

CITY OF KELLER PROPOSED BUDGET FY 2017-2018

Big-City Comforts, Small-Town Charm



As required by Section 102.005 of the Local Government Code, the City of Keller is providing the following statement on this cover page of its proposed budget:

This budget will raise more total property taxes than last year's budget by \$951,286 or 4.3%, and of that amount \$608,591 is tax revenue to be raised from new property added to the tax roll this year.

The Proposed Budget is based upon a proposed tax rate of \$0.4275 per \$100 of valuation which is a reduction of \$0.0025 per \$100 from the current tax rate of \$0.43000 per \$100 and is the fourth tax rate decrease in a row. In addition, the City increased the homestead exemption from 4% to 8%. Below is a breakdown of tax rates and changes from FY 2015-16 to FY 2017-18.

| | FY 2015-16 | FY 2016-17 | FY 2017-18 |
|-------------------------------|------------|------------|------------|
| Tax Rate (per \$100) | \$0.434690 | \$0.430000 | \$0.427500 |
| Effective Rate (per \$100) | \$0.441590 | \$0.408854 | \$0.418194 |
| Rollback Rate (per \$100) | \$0.457140 | \$0.439381 | \$0.432694 |
| Homestead Exemption | 1% | 4% | 8% |



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CITY OF KELLER, TEXAS

ANNUAL BUDGET

October 1, 2017 - September 30, 2018



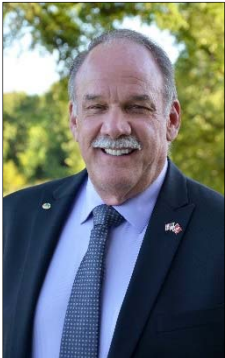
Pat McGrail
Mayor



Debbie Bryan
Mayor Pro Tem



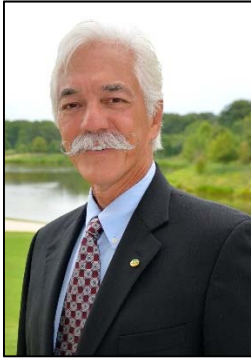
Armin Mizani
Place 2



Ed Speakmon
Place 3



Eric Schmidt
Place 4



Chris Whatley
Place 5



Tag Green
Place 6

MARK HAFNER
CITY MANAGER

AARON RECTOR
DIRECTOR OF FINANCE



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Path to Excellence IS PAVED WITH...

OUR VISION

Keller will be the premier community in which to live, work, play and invest by balancing big-city comforts with small-town charm.

MISSION

Our mission is to support a vibrant community of high-quality neighborhoods, thriving businesses and natural beauty by setting the standard for excellence in municipal efficiency, service and innovation.

& CORE VALUES

Excellence

passion to provide exceptional service

Integrity

do the right thing, not the easy thing

Service

we care, and it makes a difference

Creativity

freedom to imagine and courage to act

Communication

open and transparent 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.



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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 1, 2015

A handwritten signature in black ink, appearing to read 'Jeffrey R. Emmer'.

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, 2015. 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

August 2017

ELECTED OFFICIALS

| <i>Position</i> | <i>Incumbent</i> | <i>Elected</i> | <i>Term Expires</i> |
|------------------------|-------------------------|-----------------------|----------------------------|
| Mayor | Pat McGrail | May 2017 | 2020 |
| Council, Place 1 | Debbie Bryan | May 2013 | 2018 |
| Council, Place 2 | Armin Mizani | Dec 2014 | 2018 |
| Council, Place 3 | Ed Speakmon | Jun 2016 | 2019 |
| Council, Place 4 | Eric Schmidt | May 2016 | 2019 |
| Council, Place 5 | Chris Whatley | May 2017 | 2020 |
| Council, Place 6 | Tag Green | May 2017 | 2020 |

APPOINTED OFFICIALS

| | |
|---|----------------|
| City Manager..... | Mark Hafner |
| City Secretary..... | Kelly Ballard |
| Director of Community Services | Cody Maberry |
| Director of Administrative Services/Human Resources | Carolyn Nivens |
| Director of Public Services/Economic Development..... | Trina Zais |
| Fire Chief..... | David Jones |
| Public Works Director..... | Alonzo Liñán |
| Library Director..... | Jana Prock |
| Information Technology Director..... | Sean Vreeland |
| Police Chief..... | Michael Wilson |

FINANCE DEPARTMENT

| | |
|-------------------------------------|-----------------|
| Director of Finance..... | Aaron Rector |
| Assistant Director of Finance | Pamela McGee |
| Budget Analyst..... | Debbie Penaluna |
| Purchasing Agent..... | Karla Parker |
| Senior Accountant..... | Vacant |
| Accountant..... | Camie Orth |
| Sr. Accounting Technician | Geneva Dunn |
| Accounting/Records Tech..... | Crystal MacNeil |
| Accounting/Purchasing Tech | Vacant |

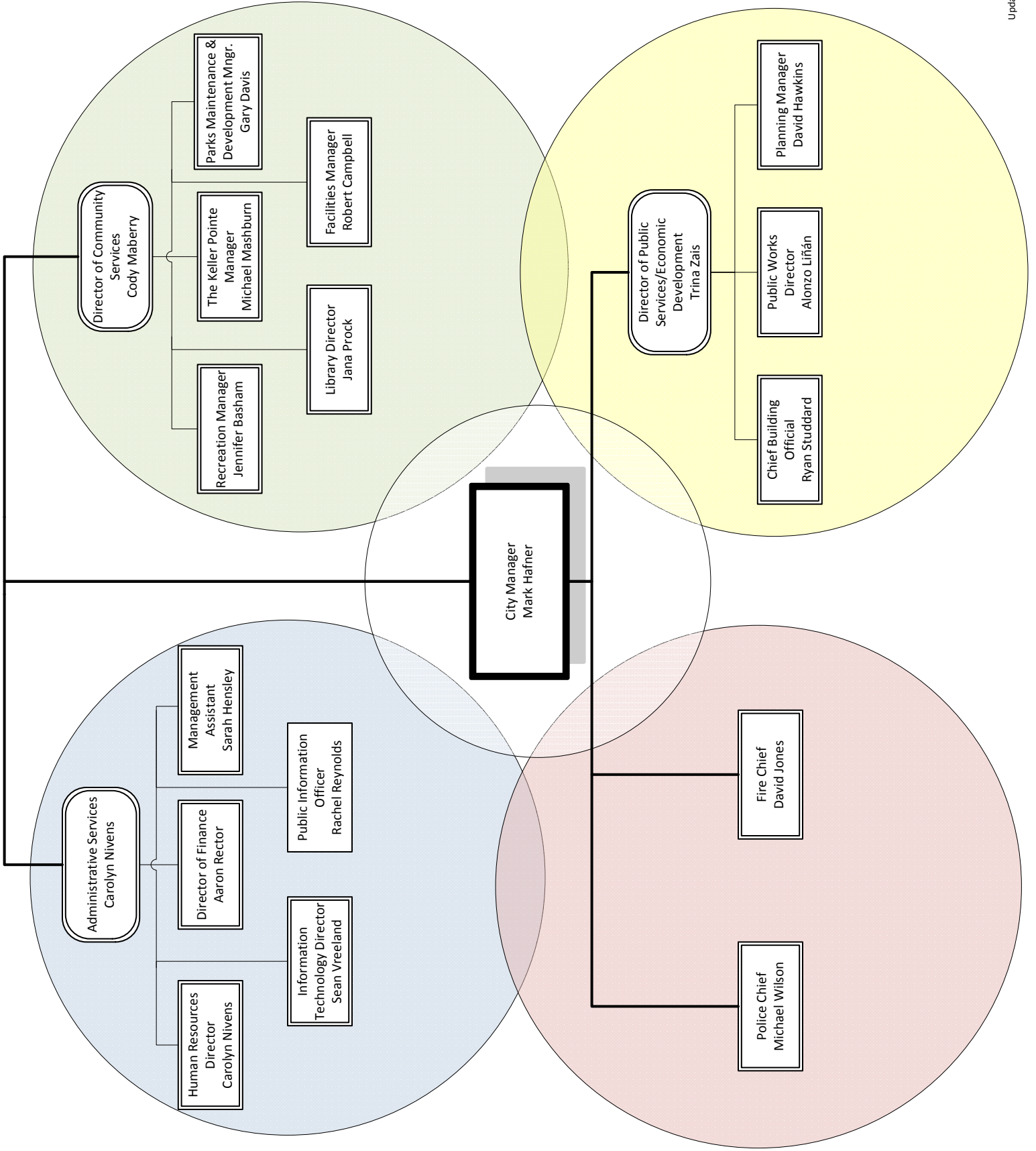


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August 8, 2017

To the Honorable Mayor McGrail and Members of the City Council

Re: *The Annual Budget for Fiscal Year 2017-18*

It is my privilege to present to you the FY 2017-18 Proposed Budget for your review and consideration. 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.

For a fourth year in a row, this year’s proposed budget reduces the city’s property tax rate by another 1/4-cent. At \$0.4275 per \$100 of taxable value, the proposed rate sits between the effective tax rate of \$0.418194/\$100 and the rollback rate of \$0.432694/\$100.

FY 2017-18 will also see another increase to the homestead exemption after City Council this spring approved doubling the local option from 4 percent to 8 percent. With the increased exemption and reduced tax rate, the average Keller homeowner this year whose property is assessed at \$329,840 will pay \$1,410 in city taxes, an increase of \$49 over FY 2016-17.

Prior to the homestead exemption and tax rate cut, the average levy would have been \$1,479 — \$69 higher than the proposed average levy. Below is a breakdown of Keller’s historical and proposed average home values and levies. The last section provides a potential levy of the FY 2017-18 average home value at prior-year rates.

| Average Residential Home Value | | | | | | |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------------------------|----------------------------|
| Fiscal Year | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2018 @ Effective Rate | FY 2018 @ Rollback Rate |
| Average Homestead Taxable Value | \$284,237 | \$287,395 | \$316,629 | \$329,840 | \$329,840 | \$329,840 |
| City Tax Rate | 0.43719 | 0.43469 | 0.43000 | 0.42750 | 0.418194 | 0.432694 |
| Avg. Tax Levy | \$ 1,243 | \$ 1,249 | \$ 1,362 | \$ 1,410 | \$ 1,379 | \$ 1,427 |
| Avg. Tax Levy At FY 2017-18 Value | \$ 1,442 | \$ 1,434 | \$ 1,418 | | | |

The proposed FY 2017-18 General Fund budget is \$35,767,464, which is an increase of \$1,622,532 or 4.75 percent from FY 2016-17. This total includes personnel increases, a roundabout at Johnson and Keller-Smithfield roads, funding for future economic development incentives, upgrades to the city's EMS equipment, maintenance for the newly renovated Old Town Keller West, and the creation of a similar concept plan for improvements in Old Town Keller East. Included in the General Fund are one-time projects totaling \$733,178 which are 45.2 percent of the General Fund increase. By using General Fund funds for the projects, the city is able to meet current service demands without issuing debt. With the one-time projects removed, the General Fund increase is \$889,354 or 2.6 percent.

The Water and Wastewater budget shows an increase of \$830,354 or 3.16 percent over FY 2016-17. 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 \$13,821,888 — 51 percent of the Water and Wastewater budget.

The base operating budget, less those two contracts, decreased 1 percent overall due to conservative financial management. Still, the average resident's monthly water bill will increase by \$3.54 (5.41 percent) next year, with \$3.21 (4.39 percent) directly related to a pass-thru rate increase from the City of Fort Worth. Similarly, the average monthly sewer bill will increase by \$0.87 (1.98 percent) as a result of the Trinity River Authority pass-thru. The average utility customer's monthly bill, then, will see a total increase of \$4.41 or 3.77 percent.

Significant Changes to the Budget

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, the council last year approved \$300,000 to begin a fire apparatus replacement program and \$400,000 to kick-start savings for major facility investments like generator, roof and HVAC system replacements at city facilities. The FY 2017-18 General Fund proposal would continue these annual transfers, ensuring that equipment will be promptly repaired or replaced when its useful life has ended.

Likewise, the Keller Development Corporation Fund this year includes proposed funding of \$250,000 for a parks capital replacement program to allow for the repair and/or replacement of various park components.

In FY 2016-17, City Council also approved the issuance of \$9.25 million in Certificate of Obligation bonds to fund capital improvement projects that will begin construction in the year ahead, including investments in two fire stations, the city's water and sewer systems, and our streets.

Planned fire station improvements include renovations to Fire Stations 2 and 3, both over 20 years old, as well as construction of a remote bay at Station 2 to store equipment currently being housed in a city-owned building on FM 1709. Once that estimated \$2.6 million project is complete, the city plans to demolish the old building and sell the property, returning valuable commercial land to the tax rolls.

Water and sewer improvements funded with this debt include \$4.5 million in upgrades to the Alta Vista Transmission Main, the Alta Vista Pump Station and a 48-inch transmission line in partnership with the City of Fort Worth. In FY 2015-16, the city also applied for and was approved to receive State Water Implementation Funds for Texas financial assistance from the Texas Water Development Board. So in addition to the above-mentioned bond funding, the city will be seeking low-interest loans through the

program totaling \$12,180,000 set to be issued in three-year intervals starting in FY 2017-18. These funds will be used to implement improved water management strategies, including the replacement of approximately 12 miles of deficient system pipe and 1,600 deficient water services. While the pipes and services are working, they are over 40 years old, composed of obsolete material, and are experiencing more leaks and breaks.

Finally, the COs issued this year comprised \$2.4 million in street projects, including a railroad quiet zone upgrade and significant improvements to the city's portion of Keller-Hicks Road as well as upgrades to the Hwy. 377/Mt. Gilead Road intersection.

In the year ahead, the city is proposing a \$600,000 debt issuance for sanitary sewer installation along North Hwy. 377 in partnership with a private developer. It's important to note that if no such development occurs in FY 2017-18, no debt would be issued and the project would be delayed until development occurs in the future.

City of Keller Growth

The City of Keller population continues to grow each year as indicated by the North Central Texas Council of Governments. As of January 2017, the City of Keller has an estimated population of 44,620, which is up 570 or 1.3 percent from the prior year and 4,993 or 11.2 percent from the 2010 Census. Approximately \$142 million in new construction was added to the tax roll this year, of which \$120 million was new residential construction and \$22 million was new commercial construction. After a record-setting year last year, this is a decrease of 35.8 percent in new construction value over the current year and represents 2.6 percent of the total taxable value of the city.

Public Safety

The safety of our citizens continues to be one of our top priorities, and it shows. Our police and fire department, both of whom continue to be recognized at the state and national levels for their successes, make up 22 percent of the city's total budget and 51 percent of the General Fund budget.

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 has also recently been awarded the highest national accreditation possible: the Commission on Accreditation for Law Enforcement Agencies' Gold Standard Accreditation with Excellence. Keller PD was the first agency in Texas to be both nationally and state accredited, and we will now be seeking national accreditation for our Regional Communication Center by the summer of 2018. Once accredited, NETCOM will be the only regional communication center to hold this distinction.

During FY 2017-18, the police department will be doing maintenance and updates to several areas of the facility including floors, furniture for the interview room, outside lights, and yard sails for the outdoor animal recreation area. In addition, the department will be replace six vehicles (including four marked patrol units), speed sentry signs, motorcycle helmets, radars, and AED's and add an iPad for the Community Service officer. The iPad will allow immediate updates in the field.

The Keller Police Department is also on the cutting edge of regionalization, finding cost savings and improved service through working with our surrounding communities. By regionalizing jail, dispatch and animal services with our area partner cities, the total cost of police services is offset by \$3.1 million in annual revenue.

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 has also recently been recognized, receiving the American Heart Association's 2017 Mission: Lifeline EMS Gold recognition for success in treating heart attack patients.

This year's Fire Department budget includes upgrades and additions to existing equipment, including three chest compression devices (\$52,000) that should last for the next 10 years and four power-load devices (\$110,000) for the ambulances that will bring our fleet up to the latest standards and improve the safety of patients and fire personnel by reducing potential lift injuries. In the Vehicle and Equipment Replacement Fund, the department is proposing an ambulance remount for approximately \$148,000, replacing a 2009 Ford F-450. Remounting the box rather than purchasing a new ambulance saves the city approximately \$70,000.

Parks & Recreation

Keller also continues to be recognized for its award-winning parks and recreation system. The Keller Development Corporation is continually seeking ways to fund and expand those amenities throughout the city, and this year proposes some exciting additions. In FY 2016-17 the city completed its first dog park, an \$110,000 project located near The Keller Pointe, and well as \$2.1 million in renovations to Bear Creek Park, which was later recognized as "Best Park" in the region by Living Magazine.

In the FY 2017-18 Keller Development Corporation budget, the city will develop Milestone Park in southeast Keller to include a passive play/open area, wildflower meadow, trail expansion and approximately 30 parking spaces. In addition, the city will begin a parks capital replacement program to do as-needed repairs and replacements of playgrounds, pavilions, restroom facilities and other park components.

The Keller Pointe also completed a \$2.7 million expansion and renovation in FY 2016-17, adding 3,500 square feet to the fitness floor, reconfiguring the facility's entry, replacing and adding equipment, and providing cosmetic upgrades throughout the building. For FY 2017-18, The Pointe proposes further improvements to include re-plastering of the outdoor pool, restoration of the indoor slide and the addition of a UV system to the spa. All this will be done without a rate increase to its members.

Public Works

The city maintains a five-year Capital Improvement Projects list 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 Capital Improvement Project plan can be found in the CIP section of the proposed budget and lists projects by anticipated year and funding sources.

Streets

FY 2017-18 street projects include the Johnson Road/Keller-Smithfield Road roundabout at \$925,000, street maintenance at \$1,615,000, design and engineering of new north and south entry portal signs along Hwy. 377 at \$50,000, TxDOT signal timing at \$50,000, and sidewalk construction and repairs at \$130,000.

The street department will additionally be replacing critical equipment and adding technology aimed at streamlining work orders and record keeping.

Water and Wastewater

During FY 2016-17, the city issued debt related to construction of a new 30-inch, 12,200-linear-foot Alta Vista transmission main and to replacing the Alta Vista pump station, now over 40 years old. The two projects are the most significant the city has undertaken in several years and should be completed during FY 2019-20. Additional debt for the projects is scheduled to be issued in FY 2018-19. Other budgeted projects for FY 2017-18 include North Main Street and North Elm Street 8-inch water lines, removal of the Chisholm Trail water tank, 12-inch water lines along Hwy. 377, and our annual valve and water service replacements.

As mentioned previously, wastewater projects for FY 2017-18 include extending sanitary sewer to serve the North Hwy. 377 region between Johnson and Mt. Gilead roads. Staff at the Municipal Service Center is also replacing and adding some new vehicles as approved by our Fleet Committee.

Drainage

Funding is made available each year for any unanticipated drainage projects. Design work began in FY 2015-16 on a drainage project on Barbara Lane with construction set to follow in FY 2017-18. Staff is also proposing the purchase of a Compact Excavator, which will allow crews to clear and restore drainage channels more efficiently without waiting for the equipment to be available for rental.

Economic and Business Development

Keller continues to see growth in its commercial sector with more than \$42 million in projects expected to finish up by the end of FY 2016-17 and another \$26 million estimated to have started this year. During FY 2017-18, the city anticipates another \$45.5 million in commercial growth, bringing retail and office square footage to over 5.6 million.

This growth has occurred primarily along major arterials such as FM 1709 and Hwy. 377. Old Town Keller, which stretches along both sides of Hwy. 377, has also experienced a resurgence in office, retail and restaurant activity in the past few years. This is largely due to the \$4.25 million investment the city made during the current year as a first phase of redevelopment and beautification in the area. That project is already credited for attracting sit-down restaurants Seven Mile Café and Roscoe's Smokehouse, and upcoming openings include The Station Grill & Ice House and a new restaurant and mixed-use building recently approved at the southeast corner of Main and Vine streets.

Keller Town Center, too, has seen an increase in activity, and the commercial properties continue to be approximately 97 percent occupied. What's On Tap and Lavendar Hill Spa recently opened in Town Center, and construction anticipated in the coming year includes Keller's first hotel, a Hampton Inn & Suites, located behind Tom Thumb.

Keller also welcomed Sam's Club this year on the far western edge of the city and is anticipating the opening of two private event centers in the year ahead: The Bowden on FM 1709 and Chandon Arbors on land fronting Elm Street sold by the city two years past

The FY 2017-18 budget includes \$1,110,459 for economic development incentives, with \$885,401 related to committed incentives and \$225,058 available for potential new incentives.

Investment in the Workforce

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 2017-18 budget proposes a 5 percent market adjustment for Public Safety (sworn/certified) employees to bring us in line with other area cities as well as a new, sustainable 2 percent annual step plan. For general/civilian employees, the budget proposes a 3 percent raise split between a 1 percent increase to the pay plan aimed at remaining competitive and a 2 percent merit increase for eligible employees.

Keller will continue to offer a high deductible medical insurance plan with the option of a buy-up plan, but I am pleased to share that our negotiations this year secured medical insurance with zero increases to premiums, locked in through Fiscal Year 2019. In fact, due to a small decrease in premiums, the city will be able to set aside money to soften the impact of future increases.

As part of our benefits package, the City of Keller participates in the Texas Municipal Retirement System (TMRS), which continues to be solidly funded at 82.6 percent. TMRS as a whole (as of Dec. 31, 2016) was 86.3 percent funded, and the city's contribution rate will remain 15.65 percent next year.

Due to a strong work safety approach and resulting reduction in severity of claims over the past three years, Keller also continues to see success in our efforts to improve our Worker's Compensation experience modifier. This has resulted in a decrease of \$22,663 to the General Fund —and \$42,739 for all funds — in the proposed budget.

It should be noted that the number of employees working for the city currently stands at 342.13 FTEs (full-time equivalents), far below the 370.52 FTEs on staff back in 2009 when our population was smaller. I believe this shows the commitment by staff to operate as efficiently as possible.

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 2017-18 Proposed 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 proposed budget is structurally balanced and supports sound fiscal and operational policies. 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,



Mark Hafner
City Manager

Cost Savings Initiatives

| Department | Initiative | Benefit | Savings / Result |
|-----------------------------|--|---|------------------|
| <i>Administration</i> | Reorganization of administrative staff, duties, and reporting structure | Salary savings help achieve Council goal of keeping increases to staff services at or below 4% of total personnel cost | \$181,235 |
| | Transitioned emergency mass notification system to Siren GPS | In addition to improving our mass notification abilities, the switch implemented priceless benefits for NETCOM dispatch to better locate and serve citizens | \$1,800 |
| <i>Fire</i> | Deferred replacement of one fire department command vehicle and one fire inspector staff vehicle | Replaces staff and command vehicles based on use (mileage) and maintenance costs instead of age | \$110,000 |
| | Development of equipment replacement plan as part of the department's strategic plan | Extends useful life of equipment based on use and cost of maintenance instead of replacing solely on years of service | \$7,500 |
| <i>Human Resources</i> | Continued utilization and expansion of Laserfiche Forms for processes and payroll forms | Automated workflow saves staff time and paper, with faster and more efficient process and approval flow | \$1,750 |
| <i>Information Services</i> | Deferred replacement of equipment | Extends useful life of equipment based on use and cost of maintenance instead of replacing solely on years of service | \$25,795 |
| | Utilize ISP load balancer for library staff and patron networks | Enables network separation and redundancy for both staff and patron networks without additional internet service | \$6,000 |
| | Utilize retired server for Library application | Reduced server costs by using retired frontline server | \$5,700 |
| | Utilize retired laptops for training purposes | Reduced the number of laptops purchased for training by refurbishing retired laptops | \$5,600 |
| | Utilize retired server for GIS test and development environment | Reduced server costs by using retired frontline server | \$4,500 |
| | Combine Senior Activities Center and Library patron networks | Allows the elimination of data service at the Senior Activities Center and provides more reliable internet service | \$1,200 |

Cost Savings Initiatives

| Department | Initiative | Benefit | Savings / Result |
|-------------------------------|---|--|------------------|
| <i>Library</i> | MetrOPAC Borrowing Agreement | Allows library users to borrow items from MetrOPAC member libraries, saving the Keller Public Library the expense of purchasing these items | \$989,595 |
| | MetrOPAC courier service | MetrOPAC courier service provides deliveries 5 days a week, saving the Keller Public Library the cost of mailing interlibrary loans via traditional postal service | \$158,000 |
| | TexShare Databases | Total cost of access to databases if purchased outside of the TexShare consortium | \$158,000 |
| | North Texas Libraries on the Go Consortium - Overdrive | Library users have access to content purchased by all 30 members of the consortium. | \$82,000 |
| | Volunteers | Library volunteers contributed 2,909 hours of work at the library | \$23,272 |
| | North Texas Libraries on the Go Consortium – Zinio | Keller Public Library users have access to content purchased by all 31 members of the consortium | \$13,500 |
| | 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 | \$6,300 |
| | Free Wi-Fi | The library receives free Wi-Fi for library users from Belwave in exchange for storage | \$1,200 |
| <i>Parks & Recreation</i> | Discontinued the yard waste drop off program at Northeast Park and redirected residents to utilize the yard waste collection service offered by the city's solid waste contractor | Saved staff time and costs associated with grinding the material while still providing a green option for residents to dispose of yard waste | \$30,000 |
| <i>The Keller Pointe</i> | Elimination of Assistant Manager position | Reducing full-time salaries has allowed more flexibility to spend on upgrading other aspects of the facility | \$101,354 |
| | Completed pool and other facility repairs in-house | Staff performed facility and equipment repairs and replacements instead of hiring contractors | \$34,150 |

Cost Savings Initiatives

| Department | Initiative | Benefit | Savings / Result |
|--------------------------|--|---|---|
| <i>The Keller Pointe</i> | Repaired pool filter strainer baskets | Re-welded 20 old baskets instead of purchasing new baskets | \$20,915 |
| | LED retrofit throughout interior of facility | LED lights use less electricity and require much less frequent replacement | \$20,355 |
| | Eliminated towel service | Members received their own high quality towel to bring with them rather than offering day use towel service | \$20,000 |
| | Water playground and spring start-up on outdoor pool | Rebuilt several components of the playground in-house and utilized existing resources for spring startup of outdoor restrooms | \$8,650 |
| | Registered The Keller Pointe as a certified Lifefitness repair facility | Registering directly with the Lifefitness equipment manufacturer allows staff to purchase parts directly and repair machines in-house | \$5,000 |
| | Changed brands of wellness wipes | Secured a higher quality wipe at a reduced price through bulk purchasing | \$2,200 |
| <i>Police</i> | Communications, Animal Services and Jail Services Agreement with Cities of Southlake and Colleyville | Participating cities share in annual personnel and operational costs | \$1,856,576 |
| | 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 | \$914,018 |
| | 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 | \$52,000 |
| | Jail and Animal Service with the City of Roanoke | Contract with Roanoke to house Class C arrestees and shelter stray dogs and cats for a per arrestee/per animal fee | \$31,000 |
| | Sale of used brass and firearms | Provides additional funding for the department to purchase training supplies and equipment | \$2,000 (variable based on brass collection and going rate for brass) |

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 effective or the rollback rate, then no public hearing on the tax rate are required. If the proposed tax rate is above the lower of the effective or rollback 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 higher than the effective

OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

tax rate or the rollback rate. The Effective tax 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 Rollback rate is the effective tax rate for operations and maintenance multiplied by 1.08 plus the proposed debt tax rate. Usually, this number is higher because the effective tax rate is higher and the debt rate is approximately the same per year.

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 monthly 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 Comprehensive Annual Financial Report (CAFR) is created and published. The CAFR 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 and Fleet 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, Library Special Revenue Fund, Parks and Recreation Special Revenue Fund, Municipal Court Special Revenue Fund, PEG Channel Fund, Community Clean-up Fund, and Street Maintenance fund,.

E. Debt Service Funds:

Contains general debt service funding and distributions, TIRZ funding, 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
- I. Compensation Pay Plan

Summary/Historical Information and Graphs

- A. Property Tax information on rates, levies, average home values, per capita levy, direct and overlapping rates and top ten taxpayers
- 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 2017-18
BUDGET CALENDAR**

| Description of Task/Event | Due Date(s) | |
|--|-------------|--------------------------|
| Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date | | |
| Budget Kickoff & STW Training | Tuesday | March 21, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Budget Process Update | Tuesday | March 21, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update/TBD | Tuesday | April 4, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - CAFR Presentation and Fund Types | Tuesday | April 18, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - TIRZ, Economic Development | Tuesday | May 2, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update/TBD | Tuesday | May 16, 2017 |
| Final Date for Finance to Input Departmental Requests into STW including Year-End Projections | Friday | May 19, 2017 |
| Finance to compile City Manager Summary Budget Book w/ Reports | | May 22 - May 26, 2017 |
| City Manager review of budget requests with Finance and individual departments (Includes IT, HR, Fleet and Fee Schedule recommendations) | | May 30 - June 13, 2017 |
| Ad-Hoc Committee Meeting to Discuss Compensation/Healthcare | | End of May-First of June |
| Strategic Planning Workshop with City Council, City Manager, Staff - Property Tax Rate Calculations, Homestead Exemption | Tuesday | June 6, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - CIP and Outstanding Debt | Tuesday | June 20, 2017 |
| Vote on Homestead Exemption Increase from 4% to 8% | Tuesday | June 20, 2017 |
| KDC and KCCPD Board Approval of Proposed Budgets | | By June 27, 2017 |
| Hold Public Hearing at City Council on the KCCPD and KDC Proposed Budgets | Tuesday | July 18, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Proposed Fee Adjustments | Tuesday | July 18, 2017 |
| Certified Tax Values due from Tarrant Appraisal District | Monday | July 25, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Property Tax and Proposed Budget Update | Tuesday | August 1, 2017 |
| Proposed Budget Distributed to City Council, Filed with City Secretary and Copy Placed in the Keller Public Library (August 15th by Charter) | Tuesday | August 8, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Water Optimization Study Results, Compensation Update | Tuesday | August 15, 2017 |
| Council Agenda Item to provide effective and rollback rates to Council | Tuesday | August 15, 2017 |
| Council Agenda Item to Consider Setting the Time and Date for a Public Hearing on the Proposed Tax Rate (if necessary) | Tuesday | August 15, 2017 |
| Proposed Budget Review Workshop for City Council, City Manager and Staff | Tuesday | August 29, 2017 |
| Publish "Notice of Property Tax Rates" in Fort Worth Star Telegram (September 1 by State Law) | Thursday | August 31, 2017 |
| Supplemental Certified Tax Values due from Tarrant Appraisal District | Friday | September 1, 2017 |
| Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update | Tuesday | September 5, 2017 |
| Hold First Public Hearing on Proposed FY 2017-18 Tax Rate | Tuesday | September 5, 2017 |
| Hold Second Public Hearing on Proposed FY 2017-18 Tax Rate | Tuesday | September 12, 2017 |
| Hold Public Hearing on FY 2017-18 Budget, Ordinance to Adopt the FY 2017-18 Budget, Ordinance to Adopt Tax Rate, Resolution to Ratify Budget (September 27 by Charter) | Tuesday | September 19, 2017 |
| Fiscal Year FY 2017-18 Begins | Wednesday | October 1, 2017 |



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, and a list of proposed capital projects.

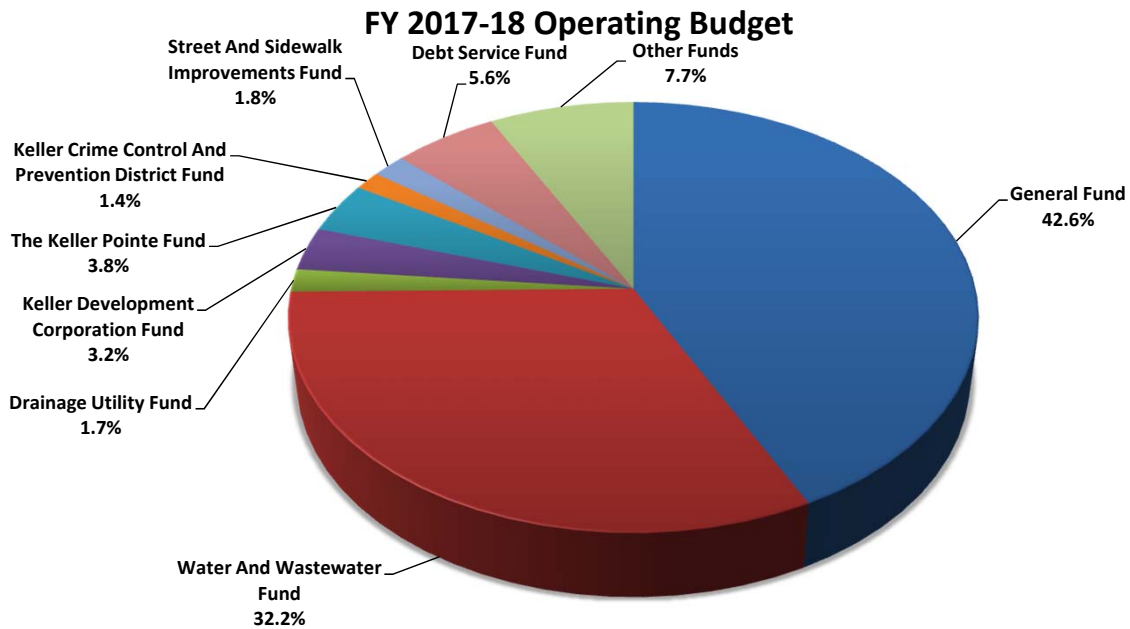
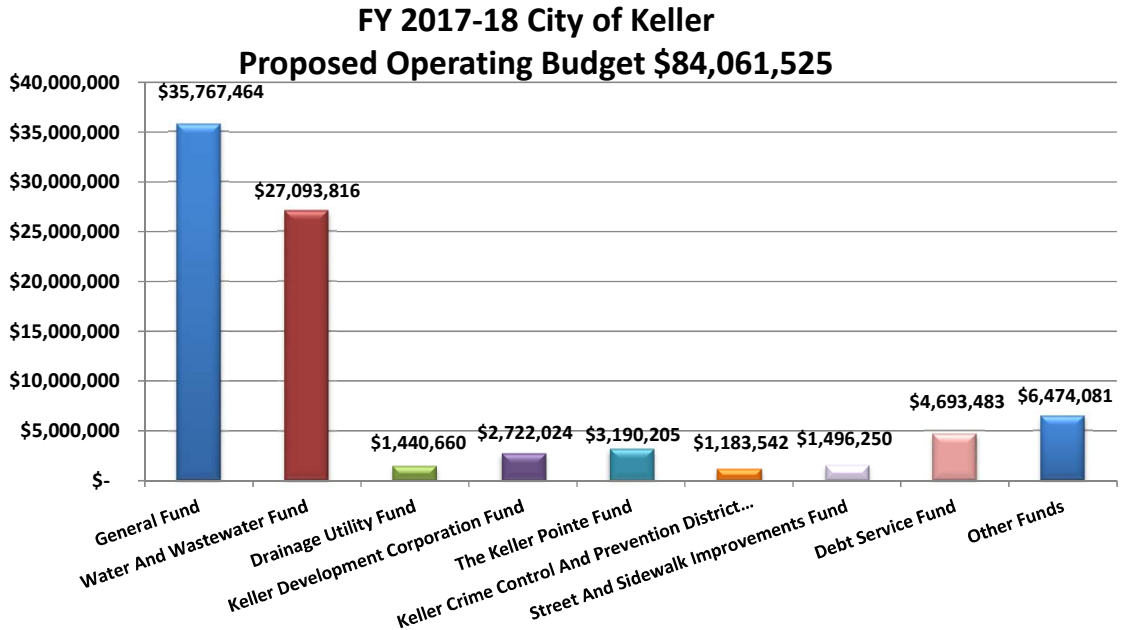
City of **KELLER**



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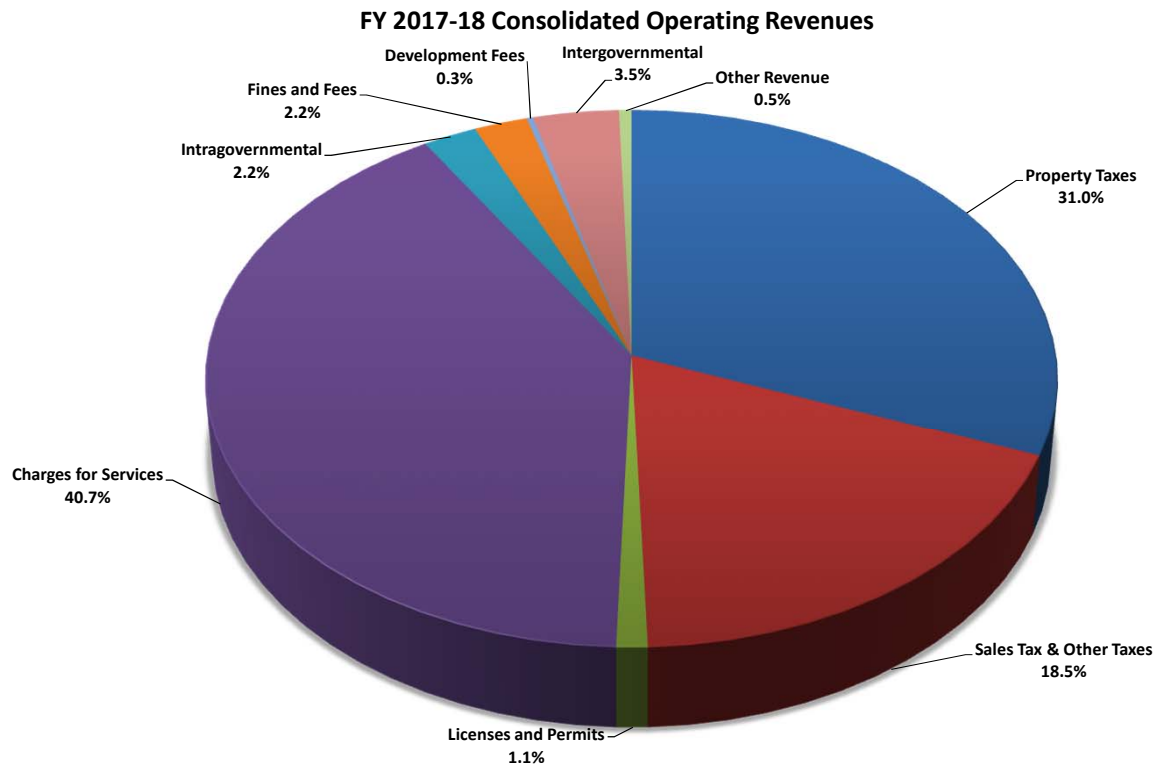
OPERATING BUDGET SUMMARY

The total proposed operating budget for FY 2017-18 is \$84,061,525. The two largest operating funds are the General Fund which comprises \$35,767,464 or 42.6%, and the Utility Fund which comprises \$27,093,816 or 32.2% of the total operating budget, which combines to be \$62,861,280 or 74.8%.



FY 2017-18 Consolidated Operating Fund Revenue Summary

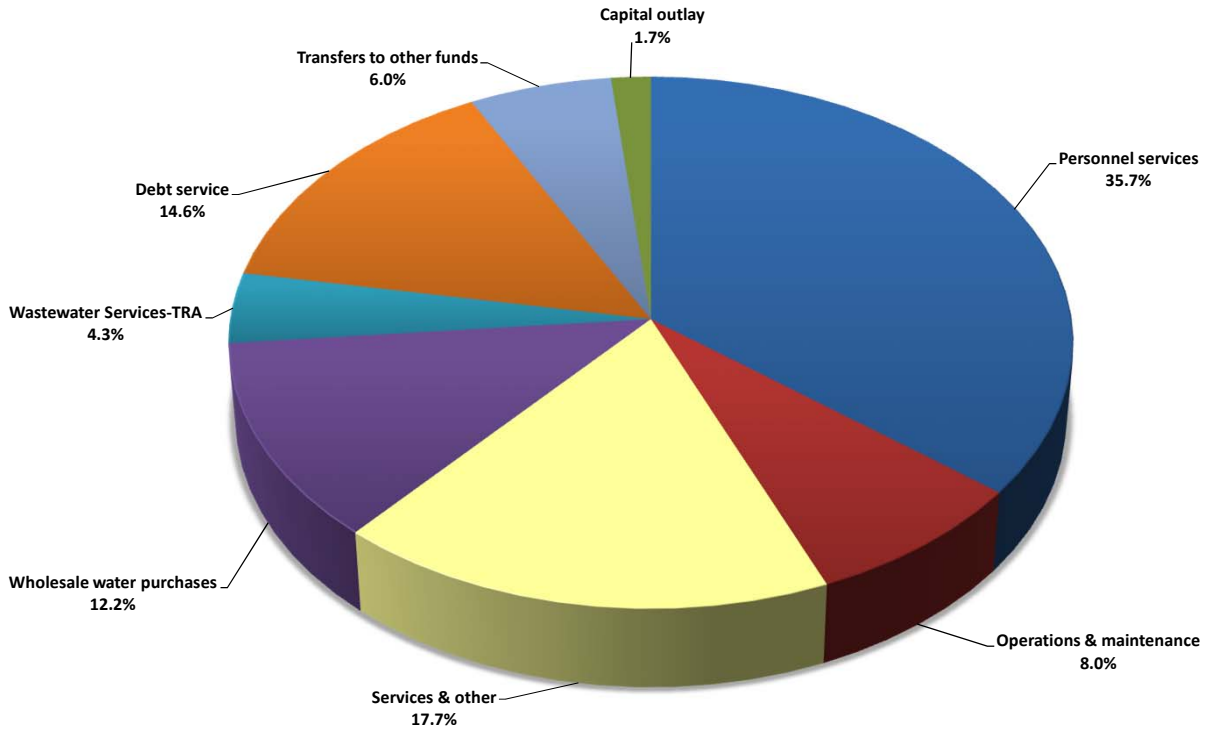
| Revenues: | General Fund | Water And Wastewater Fund | Drainage Utility Fund | Keller Development Corporation Fund | The Keller Pointe Fund | Keller Crime Control And Prevention District Fund | Street And Sidewalk Improvements Fund | Debt Service Fund | Other Funds | Grand Total |
|-------------------------|----------------------|---------------------------|-----------------------|-------------------------------------|------------------------|---|---------------------------------------|---------------------|---------------------|----------------------|
| Property Taxes | \$ 17,001,516 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,369,088 | \$ 5,076,055 | \$ 27,446,659 |
| Sales Tax & Other Taxes | 10,369,826 | - | - | 2,990,267 | - | 1,374,446 | 1,495,133 | - | 149,031 | 16,378,703 |
| Licenses and Permits | 964,856 | - | - | - | - | - | - | - | - | 964,856 |
| Charges for Services | 1,373,235 | 26,979,363 | 1,441,703 | 16,000 | 3,272,000 | - | - | - | 3,004,317 | 36,086,618 |
| Intragovernmental | 1,331,367 | - | - | - | - | - | - | - | 645,173 | 1,976,540 |
| Fines and Fees | 1,204,360 | 581,970 | - | - | - | - | 36,607 | - | 132,383 | 1,955,320 |
| Development Fees | 236,460 | - | - | - | - | - | - | - | - | 236,460 |
| Intergovernmental | 3,120,965 | - | - | - | - | 20,000 | - | - | - | 3,140,965 |
| Other Revenue | 164,880 | 69,499 | 17,282 | 4,380 | 15,310 | 22,157 | 18,382 | 13,052 | 131,253 | 456,195 |
| Total Revenues | \$ 35,767,465 | \$ 27,630,832 | \$ 1,458,985 | \$ 3,010,647 | \$ 3,287,310 | \$ 1,416,603 | \$ 1,550,122 | \$ 5,382,140 | \$ 9,138,212 | \$ 88,642,316 |



FY 2017-18 Consolidated Operating Fund Expenditure Summary by Category

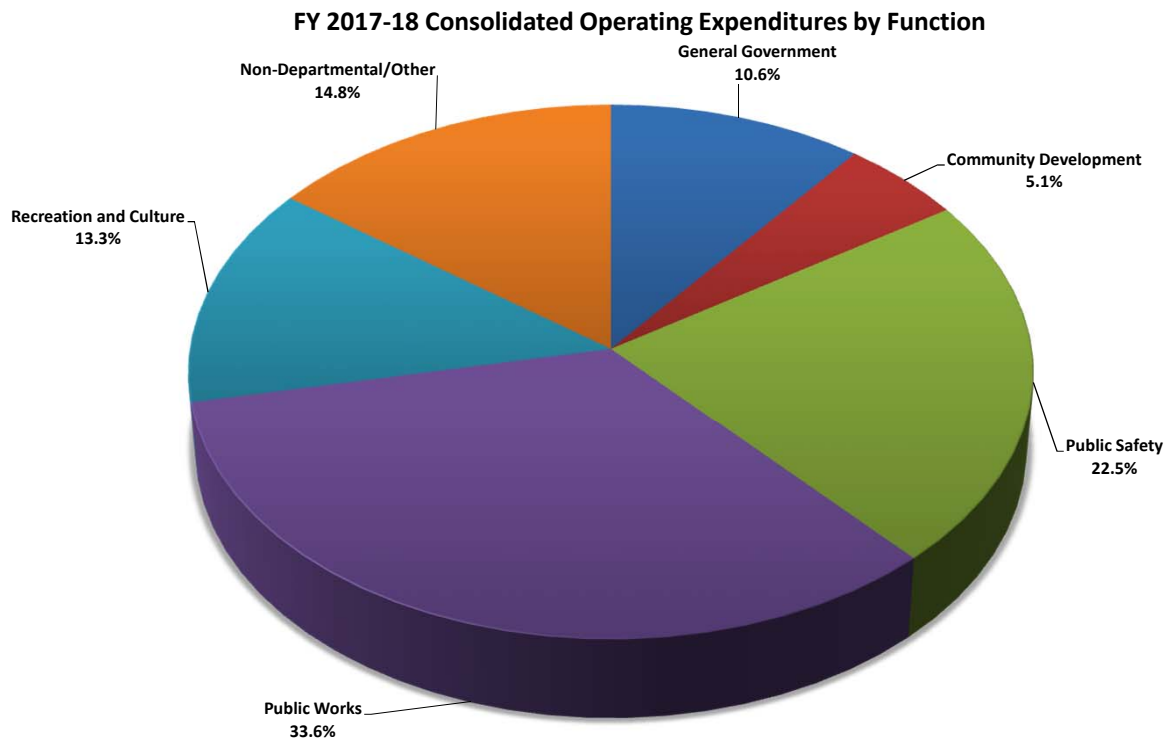
| Expenditures By Category: | General Fund | Water And Wastewater Fund | Drainage Utility Fund | Keller Development Corporation Fund | The Keller Pointe Fund | Keller Crime Control And Prevention District Fund | Street And Sidewalk Improvements Fund | Debt Service Fund | Other Funds | Grand Total |
|------------------------------|----------------------|---------------------------------|--------------------------|--|---------------------------|--|--|----------------------|---------------------|----------------------|
| Personnel services | \$ 23,665,362 | \$ 3,327,659 | \$ 614,519 | \$ - | \$ 1,581,473 | \$ - | \$ - | \$ - | \$ 804,099 | \$ 29,993,112 |
| Operations & maintenance | 2,743,507 | 1,469,050 | 157,350 | 25,400 | 557,705 | 420,810 | - | - | 1,385,906 | 6,759,728 |
| Services & other | 7,974,917 | 4,393,838 | 468,791 | 49,527 | 1,016,027 | 49,972 | - | 1,500 | 898,526 | 14,853,098 |
| Wholesale water purchases | - | 10,230,544 | - | - | - | - | - | - | - | 10,230,544 |
| Wastewater Services-TRA | - | 3,591,344 | - | - | - | - | - | - | - | 3,591,344 |
| Debt service | - | 2,887,381 | - | 1,586,194 | - | 529,500 | - | 4,446,739 | 2,782,925 | 12,232,739 |
| Transfers to other funds | 858,850 | 1,150,000 | 200,000 | 1,060,903 | - | - | 1,496,250 | 245,244 | - | 5,011,247 |
| Capital outlay | 524,828 | 44,000 | - | - | 35,000 | 183,260 | - | - | 602,625 | 1,389,713 |
| TOTAL ALL FUNDS | \$ 35,767,464 | \$ 27,093,816 | \$ 1,440,660 | \$ 2,722,024 | \$ 3,190,205 | \$ 1,183,542 | \$ 1,496,250 | \$ 4,693,483 | \$ 6,474,081 | \$ 84,061,525 |

FY 2017-18 Consolidated Operating Expenditures by Category



FY 2017-18 Consolidated Operating Fund Expenditure Summary by Function

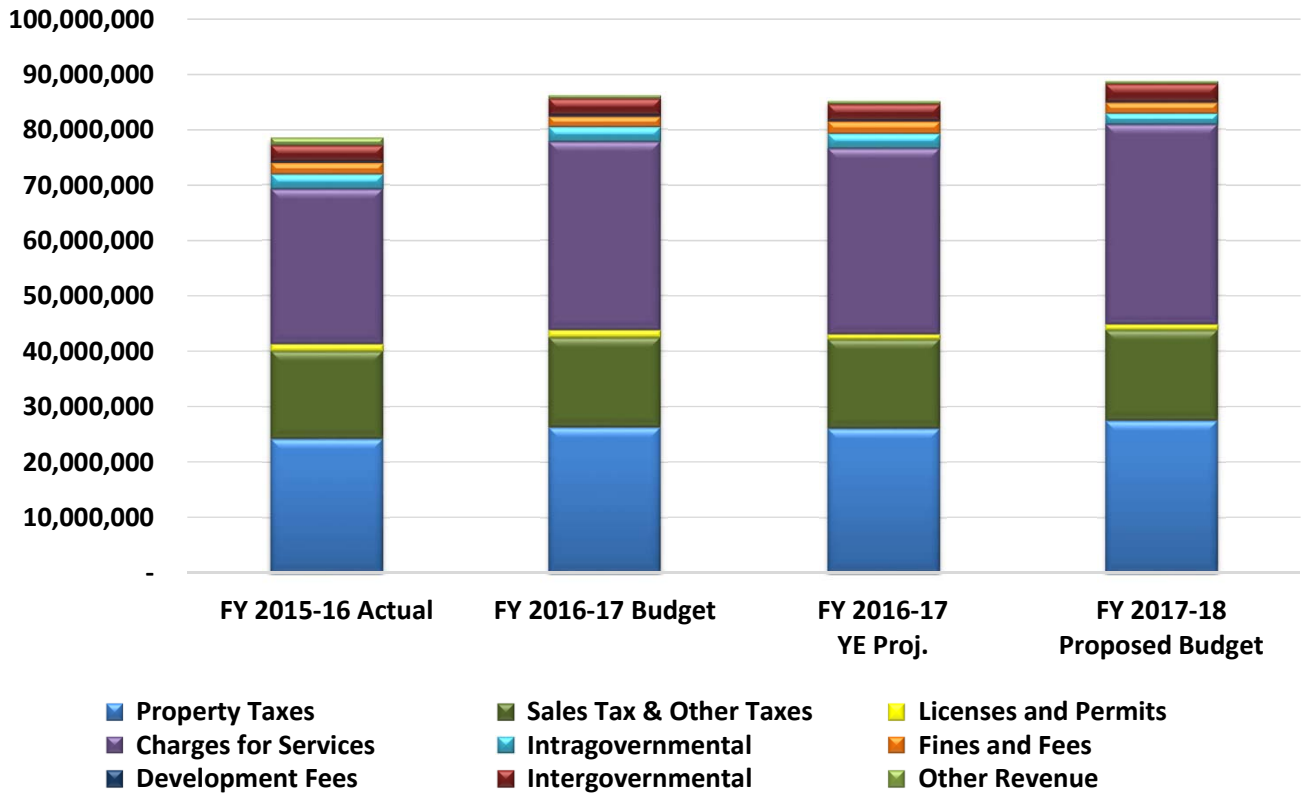
| Expenditures By Function: | General Fund | Water And Wastewater Fund | Drainage Utility Fund | Keller Development Corporation Fund | The Keller Pointe Fund | Keller Crime Control And Prevention District Fund | Street And Sidewalk Improvements Fund | Debt Service Fund | Other Funds | Grand Total |
|------------------------------|----------------------|---------------------------------|--------------------------|--|---------------------------|--|--|----------------------|---------------------|----------------------|
| General Government | \$ 6,493,036 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,445,502 | \$ 8,938,538 |
| Community Development | 1,529,359 | - | - | - | - | - | - | - | 2,784,425 | 4,313,784 |
| Public Safety | 18,128,923 | - | - | - | - | 654,042 | - | - | 121,202 | 18,904,167 |
| Public Works | 3,661,427 | 21,625,425 | 1,440,660 | - | - | - | 1,496,250 | - | - | 28,223,762 |
| Recreation and Culture | 5,018,891 | - | - | 2,722,024 | 3,190,205 | - | - | - | 289,596 | 11,220,716 |
| Non-Departmental/Other | 935,828 | 5,468,391 | - | - | - | 529,500 | - | 4,693,483 | 833,356 | 12,460,558 |
| Total Expenditures | \$ 35,767,464 | \$ 27,093,816 | \$ 1,440,660 | \$ 2,722,024 | \$ 3,190,205 | \$ 1,183,542 | \$ 1,496,250 | \$ 4,693,483 | \$ 6,474,081 | \$ 84,061,525 |
| Change in Fund Balance | \$ 1 | \$ 537,016 | \$ 18,325 | \$ 288,623 | \$ 97,105 | \$ 233,061 | \$ 53,872 | \$ 688,657 | \$ 2,664,131 | \$ 4,580,791 |



FY 2017-18 OPERATING FUND BUDGET SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|-------------------------|------------------------------|------------------------------|--------------------------------|---|
| Property Taxes | \$ 24,151,213 | \$ 26,284,917 | \$ 26,105,249 | \$ 27,446,659 |
| Sales Tax & Other Taxes | 15,858,338 | 16,222,622 | 16,106,426 | 16,378,703 |
| Licenses and Permits | 1,200,080 | 1,238,108 | 861,846 | 964,856 |
| Charges for Services | 27,988,666 | 33,997,030 | 33,583,868 | 36,086,618 |
| Intragovernmental | 2,685,020 | 2,660,193 | 2,660,193 | 1,976,540 |
| Fines and Fees | 2,045,818 | 1,882,436 | 2,218,862 | 1,955,320 |
| Development Fees | 331,329 | 354,010 | 236,517 | 236,460 |
| Intergovernmental | 2,829,569 | 2,887,193 | 2,841,824 | 3,140,965 |
| Other Revenue | 1,358,655 | 575,004 | 537,488 | 456,195 |
| TOTAL REVENUES | \$ 78,448,688 | \$ 86,101,513 | \$ 85,152,273 | \$ 88,642,316 |

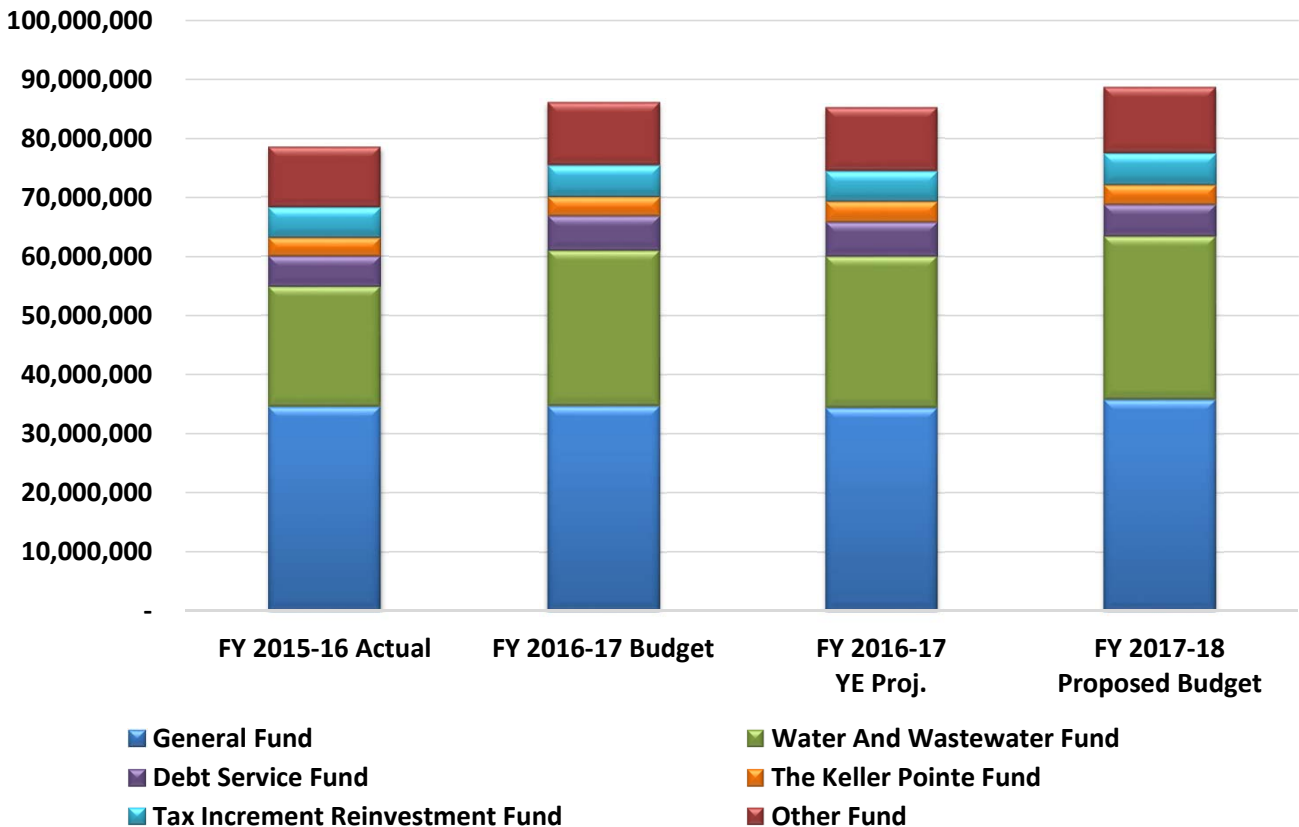
Operating Revenue Summary By Category



FY 2017-18 OPERATING FUND BUDGET SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| General Fund | \$ 34,493,878 | \$ 34,670,437 | \$ 34,354,304 | \$ 35,767,465 |
| Water And Wastewater Fund | 20,358,322 | 26,370,595 | 25,623,794 | 27,630,832 |
| Drainage Utility Fund | 1,640,188 | 1,449,542 | 1,458,985 | 1,458,985 |
| Keller Development Corporation Fund | 2,968,881 | 2,927,206 | 2,937,713 | 3,010,647 |
| The Keller Pointe Fund | 3,111,311 | 3,200,375 | 3,482,600 | 3,287,310 |
| Keller Crime Control And Prevention District Fund | 1,361,961 | 1,349,358 | 1,376,571 | 1,416,603 |
| Street And Sidewalk Improvements Fund | 1,455,683 | 1,518,297 | 1,517,245 | 1,550,122 |
| Debt Service Fund | 5,149,710 | 5,828,080 | 5,816,346 | 5,382,140 |
| Information Technology Fund | 1,711,604 | 1,999,786 | 1,999,786 | 2,081,780 |
| Library Special Revenue Fund | 62,371 | 20,622 | 51,906 | - |
| Recreation Special Revenue Fund | 224,406 | 223,800 | 212,766 | 295,100 |
| Municipal Court Special Revenue Fund | 132,097 | 116,277 | 164,374 | 134,823 |
| Public Education And Government Cable Franchise Fee Fund | 167,992 | 173,534 | 152,281 | 151,161 |
| Community Clean-Up Fund | 34,178 | 32,944 | 34,735 | 34,071 |
| Tax Increment Reinvestment Fund | 5,096,679 | 5,326,696 | 5,074,803 | 5,332,612 |
| Fleet Replacement Fund | 480,324 | 493,964 | 493,964 | 708,565 |
| Facility Capital Replacement Fund | - | 400,000 | 400,100 | 400,100 |
| TOTAL REVENUES | \$ 78,449,584 | \$ 86,101,513 | \$ 85,152,273 | \$ 88,642,316 |

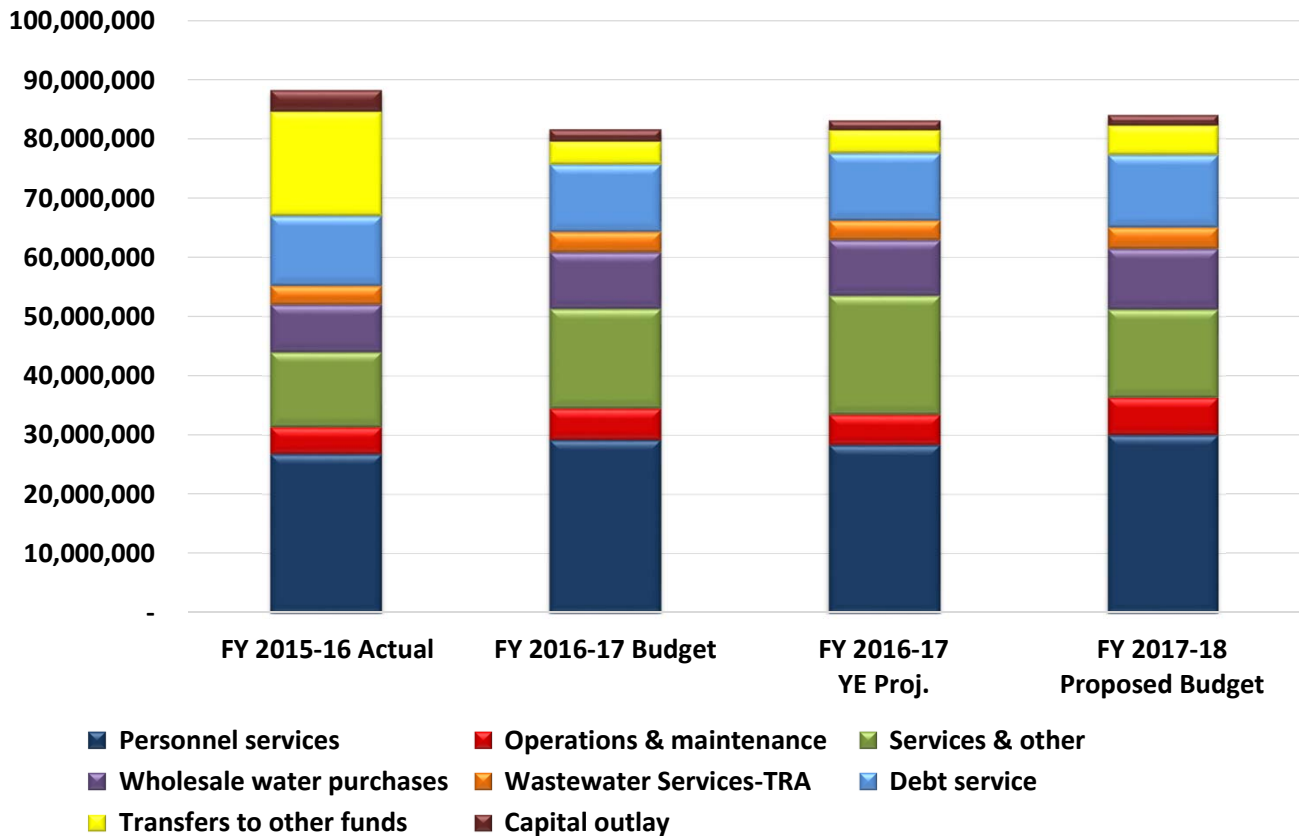
Operating Revenue Summary By Fund



FY 2017-18 OPERATING FUND BUDGET SUMMARY

| EXPENDITURES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|
| Personnel services | 26,833,399 | 29,175,826 | 28,336,847 | 29,993,112 |
| Operations & maintenance | 4,556,901 | 5,347,122 | 5,132,801 | 6,372,628 |
| Services & other | 12,620,941 | 16,794,115 | 20,084,192 | 14,853,098 |
| Wholesale water purchases | 8,036,036 | 9,504,424 | 9,336,076 | 10,230,544 |
| Wastewater Services-TRA | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 |
| Debt service | 11,754,518 | 11,365,437 | 11,365,437 | 12,232,739 |
| Transfers to other funds | 17,574,354 | 3,899,972 | 3,899,972 | 5,011,247 |
| Capital outlay | 3,661,105 | 2,031,865 | 1,686,071 | 1,776,813 |
| TOTAL EXPENDITURES | \$ 88,226,307 | \$ 81,601,723 | \$ 83,130,925 | \$ 84,061,525 |

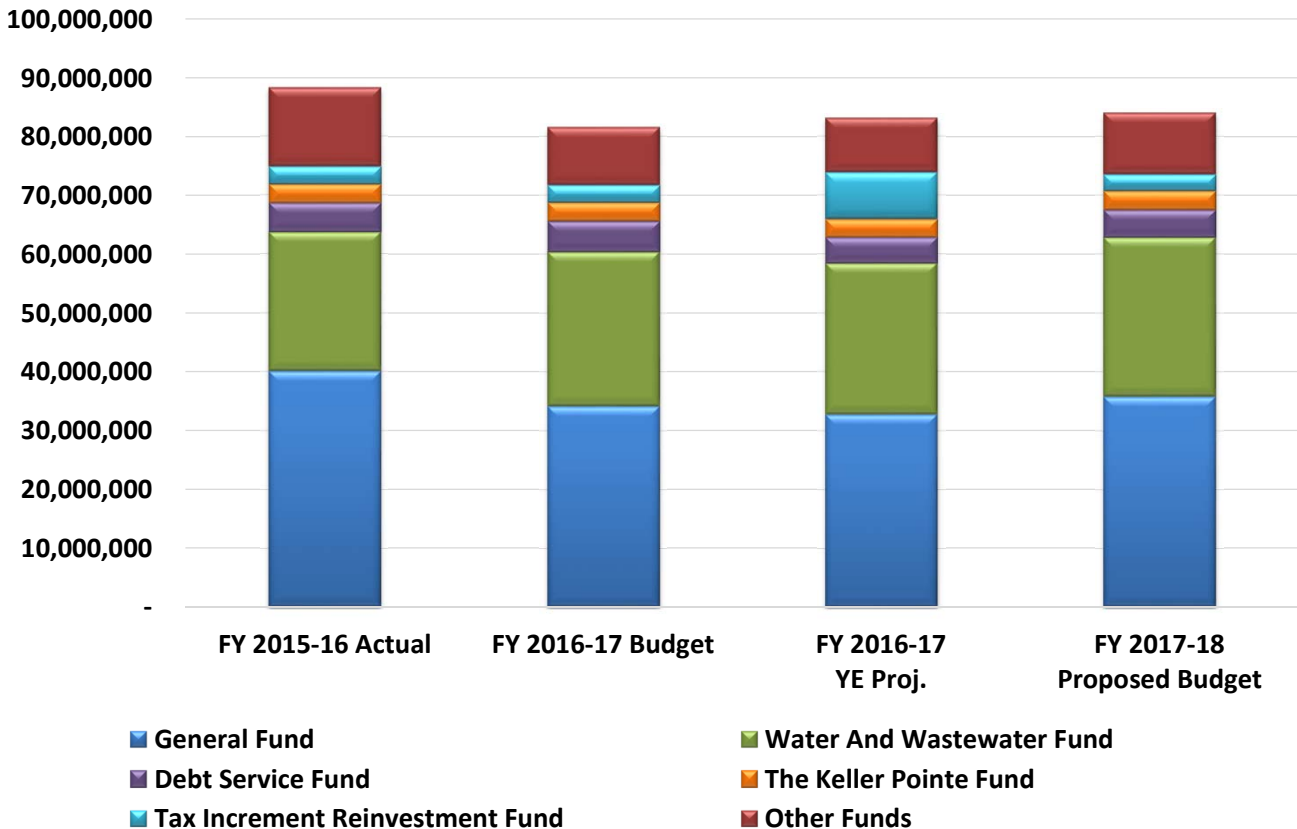
Operating Expenditure Summary By Category



FY 2017-18 OPERATING FUND BUDGET SUMMARY

| EXPENDITURES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| General Fund | \$ 40,116,311 | \$ 34,144,932 | \$ 32,749,534 | \$ 35,767,464 |
| Water And Wastewater Fund | 23,600,037 | 26,263,462 | 25,716,459 | 27,093,816 |
| Drainage Utility Fund | 2,553,586 | 1,641,973 | 1,660,796 | 1,440,660 |
| Keller Development Corporation Fund | 3,004,745 | 2,072,859 | 2,071,219 | 2,722,024 |
| The Keller Pointe Fund | 3,200,057 | 3,140,056 | 3,053,651 | 3,190,205 |
| Keller Crime Control And Prevention District Fund | 1,142,763 | 1,048,764 | 1,048,764 | 1,183,542 |
| Street And Sidewalk Improvements Fund | 4,209,344 | 1,185,000 | 1,185,000 | 1,496,250 |
| Debt Service Fund | 4,942,195 | 5,221,620 | 4,377,906 | 4,693,483 |
| Information Technology Fund | 1,548,986 | 2,301,120 | 2,055,410 | 2,291,902 |
| Library Special Revenue Fund | 45,459 | 17,500 | 40,000 | - |
| Recreation Special Revenue Fund | 238,791 | 265,096 | 267,931 | 289,596 |
| Municipal Court Special Revenue Fund | 111,345 | 145,792 | 145,792 | 121,202 |
| Public Education And Government Cable Franchise Fee Fund | 74,741 | 328,950 | 328,950 | 153,600 |
| Community Clean-Up Fund | - | 30,000 | 30,000 | 33,631 |
| Tax Increment Reinvestment Fund | 2,986,479 | 2,967,192 | 7,967,192 | 2,784,425 |
| Fleet Replacement Fund | 451,469 | 427,408 | 432,322 | 412,625 |
| Facility Capital Replacement Fund | - | 400,000 | - | 387,100 |
| TOTAL EXPENDITURES | \$ 88,226,307 | \$ 81,601,723 | \$ 83,130,925 | \$ 84,061,525 |

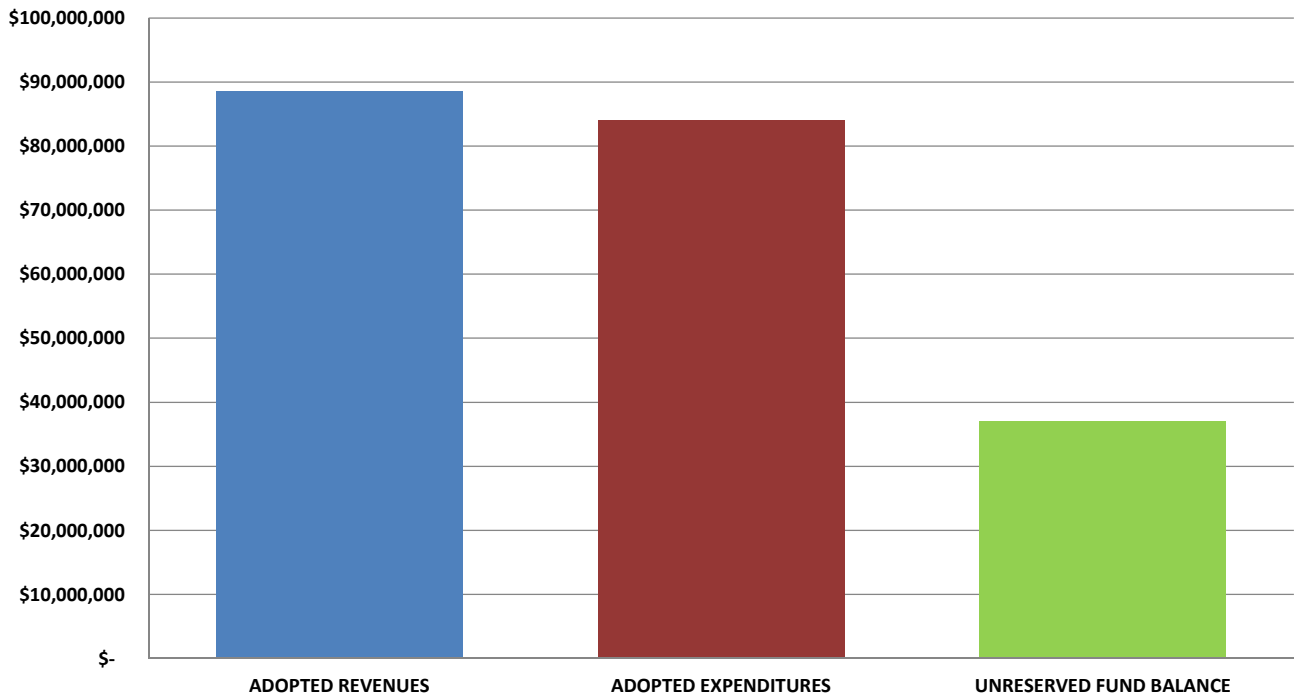
Operating Expenditure Summary By Fund



FY 2017-18 CONSOLIDATED PROJECTED FUND BALANCES

| | 9/29/2016 Unreserved Fund Balance | FY 2016-17 YE Proj. Revenues | FY 2016-17 YE Proj. Expenditures | 9/29/2017 Projected Unreserved Fund Balance | FY 2017-18 Proposed Revenues | FY 2017-18 Proposed Expenditures | 9/30/2018 Projected Unreserved Fund Balance |
|---|---|------------------------------------|--|--|------------------------------------|--|--|
| General Fund | \$ 11,891,652 | \$ 34,354,304 | \$ 32,749,534 | \$ 13,496,422 | \$ 35,767,465 | \$ 35,767,464 | \$ 13,496,423 |
| Water And Wastewater Fund | 2,014,538 | 25,623,794 | 25,716,459 | 1,921,873 | 27,630,832 | 27,093,816 | 2,458,889 |
| Drainage Utility Fund | 1,915,376 | 1,458,985 | 1,660,796 | 1,713,565 | 1,458,985 | 1,440,660 | 1,731,890 |
| Keller Development Corporation Fund | 2,624,603 | 2,937,713 | 2,071,219 | 3,491,097 | 3,010,647 | 2,722,024 | 3,779,720 |
| The Keller Pointe Fund | 1,236,120 | 3,482,600 | 3,053,651 | 1,665,069 | 3,287,310 | 3,190,205 | 1,762,175 |
| Keller Crime Control And Prevention District Fund | 3,653,673 | 1,376,571 | 1,048,764 | 3,981,480 | 1,416,603 | 1,183,542 | 4,214,541 |
| Street And Sidewalk Improvements Fund | 62,759 | 1,517,245 | 1,185,000 | 395,004 | 1,550,122 | 1,496,250 | 448,876 |
| Debt Service Fund | 381,478 | 5,816,346 | 4,377,906 | 1,819,918 | 5,382,140 | 4,693,483 | 2,508,575 |
| Information Technology Fund | 811,986 | 1,999,786 | 2,055,410 | 756,362 | 2,081,780 | 2,291,902 | 546,240 |
| Library Special Revenue Fund | 42,643 | 51,906 | 40,000 | 54,549 | - | - | 54,549 |
| Recreation Special Revenue Fund | 324,840 | 212,766 | 267,931 | 269,675 | 295,100 | 289,596 | 275,179 |
| Municipal Court Special Revenue Fund | 139,697 | 164,374 | 145,792 | 158,279 | 134,823 | 121,202 | 171,900 |
| Public Education And Government Cable Franchise Fee Fund | 601,492 | 152,281 | 328,950 | 424,823 | 151,161 | 153,600 | 422,384 |
| Community Clean-Up Fund | 190,509 | 34,735 | 30,000 | 195,244 | 34,071 | 33,631 | 195,684 |
| Tax Increment Reinvestment Fund | 3,319,173 | 5,074,803 | 7,967,192 | 426,784 | 5,332,612 | 2,784,425 | 2,974,971 |
| Fleet Replacement Fund | 1,268,774 | 493,964 | 432,322 | 1,330,416 | 708,565 | 412,625 | 1,626,356 |
| Facility Capital Replacement Fund | - | 400,100 | - | 400,100 | 400,100 | 387,100 | 413,100 |
| TOTAL | \$ 30,479,313 | \$ 85,152,273 | \$ 83,130,925 | \$ 32,500,661 | \$ 88,642,316 | \$ 84,061,525 | \$ 37,081,452 |

FY 2016-17 Operating Budget Fund Balance Summary

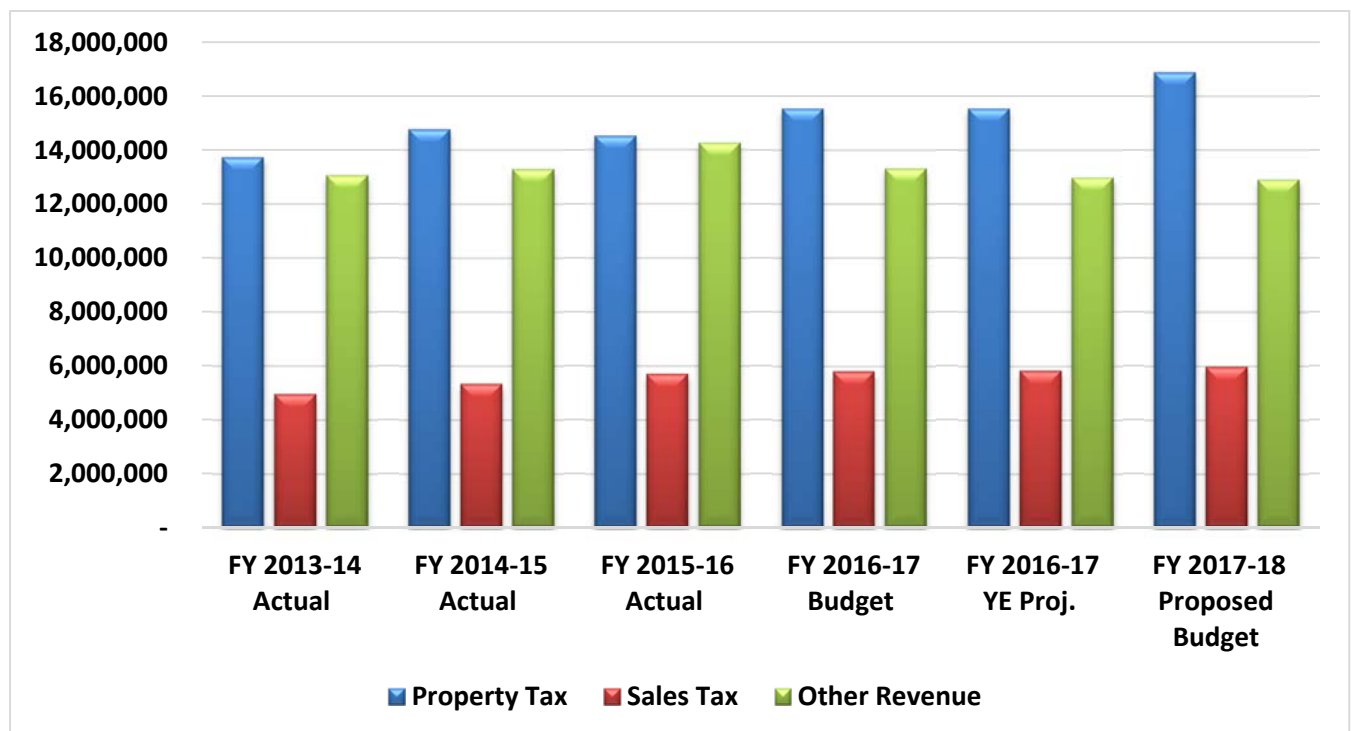
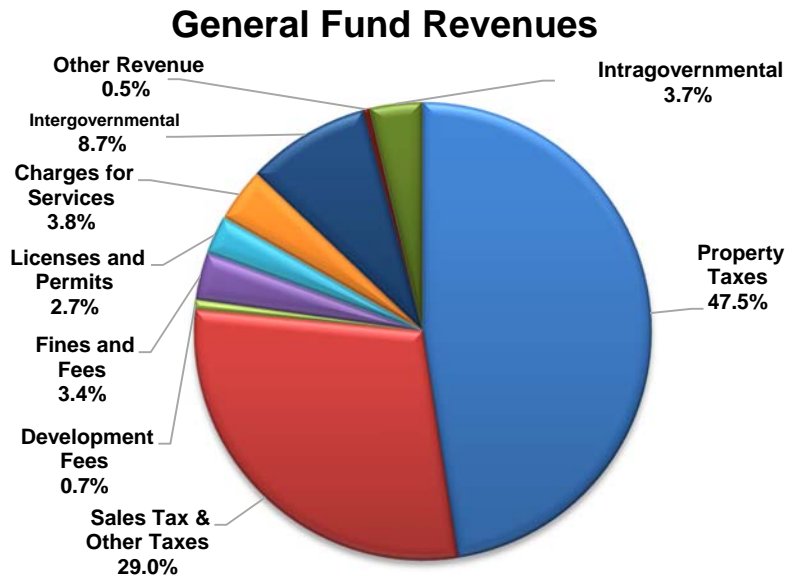


This statistical analysis summarizes the FY 2017-18 Proposed Budget by providing a summary of the revenue and expenditures of the city's various funds and provides a comparison to FY 2016-17 budget and year-end projections.

GENERAL FUND

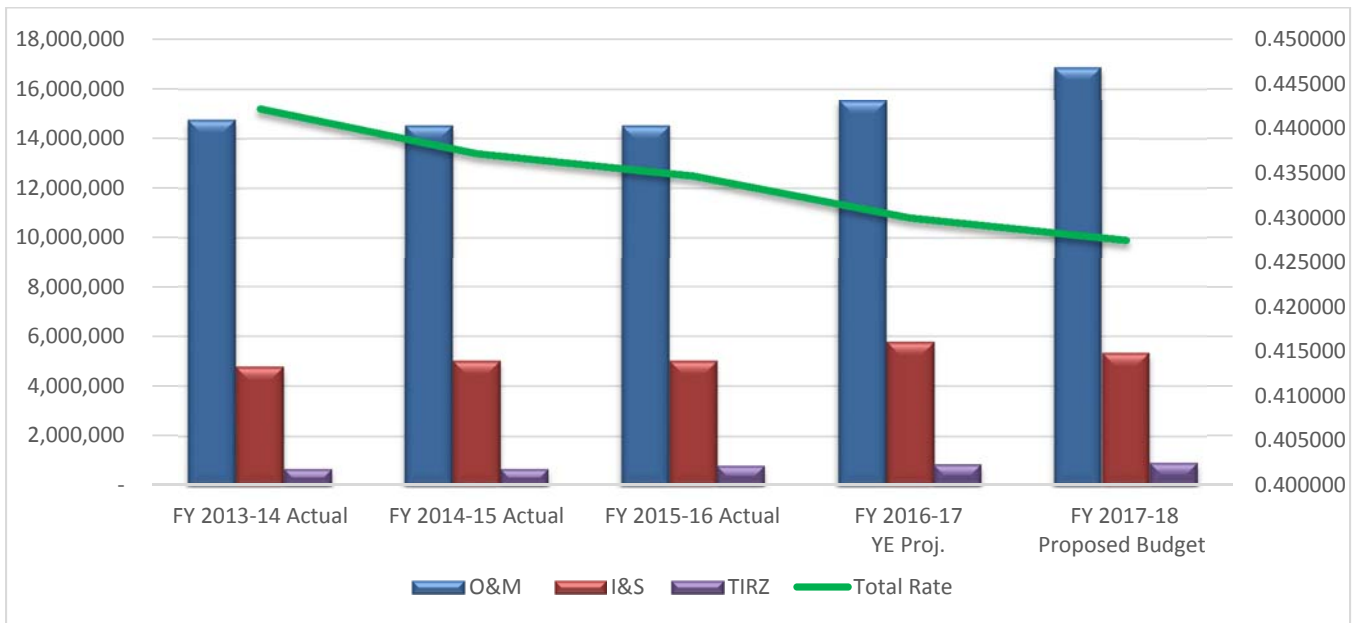
Revenue Assumptions:

The budget takes a conservative approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2017-18 are \$35,767,465 and assume an overall increase of 3.2% over the FY 2016-17 budget and an overall increase of 4.1% from FY 2016-17 projections. Funding of the city's General Fund operations is derived from eight major revenue categories, with ad valorem tax being the largest category with 47.5% and sales tax the second largest at 29.0%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of ad valorem tax, sales tax and all other revenues over five years.



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 proposed FY 2017-18 rate is \$0.42750 per \$100 of taxable value (/100), which is a decrease of \$0.0025/100 from the FY 2016-17 rate. The average household taxable value has also increased from \$316,629 to \$329,840, which results in an average increase of \$48.56 on a residential ad valorem payment. This accounts for increasing the homestead exemption from 4% to 8% this year. Without the increased exemption, the average taxable value would be \$344,060, which would have increased the average household levy by \$109.35. The estimated property tax revenue for FY 2017-18 is \$23,132,822 for all funds.

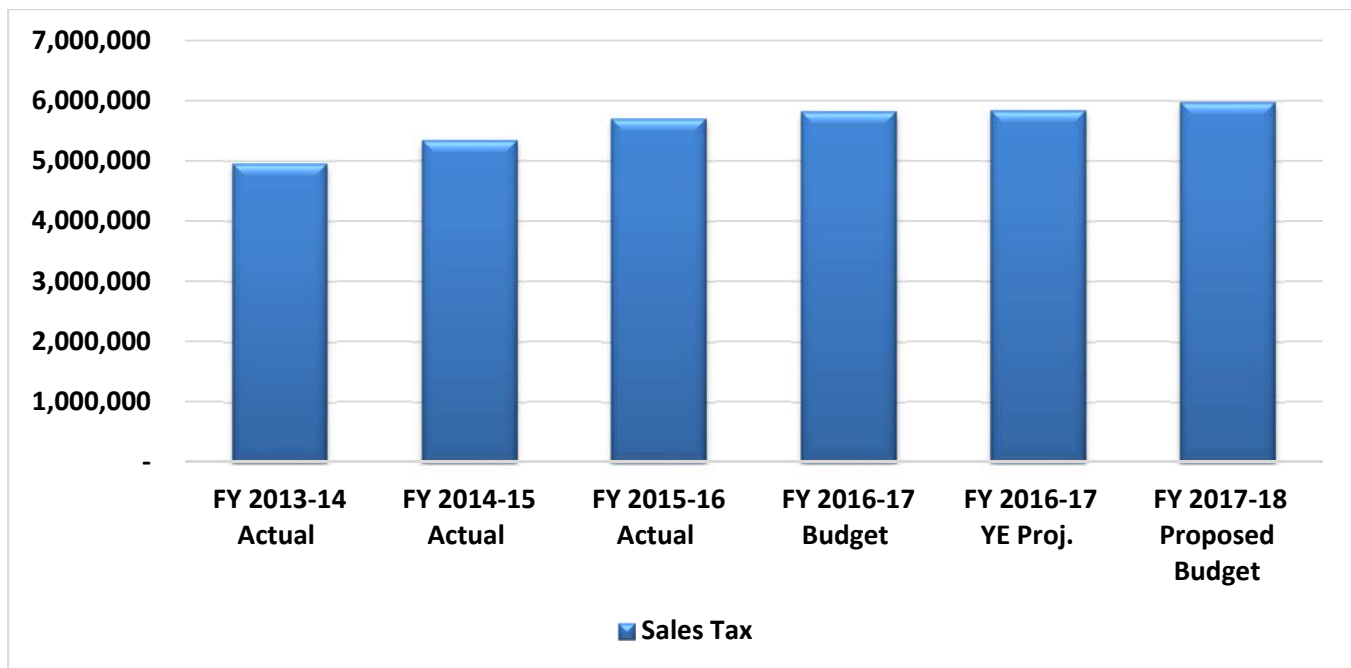


The Operations and Maintenance (O&M) rate is \$0.318985/\$100, which is a slight increase from the FY 2016-17 rate of \$0.313578/\$100. O&M revenue is anticipated to be \$16,882,718 or 73.0% of property tax collected. As seen in the graph, the General Fund property tax growth will increase due to new development and increased property values, even with the tax rate decrease. The interest and sinking rate (I&S) is \$0.108515/\$100 and is a slight decrease from the FY 2016-17 rate of \$0.116422/\$100. I&S revenue is anticipated to be \$5,326,795. The TIRZ levy will be \$923,309 and contribution to the fund at the required creation tax rate of \$0.458/100 is \$996,657.

Sales and Use Tax Collections:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$5,980,533 | |
| % of Fund Revenue | 16.7 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 166,882 | 2.9 % |
| FY 2016-17 Projection | \$ 145,867 | 2.5 % |

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 construction of recreational facilities, as approved by voters in January 1992; a 1/4-cent going to street maintenance, as approved by voters in November 2011; and a 1/4-cent going to the Keller Crime Control District, as approved by voters in November 2001. The FY 2017-18 sales tax revenue is \$11,840,379, and of this amount approximately half, or \$5,980,533, will go to the General Fund. Sales tax is approximately 3% over this time last year, though this is slightly behind budgeted projections. For FY 2017-18, the city is anticipating conservative growth in sales tax of 2.5% from year-end projections.



Other Taxes (Franchise Fees & Mixed Beverage Tax):

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$4,389,293 | |
| % of Fund Revenue | 12.3 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (178,057) | (3.9) % |
| FY 2016-17 Projection | \$ (21,902) | (4.9) % |

Other Taxes (Franchise Fees & Mixed Beverage Taxes) are comprised of mixed beverage and franchise taxes, with the latter accounting for approximately 97.0% of these revenues. Franchise taxes are fees charged for the continued use of public property (rights-of-way) and are collected primarily from utility companies, and from the City of Keller's Water & Wastewater Utility and Drainage Utility funds. Revenues are based on trends which reflect decreasing cable franchise fees. Mixed beverage tax is related to mixed alcohol beverage sales in restaurants and pubs within the city. The city is anticipating the downward trend to continue in both franchise fees and mixed beverage taxes this year.

Licenses and permits:

| | | | |
|-----------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$ 964,856 | | |
| % of Fund Revenue | 2.7 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ (273,252) | (22.1) % | |
| FY 2016-17 Projection | \$ 103,010 | 12.0 % | |

Licenses and permits include building permits and fees, plumbing permits, mechanical permits, electrical permits, fence permits, and sign and other miscellaneous permits. Development activity appears to be decreasing which is indicated by the year-end projections and the reduced revenue budget for FY 2017-18. The major revenue item in this category is building permits, which are projected to be \$743,040 in FY 2016-17, a decrease of \$356,960 from the FY 2016-17 budget. There are several housing developments currently on hold which are anticipated to resume in FY 2017-18. As such Building Permits are anticipated to be \$850,000 which is slightly higher than year-end projections, but still \$250,000 lower than the FY 2016-17 budget. A proposed change in permit fees for FY 2017-18 is reflected in the fee schedule, however, it is related to the process for calculating the fee and should have minimal impact on the revenue.

Charges for Services:

| | | | |
|-----------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$1,373,235 | | |
| % of Fund Revenue | 3.8 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ 46,263 | 3.5 % | |
| FY 2016-17 Projection | \$ (30,209) | (2.2) % | |

Charges for services include revenues from ambulance services, use of city property (park and facility rental and communications tower leases) and Town Center Property Owner Association fees. Ambulance services account for \$972,404 of the total for FY2017-18. The city uses five-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are higher than the proposed budget as they are higher than the five-year average.

Fines and Fees:

| | | | |
|-----------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$1,204,360 | | |
| % of Fund Revenue | 3.4 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ 57,257 | 5.0 % | |
| FY 2016-17 Projection | \$ (227,388) | (15.9) % | |

Fines and fees include Municipal Court fines, library 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.

Intragovernmental Revenue:

| | | | |
|-----------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$1,331,367 | | |
| % of Fund Revenue | 3.7 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ (200,406) | (13.1) % | |
| FY 2016-17 Projection | \$ (200,406) | (13.1) % | |

Intragovernmental revenue includes transfers for administrative services from the Water & 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 will increase or decrease as the Water and Wastewater Fund asset value increases or decreases.

Intergovernmental Revenue:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$3,120,965 | |
| % of Fund Revenue | 8.7 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 253,772 | 8.9 % |
| FY 2016-17 Projection | \$ 299,141 | 10.6 % |

Intergovernmental revenue includes revenues from the Town of Westlake of \$950,048 for police operation services resulting from a contract between Keller and Westlake; from the City of Southlake of \$1,129,016 for combined jail, communications and animal adoption services; from the City of Colleyville of \$876,901 for combined jail, communications and animal adoption services; and reimbursements from the Keller Independent School District of \$126,000 for funding of a school resource officers at Keller High School. Increases in personnel and service costs are shared with our regional partners and are reflected in the additional revenues.

Development Fees:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 236,460 | |
| % of Fund Revenue | 0.7 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (117,550) | (33.2) % |
| FY 2016-17 Projection | \$ (57) | (0.02) % |

Development Fees include paving and drainage inspection, construction plan review, zoning and subdivision fees, and developer fees-street lighting. Generally, the city uses five-year averaging for these service charges to create revenue estimates for the upcoming year. However, construction plan review fees are anticipated to be \$67,903 which is \$97,097 lower than the FY 2016-17 budget. Because of the variance and limited development opportunities, the year-end projection of \$67,903 is also the FY 2017-18 budget.

Other Revenues:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 164,880 | |
| % of Fund Revenue | 0.5 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (1,500) | (0.9) % |
| FY 2016-17 Projection | \$ (10,555) | (6.0) % |

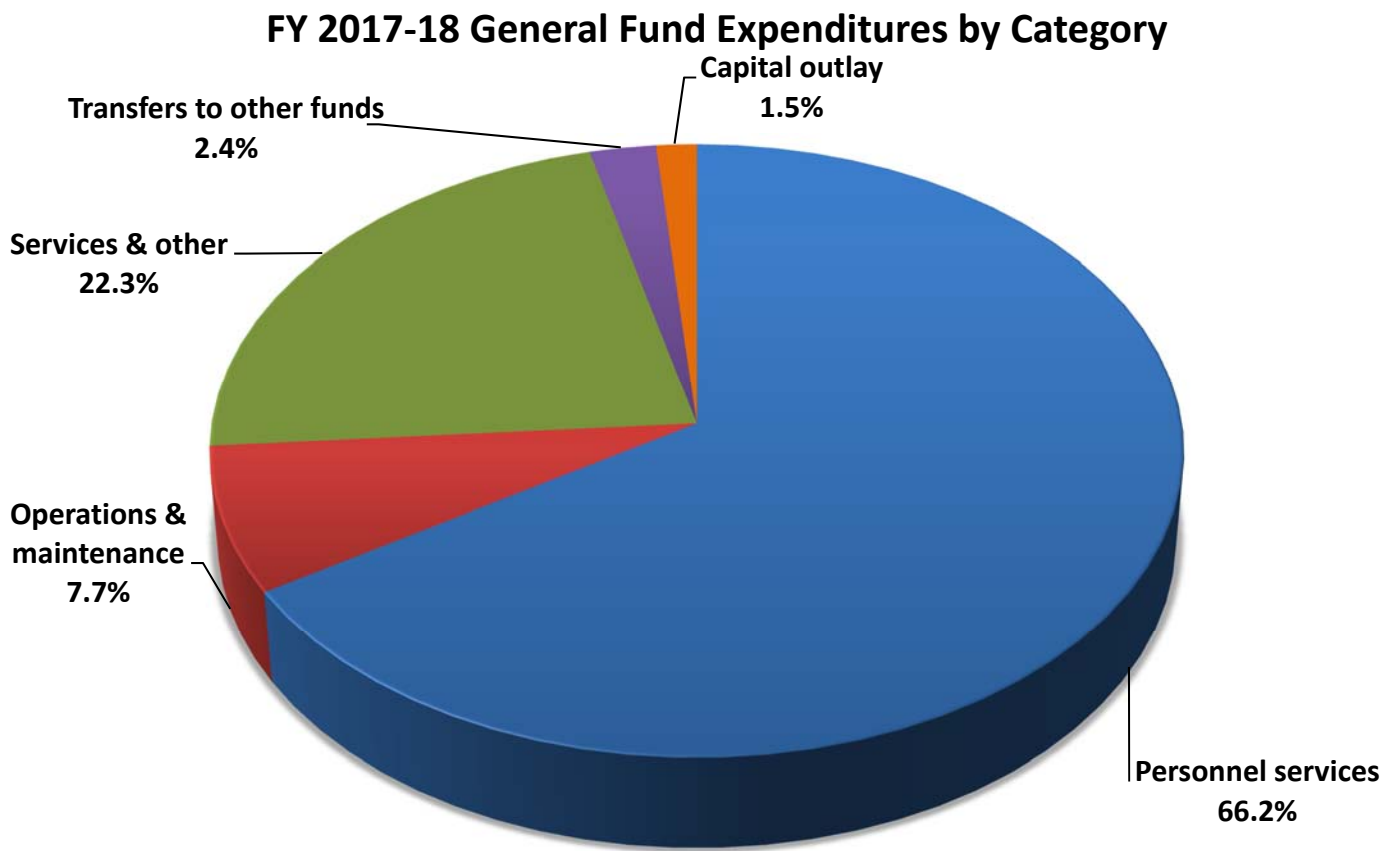
Other Revenues include interest revenue, miscellaneous revenue and rebates, and public art donations. These vary depending on interest rates and various donations. Year-end projections and FY 2017-18 proposed revenue for interest income remain the same as FY 2016-17, continuing our conservative trend.

Expenditure Synopsis:

The General Fund expenditures total \$35,767,464 for FY 2017-18, which is an increase of \$1,622,532, or 4.8%, from the FY 2016-17 budget and an increase of \$3,017,930 or 9.2% from year-end projections. 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 by 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 2017-18 account category expenditures.



Personnel Services:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$23,665,362 | |
| % of Fund Expenditures | 66.2% | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 779,728 | 3.4 % |
| FY 2016-17 Projection | \$1,312,319 | 5.9 % |

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 2016-17. As part of the conservative approach to budgeting, the city does not budget for vacancy savings. The FY 2017-18 personnel budget increased by 3.4% from the FY 2016-17 budget which is below the 4% maximum increase allowance. There is a proposal for 5% market adjustment for certain Public Safety employees as the market dictated and that were not at the top of the pay range and the city will implement a step plan for sworn and certified employees which includes 2% annual steps. The city believes this is a sustainable plan and can be maintained over time. Civilian staff compensation is a potential total of 3% compensation increase with 1% being related to a market adjustment for all employees and another 2% merit increase based upon performance. Due to diligent work by the Human Resources department, there was no change to health insurance cost for FY 2017-18.

Operations & Maintenance:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$2,743,507 | |
| % of Fund Expenditures | 7.7 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 423,906 | 18.3 % |
| FY 2016-17 Projection | \$ 536,549 | 24.3 % |

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds and building maintenance costs. FY 2016-17 year-end projections showed continued savings in fuel and maintenance. A significant portion of the increase relates to moving maintenance contract costs from Services and Other to a maintenance line to better reflect the city's cost to maintain infrastructure, vehicles, equipment etc. Parks maintenance will increase by \$77,000 related to Old Town Keller West on-going maintenance costs. Street Maintenance will be increased by \$50,000 related to a one-time TxDOT signal timing project which will be joint project with the City of Southlake.

Services & other:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$7,974,917 | |
| % of Fund Expenditures | 22.3 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (119,780) | (1.5) % |
| FY 2016-17 Projection | \$ 623,384 | 8.5 % |

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. There was a significant decrease in services and others with the movement of maintenance agreements to Operations and Maintenance. Economic

Development will increase by \$375,058 related to an Old Town Keller East concept plan for \$150,000 and by \$225,058 related to economic development incentives.

Transfers to other funds:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 858,850 | |
| % of Fund Expenditures | 2.4 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 378,850 | 78.9 % |
| FY 2016-17 Projection | \$ 378,850 | 78.9 % |

In FY 2016-17, the city created Facility Equipment Replacement Fund which will be funded annually by a \$400,000 transfer from the General Fund. In addition, sidewalk repair and construction funds are transferred annually which will increase from \$80,000 to \$130,000 beginning in FY 2017-18. A one-time transfer for the Johnson/Keller-Smithfield Road roundabout for \$231,250 is included and is ¼ of the funding for the project. The total roundabout project is projected to be \$925,000 and will be funded by the General Fund at \$231,250, Street Maintenance fund at \$231,250, and Roadway Impact Fees at \$462,500.

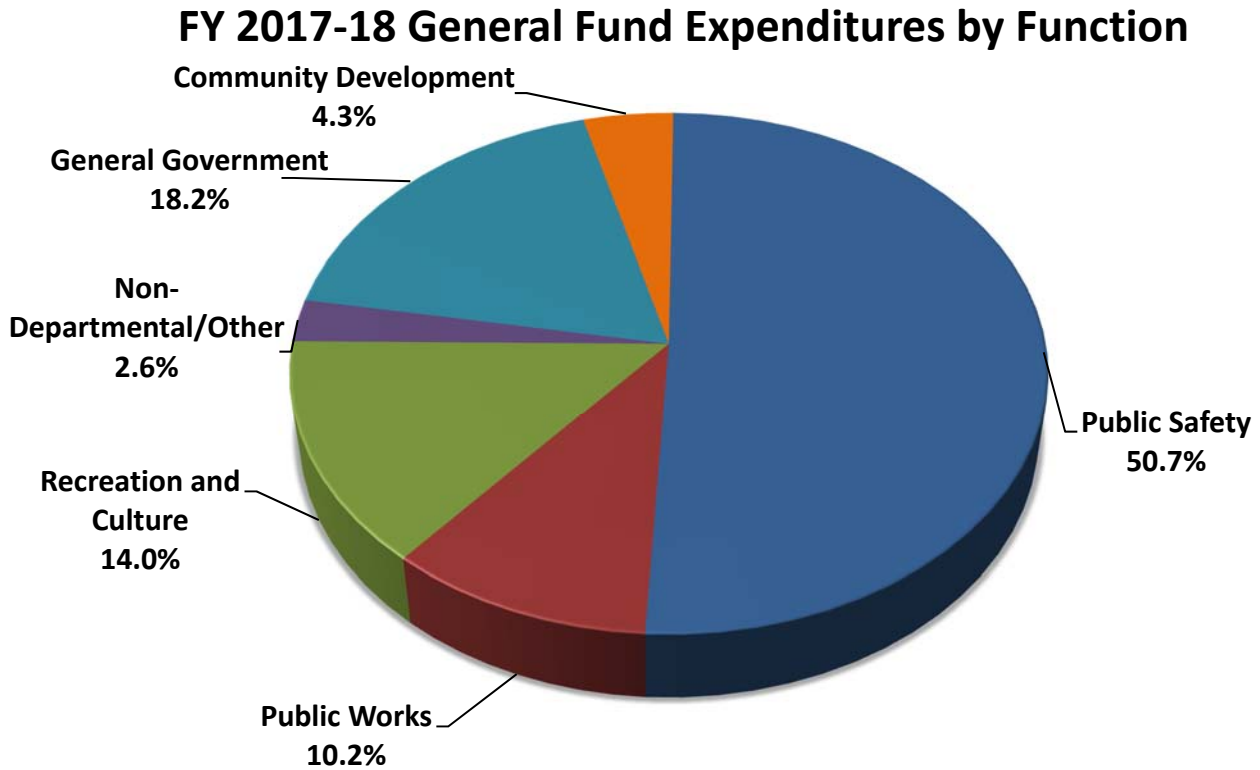
Capital Outlay:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 524,828 | |
| % of Fund Expenditures | 1.5 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 159,828 | 43.8 % |
| FY 2016-17 Projection | \$ 166,828 | 46.6 % |

Capital outlay includes expenditures for new assets, or replacements or improvements to existing assets over \$5,000 and anticipated useful life over one year. The city annually funds \$350,000 for street maintenance which accounts for the largest reoccurring expenditure in the category. For FY 2017-18 EMS will fund \$161,828 to purchase three chest compression devices that are reaching the end of their service life and the addition of four power-load devices for existing ambulances.

Expenditures by Function

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 2017-18 departmental expenditures and a brief description are given comparing the departments to the FY 2016-17 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.



Public Safety:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$18,128,923 | |
| % of Fund Expenditures | 50.7 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 979,526 | 5.7 % |
| FY 2016-17 Projection | \$ 1,254,623 | 7.4 % |

The Public Safety function handles all aspects related to citizen protection and is made up of the Police and Fire Services. The largest expenditure in public safety is personnel, which will increase by \$746,839 related to the market adjustments and the implementation of a 2% step plan as discussed in the personnel section. FY 2016-17 savings reflects vacancy savings in both departments. Police will increase in FY 2017-18 with the addition of .96 FTE for two part-time Kennel Technicians to help in the adoption center. Previously the adoption center has been handled by our animal control officers, taking them out of the field. Additionally, EMS will be replacing chest compression devices and adding power lift devices.

General Government

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$6,493,036 | |
| % of Fund Expenditures | 18.2 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 599,514 | 10.2 % |
| FY 2016-17 Projection | \$ 1,515,334 | 30.4 % |

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. Year-end projections reflect salary savings with a reduction of two positions. Increases to FY 2017-18 related to the economic development incentives for \$225,088, Old Town Keller East concept plan for \$150,000, and a financial software consultant for \$30,800.

Recreation & Culture:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$5,018,891 | |
| % of Fund Expenditures | 14.0 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 156,250 | 3.2 % |
| FY 2016-17 Projection | \$ 353,363 | 7.6 % |

The recreation & culture function includes the Keller Public Library, Keller Senior Activities Center, Keller Sports Park, Parks & City Grounds and Keller Town Center. The Library will increase by \$168,335 which is related to the distribution of IT services from Non-Departmental to departments based upon a ratio of computer equipment. Since the Library has a significant number of computers their cost increased by \$185,219 and when the change is removed, the department actually decreased.

Public Works:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$3,661,427 | |
| % of Fund Expenditures | 10.2 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 257,755 | 7.6 % |
| FY 2016-17 Projection | \$ 291,869 | 8.7 % |

The Public Works function is related to Street Maintenance, Engineering & Inspections, Street Lighting and Public Works Administration. The increase in the FY 2017-18 budget compared to both year-end projections and FY 2016-17 budget relate to the Johnson and Keller-Smithfield roundabout project for \$231,250, the TxDOT signal timing project for \$50,000, and additional annual sidewalk repair and construction funds for \$50,000.

Community Development:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$1,529,359 | |
| % of Fund Expenditures | 4.3 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (12,054) | (0.8) % |
| FY 2016-17 Projection | \$ (33,124) | (2.1) % |

Community Development is broken out into two sections: Planning and Zoning, and Building and Construction Services. In FY 2016-17, Building & Construction Services Division purchased an additional vehicle. For FY 2017-18 that cost has been removed and the annual lease payment added. Building & Construction Services will upgrade a part-time Code Compliance Technician to a full-time position for additional cost of \$33,456 and reduced their contract services by \$7,000 to help reduce the cost.

Non-Departmental/Other:

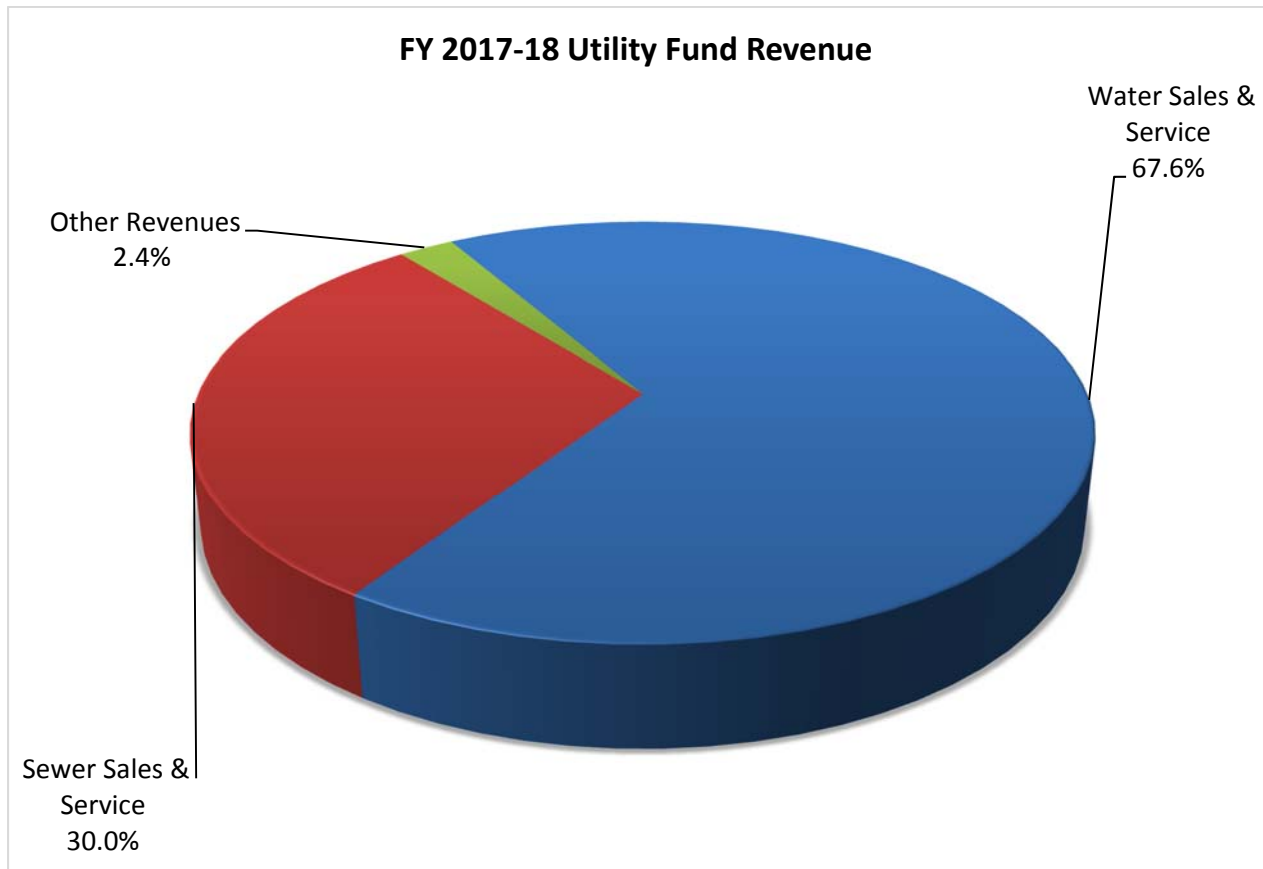
| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$935,828 | |
| % of Fund Expenditures | 2.6 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (358,459) | (27.7) % |
| FY 2016-17 Projection | \$ (364,135) | (28.0) % |

Non-Departmental/Other reflects citywide expenditures such as Facility Equipment Replacement Fund, postage, NETCO radio maintenance agreement, and general insurance. In FY 2016-17, Information Technology transfer costs of \$773,046 were included. In FY 2017-18, \$527,061 of the costs have been transferred to various departments to better reflect the cost of services. Also in FY 2017-18, general insurance was moved from various departments to Non-Departmental for an increase of \$118,335 and unemployment insurance was moved from Human Resources for an increase of \$40,000. The city will also be replacing AEDs at various facilities for \$10,800 which will be funded in the Non-Departmental.

WATER AND WASTEWATER FUND

Revenue Assumptions:

The Water & Wastewater Fund revenues for FY 2017-18 are \$27,630,832 and will have an overall increase of \$1,260,237, or 4.8%, over the FY 2016-17 budget and an increase of \$2,007,038, or 7.8%, compared to year-end projections. In the Water & 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 2017-18 Budget | \$18,674,420 | |
| % of Fund Expenditures | 67.6% | |
| <u>Compared to</u> | <u>\$</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 1,092,909 | 6.2 % |
| FY 2016-17 Projection | \$ 1,508,100 | 8.8 % |

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 cost of providing water services. In FY 2016-17, the city implemented significant water rate increases with a combined impact of over 18% between the components. This was the first rate increase on the city side in ten years and was the first full pass-thru

to be implemented. With the adoption of the rate, the city stated it would review and implement water rates changes annually to minimize significant increases and will continue the practice of a full “pass-thru” of wholesale water purchase cost in the rate structure. Wholesale water represent 37.8% of the Water and Wastewater Fund budget and are anticipated to increase by 7.6%. As such, the pass-thru water rate will increase by 8.0%. The city rate will increase by 1.0%. The combined impact on the average household will be 4.84% or \$3.54 per month.

Sewer Sales & Service:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$8,302,463 | |
| % of Fund Expenditures | 2.0 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$165,225 | 2.0 % |
| FY 2016-17 Projection | \$519,089 | 6.7 % |

As with the water rates, the rate structure is split between the pass-thru cost for Trinity River Authority wastewater treatment plant and cost of provided wastewater services in the city. Like the water rates, the city implemented significant wastewater rate increases with a combined impact of 18% between the components and in rates will be reviewed and implemented annually including a full “pass-thru” of TRA services. TRA represents 13.3% of the Water and Wastewater Fund budget and is anticipated to increase by 3.1%. As such, the pass-thru wastewater rate will increase by 5%, however, there will be no change to the city rate. The combined impact on the average household will be 1.98% or \$0.87.

Other Revenues:

Taps and Miscellaneous Fees:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 581,970 | |
| % of Fund Revenues | 2.1 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 6,904 | 1.2 % |
| FY 2016-17 Projection | \$ (3,015) | (0.5) % |

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

Interest Income:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 7,340 | |
| % of Fund Revenues | 0.00 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (9,313) | (55.9) % |
| FY 2016-17 Projection | \$ 3,274 | 80.5 % |

Interest income is revenue created by the investment of working capital into investment pools. The FY 2016-17 interest income is lower than anticipated and the FY 2017-18 reflects the current trend.

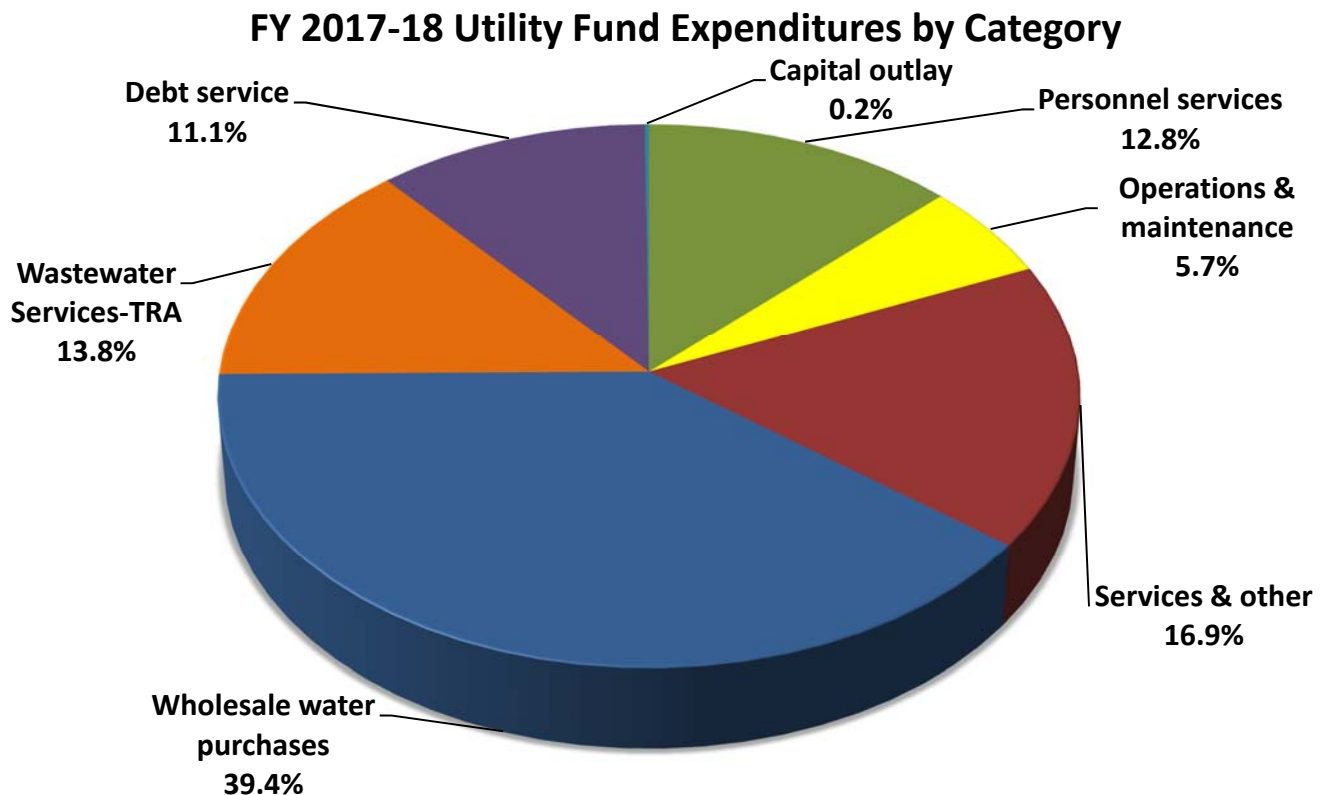
Miscellaneous Revenues:

| | | |
|-----------------------|------------------|-----------------|
| FY 2017-18 Budget | \$ 62,159 | |
| % of Fund Revenues | 0.2% | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 6,789 | 12.3 % |
| FY 2016-17 Projection | \$ (19,581) | (24.0) % |

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

Expenditure Synopsis:

The Utility Fund expenditures total \$27,093,816 for FY 2017-18, which is an increase of \$830,354, or 3.2%, from FY 2016-17 budget, and \$1,377,357, or 5.4%, over projections. The Utility 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 Human Resources 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 2017-18 categories by percentage.



Personnel Services:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$3,327,659 | |
| % of Fund Expenditures | 12.3 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (62,889) | (1.9) % |
| FY 2016-17 Projection | \$ 69,754 | 2.1 % |

Like the General Fund, the Water & Wastewater Fund's proposed budget includes a 3% compensation increase for staff. The year-end projections reflect vacancy savings are also reflected in the proposed budget decrease.

Operations and maintenance:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$1,469,050 | |
| % of Fund Expenditures | 5.4 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 222,915 | 17.9 % |
| FY 2016-17 Projection | \$ 241,850 | 19.7 % |

Operations and maintenance budgets include expendable materials and operating supplies necessary to conduct departmental activities. The increase relates to moving maintenance contract costs from Services and Other to a maintenance line to better reflect the city's cost to maintain infrastructure, vehicles, equipment etc.

Services and other:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$4,393,838 | |
| % of Fund Expenditures | 16.2 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (768,788) | (14.9) % |
| FY 2016-17 Projection | \$ (751,345) | (14.6) % |

The city issued utility debt during FY 2016-17 and the anticipated annually payment was placed in bond issuance costs. For FY 2017-18, the cost has been moved to debt service. In addition, costs were decreased by the moving of maintenance contracts to the operations and maintenance category.

Wholesale Water Purchases:

| | | |
|------------------------|------------------|-----------------|
| FY 2017-18 Budget | \$10,230,544 | |
| % of Fund Expenditures | 37.8 % | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$726,120 | 7.6 % |
| FY 2016-17 Projection | \$ 894,468 | 9.6 % |

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 proposed rate increase. The FY 2016-17 year-end project reflects a mild, rainier year which reduces consumption. The FY 2017-18 is based upon the five-year average consumption multiplied by the proposed rate increase of 7.6% by Fort Worth.

Wastewater Services - TRA:

| | | | |
|------------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$3,591,344 | | |
| % of Fund Expenditures | 13.3 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ 108,381 | 3.1 % | |
| FY 2016-17 Projection | \$ 301,815 | 9.2 % | |

Wastewater treatment is the second largest expense within the Water & Wastewater Fund. The city holds a contract with TRA for wastewater treatment and collection services. Costs for the service increase 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 2017-18 Budget | \$2,887,381 | | |
| % of Fund Expenditures | 10.7 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ 518,639 | 21.9 % | |
| FY 2016-17 Projection | \$ 518,639 | 21.9 % | |

During FY 2016-17, the city issued debt twice. The first issue were SWIFT bonds related to the replacement of AC pipes within the city and have an annual payment of \$297,799. The second issue were certificates of obligation related to the Alta Vista pump station, Alta Vista transmission main, and the city portion of the Fort Worth 48" transmission main and have an annual payment of \$252,371.

Transfers:

| | | | |
|------------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$ 1,150,000 | | |
| % of Fund Expenditures | 4.3 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ 175,000 | 17.9 % | |
| FY 2016-17 Projection | \$ 175,000 | 17.9 % | |

Transfers relate to the annual cash funding of capital projects and are moved into project accounts in capital improvement project (CIP) funds. For FY 2017-18, the Water and Wastewater CIPs include a \$300,000 pipe bursting project, \$200,000 for N. Elm St 8" water line construction, \$150,000 for N. Main 8" water line, \$150,000 for water utility relocations, \$100,000 for Chisholm Trail water tank removal, \$100,000 improvements to SS evaluation study, \$100,000 for sewer system relocations, \$25,000 water service replacements, and \$25,000 for large value replacements.

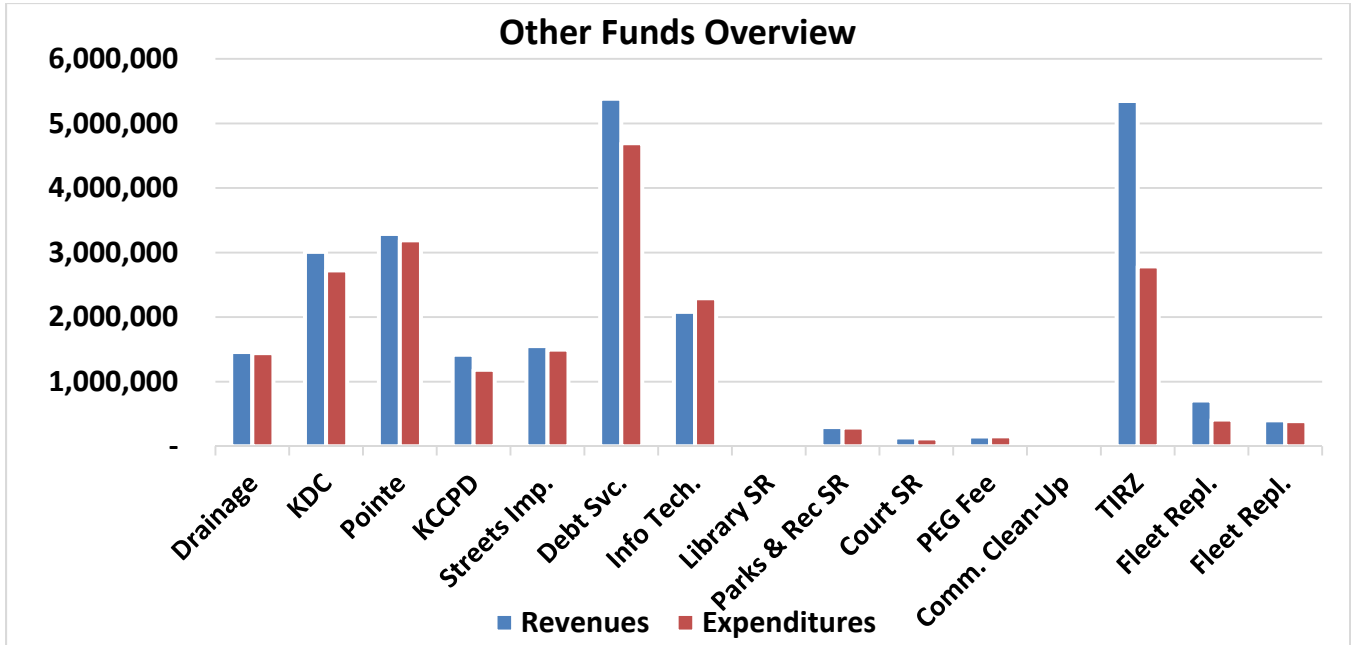
Capital Outlay:

| | | | |
|------------------------|------------------|-----------------|--|
| FY 2017-18 Budget | \$ 44,000 | | |
| % of Fund Expenditures | 0.2 % | | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> | |
| FY 2016-17 Budget | \$ (89,025) | (66.9) % | |
| FY 2016-17 Projection | \$ (72,825) | (62.3) % | |

For FY 2017-18, capital outlay includes continue the MSC driveway asphalt to concrete conversion at \$35,000 and a sewer camera wheel kit for \$9,000.

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 2017-18 Revenues | \$1,458,985 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 9,443 | 0.7 % |
| FY 2016-17 Projection | \$ 0 | 0.0 % |
| | | |
| FY 2017-18 Expenditures | \$1,440,660 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (201,313) | (12.3) % |
| FY 2016-17 Projection | \$ (220,136) | (13.3) % |
| | | |
| Revenues – Expenditures | \$ 18,325 | |

Drainage utility fees account for 98% of the revenues to this fund. Capital cost for a one-time project on Barbara Lane were included in FY 2016-17 for \$300,000. FY 2017-18 includes a one-time purchase cost of \$69,500 for a compact excavator.

Keller Development Corporation Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$ 3,010,647 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 83,441 | 2.9 % |
| FY 2016-17 Projection | \$ 72,934 | 2.5 % |
| | | |
| FY 2017-18 Expenditures | \$ 2,722,024 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 649,165 | 31.3 % |
| FY 2016-17 Projection | \$ 650,805 | 31.4 % |
| | | |
| Revenues – Expenditures | \$ 288,623 | |

The KDC is a voter-approved 1/2-cent sales tax option dedicated to funding large projects for park and trail improvements. Projected revenue for year-end and FY 2017-18 are anticipated to increase slightly. For FY 2017-18, KDC projects include Milestone Park development, trail system expansion, and an annual parks capital replacement program for the as-needed repairs and replacements of playgrounds, pavilions, restroom facilities, etc.

The Keller Pointe Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$3,287,310 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 86,935 | 2.7 % |
| FY 2016-17 Projection | \$ (195,290) | (5.6) % |
| | | |
| FY 2017-18 Expenditures | \$3,190,205 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 50,149 | 1.6 % |
| FY 2016-17 Projection | \$ 136,554 | 4.5 % |
| | | |
| Revenues – Expenditures | \$ 97,105 | |

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. After the renovation costs of the facility in FY 2016-17, this budget year represents a more normalized operating budget.

Information Technology Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$2,081,780 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 81,994 | 4.1 % |
| FY 2016-17 Projection | \$ 81,994 | 4.1 % |
| | | |
| FY 2017-18 Expenditures | \$2,291,902 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (9,218) | (0.4) % |
| FY 2016-17 Projection | \$ 236,492 | 11.5 % |
| | | |
| Revenues – Expenditures | \$ (210,122) | |

The Information Technology Fund created by the city in FY 2001 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. Starting in FY 2016-17, departmental expenditures of similar technology services, such as copiers and telecommunications, were shifted from departmental line-item budgets to the Information Technology transfer line.

Keller Crime Control and Prevention District Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$1,416,603 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 67,245 | 5.0 % |
| FY 2016-17 Projection | \$ 40,032 | 2.9 % |
| | | |
| FY 2017-18 Expenditures | \$1,183,542 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 134,778 | 12.9 % |
| FY 2016-17 Projection | \$ 134,778 | 12.9 % |
| | | |
| Revenues – Expenditures | \$ 233,061 | |

The Keller Crime Control Prevention District Fund, created in FY 2002, is supported by the voter-approved crime control district 1/4-cent sales tax option. The KCCPD sales tax is anticipated to increase by 2.9% from year-end projections. The fund is used for non-personnel ongoing expenditures such as software; 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 2017-18, projected expenditures include replacement of police vehicles and various equipment, all part of the department’s annual replacement schedule.

Debt Service Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$ 5,382,140 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (445,940) | (7.7) % |
| FY 2016-17 Projection | \$ (434,206) | (7.5) % |
| | | |
| FY 2017-18 Expenditures | \$ 4,693,483 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (528,137) | (10.1) % |
| FY 2016-17 Projection | \$ 315,577 | 7.2 % |
| | | |
| Revenues – Expenditures | \$ 688,657 | |

The Debt Service Fund is funded through the collection of the interest and sinking portion of the tax rate, which is proposed to be \$0.108515/\$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. During FY 2016-17, the city issued seven-year certificates of obligation related to the Fire Station Rehab and Remote bays projects and for road projects with annual debt payments of \$779,125 which was lower than anticipated. In addition, the city was able to refinance debt to help lower annual payments.

Tax Increment Reinvestment Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$ 5,332,612 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 5,916 | 0.1 % |
| FY 2016-17 Projection | \$ 257,809 | 5.1 % |
| | | |
| FY 2017-18 Expenditures | \$ 2,784,425 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ (182,767) | (0.6) % |
| FY 2016-17 Projection | \$ (5,182,767) | (65.1) % |
| | | |
| Revenues – Expenditures | \$ 2,563,749 | |

The Tax Increment Reinvestment Zone Interest and Sinking Fund’s sole purpose is to account for the accumulation of resources for, and the payment of, long-term debt principal and interest issued by the Keller Town Center TIRZ. In addition to the city’s contribution to the TIRZ, the other taxing entities in Keller contribute to the TIRZ debt service based upon annual value assessments. During FY 2016-17, the City Council authorized staff to fund a \$5 million payment against the outstanding debt which will reduce the future interest requirements by approximately \$1.6 million. The TIRZ ends in 2018 and the remaining fund balance will be used for refunding of any outstanding debt.

Street and Sidewalk Improvements Fund

| | | |
|-------------------------|------------------|-----------------|
| FY 2017-18 Revenues | \$ 1,550,122 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 31,825 | 2.1 % |
| FY 2016-17 Projection | \$ 32,877 | 2.2 % |
| | | |
| FY 2017-18 Expenditures | \$ 1,496,250 | |
| <u>Compared to</u> | <u>\$ Growth</u> | <u>% Growth</u> |
| FY 2016-17 Budget | \$ 311,250 | 26.3 % |
| FY 2016-17 Projection | \$ 311,250 | 26.3 % |
| | | |
| Revenues – Expenditures | \$ 53,872 | |

The Street and Sidewalk Improvements Fund funds reoccurring street and sidewalk maintenance throughout the city. The fund is supported by a local sales tax option approved by the voters in April 2004. Beginning in FY 2015-16, street maintenance funds were transferred to capital projects to reflect project life budgeting. For FY 2017-18, the fund will contribute \$1,265,000 for street maintenance and will fund ¼ of the Johnson Road and Keller-Smithfield round about at \$231,250.

Miscellaneous Other Operating Funds

Other special revenue funds account for 1.94% of operating revenues and 1.68% of operating expenditures. A description and breakdown of each fund is available under the Special Revenue section.

| Other Special Revenue Funds | FY 2017-18 Revenues | FY 2017-18 Expenditures | Revenues - Expenditures |
|-----------------------------------|---------------------|-------------------------|-------------------------|
| Municipal Court Fund | \$ 134,823 | \$ 121,202 | \$ 13,621 |
| PEG Fund | 151,161 | 153,600 | (2,439) |
| Library Special Revenue* | 0 | 0 | 0 |
| Community Clean-Up Fund | 34,071 | 33,631 | 440 |
| Facility Capital Replacement Fund | 400,100 | 387,100 | 13,000 |
| Fleet Replacement Fund | 708,565 | 412,625 | 13,000 |
| Recreation Fund | 295,100 | 289,596 | 5,504 |

CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

The table below provides a list of proposed new capital projects costs FY 2017-18 by project type. The costs reflected here are representative of the proposed costs to be added in FY 2017-18. The five-year CIP located in the CIP section provides a list of all current projects (FY 2016-17), proposed projects (FY 2017-18) and potential future projects (FY 2018-19 - FY 2021-22). 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 expenditures allocations include the prior year allocations plus the proposed for FY 2017-18. The revenues and expenditures allocations end at the close-out of the project, rather than at the end of the fiscal year.

| Street System Capital Projects | Estimated Costs |
|--|------------------------|
| FM 1709 and Keller-Smithfield Road Intersection Improvements | \$ 2,250,000 |
| FM 1709 and Rufe Snow Drive Intersection | 2,250,000 |
| 2018 Street Reconstruction Project | 1,190,000 |
| Johnson Road/Keller-Smithfield Traffic Circle | 925,000 |
| Tarrant County Street Reconstruction | 350,000 |
| Sidewalk Repair and Construction | 130,000 |
| 2019 Street Reconstruction Project | 75,000 |
| North/South Portal Signs Design/Engineering | 50,000 |
| Total | \$7,220,000 |

| Parks Capital Projects | Estimated Costs |
|-----------------------------------|------------------------|
| Milestone Park Development | 710,903 |
| Parks Capital Replacement Program | 100,000 |
| Trail System Expansion | 250,000 |
| Total | \$1,060,903 |

| Facilities Capital Projects | No projects for FY 2017-18 |
|------------------------------------|-----------------------------------|
|------------------------------------|-----------------------------------|

| Water System Capital Projects | Estimated Costs |
|--|------------------------|
| N. Elm St. 8" Water Line (Construction) | 200,000 |
| Water Utility Relocations - Street Projects | 150,000 |
| N. Main St. 8" Water Line (Tommy Tackett Addition) | 150,000 |
| Chisholm Trail Water Tank Removal | 100,000 |
| Hwy. 377 12" Water Lines | 100,000 |
| Large Valve Replacements (FY 2018) | 25,000 |
| Water Service Replacements | 25,000 |
| Total | \$750,000 |

| Wastewater System Capital Projects | Estimated Costs |
|---|------------------------|
| US 377 Sanitary Sewer Project (construction) | 1,200,000 |
| SS Pipe Bursting Project (construction) | 300,000 |
| SS Utility Relocations - Street Projects (construction) | 100,000 |
| SS Evaluation Study | 100,000 |
| Total | \$1,700,000 |

| Drainage Capital Projects | Estimated Costs |
|----------------------------------|------------------------|
| Unanticipated Drainage Projects | 200,000 |
| Total | \$200,000 |



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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.

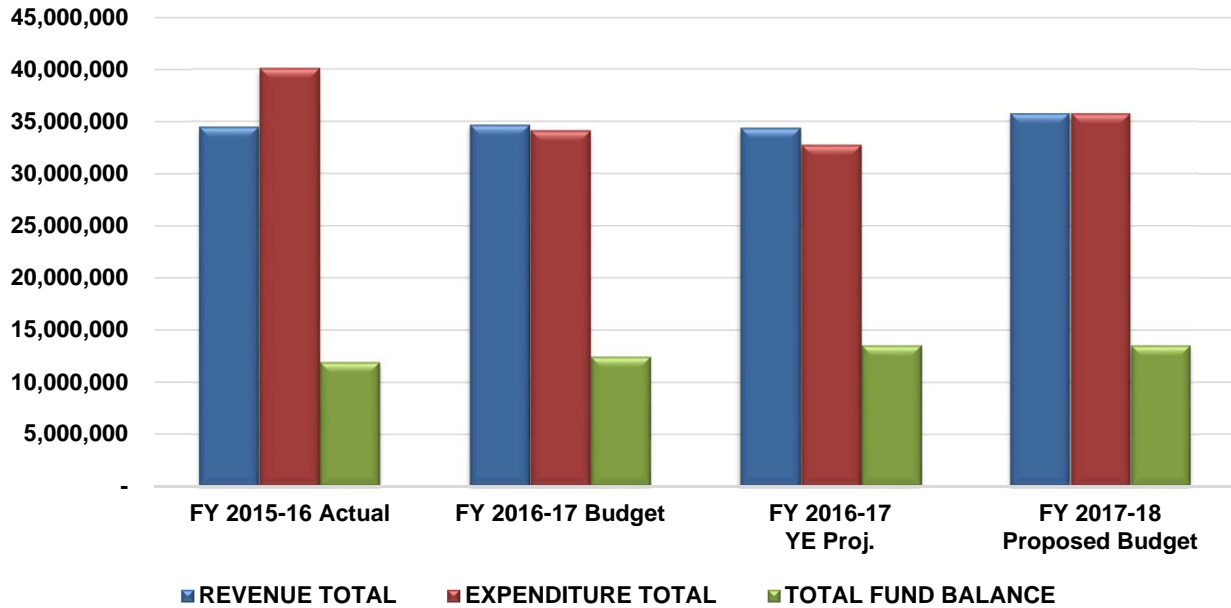
GENERAL FUND OVERVIEW

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|-----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUE TOTAL | \$ 34,493,878 | \$ 34,670,437 | \$ 34,354,304 | \$ 35,767,465 | \$ 1,097,028 |
| OPERATING EXPENDITURES | 40,116,311 | 34,144,932 | 32,749,534 | 35,034,286 | 889,354 |
| ONE-TIME EXPENDITURES | - | - | - | 733,178 | 733,178 |
| EXPENDITURE TOTAL | \$ 40,116,311 | \$ 34,144,932 | \$ 32,749,534 | \$ 35,767,464 | \$ 1,622,532 |
| VARIANCE | \$ (5,622,433) | \$ 525,505 | \$ 1,604,770 | \$ 1 | |
| RESERVE FUND BALANCE | 7,800,394 | 6,639,292 | 6,367,965 | 6,812,222 | 172,930 |
| UNASSIGNED FUND BALANCE | 4,091,258 | 5,777,865 | 7,128,458 | 6,684,201 | 906,336 |
| TOTAL FUND BALANCE | \$ 11,891,652 | \$ 12,417,157 | \$ 13,496,422 | \$ 13,496,423 | \$ 1,079,266 |

RESERVE AND UNASSIGNED ANALYSIS

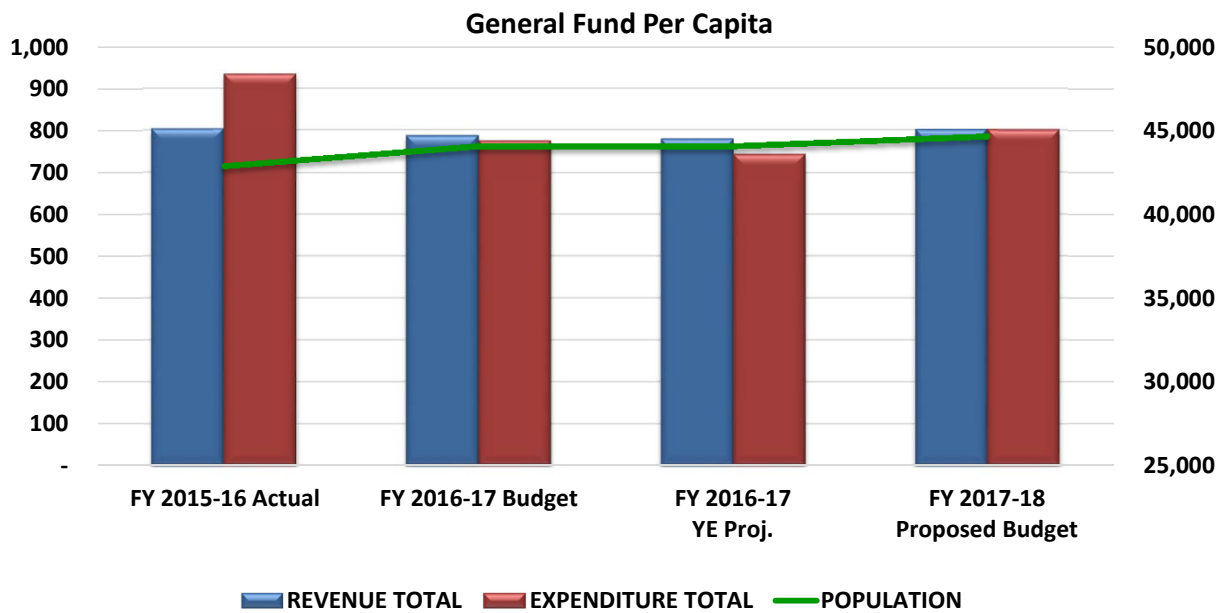
| | | | | |
|---|--------|--------|--------|--------|
| % OF OPERATING EXPENDITURES TARGET % LEVEL | 29.6% | 36.4% | 41.2% | 38.5% |
| | 19.4% | 19.4% | 19.4% | 19.4% |
| # OF DAYS OPERATING EXPENDITURES | 106.71 | 130.92 | 148.36 | 135.84 |
| TARGET # OF DAYS | 70 | 70 | 70 | 70 |

General Fund Overview



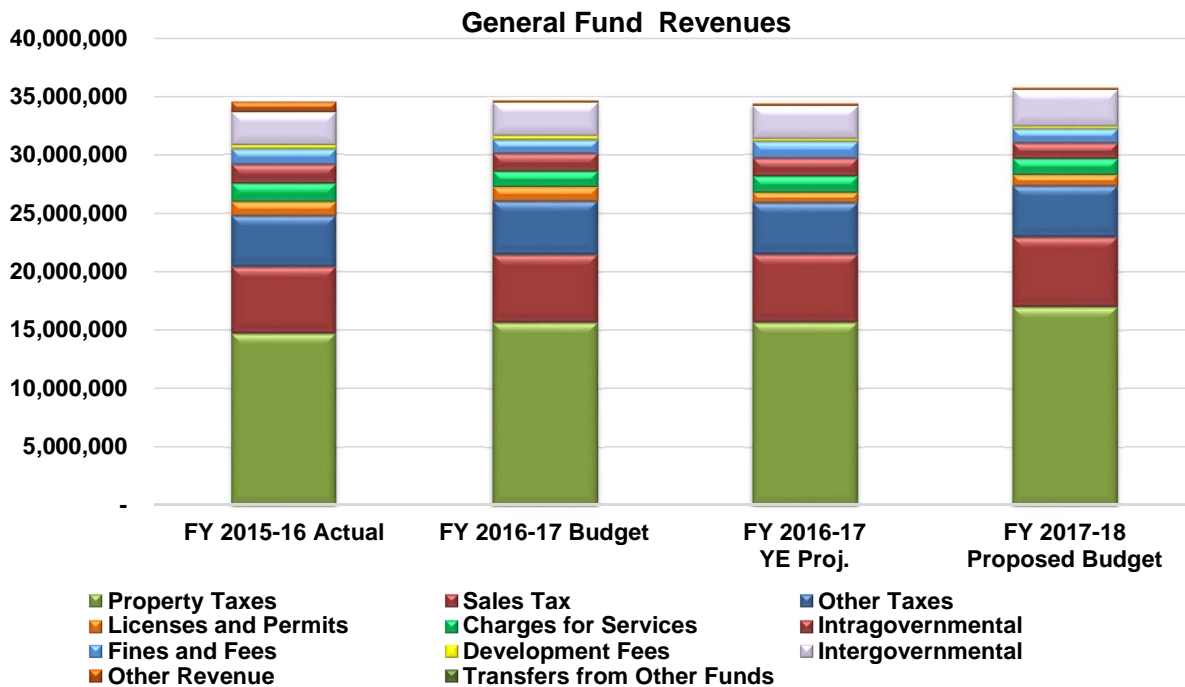
GENERAL FUND REVENUES AND EXPENDITURES PER CAPITA

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| POPULATION | 42,890 | 44,050 | 44,050 | 44,620 | 570 |
| REVENUE TOTAL | 804 | 787 | 780 | 802 | 15 |
| EXPENDITURE TOTAL | 935 | 775 | 743 | 802 | 26 |



SUMMARY OF GENERAL FUND REVENUES

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Revenues</u> | | | | | |
| Taxes | | | | | |
| Property Taxes | \$ 14,682,864 | \$ 15,657,897 | \$ 15,645,856 | \$ 17,001,516 | \$ 1,343,619 |
| Sales Tax | 5,705,047 | 5,813,651 | 5,834,666 | 5,980,533 | 166,882 |
| Other Taxes | 4,379,496 | 4,567,350 | 4,411,195 | 4,389,293 | (178,057) |
| Total Taxes | \$ 24,767,407 | \$ 26,038,898 | \$ 25,891,717 | \$ 27,371,342 | \$ 1,332,444 |
| Licenses and Permits | \$ 1,200,080 | \$ 1,238,108 | \$ 861,846 | \$ 964,856 | \$ (273,252) |
| Charges for Services | 1,563,879 | 1,326,972 | 1,403,444 | 1,373,235 | 46,263 |
| Fines and Fees | 1,302,130 | 1,147,103 | 1,431,748 | 1,204,360 | 57,257 |
| Development Fees | 331,329 | 354,010 | 236,517 | 236,460 | (117,550) |
| Intragovernmental | 1,625,000 | 1,531,773 | 1,531,773 | 1,331,367 | (200,406) |
| Intergovernmental | 2,829,569 | 2,867,193 | 2,821,824 | 3,120,965 | 253,772 |
| Other Revenue | 874,486 | 166,380 | 175,435 | 164,880 | (1,500) |
| Total Other Revenues | \$ 9,726,471 | \$ 8,631,539 | \$ 8,462,587 | \$ 8,396,123 | \$ (235,416) |
| Transfers from Other Funds | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUES AND TRANSFERS | \$ 34,493,878 | \$ 34,670,437 | \$ 34,354,304 | \$ 35,767,465 | \$ 1,097,028 |



DETAIL OF GENERAL FUND REVENUES

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Property Taxes</u> | | | | | |
| Current Taxes | \$ 14,524,947 | \$ 15,541,663 | \$ 15,541,663 | \$ 16,882,718 | \$ 1,341,055 |
| Delinquent Taxes | 108,796 | 66,216 | 51,726 | 62,346 | (3,870) |
| Accrued Property Tax Revenue | - | - | - | - | - |
| Penalty & Interest-Taxes | 49,121 | 50,018 | 52,467 | 56,452 | 6,434 |
| Total Property Taxes | \$ 14,682,864 | \$ 15,657,897 | \$ 15,645,856 | \$ 17,001,516 | \$ 1,343,619 |
| <u>Other Local Taxes</u> | | | | | |
| City Sales Taxes | \$ 5,705,047 | \$ 5,813,651 | \$ 5,834,666 | \$ 5,980,533 | \$ 166,882 |
| Franchise Fees-Txu / Oncor | 532,684 | 530,324 | 531,523 | 536,822 | 6,498 |
| Franchise Fees-Tri County | 678,403 | 876,082 | 831,292 | 831,292 | (44,790) |
| Franchise Fees-Verizon | 636,046 | 668,579 | 540,844 | 526,597 | (141,982) |
| Franchise Fees-Atmos Gas | 513,335 | 494,054 | 476,569 | 476,569 | (17,485) |
| Franchise Fees-Tv Cable | 96,857 | 78,091 | 136,114 | 158,520 | 80,429 |
| Franchise Fees-Sbc/At&T | 130,502 | 132,304 | 118,148 | 110,693 | (21,611) |
| Franchise Fees-Solid Waste | 271,884 | 263,448 | 295,087 | 282,562 | 19,114 |
| Franchise/In-Lieu Of Taxes-W&S | 1,135,000 | 1,141,437 | 1,141,437 | 1,123,731 | (17,706) |
| Franchise/In-Lieu Of Taxes-Drg | 122,000 | 120,028 | 120,028 | 122,354 | 2,326 |
| Franchise Fee-One Source Comm | 68,876 | 70,164 | 64,828 | 64,828 | (5,336) |
| Franchise Fees-Other Misc | 17,475 | 24,450 | 20,462 | 20,462 | (3,988) |
| Mixed Beverage Taxes | 176,434 | 168,389 | 134,863 | 134,863 | (33,526) |
| Total Other Local Taxes | \$ 10,084,543 | \$ 10,381,001 | \$ 10,245,861 | \$ 10,369,826 | \$ (11,175) |
| <u>Licenses and Permits</u> | | | | | |
| Plumbing Permits | \$ 63,895 | \$ 66,776 | \$ 55,757 | \$ 52,225 | \$ (14,551) |
| Mechanical Permits | 33,030 | 29,326 | 26,548 | 24,251 | (5,075) |
| Building & C.O. Permits | 1,066,650 | 1,100,000 | 743,040 | 850,000 | (250,000) |
| Fence, Sign & Misc Permits | 18,650 | 16,940 | 23,878 | 25,853 | 8,913 |
| Electrical Permits | 17,855 | 25,066 | 12,623 | 12,527 | (12,539) |
| Total Licenses and Permits | \$ 1,200,080 | \$ 1,238,108 | \$ 861,846 | \$ 964,856 | \$ (273,252) |
| <u>Charges for Services</u> | | | | | |
| Ambulance Service Fees Revenue | \$ 1,068,417 | \$ 943,818 | \$ 942,136 | \$ 972,404 | \$ 28,586 |
| Lease Revenue-Soccer Facility | (100) | - | - | - | - |
| Park Rental Fees-Facilities | 17,770 | 19,000 | 32,820 | 23,437 | 4,437 |
| Park Rental Fees-Sports Park | 28,646 | 13,966 | 24,717 | 18,742 | 4,776 |
| Rental-Ksp Non Resident Fee | 159,420 | 103,000 | 143,790 | 103,000 | - |
| Facility Rental Fees | 4,780 | 4,870 | 4,870 | 5,240 | 370 |
| Communication Tower Rental | 178,001 | 144,329 | 154,824 | 152,704 | 8,375 |
| Public Arts Sales Commissions | - | 50 | 50 | 50 | - |
| Right-Of-Way Easements | 450 | 450 | 450 | 169 | (281) |
| Oil & Gas Royalty Revenue | - | - | - | - | - |
| Other Services | 22,410 | 11,000 | 11,000 | 11,000 | - |
| Ktc Property Owners Assn Fees | 71,471 | 80,000 | 76,966 | 80,000 | - |
| Write Off Recovery | 12,614 | 6,489 | 11,821 | 6,489 | - |
| Total Charges for Services | \$ 1,563,879 | \$ 1,326,972 | \$ 1,403,444 | \$ 1,373,235 | \$ 46,263 |

DETAIL OF GENERAL FUND REVENUES (CONTINUED)

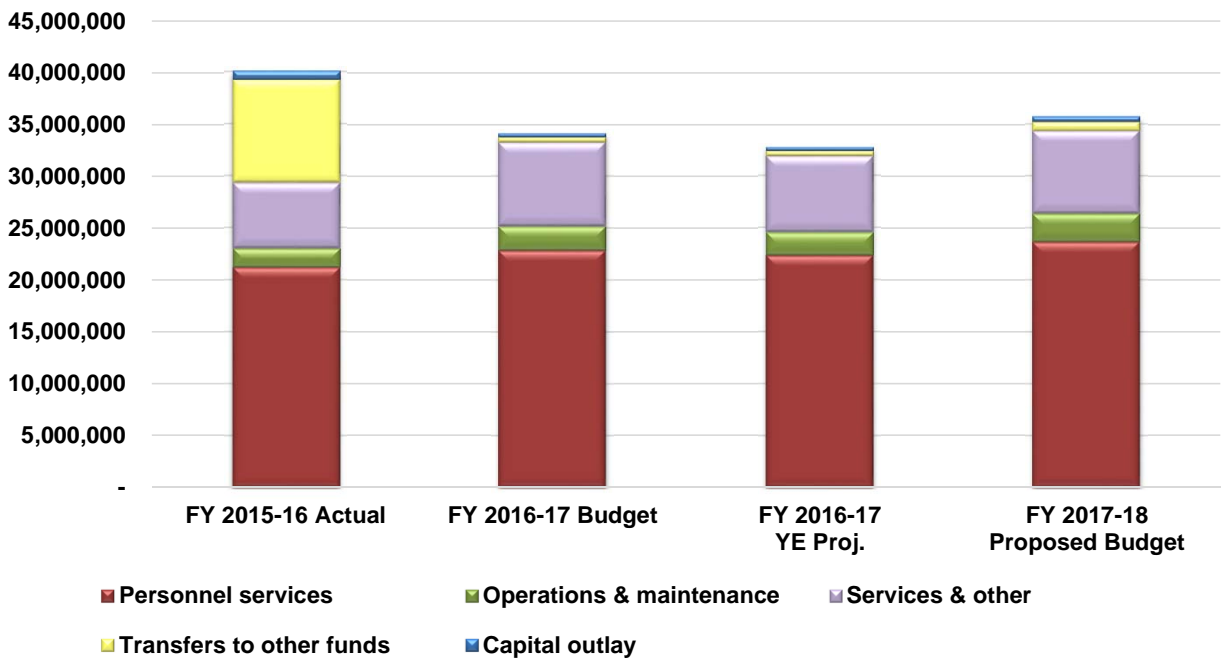
| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Fines and Fees</u> | | | | | |
| Alarms/Permits/Misc Fees-Pd | \$ 1,881 | \$ 2,445 | \$ 1,934 | \$ 2,445 | \$ - |
| Permits & Inspection Fees-Fire | 24,066 | 25,363 | 38,665 | 27,291 | 1,928 |
| Finger Printing Fees | 1,310 | 1,000 | 1,986 | 1,000 | - |
| Alarm Permits-Police | 68,156 | 48,264 | 60,472 | 54,844 | 6,580 |
| Solicitor Permits | 7,815 | 7,000 | 7,000 | 5,929 | (1,071) |
| Special Event Fees/Permits | 3,727 | 7,000 | 1,025 | 7,000 | - |
| Library Fines Revenue | 43,487 | 46,169 | 19,652 | 19,652 | (26,517) |
| Library Lost Books Revenue | 1,109 | 662 | 1,005 | 662 | - |
| Library Service Fees | 10,048 | 9,000 | 12,260 | 10,058 | 1,058 |
| Library Non-Resident Fees | - | - | - | 3,611 | 3,611 |
| Court Fines & Forfeitures | 1,140,501 | 1,000,000 | 1,287,749 | 1,071,668 | 71,668 |
| Animal Control Fees | 30 | 200 | - | 200 | - |
| Animal Control Fees-Colleyvill | - | - | - | - | - |
| Animal Control Fees-Southlake | - | - | - | - | - |
| Animal Control Fees-Roanoke | - | - | - | - | - |
| Total Fines and Fees | \$ 1,302,130 | \$ 1,147,103 | \$ 1,431,748 | \$ 1,204,360 | \$ 57,257 |
| <u>Development Fees</u> | | | | | |
| Paving/Drainage Inspection Fees | \$ 51,747 | \$ 135,000 | \$ 118,138 | \$ 118,138 | \$ (16,862) |
| Construction Plan Review Fees | 220,430 | 165,000 | 67,903 | 67,903 | (97,097) |
| Zoning & Subdivision Fees | 56,559 | 49,000 | 44,724 | 45,409 | (3,591) |
| Street Lighting Developer Fees | 2,592 | 5,010 | 5,752 | 5,010 | - |
| Street Sign Fees | - | - | - | - | - |
| Opticom System Fees | - | - | - | - | - |
| Total Development Fees | \$ 331,329 | \$ 354,010 | \$ 236,517 | \$ 236,460 | \$ (117,550) |
| <u>Intragovernmental Revenue</u> | | | | | |
| Administrative Svcs-W&S Fund | \$ 1,580,000 | \$ 1,488,440 | \$ 1,488,440 | \$ 1,285,540 | \$ (202,900) |
| Administrative Svcs-Kdc | 45,000 | 43,333 | 43,333 | 45,827 | 2,494 |
| Total Intragovernmental Revenue | \$ 1,625,000 | \$ 1,531,773 | \$ 1,531,773 | \$ 1,331,367 | \$ (200,406) |
| <u>Intergovernmental Revenue</u> | | | | | |
| I/G Rev-Southlake | \$ 1,039,585 | \$ 1,075,859 | \$ 1,039,585 | \$ 1,129,016 | \$ 53,157 |
| I/G Rev-Roanoke | 31,435 | 14,000 | 36,179 | 14,000 | - |
| I/G Rev-Town Of Westlake | 888,486 | 914,373 | 888,486 | 950,048 | 35,675 |
| I/G Rev-Colleyville | 755,838 | 785,961 | 755,838 | 876,901 | 90,940 |
| I/G Rev-Kisd | 65,330 | 52,000 | 66,371 | 126,000 | 74,000 |
| I/G Rev-Local-Misc | - | - | - | - | - |
| Grant-Fed Uasi Homeland Sec | - | - | - | - | - |
| Grant-Fed Txdot | 27,860 | 25,000 | 35,365 | 25,000 | - |
| Grant-Fed | 21,034 | - | - | - | - |
| Grant-Local | - | - | - | - | - |
| Total Intergovernmental Revenue | \$ 2,829,569 | \$ 2,867,193 | \$ 2,821,824 | \$ 3,120,965 | \$ 253,772 |

DETAIL OF GENERAL FUND REVENUES (CONTINUED)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Other Revenue</u> | | | | | |
| Merchandise Sales | \$ 22 | \$ 25 | \$ 25 | \$ - | \$ (25) |
| Miscellaneous Revenue | 70,753 | 28,500 | 36,851 | 28,500 | - |
| Miscellaneous Rebates | 32,811 | 37,400 | 36,378 | 36,378 | (1,022) |
| Auction Proceeds | 7,492 | - | 633 | - | - |
| Property Proceeds | 673,905 | - | - | - | - |
| Gain/Loss On Disp Of Assets | 29,790 | - | - | - | - |
| Cash Over/Short | (88) | - | - | - | - |
| Interest Revenue-Investments | 56,505 | 98,140 | 98,140 | 98,140 | - |
| Reimb-Insurance Proceeds | - | - | - | - | - |
| Ticket Sales | 3,225 | 1,072 | 2,165 | 1,862 | 790 |
| Revenue-Taste Keller | - | - | - | - | - |
| Misc Revenue-Art Purchase | 70 | - | - | - | - |
| Donations-Sr Svs | - | - | - | - | - |
| Donations-Capital | - | 1,243 | 1,243 | - | (1,243) |
| Transfer To General Fund | - | - | - | - | - |
| Total Other Revenue | \$ 874,486 | \$ 166,380 | \$ 175,435 | \$ 164,880 | \$ (1,500) |
| REVENUE BEFORE TRANSFERS | \$ 34,493,878 | \$ 34,670,437 | \$ 34,354,304 | \$ 35,767,465 | \$ 1,097,028 |
| <u>TRANSFERS FROM OTHER FUNDS</u> | | | | | |
| Transfer From W&S Fund | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfer From Drainage Fund | - | - | - | - | - |
| Total Interest Revenue-Investments | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUES AND TRANSFERS | \$ 34,493,878 | \$ 34,670,437 | \$ 34,354,304 | \$ 35,767,465 | \$ 1,097,028 |

SUMMARY OF GENERAL FUND EXPENDITURES

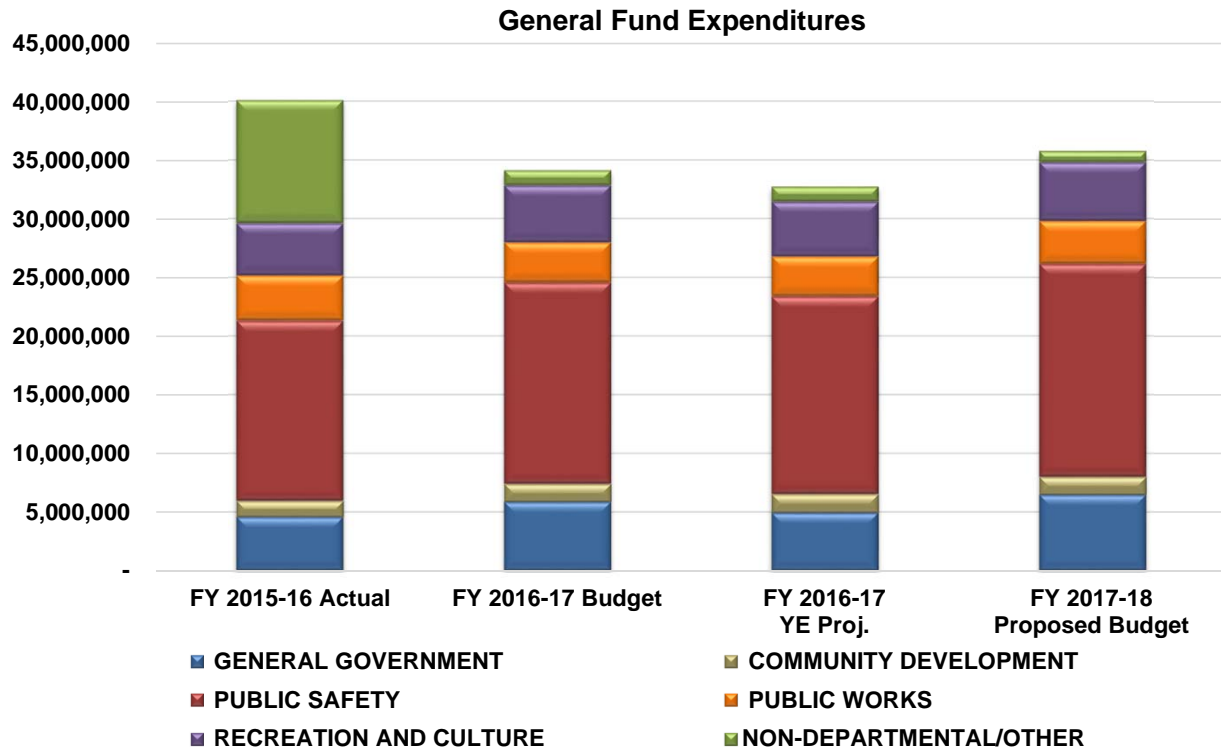
| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 21,192,482 | \$ 22,885,634 | \$ 22,353,043 | \$ 23,665,362 | \$ 779,728 |
| Operations & maintenance | 1,837,360 | 2,319,601 | 2,206,958 | 2,743,507 | 423,906 |
| Services & other | 6,293,933 | 8,094,697 | 7,351,533 | 7,974,917 | (119,780) |
| Transfers to other funds | 9,924,721 | 480,000 | 480,000 | 858,850 | 378,850 |
| Capital outlay | 867,815 | 365,000 | 358,000 | 524,828 | 159,828 |
| TOTAL | \$ 40,116,311 | \$ 34,144,932 | \$ 32,749,534 | \$ 35,767,464 | \$ 1,622,532 |



SUMMARY OF GENERAL FUND EXPENDITURES

| <u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>GENERAL GOVERNMENT</u> | | | | | |
| Administration | \$ 1,458,887 | \$ 1,657,682 | \$ 1,471,163 | \$ 1,523,398 | \$ (134,284) |
| Town Hall Operations | 618,212 | 663,183 | 650,898 | 598,405 | (64,778) |
| Mayor & City Council | 22,443 | 45,490 | 45,490 | 51,474 | 5,984 |
| Finance & Accounting | 950,423 | 1,063,874 | 1,032,884 | 1,235,879 | 172,005 |
| Municipal Court | 316,290 | 310,418 | 310,418 | 329,488 | 19,070 |
| Human Resources | 740,660 | 888,589 | 858,047 | 898,216 | 9,627 |
| Economic Development | 508,466 | 1,264,286 | 608,802 | 1,856,176 | 591,890 |
| GENERAL GOVERNMENT | \$ 4,615,382 | \$ 5,893,522 | \$ 4,977,702 | \$ 6,493,036 | \$ 599,514 |
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| Planning & Zoning | 455,875 | 638,351 | 616,663 | 558,130 | (80,221) |
| Building & Construction Services | 898,643 | 903,062 | 945,820 | 971,229 | 68,167 |
| COMMUNITY DEVELOPMENT | \$ 1,354,518 | \$ 1,541,413 | \$ 1,562,483 | \$ 1,529,359 | \$ (12,054) |
| <u>PUBLIC SAFETY</u> | | | | | |
| Police | 8,344,870 | 9,135,620 | 9,000,016 | 9,451,319 | 315,699 |
| Fire | 6,999,420 | 8,013,778 | 7,874,285 | 8,677,604 | 663,826 |
| PUBLIC SAFETY | \$ 15,344,289 | \$ 17,149,397 | \$ 16,874,300 | \$ 18,128,923 | \$ 979,526 |
| <u>PUBLIC WORKS</u> | | | | | |
| Administration | 376,448 | 411,227 | 421,537 | 526,540 | 115,313 |
| Engineering & Inspections | 434,288 | 545,285 | 502,709 | 479,844 | (65,441) |
| Street Maintenance | 2,601,577 | 1,987,159 | 1,985,311 | 2,195,043 | 207,884 |
| Street Lighting | 439,147 | 460,000 | 460,000 | 460,000 | - |
| PUBLIC WORKS | \$ 3,851,460 | \$ 3,403,672 | \$ 3,369,558 | \$ 3,661,427 | \$ 257,755 |
| <u>RECREATION AND CULTURE</u> | | | | | |
| Library | 1,382,608 | 1,521,708 | 1,438,458 | 1,690,043 | 168,335 |
| Parks & Recreation | 3,092,659 | 3,340,933 | 3,227,070 | 3,328,848 | (12,085) |
| RECREATION AND CULTURE | \$ 4,475,267 | \$ 4,862,641 | \$ 4,665,528 | \$ 5,018,891 | \$ 156,250 |
| NON-DEPARTMENTAL/OTHER | \$ 10,475,395 | \$ 1,294,287 | \$ 1,299,963 | \$ 935,828 | \$ (358,459) |
| TOTAL | \$ 40,116,311 | \$ 34,144,932 | \$ 32,749,534 | \$ 35,767,464 | \$ 1,622,532 |

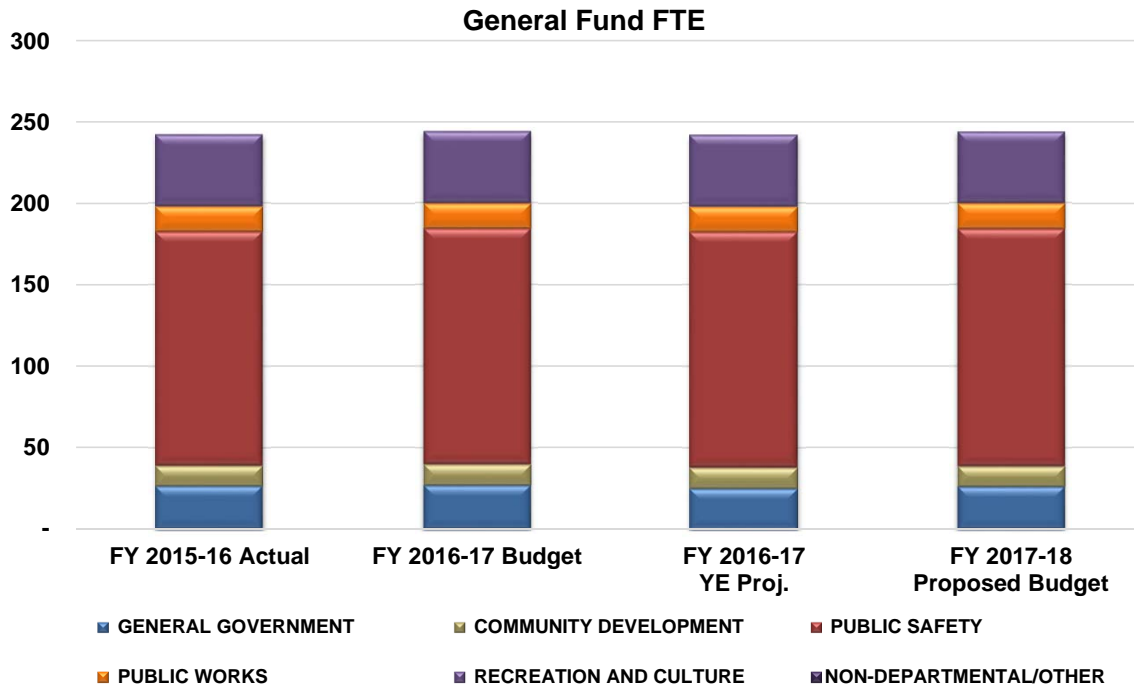
SUMMARY OF GENERAL FUND EXPENDITURES



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

| <u>PERSONNEL BY ACTIVITY/DEPARTMENT:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| <u>GENERAL GOVERNMENT</u> | | | | | |
| Administration | 9.48 | 9.48 | 7.48 | 7.48 | (2.00) |
| Town Hall Operations | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Mayor & City Council | - | - | - | - | - |
| Finance & Accounting | 7.50 | 7.50 | 7.50 | 8.00 | 0.50 |
| Municipal Court | - | - | - | - | - |
| Human Resources | 5.00 | 5.48 | 5.48 | 5.48 | - |
| Economic Development | 1.78 | 1.78 | 1.78 | 2.48 | 0.70 |
| GENERAL GOVERNMENT | 26.76 | 27.24 | 25.24 | 26.44 | (0.80) |
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| Planning & Zoning | 5.18 | 5.18 | 5.18 | 4.27 | (0.92) |
| Building & Construction Services | 7.23 | 7.48 | 7.48 | 8.00 | 0.52 |
| COMMUNITY DEVELOPMENT | 12.41 | 12.66 | 12.66 | 12.27 | (0.40) |
| <u>PUBLIC SAFETY</u> | | | | | |
| Police | 86.48 | 87.48 | 87.48 | 88.44 | 0.96 |
| Fire | 57.00 | 57.00 | 57.00 | 57.00 | - |
| PUBLIC SAFETY | 143.48 | 144.48 | 144.48 | 145.44 | 0.96 |
| <u>PUBLIC WORKS</u> | | | | | |
| Administration | 2.50 | 2.50 | 2.50 | 3.00 | 0.50 |
| Engineering & Inspections | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Street Maintenance | 9.83 | 9.83 | 9.83 | 9.50 | (0.33) |
| Street Lighting | - | - | - | - | - |
| PUBLIC WORKS | 15.33 | 15.33 | 15.33 | 15.50 | 0.17 |
| <u>RECREATION AND CULTURE</u> | | | | | |
| Library | 15.48 | 15.49 | 15.49 | 15.49 | - |
| Parks & Recreation | 28.56 | 28.56 | 28.56 | 28.56 | - |
| RECREATION AND CULTURE | 44.04 | 44.05 | 44.05 | 44.05 | - |
| <u>NON-DEPARTMENTAL/OTHER</u> | | | | | |
| | - | - | - | - | - |
| TOTAL | 242.02 | 243.76 | 241.76 | 243.70 | (0.07) |

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



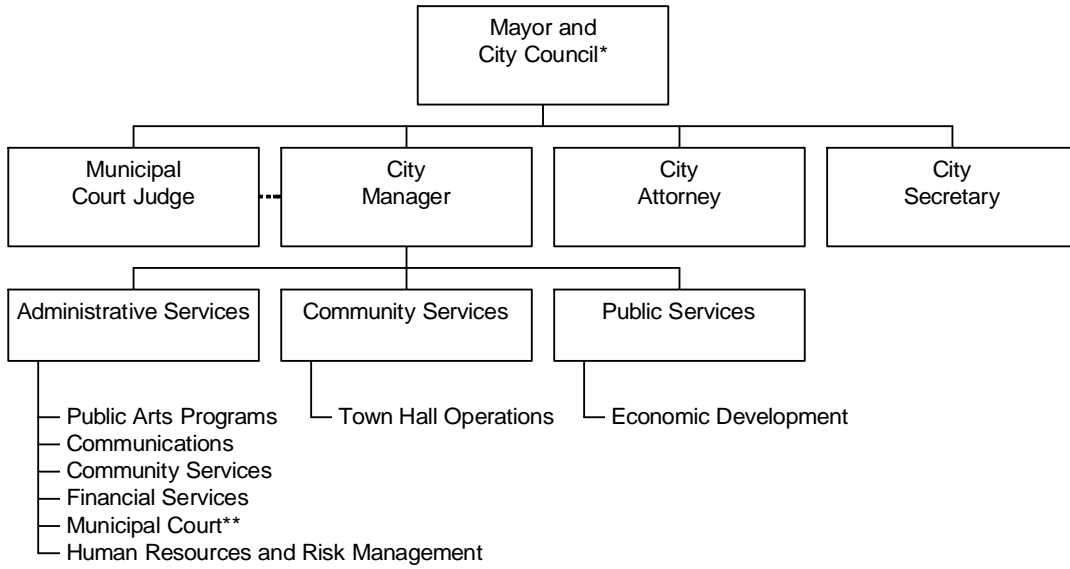
SUMMARY OF GENERAL FUND ENHANCEMENTS

| ENHANCEMENTS | FY 2017-18 Proposed Budget |
|---|---|
| Traffic Circle - Johnson Rd and Keller Smithfield (1/4 Funding) | \$ 231,250 |
| Economic Development | 225,058 |
| Old Town Keller East Concept | 150,000 |
| Power Load Device | 109,807 |
| Chest Compression Device | 52,021 |
| TxDOT Signal Timing | 50,000 |
| Portal Sign Design | 50,000 |
| Compact Track Loader | 48,500 |
| Animal Control Officer Reclassifications | 34,245 |
| Code Compliance Technician PT to FT | 33,456 |
| Finance Software Consultant | 30,800 |
| Replace AEDs | 10,800 |
| Building Maintenance Reclassification | 8,463 |
| ED Business Web Portal | 4,800 |
| Street Maintenance I-Pads | 2,560 |
| Various IT/GIS Improvements | 3,313 |
| TOTAL | \$ 1,045,073 |

SUMMARY OF GENERAL FUND ONE-TIME EXPENDITURES

| ONE-TIME EXPENDITURE COSTS | FY 2017-18 Proposed Budget |
|---|---|
| Traffic Circle - Johnson Rd and Keller Smithfield (1/4 Funding) | \$ 231,250 |
| Old Town Keller East Concept | 150,000 |
| Power Load Device | 109,807 |
| Chest Compression Device | 52,021 |
| TxDOT Signal Timing | 50,000 |
| Portal Sign Design | 50,000 |
| Compact Track Loader | 48,500 |
| Finance Software Consultant | 30,800 |
| Replace AEDs | 10,800 |
| TOTAL | \$ 733,178 |

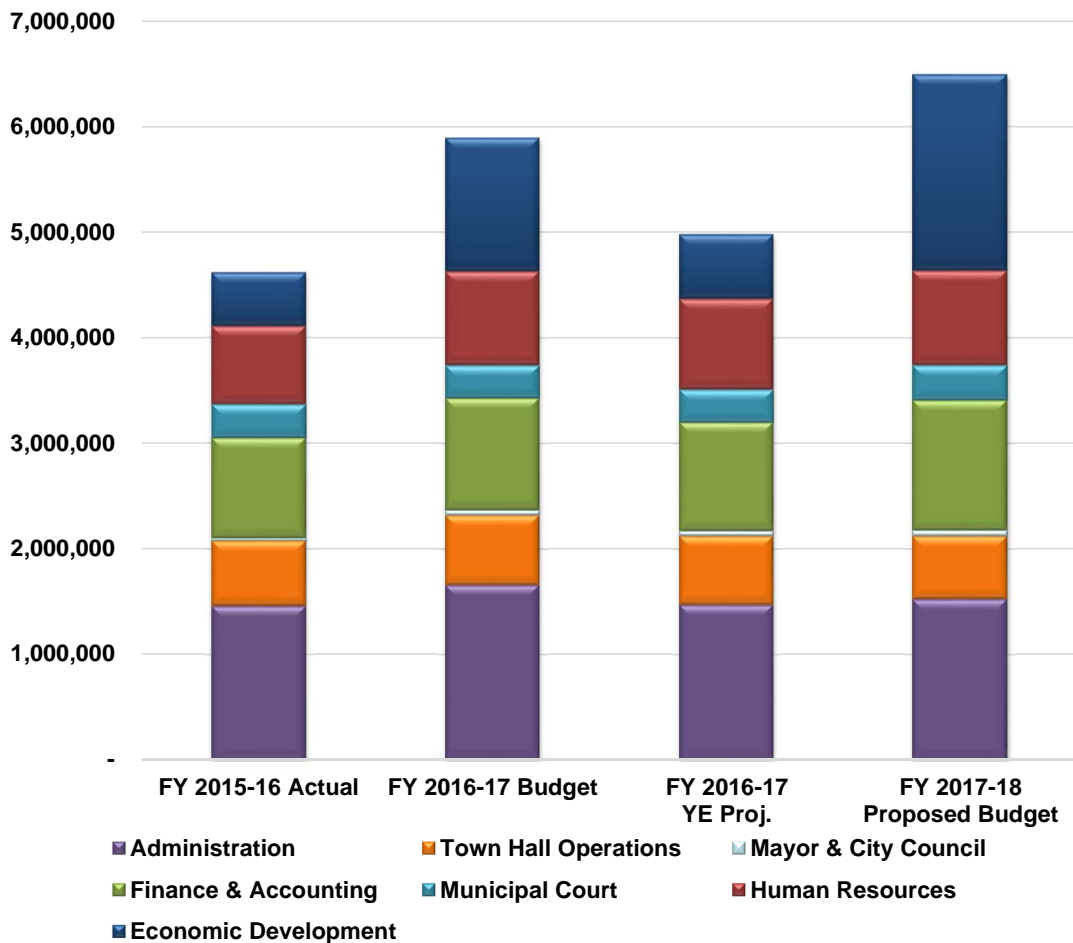
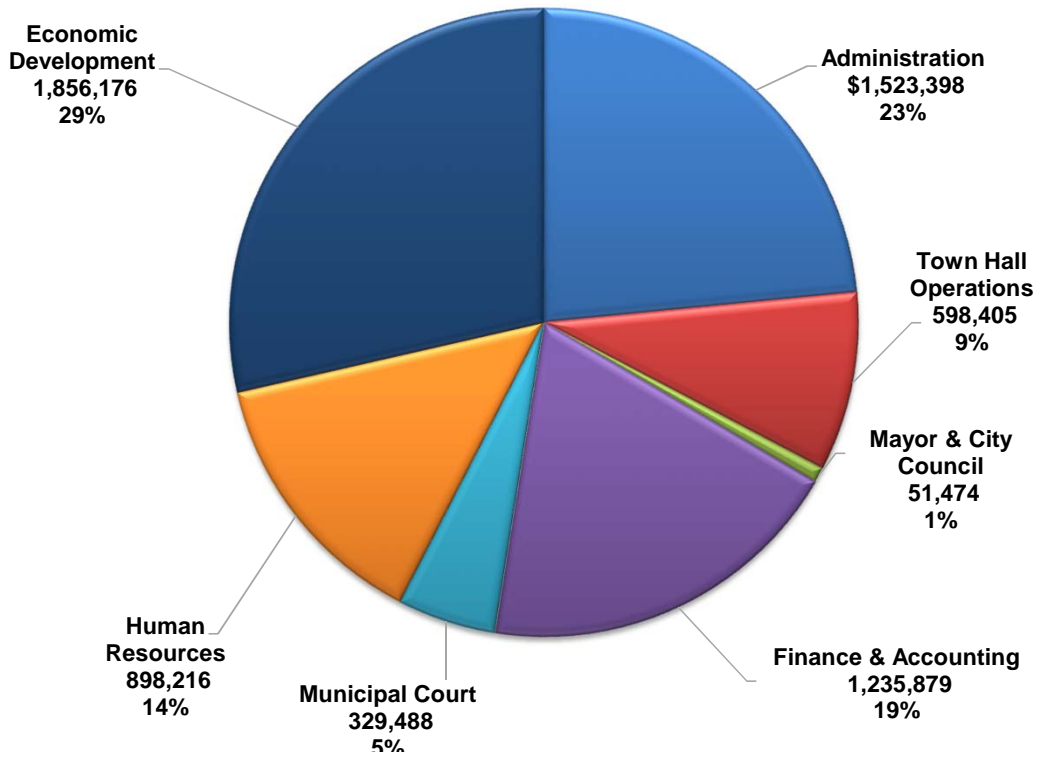
GENERAL GOVERNMENT



* Denotes elected position.

** On October 1, 2012, the cities of Colleyville and Keller merged their respective court operations into a single municipal court. The Municipal Court Judge, as well as Municipal Court activities, now operate from the City of Colleyville Justice Center. The Municipal Court Judge is appointed by both cities.

GENERAL GOVERNMENT



GENERAL GOVERNMENT

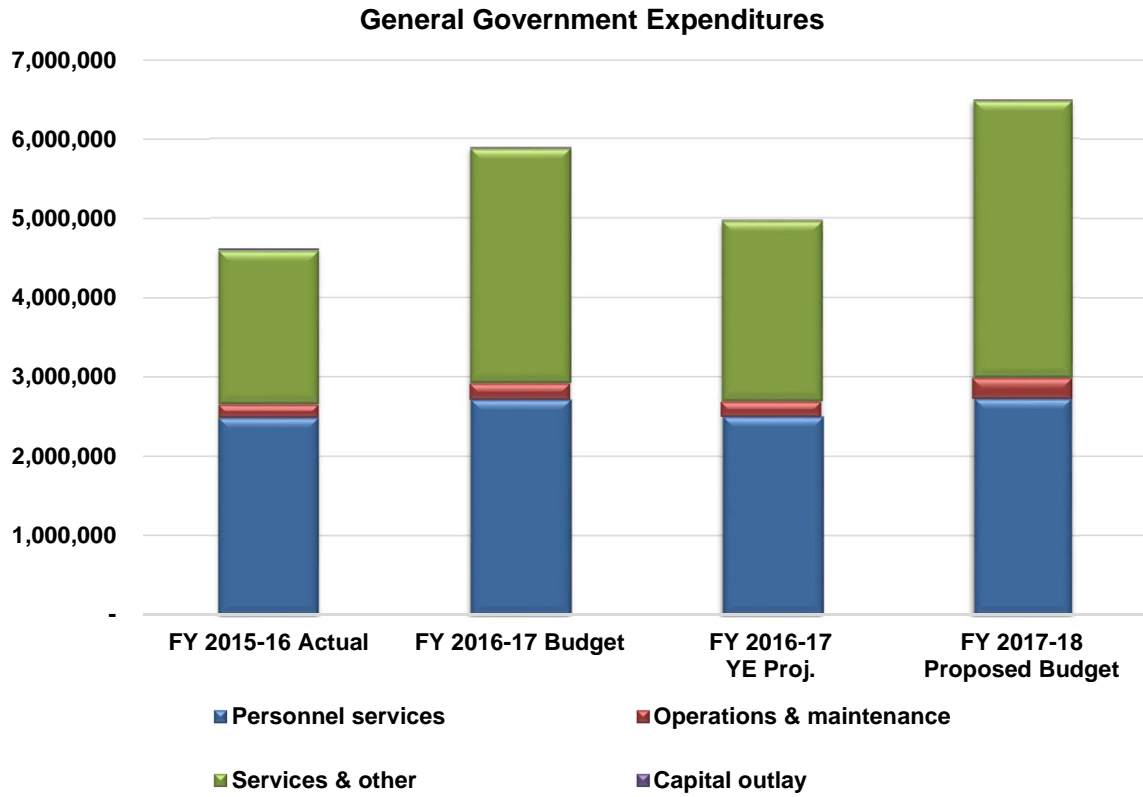
EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 1,458,887 | \$ 1,657,682 | \$ 1,471,163 | \$ 1,523,398 | \$ (134,284) |
| Town Hall Operations | 618,212 | 663,183 | 650,898 | 598,405 | (64,778) |
| Mayor & City Council | 22,443 | 45,490 | 45,490 | 51,474 | 5,984 |
| Finance & Accounting | 950,423 | 1,063,874 | 1,032,884 | 1,235,879 | 172,005 |
| Municipal Court | 316,290 | 310,418 | 310,418 | 329,488 | 19,070 |
| Human Resources | 740,660 | 888,589 | 858,047 | 898,216 | 9,627 |
| Economic Development | 508,466 | 1,264,286 | 608,802 | 1,856,176 | 591,890 |
| TOTAL | \$ 4,615,382 | \$ 5,893,522 | \$ 4,977,702 | \$ 6,493,036 | \$ 599,514 |

EXPENDITURES BY CATEGORY:

| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Personnel services | \$ 2,487,204 | \$ 2,716,106 | \$ 2,502,019 | \$ 2,726,043 | \$ 9,937 |
| Operations & maintenance | 167,388 | 202,305 | 189,600 | 264,665 | 62,360 |
| Services & other | 1,936,391 | 2,960,111 | 2,278,083 | 3,489,328 | 529,217 |
| Capital outlay | 24,398 | 15,000 | 8,000 | 13,000 | (2,000) |
| TOTAL | \$ 4,615,382 | \$ 5,893,522 | \$ 4,977,702 | \$ 6,493,036 | \$ 599,514 |

GENERAL GOVERNMENT



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DEPARTMENT: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Administration | 9.48 | 9.48 | 7.48 | 7.48 | -2.00 |
| Town Hall Operations | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Finance & Accounting | 7.50 | 7.50 | 7.50 | 8.00 | 0.50 |
| Human Resources | 5.00 | 5.48 | 5.48 | 5.48 | 0.00 |
| Economic Development | 1.78 | 1.78 | 1.78 | 2.48 | 0.70 |
| TOTAL | 26.76 | 27.24 | 25.24 | 26.44 | -0.80 |

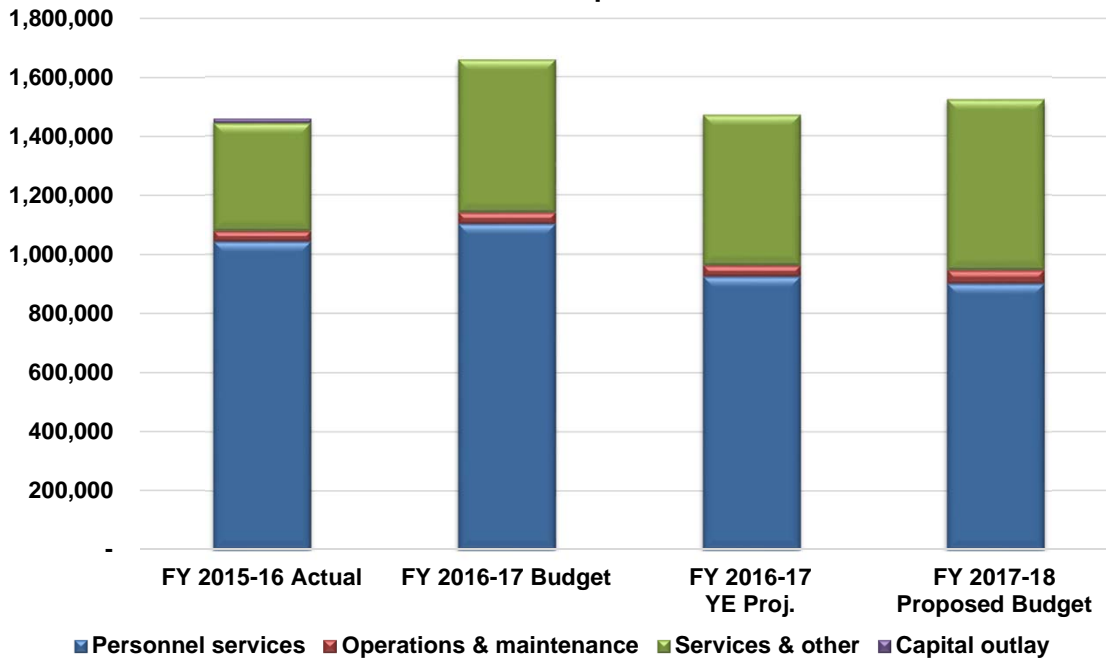
ADMINISTRATION DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 853,190 | \$ 965,458 | \$ 834,364 | \$ 879,787 | (85,671) |
| Public Arts Programs | 36,104 | 39,370 | 39,370 | 38,920 | (450) |
| City Secretary | 363,115 | 375,590 | 333,338 | 298,556 | (77,034) |
| Communications | 138,338 | 178,023 | 164,850 | 181,494 | 3,471 |
| Community Services | 68,140 | 99,241 | 99,241 | 124,641 | 25,400 |
| TOTAL | \$ 1,458,887 | \$ 1,657,682 | \$ 1,471,163 | \$ 1,523,398 | \$ (134,284) |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 1,041,773 | \$ 1,101,877 | \$ 923,764 | \$ 900,069 | (201,808) |
| Operations & maintenance | 35,735 | 38,700 | 38,500 | 45,000 | 6,300 |
| Services & other | 365,779 | 517,105 | 508,899 | 578,329 | 61,224 |
| Capital outlay | 15,601 | - | - | - | - |
| TOTAL | \$ 1,458,887 | \$ 1,657,682 | \$ 1,471,163 | \$ 1,523,398 | \$ (134,284) |

Administration Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 5.48 | 5.48 | 4.48 | 4.48 | -1.00 |
| City Secretary | 3.00 | 3.00 | 2.00 | 2.00 | -1.00 |
| Communications | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| TOTAL | 9.48 | 9.48 | 7.48 | 7.48 | -2.00 |

ADMINISTRATION DEPARTMENT

ADMINISTRATION DIVISION (100-100-01)

DEPARTMENT DESCRIPTION:

The Administration Department's Administration Division consists of the City Manager, Management Assistant, Executive Secretary, Customer Service Representative and part-time Town Hall Receptionist. The City Manager's Office provides leadership and direction for City departments in the implementation of the City Council's strategic goals, directives and policies. The administration division works with the City Council and its appointed boards and commissions to develop, analyze, and implement policy direction. The City Manager's Office establishes direction and expectations for service delivery by all City employees, developing, implementing and monitoring the City's budget and capital improvements. 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:

- * Maintained weekly distribution of Friday report to City Council; added monthly ongoing and completed project
- * Worked with all departments to address resident comments and concerns for resolution and follow up
- * 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
- * Utilized City Council work sessions to conduct strategic planning budget meetings
- * Facilitated meetings with Bell Helicopter regarding air traffic over Keller and informed our citizens of the facts

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 Roscoe's BBQ, Seven Mile Café, Sam's Club, Natural Grocers, and Hampton Inn and Suites
- * Implemented new Boards and Commissions appointment and attendance procedures
- * Oversaw staff efforts on current and future Capital Improvement Projects including, but not limited to: drainage improvements, Fire Station refurbishments, Old Town Keller improvements, street expansions and enhancements to manage growth and traffic patterns, park and trails development and renovation, water infrastructure enhancements
- * Coordinated Sewer Advisory Task Force meetings and recommendation process

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

- * Developed efforts to increase transparency with initiatives including the Open Government financial website and InSite legislative research website
- * Crafted a budget that allowed for the fiscal year 2016/17 tax rate to be lowered to \$0.43000 per \$100 of taxable value, the third consecutive decrease in the tax rate while increasing the homestead exemption rate from 1% to 4% the first increase in 30 years
- * Initiated a replacement fund for future fire apparatus and facility capital expenses thus avoiding the need to issue debt in the future by cash funding the critical needs
- * Reorganized the Administrative Division by eliminating the position of Director of Administrative Services by assigning those tasks to current employees resulting in savings of over \$100,000

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

- * Implemented new agenda management software to improve processes for organizing, storing, tracking and retrieving current and historical legislative information
- * Employee survey conducted in November, 2016, to assist Department Directors with communications and improving their Servant Leadership skills
- * Conducted employee and supervisory quarterly roundtable discussions with employees to brief employees on the City vision and expectations while soliciting their ideas and concerns

ADMINISTRATION DEPARTMENT ADMINISTRATION DIVISION (100-100-01)

ADMINISTRATION GOALS/ACCOMPLISHMENTS: (Continued)

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

- * Successfully implemented Citizens Academy program with the objective to create a pool of informed citizens to hopefully spark their interest to serve on City boards and commissions
- * Provided swift and comprehensive response to all emergency situations, including coordination of storm debris collection following the March 2017 EF-0 Tornado. The only city in the area that was communicating live with its residents during the storm on Facebook and Twitter
- * Implemented curbside yard waste program that diverts biodegradable materials from the landfill
- * Received 29 awards overall in 2015 and 34 awards in 2016 from various non-profit and for profit organizations for exceptional public service

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 642,346 | \$ 672,292 | \$ 541,198 | \$ 554,900 | \$ (117,392) |
| Operations & maintenance | 8,678 | 8,300 | 8,300 | 13,000 | 4,700 |
| Services & other | 186,565 | 284,866 | 284,866 | 311,887 | 27,021 |
| Capital outlay | 15,601 | - | - | - | - |
| TOTAL | \$ 853,190 | \$ 965,458 | \$ 834,364 | \$ 879,787 | \$ (85,671) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Director of Administrative Services | 1.00 | 1.00 | - | - | -1.00 |
| Executive Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Management Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Customer Service Rep. | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Receptionist | 0.48 | 0.48 | 0.48 | 0.48 | 0.00 |
| TOTAL | 5.48 | 5.48 | 4.48 | 4.48 | -1.00 |

ADMINISTRATION DEPARTMENT

PUBLIC ARTS PROGRAMS DIVISION (100-100-02)

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.
3. Maintain a productive relationship with Keller Public Arts Society and provide appropriate guidance in their mission to coordinate public art activities and raise funds for public art initiatives within the City of Keller.
4. Explore and introduce various forms of art to the Keller community.

DEPARTMENT/DIVISION OBJECTIVES:

1. Coordinate an annual schedule for programming and events.
2. Work with the Keller Public Arts Society to establish a signature, recurring event that encourages participation of multiple visual artists.
3. Update and maintain the Public Arts Master Plan and Policy.
4. Purchase one major piece of art at least every other year.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Keller Public Arts Board meetings and work sessions | 22 | 20 | 25 | 28 |
| Monthly public art shows | 11 | 11 | 11 | 11 |
| Public art pieces obtained through purchase or donation | 1 | 2 | 0 | 2 |
| Concerts | 5 | 6 | 6 | 6 |
| Public art events and receptions | 15 | 12 | 16 | 14 |
| Meetings and work sessions with Keller Public Arts Society | 12 | 25 | 19 | 20 |

**ADMINISTRATION DEPARTMENT
PUBLIC ARTS PROGRAMS DIVISION (100-100-02)**

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 365 | \$ 1,270 | \$ 1,270 | \$ 1,270 | \$ - |
| Operations & maintenance | 25,655 | 28,000 | 28,000 | 29,750 | 1,750 |
| Services & other | 10,084 | 10,100 | 10,100 | 7,900 | (2,200) |
| TOTAL | \$ 36,104 | \$ 39,370 | \$ 39,370 | \$ 38,920 | \$ (450) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this program | | | | | |
| TOTAL | - | - | - | - | - |

ADMINISTRATION DEPARTMENT CITY SECRETARY DIVISION (100-100-03)

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 the City Council, boards and commission members to complete the Texas Open Meetings Act and Texas Public Information Act training.
4. Maintain and update the Code of Ordinances.
5. Hold City Council general and run-off elections as well as special elections, as directed by City Council.
6. Assist the City Council with board and commission appointments.

DEPARTMENT/DIVISION OBJECTIVES:

1. Create a new election website page that will provide packet, and candidate information before the 2018 election cycle.
2. Utilize Legistar to allow citizens to apply for boards and commissions and to track members' terms and information before the 2018 boards and commissions appointment process.
3. Create a new boards and commissions handbook before the 2018 appointments.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|----------------------|----------------------|------------------------|----------------------------------|
| City Council Meeting and work sessions held | 39 | 40 | 39 | 40 |
| City Council general and run-off elections held | 2 | 2 | 2 | 2 |
| Special Elections held | 2 | 1 | 0 | 1 |
| Process and respond to open records requests | 387 | 375 | 362 | 369 |

PERFORMANCE INDICATORS

| | | | | |
|---|------|------|------|------|
| Percent of meeting minutes presented by next meeting for approval | 100% | 100% | 100% | 100% |
|---|------|------|------|------|

ADMINISTRATION DEPARTMENT CITY SECRETARY DIVISION (100-100-03)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 291,291 | \$ 296,981 | \$ 254,729 | \$ 210,763 | (86,218) |
| Operations & maintenance | 1,402 | 2,100 | 2,100 | 2,100 | - |
| Services & other | 70,423 | 76,509 | 76,509 | 85,693 | 9,184 |
| TOTAL | \$ 363,115 | \$ 375,590 | \$ 333,338 | \$ 298,556 | \$ (77,034) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| City Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Assistant City Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Records Management Coord. | 1.00 | 1.00 | - | - | -1.00 |
| TOTAL | 3.00 | 3.00 | 2.00 | 2.00 | -1.00 |

ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-100-04)

DEPARTMENT DESCRIPTION:

The Administration Department's Communications Division consists of the Public Information Officer. 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, events and initiatives.
5. Serve as a liaison between city officials, city staff, outside organizations and the media, and as the city spokesperson as appropriate.
6. Recommend, oversee implementation, and develop policies and procedures for the use of communication technology and outlets.
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.
2. Develop new strategies to improve the mobile user experience, including the continuation of website streamlining and analytics-based adjustments, and the exploration of a city-focused mobile app.
3. Partner with department heads to produce citizen-friendly budget and 'State of the City' materials.
4. Expand city communication efforts to include an extended Keller Citizen Academy for adults, a new Keller High School Citizen Academy and more video projects.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Weekly E-Newsletters Published | 52 | 52 | 52 | 52 |
| State of the City Presentations Prepared | 5 | 5 | 4 | 4 |
| Special Publications Produced | 1 | 2 | 1 | 2 |
| Community Surveys Managed & Marketed | 8 | 6 | 7 | 6 |
| Social Media Accounts Administered | 15 | 16 | 17 | 17 |
| Active Website E-Notification Subscribers | 11,740 | 11,200 | 13,300 | 13,500 |
| SirenGPS/Mass Notification Users | N/A | N/A | 3,750 | 4,125 |
| PERFORMANCE INDICATORS | | | | |
| Average Facebook Post Reach (largest account - City of Keller Government) | 7,169 | 7,400 | 8,460 | 8,750 |
| Average Twitter Monthly Impressions (largest account - @kellerpolice) | 276,900 | N/A | 246,000 | 250,000 |
| Average News E-Notification Open Rate | 27% | 29% | 28% | 28% |
| Unique Website Page Views | 1.47M | 1.6M | 1.46M | 1.48M |

ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-100-04)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 102,526 | \$ 107,993 | \$ 103,226 | \$ 108,055 | 62 |
| Operations & maintenance | - | 300 | 100 | 150 | (150) |
| Services & other | 35,811 | 69,730 | 61,524 | 73,289 | 3,559 |
| TOTAL | \$ 138,338 | \$ 178,023 | \$ 164,850 | \$ 181,494 | 3,471 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Public Information Officer | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 1.00 | 1.00 | 1.00 | 1.00 | - |

ADMINISTRATION DEPARTMENT COMMUNITY SERVICES DIVISION (100-100-05)

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 two (2) recycling events per year for Keller residents.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Recycling events held | 2 | 2 | 2 | 2 |
| Keller Farmers Market events supported | 26 | 26 | 26 | 26 |
| Northeast Transportation Service riders | 2,952 | 3,329 | 3,528 | 4,050 |

**ADMINISTRATION DEPARTMENT
COMMUNITY SERVICES DIVISION (100-100-05)**

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 5,244 | \$ 23,341 | \$ 23,341 | \$ 25,081 | 1,740 |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 62,896 | 75,900 | 75,900 | 99,560 | 23,660 |
| TOTAL | \$ 68,140 | \$ 99,241 | \$ 99,241 | \$ 124,641 | 25,400 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this program | | | | | |
| TOTAL | - | - | - | - | - |

TOWN HALL OPERATIONS

TOWN HALL OPERATIONS (100-110)

DEPARTMENT DESCRIPTION:

The Purpose of the department is to provide facility maintenance service and assistance to the following facilities; Town Hall, Police, Jail, Animal Adoption Center, Municipal Service Center, Fire Stations 1,2 & 3, Senior Activities Center, and the Library duties include the general oversight of the facility maintenance, general repairs, HVAC Systems, electrical, plumbing and lighting along with the overall buildings operation.

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 541 Keller Parkway.
2. Continue to monitor building energy consumption and recommend changes to improve overall energy efficiency and conservation within the cities facilities.
3. Establish and maintain routine preventive maintenance of heating, ventilation, air conditioning(HVAC) and emergency generators. Ensure equipment is adequately cover 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 and roof systems.
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, Floor and Window Cleaning contract, Clock Tower Preventative Maintenance contract and all facilities. Also numerous other contracts per building.

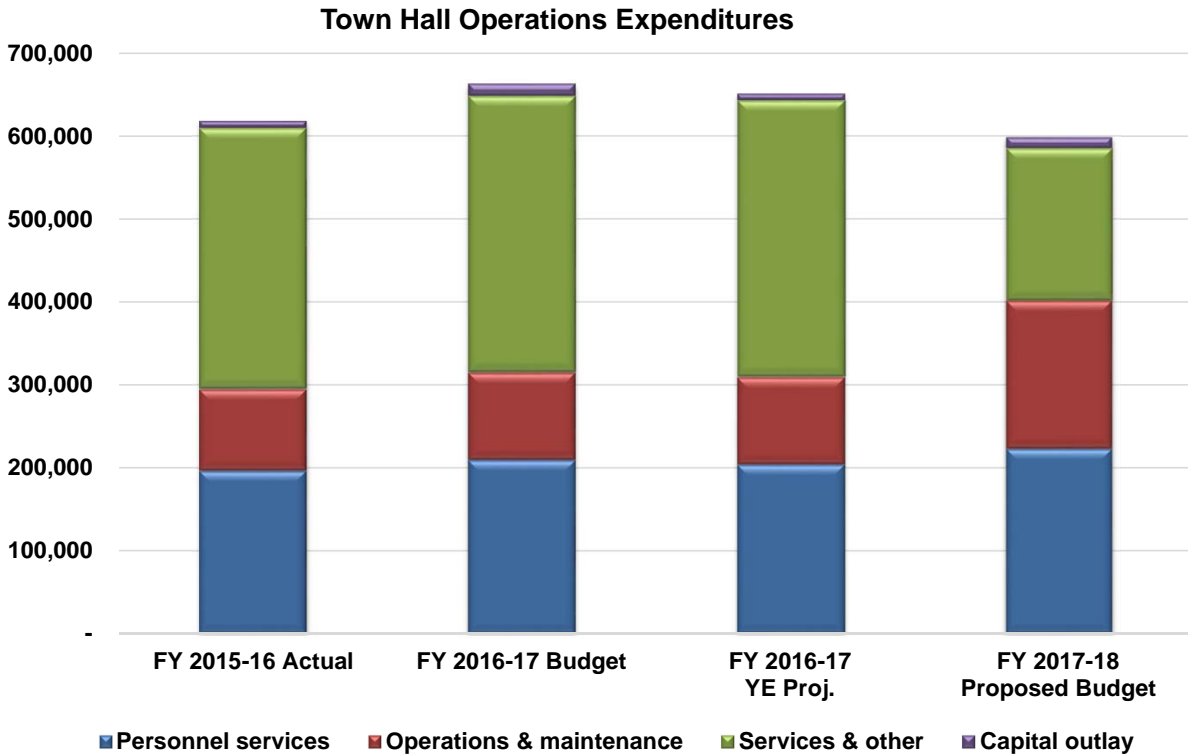
SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|-----------------------------------|------------------------------|------------------------------|--------------------------------|---|
| Overall Systems Maintained: | 200,100 | 200,100 | 200,100 | 200,100 |
| HVAC Systems | 58 | 57 | 57 | 57 |
| Electrical Systems | 12 | 11 | 11 | 11 |
| Plumbing Systems | 12 | 11 | 11 | 11 |
| Elevators | 1 | 2 | 2 | 2 |
| Fire & Sprinkler Systems | 4 | 7 | 7 | 7 |
| Generators | 7 | 7 | 7 | 7 |
| Facility Inspections | 12 | 11 | 11 | 11 |
| After Hours events supported | 15 | 30 | 30 | 30 |
| Contracts Supported by Facilities | 12 | 12 | 12 | 12 |

TOWN HALL OPERATIONS

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | Budget Variance (\$) |
| Personnel services | \$ 196,260 | \$ 209,344 | \$ 204,059 | \$ 222,676 | 13,332 |
| Operations & maintenance | 98,810 | 105,750 | 105,750 | 178,950 | 73,200 |
| Services & other | 314,346 | 333,089 | 333,089 | 183,779 | (149,310) |
| Capital outlay | 8,797 | 15,000 | 8,000 | 13,000 | (2,000) |
| TOTAL | \$ 618,212 | \$ 663,183 | \$ 650,898 | \$ 598,405 | \$ (64,778) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | |
|------------------------------------|-------------|-------------|-------------|-----------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | Budget Variance (\$) |
| Facilities Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Maintenance Technician I | 1.00 | 1.00 | 1.00 | - | -1.00 |
| Building Maintenance Technician II | 1.00 | 1.00 | 1.00 | 2.00 | 1.00 |
| TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |

MAYOR & CITY COUNCIL

MAYOR & CITY COUNCIL (100-120-01)

DEPARTMENT DESCRIPTION:

The mission of the Mayor and 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. Enhance economic development opportunities within the City:

- * Increased the city's tax base through sustainable residential, commercial and retail development which resulted in \$217 million in new construction
- * Responsible for direction resulting in the successful economic development incentives agreement which will bring the first hotel to Keller Town Center
- * Continued investing in the growth and redevelopment of Old Town Keller by approving the construction contract for public improvements on the west side totaling \$4.2 million and attracted Roscoe's BBQ restaurant
- * Responsible for direction resulting in the sale of the former city hall in Old Town which brought in 7 Mile Café an upscale breakfast/lunch eatery
- * Working with the Keller Economic Development Board hired a consultant to assist with attracting quality commercial to large parcels remaining on Keller Parkway which included Natural Grocers and Braums restaurant
- * Responsible for direction resulting in the opening of Sam's Club on Golden Triangle with high building standards
- * Responsible for direction resulting in the sale of city owned property on Elm Street which will bring a privately owned wedding/corporate event center.

2. Improve communication between the City and its citizens:

- * Efficiently communicated citizen concerns, complaints and comments to the City Manager for resolution and follow-up
- * Approved funding for significant upgrades to the City communications efforts to improve accessibility, transparency and citizen engagement as well as the city's first mass notification system
- * Earned the Gold Medal Award in Financial Transparency from the Texas State Comptroller's Office
- * Continued the funding of Open Government Financial Software that allows citizens access to City financial data

3. Strategically enhance the City's financial position to ensure continued viability and the capacity to implement priority capital improvement projects:

- * Lowered the fiscal year 2017 tax rate to \$0.43000 per \$100 of taxable value, the third consecutive decrease in the tax rate
- * For the first time in 20 years increased the homestead exemption rate from 1% to 4%
- * Cash funded \$9 million in Capital Improvement Projects
- * Initiated a replacement fund for future fire apparatus and facility capital expenses thus avoiding the need to issue debt in the future by cash funding the critical needs
- * Maintained current bond ratings at AAA (Standard & Poor'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. Complete current and future Capital Improvement Projects to include, but not limited to:

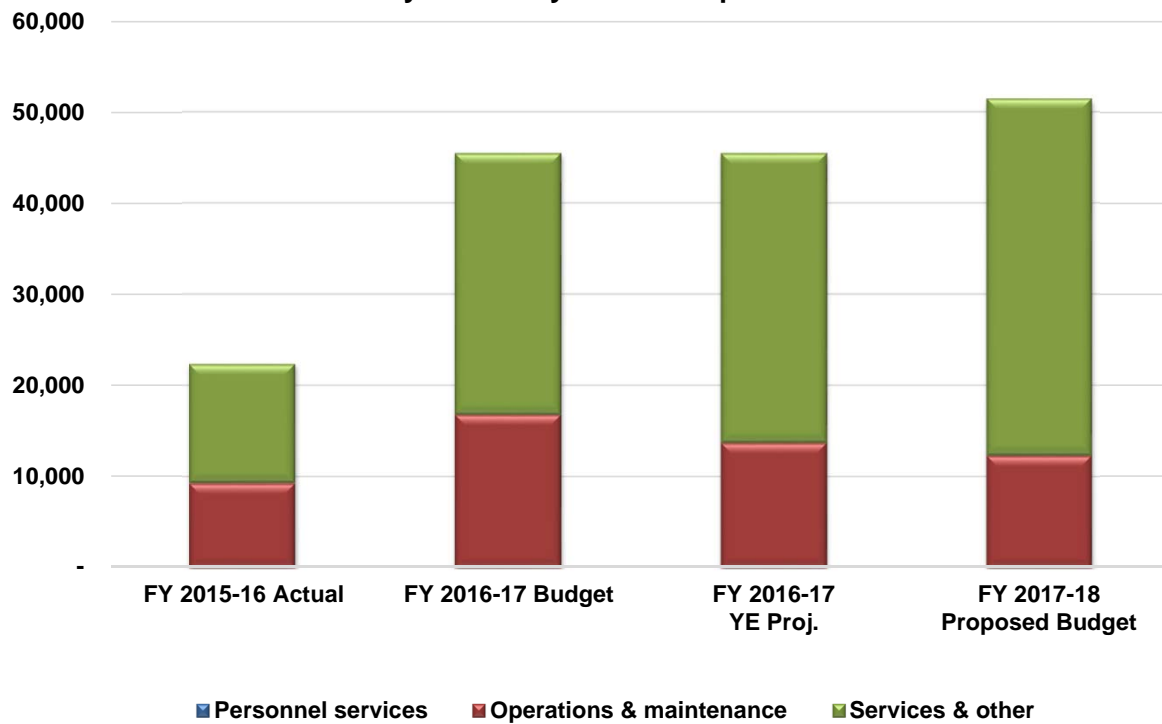
- * Drainage improvements
- * Fire Station refurbishments
- * Old Town Keller public improvements
- * Street expansions and enhancements to manage growth and traffic patterns
- * Continued park and trails development and renovation
- * Water infrastructure enhancements

MAYOR & CITY COUNCIL

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | - |
| Operations & maintenance | 9,244 | 16,800 | 13,700 | 12,300 | (4,500) |
| Services & other | 13,199 | 28,690 | 31,790 | 39,174 | 10,484 |
| TOTAL | \$ 22,443 | \$ 45,490 | \$ 45,490 | \$ 51,474 | \$ 5,984 |

Mayor and City Council Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

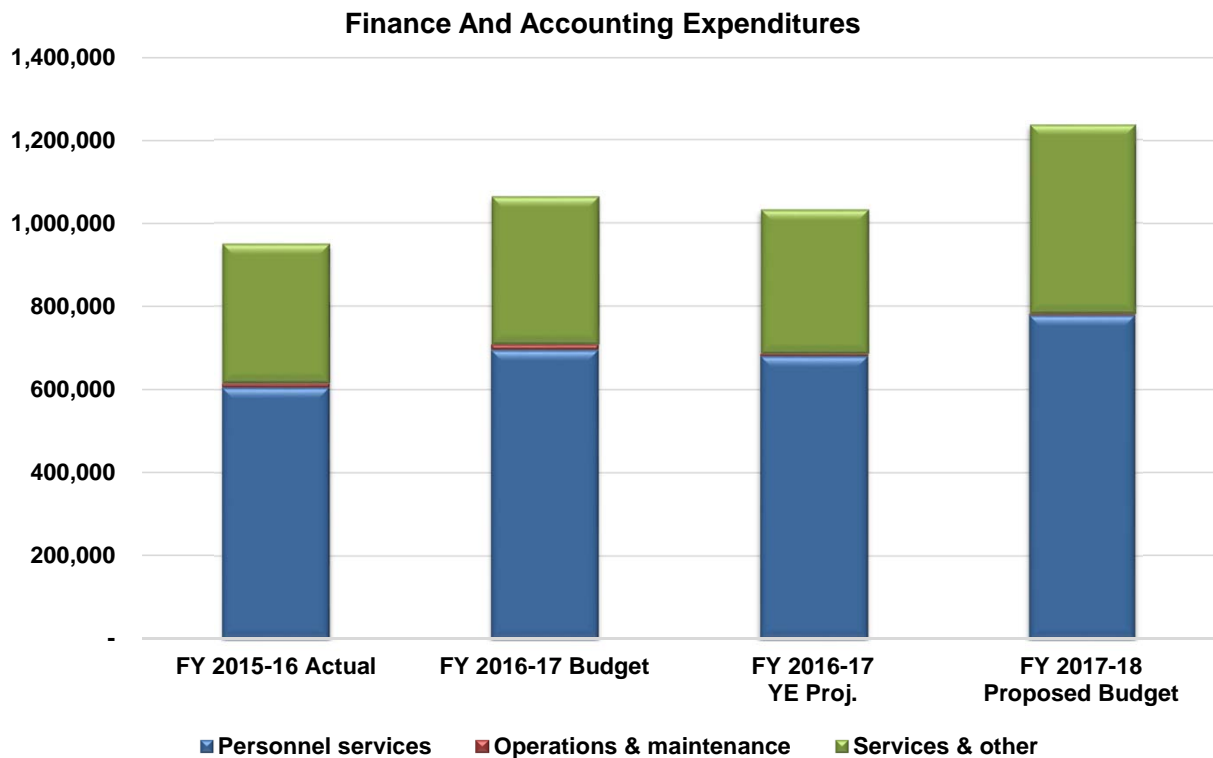
| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

FINANCE & ACCOUNTING DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 823,093 | \$ 922,392 | \$ 891,752 | \$ 1,089,569 | \$ 167,177 |
| Tax | 127,330 | 141,482 | 141,132 | 146,310 | 4,828 |
| TOTAL | \$ 950,423 | \$ 1,063,874 | \$ 1,032,884 | \$ 1,235,879 | \$ 172,005 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 603,916 | \$ 694,346 | \$ 679,811 | \$ 778,215 | \$ 83,869 |
| Operations & maintenance | 10,024 | 13,515 | 5,535 | 3,175 | (10,340) |
| Services & other | 336,483 | 356,013 | 347,538 | 454,489 | 98,476 |
| TOTAL | \$ 950,423 | \$ 1,063,874 | \$ 1,032,884 | \$ 1,235,879 | \$ 172,005 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 7.50 | 7.50 | 7.50 | 8.00 | 0.50 |
| Tax | - | - | - | - | - |
| TOTAL | 7.50 | 7.50 | 7.50 | 8.00 | 0.50 |

FINANCE & ACCOUNTING DEPARTMENT ADMINISTRATION DIVISION (100-130-01)

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), the Keller Tax Increment Reinvestment Zone (TIRZ), 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 27th consecutive year (FY1989 – FY2015).
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 21th consecutive year (FY1996 – FY2016).
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 receiving Gold Medal Award for Financial Transparency from the State Comptroller's office.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| Accounting Activities: | | | | |
| Accounts payable checks processed | 4,827 | 950 | 4,342 | 4,500 |
| Invoice Payments Processed | 7,007 | New | 6,546 | 6,750 |
| Journal entries processed | 4,651 | 4,500 | 4,768 | 4,500 |
| Payroll checks processed | 11,351 | 11,500 | 11,500 | 11,500 |
| Employee W-2's issued | 580 | 580 | 580 | 600 |
| Purchasing Activities: | | | | |
| Total Purchasing Card Transactions | 7,956 | 7,850 | 7,900 | 8,250 |
| Total Purchase Orders Processed | 300 | 325 | 272 | 300 |
| Total Bids | 13 | 20 | 13 | 15 |
| Budgeting Activities: | | | | |
| Number of budget amendments | 3 | New | 2 | 4 |
| Number of budget transfers | 110 | New | 62 | 65 |
| Investing/Banking Activities: | | | | |
| Number of Quarterly Investment Reports | 4 | New | 4 | 4 |
| Number of bank reconciliations | 12 | New | 12 | 12 |

FINANCE & ACCOUNTING DEPARTMENT ADMINISTRATION DIVISION (100-130-01)

PERFORMANCE INDICATORS

Accounting Activities:

| | | | | |
|--|------|-----|------|------|
| Avg # of Days for bank reconciliation | N/A | New | N/A | 30 |
| % of Voided checks to checks issued | N/A | New | N/A | >1% |
| % of Employees on direct deposit | 100% | New | 100% | 100% |
| % of contract and insurance notices prior to 30 day expiration | N/A | New | N/A | 100% |

Purchasing Activities:

| | | | | |
|---------------------|-----|-----|-----|-----|
| # of PO corrections | N/A | New | N/A | >20 |
|---------------------|-----|-----|-----|-----|

Budgeting Activities:

| | | | | |
|----------------------------------|-------|-----|-------|-------|
| General Fund Budget Vs. Actual % | 7.53% | New | 4.26% | 0.00% |
|----------------------------------|-------|-----|-------|-------|

Investing/Banking Activities:

| | | | | |
|---|-------|-------|-------|-------|
| Avg Weighted Investment Yield to Maturity | 0.64% | 0.35% | 0.70% | 0.65% |
| % of Funds invested long-term | 66.3% | New | 57.2% | 65% |

FINANCE & ACCOUNTING DEPARTMENT ADMINISTRATION DIVISION (100-130-01)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 603,916 | \$ 694,346 | \$ 679,811 | \$ 778,215 | \$ 83,869 |
| Operations & maintenance | 10,024 | 13,215 | 5,535 | 3,175 | (10,040) |
| Services & other | 209,153 | 214,831 | 206,406 | 308,179 | 93,348 |
| TOTAL | \$ 823,093 | \$ 922,392 | \$ 891,752 | \$ 1,089,569 | \$ 167,177 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Director of Finance | 0.75 | 0.75 | 0.75 | 1.00 | 0.25 |
| Assistant Director of Finance | 0.75 | 0.75 | 0.75 | 1.00 | 0.25 |
| Budget Analyst | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Senior Accounting Technician | 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/Records Tech | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Accounting/Purchasing Tech | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 7.50 | 7.50 | 7.50 | 8.00 | 0.50 |

FINANCE & ACCOUNTING DEPARTMENT

TAX DIVISION (100-130-09)

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:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Total property tax accounts | 17,097 | 17,409 | 17,404 | 17,467 |
| Total number of tax ceiling accounts | 2,364 | 2,498 | 2,558 | 2,644 |
| Taxable value of tax ceiling accounts (millions) | \$514 | \$597 | \$613 | \$673 |
| Total (taxable) value of new construction (millions) | \$181 | \$217 | \$222 | \$142 |
| Total (taxable) value of new residential construction (millions) | \$138 | \$164 | \$168 | \$120 |
| Total number of new residential properties | 358 | 331 | 345 | 234 |
| Total (taxable) value of new commercial construction (millions) | \$43 | \$53 | \$54 | \$23 |
| Total number of new commercial properties | 43 | 13 | 15 | 10 |

FINANCE & ACCOUNTING DEPARTMENT TAX DIVISION (100-130-09)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector) | 99.54% | 99.30% | 99.30% | 99.25% |
| Average appraised residential value | \$299,392 | \$336,733 | \$335,236 | \$363,941 |
| Average taxable residential value | \$287,395 | \$316,629 | \$315,119 | \$329,840 |
| Effective tax rate per \$100 of taxable value | 0.44159 | 0.40928 | 0.408854 | 0.415271 |
| Actual tax rate per \$100 of taxable value | 0.43469 | 0.43000 | 0.43000 | 0.42750 |
| Rollback tax rate per \$100 of taxable value | 0.45714 | 0.44005 | 0.439381 | 0.429901 |
| Average City of Keller tax bill (actual rate) | \$1,250 | \$1,362 | \$1,362 | \$1,410 |
| Average taxable value of tax ceiling accounts | \$217,572 | \$238,821 | \$239,638 | \$254,482 |
| Percentage of new construction by property category: | | | | |
| Residential | 76% | 75% | 76% | 84% |
| Commercial | 24% | 25% | 24% | 16% |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | 300 | - | - | (300) |
| Services & other | 127,330 | 141,182 | 141,132 | 146,310 | 5,128 |
| TOTAL | \$ 127,330 | \$ 141,482 | \$ 141,132 | \$ 146,310 | \$ 4,828 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

MUNICIPAL COURT MUNICIPAL COURT (100-160)

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. Staff conducts all transactions with citizens in a professional manner with contact concern for quality customer service.

SERVICE LEVEL ANALYSIS:

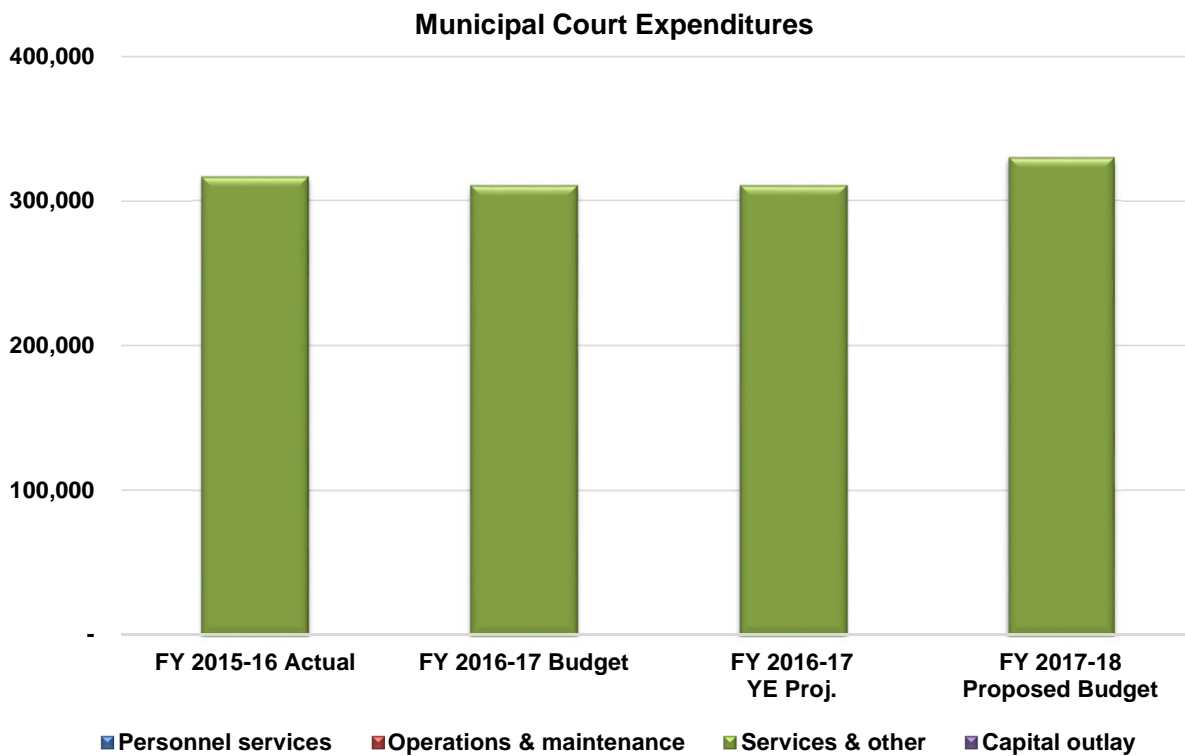
| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Number of citations processed | 12,294 | 11,750 | 12,400 | 12,750 |
| Number of cases requesting court dates | 6,500 | 6,775 | 4,235 | 4,575 |
| Number of cases with attorney representation | 4400 | 4,385 | 4,275 | 4,550 |
| Number of court dockets held per year | 78 | 78 | 78 | 78 |
| Number of warrants processed/issued | 6,168 | 2,875 | 4794 * | 2,910 |
| Number of reports generated (open records requests) | 250 | 275 | 290 | 310 |
| Number of warrants outstanding | 2606 | 4,230 | 4,625 | 4,425 |
| Number of defendants requesting jury trial | 67 | 69 | 25 | 25-30 |

* FY17 increase is due to reissuing some older warrants per the Judge's request.

MUNICIPAL COURT

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 316,290 | 310,418 | 310,418 | 329,488 | 19,070 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 316,290 | \$ 310,418 | \$ 310,418 | \$ 329,488 | \$ 19,070 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

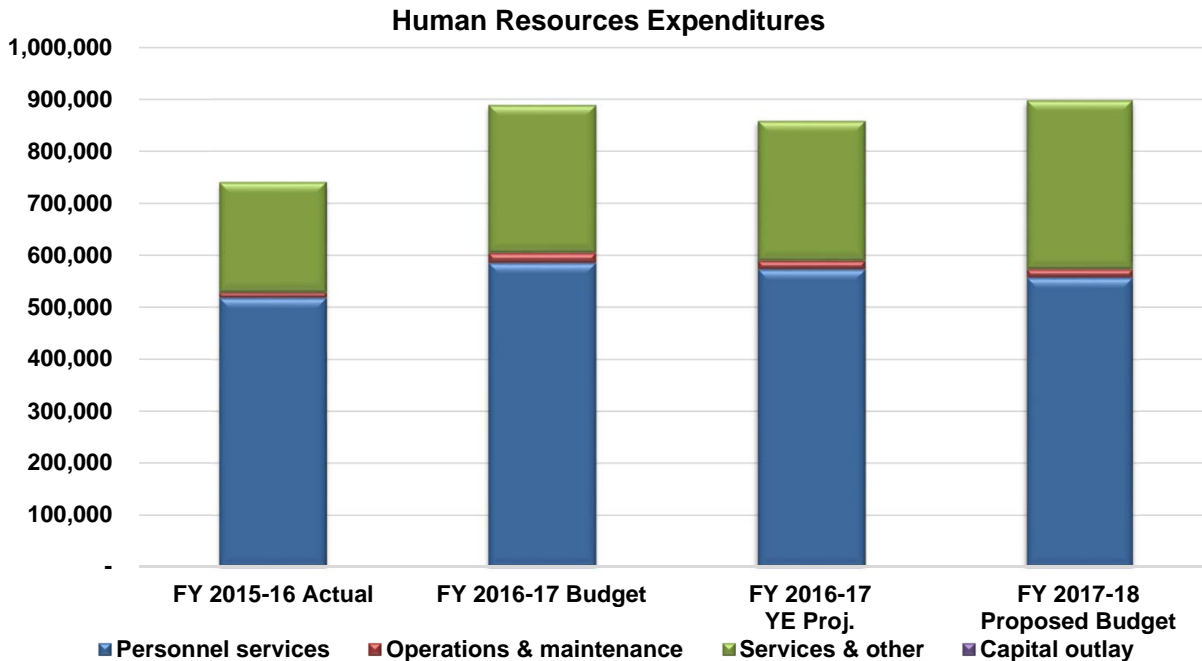
| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

HUMAN RESOURCES DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY DIVISION:</i> | | | | | |
| Administration | \$ 410,153 | \$ 442,505 | \$ 439,316 | \$ 756,098 | \$ 313,593 |
| City-Wide Employee Activities | 209,585 | 319,835 | 291,785 | - | (319,835) |
| Risk Management | 120,922 | 126,249 | 126,946 | 142,118 | 15,869 |
| TOTAL | \$ 740,660 | \$ 888,589 | \$ 858,047 | \$ 898,216 | \$ 9,627 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY CATEGORY:</i> | | | | | |
| Personnel services | \$ 518,038 | \$ 585,293 | \$ 572,886 | \$ 556,710 | \$ (28,583) |
| Operations & maintenance | 9,733 | 18,725 | 15,725 | 16,425 | (2,300) |
| Services & other | 212,889 | 284,571 | 269,436 | 325,081 | 40,510 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 740,660 | \$ 888,589 | \$ 858,047 | \$ 898,216 | \$ 9,627 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 4.00 | 4.48 | 4.48 | 4.48 | - |
| City-Wide Employee Activities | - | - | - | - | - |
| Risk Management | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 5.00 | 5.48 | 5.48 | 5.48 | - |

HUMAN RESOURCES DEPARTMENT

ADMINISTRATION DIVISION (100-170-01)

DEPARTMENT DESCRIPTION:

The Human Resources Department is responsible for activities that are intended to influence the productivity and effectiveness of the employees as well as the effectiveness of City operations include the following: administration of policy, recruiting and selection, employee training, development and organizational development, employee relations, compensation and benefits, risk management, and compliance with federal/state laws and those of the City.

DEPARTMENT/DIVISION GOALS:

1. Leverage the City's human capital to increase the efficiency and effectiveness of the organization as a whole.
 - * Ensure that the City's compensation practices and benefits are competitive.
 - * Develop a formal selection program with expert selection tools.
 - * Ensure the hiring of high-caliber employees through effective selection expertise.
 - * Strive for the City to have the reputation of being an employer of choice.
 - * Develop HR staff expertise through effective training and certification programs.
 - * Focus on continuous quality improvement in consultative services.
2. Be an effective strategic partner to our customers - our City employees and other City departments.
 - * Communicate and educate employees in all City benefits to ensure proper utilization and manage benefit costs.
 - * Recognize, reward, and foster communication with employees through a variety of programs, i.e., Caught Making a Difference, Quality Achievement Awards, Career Advancement Program (CAP) and Employee of the Year Awards.
 - * The Employee Activity Team (EAT) coordinates employee events, contests, lunches, snacks, etc. for employee appreciation and morale.
 - * Encourage employees on healthy initiatives through events coordinated by the Wellness Committee, i.e. on-line health assessments, biometric screenings, lunch and learns, Lifestyle Annual Challenge, and three sports tournaments.
 - * Provide expert consultation to departments in the areas of selection, compensation, benefits, employee relations, career advancement, disciplinary actions, training, leaves, policy administration and risk management.
 - * Support and foster communication throughout the organization by supporting the City Manager and all Directors in their initiatives.
 - * Focus on continuous quality improvement in consultative services.

DEPARTMENT/DIVISION OBJECTIVES:

1. The metrics below, though not measures of performance strictly speaking, are valuable indices of the degree of activity in the Human Resources Department, e.g. increase in employment actions or programs offered.
2. Salary survey positions and compare to our thirteen benchmark cities to ensure all positions are placed on the pay plan with the minimum salary at the 50th percentile to competitively recruit.
3. Strive to fill the general job vacancies with internal applicants, i.e. promotions/transfers.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| General job vacancies filled | 79 | 96 | 74 | 85 |
| The Keller Pointe job vacancies filled | 149 | 150 | 150 | 150 |
| General applications processed | 2,952 | 2,900 | 2,900 | 3,000 |
| The Keller Pointe applications processed | 676 | 550 | 550 | 600 |
| Number of positions salary surveyed | 146 | 146 | 147 | 147 |
| General employee turnover rate (excluding seasonal employees) | 16.2% | 14% | 13% | 15% |
| Number of EAT sponsored events | 15 | 12 | 12 | 12 |
| PERFORMANCE INDICATORS | | | | |
| Percentage of positions salary surveyed | 100% | 100% | 100% | 100% |
| Percentage of vacancies filled by internal applicants, i.e., promotions/transfers. | 32% | 16% | 18% | 19% |
| Percentage of full-time employees that participated in Wellness initiatives | 54% | 69% | 70% | 72% |

HUMAN RESOURCES DEPARTMENT ADMINISTRATION DIVISION (100-170-01)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 397,932 | \$ 422,938 | \$ 419,834 | \$ 431,163 | \$ 8,225 |
| Operations & maintenance | 1,664 | 3,410 | 3,410 | 7,585 | 4,175 |
| Services & other | 10,558 | 16,157 | 16,072 | 317,350 | 301,193 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 410,153 | \$ 442,505 | \$ 439,316 | \$ 756,098 | \$ 313,593 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Director of Admin Svcs/Director of Human Resources | 1.00 | 1.00 | 1.00 | 1.00 | - |
| HR Manager | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Employment Specialist | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| HR Aide | - | 0.48 | 0.48 | 0.48 | - |
| TOTAL | 4.00 | 4.48 | 4.48 | 4.48 | - |

HUMAN RESOURCES DEPARTMENT

CITY-WIDE EMPLOYEE ACTIVITIES DIVISION (100-170-11)

DEPARTMENT DESCRIPTION:

The Human Resources Department is responsible for activities that are intended to influence the productivity and effectiveness of the employees of the City. These non-departmental (city-wide) activities are provided to promote excellent customer service and retention of employees through recognition programs, support employees to prepare for career development, and educate employees on city benefits thereby improving utilization of benefits resulting in cost savings to the City and resulting in happier, healthier employees. In order to better define the city-wide activity costs, the costs have been separated from the general expenditures of the Human Resources Department.

** Beginning FY 2017-18 City-Wide Employee Activities Division will be split between Non-Departmental, HR Admin (100-170-01), HR Risk Management (100-170-17).*

DEPARTMENT/DIVISION GOALS:

1. Recognize and reward employees with an annual service award banquet and presentation of service pins, Employee of the Year in each of the Core Values, plus overall Employee of the Year.
2. Reward and encourage employees for excellent customer service through "Quality Achievement Awards" and "Caught Making a Difference" program.
3. The Employee Activity Team (EAT) coordinates employee activities, events, contests, lunches, snacks, etc. for employee appreciation and morale.
4. Encourage and support employees in their career development through cost-effective, quality training, the Career Advancement Program (CAP) and tuition reimbursement for current and future positions.
5. Support and foster communication throughout the organization by supporting the City Manager in his quarterly Employee Roundtable Meetings and the Supervisor/Manager Roundtable Meetings.
6. The Wellness Committee encourages employees on healthy initiatives. We partner with our medical insurance vendor on wellness. Medical vendor will offer and coordinate on-line health risk assessments, biometric screenings at our annual health fair, and on-line coaching. Human Resources will continue to host lunch 'n learns about a variety of subject dealing with health, exercise and nutrition as well as Wellness initiatives (four Wellness challenges and two sports tournaments).

DEPARTMENT/DIVISION OBJECTIVES:

1. The metrics below, though not measures of performance strictly speaking, are valuable indices of the degree of activity in the Human Resources Department.
2. Consistently achieve at a designated, minimum level training hours per employee per fiscal year for continued career development.
3. Strive to fill the general job vacancies with internal applicants, i.e. promotions.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Employees requesting tuition reimbursement benefit | 15 | 13 | 13 | |
| Employees utilizing tuition reimbursement benefit | 5 | 8 | 8 | |
| General job vacancies filled by in-house promotions | 25 | 15 | 22 | |
| General job vacancies filled by outside hires | 54 | 55 | 54 | |
| Employees that "graduated" from the Career Advancement Program | 4 | 7 | 6 | |
| Employees participating in Wellness Initiatives | 163 | 210 | 210 | |
| Number of EAT sponsored events | 15 | 12 | 12 | |

HUMAN RESOURCES DEPARTMENT

CITY-WIDE EMPLOYEE ACTIVITIES DIVISION (100-170-11)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Average training hours per employee (Goal of greater than three hours) | 6 | 3 | 3 | |
| 30% or greater percentage of vacancies filled by internal applicants, i.e. promotions | 32% | 21% | 30% | |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 1,133 | \$ 40,000 | \$ 30,000 | \$ - | \$ (40,000) |
| Operations & maintenance | 7,778 | 13,875 | 10,875 | - | (13,875) |
| Services & other | 200,674 | 265,960 | 250,910 | - | (265,960) |
| TOTAL | \$ 209,585 | \$ 319,835 | \$ 291,785 | \$ - | \$ (319,835) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

HUMAN RESOURCES DEPARTMENT

RISK MANAGEMENT DIVISION (100-170-15)

DEPARTMENT DESCRIPTION:

The underlying purpose of Risk Management is to reduce unnecessary losses: the less an organization spends on losses, the more resources it has to direct toward essential services and/or benefits. Responsibilities of this Division are to: 1) protect city assets, minimizing the city's internal and external exposures associated with risk, 2) continue an effective risk management program, including but not limited to, employee safety committee for review of all potential loss events, 3) coordinate with Safety Committee on the Quarterly Department Safety Review Meetings to bring safety awareness to all employees, and 4) coordinate and conduct drills in compliance with the City's Evacuation Plan.

DEPARTMENT/DIVISION GOALS:

1. Assist all levels of management and employees to be educated on and maintain safety programs and practices that will ensure the safe and effective completion of city services and reduce accidents and injuries.
2. Investigate all workers' compensation claims, equipment/vehicle damage claims, liability and property claims and report claims to appropriate services agencies in a timely manner.
3. Monitor and coordinate benefits with employees needing Family Medical Leave (FMLA), short-term disability and/or long-term disability.
4. Provide and track safety training including Texas Municipal League (TML) on -site and on-line training for all employees.
5. Ensure that all city properties, vehicles and mobile equipment are covered by the cities insurance policies.

DEPARTMENT/DIVISION OBJECTIVES:

1. Complete reporting of all Workers' Compensation claims by designated deadline which is within 48 hours of receipt of claim.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Department Quarterly Safety Review Meetings | 36 | 40 | 40 | 40 |
| Worker Compensation Claims Processed | 33 | 33 | 34 | 34 |
| Equipment and Vehicle Damage Claims Processed | 45 | 45 | 45 | 45 |
| Liability Claims Processed | 22 | 30 | 30 | 30 |
| Property Claims Processed | 15 | 15 | 15 | 15 |
| Subrogation Claims | 15 | 15 | 15 | 15 |
| FMLA Request Processed | 47 | 40 | 50 | 50 |
| TML Online Training Classes Taken | 804 | 500 | 200 | 200 |
| New Employee Safety Orientation | 54 | 54 | 50 | 50 |
| PERFORMANCE INDICATORS | | | | |
| All Workers' Compensation Claims Filed Within Designated Deadline | 100% | 100% | 100% | 100% |

HUMAN RESOURCES DEPARTMENT RISK MANAGEMENT DIVISION (100-170-15)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 118,974 | \$ 122,355 | \$ 123,052 | \$ 125,547 | \$ 3,192 |
| Operations & maintenance | 291 | 1,440 | 1,440 | 8,840 | 7,400 |
| Services & other | 1,657 | 2,454 | 2,454 | 7,731 | 5,277 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 120,922 | \$ 126,249 | \$ 126,946 | \$ 142,118 | \$ 15,869 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Risk Manager | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 1.00 | 1.00 | 1.00 | 1.00 | - |

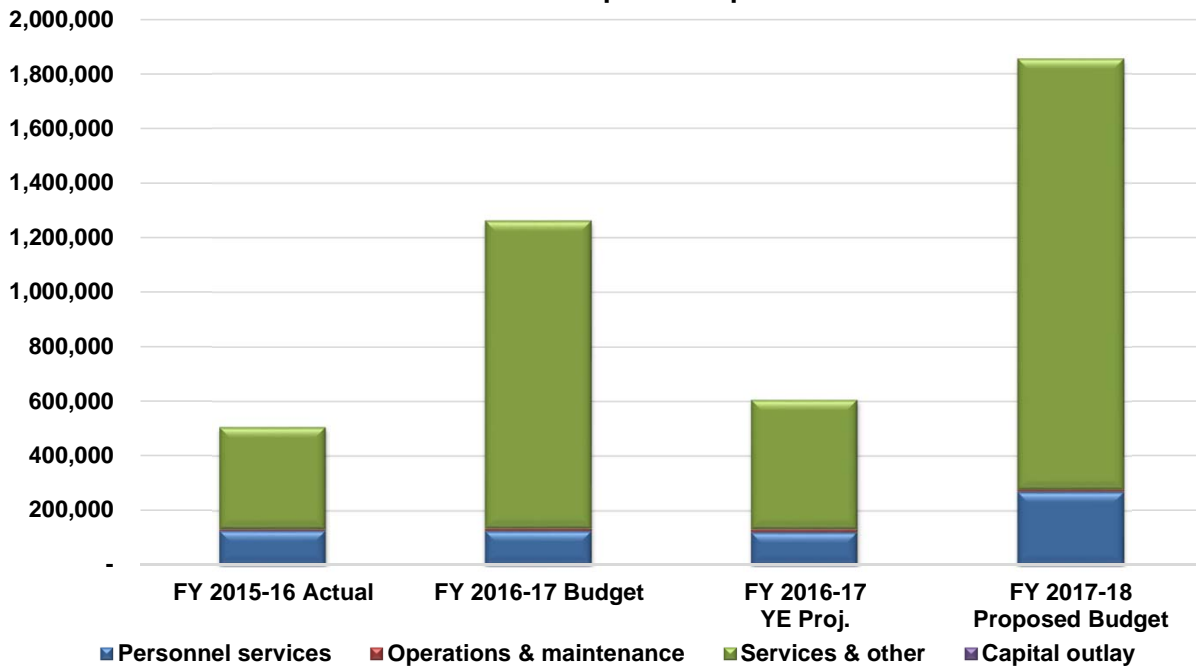
ECONOMIC DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 331,392 | \$ 419,186 | \$ 349,382 | \$ 745,717 | \$ 326,531 |
| Old Town Keller | 33,205 | - | 70,758 | - | - |
| Economic Development Incentives | 143,869 | 845,100 | 188,663 | 1,110,459 | 265,359 |
| TOTAL | \$ 508,466 | \$ 1,264,286 | \$ 608,802 | \$ 1,856,176 | \$ 591,890 |

| | | | | | |
|---|-------------------|---------------------|-------------------|---------------------|-------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 127,217 | \$ 125,246 | \$ 121,499 | \$ 268,373 | \$ 143,127 |
| Operations & maintenance | 3,843 | 8,815 | 10,390 | 8,815 | - |
| Services & other | 377,406 | 1,130,225 | 476,913 | 1,578,988 | 448,763 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 508,466 | \$ 1,264,286 | \$ 608,802 | \$ 1,856,176 | \$ 591,890 |

Economic Development Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 1.78 | 1.78 | 1.78 | 2.48 | 0.70 |
| Old Town Keller | - | - | - | - | - |
| TOTAL | 1.78 | 1.78 | 1.78 | 2.48 | 0.70 |

ECONOMIC DEVELOPMENT DEPARTMENT

ADMINISTRATION DIVISION (100-190-01)

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 to ultimately increase the commercial property tax base, residents' property value and improve quality of life for all Keller residents. The Department will utilize the 2014 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 increase 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 program to promote and support local businesses. Continue ongoing shop-local campaign and maintain the www.keepitinkeller.com website that provides residents and visitors alike.
4. Attend at least three (3) trade shows to market the City of Keller to prospective developers, businesses, realtors and investors from across the state and the nation.
5. Pursue CEcD accreditation - this is a four-year process.
6. Update the Economic Development Strategic Plan.
7. Foster communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development department.

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. Pursue status as a Main Street City USA and implement the Main Street program.
3. Procure reservations for the ICSC Dallas, ICSC Las Vegas, Retail Live Austin, and NTCAR annual events.
4. Taylor marketing outreach to goals.
5. Procure reservations in at least two (2) IEDC training seminars for both the Director and Coordinator toward CED accreditation.
6. Continue the interactive relationship with the Greater Keller Chamber of Commerce, including the business survey feedback they acquire on our behalf.
7. Establish a timeline for updating the Strategic Plan over the course of the year during the regular KEDB meetings.
8. Establish regular, interactive communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development department.

ECONOMIC DEVELOPMENT DEPARTMENT ADMINISTRATION DIVISION (100-190-01)

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Recruitment: | | | | |
| New business recruitment efforts | n/a | New Measure | 85 | 85 |
| New businesses recruited | 2 | 65 | 50 | 50 |
| Trade shows attended | 2 | 4 | 5 | 4 |
| Recruitment meetings, phone calls & info distributed | New Measure | 100 | 117 | 100 |
| Developer/broker forums | 1 | 4 | 3 | 4 |
| Promotion: | | | | |
| KIIK Individual Promotions | n/a | New Measure | 212 | 250 |
| KIIK Area Events | n/a | New Measure | 2 | 3 |
| Ribbon Cuttings | n/a | New Measure | 20 | 20 |
| Grand Openings | n/a | New Measure | 10 | 10 |
| Chamber Partnered Promotions | n/a | New Measure | 4 | 4 |
| Print Media Advertisements | n/a | New Measure | 36 | 36 |
| Digital Media Advertisements | n/a | New Measure | 7 | 7 |
| Other Advertisements | n/a | New Measure | 13 | 13 |
| Retention : | | | | |
| Host Business Roundtables | n/a | New Measure | 2 | 4 |
| KIIK Area Events | 2 | 2 | 2 | 2 |
| Interview Business Community | 100 | 100 | 100 | 100 |
| Business Guide (Copies dispensed) | n/a | New Measure | 6000 | 6000 |
| Network with Businesses | n/a | New Measure | 100 | 100 |
| Expansion: | | | | |
| Track expansion opportunity sites (Times Canvased) | n/a | New Measure | 2/Year | 2/Year |
| Track businesses prime for expansion | n/a | New Measure | 100 | 100 |
| Retention and Expansion: | | | | |
| Business expansions | 8 | 8 | 13 | 8 |
| Retention Business Meetings, visits and outreach | 800 | 800 | 850 | 800 |
| Grand openings/ribbon cuttings attended by staff | New Measure | 30 | 43 | 30 |
| Retail Occupancy Average Rate | 97.00% | 97.00% | 97.00% | 97.00% |
| Office Occupancy Average Rate | 91.50% | 91.50% | 91.00% | 91.50% |
| Hotel Occupancy Average Rate | 0% | 30% | 0 | 30% |
| Business roundtables with Keller businesses | New Measure | 6 | 2 | 4 |
| Welcome kits distributed | New Measure | 30 | 45 | 30 |
| Small Business Administration referrals | New Measure | 4 | 5 | 4 |
| Communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development department. | n/a | New Measure | 12 | 12 |

ECONOMIC DEVELOPMENT DEPARTMENT ADMINISTRATION DIVISION (100-190-01)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 113,487 | \$ 125,246 | \$ 106,912 | \$ 268,373 | \$ 143,127 |
| Operations & maintenance | 3,270 | 8,815 | 7,290 | 8,815 | - |
| Services & other | 214,636 | 285,125 | 235,180 | 468,529 | 183,404 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 331,392 | \$ 419,186 | \$ 349,382 | \$ 745,717 | \$ 326,531 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Director of Public Services/Economic Development | 0.30 | 0.30 | 0.30 | 1.00 | 0.70 |
| Economic Dev Coordinator/Main Street Manager | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Economic Development/Marketing Intern | 0.48 | 0.48 | 0.48 | 0.48 | - |
| TOTAL | 1.78 | 1.78 | 1.78 | 2.48 | 0.70 |

ECONOMIC DEVELOPMENT DEPARTMENT OLD TOWN KELLER (100-190-17)

DEPARTMENT DESCRIPTION:

The Old Town Keller (OTK) division was created to account for expenditures relating to the preservation of Old Town and the improvements intended to enhance and promote business development in Old Town.

** Beginning in FY 2017-18, Old Town Keller Division will be shown as part of Economic Development Administration*

DEPARTMENT/DIVISION GOALS:

1. Improve and preserve the Old Town Keller area through coordinated efforts with merchants, property owners, other municipal departments and outside agencies.
2. Encourage additional retail and commercial activity in the Old Town area.
3. Improve the appearance of the original Old Town Keller area.
4. Oversee the Old Town Keller Façade Improvement Grant Program.
5. Serve as Liaison with the Old Town Keller Merchants Association.
6. Achieve national designation as a Main Street USA City.

DEPARTMENT/DIVISION OBJECTIVES:

1. Apply for national designation as a Main Street USA City.
2. Oversee the redevelopment of Old Town Keller Phase I and II in conjunction with Planning and Engineering staff.
3. Actively solicit particular restaurants and retailers to fill vacant parcels/buildings in Old Town Keller.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Meet with business prospects or existing businesses to discuss opportunities for new or expanded development | 15 | 15 | 15 | |
| Meet with existing business owners to seek partnership opportunities to improve the overall environment and viability of Old Town Keller | 15 | 15 | 15 | |
| Old Town Keller Façade improvement grants approved by City Council | 5 | 5 | 5 | |
| Old Town Keller Façade improvement grants completed | 4 | 5 | 5 | |
| Attend Old Town Keller Merchants Association meetings | 1 | 2 | 2 | |

ECONOMIC DEVELOPMENT DEPARTMENT OLD TOWN KELLER (100-190-17)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 13,730 | \$ - | \$ 14,587 | \$ - | \$ - |
| Operations & maintenance | 573 | - | 3,100 | - | - |
| Services & other | 18,901 | - | 53,071 | - | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 33,205 | \$ - | \$ 70,758 | \$ - | \$ - |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

ECONOMIC DEVELOPMENT DEPARTMENT ECONOMIC DEVELOPMENT INCENTIVES (100-190-98)

EXPENDITURE SUMMARY

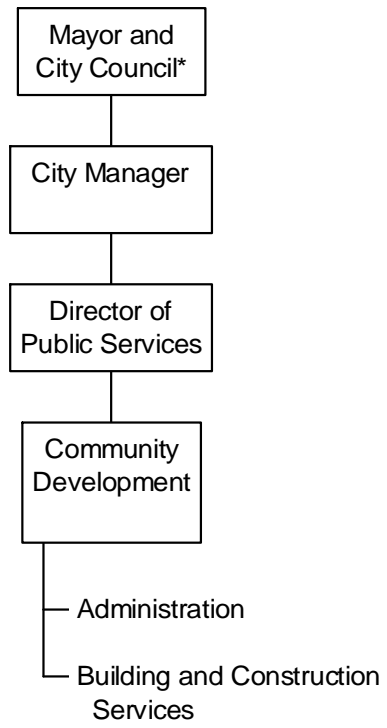
| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 143,869 | 845,100 | 188,663 | 1,110,459 | 265,359 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 143,869 | \$ 845,100 | \$ 188,663 | \$ 1,110,459 | \$ 265,359 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

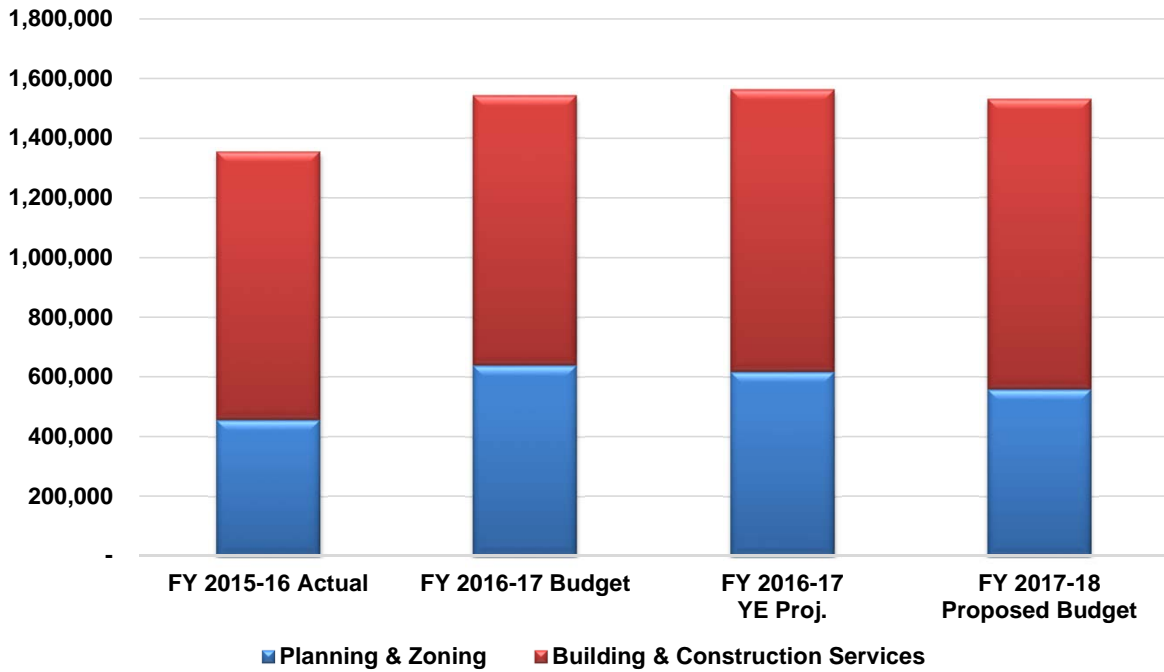
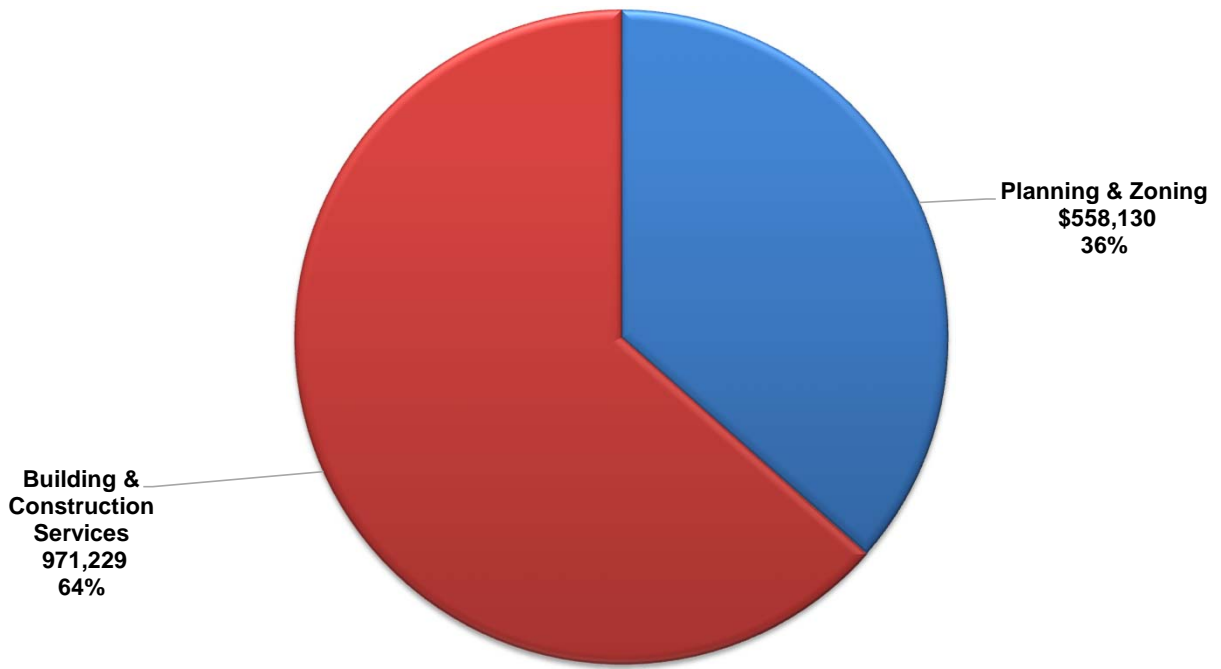
| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

COMMUNITY DEVELOPMENT



*Denotes elected position

COMMUNITY DEVELOPMENT



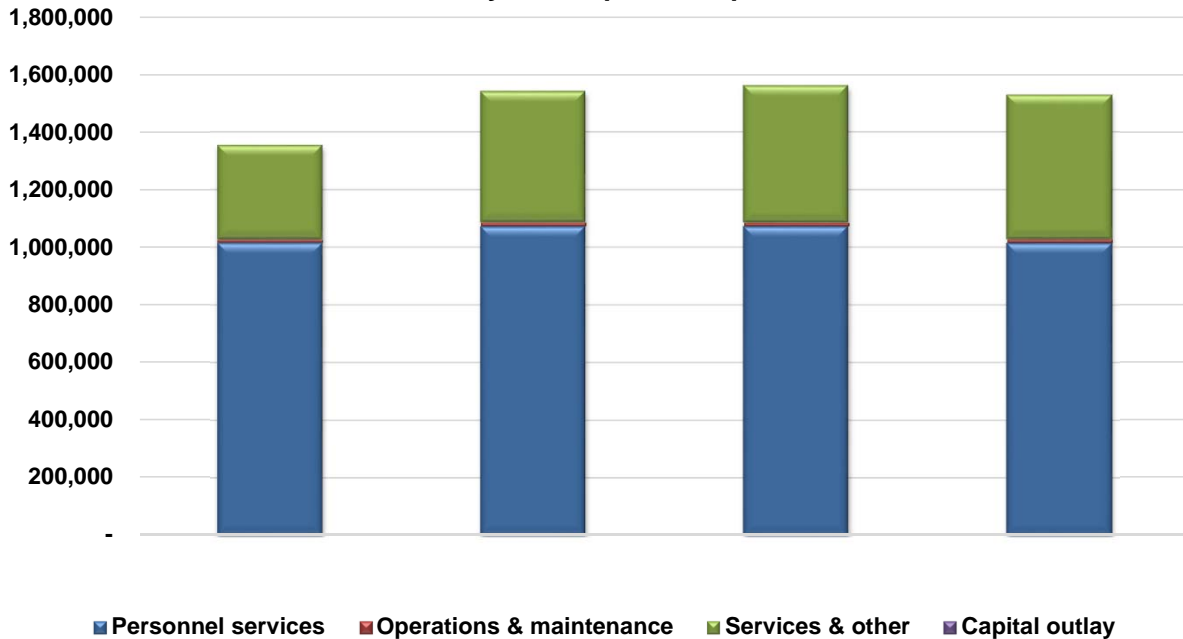
COMMUNITY DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY DIVISION:</i> | | | | | |
| Planning & Zoning | \$ 455,875 | \$ 638,351 | \$ 616,663 | \$ 558,130 | \$ (80,221) |
| Building & Construction Services | 898,643 | 903,062 | 945,820 | 971,229 | 68,167 |
| TOTAL | \$ 1,354,518 | \$ 1,541,413 | \$ 1,562,483 | \$ 1,529,359 | \$ (12,054) |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY CATEGORY:</i> | | | | | |
| Personnel services | \$ 1,015,340 | \$ 1,072,581 | \$ 1,072,972 | \$ 1,014,351 | \$ (58,230) |
| Operations & maintenance | 10,140 | 13,215 | 12,435 | 12,610 | (605) |
| Services & other | 329,039 | 455,617 | 477,076 | 502,398 | 46,781 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 1,354,518 | \$ 1,541,413 | \$ 1,562,483 | \$ 1,529,359 | \$ (12,054) |

Community Development Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY DIVISION</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Planning & Zoning | 5.18 | 5.18 | 5.18 | 4.27 | (0.92) |
| Building & Construction Services | 7.23 | 7.48 | 7.48 | 8.00 | 0.52 |
| TOTAL | 12.41 | 12.66 | 12.66 | 12.27 | (0.40) |

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-200-01)

DEPARTMENT DESCRIPTION:

The Community Development Department is responsible for facilitating, organizing and directing the City's growth and development. The department implements growth policies in accordance with the City Council directed goals and objectives. It is comprised of two divisions to include Administration (planning and development) and Building Services (building permitting and inspections activities). The Administration (Planning) division is routinely involved in land use planning, zoning, thoroughfare planning, residential and commercial development plan review, and coordination and implementation of the Impact Fee Ordinance. The department provides coordination among other development-related departments through management of the Development Review Committee (DRC) in order to expedite and advance the development projects in the most efficient manner. The department supports three City-appointed boards: the Planning and Zoning Commission (P & Z), the Capital Improvements Advisory Committee (CIAC), and the Zoning Board of Adjustment (ZBA).

DEPARTMENT/DIVISION GOALS:

1. Maintain and improve the level of customer service provided to the citizens, City Council, members of appointed boards and the development community.
2. Streamline and facilitate all development applications and special projects in a timely and efficient manner and within budget and in accordance with City's development codes and ordinances.
3. Provide project management and assist other departments for Special Projects (e.g. Entry Portal Signs, Parks & Trails Master Plan Update for Parks, OTK Phase II Public Improvements).
4. Implement the City's Land Use Plan and other land development policies and expand programs to enhance development opportunities in the City.
5. Improve effectiveness of the department by maintaining the Unified Development Code (UDC) and other development ordinances.
6. Assist the City with implementation of ordinances and development plans for special projects (i.e. Old Town Keller West; Unified Development Code Updates; Entry Portal Signs; Parks & Trails Master Plan Update; Impact Fee Ordinance)
7. Provide useful information such as development applications, public hearings, policies and regulations on the City's web page for customer/public access.
8. Update demographic and population materials and community profile data; prepare and update community statistics for economic development purposes. Strengthen the effectiveness of development boards through training of members.
9. Assist Economic Development Department in updating database necessary for business recruitment efforts, such as site and building inventories, marketing information, and preparation of economic incentive packages to appropriate and interested business prospects; assist in promoting programs to attract new commercial developments to Keller.
10. Assist Utility Billing, Development Services, and Economic Development with fee assessments associated with impact and development fees for residential and non-residential building permits as well as potential development projects.
11. Improve public relations efforts with the community through outreach programs, by providing and updating the Community Development summary brochure, development activity reports, annual meetings and workshops with the development community and regular presentations regarding the City's growth and progress at various community and civic organizations.
12. Assist in the maintenance of the City's GIS program. Maintain the Zoning Map and its amendments.
13. Assist Code Compliance with landscaping, signage, and development regulation violations.

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-200-01)

DEPARTMENT/DIVISION OBJECTIVES:

1. Improve on response time in returning phone calls/emails to effectively improve the level of customer service provided to the citizens and development community.
2. Conduct 6-month benchmark review of DRC process; pinpoint deficiencies and make appropriate modifications to steps in process to improve on review time/permit issuance times.
3. Provide project management for all development applications; staff planners will oversee development applications from initial submission to final site finals/Certificate of Occupancy (C/O) release. Single point of contact will improve efficiency of communication and ensure all aspects/City requirements are being met throughout entire development process (This is new service by Planning staff as of October 2015).
4. Provide project management for Special Projects. Staff will oversee OTK Phase II Public Improvements Project for design phase with public and consultant. Other projects include UDC Text Amendments on Impervious Lot Coverage, Performance Bonds, Public Improvement Districts (PIDs).
5. Improve on tree inspection/enforcement for new developments; develop better communication with developers to reduce number of violations/citations.
6. Update Department's webpage to improve on customer service and full transparency on development process and practices. Complete new DRC development packet to improve knowledge of all steps in process.
7. Provide same level of support and offer improvements to Zoning Board of Adjustment (ZBA) application process as staff does for P & Z Commission.
8. Promote the City; continue to apply for planning and development awards for special districts (Town Center, OTK West).
9. Review Public Hearing Notification; Update and improve on signage that are more efficient to install.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Planning and Zoning Commission (P & Z) Meetings | 21 | 20 | 20 | 20 |
| Special Meetings held for Special Projects, ordinance revisions and land use plan implementations (e.g. UDC Update, Impact Fee Ordinance Update, Hwy. 377 FLUP Update, Entry Portal Signs, Sign Code Update, Residential ALF Text Amendment, OTK Phase II Public Improvement Project) | 17 | 25 | 20 | 20 |
| Plat applications (all types) reviewed | 56 | 35 | 40 | 35 |
| Zoning Change requests (straight and PDs) reviewed | 13 | 15 | 10 | 10 |
| Future Land Use Plan Amendments reviewed | 3 | 5 | 2 | 5 |
| Site Plans reviewed | 29 | 25 | 25 | 25 |
| Specific Use Permits (SUP) reviewed | 32 | 25 | 30 | 30 |
| UDC Variances reviewed | 37 | 15 | 30 | 30 |
| Tree Appeals reviewed | 3 | 5 | 3 | 5 |
| Tree Protection Site Inspections (Weekly) | 49 | 52 | 45 | 52 |
| Site Finals | 16 | 30 | 20 | 20 |
| Sign Permits reviewed | 287 | 300 | 300 | 300 |
| Civil Plans Reviewed | 25 | 30 | 10 | 15 |
| Land/Screening Wall Plans reviewed | 6 | 10 | 3 | 5 |
| Code Compliance Cases | 8 | 10 | 15 | 20 |
| DRC Meetings | 48 | 50 | 50 | 50 |
| Capital Improvements Advisory Committee (CIAC) Meetings | 3 | 2 | 5 | 5 |

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING & ZONING DIVISION (100-200-01)

SERVICE LEVEL ANALYSIS: (CONTINUED)

SERVICES PROVIDED (CONTINUED)

| | | | | |
|---|----|----|----|----|
| Zoning Board of Adjustments (ZBA) Regular & Special Meetings | 10 | 10 | 9 | 10 |
| Zoning Board of Adjustments (ZBA) variance cases reviewed | 11 | 12 | 15 | 10 |

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|----------------------|----------------------|------------------------|----------------------------------|
| Office staff (FTE) | 4 | 4 | 4 | 4 |
| Average staff processing time for initial review of zoning and SUP applications (in days) | 5 | 5 | 5 | 5 |
| Average response from applicants regarding initial review (in days) | 10 | 10 | 10 | 10 |
| Average case preparation time for public hearings (in days) | 2 | 2 | 2 | 2 |
| Average approval time for administrative site plans (in days) | 14 | 14 | 21 | 21 |
| Average review time for ZBA cases | 14 | 14 | 14 | 14 |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 436,970 | \$ 478,367 | \$ 457,079 | \$ 363,141 | \$ (115,226) |
| Operations & maintenance | 1,392 | 2,800 | 2,400 | 2,400 | (400) |
| Services & other | 17,514 | 157,184 | 157,184 | 192,589 | 35,405 |
| TOTAL | \$ 455,875 | \$ 638,351 | \$ 616,663 | \$ 558,130 | \$ (80,221) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Director of Public Svcs/Econ Dev. | 0.70 | 0.70 | 0.70 | - | -0.70 |
| Planning Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Planner I | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Planning Technician | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Planning Intern | 0.48 | 0.48 | 0.48 | 0.27 | (0.22) |
| TOTAL | 5.18 | 5.18 | 5.18 | 4.27 | -0.92 |

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING & CONSTRUCTION SERVICES DIVISION (100-200-14)

DEPARTMENT DESCRIPTION:

Building Services is responsible for regulating and controlling the design, construction, quality of materials, building use and occupancy, location and maintenance of all buildings and structures in the City. Building Services is also responsible for safeguarding property and the public welfare through the enforcement of the City's Building Codes, Zoning Codes, and City Ordinances. This activity includes implementation of codes for building, plumbing, gas, electrical, mechanical, the City's adopted Code of Ordinances and the Unified Development Code.

DEPARTMENT/DIVISION GOALS:

1. Provide prompt, friendly and efficient customer service to all customers, including citizens, developers, builders, and contractors.
2. Conduct quality inspections through consistent interpretations of the building codes, zoning codes, and code of ordinances.
3. Increase community awareness of the departments' purpose and responsibilities through public information activities and code/ ordinance updates, including interactive web-based information.
4. Promote a higher quality of life through the continuing efforts of seeking voluntary compliance on code violations.
5. Continue to improve our skill base by seeking additional licenses and certifications.

DEPARTMENT/DIVISION OBJECTIVES:

1. Offer Pre-Construction (Pre-Con) Meetings with development staff and developers to review construction process prior to issuing commercial building permits.
2. Seek voluntary compliance on code violations through tactfulness and by educating the public.
3. Provide training opportunities for Building Service staff to improve performance and to earn continuing education units for license/ certification renewal.
4. Provide updates for registered contractors for implementation of code adoption.
5. Foster open line of communication with fellow departments to pursue great working relationships and efficiency.
6. Promptly returning messages and emails.
7. Providing step-by-step construction process details.
8. Treating the public with respect and kindness.
9. Offering efficient ways of obtaining permitting.
10. Providing a clear vision to the public on how to obtain compliance on code violations.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Staff Inspections | 123 | new measure | 600 | 600 |
| Contracted Inspections | 5,295 | new measure | 5,500 | 5,500 |
| Staff Plan Review | 1,431 | new measure | 1,300 | 1,300 |
| Contracted Plan Review | 68 | new measure | 140 | 140 |
| New Non-Residential Permits | 54 | new measure | 56 | 56 |
| New Single-Family Permits | 161 | new measure | 118 | 118 |
| Certificates of Occupancy Issued for Existing Structures | 74 | new measure | 90 | 90 |
| Other Permits | 2,585 | new measure | 2,726 | 2,726 |
| Code Cases Opened | 708 | new measure | 1,000 | 1,000 |
| Code Inspections | 2,199 | new measure | 2,800 | 2,800 |
| Citations | 230 | new measure | 40 | 40 |

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & CONSTRUCTION SERVICES DIVISION (100-200-14)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|--|----------------------|--|--|
| Staff Inspections (2 inspectors) | 61.5 per inspector | new measure | 300 per inspector | 300 per inspector |
| Contracted Inspections (2 inspectors) | 2,647.5 per inspector | new measure | 2,750 per inspector | 2,750 per inspector |
| Staff Plan Review (2 examiners) | 1) examiner: 1,216.35 2) examiner: 214.65 | new measure | 1) examiner: 975 2) examiner: 325 | 1) examiner: 975 2) examiner: 325 |
| Contracted Plan Review (1 examiner) | 68 | new measure | 140 | 140 |
| New Non-Residential Permit Revenue | \$1,169,986 | new measure | \$843,477 | \$843,477 |
| New Single-Family Revenue | \$1,741,462 | new measure | \$1,036,411 | \$1,036,411 |
| Certificate of Occupancy Revenue | \$3,650 | new measure | \$4,200 | \$4,200 |
| Other Permit Revenue | \$386,077 | new measure | \$917,283 | \$917,283 |
| Code Cases Opened (2 Code Officers) | 354 per officer | new measure | 500 per officer | 500 per officer |
| Code Inspections (2 Code Officers) | 1,099.5 per officer | new measure | 1,400 per officer | 1,400 per officer |
| Percent of Cases that resulted in a Citation | 32.50% | new measure | 4% | 4% |

EXPENDITURE SUMMARY

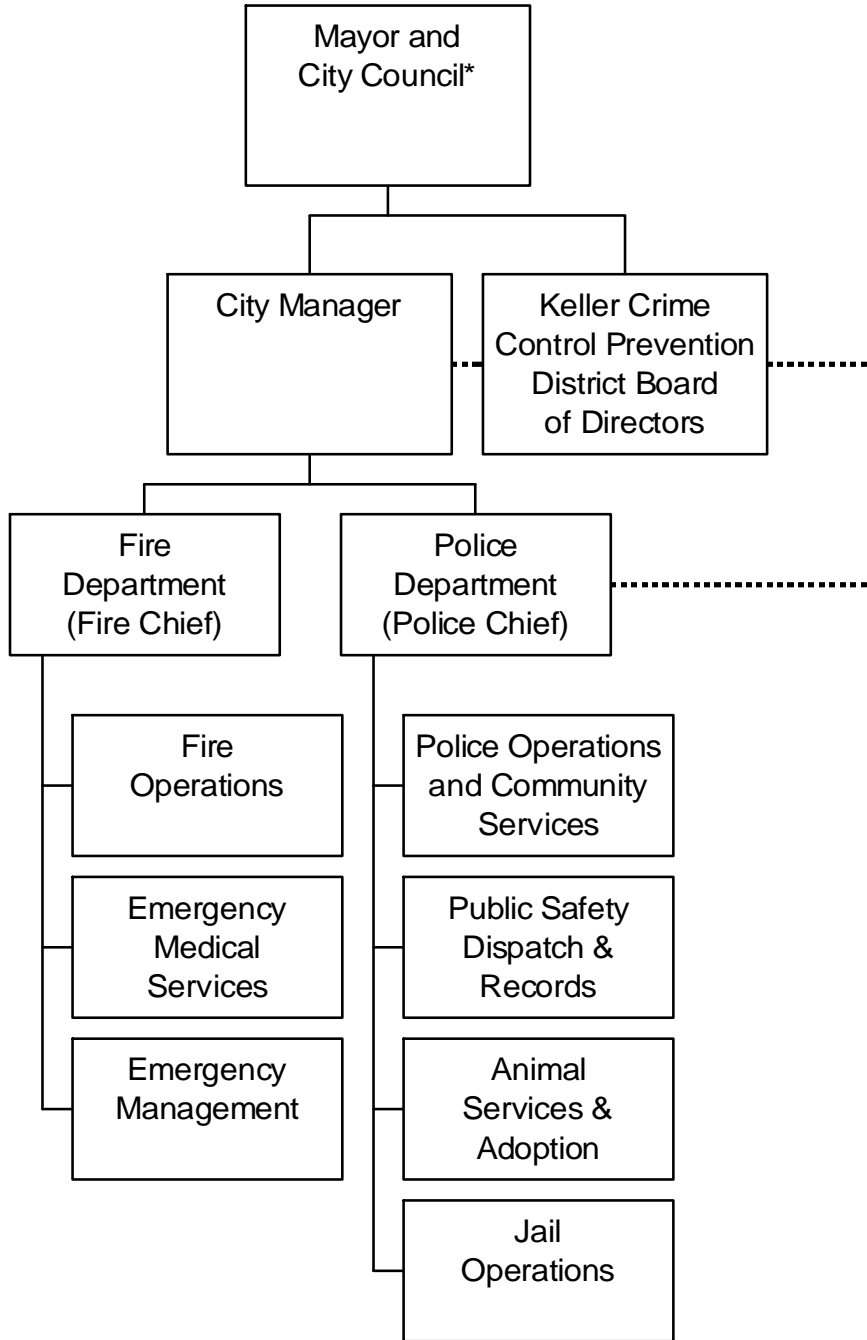
| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 578,370 | \$ 594,214 | \$ 615,893 | \$ 651,210 | \$ 56,996 |
| Operations & maintenance | 8,748 | 10,415 | 10,035 | 10,210 | (205) |
| Services & other | 311,525 | 298,433 | 319,892 | 309,809 | 11,376 |
| TOTAL | \$ 898,643 | \$ 903,062 | \$ 945,820 | \$ 971,229 | \$ 68,167 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

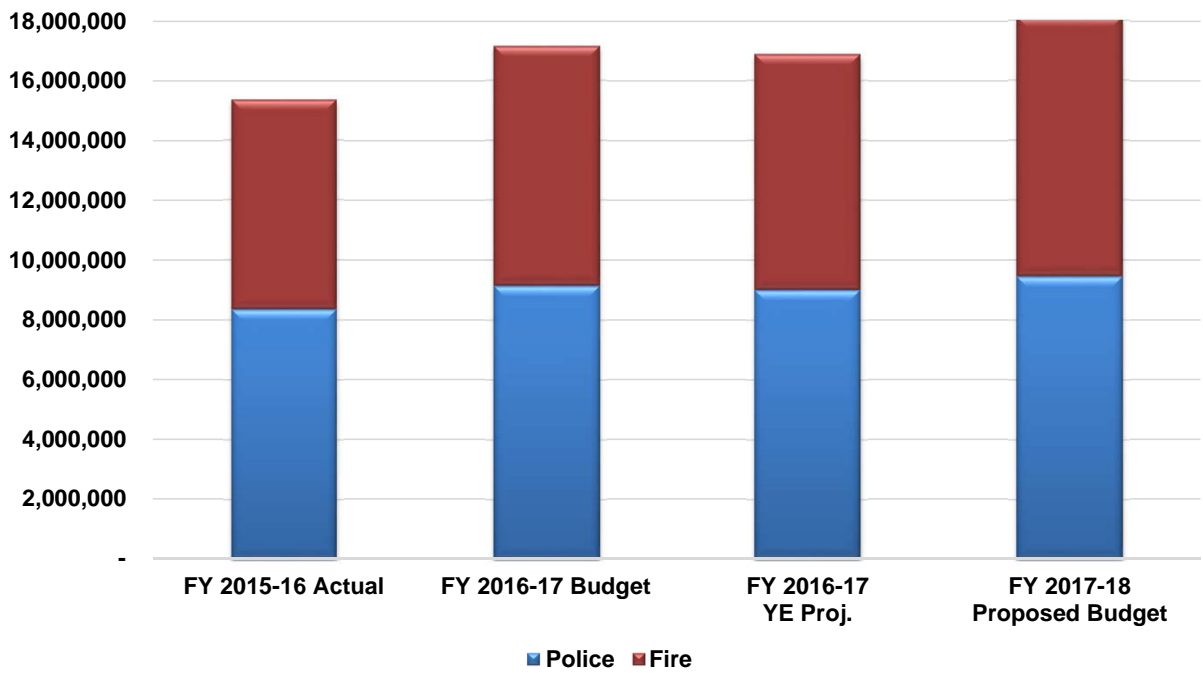
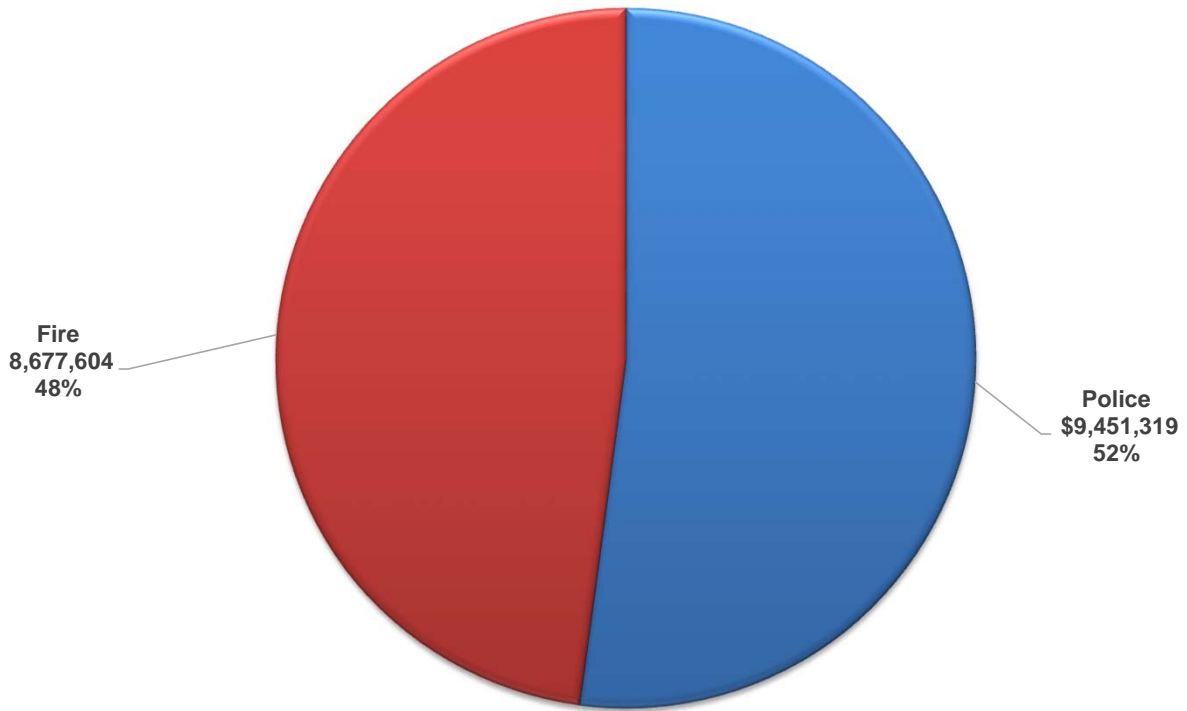
| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Building Services Mgr./Chief Bldg. Official | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Senior Plans Examiner | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Code Compliance Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Code Compliance Officer | 0.75 | 1.00 | 1.00 | 1.00 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Permit Technician | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Code Compliance Technician | 0.48 | 0.48 | 0.48 | 1.00 | 0.52 |
| TOTAL | 7.23 | 7.48 | 7.48 | 8.00 | 0.52 |

PUBLIC SAFETY



*Denotes elected position.

PUBLIC SAFETY



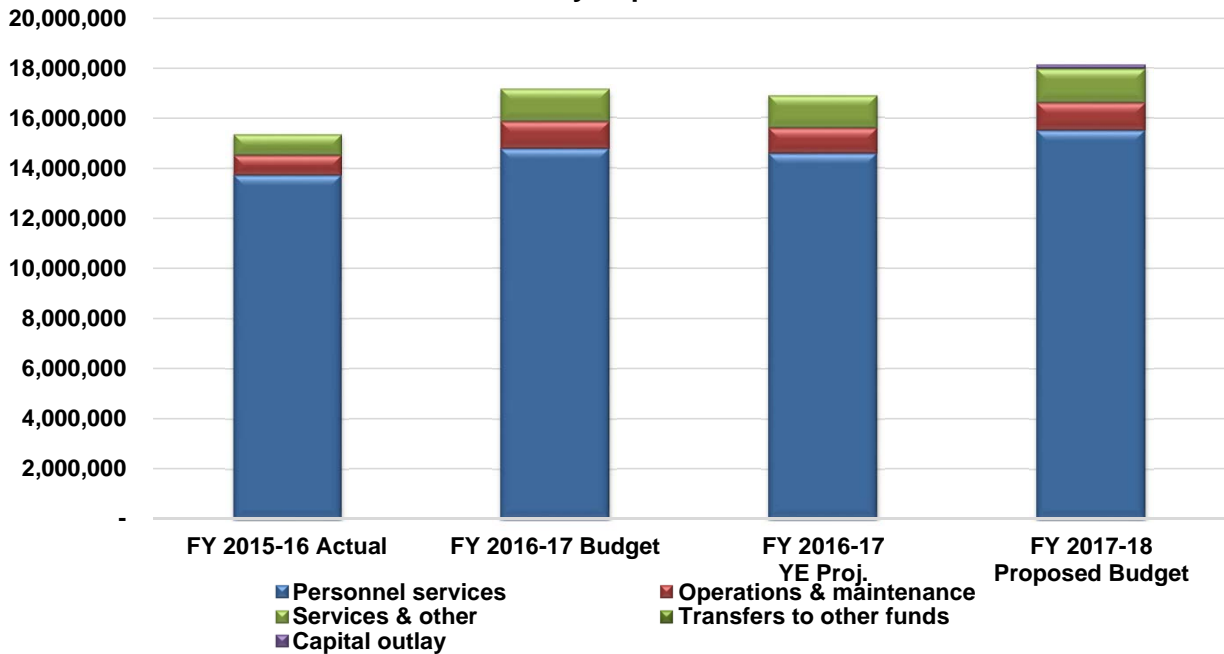
PUBLIC SAFETY

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DEPARTMENT:</u> | | | | | |
| Police | \$ 8,344,870 | \$ 9,135,620 | \$ 9,000,016 | \$ 9,451,319 | \$ 315,699 |
| Fire | 6,999,420 | 8,013,778 | 7,874,285 | 8,677,604 | 663,826 |
| TOTAL | \$ 15,344,289 | \$ 17,149,397 | \$ 16,874,300 | \$ 18,128,923 | \$ 979,526 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 13,715,237 | \$ 14,764,450 | \$ 14,580,628 | \$ 15,511,289 | \$ 746,839 |
| Operations & maintenance | 804,401 | 1,081,236 | 1,009,021 | 1,103,365 | 22,129 |
| Services & other | 824,651 | 1,303,711 | 1,284,651 | 1,352,441 | 48,730 |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | - | - | - | 161,828 | 161,828 |
| TOTAL | \$ 15,344,289 | \$ 17,149,397 | \$ 16,874,300 | \$ 18,128,923 | \$ 979,526 |

Public Safety Expenditures



PERSONNEL SUMMARY

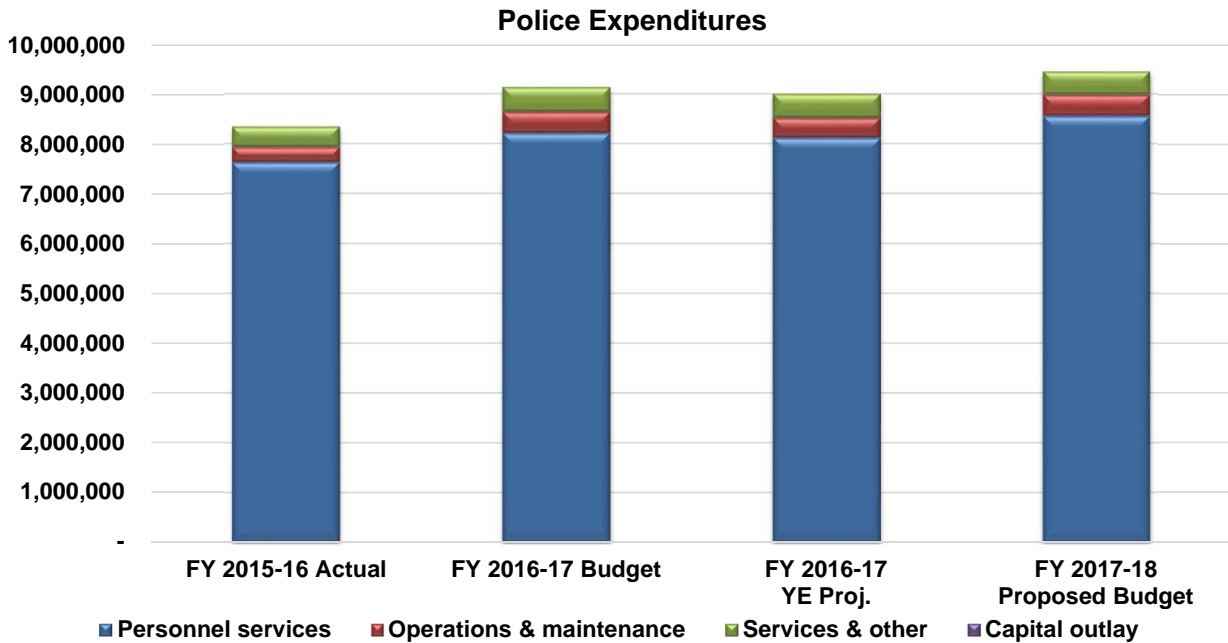
(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DEPARTMENT: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Police | 86.48 | 87.48 | 87.48 | 88.44 | 0.96 |
| Fire | 57.00 | 57.00 | 57.00 | 57.00 | - |

POLICE DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 616,408 | \$ 675,528 | \$ 663,986 | \$ 680,896 | \$ 5,368 |
| Police Operations | 4,868,905 | 5,336,262 | 5,252,855 | 5,538,591 | 202,329 |
| Public Safety Dispatch & Records | 1,944,778 | 2,131,190 | 2,095,554 | 2,177,316 | 46,126 |
| Animal Services & Adoption | 317,369 | 337,505 | 337,161 | 381,194 | 43,689 |
| Jail Operations | 597,410 | 655,135 | 650,460 | 673,322 | 18,187 |
| TOTAL | \$ 8,344,870 | \$ 9,135,620 | \$ 9,000,016 | \$ 9,451,319 | \$ 315,699 |
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 7,625,566 | \$ 8,214,308 | \$ 8,120,274 | \$ 8,554,726 | \$ 340,418 |
| Operations & maintenance | 305,955 | 424,860 | 394,955 | 424,185 | (675) |
| Services & other | 413,349 | 496,452 | 484,787 | 472,408 | (24,044) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 8,344,870 | \$ 9,135,620 | \$ 9,000,016 | \$ 9,451,319 | \$ 315,699 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 3.90 | 3.90 | 3.90 | 3.90 | 0.00 |
| Police Operations | 48.00 | 48.00 | 48.00 | 48.00 | 0.00 |
| Public Safety Dispatch & Records | 23.00 | 24.00 | 24.00 | 24.00 | 0.00 |
| Animal Services & Adoption | 3.48 | 3.48 | 3.48 | 4.44 | 0.96 |
| Jail Operations | 8.10 | 8.10 | 8.10 | 8.10 | 0.00 |
| TOTAL | 86.48 | 87.48 | 87.48 | 88.44 | 0.96 |

POLICE DEPARTMENT

ADMINISTRATION DIVISION (100-300-01)

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 three cities reporting the lowest Part 1 Crime Index compared to the 15 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, Twitter, and E-Safe Platforms.
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 provided through our long-term agreement to provide regional communications, jail services and animal services to the cities of Southlake and Colleyville, and police 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 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|-------------------------------------|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Total Part I Major Crimes | 295 | 380 | 340 | 360 |
| Total arrests | 1,124 | 1,200 | 1,200 | 1,350 |
| Total Reported Traffic Collisions | 206 | 260 | 210 | 220 |
| Citizen-initiated calls for service | 23,799 | 24,800 | 24,800 | 24,800 |
| Officer-initiated calls for service | 62,527 | 66,000 | 66,000 | 66,000 |
| E-Safe emails/Tweets/Facebook Posts | 57,000 | 36,000 | 60,000 | 66,000 |

** Excludes the Town of Westlake

POLICE DEPARTMENT ADMINISTRATION DIVISION (100-300-01)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 460,996 | \$ 479,647 | \$ 477,145 | \$ 499,156 | \$ 19,509 |
| Operations & maintenance | 37,402 | 55,810 | 53,660 | 64,960 | 9,150 |
| Services & other | 118,010 | 140,071 | 133,181 | 116,780 | (23,291) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 616,408 | \$ 675,528 | \$ 663,986 | \$ 680,896 | \$ 5,368 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Police Captain | 0.90 | 0.90 | 0.90 | 0.90 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Building Maintenance Tech I | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 3.90 | 3.90 | 3.90 | 3.90 | - |

POLICE DEPARTMENT

POLICE OPERATIONS DIVISION (100-300-20)

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 School Campus Patrol Program will continue to partnership with the Keller Independent School District, local privates schools and the Town of Westlake to provide a heightened level of security and safety for 13 school campuses with the City of Keller and Town of Westlake jurisdictions.
3. The Canine Unit will be available for narcotics investigations and detection. In 2015 a replacement canine, "Rosko", was obtained for canine services. For the 2017-2018 fiscal year we will continue to meet the below goals for the guidance and development of the canine program.
4. Continue "KPD4KYD" - (Keller Police Department for Keller Youth Development). This program consists of (1) two hour class, once 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.
5. Maintain Bicycle Officer patrols in the parks and trails systems.
6. Maintain officer-training levels through in-house training sources.
7. Reduce traffic crashes rate by 5% through enforcement and education efforts.
8. Maintain traffic enforcement/special watch patrols and high visibility in neighborhoods and other locations of frequent traffic complaints.
9. Maintain enforcement of narcotic activities in the City of Keller.
10. Continue the Take Me Home Program.
11. Through our Community Services, initiate the Community Camera Program. Citizens will volunteer to register their private security cameras, allowing police to gather footage in areas where offenses have occurred.
12. Start and maintain the Mental Health Peace Officer Follow Up Program.

DEPARTMENT/DIVISION OBJECTIVES:

1. Continue to run four (4) shifts consisting of a Sergeant, Corporal and five) sector officers to facilitate police services for both City of Keller and the Town of Westlake. When staffing allows, each night shift will have an additional 3:00PM-3:00AM officer. When staffing allows, the 3:00PM-3:00AM officers will utilize the data obtained through the quarterly reports to aide in concentrating police resources in geographical locations requiring additional visible patrols to lessen Part I crimes and reportable accidents in areas with higher reported incidents.
2. During the fiscal year the Patrol Divisions 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.

POLICE DEPARTMENT

POLICE OPERATIONS DIVISION (100-300-20)

DEPARTMENT/DIVISION OBJECTIVES: (CONTINUED)

3. Continue canine demonstrations as approved by the Keller Police Department staff for the public. These demonstrations work to build relationships in the community between the Keller Police Department and the citizens of Keller and the Town of Westlake. Ensure optimal scheduling of the Canine Unit for availability of interdiction patrols and regular patrol activities. Continue the canine deployment program on quarterly intervals basis upon request. The plan includes canine searches for drugs at Deloitte University as well as other approved corporate campuses that request this service from the Keller Police Department.
4. 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.
5. 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 with an in-house instructor. 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.
6. Maintain average of 30 hours of in-house training per officer.
7. 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 department newly acquired JAMAR Technologies Radar Traffic Data Collection unit, traffic tubes and speed sentry signs to provide enhanced traffic and speed data that will assist in determining future traffic enforcement efforts.
8. Continue to respond to traffic complaints and schedule traffic enforcement details at high incident locations. Conduct follow-up contacts with complainants to review results of our enforcement efforts. The Keller Police department Traffic Division started 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.
9. 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 & Communicate intelligence to outside sources such as Tarrant County Task Force & The Drug Enforcement Agency.
10. Assign Patrol Officers to conduct follow up interviews on persons taken into custody on emergency mental detentions.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|------------------------------------|-------------------|-------------------|-------------------|------------------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Total arrest made | 1,124 | 1,120 | 1,120 | 1,125 |
| Total citations issued | 12,577 | 14,619 | 14,619 | 15,119 |
| Total cases investigated | 1,334 | 1,410 | 1,410 | 1,480 |
| Alarm Responses | 2,216 | 2,300 | 2,300 | 2,384 |
| Volunteers in Policing total hours | 2,814 | 3,010 | 3,010 | 3,050 |
| Crime Prevention Presentations | 280 | 196 | 196 | 206 |

PERFORMANCE INDICATORS

| | | | | |
|-----------------------------|-----|-----|-----|-----|
| Case Clearance Rate | 60% | 66% | 66% | 70% |
| Part 1 Crime clearance rate | 40% | 45% | 45% | 50% |

POLICE DEPARTMENT POLICE OPERATIONS DIVISION (100-300-20)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 4,547,613 | \$ 4,933,925 | \$ 4,879,943 | \$ 5,156,249 | \$ 222,324 |
| Operations & maintenance | 212,567 | 283,850 | 257,800 | 257,100 | (26,750) |
| Services & other | 108,725 | 118,487 | 115,112 | 125,242 | 6,755 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 4,868,905 | \$ 5,336,262 | \$ 5,252,855 | \$ 5,538,591 | \$ 202,329 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Corporal | 4.00 | 4.00 | 4.00 | 4.00 | - |
| Criminal Investigator | 5.00 | 5.00 | 5.00 | 5.00 | - |
| Police Captain | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Police Officer | 31.00 | 31.00 | 31.00 | 31.00 | - |
| Police Sergeant | 6.00 | 6.00 | 6.00 | 6.00 | - |
| TOTAL | 48.00 | 48.00 | 48.00 | 48.00 | - |

POLICE DEPARTMENT

PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-300-21)

DEPARTMENT DESCRIPTION:

Our Motto is - Service, Justice, Fairness. The Northeast Tarrant Communications Center (NETCOM) serves the cities of Keller, Southlake, Colleyville, & 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 24 hours/day & 365 days/year. This Division serves more than 95,000 residents in 4 cities covering more than 60 square miles. Our Dispatchers serve 3 Police Departments and 4 Fire/EMS Departments in the 4 city region. This Division is staffed by 24 full time civilian employees, including 19 Dispatchers, 3 Records Technicians, & 2 Managers. The 3 Records Technicians are the primary point of contact for customer service at the front lobby window. The Records Technicians receive, process, index, & file all police reports for retrieval on an as-needed basis for Keller & Westlake. They must provide accurate statistical data for administrative use, access public reports, provide copies of audio/video/reports for public & court processes, manager Solicitor Permits, assist with alarm permits, fingerprinting service, & work closely with city personnel & citizens to provide resource efficiency & accuracy. One Records Technician also assists CID with data input, data uploads, & case filing. Dispatch regionalization helps our 4 city area provide faster service & swifter justice as we combine radio/phone communications through a single location & Officers from multiple cities can respond to calls along the border areas to intercept criminal activity & assist all our citizens.

DEPARTMENT/DIVISION GOALS:

1. Contribute to the prompt response of Police units by collecting necessary information from callers and dispatching emergency calls for Police service within 2 minutes on average.
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.
3. Answer incoming 911 calls within 10 seconds.
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. Two Year self assessment of SOPs, prepare proofs, prepare for CALEA on-site assessment.
6. Receive, process, index, and file all police records for retrieval and archive records within the retention guidelines.
7. Respond to all open records request and court request under terms of the Texas Public Information Act and legal standards.
8. Contribute to assessment and workflow of Records/CID Technician stationed in Records to improve performance and efficiency.
9. Increase training of VIPS volunteers to serve in records and dispatch in various support capacities to improve performance and efficiency of full time employees.

DEPARTMENT/DIVISION OBJECTIVES:

1. Monitor the dispatch process for Police to ensure dispatch time for emergency calls is less than 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. Two year self assessment, staff accreditation training and proofs of practices, preparation for CALEA on-site assessment.
6. Provide additional training for Records personnel to stay abreast of changing laws and required procedures.
7. Adjust personnel, volunteers, duties, and tasks in Records to improve performance and efficiency.

POLICE DEPARTMENT

PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-300-21)

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Adopted Budget | Budget Variance (\$) |
|--|------------------------------|------------------------------|--------------------------------|--|---------------------------------|
| Total number of authorized division personnel: | 23 | 24 | 24 | 24 | |
| Manger | 1 | 1 | 1 | 1 | |
| Assistant Manger | 1 | 1 | 1 | 1 | |
| Dispatcher | 19 | 19 | 19 | 19 | |
| Records Technician | 2 | 3 | 3 | 3 | |
| Police Activities process by NETCOM: Dispatched Calls and Self Initiated: | | | | | |
| Keller | 80,507 | 90,700 | 83,000 | 8,600 | |
| Southlake | 84,721 | 117,200 | 86,000 | 88,000 | |
| Westlake | 19,877 | 20,000 | 20,500 | 22,000 | |
| Colleyville | 63,611 | 72,000 | 6,500 | 6,700 | |
| Total | 248,716 | 299,900 | 254,500 | 263,000 | |
| Number of Fire/EMS calls for service: | | | | | |
| Keller | 3,616 | 3,500 | 3,800 | 3,900 | |
| Southlake | 3,238 | 3,200 | 3,400 | 3,600 | |
| Westlake | 547 | 500 | 650 | 700 | |
| Colleyville | 1,794 | 1,700 | 1,800 | 1,900 | |
| Total | 9,195 | 8,900 | 9,650 | 10,100 | |
| Number of 9-1-1 calls received: | | | | | |
| Keller | 18,529 | 19,500 | 18,700 | 19,000 | |
| Southlake | 16,709 | 18,300 | 17,000 | 17,500 | |
| Westlake | 387 | 475 | 400 | 450 | |
| Colleyville | 7,763 | 8500 | 8,000 | 8500 | |
| Total | 43,388 | 46,775 | 44,100 | 45,450 | |
| Number of in-coming phone calls | 137,347 | 145,000 | 140,000 | 142,000 | |
| Open record request processed (Keller Records) | 2,923 | 2,900 | 3,100 | 3,300 | |
| Efficiency/Effectiveness: | | | | | |
| Average time from call receipt to dispatch | | | | | |
| Police emergency calls (minutes) | 1:24 | 1:25 | 1:24 | 1:23 | |
| Fire/EMS emergency calls (minutes) | :54 | :55 | :54 | :53 | |
| Percent of 911 phone calls answered within 10 seconds | 95.00% | 98.00% | 95.00% | 96.00% | |

POLICE DEPARTMENT PUBLIC SAFETY DISPATCH & RECORDS DIVISION (100-300-21)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 1,848,357 | \$ 2,013,243 | \$ 1,978,107 | \$ 2,064,540 | 51,297 |
| Operations & maintenance | 17,068 | 25,325 | 24,825 | 27,200 | 1,875 |
| Services & other | 79,353 | 92,622 | 92,622 | 85,576 | (7,046) |
| TOTAL | \$ 1,944,778 | \$ 2,131,190 | \$ 2,095,554 | \$ 2,177,316 | 46,126 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Regional Communication Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Records Technician | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Records Technician/Criminal Inv. Asst. | - | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Records Technician | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Regional Comm. Asst. Mgr. | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Dispatcher | 17.00 | 17.00 | 17.00 | 17.00 | 0.00 |
| Dispatch Shift Supervisor | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| TOTAL | 23.00 | 24.00 | 24.00 | 24.00 | 0.00 |

POLICE DEPARTMENT

ANIMAL SERVICES & ADOPTION DIVISION (100-300-23)

DEPARTMENT DESCRIPTION:

The Animal Services & Adoption Department provides enforcement of the animal ordinance within the Cities of Colleyville, Keller, Southlake 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 has successfully expanded the adoption program.

DEPARTMENT/DIVISION GOALS:

1. Continue to strive for citizen satisfaction regarding animal service 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. Launch an animal education program for children within partnering cities' respective school districts that teaches children how to be more aware of the dangers of wildlife and domestic animals within our 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. Effectively utilize three Mobile Data Computers in Animal Services Vehicles to enhance response times.
4. Conduct weekly inspection 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. Launch a Lost and Found website to advertise animals reported lost and those impounded in the partner cities.
7. Promote registration awareness and offer off-site animal registration events.
8. Conduct proactive patrols.
9. Determine and make notification to owners whose animals license has expired.
10. Proactively patrol areas of reported violations.
11. Conduct random patrols in the area parks and neighborhoods.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|-----------------------------|------------------------------|------------------------------|--------------------------------|---|
| Stray Animals Impounded | 868 | 937 | 760 | 800 |
| Citations Issued | 23 | 25 | 40 | 45 |
| Total Calls for Service | 3,128 | 4,500 | 3,500 | 3,800 |
| Animal Bite Reports Taken | 138 | 170 | 110 | 125 |
| Reported Rabies Incidents | 9 | 6 | 6 | 8 |
| Animal Transfer/Reclamation | 867 | 1,200 | 755 | 800 |

POLICE DEPARTMENT ANIMAL SERVICES & ADOPTION DIVISION (100-300-23)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 253,737 | \$ 253,392 | \$ 251,948 | \$ 289,425 | \$ 36,033 |
| Operations & maintenance | 19,564 | 26,025 | 27,025 | 32,325 | 6,300 |
| Services & other | 44,068 | 58,088 | 58,188 | 59,444 | 1,356 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 317,369 | \$ 337,505 | \$ 337,161 | \$ 381,194 | \$ 43,689 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 YE Proj. | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|------------------------|------------------------|----------------------------------|-------------------------|
| Animal Control Officer | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Kennel Tech | 0.48 | 0.48 | 0.48 | 1.44 | 0.96 |
| TOTAL | 3.48 | 3.48 | 3.48 | 4.44 | 0.96 |

POLICE DEPARTMENT

JAIL OPERATIONS DIVISION (100-300-25)

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.
7. Implement Video Arraignment to facilitate the magistration process and expedite release.

DEPARTMENT/DIVISION OBJECTIVES:

1. Continues training on paperwork, procedures, and improved efficiency.
2. Refining paperwork approval processes through Laserfiche workflow.
3. Utilize current and future technology to advance procedures pertaining to the arraignment process.
4. Professional growth of all detention officer staff.
5. Work with Information Services and the Keller/Colleyville and Southlake Magistrates in the full implementation of video arraignment.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|
| Keller Prisoners Detained | 907 | 975 | 975 | 1,000 |
| Southlake Prisoners Detained | 973 | 975 | 1,050 | 1,100 |
| Westlake Prisoners Detained | 199 | 220 | 225 | 240 |
| Colleyville Prisoners Detained | 790 | 700 | 790 | 800 |
| Roanoke Prisoners Detained | 279 | 320 | 250 | 250 |

POLICE DEPARTMENT JAIL OPERATIONS DIVISION (100-300-25)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 514,863 | \$ 534,101 | \$ 533,131 | \$ 545,356 | 11,255 |
| Operations & maintenance | 19,354 | 33,850 | 31,645 | 42,600 | 8,750 |
| Services & other | 63,193 | 87,184 | 85,684 | 85,366 | (1,818) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 597,410 | \$ 655,135 | \$ 650,460 | \$ 673,322 | 18,187 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

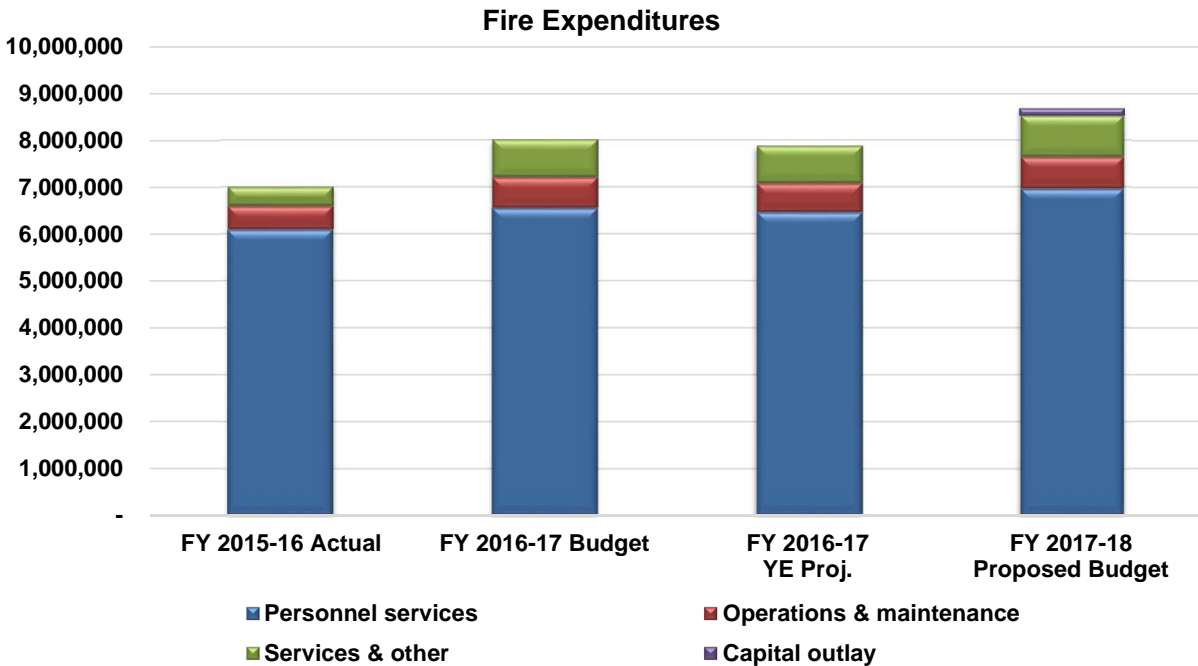
| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Police Captain | 0.10 | 0.10 | 0.10 | 0.10 | 0.00 |
| Detention Officer | 8.00 | 8.00 | 8.00 | 7.00 | -1.00 |
| Regional Holding Facility Supervisor | - | - | - | 1.00 | 1.00 |
| TOTAL | 8.10 | 8.10 | 8.10 | 8.10 | 0.00 |

FIRE DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 819,856 | \$ 885,615 | \$ 878,522 | \$ 955,569 | \$ 69,954 |
| Fire Operations | 5,853,258 | 6,716,438 | 6,600,823 | 7,147,452 | 431,014 |
| Emergency Medical Services | 305,825 | 374,525 | 358,100 | 539,078 | 164,553 |
| Emergency Management | 20,480 | 37,200 | 36,840 | 35,505 | (1,695) |
| TOTAL | \$ 6,999,420 | \$ 8,013,778 | \$ 7,874,285 | \$ 8,677,604 | \$ 663,826 |

| | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 6,089,671 | \$ 6,550,142 | \$ 6,460,354 | \$ 6,956,563 | \$ 406,421 |
| Operations & maintenance | 498,446 | 656,376 | 614,066 | 679,180 | 22,804 |
| Services & other | 411,302 | 807,260 | 799,865 | 880,033 | 72,773 |
| Capital outlay | - | - | - | 161,828 | 161,828 |
| TOTAL | \$ 6,999,420 | \$ 8,013,778 | \$ 7,874,285 | \$ 8,677,604 | \$ 663,826 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 6.00 | 6.00 | 6.00 | 6.00 | - |
| Fire Operations | 51.00 | 51.00 | 51.00 | 51.00 | - |
| TOTAL | 57.00 | 57.00 | 57.00 | 57.00 | - |

FIRE DEPARTMENT

ADMINISTRATION DIVISION (100-350-01)

DEPARTMENT DESCRIPTION:

The Keller Fire Department's Administration Division consists of six employees including: Fire Chief, Administration Battalion Chief, Training Officer, Fire Marshal, Fire Inspector and Administrative Secretary. The Fire Chief provides direct supervision of the department's four Battalion Chiefs, three within the Operations Division and one assigned to the Administration Division, as well as the Fire Marshal. In addition to providing direct oversight and leadership for the department, the Fire Chief also serves as the community's Emergency Management Coordinator. The Administrative Battalion Chief provides direct supervision for civilian administrative staff positions within the division, manages the department's Emergency Medical Services and training activities, and coordinates with the department's Medical Director, a contracted physician ensuring quality control over our paramedics as well as patient care protocols. The Training Officer serves as the fire training coordinator for the department as well as the department's accreditation manager. 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 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. Begin 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.

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) 2 Rating and Best Practices Recognition status.
9. Continuously analyze the current and future needs of the department.

FIRE DEPARTMENT ADMINISTRATION DIVISION (100-350-01)

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Total calls for service | 3,608 | 3,642 | 3,825 | 3,978 |
| - Fire Incidents | 912 | 875 | 915 | 954 |
| - Public Service | 367 | 341 | 394 | 433 |
| - EMS Incidents | 2,329 | 2,426 | 2,468 | 2,591 |
| Commercial fire inspections conducted | 2,230 | 1,200 | 1,428 | 1,300 |
| Commercial construction plans/plats reviewed | 448 | 400 | 444 | 440 |
| Public fire education programs provided | 104 | 130 | 108 | 120 |
| Fire investigations conducted | 14 | 12 | 15 | 12 |

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Response Data (Emergency Only) | | | | |
| Average total emergency response time | 5:12 | 5:20 | 5:20 | 5:20 |
| Fractile total emergency response time (90% of the time) | 8:23 | 8:00 | 8:15 | 8:15 |
| Fire (Goal of 8:30 90% of the time) | 9:00 | 8:30 | 8:50 | 8:30 |
| EMS (Goal of 7:30 90% of the time) | 8:10 | 7:30 | 8:00 | 7:30 |
| Fire commission certifications obtained | 21 | 15 | 20 | 20 |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 736,205 | \$ 769,302 | \$ 768,979 | \$ 814,275 | \$ 44,973 |
| Operations & maintenance | 13,722 | 22,260 | 18,760 | 22,260 | - |
| Services & other | 69,929 | 94,053 | 90,783 | 119,034 | 24,981 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 819,856 | \$ 885,615 | \$ 878,522 | \$ 955,569 | \$ 69,954 |

FIRE DEPARTMENT ADMINISTRATION DIVISION (100-350-01)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Fire Marshal | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Battalion Chief - Administration | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Training Officer | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Fire Inspector | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 6.00 | 6.00 | 6.00 | 6.00 | - |

FIRE DEPARTMENT

FIRE OPERATIONS DIVISION (100-350-40)

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 24-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 hazardous materials, 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.
5. Conduct annual testing of all fire hose currently in use by the department.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|--|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Fire and non-EMS calls | 912 | 875 | 915 | 954 |
| Public Service calls | 367 | 341 | 394 | 433 |
| Fire Training Classes | 2,268 | 4,000 | 2,400 | 2,500 |
| Fire Training Hours | 18,436 | 21,000 | 18,624 | 19,000 |
| Fire Hydrant Testing/Inspection (changed to annual from bi-annual) | 3,394 | 2,100 | 2,376 | 2,100 |
| Commercial Preplans (changed to annual from bi-annual) | 1,438 | 1,000 | 1,000 | 1,000 |
| Company-based fire inspections | 938 | 360 | 533 | 360 |
| Fire Hose Sections Tested | 364 | 351 | 331 | 331 |

FIRE DEPARTMENT FIRE OPERATIONS DIVISION (100-350-40)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| Response Data (Emergency only) | | | | |
| Turnout Time (Dispatch to enroute in seconds) | | | | |
| Fire (Goal of 80 seconds 90% of the time) | 95% | 94% | 96% | 96% |
| EMS (Goal of 60 seconds 90% of the time) | 94% | 93% | 96% | 96% |
| Travel Time (Enroute to on-scene in seconds) | | | | |
| Fire (Goal of 370 seconds 90% of the time) | | | | |
| District 1 | 81% | 80% | 93% | 90% |
| District 2 | 72% | 70% | 74% | 75% |
| District 3 | 76% | 80% | 86% | 83% |
| EMS (Goal of 330 seconds 90% of the time) | | | | |
| District 1 | 87% | 92% | 88% | 90% |
| District 2 | 66% | 75% | 62% | 65% |
| District 3 | 78% | 88% | 88% | 90% |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 5,353,465 | \$ 5,780,840 | \$ 5,691,375 | \$ 6,142,288 | \$ 361,448 |
| Operations & maintenance | 358,740 | 464,650 | 438,200 | 446,595 | (18,055) |
| Services & other | 141,053 | 470,948 | 471,248 | 558,569 | 87,621 |
| Transfers to other funds | - | - | - | - | - |
| TOTAL | \$ 5,853,258 | \$ 6,716,438 | \$ 6,600,823 | \$ 7,147,452 | \$ 431,014 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed 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 | - |
| Firefighter/Paramedic/FTP | 6.00 | 6.00 | 6.00 | 6.00 | - |
| TOTAL | 51.00 | 51.00 | 51.00 | 51.00 | - |

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES DIVISION (100-350-41)

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 utilizing the Simulation Mannequin (SIM_MAN) 3G trainer 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:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|------------------------------------|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| EMS/Rescue calls for service | 2,329 | 2,426 | 2,468 | 2,591 |
| EMS total patients not transported | 516 | 485 | 480 | 475 |
| EMS total patient transports | 1,672 | 1,746 | 1,782 | 1,818 |

PERFORMANCE INDICATORS

| | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|---|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Ambulance transport out of service time (average in minutes) | 84 | 75 | 78 | 75 |
| Simulation scenarios conducted | 58 | 80 | 72 | 72 |
| Charts reviewed for Continuous Quality Improvement | 100% | 95% | 100% | 100% |
| Patient contact to 12-lead EKG time (average in minutes) | 3.5 | 4 | 4 | 4 |
| STEMI recognition to cardiac cath lab activation | 2 | 3 | 2.5 | 3 |
| Patient contact to cardiologist intervention (average in minutes) | 62 | 55 | 65 | 65 |

FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES DIVISION (100-350-41)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 120,370 | 152,341 | 140,341 | 193,660 | 41,319 |
| Services & other | 185,455 | 222,184 | 217,759 | 183,590 | (38,594) |
| Capital outlay | - | - | - | 161,828 | 161,828 |
| TOTAL | \$ 305,825 | \$ 374,525 | \$ 358,100 | \$ 539,078 | \$ 164,553 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

FIRE DEPARTMENT

EMERGENCY MANAGEMENT DIVISION (100-350-42)

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).
6. Provide support to the Environmental Service Division of Public Works with on-duty staff and CERT members to assist with the city's Household Hazardous Waste mobile collection events.

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. 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.
5. Maintain the city's Outdoor Warning System (OWS) sirens.
6. Conduct routine testing of the OWS through a collaboration of members of the Fire Operations Division, other city departments, and the school district.
7. Provide support to the city's Public Information Officer's (PIO) use of a Mass Communication system to deliver time sensitive information to the community in regard to matters of public safety.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|
| CERT Volunteer Hours | 2199 | 1,000 | 1,600 | 1,600 |
| Initial CERT Training Programs | 1 | 1 | 1 | 1 |
| Tabletop EOC Exercises | 2 | 2 | 2 | 2 |

FIRE DEPARTMENT EMERGENCY MANAGEMENT DIVISION (100-350-42)

EXPENDITURE SUMMARY

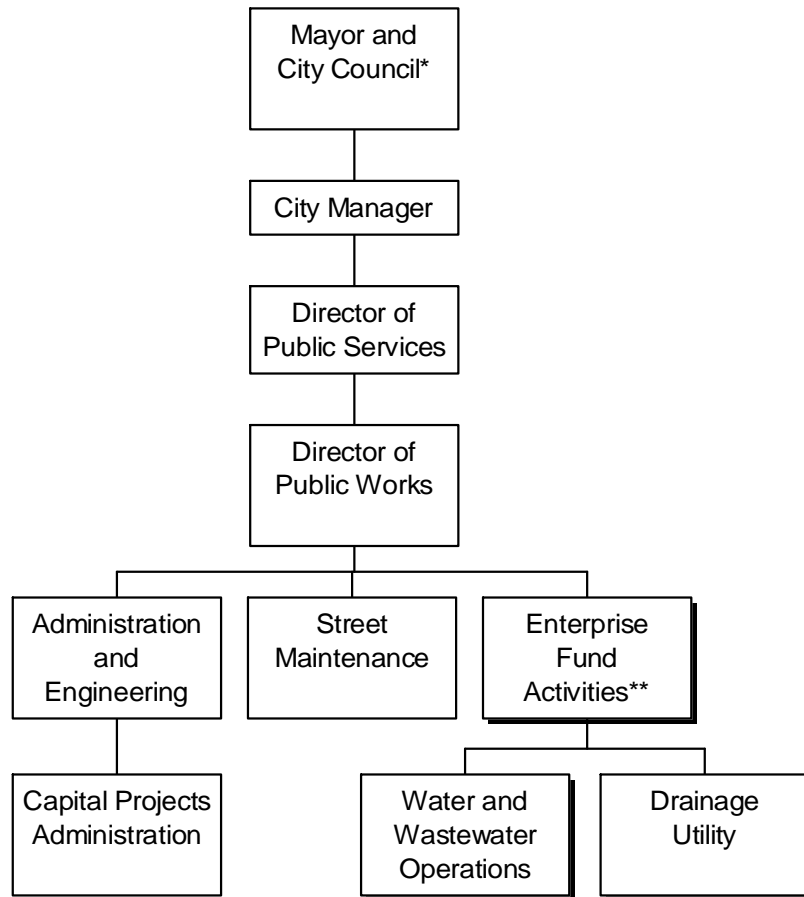
| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 5,615 | 17,125 | 16,765 | 16,665 | (460) |
| Services & other | 14,865 | 20,075 | 20,075 | 18,840 | (1,235) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 20,480 | \$ 37,200 | \$ 36,840 | \$ 35,505 | \$ (1,695) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

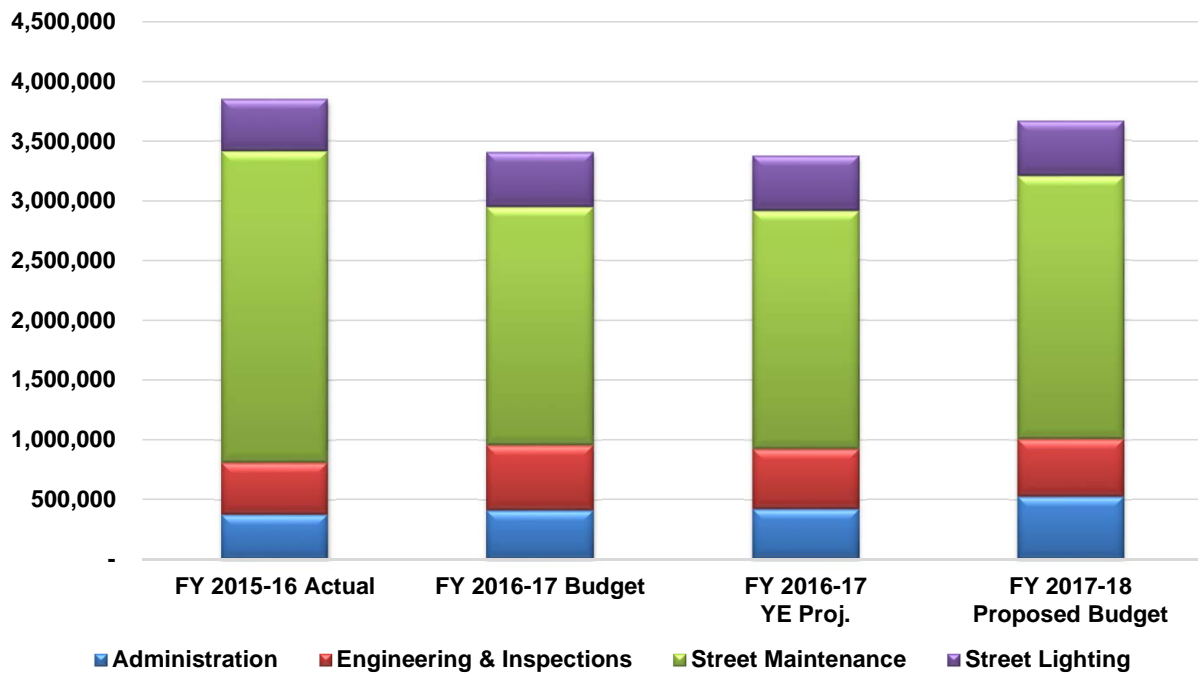
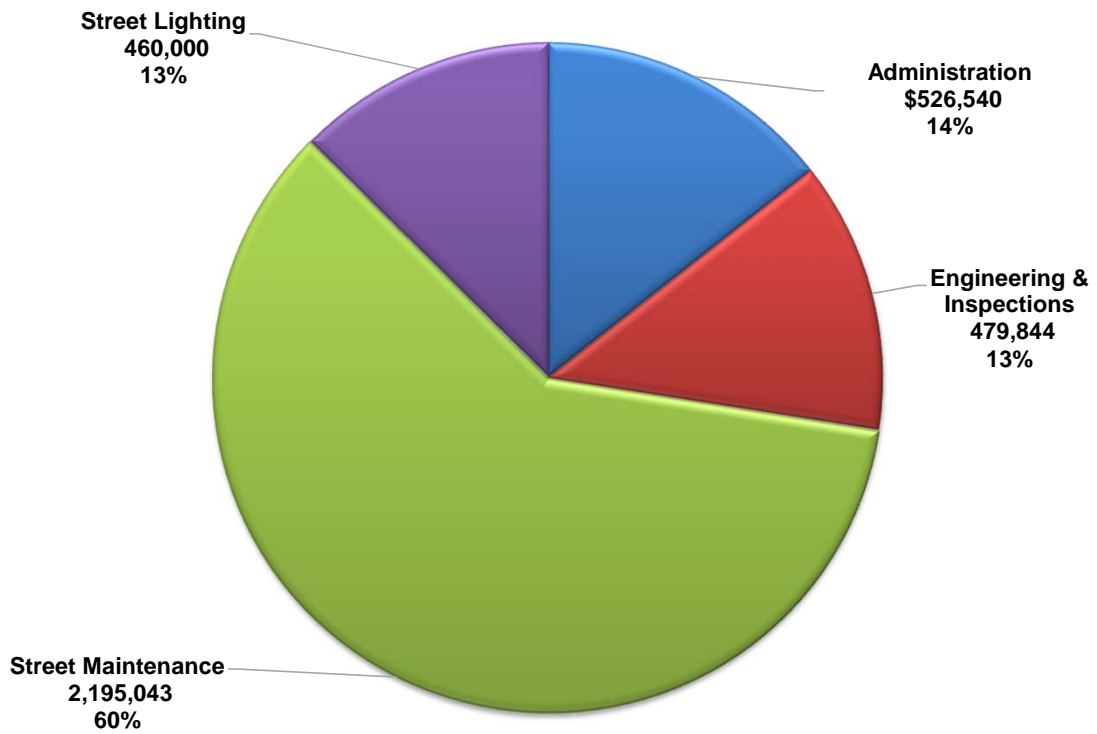
PUBLIC WORKS



*Denotes elected positions.

**Enterprise fund activities are presented in the Water & Wastewater and Drainage Utility Funds.

PUBLIC WORKS

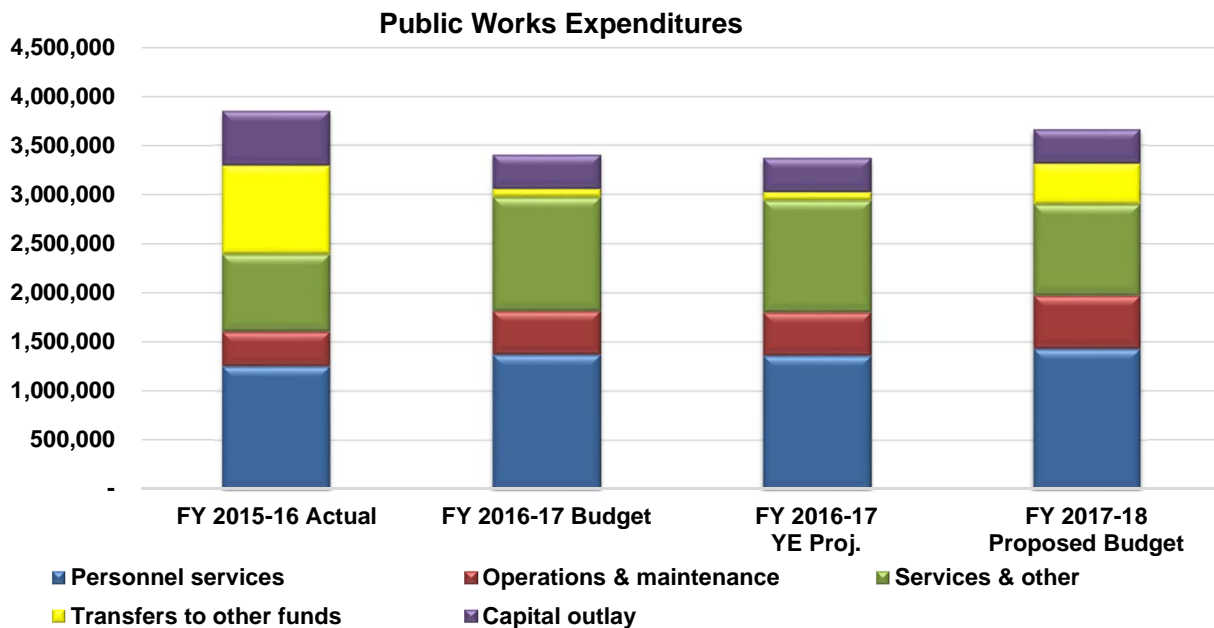


PUBLIC WORKS DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 376,448 | \$ 411,227 | \$ 421,537 | \$ 526,540 | \$ 115,313 |
| Engineering & Inspections | 434,288 | 545,285 | 502,709 | 479,844 | (65,441) |
| Street Maintenance | 2,601,577 | 1,987,159 | 1,985,311 | 2,195,043 | 207,884 |
| Street Lighting | 439,147 | 460,000 | 460,000 | 460,000 | - |
| TOTAL | \$ 3,851,460 | \$ 3,403,672 | \$ 3,369,558 | \$ 3,661,427 | \$ 257,755 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 1,251,029 | \$ 1,367,058 | \$ 1,358,593 | \$ 1,426,349 | \$ 59,291 |
| Operations & maintenance | 352,553 | 444,580 | 440,985 | 542,465 | 97,885 |
| Services & other | 788,410 | 1,162,034 | 1,139,980 | 931,363 | (230,671) |
| Transfers to other funds | 898,541 | 80,000 | 80,000 | 411,250 | 331,250 |
| Capital outlay | 560,928 | 350,000 | 350,000 | 350,000 | - |
| TOTAL | \$ 3,851,460 | \$ 3,403,672 | \$ 3,369,558 | \$ 3,661,427 | \$ 257,755 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DEPARTMENT: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 2.50 | 2.50 | 2.50 | 3.00 | 0.50 |
| Engineering & Inspections | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Street Maintenance | 9.83 | 9.83 | 9.83 | 9.50 | (0.33) |
| Street Lighting | - | - | - | - | - |
| TOTAL | 15.33 | 15.33 | 15.33 | 15.50 | 0.17 |

PUBLIC WORKS DEPARTMENT ADMINISTRATION DIVISION (100-500-01)

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 and evaluate work methods and processes to determine changes needed to improve efficiency and reduce operations and maintenance costs throughout the fiscal year.
2. Provide effective and efficient guidance and supervision of the engineering, inspection, street maintenance and drainage divisions.
3. Work the division managers toward the improvement of their professional knowledge and skills through in house and external educational opportunities.
4. Review all budgets on a monthly basis to ensure cost containment and adherence to budget expenditure policies.
5. Respond to email and citizens requests within 24 hours of message or request receipt.
6. Attempt to minimize flooding of public and private property.
7. Improve the citizens use of water and conservation by quarterly public education information. This information will be transmitted through all of the City's information platforms.
8. Provide the citizens with timely and current information on West Nile prevention.
9. Through the use of current floodplain ordinance and accurate record keeping and plan review, stay in compliance with all state and federal standards.

DEPARTMENT/DIVISION OBJECTIVES:

SERVICE LEVEL ANALYSIS

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Improve water efficiency and conservation efforts through public education and information | 5 | Quarterly | 6 | 8 |
| Provide Public Education/Awareness Campaigns on water conservation and West Nile prevention | 5 | 3 Campaigns | 6 | 8 |

**PUBLIC WORKS DEPARTMENT
ADMINISTRATION DIVISION (100-500-01)**

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY CATEGORY:</i> | | | | | |
| Personnel services | \$ 324,777 | \$ 333,820 | \$ 346,280 | \$ 400,299 | \$ 66,479 |
| Operations & maintenance | 2,227 | 2,010 | 1,410 | 1,700 | (310) |
| Services & other | 49,445 | 75,397 | 73,847 | 124,541 | 49,144 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 376,448 | \$ 411,227 | \$ 421,537 | \$ 526,540 | \$ 115,313 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Director of Public Works | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Senior Project Engineer | 0.50 | 0.50 | 0.50 | 1.00 | 0.50 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 2.50 | 2.50 | 2.50 | 3.00 | 0.50 |

PUBLIC WORKS DEPARTMENT ENGINEERING & INSPECTIONS DIVISION (100-500-50)

DEPARTMENT DESCRIPTION:

The Engineering & Inspections Division of the Public Works Department is responsible for plan review, project management and inspection of water, sewer, street and drainage projects that affect the safety, health and welfare of the public. This includes residential, commercial and capital improvement projects. This division also provides technical assistance to engineers, developers and the citizens of Keller on a daily basis.

DEPARTMENT/DIVISION GOALS:

1. Provide plan review and construction management for cost-effective infrastructure improvements.
2. Review plats, site plans, and specific use permits for new development and City projects for compliance with the Unified Development Code and accepted engineering standards within 5 working days of receipt.
3. Review construction plans for new residential and commercial development and capital improvements projects for compliance with the Unified Development Code, applicable City ordinances and accepted engineering standards within 10 working days of receipt.
4. Provide technical and investigative assistance to the City Manager's office, citizens, developers, builders and their engineers and/or surveyors and other City departments within 48 hours of initial request.
5. Maintain reliable street, water, wastewater and drainage infrastructure mapping using the geographic information system
6. Evaluate, revise and update design and construction standards and specifications and provide updates to engineers and contractors as needed.
7. Obtain record drawings for all public improvements to assist the citizens, developers, builders and their engineers and/or surveyors and other City departments.
8. Provide at least 80% of Inspector work time in the field inspecting public water, sewer, street and drainage facility construction.
9. Educate citizens, builders, developers and City staff regarding drainage issues and inspection goals.
10. Continue to encourage staff to attend seminars for continuing education which will enhance their ability to perform the job duties.
11. In-house design of maintenance projects, drainage projects and water and sanitary sewer projects.
12. Provide technical expertise to the Development Review Committee through plan, plat and zoning review.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|----------------------|----------------------|------------------------|----------------------------------|
| In-house public works construction projects designed | 5 | 5 | 1 | 0 |
| Review & approve capital improvement projects designed by others | 10 | 10 | 15 | 10 |
| Street, water and wastewater map updates prepared | 12 | 40 | 45 | 50 |
| Development Review Committee items reviews | 220 | 70 | 80 | 80 |
| Paving and utility inspections conducted for residential, commercial and capital improvement projects | 7,000 | 7,000 | 7,500 | 7,000 |
| Residential inspections conducted | 2,600 | 2,400 | 2,400 | 2,400 |
| Customer services requests completed | 3,700 | 3,800 | 4,000 | 4,200 |

**PUBLIC WORKS DEPARTMENT
ENGINEERING & INSPECTIONS DIVISION (100-500-50)**

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 341,920 | \$ 353,350 | \$ 338,368 | \$ 348,608 | \$ (4,742) |
| Operations & maintenance | 4,570 | 6,350 | 5,950 | 6,550 | 200 |
| Services & other | 57,098 | 185,585 | 158,391 | 74,686 | (110,899) |
| Wholesale water purchases | - | - | - | - | - |
| Wastewater Services-TRA | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers to other funds | 30,700 | - | - | 50,000 | 50,000 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 434,288 | \$ 545,285 | \$ 502,709 | \$ 479,844 | \$ (65,441) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| City Engineer | 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 | - |
| TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | - |

PUBLIC WORKS DEPARTMENT

STREET MAINTENANCE DIVISION (100-500-51)

DEPARTMENT DESCRIPTION:

The Street Maintenance Division of the Public Works Department provides the basic maintenance and repair of all public owned streets and sidewalks in Keller to ensure a safe transportation system in the City of Keller. To achieve this, the division maintains the transportation system through the repair and preventative maintenance of concrete and asphalt pavements, sidewalks, curb and gutter, regulatory, warning, informational and street name signs, pavement markings, traffic signals, school zone signals, guardrails, barricades, pothole patching, mowing of exceptional right of way areas, and various other maintenance of Keller street rights of way as needed.

DEPARTMENT/DIVISION GOALS:

1. Continually review and evaluate work methods and procedures to determine changes that will improve efficiency and reduce operational and maintenance costs.
2. Make repairs to high priority items such as Potholes, Stop and Yield signs, Traffic and School Zone signals within 24 hours of notification.
3. Continue improvement of sidewalk repair program, goal to reduce backlog to less than 30 days.
4. Ensure street sweeping program is providing street sweeping per the MS4 program; residential 3 times per year, thoroughfares up to 6 times per year, various city facilities periodically.
5. Continue to improve and expand the use of the Lucity work order database system in the field by the Crew Leaders and others in the division.

DEPARTMENT/DIVISION OBJECTIVES:

1. Repair asphalt streets by reconstruction utilizing Tarrant County, contracts, and in-house small to medium section overlays of various streets.
2. Repair Sidewalks with trip hazards over 1/2 inch in height.
3. Replace faded, missing and damaged regulatory, warning, and street name signs.
4. Replace faded and missing pavement markings on thoroughfares and other streets.
5. Sweep residential streets three times per year; feeders, collectors, and thoroughfares up to 6 time per year.
6. Mow limited and difficult right of way sections.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Lane miles of streets maintained | 495 | 500 | 500 | 505 |
| Linear feet of sidewalks repaired, contract and city forces | 4,294 | 3,000 | 4,000 | 4,000 |
| Tons High Performance Asphalt Patch | 39 | 11 | 20 | 40 |
| Lane miles of pavement crack-sealed | 2 | 8 | 50 | 50 |
| Tons of Asphalt used for street rehab and repairs. (includes Tarrant County and City forces project) | 2,900 | 4,000 | 3,000 | 4,000 |
| PERFORMANCE INDICATORS | | | | |
| Curb miles of street sweeping completed | 740 | 1,000 | 800 | 1,000 |
| Total acres of right of way and city property mowed by contract and city forces, area x number of cycles | 250 | 250 | 240 | 240 |

PUBLIC WORKS DEPARTMENT STREET MAINTENANCE DIVISION (100-500-51)

EXPENDITURE SUMMARY

| <u>EXPENDITURES BY CATEGORY:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 584,332 | \$ 679,888 | \$ 673,945 | \$ 677,442 | \$ (2,446) |
| Operations & maintenance | 345,756 | 436,220 | 433,625 | 534,215 | 97,995 |
| Services & other | 242,721 | 441,051 | 447,741 | 272,136 | (168,915) |
| Capital outlay | 560,928 | 350,000 | 350,000 | 350,000 | - |
| TOTAL | \$ 2,601,577 | \$ 1,987,159 | \$ 1,985,311 | \$ 2,195,043 | \$ 207,884 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY POSITION TITLE:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Street/Drainage Superintendent | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Street/Drainage Foreman | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Street Crew leader | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Traffic Control Tech. | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Equipment Operator (Streets) | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Street Maintenance Worker | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |
| Customer Service Coordinator | 0.33 | 0.33 | 0.33 | 0.00 | (0.33) |
| TOTAL | 9.83 | 9.83 | 9.83 | 9.50 | (0.33) |

PUBLIC WORKS DEPARTMENT STREET LIGHTING DIVISION (100-500-52)

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.
2. Conduct a billing analysis of street lights to ensure accurate billing.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|
| Number of street lights provided | 3,115 | 2,605 | 3,160 | 3,400 |

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.

PUBLIC WORKS DEPARTMENT STREET LIGHTING DIVISION (100-500-52)

EXPENDITURE SUMMARY

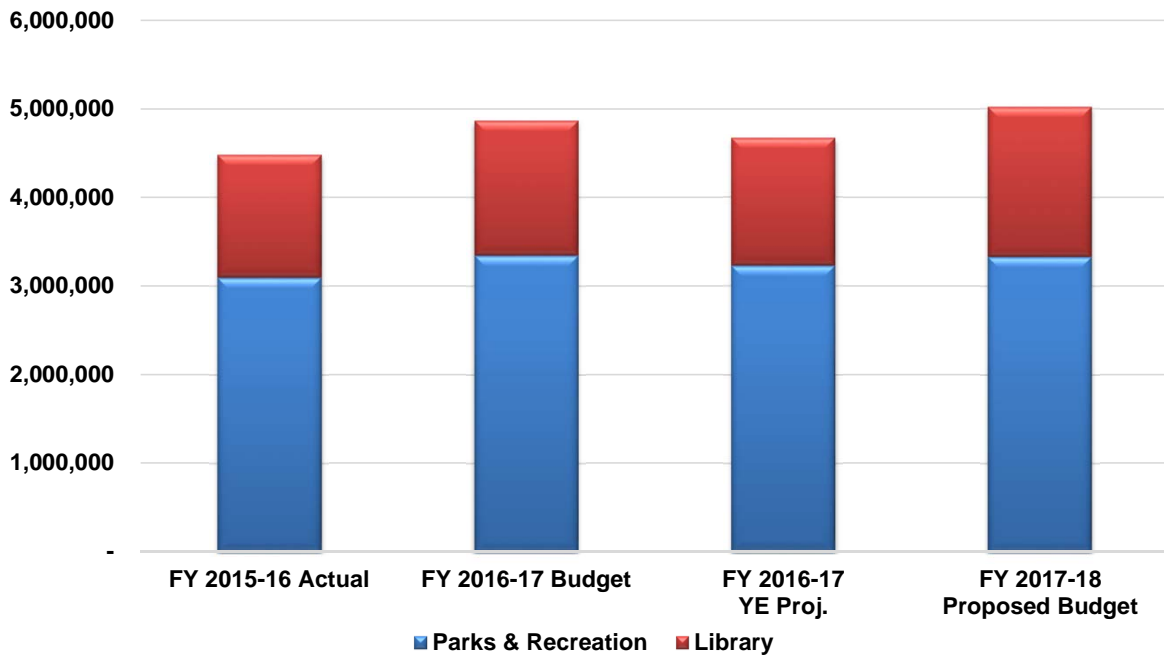
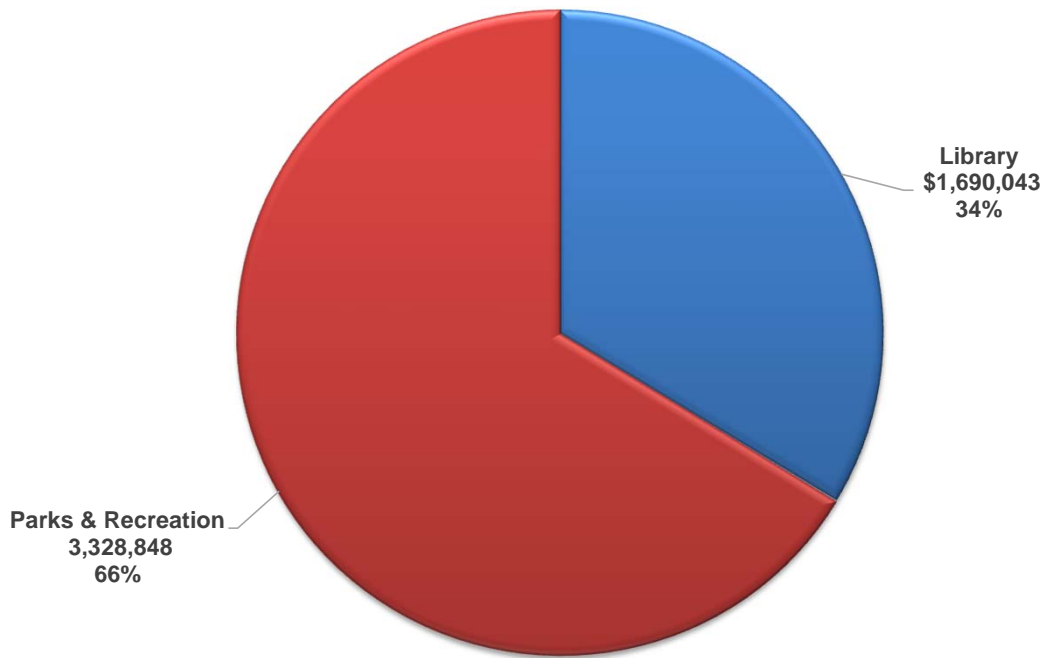
| <u>EXPENDITURES BY CATEGORY:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 439,147 | 460,000 | 460,000 | 460,000 | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 439,147 | \$ 460,000 | \$ 460,000 | \$ 460,000 | \$ - |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY POSITION TITLE:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

RECREATION AND CULTURE



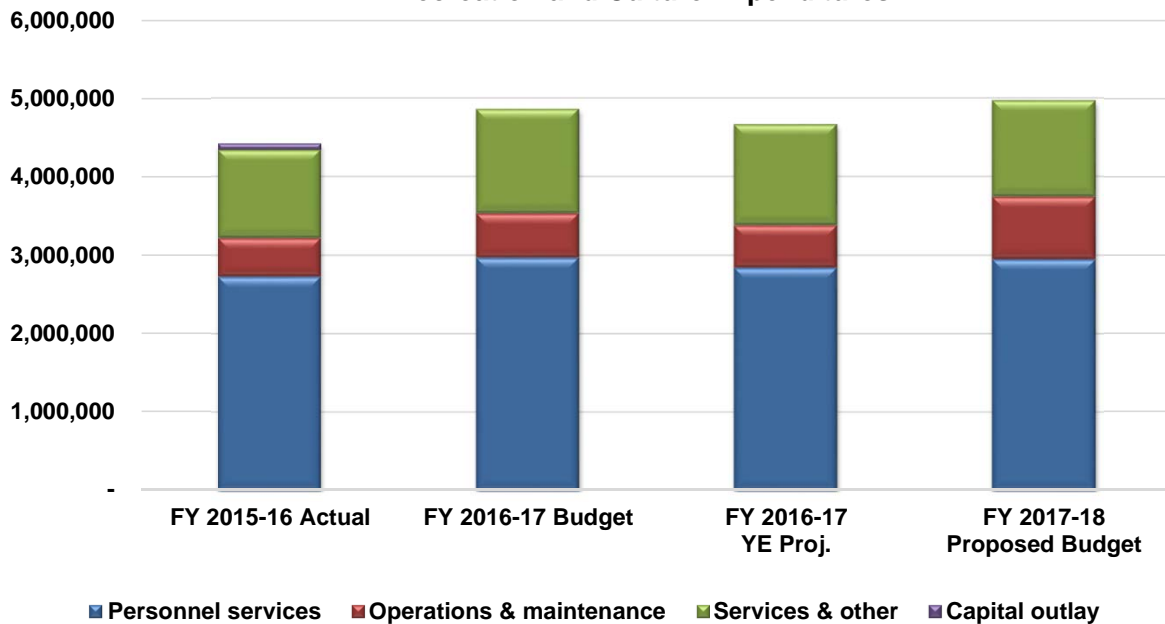
RECREATION AND CULTURE

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Library | \$ 1,382,608 | \$ 1,521,708 | \$ 1,438,458 | \$ 1,690,043 | \$ 168,335 |
| Parks & Recreation | 3,092,659 | 3,340,933 | 3,227,070 | 3,328,848 | (12,085) |
| TOTAL | \$ 4,475,267 | \$ 4,862,641 | \$ 4,665,528 | \$ 5,018,891 | \$ 156,250 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 2,723,672 | \$ 2,965,439 | \$ 2,838,831 | \$ 2,947,330 | \$ (18,109) |
| Operations & maintenance | 491,074 | 565,765 | 542,417 | 797,102 | 231,337 |
| Services & other | 1,126,500 | 1,331,437 | 1,284,280 | 1,226,859 | (104,578) |
| Capital outlay | 84,411 | - | - | - | - |
| TOTAL | \$ 4,475,267 | \$ 4,862,641 | \$ 4,665,528 | \$ 5,018,891 | \$ 156,250 |

Recreation and Culture Expenditures

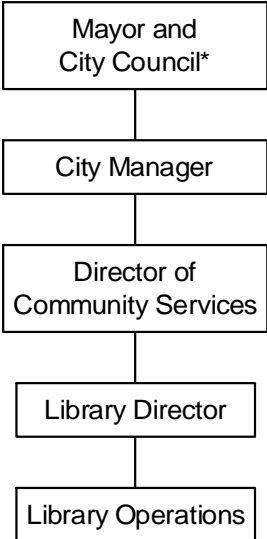


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>BY DEPARTMENT:</u> | | | | | |
| Library | 15.48 | 15.49 | 15.49 | 15.49 | - |
| Parks & Recreation | 28.56 | 28.56 | 28.56 | 28.56 | - |
| TOTAL | 44.04 | 44.05 | 44.05 | 44.05 | - |

KELLER PUBLIC LIBRARY



*Denotes elected positions.

LIBRARY

LIBRARY (100-600)

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.

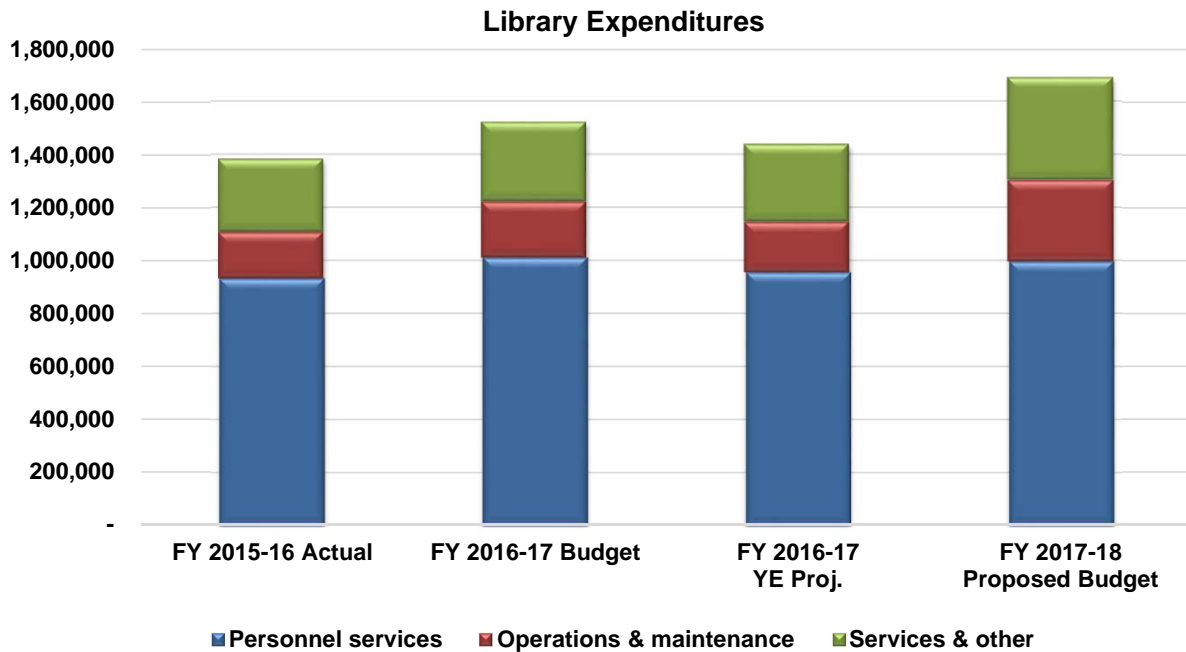
SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Visits to Library | 235,604 | 235,000 | 228,400 | 228,500 |
| Number of checkouts | 421,464 | 501,000 | 400,000 | 401,000 |
| Library programs participants | 20,428 | 17,450 | 21,000 | 22,000 |
| PERFORMANCE INDICATORS | | | | |
| Checkouts per FTE employee as a measure of workload (Texas average of 15,031 checkouts per FTE) | 26,341 | 32,322 | 25,000 | 25,062 |
| Library visits per capita (Texas average 3.3) | 5.2 | 5.73 | 5.13 | 5.13 |
| Library checkouts per capita (Texas average 4.91) | 9.47 | 12.21 | 8.98 | 9.01 |

LIBRARY

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 930,223 | \$ 1,009,844 | \$ 954,269 | \$ 994,769 | \$ (15,075) |
| Operations & maintenance | 175,914 | 211,825 | 190,820 | 307,716 | 95,891 |
| Services & other | 276,471 | 300,039 | 293,369 | 387,558 | 87,519 |
| TOTAL | \$ 1,382,608 | \$ 1,521,708 | \$ 1,438,458 | \$ 1,690,043 | \$ 168,335 |

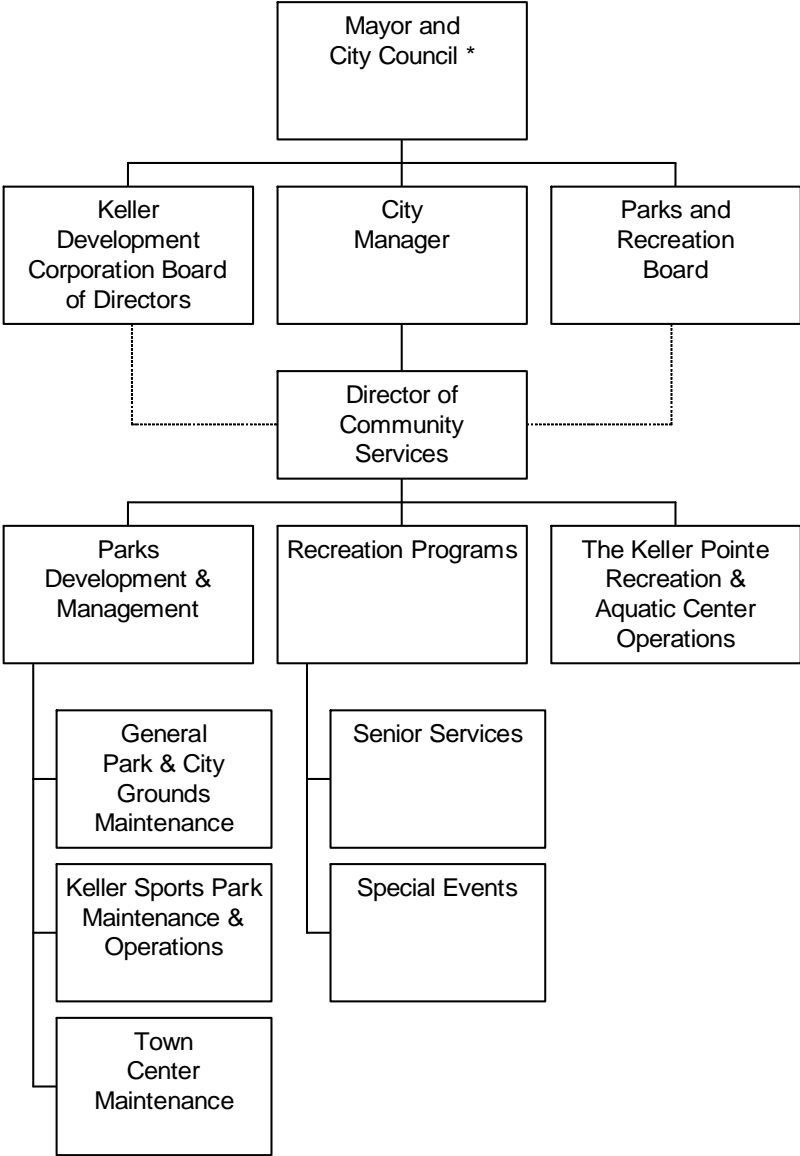


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

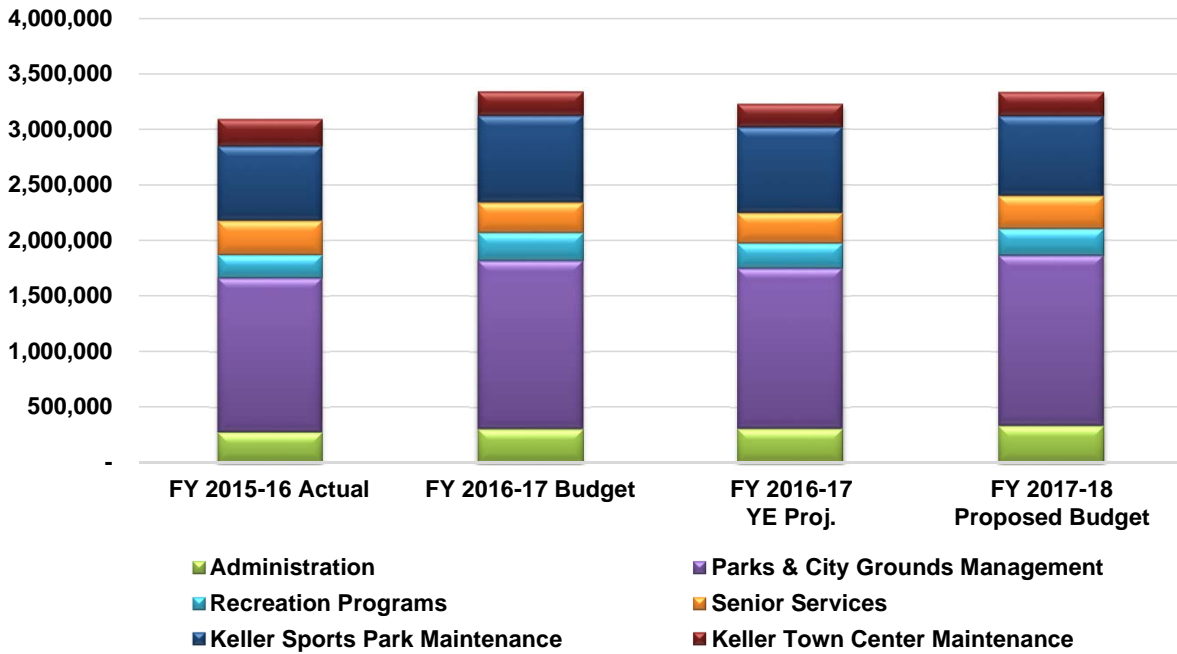
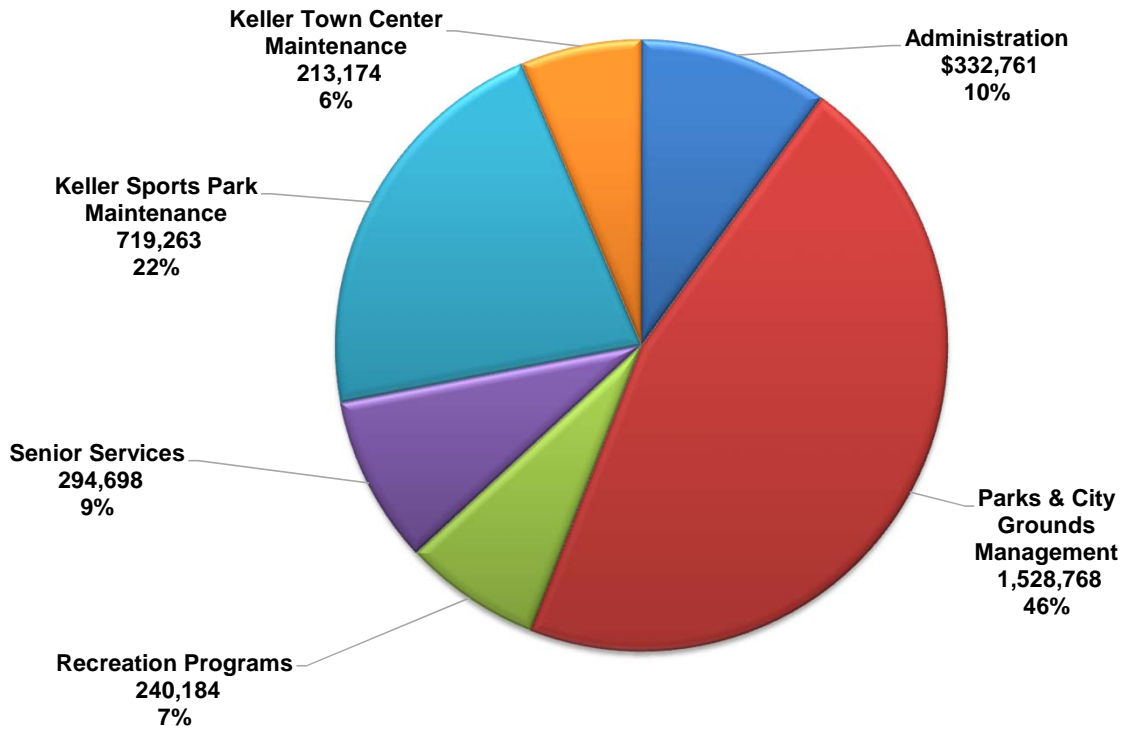
| <u>DEPARTMENT / DIVISION:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Library Director | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Librarian (Young Adult Services) | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Library Services Manager | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Librarian (Public Services) | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Librarian (Youth) | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Customer Experience Associate | - | 1.00 | 1.00 | 1.00 | - |
| Circulation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Library Clerk | 4.00 | 4.00 | 4.00 | 4.00 | - |
| PT Library Clerk | 3.84 | 2.85 | 2.85 | 2.85 | - |
| PT Children's Librarian | 0.48 | 0.48 | 0.48 | 0.48 | - |
| Library Aide - Temp/Seasonal | 0.16 | 0.16 | 0.16 | 0.16 | - |
| TOTAL | 15.48 | 15.49 | 15.49 | 15.49 | - |

PARKS AND RECREATION



* Denotes elected positions.

PARKS AND RECREATION

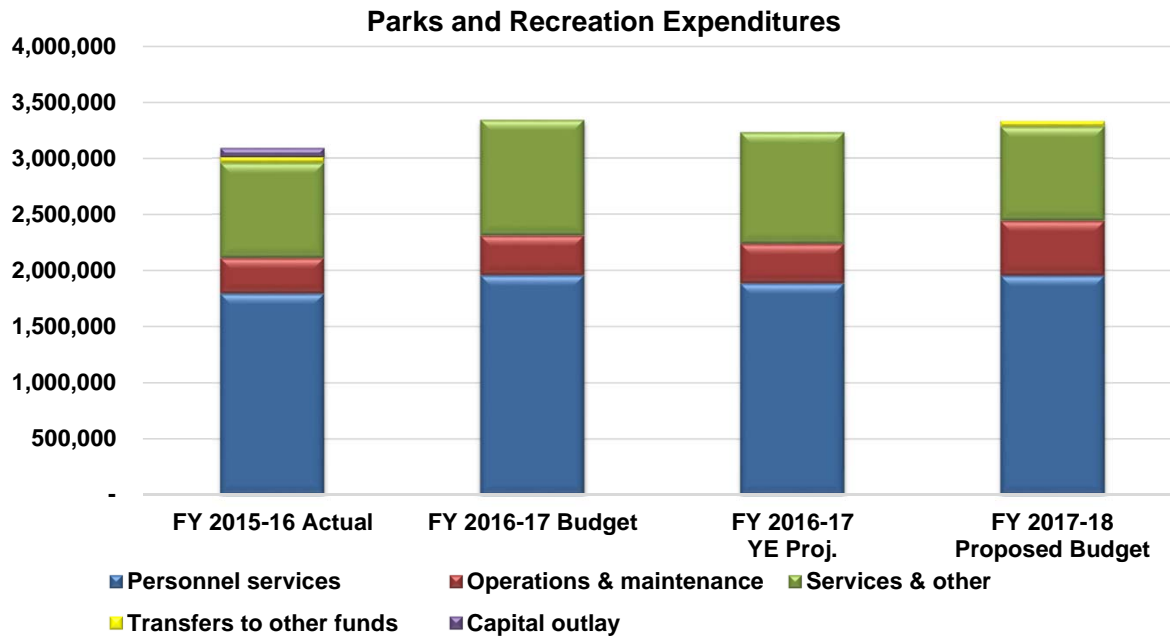


PARKS AND RECREATION DEPARTMENT

EXPENDITURE SUMMARY

| <u>EXPENDITURES BY DIVISION:</u> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|---|---------------------|---------------------|---------------------|---------------------|-------------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| Administration | \$ 274,641 | \$ 304,585 | \$ 307,722 | \$ 332,761 | \$ 28,176 |
| Parks & City Grounds Management | 1,390,248 | 1,516,367 | 1,442,185 | 1,528,768 | 12,401 |
| Recreation Programs | 206,773 | 250,269 | 224,934 | 240,184 | (10,085) |
| Senior Services | 306,818 | 270,178 | 272,297 | 294,698 | 24,520 |
| Keller Sports Park Maintenance | 671,857 | 782,968 | 773,903 | 719,263 | (63,705) |
| Keller Town Center Maintenance | 242,321 | 216,566 | 206,029 | 213,174 | (3,392) |
| TOTAL | \$ 3,092,659 | \$ 3,340,933 | \$ 3,227,070 | \$ 3,328,848 | \$ (12,085) |

| <u>EXPENDITURES BY CATEGORY:</u> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|---|---------------------|---------------------|---------------------|---------------------|-------------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| Personnel services | \$ 1,793,449 | \$ 1,955,595 | \$ 1,884,562 | \$ 1,952,561 | \$ (3,034) |
| Operations & maintenance | 315,160 | 353,940 | 351,597 | 489,386 | 135,446 |
| Services & other | 850,030 | 1,031,398 | 990,911 | 839,301 | (192,097) |
| Transfers to other funds | 49,610 | - | - | 47,600 | 47,600 |
| Capital outlay | 84,411 | - | - | - | - |
| TOTAL | \$ 3,092,659 | \$ 3,340,933 | \$ 3,227,070 | \$ 3,328,848 | \$ (12,085) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY DIVISION</u> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|---------------------------------|--------------|--------------|--------------|--------------------|-------------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| Administration | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Parks & City Grounds Management | 12.06 | 12.06 | 12.06 | 12.06 | - |
| Recreation Programs | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Senior Services | 3.00 | 3.00 | 3.00 | 3.00 | - |
| Keller Sports Park Maintenance | 7.80 | 7.80 | 7.80 | 7.80 | - |
| Keller Town Center Maintenance | 0.70 | 0.70 | 0.70 | 0.70 | - |
| TOTAL | 28.56 | 28.56 | 28.56 | 28.56 | - |

PARKS AND RECREATION DEPARTMENT ADMINISTRATION DIVISION (100-630-01)

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, and 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 Parks, Recreation and Open Space Master Plan Update.
2. Complete Park Development projects as determined by City Council.
3. Continue meeting with key community stakeholders to analyze and meet community wants and needs.
4. Begin the CAPRA accreditation process by conducting site visits of accredited agencies.
5. Create capital replacement plan for parks facilities and equipment.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Board/Committee Meetings Organized | 18 | 25 | 25 | 25 |
| Facility & Park Reservations | 683 | 1,200 | 1,200 | 1,200 |
| PERFORMANCE INDICATORS | | | | |
| Per capita annual investment in parks and recreation operations | 58% | 61% | 57% | 57% |
| Park Development Fees | \$138,477 | \$150,000 | \$70,000 | \$50,000 |

PARKS AND RECREATION DEPARTMENT ADMINISTRATION DIVISION (100-630-01)

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 259,914 | \$ 274,039 | \$ 277,206 | \$ 283,673 | 9,634 |
| Operations & maintenance | 2,960 | 2,700 | 2,670 | 3,870 | 1,170 |
| Services & other | 11,767 | 27,846 | 27,846 | 45,218 | 17,372 |
| TOTAL | \$ 274,641 | \$ 304,585 | \$ 307,722 | \$ 332,761 | 28,176 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY POSITION TITLE:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Director of Community Services | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Recreation Services Assistant | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | - |

PARKS AND RECREATION DEPARTMENT

PARKS & CITY GROUNDS MANAGEMENT DIVISION (100-630-60)

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. (Please note: Street medians and right-of-ways that only include grass are maintained by the Public Works Department.) This division is also responsible for the construction of small park projects. Finally, the division assists the Recreation Division with the implementation of City-wide 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-wide 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. Provide a safe and healthy environment through daily in-house custodial services to the Senior Activities Center and park restroom/concession facilities.
6. Maintain low overhead expenses on the construction and installation of small park capital improvement projects by completing the projects with in-house staff.
7. Increase the overall economic value and aesthetics of the city through the provision of professionally managed landscaping in city parks, medians and city facilities.
8. Enhance recreational and competitive opportunities through professionally managed sport fields and facilities for use by the local sport associations.
9. 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:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Total park acreage (including undeveloped land) | 479 | 479 | 479 | 479 |
| Total developed park acreage maintained by City | 178.47 | 178.47 | 178.47 | 178.47 |
| Bear Creek Park acreage maintained | 42.42 | 42.42 | 42.42 | 42.42 |
| Big Bear Creek Greenbelt acreage maintained | 25.87 | 25.87 | 25.87 | 25.87 |
| Keller Sports Park acreage maintained | 104.28 | 104.28 | 104.28 | 104.28 |
| Chase Oaks Activity Node acreage maintained | 1.87 | 1.87 | 1.87 | 1.87 |
| Willis Cove open space acreage maintained | 3.78 | 3.78 | 3.78 | 3.78 |
| Veterans Memorial Park | 0.25 | 0.25 | 0.25 | 0.25 |
| Total miles of hike/bike trails maintained | 23.9 | 23.6 | 23.9 | 23.9 |
| Contracted developed park acreage maintained | 64.44 | 64.44 | 64.44 | 64.44 |
| Undeveloped park land/open space maintained | 235.96 | 235.96 | 235.96 | 235.96 |
| Total playgrounds maintained | 9 | 9 | 9 | 9 |
| Total city grounds acreage maintained | 27.55 | 27.55 | 27.55 | 27.55 |
| Total City facilities sq. ft. maintained | 7,731 | 7,731 | 7,731 | 7,731 |

PARKS AND RECREATION DEPARTMENT

PARKS & CITY GROUNDS MANAGEMENT DIVISION (100-630-60)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|----------------------|----------------------|------------------------|----------------------------------|
| Total developed park acreage per 1,000 residents | 5.5 | 5.5 | 5.5 | 5.4 |
| * Parks investment per developed acre | \$6,543 | \$6,543 | \$6,543 | \$5,993 |
| * Parks investment per resident | \$36.08 | \$36.08 | \$36.08 | \$33.98 |
| Developed park acres per full-time maintenance staff | 14.79 | 14.79 | 14.79 | 14.79 |

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

EXPENDITURE SUMMARY

| <u>EXPENDITURES BY CATEGORY:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 748,834 | \$ 803,027 | \$ 771,645 | \$ 801,614 | \$ (1,413) |
| Operations & maintenance | 141,229 | 155,920 | 155,370 | 288,369 | 132,449 |
| Services & other | 456,670 | 557,420 | 515,170 | 438,785 | (118,635) |
| Capital outlay | 43,514 | - | - | - | - |
| TOTAL | \$ 1,390,248 | \$ 1,516,367 | \$ 1,442,185 | \$ 1,528,768 | \$ 12,401 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY POSITION TITLE:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Parks Maint. & Development Mgr. | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Park Foreman | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Park Crew Leader | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Landscape Crew Leader | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Irrigation Technician | 1.30 | 0.65 | 0.65 | 0.65 | - |
| Park/Landscape Maint. Worker | 5.00 | 5.00 | 5.00 | 5.00 | - |
| Park/Landscape Maint. Worker II | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Park/Landscape Maint Worker | - | 0.65 | 0.65 | 0.65 | - |
| Temp/Seasonal | 0.76 | 0.76 | 0.76 | 0.76 | - |
| TOTAL | 12.06 | 12.06 | 12.06 | 12.06 | - |

PARKS AND RECREATION DEPARTMENT

RECREATION PROGRAMS DIVISION (100-630-61)

DEPARTMENT DESCRIPTION:

The Recreation Programs division of the Parks and Recreation Department manages the City's recreation programs and activities. Annual special events administered by the department include Rock the Park, Holly Days, Spring Egg Scramble, Concerts in the Park (2), Fishing for Fun (3), Daddy/Daughter Sweetheart Ball, Keller Summer Nights (5), Family Campout, and Trash Bash (2). Approximately 33% of the funding for special events is supported by the general fund for Trash Bash (2), Keller Summer Nights (5), Spring Easter event, volunteer recognition, and a portion of Holly Days in addition to city staff. The remaining 67% is generated through 50 cent 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 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%.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Special events provided annually | 17 | 17 | 25 | 25 |
| Recreation Program Volunteers | 1,190 | 1,200 | 1,200 | 1,200 |
| Number of partnerships developed | 13 | 13 | 13 | 13 |
| Recreation leagues provided | 1 | 1 | 1 | 1 |
| PERFORMANCE INDICATORS | | | | |
| Special event guests | 38,500 | 40,000 | 40,000 | 42,000 |
| Recreation program volunteer hrs | 3,930 | 3,000 | 4,000 | 4,000 |
| Recreation partnership dollars generated | 57,000 | 55,000 | 55,000 | 55,000 |
| Recreation partnership in kind donations generated | 52,000 | 60,000 | 51,000 | 55,000 |
| Recreation league participants | 196 | 215 | 215 | 215 |

PARKS AND RECREATION DEPARTMENT RECREATION PROGRAMS DIVISION (100-630-61)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 156,082 | \$ 180,671 | \$ 155,336 | \$ 168,934 | \$ (11,737) |
| Operations & maintenance | 8,552 | 12,750 | 12,750 | 12,409 | (341) |
| Services & other | 42,140 | 56,848 | 56,848 | 24,741 | (32,107) |
| TOTAL | \$ 206,773 | \$ 250,269 | \$ 224,934 | \$ 240,184 | \$ (10,085) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Special Events Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 2.00 | 2.00 | 2.00 | 2.00 | - |

PARKS AND RECREATION DEPARTMENT SENIOR SERVICES DIVISION (100-630-62)

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, and special events for the 55-plus population and their families. Meals are available three days a week to seniors for a suggested donation of \$4 each. The facility includes a computer lab, two small classrooms, one large banquet 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, 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.

DEPARTMENT/DIVISION OBJECTIVES:

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. Increase the amount and variety of trips offered

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Number of Annual Memberships | 955 | 730 | 950 | 950 |
| Annual Senior Services Programs Provided | 1,850 | 1,850 | 1,850 | 1,850 |
| Number of Trips offered | 48 | 40 | 45 | 45 |
| Number of Community Partners | 5 | 5 | 5 | 5 |
| Number of Donations Provided to Senior Center | 53 | 50 | 50 | 50 |
| PERFORMANCE INDICATORS | | | | |
| Annual Facility Attendance | 10,817 | 10,500 | 10,500 | 10,500 |
| Annual Senior Services Program Attendance | 17,055 | 16,500 | 17,000 | 17,000 |
| Special Event Participants | 2,000 | 2,500 | 2,500 | 2,500 |
| Trip Participants | 846 | 575 | 850 | 850 |
| Annual Donation Total | \$16,072 | \$4,750 | \$15,000 | \$15,000 |

PARKS AND RECREATION DEPARTMENT SENIOR SERVICES DIVISION (100-630-62)

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 193,939 | \$ 208,357 | \$ 210,476 | \$ 212,851 | \$ 4,494 |
| Operations & maintenance | 28,757 | 20,790 | 20,327 | 26,540 | 5,750 |
| Services & other | 34,512 | 41,031 | 41,494 | 55,307 | 14,276 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 306,818 | \$ 270,178 | \$ 272,297 | \$ 294,698 | \$ 24,520 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>BY POSITION TITLE:</u> | | | | | |
| Senior Activities Center Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Recreation Specialist | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Recreation Aide | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | - |

PARKS AND RECREATION DEPARTMENT

KELLER SPORTS PARK MAINTENANCE DIVISION (100-630-63)

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 ½ cent sales tax (i.e. the Keller Development Corporation).

The management of the youth sports leagues and equestrian activities is provided by the Keller Youth Association, the Keller Soccer 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. Adult sports, including softball are coordinated through the Parks and Recreation Department staff. 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, 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 a safe and healthy environment through daily in-house custodial and maintenance services to grounds and facilities.
5. 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.
6. Provide recreational and competitive facilities for individuals to engage in league and tournament play through the management of a field and facility reservation system.
7. 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.
8. Protect the city's investment in vehicles and equipment and keep repair cost minimal through a quality in-house preventative maintenance program.
9. Continue to attract individuals and businesses to the area through the provision of quality customer care in the delivery of services.
10. 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 (100-630-63)

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Total Sports Park acreage | 175 | 175 | 175 | 175 |
| Total Sports Park acreage maintained by City | 157 | 157 | 157 | 157 |
| Total Sports Park acreage maintained privately | 18 | 18 | 18 | 18 |
| Total Sports Park acreage undeveloped | 52 | 52 | 52 | 52 |
| Total facility square footage maintained | 13,277 | 13,277 | 13,277 | 13,277 |

PERFORMANCE INDICATORS

| | | | | |
|--|-----------|-----------|-----------|-----------|
| *Sports Park operating & maintenance cost per acre | \$7,409 | \$7,409 | \$7,409 | \$6,622 |
| *Sports Park operating & maintenance cost per capita | \$18.50 | \$18.50 | \$18.50 | \$17.82 |
| *Developed Sports Park acres per maintenance staff | 13.37 | 13.37 | 13.37 | 13.37 |
| Non-Resident Fees Collected | \$140,000 | \$140,000 | \$130,560 | \$130,000 |

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

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 401,605 | \$ 450,742 | \$ 441,677 | \$ 448,543 | \$ (2,199) |
| Operations & maintenance | 121,633 | 143,480 | 143,480 | 135,761 | (7,719) |
| Services & other | 119,163 | 188,746 | 188,746 | 134,959 | (53,787) |
| Capital outlay | 29,456 | - | - | - | - |
| TOTAL | \$ 671,857 | \$ 782,968 | \$ 773,903 | \$ 719,263 | \$ (63,705) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Park/Landscape Crew Leader | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Park/Landscape Maint. Worker II | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Park/Landscape Maint. Worker | 5.00 | 5.00 | 5.00 | 5.00 | - |
| Temp/Seasonal | 0.80 | 0.80 | 0.80 | 0.80 | - |
| TOTAL | 7.80 | 7.80 | 7.80 | 7.80 | - |

PARKS AND RECREATION DEPARTMENT

KELLER TOWN CENTER MAINTENANCE DIVISION (100-630-64)

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 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.

DEPARTMENT/DIVISION OBJECTIVES:

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|------------------------------------|------------------------------|------------------------------|--------------------------------|---|
| Association fee revenue | \$71,471 | \$80,000 | \$80,000 | \$80,000 |
| Association meetings held | 0 | 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 (100-630-64)

EXPENDITURE SUMMARY

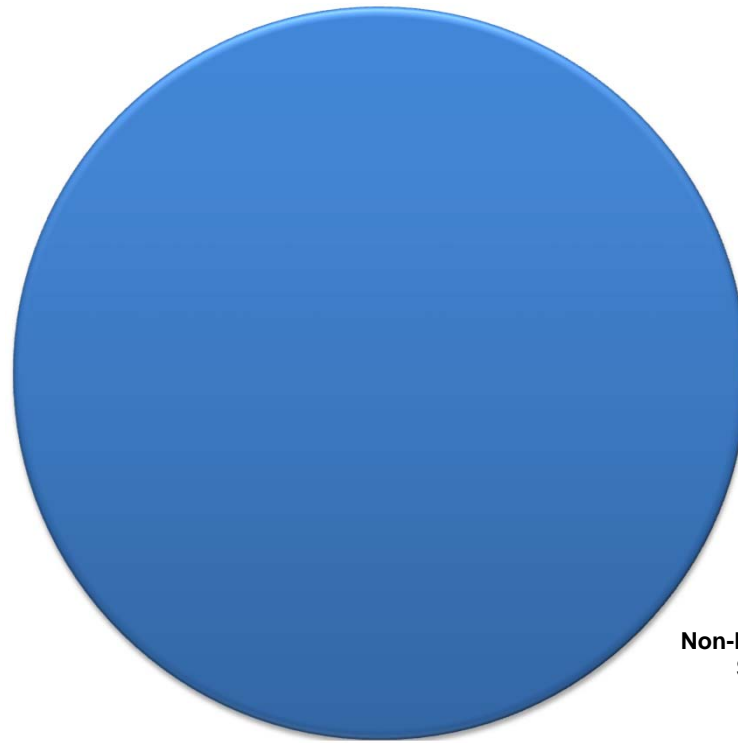
| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <i>EXPENDITURES BY CATEGORY:</i> | | | | | |
| Personnel services | \$ 33,075 | \$ 38,759 | \$ 28,222 | \$ 36,946 | \$ (1,813) |
| Operations & maintenance | 12,028 | 18,300 | 17,000 | 22,437 | 4,137 |
| Services & other | 185,778 | 159,507 | 160,807 | 140,291 | (19,216) |
| Capital outlay | 11,440 | - | - | - | - |
| TOTAL | \$ 242,321 | \$ 216,566 | \$ 206,029 | \$ 213,174 | \$ (3,392) |

PERSONNEL SUMMARY

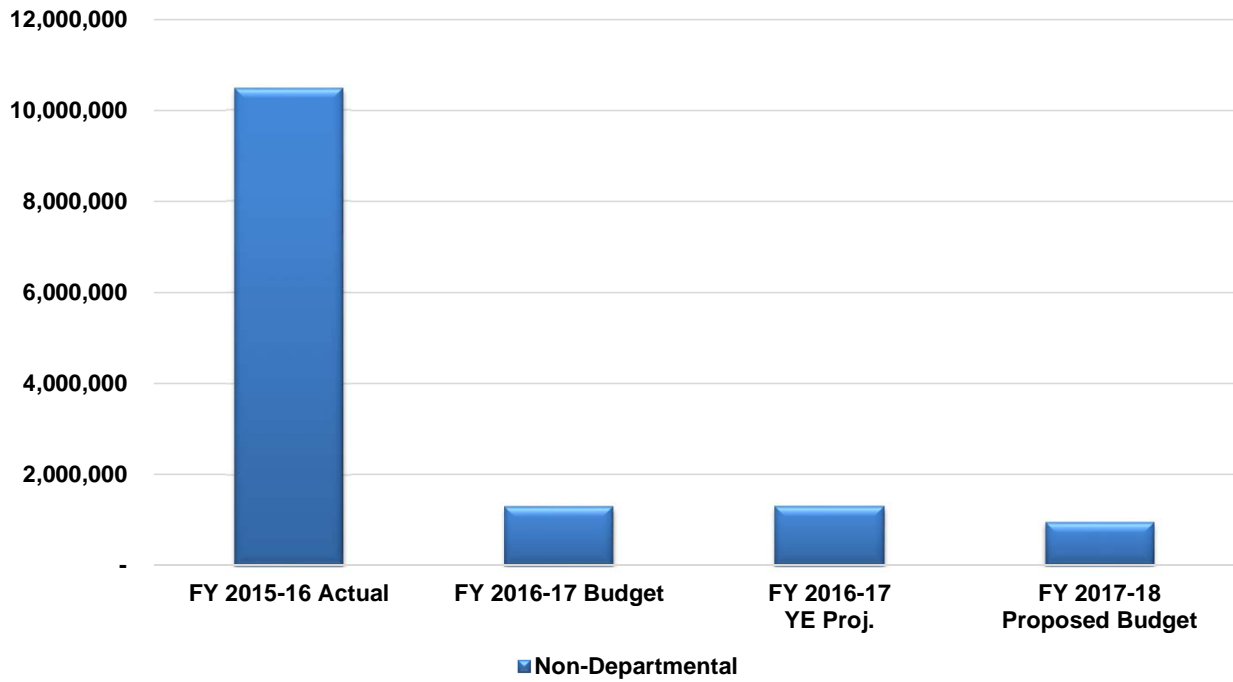
(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Park/Landscape Maint. Worker | 0.35 | 0.35 | 0.35 | 0.35 | - |
| Irrigation Technician | 0.35 | 0.35 | 0.35 | 0.35 | - |
| TOTAL | 0.70 | 0.70 | 0.70 | 0.70 | - |

GENERAL FUND NON-DEPARTMENTAL



Non-Departmental
\$935,828
100%

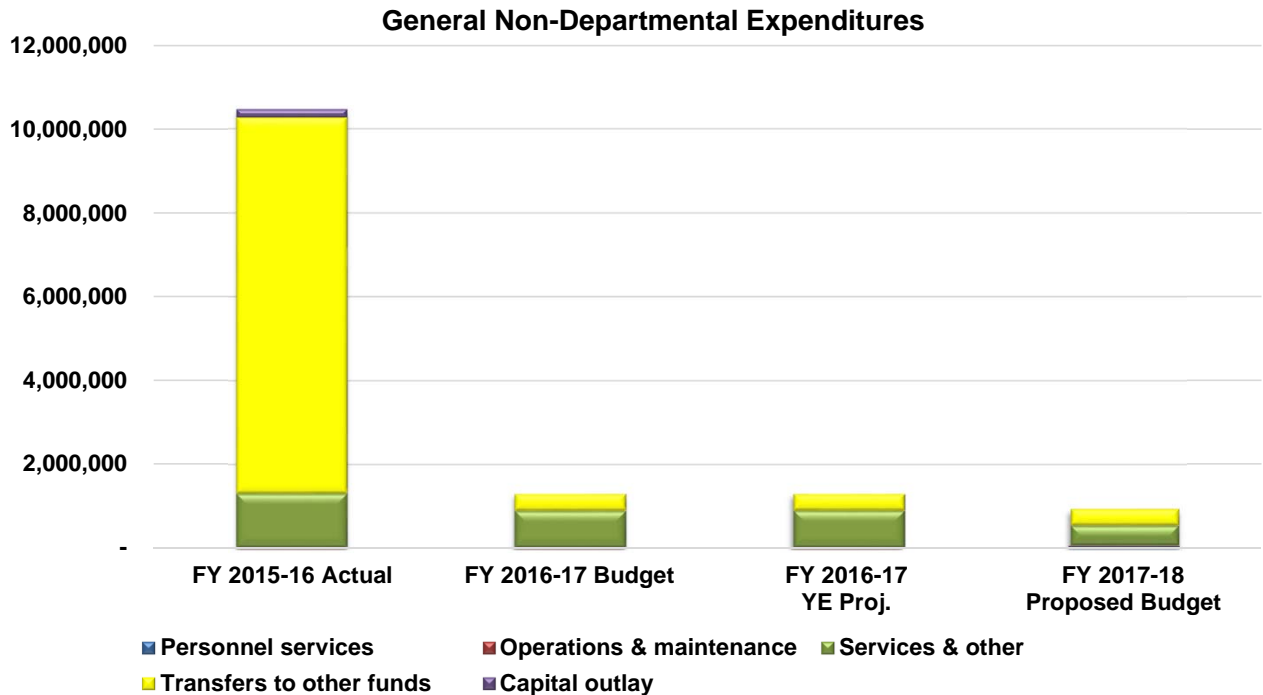


GENERAL FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Non-Departmental | \$ 10,475,395 | \$ 1,294,287 | \$ 1,299,963 | \$ 935,828 | \$ (358,459) |
| TOTAL | \$ 10,475,395 | \$ 1,294,287 | \$ 1,299,963 | \$ 935,828 | \$ (358,459) |

| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
|---|----------------------|---------------------|---------------------|-------------------|---------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ 40,000 | \$ - |
| Operations & maintenance | 11,805 | 12,500 | 12,500 | 23,300 | 10,800 |
| Services & other | 1,288,942 | 881,787 | 887,463 | 472,528 | (409,259) |
| Transfers to other funds | 8,976,570 | 400,000 | 400,000 | 400,000 | - |
| Capital outlay | 198,078 | - | - | - | - |
| TOTAL | \$ 10,475,395 | \$ 1,294,287 | \$ 1,299,963 | \$ 935,828 | \$ (358,459) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>BY DEPARTMENT:</u> | | | | | |
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



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ENTERPRISE FUNDS

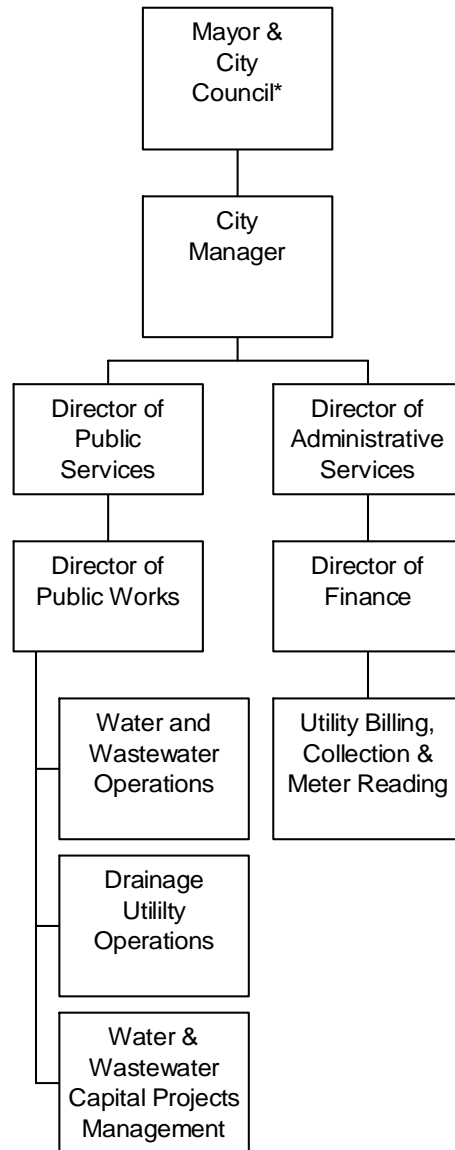
The Enterprise Funds include business-like governmental activities which are intended to be self-supporting and fund the operation, maintenance, and capital improvements related to the enterprise services. For the City of Keller, the funds considered to be enterprise funds are the Water and Wastewater 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, WASTEWATER AND DRAINAGE UTILITIES



*Denotes elected position.

WATER AND WASTEWATER FUND OVERVIEW

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------|-----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUE TOTAL | \$ 20,358,322 | \$ 26,370,595 | \$ 25,623,794 | \$ 27,630,832 | \$ 1,260,237 |
| EXPENDITURE TOTAL | \$ 23,600,037 | \$ 26,263,462 | \$ 25,716,459 | \$ 27,093,816 | \$ 830,354 |
| VARIANCE | \$ (3,241,715) | \$ 107,133 | \$ (92,665) | \$ 537,016 | \$ 429,883 |
| FUND BALANCE | \$ 2,014,538 | \$ 2,121,671 | \$ 1,921,873 | \$ 2,458,889 | \$ 337,218 |

RESERVE AND UNASSIGNED ANALYSIS

% OF OPERATING EXPENDITURES

8.5% 8.1% 7.5% 9.1%

TARGET % LEVEL

19.4% 19.4% 19.4% 19.4%

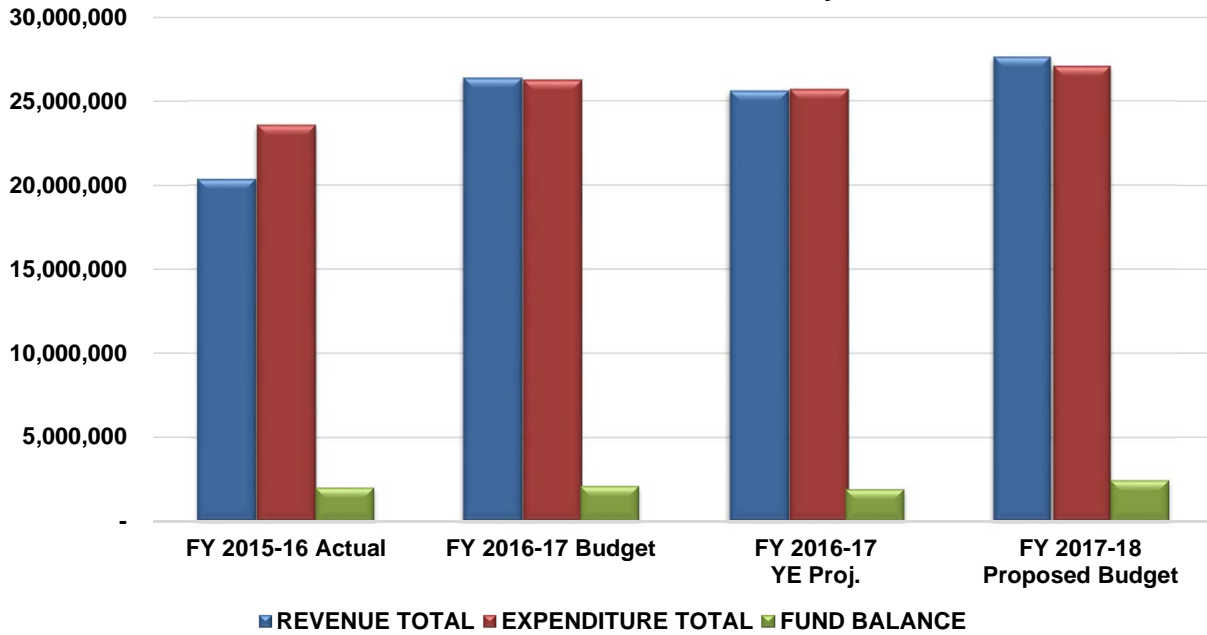
**# OF DAYS OPERATING
EXPENDITURES**

30.73 29.08 26.90 32.67

TARGET # OF DAYS

70 70 70 70

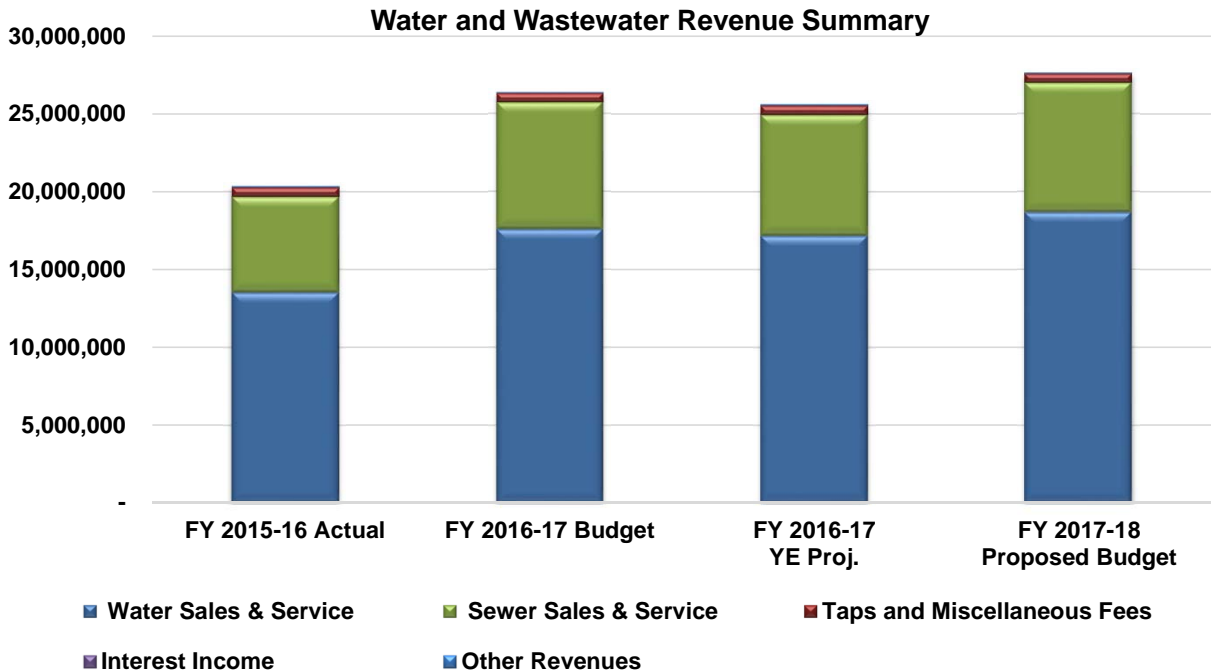
Water and Wastewater Summary



WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND REVENUES

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Revenues</u> | | | | | |
| Operating Revenues | | | | | |
| Water Sales & Service | \$ 13,532,873 | \$ 17,586,268 | \$ 17,169,629 | \$ 18,676,900 | \$ 1,090,632 |
| Sewer Sales & Service | 6,152,064 | 8,137,238 | 7,783,374 | 8,302,463 | 165,225 |
| Total Operating Revenues | \$ 19,684,937 | \$ 25,723,506 | \$ 24,953,003 | \$ 26,979,363 | \$ 1,255,857 |
| Other Revenue | | | | | |
| Taps and Miscellaneous Fees | 585,249 | 575,066 | 584,985 | 581,970 | 6,904 |
| Interest Income | 8,145 | 16,653 | 4,066 | 7,340 | (9,313) |
| Other Revenues | 79,991 | 55,370 | 81,740 | 62,159 | 6,789 |
| Total Revenues Before Transfers | \$ 673,385 | \$ 647,089 | \$ 670,791 | \$ 651,469 | \$ 4,380 |
| TOTAL REVENUES AND TRANSFERS | \$ 20,358,322 | \$ 26,370,595 | \$ 25,623,794 | \$ 27,630,832 | \$ 1,260,237 |



WATER AND WASTEWATER FUND OVERVIEW

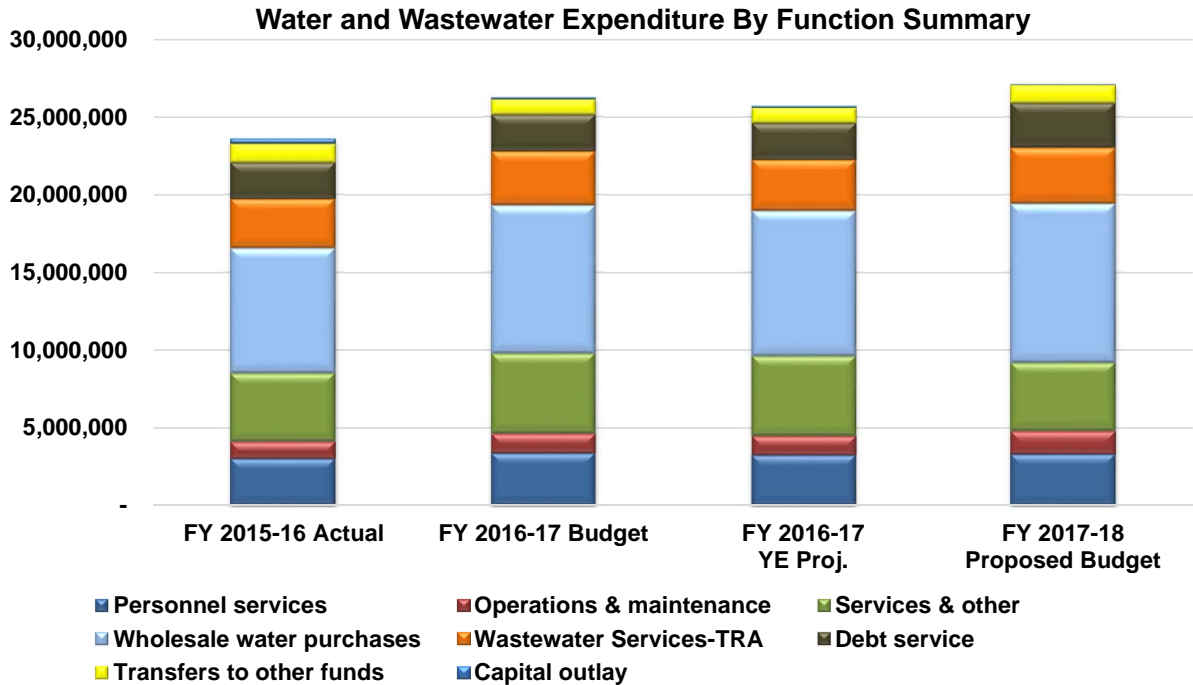
DETAIL OF WATER AND WASTEWATER FUND REVENUES

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>Operating Revenues</u> | | | | | |
| Water Sales & Service | \$ 13,526,623 | \$ 17,581,511 | \$ 17,166,320 | \$ 18,674,420 | \$ 1,092,909 |
| Unclassified Water Revenue | 6,250 | 4,757 | 3,309 | 2,480 | (2,277) |
| Sewer Sales & Service | 6,152,064 | 8,137,238 | 7,783,374 | 8,302,463 | 165,225 |
| Total Operating Revenues | \$ 19,684,937 | \$ 25,723,506 | \$ 24,953,003 | \$ 26,979,363 | \$ 1,255,857 |
| <u>Miscellaneous Fees</u> | | | | | |
| Water Taps & Connect Fees | \$ 86,589 | \$ 71,772 | \$ 63,944 | \$ 80,914 | \$ 9,142 |
| Hydrant Meter Rental/Penalty | 7,375 | 4,792 | 10,781 | 9,651 | 4,859 |
| Sewer Tap Fees | 4,900 | 3,861 | 2,894 | 3,629 | (232) |
| Sewer Camera System Services | 32,175 | 53,826 | 27,161 | 46,728 | (7,098) |
| Reconnect Fees | 35,025 | 29,513 | 39,409 | 32,531 | 3,018 |
| Account Activation Fee | 26,235 | 24,605 | 26,889 | 27,254 | 2,649 |
| Account Transfer Fee | 1,440 | 1,350 | 1,497 | 1,350 | - |
| Inspection Fees-W&S | 66,897 | 82,000 | 67,437 | 62,371 | (19,629) |
| Penalty Revenue | 202,331 | 201,910 | 225,171 | 205,365 | 3,455 |
| Other Services | 25,281 | 10,595 | 28,992 | 19,217 | 8,622 |
| Administrative Svcs-Drainage | 97,000 | 90,810 | 90,810 | 92,960 | 2,150 |
| Recycling Bins/Lids | - | 32 | - | - | (32) |
| Total Miscellaneous Fees | \$ 585,249 | \$ 575,066 | \$ 584,985 | \$ 581,970 | \$ 6,904 |
| <u>Other Revenue</u> | | | | | |
| Interest Revenue-Investments | \$ 8,145 | \$ 16,653 | \$ 4,066 | \$ 7,340 | \$ (9,313) |
| Write Off Recovery | 3,855 | 3,727 | 4,915 | 4,604 | 877 |
| Premium On Debt Issuance | - | - | - | - | - |
| I/G Rev-Lake Turner M.U.D. | - | - | - | - | - |
| I/G Rev-Southlake | 64,112 | 44,000 | 49,561 | 46,807 | 2,807 |
| Gain/Loss On Disp Of Assets | - | - | - | - | - |
| Cash Over/Short | (164) | - | 14,187 | - | - |
| Miscellaneous Revenue | 9,284 | 7,643 | 9,544 | 10,748 | 3,105 |
| Auction Proceeds | 2,905 | - | 3,533 | - | - |
| Gain/Loss On Disp Of Assets | - | - | - | - | - |
| Total Other Revenue | \$ 88,136 | \$ 72,023 | \$ 85,806 | \$ 69,499 | \$ (2,524) |
| TOTAL REVENUES AND TRANSFERS | \$ 20,358,322 | \$ 26,370,595 | \$ 25,623,794 | \$ 27,630,832 | \$ 1,260,237 |

WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND EXPENDITURES

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 3,032,375 | \$ 3,390,548 | \$ 3,257,905 | \$ 3,327,659 | \$ (62,889) |
| Operations & maintenance | 1,087,407 | 1,246,135 | 1,227,200 | 1,469,050 | 222,915 |
| Services & other | 4,382,308 | 5,162,626 | 5,145,183 | 4,393,838 | (768,788) |
| Wholesale water purchases | 8,036,036 | 9,504,424 | 9,336,076 | 10,230,544 | 726,120 |
| Wastewater Services-TRA | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 | 108,381 |
| Debt service | 2,349,139 | 2,368,742 | 2,368,742 | 2,887,381 | 518,639 |
| Transfers to other funds | 1,190,055 | 975,000 | 975,000 | 1,150,000 | 175,000 |
| Capital outlay | 333,664 | 133,025 | 116,825 | 44,000 | (89,025) |
| TOTAL | \$ 23,600,037 | \$ 26,263,462 | \$ 25,716,459 | \$ 27,093,816 | \$ 830,354 |

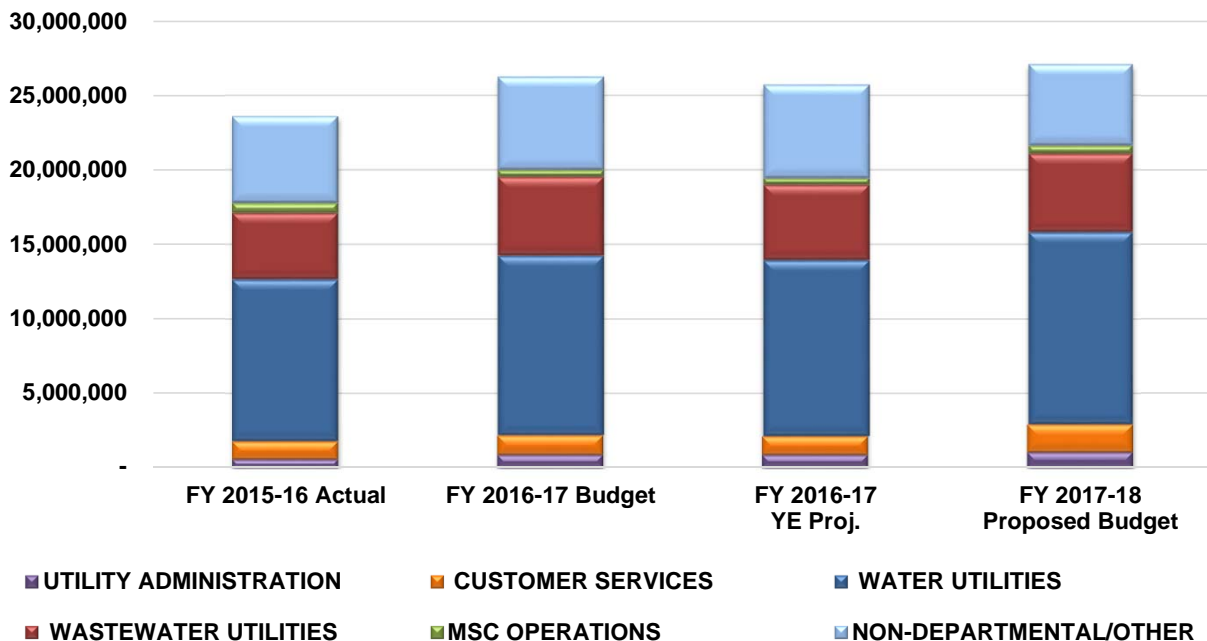


WATER AND WASTEWATER FUND OVERVIEW

EXPENDITURES

| <u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| UTILITY ADMINISTRATION | \$ 556,736 | \$ 864,745 | \$ 850,745 | \$ 1,026,376 | \$ 161,631 |
| <u>CUSTOMER SERVICES</u> | | | | | |
| Administration | 908,848 | 975,989 | 939,477 | 1,107,420 | 131,431 |
| Field Services | 291,695 | 335,635 | 320,172 | 761,325 | 425,690 |
| CUSTOMER SERVICES | \$ 1,200,542 | \$ 1,311,624 | \$ 1,259,649 | \$ 1,868,745 | \$ 557,121 |
| <u>WATER UTILITIES</u> | | | | | |
| Water Production | 8,509,635 | 10,306,406 | 10,143,340 | 11,193,452 | 887,046 |
| Water Distribution | 2,373,529 | 1,754,926 | 1,670,476 | 1,727,951 | (26,975) |
| WATER UTILITIES | \$ 10,883,164 | \$ 12,061,332 | \$ 11,813,816 | \$ 12,921,403 | \$ 860,071 |
| <u>WASTEWATER UTILITIES</u> | | | | | |
| Wastewater Collection | 1,266,774 | 1,812,916 | 1,775,633 | 1,673,609 | (139,307) |
| Wastewater Treatment | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 | 108,381 |
| WASTEWATER UTILITIES | \$ 4,455,828 | \$ 5,295,879 | \$ 5,065,162 | \$ 5,264,953 | \$ (30,926) |
| MSC OPERATIONS | \$ 661,660 | \$ 446,818 | \$ 439,101 | \$ 543,948 | \$ 97,130 |
| NON-DEPARTMENTAL/OTHER | \$ 5,842,105 | \$ 6,283,065 | \$ 6,287,987 | \$ 5,468,391 | \$ (814,674) |
| TOTAL | \$ 23,600,037 | \$ 26,263,462 | \$ 25,716,459 | \$ 27,093,816 | \$ 830,354 |

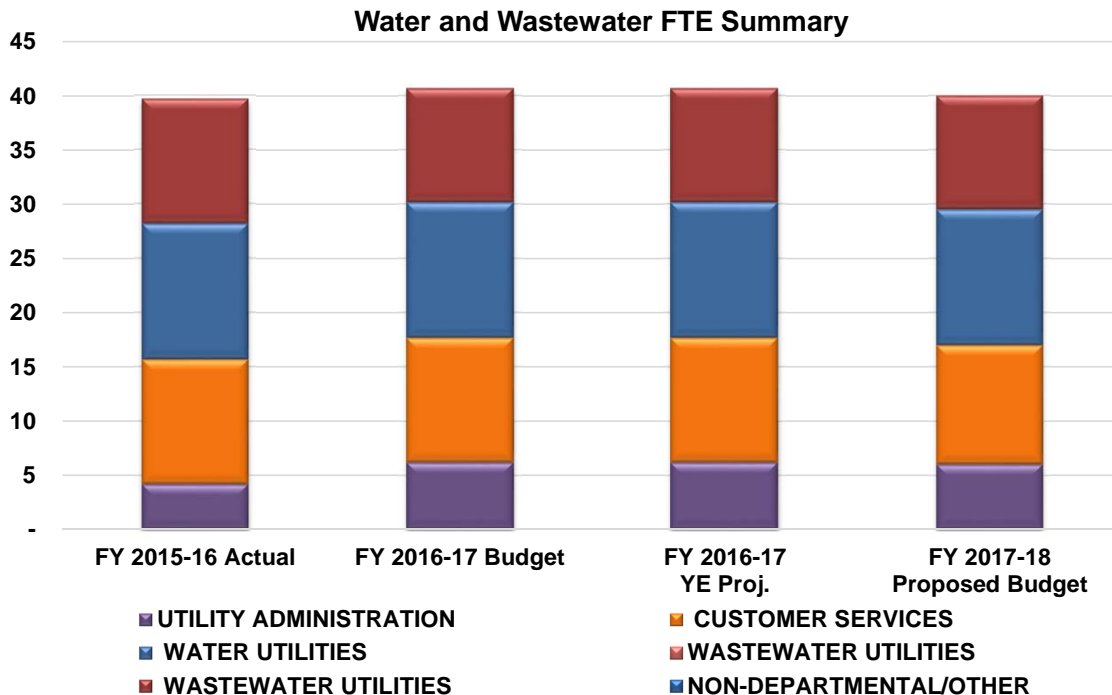
Water and Wastewater Expenditure Summary By Department



WATER AND WASTEWATER FUND OVERVIEW

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

| <u>PERSONNEL BY ACTIVITY/DEPT:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| UTILITY ADMINISTRATION | 4.17 | 6.17 | 6.17 | 6.00 | (0.17) |
| <u>CUSTOMER SERVICES</u> | | | | | |
| Administration | 7.50 | 7.50 | 7.50 | 7.00 | (0.50) |
| Field Services | 4.00 | 4.00 | 4.00 | 4.00 | - |
| CUSTOMER SERVICES | 11.50 | 11.50 | 11.50 | 11.00 | (0.50) |
| <u>WATER UTILITIES</u> | | | | | |
| Water Production | 2.00 | 5.00 | 5.00 | 5.00 | - |
| Water Distribution | 10.50 | 7.50 | 7.50 | 7.50 | - |
| WATER UTILITIES | 12.50 | 12.50 | 12.50 | 12.50 | - |
| <u>WASTEWATER UTILITIES</u> | | | | | |
| Wastewater Collection | 11.50 | 10.50 | 10.50 | 10.50 | - |
| Wastewater Treatment | - | - | - | - | - |
| WASTEWATER UTILITIES | 11.50 | 10.50 | 10.50 | 10.50 | - |
| MSC OPERATIONS | 2.00 | 2.00 | 2.00 | 2.00 | - |
| NON-DEPARTMENTAL/OTHER | - | - | - | - | - |
| TOTAL | 41.67 | 42.67 | 42.67 | 42.00 | (0.67) |



UTILITY ADMINISTRATION

UTILITY ADMINISTRATION (200-700-01)

DEPARTMENT DESCRIPTION:

The functions of the Water & Wastewater Administration Department are under the direction of the Director of Public Works. The Division is responsible for the direction and administration of all facets of the utility operations, including customer service, supply services, work order processing, water production, water distribution, wastewater collection and environmental services.

DEPARTMENT/DIVISION GOALS:

Provide effective and efficient guidance and supervision of the Water, Wastewater, MSC Operations, and Environmental Services divisions.

DEPARTMENT/DIVISION OBJECTIVES:

1. Continuously review and evaluate work methods and processes to determine changes that will result in improved efficiency and reduced operation and maintenance costs, throughout the fiscal year.
2. Work with division managers in improving their professional knowledge and skills through in-house and outside educational opportunities.
3. Review all budgets on a monthly basis to ensure cost containment and adherence to budget expenditure policies.
4. Coordinate and review the Water System Master Plan and Wastewater System Master Plan updates.
5. Coordinate and review the Sanitary Sewer Evaluation Study.
6. Manage the water conservation program.
7. Provide administration of the cross-connection control program, to include customer service inspections and backflow device testing.
8. Coordinate the annual mosquito control program, to include sample collection/testing, and mosquito spraying activities.

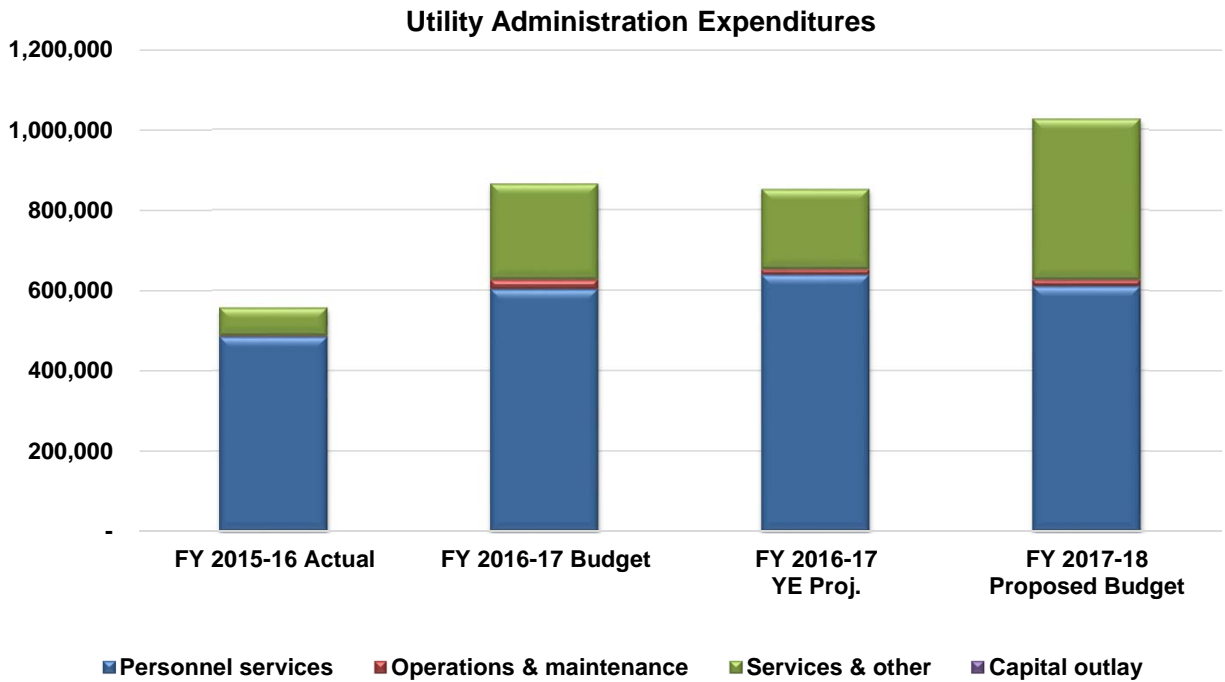
SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---------------------------------------|
| Conduct monthly management and training meetings | 12 | 12 | 12 | 12 |
| Review all division budgets (monthly) | 12 | 12 | 12 | 12 |
| Customer Service Inspections (CSI) performed | 718 | 2,000 | 500 | 250 |
| Backflow devices tested | 1,916 | 4,000 | 1,600 | 1,600 |
| Mosquito samples collected and tested | 68 | 120 | 75 | 80 |
| Mosquito spraying events conducted | 4 | 6 | 6 | 6 |

UTILITY ADMINISTRATION

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 483,843 | \$ 602,080 | \$ 637,980 | \$ 609,179 | \$ 7,099 |
| Operations & maintenance | 2,615 | 23,905 | 13,505 | 16,105 | (7,800) |
| Services & other | 70,278 | 238,760 | 199,260 | 401,092 | 162,332 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 556,736 | \$ 864,745 | \$ 850,745 | \$ 1,026,376 | \$ 161,631 |

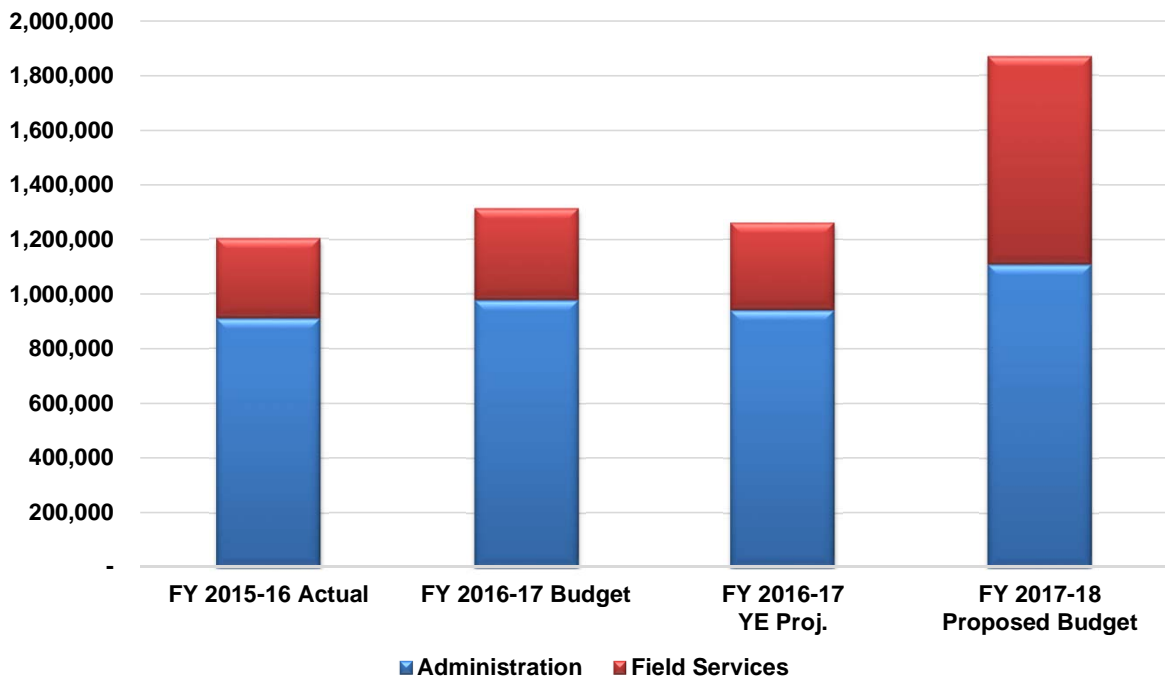
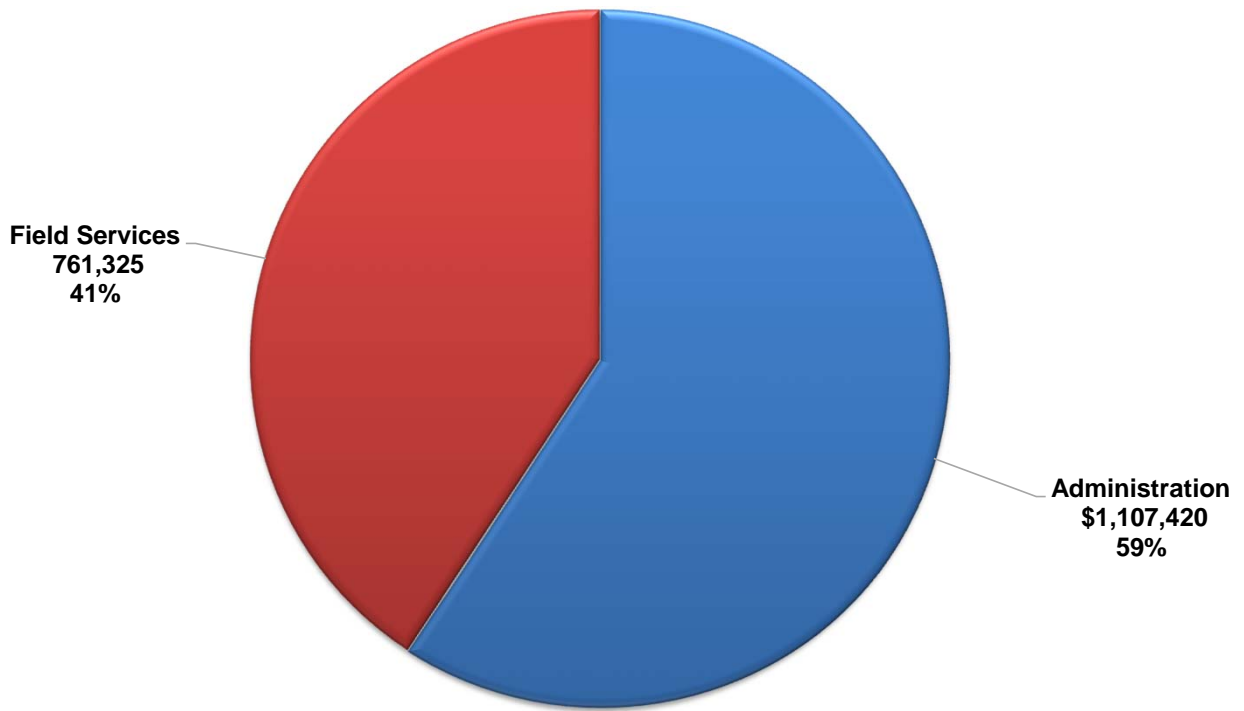


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Water/Sewer Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Engineer I | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Senior Project Engineer | 0.50 | 0.50 | 0.50 | - | (0.50) |
| Construction Inspector | - | 1.00 | 1.00 | 1.00 | - |
| Environmental Services Specialist | - | 1.00 | 1.00 | 1.00 | - |
| Customer Service Coordinator | 0.67 | 0.67 | 0.67 | 1.00 | 0.33 |
| Customer Service Tech. | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 4.17 | 6.17 | 6.17 | 6.00 | (0.17) |

CUSTOMER SERVICES

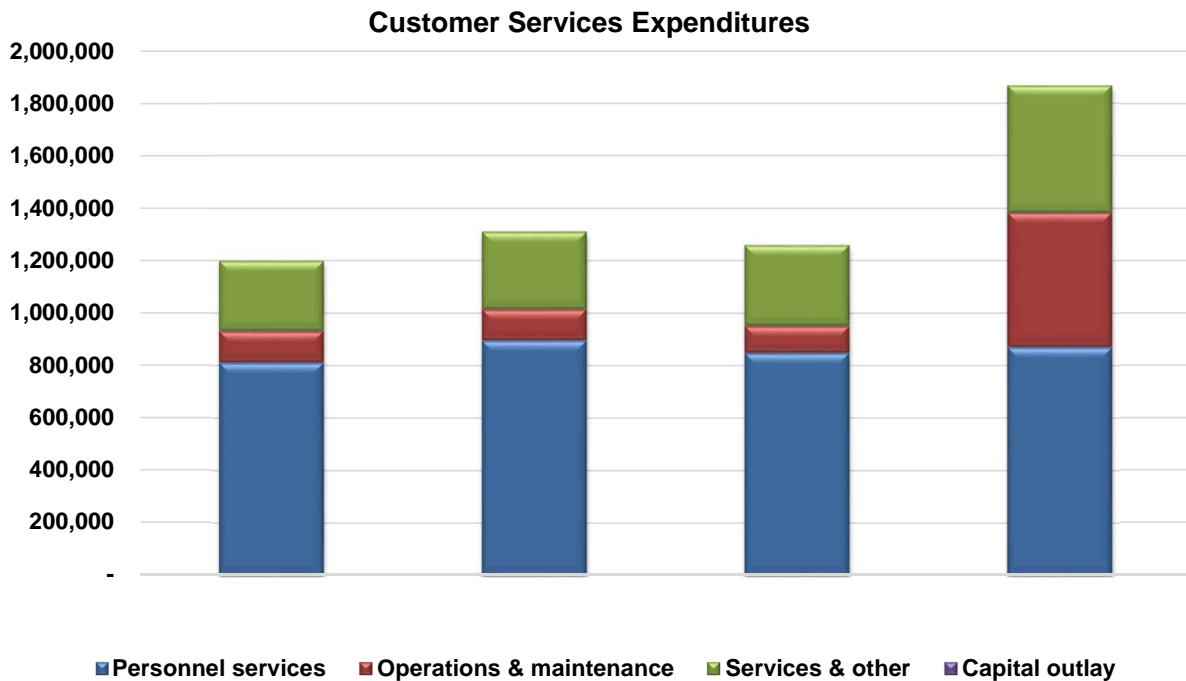


CUSTOMER SERVICES DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ 908,848 | \$ 975,989 | \$ 939,477 | \$ 1,107,420 | \$ 131,431 |
| Field Services | 291,695 | 335,635 | 320,172 | 761,325 | 425,690 |
| TOTAL | \$ 1,200,542 | \$ 1,311,624 | \$ 1,259,649 | \$ 1,868,745 | \$ 557,121 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 810,777 | \$ 895,916 | \$ 848,098 | \$ 869,474 | \$ (26,442) |
| Operations & maintenance | 120,170 | 117,825 | 102,235 | 514,796 | 396,971 |
| Services & other | 269,596 | 297,883 | 309,316 | 484,475 | 186,592 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 1,200,542 | \$ 1,311,624 | \$ 1,259,649 | \$ 1,868,745 | \$ 557,121 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 7.50 | 7.50 | 7.50 | 7.00 | (0.50) |
| Field Services | 4.00 | 4.00 | 4.00 | 4.00 | - |
| TOTAL | 11.50 | 11.50 | 11.50 | 11.00 | (0.50) |

CUSTOMER SERVICES DEPARTMENT ADMINISTRATION DIVISION (200-710-01)

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 losses 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 STW 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. To continually learn and adopt current best practices within Utility Billing.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|--|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Customer meter reading routes maintained | 70 | 70 | 70 | 70 |
| Number of billing cycles | 2 | 2 | 2 | 2 |
| Water customers billed | 186,269 | 183,000 | 187,354 | 188,500 |
| Sewer customers billed | 158,051 | 154,000 | 159,555 | 160,000 |
| Drainage customers billed | 178,385 | 175,000 | 179,528 | 180,000 |
| Garbage customers billed | 169,084 | 166,000 | 170,434 | 172,000 |
| Total water gallons billed (millions gallons) | 2,818,721 | 3,106,000 | 2,147,370 | 2,300,000 |
| Annual delinquent statements processed | 17,826 | 16,000 | 17,312 | 16,000 |
| E-mailed delinquent statements processed | 1,887 | 2,000 | 2,285 | 2,100 |
| Customer security deposits processed | 1,751 | 1,800 | 1,510 | 1,900 |
| Services disconnected for non-payment | 1,523 | 1,000 | 1,674 | 1,500 |
| Customer transfers/final accounts processed | 2,007 | 1,900 | 1,896 | 2,000 |
| Number of on-line /automated payments (000's) | 61,809 | 63,000 | 73,362 | 75,000 |
| Total amount of online/automated payments (000's) | \$7,776 | \$9,204 | \$10,108 | \$10,000 |
| Number of lockbox payments processed | 25,236 | 30,000 | 24,094 | 25,254 |
| Total amount of lockbox payments processed (000's) | 4,395 | 4,100 | 3,880 | 3,794 |

CUSTOMER SERVICES DEPARTMENT ADMINISTRATION DIVISION (200-710-01)

SERVICE LEVEL ANALYSIS: (CONTINUED)

| PERFORMANCE INDICATORS | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|--|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Monthly average billing: | | | | |
| Average monthly water customers billed | 15,522 | 15,700 | 15,612 | 16,000 |
| Average monthly sewer customers billed | 13,171 | 14,000 | 13,296 | 14,000 |
| Average monthly drainage customers billed | 14,865 | 15,000 | 14,960 | 15,550 |
| Average monthly garbage customers billed | 14,090 | 14,450 | 14,202 | 14,500 |
| Average water usage per customer | 15,133 | 14,000 | 11,462 | 12,000 |
| Average water bill per customer | \$77.11 | \$75.00 | \$74.93 | \$69.25 |
| Average water revenue 1,000 gallons billed | \$5.10 | \$5.00 | \$6.54 | \$6.50 |
| Average sewer bill per customer | \$39.77 | \$47.00 | \$47.81 | \$48.00 |
| Average drainage bill per customer | \$9.15 | \$9.20 | \$8.00 | \$9.00 |
| Average garbage bill per customer | \$11.91 | \$11.18 | \$11.84 | \$11.90 |
| Average daily phone inquires | 57 | 71 | 62 | 70 |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|---------------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| Personnel services | \$ 546,390 | \$ 597,337 | \$ 559,226 | \$ 567,789 | \$ (29,548) |
| Operations & maintenance | 106,577 | 95,350 | 85,400 | 86,286 | (9,064) |
| Services & other | 255,881 | 283,302 | 294,851 | 453,345 | 170,043 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 908,848 | \$ 975,989 | \$ 939,477 | \$ 1,107,420 | \$ 131,431 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|---------------------------------|-------------|-------------|-------------|-----------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| Director of Finance | 0.25 | 0.25 | 0.25 | - | (0.25) |
| Assistant Director of Finance | 0.25 | 0.25 | 0.25 | - | (0.25) |
| 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 Fee Technician | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Customer Service Representative | 3.00 | 3.00 | 3.00 | 3.00 | - |
| TOTAL | 7.50 | 7.50 | 7.50 | 7.00 | (0.50) |

CUSTOMER SERVICES DEPARTMENT FIELD SERVICES DIVISION (200-710-70)

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 and 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 losses 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 STW software and Tablets.
2. Continue to promote error free environment.
3. To continually 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:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Customer meter reading routes maintained | 70 | 70 | 70 | 70 |
| Service calls made to customers (including re-reads) | 3,646 | 4,000 | 3,981 | 4,200 |
| Total water meters read (monthly average) | 15,522 | 16,000 | 15,800 | 16,000 |
| Work orders completed | 22,646 | 14,000 | 25,011 | 25,000 |
| Annual meter exchanges | 1,516 | 1,600 | 1,600 | 1,600 |
| Annual new meter sets | 196 | 300 | 200 | 200 |
| PERFORMANCE INDICATORS | | | | |
| Billing cycles read on schedule | 100% | 100% | 100% | 100% |
| Meter reading accuracy rate | 99.90% | 99.90% | 99.90% | 99.90% |
| Average hours to read a billing cycle | 24 | 24 | 24 | 24 |
| Manual re-reads as a % of total meter reads | 0.02% | 0.03% | 0.02% | 0.02% |

CUSTOMER SERVICES DEPARTMENT FIELD SERVICES DIVISION (200-710-70)

EXPENDITURE SUMMARY

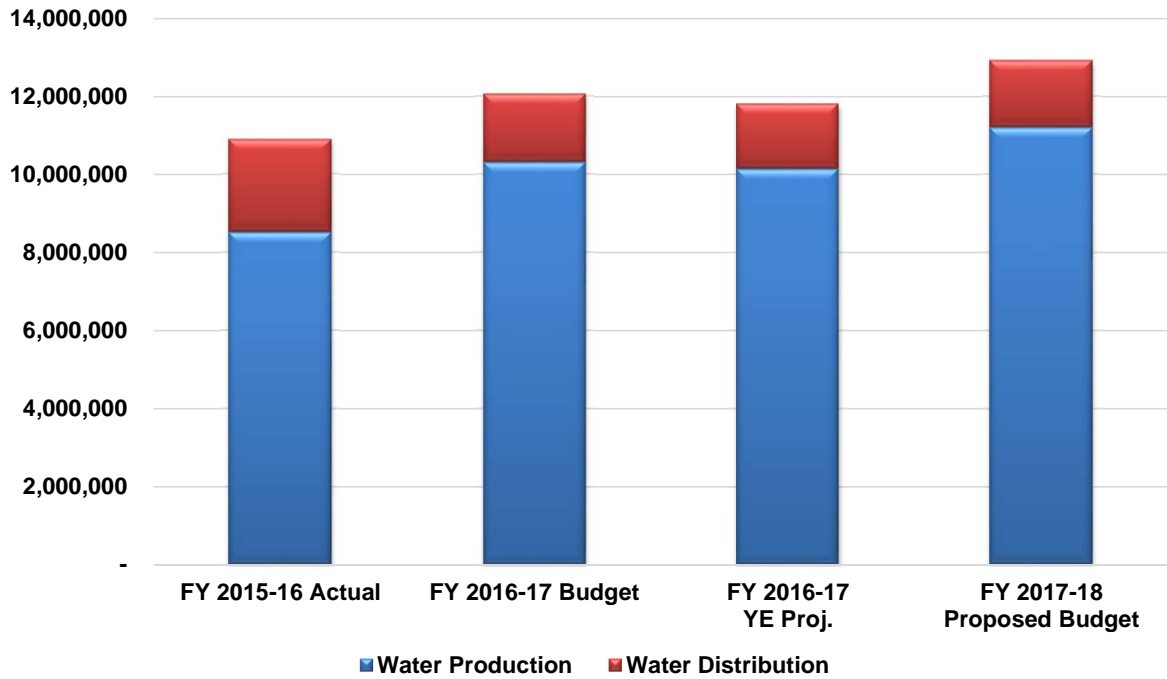
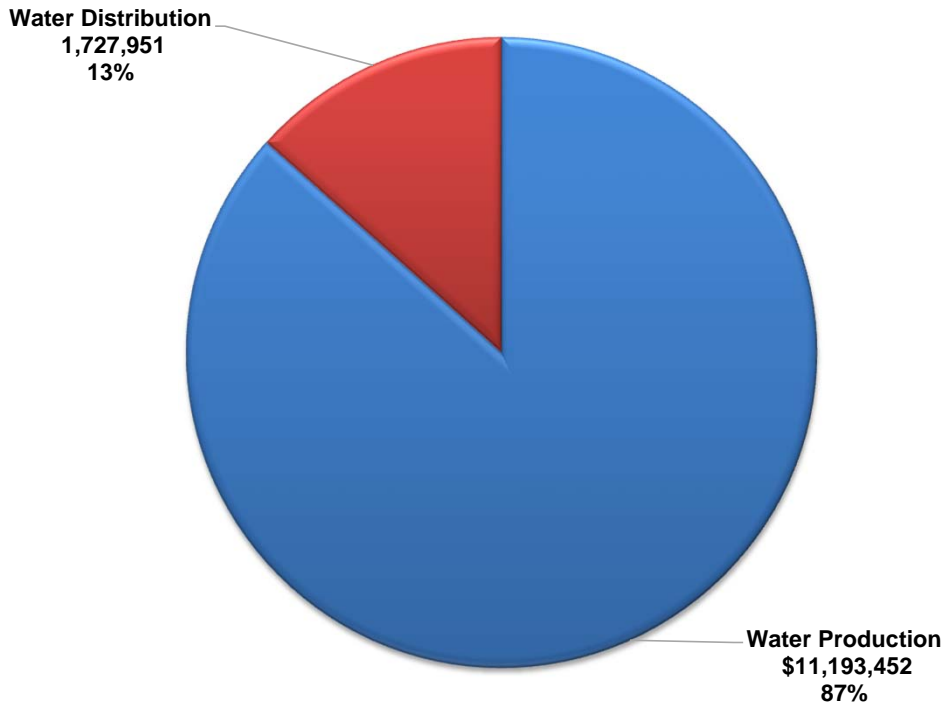
| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 264,387 | \$ 298,579 | \$ 288,872 | \$ 301,685 | \$ 3,106 |
| Operations & maintenance | 13,593 | 22,475 | 16,835 | 428,510 | 406,035 |
| Services & other | 13,714 | 14,581 | 14,465 | 31,130 | 16,549 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 291,695 | \$ 335,635 | \$ 320,172 | \$ 761,325 | \$ 425,690 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Field Service Maint. Technician | 4.00 | 4.00 | 4.00 | 4.00 | - |
| TOTAL | 4.00 | 4.00 | 4.00 | 4.00 | - |

WATER UTILITIES

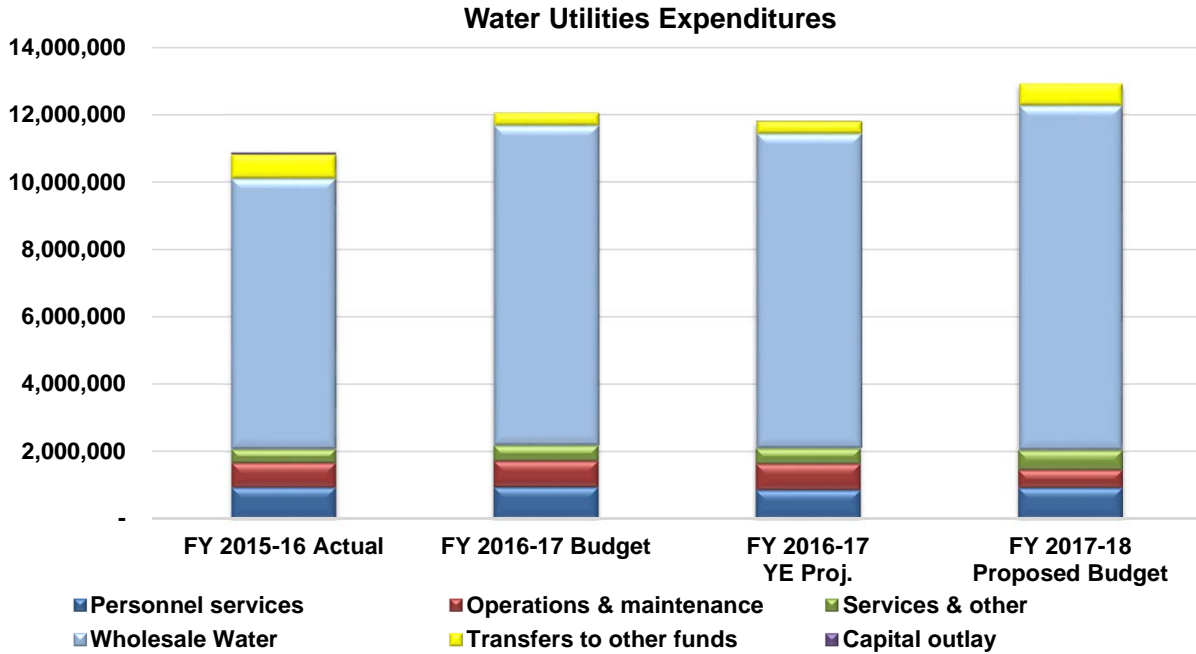


WATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

| <u>EXPENDITURES BY DIVISION:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water Production | \$ 8,509,635 | \$ 10,306,406 | \$ 10,143,340 | \$ 11,193,452 | \$ 887,046 |
| Water Distribution | 2,373,529 | 1,754,926 | 1,670,476 | 1,727,951 | (26,975) |
| TOTAL | \$ 10,883,164 | \$ 12,061,332 | \$ 11,813,816 | \$ 12,921,403 | \$ 860,071 |

| <u>EXPENDITURES BY CATEGORY:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 933,039 | \$ 946,818 | \$ 853,175 | \$ 926,456 | \$ (20,362) |
| Operations & maintenance | 729,242 | 776,450 | 783,555 | 531,465 | (244,985) |
| Services & other | 401,597 | 451,815 | 459,185 | 582,938 | 131,123 |
| Wholesale Water | 8,036,036 | 9,504,424 | 9,336,076 | 10,230,544 | 726,120 |
| Transfers to other funds | 710,055 | 375,000 | 375,000 | 650,000 | 275,000 |
| Capital outlay | 73,195 | 6,825 | 6,825 | - | (6,825) |
| TOTAL | \$ 10,883,164 | \$ 12,061,332 | \$ 11,813,816 | \$ 12,921,403 | \$ 860,071 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>BY DIVISION</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water Production | 2.00 | 4.00 | 4.00 | 5.00 | 1.00 |
| Water Distribution | 10.50 | 7.50 | 7.50 | 7.50 | - |
| TOTAL | 12.50 | 11.50 | 11.50 | 12.50 | 1.00 |

WATER UTILITIES DEPARTMENT

WATER PRODUCTION DIVISION (200-730-74)

DEPARTMENT DESCRIPTION:

The Water Production Division is responsible for providing and delivering an adequate supply of safe, potable water to meet the demands of the City's water users, in compliance with State and Federal regulations. The source of the City's water supply is the City of Fort Worth Water Department pursuant to a 21-year wholesale water supply contract approved in November 2010. The City of Keller owns and operates three high-service pump stations, a 50% portion of the operation/maintenance of the Keller/Southlake service pump station with the City of Southlake (which provides water to Pearson Pump Station), two 1.5-million and one 1-million gallon elevated water towers (elevated storage tanks), and two 3-million gallon ground storage tanks.

DEPARTMENT/DIVISION GOALS:

1. Provide an adequate supply of safe, potable water.
2. Maintain the appearance and good working condition of water pumping stations and storage facilities.
3. Comply with State and Federal regulations regarding water quality, etc.

DEPARTMENT/DIVISION OBJECTIVES:

1. Monitor and control the City's water pumping stations and storage facilities through the operation of the Supervisory Control and Data Acquisition (SCADA) system.
2. Perform daily site inspections to ensure that facilities are secure and equipment is functioning properly.
3. Coordinate with Mowing Services Contractor to ensure that facility grounds are properly maintained.
4. Monitor water quality and flush dead-end water lines in order to maintain disinfectant residuals.
5. Collect required monthly and quarterly water samples to ensure compliance with Environmental Protection Agency and Texas Commission on Environmental Quality regulations.
6. Collect new construction water samples and deliver to laboratory for analysis.
7. Perform required water quality field testing to comply with the Nitrification Action Plan (NAP).

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|--|------------|------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Elevated storage capacity (million gallons) | 4.0 | 4.0 | 4.0 | 4.0 |
| Ground storage capacity (million gallons) | 6.0 | 6.0 | 6.0 | 6.0 |
| Total storage capacity (million gallons) | 10.0 | 10.0 | 10.0 | 10.0 |
| Total daily water supply (million gallons) per COFW contract | 27.0 | 27.0 | 27.0 | 27.0 |
| Total daily pumping capacity (million gallons) | 21.7 | 21.7 | 21.7 | 21.7 |
| Total wholesale gallons purchased (million gallons) | 2,757.0 | 3,000.0 | 3,000.0 | 3,000.0 |
| Peak day water demand (million gallons) | 18.3 | 22.0 | 22.0 | 22.0 |
| Dead-end water lines flushed | 1,318 | 1,300 | 1,300 | 1,300 |
| Water samples collected/tested | 689 | 720 | 720 | 720 |

WATER UTILITIES DEPARTMENT WATER PRODUCTION DIVISION (200-730-74)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget |
|---|---------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed | Variance (\$) |
| | | | | Budget | |
| Personnel services | \$ 174,656 | \$ 381,454 | \$ 379,211 | \$ 393,495 | \$ 12,041 |
| Operations & maintenance | 79,660 | 109,280 | 116,385 | 122,400 | 13,120 |
| Services & other | 219,284 | 311,248 | 311,668 | 447,013 | 135,765 |
| Wholesale Water | 8,036,036 | 9,504,424 | 9,336,076 | 10,230,544 | 726,120 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 8,509,635 | \$ 10,306,406 | \$ 10,143,340 | \$ 11,193,452 | \$ 887,046 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed | Variance (\$) |
| | | | | Budget | |
| SCADA Operator | - | 2.00 | 2.00 | 2.00 | - |
| Water Production Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Water Production Operator | 1.00 | 2.00 | 2.00 | 2.00 | - |
| TOTAL | 2.00 | 5.00 | 5.00 | 5.00 | - |

WATER UTILITIES DEPARTMENT

WATER DISTRIBUTION DIVISION (200-730-75)

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. Install water service lines (water taps) as required for new customers.
5. Locate City-owned water lines for contractors and excavators.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Total miles of water mains maintained | 294 | 302 | 298 | 302 |
| Total number of water valves maintained | 5,845 | 5,800 | 5,900 | 6,000 |
| Total number of fire hydrants maintained | 2,287 | 2,400 | 2,350 | 2,400 |
| Work orders completed | 1,659 | 1,500 | 1,710 | 1,700 |
| Water leaks repaired (water mains) | 15 | 12 | 22 | 15 |
| Water leaks repaired (water services) | 130 | 100 | 222 | 150 |
| Water valves repaired/replaced | 8 | 6 | 6 | 6 |
| Fire hydrants repaired/replaced | 91 | 100 | 68 | 80 |
| Water taps installed | 23 | 20 | 10 | 12 |
| Line locates performed | 311 | 300 | 198 | 200 |
| PERFORMANCE INDICATORS | | | | |
| Number of active water customers as of September 30th | 15,522 | New Measure | 15,798 | 15,800 |

WATER UTILITIES DEPARTMENT WATER DISTRIBUTION DIVISION (200-730-75)

EXPENDITURE SUMMARY

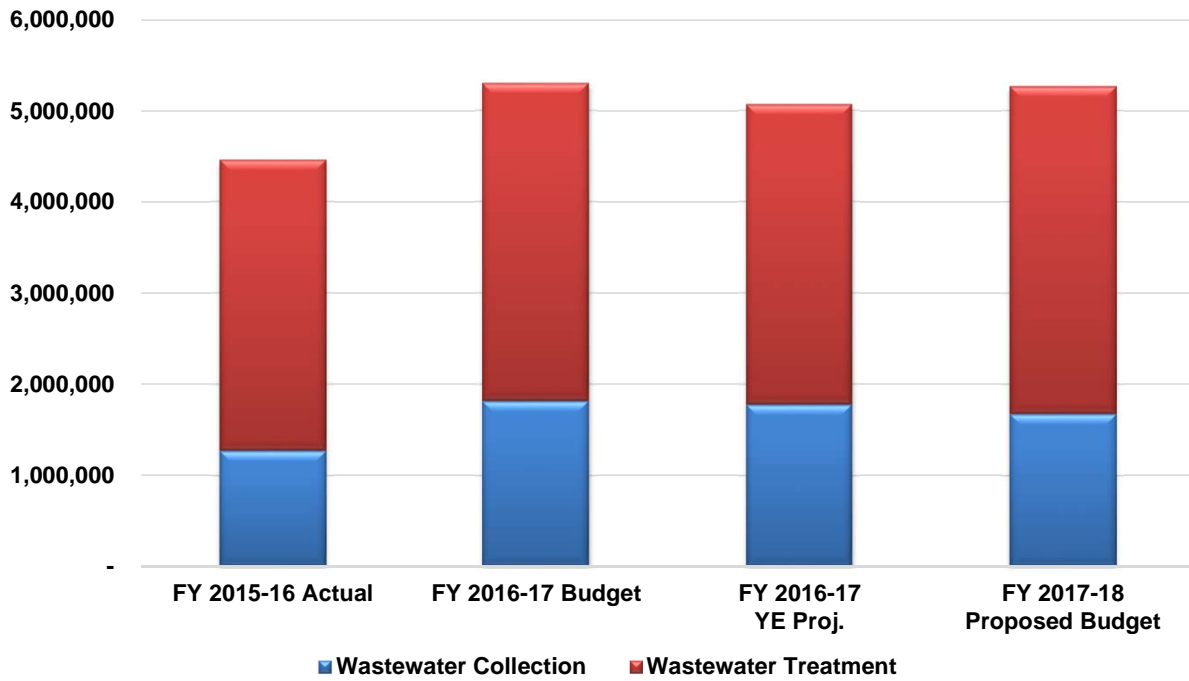
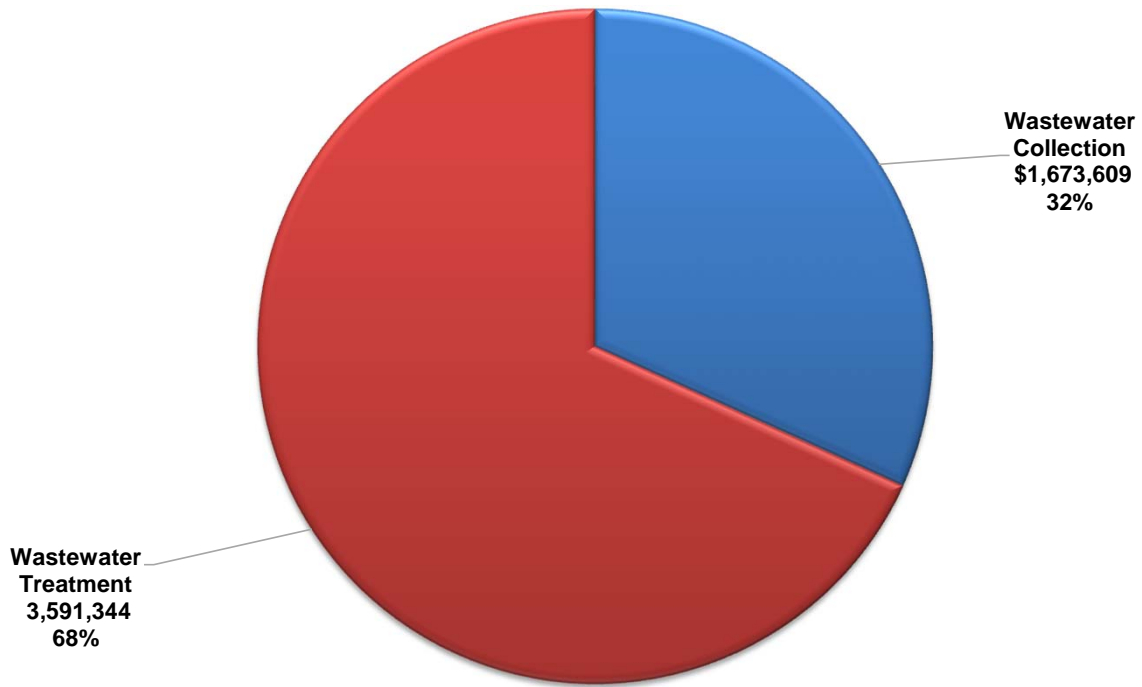
| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 758,383 | \$ 565,364 | \$ 473,964 | \$ 532,961 | \$ (32,403) |
| Operations & maintenance | 649,583 | 667,170 | 667,170 | 409,065 | (258,105) |
| Services & other | 182,313 | 140,567 | 147,517 | 135,925 | (4,642) |
| Transfers to other funds | 710,055 | 375,000 | 375,000 | 650,000 | 275,000 |
| Capital outlay | 73,195 | 6,825 | 6,825 | - | (6,825) |
| TOTAL | \$ 2,373,529 | \$ 1,754,926 | \$ 1,670,476 | \$ 1,727,951 | \$ (26,975) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water/Sewer Foreman | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Construction Inspector | 1.00 | - | - | - | - |
| Environmental Services Specialist | 1.00 | - | - | - | - |
| Water/Sewer Crew Leader | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Water/Sewer Maintenance Worker II | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Water/Sewer Maintenance Worker | 3.00 | 3.00 | 3.00 | 3.00 | - |
| SCADA Operator | 1.00 | - | - | - | - |
| TOTAL | 10.50 | 7.50 | 7.50 | 7.50 | - |

WASTEWATER UTILITIES

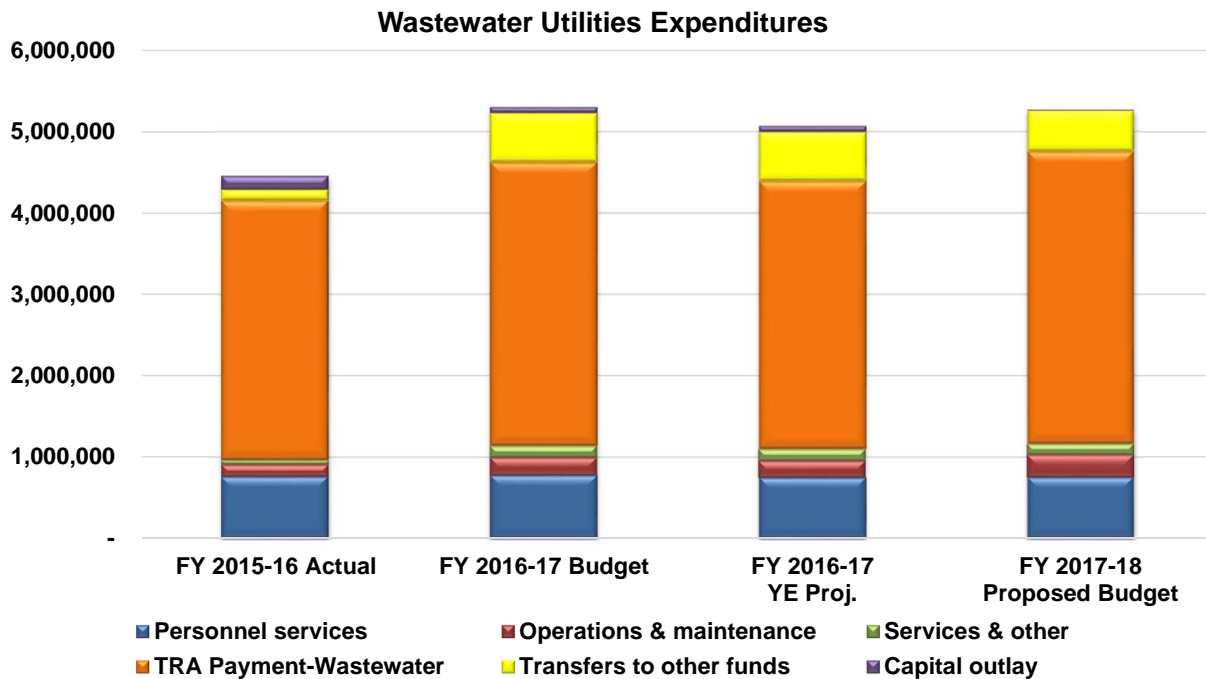


WASTEWATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Wastewater Collection | \$ 1,266,774 | \$ 1,812,916 | \$ 1,775,633 | \$ 1,673,609 | \$ (139,307) |
| Wastewater Treatment | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 | 108,381 |
| TOTAL | \$ 4,455,828 | \$ 5,295,879 | \$ 5,065,162 | \$ 5,264,953 | \$ (30,926) |

| | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|--------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 759,811 | \$ 778,490 | \$ 750,375 | \$ 754,017 | \$ (24,473) |
| Operations & maintenance | 150,911 | 219,445 | 209,445 | 277,745 | 58,300 |
| Services & other | 52,835 | 139,981 | 140,813 | 132,847 | (7,134) |
| TRA Payment-Wastewater | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 | 108,381 |
| Transfers to other funds | 130,000 | 600,000 | 600,000 | 500,000 | (100,000) |
| Capital outlay | 173,217 | 75,000 | 75,000 | 9,000 | (66,000) |
| TOTAL | \$ 4,455,828 | \$ 5,295,879 | \$ 5,065,162 | \$ 5,264,953 | \$ (30,926) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Wastewater Collection | 11.50 | 10.50 | 10.50 | 10.50 | - |
| Wastewater Treatment | - | - | - | - | - |
| TOTAL | 11.50 | 10.50 | 10.50 | 10.50 | - |

WASTEWATER UTILITIES DEPARTMENT

WASTEWATER COLLECTION DIVISION (200-750-80)

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:

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.

DEPARTMENT/DIVISION OBJECTIVES:

1. Repair breaks and defects in wastewater mains and service lines.
2. Install wastewater service lines (sewer taps) as required for new customers.
3. Perform routine maintenance cleaning of wastewater lines to minimize service interruptions.
4. Inspect, repair, and maintain lift stations in good working condition.
5. Maintain, inspect, repair, and replace wastewater manholes. Collect GPS coordinates.
6. Locate City-owned wastewater lines for contractors and excavators.
7. Conduct internal CCTV pipe inspections of wastewater mains and services to assess the physical condition and identify sections in need of repair or replacement.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Total miles of wastewater mains maintained | 203 | 206 | 206 | 208 |
| Total miles of wastewater mains cleaned | 58.7 | 60.0 | 30.4 | 50.0 |
| Total miles of wastewater lines video inspected | 6.8 | 5.0 | 5.8 | 5.0 |
| Work orders completed | 1,452 | 1,400 | 824 | 1,000 |
| Sewer manholes maintained | 3,264 | 3,300 | 3,300 | 3,350 |
| Sewer manholes inspected | 18 | 240 | 138 | 120 |
| Lift stations maintained | 7 | 6 | 6 | 6 |
| Sewer taps installed | 4 | 6 | 3 | 3 |
| Line locates performed | 311 | 300 | 198 | 200 |
| Number of active wastewater customers as of September 30th | 13,297 | 13,350 | 13,350 | 13,400 |

WASTEWATER UTILITIES DEPARTMENT WASTEWATER COLLECTION DIVISION (200-750-80)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 759,811 | \$ 778,490 | \$ 750,375 | \$ 754,017 | \$ (24,473) |
| Operations & maintenance | 150,911 | 219,445 | 209,445 | 277,745 | 58,300 |
| Services & other | 52,835 | 139,981 | 140,813 | 132,847 | (7,134) |
| Capital outlay | 173,217 | 75,000 | 75,000 | 9,000 | (66,000) |
| TOTAL | \$ 1,266,774 | \$ 1,812,916 | \$ 1,775,633 | \$ 1,673,609 | \$ (139,307) |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water/Sewer Foreman | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Water/Sewer Crew Leader | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Water/Sewer Maintenance Worker II | 3.00 | 3.00 | 3.00 | 4.00 | 1.00 |
| Water/Sewer Maintenance Worker | 4.00 | 4.00 | 4.00 | 3.00 | (1.00) |
| Sewer Inspection Technician | 1.00 | 1.00 | 1.00 | 1.00 | - |
| SCADA Operator | 1.00 | - | - | - | - |
| TOTAL | 11.50 | 10.50 | 10.50 | 10.50 | - |

WASTEWATER UTILITIES DEPARTMENT

WASTEWATER TREATMENT DIVISION (200-750-81)

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

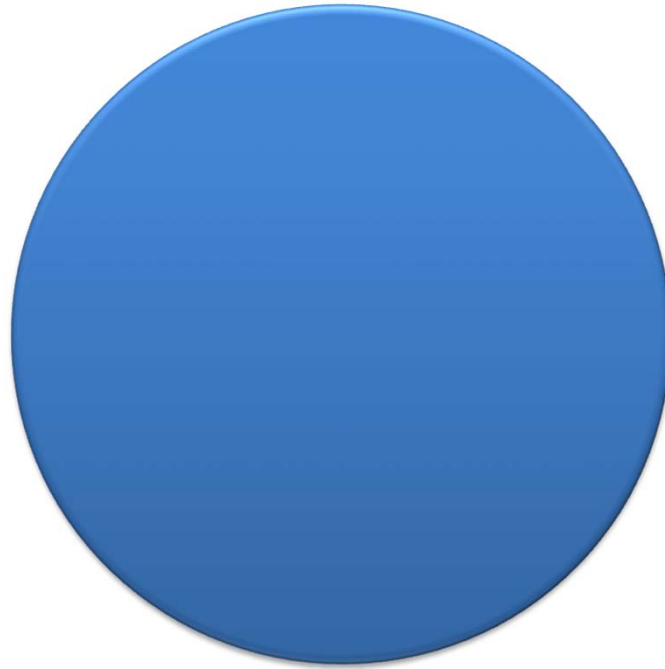
| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| TRA Payment-Wastewater | 3,189,054 | 3,482,963 | 3,289,529 | 3,591,344 | 108,381 |
| TOTAL | \$ 3,189,054 | \$ 3,482,963 | \$ 3,289,529 | \$ 3,591,344 | 108,381 |

PERSONNEL SUMMARY

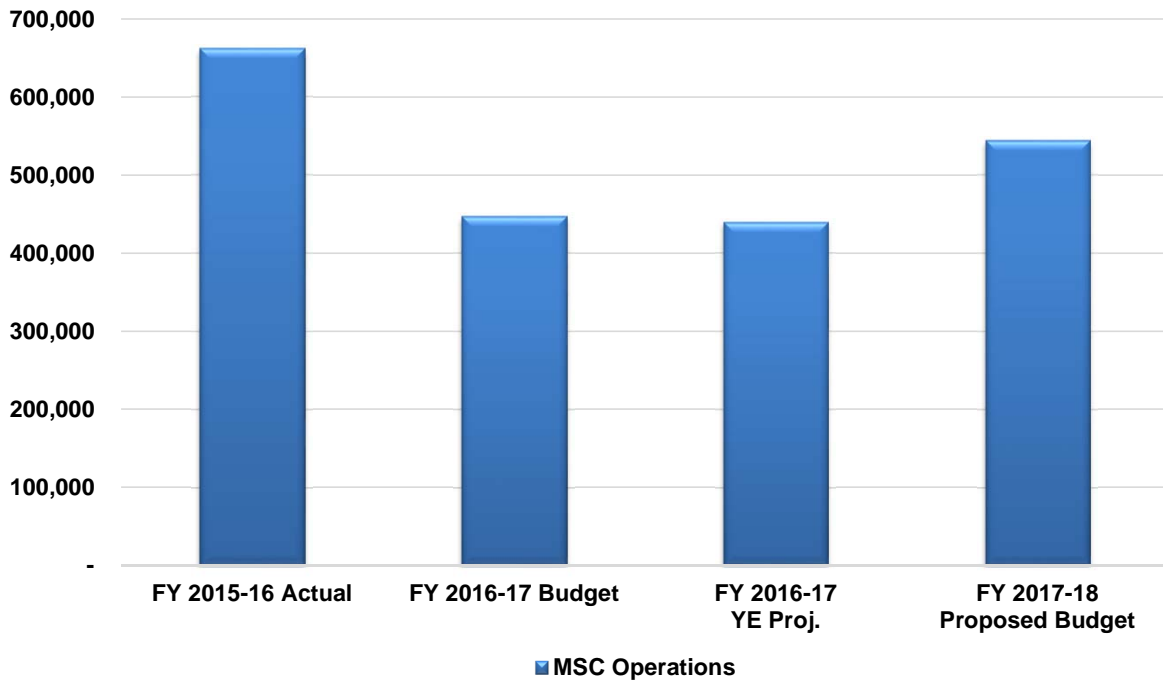
(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | | | | | |
| TOTAL | - | - | - | - | - |

MSC OPERATIONS



MSC Operations
\$543,948
100%

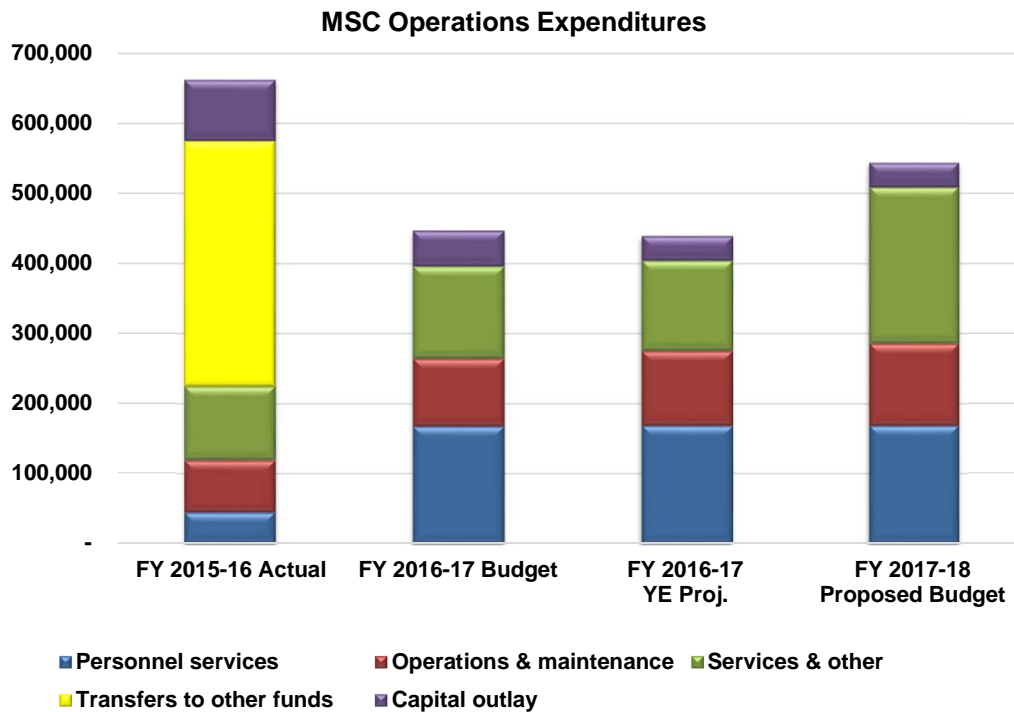


MSC OPERATIONS DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| MSC Operations | \$ 661,660 | \$ 446,818 | \$ 439,101 | \$ 543,948 | \$ 97,130 |
| TOTAL | \$ 661,660 | \$ 446,818 | \$ 439,101 | \$ 543,948 | \$ 97,130 |

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY CATEGORY:</u> | | | | | |
| Personnel services | \$ 44,906 | \$ 167,244 | \$ 168,277 | \$ 168,533 | \$ 1,289 |
| Operations & maintenance | 74,347 | 96,510 | 106,460 | 116,939 | 20,429 |
| Services & other | 105,157 | 131,864 | 129,364 | 223,476 | 91,612 |
| Transfers to other funds | 350,000 | - | - | - | - |
| Capital outlay | 87,251 | 51,200 | 35,000 | 35,000 | (16,200) |
| TOTAL | \$ 661,660 | \$ 446,818 | \$ 439,101 | \$ 543,948 | \$ 97,130 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>BY POSITION TITLE:</u> | | | | | |
| MSC Operations | 2.00 | 2.00 | 2.00 | 2.00 | - |
| TOTAL | 2.00 | 2.00 | 2.00 | 2.00 | - |

MSC OPERATIONS DEPARTMENT

MSC OPERATIONS DIVISION (200-770-93)

DEPARTMENT DESCRIPTION:

The Municipal Service Center (MSC) Non-Departmental budget reflects expenditures of a general nature, which have not been allocated to specific departments. Included within this activity are budgeted costs for building maintenance, utility costs, grounds maintenance, and janitorial services.

DEPARTMENT/DIVISION GOALS:

Provide for the comprehensive and continuous operation and maintenance of the City's Municipal Service Center in an efficient, safe, accurate and professional manner.

DEPARTMENT/DIVISION OBJECTIVES:

1. Order/purchase/store the necessary inventory and equipment needed to complete daily Public Works operations throughout the City.
2. Develop a routine preventative maintenance (PM) schedule for all service vehicles and equipment stored at the Municipal Service Center.
3. Provide and store adequate amounts of fuel for the needs of all City vehicles and equipment.
4. Manage the fleet maintenance and MSC inventory utilizing the Lucity work order database system.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---------------------------------------|------------------------------|------------------------------|--------------------------------|---|
| Vehicles/Equipment maintained | 73 | 73 | 74 | 75 |
| Fuel purchased (gallons) | 120,316 | 135,000 | 125,000 | 130,000 |
| Unleaded fuel usage (gallons) * | 75,530 | 76,000 | 76,000 | 78,000 |
| Diesel fuel usage (gallons) * | 48,215 | 64,000 | 54,000 | 56,000 |
| Unleaded fuel average price/gallon ** | \$1.57 | \$2.75 | \$1.65 | \$1.75 |
| Diesel fuel average price/gallon ** | \$1.53 | \$3.00 | \$1.60 | \$1.70 |

* - Difference in fuel purchased and fuel used is the amount retained in the fuel storage tank

** - Fuel prices in previous years had been calculated at a retail rate. The rates have been adjusted to reflect actual fuel rates charged.

MSC OPERATIONS DEPARTMENT MSC OPERATIONS DIVISION (200-770-93)

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 44,906 | \$ 167,244 | \$ 168,277 | \$ 168,533 | \$ 1,289 |
| Operations & maintenance | 74,347 | 96,510 | 106,460 | 116,939 | 20,429 |
| Services & other | 105,157 | 131,864 | 129,364 | 223,476 | 91,612 |
| Capital outlay | 87,251 | 51,200 | 35,000 | 35,000 | (16,200) |
| TOTAL | \$ 661,660 | \$ 446,818 | \$ 439,101 | \$ 543,948 | \$ 97,130 |

PERSONNEL SUMMARY

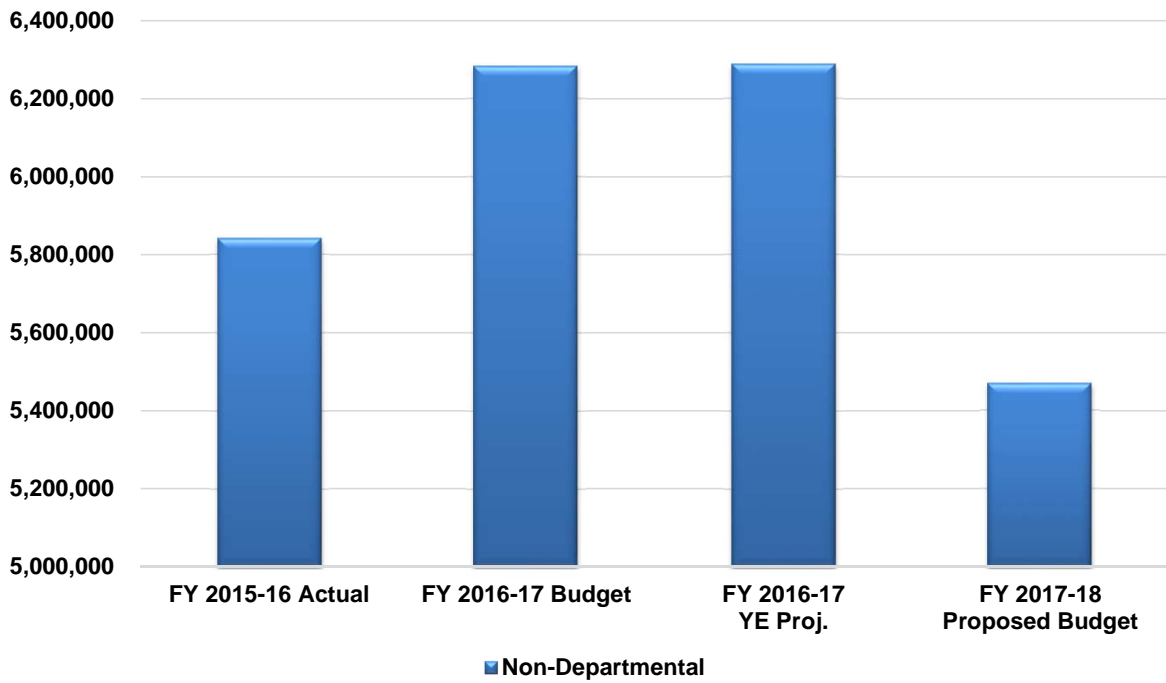
(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Fleet Maintenance Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Logistics Coordinator | 1.00 | 1.00 | - | - | (1.00) |
| Management Assistant | - | - | 1.00 | 1.00 | 1.00 |
| TOTAL | 2.00 | 2.00 | 2.00 | 2.00 | - |

UTILITY FUND NON-DEPARTMENTAL



Non-Departmental
\$5,468,391
100%



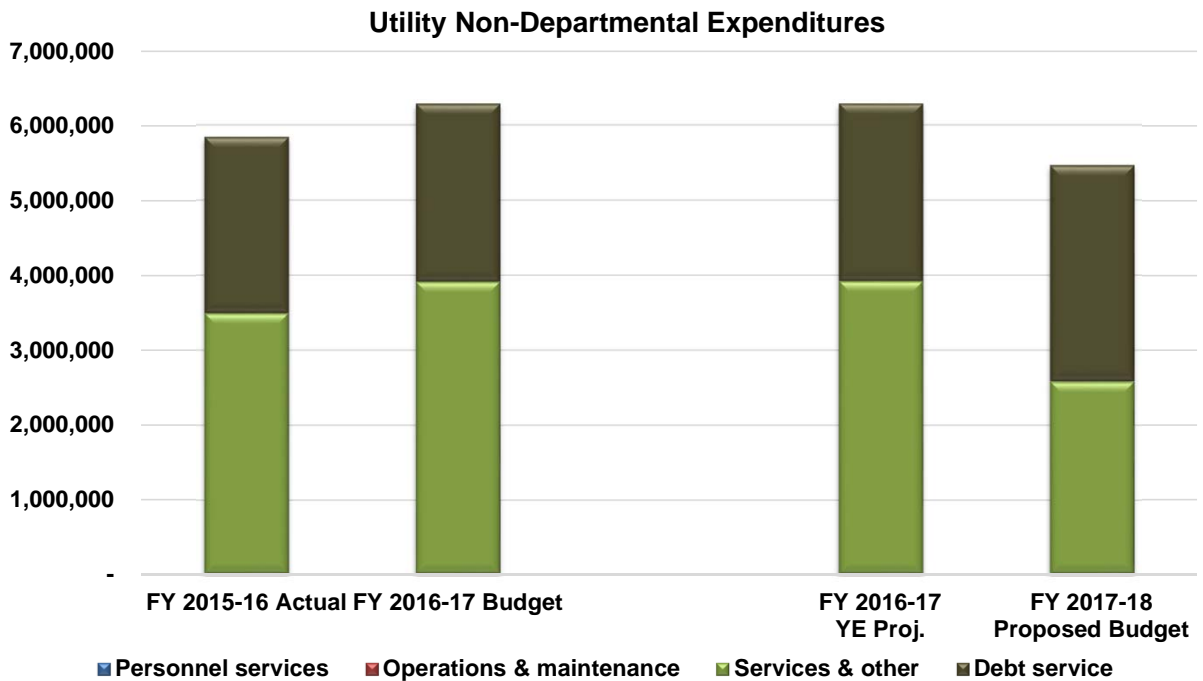
UTILITY FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Non-Departmental | \$ 5,842,105 | \$ 6,283,065 | \$ 6,287,987 | \$ 5,468,391 | \$ (814,674) |
| TOTAL | \$ 5,842,105 | \$ 6,283,065 | \$ 6,287,987 | \$ 5,468,391 | \$ (814,674) |

EXPENDITURES BY CATEGORY:

| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 10,121 | 12,000 | 12,000 | 12,000 | - |
| Services & other | 3,482,846 | 3,902,323 | 3,907,245 | 2,569,010 | (1,333,313) |
| Debt service | 2,349,139 | 2,368,742 | 2,368,742 | 2,887,381 | 518,639 |
| TOTAL | \$ 5,842,105 | \$ 6,283,065 | \$ 6,287,987 | \$ 5,468,391 | \$ (814,674) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>BY POSITION TITLE:</u> | | | | | |
| Non-Departmental | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

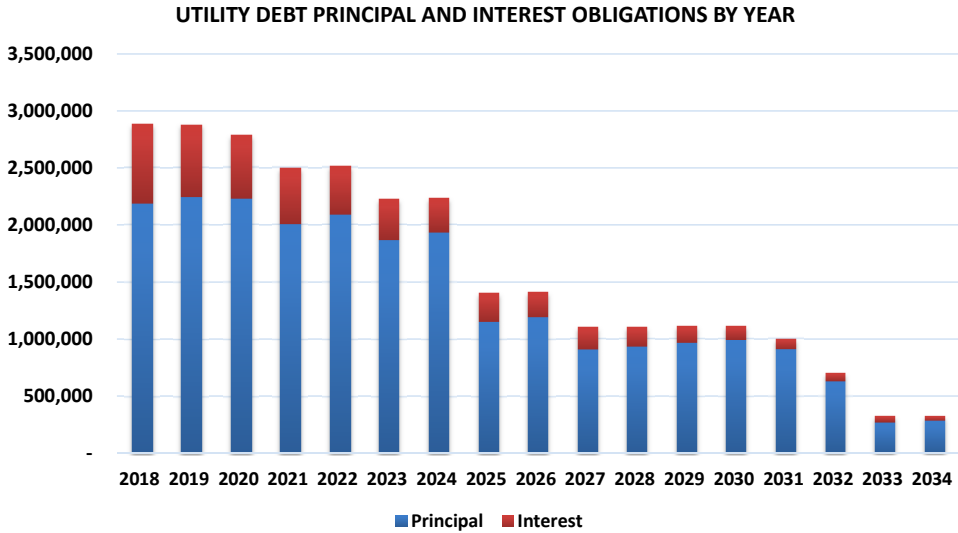
WATER AND WASTEWATER FUND OUTSTANDING DEBT SUMMARY

The following is a summary of the current outstanding debt payments for the Water and Wastewater Fund. The debt highlighted in this section is funded thru water and sewer sales and services. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year.

Note: The summary does not reflect debt proposed to be issued during the year, however, estimated issuance costs and payments are included in the budget.

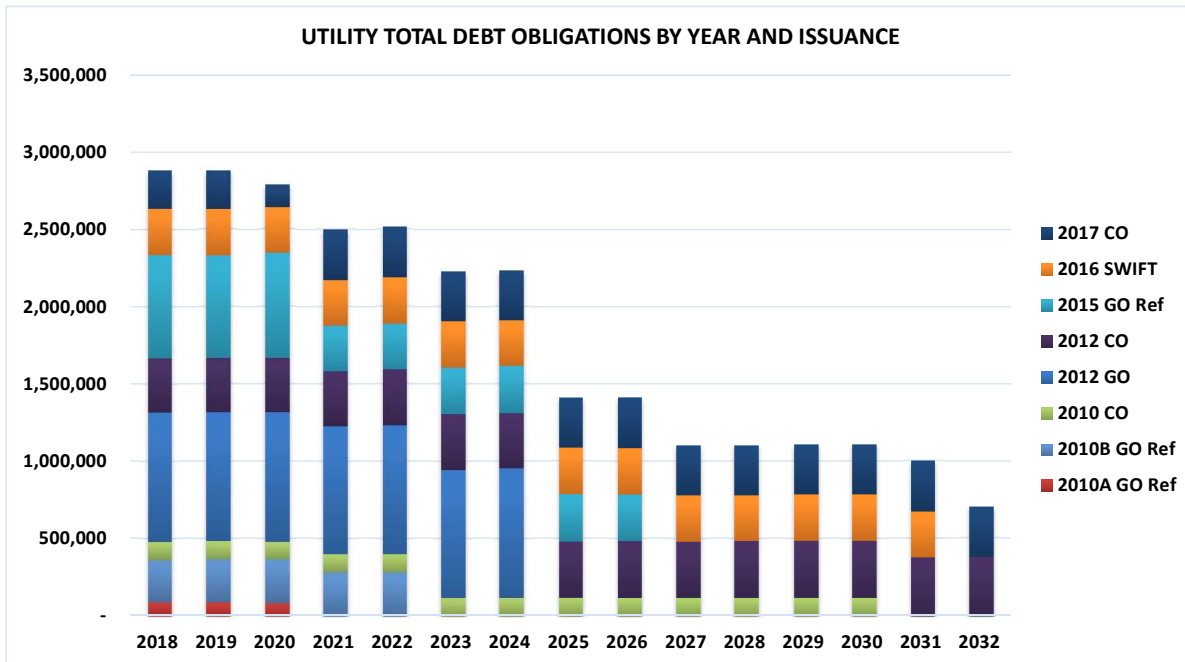
UTILITY DEBT BY PRINCIPAL AND INTEREST

| Year | Principal | Interest | Total P+I |
|--------------|----------------------|---------------------|----------------------|
| 2018 | \$ 2,185,923 | \$ 698,457 | \$ 2,884,380 |
| 2019 | 2,240,954 | 636,576 | 2,877,530 |
| 2020 | 2,223,793 | 562,631 | 2,786,424 |
| 2021 | 2,006,436 | 491,850 | 2,498,285 |
| 2022 | 2,086,541 | 426,272 | 2,512,814 |
| 2023 | 1,865,000 | 362,144 | 2,227,144 |
| 2024 | 1,935,000 | 298,432 | 2,233,432 |
| 2025 | 1,155,000 | 251,108 | 1,406,108 |
| 2026 | 1,190,000 | 222,684 | 1,412,684 |
| 2027 | 905,000 | 197,419 | 1,102,419 |
| 2028 | 930,000 | 174,199 | 1,104,199 |
| 2029 | 960,000 | 148,020 | 1,108,020 |
| 2030 | 990,000 | 119,820 | 1,109,820 |
| 2031 | 905,000 | 92,512 | 997,512 |
| 2032 | 630,000 | 69,273 | 699,273 |
| 2033 | 270,000 | 53,400 | 323,400 |
| 2034 | 280,000 | 42,400 | 322,400 |
| 2035 | 295,000 | 30,900 | 325,900 |
| 2036 | 305,000 | 18,900 | 323,900 |
| 2037 | 320,000 | 6,400 | 326,400 |
| 2038 | - | - | - |
| 2039 | - | - | - |
| 2040 | - | - | - |
| Total | \$ 23,678,647 | \$ 4,903,395 | \$ 28,582,042 |



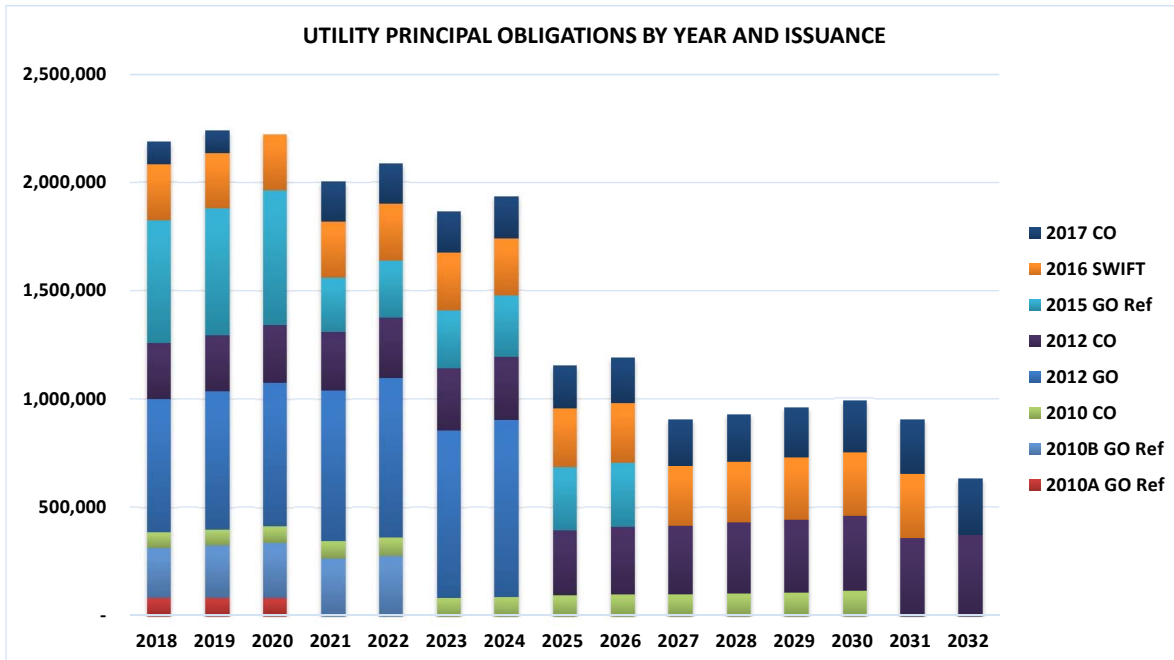
UTILITY OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2010A GENERAL OBLIGATION REF & IMP | 2010B GENERAL OBLIGATION REF & IMP | 2010 CERTIFICATE OF OBLIGATION | 2012 GENERAL OBLIGATION | 2012 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2016 TWDB SWIFT | 2017 CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|---|---|---|-------------------------------|--------------------------------------|--|---------------------|---|----------------------|
| 2018 | \$ 92,331 | \$ 271,415 | \$ 116,739 | \$ 836,700 | \$ 351,800 | \$ 665,225 | \$ 297,799 | \$ 252,371 | \$ 2,884,380 |
| 2019 | 89,463 | 275,836 | 118,839 | 831,700 | 349,785 | 665,050 | 296,282 | 250,575 | 2,877,530 |
| 2020 | 86,488 | 280,588 | 115,389 | 832,375 | 352,091 | 675,950 | 299,543 | 144,000 | 2,786,424 |
| 2021 | - | 282,826 | 117,739 | 828,375 | 353,745 | 291,050 | 297,632 | 326,919 | 2,498,285 |
| 2022 | - | 282,072 | 119,439 | 832,625 | 359,753 | 295,625 | 300,544 | 322,756 | 2,512,814 |
| 2023 | - | - | 116,039 | 830,000 | 360,018 | 299,325 | 298,225 | 323,538 | 2,227,144 |
| 2024 | - | - | 117,539 | 835,375 | 359,625 | 301,750 | 295,668 | 323,475 | 2,233,432 |
| 2025 | - | - | 118,839 | - | 363,648 | 303,200 | 297,872 | 322,550 | 1,406,108 |
| 2026 | - | - | 119,939 | - | 367,088 | 299,425 | 299,832 | 326,400 | 1,412,684 |
| 2027 | - | - | 115,889 | - | 365,055 | - | 296,450 | 325,025 | 1,102,419 |
| 2028 | - | - | 116,673 | - | 367,451 | - | 297,675 | 322,400 | 1,104,199 |
| 2029 | - | - | 117,198 | - | 369,115 | - | 298,307 | 323,400 | 1,108,020 |
| 2030 | - | - | 117,444 | - | 370,103 | - | 298,274 | 324,000 | 1,109,820 |
| 2031 | - | - | - | - | 375,495 | - | 297,817 | 324,200 | 997,512 |
| 2032 | - | - | - | - | 375,273 | - | - | 324,000 | 699,273 |
| 2033 | - | - | - | - | - | - | - | 323,400 | 323,400 |
| 2034 | - | - | - | - | - | - | - | 322,400 | 322,400 |
| 2035 | - | - | - | - | - | - | - | 325,900 | 325,900 |
| 2036 | - | - | - | - | - | - | - | 323,900 | 323,900 |
| 2037 | - | - | - | - | - | - | - | 326,400 | 326,400 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 268,282 | \$ 1,392,738 | \$ 1,527,705 | \$ 5,827,150 | \$ 5,440,043 | \$ 3,796,600 | \$ 4,171,916 | \$ 6,157,608 | \$ 28,582,042 |



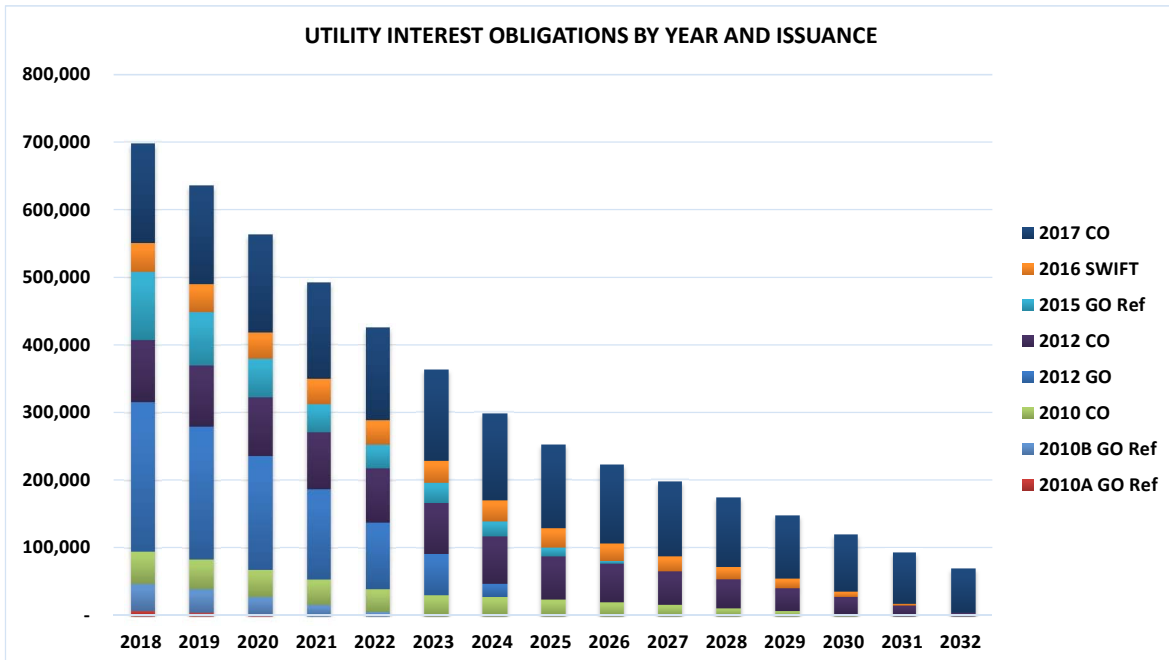
UTILITY OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2010A GENERAL OBLIGATION REF & IMP | 2010B GENERAL OBLIGATION REF & IMP | 2010 CERTIFICATE OF OBLIGATION | 2012 GENERAL OBLIGATION | 2012 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2016 TWDB SWIFT | 2017 CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|---|---|---|-------------------------------|--------------------------------------|--|---------------------|---|----------------------|
| 2018 | \$ 85,000 | \$ 230,923 | \$ 70,000 | \$ 615,000 | \$ 260,000 | \$ 565,000 | \$ 255,000 | \$ 105,000 | \$ 2,185,923 |
| 2019 | 85,000 | 240,954 | 75,000 | 635,000 | 260,000 | 585,000 | 255,000 | 105,000 | 2,240,954 |
| 2020 | 85,000 | 253,793 | 75,000 | 665,000 | 265,000 | 620,000 | 260,000 | - | 2,223,793 |
| 2021 | - | 266,436 | 80,000 | 695,000 | 270,000 | 250,000 | 260,000 | 185,000 | 2,006,436 |
| 2022 | - | 276,541 | 85,000 | 735,000 | 280,000 | 260,000 | 265,000 | 185,000 | 2,086,541 |
| 2023 | - | - | 85,000 | 770,000 | 285,000 | 270,000 | 265,000 | 190,000 | 1,865,000 |
| 2024 | - | - | 90,000 | 815,000 | 290,000 | 280,000 | 265,000 | 195,000 | 1,935,000 |
| 2025 | - | - | 95,000 | - | 300,000 | 290,000 | 270,000 | 200,000 | 1,155,000 |
| 2026 | - | - | 100,000 | - | 310,000 | 295,000 | 275,000 | 210,000 | 1,190,000 |
| 2027 | - | - | 100,000 | - | 315,000 | - | 275,000 | 215,000 | 905,000 |
| 2028 | - | - | 105,000 | - | 325,000 | - | 280,000 | 220,000 | 930,000 |
| 2029 | - | - | 110,000 | - | 335,000 | - | 285,000 | 230,000 | 960,000 |
| 2030 | - | - | 115,000 | - | 345,000 | - | 290,000 | 240,000 | 990,000 |
| 2031 | - | - | - | - | 360,000 | - | 295,000 | 250,000 | 905,000 |
| 2032 | - | - | - | - | 370,000 | - | - | 260,000 | 630,000 |
| 2033 | - | - | - | - | - | - | - | 270,000 | 270,000 |
| 2034 | - | - | - | - | - | - | - | 280,000 | 280,000 |
| 2035 | - | - | - | - | - | - | - | 295,000 | 295,000 |
| 2036 | - | - | - | - | - | - | - | 305,000 | 305,000 |
| 2037 | - | - | - | - | - | - | - | 320,000 | 320,000 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 255,000 | \$ 1,268,647 | \$ 1,185,000 | \$ 4,930,000 | \$ 4,570,000 | \$ 3,415,000 | \$ 3,795,000 | \$ 4,260,000 | \$ 23,678,647 |



UTILITY OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2010A GENERAL OBLIGATION REF & IMP | 2010B GENERAL OBLIGATION REF & IMP | 2010 CERTIFICATE OF OBLIGATION | 2012 GENERAL OBLIGATION | 2012 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2016 TWDB SWIFT | 2017 CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|---|---|---|-------------------------------|--------------------------------------|--|--------------------|---|---------------------|
| 2018 | \$ 7,331 | \$ 40,493 | \$ 46,739 | \$ 221,700 | \$ 91,800 | \$ 100,225 | \$ 42,799 | \$ 147,371 | \$ 698,457 |
| 2019 | 4,463 | 34,883 | 43,839 | 196,700 | 89,785 | 80,050 | 41,282 | 145,575 | 636,576 |
| 2020 | 1,488 | 26,795 | 40,389 | 167,375 | 87,091 | 55,950 | 39,543 | 144,000 | 562,631 |
| 2021 | - | 16,390 | 37,739 | 133,375 | 83,745 | 41,050 | 37,632 | 141,919 | 491,850 |
| 2022 | - | 5,531 | 34,439 | 97,625 | 79,753 | 35,625 | 35,544 | 137,756 | 426,272 |
| 2023 | - | - | 31,039 | 60,000 | 75,018 | 29,325 | 33,225 | 133,538 | 362,144 |
| 2024 | - | - | 27,539 | 20,375 | 69,625 | 21,750 | 30,668 | 128,475 | 298,432 |
| 2025 | - | - | 23,839 | - | 63,648 | 13,200 | 27,872 | 122,550 | 251,108 |
| 2026 | - | - | 19,939 | - | 57,088 | 4,425 | 24,832 | 116,400 | 222,684 |
| 2027 | - | - | 15,889 | - | 50,055 | - | 21,450 | 110,025 | 197,419 |
| 2028 | - | - | 11,673 | - | 42,451 | - | 17,675 | 102,400 | 174,199 |
| 2029 | - | - | 7,198 | - | 34,115 | - | 13,307 | 93,400 | 148,020 |
| 2030 | - | - | 2,444 | - | 25,103 | - | 8,274 | 84,000 | 119,820 |
| 2031 | - | - | - | - | 15,495 | - | 2,817 | 74,200 | 92,512 |
| 2032 | - | - | - | - | 5,273 | - | - | 64,000 | 69,273 |
| 2033 | - | - | - | - | - | - | - | 53,400 | 53,400 |
| 2034 | - | - | - | - | - | - | - | 42,400 | 42,400 |
| 2035 | - | - | - | - | - | - | - | 30,900 | 30,900 |
| 2036 | - | - | - | - | - | - | - | 18,900 | 18,900 |
| 2037 | - | - | - | - | - | - | - | 6,400 | 6,400 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 13,282 | \$ 124,091 | \$ 342,705 | \$ 897,150 | \$ 870,043 | \$ 381,600 | \$ 376,916 | \$ 1,897,608 | \$ 4,903,395 |





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DRAINAGE UTILITY FUND

FUND DESCRIPTION:

The Drainage Utility Fund accounts for revenues and expenses of the City's drainage utility and is financed primarily through drainage fees and charges.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Write Off Recovery | \$ 684 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - |
| Drainage Utility Fees | 1,632,560 | 1,432,260 | 1,441,703 | 1,441,703 | 9,443 |
| Auction Proceeds | 896 | - | - | - | - |
| Interest Revenue-Investments | 6,049 | 16,282 | 16,282 | 16,282 | - |
| TOTAL | \$ 1,640,188 | \$ 1,449,542 | \$ 1,458,985 | \$ 1,458,985 | \$ 9,443 |

EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| All Programs | \$ 2,316,746 | \$ 925,437 | \$ 944,260 | \$ 988,691 | \$ 63,254 |
| Capital Improvements | 3,750 | - | - | - | - |
| Non-Departmental | 8,835 | - | - | - | - |
| Capital Improvements | 5,255 | - | - | - | - |
| Capital Improvements | - | - | - | - | - |
| Non-Departmental | 219,000 | 216,536 | 216,536 | 251,969 | 35,433 |
| TOTAL | \$ 2,553,586 | \$ 1,641,973 | \$ 1,660,796 | \$ 1,440,660 | \$ (201,313) |

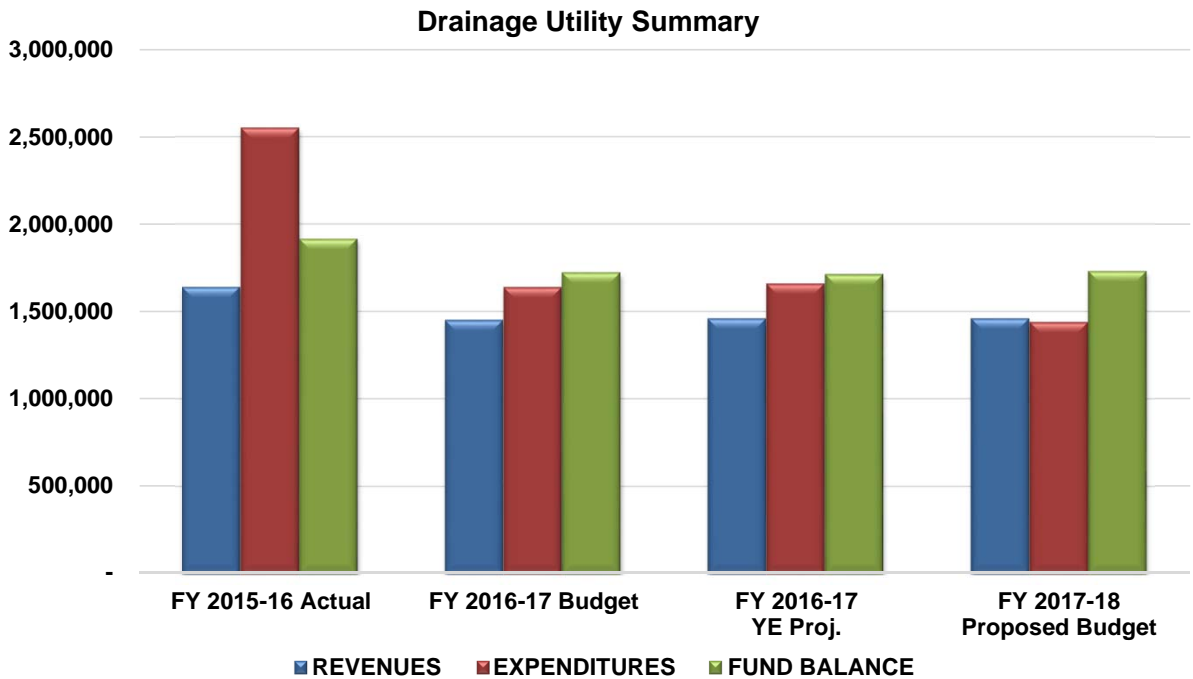
EXPENDITURES BY CATEGORY:

| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel services | \$ 586,118 | \$ 615,281 | \$ 576,468 | \$ 614,519 | \$ (762) |
| Operations & maintenance | 74,839 | 145,850 | 130,850 | 157,350 | 11,500 |
| Services & other | 456,127 | 376,242 | 448,878 | 468,791 | 92,549 |
| Transfers to other funds | 1,190,000 | 500,000 | 500,000 | 200,000 | (300,000) |
| Capital outlay | 246,502 | 4,600 | 4,600 | - | (4,600) |
| TOTAL | \$ 2,553,586 | \$ 1,641,973 | \$ 1,660,796 | \$ 1,440,660 | \$ (201,313) |

DRAINAGE UTILITY FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 1,640,188 | \$ 1,449,542 | \$ 1,458,985 | \$ 1,458,985 | \$ 9,443 |
| EXPENDITURES | 2,553,586 | 1,641,973 | 1,660,796 | 1,440,660 | (201,313) |
| VARIANCE | (913,398) | (192,431) | (201,811) | 18,325 | 210,756 |
| FUND BALANCE | \$ 1,915,376 | \$ 1,722,945 | \$ 1,713,565 | \$ 1,731,890 | \$ 8,945 |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| All Programs | 8.50 | 8.50 | 8.50 | 8.50 | - |
| TOTAL | - | - | - | - | - |

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND ALL PROGRAMS DIVISION (400-810-55)

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. Continually review and evaluate work methods and procedures to determine changes that will improve efficiency and reduce operational and maintenance costs.
2. Comply with the permitting regulations requirements for Phase II of the National Pollutant Discharge Elimination System (NPDES) program
3. Maintain bridges and culverts, ditches, channel and other related infrastructure reducing restrictions and erosion to provide proper drainage of storm water thereby mitigating flooding and property damage in Keller.
4. Continue channel preventative maintenance program utilizing herbicide treatments, mowing, removal of debris, repair of erosion and other work as needed.
5. Continue to improve and expand division use of the "LUCITY" work order database system.

DEPARTMENT/DIVISION OBJECTIVES:

1. Maintain culverts, inlets and other storm drain structures to reduce flow restrictions or blockages.
2. Continue to improve vegetation control in channels and drainage areas.
3. Minimize and correct flow restrictions and erosion damage in drainage channels, creeks, flumes and ditches.
4. Inspect specific locations after significant rain events for stoppages or damage, clear and/or repair.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|------------------------------|------------------------------|--------------------------------|---|
| Inlets and Culverts inspected and debris removal per significant rain event | 15 | 15 | 15 | 15 |
| Acres of Channels to be mowed 8 times annually | 42 | 42 | 42 | 42 |
| Miles of roadside ditches maintained | 118 | 118 | 118 | 118 |
| PERFORMANCE INDICATORS | | | | |
| Inlets and Culverts inspected/cleaned annually | 100 | 100 | 100 | 100 |
| Acreage of Channels mowed annually by contract | 335 | 335 | 335 | 335 |
| Acreage of Channels treated with herbicide annually | 30 | 30 | 30 | 30 |

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND ALL PROGRAMS DIVISION (400-810-55)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 586,118 | \$ 615,281 | \$ 576,468 | \$ 614,519 | \$ (762) |
| Operations & maintenance | 74,839 | 145,850 | 130,850 | 157,350 | 11,500 |
| Services & other | 237,127 | 159,706 | 232,342 | 216,822 | 57,116 |
| Wholesale water purchases | - | - | - | - | - |
| Wastewater Services-TRA | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers to other funds | 1,190,000 | - | - | - | - |
| Capital outlay | 228,662 | 4,600 | 4,600 | - | (4,600) |
| TOTAL | \$ 2,316,746 | \$ 925,437 | \$ 944,260 | \$ 988,691 | \$ 63,254 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| 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 (Streets) | 2.00 | 2.00 | 2.00 | 2.00 | - |
| Drainage Maintenance Worker | 3.00 | 3.00 | 3.00 | 3.00 | - |
| TOTAL | 8.50 | 8.50 | 8.50 | 8.50 | - |

THE KELLER POINTE FUND

FUND DESCRIPTION:

The Recreation/Aquatic Center Fund, established in FY 2003, accounts for operating and costs of The Keller Pointe, which opened in May 2004. Facility operations supports direct operating costs, excluding debt service, funded with user fees and charges.

REVENUE SUMMARY

| REVENUES | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget |
|------------------------------|---------------------|---------------------|---------------------|------------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | Variance (\$) |
| Facility Rental Fees | \$ 34,098 | \$ 36,000 | \$ 53,000 | \$ 50,000 | \$ 14,000 |
| Daily Ticket Sales | 217,844 | 207,700 | 220,000 | 210,000 | 2,300 |
| Annual Ticket Sales | 1,914,341 | 2,000,150 | 2,200,000 | 2,050,000 | 49,850 |
| Employee Pass Revenue | 94,332 | 98,170 | 100,000 | 98,000 | (170) |
| Empl Dependent Pass Revenue | 18,559 | 18,900 | 18,900 | 19,000 | 100 |
| Party Revenues | 134,953 | 140,000 | 155,000 | 150,000 | 10,000 |
| Expired Gift Card Revenue | - | - | - | - | - |
| Concession Sales/Proceeds | 4,001 | 5,250 | 3,000 | 3,500 | (1,750) |
| Merchandise Sales | 1,340 | 1,225 | 1,000 | 800 | (425) |
| Aquatics Merchandise Sales | 6,113 | 10,500 | 7,000 | 7,000 | (3,500) |
| Outdoor Concession Sales | 2,235 | 3,000 | 2,500 | 2,500 | (500) |
| Outdoor Merchandise Sales | - | 1,200 | 1,200 | 1,200 | - |
| Revenue-Special Events | 22,275 | 20,000 | 17,000 | 17,000 | (3,000) |
| Aquatics Program Revenues | 95,943 | 150,000 | 125,000 | 125,000 | (25,000) |
| Fitness Program Revenues | - | - | - | - | - |
| Group Exercise Revenue | 2,042 | 2,050 | 1,500 | 2,000 | (50) |
| Personal Training Revenue | 39,004 | 28,720 | 52,000 | 50,000 | 21,280 |
| Revenue-Sr Svs Recreation | 476,001 | 423,500 | 480,000 | 460,000 | 36,500 |
| Gym Rental Fees | 7,334 | 8,000 | 6,000 | 6,000 | (2,000) |
| Pool Rental Fees | 20,272 | 30,700 | 22,000 | 20,000 | (10,700) |
| Write Off Recovery | 4,620 | 3,650 | 4,000 | 3,650 | - |
| Miscellaneous Revenue | 6,249 | 4,560 | 6,000 | 4,560 | - |
| Auction Proceeds | - | - | - | - | - |
| Gain/Loss On Disp Of Assets | - | - | - | - | - |
| Cash Over/Short | (1,279) | - | - | - | - |
| Interest Revenue-Investments | 7,584 | 3,000 | 6,000 | 3,000 | - |
| Donations-Sr Svs | 3,450 | 4,100 | 1,500 | 4,100 | - |
| Donations-Parks | - | - | - | - | - |
| TOTAL | \$ 3,111,311 | \$ 3,200,375 | \$ 3,482,600 | \$ 3,287,310 | \$ 86,935 |

THE KELLER POINTE FUND

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 pass sales, with the second largest revenue source being programs. Additional revenue sources include facility rentals, concession and 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, concessions/merchandise sales and (g) maintenance items for the outdoor concession stand.

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:

- Maintaining an annual member base of 3,600 membership accounts.
- Achieving \$2,200,000 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%+ (the average NPS for health clubs in 2015 was 44%)
- 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:

| SERVICES PROVIDED | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 |
|--|------------|-------------|------------|-----------------|
| | Actual | Budget | YE Proj. | Proposed Budget |
| Completed Surveys | 244 | 400 | 250 | 250 |
| Recreation programs provided (class list) | 809 | 193 | 885 | 973 |
| Leagues provided | 15 | 17 | 15 | 15 |
| Special events provided | 5 | 12 | 5 | 5 |
| Group exercise classes offered | 672 | 2,792 | 672 | 672 |
| Number of partnerships developed | 10 | new | 6 | 10 |
| Number of annual memberships | 3,582 | 3,600 | 3,821 | 3,935 |
| Annual attendance (day pass & member visits) | 262,186 | 260,000 | 280,000 | 288,000 |
| Recreation program participants (attendance) | 8,708 | 3,300 | 9,526 | 10,383 |
| League participants: | | | | |
| Teams | 116 | 130 | 120 | 120 |
| Participants | 1,347 | 1,300 | 1,372 | 1,399 |
| Special event attendance | 1,122 | new measure | 1,200 | 1,200 |
| Facility rentals/birthday parties | 1,620 | 2,200 | 1,848 | 2,088 |
| Group exercise attendance | 39,548 | 42,000 | 42,000 | 43,000 |
| Partnership dollars generated | 3,400 | new measure | 3,500 | 3,500 |
| PERFORMANCE INDICATORS | | | | |
| Net Promoter Score | 61 | 4 | 64 | 67 |
| Member attrition rate | 30% | 35% | 28% | 35% |

EXPENDITURE SUMMARY

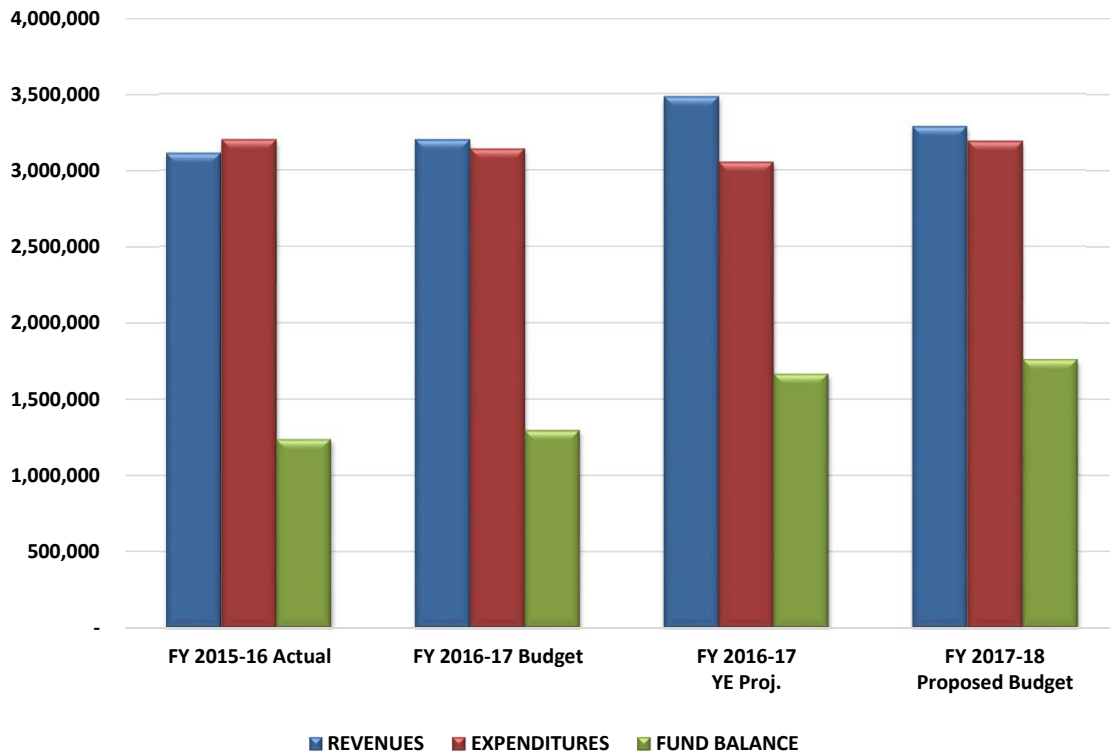
| | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget Variance (\$) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | |
| EXPENDITURES BY DIVISION: | | | | | |
| Administration | \$ 789,528 | \$ 970,630 | \$ 815,470 | \$ 874,320 | \$ (96,310) |
| Aquatics | 629,461 | 641,535 | 641,535 | 737,591 | 96,056 |
| Fitness Programs | 240,629 | 136,088 | 166,788 | 133,864 | (2,224) |
| Recreation | 523,979 | 544,265 | 580,117 | 643,986 | 99,721 |
| Facility Maintenance | 435,319 | 544,077 | 550,545 | 500,238 | (43,839) |
| Customer Service/Concessions | 291,554 | 274,462 | 270,196 | 300,206 | 25,744 |
| Capital Replacement | 289,587 | 29,000 | 29,000 | — | (29,000) |
| TOTAL | \$ 3,200,057 | \$ 3,140,056 | \$ 3,053,651 | \$ 3,190,205 | \$ 50,149 |
| EXPENDITURES BY CATEGORY: | | | | | |
| Personnel services | \$ 1,310,900 | \$ 1,501,380 | \$ 1,398,394 | \$ 1,581,473 | \$ 80,093 |
| Operations & maintenance | 656,760 | 481,545 | 508,745 | 557,705 | 76,160 |
| Services & other | 941,589 | 1,093,131 | 1,073,512 | 1,016,027 | (77,104) |
| Transfers to other funds | — | — | — | — | — |
| Capital outlay | 290,808 | 64,000 | 73,000 | 35,000 | (29,000) |
| TOTAL | \$ 3,200,057 | \$ 3,140,056 | \$ 3,053,651 | \$ 3,190,205 | \$ 50,149 |

THE KELLER POINTE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 3,111,311 | \$ 3,200,375 | \$ 3,482,600 | \$ 3,287,310 | \$ 86,935 |
| EXPENDITURES | 3,200,057 | 3,140,056 | 3,053,651 | 3,190,205 | 50,149 |
| VARIANCE | (88,746) | 60,319 | 428,949 | 97,105 | 36,786 |
| FUND BALANCE | \$ 1,236,120 | \$ 1,296,439 | \$ 1,665,069 | \$ 1,762,175 | \$ 465,736 |

Keller Pointe Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 4.00 | 3.00 | 3.00 | 3.00 | - |
| Aquatics | 16.20 | 16.20 | 16.20 | 16.32 | 0.12 |
| Fitness Programs | 0.60 | 0.60 | 0.60 | 0.57 | (0.02) |
| Recreation | 10.84 | 10.84 | 10.84 | 11.66 | 0.81 |
| Facility Maintenance | 1.60 | 1.60 | 1.60 | 1.84 | 0.24 |
| TOTAL | 42.32 | 41.32 | 41.32 | 42.47 | 1.15 |

THE KELLER POINTE FUND

THE KELLER POINTE FUND ADMINISTRATION DIVISION (125-650-01)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 272,998 | \$ 334,495 | \$ 220,039 | \$ 281,260 | \$ (53,235) |
| Operations & maintenance | 54,797 | 62,700 | 61,900 | 61,360 | (1,340) |
| Services & other | 451,736 | 538,435 | 489,531 | 496,700 | (41,735) |
| Capital outlay | 9,997 | 35,000 | 44,000 | 35,000 | - |
| TOTAL | \$ 789,528 | \$ 970,630 | \$ 815,470 | \$ 874,320 | \$ (96,310) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Manager (Rec/Aquatics Center) | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Assistant Manager | 1.00 | - | - | - | - |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Accountant | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 4.00 | 3.00 | 3.00 | 3.00 | - |

THE KELLER POINTE FUND

THE KELLER POINTE FUND AQUATICS DIVISION (125-650-02)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 379,365 | \$ 463,170 | \$ 463,170 | \$ 479,055 | \$ 15,885 |
| Operations & maintenance | 186,609 | 153,300 | 153,300 | 226,700 | 73,400 |
| Services & other | 11,051 | 25,065 | 25,065 | 31,836 | 6,771 |
| Capital outlay | 52,437 | - | - | - | - |
| TOTAL | \$ 629,461 | \$ 641,535 | \$ 641,535 | \$ 737,591 | \$ 96,056 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Aquatics Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Assistant Aquatics Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Head Lifeguard | 3.32 | 3.32 | 3.32 | 3.32 | - |
| Lifeguard | 10.44 | 10.44 | 10.44 | 10.44 | - |
| Swim Instructor | 0.44 | 0.44 | 0.44 | 0.56 | 0.12 |
| TOTAL | 16.20 | 16.20 | 16.20 | 16.32 | 0.12 |

THE KELLER POINTE FUND

THE KELLER POINTE FUND FITNESS PROGRAMS DIVISION (125-650-03)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 10,044 | \$ 16,970 | \$ 13,405 | \$ 20,573 | \$ 3,603 |
| Operations & maintenance | 110,462 | 25,500 | 55,000 | 12,500 | (13,000) |
| Services & other | 95,142 | 93,618 | 98,383 | 100,791 | 7,173 |
| Capital outlay | 24,981 | - | - | - | - |
| TOTAL | \$ 240,629 | \$ 136,088 | \$ 166,788 | \$ 133,864 | \$ (2,224) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Group Exercise | 0.02 | 0.02 | 0.02 | - | (0.02) |
| Group Exercise Coordinator | 0.57 | 0.57 | 0.57 | 0.57 | - |
| TOTAL | 0.60 | 0.60 | 0.60 | 0.57 | (0.02) |

THE KELLER POINTE FUND

THE KELLER POINTE FUND RECREATION DIVISION (125-650-04)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 290,544 | \$ 330,495 | \$ 342,348 | \$ 401,914 | \$ 71,419 |
| Operations & maintenance | 6,225 | 3,500 | 3,500 | 32,200 | 28,700 |
| Services & other | 227,211 | 210,270 | 234,270 | 209,872 | (398) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 523,979 | \$ 544,265 | \$ 580,117 | \$ 643,986 | \$ 99,721 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Assistant Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.85 | 0.85 |
| Recreation Leaders | 6.51 | 6.51 | 6.51 | 6.27 | (0.24) |
| Recreation Assistants | 0.85 | 0.85 | 0.85 | 1.54 | 0.69 |
| Recreation Assistants Party | 0.49 | 0.49 | 0.49 | - | (0.49) |
| TOTAL | 10.84 | 10.84 | 10.84 | 11.66 | 0.81 |

THE KELLER POINTE FUND

THE KELLER POINTE FUND FACILITY MAINTENANCE DIVISION (125-650-05)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 96,425 | \$ 98,730 | \$ 105,198 | \$ 122,484 | \$ 23,754 |
| Operations & maintenance | 182,545 | 221,845 | 221,845 | 203,845 | (18,000) |
| Services & other | 156,349 | 223,502 | 223,502 | 173,909 | (49,593) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 435,319 | \$ 544,077 | \$ 550,545 | \$ 500,238 | \$ (43,839) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Building Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Building Maintenance Worker | 0.60 | 0.60 | 0.60 | 0.84 | 0.24 |
| TOTAL | 1.60 | 1.60 | 1.60 | 1.84 | 0.24 |

THE KELLER POINTE FUND

THE KELLER POINTE FUND CUSTOMER SERVICE/CONCESSIONS DIVISION (125-650-06)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ 261,525 | \$ 257,520 | \$ 254,234 | \$ 276,187 | \$ 18,667 |
| Operations & maintenance | 29,929 | 14,700 | 13,200 | 21,100 | 6,400 |
| Services & other | 100 | 2,242 | 2,762 | 2,919 | 677 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 291,554 | \$ 274,462 | \$ 270,196 | \$ 300,206 | \$ 25,744 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| 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 | - |
| TOTAL | 9.09 | 9.09 | 9.09 | 9.09 | - |

THE KELLER POINTE FUND

THE KELLER POINTE FUND SEASONAL OUTDOOR CONCESSIONS DIVISION (125-650-07)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | - | - | - | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ - | \$ - | \$ - | \$ - | \$ - |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

THE KELLER POINTE FUND

THE KELLER POINTE FUND CAPITAL REPLACEMENT DIVISION (125-650-98)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 86,194 | - | - | - | - |
| Services & other | - | - | - | - | - |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | 203,393 | 29,000 | 29,000 | - | (29,000) |
| TOTAL | \$ 289,587 | \$ 29,000 | \$ 29,000 | \$ - | \$ (29,000) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



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 used, summary of the Special Revenue Funds, and individual detailed fund information.

City of **KELLER**

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 13, 2017. 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 18, 2017.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| City Sales Taxes | \$ 2,852,332 | \$ 2,906,826 | \$ 2,917,333 | \$ 2,990,267 | \$ 83,441 |
| Rental Property Revenue | 16,000 | 16,000 | 16,000 | 16,000 | - |
| Premium On Debt Issuance | - | - | - | - | - |
| Debt Issuance-Refunding Bonds | - | - | - | - | - |
| Grant-Local | 95,333 | - | - | - | - |
| Interest Revenue-Investments | 5,216 | 4,380 | 4,380 | 4,380 | - |
| Transfer From Pointe | - | - | - | - | - |
| TOTAL | \$ 2,968,881 | \$ 2,927,206 | \$ 2,937,713 | \$ 3,010,647 | \$ 83,441 |

EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| All Programs | \$ 333,253 | \$ 74,390 | \$ 72,750 | \$ 74,927 | \$ 537 |
| Capital Improvements | 956,900 | - | - | - | - |
| Non-Departmental | 1,714,591 | 1,998,469 | 1,998,469 | 2,647,097 | 648,628 |
| TOTAL | \$ 3,004,745 | \$ 2,072,859 | \$ 2,071,219 | \$ 2,722,024 | \$ 649,165 |

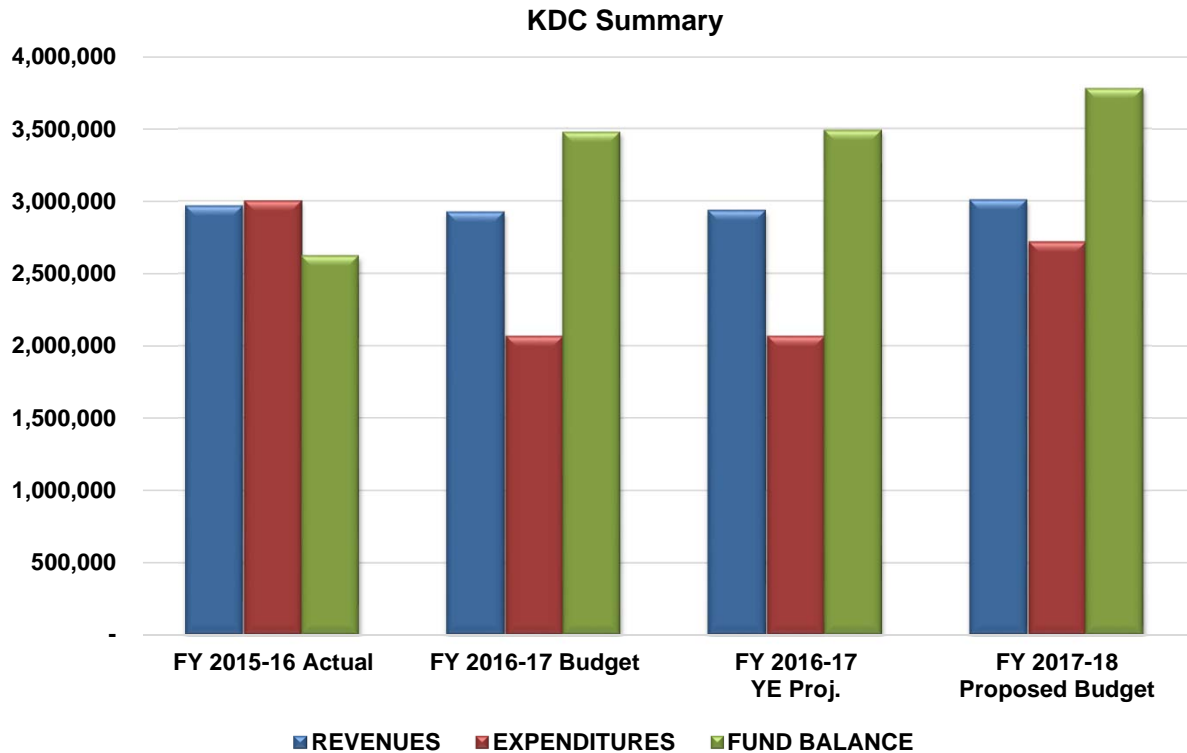
EXPENDITURES BY CATEGORY:

| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 1,879 | 25,690 | 23,440 | 25,400 | (290) |
| Services & other | 46,200 | 48,700 | 49,310 | 49,527 | 827 |
| Debt service | 1,641,871 | 1,578,469 | 1,578,469 | 1,586,194 | 7,725 |
| Transfers to other funds | 1,255,720 | 420,000 | 420,000 | 1,060,903 | 640,903 |
| Capital outlay | 59,075 | - | - | - | - |
| TOTAL | \$ 3,004,745 | \$ 2,072,859 | \$ 2,071,219 | \$ 2,722,024 | \$ 649,165 |

KELLER DEVELOPMENT CORPORATION FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 2,968,881 | \$ 2,927,206 | \$ 2,937,713 | \$ 3,010,647 | \$ 83,441 |
| EXPENDITURES | 3,004,745 | 2,072,859 | 2,071,219 | 2,722,024 | 649,165 |
| VARIANCE | (35,863) | 854,347 | 866,494 | 288,623 | (565,724) |
| FUND BALANCE | \$ 2,624,603 | \$ 3,478,950 | \$ 3,491,097 | \$ 3,779,720 | \$ 300,770 |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <u>BY POSITION TITLE:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| All Programs | - | - | - | - | - |
| Capital Improvements | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

KELLER DEVELOPMENT CORPORATION FUND

KELLER DEVELOPMENT CORPORATION FUND ALL PROGRAMS DIVISION (110-630)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 1,879 | 25,690 | 23,440 | 25,400 | (290) |
| Services & other | 46,200 | 48,700 | 49,310 | 49,527 | 827 |
| Debt service | - | - | - | - | - |
| Capital outlay | (87,825) | - | - | - | - |
| TOTAL | \$ 333,253 | \$ 74,390 | \$ 72,750 | \$ 74,927 | \$ 537 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

KELLER DEVELOPMENT CORPORATION FUND

KELLER DEVELOPMENT CORPORATION FUND CAPITAL IMPROVEMENTS DIVISION (110-633)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Capital outlay | 146,900 | - | - | - | - |
| TOTAL | \$ 956,900 | \$ - | \$ - | \$ - | \$ - |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

KELLER DEVELOPMENT CORPORATION FUND

KELLER DEVELOPMENT CORPORATION FUND NON-DEPARTMENTAL DIVISION (110-990)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | - | - | - | - |
| Debt service | 1,641,871 | 1,578,469 | 1,578,469 | 1,586,194 | 7,725 |
| Transfers to other funds | 72,720 | 420,000 | 420,000 | 1,060,903 | 640,903 |
| TOTAL | \$ 1,714,591 | \$ 1,998,469 | \$ 1,998,469 | \$ 2,647,097 | \$ 648,628 |

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

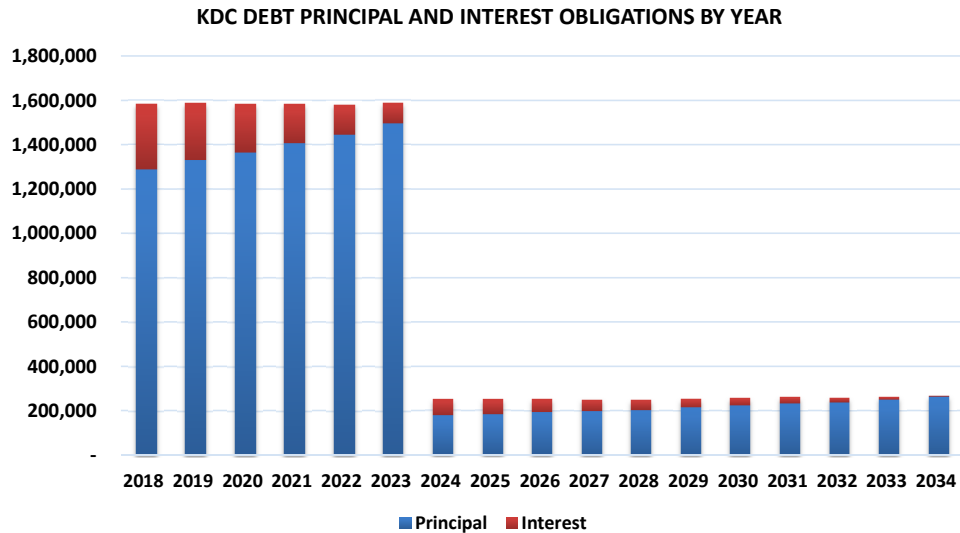
KELLER DEVELOPMENT CORPORATION FUND OUTSTANDING DEBT SUMMARY

The following is a summary of the current outstanding debt payments for the Keller Development Corporation (KDC) Fund. The debt highlighted in this section is funded thru the KDC ½ cent sales tax option. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year.

City of **KELLER**

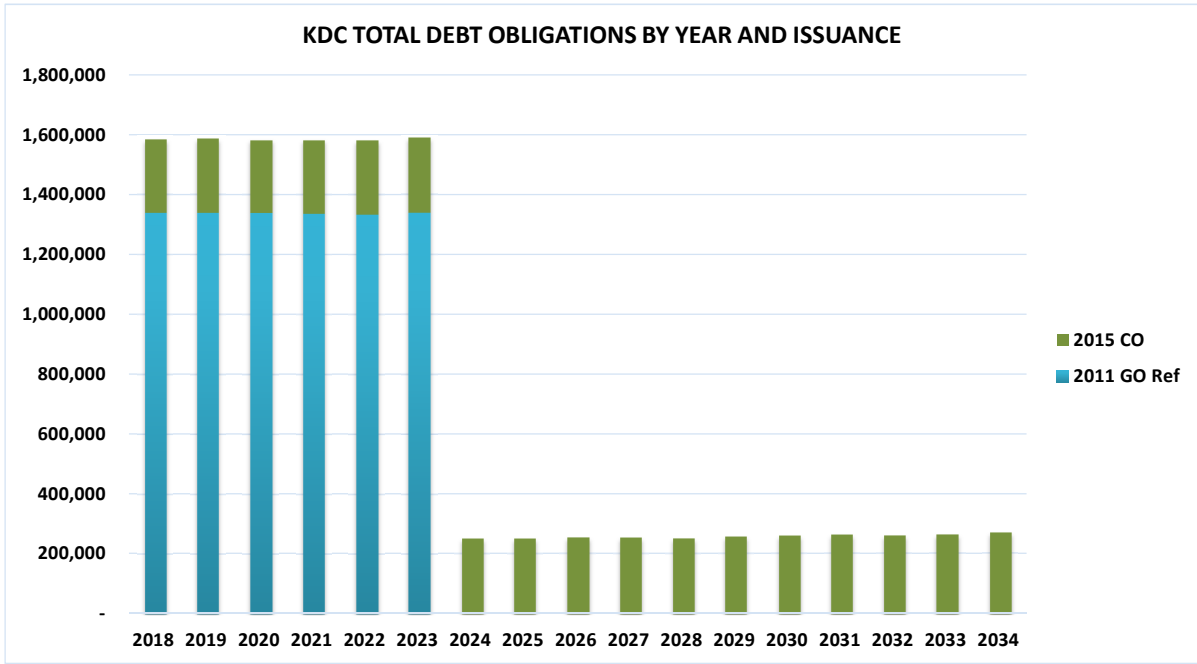
KELLER DEVELOPMENT CORPORATION (KDC) DEBT BY PRINCIPAL AND INTEREST

| Year | Principal | Interest | Total P+I |
|--------------|----------------------|---------------------|----------------------|
| 2018 | \$ 1,290,000 | \$ 294,744 | \$ 1,584,744 |
| 2019 | 1,330,000 | 256,244 | 1,586,244 |
| 2020 | 1,365,000 | 217,419 | 1,582,419 |
| 2021 | 1,405,000 | 177,494 | 1,582,494 |
| 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 | - | - | - |
| Total | \$ 10,725,000 | \$ 1,605,285 | \$ 12,330,285 |



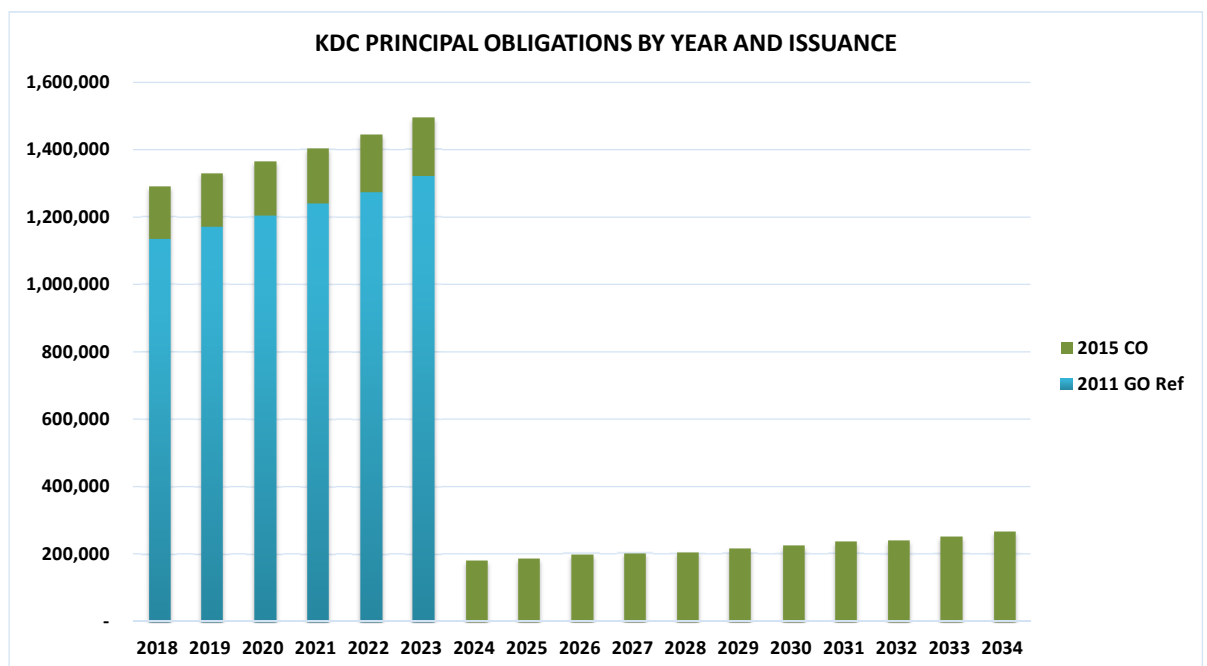
KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2011 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | TOTAL |
|--------------|--|---|--|----------------------|
| 2018 | \$ 1,338,325 | \$ 246,419 | \$ - | \$ 1,584,744 |
| 2019 | 1,338,750 | 247,494 | - | 1,586,244 |
| 2020 | 1,338,125 | 244,294 | - | 1,582,419 |
| 2021 | 1,336,450 | 246,044 | - | 1,582,494 |
| 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 | - | - | - | - |
| Total | \$ 8,025,175 | \$ 4,305,110 | \$ - | \$ 12,330,285 |



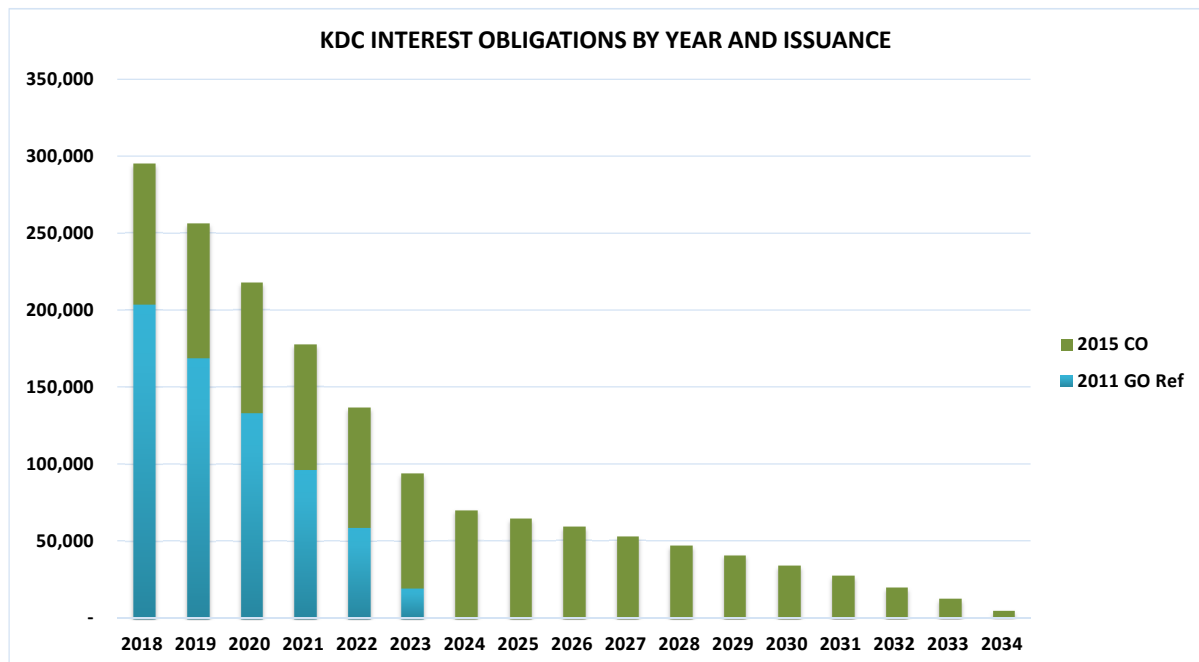
KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2011 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | TOTAL |
|--------------|--|---|--|--------------|
| 2018 | \$ 1,135,000 | \$ 155,000 | \$ - | \$ 1,290,000 |
| 2019 | 1,170,000 | 160,000 | - | 1,330,000 |
| 2020 | 1,205,000 | 160,000 | - | 1,365,000 |
| 2021 | 1,240,000 | 165,000 | - | 1,405,000 |
| 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 | - | - | - | - |
| Total | \$ 7,345,000 | \$ 3,380,000 | \$ - | \$ - |



KELLER DEVELOPMENT CORPORATION (KDC) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2011 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|--|---|--------------------------------------|--|
| 2018 | \$ 203,325 | \$ 91,419 | \$ - | \$ 294,744 |
| 2019 | 168,750 | 87,494 | - | 256,244 |
| 2020 | 133,125 | 84,294 | - | 217,419 |
| 2021 | 96,450 | 81,044 | - | 177,494 |
| 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 | - | - | - | - |
| Total | \$ 680,175 | \$ 925,110 | \$ - | \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 1,605,285 |





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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.

REVENUE SUMMARY

| REVENUES | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget |
|------------------------------|---------------------|---------------------|---------------------|------------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | Variance (\$) |
| City Sales Taxes | \$ 1,328,919 | \$ 1,309,978 | \$ 1,334,414 | \$ 1,374,446 | \$ 64,468 |
| I/G Rev-Southlake | - | 11,000 | 11,000 | 11,000 | - |
| I/G Rev-Colleyville | - | 9,000 | 9,000 | 9,000 | - |
| Miscellaneous Revenue | - | - | - | - | - |
| Auction Proceeds | - | 10,000 | 12,777 | 12,777 | 2,777 |
| Gain/Loss On Disp Of Assets | 11,193 | - | - | - | - |
| Interest Revenue-Investments | 21,849 | 9,380 | 9,380 | 9,380 | - |
| TOTAL | \$ 1,361,961 | \$ 1,349,358 | \$ 1,376,571 | \$ 1,416,603 | \$ 67,245 |

EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 | FY 2016-17 | FY 2016-17 | FY 2017-18 | Budget |
|----------------------------------|---------------------|---------------------|---------------------|------------------------|----------------------|
| | Actual | Budget | YE Proj. | Proposed Budget | Variance (\$) |
| Administration | \$ 7,297 | \$ 11,100 | \$ 8,400 | \$ 19,400 | \$ 8,300 |
| Facility Improvements | 225,760 | - | - | - | - |
| Capital Improvements | 10,650 | 103,294 | 97,094 | 250,000 | 146,706 |
| Technology Improvements | 73,594 | 67,840 | 67,840 | 80,732 | 12,892 |
| Police Operations | 298,862 | 340,430 | 349,330 | 303,910 | (36,520) |
| Facility Improvements - 2012A CO | - | - | - | - | - |
| Non-Departmental | 526,600 | 526,100 | 526,100 | 529,500 | 3,400 |
| TOTAL | \$ 1,142,763 | \$ 1,048,764 | \$ 1,048,764 | \$ 1,183,542 | \$ 134,778 |

EXPENDITURES BY CATEGORY:

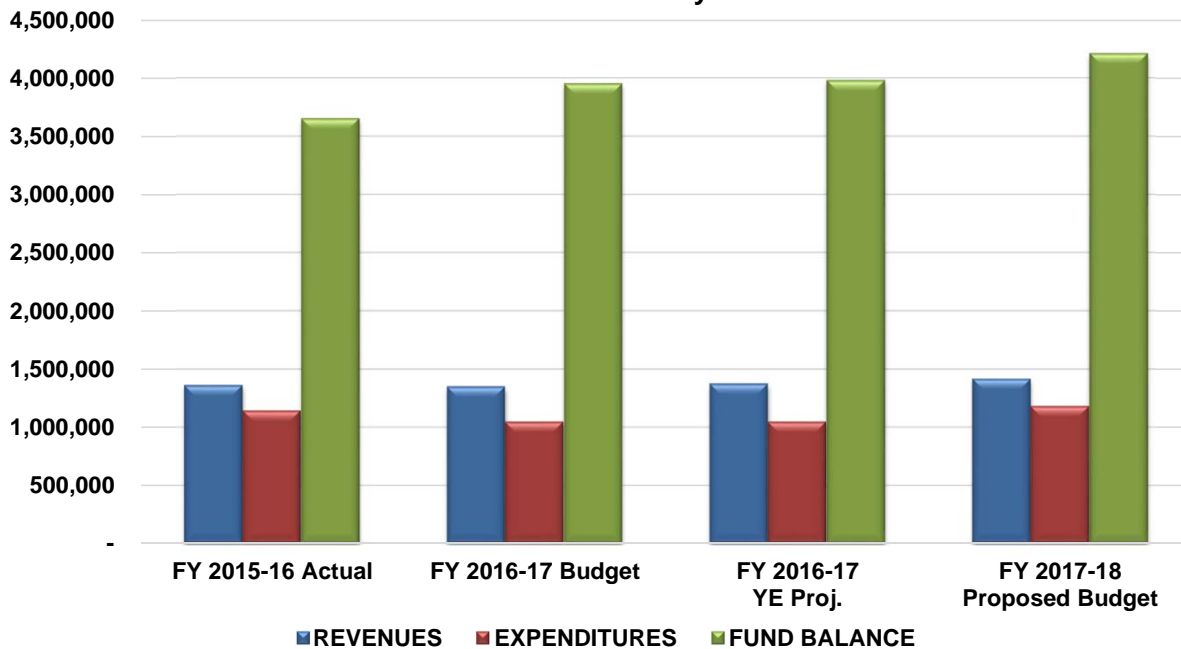
| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 86,114 | 107,710 | 98,110 | 420,810 | 313,100 |
| Services & other | 14,893 | 29,230 | 38,230 | 49,972 | 20,742 |
| Debt service | 526,600 | 526,100 | 526,100 | 529,500 | 3,400 |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | 515,157 | 385,724 | 386,324 | 183,260 | (202,464) |
| TOTAL | \$ 1,142,763 | \$ 1,048,764 | \$ 1,048,764 | \$ 1,183,542 | \$ 134,778 |

KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 1,361,961 | \$ 1,349,358 | \$ 1,376,571 | \$ 1,416,603 | \$ 67,245 |
| EXPENDITURES | 1,142,763 | 1,048,764 | 1,048,764 | 1,183,542 | 134,778 |
| VARIANCE | 219,198 | 300,594 | 327,807 | 233,061 | (67,533) |
| FUND BALANCE | \$ 3,653,673 | \$ 3,954,267 | \$ 3,981,480 | \$ 4,214,541 | 260,274 |

KCCPD Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| BY DIVISION | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | - | - | - | - | - |
| Police Operations | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

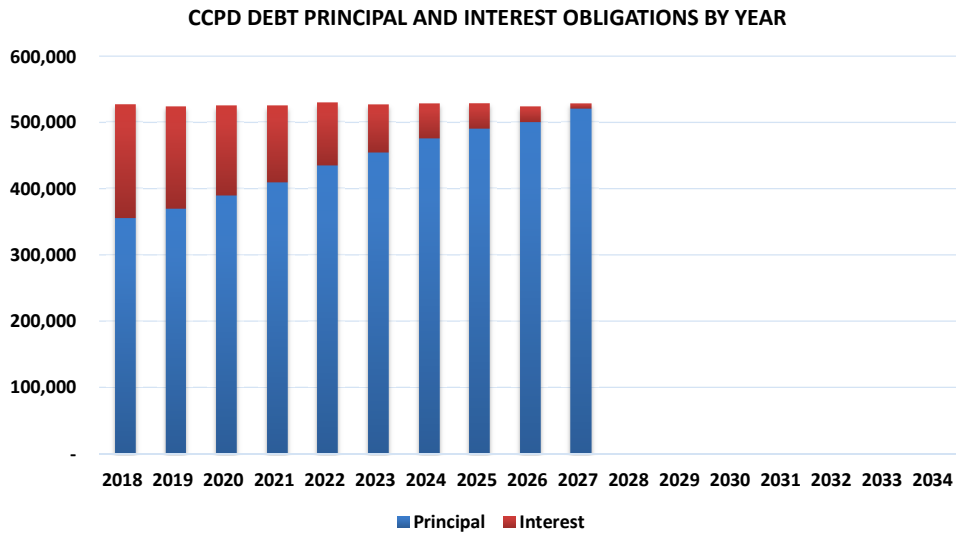
**KELLER CRIME CONTROL AND PREVENTION
DISTRICT FUND
OUTSTANDING DEBT SUMMARY**

The following is a summary of the current outstanding debt payments for the Keller Crime Control and Prevention District (KCCPD) Fund. The debt highlighted in this section is funded thru the KCCPD ¼ cent sales tax option. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year.



KELLER CRIME CONTROL AND PREVENTION DISTRICT (CCPD) DEBT BY PRINCIPAL AND INTEREST

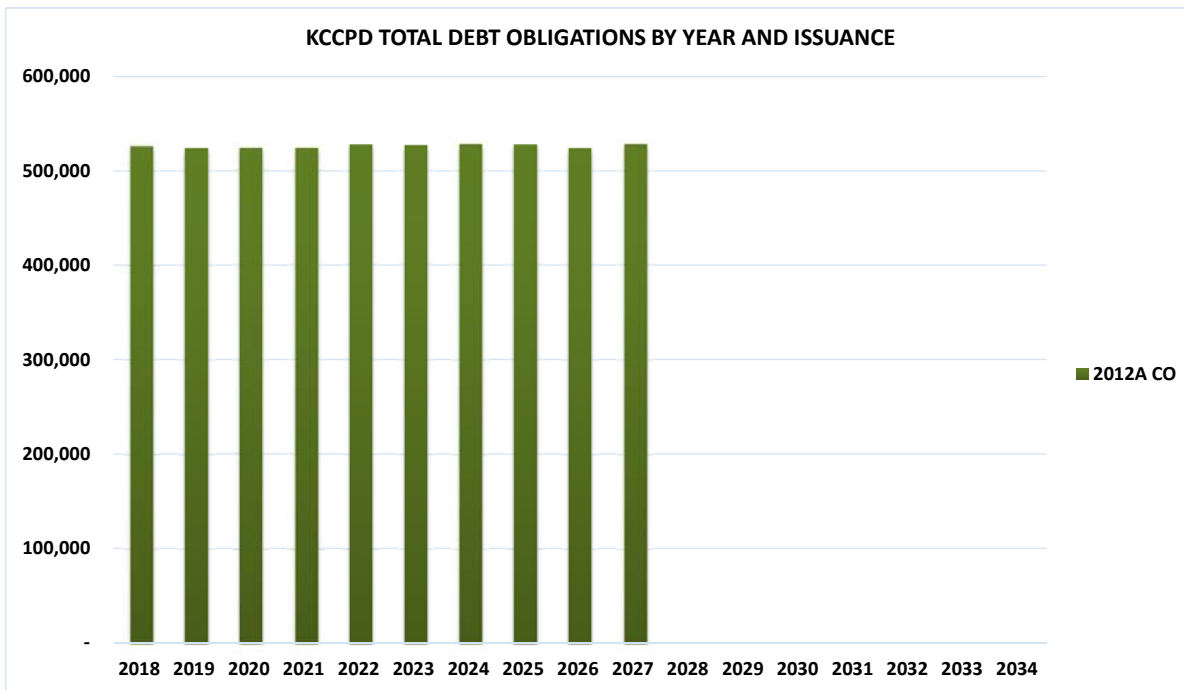
| Year | Principal | Interest | Total P+I |
|--------------|---------------------|-------------------|---------------------|
| 2018 | \$ 355,000 | \$ 172,075 | \$ 527,075 |
| 2019 | 370,000 | 153,950 | 523,950 |
| 2020 | 390,000 | 134,950 | 524,950 |
| 2021 | 410,000 | 114,950 | 524,950 |
| 2022 | 435,000 | 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 | - | - | - |
| Total | \$ 4,400,000 | \$ 864,875 | \$ 5,264,875 |



KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

2012A

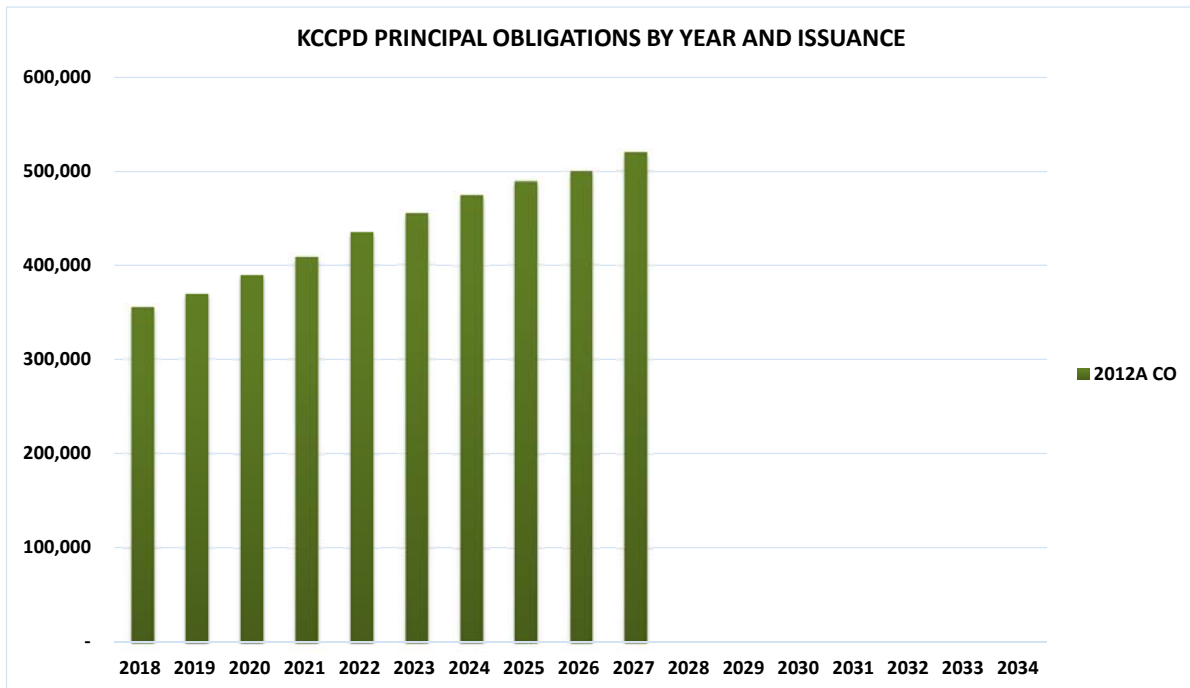
| Year | CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|---------------------------|---------------------|
| 2018 | \$ 527,075 | \$ 527,075 |
| 2019 | 523,950 | 523,950 |
| 2020 | 524,950 | 524,950 |
| 2021 | 524,950 | 524,950 |
| 2022 | 528,825 | 528,825 |
| 2023 | 526,575 | 526,575 |
| 2024 | 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 | - | - |
| Total | \$ 5,264,875 | \$ 5,264,875 |



KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

2012A

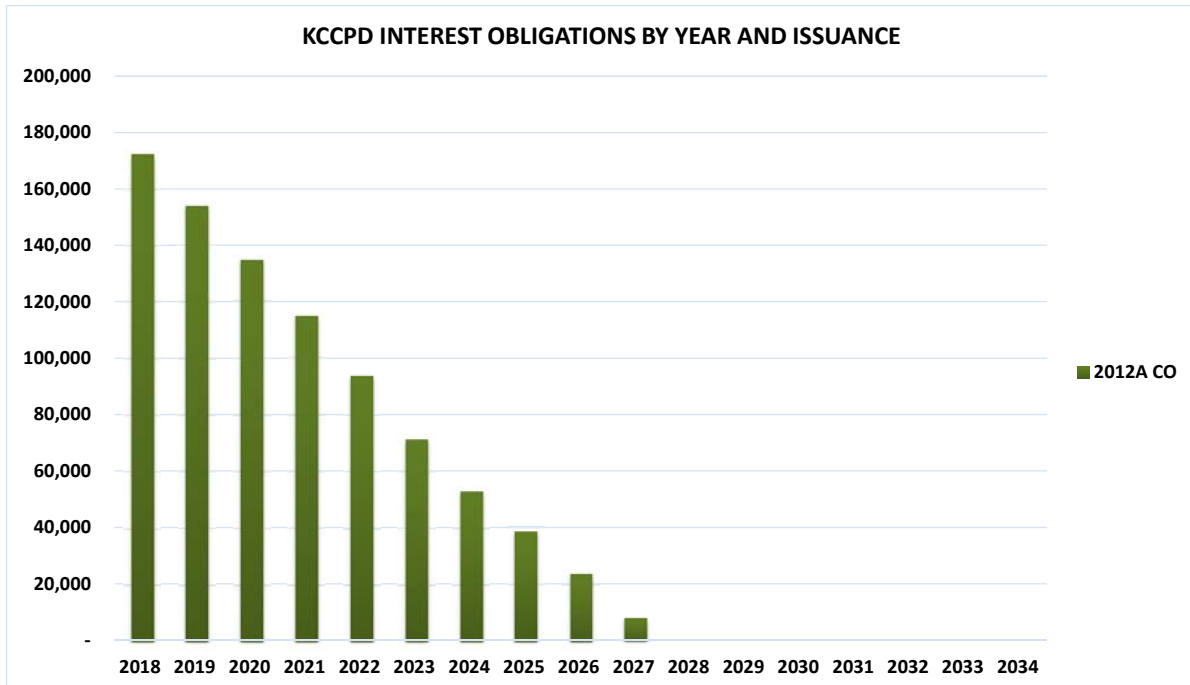
| Year | CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|---------------------------|---------------------|
| 2018 | \$ 355,000 | \$ 355,000 |
| 2019 | 370,000 | 370,000 |
| 2020 | 390,000 | 390,000 |
| 2021 | 410,000 | 410,000 |
| 2022 | 435,000 | 435,000 |
| 2023 | 455,000 | 455,000 |
| 2024 | 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 | - | - |
| Total | \$ 4,400,000 | \$ 4,400,000 |



KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

2012A

| Year | CERTIFICATE OF OBLIGATION | TOTAL |
|-----------------|---------------------------|---|
| 2018 | \$ 172,075 | \$ 172,075 |
| 2019 | 153,950 | 153,950 |
| 2020 | 134,950 | 134,950 |
| 2021 | 114,950 | 114,950 |
| 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 | - | - |
| Total \$ | 864,875 \$ | - \$ - \$ - \$ - \$ - \$ - \$ - \$ 864,875 |



LIBRARY SPECIAL REVENUE FUND

FUND DESCRIPTION:

The Library Special Revenue Fund accounts for special contributions, donations and related expenditures for the Keller Public Library.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Library Non-Resident Fees | \$ 2,663 | \$ 2,562 | \$ 3,196 | \$ - | \$ (2,562) |
| Grant-State Miscellaneous | 510 | - | - | - | - |
| Interest Revenue-Investments | 187 | 560 | 560 | - | (560) |
| Donations-Friends Of Library | - | - | - | - | - |
| Donations-Utility Billing | 7,763 | 7,500 | 7,510 | - | (7,500) |
| Donations-Parks | - | - | - | - | - |
| Donations-Library Designated | 51,248 | 10,000 | 40,640 | - | (10,000) |
| TOTAL | \$ 62,371 | \$ 20,622 | \$ 51,906 | \$ - | \$ (20,622) |

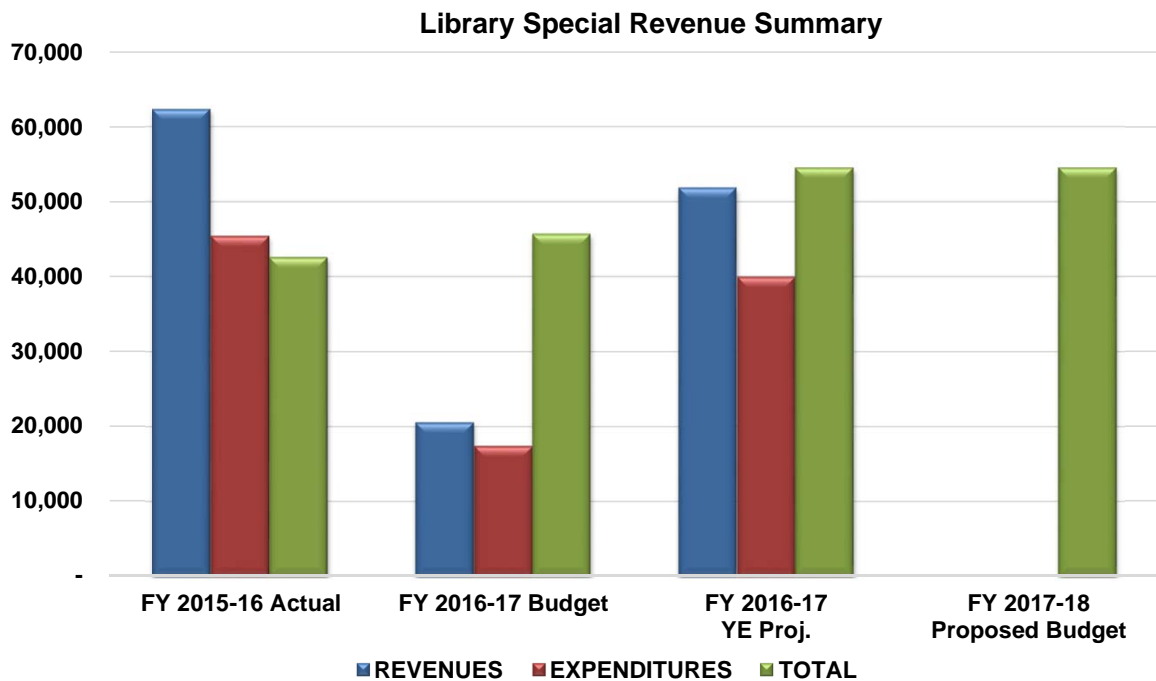
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 45,459 | 17,500 | 40,000 | - | (17,500) |
| Debt service | - | - | - | - | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 45,459 | \$ 17,500 | \$ 40,000 | \$ - | \$ (17,500) |

LIBRARY SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 62,371 | \$ 20,622 | \$ 51,906 | \$ - | \$ (20,622) |
| EXPENDITURES | 45,459 | 17,500 | 40,000 | - | (17,500) |
| VARIANCE | 16,912 | 3,122 | 11,906 | - | (3,122) |
| TOTAL | \$ 42,643 | \$ 45,765 | \$ 54,549 | \$ 54,549 | \$ 8,784 |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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 50-cent 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

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

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 100-630-61 Acct

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Grant-Local | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cash Over/Short | - | - | - | - | - |
| Interest Revenue-Investments | 1,196 | 1,250 | 1,250 | 1,250 | - |
| Revenue-Tree Restoration | 5,700 | - | - | - | - |
| Revenue-Taaf Swimming | 32,673 | 39,000 | 36,000 | 36,000 | (3,000) |
| Revenue-Misc Special Events | 25,360 | 44,500 | 37,400 | 40,500 | (4,000) |
| Revenue-Hollydays | 3,525 | 6,000 | 10,066 | 10,200 | 4,200 |
| Revenue-Rec The Park | 39,110 | 60,000 | 50,000 | 50,000 | (10,000) |
| Revenue-Sr Svs Coffee | 21,397 | 14,000 | 14,000 | 20,000 | 6,000 |
| Revenue-Sr Svs Trips | 32,633 | 25,000 | 30,000 | 30,000 | 5,000 |
| Revenue-Ticket Sales | 86 | 300 | 300 | 300 | - |
| Donations-Utility Billing | 7,775 | 7,200 | 7,200 | 7,200 | - |
| Donations-Sr Svs | 38,354 | 7,000 | 7,000 | 40,000 | 33,000 |
| Donations-Mmow Meals On Wheels | 7,004 | 9,000 | 9,000 | 6,500 | (2,500) |
| Donations-Sr Svs Newsletter | 500 | 8,000 | 8,000 | 3,000 | (5,000) |
| Donations-Parks | 9,093 | 2,250 | 2,250 | 2,250 | - |
| Donations-Library Designated | - | - | - | - | - |
| Donations-Concerts In The Park | - | - | - | - | - |
| Donations-Veterans Memorial | - | 300 | 300 | 300 | - |
| Transfer From General Fund | - | - | - | 47,600 | 47,600 |
| TOTAL | \$ 224,406 | \$ 223,800 | \$ 212,766 | \$ 295,100 | \$ 71,300 |

RECREATION SPECIAL REVENUE FUND

EXPENDITURE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>EXPENDITURES BY DIVISION:</u> | | | | | |
| Administration | \$ - | \$ 7,200 | \$ 7,200 | \$ 7,200 | \$ - |
| Senior Services Programs | 89,420 | 102,850 | 95,350 | 95,350 | (7,500) |
| Recreation Programs | - | - | - | - | - |
| Special Events | 122,442 | 143,600 | 123,935 | 175,600 | 32,000 |
| Grant and Donation Projects | 26,929 | 11,446 | 41,446 | 11,446 | - |
| TOTAL | \$ 238,791 | \$ 265,096 | \$ 267,931 | \$ 289,596 | \$ 24,500 |

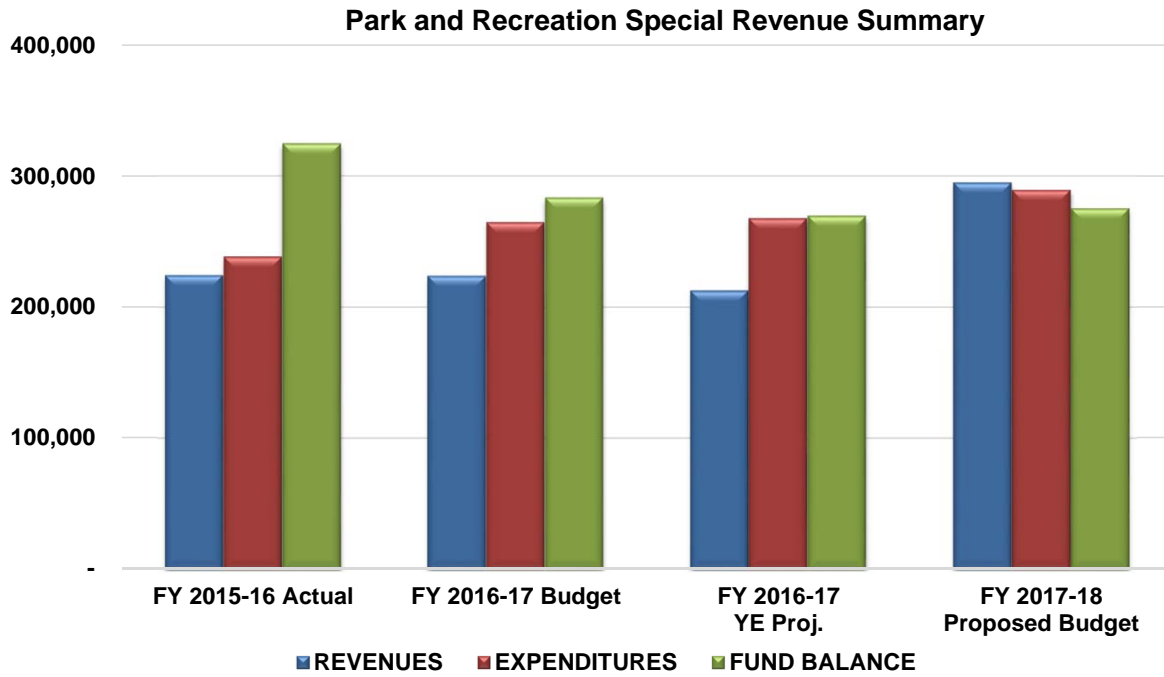
EXPENDITURES BY CATEGORY:

| | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| Personnel services | \$ - | \$ 1,400 | \$ 1,400 | \$ 1,400 | \$ - |
| Operations & maintenance | 25,429 | - | - | - | - |
| Services & other | 213,362 | 263,696 | 266,531 | 288,196 | 24,500 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 238,791 | \$ 265,096 | \$ 267,931 | \$ 289,596 | \$ 24,500 |

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 224,406 | \$ 223,800 | \$ 212,766 | \$ 295,100 | \$ 71,300 |
| EXPENDITURES | 238,791 | 265,096 | 267,931 | 289,596 | 24,500 |
| VARIANCE | (14,385) | (41,296) | (55,165) | 5,504 | 46,800 |
| FUND BALANCE | \$ 324,840 | \$ 283,544 | \$ 269,675 | \$ 275,179 | \$ (8,365) |

RECREATION SPECIAL REVENUE FUND



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY DIVISION</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | | | | | |
| <i>TOTAL</i> | - | - | - | - | - |

RECREATION SPECIAL REVENUE FUND

RECREATION SPECIAL REVENUE FUND ADMINISTRATION DIVISION (112-630)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | 7,200 | 7,200 | 7,200 | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ - | \$ 7,200 | \$ 7,200 | \$ 7,200 | \$ - |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

RECREATION SPECIAL REVENUE FUND

RECREATION SPECIAL REVENUE FUND SENIOR SERVICES PROGRAMS DIVISION (112-635)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ 1,400 | \$ 1,400 | \$ 1,400 | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 89,420 | 101,450 | 93,950 | 93,950 | (7,500) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 89,420 | \$ 102,850 | \$ 95,350 | \$ 95,350 | \$ (7,500) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

RECREATION SPECIAL REVENUE FUND

RECREATION SPECIAL REVENUE FUND SPECIAL EVENTS DIVISION (112-642)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 122,442 | 143,600 | 123,935 | 175,600 | 32,000 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 122,442 | \$ 143,600 | \$ 123,935 | \$ 175,600 | \$ 32,000 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

RECREATION SPECIAL REVENUE FUND

RECREATION SPECIAL REVENUE FUND GRANT AND DONATION PROJECTS DIVISION (112-643)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 25,429 | - | - | - | - |
| Services & other | 1,500 | 11,446 | 41,446 | 11,446 | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 26,929 | \$ 11,446 | \$ 41,446 | \$ 11,446 | \$ - |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this division | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Technology Fines/Fees | \$ 34,950 | \$ 31,319 | \$ 41,542 | \$ 35,594 | \$ 4,275 |
| Bldg Security Fines/Fees | 25,783 | 23,394 | 29,705 | 26,177 | 2,783 |
| School Crossing Fines | 16,165 | 12,476 | 28,949 | 17,688 | 5,212 |
| Teen Court Fines | 1,383 | 1,648 | 1,912 | 1,490 | (158) |
| Juvenile Case Manager Fines | 51,475 | 45,000 | 59,826 | 51,434 | 6,434 |
| Interest Revenue-Investments | 2,342 | 2,440 | 2,440 | 2,440 | - |
| TOTAL | \$ 132,097 | \$ 116,277 | \$ 164,374 | \$ 134,823 | \$ 18,546 |

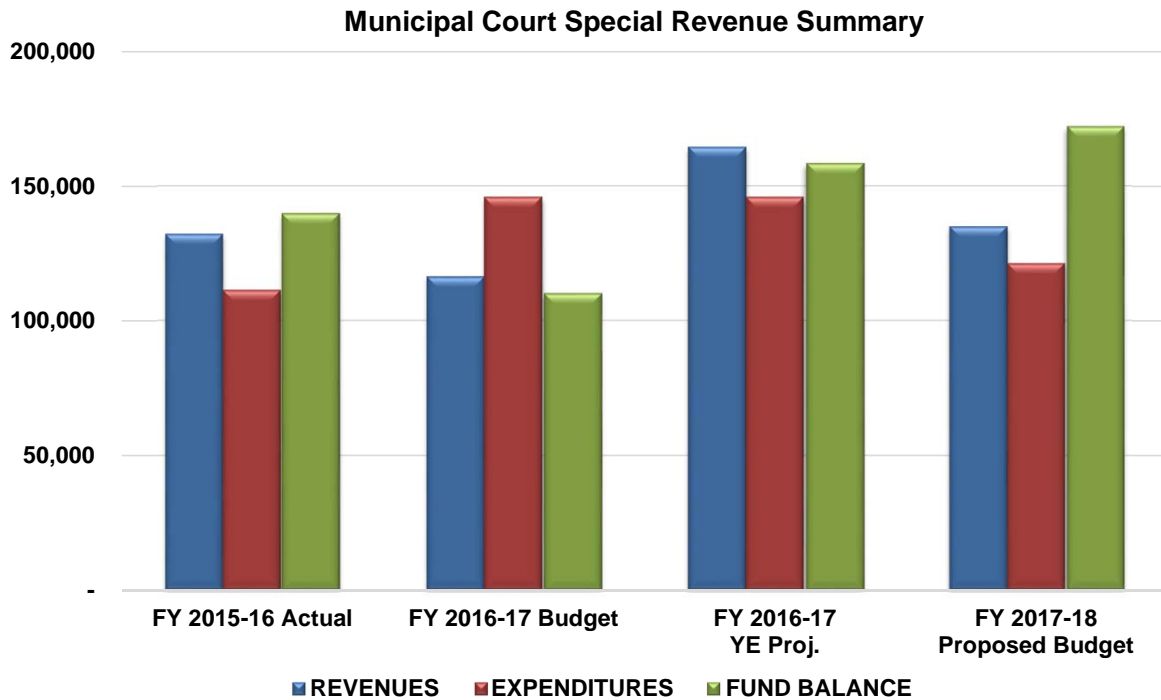
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 38,993 | 59,549 | 59,549 | 52,656 | (6,892) |
| Services & other | 39,698 | 86,243 | 86,243 | 68,546 | (17,697) |
| Capital outlay | 32,654 | - | - | - | - |
| TOTAL | \$ 111,345 | \$ 145,792 | \$ 145,792 | \$ 121,202 | \$ (24,589) |

MUNICIPAL COURT SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 132,097 | \$ 116,277 | \$ 164,374 | \$ 134,823 | \$ 18,546 |
| EXPENDITURES | 111,345 | 145,792 | 145,792 | 121,202 | (24,589) |
| VARIANCE | 20,752 | (29,515) | 18,582 | 13,621 | 43,135 |
| FUND BALANCE | \$ 139,697 | \$ 110,182 | \$ 158,279 | \$ 171,900 | \$ 61,718 |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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."¹ 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

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Franchise Fees-Verizon | \$ 116,220 | \$ 123,451 | \$ 98,934 | \$ 95,015 | \$ (28,436) |
| Franchise Fees-Tv Cable | 16,027 | 16,966 | 22,726 | 27,001 | 10,035 |
| Franchise Fees-Sbc/At&T | 21,716 | 21,939 | 19,813 | 18,337 | (3,602) |
| Franchise Fee-One Source Comm | 12,196 | 9,048 | 8,678 | 8,678 | (370) |
| Interest Revenue-Investments | 1,833 | 2,130 | 2,130 | 2,130 | - |
| TOTAL | \$ 167,992 | \$ 173,534 | \$ 152,281 | \$ 151,161 | \$ (22,373) |

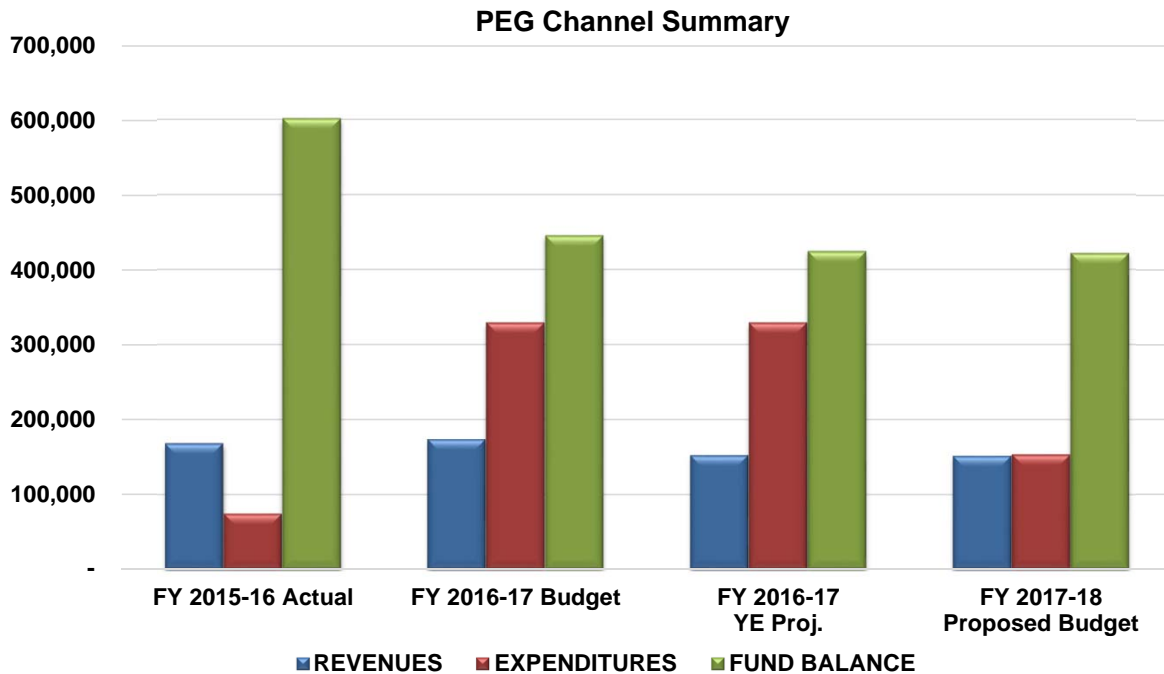
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 24,741 | 99,342 | 36,450 | 26,100 | (73,242) |
| Services & other | - | 7,500 | 7,500 | 52,500 | 45,000 |
| Capital outlay | 50,000 | 222,108 | 285,000 | 75,000 | (147,108) |
| TOTAL | \$ 74,741 | \$ 328,950 | \$ 328,950 | \$ 153,600 | \$ (175,350) |

PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 167,992 | \$ 173,534 | \$ 152,281 | \$ 151,161 | \$ (22,373) |
| EXPENDITURES | 74,741 | 328,950 | 328,950 | 153,600 | (175,350) |
| VARIANCE | 93,251 | (155,416) | (176,669) | (2,439) | 152,977 |
| FUND BALANCE | \$ 601,492 | \$ 446,076 | \$ 424,823 | \$ 422,384 | \$ (23,692) |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Solid Waste/Garbage Fees | \$ 33,623 | \$ 32,504 | \$ 34,295 | \$ 33,631 | \$ 1,127 |
| Interest Revenue-Investments | 555 | 440 | 440 | 440 | - |
| TOTAL | \$ 34,178 | \$ 32,944 | \$ 34,735 | \$ 34,071 | \$ 1,127 |

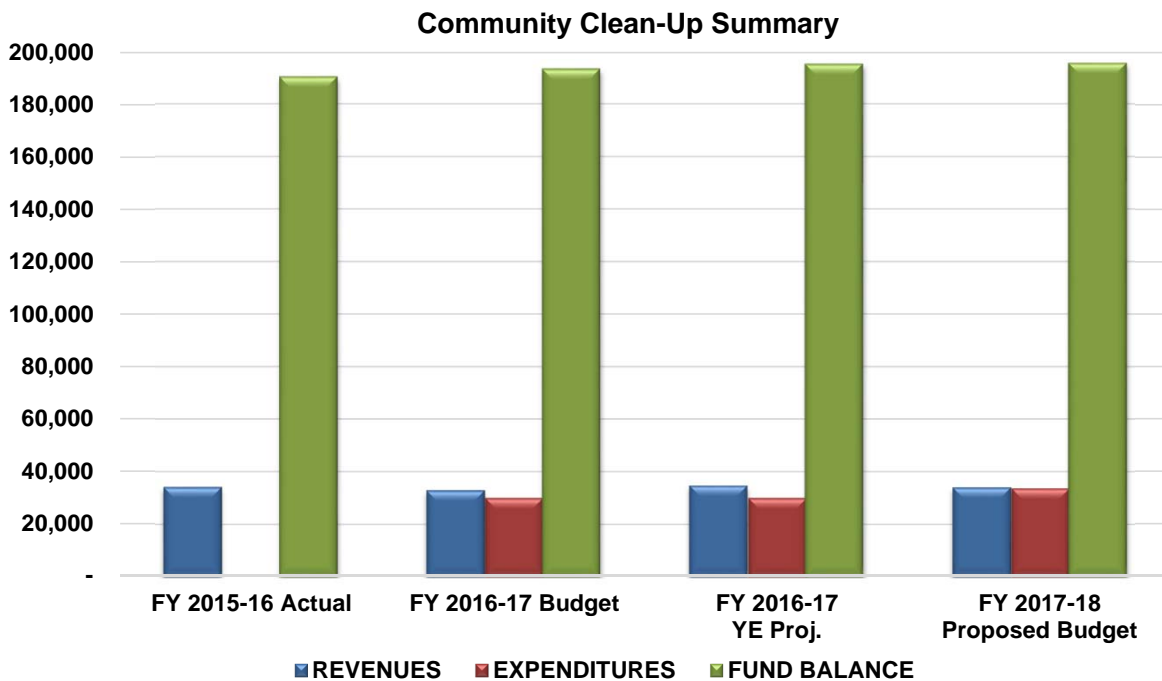
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | 2,000 | 2,000 | 5,000 | 3,000 |
| Services & other | - | 28,000 | 28,000 | 28,631 | 631 |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ - | \$ 30,000 | \$ 30,000 | \$ 33,631 | \$ 3,631 |

COMMUNITY CLEAN-UP FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 34,178 | \$ 32,944 | \$ 34,735 | \$ 34,071 | \$ 1,127 |
| EXPENDITURES | - | 30,000 | 30,000 | 33,631 | 3,631 |
| VARIANCE | 34,178 | 2,944 | 4,735 | 440 | (2,504) |
| FUND BALANCE | \$ 190,509 | \$ 193,453 | \$ 195,244 | \$ 195,684 | \$ 2,231 |



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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 April 2004, 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

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| City Sales Taxes | \$ 1,426,385 | \$ 1,453,413 | \$ 1,458,667 | \$ 1,495,133 | \$ 41,720 |
| Sidewalk Fees | 28,685 | 46,430 | 40,195 | 36,607 | (9,823) |
| Write Off Recovery | - | - | - | - | - |
| Grant-Local | - | - | - | - | - |
| Interest Revenue-Investments | 444 | 18,278 | 18,278 | 18,278 | - |
| Interest Revenue-Assessments | 169 | 176 | 105 | 104 | (72) |
| TOTAL | \$ 1,455,683 | \$ 1,518,297 | \$ 1,517,245 | \$ 1,550,122 | \$ 31,825 |

EXPENDITURE SUMMARY

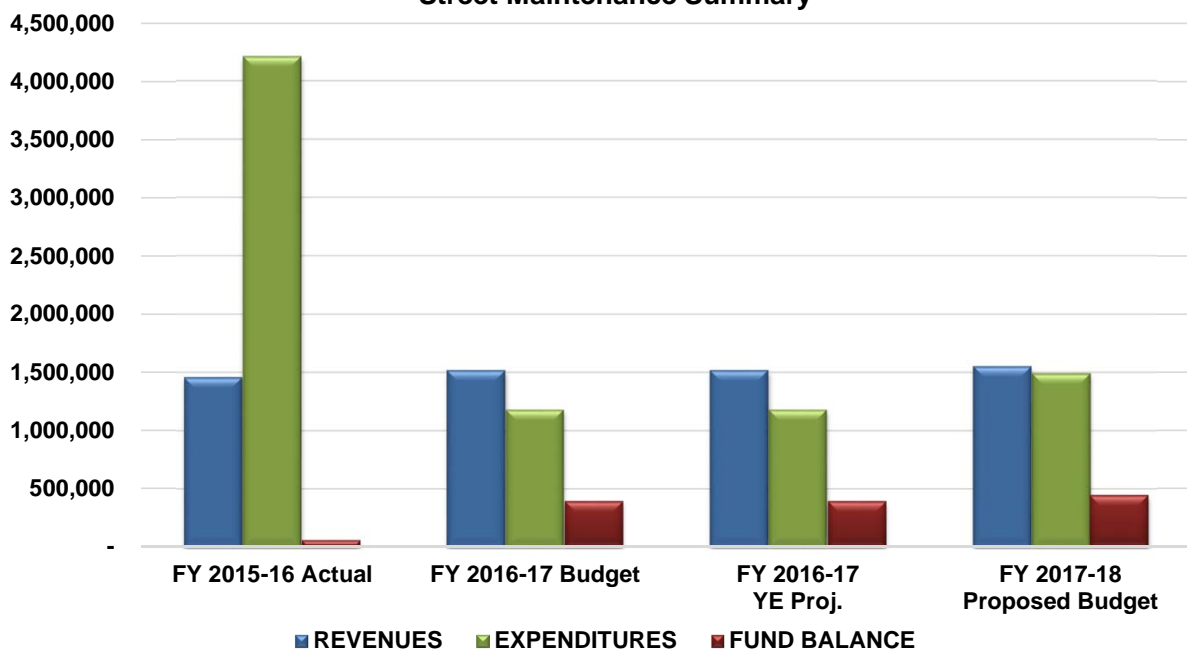
| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | 84,589 | 80,000 | 80,000 | - | (80,000) |
| Services & other | - | - | - | - | - |
| Wholesale water purchases | - | - | - | - | - |
| Wastewater Services-TRA | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers to other funds | 3,326,558 | 1,075,000 | 1,075,000 | 1,496,250 | 421,250 |
| Capital outlay | 798,197 | 30,000 | 30,000 | - | (30,000) |
| TOTAL | \$ 4,209,344 | \$ 1,185,000 | \$ 1,185,000 | \$ 1,496,250 | \$ 311,250 |

STREET AND SIDEWALK IMPROVEMENTS FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 1,455,683 | \$ 1,518,297 | \$ 1,517,245 | \$ 1,550,122 | \$ 31,825 |
| EXPENDITURES | 4,209,344 | 1,185,000 | 1,185,000 | 1,496,250 | 311,250 |
| VARIANCE | (2,753,661) | 333,297 | 332,245 | 53,872 | (279,425) |
| FUND BALANCE | \$ 62,759 | \$ 396,056 | \$ 395,004 | \$ 448,876 | \$ 52,820 |

Street Maintenance Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



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DEBT SERVICE FUNDS

The debt service funds provide funding for the city's debt payments. For the City of Keller, the funds considered to be Debt Service Funds are the Debt fund, which is supported by property taxes, and Tax Increment Reinvestment Zone (TIRZ) Fund which is supported by property taxes within the TIRZ. Included in the section is a summary of legal debt margin, summary of each fund, details on the adopted year's payment, and summary of outstanding debt payments for the Debt Service Fund, TIRZ 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 the respective fund section of the budget.



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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. Except for interfund transfers, this fund does not account for obligations backed by self-supporting activities, such as the Water and Wastewater Fund.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Current Taxes | \$ 5,012,291 | \$ 5,770,148 | \$ 5,770,148 | \$ 5,326,795 | \$ (443,353) |
| Delinquent Taxes | 42,076 | 26,375 | 15,185 | 24,326 | (2,049) |
| Penalty & Interest-Taxes | 17,349 | 18,505 | 17,961 | 17,967 | (538) |
| Premium On Debt Issuance | - | - | - | - | - |
| Debt Issuance-Refunding Bonds | - | - | - | - | - |
| Interest Revenue-Investments | 5,273 | 13,052 | 13,052 | 13,052 | - |
| Transfer From Kdc | 72,720 | - | - | - | - |
| Transfer From W&S Fund | - | - | - | - | - |
| TOTAL | \$ 5,149,710 | \$ 5,828,080 | \$ 5,816,346 | \$ 5,382,140 | \$ (445,940) |

EXPENDITURE SUMMARY

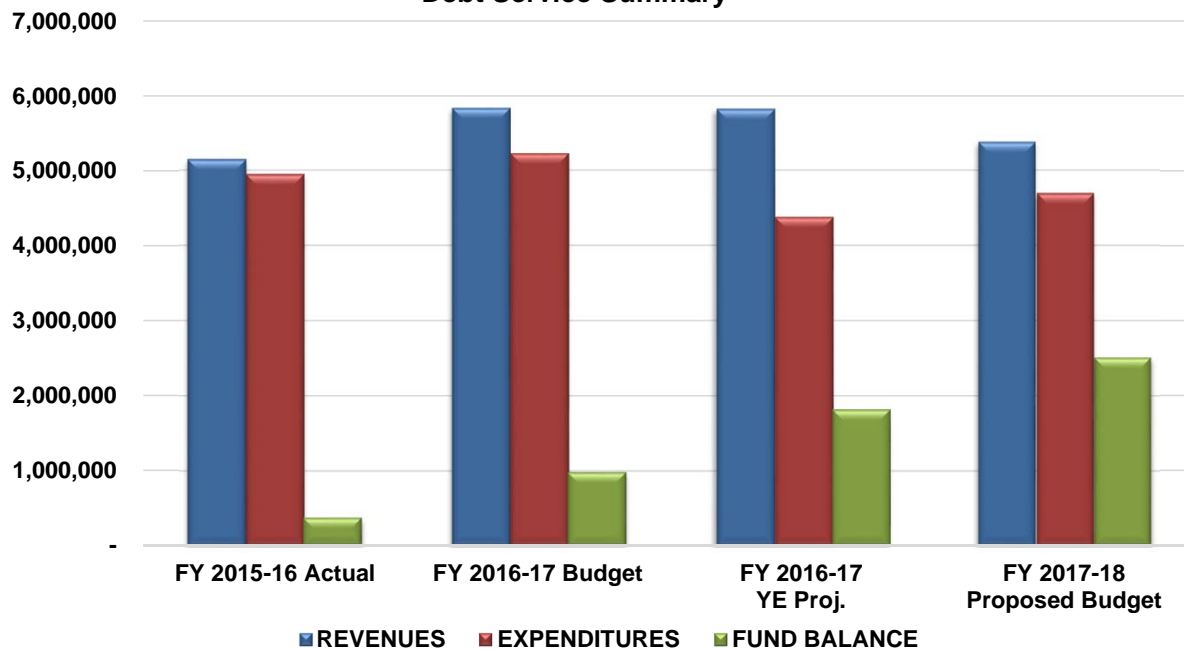
| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Services & other | 2,928 | 845,214 | 1,500 | 1,500 | (843,714) |
| Debt service | 4,251,966 | 3,926,434 | 3,926,434 | 4,446,739 | 520,305 |
| Transfers to other funds | 687,300 | 449,972 | 449,972 | 245,244 | (204,728) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 4,942,195 | \$ 5,221,620 | \$ 4,377,906 | \$ 4,693,483 | \$ (528,137) |

DEBT SERVICE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 5,149,710 | \$ 5,828,080 | \$ 5,816,346 | \$ 5,382,140 | \$ (445,940) |
| EXPENDITURES | 4,942,195 | 5,221,620 | 4,377,906 | 4,693,483 | (528,137) |
| VARIANCE | 207,515 | 606,460 | 1,438,440 | 688,657 | 82,197 |
| FUND BALANCE | \$ 381,478 | \$ 987,938 | \$ 1,819,918 | \$ 2,508,575 | \$ 1,520,637 |

Debt Service Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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, and 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 | DEBT PER CAPITA |
|------------------------|-------------------------------|--|-----------------------------|------------------------|
| 2011-12 | 3,561,202,059 | 89,030,051 | 53,418,031 | 144.45 |
| 2012-13 | 3,625,220,522 | 90,630,513 | 54,378,308 | 133.84 |
| 2013-14 | 3,697,199,561 | 92,429,989 | 55,457,993 | 135.40 |
| 2014-15 | 3,927,877,533 | 98,196,938 | 58,918,163 | 127.93 |
| 2015-16 | 4,031,288,750 | 100,782,219 | 60,469,331 | 119.35 |
| 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 |



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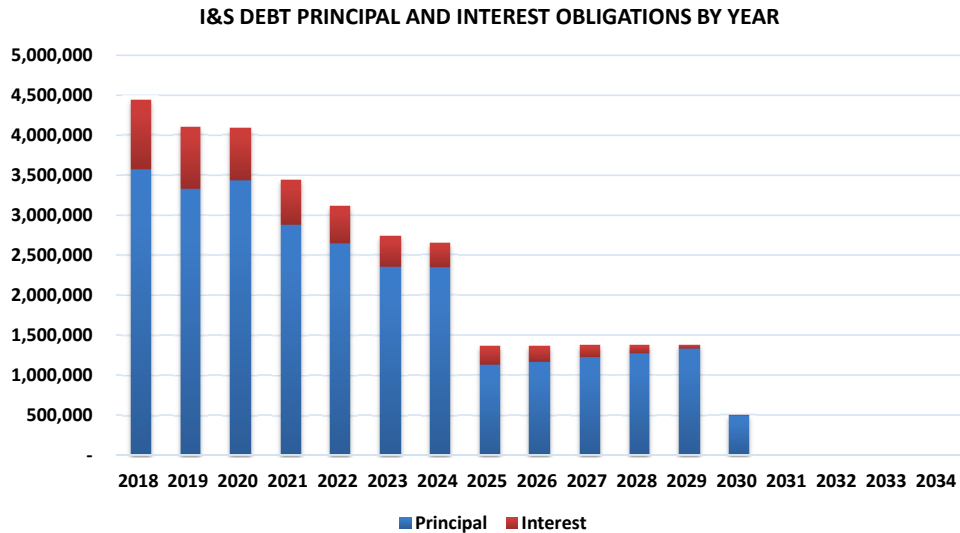
DEBT SERVICE FUND OUTSTANDING DEBT SUMMARY

The following is a summary of the current outstanding debt payments for the Debt Service Fund. The debt highlighted in this section is funded thru property tax revenue. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year.

Note: The summary does not reflect debt proposed to be issued during the year, however, estimated issuance costs and payments are included in the budget.

GENERAL PURPOSE (I&S) DEBT BY PRINCIPAL AND INTEREST

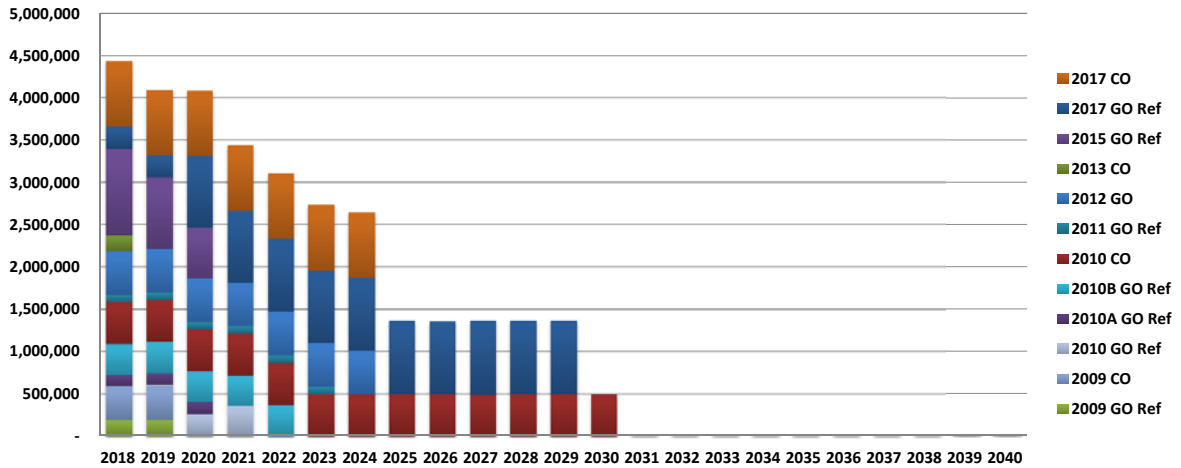
| Year | Principal | Interest | Total P+I |
|--------------|----------------------|----------------------|----------------------|
| 2018 | \$ 3,578,077 | \$ 862,661 | \$ 4,440,738 |
| 2019 | 3,324,046 | 772,903 | 4,096,949 |
| 2020 | 3,431,207 | 660,141 | 4,091,348 |
| 2021 | 2,888,564 | 556,864 | 3,445,429 |
| 2022 | 2,653,459 | 459,736 | 3,113,195 |
| 2023 | 2,360,000 | 380,386 | 2,740,386 |
| 2024 | 2,350,000 | 301,574 | 2,651,574 |
| 2025 | 1,125,000 | 240,574 | 1,365,574 |
| 2026 | 1,165,000 | 198,424 | 1,363,424 |
| 2027 | 1,220,000 | 150,511 | 1,370,511 |
| 2028 | 1,270,000 | 100,221 | 1,370,221 |
| 2029 | 1,325,000 | 47,577 | 1,372,577 |
| 2030 | 485,000 | 10,306 | 495,306 |
| 2031 | - | - | - |
| 2032 | - | - | - |
| 2033 | - | - | - |
| 2034 | - | - | - |
| 2035 | - | - | - |
| 2036 | - | - | - |
| 2037 | - | - | - |
| 2038 | - | - | - |
| 2039 | - | - | - |
| 2040 | - | - | - |
| Total | \$ 27,175,353 | \$ 27,365,353 | \$ 40,085,461 |



GENERAL PURPOSE (I&S) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2009 GENERAL OBLIGATION REF & IMP | 2009 CERTIFICATE OF OBLIGATION | 2010 GENERAL OBLIGATION REF & IMP | 2010A GENERAL OBLIGATION REF & IMP | 2010B GENERAL OBLIGATION REF & IMP | 2010 CERTIFICAT E OF OBLIGATION | 2011 GENERAL OBLIGATION REF & IMP | 2012 GENERAL OBLIGATION | 2013 CERTIFICAT E OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2017 GENERAL OBLIGATION REF & IMP | 2017 CERTIFICATE OF OBLIGATION | TOTAL |
|--------------|--|---|--|---|---|--|--|-------------------------------|--|--|--|---|----------------------|
| 2018 | \$ 196,300 | \$ 392,800 | \$ - | \$ 136,307 | \$ 367,441 | \$ 496,524 | \$ 88,725 | \$ 511,850 | \$ 180,459 | \$ 1,030,200 | \$ 261,008 | \$ 779,125 | \$ 4,440,738 |
| 2019 | 193,800 | 392,700 | 22,000 | 137,000 | 369,826 | 494,324 | 91,400 | 511,550 | - | 844,700 | 261,700 | 777,950 | 4,096,949 |
| 2020 | - | - | 262,000 | 137,362 | 371,212 | 492,174 | 89,000 | 513,500 | - | 601,800 | 849,369 | 774,931 | 4,091,348 |
| 2021 | - | - | 353,600 | - | 364,974 | 493,624 | 91,525 | 512,500 | - | - | 855,081 | 774,125 | 3,445,429 |
| 2022 | - | - | - | - | 370,728 | 494,924 | 93,900 | 515,375 | - | - | 860,344 | 777,925 | 3,113,195 |
| 2023 | - | - | - | - | - | 495,624 | 86,275 | 517,000 | - | - | 865,156 | 776,331 | 2,740,386 |
| 2024 | - | - | - | - | - | 495,724 | - | 512,500 | - | - | 866,875 | 776,475 | 2,651,574 |
| 2025 | - | - | - | - | - | 495,224 | - | - | - | - | 870,350 | - | 1,365,574 |
| 2026 | - | - | - | - | - | 494,124 | - | - | - | - | 869,300 | - | 1,363,424 |
| 2027 | - | - | - | - | - | 492,211 | - | - | - | - | 878,300 | - | 1,370,511 |
| 2028 | - | - | - | - | - | 494,321 | - | - | - | - | 875,900 | - | 1,370,221 |
| 2029 | - | - | - | - | - | 495,377 | - | - | - | - | 877,200 | - | 1,372,577 |
| 2030 | - | - | - | - | - | 495,306 | - | - | - | - | - | - | 495,306 |
| 2031 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2032 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2033 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2034 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2035 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2036 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2037 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2038 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | \$ 390,100 | \$ 785,500 | \$ 637,600 | \$ 410,668 | \$ 1,844,181 | \$ 6,429,476 | \$ 540,825 | \$ 3,594,275 | \$ 180,459 | \$ 2,476,700 | \$ 9,190,583 | \$ 5,436,863 | \$ 31,917,229 |

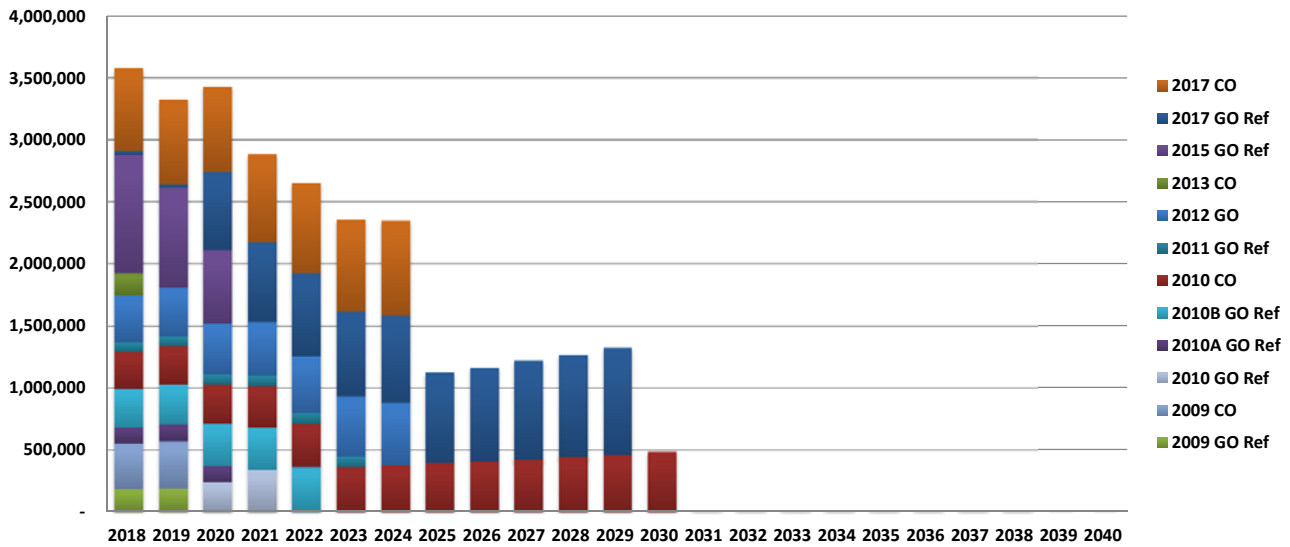
I&S TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



GENERAL PURPOSE (I&S) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2009 | 2009 | 2010 | 2010A | 2010B | 2010 | 2011 | 2012 | 2013 | 2015 | 2017 | 2017 | TOTAL |
|--------------|------------------------------|---------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|------------------------------|--------------------|---------------------------|------------------------------|------------------------------|---------------------------|---------------------|
| | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION N REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | |
| 2018 | \$ 185,000 | \$ 370,000 | \$ - | \$ 125,000 | 314,077 | \$ 300,000 | \$ 75,000 | \$ 375,000 | \$ 179,000 | \$ 960,000 | \$ 30,000 | \$ 665,000 | \$ 3,578,077 |
| 2019 | 190,000 | 385,000 | - | 130,000 | 324,046 | 310,000 | 80,000 | 390,000 | - | 805,000 | 30,000 | 680,000 | 3,324,046 |
| 2020 | - | - | 240,000 | 135,000 | 336,207 | 320,000 | 80,000 | 410,000 | - | 590,000 | 625,000 | 695,000 | 3,431,207 |
| 2021 | - | - | 340,000 | - | 343,564 | 335,000 | 85,000 | 430,000 | - | - | 645,000 | 710,000 | 2,888,564 |
| 2022 | - | - | - | - | 363,459 | 350,000 | 90,000 | 455,000 | - | - | 665,000 | 730,000 | 2,653,459 |
| 2023 | - | - | - | - | - | 365,000 | 85,000 | 480,000 | - | - | 685,000 | 745,000 | 2,360,000 |
| 2024 | - | - | - | - | - | 380,000 | - | 500,000 | - | - | 705,000 | 765,000 | 2,350,000 |
| 2025 | - | - | - | - | - | 395,000 | - | - | - | - | 730,000 | - | 1,125,000 |
| 2026 | - | - | - | - | - | 410,000 | - | - | - | - | 755,000 | - | 1,165,000 |
| 2027 | - | - | - | - | - | 425,000 | - | - | - | - | 795,000 | - | 1,220,000 |
| 2028 | - | - | - | - | - | 445,000 | - | - | - | - | 825,000 | - | 1,270,000 |
| 2029 | - | - | - | - | - | 465,000 | - | - | - | - | 860,000 | - | 1,325,000 |
| 2030 | - | - | - | - | - | 485,000 | - | - | - | - | - | - | 485,000 |
| 2031 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2032 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2033 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2034 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2035 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2036 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2037 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2038 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | \$ 375,000 | \$ 755,000 | \$ 580,000 | \$ 390,000 | \$1,681,353 | \$4,985,000 | \$ 495,000 | \$3,040,000 | \$ 179,000 | \$ 2,355,000 | \$ 7,350,000 | \$ 4,990,000 | \$27,175,353 |

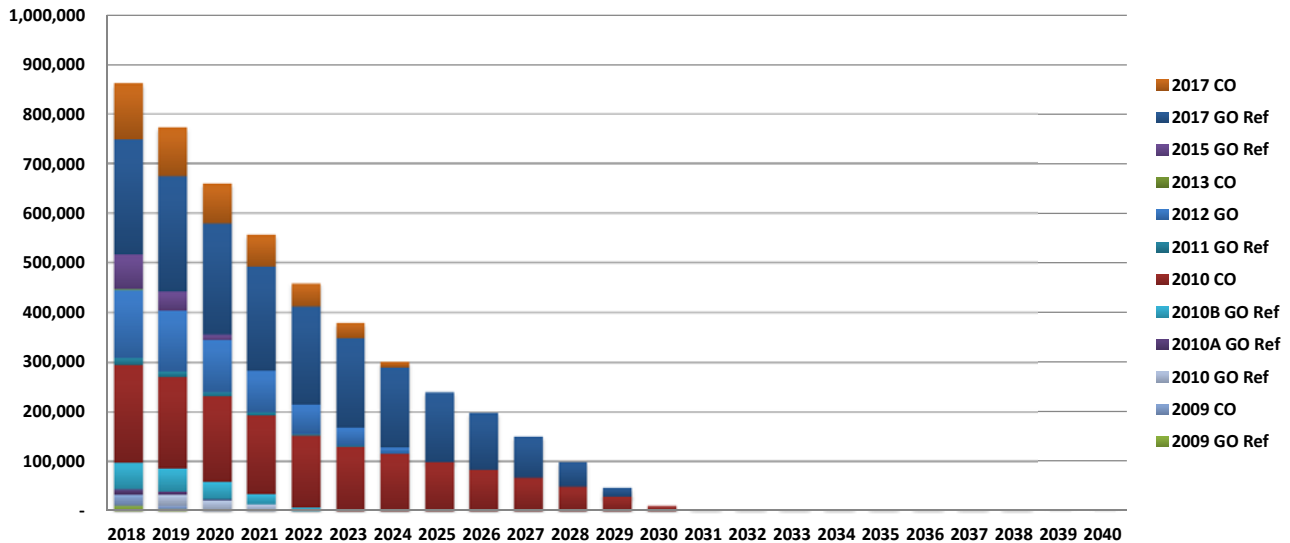
I&S PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



GENERAL PURPOSE (I&S) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2009 | 2009 | 2010 | 2010A | 2010B | 2010 | 2011 | 2012 | 2013 | 2015 | 2017 | 2017 | TOTAL |
|--------------|------------------------------|---------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|------------------------------|--------------------|---------------------------|------------------------------|------------------------------|---------------------------|---------------------|
| | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION N REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | |
| 2018 | \$ 11,300 | \$ 22,800 | \$ - | \$ 11,307 | \$ 53,364 | \$ 196,524 | \$ 13,725 | \$ 136,850 | \$ 1,459 | \$ 70,200 | \$ 231,008 | \$ 114,125 | \$ 862,661 |
| 2019 | 3,800 | 7,700 | 22,000 | 7,000 | 45,780 | 184,324 | 11,400 | 121,550 | - | 39,700 | 231,700 | 97,950 | 772,903 |
| 2020 | - | - | 22,000 | 2,362 | 35,005 | 172,174 | 9,000 | 103,500 | - | 11,800 | 224,369 | 79,931 | 660,141 |
| 2021 | - | - | 13,600 | - | 21,410 | 158,624 | 6,525 | 82,500 | - | - | 210,081 | 64,125 | 556,864 |
| 2022 | - | - | - | - | 7,269 | 144,924 | 3,900 | 60,375 | - | - | 195,344 | 47,925 | 459,736 |
| 2023 | - | - | - | - | - | 130,624 | 1,275 | 37,000 | - | - | 180,156 | 31,331 | 380,386 |
| 2024 | - | - | - | - | - | 115,724 | - | 12,500 | - | - | 161,875 | 11,475 | 301,574 |
| 2025 | - | - | - | - | - | 100,224 | - | - | - | - | 140,350 | - | 240,574 |
| 2026 | - | - | - | - | - | 84,124 | - | - | - | - | 114,300 | - | 198,424 |
| 2027 | - | - | - | - | - | 67,211 | - | - | - | - | 83,300 | - | 150,511 |
| 2028 | - | - | - | - | - | 49,321 | - | - | - | - | 50,900 | - | 100,221 |
| 2029 | - | - | - | - | - | 30,377 | - | - | - | - | 17,200 | - | 47,577 |
| 2030 | - | - | - | - | - | 10,306 | - | - | - | - | - | - | 10,306 |
| 2031 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2032 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2033 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2034 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2035 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2036 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2037 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2038 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | \$ 15,100 | \$ 30,500 | \$ 57,600 | \$ 20,668 | \$ 162,827 | \$ 1,444,476 | \$ 45,825 | \$ 554,275 | \$ 1,459 | \$ 121,700 | \$ 1,840,583 | \$ 446,863 | \$ 4,741,876 |

I&S INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



TAX INCREMENT REINVESTMENT FUND

FUND DESCRIPTION:

The Tax Increment Reinvestment Zone Interest and Sinking Fund accounts for the accumulation of resources for and the payment of long-term debt principal and interest issued by the Keller Town Center TIRZ. TIRZ assessments are paid (assessed) into the I&S fund from each of the participating entities. The TIRZ debt is considered self-supporting debt of the Tax Increment Reinvestment Zone.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Revenue-Tif Taxes/City | \$ 816,553 | \$ 876,702 | \$ 876,702 | \$ 923,309 | \$ 46,607 |
| Revenue-Tif Taxes/Kisd | 2,679,362 | 2,939,318 | 2,852,110 | 3,134,771 | 195,453 |
| Revenue-Tif Taxes/Tarrant Co | 331,740 | 371,789 | 336,222 | 369,104 | (2,685) |
| Revenue-Tif Taxes/Tccd | 277,809 | 305,014 | 289,396 | 317,699 | 12,685 |
| Revenue-Tif Taxes/Tchd | 291,169 | 319,169 | 301,669 | 331,172 | 12,003 |
| Debt Issuance-Refunding Bonds | - | - | - | - | - |
| Interest Revenue-Investments | 12,746 | 107,384 | 11,384 | 11,384 | (96,000) |
| Transfer From Debt Service | 687,300 | 407,320 | 407,320 | 245,173 | (162,147) |
| TOTAL | \$ 5,096,679 | \$ 5,326,696 | \$ 5,074,803 | \$ 5,332,612 | \$ 5,916 |

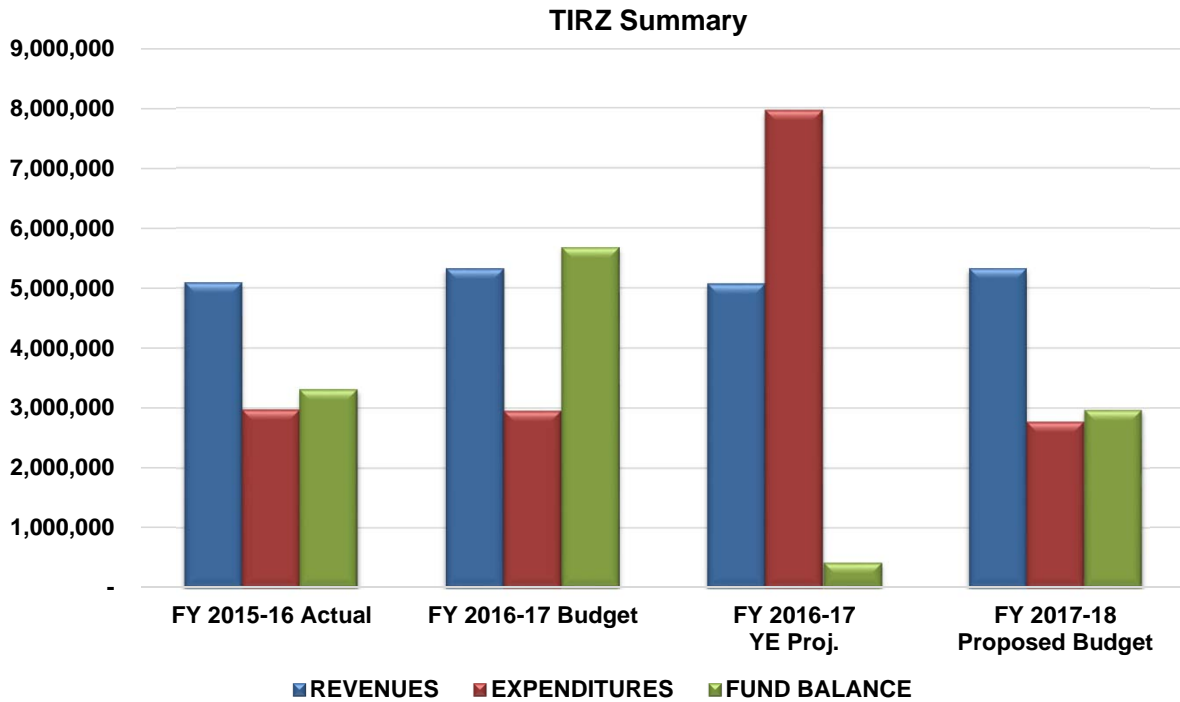
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | 1,538 | 1,500 | 5,001,500 | 1,500 | - |
| Debt service | 2,984,941 | 2,965,692 | 2,965,692 | 2,782,925 | (182,767) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 2,986,479 | \$ 2,967,192 | \$ 7,967,192 | \$ 2,784,425 | \$ (182,767) |

TAX INCREMENT REINVESTMENT FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 5,096,679 | \$ 5,326,696 | \$ 5,074,803 | \$ 5,332,612 | \$ 5,916 |
| EXPENDITURES | 2,986,479 | 2,967,192 | 7,967,192 | 2,784,425 | (182,767) |
| VARIANCE | 2,110,200 | 2,359,504 | (2,892,389) | 2,548,187 | 188,683 |
| FUND BALANCE | \$ 3,319,173 | \$ 5,678,677 | \$ 426,784 | \$ 2,974,971 | \$ (2,703,706) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| BY POSITION TITLE: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



TAX INCREMENT REINVESTMENT ZONE FUND OUTSTANDING DEBT SUMMARY

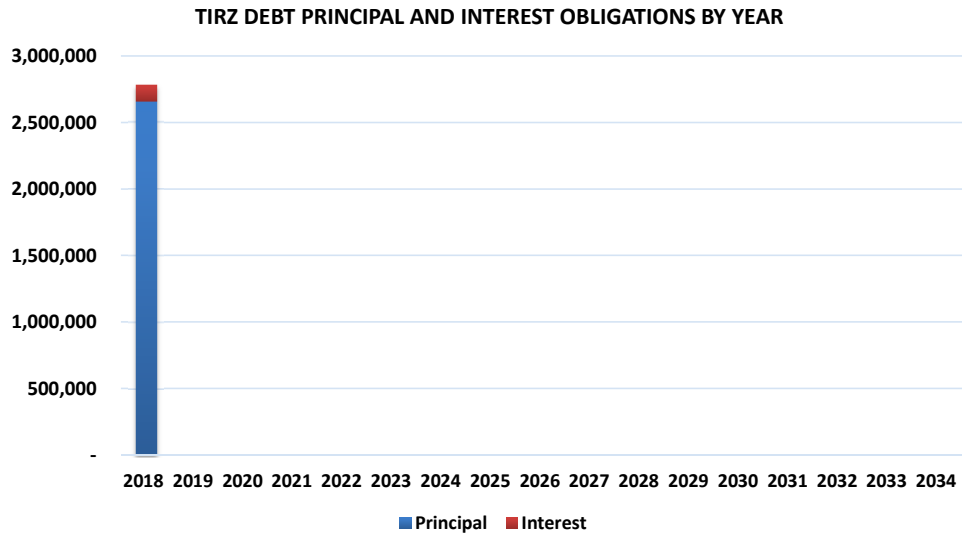
The following is a summary of the current outstanding debt payments for the Tax Increment Reinvestment Zone Fund. The debt highlighted in this section is funded thru property tax revenue collected in the zone and assessments from the other taxing entities in the zone. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year.



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TAX INCREMENT REINVESTMENT ZONE (TIRZ) DEBT BY PRINCIPAL AND INTEREST

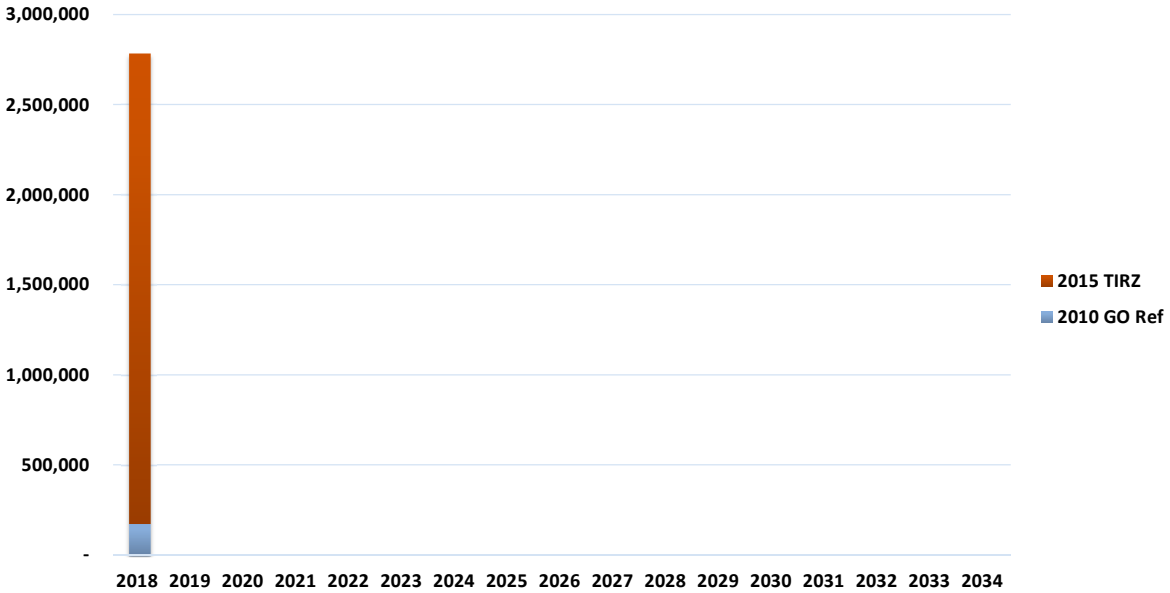
| Year | Principal | Interest | Total P+I |
|--------------|---------------------|-------------------|---------------------|
| 2018 | \$ 2,655,000 | \$ 127,075 | \$ 2,782,075 |
| 2019 | - | - | - |
| 2020 | - | - | - |
| 2021 | - | - | - |
| 2022 | - | - | - |
| 2023 | - | - | - |
| 2024 | - | - | - |
| 2025 | - | - | - |
| 2026 | - | - | - |
| 2027 | - | - | - |
| 2028 | - | - | - |
| 2029 | - | - | - |
| 2030 | - | - | - |
| 2031 | - | - | - |
| 2032 | - | - | - |
| 2033 | - | - | - |
| 2034 | - | - | - |
| 2035 | - | - | - |
| 2036 | - | - | - |
| 2037 | - | - | - |
| 2038 | - | - | - |
| 2039 | - | - | - |
| 2040 | - | - | - |
| Total | \$ 2,655,000 | \$ 127,075 | \$ 2,782,075 |



TAX INCREMENT REINVESTMENT ZONE (TIRZ) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2010 GENERAL OBLIGATION | | 2015 | | TOTAL |
|--------------|-------------------------------|---------------------|-------------|-------------|---------------------|
| | REF & IMP | TIRZ Bond | 2015 TIRZ | 2010 GO Ref | |
| 2018 | \$ 176,875 | \$ 2,605,200 | | | \$ 2,782,075 |
| 2019 | - | - | | | - |
| 2020 | - | - | | | - |
| 2021 | - | - | | | - |
| 2022 | - | - | | | - |
| 2023 | - | - | | | - |
| 2024 | - | - | | | - |
| 2025 | - | - | | | - |
| 2026 | - | - | | | - |
| 2027 | - | - | | | - |
| 2028 | - | - | | | - |
| 2029 | - | - | | | - |
| 2030 | - | - | | | - |
| 2031 | - | - | | | - |
| 2032 | - | - | | | - |
| 2033 | - | - | | | - |
| 2034 | - | - | | | - |
| 2035 | - | - | | | - |
| 2036 | - | - | | | - |
| 2037 | - | - | | | - |
| 2038 | - | - | | | - |
| 2039 | - | - | | | - |
| 2040 | - | - | | | - |
| Total | \$ 176,875 | \$ 2,605,200 | \$ - | \$ - | \$ 2,782,075 |

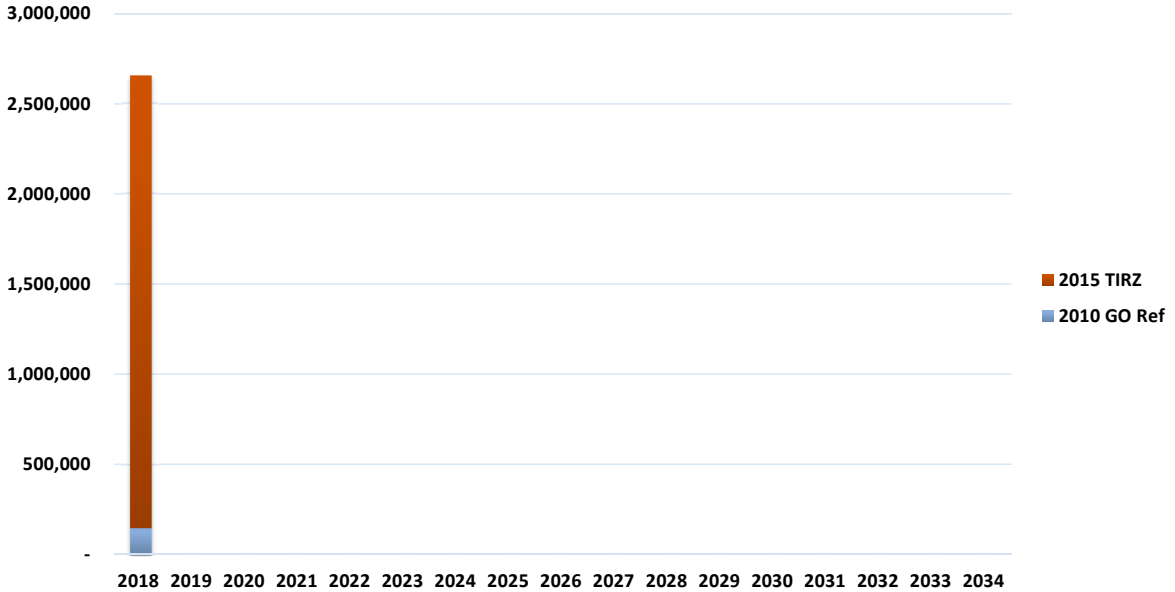
TIRZ TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



TAX INCREMENT REINVESTMENT ZONE (TIRZ) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2010 | | 2015 | | TOTAL | | | | | |
|--------------|------------------------------|---------------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|---------------------|
| | GENERAL OBLIGATION REF & IMP | TIRZ Bond | | | | | | | | |
| 2018 | \$ 150,000 | \$ 2,505,000 | | | \$ 2,655,000 | | | | | |
| 2019 | - | - | | | - | | | | | |
| 2020 | - | - | | | - | | | | | |
| 2021 | - | - | | | - | | | | | |
| 2022 | - | - | | | - | | | | | |
| 2023 | - | - | | | - | | | | | |
| 2024 | - | - | | | - | | | | | |
| 2025 | - | - | | | - | | | | | |
| 2026 | - | - | | | - | | | | | |
| 2027 | - | - | | | - | | | | | |
| 2028 | - | - | | | - | | | | | |
| 2029 | - | - | | | - | | | | | |
| 2030 | - | - | | | - | | | | | |
| 2031 | - | - | | | - | | | | | |
| 2032 | - | - | | | - | | | | | |
| 2033 | - | - | | | - | | | | | |
| 2034 | - | - | | | - | | | | | |
| 2035 | - | - | | | - | | | | | |
| 2036 | - | - | | | - | | | | | |
| 2037 | - | - | | | - | | | | | |
| 2038 | - | - | | | - | | | | | |
| 2039 | - | - | | | - | | | | | |
| 2040 | - | - | | | - | | | | | |
| Total | \$ 150,000 | \$ 2,505,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,655,000 |

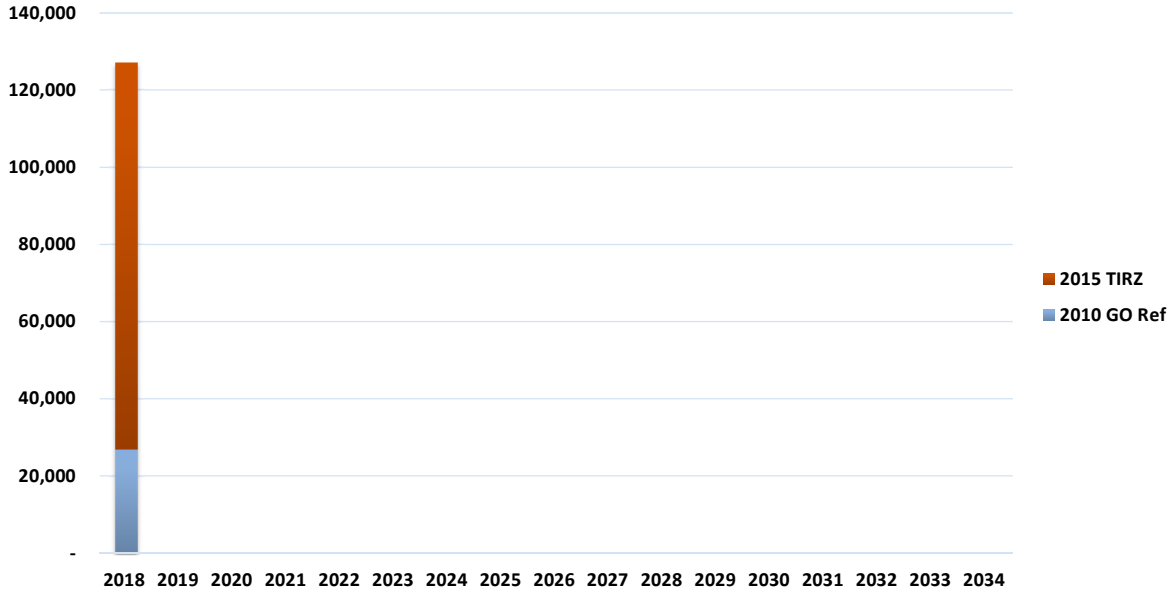
TIRZ PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



TAX INCREMENT REINVESTMENT ZONE (TIRZ) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2010 GENERAL OBLIGATION REF & IMP | 2015 TIRZ Bond | | | | | | | TOTAL |
|--------------|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------|
| 2018 | \$ 26,875 | \$ 100,200 | | | | | | \$ 127,075 | |
| 2019 | - | - | | | | | | - | |
| 2020 | - | - | | | | | | - | |
| 2021 | - | - | | | | | | - | |
| 2022 | - | - | | | | | | - | |
| 2023 | - | - | | | | | | - | |
| 2024 | - | - | | | | | | - | |
| 2025 | - | - | | | | | | - | |
| 2026 | - | - | | | | | | - | |
| 2027 | - | - | | | | | | - | |
| 2028 | - | - | | | | | | - | |
| 2029 | - | - | | | | | | - | |
| 2030 | - | - | | | | | | - | |
| 2031 | - | - | | | | | | - | |
| 2032 | - | - | | | | | | - | |
| 2033 | - | - | | | | | | - | |
| 2034 | - | - | | | | | | - | |
| 2035 | - | - | | | | | | - | |
| 2036 | - | - | | | | | | - | |
| 2037 | - | - | | | | | | - | |
| 2038 | - | - | | | | | | - | |
| 2039 | - | - | | | | | | - | |
| 2040 | - | - | | | | | | - | |
| Total | \$ 26,875 | \$ 100,200 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 127,075 | |

TIRZ INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



CITY-WIDE/ALL FUND OUTSTANDING DEBT SUMMARY

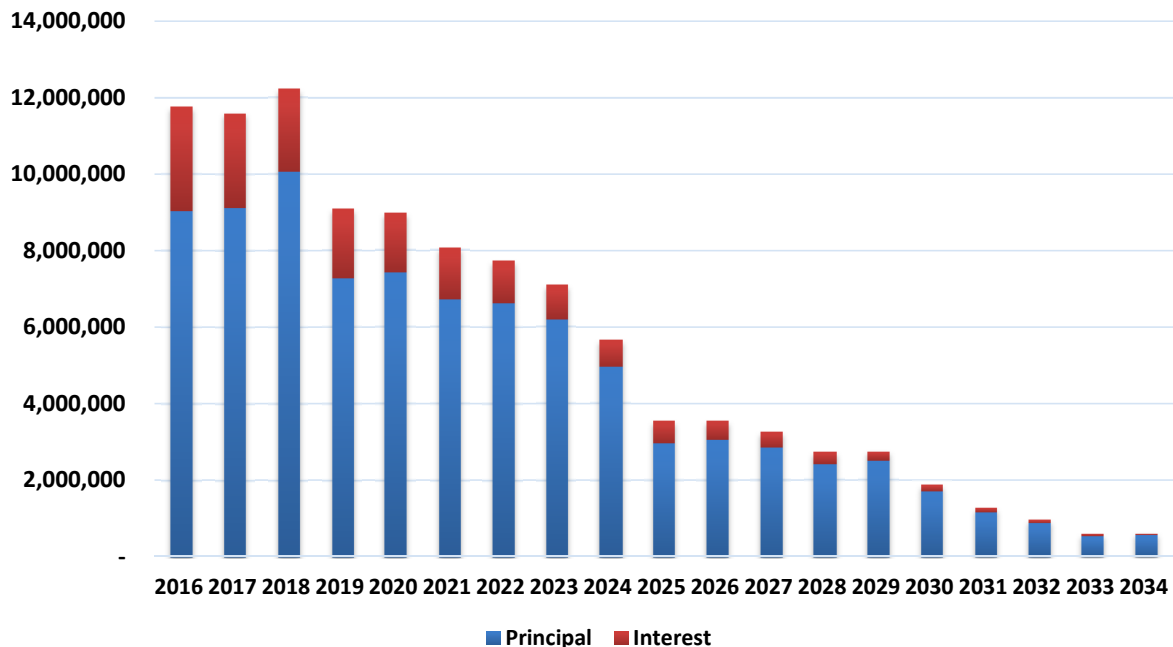
The following is a summary of the current outstanding debt payments for the city-wide debt and reflects debt for all funds. Information is provided on total outstanding principle and interest payments per year, total payments by issuance per year, total principle payments by issuance per year, and total interest payments by issuance per year. Additional graphs are provided which reflect funding sources for the city-wide total payments by issuance, principle by issuance, and interest by issuance.

Note: The summary does not reflect debt proposed to be issued during the year, however, estimated issuance costs and payments are included in the budget.

COMBINED TOTAL DEBT BY PRINCIPAL AND INTEREST

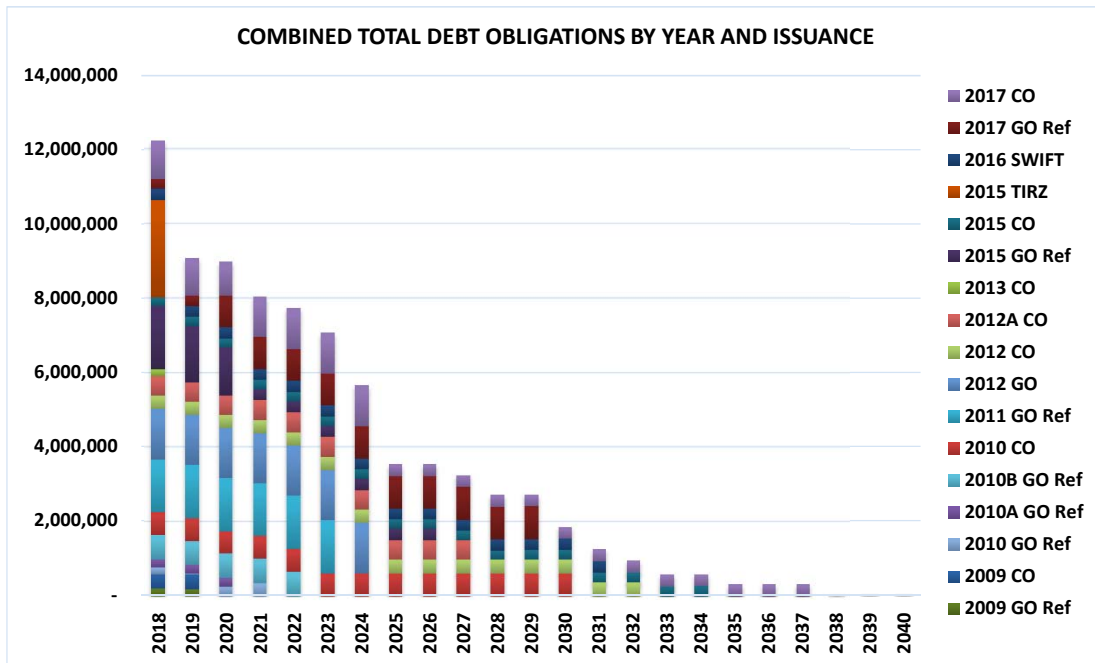
| Year | Principal | Interest | Total P+I |
|--------------|----------------------|----------------------|----------------------|
| 2016 | \$ 9,026,016 | \$ 2,722,334 | \$ 11,748,350 |
| 2017 | 9,123,017 | 2,477,875 | 11,600,892 |
| 2018 | \$ 10,064,000 | \$ 2,155,012 | \$ 12,219,012 |
| 2019 | 7,265,000 | 1,819,673 | 9,084,673 |
| 2020 | 7,410,000 | 1,575,140 | 8,985,140 |
| 2021 | 6,710,000 | 1,341,158 | 8,051,158 |
| 2022 | 6,620,000 | 1,116,253 | 7,736,253 |
| 2023 | 6,175,000 | 908,149 | 7,083,149 |
| 2024 | 4,940,000 | 722,874 | 5,662,874 |
| 2025 | 2,955,000 | 594,600 | 3,549,600 |
| 2026 | 3,050,000 | 503,476 | 3,553,476 |
| 2027 | 2,845,000 | 408,749 | 3,253,749 |
| 2028 | 2,405,000 | 321,038 | 2,726,038 |
| 2029 | 2,500,000 | 235,915 | 2,735,915 |
| 2030 | 1,700,000 | 163,845 | 1,863,845 |
| 2031 | 1,140,000 | 119,331 | 1,259,331 |
| 2032 | 870,000 | 88,966 | 958,966 |
| 2033 | 520,000 | 65,588 | 585,588 |
| 2034 | 545,000 | 46,541 | 591,541 |
| 2035 | 295,000 | 30,900 | 325,900 |
| 2036 | 305,000 | 18,900 | 323,900 |
| 2037 | 320,000 | 6,400 | 326,400 |
| 2038 | - | - | - |
| 2039 | - | - | - |
| 2040 | - | - | - |
| Total | \$ 68,634,000 | \$ 12,242,506 | \$ 80,876,506 |

COMBINED DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



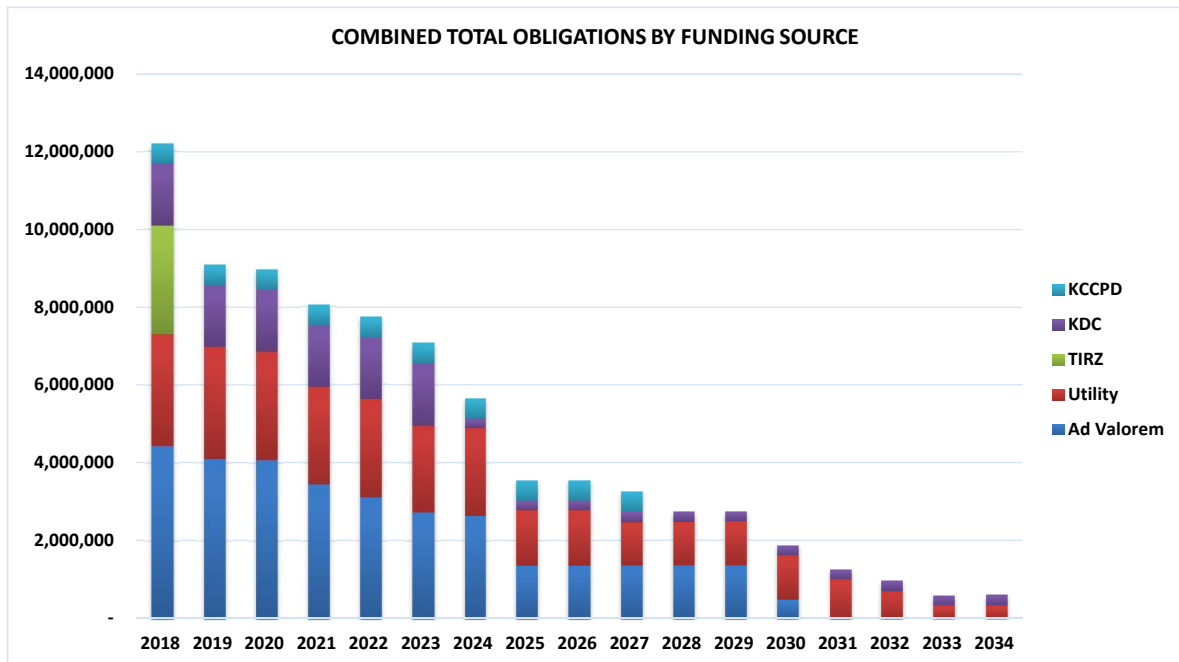
COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2009 GENERAL OBLIGATION REF & IMP | 2009 CERTIFICATE OF OBLIGATION | 2010 GENERAL OBLIGATION REF & IMP | 2010A GENERAL OBLIGATION REF & IMP | 2010B GENERAL OBLIGATION REF & IMP | 2010 CERTIFICATE OF OBLIGATION | 2011 GENERAL OBLIGATION REF & IMP | 2012 GENERAL OBLIGATION | 2012 CERTIFICATE OF OBLIGATION |
|--------------|--|---|--|---|---|---|--|-------------------------------|---|
| 2018 | \$ 196,300 | \$ 392,800 | \$ 176,875 | \$ 228,638 | \$ 638,856 | \$ 613,263 | \$ 1,427,050 | \$ 1,348,550 | \$ 351,800 |
| 2019 | 193,800 | 392,700 | 22,000 | 226,463 | 645,663 | 613,163 | 1,430,150 | 1,343,250 | 349,785 |
| 2020 | - | - | 262,000 | 223,850 | 651,800 | 607,563 | 1,427,125 | 1,345,875 | 352,091 |
| 2021 | - | - | 353,600 | - | 647,800 | 611,363 | 1,427,975 | 1,340,875 | 353,745 |
| 2022 | - | - | - | - | 652,800 | 614,363 | 1,427,625 | 1,348,000 | 359,753 |
| 2023 | - | - | - | - | - | 611,663 | 1,426,075 | 1,347,000 | 360,018 |
| 2024 | - | - | - | - | - | 613,263 | - | 1,347,875 | 359,625 |
| 2025 | - | - | - | - | - | 614,063 | - | - | 363,648 |
| 2026 | - | - | - | - | - | 614,063 | - | - | 367,088 |
| 2027 | - | - | - | - | - | 608,100 | - | - | 365,055 |
| 2028 | - | - | - | - | - | 610,994 | - | - | 367,451 |
| 2029 | - | - | - | - | - | 612,575 | - | - | 369,115 |
| 2030 | - | - | - | - | - | 612,750 | - | - | 370,103 |
| 2031 | - | - | - | - | - | - | - | - | 375,495 |
| 2032 | - | - | - | - | - | - | - | - | 375,273 |
| 2033 | - | - | - | - | - | - | - | - | - |
| 2034 | - | - | - | - | - | - | - | - | - |
| 2035 | - | - | - | - | - | - | - | - | - |
| 2036 | - | - | - | - | - | - | - | - | - |
| 2037 | - | - | - | - | - | - | - | - | - |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 390,100 | \$ 785,500 | \$ 814,475 | \$ 678,950 | \$ 3,236,919 | \$ 7,957,181 | \$ 8,566,000 | \$ 9,421,425 | \$ 5,440,043 |



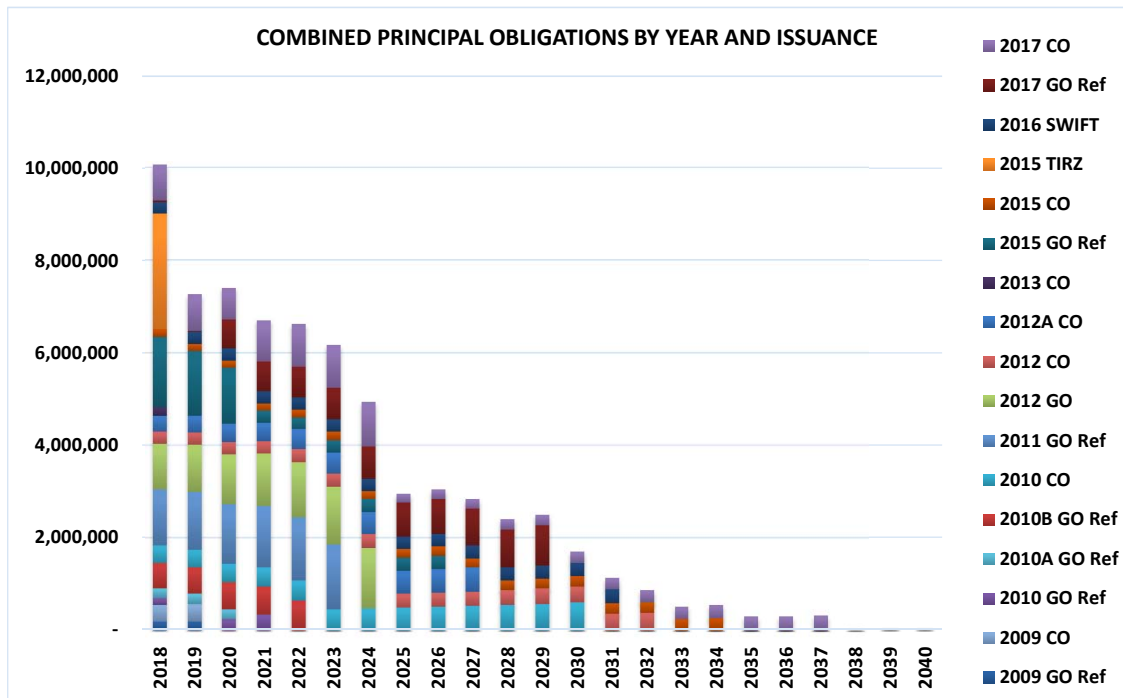
COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

| Year | 2012A CERTIFICATE OF OBLIGATION | 2013 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 TIRZ Bond | 2016 TWDB SWIFT | 2017 GENERAL OBLIGATION REF & IMP | 2017 CERTIFICATE OF OBLIGATION | TOTAL ALL BONDS |
|--------------|--|---|--|---|---------------------|---------------------|--|---|----------------------|
| 2018 | \$ 527,075 | \$ 180,459 | \$ 1,695,425 | \$ 246,419 | \$ 2,605,200 | \$ 297,799 | \$ 261,008 | \$ 1,031,496 | \$ 12,219,012 |
| 2019 | 523,950 | - | 1,509,750 | 247,494 | - | 296,282 | 261,700 | 1,028,525 | 9,084,673 |
| 2020 | 524,950 | - | 1,277,750 | 244,294 | - | 299,543 | 849,369 | 918,931 | 8,985,140 |
| 2021 | 524,950 | - | 291,050 | 246,044 | - | 297,632 | 855,081 | 1,101,044 | 8,051,158 |
| 2022 | 528,825 | - | 295,625 | 247,694 | - | 300,544 | 860,344 | 1,100,681 | 7,736,253 |
| 2023 | 526,575 | - | 299,325 | 249,244 | - | 298,225 | 865,156 | 1,099,869 | 7,083,149 |
| 2024 | 528,075 | - | 301,750 | 249,794 | - | 295,668 | 866,875 | 1,099,950 | 5,662,874 |
| 2025 | 528,600 | - | 303,200 | 249,319 | - | 297,872 | 870,350 | 322,550 | 3,549,600 |
| 2026 | 523,750 | - | 299,425 | 253,619 | - | 299,832 | 869,300 | 326,400 | 3,553,476 |
| 2027 | 528,125 | - | - | 252,694 | - | 296,450 | 878,300 | 325,025 | 3,253,749 |
| 2028 | - | - | - | 251,619 | - | 297,675 | 875,900 | 322,400 | 2,726,038 |
| 2029 | - | - | - | 255,319 | - | 298,307 | 877,200 | 323,400 | 2,735,915 |
| 2030 | - | - | - | 258,719 | - | 298,274 | - | 324,000 | 1,863,845 |
| 2031 | - | - | - | 261,819 | - | 297,817 | - | 324,200 | 1,259,331 |
| 2032 | - | - | - | 259,694 | - | - | - | 324,000 | 958,966 |
| 2033 | - | - | - | 262,188 | - | - | - | 323,400 | 585,588 |
| 2034 | - | - | - | 269,141 | - | - | - | 322,400 | 591,541 |
| 2035 | - | - | - | - | - | - | - | 325,900 | 325,900 |
| 2036 | - | - | - | - | - | - | - | 323,900 | 323,900 |
| 2037 | - | - | - | - | - | - | - | 326,400 | 326,400 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 5,264,875 | \$ 180,459 | \$ 6,273,300 | \$ 4,305,110 | \$ 2,605,200 | \$ 4,171,916 | \$ 9,190,583 | \$ 11,594,471 | \$ 80,876,506 |



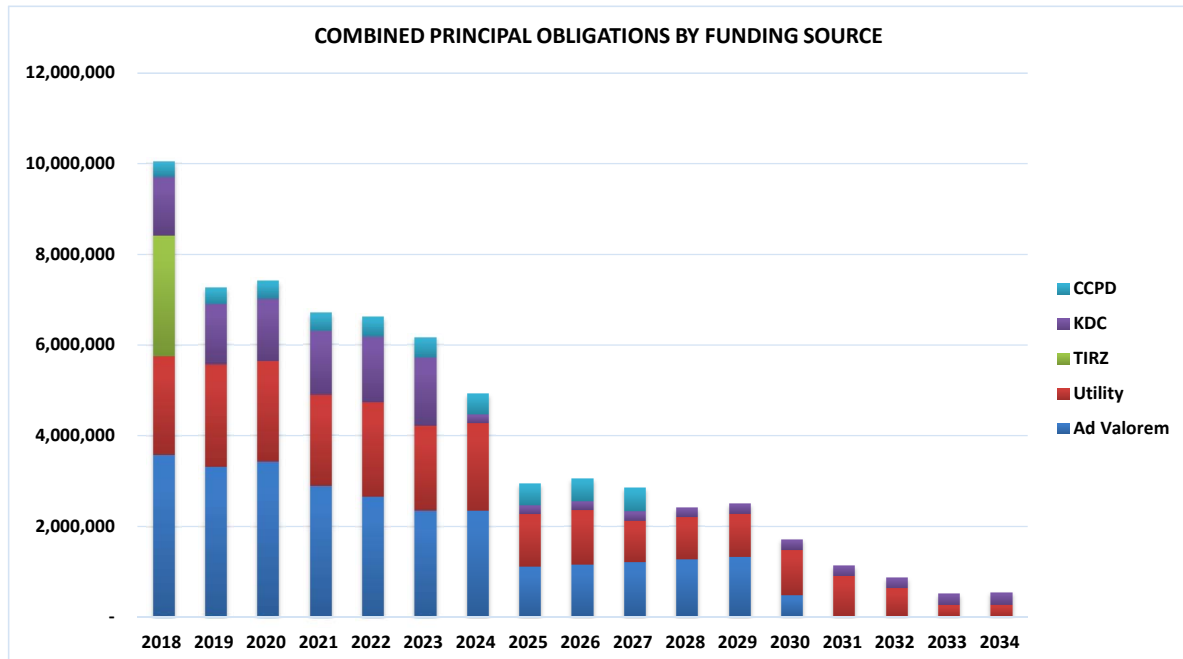
COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2009 | 2009 | 2010 | 2010A | 2010B | 2010 | 2011 | 2012 | 2012 |
|--------------|------------------------------------|---------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------------|------------------------------------|-----------------------|---------------------------------|
| | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION | CERTIFICATE OF OBLIGATION |
| 2018 | \$ 185,000 | \$ 370,000 | \$ 150,000 | \$ 210,000 | \$ 545,000 | \$ 370,000 | \$ 1,210,000 | \$ 990,000 | \$ 260,000 |
| 2019 | 190,000 | 385,000 | - | 215,000 | 565,000 | 385,000 | 1,250,000 | 1,025,000 | 260,000 |
| 2020 | - | - | 240,000 | 220,000 | 590,000 | 395,000 | 1,285,000 | 1,075,000 | 265,000 |
| 2021 | - | - | 340,000 | - | 610,000 | 415,000 | 1,325,000 | 1,125,000 | 270,000 |
| 2022 | - | - | - | - | 640,000 | 435,000 | 1,365,000 | 1,190,000 | 280,000 |
| 2023 | - | - | - | - | - | 450,000 | 1,405,000 | 1,250,000 | 285,000 |
| 2024 | - | - | - | - | - | 470,000 | - | 1,315,000 | 290,000 |
| 2025 | - | - | - | - | - | 490,000 | - | - | 300,000 |
| 2026 | - | - | - | - | - | 510,000 | - | - | 310,000 |
| 2027 | - | - | - | - | - | 525,000 | - | - | 315,000 |
| 2028 | - | - | - | - | - | 550,000 | - | - | 325,000 |
| 2029 | - | - | - | - | - | 575,000 | - | - | 335,000 |
| 2030 | - | - | - | - | - | 600,000 | - | - | 345,000 |
| 2031 | - | - | - | - | - | - | - | - | 360,000 |
| 2032 | - | - | - | - | - | - | - | - | 370,000 |
| 2033 | - | - | - | - | - | - | - | - | - |
| 2034 | - | - | - | - | - | - | - | - | - |
| 2035 | - | - | - | - | - | - | - | - | - |
| 2036 | - | - | - | - | - | - | - | - | - |
| 2037 | - | - | - | - | - | - | - | - | - |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 375,000 | \$ 755,000 | \$ 730,000 | \$ 645,000 | \$ 2,950,000 | \$ 6,170,000 | \$ 7,840,000 | \$ 7,970,000 | \$ 4,570,000 |



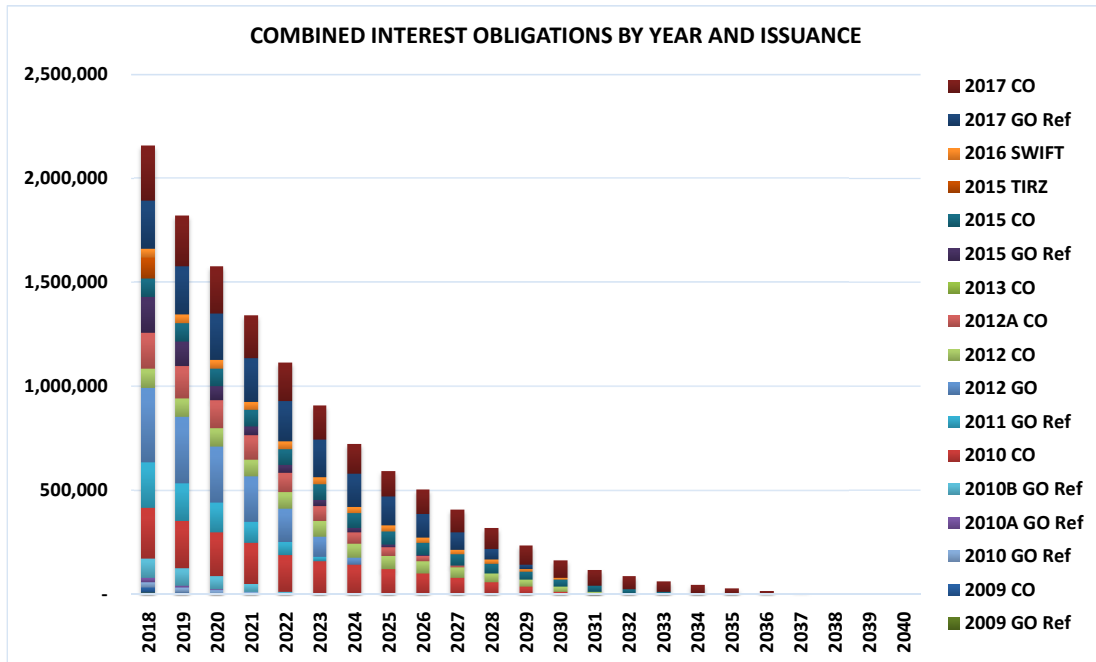
COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

| Year | 2012A CERTIFICATE OF OBLIGATION | 2013 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 TIRZ Bond | 2016 TWDB SWIFT | 2017 GENERAL OBLIGATION REF & IMP | 2017 CERTIFICATE OF OBLIGATION | TOTAL ALL BONDS |
|--------------|--|---|--|---|---------------------|---------------------|--|---|----------------------|
| 2018 | \$ 355,000 | \$ 179,000 | \$ 1,525,000 | \$ 155,000 | \$ 2,505,000 | \$ 255,000 | \$ 30,000 | \$ 770,000 | \$ 10,064,000 |
| 2019 | 370,000 | - | 1,390,000 | 160,000 | - | 255,000 | 30,000 | 785,000 | 7,265,000 |
| 2020 | 390,000 | - | 1,210,000 | 160,000 | - | 260,000 | 625,000 | 695,000 | 7,410,000 |
| 2021 | 410,000 | - | 250,000 | 165,000 | - | 260,000 | 645,000 | 895,000 | 6,710,000 |
| 2022 | 435,000 | - | 260,000 | 170,000 | - | 265,000 | 665,000 | 915,000 | 6,620,000 |
| 2023 | 455,000 | - | 270,000 | 175,000 | - | 265,000 | 685,000 | 935,000 | 6,175,000 |
| 2024 | 475,000 | - | 280,000 | 180,000 | - | 265,000 | 705,000 | 960,000 | 4,940,000 |
| 2025 | 490,000 | - | 290,000 | 185,000 | - | 270,000 | 730,000 | 200,000 | 2,955,000 |
| 2026 | 500,000 | - | 295,000 | 195,000 | - | 275,000 | 755,000 | 210,000 | 3,050,000 |
| 2027 | 520,000 | - | - | 200,000 | - | 275,000 | 795,000 | 215,000 | 2,845,000 |
| 2028 | - | - | - | 205,000 | - | 280,000 | 825,000 | 220,000 | 2,405,000 |
| 2029 | - | - | - | 215,000 | - | 285,000 | 860,000 | 230,000 | 2,500,000 |
| 2030 | - | - | - | 225,000 | - | 290,000 | - | 240,000 | 1,700,000 |
| 2031 | - | - | - | 235,000 | - | 295,000 | - | 250,000 | 1,140,000 |
| 2032 | - | - | - | 240,000 | - | - | - | 260,000 | 870,000 |
| 2033 | - | - | - | 250,000 | - | - | - | 270,000 | 520,000 |
| 2034 | - | - | - | 265,000 | - | - | - | 280,000 | 545,000 |
| 2035 | - | - | - | - | - | - | - | 295,000 | 295,000 |
| 2036 | - | - | - | - | - | - | - | 305,000 | 305,000 |
| 2037 | - | - | - | - | - | - | - | 320,000 | 320,000 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 4,400,000 | \$ 179,000 | \$ 5,770,000 | \$ 3,380,000 | \$ 2,505,000 | \$ 3,795,000 | \$ 7,350,000 | \$ 9,250,000 | \$ 68,634,000 |



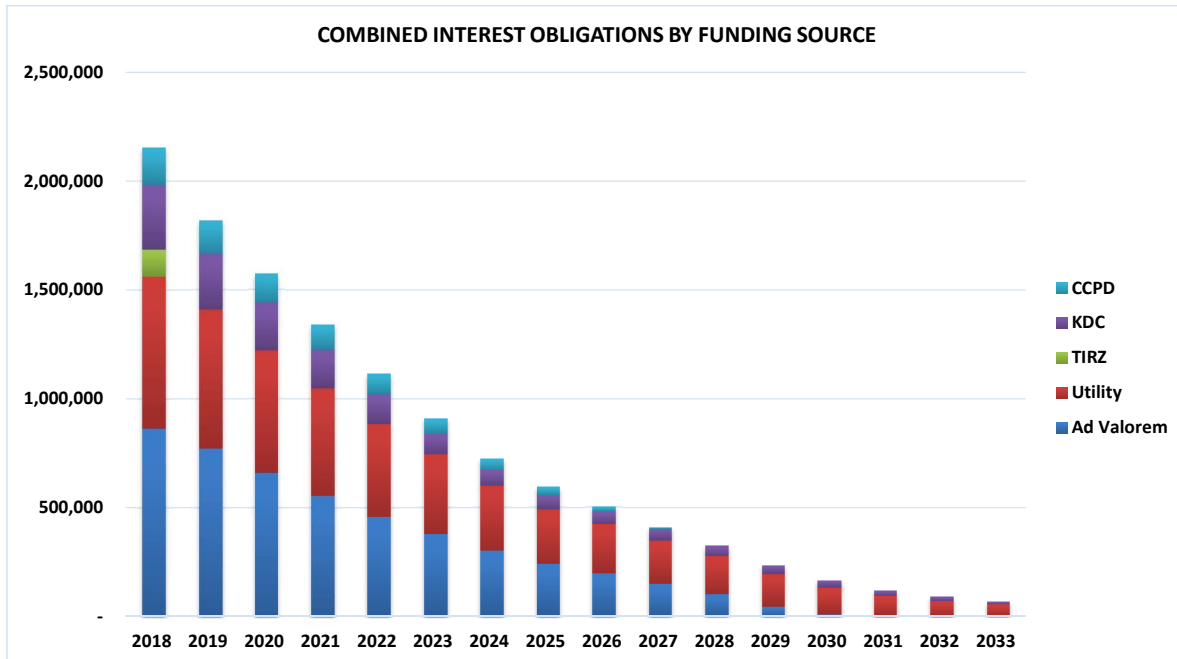
COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2009 | | 2010 | | 2010A | | 2010B | | 2010 | | 2011 | | 2012 | | 2012 | |
|--------------|------------------------------|---------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|------------------------------|------------------------------|--------------------|--------------------|---------------------------|------|--|------|--|
| | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | CERTIFICATE OF OBLIGATION | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION REF & IMP | GENERAL OBLIGATION | GENERAL OBLIGATION | CERTIFICATE OF OBLIGATION | | | | |
| 2018 | \$ 11,300 | \$ 22,800 | \$ 26,875 | \$ 18,638 | \$ 93,856 | \$ 243,263 | \$ 217,050 | \$ 358,550 | \$ 91,800 | | | | | | | |
| 2019 | 3,800 | 7,700 | 22,000 | 11,463 | 80,663 | 228,163 | 180,150 | 318,250 | 89,785 | | | | | | | |
| 2020 | - | - | 22,000 | 3,850 | 61,800 | 212,563 | 142,125 | 270,875 | 87,091 | | | | | | | |
| 2021 | - | - | 13,600 | - | 37,800 | 196,363 | 102,975 | 215,875 | 83,745 | | | | | | | |
| 2022 | - | - | - | - | 12,800 | 179,363 | 62,625 | 158,000 | 79,753 | | | | | | | |
| 2023 | - | - | - | - | - | 161,663 | 21,075 | 97,000 | 75,018 | | | | | | | |
| 2024 | - | - | - | - | - | 143,263 | - | 32,875 | 69,625 | | | | | | | |
| 2025 | - | - | - | - | - | 124,063 | - | - | 63,648 | | | | | | | |
| 2026 | - | - | - | - | - | 104,063 | - | - | 57,088 | | | | | | | |
| 2027 | - | - | - | - | - | 83,100 | - | - | 50,055 | | | | | | | |
| 2028 | - | - | - | - | - | 60,994 | - | - | 42,451 | | | | | | | |
| 2029 | - | - | - | - | - | 37,575 | - | - | 34,115 | | | | | | | |
| 2030 | - | - | - | - | - | 12,750 | - | - | 25,103 | | | | | | | |
| 2031 | - | - | - | - | - | - | - | - | 15,495 | | | | | | | |
| 2032 | - | - | - | - | - | - | - | - | 5,273 | | | | | | | |
| 2033 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2034 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2035 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2036 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2037 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2038 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2039 | - | - | - | - | - | - | - | - | - | | | | | | | |
| 2040 | - | - | - | - | - | - | - | - | - | | | | | | | |
| Total | \$ 15,100 | \$ 30,500 | \$ 84,475 | \$ 33,950 | \$ 286,919 | \$ 1,787,181 | \$ 726,000 | \$ 1,451,425 | \$ 870,043 | | | | | | | |



COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

| Year | 2012A CERTIFICATE OF OBLIGATION | 2013 CERTIFICATE OF OBLIGATION | 2015 GENERAL OBLIGATION REF & IMP | 2015 CERTIFICATE OF OBLIGATION | 2015 TIRZ Bond | 2016 TWDB SWIFT | 2017 GENERAL OBLIGATION REF & IMP | 2017 CERTIFICATE OF OBLIGATION | TOTAL ALL BONDS |
|--------------|--|---|--|---|-------------------|--------------------|--|---|----------------------|
| 2018 | \$ 172,075 | \$ 1,459 | \$ 170,425 | \$ 91,419 | \$ 100,200 | \$ 42,799 | \$ 231,008 | \$ 261,496 | \$ 2,155,012 |
| 2019 | 153,950 | - | 119,750 | 87,494 | - | 41,282 | 231,700 | 243,525 | 1,819,673 |
| 2020 | 134,950 | - | 67,750 | 84,294 | - | 39,543 | 224,369 | 223,931 | 1,575,140 |
| 2021 | 114,950 | - | 41,050 | 81,044 | - | 37,632 | 210,081 | 206,044 | 1,341,158 |
| 2022 | 93,825 | - | 35,625 | 77,694 | - | 35,544 | 195,344 | 185,681 | 1,116,253 |
| 2023 | 71,575 | - | 29,325 | 74,244 | - | 33,225 | 180,156 | 164,869 | 908,149 |
| 2024 | 53,075 | - | 21,750 | 69,794 | - | 30,668 | 161,875 | 139,950 | 722,874 |
| 2025 | 38,600 | - | 13,200 | 64,319 | - | 27,872 | 140,350 | 122,550 | 594,600 |
| 2026 | 23,750 | - | 4,425 | 58,619 | - | 24,832 | 114,300 | 116,400 | 503,476 |
| 2027 | 8,125 | - | - | 52,694 | - | 21,450 | 83,300 | 110,025 | 408,749 |
| 2028 | - | - | - | 46,619 | - | 17,675 | 50,900 | 102,400 | 321,038 |
| 2029 | - | - | - | 40,319 | - | 13,307 | 17,200 | 93,400 | 235,915 |
| 2030 | - | - | - | 33,719 | - | 8,274 | - | 84,000 | 163,845 |
| 2031 | - | - | - | 26,819 | - | 2,817 | - | 74,200 | 119,331 |
| 2032 | - | - | - | 19,694 | - | - | - | 64,000 | 88,966 |
| 2033 | - | - | - | 12,188 | - | - | - | 53,400 | 65,588 |
| 2034 | - | - | - | 4,141 | - | - | - | 42,400 | 46,541 |
| 2035 | - | - | - | - | - | - | - | 30,900 | 30,900 |
| 2036 | - | - | - | - | - | - | - | 18,900 | 18,900 |
| 2037 | - | - | - | - | - | - | - | 6,400 | 6,400 |
| 2038 | - | - | - | - | - | - | - | - | - |
| 2039 | - | - | - | - | - | - | - | - | - |
| 2040 | - | - | - | - | - | - | - | - | - |
| Total | \$ 864,875 | \$ 1,459 | \$ 503,300 | \$ 925,110 | \$ 100,200 | \$ 376,916 | \$ 1,840,583 | \$ 2,344,471 | \$ 12,242,506 |





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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 and the Fleet Replacement Fund. The Internal Service Funds section includes revenue summary information, expenditure summary information, and departmental detail information.

City of **KELLER**

INFORMATION TECHNOLOGY FUND

FUND DESCRIPTION:

The Information Technology Fund, created by the City in FY2001, 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. Beginning with the FY 2015-16 audit, the Information Technology Fund is presented as a stand alone an internal service fund. In prior years, the fund was not presented and was included with the General Fund.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Communication Tower Rental | \$ - | \$ - | \$ - | \$ - | \$ - |
| Information Services Fees-City | 1,392,090 | 1,439,832 | 1,439,832 | - | (1,439,832) |
| Office Equip Lease Rev-F 100 | 258,395 | 409,190 | 409,190 | 1,421,248 | 1,012,058 |
| Office Equip Lease Rev-F 118 | - | - | - | 9,600 | 9,600 |
| Office Equip Lease Rev-F 200 | 32,070 | 58,348 | 58,348 | 585,612 | 527,264 |
| Office Equip Lease Rev-F 400 | 3,455 | 4,985 | 4,985 | 18,816 | 13,831 |
| Office Equip Lease Rev-F 125 | 21,895 | 29,551 | 29,551 | 41,754 | 12,203 |
| Miscellaneous Revenue | - | - | - | - | - |
| Gain/Loss On Disp Of Assets | - | - | - | - | - |
| Interest Revenue-Investments | 3,699 | 4,750 | 4,750 | 4,750 | - |
| Transfer From General Fund | - | 53,130 | 53,130 | - | (53,130) |
| TOTAL | \$ 1,711,604 | \$ 1,999,786 | \$ 1,999,786 | \$ 2,081,780 | \$ 81,994 |

EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Administration | \$ 1,359,795 | \$ 2,024,386 | \$ 1,827,329 | \$ 1,720,108 | \$ (304,278) |
| Geographic Information Services | 189,191 | 276,734 | 228,081 | 266,244 | (10,490) |
| Computer Services | - | - | - | 305,550 | 305,550 |
| TOTAL | \$ 1,548,986 | \$ 2,301,120 | \$ 2,055,410 | \$ 2,291,902 | \$ (9,218) |

EXPENDITURES BY CATEGORY:

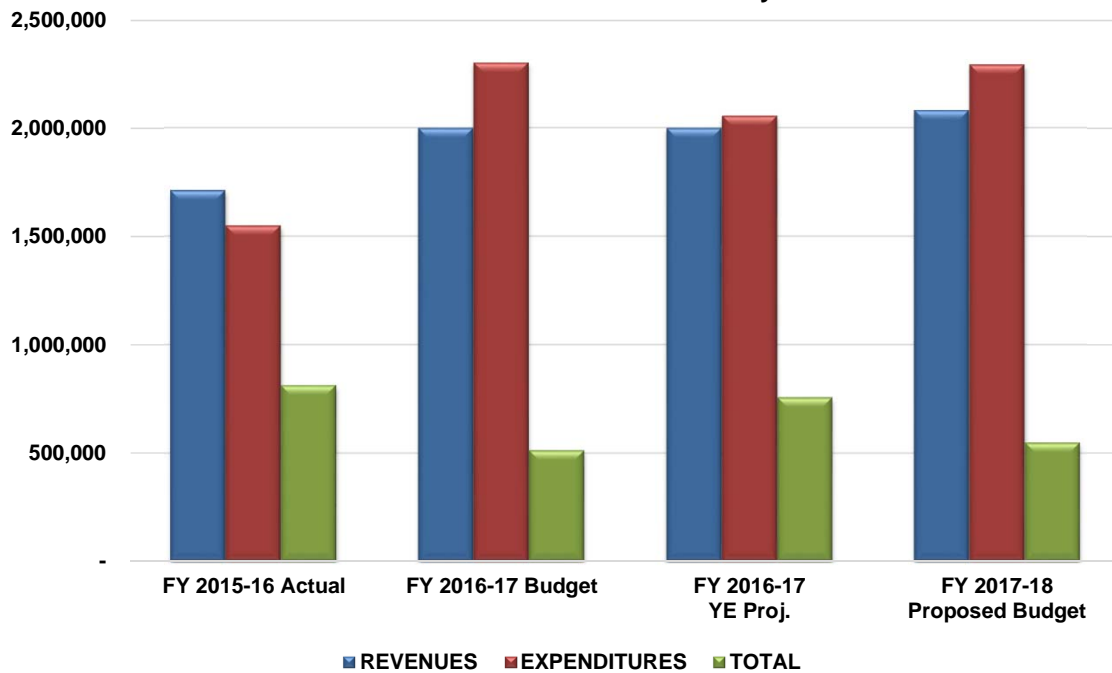
| | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Personnel services | \$ 711,524 | \$ 781,583 | \$ 749,637 | \$ 802,699 | \$ 21,116 |
| Operations & maintenance | 638,792 | 779,700 | 759,500 | 915,050 | 135,350 |
| Services & other | 182,906 | 739,837 | 546,273 | 459,153 | (280,684) |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | 15,765 | - | - | 115,000 | 115,000 |
| TOTAL | \$ 1,548,986 | \$ 2,301,120 | \$ 2,055,410 | \$ 2,291,902 | \$ (9,218) |

INFORMATION TECHNOLOGY FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 1,711,604 | \$ 1,999,786 | \$ 1,999,786 | \$ 2,081,780 | \$ 81,994 |
| EXPENDITURES | 1,548,986 | 2,301,120 | 2,055,410 | 2,291,902 | (9,218) |
| VARIANCE | 162,618 | (301,334) | (55,624) | (210,122) | 91,212 |
| TOTAL | \$ 811,986 | \$ 510,652 | \$ 756,362 | \$ 546,240 | \$ 35,588 |

Information Services Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY DIVISION</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| Administration | 5.00 | 5.00 | 5.00 | 5.00 | - |
| Computer Services | - | - | - | - | - |
| TOTAL | 5.00 | 5.00 | 5.00 | 5.00 | - |

INFORMATION TECHNOLOGY FUND

ADMINISTRATION DIVISION (119-180-15)

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 needs. Activities also include establishment and implementation of appropriate policies and procedures related to information technology. In November 2002, geographic information system (GIS) activities were transferred from the Public Works Department to Information Technology. In October 2005, the Keller Public Library, internet services, cable television production, cable television broadcasting, and audio visual services were transferred to Information Services. 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 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|--|------------------------------|------------------------------|--------------------------------|---|
| Application/file/storage servers supported/maintained* | 37 | 37 | 39 | 36 |
| Desktop/laptop computers supported/maintained | 310 | 317 | 312 | 310 |
| Public Safety mobile data computers (MDC) maintained | 28 | 28 | 29 | 29 |
| Printers Supported/maintained | 70 | 70 | 72 | 67 |
| Telephone handsets supported/maintained | 327 | 329 | 329 | 330 |
| Network equipment supported/maintained | 72 | 72 | 72 | 75 |
| Multi-function copy machines supported | 16 | 16 | 16 | 16 |
| Scanners supported/maintained | 56 | 56 | 64 | 72 |
| Tablet computers supported | 67 | 71 | 71 | 80 |
| Video security cameras supported/maintained | 189 | 193 | 193 | 198 |

INFORMATION TECHNOLOGY FUND

ADMINISTRATION DIVISION (119-180-15)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 577,918 | \$ 595,502 | \$ 611,509 | \$ 619,935 | \$ 24,433 |
| Operations & maintenance | 598,628 | 732,250 | 712,750 | 560,450 | (171,800) |
| Services & other | 167,483 | 696,634 | 503,070 | 424,723 | (271,911) |
| Capital outlay | 15,765 | - | - | 115,000 | 115,000 |
| TOTAL | \$ 1,359,795 | \$ 2,024,386 | \$ 1,827,329 | \$ 1,720,108 | \$ (304,278) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Director of Information Technology | 1.00 | 1.00 | 1.00 | 1.00 | - |
| IT Network Administrator | 1.00 | 1.00 | 1.00 | 1.00 | - |
| IT Systems Administrator (Analyst)? | 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 | - |
| TOTAL | 5.00 | 5.00 | 5.00 | 5.00 | - |

INFORMATION TECHNOLOGY FUND

GEOGRAPHIC INFORMATION SERVICES DIVISION (119-180-19)

DEPARTMENT DESCRIPTION:

The Geographic Information Systems (GIS) division is under the general direction of Information Technology Director. 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 geographic database management.

DEPARTMENT/DIVISION GOALS:

1. Manage a centralized GIS database management system to ensure data integrity, accuracy and reliability of citywide infrastructure.
2. Increase productivity and work efficiency by providing effective GIS solutions to streamline City processes in and between departments.
3. Provide GIS Support and training for city departments.
4. Collaborate with other agencies through data sharing opportunities.

DEPARTMENT/DIVISION OBJECTIVES:

1. Improve GIS applications and increase the accessibility of GIS data to City staff.
2. Manage advance GIS Web Interface for better data sharing and ensure deliveries of the most current data.
3. Acquire high resolution aerial imagery that can serve numerous purposes for various departments within the city and provide better data interpretations.
4. Continue to develop new GIS data layers for the Police, Fire, Economic Development, Public Works, Community Development, and Parks and Recreation departments.
5. Conduct data analysis to support better decision making.
6. Assist Public Works to comply with state and federal standards in storm water management.
7. Manage Public Works Lucity asset management, mobile solution system, and work order system.
8. Provide NETCOM Dispatch Center with geofile, address verification, Automated Vehicle Locator (AVL) map and GIS support.
9. Import Tarrant County Appraisal District Tax information into GIS and provide tax analysis support.
10. Track infrastructure changes and provide demographic forecast for future planning.

SERVICE LEVEL ANALYSIS:

| SERVICES PROVIDED | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget |
|---|----------------------|----------------------|------------------------|----------------------------------|
| Web GIS Users | 85 | 95 | 100 | 110 |
| Advanced GIS Users performing Analysis and developing detailed maps | 12 | 15 | 15 | 15 |

INFORMATION TECHNOLOGY FUND

GEOGRAPHIC INFORMATION SERVICES DIVISION (119-180-19)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ 133,606 | \$ 186,081 | \$ 138,128 | \$ 182,764 | \$ (3,317) |
| Operations & maintenance | 40,163 | 47,450 | 46,750 | 49,050 | 1,600 |
| Services & other | 15,422 | 43,203 | 43,203 | 34,430 | (8,773) |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ 189,191 | \$ 276,734 | \$ 228,081 | \$ 266,244 | \$ (10,490) |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| GIS Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | - |
| GIS Analyst | 1.00 | 1.00 | 1.00 | 1.00 | - |
| TOTAL | 2.00 | 2.00 | 2.00 | 2.00 | - |

INFORMATION TECHNOLOGY FUND

COMPUTER SERVICES DIVISION (119-180-16)

EXPENDITURE SUMMARY

| <i>EXPENDITURES BY CATEGORY:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operations & maintenance | - | - | - | 305,550 | 305,550 |
| Services & other | - | - | - | - | - |
| Capital outlay | - | - | - | - | - |
| TOTAL | \$ - | \$ - | \$ - | \$ 305,550 | \$ 305,550 |

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



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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. Beginning in FY 2016-17, the initial purchase of a vehicle or equipment will be made within the Fleet Replacement Fund and the operating fund requesting the purchase will transfer the initial purchasing funds into the Fleet Replacement Fund. In prior years, the initial purchase was made directly out of the operating fund and then transfers were made for the future replacement.

REVENUE SUMMARY

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Office Equip Lease Rev-F 119 | \$ - | \$ - | \$ - | \$ - | - |
| Vehicle/Equip Lease Rev-F 100 | - | - | - | 410,827 | 410,827 |
| Vehicle/Equip Lease Rev-F 200 | 80,505 | 121,549 | 121,549 | 200,423 | 78,874 |
| Vehicle/Equip Lease Rev-F 400 | 15,425 | 25,906 | 25,906 | 95,406 | 69,500 |
| Debt Issuance Proceeds | - | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - | - |
| Auction Proceeds | (15,975) | 23,500 | 23,500 | - | (23,500) |
| Gain/Loss On Disp Of Assets | 96,563 | - | - | - | - |
| Interest Revenue-Investments | 3,807 | 1,909 | 1,909 | 1,909 | - |
| Transfer From General Fund | 300,000 | 321,100 | 321,100 | - | (321,100) |
| TOTAL | \$ 480,324 | \$ 493,964 | \$ 493,964 | \$ 708,565 | 214,601 |

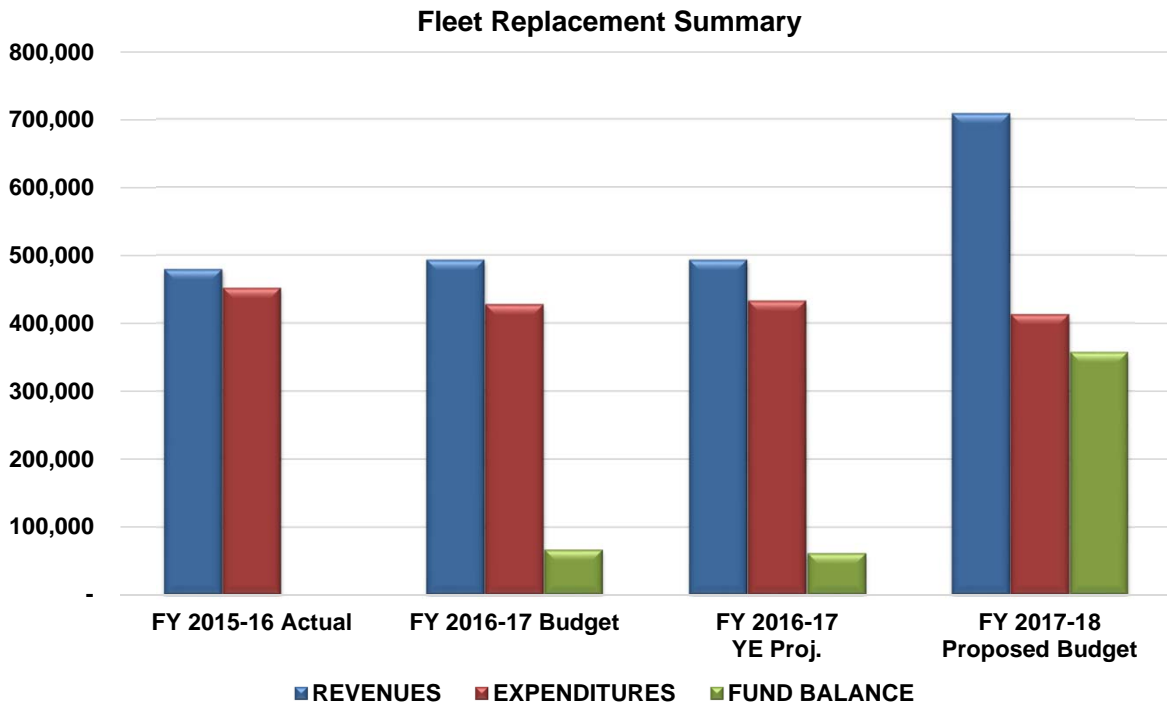
EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| EXPENDITURES BY DIVISION: | | | | | |
| Non-Departmental | \$ 451,469 | \$ 427,408 | \$ 432,322 | \$ 412,625 | (14,783) |
| TOTAL | \$ 451,469 | \$ 427,408 | \$ 432,322 | \$ 412,625 | (14,783) |
| Personnel services | \$ - | \$ - | \$ - | \$ - | - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | 451,469 | 427,408 | 432,322 | 412,625 | (14,783) |
| TOTAL | \$ 451,469 | \$ 427,408 | \$ 432,322 | \$ 412,625 | (14,783) |

FLEET REPLACEMENT FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 480,324 | \$ 493,964 | \$ 493,964 | \$ 708,565 | 214,601 |
| EXPENDITURES | 451,469 | 427,408 | 432,322 | 412,625 | (14,783) |
| VARIANCE | 28,855 | 66,556 | 61,642 | 295,940 | 229,384 |
| FUND BALANCE | \$ - | \$ 66,556 | \$ 61,642 | \$ 357,582 | 291,026 |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| BY POSITION TITLE: | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

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

| REVENUES | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Transfer From General Fund | \$ - | \$ 400,000 | \$ 400,000 | \$ 400,000 | - |
| Interest Revenue-Investments | - | - | 100 | 100 | 100 |
| TOTAL | \$ - | \$ 400,000 | \$ 400,100 | \$ 400,100 | 100 |

EXPENDITURE SUMMARY

| EXPENDITURES BY CATEGORY: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| EXPENDITURES BY DIVISION: | | | | | |
| Non-Departmental | \$ - | \$ 400,000 | \$ - | \$ 387,100 | (12,900) |
| TOTAL | \$ - | \$ 400,000 | \$ - | \$ 387,100 | (12,900) |

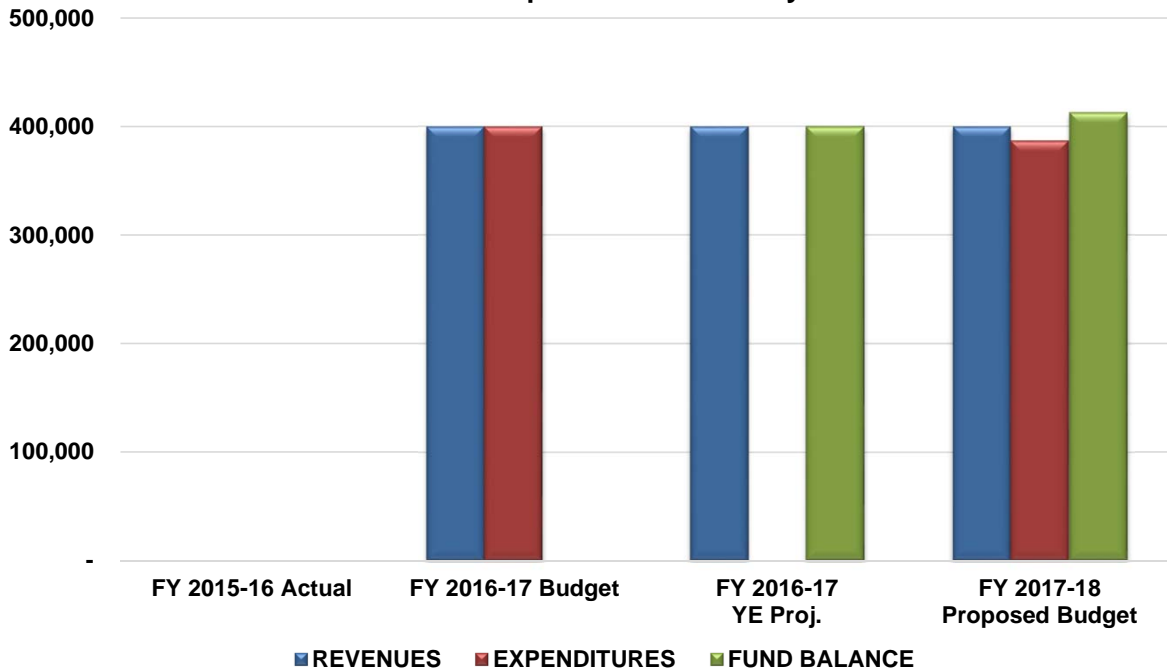
| | | | | | |
|--------------------------|-------------|-------------------|-------------|-------------------|-----------------|
| Personnel services | \$ - | \$ - | \$ - | \$ - | - |
| Operations & maintenance | - | - | - | - | - |
| Services & other | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers to other funds | - | - | - | - | - |
| Capital outlay | - | 400,000 | - | 387,100 | (12,900) |
| TOTAL | \$ - | \$ 400,000 | \$ - | \$ 387,100 | (12,900) |

FACILITY CAPITAL REPLACEMENT FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ - | \$ 400,000 | \$ 400,100 | \$ 400,100 | 100 |
| EXPENDITURES | - | 400,000 | - | 387,100 | (12,900) |
| VARIANCE | - | - | 400,100 | 13,000 | 13,000 |
| FUND BALANCE | \$ - | \$ - | \$ 400,100 | \$ 413,100 | 413,100 |

Fleet Replacement Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <i>BY POSITION TITLE:</i> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



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CIP BUDGET

The Capital Improvement Project (CIP) Budget describes the large, multi-year projects which provide new or improved City infrastructure. The City has five CIP funds related to Street projects, Park and Recreation projects, Facilities 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**

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.

CHANGES TO CAPITAL IMPROVEMENT PROJECT FUNDS:

During FY 2015-16, the City re-structured the fund design to better distinguish between operating and capital project and to provide better transparency to citizens. Significant changes include:

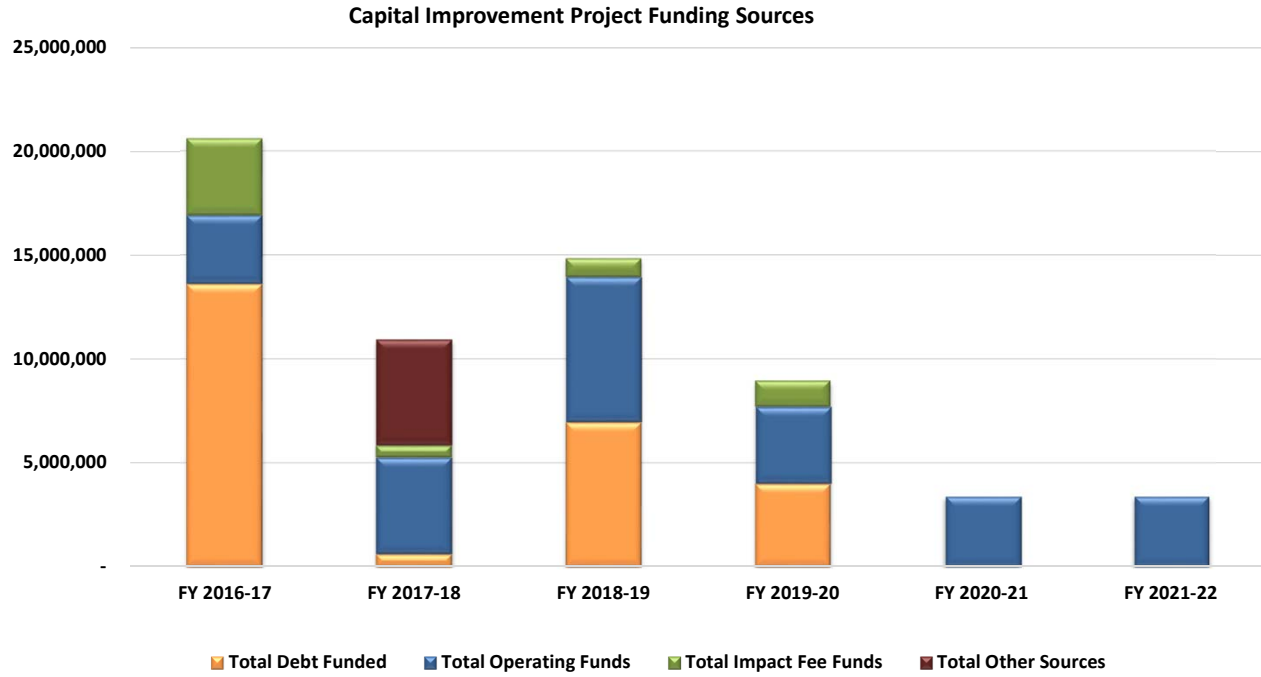
- Creation of a Street CIP with transfers from the Street Maintenance Sales Tax Fund and other applicable funding sources
- Creating a Parks CIP with transfers from the Keller Development Corporation and other applicable funding sources
- Creating a Facilities CIP with transfers from the General Fund and other applicable funding sources
- Creating a Water/Wastewater CIP with transfers from Water/Wastewater Fund and other applicable funding sources
- Re-defining the Street Maintenance Sales Tax as a Special Revenue Fund in the operating fund rather than a CIP
- Re-defining the Fleet Replacement Fund as an internal services fund in the operating budget rather than a CIP
- Re-defining the Park Development Fee Fund as an Impact Fee Fund, a non-operating fund rather than a CIP
- Financial Policies have been updated to state that operating projects will transfer capital project costs to a related CIP rather than carry them as designated fund balance. Project savings will either be returned to the original funding source or used to offset overages in similar projects.
- Financial Policies have been updated to state that capital projects are adopted on a project-life basis and not annual basis to allow for project completion over multiple years. This eliminates the need to provide re-appropriation of prior approved budget.

CAPITAL IMPROVEMENT FUNDING SUMMARY

| | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | % of Total |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Revenues | | | | | | | |
| Debt Funded | | | | | | | |
| General Debt | 5,094,733 | - | - | - | - | - | 8.2% |
| Self-Supporting Debt | 8,500,000 | 600,000 | 6,969,295 | 4,000,000 | - | - | 32.3% |
| Total Debt Funded | \$ 13,594,733 | \$ 600,000 | \$ 6,969,295 | \$ 4,000,000 | \$ - | \$ - | 40.5% |
| Operating Funds | | | | | | | |
| General Fund | 430,000 | 761,250 | 1,192,500 | 711,250 | 480,000 | 480,000 | 6.5% |
| Street Maintenance Fund | 1,075,000 | 1,496,250 | 1,727,500 | 1,496,250 | 1,400,000 | 1,400,000 | 13.8% |
| KDC Fund | 420,000 | 1,060,903 | 2,822,603 | 350,000 | 350,000 | 350,000 | 8.6% |
| KCCPD Fund | - | - | - | - | - | - | 0.0% |
| Water and Wastewater Fund | 875,000 | 1,150,000 | 1,025,000 | 950,000 | 950,000 | 950,000 | 9.5% |
| Drainage Utility Fund | 500,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 2.4% |
| Total Operating Funds | \$ 3,300,000 | \$ 4,668,403 | \$ 6,967,603 | \$ 3,707,500 | \$ 3,380,000 | \$ 3,380,000 | 40.9% |
| Impact Fee Funds | | | | | | | |
| Park Development Fees | - | - | - | - | - | - | 0.0% |
| Roadway Impact Fees | - | 462,500 | - | 462,500 | - | - | 1.5% |
| Water Impact Fees | 2,914,485 | 100,000 | 900,000 | 800,000 | - | - | 7.6% |
| Wastewater Impact Fees | 785,000 | - | - | - | - | - | 1.3% |
| Total Impact Fee Funds | \$ 3,699,485 | \$ 562,500 | \$ 900,000 | \$ 1,262,500 | \$ - | \$ - | 10.3% |
| Other Sources | | | | | | | |
| Grant Revenue | - | 4,000,000 | - | - | - | - | 6.4% |
| Interest Income | - | - | - | - | - | - | 0.0% |
| Other Sources | - | 1,100,000 | - | - | - | - | 1.8% |
| Unfunded | - | - | - | - | - | - | 0.0% |
| Total Other Sources | \$ - | \$ 5,100,000 | \$ - | \$ - | \$ - | \$ - | 8.2% |
| TOTAL | \$20,594,218 | \$10,930,903 | \$14,836,898 | \$ 8,970,000 | \$ 3,380,000 | \$ 3,380,000 | 100.0% |

CAPITAL IMPROVEMENT PROJECT FUNDS

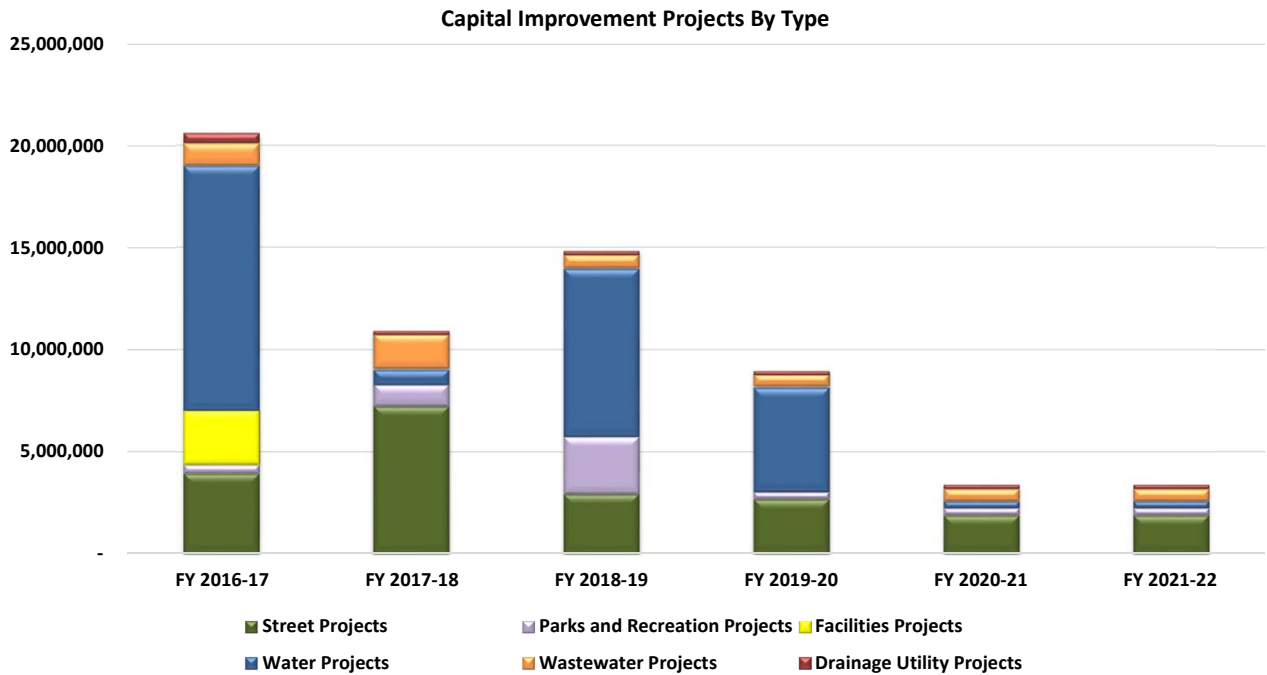
CAPITAL IMPROVEMENT FUNDING SUMMARY (CONTINUED)



CAPITAL IMPROVEMENT PROJECT FUNDS

CAPITAL IMPROVEMENT PROJECT TYPE SUMMARY

| | <u>FY 2016-17</u> | <u>FY 2017-18</u> | <u>FY 2018-19</u> | <u>FY 2019-20</u> | <u>FY 2020-21</u> | <u>FY 2021-22</u> | <u>% of Total</u> |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Street Projects | 3,927,979 | 7,220,000 | 2,920,000 | 2,670,000 | 1,880,000 | 1,880,000 | 33.0% |
| Parks and Recreation Projects | 420,000 | 1,060,903 | 2,822,603 | 350,000 | 350,000 | 350,000 | 8.6% |
| Facilities Projects | 2,671,754 | - | - | - | - | - | 4.3% |
| Water Projects | 11,974,485 | 750,000 | 8,219,295 | 5,150,000 | 350,000 | 350,000 | 43.2% |
| Wastewater Projects | 1,100,000 | 1,700,000 | 675,000 | 600,000 | 600,000 | 600,000 | 8.5% |
| Drainage Utility Projects | 500,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 2.4% |
| TOTAL | \$20,594,218 | \$10,930,903 | \$14,836,898 | \$ 8,970,000 | \$ 3,380,000 | \$ 3,380,000 | 100.0% |



City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | | | | |
|--|----------------------|------------------|-------------|--------------------|---------------------|-------------|---------------------|-------------|--------------|-----------------|-------------|-------------|-------------|-------------|-------------------|-------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | | | | |
| Alta Vista 30" Transmission Main (Construction) | 1,042,715 | | | | 1,042,715 | | | | | | | | | | | | |
| Alta Vista Pump Station | 778,505 | | | | 778,505 | | | | | | | | | | | | |
| N. Main St. 8" Water Line (Tommy Tackett Addition) | 50,000 | | | | 50,000 | | | | | | | | | | | | |
| N. Elm St. 8" Water Line (Design) | 25,000 | | | | | | | | | | | | | | 25,000 | | |
| Water Service Replacements | 25,000 | | | | | | | | | | | | | | 25,000 | | |
| Large Valve Replacements | 25,000 | | | | | | | | | | | | | | 25,000 | | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | | | | | 150,000 | | |
| TOTAL FY 2016 WATER SYSTEM | \$ 2,096,220 | \$ - | \$ - | \$ - | \$ 1,871,220 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 225,000 | \$ - | \$ - |
| Large Valve Replacements | 125,000 | | | | | | | | | | | | | | 125,000 | | |
| Alta Vista 30" Transmission Main (Construction) | 4,579,485 | | | | 2,949,485 | | 1,630,000 | | | | | | | | | | |
| Alta Vista Pump Station | 1,630,000 | | | | | | 1,630,000 | | | | | | | | | | |
| FW 48" Transmission Main | 1,240,000 | | | | | | 1,240,000 | | | | | | | | | | |
| SWIFT Projects | 4,000,000 | | | | | | 4,000,000 | | | | | | | | | | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | | | | | 150,000 | | |
| N. Main St. 8" Water Line (Tommy Tackett Addition) | 150,000 | | | | 150,000 | | | | | | | | | | | | |
| Update Water Masterplan | 100,000 | | | | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2017 WATER SYSTEM | \$ 11,974,485 | \$ - | \$ - | \$ - | \$ 3,099,485 | \$ - | \$ 8,500,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 375,000 | \$ - | \$ - |
| Water Service Replacements | 25,000 | | | | | | | | | | | | | | 25,000 | | |
| Large Valve Replacements | 25,000 | | | | | | | | | | | | | | 25,000 | | |
| N. Elm St. 8" Water Line (Construction) | 200,000 | | | | | | | | | | | | | | 200,000 | | |
| N. Main St. 8" Water Line (Tommy Tackett Addition) | 150,000 | | | | | | | | | | | | | | 150,000 | | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | | | | | 150,000 | | |
| Chisholm Tr. Water Tank Removal | 100,000 | | | | | | | | | | | | | | 100,000 | | |
| Hwy. 377 12" Water Lines | 100,000 | | | | 100,000 | | | | | | | | | | | | |
| Alta Vista Pump Station Construction | - | | | | | | | | | | | | | | | | |
| TOTAL FY 2018 WATER SYSTEM | \$ 750,000 | \$ - | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 650,000 | \$ - | \$ - |

WATER SYSTEM

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | |
|---|---------------------|------------------|-------------|--------------------|---------------------|---------------|---------------------|-------------------|--------------|-------------|-------------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | Park Land Ded | | KDC | Street Maint | KCCPD | W/WW Funds | Drainage |
| Water Service Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Large Valve Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | 150,000 | |
| Hwy. 377 12" Water Lines | 900,000 | | | | 900,000 | | | | | | | |
| Alta Vista 30" Transmission Main (Construction) | 2,107,800 | | | | | | 2,107,800 | | | | | |
| Alta Vista Pump Station | 4,861,495 | | | | | | 4,861,495 | | | | | |
| TOTAL FY 2019 WATER SYSTEM | \$ 8,219,295 | \$ - | \$ - | \$ - | \$ 900,000 | \$ - | \$ 6,969,295 | \$ - | \$ - | \$ - | \$ 350,000 | \$ - |
| Water Service Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Large Valve Replacements | 100,000 | | | | | | | | | | 100,000 | |
| SWIFT | 4,000,000 | | | | | | 4,000,000 | | | | | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | 150,000 | |
| Johnson Rd. 12" Water Lines | 800,000 | | | | 800,000 | | | | | | | |
| TOTAL FY 2020 WATER SYSTEM | \$ 5,150,000 | \$ - | \$ - | \$ - | \$ 800,000 | \$ - | \$ 4,000,000 | \$ - | \$ - | \$ - | \$ 350,000 | \$ - |
| Water Service Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Large Valve Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | 150,000 | |
| TOTAL FY 2021 WATER SYSTEM | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ - |
| Water Service Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Large Valve Replacements | 100,000 | | | | | | | | | | 100,000 | |
| Water Utility Relocations - Street Projects | 150,000 | | | | | | | | | | 150,000 | |
| TOTAL FY 2022 WATER SYSTEM | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ - |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | |
|---|----------------------|------------------|-------------|--------------------|---------------------|-------------|-------------------|---------------------|--------------|-------------------|-------------------|-------------|---------------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds |
| FM 1709 and Keller Smithfield Road Intersection | 250,000 | - | - | - | - | - | - | - | - | - | - | - | 250,000 |
| FM 1709 and Rufe Snow Drive Intersection | 250,000 | - | - | - | - | - | - | - | - | - | - | - | 250,000 |
| FM 1938 Ext. | 41,510 | - | - | 35,915 | - | - | - | - | - | 5,595 | - | - | - |
| Sidewalk Construction | 30,000 | - | - | - | - | - | - | 30,000 | - | - | - | - | - |
| Keller Wall Price Road Improvements | 1,071,320 | - | - | - | - | - | - | 300,000 | - | 200,000 | - | - | 571,320 |
| Keller Hicks Quiet Zone / Road Widening Project (with Old Town Keller Improvements) | 267,841 | - | - | - | - | - | - | - | - | - | - | - | 267,841 |
| 2015 Street Reconstruction Project | 4,250,000 | - | - | 185,000 | - | - | - | 1,345,000 | - | 215,000 | - | - | 2,505,000 |
| Mt. Gilead and US 377 Intersection Improvement | 1,150,000 | - | - | - | - | - | - | 1,000,000 | - | 150,000 | - | - | - |
| Tarrant County Street Reconstruction | 34,180 | - | - | - | - | - | - | 34,180 | - | - | - | - | - |
| 2016 Street Reconstruction Project | 350,000 | - | - | - | - | - | - | - | - | - | - | - | 350,000 |
| 2017 Street Reconstruction Project | 1,249,765 | - | - | - | - | - | - | 1,149,765 | - | 100,000 | - | - | - |
| 2017 Street Reconstruction Project | 75,000 | - | - | - | - | - | - | 75,000 | - | - | - | - | - |
| Portal Signs | 200,250 | - | - | - | - | - | - | - | - | - | - | - | 200,250 |
| Old Town Keller RR Tunnel | 4,000,000 | - | - | - | - | - | - | - | - | - | - | - | 4,000,000 |
| TOTAL FY 2016 STREET SYSTEM | \$ 13,219,866 | \$ - | \$ - | \$ 220,915 | \$ - | \$ - | \$ - | \$ 3,933,945 | \$ - | \$ 455,595 | \$ 215,000 | \$ - | \$ 8,394,411 |
| Sidewalk Construction | 80,000 | - | - | - | - | - | - | - | - | - | - | - | 80,000 |
| Keller Hicks Quiet Zone/Improvements | 1,927,159 | - | - | - | 1,927,159 | - | - | - | - | - | - | - | - |
| Mt. Gilead and US 377 Intersection Improvement | 495,820 | - | - | - | 495,820 | - | - | - | - | - | - | - | - |
| Tarrant County Street Reconstruction | 350,000 | - | - | - | - | - | - | - | - | - | - | - | 350,000 |
| 2017 Street Reconstruction Project | 1,000,000 | - | - | - | - | - | - | 1,000,000 | - | - | - | - | - |
| 2018 Street Reconstruction Project | 75,000 | - | - | - | - | - | - | 75,000 | - | - | - | - | - |
| TOTAL FY 2017 STREET SYSTEM | \$ 3,927,979 | \$ - | \$ - | \$ - | \$ 2,422,979 | \$ - | \$ - | \$ 1,075,000 | \$ - | \$ - | \$ - | \$ - | \$ 430,000 |

STREET SYSTEM

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | |
|---|---------------------|---------------------|-------------------|--------------------|---------------------|-------------|-------------------|---------------------|--------------|-----------------|-------------|-------------|---------------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds |
| Johnson Road/Kellersmithfield Traffic | 925,000 | | | 462,500 | | | | 231,250 | | | | | 231,250 |
| FM 1709 and Keller Smithfield Road Intersection | 2,250,000 | 2,000,000 | 250,000 | | | | | | | | | | |
| FM 1709 and Rufe Snow Drive Intersection | 2,250,000 | 2,000,000 | 250,000 | | | | | | | | | | |
| Tarrant County Street Reconstruction | 350,000 | | | | | | | | | | | | 350,000 |
| 2018 Street Reconstruction Project | 1,190,000 | | | | | | | 1,190,000 | | | | | |
| 2019 Street Reconstruction Project | 75,000 | | | | | | | 75,000 | | | | | |
| N/S Portal Signs | 50,000 | | | | | | | | | | | | 50,000 |
| Sidewalk Construction | 30,000 | | | | | | | | | | | | 30,000 |
| Sidewalk Repair | 100,000 | | | | | | | | | | | | 100,000 |
| TOTAL FY 2018 STREET SYSTEM | \$ 7,220,000 | \$ 4,000,000 | \$ 500,000 | \$ 462,500 | \$ - | \$ - | \$ - | \$ 1,496,250 | \$ - | \$ - | \$ - | \$ - | \$ 761,250 |
| Johnson Road/Keller Smithfield Roundabout | - | | | | | | | | | | | | |
| Bear Creek / Whitley Roundabout | 925,000 | | | | | | | 462,500 | | | | | 462,500 |
| N/S Portal Signs | 250,000 | | | | | | | | | | | | 250,000 |
| Tarrant County Street Reconstruction | 350,000 | | | | | | | | | | | | 350,000 |
| 2019 Street Reconstruction Project | 1,190,000 | | | | | | | 1,190,000 | | | | | |
| 2020 Street Reconstruction Project | 75,000 | | | | | | | 75,000 | | | | | |
| Sidewalk Construction | 30,000 | | | | | | | | | | | | 30,000 |
| Sidewalk Repair | 100,000 | | | | | | | | | | | | 100,000 |
| TOTAL FY 2019 STREET SYSTEM | \$ 2,920,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,727,500 | \$ - | \$ - | \$ - | \$ - | \$ 1,192,500 |
| Tarrant County Street Reconstruction | 350,000 | | | | | | | | | | | | 350,000 |
| Bear Creek / Whitley Roundabout | - | | | | | | | | | | | | |
| Bear Creek / Keller Smithfield Roundabout | 925,000 | | | 462,500 | | | | 231,250 | | | | | 231,250 |
| 2020 Street Reconstruction Project | 1,190,000 | | | | | | | 1,190,000 | | | | | |
| 2021 Street Reconstruction Project | 75,000 | | | | | | | 75,000 | | | | | |
| Sidewalk Construction | 30,000 | | | | | | | | | | | | 30,000 |
| Sidewalk Repair | 100,000 | | | | | | | | | | | | 100,000 |
| TOTAL FY 2020 STREET SYSTEM | \$ 2,670,000 | \$ - | \$ - | \$ 462,500 | \$ - | \$ - | \$ - | \$ 1,496,250 | \$ - | \$ - | \$ - | \$ - | \$ 711,250 |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | |
|---|---------------------|------------------|-------------------|--------------------|---------------------|-------------|-------------------|-------------|--------------|-----------------|-------------|-------------------|-------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | |
| WASTEWATER SYSTEM | | | | | | | | | | | | | | |
| US 377 Sanitary Sewer Project - Feasibility Study | 30,000 | | | | | | | | | | | 30,000 | | |
| Shady Hollow Lift Station Improvements | 100,000 | | | | | | | | | | | 100,000 | | |
| Big Bear East Collector Line Improvements | 259,805 | | | | 49,750 | | | | | | | 210,055 | | |
| Katy Road - Impact Fee Only | 731,675 | | | | 731,675 | | | | | | | | | |
| Marshall Branch - Impact Fee Only | 745,220 | | | | 745,220 | | | | | | | | | |
| SS Pipe Bursting Project (construction) | 250,000 | | | | | | | | | | | 250,000 | | |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2016 WASTEWATER SYSTEM | \$ 2,216,700 | \$ - | \$ - | \$ - | \$ 1,526,645 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 690,055 | \$ - | \$ - |
| FM 1709 SS Extension | 600,000 | | | | 600,000 | | | | | | | | | |
| SS Evaluation Study | 200,000 | | | | | | | | | | | 200,000 | | |
| SS Pipe Bursting Project (construction) | 300,000 | | | | | | | | | | | 300,000 | | |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2017 WASTEWATER SYSTEM | \$ 1,200,000 | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - |
| US 377 Sanitary Sewer Project (construction) | 1,200,000 | | | | | | 600,000 | | | | | | | |
| SS Evaluation Study | 100,000 | | | | | | | | | | | 100,000 | | |
| SS Pipe Bursting Project (construction) | 300,000 | | | | | | | | | | | 300,000 | | |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2018 WASTEWATER SYSTEM | \$ 1,700,000 | \$ - | \$ 600,000 | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ 500,000 | \$ - | \$ - |
| SS Pipe Bursting Project | 500,000 | | | | | | | | | | | 500,000 | | |
| Big Bear West Interceptor Line Replacement | 75,000 | | | | | | | | | | | 75,000 | | |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2019 WASTEWATER SYSTEM | \$ 675,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 675,000 | \$ - | \$ - |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | 100,000 | | |
| Big Bear West Interceptor Line Replacement | 500,000 | | | | | | | | | | | 500,000 | | |
| TOTAL FY 2020 WASTEWATER SYSTEM | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | | | |
|--|-------------------|------------------|-------------|--------------------|---------------------|-------------|-------------------|-------------|--------------|-----------------|-------------|-------------|-------------|-------------------|-------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | | | |
| | | | | | | | | | | | | | | | | |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | | | | | |
| 2021 Pipe Bursting project | 500,000 | | | | | | | | | | | | | | | |
| TOTAL FY 2021 WASTEWATER SYSTEM | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - |
| SS Utility Relocations - Street Projects | 100,000 | | | | | | | | | | | | | | | |
| 2022 Pipe Bursting project | 500,000 | | | | | | | | | | | | | | | |
| TOTAL FY 2022 WASTEWATER SYSTEM | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | \$ - | \$ - |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | |
|---------|----------------|------------------|-------|--------------------|---------------------|------|-------------------|-----|--------------|-----------------|------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds |

DRAINAGE UTILITY SYSTEM

| | | | | | | | | | | | | | |
|---|---------------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|------------------|
| Bandit Trail Drainage Project | 149,500 | - | - | - | - | - | - | - | - | - | - | 125,000 | 24,500 |
| Union Church Drainage Project | 6,200 | - | - | - | - | - | - | - | - | - | - | - | 6,200 |
| Sports Park / Arena Road Culvert Replacement | 600,000 | - | - | - | - | - | - | - | - | - | - | 600,000 | - |
| Unanticipated Drainage Projects - Balance | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| Unanticipated Drainage Projects - Williamsburg / Barbara Lane Drainage Project (Design) | 120,000 | - | 120,000 | - | - | - | - | - | - | - | - | - | - |
| TOTAL FY 2016 DRAINAGE UTILITY SYSTEM | \$ 1,125,700 | \$ - | \$ 120,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 975,000 | \$ 30,700 |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| Barbara Lane Drainage Project (Construction) | 300,000 | - | - | - | - | - | - | - | - | - | - | 300,000 | - |
| TOTAL FY 2017 DRAINAGE UTILITY SYSTEM | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500,000 | \$ - |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| TOTAL FY 2018 DRAINAGE UTILITY SYSTEM | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ - |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| TOTAL FY 2019 DRAINAGE UTILITY SYSTEM | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ - |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| TOTAL FY 2020 DRAINAGE UTILITY SYSTEM | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ - |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| TOTAL FY 2021 DRAINAGE UTILITY SYSTEM | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ - |

| | | | | | | | | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------|
| Unanticipated Drainage Projects | 200,000 | - | - | - | - | - | - | - | - | - | - | 200,000 | - |
| TOTAL FY 2022 DRAINAGE UTILITY SYSTEM | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ - |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | |
|---------------------------------|---------------------|------------------|-------------|--------------------|---------------------|-------------|---------------------|-------------|--------------|-----------------|-------------|-------------------|-------------|---------------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | |
| Senior Center Remodel | 49,610 | | | | | | | | | | | | | 49,610 |
| Economic Development Incentives | 1,500,000 | | | | | | | | | | | | | 1,500,000 |
| MSC Improvements | 100,000 | | | | | | | | | | | 100,000 | | |
| TOTAL FY 2016 FACILITIES | \$ 1,649,610 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000 | \$ - | \$ 1,549,610 |
| FACILITIES | | | | | | | | | | | | | | |
| Fire Station Rehab & Bays | 2,671,754 | | | | | | 2,671,754 | | | | | | | |
| TOTAL FY 2017 FACILITIES | \$ 2,671,754 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,671,754 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | |
|---|---------------------|------------------|-------------|--------------------|---------------------|-------------------|-------------------|---------------------|--------------|-----------------|-------------|-------------|-------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | |
| Trail Canopy Extension Phase II | 50,000 | - | - | - | - | - | - | 50,000 | - | - | - | - | - | - |
| Overton Park Design | 45,630 | - | - | - | - | - | - | 45,630 | - | - | - | - | - | - |
| Mileston Park Design | 74,370 | - | - | - | - | - | - | 74,370 | - | - | - | - | - | - |
| Keller Smithfield Activity Node | 100,000 | - | - | - | - | - | - | 100,000 | - | - | - | - | - | - |
| Design and Construction Fees | 300,000 | - | - | - | - | - | - | 300,000 | - | - | - | - | - | - |
| Dog Park | 110,000 | - | - | - | - | - | - | 110,000 | - | - | - | - | - | - |
| Mower Replacement | 61,260 | - | - | - | - | - | - | 61,260 | - | - | - | - | - | - |
| Sports Park Design | 180,000 | - | - | - | - | - | - | 180,000 | - | - | - | - | - | - |
| Misc. Park Improvements | 903,240 | - | - | - | 903,240 | - | - | - | - | - | - | - | - | - |
| Trail System Expansion | 250,000 | - | - | - | - | - | - | 250,000 | - | - | - | - | - | - |
| Matching Grant Program | 100,000 | - | - | - | - | - | - | 100,000 | - | - | - | - | - | - |
| TOTAL FY 2016 KELLER DEVELOPMENT | \$ 2,174,500 | \$ - | \$ - | \$ - | \$ - | \$ 903,240 | \$ - | \$ 1,271,260 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Senior Center Needs Study | 70,000 | - | - | - | - | - | - | 70,000 | - | - | - | - | - | - |
| Trail System Expansion | 250,000 | - | - | - | - | - | - | 250,000 | - | - | - | - | - | - |
| Matching Grant Program | 100,000 | - | - | - | - | - | - | 100,000 | - | - | - | - | - | - |
| TOTAL FY 2017 KELLER DEVELOPMENT | \$ 420,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 420,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Milestone Park Development | 710,903 | - | - | - | - | - | - | 710,903 | - | - | - | - | - | - |
| Parks Capital Replacement Program | 100,000 | - | - | - | - | - | - | 100,000 | - | - | - | - | - | - |
| Trail System Expansion | 250,000 | - | - | - | - | - | - | 250,000 | - | - | - | - | - | - |
| TOTAL FY 2018 KELLER DEVELOPMENT | \$ 1,060,903 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,060,903 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Overton Ridge Park Development | 2,472,603 | - | - | - | - | - | - | 2,472,603 | - | - | - | - | - | - |
| Parks Capital Replacement Program | 250,000 | - | - | - | - | - | - | 250,000 | - | - | - | - | - | - |
| Trail System Expansion | 100,000 | - | - | - | - | - | - | 100,000 | - | - | - | - | - | - |
| TOTAL FY 2019 KELLER DEVELOPMENT | \$ 2,822,603 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,822,603 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

KELLER DEVELOPMENT CORPORATION

City of Keller 5-year CIP Schedule

| Project | Estimated Cost | RESTRICTED FUNDS | | IMPACT FEES | | Debt | SALES TAX OPTIONS | | | OPERATING FUNDS | | | | |
|---|----------------------|---------------------|---------------------|--------------------|---------------------|---------------------|----------------------|---------------------|----------------------|-----------------|---------------------|---------------------|----------------------|-------------|
| | | Grant | Other | Street Impact Fees | Utility Impact Fees | | Park Land Ded | KDC | Street Maint | KCCPD | W/WW Funds | Drainage | GF Funds | |
| | | | | | | | | | | | | | | |
| Parks Capital Replacement Program | 100,000 | | | | | | | | | | | | | |
| Trail System Expansion | 250,000 | | | | | | | | | | | | | |
| TOTAL FY 2020 KELLER DEVELOPMENT | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Parks Capital Replacement Program | 100,000 | | | | | | | | | | | | | |
| Trail System Expansion | 250,000 | | | | | | | | | | | | | |
| TOTAL FY 2021 KELLER DEVELOPMENT | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Parks Capital Replacement Program | 100,000 | | | | | | | | | | | | | |
| Trail System Expansion | 250,000 | | | | | | | | | | | | | |
| TOTAL FY 2022 KELLER DEVELOPMENT | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL ALL PROJECTS AND YEARS | \$ 97,818,058 | \$ 4,000,000 | \$ 7,376,874 | \$ 925,000 | \$ 9,827,265 | \$ 1,803,240 | \$ 28,636,653 | \$ 8,734,780 | \$ 12,613,125 | \$ - | \$ 8,035,650 | \$ 2,780,000 | \$ 14,029,721 | \$ - |



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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 information purposes only. In prior years, the Parkland Dedication and Roadway Impact Fee funds were considered part of the CIP budget.



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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

| REVENUES: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-----------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Park Development Fees | \$ 41,523 | \$ - | \$ 58,379 | \$ - | \$ - |
| Oil and Gas Royalty Revenue | 79,111 | - | - | - | - |
| Interest Earnings | 702 | - | 3,106 | - | - |
| TOTAL | \$ 121,336 | \$ - | \$ 61,485 | \$ - | \$ - |

EXPENDITURE SUMMARY

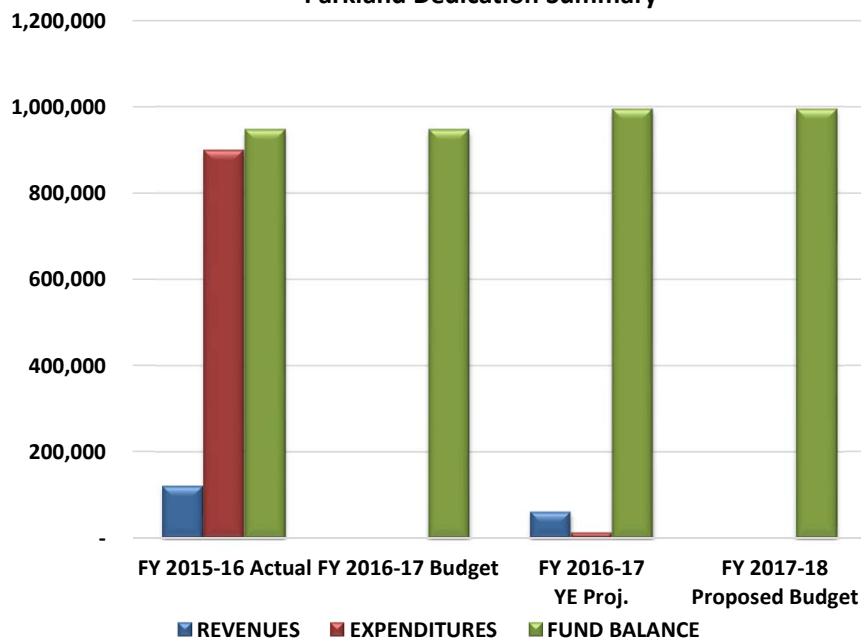
| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Park Improvements/ Land Acquisition | \$ 901,055 | \$ - | \$ 13,958 | \$ - | \$ - |
| TOTAL | \$ 901,055 | \$ - | \$ 13,958 | \$ - | \$ - |

PARK DEVELOPMENT FEE FUND

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 121,336 | \$ - | \$ 61,485 | \$ - | \$ - |
| EXPENDITURES | 901,055 | - | 13,958 | - | - |
| VARIANCE | (779,719) | - | 47,527 | - | - |
| FUND BALANCE | \$ 947,969 | \$ 947,969 | \$ 995,496 | \$ 995,496 | \$ 47,527 |

Parkland Dedication Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>DEPARTMENT / DIVISION:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

ROADWAY IMPACT FEE

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

| REVENUES: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Roadway Impact Fees | \$ 935,904 | \$ - | \$ 324,849 | \$ - | \$ - |
| Interest Earnings | 18,152 | - | 18,199 | - | - |
| TOTAL | \$ 954,056 | \$ - | \$ 343,048 | \$ - | \$ - |

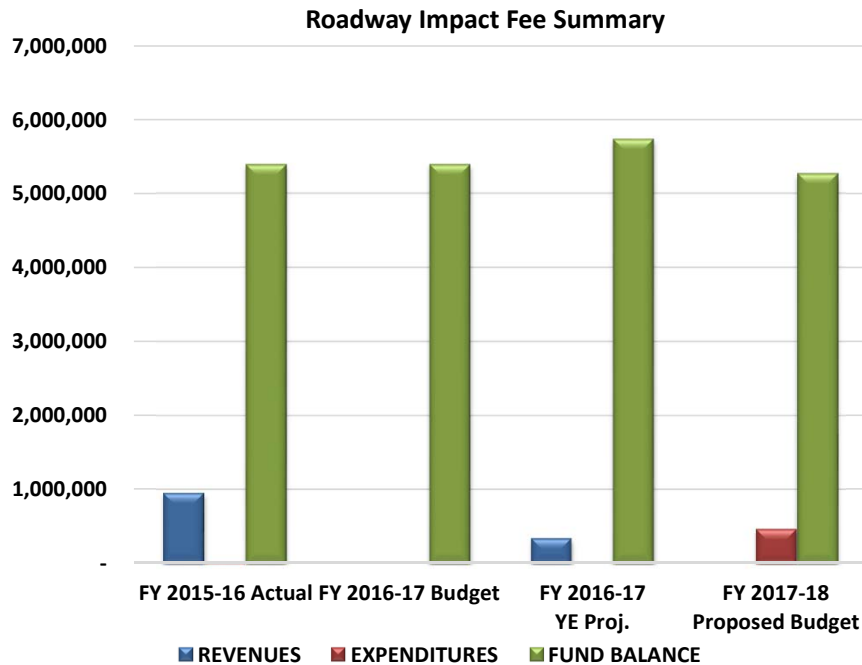
EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Street Improvements | \$ 23,199 | \$ - | \$ - | \$ 462,500 | \$ 462,500 |
| TOTAL | \$ 23,199 | \$ - | \$ - | \$ 462,500 | \$ 462,500 |

ROADWAY IMPACT FEE

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 954,056 | \$ - | \$ 343,048 | \$ - | \$ - |
| EXPENDITURES | 23,199 | - | - | 462,500 | 462,500 |
| VARIANCE | 930,857 | - | 343,048 | (462,500) | (462,500) |
| FUND BALANCE | \$ 5,389,944 | \$ 5,389,944 | \$ 5,732,992 | \$ 5,270,492 | \$ (119,452) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>DEPARTMENT / DIVISION:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

WATER IMPACT FEE

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

| REVENUES: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water Impact Fees | \$ 286,840 | \$ - | \$ 243,404 | \$ - | \$ - |
| I/G Rev - Town of Westlake | 119,879 | - | - | - | - |
| Interest Earnings | 9,986 | - | 14,035 | - | - |
| TOTAL | \$ 416,704 | \$ - | \$ 257,439 | \$ - | \$ - |

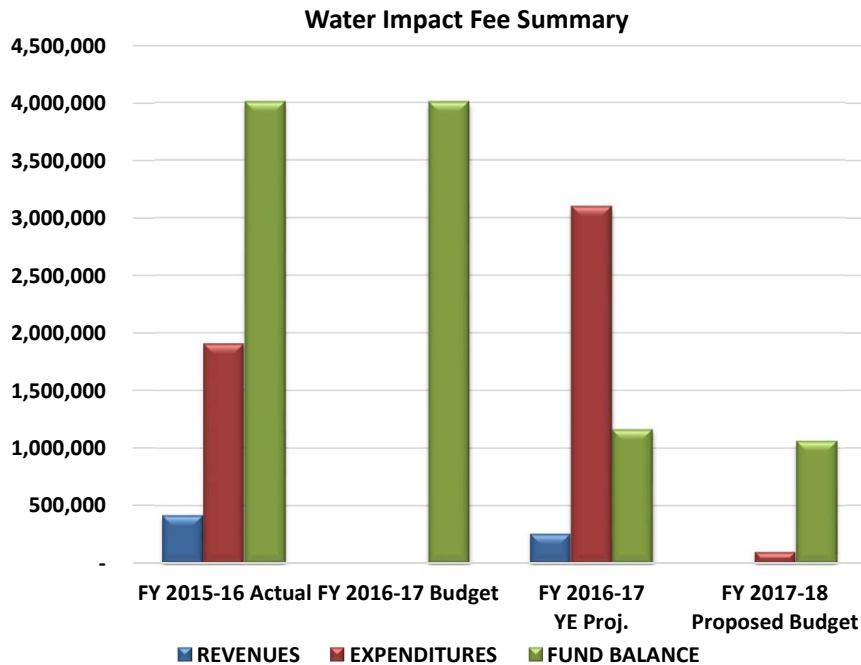
EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Water Improvements | \$ 1,907,135 | \$ - | \$ 3,099,485 | \$ 100,000 | \$ 100,000 |
| TOTAL | \$ 1,907,135 | \$ - | \$ 3,099,485 | \$ 100,000 | \$ 100,000 |

WATER IMPACT FEE

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 416,704 | \$ - | \$ 257,439 | \$ - | \$ - |
| EXPENDITURES | 1,907,135 | - | 3,099,485 | 100,000 | 100,000 |
| VARIANCE | (1,490,431) | - | (2,842,046) | (100,000) | (100,000) |
| FUND BALANCE | \$ 4,009,450 | \$ 4,009,450 | \$ 1,167,404 | \$ 1,067,404 | \$ (2,942,046) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|--------------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| <u>DEPARTMENT / DIVISION:</u> | | | | | |
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |

WASTEWATER IMPACT FEE

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

| REVENUES: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Wastewater Impact Fees | \$ 232,040 | \$ - | \$ 181,266 | \$ - | \$ - |
| Interest Earnings | 15,264 | - | 14,299 | - | - |
| TOTAL | \$ 247,304 | \$ - | \$ 195,565 | \$ - | \$ - |

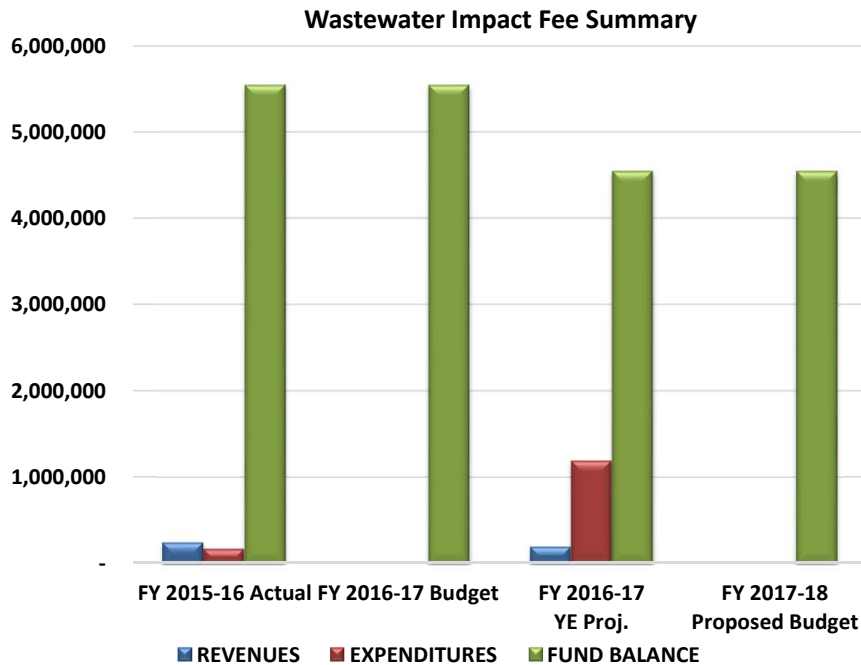
EXPENDITURE SUMMARY

| EXPENDITURES BY DIVISION: | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|----------------------------------|------------------------------|------------------------------|--------------------------------|---|---------------------------------|
| Wastewater Improvements | \$ 172,845 | \$ - | \$ 1,190,734 | \$ - | \$ - |
| TOTAL | \$ 172,845 | \$ - | \$ 1,190,734 | \$ - | \$ - |

WASTEWATER IMPACT FEE

FUND BALANCE SUMMARY

| | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|---------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| REVENUES | \$ 247,304 | \$ - | \$ 195,565 | \$ - | \$ - |
| EXPENDITURES | 172,845 | - | 1,190,734 | - | - |
| VARIANCE | 74,459 | - | (995,170) | - | - |
| FUND BALANCE | \$ 5,545,975 | \$ 5,545,975 | \$ 4,550,805 | \$ 4,550,805 | \$ (995,170) |



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

| <u>DEPARTMENT / DIVISION:</u> | FY 2015-16 Actual | FY 2016-17 Budget | FY 2016-17 YE Proj. | FY 2017-18 Proposed Budget | Budget Variance (\$) |
|-------------------------------|----------------------|----------------------|------------------------|----------------------------------|-------------------------|
| No personnel for this fund | - | - | - | - | - |
| TOTAL | - | - | - | - | - |



APPENDIX

The appendix provides additional information regarding the budget, historical financial information, and the City financial structure. Included in this section are basis for accounting, fund accounting, financial policies, various property tax analysis, sales tax analysis, summary of FTEs, property tax analysis, sales tax analysis, and a glossary.

City of **KELLER**



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KELLER FEE SCHEDULE FY 2017-18

Sec. 1 - Building Services

Residential Building

\$1-\$500 construction value (cv) - \$23.50

\$501-\$2,000 cv – \$23.50 for the first \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000

\$2,001-\$25,000 cv – \$69.25 for the first \$2,000, plus \$14 for each additional \$1,000 or fraction thereof to and including \$25,000

\$25,001-\$50,000 cv – \$391.25 for the first \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50,000

\$50,001-\$100,000 cv – \$643.75 for the first \$50,000, plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000

\$100,001-\$500,000 cv – \$993.75 for the first \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000

\$500,001-\$1,000,000 cv – \$3,233.75 for the first \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000

\$1,000,001 and over cv – \$5,608.75 for the first \$1,000,000, plus \$3.65 for each additional \$1,000 or fraction thereof

Example: Value \$300,000, Square Foot Cost: \$112.65, Square Feet: 2,663
($\$5.60 \times 200 = \$1,120 + \$993.75 = \$2,113.75$)

Residential Additions

Same as Proposed Residential Building

Example: Value: \$49,000, Square Foot Cost: \$112.65, Square Feet: 434.97
($\$10.10 \times 24 = \$242.40 + \$391.25 = \633.65)

Residential Alterations

Same as Proposed Residential Building

Example: Value: \$49,000, Square Foot Cost: \$112.65, Square Feet: 434.97
($\$10.10 \times 24 = \$242.40 + \$391.25 = \633.65)

Accessory Buildings

Same as Proposed Residential Building

Example: Value: \$25,000, Square Foot Cost: \$112.65, Square Feet: 222.22
($\$14 \times 23 = \$322 + \$69.25 = \391.25)

Building Permit Fees – Commercial

\$23.50 \$1-\$500 construction value (cv)

\$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;

\$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;

KELLER FEE SCHEDULE FY 2017-18

Building Permit Fees – Commercial (cont.)

\$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;

\$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;

\$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;

\$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;

\$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;

Commercial (new construction, additions and alterations) -

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).

Certificate of Occupancy

\$50

*Only charged when no building permit is issued for construction.

Electrical Fee – Commercial

\$ 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

Misc. Electrical Permit

\$50/permit

*Only charged when no building permit is issued for construction

Grading Permit / Tree Removal –Non Building Permit Related

\$25 per lot – residential

\$100 per lot – commercial

\$25 per acre – agricultural / undeveloped

Mowing Fee

Actual cost for mowing property, plus \$250 administration fee

Lien Fee

Actual cost for filing lien, plus \$250 administration fee

KELLER FEE SCHEDULE FY 2017-18

| | |
|---|--|
| Fence Permit | \$50 \$0 (Replacement) |
| Mechanical (HVAC) Fee – Commercial | \$ 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 |
| Misc. Mechanical (HVAC) Permit | \$50/permit *Only charged when no building permit is issued for construction |
| Mobile/Manufactured Home | \$100/Permit to include utility connection inspections |
| Moving Permit | \$50/Permit |
| Plumbing Fee – Commercial | \$ 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 |
| Misc. Plumbing Permit | \$50/Permit – misc. plumbing (water heater/gas line to pool/spa) *Only charged when no building permit is issued for construction |
| Re-Inspection Fee | \$50 / for each additional re-inspection *Only assessed after an inspection fails more than once for the same violation |
| Sign Permit | \$50 per sign permit |
| Temporary Sign Permit | \$25 per sign |
| Pool Permit | \$500 / in-ground pools \$50 / above ground pools and spas/hot tubs |
| Temporary Building Permit | \$50.00 |
| Demolition Permit | \$50 |

KELLER FEE SCHEDULE FY 2017-18

| | |
|--|---|
| Sidewalks / Curb Cut Fees | Fees based on actual costs as derived from City's current miscellaneous concrete contract, maximum of \$1,500 |
| Supplemental Plan Review Fee | \$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 |
| Irrigation Permit | \$50 each – residential \$100 each – commercial |
| Miscellaneous Inspections | \$50 each |
| Lost Packet Fee | \$50 each |
| Map Printing Fees (new) | 11" x 17" = None 22" x 34" = \$15 24" x 36" = \$15 36" x 48" and larger = \$25 |
| Special Event Permit Fee | \$25 No permit costs for non-profits \$250 - Security deposit \$25 per hour / 2 hour min. – Maintenance Staff Supplies at cost plus 10% |
| Sec. 2 - Planning and Engineering | |
| Supplemental Plan Review Fee | \$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 |
| Resubmittal Fee | \$500 per resubmittal when plans are resubmitted and 30% or more previous comments have not been addressed. |
| Inspection Fee – Streets and Drainage | Four percent (4%) of construction value, plus \$60/hour overtime (as necessary) |
| Water and Sewer Inspection | Four percent (4%) of construction value, plus \$60/hour overtime (as necessary) |
| Water Service Tap/Meter (Corporate City Limits) | Short Tap and Meter Installation ¾" - \$450 ¾" - \$475 1" - \$500 1½ - \$900 2"*** - \$1,025 2" Compound Meter - \$2,325 |

KELLER FEE SCHEDULE FY 2017-18

**Water Service Tap/Meter
(Corporate City Limits)
(cont.)**

Long Tap and Meter Installation
 3/8" - \$800
 1/4" - \$825
 1" - \$850
 1 1/2" - \$1,275
 2"*** - \$1,425
 2" Compound Meter - \$2,725

Install meter only
 3/8" - \$275
 1/4" - \$300
 1" - \$325
 1 1/2" - \$725
 2"*** - \$775
 2" Compound Meter - \$2,075

* 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

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

3" or more—Actual meter cost plus service charge fees.

**Sewer Service Tap
(Corporate City Limits)**

\$350 – 4-inch tap within the City (if contractor required due to extenuating circumstances, contractor costs are to be borne by the applicant)

Actual cost – larger than 4-inch tap within the City

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

Water/Sewer Connection Bore Costs

Bore fee to apply as needed based on actual linear foot cost

Street Lights

\$10.50 per month per pole (maximum of 24 months)

Sanitary Sewer Camera Fee

\$225 each – per residential building permit

Old Town Keller Asphalt Parking

- Existing buildings/facilities – actual cost of materials
- New buildings/facilities and existing buildings/facilities with privately funded improvements exceeding \$50,000 – no cost

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

KELLER FEE SCHEDULE FY 2017-18

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|---|--|
| Miscellaneous right-of-way encroachment, dedication or abandonment | \$100 each |
| Miscellaneous easement dedication or abandonment | \$100 each |
| Preliminary Plat | N/A (see 'Plat' info below) |
| Final Plat | N/A (see 'Plat' info below) |
| Replat | \$400 per application plus \$20 per lot residential (exceeding one lot); \$350 per application for single family lot |
| Plat (Preliminary, Final, and Amended) | \$300 per application plus \$20 per lot residential (exceeding one lot); \$250 per application for single residential lot \$300 per application plus \$20 per acre for non-residential |
| Planned Development | \$400, plus \$10 per acre for planned development, planned development amendment and future land use plan amendment \$250 thoroughfare plan amendment |
| Specific Use Permit | \$350, plus \$10 per acre |
| Rezoning Application | \$350, plus \$10 per acre |
| Site Plan Application | \$300 application, plus \$10 per acre \$200 application for minor amendments to previously approved Site Plans |
| Variance Adjustment | \$200 application |
| Park Land Dedication | 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. |
| Appeal to Tree Board | Application - \$200 \$150 per caliper inch mitigation |
| Public Art Development Fee | .25% of Construction Value |
| Landscape/Screening Wall Plans | \$200 |
| Gas Well Permit Fee | \$10,000 per well bore |

KELLER FEE SCHEDULE FY 2017-18

Sec. 3 - Facility Rental Fees

Field Rentals

\$25 resident - 2 hour baseball & softball field plus \$20/2 hour for lights
\$100 non-resident - 2 hour baseball & softball field, plus \$20/2 hour for lights
\$50 per pad, per day for soccer pad, plus \$15/2 hour for lights
\$200 per pad for 5 days soccer pad, plus \$15/2 hour for lights
\$25 resident - 2 hr. multi use field, plus \$17/2 hour for lights
\$100 non-resident - 2 hour multi-use, field plus \$17/2 hour for lights

\$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 & operator fee, \$30/3 hour minimum

Refundable deposits - \$500 refundable security deposit for utilization of facility keys for Keller Sports Park

Stage Rental

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.

Note: Accessories are only available for rent in conjunction with stage rental.

- Decorative Stage Skirting, \$15 per day
- Audio/Light Technician Stage hand, \$45 per hour (when using lights and audio, a certified stage hand must be utilized.)
- Additional Audio/Light Technician Stage hand, \$25 per hour (when using lights and audio, a certified stage hand must be utilized.)
- Theater Lights, \$100 per day
- Portable Stage Sections, \$25 each per day (fee includes placement and removal.)

Picnic Facilities

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.

Sec. 4 - Sports Fees

Non-Resident Fee

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.

Sec. 5 - Facility Use Fees

Library Meeting Room Use

free - residents
\$25 for non-residents

Library Membership Fee

free - residents
\$25 for non-residents, per family / year
\$12.50 for non-resident seniors / year
\$ 0.50 replacement card fee

KELLER FEE SCHEDULE FY 2017-18

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|--|---|
| Library Microfilm/fiche and flash drives | \$0.10 per page for microfilm/fiche \$8.11 each for flash drives |
| Library Copy Machine | \$0.10 per page for photocopy \$0.10 per page for black laser printer \$0.25 per page for color laser printer |
| Library Fines | \$0.20 per day for Books, Audios, DVDs, Music CDs, Kits, Magazines Maximum late fees: \$3 – Magazines \$5 – Children and Juvenile books, Mass Market Paperbacks \$10 – Young Adult and Adult books, DVDs, Music CDs \$15 – Children, Juvenile and YA audios, kits, MP3s \$20 – Adult audios, Playaways \$25 – Interlibrary Loans Fees for damages/missing: DVD case, \$2, Audio or CD case, \$1, replacement CD from audio set, \$7.50 |
| Library Test proctoring | \$20 each |
| Sec. 6 - Animal Control | |
| Animal Removal from Privately Owned Traps | \$30 per animal |
| Replacement Tag Fee | \$5 per animal |
| Microchip Implanting | \$25 per animal |
| Surrender Fee | \$30 per animal (residents only) |
| Euthanasia Fee | \$30 per animal (residents only) |
| Dead Animal Removal | \$30 per animal |
| Quarantine Fee | \$25 per animal, per day |
| Impoundment | \$ 10 daily, plus: \$ 30 1st offense \$ 50 2nd offense \$ 75 3rd offense \$150 4th offense \$150 5th offense |
| Quarantine Fee | \$25 per animal, per day |

KELLER FEE SCHEDULE FY 2017-18

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|---|--|
| Exotic Pet Fee, Non-Hazardous | \$20 per animal, per year |
| Dangerous Dog Registration | \$50 per animal |
| Sec. 7 – Public Safety Fees | |
| Court Copy Fees | \$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) |
| Accident Report | \$5 each |
| Burglar Alarm | \$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 |
| Police Copy Fees | \$0.10 per page \$5 per disc (Pursuant to the Texas Administrative Code associated with copies of public information) |
| Police Special Assignments (Special Events as approved under the City’s Special Events Policy) | \$50/hr. minimum 2 hours (all uses) |
| Incident Reports | No charge (Pursuant to the Texas Administrative Code associated with copies of public information) |
| Finger Printing | \$10 per person |
| Solicitors License | 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 |
| Emergency Medical Services | The rate structure for pricing shall be a set fee of \$1,750, plus a mileage charge of \$15 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. |

KELLER FEE SCHEDULE FY 2017-18

Emergency Medical Services (Cont.)

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.

Fire Construction Permit Fees

\$23.50 \$1-\$500 cv

\$ 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

\$ 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

\$ 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

\$ 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

Contractor Registration Fee

\$50 annually, due January 1st of each year

Fire Construction Permit Fees

\$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

Fire Construction Permit Fees (Cont.)

\$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

\$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

KELLER FEE SCHEDULE FY 2017-18

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|--|--|
| Fire Operational Permit Fees | Tents - \$50 each Open Burning - \$50 each |
| Fire Apparatus Fees | \$400 hour – Fire apparatus w/crew - 2 hour minimum \$200 hour – Brush truck w/crew - 2 hour minimum \$250 hour – Ambulance w/crew - 2 hour minimum \$150 hour – ATV ambulance w/crew - 2 hour minimum \$280 hour – K.I.S.D. football game, EMS – per game \$75 hour – Inspector - 2 hour minimum \$60 hour – Standby firefighter - 2 hour minimum |
| Sec. 8 – Water and Sanitary Sewer Fees | |
| After Hours Turn On | \$50 per incident |
| Customer Deposit | \$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. |
| Master Deposit | \$80 – residential only |
| Delinquent Account Deposit | 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. |
| Cleaning Deposit | One time deposit of \$20 for ten consecutive days of water meter usage. Deposit applied to final billing. |
| Late Utility Payment Fee | 10% of outstanding balance. |
| Damaged/Broken Lock | \$100 each per incident. |
| Meter Testing | \$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. |
| Water Reconnect Fee | \$25 each per incident. |
| Account Activation Fee | \$15 each |
| Account Transfer Fee | \$15 each |
| Damaged meter, transponder, meter box and lid | Actual cost for replacement and/or repair to include time and materials. |

KELLER FEE SCHEDULE FY 2017-18

Sec. 8 – Finance

Auction Item Storage Fee

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.

BUDGET POLICIES

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

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

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 shall 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 sewer 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 from 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 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, grant, and Council approved operating projects funds and trust funds for the period beginning October 1 and ending September 30 of the following year. Budgets for capital, grant, and Council approved operating projects are adopted based upon the anticipated time line for completion 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 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 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.

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 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 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.

2.20 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, rather than retained earnings.

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 include cost of acquisition or construction of the facility, but shall also include the annual operating costs of staffing, equipping, operating and insuring of the facility. 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 on-going 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 and improve 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 forty percent (40%) of the total tax rate.

5. Financial Reporting.

5.1 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).

5.2 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.

5.3 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 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 Finance 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 (look at law, see if can go 180). 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 the cost of construction 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% loss in SWIFT application

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 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.

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 - 19.2% (70-days) 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% (60-days) 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. Drainage Fund - 16.7% (60-days)
 - f. All other funds with debt, 10% of average outstanding annual payments unless bond covenants require additional amounts
 - g. 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% (182-days), excluding non-reserve assignments and commitments. When the amount is exceeded, the City shall identify one-time expenditures or consider rate changes for which to use the funds for and review revenue rates to ensure no unnecessary over collection of revenues.
3. 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.
4. 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.
5. 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.
6. 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.
7. The Director of Finance 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.
8. 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.

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. The

- 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 | |
| OPERATING BUDGET FUNDS | | | | | | | |
| General Fund | | | | | | | |
| Water And Wastewater Fund | | | | | | | |
| Drainage Utility Fund | | | | | | | |
| Keller Development Corporation Fund | | | | | | | |
| The Keller Point Fund | | | | | | | |
| Keller Crime Control And Prevention District Fund | | | | | | | |
| Street And Sidewalk Improvements Fund | | | | | | | |
| Debt Service Fund | | | | | | | |
| Information Services Fund | | | | | | | |
| Recreation Special Revenue Fund | | | | | | | |
| Municipal Court Special Revenue Fund | | | | | | | |
| PEG Cable Franchise Fee Fund | | | | | | | |
| Community Clean-Up Fund | | | | | | | |
| Tax Increment Reinvestment Fund | | | | | | | |
| Fleet Replacement Fund | | | | | | | |
| Facility Capital Replacement Fund | | | | | | | |
| CAPITAL BUDGET FUNDS | | | | | | | |
| Street System Capital Improvement Fund | | | | | | | |
| Parks Capital Improvement Fund | | | | | | | |
| Facilities Capital Improvement Fund | | | | | | | |
| Water/Wastewater System Capital Improvement Fund | | | | | | | |
| Drainage System Capital Improvement Fund | | | | | | | |
| NON-BUDGET FUNDS | | | | | | | |
| Park Development Fee Fund ¹ | | | | | | | |
| Roadway Impact Fee Fund ¹ | | | | | | | |
| Water Impact Fee Fund ² | | | | | | | |
| Wastewater Impact Fee Fund ² | | | | | | | |
| Library Special Revenue Fund ³ | | | | | | | |
| Employee Section 125 Fund ⁴ | | | | | | | |
| Single Non-Profit Trust Fund ⁴ | | | | | | | |

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

3 - This fund is presented in the budget for historical purposes only. It is not budgeted as the revenue relates to donation activity only. For audit proposes, it is presented as stand-alone Special Revenue fund.

4 - This is not presented in the budget as it is a pass-thru trust fund for employees to contribute to health and retirement plans. For audit purposes, it is combined with General 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 | | | | | | |

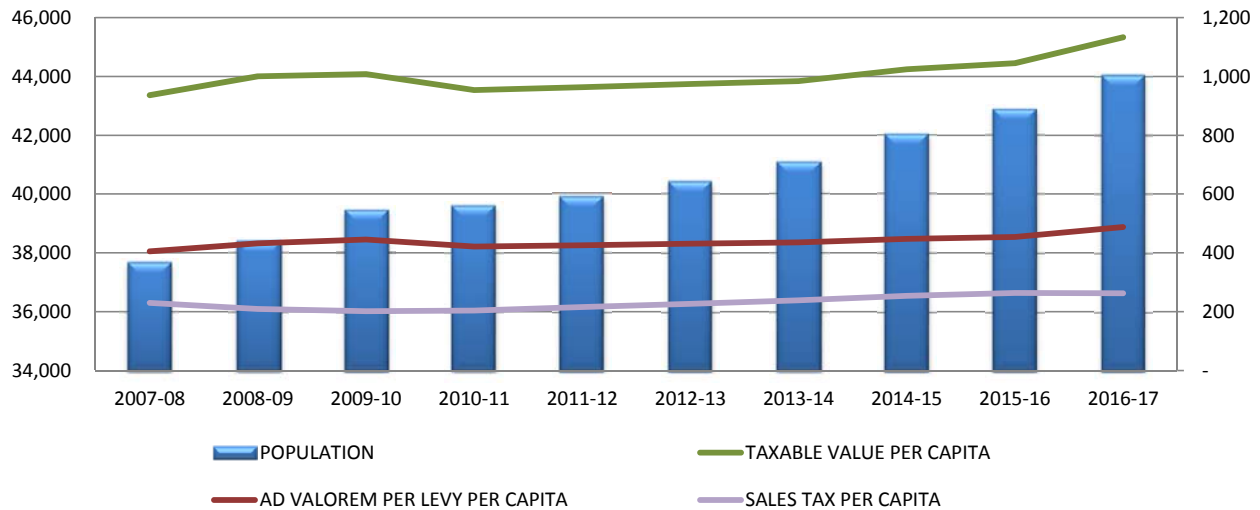
ASSESSED VALUE AND LEVY ANALYSIS

| | 2015-16 BUDGET | 2016-17 BUDGET | 2017-18 BUDGET |
|----------------------------------|-------------------------|-------------------------|-------------------------|
| Total Assessed Value | \$ 4,720,148,873 | \$ 5,277,404,783 | \$ 5,547,767,380 |
| % change | 4.23% | 11.81% | 5.12% |
| Less Frozen Value | 500,962,661 | 596,575,893 | 672,850,883 |
| Less TIRZ Value | 187,897,462 | 205,321,546 | 217,610,787 |
| Net taxable value | \$ 4,031,288,750 | \$ 4,475,507,344 | \$ 4,657,305,710 |
| % change | 2.63% | 11.02% | 4.06% |
| Tax rate per \$100 | 0.43469 | 0.43000 | 0.42750 |
| Taxable Value levy | 17,523,609 | 19,244,682 | 19,909,982 |
| Levy on frozen properties | 1,962,602 | 2,217,364 | 2,467,361 |
| Tax levy | \$ 19,486,211 | \$ 21,462,046 | \$ 22,377,343 |
| Estimated collection rate | 99.30% | 99.30% | 99.25% |
| Estimated levy collection | \$ 19,349,808 | \$ 21,311,811 | \$ 22,209,513 |
| % change | 3.56% | 14.06% | 4.21% |
| Tax Rate Distribution | | | |
| General Fund (M&O) | \$ 0.32317 | \$ 0.31358 | \$ 0.318985 |
| Debt Service Fund (I&S) | 0.11152 | 0.11642 | 0.108515 |
| TOTAL | 0.43469 | 0.43000 | 0.42750 |
| % change | (0.57)% | (1.64)% | (0.58)% |
| Dollar Distribution | | | |
| General Fund (M&O) | 14,385,602 | 15,541,663 | 16,882,737 |
| Debt Service Fund (I&S) | 4,964,206 | 5,770,148 | 5,326,775 |
| TOTAL | \$ 19,349,808 | \$ 21,311,811 | \$ 22,209,513 |
| TIRZ Levy | | | |
| TIRZ Value | 187,897,462 | 205,321,546 | 217,610,787 |
| Tax rate per \$100 | 0.43469 | 0.43000 | 0.42750 |
| Estimated collection rate | 99.30% | 99.30% | 99.25% |
| TOTAL | \$ 811,054 | \$ 876,702 | \$ 923,309 |
| % change | 4.75% | 13.23% | 5.32% |
| TOTAL ALL LEVY | \$ 20,160,862 | \$ 22,188,513 | \$ 23,132,822 |
| % change | 3.61% | 14.02% | 4.26% |

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 |
|-------------|------------|---------------|--------------------------|-----------------|--------------------------------|------------|----------------------|
| 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 | 11,545,080 | 262 |
| 2017-18 | 44,620 | 5,234,466,178 | 1,173 | 22,377,343 | 502 | 11,840,379 | 265 |

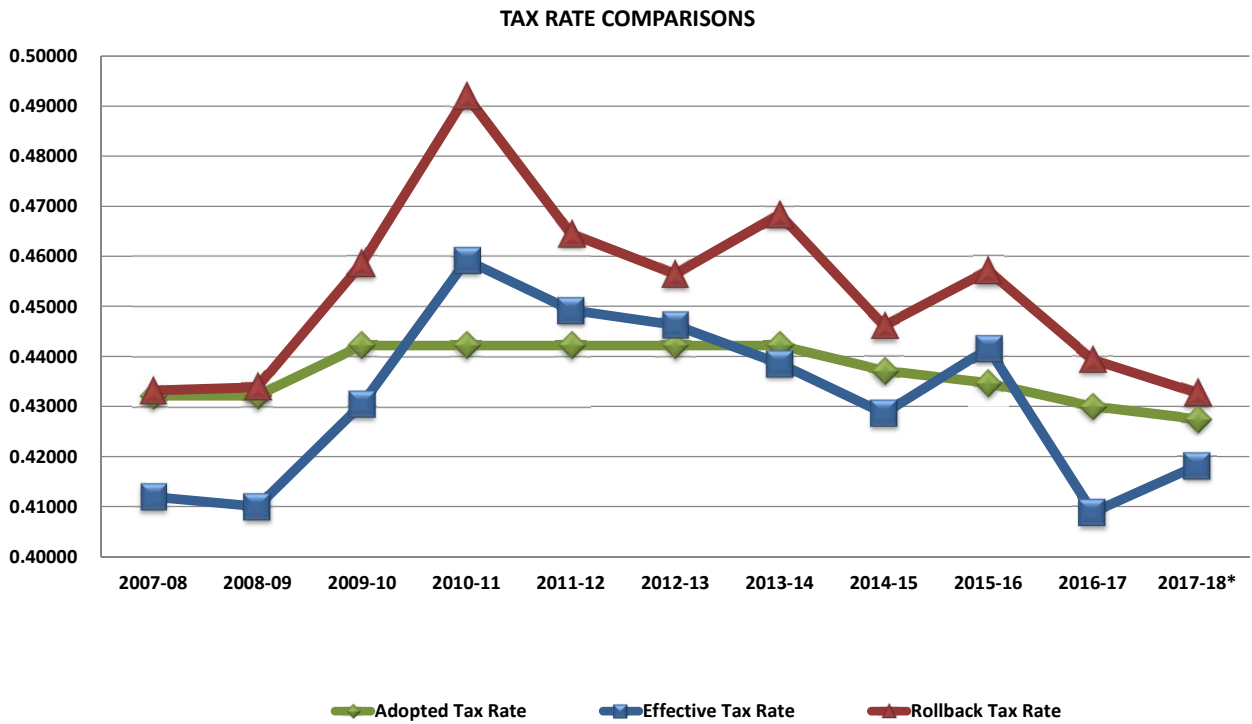
Population and Per Capita Growth



TAX RATES AND AVERAGE HOME VALUE FOR LAST TEN YEARS

| Fiscal Year | Adopted Tax Rate | \$ Change | Effective Tax Rate | \$ Adopted Over/ (Under) | Rollback Tax Rate | \$ Adopted Over/ (Under) | Average Home Taxable Value | % Average Home Taxable Value Growth | Average Home Tax Levy | % Average Home Tax Levy Growth |
|-------------|------------------|-----------|--------------------|--------------------------|-------------------|--------------------------|----------------------------|-------------------------------------|-----------------------|--------------------------------|
| 2007-08 | 0.43219 | - | 0.41194 | 0.0203 | 0.43321 | (0.0010) | 252,063 | 6.22% | 1,089.39 | 6.22% |
| 2008-09 | 0.43219 | - | 0.41002 | 0.0222 | 0.43389 | (0.0017) | 257,833 | 2.29% | 1,114.33 | 2.29% |
| 2009-10 | 0.44219 | 0.0100 | 0.43050 | 0.0117 | 0.45850 | (0.0163) | 263,218 | 2.09% | 1,163.92 | 4.45% |
| 2010-11 | 0.44219 | - | 0.45921 | (0.0170) | 0.49206 | (0.0499) | 262,463 | -0.29% | 1,160.59 | -0.29% |
| 2011-12 | 0.44219 | - | 0.44928 | (0.0071) | 0.46452 | (0.0223) | 263,154 | 0.26% | 1,163.64 | 0.26% |
| 2012-13 | 0.44219 | - | 0.44623 | (0.0040) | 0.45647 | (0.0143) | 264,175 | 0.39% | 1,168.16 | 0.39% |
| 2013-14 | 0.44219 | - | 0.43859 | 0.0036 | 0.46843 | (0.0262) | 270,752 | 2.49% | 1,197.24 | 2.49% |
| 2014-15 | 0.43719 | (0.0050) | 0.42862 | 0.0086 | 0.44620 | (0.0090) | 284,237 | 4.98% | 1,242.66 | 3.79% |
| 2015-16 | 0.43469 | (0.0025) | 0.44159 | (0.0069) | 0.45714 | (0.0225) | 287,593 | 1.18% | 1,250.14 | 0.60% |
| 2016-17 | 0.43000 | (0.0072) | 0.40885 | 0.0211 | 0.43938 | (0.0094) | 316,629 | 10.10% | 1,361.50 | 8.91% |
| 2017-18* | 0.42750 | (0.0072) | 0.41819 | 0.0093 | 0.43269 | (0.0052) | 329,840 | 4.17% | 1,410.07 | 3.57% |

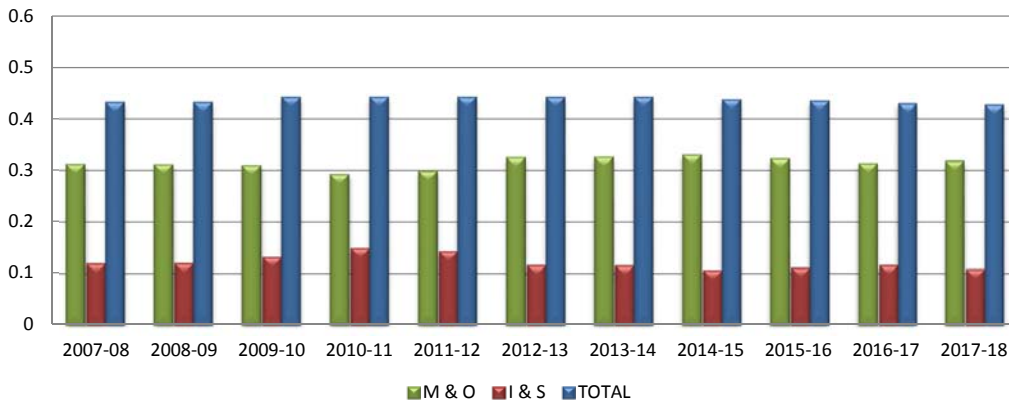
* - FY 2017-18 reflects the proposed rate which will be considered for adoption on September 19, 2017



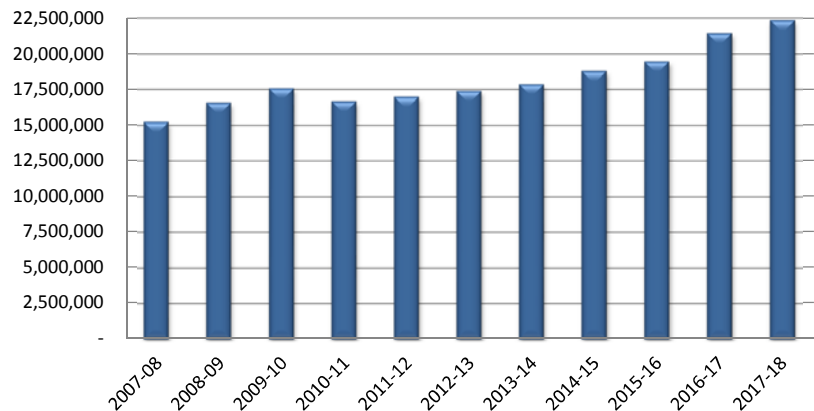
TAXABLE AD VALOREM, RATES, AND LEVIES FOR TEN YEARS

| FISCAL YEAR | TAXABLE AD VALOREM | ANNUAL TAXABLE AD VALOREM GROWTH | ANNUAL TAXABLE AD VALOREM GROWTH | | | | TOTAL | M&O & I&S LEVY | ANNUAL LEVY GROWTH |
|-------------|--------------------|----------------------------------|----------------------------------|-----------|----------|-----------|----------|----------------|--------------------|
| | | | M & O | % OF RATE | I & S | % OF RATE | | | |
| 2007-08 | \$3,528,240,000 | 10.3% | 0.312470 | 72.3% | 0.119720 | 27.7% | 0.432190 | \$15,248,700 | 10.3% |
| 2008-09 | \$3,842,404,000 | 8.9% | 0.311750 | 72.1% | 0.120440 | 27.9% | 0.432190 | \$16,606,486 | 8.9% |
| 2009-10 | \$3,976,548,000 | 3.5% | 0.310090 | 70.1% | 0.132100 | 29.9% | 0.442190 | \$17,583,898 | 5.9% |
| 2010-11 | \$3,776,173,141 | -5.0% | 0.292780 | 66.2% | 0.149410 | 33.8% | 0.442190 | \$16,697,860 | -5.0% |
| 2011-12 | \$3,845,586,373 | 1.8% | 0.298870 | 67.6% | 0.143320 | 32.4% | 0.442190 | \$17,004,798 | 1.8% |
| 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 | 48.7% | 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 | 16.0% | 0.313578 | 72.9% | 0.116422 | 27.1% | 0.430000 | \$21,462,046 | 14.1% |
| 2017-18 | \$5,234,466,178 | 4.9% | 0.318985 | 74.6% | 0.108515 | 25.4% | 0.427500 | \$22,377,343 | 4.3% |

Ad Valorem Rate by Fiscal Year

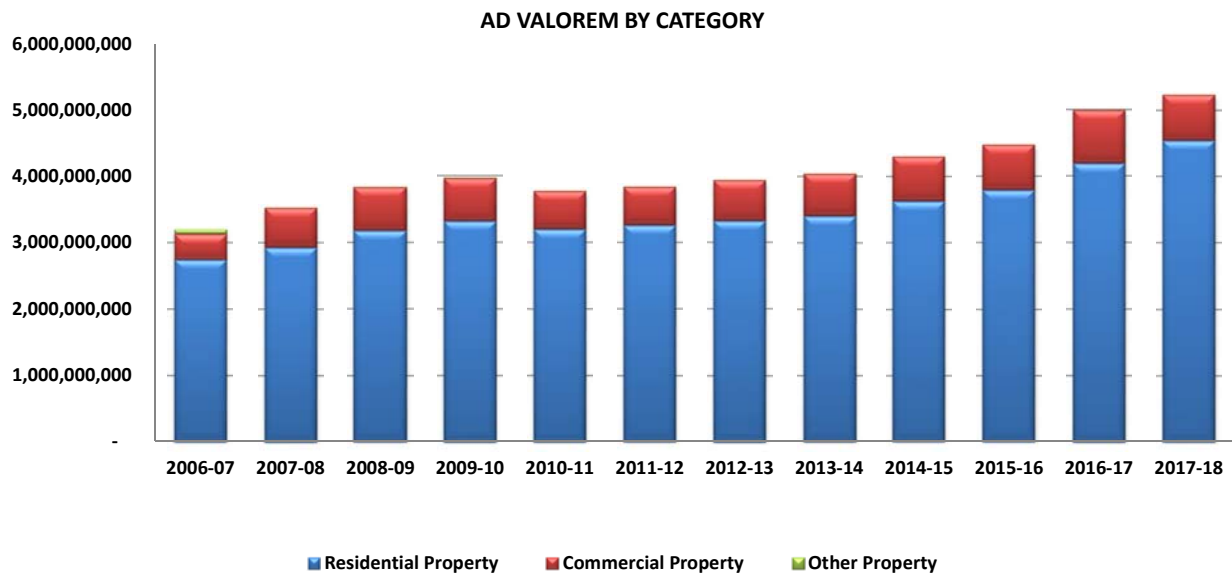


Ad Valorem Levy by Fiscal Year



TAXABLE AD VALOREM BY TYPE LAST TEN YEARS

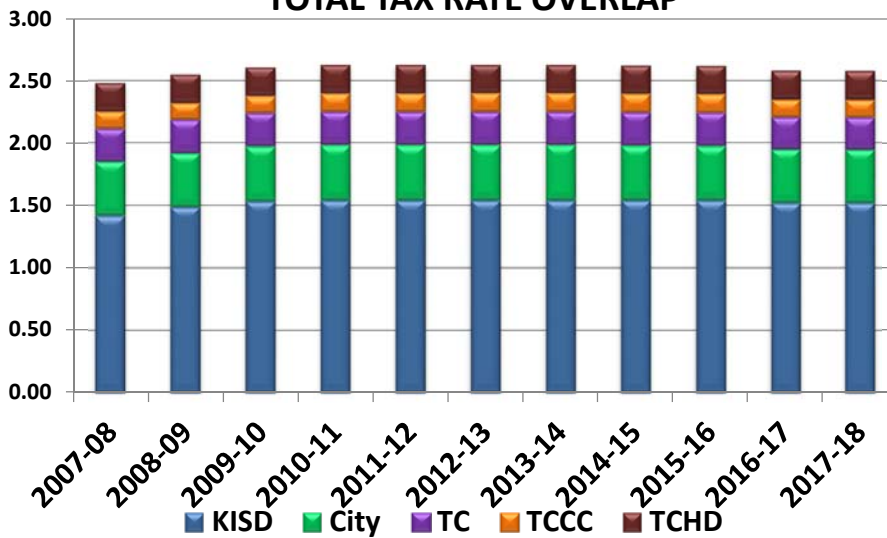
| Fiscal Year | Residential Property | % of Total | Commercial Property | % of Total | Other Property | % of Total | Total Taxable Ad Valorem | Annual Taxable Ad Valorem Growth |
|-------------|----------------------|------------|---------------------|------------|----------------|------------|--------------------------|----------------------------------|
| 2006-07 | 2,744,080,958 | 85.8% | 386,368,031 | 12.1% | 68,905,411 | 2.2% | 3,199,354,400 | 10.5% |
| 2007-08 | 2,927,431,450 | 83.0% | 597,898,198 | 16.9% | 2,910,353 | 0.1% | 3,528,240,000 | 10.3% |
| 2008-09 | 3,176,649,021 | 82.7% | 658,179,613 | 17.1% | 7,575,366 | 0.2% | 3,842,404,000 | 8.9% |
| 2009-10 | 3,316,718,830 | 83.4% | 649,812,152 | 16.3% | 10,017,017 | 0.3% | 3,976,548,000 | 3.5% |
| 2010-11 | 3,195,061,371 | 84.6% | 577,254,245 | 15.3% | 3,857,525 | 0.1% | 3,776,173,141 | -5.0% |
| 2011-12 | 3,257,571,151 | 84.7% | 584,583,948 | 15.2% | 3,431,274 | 0.1% | 3,845,586,373 | 1.8% |
| 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 | 16.0% |
| 2017-18 | 4,541,681,247 | 86.8% | 692,354,454 | 13.2% | 430,477 | 0.0% | 5,234,466,178 | 16.8% |



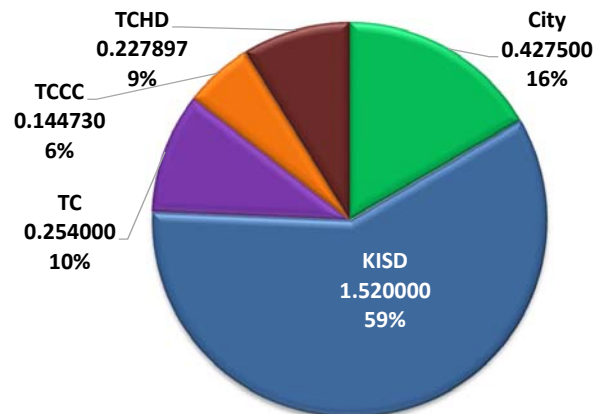
PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS LAST TEN YEARS

| 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 | | | | | |
| 2007-08 | 0.312470 | 0.119720 | 0.432190 | 1.416900 | 0.264000 | 0.137960 | 0.227897 | 2.478947 |
| 2008-09 | 0.311750 | 0.120440 | 0.432190 | 1.486300 | 0.264000 | 0.137670 | 0.227897 | 2.548057 |
| 2009-10 | 0.310090 | 0.132100 | 0.442190 | 1.530600 | 0.264000 | 0.137640 | 0.227897 | 2.602327 |
| 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 | 0.254000 | 0.144730 | 0.227897 | 2.574127 |

TOTAL TAX RATE OVERLAP



FY 2017-18 TAX RATE OVERLAP DISTRIBUTION



| |
|--|
| TOP TEN TAXPAYERS CURRENT YEAR & NINE YEARS AGO |
|--|

Fiscal Year 2016-2017 / Tax Year 2017

| Name of Taxpayer | Nature of Property | Taxable Value | Rank | % of Total Taxable Value |
|-----------------------------|--------------------------|--------------------------------|------|--------------------------|
| SC Dominion Spe LLC | Multi-Family Development | \$ 41,760,000 | 1 | 0.93% |
| SC Waterford Glen LP | Multi-Family Development | 30,766,000 | 2 | 0.69% |
| T Arthouse Tx LLC | Mixed Use Development | 30,000,000 | 3 | 0.67% |
| SC Stone Glen LP | Multi-Family Development | 24,950,000 | 4 | 0.56% |
| Conservatory Senior Housing | Multi-Family Development | 21,615,400 | 5 | 0.48% |
| Grand Estates At Keller LP | Multi-Family Development | 20,920,000 | 6 | 0.47% |
| Bear Creek Plaza LTD | Retail | 17,980,436 | 7 | 0.40% |
| Regency Centers LP | Retail | 15,874,213 | 8 | 0.35% |
| Lowes Home Centers Inc | Retail | 12,070,467 | 9 | 0.27% |
| Oncor Electric Delivery Co | Electricity Utility | 11,729,432 | 10 | 0.26% |
| | Subtotal | <u>\$ 227,665,948</u> | | <u>5.08%</u> |
| | All Other | <u>\$ 4,255,117,430</u> | | <u>94.92%</u> |
| | Total | <u><u>\$ 4,482,783,378</u></u> | | <u><u>100.00%</u></u> |

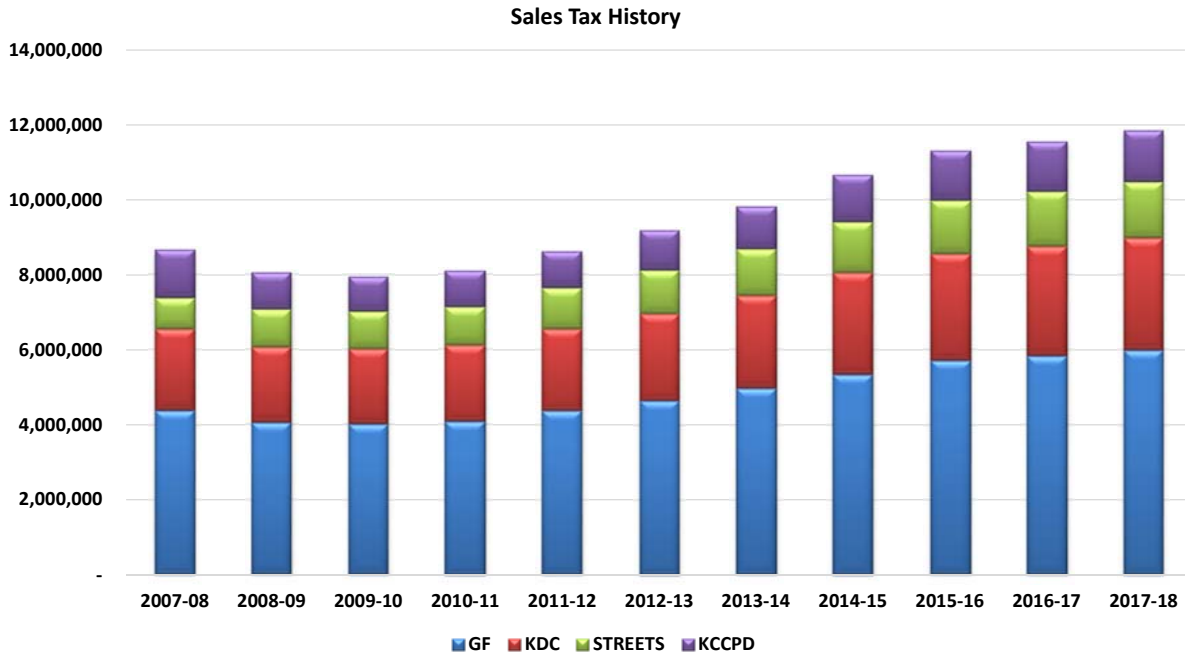
Fiscal Year 2007-2008 / Tax Year 2007

| Name of Taxpayer | Nature of Property | Taxable Value | Rank | % of Total Taxable Value |
|--------------------------------|----------------------------|--------------------------------|------|--------------------------|
| Capri W Dtc | Multi-Family Development | \$ 25,600,000 | 1 | 0.80% |
| GTE Southwest Inc | Telecommunications Utility | 15,703,700 | 2 | 0.49% |
| Ktc Seniors Ltd | Multi-Family Development | 17,465,400 | 3 | 0.55% |
| PR Keller Partners LP | Multi-Family Development | 15,900,000 | 4 | 0.50% |
| Regency Centers LP | Retail | 17,337,000 | 5 | 0.54% |
| Winkler Keller Place Shop Etal | Retail | 10,870,700 | 6 | 0.34% |
| Grand Estates at Keller LP | Multi-Family Development | 13,301,400 | 7 | 0.42% |
| Oncor Electric Delivery Co | Electricity Utility | 12,319,600 | 8 | 0.39% |
| Lowe's Home Centers | Retail | 13,359,500 | 9 | 0.42% |
| Home Depot USA | Retail | 11,226,300 | 10 | 0.35% |
| | Subtotal | <u>\$ 153,083,600</u> | | <u>4.78%</u> |
| | All Other | <u>\$ 3,046,270,800</u> | | <u>95.22%</u> |
| | Total | <u><u>\$ 3,199,354,400</u></u> | | <u><u>100.00%</u></u> |

Source: Williamson County Appraisal District

SALES TAX BY FUND LAST TEN FISCAL YEARS

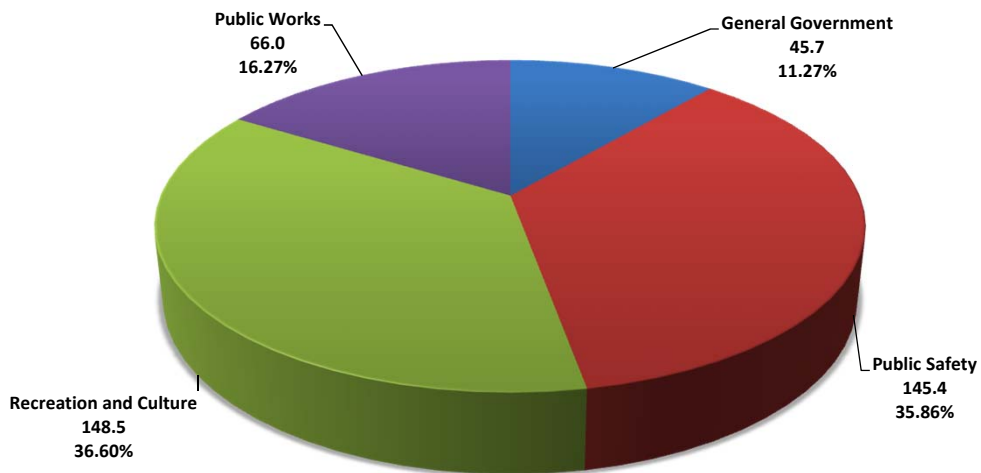
| FISCAL YEAR | GENERAL FUND | KELLER DEVELOPMENT COPORATION | STREET MAINTENANCE | KELLER CRIME CONTROL AND PREVENTION DISTRICT | TOTAL | % OF AD VALOREM TAX LEVY | AD VALOREM TAX RATE |
|-------------|--------------|-------------------------------|--------------------|--|------------|--------------------------|---------------------|
| 2007-08 | 4,360,294 | 2,180,147 | 824,604 | 1,289,690 | 8,654,735 | 56.8% | \$ 0.2453 |
| 2008-09 | 4,037,484 | 2,018,742 | 1,009,371 | 979,874 | 8,045,471 | 48.4% | \$ 0.2094 |
| 2009-10 | 4,004,193 | 2,004,557 | 999,818 | 931,103 | 7,939,671 | 45.2% | \$ 0.1997 |
| 2010-11 | 4,069,146 | 2,034,573 | 1,017,287 | 966,775 | 8,087,781 | 48.4% | \$ 0.2142 |
| 2011-12 | 4,368,625 | 2,184,313 | 1,092,156 | 970,696 | 8,615,790 | 50.7% | \$ 0.2240 |
| 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 | 5,834,666 | 2,917,333 | 1,458,667 | 1,334,414 | 11,545,080 | 53.8% | \$ 0.2313 |
| 2017-18 | 5,980,533 | 2,990,267 | 1,495,133 | 1,374,446 | 11,840,379 | 52.9% | \$ 0.2262 |



FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION LAST TEN YEARS

| | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| General Government | | | | | | | | | | | |
| Administration | 8.50 | 10.00 | 10.00 | 8.00 | 8.00 | 8.00 | 8.00 | 9.00 | 9.48 | 9.48 | 7.48 |
| Finance & Accounting | 7.50 | 7.50 | 6.50 | 6.50 | 7.00 | 7.00 | 7.00 | 7.50 | 7.50 | 7.50 | 8.00 |
| Town Hall Operations | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Human Resources | 6.00 | 6.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.48 | 5.48 | 5.48 |
| Economic Development | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.50 | 2.50 | 1.78 | 1.78 | 1.78 | 2.48 |
| Municipal Court | 4.50 | 4.50 | 3.50 | 3.50 | 3.50 | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Development | 14.50 | 14.00 | 11.00 | 11.00 | 11.00 | 12.00 | 11.96 | 12.41 | 12.41 | 12.66 | 12.27 |
| Information Technology | 7.50 | 7.50 | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Total General Government | 50.50 | 52.50 | 46.00 | 45.00 | 45.50 | 44.75 | 45.46 | 45.69 | 46.65 | 46.90 | 45.71 |
| Public Safety | | | | | | | | | | | |
| Police | | | | | | | | | | | |
| Officers | 50.00 | 50.00 | 49.00 | 49.00 | 50.50 | 51.50 | 50.00 | 49.00 | 49.00 | 49.00 | 49.00 |
| Civilians | 32.00 | 32.00 | 32.00 | 34.00 | 34.00 | 34.00 | 35.48 | 37.48 | 37.48 | 38.48 | 39.44 |
| Total Police | 82.00 | 82.00 | 81.00 | 83.00 | 84.50 | 85.50 | 85.48 | 86.48 | 86.48 | 87.48 | 88.44 |
| Fire | | | | | | | | | | | |
| Firefighters and Officers | 60.00 | 58.00 | 54.00 | 54.00 | 57.00 | 57.00 | 57.00 | 55.00 | 55.00 | 55.00 | 55.00 |
| Civilians | 2.50 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Fire | 62.50 | 60.00 | 56.00 | 56.00 | 59.00 | 59.00 | 59.00 | 57.00 | 57.00 | 57.00 | 57.00 |
| Total Public Safety | 144.50 | 142.00 | 137.00 | 139.00 | 143.50 | 144.50 | 144.48 | 143.48 | 143.48 | 144.48 | 145.44 |
| Recreation and Culture | | | | | | | | | | | |
| Parks and Recreation | 83.13 | 85.10 | 67.87 | 72.23 | 71.60 | 71.77 | 75.60 | 74.06 | 61.79 | 61.79 | 61.94 |
| P&R Department | 26.54 | 27.04 | 25.04 | 25.04 | 25.04 | 25.04 | 28.20 | 28.06 | 28.56 | 28.56 | 28.56 |
| Pointe | 56.59 | 58.06 | 42.83 | 47.19 | 46.56 | 46.73 | 47.40 | 46.00 | 42.32 | 41.32 | 42.47 |
| Library | 15.97 | 15.97 | 15.42 | 15.42 | 15.42 | 15.42 | 15.42 | 15.48 | 15.48 | 15.49 | 15.49 |
| Total Culture and Leisure | 99.10 | 101.07 | 83.29 | 87.65 | 87.02 | 87.19 | 91.02 | 89.54 | 148.15 | 147.16 | 148.46 |
| Public Works | | | | | | | | | | | |
| Administration | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.13 | 2.50 | 2.50 | 2.50 | 2.50 | 3.00 |
| Engineering | 3.50 | 3.50 | 3.50 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Street Maintenance | 11.83 | 11.83 | 8.83 | 8.83 | 8.83 | 9.60 | 9.60 | 9.83 | 9.83 | 9.83 | 9.50 |
| Water Utilities | 36.92 | 37.92 | 33.67 | 33.67 | 30.30 | 30.67 | 30.67 | 30.17 | 30.17 | 32.17 | 31.50 |
| Wastewater Utilities | 9.50 | 9.50 | 9.50 | 9.50 | 9.50 | 9.50 | 9.50 | 11.50 | 11.50 | 10.50 | 10.50 |
| Drainage | 8.75 | 8.75 | 8.50 | 8.50 | 8.50 | 8.50 | 8.50 | 8.50 | 8.50 | 8.50 | 8.50 |
| Total Public Works | 72.50 | 73.50 | 66.00 | 66.00 | 62.13 | 63.40 | 63.77 | 65.50 | 65.50 | 66.50 | 66.00 |
| Total | 366.60 | 369.07 | 332.29 | 337.65 | 338.15 | 339.84 | 344.73 | 344.21 | 403.78 | 405.04 | 405.61 |

FY 2017-18 CITY-WIDE FTE BY FUNCTION



**CITY OF KELLER, TEXAS
COMPENSATION PAY PLAN**

Fiscal Year 2017-18

The City maintains a compensation plan for all employees, except the City Manager and City Secretary, whose compensation is determined by the City Council. Sworn Police and certified Fire are on a step plan. All other positions are on a broad band pay plan with minimum, midpoint, and maximum salaries.

All forms of compensation and pay increases, including (but not limited to) merit pay, pay plan adjustments, market adjustments, and position reclassifications are subject to available funding and approved appropriation of the City Council.

The City encourages excellent performance by associating merit increases to job performance. Performance evaluations for all employees who have completed six months of service are performed annually in September. Upon satisfactory evaluation, employees are eligible for a merit increase which may be in the form of a percentage of pay added to base salary or moving to the next step up to the max of their pay grade.

Non-Exempt Positions. All non-exempt (hourly) positions are eligible for overtime compensation. Bi-weekly wages are based on a 40-hour work week, or 2,080 hours per year, equaling one full-time equivalent (FTE) position. This work schedule applies to all hourly regular, year-round employees, except for those Fire Department employees on twenty four hour shifts.

Non-Exempt Positions (Fire 24-hour shifts). 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 2,912 annual hours. In accordance with the provisions of Section 207(k) of the Fair Labor Standards Act, hours worked in excess of 212 hours in each 28-day work period are paid at the appropriate overtime rate.

Exempt Positions. Exempt (salaried) positions are not eligible for overtime compensation. Salary is not calculated on the number of hours worked. Exempt positions include managers and directors.

The summary compensation pay plan is provided on the following page.

**CITY OF KELLER, TEXAS
COMPENSATION PAY PLAN
Fiscal Year 2017-18**

| Pay Class | Minimum Annual | Mid-Point Annual | Maximum Annual | Pay Class | Minimum Annual | Mid-Point Annual | Maximum Annual |
|---|----------------|------------------|----------------|---|----------------|------------------|----------------|
| ADMINISTRATIVE/TECHNICAL NON-EXEMPT PAY PLAN | | | | DETENTION AND DISPATCH NON-EXEMPT PAY PLAN | | | |
| A/TN-1 | \$ 26,125 | \$ 31,460 | \$ 36,795 | PN-1 | \$ 33,384 | \$ 39,499 | \$ 45,614 |
| A/TN-2 | 27,685 | 33,332 | 38,979 | PN-2 | 35,381 | 41,871 | 48,360 |
| A/TN-3 | 29,370 | 35,340 | 41,309 | PN-3 | 37,482 | 44,356 | 51,230 |
| A/TN-4 | 31,158 | 37,471 | 43,784 | PN-4 | 39,749 | 47,040 | 54,330 |
| A/TN-5 | 32,989 | 39,718 | 46,446 | PN-5 | 42,120 | 49,858 | 57,595 |
| A/TN-6 | 34,986 | 42,089 | 49,192 | PN-6 | 44,616 | 52,811 | 61,006 |
| A/TN-7 | 37,086 | 44,637 | 52,187 | PN-7 | 47,320 | 55,983 | 64,646 |
| A/TN-8 | 39,312 | 47,310 | 55,307 | PN-8 | 50,149 | 59,353 | 68,557 |
| A/TN-9 | 41,642 | 50,118 | 58,594 | PROFESSIONAL EXEMPT PAY PLAN | | | |
| A/TN-10 | 44,158 | 53,144 | 62,130 | PE-5 | \$ 49,646 | \$ 59,745 | \$ 69,844 |
| A/TN-11 | 46,800 | 56,306 | 65,811 | PE-6 | 52,624 | 63,329 | 74,034 |
| A/TN-12 | 49,629 | 59,696 | 69,763 | PE-7 | 55,782 | 67,129 | 78,476 |
| TRADES NON-EXEMPT PAY PLAN | | | | PE-8 | 59,129 | 71,157 | 83,185 |
| TN-1 | \$ 27,581 | \$ 33,197 | \$ 38,813 | PE-9 | 62,676 | 75,426 | 88,176 |
| TN-2 | 29,266 | 35,215 | 41,163 | PE-10 | 66,437 | 79,952 | 93,467 |
| TN-3 | 31,034 | 37,336 | 43,638 | PE-11 | 70,423 | 84,749 | 99,075 |
| TN-4 | 32,864 | 39,551 | 46,238 | PE-12 | 74,648 | 89,834 | 105,019 |
| TN-5 | 34,861 | 41,923 | 48,984 | DIRECTOR AND MANAGER PAY PLAN | | | |
| TN-6 | 36,920 | 44,450 | 51,979 | M-1 | \$ 65,582 | \$ 82,306 | \$ 99,029 |
| TN-7 | 39,146 | 47,112 | 55,078 | M-2 | 81,643 | 102,462 | 123,281 |
| TN-8 | 41,496 | 49,931 | 58,365 | M-3 | 99,159 | 124,445 | 149,730 |
| TN-9 | 43,971 | 52,926 | 61,880 | Pay Class | Hourly | Hourly | Hourly |
| TN-10 | 46,613 | 56,098 | 65,582 | SEASONAL/PART-TIME NON-EXEMPT | | | |
| TN-11 | 49,421 | 59,478 | 69,534 | RCS-1 | \$ 8.50 | \$ 9.57 | \$ 10.63 |
| TN-12 | 52,374 | 63,045 | 73,715 | RCS-2 | 9.50 | 10.69 | 11.88 |
| EXEMPT (NON-CLASSIFIED) POSITIONS | | | | RCS-3 | 10.00 | 11.25 | 12.50 |
| City Manager | | | | RCS-4 | 11.00 | 12.38 | 13.75 |
| City Secretary | | | | RCS-5 | 12.00 | 13.50 | 15.00 |

**CITY OF KELLER, TEXAS
COMPENSATION PAY PLAN**

Fiscal Year 2017-18

| POLICE NON-EXEMPT PAY PLAN | | | |
|-----------------------------------|---------------|---------------|--------------|
| Pay Class | PSN-PO | PSN-CO | PSN-S |
| STEP 1 | \$ 55,910 | \$ 68,141 | \$ 78,874 |
| STEP 2 | 57,034 | 69,514 | 80,454 |
| STEP 3 | 58,178 | 70,907 | 82,056 |
| STEP 4 | 59,342 | 72,322 | 83,699 |
| STEP 5 | 60,528 | 73,778 | 85,363 |
| STEP 6 | 61,734 | 75,254 | 87,069 |
| STEP 7 | 62,962 | 76,752 | 88,816 |
| STEP 8 | 64,230 | 78,291 | 90,584 |
| STEP 9 | 65,520 | 79,851 | 92,394 |
| STEP 10 | 66,830 | 81,453 | |
| STEP 11 | 68,162 | | |
| STEP 12 | 69,534 | | |
| STEP 13 | 70,928 | | |

| FIRE NON-EXEMPT PAY PLAN | | | | | |
|---------------------------------|--------------|------------------------|---------------|---------------|---------------|
| Pay Class | PSN-F | PSN-D/F, PSN-FI | PSN-FC | PSN-FM | PSN-BC |
| STEP 1 | \$ 55,736 | \$ 70,296 | \$ 83,574 | \$ 87,734 | \$ 95,455 |
| STEP 2 | 56,842 | 71,693 | 85,234 | 89,482 | 97,377 |
| STEP 3 | 57,978 | 73,120 | 86,952 | 91,270 | 99,328 |
| STEP 4 | 59,143 | 74,576 | 88,700 | 93,101 | 101,308 |
| STEP 5 | 60,337 | 76,061 | 90,476 | 94,973 | 103,347 |
| STEP 6 | 61,531 | 77,576 | 92,281 | 96,866 | 105,414 |
| STEP 7 | 62,754 | 79,119 | 94,116 | 98,800 | 107,511 |
| STEP 8 | 64,006 | 80,692 | 96,009 | 100,776 | |
| STEP 9 | 65,287 | 82,293 | 97,931 | 102,794 | |
| STEP 10 | 66,597 | | | | |
| STEP 11 | 67,937 | | | | |
| STEP 12 | 69,306 | | | | |
| STEP 13 | 70,703 | | | | |

CITY OF KELLER, TEXAS
List of Acronyms

| | |
|----------------|--|
| CAD | Computer-aided Dispatch |
| CAFR | Comprehensive Annual Financial Report |
| CALEA | Commission on Accreditation for Law Enforcement Agencies |
| CERT | Community Emergency Response Team |
| CIP | Capital Improvements Program |
| CO | Certificate of Obligation |
| COLA | Cost of Living Adjustment |
| CPI | Consumer Price Index |
| DPS | Department of Public Safety |
| DRC | Development Review Committee |
| EAT | Employee Activity Team |
| EMS | Emergency Medical Services |
| FTE | Full-time equivalent |
| FY | Fiscal Year |
| FYTD | Fiscal Year-to-Date |
| GAAP | Generally Accepted Accounting Principles |
| GFOA | Government Finance Officers Association |
| GIS | Geographic Information Systems |
| GO | General Obligation |
| I&S | Interest and Sinking |
| KCCPD | Keller Crime Control Prevention District |
| KDC | Keller Development Corporation |
| KEDB | Keller Economic Development Board |
| KISD | Keller Independent School District |
| KSP | Keller Sports Park |
| KTC | Keller Town Center |
| KTP | Keller Technology Plan |
| M&O | Maintenance and Operations |
| MGD | Million Gallons per Day |

CITY OF KELLER, TEXAS
List of Acronyms

| | |
|---------------|--|
| MSC | Municipal Service Center |
| NCTCOG | North Central Texas Council of Governments |
| NEFDA | Northeast Fire Department Association |
| NETCO | Northeast Trunked Radio Consortium |
| NETCOM | Northeast Tarrant Communications Center |
| OTK | Old Town Keller |
| PEG | Public Education and Government |
| PILOT | Payment in lieu of Taxes |
| RIF | Reduction in Force |
| ROW | Right of Way |
| SCADA | Supervisory Control and Data Acquisition |
| SCBA | Self-contained Breathing Apparatus |
| SEC | Securities and Exchange Commission |
| TAD | Tarrant Appraisal District |
| TCEQ | Texas Commission on Environmental Quality |
| TML | Texas Municipal League |
| TMRS | Texas Municipal Retirement System |
| TIF | Tax Increment Financing |
| TIRZ | Tax Increment Reinvestment Zone |
| TRA | Trinity River Authority |
| TxDOT | Texas Department of Transportation |
| YTD | 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.

GLOSSARY OF TERMS

-C-

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.

-D-

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

-E-

EFFECTIVE 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.

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.

-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.

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.

GLOSSARY OF TERMS

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.

MSC. Acronym for the City's *Municipal Service Center* facility and related operations.

-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.

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.

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.

GLOSSARY OF TERMS

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. An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

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.

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.

GLOSSARY OF TERMS

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.*

-T-

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 1st 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.

-U-

UNEARNED REVENUE. See *DEFERRED REVENUE.*

-W-

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*.)