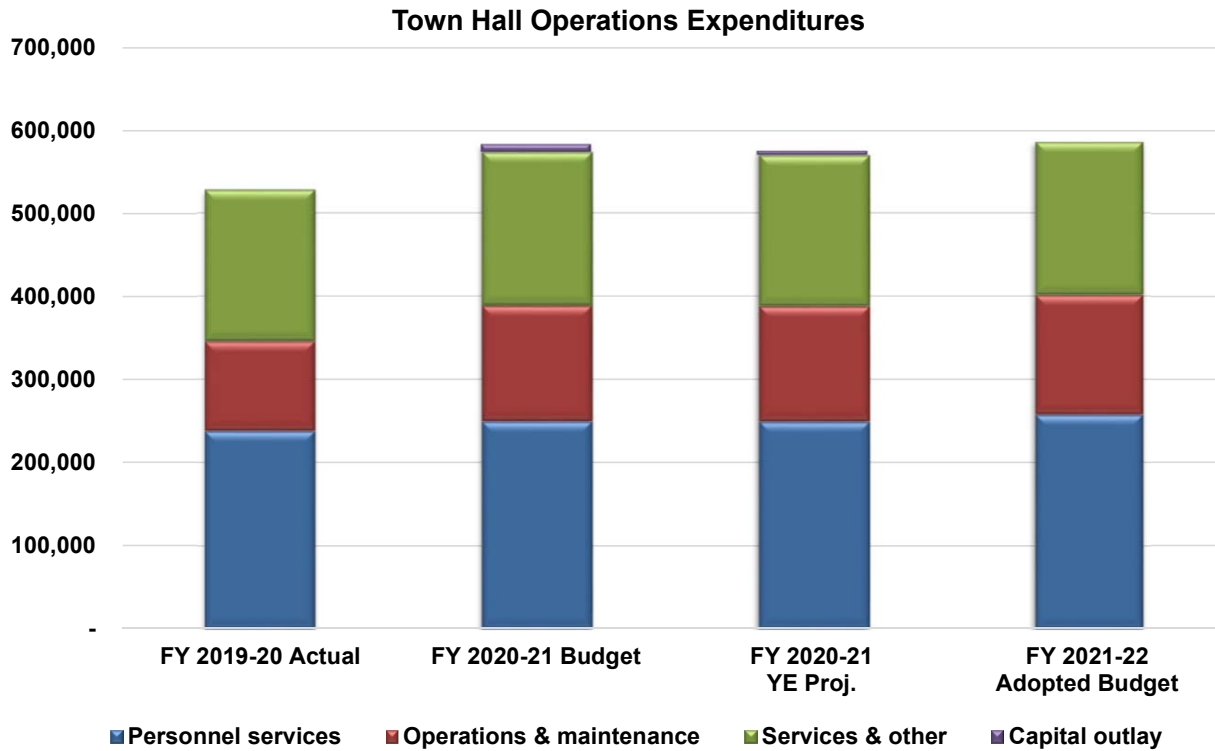
**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Square Footage Maintained:	200,000	200,000	200,000	223,000
HVAC's	63	63	63	65
HVAC Systems	4	4	4	5
Electrical & Plumbing Systems	11	11	11	12
Elevators	2	2	2	2
Fire & Sprinkler Systems	8	8	8	9
Generators	7	7	7	7
Facility Inspections	11	11	11	12
Special events supported	30+	30+	30+	30+
Contracts Supported by Facilities	10	10	10	11

# TOWN HALL OPERATIONS

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 237,818	\$ 249,650	\$ 249,052	\$ 257,499	\$ 7,849
Operations & maintenance	108,258	139,100	139,000	144,100	5,000
Services & other	181,965	184,743	181,543	184,293	(450)
Capital outlay	-	9,500	5,000	-	(9,500)
<b>TOTAL</b>	<b>\$ 528,041</b>	<b>\$ 582,993</b>	<b>\$ 574,595</b>	<b>\$ 585,892</b>	<b>\$ 2,899</b>

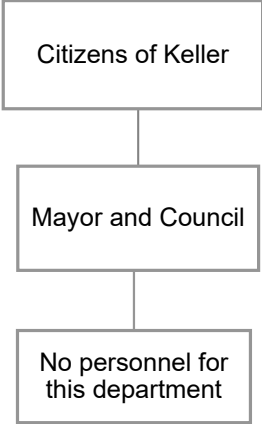


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Facilities Manager	1.00	1.00	1.00	1.00	-
Facility Maintenance Worker	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# MAYOR AND COUNCIL



# MAYOR & CITY COUNCIL

## MAYOR & CITY COUNCIL (100-12-121)

### **DEPARTMENT DESCRIPTION:**

The mission of the Mayor and City Council is to create a strategic framework of goals and priorities within the budget that allow the City Manager and city staff to successfully execute the City of Keller's vision, mission, and values. The City of Keller is a Home Rule Municipality with a Council-Manager form of government operating under a Home Rule Charter adopted April 3, 1982, and most recently revised and adopted November 2, 2010. Under the provisions of the City Charter and subject only to the limitations imposed by the Texas Constitution, state law and the City Charter, the Keller City Council is responsible for enacting local legislation, adopting the City's annual operating budget and setting local policies. The Keller City Council includes a mayor and six council members, all elected at-large for staggered, three year terms.

### **City Council Goals/Accomplishments**

#### **1. Elevate family life**

- \* Initiated first annual Keller Fireworks event to allow residents to celebrate Independence Day in a local setting.
- \* Prioritized improvements at Keller Sports Park as one of the top goals for the immediate future and established a Task Force to develop recommendations on upgrading the park.
- \* Approved replacement of the Bursey Ranch neighborhood playground equipment and the construction of a lacrosse field at the Keller Sports Park.
- \* Maintained funding and support for public safety activities and personnel, including the initiation of a feasibility study to determine if Keller residents might benefit from merging the Keller and Westlake Fire Departments.
- \* Updated the city's Mission Statement to reflect a strong commitment to making community decisions that support a family friendly environment.

#### **2. Attract vibrant development**

- \* Continued investing in the growth and redevelopment of Old Town Keller by continuing design work for second phase of the project focused east of Hwy. 377.
- \* Created Tax Increment Reinvestment Zone No. 2 along the Hwy. 377 corridor to encourage development and create a mechanism to capture new tax dollars for future infrastructure funding.
- \* Successfully brought the Future Land Use Plan update project to a successful conclusion by adopting a document that incorporates input from many different stakeholders and lays out a vision for smart, community-oriented development and re-development.

#### **3. Demonstrate fiscal discipline**

- \* Approved the state maximum homestead exemption rate of 20% for FY 2021-22 (Tax Year 2021), providing an average year-over-year savings of \$103.
- \* Earned two Transparency Stars from the Texas State Comptroller's Office.
- \* Continued the funding of Open Government Financial Software that allows citizens access to City financial data.
- \* Lowered the fiscal year 2020-21 tax rate to \$0.3950 per \$100 of taxable value, the seventh consecutive decrease in the tax rate.
- \* Cash funded Capital Improvement Projects, vehicle and building replacement funds and one time equipment purchases to avoid issuing debt.
- \* Maintained current bond ratings at AAA (Standard & Poor's and Moody's).
- \* Conducted budget overview work sessions with the City Manager and staff, and worked with staff to manage expenses while responding to needs and accomplishing set goals.

#### **4. Improve & maintain sound infrastructure**

- \* Included just over \$3,250,000 for one-time sidewalk maintenance in annual budget to remove backlog.
- \* Continued to monitor construction progress on the Senior Center facility approved by voters in the 2018 bond election.
- \* Oversaw design for street expansions and enhancements to manage growth and traffic patterns including the City's first two roundabouts.
- \* Initiated updates to Major Thoroughfare, Drainage, Water and Waste Water master plans to ensure current conditions are documents and allow for data-driven decisions.

#### **5. Put people first**

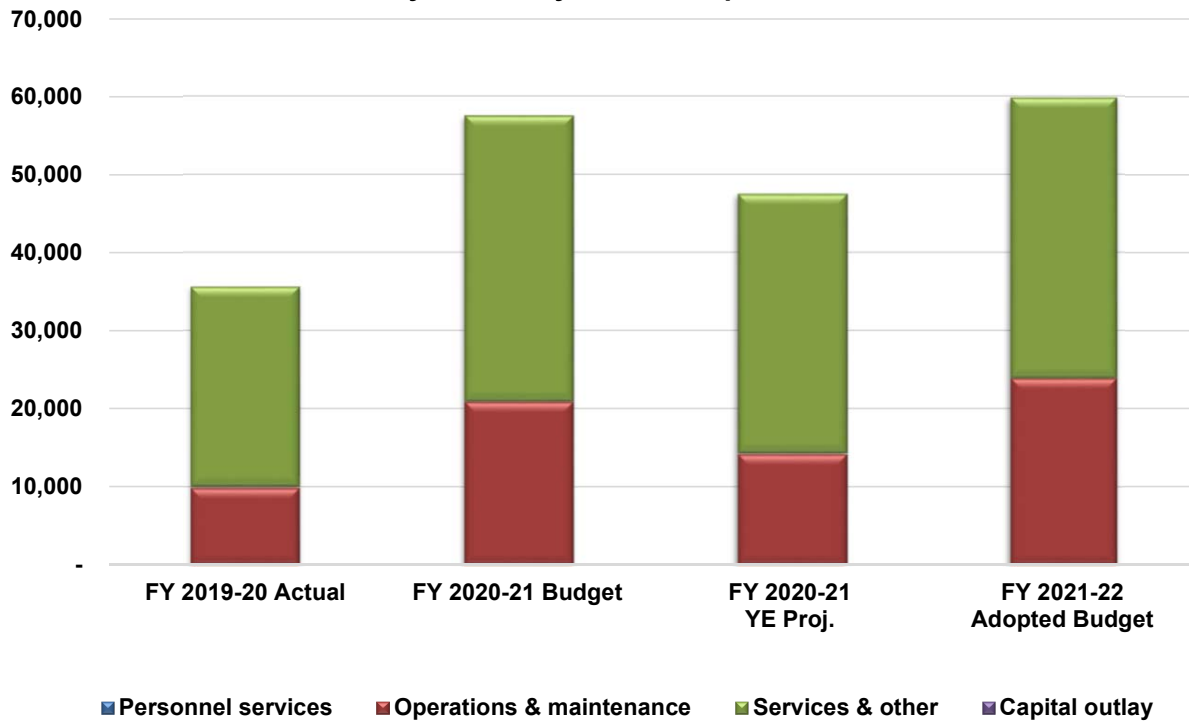
- \* Efficiently communicated citizen concerns, complaints and comments to the City Manager for resolution and follow-up.
- \* Oversaw city response and communication efforts related to COVID-19 and the Feb. 2021 Winter Storm Event.
- \* Initiated review of city's approach to mental health and adolescent homelessness.
- \* Oversaw employee engagement survey and updated compensation and classification plan.
- \* Approved pay increases for civilian and public safety personnel that exceeded the rate of inflation for the 9th consecutive year.

# MAYOR & CITY COUNCIL

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	9,898	20,900	14,200	23,900	3,000
Services & other	25,799	36,664	33,314	35,949	(715)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 35,697</b>	<b>\$ 57,564</b>	<b>\$ 47,514</b>	<b>\$ 59,849</b>	<b>\$ 2,285</b>

Mayor and City Council Expenditures

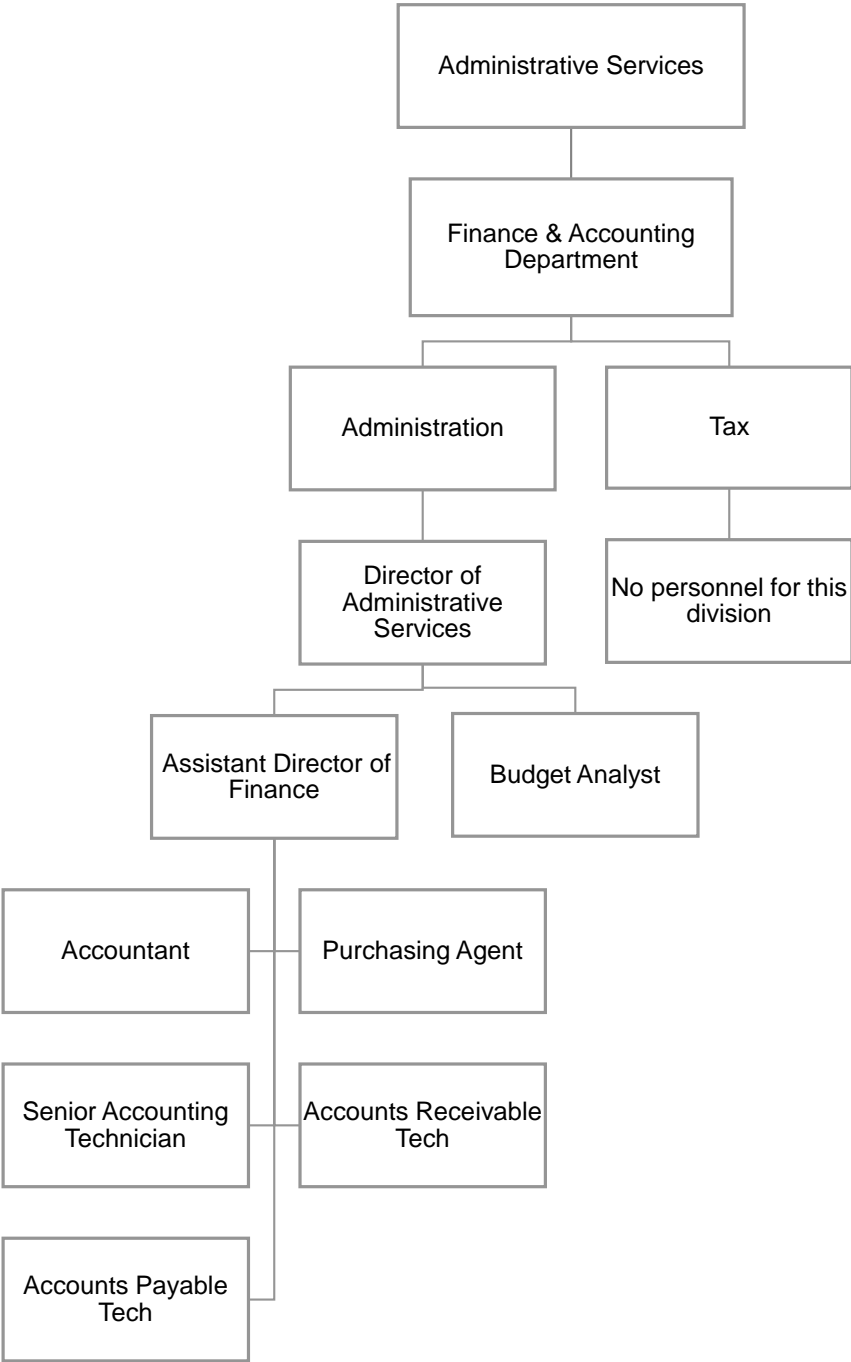


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# FINANCE & ACCOUNTING DEPARTMENT





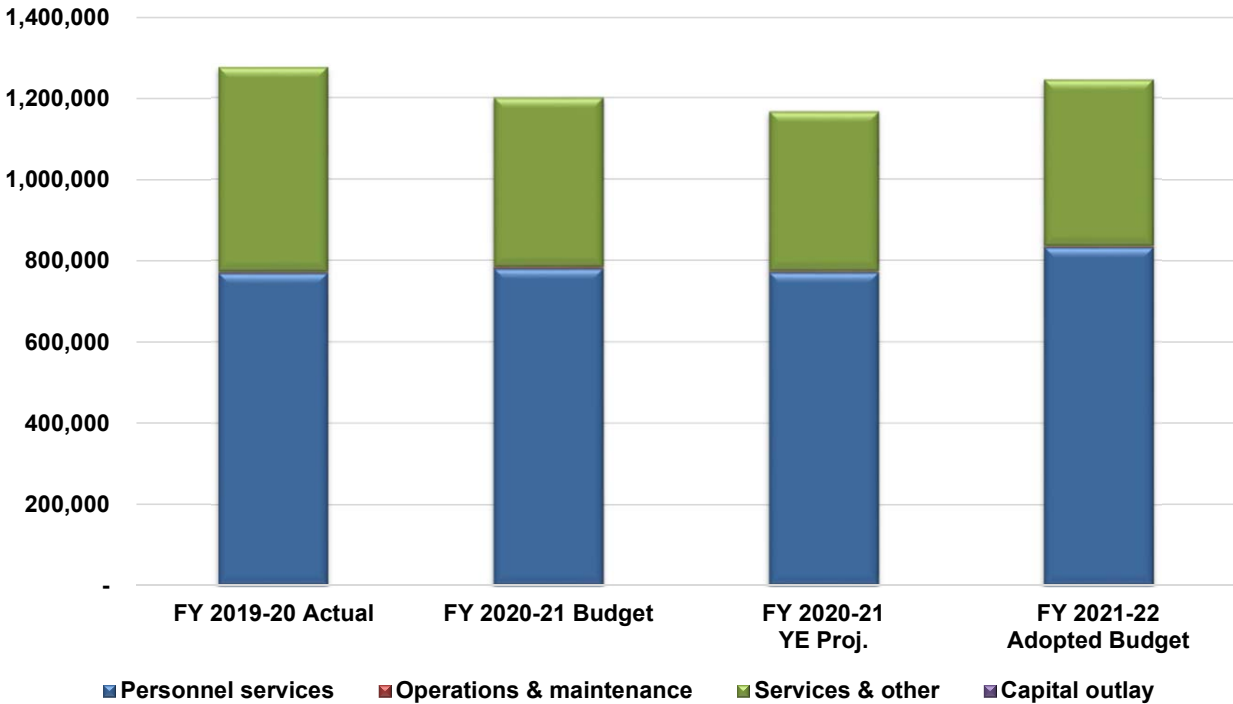
# FINANCE & ACCOUNTING DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 1,143,068	\$ 1,060,778	\$ 1,035,300	\$ 1,105,575	\$ 44,797
Tax	132,333	139,160	130,500	139,160	-
<b>TOTAL</b>	<b>\$ 1,275,401</b>	<b>\$ 1,199,938</b>	<b>\$ 1,165,800</b>	<b>\$ 1,244,735</b>	<b>\$ 44,797</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 769,017	\$ 780,099	\$ 770,271	\$ 831,530	\$ 51,431
Operations & maintenance	1,768	2,960	2,450	2,960	-
Services & other	504,616	416,879	393,079	410,245	(6,634)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,275,401</b>	<b>\$ 1,199,938</b>	<b>\$ 1,165,800</b>	<b>\$ 1,244,735</b>	<b>\$ 44,797</b>

**Finance And Accounting Expenditures**



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	8.00	8.00	8.00	8.00	-
Tax	-	-	-	-	-
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>

# FINANCE & ACCOUNTING DEPARTMENT ADMINISTRATION DIVISION (100-13-131)

**DEPARTMENT DESCRIPTION:**

The Finance and Accounting Department maintains oversight responsibility for management of the City's assets. The Director of Finance is responsible for oversight of purchasing, accounting, payroll, accounts receivable, accounts payable, cash and investment management, capital financing, and customer service (utility billing) activities. The department also provides accounting services for the Keller Development Corporation (KDC), and the Keller Crime Control Prevention District (KCCPD).

**DEPARTMENT/DIVISION GOALS:**

1. Safeguard the City's assets by developing and/or complying with financial, investment and other related policies and procedures, and proper and timely recording of accounting transactions.
2. Ensure the City's financial accountability and responsible use of resources.
3. Maintain effective cash and investment management in order to realize a competitive rate of return, while protecting the City's safety of principal, in accordance with the City's Investment Policy and procedures.
4. Provide for the efficient and timely procurement of supplies, materials, equipment, and services for all City operations by working closely with vendors and other governmental entities to ensure that both the proper quantity and quality of materials and services are available.
5. Continue to strengthen internal control procedures by maintaining and updating formal financial management policies.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Complete reporting requirements to continue receiving the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association for the Comprehensive Annual Financial Report for the 33rd consecutive year (FY1989 – FY2021).
2. Complete reporting requirements to continue to receive the "Distinguished Budget Presentation Award" from the Government Finance Officers Association for the annual budget document for the 26th consecutive year (FY1996 – FY2022).
3. Maintain or strengthen the financial status of the City with outside sources, e.g. rating agencies, investors, and other governmental agencies by providing accurate and timely financial information.
4. Continue applying for Transparency Stars from the State Comptroller's office.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Accounting Activities:				
Accounts payable checks processed	3,930	4,500	3,401	4,250
Invoice Payments Processed	6,313	7,500	2,265	7,000
Journal entries processed	4,096	5,000	3,139	4,500
Payroll checks processed	9,869	12,000	9,640	12,000
Employee W-2's issued	593	600	515	600
Purchasing Activities:				
Total Purchasing Card Transactions	7,245	8,400	6,181	7,000
Total Purchase Orders Processed	612	300	402	500
Total Bids	25	27	15	25
Budgeting Activities:				
Number of budget amendments	1	2	1	2
Number of budget transfers	33	35	25	30
Investing/Banking Activities:				
Number of Quarterly Investment Reports	4	4	4	180
Number of bank reconciliations	180	180	180	180

# FINANCE & ACCOUNTING DEPARTMENT ADMINISTRATION DIVISION (100-13-131)

**SERVICE LEVEL ANALYSIS: (CONTINUED)**

PERFORMANCE INDICATORS	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted
Accounting Activities:				
Avg # of Days for bank reconciliation	20	25	20	25
% of Voided checks to checks issued	<1%	<1%	3.2%	<1%
% of Employees on direct deposit	100%	100%	100%	100%
Budgeting Activities:				
General Fund Budget Vs. Actual %	1.19%	0.50%	1.23%	0.50%
Investing/Banking Activities:				
Avg Weighted Investment Yield to Maturity	1.47%	2.00%	0.45%	1.00%
% of Funds invested long-term	31.2%	50%	31.0%	40%

## EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 769,017	\$ 780,099	\$ 770,271	\$ 831,530	\$ 51,431
Operations & maintenance	1,768	2,960	2,450	2,960	-
Services & other	372,283	277,719	262,579	271,085	(6,634)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,143,068</b>	<b>\$ 1,060,778</b>	<b>\$ 1,035,300</b>	<b>\$ 1,105,575</b>	<b>\$ 44,797</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Director of Administrative Services	1.00	1.00	1.00	1.00	-
Assistant Director of Finance	1.00	1.00	1.00	1.00	-
Budget Analyst	1.00	1.00	1.00	1.00	-
Purchasing Agent	1.00	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	1.00	-
Accounting Technician	3.00	3.00	3.00	3.00	-
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>

# FINANCE & ACCOUNTING DEPARTMENT

## TAX DIVISION (100-13-139)

**DEPARTMENT DESCRIPTION:**

The Tax Division of the Finance & Accounting Department is responsible for the assessment and collection of property and other special assessment taxes for the City. Property appraisal is the responsibility of the Tarrant Appraisal District. Effective October 1999, the Tarrant County Tax Assessor/Collector began assessing and collecting property taxes for the City of Keller. The Tarrant County Tax Assessor/Collector also assesses and collects property taxes for all other taxing units within the City of Keller.

**DEPARTMENT/DIVISION GOALS:**

1. Continue collection and assessing contract with Tarrant County.
2. Ensure timely assessment and collection of the City's property taxes by working closely with the Tarrant Appraisal District and generating timely and accurate tax statements.
3. Provide timely and efficient assistance and information to citizens and City staff as requested.
4. Support other City departments by providing property ownership information.
5. Ensure that all real and personal property located in the Keller Town Center Reinvestment Zone is properly recorded by the Tarrant Appraisal District.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total property tax accounts	17,733	17,918	17,918	17,860
Total number of tax ceiling accounts	3,115	3,199	3,199	3,384
Taxable value of tax ceiling accounts (millions)	\$899	\$934	\$934	\$980
Total (taxable) value of new construction (millions)	\$131	\$73	\$150	\$72
Total (taxable) value of new residential construction (millions)	\$122	\$51	\$112	\$43
Total number of new residential properties	227	205	205	245
Total (taxable) value of new commercial construction (millions)	\$9	\$22	\$37	\$28
Total number of new commercial properties	7	15	15	10

# FINANCE & ACCOUNTING DEPARTMENT

## TAX DIVISION (100-13-139)

**SERVICE LEVEL ANALYSIS: (CONTINUED)**

PERFORMANCE INDICATORS	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector)	99.25%	99.25%	99.25%	99.25%
Average appraised residential value	\$408,784	\$414,262	\$414,262	\$444,713
Average taxable residential value	\$355,394	\$351,817	\$351,817	\$347,898
No new revenue tax rate per \$100 of taxable value	0.40195	0.41759	0.41759	\$0.406220
Actual tax rate per \$100 of taxable value	0.39990	0.39500	0.39500	0.39500
Voter-approval tax rate per \$100 of taxable value	0.43106	0.41628	0.41628	\$0.40626
Average City of Keller tax bill (actual rate)	\$1,421	\$1,390	\$1,390	\$1,374
Average taxable value of tax ceiling accounts	\$288,660	\$292,252	\$292,252	\$287,944
Percentage of new construction by property category:				
Residential	93%	70%	70%	60%
Commercial	7%	30%	30%	40%

### EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	132,333	139,160	130,500	139,160	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 132,333</b>	<b>\$ 139,160</b>	<b>\$ 130,500</b>	<b>\$ 139,160</b>	<b>\$ -</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# MUNICIPAL COURT



# MUNICIPAL COURT

## MUNICIPAL COURT (100-16-161)

### ***DEPARTMENT DESCRIPTION:***

The Colleyville-Keller Regional Municipal Court provides the City with enforcement of Class C misdemeanor criminal laws and ordinance offenses occurring within the City limits. The Regional Municipal Court is operated through an interlocal agreement with the City of Colleyville. The Court is also responsible for maintaining accurate records of all cases, including arrest records, bond records, formal complaints, citation dispositions, school attendance offenses, state reporting, court costs, docket records, trial proceedings, refunds, forfeitures and transfer of funds for arrests of higher charges. The Regional Municipal Court processes and distributes all money collected in the jail for the City of Keller, Southlake, Colleyville and Westlake. The Regional Municipal Court is responsible for staying current with the changes of procedures and court costs that are submitted to the state with each State Legislature revision.

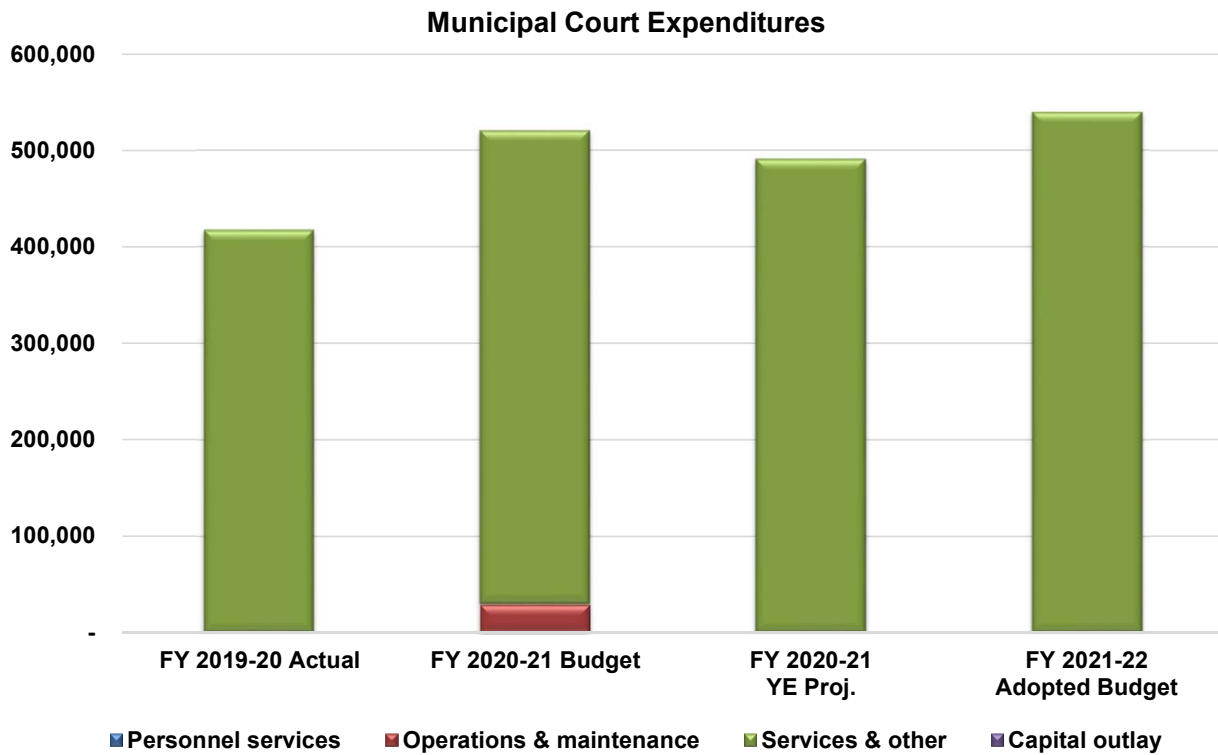
### ***DEPARTMENT/DIVISION GOALS:***

1. Maintain Court of Record operations in accordance with state laws, legislative updates and legal procedures.
2. Continue to utilize the teen court program with all options available designed to increase public awareness. Continue the ongoing success this program offers the community.
3. Maintain and continually update the Colleyville-Keller Regional Municipal Court Policy and Procedures manual.
4. Manage the juvenile process of required conditions of certain offenses committed by juveniles and minors such as tobacco, drug and alcohol awareness courses, mandatory community service and mandatory court appearances before the Judge.
5. Conduct all transactions with citizens in a professional manner with contact concern for quality customer service.

# MUNICIPAL COURT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	29,490	-	-	(29,490)
Services & other	417,323	491,187	491,187	540,010	48,823
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 417,323</b>	<b>\$ 520,677</b>	<b>\$ 491,187</b>	<b>\$ 540,010</b>	<b>\$ 19,333</b>



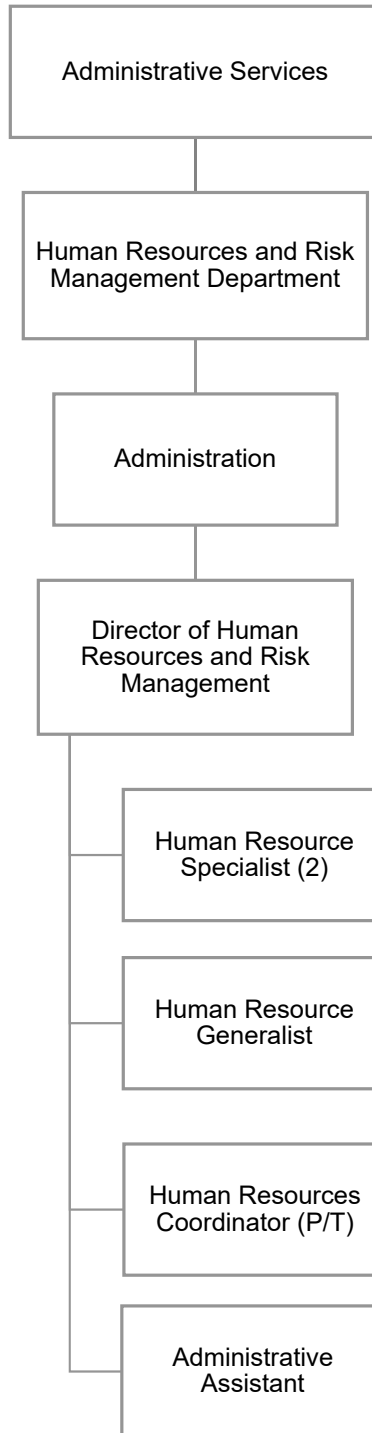
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# HUMAN RESOURCES DEPARTMENT



# HUMAN RESOURCES DEPARTMENT

## HUMAN RESOURCES DEPARTMENT (100-17-171)

**DEPARTMENT DESCRIPTION:**

The Human Resources Department is responsible for maintaining the integrity of the workforce and risk management related activities of the City. It is designed to balance the concerns and operational activities of both the City, as the employer, and the employees. As an internal business partner, the department engages in good stewardship through contractual and fiscal responsibilities, and provides direction regarding all related employment practices and benefits. The Human Resources Department directs and oversees the development, implementation, and oversight of organizational benefits, workforce development, policies, wage, risk management, compliance strategies, and budgetary preparation of related costs.

**DEPARTMENT/DIVISION GOALS :**

1. Audit and revise Workers' Compensation Insurance Codes and perform an estimated FY audit.
2. Review Employee Handbook (personnel policies) and make recommendations for revision(s).
3. Implement new performance evaluation system.

**SERVICE LEVEL ANALYSIS:**

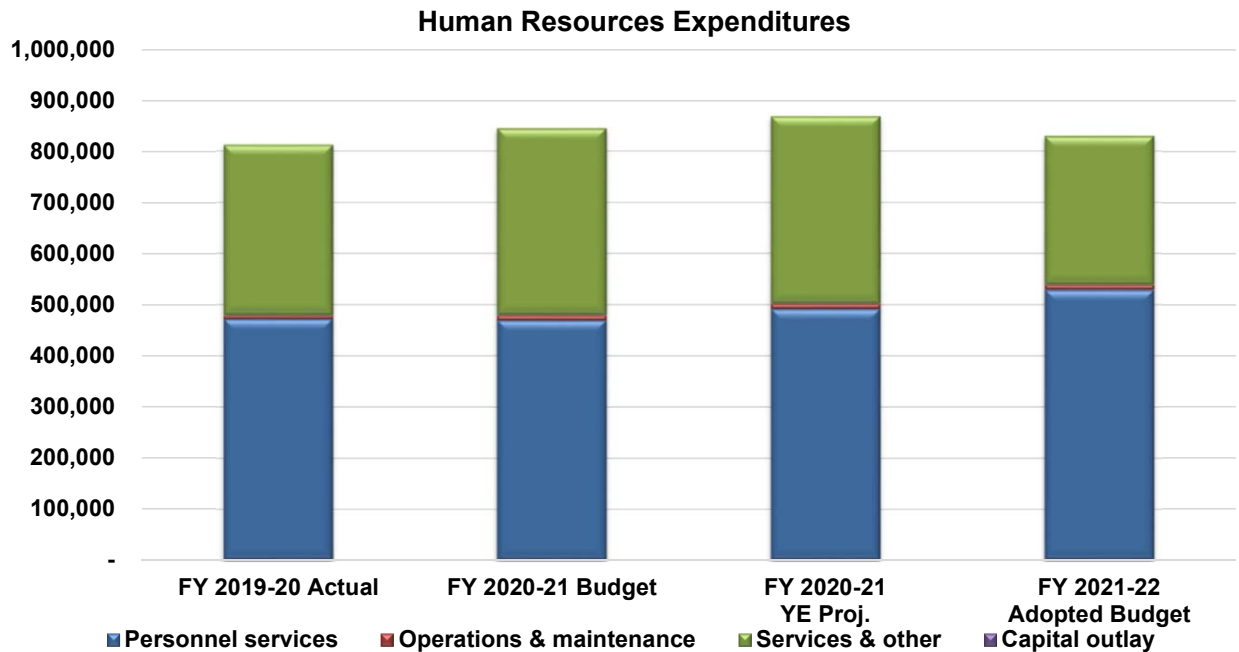
<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
<u>Employee Attrition:</u>				
<b>General (#)</b>	47	32	28	0
<b>Total vacancies</b>	60	41	49	2
Attrition (%)	17%	12%	0%	1%
Applications Received (#)	704	577	100	1000
<u>Employee Events:</u>				
Employee Activities Team (#)	12	7	12	12
Health Fair (#)	0 Covid	0 Covid	0 Covid	1
Benefits Fair (#)	1	0	1	1
Awards Ceremonies (#)	1	1	1	1
	14	8	14	15
<u>Risk Management:</u>				
Quarterly Safety Meetings (#)	40	40	40	40
Workers' Comp Claims (#)	31	27	30	16

# HUMAN RESOURCES DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 812,625	\$ 844,924	\$ 868,486	\$ 829,519	\$ (15,405)
<b>TOTAL</b>	<b>\$ 812,625</b>	<b>\$ 844,924</b>	<b>\$ 868,486</b>	<b>\$ 829,519</b>	<b>\$ (15,405)</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 472,541	\$ 470,531	\$ 492,068	\$ 529,200	\$ 58,669
Operations & maintenance	6,839	10,020	10,020	10,020	-
Services & other	333,245	364,373	366,398	290,299	(74,074)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 812,625</b>	<b>\$ 844,924</b>	<b>\$ 868,486</b>	<b>\$ 829,519</b>	<b>\$ (15,405)</b>

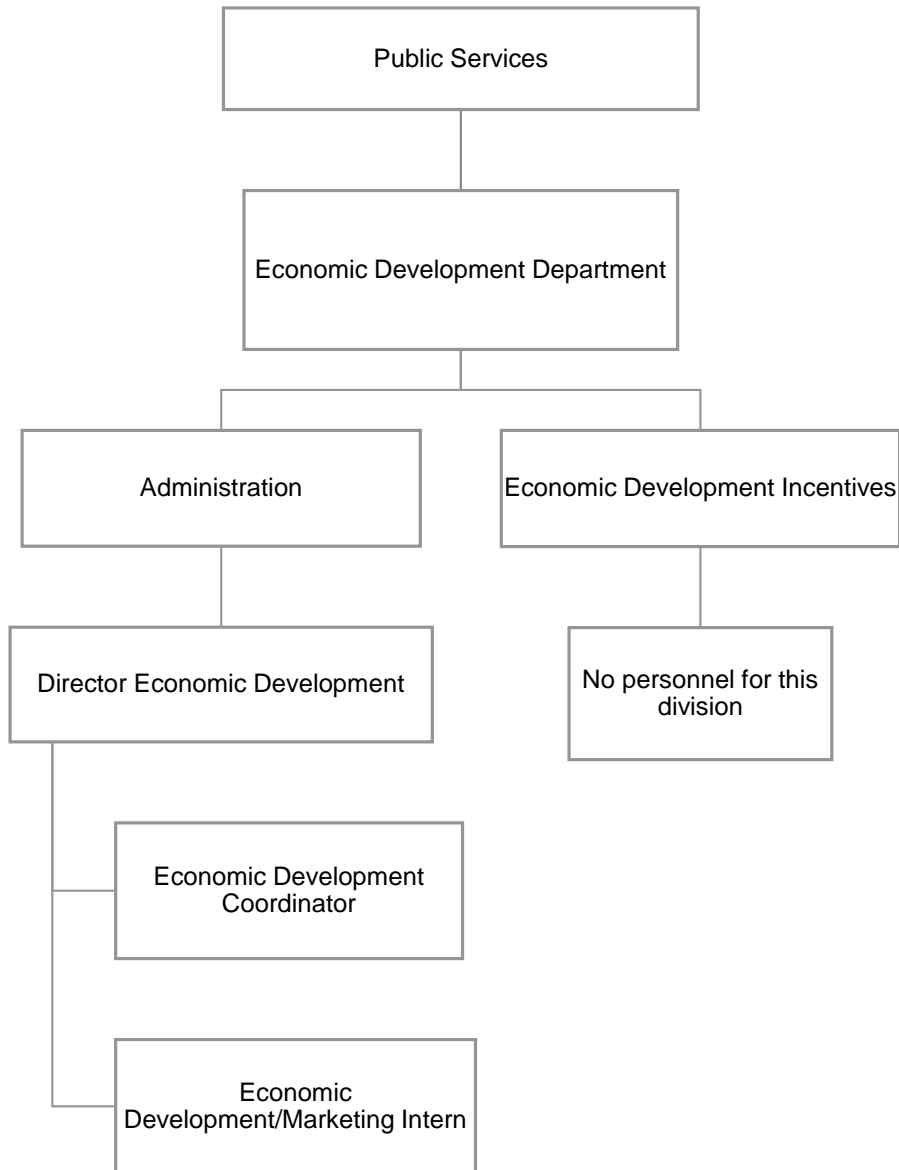


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Director of Human Resources	1.00	1.00	1.00	1.00	-
Human Resources Generalist	1.00	1.00	1.00	1.00	-
Human Resources Specialist	2.00	2.00	2.00	2.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Human Resources Coordinator	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>5.48</b>	<b>5.48</b>	<b>5.48</b>	<b>5.48</b>	<b>-</b>

# ECONOMIC DEVELOPMENT DEPARTMENT



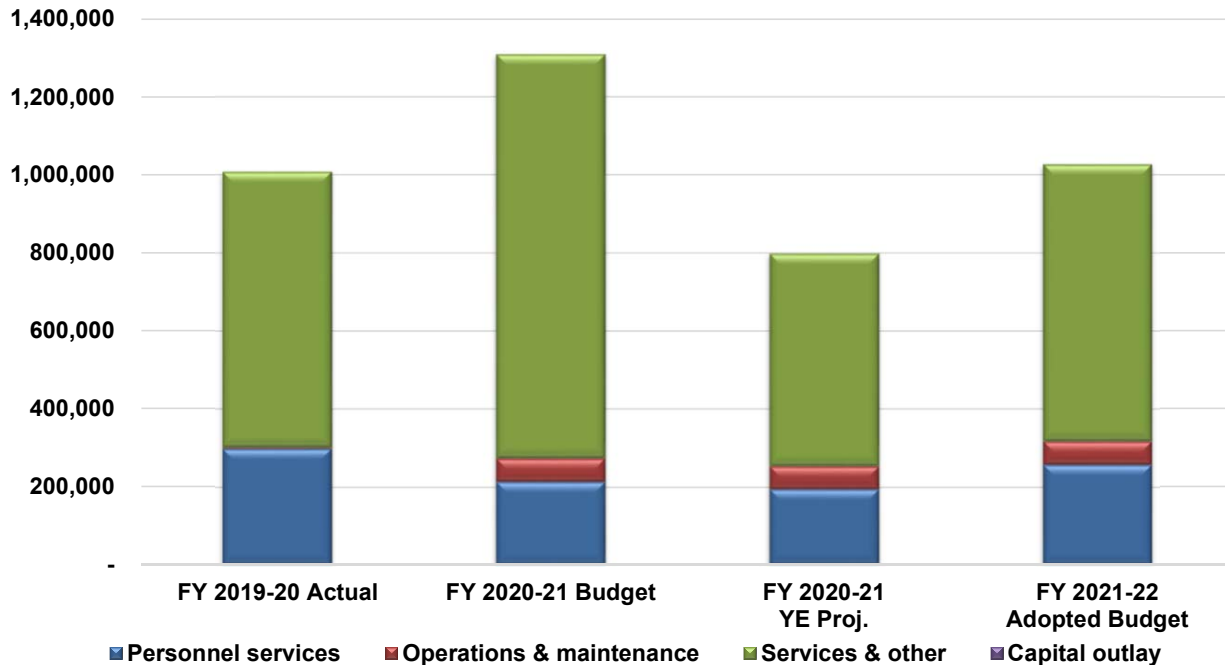
# ECONOMIC DEVELOPMENT DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 445,126	\$ 546,618	\$ 403,395	\$ 546,364	\$ (254)
Economic Development Incentives	563,695	762,800	395,549	480,672	(282,128)
<b>TOTAL</b>	<b>\$ 1,008,821</b>	<b>\$ 1,309,418</b>	<b>\$ 798,944</b>	<b>\$ 1,027,036</b>	<b>\$ (282,382)</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 298,708	\$ 213,470	\$ 194,937	\$ 257,605	\$ 44,135
Operations & maintenance	3,008	59,915	59,000	59,915	-
Services & other	707,105	1,036,033	545,007	709,516	(326,517)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,008,821</b>	<b>\$ 1,309,418</b>	<b>\$ 798,944</b>	<b>\$ 1,027,036</b>	<b>\$ (282,382)</b>

### Economic Development Expenditures



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	2.48	2.48	2.48	2.48	-
<b>TOTAL</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>-</b>

# **ECONOMIC DEVELOPMENT DEPARTMENT ADMINISTRATION DIVISION (100-14-141)**

## ***DEPARTMENT DESCRIPTION:***

The Economic Development Department fosters sustainable economic growth opportunities for job creation and revenue enhancement through comprehensive business expansion, attraction, promotion and retention programs and services. The ultimate goal is to increase the commercial property tax base, maintain residents' property value and improve quality of life for all Keller residents. The Department will utilize the Economic Development Strategic Plan to assist the City of Keller in the following areas:

- Focus on attracting top-tier businesses
- Work to ensure the strength and sustainability of existing businesses
- Expand the commercial property tax base
- Enhance retail opportunities that will assist in the increase of the local sales and use tax
- Create job opportunities through the recruitment of large employers
- Encourage patronage from those living outside of Keller

## ***DEPARTMENT/DIVISION GOALS:***

Attraction and Retention Activities:

1. Attract and retain quality commercial developments from a variety of target industries that maintain our residents' property value and improve their quality of life while ultimately increasing and/or expanding the retail, commercial and residential tax base.
2. Maintain regular contact with existing businesses through an active outreach program to identify and act on retention and expansion opportunities.
3. Oversee the Keep it in Keller (KIIC) program to promote and support local businesses. Continue ongoing shop-local campaign and maintain the [www.keepitinkeller.com](http://www.keepitinkeller.com) website that provides information for residents and visitors alike.
4. Pursue CEcD accreditation - this is a four-year process for individuals.
5. Pursue Accredited Economic Development Organization (AEDO) status.

## ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Identify key retail and restaurant entities to target with the aid of the Retail Coach and actively pursue locating them on key parcels in Keller.
2. Procure reservations for the Retail Live Austin, NTCAR, TEDC and IEDC annual events.
3. Establish a new BRE Program and partnership with the Keller Chamber of Commerce.
4. Pursue IEDC training for both the Director and Specialist.
5. Pursue at least six (6) business recruitment trips for unique regional and national commercial opportunities of target industries to locate to Keller.
6. Implement new Façade Improvement Grant Policy and marketing process.
7. Pursue CEcD Testing for Accreditation for Director.

# ECONOMIC DEVELOPMENT DEPARTMENT ADMINISTRATION DIVISION (100-14-141)

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
<b>Recruitment:</b>				
Business Recruitment List	103	100	240	150
Recruited Businesses Opened	2	N/A	5	3
Recruitment Scouting Trips	3	N/A	6	12
Incentive Applications	105	N/A	2	2
Active Incentive Agreements	79	N/A	4	5
Façade Improvement Grant Apps	1	N/A	2	5
<b>Promotion:</b>				
KIIK FB Posts	174	200	175	175
KIIK FB Post Avg Impressions	1,082	N/A	753	917
Business Participation in KIIK Events	48	N/A	67	65
Active Newsletter Subscribers	994	N/A	1,320	1,518
KIIK Website Sessions	36,514	N/A	28,030	30,000
<b>Retention:</b>				
BRE Surveys	0	100	0	400
Ribbon Cuttings/Grand Openings	20	25	18	20
<b>Expansion:</b>				
# Businesses Identified for Expansion	15	20	0	10
Business Expansions	0	5	2	2
<b>Performance Indicators</b>				
New Businesses	53	65	30	35
Businesses Closed/Relocated	41	N/A	16	15
Net New Businesses	12	N/A	14	20
Retail Occupancy Average Rate**	96%	95.00%	93.00%	93.00%
Office Occupancy Average Rate**	90%	90.00%	91.00%	92.00%
Property Tax Base (\$ Millions)	\$ 6,089.79	\$ 6,008.35	\$ 6,008.35	\$ 6,248.69
Sales Tax Revenue	\$ 14,468,462	\$ 12,976,494	\$ 14,240,962	\$ 14,400,458

\*\* As indicated by third party consultant

# ECONOMIC DEVELOPMENT DEPARTMENT ADMINISTRATION DIVISION (100-14-141)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 298,708	\$ 213,470	\$ 194,937	\$ 257,605	\$ 44,135
Operations & maintenance	3,008	59,915	59,000	59,915	-
Services & other	143,410	273,233	149,458	228,844	(44,389)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 445,126</b>	<b>\$ 546,618</b>	<b>\$ 403,395</b>	<b>\$ 546,364</b>	<b>\$ (254)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Economic Development Director	1.00	1.00	1.00	1.00	-
Economic Development Coordinator	1.00	1.00	1.00	1.00	-
Economic Development Intern	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>-</b>



# ECONOMIC DEVELOPMENT DEPARTMENT ECONOMIC DEVELOPMENT INCENTIVES (100-14-148)

## EXPENDITURE SUMMARY

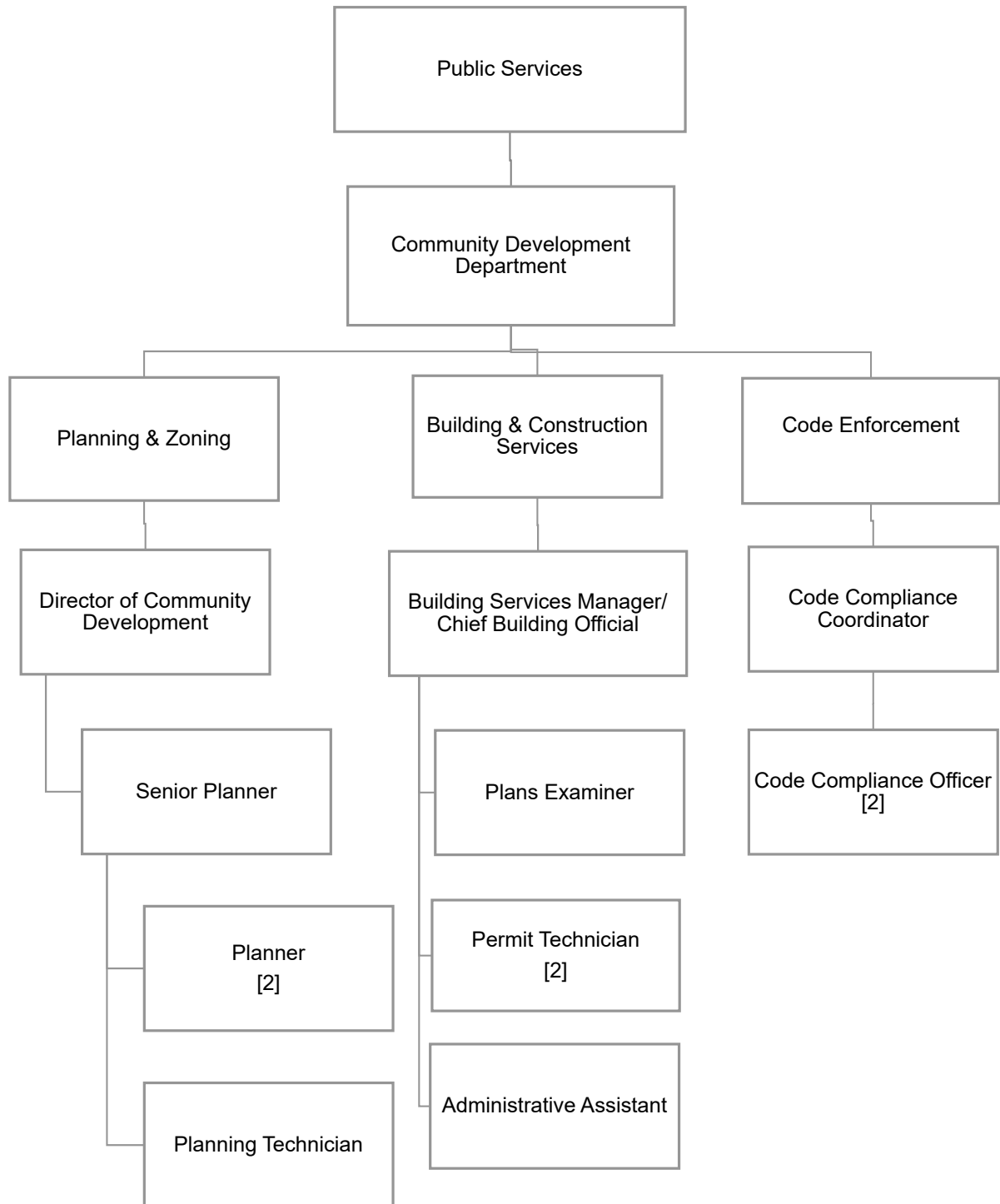
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	563,695	762,800	395,549	480,672	(282,128)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 563,695</b>	<b>\$ 762,800</b>	<b>\$ 395,549</b>	<b>\$ 480,672</b>	<b>\$ (282,128)</b>

## PERSONNEL SUMMARY

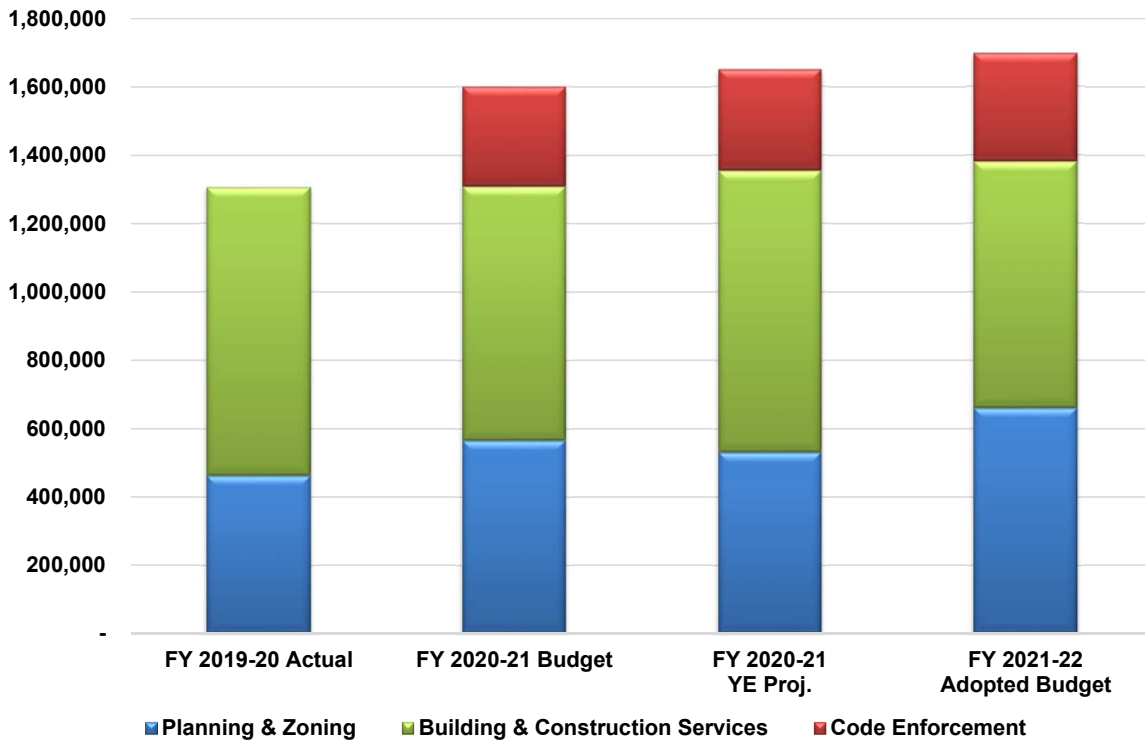
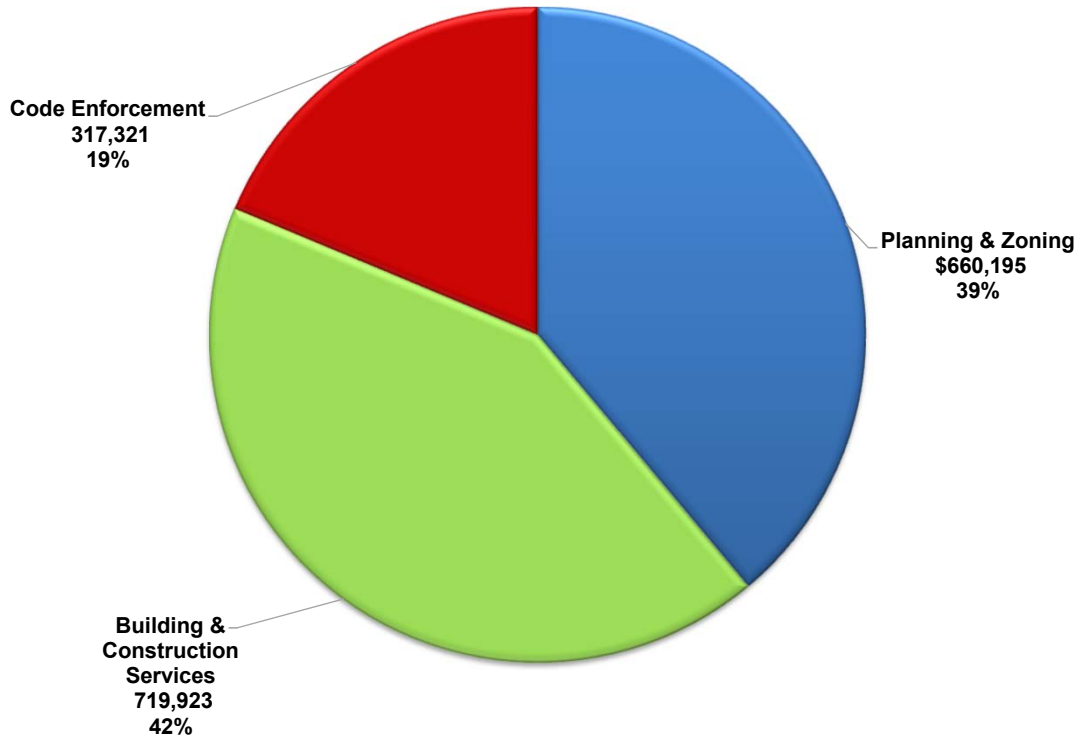
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT



# COMMUNITY DEVELOPMENT

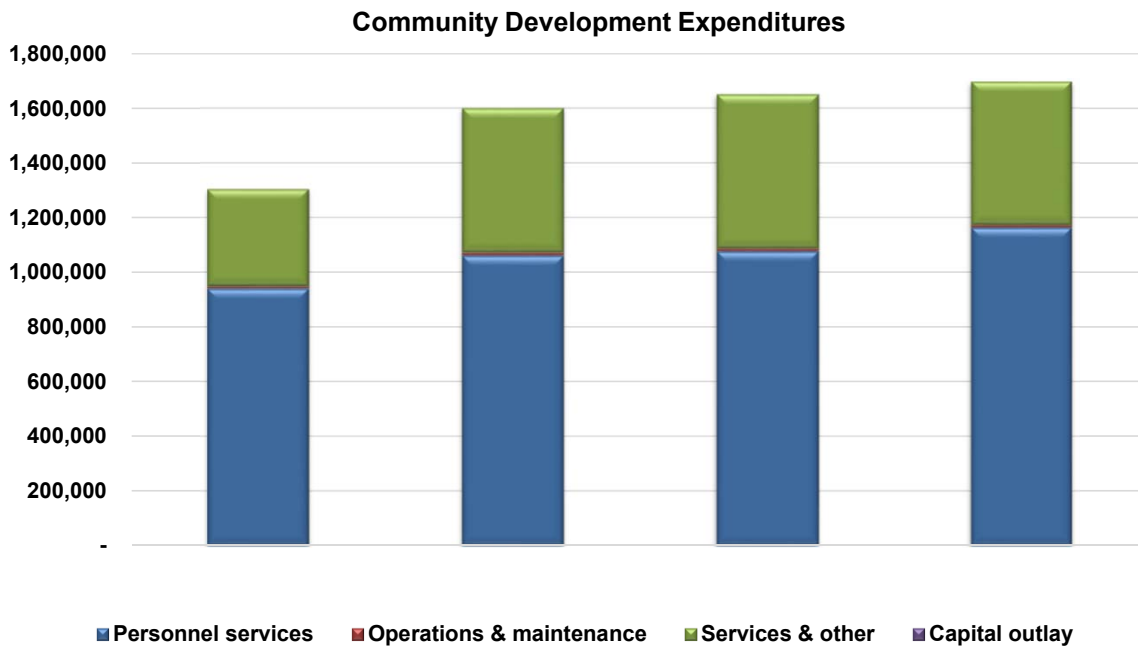


# COMMUNITY DEVELOPMENT DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Planning & Zoning	\$ 462,041	\$ 565,106	\$ 530,880	\$ 660,195	\$ 95,089
Building & Construction Services	842,840	742,947	823,033	719,923	(23,024)
Code Enforcement	-	292,661	296,070	317,321	24,660
<b>TOTAL</b>	<b>\$ 1,304,881</b>	<b>\$ 1,600,714</b>	<b>\$ 1,649,983</b>	<b>\$ 1,697,439</b>	<b>\$ 96,725</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 940,102	\$ 1,061,220	\$ 1,076,064	\$ 1,162,497	\$ 101,277
Operations & maintenance	7,375	10,155	10,080	10,155	-
Services & other	357,404	529,339	563,839	524,787	(4,552)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,304,881</b>	<b>\$ 1,600,714</b>	<b>\$ 1,649,983</b>	<b>\$ 1,697,439</b>	<b>\$ 96,725</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	8.00	5.00	5.00	5.00	-
Code Enforcement	3.00	3.00	3.00	3.00	-
<b>TOTAL</b>	<b>16.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-20-201)

## ***DEPARTMENT DESCRIPTION:***

The Community Development Department's Planning and Zoning Division is responsible for planning, facilitating, organizing, and directing the City's growth and development. The Division implements development policies in accordance with the City Council-directed goals and objectives. The Division's responsibilities include both short- and long-term planning. These efforts involve zoning, commercial development, residential subdivision plan review and the attendant processes: platting, planned developments, specific use permits, variances, and coordination of permit and impact fees. The Division provides project management and coordination among other development-related departments (Public Works, Economic Development, Fire and Police Departments, Community Services, and Utility Billing) by managing the Development Review Committee and providing the primary City contact and coordination for property owners/developers and their construction projects. The Division is the liaison for the Planning and Zoning Commission (P & Z) and the Zoning Board of Adjustment (ZBA). Also, staff provides Commission recommendations to the City Council. Master planning (the Future Land Use Plan) and code amendments (the Unified Development Code) are coordinated by this Division through Commission and Council procedures.

## ***DEPARTMENT/DIVISION GOALS:***

1. Restructure Division to more efficiently manage the Division and Planning Objectives.
2. Begin the requisite Unified Development Code (UDC) amendments to assure the Future Land Use Plan (FLUP) can be achieved. Review UDC sections that are confusing or problematic and amend as needed.
3. Shift permitting and planning software to a more effective system to improve customer service capabilities.
4. Enhance and finalize the digital plans submittal process.
5. Having successfully integrated and streamlined the DRC process, it is now important to translate this process into corresponding SOPs.

## ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Utilize the Planner III to manage the day-to-day tasks/Planning workload of all planners, manage agendas, and be the primary liaison to the Planning and Zoning Commission. Promote the Planner I to Planner II with the added responsibility of being the liaison to the Zoning Board of Adjustments. This reorganization allows the Director to concentrate, in her planning role, as the liaison to the City Council.
2. Several zoning ordinances need to be amended to support the recently adopted 2021 FLUP. In addition to these amendments, other Code "clean-ups," simplifications, and clarifications need to occur. Revise the Tree Ordinance to prohibit mitigation on individual private property, clarify tree protection requirements for new developments, address tree mitigation to avoid "upsizing," and work with Code Enforcement to improve tree inspections especially related to site finals.
3. Currently, the Division (as well as Building Services and Code Enforcement) struggles with the software utilized to track zoning processes and construction submittals. By shifting to a more efficient and intuitive software, tracking the information related to various planning and construction efforts will be more effective. Because multiple departments use this software to communicate about the various submittals, it is critical that the software "speaks" to all. Better software communications will translate into clearer reviews and better customer service.
4. Though submittals have transitioned over the last year to nearly completely electronic, a few issues still need to be resolved before submittals of all kinds are entirely electronic. Some of these are software-related while others are process-related. The objective is to finalize a completely electronic submittal process for all submittals this year.
5. Develop SOPs for each of the planning processes (SUPs, Variances, Platting, Zoning Requests, FLUP amendments, etc.) addressed at DRC.

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-20-201)

SERVICES PROVIDED	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Planning and Zoning Commission (P & Z) Meetings	19	20	20	20
Plat applications (all types) reviewed	36	35	40	40
Zoning Change requests (straight) reviewed	4	**	2	5
Planned Development Applications reviewed	1	**	5	5
Future Land Use Plan Amendment Applications	2	3	3	3
Site Plans reviewed	39	14	30	30
Specific Use Permits (SUP) reviewed	20	25	30	30
Unified Development Code Variance Applications	1	10	5	5
Texas Alcoholic Beverage Commission Reviews**	2	**	3	5
Public Notices Sent**	70	**	100	110
Unified Development Code Amendments**	8	**	10	10
Tree Preservation Plan Review**	39	**	30	30
Site Finals	15	20	20	30
Special Event Permit Reviews**	52	**	50	60
Certificate of Occupancy Applications**	119	**	125	125
Landscape Screening Wall Applications**	7	**	7	5
Civil Plans reviewed**	15	**	15	14
Sign Permits reviewed	142	225	200	150
Development Review Committee Applicants**	35	60	60	60
Building Permits reviewed**	150	**	150	225
Zoning Board of Adjustments (ZBA) Meetings	4	3	5	5
Average staff processing time for initial review of zoning and SUP applications (in days)	15	12	15	15

\*\*New Measure

# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-20-201)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 372,247	\$ 423,754	\$ 439,028	\$ 501,081	\$ 77,327
Operations & maintenance	1,673	2,160	2,160	2,160	-
Services & other	88,120	139,192	89,692	156,954	17,762
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 462,041</b>	<b>\$ 565,106</b>	<b>\$ 530,880</b>	<b>\$ 660,195</b>	<b>\$ 95,089</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Community Development Director	1.00	1.00	1.00	1.00	-
Planner	3.00	3.00	3.00	3.00	-
Planning Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

## BUILDING & CONSTRUCTION SERVICES DIVISION (100-20-204)

### ***DEPARTMENT DESCRIPTION:***

The Building and Construction Services Division's primary responsibilities entail oversight of building plan review, pre-construction meetings, building permit issuance, construction inspections, and issuance of certificates of occupancy. The health and safety issues related to building integrity drive the Division's policies; support for development initiatives drives the Division's customer service focus. In addition to overseeing the issuance of a variety of permits from the trades (mechanical, plumbing, electrical) to residential homes and accessory structures to commercial multi-story buildings, the Division also adopts, enforces, and regularly updates the suite of International Building Codes and the corresponding sections of the City's Unified Development Code (UDC) as they apply to all construction-related efforts in the City.

### ***DEPARTMENT/DIVISION GOALS:***

1. Adopt the 2021 International Code Council (ICC) codes and the 2020 National Electric Code (NEC) to ensure the most current codes are implemented for strong development practices that support public safety.
2. Streamline the permitting process utilizing current digital trends within the industry.
3. Hold periodic meetings with developers and contractors to improve communication, receive feedback regarding department processes, and identify areas for improvement.
4. Effectively utilize the Building Services page of the city website and provide additional information related to the permitting process.
5. Be flexible and open for the unfamiliar permitting issues as we transition to a more digital format within Building Services.

### ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Review the differences between the 2018 ICC codes and the new proposed 2021 ICC codes, including the recommendations of the North Central Texas Council of Government's for tailoring the codes to the DFW area, and the potential differences between the Building Code, the Fire Code, and the UDC.
2. Update our permit software and processes to support our digital submittal efforts and plan review efficiencies.
3. Provide step-by-step permitting process details to contractors during feedback meetings in order to avoid confusion and unnecessary delays related to permitting. These meetings shall provide an opportunity for property owners, developers, and builders to ask questions related to the permitting and construction processes as well as give feedback to the department on how it could improve.
4. Update the website with content which reflects new forms and processes for plan review and inspections. Reorganize and edit the Frequently Asked Questions section to more clearly address the most common questions.
5. Have regular staff meetings with other departments to work through any conflicts that may arise and identify efficiencies for new and existing processes at the same time.



## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & CONSTRUCTION SERVICES DIVISION (100-20-204)

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Staff Inspections	384	400	400	400
Contracted Inspections	4,381	4,200	4,400	4,800
Staff Plan Review	1,242	700	700	700
Contracted Plan Review	40	45	50	40
New Commercial Permits	7	10	15	10
New Single-Family Permits	93	80	95	90
Remodel/Addition Commercial Permits	33	NA	35	35
Certificates of Occupancy Issued for Existing Structures	78	70	70	70
Other Permits	2,302	1,800	420	420
Accessory Building	63	NA	70	60
Fence Permits	271	NA	260	250
Pool Permits	143	NA	150	120
Mechanical, Electrical, Plumbing Permits	1,718	NA	1,200	1,200
Contractor Registration	343	NA	330	330
Staff Inspections (2 inspectors)	384	400	400	400
Contracted Inspections (2 inspectors)	4,381	4,200	4400	4200
Staff Plan Review (2 examiners)	1242	700	850	850
Contracted Plan Review (1 examiner)	40	40	50	40
New Commercial Permit Revenue	\$526,914	\$800,000	\$800,000	\$800,000
New Single-Family Revenue	\$1,116,659	\$750,000	\$1,300,000	\$1,750,000
Certificate of Occupancy Revenue	\$3,400	\$5,000	\$5,000	\$5,000
Other Permit Revenue	\$73,780	\$175,000	\$220,000	\$70,000
Accessory Building	\$25,564	NA	\$20,000	\$20,000
Fence Permits	\$6,550	NA	\$5,500	\$5,500
Pools	\$72,850	NA	\$75,000	\$60,000
Mechanical, Electrical, Plumbing Permits	\$75,861	NA	\$70,000	\$70,000
Contractor Registration	\$17,150	NA	\$16,500	\$16,500

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & CONSTRUCTION SERVICES DIVISION (100-20-204)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 567,854	\$ 365,430	\$ 359,516	\$ 376,873	\$ 11,443
Operations & maintenance	5,703	3,670	3,670	3,670	-
Services & other	269,283	373,847	459,847	339,380	(34,467)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 842,840</b>	<b>\$ 742,947</b>	<b>\$ 823,033</b>	<b>\$ 719,923</b>	<b>\$ (23,024)</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Building Services Manager/CBO	1.00	1.00	1.00	1.00	-
Plans Examiner	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Permit Technician	2.00	2.00	2.00	2.00	-
Code Compliance Coordinator	1.00	-	-	-	-
Code Compliance Officer	2.00	-	-	-	-
<b>TOTAL</b>	<b>8.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT CODE ENFORCEMENT DIVISION (100-20-208)

**DEPARTMENT DESCRIPTION:**

The Code Enforcement Division's primary responsibilities entail oversight and compliance with the city's development codes and ordinances in order to maintain public health and safety, property values and attractive neighborhoods for residents and the greater community. Compliance activities include the encouragement of voluntary compliance by providing friendly interactions, constant communication and the development of timelines and schedules to bring properties into compliance in a way which is feasible for the citizen and considerate of the surrounding community.

**DEPARTMENT/DIVISION GOALS:**

1. Work to continuously educate public stakeholders in adopted community standards in order to enhance voluntary compliance with standards violations. All parties shall be treated with respect, dignity, equality and fairness.
2. Provide Code revisions and amendments when needed to be reflective of our growing community and its values.
3. Identify and work with volunteer organizations, especially ministry organizations, to assist underprivileged property owners with Code Compliance issues.
4. Formulate a process to manage substandard structure cases to support quality of life goals and property values.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Develop informational slides related to common code violations for the monitor in the lobby at the Permit Desk. The slides will focus on violations commonly caused by developers, builders, and contactors such as working without a permit, overflowing trash, high grass and weeds, and signage. The slides will also touch on common residential violations.
2. Clarify code language related to signage.
3. Add language for tree heights over sidewalks to support the Public Works sidewalk program and Parks and Recreation's trail system.
4. Meet with churches and other non-profit organizations in an attempt to expand our resources for underprivileged residents with Code violations.
5. Complete the formation and implementation of a substandard structure program.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Code Cases Opened	921	800	1,014	950
Code Inspections - Initial*	880	1,100	966	950
Code Inspections - Re-Inspection*	1,826	1500	2,271	1,425
Number of Cases: One Notice**	702	**	711	634
Number of Cases: 2+ Notices**	219	**	303	316
Citations	15	20	15	10
City Abated**	18	**	9	10
Violations Referred to Municipal Court**	8	**	13	8
% of Cases: One Notice	76.22%	**	70.12%	66.74%
% of Cases: 2+ Notices	23.78%	**	29.88%	33.26%
% of Cases Resulting in a Citation	1.63%	2.50%	1.48%	1.05%

\*Previously a combined measure; \*\*New Measure

**COMMUNITY DEVELOPMENT DEPARTMENT  
CODE ENFORCEMENT DIVISION (100-20-208)**

**EXPENDITURE SUMMARY**

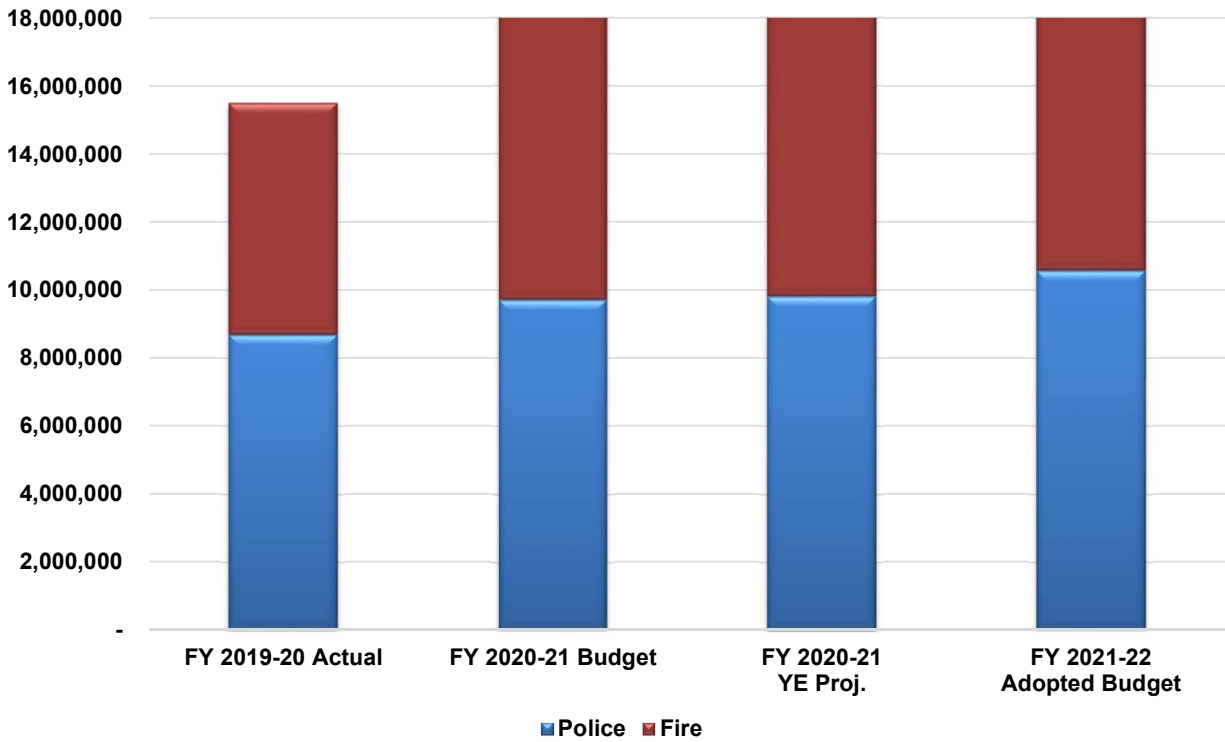
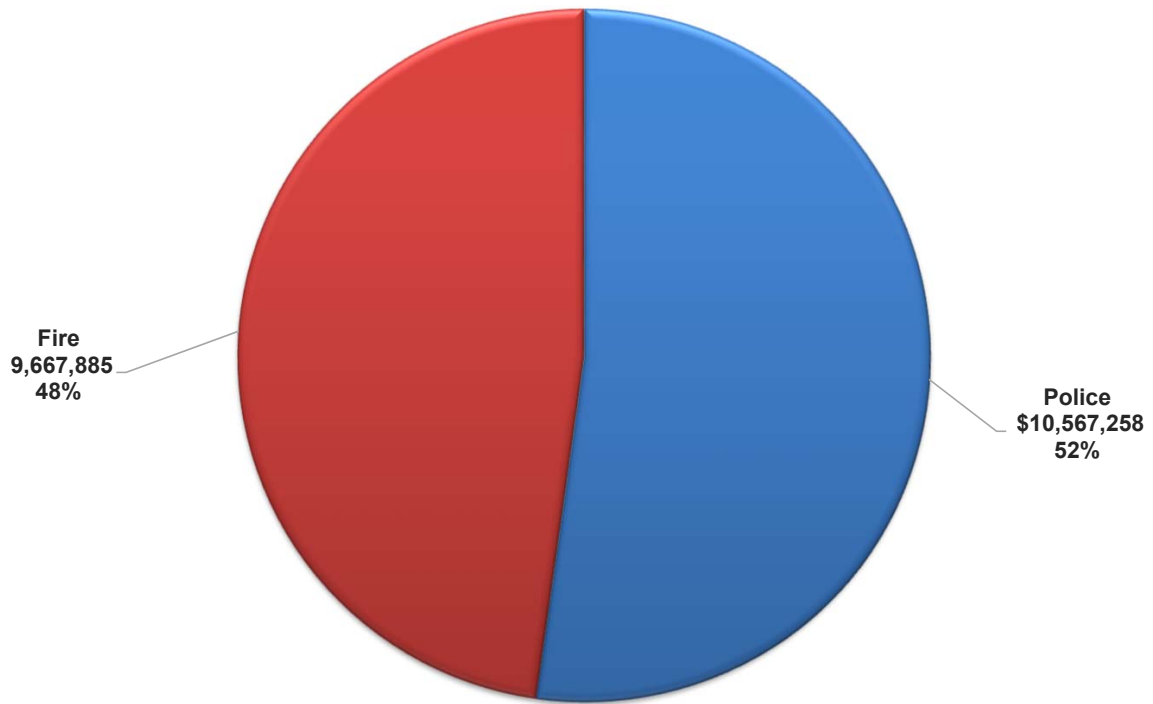
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ 272,036	\$ 277,520	\$ 284,543	\$ 12,507
Operations & maintenance	-	4,325	4,250	4,325	-
Services & other	-	16,300	14,300	28,453	12,153
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 292,661</b>	<b>\$ 296,070</b>	<b>\$ 317,321</b>	<b>\$ 24,660</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Code Compliance Coordinator	1.00	1.00	1.00	1.00	-
Code Compliance Officer	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PUBLIC SAFETY

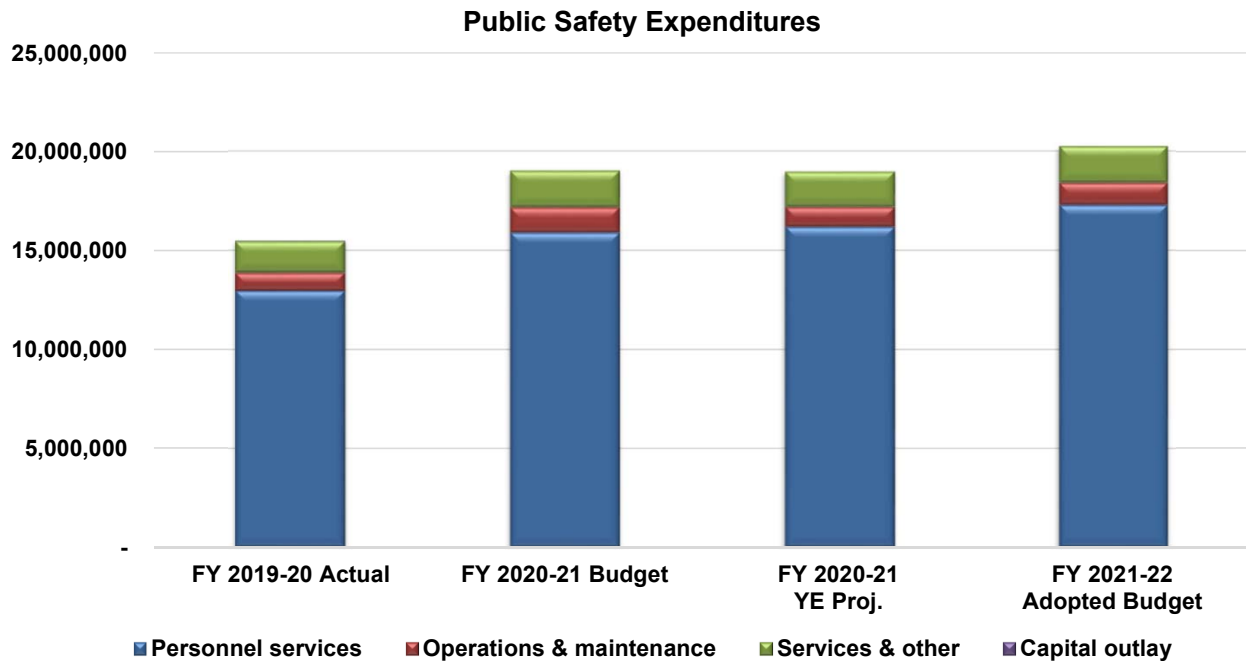


# PUBLIC SAFETY

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DEPARTMENT:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget Variance (\$)
	Actual	Budget	YE Proj.	Adopted Budget	
Police	\$ 8,682,762	\$ 9,704,495	\$ 9,812,711	\$ 10,567,258	\$ 862,763
Fire	6,805,376	9,304,656	9,145,254	9,667,885	363,229
<b>TOTAL</b>	<b>\$ 15,488,138</b>	<b>\$ 19,009,151</b>	<b>\$ 18,957,965</b>	<b>\$ 20,235,143</b>	<b>\$ 1,225,992</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget Variance (\$)
Personnel services	\$ 12,949,437	\$ 15,882,443	\$ 16,173,923	\$ 17,286,092	\$ 1,403,649
Operations & maintenance	937,512	1,286,329	999,473	1,113,692	(172,637)
Services & other	1,577,845	1,840,379	1,784,569	1,835,359	(5,020)
Capital outlay	23,344	-	-	-	-
<b>TOTAL</b>	<b>\$ 15,488,138</b>	<b>\$ 19,009,151</b>	<b>\$ 18,957,965</b>	<b>\$ 20,235,143</b>	<b>\$ 1,225,992</b>



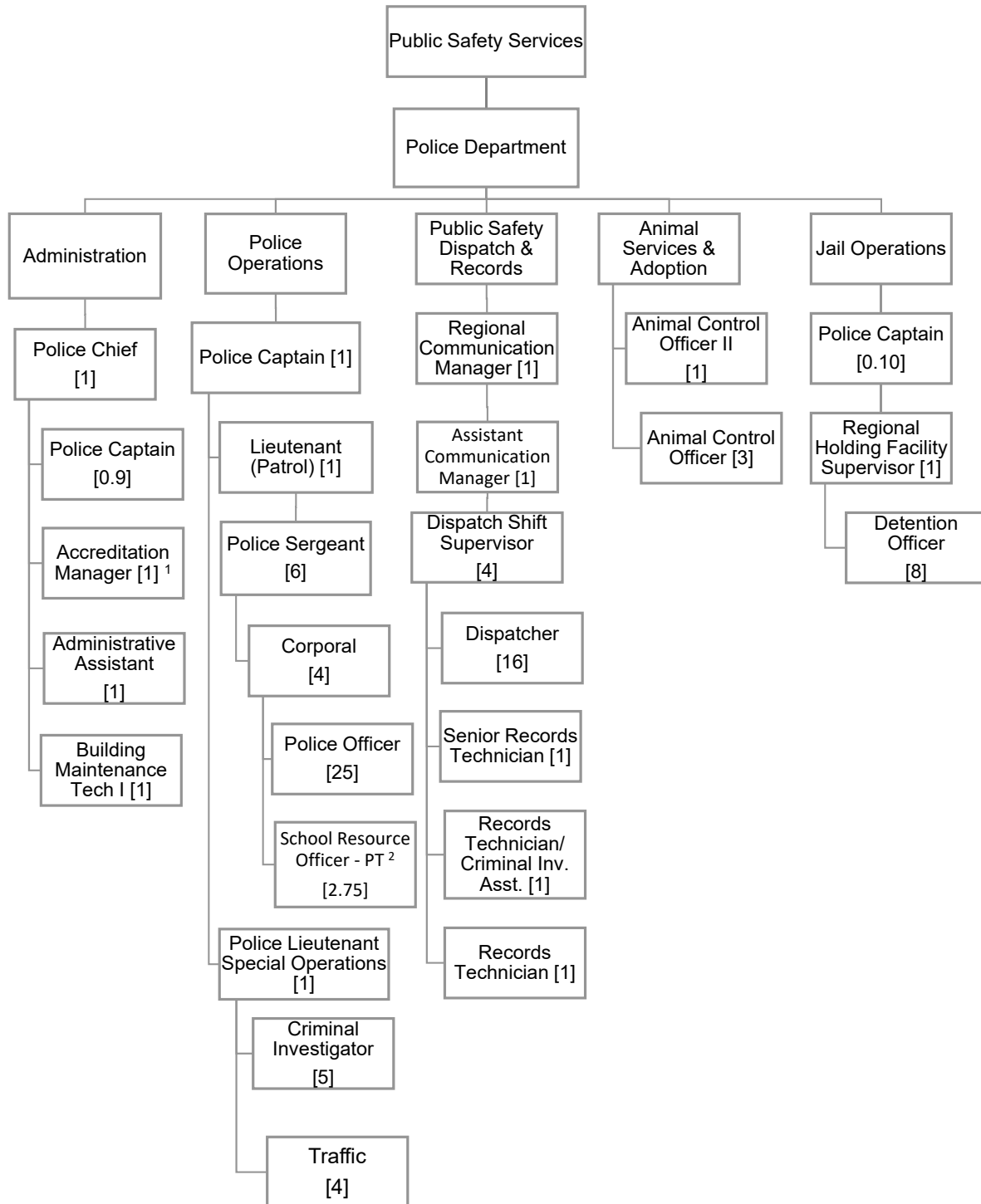
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Police	89.00	89.00	89.00	91.00	2.00
Fire	57.00	57.00	57.00	57.00	-
<b>TOTAL</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>148.00</b>	<b>2.00</b>

# POLICE DEPARTMENT

The organizational chart below reflects the departmental organization as it relates to budgeted FTE costs.



1 - The Accreditation Manager is funded in the KCCPD Fund

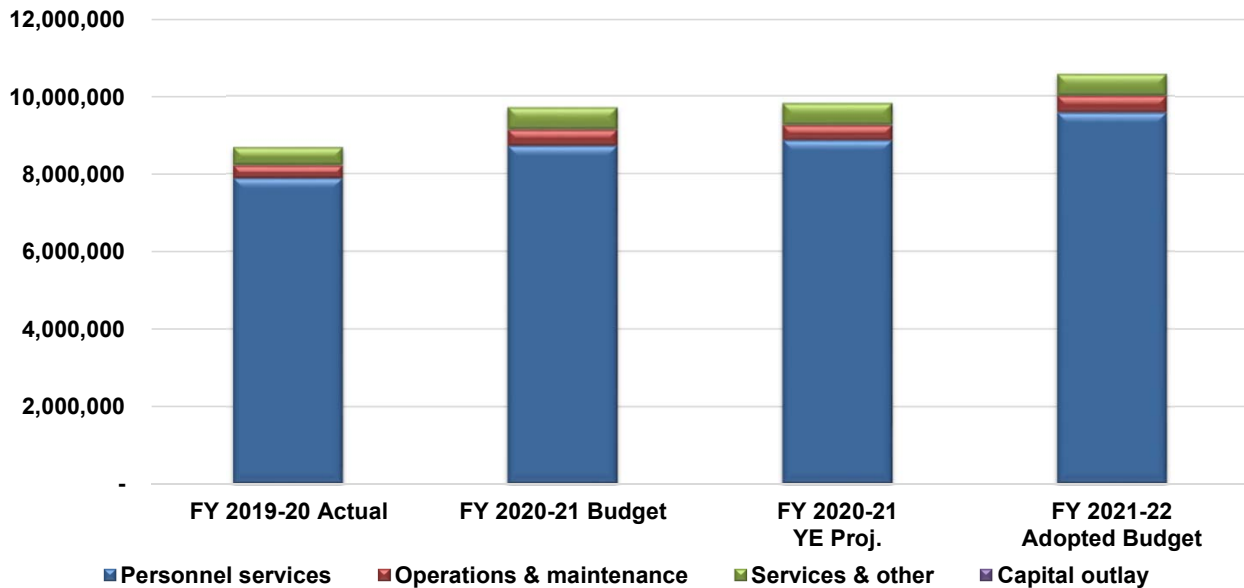
2 - The School Resource Officer - PT is funded in the Public Safety Special Revenue Fund

# POLICE DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 783,517	\$ 716,324	\$ 786,905	\$ 717,994	\$ 1,670
Police Operations	5,294,268	5,647,983	5,675,309	6,184,486	536,503
Public Safety Dispatch & Records	1,646,452	2,221,476	2,277,772	2,387,443	165,967
Animal Services & Adoption	360,836	439,155	403,392	463,458	24,303
Jail Operations	597,688	679,557	669,333	813,877	134,320
<b>TOTAL</b>	<b>\$ 8,682,762</b>	<b>\$ 9,704,495</b>	<b>\$ 9,812,711</b>	<b>\$ 10,567,258</b>	<b>\$ 862,763</b>
<b>EXPENDITURES BY CATEGORY:</b>					
Personnel services	\$ 7,888,776	\$ 8,717,526	\$ 8,859,927	\$ 9,572,911	\$ 855,385
Operations & maintenance	330,500	413,150	390,415	427,289	14,139
Services & other	463,485	573,819	562,369	567,058	(6,761)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 8,682,762</b>	<b>\$ 9,704,495</b>	<b>\$ 9,812,711</b>	<b>\$ 10,567,258</b>	<b>\$ 862,763</b>

### Police Expenditures



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	3.90	3.90	3.90	3.90	0.00
Police Operations	49.00	48.00	48.00	49.00	1.00
Public Safety Dispatch & Records	25.00	25.00	25.00	25.00	0.00
Animal Services & Adoption	3.00	4.00	4.00	4.00	0.00
Jail Operations	8.10	8.10	8.10	9.10	1.00
<b>TOTAL</b>	<b>89.00</b>	<b>89.00</b>	<b>89.00</b>	<b>91.00</b>	<b>2.00</b>



# POLICE DEPARTMENT ADMINISTRATION DIVISION (100-30-301)

**DEPARTMENT DESCRIPTION:**

The Administration Division is responsible for the overall leadership, management, and supervision of all the activities of the police department under the direction of the Chief of Police. The Division is also responsible for the successful attainment of goals and objectives throughout the department including, but not limited to, traffic safety and regulation, uniformed patrol, community services and education, crime control, regional animal control, regional public safety dispatch and jail, and facility and equipment maintenance.

**DEPARTMENT/DIVISION GOALS:**

1. Continue to meet the service needs of a growing community with value driven, customer-focused, and transparent style of policing designed to improve the quality of life in Keller.
2. Continue creative funding mechanisms with the regional approach to lessen the tax burden on our residents.
3. Provide quality leadership that fosters excellence, integrity, and continuous improvement designed to retain and reward valued team members.
4. Promote a culture centered around E to the 4th Power and our role and purpose to Serve the Greater Good, Justly apply local, state, and federal law, and demonstrate Fundamental Fairness by treating all with Dignity and Respect.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Continue to strive to be in the top five cities reporting the lowest Part 1 Crime Index compared to the 11 benchmark cities in the Dallas/Fort Worth Metroplex.
2. Continue our focus on proactive crime prevention measures through our full-time community service officer, Keller Facebook, and Twitter.
3. Work with the Keller Crime Control and Prevention District to efficiently and effectively manage the sales tax funds to provide technology, vehicles, equipment, payback the debt for the jail/animal adoption center capital project, and FFE replacement account.
4. Manage, monitor, and continuously seek to enhance services through our long-term agreements to provide regional communications, jail, and animal services to the cities of Southlake and Colleyville, jail and animal services to the City of Roanoke, and police services, including communications, jail and animal services, to the Town of Westlake.
5. Continue to be open and explore other possible partners for the regional jail and animal adoption center.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
<u>Crime Rate:</u>				
Part I Major Crimes	372	340	360	340
Crime Rate	7.7	8	7.7	7.7
<u>Traffic Safety:</u>				
Reported Traffic Collisions	199	250	240	250
<u>Timely Service:</u>				
Priority 1 Response Times	3:48	4:00	4:00	4:00

# POLICE DEPARTMENT ADMINISTRATION DIVISION (100-30-301)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 624,404	\$ 535,327	\$ 614,208	\$ 542,177	\$ 6,850
Operations & maintenance	52,401	61,600	57,300	58,600	(3,000)
Services & other	106,712	119,397	115,397	117,217	(2,180)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 783,517</b>	<b>\$ 716,324</b>	<b>\$ 786,905</b>	<b>\$ 717,994</b>	<b>\$ 1,670</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Chief	1.00	1.00	1.00	1.00	-
Police Captain	0.90	0.90	0.90	0.90	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Building Maintenance Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>-</b>

# **POLICE DEPARTMENT**

## **POLICE OPERATIONS DIVISION (100-30-302)**

### ***DEPARTMENT DESCRIPTION:***

The Operations Division is responsible for continuously improving the quality of life for the communities of Keller and the Town of Westlake through a police services contract. The duties of the Operations Division are sector patrol and management, investigation and apprehension of criminals, case preparation, report processing, intervention and prevention of crime, traffic enforcement, motor vehicle collision investigation, bike patrol, police canine, tactical operations and general community services and assistance. Operations management is responsible for the proper balance between accountability of the operations personnel and coordinating the department resources to effectively and efficiently accomplish our Mission and Values. This is how the department motivates its team members to enthusiastically and consistently drive our mission to make the City of Keller and the Town of Westlake a better place to live, visit, and conduct business.

### ***DEPARTMENT/DIVISION GOALS:***

1. The Patrol Division will utilize data obtained through the quarterly traffic and prevention analysis to reduce Part I Crime.
2. The Keller Police will continue the partnership with the Keller Independent School District, local private schools, and the Town of Westlake to provide a heightened level of security and safety for 13 school campuses within the City of Keller and Town of Westlake jurisdictions. and safety for 13 school campuses within the City of Keller and Town of Westlake jurisdictions.
3. Continue "KPD4KYD" - (Keller Police Department for Keller Youth Development). This program consists of a two hour class, monthly, held in the community room for ages 12-20. The objective is to install leadership principles, and re-enforce sound decision making processes, while building relationships.
4. Maintain Bicycle Officer patrols in the parks and trails systems.
5. Maintain officer-training levels through in-house and outside training sources.
6. Reduce traffic crashes rate by 5% through enforcement and education efforts.
7. Maintain traffic enforcement/special watch patrols and high visibility in neighborhoods and other locations of frequent traffic complaints.
8. Maintain enforcement of narcotic activities in the City of Keller.
9. Continue the Take Me Home Program.
10. Continue to communicate with the Community about the Camera Program through our Community Services Officer.
11. We have partnered with MHMR to conduct home follow-up visits for issues/needs that have risen in the city of Keller.

### ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Continue to run four (4) shifts consisting of a Sergeant, Corporal and five (5) sector officers to facilitate police services for both City of Keller and the Town of Westlake.
2. During the school year the Patrol Division's goal is to conduct 700 school campus patrols. These patrols will provide a heightened level of security and safety for the staff and students of these campuses, thus enhancing their educational experience.
3. Make the KPD4KYD available to the Municipal Judge or regional municipal court to assign as an alternative or in addition to community service for court dispositions. Offer the class free of charge to the parents experiencing difficulties with wayward teenagers during the officers' routine community interactions. Continue to monitor the number of young adults utilizing this alternative service through the regional municipal court.
4. Deploy an officer to bike patrol when weather permits and minimum staffing has been satisfied. Continue to conduct International Police Mountain Bike Association (IPMBA) training. Continue to deploy bike patrol officers during community events and parades. Continue to deploy bike unit at the High School Football Stadium upon KISD request.

# POLICE DEPARTMENT

## POLICE OPERATIONS DIVISION (100-30-302)

**DEPARTMENT/DIVISION OBJECTIVES: (CONTINUED)**

5. Maintain average of 40 hours of in-house / outside training per officer.
6. The Patrol and Traffic Divisions will utilize the directed patrol based on our crime and crash analysis in an effort to reduce traffic accidents in locations with high incidents of crime and accident occurrences. Utilize the Traffic Data Collection technology to provide enhanced traffic and speed data that will assist in determining future traffic enforcement efforts.
7. Continue to respond to traffic complaints and schedule traffic enforcement details at high incident locations. Conduct follow-ups with complainants to review results of our enforcement efforts. Continue utilizing social media outlets to inform the motoring public of traffic enforcement locations throughout the City of Keller and the Town of Westlake. This initiative is an effort to further reduce accidents by informing the public that we are actively working traffic enforcement in both jurisdictions.
8. Continue to gather intelligence, disseminate the information to patrol as needed. Increase the enforcement and execution of warrants involving narcotic activity through the use of Criminal Investigators and Patrol Officers. Coordinate and communicate intelligence to outside sources such as Tarrant County Task Force and The Drug Enforcement Agency.
9. The Keller Police Department has partnered with MHMR to conduct follow-up interviews on persons taken into custody on emergency mental detentions.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total arrest made	446	1,000	800	1,000
Total cases investigated by CID	1,810	1,600	1,800	1,900
Alarm Responses	1,563	2,000	2,000	2,000
Volunteers in Policing total hours	822	2,500	1,500	2,500
Crime Prevention Presentations	71	250	150	250
Citizen-Initiated calls for service	23,777	23,000	20,000	21,000
Officer-Initiated calls for service	58,376	65,000	60,000	60,000
<b>PERFORMANCE INDICATORS</b>				
Case Clearance Rate	54%	65%	60%	65%
Part 1 Crime clearance rate	38%	40%	40%	40%

# POLICE DEPARTMENT POLICE OPERATIONS DIVISION (100-30-302)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 4,947,897	\$ 5,230,507	\$ 5,268,073	\$ 5,758,227	\$ 527,720
Operations & maintenance	202,313	252,750	247,010	263,542	10,792
Services & other	144,058	164,726	160,226	162,717	(2,009)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,294,268</b>	<b>\$ 5,647,983</b>	<b>\$ 5,675,309</b>	<b>\$ 6,184,486</b>	<b>\$ 536,503</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Captain	1.00	1.00	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	1.00	-
Police Lieutenant CID	1.00	1.00	1.00	1.00	-
Police Officer	33.00	31.00	31.00	32.00	1.00
Police Sergeant	5.00	6.00	6.00	6.00	-
Police Corporal	4.00	4.00	4.00	4.00	-
Criminal Investigator	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>49.00</b>	<b>48.00</b>	<b>48.00</b>	<b>49.00</b>	<b>1.00</b>

# **POLICE DEPARTMENT**

## **PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-30-303)**

### ***DEPARTMENT DESCRIPTION:***

The Northeast Tarrant Communications Center (NETCOM) serves the cities of Keller, Southlake, Colleyville, and Westlake. It is one of the few truly consolidated regional 911 Public Safety dispatch centers in the state and has been a model for others in the area. NETCOM is civilian staffed and dispatches emergency calls for Police, Fire, EMS, and Animal Control 24 hours/day and 365 days/year. This Division serves more than 112,000 residents in 5 cities covering more than 60 square miles. This Division is staffed by 25 full time civilian employees, including 21 Dispatchers, 3 Records Technicians, and 1 Manager. The 3 Records Technicians are the primary point of contact for customer service at the front lobby window and by administrative phone. The Records Technicians receive, process, index, and file all police reports for retrieval and archive on an as-needed basis. They must provide accurate statistical data for administrative use, access public records, provide copies of audio/video/reports for public and court processes, manage solicitor permits, assist with alarm permits, fingerprinting services, and work closely with city personnel and citizens to provide resource efficiency and accuracy. One Records Technician also assists CID with case filing and Property Room assistance.

### ***DEPARTMENT/DIVISION GOALS:***

1. Answer incoming 911 phone calls within 10 seconds at least 90% of the time.
2. Contribute to the prompt response of Fire/EMS units by collecting necessary information from callers and dispatching emergency calls under 1 minute on average, at least 90% of the time.
3. Contribute to the prompt response of Police units by collecting necessary information from callers and dispatching emergency calls for Police service under 1 1/2 minutes on average.
4. Increase training for dispatchers in active shooter, emergency medical dispatch, geography, and incorporate personnel in live exercises to improve accurate and efficient performance measures.
5. Develop and integrate our new CAD RMS software and adjust procedures as needed.
6. Receive, process, index, and file all necessary police data for retrieval and archive per records retention guidelines. Respond to all open records and court requests under terms of Texas Public Information Act and legal standards.
7. Contribute to assessment and workflow of Records/CID Tech stationed in Records to improve performance and efficiency.
8. Provide further training for Records/CID Tech in Property Room processes to improve long term processes and procedures for better efficiency.
9. Work with NETCOM partners and Tarrant County 911 to improve mutual aid and back-up resources.

### ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Monitor the dispatch process for Police to ensure dispatch time for emergency calls is less than 1 1/2 minutes.
2. Monitor the dispatch process for Fire/EMS to ensure dispatch time for emergency calls is less than 1 minute.
3. Answer all incoming 911 calls within 10 seconds to enhance efficiency and provide excellent service.
4. Provide additional training for Dispatch personnel to familiarize them with geography and Police/EMS response to major incidents.
5. Enhance the multipurpose vehicle with technology and deploy dispatcher to use experience its capabilities.
6. Provide additional training for Records personnel to stay abreast of changing laws, required procedures, and property room management.
7. Integrate new CAD/RMS technology department wide and train employees in its use.
8. Provide additional training to Records/CID Tech in property room management and practices.
9. Network with Tarrant County 911 to establish back up dispatch site at Colleyville PD.

# POLICE DEPARTMENT

## PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-30-303)

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
<b>Total number of authorized division personnel:</b>				
Manager	1	1	1	1
Assistant Manger	0	0	0	1
Dispatcher	21	21	21	20
Records Technician	3	3	3	3
<b>Police Activities process by NETCOM:</b>				
<b>Dispatched Calls and Self Initiated:</b>				
Keller	64,568	75,000	57,100	60,000
Southlake	71,455	83,000	57,900	60,000
Westlake	14,040	18,000	15,500	17,000
Colleyville	61,666	57,000	69,600	69,000
Total	211,729	233,000	200,100	206,000
<b>Number of Fire/EMS calls for service:</b>				
Keller	3,752	4,000	4,700	4,500
Southlake	3,258	4,000	4,000	3,500
Westlake	448	600	600	550
Colleyville	1,793	2,000	2,300	2,000
Total	9,251	10,600	11,600	10,550
<b>Number of 9-1-1 calls received:</b>				
Keller	14,182	16,500	15,200	16,000
Southlake	12,572	14,500	12,600	14,000
Westlake	196	400	300	300
Colleyville	6,108	7,500	6,000	6,000
Total	38,186	38,900	34,100	36,300
Number of in-coming phone calls	120,467	127,000	87,000	90,000
Open record request processed (Keller)	2,534	3,250	2,400	2,700
<b>Efficiency/Effectiveness:</b>				
Average time from call receipt to dispatch				
Police emergency calls (minutes)	:58	1:10	:46	:50
Fire/EMS emergency calls (minutes)	:50	:50	:32	:40
Percent of 911 phone calls answered within 10 seconds	99	99	99	99

**POLICE DEPARTMENT  
PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-30-303)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 1,552,539	\$ 2,098,418	\$ 2,159,664	\$ 2,273,902	\$ 175,484
Operations & maintenance	16,315	23,950	20,450	20,450	(3,500)
Services & other	77,598	99,108	97,658	93,091	(6,017)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,646,452</b>	<b>\$ 2,221,476</b>	<b>\$ 2,277,772</b>	<b>\$ 2,387,443</b>	<b>\$ 165,967</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Regional Communication Manager	1.00	1.00	1.00	1.00	-
Records Technician	1.00	1.00	1.00	1.00	-
Senior Records Technician	2.00	2.00	2.00	2.00	-
Regional Comm. Asst. Mgr.	-	-	-	1.00	1.00
Dispatcher	17.00	17.00	17.00	16.00	(1.00)
Dispatch Shift Supervisor	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>-</b>



# POLICE DEPARTMENT

## ANIMAL SERVICES & ADOPTION DIVISION (100-30-304)

**DEPARTMENT DESCRIPTION:**

The Animal Services & Adoption Department provides enforcement of the animal ordinance within the Cities of Colleyville, Keller, Southlake, Roanoke, and the Town of Westlake. Services are generally limited to routine stray animal enforcement, bite investigations, wild animal and domestic livestock problems, and removal of dead animal carcasses from city roadways. The partnership with the Humane Society of North Texas (H.S.N.T.) has successfully expanded the adoption program.

**DEPARTMENT/DIVISION GOALS:**

1. Maintain high citizen satisfaction regarding animal services and adoption efforts.
2. Work with the Humane Society to maintain a live release rate of animals for a minimum of 80% of total impounded domesticated animals.
3. Increase the notification of ordinance violations.
4. Continue to train Animal Control Officers with the Less Lethal Munitions and state required certifications.
5. Maintain an animal education program within partnering cities' respective school districts, HOA's, and other civic organizations within the Animal Services jurisdiction.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Utilize the NETCOM Center to answer incoming calls.
2. Return voicemails within one hour while on duty (during off-duty, the phones will be answered by NETCOM Personnel).
3. Provide field Animal Services on Saturdays.
4. Conduct weekly inspections of the facilities to ensure cleanliness and proper care and utilize appropriate form to capture the results.
5. Utilize rescue groups to place animals not transferred to H.S.N.T.
6. Conduct proactive patrols.
7. Determine and make notification to owners whose animals license has expired.
8. Proactively patrol areas of reported violations.
9. Conduct random patrols in the area parks and neighborhoods.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Stray Animals Impounded	492	1,100	900	1,100
Public Education Programs	N/A	N/A	N/A	5*
Total Calls for Service	3,791	3,500	3,500	3,800
Animal Bite Reports Taken	87	150	90	150
Reported Rabies Incidents	14	15	10	15
Animal Transfer/Reclamation	774	1,000	700	1,500

\*New Performance Measure FY 2021-22

**POLICE DEPARTMENT  
ANIMAL SERVICES & ADOPTION DIVISION (100-30-304)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 262,380	\$ 290,102	\$ 256,634	\$ 309,500	\$ 19,398
Operations & maintenance	27,707	33,250	31,955	34,500	1,250
Services & other	70,749	115,803	114,803	119,458	3,655
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 360,836</b>	<b>\$ 439,155</b>	<b>\$ 403,392</b>	<b>\$ 463,458</b>	<b>\$ 24,303</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Animal Control Officer	3.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# POLICE DEPARTMENT

## JAIL OPERATIONS DIVISION (100-30-305)

**DEPARTMENT DESCRIPTION:**

The primary responsibility of the Jail Operations Department is to provide a safe, secure and humane environment for detainees arrested in the cities of Keller, Southlake, Colleyville, Westlake and Roanoke. The detainees are temporarily held in the facility for up to 72 hours awaiting transfer to County Jail. They are monitored closely and are taken through an intake and screening process.

**DEPARTMENT/DIVISION GOALS:**

1. Continue to operate a safe, efficient and humane temporary holding facility.
2. Continue to improve book-in and court paperwork.
3. Continue to comply with state and federal standards.
4. Conduct weekly inspection of the jail facility for safety and cleanliness by utilizing a daily task list and weekly cell checks.
5. Provide a positive atmosphere with other employees by following our four core values: Empathy, Edification, Enthusiasm, and Excellence.
6. Continue quarterly training of Detention Officers in defensive tactics, Crimes and Live Scan paperwork updates, Laserfiche, customer service techniques, and begin sending Detention Officers to Texas Commission on Law Enforcement (TCOLE) Jailer Training.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Continue to do training on paperwork, procedures, and improved efficiency.
2. Utilize current and future technology to advance procedures pertaining to the arraignment process.
3. Professional growth of all detention officer staff.
4. Work with Tarrant County to implement a new video arraignment process.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Keller Prisoners Detained	719	900	446	1,000
Southlake Prisoners Detained	873	1,000	508	900
Westlake Prisoners Detained	153	200	138	200
Colleyville Prisoners Detained	425	600	274	600
Roanoke Prisoners Detained	79	100	137	500

# POLICE DEPARTMENT JAIL OPERATIONS DIVISION (100-30-305)

## EXPENDITURE SUMMARY

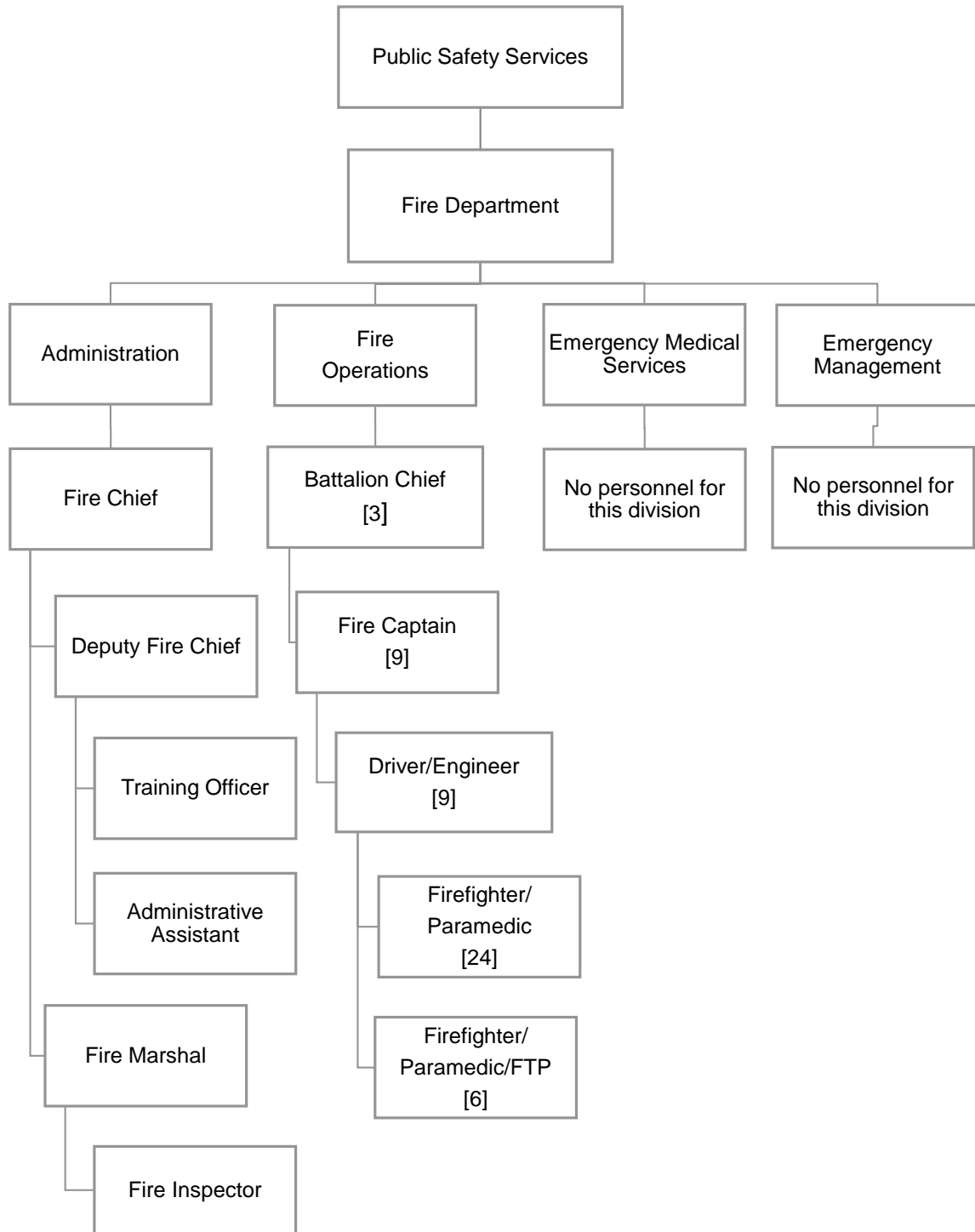
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 501,556	\$ 563,172	\$ 561,348	\$ 689,105	\$ 125,933
Operations & maintenance	31,764	41,600	33,700	50,197	8,597
Services & other	64,368	74,785	74,285	74,575	(210)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 597,688</b>	<b>\$ 679,557</b>	<b>\$ 669,333</b>	<b>\$ 813,877</b>	<b>\$ 134,320</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Captain	0.10	0.10	0.10	0.10	-
Detention Officer	7.00	7.00	7.00	8.00	1.00
Regional Holding Facility Supervisor	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>8.10</b>	<b>8.10</b>	<b>8.10</b>	<b>9.10</b>	<b>1.00</b>

# FIRE DEPARTMENT

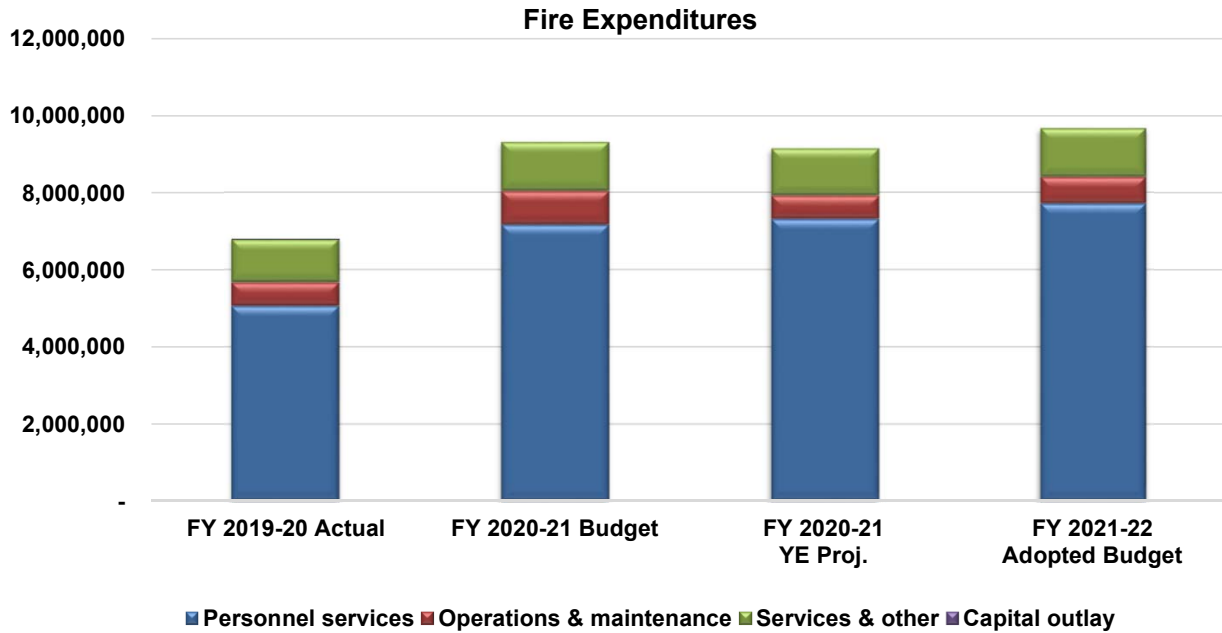


# FIRE DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 980,108	\$ 1,023,835	\$ 1,051,193	\$ 1,114,417	\$ 90,582
Fire Operations	5,463,239	7,859,952	7,707,057	8,085,288	225,336
Emergency Medical Services	333,173	390,394	361,229	403,705	13,311
Emergency Management	28,857	30,475	25,775	64,475	34,000
<b>TOTAL</b>	<b>\$ 6,805,376</b>	<b>\$ 9,304,656</b>	<b>\$ 9,145,254</b>	<b>\$ 9,667,885</b>	<b>\$ 363,229</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 5,060,661	\$ 7,164,917	\$ 7,313,996	\$ 7,713,181	\$ 548,264
Operations & maintenance	607,012	873,179	609,058	686,403	(186,776)
Services & other	1,114,360	1,266,560	1,222,200	1,268,301	1,741
Capital outlay	23,344	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,805,376</b>	<b>\$ 9,304,656</b>	<b>\$ 9,145,254</b>	<b>\$ 9,667,885</b>	<b>\$ 363,229</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	6.00	6.00	6.00	6.00	-
Fire Operations	51.00	51.00	51.00	51.00	-
<b>TOTAL</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>-</b>

# **FIRE DEPARTMENT**

## **ADMINISTRATION DIVISION (100-35-351)**

### ***DEPARTMENT DESCRIPTION:***

The Keller Fire Department's Administration Division consists of six employees including: Fire Chief, Deputy Chief, Training Officer, Fire Marshal, Fire Inspector, and Administrative Secretary. The Fire Chief provides direct supervision of the Deputy Chief, Fire Marshal, and the civilian administrative staff position. In addition to providing direct oversight and leadership for the department, the Fire Chief also serves as the community's Emergency Management Coordinator. The Deputy Chief provides direct supervision of the department's three Operations Battalion Chiefs and Training Officer, manages the department's Emergency Medical Services program and coordinates with the department's Medical Director, a contracted physician ensuring quality control over our EMS providers as well as patient care protocols. The Deputy Chief also serves as the community's Assistant Emergency Management Coordinator. The Training Officer serves as the fire training coordinator and safety officer. The Administrative Secretary is a civilian position within the department whose role is to serve as the primary focal point for citizen questions, employee issues, and coordination of the financial transactions necessary to maintain the fire protection system legally and ethically under City, State, and Federal directives. The Administrative Secretary also manages the department's records for fire, EMS, and fire prevention. The Fire Marshal directs the efforts of the Fire Prevention Division and provides supervision to the department's Fire Inspector. The Fire Marshal and Fire Inspector work closely with the city's Development Review Committee to ensure compliance with all fire code issues. The fire prevention staff is vital within a system that keeps developers, builders, and business owners apprised of code requirements during construction to ensure life safety systems and code-mandated requirements are met.

### ***DEPARTMENT/DIVISION GOALS:***

1. Participate in the Texas Fire Chiefs Association Best Practices Program and maintain agency recognition by continuously reviewing and comparing current department operations with the twelve performance areas identified within the program.
2. Expand current fire safety and injury prevention programs, as identified by comments within the 2016 citizen survey, through the development of a community outreach program and interaction with stakeholders within the community, civic groups, and the school district.
3. Review, revise, and implement Employee Development and Succession Planning programs within the department to provide a career progression template for current and future members to follow for career advancement and to establish continuity within the department.
4. Review and revise response benchmarks established by the department through the Best Practices Program that are utilized as performance measurement indicators for the department.
5. Continue to annually review and revise departmental policies and procedures to ensure they are current and meet the dynamic nature of the fire service.
6. Continue the preparation process to seek national accreditation for the department through the Center for Public Safety Excellence Accreditation Program administered by the Commission on Fire Accreditation International, with a goal of the initial onsite review in 2021.

### ***DEPARTMENT/DIVISION OBJECTIVES:***

1. Provide consistent and excellent customer service to the citizens of Keller, members of the department, and the employees of the City of Keller.
2. Ensure the proper efficient, ethical, and effective utilization of City of Keller resources for life safety and quality of life for the community's citizens, visitors, and business owners.
3. Continuously review, update, and communicate the mission of the department to ensure adherence to the department's core values of Pride, Community, Service, Preparation, Prevention, and Education.
4. Continuously review, and update as necessary, the department's plan for quality improvement through the use of performance measures.
5. Aggressively seek, apply for, and administer grant funding from outside funding sources.
6. Encourage private and public partnerships to ensure quality training opportunities, fire safety programs, and improved quality of life within the City of Keller.
7. Maintain positive liaisons with neighboring communities and fire services organizations locally, regionally, and nationally to keep abreast of developments affecting the City of Keller and its emergency services.
8. Ensure that our staff, both administratively and operationally, receives the high quality training to maintain a state of readiness to meet the needs of our community and our commitment to our regional emergency services obligation as well as to maintain our current Insurance Services Organization (ISO) Class 2 Rating and Best Practices Recognition status.
9. Continuously analyze the current and future needs of the department.

# FIRE DEPARTMENT ADMINISTRATION DIVISION (100-35-351)

## SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
Total calls for service	3,672	4,113	4,113	4,305
- Fire Incidents	870	955	955	994
- Public Service	464	514	600	624
- EMS Incidents	2,338	2,644	2,476	2,500
Commercial fire inspections conducted	1,571	1,300	1,600	1,800
Commercial construction plans/plats reviewed	542	450	900	1,100
Public fire education programs provided	81	120	80	80
Fire investigations conducted	1	10	10	10

PERFORMANCE INDICATORS	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
Response Data (Emergency Only)				
Average total emergency response time	5:08	5:00	5:20	5:10
Fractile total emergency response time (90% of the time)	8:02	8:15	8:30	8:15
Fire (Goal of 8:30 90% of the time)	9:46	8:30	9:00	8:30
EMS (Goal of 7:30 90% of the time)	7:42	7:30	7:40	7:30
Fire commission certifications obtained	16	20	16	20

## EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 831,970	\$ 810,355	\$ 863,911	\$ 914,462	\$ 104,107
Operations & maintenance	8,200	16,903	13,000	16,450	(453)
Services & other	139,938	196,577	174,282	183,505	(13,072)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 980,108</b>	<b>\$ 1,023,835</b>	<b>\$ 1,051,193</b>	<b>\$ 1,114,417</b>	<b>\$ 90,582</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Fire Chief	1.00	1.00	1.00	1.00	-
Deputy Fire Chief	1.00	1.00	1.00	1.00	-
Fire Marshal	1.00	1.00	1.00	1.00	-
Fire Training Officer	1.00	1.00	1.00	1.00	-
Fire Inspector	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>



# FIRE DEPARTMENT

## FIRE OPERATIONS DIVISION (100-35-352)

**DEPARTMENT DESCRIPTION:**

The Fire Operations Division provides emergency services to the public in areas of fire and emergency medical services, including rescue services, and supports fire administration, fire prevention, arson investigation and emergency management activities. The firefighter/paramedics are housed in three fire stations and work a three-platoon rotating 48-hour shift. The Fire Operations Division staffs and operates three fire apparatus and two ambulances as frontline units. Each shift is led by a Battalion Chief who oversees the daily staffing, operation and response activities of their respective shift. The Fire Operations Division provides specialty services such as technical rescue and explosive response by participating as a member of the Northeast Fire Department Association (NEFDA) regional response teams. Fire Operations works closely with surrounding departments through automatic and mutual aid agreements developed by the Fire Administration Division to provide the shortest response times possible to emergency calls for service within the community. Fire Operations is dispatched by the Northeast Tarrant County Communications Center (NETCOM), a regional communication center in which Keller is a joint member with three other area cities.

**DEPARTMENT/DIVISION GOALS:**

1. Participate in the department's accreditation process through the Texas Fire Chiefs Best Practices Recognition program and the Commission on Fire Accreditation International.
2. Conduct competency-based training and continuing education to maintain staff proficiency in specific skill sets, including: Firefighter, Paramedic, Company Officer, Driver/Operator, Fire Inspection, Technical Rescue and Hazardous Materials.
3. Assist the department in maintaining compliance through activities and response times required to maintain the current Class 2 rating with the Insurance Service Organization (ISO) Public Protection Classification Program.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Maintain turnout time and emergency response travel times in accordance with performance measurement indicators established by the department.
2. Conduct annual fire hydrant inspection and testing of all hydrants within the city.
3. Maintain preplans on all commercial properties and update on an annual basis.
4. Conduct company-based fire inspections as assigned by the Fire Prevention Division.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Fire and non-EMS calls	870	955	1,000	1,000
Public Service calls	464	514	550	600
Fire Training Classes	2,681	2,600	2,600	2,600
Fire Training Hours	17,804	1,800	17,000	18,000
Fire Hydrant Testing/Inspection (changed to annual from bi-annual)	1,657	2,325	1,800	1,800
Commercial Preplans (changed to annual from bi-annual)	925	1,000	1,000	1,100
Company-based fire inspections	570	720	720	720

# FIRE DEPARTMENT

## FIRE OPERATIONS DIVISION (100-35-352)

### SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget
Response Data (Emergency only)				
<b>Turnout Time (Dispatch to enroute in seconds)</b>				
Fire (Goal of 80 seconds 90% of the time)	96%	95%	96%	95%
EMS (Goal of 60 seconds 90% of the time)	96%	95%	93%	95%
<b>Travel Time (Enroute to on-scene in seconds)</b>				
<b>Fire (Goal of 370 seconds 90% of the time)</b>				
District 1	85%	90%	81%	86%
District 2	85%	70%	81%	86%
District 3	85%	90%	80%	86%
<b>EMS (Goal of 330 seconds 90% of the time)</b>				
District 1	79%	90%	74%	80%
District 2	79%	70%	74%	80%
District 3	79%	90%	74%	80%

### EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 4,228,691	\$ 6,354,562	\$ 6,450,085	\$ 6,798,719	\$ 444,157
Operations & maintenance	452,472	671,986	434,633	452,163	(219,823)
Services & other	773,576	833,404	822,339	834,406	1,002
Capital outlay	8,500	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,463,239</b>	<b>\$ 7,859,952</b>	<b>\$ 7,707,057</b>	<b>\$ 8,085,288</b>	<b>\$ 225,336</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Battalion Chief	3.00	3.00	3.00	3.00	-
Fire Captain	9.00	9.00	9.00	9.00	-
Driver/Engineer	9.00	9.00	9.00	9.00	-
Firefighter/Paramedic	24.00	24.00	24.00	24.00	-
Field Training Paramedic	6.00	6.00	6.00	6.00	-
<b>TOTAL</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>-</b>

# FIRE DEPARTMENT

## EMERGENCY MEDICAL SERVICES DIVISION (100-35-353)

**DEPARTMENT DESCRIPTION:**

The Emergency Medical Services (EMS) division provides services necessary to preserve life, alleviate suffering and return individuals to a functioning part of the community. This service ranges in scope from preventive safety education through the public school system, civic, church and community groups; across spectrum application of emergency medical care through pre-arrival instructions from emergency medical dispatchers; first responding police and fire units; and ultimate care by a paramedic-staffed mobile intensive care unit. This service is also fulfilled through patient and provider advocacy at local, state and national levels of regulatory agencies.

**DEPARTMENT/DIVISION GOALS:**

1. Effectively and efficiently fulfill the obligations of delivering services at the highest levels of competency, including emergency medical care/transportation to the citizens and visitors of Keller.
2. Improve patient survivability of cardiac events through responder actions, interventions, interaction with hospitals and meeting or exceeding established standards by the American Heart Association Mission Lifeline program. The national standard is 90 minutes or less.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Reduce ambulance transport out of service time (dispatch to available) to an average of 75 minutes.
2. Conduct an average of six (6) patient care training scenarios per month.
3. Conduct Continuous Quality Improvement evaluations on 90% of patient charts in the following categories: Priority 1 transports, Chest Pain, Stroke, Pediatric, Helicopter transports and Treatment No Transports.
4. Acquire a 12-lead EKG on cardiac patients within five (5) minutes of patient contact.
5. Cardiac Cath Lab activation within five (5) minutes of STEMI recognition in the field.
6. First patient contact to cardiologist intervention times for STEMI heart attack patients at an average of 65 minutes or less. Time includes Keller Fire-Rescue on scene time, transport time and hospital intervention time.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
EMS/Rescue calls for service	2,338	2,400	2,450	2,500
EMS total patients not transported	436	480	460	470
EMS total patient transports	1,759	1,800	1,915	2,000

**PERFORMANCE INDICATORS**

Ambulance transport out of service time (average in minutes)	66	75	68	70
Simulation scenarios conducted	34	80	36	75
Charts reviewed for Continuous Quality Improvement	100%	100%	100%	100%
Patient contact to 12-lead EKG time (average in minutes)	4:54	5.0	4:35	4:00
STEMI recognition to cardiac cath lab activation	8:02	5.0	5:30	5:00
Patient contact to cardiologist intervention (average in minutes)	71	65	65	65

# FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES DIVISION (100-35-353)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	143,330	170,375	148,960	168,875	(1,500)
Services & other	189,843	220,019	212,269	234,830	14,811
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 333,173</b>	<b>\$ 390,394</b>	<b>\$ 361,229</b>	<b>\$ 403,705</b>	<b>\$ 13,311</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# FIRE DEPARTMENT

## EMERGENCY MANAGEMENT DIVISION (100-35-354)

**DEPARTMENT DESCRIPTION:**

The Emergency Management Division provides planning, preparedness, response and recovery services to the City of Keller in addition to coordination of Keller’s involvement with the Tarrant County Regional Emergency Operations Plan and Regional Hazard Mitigation Action Plan. The Emergency Operations Plan is an all-hazards approach to meet daily natural and man-made disaster threats. The dynamic nature of natural and man-made disasters requires communities to be well versed on Federal Emergency Management Agency (FEMA) requirements and programs to assist local communities. The Emergency Management Division fulfills a statutory requirement of local government that designates the Mayor as the Emergency Management Director and permits the Mayor to designate an Emergency Management Coordinator. The City of Keller Fire Chief is currently designated as the Emergency Management Coordinator. The Fire Chief, along with other city officials, works seamlessly with Tarrant County, North Central Texas Council of Governments, as well as State and Federal agencies to facilitate intergovernmental relationships. In addition to the Emergency Management function of the city, the Emergency Management Coordinator also represents the city as a member of the Tarrant County Local Emergency Planning Committee (LEPC). The LEPC supports emergency planning for chemical hazards and provides local government, as well as the public, with information about possible chemical hazards within their communities.

**DEPARTMENT/DIVISION GOALS:**

1. Ensure compliance with the regional Emergency Operations and Hazard Mitigation Plans.
2. Provide early severe weather notification to the community through the use of a Mass Communication System and Outdoor Warning Siren System.
3. Ensure compliance with training requirements for City staff in accordance with the National Incident Management System (NIMS).
4. Continue to work to enhance the value of the Community Emergency Response Team (CERT) to the community by greater involvement and publicity.
5. Provide training opportunities and events to maintain member interest in Keller’s Community Emergency Response Team (CERT).

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Update Emergency Management Policies and Procedures as necessary.
2. Conduct a minimum of one tabletop Emergency Operations Center (EOC) exercise annually.
3. Provide training opportunities for EOC staff through FEMA’s Emergency Management Institute (EMI) and Tarrant County College to facilitate better involvement in the program.
4. Continuously improve the operations of the City’s EOC through the use of an EOC Working Group comprised of members of each city department represented in the EOC.
5. Participate in and utilize the CASA WX Radar System through the North Central Council of Governments to help provide early severe weather warning opportunities to the community.
6. Maintain the City’s Outdoor Warning System (OWS) sirens.
7. Conduct routine testing of the OWS through a collaboration of members of the Fire Operations Division, other city departments, and the school district.
8. Provide support to the city’s Communication & Public Engagement Manager’s use of a Mass Communication System to deliver time sensitive information to the community in regard to matters of public safety.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
CERT Volunteer Hours	986	1,200	1,000	1,200
Initial CERT Training Programs	0	1	0	1
Tabletop EOC Exercises	1	1	1	1

# FIRE DEPARTMENT EMERGENCY MANAGEMENT DIVISION (100-35-354)

## EXPENDITURE SUMMARY

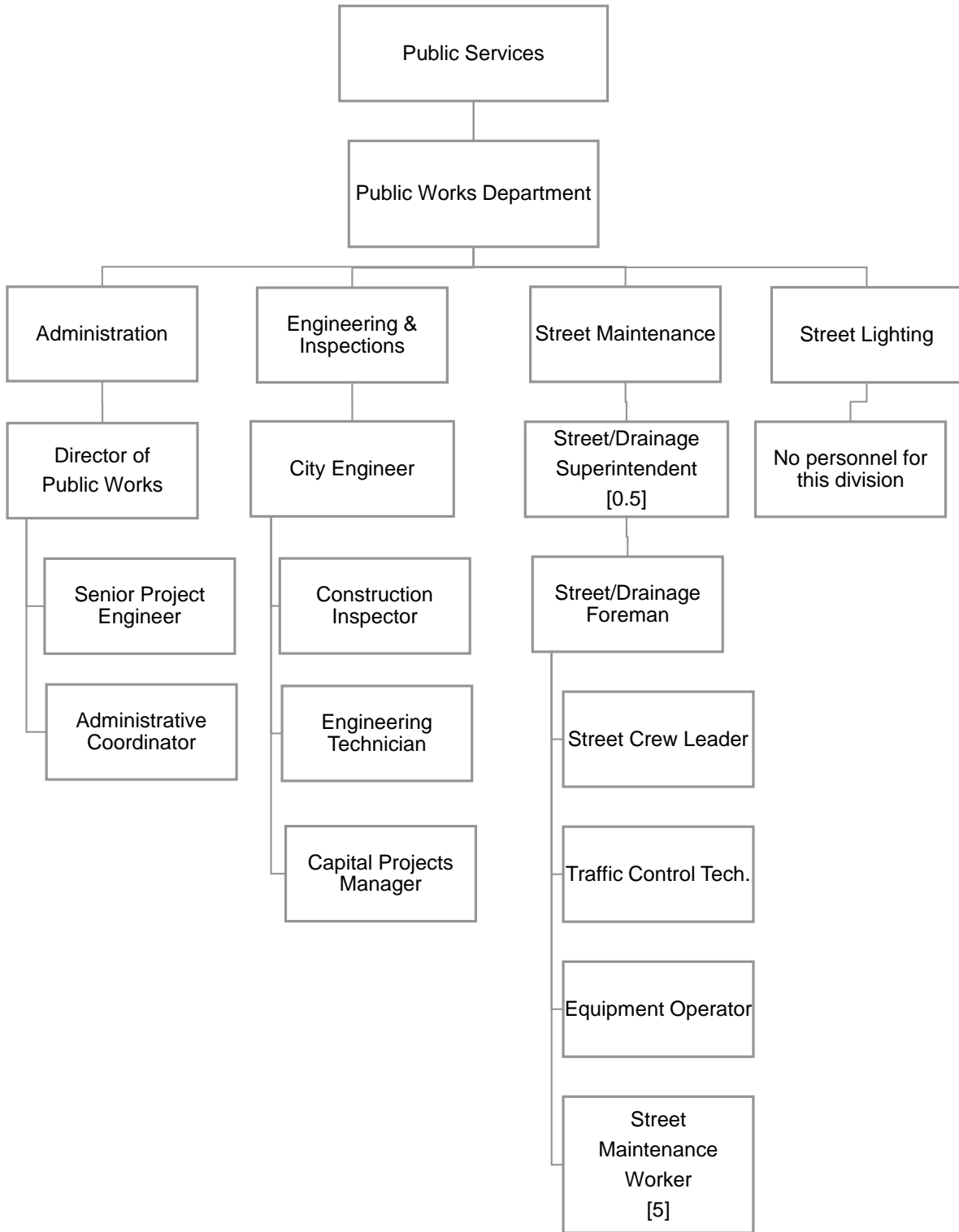
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	3,010	13,915	12,465	48,915	35,000
Services & other	11,003	16,560	13,310	15,560	(1,000)
Capital outlay	14,844	-	-	-	-
<b>TOTAL</b>	<b>\$ 28,857</b>	<b>\$ 30,475</b>	<b>\$ 25,775</b>	<b>\$ 64,475</b>	<b>\$ 34,000</b>

## PERSONNEL SUMMARY

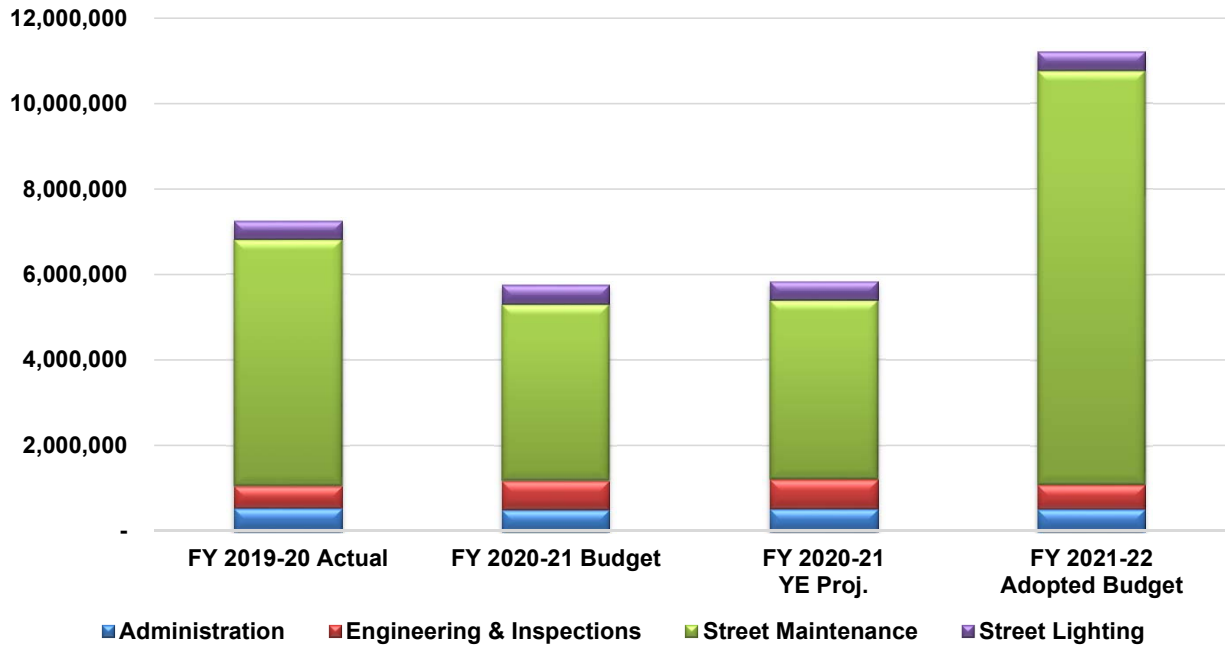
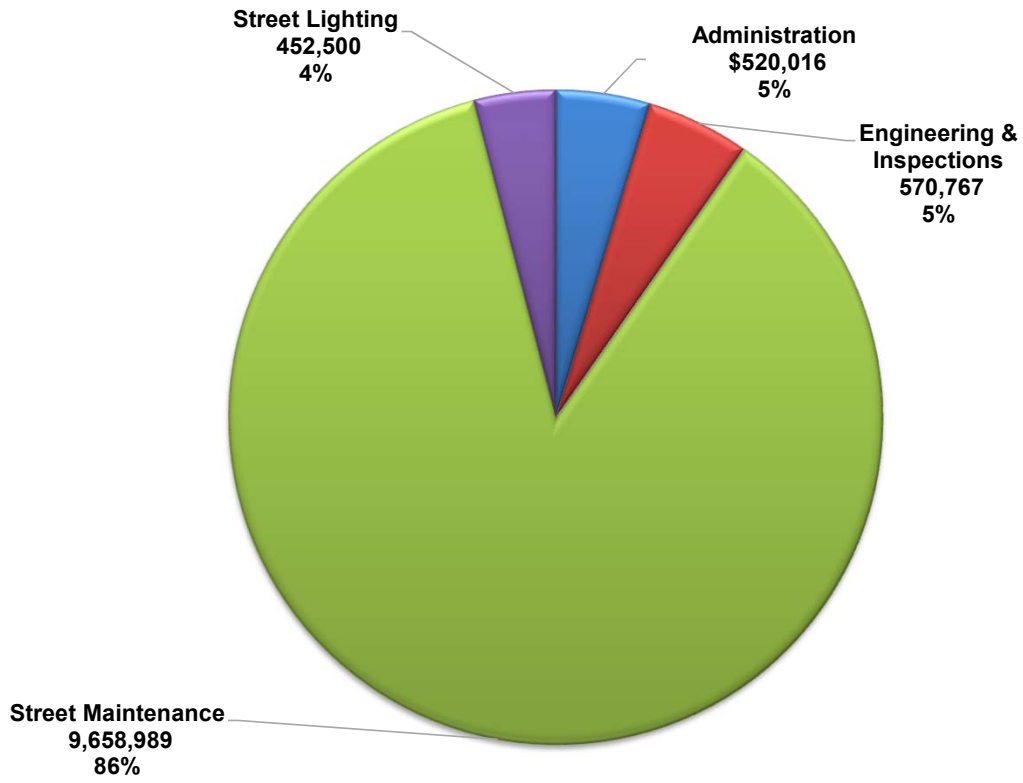
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT - GENERAL FUND



# PUBLIC WORKS



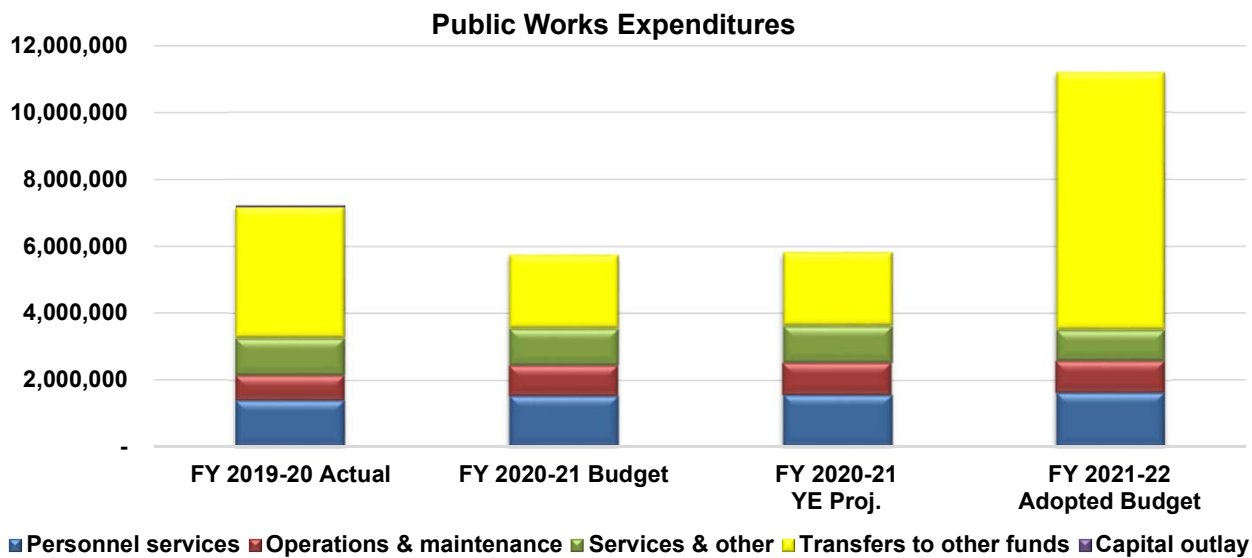


# PUBLIC WORKS DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 545,725	\$ 508,501	\$ 527,914	\$ 520,016	\$ 11,515
Engineering & Inspections	514,880	670,394	682,410	570,767	(99,627)
Street Maintenance	5,741,286	4,109,179	4,166,578	9,658,989	5,549,810
Street Lighting	433,210	452,500	440,000	452,500	-
<b>TOTAL</b>	<b>\$ 7,235,101</b>	<b>\$ 5,740,574</b>	<b>\$ 5,816,902</b>	<b>\$ 11,202,272</b>	<b>\$ 5,461,698</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 1,407,767	\$ 1,545,973	\$ 1,569,192	\$ 1,641,585	\$ 95,612
Operations & maintenance	744,827	902,060	954,988	943,737	41,677
Services & other	1,107,602	1,092,205	1,092,386	916,893	(175,312)
Transfers to other funds	3,905,693	2,200,336	2,200,336	7,700,057	5,499,721
Capital outlay	69,212	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,235,101</b>	<b>\$ 5,740,574</b>	<b>\$ 5,816,902</b>	<b>\$ 11,202,272</b>	<b>\$ 5,461,698</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	4.00	4.00	4.00	4.00	-
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
<b>TOTAL</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT ADMINISTRATION DIVISION (100-50-501)

**DEPARTMENT DESCRIPTION:**

The Public Works Department is under the direction of the Director of Public Works. The department is responsible for the direction and administration of all facets of engineering, inspection, street maintenance, flood plain management and street lighting activities for the City.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review work processes to determine efficiency improvements and cost reduction opportunities.
2. Effectively manage and supervise the engineering, inspection, street maintenance and drainage divisions.
3. Provide professional development opportunities for all staff.
4. Review budgets monthly to ensure cost containment and adherence to policies.
5. Respond to citizens requests within 24 hours of receipt.
6. Provide the highest quality of internal staff support.
7. Provide exceptional customer service to Keller residents needing Public Works assistance.
8. Ensure that all invoices are submitted to the Finance Department within two weeks of receipt.
9. Actively manage all contracts, contract renewals, internal payment processes and council item scheduling.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Conduct a survey to track customer service interactions & satisfaction.
2. Sustain professional training opportunities for all staff.
3. Convert permitting to a fully online process.

**SERVICE LEVEL ANALYSIS**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Customer Service Contacts	2,414	2,500	2,500	3,000
Invoices Processed	660	800	700	800
Permits Processed	551	450	500	550
<b>PERFORMANCE INDICATORS</b>				
Permits Processed within 3 Days	85%	100%	100%	100%
PO Issued before Invoiced	90%	100%	100%	100%
Invoices Paid within 2 Weeks	89%	100%	90%	100%

**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION DIVISION (100-50-501)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 417,079	\$ 410,001	\$ 428,868	\$ 445,370	\$ 35,369
Operations & maintenance	769	1,400	1,400	1,400	-
Services & other	127,877	97,100	97,646	73,246	(23,854)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 545,725</b>	<b>\$ 508,501</b>	<b>\$ 527,914</b>	<b>\$ 520,016</b>	<b>\$ 11,515</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Public Works	1.00	1.00	1.00	1.00	-
Senior Project Engineer	1.00	1.00	1.00	1.00	-
Administrative Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT ENGINEERING & INSPECTIONS DIVISION (100-50-502)

**DEPARTMENT DESCRIPTION:**

The Engineering & Inspections Division of the Public Works Department is responsible for plan review, project management, inspection, project delivery and closeout of public and private water, sewer, street and drainage projects.

**DEPARTMENT/DIVISION GOALS:**

1. Provide plan review and construction management for cost-effective infrastructure improvements.
2. Provide Development Plan Review Services for public/private project compliance with the UDC and current adopted engineering standards within 5 working days.
3. Provide Construction Plan Review Services for public/private project compliance with the UDC and current engineering standards within 10 working days.
4. Provide timely technical/investigative assistance to customers and stakeholders.
5. Maintain reliable Public Works related asset infrastructure data using the city's mapping system.
6. Keep current all design and construction standards and specifications and updated as needed.
7. Provide professional inspection services for all water, sewer, street and drainage construction.
8. Educate citizens, builders, developers and City staff regarding drainage issues and inspection goals.
9. Provide continuing education opportunities to staff.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Recruit and train new staff.
2. Develop and implement the use of a comprehensive development and construction plan review checklist.
3. Create a continuously updated Project Status Dashboard.
4. Integrate Parks project management into overall project management.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Construction plans reviewed	20	20	30	25
Projects Managed	20	30	30	25
Development plans reviewed	175	200	125	200
Project inspections conducted	6,800	7,000	6,500	7,000
Residential inspections conducted	2,200	2,400	2,000	2,400
Customer services requests completed	4,000	4,200	3,900	4,500
Capital Projects Budget	18	New Measure	7	10
Capital Projects Completed	4	New Measure	5	5
<b>PERFORMANCE INDICATORS</b>				
% of Capital Improvement Projects completed on time	25	New Measure	20	40
% of Capital Improvement Projects completed on/under budget vs. initial	50	New Measure	100	80
% of construction plans reviewed within 10 days	100	100	100	100
% of development plans reviewed within 5 days	100	100	100	100

# PUBLIC WORKS DEPARTMENT ENGINEERING & INSPECTIONS DIVISION (100-50-502)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 356,121	\$ 469,842	\$ 445,568	\$ 471,381	\$ 1,539
Operations & maintenance	3,845	2,450	3,900	3,800	1,350
Services & other	154,914	198,102	232,942	95,586	(102,516)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 514,880</b>	<b>\$ 670,394</b>	<b>\$ 682,410</b>	<b>\$ 570,767</b>	<b>\$ (99,627)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Engineer	1.00	1.00	1.00	1.00	-
Capital Projects Manager	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Engineering Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT

## STREET MAINTENANCE DIVISION (100-50-503)

**DEPARTMENT DESCRIPTION:**

The Street Maintenance Division of the Public Works Department is responsible for the maintenance and repair of all publicly owned streets and sidewalks. This includes the repair and maintenance of concrete and asphalt pavements, sidewalks, curb and gutter, signs, pavement markings, traffic signals, school zones, and guardrails.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review processes to determine operational improvement and maintenance cost reduction opportunities.
2. Respond to emergency repair calls (Stop and Yield signs, Traffic and School Zone signals, blocked roads...) within 24 hrs.
3. Manage the sidewalk program with a goal to reduce backlog needs to a year or less.
4. Sweep public streets as required by the City's MS4 permit.
5. Leverage technology to track and manage all work activities.
6. Leverage county partnerships to maximize roadway maintenance activities.
7. Manage the Pavement Management System and its associated recommended annual maintenance schedule.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Spot repairs on Johnson Road.
2. Address sidewalks per the latest city-wide priority list.
3. Develop a continually updated activity dashboard.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total lane-miles of roadway maintained	442	455	442	442
Curb miles of street sweeping completed	1065	1,000	950	1,000
Acres of contracted right of way mowing	240	240	240	240
Acres of City mowed right of way	6.00	6.00	6.00	6.00
Linear feet of sidewalks repaired	6,268	4,000	4,500	4,000
Lane miles of pavement crack-sealed	11.55	14	10	10
Tons of asphalt used	3,799	4,500	3,890	4,200

**PERFORMANCE INDICATORS**

% of streets swept at least 3x per year	10	50	10	10
% of right of way mowed at least 6x per	90	100	90	90
% of sidewalk backlog more than 30 days	99	90	99	99
% of pavement addressed per the Pavement Management System	33	100	29	13
% of sidewalk maintained on schedule	50	50	50	50
% of roadway system above 70 on the Pavement Condition Index	77	82	78	79

# PUBLIC WORKS DEPARTMENT STREET MAINTENANCE DIVISION (100-50-503)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 634,567	\$ 666,130	\$ 694,756	\$ 724,834	\$ 58,704
Operations & maintenance	740,213	898,210	949,688	938,537	40,327
Services & other	391,601	344,503	321,798	295,561	(48,942)
Transfers to other funds	3,905,693	2,200,336	2,200,336	7,700,057	5,499,721
Capital outlay	69,212	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,741,286</b>	<b>\$ 4,109,179</b>	<b>\$ 4,166,578</b>	<b>\$ 9,658,989</b>	<b>\$ 5,549,810</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Street/Drainage Superintendent	0.50	0.50	0.50	0.50	-
Street/Drainage Foreman	1.00	1.00	1.00	1.00	-
Street Crew leader	1.00	1.00	1.00	1.00	-
Traffic Control Tech.	1.00	1.00	1.00	1.00	-
Equipment Operator	1.00	1.00	1.00	1.00	-
Street Maintenance Worker	5.00	5.00	5.00	5.00	-
<b>TOTAL</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT STREET LIGHTING DIVISION (100-50-504)

**DEPARTMENT DESCRIPTION:**

The Street Lighting Division of the Public Works Department provides for street lighting costs for City streets.

**DEPARTMENT/DIVISION GOALS:**

1. Provide effective street illumination throughout the City.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Conduct performance inspections, track data and report on operational reliability of streetlights.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Number of street lights provided	2,789	3,000	2,803	2,815

*Number of street lights maintained based on estimates provided by TXU Energy (Oncor) and Tri-County Electric. Street lights are installed and maintained by either TXU Energy (Oncor), or Tri-County Electric and the City pays the monthly electrical costs for street lighting.*

**PERFORMANCE INDICATORS**

% of Streetlights operational	99%	98%	99%	99%
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## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	433,210	452,500	440,000	452,500	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 433,210</b>	<b>\$ 452,500</b>	<b>\$ 440,000</b>	<b>\$ 452,500</b>	<b>\$ -</b>

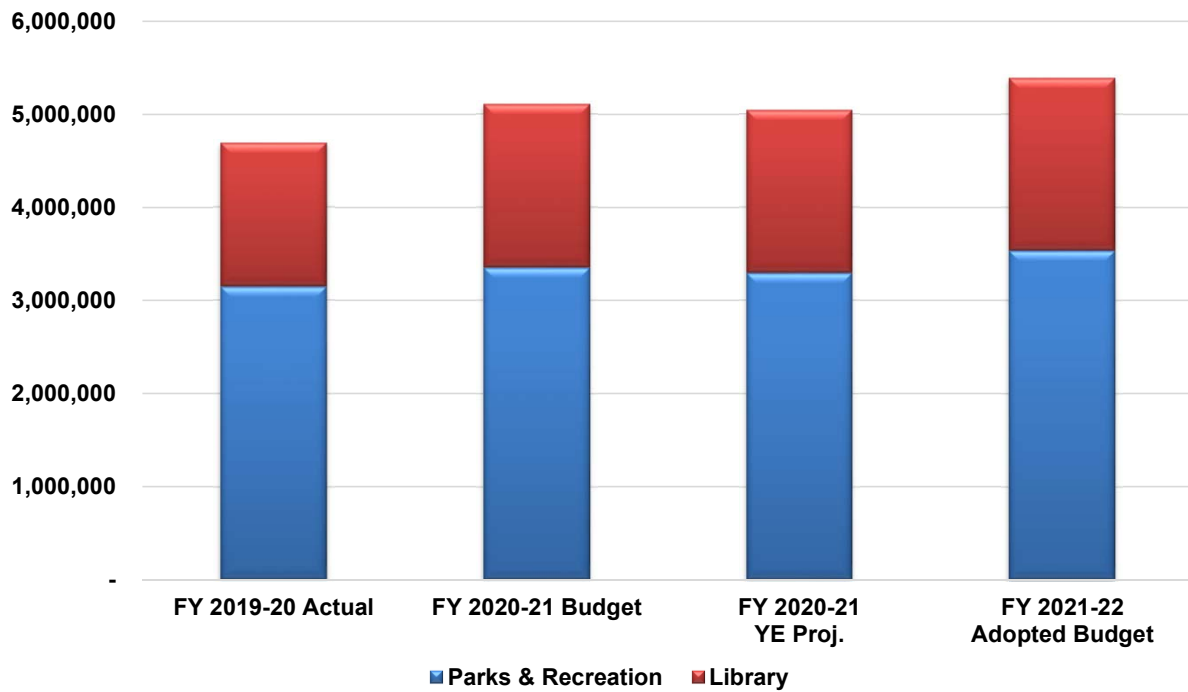
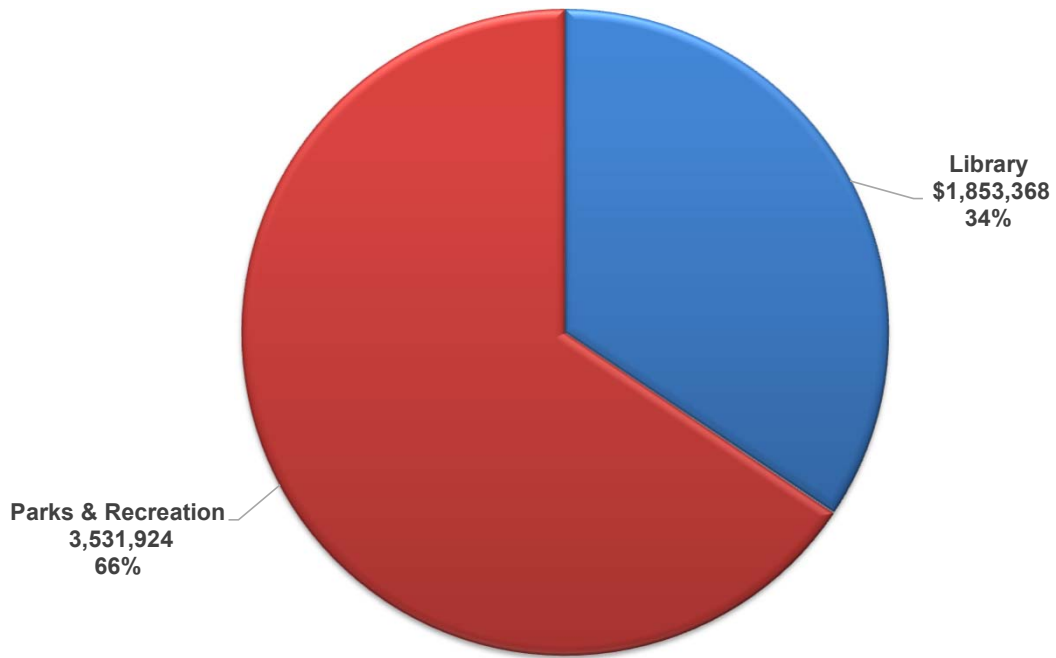
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# RECREATION AND CULTURE



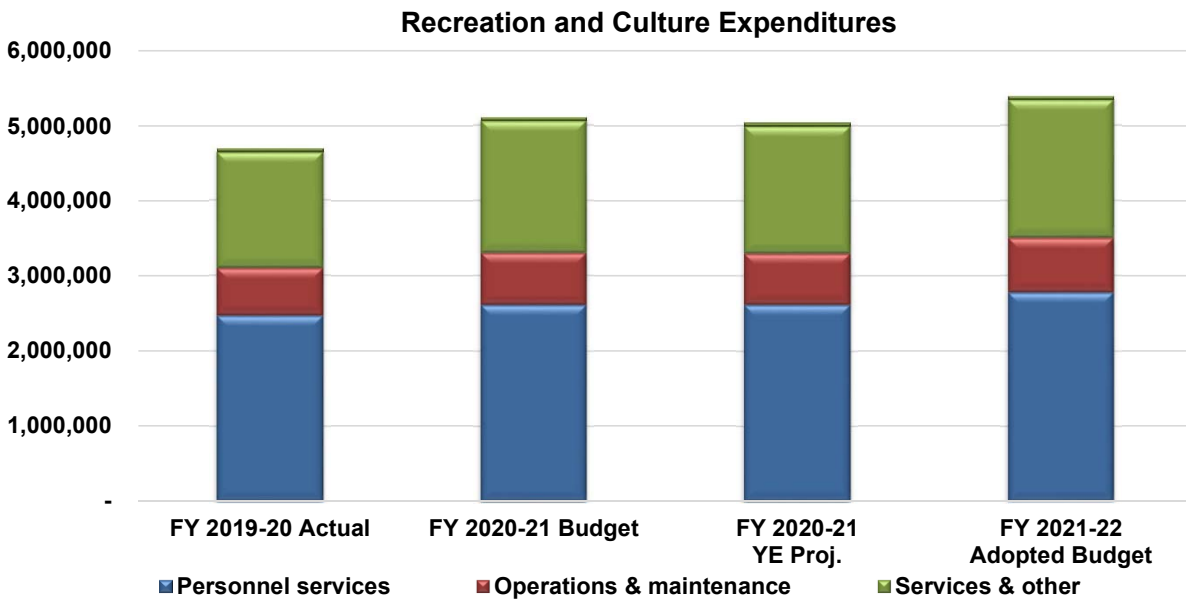
# RECREATION AND CULTURE

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Library	\$ 1,540,034	\$ 1,754,492	\$ 1,747,534	\$ 1,853,368	\$ 98,876
Parks & Recreation	3,143,690	3,349,316	3,290,990	3,531,924	182,608
<b>TOTAL</b>	<b>\$ 4,683,725</b>	<b>\$ 5,103,808</b>	<b>\$ 5,038,524</b>	<b>\$ 5,385,292</b>	<b>\$ 281,484</b>

### EXPENDITURES BY CATEGORY:

Personnel services	\$ 2,468,265	\$ 2,609,705	\$ 2,614,672	\$ 2,775,777	\$ 166,072
Operations & maintenance	627,531	692,269	684,106	729,003	36,734
Services & other	1,540,329	1,754,234	1,692,146	1,832,912	78,678
Transfers to other funds	47,600	47,600	47,600	47,600	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,683,725</b>	<b>\$ 5,103,808</b>	<b>\$ 5,038,524</b>	<b>\$ 5,385,292</b>	<b>\$ 281,484</b>

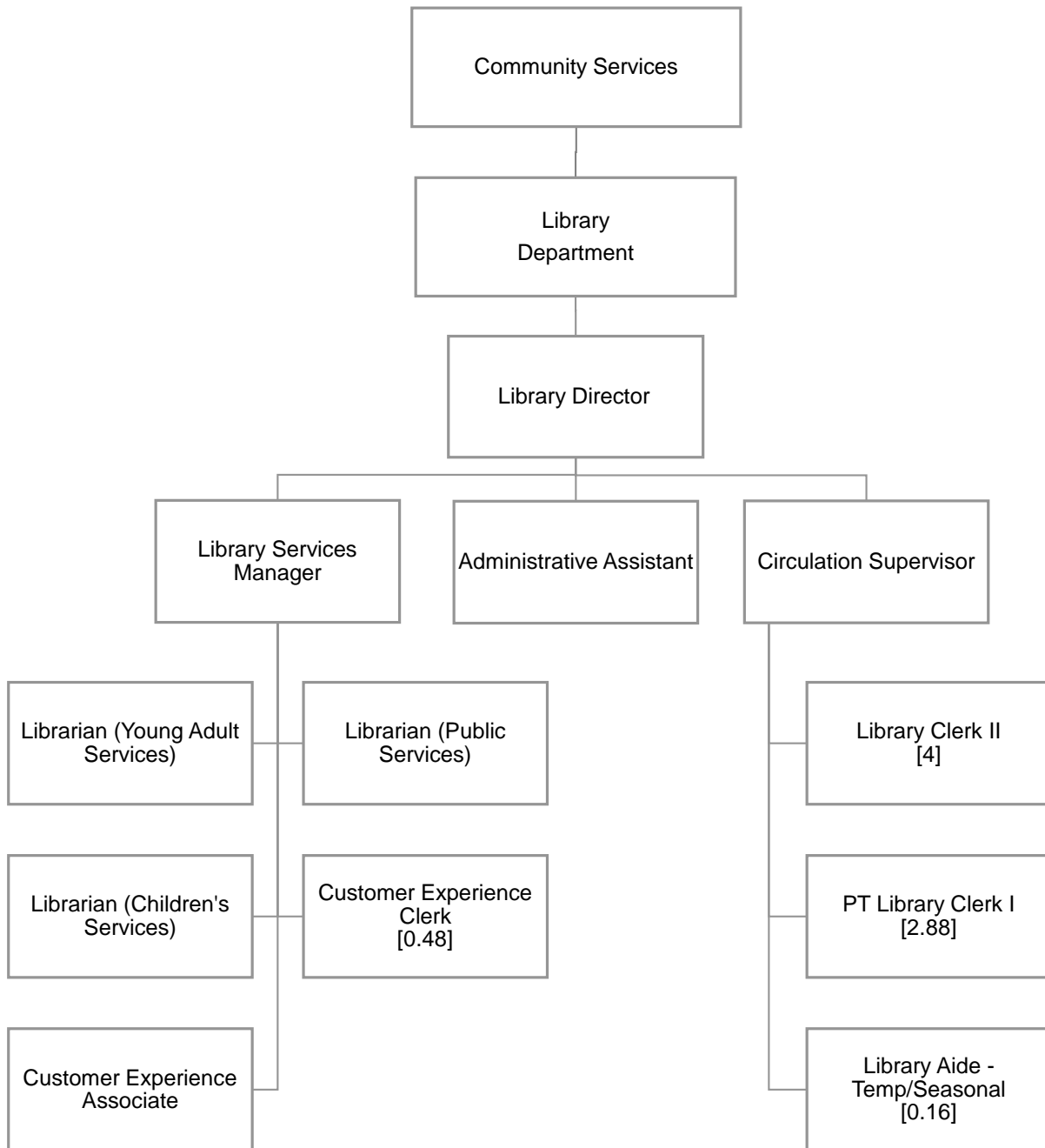


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	22.00	22.00	22.00	22.00	-
<b>TOTAL</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>-</b>

# LIBRARY DEPARTMENT



# LIBRARY

## LIBRARY (100-60-601)

**DEPARTMENT DESCRIPTION:**

The Keller Public Library supports life-long learning and fun through books, programs and media in order to transform lives for a better community.

**DEPARTMENT/DIVISION GOALS:**

1. Provide a welcoming sense of place in which all members of the public can interact, exchange ideas, learn and enhance community.
2. Provide resources that inform, educate, inspire, and bring enjoyment to both individuals and the community.
3. Develop, implement and maintain an information technology that accommodates the changing requirements of delivering library services in the 21st century.
4. Protect the community's investment in facilities.
5. Create a stable and sustainable economic model of providing the community with free and equal access of information.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Ensure the library environment welcomes and respects all members of our community.
2. Offer programming and cultural opportunities for children and adults that enhance quality of life in the community.
3. Conduct ongoing assessments of new library-related technologies and their implications for delivering emerging but proven technologies.
4. Utilize environmentally friendly methods, practices and technologies in the maintenance of facilities.
5. Leverage the library's resources through partnerships.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Visits to Library	129,129	180,000	140,000	180,000
Number of checkouts	502,949	440,000	500,000	510,000
Library programs participants	33,746	20,000	15,000	20,000

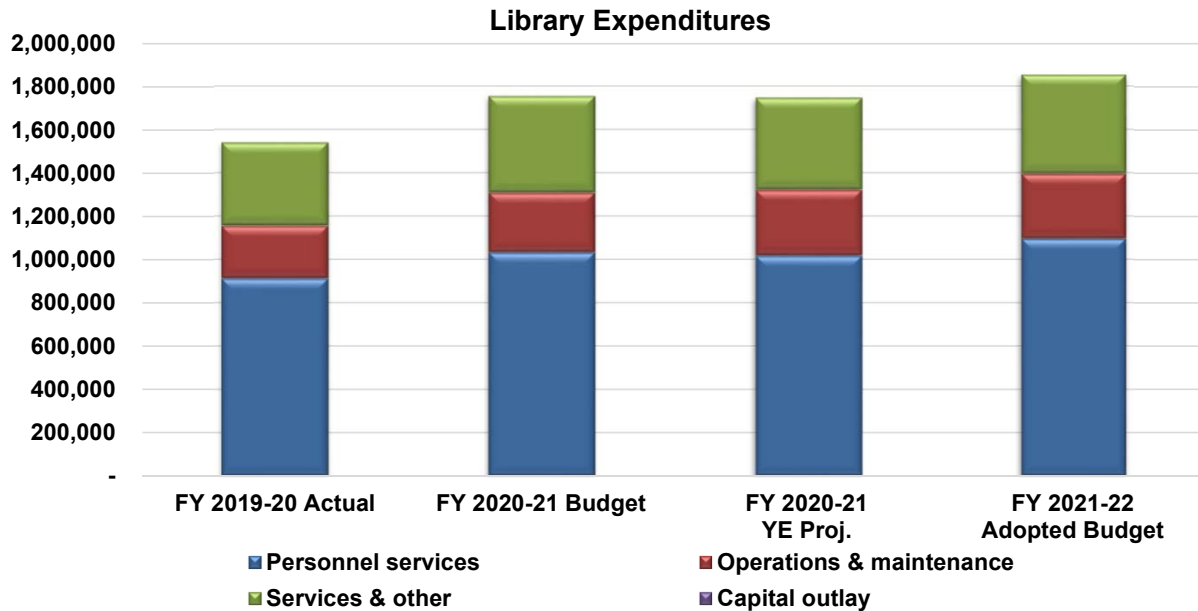
**PERFORMANCE INDICATORS**

Checkouts per FTE employee as a measure of workload (Texas average of 15,031 checkouts per FTE)	32,448	28,387	28,000	30,000
Library visits per capita (Texas average 3.3)	2.87	5.45	3.00	4.00
Library checkouts per capita ( Texas average 4.91)	11.18	10.02	10.00	11.00

# LIBRARY

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 912,558	\$ 1,032,052	\$ 1,017,589	\$ 1,097,013	\$ 64,961
Operations & maintenance	243,126	276,600	304,400	299,325	22,725
Services & other	384,350	445,840	425,545	457,030	11,190
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,540,034</b>	<b>\$ 1,754,492</b>	<b>\$ 1,747,534</b>	<b>\$ 1,853,368</b>	<b>\$ 98,876</b>

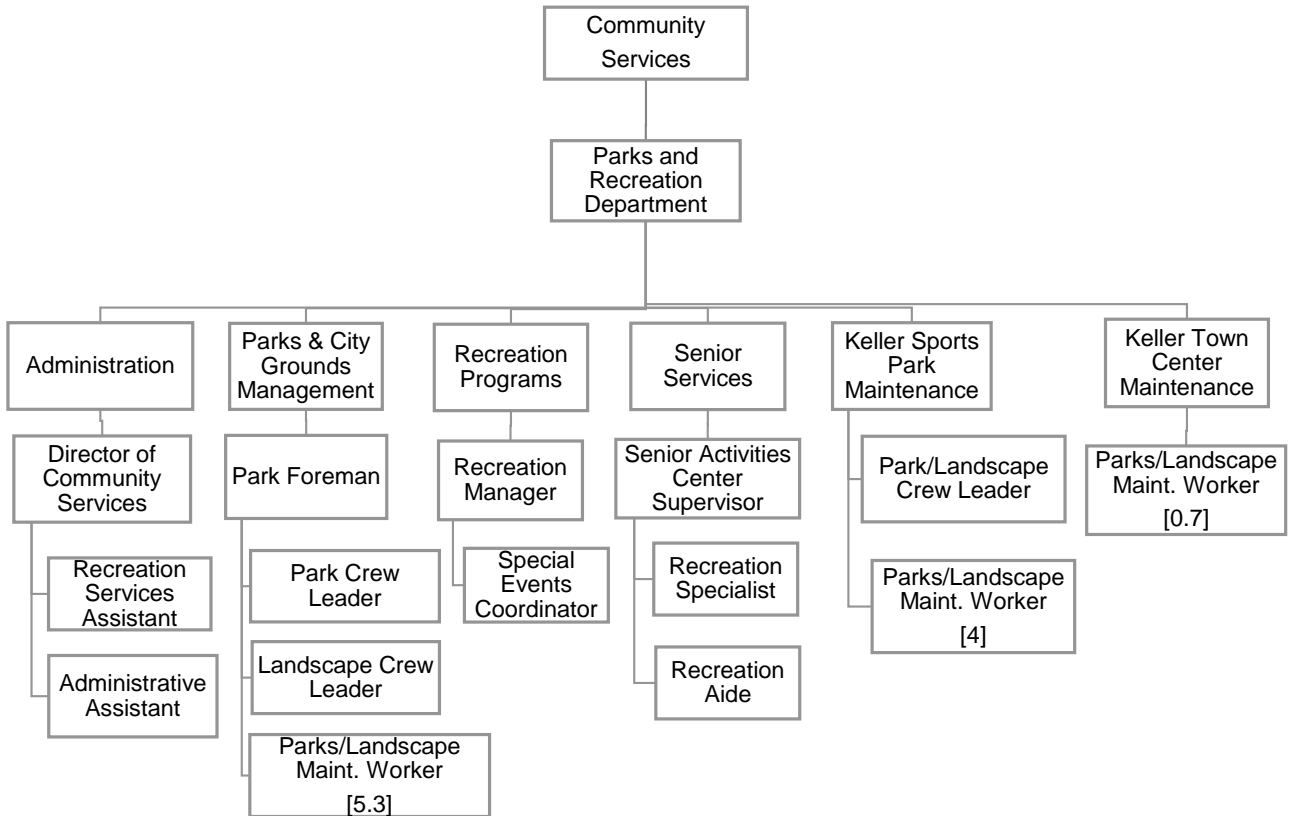


## PERSONNEL SUMMARY

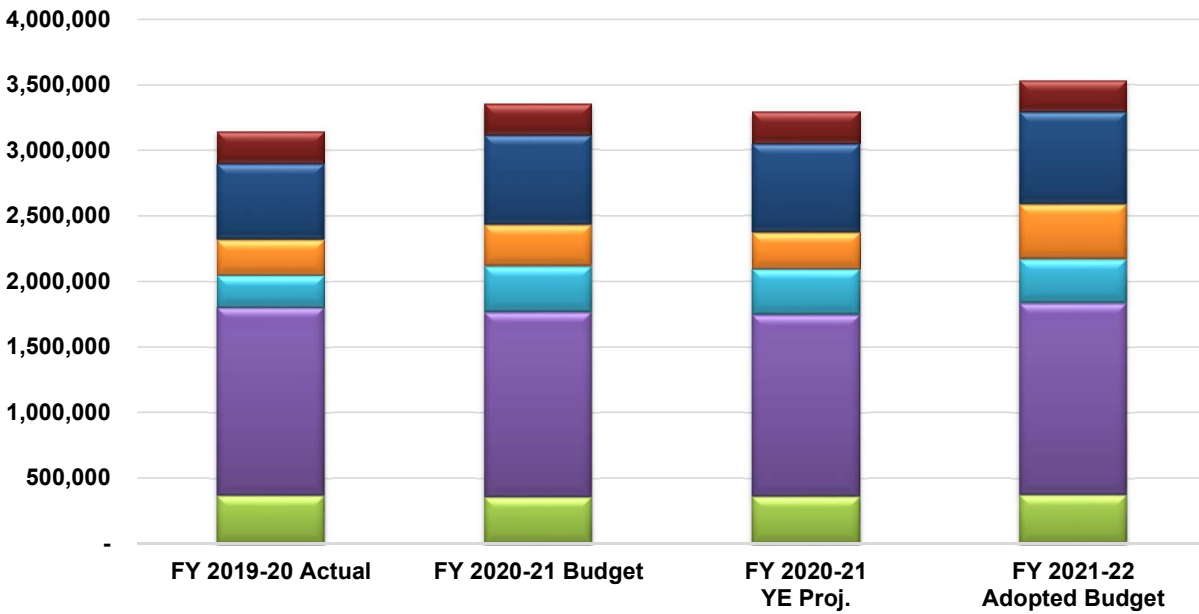
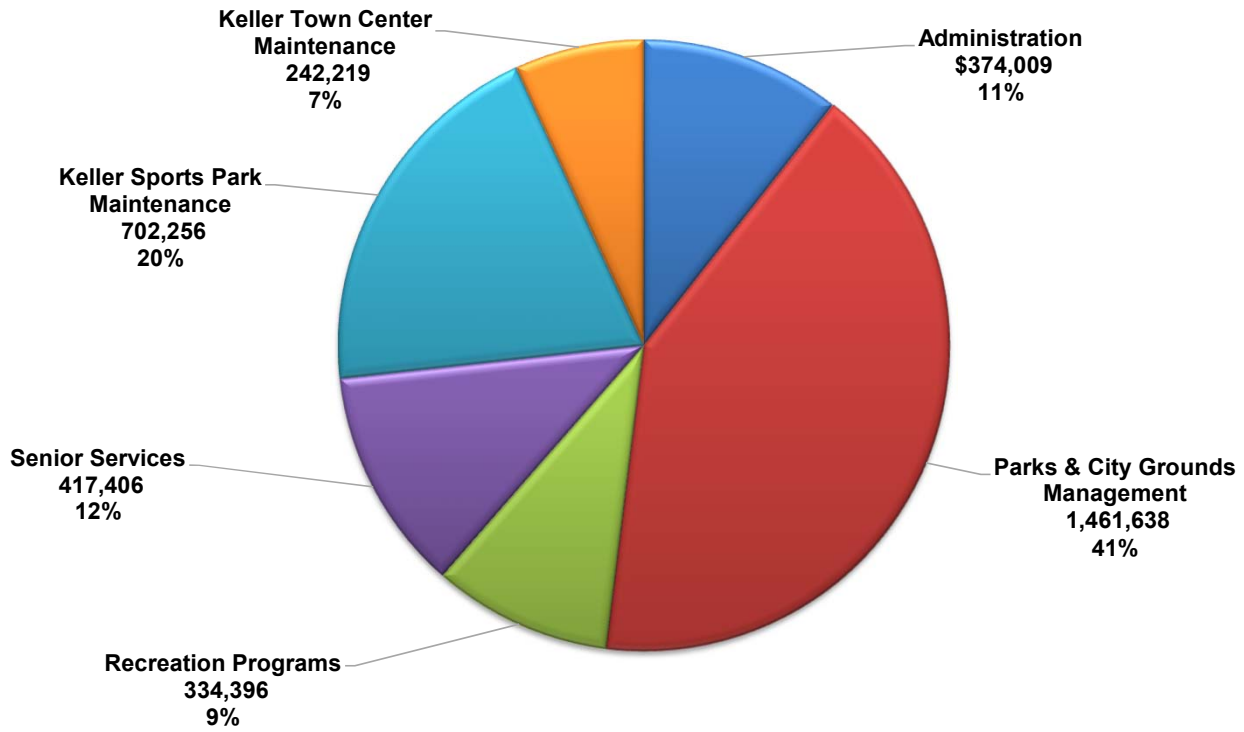
(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>DEPARTMENT / DIVISION:</b></i>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Library Director	1.00	1.00	1.00	1.00	-
Library Services Manager	1.00	1.00	1.00	1.00	-
Librarian	3.00	3.00	3.00	3.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Customer Experience Associate	1.48	1.48	1.48	1.48	-
Circulation Supervisor	1.00	1.00	1.00	1.00	-
Library Clerk	6.88	6.88	6.88	6.88	-
Library Aide - Temporary/Seasonal	0.16	0.16	0.16	0.16	-
<b>TOTAL</b>	<b>15.52</b>	<b>15.52</b>	<b>15.52</b>	<b>15.52</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT



# PARKS AND RECREATION



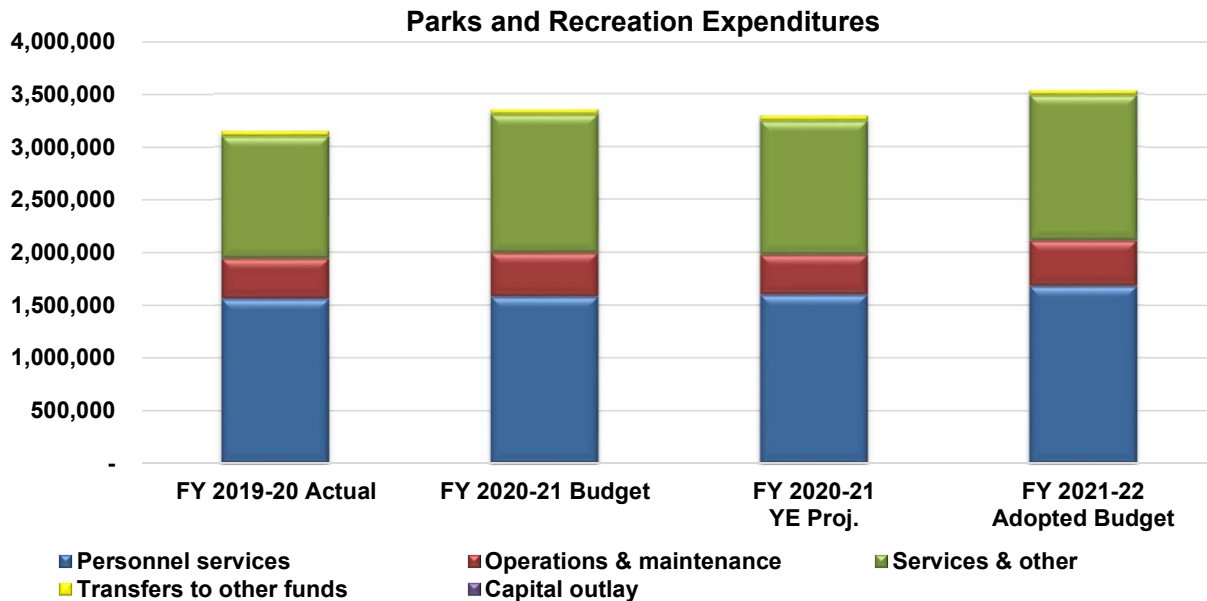
- Administration
- Parks & City Grounds Management
- Recreation Programs
- Senior Services
- Keller Sports Park Maintenance
- Keller Town Center Maintenance

# PARKS AND RECREATION DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	<b>Budget Variance (\$)</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	
Administration	\$ 369,003	\$ 357,738	\$ 362,317	\$ 374,009	\$ 16,271
Parks & City Grounds Management	1,434,525	1,405,598	1,381,038	1,461,638	56,040
Recreation Programs	244,624	349,012	346,804	334,396	(14,616)
Senior Services	270,877	314,917	278,878	417,406	102,489
Keller Sports Park Maintenance	576,869	682,464	674,534	702,256	19,792
Keller Town Center Maintenance	247,792	239,587	247,419	242,219	2,632
<b>TOTAL</b>	<b>\$ 3,143,690</b>	<b>\$ 3,349,316</b>	<b>\$ 3,290,990</b>	<b>\$ 3,531,924</b>	<b>\$ 182,608</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget Variance (\$)
Personnel services	\$ 1,555,707	\$ 1,577,653	\$ 1,597,083	\$ 1,678,764	\$ 101,111
Operations & maintenance	384,404	415,669	379,706	429,678	14,009
Services & other	1,155,979	1,308,394	1,266,601	1,375,882	67,488
Transfers to other funds	47,600	47,600	47,600	47,600	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,143,690</b>	<b>\$ 3,349,316</b>	<b>\$ 3,290,990</b>	<b>\$ 3,531,924</b>	<b>\$ 182,608</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Parks & City Grounds Management	8.50	8.50	8.50	8.50	-
Recreation Programs	2.00	2.00	2.00	2.00	-
Senior Services	3.00	3.00	3.00	3.00	-
Keller Sports Park Maintenance	5.00	5.00	5.00	5.00	-
Keller Town Center Maintenance	0.50	0.50	0.50	0.50	-
<b>TOTAL</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>-</b>



# PARKS AND RECREATION DEPARTMENT ADMINISTRATION DIVISION (100-63-631)

**DEPARTMENT DESCRIPTION:**

The mission of the Parks & Recreation Department is to enrich our community through people, parks, and programs. The Administration Division provides direction and administrative oversight for all parks and city grounds management, recreation programs, facilities maintenance, special events, Senior Center operations, The Keller Pointe, Keller Town Center maintenance, park capital improvements and development, and grant programs. The Administration Division serves as liaison to the Parks and Recreation Board, Keller Development Corporation, City Council, and special committees and task forces.

**DEPARTMENT/DIVISION GOALS:**

1. Create parks, trails, and natural areas in accordance with the individual master plans where quality of life is protected and areas are carefully planned to provide a safe place to play, healthy lifestyles are encouraged and economic development is fostered.
2. Protect natural areas for future generations through the acquisition of park land in accordance with the Parks and Open Space Master Plan.
3. Analyze and Prioritize citizens' needs, ideas and feedback related to parks and recreation by coordinating citizen boards, including the Parks and Recreation Board, Keller Development Corporation, and special committees and task forces.
4. Cultivate partnerships with civic groups, private businesses, foundations, and neighboring cities that align with our core values to expand our resources.
5. Acquire and administrate grants for parks and facilities.
6. Provide recreational and event locations for individuals to gather, celebrate, practice and compete through a reservation system.
7. Oversee facilities management to ensure the efficient operation and aesthetics of all buildings and facilities.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Complete Park Development projects as determined by City Council.
2. Continue Hike and Bike Trail System Expansion.
3. Continue meeting with key community stakeholders to analyze and meet community wants and needs.
4. Continue capital replacement program for parks facilities and equipment.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Board/Committee Meetings Organized	13	15	14	16
Facility & Park Reservations	540	1,100	900	900

**PERFORMANCE INDICATORS**

Per capita annual investment in parks and recreation operations	\$55	\$62	\$54	\$57
Capital replacement projects completed	6	6	5	5

**PARKS AND RECREATION DEPARTMENT  
ADMINISTRATION DIVISION (100-63-631)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 296,777	\$ 297,055	\$ 306,769	\$ 316,274	\$ 19,219
Operations & maintenance	2,672	3,000	2,750	3,000	-
Services & other	69,553	57,683	52,798	54,735	(2,948)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 369,003</b>	<b>\$ 357,738</b>	<b>\$ 362,317</b>	<b>\$ 374,009</b>	<b>\$ 16,271</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Community Services	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Program Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

## PARKS & CITY GROUNDS MANAGEMENT DIVISION (100-63-632)

**DEPARTMENT DESCRIPTION:**

The Parks & City Grounds Management division of the Parks and Recreation Department is responsible for enhancing the quality of life for Keller citizens and businesses by providing and maintaining the richness and diversity of a safe, available, accessible, and affordable park system. The division maintains all City parks, park amenities and facilities, trails, all City-owned facilities grounds, Park & Recreation facilities (with the exception of The Keller Pointe) and all landscaped street medians and landscaped right-of-ways. This division is also responsible for the construction of small park projects. Finally, the division assists the Recreation Division with the implementation of City led special events.

**DEPARTMENT/DIVISION GOALS:**

1. Encourage healthy lifestyles and promote economic development through the provision of professionally managed quality grounds and facilities.
2. Foster tourism, showcase local businesses and organizations, and provide citizens an economical means of recreation by assisting the Recreation Division with the implementation of City led special events.
3. Boost economic prosperity by enhancing/maintaining real estate values; stimulating recreational equipment sales; and attracting businesses and tourism through the daily inspection, cleaning and repairing of parks and park playground equipment.
4. Maintain the City's investment in vehicles and equipment and keep repair cost minimal through a quality in-house preventative maintenance program.
5. Increase the overall economic value and aesthetics of the City through the provision of professionally managed landscaping in City parks, medians, and City facilities grounds.
6. Continue to attract individuals and businesses to the area through the provision of quality customer care in the delivery of services that exceeds guest expectations.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total park acreage (including undeveloped land, but not including Keller Sports Park)	305	305	305	305
Total developed park acreage	219	219	219	230
Total undeveloped park acreage	86	86	86	75
Total miles of hike/bike trails maintained	27.5	27.5	27.5	28.0
Total playgrounds maintained	9	9	9	9

<b>PERFORMANCE INDICATORS</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total developed park acreage per 1,000 residents	4.6	4.8	4.8	5.1
Parks investment per developed acre*	\$7,625	\$6,738	\$6,738	\$6,346
Parks investment per resident*	\$35.12	\$32.73	\$32.73	\$32.15
Developed park acres per full-time maintenance staff	17.25	24.33	24.33	25.56

\* Operating costs for Keller Sports Park is not included. These costs are shown separately in the Keller Sports Park budget.

**PARKS AND RECREATION DEPARTMENT  
PARKS & CITY GROUNDS MANAGEMENT DIVISION (100-63-632)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 558,338	\$ 533,655	\$ 534,000	\$ 584,013	\$ 50,358
Operations & maintenance	225,744	212,259	196,250	211,085	(1,174)
Services & other	650,443	659,684	650,788	666,540	6,856
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,434,525</b>	<b>\$ 1,405,598</b>	<b>\$ 1,381,038</b>	<b>\$ 1,461,638</b>	<b>\$ 56,040</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Foreman (Parks)	1.00	1.00	1.00	1.00	-
Crew Leader (Parks)	1.00	1.00	1.00	1.00	-
Landscape Crew Leader	1.00	1.00	1.00	1.00	-
Maintenance Worker (Parks)	5.50	5.50	5.50	5.50	-
<b>TOTAL</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

## RECREATION PROGRAMS DIVISION (100-63-633)

**DEPARTMENT DESCRIPTION:**

The Recreation Programs division of the Parks and Recreation Department manages the City's Special Events, programs, and activities. Annual special events administered by the department include I Heart BBQ, Holly Days, Outdoor Holiday Decorating Contest, Spring Egg Scramble, Fishing for Fun (2), Daddy/Daughter Dance (4), Keller Summer Nights (5), Family Campout, Haunted Campout, Haunted Trail, Date Night, and Trash Bash (2). In addition to Special Events the programs offered by our department include A Sense of Adventure (8), Yappy Hour (8), Night Hike (12), Family Fit Night(12), TAAF Swim, and Adopt-a-Street. Approximately 35% of the funding for special events and programs is supported by the general fund. The remaining 65% is generated through water bill donations, community partner donations/sponsorships, grants and fees.

**DEPARTMENT/DIVISION GOALS:**

1. Foster tourism, showcase local businesses and organizations and provide citizens an economical means of recreation through the creation and implementation of a variety of enriching programs and special events.
2. Inspire environmental stewardship and healthy lifestyles through the management of Keller Proud and Texas Amateur Athletic Federation Programs.
3. Ensure sustainability of citywide special events through the expansion of our resources and encouragement of community involvement by:
  - a. Fostering partnerships with civic groups, businesses, foundations and neighboring communities that align with our core values.
  - b. Maintaining and promoting an active and rewarding volunteer program.
  - c. Creating loyal sponsorships and developing new opportunities for businesses to feature their products and services.
4. Attract individuals and businesses to the area by providing quality customer experiences that leave the guests with that "wow factor".
5. Continue to enhance communication regarding recreation programs, events and facilities through social, electronic and print media.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Create free to low cost events that appeal to a large demographic. Specifically 90% family friendly, 10% young adults.
2. Create opportunities for revitalization of community through trash bash, fishing, adopt-a-street and adopt-a-spot programs, in addition to promoting Tree City USA through Arbor Day celebrations.
3. Develop new partnerships in addition to existing partnerships.
4. Continue to develop park programs such as night hike and yappy hour.
5. Create a cohesive marketing strategy for all recreation divisions that increased social media following by 25%.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Special events provided annually	13	20	22	23
Recreation Program Volunteers	684	1,400	584	1,500
Number of partnerships developed	10	18	10	12
Programs provided annually	17	30	18	30
TAAF Swim	0	1	0	1
<b>PERFORMANCE INDICATORS</b>				
Special event guests	22,500	25,000	31,844	40,000
Recreation program volunteer hours	1,885	4,000	1,767	4,000
Recreation partnership dollars generated	33,808	55,000	40,000	45,000
TAAF swim participants	0	300	0	300

# PARKS AND RECREATION DEPARTMENT RECREATION PROGRAMS DIVISION (100-63-633)

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 177,269	\$ 184,418	\$ 185,925	\$ 192,862	\$ 8,444
Operations & maintenance	10,099	11,499	11,499	11,499	-
Services & other	23,156	118,995	115,280	95,935	(23,060)
Transfers to other funds	34,100	34,100	34,100	34,100	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 244,624</b>	<b>\$ 349,012</b>	<b>\$ 346,804</b>	<b>\$ 334,396</b>	<b>\$ (14,616)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Recreation Manager	1.00	1.00	1.00	1.00	-
Event Specialist	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT SENIOR SERVICES DIVISION (100-63-634)

**DEPARTMENT DESCRIPTION:**

The Keller Senior Activities Center is an essential element of a healthy and vibrant community, providing individual, social and economic value. The Senior Services division of the Parks and Recreation Department encourages individuals and groups to connect with one another to create a welcoming, diverse and fun environment by providing a wide range of health and wellness, enrichment, education, travel opportunities, meal program and special events for the 55-plus population and their families. The facility includes one large activity room, two class classrooms, one small multipurpose room, an area for socializing and a kitchen.

**DEPARTMENT/DIVISION GOALS:**

1. Encourage healthy and active lifestyles through health and wellness programs, life enrichment classes, education, and travel opportunities.
2. Continue to create new technology programs that meet the needs of our aging population and programs that help them maneuver through current virtual challenges.
3. Ensure sustainability of senior adult activities and programs through the expansion of our resources and encouragement of community involvement.
4. Enhance awareness of the Senior Activities Center through public events and promotion of our programs on social, electronic and print media.
5. Ensure that all guests are provided with quality customer care in the delivery of services and programs that exceeds their expectations to maintain a loyal and growing participant base.
6. Creating loyal sponsors and developing new opportunities for businesses to feature their products and services.
7. Foster partnerships with individuals, civic groups, businesses, foundations and neighboring communities that align with our core values.
8. Establish additional programming to bridge generations with increase of new facility space.
9. Achieve our primary goal of transitioning and creating opportunities for the new facility.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Provide sponsors and businesses opportunities to connect with their local senior community through a variety of sponsorships to keep cost low for members.
2. Offer multigenerational classes to enhance awareness of the senior activities center to the public.
3. Increase the amount and variety of trips offered.
4. Establish new volunteer opportunities that align with our goals and mission.

**SERVICE LEVEL ANALYSIS \***

<b>SERVICES PROVIDED</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
Number of Annual Memberships	1,174	1000	1,200	1,400
Annual Senior Services Programs	913	1,500	1,000	1,500
Number of Trips offered	27	45	5	25
Number of Community Partners	45	35	45	50
Number of Donations Provided to Senior Center	61	60	55	65
<b>PERFORMANCE INDICATORS</b>				
Annual Facility Attendance	7,383	13,000	6,000	13,000
Annual Senior Services Program Attendance	12,170	20,000	14,000	20,000
Special Event Participants	399	3,000	950	1,500
Trip Participants	288	600	40	450
Annual Donation Total	\$21,061	\$25,000	\$8,000	\$15,000

\*Note - Facility Closed to Covid19 on March 13, 2020 and operated only curbside programs and services until March 1, 2021

# PARKS AND RECREATION DEPARTMENT SENIOR SERVICES DIVISION (100-63-634)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 213,297	\$ 220,421	\$ 221,856	\$ 229,621	\$ 9,200
Operations & maintenance	12,261	19,560	6,643	36,060	16,500
Services & other	45,319	74,936	50,379	151,725	76,789
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 270,877</b>	<b>\$ 314,917</b>	<b>\$ 278,878</b>	<b>\$ 417,406</b>	<b>\$ 102,489</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Program Supervisor (Senior Activities Center Supervisor)	1.00	1.00	1.00	1.00	-
Program Specialist (Recreation)	1.00	1.00	1.00	1.00	-
Program Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>



# **PARKS AND RECREATION DEPARTMENT**

## **KELLER SPORTS PARK MAINTENANCE DIVISION (100-63-635)**

### ***DEPARTMENT DESCRIPTION:***

The Sports Park Maintenance division of the Parks and Recreation Department provides funding for the operations and maintenance costs of the Keller Sports Park. Funding for the construction and development of the Sports Park has been paid from the Keller Development Corporations ½ cent sales tax.

The management of the youth sports leagues and equestrian activities is provided by the Keller Youth Association, the Keller Soccer Association, Alliance Rugby Club, Keller Lacrosse Association, Keller Horse Owner's Association and the Keller Saddle Club respectively. The associations prepare the fields for play and the division manages the general maintenance of the facilities. The Sports Park currently includes 4 youth baseball fields, 3 youth softball fields, 1 adult softball field, 2 football/t-ball fields, 6 soccer pads, 1 lacrosse field, a multi-use arena, a warm-up arena, trail, 2 playgrounds, pavilion, fishing pier and four concession/restroom buildings. Additionally, the City owns the property on the south end of the park where the Keller Youth Association operates and maintains three youth baseball fields.

Blue Sky Sports Center, a public/private indoor soccer complex, opened in November 2005 at Keller Sports Park. The City and Blue Sky Sports Center entered into a long term ground lease agreement to accommodate the indoor soccer enterprise. Blue Sky manages the indoor soccer facility operations.

### ***DEPARTMENT/DIVISION GOALS:***

1. Enhance recreational and competitive opportunities for both youth and adults through the provision of professionally managed quality sports turf, arena, park grounds and facilities.
2. Provide children a safe place to play and develop healthy lifestyles through the provision of properly maintained fields for sports leagues and camps.
3. Boost economic prosperity by enhancing/maintaining real estate values; stimulating recreational equipment sales; and attracting businesses and tourism through the daily inspection, cleaning and repairing of all Keller Sports Park areas.
4. Provide individuals a safe place to engage in equestrian related activities through the provision of a properly maintained multi-use arena, warm-up arena and equestrian trails.
5. Provide recreational and competitive facilities for individuals to engage in league and tournament play through the management of a field and facility reservation system.
6. Enhance recreational and competitive opportunities for both youth and adults while also generating additional revenues through the management of a successful ground lease agreement with Blue Sky Sports Center.
7. Protect the City's investment in vehicles and equipment and keep repair cost minimal through a quality in-house preventative maintenance program.
8. Continue to attract individuals and businesses to the area through the provision of quality customer care in the delivery of services.
9. Continue administering a non-resident fee for all league activities including a \$30 per player per season fee with a cap of \$90 per family per season.

# PARKS AND RECREATION DEPARTMENT

## KELLER SPORTS PARK MAINTENANCE DIVISION (100-63-635)

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total Sports Park acreage	175	175	175	175
Total Sports Park acreage maintained privately	18	18	18	18
Contracted developed park acreage maintained	50	50	50	50
Total Sports Park acreage undeveloped	52	52	50	50
Total facility square footage maintained	13,277	13,277	13,277	13,277

**PERFORMANCE INDICATORS**

Sports Park operating & maintenance cost per acre*	\$6,726	\$6,625	\$6,830	\$7,005
Sports Park operating & maintenance cost per capita*	\$16.80	\$16.54	\$17.05	\$17.49
Developed Sports Park acres per maintenance staff	20.86	20.86	21.4	21.4
Non-Resident Fees Collected	\$66,000	\$135,000	\$100,000	\$110,000

\* Includes both General Fund and Keller Development Corporation Fund expenditures.

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 270,789	\$ 299,970	\$ 302,560	\$ 325,445	\$ 25,475
Operations & maintenance	94,922	134,714	125,064	129,534	(5,180)
Services & other	211,158	247,780	246,910	247,277	(503)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 576,869</b>	<b>\$ 682,464</b>	<b>\$ 674,534</b>	<b>\$ 702,256</b>	<b>\$ 19,792</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Crew Leader (Parks)	1.00	1.00	1.00	1.00	-
Maintenance Worker (Parks)	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

## KELLER TOWN CENTER MAINTENANCE DIVISION (100-63-636)

**DEPARTMENT DESCRIPTION:**

The Town Center Maintenance division was created to account for the activities and maintenance of Keller Town Center public areas within the property owners association. It includes all public rights of way (ROW) from the South ROW of Bear Creek Parkway to the North ROW of Keller Parkway, and from the East ROW of Keller-Smithfield Road to the West ROW of Rufe Snow Drive. It does not include The Parks at Town Center, Keller Town Hall, The Keller Pointe or the Keller ISD Natatorium. The City of Keller receives revenues from the Keller Town Center Property Owner's Association to fund each individual property owner's percentage of maintenance costs, based on each owner's respective amount of land owned in the Keller Town Center Property Owners Association District.

**DEPARTMENT/DIVISION GOALS:**

1. Analyze and prioritize Keller Town Center property owners' and citizens' needs, ideas and feedback related to the operation of the Keller Town Center Property Owner's Association by coordinating regular meetings of the board.
2. Boost economic prosperity by enhancing/maintaining real estate values, attracting businesses and fostering tourism through the daily inspection, cleaning and repairing of the public rights-of-way including streets, medians and landscaping within Keller Town Center.
3. Ensure sustainability of the Keller Town Center Property Owners Association through management of the collection of pro rata fees from the property owners per the Keller Town Center Property Owners Association Developer's Agreement.
4. Promote tourism, showcase Town Center businesses and property owners and provide citizens an economical means of recreation through the financial support of the City of Keller special activities/events hosted in Keller Town Center.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Association fee revenue	\$92,099	\$80,000	\$96,393	\$99,544
Association meetings held	1	1	1	1
Total Town Center property acreage	161.6	161.6	161.6	161.6
Public property acreage	100.2	100.2	100.2	100.2
Private property acreage	61.4	61.4	61.4	61.4

**PARKS AND RECREATION DEPARTMENT  
KELLER TOWN CENTER MAINTENANCE DIVISION (100-63-636)**

**EXPENDITURE SUMMARY**

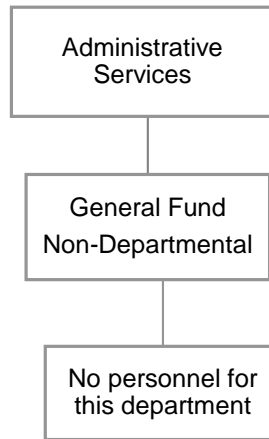
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 39,236	\$ 42,134	\$ 45,973	\$ 30,549	\$ (11,585)
Operations & maintenance	38,706	34,637	37,500	38,500	3,863
Services & other	156,351	149,316	150,446	159,670	10,354
Transfers to other funds	13,500	13,500	13,500	13,500	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 247,792</b>	<b>\$ 239,587</b>	<b>\$ 247,419</b>	<b>\$ 242,219</b>	<b>\$ 2,632</b>

**PERSONNEL SUMMARY**

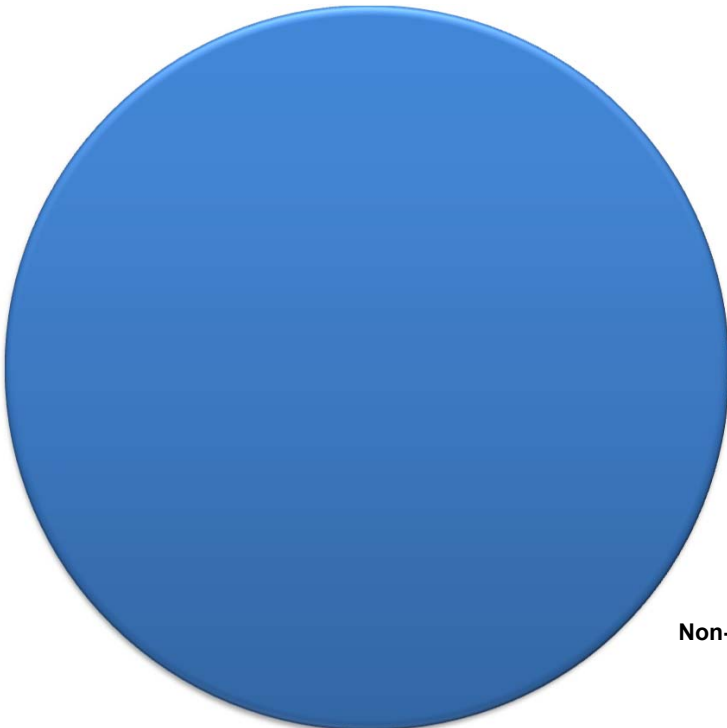
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Maintenance Worker (Parks)	0.50	0.50	0.50	0.50	-
<b>TOTAL</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>-</b>

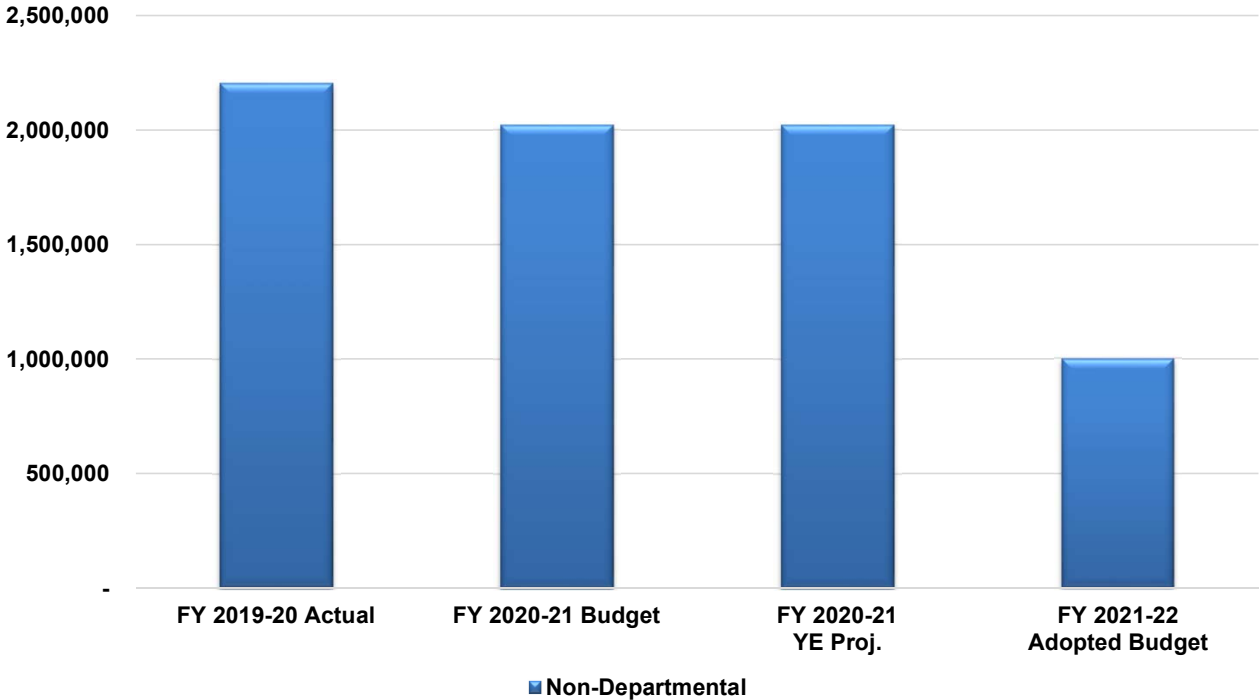
# GENERAL FUND NON-DEPARTMENTAL



# GENERAL FUND NON-DEPARTMENTAL



Non-Departmental  
\$998,661  
100%



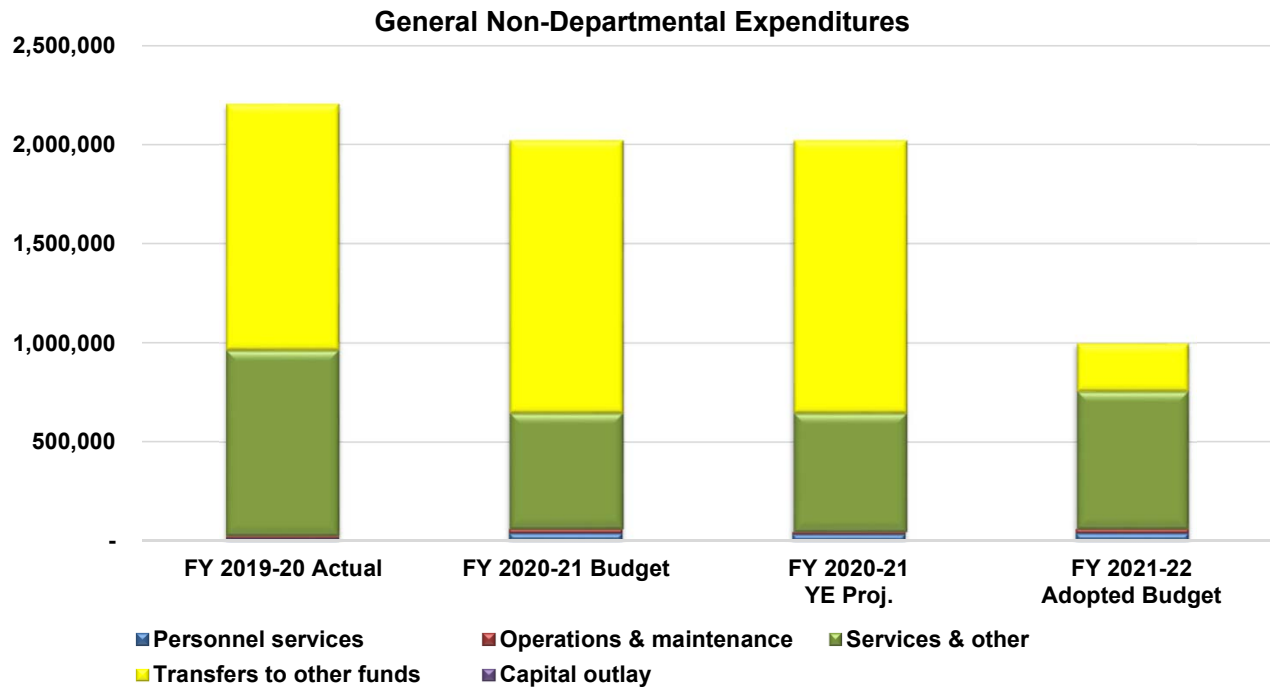
# GENERAL FUND NON-DEPARTMENTAL DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Non-Departmental	\$ 2,204,093	\$ 2,020,618	\$ 2,020,587	\$ 998,661	\$ (1,021,957)
<b>TOTAL</b>	<b>\$ 2,204,093</b>	<b>\$ 2,020,618</b>	<b>\$ 2,020,587</b>	<b>\$ 998,661</b>	<b>\$ (1,021,957)</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 14,542	\$ 40,000	\$ 35,000	\$ 40,000	\$ -
Operations & maintenance	11,851	21,120	10,900	21,120	-
Services & other	935,553	584,498	599,687	694,474	109,976
Transfers to other funds	1,242,147	1,375,000	1,375,000	243,067	(1,131,933)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,204,093</b>	<b>\$ 2,020,618</b>	<b>\$ 2,020,587</b>	<b>\$ 998,661</b>	<b>\$ (1,021,957)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DEPARTMENT:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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## ENTERPRISE FUNDS

The Enterprise Funds include business-like governmental activities which are intended to be self-supporting and fund the operation, maintenance, and capital improvements related to the enterprise services. For the City of Keller, the funds considered to be enterprise funds are the Water and Wastewater Fund, the Drainage Utility Fund, and the Keller Pointe. The Enterprise Funds section includes revenue summary information, expenditure summary information, and departmental detail information.

**Note:** Professional and technical vocabulary and abbreviations are defined in the Budget Glossary located in the Appendix Section.



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## **WATER AND WASTEWATER FUND**

The Water and Wastewater Fund provides water and wastewater utility services including water delivery, utility line maintenance, and wastewater treatment and is funded through use of water and wastewater utility fees. The Water and Wastewater Fund sub-section includes revenue summary information, expenditure summary information, and departmental detail information.

**Note:** Professional and technical vocabulary and abbreviations are defined in the Budget Glossary located in the Appendix Section.

*City of* **KELLER**



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# WATER AND WASTEWATER FUND OVERVIEW

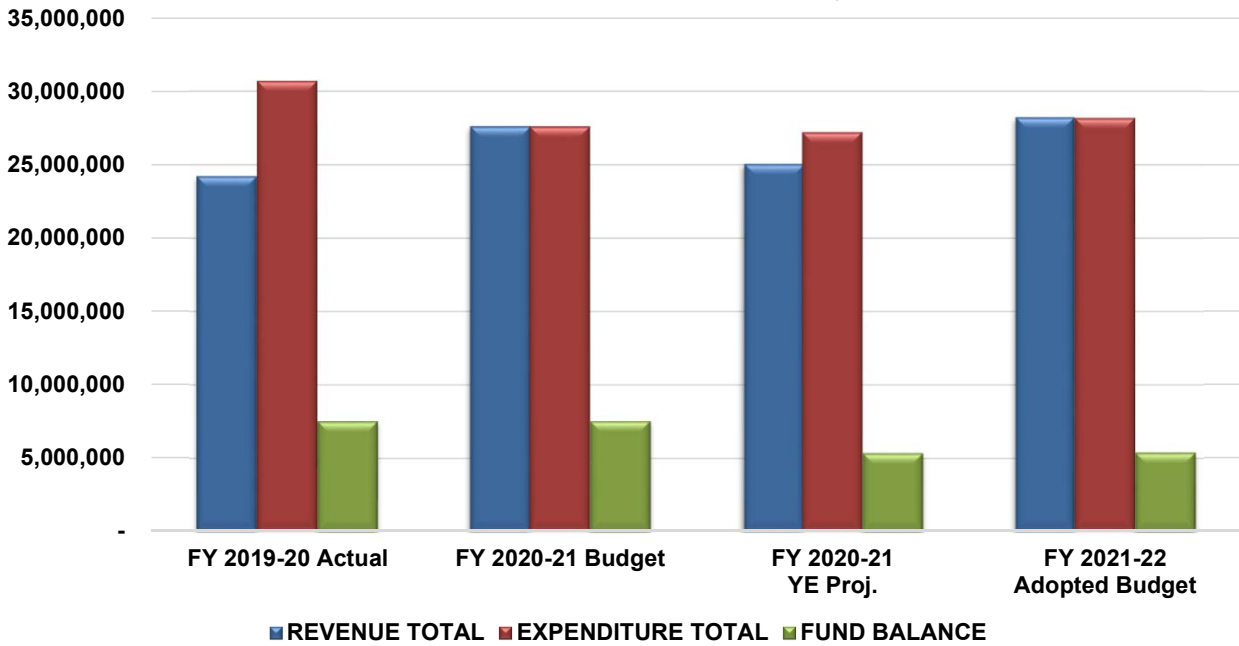
**FUND DESCRIPTION:**

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>REVENUE TOTAL</b>	\$ 24,203,229	\$ 27,601,020	\$ 25,038,952	\$ 28,203,138	\$ 602,118
<b>EXPENDITURE TOTAL</b>	\$ 30,706,814	\$ 27,599,670	\$ 27,208,234	\$ 28,165,229	\$ 565,559
<b>VARIANCE</b>	\$ (6,503,586)	\$ 1,350	\$ (2,169,282)	\$ 37,909	\$ 36,559
RESERVE FUND BALANCE	5,970,769	5,366,603	5,290,490	7,052,485	1,685,883
UNASSIGNED FUND BALANCE	1,532,318	2,137,835	43,315	(1,680,771)	(3,818,606)
<b>FUND BALANCE</b>	<b>\$ 7,503,087</b>	<b>\$ 7,504,437</b>	<b>\$ 5,333,805</b>	<b>\$ 5,371,714</b>	<b>\$ (2,132,723)</b>

**RESERVE AND UNASSIGNED ANALYSIS**

% OF OPERATING EXPENDITURES	24.4%	27.2%	19.6%	19.1%
TARGET % LEVEL	19.4%	19.4%	19.4%	19.4%

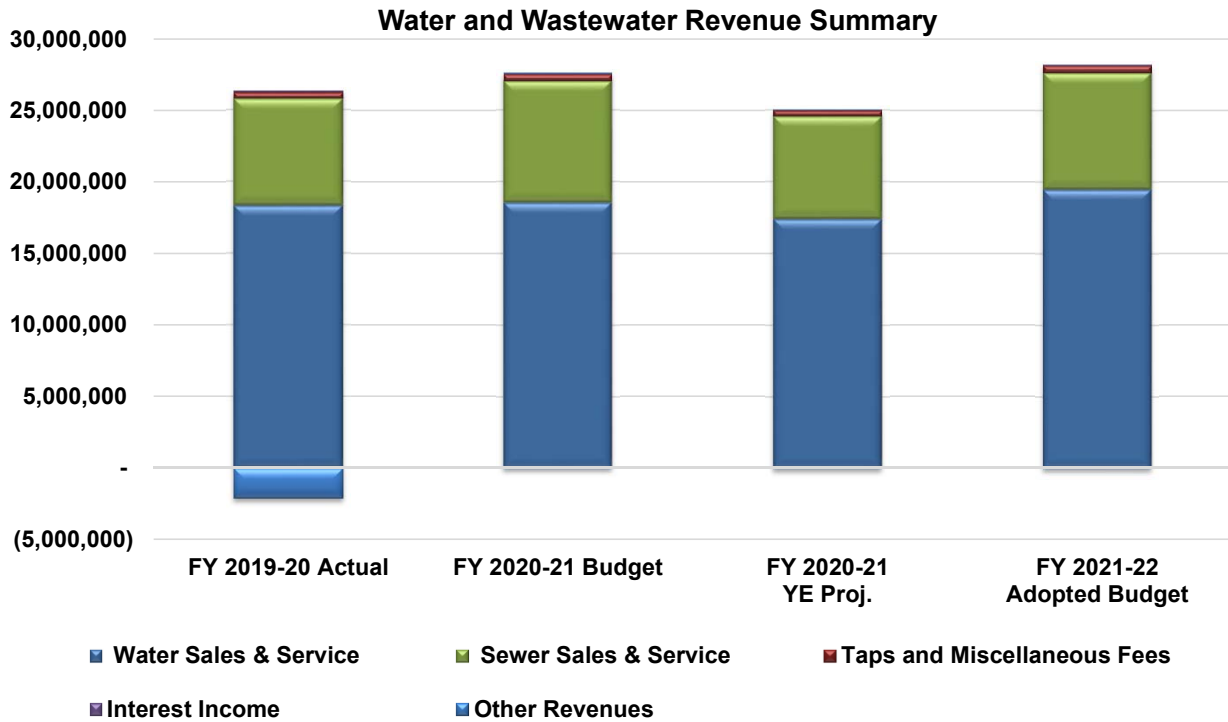
**Water and Wastewater Summary**



# WATER AND WASTEWATER FUND OVERVIEW

## SUMMARY OF WATER AND WASTEWATER FUND REVENUES

<i>Revenues</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>Operating Revenues</b>					
Water Sales & Service	\$ 18,328,668	\$ 18,545,260	\$ 17,407,856	\$ 19,485,355	\$ 940,095
Sewer Sales & Service	7,439,486	8,480,010	7,150,331	8,147,260	(332,750)
<b>Total Operating Revenues</b>	<b>\$ 25,768,154</b>	<b>\$ 27,025,270</b>	<b>\$ 24,558,187</b>	<b>\$ 27,632,615</b>	<b>\$ 607,345</b>
<b>Other Revenue</b>					
Taps and Miscellaneous Fees	\$ 431,222	\$ 467,689	\$ 401,381	\$ 512,901	\$ 45,212
Interest Income	123,852	42,024	40,283	16,209	(25,815)
Other Revenues	(2,119,999)	66,037	39,101	41,413	(24,624)
<b>Total Other Revenues</b>	<b>\$ (1,564,925)</b>	<b>\$ 575,750</b>	<b>\$ 480,765</b>	<b>\$ 570,523</b>	<b>\$ (5,227)</b>
<b>TOTAL REVENUES</b>	<b>\$ 24,203,229</b>	<b>\$ 27,601,020</b>	<b>\$ 25,038,952</b>	<b>\$ 28,203,138</b>	<b>\$ 602,118</b>



# WATER AND WASTEWATER FUND OVERVIEW

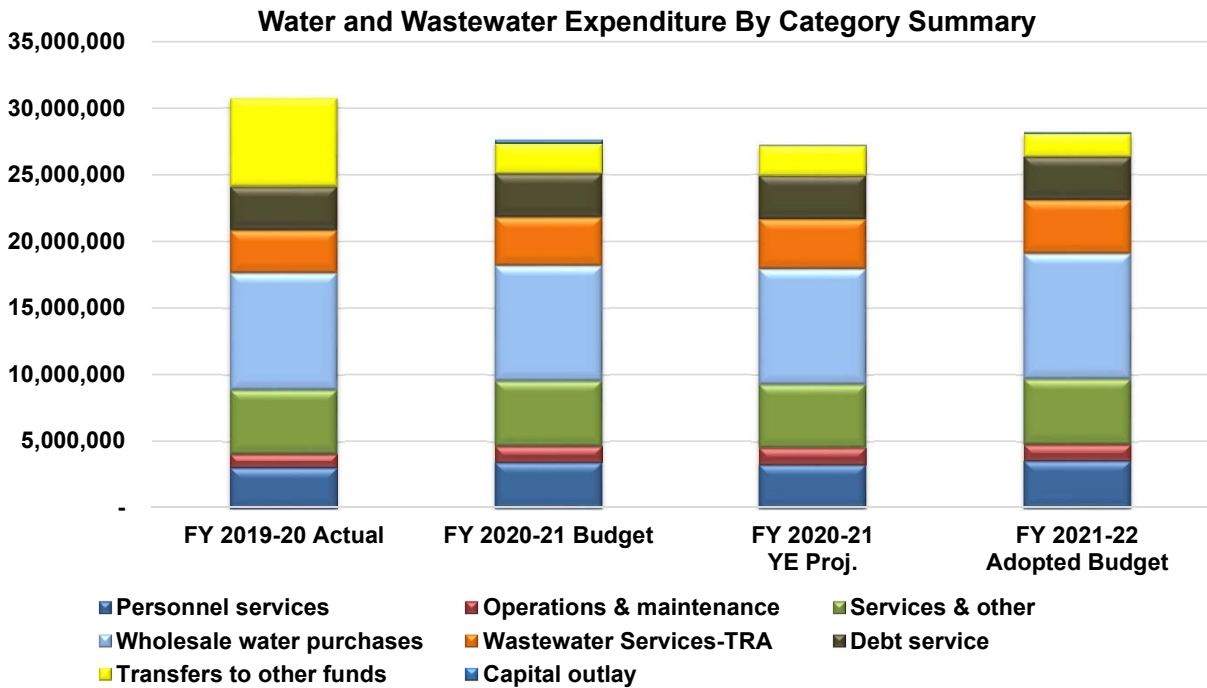
## DETAIL OF WATER AND WASTEWATER FUND REVENUES

	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
<i>Operating Revenues</i>	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Water Sales & Service	\$ 18,325,803	\$ 18,543,225	\$ 17,403,366	\$ 19,481,584	\$ 938,359
Unclassified Water Revenue	2,865	2,035	4,490	3,771	1,736
Sewer Sales & Service	7,439,486	8,480,010	7,150,331	8,147,260	(332,750)
<b>Total Operating Revenues</b>	<b>\$ 25,768,154</b>	<b>\$ 27,025,270</b>	<b>\$ 24,558,187</b>	<b>\$ 27,632,615</b>	<b>\$ 607,345</b>
<b><i>Miscellaneous Fees</i></b>					
Water Taps & Connect Fees	\$ 44,863	\$ 50,389	\$ 62,427	\$ 54,349	\$ 3,960
Hydrant Meter Rental/Penalty	6,175	10,584	4,825	4,804	(5,780)
Sewer Tap Fees	4,814	4,895	18,800	8,773	3,878
Sewer Camera System Services	22,950	24,729	23,400	23,895	(834)
Reconnect Fees	26,650	29,682	26,600	28,236	(1,446)
Account Activation Fee	26,245	26,658	20,906	25,237	(1,421)
Account Transfer Fee	1,245	1,271	930	1,170	(101)
Inspection Fees-W&S	26,396	2,534	16,182	22,653	20,119
Penalty Revenue	129,466	205,365	113,771	205,365	-
Other Services	9,538	6,512	8,470	8,099	1,587
Administrative Svcs-Drainage	132,880	105,070	105,070	130,320	25,250
<b>Total Miscellaneous Fees</b>	<b>\$ 431,222</b>	<b>\$ 467,689</b>	<b>\$ 401,381</b>	<b>\$ 512,901</b>	<b>\$ 45,212</b>
<b><i>Other Revenue</i></b>					
Interest Revenue-Investments	\$ 123,852	\$ 42,024	\$ 40,283	\$ 16,209	\$ (25,815)
Write Off Recovery	5,425	4,172	4,022	4,022	(150)
Premium On Debt Issuance	-	-	-	-	-
I/G Rev-Southlake	50,514	51,117	30,783	32,529	(18,588)
Gain/Loss On Disp Of Assets	6,614	-	-	-	-
Cash Over/Short	(92)	-	(54)	-	-
Miscellaneous Revenue	3,463	10,748	4,350	4,862	(5,886)
Use Of Fund Balance	(2,185,923)	-	-	-	-
<b>Total Other Revenue</b>	<b>\$ (1,996,147)</b>	<b>\$ 108,061</b>	<b>\$ 79,384</b>	<b>\$ 57,622</b>	<b>\$ (50,439)</b>
<b>TOTAL REVENUES</b>	<b>\$ 24,203,229</b>	<b>\$ 27,601,020</b>	<b>\$ 25,038,952</b>	<b>\$ 28,203,138</b>	<b>\$ 602,118</b>

# WATER AND WASTEWATER FUND OVERVIEW

## SUMMARY OF WATER AND WASTEWATER FUND EXPENDITURES

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 3,051,549	\$ 3,438,211	\$ 3,280,262	\$ 3,562,621	\$ 124,410
Operations & maintenance	1,008,323	1,217,208	1,275,178	1,226,188	8,980
Services & other	4,820,186	4,886,745	4,719,067	4,898,131	11,386
Wholesale water purchases	8,745,081	8,641,707	8,641,707	9,370,292	728,585
Wastewater Services-TRA	3,206,122	3,626,637	3,727,008	4,015,793	389,156
Debt service	3,256,791	3,263,805	3,261,107	3,252,204	(11,601)
Transfers to other funds	6,618,763	2,238,905	2,238,905	1,725,000	(513,905)
Capital outlay	-	286,452	65,000	115,000	(171,452)
<b>TOTAL</b>	<b>\$ 30,706,814</b>	<b>\$ 27,599,670</b>	<b>\$ 27,208,234</b>	<b>\$ 28,165,229</b>	<b>\$ 565,559</b>



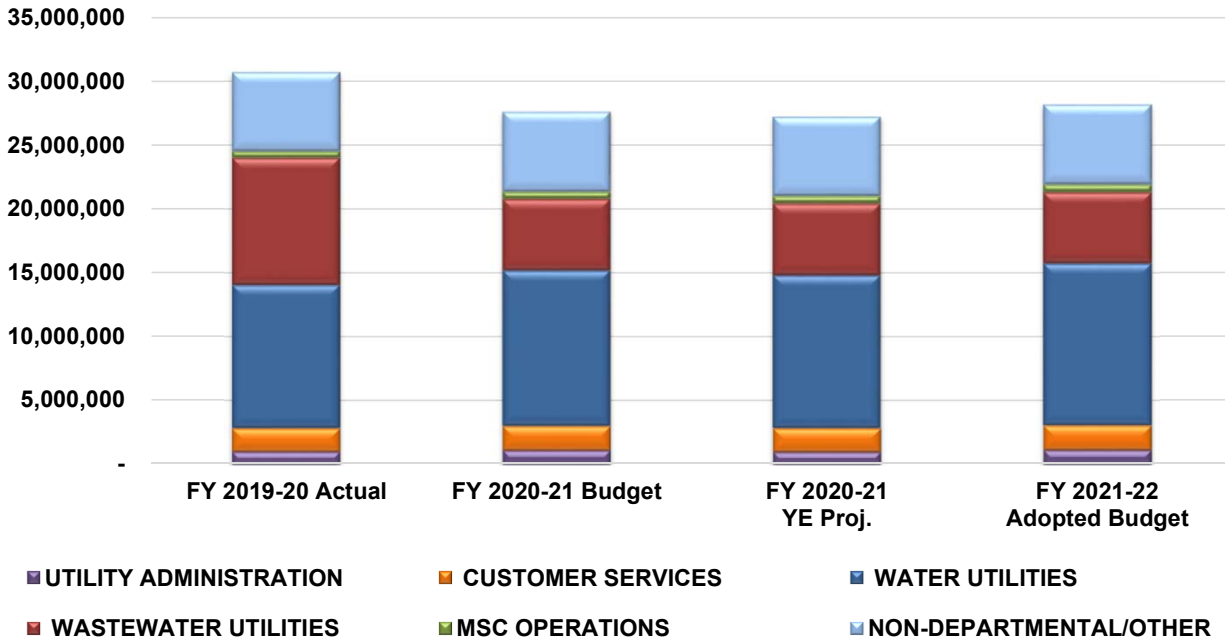


# WATER AND WASTEWATER FUND OVERVIEW

## EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>UTILITY ADMINISTRATION</b>	\$ 945,398	\$ 1,036,689	\$ 916,703	\$ 1,067,813	\$ 31,124
<b><u>CUSTOMER SERVICES</u></b>					
Administration	\$ 1,068,893	\$ 1,144,950	\$ 1,095,949	\$ 1,164,003	\$ 19,053
Field Services	762,245	772,618	771,654	781,843	9,225
<b>CUSTOMER SERVICES</b>	<b>\$ 1,831,139</b>	<b>\$ 1,917,568</b>	<b>\$ 1,867,603</b>	<b>\$ 1,945,846</b>	<b>\$ 28,278</b>
<b><u>WATER UTILITIES</u></b>					
Water Production	\$ 9,733,978	\$ 9,561,148	\$ 9,595,983	\$ 10,305,820	\$ 744,672
Water Distribution	1,540,015	2,655,609	2,411,755	2,414,897	(240,712)
<b>WATER UTILITIES</b>	<b>\$ 11,273,992</b>	<b>\$ 12,216,757</b>	<b>\$ 12,007,738</b>	<b>\$ 12,720,717</b>	<b>\$ 503,960</b>
<b><u>WASTEWATER UTILITIES</u></b>					
Wastewater Collection	\$ 6,749,527	\$ 1,989,257	\$ 1,917,454	\$ 1,562,056	\$ (427,201)
Wastewater Treatment	3,206,122	3,626,637	3,727,008	4,015,793	389,156
<b>WASTEWATER UTILITIES</b>	<b>\$ 9,955,649</b>	<b>\$ 5,615,894</b>	<b>\$ 5,644,462</b>	<b>\$ 5,577,849</b>	<b>\$ (38,045)</b>
<b>MSC OPERATIONS</b>	<b>\$ 494,863</b>	<b>\$ 552,308</b>	<b>\$ 559,156</b>	<b>\$ 594,718</b>	<b>\$ 42,410</b>
<b>NON-DEPARTMENTAL/OTHER</b>	<b>\$ 6,205,773</b>	<b>\$ 6,260,454</b>	<b>\$ 6,212,572</b>	<b>\$ 6,258,286</b>	<b>\$ (2,168)</b>
<b>TOTAL</b>	<b>\$ 30,706,814</b>	<b>\$ 27,599,670</b>	<b>\$ 27,208,234</b>	<b>\$ 28,165,229</b>	<b>\$ 565,559</b>

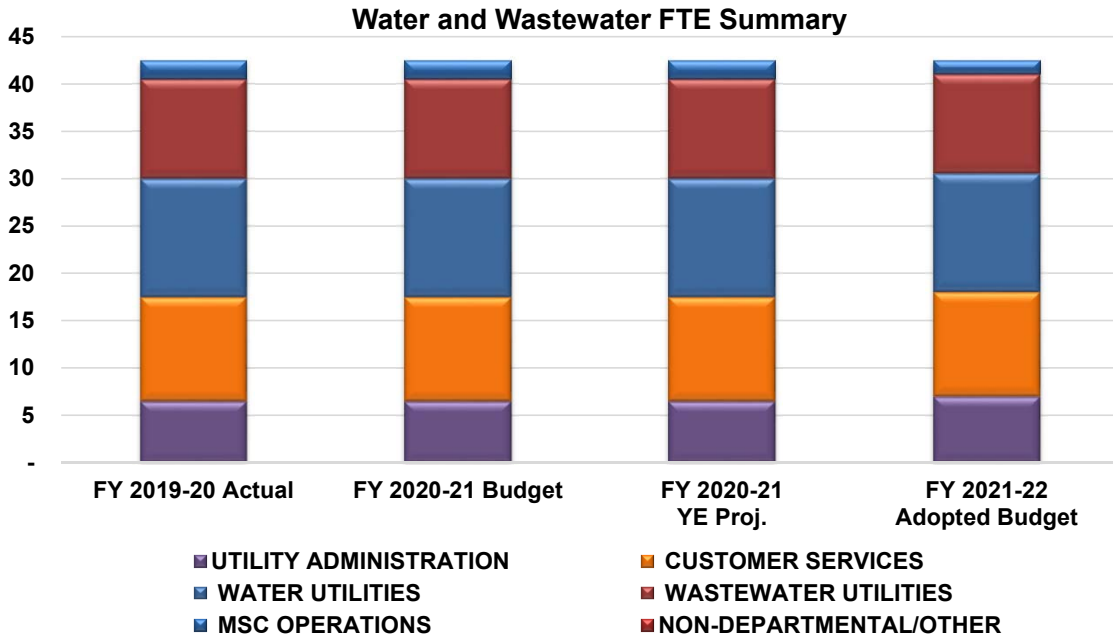
**Water and Wastewater Expenditure Summary By Department**



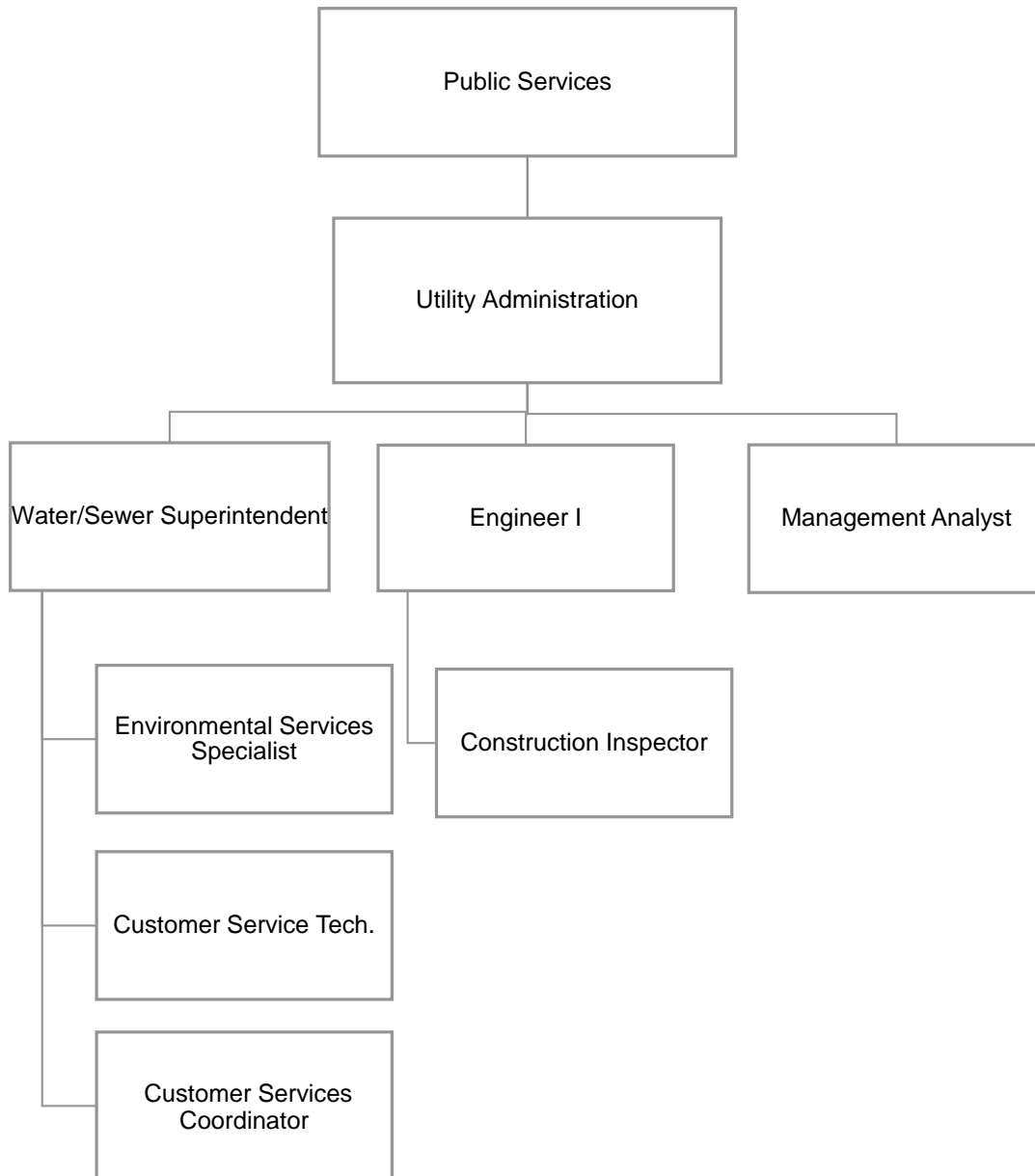
# WATER AND WASTEWATER FUND OVERVIEW

## SUMMARY OF WATER AND WASTEWATER FUND PERSONNEL (Full-Time Equivalent Positions - Includes Vacant Positions)

<i>PERSONNEL BY ACTIVITY/DEPT:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>UTILITY ADMINISTRATION</b>	6.48	6.48	6.48	7.00	0.52
<b><u>CUSTOMER SERVICES</u></b>					
Administration	7.00	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
<b>CUSTOMER SERVICES</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	-
<b><u>WATER UTILITIES</u></b>					
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
<b>WATER UTILITIES</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	-
<b><u>WASTEWATER UTILITIES</u></b>					
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
<b>WASTEWATER UTILITIES</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	-
<b>MSC OPERATIONS</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.48</b>	<b>(0.52)</b>
<b>NON-DEPARTMENTAL/OTHER</b>	-	-	-	-	-
<b>TOTAL</b>	<b>42.48</b>	<b>42.48</b>	<b>42.48</b>	<b>42.48</b>	-



# UTILITY ADMINISTRATION DEPARTMENT



# UTILITY ADMINISTRATION

## UTILITY ADMINISTRATION (200-70-701)

**DEPARTMENT DESCRIPTION:**

The functions of Water and Wastewater Administration are under the direction of the Director of Public Works. The Division is responsible for all administrative duties of utility operations including water production, water distribution, wastewater collection, MSC operations and environmental services.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review work processes to determine efficiency improvements and cost reduction opportunities.
2. Ensure that all staff is appropriately credentialed and provided professional development opportunities.
3. Effectively manage and supervise the Water, Wastewater, MSC Operations, and Environmental Services divisions.
4. Review budgets monthly to ensure cost containment and adherence to policies.
5. Manage the water conservation program.
6. Administer the cross-connection control program.
7. Coordinate the annual mosquito control program for sample testing, spraying, and public education activities.
8. Document and ensure that all local, State and Federal water standards are being met.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Coordinate and review the AWIA Emergency Response Plan.
2. Conclude the Water Master Plan Update.
3. Develop a proactive maintenance plan based on the updated Master Plan.

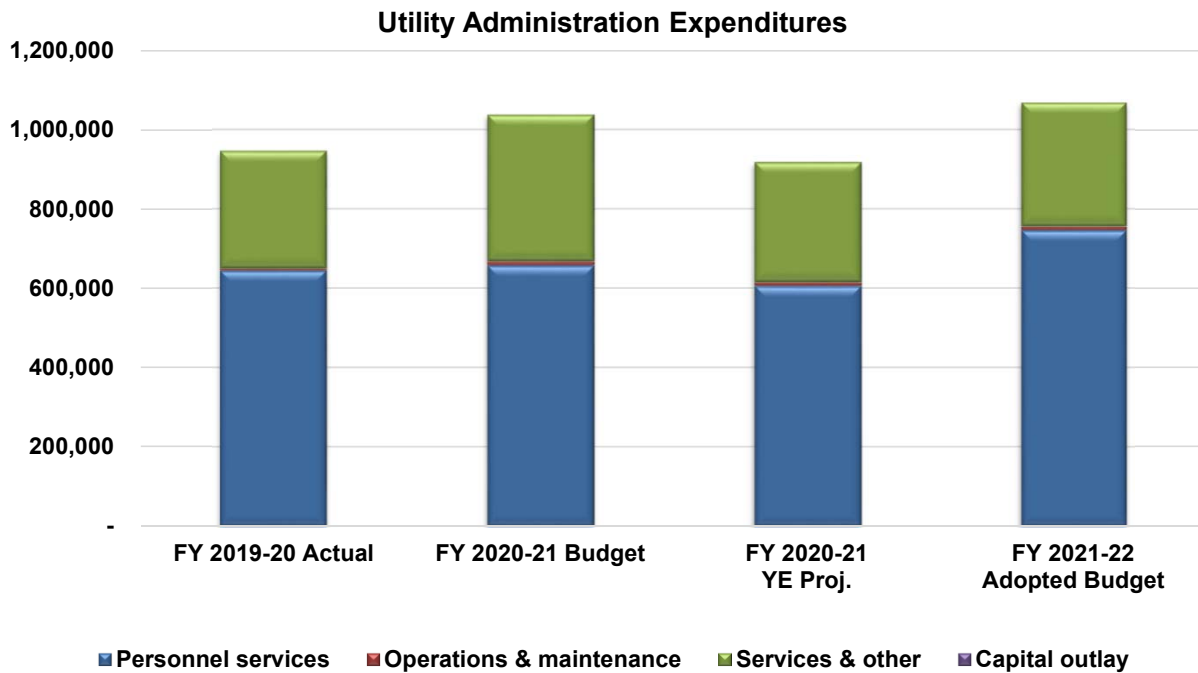
**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Customer Service Inspections (CSI)	413	600	412	600
Backflow devices tested	2,527	3,000	2,846	3,000
Mosquito samples collected and tested	99	90	90	90
Mosquito spraying events conducted	36	5	6	6
<b>PERFORMANCE INDICATORS</b>				
% of Double Positive Mosquito test sites	16	0	0	0
% of CSI plan being met	100	100	100	100

# UTILITY ADMINISTRATION

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 644,312	\$ 657,676	\$ 605,804	\$ 745,820	\$ 88,144
Operations & maintenance	4,404	8,241	8,305	9,055	814
Services & other	296,683	370,772	302,594	312,938	(57,834)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 945,398</b>	<b>\$ 1,036,689</b>	<b>\$ 916,703</b>	<b>\$ 1,067,813</b>	<b>\$ 31,124</b>

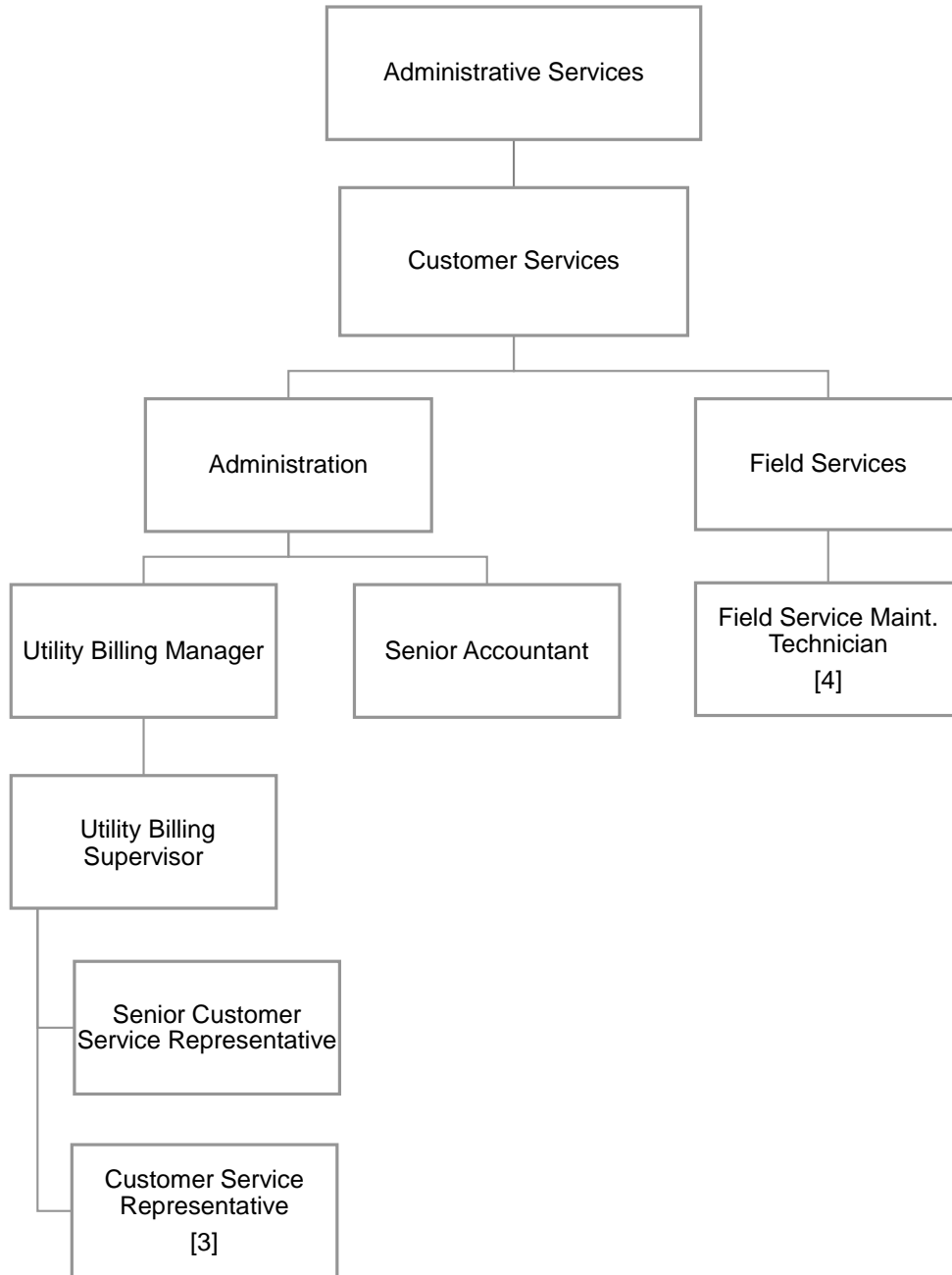


## PERSONNEL SUMMARY

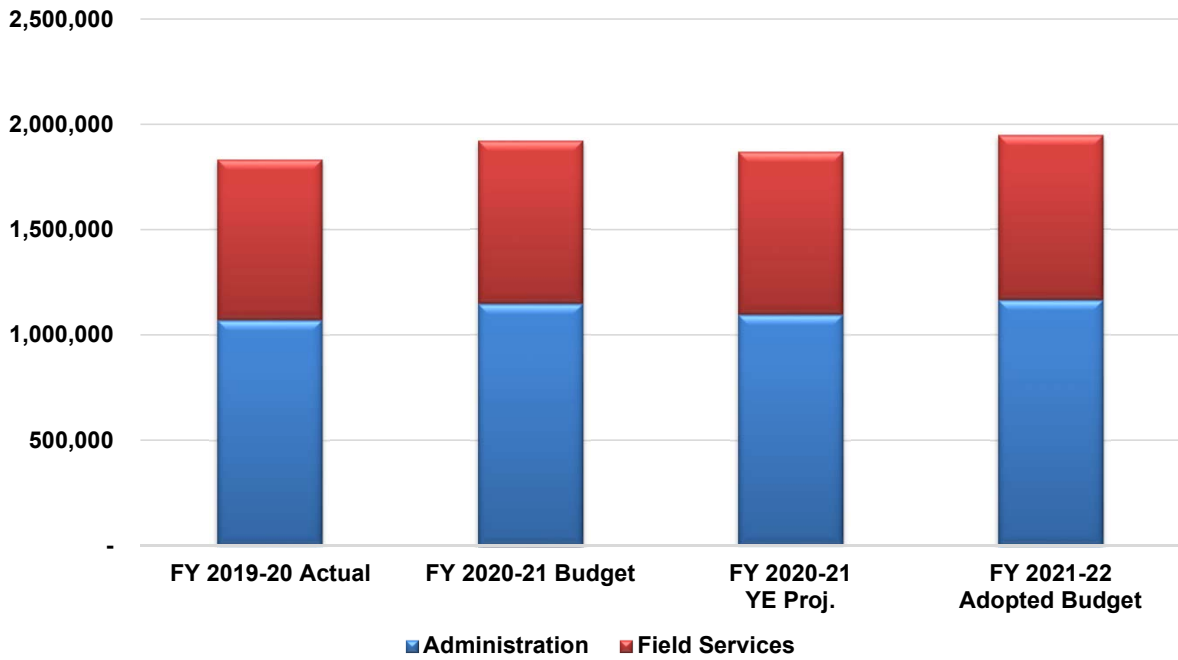
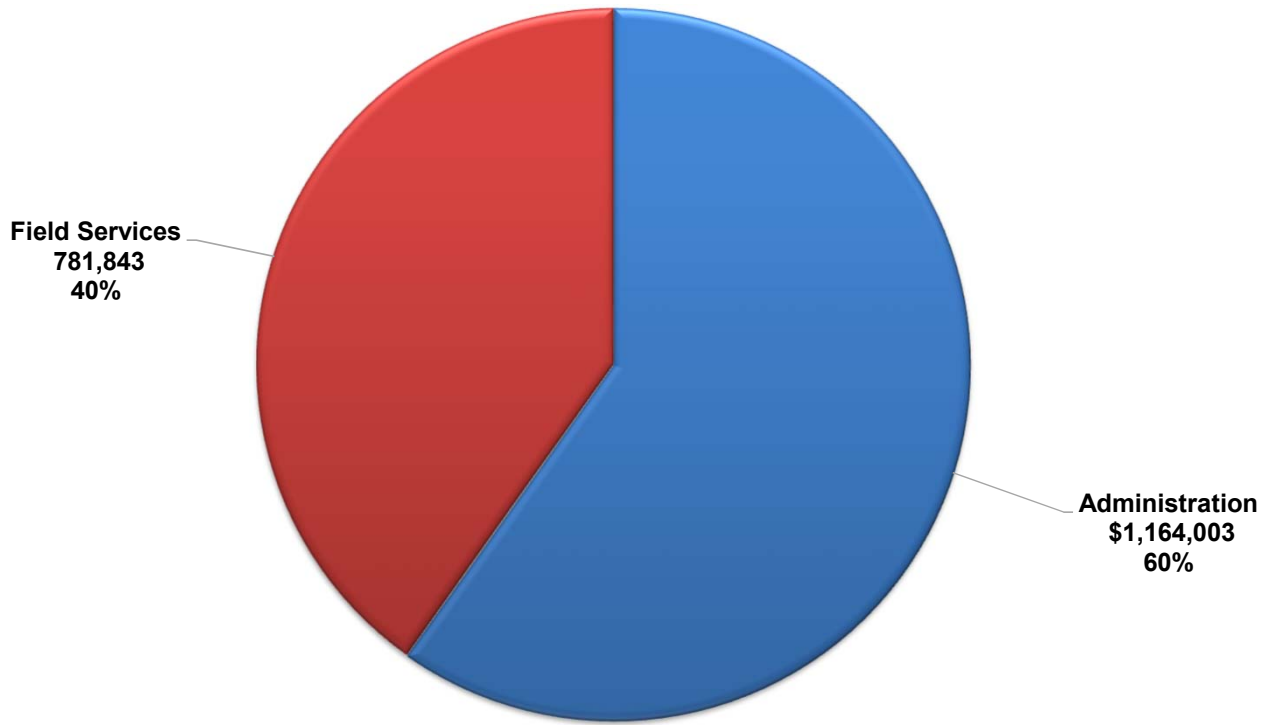
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Water/Sewer Superintendent	1.00	1.00	1.00	1.00	-
Engineer	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Environmental Services Specialist	1.00	1.00	1.00	1.00	-
Customer Service Coordinator	1.00	1.00	1.00	1.00	-
Customer Service Tech.	1.00	1.00	1.00	1.00	-
Management Assistant	-	-	-	1.00	1.00
Environmental Services Technician	0.48	0.48	0.48	-	-
<b>TOTAL</b>	<b>6.48</b>	<b>6.48</b>	<b>6.48</b>	<b>7.00</b>	<b>0.52</b>

# CUSTOMER SERVICES DEPARTMENT



# CUSTOMER SERVICES

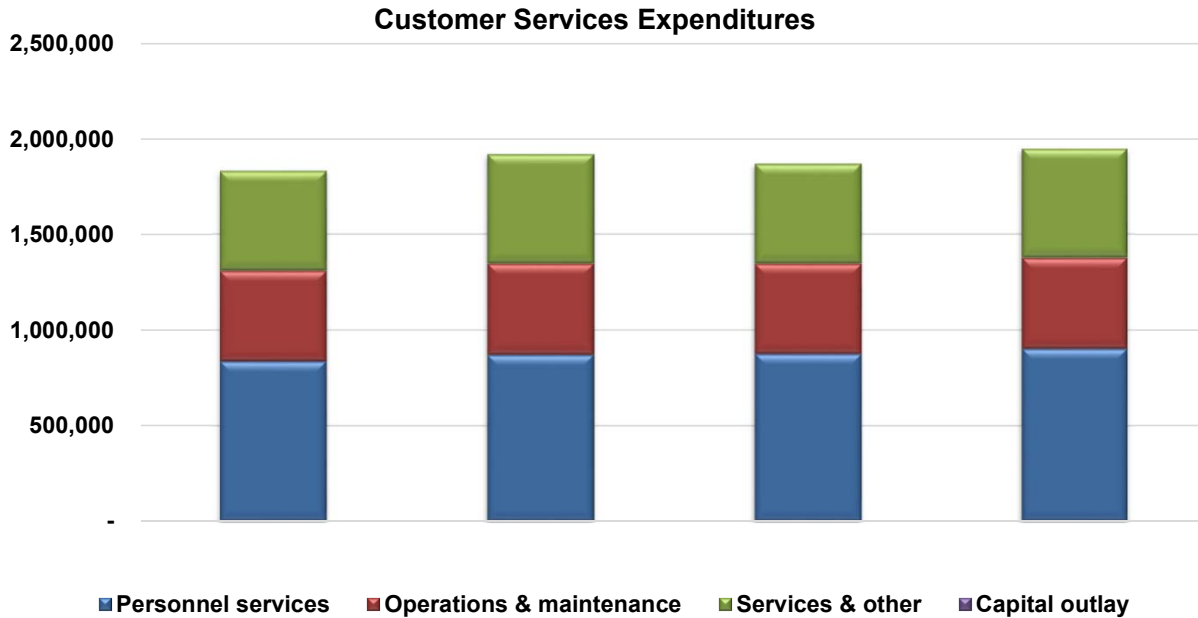


# CUSTOMER SERVICES DEPARTMENT

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	\$ 1,068,893	\$ 1,144,950	\$ 1,095,949	\$ 1,164,003	\$ 19,053
Field Services	762,245	772,618	771,654	781,843	9,225
<b>TOTAL</b>	<b>\$ 1,831,139</b>	<b>\$ 1,917,568</b>	<b>\$ 1,867,603</b>	<b>\$ 1,945,846</b>	<b>\$ 28,278</b>

<b><i>EXPENDITURES BY CATEGORY:</i></b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 836,103	\$ 868,128	\$ 873,464	\$ 901,084	\$ 32,956
Operations & maintenance	473,892	479,117	473,263	475,363	(3,754)
Services & other	521,143	570,323	520,876	569,399	(924)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,831,139</b>	<b>\$ 1,917,568</b>	<b>\$ 1,867,603</b>	<b>\$ 1,945,846</b>	<b>\$ 28,278</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><i>BY DIVISION</i></b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	7.00	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>



# CUSTOMER SERVICES DEPARTMENT ADMINISTRATION DIVISION (200-71-711)

**DEPARTMENT DESCRIPTION:**

The Customer Services/Administration Division is responsible for administering the City's revenue generation for water, wastewater, residential solid waste, and drainage utilities. These activities include administrative oversight of the water meter reading, billing and collections, connect and disconnects, inquiries and other duties.

**DEPARTMENT/DIVISION GOALS:**

1. Continue to provide timely and efficient customer service.
2. Provide timely and accurate billing statements.
3. Minimize water loss by identifying slow and stopped water meters with timely investigation and or meter replacement.
4. Maintain and improve the automated online payment processing to better serve utility customers.
5. Assist and educate customers with respect to water conservation and efficient uses.
6. Maintain electronic (wireless) meter reading program.
7. Work with collection agency to recover outstanding delinquent utility bills.
8. Continue to monitor the Identity Theft Prevention program required by law.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Utilize paperless work order system using Tyler Incode software and tablets for Field Services.
2. Continue to promote error free environment.
3. Strive for reliability with consistent performance that exceeds expectations of all customers.
4. Continue to learn and adopt current best practices within Utility Billing.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
Customer meter reading routes maintained	70	70	70	70
# of Billing Cycles	2	2	2	2
Water customers billed	190,852	190,600	191,300	192,000
Sewer customers billed	163,726	163,400	164,000	164,500
Drainage customers billed	183,738	183,400	184,200	184,600
Garbage customers billed	174,386	174,000	174,910	175,000
Total water gallons billed (millions gallons)	2,840	3,000	2,540	3,000
Annual delinquent statements processed	8,581	12,000	10,400	11,000
E-mailed delinquent statements processed	2,800	3,100	3,000	3,500
Customer security deposits processed	1,733	1,600	1,620	1,620
Services disconnected for non-payment	1,101	1,700	1,800	1,200
Customer transfers & final accounts processed	1,853	1,600	1,400	1,300
# of on-line automated payments (000's)	85,005	84,000	102,500	102,900
Total amount of online automated payments (000's)	\$14,046	\$14,000	\$15,500	\$1,600
# of lockbox payments processed	19,200	16,000	17,800	18,000
Total amount of lockbox payments processed (000's)	\$3,300	\$4,000	\$3,535	\$3,800

# CUSTOMER SERVICES DEPARTMENT ADMINISTRATION DIVISION (200-71-711)

**SERVICES PROVIDED: (CONTINUED)**

# of credit card draft payments (000's)	35,163	35,000	46,000	46,700
Total amount of credit card draft payments (000's)	\$5,732	\$5,500	\$6,605	\$6,700
# of bank draft payments (000's)	27,603	28,000	38,230	39,000
Total amount of bank draft payments (000's)	\$4,498	\$4,300	\$5,893	\$6,000

PERFORMANCE INDICATORS	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
Average monthly water customers billed	15,904	16,200	15,983	16,200
Average monthly sewer customers billed	13,643	13,700	13,600	13,800
Average monthly drainage customers billed	15,311	15,400	15,350	15,380
Average monthly garbage customers billed	14,532	14,600	14,575	14,775
Average water usage per customer	14,884	12,000	13,280	13,400
Average water bill per customer	\$97.97	\$82.50	\$88.97	\$80.00
Average water revenue 1,000 gallons billed	\$6.58	\$6.90	\$6.70	\$7.00
Average sewer bill per customer	\$45.55	\$46.00	\$44.94	\$45.00
Average drainage bill per customer	\$8.06	\$8.10	\$8.06	\$8.00
Average garbage bill per customer	\$14.00	\$13.50	\$16.87	\$17.00
Average daily phone inquires	124	120	136	140

## EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 525,804	\$ 545,636	\$ 551,036	\$ 571,482	\$ 25,846
Operations & maintenance	67,298	74,974	70,020	72,070	(2,904)
Services & other	475,792	524,340	474,893	520,451	(3,889)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,068,893</b>	<b>\$ 1,144,950</b>	<b>\$ 1,095,949</b>	<b>\$ 1,164,003</b>	<b>\$ 19,053</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Utility Billing Manager	1.00	1.00	1.00	1.00	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Utility Billing Supervisor	1.00	1.00	1.00	1.00	-
Utility Billing Representative	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# CUSTOMER SERVICES DEPARTMENT FIELD SERVICES DIVISION (200-71-712)

**DEPARTMENT DESCRIPTION:**

The Customer Service/Field Services Division is responsible for field activities for utility billing duties. Included within these activities are the meter reading, customer connects and disconnects, customer transfers, and investigations of billing inquiries. The Field Services Division is also responsible for new meter installation and meter maintenance. Included within these activities are new meter sets, state mandated testing and replacement programs, electronic troubleshooting, meter box replacement and maintenance.

**DEPARTMENT/DIVISION GOALS:**

1. Continue to provide timely and efficient customer service.
2. Maintain meter reading accuracy rate of at least 99.9% of total meters read by ensuring that meters are in proper working order, and utilizing automated meter reading technology.
3. Minimize water loss by identifying slow and stopped water meters with timely investigation and/or meter replacement.
4. Assist and educate customers with respect to water conservation.
5. Maintain radio (wireless) meter reading.
6. Meter replacement program average 1,600 per year (per conservation ordinance).
7. Continue to promote safety awareness (goal to be accident free).

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Utilize paperless work system using Tyler Incode software and tablets.
2. Continue to promote error free environment.
3. Continue to learn and adopt current best practices within Field Services.
4. Continue to promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions to the City's vision.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Customer meter reading routes maintained	70	70	70	70
Service calls made to customers (including re-reads)	4,211	5,500	3,840	4,000
Total water meters read (monthly average)	16,500	16,700	16,455	16,600
Work orders completed	6,110	8,100	6,900	6,200
Annual new meter exchanges	1,900	2,000	1,540	1,600
Annual new meter sets	134	200	100	150

**PERFORMANCE INDICATORS**

Billing cycles read on schedule	100%	100%	100%	100%
Meter reading accuracy rate	100%	100%	100%	100%
Average hours to read a billing cycle	24	24	24	24
Manual re-reads as a % of total meter reads	0.01%	0.01%	0.01%	0.01%

# CUSTOMER SERVICES DEPARTMENT FIELD SERVICES DIVISION (200-71-712)

## EXPENDITURE SUMMARY

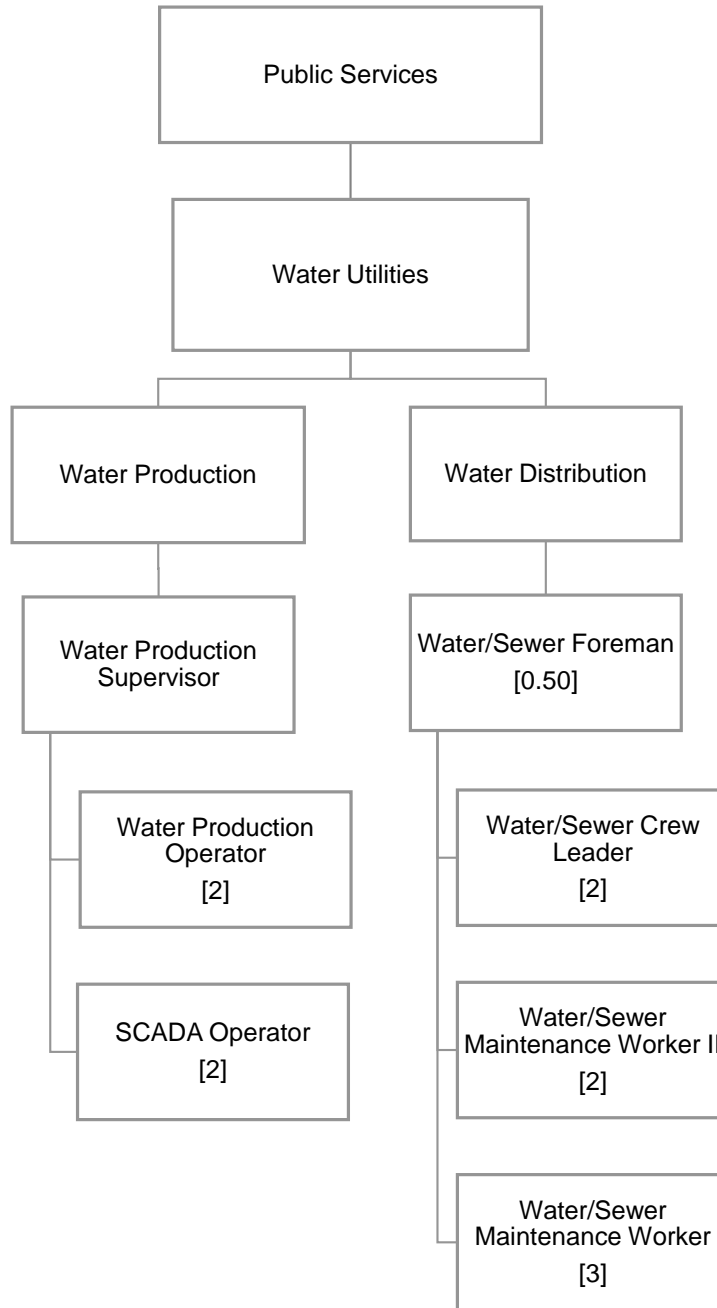
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 310,300	\$ 322,492	\$ 322,428	\$ 329,602	\$ 7,110
Operations & maintenance	406,595	404,143	403,243	403,293	(850)
Services & other	45,351	45,983	45,983	48,948	2,965
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 762,245</b>	<b>\$ 772,618</b>	<b>\$ 771,654</b>	<b>\$ 781,843</b>	<b>\$ 9,225</b>

## PERSONNEL SUMMARY

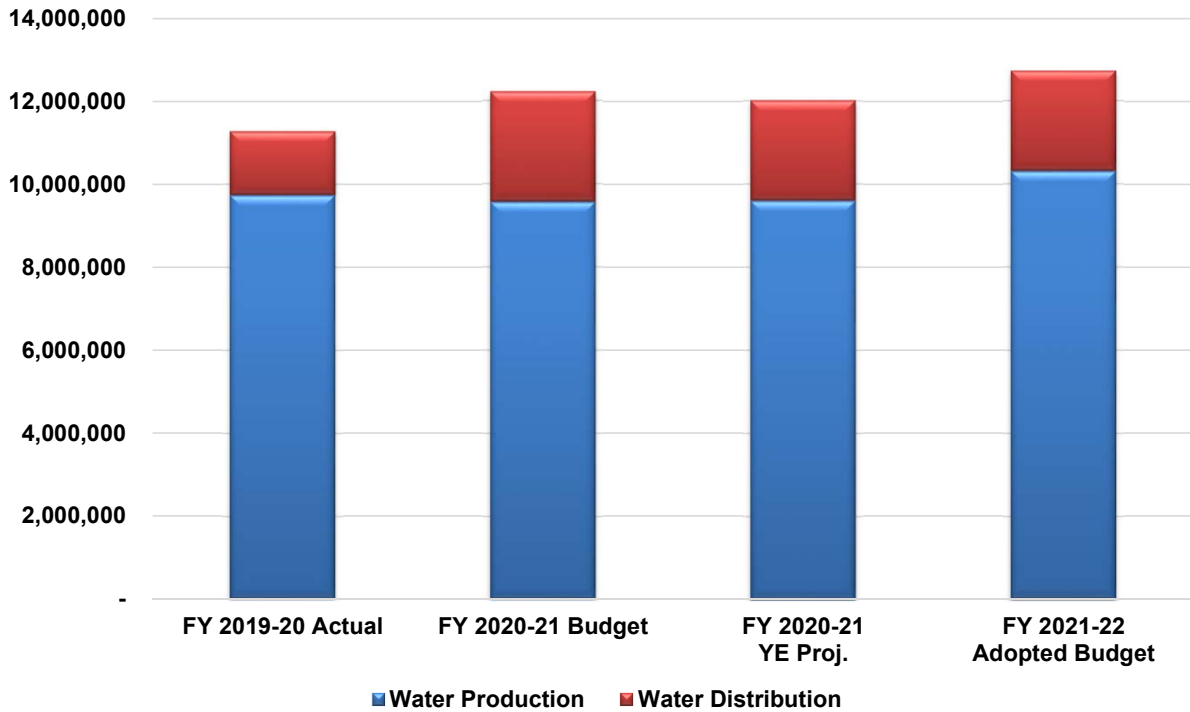
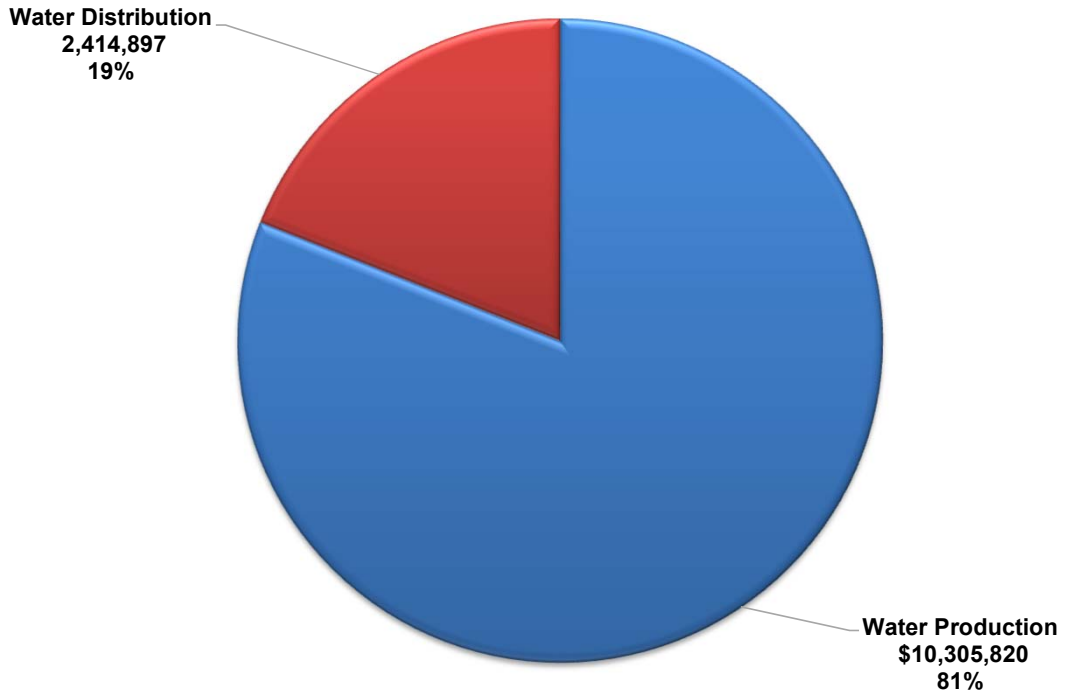
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Field Service Maint. Technician	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# WATER UTILITIES DEPARTMENT



# WATER UTILITIES

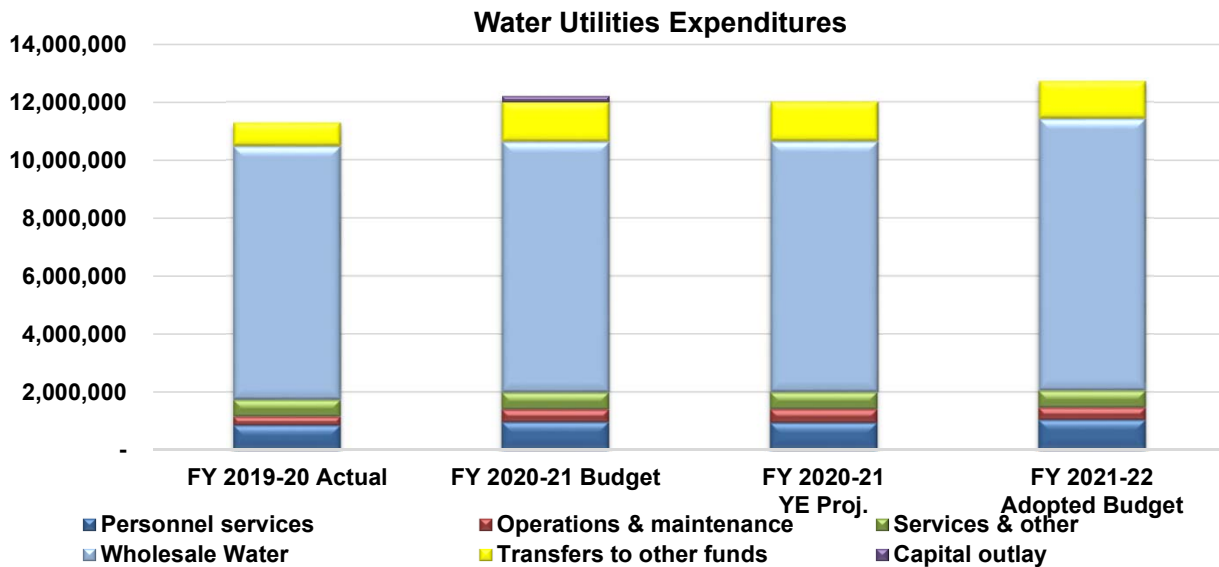


# WATER UTILITIES DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Water Production	\$ 9,733,978	\$ 9,561,148	\$ 9,595,983	\$ 10,305,820	\$ 744,672
Water Distribution	1,540,015	2,655,609	2,411,755	2,414,897	(240,712)
<b>TOTAL</b>	<b>\$ 11,273,992</b>	<b>\$ 12,216,757</b>	<b>\$ 12,007,738</b>	<b>\$ 12,720,717</b>	<b>\$ 503,960</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 853,436	\$ 964,022	\$ 938,131	\$ 1,042,161	\$ 78,139
Operations & maintenance	296,997	425,947	464,370	414,270	(11,677)
Services & other	575,478	589,724	589,625	593,994	4,270
Wholesale Water	8,745,081	8,641,707	8,641,707	9,370,292	728,585
Transfers to other funds	803,000	1,373,905	1,373,905	1,300,000	(73,905)
Capital outlay	-	221,452	-	-	(221,452)
<b>TOTAL</b>	<b>\$ 11,273,992</b>	<b>\$ 12,216,757</b>	<b>\$ 12,007,738</b>	<b>\$ 12,720,717</b>	<b>\$ 503,960</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
<b>TOTAL</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>-</b>

# WATER UTILITIES DEPARTMENT

## WATER PRODUCTION DIVISION (200-73-734)

**DEPARTMENT DESCRIPTION:**

The Water Production Division is responsible for securing from the City of Fort Worth an adequate supply of potable water in compliance with State and Federal regulations for the City. The division is also responsible for conducting system quality tests and water tank (x5) operations and maintenance.

**DEPARTMENT/DIVISION GOALS:**

1. Provide an adequate supply of safe, potable water.
2. Monitor pumping stations and storage tanks through the Supervisory Control and Data Acquisition (SCADA) system.
3. Maintain the appearance and good working condition of water pumping stations and storage facilities.
4. Comply with State and Federal regulations regarding water quality, etc.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Perform site inspections to ensure that facilities are secure and equipment is functioning properly.
2. Coordinate facility grounds maintenance at all water production sites.
3. Monitor water quality and flush dead-end water lines in order to maintain disinfectant residuals.
4. Collect required water samples in compliance with the EPA and Texas Commission on Environmental Quality.
5. Collect new construction water samples and deliver to laboratory for analysis.
6. Perform required water quality field testing to comply with the Nitrification Action Plan (NAP).
7. Assess all Water Tanks and prioritize rehabs.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total gallons purchased (million gallons)	3,089	3,000	3,000	3,000
Peak day water demand (million gallons)	21.2	22.0	22.0	22.0
Daily site inspections performed	2,028	2,000	2,000	2,000
Water samples collected/tested	673	700	700	700
Dead-end water lines flushed	1,308	1,300	1,300	1,300
# of water pressure complaints received	45	60	50	50
# of water complaints (taste & odor)	9	10	6	8
<b>PERFORMANCE INDICATORS</b>				
% of monthly bacteriological samples testing negative for coliform organisms	100	100	100	100
% of required flushed as scheduled	100	100	100	100
% of required inspections as scheduled	100	100	100	100



# WATER UTILITIES DEPARTMENT WATER PRODUCTION DIVISION (200-73-734)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 436,552	\$ 445,316	\$ 471,216	\$ 456,197	\$ 10,881
Operations & maintenance	85,747	115,865	119,050	113,350	(2,515)
Services & other	466,597	358,260	364,010	365,981	7,721
Wholesale Water	8,745,081	8,641,707	8,641,707	9,370,292	728,585
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,733,978</b>	<b>\$ 9,561,148</b>	<b>\$ 9,595,983</b>	<b>\$ 10,305,820</b>	<b>\$ 744,672</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
SCADA Operator	2.00	2.00	2.00	2.00	-
Water Production Supervisor	1.00	1.00	1.00	1.00	-
Water Production Operator	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# WATER UTILITIES DEPARTMENT

## WATER DISTRIBUTION DIVISION (200-73-735)

**DEPARTMENT DESCRIPTION:**

The Water Distribution Division is responsible for operating and maintaining the water distribution facilities necessary to serve the City's residential, commercial and industrial water customers. Included in the division's responsibilities are installing and maintaining water meters, repairing and replacing water mains and services, installing new water mains and water taps, and installing and maintaining water valves and fire hydrants.

**DEPARTMENT/DIVISION GOALS:**

Perform necessary maintenance and repairs to water mains and services, water valves, fire hydrants, and related facilities throughout the distribution system in order to minimize any disruption of service.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Locate and repair water main and service line leaks.
2. Maintain, inspect, repair, and replace water valves. Collect GPS coordinates.
3. Inspect, repair, and maintain fire hydrants in good working condition.
4. Contract water service lines (water taps) as required for new customers.
5. Locate City-owned water lines for contractors and excavators.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total miles of water mains maintained	293	294	294	295
Total number of water valves maintained	6,500	6,200	6,650	6,800
Total number of fire hydrants maintained	2,400	2,500	2,450	2,500
Work orders completed	1,387	1,400	1,400	1,400
Water leaks repaired (water mains)	22	20	20	20
Water leaks repaired (water services)	109	100	100	100
Water valves repaired/replaced	18	4	6	6
Fire hydrants repaired/replaced	81	40	50	50
Water taps installed	21	15	15	15
Line locates performed	440	450	400	400
# active water customers on Sept 30th	15,978	16,100	16,100	16,200

**PERFORMANCE INDICATORS**

% of water service interruptions <2.5 hrs	100	100	100	100
% of valves exercised as scheduled	2	2	2	2

# WATER UTILITIES DEPARTMENT WATER DISTRIBUTION DIVISION (200-73-735)

## EXPENDITURE SUMMARY

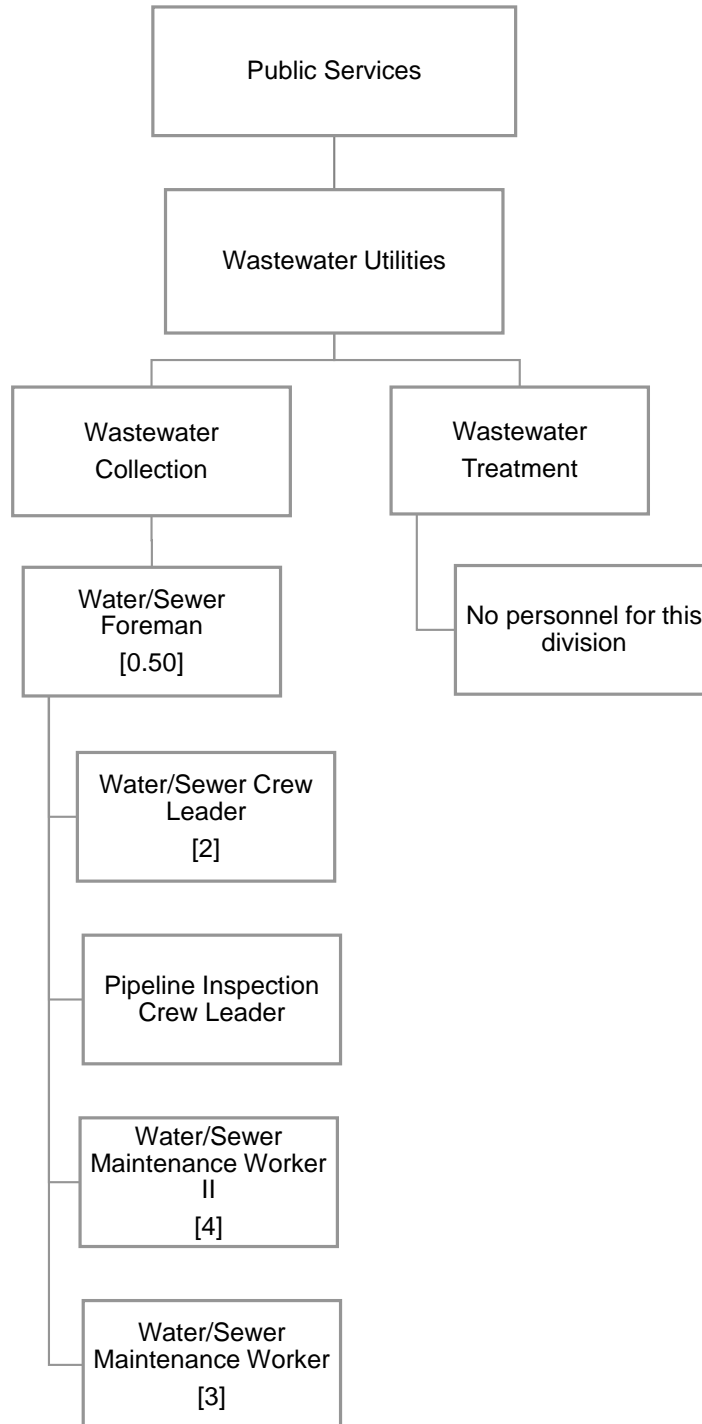
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 416,883	\$ 518,706	\$ 466,915	\$ 585,964	\$ 67,258
Operations & maintenance	211,251	310,082	345,320	300,920	(9,162)
Services & other	108,881	231,464	225,615	228,013	(3,451)
Transfers to other funds	803,000	1,373,905	1,373,905	1,300,000	(73,905)
Capital outlay	-	221,452	-	-	(221,452)
<b>TOTAL</b>	<b>\$ 1,540,015</b>	<b>\$ 2,655,609</b>	<b>\$ 2,411,755</b>	<b>\$ 2,414,897</b>	<b>\$ (240,712)</b>

## PERSONNEL SUMMARY

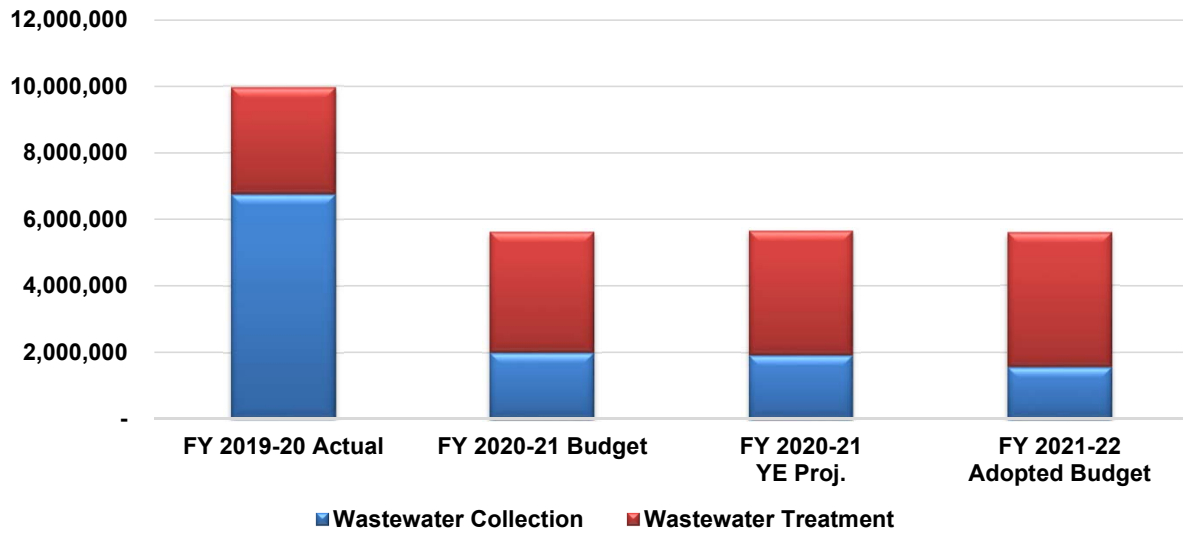
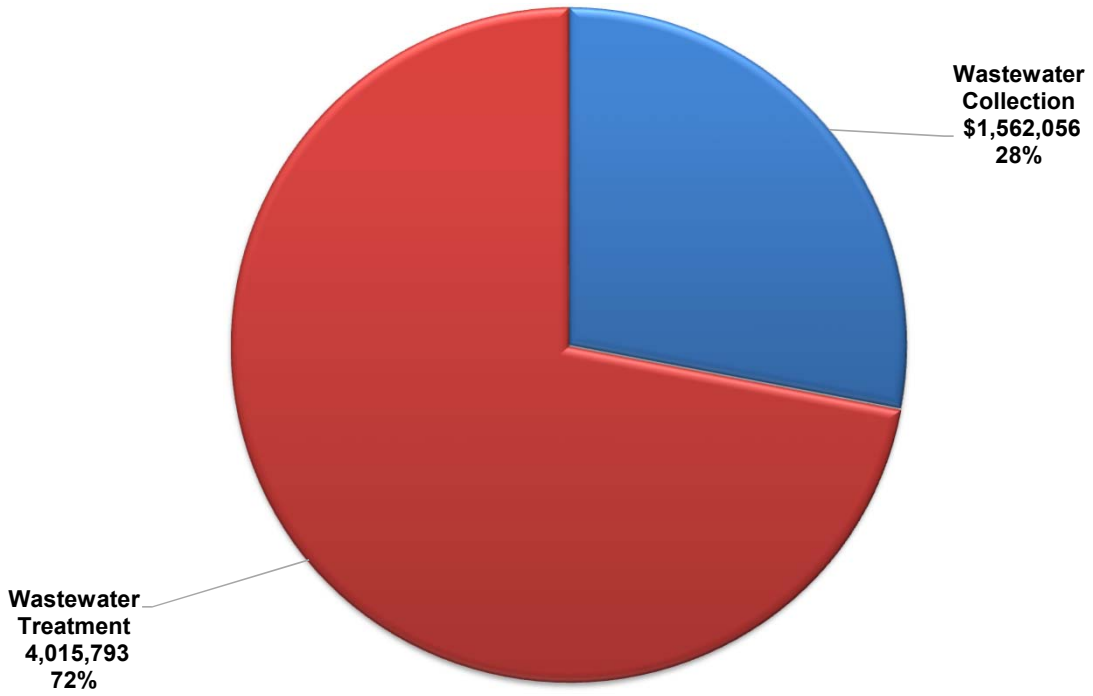
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Water/Sewer Foreman	0.50	0.50	0.50	0.50	-
Water/Sewer Crew Leader	2.00	2.00	2.00	3.00	1.00
Water/Sewer Maintenance Worker	5.00	5.00	5.00	4.00	(1.00)
<b>TOTAL</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>-</b>

# WASTEWATER UTILITIES DEPARTMENT



# WASTEWATER UTILITIES



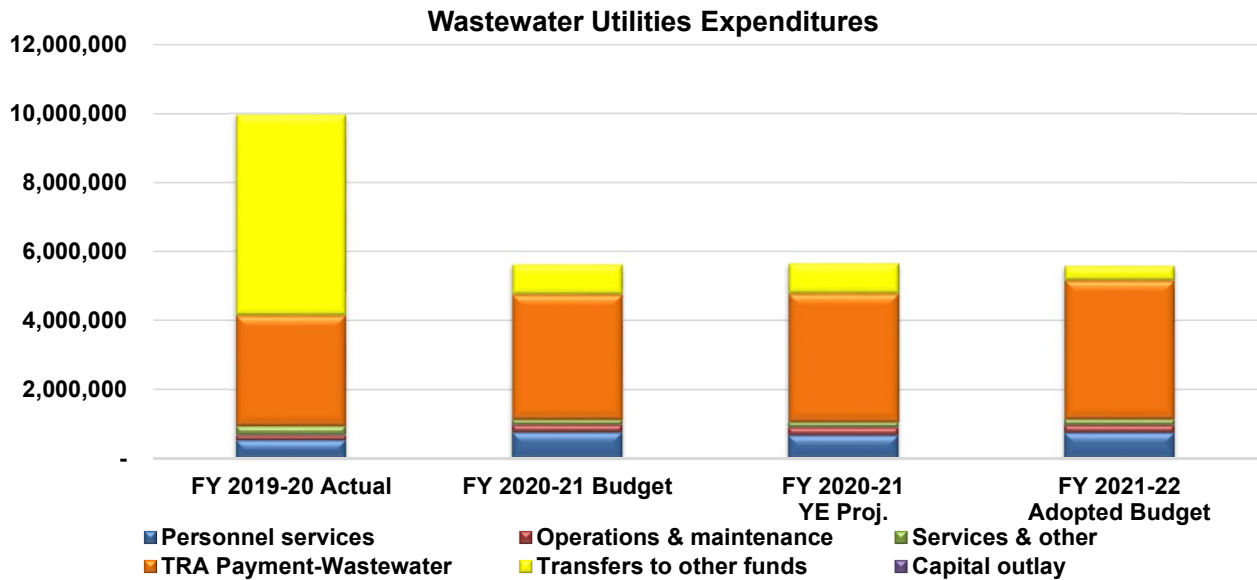
# WASTEWATER UTILITIES DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Wastewater Collection	\$ 6,749,527	\$ 1,989,257	\$ 1,917,454	\$ 1,562,056	\$ (427,201)
Wastewater Treatment	3,206,122	3,626,637	3,727,008	4,015,793	389,156
<b>TOTAL</b>	<b>\$ 9,955,649</b>	<b>\$ 5,615,894</b>	<b>\$ 5,644,462</b>	<b>\$ 5,577,849</b>	<b>\$ (38,045)</b>

### EXPENDITURES BY CATEGORY:

Personnel services	\$ 541,145	\$ 765,674	\$ 681,088	\$ 753,912	\$ (11,762)
Operations & maintenance	133,068	207,004	220,400	215,200	8,196
Services & other	259,551	151,579	150,966	167,944	16,365
TRA Payment-Wastewater	3,206,122	3,626,637	3,727,008	4,015,793	389,156
Transfers to other funds	5,815,763	865,000	865,000	425,000	(440,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,955,649</b>	<b>\$ 5,615,894</b>	<b>\$ 5,644,462</b>	<b>\$ 5,577,849</b>	<b>\$ (38,045)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
<b>TOTAL</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>

# WASTEWATER UTILITIES DEPARTMENT

## WASTEWATER COLLECTION DIVISION (200-75-752)

**DEPARTMENT DESCRIPTION:**

The Wastewater Collection Division is responsible for operating and maintaining the facilities necessary to serve the City's residential, commercial and industrial wastewater customers. This includes facilities for collecting and transporting wastewater from the point of origin to the main interceptor line (Trinity River Authority), while providing a safe and healthy environment. Duties of the division also include maintenance of lift stations, wastewater manholes, mains and services, and installation of new wastewater mains, taps and services.

**DEPARTMENT/DIVISION GOALS:**

1. Perform necessary maintenance and repairs to wastewater mains and services, manholes, lift stations, and related facilities throughout the collection system in order to minimize any disruption of service.
2. Repair breaks and defects in wastewater mains and service lines.
3. Install wastewater service lines (sewer taps) as required for new customers.
4. Perform routine maintenance cleaning of wastewater lines to minimize service interruptions.
5. Inspect, repair, and maintain lift stations in good working condition.
6. Maintain, inspect, repair, and replace wastewater manholes. Collect GPS coordinates.
7. Locate City-owned wastewater lines for contractors and excavators.
8. Conduct internal CCTV pipe inspections of wastewater mains and services to assess the physical condition and identify sections in need of repair or replacement.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Purchase equipment necessary for effective operations.
2. Conclude flow meter installation with Colleyville.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Total miles of WW mains maintained	211	212	212	213
Total miles of WW mains cleaned	52.6	40.0	44.0	40.0
Total miles of WW lines videoed	1.5	3.0	2.5	3.0
Work orders completed	725	750	650	700
Sewer manholes maintained	3,500	3,800	3,550	3,600
Sewer manholes inspected	99	300	70	100
Lift stations maintained	6	6	6	6
Sewer taps installed	3	5	3	3
Line locates performed	440	450	400	400
# of WW main line blockages	8	6	6	6
# active WW customers on Sept 30th	13,728	13,750	13,800	13,900

**PERFORMANCE INDICATORS**

% blocked mains cleaned w/in 24 hrs	100	100	100	100
% WW lines cleaned as scheduled	100	100	100	100

# WASTEWATER UTILITIES DEPARTMENT WASTEWATER COLLECTION DIVISION (200-75-752)

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 541,145	\$ 765,674	\$ 681,088	\$ 753,912	\$ (11,762)
Operations & maintenance	133,068	207,004	220,400	215,200	8,196
Services & other	259,551	151,579	150,966	167,944	16,365
Transfers to other funds	5,815,763	865,000	865,000	425,000	(440,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,749,527</b>	<b>\$ 1,989,257</b>	<b>\$ 1,917,454</b>	<b>\$ 1,562,056</b>	<b>\$ (427,201)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Water/Sewer Foreman	0.50	0.50	0.50	0.50	-
Water/Sewer Utility Crew Leader	2.00	2.00	2.00	2.00	-
Water/Sewer Maintenance Worker	7.00	7.00	7.00	7.00	-
Crew Leader (Pipeline Inspections)	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>



# WASTEWATER UTILITIES DEPARTMENT

## WASTEWATER TREATMENT DIVISION (200-75-754)

**DEPARTMENT DESCRIPTION:**

The Wastewater Treatment Division is responsible for the management of the Trinity River Authority (TRA) wastewater treatment contract with the City. The City contracts with TRA to provide wastewater treatment services on behalf of the City's wastewater customers. The City's wastewater is collected in the collection system and then treated by the TRA, at their Central Regional Wastewater Treatment Plant, or the Denton Creek Wastewater Treatment Plant. Other duties of the division include accurate record keeping of wastewater flows and accurate data collection of industrial sampling to ensure proper management of and conformance with the contract.

**DEPARTMENT/DIVISION GOALS:**

1. Review pretreatment sampling records to ensure compliance with State and Federal rules and regulations.
2. Review monthly wastewater flows from the collection system to facilitate decisions regarding capacity of the collection system and TRA treatment plants.

### EXPENDITURE SUMMARY

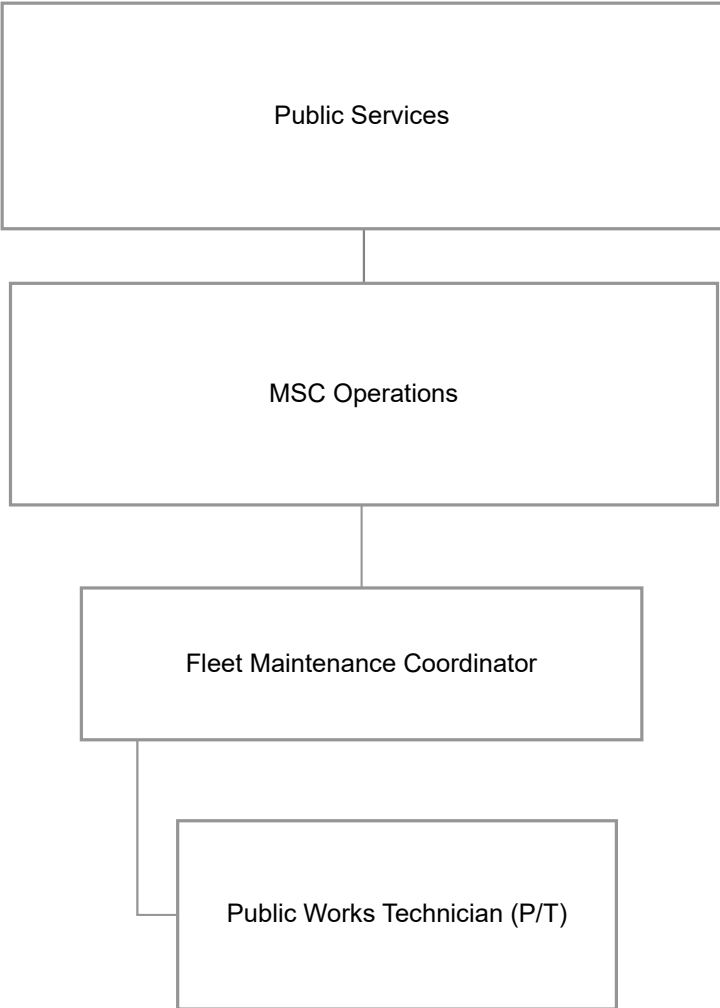
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
	<b>Budget</b>			<b>Budget</b>	
TRA Payment-Wastewater	3,206,122	3,626,637	3,727,008	4,015,793	389,156
<b>TOTAL</b>	<b>\$ 3,206,122</b>	<b>\$ 3,626,637</b>	<b>\$ 3,727,008</b>	<b>\$ 4,015,793</b>	<b>\$ 389,156</b>

### PERSONNEL SUMMARY

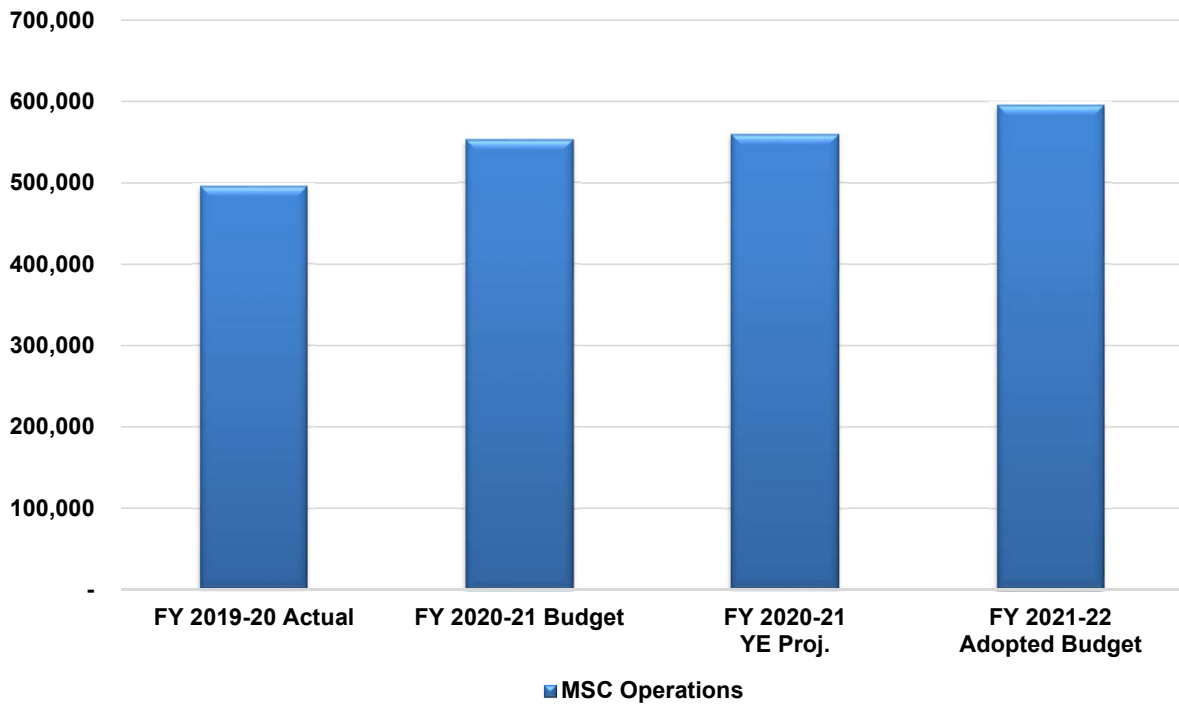
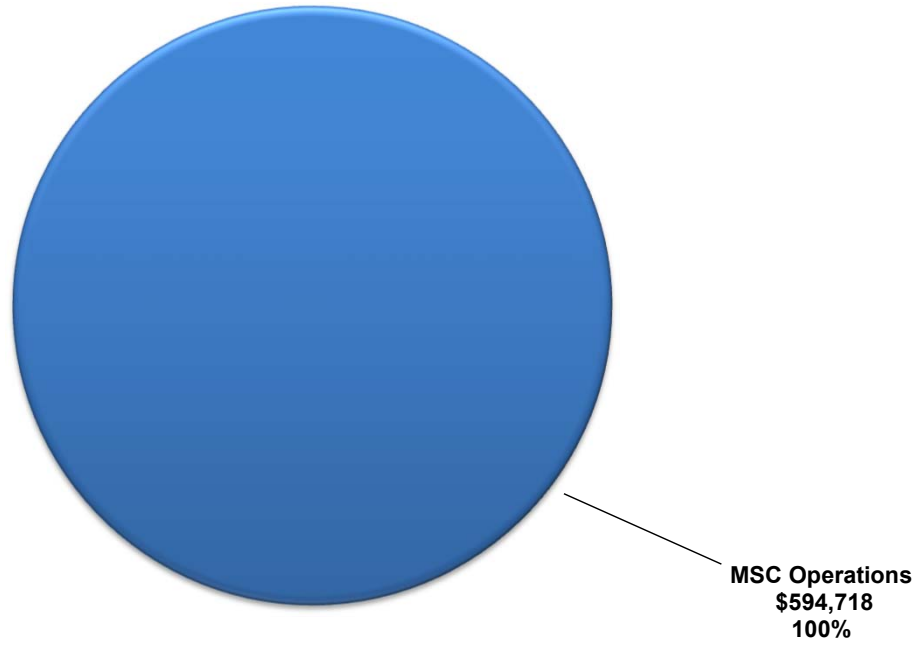
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
No personnel for this division					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# MSC OPERATIONS DEPARTMENT



# MSC OPERATIONS

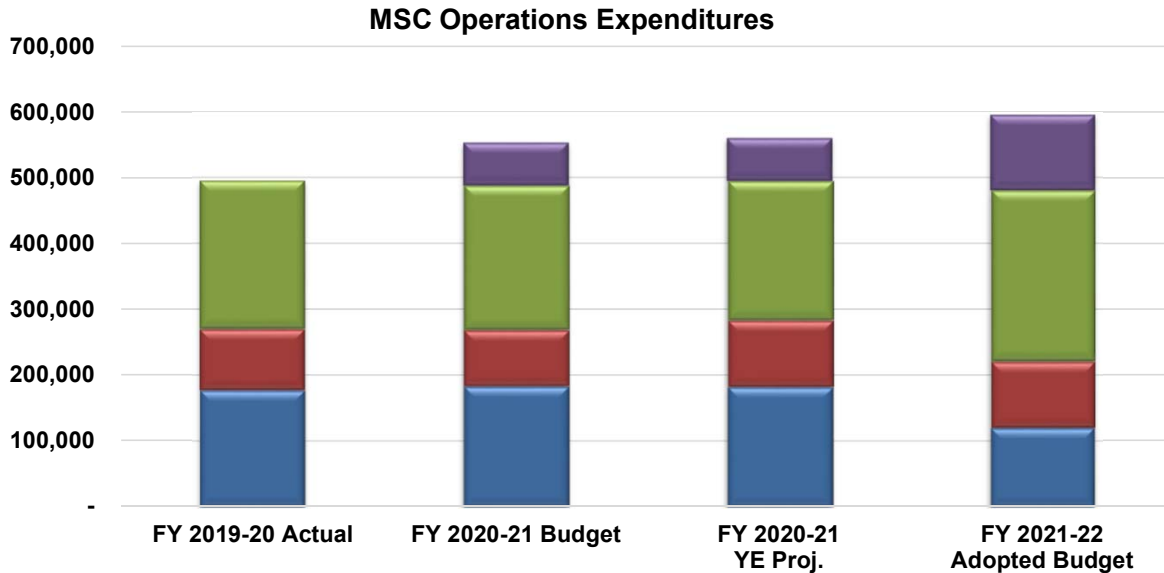


# MSC OPERATIONS DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
MSC Operations	\$ 494,863	\$ 552,308	\$ 559,156	\$ 594,718	\$ 42,410
<b>TOTAL</b>	<b>\$ 494,863</b>	<b>\$ 552,308</b>	<b>\$ 559,156</b>	<b>\$ 594,718</b>	<b>\$ 42,410</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 176,553	\$ 182,711	\$ 181,775	\$ 119,644	\$ (63,067)
Operations & maintenance	92,529	85,099	100,840	100,500	15,401
Services & other	225,781	219,498	211,541	259,574	40,076
Capital outlay	—	65,000	65,000	115,000	50,000
<b>TOTAL</b>	<b>\$ 494,863</b>	<b>\$ 552,308</b>	<b>\$ 559,156</b>	<b>\$ 594,718</b>	<b>\$ 42,410</b>



■ Personnel services ■ Operations & maintenance ■ Services & other ■ Capital outlay

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
MSC Operations	2.00	2.00	2.00	1.48	(0.52)
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.48</b>	<b>(0.52)</b>

# MSC OPERATIONS DEPARTMENT

## MSC OPERATIONS DIVISION (200-77-772)

**DEPARTMENT DESCRIPTION:**

The Municipal Service Center (MSC) Non-Departmental operations budget reflects expenditures of a general nature not allocated to specific utility divisions within Public Works. Included within this activity are budgeted costs for building maintenance, utility costs, grounds maintenance, and janitorial services.

**DEPARTMENT/DIVISION GOALS:**

1. Provide for the comprehensive and continuous operation, maintenance and regulatory compliance of the City's Municipal Service Center in an efficient, safe, accurate and professional manner.
2. Order/purchase/store/process invoices for the necessary inventory and equipment needed to complete daily Public Works operations throughout the City.
3. Develop and maintain a routine preventative maintenance (PM) schedule for all service vehicles and equipment stored at the Municipal Service Center.
4. Perform building maintenance activities routinely and on a schedule so as not to impact operations of the Public Works Department.
5. Maintain the City's fueling system by ensuring adequate amounts of fuel are stocked, staff training is performed and maintenance costs are controlled.
6. Maintain regulatory compliance of all applicable activities at the Municipal Service Center.
7. Manage the fleet maintenance and MSC inventory utilizing the Lucity work order database system.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Complete conversion of parking areas to increase external storage.
2. Convert asphalt parking area to concrete.
3. Replace distressed landscaping and trees as needed.
4. Installation of occupancy sensors and other equipment to improve building energy efficiency.
5. Investigate future application of contracted or automated inventory management systems.
6. Investigate future application of automated landscaping systems.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
% light vehicles serviced on PM schedule	90%	95%	95%	95%
% heavy vehicles serviced on PM schedule	70%	90%	80%	90%
% equipment serviced on PM schedule	70%	65%	60%	70%
% landscaping work performed on schedule	100%	100%	100%	100%
% facility repairs; emergency vs. planned	65%	50%	65%	70%
% inventory received w/in 1 business day	65%	70%	60%	70%
% negative on-hand quantities inventory	2%	1%	2%	1%
Inventory Accuracy	65%	70%	70%	70%

**MSC OPERATIONS DEPARTMENT  
MSC OPERATIONS DIVISION (200-77-772)**

**EXPENDITURE SUMMARY**

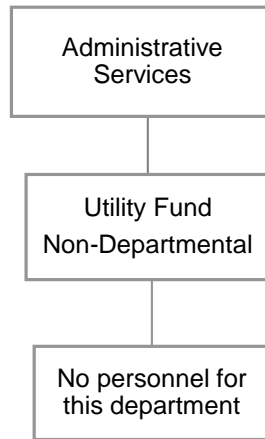
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 176,553	\$ 182,711	\$ 181,775	\$ 119,644	\$ (63,067)
Operations & maintenance	92,529	85,099	100,840	100,500	15,401
Services & other	225,781	219,498	211,541	259,574	40,076
Capital outlay	-	65,000	65,000	115,000	50,000
<b>TOTAL</b>	<b>\$ 494,863</b>	<b>\$ 552,308</b>	<b>\$ 559,156</b>	<b>\$ 594,718</b>	<b>\$ 42,410</b>

**PERSONNEL SUMMARY**

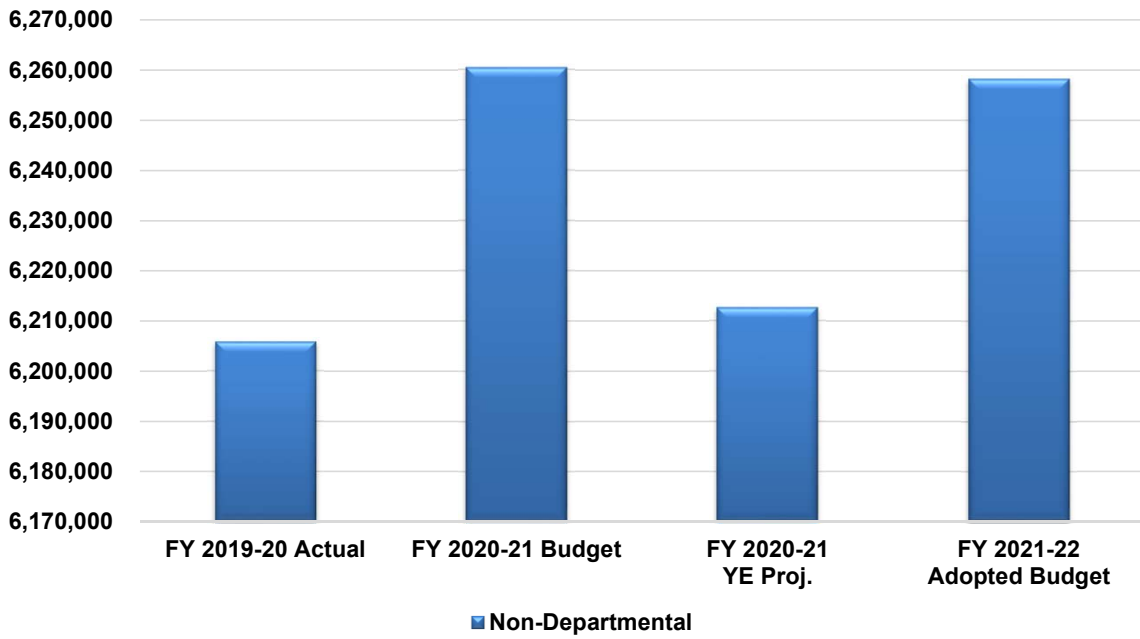
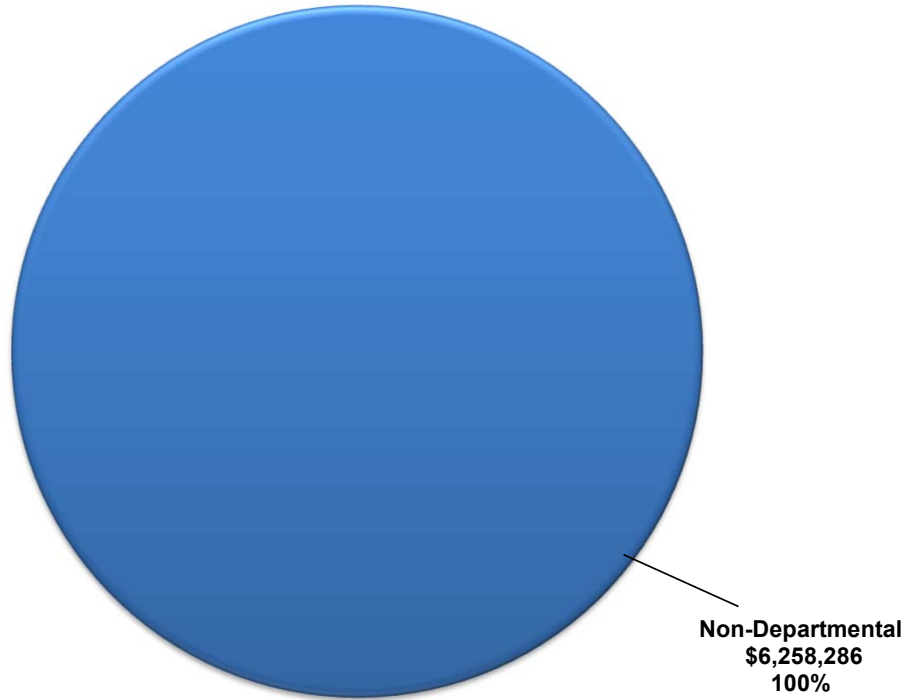
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Fleet Maintenance Coordinator	1.00	1.00	1.00	1.00	-
Management Assistant	1.00	1.00	1.00	-	(1.00)
PT Public Works Technician	-	-	-	0.48	0.48
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.48</b>	<b>(0.52)</b>

# UTILITY FUND NON-DEPARTMENTAL



# UTILITY FUND NON-DEPARTMENTAL





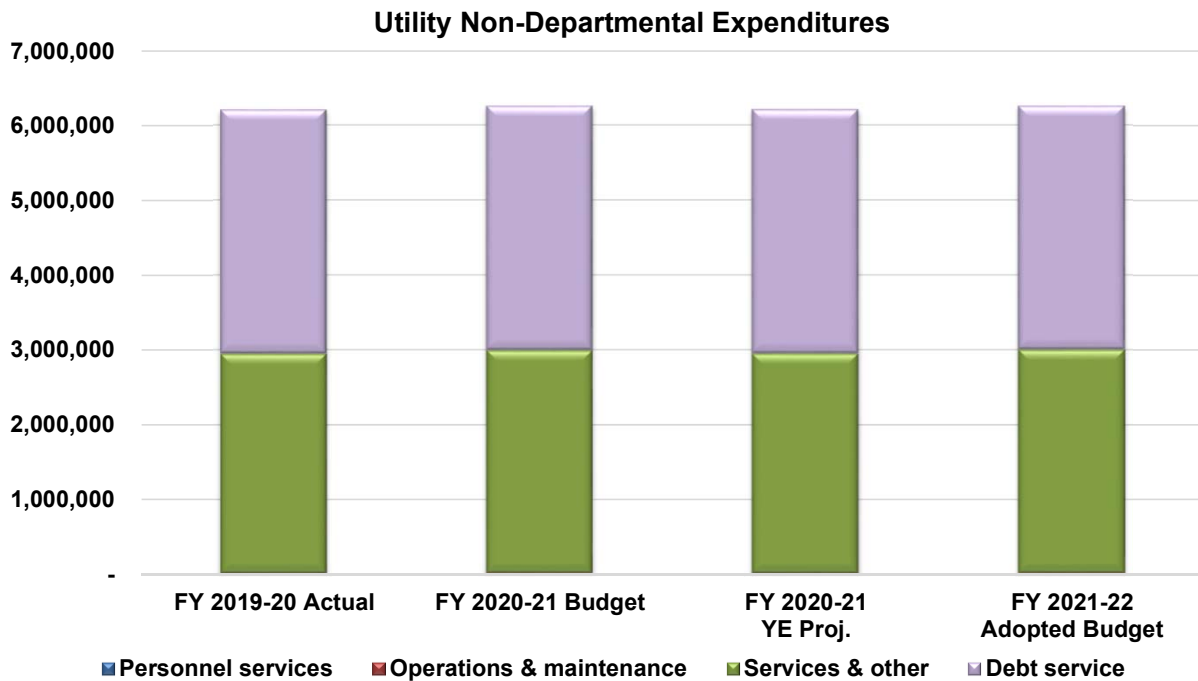
# UTILITY FUND NON-DEPARTMENTAL DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Non-Departmental	\$ 6,205,773	\$ 6,260,454	\$ 6,212,572	\$ 6,258,286	\$ (2,168)
<b>TOTAL</b>	<b>\$ 6,205,773</b>	<b>\$ 6,260,454</b>	<b>\$ 6,212,572</b>	<b>\$ 6,258,286</b>	<b>\$ (2,168)</b>

### EXPENDITURES BY CATEGORY:

Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	7,432	11,800	8,000	11,800	-
Services & other	2,941,551	2,984,849	2,943,465	2,994,282	9,433
Debt service	3,256,791	3,263,805	3,261,107	3,252,204	(11,601)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,205,773</b>	<b>\$ 6,260,454</b>	<b>\$ 6,212,572</b>	<b>\$ 6,258,286</b>	<b>\$ (2,168)</b>



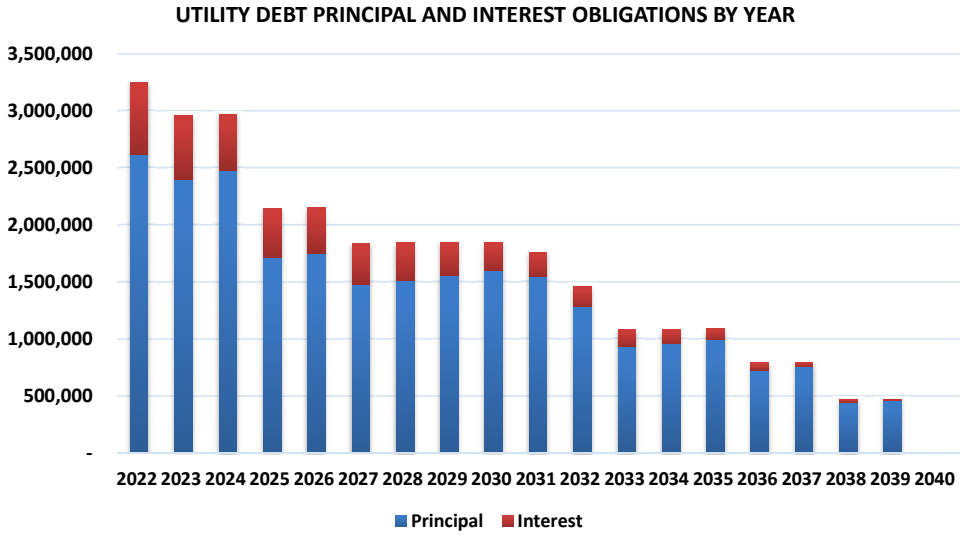
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## UTILITY DEBT BY PRINCIPAL AND INTEREST

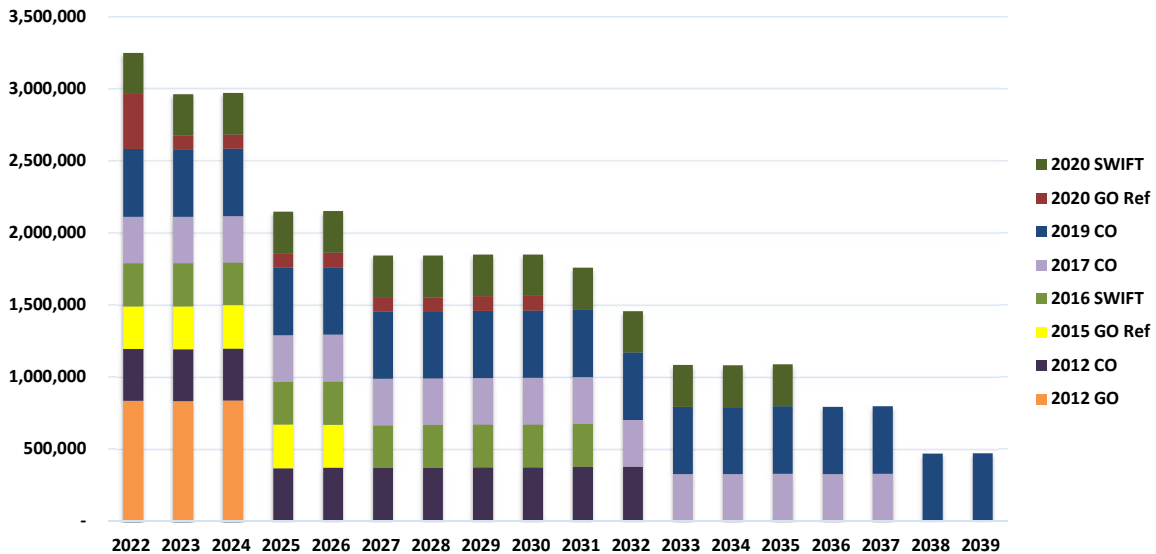
Year	Principal	Interest	Total P+I
2022	\$ 2,615,000	\$ 634,204	\$ 3,249,204
2023	2,400,000	561,119	2,961,119
2024	2,480,000	490,998	2,970,998
2025	1,710,000	436,617	2,146,617
2026	1,750,000	400,476	2,150,476
2027	1,475,000	365,816	1,840,816
2028	1,510,000	331,527	1,841,527
2029	1,555,000	293,734	1,848,734
2030	1,595,000	253,295	1,848,295
2031	1,545,000	213,023	1,758,023
2032	1,280,000	175,947	1,455,947
2033	935,000	145,468	1,080,468
2034	960,000	119,207	1,079,207
2035	995,000	91,822	1,086,822
2036	725,000	65,400	790,400
2037	755,000	40,075	795,075
2038	445,000	20,475	465,475
2039	460,000	6,900	466,900
2040	-	-	-
<b>Total</b>	<b>\$ 25,190,000</b>	<b>\$ 4,646,101</b>	<b>\$ 29,836,101</b>



## UTILITY OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2016 TWDB SWIFT	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL
Standards & Poors Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 832,625	\$ 359,753	\$ 295,625	\$ 300,544	\$ 322,756	\$ 470,325	\$ 382,425	\$ 285,152	\$ 3,249,204
2023	830,000	360,018	299,325	298,225	323,538	468,150	97,050	284,814	2,961,119
2024	835,375	359,625	301,750	295,668	323,475	467,300	98,425	289,380	2,970,998
2025	-	363,648	303,200	297,872	322,550	469,775	100,750	288,823	2,146,617
2026	-	367,088	299,425	299,832	326,400	465,550	104,100	288,081	2,150,476
2027	-	365,055	-	296,450	325,025	466,100	101,125	287,061	1,840,816
2028	-	367,451	-	297,675	322,400	466,350	96,875	290,776	1,841,527
2029	-	369,115	-	298,307	323,400	466,300	102,375	289,237	1,848,734
2030	-	370,103	-	298,274	324,000	465,950	102,500	287,469	1,848,295
2031	-	375,495	-	297,817	324,200	470,225	-	290,286	1,758,023
2032	-	375,273	-	-	324,000	469,125	-	287,550	1,455,947
2033	-	-	-	-	323,400	467,725	-	289,343	1,080,468
2034	-	-	-	-	322,400	466,025	-	290,782	1,079,207
2035	-	-	-	-	325,900	468,950	-	291,972	1,086,822
2036	-	-	-	-	323,900	466,500	-	-	790,400
2037	-	-	-	-	326,400	468,675	-	-	795,075
2038	-	-	-	-	-	465,475	-	-	465,475
2039	-	-	-	-	-	466,900	-	-	466,900
2040	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,498,000</b>	<b>\$ 4,032,621</b>	<b>\$ 1,499,325</b>	<b>\$ 2,980,662</b>	<b>\$ 5,183,744</b>	<b>\$ 8,415,400</b>	<b>\$ 1,185,625</b>	<b>\$ 4,040,724</b>	<b>\$ 29,836,101</b>

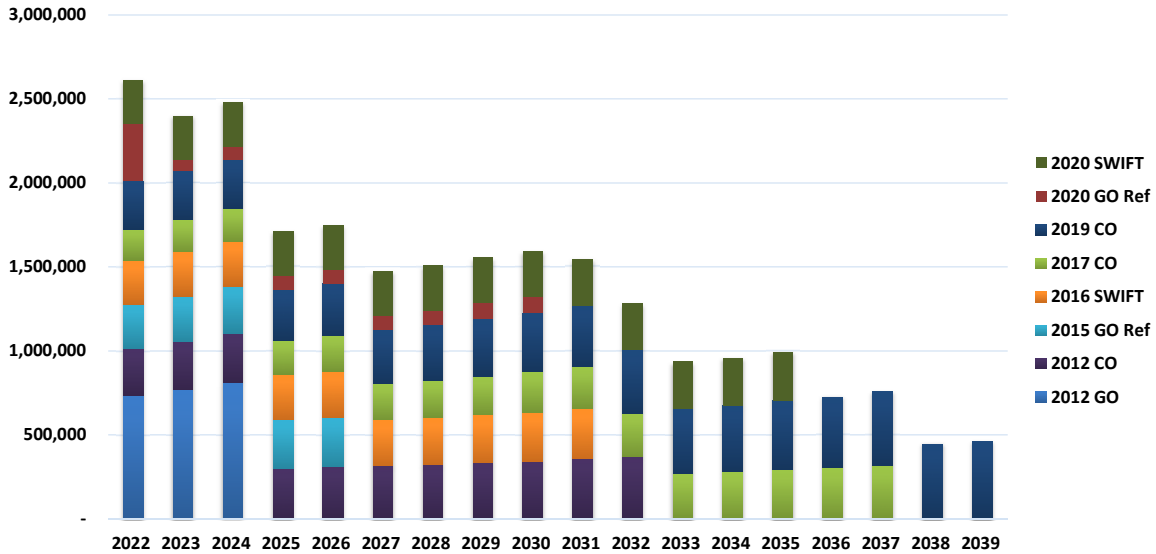
### UTILITY TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



## UTILITY OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2016 TWDB SWIFT	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL
Standards & Poors Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/ Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 735,000	\$ 280,000	\$ 260,000	\$ 265,000	\$ 185,000	\$ 285,000	\$ 345,000	\$ 260,000	\$ 2,615,000
2023	770,000	285,000	270,000	265,000	190,000	290,000	70,000	260,000	2,400,000
2024	815,000	290,000	280,000	265,000	195,000	295,000	75,000	265,000	2,480,000
2025	-	300,000	290,000	270,000	200,000	305,000	80,000	265,000	1,710,000
2026	-	310,000	295,000	275,000	210,000	310,000	85,000	265,000	1,750,000
2027	-	315,000	-	275,000	215,000	320,000	85,000	265,000	1,475,000
2028	-	325,000	-	280,000	220,000	330,000	85,000	270,000	1,510,000
2029	-	335,000	-	285,000	230,000	340,000	95,000	270,000	1,555,000
2030	-	345,000	-	290,000	240,000	350,000	100,000	270,000	1,595,000
2031	-	360,000	-	295,000	250,000	365,000	-	275,000	1,545,000
2032	-	370,000	-	-	260,000	375,000	-	275,000	1,280,000
2033	-	-	-	-	270,000	385,000	-	280,000	935,000
2034	-	-	-	-	280,000	395,000	-	285,000	960,000
2035	-	-	-	-	295,000	410,000	-	290,000	995,000
2036	-	-	-	-	305,000	420,000	-	-	725,000
2037	-	-	-	-	320,000	435,000	-	-	755,000
2038	-	-	-	-	-	445,000	-	-	445,000
2039	-	-	-	-	-	460,000	-	-	460,000
2040	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,320,000</b>	<b>\$ 3,515,000</b>	<b>\$ 1,395,000</b>	<b>\$ 2,765,000</b>	<b>\$ 3,865,000</b>	<b>\$ 6,515,000</b>	<b>\$ 1,020,000</b>	<b>\$ 3,795,000</b>	<b>\$ 25,190,000</b>

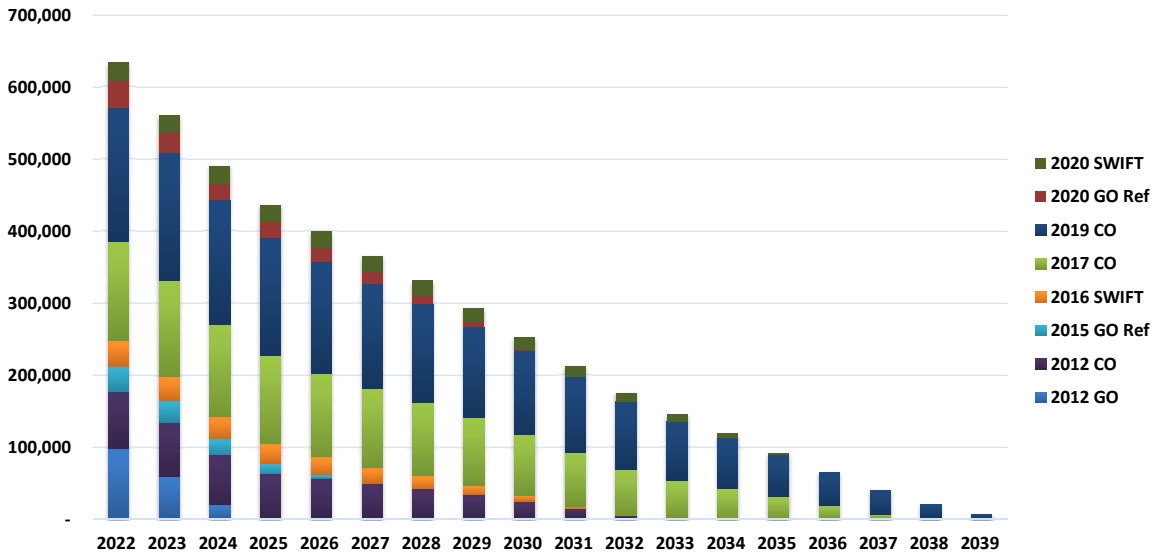
**UTILITY PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



## UTILITY OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2012	2012	2015	2016	2017	2019	2020	2020	TOTAL
	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	TWDB SWIFT	CERTIFICATE OF OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	TWDB SWIFT	
Standards & Poors Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 97,625	\$ 79,753	\$ 35,625	\$ 35,544	\$ 137,756	\$ 185,325	\$ 37,425	\$ 25,152	\$ 634,204
2023	60,000	75,018	29,325	33,225	133,538	178,150	27,050	24,814	561,119
2024	20,375	69,625	21,750	30,668	128,475	172,300	23,425	24,380	490,998
2025	-	63,648	13,200	27,872	122,550	164,775	20,750	23,823	436,617
2026	-	57,088	4,425	24,832	116,400	155,550	19,100	23,081	400,476
2027	-	50,055	-	21,450	110,025	146,100	16,125	22,061	365,816
2028	-	42,451	-	17,675	102,400	136,350	11,875	20,776	331,527
2029	-	34,115	-	13,307	93,400	126,300	7,375	19,237	293,734
2030	-	25,103	-	8,274	84,000	115,950	2,500	17,469	253,295
2031	-	15,495	-	2,817	74,200	105,225	-	15,286	213,023
2032	-	5,273	-	-	64,000	94,125	-	12,550	175,947
2033	-	-	-	-	53,400	82,725	-	9,343	145,468
2034	-	-	-	-	42,400	71,025	-	5,782	119,207
2035	-	-	-	-	30,900	58,950	-	1,972	91,822
2036	-	-	-	-	18,900	46,500	-	-	65,400
2037	-	-	-	-	6,400	33,675	-	-	40,075
2038	-	-	-	-	-	20,475	-	-	20,475
2039	-	-	-	-	-	6,900	-	-	6,900
2040	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 178,000</b>	<b>\$ 517,621</b>	<b>\$ 104,325</b>	<b>\$ 215,662</b>	<b>\$ 1,318,744</b>	<b>\$ 1,900,400</b>	<b>\$ 165,625</b>	<b>\$ 245,724</b>	<b>\$ 4,646,101</b>

### UTILITY INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



# DRAINAGE UTILITY FUND

**FUND DESCRIPTION:**

The Drainage Utility Fund provides drainage utility services and drainage channel maintenance on public lands which is funded thru a monthly drainage fee.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Write Off Recovery	\$ 1,130	\$ 1,463	\$ 362	\$ 583	\$ (880)
Drainage Utility Fees	1,480,503	1,480,952	1,490,766	1,432,375	(48,577)
Miscellaneous Revenue	(2,575)	-	-	-	-
Auction Proceeds	-	-	-	-	-
Gain/Loss On Disp Of Assets	-	-	-	-	-
Interest Revenue-Investments	41,402	22,956	9,830	16,201	(6,755)
Use Of Fund Balance	966	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,521,426</b>	<b>\$ 1,505,371</b>	<b>\$ 1,500,958</b>	<b>\$ 1,449,159</b>	<b>\$ (56,212)</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Drainage Maintenance	\$ 1,029,464	\$ 986,371	\$ 960,426	\$ 994,635	\$ 8,264
Capital Improvements	595,000	568,000	568,000	425,000	(143,000)
Non-Departmental	253,142	297,850	212,462	300,090	2,240
<b>TOTAL</b>	<b>\$ 1,877,606</b>	<b>\$ 1,852,221</b>	<b>\$ 1,740,888</b>	<b>\$ 1,719,725</b>	<b>\$ (132,496)</b>

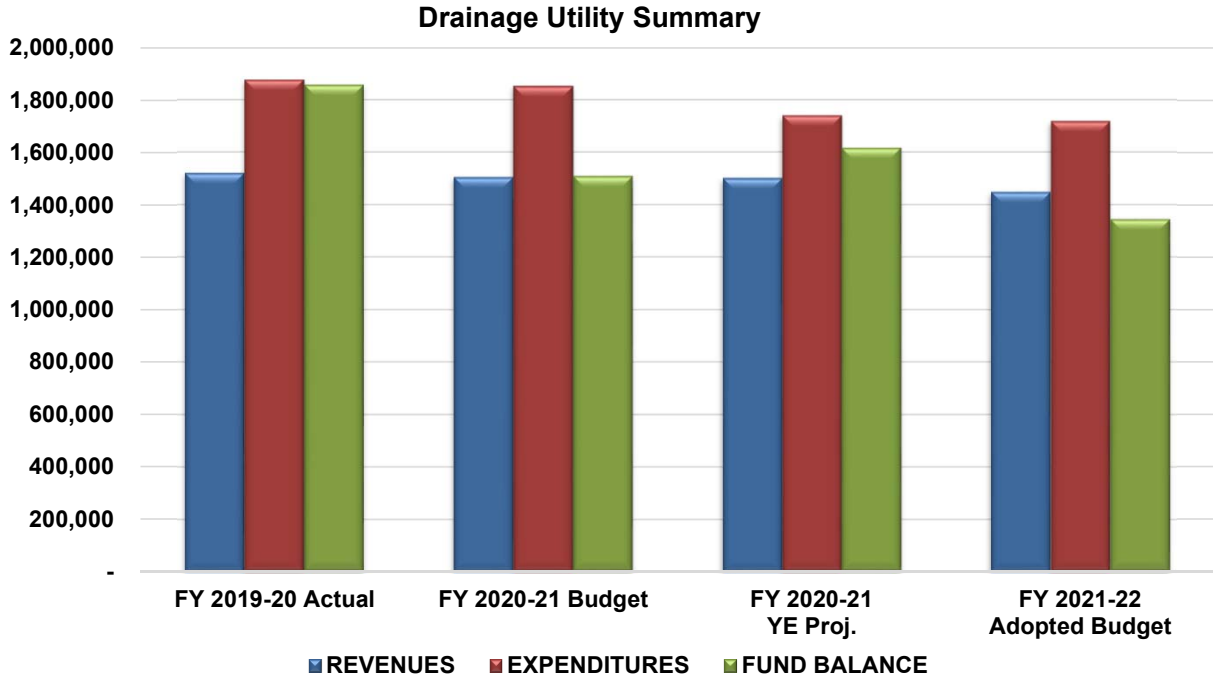
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ 592,504	\$ 634,574	\$ 639,367	\$ 668,248	\$ 33,674
Operations & maintenance	132,504	178,348	148,710	149,400	(28,948)
Services & other	557,598	471,299	384,811	477,077	5,778
Transfers to other funds	595,000	568,000	568,000	425,000	(143,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,877,606</b>	<b>\$ 1,852,221</b>	<b>\$ 1,740,888</b>	<b>\$ 1,719,725</b>	<b>\$ (132,496)</b>

# DRAINAGE UTILITY FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,521,426	\$ 1,505,371	\$ 1,500,958	\$ 1,449,159	\$ (56,212)
EXPENDITURES	1,877,606	1,852,221	1,740,888	1,719,725	(132,496)
VARIANCE	(356,181)	(346,850)	(239,930)	(270,566)	76,284
<b>FUND BALANCE</b>	<b>\$ 1,857,077</b>	<b>\$ 1,510,227</b>	<b>\$ 1,617,147</b>	<b>\$ 1,346,581</b>	<b>\$ (163,646)</b>

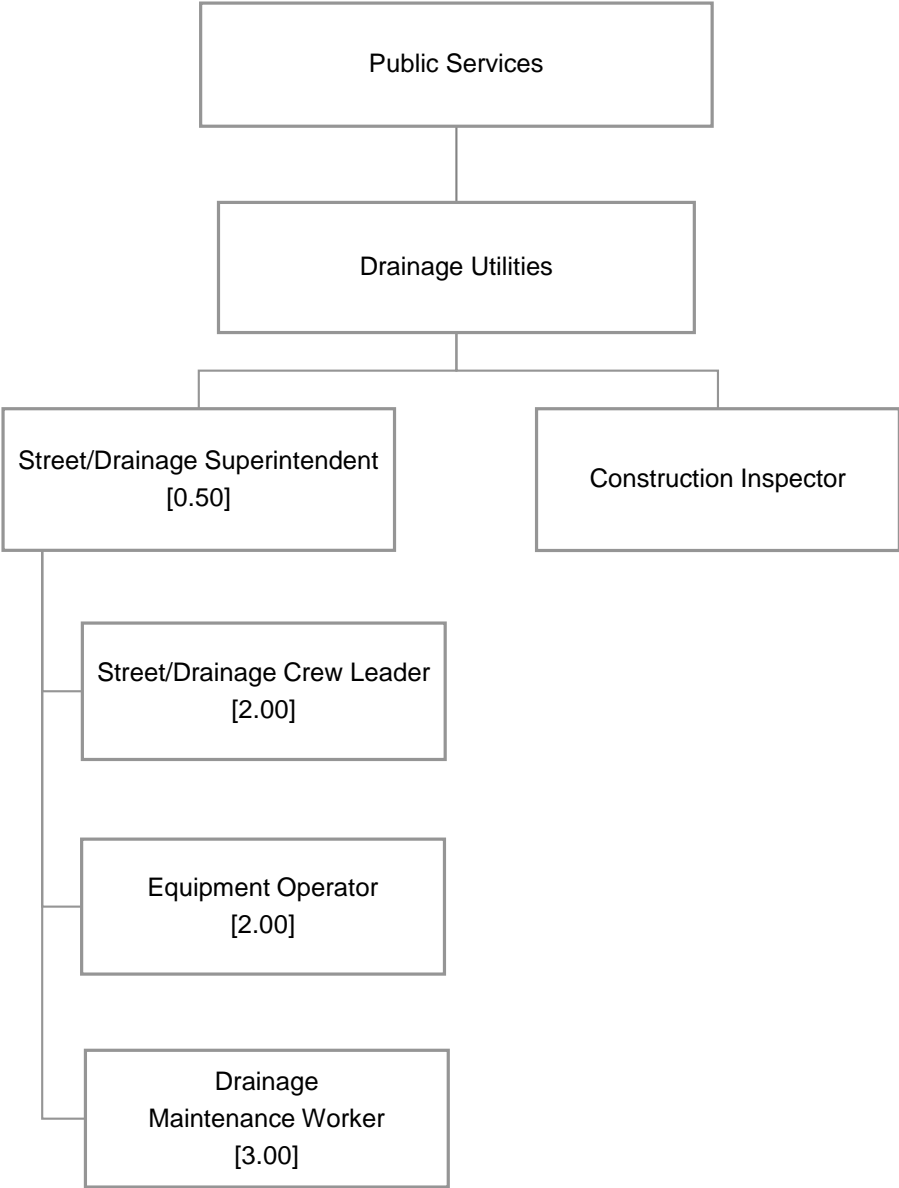


## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b>BY POSITION TITLE:</b>					
Drainage Maintenance	8.50	8.50	8.50	8.50	-
<b>TOTAL</b>	-	-	-	-	-

# DRAINAGE UTILITIES FUND





# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND

### DRAINAGE MAINTENANCE DIVISION (400-81-815)

**DEPARTMENT DESCRIPTION:**

The Drainage Maintenance Division of the Public Works Department is responsible for the repair and maintenance of the storm water collection and transportation infrastructure in a manner that mitigates flooding and property damage. Revenues for the services are derived primarily from drainage fees which were established by City Ordinance No. 638, adopted November 20, 1990.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review work processes to determine efficiency improvements and cost reduction opportunities.
2. Comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) program (MS4) requirements.
3. Maintain bridges and culverts, ditches, channels and other related infrastructure to reduce restrictions and erosion.
4. Provide channel preventative maintenance using herbicide, mowing, debris removal and erosion repair.
5. Inspect specific locations after significant rain events for stoppages or damage, clear and/or repair.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Expand divisional use of the LUCITY work order database system.
2. Correct flow restrictions and erosion damage in drainage channels, creeks, flumes and ditches.
3. Inspect 10% of system structures and outfalls, clean and repair as needed.
4. Sweep residential streets per MS4 storm water program to reduce contaminant loading.
5. Create a GIS map of all drainage easements in the City.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Miles of drainage channels (not creeks)	11.3	11.3	11.3	11.3
Acres of channels in mowing program	42	42	42	42
Miles of roadside ditches	118	118	118	118
Miles of drainage pipe system	85.7	92.0	85.7	85.7
Debris swept from streets (cubic yards)	1057	600	900	900
# Drainage structures (inlets, manholes...)	2,981	3,445	2,981	2,981

**PERFORMANCE INDICATORS**

% of inlets/culverts cleaned annually	10	10	10	10
% of channels mowed 8x annually	100	100	100	100
% of channels herbicide treated annually	100	100	100	100

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND DRAINAGE MAINTENANCE DIVISION (400-81-815)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 592,504	\$ 634,574	\$ 639,367	\$ 668,248	\$ 33,674
Operations & maintenance	132,504	178,348	148,710	149,400	(28,948)
Services & other	304,457	173,449	172,349	176,987	3,538
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,029,464</b>	<b>\$ 986,371</b>	<b>\$ 960,426</b>	<b>\$ 994,635</b>	<b>\$ 8,264</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Street/Drainage Superintendent	0.50	0.50	0.50	0.50	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Street/Drainage Crew Leader	2.00	2.00	2.00	2.00	-
Equipment Operator	2.00	2.00	2.00	2.00	-
Drainage Maintenance Worker	3.00	3.00	3.00	3.00	-
<b>TOTAL</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>-</b>

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND CAPITAL IMPROVEMENTS DIVISION (400-89-898)

### EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY CATEGORY:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	595,000	568,000	568,000	425,000	(143,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 595,000</b>	<b>\$ 568,000</b>	<b>\$ 568,000</b>	<b>\$ 425,000</b>	<b>\$ (143,000)</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><i>BY POSITION TITLE:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND NON-DEPARTMENTAL DIVISION (400-89-899)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	253,142	297,850	212,462	300,090	2,240
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 253,142</b>	<b>\$ 297,850</b>	<b>\$ 212,462</b>	<b>\$ 300,090</b>	<b>\$ 2,240</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# THE KELLER POINTE FUND

**FUND DESCRIPTION:**

The Keller Pointe Fund accounts for the direct operating and capital maintenance costs of The Keller Pointe recreation and activity center, which opened in May 2004. The debt service for the Keller Pointe is funded in the Keller Development Corporation fund.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Facility Rental Fees	\$ 28,280	\$ 51,670	\$ 25,125	\$ 48,000	\$ (3,670)
Daily Ticket Sales	63,319	157,277	147,670	144,000	(13,277)
Annual Ticket Sales	1,504,798	1,588,967	1,688,241	2,110,000	521,033
Employee Pass Revenue	96,396	96,396	96,396	96,396	-
Empl Dependent Pass Revenue	15,915	19,443	19,222	19,200	(243)
Party Revenues	32,820	121,495	42,590	82,000	(39,495)
Expired Gift Card Revenue	-	-	-	-	-
Concession Sales/Proceeds	1,282	3,888	268	445	(3,443)
Merchandise Sales	347	2,238	221	1,200	(1,038)
Aquatics Merchandise Sales	2,707	4,157	2,857	2,470	(1,687)
Outdoor Concession Sales	-	-	-	-	-
Outdoor Merchandise Sales	-	-	-	-	-
Revenue-Special Events	8,476	13,227	8,148	5,558	(7,669)
Aquatics Program Revenues	24,282	92,766	90,013	100,000	7,234
Fitness Program Revenues	-	-	-	-	-
Group Exercise Revenue	283	1,170	343	360	(810)
Personal Training Revenue	16,680	12,127	9,100	12,000	(127)
Recreation Program Revenue	63,576	145,833	185,603	147,000	1,167
Spring/Summer Camp	4,704	161,336	153,542	166,600	5,264
Martial Arts	37,600	60,988	28,375	54,000	(6,988)
Gym Rental Fees	2,447	3,076	1,500	1,700	(1,376)
Pool Rental Fees	930	21,379	22,655	14,000	(7,379)
Write Off Recovery	9,239	7,246	5,176	2,700	(4,546)
Miscellaneous Revenue	6,966	3,503	900	1,200	(2,303)
Auction Proceeds	7,666	500	4,000	5,000	4,500
Gain/Loss On Disp Of Assets	-	-	-	-	-
Cash Over/Short	(14)	-	-	-	-
Interest Revenue-Investments	32,965	30,000	5,584	15,913	(14,087)
Reimb-Insurance Proceeds	-	51,540	51,540	-	(51,540)
Donations-Sr Svs	4,000	1,000	-	-	(1,000)
Use Of Fund Balance	(11,247)	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,954,416</b>	<b>\$ 2,651,222</b>	<b>\$ 2,589,069</b>	<b>\$ 3,029,742</b>	<b>\$ 378,520</b>

# THE KELLER POINTE FUND

## ALL PROGRAMS

### **DEPARTMENT DESCRIPTION:**

The Keller Pointe is an enterprise facility intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support the facility's direct operating costs. The primary source of revenue is generated through membership and day pass sales, with the second largest revenue source being leisure program sales. Additional revenue sources include facility rentals, merchandise sales, party reservations and personal training. Facility programming includes a wide range of programs to appeal to all age groups of recreation, aquatic and fitness users. The facility and its programs are available to members and non-members, residents and non-residents. The Keller Pointe exceeds community expectations and achieves fiscal success by providing unprecedented service and award-winning programs.

The Keller Pointe Budget is divided into the following six divisions: (a) The General Administration Division includes administrative staff, office supplies and maintenance, facility marketing, utilities and general insurance; (b) the Aquatics Division includes aquatic staff and contract instructors, pool equipment maintenance and supplies, aquatic merchandise sales and aquatic program supplies; (c) the Fitness Division includes fitness program staff and contract instructors, fitness equipment maintenance and fitness program supplies; (d) the Recreation Division includes recreation staff and contract instructors/referees, birthday party supplies, recreation program and league supplies and gymnasium equipment; (e) the Facility Maintenance Division includes building maintenance staff and contract janitorial services, janitorial supplies, and facility maintenance; and (f) the Customer Service Division includes customer service staff at the front desk, office supplies, merchandise sales and concessions contractors.

The Keller Development Corporation provided financing for construction and capital costs of the facility (and subsequent annual principal and interest payments).

### **DEPARTMENT/DIVISION GOALS:**

Ensure sustainability of The Keller Pointe through management of a self-sufficient enterprise fund to continue to prevent subsidization from the general fund by:

### **DEPARTMENT/DIVISION OBJECTIVES:**

- Maintaining an annual member base of 3,600 membership accounts.
- Achieving \$2,000,000 in membership sales.
- Decreasing attrition by 3% through new member retention strategies.
- Retaining current members through the delivery of quality programs, activities, and events to achieve a member attrition rate at 30% or less.
- Ensuring membership retention and growth by rewarding membership with branded giveaway items.
- Increasing aquatic program registration through innovative and creative programming and activities.
- Retaining loyal guests and attracting new individuals and businesses by providing quality customer service that exceeds expectations resulting in a Net Promoter Score (NPS) of 60%
- Adhering to a capital replacement plan that will focus on keeping the facility at an exceptionally high level, ensuring visible signs of wear and age are not evident to the consumer.
- Developing knowledgeable and helpful staff through program specific staff trainings.
- Inspiring healthy lifestyles, showcasing local businesses and organizations, providing citizens and members a quality recreation experience and spotlighting The Keller Pointe amenities by hosting a minimum of three special events annually.
- Fostering partnerships with civic groups, businesses, and foundations that align with our core values.
- Enhancing visual communication of The Keller Pointe's facility, programs and services through social, electronic and print media.

# THE KELLER POINTE FUND

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Recreation programs provided (class list)	927	800	850	850
Leagues provided	11	6	10	12
Special events provided	2	2	1	4
Group exercise classes offered	1602	516	2080	2080
Number of partnerships developed	6	12	6	6
Number of annual memberships	2,926	3,500	2,500	3,000
Annual attendance (day pass & member visits)	187,093	200,000	130,000	180,000
Recreation program participants (attendance)	1,137	8,000	2,805	6,100
League participants:				
Teams	30	75	75	96
Participants	312	900	1,000	1,000
Special event attendance	400	875	200	800
Facility rentals/birthday parties	196	750	490	600
Group exercise attendance	13,713	10,000	13,000	13,000
Partnership dollars generated	4,000	2,000	0	2,000
<b>PERFORMANCE INDICATORS</b>				
Net Promoter Score	64	67	67	67

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Administration	\$ 715,169	\$ 850,754	\$ 698,318	\$ 917,658	\$ 66,904
Aquatics	370,107	620,261	446,246	605,663	(14,598)
Fitness Programs	63,206	107,197	96,688	114,902	7,705
Recreation	292,697	565,808	368,548	579,381	13,573
Facility Maintenance	372,933	574,163	372,173	478,763	(95,400)
Customer Service/Concessions	236,204	298,961	273,846	310,016	11,055
Seasonal Outdoor Concessions	-	-	-	-	-
Capital Replacement	-	-	-	280,000	280,000
Non-Departmental	627,222	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,677,537</b>	<b>\$ 3,017,144</b>	<b>\$ 2,255,819</b>	<b>\$ 3,286,383</b>	<b>\$ 269,239</b>

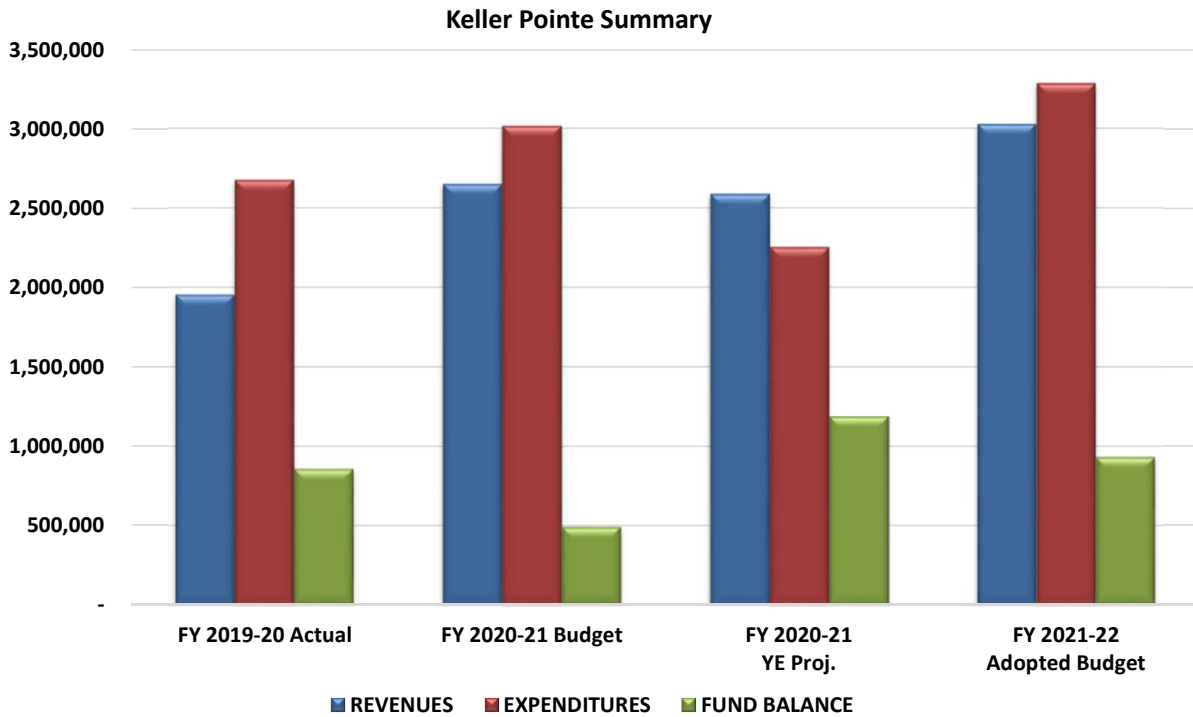
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ 1,117,746	\$ 1,512,542	\$ 1,214,396	\$ 1,659,432	146,890
Operations & maintenance	194,531	421,952	231,580	321,404	(100,548)
Services & other	738,037	1,066,615	809,843	1,025,547	(41,068)
Transfers to other funds	627,222	-	-	-	-
Capital outlay	-	16,035	-	280,000	263,965
<b>TOTAL</b>	<b>\$ 2,677,537</b>	<b>\$ 3,017,144</b>	<b>\$ 2,255,819</b>	<b>\$ 3,286,383</b>	<b>269,239</b>

# THE KELLER POINTE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,954,416	\$ 2,651,222	\$ 2,589,069	\$ 3,029,742	\$ 378,520
EXPENDITURES	2,677,537	3,017,144	2,255,819	3,286,383	269,239
VARIANCE	(723,120)	(365,922)	333,250	(256,641)	109,281
<b>FUND BALANCE</b>	<b>\$ 855,780</b>	<b>\$ 489,858</b>	<b>\$ 1,189,030</b>	<b>\$ 932,389</b>	<b>\$ 442,531</b>



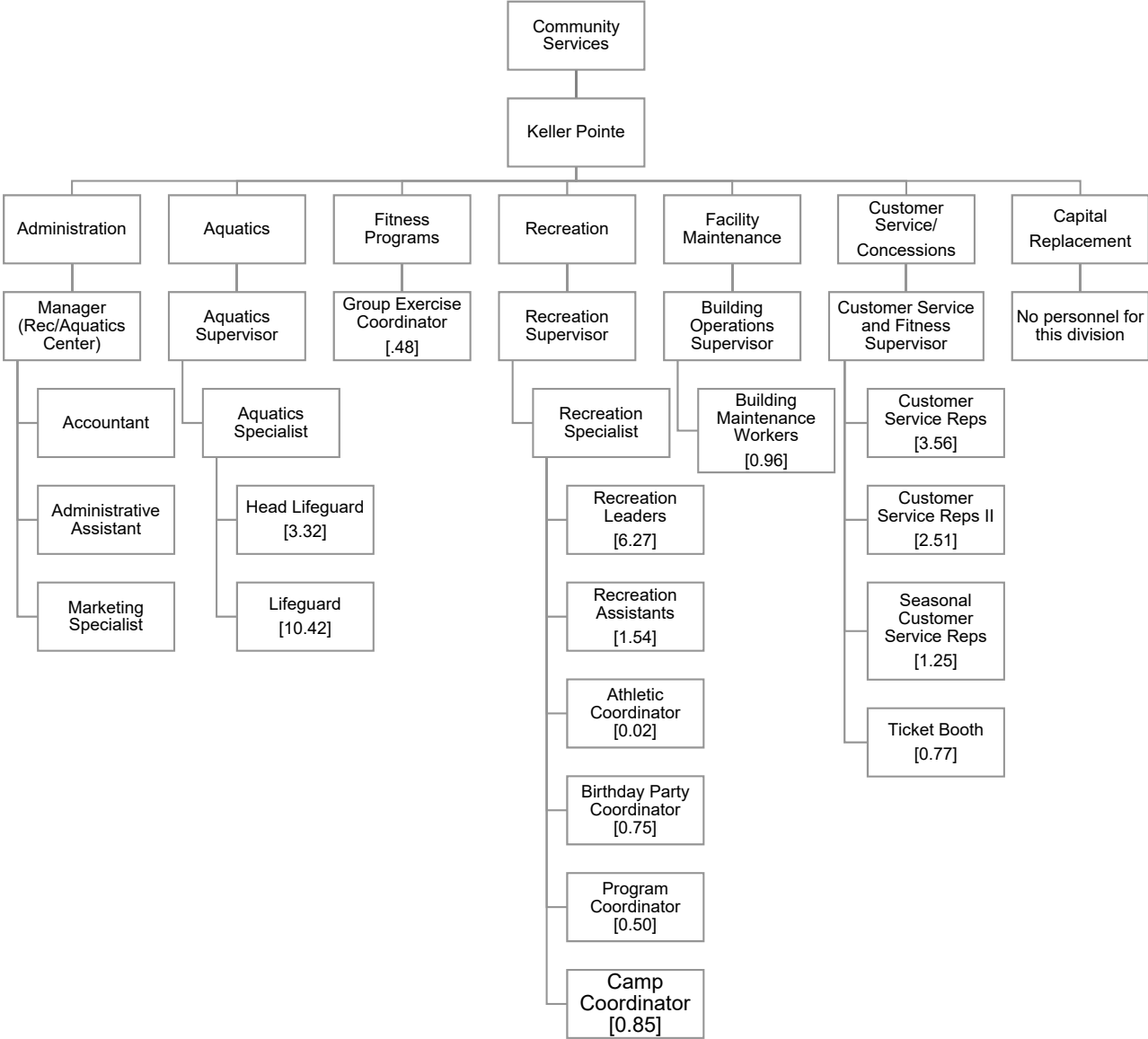
## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	3.50	3.50	3.50	4.00	0.50
Aquatics	15.74	15.74	15.74	15.74	-
Fitness Programs	0.48	0.48	0.48	0.48	-
Recreation	11.93	11.93	11.93	11.93	-
Facility Maintenance	1.96	1.96	1.96	1.96	-
Customer Service/Concessions	9.09	9.09	9.09	9.09	-
<b>TOTAL</b>	<b>42.70</b>	<b>42.70</b>	<b>42.70</b>	<b>43.20</b>	<b>0.50</b>



# THE KELLER POINTE FUND



# THE KELLER POINTE FUND

## THE KELLER POINTE FUND ADMINISTRATION DIVISION (125-65-651)

### EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 259,747	\$ 272,926	\$ 252,140	\$ 349,892	\$ 76,966
Operations & maintenance	16,315	18,200	9,500	16,300	(1,900)
Services & other	439,107	559,628	436,678	551,466	(8,162)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 715,169</b>	<b>\$ 850,754</b>	<b>\$ 698,318</b>	<b>\$ 917,658</b>	<b>\$ 66,904</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Manager (Rec/Aquatics Center)	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	1.00	-
Marketing Specialist	0.50	0.50	0.50	1.00	0.50
<b>TOTAL</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>4.00</b>	<b>0.50</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND AQUATICS DIVISION (125-65-652)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 308,535	\$ 431,787	\$ 322,822	\$ 463,843	\$ 32,056
Operations & maintenance	44,560	68,910	52,150	69,560	650
Services & other	17,011	119,564	71,274	72,260	(47,304)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 370,107</b>	<b>\$ 620,261</b>	<b>\$ 446,246</b>	<b>\$ 605,663</b>	<b>\$ (14,598)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Aquatics Supervisor	1.00	1.00	1.00	1.00	-
Aquatics Specialist	1.00	1.00	1.00	1.00	-
Head Lifeguard	3.32	3.32	3.32	3.32	-
Lifeguard	10.42	10.42	10.42	10.42	-
<b>TOTAL</b>	<b>15.74</b>	<b>15.74</b>	<b>15.74</b>	<b>15.74</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND FITNESS PROGRAMS DIVISION (125-65-653)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 6,857	\$ 17,940	\$ 8,931	\$ 18,402	\$ 462
Operations & maintenance	8,827	12,500	31,500	12,500	-
Services & other	47,522	60,722	56,257	84,000	23,278
Capital outlay	-	16,035	-	-	(16,035)
<b>TOTAL</b>	<b>\$ 63,206</b>	<b>\$ 107,197</b>	<b>\$ 96,688</b>	<b>\$ 114,902</b>	<b>\$ 7,705</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Group Exercise Coordinator	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>0.48</b>	<b>0.48</b>	<b>0.48</b>	<b>0.48</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND RECREATION DIVISION (125-65-654)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 213,595	\$ 387,011	\$ 275,568	\$ 406,711	\$ 19,700
Operations & maintenance	12,999	27,200	21,000	25,700	(1,500)
Services & other	66,103	151,597	71,980	146,970	(4,627)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 292,697</b>	<b>\$ 565,808</b>	<b>\$ 368,548</b>	<b>\$ 579,381</b>	<b>\$ 13,573</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Recreation Supervisor	1.00	1.00	1.00	1.00	-
Recreation Specialist	1.00	1.00	1.00	1.00	-
Recreation Leaders	6.27	6.27	6.27	6.27	-
Recreation Assistants	1.54	1.54	1.54	1.54	-
Athletic Coordinator	0.02	0.02	0.02	0.02	-
Birthday Party Coordinator	0.75	0.75	0.75	0.75	-
Program Coordinator	0.50	0.50	0.50	0.50	-
Camp Coordinator	0.85	0.85	0.85	0.85	-
<b>TOTAL</b>	<b>11.93</b>	<b>11.93</b>	<b>11.93</b>	<b>11.93</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND FACILITY MAINTENANCE DIVISION (125-65-655)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 101,427	\$ 123,261	\$ 91,063	\$ 123,813	\$ 552
Operations & maintenance	105,257	281,192	112,600	185,394	(95,798)
Services & other	166,249	169,710	168,510	169,556	(154)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 372,933</b>	<b>\$ 574,163</b>	<b>\$ 372,173</b>	<b>\$ 478,763</b>	<b>\$ (95,400)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Building Operations Supervisor	1.00	1.00	1.00	1.00	-
Building Maintenance Workers	0.96	0.96	0.96	0.96	-
<b>TOTAL</b>	<b>1.96</b>	<b>1.96</b>	<b>1.96</b>	<b>1.96</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND CUSTOMER SERVICE/CONCESSIONS DIVISION (125-65-656)

### EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 227,585	\$ 279,617	\$ 263,872	\$ 296,771	\$ 17,154
Operations & maintenance	6,573	13,950	4,830	11,950	(2,000)
Services & other	2,045	5,394	5,144	1,295	(4,099)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 236,204</b>	<b>\$ 298,961</b>	<b>\$ 273,846</b>	<b>\$ 310,016</b>	<b>\$ 11,055</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Customer Service Supervisor	1.00	1.00	1.00	1.00	-
Customer Service Reps	3.56	3.56	3.56	3.56	-
Customer Service Reps II	2.51	2.51	2.51	2.51	-
Seasonal Cust Service Reps	1.25	1.25	1.25	1.25	-
Ticket Booth	0.77	0.77	0.77	0.77	-
<b>TOTAL</b>	<b>9.09</b>	<b>9.09</b>	<b>9.09</b>	<b>9.09</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND CAPITAL REPLACEMENT DIVISION (125-65-658)

### EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY CATEGORY:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	280,000	280,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ 280,000</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b><i>BY POSITION TITLE:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# THE KELLER POINTE FUND

## THE KELLER POINTE FUND NON-DEPARTMENTAL DIVISION (125-99-998)

### EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY CATEGORY:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	627,222	-	-	-	-
<b>TOTAL</b>	<b>\$ 627,222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b><i>BY POSITION TITLE:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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## **SPECIAL REVENUE FUNDS**

The Special Revenue Funds are dedicated funds with revenues intended to fund a specific purpose and restricted. This section includes a summary of how each Special Revenue Fund is used, summary of the Special Revenue Funds, and individual detailed fund information.

*City of* **KELLER**



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# KELLER DEVELOPMENT CORPORATION FUND

**FUND DESCRIPTION:**

The Keller Development Corporation (KDC) Fund accounts for proceeds of the ½ cent local sales tax for park and recreation improvements. The KDC budget was approved by the KDC Board of Directors on June 9, 2020. State law requires a public hearing for development corporations at least 60 days prior to the expenditure of funds. The public hearing was conducted on July 21, 2020.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Sales Taxes	\$ 3,617,227	\$ 3,244,137	\$ 3,560,240	\$ 3,600,114	\$ 355,977
Rental Property Revenue	16,000	16,000	16,000	16,000	-
Premium On Debt Issuance	-	-	-	-	-
Debt Issuance-Refunding Bonds	-	-	-	-	-
Grant-Local	-	-	-	-	-
Interest Revenue-Investments	47,166	46,055	17,852	21,882	(24,173)
Gain/Loss On Disp Of Assets	53,500	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,733,893</b>	<b>\$ 3,306,192</b>	<b>\$ 3,594,092</b>	<b>\$ 3,637,996</b>	<b>\$ 331,804</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
All Programs	\$ 243,516	\$ 68,790	\$ 66,090	\$ 67,680	\$ (1,110)
Capital Improvements	1,584,234	1,583,944	1,583,944	1,581,419	(2,525)
Non-Departmental	715,000	1,656,987	1,515,000	1,987,500	330,513
<b>TOTAL</b>	<b>\$ 2,542,750</b>	<b>\$ 3,309,721</b>	<b>\$ 3,165,034</b>	<b>\$ 3,636,599</b>	<b>\$ 326,878</b>

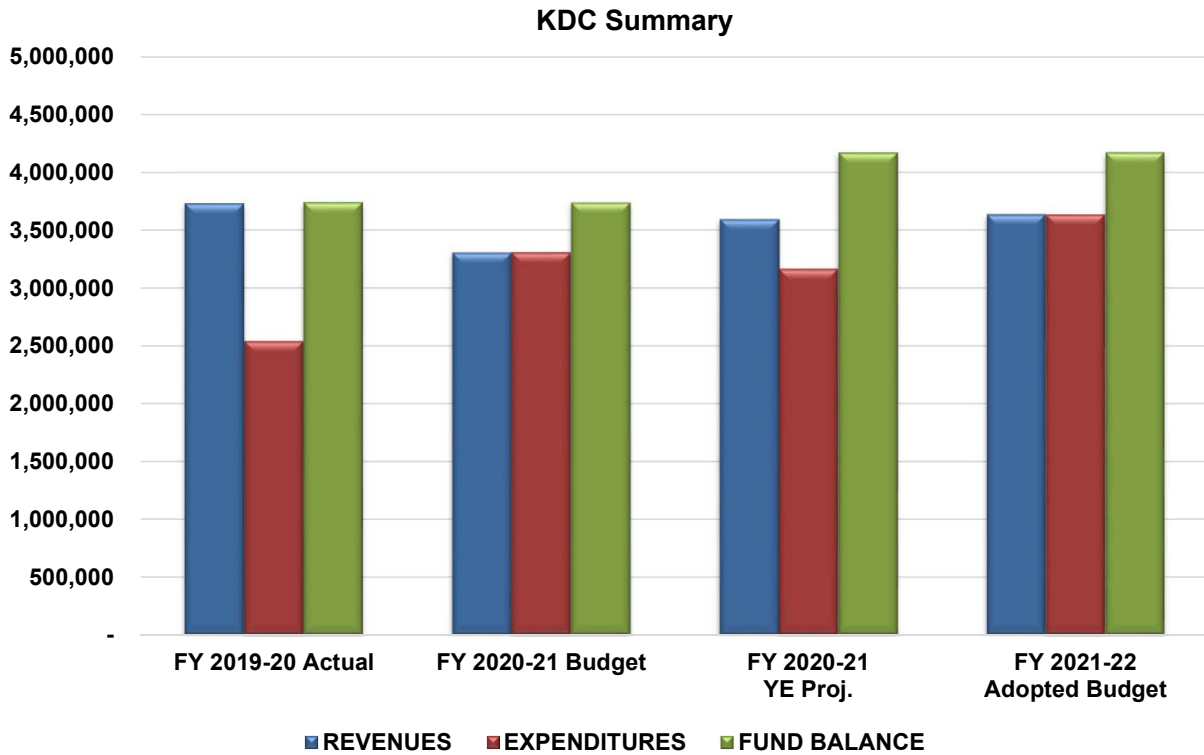
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	16,071	25,000	23,500	25,000	-
Services & other	46,836	43,790	42,590	42,680	(1,110)
Debt service	1,584,234	1,583,944	1,583,944	1,581,419	(2,525)
Transfers to other funds	715,000	1,656,987	1,515,000	1,987,500	330,513
Capital outlay	180,610	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,542,750</b>	<b>\$ 3,309,721</b>	<b>\$ 3,165,034</b>	<b>\$ 3,636,599</b>	<b>\$ 326,878</b>

# KELLER DEVELOPMENT CORPORATION FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 3,733,893	\$ 3,306,192	\$ 3,594,092	\$ 3,637,996	\$ 331,804
EXPENDITURES	2,542,750	3,309,721	3,165,034	3,636,599	326,878
VARIANCE	1,191,143	(3,529)	429,058	1,397	4,926
<b>FUND BALANCE</b>	<b>\$ 3,742,458</b>	<b>\$ 3,738,929</b>	<b>\$ 4,171,516</b>	<b>\$ 4,172,913</b>	<b>\$ 433,984</b>



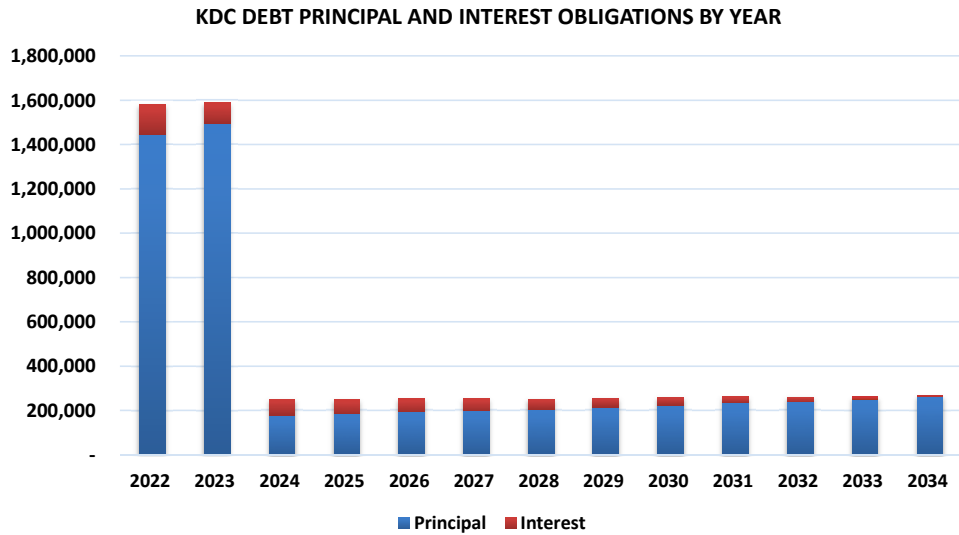
## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

**KELLER DEVELOPMENT CORPORATION (KDC) DEBT BY PRINCIPAL AND INTEREST**

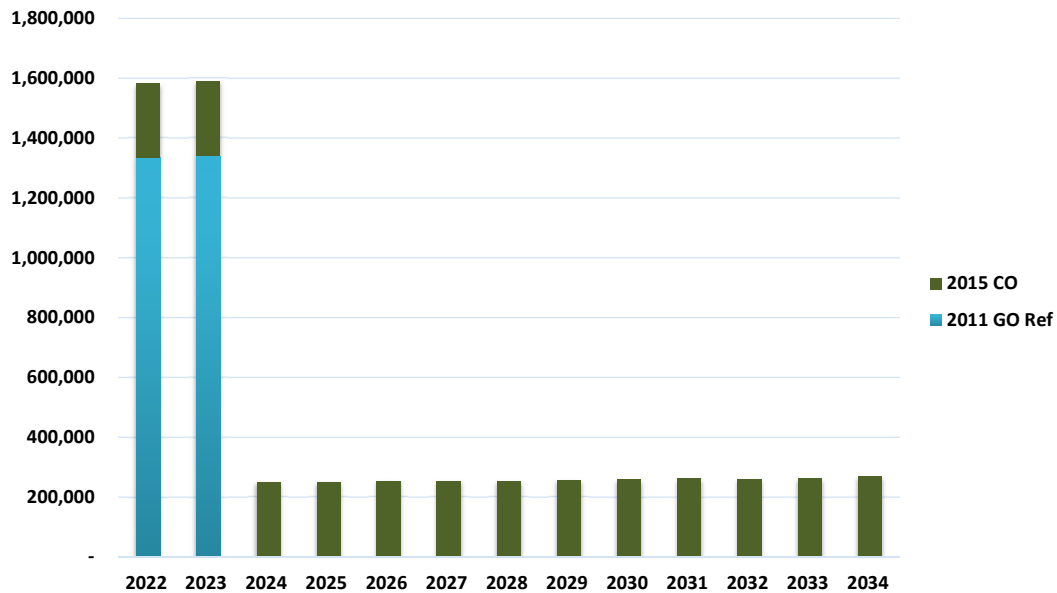
Year	Principal	Interest	Total P+I
2022	\$ 1,445,000	\$ 136,419	\$ 1,581,419
2023	1,495,000	94,044	1,589,044
2024	180,000	69,794	249,794
2025	185,000	64,319	249,319
2026	195,000	58,619	253,619
2027	200,000	52,694	252,694
2028	205,000	46,619	251,619
2029	215,000	40,319	255,319
2030	225,000	33,719	258,719
2031	235,000	26,819	261,819
2032	240,000	19,694	259,694
2033	250,000	12,188	262,188
2034	265,000	4,141	269,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 5,335,000</b>	<b>\$ 659,385</b>	<b>\$ 5,994,385</b>



**KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	
2022	\$ 1,333,725	\$ 247,694	\$ 1,581,419
2023	1,339,800	249,244	1,589,044
2024	-	249,794	249,794
2025	-	249,319	249,319
2026	-	253,619	253,619
2027	-	252,694	252,694
2028	-	251,619	251,619
2029	-	255,319	255,319
2030	-	258,719	258,719
2031	-	261,819	261,819
2032	-	259,694	259,694
2033	-	262,188	262,188
2034	-	269,141	269,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 2,673,525</b>	<b>\$ 3,320,860</b>	<b>\$ - \$ - \$ - \$ - \$ 5,994,385</b>

**KDC TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**

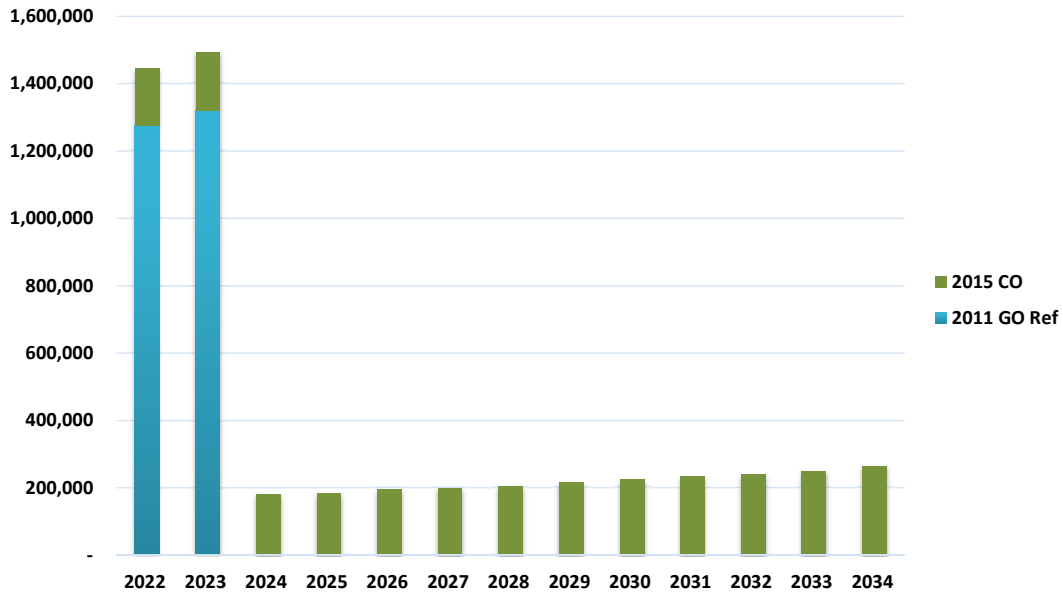




**KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/Retirement	Rec Center Expansion / Park Improvements	
2022	\$ 1,275,000	\$ 170,000	\$ 1,445,000
2023	1,320,000	175,000	1,495,000
2024	-	180,000	180,000
2025	-	185,000	185,000
2026	-	195,000	195,000
2027	-	200,000	200,000
2028	-	205,000	205,000
2029	-	215,000	215,000
2030	-	225,000	225,000
2031	-	235,000	235,000
2032	-	240,000	240,000
2033	-	250,000	250,000
2034	-	265,000	265,000
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 2,595,000</b>	<b>\$ 2,740,000</b>	<b>\$ 5,335,000</b>

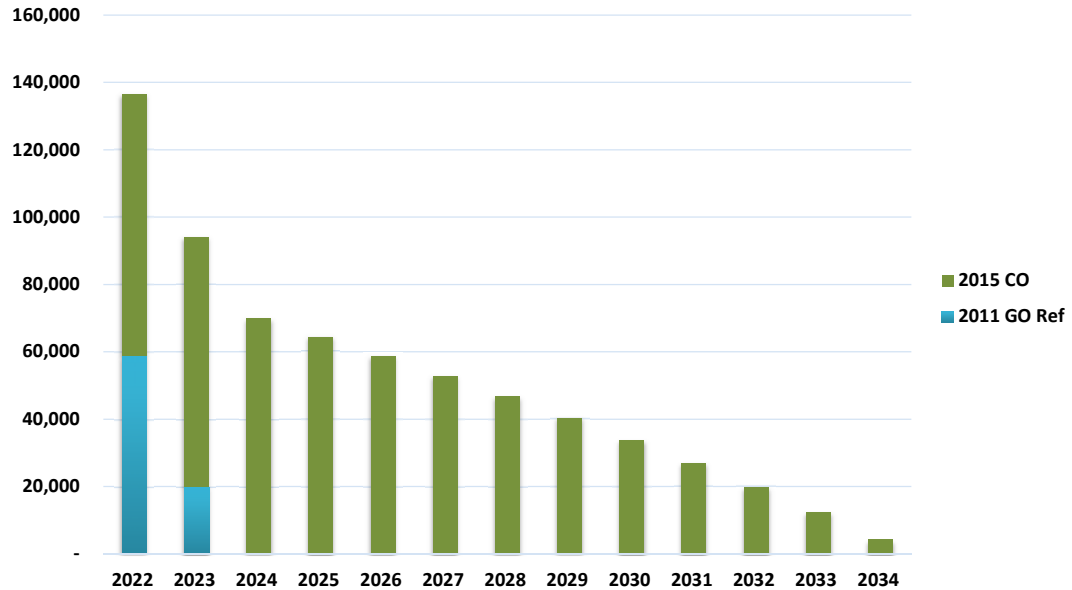
**KDC PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



**KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/Retirement	Rec Center Expansion / Park Improvements	
2022	\$ 58,725	\$ 77,694	\$ 136,419
2023	19,800	74,244	94,044
2024	-	69,794	69,794
2025	-	64,319	64,319
2026	-	58,619	58,619
2027	-	52,694	52,694
2028	-	46,619	46,619
2029	-	40,319	40,319
2030	-	33,719	33,719
2031	-	26,819	26,819
2032	-	19,694	19,694
2033	-	12,188	12,188
2034	-	4,141	4,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 78,525</b>	<b>\$ 580,860</b>	<b>\$ - \$ - \$ - \$ - \$ 659,385</b>

**KDC INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



# KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

## FUND DESCRIPTION:

The Keller Crime Control Prevention District Fund, created in FY2002, accounts for the resources and revenue derived from the crime control district sales tax, authorized by an election in November 2001. In May 2006, voters authorized to extend the tax by an additional 15 years. In November 2007, voters authorized a reduction in the rate from three-eighths of one percent (0.375%) to one-quarter of one percent (0.25%). This reallocation became effective April 1, 2008. The KCCPD budget was approved by the KCCPD Board of Directors on July 8, 2020. State law requires a public hearing and approval of the budget as presented. The public hearing and budget approval was conducted on July 21, 2020.

## REVENUE SUMMARY

REVENUES	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22	
				Adopted Budget	Budget Variance (\$)
City Sales Taxes	\$ 1,698,664	\$ 1,546,477	\$ 1,668,415	\$ 1,716,171	\$ 169,694
I/G Rev-Southlake	11,000	11,000	11,000	11,000	-
I/G Rev-Colleyville	9,000	9,000	9,000	9,000	-
Auction Proceeds	7,905	50,000	93,196	50,000	-
Gain/Loss On Disp Of Assets	51,812	-	-	-	-
Interest Revenue-Investments	107,688	100,000	4,674	100,000	-
<b>TOTAL</b>	<b>\$ 1,886,069</b>	<b>\$ 1,716,477</b>	<b>\$ 1,786,285</b>	<b>\$ 1,886,171</b>	<b>\$ 169,694</b>

## EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22	
				Adopted Budget	Budget Variance (\$)
Administration	\$ 113,720	\$ 122,738	\$ 122,738	\$ 123,520	\$ 782
Facility Improvements	629,703	535,785	659,731	792,508	256,723
Capital Improvements	7,565	127,500	127,500	350,000	222,500
Technology Improvements	144,414	448,620	455,077	150,000	(298,620)
Police Operations	105,078	256,643	350,810	121,700	(134,943)
Non-Departmental	525,450	529,500	525,875	529,500	-
<b>TOTAL</b>	<b>\$ 1,525,930</b>	<b>\$ 2,020,786</b>	<b>\$ 2,241,731</b>	<b>\$ 2,067,228</b>	<b>\$ 46,442</b>

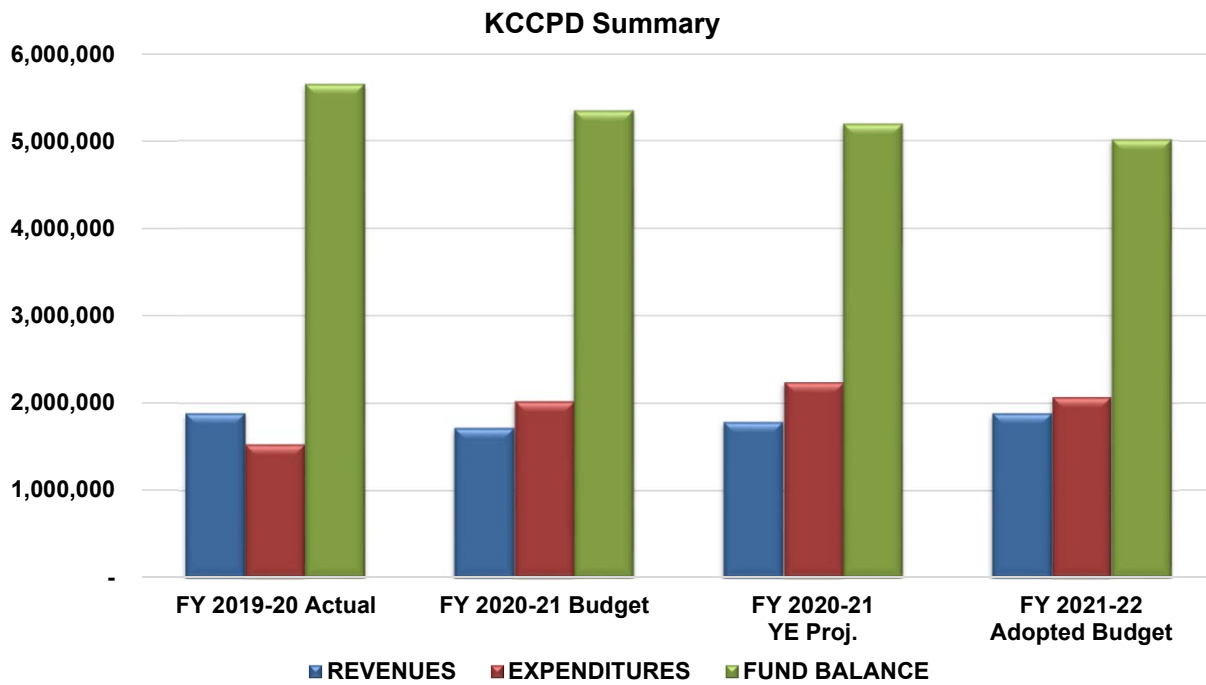
## EXPENDITURES BY CATEGORY:

Personnel services	\$ 101,749	\$ 104,338	\$ 104,338	\$ 105,120	\$ 782
Operations & maintenance	211,495	359,320	462,207	172,100	(187,220)
Services & other	34,788	46,008	46,008	57,508	11,500
Debt service	525,450	529,500	525,875	529,500	-
Capital outlay	652,448	981,620	1,103,303	1,203,000	221,380
<b>TOTAL</b>	<b>\$ 1,525,930</b>	<b>\$ 2,020,786</b>	<b>\$ 2,241,731</b>	<b>\$ 2,067,228</b>	<b>\$ 46,442</b>

# KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,886,069	\$ 1,716,477	\$ 1,786,285	\$ 1,886,171	\$ 169,694
EXPENDITURES	1,525,930	2,020,786	2,241,731	2,067,228	46,442
VARIANCE	360,138	(304,309)	(455,446)	(181,057)	123,252
<b>FUND BALANCE</b>	<b>\$ 5,651,877</b>	<b>\$ 5,347,568</b>	<b>\$ 5,196,431</b>	<b>\$ 5,015,374</b>	<b>\$ (332,194)</b>



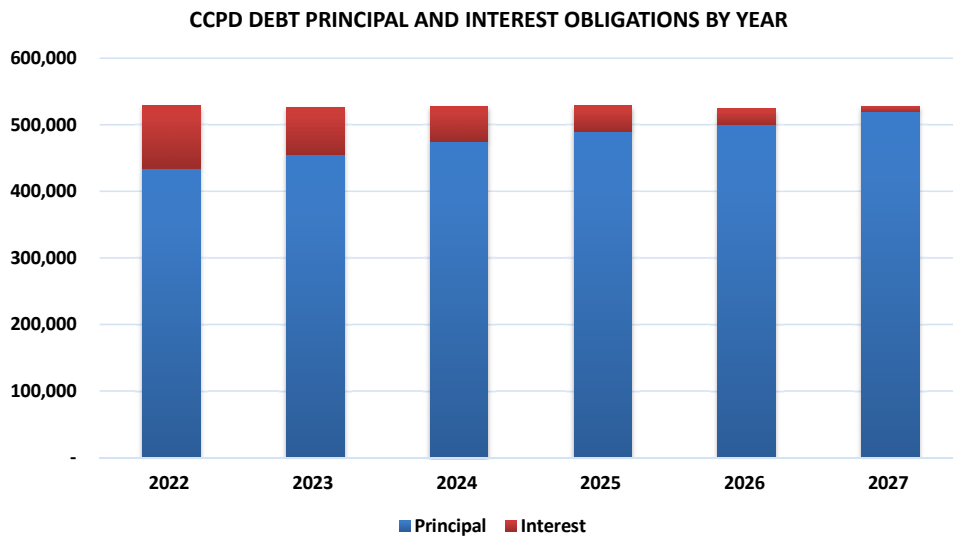
## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>By Position Title:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Accreditation Manager	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

**KELLER CRIME CONTROL AND PREVENTION DISTRICT (CCPD) DEBT BY PRINCIPAL AND INTEREST**

Year	Principal	Interest	Total P+I
2022	\$ 435,000	\$ 93,825	\$ 528,825
2023	455,000	71,575	526,575
2024	475,000	53,075	528,075
2025	490,000	38,600	528,600
2026	500,000	23,750	523,750
2027	520,000	8,125	528,125
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 2,875,000</b>	<b>\$ 288,950</b>	<b>\$ 3,163,950</b>

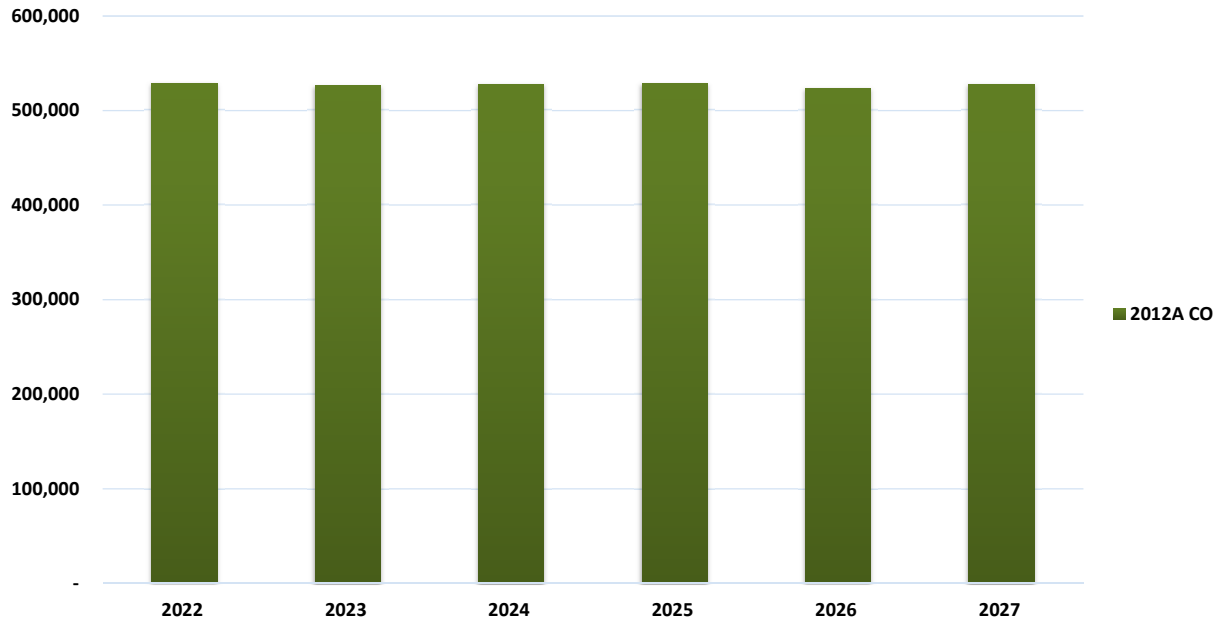


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2022	\$ 528,825	\$ 528,825
2023	526,575	526,575
2024	528,075	528,075
2025	528,600	528,600
2026	523,750	523,750
2027	528,125	528,125
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 3,163,950</b>	<b>\$ 3,163,950</b>

**KCCPD TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**

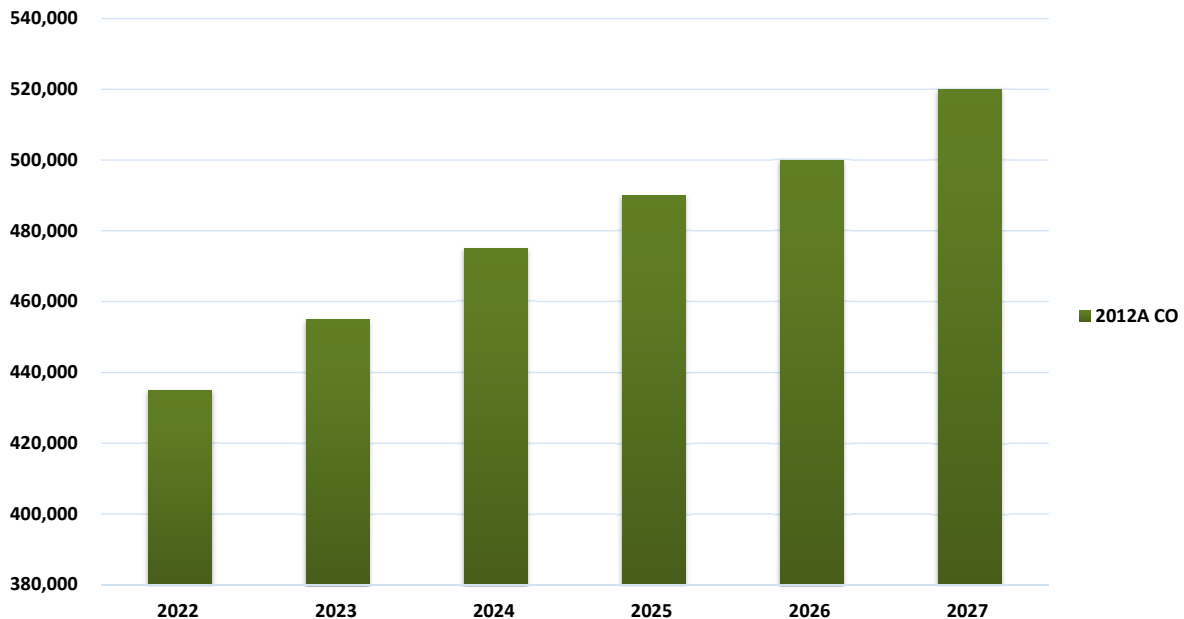


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2022	\$ 435,000	\$ 435,000
2023	455,000	455,000
2024	475,000	475,000
2025	490,000	490,000
2026	500,000	500,000
2027	520,000	520,000
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 2,875,000</b>	<b>\$ 2,875,000</b>

**KCCPD PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**

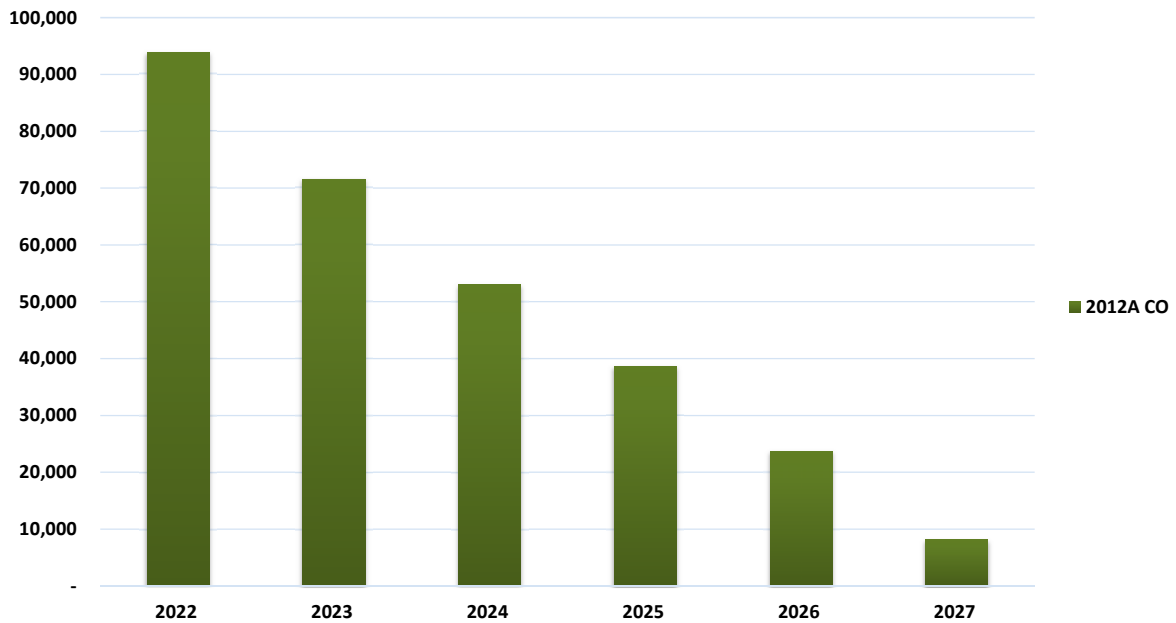


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2022	\$ 93,825	\$ 93,825
2023	71,575	71,575
2024	53,075	53,075
2025	38,600	38,600
2026	23,750	23,750
2027	8,125	8,125
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 288,950</b>	<b>\$ 288,950</b>

**KCCPD INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**





# PUBLIC SAFETY SPECIAL REVENUE FUND

**FUND DESCRIPTION:**

This fund is related to limited use public safety revenue provided by the State, forfeiture activities, and beginning with FY 2018-19, KISD funding of a less-than full-time School Resource Officer (SRO). Prior to FY 2018-19, the fund met the policy requirement to be a non-budgeted fund, however, the KISD revenue and FTE expenditures will be budgeted going forward.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
I/G Rev-Kisd	\$ 61,514	\$ 144,639	\$ 61,200	\$ 80,324	\$ (64,315)
Grant-Fed-Ballistic Vests	-	-	-	-	-
Grant-Fed	-	-	-	-	-
Grant-State Miscellaneous	167,090	-	-	-	-
Grant-Local	-	-	-	-	-
Auction Proceeds	1,255	-	-	-	-
Interest Revenue-Investments	3,322	-	1,344	1,137	1,137
Property Forfeiture	-	-	-	-	-
Donations-Sr Svs	1,755	-	375	-	-
Donations	-	-	63	-	-
Transfer From General Fund	-	-	-	-	-
Donations-Library Designated	-	-	1,000	-	-
Use Of Fund Balance	(33)	-	-	-	-
<b>TOTAL</b>	<b>\$ 234,902</b>	<b>\$ 144,639</b>	<b>\$ 63,982</b>	<b>\$ 81,461</b>	<b>\$ (63,178)</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Administration	\$ 65,006	\$ 144,638	\$ 85,925	\$ 83,545	\$ (61,093)
Police Operations	32,186	-	-	-	-
Animal Control	2,203	-	-	-	-
PD TCLEOSE Training	-	-	-	-	-
Public Safety Grant	8,353	-	-	-	-
FD TCLEOSE Training	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 107,748</b>	<b>\$ 144,638</b>	<b>\$ 85,925</b>	<b>\$ 83,545</b>	<b>\$ (61,093)</b>

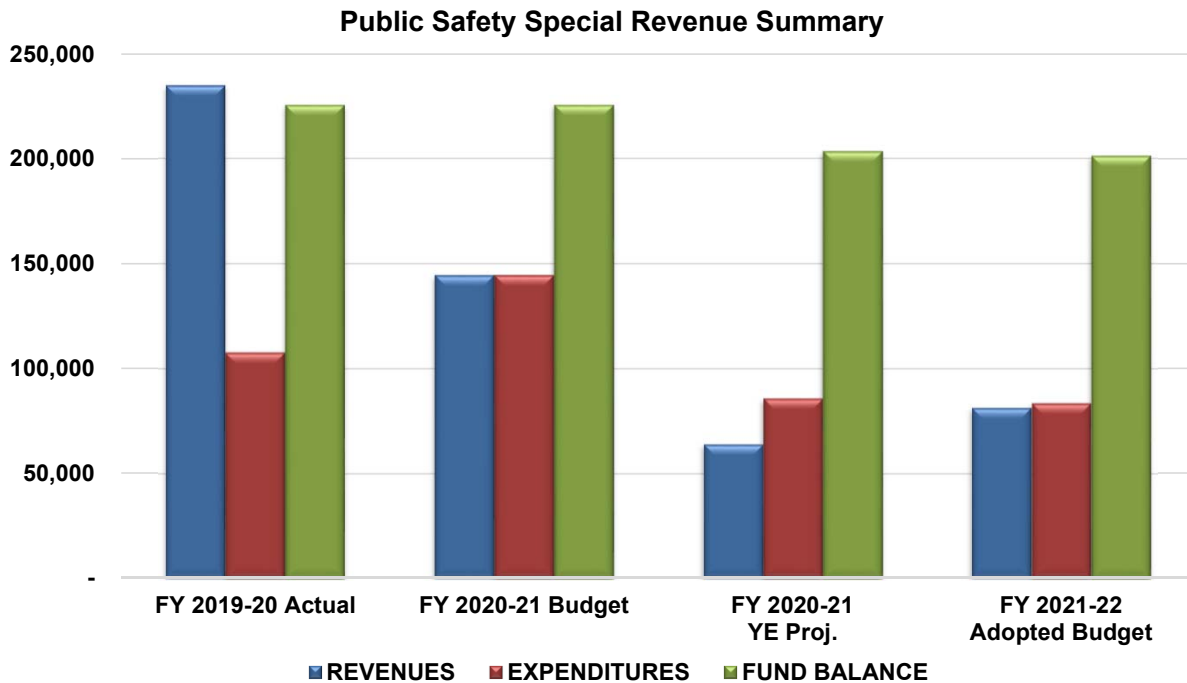
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ 62,006	\$ 144,638	\$ 85,925	\$ 83,545	\$ (61,093)
Operations & maintenance	11,613	-	-	-	-
Services & other	34,129	-	-	-	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 107,748</b>	<b>\$ 144,638</b>	<b>\$ 85,925</b>	<b>\$ 83,545</b>	<b>\$ (61,093)</b>

# PUBLIC SAFETY SPECIAL REVENUE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 234,902	\$ 144,639	\$ 63,982	\$ 81,461	\$ (63,178)
EXPENDITURES	107,748	144,638	85,925	83,545	(61,093)
VARIANCE	127,154	1	(21,943)	(2,084)	(2,085)
<b>FUND BALANCE</b>	<b>\$ 225,526</b>	<b>\$ 225,527</b>	<b>\$ 203,583</b>	<b>\$ 201,499</b>	<b>\$ (24,028)</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
School Resource Officer - PT	0.75	1.50	1.50	0.75	(0.75)
<b>TOTAL</b>	-	-	-	-	-

# RECREATION SPECIAL REVENUE FUND

## **FUND DESCRIPTION:**

The Recreation Special Revenue Fund accounts for specific revenues, including grants, tree restoration, fines and miscellaneous fees and donations associated with operations and activities of the City's recreation programs.

## **DEPARTMENT DESCRIPTION:**

Recreation Programs Division:

The Recreation Programs division is responsible for administering the activities of the programs and youth sport teams offered outside of the Keller Pointe. Administrative functions of the recreation program are included in the General Fund Parks and Recreation budget. The special revenue fund accounts for program supplies and services that are direct costs of the recreation programs and teams.

Special Events Division: The Special Events budget accounts for special event activities administered by the department, including Rock the Park, Holly Days, Egg Scramble, Keller Summer Nights, Daddy/Daughter Dance, Campout, Outdoor Holiday Yard Decorating Contest, Concerts in the Park (2), and Fishing for Fun. Approximately 33 percent (\$40,570) of the funding for special events is supported by the General Fund for the community Trash Off events (2), Keller Summer Nights (5), volunteer recognition, and a portion of Holly Days in addition to city staff. The remaining 67% (\$82,140) is generated through water bill donations, community partner donations/sponsorships, grants, and fees.

Senior Svcs Programs and Trips: The Senior Services Division accounts for senior recreation programs and trips. These activities are funded by class/ trip fees, sponsorships, grants and donations. Administrative staffing for these activities is included in the General Fund Parks and Recreation budget.

## **DEPARTMENT/DIVISION GOALS:**

1. Foster tourism, showcase local businesses and organizations and provide citizens an economical means of recreation through the creation and implementation of a variety of enriching programs and special events.
2. Inspire environmental stewardship and healthy lifestyles through the management of Keller Proud and Texas Amateur Athletic Federation Programs.
3. Ensure sustainability of citywide special events through the expansion of our resources and encouragement of community involvement by:
  - a. Fostering partnerships with civic groups, businesses, foundations and neighboring communities that align with our core values.
  - b. Maintaining and promoting an active and rewarding volunteer program.
  - c. Creating loyal sponsorships and developing new opportunities for businesses to feature their products and services.
4. Attract individuals and businesses to the area by providing quality customer experiences that leave the guests with that "wow factor".
5. Continue to enhance communication regarding recreation programs, events and facilities through social, electronic and print media.

Senior Services Division

1. Encourage healthy and active lifestyles through health and wellness programs, life enrichment classes, as well as education and travel opportunities.
2. Create new technology programs that meet the needs of our aging population to include: internet, tablet, and smart phones.
3. Ensure sustainability of senior adult activities and programs through the expansion of our resources and encouragement of community involvement.
4. Enhance awareness of the Senior Activities Center through public events and promotion of our programs on social, electronic and print media.
5. Ensure that all guests are provided with quality customer care in the delivery of services and programs that exceeds their expectations to maintain a loyal and growing participant base.
6. Creating loyal sponsors and developing new opportunities for businesses to feature their products and services.
7. Foster partnerships with individuals, civic groups, businesses, foundations and neighboring communities that with our core values.

# RECREATION SPECIAL REVENUE FUND

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Create free to low cost events that appeal to a large demographics. Specifically 90% family friendly, 10% young adults.
2. Create opportunities for revitalization of community through trash bash, fishing, adopt-a-st and adopt-a- spot programs, in addition to promoting Tree City through Arbor Day celebrations.
3. Build 5 new partnerships in addition to existing partnerships.
4. Provide social media outlets for reviewing of our dept. and customer service experiences.
5. Create a cohesive marketing strategy for all recreation divisions that increased social media following by 25%.

Senior Services Division

1. Partner with local high school technology department to create technology classes led by high school students.
2. Increase Sponsorship opportunities through newsletter advertisements and annual fundraiser.
3. Offer multigenerational classes to enhance awareness of the senior activities center to the public.
4. Continue to Increase the amount and variety of trips offered.

\* Quantifiable goals are reported in the Recreation 100-63-632 Division

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Interest Revenue-Investments	\$ 4,422	\$ 4,407	\$ 1,208	\$ 2,083	\$ (2,324)
Incr/Decr In Fair Value Of Inv	-	-	-	-	-
Revenue-Tree Restoration	-	-	-	-	-
Revenue-Taaf Swimming	-	29,071	-	30,000	929
Revenue-Misc Special Events	34,465	51,120	14,542	69,000	17,880
Revenue-Hollydays	-	-	-	-	-
Revenue-Rec The Park	-	-	-	-	-
Revenue-Sr Svs Coffee	6,503	21,539	1,531	-	(21,539)
Revenue-Sr Svs Trips	2,081	36,113	20	-	(36,113)
Revenue-Ticket Sales	-	53	-	-	(53)
Donations-Utility Billing	6,536	6,483	5,109	-	(6,483)
Donations-Sr Svs	21,061	27,809	2,746	-	(27,809)
Donations-Mmow Meals On Wheels	12,645	7,547	25,777	-	(7,547)
Donations-Sr Svs Newsletter	-	-	-	-	-
Donations	5	2,250	-	-	(2,250)
Donations-Library Designated	-	-	-	-	-
Donations-Concerts In The Park	-	-	-	-	-
Donations-Veterans Memorial	975	300	5,348	-	(300)
Transfer From General Fund	\$ 47,600	\$ 47,600	\$ 47,600	\$ 47,600	\$ -
<b>TOTAL</b>	<b>\$ 136,292</b>	<b>\$ 234,292</b>	<b>\$ 103,881</b>	<b>\$ 148,683</b>	<b>\$ (85,609)</b>

# RECREATION SPECIAL REVENUE FUND

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 30,749	\$ 69,700	\$ 28,002	\$ -	\$ (69,700)
Senior Services Programs	1,148	25,466	8	1,221	(24,245)
Recreation Programs	-	7,200	-	-	(7,200)
Special Events	-	-	-	-	-
Grant and Donation Projects	2,681	11,446	434	-	(11,446)
Memorial Park Expenditures	61,010	175,600	142,600	158,000	(17,600)
Concerts in the Park	-	-	-	-	-
Non-Departmental	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 95,589</b>	<b>\$ 289,412</b>	<b>\$ 171,044</b>	<b>\$ 159,221</b>	<b>\$ (130,191)</b>

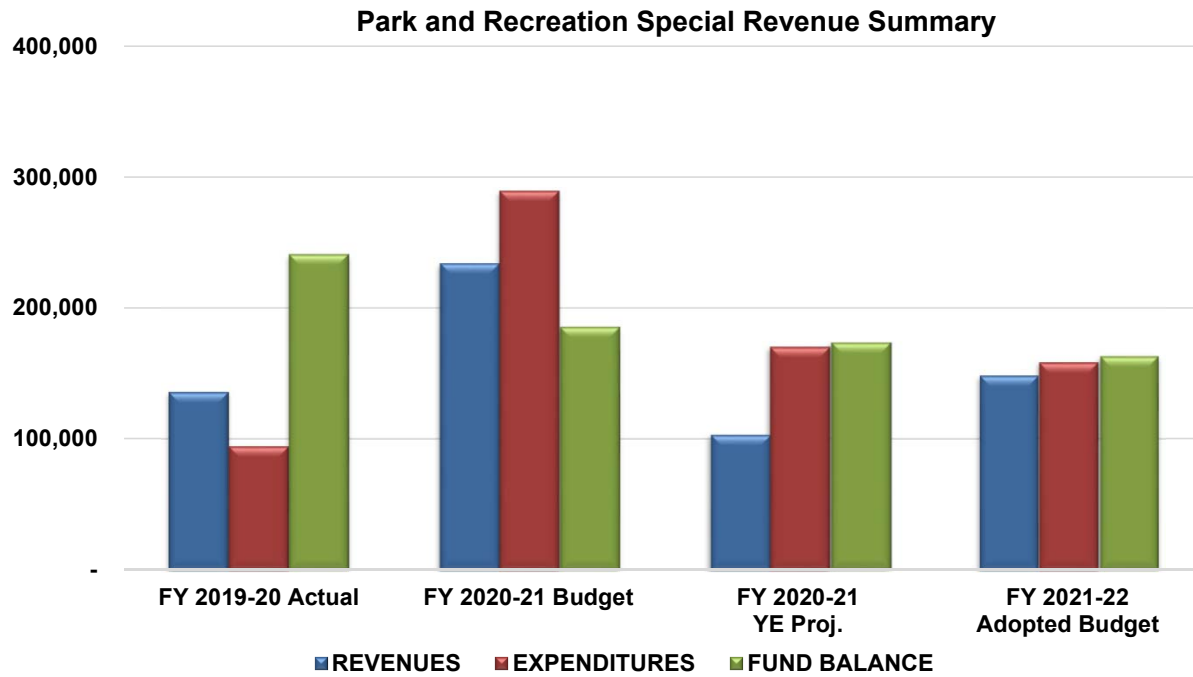
### ***EXPENDITURES BY CATEGORY:***

Personnel services	\$ 7	\$ 1,216	\$ 8	\$ 1,221	\$ 5
Operations & maintenance	-	-	-	-	-
Services & other	95,582	288,196	171,036	158,000	(130,196)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 95,589</b>	<b>\$ 289,412</b>	<b>\$ 171,044</b>	<b>\$ 159,221</b>	<b>\$ (130,191)</b>

## FUND BALANCE SUMMARY

	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
REVENUES	\$ 136,292	\$ 234,292	\$ 103,881	\$ 148,683	\$ (85,609)
EXPENDITURES	95,589	289,412	171,044	159,221	(130,191)
VARIANCE	40,703	(55,120)	(67,163)	(10,538)	44,582
<b>FUND BALANCE</b>	<b>\$ 240,919</b>	<b>\$ 185,799</b>	<b>\$ 173,756</b>	<b>\$ 163,218</b>	<b>\$ (22,581)</b>

# RECREATION SPECIAL REVENUE FUND



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>By Position Title:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

# MUNICIPAL COURT SPECIAL REVENUE FUND

**FUND DESCRIPTION:**

The Municipal Court Special Revenue Fund accounts for technology and building security fees collected from Municipal Court citations. Expenditures from these fees are specifically designated by state law.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Technology Fines/Fees	\$ 19,761	\$ 16,925	\$ 11,231	\$ 15,498	\$ (1,427)
Bldg Security Fines/Fees	18,411	14,634	13,357	15,821	1,187
School Crossing Fines	6,320	7,694	3,668	5,812	(1,882)
Teen Court Fines	1,920	3,610	927	1,275	(2,335)
Truancy Prev	14,080	5,681	18,839	27,215	21,534
Juvenile Case Manager Fines	11,386	14,793	1,240	11,751	(3,042)
Jury Fines	3	3	5	97	94
Interest Revenue-Investments	9,860	5,420	2,288	2,656	(2,764)
<b>TOTAL</b>	<b>\$ 81,741</b>	<b>\$ 68,760</b>	<b>\$ 51,555</b>	<b>\$ 80,125</b>	<b>\$ 11,365</b>

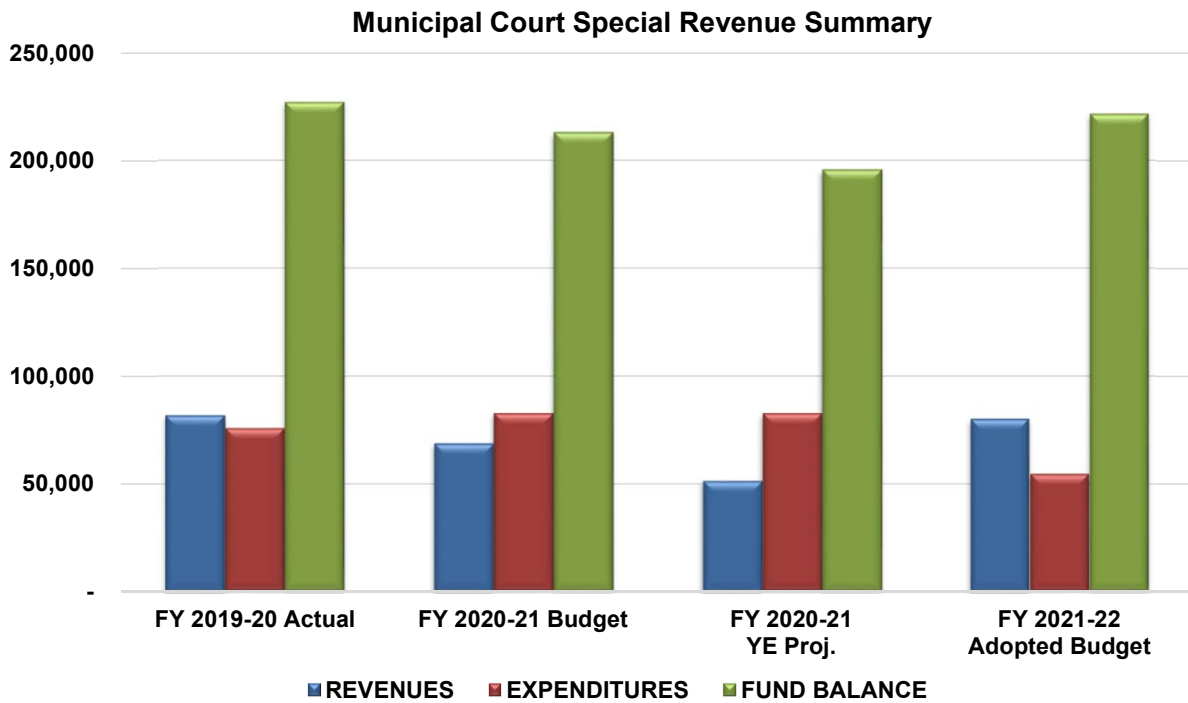
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	28,684	3,500	3,500	54,471	50,971
Services & other	47,008	79,207	79,207	-	(79,207)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 75,692</b>	<b>\$ 82,707</b>	<b>\$ 82,707</b>	<b>\$ 54,471</b>	<b>\$ (28,236)</b>

# MUNICIPAL COURT SPECIAL REVENUE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 81,741	\$ 68,760	\$ 51,555	\$ 80,125	\$ 11,365
EXPENDITURES	75,692	82,707	82,707	54,471	(28,236)
VARIANCE	6,050	(13,947)	(31,152)	25,654	39,601
<b>FUND BALANCE</b>	<b>\$ 226,765</b>	<b>\$ 212,818</b>	<b>\$ 195,613</b>	<b>\$ 221,267</b>	<b>\$ 8,449</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

**FUND DESCRIPTION:**

The PEG Cable Franchise Fee Fund accounts for cable franchise PEG fees charged in accordance with Section 622(g)(2)© of the Cable Act (47 U.S.C. §542(g)(2)(c)). PEG fees are remitted to the City by cable television providers. Fees may be used for capital costs for PEG facilities, including purchases of equipment used in the broadcasting and/or dissemination of public information. The purpose of this program is to account for funds received for Public, Educational and Governmental Access Channel (PEG) Fee that is paid to municipalities by state-issued cable and video franchisees pursuant to Chapter 66, Section 66.006 (b). Chapter 66, Sec. 66.006 (b), Texas Utilities Code requires the PEG Fee to be used by a city "as allowed by federal law." Generally this means the PEG Fee may be spent on capital cost items for PEG access channel facilities, otherwise they may be applied as a credit and counted as part of the 5% gross revenue franchise fee.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Franchise Fees-Verizon	\$ 61,260	\$ 62,705	\$ 41,757	\$ 48,946	\$ (13,759)
Franchise Fees-Tv Cable	38,019	38,821	34,683	32,416	(6,405)
Franchise Fees-Sbc/At&T	9,481	6,343	15,789	19,925	13,582
Franchise Fee-One Source Comm	3,457	4,120	2,231	3,339	(781)
Interest Revenue-Investments	10,238	5,600	2,567	3,834	(1,766)
<b>TOTAL</b>	<b>\$ 122,455</b>	<b>\$ 117,589</b>	<b>\$ 97,027</b>	<b>\$ 108,460</b>	<b>\$ (9,129)</b>

## EXPENDITURE SUMMARY

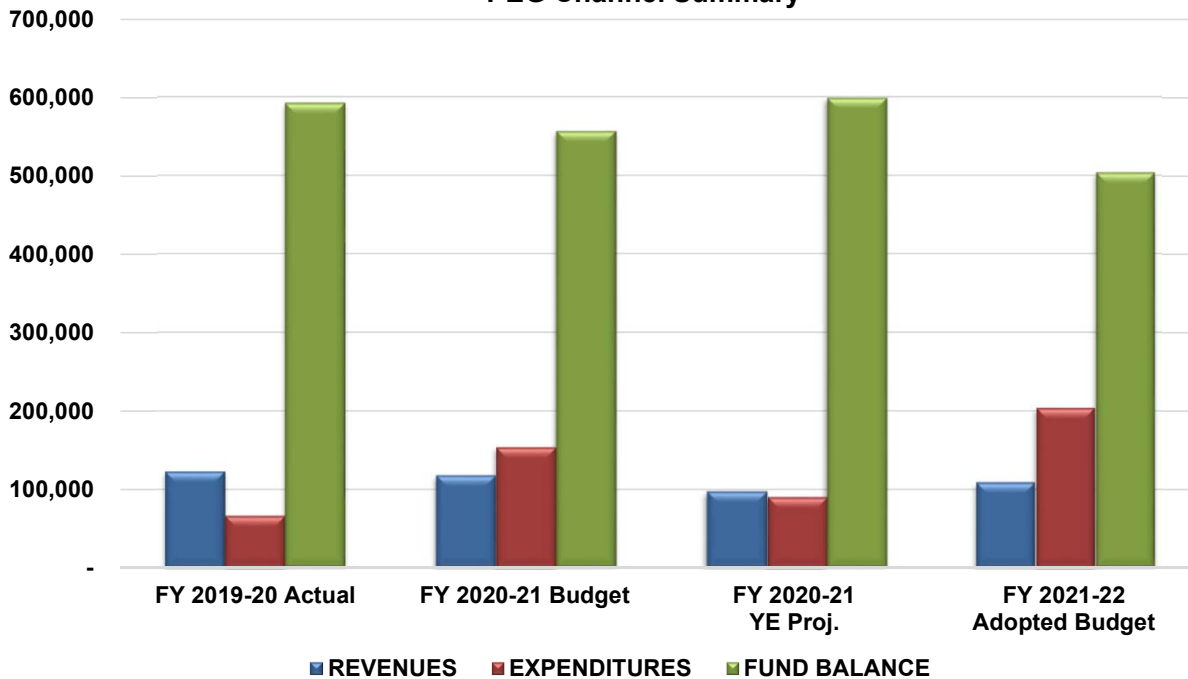
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	17,130	35,100	35,100	48,500	13,400
Services & other	49,374	52,500	55,388	89,000	36,500
Capital outlay	-	66,000	-	66,000	-
<b>TOTAL</b>	<b>\$ 66,504</b>	<b>\$ 153,600</b>	<b>\$ 90,488</b>	<b>\$ 203,500</b>	<b>\$ 49,900</b>

# PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 122,455	\$ 117,589	\$ 97,027	\$ 108,460	\$ (9,129)
EXPENDITURES	66,504	153,600	90,488	203,500	49,900
VARIANCE	55,950	(36,011)	6,539	(95,040)	(59,029)
<b>FUND BALANCE</b>	<b>\$ 591,657</b>	<b>\$ 555,646</b>	<b>\$ 598,196</b>	<b>\$ 503,156</b>	<b>\$ (52,490)</b>

### PEG Channel Summary



### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# COMMUNITY CLEAN-UP FUND

**FUND DESCRIPTION:**

The purpose of this program is to provide public services that assist in keeping the City of Keller free and clear of any debris, waste, refuse or other items that may cause a public safety issue, be a public nuisance or be a detriment to the aesthetics of the community. Funded through a monthly fee assessed on residential customers, this program provides for clean-up programs within the community including, but not limited to, storm debris pick-up, city-wide clean-ups and educational and promotional activities.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Solid Waste/Garbage Fees	\$ 40,533	\$ 39,747	\$ 41,800	\$ 42,900	\$ 3,153
Interest Revenue-Investments	5,786	2,605	1,598	1,916	(689)
<b>TOTAL</b>	<b>\$ 46,319</b>	<b>\$ 42,352</b>	<b>\$ 43,398</b>	<b>\$ 44,816</b>	<b>\$ 2,464</b>

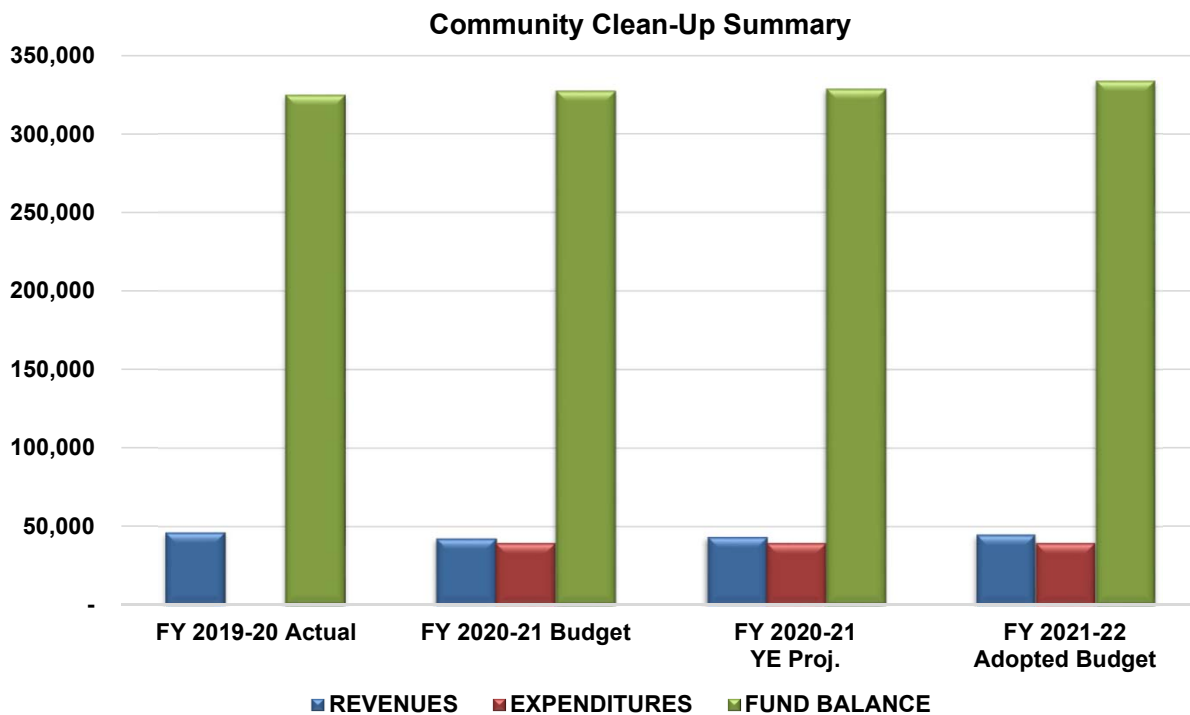
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	5,000	5,000	5,000	-
Services & other	-	34,631	34,631	34,631	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 39,631</b>	<b>\$ 39,631</b>	<b>\$ 39,631</b>	<b>\$ -</b>

# COMMUNITY CLEAN-UP FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 46,319	\$ 42,352	\$ 43,398	\$ 44,816	\$ 2,464
EXPENDITURES	-	39,631	39,631	39,631	-
VARIANCE	46,319	2,721	3,767	5,185	2,464
<b>FUND BALANCE</b>	<b>\$ 324,867</b>	<b>\$ 327,588</b>	<b>\$ 328,634</b>	<b>\$ 333,819</b>	<b>\$ 6,231</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# STREET AND SIDEWALK IMPROVEMENTS FUND

**FUND DESCRIPTION:**

The Street/Sidewalk/Drainage Improvements fund is a recurring capital project fund, funded from the street maintenance sales tax effective November 2019, developer sidewalk fees, street assessments and transfers from other funds. Street assessments are generally transferred to the Debt Service Fund for retirement of debt issued to fund the related street improvement. Expenditures are designated for street, sidewalk, and drainage improvements.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Sales Taxes	\$ 1,808,641	\$ 1,622,069	\$ 1,780,120	\$ 1,800,057	\$ 177,988
Sidewalk Fees	3,864	11,346	100	-	(11,346)
Miscellaneous Revenue	86	-	-	-	-
Interest Revenue-Investments	9,086	7,143	3,253	5,096	(2,047)
Use Of Fund Balance	(84)	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,821,593</b>	<b>\$ 1,640,558</b>	<b>\$ 1,783,473</b>	<b>\$ 1,805,153</b>	<b>\$ 164,595</b>

## EXPENDITURE SUMMARY

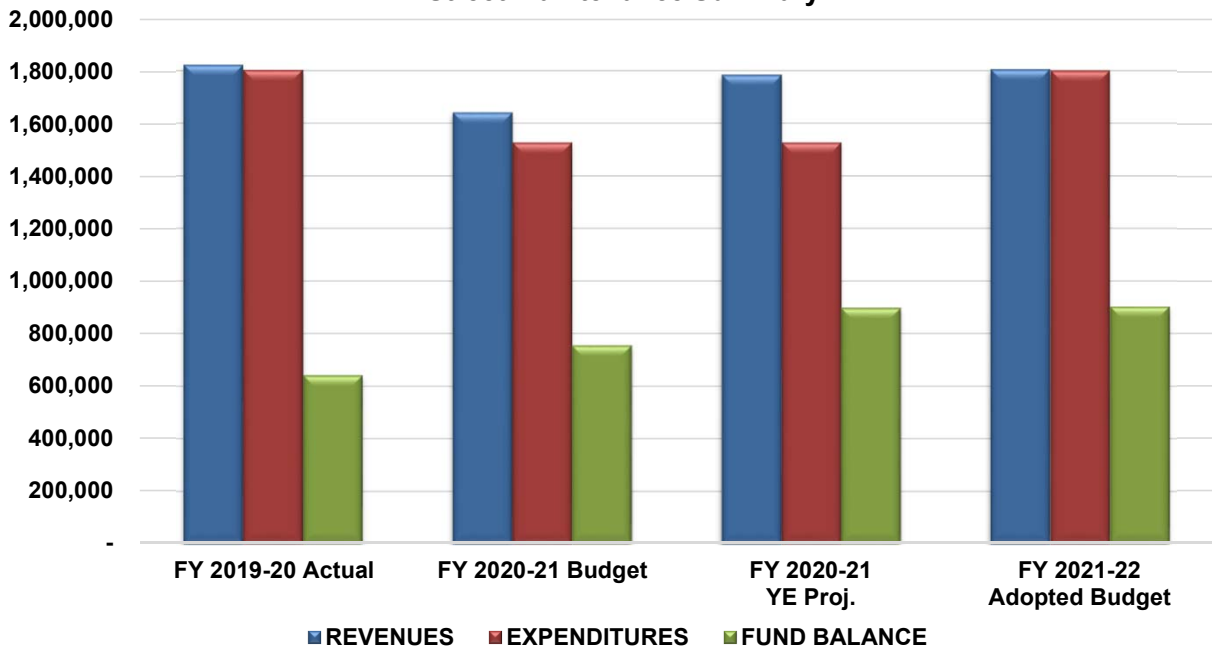
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	1,801,609	1,526,609	1,526,609	1,800,057	273,448
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,801,609</b>	<b>\$ 1,526,609</b>	<b>\$ 1,526,609</b>	<b>\$ 1,800,057</b>	<b>\$ 273,448</b>

# STREET AND SIDEWALK IMPROVEMENTS FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,821,593	\$ 1,640,558	\$ 1,783,473	\$ 1,805,153	\$ 164,595
EXPENDITURES	1,801,609	1,526,609	1,526,609	1,800,057	273,448
VARIANCE	19,984	113,949	256,864	5,096	(108,853)
<b>FUND BALANCE</b>	<b>\$ 639,727</b>	<b>\$ 753,676</b>	<b>\$ 896,591</b>	<b>\$ 901,687</b>	<b>\$ 148,011</b>

### Street Maintenance Summary



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## DEBT SERVICE FUND

For the City of Keller, the Debt Service fund provides funding for the city's debt payments that are supported by property taxes. Included in the section is a summary of legal debt margin, summary of the fund, details on the adopted year's payment, and summary of outstanding debt payments for the Debt Service Fund and City-wide overall payments.

**Note:** Out-going payments for debt supported by either the Water and Wastewater Fund, Keller Development Corporation, and Keller Crime Control and Prevention District can be found in their respective fund section of the budget.

*City of* **KELLER**



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# DEBT SERVICE FUND

**FUND DESCRIPTION:**

The Debt Service Fund is used to account for the accumulation of resources for and the payment of, general long-term debt principal and interest.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Current Taxes	\$ 4,246,679	\$ 3,661,877	\$ 3,661,877	\$ 3,561,854	\$ (100,023)
Delinquent Taxes	8,727	17,410	9,598	13,639	(3,771)
Penalty & Interest-Taxes	17,944	23,085	25,022	14,209	(8,876)
Premium On Debt Issuance	677,795	-	-	-	-
Debt Issuance-Refunding Bonds	4,170,000	-	-	-	-
Interest Revenue-Investments	77,476	57,922	25,514	22,766	(35,156)
Miscellaneous Revenue	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,198,621</b>	<b>\$ 3,760,294</b>	<b>\$ 3,722,011</b>	<b>\$ 3,612,468</b>	<b>\$ (147,826)</b>

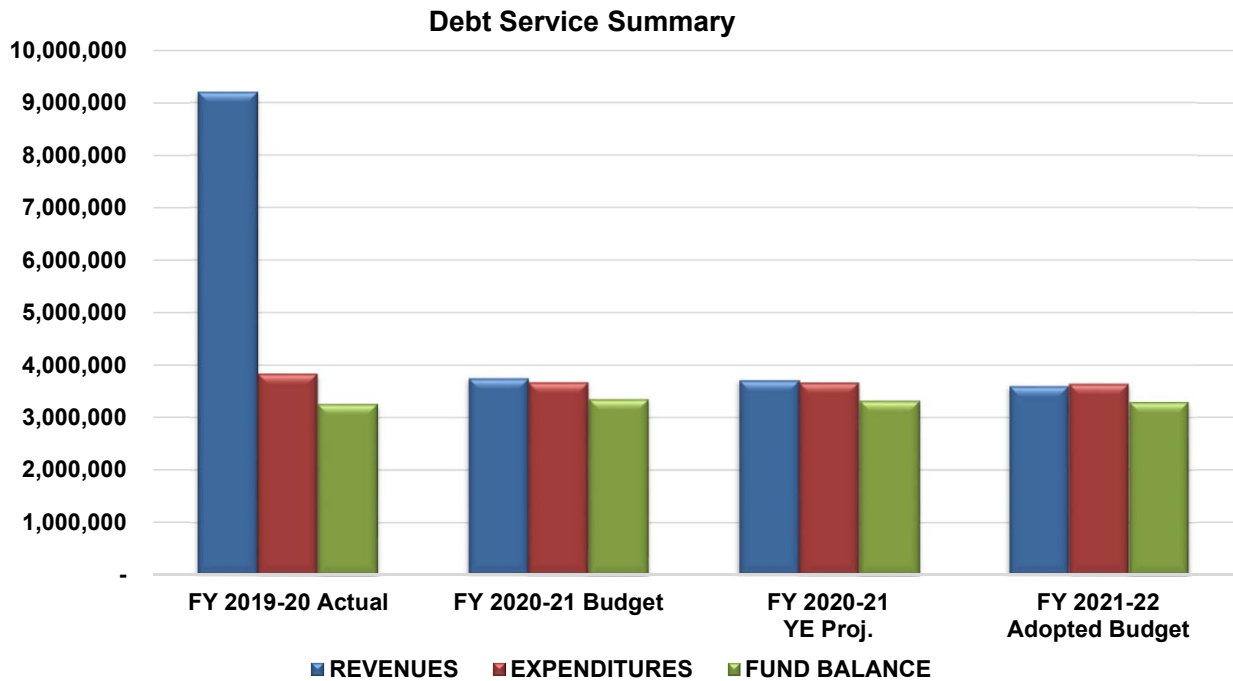
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	1,500	-	-	(1,500)
Debt service	3,832,780	3,668,821	3,663,508	3,637,844	(30,977)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,832,780</b>	<b>\$ 3,670,321</b>	<b>\$ 3,663,508</b>	<b>\$ 3,637,844</b>	<b>\$ (32,477)</b>

# DEBT SERVICE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 9,198,621	\$ 3,760,294	\$ 3,722,011	\$ 3,612,468	\$ (147,826)
EXPENDITURES	3,832,780	3,670,321	3,663,508	3,637,844	(32,477)
VARIANCE	5,365,841	89,973	58,503	(25,376)	(115,349)
<b>FUND BALANCE</b>	<b>\$ 3,253,941</b>	<b>\$ 3,343,914</b>	<b>\$ 3,312,444</b>	<b>\$ 3,287,068</b>	<b>\$ (56,846)</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<i>BY POSITION TITLE:</i>					
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# DEBT SERVICE FUND

## LEGAL DEBT MARGIN

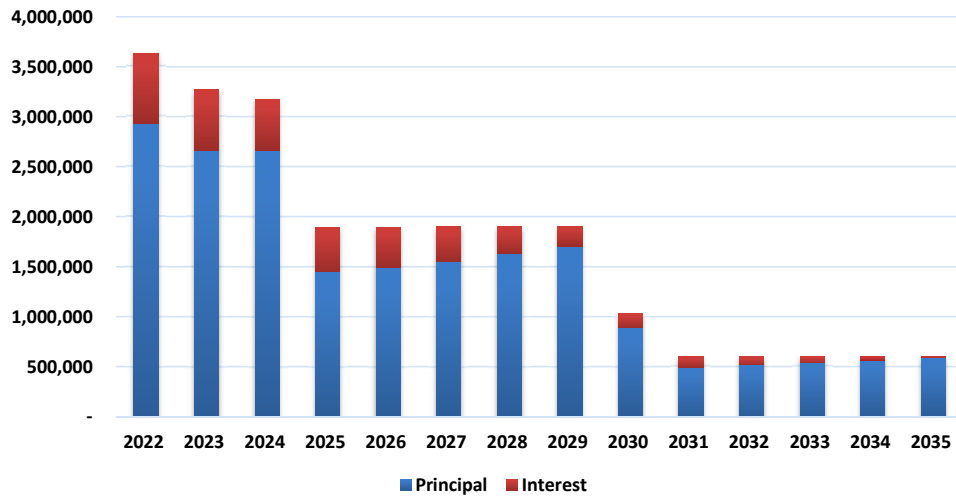
The State of Texas limits general obligation debt of the City of Keller to a maximum debt service rate of \$2.50 for \$100 assessed valuation and administratively the Attorney General of the State of Texas will permit a maximum debt service rate of \$1.50 of ad valorem tax rate for general obligation debt service.

FISCAL YEAR	ASSESSED VALUATION	STATE LEGAL ANNUAL MAXIMUM DEBT LEVEL	ATTORNEY GENERAL ANNUAL MAXIMUM DEBT LEVEL	DEBT PER CAPITA
2014-15	3,927,877,533	98,196,938	58,918,163	113.00
2015-16	4,031,288,750	100,782,219	60,469,331	115.06
2016-17	4,475,507,344	111,887,684	67,132,610	117.40
2017-18	4,657,305,710	116,432,643	69,859,586	113.27
2018-19	5,121,689,116	128,042,228	76,825,337	91.52
2019-20	5,301,877,706	132,546,943	79,528,166	80.02
2020-21	\$5,171,412,567	\$129,285,314	\$ 77,571,189	\$80.66
2021-22	\$5,128,903,941	\$128,222,599	\$ 76,933,559	\$80.13

## GENERAL PURPOSE (I&S) DEBT BY PRINCIPAL AND INTEREST

Year	Principal	Interest	Total P+I
2022	\$ 2,930,000	\$ 707,844	\$ 3,637,844
2023	2,660,000	608,688	3,268,688
2024	2,665,000	510,775	3,175,775
2025	1,450,000	440,700	1,890,700
2026	1,495,000	400,050	1,895,050
2027	1,555,000	342,650	1,897,650
2028	1,630,000	271,125	1,901,125
2029	1,705,000	196,175	1,901,175
2030	890,000	135,600	1,025,600
2031	495,000	100,975	595,975
2032	520,000	78,200	598,200
2033	540,000	57,000	597,000
2034	565,000	34,900	599,900
2035	590,000	11,800	601,800
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 19,690,000</b>	<b>\$ 3,896,481</b>	<b>\$ 23,586,481</b>

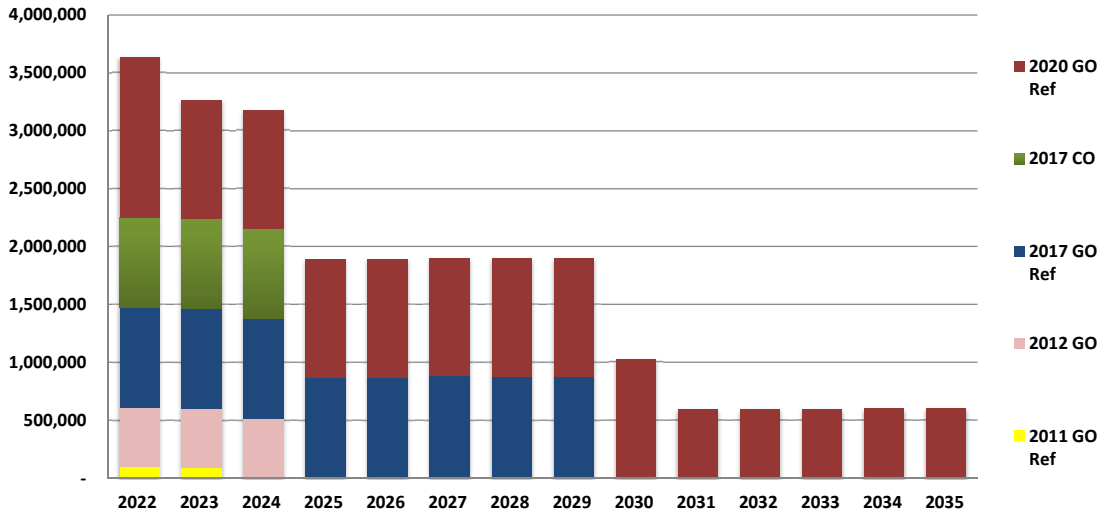
**I&S DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR**



## GENERAL PURPOSE (I&S) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2022	\$ 93,900	\$ 515,375	\$ 860,344	\$ 777,925	1,390,300	\$ 3,637,844
2023	86,275	517,000	865,156	776,331	1,023,925	3,268,688
2024	-	512,500	866,875	776,475	1,019,925	3,175,775
2025	-	-	870,350	-	1,020,350	1,890,700
2026	-	-	869,300	-	1,025,750	1,895,050
2027	-	-	878,300	-	1,019,350	1,897,650
2028	-	-	875,900	-	1,025,225	1,901,125
2029	-	-	877,200	-	1,023,975	1,901,175
2030	-	-	-	-	1,025,600	1,025,600
2031	-	-	-	-	595,975	595,975
2032	-	-	-	-	598,200	598,200
2033	-	-	-	-	597,000	597,000
2034	-	-	-	-	599,900	599,900
2035	-	-	-	-	601,800	601,800
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 180,175</b>	<b>\$ 1,544,875</b>	<b>\$ 6,963,425</b>	<b>\$ 2,330,731</b>	<b>\$ 12,567,275</b>	<b>\$ 23,586,481</b>

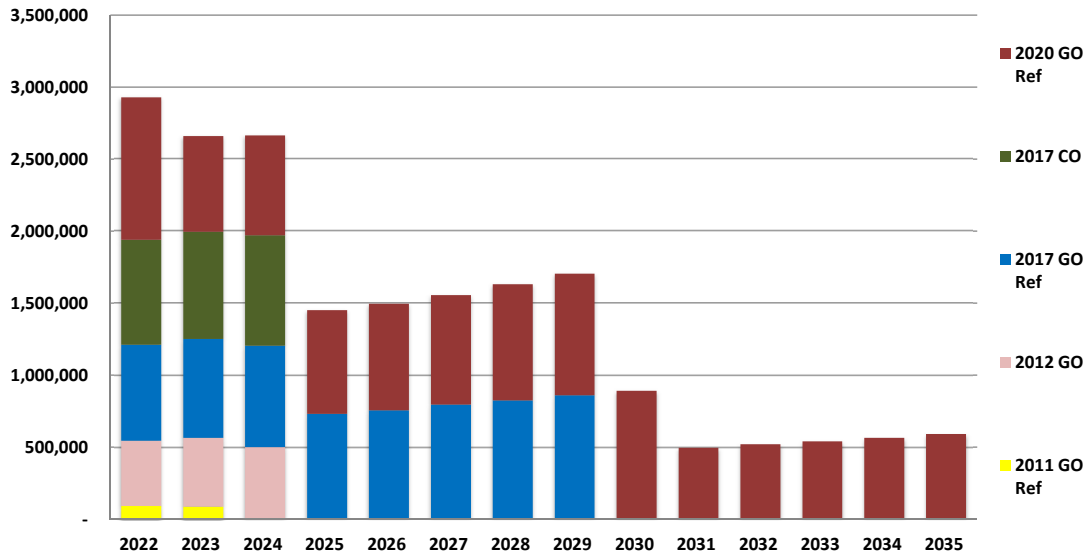
**I&S TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**



**GENERAL PURPOSE (I&S) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/Retirement	Debt Refunding/Retirement	Debt Refunding/Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2022	\$ 90,000	\$ 455,000	\$ 665,000	\$ 730,000	\$ 990,000	\$ 2,930,000
2023	85,000	480,000	685,000	745,000	665,000	2,660,000
2024	-	500,000	705,000	765,000	695,000	2,665,000
2025	-	-	730,000	-	720,000	1,450,000
2026	-	-	755,000	-	740,000	1,495,000
2027	-	-	795,000	-	760,000	1,555,000
2028	-	-	825,000	-	805,000	1,630,000
2029	-	-	860,000	-	845,000	1,705,000
2030	-	-	-	-	890,000	890,000
2031	-	-	-	-	495,000	495,000
2032	-	-	-	-	520,000	520,000
2033	-	-	-	-	540,000	540,000
2034	-	-	-	-	565,000	565,000
2035	-	-	-	-	590,000	590,000
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 175,000</b>	<b>\$ 1,435,000</b>	<b>\$ 6,020,000</b>	<b>\$ 2,240,000</b>	<b>\$ 9,820,000</b>	<b>\$ 19,690,000</b>

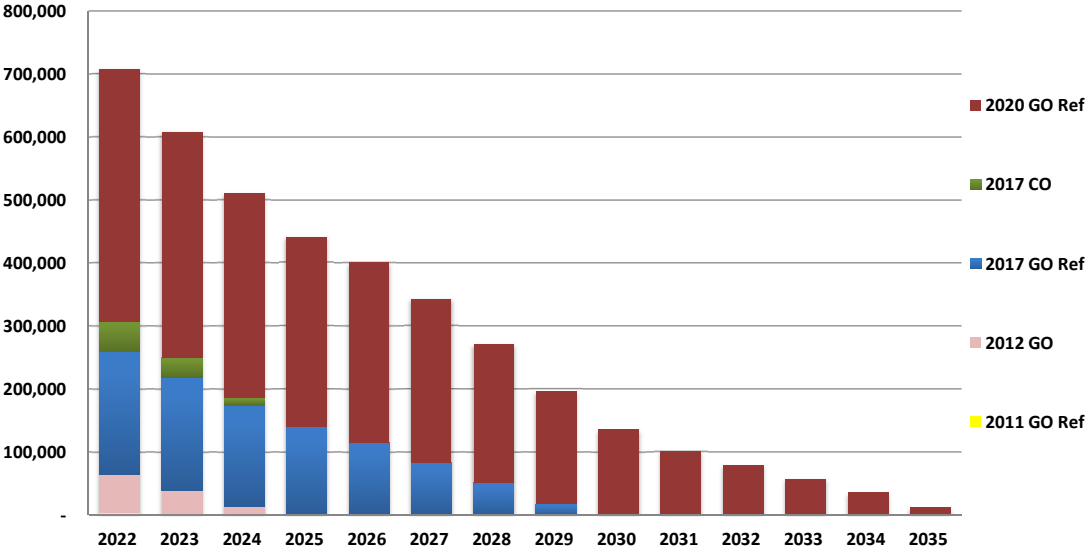
**I&S PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



**GENERAL PURPOSE (I&S) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/Retirement	Debt Refunding/Retirement	Debt Refunding/Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2022	\$ 3,900	\$ 60,375	\$ 195,344	\$ 47,925	\$ 400,300	\$ 707,844
2023	1,275	37,000	180,156	31,331	358,925	608,688
2024	-	12,500	161,875	11,475	324,925	510,775
2025	-	-	140,350	-	300,350	440,700
2026	-	-	114,300	-	285,750	400,050
2027	-	-	83,300	-	259,350	342,650
2028	-	-	50,900	-	220,225	271,125
2029	-	-	17,200	-	178,975	196,175
2030	-	-	-	-	135,600	135,600
2031	-	-	-	-	100,975	100,975
2032	-	-	-	-	78,200	78,200
2033	-	-	-	-	57,000	57,000
2034	-	-	-	-	34,900	34,900
2035	-	-	-	-	11,800	11,800
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,175</b>	<b>\$ 109,875</b>	<b>\$ 943,425</b>	<b>\$ 90,731</b>	<b>\$ 2,747,275</b>	<b>\$ 3,896,481</b>

**I&S INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**





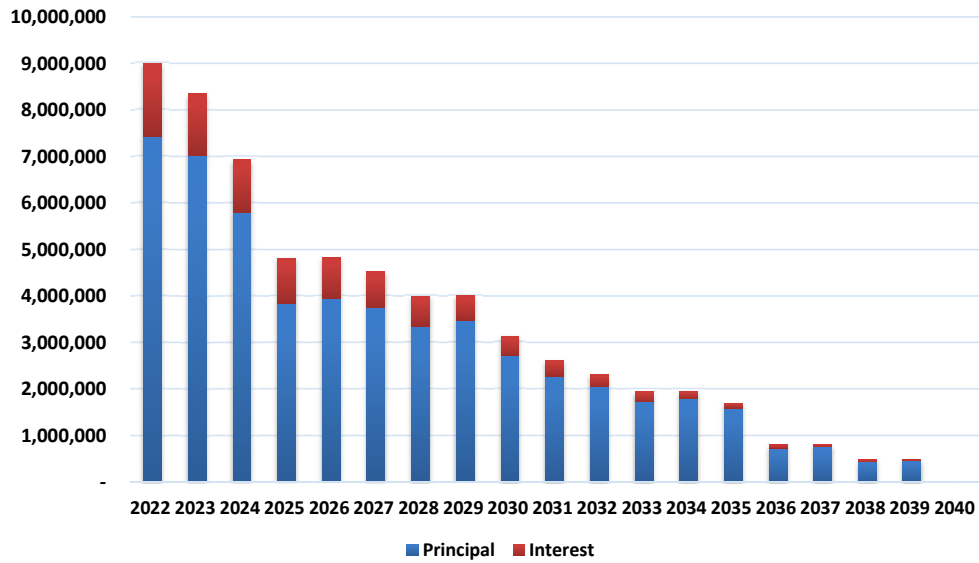
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## COMBINED TOTAL DEBT BY PRINCIPAL AND INTEREST

Year	Principal	Interest	Total P+I
2022	\$ 7,425,000	\$ 1,574,314	\$ 8,999,314
2023	7,010,000	1,337,448	8,347,448
2024	5,800,000	1,126,665	6,926,665
2025	3,835,000	982,261	4,817,261
2026	3,940,000	884,921	4,824,921
2027	3,750,000	771,312	4,521,312
2028	3,345,000	651,299	3,996,299
2029	3,475,000	532,256	4,007,256
2030	2,710,000	424,643	3,134,643
2031	2,275,000	342,848	2,617,848
2032	2,040,000	275,873	2,315,873
2033	1,725,000	216,688	1,941,688
2034	1,790,000	160,282	1,950,282
2035	1,585,000	105,657	1,690,657
2036	725,000	67,436	792,436
2037	755,000	42,112	797,112
2038	445,000	22,513	467,513
2039	460,000	8,939	468,939
2040	-	2,040	2,040
<b>Total</b>	<b>\$ 53,090,000</b>	<b>\$ 9,529,505</b>	<b>\$ 62,619,505</b>

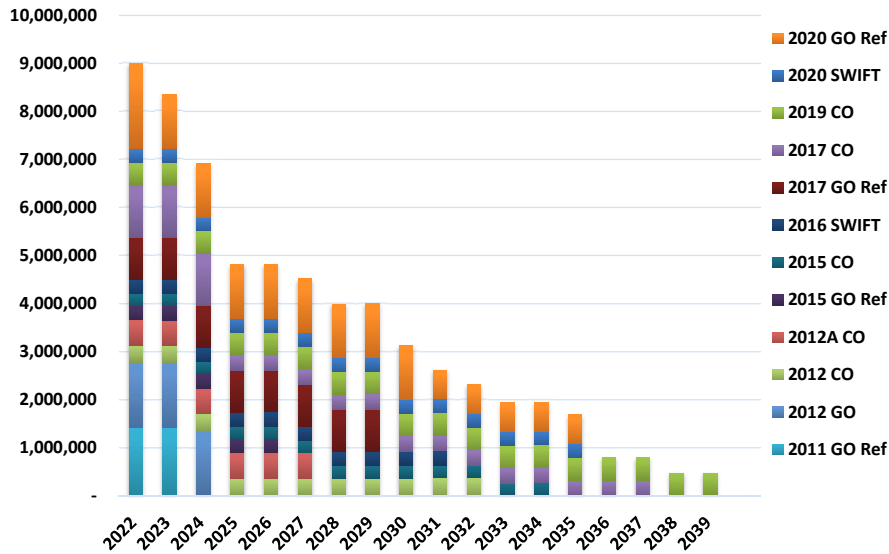
**COMBINED DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR**



## COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Pooers Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moodys Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Wastewater Improvements TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2022	\$ 1,427,625	\$ 1,348,000	\$ 359,753	\$ 528,825	\$ 295,625	\$ 247,694	\$ 300,544
2023	1,426,075	1,347,000	360,018	526,575	299,325	249,244	298,225
2024	-	1,347,875	359,625	528,075	301,750	249,794	295,668
2025	-	-	363,648	528,600	303,200	249,319	297,872
2026	-	-	367,088	523,750	299,425	253,619	299,832
2027	-	-	365,055	528,125	-	252,694	296,450
2028	-	-	367,451	-	-	251,619	297,675
2029	-	-	369,115	-	-	255,319	298,307
2030	-	-	370,103	-	-	258,719	298,274
2031	-	-	375,495	-	-	261,819	297,817
2032	-	-	375,273	-	-	259,694	-
2033	-	-	-	-	-	262,188	-
2034	-	-	-	-	-	269,141	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,853,700</b>	<b>\$ 4,042,875</b>	<b>\$ 4,032,621</b>	<b>\$ 3,163,950</b>	<b>\$ 1,499,325</b>	<b>\$ 3,320,860</b>	<b>\$ 2,980,662</b>

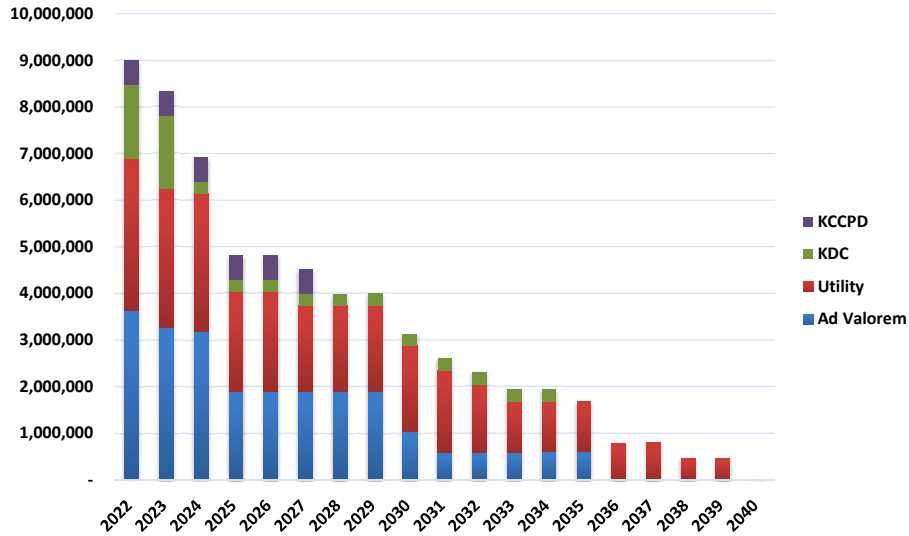
### COMBINED TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



**COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moody's Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 860,344	\$ 1,100,681	\$ 470,325	\$ 1,772,725	\$ 285,152	\$ 8,997,292
2023	865,156	1,099,869	468,150	1,120,975	284,814	8,345,425
2024	866,875	1,099,950	467,300	1,118,350	289,380	6,924,641
2025	870,350	322,550	469,775	1,121,100	288,823	4,815,236
2026	869,300	326,400	465,550	1,129,850	288,081	4,822,895
2027	878,300	325,025	466,100	1,120,475	287,061	4,519,285
2028	875,900	322,400	466,350	1,122,100	290,776	3,994,271
2029	877,200	323,400	466,300	1,126,350	289,237	4,005,227
2030	-	324,000	465,950	1,128,100	287,469	3,132,613
2031	-	324,200	470,225	595,975	290,286	2,615,817
2032	-	324,000	469,125	598,200	287,550	2,313,841
2033	-	323,400	467,725	597,000	289,343	1,939,655
2034	-	322,400	466,025	599,900	290,782	1,948,248
2035	-	325,900	468,950	601,800	291,972	1,688,622
2036	-	323,900	466,500	-	-	790,400
2037	-	326,400	468,675	-	-	795,075
2038	-	-	465,475	-	-	465,475
2039	-	-	466,900	-	-	466,900
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,963,425</b>	<b>\$ 7,514,475</b>	<b>\$ 8,415,400</b>	<b>\$ 13,752,900</b>	<b>\$ 4,040,724</b>	<b>\$ 62,580,916</b>

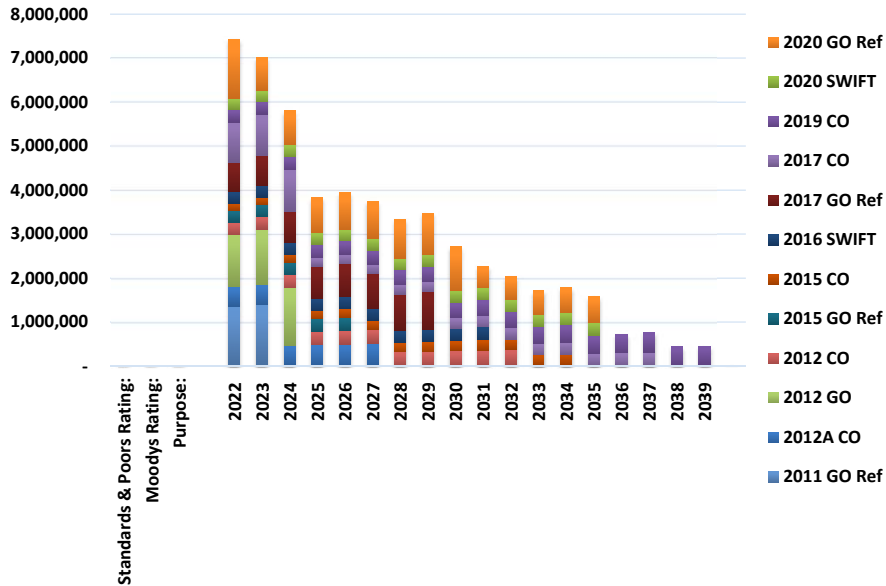
**COMBINED TOTAL OBLIGATIONS BY FUNDING SOURCE**



## COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Pooers Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moodys Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2022	\$ 1,365,000	\$ 1,190,000	\$ 280,000	\$ 435,000	\$ 260,000	\$ 170,000	\$ 265,000
2023	1,405,000	1,250,000	285,000	455,000	270,000	175,000	265,000
2024	-	1,315,000	290,000	475,000	280,000	180,000	265,000
2025	-	-	300,000	490,000	290,000	185,000	270,000
2026	-	-	310,000	500,000	295,000	195,000	275,000
2027	-	-	315,000	520,000	-	200,000	275,000
2028	-	-	325,000	-	-	205,000	280,000
2029	-	-	335,000	-	-	215,000	285,000
2030	-	-	345,000	-	-	225,000	290,000
2031	-	-	360,000	-	-	235,000	295,000
2032	-	-	370,000	-	-	240,000	-
2033	-	-	-	-	-	250,000	-
2034	-	-	-	-	-	265,000	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,770,000</b>	<b>\$ 3,755,000</b>	<b>\$ 3,515,000</b>	<b>\$ 2,875,000</b>	<b>\$ 1,395,000</b>	<b>\$ 2,740,000</b>	<b>\$ 2,765,000</b>

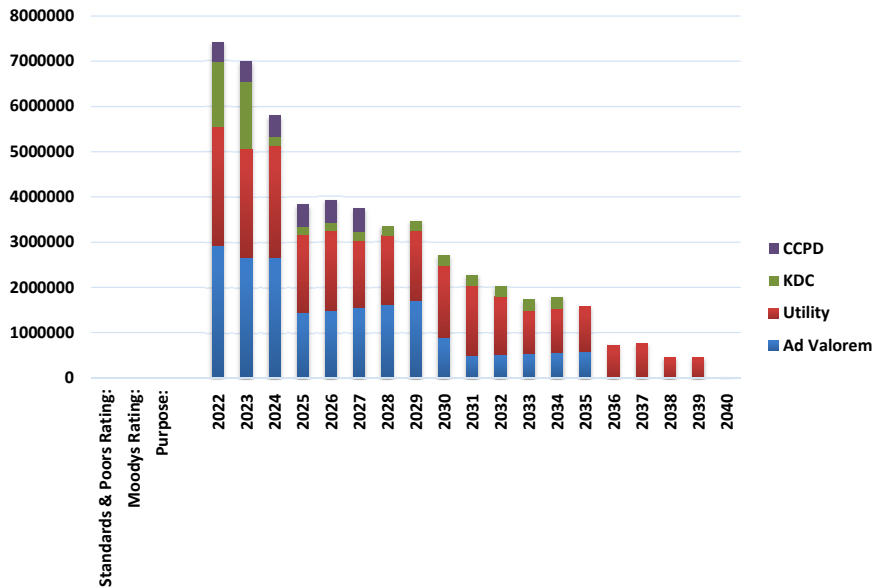
**COMBINED PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



**COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moody's Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 665,000	\$ 915,000	\$ 285,000	\$ 1,335,000	\$ 260,000	\$ 7,425,000
2023	685,000	935,000	290,000	735,000	260,000	7,010,000
2024	705,000	960,000	295,000	770,000	265,000	5,800,000
2025	730,000	200,000	305,000	800,000	265,000	3,835,000
2026	755,000	210,000	310,000	825,000	265,000	3,940,000
2027	795,000	215,000	320,000	845,000	265,000	3,750,000
2028	825,000	220,000	330,000	890,000	270,000	3,345,000
2029	860,000	230,000	340,000	940,000	270,000	3,475,000
2030	-	240,000	350,000	990,000	270,000	2,710,000
2031	-	250,000	365,000	495,000	275,000	2,275,000
2032	-	260,000	375,000	520,000	275,000	2,040,000
2033	-	270,000	385,000	540,000	280,000	1,725,000
2034	-	280,000	395,000	565,000	285,000	1,790,000
2035	-	295,000	410,000	590,000	290,000	1,585,000
2036	-	305,000	420,000	-	-	725,000
2037	-	320,000	435,000	-	-	755,000
2038	-	-	445,000	-	-	445,000
2039	-	-	460,000	-	-	460,000
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,020,000</b>	<b>\$ 6,105,000</b>	<b>\$ 6,515,000</b>	<b>\$ 10,840,000</b>	<b>\$ 3,795,000</b>	<b>\$ 53,090,000</b>

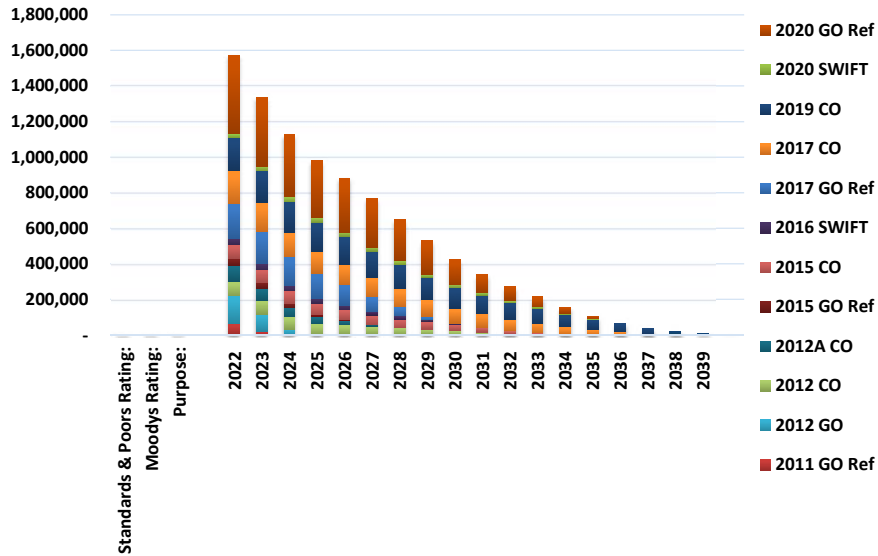
**COMBINED PRINCIPAL OBLIGATIONS BY FUNDING SOURCE**



## COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Pooers Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moody's Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2022	\$ 62,625	\$ 158,000	\$ 79,753	\$ 93,825	\$ 35,625	\$ 77,694	\$ 35,544
2023	21,075	97,000	75,018	71,575	29,325	74,244	33,225
2024	-	32,875	69,625	53,075	21,750	69,794	30,668
2025	-	-	63,648	38,600	13,200	64,319	27,872
2026	-	-	57,088	23,750	4,425	58,619	24,832
2027	-	-	50,055	8,125	-	52,694	21,450
2028	-	-	42,451	-	-	46,619	17,675
2029	-	-	34,115	-	-	40,319	13,307
2030	-	-	25,103	-	-	33,719	8,274
2031	-	-	15,495	-	-	26,819	2,817
2032	-	-	5,273	-	-	19,694	-
2033	-	-	-	-	-	12,188	-
2034	-	-	-	-	-	4,141	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 83,700</b>	<b>\$ 287,875</b>	<b>\$ 517,621</b>	<b>\$ 288,950</b>	<b>\$ 104,325</b>	<b>\$ 580,860</b>	<b>\$ 215,662</b>

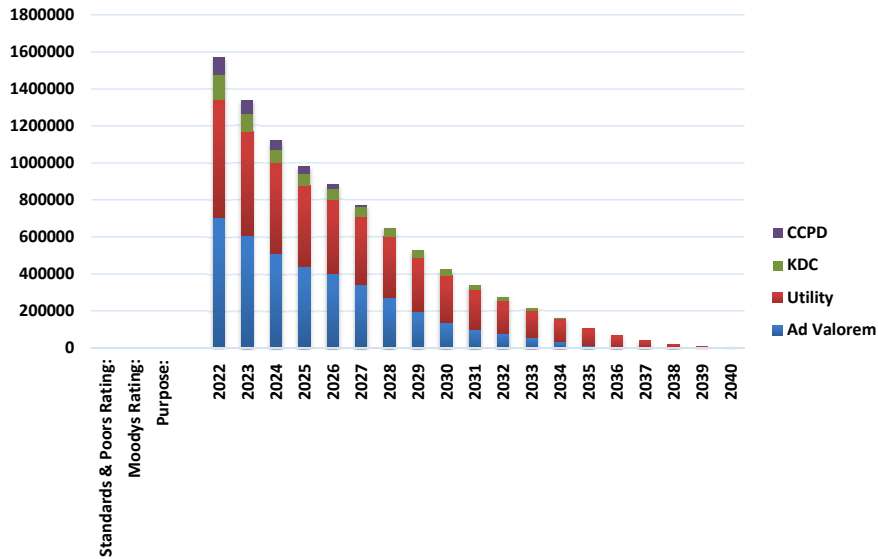
**COMBINED INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



**COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moody's Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2022	\$ 195,344	\$ 185,681	\$ 185,325	\$ 437,725	\$ 25,152	\$ 1,574,314
2023	180,156	164,869	178,150	385,975	24,814	1,337,448
2024	161,875	139,950	172,300	348,350	24,380	1,126,665
2025	140,350	122,550	164,775	321,100	23,823	982,261
2026	114,300	116,400	155,550	304,850	23,081	884,921
2027	83,300	110,025	146,100	275,475	22,061	771,312
2028	50,900	102,400	136,350	232,100	20,776	651,299
2029	17,200	93,400	126,300	186,350	19,237	532,256
2030	-	84,000	115,950	138,100	17,469	424,643
2031	-	74,200	105,225	100,975	15,286	342,848
2032	-	64,000	94,125	78,200	12,550	275,873
2033	-	53,400	82,725	57,000	9,343	216,688
2034	-	42,400	71,025	34,900	5,782	160,282
2035	-	30,900	58,950	11,800	1,972	105,657
2036	-	18,900	46,500	-	-	67,436
2037	-	6,400	33,675	-	-	42,112
2038	-	-	20,475	-	-	22,513
2039	-	-	6,900	-	-	8,939
2040	-	-	-	-	-	2,040
<b>Total</b>	<b>\$ 943,425</b>	<b>\$ 1,409,475</b>	<b>\$ 1,900,400</b>	<b>\$ 2,912,900</b>	<b>\$ 245,724</b>	<b>\$ 9,529,505</b>

**COMBINED INTEREST OBLIGATIONS BY FUNDING SOURCE**





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## **INTERNAL SERVICE FUNDS**

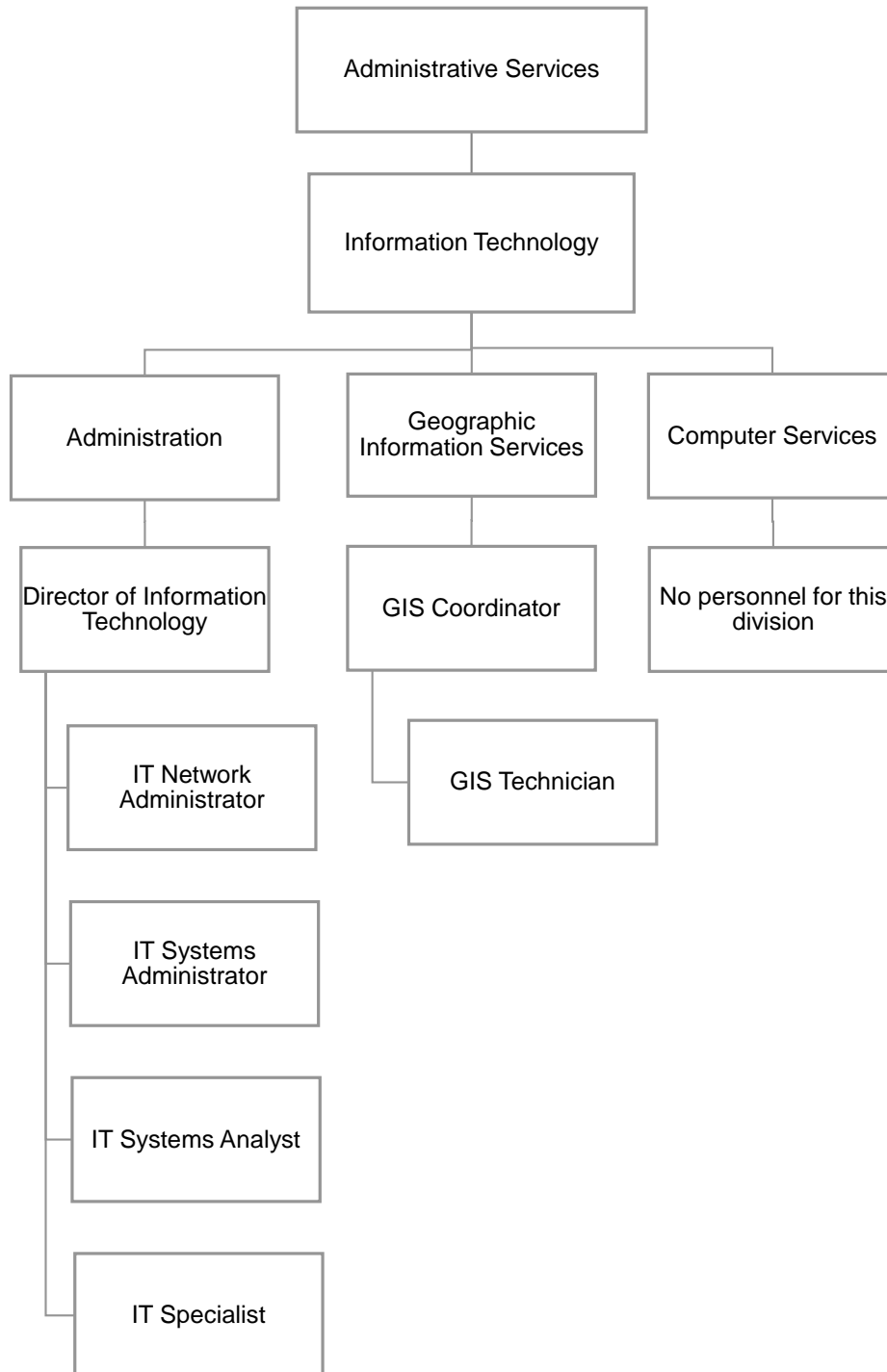
Internal Service Funds are proprietary funds that support internal operations. For the City of Keller, the funds considered to be Internal Service Funds are the Information Technology Fund, the Fleet Replacement Fund, and the Facility Capital Replacement Fund. The Internal Service Funds section includes revenue summary information, expenditure summary information, and departmental detail information.

*City of* **KELLER**



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# INFORMATION TECHNOLOGY FUND



# INFORMATION TECHNOLOGY FUND

**FUND DESCRIPTION:**

The Information Technology Fund, created by the City in FY 2000-01, accounts for city-wide information services/information technology operations, including Public Library support, Internet services and Audio Visual services. Funding for the Information Technology Fund is provided by user fees and transfers from various operating funds, interest revenue, and sale of assets. Expenditures provide for information technology support personnel and goods and services to be utilized on a city-wide basis.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Office Equip Lease Rev-F 100	\$ 1,718,673	\$ 1,749,080	\$ 1,749,080	\$ 1,831,808	\$ 82,728
Office Equip Lease Rev-F 118	9,600	9,600	9,600	9,600	-
Office Equip Lease Rev-F 200	473,423	438,799	438,799	442,698	3,899
Office Equip Lease Rev-F 400	20,064	23,356	23,356	21,088	(2,268)
Office Equip Lease Rev-F 125	82,625	103,245	103,245	76,678	(26,567)
Miscellaneous Revenue	241	-	-	-	-
Auction Proceeds	-	-	-	-	-
Gain/Loss On Disp Of Assets	-	-	-	-	-
Interest Revenue-Investments	25,687	4,750	6,379	8,092	3,342
Use Of Fund Balance	64	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,330,377</b>	<b>\$ 2,328,830</b>	<b>\$ 2,330,459</b>	<b>\$ 2,389,964</b>	<b>\$ 61,134</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 1,768,666	\$ 2,388,912	\$ 2,310,370	\$ 1,881,128	\$ (507,784)
Geographic Information Services	240,726	268,252	264,162	280,097	11,845
Computer Services	173,536	245,500	252,272	198,179	(47,321)
<b>TOTAL</b>	<b>\$ 2,182,928</b>	<b>\$ 2,902,664</b>	<b>\$ 2,826,804</b>	<b>\$ 2,359,404</b>	<b>\$ (543,260)</b>

**EXPENDITURES BY CATEGORY:**

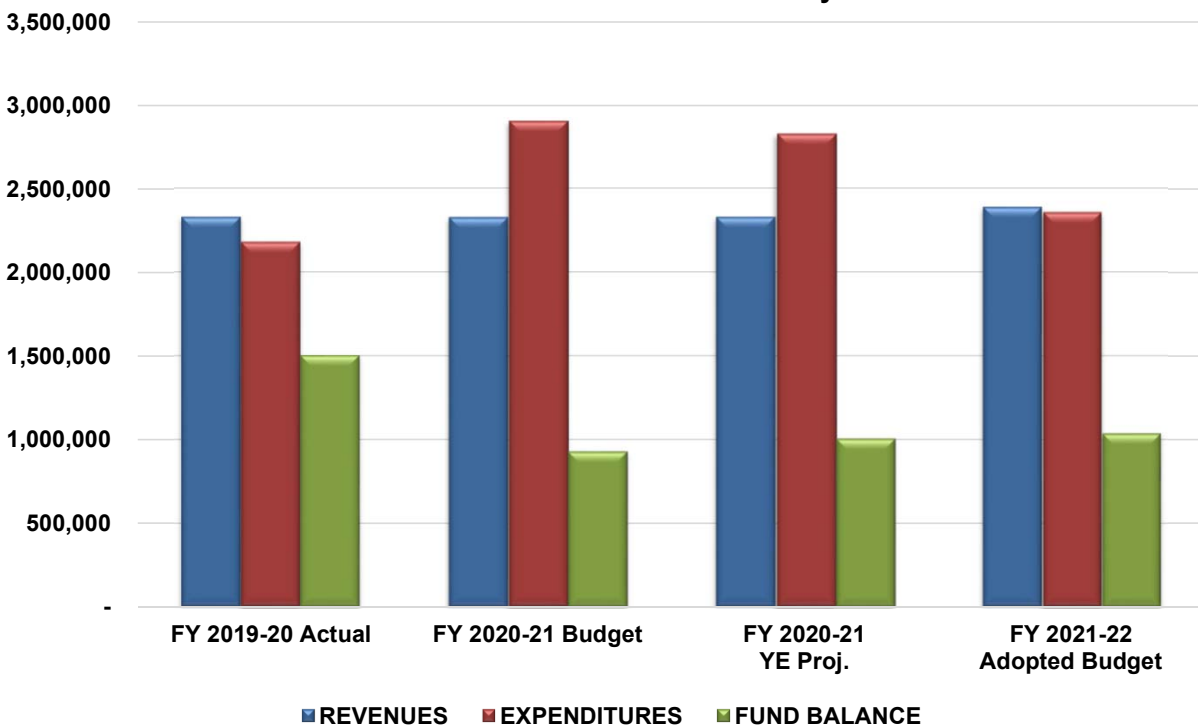
Personnel services	\$ 860,636	\$ 865,607	\$ 853,308	\$ 896,129	\$ 30,522
Operations & maintenance	988,100	1,579,752	1,567,974	1,021,057	(558,695)
Services & other	334,192	450,305	398,750	442,218	(8,087)
Capital outlay	-	7,000	6,772	-	(7,000)
<b>TOTAL</b>	<b>\$ 2,182,928</b>	<b>\$ 2,902,664</b>	<b>\$ 2,826,804</b>	<b>\$ 2,359,404</b>	<b>\$ (543,260)</b>

# INFORMATION TECHNOLOGY FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,330,377	\$ 2,328,830	\$ 2,330,459	\$ 2,389,964	\$ 61,134
EXPENDITURES	2,182,928	2,902,664	2,826,804	2,359,404	(543,260)
VARIANCE	147,449	(573,834)	(496,345)	30,560	604,394
<b>FUND BALANCE</b>	<b>\$ 1,505,262</b>	<b>\$ 931,428</b>	<b>\$ 1,008,917</b>	<b>\$ 1,039,477</b>	<b>\$ 108,049</b>

### Information Services Summary



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
Administration	5.00	5.00	5.00	5.00	-
Geographic Information Services	2.00	2.00	2.00	2.00	-
Computer Services	-	-	-	-	-
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## ADMINISTRATION DIVISION (119-18-181)

**DEPARTMENT DESCRIPTION:**

The Information Technology division is responsible for all information technology needs within the City of Keller. Responsibilities include networking, network security, desktop computer support, desktop applications, printer maintenance, departmental software application support, email, IP Telephony, security video camera support, cable television production, cable television programming, audio visual support, public library patron/staff support, general citywide communication, and the procurement of all hardware and software. Activities also include the establishment and implementation of appropriate policies and procedures related to information technology. Information Technology provides technical support to the Northeast Tarrant Communications Center (NETCOM) that provides dispatch, animal control, and jail services to Westlake, Southlake, Colleyville, and Keller.

**DEPARTMENT/DIVISION GOALS:**

1. Provide timely and efficient technical support services to all departments.
2. Ensure that all City software is properly licensed and documented.
3. Provide project management to all technology related projects within the City.
4. Maintain the City's communication infrastructure to ensure reliable voice and data service to all City facilities.
5. Maintain a document imaging system to reduce physical file storage requirements and improve access to critical information.
6. Assist the Administration department to continually review communication tools and advancements in technology and respond to the needs of our citizens by fostering open, responsive, and accessible communications.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Increase productivity and decrease cost of providing city services through the implementation and support of technology based services.
2. Maintain the Keller Technology Plan (KTP) as a prioritization and management tool for information technology (IT) projects throughout the entire organization.
3. Maintain the City's network/data center to reduce cost, eliminate duplication, and improve performance of information technology services.
4. Maintain comprehensive backups for all City servers, including offsite storage of all backup media.
5. Maintain the City's cable television channel to provide quality programming that informs and educates Keller citizens about city-related news.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Budget	YE Proj.	Adopted Budget
Physical application/file/storage servers supported/maintained	23	23	26	26
Desktop/laptop computers supported/maintained	319	310	316	314
Public Safety mobile data computers (MDC) maintained	29	29	31	31
Printers Supported/maintained	55	55	55	55
Telephone handsets supported/maintained	332	342	342	348
Network equipment supported/maintained	105	110	110	110
Multi-function copy machines supported	16	16	16	16
Scanners supported/maintained	85	95	91	91
Tablet computers supported	82	82	80	80
Video security cameras supported/maintained	208	225	210	225

**INFORMATION TECHNOLOGY FUND**  
**ADMINISTRATION DIVISION (119-18-181)**

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 679,515	\$ 678,435	\$ 667,896	\$ 697,112	\$ 18,677
Operations & maintenance	771,376	1,294,602	1,276,824	776,228	(518,374)
Services & other	317,774	415,875	365,650	407,788	(8,087)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,768,666</b>	<b>\$ 2,388,912</b>	<b>\$ 2,310,370</b>	<b>\$ 1,881,128</b>	<b>\$ (507,784)</b>

**PERSONNEL SUMMARY**

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Information Technology	1.00	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	1.00	-
IT Systems Administrator	1.00	1.00	1.00	1.00	-
IT Systems Analyst	1.00	1.00	1.00	1.00	-
IT Specialist	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## GEOGRAPHIC INFORMATION SERVICES DIVISION (119-18-183)

**DEPARTMENT DESCRIPTION:**

The Geographic Information Systems (GIS) division is under the general direction of Information Technology Director. GIS provides a common unified vision and establish a mutual framework for city departments to efficiently and effectively use GIS technology. GIS provides geographic information and geographic data management services to all City departments. The City's GIS operates to help analyze City infrastructure and assist citizens and employees in making informed decisions regarding existing conditions and future needs. The GIS division supports Property Assessment, Public Safety, Economic Development, Permitting, Capital Improvements, Environment, Transportation, Public Works Asset Management, and many other issues related to City government. Specific services include system integration strategies, software and data needs analysis, software support, data analysis, data conversion, map production, interactive map web pages, and spatial database management.

**DEPARTMENT/DIVISION GOALS:**

1. Promote GIS technologies to help with analysis and decision making.
2. Provide users with easily accessible information in a common format.
3. Cost effective and sustainable use of GIS technology.
4. Integration of GIS with other core business processes.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Manage a centralized GIS database management system to ensure data integrity, accuracy and reliability of citywide infrastructure.
2. Implement web technologies to provide end users with readily available data and tools.
3. Increase productivity and work efficiency by providing effective GIS solutions to streamline City processes in and between departments.
4. Standardized methodologies and techniques in GIS for a successful integration with other products.
5. Extending GIS services to increase citizen engagements, by providing easy to use platform that enables the city to communicate more effectively with the communities.
6. Regional coordination initiatives to produce cost savings, public safety benefits from large data acquisitions.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>
Web GIS Users	115	125	125	130
Advanced GIS Users performing Analysis and developing detailed maps	15	15	15	20
Lucity Mobile Users	12	15	15	25
Lucity Desktop Users	8	8	8	8
GIS Layers	200	225	250	325
GIS Web Services	300	325	400	450
Public Safety GIS Layers & Map Services	8	8	12	20
Westlake Fire Dept GIS Layers & Map Services	5	5	8	10
Roanoke Fire Dept GIS Layers & Map	5	5	5	5



# INFORMATION TECHNOLOGY FUND

## GEOGRAPHIC INFORMATION SERVICES DIVISION (119-18-183)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 181,121	\$ 187,172	\$ 185,412	\$ 199,017	\$ 11,845
Operations & maintenance	43,188	46,650	45,650	46,650	-
Services & other	16,417	34,430	33,100	34,430	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 240,726</b>	<b>\$ 268,252</b>	<b>\$ 264,162</b>	<b>\$ 280,097</b>	<b>\$ 11,845</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
GIS Coordinator	1.00	1.00	1.00	1.00	-
GIS Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## COMPUTER SERVICES DIVISION (119-18-186)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	173,536	238,500	245,500	198,179	(40,321)
Services & other	-	-	-	-	-
Capital outlay	-	7,000	6,772	-	(7,000)
<b>TOTAL</b>	<b>\$ 173,536</b>	<b>\$ 245,500</b>	<b>\$ 252,272</b>	<b>\$ 198,179</b>	<b>\$ (47,321)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# SELF INSURANCE FUND

**FUND DESCRIPTION:**

The Self Insurance Fund is an internal service fund that uses interfund transfers to pay for premiums for city employees and expenditures are used for claims and claims administration.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Self-Insurance Rev-F100	\$ -	\$ -	\$ -	\$ 3,024,863	\$ 3,024,863
Self-Insurance Rev-F115	-	-	-	9,738	9,738
Self-Insurance Rev-F118	-	-	-	9,191	9,191
Self-Insurance Rev-F119	-	-	-	94,366	94,366
Self-Insurance Rev-F125	-	-	-	139,012	139,012
Self-Insurance Rev-F200	-	-	-	565,158	565,158
Self-Insurance Rev-F119	-	-	-	83,099	83,099
Miscellaneous Revenue	-	-	-	-	-
Withholdings From Employees	-	-	-	656,213	656,213
Interest Revenue-Investments	-	-	-	-	-
Transfer From General Fund	1,242,147	1,000,000	1,000,000	-	(1,000,000)
Transfer From W&S Fund	200,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,442,147</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 4,581,640</b>	<b>\$ 3,581,640</b>

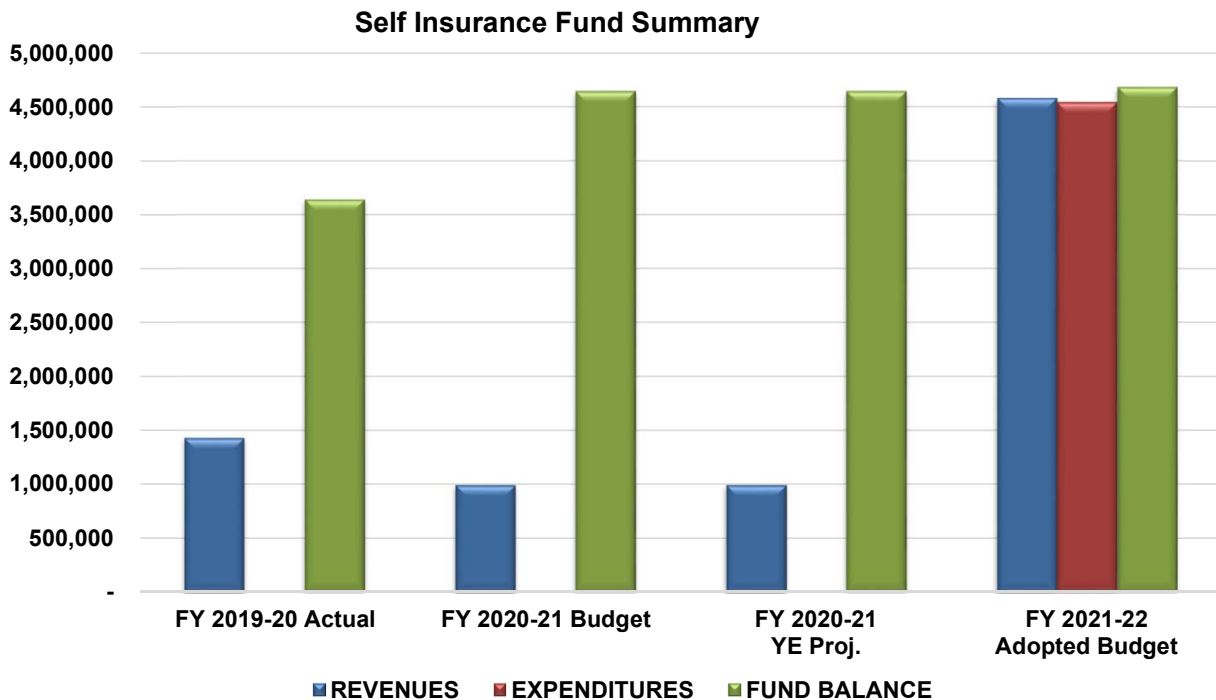
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	-	-	-	-	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	4,541,645	4,541,645
Wholesale water purchases	-	-	-	-	-
Wastewater Services-TRA	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,541,645</b>	<b>\$ 4,541,645</b>

# SELF INSURANCE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,442,147	\$ 1,000,000	\$ 1,000,000	\$ 4,581,640	\$ 3,581,640
EXPENDITURES	-	-	-	4,541,645	4,541,645
VARIANCE	1,442,147	1,000,000	1,000,000	39,995	(960,005)
<b>FUND BALANCE</b>	<b>\$ 3,642,147</b>	<b>\$ 4,642,147</b>	<b>\$ 4,642,147</b>	<b>\$ 4,682,142</b>	<b>\$ 39,995</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# FLEET REPLACEMENT FUND

**FUND DESCRIPTION:**

The Fleet Replacement Fund is an internal service fund funded thru transfers from other funds, interest revenue, and sale of assets. Expenditures provide for the acquisition and/or replacement of vehicles and equipment with the exception of Police vehicles and equipment which are funded and expensed thru the KCCPD. The annual transfers are determined by dividing the anticipated future replacement costs by anticipated life for each vehicle and piece of equipment a department has. The fund stabilizes other operating funds spending by allowing for annual payment for replacements rather one-time increase at the time of replacement.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Vehicle/Equip Lease Rev-F 100	\$ 938,268	\$ 965,890	\$ 965,890	\$ 893,615	\$ (72,275)
Vehicle/Equip Lease Rev-F 119	3,465	3,465	-	4,313	848
Vehicle/Equip Lease Rev-F 200	512,249	333,588	333,588	418,240	84,652
Vehicle/Equip Lease Rev-F 125	4,733	4,727	4,727	5,561	834
Vehicle/Equip Lease Rev-F 400	227,484	83,243	83,243	88,999	5,756
Reimb-Insurance Proceeds	-	37,962	37,962	-	(37,962)
Miscellaneous Revenue	(264,647)	-	-	-	-
Auction Proceeds	403,698	53,455	53,455	94,971	41,516
Gain/Loss On Disp Of Assets	(159,698)	-	-	-	-
Interest Revenue-Investments	38,270	19,491	19,491	14,304	(5,187)
Incr/Decr In Fair Value Of Inv	-	-	-	-	-
Use Of Fund Balance	264,648	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,968,471</b>	<b>\$ 1,501,821</b>	<b>\$ 1,498,356</b>	<b>\$ 1,520,003</b>	<b>\$ 18,182</b>

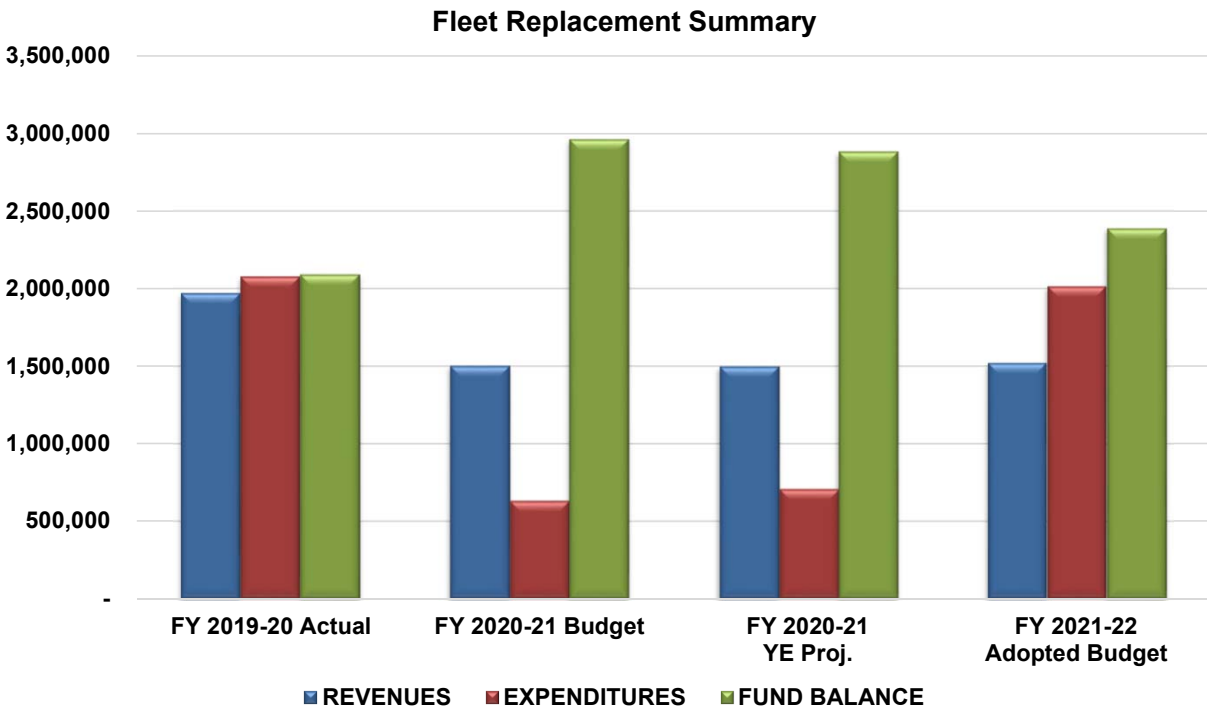
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	22,506	70,354	28,723	43,047	(27,307)
Services & other	-	-	-	-	-
Capital outlay	2,055,315	563,278	680,321	1,970,766	1,407,488
<b>TOTAL</b>	<b>\$ 2,077,821</b>	<b>\$ 633,632</b>	<b>\$ 709,044</b>	<b>\$ 2,013,813</b>	<b>\$ 1,380,181</b>

# FLEET REPLACEMENT FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,968,471	\$ 1,501,821	\$ 1,498,356	\$ 1,520,003	\$ 18,182
EXPENDITURES	2,077,821	633,632	709,044	2,013,813	1,380,181
VARIANCE	(109,351)	868,189	789,312	(493,810)	(1,361,999)
<b>FUND BALANCE</b>	<b>\$ 2,092,311</b>	<b>\$ 2,960,500</b>	<b>\$ 2,881,623</b>	<b>\$ 2,387,813</b>	<b>\$ (572,687)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

# FACILITY CAPITAL REPLACEMENT FUND

**FUND DESCRIPTION:**

The Facility Capital Replacement Fund is an internal service fund funded thru transfers from other funds, interest revenue, and sale of assets. Expenditures provide for the repair and/or replacement of capital items at various city facilities such as roofs, air conditioners, and generators. The annual transfers are determined by dividing the anticipated future repair or replacement costs by anticipated life for each capital item. The fund stabilizes other operating funds spending by allowing for an annual payment for repair or replacement rather one-time increase at the time of repair or replacement. The fund is anticipated to cover all city facilities except the Police department which funds repair and replacements thru the KCCPD and the Pointe which funds repairs and replacements thru membership fees.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Transfer From General Fund	\$ -	\$ 375,000	\$ 375,000	\$ 243,067	\$ (131,933)
Miscellaneous Revenue	375,069	884,719	-	-	(884,719)
Interest Revenue-Investments	25,605	20,499	9,386	13,283	(7,216)
<b>TOTAL</b>	<b>\$ 400,674</b>	<b>\$ 1,280,218</b>	<b>\$ 384,386</b>	<b>\$ 256,350</b>	<b>\$ (1,023,868)</b>

## EXPENDITURE SUMMARY

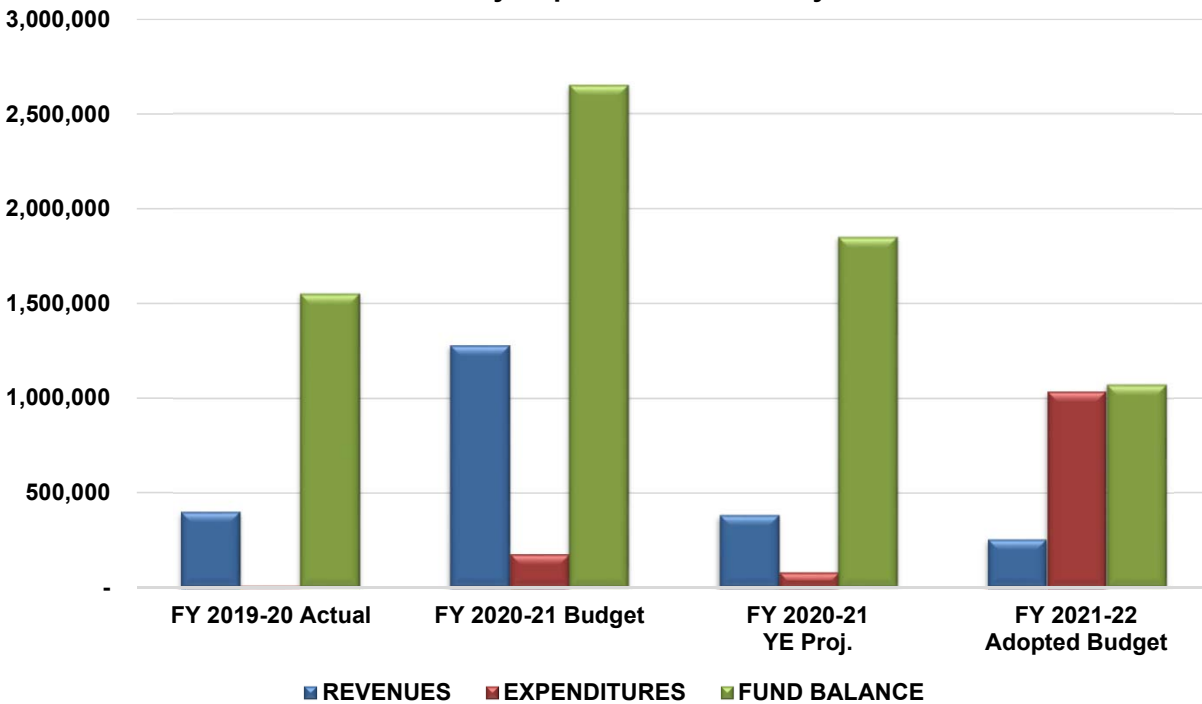
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	13,803	43,445	52,515	12,770	(30,675)
Services & other	-	-	-	-	-
Wholesale water purchases	-	-	-	-	-
Wastewater Services-TRA	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	138,000	32,000	1,021,700	883,700
<b>TOTAL</b>	<b>\$ 13,803</b>	<b>\$ 181,445</b>	<b>\$ 84,515</b>	<b>\$ 1,034,470</b>	<b>\$ 853,025</b>

# FACILITY CAPITAL REPLACEMENT FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 400,674	\$ 1,280,218	\$ 384,386	\$ 256,350	\$ (1,023,868)
EXPENDITURES	13,803	181,445	84,515	1,034,470	853,025
VARIANCE	386,871	1,098,773	299,871	(778,120)	(1,876,893)
<b>FUND BALANCE</b>	<b>\$ 1,553,712</b>	<b>\$ 2,652,485</b>	<b>\$ 1,853,583</b>	<b>\$ 1,075,463</b>	<b>\$ (1,577,022)</b>

## Facility Replacement Summary



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





## **CIP BUDGET**

The Capital Improvement Project (CIP) Budget describes the large, multi-year projects which provide new or improved City infrastructure. The City has six CIP funds related to Street projects, Park and Recreation projects, Facilities projects, Pointe capital projects, Utility projects for water and wastewater improvements, and Drainage projects. As part of the budget process, the City updates the five-year CIP plan for each CIP fund and approves the projects for the upcoming year. The CIP section includes a summary of funding source and project type by year and the five-year CIP plan.

*City of* **KELLER**



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## CAPITAL IMPROVEMENT PROJECT FUNDS

### ***FUND DESCRIPTION:***

Capital Improvement Project (CIP) Funds are costs related to large, one-time projects which either create or improve an asset and are project-life budget based and not fiscal year budget based. Project-life budgeting means fund are appropriated until the project is completed, rather than on an annual basis as capital projects tend to cross over multiple fiscal years. The Capital Project Budgets are not included in the City's operating project budget as the funding sources are typically transfers from an operating project, therefore the revenue source and expenditure costs have already been accounted for within an operating project fund. CIP project funds typically do not include capital outlay expenditures such as vehicles and equipment purchases unless the expenditure is part of a larger project. Capital outlay expenditures are included in the departmental operating budgets and considered part of the annual operational costs.

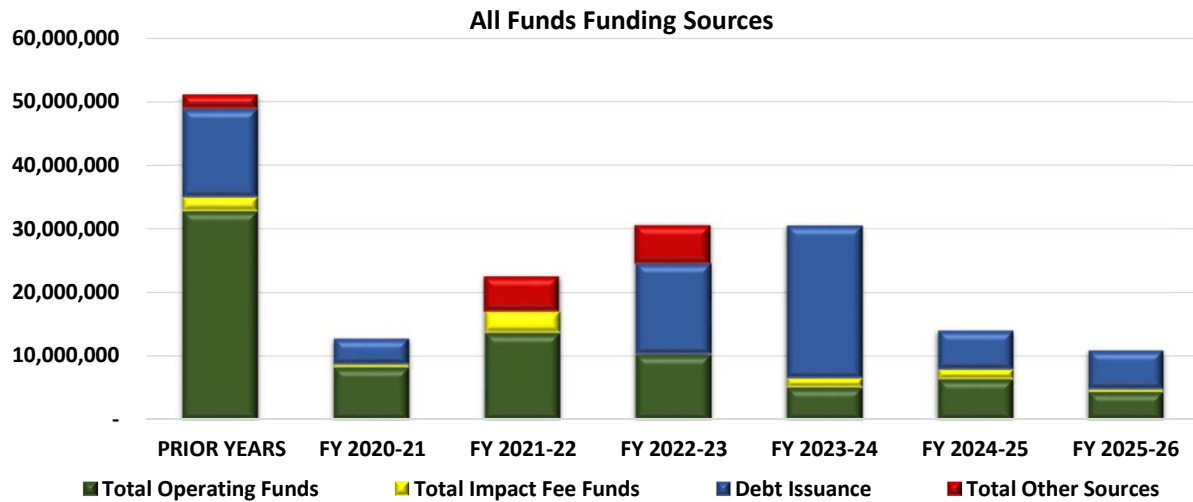
### ***FIVE YEAR CIP PROCESS:***

The City annually prepares a five-year CIP which is a financial management and planning tool to help address changes in the growth and service demands of the City services. The CIP summary includes the adopted 2015-16 through 2020-21 funding and expenditure allocations, the adopted 2021-22 funding and expenditure allocations, and the anticipated 2022-23 through 2025-26 funding and expenditure allocations which are separate annual allocations for the listed projects.

The City uses project-life budgeting meaning the total proposed project funding and expenditures allocations include the prior year allocations plus the adopted FY 2021-22 allocations. The revenues and expenditures allocations end at the close-out of the project, rather than at the end of the fiscal year. Future allocations are for planning purposes only and does not commit the City to any project or funding authorization. The future project information provided in the CIP is used as a guide for preparing future operating budgets, as well as a general planning document for capital improvements financing.

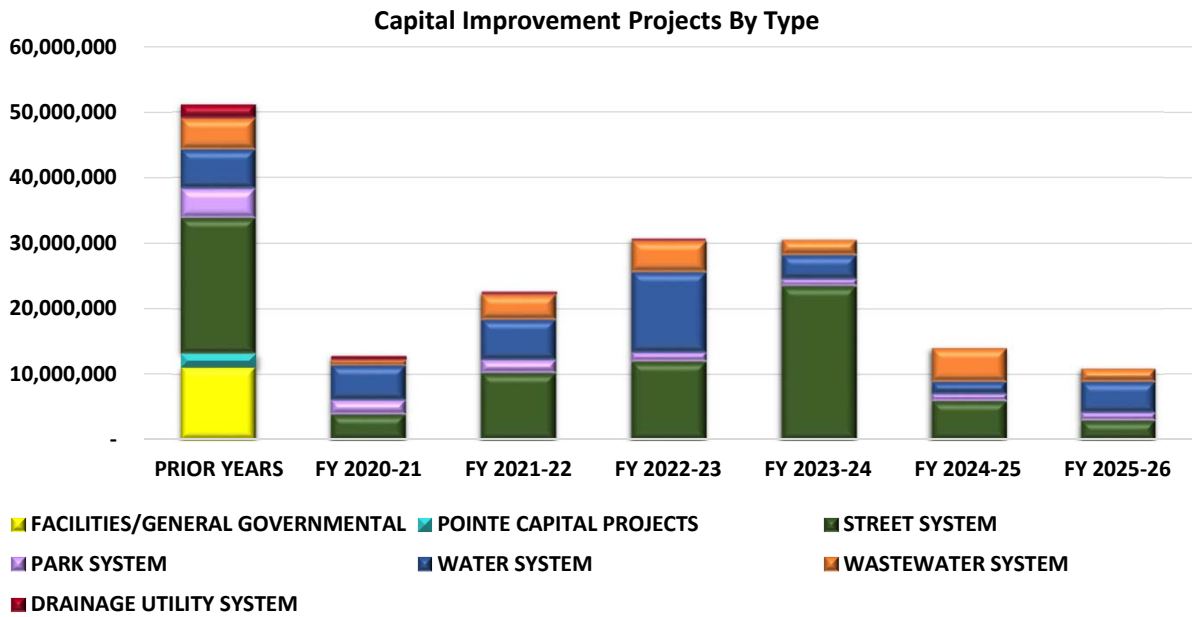
## CAPITAL IMPROVEMENT PROJECT BY FUNDING SOURCE SUMMARY

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	13,868,576	2,425,336	7,700,057	5,150,000	962,500	2,227,500	745,250	33,079,219
Street Maintenance Fund	4,466,789	1,526,609	1,800,057	1,800,000	1,975,000	2,175,000	1,800,000	15,543,455
KDC Fund	4,509,148	1,453,354	1,987,500	1,332,750	976,025	1,045,628	1,162,890	12,467,295
Water-Wastewater Fund	6,076,267	2,238,905	1,725,000	1,650,000	1,150,000	900,000	650,000	14,390,172
Drainage Fund	1,735,293	568,000	425,000	325,000	-	-	-	3,053,293
Pointe Fund	2,082,722	-	-	-	-	-	-	2,082,722
<b>Total Operating Funds</b>	<b>\$ 32,738,795</b>	<b>\$ 8,212,204</b>	<b>\$ 13,637,614</b>	<b>\$ 10,257,750</b>	<b>\$ 5,063,525</b>	<b>\$ 6,348,128</b>	<b>\$ 4,358,140</b>	<b>\$ 80,616,156</b>
Roadway Impact Fees	1,462,500	-	-	-	512,500	1,550,000	412,500	3,937,500
Water Impact Fees	535,915	-	-	-	-	-	-	535,915
Wastewater Impact Fees	75,000	-	3,361,800	-	953,450	-	-	4,390,250
Park Development Fees	84,594	463,062	-	-	-	-	-	547,656
<b>Total Impact Fee Funds</b>	<b>\$ 2,158,009</b>	<b>\$ 463,062</b>	<b>\$ 3,361,800</b>	<b>\$ -</b>	<b>\$ 1,465,950</b>	<b>\$ 1,550,000</b>	<b>\$ 412,500</b>	<b>\$ 9,411,321</b>
Debt Issuance	13,927,159	4,060,000	-	14,250,800	23,953,450	6,087,900	6,060,600	68,339,909
TX-DoT	93,760	-	-	-	-	-	-	93,760
Grant	-	-	680,515	-	-	-	-	680,515
Other	2,196,603	-	4,875,000	6,125,000	-	-	-	13,196,603
<b>Total Other Sources</b>	<b>\$ 2,290,363</b>	<b>\$ -</b>	<b>\$ 5,555,515</b>	<b>\$ 6,125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,970,878</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 51,114,326</b>	<b>\$ 12,735,266</b>	<b>\$ 22,554,929</b>	<b>\$ 30,633,550</b>	<b>\$ 30,482,925</b>	<b>\$ 13,986,028</b>	<b>\$ 10,831,240</b>	<b>\$ 172,338,264</b>



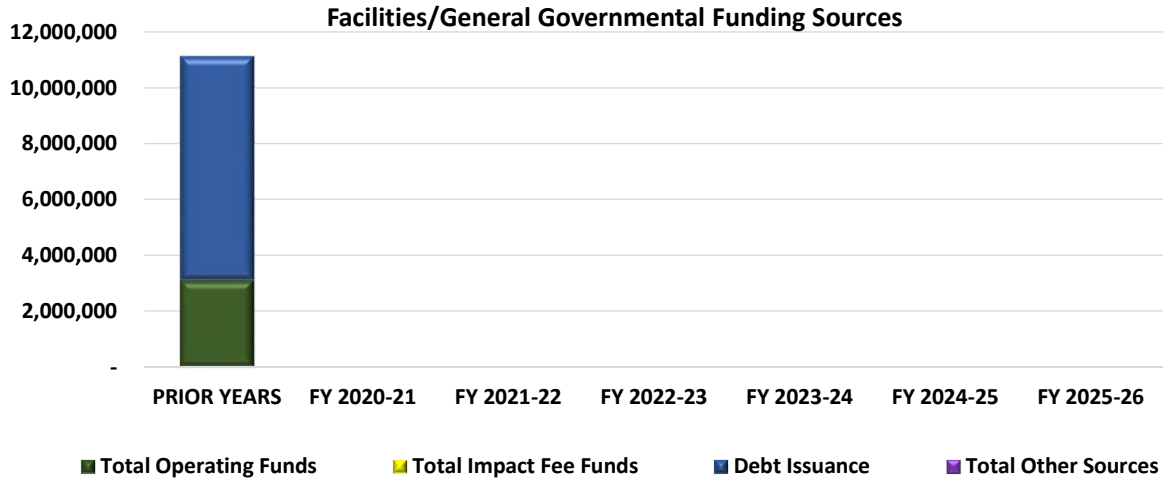
## CAPITAL IMPROVEMENT PROJECT BY TYPE SUMMARY

	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
FACILITIES/GENERAL								
GOVERNMENTAL	11,100,000	-	-	-	-	-	-	11,100,000
POINTE CAPITAL PROJECTS	2,082,722	-	-	-	-	-	-	2,082,722
STREET SYSTEM	20,676,294	3,891,945	10,185,114	11,950,000	23,450,000	5,952,500	2,957,750	79,063,603
PARK SYSTEM	4,428,422	2,141,416	1,983,015	1,332,750	976,025	1,045,628	1,162,890	13,070,146
WATER SYSTEM	6,007,500	5,333,905	6,175,000	12,279,750	3,750,000	1,900,000	4,750,000	40,196,155
WASTEWATER SYSTEM	4,734,095	800,000	3,786,800	4,746,050	2,306,900	5,087,900	1,960,600	23,422,345
DRAINAGE UTILITY SYSTEM	2,085,293	568,000	425,000	325,000	-	-	-	3,403,293
<b>Total Project Type</b>	<b>\$ 51,114,326</b>	<b>\$ 12,735,266</b>	<b>\$ 22,554,929</b>	<b>\$ 30,633,550</b>	<b>\$ 30,482,925</b>	<b>\$ 13,986,028</b>	<b>\$ 10,831,240</b>	<b>\$ 172,338,264</b>



## FACILITIES/GENERAL GOVERNMENTAL

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	3,100,000	-	-	-	-	-	-	3,100,000
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 3,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,100,000</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Issuance</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000,000</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 11,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,100,000</b>



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**FACILITIES/GENERAL GOVERNMENTAL**

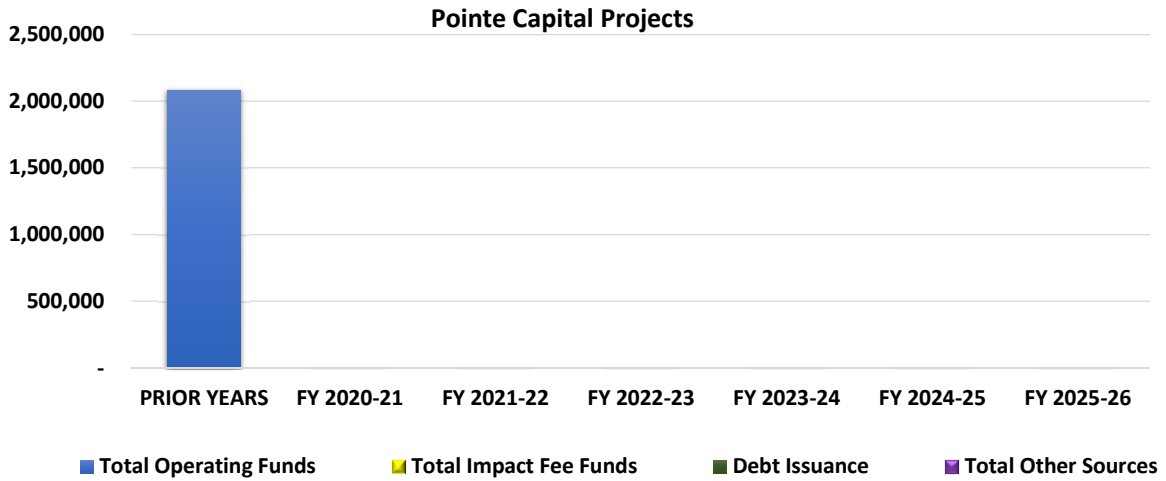
New Senior Activity Center								
Debt Issuance	8,000,000							\$ 8,000,000
General Fund	1,600,000	-	-	-	-	-	-	\$ 1,600,000
<b>TOTAL PROJECT</b>	<b>\$ 9,600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,600,000</b>
<b>IMPACT ON O&amp;M</b>	The project builds a new senior activity center at Johnson Road park which was approved by the voters in November 2018. The operating impact relates to the average annual debt payment and utility costs related to increased square footage.							
	\$ 695,728	\$ 695,728	\$ 695,728	\$ 695,728	\$ 695,728	\$ 695,728	\$ 695,728	\$ 695,728

Economic Development Incentives								
General Fund	1,500,000							\$ 1,500,000
<b>TOTAL PROJECT</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b>IMPACT ON O&amp;M</b>	The scope of the project has yet to be determined, however, any related operational costs should not be the responsibility of the City.							

<b>TOTAL FACILITIES/GENERAL GOVERNMENTAL</b>	<b>\$ 11,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,100,000</b>
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## POINTE CAPITAL PROJECTS

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	2,082,722	-	-	-	-	-	-	2,082,722
<b>Total Operating Funds</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Issuance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>





**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**POINTE CAPITAL PROJECTS**

Dectron Repairs								
Pointe Fund	855,500							\$ 855,500
<b>TOTAL PROJECT</b>	<b>\$ 855,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 855,500</b>
<b>IMPACT ON O&amp;M</b>	The project is replacing existing equipment and minimal operating impact is anticipated.							

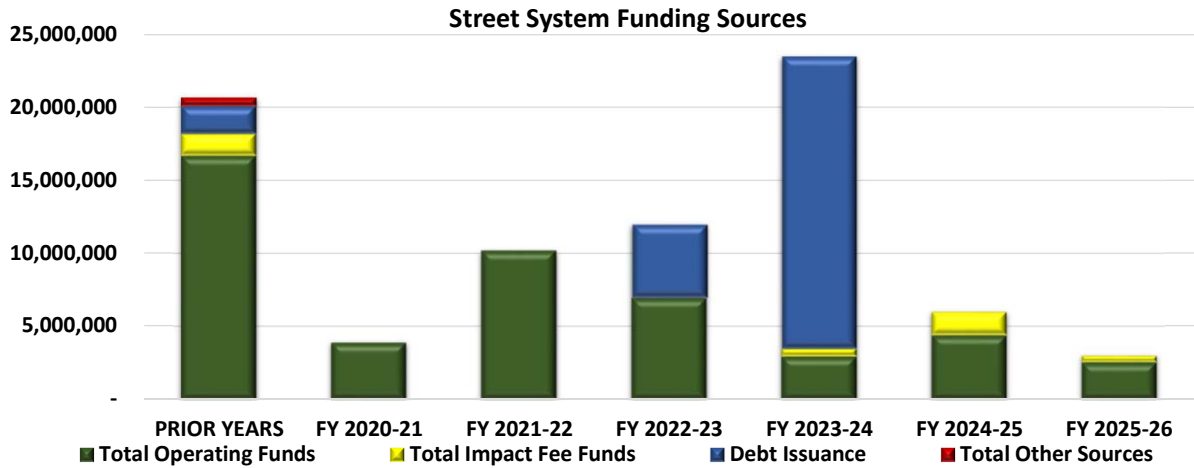
Pointe Locker Room Renovation								
Pointe Fund	830,000							\$ 830,000
<b>TOTAL PROJECT</b>	<b>\$ 830,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,000</b>
<b>IMPACT ON O&amp;M</b>	The project is related to renovations of an existing facility and minimal operating impact is anticipated.							

Pointe Indoor Pool Repairs								
Pointe Fund	397,222							\$ 397,222
<b>TOTAL PROJECT</b>	<b>\$ 397,222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 397,222</b>
<b>IMPACT ON O&amp;M</b>	The project is repairing and replacing existing equipment. Minimal operating impact is anticipated.							

<b>TOTAL POINTE CAPITAL PROJECTS</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>
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## STREET SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	10,768,576	2,200,336	7,700,057	5,150,000	962,500	2,227,500	745,250	29,754,219
Street Maintenance Fund	4,466,789	1,526,609	1,800,057	1,800,000	1,975,000	2,175,000	1,800,000	15,543,455
KDC Fund	216,000	-	685,000	-	-	-	-	901,000
Water-Wastewater Fund	1,205,595	165,000	-	-	-	-	-	1,370,595
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 16,656,960</b>	<b>\$ 3,891,945</b>	<b>\$ 10,185,114</b>	<b>\$ 6,950,000</b>	<b>\$ 2,937,500</b>	<b>\$ 4,402,500</b>	<b>\$ 2,545,250</b>	<b>\$ 47,569,269</b>
Roadway Impact Fees	1,462,500	-	-	-	512,500	1,550,000	412,500	3,937,500
Water Impact Fees	35,915	-	-	-	-	-	-	35,915
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 1,498,415</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 512,500</b>	<b>\$ 1,550,000</b>	<b>\$ 412,500</b>	<b>\$ 3,973,415</b>
<b>Debt Issuance</b>	<b>\$ 1,927,159</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 20,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,927,159</b>
TX-DoT	93,760	-	-	-	-	-	-	93,760
Grant	-	-	-	-	-	-	-	-
Other	500,000	-	-	-	-	-	-	500,000
<b>Total Other Sources</b>	<b>\$ 593,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 593,760</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 20,676,294</b>	<b>\$ 3,891,945</b>	<b>\$ 10,185,114</b>	<b>\$ 11,950,000</b>	<b>\$ 23,450,000</b>	<b>\$ 5,952,500</b>	<b>\$ 2,957,750</b>	<b>\$ 79,063,603</b>



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**FM 1938 Ext.**

Water Impact Fees	35,915							\$ 35,915
Water-Wastewater Fund	5,595	-	-	-	-	-	-	\$ 5,595
<b>TOTAL PROJECT</b>	<b>\$ 41,510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,510</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing roadway and is maintained by TxDOT. Minimal operating impact is anticipated.							

**2020 Sidewalk Construction**

General Fund	368,485							\$ 368,485
<b>TOTAL PROJECT</b>	<b>\$ 368,485</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 368,485</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of sidewalks and minimal operating impact is anticipated.							

**Future Sidewalk Repair**

General Fund		370,336	3,500,000	250,000	275,000	302,500	332,750	\$ 5,030,586
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 370,336</b>	<b>\$ 3,500,000</b>	<b>\$ 250,000</b>	<b>\$ 275,000</b>	<b>\$ 302,500</b>	<b>\$ 332,750</b>	<b>\$ 5,030,586</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of sidewalks and minimal operating impact is anticipated.							

**Sidewalk Gap**

General Fund				2,500,000				\$ 2,500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project is provides sidewalk connectivity throughout the City and minimal operating impact is anticipated.							

**North Keller Sidewalk Improvements**

General Fund					175,000	375,000		\$ 550,000
Street Maintenance Fund					175,000	375,000		\$ 550,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is provides sidewalk connectivity throughout the City and minimal operating impact is anticipated.							

**Keller Hicks Quiet Zone / Road Widening Project**

Debt Issuance	1,927,159							\$ 1,927,159
General Fund	267,841							\$ 267,841
<b>TOTAL PROJECT</b>	<b>\$ 2,195,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,195,000</b>
<b>IMPACT ON O&amp;M</b>	The project is provides sidewalk connectivity throughout the City and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**2019 Street Reconstruction Project**

Street Maintenance Fund	1,566,705							\$ 1,566,705
<b>TOTAL PROJECT</b>	<b>\$ 1,566,705</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,566,705</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**2020 Street Reconstruction Project**

Street Maintenance Fund	2,318,834							\$ 2,318,834
<b>TOTAL PROJECT</b>	<b>\$ 2,318,834</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,318,834</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**2021 Street Reconstruction Project**

Street Maintenance Fund	75,000	1,401,609						\$ 1,476,609
<b>TOTAL PROJECT</b>	<b>\$ 75,000</b>	<b>\$ 1,401,609</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,476,609</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**2022 Street Reconstruction Project**

Street Maintenance Fund		125,000	1,800,057					\$ 1,925,057
General Fund			1,800,057					\$ 1,800,057
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 3,600,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,725,114</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**Future Street Reconstruction Projects**

Street Maintenance Fund				1,800,000	1,800,000	1,800,000	1,800,000	\$ 7,200,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,800,000</b>	<b>\$ 1,800,000</b>	<b>\$ 1,800,000</b>	<b>\$ 1,800,000</b>	<b>\$ 7,200,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**Utility Relocations - Street Projects**

Water-Wastewater Fund	250,000							\$ 250,000
Other	500,000							\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**2020 Utility Relocations**

Water-Wastewater Fund	150,000							\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**2021 Utility Relocations**

Water-Wastewater Fund		165,000						\$ 165,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**N/S Portal Signs**

General Fund	50,000							\$ 50,000
<b>TOTAL PROJECT</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds design and engineering of portal signs on the north and south border. Minimal operating impact is anticipated.							

**Old Town Keller RR Tunnel**

General Fund	3,385,270							\$ 3,385,270
<b>TOTAL PROJECT</b>	<b>\$ 3,385,270</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,385,270</b>
<b>IMPACT ON O&amp;M</b>	The scope of the project has yet to be determined, therefore, operating impacts are unknown.							

**Old Town Keller E. /Bates St.**

General Fund	614,730							\$ 614,730
Debt Issuance				5,000,000	10,000,000			\$ 15,000,000
KDC Fund			685,000					\$ 685,000
<b>TOTAL PROJECT</b>	<b>\$ 614,730</b>	<b>\$ -</b>	<b>\$ 685,000</b>	<b>\$ 5,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,299,730</b>
<b>IMPACT ON O&amp;M</b>	The project improves street and related infrastructure on the east side of Old Town Keller and Elm Street. The project includes a pedestrian crossing on 377 and a park on Bates street. The operating impact is related to the estimated annual debt payment.							
						\$ 1,302,376	\$ 1,302,376	

**FM 1709 and Keller Smithfield Road Intersection Improvements**

General Fund	250,000							\$ 250,000
<b>TOTAL PROJECT</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and is partially maintained by TxDOT. Minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**FM 1709 and Rufe Snow Drive Intersection Improvements**

General Fund	250,000							\$ 250,000
<b>TOTAL PROJECT</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and is partially maintained by TxDOT. Minimal operating impact is anticipated.							

**Johnson Rd - Keller-Smithfield Roundabout**

General Fund	231,250							\$ 231,250
Street Maintenance Fund	231,250							\$ 231,250
Roadway Impact Fees	462,500							\$ 462,500
<b>TOTAL PROJECT</b>	<b>\$ 925,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 925,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Johnson Road Reconstruction (RS to C)**

General Fund	3,000,000							\$ 3,000,000
Roadway Impact Fees	1,000,000							\$ 1,000,000
KDC Fund	216,000							\$ 216,000
Water-Wastewater Fund	800,000							\$ 800,000
<b>TOTAL PROJECT</b>	<b>\$ 5,016,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,016,000</b>
<b>IMPACT ON O&amp;M</b>	The project is related to street, drainage, and sidewalk improvements on an existing road. Minimal operating impact is anticipated.							

**Bear Creek / Whitley Roundabout**

General Fund	2,154,000							\$ 2,154,000
<b>TOTAL PROJECT</b>	<b>\$ 2,154,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,154,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Signal Timing Project**

General Fund	22,000							\$ 22,000
TX-DoT	93,760							\$ 93,760
<b>TOTAL PROJECT</b>	<b>\$ 115,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,760</b>
<b>IMPACT ON O&amp;M</b>	The project provides timing improvements and capital maintenance to signals. Minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**Pavement Seepage**

Street Maintenance Fund	150,000							\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project is mitigating groundwater seepage on an existing roadway and minimal operating impact is anticipated.							

**UPRR Pedestrian Crossing**

General Fund	150,000							\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project adds new sidewalks at various railroad crossings and related operational costs can be absorbed in the current budget.							

**Vine Street Drainage**

General Fund	25,000							\$ 25,000
<b>TOTAL PROJECT</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing drainage and minimal operating impact is anticipated.							

**Pavement Condition Study**

Street Maintenance Fund	125,000							\$ 125,000
<b>TOTAL PROJECT</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>
<b>IMPACT ON O&amp;M</b>	The project studies pavement conditions to help prioritize future streets and sidewalks improvements. No direct operational costs are anticipated.							

**Shady Grove (KS to S)**

General Fund		1,000,000	2,000,000	2,000,000				\$ 5,000,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project is reconstruction of an existing road and minimal operating impact is anticipated.							

**Bar Ditch Maintenance**

General Fund		830,000						\$ 830,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 830,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides capital maintenance of existing bar ditches and minimal operating impact is anticipated.							

**Bear Creek Bridge Erosion Protection**

General Fund			400,000	400,000				\$ 800,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides capital maintenance of an existing bridge and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**STREET SYSTEM**

**Bourland/Mt. Gilead Roundabout**

General Fund					200,000	412,500		\$ 612,500
Roadway Impact Fees					200,000	412,500		\$ 612,500
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 825,000</b>	<b>\$ -</b>	<b>\$ 1,225,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Bourland/Mt. Gilead Reconstruction**

General Fund					312,500	937,500		\$ 1,250,000
Roadway Impact Fees					312,500	937,500		\$ 1,250,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 625,000</b>	<b>\$ 1,875,000</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project is reconstruction of an existing road and minimal operating impact is anticipated.							

**Mt. Gilead/Roanoke Rd. Roundabout**

General Fund						200,000	412,500	\$ 612,500
Roadway Impact Fees						200,000	412,500	\$ 612,500
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 825,000</b>	<b>\$ 1,225,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Whitley Reconstruction**

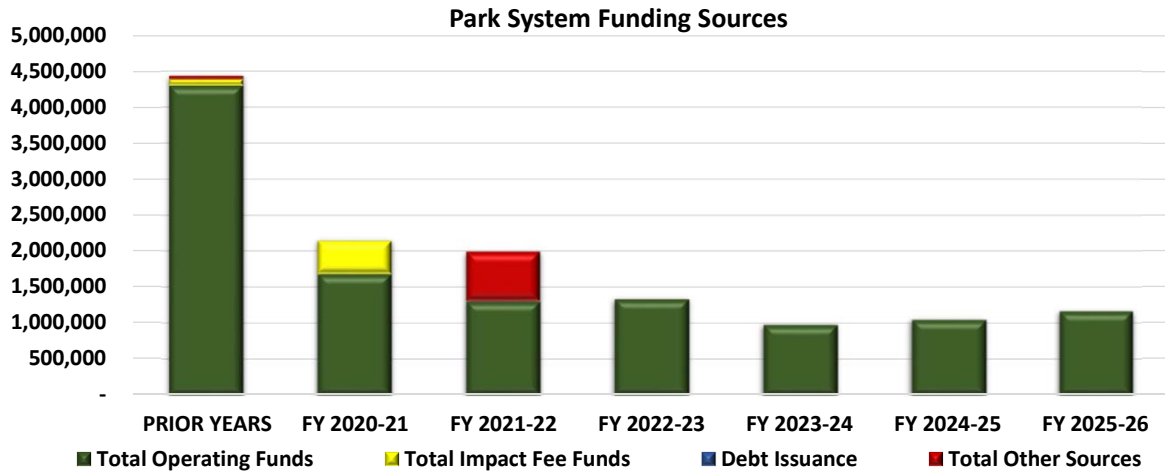
Debt Issuance					10,000,000			\$ 10,000,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project is reconstruction of an existing road. The operating impact is related to the estimated annual debt service payment.							
						<b>\$ 1,302,376</b>	<b>\$ 1,302,376</b>	

<b>TOTAL STREET SYSTEM</b>	<b>\$ 20,676,294</b>	<b>\$ 3,891,945</b>	<b>\$ 10,185,114</b>	<b>\$ 11,950,000</b>	<b>\$ 23,450,000</b>	<b>\$ 5,952,500</b>	<b>\$ 2,957,750</b>	<b>\$ 79,063,603</b>
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## PARK SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	4,293,148	1,678,354	1,302,500	1,332,750	976,025	1,045,628	1,162,890	11,791,295
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 4,293,148</b>	<b>\$ 1,678,354</b>	<b>\$ 1,302,500</b>	<b>\$ 1,332,750</b>	<b>\$ 976,025</b>	<b>\$ 1,045,628</b>	<b>\$ 1,162,890</b>	<b>\$ 11,791,295</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	84,594	463,062	-	-	-	-	-	547,656
<b>Total Impact Fee Funds</b>	<b>\$ 84,594</b>	<b>\$ 463,062</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 547,656</b>
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	680,515	-	-	-	-	680,515
Other	50,680	-	-	-	-	-	-	50,680
<b>Total Other Sources</b>	<b>\$ 50,680</b>	<b>\$ -</b>	<b>\$ 680,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 731,195</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 4,428,422</b>	<b>\$ 2,141,416</b>	<b>\$ 1,983,015</b>	<b>\$ 1,332,750</b>	<b>\$ 976,025</b>	<b>\$ 1,045,628</b>	<b>\$ 1,162,890</b>	<b>\$ 13,070,146</b>



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**PARK SYSTEM**

**2017 Matching Grant Program**

KDC Fund	100,000	64,487						\$ 164,487
Other	50,680							\$ 50,680
<b>TOTAL PROJECT</b>	<b>\$ 150,680</b>	<b>\$ 64,487</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,167</b>
<b>IMPACT ON O&amp;M</b>	The project funds new or enhanced park features with costs shared with a third party and any grant projects must have minimal operating impact.							

**Milestone Park**

KDC Fund	785,273							\$ 785,273
<b>TOTAL PROJECT</b>	<b>\$ 785,273</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 785,273</b>
<b>IMPACT ON O&amp;M</b>	The park improvements are considered passive use and have minimal operating impact.							

**Overton Ridge Park**

KDC Fund	2,464,655							\$ 2,464,655
Park Development Fees	84,594	463,062						\$ 547,656
<b>TOTAL PROJECT</b>	<b>\$ 2,549,249</b>	<b>\$ 463,062</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,012,311</b>
<b>IMPACT ON O&amp;M</b>	The park improvements require additional mowing and other grounds maintenance.							
				\$ 27,808	\$ 27,808	\$ 27,808	\$ 27,808	

**Whitley Road Safe Routes**

KDC Fund	248,312							\$ 248,312
Grant			680,515					\$ 680,515
<b>TOTAL PROJECT</b>	<b>\$ 248,312</b>	<b>\$ -</b>	<b>\$ 680,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 928,827</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing trail and minimal operating impact is anticipated.							

**2020 Parks Capital Replacement Program**

KDC Fund	100,061							\$ 100,061
<b>TOTAL PROJECT</b>	<b>\$ 100,061</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,061</b>
<b>IMPACT ON O&amp;M</b>	The replacement program improves existing park features and equipment. Minimal operating impact is anticipated.							

**Bear Creek Bridge Erosion Protection**

KDC Fund	409,847							\$ 409,847
<b>TOTAL PROJECT</b>	<b>\$ 409,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 409,847</b>
<b>IMPACT ON O&amp;M</b>	The trail improvements have minimal operating impact and can be absorbed in the current budget.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**PARK SYSTEM**

**Keller Sports Park Parking Lot Improvements - C Pad**

KDC Fund	185,000							\$ 185,000
<b>TOTAL PROJECT</b>	<b>\$ 185,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Future Trail System Expansion**

KDC Fund		275,000	302,500	332,750	366,025	402,628	442,890	\$ 2,121,793
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ 302,500</b>	<b>\$ 332,750</b>	<b>\$ 366,025</b>	<b>\$ 402,628</b>	<b>\$ 442,890</b>	<b>\$ 2,121,793</b>
<b>IMPACT ON O&amp;M</b>	The trail improvements have minimal operating impact and can be absorbed in the current budget.							

**Future Parks Capital Replacement Program**

KDC Fund		121,367	100,000	100,000	100,000	100,000	100,000	\$ 621,367
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 121,367</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 621,367</b>
<b>IMPACT ON O&amp;M</b>	The replacement program improves existing park features and equipment. Minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - Baseball lot**

KDC Fund		600,000						\$ 600,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Bear Creek Park Parking Lot Improvements**

General Fund		225,000						\$ 225,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Bear Creek Pond Dredging**

KDC Fund		215,000						\$ 215,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 215,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,000</b>
<b>IMPACT ON O&amp;M</b>	The pond dredging is capital maintenance and minimal operating impact is anticipated.							

**Bursey Ranch Playground Replacement**

KDC Fund		100,000						\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**PARK SYSTEM**

**Sports Park 2021 Master Plan**

KDC Fund		77,500						\$ 77,500
<b>TOTAL PROJECT</b>	\$ -	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,500
<b>IMPACT ON O&amp;M</b>	The pond dredging is capital maintenance and minimal operating impact is anticipated.							

**Chase Oaks Activity Node Playground Replacement**

KDC Fund			110,000					\$ 110,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - Softball Lot**

KDC Fund			790,000					\$ 790,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 790,000	\$ -	\$ -	\$ -	\$ -	\$ 790,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Johnson Road Park Improvements**

KDC Fund				400,000				\$ 400,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Parks at Town Center Playground Replacement**

KDC Fund				120,000				\$ 120,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - B Pad**

KDC Fund				380,000				\$ 380,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 380,000	\$ -	\$ -	\$ -	\$ 380,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**PARK SYSTEM**

**TBD Playground Replacement**

KDC Fund					130,000	140,000	150,000	\$ 420,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 140,000	\$ 150,000	\$ 420,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - A Pad**

KDC Fund					380,000			\$ 380,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ 380,000	\$ -	\$ -	\$ 380,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - D Pad**

KDC Fund						403,000		\$ 403,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 403,000	\$ -	\$ 403,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

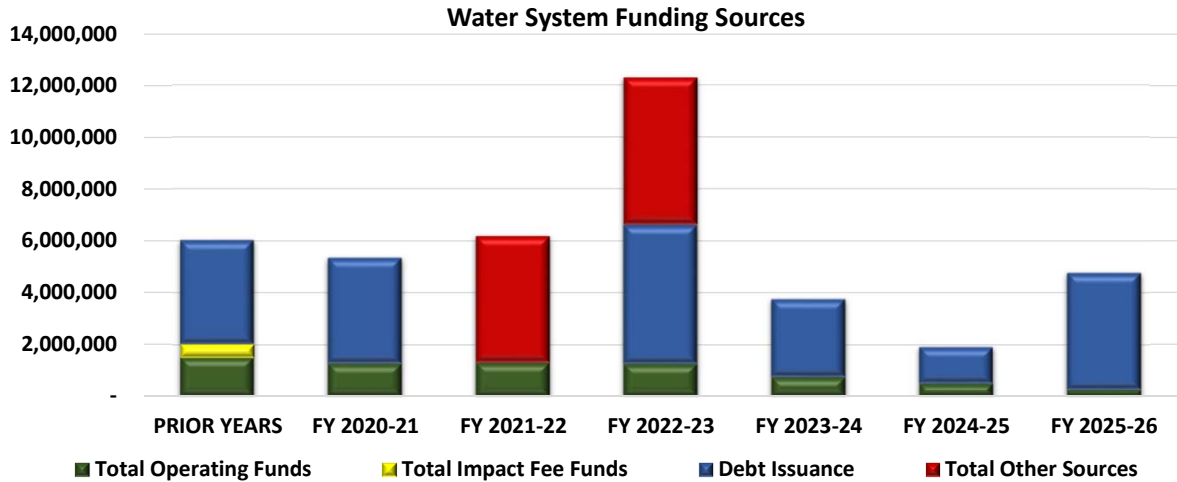
**Keller Sports Park Parking Lot Improvements - F Pad**

KDC Fund							470,000	\$ 470,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000	\$ 470,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

<b>TOTAL PARK SYSTEM</b>	\$ 4,428,422	\$ 2,141,416	\$ 1,983,015	\$ 1,332,750	\$ 976,025	\$ 1,045,628	\$ 1,162,890	\$ 13,070,146
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## WATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	1,507,500	1,273,905	1,300,000	1,250,000	750,000	500,000	250,000	6,831,405
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 1,507,500</b>	<b>\$ 1,273,905</b>	<b>\$ 1,300,000</b>	<b>\$ 1,250,000</b>	<b>\$ 750,000</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 6,831,405</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	500,000	-	-	-	-	-	-	500,000
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
Debt Issuance	4,000,000	4,060,000	-	5,360,000	3,000,000	1,400,000	4,500,000	22,320,000
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	4,875,000	5,669,750	-	-	-	10,544,750
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,875,000</b>	<b>\$ 5,669,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,544,750</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 6,007,500</b>	<b>\$ 5,333,905</b>	<b>\$ 6,175,000</b>	<b>\$ 12,279,750</b>	<b>\$ 3,750,000</b>	<b>\$ 1,900,000</b>	<b>\$ 4,750,000</b>	<b>\$ 40,196,155</b>



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WATER SYSTEM**

**2017 SWIFT Projects**

Debt Issuance	4,000,000							\$ 4,000,000
<b>TOTAL PROJECT</b>	<b>\$ 4,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
		298,027	298,027	298,027	298,027	298,027	298,027	

**Water Line Replacements**

Water-Wastewater Fund	250,000		100,000	400,000	150,000	500,000	250,000	\$ 1,650,000
Other				455,187				\$ 455,187
<b>TOTAL PROJECT</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 855,187</b>	<b>\$ 150,000</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 2,105,187</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

**Hwy. 377 12" Water Lines**

Water Impact Fees	500,000							\$ 500,000
Water-Wastewater Fund	366,095	133,905						\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ 866,095</b>	<b>\$ 133,905</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides for new water lines along US 377. The increase in lines has a minimal impact on operating costs and can be absorbed within the current budget.							

**2019 Water Service Replacements**

Water-Wastewater Fund	70,703							\$ 70,703
<b>TOTAL PROJECT</b>	<b>\$ 70,703</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,703</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water service equipment and minimal operating impact is anticipated.							

**2019 Large Valve Replacements**

Water-Wastewater Fund	70,702							\$ 70,702
<b>TOTAL PROJECT</b>	<b>\$ 70,702</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,702</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water valves and minimal operating impact is anticipated.							

**Tank Maintenance**

Water-Wastewater Fund	350,000	600,000	350,000	350,000	350,000			\$ 2,000,000
Other			1,500,000	3,000,000				\$ 4,500,000
<b>TOTAL PROJECT</b>	<b>\$ 350,000</b>	<b>\$ 600,000</b>	<b>\$ 1,850,000</b>	<b>\$ 3,350,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides capital maintenance of water tanks and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WATER SYSTEM**

Lavena Water Line Ext.								
Water-Wastewater Fund	100,000							\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project extends a water line a nominal distance and minimal operating budget impact is anticipated.							

AWIA Emergency Risk, Resiliency, & Response Plan								
Water-Wastewater Fund	200,000							\$ 200,000
<b>TOTAL PROJECT</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>IMPACT ON O&amp;M</b>	This project develops the federally mandated emergency response plans and no direct operating costs are anticipated.							

2021 SWIFT								
Debt Issuance		4,060,000						\$ 4,060,000
Water-Wastewater Fund			250,000	250,000				\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 4,060,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,560,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
			288,623	288,623	288,623	288,623	288,623	

2023 SWIFT								
Debt Issuance	-			4,060,000				\$ 4,060,000
Water-Wastewater Fund				250,000	250,000			\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,310,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,560,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
					288,686	288,686	288,686	

MSC Improvements								
Water-Wastewater Fund	100,000							\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and minimal operating impact is anticipated.							

Pump Station Rehab								
Debt Issuance							4,500,000	\$ 4,500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and the operating impact relates to the average annual debt payment.							
							91,469	



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WATER SYSTEM**

**SCADA Maintenance**

Water-Wastewater Fund		540,000						\$ 540,000
<b>TOTAL PROJECT</b>	\$ -	\$ 540,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540,000
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Knox Tank Mixer**

Water-Wastewater Fund			600,000					\$ 600,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and minimal operating impact is anticipated.							

**Pearson Pump Station Generator**

Other			2,000,000					\$ 2,000,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
					91,469	91,469	91,469	

**Lift Station Generators**

Other			500,000					\$ 500,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
<b>IMPACT ON O&amp;M</b>	The project is installs generators at lift stations and minimal operating impact is anticipated.							

**MSC Generators**

Other			200,000					\$ 200,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Bate Street Line Replacements**

Other			675,000					\$ 675,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

**Elm Street Line Replacements**

Other				1,375,000				\$ 1,375,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 1,375,000	\$ -	\$ -	\$ -	\$ 1,375,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WATER SYSTEM**

**Smart Meter Installation**

Other				839,563				\$ 839,563
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 839,563	\$ -	\$ -	\$ -	\$ 839,563
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Johnson Rd 12 Water Lines**

Debt Issuance				1,300,000				\$ 1,300,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
					91,469	91,469	91,469	

**Rapp 16 Water Lines**

Debt Issuance					3,000,000			\$ 3,000,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
						211,083	211,083	

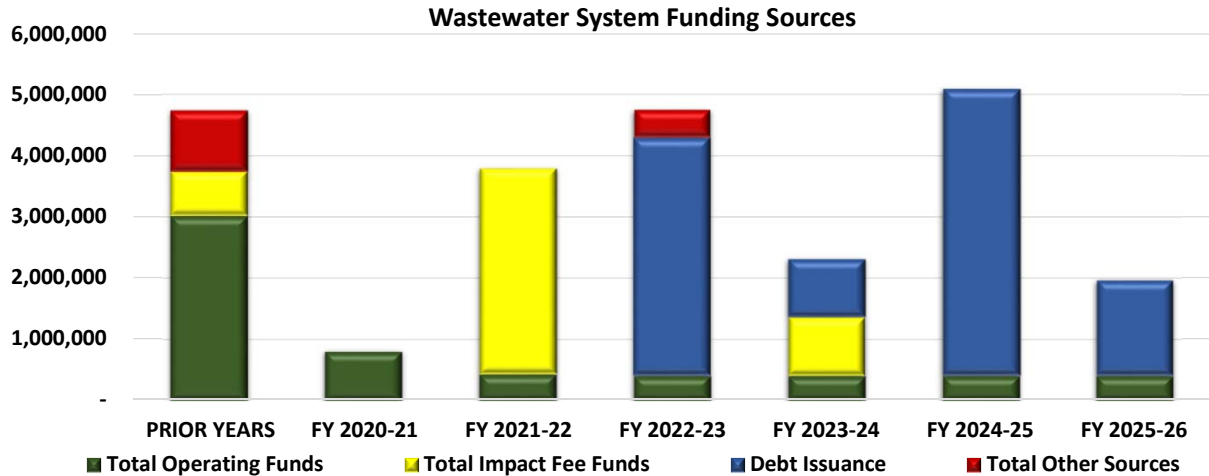
**Bear Creek Pkwy 12 Water Lines**

Debt Issuance						1,400,000		\$ 1,400,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -	\$ 1,400,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
							98,505	

<b>TOTAL WATER SYSTEM</b>	\$ 6,007,500	\$ 5,333,905	\$ 6,175,000	\$ 12,279,750	\$ 3,750,000	\$ 1,900,000	\$ 4,750,000	\$ 40,196,155
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## WASTEWATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	3,013,172	800,000	425,000	400,000	400,000	400,000	400,000	5,838,172
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 3,013,172</b>	<b>\$ 800,000</b>	<b>\$ 425,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 5,838,172</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	724,750	-	3,361,800	-	953,450	-	-	5,040,000
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 724,750</b>	<b>\$ -</b>	<b>\$ 3,361,800</b>	<b>\$ -</b>	<b>\$ 953,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,040,000</b>
Debt Issuance	-	-	-	3,890,800	953,450	4,687,900	1,560,600	11,092,750
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	996,173	-	-	455,250	-	-	-	1,451,423
<b>Total Other Sources</b>	<b>\$ 996,173</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 455,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,451,423</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 4,734,095</b>	<b>\$ 800,000</b>	<b>\$ 3,786,800</b>	<b>\$ 4,746,050</b>	<b>\$ 2,306,900</b>	<b>\$ 5,087,900</b>	<b>\$ 1,960,600</b>	<b>\$ 23,422,345</b>



**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WASTEWATER SYSTEM**

**Shady Hollow Lift Station**

Water-Wastewater Fund			140,000					\$ 140,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b>IMPACT ON O&amp;M</b>	The project repairs an existing lift station and minimal operating impact is anticipated.							

**Big Bear East Collector Line Replacement**

Wastewater Impact Fees	75,000							\$ 75,000
<b>TOTAL PROJECT</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**Big Bear Creek Interceptor Ph. II**

Water-Wastewater Fund	211,634							\$ 211,634
Other	649,750							\$ 649,750
<b>TOTAL PROJECT</b>	<b>\$ 861,384</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 861,384</b>
<b>IMPACT ON O&amp;M</b>	The project replaces an existing interceptor and minimal operating impact is anticipated.							

**2017 SS Evaluation Study**

Water-Wastewater Fund	500,000							\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>IMPACT ON O&amp;M</b>	The project studies wastewater system needs and no direct operational costs are anticipated.							

**US 377 Sanitary Sewer Project**

Water-Wastewater Fund	600,000							\$ 600,000
Other	850,000							\$ 850,000
<b>TOTAL PROJECT</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,450,000</b>
<b>IMPACT ON O&amp;M</b>	The project relates to new wastewater lines along US 377. Minimal operating impact is anticipated and can be absorbed within the current budget.							

**2018 Mains & Services Replacements**

Water-Wastewater Fund	586,538							\$ 586,538
<b>TOTAL PROJECT</b>	<b>\$ 586,538</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 586,538</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WASTEWATER SYSTEM**

**2019 Mains & Services Replacements**

Water-Wastewater Fund	300,000							\$ 300,000
<b>TOTAL PROJECT</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**Big Bear West Interceptor Line Replacement**

Water-Wastewater Fund	575,000							\$ 575,000
<b>TOTAL PROJECT</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**2019 SS Evaluation Study/I&I**

Water-Wastewater Fund	240,000	120,000	120,000					\$ 480,000
<b>TOTAL PROJECT</b>	<b>\$ 240,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 480,000</b>
<b>IMPACT ON O&amp;M</b>	The project studies wastewater system needs and no direct operational costs are anticipated.							

**2021 SS Evaluation Study/Capacity Analysis**

Water-Wastewater Fund		180,000						\$ 180,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,000</b>
<b>IMPACT ON O&amp;M</b>	The project studies wastewater system needs and no direct operational costs are anticipated.							

**Cade Branch Wastewater Capacity Improvements**

Debt Issuance				2,415,600				\$ 2,415,600
Wastewater Impact Fees			2,415,600					\$ 2,415,600
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,415,600</b>	<b>\$ 2,415,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,831,200</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and the operating impact relates to the average annual debt payment.							
					169,964	169,964	169,964	

**Cade Branch Wastewater Capacity Improvements 8" to 15"**

Debt Issuance				946,200				\$ 946,200
Wastewater Impact Fees			946,200					\$ 946,200
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 946,200</b>	<b>\$ 946,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,892,400</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
					66,576	66,576	66,576	

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WASTEWATER SYSTEM**

**Mains & Services Replacements**

Water-Wastewater Fund		500,000	165,000	400,000	400,000	400,000	400,000	\$ 2,265,000
Other				455,250				\$ 455,250
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 165,000</b>	<b>\$ 855,250</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 2,720,250</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							

**Big Bear Central Wastewater Capacity Improvements 8" to 12"**

Debt Issuance				529,000				\$ 529,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 529,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 529,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
					37,221	37,221	37,221	

**Big Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance					953,450			\$ 953,450
Wastewater Impact Fees					953,450			\$ 953,450
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,906,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,906,900</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
						67,086	67,086	

**Big Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance						1,942,100		\$ 1,942,100
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,942,100</b>	<b>\$ -</b>	<b>\$ 1,942,100</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
							136,648	

**Little Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance						2,745,800		\$ 2,745,800
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,745,800</b>	<b>\$ -</b>	<b>\$ 2,745,800</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
							193,197	

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**WASTEWATER SYSTEM**

**Big Bear SW Wastewater Capacity Improvements 6" to 8"**

Debt Issuance							1,560,600	\$ 1,560,600
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,560,600</b>	<b>\$ 1,560,600</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
							109,805	

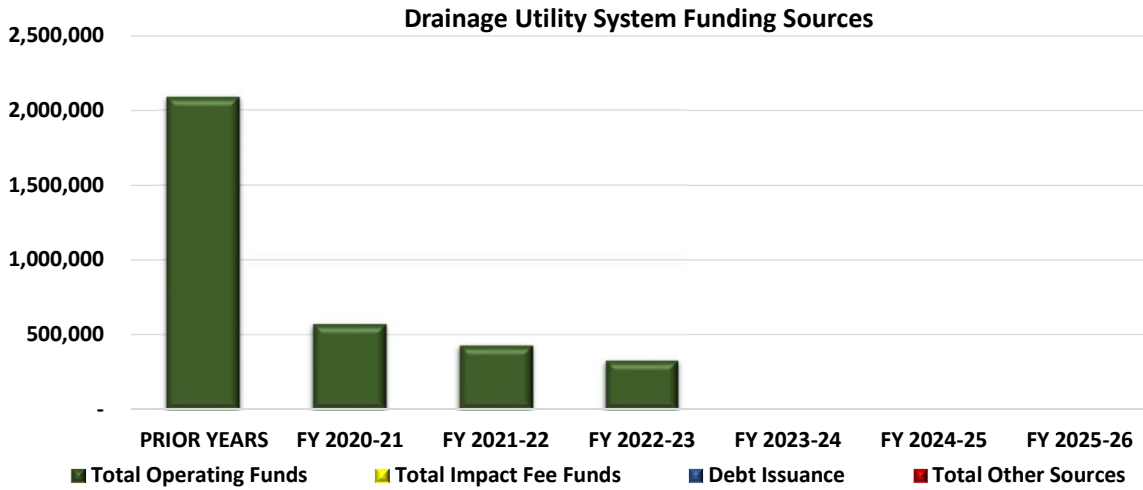
**Walker Development Agreement**

Other	146,173							\$ 146,173
<b>TOTAL PROJECT</b>	<b>\$ 146,173</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,173</b>
<b>IMPACT ON O&amp;M</b>	The project provides for new wastewater lines north of Florence Rd. Minimal operating impact is anticipated and can be absorbed within the current budget.							

<b>TOTAL WASTEWATER SYSTEM</b>	<b>\$ 4,734,095</b>	<b>\$ 800,000</b>	<b>\$ 3,786,800</b>	<b>\$ 4,746,050</b>	<b>\$ 2,306,900</b>	<b>\$ 5,087,900</b>	<b>\$ 1,960,600</b>	<b>\$ 23,422,345</b>
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## DRAINAGE UTILITY SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	350,000	-	-	-	-	-	-	350,000
Drainage Fund	1,735,293	568,000	425,000	325,000	-	-	-	3,053,293
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 2,085,293</b>	<b>\$ 568,000</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,085,293</b>	<b>\$ 568,000</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>





**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**DRAINAGE UTILITY SYSTEM**

**Barbara Lane Drainage Project**

Drainage Fund	350,000							\$ 350,000
Water-Wastewater Fund	350,000	-	-	-	-	-	-	\$ 350,000
<b>TOTAL PROJECT</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**2017 Unanticipated Drainage Projects**

Drainage Fund	171,455							\$ 171,455
<b>TOTAL PROJECT</b>	<b>\$ 171,455</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 171,455</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**2018 Unanticipated Drainage Projects**

Drainage Fund	318,838							\$ 318,838
<b>TOTAL PROJECT</b>	<b>\$ 318,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 318,838</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**Drainage Master Plan**

Drainage Fund	350,000	200,000						\$ 550,000
<b>TOTAL PROJECT</b>	<b>\$ 350,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
<b>IMPACT ON O&amp;M</b>	The project is a study for future drainage maintenance and system needs. No direct operational costs are anticipated.							

**Woods Drive**

Drainage Fund	150,000							\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**Nightingale Culvert**

Drainage Fund	325,000	368,000						\$ 693,000
<b>TOTAL PROJECT</b>	<b>\$ 325,000</b>	<b>\$ 368,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 693,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	

**DRAINAGE UTILITY SYSTEM**

Shady Lane South								
Drainage Fund	70,000							\$ 70,000
<b>TOTAL PROJECT</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

Stream Bank Erosion Study								
Drainage Fund			100,000					\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is a study for drainage maintenance needs. No direct operational costs are anticipated.							

Bear Creek Culvert								
Drainage Fund			325,000	325,000				\$ 650,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>
<b>IMPACT ON O&amp;M</b>	The project repairs an existing culvert and minimal operating impact is anticipated.							

<b>TOTAL DRAINAGE UTILITY SYSTEM</b>	<b>\$ 2,085,293</b>	<b>\$ 568,000</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>
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<b>TOTAL ALL PROJECTS AND YEARS</b>	<b>\$ 51,114,326</b>	<b>\$ 12,735,266</b>	<b>\$ 22,554,929</b>	<b>\$ 30,633,550</b>	<b>\$ 30,482,925</b>	<b>\$ 13,986,028</b>	<b>\$ 10,831,240</b>	<b>\$ 172,338,264</b>
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## IMPACT FEE FUNDS

The Impact Fee Funds are funds for development activity which will impact current infrastructure systems. Developers are assessed fees which are used by the City to create improvements to the infrastructure systems to offset the impacts. For the City of Keller, the funds considered to be Impact Fee Funds are the Parkland Dedication Fund, Roadway Impact Fee Fund, Water Impact Fee Fund, and the Wastewater Fee Fund.

**Note:** These funds are considered non-operating funds and are provided for informational purposes only.



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# ROADWAY IMPACT FEE FUND

**FUND DESCRIPTION:**

This fund is used to account for resources received from roadway impact fees which are determined by the type and size of new development. Expenditures are restricted for roadway improvements based upon new development impact and are transferred to the Streets CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is presented as a capital improvement fund.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Roadway Impact Fees	\$ 478,054	\$ -	\$ 543,535	\$ -	\$ -
Interest Earnings	131,794	-	35,797	-	-
<b>TOTAL</b>	<b>\$ 609,848</b>	<b>\$ -</b>	<b>\$ 579,332</b>	<b>\$ -</b>	<b>\$ -</b>

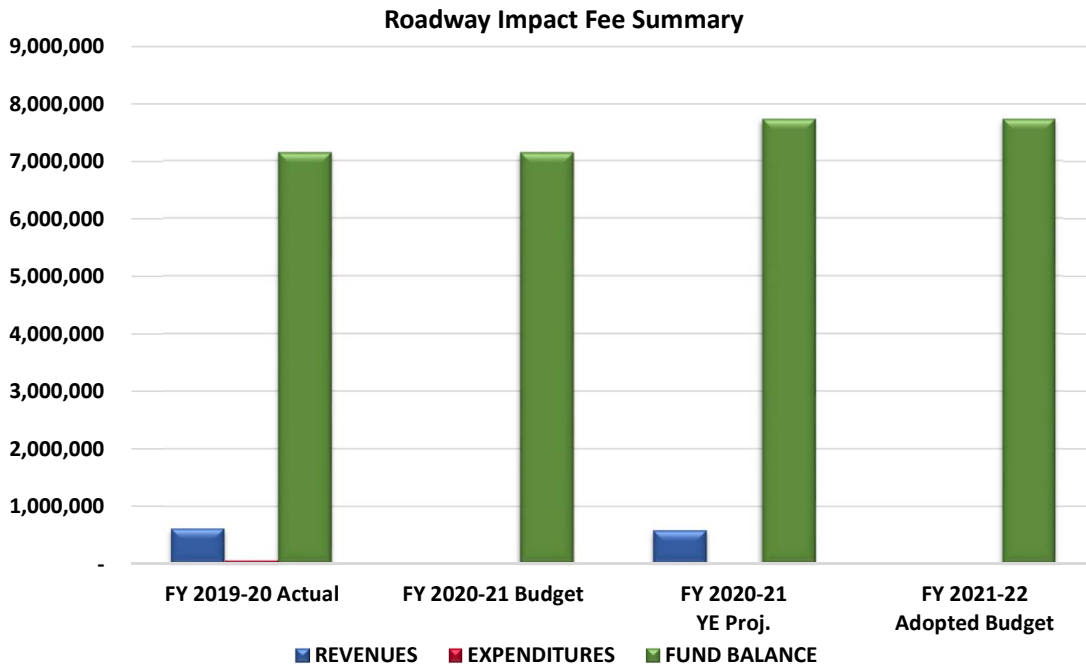
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Services & other	\$ 58,710		\$ 72,790		
Street Improvements	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 58,710</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# ROADWAY IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 609,848	\$ -	\$ 579,332	\$ -	\$ -
EXPENDITURES	58,710	-	-	-	-
VARIANCE	551,138	-	579,332	-	-
<b>FUND BALANCE</b>	<b>\$ 7,143,105</b>	<b>\$ 7,143,105</b>	<b>\$ 7,722,437</b>	<b>\$ 7,722,437</b>	<b>\$ 579,332</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
<b><u>BY POSITION TITLE:</u></b>					
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PARK DEVELOPMENT FEE FUND

**FUND DESCRIPTION:**

This fund is used to account for resources received from park development fees and expenditures that are restricted for park improvements. Funds are transferred to the Park CIP Fund for park improvements. In prior years, fund revenues and expenditures were included in operating budget totals. Starting in FY 2016-17, fund revenues and expenditures will no longer be considered operating funds and are shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is presented as a capital improvement fund.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Park Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	8,810	-	2,116	-	-
<b>TOTAL</b>	<b>\$ 8,810</b>	<b>\$ -</b>	<b>\$ 2,116</b>	<b>\$ -</b>	<b>\$ -</b>

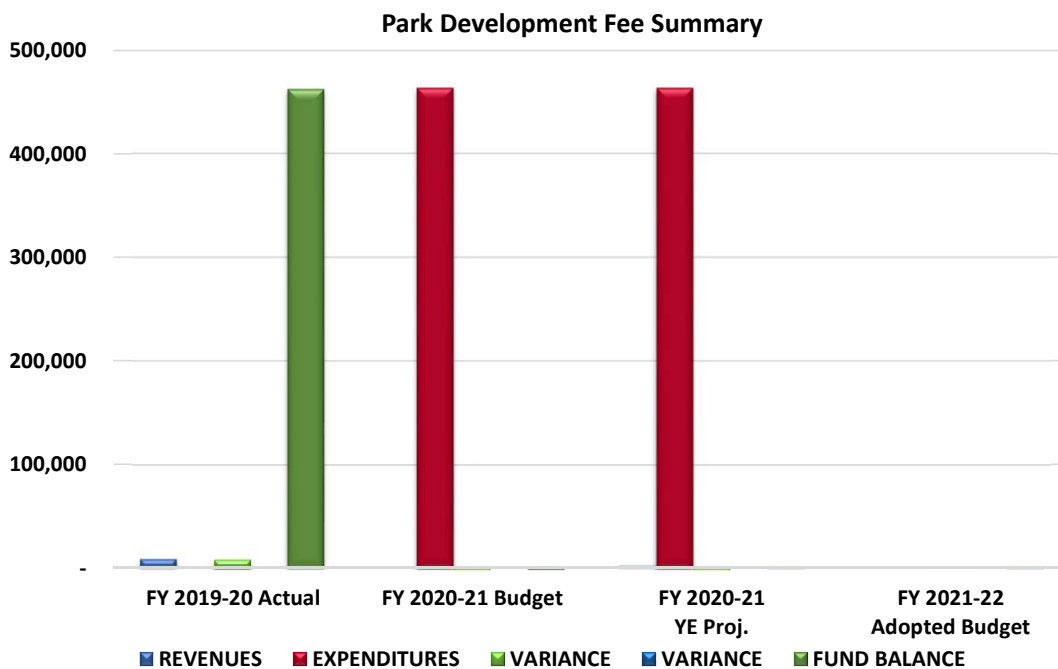
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Park Improvements/ Land Acquisition	\$ -	\$ 463,062	\$ 463,062	\$ -	\$ (463,062)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 463,062</b>	<b>\$ 463,062</b>	<b>\$ -</b>	<b>\$ (463,062)</b>

# PARK DEVELOPMENT FEE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 8,810	\$ -	\$ 2,116	\$ -	\$ -
EXPENDITURES	-	463,062	463,062	-	(463,062)
VARIANCE	8,810	(463,062)	(460,946)	-	463,062
<b>FUND BALANCE</b>	<b>\$ 461,781</b>	<b>\$ (1,281)</b>	<b>\$ 835</b>	<b>\$ 835</b>	<b>\$ 2,116</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><u>BY POSITION TITLE:</u></b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-



# WATER IMPACT FEE FUND

**FUND DESCRIPTION:**

This fund is used to account for resources received from water impact fees which are determined by the type and size of new development. Expenditures are restricted for water system improvements based upon new development impact and are transferred to the Water and Wastewater CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is included in the Water and Wastewater fund totals.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Water Impact Fees	\$ 236,942	\$ -	\$ 224,164	\$ -	\$ -
I/G Rev - Town of Westlake	122,688	-	-	-	-
Interest Earnings	9,826	-	2,702	-	-
<b>TOTAL</b>	<b>\$ 369,457</b>	<b>\$ -</b>	<b>\$ 226,866</b>	<b>\$ -</b>	<b>\$ -</b>

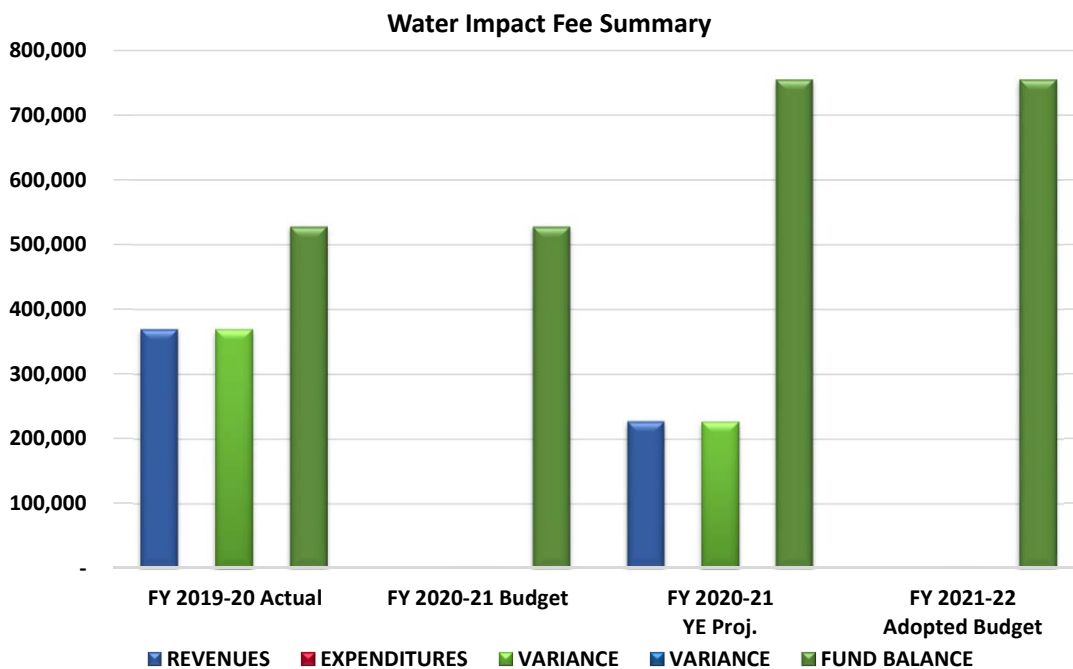
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Water Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# WATER IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 369,457	\$ -	\$ 226,866	\$ -	\$ -
EXPENDITURES	-	-	-	-	-
VARIANCE	369,457	-	226,866	-	-
<b>FUND BALANCE</b>	<b>\$ 528,488</b>	<b>\$ 528,488</b>	<b>\$ 755,354</b>	<b>\$ 755,354</b>	<b>\$ 226,866</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# WASTEWATER IMPACT FEE FUND

**FUND DESCRIPTION:**

This fund is used to account for resources received from wastewater impact fees which are determined by the type and size of new development. Expenditures are restricted for wastewater system improvements based upon new development impact and are transferred to the Water and Wastewater CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is included in the Water and Wastewater fund totals.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Wastewater Impact Fees	\$ 195,442	\$ -	\$ 201,082	\$ -	\$ -
Interest Earnings	69,554	-	16,885	-	-
<b>TOTAL</b>	<b>\$ 264,996</b>	<b>\$ -</b>	<b>\$ 217,967</b>	<b>\$ -</b>	<b>\$ -</b>

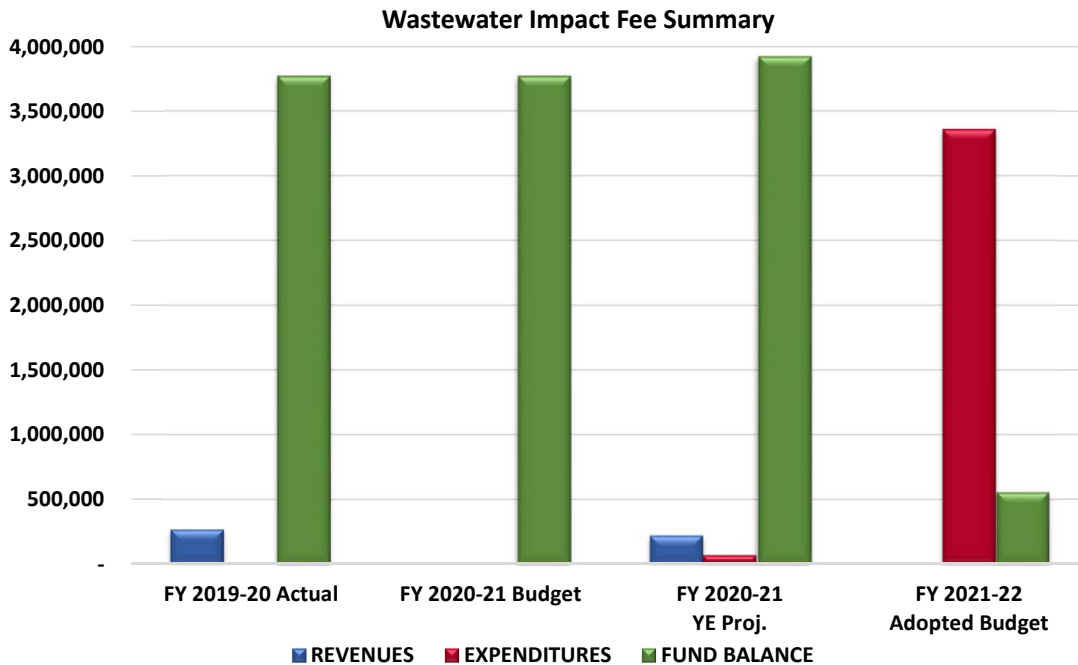
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Budget</b>	<b>FY 2020-21 YE Proj.</b>	<b>FY 2021-22 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Wastewater Improvements	\$ -	\$ -	\$ 67,251	\$ 3,361,800	\$ 3,361,800
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,251</b>	<b>\$ 3,361,800</b>	<b>\$ 3,361,800</b>

# WASTEWATER IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 264,996	\$ -	\$ 217,967	\$ -	\$ -
EXPENDITURES	-	-	67,251	3,361,800	3,361,800
VARIANCE	264,996	-	150,716	(3,361,800)	(3,361,800)
<b>FUND BALANCE</b>	<b>\$ 3,768,234</b>	<b>\$ 3,768,234</b>	<b>\$ 3,918,950</b>	<b>\$ 557,150</b>	<b>\$ (3,211,084)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><u>BY POSITION TITLE:</u></b>	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 YE Proj.	FY 2021-22 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-



## **APPENDIX**

The appendix provides additional information regarding the budget, historical financial information, and the City financial structure. Included in this section are the budget adoption ordinances, a fee schedule, various financial policies, the basis for accounting, the fund accounting, various property tax analysis, a sales tax analysis, a summary of FTEs, a list of acronyms, and a glossary.

*City of* **KELLER**



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ORDINANCE NO. 2036

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS, ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KELLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022, INCLUDING THE 2021-22 CAPITAL IMPROVEMENTS PROGRAM, AND ADOPTING THE FISCAL YEAR 2021-22 FEE SCHEDULE FOR THE CITY OF KELLER, TEXAS.

WHEREAS, the annual budget for the City of Keller, Texas was prepared by the City Manager and presented to the City Council by August 15, 2021, in accordance with the Charter of the City of Keller, Texas; and

WHEREAS, a public hearing on the Keller Crime Control Prevention District was held, and the Board of Directors of the Keller Crime Control Prevention District unanimously approved the budget for the Keller Crime Control and Prevention District, on June 23, 2021, and subsequently, a notice of public hearing on the proposed Keller Crime Control and Prevention District budget was provided, and said public hearing was held by the City Council of the City of Keller, Texas, on July 20, 2021; and

WHEREAS, the Keller Development Corporation Board of Directors approved the budget for the Keller Development Corporation, on May 11, 2021, and subsequently, a notice of public hearing on the proposed Keller Development Corporation budget was provided, and said public hearing was held by the City Council of the City of Keller, Texas, on July 20, 2021; and

WHEREAS, the proposed budget document has been made available for public review in person and on the City's Internet web site; and

WHEREAS, a notice of public hearing concerning the proposed annual City budget was published as required by State law and the City Charter of the City of Keller, and said public hearing was held by the City Council on September 21, 2021; and

WHEREAS, after review and public hearing on the proposed 2021-22 Annual Budget, including the 2021-22 capital improvements program, and the 2021-22 City of Keller Fee Schedule, it is deemed to be in the best financial interest of the citizens of the City of Keller, Texas, that the City Council should approve said budget and any amendments, as subsequently approved by the City Council, and as presented by the City Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2: THAT, the official budget for the City of Keller, Texas, for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022, including the 2021-22 Capital Improvements Program be hereby adopted by the City Council of the City of Keller, Texas, and the City Secretary is directed to keep and maintain a copy of such official budget on file in the office of the City Secretary, available for inspection by citizens and the general public.

Section 3: THAT, the City Council of the City of Keller, Texas, hereby approves transfers between funds as indicated within the budget.

Section 4: THAT, the sums specified below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the city government as established in the approved budget document:

General Fund	\$45,445,179
Water And Wastewater Fund	28,165,229
Drainage Utility Fund	1,719,725
Keller Development Corporation Fund	3,636,599
The Keller Pointe Fund	3,286,383
Keller Crime Control And Prevention District Fund	2,067,228
Street And Sidewalk Improvements Fund	1,800,057
Debt Service Fund	3,637,844
Information Technology Fund	2,359,404
Public Safety Fund	83,545
Recreation Special Revenue Fund	159,221
Municipal Court Special Revenue Fund	54,471
Public Education And Government Cable Franchise Fee Fund	203,500
Community Clean-Up Fund	39,631
Self-Insurance Fund	4,541,645
Fleet Replacement Fund	2,013,813
Facility Capital Replacement Fund	1,034,470
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$100,247,944</b>
Street Improvement Projects	\$10,185,114
Parks and Recreation Projects	1,983,015
Water and Sewer Projects	9,961,800
Drainage Projects	425,000
<b>TOTAL 2021-22 CAPITAL IMPROVEMENT FUNDS</b>	<b>\$22,554,929</b>



Section 5: THAT, remaining balances of all capital project appropriations at September 30, 2021 shall be automatically re-appropriated into the respective capital project in the 2021-22 fiscal year in accordance with the Financial Management policy regarding project life budgeting.

Section 6: THAT, in addition to the amounts provided above in Section 3 through Section 5, the following capital projects costs are hereby authorized to be funded in fiscal year 2021-22 from new debt obligations:

N/A	\$-
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Section 7: THAT, impact fee funds of the City of Keller, Texas are considered non-operating funds and are expressly limited or restricted to specific uses in the City of Keller Code of Ordinances or State law, therefore, no specific annual appropriation is provided; transfers of impact fees to capital improvement projects are hereby appropriated in fiscal year 2021-22 for the following purposes:

ROADWAY IMPACT FEE FUND: Revenues are derived from roadway impact fees assessed on new development within the City, and expenditures are restricted to roadway capital improvement projects and/or debt service costs related to specific roadway capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2021-22 from the Roadway Impact Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

WATER IMPACT FEE FUND: Revenues are derived from water impact fees assessed on new development within the City, and expenditures are restricted to water capital improvement projects and/or debt service costs related to specific water capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2021-22 from the Water Impact Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

WASTEWATER IMPACT FEE FUND: Revenues are derived from wastewater impact fees assessed on new development within the City, and expenditures are restricted to wastewater capital improvement projects and/or debt service costs related to specific wastewater capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2021-22 from the Wastewater Impact Fee Fund:

Cade Branch Wastewater Capacity Improvements	\$ 2,415,600
Cade Branch Wastewater Capacity Improvements 8" to 15"	946,200
<b>Total</b>	<b>\$ 3,361,800</b>

PARKS CAPITAL IMPROVEMENTS FUND: Resources and associated expenditures are restricted for parks capital improvements. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2021-22 from the Parks Capital Improvements Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

Section 8:

THAT, expenditures on behalf of the City of Keller, Texas for the following funds are expressly limited or restricted to specific uses by other provisions in the City of Keller Code of Ordinances or State law; therefore, they are considered non-operating funds and no specific annual appropriation, except for interfund (intragovernmental) transfers are provided:

LIBRARY SPECIAL REVENUE FUND: Revenues are derived primarily from donations and contributions specifically designated for library related expenditures. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

PUBLIC ARTS SPECIAL REVENUE FUND: Revenues are derived from various sources, in particular donations and developer contributions, and are specifically designated for public art displays. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

SINGLE NON-PROFIT TRUST FUND: Revenues are derived from withholdings from employees for health and life insurance premium deductions, and transfers of City-paid health and life insurance benefits on behalf of employees. Revenues are specifically designated for payment of third-party health and life indemnity insurance premiums. Because withholdings from employees for health and life insurance premium deductions are non-budgeted cash outlays, and further, that the cost of City-paid insurance premiums for employees is already provided within the budgets of the respective and various funds of the City, no annual budget appropriation is necessary for this fund.

TREE RESTORATION FUND: Revenues are derived from various sources and are specifically designated for tree new and replacements on city grounds. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

GRANT SPECIAL REVENUE FUND: Revenues are derived primarily from various grants, in particular, federal and state agency grants which are designated for specifically related expenditures. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

Section 9: THAT, unless related to a project-life expenditure, all appropriations shall lapse at the end of each respective fiscal year.

Section 10: THAT, the 2021-22 City of Keller Fee Schedule provided in the budget document is hereby adopted for fiscal year 2021-22.

Section 11: THAT, should any part, portion, section, or part of a section of this Ordinance be declared invalid, or inoperative, or void for any reason by a court of competent jurisdiction, such decision, opinion, or judgment shall in no way affect the remaining provisions, parts, sections, or parts of sections of this Ordinance, which provisions shall be, remain, and continue to be in full force and effect.

Section 12: THAT, all ordinances and appropriations for which provisions have heretofore been made are hereby expressly repealed if in conflict with the provisions of this Ordinance.

AND IT IS SO ORDAINED.

Passed and approved by a vote of 6 to 0 on this the 21st day of September, 2021.

Record Vote:

**Council Member**

	<u>For</u>	<u>Against</u>
Armin Mizani, Mayor	<u>X</u>	_____
Sean Hicks, Mayor Pro Tem	<u>X</u>	_____
Shannon Dubberly	<u>X</u>	_____
Sheri Almond	<u>X</u>	_____
Becky Paquin	<u>X</u>	_____
Chris Whatley	<u>X</u>	_____
Ross McMullin	<u>X</u>	_____

Abstain:-

Absent:- Council Member Becky Paquin



CITY OF KELLER, TEXAS

BY: \_\_\_\_\_

*Armin R. Mizani*  
Armin R. Mizani, Mayor

ATTEST:

*Kelly Ballard*

Kelly Ballard, City Secretary

Approved as to Form and Legality:

*L. Stanton Lowry*

L. Stanton Lowry, City Attorney

*for*

RESOLUTION NO. 4419

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS, RATIFYING THE TAX REVENUE FOR THE TAX YEAR 2021 (FISCAL YEAR 2021-22) FOR THE CITY OF KELLER, TEXAS.

WHEREAS, Section 102.007 of the Local Government Code, Subsection (c), requires a vote of the governing body to ratify the property revenue tax increase reflected in the adopted budget; and

WHEREAS, proper notice of a public hearing on the proposed budget was provided in accordance with Article VIII, City Charter of the City of Keller, Texas, and said public hearing was held on September 21, 2021; and

WHEREAS, a vote on the proposed tax rate is to be held on September 21, 2021 and notice of the vote was not required in accordance with Chapter 26 of the Tax Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 3: THAT, the City Council of the City of Keller, hereby ratifies the 2021 (Fiscal Year 2021-22) property tax revenue as reflected in the adopted budget for Fiscal Year 2021-22 for the City of Keller, Texas, as follows:

General Fund (Maintenance & Operations)	\$20,144,362
Debt Service Fund	<u>\$3,561,854</u>
Total	\$23,706,216

Section 3: THAT, the City Council of the City of Keller, hereby ratifies the total property tax revenue increase of \$123,754 as reflected in the adopted budget for Fiscal Year 2021-22 for the City of Keller, Texas.

Section 4: THAT, the City Council of the City of Keller, hereby ratifies the property tax revenue increase of \$281,397 to be raised from new property added to the tax roll for 2021 (Fiscal Year 2021-22) for the City of Keller, Texas.

Section 5: THAT, the City Council of the City of Keller, hereby ratifies the property tax revenue decrease of \$157,644 to be raised from existing properties on the tax roll for 2021 (Fiscal Year 2021-22) for the City of Keller, Texas.



AND IT IS SO RESOLVED.

Passed by a vote of 6 to 0 on this the 21st day of September, 2021.

CITY OF KELLER, TEXAS





By:   
Armin R. Mizani, Mayor

ATTEST:

  
Kelly Ballard, City Secretary

Approved as to Form and Legality:

   
L. Stanton Lowry, City Attorney

ORDINANCE NO. 2037

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS, LEVYING TAXES TO BE ASSESSED ON ALL TAXABLE PROPERTIES WITHIN THE CITY LIMITS OF THE CITY OF KELLER, TEXAS FOR THE TAX YEAR 2021 (FISCAL YEAR 2021-22).

WHEREAS, a public hearing on the proposed annual budget for the City of Keller, Texas, for the fiscal year beginning October 1, 2021 and ending September 30, 2022, has been duly advertised, and hearing held on September 21, 2021; and

WHEREAS, the annual budget has been approved and adopted in an amount necessary to require the tax levy as herein stated; and

WHEREAS, the required notices related to the 2021 Tax Rate were published in accordance with State law; and

WHEREAS, the proposed rate is lower than both the no new revenue rate and voter-approval rate so a public hearing on the adoption of a tax rate is not required; and

WHEREAS, it is deemed to be in the best interest of the citizens of the City of Keller, Texas, to levy said tax on all taxable properties within the city limits of Keller in order to provide the necessary funds to provide municipal service to its citizens; and

WHEREAS, it is officially found, determined, and declared that the meeting at which this Ordinance has been adopted was open to the public and public notice of the date, time, location, and subject of said meeting, including this Ordinance, was given, all as required by the applicable provisions of the Texas Government Code, Chapter 551.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2: THAT, the City Council of the City of Keller, Texas, shall hereby levy the following taxes on each One Hundred Dollars (\$100.00), of taxable valuation on all taxable property within the city limits of the City of Keller, Texas, to be assessed and collected by the Tax Assessor/Collector for the tax year 2021 (Fiscal Year 2021-22) for the purposes hereinafter stipulated:

a. For the General Fund Maintenance and Operations levied on the \$100.00 of taxable valuation:	<u>\$0.336030</u>
b. For the Interest and Sinking Fund levied on the \$100.00 of taxable valuation:	<u>\$0.058970</u>
<b>Total tax rate</b>	<b><u>\$0.395000</u></b>

Section 3: *THAT, this tax rate will raise more taxes for maintenance and operations than last year's rate.*

Section 4: THAT, there shall be exempted from the valuation of all residential homesteads for which proper application shall have been made, an amount equal to the greater of twelve percent (20%) of the appraised value of such residential homestead, or Five Thousand Dollars (\$5,000.00). The exemption shall be granted to any such residential homestead and the improvements qualifying for same as provided by law.

Section 5: THAT, there shall be exempted the sum of Forty Thousand Dollars (\$40,000.00) of the assessed value of residence homesteads of residents of the City of Keller, Texas, who are sixty-five (65) years of age or older, from all ad valorem taxes thereafter levied by the City of Keller, Texas.

Section 6: THAT, there shall be exempted the sum of Ten Thousand Dollars (\$10,000.00) of the assessed value of residence homesteads of residents of the City of Keller, Texas, meeting the definition of a "disabled" individual, as defined by the Texas Tax Code.

Section 7: THAT, there shall be exempted from valuation any other exemption or exemptions, which may be authorized by the Texas Tax Code for which proper application by the Taxpayer, shall have been made.

Section 8: THAT, Ordinance No. 1209, approved by the City Council of the City of Keller, Texas, on August 3, 2004, provided for the establishment of an ad valorem tax limitation on residential homesteads of disabled and persons sixty-five (65) years of age or older and their spouses, as authorized and defined by the Texas Constitution, Article VIII, Taxation and Revenue, Section 1-b, Residence Homestead Exemption, and the Texas Tax Code, Chapter 11, Taxable Property and Exemptions, Section 11.261, Limitation of County, Municipal, or Junior College District Tax on Homesteads of Disabled and Elderly.



Section 9: THAT, the taxes are hereby assessed and levied and are due and payable on October 1, 2021 and shall be payable not later than January 31, 2022. The penalties and interest provided for shall accrue after this date. However, if the entire taxes due are paid in full by January 31, 2022, no penalty or interest shall be due.

Section 10: THAT, in addition to the taxes assessed and levied herein, there is also assessed and levied a penalty for the failure to pay taxes due as State law provides.

Section 11: THAT, in addition to the taxes and penalty and interest assessed and levied herein, there is also assessed and levied a twenty percent (20%) collection fee on all taxes, and penalty, and interest that become delinquent and remain unpaid on July 1, 2022.

Section 12: THAT, this Ordinance shall take effect and be in full force and effect from and after its passage.

AND IT IS SO ORDAINED.

Passed and approved by a vote of 6 to 0 on this the 21st day of September, 2021.




CITY OF KELLER, TEXAS

BY:   
Armin R. Mizani, Mayor

ATTEST:

  
Kelly Ballard, City Secretary

Approved as to Form and Legality:

  
L. Stanton Lowry, City Attorney Fax

# 2021 Tax Rate Calculation Worksheet

Date: 08/05/2021 12:02 PM

## Taxing Units Other Than School Districts or Water Districts

### City of Keller

Taxing Unit Name

Phone (area code and number)

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the No-New-Revenue (NNR) tax rate and Voter-Approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School Districts without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

No-New-Revenue Tax Rate Worksheet	Amount/Rate
<b>1. 2020 total taxable value.</b> Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$6,084,999,680
<b>2. 2020 tax ceilings.</b> Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$1,037,680,802
<b>3. Preliminary 2020 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$5,047,318,878
<b>4. 2020 total adopted tax rate.</b>	\$0.395000/\$100
<b>5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value.</b> A. Original 2020 ARB values:	\$213,131,364

<b>B. 2020 values resulting from final court decisions:</b>	\$190,509,977
<b>C. 2020 value loss.</b> Subtract B from A. <sup>3</sup>	\$22,621,387
<b>6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
<b>A. 2020 ARB certified value:</b>	\$127,592,090
<b>B. 2020 disputed value:</b>	\$15,311,051
<b>C. 2020 undisputed value.</b> Subtract B from A. <sup>4</sup>	\$112,281,039
<b>7. 2020 Chapter 42 related adjusted values</b> Add Line 5C and Line 6C.	\$134,902,426
<b>8. 2020 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$5,182,221,304
<b>9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020.</b> Enter the 2020 value of property in deannexed territory. <sup>5</sup>	\$0
<b>10. 2020 taxable value lost because property first qualified for an exemption in 2021.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value.	
<b>A. Absolute exemptions.</b> Use 2020 market value:	\$373,111
<b>B. Partial exemptions.</b> 2021 exemption amount or 2021 percentage exemption times 2020 value:	\$34,751,964
<b>C. Value loss.</b> Add A and B. <sup>5</sup>	\$35,125,075
<b>11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021.</b> Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020.	
<b>A. 2020 market value:</b>	\$0
<b>B. 2021 productivity or special appraised value:</b>	\$0
<b>C. Value loss.</b> Subtract B from A. <sup>7</sup>	\$0
<b>12. Total adjustments for lost value.</b> Add lines 9, 10C and 11C.	\$35,125,075
<b>13. 2020 captured value of property in a TIF.</b> Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$0
<b>14. 2020 total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$5,147,096,229
<b>15. Adjusted 2020 total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$20,331,030
<b>16. Taxes refunded for years preceding tax year 2020.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2020. Types of refunds include court	\$201,933

decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020. <sup>8</sup>	
<b>17. Adjusted 2020 levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$20,532,963
<b>18. Total 2021 taxable value on the 2021 certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. <sup>11</sup>	
<b>A. Certified values:</b>	\$5,833,379,407
<b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office:	\$0
<b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
<b>D. Tax increment financing:</b> Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. <sup>12</sup>	\$0
<b>E. Total 2021 value.</b> Add A and B, then subtract C and D.	\$5,833,379,407
<b>19. Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup>	
<b>A. 2021 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup>	\$240,586,183
<b>B. 2021 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup>	\$35,098,098
<b>C. Total value under protest or not certified:</b> Add A and B.	\$275,684,281
<b>20. 2021 tax ceilings.</b> Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$980,159,747
<b>21. 2021 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$5,128,903,941
<b>22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020.</b>	\$0

Include both real and personal property. Enter the 2021 value of property in territory annexed. <sup>18</sup>	
<b>23. Total 2021 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2021. <sup>19</sup>	\$74,274,002
<b>24. Total adjustments to the 2021 taxable value.</b> Add Lines 22 and 23.	\$74,274,002
<b>25. Adjusted 2021 taxable value.</b> Subtract Line 24 from Line 21.	\$5,054,629,939
<b>26. 2021 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$0.406220/\$100
<b>27. COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate. <sup>21</sup>	

<sup>1</sup>Tex. Tax Code Section 26.012(14)

<sup>2</sup>Tex. Tax Code Section 26.012(14)

<sup>3</sup>Tex. Tax Code Section 26.012(13)

<sup>4</sup>Tex. Tax Code Section 26.012(13)

<sup>5</sup>Tex. Tax Code Section 26.012(15)

<sup>6</sup>Tex. Tax Code Section 26.012(15)

<sup>7</sup>Tex. Tax Code Section 26.012(15)

<sup>8</sup>Tex. Tax Code Section 26.03(c)

<sup>9</sup>Tex. Tax Code Section 26.012(13)

<sup>10</sup>Tex. Tax Code Section 26.012(13)

<sup>11</sup>Tex. Tax Code Section 26.012,26.04(c-2)

<sup>12</sup>Tex. Tax Code Section 26.03(c)

<sup>13</sup>Tex. Tax Code Section 26.01(c) and (d)

<sup>14</sup>Tex. Tax Code Section 26.01(c)

<sup>15</sup>Tex. Tax Code Section 26.01(d)

<sup>16</sup>Tex. Tax Code Section 26.012(6)(b)

<sup>17</sup>Tex. Tax Code Section 26.012(6)

<sup>18</sup>Tex. Tax Code Section 26.012(17)

<sup>19</sup>Tex. Tax Code Section 26.012(17)

<sup>20</sup>Tex. Tax Code Section 26.04(c)

<sup>21</sup>Tex. Tax Code Section 26.04(d)

<sup>22</sup>Reserved for expansion

<sup>23</sup>Tex. Tax Code Section 26.044

<sup>24</sup>Tex. Tax Code Section 26.0441



## SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The Voter-Approval tax rate for a county is the sum of the Voter-Approval tax rates calculated for each type of tax the county levies. In most cases the Voter-Approval tax rate exceeds the No-New-Revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Voter-Approval Tax Rate Worksheet	Amount/Rate
<b>28. 2020 M&amp;O tax rate.</b> Enter the 2020 M&O tax rate.	\$0.324190/\$100
<b>29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,182,221,304
<b>30. Total 2020 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100.	\$16,800,243
<b>31. Adjusted 2020 levy for calculating NNR M&amp;O rate.</b>	
<b>A. M&amp;O taxes refunded for years preceding tax year 2020</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	\$160,509
<b>B. 2020 taxes in TIF</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	\$0
<b>C. 2020 transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	\$0
<b>D. 2020 M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	\$160,509
<b>E. Add Line 30 to 31D.</b>	\$16,960,752
<b>32. Adjusted 2021 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,054,629,939
<b>33. 2021 NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$0.335548/\$100
<b>34. Rate adjustment for state criminal justice mandate.<sup>23</sup></b>	
<b>A. 2021 state criminal justice mandate:</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	\$0

<p><b>B. 2020 state criminal justice mandate:</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0.000000/\$100</p> <p style="text-align: right;">\$0.000000/\$100</p>
<p><b>35. Rate adjustment for indigent health care expenditures.<sup>24</sup></b></p> <p><b>A. 2021 indigent health care expenditures:</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.</p> <p><b>B. 2020 indigent health care expenditures:</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0.000000/\$100</p> <p style="text-align: right;">\$0.000000/\$100</p>
<p><b>36. Rate adjustment for county indigent defense compensation.<sup>25</sup></b></p> <p><b>A. 2021 indigent defense compensation expenditures:</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.</p> <p><b>B. 2020 indigent defense compensation expenditures:</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100.</p> <p><b>E.</b> Enter the lessor of C and D. If not applicable, enter 0.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0.000000/\$100</p> <p style="text-align: right;">\$0.000000/\$100</p> <p style="text-align: right;">\$0.000000/\$100</p>
<p><b>37. Rate adjustment for county hospital expenditures.<sup>26</sup></b></p> <p><b>A. 2021 eligible county hospital expenditures:</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.</p> <p><b>B. 2020 eligible county hospital expenditures:</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0</p>

C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
E. Enter the lessor of C and D, if applicable. If not applicable, enter 0.	\$0.000000/\$100
<b>38. Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.	\$0
<b>A. Amount appropriated for public safety in 2020.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year	- \$0
<b>B. Expenditures for public safety in 2020.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.	\$0.000000/\$100
C. Subtract B from A and divide by Line 32 and multiply by \$100.	
D. Enter the rate calculated in C. If not applicable, enter 0.	\$0.000000/\$100
<b>39. Adjusted 2021 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$0.335548/\$100
<b>40. Adjustment for 2020 sales tax specifically to reduce property values.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero.	
<b>A.</b> Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$0
<b>B.</b> Divide Line 40A by Line 32 and multiply by \$100.	\$0.000000
<b>C.</b> Add Line 40B to Line 39.	\$0.335548
<b>41. 2021 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below. <b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - <b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$0.347292/\$100
<b>D41. Disaster Line 41 (D41): 2021 voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval	\$0.000000/\$100



<p>tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <ol style="list-style-type: none"> <li>1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</li> <li>2. the third tax year after the tax year in which the disaster occurred.</li> </ol> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.<sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	
<p><b>42. Total 2021 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <ol style="list-style-type: none"> <li>(1) are paid by property taxes,</li> <li>(2) are secured by property taxes,</li> <li>(3) are scheduled for payment over a period longer than one year and</li> <li>(4) are not classified in the taxing unit's budget as M&amp;O expenses</li> </ol> <p>A. <b>Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.<sup>28</sup> Enter debt amount.</p> <p>B. Subtract <b>unencumbered fund amount</b> used to reduce total debt.</p> <p>C. Subtract <b>certified amount spent from sales tax to reduce debt</b> (enter zero if none)</p> <p>D. Subtract <b>amount paid</b> from other resources.</p> <p>E. <b>Adjusted debt.</b> Subtract B, C, and D from A.</p>	<p>\$3,637,844</p> <p>\$0</p> <p>\$0</p> <p>\$0</p> <p>\$3,637,844</p>
<p><b>43. Certified 2020 excess debt collections.</b> Enter the amount certified by the collector.<sup>28</sup></p>	\$613,314
<p><b>44. Adjusted 2021 debt.</b> Subtract Line 43 from Line 42E.</p>	\$3,024,530
<p><b>45. 2021 anticipated collection rate.</b></p> <p>A. Enter the 2021 anticipated collection rate certified by the collector:<sup>29</sup></p> <p>B. Enter the 2020 actual collection rate</p> <p>C. Enter the 2019 actual collection rate</p> <p>D. Enter the 2018 actual collection rate</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.<sup>31</sup></p>	<p>100.00%</p> <p>100.11%</p> <p>98.84%</p> <p>99.55%</p> <p>100.00%</p>
<p><b>46. 2021 debt adjusted for collections.</b> Divide Line 44 by Line 45E</p>	\$3,024,530
<p><b>47. 2021 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$5,128,903,941
<p><b>48. 2021 debt tax rate.</b> Divide Line 46 by Line 47 and multiply by \$100.</p>	\$0.058970/\$100

<b>49. 2021 voter-approval tax rate.</b> Add Lines 41 and 48.	\$0.406262/\$100
<b>D49. Disaster Line 49 (D49): 2021 voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$0.000000/\$100
<b>50. COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

<sup>23</sup>Tex. Tax Code Section 26.044

<sup>24</sup>Tex. Tax Code Section 26.0441

<sup>25</sup>Tex. Tax Code Section 26.0442

<sup>26</sup>Tex. Tax Code Section 26.0443

<sup>27</sup>Tex. Tax Code Section 26.042(a)

<sup>28</sup>Tex. Tax Code Section 26.012(7)

<sup>29</sup>Tex. Tax Code Section 26.012(10) and 26.04(b)

<sup>30</sup>Tex. Tax Code Section 26.04(b)

<sup>31</sup>Tex. Tax Code Section 26.04(h),(h-1) and (h-2)

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Additional Sales and Use Tax Worksheet	Amount/Rate
<p><b>51. Taxable Sales.</b> For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters.<sup>20</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.</p>	\$0
<p><b>52. Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.<sup>33</sup></p> <p><b>Taxing units that adopted the sales tax in November 2020 or in May 2021.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.<sup>34</sup></p> <p><b>- or -</b></p> <p><b>Taxing units that adopted the sales tax before November 2020.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$0
<p><b>53. 2021 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$5,128,903,941
<p><b>54. Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.</p>	\$0.000000/\$100
<p><b>55. 2021 NNR tax rate, unadjusted for sales tax.</b><sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$0.406220/\$100
<p><b>56. 2021 NNR tax rate, adjusted for sales tax.</b></p> <p><b>Taxing units that adopted the sales tax in November 2020 or in May 2021.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.</p>	\$0.406220/\$100
<p><b>57. 2021 voter-approval tax rate, unadjusted for sales tax.</b><sup>36</sup> Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i>.</p>	\$0.406262/\$100
<p><b>58. 2021 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.</p>	\$0.406262/\$100

<sup>31</sup>Reserved for expansion

<sup>34</sup>Tex. Tax Code Section 26.041(d)

<sup>32</sup>Tex. Tax Code Section 26.041(d)

<sup>35</sup>Tex. Tax Code Section 26.04(c)

<sup>33</sup>Tex. Tax Code Section 26.041(i)

<sup>36</sup>Tex. Tax Code Section 26.04(c)

**SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control**

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
<b>59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$0
<b>60. 2021 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,128,903,941
<b>61. Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$0.000000/\$100
<b>62. 2021 voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$0.406262/\$100

<sup>37</sup>Tex. Tax Code Section 26.045(d)

<sup>38</sup>Tex. Tax Code Section 26.045(i)

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.<sup>39</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; and<sup>40</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>41</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>42</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>43</sup>

Unused Increment Rate Worksheet	Amount/Rate
<b>63. 2020 unused increment rate.</b> Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0.000000
<b>64. 2019 unused increment rate.</b> Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0
<b>65. 2018 unused increment rate.</b> Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0.000000
<b>66. 2021 unused increment rate.</b> Add Lines 63, 64 and 65.	\$0.000000/\$100
<b>67. 2021 voter-approval tax rate, adjusted for unused increment rate.</b> <sup>23</sup> Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$0.406262/\$100

<sup>39</sup>Tex. Tax Code Section 26.013(a)

<sup>40</sup>Tex. Tax Code Section 26.013(c)

<sup>41</sup>Tex. Tax Code Section 26.0501(a) and (c)

<sup>42</sup>Tex. Tax Code Section Local Gov't Code Section 120.007(d), effective Jan. 1, 2022

<sup>43</sup>Tex. Tax Code Section 26.063(a)(1)

**SECTION 6: De Minimis Rate**

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup>

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

<b>De Minimis Rate Worksheet</b>	<b>Amount/Rate</b>
<b>68. Adjusted 2021 NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$0.335548/\$100
<b>69. 2021 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,128,903,941
<b>70. Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 69 and multiply by \$100.	\$0.009748
<b>71. 2021 debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.058970/\$100
<b>72. De minimis rate.</b> <sup>23</sup> Add Lines 68, 70 and 71.	\$0.000000/\$100

<sup>44</sup>Tex. Tax Code Section 26.012(8-a)

<sup>45</sup>Tex. Tax Code Section 26.063(a)(1)

## SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year<sup>47</sup>.

**NOTE: This section will not apply to any taxing units in 2021.** It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Emergency Revenue Rate Worksheet	Amount/Rate
<b>73. 2020 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>74. Adjusted 2020 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49.  <b>- or -</b> If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. <sup>48</sup> Enter the final adjusted 2020 voter-approval tax rate from the worksheet.  <b>- or -</b> If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	N/A
<b>75. Increase in 2020 tax rate due to disaster.</b> Subtract Line 74 from Line 73.	N/A
<b>76. Adjusted 2020 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>77. Emergency revenue.</b> Multiply Line 75 by Line 76 and divide by \$100.	N/A



<b>78. Adjusted 2021 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>79. Emergency revenue rate.</b> Divide Line 77 by Line 78 and multiply by \$100. <sup>49</sup>	N/A
<b>80. 2021 voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

<sup>46</sup>Tex. Tax Code Section 26.042(b)

<sup>47</sup>Tex. Tax Code Section 26.042(f)

<sup>48</sup>Tex. Tax Code Section 26.042(c)

<sup>49</sup>Tex. Tax Code Section 26.042(b)

<sup>50</sup>Tex. Tax Code Section 26.04(c-2) and (d-2)

### SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

#### No-New-Revenue tax rate

As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax) \$0.406220/\$100

Indicate the line number used: 26

#### Voter-Approval tax rate

As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue) \$0.406262/\$100

Indicate the line number used: 49

#### De minimis rate

If applicable, enter the de minimis rate from Line 72. \$0.000000/\$100

### SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.<sup>50</sup>

**print here** Wendy Burgess

Printed Name of Taxing Unit Representative

**sign here** Wendy Burgess  
Taxing Unit Representative

8-6-2021  
Date



## FY 2021-22 KELLER FEE SCHEDULE

### Sec. 1 - Building Services

<b>Residential Building</b>	<p>\$0.84 per Square Foot</p> <p>Example: Square Feet: 2,500 = <math>\\$0.84 \times 2,500 = \\$2,100</math></p>
<b>Residential Additions</b>	Same as Residential Building
<b>Residential Alterations</b>	Same as Residential Building
<b>Accessory Buildings</b>	Same as Residential Building
<b>Building Permit Fees – Commercial</b>	<p>\$23.50 \$1-\$500 construction value (cv)</p> <p>\$23.50 \$501-\$2,000 cv – First \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000; 65% of building permit fee (BPF) for plan review; plus \$50/year contractor registration;</p> <p>\$69.25 \$2,001-\$25,000 cv – First \$2,000, plus \$14 for each additional \$1,000 or fraction thereof to and including \$25,000; 65% of BPF for plan review; plus \$50/year contractor registration;</p>
<b>Building Permit Fees – Commercial (cont.)</b>	<p>\$391.25 \$25,001-\$50,000 cv – First \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50k; 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$643.75 \$50,001-\$100,000 cv – First \$50,000, plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$993.75 \$100,001-\$500,000 cv – First \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$3,233.75 \$500,001-\$1,000,000 cv – First \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$5,608.75 Over \$1,000,000 cv – First \$1,000,000, plus \$3.65 for each additional \$1,000 or fraction thereof; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>Commercial (new construction, additions and alterations) -</p> <p>Based on current building valuation table created by the International Code Council (ICC) which utilizes regional building valuation data upon which commercial building permit fees will be determined (see Attachment A).</p>
<b>Certificate of Occupancy</b>	<p>\$50</p> <p>*Only charged when no building permit is issued for construction.</p>

<b>FY 2021-22 KELLER FEE SCHEDULE</b>
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<b>Electrical Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$100/Permit – sq. feet up to 2,499 \$125/Permit – sq. feet up to 2,999 \$125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet
<b>Misc. Electrical Permit</b>	\$50/permit *Only charged when no building permit is issued for construction
<b>Grading Permit / Tree Removal –Non Building Permit Related</b>	\$25 per lot – residential  \$100 per lot – commercial \$25 per acre – agricultural / undeveloped
<b>Property Maintenance Fee</b>	Actual cost for property maintenance, plus \$250 administration fee
<b>Lien Fee</b>	Actual cost for filing lien, plus \$250 administration fee and annual interest penalty of 10% to be applied monthly
<b>Fence Permit</b>	\$50 \$0 (Replacement)
<b>Mechanical (HVAC) Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$ 100/Permit – sq. feet up to 2,499 \$ 125/Permit – sq. feet up to 2,999 \$ 125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet
<b>Misc. Mechanical (HVAC) Permit</b>	\$50/permit *Only charged when no building permit is issued for construction
<b>Mobile/Manufactured Home</b>	\$100/Permit to include utility connection inspections
<b>Moving Permit</b>	\$50/Permit
<b>Plumbing Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$ 100/Permit – sq. feet up to 2,499 \$ 125/Permit – sq. feet up to 2,999 \$ 125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet

## FY 2021-22 KELLER FEE SCHEDULE

<b>Misc. Plumbing Permit</b>	\$50/Permit – misc. plumbing (water heater/gas line to pool/spa) *Only charged when no building permit is issued for construction
<b>Re-Inspection Fee</b>	\$50 / for each additional re-inspection *Only assessed after an inspection fails more than once for the same violation
<b>Sign Permit</b>	\$50 per sign permit
<b>Mural Permit</b>	\$350 application
<b>Temporary Sign Permit</b>	\$25 per sign
<b>Pool Permit</b>	\$500 / in-ground pools \$50 / above ground pools and spas/hot tubs
<b>Temporary Building Permit</b>	\$50.00
<b>Demolition Permit</b>	\$50
<b>Network Node (Small Cell) Permit Application Fee</b>	\$320 per application
<b>Network Node (Small Cell) Right of Way Use Fee</b>	\$28 per node, per month
<b>Sidewalks / Curb Cut Fees</b>	Fees based on actual costs as derived from City's current miscellaneous concrete contract, maximum of \$1,500
<b>Supplemental Plan Review Fee</b>	\$50 per hour (minimum 2 hours residential and 3 hours commercial). Only assessed after original set of plans has been reviewed and approved for construction and changes are made to the plans by the developer/owner/builder/representative
<b>Irrigation Permit</b>	\$50 each – residential \$100 each – commercial
<b>Miscellaneous Inspections</b>	\$50 each
<b>Lost Packet Fee</b>	\$50 each
<b>Map Printing Fees (new)</b>	11" x 17" = None 22" x 34" = \$15 24" x 36" = \$15 36" x 48" and larger = \$25
<b>Special Event Permit Fee</b>	\$25 No permit costs for non-profits \$250 - Security deposit \$25 per hour / 2 hour min. – Maintenance Staff Supplies at cost plus 10%

## FY 2021-22 KELLER FEE SCHEDULE

### Sec. 2 - Planning and Engineering

<b>Supplemental Plan Review Fee</b>	\$50 per hour (minimum 2 hours residential and 3 hours commercial). Only assessed after original set of plans has been reviewed and approved for construction and changes are made to the plans by the developer/owner/builder/representative
<b>Resubmittal Fee</b>	\$500 per resubmittal when plans are resubmitted and 30% or more previous comments have not been addressed.
<b>Inspection Fee – Streets and Drainage</b>	Four percent (4%) of construction value, plus \$60/hour overtime (as necessary)
<b>Water and Sewer Inspection</b>	Four percent (4%) of construction value, plus \$60/hour overtime (as necessary)
<b>Water Service Tap/Meter (Corporate City Limits)</b>	<p>Short Tap and Meter Installation</p> <p>3/8" - \$450            1/4" - \$475            1" - \$500            1 1/2" - \$900            2"*** - \$ 1,025            2" Compound Meter - \$2,325</p>
<b>Water Service Tap/Meter (Corporate City Limits) (cont.)</b>	<p>Long Tap and Meter Installation</p> <p>3/8" - \$800            1/4" - \$825            1" - \$850            1 1/2" - \$ 1,275            2"*** - \$ 1,425            2" Compound Meter - \$2,725</p> <p>Install meter only</p> <p>3/8" - \$275            1/4" - \$300            1" - \$325            1 1/2" - \$725            2"*** - \$775            2" Compound Meter - \$2,075</p> <p>* Water main and service on same side of street            **Water service (meter installation) on opposite side of street from water main may include bore fees            *** Cost includes a 2" turbine or disc-type meter</p> <p>Outside City – Cost as determined on a case by case basis by Director of Public Works based on actual costs and impact to the system</p> <p>3" or more—Actual meter cost plus service charge fees.</p>

## FY 2021-22 KELLER FEE SCHEDULE

<b>Sewer Service Tap (Corporate City Limits)</b>	<p>\$350 – 4-inch tap within the City (if contractor required due to extenuating circumstances, contractor costs are to be borne by the applicant)</p> <p>Actual cost – larger than 4-inch tap within the City</p> <p>Outside City – Cost as determined on a case by case basis by Director of Public Works based on actual costs and impact to the system</p>
<b>Water/Sewer Connection Bore Costs</b>	Bore fee to apply as needed based on actual linear foot cost
<b>Street Lights</b>	\$10.50 per month per pole (maximum of 24 months)
<b>Sanitary Sewer Camera Fee</b>	\$225 each – per residential building permit
<b>Old Town Keller Asphalt Parking</b>	<ul style="list-style-type: none"> <li>• Existing buildings/facilities – actual cost of materials</li> <li>• New buildings/facilities and existing buildings/facilities with privately funded improvements exceeding \$50,000 – no cost</li> </ul> <p>Public parking space construction scope and schedule to be at the discretion of the Department of Public Works and dependent upon the availability of funding as determined by the City</p>
<b>Miscellaneous right-of-way encroachment, dedication or abandonment</b>	\$100 each
<b>Miscellaneous easement dedication or abandonment</b>	\$100 each
<b>Preliminary Plat</b>	N/A (see 'Plat' info below)
<b>Final Plat</b>	N/A (see 'Plat' info below)
<b>Replat</b>	\$400 per application plus \$20 per lot residential (exceeding one lot); \$350 per application for single family lot
<b>Plat (Preliminary, Final, and Amended)</b>	<p>\$300 per application plus \$20 per lot residential (exceeding one lot); \$250 per application for single residential lot</p> <p>\$300 per application plus \$20 per acre for non-residential</p>
<b>Planned Development</b>	\$400, plus \$10 per acre for planned development, planned development amendment and future land use plan amendment
<b>Thoroughfare Plan Amendment</b>	\$250 per application
<b>Specific Use Permit</b>	\$350, plus \$10 per acre
<b>Rezoning Application</b>	\$350, plus \$10 per acre

## FY 2021-22 KELLER FEE SCHEDULE

<b>Site Plan Application</b>	<p>\$300 application, plus \$10 per acre</p> <p>\$200 application for minor amendments to previously approved Site Plans</p>
<b>Variance Adjustment</b>	\$200 application
<b>Park Land Dedication</b>	One (1) acre per thirty (30) residential dwelling units. Payment in lieu of land dedication shall be the average per acre value of the property(s) to be developed as assigned by the Tarrant Appraisal District's most recent appraised market land value, or \$30,000 per acre, whichever is greater, not to exceed \$50,000 per acre.
<b>Appeal to Tree Board</b>	<p>Application - \$200</p> <p>\$150 per caliper inch mitigation</p>
<b>Public Art Development Fee</b>	.25% of Construction Value
<b>Landscape/Screening Wall Plans</b>	\$200
<b>Gas Well Permit Fee</b>	\$10,000 per well bore
<b>Sec. 3 - Facility Rental Fees</b>	
<b>Field Rentals</b>	<p>\$25 resident - 2 hour baseball &amp; softball field plus \$20/2 hour for lights</p> <p>\$100 non-resident - 2 hour baseball &amp; softball field, plus \$20/2 hour for lights</p> <p>\$50 per pad, per day for soccer pad, plus \$15/2 hour for lights</p> <p>\$200 per pad for 5 days soccer pad, plus \$15/2 hour for lights</p> <p>\$25 resident - 2 hr. multi use field, plus \$17/2 hour for lights</p> <p>\$100 non-resident - 2 hour multi-use, field plus \$17/2 hour for lights</p> <p>\$200 – day for multi-use arena; practice rental \$15/3 hour; clinic rental \$100/day; half-day clinic, \$50; 6 hour event, \$100; refundable security deposit, \$100; tractor &amp; operator fee, \$30/3 hour minimum</p> <p>Refundable deposits - \$500 refundable security deposit for utilization of facility keys for Keller Sports Park</p>

## FY 2021-22 KELLER FEE SCHEDULE

<b>Stage Rental</b>	<p>Stage rental fee, \$1,000 for the first six hours or any portion thereof, (includes delivery, set-up and tear down), and \$50 for each additional hour thereafter.</p> <p>Note: Accessories are only available for rent in conjunction with stage rental.</p> <ul style="list-style-type: none"> <li>· Decorative Stage Skirting, \$15 per day</li> <li>· Audio/Light Technician Stage hand, \$45 per hour (when using lights and audio, a certified stage hand must be utilized.)</li> <li>· Additional Audio/Light Technician Stage hand, \$25 per hour (when using lights and audio, a certified stage hand must be utilized.)</li> <li>· Theater Lights, \$100 per day</li> <li>· Portable Stage Sections, \$25 each per day (fee includes placement and removal.)</li> </ul>
<b>Picnic Facilities</b>	<p>Residential rental fee of \$30 for 3 hours, plus \$15 for each additional hour. Non-residential rental fee of \$40 for 3 hours, plus \$20 for each additional hour with a 3 hour minimum rental period for both.</p>
<b>Sec. 4 - Sports Fees</b>	
<b>Non-Resident Fee</b>	<p>Long-term users shall pay the city a non-resident fee of \$30 per player per sport season to recover a portion of the maintenance and operation costs of athletic fields and facilities. Non-resident fees shall be capped at \$90 per family, per season.</p>
<b>Sec. 5 - Facility Use Fees</b>	
<b>Library Meeting Room Use</b>	<p>free - residents \$25 for non-residents</p>
<b>Library Membership Fee</b>	<p>free - residents \$25 for non-residents, per family / year \$12.50 for non-resident seniors / year \$ 0.50 replacement card fee</p>
<b>Library Microfilm/fiche and flash drives</b>	<p>\$0.10 per page for microfilm/fiche \$8.11 each for flash drives</p>
<b>Library Copy Machine</b>	<p>\$0.10 per page for black laser printer \$0.25 per page for color laser printer</p>
<b>Library Fees</b>	<p>Fees for damages/missing: DVD case, \$2, Audio or CD case, \$1, replacement CD from audio set, \$7.50</p>
<b>Library Test proctoring</b>	<p>\$20 each</p>

<b>FY 2021-22 KELLER FEE SCHEDULE</b>
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**Sec. 6 - Animal Control**

<b>Animal Removal from Privately Owned Traps</b>	\$30 per animal
<b>Replacement Tag Fee</b>	\$5 per animal
<b>Microchip Implanting</b>	\$25 per animal
<b>Surrender Fee</b>	\$30 per animal (residents only)
<b>Euthanasia Fee</b>	\$30 per animal (residents only)
<b>Dead Animal Removal</b>	\$30 per animal
<b>Quarantine Fee</b>	\$25 per animal, per day
<b>Impoundment</b>	\$ 10 daily, plus:  \$ 30 1st offense \$ 50 2nd offense \$ 75 3rd offense \$150 4th offense \$150 5th offense
<b>Exotic Pet Fee, Non-Hazardous</b>	\$20 per animal, per year
<b>Dangerous Dog Registration</b>	\$50 per animal

**Sec. 7 – Public Safety Fees**

<b>Court Copy Fees</b>	\$0.10 1st copy \$2 each – citation list \$40 per month – citations faxed (Pursuant to the Texas Administrative Code associated with copies of public information)
<b>Accident Report</b>	\$5 each
<b>Burglar Alarm</b>	\$25 annual permit fee; 1 – 3 false alarms, included in annual permit; 4 – 5 false alarms, \$50 each; 6 – 7 false alarms, \$75 each; 8+ false alarms, \$100 each
<b>Police Copy Fees</b>	\$0.10 per page \$5 per disc (Pursuant to the Texas Administrative Code associated with copies of public information)
<b>Police Special Assignments (Special Events as approved under the City’s Special Events Policy)</b>	\$46.80-58.50/hr. minimum 3 hours (all uses)



## FY 2021-22 KELLER FEE SCHEDULE

<b>Incident Reports</b>	No charge (Pursuant to the Texas Administrative Code associated with copies of public information)
<b>Finger Printing</b>	\$10 per person
<b>Solicitors License</b>	Charitable Solicitation \$35 for the first person \$20 for each additional person \$65 background check per person  Religious – No permit fee \$65 background check per person  Itinerant Merchants and Publication Sales and Solicitation \$50 for the first person \$20 for each additional person \$65 background check per person
<b>Emergency Medical Services</b>	The rate structure for pricing shall be a set fee of \$1,750, plus a mileage charge of \$23 per loaded transport mile of ambulance service. The City Manager shall be authorized to adjust the set fee structure which shall conform to the reasonable, customary, and usual charges associated with the provisions of health care.
<b>Emergency Medical Services (Cont.)</b>	Insurance payments, whether private or governmental (Medicare/Medicaid) shall be accepted as payment in full for ambulance service for Keller residents and non-resident employees suffering a non-work related event while on duty.  Keller residents that have no medical insurance or if payment is not received from the patient's insurance plan shall be responsible for a maximum fee for ambulance service which shall be the Federal reimbursement rate in effect at the time of service or \$300, whichever is greater.  Patients who receive ALS treatment by Keller Fire-Rescue but are not transported by Keller Fire-Rescue or a mutual-aid ambulance shall be responsible for the cost of the treatment or a fee not to exceed \$200.  Patients treated and transported by Keller Fire-Rescue that are not residents of Keller shall be held financially responsible for the outstanding balance for ambulance service not paid by insurance coverage. For Medicare/Medicaid patients this fee responsibility will be up to the Federal reimbursement rate allowable at time of service.

## FY 2021-22 KELLER FEE SCHEDULE

<b>Fire Construction Permit Fees</b>	<p>\$23.50 \$1-\$500 cv</p> <p>\$ 23.50 \$501-\$2,000 cv – First \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 69.25 \$2,001-\$25,000 cv – First \$2,000 + \$14 for each additional \$1,000 or fraction thereof to and including \$25,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 391.25 \$25,001-\$50,000 – First \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 643.75 \$50,001-\$100,000 – First \$50,000, plus \$7 for each additional \$1,000 or fraction thereof to and including \$100,000; plus plan review fee equal to 65% of construction permit fee</p>
<b>Fire Construction Permit Fees</b>	<p>\$993.75 \$100,001-\$500,000 – First \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$3,233.75 \$500,001-\$1,000,000 – First \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$5,608.75 over \$1 million – First \$1 million, plus \$3.65 for each additional \$1,000 or fraction thereof; plus plan review fee equal to 65% of construction permit fee</p>
<b>Contractor Documentation Fee</b>	\$50 annually, due January 1st of each year
<b>Fire Operational Permit Fees</b>	See Fire Construction Permit Fees
<b>Fire Apparatus Fees</b>	<p>\$400 hour – Fire apparatus w/crew - 2 hour minimum</p> <p>\$200 hour – Brush truck w/crew - 2 hour minimum</p> <p>\$250 hour – Ambulance w/crew - 2 hour minimum</p> <p>\$150 hour – ATV ambulance w/crew - 2 hour minimum</p> <p>\$280 hour – K.I.S.D. football game, EMS – per game</p> <p>\$75 hour – Inspector - 2 hour minimum</p> <p>\$60 hour – Standby firefighter - 2 hour minimum</p>

<b>FY 2021-22 KELLER FEE SCHEDULE</b>
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**Sec. 8 – Water and Sanitary Sewer Fees**

<b>After Hours Turn On</b>	\$50 per incident
<b>Customer Deposit</b>	\$80 residential meter  Multi-family and non-residential meter deposits based on estimated customer usage for a one month period.  Fire hydrant meter rental deposit based on actual replacement cost.
<b>Master Deposit</b>	\$80 – residential only
<b>Delinquent Account Deposit</b>	Applies to customers that have had their service disconnected for failure to pay or non-sufficient funds – new deposit not to exceed an amount equal to double the estimated average monthly bill for said customer.
<b>Cleaning Deposit</b>	One time deposit of \$20 for ten consecutive days of water meter usage. Deposit applied to final billing.
<b>Late Utility Payment Fee</b>	10% of outstanding balance.
<b>Damaged/Broken Lock</b>	\$100 each per incident.
<b>Meter Testing</b>	\$50 each per incident for meters 1” and less. Meters 1 ½” and larger, fee shall be the actual cost of testing and the actual cost of installation and removal. If meter test shows it is registering more water than actually going through the meter, the fee is refunded.
<b>Water Reconnect Fee</b>	\$25 each per incident.
<b>Account Activation Fee</b>	\$15 each
<b>Account Transfer Fee</b>	\$15 each
<b>Damaged meter, transponder, meter box and lid</b>	Actual cost for replacement and/or repair to include time and materials.

**Sec. 9 – Finance**

<b>Auction Item Storage Fee</b>	The Buyer will be charged a \$25.00 per day/per LOT storage fee after the final removal day. This fee will be collected from the Buyer at the time of pick up.
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<b>FY 2021-22 KELLER FEE SCHEDULE</b>
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**Sec. 10 - Utility Billing Rates**

**WATER RATES**

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RESIDENTIAL/NON-RESIDENTIAL

MINIMUM BILL (1st 2,000 gallons):

	Rates Per Month:
5/8" x 3/4" meter (Class Code A)	\$22.74
3/4" x 3/4" meter (Class Code AB)	\$28.31
1" meter (Class Code B)	\$34.06
1 1/2 " meter (Class Code BC)	\$55.40
2" meter (Class Code C)	\$76.74
3" meter (Class Code D)	\$119.45
4" meter (Class Code E)	\$147.78
5" meter (Class Code F)	\$190.49
6" meter (Class Code G)	\$233.17
7" meter (Class Code H)	\$261.54
8" meter (Class Code I)	\$295.65

RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.39
2,000 - 10,000	\$4.64
10,001 - 20,000	\$5.06
20,001-25,000	\$5.64
25,001 - 40,000	\$7.12
40,000 +	\$7.70

NON-RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.40
2,001 - 10,000	\$4.64
10,001 - 20,000	\$5.81
20,001 - 25,000	\$6.65
25,001 - 40,000	\$7.12
40,000 +	\$7.70

<b>FY 2021-22 KELLER FEE SCHEDULE</b>
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**WASTEWATER (SEWER) RATES**

<b>RESIDENTIAL/COMMERCIAL</b>	<b>Rates Per Month:</b>
MINIMUM BILL: per 1,000 gals.	\$4.56
5/8" x 3/4" meter (Class Code A)	\$14.17
3/4" x 3/4" meter (Class Code AB)	\$17.58
1" meter (Class Code B)	\$20.98
1 1/2 " meter (Class Code BC)	\$26.01
2" meter (Class Code C)	\$31.03
3" meter (Class Code D)	\$45.94
4" meter (Class Code E)	\$69.17
5" meter (Class Code F)	\$100.61
6" meter (Class Code G)	\$148.90
7" meter (Class Code H)	\$220.35
8" meter (Class Code I)	\$326.14
Volume/Commodity Charge	<b>Rates per 1,000 gallons:</b>
Rates per 1,000 gallons	\$4.37
Rates per 1,000 gallons water usage: (residential up to 20,000 gallons)	
No maximum volume charge on commercial/non-residential	

**Drainage Utility Fee Rates**

	<b>Per Month:</b>
Residential	\$7.000
All non-residential real property*	Impervious Area X \$7.000
	Impervious Area = Number of Acres X ERU
	Equivalent Residential Units (ERU):
Property Type:	
Commercial	10.79
Industrial	7.25
Institutional, Churches, Multi-Family	7.25
Parks & Open Space	0.18

\* - City, County, School Districts, State and Federal governments are exempt

## **BUDGET POLICIES**

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In accordance with Articles V and VIII of the Keller Charter and other related ordinances and policies, the following budget policies are followed throughout the budgetary process.

### **Section 5.01(c). Powers and duties of the City Manager.**

- (2) Prepare the budget annually and submit to the City Council, and be responsible for its administration after adoption.
- (3) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (4) Keep the City Council advised of the financial condition and future needs of the city and make such recommendations as may seem desirable.

### **Section 8.02. Submission of budget and budget message.**

The fiscal year of the city shall begin on the first day of October and end on the last day of the following September.

On or before August 15 of each year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message in the form and with the content as prescribed by the [City] Council.

*Code reference - Fiscal year established, § 2-110.*

### **Section 8.03. Budget as a public record.**

The budget and budget message and all supporting schedules shall be a public record in the office of the City Secretary open to public inspection by anyone. The City Manager shall cause sufficient copies of the budget and budget message to be prepared for distribution to the [City] Council and to the public library.

### **Section 8.04. Publication of notice of public hearing.**

At the meeting of the [City] Council at which the budget and budget message are submitted, the [City] Council shall determine the place and time of the public hearing on the budget, and shall cause to be published a notice of the place and time of such hearing which shall be not less than seven (7) days after date of publication, at which the [City] Council will hold a public hearing.

### **Section 8.05. Public hearing on budget.**

At the time and place so advertised, or at any time and place to which such public hearing shall from time to time be adjourned, the [City] Council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard, for or against the estimates or any item thereof.

## **BUDGET POLICIES**

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### **Section 8.06. Further consideration of budget.**

After the conclusion of such public hearing, the [City] Council may make such changes as it shall deem proper, except that such proposed expenditures as are fixed by law cannot be changed. Before making any change which could cause an increase in the total proposed budget, the [City] Council shall hold an additional public hearing in the same manner and with the same notice as set forth for original budget hearings.

### **Section 8.07. Addition to budget.**

After such further hearing, the [City] Council may insert the additional item or items, and make the increase or increases, to the amount in each case indicated by the published notice, or to a lesser amount, but where it shall increase the total proposed expenditures, it shall also increase the total anticipated revenue to at least equal such total proposed expenditures.

### **Section 8.08. Majority of full [City] Council required.**

The budget shall be adopted by the favorable votes of at least a majority of all the members of the [City] Council.

### **Section 8.09. Date of final adoption; failure to adopt.**

The budget shall be finally adopted not later than the twenty-seventh day of the last month of the fiscal year. Should the [City] Council take no final action on or prior to such date, the budget, as submitted, shall be deemed to have been finally adopted by the [City] Council.

### **Section 8.10. Effective date of budget certification; copies made available.**

Upon final adoption, the budget shall be in effect for the budget year. A copy of the budget, as finally adopted, shall be certified by the Mayor and the City Secretary and filed in the office of the City Secretary. The budget so certified shall be printed, mimeographed or otherwise reproduced and sufficient copies thereof shall be made available for the use of all offices, departments and agencies and for the use of interested persons and civic organizations.

### **Section 8.11. Budget establishes appropriations.**

From the effective date of the budget the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes therein named.

### **Section 8.12. Amendment.**

The City Council may during the fiscal year amend the budget by ordinance if such amendment will not increase the total of all budget expenditures. If such expenditures are necessary to protect public property or the health, safety or general welfare of the citizens of Keller, the total budget may be increased after notice and public hearing as prescribed for adoption of the original budget.

## **BUDGET POLICIES**

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### **Section 8.13. Appropriation of excess revenue.**

If at any time the total accruing revenue of the City shall be in excess of the total estimated income thereof, as projected in the budget, the City Council may by ordinance amend the budget so as to appropriate such excess revenue to such purposes as they may deem appropriate after notice and public hearing as required for adoption of the original budget.

### **Section 8.14. Accounting procedures.**

Accounting procedures shall be maintained by the City adequate to record in detail all transactions affecting the acquisition, custodianship and disposition of anything of value; and the recorded facts shall be presented annually to the City Council and to the public and such summaries and analytical schedules in detailed support thereof as shall be necessary to show the full effect of such transaction for each fiscal year upon the finances of the City and the relation to each department thereof including distinct summaries for each required by law to be segregated.

### **Section 8.15. Independent audit.**

The [City] Council shall cause an independent audit to be made of the books of account, records and transactions of all the administrative departments of the City at least once yearly. Such audit shall be made by a certified public accountant selected by and responsible to the [City] Council. The duties of the auditors so appointed shall include the certification of all statements. Such statements shall include a balance sheet, exhibiting the assets and liabilities of the City, supported by departmental schedules, and schedules for each publicly owned or operated utility, summaries of income and expenditures, supported by detailed schedules, and also comparison, in proper classification, with the last previous year. The report of such auditor or auditors for the fiscal year shall be printed and a copy thereof shall be furnished to each member of the [City] Council and the City Manager, and a copy shall be made available to each citizen who may request such. The original shall be kept among the permanent records of the City.

### **Section 8.16. Power to tax.**

The City Council shall have the power under the provisions of state law to levy, assess and collect an annual tax upon taxable property within the City, the tax not to exceed the rate as provided for by state law governing cities with a population in excess of five thousand (5,000) inhabitants.

If for any cause the City Council shall fail to pass a tax ordinance for any one (1) year, levying taxes for that year, then and in the event the tax levying ordinance and rate established therein last passed shall and will be considered in force and effect.

### **Section 8.17. Defect shall not invalidate tax levy.**

Defects in the form of preparation of the budget or the failure to perform any procedural requirement shall not invalidate any tax levy or the tax roll.



## **CITY OF KELLER**

### **Financial Management Policies**

#### **1. Purpose of Policies.**

1.1 The City of Keller (the City) is committed to sound financial management through integrity, prudent stewardship, financial planning and accountability, full disclosure, and communication. Financial Management Policies will enable the City to achieve and maintain a stable, positive financial condition, while also providing guidelines for the day-to-day planning and operations of the City's financial affairs.

1.2 The City will establish and maintain a high standard of accounting practices. The City's accounting system shall conform to generally accepted accounting principles (GAAP), as prescribed by the Governmental Accounting Standards Board (GASB) for governmental entities.

1.3 The City will prepare and maintain in a current status written administrative procedures relating to each financial management area. The City Manager, department directors, and managers are responsible for ensuring that good internal controls are maintained and followed throughout their respective City departments, that all management directives or internal control recommendations are implemented in a timely manner, and that all independent auditor recommendations are addressed.

1.4 The City will pursue transparency with regard to disclosure of financial information. Accordingly, the City will seek to attain the highest Texas Comptroller of Public Accounts Transparency award without placing any unnecessary burdens on staff. A primary focus of financial transparency is the ability for citizens to review the City's financial information online. At a minimum, online information will include annually adopted budgets, comprehensive annual financial reports, and check registers.

1.5 These financial management policies shall remain in effect until amended by the City Council. The City Council shall review the policies annually, and amend as necessary.

#### **2. Operating Budgets.**

2.1 Annual estimates of revenue in both the general fund and enterprise funds shall be based on historical trends and a reasonable expectation of growth. A conservative approach shall be observed in estimating revenues, so that revenue estimates will not be overstated. Annual Water and Wastewater Enterprise Fund revenues shall be budgeted on the basis of a normalized year, with reasonable estimates of customer growth, not on the basis of forecasted above-average rainfall (wet year) or below-than-average rainfall (dry year).

2.2 The adoption of an operationally balanced budget shall be required. An operationally balanced budget shall be defined as a budget in which on-going revenues equal or exceed on-going expenditures and one-time expenditures may be funded with undesignated fund balance. In addition, current resources (current revenues plus undesignated fund balances) will equal or exceed current expenditures (on-going plus one-time expenditures) for each individual fund.

2.3 At the end of each fiscal year, the City shall establish a goal that the fund balances of each fund be within requirements of the Fund Balance Policy.

2.4 The City should endeavor to maintain a diversified and stable revenue base in order to prevent overall revenue shortfalls as a result of periodic fluctuations in any one revenue source. Each existing and potential revenue source will be re-examined annually.

2.5 The City may use non-recurring resources and fund balances to fund non-recurring expenditures. Recurring expenditures shall be funded with recurring revenues only.

2.6 User charges, rates and fees shall be established at a level related to the cost of providing the services. These charges, rates and fees shall be reviewed not less than annually in order to determine the appropriate level of funding anticipated to support the various related activities. In order to mitigate the magnitude of rate increases necessary for the Water and Wastewater Enterprise Fund, an independent cost of service study will be conducted at least every three (3) years to review rate methodology and ensure revenues will meet future obligations. The cost of service study shall include operating costs, anticipated capital improvements and use of associated impact fees, provision for an adequate level of working capital, and requirements necessary to meet all current and future revenue bond covenants.

2.7 Rates for water and wastewater enterprise activities shall be maintained at levels sufficient to ensure that annual revenues will be available to pay all direct and indirect costs of the enterprise activities, including costs of operation, capital improvements, maintenance, and principal and interest requirements on outstanding debt, and interest and sinking fund and reserve fund requirements. The City recognizes an obligation to provide water and wastewater services to customers as economically as possible, while also maintaining the fiscal integrity of the Water and Wastewater Enterprise Fund; therefore, the City will seek to pass through (recover) increases in water supply costs and wastewater treatment services to customers of the City of Keller.

2.8 Net earnings of enterprise funds for any fiscal period should be adequate to meet all bond covenants, especially the debt coverage ratio. Net earnings shall be defined to include non-operating revenues available for debt service, excluding depreciation and transfers to other funds.

2.9 Enterprise funds shall adequately compensate the General Fund (and other applicable funds) for administrative and/or management services provided to the enterprise funds. Transfers from enterprise activities to the general fund for administrative services shall not exceed the estimated costs incurred by the General Fund in providing such services. Payments in-lieu-of-taxes and franchise fee payments shall be paid by enterprise funds to other appropriate funds. The basis for each transfer shall be fully identified each year in the proposed budget.

2.10 A proposed budget for all budgeted funds shall be submitted to the City Council by the City Manager on or before August 15 of each year, for the ensuing fiscal year. [*Keller Charter, Section 8.02*]. The City Manager's proposed budget shall be filed in accordance with State law including filing with the Office of the City Secretary and at the Keller Public Library, and on the City's website.

2.11 Unless otherwise noted in the annual budget document, annual fixed-dollar budgets will be adopted for all funds except capital funds, grant funds, donation funds, impact fee funds, Council approved operating project funds and trust funds for the period beginning October 1 and ending September 30 of the following year. Funds which are funded by non-reoccurring and/or expected revenue sources such as grants, donations, and impact fees shall be considered non-budgeted funds. Budgets for capital and Council approved operating project funds are adopted based upon the anticipated time line for completion of the project, also known as the project life basis, and not a fiscal year basis.

2.12 All budget appropriations (except for project life funds) lapse at fiscal year-end (September 30) and the City shall strive to minimize any encumbrances at year-end. Any encumbered appropriations at year-end may be re-appropriated by a budget amendment in the ensuing fiscal year.

2.13 All budgets shall be adopted on a basis of accounting consistent with GAAP, as applied to governmental entities, with the exception of Enterprise and Internal Service Funds. Revenues are budgeted as they become measurable and available. Expenditures are charged against the budget when they become measurable, or when a liability has been incurred and the liability is expected to be liquidated with available current resources. For Enterprise and Internal Service Funds, depreciation is not budgeted, and capital improvements and debt service principal payments are budgeted as expenditures/expenses.

2.14 The budget shall be maintained at the legal level of control which is the department within the individual fund. Expenditures may not exceed the legal level of control at the department level within an individual fund without approval of the City Council. The City Manager is authorized to transfer appropriations within a department or between departments in an individual fund in accordance with these policy guidelines.

2.15 Authority to transfer appropriations within a fund or department. The City Manager or designee may approve transfers of available appropriations between general classifications of expenditures within the same fund, provided the transfer amounts do not result in a net increase or decrease in total appropriations for the fund.

2.16 Authority to transfer appropriations between a fund. Transfers of available appropriations in general classifications of expenditures between funds, shall be approved only by the City Council unless related to grant or bond activities.

2.17 Increase in total appropriations and use of contingency funds. The City Council shall also approve any budget modification(s) resulting in a net increase or decrease in appropriations, or any proposed use of contingency funds [*Keller Charter, Section 8.12*].

2.18 The City will strive to receive and retain the Distinguished Budget Presentation Award presented annually by the Government Finance Officers Association (GFOA).

2.19 Budgets of Enterprise and Internal Service Funds are prepared on a working capital basis, whereby depreciation expenses are not budgeted and capital outlay and debt service principal payments are budgeted as expenses. Reserves of Enterprise and Internal Service Funds will be disclosed using working capital as defined in the Fund Balance Policy, rather than retained earnings.

2.20 Budgets of Enterprise and Internal Service Funds shall be self-supporting, i.e., on-going revenues equal or exceed on-going expenditures (excluding depreciation) and one-time expenditures may be funded with working capital.

2.21 Budgets shall integrate performance measures, goals and objectives, service levels and productivity measures where appropriate, and provide a means of measuring and monitoring performance, goals and productivity.

2.22 New positions and programs funded in annual budgets will be disclosed at their full annual cost in the initial and subsequent years of funding, or at the respective full-time equivalent costs for new positions. Even if the positions and/or programs are anticipated to begin mid-year, the full annual costs, or the full-time equivalent costs for new positions, will be disclosed in the budget. Positions temporarily vacant will also be disclosed at their full annual cost in the annual budget.

2.23 When possible, replacement funds shall be created to ensure the ability to make timely replacements.

### 3. Capital Improvements.

3.1 The City will develop and maintain a comprehensive five-year plan for capital improvements. This plan shall be presented to and reviewed by the City Council annually. Capital improvements for planning purposes shall be considered as all land, land improvements, building projects, infrastructure (i.e., streets, water and wastewater improvements) and equipment exceeding one hundred thousand dollars (\$100,000) in cost.

3.2 All capital improvements should be made in accordance with the five-year plan as adopted or reviewed by the City Council.

3.3 The City Council shall adopt an annual capital budget that is based on the five-year capital improvement plan. This capital budget shall identify the sources of funding for each capital project authorized for the ensuing fiscal year. Assessments and pro-rata charges may be applied where applicable to fund capital projects.

3.4 The City's capital improvement program shall be coordinated with the operating budgets. Operating costs associated with each capital improvement project will be identified in the capital budget and included in the appropriate operating budget if the project is authorized.

3.5 Interest earnings on bond proceeds shall be credited to the appropriate bond fund and will be used to help with future debt management.

3.6 For capital budgeting purposes, capital improvement projects for facilities (fire stations, libraries, City Halls, etc.) will not only reflect cost of acquisition or construction of the facility, but shall also reflect the annual operating costs of staffing, equipping, operating and insuring of the facility in the impacted operating fund. The City shall not finance annual operating costs with the issuance of debt, per Section 4.1.

3.7 The City will measure the condition of our infrastructure, and the degree to which the City is meeting infrastructure replacement needs. The City will budget to make timely infrastructure repairs and replacements to avoid additional repairs and/or long-term damage.

3.8 The City Council may establish, by resolution, policies and procedures for prioritizing capital project improvements, establishing a reserve therefore, and the funding thereof in accordance with the provisions of the City's Financial Management Policies.

#### 4. Debt Management.

4.1 Long-term debt shall not be incurred to finance on-going operations. Long-term debt shall be defined as debt requiring more than five years to retire. Short-term or interim debt shall be defined as debt requiring five years or less to retire, and may be used to fund purchases of machinery, equipment (including office equipment) and vehicles.

4.2 When any debt is issued to finance capital improvements, the City shall retire the debt within a period not to exceed the expected useful life of the projects or improvements being financed. When possible the debt should not exceed 15 years unless the expected asset life is beyond 50 years.

4.3 Total debt service requirements (principal and interest) in any fiscal year should generally not exceed twenty-five percent (25%) of the City's total operating expenditures/expenses (excluding capital projects funds).

4.4 Total direct general obligation debt service requirements shall not exceed fifteen percent (15%) of the assessed value of taxable property.

4.5 The City shall maintain good communications with the major bond rating agencies concerning the City's financial condition, and shall follow a policy of full disclosure in every financial report and official bond statement. The City will maintain sound fiscal management practices to maintain current bond ratings.

4.6 Interest and sinking fund and/or debt reserve balances shall be maintained in accordance with the City's most restrictive bond ordinances and/or covenants.

4.7 Use of impact fee revenue for debt will be evaluated during each budget year. The amount of impact fees being used for debt service shall be fully disclosed in the annual budget.

4.8 Debt issuance is costly, time-consuming and should be done no more than once a year if possible.

4.9 The percentage of the tax rate designated for debt service purposes should not exceed thirty percent (30%) of the total tax rate.

## 5. Financial Reporting.

5.1 An annual independent financial audit shall be performed by a properly licensed independent public accounting firm, and results of this audit will be presented to the City Council by March 31 of the following year in the form of a Comprehensive Annual Financial Report (CAFR), in accordance with generally accepted accounting principles (GAAP) and GFOA requirements, unless delayed by extenuating circumstances and an extension has been granted by GFOA.

5.2 The City will strive to receive and retain the Certificate of Achievement for Excellence in Financial Reporting awarded annually by the Government Finance Officers Association of the United States and Canada (GFOA).

5.3 Timely interim financial reports will be produced for department managers for internal purposes. Departmental reports comparing budget to actual amounts shall be prepared by the Finance Department in a timely manner.

5.4 Financial reports including capital project updates shall be prepared on at least a quarterly basis and made available to the City Council in a condensed format. After presentation of the report to the City Council, the report shall be made available for public inspection.

5.5 Every three to five years, the City will issue requests for proposal to choose an auditor for a period not to exceed five years.

## 6. Purchasing.

6.1 The City Manager or designee shall be responsible for maintaining a written purchasing policy in accordance with State statutes and City Ordinances. The policy shall be approved by City Council.

## 7. Cash and Investments.

7.1 The Director of Administrative Services or designee shall be responsible for maintaining written administrative procedures for all areas of cash and investments, in accordance with State statutes, City ordinances and these policies.

7.2 The City will enter into a depository agreement with one or more banks for a specified period of time and specified fees for banking services. The term of each depository agreement shall not exceed five (5) years unless otherwise approved by the City Council.

7.3 Collection, deposit and disbursement of all funds will be scheduled to ensure maximum cash availability and investment earnings.

7.4 The City's first and foremost investment objective shall be safety of principal. To meet this objective, the City will seek to obtain a competitive, or market rate-of-return on investments, consistent with the City's investment policy.

## 8. General Policies.

8.1 The City Manager is authorized to write off bad debt accounts less than one thousand dollars (\$1,000) which have been delinquent for more than one hundred twenty (120) days. These accounts will be aggressively pursued for collection by any lawful and available means. Accounts which are in bankruptcy status, involving a claim of one thousand dollars (\$1,000) or less, which require the City to make an election to the bankruptcy court, will be referred to the City Manager, with a recommendation by the City Attorney. The City Manager shall report all bad debt write-offs of note to City Council. All accounts involving write-offs greater than one thousand dollars (\$1,000) shall be referred directly to City Council for write off, or further recommended action.

8.2 The City shall follow a policy of aggressively pursuing the collection of current and delinquent ad valorem taxes, and shall strive to maintain a current ad valorem tax collection rate equal to or exceeding ninety-seven percent (97%) of the current levy. In addition, the City will aggressively pursue collection of other debts owed to the City, e.g., water bills, ambulance billings, etc.

8.3 Sound appraisal procedures and practices will be monitored by the City in order to keep property values current. The City will annually review the various levels of property tax exemptions and abatements which may be optionally granted by the City.

8.4 The City may impose impact fees upon new development. The purposes of these fees are to pay a portion of the cost of constructing capital improvements or facility expansions necessary to serve new development.

8.5 Expenditures of impact fees are limited to paying for construction-related costs or capital improvements or facility expansions and to payment of principal and interest on bonds, notes, or other obligations issued to finance eligible capital improvements.

8.6 Plans and costs of enforcement related to the passage of ordinances and/or other legislation (if any) should be disclosed to the City Council by the City Manager, prior to the passage of ordinances and/or other legislation.

8.7 Consistent efforts shall be made to reconcile the total water volume sold to the total water volume purchased or pumped. Acceptable water losses for fire-fighting, fire hydrant testing and broken lines should not exceed seven percent (7%). To achieve this goal, it is the policy of the City that all water service, including City-owned facilities, be metered appropriately.

8.8 Efforts shall be made to reconcile wastewater contributed from customers to those volumes flowing through treatment facilities. Acceptable amounts of inflow and infiltration should not exceed ten percent (10%).

8.9 Utility billing collection cycles should be as short as practical and utility security deposits should reflect those cycles in order to minimize losses to the City. Meter readings should occur in relatively uniform monthly time frames, and utility bills should be generated in a timely manner thereafter. Utility bills should be due no more than fifteen (15) days after the customer receives the bill. Delinquent notices should be mailed one day after the due date. Termination of utility service should occur no more than sixty (60) days after the meter reading date.

8.10 The City will evaluate privatization or regionalization of services which will either maintain or improve the existing quality of services, while at the same time minimizing the cost of the service to the public. Examples of services to be evaluated for privatization are solid waste collection, engineering, and data processing services.

8.11 The City will provide adequate staffing and training to our fiscal functions in order to maintain effective internal controls, timely financial transactions and meaningful financial management information.

8.12 Utility cost subsidies should be minimized. Cost subsidies can occur between funds, i.e., General Fund and Water and Wastewater Enterprise Fund; between utilities, water utility and sewer utility; between customers, residential customers and commercial customers; and between generations, current and future generations.

8.13 The City will cautiously evaluate the granting of tax exemptions and/or abatements, which shift tax burdens, and may also eventually raise the overall tax rate.

8.14 The City will thoroughly review state and federal legislation that will impact City services, and the potential or resulting costs to citizens.

*[Approved September 21, 2021 by the Keller City Council, Resolution #4412.]*



**City of Keller**  
**Fund Balance Policy (per GASB 54)**

**Purpose**

The purpose of this policy is to establish a key element of the financial stability of the City of Keller (the City) setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The intent of this policy is to ensure the City maintains adequate fund balances in the City's various operating funds with respect to the following:

1. Providing sufficient cash flow liquidity for the City's general governmental operations,
2. Securing and maintaining investment grade bond ratings,
3. Offsetting significant economic downturns or revenue shortfalls, and
4. Providing funds for unforeseen expenditures related to emergencies.

**Definitions**

*Fund Equity* – A fund's equity is generally the difference between its assets and liabilities.

*Fund Balance* – An accounting distinction is made between the portions of fund equity that spendable and non-spendable. These included the following categories:

1. Non-spendable fund balance – includes amounts that are not in a spendable form or are required to be maintained intact. Examples include inventory and prepaid expenses.
2. Spendable Fund Balance:
  - A. Restricted – includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, or contributors; or amounts constrained due to regulations of other governments. Examples include grant awards and bond proceeds.
  - B. Committed – Includes amounts that are limited to specific purposes that are *internally imposed* by the City through formal action of the City Council. Commitments may be changed or removed only by formal action of the City Council. This includes balances formally approved by the City Council during the budget adoption and amendment process. The formal action must be approved by the City Council prior to the end of the fiscal year in which the commitment will be reflected on the financial statements.
  - C. Assigned – includes amounts that are intended for specific purposes that are considered neither restricted nor committed. Intent can be expressed by the City Council, or by an official to which the City Council delegates the authority. Assignment of fund balance are less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
  - D. Unassigned – the residual classification of amounts in the General Fund which includes all amounts not classified in other fund balance categories. Unassigned amounts are technically available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

## Policy/Practices

1. Minimum fund balance or fund balance reserve for City funds shall be as listed below. The reserve will be considered assigned fund balance and other assignments and restrictions cannot be included as part of the reserve calculation:
  - a. General Fund – 35% of on-going expenditures
  - b. General Debt Fund – 10% of average outstanding annual payments unless bond covenants require additional amounts
  - c. Utility Fund – 16.7% plus 10% of average outstanding annual payments unless bond covenants require additional amounts plus a rate stabilization reserve being the greater of 5% of on-going water and sewer revenues or \$500,000
  - d. Keller Development Corporation (KDC) - 10% of average outstanding annual payments unless bond covenants require additional amounts
  - e. **Self-Insurance Fund – 75% of annual health and dental insurance requirements**
  - f. Drainage Fund – 20.0% of on-going expenditures
  - g. Pointe Fund – - 20.0% of on-going expenditures
  - h. All other funds with debt, 10% of average outstanding annual payments unless bond covenants require additional amounts
  - i. Capital and other project life funds – fund balance should be a minimum of assignments and commitments
2. The General Fund shall have a maximum fund balance of 50%, excluding non-reserve assignments and commitments. When the amount is exceeded, the City shall identify one-time expenditures for which to use the funds for, consider tax rate changes, and/or review non-tax revenue rates to ensure no unnecessary over collection of revenues.
3. For enterprise funds, fund balance will be defined as working capital and shall represent current assets minus current liabilities without future bond payments.
4. If unassigned fund balance unintentionally falls below required levels, or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City will implement the provisions of the *Financial Management Contingency Plan* in order to restore the uncommitted fund balance to the minimum required level.
5. The City Council may appropriate unassigned fund balance for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.
6. When multiple categories of fund balance are available for expenditure, such as a capital project being funded by a combination of grant funds, funds set aside by the City Council, and unassigned fund balance, the City will spend projects funds from the most restricted category first (e.g., grant funds). When the most restricted fund balance has been spent on the project, then funds will be spent from the next most restrictive category (e.g., committed or assigned fund balance), continuing this pattern until all project funds have been expended.
7. City shall minimize the use of committed fund balances in major operating funds when possible. Methods of reducing the commitments include transferring project funds to capital projects, creating and maintaining equipment replacement and long-term maintenance funds, and creating and maintaining operating project funds for non-capital projects.
8. The Director of Administrative Services shall be responsible for monitoring and reporting the City's various reserve balances. The City Manager is directed to make recommendations to the Council of the use of reserve funds, as an element of the annual operating budget submission, or as necessary throughout the fiscal year, as circumstances may arise.
9. Compliance with the provisions of this policy shall be reviewed as a part of the annual operating budget adoption and subsequent review will be included in the annual audit and financial statement preparation procedures.

[Approved September 21, 2021 by the Keller City Council, Resolution #4412.]

## Fiscal Management Contingency Plan

The contingency plan is a planning document that will be used in the event there is a downturn in economic conditions that will negatively impact the City of Keller budget. The City is dependent on a stable, growing economy so that budgeted revenues will be realized. .

The fiscal management plan will assist City management in guiding future planning efforts. The Plan is a guide only, and is intended to assist in budget balancing strategies. Depending upon management's response to economic and financial conditions, some parts of the plan may be implemented sooner or later, in accordance with direction from the City Council. Economic and budget conditions will be evaluated monthly, and any budget impacts resulting from economic conditions or trends will be identified.

The contingency plan goals in order are:

1. Protect current service levels, including staffing
2. Minimize cost impacts to Citizens
3. Provide competitive pay and benefits to all employees.

### Budgetary Revenue Shortfall Contingency Plan

- A. The City will establish a plan to address economic situations that cause revenue to be significantly less than the adopted budget revenue. The plan is comprised of the following components:

Levels – Serve to classify and communicate the severity of the estimated budgetary revenue shortfalls and identify the actions to be taken at the given phase.

Actions – Preplanned steps to be taken in order to prudently address and counteract the estimated budgetary revenue shortfall.

- B. The actions listed in Levels I through IV are intended to be short-term in nature. In the event the underlying economic situation is expected to last for consecutive years, more permanent actions will be taken.
- C. The City Manager or designee will apprise City Council at the regular City Council meeting immediately following any action taken through this plan. Information such as underlying economic condition, economic indicators, estimated budgetary revenue shortfalls, actions taken and expected duration will be presented to City Council.
- D. The City Council may appropriate available fund balance as needed to cover any estimated revenue shortfall. Appropriation of fund balance must be carefully weighed and long-term budgetary impacts must be considered in conjunction with the projected length of the economic downturn. If the use of fund balance will put a fund under fund balance policy requirements must include plan to replenish the fund balance back to the minimum.
- E. Actions taken through this plan must always consider the impact on revenue generation. Actions taken should reduce expenses well in excess of resulting revenue losses.
- F. The following is a summary of classifications and the corresponding actions to be taken.
1. Revenues

- i. Level I: Identify any potential new revenue sources.
- ii. Level II: Evaluate user fees in order to remain competitive.

Identify and/or implement new revenue sources.

Evaluate property tax rate increase.

Evaluate water and wastewater rate increases.

Evaluate use of available fund balance.

- i. Level III: Recommend property tax increase.
- ii. Recommend water and/or wastewater rate increase.
- iii. Recommend new revenues, or increases in current fees.
- iv. Recommend use of available fund balance.
- v.

b.

c. Expenditures:

- i. Freeze newly created positions.
- ii. Implement a time delay for hiring vacant positions.

d. Revenues:

- i. Identify any potential new revenue sources.

e. Service Level Impacts:

- i. Minor service level disruptions and/or delays.
- ii. New projects may be postponed or deferred.
- iii. Begin planning for Levels II through IV.
- iv. Implement Community Communication Plan in order to communicate to citizens any service levels that may be impacted.

f. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate normal operating procedures.

2. Level II: The estimated annual revenue is below budget projections for 6 consecutive months. Current economic conditions and indicators are anticipated to continue.

a. Expenditures:

- i. Implement a managed-hiring program for vacant positions.
- ii. Reduce the hours/number of part-time and seasonal employees as per Reduction In Force Policy.
- iii. Reduce travel and training expenses.
- iv. Review and prioritize reductions of operating and capital expenditures.
- v. Eliminate or defer capital outlay expenses.
- vi. Review and prioritize expenses for professional and contracted services.

b. Revenues:

- i. Evaluate user fees in order to remain competitive.
- ii. Identify and/or implement new revenue sources.
- iii. Evaluate property tax rate increase.
- iv. Evaluate water and wastewater rate increases.
- v. Evaluate use of available fund balance.

c. Service Levels Impacts:

- i. Cutbacks or reductions in non-essential day-to-day operations (number of times parks are mowed, hours of operations of facilities).
- ii. Defer general (non essential) maintenance.
- iii. Prioritize and defer or freeze vehicle replacements, computer upgrades and new computer purchases. Replacements for essential non-working equipment are allowed, subject to approval by the City Manager.

- iv. Reduce or defer non-essential repair and maintenance expenses. Examples – vehicles, communications, office equipment, machinery and buildings. Repair and maintenance of essential non-working equipment is permitted, subject to approval by the City Manager.
  - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level I.
- 3. Level III: The estimated annual revenue is below budget projections for 9 consecutive months, or is below budget projections by more than 6% for 6 consecutive months. Current economic conditions and indicators are anticipated to continue or possibly worsen.
  - a. Expenditures:
    - i. Prepare for implementation of a Reduction in Force Plan.
    - ii. Implement a compensation freeze.
    - iii. Identify overtime expenses that may likely be reduced.
    - iv. Reduce external program funding.
    - v. Eliminate or defer pending capital improvement projects.
    - vi. Consider deferring payments to City-owned utilities – water and wastewater services.
  - b. Revenues:
    - i. Recommend property tax increase.
    - ii. Recommend water and/or wastewater rate increase.
    - iii. Recommend new revenues, or increases in current fees.
    - iv. Recommend use of available fund balance.
  - c. Service Level Impacts:
    - i. Significant reductions in service levels.
    - ii. Evaluate and/or recommend a reduction in hours of operation at all facilities.
    - iii. Essential programs and services will be evaluated for reductions.
    - iv. Reduce energy costs through reduction in hours of operations.
  - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level II.
- 4. Level IV: The estimated annual revenue is below budget projections for 12 consecutive months, or is below budget projections by more than 6% for 9 consecutive months. Current economic conditions and indicators are anticipated to continue and are likely to worsen.
  - a. Expenditures:
    - i. Implement Reduction in Force Plan (reduce employee personnel costs, including an employee furlough plan for time off without pay and/or four-day work weeks, laying off of personnel, etc).
    - ii. Consider other cost reduction strategies.
    - iii. Reduce departmental budgets by a fixed percentage or dollar amount.
    - iv. Eliminate external program funding.
    - v. Reduce and/or eliminate overtime expenses throughout departments.
  - b. Revenues:
    - i. Implement property tax rate increase.
    - ii. Implement water and wastewater rate increase.
    - iii. Increase user fees.
    - iv. Implement use of available fund balance.
  - c. Service Level Impacts:
    - i. Reduce hours of operations of all facilities.

- ii. Implement service level reductions throughout all departments and/or eliminate specific programs.
- iii. Departments will prioritize service levels and programs according to City Council goals and objectives.
- iv. Defer infrastructure and street overlay maintenance.
- d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level III.

## BASIS OF ACCOUNTING

Basis of Accounting and Budgeting. The accounts of the City are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. All funds are budgeted (except as otherwise stated earlier) and accounted for on a Generally Accepted Accounting Principles (GAAP) basis for purposes of financial statement presentation in the City's audited financial statements. The Governmental Fund Types, e.g., General and Special Revenue Funds, use a financial resources measurement focus and are accounted and budgeted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources and, other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

In the City's audited financial statements, Proprietary (Enterprise) Fund types, e.g., the Water and Wastewater Fund, are accounted and budgeted on a cost of services or "capital maintenance" measurement focus, using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. However, for purposes of this budget presentation, depreciation is not budgeted, and capital expenditures and bond principal payments are shown as uses of funds (expenditures). Unless otherwise noted, working capital, rather than retained earnings, is used to represent fund balance in all funds, including Enterprise Funds. Working capital is generally defined as the difference between current assets (e.g., cash and receivables, etc.) and current liabilities – excluding the current portion of principal and interest due (e.g., accounts payable) – and provides a better comparative analysis of proprietary fund reserves for budget purposes than does the presentation of retained earnings as presented in the audited financial statements. In addition, budgeting capital outlay as expenditures for budgetary purposes allows the proposed capital purchases to be reviewed and authorized by City Council each year.

## FUND ACCOUNTING

The City utilizes fund accounting procedures to prepare the annual operating budget. By definition, a "fund" is a distinct fiscal entity, accounting for receipts and disbursements that are for specific activities. A fund is a self-balancing set of accounts, in which assets equal liabilities plus fund balance. The City primarily uses the following fund types:

Governmental funds - Governmental fund types are those funds through which most governmental functions of the City are financed.

- General Fund – the general operating fund of the City, used to account for and report all financial sources not accounted for and reported in another fund. Typical governmental functions, such as police, fire, library, streets, parks, and administration, are funded in the General Fund.
- Special Revenue Funds – these funds are used to account for and report proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes, other than debt service or capital projects.
- Debt Service Funds – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The City utilizes two debt service funds.
- Capital Projects Funds – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Funding sources are typically bond proceeds, operating fund transfers, or impact fees.

Proprietary funds - Proprietary fund types are used to account for operations that are financed in a manner similar to private business enterprises. The City utilizes the following two types of proprietary funds:

- Enterprise Funds – these funds are business-like governmental activities which are intended to be self-supporting and fund the operation, maintenance, and capital improvements related to the enterprise services.
- Internal Service Funds – these are funds that support internal operations.

**Matrixes are provided below to show the relationships between City funds, departments, and the various fund types.**

**FUND MATRIX**

The following table indicates the relationship between city funds and fund types used in the budget document.

Fund	Governmental Funds				Proprietary Funds		Trust Funds
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services	
<b>OPERATING BUDGET FUNDS</b>							
General Fund							
Water And Wastewater Fund							
Drainage Utility Fund							
Keller Development Corporation Fund							
The Keller Point Fund							
Keller Crime Control & Prevention District Fund							
Street And Sidewalk Improvements Fund							
Debt Service Fund							
Information Services Fund							
Recreation Special Revenue Fund							
Municipal Court Special Revenue Fund							
Public Safety Special Revenue Fund							
PEG Cable Franchise Fee Fund							
Community Clean-Up Fund							
Self-Insurance Fund							
Fleet Replacement Fund							
Facility Capital Replacement Fund							
<b>CAPITAL BUDGET FUNDS</b>							
Street System Capital Improvement Fund							
Parks Capital Improvement Fund							
Facilities Capital Improvement Fund							
Water/Wastewater System Capital Improvement Fund							
Drainage System Capital Improvement Fund							
<b>NON-BUDGET FUNDS</b>							
Park Development Fee Fund <sup>1</sup>							
Roadway Impact Fee Fund <sup>1</sup>							
Water Impact Fee Fund <sup>2</sup>							
Wastewater Impact Fee Fund <sup>2</sup>							

1 - These funds are presented in the budget for informational purposes only. They are not budgeted, however, funds may be transferred to CIP projects. For audit proposes, they are presented as stand-alone CIP funds.

2 - This fund is presented in the budget for informational purposes only. It is not budgeted, however, funds may be transferred to CIP projects. For audit proposes, it is combined with Water/Waster Fund activity



**DEPARTMENTAL MATRIX**

The following table indicates the relationship between city departments and fund types used in the budget document.

Department	Governmental Funds				Proprietary Funds	
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services
Administration/General Government						
Community Development						
Police Department						
Fire Department						
Public Works Department						
Keller Public Library						
Parks and Recreation						
Utility Administration						
Customer Services						
Water Utilities						
Wastewater Utilities						
MSC Operations						
Drainage Utility						
Information Technology						
Keller Pointe						
Non-Departmental						

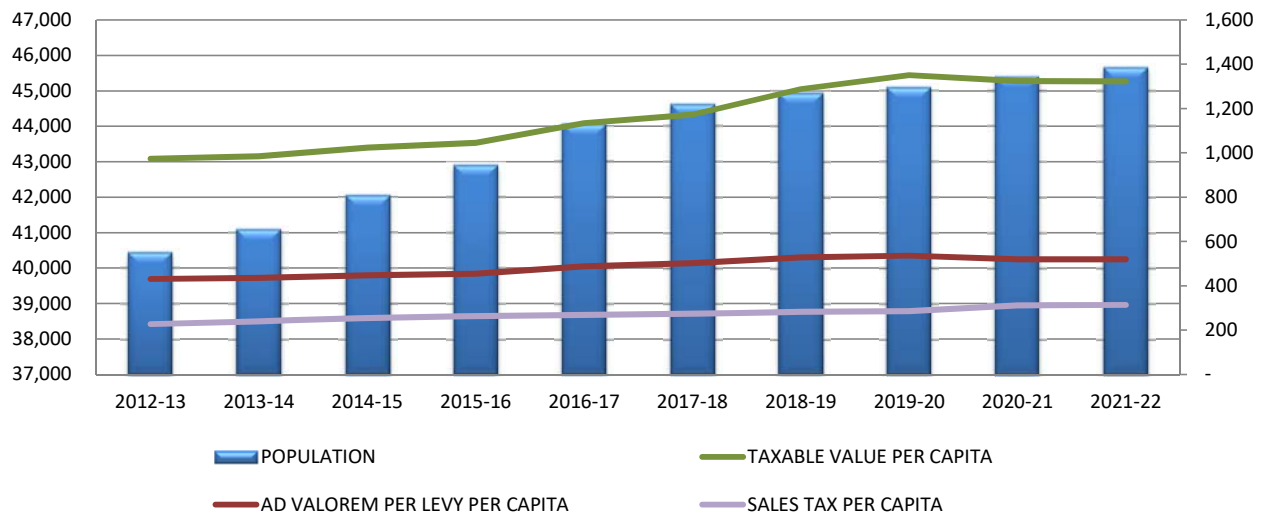
## ASSESSED VALUE AND LEVY ANALYSIS

	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET
Total Assessed Value	\$ 6,201,052,393	\$ 6,106,325,212	\$ 6,109,063,688
% change	4.61%	(1.53)%	0.04%
Less Frozen Value	899,174,687	934,912,645	980,159,747
Less TIRZ Value	0	0	0
<b>Net taxable value</b>	<b>\$ 5,301,877,706</b>	<b>\$ 5,171,412,567</b>	<b>\$ 5,128,903,941</b>
% change	3.52%	(2.46)%	(0.82)%
<b>Tax rate per \$100</b>	<b>0.39990</b>	<b>0.39500</b>	<b>0.39500</b>
Taxable Value levy	21,202,209	20,427,080	20,259,171
Levy on frozen properties	3,150,854	3,305,916	3,599,270
<b>Tax levy</b>	<b>\$ 24,353,063</b>	<b>\$ 23,732,996</b>	<b>\$ 23,858,441</b>
Estimated collection rate	99.25%	99.25%	99.25%
<b>Estimated levy collection</b>	<b>\$ 24,170,415</b>	<b>\$ 23,554,998</b>	<b>\$ 23,679,502</b>
% change	1.80%	(2.55)%	0.53%
<b>Tax Rate Distribution</b>			
General Fund (M&O)	\$ 0.318276	\$ 0.324190	\$ 0.336030
Debt Service Fund (I&S)	0.081624	0.070810	0.058970
<b>TOTAL</b>	<b>0.39990</b>	<b>0.39500</b>	<b>0.39500</b>
% change	(3.23)%	(1.23)%	0.00%
<b>Dollar Distribution</b>			
General Fund (M&O)	19,875,273	19,920,585	20,144,362
Debt Service Fund (I&S)	4,295,142	3,661,877	3,561,854
<b>TOTAL</b>	<b>\$ 24,170,415</b>	<b>\$ 23,582,462</b>	<b>\$ 23,706,216</b>
<b>TOTAL ALL LEVY</b>	<b>\$ 24,170,415</b>	<b>\$ 23,582,462</b>	<b>\$ 23,706,216</b>
% change	1.80%	(2.43)%	0.52%

## AD VALOREM, AD VALOREM LEVIES AND SALES TAX LEVIES PER CAPITA

FISCAL YEAR	POPULATION	TAXABLE VALUE	TAXABLE VALUE PER CAPITA	AD VALOREM LEVY	AD VALOREM PER LEVY PER CAPITA	SALES TAX	SALES TAX PER CAPITA
1994-1995	17,800	693,196,451	389	3,388,275	190	1,025,640	58
1995-1996	18,750	776,448,273	414	3,726,796	199	1,213,248	65
1996-1997	19,350	858,552,469	444	3,932,170	203	1,336,545	69
1997-1998	20,775	970,825,817	467	4,397,841	212	1,554,890	75
1998-1999	22,475	1,120,856,821	499	4,965,396	221	1,813,481	81
1999-2000	26,400	1,344,414,200	509	5,888,534	223	2,612,139	99
2000-2001	27,345	1,618,783,500	592	7,090,272	259	3,089,624	113
2001-2002	28,066	1,943,633,000	693	8,513,113	303	4,105,775	146
2002-2003	29,915	2,292,171,343	766	10,180,221	340	4,918,236	164
2003-2004	31,814	2,503,115,000	787	11,117,085	349	5,590,720	176
2004-2005	33,112	2,661,364,000	804	11,502,149	347	6,467,898	195
2005-2006	36,508	2,894,771,000	793	12,510,911	343	7,533,860	206
2006-07	36,508	3,199,354,400	876	13,827,290	379	8,295,558	227
2007-08	37,685	3,528,240,000	936	15,248,700	405	8,654,735	230
2008-09	38,402	3,842,404,000	1,001	16,606,486	432	8,045,471	210
2009-10	39,450	3,976,548,000	1,008	17,583,898	446	7,939,671	201
2010-11	39,627	3,776,173,141	953	16,697,860	421	8,087,781	204
2011-12	39,920	3,845,586,373	963	17,004,798	426	8,615,790	216
2012-13	40,440	3,939,528,881	974	17,420,203	431	9,184,887	227
2013-14	41,090	4,043,888,767	984	17,881,672	435	9,817,738	239
2014-15	42,040	4,304,034,581	1,024	18,816,809	448	10,660,049	254
2015-16	42,890	4,482,783,378	1,045	19,486,211	454	11,312,875	264
2016-17	44,050	4,991,173,391	1,133	21,462,046	487	11,812,753	268
2017-18	44,620	5,234,466,178	1,173	22,377,343	502	12,210,696	274
2018-19	44,940	5,788,817,005	1,288	23,742,869	528	12,700,697	283
2019-20	45,090	6,089,788,184	1,351	24,170,415	536	12,900,957	286
2020-21	45,400	6,008,353,326	1,323	23,582,462	519	14,129,887	311
2021-22	45,660	6,040,111,536	1,323	23,706,216	519	14,316,571	314

### Population and Per Capita Growth

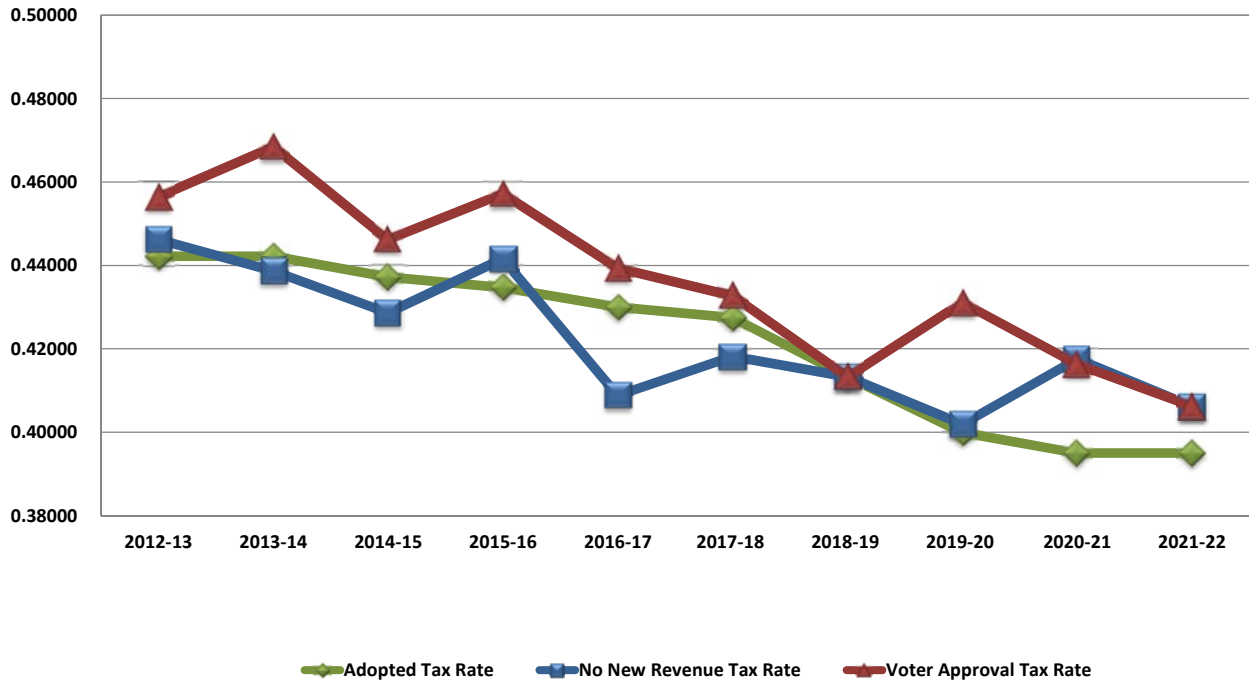


## TAX RATES AND AVERAGE HOME VALUE FOR LAST TEN YEARS

Fiscal Year	Adopted Tax Rate	\$ Change	No New Revenue Tax Rate	\$ Adopted Over/ (Under)	Voter Approval Tax Rate	\$ Adopted Over/ (Under)	Average Home Taxable Value	% Average Home Taxable Value Growth	Average Home Tax Levy	% Average Home Tax Levy Growth
2012-13	0.44219	-	0.44623	(0.0040)	0.45647	(0.0143)	264,175	0.39%	1,168	0.39%
2013-14	0.44219	-	0.43859	0.0036	0.46843	(0.0262)	270,752	2.49%	1,197	2.49%
2014-15	0.43719	(0.0050)	0.42862	0.0086	0.44620	(0.0090)	284,237	4.98%	1,243	3.79%
2015-16	0.43469	(0.0025)	0.44159	(0.0069)	0.45714	(0.0225)	287,593	1.18%	1,250	0.60%
2016-17	0.43000	(0.0047)	0.40885	0.0211	0.43938	(0.0094)	316,629	10.10%	1,362	8.91%
2017-18	0.42750	(0.0025)	0.41819	0.0093	0.43269	(0.0052)	329,840	4.17%	1,410	3.57%
2018-19	0.41325	(0.0143)	0.41328	(0.0000)	0.41330	(0.0001)	339,361	2.89%	1,402	-0.54%
2019-20	0.39990	(0.0134)	0.40195	(0.0020)	0.43106	(0.0312)	355,394	4.72%	1,421	1.34%
2020-21	0.39500	(0.0049)	0.41759	(0.0226)	0.41628	(0.0213)	351,817	-1.01%	1,390	-2.22%
2021-22	0.39500	-	0.40622	(0.0112)	0.40626	(0.0113)	347,898	-1.11%	1,374	-1.11%

\* - FY 2021-22 reflects the proposed rate which will be considered for adoption on September 21, 2021

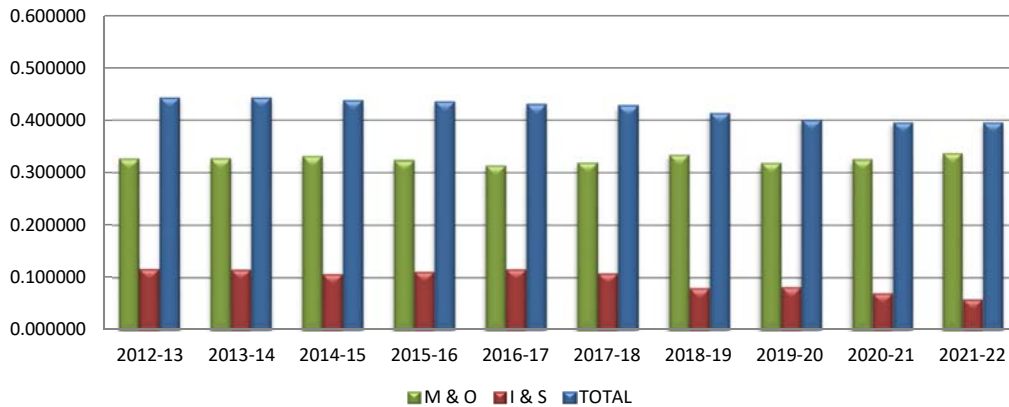
### TAX RATE COMPARISONS



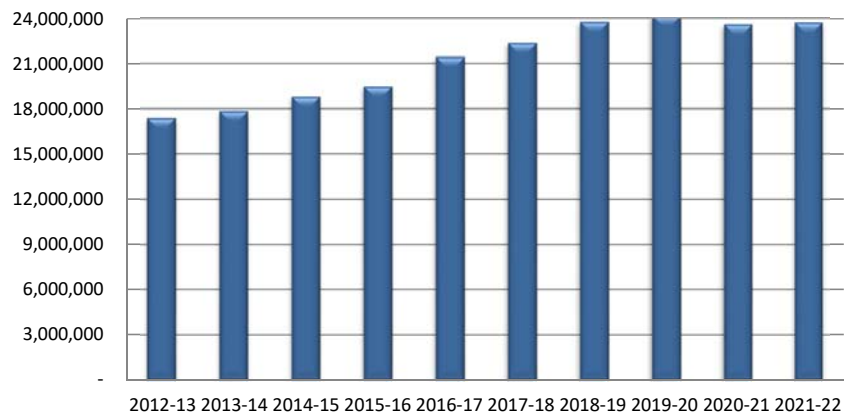
## TAXABLE AD VALOREM, RATES, AND LEVIES FOR TEN YEARS

FISCAL YEAR	TAXABLE AD VALOREM	ANNUAL TAXABLE AD VALOREM		M & O	% OF RATE	I & S	% OF RATE	TOTAL	M&O & I&S LEVY	ANNUAL LEVY GROWTH
		AD VALOREM	GROWTH							
2012-13	\$3,939,528,881		2.4%	0.325520	73.6%	0.116670	26.4%	0.442190	\$17,420,203	2.4%
2013-14	\$4,043,888,767		2.6%	0.326460	51.3%	0.115730	26.2%	0.442190	\$17,881,672	2.6%
2014-15	\$4,304,034,581		6.4%	0.330480	75.6%	0.106710	24.4%	0.437190	\$18,816,809	5.2%
2015-16	\$4,482,783,378		4.2%	0.323170	74.3%	0.111520	25.7%	0.434690	\$19,486,211	3.6%
2016-17	\$4,991,173,391		11.3%	0.313578	72.9%	0.116422	27.1%	0.430000	\$21,462,046	10.1%
2017-18	\$5,234,466,178		4.9%	0.318985	74.6%	0.108515	25.4%	0.427500	\$22,377,343	4.3%
2018-19	\$5,788,817,005		10.6%	0.332943	80.6%	0.080307	19.4%	0.413250	\$23,742,869	6.1%
2019-20	\$6,089,788,184		5.2%	0.318276	79.6%	0.081624	20.4%	0.399900	\$24,170,415	1.8%
2020-21	\$6,008,353,326		-1.3%	0.324190	82.1%	0.070810	17.9%	0.395000	\$23,582,462	-2.4%
2021-22	\$6,040,111,536		0.5%	0.336030	85.1%	0.058970	14.9%	0.395000	\$23,706,216	0.5%

### Ad Valorem Rate by Fiscal Year



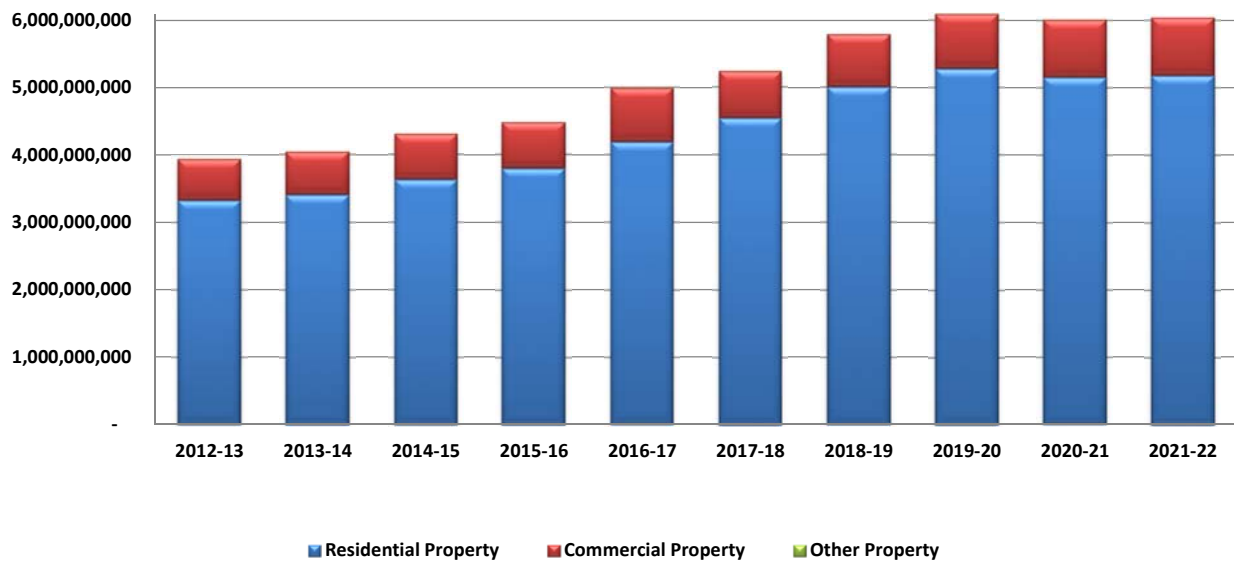
### Ad Valorem Levy by Fiscal Year



## TAXABLE AD VALOREM BY TYPE LAST TEN YEARS

Fiscal Year	Residential Property	% of Total	Commercial Property	% of Total	Other Property	% of Total	Total Taxable Ad Valorem	Annual Taxable Ad Valorem Growth
2012-13	3,320,504,448	84.3%	616,284,918	15.6%	2,739,515	0.1%	3,939,528,881	2.4%
2013-14	3,403,293,010	84.2%	639,069,078	15.8%	1,526,679	0.0%	4,043,888,767	2.6%
2014-15	3,625,917,225	84.2%	676,781,328	15.7%	1,336,029	0.0%	4,304,034,581	6.4%
2015-16	3,793,250,339	84.6%	685,548,240	15.3%	3,984,800	0.1%	4,482,783,378	4.2%
2016-17	4,189,986,101	83.9%	800,619,329	16.0%	567,960	0.0%	4,991,173,391	11.3%
2017-18	4,541,681,247	86.8%	692,354,454	13.2%	430,477	0.0%	5,234,466,178	4.9%
2018-19	5,000,642,127	86.4%	787,573,892	13.6%	600,985	0.0%	5,788,817,005	10.6%
2019-20	5,277,268,282	86.7%	811,872,981	13.3%	646,921	0.0%	6,089,788,184	5.2%
2020-21	5,153,549,974	85.8%	854,288,438	14.2%	514,915	0.0%	6,008,353,326	-1.3%
2021-22	5,179,870,520	85.8%	859,080,353	14.2%	1,160,664	0.0%	6,040,111,536	0.5%

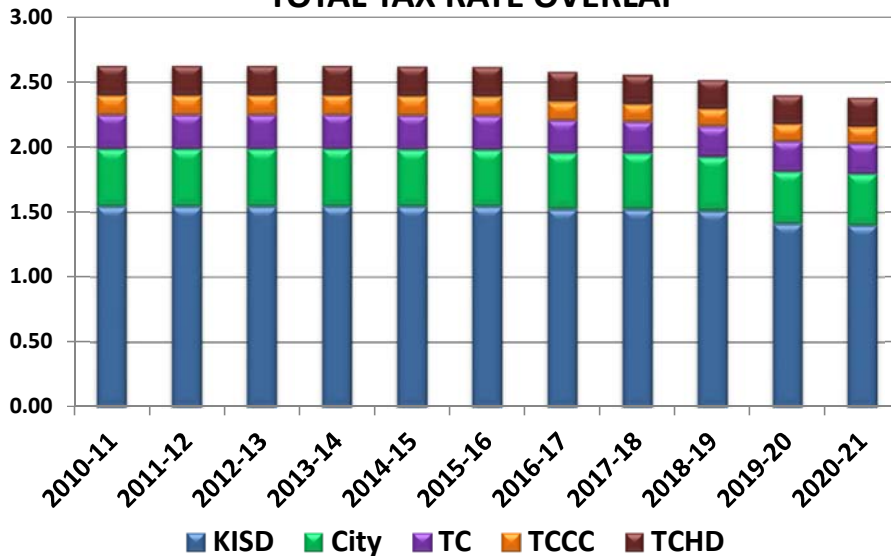
**AD VALOREM BY CATEGORY**



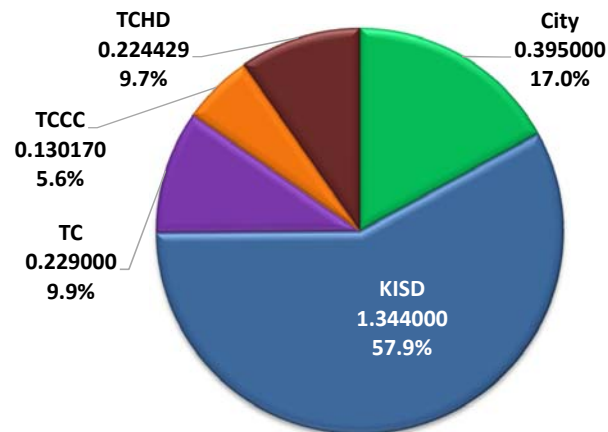
## PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS LAST TEN YEARS

Fiscal Year	City of Keller			Keller Independent School District	Tarrant County	Tarrant County Community College	Tarrant County Health District	Total Overlap
	General Fund	Debt Service Fund	Total City					
2010-11	0.292780	0.149410	0.442190	1.540000	0.264000	0.148970	0.227897	2.623057
2011-12	0.298870	0.143320	0.442190	1.540000	0.264000	0.148970	0.227897	2.623057
2012-13	0.325520	0.116670	0.442190	1.540000	0.264000	0.149500	0.227897	2.623587
2013-14	0.326460	0.115730	0.442190	1.540000	0.264000	0.149500	0.227897	2.623587
2014-15	0.330480	0.106710	0.437190	1.540000	0.264000	0.149500	0.227897	2.618587
2015-16	0.323170	0.111520	0.434690	1.540000	0.264000	0.149500	0.227897	2.616087
2016-17	0.313578	0.116422	0.430000	1.520000	0.254000	0.144730	0.227897	2.576627
2017-18	0.318985	0.108515	0.427500	1.520000	0.244000	0.140060	0.224429	2.555989
2018-19	0.332943	0.080307	0.413250	1.510000	0.234000	0.136070	0.224429	2.517749
2019-20	0.318276	0.081624	0.399900	1.408300	0.234000	0.130170	0.224429	2.396799
2020-21	0.324190	0.070810	0.395000	1.394700	0.234000	0.130170	0.224429	2.378299
2021-22	0.336030	0.058970	0.395000	1.344000	0.229000	0.130170	0.224429	2.322599

### TOTAL TAX RATE OVERLAP



### FY 2021-22 TAX RATE OVERLAP DISTRIBUTION



## TOP TEN TAXPAYERS CURRENT YEAR & NINE YEARS AGO

### Fiscal Year 2021-22 / Tax Year 2021

Name of Taxpayer	Nature of Property	Taxable Value	Rank	% of Total Taxable Value
WW 1300 Keller Parkway LLC/ WW 400/300 Bourland Road	Multi-Family Development	\$ 109,400,000	1	1.80%
T Arthouse TX LLC	Mixed Use Development	41,653,672	2	0.68%
Conservatory Senior Housing	Multi-Family Development	27,392,403	3	0.45%
Grand Estates At Keller LP	Multi-Family Development	25,200,000	4	0.41%
Atmos Energy/Mid Tex Division	Gas Utility	22,131,260	5	0.36%
Regency Centers LP	Retail	18,500,000	6	0.30%
Bear Creek Plaza LTD	Retail	17,762,678	7	0.29%
Jahco Keller Crossing LLC	Retail	17,516,187	8	0.29%
Oncor Electric Devlivery Co LLC	Electric Utility	15,498,252	9	0.25%
Sam's East Inc	Retail	15,340,472	10	0.25%
	Subtotal	\$ 310,394,924		5.10%
	All Other	\$ 5,779,393,260		94.90%
	Total	\$ 6,089,788,184		100.00%

### Fiscal Year 2012-13 / Tax Year 2012

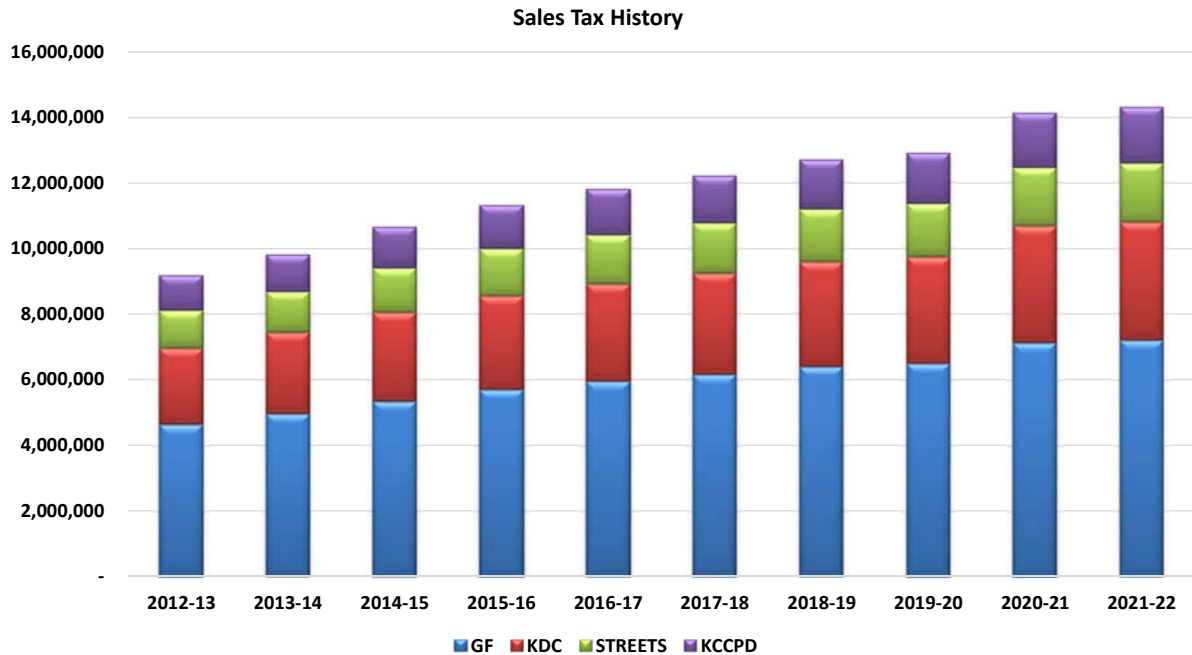
Name of Taxpayer	Nature of Property	Taxable Value	Rank	% of Total Taxable Value
Capri W Dtc	Multi-Family Development	\$ 46,728,701	1	1.22%
Art House	Multi-Family Development	24,900,000	2	0.65%
Ktc Seniors Ltd	Multi-Family Development	20,974,956	3	0.55%
T Keller LLC	Retail	15,344,486	4	0.40%
Grand Estates at Keller LP	Multi-Family Development	15,200,000	5	0.40%
Regency Centers LP	Retail	14,450,000	6	0.38%
Meritage Homes of Texas LLC	Residential Development	14,298,843	7	0.37%
GTE/Southwest	Telecommunications Utility	13,837,445	8	0.36%
Oncor Electric	Electricity Utility	12,361,342	9	0.32%
Lowe's Home Centers	Retail	12,286,156	10	0.32%
	Subtotal	\$ 190,381,929		4.95%
	All Other	\$ 3,655,204,444		95.05%
	Total	\$ 3,845,586,373		100.00%

Source: Tarrant County Appraisal District



## SALES TAX BY FUND LAST TEN FISCAL YEARS

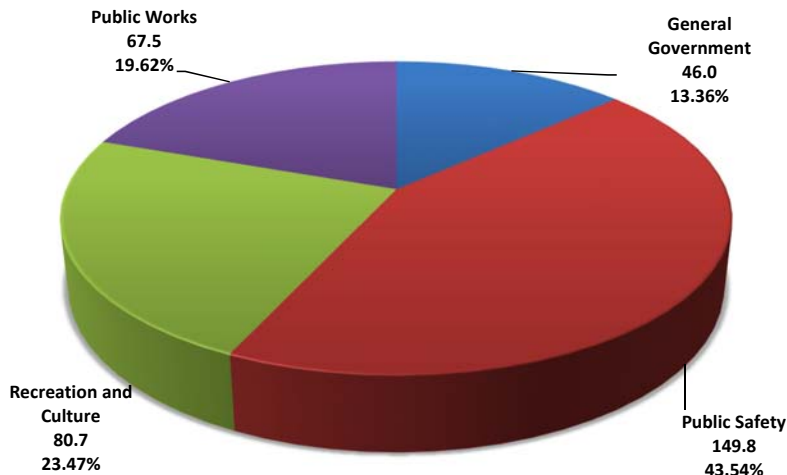
FISCAL YEAR	GENERAL FUND	KELLER DEVELOPMENT COPORATION	STREET MAINTENANCE	KELLER CRIME CONTROL AND PREVENTION DISTRICT	TOTAL	% OF AD VALOREM TAX LEVY	AD VALOREM TAX RATE
2012-13	4,639,063	2,319,532	1,159,766	1,066,527	9,184,887	52.7%	\$ 0.2331
2013-14	4,960,591	2,480,296	1,240,144	1,136,707	9,817,738	54.9%	\$ 0.2428
2014-15	5,340,418	2,709,927	1,355,162	1,254,542	10,660,049	56.7%	\$ 0.2477
2015-16	5,705,047	2,852,524	1,426,385	1,328,919	11,312,875	58.1%	\$ 0.2524
2016-17	5,945,583	2,972,792	1,486,396	1,407,983	11,812,753	55.0%	\$ 0.2367
2017-18	6,155,624	3,077,812	1,538,906	1,438,354	12,210,696	54.6%	\$ 0.2333
2018-19	6,393,171	3,196,586	1,598,293	1,512,648	12,700,697	53.5%	\$ 0.2211
2019-20	6,488,274	3,244,137	1,622,069	1,546,477	12,900,957	53.4%	\$ 0.2134
2020-21	7,120,841	3,560,421	1,780,210	1,668,415	14,129,887	59.9%	\$ 0.2367
2021-22	7,200,229	3,600,114	1,800,057	1,716,171	14,316,571	60.4%	\$ 0.2385



## FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION LAST TEN YEARS

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>General Government</b>										
Administration	8.00	8.00	9.00	9.48	9.48	7.48	7.48	7.00	7.00	7.00
Finance & Accounting	7.00	7.00	7.50	7.50	7.50	8.00	8.00	8.00	8.00	8.00
Town Hall Operations	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Human Resources	5.00	5.00	5.00	5.48	5.48	5.48	5.48	5.48	5.48	5.48
Economic Development	1.50	2.50	1.78	1.78	1.78	2.48	2.48	2.48	2.48	2.48
Municipal Court	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Development	12.00	11.96	12.41	12.41	12.66	12.27	12.27	13.00	13.00	13.00
Information Technology	8.00	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>Total General Government</b>	<b>44.75</b>	<b>45.46</b>	<b>45.69</b>	<b>46.65</b>	<b>46.90</b>	<b>45.71</b>	<b>45.71</b>	<b>45.96</b>	<b>45.96</b>	<b>45.96</b>
<b>Public Safety</b>										
<b>Police</b>										
Officers	51.50	50.00	49.00	49.00	49.00	49.00	49.75	50.75	50.50	50.75
Civilians	34.00	35.48	37.48	37.48	38.48	39.44	40.44	41.44	41.00	42.00
<b>Total Police</b>	<b>85.50</b>	<b>85.48</b>	<b>86.48</b>	<b>86.48</b>	<b>87.48</b>	<b>88.44</b>	<b>90.19</b>	<b>92.19</b>	<b>91.50</b>	<b>92.75</b>
<b>Fire</b>										
Firefighters and Officers	57.00	57.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00
Civilians	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Fire</b>	<b>59.00</b>	<b>59.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>
<b>Total Public Safety</b>	<b>144.50</b>	<b>144.48</b>	<b>143.48</b>	<b>143.48</b>	<b>144.48</b>	<b>145.44</b>	<b>147.19</b>	<b>149.19</b>	<b>148.50</b>	<b>149.75</b>
<b>Recreation and Culture</b>										
P&R Department	25.04	28.20	28.06	28.56	28.56	28.56	28.56	23.00	22.00	22.00
Pointe	46.73	47.40	46.00	43.46	42.46	43.72	43.72	43.72	42.68	43.20
Library	15.42	15.42	15.48	15.48	15.49	15.52	15.52	15.52	15.52	15.52
<b>Total Culture and Leisure</b>	<b>87.19</b>	<b>91.02</b>	<b>89.54</b>	<b>87.50</b>	<b>86.51</b>	<b>87.80</b>	<b>87.80</b>	<b>82.24</b>	<b>80.20</b>	<b>80.72</b>
<b>Public Works</b>										
Administration	2.13	2.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00
Engineering	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00
Street Maintenance	9.60	9.60	9.83	9.83	9.83	9.50	9.50	9.50	9.50	9.50
Water Utilities	30.67	30.67	30.17	30.17	32.17	31.50	31.98	31.98	31.98	31.98
Wastewater Utilities	9.50	9.50	11.50	11.50	10.50	10.50	10.50	10.50	10.50	10.50
Drainage	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50
<b>Total Public Works</b>	<b>63.40</b>	<b>63.77</b>	<b>65.50</b>	<b>65.50</b>	<b>66.50</b>	<b>66.00</b>	<b>66.48</b>	<b>66.48</b>	<b>67.48</b>	<b>67.48</b>
<b>Total</b>	<b>339.84</b>	<b>344.73</b>	<b>344.21</b>	<b>343.13</b>	<b>344.39</b>	<b>344.95</b>	<b>347.18</b>	<b>343.87</b>	<b>342.14</b>	<b>343.91</b>

### FY 2021-22 CITY-WIDE FTE BY FUNCTION





# FY22 General Pay Plan

10/1/2021

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Economic Development Intern	NE	1	\$11.22	\$14.03	\$16.83	\$897.60	\$1,122.40	\$1,346.40	\$2,337.60	\$29,182.40	\$35,006.40
GIS Trainee / Intern	NE										
IT Trainee / Intern	NE										
Planning Intern	NE										
Accounting Trainee	NE	2	\$13.26	\$16.58	\$19.89	\$1,060.80	\$1,326.40	\$1,591.20	\$27,580.80	\$34,486.40	\$41,371.20
Code Enforcement Trainee	NE										
Facility Maintenance Worker Trainee	NE										
Field Technician Trainee	NE										
Library Clerk I	NE										
Maintenance Worker Trainee (Parks)	NE										
Maintenance Worker Trainee (Streets/Drainage)	NE										
Maintenance Worker Trainee (W/WW)	NE										
Permit Technician Trainee	NE										
Utility Billing Representative Trainee	NE										
Accounting Technician I	NE	3	\$15.81	\$19.77	\$23.72	\$1,264.80	\$1,581.60	\$1,897.60	\$32,884.80	\$41,121.60	\$49,337.60
Building Maintenance Technician I	NE										
Code Enforcement Officer I	NE										
Customer Service Technician	NE										
Environmental Services Technician I (P/T)	NE										
Facility Maintenance Worker I	NE										
Field Technician I	NE										
Human Resources Coordinator (P/T)	NE										
Irrigation Technician I (Parks)	NE										
Library Clerk II	NE										
Maintenance Worker I (Parks)	NE										
Maintenance Worker I (Streets/Drainage)	NE										
Maintenance Worker I (W/WW)	NE										
Permit Technician I	NE										
Planning Technician	NE										
Plans Examiner	NE										
Program Coordinator	NE										
Records Technician I	NE										
Utility Billing Representative I	NE										
Accounting Technician II	NE	4	\$17.34	\$21.68	\$26.01	\$1,387.20	\$1,734.40	\$2,080.80	\$36,067.20	\$45,094.40	\$54,100.80
Administrative Assistant I	NE										
Animal Control Officer I	NE										
Building Maintenance Worker II	NE										
Code Enforcement Officer II	NE										
Facility Maintenance Worker II	NE										
Field Technician II	NE										



# FY22 General Pay Plan

10/1/2021

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Irrigation Technician II	NE	4	\$17.34	\$21.68	\$26.01	\$1,387.20	\$1,734.40	\$2,080.80	\$36,067.20	\$45,094.40	\$54,100.80
Library Technician	NE										
Maintenance Worker II (Parks)	NE										
Maintenance Worker II (Streets/Drainage)	NE										
Maintenance Worker II (W/WW)	NE										
Permit Technician II	NE										
SCADA Operator	NE										
Senior Records Technician	NE										
Utility Billing Representative II	NE										
Administrative Assistant II	NE	5	\$19.38	\$24.23	\$29.07	\$1,550.40	\$1,938.40	\$2,325.60	\$40,310.40	\$50,398.40	\$60,465.60
Administrative Coordinator	NE										
Building Maintenance Worker III	NE										
Code Enforcement Officer III	NE										
Facility Maintenance Worker III	NE										
Field Technician III	NE										
Heavy Equipment Operator	NE										
Maintenance Worker III (Parks)	NE										
Maintenance Worker III (Streets/Drainage)	NE										
Maintenance Worker III (W/WW)	NE										
Permit Technician III	NE										
Senior Accounting Technician	NE										
Traffic Control Technician	NE										
Utility Billing Representative III	NE										
Water Production Operator	NE										
Construction Inspector	NE	6	\$21.42	\$26.78	\$32.13	\$1,713.60	\$2,142.40	\$2,570.40	\$44,553.60	\$55,702.40	\$66,830.40
Crew Leader (Parks)	NE										
Crew Leader (Pipeline Inspections)	NE										
Crew Leader (Streets/Drainage)	NE										
Crew Leader (W/WW)	NE										
Engineering Technician I	NE										
Environmental Specialist	NE										
GIS Technician I	NE										
Irrigation Lead	NE										
Systems & Network Administrator I	NE										
Engineering Technician II	NE	7	\$24.48	\$30.60	\$36.72	\$1,958.40	\$2,448.00	\$2,937.60	\$50,918.40	\$63,648.00	\$76,377.60
Executive Assistant	NE										
Foreman (Parks)	NE										
Foreman (Streets/Drainage)	NE										
Foreman (W/WW)	NE										
Code Enforcement Administrator	E										



# FY22 General Pay Plan

10/1/2021

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Senior Construction Inspector	NE	7	\$24.48	\$30.60	\$36.72	\$1,958.40	\$2,448.00	\$2,937.60	\$50,918.40	\$63,648.00	\$76,377.60
Water Production Supervisor	NE										
Accountant	E	8	\$25.50	\$31.88	\$38.25	\$2,040.00	\$2,550.40	\$3,060.00	\$53,040.00	\$66,310.40	\$79,560.00
Application Administrator	E										
Aquatics Specialist	E										
Budget Analyst	E										
Circulation Supervisor	NE										
Economic Development Coordinator	NE										
Engineering Technician III	NE										
Events Specialist	E										
GIS Technician II	E										
Human Resources Generalist	E										
Logistics Specialist	NE										
Management Analyst	E										
Marketing Specialist	E										
Planner I	E										
Program Specialist	E										
Purchasing Agent	NE										
Recreation Specialist	E										
IT Systems Administrator	E										
Assistant City Secretary	E	9	\$26.52	\$33.15	\$39.78	\$2,121.60	\$2,652.00	\$3,182.40	\$55,161.60	\$68,952.00	82742.4
Assistant NETCOM Manager	E										
Aquatics Supervisor	E										
Building Operations Supervisor	E										
Customer Service Supervisor	E										
Digital Communications Specialist	E										
Economic Development Specialist	E										
Engineer I	E										
GIS Administrator	E										
Human Resources Specialist	E										
Planner II	E										
Program Supervisor	E										
Recreation Supervisor	E										
Senior Accountant	E										
Senior Purchasing Agent	E										
Network Administrator	E										
Accreditation Manager	E	10	\$28.56	\$35.70	\$42.84	\$2,284.80	\$2,856.00	\$3,427.20	\$59,404.80	\$74,256.00	\$89,107.20
Building Official	E										
Capital Project Manager	E										
Engineer II	E										



**FY22 General Pay Plan**

10/1/2021

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Librarian (Children Services)	E	10	\$28.56	\$35.70	\$42.84	\$2,284.80	\$2,856.00	\$3,427.20	\$59,404.80	\$74,256.00	\$89,107.20
Librarian (Public Services)	E										
Librarian (Young Adult Services)	E										
Planner III	E										
Administrative Services Manager	E	11	\$32.00	\$40.00	\$48.00	\$2,560.00	\$3,200.00	\$3,840.00	\$66,560.00	\$83,200.00	\$99,840.00
Communications & Public Engagement Manager	E										
Facilities Manager	E										
Human Resources Manager	E										
Library Services Manager	E										
Senior Engineer	E										
Assistant Director of Community Development	E	12	\$34.00	\$42.50	\$51.00	\$2,720.00	\$3,400.00	\$4,080.00	\$70,720.00	\$88,400.00	\$106,080.00
Assistant Director of Economic Development	E										
Assistant Director of Finance	E										
Assistant Director of Human Resources	E										
Assistant Director of Information Technology	E										
Assistant Director of Public Works	E										
Recreation Manager	E										
Regional Communications Manager	E										
Streets/Drainage Superintendent	E										
The Keller Pointe Manager	E										
Utility Billing Manager	E										
W/WW Superintendent	E										
City Engineer	E	Executive 1	\$51.00	\$63.75	\$76.50	\$4,080.00	\$5,100.00	\$6,120.00	\$106,080.00	\$132,600.00	\$159,120.00
Director of Community Development	E										
Director of Economic Development	E										
Director of Finance	E										
Director of Human Resources	E										
Director of Information Technology	E										
Director of Library	E										
Director of Parks & Recreation	E										
Director of Public Works	E										
Deputy Fire Chief	E	PS Exec 1	\$51.00	\$58.00	\$65.00	\$4,080.00	\$4,640.00	\$5,200.00	\$106,080.00	\$120,640.00	\$135,200.00
Police Captain	E										
Team Lead - Administrative Services	E	Executive 2	\$53.04	\$66.30	\$79.56	\$4,243.20	\$5,304.00	\$6,364.80	\$110,323.20	\$137,904.00	\$165,484.80
Team Lead - Community Services	E										
Team Lead - Public Services	E										
Fire Chief	E	PS Exec 2	\$53.04	\$66.30	\$79.56	\$4,243.20	\$5,304.00	\$6,364.80	\$110,323.20	\$137,904.00	\$165,484.80
Police Chief	E										

Non-Exempt Sworn

Non-exempt (hourly) positions are eligible for overtime compensation. Bi-weekly wages are based on a 40-hour work week, or 2080 hours per year, which equals 1 full-time equivalent (FTE) position. For 12-hour shift sworn officers, in accordance with the provisions of Section 142.0015 (j) of the Texas Local Government Code, hours worked in excess of 80 hours in each 14-day work period are paid at the appropriate overtime rate. Earnings are based on actual number of hours worked and other employment related pay.

Pay Grade	Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
PSN-PO/CI	Hourly	\$30.32	\$30.93	\$31.55	\$32.18	\$32.82	\$33.48	\$34.15	\$34.83	\$35.53	\$36.24	\$36.96	\$37.70	\$38.46
	Bi-Weekly	\$2,425.60	\$2,474.40	\$2,524.00	\$2,574.40	\$2,625.60	\$2,678.40	\$2,732.00	\$2,786.40	\$2,842.40	\$2,899.20	\$2,956.80	\$3,016.00	\$3,076.80
	Monthly	\$5,255.47	\$5,361.20	\$5,468.67	\$5,577.87	\$5,688.80	\$5,803.20	\$5,919.33	\$6,037.20	\$6,158.53	\$6,281.60	\$6,406.40	\$6,534.67	\$6,666.40
	Annually	\$63,065.60	\$64,334.40	\$65,624.00	\$66,934.40	\$68,265.60	\$69,638.40	\$71,032.00	\$72,446.40	\$73,902.40	\$75,379.20	\$76,876.80	\$78,416.00	\$79,996.80
PSN-CO	Hourly	\$36.42	\$37.15	\$37.89	\$38.65	\$39.42	\$40.21	\$41.01	\$41.83	\$42.67	\$43.52			
	Bi-Weekly	\$2,913.60	\$2,972.00	\$3,031.20	\$3,092.00	\$3,153.60	\$3,216.80	\$3,280.80	\$3,346.40	\$3,413.60	\$3,481.60			
	Monthly	\$6,312.80	\$6,439.33	\$6,567.60	\$6,699.33	\$6,832.80	\$6,969.73	\$7,108.40	\$7,250.53	\$7,396.13	\$7,543.47			
	Annually	\$75,753.60	\$77,272.00	\$78,811.20	\$80,392.00	\$81,993.60	\$83,636.80	\$85,300.80	\$87,006.40	\$88,753.60	\$90,521.60			
PSN-S	Hourly	\$42.15	\$43.00	\$43.86	\$44.73	\$45.63	\$46.54	\$47.47	\$48.42	\$49.39				
	Bi-Weekly	\$3,372.00	\$3,440.00	\$3,508.80	\$3,578.40	\$3,650.40	\$3,723.20	\$3,797.60	\$3,873.60	\$3,951.20				
	Monthly	\$7,306.00	\$7,453.33	\$7,602.40	\$7,753.20	\$7,909.20	\$8,066.93	\$8,228.13	\$8,392.80	\$8,560.93				
	Annually	\$87,672.00	\$89,440.00	\$91,228.80	\$93,038.40	\$94,910.40	\$96,803.20	\$98,737.60	\$100,713.60	\$102,731.20				
PSN-L	Hourly	\$48.64	\$49.61	\$50.60	\$51.62	\$52.65	\$53.70							
	Bi-Weekly	\$3,891.20	\$3,968.80	\$4,048.00	\$4,129.60	\$4,212.00	\$4,296.00							
	Monthly	\$8,430.93	\$8,599.07	\$8,770.67	\$8,947.47	\$9,126.00	\$9,308.00							
	Annually	\$101,171.20	\$103,188.80	\$105,248.00	\$107,369.60	\$109,512.00	\$111,696.00							

		Hourly			Bi-Weekly			Annually		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
PS Exe 2	Chief	\$53.04	\$66.30	\$79.56	\$4,243.20	\$5,304.00	\$6,364.80	\$110,323.20	\$137,904.00	\$165,484.80
PS Exe 1	Captain	\$51.00	\$58.00	\$65.00	\$4,080.00	\$4,640.00	\$5,200.00	\$106,080.00	\$120,640.00	\$135,200.00
10	Public Safety Accreditation Manager	\$28.56	\$35.70	\$42.84	\$2,284.80	\$2,856.00	\$3,427.20	\$59,404.80	\$74,256.00	\$89,107.20
5	Administrative Assistant II	\$19.38	\$24.23	\$29.07	\$1,550.40	\$1,938.40	\$2,325.60	\$36,067.20	\$45,094.40	\$54,100.80
4	Senior Records Technician	\$17.34	\$21.68	\$26.01	\$1,387.20	\$1,734.40	\$2,080.80	\$36,067.20	\$45,094.40	\$54,100.80
3	Records Technician	\$15.81	\$19.77	\$23.72	\$1,264.80	\$1,581.60	\$1,897.60	\$32,884.80	\$41,121.60	\$49,337.60
3	Building Maintenance Technician I	\$15.81	\$19.77	\$23.72	\$1,264.80	\$1,581.60	\$1,897.60	\$32,884.80	\$41,121.60	\$49,337.60
5	Animal Control Officer II	\$19.38	\$24.23	\$29.07	\$1,550.40	\$1,938.40	\$2,325.60	\$40,310.40	\$50,398.40	\$60,465.60
4	Animal Control Officer I	\$17.34	\$21.68	\$26.01	\$1,387.20	\$1,734.40	\$2,080.80	\$36,067.20	\$45,094.40	\$54,100.80
12	Regional Communications Manager	\$34.00	\$42.50	\$51.00	\$2,720.00	\$3,400.00	\$4,080.00	\$70,720.00	\$88,400.00	\$106,080.00
PN 1	Detention Officer	\$18.36	\$22.95	\$27.54	\$1,468.80	\$1,836.00	\$2,203.20	\$38,188.80	\$47,736.00	\$57,283.20
PN 2	Dispatcher	\$20.44	\$25.50	\$30.60	\$1,632.00	\$2,040.00	\$2,448.00	\$42,432.00	\$53,040.00	\$63,648.00
PN 3	Dispatch Supervisor	\$22.44	\$28.05	\$33.66	\$1,795.20	\$2,244.00	\$2,692.80	\$46,675.20	\$58,344.00	\$70,012.80
PN 4	Regional Holding Facility Supervisor	\$24.48	\$30.60	\$36.72	\$1,958.40	\$2,448.00	\$2,937.60	\$50,918.40	\$63,648.00	\$76,377.60

Fire department non-exempt (hourly) positions are eligible for overtime pay. Bi-weekly wages are based on 24-hour shifts averaging 56-hours per week, or 2912 hours worked per year. In accordance with the provisions of Section 142.0015 (b) of the Texas Local Government Code, hours worked in excess of 212 hours in each 28-day work period are paid at the appropriate overtime rate. Earnings are based on actual number of hours worked and other employment related pay.

Pay Grade	Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
<b>PSN-E</b>	Firefighter/EMT	Hourly	\$20.52	\$20.93	\$21.35	\$21.77	\$22.21							
		Bi-Weekly	\$2,298.24	\$2,344.16	\$2,391.20	\$2,438.24	\$2,487.52							
		Monthly	\$4,979.52	\$5,079.01	\$5,180.93	\$5,282.85	\$5,389.63							
		Annually	\$59,754.24	\$60,948.16	\$62,171.20	\$63,394.24	\$64,675.52							
<b>PSN-F</b>	Firefighter/Paramedic	Hourly	\$21.60	\$22.03	\$22.47	\$22.92	\$23.38	\$23.85	\$24.32	\$24.81	\$25.31	\$25.81	\$26.33	\$27.39
		Bi-Weekly	\$2,419.20	\$2,467.36	\$2,516.64	\$2,567.04	\$2,618.56	\$2,671.20	\$2,723.84	\$2,778.72	\$2,834.72	\$2,890.72	\$2,948.96	\$3,067.68
		Monthly	\$5,241.60	\$5,345.95	\$5,452.72	\$5,561.92	\$5,673.55	\$5,787.60	\$5,901.65	\$6,020.56	\$6,141.89	\$6,263.23	\$6,389.41	\$6,646.64
		Annually	\$62,899.20	\$64,151.36	\$65,432.64	\$66,743.04	\$68,082.56	\$69,451.20	\$70,819.84	\$72,246.72	\$73,702.72	\$75,158.72	\$76,672.96	\$79,759.68
<b>PSN-D/F</b>	Driver/Engineer	Hourly	\$26.84	\$27.37	\$27.92	\$28.48	\$29.05	\$29.63	\$30.22	\$30.83	\$31.44			
	Field Training Paramedic	Hourly	\$3,006.08	\$3,065.44	\$3,127.04	\$3,189.76	\$3,253.60	\$3,318.56	\$3,384.64	\$3,452.96	\$3,521.28			
		Bi-Weekly	\$6,513.17	\$6,641.79	\$6,775.25	\$6,911.15	\$7,049.47	\$7,190.21	\$7,333.39	\$7,481.41	\$7,629.44			
		Monthly	\$78,158.08	\$79,701.44	\$81,303.04	\$82,933.76	\$84,593.60	\$86,282.56	\$88,000.64	\$89,776.96	\$91,553.28			
<b>PSN-FC</b>	Captain	Hourly	\$31.90	\$32.54	\$33.19	\$33.85	\$34.53	\$35.22	\$35.93	\$36.64	\$37.38			
		Bi-Weekly	\$3,572.80	\$3,644.48	\$3,717.28	\$3,791.20	\$3,867.36	\$3,944.64	\$4,024.16	\$4,103.68	\$4,186.56			
		Monthly	\$7,741.07	\$7,896.37	\$8,054.11	\$8,214.27	\$8,379.28	\$8,546.72	\$8,719.01	\$8,891.31	\$9,070.88			
		Annually	\$92,892.80	\$94,756.48	\$96,649.28	\$98,571.20	\$100,551.36	\$102,560.64	\$104,628.16	\$106,695.68	\$108,850.56			
<b>PSN-BC</b>	Battalion Chief	Hourly	\$36.44	\$37.17	\$37.91	\$38.67	\$39.44	\$40.23	\$41.04					
		Bi-Weekly	\$4,081.28	\$4,163.04	\$4,245.92	\$4,331.04	\$4,417.28	\$4,505.76	\$4,596.48					
		Monthly	\$8,842.77	\$9,019.92	\$9,199.49	\$9,383.92	\$9,570.77	\$9,762.48	\$9,959.04					
		Annually	\$106,113.28	\$108,239.04	\$110,393.92	\$112,607.04	\$114,849.28	\$117,149.76	\$119,508.48					
<b>PSN-FI</b>	Fire Inspector	Hourly	\$37.57	\$38.32	\$39.08	\$39.86	\$40.66	\$41.48	\$42.30	\$43.15	\$44.01			
		Bi-Weekly	\$3,005.60	\$3,065.60	\$3,126.40	\$3,188.80	\$3,252.80	\$3,318.40	\$3,384.00	\$3,452.00	\$3,520.80			
		Monthly	\$6,512.13	\$6,642.13	\$6,773.87	\$6,909.07	\$7,047.73	\$7,189.87	\$7,332.00	\$7,479.33	\$7,628.40			
		Annually	\$78,145.60	\$79,705.60	\$81,286.40	\$82,908.80	\$84,572.80	\$86,278.40	\$87,984.00	\$89,752.00	\$91,540.80			
<b>PSN-FM</b>	Fire Marshal	Hourly	\$47.59	\$48.54	\$49.51	\$50.50	\$51.51	\$52.54	\$53.59	\$54.66	\$55.75			
	Training Officer	Hourly	\$3,807.20	\$3,883.20	\$3,960.80	\$4,040.00	\$4,120.80	\$4,203.20	\$4,287.20	\$4,372.80	\$4,460.00			
		Monthly	\$8,248.93	\$8,413.60	\$8,581.73	\$8,753.33	\$8,928.40	\$9,106.93	\$9,288.93	\$9,474.40	\$9,663.33			
		Annually	\$98,987.20	\$100,963.20	\$102,980.80	\$105,040.00	\$107,140.80	\$109,283.20	\$111,467.20	\$113,692.80	\$115,960.00			

Fire Inspector, Fire Marshal, and Training Officer are non-exempt (hourly) positions eligible for overtime. Bi-weekly wages are based on a 40-hour work week, or 2080 hours per year, which equals 1 full-time equivalent (FTE) position. Earnings are based on actual number of hours worked and other employment related pay.



**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>AEDO</b>	Accredited Economic Development Organization
<b>AWIA</b>	American Water Infrastructure Act
<b>CAD</b>	Computer-aided Dispatch
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies
<b>CECD</b>	Certified Economic Developers
<b>CERT</b>	Community Emergency Response Team
<b>CID</b>	Criminal Investigation Department
<b>CIP</b>	Capital Improvements Program
<b>CO</b>	Certificate of Obligation
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index
<b>DPS</b>	Department of Public Safety
<b>DRC</b>	Development Review Committee
<b>EAT</b>	Employee Activity Team
<b>EMS</b>	Emergency Medical Services
<b>FFE</b>	Furniture, Fixtures, and Equipment
<b>FTE</b>	Full-time equivalent
<b>FY</b>	Fiscal Year
<b>FYTD</b>	Fiscal Year-to-Date
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographic Information Systems
<b>GO</b>	General Obligation
<b>HSNT</b>	Humane Society of North Texas
<b>I&amp;I</b>	Infiltration and Inflow
<b>I&amp;S</b>	Interest and Sinking
<b>IEDC</b>	International Economic Development Council
<b>ISO</b>	Insurance Services Office

**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>KCCPD</b>	Keller Crime Control Prevention District
<b>KDC</b>	Keller Development Corporation
<b>KEDB</b>	Keller Economic Development Board
<b>KISD</b>	Keller Independent School District
<b>KSP</b>	Keller Sports Park
<b>KTC</b>	Keller Town Center
<b>KTP</b>	Keller Technology Plan
<b>M&amp;O</b>	Maintenance and Operations
<b>MGD</b>	Million Gallons per Day
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>MSC</b>	Municipal Service Center
<b>NCTCOG</b>	North Central Texas Council of Governments
<b>NEFDA</b>	Northeast Fire Department Association
<b>NETCO</b>	Northeast Trunked Radio Consortium
<b>NETCOM</b>	Northeast Tarrant Communications Center
<b>NTCAR</b>	North Texas Commercial Association of Realtors
<b>OTK</b>	Old Town Keller
<b>PEG</b>	Public Education and Government
<b>PILOT</b>	Payment in lieu of Taxes
<b>REF &amp; IMP</b>	Refunding and Improvement
<b>RIF</b>	Reduction in Force
<b>RMS</b>	Record Management System
<b>ROW</b>	Right of Way
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SCBA</b>	Self-contained Breathing Apparatus
<b>SEC</b>	Securities and Exchange Commission
<b>SRO</b>	School Resource Officer
<b>STEMI</b>	ST-Elevation Myocardial Infraction
<b>SWIFT</b>	State Water Implementation Fund for Texas

**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>TAD</b>	Tarrant Appraisal District
<b>TEDC</b>	Texas Economic Development Council
<b>TCEQ</b>	Texas Commission on Environmental Quality
<b>TCLEOSE</b>	Texas Commission on Law Enforcement Standards and Education
<b>TML</b>	Texas Municipal League
<b>TMRS</b>	Texas Municipal Retirement System
<b>TIF</b>	Tax Increment Financing
<b>TIRZ</b>	Tax Increment Reinvestment Zone
<b>TRA</b>	Trinity River Authority
<b>TWDB</b>	Texas Water Development Board
<b>TxDOT</b>	Texas Department of Transportation
<b>UDC</b>	Unified Development Code
<b>YTD</b>	Year-to-Date

## GLOSSARY OF TERMS

The annual budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader in understanding these terms, this glossary has been included in the budget document.

### -A-

**ACCRUAL BASIS OF ACCOUNTING.** A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred. For example, water revenues which are billed in September are recorded as revenues in September, even though payment in cash is actually received in October. Similarly, services or supplies that have been received in September, but actually paid for by the City in October, are recorded as obligations of the City (expenses) in September. Accrual accounting is used for the City's enterprise funds for financial reporting purposes.

**ADOPTED BUDGET.** The budget as modified and finally approved by the City Council. The adopted budget is authorized by ordinance that sets the legal spending limits for the fiscal year.

**AD VALOREM TAX.** A tax levied on the assessed valuation of land and improvements.

**APPRAISED VALUE.** The estimated value of property for the purpose of taxation, as established by the Tarrant Appraisal District.

**APPROPRIATION.** An authorization made by the City Council that permits officials to incur obligations against and to make expenditures of resources. Appropriations normally are made for fixed amounts at the department level and cover, in the operating budget, a one-year period.

**APPROPRIATION (BUDGET) ORDINANCE.** The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

**ASSESSED VALUATION.** A value that is established for real or personal property for use as a basis for levying property taxes. Property values in Keller are established by the Tarrant Appraisal District.

**ASSETS.** Resources owned or held by the City that have monetary value.

**AUTHORIZED POSITION(S).** See *FULL-TIME EQUIVALENT POSITION*.

### -B-

**BALANCED BUDGET.** A budget adopted by the City Council and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues plus fund balances.

**BASIS OF ACCOUNTING.** A term used referring as to when revenues, expenditures, expenses, and transfers –and related assets and liabilities – are recognized in the accounts and reported in the City's financial statements.

**BUDGET.** The City's financial plan that contains both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives.

**BUDGET ADJUSTMENT (AMENDMENT).** A formal legal procedure utilized by the City to revise a budget during a fiscal year.

**BUDGET CALENDAR.** The schedule of dates used as a guide to complete the various steps of the budget preparation and adoption processes.

**BUDGET ENHANCEMENT.** A request for additional funding for a program, service, or the expansion of current services. Budget enhancements are used during the budget preparation process in order to identify specific departmental requests in the proposed budget. Budget enhancements are ranked in their order of priority by the department manager making the request. Budget enhancements are distinguished in the proposed budget separately from the "base line" or "current services" funding levels. Also see: *DECISION PACKAGE* and *SUPPLEMENTAL DECISION PACKAGE*.

**BUDGET MESSAGE.** The opening section of the budget document from the City Manager that provides the City Council and the public with a general summary of the most important aspects of the budget. Sometimes referred to as a "transmittal letter."

**BUDGETARY CONTROL.** The control of management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

### -C-

## GLOSSARY OF TERMS

**CAPITAL OUTLAY.** An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: having an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belonging to one of the following categories – land, buildings, machinery and equipment, vehicles, or furniture and fixtures; constitutes a tangible, permanent addition to the value of City assets; cost generally exceeds \$5,000; does not constitute repair or maintenance; and is not readily susceptible to loss. In the budget, capital outlay is budgeted as expenditures in all fund types.

**CAPITAL PROJECT FUND.** A fund used to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment, usually financed by the issuance of debt.

**CERTIFICATES OF OBLIGATION.** Tax-supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council.

**CERTIFIED APPRAISAL ROLL.** The final property appraisals roll, as calculated by the Tarrant Appraisal District (TAD). The certified roll is required to be prepared by TAD by July 25 of each year.

**CITY CHARTER.** The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

**CITY COUNCIL.** The elected governing body of the City, consisting of the Mayor and six (6) Council members, collectively acting as the legislative and policy-making body of the City.

**CRIME CONTROL PREVENTION DISTRICT SALES TAX.** (See *KELLER CRIME CONTROL PREVENTION DISTRICT.*)

**CURRENT TAXES.** Taxes levied and due within one year.

**DEBT SERVICE.** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**DEBT SERVICE FUND.** A fund used to account for resources and expenditures related to retirement of the City's general obligation debt service, sometimes referred to as a "sinking fund."

**DECISION PACKAGE.** A request for additional funding for a program, service, or the expansion of current services. A decision package is also required for any new personnel and capital requests. Decision packages are used during the budget preparation process in order to identify specific departmental requests in the proposed budget. Decision packages are ranked in their order of priority by the department manager making the request. Decision packages are distinguished in the proposed budget separately from the "base line" or "current services" funding levels. (See *BUDGET ENHANCEMENT*)

**DEFERRED REVENUE.** Cash received from customers in advance of services received. Recorded as a liability under general accepted accounting principles. Used primarily for operations of The Keller Pointe Recreation/Aquatic Center, where annual memberships are recorded as deferred revenue in 12 monthly installments. Also referred to as *Unearned Revenue*.

**DELINQUENT TAXES.** Taxes that remain unpaid after the date on which a penalty for nonpayment is attached. Property taxes are delinquent if not paid by January 31.

**DEPARTMENT.** A major administrative organizational unit of the City containing one or more divisions or activities.

## GLOSSARY OF TERMS

**ENCUMBRANCE.** An obligation, usually in the form of a purchase order, contract, or salary commitment, related to uncompleted contracts for goods or services. Used in budgeting, encumbrances are not classified as expenditures or liabilities, but are shown as a reservation of fund balance. Upon payment, encumbrances are recorded as expenditure and liquidated, thereby releasing the reservation of fund balance. Outstanding or unliquidated encumbrances at year-end are re-appropriated into the budget of the subsequent year.

**ENTERPRISE FUND.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**ESTIMATED BUDGET.** The City's estimated financial plan, using mid-year estimates, containing both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives. The City uses the current year estimate during the budget process in order to determine the estimated beginning fund balances for the next year. (Sometimes called *Revised Budget*.)

**EXPENDITURE.** The outflow of funds paid or to be paid for assets obtained or goods and services obtained regardless of when the expense is actually paid. An expenditure decreases fund balance.

### -F-

**FISCAL YEAR.** The time period designated by the City signifying the beginning and ending period for the recording of financial transactions. The City's fiscal year is October 1 through September 30.

**FRANCHISE FEES (TAXES).** A fee (tax) paid by a public utility for the use of public property in providing their services to the citizens of Keller. The fee is typically calculated as a percentage of the utility's gross receipts.

**FULL-TIME EQUIVALENT (FTE) POSITION.** A position for an employee working a 40-hour work week for 52 weeks a year, i.e., 2,080 annual hours (2,912 annual hours for firefighters).

**FUND.** A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.

**FUND BALANCE.** Unless stated otherwise, the excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. Negative fund balances are referred to as a deficit.

### -G-

**GENERAL FUND.** The fund used to account for financial resources except those funds required to be accounted for in another fund; the general fund is tax supported and includes the operations of most City services, i.e., police, fire, streets, parks and recreation, and administration.

**GENERAL OBLIGATION DEBT.** Money owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenues provided from real property that is assessed through the taxation power of the City.

**GOAL.** A broad, general statement of each department's or division's desired social or organizational outcomes.

### -H-

**HOMESTEAD EXEMPTION.** The exemption will remove part of the home's value from taxation for the home owner if it is their principal residence. The percentage of exemption is considered by Council on an annual basis.

### -I-

**IMPACT FEE.** A fee imposed by the City on new development. Impact fees are collected for roadway, water and sewer improvements. Impact fees may only be used for capital improvements and/or expansion to the systems for which the impact fee originally was collected.

**INFRASTRUCTURE.** That portion of a City's assets located at or below ground level, including streets, water, and sewer systems.

## GLOSSARY OF TERMS

**INTERFUND (INTRA GOVERNMENTAL) TRANSFERS.** Transfers made from one City fund to another City fund for purposes such as reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.

**INTERGOVERNMENTAL REVENUES.** Revenues from other governments in the form of grants, entitlements, shared revenues or payments-in-lieu of taxes.

### -K-

**KELLER CRIME CONTROL PREVENTION DISTRICT (KCCPD).** A special taxing district authorized by an election in the City of Keller in November 2001, levying an additional 3/8-cent (0.375%) sales tax, designated for Police/Public Safety programs or capital improvements. In May 2006, voters authorized the tax for an additional 15 years. In November 2007, voters authorized a reduction in the rate to 0.25%. Sometimes referred to as "Crime Tax."

**KELLER DEVELOPMENT CORPORATION (KDC).** A non-profit corporation authorized by Section 4B, Article 5190.6 of the Industrial Corporation Act of 1979. The Corporation is governed by a seven-member board, consisting of four members of the City Council and three other members, who are appointed by the City Council. The Corporation receives the ½ cent sales tax, which is dedicated for park improvements. The Corporation also has the power to issue long-term debt which is payable from the ½ cent sales tax.

**KELLER INDEPENDENT SCHOOL DISTRICT (KISD).** The local independent school district, where an elected board of directors (trustees) provide for the administration and operation of schools within the KISD. The City of Keller is included within the boundaries of KISD, but the KISD is a separate legal entity.

### -L-

**LIABILITY.** Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

### -M-

**M&O.** Acronym for "maintenance and operations." (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund (see **TAX RATE**).

**MIXED BEVERAGE TAX.** A tax imposed on the gross receipts of a licensee for the sale, preparation or serving of mixed beverages.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING.** A basis of accounting in which expenditures are accrued but revenues are recorded when "measurable" or are available for expenditure.

### -N-

**NEFDA.** Acronym for "Northeast Fire Department Association." A regional association developed by a group of cities in Northeast Tarrant County, Texas, for the purpose of combining manpower, ideas, and education for specialty operations. There are currently 13 area cities that comprise or participate in NEFDA.

**NETCO.** Acronym for "Northeast Trunked Radio Consortium." An 800 MHz trunked radio system providing the infrastructure that serves the cities of Bedford, Colleyville, Euless, Grapevine, Keller and Southlake. Each participating city shares in 1/6 of the maintenance and replacement cost of the system.

**NETCOM.** Acronym for "Northeast Tarrant Communications Center." A combined dispatch/communications center located in Keller, that provides consolidated enhanced 911 services for the cities of Keller, Colleyville, Southlake, and Westlake.

**NO NEW REVENUE TAX RATE.** Defined by State law. In general, the tax rate that will raise the same amount of property tax revenue as the previous year, based on properties taxed in both years. Formally known as the Effective Tax Rate.

**NON-RECURRING EXPENSES/REVENUES.** Resources/expenses recognized by the City that are unique and occur only one time without pattern in one fiscal year.

### -O-

**OBJECTIVE.** A specific statement of desired end which can be measured.

## GLOSSARY OF TERMS

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled. The use of annual operating budgets is required by the City's Charter and State law.

**OPERATIONS AND MAINTENANCE EXPENDITURES.** Expenditures for routine supplies and maintenance costs necessary for the operation of a department of the City.

**ORDINANCE.** A formal legislative enactment of the City Council.

### -P-

**PAYMENT-IN-LIEU OF TAXES.** A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. The City's water and wastewater utility fund provides these payments to the City's general fund because of the fund's exemption from property taxation.

**PEG FEE.** Acronym for "Public Education and Government" fee. See *PUBLIC EDUCATION AND GOVERNMENT (PEG) FEE*.

**PERSONNEL SERVICES.** Expenditures for salaries, wages and related fringe benefits of City employees.

**POSITION.** See *Full-Time Equivalent*.

**PROPOSED BUDGET.** The financial plan initially developed by departments and presented by the City Manager to the City Council for approval.

**PUBLIC EDUCATION AND GOVERNMENT (PEG) FEE.** Cable franchise fees charged in accordance with Section 622(g)(2)(C) of the Cable Act (47 U.S.C. SS542(g)(2)(c)). PEG fees are remitted to the City by television cable providers. Fees may be used for capital costs for PEG facilities, including purchases of cameras and equipment used in the broadcasting and/or dissemination of public information.

### -R-

**REDUCTION IN FORCE (RIF).** Dismissal and/or layoff of an employee or employees, usually by elimination of the position(s).

**REIMBURSEMENT.** Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.

**RESERVE FUND BALANCE.** A fund resources that is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**RESIDENT HOMESTEAD EXEMPTION.** See homestead exemption.

**RETAINED EARNINGS.** The excess of total assets over total liabilities for an enterprise fund. Retained earnings include both short-term and long-term assets and liabilities for an enterprise fund. (See *WORKING CAPITAL*.)

**REVENUE.** Funds that the City receives as income. Revenues increase fund balance.

**REVENUE BONDS.** Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund, in addition to a pledge of revenues.

### -S-

**SALES TAX.** A general tax on certain retail sales levied on persons and businesses selling taxable items in the city limits. The City's current sales tax rate is 8.25%, consisting of 6.25% for the State of Texas; 1% for the City; 0.5% for the Keller Development Corporation, 0.25% for the Keller Crime Control Prevention District, and 0.25% for maintenance and repair of City streets.

**SCADA.** Acronym for *Supervisory Control and Data Acquisition*. An automated system that electronically monitors and controls water storage tanks, pumping stations, and water supply levels. The system monitors and coordinates water supply throughout the City in order to meet customer water demands, by allowing remote facilities to be operated from a central location.

**SERVICES & OTHER EXPENDITURES.** Costs related to services performed by the City by individuals, businesses, or utilities, and other expenditures not classified in any other category.



## GLOSSARY OF TERMS

**SPECIAL REVENUE FUND.** A fund used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes, or have been segregated by financial policy to be maintained separately.

**STREET MAINTENANCE SALES TAX.** Local sales tax authorized by voters in November 2003, pursuant to Chapter 327 of the Texas Tax Code, as amended. A tax of 1/8 of one percent (0.125%) became effective on April 1, 2004, to be used for maintenance and repair of City streets. In November 2007, voters authorized an increase in the rate to ¼ of one percent (0.25%).

**SUPPLEMENTAL DECISION PACKAGE.** See *DECISION PACKAGE* and *BUDGET ENHANCEMENT*.



**TARRANT APPRAISAL DISTRICT.** The Tarrant Appraisal District is a separate legal entity that has been established in each Texas County by the State legislature for the purpose of appraising all property within the county or district. All taxing units within Tarrant County use the property values certified by the TAD. The TAD is governed by a board of directors, whose members are appointed by the individual taxing units within the district.

**TAX BASE.** The total value of all real and personal property in the City as of January 1<sup>st</sup> of each year, as certified by the Tarrant Appraisal District's Appraisal Review Board. The tax base represents the net taxable value after exemptions. (Also sometimes referred to as "assessed taxable value.")

**TAX INCREMENT REINVESTMENT ZONE (TIRZ).** A special financing and development method authorized by Section 311 of the Texas Property Tax Code. Tax increment financing involves pledging future real property tax revenues generated within the specified reinvestment zone (district). TIRZ revenues are calculated based on the cumulative increase in taxable values over the district's "base" year values. (Base year values are established upon the creation of the reinvestment zone.) Property taxes generated from the increase in the taxable values is pledged to fund improvements and development within the reinvestment zone (district). **NOTE:** The terms TIRZ and TIF are used interchangeably throughout the document.

**TAX LEVY.** The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.

**TAX RATE.** The rate applied to all taxable property to generate revenue. The tax rate is comprised of two components: the debt service rate, and the maintenance and operations (M&O) rate.

**TAX ROLL.** See *TAX BASE*.

**TAXES.** Compulsory charges levied by the City for the purpose of financing services performed for the common benefit.

**TIF.** Acronym for *Tax Increment Financing* (see *TAX INCREMENT REINVESTMENT ZONE-TIRZ*).

**TRINITY RIVER AUTHORITY (TRA).** A separate governmental entity responsible for providing water and wastewater services in the Trinity River basin. The City contracts with TRA for treatment of wastewater as well as a portion of its wastewater collection system for the Big Bear Creek and Cade Branch interceptor sewer collection mains.



**UNEARNED REVENUE.** See *DEFERRED REVENUE*.

**UNASSIGNED / UNRESERVED FUND BALANCE.** A portion of fund resources that is not restricted for a specific purpose, or is available for appropriation and subsequent spending.



**VOTER-APPROVAL RATE.** The rate is calculated as the no new revenue rate for operations and maintenance multiplied by 1.035 plus the proposed debt tax rate. If the City proposes a rate that exceeds this rate, then it requires voter-approval.



**WORKING CAPITAL.** The current assets less the current liabilities of a fund. Working capital does not include long-term assets or liabilities. For budgetary purposes, working capital, rather than retained earnings, is generally used to reflect the available resources of enterprise funds. (See *RETAINED EARNINGS*.)



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