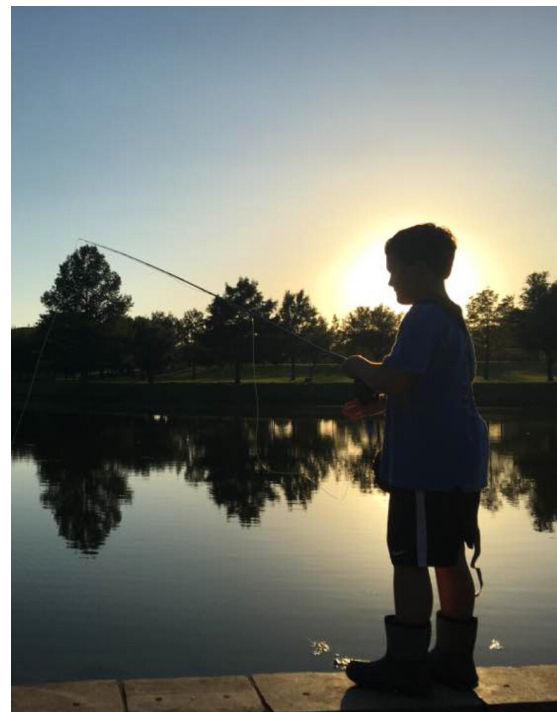


CITY OF KELLER PROPOSED BUDGET

FY 2018-2019

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 \$610,047 or 2.6%, and of that amount \$537,009 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 \$0.413250 per \$100 of valuation which is a reduction of \$0.01425 per \$100 from the current tax rate of \$0.42750 per \$100 and is the fifth tax rate decrease in a row. In addition, the City increased the homestead exemption from 8% to 10%. Below is a breakdown of tax rates and changes from FY 2015-16 to FY 2018-19.

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Tax Rate (per \$100)	\$0.434690	\$0.430000	\$0.427500	\$0.413250
Effective Rate (per \$100)	\$0.441590	\$0.408854	\$0.418194	\$0.413279
Rollback Rate (per \$100)	\$0.457140	\$0.439381	\$0.432694	\$0.413302
Homestead Exemption	1%	4%	8%	10%



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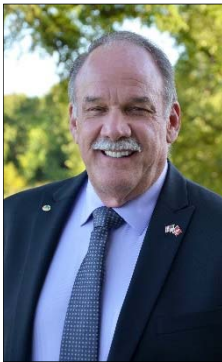
CITY OF KELLER, TEXAS

ANNUAL BUDGET

October 1, 2018 - September 30, 2019



Pat McGrail
Mayor



Ed Speakmon
Mayor Pro Tem



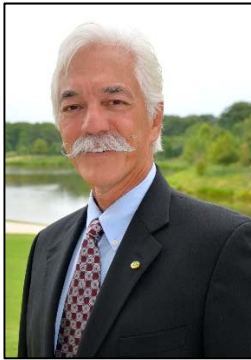
Mitch Holmes
Place 1



Sean Hicks
Place 2



Eric Schmidt
Place 4



Chris Whatley
Place 5



Tag Green
Place 6

MARK HAFNER
CITY MANAGER

AARON RECTOR
DIRECTOR OF
ADMINISTRATIVE SERVICES



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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.

Big-City Comforts, Small-Town Charm



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DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Keller
Texas**

For the Fiscal Year Beginning

October 10, 2017

Christopher P. Morrill

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, 2017. 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 2018

ELECTED OFFICIALS

<i>Position</i>	<i>Incumbent</i>	<i>Elected</i>	<i>Term Expires</i>
Mayor	Pat McGrail	May 2017	2020
Council, Place 1	Mitch Holmes	May 2018	2021
Council, Place 2	Sean Hicks	Jun 2018	2021
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/Finance	Aaron Rector
Director of Public Services/Economic Development.....	Trina Zais
Fire Chief.....	David Jones
Police Chief.....	Michael Wilson
Public Works Director.....	Alonzo Liñán
Community Development Director	Susan Kenney
Library Director.....	Jana Prock
Director of Human Resources and Risk Management	Kandace Tappen
Information Technology Director.....	Sean Vreeland

FINANCE DEPARTMENT

Director of Administrative Services/Finance	Aaron Rector
Assistant Director of Finance	Pamela McGee
Budget Analyst.....	Debbie Penaluna
Purchasing Agent.....	Karla Parker
Senior Accountant.....	Violet Wangila
Accountant	Camie Orth
Sr. Accounting Technician	Geneva Dunn
Accounting/Records Tech	Crystal MacNeil
Accounting/Purchasing Tech	Brittany Berardi

City of Keller Organizational Chart

Effective 10/01/2018

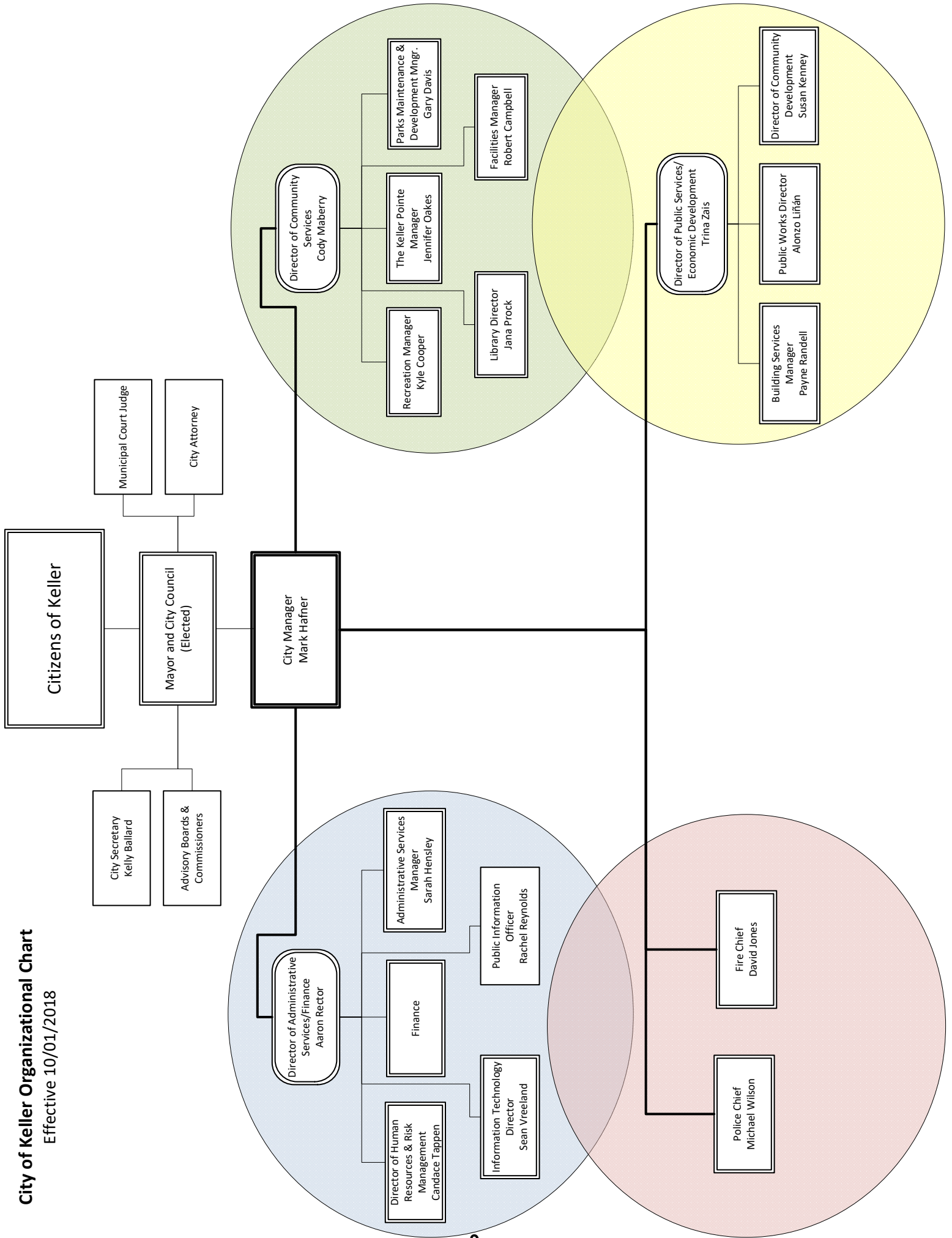


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July 9, 2018

To the Honorable Mayor McGrail and Members of the City Council

Re: *The Annual Budget for Fiscal Year 2018-19*

It is my privilege to present to you the FY 2018-19 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 fifth year in a row, this year’s proposed budget reduces the city’s property tax rate — by almost another 1.5 cents. At \$0.41325 per \$100 of taxable value, the proposed rate sits below both the effective tax rate of \$0.413279/\$100 and the rollback rate of \$0.413302/\$100.

FY 2018-19 will also see another increase to the homestead exemption after City Council this spring approved increasing the local option from 8 percent to 10 percent. With the increased exemption and reduced tax rate, the average Keller homeowner this year whose property is assessed at \$346,378 will pay \$1,431 in city taxes, an increase of \$21 over FY 2017-18.

Prior to the increased homestead exemption and tax rate cut, the average city tax bill would have been \$1,494 — \$84 higher than the proposal. Below is a breakdown of Keller’s historical and proposed average home values and levies. For reference, the final row provides a comparison levy of the FY 2018-19 average home value at prior-year rates.

Average Residential Home Value						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019 @ Effective Rate	FY 2019 @ Rollback Rate
Average Homestead Taxable Value	\$287,395	\$316,629	\$329,840	\$346,378	\$346,378	\$346,378
City Tax Rate	0.43469	0.43000	0.42750	0.41325	0.413279	0.413302
Avg. Tax Levy	\$ 1,250	\$ 1,362	\$ 1,410	\$1,431	\$1,432	\$1,432
Avg. Tax Levy At FY 2018-19 Value	\$ 1,506	\$ 1,489	\$1,481			

The Proposed FY 2018-19 General Fund budget is \$39,426,458, which is an increase of \$3,658,993 or 10.2 percent from FY 2017-18. This total includes personnel increases, design and engineering for a proposed new Senior Activities Center (pending voter approval in November 2018), the reconstruction of Johnson Road from Rufe Snow Drive to Keller-Smithfield Road, a roundabout at Bear Creek Parkway and Whitley Road, a digital impact project for economic development, traffic signals at the northern Bear Creek Parkway and Keller-Smithfield Road T intersection, a dump truck replacement for Public Works, a new training officer vehicle for the Fire Department and new construction inspection software.

Included in the General Fund are one-time expenditures totaling \$4,178,583, which represent 114.2 percent of the General Fund's increase from last year. In fact, when those one-time projects are removed, General Fund expenditures actually decreased this year — by \$519,590 or 1.5 percent. By using General Fund revenue for these projects, the city is able to meet current service demands without issuing debt.

The proposed Water and Wastewater budget shows an increase of \$619,311 or 2.3 percent over FY 2017-18. 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 \$13,461,337 — 48 percent of the Water and Wastewater budget.

The budget includes new debt to be issued related to the Alta Vista pump station and Alta Vista transmission main projects as well as funding for future replacement of heavy equipment. In order to account for the budget increase, water and wastewater rates will have moderate increases. The average resident's monthly water bill will increase by \$1.25 (1.6 percent) in the year ahead and the average monthly sewer bill by \$0.86 (1.9 percent). The average utility customer's monthly bill, then, will see a total increase of \$2.11 or 1.7 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 has approved a fire apparatus replacement program, a vehicle and equipment replacement program, a technology replacement program and, most recently, a facility replacement program for major investments like generator, roof and HVAC system replacements at city facilities. The FY 2018-19 General Fund budget will continue these annual transfers, ensuring that equipment will be promptly repaired or replaced when its useful life has ended.

The FY 2018-19 Proposed Budget also continues council's commitment to cash funding capital projects whenever possible. Of the nearly \$15.9 million in infrastructure improvements, \$2.2 million in facility improvements and over \$3 million in park improvements proposed this year for a total capital project investment of more than \$21.1 million, only \$7.8 million — a little over 1/3 — will require issuing debt.

In addition, the city's Capital Improvements Plan forecasts \$55.6 million in city capital systems over the next five years and anticipates issuing only \$15.9 million in debt, or 28.5 percent. It should be noted that this does not include the proposed new Senior Activities Center at Johnson Road Park for \$8 million, which will be considered by the voters in November. If voters approve plans for the new center, the city's five-year CIP will include \$63.6 million worth of projects with \$23.9 million (37.5 percent) funded from debt.

Due to the cash funding of capital projects and other one-time expenditures, the proposed budget shows overall expenditures exceeding revenue by \$3,804,600 total and in the General Fund by \$505,534. While

expenditures exceed revenue, this year's proposal is still an operationally balanced budget with ongoing revenues exceeding ongoing expenditures in all funds. Below is a list of one-time, cash-funded projects and their associated funding source:

- Overton Ridge Park - \$2.5 million from the Keller Development Corporation Fund
- Johnson Road Reconstruction - \$1 million from the General Fund and \$1 million from the Roadway Impact Fee Fund (\$2 million total)
- New Senior Activities Center Design and Engineering - \$1.6 million from the General Fund
- Bear Creek and Whitley Roundabout - \$925,000 from the General Fund
- The Keller Pointe Bathroom Renovations - \$600,000 from The Keller Pointe Fund
- Hwy. 377 Sanitary Sewer Project - \$237,500 from the Water and Wastewater Fund and \$250,000 from developer contributions (\$487,500 total)
- Bear Creek and Keller-Smithfield Signal - \$125,000 from the General Fund and \$125,000 from the Roadway Impact Fee Fund (\$250,000 total)
- Bear Creek Park Restroom - \$240,000 from the Keller Development Corporation Fund
- Woods Drive Drainage Improvements - \$150,000 from the Drainage Utility Fund
- Lavena Water Line Extension - \$100,000 from the Water and Wastewater Fund

While a significant portion of the FY 2018-19 capital investment is cash funded, the city does plan to issue debt related to the Alta Vista pump station and Alta Vista transmission main projects. These projects will provide a new 30-inch, 12,200-linear-foot water transmission main and replace the Alta Vista pump station, now more than 40 years old. While they appeared on prior-year CIPs for several years, these projects began in FY 2015-16 when City Council approved initial costs for the transmission line of \$1 million and followed up by approving an additional \$6.2 million for the projects in FY 2016-17, including \$3.3 million in Certificates of Obligation. The five-year CIP reflects a second round of debt funding for the projects in FY 2018-19 for \$7 million for a total project cost of \$14.2 million. In addition to the Alta Vista projects, the city will be issuing \$900,000 in debt to construct new 12-inch water lines on Hwy. 377.

Apart from the Alta Vista projects, the only future debt currently on the five-year CIP is related to State Water Implementation Funds for Texas. In FY 2015-16, the city applied for and was approved to receive SWIFT financial assistance from the Texas Water Development Board. The city will receive low-interest loans through the program totaling \$12,180,000 set to be issued in three-year intervals that started in FY 2016-17. 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 that are over 40 years old, composed of obsolete material, and are experiencing more leaks and breaks. The next two rounds of funding will be in FY 2019-20 and FY 2022-23.

City of Keller Growth

The City of Keller population continues to slowly grow each year as measured by the North Central Texas Council of Governments. As of January 2018, the City of Keller has an estimated population of 44,940, which is up 320 or 0.7 percent from the prior year and 5,313 or 13.4 percent from the 2010 Census.

Approximately \$130 million in new construction was added to the tax roll this year and represents 2.2 percent of the total taxable value of the city. Of the new value, \$109 million was new residential construction and \$21 million was new commercial construction. The new construction value is a decrease of 8.7 percent from the current year and a decrease of 41.4 percent compared to the record-setting 2016-2017 Fiscal Year.

Public Safety

The safety of our citizens continues to be one of our top priorities, and it shows. Our police and fire departments, both of whom continue to be recognized at the state and national levels for their successes, make up 21.9 percent of the city's total budget and 46.5 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 for a second time: 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 NETCOM 911 followed suit this summer becoming the first regional dispatch center in Texas to earn national accreditation from CALEA. A new Accreditation Manager position is being funded by the KCCPD fund in the proposed budget to manage the accreditation programs and maintain the reporting requirements. This will free up a sworn officer to be able to serve on the street.

During FY 2018-19, the police department will be partnering with the Keller Center for Advanced Learning to allow students interested in public safety to be considered for part-time positions upon graduation. This is a new recruiting and hiring initiative that we hope will engage students who wish to pursue careers as first responders. Additionally, Keller PD continues to invest in equipment and in its headquarters on Rufe Snow Drive. In FY 2018-19 we will be replacing wall coverings, removing a wall to create a more open flow and replacing the sprinkler system that has been in place since 2005. Vehicle and equipment purchases include additional neighborhood speed signs as well as replacing six vehicles (including four marked patrol units), cameras, radar and bicycles for the KPD Bike Unit.

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 911 dispatch as well as jail and animal services with our area partner cities, the total cost of police services will be offset by \$3.1 million in annual revenue this year.

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 replacements of an administrative vehicle, a Fire Pumper costing approximately \$680,000, thermal imaging cameras and a respiratory fit test machine, all of which are on the replacement schedule and due for upgrades.

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.

As part of the Keller Development Corporation's FY 2018-19 budget, the city will make improvements to Overton Ridge Park in northwest Keller, including adding a small playground, restroom facility, passive play area and seating as well as expanding the trail system and parking amenities. In addition, the city has plans to build an additional restroom at Bear Creek Park and will maintain funding for ongoing trail expansions and park equipment replacements.

The Keller Pointe has continued to improve its facility the past two years with both cosmetic upgrades and new fitness equipment. For FY 2018-19, The Pointe budget includes replacing two HVAC units — one on the roof and one in the Indoor Pool area — and painting the outdoor pool slides. Also included in this budget is a \$600,000 transfer for a future capital project to remodel the locker rooms, which has been in discussions since the expansion and renovation in 2016-17.

Public Works

The city maintains a five-year Capital Improvements Plan to address current and future needs, ensuring we maintain and improve our safe and efficient roadways, sidewalks, and water, wastewater and drainage systems. This allows the city to budget projects and seek financial assistance as needed by applying for grants or partnering with Tarrant County and surrounding cities. The five-year plan, which can be found in the CIP section of the proposed budget, anticipates investing approximately \$23.2 million into street projects, \$19.8 million into water projects, \$4.2 million into wastewater projects, and \$1.7 into drainage projects for a total \$48.9 million investment into the city's infrastructure. Over two-thirds of the improvements will be cash funded.

Streets

FY 2018-19 street projects include street maintenance for \$2,126,609, the reconstruction of Johnson Road from Rufe Snow Drive to Keller-Smithfield Road for \$2 million, a roundabout at the intersection of Bear Creek Parkway and Whitley Road for \$925,000, traffic signals at the northern intersection of Bear Creek Parkway and Keller-Smithfield Road for \$250,000, and sidewalk construction and repairs for \$160,000.

The street department will also be purchasing a brine system vehicle attachment for inclement weather response and replacing a dump truck.

Water and Wastewater

During FY 2016-17, the city issued debt related to the construction of a new 30-inch, 12,200-linear-foot Alta Vista water transmission main and the replacement of 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 2018-19 include a water line extension on Lavena Street, 12-inch water lines along Hwy. 377, our annual valve and water service replacement programs, and updating the Water Master Plan/Condition Assessment.

Additionally, beginning this fiscal year and following the city's trend of planning for future maintenance, the Water Fund will begin setting aside money annually for tank maintenance. FY 2018-19 will begin the allocation process in the amount of \$175,000, which will allow for tank maintenance every other year.

As mentioned in the list of one-time expenditures, wastewater projects for FY 2018-19 include extending sanitary sewer to serve the North Hwy. 377 region between Johnson and Mt. Gilead roads.

Drainage

Drainage projects for FY 2018-19 include improvements along Woods Drive and an update to the city's Drainage Master Plan. Design work also began in FY 2015-16 on a drainage project on Barbara Lane with construction to be completed in FY 2018-19.

Economic and Business Development

Keller continues to see growth in its commercial sector with more than \$47 million in projects expected to finish up by the end of FY 2017-18 and another \$17 million estimated to have started this year. During FY 2018-19, the city anticipates a decline in new commercial growth as land availability in Keller decreases. Still, we anticipate about \$26.7 million in economic growth in the year ahead, bringing retail and office square footage to over 6.6 million, according to Tarrant Appraisal District records.

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 in Fiscal Year 2016-17 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, The Station Patio Icehouse and a potential mixed-use project.

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, Lavender Hill Spa, Summer Moon Coffee, Boca 31, and Play Street Museum (coming soon) 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 recently saw the opening of The Bowden on FM 1709, a private event center owned and operated by the Greater Keller Women's Club, and anticipates the opening of a second private event center, Chandon Arbors, in Old Town Keller on land fronting Elm Street sold by the city two years ago.

The FY 2018-19 budget includes \$648,714 for economic development incentives with \$301,195 related to committed incentives and \$347,519 available for potential new opportunities.

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 2018-19 budget includes a 4 percent market adjustment for Public Safety (sworn/certified) employees to bring us in line with other area cities in addition to the sustainable 2

percent annual step plan that was implemented in FY 2017-18. For general/civilian employees, the budget proposes a 3.5 percent raise split between a 1.5 percent increase to the pay plan aimed at remaining competitive and a 2 percent merit increase for eligible employees.

The proposed budget increases city staff by 2.25 FTEs (full-time equivalents) related to an Accreditation Manager, a part-time School Resource Officer (SRO) and a part-time Environmental Services Technician. The Accreditation Manager will manage the police and fire accreditation programs and handle the related reporting requirements, and will be funded by the Keller Crime Control and Prevention District Fund. The part-time SRO will cover the Keller ISD middle schools and will be completely funded by the Keller Independent School District. The part-time Environmental Services Technician will primarily focus on regulatory reporting requirements and is funded by the Water and Wastewater Fund. It should be noted that the number of employees working for the city currently stands at 346.77 FTEs, far below the 369.07 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.

Keller will continue to offer a high deductible medical insurance plan with the option of a buy-up plan, and we will continue into our second year of a two-year contract with zero increase to medical insurance premiums. In FY 2017-18, General Fund salary savings will be transferred to a self-insurance fund as part of a goal to become self-insured in the near future.

As part of our benefits package, the City of Keller participates in the Texas Municipal Retirement System, which continues to be solidly funded at 82.6 percent. TMRS as a whole (as of Dec. 31, 2016) was 86.3 percent funded. The city's contribution rate will be reduced effective Jan. 1, 2019, to 15.59 percent from 15.65 percent for a fiscal year blended rate of 15.61 percent.

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 Workers' Compensation experience modifier. This has resulted in a decrease of \$5,948 in the proposed budget even with the proposed compensation increases.

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 2018-19 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>Community Development</i>	Reorganization of Planning, Building Services and Code Compliance to grow professionals from within to increase longevity and alignment with the Keller values model	Salary savings help achieve Council goal of keeping increases to staff services at or below 4% of total personnel cost and opened an avenue for professional growth and development in the City rather than job hopping	\$104,362
<i>Fire</i>	Deferred replacement of one fire department command vehicles and one fire inspector staff vehicle	Replaces staff and command vehicles based on use (mileage) and maintenance costs instead of age	\$180,000
	Use of shift fire personnel to conduct annual commercial fire inspections	Defers the need to hire an additional fire inspector for the Fire Prevention division to meet annual inspection requirements and maintain current ISO Fire Protection rating	\$134,000
<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	\$33,200
	Install cabling in Fire Station 1, MSC, and Keller Pointe for access control refresh	Install network cabling for access control project, relying less on contractor	\$9,500
	Utilize retired server and Storage Area Network (SAN) for Library	Reduced server costs by using retired frontline server and SAN	\$9,500
	Virtualize GIS Server	Reduced server costs by moving from physical to virtual server	\$7,000
	Utilize retired laptops for training purposes	Reduced the number of laptops purchased for training by refurbishing retired laptops	\$5,600
	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
<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	\$566,280
	TexShare Databases	Total cost of access to databases if purchased outside the TexShare consortium	\$157,866

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Library</i>	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	\$84,942
	North Texas Libraries on the Go Consortium - Overdrive	Keller Public Library users have access to content purchased by all 30 members of the consortium	\$82,000
	North Texas Libraries on the Go Consortium – Zinio	Keller Public Library users have access to content purchased by all 31 members of the consortium	\$13,500
	Volunteers	Library volunteers contributed 3,392 hours of work at the library	\$32,224
	Hudson Foundation Grant	The Hudson Foundation funded One Book One City Program, books and dynamic library programs for teens and children	\$20,000
	Friends of the Library donations	Friends of the Library donated funds for technology, books and programs	\$17,472
	Summer Reading Club Contributors	Value of donated prizes from local businesses for summer reading club participants	\$12,000
	MetrOPAC Integrated Library System (ILS)	Money saved by purchasing the Polaris ILS as part of the consortium rather than paying independently	\$8,860
	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	\$2,098
<i>Parks & Recreation</i>	Eliminated two full time positions by contracting out more mowing and janitorial services	Salary savings help achieve Council goal of keeping increases to staff services at or below 4% of total personnel cost	\$17,481
<i>The Keller Pointe</i>	Completed multiple maintenance and replacement projects, including cleaning the Rufe Snow marquee and planter stonework, concession stand renovations and improvements to the indoor and outdoor pool spaces	Performing tasks in-house reduces costs of contracting out	\$13,450

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>The Keller Pointe</i>	Elected not to hire seasonal worker for outdoor pool	Work load absorbed by existing staff	\$8,750
	Began electronic distribution of program flyers to KISD parents	Reduced printing costs	\$3,000
	Pool chemical bilge pump	Usable chemicals are harvested with the use of a bilge pump	\$2,300
	Re-evaluated best value vendor for Dectron filters	Staff was able to secure a more competitive price than last year	\$2,200
	Began designing the "Pointes of Interest" publication in-house	Reduced marketing and advertising costs	\$1,400
	Designed and installed pool chlorine dispenser system	System provides more effective distribution of chlorine to facility pools	\$500
<i>Police</i>	Communications, Animal Services and Jail Services Agreement with the Cities of Southlake and Colleyville	Participating cities share in annual personnel and operational costs	\$2,005,917
	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	\$950,048
	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	\$126,000
	Public Safety Answering Point (PSAP) – Assistance	Provides funds to purchase necessary equipment, maintenance agreements, etc. for the Dispatch Center.	\$41,606
	PSAP – P25	Provides funds to cover radio maintenance cost, upgrades, and new radios for the City.	\$35,894
	Texas Rifle Body Armor	Partnership with the State of Texas to provide Rifle resistant body armor to officers and stab vest for detention officers	\$32,500

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Police</i>	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	\$20,000
	Ballistic Vest Partnership	Partnership with the Department of Justice to purchase ballistic vest for the officers	\$11,518
	Sale of used brass and firearms	Provides additional funding for the department to purchase training supplies and equipment	\$2,500 (variable based on brass collection and going rate for brass)

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.

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

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

IMPLEMENTATION PROCESS

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

BUDGET AMENDMENT PROCESS

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

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

YEAR-END PROCESS

After the fiscal year is completed, the city contracts with an independent auditor to review the city's financial statements. The auditor reviews expenditures, revenues, and fund balances to ensure that all are accurate. Upon completion of the audit, the 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, Fleet Replacement, and Facility Replacement funds.

D. Special Revenues Funds:

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

E. Debt Service Funds:

Contains general debt service funding and distributions, 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 2018-19		
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 20, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Budget Process Update	Tuesday	March 20, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update/TBD	Tuesday	April 3, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - CAFR Presentation and Fund Balance Update	Tuesday	April 17, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - TIRZ, Economic Development	Tuesday	May 1, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update/TBD	Tuesday	May 15, 2018
Final Date for Finance to Input Departmental Requests into STW including Year-End Projections	Friday	May 18, 2018
Finance to compile City Manager Summary Budget Book w/ Reports		May 21 - May 25, 2018
City Manager review of budget requests with Finance and individual departments (Includes IT, HR, Fleet and Fee Schedule recommendations)		May 29 - June 15, 2018
Ad-Hoc Committee Meeting to Discuss Compensation		End of May-First of June
Strategic Planning Workshop with City Council, City Manager, Staff - Property Tax Rate Calculations, Homestead Exemption	Tuesday	June 5, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - CIP and Outstanding Debt	Tuesday	June 19, 2018
KDC and KCCPD Board Approval of Proposed Budgets		By June 26, 2018
<i>Last Day to Adopt Homestead Exemption Increases</i>	<i>Friday</i>	<i>June 29, 2018</i>
Strategic Planning Workshop with City Council, City Manager, Staff - TBD	Tuesday	July 3, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Fee Adjustments including Water and Wastewater	Tuesday	July 17, 2018
Hold Public Hearing at City Council on the KCCPD and KDC Proposed Budgets	Tuesday	July 17, 2018
Certified Tax Values due from Tarrant Appraisal District	Wednesday	July 25, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Tax and Proposed Budget Update	Tuesday	August 7, 2018
Proposed Budget Distributed to City Council, Filed with City Secretary and Copy Placed in the Keller Public Library (August 15th by Charter)	Tuesday	August 14, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Compensation Update	Tuesday	August 21, 2018
Council Agenda Item to provide effective and rollback rates to Council	Tuesday	August 21, 2018
Council Agenda Item to Consider Setting the Time and Date for a Public Hearing on the Proposed Tax Rate (if necessary)	Tuesday	August 21, 2018
Proposed Budget Review Workshop for City Council, City Manager and Staff	Tuesday	August 28, 2018
Publish "Notice of Property Tax Rates" in Fort Worth Star Telegram (September 1 by State Law)	Friday	August 31, 2018
Supplemental Certified Tax Values due from Tarrant Appraisal District	Friday	August 31, 2018
Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update	Tuesday	September 4, 2018
Hold First Public Hearing on Proposed FY 2018-19 Tax Rate (if necessary)	Tuesday	September 4, 2018
Hold Second Public Hearing on Proposed FY 2018-19 Tax Rate (if necessary)	Tuesday	September 11, 2018
Hold Public Hearing on FY 2018-19 Budget, Ordinance to Adopt the FY 2018-19 Budget, Ordinance to Adopt Tax Rate, Resolution to Ratify Budget (September 27 by Charter)	Tuesday	September 18, 2018
Fiscal Year FY 2018-19 Begins	Monday	October 1, 2018



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**

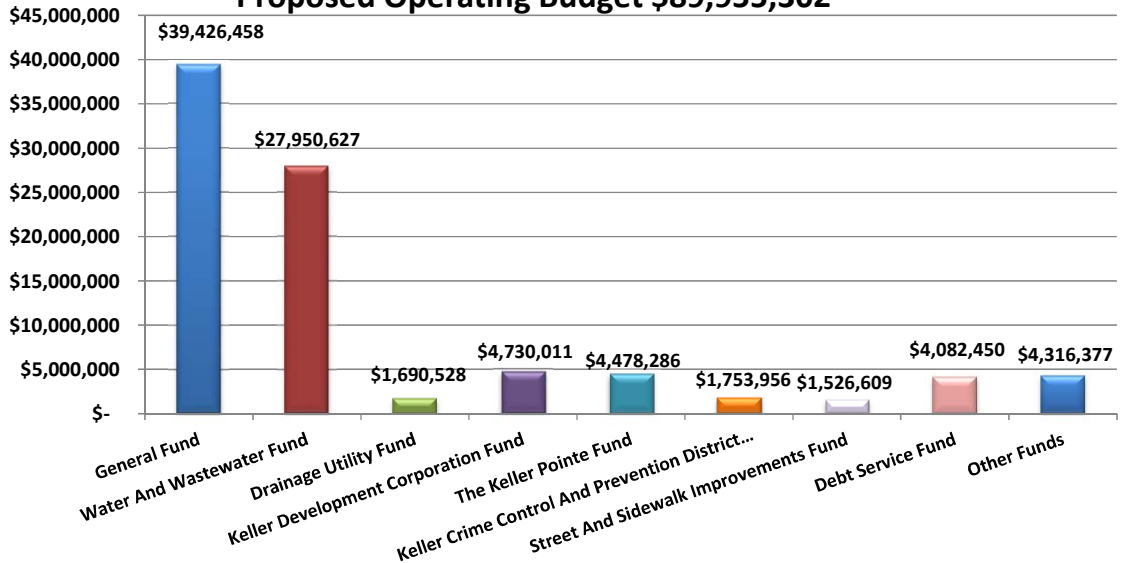


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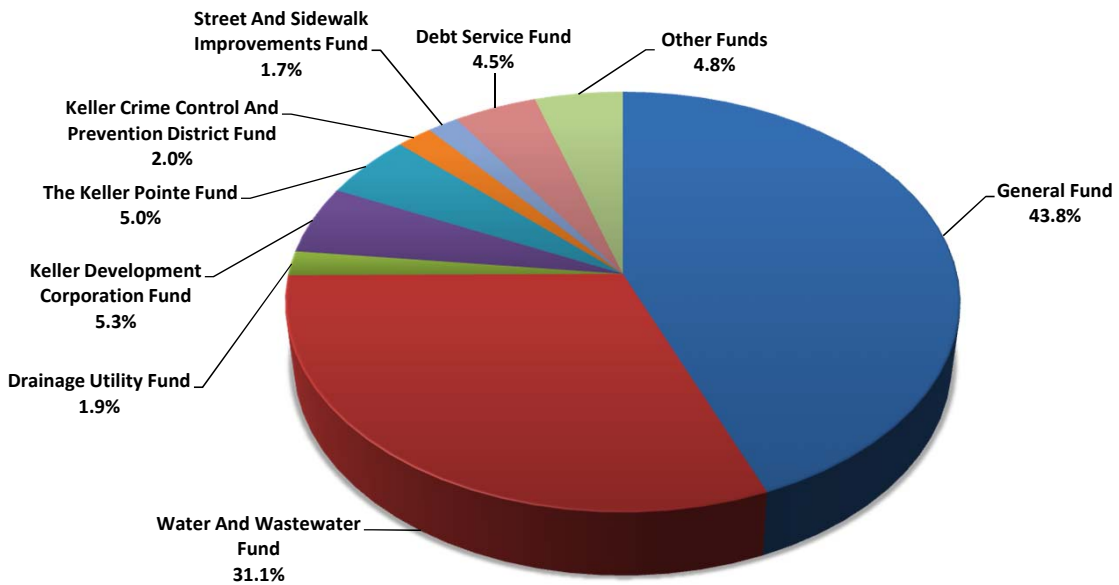
OPERATING BUDGET SUMMARY

The total proposed operating budget for FY 2018-19 is \$89,955,302. The two largest operating funds are the General Fund which comprises \$39,426,458 or 43.8%, and the Utility Fund which comprises \$27,950,627 or 31.1% of the total operating budget, which combines to be \$67,377,085 or 74.9%.

**FY 2018-19 City of Keller
Proposed Operating Budget \$89,955,302**

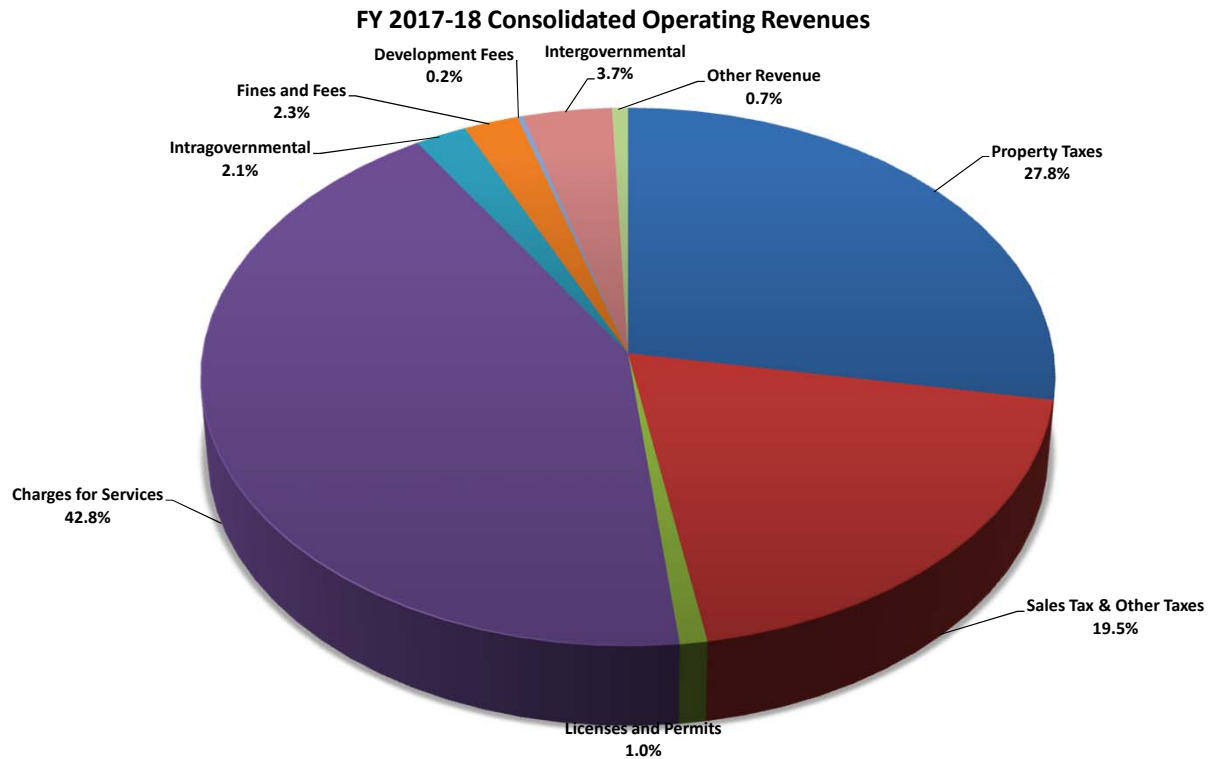


FY 2018-19 Operating Budget



FY 2018-19 Consolidated Operating Fund Revenue Summary

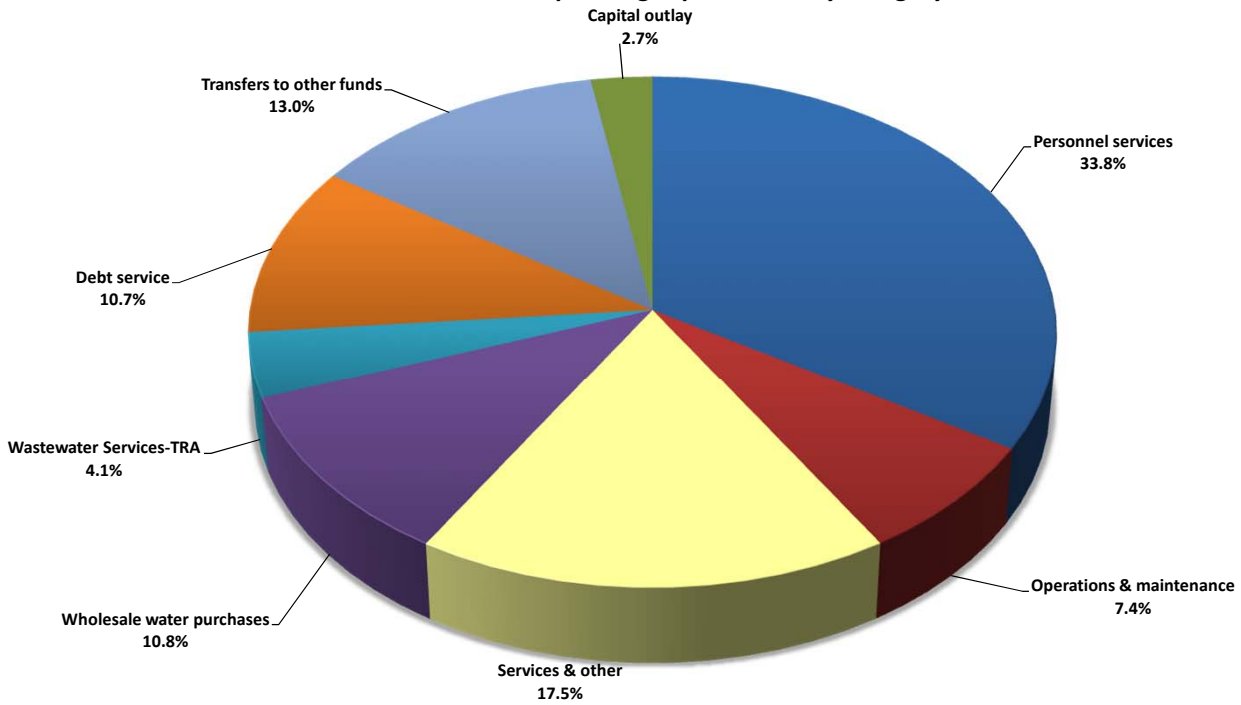
Revenues:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
Property Taxes	\$ 19,794,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,124,520	\$ -	\$ 23,918,725
Sales Tax & Other Taxes	10,679,405	-	-	3,053,219	-	1,403,598	1,526,609	-	139,406	16,802,237
Licenses and Permits	824,479	-	-	-	-	-	-	-	-	824,479
Charges for Services	1,425,353	27,296,013	1,456,371	16,000	3,198,500	-	-	-	3,521,223	36,913,460
Intragovernmental	1,428,744	-	-	-	-	-	-	-	400,000	1,828,744
Fines and Fees	1,213,074	557,440	-	-	-	-	36,607	-	132,383	1,939,504
Development Fees	198,928	-	-	-	-	-	-	-	-	198,928
Intergovernmental	3,140,974	-	-	-	-	20,000	-	-	-	3,160,974
Other Revenue	217,762	98,332	21,075	18,188	33,500	22,157	18,382	13,052	121,203	563,651
Total Revenues	\$ 38,922,924	\$ 27,951,785	\$ 1,477,446	\$ 3,087,407	\$ 3,232,000	\$ 1,445,755	\$ 1,581,598	\$ 4,137,572	\$ 4,314,215	\$ 86,150,702



FY 2018-19 Consolidated Operating Fund Expenditure Summary by Category

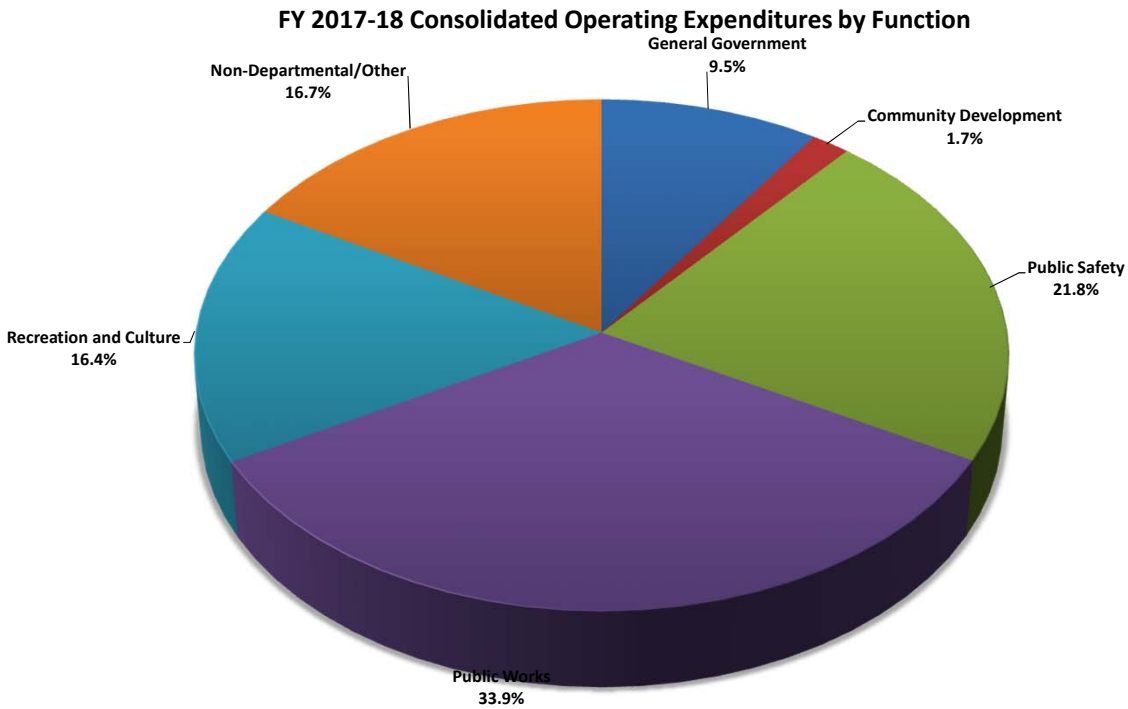
Expenditures By Category:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
Personnel services	\$ 23,875,958	\$ 3,258,576	\$ 631,885	\$ -	\$ 1,628,144	\$ 100,251	\$ -	\$ -	\$ 901,798	\$ 30,396,612
Operations & maintenance	2,618,731	1,428,978	161,350	25,400	430,189	640,690	-	-	1,390,581	6,695,919
Services & other	8,267,169	4,792,456	597,293	54,314	1,052,533	53,190	-	1,500	900,740	15,719,195
Wholesale water purchases	-	9,715,501	-	-	-	-	-	-	-	9,715,501
Wastewater Services-TRA	-	3,700,836	-	-	-	-	-	-	-	3,700,836
Debt service	-	3,436,780	-	1,587,694	-	531,000	-	4,080,950	-	9,636,424
Transfers to other funds	4,607,600	1,582,500	300,000	3,062,603	600,000	-	1,526,609	-	-	11,679,312
Capital outlay	57,000	35,000	-	-	767,420	428,825	-	-	1,123,258	2,411,503
TOTAL ALL FUNDS	\$ 39,426,458	\$ 27,950,627	\$ 1,690,528	\$ 4,730,011	\$ 4,478,286	\$ 1,753,956	\$ 1,526,609	\$ 4,082,450	\$ 4,316,377	\$ 89,955,302

FY 2017-18 Consolidated Operating Expenditures by Category



FY 2018-19 Consolidated Operating Fund Expenditure Summary by Function

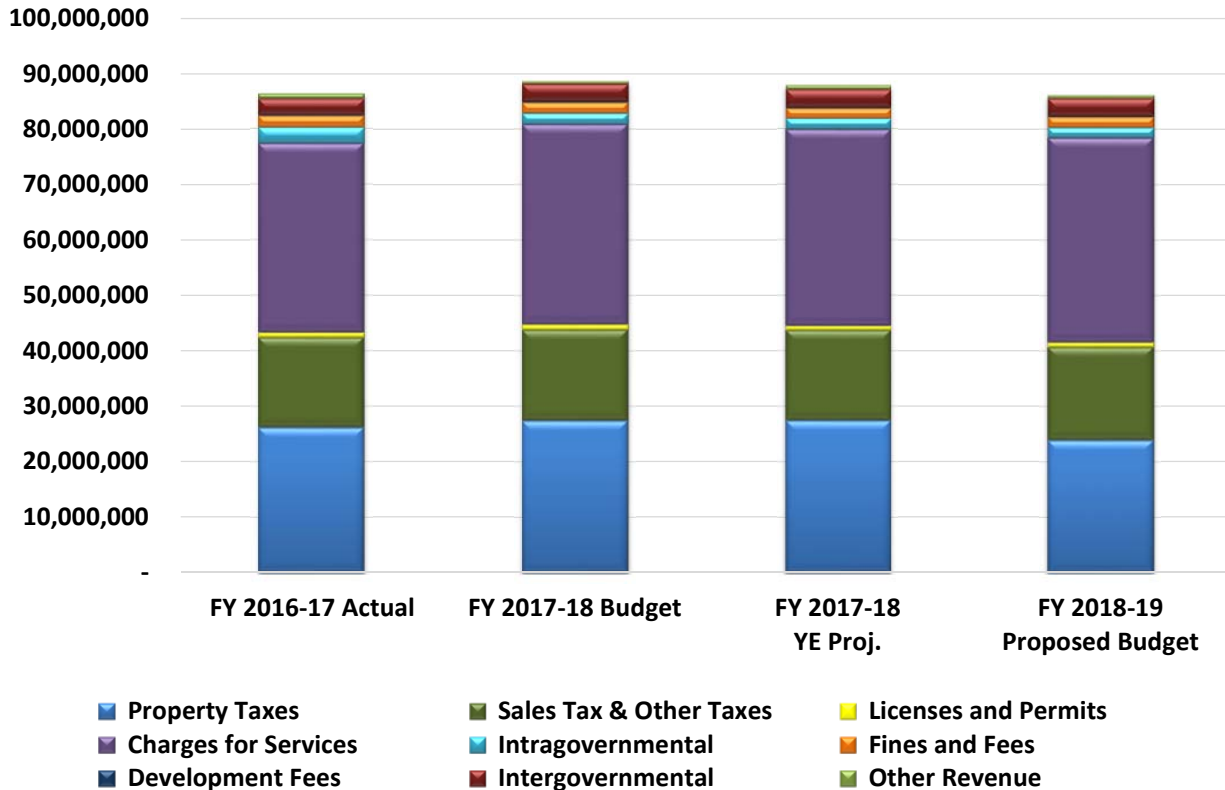
Expenditures By Function:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
General Government	\$ 6,198,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,345,907	\$ 8,544,267
Community Development	1,505,909	-	-	-	-	-	-	-	-	1,505,909
Public Safety	18,320,943	-	-	-	-	1,222,956	-	-	108,934	19,652,833
Public Works	5,615,011	21,637,286	1,690,528	-	-	-	1,526,609	-	-	30,469,434
Recreation and Culture	5,178,450	-	-	4,730,011	4,478,286	-	-	-	357,547	14,744,294
Non-Departmental/Other	2,607,785	6,313,341	-	-	-	531,000	-	4,082,450	1,503,989	15,038,565
Total Expenditures	\$ 39,426,458	\$ 27,950,627	\$ 1,690,528	\$ 4,730,011	\$ 4,478,286	\$ 1,753,956	\$ 1,526,609	\$ 4,082,450	\$ 4,316,377	\$ 89,955,302
Change in Fund Balance	\$ (503,534)	\$ 1,158	\$ (213,082)	\$ (1,642,604)	\$ (1,246,286)	\$ (308,201)	\$ 54,989	\$ 55,122	\$ (2,162)	\$ (3,804,600)



FY 2018-19 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Property Taxes	\$ 26,132,129	\$ 27,446,659	\$ 27,419,824	\$ 23,918,725
Sales Tax & Other Taxes	16,247,718	16,378,703	16,311,127	16,802,237
Licenses and Permits	859,908	964,856	732,379	824,479
Charges for Services	34,119,740	36,086,618	35,426,028	36,913,460
Intragovernmental	2,908,693	1,976,540	1,976,540	1,828,744
Fines and Fees	2,072,935	1,955,320	1,798,361	1,939,504
Development Fees	193,775	236,460	204,109	198,928
Intergovernmental	2,884,096	3,140,965	3,193,978	3,160,974
Other Revenue	884,830	456,195	758,011	563,651
TOTAL REVENUES	\$ 86,303,823	\$ 88,642,316	\$ 87,820,357	\$ 86,150,702

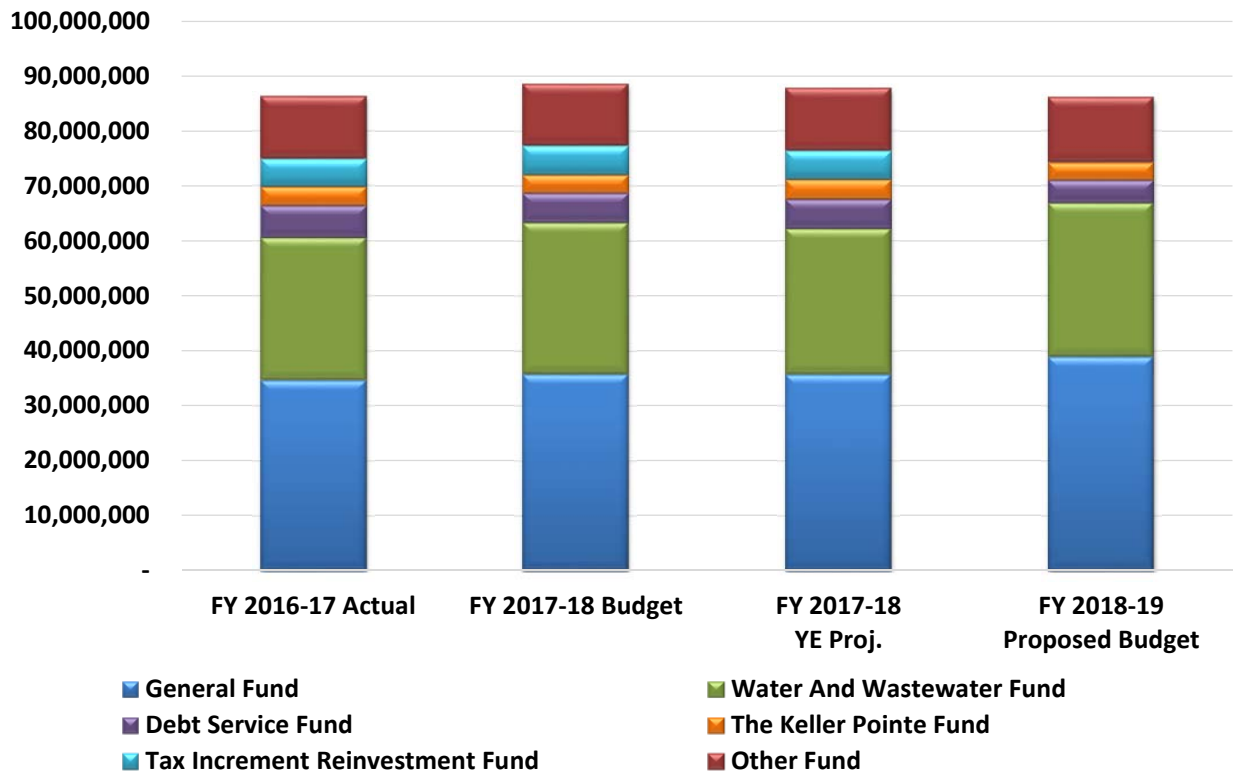
Operating Revenue Summary By Category



FY 2018-19 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
General Fund	\$ 34,635,532	\$ 35,767,465	\$ 35,671,458	\$ 38,922,924
Water And Wastewater Fund	25,948,162	27,630,832	26,522,802	27,951,785
Drainage Utility Fund	1,469,909	1,458,985	1,470,524	1,477,446
Keller Development Corporation Fund	3,024,759	3,010,647	3,023,652	3,087,407
The Keller Pointe Fund	3,449,393	3,287,310	3,544,866	3,232,000
Keller Crime Control And Prevention District Fund	1,534,485	1,416,603	1,531,335	1,445,755
Street And Sidewalk Improvements Fund	1,526,595	1,550,122	1,535,221	1,581,598
Debt Service Fund	5,843,334	5,382,140	5,396,995	4,137,572
Information Technology Fund	2,025,731	2,081,780	2,088,544	2,194,208
Public Safety Special Revenue Fund	-	-	-	66,951
Recreation Special Revenue Fund	248,931	295,100	333,016	295,100
Municipal Court Special Revenue Fund	152,530	134,823	106,421	134,823
Public Education And Government Cable Franchise Fee Fund	152,951	151,161	144,273	142,870
Community Clean-Up Fund	36,400	34,071	37,523	34,071
Tax Increment Reinvestment Fund	5,081,050	5,332,612	5,273,207	-
Fleet Replacement Fund	774,508	708,565	735,351	1,046,092
Facility Capital Replacement Fund	400,482	400,100	405,322	400,100
TOTAL REVENUES	\$ 86,304,753	\$ 88,642,316	\$ 87,820,510	\$ 86,150,702

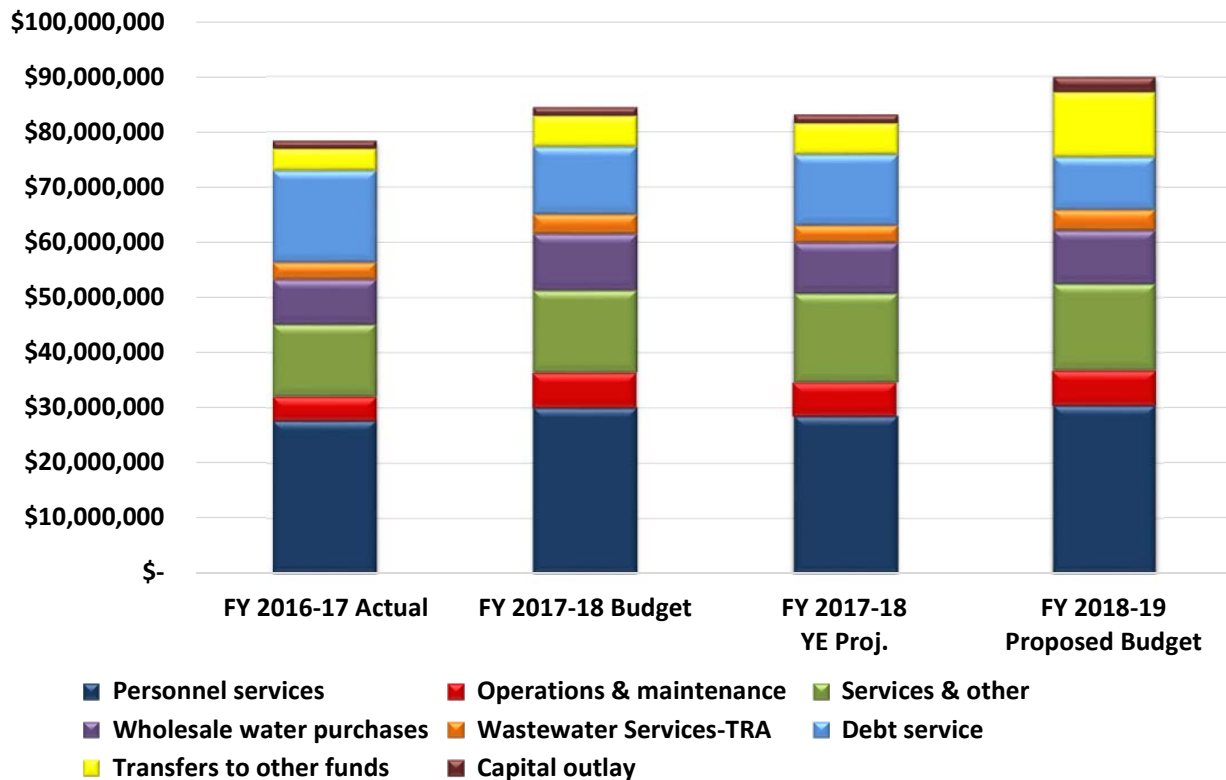
Operating Revenue Summary By Fund



FY 2018-19 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Personnel services	\$ 27,642,492	\$ 29,993,113	\$ 28,457,783	\$ 30,396,612
Operations & maintenance	4,379,294	6,344,876	6,136,557	6,308,819
Services & other	13,093,237	14,910,850	16,103,234	15,719,195
Wholesale water purchases	8,175,358	10,230,544	9,231,615	9,715,501
Wastewater Services-TRA	3,089,540	3,591,344	3,140,350	3,700,836
Debt service	16,610,030	12,232,739	12,870,339	9,636,424
Transfers to other funds	3,982,320	5,598,747	5,598,747	11,679,312
Capital outlay	1,435,308	1,582,577	1,572,577	2,798,603
TOTAL EXPENDITURES	\$ 78,407,579	\$ 84,484,790	\$ 83,111,202	\$ 89,955,302

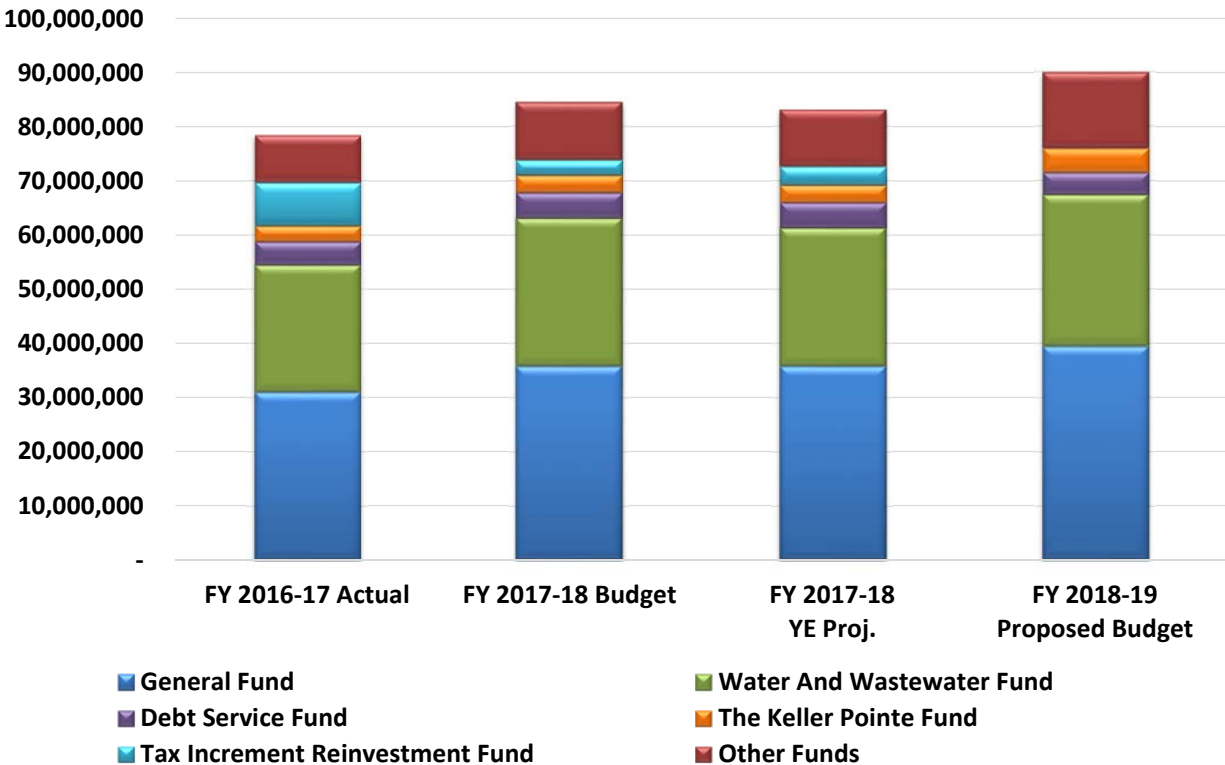
Operating Expenditure Summary By Category



FY 2018-19 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
General Fund	\$ 30,984,344	\$ 35,767,465	\$ 35,796,289	\$ 39,426,458
Water And Wastewater Fund	23,477,459	27,331,316	25,490,907	27,950,627
Drainage Utility Fund	1,573,408	1,440,660	1,387,445	1,690,528
Keller Development Corporation Fund	2,065,752	2,722,024	2,718,874	4,730,011
The Keller Pointe Fund	2,878,301	3,197,344	3,188,026	4,478,286
Keller Crime Control And Prevention District Fund	1,019,398	1,183,542	1,183,542	1,753,956
Street And Sidewalk Improvements Fund	1,161,248	1,526,250	1,526,250	1,526,609
Debt Service Fund	4,333,563	4,693,483	4,693,483	4,082,450
Information Technology Fund	1,859,183	2,291,902	2,202,863	2,217,307
Public Safety Special Revenue Fund	(20,000)	-	-	67,951
Recreation Special Revenue Fund	206,669	289,596	316,346	289,596
Municipal Court Special Revenue Fund	95,500	121,202	121,202	108,934
Public Education And Government Cable Franchise Fee Fund	322,227	153,600	115,600	128,600
Community Clean-Up Fund	29,338	33,631	-	33,631
Tax Increment Reinvestment Fund	7,970,563	2,784,425	3,422,025	-
Fleet Replacement Fund	450,626	561,250	561,250	1,083,258
Facility Capital Replacement Fund	-	387,100	387,100	387,100
TOTAL EXPENDITURES	\$ 78,407,579	\$ 84,484,790	\$ 83,111,202	\$ 89,955,302

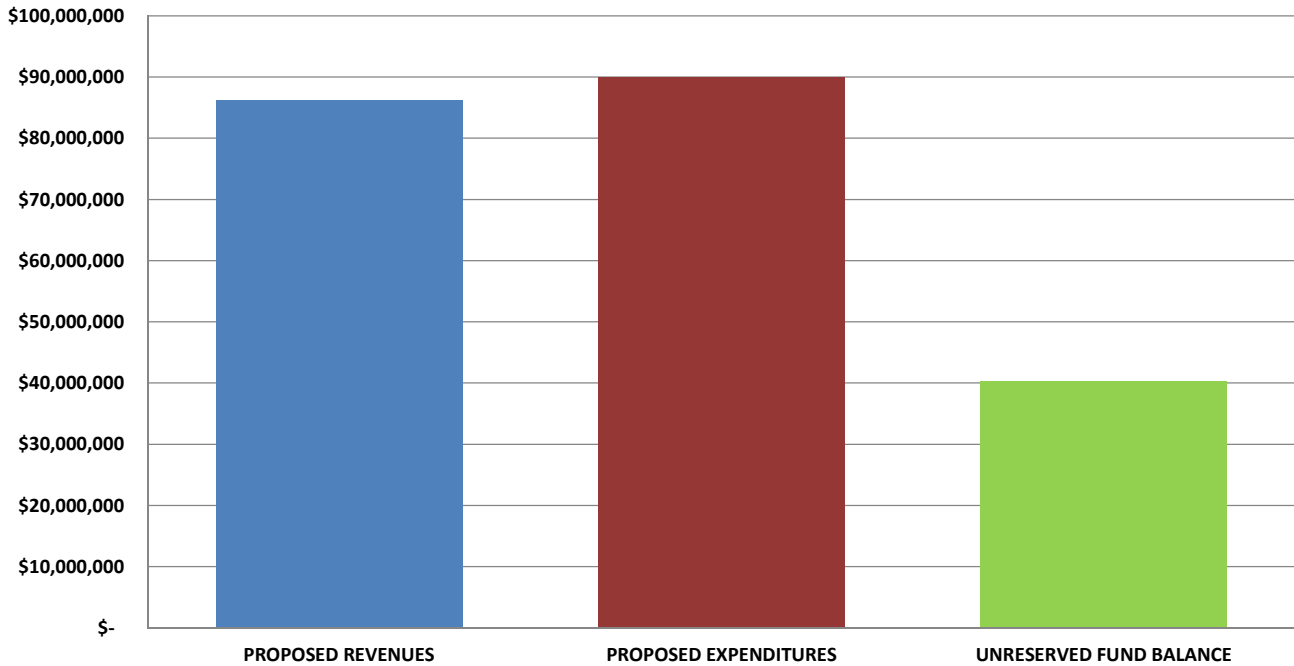
Operating Expenditure Summary By Fund



FY 2018-19 CONSOLIDATED PROJECTED FUND BALANCES

	9/29/2017 Unreserved Fund Balance	FY 2017-18 YE Proj. Revenues	FY 2017-18 YE Proj. Expenditures	9/29/2018 Projected Unreserved Fund Balance	FY 2018-19 Proposed Revenues	FY 2018-19 Proposed Expenditures	9/30/2019 Projected Unreserved Fund Balance
General Fund	\$ 16,634,070	\$ 35,671,458	\$ 35,796,289	\$ 18,795,343	\$ 38,922,924	\$ 39,426,458	\$ 18,291,809
Water And Wastewater Fund	4,171,164	26,522,802	25,490,907	5,203,059	27,951,785	27,950,627	5,204,217
Drainage Utility Fund	1,815,050	1,470,524	1,387,445	1,898,129	1,477,446	1,690,528	1,685,047
Keller Development Corporation Fund	3,585,156	3,023,652	2,718,874	3,889,934	3,087,407	4,730,011	2,247,330
The Keller Pointe Fund	1,812,202	3,544,866	3,188,026	2,169,042	3,232,000	4,478,286	922,756
Keller Crime Control And Prevention District Fund	4,181,677	1,531,335	1,183,542	4,529,470	1,445,755	1,753,956	4,221,269
Street And Sidewalk Improvements Fund	428,222	1,535,221	1,526,250	437,193	1,581,598	1,526,609	492,182
Debt Service Fund	1,891,423	5,396,995	4,693,483	2,594,935	4,137,572	4,082,450	2,650,057
Information Technology Fund	979,158	2,088,544	2,202,863	864,839	2,194,208	2,217,307	841,740
Public Safety Special Revenue Fund	144,924	-	-	144,924	66,951	67,951	143,924
Recreation Special Revenue Fund	367,352	333,016	316,346	384,022	295,100	289,596	389,526
Municipal Court Special Revenue Fund	196,659	106,421	121,202	181,878	134,823	108,934	207,767
Public Education And Government Cable Franchise Fee Fund	432,564	144,273	115,600	461,237	142,870	128,600	475,507
Community Clean-Up Fund	197,693	37,523	-	235,216	34,071	33,631	235,656
Tax Increment Reinvestment Fund	434,922	5,273,207	3,422,025	-	-	-	-
Fleet Replacement Fund	1,580,416	735,351	561,250	1,754,517	1,046,092	1,083,258	1,717,351
Facility Capital Replacement Fund	400,482	405,322	387,100	418,704	400,100	387,100	431,704
TOTAL	\$ 39,253,134	\$ 87,820,510	\$ 83,111,202	\$ 43,962,442	\$ 86,150,702	\$ 89,955,302	\$ 40,157,842

FY 2017-18 Operating Budget Fund Balance Summary

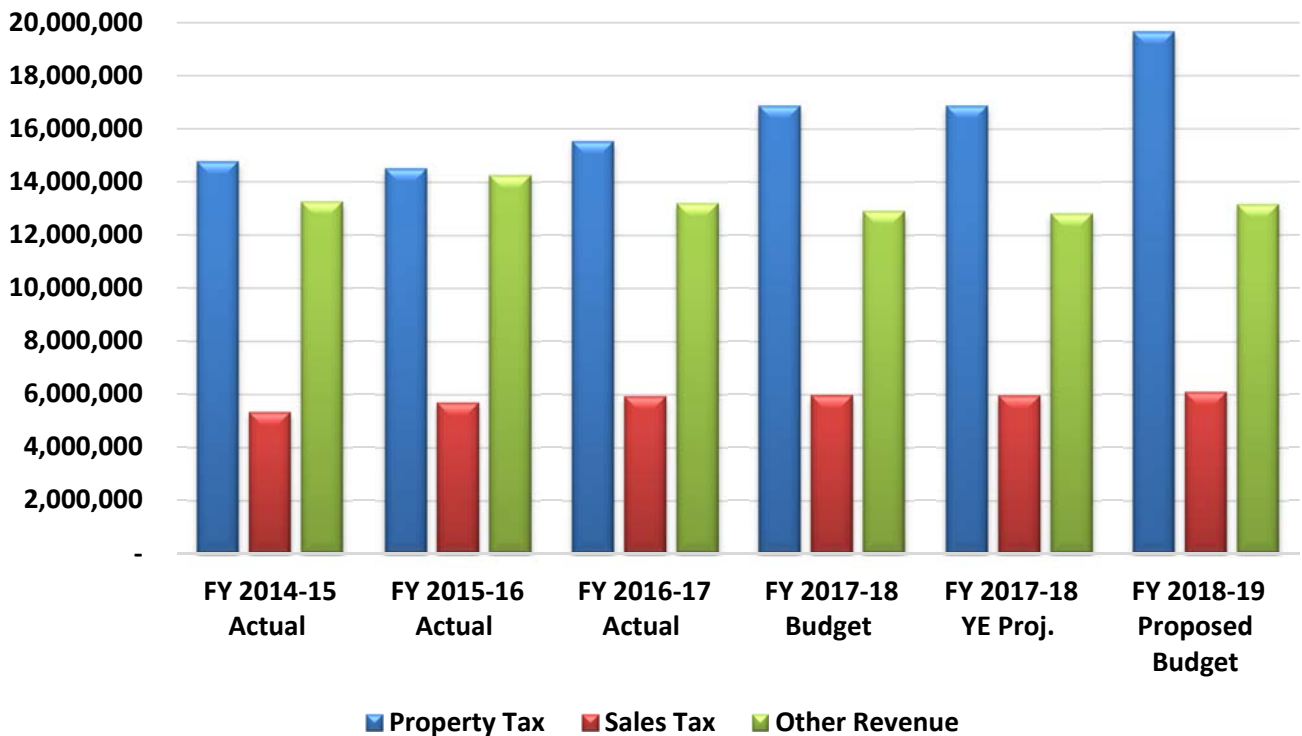
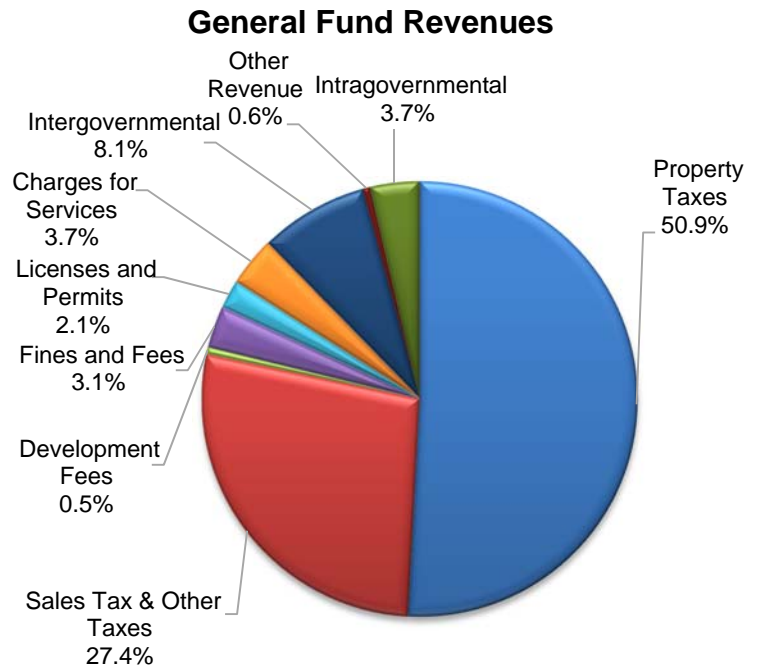


This statistical analysis summarizes the FY 2018-19 Proposed Budget by providing a summary of the revenue and expenditures of the city's various funds and provides a comparison to FY 2017-18 budget and year-end projections.

GENERAL FUND

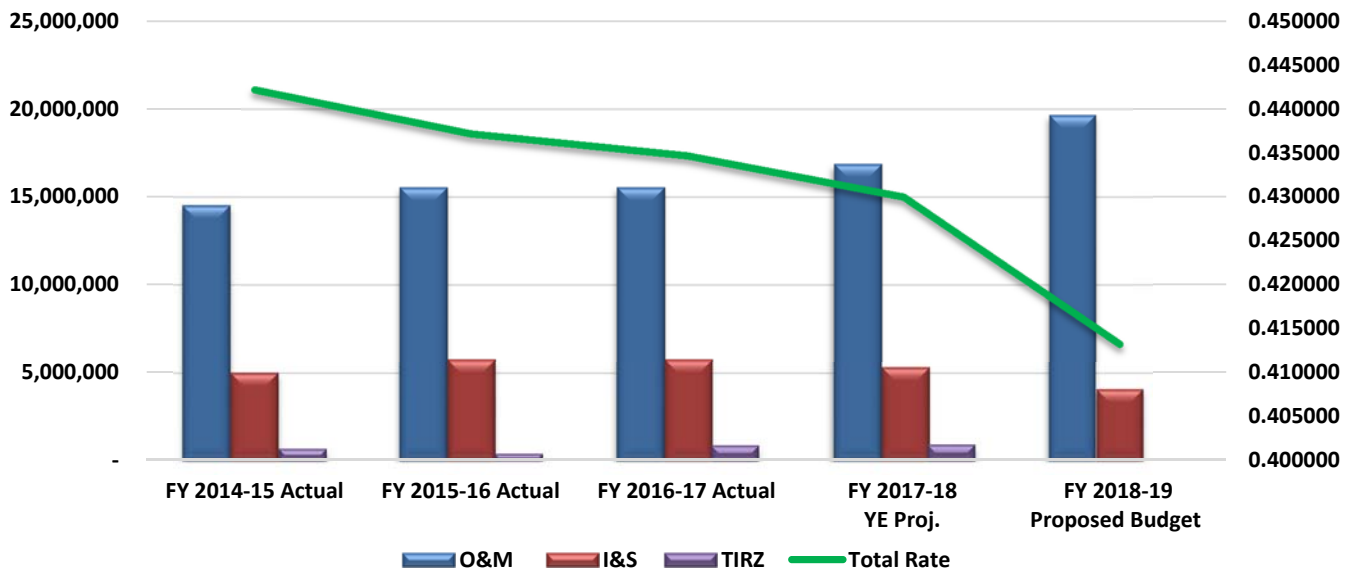
Revenue Assumptions:

The budget takes a conservative approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2018-19 are \$38,922,924 and assume an overall increase of 8.8% over the FY 2017-18 budget and an overall increase of 9.1% from FY 2017-18 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 50.9% and sales tax the second largest at 27.4%. 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 2018-19 rate is \$0.413250 per \$100 of taxable value (/100), which is a decrease of \$0.01425/100 from the FY 2017-18 rate and is under both the effective and rollback tax rates. The total levy will increase by \$610,047 or 2.6% and of the increased levy \$537,009 or 88.0% if related to new growth. For the average household, the taxable value has increased from \$329,840 to \$346,378 which reflects a homestead exemption increase from 8% to 10%. With the lowered ad valorem rate and the increased homestead exemption, the average home ad valorem levy increase is \$21.34 or \$1.78 per month. Without the increased exemption and rate reduction, the average household levy would have increased by \$84.41 or \$7.03 per month. The estimated property tax revenue for FY 2018-19 is \$23,742,869 for all funds.

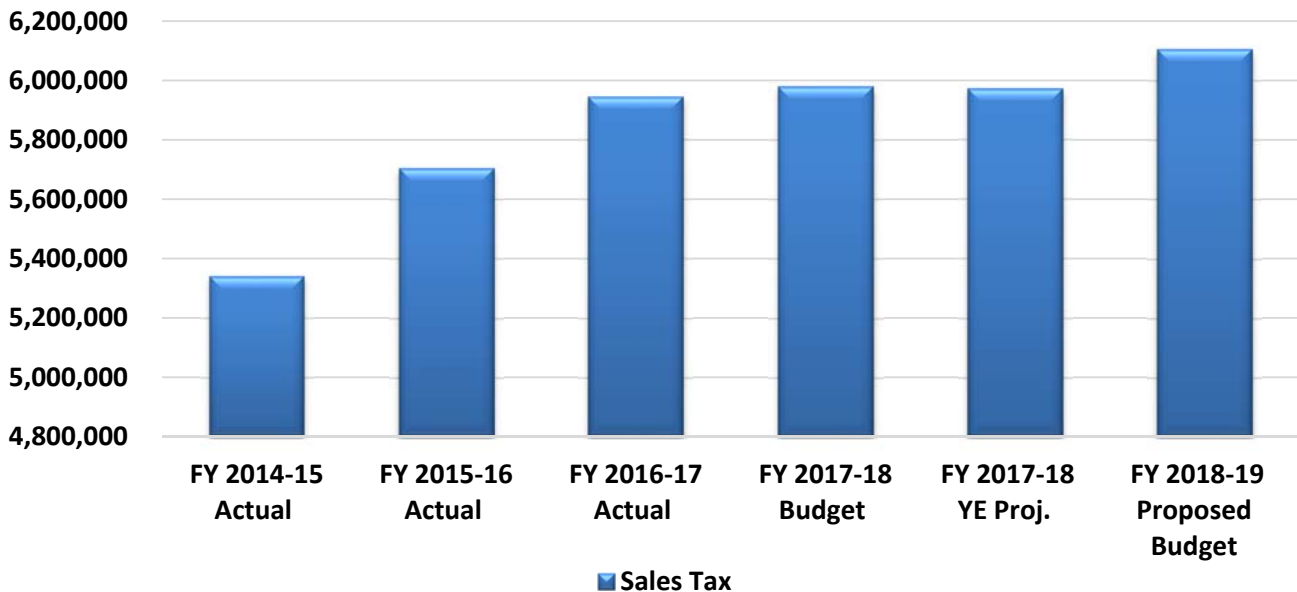


The Operations and Maintenance (O&M) rate is \$0.332943/\$100, which is an increase from the FY 2017-18 rate of \$0.3189846/\$100. O&M revenue is anticipated to be \$19,660,642 or 82.8% of property tax collected. The General Fund property tax growth will increase by \$2,777,924 or 16.5% which is due mainly to the TIRZ ending in FY 2017-18 and a reduced in the debt service requirements. When the TIRZ and debt requirements are removed from the General Fund growth, the O&M levy increase is \$610,047 or 3.6%. The interest and sinking rate (I&S) is \$0.080307/\$100 and is a slight decrease from the FY 2017-18 rate of \$0.1085154/\$100. I&S revenue is anticipated to be \$4,082,227 which is a decrease of \$1,244,568 or 23.4%. For FY 2017-18 the TIRZ levy was \$923,309 and with the end of the TIRZ during FY 2017-18, the annual levy will be made available for the General Fund.

Sales and Use Tax Collections:

FY 2018-19 Budget	\$6,106,437	
% of Fund Revenue	16.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 125,904	2.1 %
FY 2017-18 Projection	\$134,371	2.3 %

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 2018-19 sales tax revenue is \$12,089,863, and of this amount approximately half, or \$6,106,437, will go to the General Fund. Sales tax is approximately 2% over this time last year, though this is slightly behind budgeted projections. For FY 2018-19, the city is anticipating conservative growth in sales tax of 2.25% from year-end projections.



Other Taxes (Franchise Fees & Mixed Beverage Tax):

FY 2018-19 Budget	\$4,572,968	
% of Fund Revenue	12.3 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 183,675	1.7 %
FY 2017-18 Projection	\$ 226,225	2.1 %

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. The increase in other taxes is related to growth in the Water & Wastewater Utility Fund related to a rate increase from FY 2016-17. Electric franchise fees have been decreasing as rates continue to lower and telecommunications franchise fees have been decreases as cable subscriptions continue to decline. Mixed beverage tax is related to mixed alcohol beverage sales in restaurants and pubs within the city and is showing positive growth.

Licenses and permits:

FY 2018-19 Budget	\$ 824,479		
% of Fund Revenue	2.7 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ (140,377)	(14.6) %	
FY 2017-18 Projection	\$ 92,100	12.6 %	

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 reflected in the reduced revenue budget for FY 2018-19. The major revenue item in this category is building permits, which are projected to be \$706,996 in FY 2018-19, a decrease of \$143,004 from the FY 2017-18 budget. There are a few developments which are anticipated occur in FY 2018-19 which why budget is higher than year-end projections.

Charges for Services:

FY 2018-19 Budget	\$1,425,353		
% of Fund Revenue	3.8 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ 52,118	3.8 %	
FY 2017-18 Projection	\$ (55,220)	(3.7) %	

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 FY2018-19. 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 2018-19 Budget	\$1,213,074		
% of Fund Revenue	3.4 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ 8,714	0.7 %	
FY 2017-18 Projection	\$ 57,242	(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.

Development Fees:

FY 2018-19 Budget	\$ 198,928		
% of Fund Revenue	0.7 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ (37,532)	(15.9) %	
FY 2017-18 Projection	\$ (5,181)	(2.5) %	

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, paving/drainage inspection fee fees are anticipated to be \$52,971 which is \$65,167 lower than the FY 2017-18 budget and reflects the recent activity for the revenue.

Intragovernmental Revenue:

FY 2018-19 Budget	\$1,428,744	
% of Fund Revenue	0.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 97,377	7.3 %
FY 2017-18 Projection	\$ 97,377	7.3 %

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 2018-19 Budget	\$3,140,974	
% of Fund Revenue	8.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 20,009	0.64 %
FY 2017-18 Projection	\$ (33,004)	1.0 %

Intergovernmental revenue includes revenues from the Town of Westlake of \$930,223 for police operation services resulting from a contract between Keller and Westlake; from the City of Southlake of \$1,150,775 for combined jail, communications and animal adoption services; from the City of Colleyville of \$870,976 for combined jail, communications and animal adoption services; and reimbursements from the Keller Independent School District of \$150,000 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.

Other Revenues:

FY 2018-19 Budget	\$ 217,762	
% of Fund Revenue	0.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 52,882	32.1 %
FY 2017-18 Projection	\$ (30,518)	(12.3)%

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 2018-19 proposed revenue reflect five-year trend approach to budgeting interest income compared to recent increase return on investments.

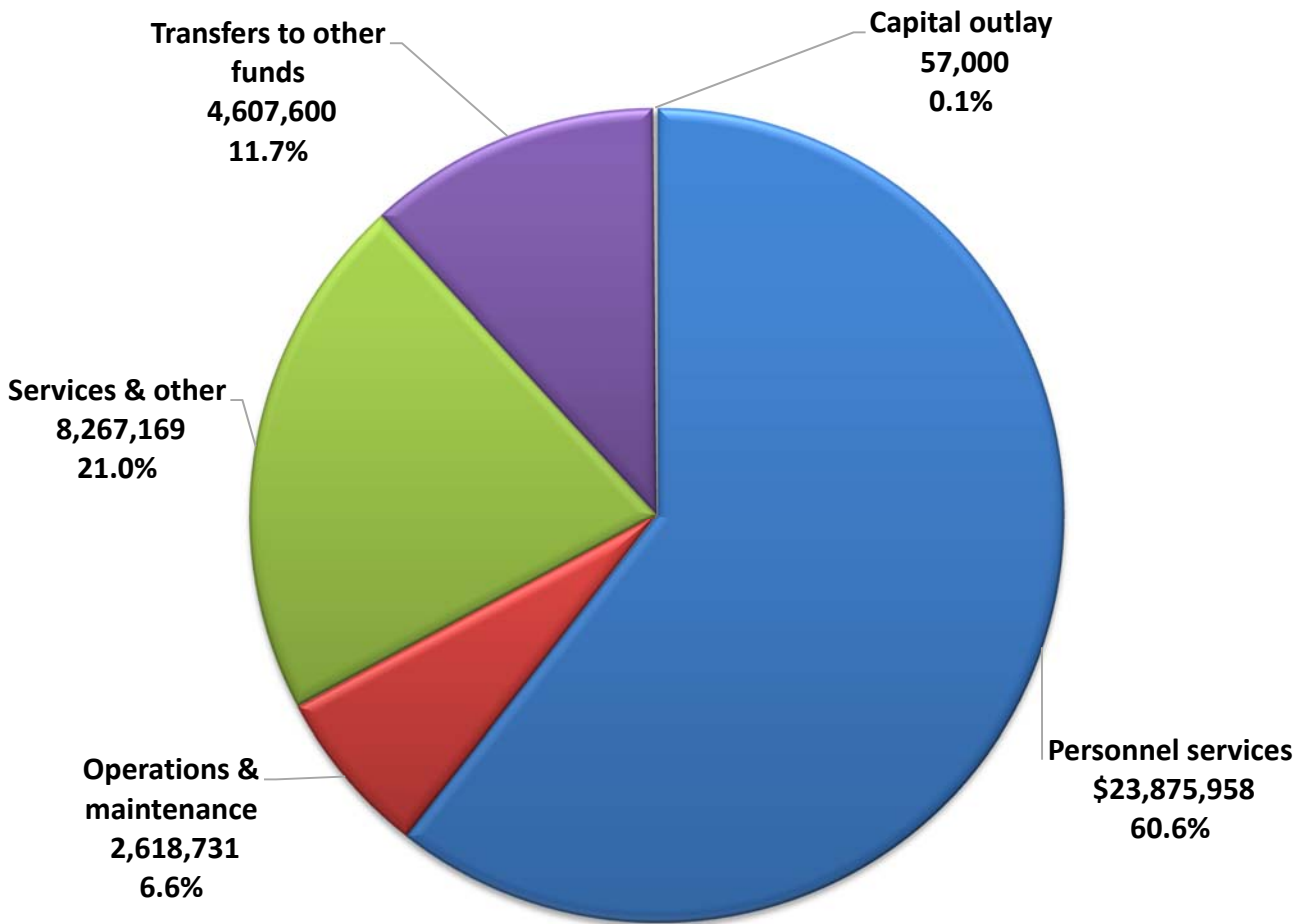
Expenditure Synopsis:

The General Fund expenditures total \$39,426,458 for FY 2018-19, which is an increase of \$3,658,993, or 10.2%, from the FY 2017-18 budget and a decrease of \$3,630,169 or 10.2% 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 2018-19 account category expenditures.

FY 2018-19 General Fund Expenditures by Category



Personnel Services:

FY 2018-19 Budget	\$23,875,958	
% of Fund Expenditures	60.6%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 210,595	0.9 %
FY 2017-18 Projection	\$1,415,185	6.3 %

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 2017-18. As part of the conservative approach to budgeting, the city does not budget for vacancy savings. The FY 2018-19 personnel budget increased by 0.9% from the FY 2017-18 budget which is significantly below the 4% maximum increase allowance. There is a proposal for 4% 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 3.5% compensation increase with 1.5% 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 2018-19.

Operations & Maintenance:

FY 2018-19 Budget	\$2,618,731	
% of Fund Expenditures	6.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (97,024)	(3.6) %
FY 2017-18 Projection	\$ (10,491)	(0.4) %

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds and building maintenance costs. FY 2017-18 year-end projections showed continued savings in fuel and maintenance. In addition, FY 2017-18 included a one-time project of \$50,000 for TxDOT signal timing project in Street Maintenance. For FY 2018-19, a portion of Old Town Keller maintenance costs have been moved to Landscape Services.

Services & other:

FY 2018-19 Budget	\$8,267,169	
% of Fund Expenditures	22.3 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 264,500	3.3 %
FY 2017-18 Projection	\$(1,055,447)	(11.3)%

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. FY 2018-19 includes a one-time Economic Development digital impact project to help local businesses improve their web presence and thereby compete with national chains in neighboring cities for \$280,000. The Office Equipment lease increased by \$89,954 related to IT cost distributions, new Parks and Recreation software, and new Public Works software, In addition, the Vehicle Equipment Lease increased by \$245,890 related to the a dump truck

replacement, fire administration truck replacement, a new Fire Training Officer Truck, and annual replacement cost of a new Fire Pumper Truck. The FY 2017-18 year-end projections includes a self-insurance service start-up cost of \$1,204,590 using General Fund personnel savings to help establish a self-insurance fund for future fiscal years. In addition, a Future Land Use Plan (FLUP) project of \$100,000, various economic development incentives of \$461,745, and an Old Town Keller Phase II concept plan of \$150,000 have been removed for FY 2018-19.

Transfers to other funds:

FY 2018-19 Budget	\$ 4,607,600	
% of Fund Expenditures	11.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 3,398,750	281.2 %
FY 2017-18 Projection	\$ 3,398,750	281.2 %

Transfers to other funds reflects the annual Facility Equipment Replacement Fund transfer from the General Fund for \$400,000, the annual Recreation Special Revenue transfer for \$47,600, and the transfer to capital project funds for the General Fund cash funding of various capital projects. For FY 2018-19, the General Fund will fund the design and engineering of a new Senior Activity Center at Johnson Road Park for \$1,600,000*, Johnson Road reconstruction project for \$1,000,000, a roundabout at Bear Creek and Whitley for \$925,000, the annual Tarrant County street construction project for \$350,000, the annual sidewalk construction and repair project for \$160,000, and a signal at Bear Creek and Keller-Smithfield for \$125,000. In FY 2017-18, the General Fund funded the annual Tarrant County street construction project for \$350,000, a roundabout at Johnson Road and Keller-Smithfield for \$231,500, the annual sidewalk construction and repair project for \$130,000, and design and engineering of North-South entryway signs for \$50,000.

* - The new Senior Activity Center project will be considered by the voters on the November 2018 ballot and no project costs will be spent without voter approval of the project.

Capital Outlay:

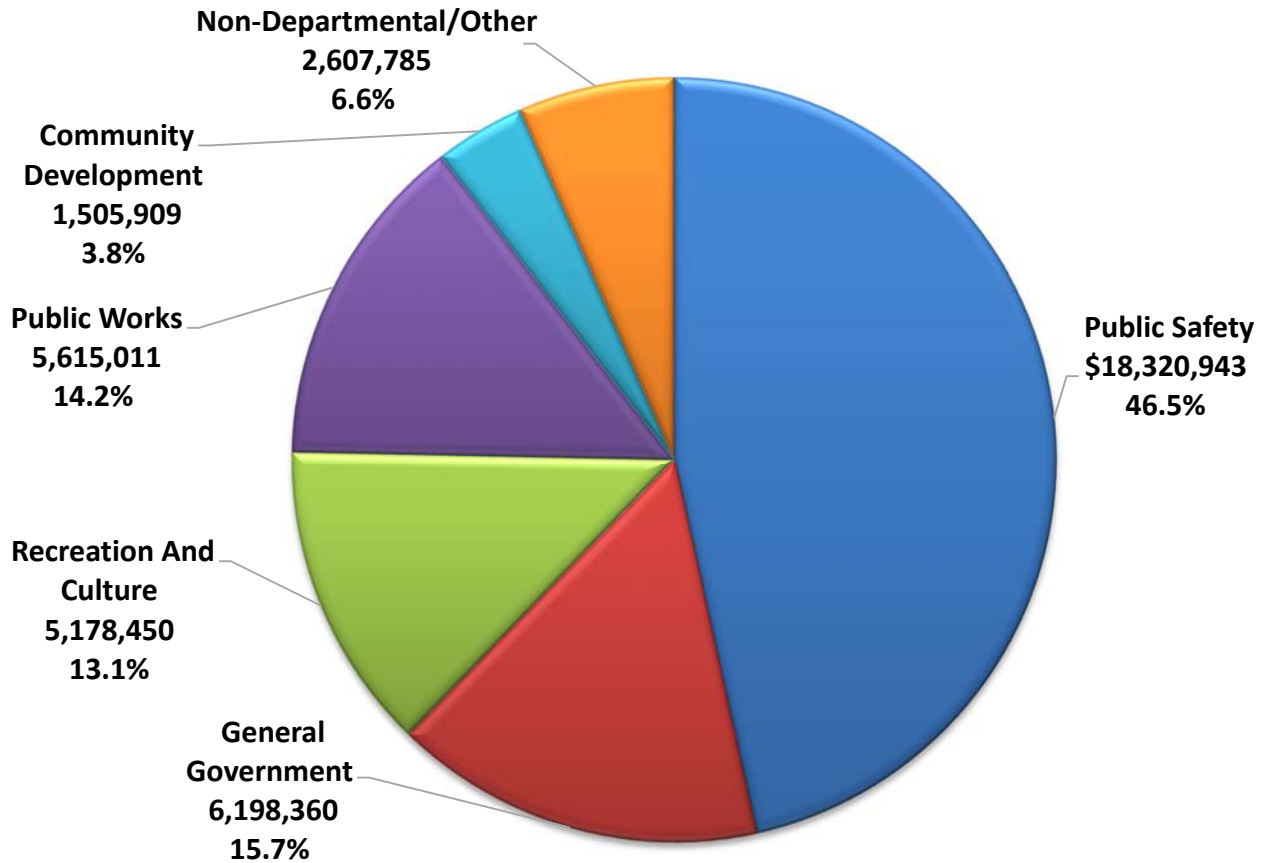
FY 2018-19 Budget	\$ 57,000	
% of Fund Expenditures	0.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (117,828)	67.4 %
FY 2017-18 Projection	\$ (117,828)	67.4 %

Capital outlay includes expenditures for new assets, or replacements or improvements to existing assets over \$5,000 and anticipated useful life over one year. For FY 2018-19, capital outlay includes funding for thermal imaging camera replacements for \$24,000, a new brine storage and applicator related to inclement weather road conditions for \$11,250, a new respiratory fit test machine for \$10,000, and office furniture replacements for \$13,000. In FY 2017-18, capital outlay included funds for \$161,828 to purchase three chest compression devices and 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 2018-19 departmental expenditures and a brief description are given comparing the departments to the FY 2017-18 budget and year-end projections. Below, a pie chart shows the percentage breakdown of each function and a bar graph shows the expenditure growth of each function compared to population growth.

FY 2018-19 General Fund Expenditures by Function



Public Safety:

FY 2018-19 Budget	\$18,320,943	
% of Fund Expenditures	46.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 192,020	1.1 %
FY 2017-18 Projection	\$ 1,101,260	6.4 %

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 \$186,806 related to the market adjustments and the 2% step plan as discussed in the personnel section. While the overall costs for the adjustments are \$553,243, both departments have experienced turnover during FY 2017-18 and is reflected in the year-end projections. In the Fire Department, funds have been

included for a replacement vehicle, replacement fire pumper, a new vehicle, replacement thermal imaging cameras, and respiratory fit machine. FY 2017-18 included one-time EMS funding for replacement chest compression devices and adding power lift devices which has been removed for FY 2018-19.

General Government

FY 2018-19 Budget	\$6,198,360	
% of Fund Expenditures	15.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (294,676)	(4.5) %
FY 2017-18 Projection	\$ (248,331)	(3.9) %

This function handles the administrative functions of the city and is comprised of the City Council & Mayor, City Manager & Administration, Town Hall Operations, Finance & Accounting, Municipal Court, Human Resources and Economic Development departments. For FY 2018-19, Economic Development includes funding for a digital impact project to help local businesses improve their web presence for \$280,000. The FY 2017-18 Economic Development budget included various economic development incentives of \$461,745, and an Old Town Keller Phase II concept plan of \$150,000 which have been removed for FY 2018-19.

Recreation & Culture:

FY 2018-19 Budget	\$5,178,450	
% of Fund Expenditures	13.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 159,559	3.2 %
FY 2017-18 Projection	\$ 309,288	6.4 %

The recreation & culture function includes the Keller Public Library, Keller Senior Activities Center, Keller Sports Park, Parks & City Grounds and Keller Town Center. For FY 2018-19, the Parks and Recreation budget has increased by \$79,196 related to landscape and water services to maintain current service levels at the parks. In addition, new recreation software has been included for \$20,500 and landscaping services for medians has been included for \$20,000.

Public Works:

FY 2018-19 Budget	\$5,615,011	
% of Fund Expenditures	14.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 1,953,584	53.4 %
FY 2017-18 Projection	\$ 2,043,587	57.2 %

The Public Works function is related to Street Maintenance, Engineering & Inspections, Street Lighting and Public Works Administration. For FY 2018-19 the budget includes one-time capital project fund transfers for the Johnson Road reconstruction for \$1,000,000, the Bear Creek and Whitley roundabout for \$925,000, and the Bear Creek and Keller-Smithfield signal for \$125,000. In addition, funding has been included for a one-time replacement of a dump truck for \$167,200. In FY 2017-18, one-time funding was included for the Johnson Road and Keller-Smithfield for \$231,250.

Community Development:

FY 2018-19 Budget	\$1,505,909	
% of Fund Expenditures	3.8 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (23,451)	(1.5) %
FY 2017-18 Projection	\$ (43,002)	(2.8) %

Community Development is broken out into two sections: Planning and Zoning, and Building and Construction Services. During FY 2017-18, Community Development re-organized the staffing of department which resulted in personnel savings costs.

Non-Departmental/Other:

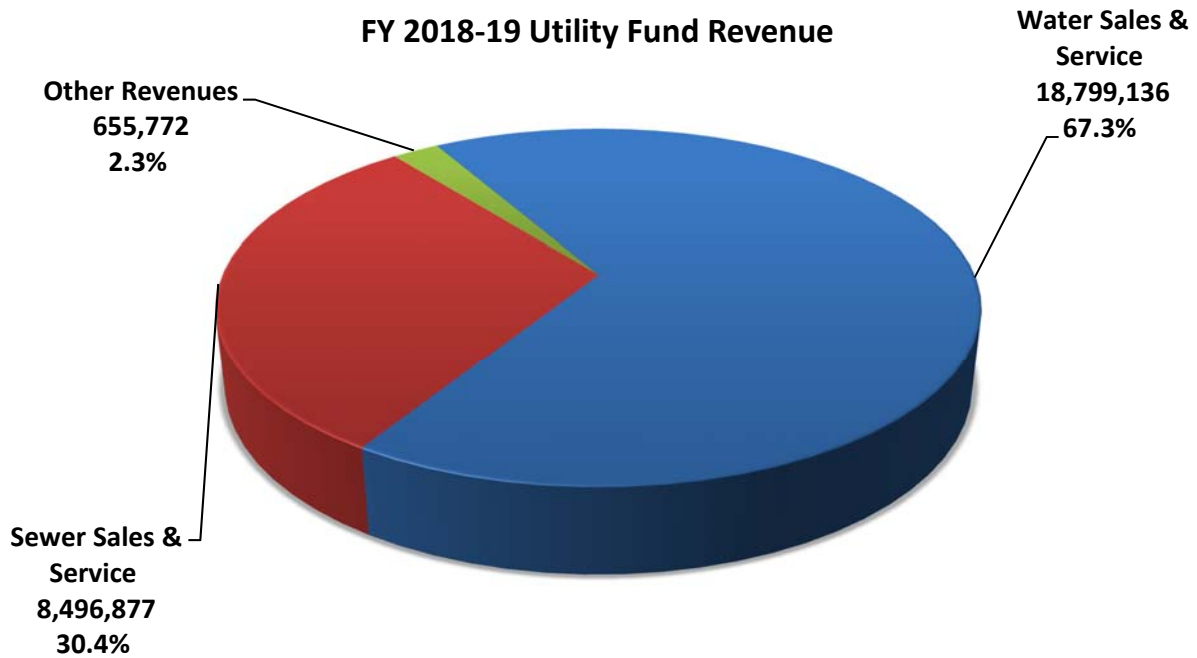
FY 2018-19 Budget	\$2,607,785	
% of Fund Expenditures	6.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$1,671,957	178.7 %
FY 2017-18 Projection	\$ 467,367	21.8 %

Non-Departmental/Other reflects citywide expenditures such as Facility Equipment Replacement Fund, postage, NETCO radio maintenance agreement, and property and liability insurance. For FY 2018-19, the budget includes one-time capital project fund transfers for the design and engineering of a new Senior Activity Center at Johnson Road Park for \$1,600,000. In addition, the cost of property and liability insurance was increased by \$63,848 in order to maintain current coverage levels. FY 2017-18 year-end projections includes a self-insurance service start-up cost of \$1,204,590 using General Fund personnel savings to help establish a self-insurance fund for future fiscal years.

WATER AND WASTEWATER FUND

Revenue Assumptions:

The Water & Wastewater Fund revenues for FY 2018-19 are \$27,951,785 and will have an overall increase of \$320,953, or 1.2%, over the FY 2017-18 budget and an increase of \$619,311, or 2.3%, 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 2018-19 Budget	\$18,799,136	
% of Fund Expenditures	67.3%	
<u>Compared to</u>	<u>\$</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 122,236	0.6 %
FY 2017-18 Projection	\$ 758,358	4.4 %

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. Wholesale water represent 34.8% of the Water and Wastewater Fund budget and costs are anticipated to decreased based upon a the five-year consumption model, even though Fort Worth costs are increasing by 4.5%. As such, the pass-thru water rate will not increase for the year. The city rate will increase by 3.75% which is related to the issuance of debt for Alta Vista Pump Station and Alta Vista Transmission Main. The combined impact on the average household will be 1.63% or \$1.25 per month.

Sewer Sales & Service:

FY 2018-19 Budget	\$8,496,877	
% of Fund Expenditures	30.4 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 194,414	2.3 %
FY 2017-18 Projection	\$ 607,921	7.7 %

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. TRA represents 13.2% 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 3.3% and the City rate will increase by 1.0% related to replacing heavy equipment. The combined impact on the average household will be 1.92% or \$0.86.

Other Revenues:

Taps and Miscellaneous Fees:

FY 2018-19 Budget	\$ 557,440	
% of Fund Revenues	2.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (24,530)	(4.2) %
FY 2017-18 Projection	\$ 59,148	(2.0) %

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 2018-19 Budget	\$ 16,275	
% of Fund Revenues	0.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 8,935	121.7 %
FY 2017-18 Projection	\$ (9,042)	(35.7)%

Interest income is revenue created by the investment of working capital into investment pools. The FY 2018-19 budget is based upon a three year averaging and is therefore lower than year-end projects.

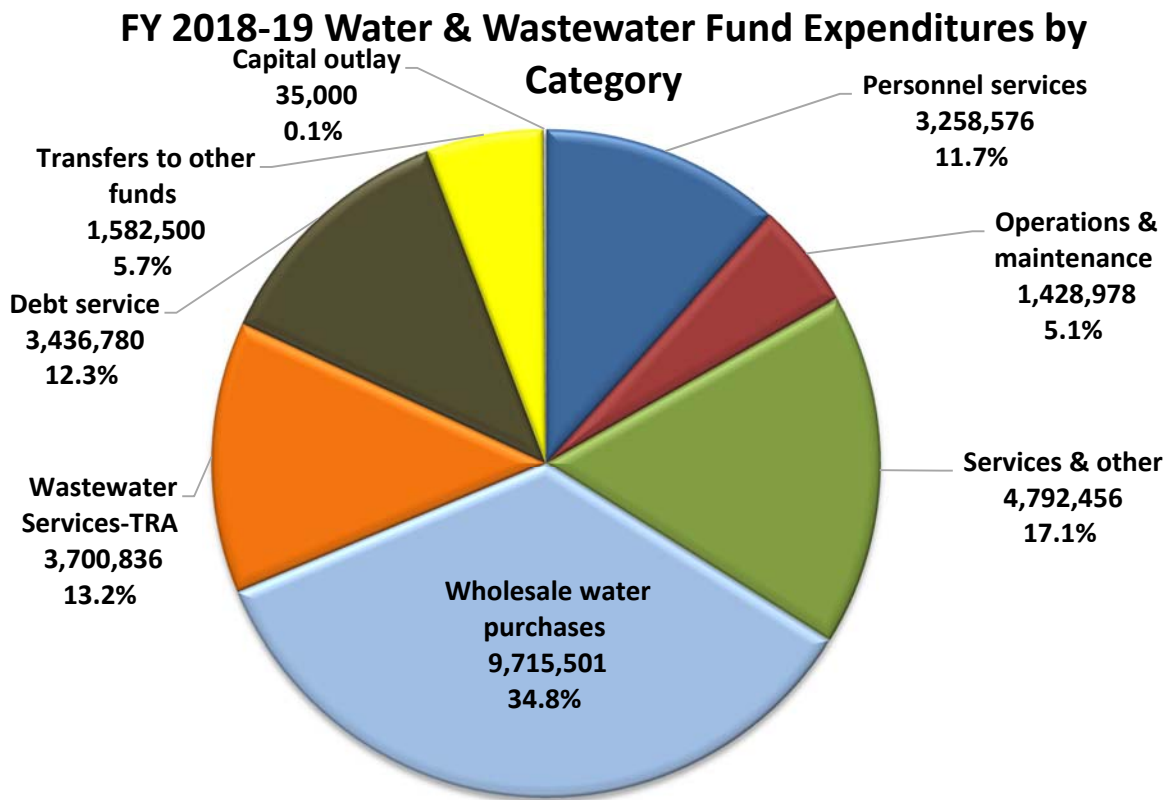
Miscellaneous Revenues:

FY 2018-19 Budget	\$ 82,057	
% of Fund Revenues	0.4%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 19,898	32.0 %
FY 2017-18 Projection	\$ (14,402)	(14.9) %

All additional revenues are combined to create the Other Revenue category, which includes an increase in the intergovernmental agreement with Southlake for wastewater reimbursement. 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 \$27,950,627 for FY 2018-19, which is an increase of \$619,311, or 2.3%, from FY 2017-18 budget, and \$2,459,720, or 9.6%, 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 2018-19 categories by percentage.



Personnel Services:

FY 2018-19 Budget	\$3,258,576	
% of Fund Expenditures	12.3 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (69,083)	(2.1) %
FY 2017-18 Projection	\$ 204,105	6.7 %

Like the General Fund, the Water & Wastewater Fund's proposed budget includes a 3.5% compensation increase for staff. For FY 2018-19, a part-time Environmental Services Technician to help with regulatory reporting requirements. The year-end projections reflect vacancy savings which are also reflected in the proposed budget decrease.

Operations and maintenance:

FY 2018-19 Budget	\$1,428,978		
% of Fund Expenditures	5.1 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ (40,072)	(2.7)%	
FY 2017-18 Projection	\$ 7,614	0.5 %	

Operations and maintenance budgets include expendable materials and operating supplies necessary to conduct departmental activities. FY 2017-18 included one-time mains and services maintenance costs which have been removed for FY 2018-19.

Services and other:

FY 2018-19 Budget	\$4,792,456		
% of Fund Expenditures	17.1 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ 398,618	9.1 %	
FY 2017-18 Projection	\$ 468,230	10.8 %	

Services and other expenditures include expenditures for professional services, utilities, liability insurance premiums and other general expenditures. FY 2018-19 is the first of three years of funding of \$215,084 to replace of heavy equipment in three years. In addition, the administrative services transfer has increased by \$224,864 based upon prior year actual activity and banking services has increased by \$30,000 based upon year-to-date spending.

Wholesale Water Purchases:

FY 2018-19 Budget	\$9,715,501		
% of Fund Expenditures	34.8 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ (515,043)	(5.0) %	
FY 2017-18 Projection	\$ 483,886	5.2 %	

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 2017-18 year-end project reflects a mild, rainier year which reduces consumption. The FY 2018-19 is based upon the five-year average consumption multiplied by the proposed rate increase of 5.25% by Fort Worth and reflects several years of lowered consumption.

Wastewater Services - TRA:

FY 2018-19 Budget	\$3,700,836		
% of Fund Expenditures	13.2 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2017-18 Budget	\$ 109,492	3.0 %	
FY 2017-18 Projection	\$ 560,486	17.8 %	

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 2018-19 Budget	\$3,436,780		
% of Fund Expenditures	12.3 %		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 549,399		19.0 %
FY 2017-18 Projection	\$ 549,399		19.0 %

Debt services relates to the debt obligations made to fund water and wastewater system improvements. For FY 2018-19, the city will be issuing debt related to the Alta Vista pump station, Alta Vista transmission main, and Highway 377 12" water lines.

Transfers:

FY 2018-19 Budget	\$ 1,582,500		
% of Fund Expenditures	5.7 %		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 195,000		14.1 %
FY 2017-18 Projection	\$ 195,000		14.1 %

Transfers relate to the annual cash funding of capital projects and are moved into project accounts in capital improvement project (CIP) funds. For FY 2018-19, the Water and Wastewater CIPs include a wastewater line replacements for \$300,000, 2019 sanitary sewer evaluation studies for \$300,000, utility relocations for street projects for \$250,000, US 377 Sanitary Sewer Extension for \$237,500, tank maintenance for \$175,000, update water master plan/condition assessment for \$125,000, Lavena water line extension for \$100,000, water service replacements for \$100,000, large valve replacements for \$100,000, and Big Bear East Collector for \$75,000. In FY 2017-18, the Water and Wastewater CIPs included wastewater line replacements for \$300,000, US 377 Sanitary Sewer Extension for \$237,500, N. Elm St 8" water line construction for \$200,000, N. Main 8" water line for \$150,000, water utility relocations for \$150,000, Chisholm Trail water tank removal for \$100,000, SS evaluation study for \$100,000, sewer system relocations for \$100,000, water service replacements for \$25,000, and large value replacements for \$25,000.

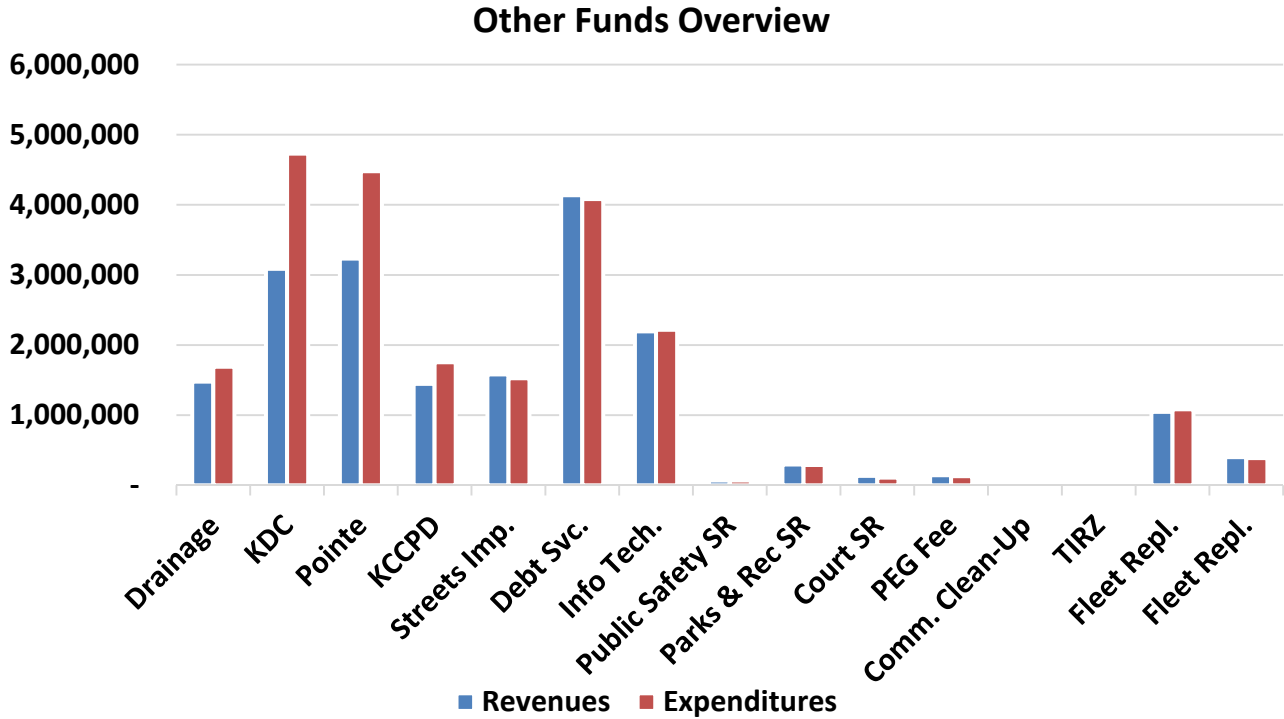
Capital Outlay:

FY 2018-19 Budget	\$ 35,000		
% of Fund Expenditures	0.1 %		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (9,000)		(20.5) %
FY 2017-18 Projection	\$ (9,000)		(20.5) %

For FY 2018-19, capital outlay includes building façade repairs at the MSC and converting parking lot lights to LED. In FY 2017-18, capital outlay included a portion of 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 2018-19 Revenues	\$1,477,446	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 18,461	1.3 %
FY 2017-18 Projection	\$ 6,922	0.5 %
FY 2018-19 Expenditures	\$1,690,528	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$249,868	(17.3) %
FY 2017-18 Projection	\$ 303,083	(21.8) %
Revenues – Expenditures	\$ (213,082)	

Drainage utility fees account for 98% of the revenues to this fund. FY 2018-19 includes one-time capital project fund transfers for a drainage master plan project and drainage improvements for Woods drive.

Keller Development Corporation Fund

FY 2018-19 Revenues	\$ 3,087,407	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 76,760	2.5 %
FY 2017-18 Projection	\$ 63,755	2.1 %
FY 2018-19 Expenditures	\$ 4,730,011	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 2,007,987	73.8 %
FY 2017-18 Projection	\$ 2,011,137	74.0 %
Revenues – Expenditures	\$ (1,642,604)	

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 2018-19 are anticipated to increase slightly. For FY 2018-19, one-time capital fund transfers for the Overton Park development for \$2,472,603 and Bear Creek restroom pavilion for \$240,000. In addition to the one-time capital fund transfers, the annual trail system expansion of \$250,000 and an annual parks capital replacement program for \$100,000 capital fund transfers are included.

The Keller Pointe Fund

FY 2018-19 Revenues	\$3,232,000	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (55,310)	(1.7) %
FY 2017-18 Projection	\$ (312,866)	(8.8) %
FY 2018-19 Expenditures	\$4,478,286	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 1,280,942	40.1 %
FY 2017-18 Projection	\$ 1,290,260	40.5 %
Revenues – Expenditures	\$ (1,246,286)	

The Keller Pointe is an enterprise function intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support its direct operating costs. The primary source of revenue is generated through memberships and pass sales, with the second largest revenue source being programs. Revenues are based upon a three-year trend data which reduces from revenue estimates from the FY 2018-19 year-end projections. For FY 2018-19, a one-time capital fund transfer for bathroom renovations for \$600,000 and climate control and exhaust fan of the indoor pool area for \$600,000 have been included.

Information Technology Fund

FY 2018-19 Revenues	\$2,194,208	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 112,428	5.4 %
FY 2017-18 Projection	\$ 105,664	5.1 %
FY 2018-19 Expenditures	\$2,217,307	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (74,595)	(3.3) %
FY 2017-18 Projection	\$ (14,444)	(0.7) %
Revenues – Expenditures	\$ (23,099)	

The Information Technology Fund accounts for citywide information services/information technology operations and is an Internal Service Fund. It is supported by transfers from departments within other operating funds based upon a ratio of computer equipment and actual costs of specialized software or equipment. The expenditures vary annually based upon the computer and technology replacement schedule. FY 2018-19 includes a transfer in related to new Recreation software for \$71,500 and new construction inspection software for \$14,950.

Keller Crime Control and Prevention District Fund

FY 2018-19 Revenues	\$1,445,755	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 29,152	2.1 %
FY 2017-18 Projection	\$ (85,580)	(5.6)%
FY 2018-19 Expenditures	\$1,753,956	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 570,414	48.2 %
FY 2017-18 Projection	\$ 570,414	48.2 %
Revenues – Expenditures	\$ (308,201)	

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 2.5% from year-end projections. The fund is used for both ongoing expenditures such as software and accreditation costs; one-time expenditures such as vehicles and building repairs; and the debt payments for the Police Station, and will fluctuate from year to year based upon capital expenditure needs. For FY 2018-19, an accreditation manager has been added to manage the Police and Fire accreditation programs and handle the related reporting requirements. This is the only FTE included in the fund and inclusion was a permitted use of the sales tax when approved by the voters. The position will also free up a sworn officer to be able to serve on the street.

Debt Service Fund

FY 2018-19 Revenues	\$ 4,137,572	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (1,244,568)	(23.1)%
FY 2017-18 Projection	\$ (1,259,423)	(23.3)%
FY 2018-19 Expenditures	\$ 4,082,450	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (611,033)	(13.0) %
FY 2017-18 Projection	\$ (611,033)	(13.0) %
Revenues – Expenditures	\$ 55,122	

The Debt Service Fund is funded through the collection of the interest and sinking portion of the tax rate, which is proposed to be \$0.080307/\$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. For FY 2018-19, the annual debt requirements have decreased as prior year debt obligations end.

Tax Increment Reinvestment Fund

FY 2018-19 Revenues	\$ -	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (5,332,612)	(100.0)%
FY 2017-18 Projection	\$ (5,273,207)	(100.0)%
FY 2018-19 Expenditures	\$ -	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ (2,784,425)	(100.0)%
FY 2017-18 Projection	\$ (3,422,025)	(100.0)%
Revenues – Expenditures	\$ -	

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 2017-18, the City Council authorized staff to fund a \$580,000 payment against the outstanding principle which will eliminate all outstanding debt related to the TIRZ. With the payment, the TIRZ will no longer exist and the related levy can be made available for General Fund activities.

Street and Sidewalk Improvements Fund

FY 2018-19 Revenues	\$ 1,581,598	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 31,476	2.0 %
FY 2017-18 Projection	\$ 46,377	3.0 %
FY 2018-19 Expenditures	\$ 1,526,609	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2017-18 Budget	\$ 359	0.0 %
FY 2017-18 Projection	\$ 359	0.0 %
Revenues – Expenditures	\$ 54,989	

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 2018-19, the fund will contribute \$1,526,609 for the annual street maintenance project. In FY 2017-18, the fund contributed \$1,265,000 for annual street maintenance, funded ¼ of the Johnson Road and Keller-Smithfield roundabout for \$231,250, and funded \$30,000 for a sidewalk master plan.

Miscellaneous Other Operating Funds

Other special revenue funds account for 2.5% of operating revenues and 2.3% of operating expenditures. A description and breakdown of each fund is available under the Special Revenue section.

Other Special Revenue Funds	FY 2018-19 Revenues	FY 2018-19 Expenditures	Revenues - Expenditures
Fleet Replacement	\$ 1,046,092	\$ 1,083,258	\$ (37,166)
Facility Replacement	400,100	387,100	13,000
Parks & Rec Special Revenue	295,100	289,596	5,504
PEG Fee	142,870	128,600	14,270
Court Special Revenue	134,823	108,934	25,889
Public Safety Special Revenue	66,951	67,951	(1,000)
Community Clean-Up	34,071	33,631	440

CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

The table below provides a list of proposed new capital costs FY 2018-19 by project and project type. The costs reflected here are representative of the proposed costs to be added in FY 2018-19. The five-year CIP located in the CIP section provides a list of all current projects (FY 2017-18 and prior years), proposed projects (FY 2018-19) and potential future projects (FY 2019-20 - FY 2022-23). 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 2018-19. 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
Johnson Road Reconstruction (Rufe Snow to Keller-Smithfield)	\$ 2,000,000
2019 Street Reconstruction Project	1,451,609
Bear Creek & Whitley Roundabout	925,000
Johnson Road/Keller-Smithfield Traffic Circle	925,000
Utility Relocations – Street Projects	750,000
Tarrant County Street Reconstruction	350,000
Bear Creek & Keller-Smithfield Signal	250,000
Sidewalk Repair and Construction	160,000
2020 Street Reconstruction Project	75,000
Total	\$ 5,961,609

Parks Capital Projects	Estimated Costs
Overton Ridge Park Development	\$ 2,472,603
Trail System Expansion	250,000
Bear Creek Restroom Pavilion	240,000
Parks Capital Replacement Program	100,000
Total	\$ 3,062,603

Facilities/Governmental Capital Projects	Estimated Costs
New Senior Activity Center Design-Engineering	\$ 1,600,000
Pointe Locker Room Renovations	600,000
Total	\$ 2,200,000

Water System Capital Projects	Estimated Costs
Alta Vista Pump Station	\$ 4,861,495
Alta Vista 30" Transmission Main	2,107,800
Highway 377 12" Water Lines	900,000
Tank Maintenance	175,000
Update Master Plan / Condition Assessment	125,000
Lavena Water Line Ext.	100,000
Large Valve Replacements	100,000
Water Service Replacements	100,000
Total	\$ 8,469,295

Wastewater System Capital Projects	Estimated Costs
US 377 Sanitary Sewer Project	\$ 487,500
Mains and Services Replacements	300,000
Sanitary Sewer Evaluation Study / Capacity Analysis	180,000
Sanitary Sewer Evaluation Study / Infiltration & Inflow	120,000

Big Bear West Interceptor Line Replacement	75,000
Total	\$ 1,162,500

Drainage Capital Projects	Estimated Costs
Drainage Master Plan	\$ 150,000
Woods Drive Drainage	150,000
Total	\$ 300,000

BUDGET ACTION SUMMARY

The Budget Action Summary provides a listing of personnel changes from FY 2017-18 to FY 2018-19, an explanation of fund balances changes of 10% or greater by fund, and a non-financial summary of changes made for the FY 2018-19 Budget compared to prior years. The Statistical Analysis provides a comparison of the FY 2018-19 Proposed Budget to FY 2017-18 Budget and contains projections by category and fund.

Personnel Changes:

The chart below shows the changes in personnel by fund-department-division between the FY 2017-18 Adopted Budget and the FY 2018-19 Adopted Budget. The FY 2018-19 costs represents both the on-going cost for the position plus any required one-time costs such as supplies and vehicles. The On-Going Cost represents the annual impact of the personnel change.

NEW POSITIONS			
Position/Function	Department-Division	FY 2018-19 Cost	On-Going Cost
Public Safety Special Revenue Fund			
School Resource Officer (PT)	Police Department	\$ 67,951	\$ 67,951
The addition of a School Resource Officer (PT) will allow for police presence be split between the two middle school campuses in Keller. The position is fully funded by the Keller ISD.			
Keller Crime Control and Prevention District (KCCPD) Fund			
Accreditation Manager	Police Department – Administration	\$102,251	\$102,251
The addition of an accreditation manager has been added to manage the Police and Fire accreditation programs and handle the related reporting requirements. This will free up a sworn officer to be able to serve on the street.			
Water-Wastewater Utility Fund			
Environmental Services Technician (PT)	Utility Administration	\$15,869	\$15,869
The addition a part-time Environmental Services Technician to help with regulatory reporting requirements.			
RECLASSIFICATIONS			
Position/Function	Department-Division	FY 2018-19 Cost	On-Going Cost
N/A			
ELIMINATED POSITIONS			
Position/Function	Department-Division	FTE	Savings
N/A			

BUDGET ACTION SUMMARY

Changes in Projected Fund Balance of 10% or more from FY 2017-18 to FY 2018-19:

Keller Development Corporation (KDC) Fund

- Decreased Fund Balance by 42.2%
 - Budget includes one-time capital projects of \$2,472,603 for Overton Ridge Park and \$240,000 for Bear Creek Restroom Pavilion

Municipal Court Special Revenue Fund

- Decreased Fund Balance by 14.2%
 - Due to the revenue-use restrictions, not all funds can be used at this time. The city will continue to find ways to use the funds instead of less restrictive funds such as the General Fund whenever possible.

Keller Pointe Fund

- Decreased Fund Balance by 57.5%
 - Budget includes one-time capital projects of \$600,000 for locker room renovations and \$600,000 for Dectron and air conditioning improvements.

Street and Sidewalk Improvements Fund

- Increased Fund Balance by 12.6%
 - FY 2018-19 street maintenance project is under proposed revenue. Any fund balance will be added to a future street or sidewalk project.

Drainage Utility Fund

- Decreased Fund Balance by 11.2%
 - Budget includes one-time capital project of \$150,000 for Woods Drive drainage improvements

Tax Increment Reinvestment (TIRZ) Fund

- Decreased Fund Balance by 100.0%
 - The city will pay the remaining principle by the end of FY 2017-18. The remaining fund balance will be transferred to the General Fund and used to cash fund capital projects.

Changes in Projected Fund Balance of 10% or more from FY 2016-17 to FY 2017-18:

General Fund

- Increased Fund Balance by 13.0%
 - The remaining fund balance of the will be transferred from the TIRZ Fund and used to cash fund capital projects.

Water and Wastewater Fund

- Increased Fund Balance by 24.7%
 - 18% rate increase was approved for FY 2016-17
 - The first full rate adjustment in ten years
 - The rate adjustment included full pass-thru rate adjustment whereas prior pass-thru rates were 5 year rolling average
 - Prior fiscal years reduced the fund balance to below policy requirements
 - FY 2016-17 was a mild summer which resulted in water consumption savings

BUDGET ACTION SUMMARY

Information Technology Fund

- Decreased Fund Balance by 11.7%
 - The fund is in part responsible for replacement of information technology equipment and FY 2017-18 includes a significant number of replacements. The cost allocations for departments includes a replacement component.

Community Clean-Up Fund

- Increased Fund Balance by 19.0%
 - The fund is related to emergency clean-up efforts and no expenditures will be made during FY 2017-18. Fund balance should continue to grow until an emergency is declared and clean-up is required.

The Keller Pointe Fund

- Increased Fund Balance by 19.7%
 - FY 2016-17 included the first rate increase in over three years.
 - The rate increase and fund balance growth related to the future cash-funding of capital repairs at the Pointe such as the roof and Dectron system.

Debt Service Fund

- Increased Fund Balance by 37.2%
 - The city structured the tax rate to allow for growth in the fund balance to comply with policies and allow for future debt management opportunities.

Tax Increment Reinvestment (TIRZ) Fund

- Decreased Fund Balance by 100.0%
 - The city will pay the remaining principle by the end of FY 2017-18. The remaining fund balance will be transferred to the General Fund and used to cash fund capital projects.

Fleet Replacement Fund

- Increased Fund Balance by 11.0%
 - The fund is used to cash-fund the replacement of equipment and vehicles. As such, fund balance will increase at times in preparation of future replacement of large equipment and likewise will decrease when the equipment is replaced. A fire engine will be replaced within approximately three fiscal years and will cause the fund balance to decrease significantly.

Non-Financial Changes from Prior Year:

The following section describes changes which impact either line-items or department budget amounts, however, have a neutral impact on the overall budget and therefore are considered non-financial:

- The Risk Management division in Human Resources was merged into the Human Resources Administration division.
- When possible, line-items less than \$1,000 were consolidated with other line-items within the division including medical supplies, miscellaneous supplies, printing supplies, and training supplies.
- Freight and express and postage supplies were moved to the Non-Departmental department of the General Fund and Water-Wastewater Utility fund due to low departmental budgets, except for the Library and Utility Billing departments which have significant shipping and postage activity.



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GENERAL FUND

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

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



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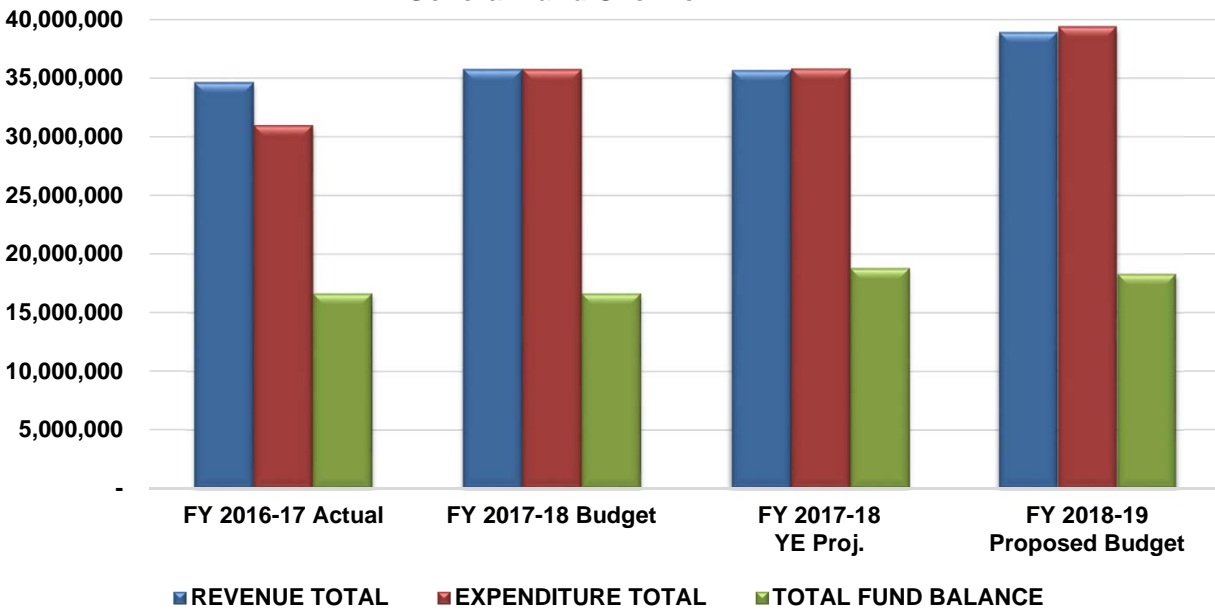
GENERAL FUND OVERVIEW

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUE TOTAL	\$ 34,635,532	\$ 35,767,465	\$ 35,671,458	\$ 38,922,924	\$ 3,155,459
OPERATING EXPENDITURES	30,984,344	35,767,465	35,796,289	35,288,152	(479,313)
ONE-TIME EXPENDITURES	-	-	-	4,138,306	4,138,306
EXPENDITURE TOTAL	\$ 30,984,344	\$ 35,767,465	\$ 35,796,289	\$ 39,426,458	\$ 3,658,993
VARIANCE	\$ 3,651,188	\$ -	\$ (124,831)	\$ (503,534)	
RESERVE FUND BALANCE	6,024,734	6,954,785	6,960,390	6,861,585	(93,200)
UNASSIGNED FUND BALANCE	10,609,336	9,679,285	11,834,953	11,430,224	1,750,939
TOTAL FUND BALANCE	\$ 16,634,070	\$ 16,634,070	\$ 18,795,343	\$ 18,291,809	\$ 1,657,739

RESERVE AND UNASSIGNED ANALYSIS

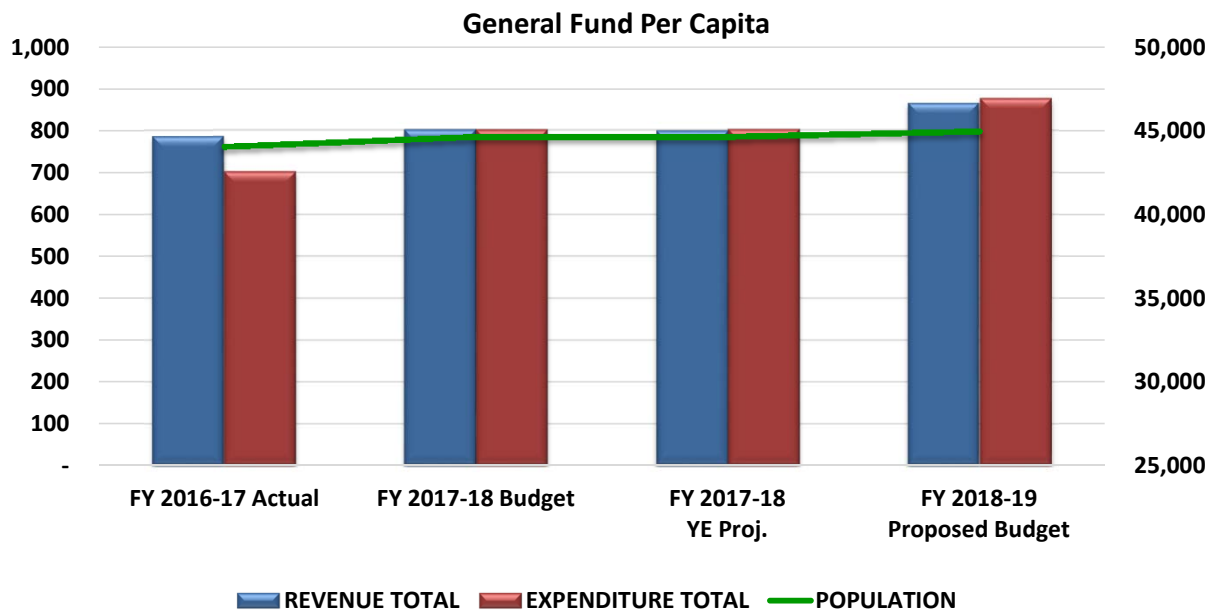
% OF OPERATING EXPENDITURES TARGET % LEVEL	53.7% 19.4%	46.5% 19.4%	52.5% 19.4%	51.8% 19.4%
# OF DAYS OPERATING EXPENDITURES TARGET # OF DAYS	193.27 70	167.42 70	189.02 70	167.02 70

General Fund Overview



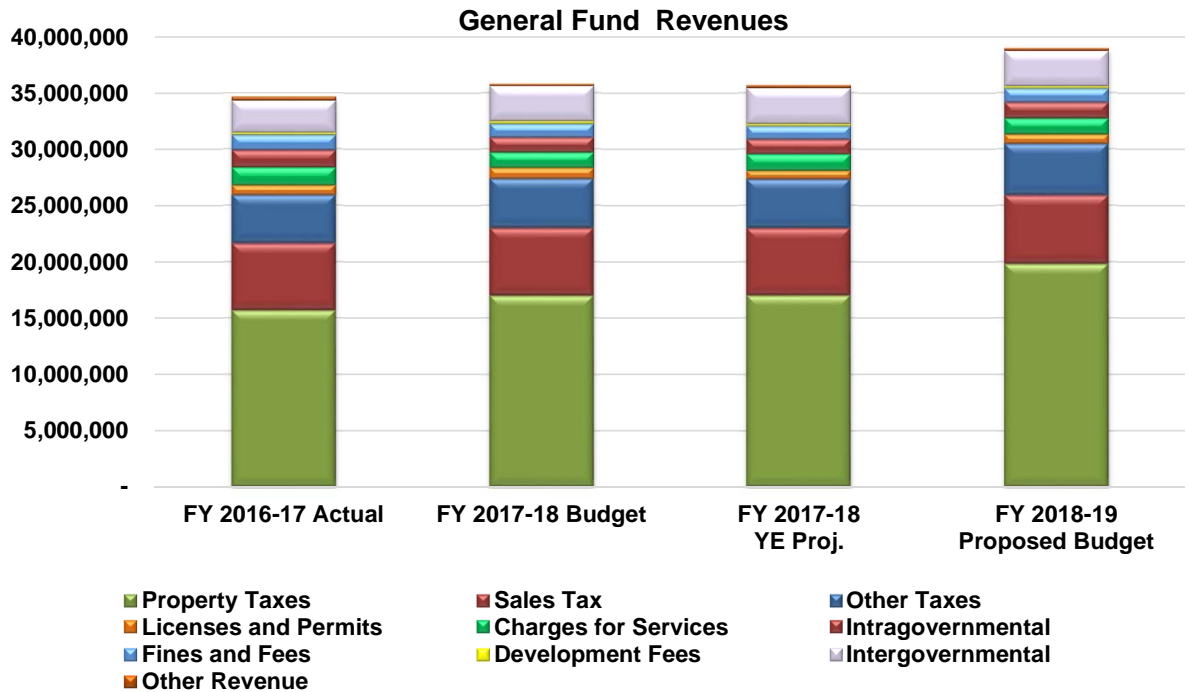
GENERAL FUND REVENUES AND EXPENDITURES PER CAPITA

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
POPULATION	44,050	44,620	44,620	44,940	320
REVENUE TOTAL	786	802	799	866	65
EXPENDITURE TOTAL	703	802	802	877	76



SUMMARY OF GENERAL FUND REVENUES

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Revenues</u>					
Taxes					
Property Taxes	\$ 15,681,079	\$ 17,001,516	\$ 17,026,131	\$ 19,794,205	\$ 2,792,689
Sales Tax	5,945,584	5,980,533	5,972,066	6,106,437	125,904
Other Taxes	4,288,100	4,389,293	4,346,743	4,572,968	183,675
Total Taxes	\$ 25,914,763	\$ 27,371,342	\$ 27,344,940	\$ 30,473,610	\$ 3,102,268
Licenses and Permits	\$ 859,908	\$ 964,856	\$ 732,379	\$ 824,479	\$ (140,377)
Charges for Services	1,608,382	1,373,235	1,480,573	1,425,353	52,118
Fines and Fees	1,340,380	1,204,360	1,155,832	1,213,074	8,714
Development Fees	193,775	236,460	204,109	198,928	(37,532)
Intragovernmental	1,533,440	1,331,367	1,331,367	1,428,744	97,377
Intergovernmental	2,844,096	3,120,965	3,173,978	3,140,974	20,009
Other Revenue	340,788	164,880	248,280	217,762	52,882
Total Other Revenues	\$ 8,720,769	\$ 8,396,123	\$ 8,326,518	\$ 8,449,314	\$ 53,191
TOTAL REVENUES	\$ 34,635,532	\$ 35,767,465	\$ 35,671,458	\$ 38,922,924	\$ 3,155,459



DETAIL OF GENERAL FUND REVENUES

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Property Taxes</u>					
Current Taxes	\$ 15,549,294	\$ 16,882,718	\$ 16,882,718	\$ 19,660,642	\$ 2,777,924
Delinquent Taxes	74,476	62,346	88,405	77,819	15,473
Accrued Property Tax Revenue	-	-	-	-	-
Penalty & Interest-Taxes	57,309	56,452	55,008	55,744	(708)
Total Property Taxes	\$ 15,681,079	\$ 17,001,516	\$ 17,026,131	\$ 19,794,205	\$ 2,792,689
<u>Other Local Taxes</u>					
City Sales Taxes	\$ 5,945,584	\$ 5,980,533	\$ 5,972,066	\$ 6,106,437	\$ 125,904
Franchise Fees-Txu / Oncor	537,328	536,822	542,835	542,835	6,013
Franchise Fees-Tri County	710,147	831,292	699,773	731,303	(99,989)
Franchise Fees-Verizon	520,887	526,597	456,694	471,394	(55,203)
Franchise Fees-Atmos Gas	476,569	476,569	549,248	549,248	72,679
Franchise Fees-Tv Cable	157,702	158,520	184,185	175,397	16,877
Franchise Fees-Sbc/At&T	109,234	110,693	88,019	92,806	(17,887)
Franchise Fees-Solid Waste	287,519	282,562	323,879	291,689	9,127
Franchise/In-Lieu Of Taxes-W&S	1,141,437	1,123,731	1,123,731	1,348,595	224,864
Franchise/In-Lieu Of Taxes-Drg	120,028	122,354	122,354	113,676	(8,678)
Franchise Fee-One Source Comm	63,722	64,828	57,081	57,081	(7,747)
Franchise Fees-Other Misc	16,231	20,462	13,294	13,294	(7,168)
Mixed Beverage Taxes	147,297	134,863	185,650	185,650	50,787
Total Other Local Taxes	\$ 10,233,684	\$ 10,369,826	\$ 10,318,809	\$ 10,679,405	\$ 309,579
<u>Licenses and Permits</u>					
Plumbing Permits	\$ 54,970	\$ 52,225	\$ 55,346	\$ 54,228	\$ 2,003
Mechanical Permits	28,090	24,251	27,747	26,396	2,145
Building & C.O. Permits	745,113	850,000	616,400	706,996	(143,004)
Fence, Sign & Misc Permits	19,475	25,853	19,394	23,172	(2,681)
Electrical Permits	12,260	12,527	13,492	13,687	1,160
Total Licenses and Permits	\$ 859,908	\$ 964,856	\$ 732,379	\$ 824,479	\$ (140,377)
<u>Charges for Services</u>					
Ambulance Service Fees Revenue	\$ 1,107,751	\$ 972,404	\$ 960,309	\$ 972,404	\$ -
Lease Revenue-Soccer Facility	-	-	-	-	-
Park Rental Fees-Facilities	29,591	23,437	29,091	24,321	884
Park Rental Fees-Sports Park	28,960	18,742	66,011	33,263	14,521
Rental-Ksp Non Resident Fee	143,790	103,000	131,359	131,359	28,359
Facility Rental Fees	5,130	5,240	3,884	3,833	(1,407)
Communication Tower Rental	171,469	152,704	156,624	162,296	9,592
Public Arts Sales Commissions	-	50	120	50	-
Right-Of-Way Easements	-	169	450	338	169
Oil & Gas Royalty Revenue	-	-	-	-	-
Other Services	6,388	11,000	11,782	11,000	-
Ktc Property Owners Assn Fees	98,748	80,000	95,429	80,000	-
Write Off Recovery	16,555	6,489	25,514	6,489	-
Total Charges for Services	\$ 1,608,382	\$ 1,373,235	\$ 1,480,573	\$ 1,425,353	\$ 52,118

DETAIL OF GENERAL FUND REVENUES (CONTINUED)

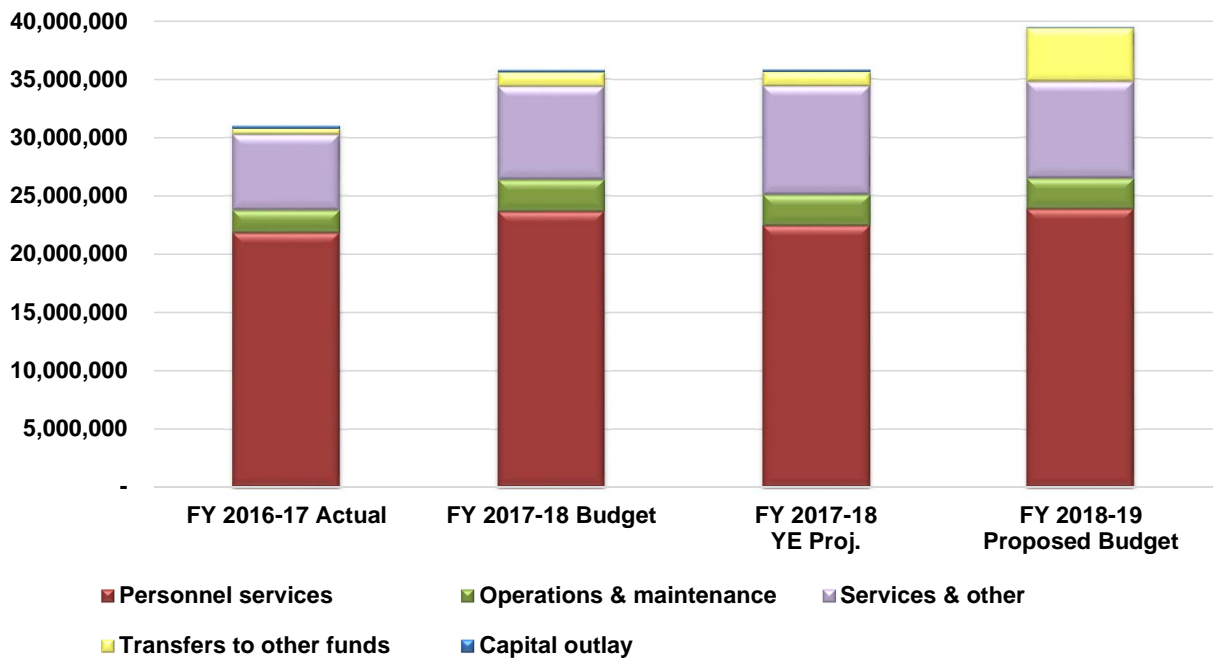
	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Fines and Fees</u>					
Alarms/Permits/Misc Fees-Pd	\$ 1,914	\$ 2,445	\$ 1,419	\$ 1,546	\$ (899)
Permits & Inspection Fees-Fire	23,143	27,291	15,888	15,082	(12,209)
Finger Printing Fees	1,720	1,000	1,567	1,000	-
Alarm Permits-Police	69,810	54,844	67,799	70,614	15,770
Solicitor Permits	6,050	5,929	12,528	5,929	-
Special Event Fees/Permits	1,125	7,000	185	1,620	(5,380)
Library Fines Revenue	20,519	19,652	23,081	19,652	-
Library Lost Books Revenue	1,287	662	2,052	662	-
Library Service Fees	10,818	10,058	12,557	10,663	605
Library Non-Resident Fees	-	3,611	3,900	3,611	-
Court Fines & Forfeitures	1,203,994	1,071,668	1,014,856	1,082,695	11,027
Animal Control Fees	-	200	-	-	(200)
Animal Control Fees-Colleyville	-	-	-	-	-
Animal Control Fees-Southlake	-	-	-	-	-
Animal Control Fees-Roanoke	-	-	-	-	-
Total Fines and Fees	\$ 1,340,380	\$ 1,204,360	\$ 1,155,832	\$ 1,213,074	\$ 8,714
<u>Development Fees</u>					
Paving/Drainage Inspection Fees	\$ 50,372	\$ 118,138	\$ 52,971	\$ 52,971	\$ (65,167)
Construction Plan Review Fees	89,223	67,903	108,395	108,395	40,492
Zoning & Subdivision Fees	51,875	45,409	37,312	32,552	(12,857)
Street Lighting Developer Fees	2,304	5,010	5,431	5,010	-
Street Sign Fees	-	-	-	-	-
Opticom System Fees	-	-	-	-	-
Total Development Fees	\$ 193,775	\$ 236,460	\$ 204,109	\$ 198,928	\$ (37,532)
<u>Intragovernmental Revenue</u>					
Administrative Svcs-W&S Fund	\$ 1,488,440	\$ 1,285,540	\$ 1,285,540	\$ 1,378,130	\$ 92,590
Administrative Svcs-Kdc	45,000	45,827	45,827	50,614	4,787
Total Intragovernmental Revenue	\$ 1,533,440	\$ 1,331,367	\$ 1,331,367	\$ 1,428,744	\$ 97,377
<u>Intergovernmental Revenue</u>					
I/G Rev-Southlake	\$ 1,051,078	\$ 1,129,016	\$ 1,147,401	\$ 1,150,775	\$ 21,759
I/G Rev-Roanoke	24,043	14,000	17,745	14,000	-
I/G Rev-Town Of Westlake	914,018	950,048	963,519	930,223	(19,825)
I/G Rev-Colleyville	765,498	876,901	887,719	870,976	(5,925)
I/G Rev-Kisd	60,268	126,000	101,317	150,000	24,000
I/G Rev-Local-Misc	-	-	-	-	-
Grant-Fed Uasi Homeland Sec	-	-	-	-	-
Grant-Fed Txdot	28,452	25,000	37,008	25,000	-
Grant-Fed	740	-	19,269	-	-
Grant-Local	-	-	-	-	-
Total Intergovernmental Revenue	\$ 2,844,096	\$ 3,120,965	\$ 3,173,978	\$ 3,140,974	\$ 20,009

DETAIL OF GENERAL FUND REVENUES (CONTINUED)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Other Revenue</u>					
Merchandise Sales	\$ 47	\$ -	\$ -	\$ -	\$ -
Wellness Proceeds	-	-	2,447	-	-
Miscellaneous Revenue	40,228	28,500	3,599	28,500	-
Miscellaneous Rebates	49,171	36,378	42,865	42,865	6,487
Auction Proceeds	4,171	-	3,589	-	-
Property Proceeds	-	-	-	-	-
Gain/Loss On Disp Of Assets	21,703	-	7,500	-	-
Cash Over/Short	(53)	-	883	-	-
Interest Revenue-Investments	223,356	98,140	183,869	141,652	43,512
Reimb-Insurance Proceeds	-	-	-	-	-
Ticket Sales	2,165	1,862	3,528	4,745	2,883
Revenue-Taste Keller	-	-	-	-	-
Misc Revenue-Art Purchase	-	-	-	-	-
Donations-Sr Svs	-	-	-	-	-
Donations-Capital	-	-	-	-	-
Transfer To General Fund	-	-	-	-	-
Total Other Revenue	\$ 340,788	\$ 164,880	\$ 248,280	\$ 217,762	\$ 52,882
TOTAL REVENUES	\$ 34,635,532	\$ 35,767,465	\$ 35,671,458	\$ 38,922,924	\$ 3,155,459

SUMMARY OF GENERAL FUND EXPENDITURES

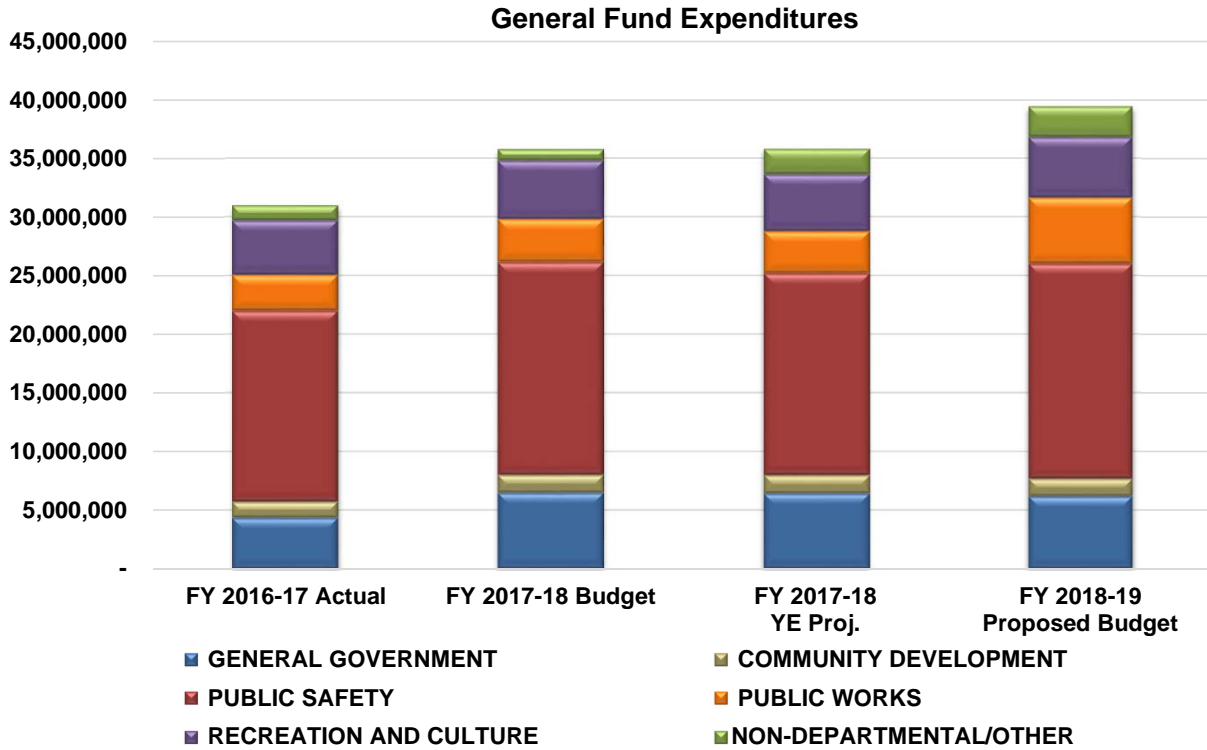
	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 21,854,474	\$ 23,665,363	\$ 22,460,773	\$ 23,875,958	\$ 210,595
Operations & maintenance	1,924,393	2,715,755	2,629,222	2,618,731	(97,024)
Services & other	6,485,433	8,002,669	9,322,616	8,267,169	264,500
Transfers to other funds	480,000	1,208,850	1,208,850	4,607,600	3,398,750
Capital outlay	240,043	174,828	174,828	57,000	(117,828)
TOTAL	\$ 30,984,344	\$ 35,767,465	\$ 35,796,289	\$ 39,426,458	\$ 3,658,993



SUMMARY OF GENERAL FUND EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>GENERAL GOVERNMENT</u>					
Administration	\$ 1,294,791	\$ 1,523,398	\$ 1,510,771	\$ 1,554,720	\$ 31,322
Town Hall Operations	495,786	598,405	601,674	595,989	(2,416)
Mayor & City Council	28,527	51,474	42,754	58,154	6,680
Finance & Accounting	1,005,741	1,235,879	1,213,800	1,229,425	(6,454)
Municipal Court	266,751	329,488	329,488	379,799	50,311
Human Resources	822,656	898,216	894,139	862,362	(35,854)
Economic Development	460,035	1,856,176	1,854,065	1,517,911	(338,265)
GENERAL GOVERNMENT	\$ 4,374,287	\$ 6,493,036	\$ 6,446,691	\$ 6,198,360	\$ (294,676)
<u>COMMUNITY DEVELOPMENT</u>					
Planning & Zoning	486,766	558,130	608,686	557,293	(837)
Building & Construction Services	875,514	971,230	940,225	948,616	(22,614)
COMMUNITY DEVELOPMENT	\$ 1,362,280	\$ 1,529,360	\$ 1,548,911	\$ 1,505,909	\$ (23,451)
<u>PUBLIC SAFETY</u>					
Police	8,773,249	9,451,319	8,920,672	9,505,932	54,613
Fire	7,504,398	8,677,604	8,299,011	8,815,011	137,407
PUBLIC SAFETY	\$ 16,277,647	\$ 18,128,923	\$ 17,219,683	\$ 18,320,943	\$ 192,020
<u>PUBLIC WORKS</u>					
Administration	397,891	526,540	524,630	549,410	22,870
Engineering & Inspections	429,494	479,844	471,912	587,753	107,909
Street Maintenance	1,773,173	2,195,043	2,114,882	4,017,848	1,822,805
Street Lighting	442,373	460,000	460,000	460,000	-
PUBLIC WORKS	\$ 3,042,931	\$ 3,661,427	\$ 3,571,424	\$ 5,615,011	\$ 1,953,584
<u>RECREATION AND CULTURE</u>					
Library	1,390,623	1,690,043	1,624,269	1,683,525	(6,518)
Parks & Recreation	3,263,231	3,328,848	3,244,893	3,494,925	166,077
RECREATION AND CULTURE	\$ 4,653,854	\$ 5,018,891	\$ 4,869,162	\$ 5,178,450	\$ 159,559
NON-DEPARTMENTAL/OTHER	\$ 1,273,345	\$ 935,828	\$ 2,140,418	\$ 2,607,785	\$ 1,671,957
TOTAL	\$ 30,984,344	\$ 35,767,465	\$ 35,796,289	\$ 39,426,458	\$ 3,658,993

SUMMARY OF GENERAL FUND EXPENDITURES

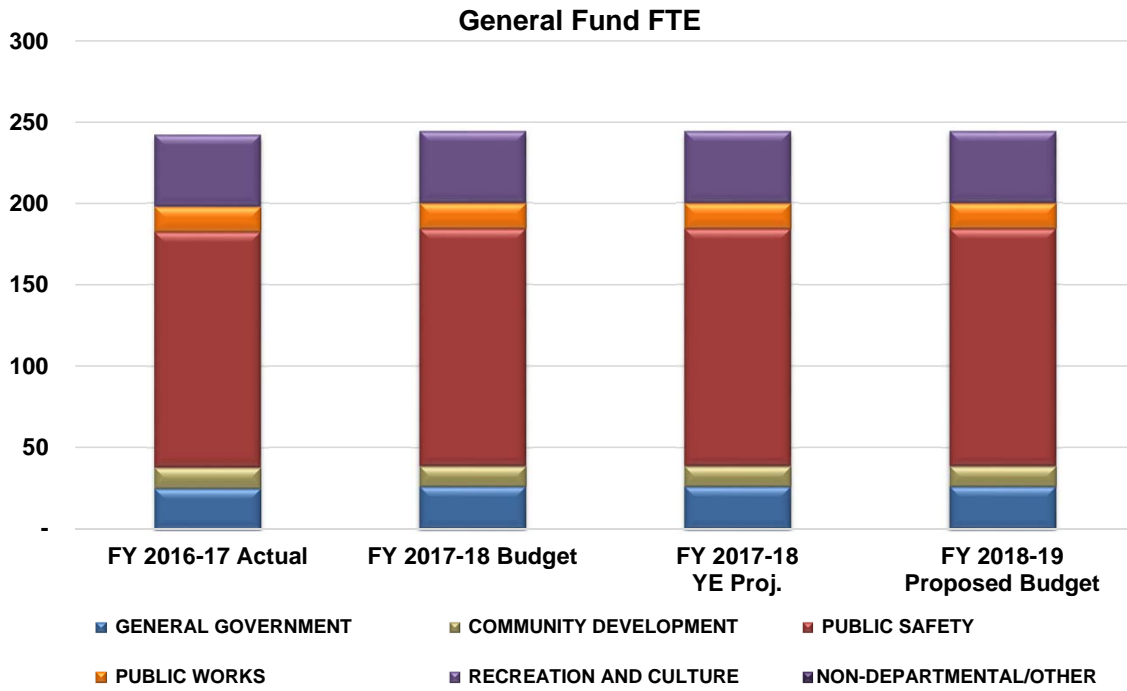


SUMMARY OF GENERAL FUND PERSONNEL (Full-Time Equivalent Positions - Includes Vacant Positions)

<u>PERSONNEL BY ACTIVITY/DEPARTMENT:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>GENERAL GOVERNMENT</u>					
Administration	7.48	7.48	7.48	7.48	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Mayor & City Council	-	-	-	-	-
Finance & Accounting	7.50	8.00	8.00	8.00	-
Municipal Court	-	-	-	-	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	1.78	2.48	2.48	2.48	-
GENERAL GOVERNMENT	25.24	26.44	26.44	26.44	-
<u>COMMUNITY DEVELOPMENT</u>					
Planning & Zoning	5.18	4.27	4.27	4.27	-
Building & Construction Services	7.48	8.00	8.00	8.00	-
COMMUNITY DEVELOPMENT	12.66	12.27	12.27	12.27	-
<u>PUBLIC SAFETY</u>					
Police	87.48	88.44	88.44	88.44	-
Fire	57.00	57.00	57.00	57.00	-
PUBLIC SAFETY	144.48	145.44	145.44	145.44	-
<u>PUBLIC WORKS</u>					
Administration	2.50	3.00	3.00	3.00	-
Engineering & Inspections	3.00	3.00	3.00	3.00	-
Street Maintenance	9.83	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
PUBLIC WORKS	15.33	15.50	15.50	15.50	-
<u>RECREATION AND CULTURE</u>					
Library	15.49	15.52	15.52	15.52	-
Parks & Recreation	28.56	28.56	28.56	28.56	-
RECREATION AND CULTURE	44.05	44.08	44.08	44.08	-
<u>NON-DEPARTMENTAL/OTHER</u>					
	-	-	-	-	-
TOTAL	241.76	243.73	243.73	243.73	-

SUMMARY OF GENERAL FUND PERSONNEL

(Full-Time Equivalent Positions - Includes Vacant Positions)



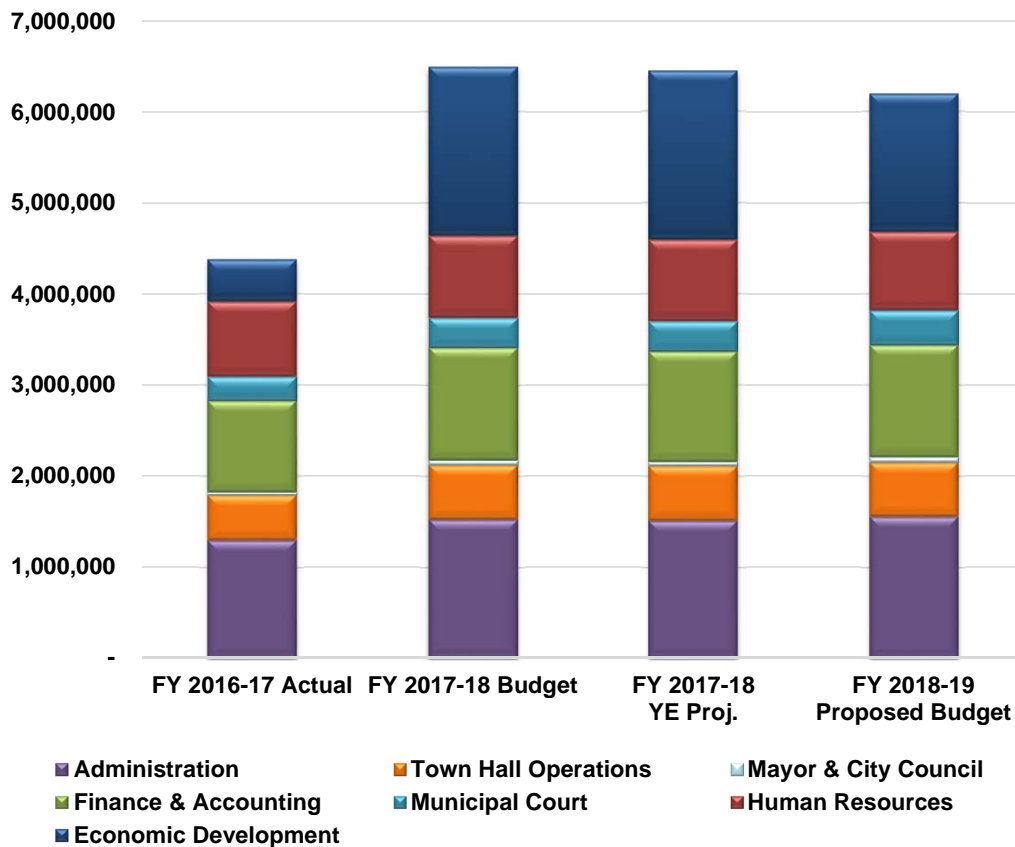
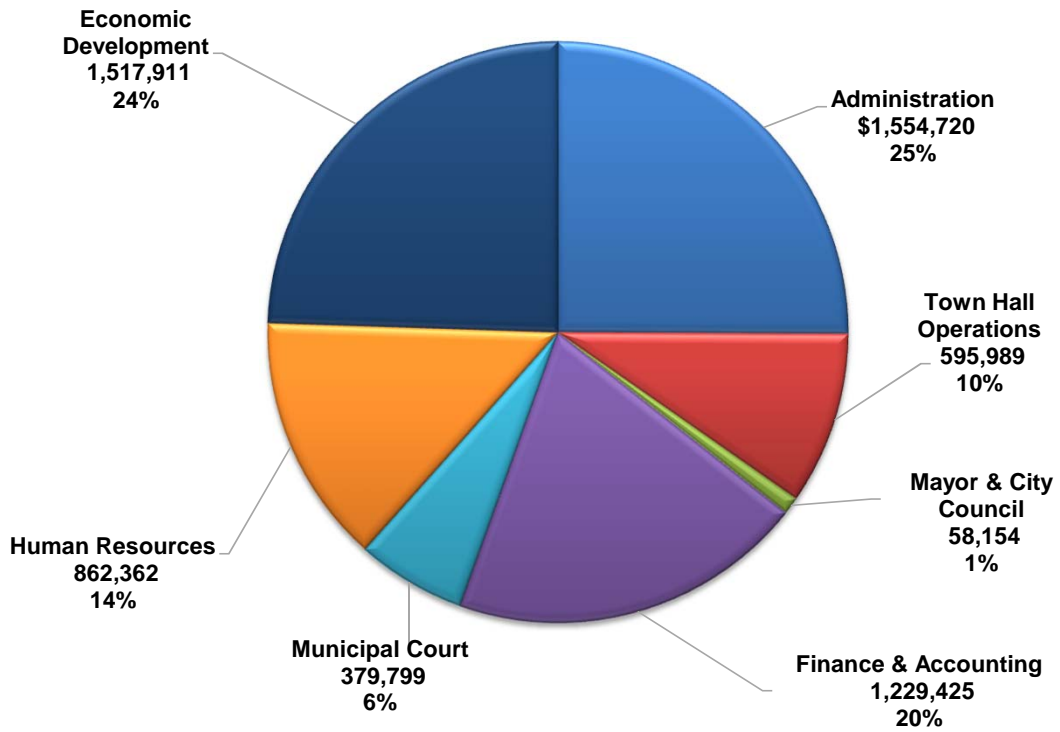
SUMMARY OF GENERAL FUND ENHANCEMENTS

ENHANCEMENTS	FY 2018-19 Proposed Budget
New Senior Activity Center Design/Engineering	\$ 1,600,000
Johnson Road Reconstruction (Rufe Snow to Keller-Smithfield)	1,000,000
Bear Creek - Whitley Roundabout	925,000
Economic Development Digital Impact Project	280,000
Dump Truck - Replacement	167,200
Keller-Smithfield Traffic Signal	125,000
Training Officer Vehicle - New	41,889
Recreation Software	20,500
Median Landscape Services	20,000
Fire SCBA Replacements	16,713
Construction Inspection Software	14,590
Council Cell Phone Allowance	4,320
Street Sweeper AVL	1,000
TOTAL	\$ 4,216,212

SUMMARY OF GENERAL FUND ONE-TIME EXPENDITURES

ONE-TIME EXPENDITURE COSTS	FY 2018-19 Proposed Budget
New Senior Activity Center Design/Engineering	\$ 1,600,000
Johnson Road Reconstruction (Rufe Snow to Keller-Smithfield)	1,000,000
Bear Creek & Whitley Roundabout	925,000
Economic Development Digital Impact Project	280,000
Dump Truck - Replacement	152,000
Keller-Smithfield Traffic Signal	125,000
Training Officer Vehicle - New	36,653
Fire SCBA Replacements	16,713
Construction Inspection Software	2,940
TOTAL	\$ 4,138,306

GENERAL GOVERNMENT



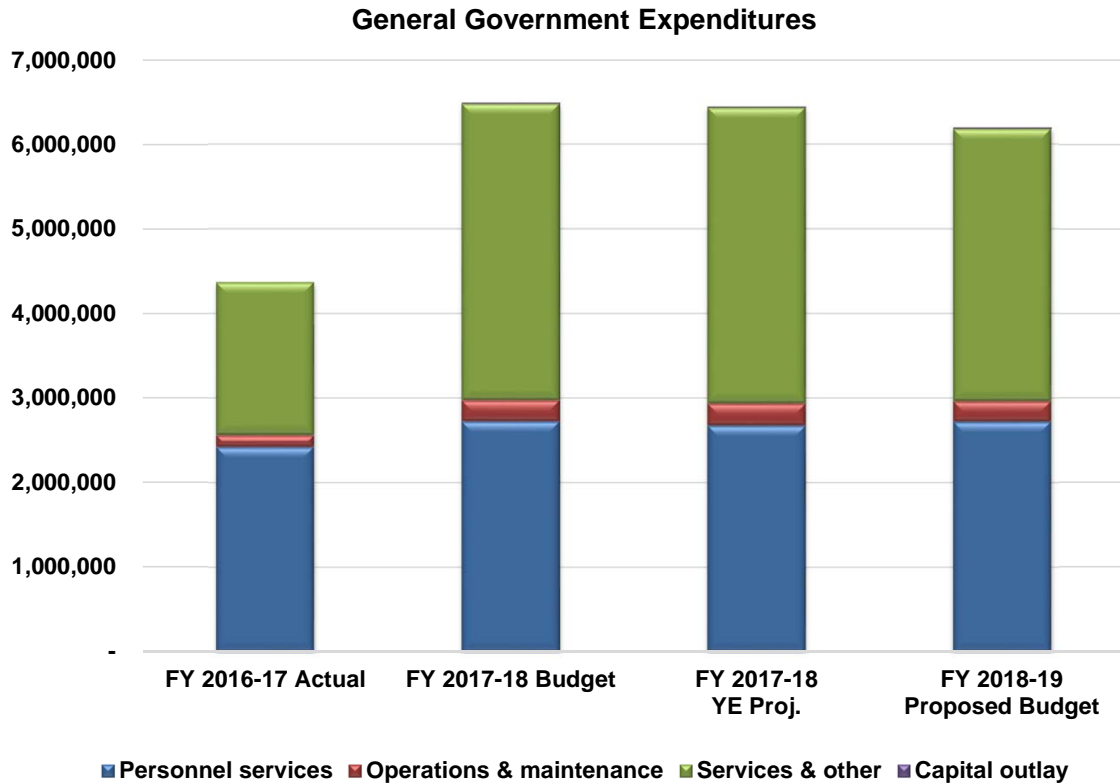
GENERAL GOVERNMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 1,294,791	\$ 1,523,398	\$ 1,510,771	\$ 1,554,720	\$ 31,322
Town Hall Operations	495,786	598,405	601,674	595,989	(2,416)
Mayor & City Council	28,527	51,474	42,754	58,154	6,680
Finance & Accounting	1,005,741	1,235,879	1,213,800	1,229,425	(6,454)
Municipal Court	266,751	329,488	329,488	379,799	50,311
Human Resources	822,656	898,216	894,139	862,362	(35,854)
Economic Development	460,035	1,856,176	1,854,065	1,517,911	(338,265)
TOTAL	\$ 4,374,287	\$ 6,493,036	\$ 6,446,691	\$ 6,198,360	\$(294,676)

<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 2,423,964	\$ 2,726,043	\$ 2,676,303	\$ 2,722,832	\$ (3,211)
Operations & maintenance	137,102	248,693	262,255	241,800	(6,893)
Services & other	1,813,222	3,505,300	3,495,133	3,220,728	(284,572)
Capital outlay	-	13,000	13,000	13,000	-
TOTAL	\$ 4,374,287	\$ 6,493,036	\$ 6,446,691	\$ 6,198,360	\$(294,676)

GENERAL GOVERNMENT

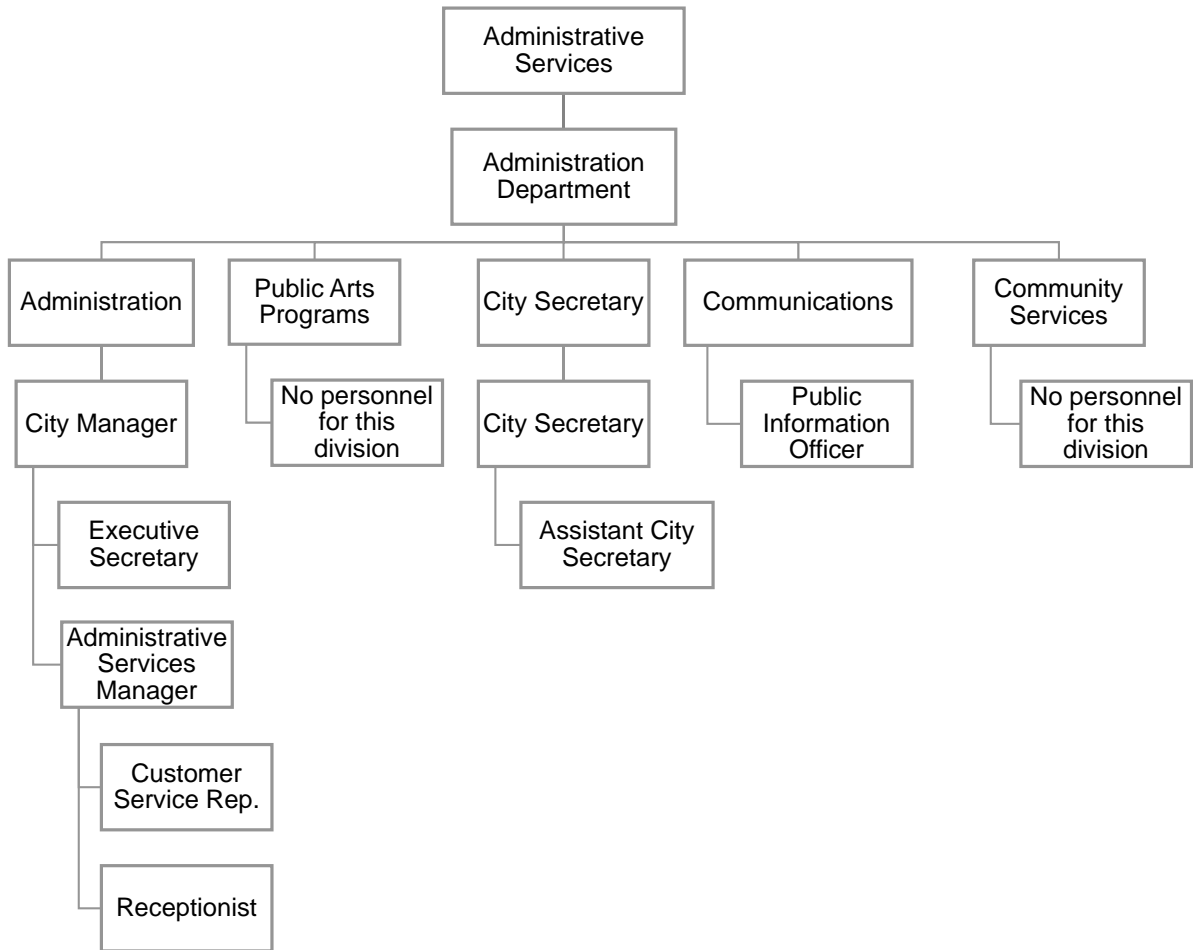


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	7.48	7.48	7.48	7.48	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Finance & Accounting	7.50	8.00	8.00	8.00	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	1.78	2.48	2.48	2.48	-
TOTAL	25.24	26.44	26.44	26.44	-

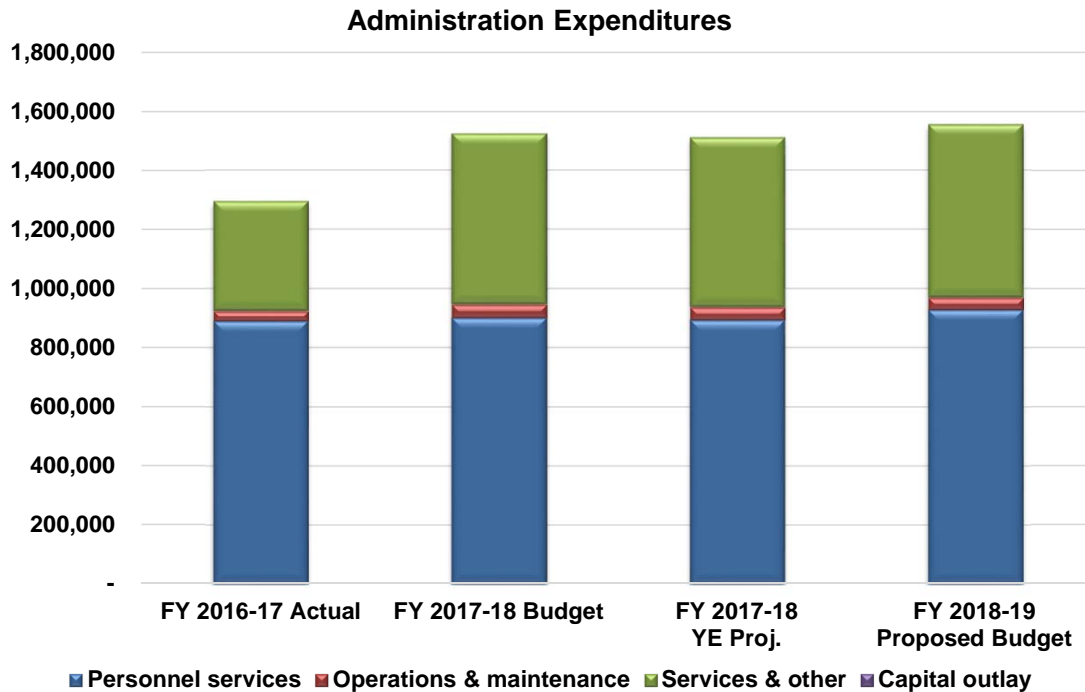
ADMINISTRATION DEPARTMENT



ADMINISTRATION DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 736,987	\$ 879,787	\$ 865,028	\$ 885,730	5,943
Public Arts Programs	37,289	38,920	38,900	41,196	2,276
City Secretary	297,427	298,556	302,158	313,747	15,191
Communications	141,770	181,494	180,964	185,604	4,110
Community Services	81,318	124,641	123,721	128,443	3,802
TOTAL	\$ 1,294,791	\$ 1,523,398	\$ 1,510,771	\$ 1,554,720	\$ 31,322
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 888,720	\$ 900,069	\$ 892,827	\$ 927,358	27,289
Operations & maintenance	34,393	45,028	42,600	40,700	(4,328)
Services & other	371,678	578,301	575,344	586,662	8,361
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,294,791	\$ 1,523,398	\$ 1,510,771	\$ 1,554,720	\$ 31,322



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	4.48	4.48	4.48	4.48	-
City Secretary	2.00	2.00	2.00	2.00	-
Communications	1.00	1.00	1.00	1.00	-
TOTAL	7.48	7.48	7.48	7.48	-

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 reports
- * 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 issues
- * Utilized City Council work sessions to conduct strategic planning budget meetings

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

- * Managed staff efforts to pursue and coordinate City Council-approved Economic Development projects, including Nikko Blu Designs, Summer Moon Coffee, The Birch Racquet & Lawn Club, Firehouse Subs, Braum's, Andy's Frozen Custard, Moviehouse retail and restaurant project and extensions for the Hampton Inn and Suites planned for Town Center
- * Oversaw staff efforts on current and future Capital Improvement and other major projects including, but not limited to: drainage improvements, Fire Station refurbishments, Old Town Keller Phase II, Future Land Use Plan update, parks and trails development and renovation, water infrastructure enhancements, and street expansions and enhancements to manage growth and traffic patterns including the proposed roundabout for the Johnson Road and Keller-Smithfield intersection

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

Capital Improvement Projects

- * Continued the Citizens Academy program with the objective to create a pool of informed citizens who are encouraged to serve on City boards and commissions
- * Oversaw \$16 million Alta Vista Pump Station project using Construction Manager at Risk (CMAR) method
- * Initiated discussion and planning process for traffic signal synchronization
- * Increased funds allocated specifically for sidewalk repair to \$130,000 annually
- * Obtained state grant funds to construct trail system extension on Whitley Road as part of the safe routes to schools project

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

- * Coordinated City Council Goal-Setting Workshop to allow extensive discussion on and provide staff with direction and prioritization of major projects
- * Conducted employee and supervisory quarterly roundtable discussions with employees to brief employees on the City vision and expectations while soliciting their ideas and concerns
- * Developed a competitive, fiscally responsible merit-based step plan for public safety personnel

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

- * Implemented road safety improvements on North Tarrant Parkway within 90 days of receiving citizen complaints regarding vehicles leaving the roadway and striking a brick screening wall
- * Continued the Citizens Academy program with the objective to create a pool of informed citizens who are encouraged to serve on City boards and commissions
- * Partnered with Keller I.S.D. to start the Keller High School Citizens Academy to provide students with unique insight into municipal government and contribute to the growth and development of local leaders
- * Received 40 awards in 2017 from various non-profit and for profit organizations for exceptional public service

ADMINISTRATION DEPARTMENT ADMINISTRATION DIVISION (100-100-01)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 532,704	\$ 554,900	\$ 545,156	\$ 563,330	\$ 8,430
Operations & maintenance	5,539	13,000	10,600	7,550	(5,450)
Services & other	198,744	311,887	309,272	314,850	2,963
TOTAL	\$ 736,987	\$ 879,787	\$ 865,028	\$ 885,730	\$ 5,943

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	1.00	-
Administrative Services Manager	-	-	1.00	1.00	1.00
Management Assistant	1.00	1.00	-	-	(1.00)
Customer Service Rep.	1.00	1.00	1.00	1.00	-
Receptionist	0.48	0.48	0.48	0.48	-
TOTAL	4.48	4.48	4.48	4.48	-

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.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Keller Public Arts Board meetings and work sessions	25	28	50	52
Town Hall Art Shows	11	11	6	5
Public art events and receptions	16	17	17	15
Meetings and work sessions with Keller Public Arts Society	23	25	9	12

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ 1,270	\$ 1,950	\$ 1,996	\$ 726
Operations & maintenance	27,579	29,750	29,750	31,750	2,000
Services & other	9,710	7,900	7,200	7,450	(450)
TOTAL	\$ 37,289	\$ 38,920	\$ 38,900	\$ 41,196	\$ 2,276

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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, special, and run-off elections in accordance with City Charter and State law.
6. Assist the City Council with board and commission appointments.

DEPARTMENT/DIVISION OBJECTIVES:

1. Update the City Secretary portion of the City website.
2. Utilize Legistar to allow citizens to apply for boards and commissions and to track members' terms and information before the 2018 boards and commissions appointment process.
3. Create a new boards and commissions handbook before the 2019 appointments.
4. Expedite and streamline the request for public information procedure by implementing Laserfiche Forms.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
City Council Agendas/Minutes created	48	new measure	64	56
Ordinances and Resolutions completed	198	new measure	218	220
Process and respond to open records requests	395	369	492	516

PERFORMANCE INDICATORS

Percent of meeting minutes presented by next meeting for approval	96%	100%	93%	98%
Open records requests processed through the Office of the Attorney General	13	new measure	8	5
City Council general, special, and run-off elections held	3	2	3	3

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 245,408	\$ 210,763	\$ 214,365	\$ 225,883	15,120
Operations & maintenance	1,225	2,128	2,100	1,200	(928)
Services & other	50,794	85,665	85,693	86,664	999
TOTAL	\$ 297,427	\$ 298,556	\$ 302,158	\$ 313,747	\$ 15,191

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
City Secretary	1.00	1.00	1.00	1.00	-
Asst. City Secretary/Records Mgmt. Coord.	1.00	1.00	1.00	1.00	-
TOTAL	2.00	2.00	2.00	2.00	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Weekly E-Newsletters Published	52	52	52	52
State of the City Presentations Prepared	5	4	4	4
Special Publications Produced	0	2	1	2
Community Surveys Managed & Marketed	9	6	8	6
Social Media Accounts Administered	16	17	16	18
Active Website E-Notification Subscribers	13,250	13,500	14,000	14,450
SirenGPS/Mass Notification Users	3,980	4,125	4,750	5,250
PERFORMANCE INDICATORS				
Average Facebook Post Reach (largest account - City of Keller Government)	9,389	8,750	6,000	6,500
Average Twitter Monthly Impressions (largest account - @kellerpolice)	264,000	250,000	290,000	320,000
Average News E-Notification Open Rate	26%	28%	27%	28%
Unique Website Page Views	1.47M	1.48M	1.3M	1.4M

ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-100-04)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 102,581	\$ 108,055	\$ 107,525	\$ 113,346	5,291
Operations & maintenance	50	150	150	200	50
Services & other	39,139	73,289	73,289	72,058	(1,231)
TOTAL	\$ 141,770	\$ 181,494	\$ 180,964	\$ 185,604	4,110

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Recycling events held	2	2	2	2
Keller Farmers Market events supported	26	26	28	28
Northeast Transportation Service riders	3,915	4,050	3,818	4,000

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

EXPENDITURE SUMMARY

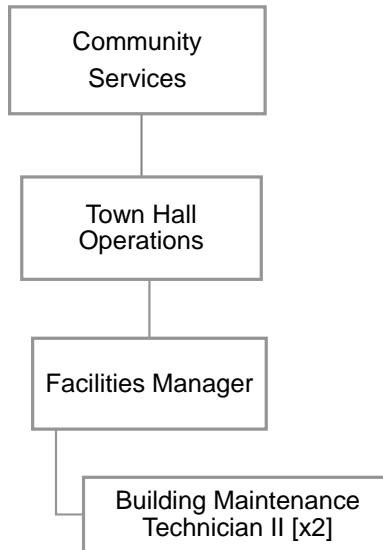
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 8,026	\$ 25,081	\$ 23,831	\$ 22,803	(2,278)
Operations & maintenance	-	-	-	-	-
Services & other	73,292	99,560	99,890	105,640	6,080
TOTAL	\$ 81,318	\$ 124,641	\$ 123,721	\$ 128,443	3,802

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this program					
TOTAL	-	-	-	-	-

TOWN HALL OPERATIONS



TOWN HALL OPERATIONS

TOWN HALL OPERATIONS (100-110)

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

1. Manage and provide for day maintenance of the designated facilities. Provide occasional facility maintenance support to the following buildings; Friends of the Library and 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. Maintain routine preventive maintenance of heating, ventilation, air conditioning(HVAC) and emergency generators. Ensure equipment is adequately covered under warranty or annual maintenance contracts. Perform maintenance and repair of HVAC systems needed to augment maintenance contracts and minimize repair expenses.
4. Provide routine preventive maintenance, repair and overall support for electrical, emergency generators, plumbing roof, fire alarm, clock tower, elevators door security, backflow devices, water heaters, and whatever else that may need to have preventive maintenance .
5. Inspect and perform minor painting, carpentry, door maintenance, and lighting system maintenance within each building.
6. Review and recommend annual service and warranty contracts for designated facilities.
7. Manage monthly art show set-up and take down, assist with annual art programs and coordinate set-up for many events and activities.
8. Coordinate and setup conference rooms and Town Hall for meetings, training, voting and special events.
9. Daily monitoring of facilities computerized building automation equipment. Manage door and HVAC schedules to accommodate meetings and conference room schedules.
10. Manage janitorial service contract, HVAC preventative maintenance contract, Fire Alarm/Sprinkler System contract, Generator contract, Elevator contract, Backflow Prevention Inspections, Floor and Window Cleaning contract, Clock Tower Preventative Maintenance contract and all facilities.

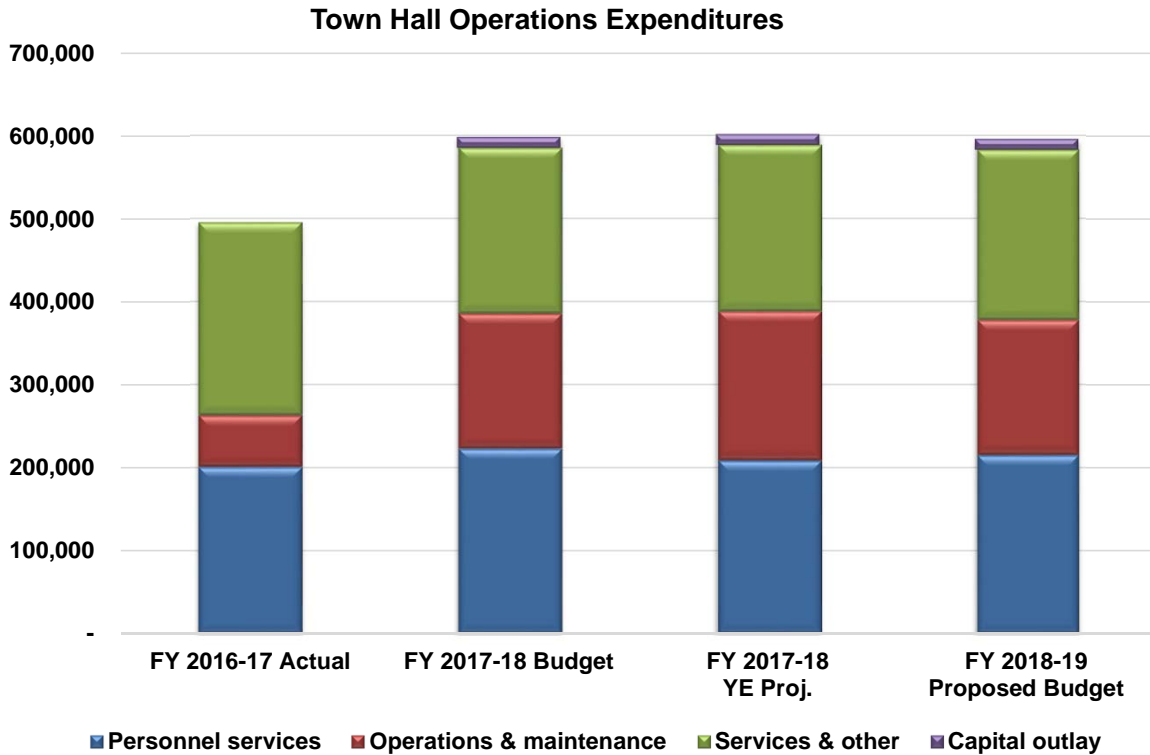
SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Overall Systems Maintained:	200,100	200,100	200,100	200,100
HVAC Systems	58	57	57	59
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	11	11

TOWN HALL OPERATIONS

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 200,799	\$ 222,676	\$ 208,445	\$ 215,262	(7,414)
Operations & maintenance	62,225	162,950	179,950	162,550	(400)
Services & other	232,762	199,779	200,279	205,177	5,398
Capital outlay	-	13,000	13,000	13,000	-
TOTAL	\$ 495,786	\$ 598,405	\$ 601,674	\$ 595,989	\$ (2,416)

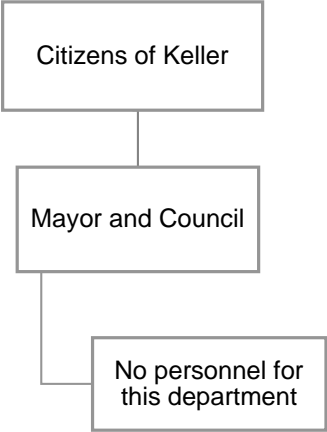


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Facilities Manager	1.00	1.00	1.00	1.00	-
Building Maintenance Technician I	1.00	-	-	-	-
Building Maintenance Technician II	1.00	2.00	2.00	2.00	-
TOTAL	3.00	3.00	3.00	3.00	-

MAYOR AND COUNCIL



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 \$142 million in new construction
- * Approved an extension of the 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 a study to develop a concept plan for the east side
- * 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
- * Directed the City Manager to grant an extension of an Economic Development Incentive Agreement with Chandon Arbors 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
- * Continued the 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 2018 tax rate to \$0.4275 per \$100 of taxable value, the fourth consecutive decrease in the tax rate
- * Continued to mitigate the effects of rising property values by increasing the homestead exemption rate from 4% to 8%
- * Cash funded Capital Improvement Projects , vehicle and building replacement funds, economic development incentives, and one time equipment purchases to avoid issuing debt
- * 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

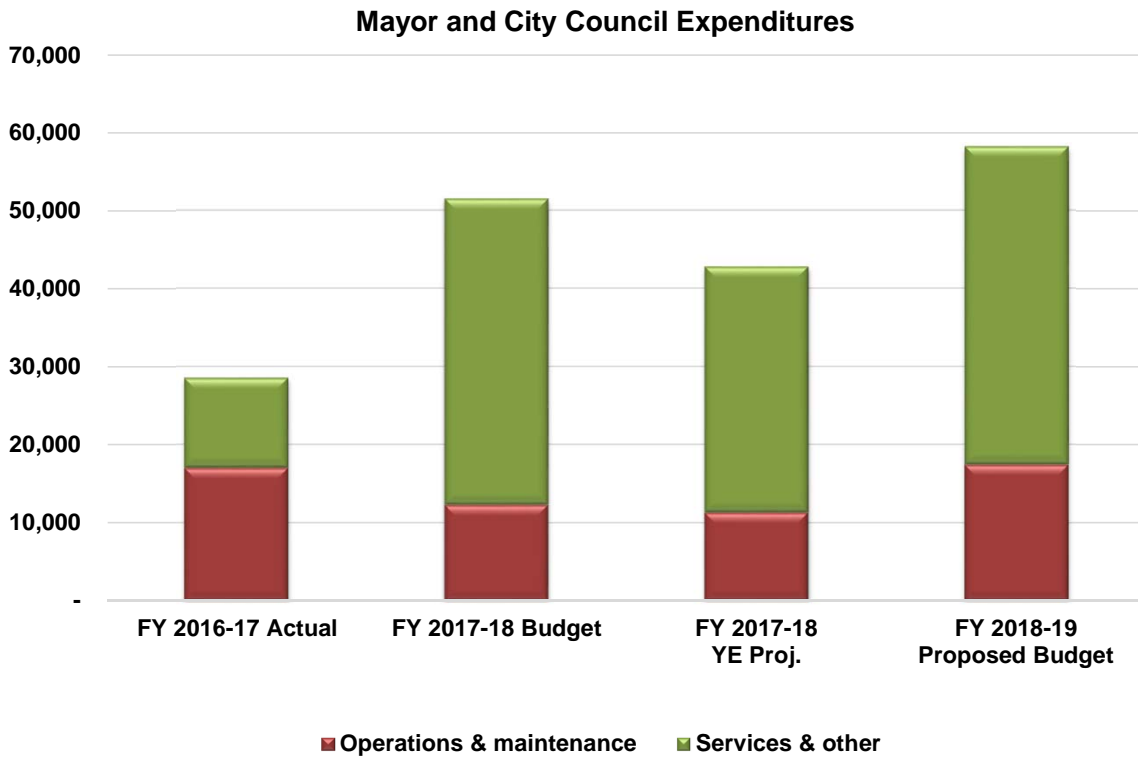
4. Complete current and future Capital Improvement Projects to include, but not limited to:

- * Fire Station refurbishments
- * Street expansions and enhancements to manage growth and traffic patterns
- * Continued park and trails development and renovation
- * Water infrastructure enhancements including the long overdue replacement of the Alta Vista Pump Station that supplies water to North Keller.

MAYOR & CITY COUNCIL

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Operations & maintenance	17,019	12,300	11,290	17,410	5,110
Services & other	11,508	39,174	31,464	40,744	1,570
TOTAL	\$ 28,527	\$ 51,474	\$ 42,754	\$ 58,154	\$ 6,680

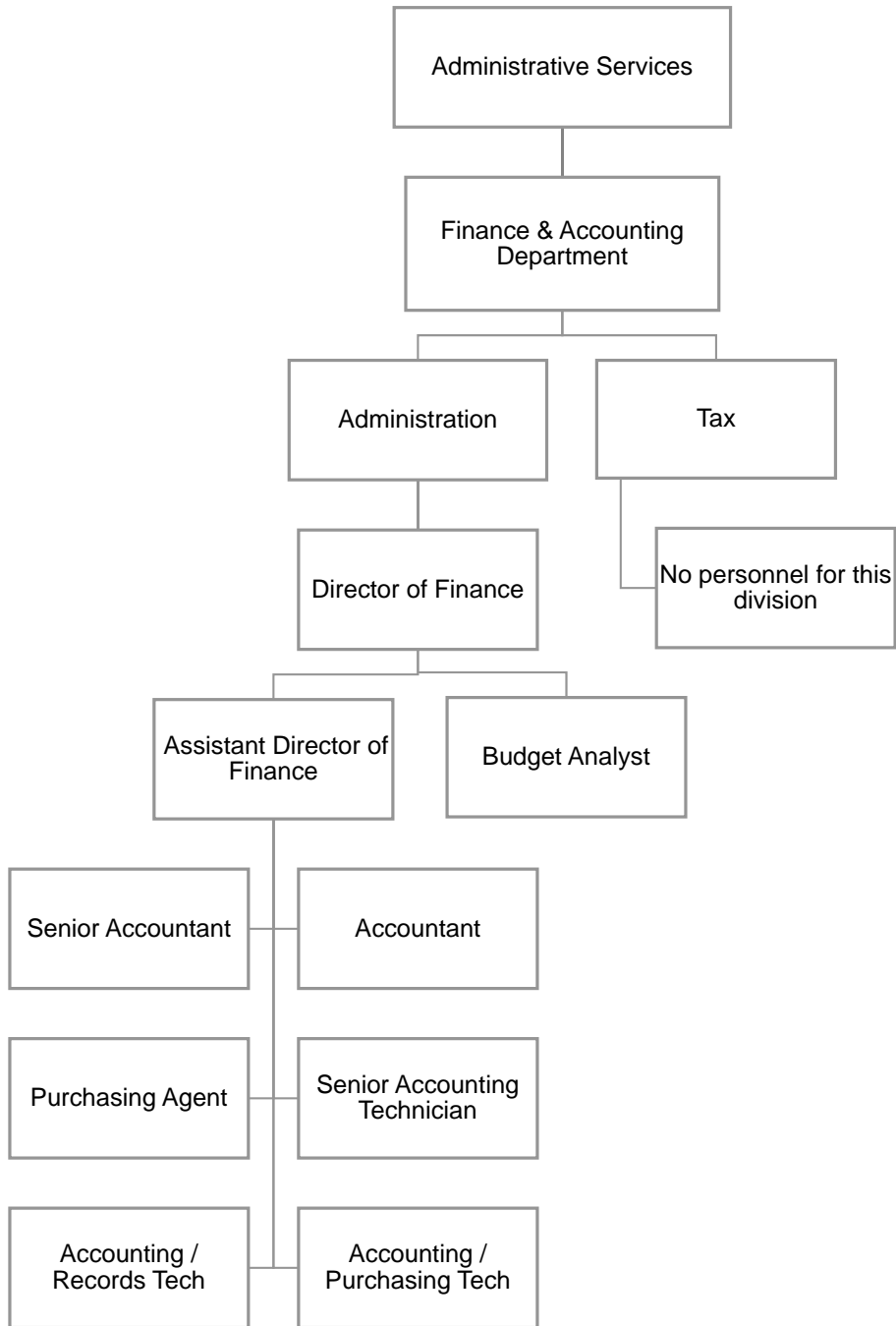


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

FINANCE & ACCOUNTING DEPARTMENT

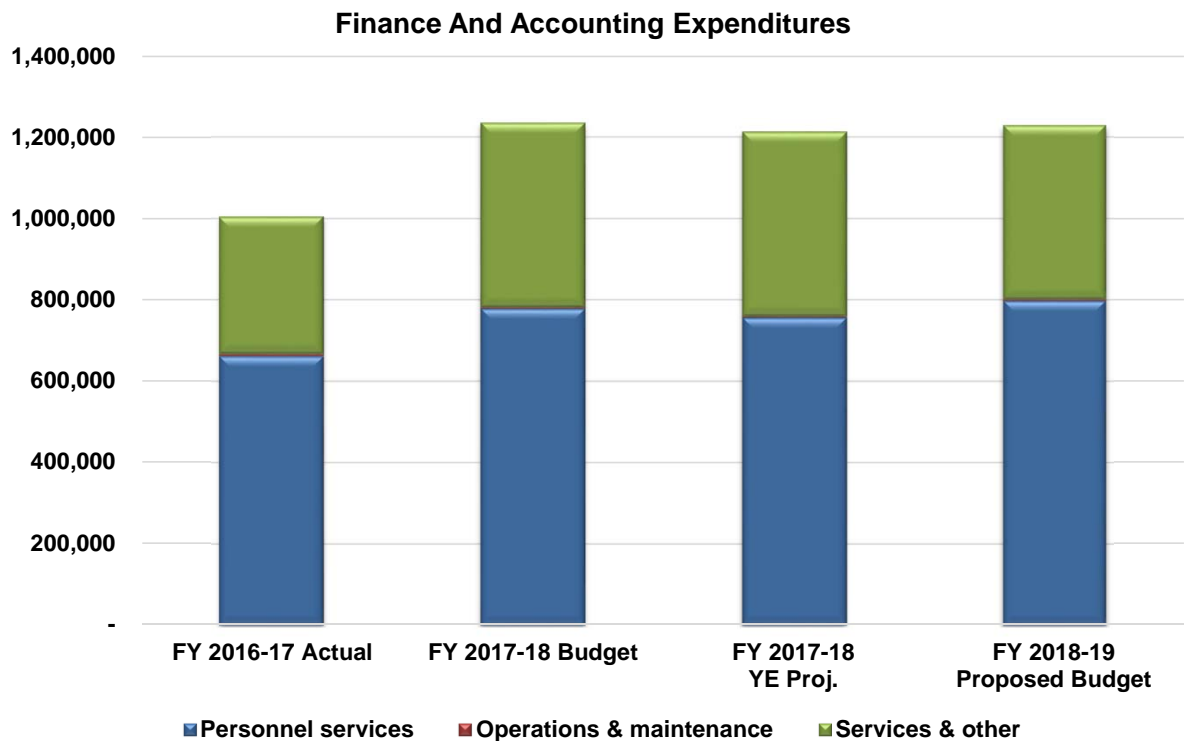


FINANCE & ACCOUNTING DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 869,327	\$ 1,089,569	\$ 1,067,490	\$ 1,083,465	\$ (6,104)
Tax	136,414	146,310	146,310	145,960	(350)
TOTAL	\$ 1,005,741	\$ 1,235,879	\$ 1,213,800	\$ 1,229,425	\$ (6,454)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 661,746	\$ 778,215	\$ 756,136	\$ 797,061	\$ 18,846
Operations & maintenance	4,537	3,175	3,175	3,705	530
Services & other	339,458	454,489	454,489	428,659	(25,830)
TOTAL	\$ 1,005,741	\$ 1,235,879	\$ 1,213,800	\$ 1,229,425	\$ (6,454)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>BY POSITION TITLE:</u>					
Administration	7.50	8.00	8.00	8.00	-
Tax	-	-	-	-	-
TOTAL	7.50	8.00	8.00	8.00	-

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 30th consecutive year (FY1989 – FY2018).
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 23rd consecutive year (FY1996 – FY2019).
3. Maintain or strengthen the financial status of the City with outside sources, e.g. rating agencies, investors, and other governmental agencies by providing accurate and timely financial information.
4. Continue applying for Transparency Stars from the State Comptroller's office.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Accounting Activities:				
Accounts payable checks processed	4,827	950	4,600	4,700
Invoice Payments Processed	7,007	New	8,000	8,100
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	8,450	8,500
Total Purchase Orders Processed	300	325	300	300
Total Bids	13	20	25	30
Budgeting Activities:				
Number of budget amendments	3	4	1	4
Number of budget transfers	110	New	62	65
Investing/Banking Activities:				
Number of Quarterly Investment Reports	4	4	4	4
Number of bank reconciliations	12	New	12	12

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

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%	1	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
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Budgeting Activities:

General Fund Budget Vs. Actual %	10.20%	New	-0.08%	0.00%
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Investing/Banking Activities:

Avg Weighted Investment Yield to Maturity	0.64%	0.35%	1.72%	0.65%
% of Funds invested long-term	66.3%	New	57.2%	65%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 661,746	\$ 778,215	\$ 756,136	\$ 797,061	\$ 18,846
Operations & maintenance	4,537	3,175	3,175	3,705	530
Services & other	203,044	308,179	308,179	282,699	(25,480)
TOTAL	\$ 869,327	\$ 1,089,569	\$ 1,067,490	\$ 1,083,465	\$ (6,104)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Administrative Services	-	-	1.00	1.00	1.00
Director of Finance	0.75	1.00	-	-	(1.00)
Assistant Director of Finance	0.75	1.00	1.00	1.00	-
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	8.00	8.00	8.00	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total property tax accounts	17,409	17,467	17,467	17,661
Total number of tax ceiling accounts	2,498	2,644	2,644	2,901
Taxable value of tax ceiling accounts (millions)	\$597	\$673	\$673	\$806
Total (taxable) value of new construction (millions)	\$221	\$142	\$142	\$130
Total (taxable) value of new residential construction (millions)	\$167	\$120	\$120	\$109
Total number of new residential properties	331	234	234	214
Total (taxable) value of new commercial construction (millions)	\$54	\$23	\$23	\$21
Total number of new commercial properties	13	10	10	16

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector)	99.55%	99.25%	99.25%	99.25%
Average appraised residential value	\$336,733	\$363,941	\$363,941	\$383,303
Average taxable residential value	\$316,629	\$329,840	\$329,840	\$346,378
Effective tax rate per \$100 of taxable value	0.408854	0.418194	0.418194	0.413275
Actual tax rate per \$100 of taxable value	0.43000	0.42750	0.42750	0.41325
Rollback tax rate per \$100 of taxable value	0.439381	0.432694	0.432694	0.413302
Average City of Keller tax bill (actual rate)	\$1,362	\$1,410	\$1,410	\$1,431
Average taxable value of tax ceiling accounts	\$239,638	\$254,482	\$254,353	\$277,957
Percentage of new construction by property category:				
Residential	76%	84%	84%	84%
Commercial	24%	16%	16%	16%

EXPENDITURE SUMMARY

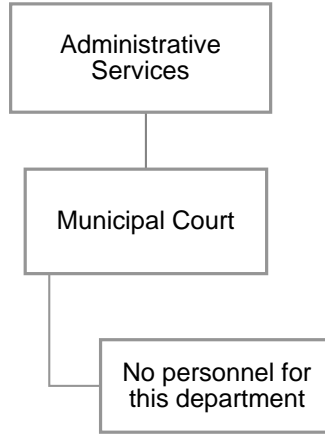
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	136,414	146,310	146,310	145,960	(350)
TOTAL	\$ 136,414	\$ 146,310	\$ 146,310	\$ 145,960	\$ (350)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

MUNICIPAL COURT



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.

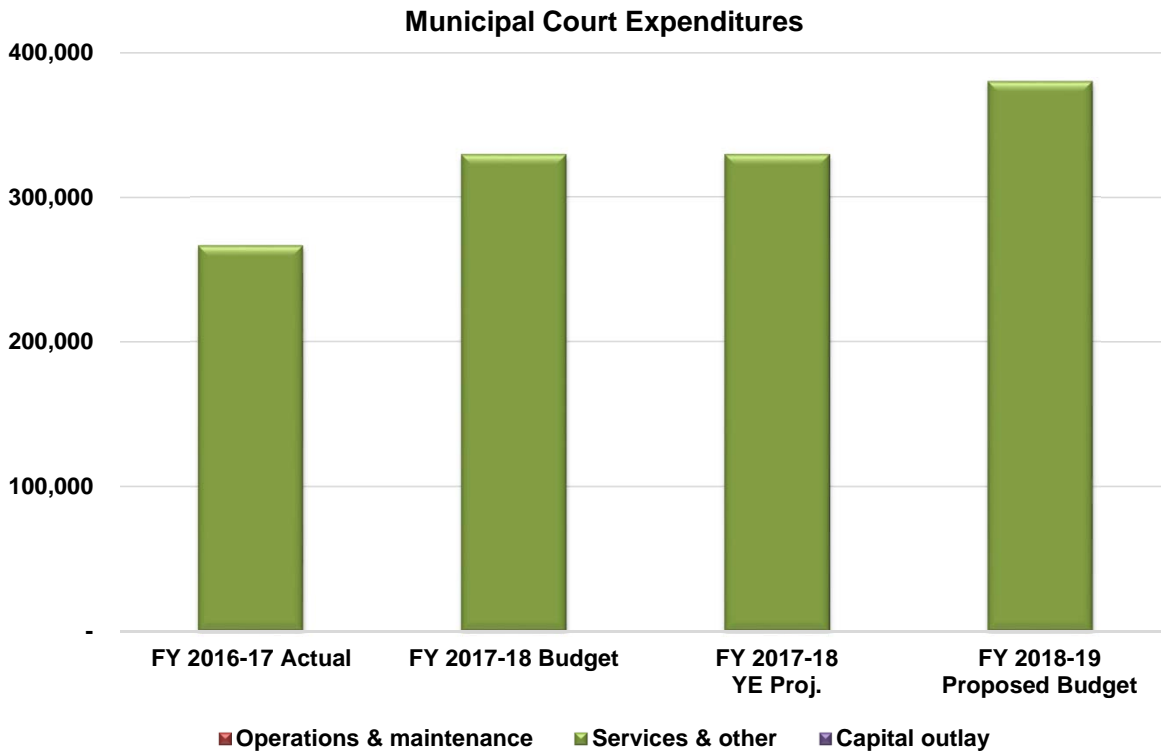
SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Number of citations processed	12,800	12,750	12,400	12,750
Number of cases requesting court dates	3,500	4,575	2,330	2,900
Number of cases with attorney representation	3,100	4,550	2,600	2,800
Number of court dockets held per year	78	78	78	80
Number of warrants processed/issued	2,960	2,910	2,950	2,940
Number of reports generated (open records requests)	275	310	329	355
Number of warrants outstanding	4,313	4,425	4,480	4,465
Number of defendants requesting jury trial	27	25-30	29	31

MUNICIPAL COURT

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Operations & maintenance	-	-	-	-	-
Services & other	266,751	329,488	329,488	379,799	50,311
Capital outlay	-	-	-	-	-
TOTAL	\$ 266,751	\$ 329,488	\$ 329,488	\$ 379,799	\$ 50,311

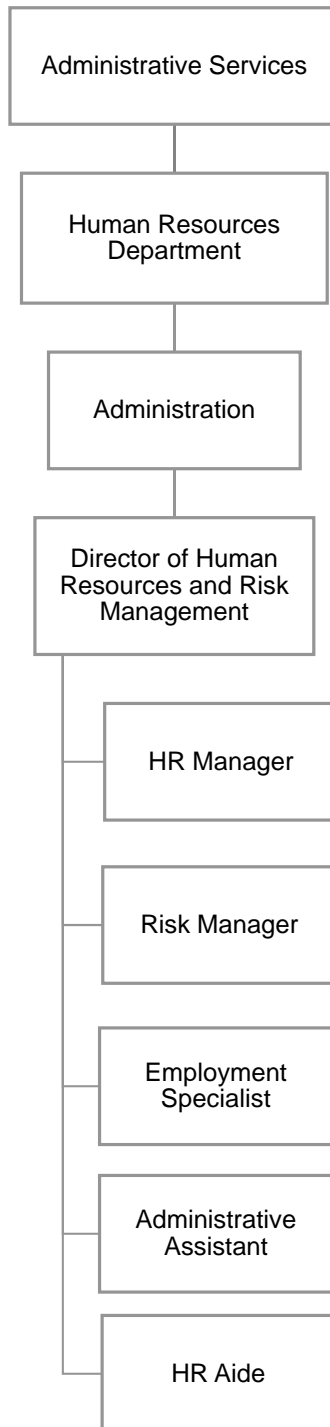


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

HUMAN RESOURCES DEPARTMENT

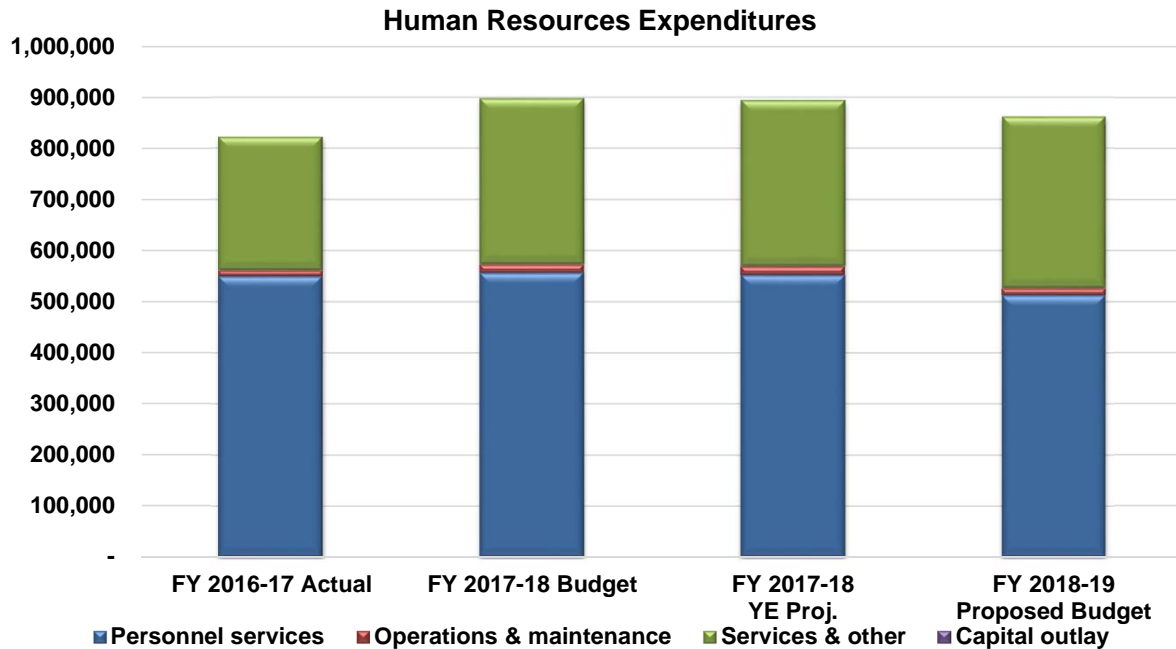


HUMAN RESOURCES DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 429,570	\$ 756,098	\$ 755,240	\$ 862,362	\$ 106,264
City-Wide Employee Activities	268,451	-	-	-	-
Risk Management	124,635	142,118	138,899	-	(142,118)
TOTAL	\$ 822,656	\$ 898,216	\$ 894,139	\$ 862,362	\$ (35,854)

<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 549,855	\$ 556,710	\$ 552,633	\$ 513,171	\$ (43,539)
Operations & maintenance	11,122	16,425	16,425	13,020	(3,405)
Services & other	261,679	325,081	325,081	336,171	11,090
Capital outlay	-	-	-	-	-
TOTAL	\$ 822,656	\$ 898,216	\$ 894,139	\$ 862,362	\$ (35,854)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	4.48	4.48	4.48	5.48	1.00
Risk Management	1.00	1.00	1.00	-	(1.00)
TOTAL	5.48	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 including 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.
 - * Express employee appreciation and build morale through events coordinated by the Employee Activity Team (EAT), i.e. contests, lunches, and snacks.
 - * 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
General job vacancies filled	69	85	110	85
The Keller Pointe job vacancies filled	178	150	150	150
General applications processed	2,899	3,000	3,300	2,500
The Keller Pointe applications processed	697	600	475	500
General employee turnover rate (excluding seasonal employees)	11.4%	15%	0%	14%
Number of EAT sponsored events	17	12	12	12
Department Quarterly Safety Review Meetings	38	40	30	40
Worker Compensation Claims Processed	33	34	34	30
Equipment and Vehicle Damage Claims Processed	28	45	45	30
Liability Claims Processed	20	30	30	20

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

SERVICES PROVIDED (CONTINUED)

Property Claims Processed	3	15	15	10
Subrogation Claims	9	15	10	10
FMLA Request Processed	47	50	50	50
TML Online Training Classes Taken	78	200	1060	100
New Employee Safety Orientation	38	50	40	40

PERFORMANCE INDICATORS

Percentage of positions salary surveyed	100%	100%	0%	100%
Percentage of vacancies filled by internal applicants, i.e., promotions/transfers.	37%	15%	27%	18%
Percentage of full-time employees that participated in Wellness initiatives	67%	72%	0%	72%
All Workers' Compensation Claims Filed Within Designated Deadline	100%	100%	100%	100%

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 414,830	\$ 431,163	\$ 430,305	\$ 513,171	\$ 82,008
Operations & maintenance	1,268	7,585	7,585	13,020	5,435
Services & other	13,473	317,350	317,350	336,171	18,821
Capital outlay	-	-	-	-	-
TOTAL	\$ 429,570	\$ 756,098	\$ 755,240	\$ 862,362	\$ 106,264

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Admin. Svcs./Director of Human Resources	1.00	1.00	-	-	(1.00)
Director of Human Resources and Risk Management	-	-	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	-
Risk Manager	-	-	-	1.00	1.00
Employment Specialist	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Human Resources Aide	0.48	0.48	0.48	0.48	-
TOTAL	4.48	4.48	4.48	5.48	1.00

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 department (100-990), HR Admin division (100-170-01), and Risk Management division (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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Employees requesting tuition reimbursement benefit	11			
Employees utilizing tuition reimbursement benefit	6			
General job vacancies filled by in-house promotions	22			
General job vacancies filled by outside hires	37			
Employees that "graduated" from the Career Advancement Program	6			
Employees participating in Wellness Initiatives	202			
Number of EAT sponsored events	17			

HUMAN RESOURCES DEPARTMENT CITY-WIDE EMPLOYEE ACTIVITIES DIVISION (100-170-11)

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Average training hours per employee (Goal of greater than three hours)	1.5			
30% or greater percentage of vacancies filled by internal applicants, i.e. promotions	37%			

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 12,362	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	9,147	-	-	-	-
Services & other	246,942	-	-	-	-
TOTAL	\$ 268,451	\$ -	\$ -	\$ -	\$ -

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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, minimize 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 Department Quarterly Safety Review Meetings to bring safety awareness to all employees, and 4) coordinate and conduct drills in compliance with the City's Evacuation Plan.

** Beginning FY 2018-19 the Risk Management division will be merged into the HR Admin (100-170-01) division.*

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 statutory deadlines.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Department Quarterly Safety Review Meetings	38	40	30	
Worker Compensation Claims Processed	33	34	34	
Equipment and Vehicle Damage Claims Processed	28	45	45	
Liability Claims Processed	20	30	30	
Property Claims Processed	3	15	15	
Subrogation Claims	9	15	10	
FMLA Request Processed	47	50	50	
TML Online Training Classes Taken	78	200	1060	
New Employee Safety Orientation	38	50	40	
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

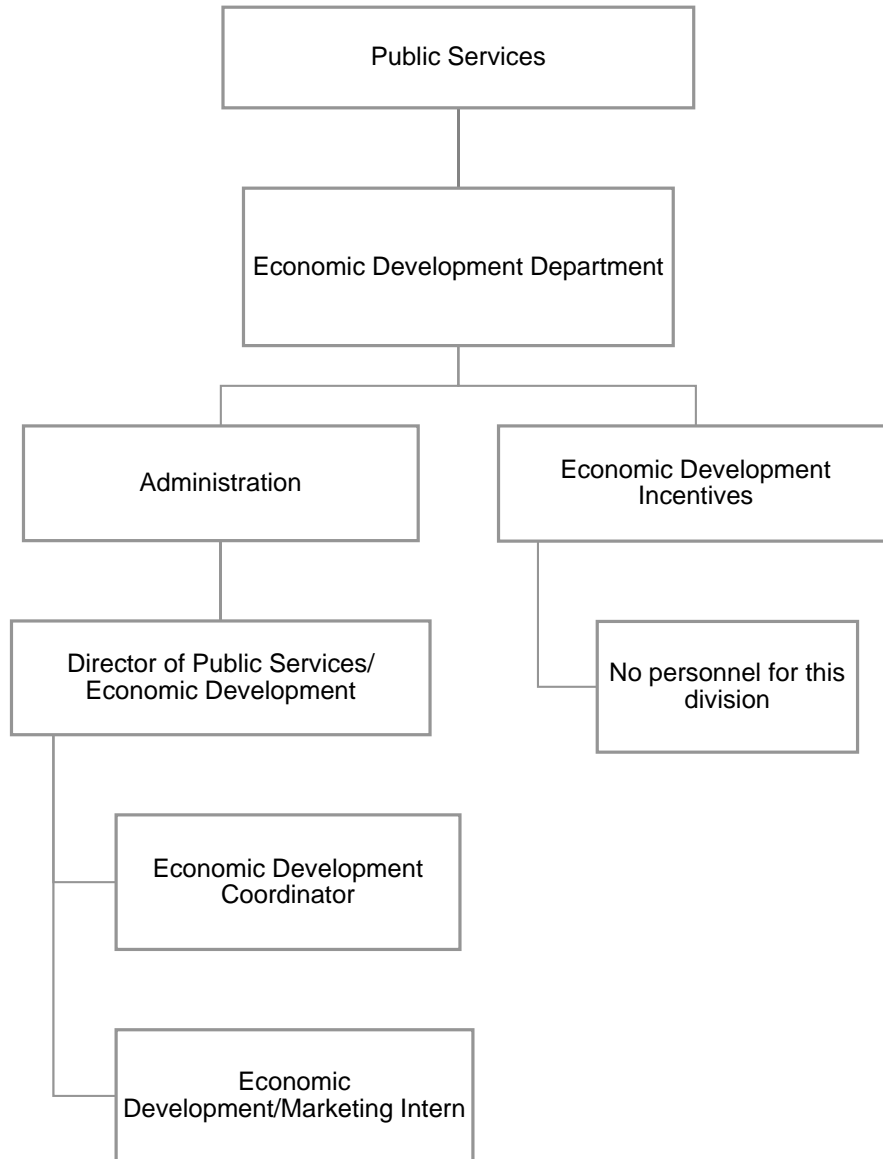
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 122,664	\$ 125,547	\$ 122,328	\$ -	\$(125,547)
Operations & maintenance	707	8,840	8,840	-	(8,840)
Services & other	1,264	7,731	7,731	-	(7,731)
Capital outlay	-	-	-	-	-
TOTAL	\$ 124,635	\$ 142,118	\$ 138,899	\$ -	\$(142,118)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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

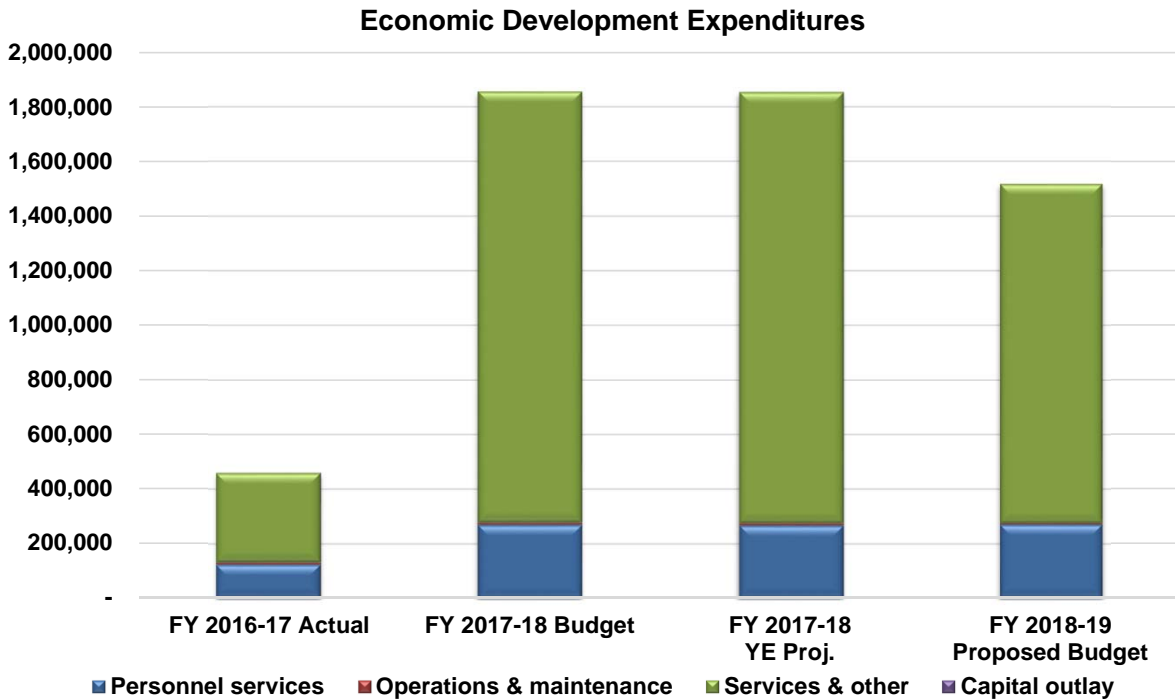


ECONOMIC DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 322,005	\$ 745,717	\$ 743,606	\$ 869,197	\$ 123,480
Old Town Keller	973	-	-	-	-
Economic Development Incentives	137,058	1,110,459	1,110,459	648,714	(461,745)
TOTAL	\$ 460,035	\$ 1,856,176	\$ 1,854,065	\$ 1,517,911	\$(338,265)

<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 122,843	\$ 268,373	\$ 266,262	\$ 269,980	\$ 1,607
Operations & maintenance	7,807	8,815	8,815	4,415	(4,400)
Services & other	329,386	1,578,988	1,578,988	1,243,516	(335,472)
Capital outlay	-	-	-	-	-
TOTAL	\$ 460,035	\$ 1,856,176	\$ 1,854,065	\$ 1,517,911	\$(338,265)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	1.78	2.48	2.48	2.48	-
Old Town Keller	-	-	-	-	-
TOTAL	1.78	2.48	2.48	2.48	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Recruitment:				
New business recruitment efforts	102	85	100	85
New businesses recruited	77	50	80	60
Trade shows attended	4	4	3	3
Recruitment meetings, phone calls & info distributed	100	100	100	100
Developer/broker forums	1	4	1	1
Promotion:				
KIIK Individual Promotions	217	250	250	250
KIIK Area Events	4	3	3	3
Ribbon Cuttings	13	20	20	20
Grand Openings	8	10	5	5
Chamber Partnered Promotions	3	4	4	4
Print Media Advertisements	36	36	10	10
Digital Media Advertisements	12	7	0	6
Other Advertisements	14	13	12	12
Retention :				
Host Business Roundtables	0	4	1	4
Interview Business Community	100	100	100	100
Business Guide (Copies dispensed)	5700	6000	5000	5000
Network with Businesses	125	100	125	100
Expansion:				
Track expansion opportunity sites (Times Canvased)	2/Year	2/Year	2/Year	2/Year
Track businesses prime for expansion	100	100	100	100
Retention and Expansion:				
Business expansions	13	8	6	8
Retention Business Meetings, visits and outreach	400	800	400	600
Retail Occupancy Average Rate	97.00% **	97.00%	97.00%	97.50%
Office Occupancy Average Rate	86.00% **	91.50%	87.50%	91.00%
Hotel Occupancy Average Rate	0%	30%	0%	30%
Business roundtables with Keller businesses	0	4	1	4
Welcome kits distributed	21	30	25	30
Small Business Administration referrals	5	4	4	4
Communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development	15	12	12	12

** As indicated by third party consultant

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 122,843	\$ 268,373	\$ 266,262	\$ 269,980	\$ 1,607
Operations & maintenance	7,807	8,815	8,815	4,415	(4,400)
Services & other	191,355	468,529	468,529	594,802	126,273
Capital outlay	-	-	-	-	-
TOTAL	\$ 322,005	\$ 745,717	\$ 743,606	\$ 869,197	\$ 123,480

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Public Services/Economic Development	0.30	1.00	1.00	1.00	-
Economic Development Coordinator	1.00	1.00	1.00	1.00	-
Economic Development/Marketing Intern	0.48	0.48	0.48	0.48	-
TOTAL	1.78	2.48	2.48	2.48	-

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*

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Meet with business prospects or existing businesses to discuss opportunities for new or expanded development	148			
Meet with existing business owners to seek partnership opportunities to improve the overall environment and viability of Old Town Keller	130			
Old Town Keller Façade improvement grants approved by City Council	2			
Old Town Keller Façade improvement grants completed	1			
Attend Old Town Keller Merchants Association meetings	2			
PERFORMANCE INDICATORS				
Increase outreach to Old Town Keller businesses	5			
Increase investment opportunities by seeking Main Street designation	1%			

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	973	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 973	\$ -	\$ -	\$ -	\$ -

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

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

EXPENDITURE SUMMARY

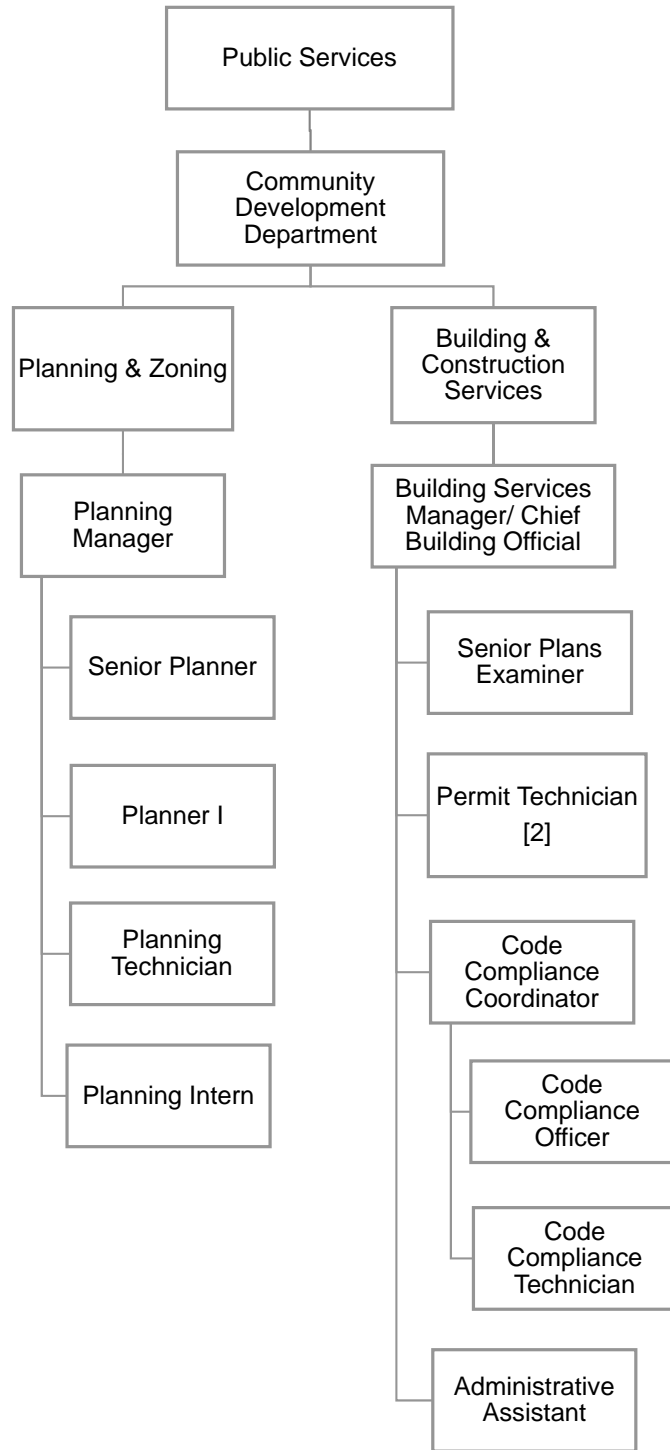
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Services & other	137,058	1,110,459	1,110,459	648,714	(461,745)
Capital outlay	-	-	-	-	-
TOTAL	\$ 137,058	\$ 1,110,459	\$ 1,110,459	\$ 648,714	\$(461,745)

PERSONNEL SUMMARY

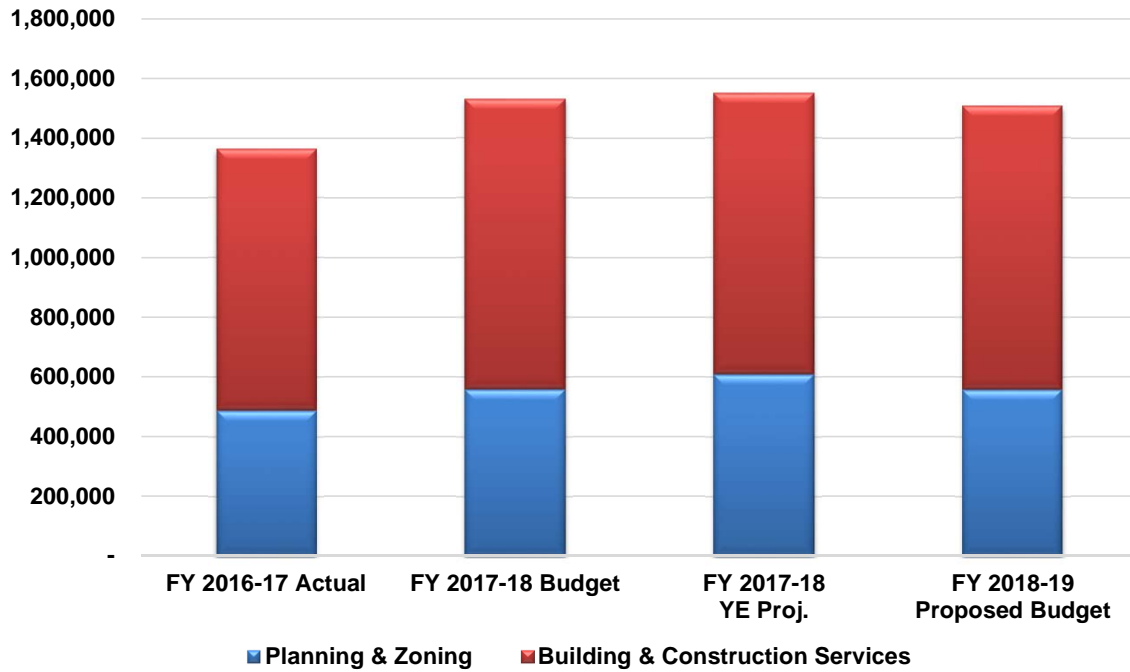
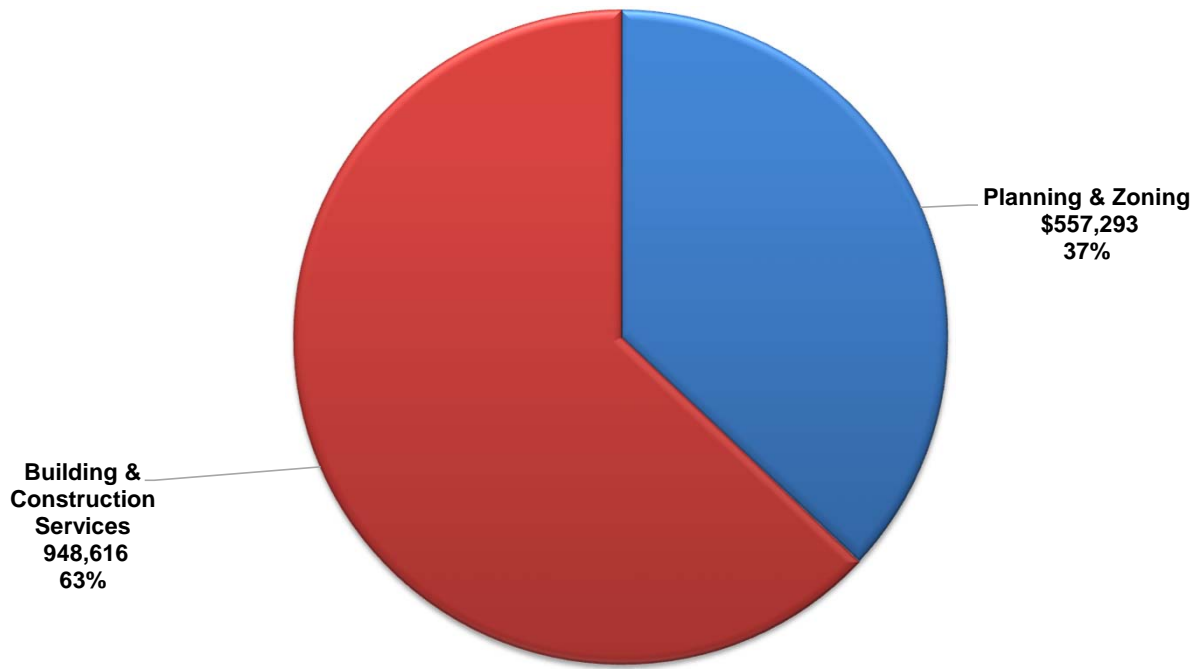
(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

COMMUNITY DEVELOPMENT DEPARTMENT



COMMUNITY DEVELOPMENT

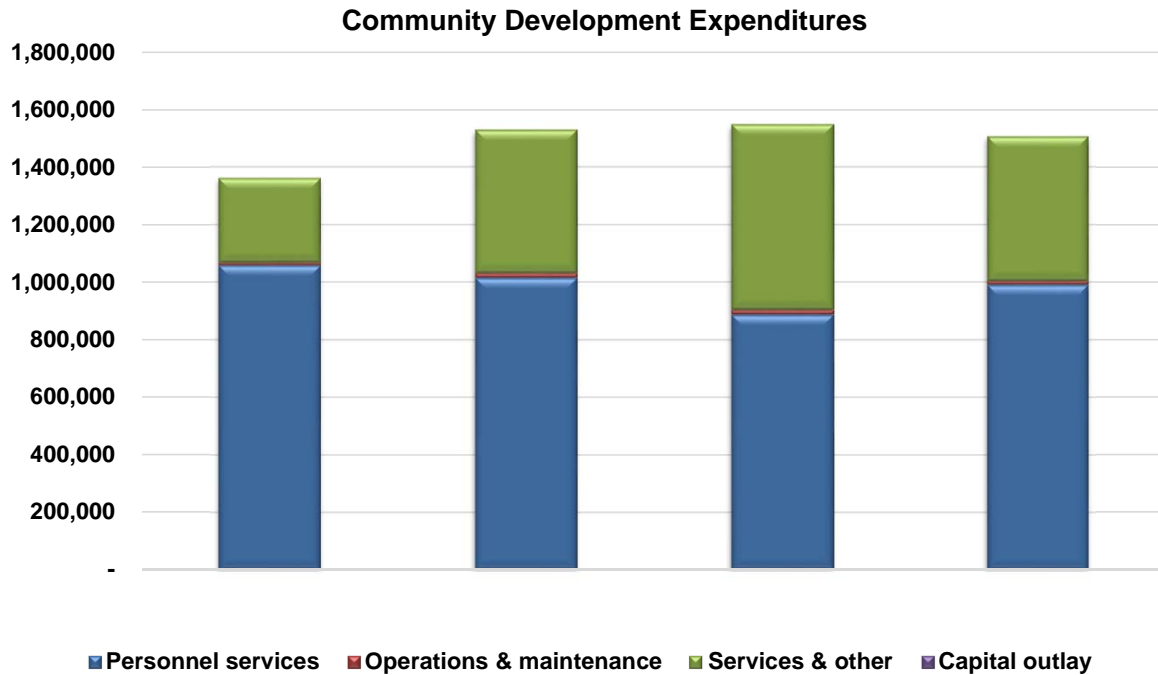


COMMUNITY DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>EXPENDITURES BY DIVISION:</i>					
Planning & Zoning	\$ 486,766	\$ 558,130	\$ 608,686	\$ 557,293	\$ (837)
Building & Construction Services	875,514	971,230	940,225	948,616	(22,614)
TOTAL	\$ 1,362,280	\$ 1,529,360	\$ 1,548,911	\$ 1,505,909	\$ (23,451)

<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ 1,058,207	\$ 1,014,352	\$ 886,904	\$ 989,804	\$ (24,548)
Operations & maintenance	8,559	15,610	15,210	12,320	(3,290)
Services & other	295,514	499,398	646,797	503,785	4,387
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,362,280	\$ 1,529,360	\$ 1,548,911	\$ 1,505,909	\$ (23,451)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>BY DIVISION</i>					
Planning & Zoning	5.18	4.27	4.27	4.27	-
Building & Construction Services	7.48	8.00	8.00	8.00	-
TOTAL	12.66	12.27	12.27	12.27	-

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 Administration (planning and development). 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 with Special Projects.
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 East, FLUP Update, Unified Development Code Updates, Parks & Trails Master Plan Update, Impact Fee Ordinance Update).
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.
4. Provide project management assistance for Special Projects. Staff will assist with OTK East Public Improvements Project for design phase with public and consultant. Other projects include UDC Text Amendments, Performance Bonds and 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/East).
9. Review Public Hearing Notification; Update and improve on signage that are more efficient to install.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Planning and Zoning Commission (P & Z) Meetings	24	20	22	22
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)	7	20	12	12
Plat applications (all types) reviewed	40	35	42	44
Zoning Change requests (straight and PDs) reviewed	17	10	18	19
Future Land Use Plan Amendments reviewed	0	5	1	6
Site Plans reviewed	25	25	25	26
Specific Use Permits (SUP) reviewed	24	30	25	25
UDC Variances reviewed	36	30	33	31
Tree Appeals reviewed	3	5	3	3
Tree Protection Site Inspections (Weekly)	52	52	52	51
Site Finals	57	20	51	45
Sign Permits reviewed	267	300	282	296
Civil Plans Reviewed	13	15	23	32
Land/Screening Wall Plans reviewed	3	5	6	8
Code Compliance Cases	0	20	4	4
DRC Meetings	49	50	49	49
Capital Improvements Advisory Committee (CIAC) Meetings	5	5	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	10	10
Zoning Board of Adjustments (ZBA) variance cases reviewed	17	10	17	17

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Office staff (FTE)	4	4	4	4
Average staff processing time for initial review of zoning and SUP applications (in days)	15	5	15	15
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)	21	21	21	21
Average review time for ZBA cases	14	14	14	14

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 456,578	\$ 363,141	\$ 314,298	\$ 362,118	\$ (1,023)
Operations & maintenance	1,427	5,400	5,400	2,660	(2,740)
Services & other	28,761	189,589	288,988	192,515	2,926
TOTAL	\$ 486,766	\$ 558,130	\$ 608,686	\$ 557,293	\$ (837)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Public Svcs/Econ Dev.	0.70	-	-	-	-
Planning Manager	1.00	1.00	-	-	-1.00
Community Development Director	-	-	1.00	1.00	1.00
Planner I	1.00	1.00	3.00	3.00	2.00
Senior Planner	1.00	1.00	-	-	-1.00
Planning Technician	1.00	1.00	-	-	-1.00
Planning Intern	0.48	0.27	0.27	0.27	-
TOTAL	5.18	4.27	4.27	4.27	-

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Staff Inspections	717	600	700	700
Contracted Inspections	5,129	5,500	5,500	5,750
Staff Plan Review	916	1,300	1,100	1,200
Contracted Plan Review	84	140	140	140
New Non-Residential Permits	23	56	30	30
New Single-Family Permits	125	118	125	125
Certificates of Occupancy Issued for Existing Structures	143	90	120	120
Other Permits	2,349	2,726	2,500	2,600
Code Cases Opened	955	1000	1,000	1,000
Code Inspections	2,680	2,800	2,800	2,800
Citations	17	40	20	30

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Staff Inspections (2 inspectors)	179 per inspector	300 per inspector	350 per inspector	400 per inspector
Contracted Inspections (2 inspectors)	2564 per inspector	2,750 per inspector	2,750 per inspector	2,750 per inspector
Staff Plan Review (2 examiners)	1) examiner: 1,018 2) examiner: 339	1) examiner: 975 2) examiner: 325	1) examiner: 1000 2) examiner: 350	1) examiner: 1000 2) examiner: 350
Contracted Plan Review (1 examiner)	84	140	140	140
New Non-Residential Permit Revenue	\$657,734	\$ 534,949	\$772,675	\$770,000
New Single-Family Revenue	\$1,160,308	\$ 1,036,411	\$1,000,000	\$1,000,000
Certificate of Occupancy Revenue	\$5,700	\$ 4,200.00	\$4,875	\$5,000
Other Permit Revenue	\$254,483	\$917,283.00	\$220,942	\$230,000
Code Cases Opened (2 Code Officers)	478 per officer	500 per officer	500 per officer	500 per officer
Code Inspections (2 Code Officers)	1,365 per officer	1,400 per officer	1,400 per officer	1,500 per officer
Percent of Cases that resulted in a Citation	1.40%	4.00%	2.00%	3.00%

EXPENDITURE SUMMARY

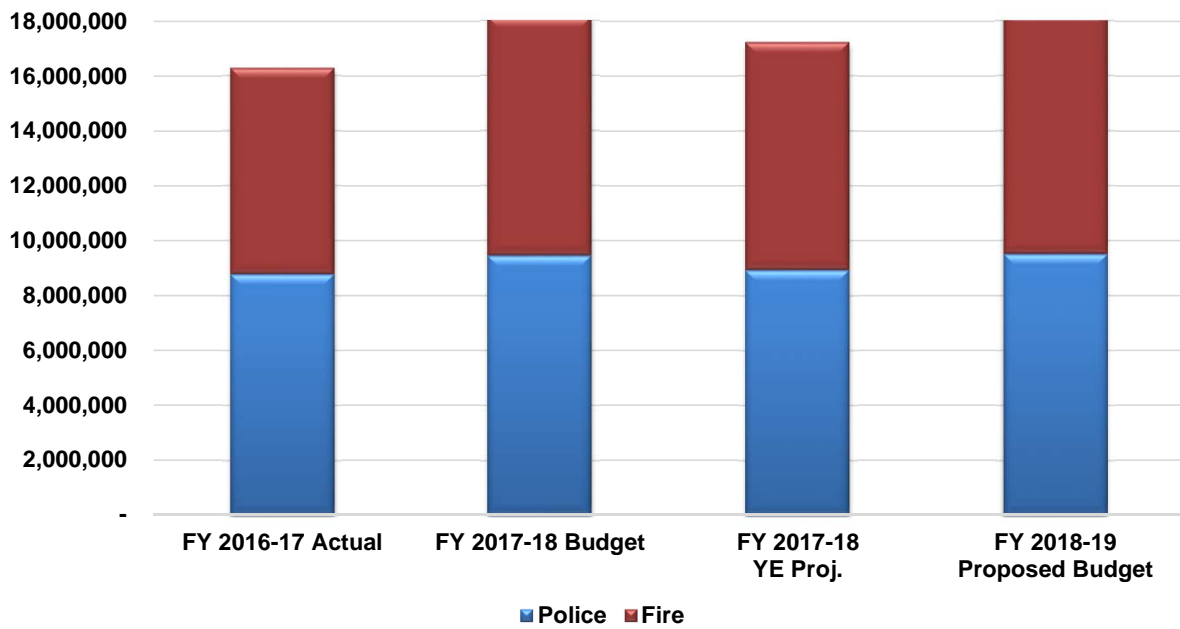
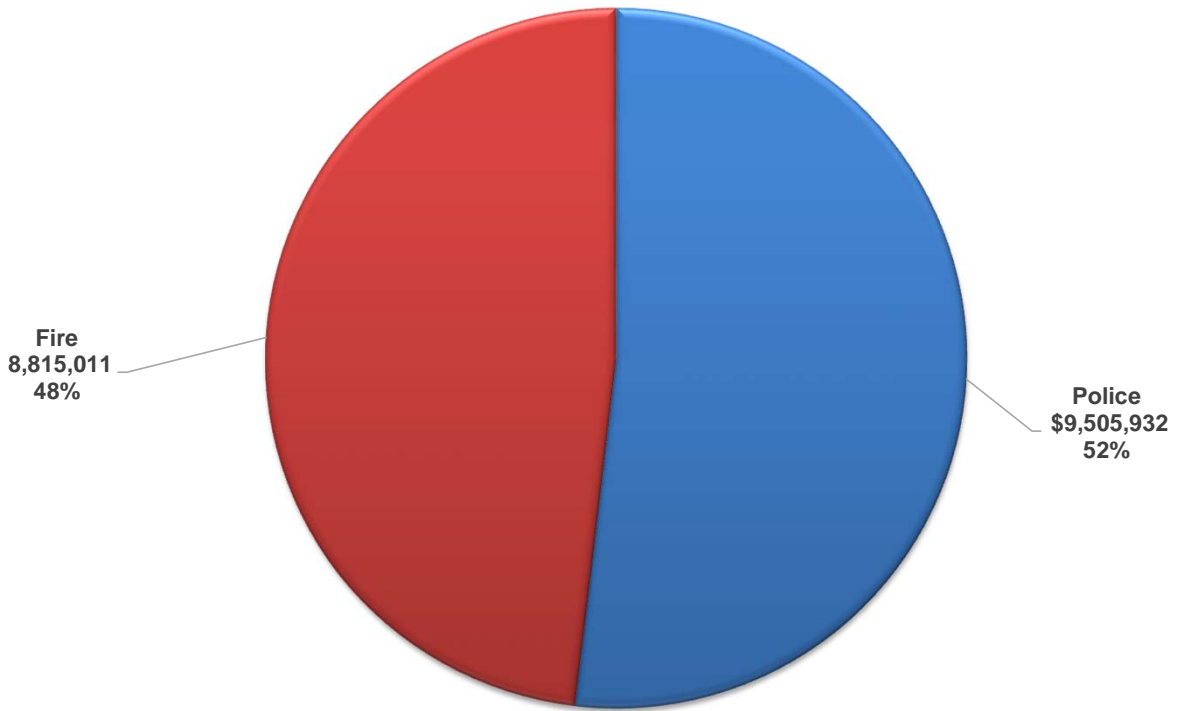
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 601,630	\$ 651,211	\$ 572,606	\$ 627,686	\$ (23,525)
Operations & maintenance	7,131	10,210	9,810	9,660	(550)
Services & other	266,753	309,809	357,809	311,270	1,461
TOTAL	\$ 875,514	\$ 971,230	\$ 940,225	\$ 948,616	\$ (22,614)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Building Services Mgr./Building Official	1.00	1.00	1.00	1.00	-
Plans Examiner	1.00	-	-	-	-
Code Compliance Coordinator	1.00	1.00	1.00	1.00	-
Code Compliance Officer	1.00	1.00	2.00	2.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
Permit Technician	2.00	2.00	2.00	2.00	-
Senior Plans Examiner	-	1.00	1.00	1.00	-
Code Compliance Technician	0.48	1.00	-	-	(1.00)
TOTAL	7.48	8.00	8.00	8.00	-

PUBLIC SAFETY

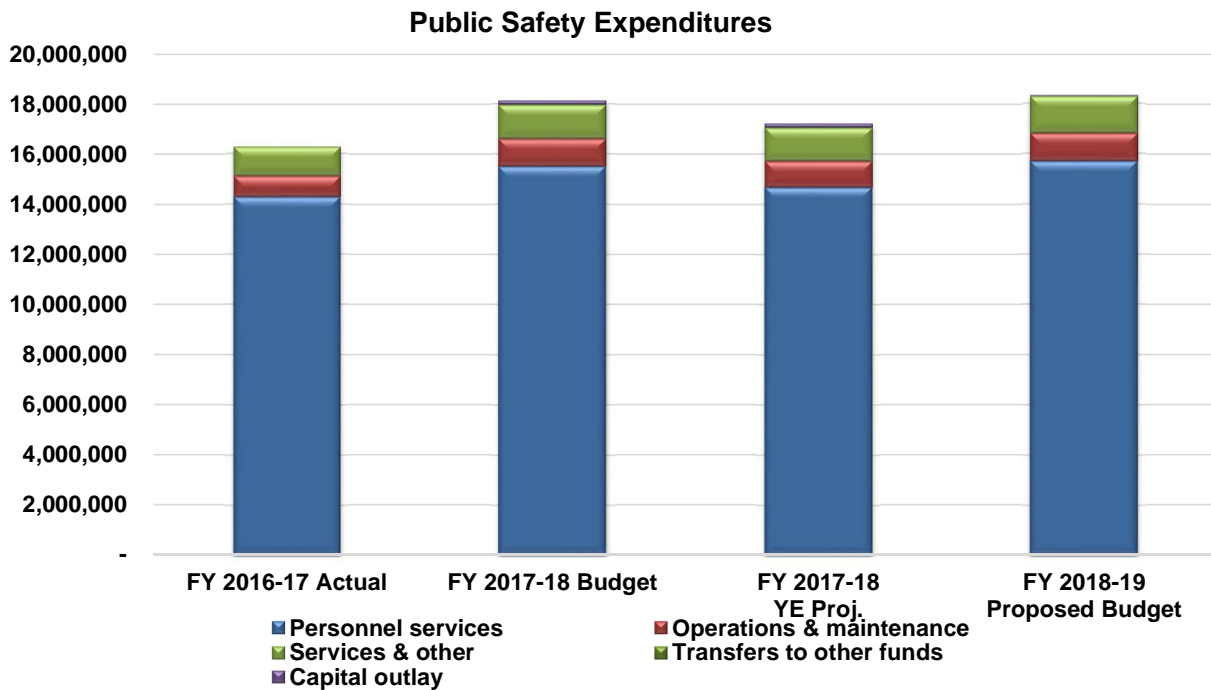


PUBLIC SAFETY

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DEPARTMENT:</u>					
Police	\$ 8,773,249	\$ 9,451,319	\$ 8,920,672	\$ 9,505,932	\$ 54,613
Fire	7,504,398	8,677,604	8,299,011	8,815,011	137,407
TOTAL	\$16,277,647	\$18,128,923	\$17,219,683	\$18,320,943	\$ 192,020

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$14,288,331	\$15,511,289	\$14,686,644	\$15,698,095	\$ 186,806
Operations & maintenance	830,628	1,103,365	1,037,555	1,119,584	16,219
Services & other	1,158,688	1,352,441	1,333,656	1,469,264	116,823
Transfers to other funds	-	-	-	-	-
Capital outlay	-	161,828	161,828	34,000	(127,828)
TOTAL	\$16,277,647	\$18,128,923	\$17,219,683	\$18,320,943	\$ 192,020



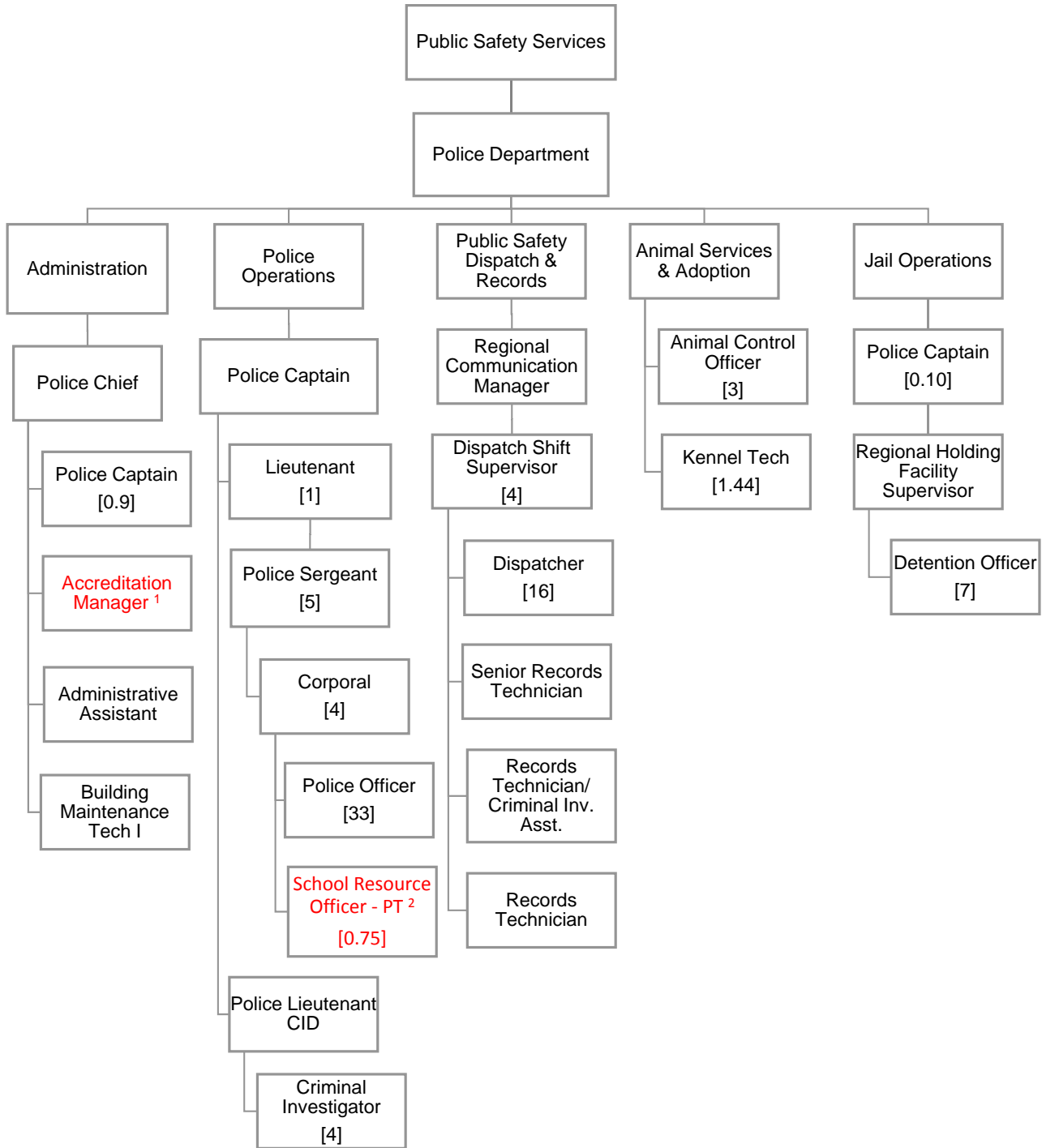
PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>BY DEPARTMENT:</u>					
Police	87.48	88.44	88.44	88.44	-
Fire	57.00	57.00	57.00	57.00	-

POLICE DEPARTMENT

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

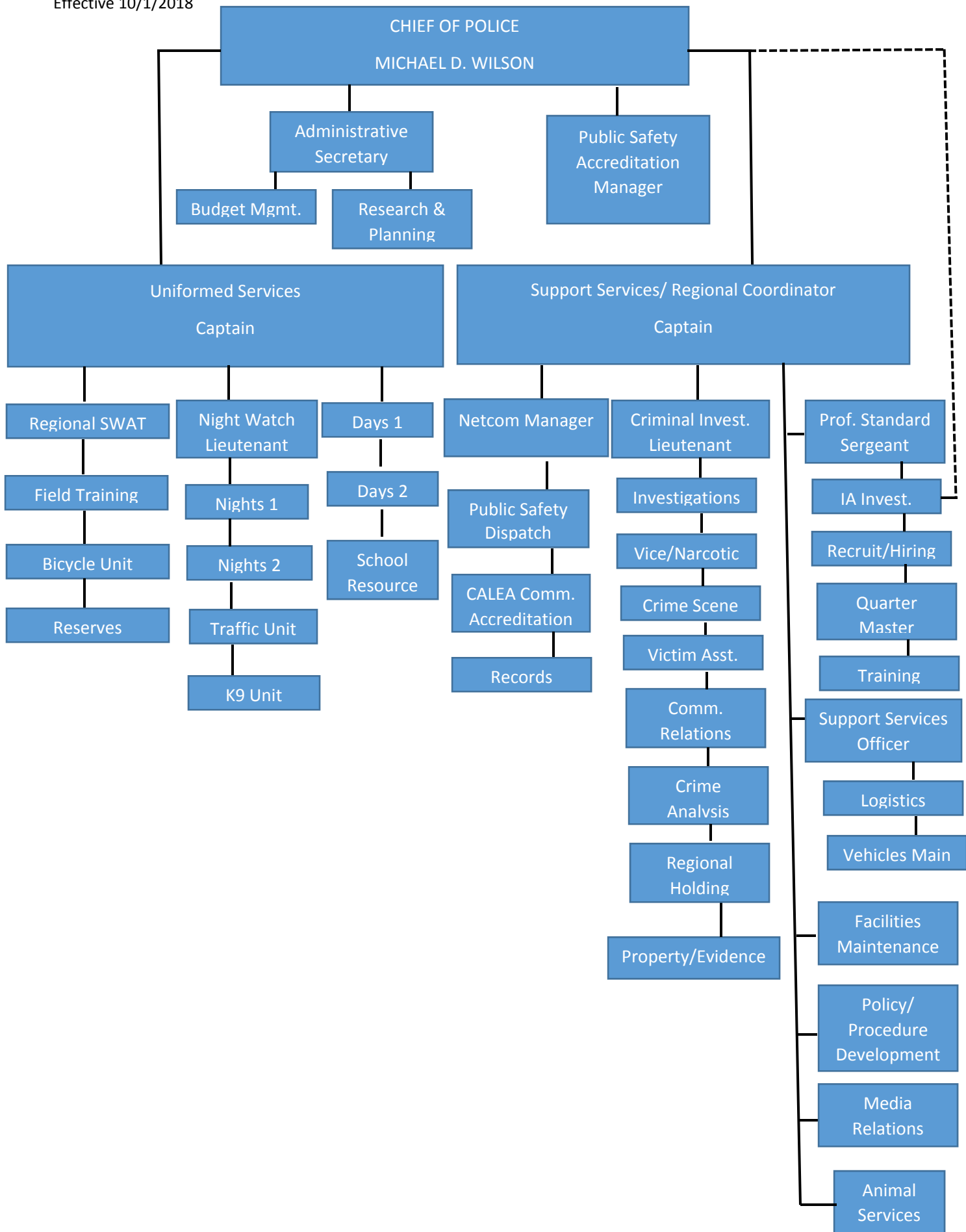


1 - The Accreditation Manager is funded in the KCCPD Fund

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

The organizational chart below reflects the departmental organization as it relates to reporting structure.

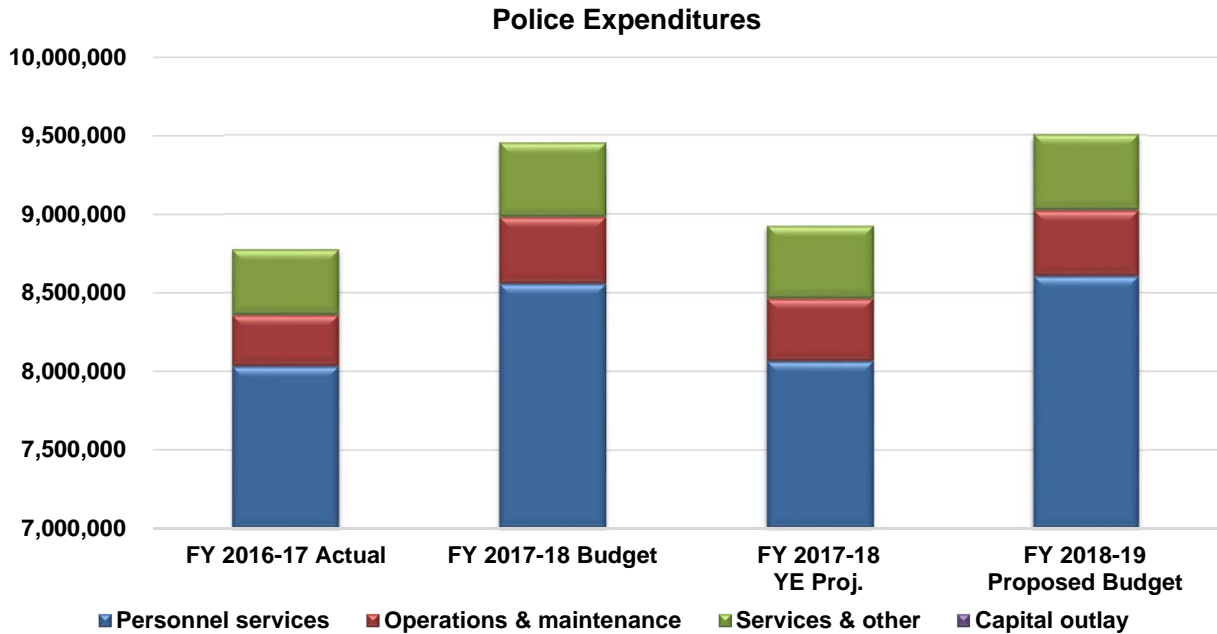
Effective 10/1/2018



POLICE DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 634,495	\$ 680,896	\$ 646,118	\$ 680,042	\$ (854)
Police Operations	5,107,879	5,538,591	5,182,066	5,497,864	(40,727)
Public Safety Dispatch & Records	2,077,100	2,177,316	2,072,928	2,228,753	51,437
Animal Services & Adoption	325,756	381,194	365,894	399,926	18,732
Jail Operations	628,021	673,322	653,666	699,347	26,025
TOTAL	\$ 8,773,249	\$ 9,451,319	\$ 8,920,672	\$ 9,505,932	\$ 54,613
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 8,030,109	\$ 8,554,726	\$ 8,063,479	\$ 8,603,167	\$ 48,441
Operations & maintenance	326,234	424,185	397,600	417,800	(6,385)
Services & other	416,906	472,408	459,593	484,965	12,557
Capital outlay	-	-	-	-	-
TOTAL	\$ 8,773,249	\$ 9,451,319	\$ 8,920,672	\$ 9,505,932	\$ 54,613



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	24.00	24.00	24.00	24.00	0.00
Animal Services & Adoption	3.48	4.44	4.44	4.44	0.00
Jail Operations	8.10	8.10	8.10	8.10	0.00
TOTAL	87.48	88.44	88.44	88.44	0.00

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Total Part I Major Crimes	340	360	335	350
Total arrests	1,060	1,350	1,000	1,300
Total Reported Traffic Collisions	284	220	220	230
Citizen-initiated calls for service	24,030	24,800	27,000	27,000
Officer-initiated calls for service	68,998	66,000	64,000	69,000
E-Safe emails/Twitter/Facebook followers	62,651	66,000	66,000	68,000

** Excludes the Town of Westlake

POLICE DEPARTMENT ADMINISTRATION DIVISION (100-300-01)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 474,311	\$ 499,156	\$ 471,538	\$ 496,829	\$ (2,327)
Operations & maintenance	38,431	64,960	58,300	62,300	(2,660)
Services & other	121,753	116,780	116,280	120,913	4,133
Capital outlay	-	-	-	-	-
TOTAL	\$ 634,495	\$ 680,896	\$ 646,118	\$ 680,042	\$ (854)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 Assistant	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 private 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 2018-19 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 and outside 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. Add to and maintain the Mental Health Peace Officer Follow Up Program.
13. Research and start our body camera program during the 2018-19 budget.

DEPARTMENT/DIVISION OBJECTIVES:

1. Continue to run four (4) shifts consisting of a Sergeant, Corporal and five (5) sector officers to facilitate police services for both City of Keller and the Town of Westlake. 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 40 hours of in-house / outside 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total arrest made	476	1,125	1,100	1,300
Total citations issued	18,012	15,119	14,180	17,400
Total cases investigated	1,447	1,480	1,400	1,500
Alarm Responses	3,084	2,384	2,880	3,000
Volunteers in Policing total hours	2,284	3,050	2,000	2,500
Crime Prevention Presentations	208	206	205	210
PERFORMANCE INDICATORS				
Case Clearance Rate	60%	70%	68%	70%
Part 1 Crime clearance rate	31%	50%	35%	40%

POLICE DEPARTMENT

POLICE OPERATIONS DIVISION (100-300-20)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 4,781,929	\$ 5,156,249	\$ 4,804,224	\$ 5,110,868	\$ (45,381)
Operations & maintenance	224,830	257,100	252,600	254,500	(2,600)
Services & other	101,120	125,242	125,242	132,496	7,254
Capital outlay	-	-	-	-	-
TOTAL	\$ 5,107,879	\$ 5,538,591	\$ 5,182,066	\$ 5,497,864	\$ (40,727)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Police Captain	1.00	1.00	1.00	1.00	-
Lieutenant	2.00	2.00	2.00	1.00	(1.00)
Lieutenant CID	1.00	1.00	1.00	1.00	-
Police Officer	30.00	30.00	30.00	32.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00	-
Corporal	4.00	4.00	4.00	4.00	-
Criminal Investigator	5.00	5.00	5.00	4.00	(1.00)
TOTAL	48.00	48.00	48.00	48.00	-

POLICE DEPARTMENT

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

DEPARTMENT DESCRIPTION:

The Northeast Tarrant Communications Center (NETCOM) serves the cities of Keller, Southlake, Colleyville, and Westlake. It is one of the few truly consolidated regional 911 Public Safety dispatch centers in the state and has been a model for others in the area. NETCOM is civilian staffed and dispatches emergency calls for Police, Fire, and EMS 24 hours/day and 365 days/year. This Division serves more than 100,000 residents in 4 cities covering more than 60 square miles. This Division is staffed by 24 full time civilian employees, including 20 Dispatchers, 3 Records Technicians, and 1 Manager. The 3 Records Technicians are the primary point of contact for customer service at the front lobby window and by administrative phone. The Records Technicians receive, process, index, and file all police reports for retrieval and archive on an as-needed basis. They must provide accurate statistical data for administrative use, access public records, provide copies of audio/video/reports for public and court processes, manage Solicitor permits, assist with alarm permits, fingerprinting services, and work closely with city personnel and citizens to provide resource efficiency and accuracy. One Records Technician also assists CID with case filing and Property Room assistance.

DEPARTMENT/DIVISION GOALS:

1. Answer incoming 911 phone calls within 10 seconds at least 90% of the time.
2. Contribute to the prompt response of Fire/EMS units by collecting necessary information from callers and dispatching emergency calls under 1 minute on average, at least 90% of the time.
3. Contribute to the prompt response of Police units by collecting necessary information from callers and dispatching emergency calls for Police service under 1 1/2 minutes on average.
4. Increase training for dispatchers in active shooter, emergency medical dispatch, geography, and incorporate personnel in live exercises to improve accurate and efficient performance measures.
5. Improve efficiency of CALEA practices and reporting to increase overall performance.
6. Receive, process, index, and file all necessary police data for retrieval and archive per records retention guidelines. Respond to all open records and court requests under terms of Texas Public Information Act and legal standards.
7. Contribute to assessment and workflow of Records/CID Tech stationed in Records to improve performance and efficiency.
8. Inject Records/CID Tech into Property Room processes so we have a well trained back-up to the primary Property Custodian.
9. Work with KISD to develop a Dispatch Internship and train qualified students with basic dispatching skills to prepare them for part-time or full-time dispatch employment.

DEPARTMENT/DIVISION OBJECTIVES:

1. Monitor the dispatch process for Police to ensure dispatch time for emergency calls is less than 1 1/2 minutes.
2. Monitor the dispatch process for Fire/EMS to ensure dispatch time for emergency calls is less than 1 minute.
3. Answer all incoming 911 calls within 10 seconds to enhance efficiency and provide excellent service.
4. Provide additional training for Dispatch personnel to familiarize them with geography and Police/EMS response to major incidents.
5. Use feedback from CALEA interviews to improve practices and performance.
6. Provide additional training for Records personnel to stay abreast of changing laws, required procedures, and property room management.
7. Adjust personnel, volunteers, duties, and tasks in Records to improve performance and efficiency.
8. Provide additional training to Records/CID Tech in property room management and practices.
9. Network with KISD and Irving ISD to establish a dispatch training unit at KCAL and begin training students at school and KPD.

POLICE DEPARTMENT

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Total number of authorized division personnel:	23	24	24	24	
Manger	1	1	1	1	
Assistant Manger	1	0	0	0	
Dispatcher	19	20	20	20	
Records Technician	2	3	3	3	
Police Activities process by NETCOM: Dispatched Calls and Self Initiated:					
Keller	79,068	86,000	80,000	81,500	
Southlake	81,693	88,000	82,000	82,500	
Westlake	18,667	22,000	19,000	19,500	
Colleyville	62,499	67,000	63,000	63,500	
Total	241,927	263,000	244,000	247,000	
Number of Fire/EMS calls for service:					
Keller	3,719	3,900	3,800	3,900	
Southlake	3,423	3,600	3,600	3,700	
Westlake	519	700	550	575	
Colleyville	1,781	1,900	1,790	1,800	
Total	9,442	10,100	9,740	9,975	
Number of 9-1-1 calls received:					
Keller	17,189	19,000	17,500	18,000	
Southlake	15,888	17,500	16,000	16,500	
Westlake	376	450	400	425	
Colleyville	7,459	8500	7,700	8000	
Total	40,912	45,450	41,600	42,925	
Number of in-coming phone calls	168,042	142,000	169,000	170,000	
Open record request processed (Keller Records)	2,912	3,300	2,925	2,950	
Efficiency/Effectiveness:					
Average time from call receipt to dispatch					
Police emergency calls (minutes)	1:11	1:23	1:15	1:02	
Fire/EMS emergency calls (minutes)	:49	:53	:52	:53	
Percent of 911 phone calls answered within 10 seconds	96.00%	96.00%	95.00%	96.00%	

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 1,987,247	\$ 2,064,540	\$ 1,971,342	\$ 2,114,711	50,171
Operations & maintenance	9,486	27,200	21,000	22,950	(4,250)
Services & other	80,366	85,576	80,586	91,092	5,516
TOTAL	\$ 2,077,100	\$ 2,177,316	\$ 2,072,928	\$ 2,228,753	51,437

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	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
Dispatcher	17.00	17.00	17.00	16.00	-1.00
Dispatch Shift Supervisor	2.00	2.00	2.00	4.00	2.00
TOTAL	24.00	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. Maintain 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. Conduct proactive patrols.
8. Determine and make notification to owners whose animals license has expired.
9. Proactively patrol areas of reported violations.
10. Conduct random patrols in the area parks and neighborhoods.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Stray Animals Impounded	617	800	800	1000
Citations Issued	31	45	45	50
Total Calls for Service	3,247	3,800	3,800	3,800
Animal Bite Reports Taken	56	125	130	160
Reported Rabies Incidents	6	8	9	10
Animal Transfer/Reclamation	588	800	800	1,000

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 256,938	\$ 289,425	\$ 280,075	\$ 306,615	\$ 17,190
Operations & maintenance	23,512	32,325	28,900	31,850	(475)
Services & other	45,306	59,444	56,919	61,461	2,017
Capital outlay	-	-	-	-	-
TOTAL	\$ 325,756	\$ 381,194	\$ 365,894	\$ 399,926	\$ 18,732

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Animal Control Officer	3.00	3.00	3.00	2.00	(1.00)
Kennel Tech	0.48	1.44	1.44	1.44	-
Animal Control Officer II	-	-	-	1.00	1.00
TOTAL	3.48	4.44	4.44	4.44	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Keller Prisoners Detained	849	1,000	1,000	1,300
Southlake Prisoners Detained	931	1,100	900	1,000
Westlake Prisoners Detained	209	240	190	205
Colleyville Prisoners Detained	645	800	600	620
Roanoke Prisoners Detained	169	250	160	175

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

EXPENDITURE SUMMARY

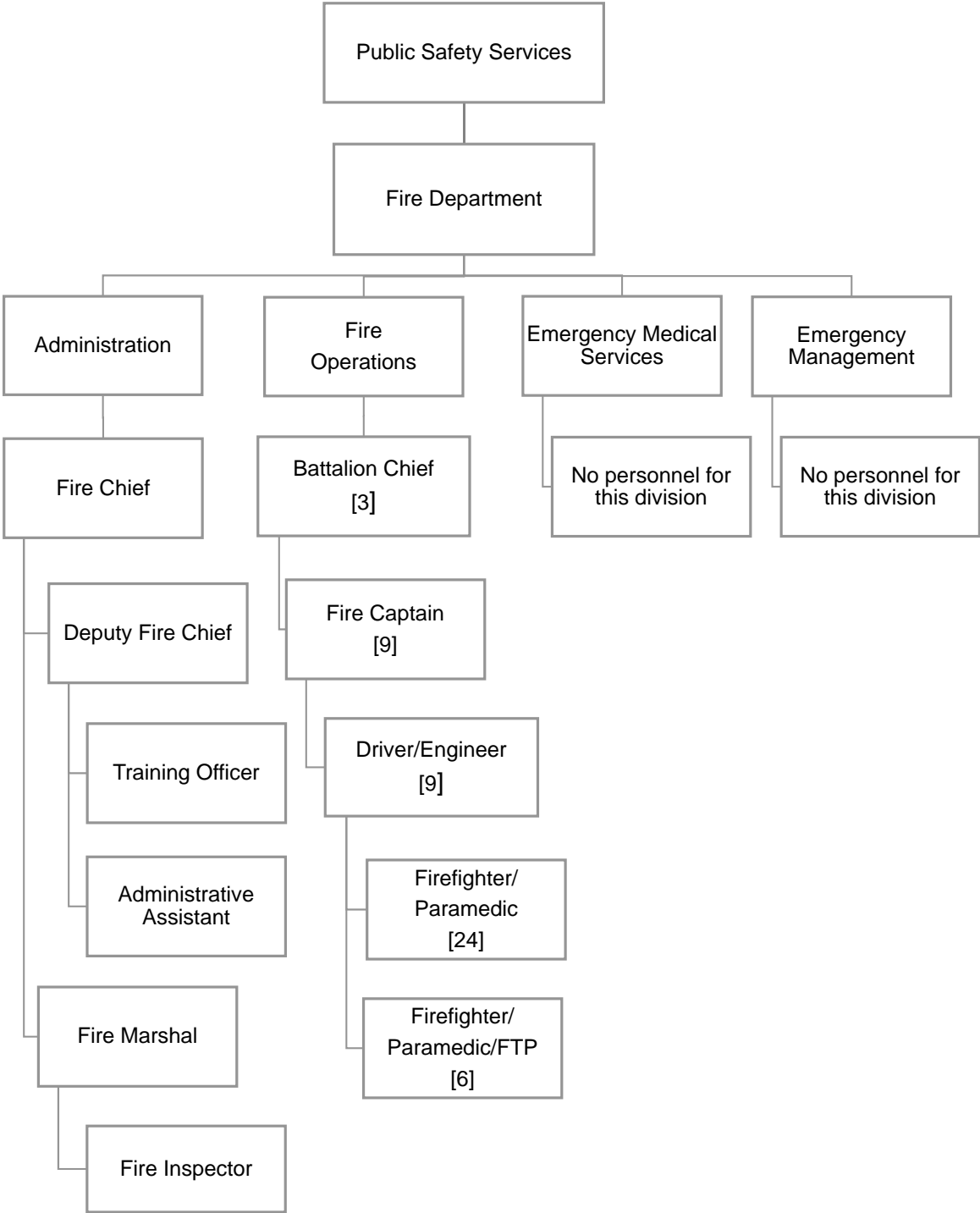
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 529,685	\$ 545,356	\$ 536,300	\$ 574,144	28,788
Operations & maintenance	29,976	42,600	36,800	46,200	3,600
Services & other	68,360	85,366	80,566	79,003	(6,363)
Capital outlay	-	-	-	-	-
TOTAL	\$ 628,021	\$ 673,322	\$ 653,666	\$ 699,347	26,025

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Police Captain	0.10	0.10	0.10	0.10	-
Detention Officer	8.00	7.00	7.00	7.00	-
Regional Holding Facility Supervisor	-	1.00	1.00	1.00	-
TOTAL	8.10	8.10	8.10	8.10	-

FIRE DEPARTMENT

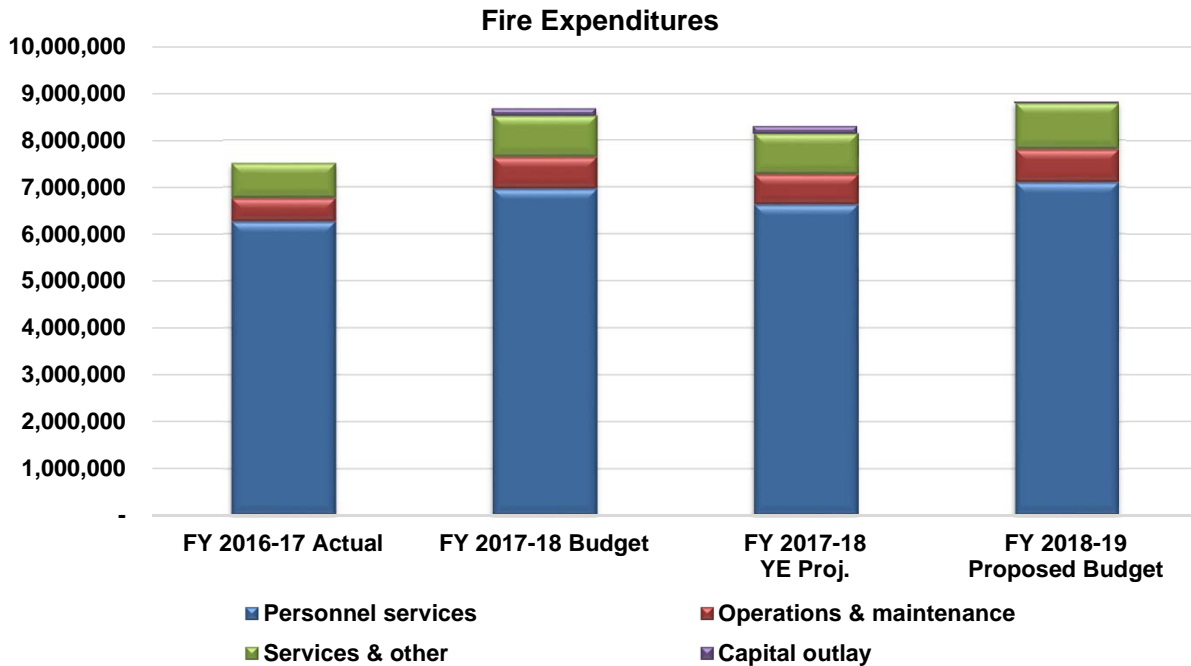


FIRE DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 851,394	\$ 955,569	\$ 900,359	\$ 1,003,735	\$ 48,166
Fire Operations	6,296,239	7,147,452	6,836,089	7,399,802	252,350
Emergency Medical Services	335,570	539,078	529,853	375,969	(163,109)
Emergency Management	21,194	35,505	32,710	35,505	-
TOTAL	\$ 7,504,398	\$ 8,677,604	\$ 8,299,011	\$ 8,815,011	\$ 137,407

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 6,258,222	\$ 6,956,563	\$ 6,623,165	\$ 7,094,928	\$ 138,365
Operations & maintenance	504,393	679,180	639,955	701,784	22,604
Services & other	741,782	880,033	874,063	984,299	104,266
Capital outlay	-	161,828	161,828	34,000	(127,828)
TOTAL	\$ 7,504,398	\$ 8,677,604	\$ 8,299,011	\$ 8,815,011	\$ 137,407



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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, Deputy Chief, Training Officer, Fire Marshal, Fire Inspector and Administrative Secretary. The Fire Chief provides direct supervision of the department's three Operations Battalion Chiefs, the Deputy Chief assigned to the Administration Division, and 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 Deputy 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 EMS providers as well as patient care protocols. The Deputy Chief also serves as the community's Assistant Emergency Management Coordinator. The Training Officer serves as the fire training coordinator 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total calls for service	3,714	3,978	3,862	4,016
- Fire Incidents	914	954	939	960
- Public Service	413	433	472	539
- EMS Incidents	2,387	2,591	2,451	2,517
Commercial fire inspections conducted	1,738	1,300	1,745	1,300
Commercial construction plans/plats reviewed	450	440	400	400
Public fire education programs provided	118	120	130	120
Fire investigations conducted	9	12	6	10

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Response Data (Emergency Only)				
Average total emergency response time	5:05	5:20	5:07	5:10
Fractile total emergency response time (90% of the time)	7:54	8:15	8:00	8:15
Fire (Goal of 8:30 90% of the time)	8:56	8:30	8:30	8:30
EMS (Goal of 7:30 90% of the time)	7:34	7:30	7:30	7:30
Fire commission certifications obtained	20	20	12	20

FIRE DEPARTMENT ADMINISTRATION DIVISION (100-350-01)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 759,154	\$ 814,275	\$ 769,690	\$ 821,617	\$ 7,342
Operations & maintenance	13,929	22,260	17,600	20,160	(2,100)
Services & other	78,312	119,034	113,069	161,958	42,924
Capital outlay	-	-	-	-	-
TOTAL	\$ 851,394	\$ 955,569	\$ 900,359	\$ 1,003,735	\$ 48,166

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Fire Chief	1.00	1.00	1.00	1.00	-
Deputy Fire Chief	-	1.00	1.00	1.00	-
Battalion Chief - Administration	1.00	-	-	-	-
Fire Marshal	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	-	-	-	-
Administrative Assistant	-	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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Fire and non-EMS calls	914	954	939	960
Public Service calls	413	433	472	539
Fire Training Classes	2,691	2,500	2,623	2,600
Fire Training Hours	18,605	19,000	18,100	18,000
Fire Hydrant Testing/Inspection (changed to annual from bi-annual)	2,723	2,100	2,325	2,325
Commercial Preplans (changed to annual from bi-annual)	753	1,000	1,000	1,000
Company-based fire inspections	615	360	623	720
Fire Hose Sections Tested	371	331	331	331

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Response Data (Emergency only)				
Turnout Time (Dispatch to enroute in seconds)				
Fire (Goal of 80 seconds 90% of the time)	95%	96%	95%	95%
EMS (Goal of 60 seconds 90% of the time)	95%	96%	95%	95%
Travel Time (Enroute to on-scene in seconds)				
Fire (Goal of 370 seconds 90% of the time)				
District 1	86%	90%	86%	90%
District 2	74%	75%	75%	75%
District 3	87%	83%	87%	90%
EMS (Goal of 330 seconds 90% of the time)				
District 1	86%	90%	86%	90%
District 2	62%	65%	65%	70%
District 3	81%	90%	85%	90%

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 5,499,068	\$ 6,142,288	\$ 5,853,475	\$ 6,273,311	\$ 131,023
Operations & maintenance	351,621	446,595	424,045	478,099	31,504
Services & other	445,550	558,569	558,569	614,392	55,823
Transfers to other funds	-	-	-	-	-
TOTAL	\$ 6,296,239	\$ 7,147,452	\$ 6,836,089	\$ 7,399,802	\$ 252,350

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
EMS/Rescue calls for service	2,387	2,591	2,451	2,517
EMS total patients not transported	476	475	440	445
EMS total patient transports	1,744	1,818	1,761	1,778

PERFORMANCE INDICATORS

Ambulance transport out of service time (average in minutes)	66	75	70	70
Simulation scenarios conducted	23	72	72	72
Charts reviewed for Continuous Quality Improvement	95%	100%	100%	100%
Patient contact to 12-lead EKG time (average in minutes)	3.5	4	4	4
STEMI recognition to cardiac cath lab activation	3.3	3	3.5	4
Patient contact to cardiologist intervention (average in minutes)	62	65	65	65

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	131,677	193,660	183,660	186,860	(6,800)
Services & other	203,893	183,590	184,365	189,109	5,519
Capital outlay	-	161,828	161,828	-	(161,828)
TOTAL	\$ 335,570	\$ 539,078	\$ 529,853	\$ 375,969	\$(163,109)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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. Continuously improve the operations of the city’s EOC through the use of an EOC Working Group comprised of members of each city department represented in the EOC.
5. Participate in and utilize the CASA WX Radar System through the North Central Council of Governments to help provide early severe weather warning opportunities to the community.
6. Maintain the city’s Outdoor Warning System (OWS) sirens.
7. Conduct routine testing of the OWS through a collaboration of members of the Fire Operations Division, other city departments, and the school district.
8. Provide support to the city’s 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
CERT Volunteer Hours	1,801	1,600	1,800	1,800
Initial CERT Training Programs	1	1	1	1
Tabletop EOC Exercises	1	1	1	1

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

EXPENDITURE SUMMARY

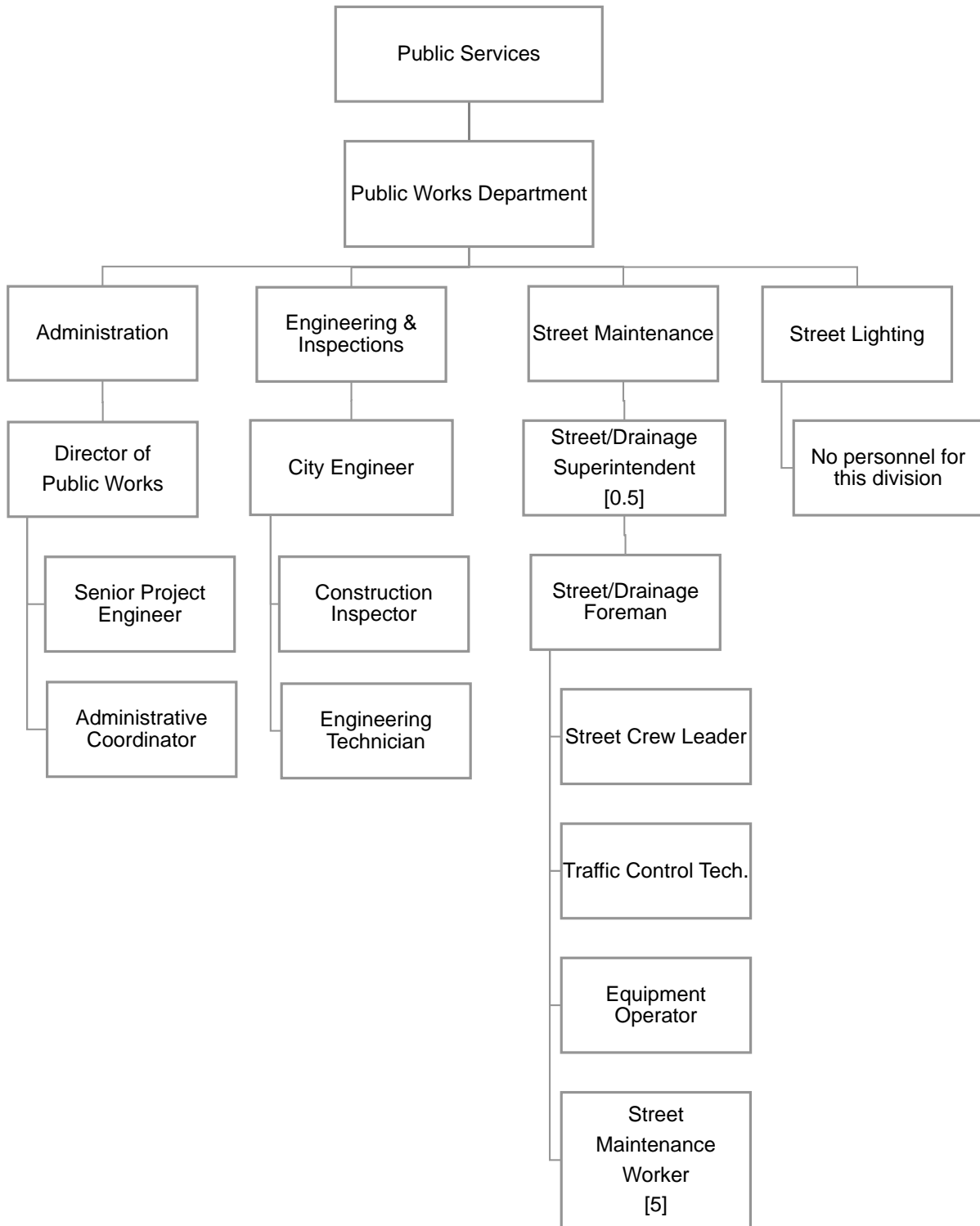
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	7,167	16,665	14,650	16,665	-
Services & other	14,028	18,840	18,060	18,840	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 21,194	\$ 35,505	\$ 32,710	\$ 35,505	\$ -

PERSONNEL SUMMARY

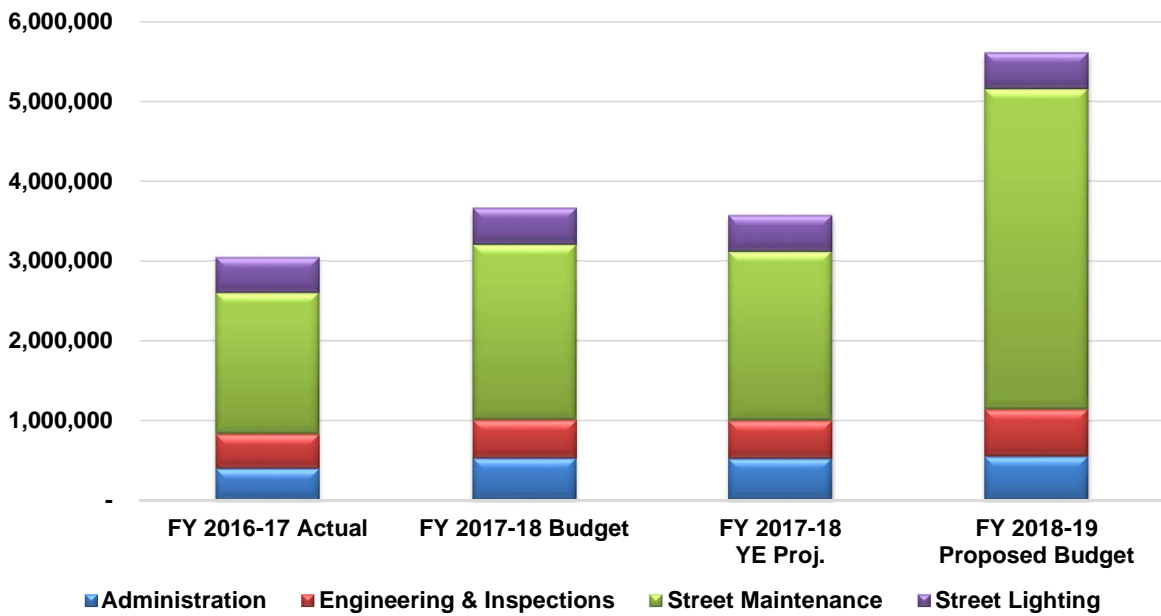
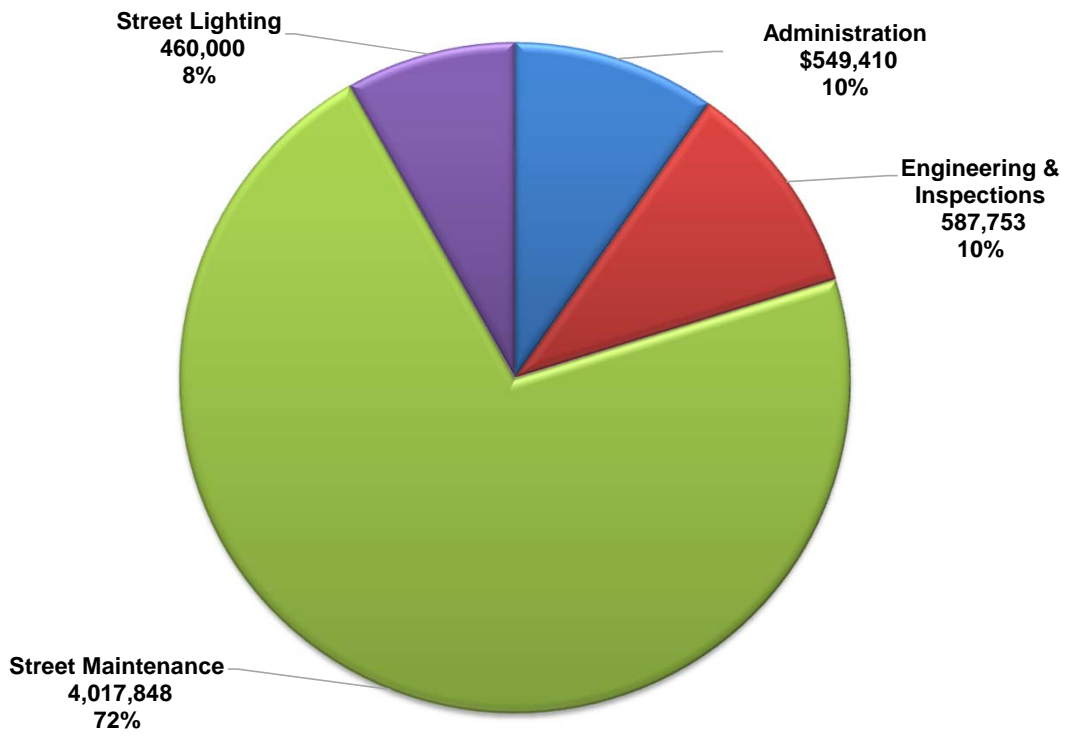
(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

PUBLIC WORKS DEPARTMENT - GENERAL FUND



PUBLIC WORKS

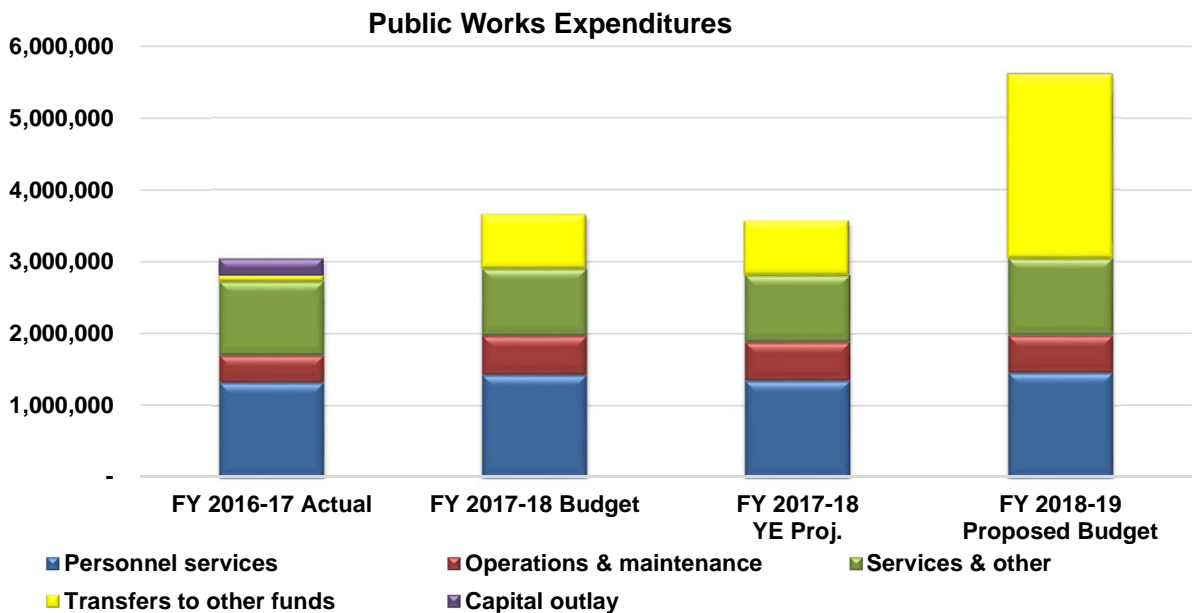


PUBLIC WORKS DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 397,891	\$ 526,540	\$ 524,630	\$ 549,410	\$ 22,870
Engineering & Inspections	429,494	479,844	471,912	587,753	107,909
Street Maintenance	1,773,173	2,195,043	2,114,882	4,017,848	1,822,805
Street Lighting	442,373	460,000	460,000	460,000	-
TOTAL	\$ 3,042,931	\$ 3,661,427	\$ 3,571,424	\$ 5,615,011	\$ 1,953,584

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 1,315,501	\$ 1,426,349	\$ 1,342,721	\$ 1,455,625	\$ 29,276
Operations & maintenance	379,221	541,465	535,385	519,396	(22,069)
Services & other	1,028,166	932,363	932,068	1,069,990	137,627
Transfers to other funds	80,000	761,250	761,250	2,560,000	1,798,750
Capital outlay	240,043	-	-	10,000	10,000
TOTAL	\$ 3,042,931	\$ 3,661,427	\$ 3,571,424	\$ 5,615,011	\$ 1,953,584



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DEPARTMENT:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	2.50	3.00	3.00	3.00	-
Engineering & Inspections	3.00	3.00	3.00	3.00	-
Street Maintenance	9.83	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
TOTAL	15.33	15.50	15.50	15.50	-

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Host the Annual APWA Multi-City Heavy Equipment Road-E-O.
2. Expand professional training opportunities for all staff.

SERVICE LEVEL ANALYSIS

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Customer Service Contacts	-	-	-	2,500
Invoices Processed	-	-	-	2,500
Permits Processed	-	-	-	2,500

PERFORMANCE INDICATORS

Walk-In Customer Service Satisfaction	-	-	-	85%
Permits Processed within 3 Days	-	-	-	100%
Invoices Paid within 2 Weeks	-	-	-	100%

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

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ 332,634	\$ 400,299	\$ 396,829	\$ 411,083	\$ 10,784
Operations & maintenance	1,441	1,700	1,510	1,800	100
Services & other	63,816	124,541	126,291	136,527	11,986
Capital outlay	-	-	-	-	-
TOTAL	\$ 397,891	\$ 526,540	\$ 524,630	\$ 549,410	\$ 22,870

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Director of Public Works	1.00	1.00	1.00	1.00	-
Senior Project Engineer	0.50	1.00	1.00	1.00	-
Administrative Secretary	1.00	1.00	-	-	(1.00)
Administrative Coordinator	-	-	1.00	1.00	1.00
TOTAL	2.50	3.00	3.00	3.00	-

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, inspection, project delivery and closeout of public and private water, sewer, street and drainage projects.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Develop and implement the use of a comprehensive development and construction plan review checklist.
2. Update inspection services technology by providing mobile data record keeping.
3. Continue the contracting of project management and inspections as needed.
4. Contract the development plan review function.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Construction Plans Reviewed	-	-	-	45
Projects Managed	-	-	-	35
Development Plans Reviewed	220	70	80	80
Project inspections conducted	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

PERFORMANCE INDICATORS

% of Capital Improvement Projects completed on time.	-	-	-	100
% of Capital Improvement Projects completed on/under budget.	-	-	-	100
% of construction plans reviewed within 10 days.	-	-	-	100
% of development plans reviewed within 5 days.	-	-	-	100

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 331,557	\$ 348,608	\$ 342,846	\$ 357,800	\$ 9,192
Operations & maintenance	3,848	5,550	4,500	5,750	200
Services & other	94,090	75,686	74,566	99,203	23,517
Transfers to other funds	-	50,000	50,000	125,000	75,000
TOTAL	\$ 429,494	\$ 479,844	\$ 471,912	\$ 587,753	\$ 107,909

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 is responsible for the maintenance and repair of all publically owned streets and sidewalks. This includes the repair and maintenance of concrete and asphalt pavements, sidewalks, curb and gutter, signs, pavement markings, traffic signals, school zones, and guardrails.

DEPARTMENT/DIVISION GOALS:

1. Continuously review processes to determine operational improvement and maintenance cost reduction opportunities.
2. Respond to emergency repair calls (Stop and Yield signs, Traffic and School Zone signals, blocked roads...) within 24 hrs.
3. Manage the sidewalk program with a goal to reduce backlog needs to less than 30 days.
4. Sweep the public street as required by the MS4 permit.
5. Leverage technology to track and manage all work activities.
6. Leverage county partnerships to maximize roadway maintenance activities.
7. Manage the Pavement Management System and its associated recommended annual maintenance schedule.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total Lane-miles of roadway maintained.	505	505	484	484
Curb miles of street sweeping completed	876.5	1,000	850	1,000
Acres of contracted right of way mowing.	240	240	240	240
Acres of city mowed right of way.	10.65	10.00	7.00	6.00
Linear feet of sidewalks repaired.	2,441	4,000	4,000	4,000
Lane miles of pavement crack-sealed	52.6	50	50	50
Tons of Asphalt used.	3,345	4,000	4,000	3,500

PERFORMANCE INDICATORS

% of Streets Swept at least 3x per year	-	-	-	100
% of r/w mowed at least 6x per year	-	-	-	100
% of sidewalk backlog more than 30days	-	-	-	25
% of Pavement addressed per the PMS	-	-	-	100
% of Sidewalk maintained on Schedule	-	-	-	100
% of Roadway system above 70 PCI	-	-	-	70

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

EXPENDITURE SUMMARY

<u>EXPENDITURES BY CATEGORY:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 651,310	\$ 677,442	\$ 603,046	\$ 686,742	\$ 9,300
Operations & maintenance	373,932	534,215	529,375	511,846	(22,369)
Services & other	427,888	272,136	271,211	374,260	102,124
Capital outlay	240,043	-	-	10,000	10,000
TOTAL	\$ 1,773,173	\$ 2,195,043	\$ 2,114,882	\$ 4,017,848	\$ 1,822,805

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Street/Drainage Superintendent	0.50	0.50	0.50	0.50	-
Street/Drainage Foreman	1.00	1.00	1.00	1.00	-
Street Crew leader	1.00	1.00	1.00	1.00	-
Traffic Control Tech.	1.00	1.00	1.00	1.00	-
Equipment Operator (Streets)	1.00	1.00	1.00	1.00	-
Street Maintenance Worker	5.00	5.00	5.00	5.00	-
Customer Service Coordinator	0.33	-	-	-	-
TOTAL	9.83	9.50	9.50	9.50	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Number of street lights provided	3,167	3,400	3,167	3,200

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

PERFORMANCE INDICATORS

% of Streetlights operational	-	-	-	95%
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PUBLIC WORKS DEPARTMENT STREET LIGHTING DIVISION (100-500-52)

EXPENDITURE SUMMARY

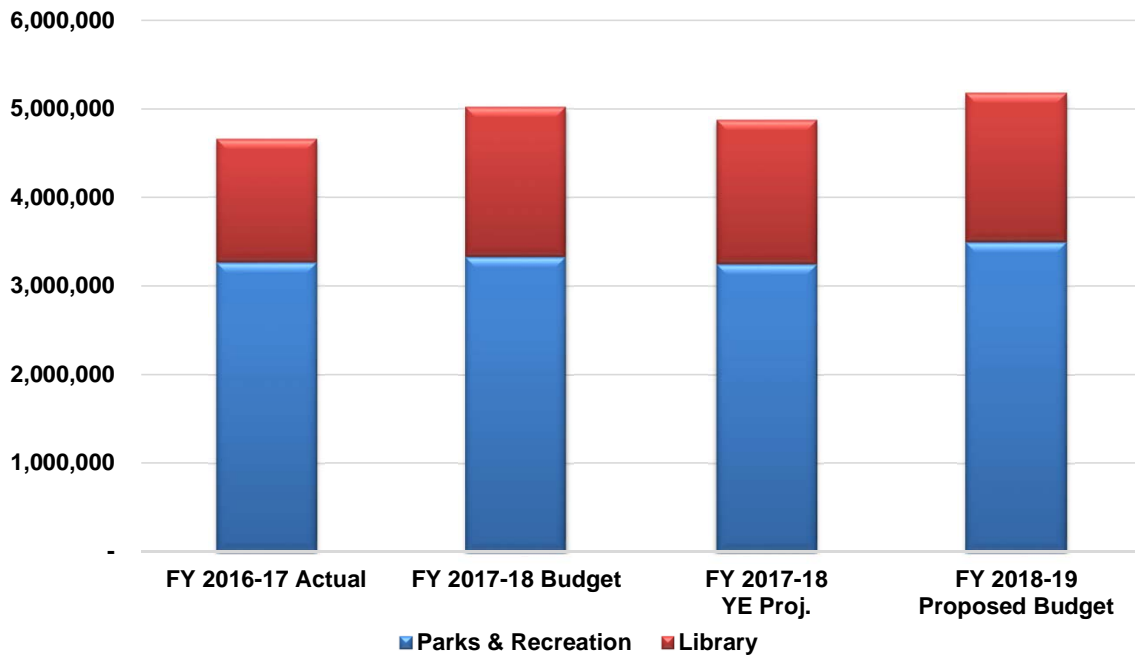
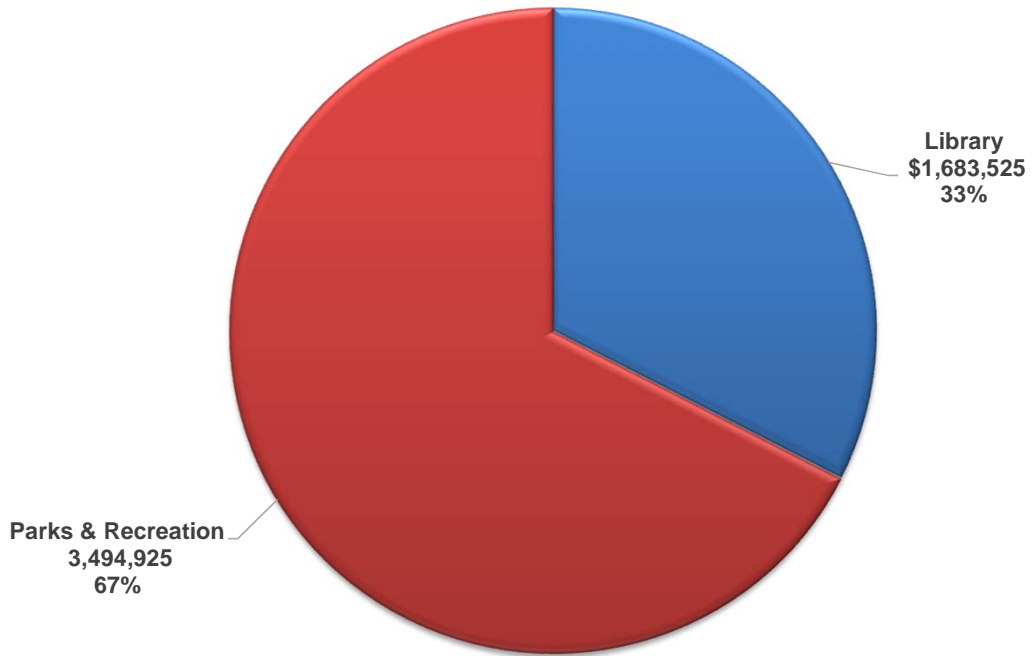
<u>EXPENDITURES BY CATEGORY:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Services & other	442,373	460,000	460,000	460,000	-
TOTAL	\$ 442,373	\$ 460,000	\$ 460,000	\$ 460,000	\$ -

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

RECREATION AND CULTURE

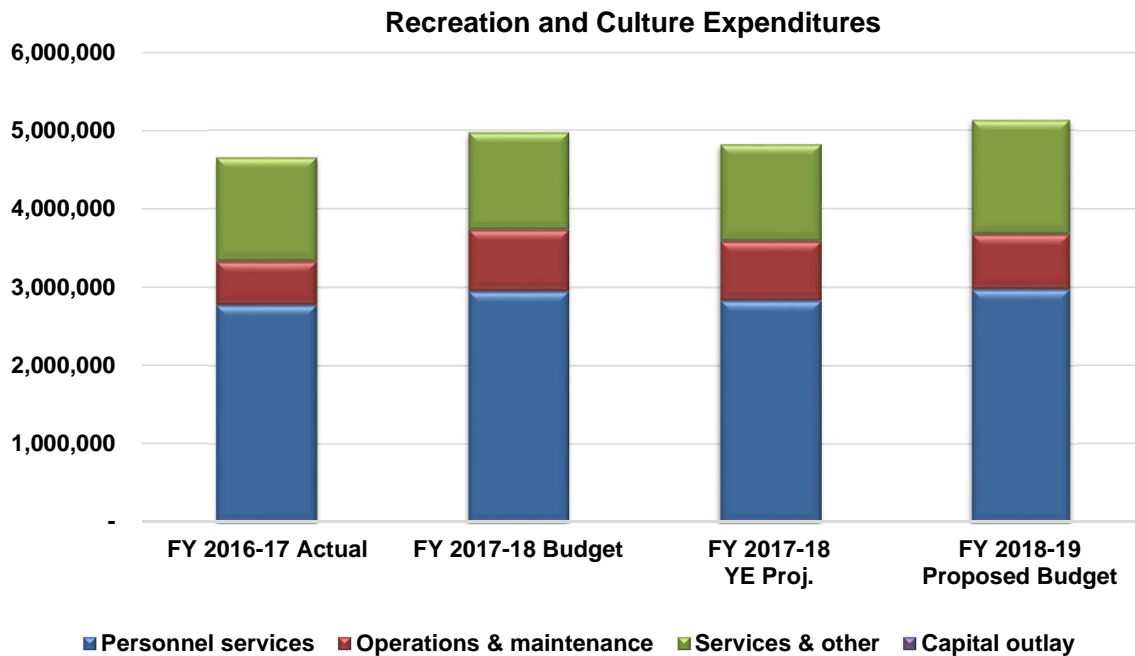


RECREATION AND CULTURE

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Library	\$ 1,390,623	\$ 1,690,043	\$ 1,624,269	\$ 1,683,525	\$ (6,518)
Parks & Recreation	3,263,231	3,328,848	3,244,893	3,494,925	166,077
TOTAL	\$ 4,653,854	\$ 5,018,891	\$ 4,869,162	\$ 5,178,450	\$ 159,559

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 2,768,471	\$ 2,947,330	\$ 2,828,201	\$ 2,969,602	\$ 22,272
Operations & maintenance	560,157	783,322	755,517	706,111	(77,211)
Services & other	1,325,226	1,240,639	1,237,844	1,455,137	214,498
Capital outlay	-	-	-	-	-
TOTAL	\$ 4,653,854	\$ 5,018,891	\$ 4,869,162	\$ 5,178,450	\$ 159,559

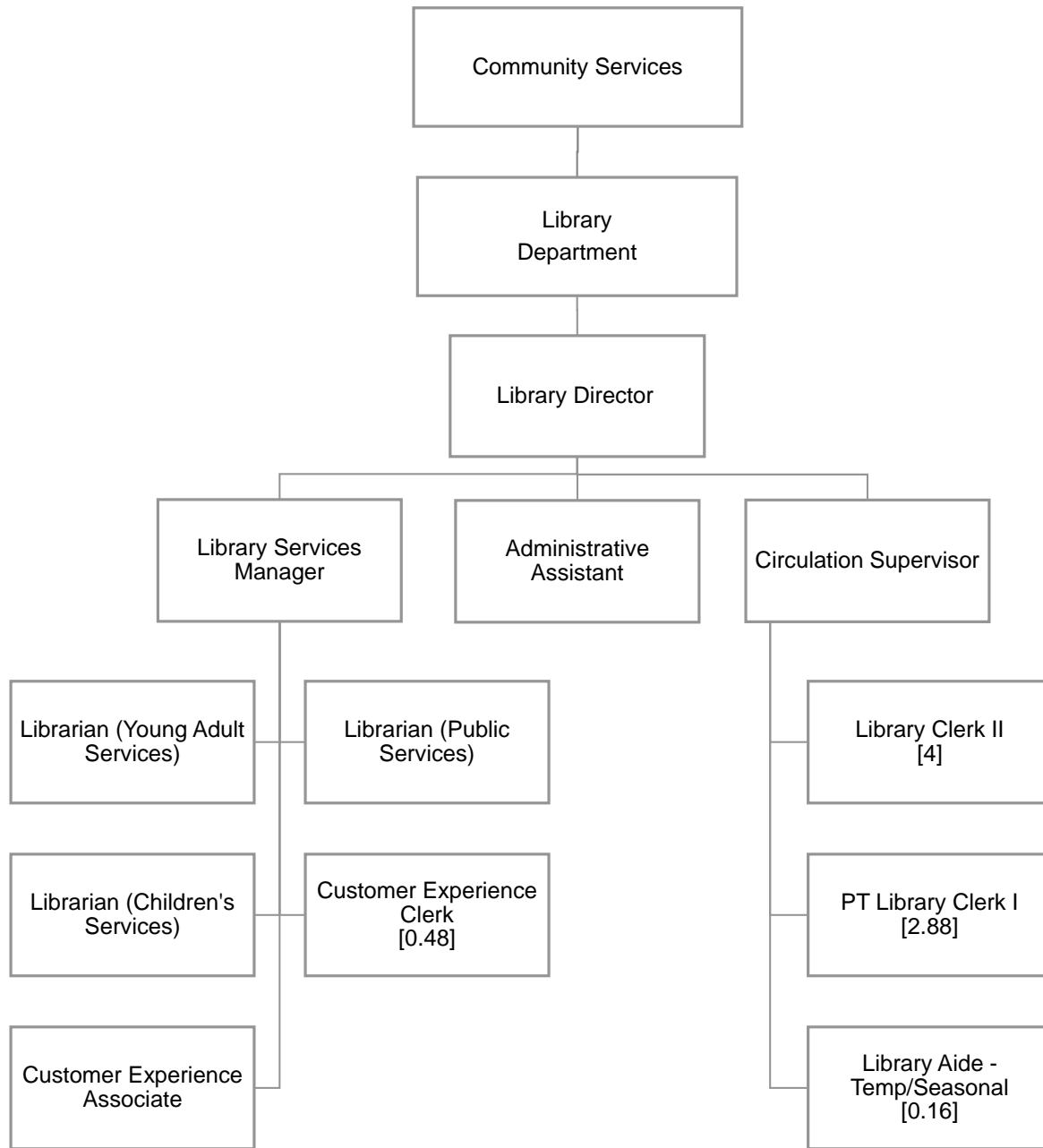


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>BY DEPARTMENT:</u>					
Library	15.49	15.52	15.52	15.52	-
Parks & Recreation	28.56	28.56	28.56	28.56	-
TOTAL	44.05	44.08	44.08	44.08	-

LIBRARY DEPARTMENT



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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Visits to Library	227,227	228,500	214,771	225,953
Number of checkouts	438,874	401,000	424,858	446,188
Library programs participants	26,750	22,000	26,073	22,657

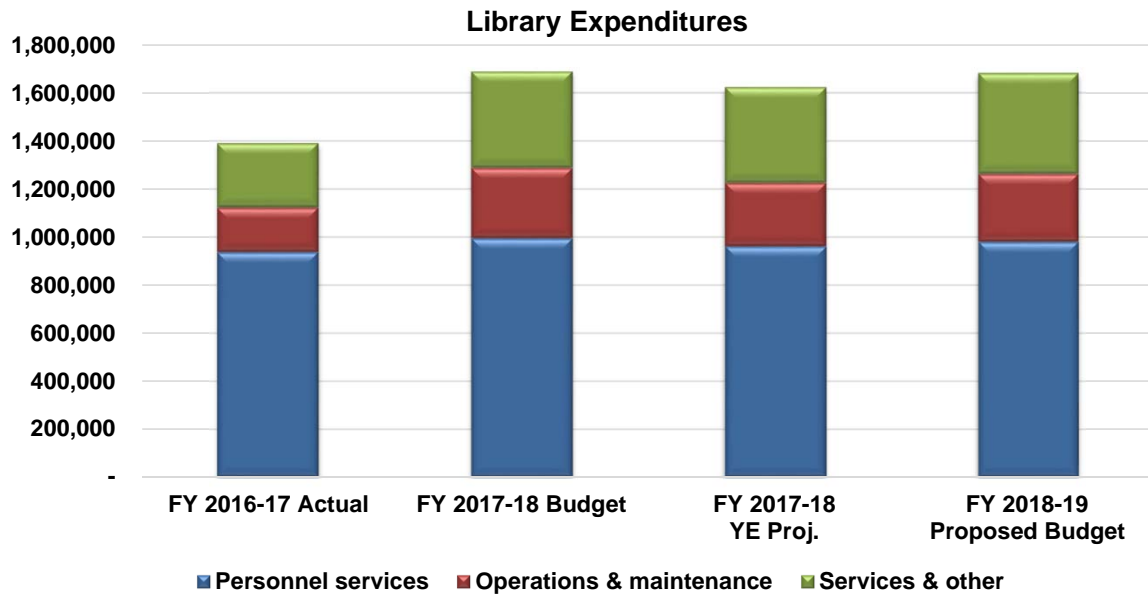
PERFORMANCE INDICATORS

Checkouts per FTE employee as a measure of workload (Texas average of 15,031 checkouts per FTE)	36,573	25,062	33,502	37,182
Library visits per capita (Texas average 3.3)	4.87	5.13	4.30	4.84
Library checkouts per capita (Texas average 4.91)	9.41	9.01	8.60	9.57

LIBRARY

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 937,994	\$ 994,769	\$ 961,715	\$ 980,664	\$ (14,105)
Operations & maintenance	184,990	293,936	264,311	282,100	(11,836)
Services & other	267,639	401,338	398,243	420,761	19,423
TOTAL	\$ 1,390,623	\$ 1,690,043	\$ 1,624,269	\$ 1,683,525	\$ (6,518)

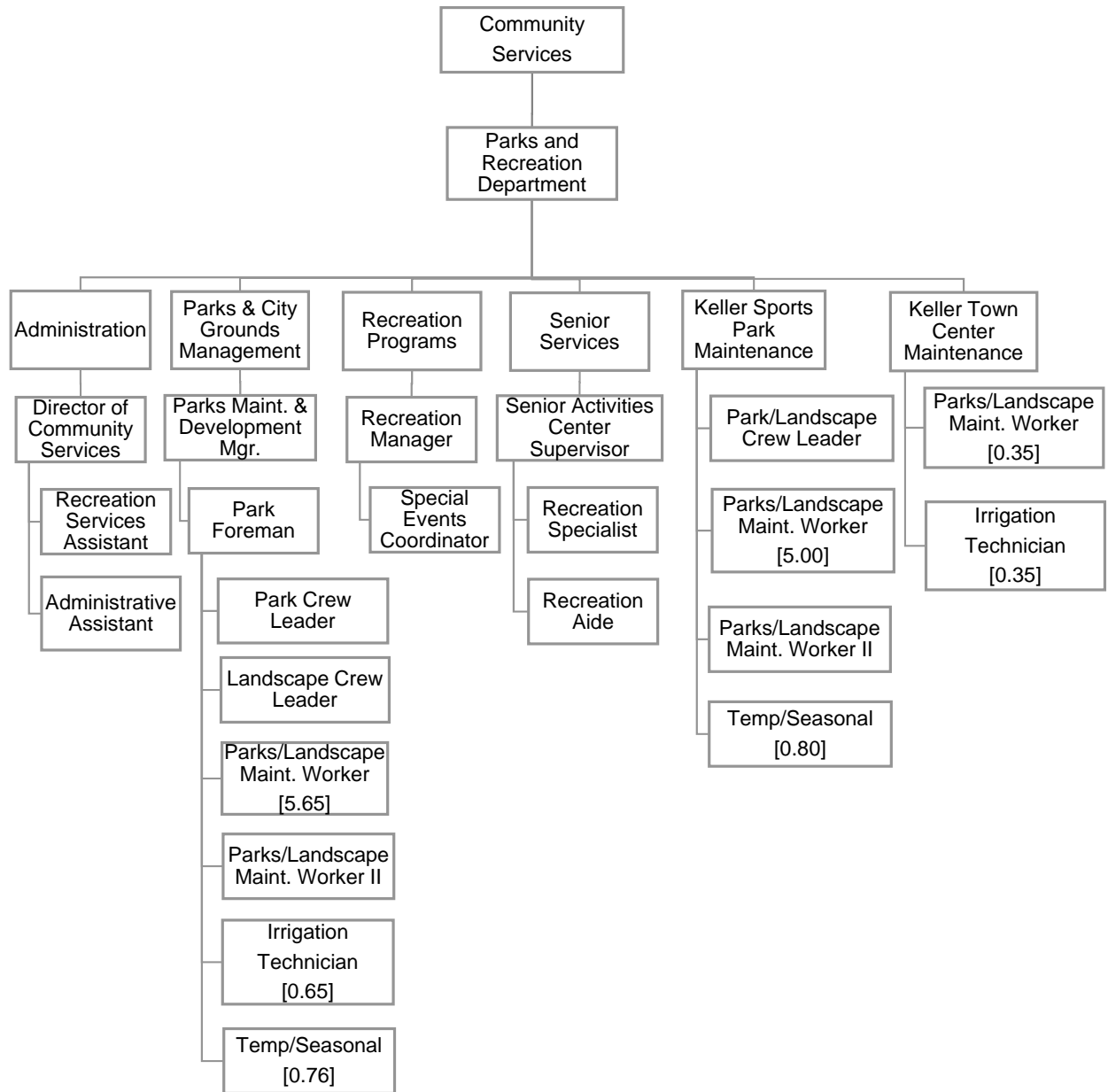


PERSONNEL SUMMARY

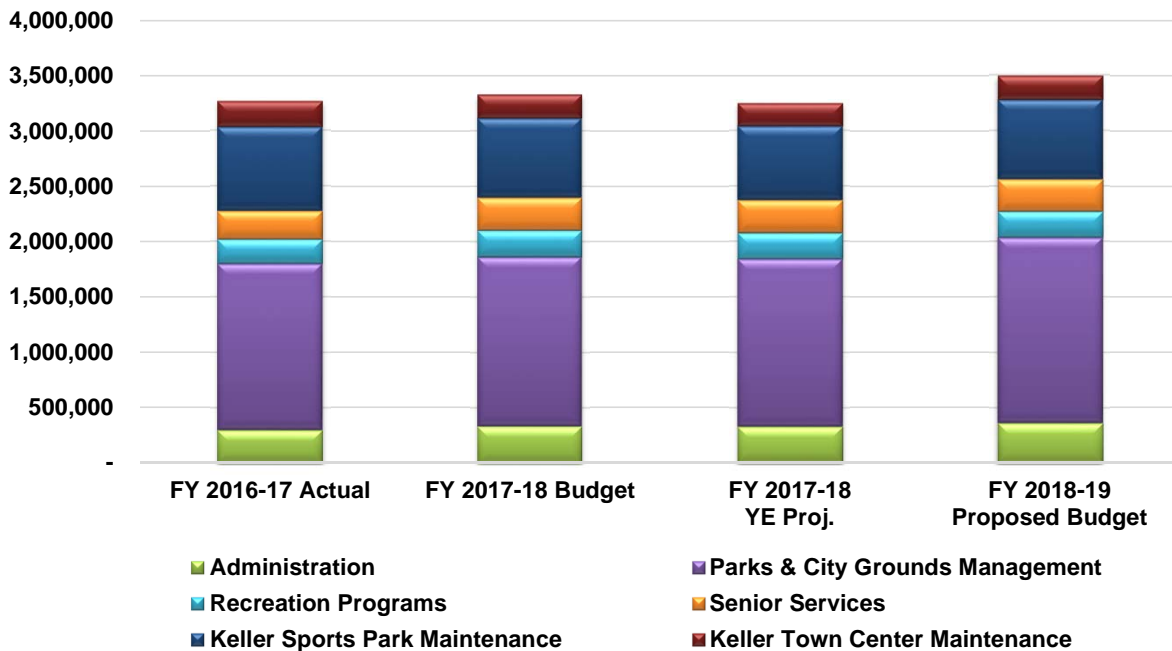
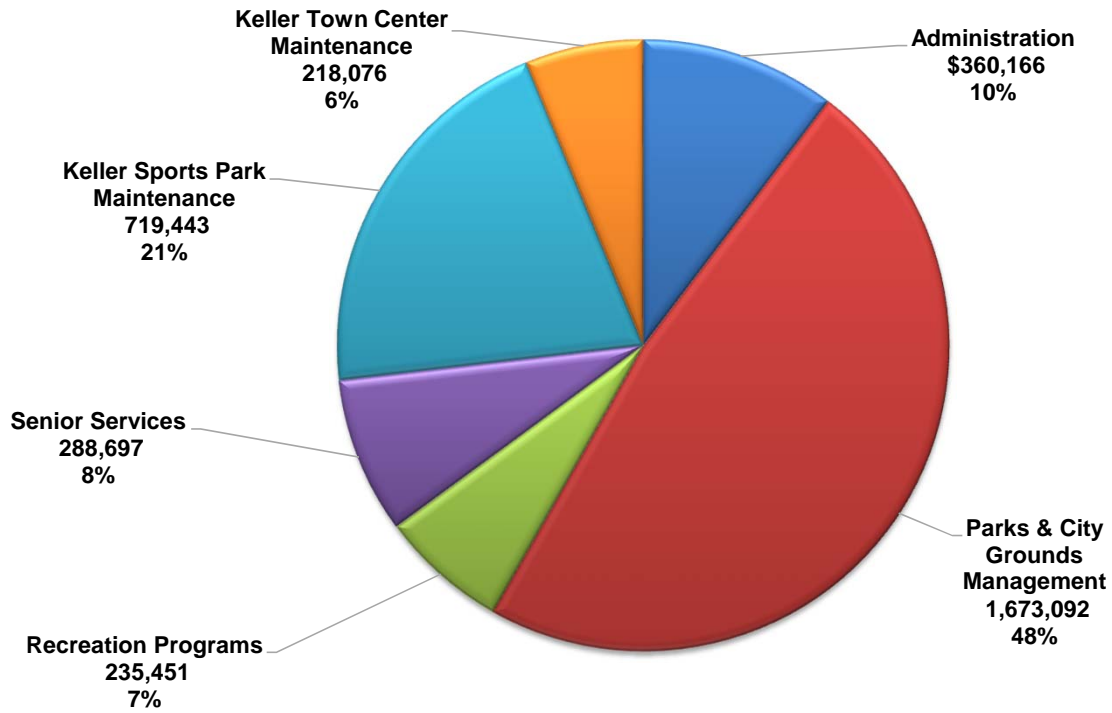
(Full-time Equivalent Positions - Includes Vacant Positions)

<u>DEPARTMENT / DIVISION:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	-	-	-	-
Librarian (Children's Services)	-	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Customer Experience Associate	1.00	1.00	1.00	1.00	-
Customer Experience Clerk	-	0.48	0.48	0.48	-
Circulation Supervisor	1.00	1.00	1.00	1.00	-
Library Clerk	4.00	-	-	-	-
Library Clerk II	-	4.00	4.00	4.00	-
PT Library Clerk I	2.85	2.88	2.88	2.88	-
PT Children's Librarian/Cust. Exp. Clerk	0.48	-	-	-	-
Library Aide - Temp/Seasonal	0.16	0.16	0.16	0.16	-
TOTAL	15.49	15.52	15.52	15.52	-

PARKS AND RECREATION DEPARTMENT



PARKS AND RECREATION

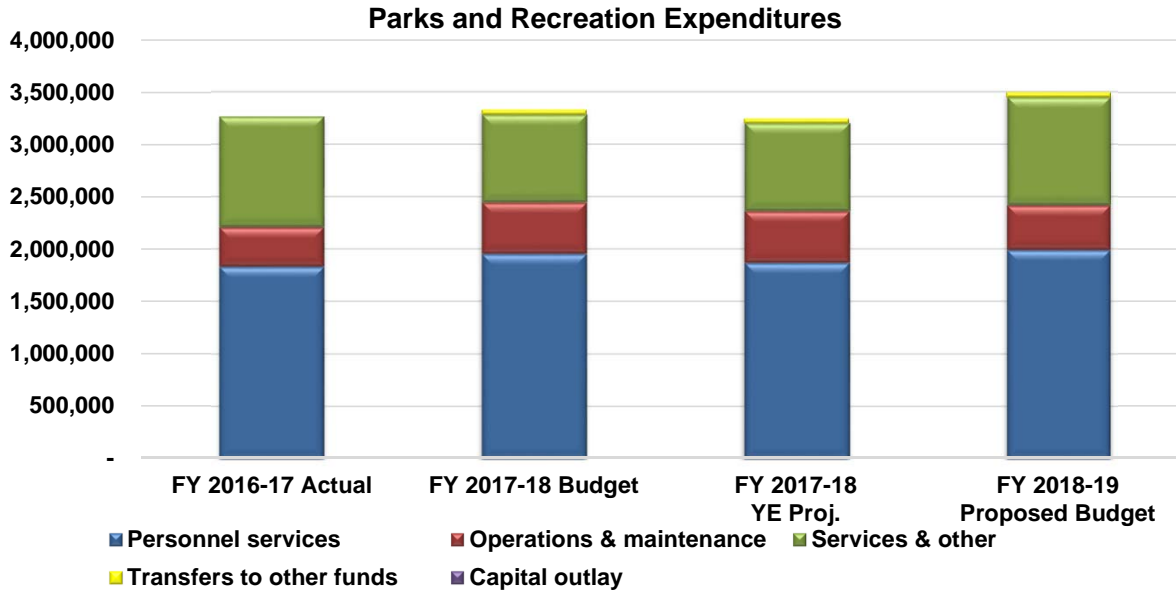


PARKS AND RECREATION DEPARTMENT

EXPENDITURE SUMMARY

<u>EXPENDITURES BY DIVISION:</u>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 298,325	\$ 332,761	\$ 328,203	\$ 360,166	\$ 27,405
Parks & City Grounds Management	1,498,225	1,528,768	1,512,118	1,673,092	144,324
Recreation Programs	219,331	240,184	235,353	235,451	(4,733)
Senior Services	257,511	294,698	294,698	288,697	(6,001)
Keller Sports Park Maintenance	758,652	719,263	668,567	719,443	180
Keller Town Center Maintenance	231,188	213,174	205,954	218,076	4,902
TOTAL	\$ 3,263,231	\$ 3,328,848	\$ 3,244,893	\$ 3,494,925	\$ 166,077

<u>EXPENDITURES BY CATEGORY:</u>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
Personnel services	\$ 1,830,477	\$ 1,952,561	\$ 1,866,486	\$ 1,988,938	\$ 36,377
Operations & maintenance	375,167	489,386	491,206	424,011	(65,375)
Services & other	1,057,588	839,301	839,601	1,034,376	195,075
Transfers to other funds	-	47,600	47,600	47,600	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 3,263,231	\$ 3,328,848	\$ 3,244,893	\$ 3,494,925	\$ 166,077



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY DIVISION</u>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Board/Committee Meetings Organized	25	25	22	20
Facility & Park Reservations	1200	1,200	1,200	1,200
PERFORMANCE INDICATORS				
Per capita annual investment in parks and recreation operations	61%	57%	57%	58%
Park Development Fees	\$51,709	\$50,000	\$50,000	\$50,000

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 274,003	\$ 283,673	\$ 278,815	\$ 289,433	5,760
Operations & maintenance	2,413	3,870	3,870	4,070	200
Services & other	21,909	45,218	45,518	66,663	21,445
TOTAL	\$ 298,325	\$ 332,761	\$ 328,203	\$ 360,166	27,405

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Community Services	1.00	1.00	1.00	1.00	-
Administrative Secretary	1.00	-	-	-	-
Administrative Assistant	-	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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	172.57
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	23.9	23.9	24.2
Contracted developed park acreage maintained	64.44	64.44	64.44	70.34
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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	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

EXPENDITURES BY CATEGORY:	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 747,217	\$ 801,614	\$ 784,964	\$ 844,187	\$ 42,573
Operations & maintenance	171,351	288,369	288,369	221,849	(66,520)
Services & other	579,657	438,785	438,785	607,056	168,271
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,498,225	\$ 1,528,768	\$ 1,512,118	\$ 1,673,092	\$ 144,324

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed 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	0.65	0.65	0.65	0.65	-
Park/Landscape Maint. Worker	5.65	5.65	5.65	4.65	(1.00)
Park/Landscape Maint. Worker II	1.00	1.00	1.00	2.00	1.00
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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Special events provided annually	27	25	28	28
Recreation Program Volunteers	1,454	1,200	1,450	1,450
Number of partnerships developed	13	13	13	13
Recreation leagues provided	1	1	1	1
PERFORMANCE INDICATORS				
Special event guests	40,000	42,000	42,000	42,000
Recreation program volunteer hrs	5,327	4,000	5,000	5,500
Recreation partnership dollars generated	41,350	55,000	55,000	55,000
Recreation partnership in kind donations generated	55,000	55,000	55,000	55,000
Recreation league participants	215	215	215	215

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

EXPENDITURE SUMMARY

<u>EXPENDITURES BY CATEGORY:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 157,789	\$ 168,934	\$ 167,283	\$ 165,313	\$ (3,621)
Operations & maintenance	9,871	12,409	9,229	10,909	(1,500)
Services & other	51,670	24,741	24,741	25,129	388
TOTAL	\$ 219,331	\$ 240,184	\$ 235,353	\$ 235,451	\$ (4,733)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Number of Annual Memberships	948	950	950	950
Annual Senior Services Programs Provided	1,850	1,850	1,850	1,850
Number of Trips offered	59	45	60	60
Number of Community Partners	5	5	5	5
Number of Donations Provided to Senior Center	50	50	50	50
PERFORMANCE INDICATORS				
Annual Facility Attendance	12,039	10,500	12,000	12,000
Annual Senior Services Program Attendance	17,255	17,000	17,500	17,500
Special Event Participants	2,500	2,500	2,750	2,750
Trip Participants	727	850	850	850
Annual Donation Total	\$4,759	\$15,000	\$20,000	\$20,000

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 207,932	\$ 212,851	\$ 212,851	\$ 209,962	\$ (2,889)
Operations & maintenance	13,290	26,540	26,540	19,815	(6,725)
Services & other	36,289	55,307	55,307	58,920	3,613
Capital outlay	-	-	-	-	-
TOTAL	\$ 257,511	\$ 294,698	\$ 294,698	\$ 288,697	\$ (6,001)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	\$6,622	\$6,622	\$7,415	\$7,220
*Sports Park operating & maintenance cost per capita	\$17.82	\$17.82	\$18.52	\$18.03
*Developed Sports Park acres per maintenance staff	13.37	13.37	13.37	13.37
Non-Resident Fees Collected	\$130,000	\$130,000	\$130,000	\$135,000

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 414,860	\$ 448,543	\$ 392,847	\$ 438,208	\$ (10,335)
Operations & maintenance	149,456	135,761	140,761	144,931	9,170
Services & other	194,335	134,959	134,959	136,304	1,345
Capital outlay	-	-	-	-	-
TOTAL	\$ 758,652	\$ 719,263	\$ 668,567	\$ 719,443	\$ 180

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Association fee revenue	\$98,748	\$80,000	\$90,000	\$85,000
Association meetings held	1	1	1	1
Total Town Center property acreage	161.6	161.6	161.6	161.6
Public property acreage	100.2	100.2	100.2	100.2
Private property acreage	61.4	61.4	61.4	61.4

**PARKS AND RECREATION DEPARTMENT
KELLER TOWN CENTER MAINTENANCE DIVISION (100-630-64)**

EXPENDITURE SUMMARY

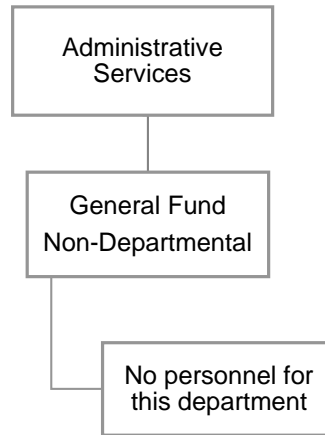
	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 28,675	\$ 36,946	\$ 29,726	\$ 41,835	\$ 4,889
Operations & maintenance	28,786	22,437	22,437	22,437	-
Services & other	173,727	140,291	140,291	140,304	13
Capital outlay	-	-	-	-	-
TOTAL	\$ 231,188	\$ 213,174	\$ 205,954	\$ 218,076	\$ 4,902

PERSONNEL SUMMARY

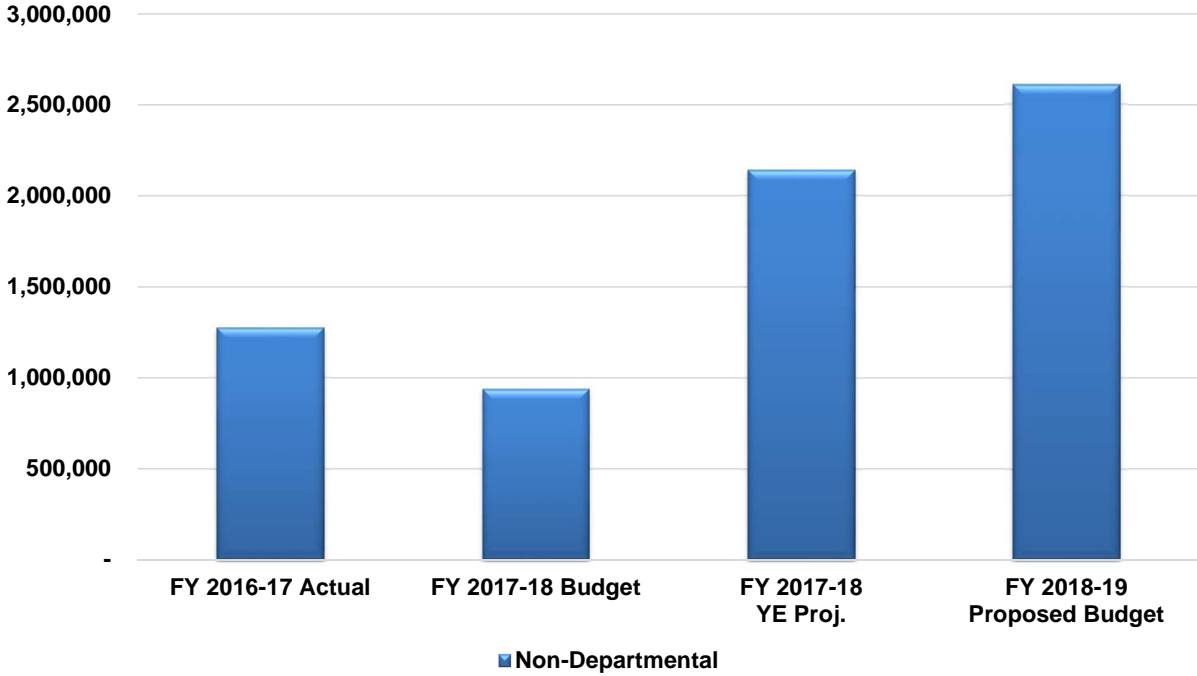
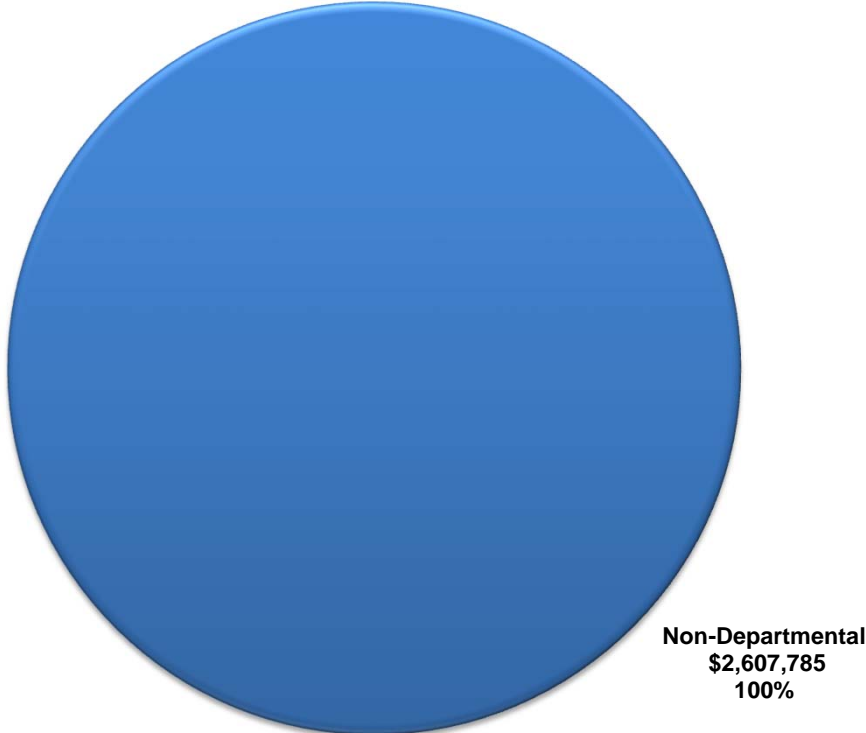
(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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



GENERAL FUND NON-DEPARTMENTAL

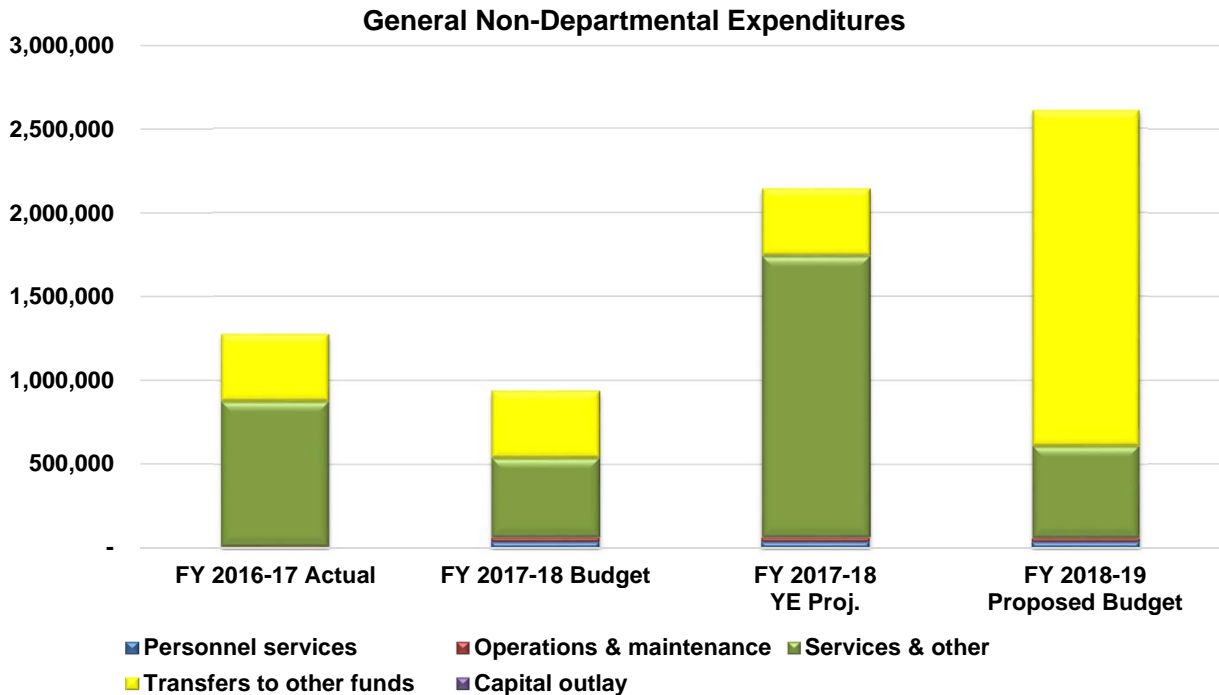


GENERAL FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>EXPENDITURES BY DIVISION:</i>					
Non-Departmental	\$ 1,273,345	\$ 935,828	\$ 2,140,418	\$ 2,607,785	\$ 1,671,957
TOTAL	\$ 1,273,345	\$ 935,828	\$ 2,140,418	\$ 2,607,785	\$ 1,671,957

<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
Operations & maintenance	8,727	23,300	23,300	19,520	(3,780)
Services & other	864,618	472,528	1,677,118	548,265	75,737
Transfers to other funds	400,000	400,000	400,000	2,000,000	1,600,000
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,273,345	\$ 935,828	\$ 2,140,418	\$ 2,607,785	\$ 1,671,957



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
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 AND WASTEWATER FUND OVERVIEW

FUND DESCRIPTION:

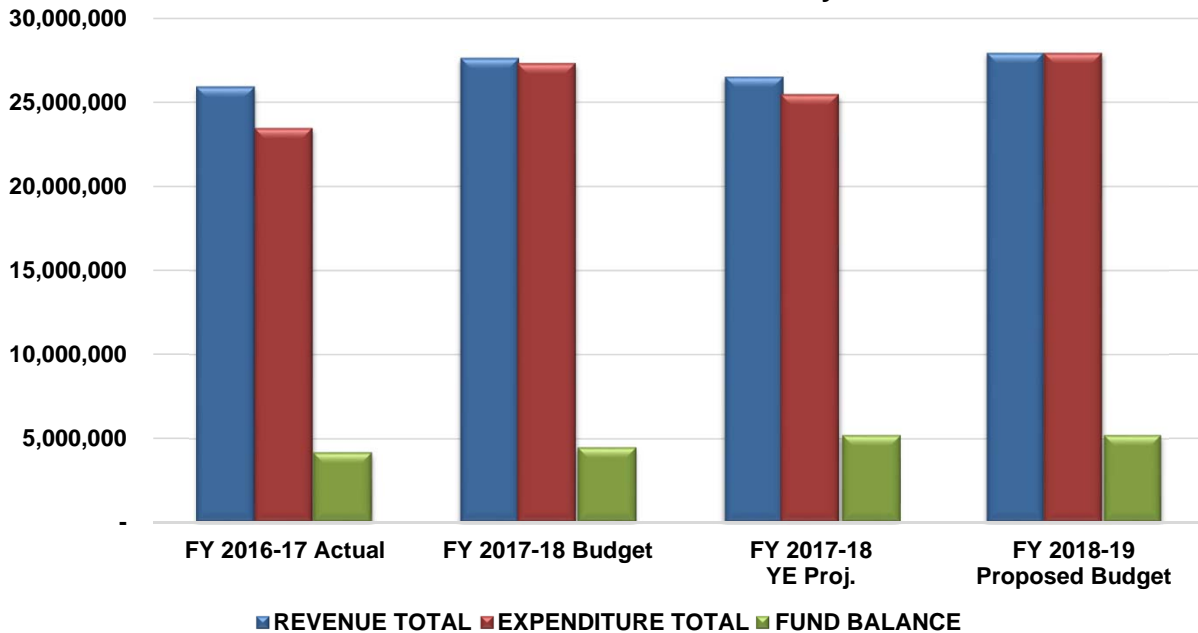
The Water and Wastewater Fund provides water and wastewater utility services including water delivery, utility line maintenance, and wastewater treatment and is funded through consumption-based water and wastewater utility fees.

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUE TOTAL	\$25,948,162	\$27,630,832	\$26,522,802	\$ 27,951,785	\$ 320,953
EXPENDITURE TOTAL	\$23,477,459	\$27,331,316	\$25,490,907	\$ 27,950,627	\$ 619,311
VARIANCE	\$ 2,470,703	\$ 299,516	\$ 1,031,895	\$ 1,158	\$(298,358)
FUND BALANCE	\$ 4,171,164	\$ 4,470,680	\$ 5,203,059	\$ 5,204,217	\$ 733,537

RESERVE AND UNASSIGNED ANALYSIS

% OF OPERATING EXPENDITURES	17.8%	16.4%	20.4%	18.6%
TARGET % LEVEL	19.4%	19.4%	19.4%	19.4%
# OF DAYS OPERATING EXPENDITURES	63.96	58.89	73.48	67.03
TARGET # OF DAYS	70	70	70	70

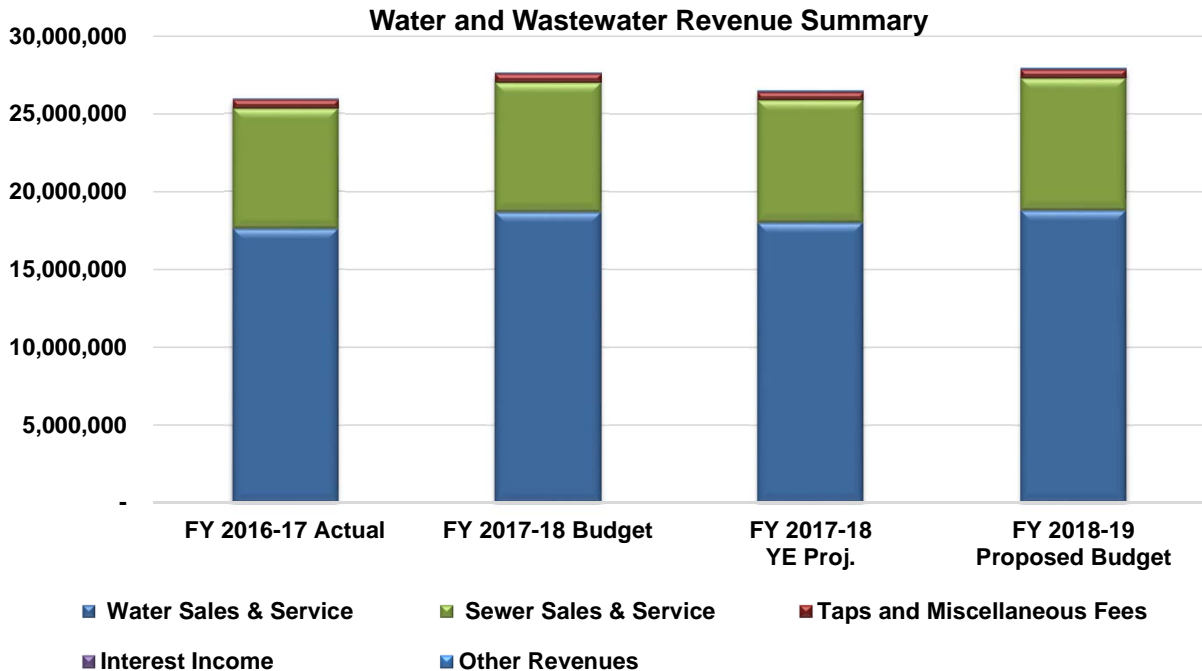
Water and Wastewater Summary



WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND REVENUES

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Revenues</u>					
Operating Revenues					
Water Sales & Service	\$17,608,219	\$18,676,900	\$18,013,778	\$ 18,799,136	\$ 122,236
Sewer Sales & Service	7,713,807	8,302,463	7,888,956	8,496,877	194,414
Total Operating Revenues	\$25,322,026	\$26,979,363	\$25,902,734	\$ 27,296,013	\$ 316,650
Other Revenue					
Taps and Miscellaneous Fees	556,178	581,970	498,292	557,440	(24,530)
Interest Income	14,986	7,340	25,317	16,275	8,935
Other Revenues	54,973	62,159	96,459	82,057	19,898
Total Revenues Before Transfers	\$ 626,136	\$ 651,469	\$ 620,068	\$ 655,772	\$ 4,303
TOTAL REVENUES AND TRANSFERS	\$25,948,162	\$27,630,832	\$26,522,802	\$ 27,951,785	\$ 320,953



WATER AND WASTEWATER FUND OVERVIEW

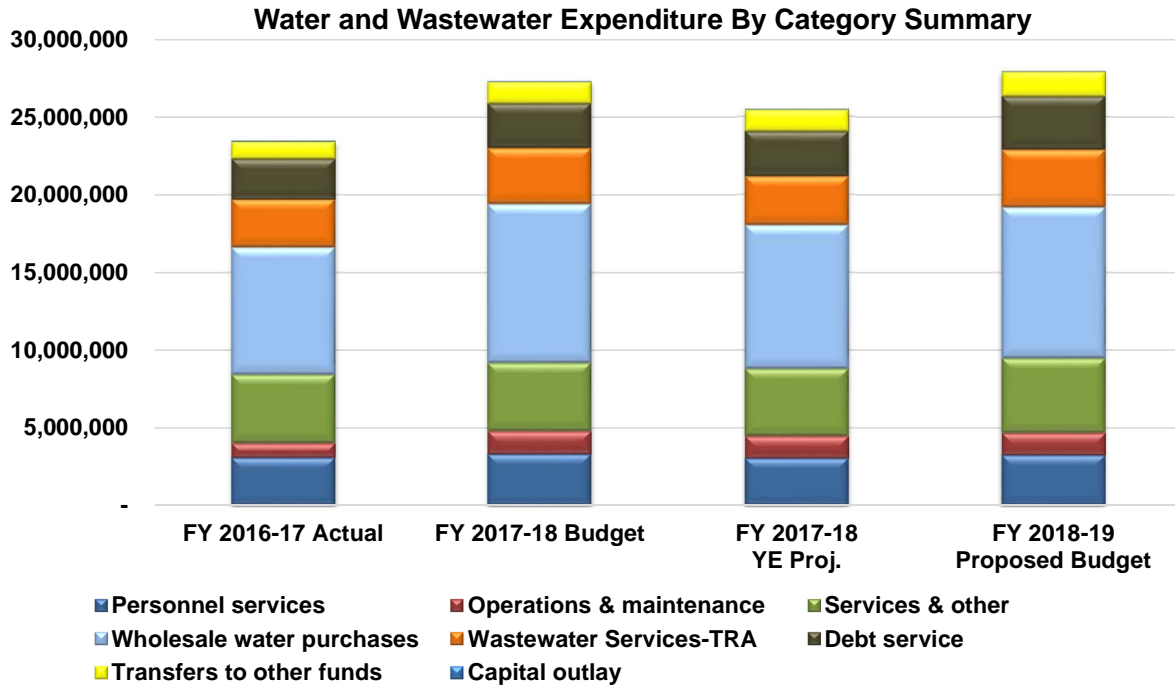
DETAIL OF WATER AND WASTEWATER FUND REVENUES

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>Operating Revenues</u>					
Water Sales & Service	\$ 17,604,027	\$ 18,674,420	\$ 18,011,265	\$ 18,795,323	\$ 120,903
Unclassified Water Revenue	4,191	2,480	2,513	3,813	1,333
Sewer Sales & Service	7,713,807	8,302,463	7,888,956	8,496,877	194,414
Total Operating Revenues	\$ 25,322,026	\$ 26,979,363	\$ 25,902,734	\$ 27,296,013	\$ 316,650
<u>Miscellaneous Fees</u>					
Water Taps & Connect Fees	\$ 63,043	\$ 80,914	\$ 49,451	\$ 62,952	\$ (17,962)
Hydrant Meter Rental/Penalty	8,900	9,651	4,915	7,791	(1,860)
Sewer Tap Fees	2,800	3,629	13,657	3,629	-
Sewer Camera System Services	26,325	46,728	22,134	34,221	(12,507)
Reconnect Fees	39,575	32,531	41,406	36,518	3,987
Account Activation Fee	26,850	27,254	26,326	27,280	26
Account Transfer Fee	1,425	1,350	1,221	1,350	-
Inspection Fees-W&S	39,735	62,371	44,976	57,293	(5,078)
Penalty Revenue	234,173	205,365	200,116	205,365	-
Other Services	22,542	19,217	3,280	15,971	(3,246)
Administrative Svcs-Drainage	90,810	92,960	90,810	105,070	12,110
Recycling Bins/Lids	-	-	-	-	-
Total Miscellaneous Fees	\$ 556,178	\$ 581,970	\$ 498,292	\$ 557,440	\$ (24,530)
<u>Other Revenue</u>					
Interest Revenue-Investments	\$ 14,986	\$ 7,340	\$ 25,317	\$ 16,275	\$ 8,935
Write Off Recovery	5,662	4,604	3,501	4,360	(244)
Premium On Debt Issuance	-	-	-	-	-
I/G Rev-Lake Turner M.U.D.	-	-	-	-	-
I/G Rev-Southlake	53,222	46,807	74,365	66,949	20,142
Gain/Loss On Disp Of Assets	6,290	-	-	-	-
Cash Over/Short	3,935	-	3,054	-	-
Miscellaneous Revenue	(14,780)	10,748	8,093	10,748	-
Auction Proceeds	(5,647)	-	7,446	-	-
Gain/Loss On Disp Of Assets	6,290	-	-	-	-
Total Other Revenue	\$ 69,959	\$ 69,499	\$ 121,776	\$ 98,332	\$ 28,833
TOTAL REVENUES AND TRANSFERS	\$ 25,948,162	\$ 27,630,832	\$ 26,522,802	\$ 27,951,785	\$ 320,953

WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND EXPENDITURES

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 3,087,591	\$ 3,327,659	\$ 3,054,471	\$ 3,258,576	\$ (69,083)
Operations & maintenance	931,598	1,469,050	1,421,364	1,428,978	(40,072)
Services & other	4,420,041	4,393,838	4,324,226	4,792,456	398,618
Wholesale water purchases	8,175,358	10,230,544	9,231,615	9,715,501	(515,043)
Wastewater Services-TRA	3,089,540	3,591,344	3,140,350	3,700,836	109,492
Debt service	2,612,722	2,887,381	2,887,381	3,436,780	549,399
Transfers to other funds	1,100,000	1,387,500	1,387,500	1,582,500	195,000
Capital outlay	60,608	44,000	44,000	35,000	(9,000)
TOTAL	\$23,477,459	\$27,331,316	\$25,490,907	\$ 27,950,627	\$ 619,311

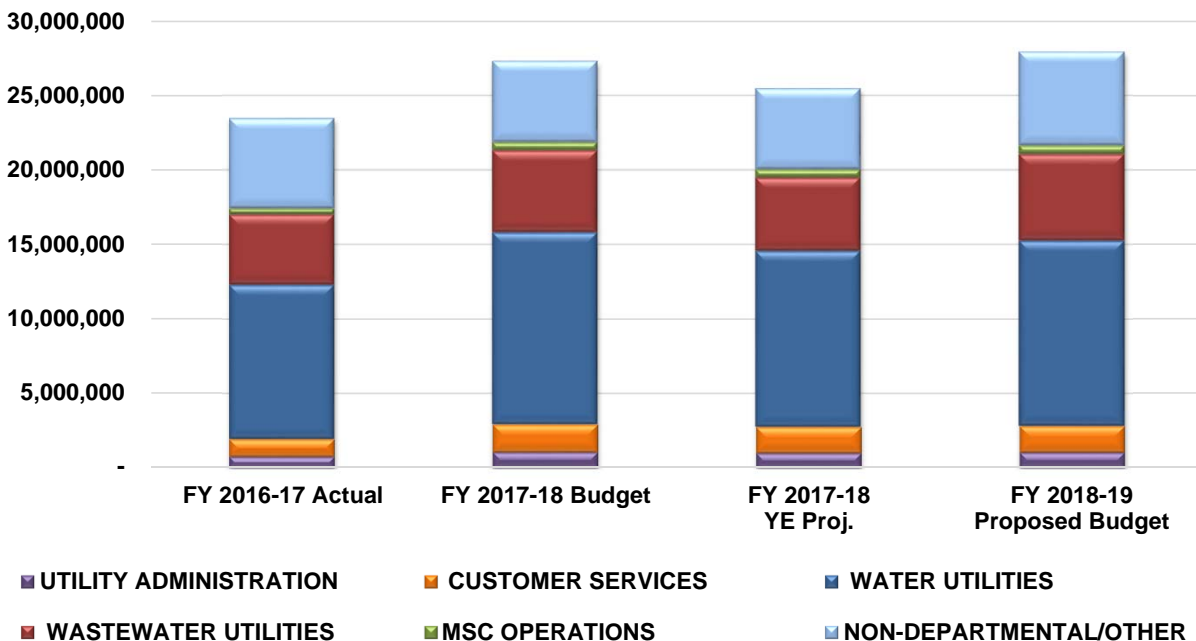


WATER AND WASTEWATER FUND OVERVIEW

EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
UTILITY ADMINISTRATION	\$ 725,340	\$ 1,026,376	\$ 951,712	\$ 1,014,789	\$ (11,587)
<u>CUSTOMER SERVICES</u>					
Administration	870,332	1,107,420	1,035,751	1,035,769	(71,651)
Field Services	309,594	761,325	731,794	752,654	(8,671)
CUSTOMER SERVICES	\$ 1,179,926	\$ 1,868,745	\$ 1,767,545	\$ 1,788,423	\$ (80,322)
<u>WATER UTILITIES</u>					
Water Production	8,873,620	11,193,452	10,178,503	10,650,858	(542,594)
Water Distribution	1,498,510	1,727,951	1,651,672	1,784,306	56,355
WATER UTILITIES	\$10,372,130	\$12,921,403	\$11,830,175	\$ 12,435,164	\$ (486,239)
<u>WASTEWATER UTILITIES</u>					
Wastewater Collection	1,642,310	1,911,109	1,807,734	2,120,382	209,273
Wastewater Treatment	3,089,540	3,591,344	3,140,350	3,700,836	109,492
WASTEWATER UTILITIES	\$ 4,731,851	\$ 5,502,453	\$ 4,948,084	\$ 5,821,218	\$ 318,765
MSC OPERATIONS	\$ 399,770	\$ 543,948	\$ 525,000	\$ 577,692	\$ 33,744
NON-DEPARTMENTAL/OTHER	\$ 6,068,441	\$ 5,468,391	\$ 5,468,391	\$ 6,313,341	\$ 844,950
TOTAL	\$23,477,459	\$27,331,316	\$25,490,907	\$ 27,950,627	\$ 619,311

Water and Wastewater Expenditure Summary By Department

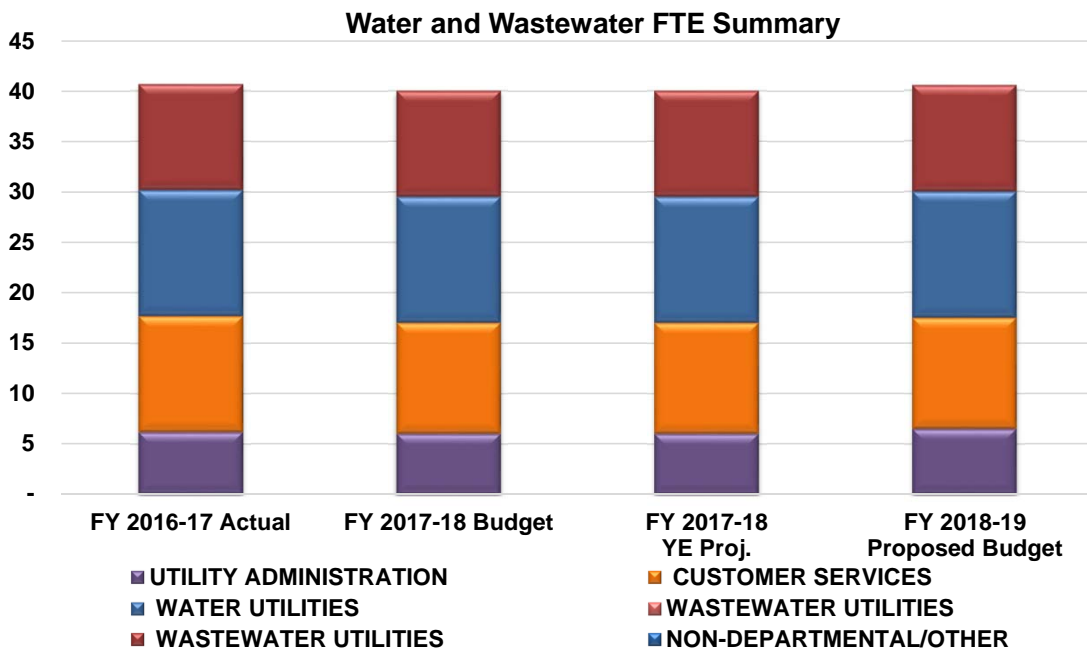


WATER AND WASTEWATER FUND OVERVIEW

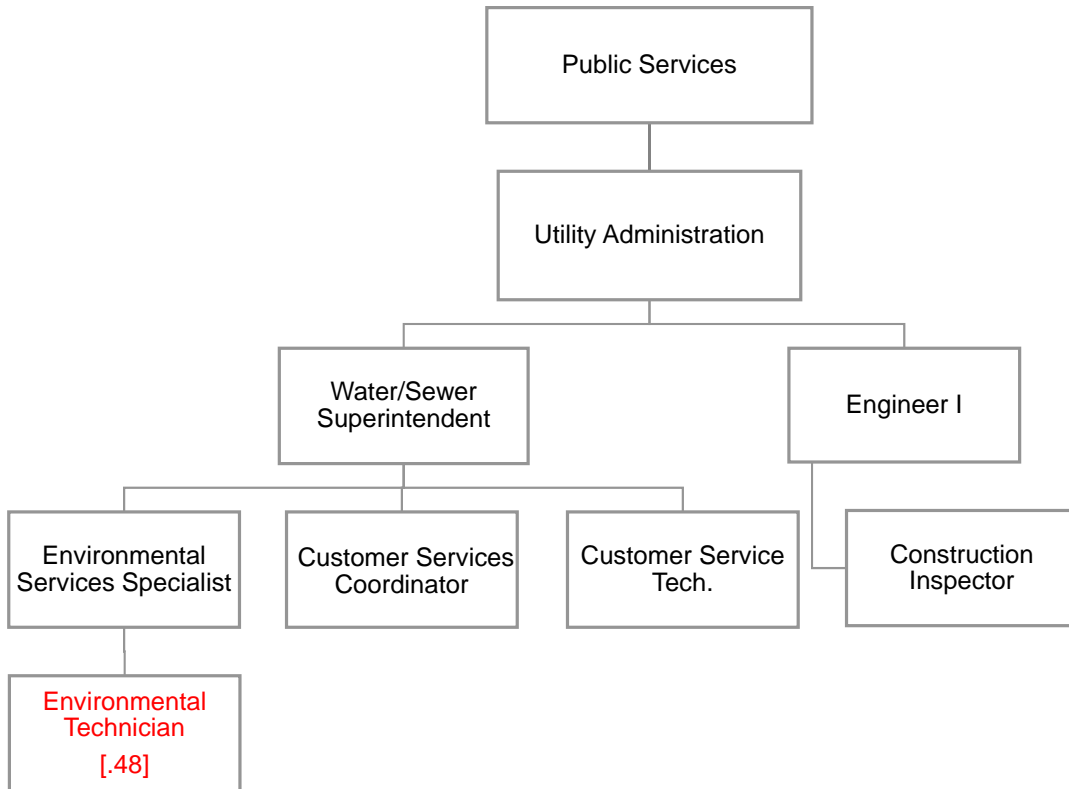
SUMMARY OF WATER AND WASTEWATER FUND PERSONNEL

(Full-Time Equivalent Positions - Includes Vacant Positions)

<u>PERSONNEL BY ACTIVITY/DEPT:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
UTILITY ADMINISTRATION	6.17	6.00	6.00	6.48	0.48
<u>CUSTOMER SERVICES</u>					
Administration	7.50	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
CUSTOMER SERVICES	11.50	11.00	11.00	11.00	-
<u>WATER UTILITIES</u>					
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
WATER UTILITIES	12.50	12.50	12.50	12.50	-
<u>WASTEWATER UTILITIES</u>					
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
WASTEWATER UTILITIES	10.50	10.50	10.50	10.50	-
MSC OPERATIONS	2.00	2.00	2.00	2.00	-
NON-DEPARTMENTAL/OTHER	-	-	-	-	-
TOTAL	42.67	42.00	42.00	42.48	0.48



UTILITY ADMINISTRATION DEPARTMENT



UTILITY ADMINISTRATION

UTILITY ADMINISTRATION (200-700-01)

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Coordinate and review the Water System Master Plan update.
2. Coordinate and review the Wastewater System Master Plan update.
3. Coordinate and review the Sanitary Sewer Evaluation Study.
4. Coordinate and review the Drought Management Plan update.
5. Coordinate and review the Water Conservation Plan update.
6. Initiate a comprehensive Asset Management Program.
7. Coordinate and review the Capacity, Management, Operations & Maintenance documentation requirements.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Customer Service Inspections (CSI)	500	250	350	250
Backflow devices tested	1,600	1,600	1,600	1,600
Mosquito samples collected and tested	75	80	80	80
Mosquito spraying events conducted	6	6	5	6

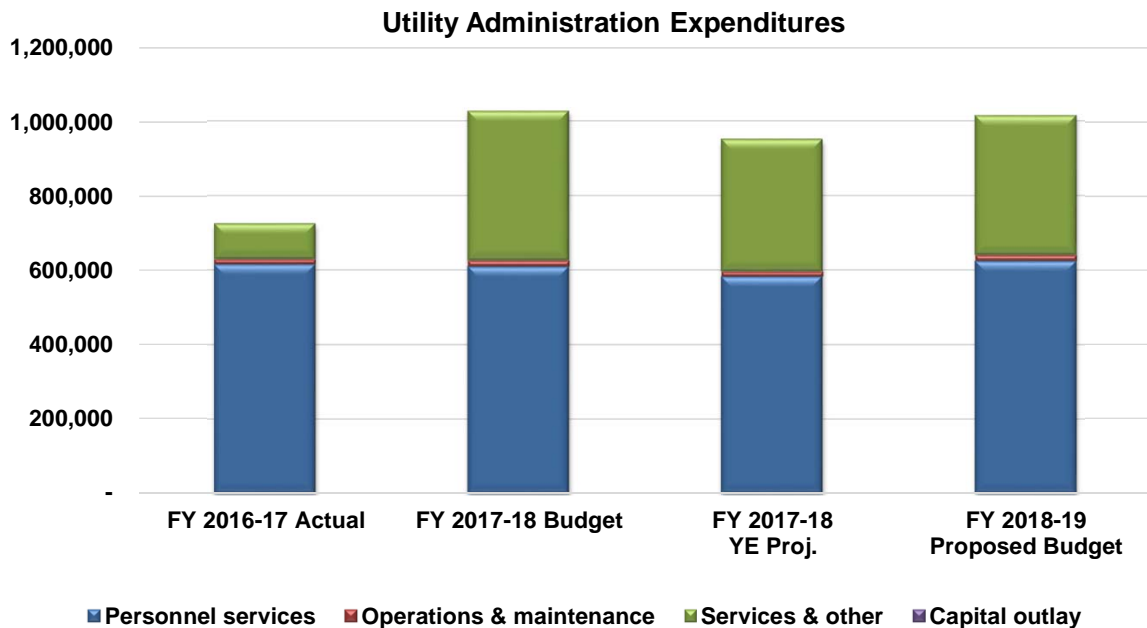
PERFORMANCE INDICATORS

% of Double Positive Mosquito test sites	-	-	-	0
% of CSI plan being met	-	-	-	100

UTILITY ADMINISTRATION

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 616,047	\$ 609,179	\$ 582,420	\$ 624,403	\$ 15,224
Operations & maintenance	12,228	16,105	13,700	15,255	(850)
Services & other	97,065	401,092	355,592	375,131	(25,961)
Capital outlay	-	-	-	-	-
TOTAL	\$ 725,340	\$ 1,026,376	\$ 951,712	\$ 1,014,789	\$ (11,587)

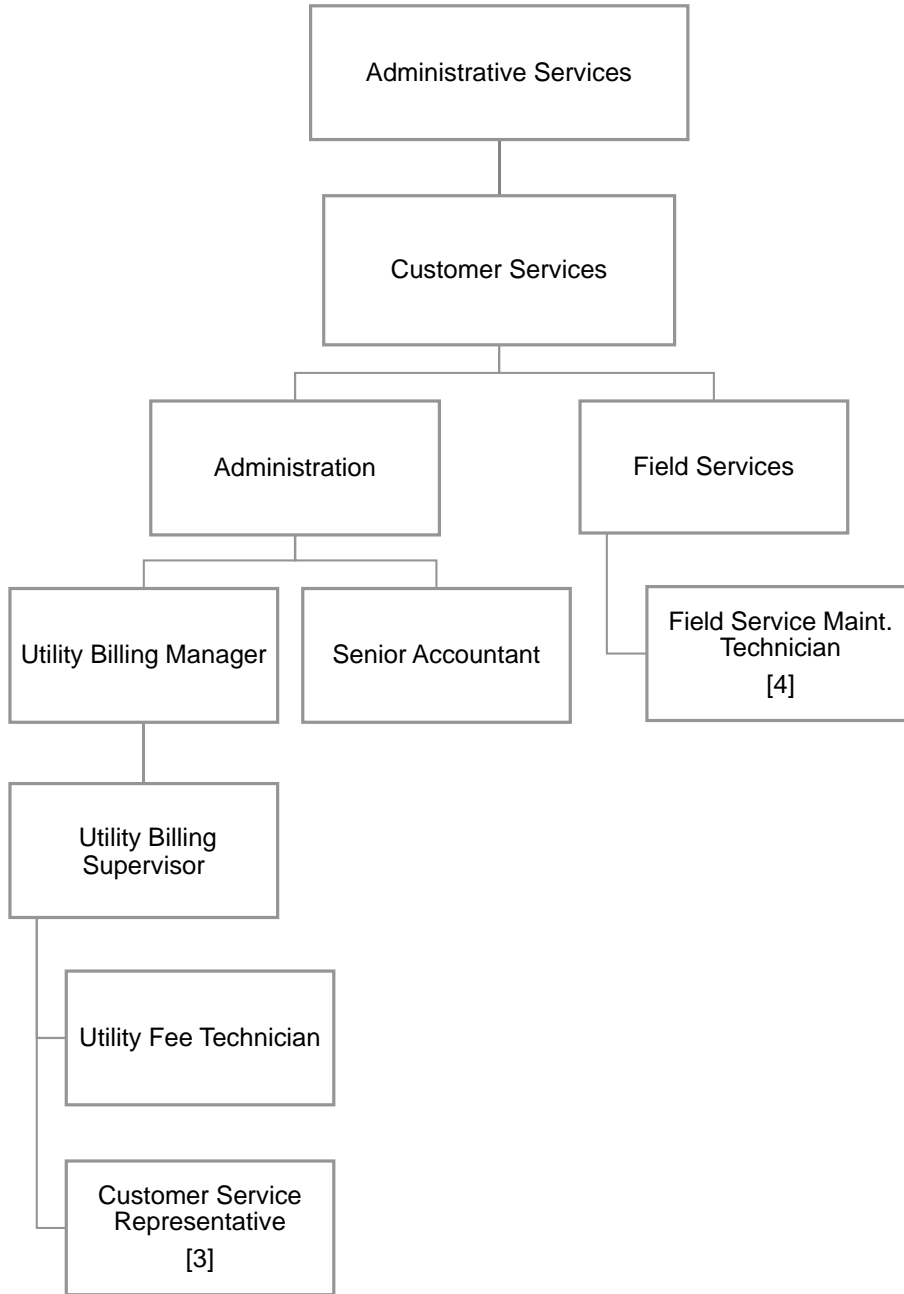


PERSONNEL SUMMARY

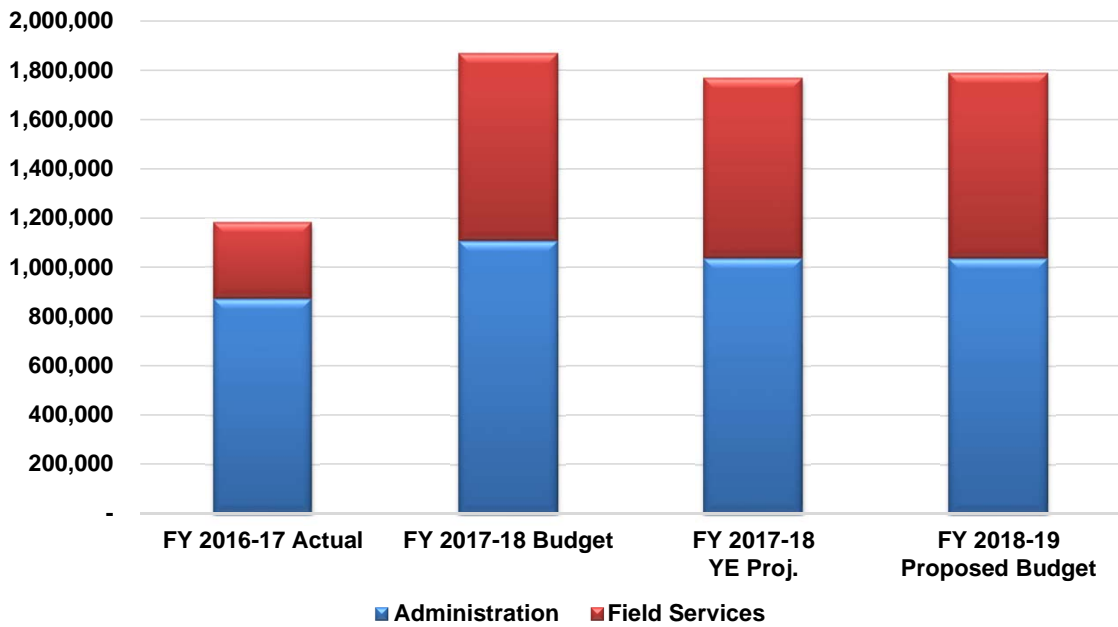
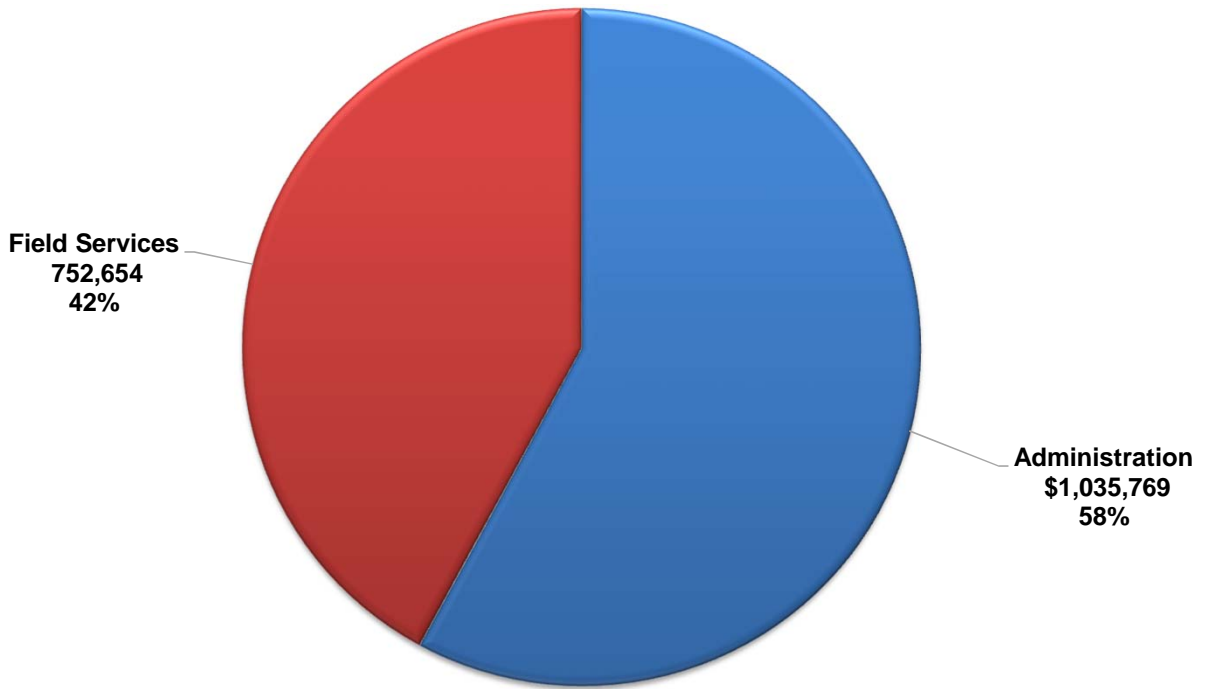
(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	-	-	-	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Environmental Services Specialist	1.00	1.00	1.00	1.00	-
Customer Service Coordinator	0.67	1.00	1.00	1.00	-
Customer Service Tech.	1.00	1.00	1.00	1.00	-
Environmental Services Technician	-	-	-	0.48	0.48
TOTAL	6.17	6.00	6.00	6.48	0.48

CUSTOMER SERVICES DEPARTMENT



CUSTOMER SERVICES

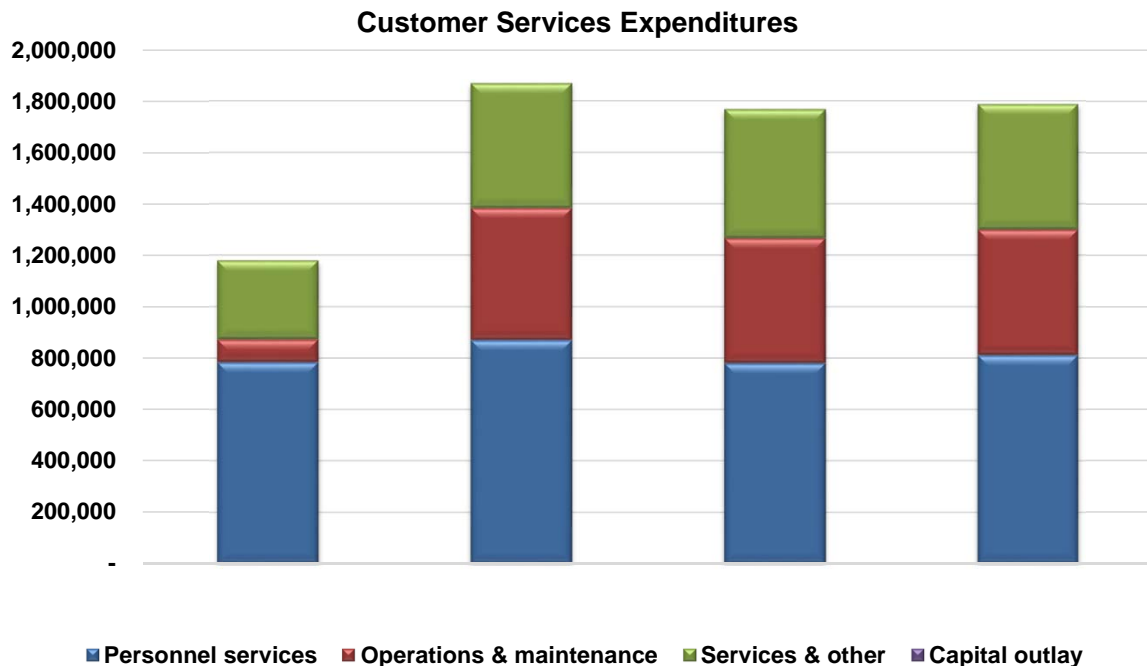


CUSTOMER SERVICES DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ 870,332	\$ 1,107,420	\$ 1,035,751	\$ 1,035,769	\$ (71,651)
Field Services	309,594	761,325	731,794	752,654	(8,671)
TOTAL	\$ 1,179,926	\$ 1,868,745	\$ 1,767,545	\$ 1,788,423	\$ (80,322)

<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 783,045	\$ 869,474	\$ 779,456	\$ 810,494	\$ (58,980)
Operations & maintenance	88,803	514,796	487,234	489,973	(24,823)
Services & other	308,078	484,475	500,855	487,956	3,481
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,179,926	\$ 1,868,745	\$ 1,767,545	\$ 1,788,423	\$ (80,322)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	7.50	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
TOTAL	11.50	11.00	11.00	11.00	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	\$77.97	\$81.75
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	\$7.00
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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 500,222	\$ 567,789	\$ 485,381	\$ 506,462	\$ (61,327)
Operations & maintenance	75,972	86,286	82,050	82,870	(3,416)
Services & other	294,138	453,345	468,320	446,437	(6,908)
Capital outlay	-	-	-	-	-
TOTAL	\$ 870,332	\$ 1,107,420	\$ 1,035,751	\$ 1,035,769	\$ (71,651)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Director of Finance	0.25	-	-	-	-
Assistant Director of Finance	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)
Senior Customer Service Representative	-	-	1.00	1.00	1.00
Customer Service Representative	3.00	3.00	3.00	3.00	-
TOTAL	7.50	7.00	7.00	7.00	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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

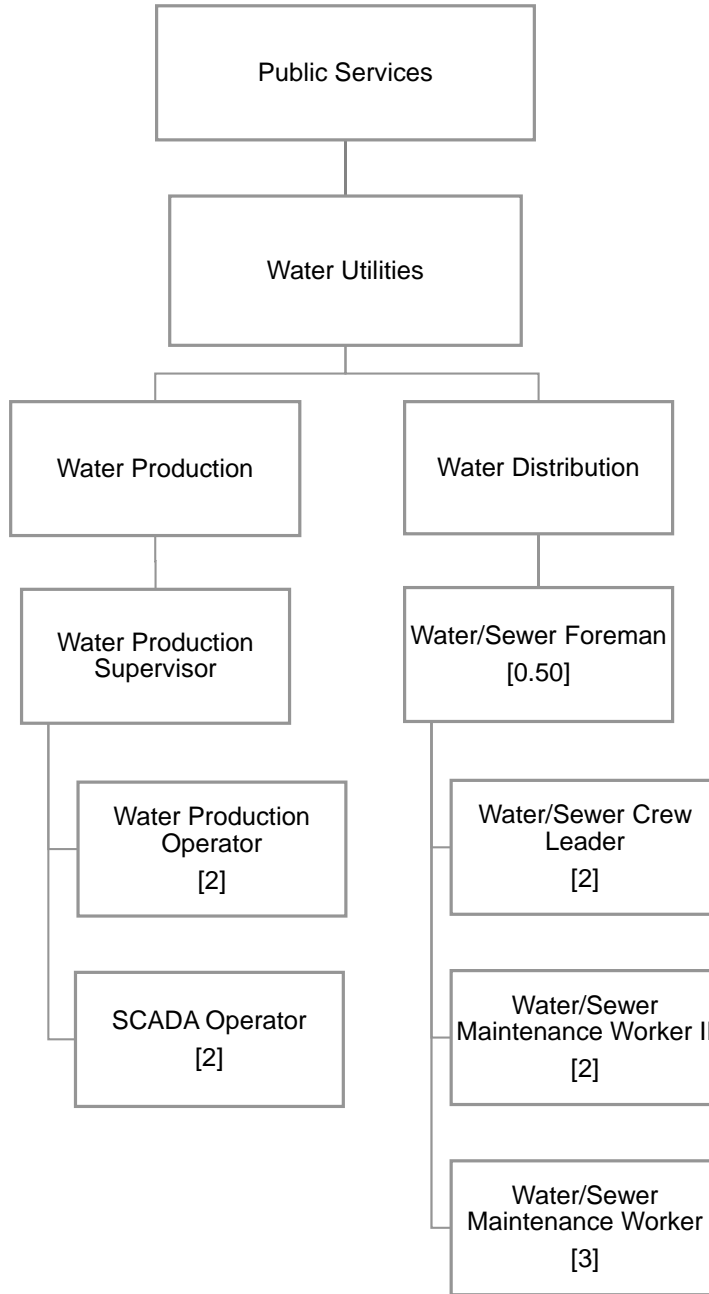
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 282,822	\$ 301,685	\$ 294,075	\$ 304,032	\$ 2,347
Operations & maintenance	12,831	428,510	405,184	407,103	(21,407)
Services & other	13,941	31,130	32,535	41,519	10,389
Capital outlay	-	-	-	-	-
TOTAL	\$ 309,594	\$ 761,325	\$ 731,794	\$ 752,654	\$ (8,671)

PERSONNEL SUMMARY

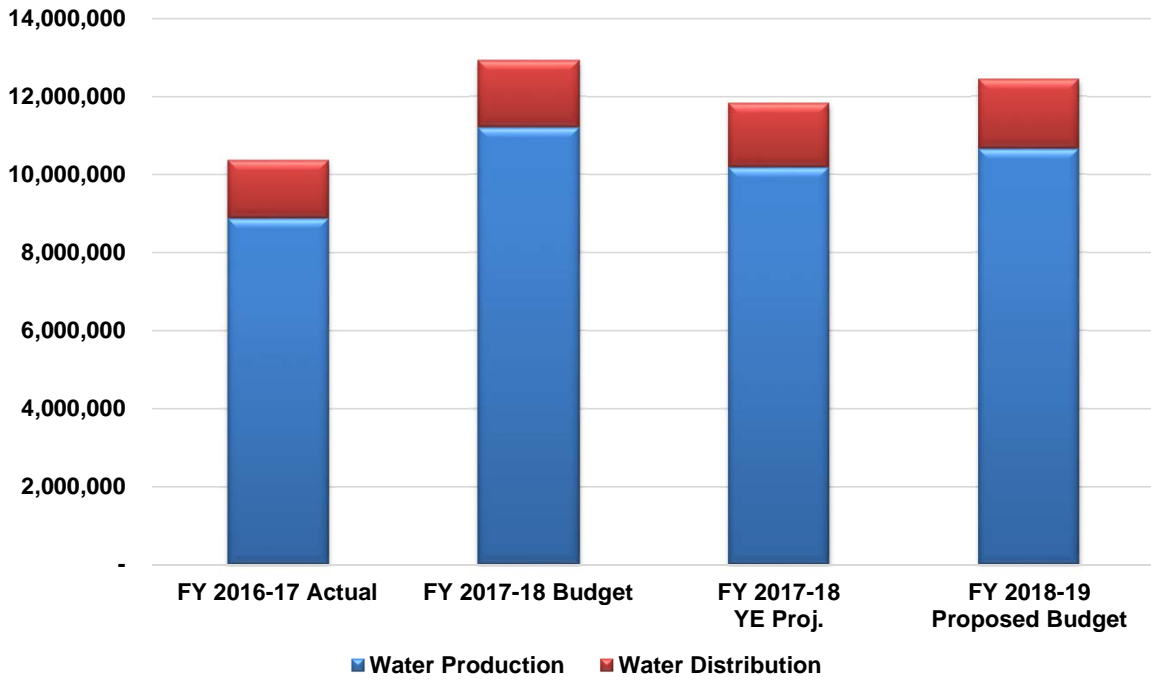
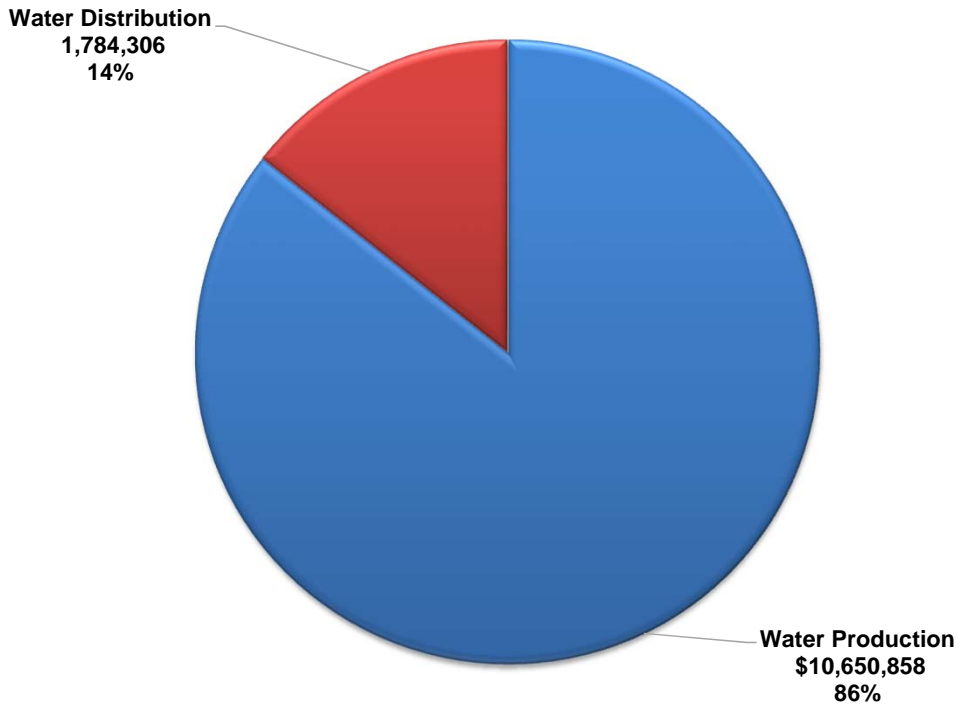
(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 DEPARTMENT



WATER UTILITIES

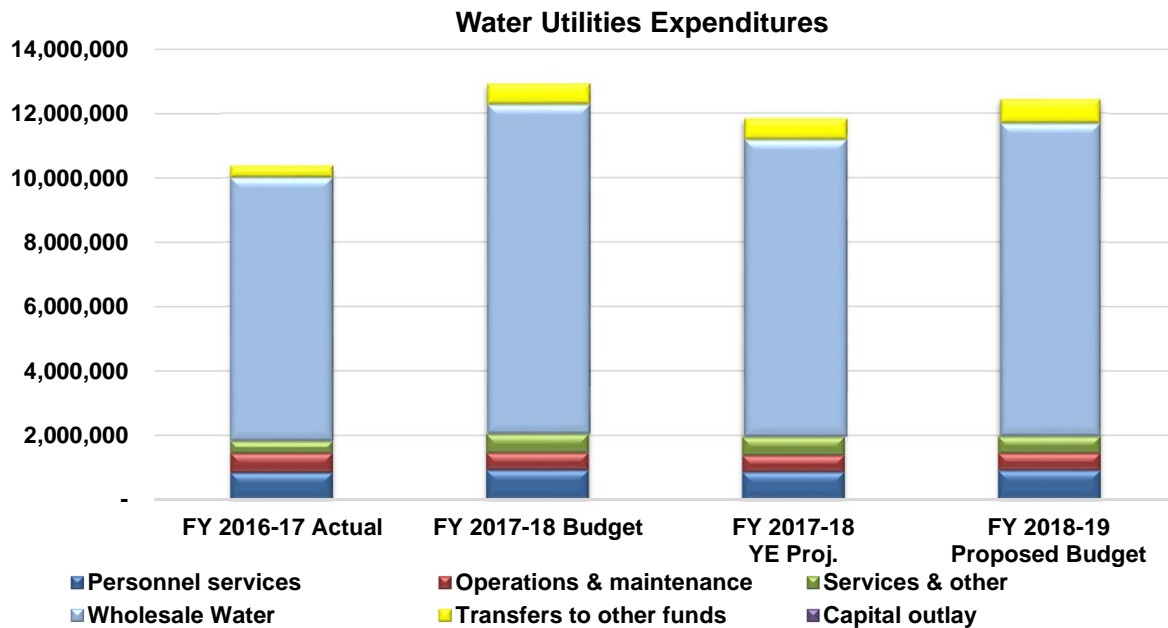


WATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Water Production	\$ 8,873,620	\$11,193,452	\$10,178,503	\$10,650,858	\$(542,594)
Water Distribution	1,498,510	1,727,951	1,651,672	1,784,306	56,355
TOTAL	\$10,372,130	\$12,921,403	\$11,830,175	\$12,435,164	\$(486,239)

<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 841,921	\$ 926,456	\$ 866,137	\$ 916,496	\$ (9,960)
Operations & maintenance	609,421	531,465	513,665	531,665	200
Services & other	370,430	582,938	568,758	521,502	(61,436)
Wholesale Water	8,175,358	10,230,544	9,231,615	9,715,501	(515,043)
Transfers to other funds	375,000	650,000	650,000	750,000	100,000
Capital outlay	-	-	-	-	-
TOTAL	\$10,372,130	\$12,921,403	\$11,830,175	\$12,435,164	\$(486,239)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
TOTAL	12.50	12.50	12.50	12.50	-

WATER UTILITIES DEPARTMENT

WATER PRODUCTION DIVISION (200-730-74)

DEPARTMENT DESCRIPTION:

The Water Production Division is responsible for securing from the City of Fort Worth an adequate supply of potable water in compliance with State and Federal regulations for the city. The division is also responsible to conduct system quality tests and water tank (x5) operations and maintenance.

DEPARTMENT/DIVISION GOALS:

1. Provide an adequate supply of safe, potable water.
2. Monitor pumping stations and storage tanks through the Supervisory Control and Data Acquisition (SCADA) system.
3. Maintain the appearance and good working condition of water pumping stations and storage facilities.
3. Comply with State and Federal regulations regarding water quality, etc.

DEPARTMENT/DIVISION OBJECTIVES:

1. Perform site inspections to ensure that facilities are secure and equipment is functioning properly.
2. Coordinate facility grounds maintenance at all water production sites.
3. Monitor water quality and flush dead-end water lines in order to maintain disinfectant residuals.
4. Collect required water samples in compliance with the EPA and Texas Commission on Environmental Quality.
5. Collect new construction water samples and deliver to laboratory for analysis.
6. Perform required water quality field testing to comply with the Nitrification Action Plan (NAP).
7. Begin required Water Tank rehabs for all tanks over the next 5 years.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total gallons purchased (million gallons)	2,926.5	3,000.0	3,000.0	3,000.0
Peak day water demand (million gallons)	15.8	22.0	22.0	22.0
Daily site inspections performed	1,872	N/A	1,872	1,872
Water samples collected/tested	662	720	700	700
Dead-end water lines flushed	1,308	1,300	1,300	1,300
# of water pressure complaints received	53	N/A	54	50
# of water complaints (taste & odor)	39	N/A	18	20

PERFORMANCE INDICATORS

% of monthly bacteriological samples testing negative for coliform organisms	100%	100%	100%	100%
% of required flushed as scheduled	100%	100%	100%	100%
% of required inspections as scheduled	100%	100%	100%	100%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 377,955	\$ 393,495	\$ 398,800	\$ 418,003	\$ 24,508
Operations & maintenance	64,963	122,400	110,600	122,400	-
Services & other	255,345	447,013	437,488	394,954	(52,059)
Wholesale Water	8,175,358	10,230,544	9,231,615	9,715,501	(515,043)
Capital outlay	-	-	-	-	-
TOTAL	\$ 8,873,620	\$11,193,452	\$10,178,503	\$10,650,858	\$(542,594)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
SCADA Operator	2.00	2.00	2.00	2.00	-
Water Production Supervisor	1.00	1.00	1.00	1.00	-
Water Production Operator	2.00	2.00	2.00	2.00	-
TOTAL	5.00	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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Total miles of water mains maintained	281	302	275	278
Total number of water valves maintained	5,845	6,000	6,000	6,100
Total number of fire hydrants maintained	2,287	2,400	2,350	2,400
Work orders completed	1,736	1,700	1,326	1,400
Water leaks repaired (water mains)	20	15	30	20
Water leaks repaired (water services)	188	150	112	120
Water valves repaired/replaced	6	6	4	4
Fire hydrants repaired/replaced	1	80	40	5
Water taps installed	14	12	14	12
Line locates performed	254	200	292	250
# active water customers on Sept 30th	15,625	15,800	15,775	15,850
PERFORMANCE INDICATORS				
% of water service interruptions <2.5 hrs	N/A	N/A	2.5	100.0
% of valves exercised as scheduled	N/A	N/A	2%	2%

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

EXPENDITURE SUMMARY

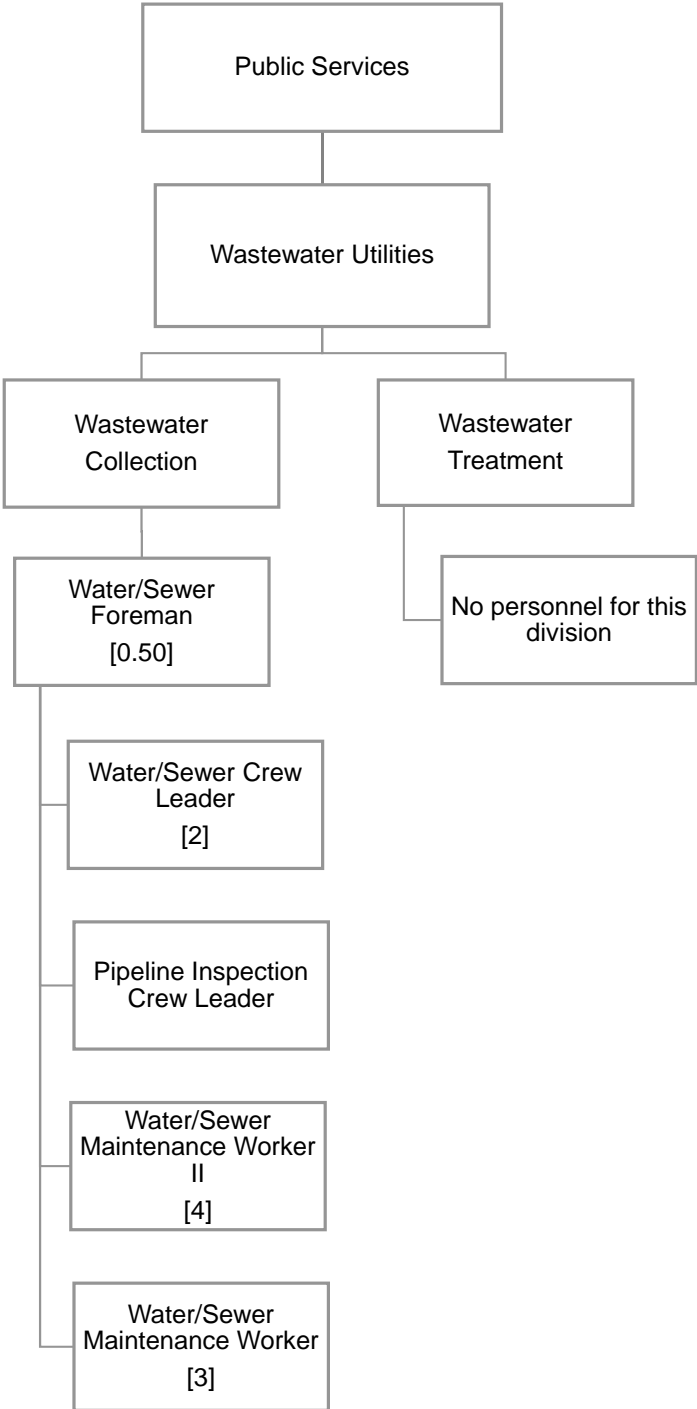
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 463,967	\$ 532,961	\$ 467,337	\$ 498,493	\$ (34,468)
Operations & maintenance	544,458	409,065	403,065	409,265	200
Services & other	115,085	135,925	131,270	126,548	(9,377)
Transfers to other funds	375,000	650,000	650,000	750,000	100,000
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,498,510	\$ 1,727,951	\$ 1,651,672	\$ 1,784,306	\$ 56,355

PERSONNEL SUMMARY

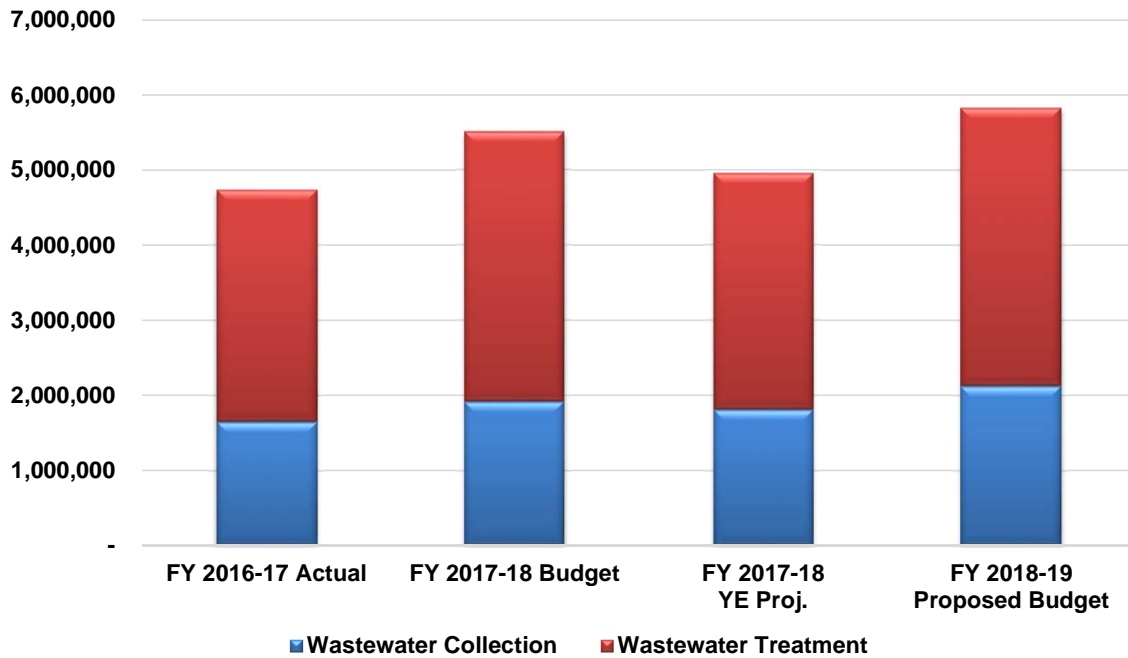
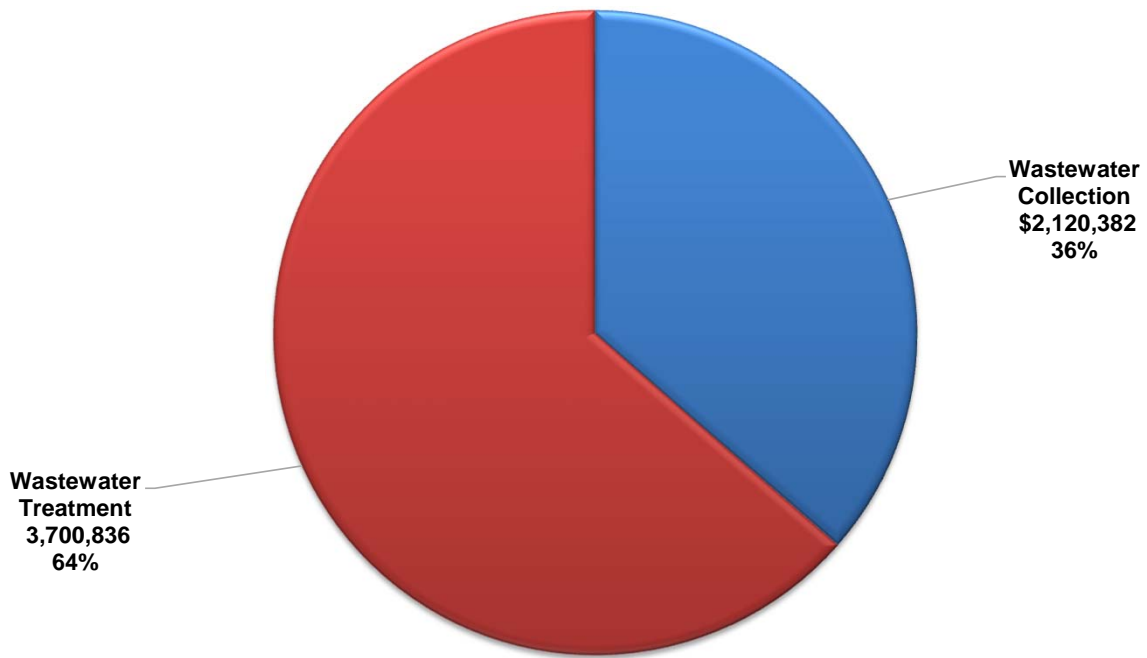
(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	2.00	2.00	2.00	2.00	-
Water/Sewer Maintenance Worker	3.00	3.00	3.00	3.00	-
TOTAL	7.50	7.50	7.50	7.50	-

WASTEWATER UTILITIES DEPARTMENT



WASTEWATER UTILITIES

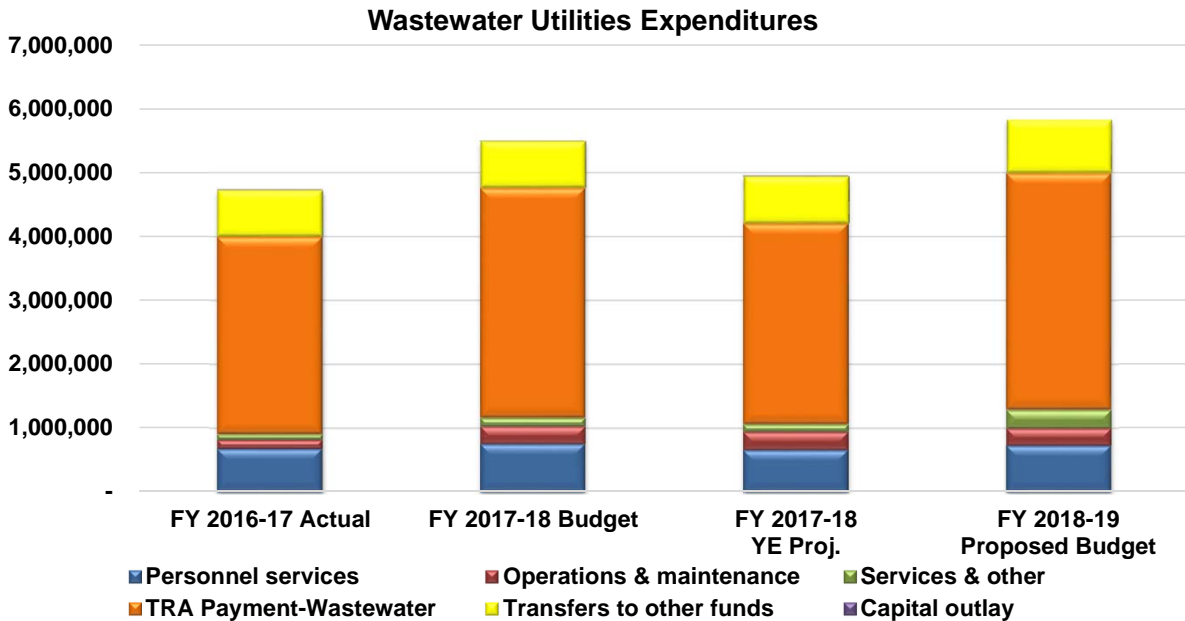


WASTEWATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>EXPENDITURES BY DIVISION:</i>					
Wastewater Collection	\$ 1,642,310	\$ 1,911,109	\$ 1,807,734	\$ 2,120,382	\$ 209,273
Wastewater Treatment	3,089,540	3,591,344	3,140,350	3,700,836	109,492
TOTAL	\$ 4,731,851	\$ 5,502,453	\$ 4,948,084	\$ 5,821,218	\$ 318,765

<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ 680,374	\$ 754,017	\$ 660,692	\$ 733,830	\$ (20,187)
Operations & maintenance	139,093	277,745	287,545	270,745	(7,000)
Services & other	88,148	132,847	112,997	283,307	150,460
TRA Payment-Wastewater	3,089,540	3,591,344	3,140,350	3,700,836	109,492
Transfers to other funds	725,000	737,500	737,500	832,500	95,000
Capital outlay	9,695	9,000	9,000	-	(9,000)
TOTAL	\$ 4,731,851	\$ 5,502,453	\$ 4,948,084	\$ 5,821,218	\$ 318,765



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>BY DIVISION</i>					
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
TOTAL	10.50	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:

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

DEPARTMENT/DIVISION OBJECTIVES:

Initiate a lift station preventative maintenance and rehabilitation program.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Total miles of wastewater mains maintained	202	208	208	212
Total miles of wastewater mains cleaned	38.8	50.0	36.0	35.0
Total miles of wastewater lines video inspected	9.4	5.0	3.4	3.5
Work orders completed	1,074	1,000	800	800
Sewer manholes maintained	3,264	3,350	3,400	3,500
Sewer manholes inspected	125	120	172	150
Lift stations maintained	6	6	6	6
Sewer taps installed	4	3	2	3
Line locates performed	254	200	292	250
# of wastewater main line blockages	N/A	N/A	10	8
# of active wastewater customers on September 30th	13,325	13,400	13,425	13,500

PERFORMANCE INDICATORS

% blocked mains cleaned w/in 24 hrs	-	-	-	100%
% WW lines cleaned as scheduled	-	-	-	100%

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 680,374	\$ 754,017	\$ 660,692	\$ 733,830	\$ (20,187)
Operations & maintenance	139,093	277,745	287,545	270,745	(7,000)
Services & other	88,148	132,847	112,997	283,307	150,460
Capital outlay	9,695	9,000	9,000	-	(9,000)
TOTAL	\$ 1,642,310	\$ 1,911,109	\$ 1,807,734	\$ 2,120,382	\$ 209,273

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	4.00	4.00	4.00	-
Water/Sewer Maintenance Worker	4.00	3.00	3.00	3.00	-
Pipeline Inspection Crew Leader	-	1.00	1.00	1.00	-
TOTAL	10.50	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

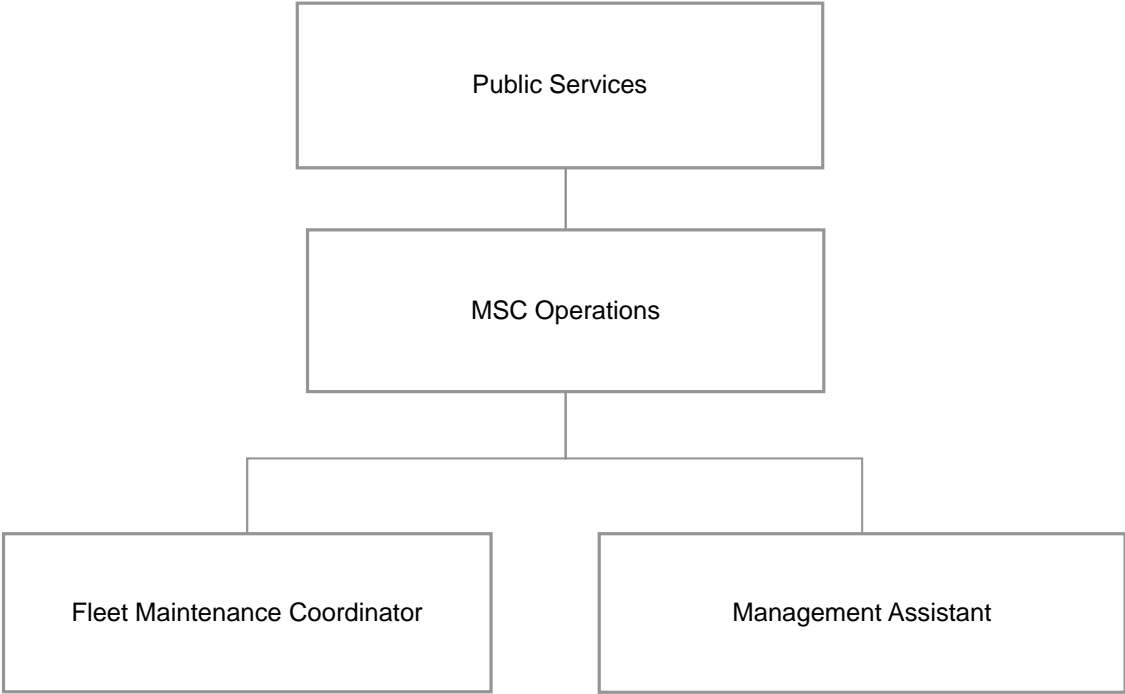
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
TRA Payment-Wastewater	3,089,540	3,591,344	3,140,350	3,700,836	109,492
TOTAL	\$ 3,089,540	\$ 3,591,344	\$ 3,140,350	\$ 3,700,836	109,492

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division					
TOTAL	-	-	-	-	-

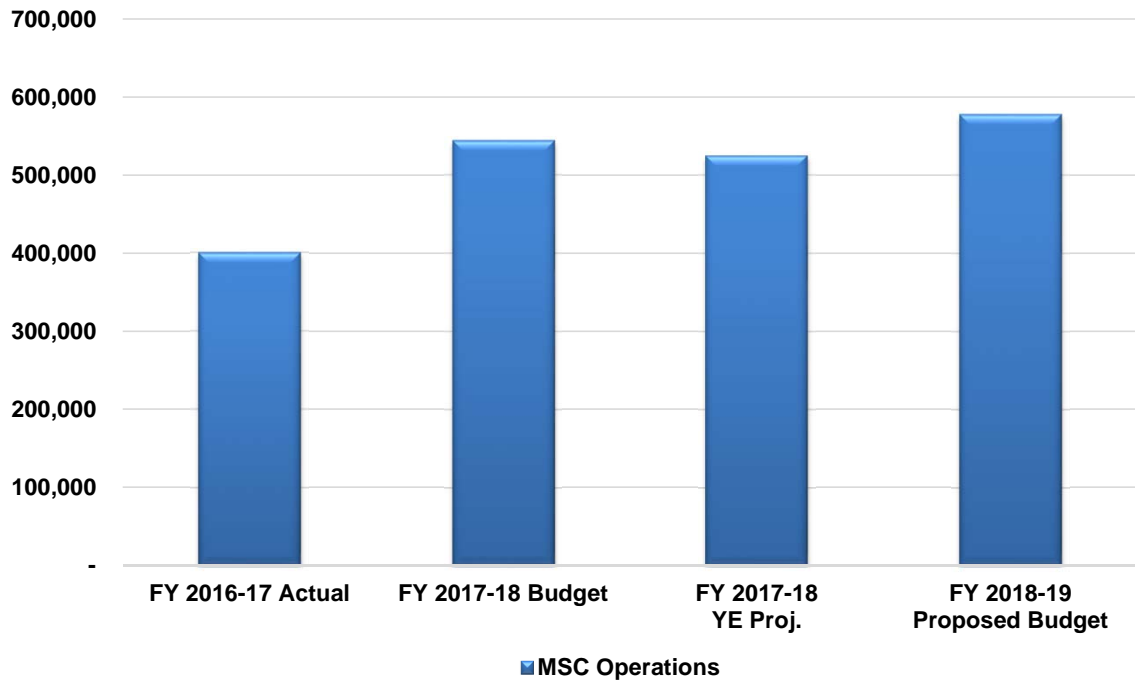
MSC OPERATIONS DEPARTMENT



MSC OPERATIONS



MSC Operations
\$577,692
100%

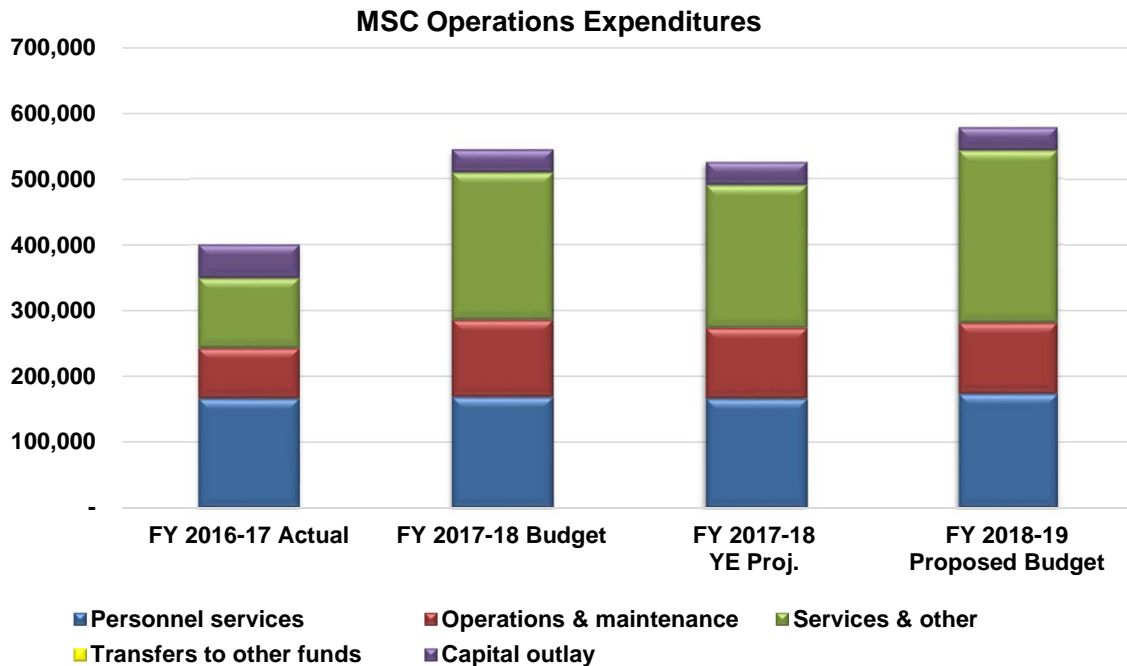


MSC OPERATIONS DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
MSC Operations	\$ 399,770	\$ 543,948	\$ 525,000	\$ 577,692	\$ 33,744
TOTAL	\$ 399,770	\$ 543,948	\$ 525,000	\$ 577,692	\$ 33,744

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY CATEGORY:</u>					
Personnel services	\$ 166,204	\$ 168,533	\$ 165,766	\$ 173,353	\$ 4,820
Operations & maintenance	76,263	116,939	107,220	107,840	(9,099)
Services & other	106,390	223,476	217,014	261,499	38,023
Transfers to other funds	-	-	-	-	-
Capital outlay	50,913	35,000	35,000	35,000	-
TOTAL	\$ 399,770	\$ 543,948	\$ 525,000	\$ 577,692	\$ 33,744



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 operations budget reflects expenditures of a general nature not allocated to specific utility divisions within Public Works. Included within this activity are budgeted costs for building maintenance, utility costs, grounds maintenance, and janitorial services.

DEPARTMENT/DIVISION GOALS:

1. Provide for the comprehensive and continuous operation, maintenance and regulatory compliance of the City's Municipal Service Center in an efficient, safe, accurate and professional manner.
2. Order/purchase/store/process invoices for the necessary inventory and equipment needed to complete daily Public Works operations throughout the City.
3. Develop and maintain a routine preventative maintenance (PM) schedule for all service vehicles and equipment stored at the Municipal Service Center.
4. Perform building maintenance activities routinely and on a schedule so as not to impact operations of the Public Works Department.
5. Maintain the City's fueling system by ensuring adequate amounts of fuel are stocked, staff training is performed and maintenance costs are controlled.
7. Maintain regulatory compliance of all applicable activities at the Municipal Service Center.
8. Manage the fleet maintenance and MSC inventory utilizing the Lucity work order database system.

DEPARTMENT/DIVISION OBJECTIVES:

1. Construct a crew kitchen for field staff for use during emergency operations.
2. Investigate the potential of converting all grounds bedding to Xeroscape/low maintenance growth.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
% light vehicles serviced on PM schedule	New Measure	New Measure	90%	95%
% heavy vehicles serviced on PM schedule	New Measure	New Measure	50%	55%
% equipment serviced on PM schedule	New Measure	New Measure	40%	45%
% landscaping work performed on schedule	88%	New Measure	75%	88%
% facility repairs; emergency vs. planned	71%	New Measure	75%	70%
% inventory received w/in 1 business day	68%	New Measure	25%	30%
% negative on-hand quantities inventory	3%	New Measure	5%	3%
Inventory Accuracy	74%	New Measure	45%	50%

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

EXPENDITURE SUMMARY

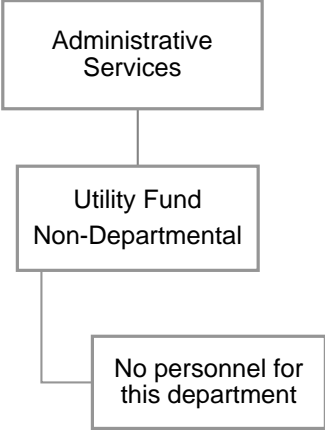
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 166,204	\$ 168,533	\$ 165,766	\$ 173,353	\$ 4,820
Operations & maintenance	76,263	116,939	107,220	107,840	(9,099)
Services & other	106,390	223,476	217,014	261,499	38,023
Capital outlay	50,913	35,000	35,000	35,000	-
TOTAL	\$ 399,770	\$ 543,948	\$ 525,000	\$ 577,692	\$ 33,744

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Fleet Maintenance Coordinator	1.00	1.00	1.00	1.00	-
Management Assistant	1.00	1.00	1.00	1.00	-
TOTAL	2.00	2.00	2.00	2.00	-

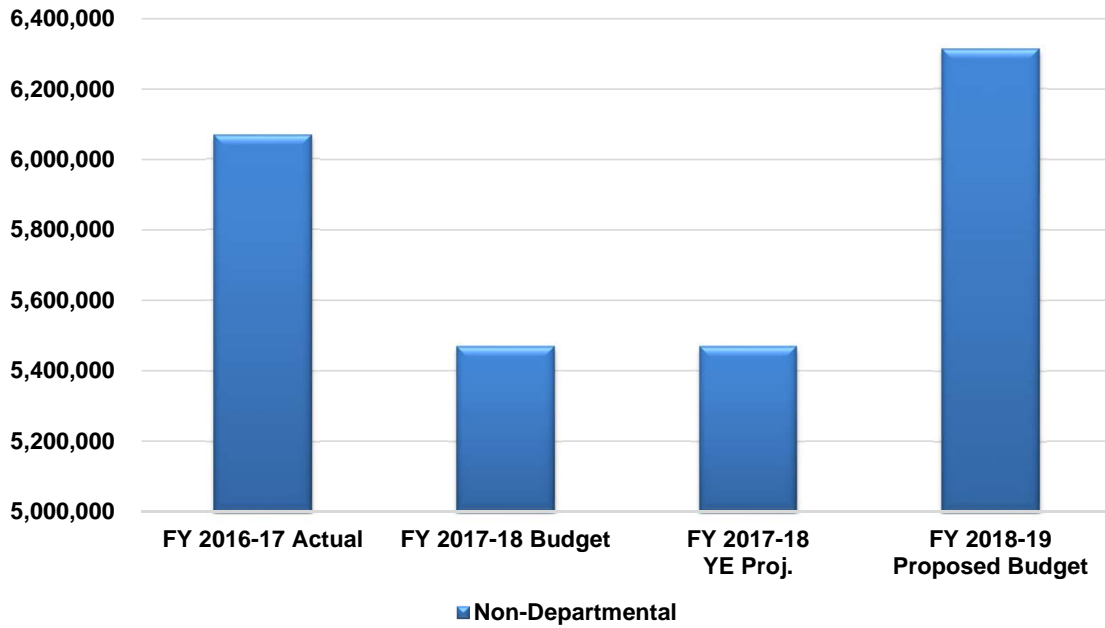
UTILITY FUND NON-DEPARTMENTAL



UTILITY FUND NON-DEPARTMENTAL



Non-Departmental
\$6,313,341
100%

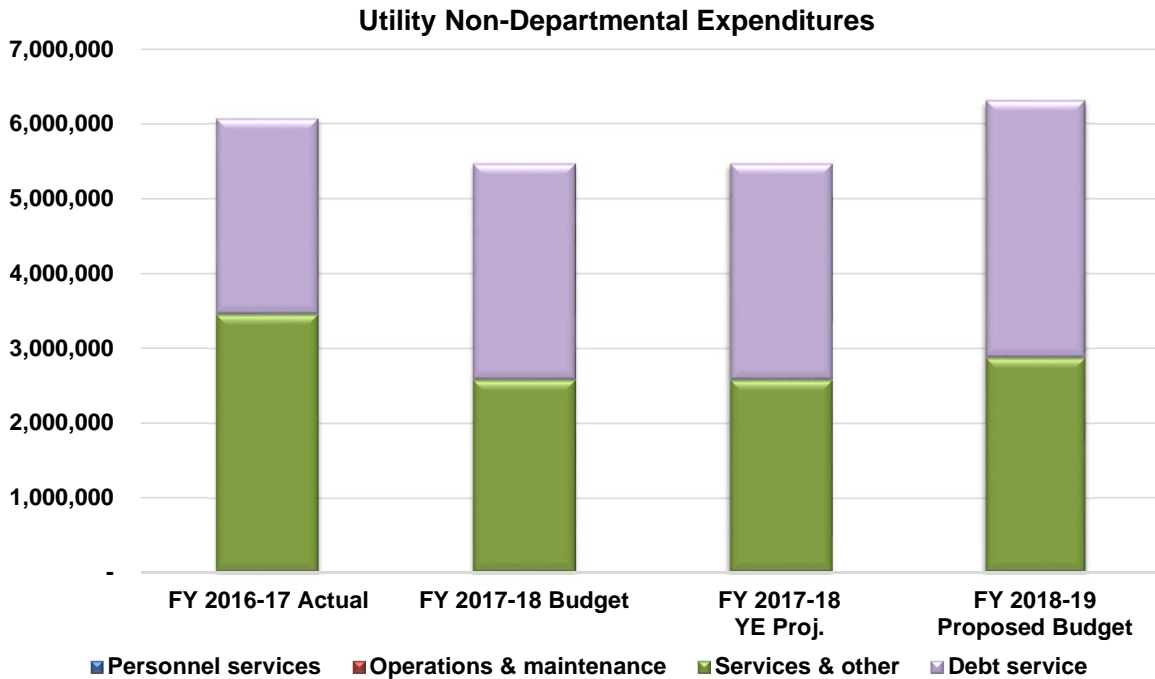


UTILITY FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>EXPENDITURES BY DIVISION:</i>					
Non-Departmental	\$ 6,068,441	\$ 5,468,391	\$ 5,468,391	\$ 6,313,341	\$ 844,950
TOTAL	\$ 6,068,441	\$ 5,468,391	\$ 5,468,391	\$ 6,313,341	\$ 844,950

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	5,790	12,000	12,000	13,500	1,500
Services & other	3,449,928	2,569,010	2,569,010	2,863,061	294,051
Debt service	2,612,722	2,887,381	2,887,381	3,436,780	549,399
TOTAL	\$ 6,068,441	\$ 5,468,391	\$ 5,468,391	\$ 6,313,341	\$ 844,950



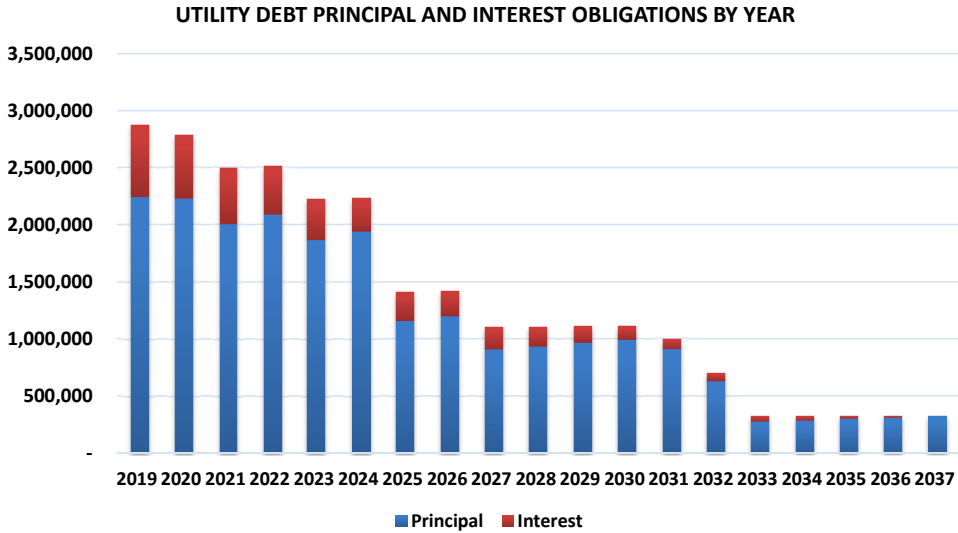
PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<i>BY POSITION TITLE:</i>					
Non-Departmental	-	-	-	-	-
TOTAL	-	-	-	-	-

UTILITY DEBT BY PRINCIPAL AND INTEREST

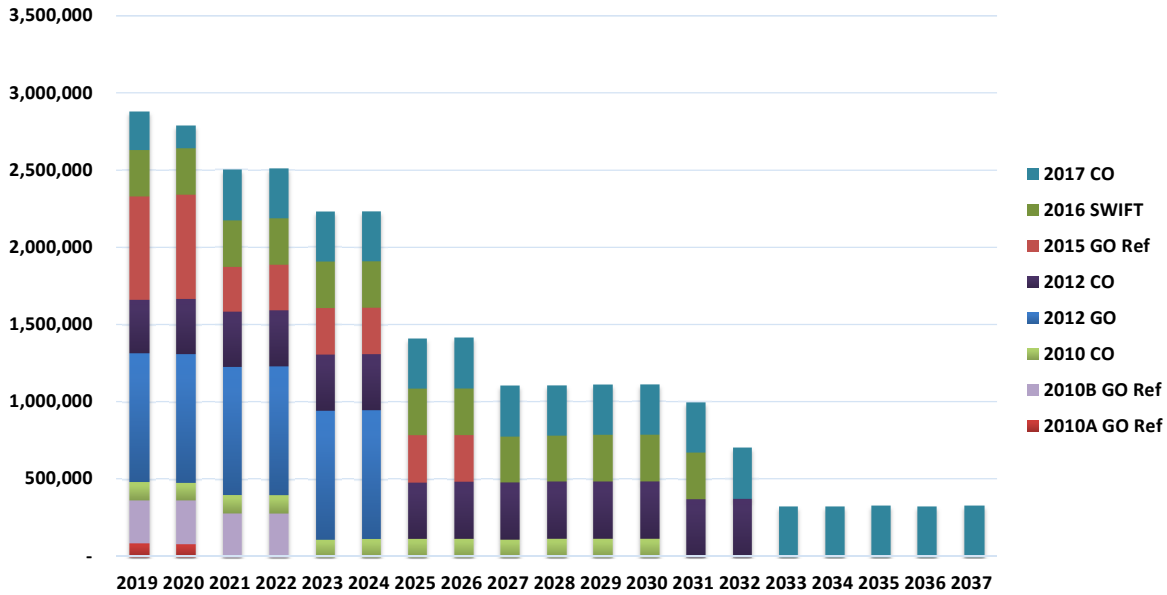
Year	Principal	Interest	Total P+I
2019	\$ 2,240,954	\$ 636,576	\$ 2,877,530
2020	2,223,793	562,631	2,786,424
2021	2,006,436	491,850	2,498,285
2022	2,086,541	426,272	2,512,814
2023	1,865,000	362,144	2,227,144
2024	1,935,000	298,432	2,233,432
2025	1,155,000	251,108	1,406,108
2026	1,190,000	222,684	1,412,684
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	\$ 21,492,724	\$ 4,204,938	\$ 25,697,662



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
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	\$ 175,951	\$ 1,121,323	\$ 1,410,966	\$ 4,990,450	\$ 5,088,243	\$ 3,131,375	\$ 3,874,117	\$ 5,905,238	\$ 25,697,662

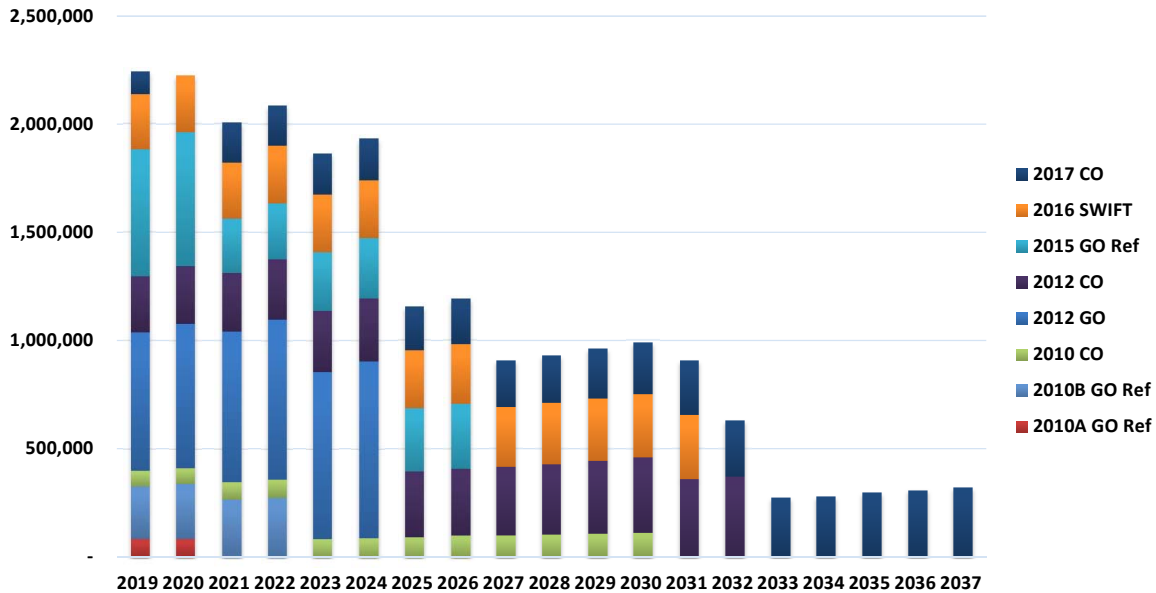
UTILITY TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



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
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	280,000	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	\$ 170,000	\$ 1,037,724	\$ 1,115,000	\$ 4,315,000	\$ 4,310,000	\$ 2,850,000	\$ 3,540,000	\$ 4,155,000	\$ 21,492,724

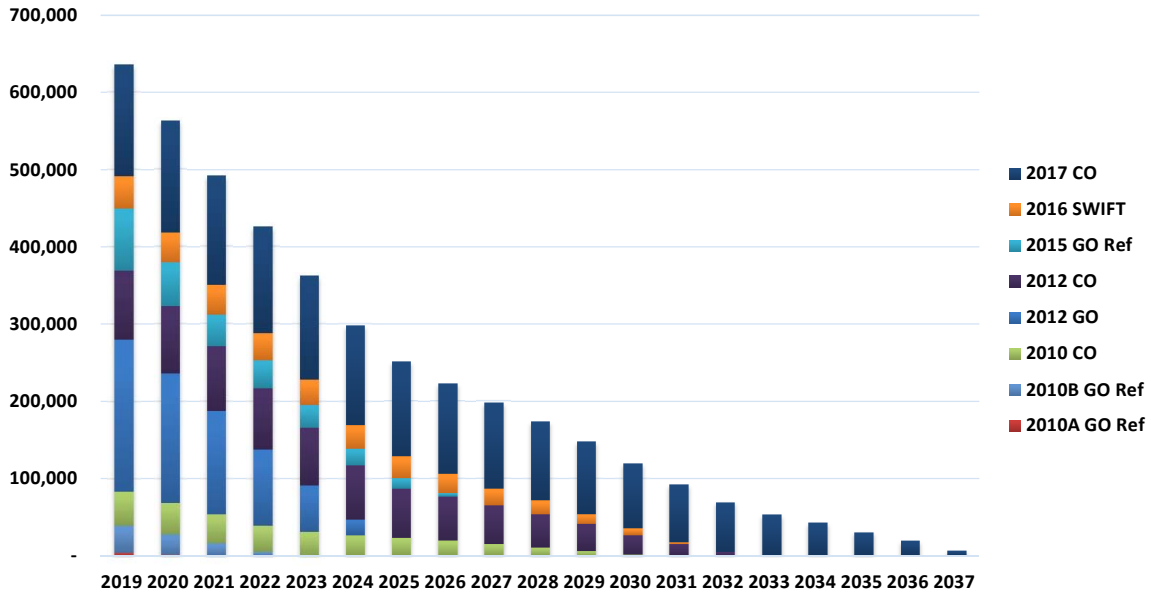
UTILITY PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



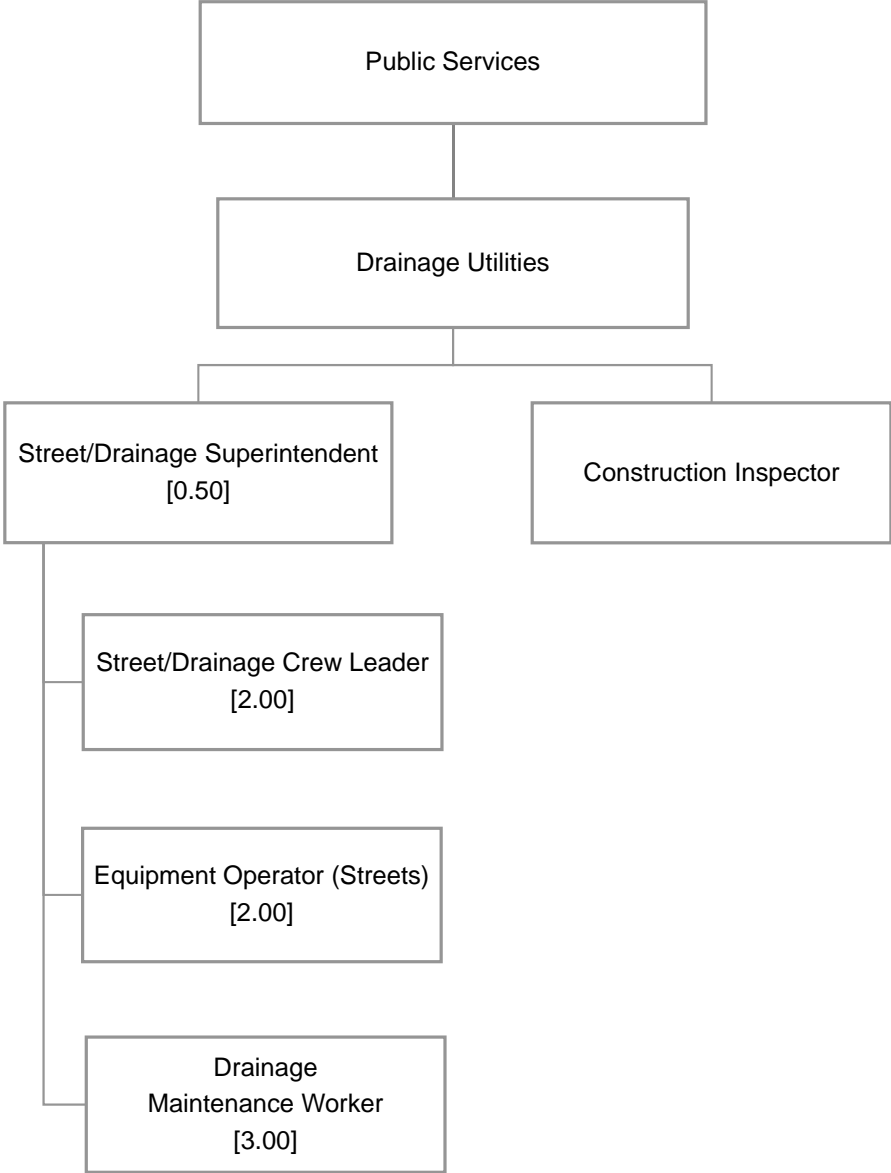
UTILITY OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2010A		2010B		2010	2012		2012		2015	2016		2017	TOTAL
	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	TWDB SWIFT	CERTIFICATE OF OBLIGATION	CERTIFICATE OF OBLIGATION		
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	\$ 5,951	\$ 83,599	\$ 295,966	\$ 675,450	\$ 778,243	\$ 281,375	\$ 334,117	\$ 1,750,238	\$ 4,204,938					

UTILITY INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



DRAINAGE UTILITIES FUND



DRAINAGE UTILITY FUND

FUND DESCRIPTION:

The Drainage Utility Fund provides drainage utility services and drainage channel maintenance on public lands which is funded thru a monthly drainage fee.

REVENUE SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Write Off Recovery	\$ 1,144	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Drainage Utility Fees	1,440,672	1,441,703	1,456,371	1,456,371	14,668
Auction Proceeds	180	-	-	-	-
Interest Revenue-Investments	27,912	16,282	13,153	20,075	3,793
TOTAL	\$ 1,469,909	\$ 1,458,985	\$ 1,470,524	\$ 1,477,446	\$ 18,461

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
All Programs	\$ 862,570	\$ 988,691	\$ 935,476	\$ 1,128,314	\$ 139,623
Capital Improvements	500,000	200,000	200,000	300,000	100,000
Non-Departmental	210,838	251,969	251,969	262,214	10,245
TOTAL	\$ 1,573,408	\$ 1,440,660	\$ 1,387,445	\$ 1,690,528	\$ 249,868

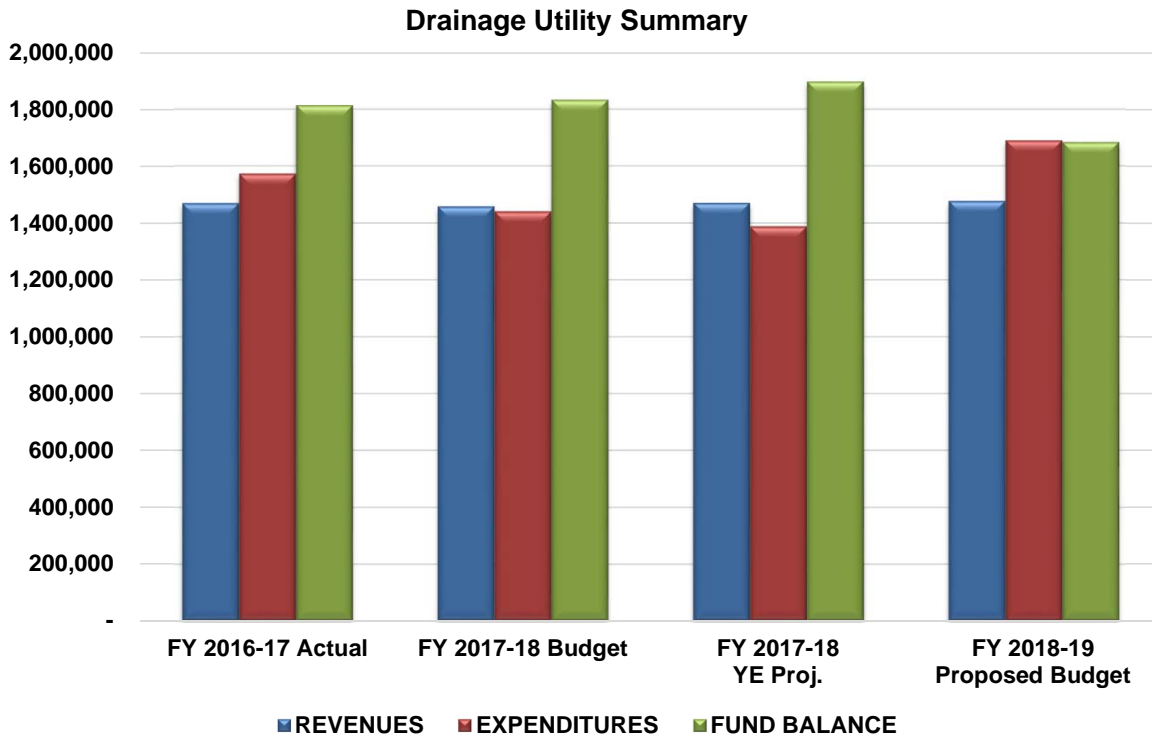
EXPENDITURES BY CATEGORY:

Personnel services	\$ 568,228	\$ 614,519	\$ 601,604	\$ 631,885	\$ 17,366
Operations & maintenance	84,147	157,350	126,800	161,350	4,000
Services & other	416,433	468,791	459,041	597,293	128,502
Transfers to other funds	500,000	200,000	200,000	300,000	100,000
Capital outlay	4,600	-	-	-	-
TOTAL	\$ 1,573,408	\$ 1,440,660	\$ 1,387,445	\$ 1,690,528	\$ 249,868

DRAINAGE UTILITY FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,469,909	\$ 1,458,985	\$ 1,470,524	\$ 1,477,446	\$ 18,461
EXPENDITURES	1,573,408	1,440,660	1,387,445	1,690,528	249,868
VARIANCE	(103,499)	18,325	83,079	(213,082)	(231,407)
FUND BALANCE	\$ 1,815,050	\$ 1,833,375	\$ 1,898,129	\$ 1,685,047	\$(148,328)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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. Continuously review work processes to determine efficiency improvements and cost reduction opportunities.
2. Comply with Phase II of the National Pollutant Discharge Elimination System (NPDS) program (MS4) requirements.
3. Maintain bridges and culverts, ditches, channel and other related infrastructure to reduce restrictions and erosion.
4. Provide channel preventative maintenance using herbicide, mowing, debris removal and erosion repair.
5. Inspect specific locations after significant rain events for stoppages or damage, clear and/or repair.

DEPARTMENT/DIVISION OBJECTIVES:

1. Expand divisional use of the LUCITY workorder database system.
2. Correct flow restrictions and erosion damage in drainage channels, creeks, flumes and ditches.
3. Inspect 10% of system structures and outfalls, clean and repair as needed.
4. Sweep residential streets per MS4 storm water program to reduce contaminant loading.
5. Create a GIS map of all drainage easements in the city.
6. Update the MS4 Permit.
7. Install AVL on the Street Sweeper for MS4 reporting.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Miles of drainage channels (not creeks)	11.3	11.3	11.3	11.3
Acres of Channels in mowing program	42	42	42	42
Miles of roadside ditches	118	118	118	118
Miles of drainage pipe system	91.4	91.4	91.4	91.5
Debris Cubic Yards Swept from streets	425	450	500	500
# drainage structures (inlets, manholes...)	3,414	3414	3,414	3,414

PERFORMANCE INDICATORS

Known problem location inlets/culverts	15	15	15	15
% of Inlets/Culverts cleaned annually	150	100	200	100
% of Channels mowed 8x annually	335	335	335	100
% of channels herbicide treated annually	30	30	30	100

DRAINAGE UTILITY FUND

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

EXPENDITURE SUMMARY

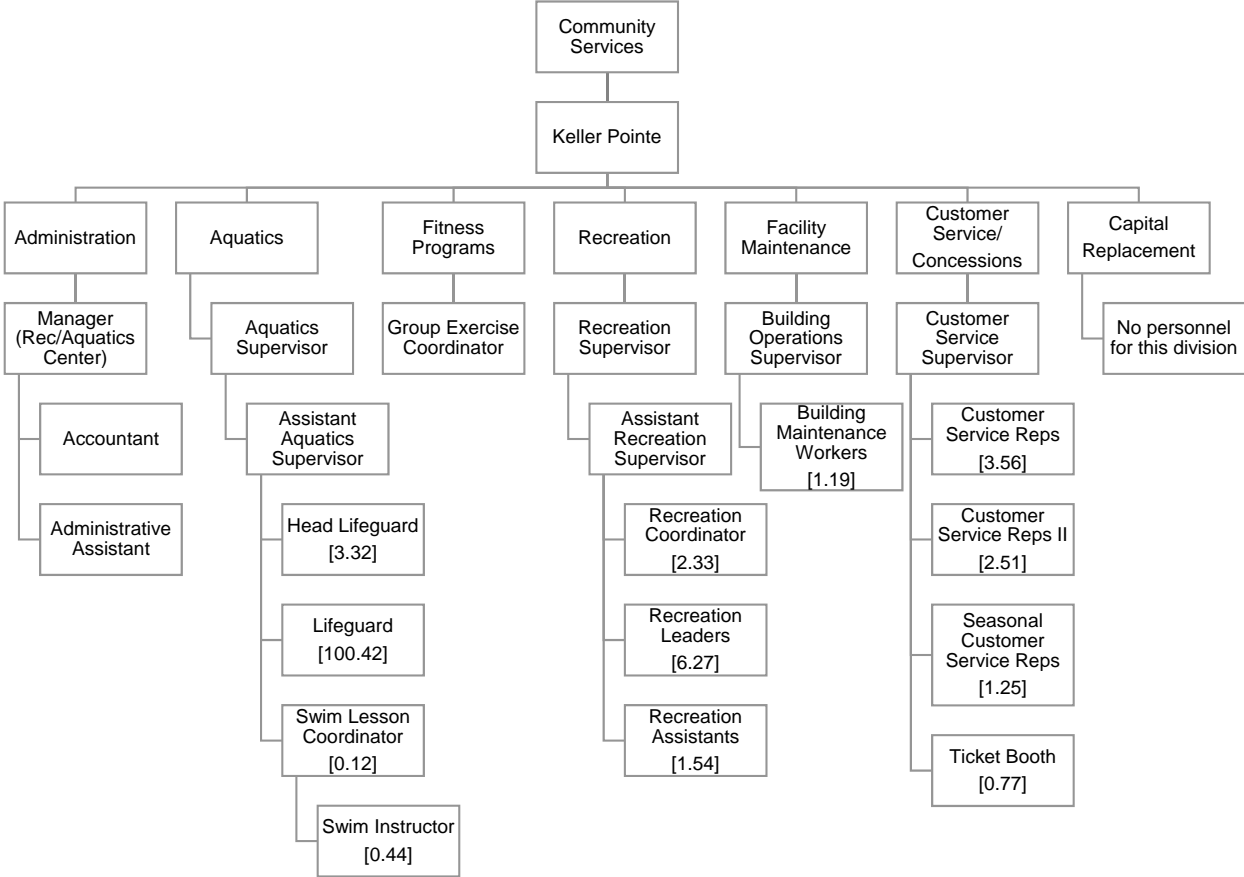
<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 568,228	\$ 614,519	\$ 601,604	\$ 631,885	\$ 17,366
Operations & maintenance	84,147	157,350	126,800	161,350	4,000
Services & other	205,595	216,822	207,072	335,079	118,257
Capital outlay	4,600	-	-	-	-
TOTAL	\$ 862,570	\$ 988,691	\$ 935,476	\$ 1,128,314	\$ 139,623

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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



THE KELLER POINTE FUND

FUND DESCRIPTION:

The Keller Pointe Fund accounts for the direct operating and capital maintenance costs of The Keller Pointe recreation and activity center, which opened in May 2004. The debt service for the Keller Pointe is funded in the Keller Development Corporation fund.

REVENUE SUMMARY

REVENUES	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Facility Rental Fees	\$ 58,289	\$ 50,000	\$ 85,173	\$ 55,000	5,000
Daily Ticket Sales	218,507	210,000	255,824	210,000	-
Annual Ticket Sales	2,166,449	2,050,000	2,101,911	1,985,600	(64,400)
Employee Pass Revenue	102,772	98,000	105,372	100,000	2,000
Empl Dependent Pass Revenue	20,051	19,000	20,635	19,000	-
Party Revenues	170,580	150,000	205,114	155,000	5,000
Expired Gift Card Revenue	3,300	-	-	-	-
Concession Sales/Proceeds	3,805	3,500	3,824	3,000	(500)
Merchandise Sales	1,058	800	678	600	(200)
Aquatics Merchandise Sales	7,686	7,000	6,988	2,000	(5,000)
Outdoor Concession Sales	2,640	2,500	2,500	2,500	-
Outdoor Merchandise Sales	-	1,200	1,200	1,000	(200)
Revenue-Special Events	10,671	17,000	21,924	15,000	(2,000)
Aquatics Program Revenues	123,425	125,000	109,795	150,000	25,000
Fitness Program Revenues	-	-	-	-	-
Group Exercise Revenue	1,037	2,000	1,659	1,800	(200)
Personal Training Revenue	61,712	50,000	41,478	45,000	(5,000)
Recreation Program Revenue	424,342	198,000	254,205	430,000	232,000
Spring/Summer Camp	-	162,000	162,000	-	(162,000)
Martial Arts	-	100,000	100,000	-	(100,000)
Gym Rental Fees	6,152	6,000	1,543	6,000	-
Pool Rental Fees	24,603	20,000	22,277	17,000	(3,000)
Write Off Recovery	4,365	3,650	4,309	3,500	(150)
Miscellaneous Revenue	7,943	4,560	8,760	4,500	(60)
Auction Proceeds	2,237	-	1,265	-	-
Gain/Loss On Disp Of Assets	-	-	-	-	-
Cash Over/Short	(82)	-	-	-	-
Interest Revenue-Investments	25,008	3,000	25,540	24,000	21,000
Donations-Sr Svs	2,844	4,100	892	1,500	(2,600)
Donations-Parks	-	-	-	-	-
TOTAL	\$ 3,449,393	\$ 3,287,310	\$ 3,544,866	\$ 3,232,000	(55,310)

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Completed Surveys	250	250	0	0
Recreation programs provided (class list)	941	973	973	973
Leagues provided	15	15	15	10
Special events provided	5	5	4	4
Group exercise classes offered	672	672	672	692
Number of partnerships developed	8	10	10	10
Number of annual memberships	3,917	3,935	3,935	3,970
Annual attendance (day pass & member visits)	284,363	288,000	288,000	290,000
Recreation program participants (attendance)	9,738	10,383	10,200	10,200
League participants:				
Teams	118	120	110	110
Participants	1,387	1,399	1,282	1,282
Special event attendance	1,035	1,200	700	700
Facility rentals/birthday parties	1,869	2,088	2,112	2,200
Group exercise attendance	42,172	43,000	43,000	45,000
Partnership dollars generated	3,400	3,500	3,500	4,000

PERFORMANCE INDICATORS

Net Promoter Score	64	67	67	67
Member attrition rate	28%	35%	0%	0%

EXPENDITURE SUMMARY

<u>EXPENDITURES BY DIVISION:</u>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 770,705	\$ 873,990	\$ 871,767	\$ 877,159	3,169
Aquatics	580,132	737,621	756,930	595,262	(142,359)
Fitness Programs	215,646	133,864	139,864	137,730	3,866
Recreation	576,072	644,016	635,238	663,192	19,176
Facility Maintenance	409,503	500,508	472,494	504,547	4,039
Customer Service/Concessions	258,394	300,206	304,594	307,976	7,770
Capital Replacement	67,849	7,139	7,139	1,392,420	1,385,281
TOTAL	\$ 2,878,301	\$ 3,197,344	\$ 3,188,026	\$ 4,478,286	1,280,942

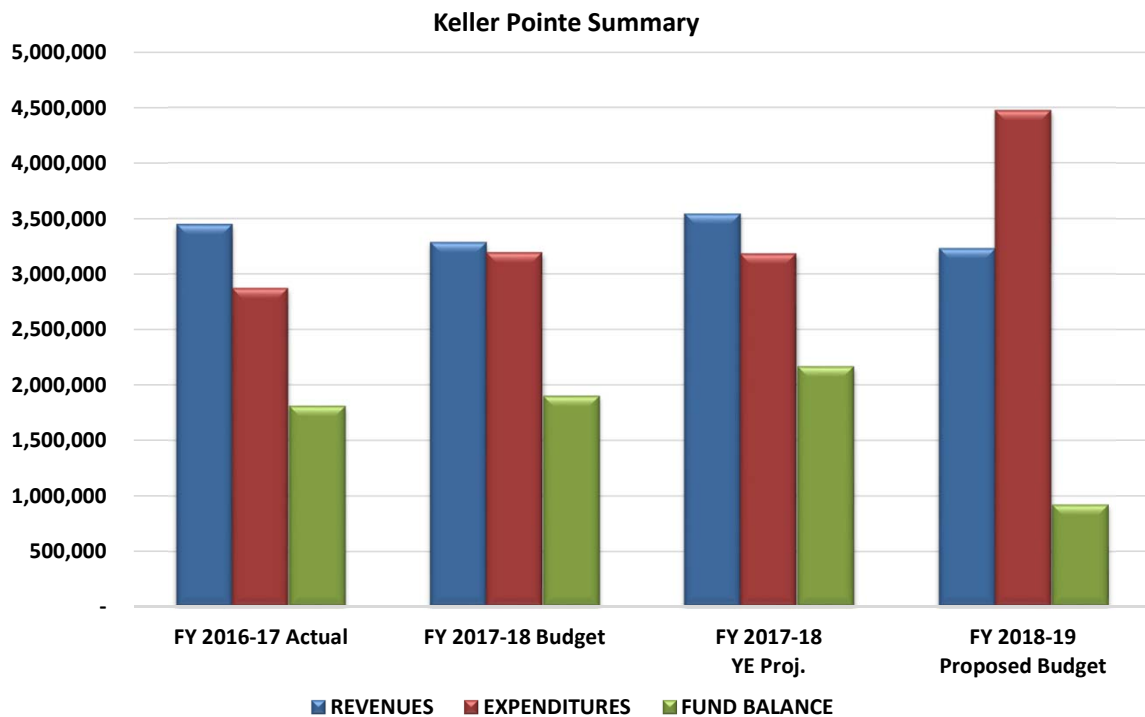
EXPENDITURES BY CATEGORY:

Personnel services	\$ 1,390,951	\$ 1,581,473	\$ 1,561,975	\$ 1,628,144	46,671
Operations & maintenance	383,442	557,705	555,705	430,189	(127,516)
Services & other	999,289	1,016,027	1,038,207	1,052,533	36,506
Transfers to other funds	—	—	—	600,000	600,000
Capital outlay	104,619	42,139	32,139	767,420	725,281
TOTAL	\$ 2,878,301	\$ 3,197,344	\$ 3,188,026	\$ 4,478,286	1,280,942

THE KELLER POINTE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 3,449,393	\$ 3,287,310	\$ 3,544,866	\$ 3,232,000	(55,310)
EXPENDITURES	2,878,301	3,197,344	3,188,026	4,478,286	1,280,942
VARIANCE	571,093	89,966	356,840	(1,246,286)	(1,336,252)
FUND BALANCE	\$ 1,812,202	\$ 1,902,168	\$ 2,169,042	\$ 922,756	(979,412)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	3.00	3.00	3.48	3.48	0.48
Aquatics	16.20	16.30	16.30	16.30	-
Fitness Programs	0.57	0.57	0.57	0.57	-
Recreation	11.66	12.14	11.93	11.93	(0.21)
Facility Maintenance	1.95	2.19	1.95	1.95	(0.24)
Customer Service/Concessions	9.09	9.09	9.09	9.09	-
TOTAL	42.47	43.29	43.32	43.32	0.03

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 224,707	\$ 281,260	\$ 245,627	\$ 281,575	315
Operations & maintenance	43,636	61,360	59,360	31,360	(30,000)
Services & other	485,435	496,370	541,780	564,224	67,854
Capital outlay	16,926	35,000	25,000	-	(35,000)
TOTAL	\$ 770,705	\$ 873,990	\$ 871,767	\$ 877,159	3,169

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Manager (Rec/Aquatics Center)	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	1.00	-
Marketing Coordinator	-	-	0.48	0.48	0.48
TOTAL	3.00	3.00	3.48	3.48	0.48

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 458,601	\$ 479,055	\$ 498,364	\$ 494,097	15,042
Operations & maintenance	104,575	226,700	226,700	84,400	(142,300)
Services & other	16,955	31,866	31,866	16,765	(15,101)
TOTAL	\$ 580,132	\$ 737,621	\$ 756,930	\$ 595,262	(142,359)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	10.42	10.42	10.42	-
Swim Lesson Coordinator	-	0.12	0.12	0.12	-
Swim Instructor	0.44	0.44	0.44	0.44	-
TOTAL	16.20	16.30	16.30	16.30	-

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 9,389	\$ 20,573	\$ 20,573	\$ 18,402	(2,171)
Operations & maintenance	72,209	12,500	12,500	12,500	-
Services & other	114,204	100,791	106,791	106,828	6,037
Capital outlay	19,844	-	-	-	-
TOTAL	\$ 215,646	\$ 133,864	\$ 139,864	\$ 137,730	3,866

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Group Exercise	0.57	-	-	-	-
Group Exercise Coordinator	-	0.57	0.57	0.57	-
TOTAL	0.57	0.57	0.57	0.57	-

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Personnel services	\$ 345,099	\$ 401,914	\$ 394,066	\$ 420,197	18,283
Operations & maintenance	3,858	32,200	32,200	27,200	(5,000)
Services & other	227,116	209,902	208,972	215,795	5,893
Capital outlay	-	-	-	-	-
TOTAL	\$ 576,072	\$ 644,016	\$ 635,238	\$ 663,192	19,176

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Recreation Supervisor	1.00	1.00	1.00	1.00	-
Assistant Recreation Supervisor	1.00	1.00	1.00	1.00	-
Recreation Coordinator	1.85	2.33	-	-	(2.33)
Recreation Leaders	6.27	6.27	6.27	6.27	-
Recreation Assistants	1.05	1.54	1.54	1.54	-
Recreation Assistants Party	0.49	-	-	-	-
Athletic Coordinator	-	-	0.02	0.02	0.02
Birthday Party Coordinator	-	-	0.75	0.75	0.75
Program Coordinator	-	-	0.50	0.50	0.50
Camp Coordinator	-	-	0.85	0.85	0.85
TOTAL	11.66	12.14	11.93	11.93	(0.21)

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Personnel services	\$ 107,248	\$ 122,484	\$ 122,770	\$ 126,942	4,458
Operations & maintenance	148,422	203,845	203,845	232,229	28,384
Services & other	153,833	174,179	145,879	145,376	(28,803)
Capital outlay	-	-	-	-	-
TOTAL	\$ 409,503	\$ 500,508	\$ 472,494	\$ 504,547	4,039

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Building Operations Supervisor	1.00	1.00	1.00	1.00	-
Maintenance Assistant	0.95	-	-	-	-
Building Maintenance Workers	-	1.19	0.95	0.95	(0.24)
TOTAL	1.95	2.19	1.95	1.95	(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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Personnel services	\$ 245,907	\$ 276,187	\$ 280,575	\$ 286,931	10,744
Operations & maintenance	10,742	21,100	21,100	17,500	(3,600)
Services & other	1,746	2,919	2,919	3,545	626
Capital outlay	-	-	-	-	-
TOTAL	\$ 258,394	\$ 300,206	\$ 304,594	\$ 307,976	7,770

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
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 CAPITAL REPLACEMENT DIVISION (125-650-98)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	25,000	25,000
Services & other	-	-	-	-	-
Transfers to other funds	-	-	-	600,000	600,000
Capital outlay	67,849	7,139	7,139	767,420	760,281
TOTAL	\$ 67,849	\$ 7,139	\$ 7,139	\$ 1,392,420	1,385,281

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

THE KELLER POINTE FUND

THE KELLER POINTE FUND NON-DEPARTMENTAL DIVISION (125-990-91)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	-

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-



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SPECIAL REVENUE FUNDS

The Special Revenue Funds are dedicated funds with revenues intended to fund a specific purpose and restricted. This section includes a summary of how each Special Revenue Fund used, summary of the Special Revenue Funds, and individual detailed fund information.

City of **KELLER**



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KELLER DEVELOPMENT CORPORATION FUND

FUND DESCRIPTION:

The Keller Development Corporation (KDC) Fund accounts for proceeds of the ½ cent local sales tax for park and recreation improvements. The KDC budget was approved by the KDC Board of Directors on June 12, 2018. 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 17, 2018.

REVENUE SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
City Sales Taxes	\$ 2,972,792	\$ 2,990,267	\$ 2,986,033	\$ 3,053,219	\$ 62,952
Rental Property Revenue	16,000	16,000	16,000	16,000	-
Interest Revenue-Investments	35,967	4,380	21,619	18,188	13,808
TOTAL	\$ 3,024,759	\$ 3,010,647	\$ 3,023,652	\$ 3,087,407	\$ 76,760

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
All Programs	\$ 67,984	\$ 74,927	\$ 71,777	\$ 79,714	\$ 4,787
Non-Departmental	1,997,769	2,647,097	2,647,097	4,650,297	2,003,200
TOTAL	\$ 2,065,752	\$ 2,722,024	\$ 2,718,874	\$ 4,730,011	\$ 2,007,987

EXPENDITURES BY CATEGORY:

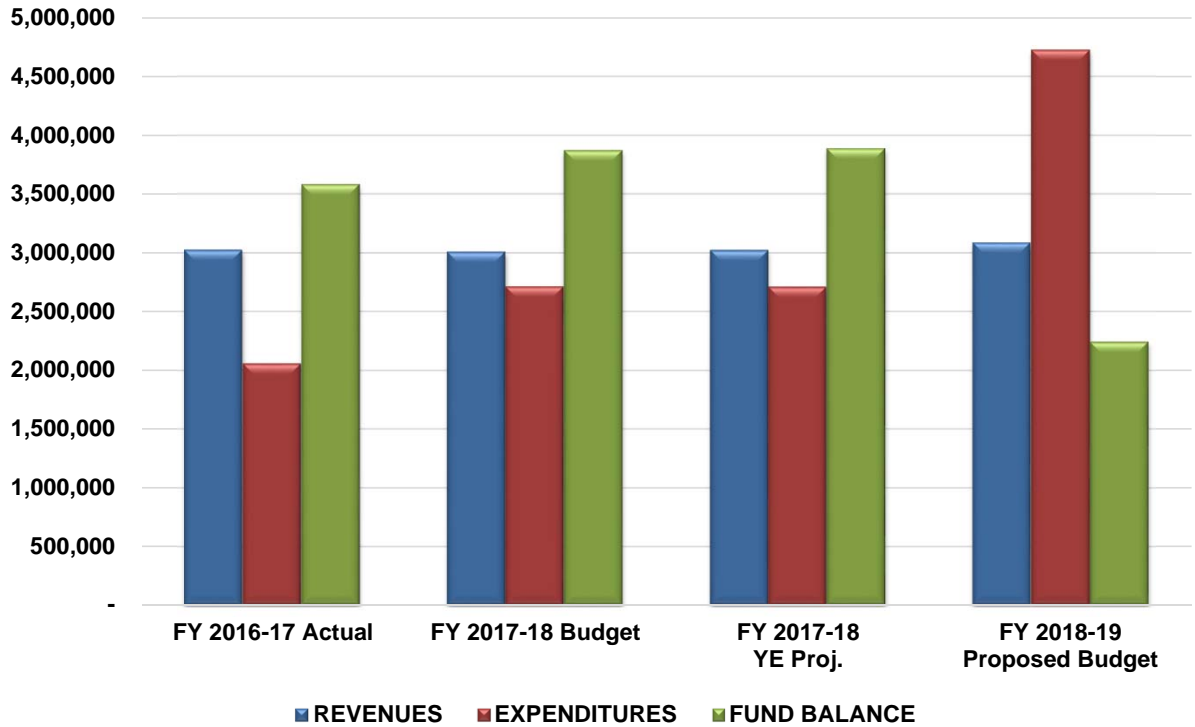
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	11,786	25,400	24,750	25,400	-
Services & other	56,198	49,527	47,027	54,314	4,787
Debt service	1,577,769	1,586,194	1,586,194	1,587,694	1,500
Transfers to other funds	420,000	1,060,903	1,060,903	3,062,603	2,001,700
Capital outlay	-	-	-	-	-
TOTAL	\$ 2,065,752	\$ 2,722,024	\$ 2,718,874	\$ 4,730,011	\$ 2,007,987

KELLER DEVELOPMENT CORPORATION FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 3,024,759	\$ 3,010,647	\$ 3,023,652	\$ 3,087,407	\$ 76,760
EXPENDITURES	2,065,752	2,722,024	2,718,874	4,730,011	2,007,987
VARIANCE	959,007	288,623	304,778	(1,642,604)	(1,931,227)
FUND BALANCE	\$ 3,585,156	\$ 3,873,779	\$ 3,889,934	\$ 2,247,330	\$ (1,626,449)

KDC Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>BY POSITION TITLE:</u>					
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

KELLER DEVELOPMENT CORPORATION FUND

ALL PROGRAMS DIVISION (110-630)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	11,786	25,400	24,750	25,400	-
Services & other	56,198	49,527	47,027	54,314	4,787
TOTAL	\$ 67,984	\$ 74,927	\$ 71,777	\$ 79,714	\$ 4,787

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Debt service	1,577,769	1,586,194	1,586,194	1,587,694	1,500
Transfers to other funds	420,000	1,060,903	1,060,903	3,062,603	2,001,700
TOTAL	\$ 1,997,769	\$ 2,647,097	\$ 2,647,097	\$ 4,650,297	\$ 2,003,200

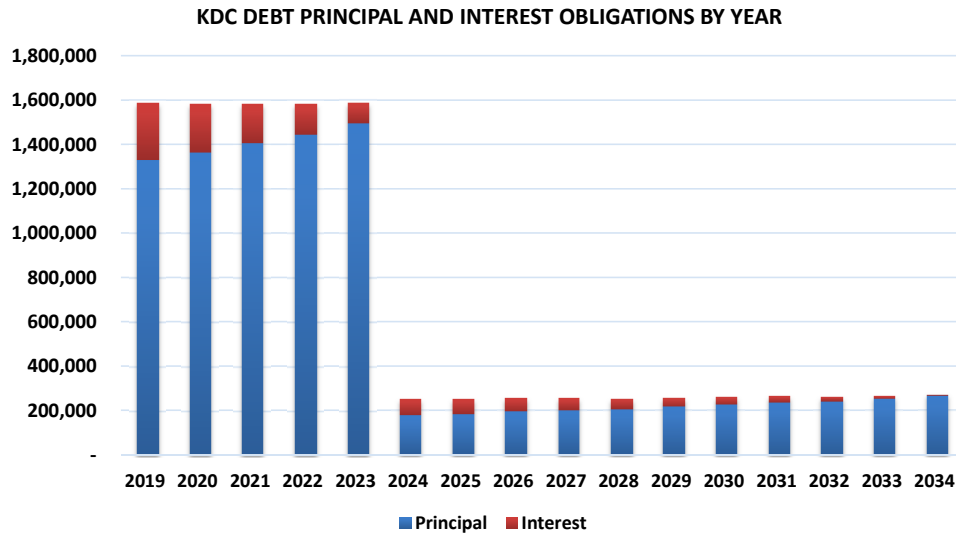
PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

KELLER DEVELOPMENT CORPORATION (KDC) DEBT BY PRINCIPAL AND INTEREST

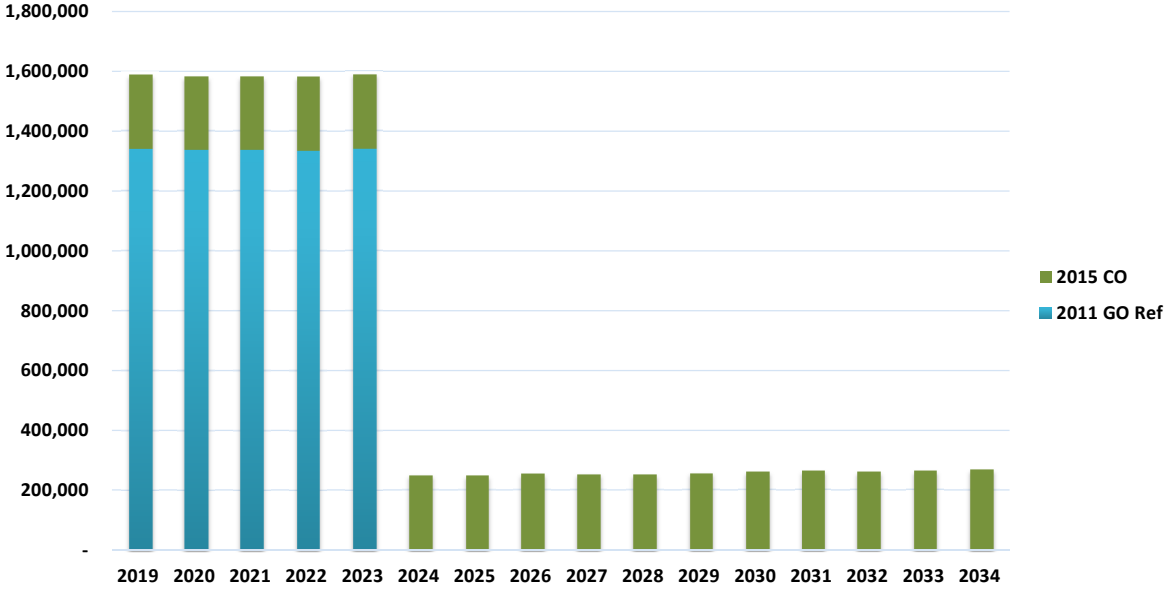
Year	Principal	Interest	Total P+I
2019	\$ 1,330,000	\$ 256,244	\$ 1,586,244
2020	1,365,000	217,419	1,582,419
2021	1,405,000	177,494	1,582,494
2022	1,445,000	136,419	1,581,419
2023	1,495,000	94,044	1,589,044
2024	180,000	69,794	249,794
2025	185,000	64,319	249,319
2026	195,000	58,619	253,619
2027	200,000	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	\$ 9,435,000	\$ 1,310,541	\$ 10,745,541



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
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	\$ 6,686,850	\$ 4,058,691	\$ -	\$ 10,745,541

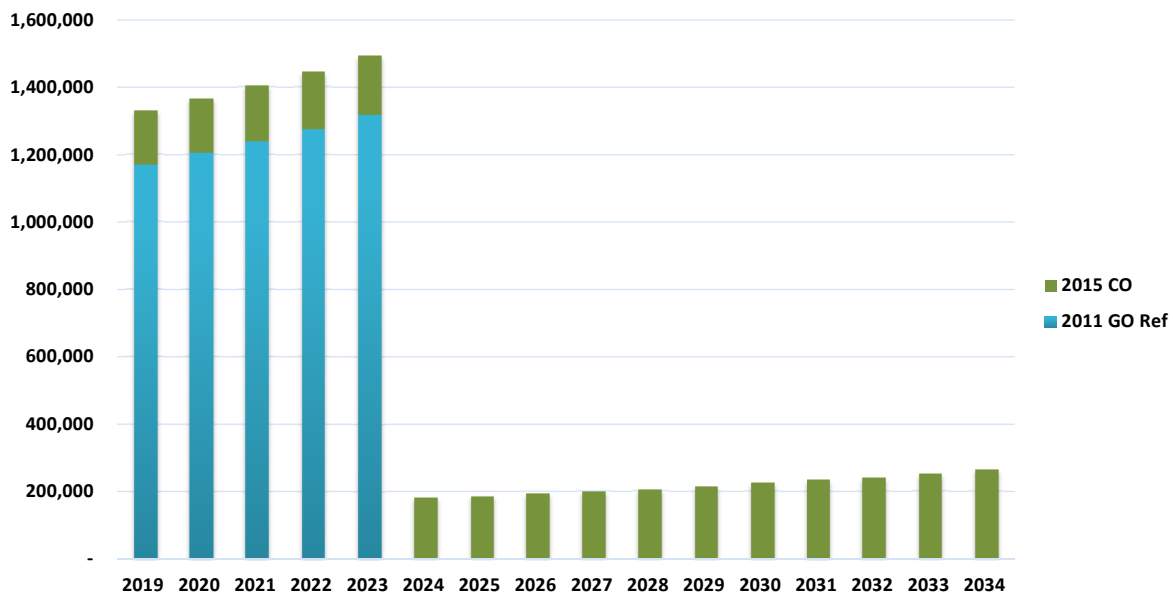
KDC TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	TOTAL
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	\$ 6,210,000	\$ 3,225,000	\$ -	\$ 9,435,000

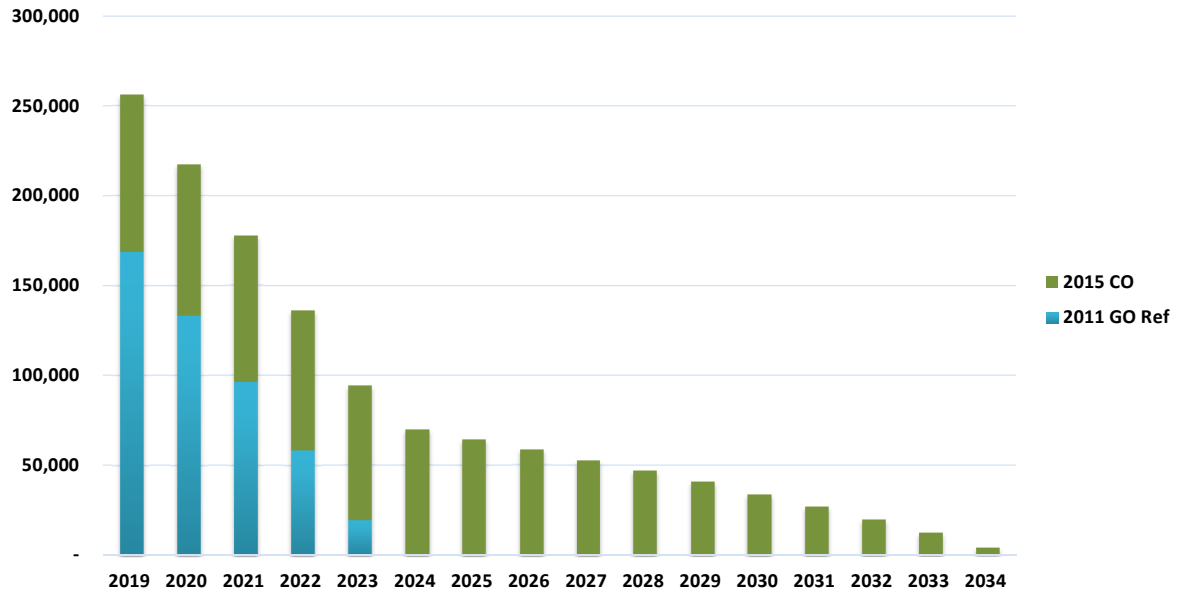
KDC PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2015 CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 476,850	\$ 833,691	\$ -	\$ -

KDC INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

FUND DESCRIPTION:

The Keller Crime Control Prevention District Fund, created in FY2002, accounts for the resources and revenue derived from the crime control district sales tax, authorized by an election in November 2001. In May 2006, voters authorized to extend the tax by an additional 15 years. In November 2007, voters authorized a reduction in the rate from three-eighths of one percent (0.375%) to one-quarter of one percent (0.25%). This reallocation became effective April 1, 2008.

REVENUE SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
City Sales Taxes	\$ 1,407,983	\$ 1,374,446	\$ 1,372,712	\$ 1,403,598	\$ 29,152
I/G Rev-Southlake	22,000	11,000	11,000	11,000	-
I/G Rev-Colleyville	18,000	9,000	9,000	9,000	-
Auction Proceeds	(10,001)	12,777	32,313	12,777	-
Gain/Loss On Disp Of Assets	36,329	-	-	-	-
Interest Revenue-Investments	60,173	9,380	106,310	9,380	-
TOTAL	\$ 1,534,485	\$ 1,416,603	\$ 1,531,335	\$ 1,445,755	\$ 29,152

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	\$ 11,019	\$ 19,400	\$ 19,400	\$ 118,651	\$ 99,251
Facility Improvements	-	-	-	127,500	127,500
Capital Improvements	101,537	250,000	250,000	450,000	200,000
Technology Improvements	64,295	80,732	80,732	101,300	20,568
Police Operations	318,198	303,910	303,910	425,505	121,595
Non-Departmental	524,350	529,500	529,500	531,000	1,500
TOTAL	\$ 1,019,398	\$ 1,183,542	\$ 1,183,542	\$ 1,753,956	\$ 570,414

EXPENDITURES BY CATEGORY:

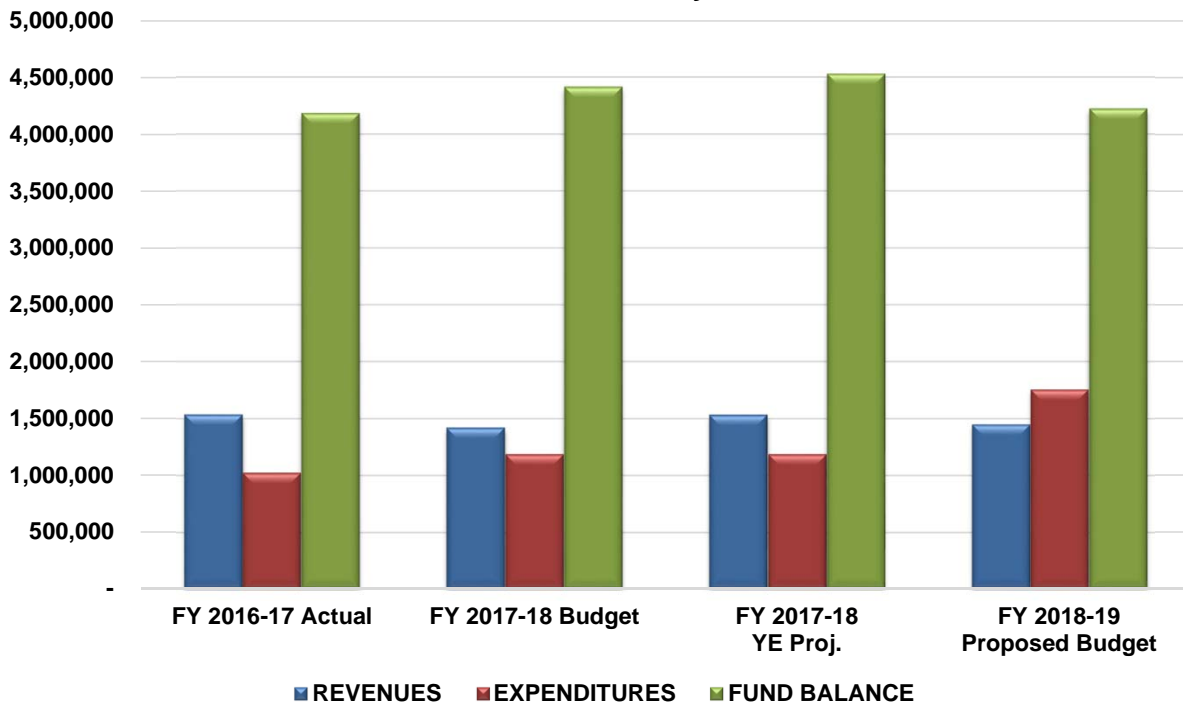
Personnel services	\$ -	\$ -	\$ -	\$ 100,251	\$ 100,251
Operations & maintenance	113,399	420,810	420,810	640,690	219,880
Services & other	28,161	49,972	49,972	53,190	3,218
Debt service	524,350	529,500	529,500	531,000	1,500
Capital outlay	353,488	183,260	183,260	428,825	245,565
TOTAL	\$ 1,019,398	\$ 1,183,542	\$ 1,183,542	\$ 1,753,956	\$ 570,414

KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,534,485	\$ 1,416,603	\$ 1,531,335	\$ 1,445,755	\$ 29,152
EXPENDITURES	1,019,398	1,183,542	1,183,542	1,753,956	570,414
VARIANCE	515,087	233,061	347,793	(308,201)	(541,262)
FUND BALANCE	\$ 4,181,677	\$ 4,414,738	\$ 4,529,470	\$ 4,221,269	(193,469)

KCCPD Summary



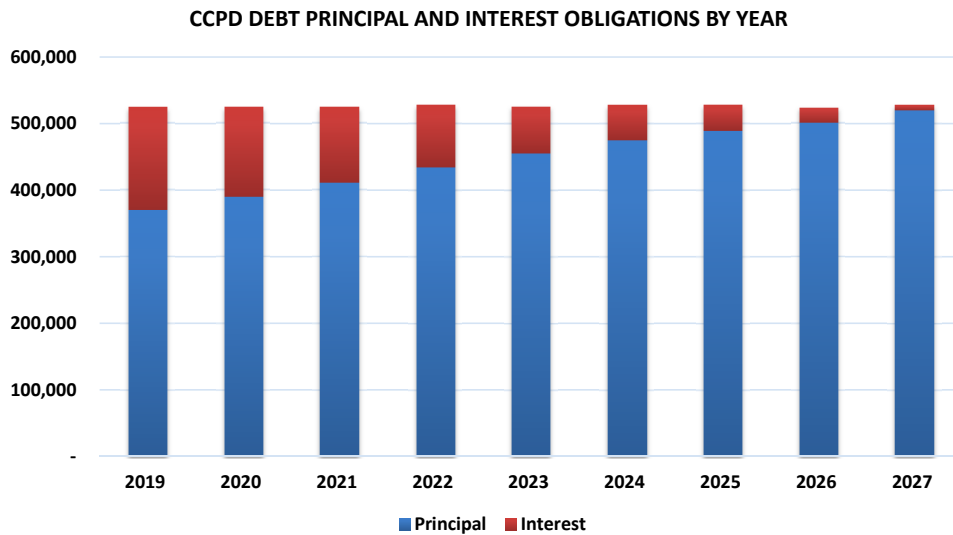
PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	-	-	-	-	-
Police Operations	-	-	-	-	-
Non-Departmental	-	-	-	-	-
TOTAL	-	-	-	-	-

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

Year	Principal	Interest	Total P+I
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	\$ 4,045,000	\$ 692,800	\$ 4,737,800

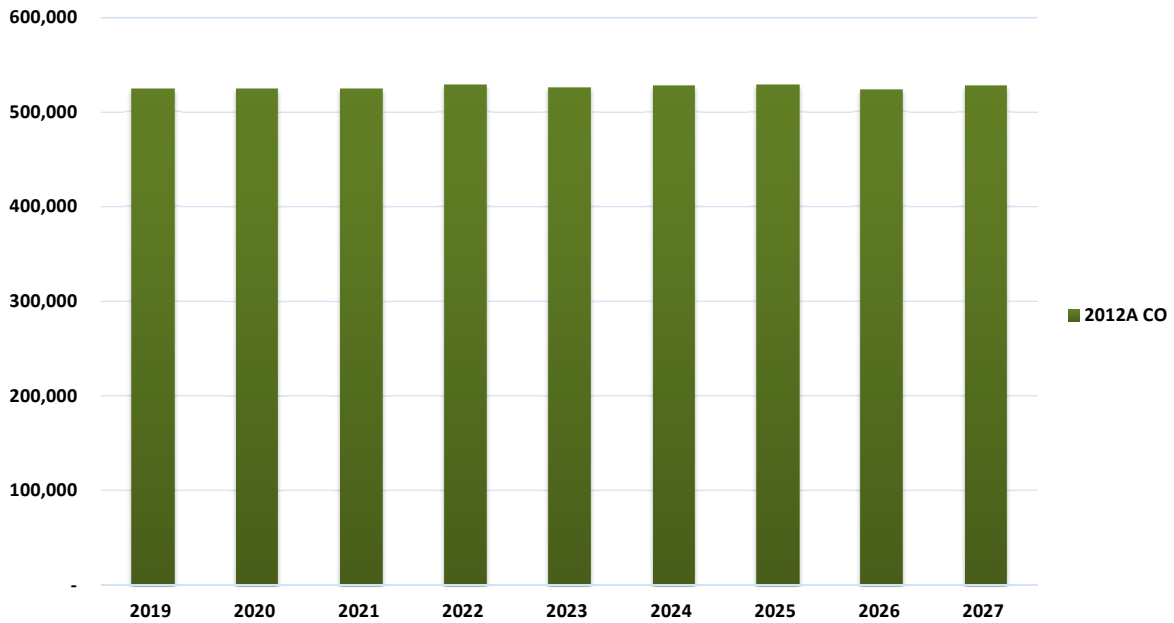


KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 4,737,800	\$ 4,737,800

KCCPD TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE

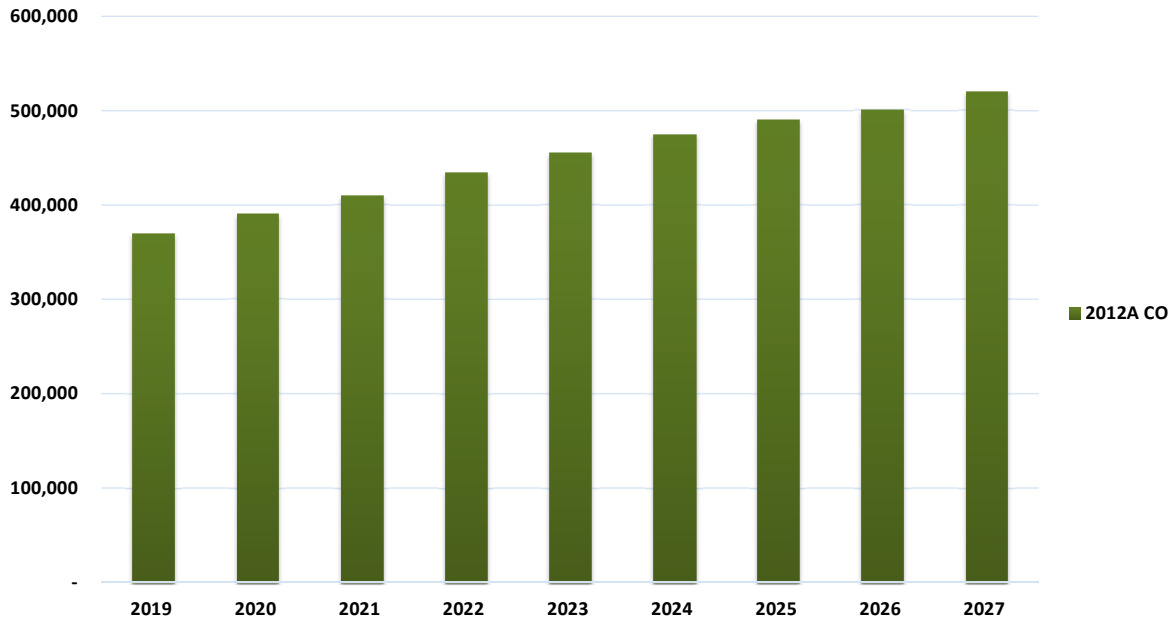


KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 4,045,000	\$ 4,045,000

KCCPD PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE

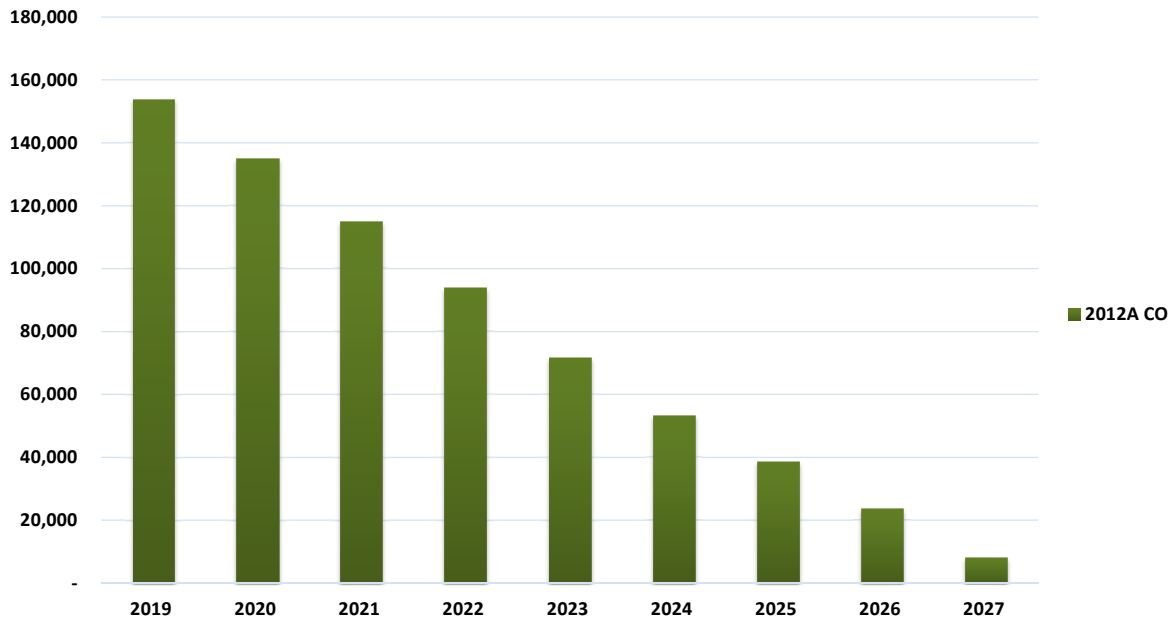


KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 692,800	\$ 692,800

KCCPD INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



PUBLIC SAFETY SPECIAL REVENUE FUND

FUND DESCRIPTION:

This fund is related to limited use public safety revenue provided by the State, forfeiture activities, and beginning with FY 2018-19, KISD funding of a part-time School Resource Officer (SRO). Prior to FY 2018-19, the fund met the policy requirement to be a non-budgeted fund, however, the KISD revenue and FTE expenditures will be budgeted going forward.

REVENUE SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
I/G Rev-Kisd	\$ -	\$ -	\$ -	\$ 66,951	\$ 66,951
TOTAL	\$ -	\$ -	\$ -	\$ 66,951	\$ 66,951

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	\$ (20,000)	\$ -	\$ -	\$ 67,951	\$ 67,951
TOTAL	\$ (20,000)	\$ -	\$ -	\$ 67,951	\$ 67,951

EXPENDITURES BY CATEGORY:

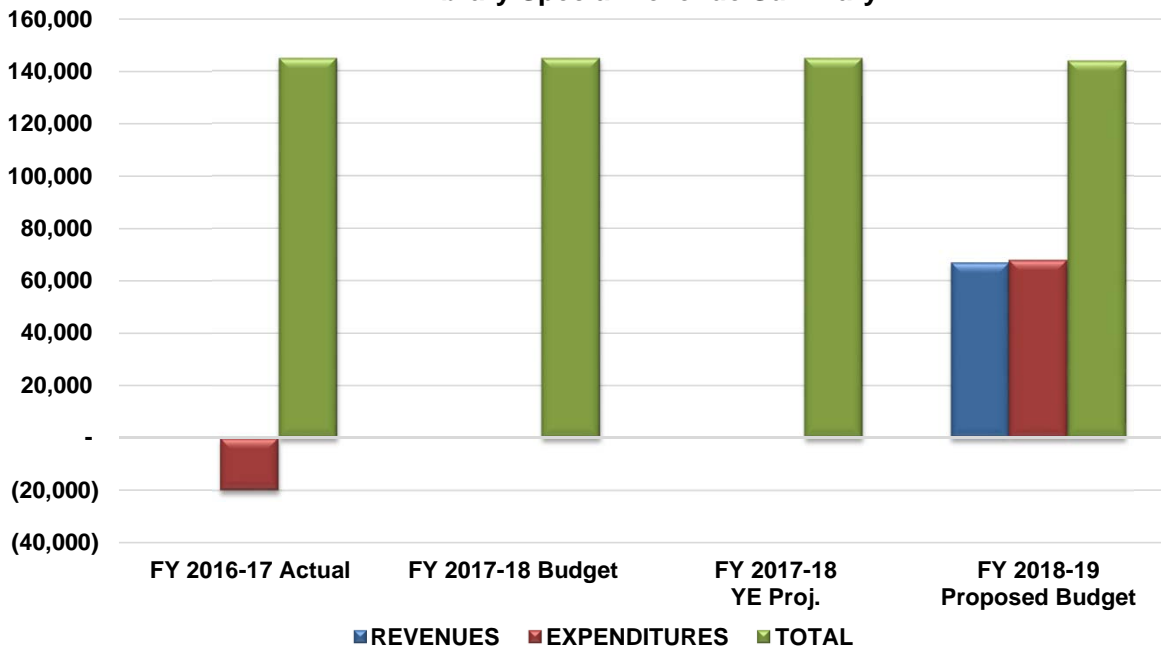
Personnel services	\$ -	\$ -	\$ -	\$ 66,951	\$ 66,951
Operations & maintenance	-	-	-	-	-
Services & other	(20,000)	-	-	1,000	1,000
Wholesale water purchases	-	-	-	-	-
Wastewater Services-TRA	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ (20,000)	\$ -	\$ -	\$ 67,951	\$ 67,951

PUBLIC SAFETY SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ -	\$ -	\$ -	\$ 66,951	\$ 66,951
EXPENDITURES	(20,000)	-	-	67,951	67,951
VARIANCE	20,000	-	-	(1,000)	(1,000)
TOTAL	\$ 144,924	\$ 144,924	\$ 144,924	\$ 143,924	\$ (1,000)

Library Special Revenue Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
School Resource Officer - PT	-	-	-	0.75	0.75
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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Interest Revenue-Investments	4,564	1,250	3,505	1,250	-
Revenue-Taaf Swimming	43,982	36,000	45,087	36,000	-
Revenue-Misc Special Events	34,009	100,700	116,306	100,700	-
Revenue-Hollydays	10,237	-	-	-	-
Revenue-Rec The Park	24,635	-	-	-	-
Revenue-Sr Svs Coffee	24,573	20,000	45,455	20,000	-
Revenue-Sr Svs Trips	46,317	30,000	30,000	30,000	-
Revenue-Ticket Sales	102	300	85	300	-
Donations-Utility Billing	7,349	7,200	7,200	7,200	-
Donations-Sr Svs	40,642	40,000	28,154	40,000	-
Donations-Mmow Meals On Wheels	9,048	6,500	9,474	6,500	-
Donations-Sr Svs Newsletter	2,950	3,000	75	3,000	-
Donations-Parks	12	2,250	-	2,250	-
Rec The Park Revenue	437	-	-	-	-
Donations-Concerts In The Park	-	-	-	-	-
Donations-Veterans Memorial	75	300	75	300	-
Transfer From General Fund	-	47,600	47,600	47,600	-
TOTAL	\$ 248,931	\$ 295,100	\$ 333,016	\$ 295,100	\$ -

RECREATION SPECIAL REVENUE FUND

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
<u>EXPENDITURES BY DIVISION:</u>					
Administration	\$ -	\$ 7,200	\$ 7,200	\$ 7,200	\$ -
Senior Services Programs	92,621	95,350	122,100	95,350	-
Special Events	114,016	175,600	175,600	175,600	-
Grant and Donation Projects	32	11,446	11,446	11,446	-
TOTAL	\$ 206,669	\$ 289,596	\$ 316,346	\$ 289,596	\$ -

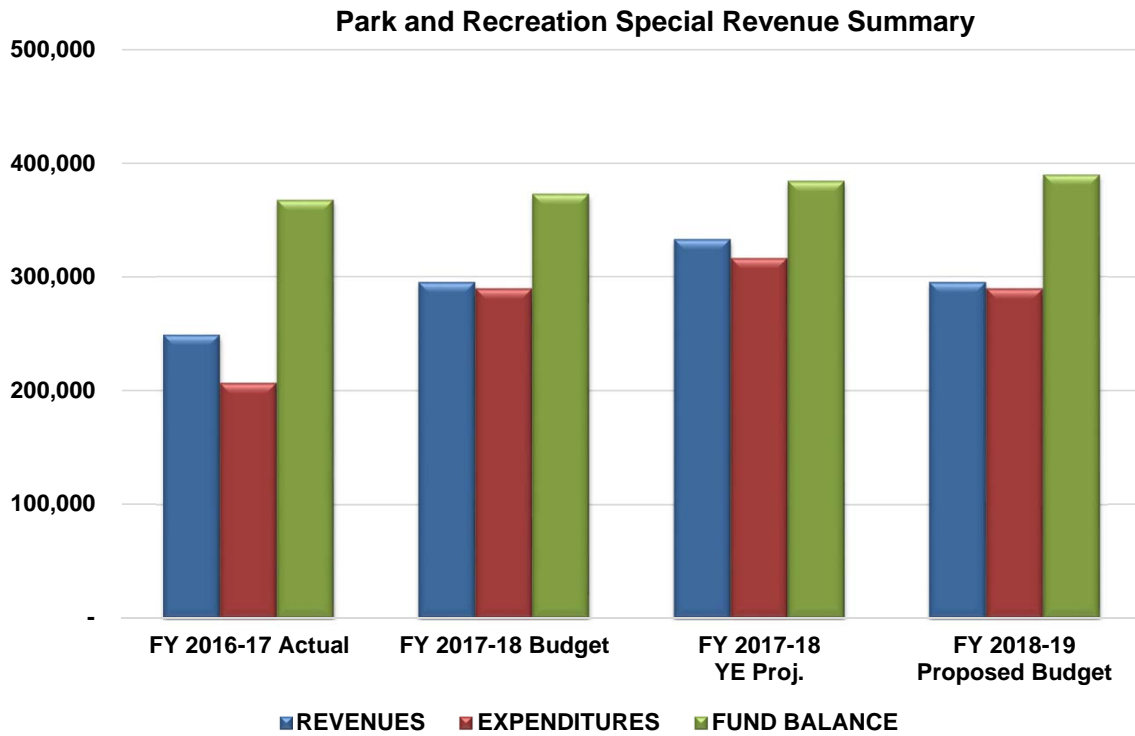
EXPENDITURES BY CATEGORY:

Personnel services	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	\$ -
Services & other	206,669	288,196	314,946	288,196	-
TOTAL	\$ 206,669	\$ 289,596	\$ 316,346	\$ 289,596	\$ -

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 248,931	\$ 295,100	\$ 333,016	\$ 295,100	\$ -
EXPENDITURES	206,669	289,596	316,346	289,596	-
VARIANCE	42,262	5,504	16,670	5,504	-
FUND BALANCE	\$ 367,352	\$ 372,856	\$ 384,022	\$ 389,526	\$ 16,670

RECREATION SPECIAL REVENUE FUND



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this division					
TOTAL	-	-	-	-	-

RECREATION SPECIAL REVENUE FUND

RECREATION SPECIAL REVENUE FUND ADMINISTRATION DIVISION (112-630)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Services & other	-	7,200	7,200	7,200	-
TOTAL	\$ -	\$ 7,200	\$ 7,200	\$ 7,200	\$ -

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	\$ -
Services & other	92,621	93,950	120,700	93,950	-
TOTAL	\$ 92,621	\$ 95,350	\$ 122,100	\$ 95,350	\$ -

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Services & other	114,016	175,600	175,600	175,600	-
TOTAL	\$ 114,016	\$ 175,600	\$ 175,600	\$ 175,600	\$ -

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Services & other	32	11,446	11,446	11,446	-
TOTAL	\$ 32	\$ 11,446	\$ 11,446	\$ 11,446	\$ -

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Technology Fines/Fees	\$ 37,856	\$ 35,594	\$ 30,848	\$ 35,594	\$ -
Bldg Security Fines/Fees	27,580	26,177	23,078	26,177	-
School Crossing Fines	26,006	17,688	9,194	17,688	-
Teen Court Fines	3,544	1,490	103	1,490	-
Truancy Prev	9,033	-	4,135	-	-
Juvenile Case Manager Fines	45,970	51,434	36,590	51,434	-
Jury Fines	750	-	153	-	-
Interest Revenue-Investments	1,792	2,440	2,320	2,440	-
TOTAL	\$ 152,530	\$ 134,823	\$ 106,421	\$ 134,823	\$ -

EXPENDITURE SUMMARY

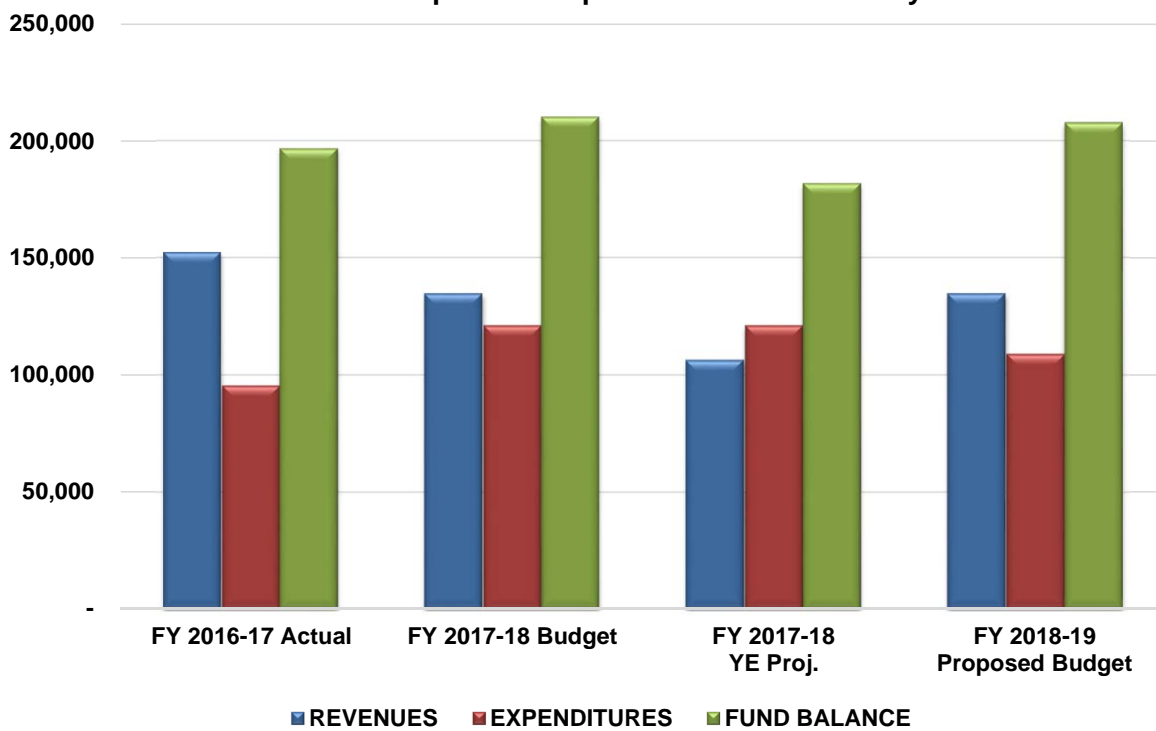
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	58,902	52,656	52,656	33,969	(18,687)
Services & other	36,598	68,546	68,546	74,965	6,419
Capital outlay	-	-	-	-	-
TOTAL	\$ 95,500	\$ 121,202	\$ 121,202	\$ 108,934	\$ (12,268)

MUNICIPAL COURT SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 152,530	\$ 134,823	\$ 106,421	\$ 134,823	\$ -
EXPENDITURES	95,500	121,202	121,202	108,934	(12,268)
VARIANCE	57,030	13,621	(14,781)	25,889	12,268
FUND BALANCE	\$ 196,659	\$ 210,280	\$ 181,878	\$ 207,767	\$ (2,513)

Municipal Court Special Revenue Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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." 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Franchise Fees-Verizon	\$ 93,471	\$ 95,015	\$ 85,993	\$ 89,752	\$ (5,263)
Franchise Fees-Tv Cable	26,742	27,001	31,293	25,463	(1,538)
Franchise Fees-Sbc/At&T	17,928	18,337	15,076	15,996	(2,341)
Franchise Fee-One Source Comm	8,721	8,678	8,195	8,195	(483)
Interest Revenue-Investments	6,089	2,130	3,716	3,464	1,334
TOTAL	\$ 152,951	\$ 151,161	\$ 144,273	\$ 142,870	\$ (8,291)

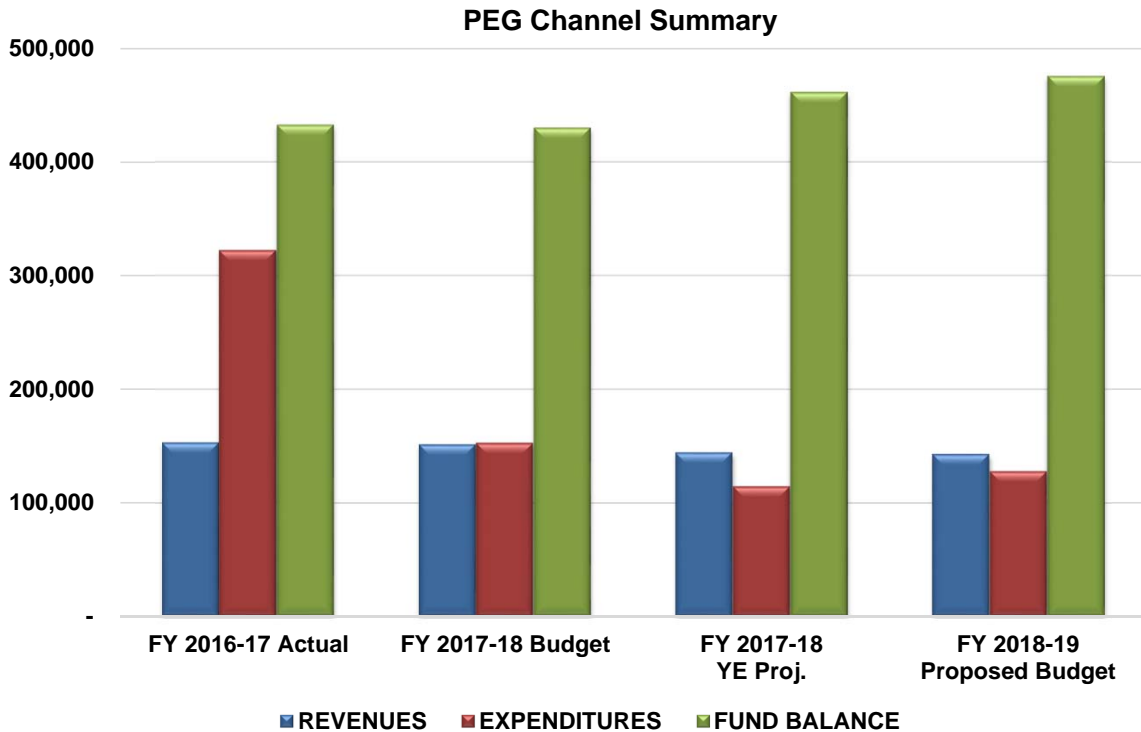
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	96,551	26,100	18,100	36,100	10,000
Services & other	5,278	52,500	52,500	52,500	-
Capital outlay	220,398	75,000	45,000	40,000	(35,000)
TOTAL	\$ 322,227	\$ 153,600	\$ 115,600	\$ 128,600	\$ (25,000)

PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 152,951	\$ 151,161	\$ 144,273	\$ 142,870	\$ (8,291)
EXPENDITURES	322,227	153,600	115,600	128,600	(25,000)
VARIANCE	(169,276)	(2,439)	28,673	14,270	16,709
FUND BALANCE	\$ 432,564	\$ 430,125	\$ 461,237	\$ 475,507	\$ 45,382



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Solid Waste/Garbage Fees	\$ 34,143	\$ 33,631	\$ 35,723	\$ 33,631	\$ -
Interest Revenue-Investments	2,257	440	1,800	440	-
TOTAL	\$ 36,400	\$ 34,071	\$ 37,523	\$ 34,071	\$ -

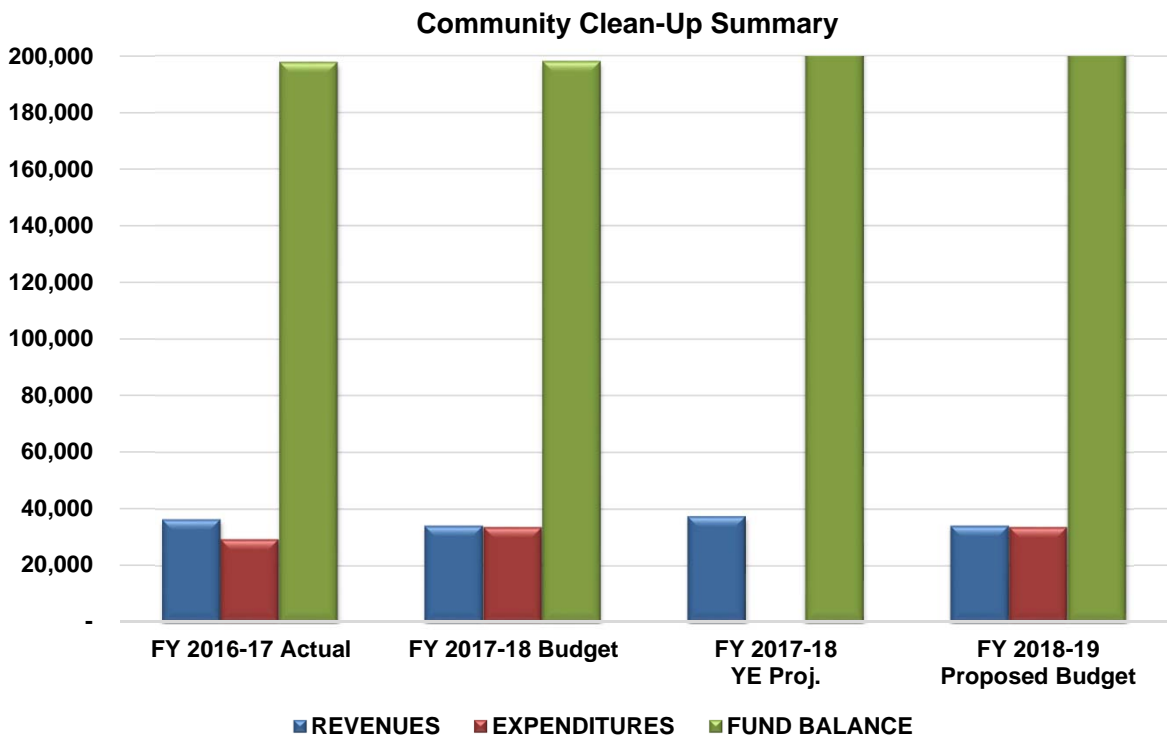
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
EXPENDITURES BY DIVISION:					
Non-Departmental	\$ 29,338	\$ 33,631	\$ -	\$ 33,631	-
TOTAL	\$ 29,338	\$ 33,631	\$ -	\$ 33,631	-
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	5,000	-	5,000	-
Services & other	29,338	28,631	-	28,631	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 29,338	\$ 33,631	\$ -	\$ 33,631	\$ -

COMMUNITY CLEAN-UP FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 36,400	\$ 34,071	\$ 37,523	\$ 34,071	\$ -
EXPENDITURES	29,338	33,631	-	33,631	-
VARIANCE	7,062	440	37,523	440	-
FUND BALANCE	\$ 197,693	\$ 198,133	\$ 235,216	\$ 235,656	\$ 37,523



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
City Sales Taxes	\$ 1,486,396	\$ 1,495,133	\$ 1,493,016	\$ 1,526,609	\$ 31,476
Sidewalk Fees	26,389	36,607	40,289	36,607	-
Write Off Recovery	-	-	-	-	-
Grant-Local	-	-	-	-	-
Interest Revenue-Investments	13,749	18,278	-	18,278	-
Interest Revenue-Assessments	62	104	1,916	104	-
TOTAL	\$ 1,526,595	\$ 1,550,122	\$ 1,535,221	\$ 1,581,598	\$ 31,476

EXPENDITURE SUMMARY

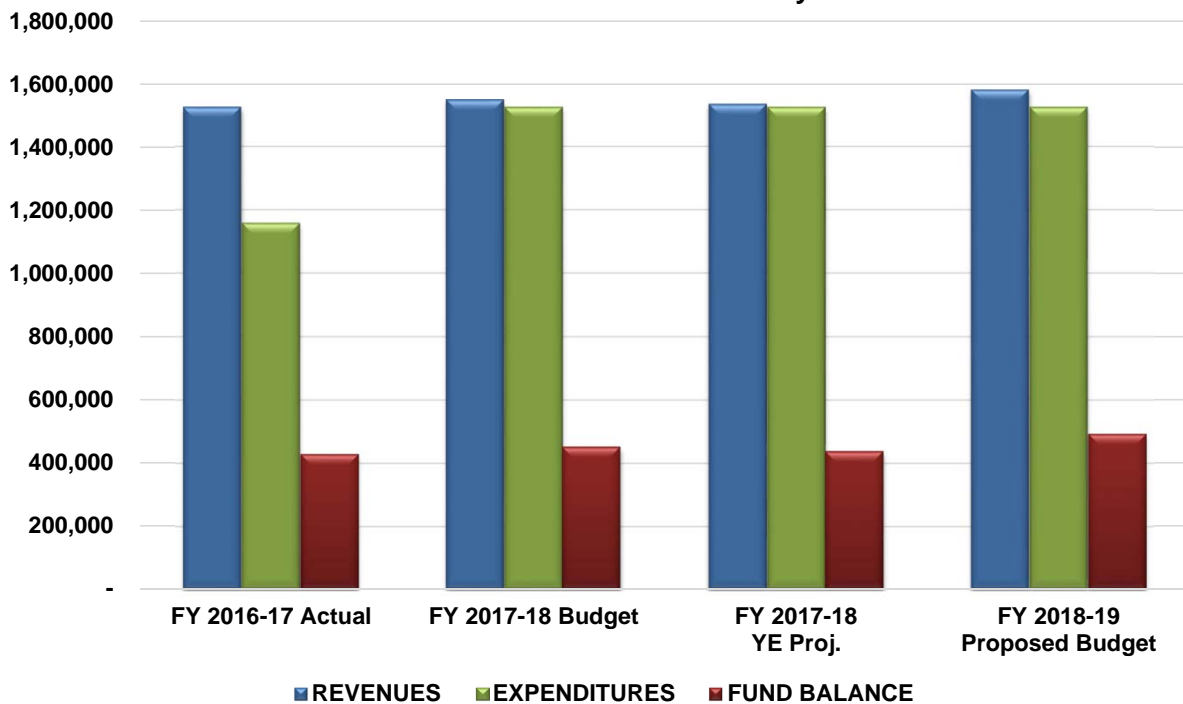
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	79,509	-	-	-	-
Services & other	5,814	30,000	-	-	(30,000)
Transfers to other funds	1,075,000	1,496,250	1,496,250	1,526,609	30,359
Capital outlay	925	-	30,000	-	-
TOTAL	\$ 1,161,248	\$ 1,526,250	\$ 1,526,250	\$ 1,526,609	\$ 359

STREET AND SIDEWALK IMPROVEMENTS FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,526,595	\$ 1,550,122	\$ 1,535,221	\$ 1,581,598	\$ 31,476
EXPENDITURES	1,161,248	1,526,250	1,526,250	1,526,609	359
VARIANCE	365,348	23,872	8,971	54,989	31,117
FUND BALANCE	\$ 428,222	\$ 452,094	\$ 437,193	\$ 492,182	\$ 40,088

Street Maintenance Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
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: On-going payments for debt supported by 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Current Taxes	\$ 5,772,981	\$ 5,326,795	\$ 5,326,795	\$ 4,082,227	\$ (1,244,568)
Delinquent Taxes	26,374	24,326	25,384	24,326	-
Penalty & Interest-Taxes	21,120	17,967	17,425	17,967	-
Premium On Debt Issuance	-	-	-	-	-
Debt Issuance-Refunding Bonds	-	-	-	-	-
Interest Revenue-Investments	22,860	13,052	27,391	13,052	-
Transfer From Kdc	-	-	-	-	-
Transfer From W&S Fund	-	-	-	-	-
TOTAL	\$ 5,843,334	\$ 5,382,140	\$ 5,396,995	\$ 4,137,572	\$ (1,244,568)

EXPENDITURE SUMMARY

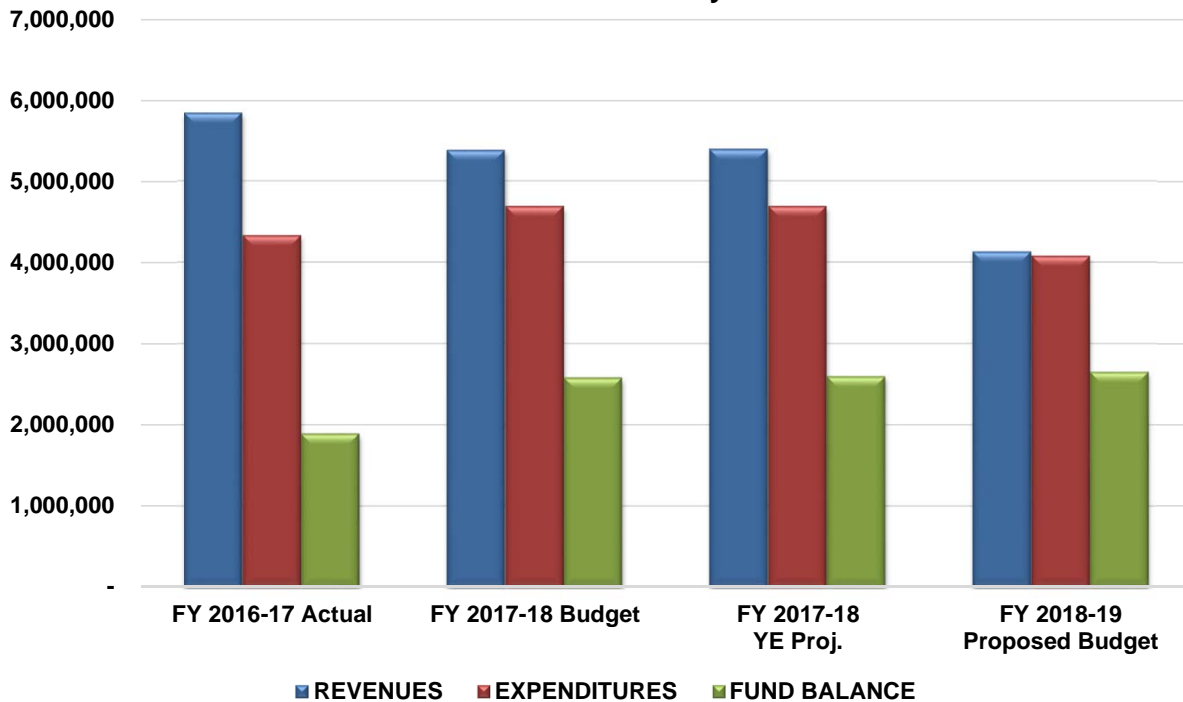
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Services & other	1,617	1,500	1,500	1,500	-
Debt service	3,924,626	4,446,739	4,446,739	4,080,950	(365,789)
Transfers to other funds	407,320	245,244	245,244	-	(245,244)
Capital outlay	-	-	-	-	-
TOTAL	\$ 4,333,563	\$ 4,693,483	\$ 4,693,483	\$ 4,082,450	\$ (611,033)

DEBT SERVICE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 5,843,334	\$ 5,382,140	\$ 5,396,995	\$ 4,137,572	\$ (1,244,568)
EXPENDITURES	4,333,563	4,693,483	4,693,483	4,082,450	(611,033)
VARIANCE	1,509,771	688,657	703,512	55,122	(633,535)
FUND BALANCE	\$ 1,891,423	\$ 2,580,080	\$ 2,594,935	\$ 2,650,057	\$ 69,977

Debt Service Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
BY POSITION TITLE:					
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

DEBT SERVICE FUND

LEGAL DEBT MARGIN

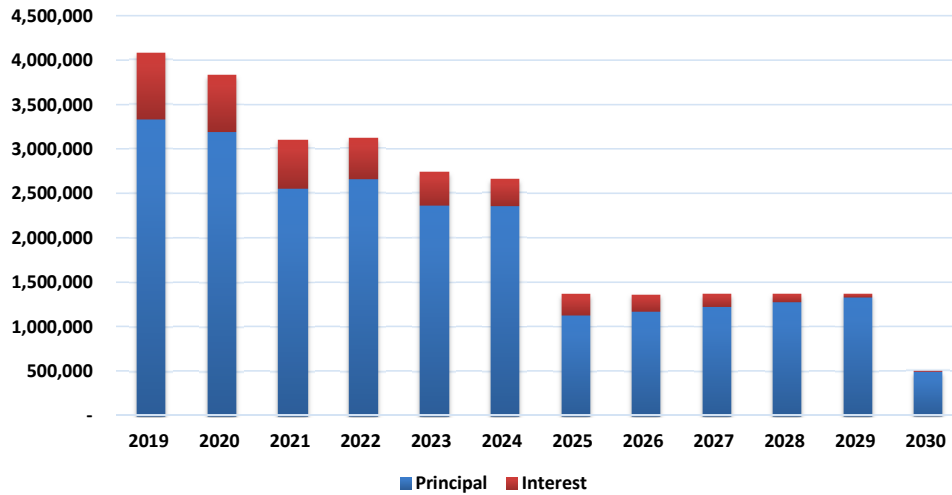
The State of Texas limits general obligation debt of the City of Keller to a maximum debt service rate of \$2.50 for \$100 assessed valuation and administratively the Attorney General of the State of Texas will permit a maximum debt service rate of \$1.50 of ad valorem tax rate for general obligation debt service.

FISCAL YEAR	ASSESSED VALUATION	STATE LEGAL ANNUAL MAXIMUM DEBT LEVEL	ATTORNEY GENERAL	DEBT PER CAPITA
2012-13	3,625,220,522	90,630,513	54,378,308	117.21
2013-14	3,697,199,561	92,429,989	55,457,993	118.94
2014-15	3,927,877,533	98,196,938	58,918,163	113.00
2015-16	4,031,288,750	100,782,219	60,469,331	115.06
2016-17	4,475,507,344	111,887,684	67,132,610	117.40
2017-18	4,657,305,710	116,432,643	69,859,586	113.27
2018-19	\$ 5,121,689,116	\$ 128,042,228	\$ 76,825,337	\$ 91.52

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

Year	Principal	Interest	Total P+I
2019	\$ 3,324,046	\$ 750,903	\$ 4,074,949
2020	3,191,207	638,141	3,829,348
2021	2,548,564	543,264	3,091,829
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	\$ 23,017,276	\$ 3,821,615	\$ 26,838,892

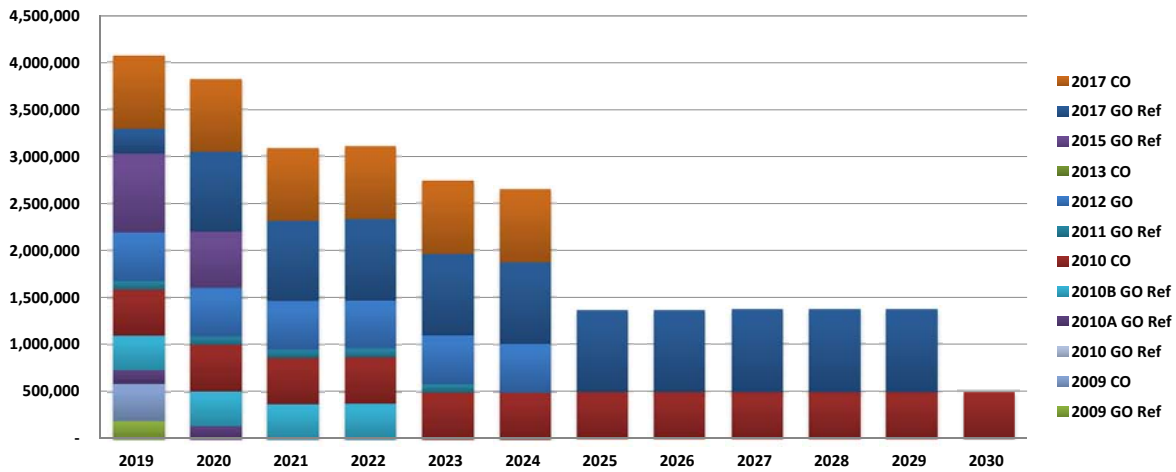
I&S DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



GENERAL PURPOSE (I&S) OUTSTANDING TOTAL 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 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	
2019	\$ 193,800	\$ 392,700	\$ -	\$ 137,000	\$ 369,826	\$ 494,324	\$ 91,400	\$ 511,550	\$ -	\$ 844,700	\$ 261,700	\$ 777,950	\$ 4,074,949
2020	-	-	-	137,362	371,212	492,174	89,000	513,500	-	601,800	849,369	774,931	3,829,348
2021	-	-	-	-	364,974	493,624	91,525	512,500	-	-	855,081	774,125	3,091,829
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	\$ 193,800	\$ 392,700	\$ -	\$ 274,362	\$ 1,476,740	\$ 5,932,953	\$ 452,100	\$ 3,082,425	\$ -	\$ 1,446,500	\$ 8,929,575	\$ 4,657,738	\$ 26,838,892

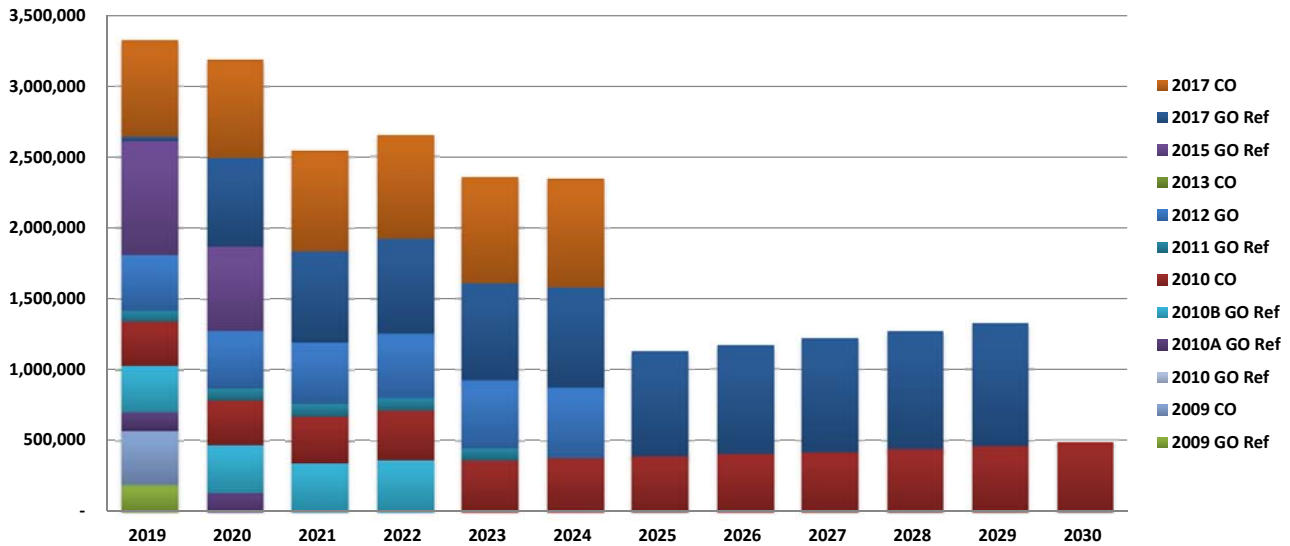
I&S TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2009 GENERAL OBLIGATION REF & IMP	2009 CERTIFICAT E 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
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	-	-	-	135,000	336,207	320,000	80,000	410,000	-	590,000	625,000	695,000	3,191,207
2021	-	-	-	-	343,564	335,000	85,000	430,000	-	-	645,000	710,000	2,548,564
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	\$ 190,000	\$ 385,000	\$ -	\$ 265,000	\$ 1,367,276	\$ 4,685,000	\$ 420,000	\$ 2,665,000	\$ -	\$ 1,395,000	\$ 7,320,000	\$ 4,325,000	\$ 23,017,276

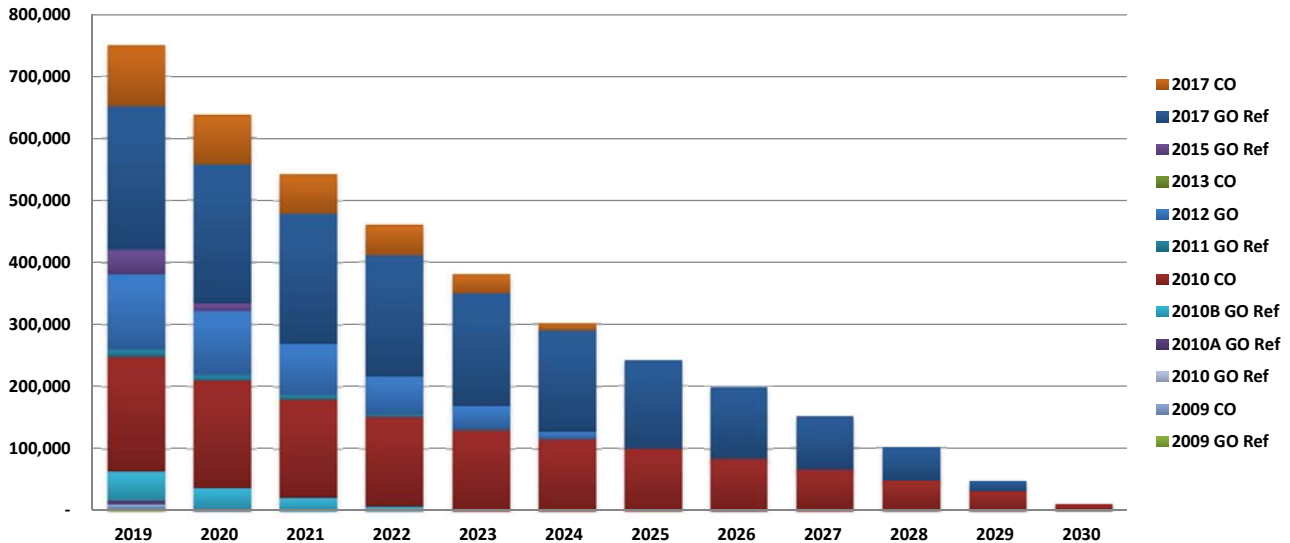
I&S PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	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	GENERAL OBLIGATION REF & IMP	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	CERTIFICATE OF OBLIGATION		
2019	\$ 3,800	\$ 7,700	\$ -	\$ 7,000	\$ 45,780	\$ 184,324	\$ 11,400	\$ 121,550	\$ -	\$ 39,700	\$ 231,700	\$ 97,950	\$ 750,903										
2020	-	-	-	2,362	35,005	172,174	9,000	103,500	-	11,800	224,369	79,931	638,141										
2021	-	-	-	-	21,410	158,624	6,525	82,500	-	-	210,081	64,125	543,264										
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	\$ 3,800	\$ 7,700	\$ -	\$ 9,362	\$ 109,464	\$ 1,247,953	\$ 32,100	\$ 417,425	\$ -	\$ 51,500	\$ 1,609,575	\$ 332,738	\$ 3,821,615										

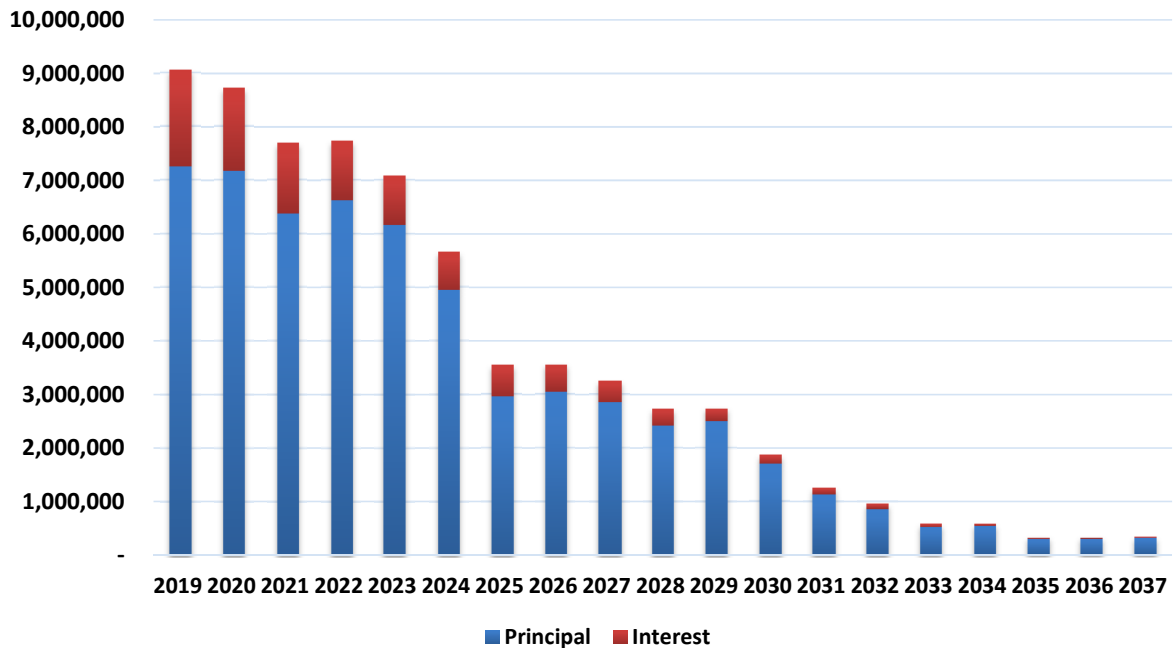
I&S INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED TOTAL DEBT BY PRINCIPAL AND INTEREST

Year	Principal	Interest	Total P+I
2019	\$ 7,265,000	\$ 1,797,673	\$ 9,062,673
2020	7,170,000	1,553,140	8,723,140
2021	6,370,000	1,327,558	7,697,558
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	\$ 57,990,000	\$ 10,029,894	\$ 68,019,894

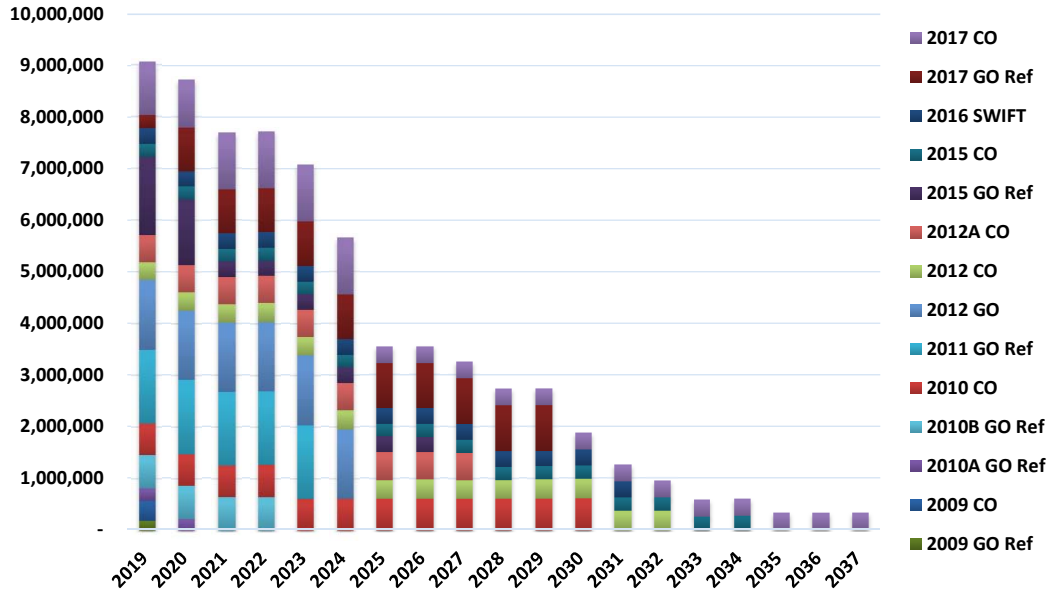
COMBINED DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2009 GENERAL OBLIGATION REF & IMP	2009 CERTIFICATE OF OBLIGATION	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
2019	\$ 193,800	\$ 392,700	\$ 226,463	\$ 645,663	\$ 613,163	\$ 1,430,150	\$ 1,343,250	\$ 349,785
2020	-	-	223,850	651,800	607,563	1,427,125	1,345,875	352,091
2021	-	-	-	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	\$ 193,800	\$ 392,700	\$ 450,313	\$ 2,598,063	\$ 7,343,919	\$ 7,138,950	\$ 8,072,875	\$ 5,088,243

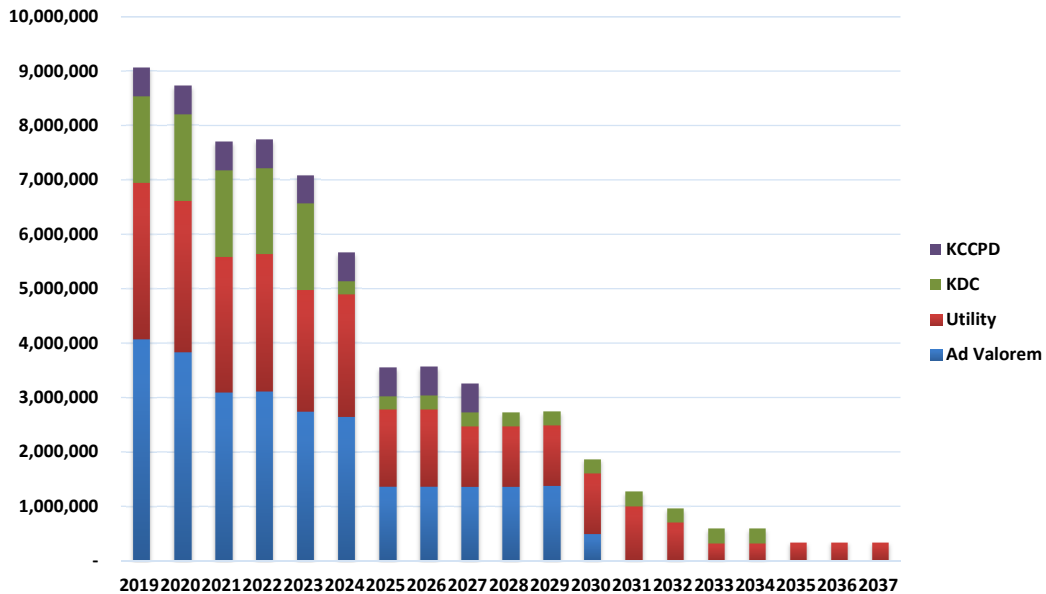
COMBINED TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

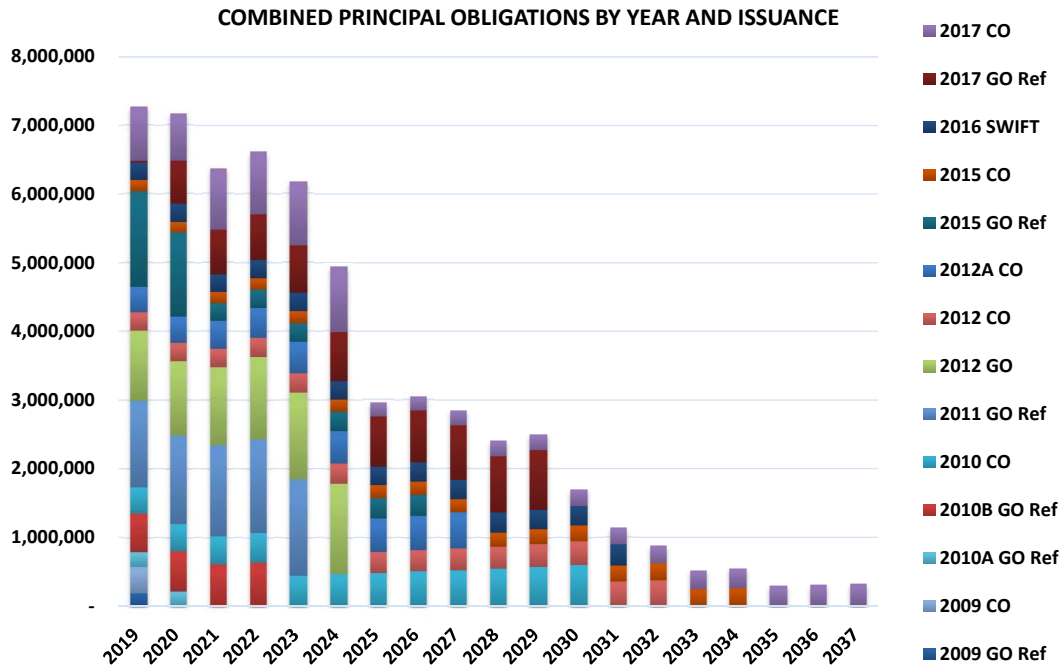
Year	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	TOTAL ALL BONDS
2019	\$ 523,950	\$ 1,509,750	\$ 247,494	\$ 296,282	\$ 261,700	\$ 1,028,525	\$ 9,062,673
2020	524,950	1,277,750	244,294	299,543	849,369	918,931	8,723,140
2021	524,950	291,050	246,044	297,632	855,081	1,101,044	7,697,558
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	\$ 4,737,800	\$ 4,577,875	\$ 4,058,691	\$ 3,874,117	\$ 8,929,575	\$ 10,562,975	\$ 68,019,894

COMBINED TOTAL OBLIGATIONS BY FUNDING SOURCE



COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

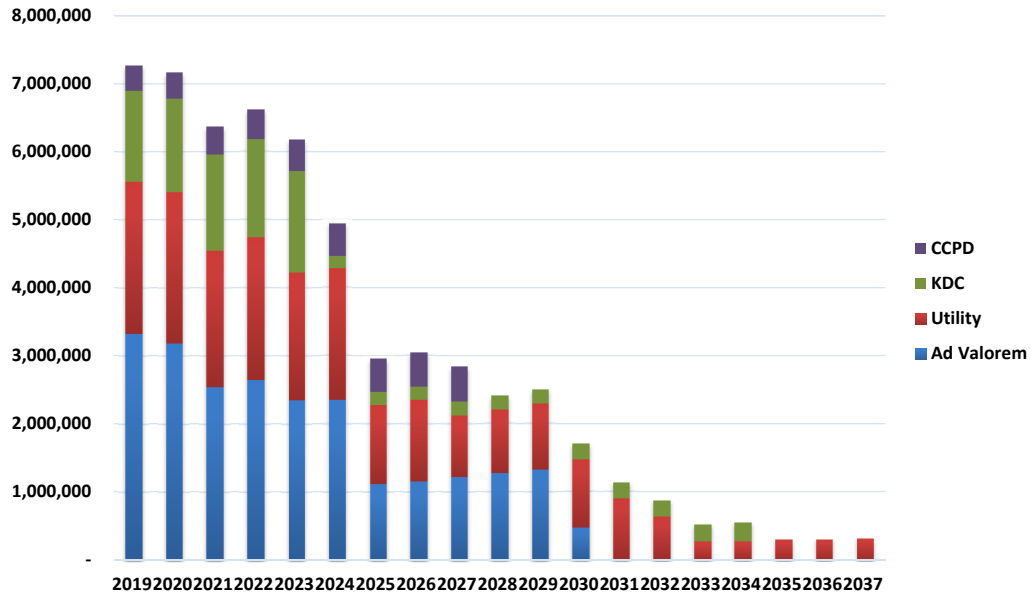
Year	2009 GENERAL OBLIGATION REF & IMP	2009 CERTIFICATE OF OBLIGATION	2010A GENERAL OBLIGATION REF & IMP	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION
2019	\$ 190,000	\$ 385,000	\$ 215,000	\$ 565,000	\$ 385,000	\$ 1,250,000	\$ 1,025,000	\$ 260,000
2020	-	-	220,000	590,000	395,000	1,285,000	1,075,000	265,000
2021	-	-	-	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	\$ 190,000	\$ 385,000	\$ 435,000	\$ 2,405,000	\$ 5,800,000	\$ 6,630,000	\$ 6,980,000	\$ 4,310,000



COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	TOTAL ALL BONDS
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	7,170,000
2021	410,000	250,000	165,000	260,000	645,000	895,000	6,370,000
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	\$ 4,045,000	\$ 4,245,000	\$ 3,225,000	\$ 3,540,000	\$ 7,320,000	\$ 8,480,000	\$ 57,990,000

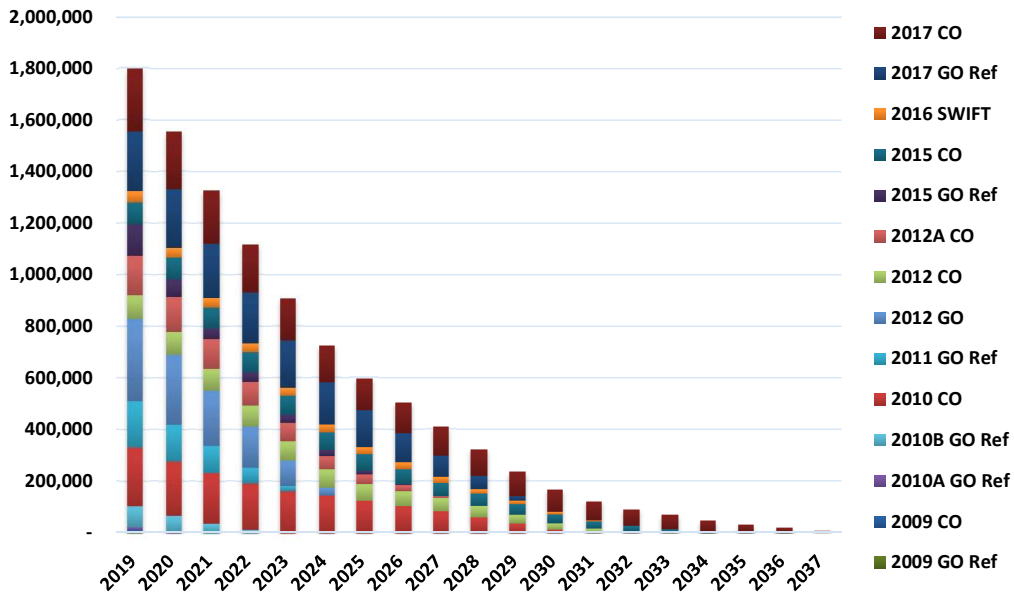
COMBINED PRINCIPAL OBLIGATIONS BY FUNDING SOURCE



COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2009		2010A		2010B		2010		2011		2012	
	GENERAL OBLIGATION REF & IMP	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION	CERTIFICATE OF OBLIGATION		
2019	\$ 3,800	\$ 7,700	\$ 11,463	\$ 80,663	\$ 228,163	\$ 180,150	\$ 318,250	\$ 89,785				
2020	-	-	3,850	61,800	212,563	142,125	270,875	87,091				
2021	-	-	-	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	\$ 3,800	\$ 7,700	\$ 15,313	\$ 193,063	\$ 1,543,919	\$ 508,950	\$ 1,092,875	\$ 778,243				

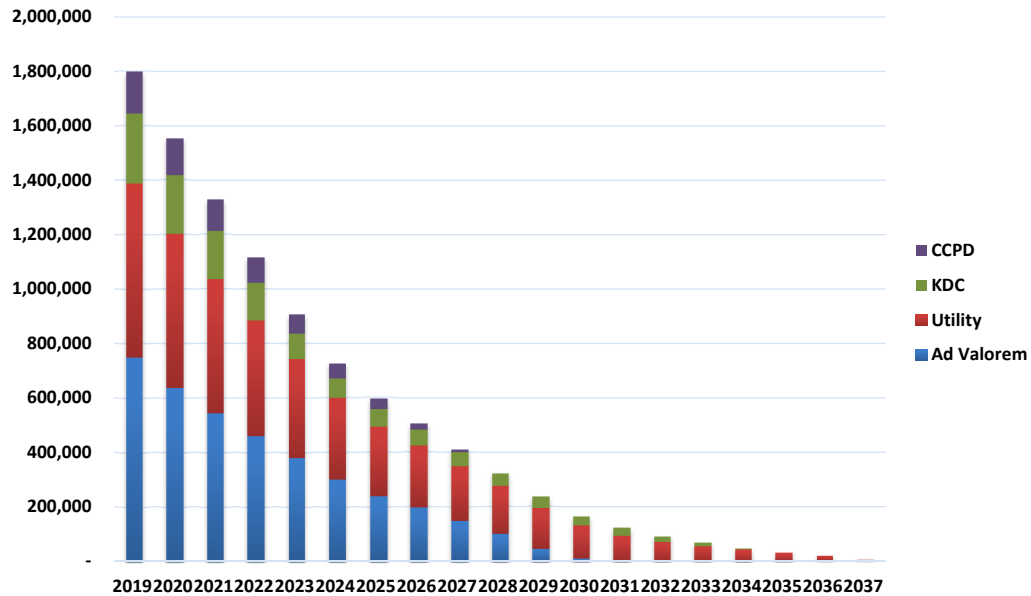
COMBINED INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	TOTAL ALL BONDS
2019	\$ 153,950	\$ 119,750	\$ 87,494	\$ 41,282	\$ 231,700	\$ 243,525	\$ 1,797,673
2020	134,950	67,750	84,294	39,543	224,369	223,931	1,553,140
2021	114,950	41,050	81,044	37,632	210,081	206,044	1,327,558
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	\$ 692,800	\$ 332,875	\$ 833,691	\$ 334,117	\$ 1,609,575	\$ 2,082,975	\$ 10,029,894

COMBINED INTEREST OBLIGATIONS BY FUNDING SOURCE



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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Revenue-Tif Taxes/City	\$ 876,702	\$ 923,309	\$ 923,309	\$ -	\$ (923,309)
Revenue-Tif Taxes/Kisd	2,852,110	3,134,771	3,117,970	-	(3,134,771)
Revenue-Tif Taxes/Tarrant Co	313,226	369,104	352,655	-	(369,104)
Revenue-Tif Taxes/Tccd	289,396	317,699	305,785	-	(317,699)
Revenue-Tif Taxes/Tchd	299,141	331,172	324,369	-	(331,172)
Debt Issuance-Refunding Bonds	-	-	-	-	-
Interest Revenue-Investments	43,155	11,384	3,945	-	(11,384)
Transfer From Debt Service	407,320	245,173	245,173	-	(245,173)
TOTAL	\$ 5,081,050	\$ 5,332,612	\$ 5,273,207	\$ -	\$ (5,332,612)

EXPENDITURE SUMMARY

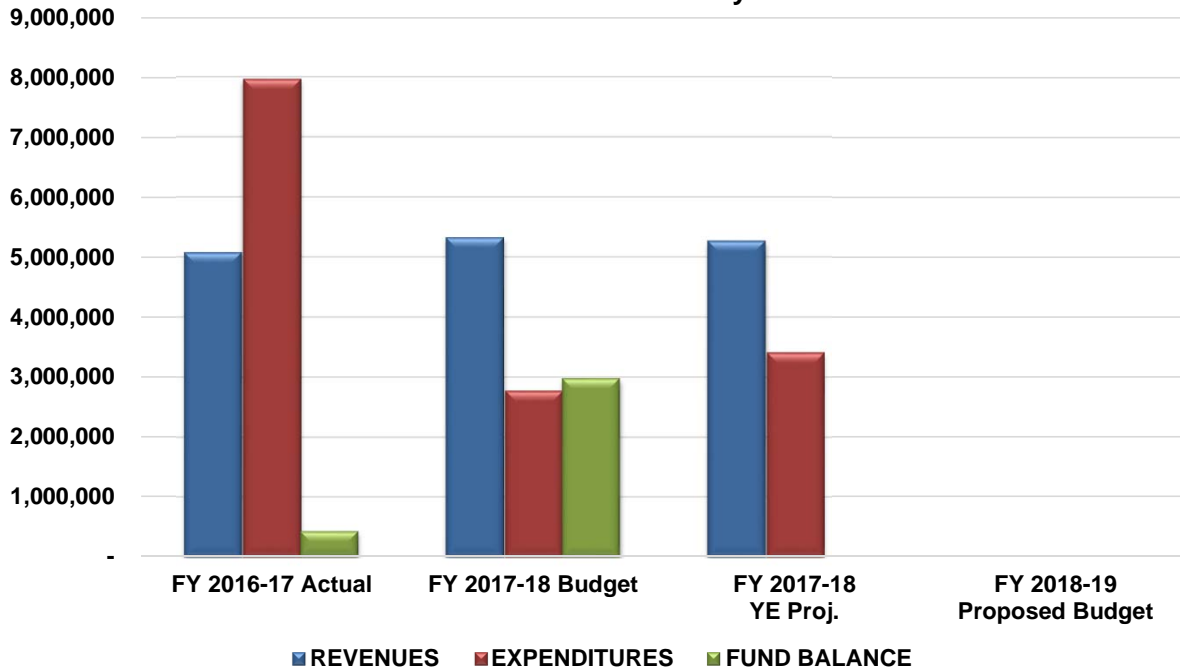
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	1,500	1,500	-	(1,500)
Debt service	7,970,563	2,782,925	3,420,525	-	(2,782,925)
Capital outlay	-	-	-	-	-
TOTAL	\$ 7,970,563	\$ 2,784,425	\$ 3,422,025	\$ -	\$ (2,784,425)

TAX INCREMENT REINVESTMENT FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 5,081,050	\$ 5,332,612	\$ 5,273,207	\$ -	\$ (5,332,612)
EXPENDITURES	7,970,563	2,784,425	3,422,025	-	(2,784,425)
VARIANCE	(2,889,513)	2,548,187	1,851,182	-	(2,548,187)
FUND BALANCE	\$ 434,922	\$ 2,983,109	\$ -	\$ -	\$ (2,983,109)

TIRZ Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-



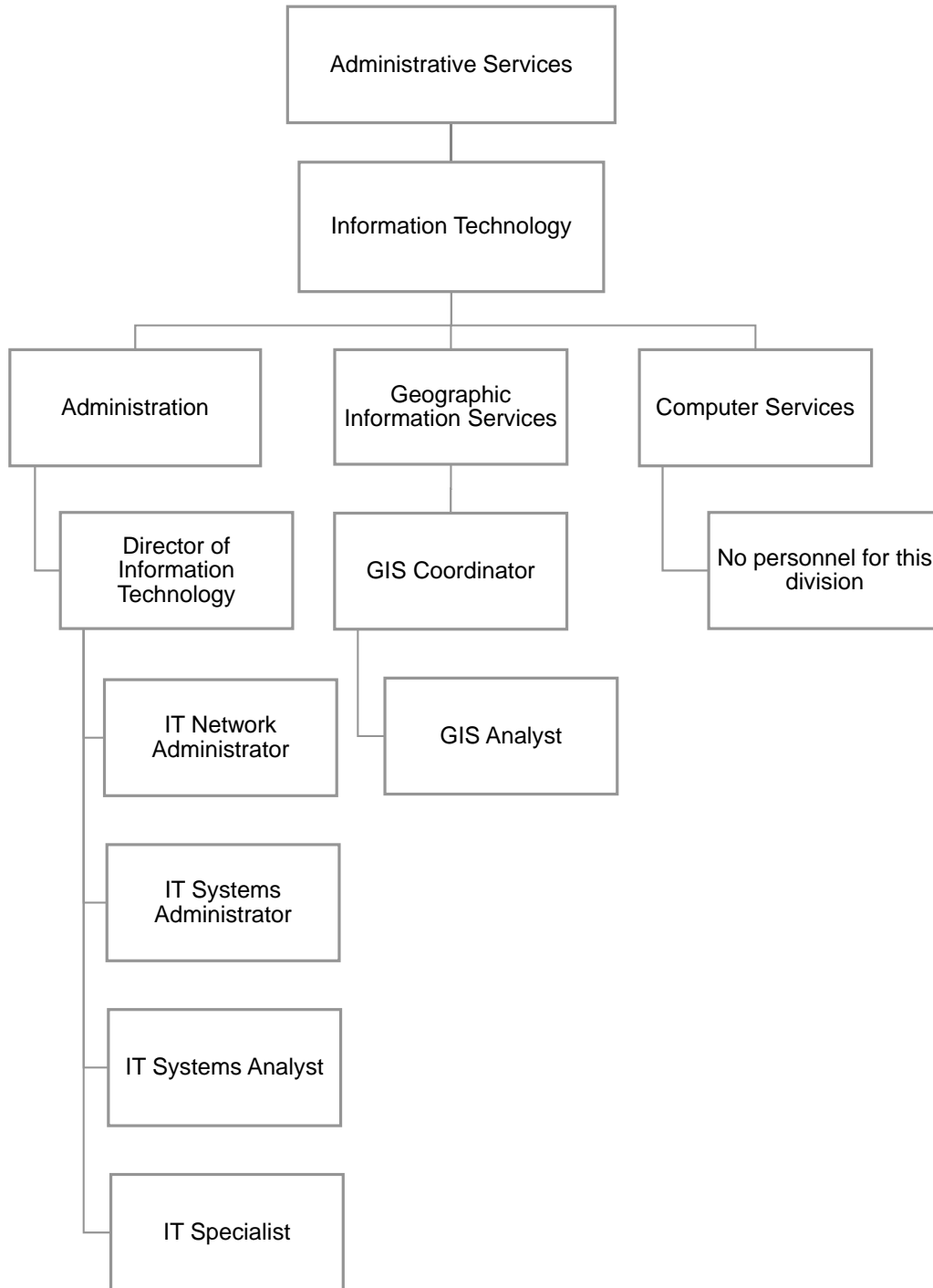
INTERNAL SERVICE FUNDS

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.



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INFORMATION TECHNOLOGY FUND



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 internal service fund. In prior years, the fund was not presented and was included with the General Fund.

REVENUE SUMMARY

REVENUES	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Communication Tower Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Information Services Fees-City	1,439,832	-	-	-	-
Office Equip Lease Rev-F 100	417,522	1,421,248	1,424,561	1,534,015	112,767
Office Equip Lease Rev-F 118	8,640	9,600	9,600	11,600	2,000
Office Equip Lease Rev-F 200	59,099	585,612	585,612	529,428	(56,184)
Office Equip Lease Rev-F 400	4,985	18,816	18,816	18,123	(693)
Office Equip Lease Rev-F 125	29,552	41,754	41,754	96,292	54,538
Miscellaneous Revenue	-	-	-	-	-
Auction Proceeds	3,866	-	-	-	-
Gain/Loss On Disp Of Assets	-	-	-	-	-
Interest Revenue-Investments	9,105	4,750	8,201	4,750	-
Transfer From General Fund	53,130	-	-	-	-
TOTAL	\$ 2,025,731	\$ 2,081,780	\$ 2,088,544	\$ 2,194,208	\$ 112,428

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	\$ 1,650,183	\$ 1,720,108	\$ 1,644,709	\$ 1,671,629	\$ (48,479)
Geographic Information Services	209,001	266,244	252,604	275,966	9,722
Computer Services	-	305,550	305,550	269,712	(35,838)
TOTAL	\$ 1,859,183	\$ 2,291,902	\$ 2,202,863	\$ 2,217,307	\$ (74,595)

EXPENDITURES BY CATEGORY:

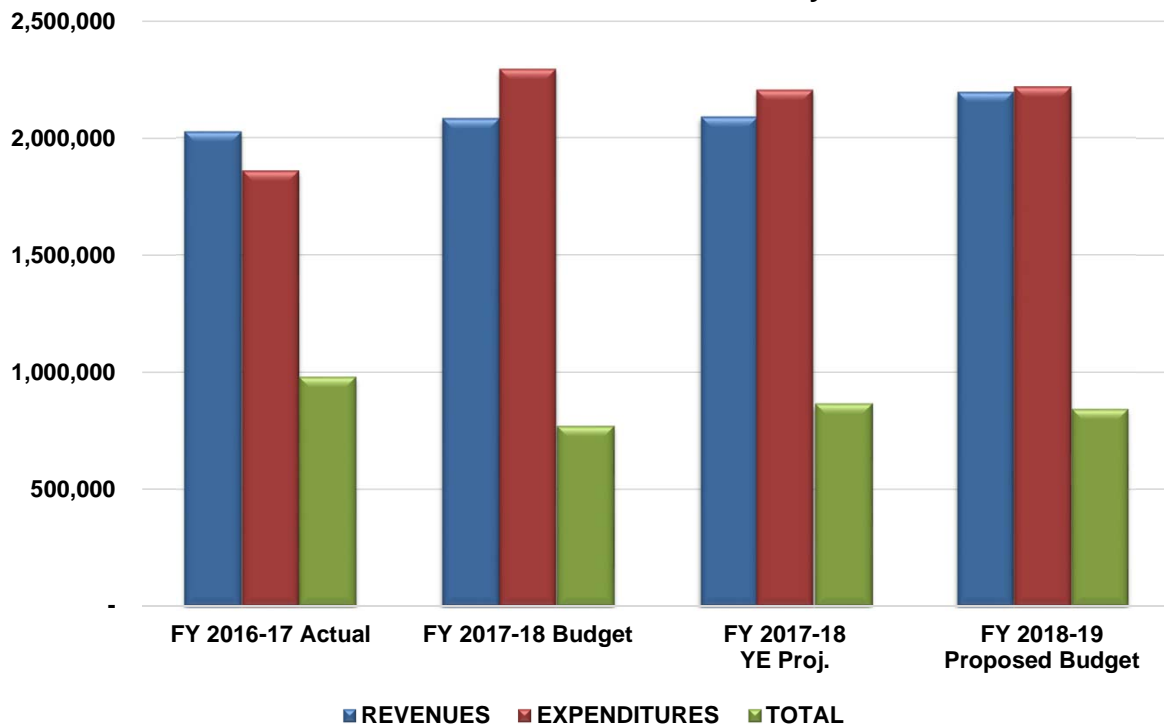
Personnel services	\$ 741,249	\$ 802,699	\$ 777,560	\$ 833,447	\$ 30,748
Operations & maintenance	695,566	915,050	887,150	928,412	13,362
Services & other	422,368	459,153	423,153	455,448	(3,705)
Transfers to other funds	-	-	-	-	-
Capital outlay	-	115,000	115,000	-	(115,000)
TOTAL	\$ 1,859,183	\$ 2,291,902	\$ 2,202,863	\$ 2,217,307	\$ (74,595)

INFORMATION TECHNOLOGY FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 2,025,731	\$ 2,081,780	\$ 2,088,544	\$ 2,194,208	\$ 112,428
EXPENDITURES	1,859,183	2,291,902	2,202,863	2,217,307	(74,595)
VARIANCE	166,548	(210,122)	(114,319)	(23,099)	187,023
TOTAL	\$ 979,158	\$ 769,036	\$ 864,839	\$ 841,740	\$ 72,704

Information Services Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Administration	5.00	5.00	5.00	5.00	-
Geographic Information Services	2.00	2.00	2.00	2.00	-
Computer Services	-	-	-	-	-
TOTAL	7.00	7.00	7.00	7.00	-

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 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Budget	YE Proj.	Proposed Budget
Application/file/storage servers supported/maintained*	33	36	33	30
Desktop/laptop computers supported/maintained	313	310	317	317
Public Safety mobile data computers (MDC) maintained	29	29	29	29
Printers Supported/maintained	67	67	65	61
Telephone handsets supported/maintained	330	330	330	330
Network equipment supported/maintained	75	75	79	82
Multi-function copy machines supported	16	16	16	16
Scanners supported/maintained	72	72	76	80
Tablet computers supported	79	80	79	83
Video security cameras supported/maintained	198	198	198	198

INFORMATION TECHNOLOGY FUND

ADMINISTRATION DIVISION (119-180-15)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 606,274	\$ 619,935	\$ 606,936	\$ 639,461	\$ 19,526
Operations & maintenance	656,492	560,450	534,050	611,150	50,700
Services & other	387,417	424,723	388,723	421,018	(3,705)
Capital outlay	-	115,000	115,000	-	(115,000)
TOTAL	\$ 1,650,183	\$ 1,720,108	\$ 1,644,709	\$ 1,671,629	\$ (48,479)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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	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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget
Web GIS Users	100	110	110	115
Advanced GIS Users performing Analysis and developing detailed maps	15	15	15	15

INFORMATION TECHNOLOGY FUND

GEOGRAPHIC INFORMATION SERVICES DIVISION (119-180-19)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 134,976	\$ 182,764	\$ 170,624	\$ 193,986	\$ 11,222
Operations & maintenance	39,075	49,050	47,550	47,550	(1,500)
Services & other	34,950	34,430	34,430	34,430	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 209,001	\$ 266,244	\$ 252,604	\$ 275,966	\$ 9,722

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	305,550	305,550	269,712	(35,838)
Services & other	-	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ -	\$ 305,550	\$ 305,550	\$ 269,712	\$ (35,838)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Office Equip Lease Rev-F 119	\$ -	\$ -	\$ 3,313	\$ 3,313	3,313
Vehicle/Equip Lease Rev-F 100	500	410,827	414,109	659,999	249,172
Vehicle/Equip Lease Rev-F 200	121,549	200,423	200,423	348,015	147,592
Vehicle/Equip Lease Rev-F 400	25,906	95,406	95,406	32,856	(62,550)
Debt Issuance Proceeds	-	-	-	-	-
Miscellaneous Revenue	12,154	-	-	-	-
Auction Proceeds	6,290	-	9,348	-	-
Gain/Loss On Disp Of Assets	27,900	-	-	-	-
Interest Revenue-Investments	12,277	1,909	12,752	1,909	-
Transfer From General Fund	567,933	-	-	-	-
TOTAL	\$ 774,508	\$ 708,565	\$ 735,351	\$ 1,046,092	337,527

EXPENDITURE SUMMARY

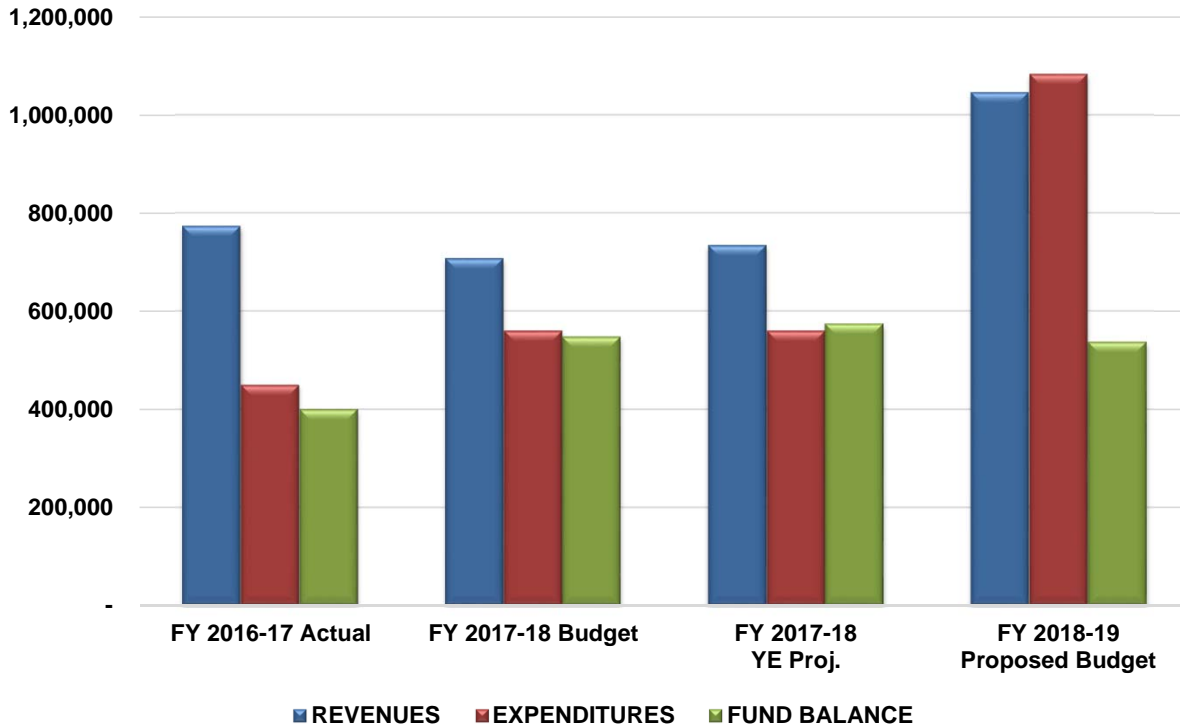
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
EXPENDITURES BY DIVISION:					
Non-Departmental	\$ 450,626	\$ 561,250	\$ 561,250	\$ 1,083,258	522,008
TOTAL	\$ 450,626	\$ 561,250	\$ 561,250	\$ 1,083,258	522,008
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	450,626	561,250	561,250	1,083,258	522,008
TOTAL	\$ 450,626	\$ 561,250	\$ 561,250	\$ 1,083,258	522,008

FLEET REPLACEMENT FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 774,508	\$ 708,565	\$ 735,351	\$ 1,046,092	337,527
EXPENDITURES	450,626	561,250	561,250	1,083,258	522,008
VARIANCE	323,882	147,315	174,101	(37,166)	(184,481)
FUND BALANCE	\$ 400,482	\$ 547,797	\$ 574,583	\$ 537,417	(10,380)

Fleet Replacement Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Transfer From General Fund	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	-
Interest Revenue-Investments	482	100	5,322	100	-
TOTAL	\$ 400,482	\$ 400,100	\$ 405,322	\$ 400,100	-

EXPENDITURE SUMMARY

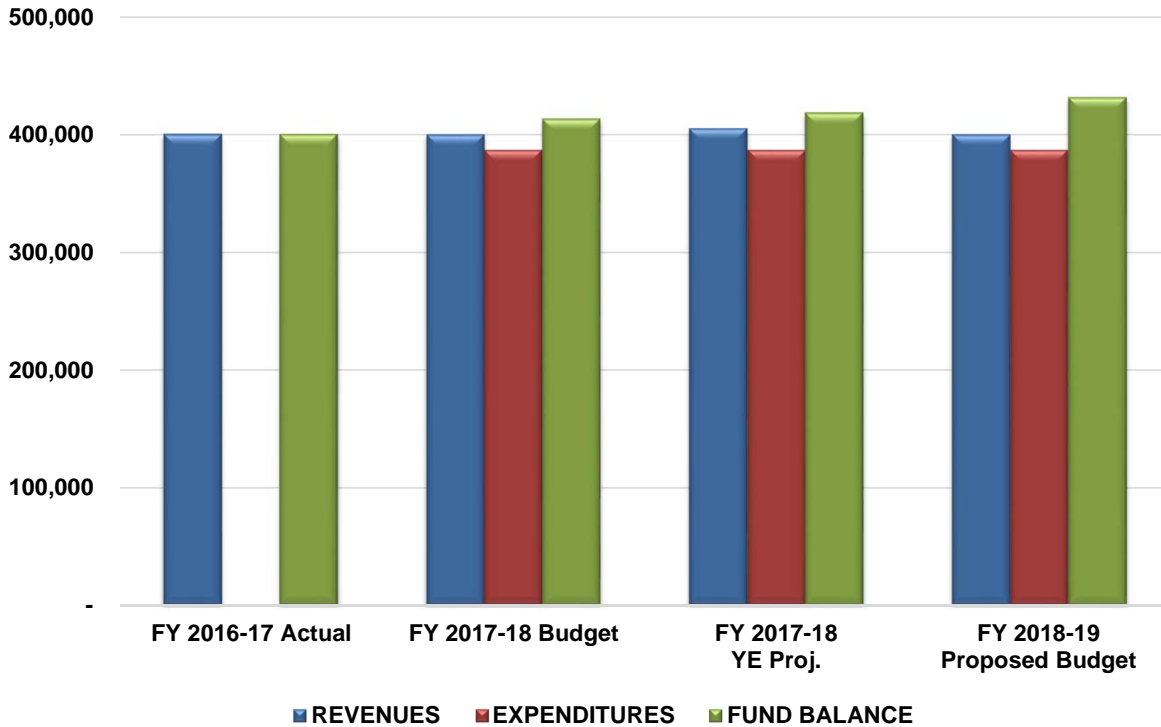
EXPENDITURES BY CATEGORY:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
EXPENDITURES BY DIVISION:					
Non-Departmental	\$ -	\$ 387,100	\$ 387,100	\$ 387,100	-
TOTAL	\$ -	\$ 387,100	\$ 387,100	\$ 387,100	-
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	387,100	387,100	387,100	-
TOTAL	\$ -	\$ 387,100	\$ 387,100	\$ 387,100	-

FACILITY CAPITAL REPLACEMENT FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 400,482	\$ 400,100	\$ 405,322	\$ 400,100	-
EXPENDITURES	-	387,100	387,100	387,100	-
VARIANCE	400,482	13,000	18,222	13,000	-
FUND BALANCE	\$ 400,482	\$ 413,482	\$ 418,704	\$ 431,704	18,222

Fleet Replacement Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
BY POSITION TITLE:					
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-



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**



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CAPITAL IMPROVEMENT PROJECT FUNDS

FUND DESCRIPTION:

Capital Improvement Project (CIP) Funds are costs related to large, one-time projects which either create or improve an asset and are project-life budget based and not fiscal year budget based. Project-life budgeting means fund are appropriated until the project is completed, rather than on an annual basis as capital projects tend to cross over multiple fiscal years. The Capital Project Budgets are not included in the City's operating project budget as the funding sources are typically transfers from an operating project, therefore the revenue source and expenditure costs have already been accounted for within an operating project fund. CIP project funds typically do not include capital outlay expenditures such as vehicles and equipment purchases unless the expenditure is part of a larger project. Capital outlay expenditures are included in the departmental operating budgets and considered part of the annual operational costs.

FIVE YEAR CIP PROCESS:

The city annually prepares a five-year CIP which is a financial management and planning tool to help address changes in the growth and service demands of the city services. The CIP summary includes the adopted 2015-16 through 2017-18 funding and expenditure allocations, the proposed 2018-19 funding and expenditure allocations, and the anticipated 2019-20 through 2022-23 funding and expenditure allocations which are separate annual allocations for the listed projects.

The city uses project-life budgeting meaning the total proposed project funding and expenditures allocations include the prior year allocations plus the proposed FY 2018-19 allocations. The revenues and expenditures allocations end at the close-out of the project, rather than at the end of the fiscal year. Future allocations are for planning purposes only and does not commit the city to any project or funding authorization. The future project information provided in the CIP is used as a guide for preparing future operating budgets, as well as a general planning document for capital improvements financing.

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:

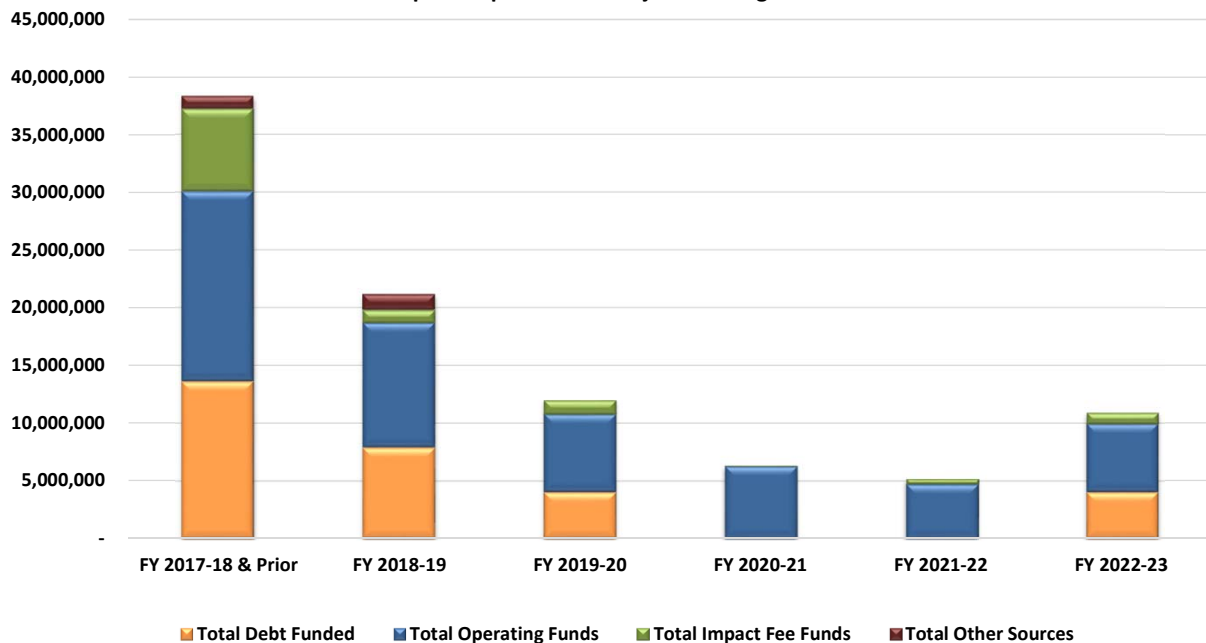
- Creation of a Street CIP with transfers from the Street Maintenance Sales Tax Fund and other applicable funding sources
- Creating a Parks CIP with transfers from the Keller Development Corporation and other applicable funding sources
- Creating a Facilities CIP with transfers from the General Fund 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 PROJECT FUNDS

CAPITAL IMPROVEMENT FUNDING SUMMARY

	FY 2017-18 &						
	Prior	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% of Total
Revenues							
Debt Funded							
General Debt	5,094,733	-	-	-	-	-	5.4%
Self-Supporting Debt	8,500,000	7,869,295	4,000,000	-	-	4,000,000	25.9%
Total Debt Funded	\$ 13,594,733	\$ 7,869,295	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000	31.4%
Operating Funds							
General Fund	7,210,411	4,160,000	3,012,500	2,550,000	1,262,500	2,050,000	21.6%
Street Maintenance Fund	3,522,808	1,526,609	1,526,609	1,526,609	1,526,609	1,900,000	12.3%
KDC Fund	2,300,903	3,062,603	350,000	350,000	350,000	350,000	7.2%
Water and Wastewater Fund	2,468,095	1,762,500	1,470,000	1,510,000	1,245,000	1,300,000	10.4%
Drainage Utility Fund	950,000	300,000	395,000	325,000	325,000	325,000	2.8%
Total Operating Funds	\$ 16,452,217	\$ 10,811,712	\$ 6,754,109	\$ 6,261,609	\$ 4,709,109	\$ 5,925,000	54.2%
Impact Fee Funds							
Park Development Fees	903,240	-	-	-	-	-	1.0%
Roadway Impact Fees	462,500	1,125,000	462,500	-	462,500	1,000,000	3.7%
Water Impact Fees	4,921,620	-	800,000	-	-	-	6.1%
Wastewater Impact Fees	860,000	-	-	90,000	-	-	1.0%
Total Impact Fee Funds	\$ 7,147,360	\$ 1,125,000	\$ 1,262,500	\$ 90,000	\$ 462,500	\$ 1,000,000	11.8%
Other Sources							
Grant Revenue	481,060	-	-	-	-	-	0.5%
Other Sources	626,200	1,350,000	-	-	-	-	2.1%
Total Other Sources	\$ 1,107,260	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	2.6%
TOTAL	\$ 38,301,570	\$ 21,156,007	\$ 12,016,609	\$ 6,351,609	\$ 5,171,609	\$ 10,925,000	100.0%

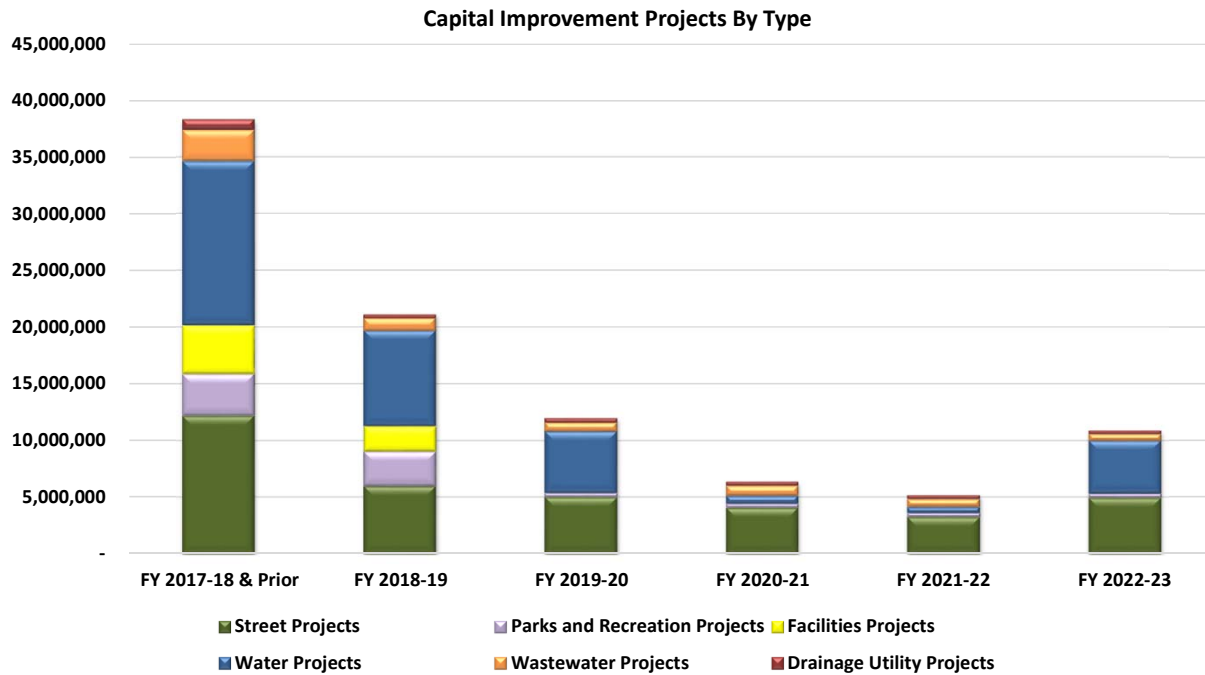
Capital Improvement Project Funding Sources



CAPITAL IMPROVEMENT PROJECT FUNDS

CAPITAL IMPROVEMENT PROJECT TYPE SUMMARY

	FY 2017-18 & Prior	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% of Total
Street Projects	12,160,208	5,961,609	5,001,609	4,076,609	3,251,609	4,950,000	37.7%
Parks and Recreation Projects	3,685,203	3,062,603	350,000	350,000	350,000	350,000	8.7%
Facilities Projects	4,271,754	2,200,000	-	-	-	-	6.9%
Water Projects	14,496,905	8,469,295	5,450,000	700,000	525,000	4,700,000	36.6%
Wastewater Projects	2,737,500	1,162,500	820,000	900,000	720,000	600,000	7.4%
Drainage Utility Projects	950,000	300,000	395,000	325,000	325,000	325,000	2.8%
TOTAL	\$38,301,570	\$21,156,007	\$12,016,609	\$ 6,351,609	\$ 5,171,609	\$ 10,925,000	100.0%



City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS		
		Unfunded	Funded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WW Funds	Drainage	GF Funds
Economic Development Incentives	1,500,000	1,500,000	-												
MSC Improvements	100,000	100,000	-										100,000		
TOTAL FY 2016 FACILITIES/GENERAL	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 1,500,000
Fire Station Rehab & Bays	2,671,754	2,671,754	-						2,671,754						
TOTAL FY 2017 FACILITIES/GENERAL	\$ 2,671,754	\$ 2,671,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,671,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Keller Pointe Locker Room Renovation	600,000	600,000	-	600,000											
New Senior Activity Center	1,600,000	1,600,000	-												
TOTAL FY 2019 FACILITIES/GENERAL	\$ 2,200,000	\$ 2,200,000	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

FACILITIES/GENERAL GOVERNMENTAL

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources	Unfunded	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
STREET SYSTEM															
FM 1938 Ext.	41,510	41,510	-												
2016 Sidewalk Construction	30,000	30,000	-				35,915						5,595		
Wall Price-Keller Road Improvements	571,320	571,320	-												30,000
Keller Hicks Quiet Zone / Road Widening Project	267,841	267,841	-												571,320
Mt. Gleason and US 377 Intersection Improvements	34,180	34,180	-							34,180					267,841
2016 Street Reconstruction Project	842,378	842,378	-							842,378					
2017 Street Reconstruction Project	75,000	75,000	-							75,000					
Old Town Keller RR Tunnel	4,000,000	4,000,000	-												4,000,000
TOTAL FY 2016 STREET SYSTEM	\$ 5,862,229	\$ 5,862,229	\$ -	\$ -	\$ -	\$ -	\$ 35,915	\$ -	\$ -	\$ 951,558	\$ -	\$ -	\$ 5,595	\$ -	\$ 4,869,161
2017 Sidewalk Construction	80,000	80,000	-												80,000
Keller Hicks Quiet Zone/Improvements	1,927,159	1,927,159	-					1,927,159							
Mt. Gleason and US 377 Intersection Improvement	495,820	495,820	-					495,820							
2017 Street Reconstruction Project	1,000,000	1,000,000	-							1,000,000					
2018 Street Reconstruction Project	75,000	75,000	-							75,000					
TOTAL FY 2017 STREET SYSTEM	\$ 3,577,979	\$ 3,577,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,422,979	\$ -	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS			
		Unfunded	Funded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WW Funds	Drainage	GF Funds	
Johnson Road/Keller Smithfield Roundabout	925,000	-	925,000	-	-	-	462,500	-	-	-	-	-	-	231,250	231,250	
2018 Tarrant County Street Reconstruction	350,000	-	350,000	-	-	-	-	-	-	-	-	-	-	-	350,000	
2018 Street Reconstruction Project	1,190,000	-	1,190,000	-	-	-	-	-	-	-	-	-	-	1,190,000	-	
2019 Street Reconstruction Project	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000	-	
N/S Portal Signs	50,000	-	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000	
2018 Sidewalk Construction	30,000	-	30,000	-	-	-	-	-	-	-	-	-	-	-	30,000	
2017 Street Reconstruction Project	(437,680)	-	(437,680)	-	-	-	-	-	-	-	-	-	-	(437,680)	-	
Wall Price-Keller Road Improvements	437,680	-	437,680	-	-	-	-	-	-	-	-	-	-	437,680	-	
2018 Sidewalk Repair	100,000	-	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000	
TOTAL FY 2018 STREET SYSTEM	\$ 2,720,000	\$ 2,720,000	\$ -	\$ -	\$ -	\$ -	\$ 462,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,496,250	\$ -	\$ 761,250
Bear Creek / Whitley Roundabout	925,000	-	925,000	-	-	-	-	-	-	-	-	-	-	-	-	925,000
Bear Creek / Keller Smithfield Signal	250,000	-	250,000	-	-	-	125,000	-	-	-	-	-	-	-	-	125,000
Johnson Road Reconstruction (RS to KS)	2,000,000	-	2,000,000	-	-	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000
2019 Tarrant County Street Reconstruction	350,000	-	350,000	-	-	-	-	-	-	-	-	-	-	-	-	350,000
2019 Street Reconstruction Project	1,451,609	-	1,451,609	-	-	-	-	-	-	-	-	-	-	1,451,609	-	
Utility Relocations - Street Projects	750,000	-	750,000	-	500,000	-	-	-	-	-	-	-	-	-	250,000	
2020 Street Reconstruction Project	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000	-	
2019 Sidewalk Construction & Repairs	160,000	-	160,000	-	-	-	-	-	-	-	-	-	-	-	-	160,000
TOTAL FY 2019 STREET SYSTEM	\$ 5,961,609	\$ 5,961,609	\$ -	\$ 500,000	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,526,609	\$ 250,000	\$ 2,560,000
2020 Tarrant County Street Reconstruction	350,000	-	350,000	-	-	-	-	-	-	-	-	-	-	-	-	350,000
Bourlano/Mt. Gilead Roundabout	925,000	-	925,000	-	-	-	462,500	-	-	-	-	-	-	-	-	462,500
Johnson Road Reconstruction (KS to C)	2,000,000	-	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	2,000,000
2020 Street Reconstruction Project	1,451,609	-	1,451,609	-	-	-	-	-	-	-	-	-	-	1,451,609	-	
2021 Street Reconstruction Project	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000	-	
2020 Sidewalk Construction & Repairs	200,000	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	200,000
TOTAL FY 2020 STREET SYSTEM	\$ 5,001,609	\$ 5,001,609	\$ -	\$ -	\$ 462,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,526,609	\$ -	\$ 3,012,500

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS				IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS		
		Cost	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded	KDC		Street Maint	KCCPD	W/WW Funds	Drainage	GF Funds	
2021 Tarrant County Street Reconstruction	350,000		350,000	-												350,000
2021 Street Reconstruction Project	1,451,609		1,451,609	-									1,451,609			
2022 Street Reconstruction Project	75,000		75,000	-									75,000			
Shady Grove (KS to S)	2,000,000		2,000,000	-												2,000,000
2021 Sidewalk Construction & Repairs	200,000		200,000	-												200,000
TOTAL FY 2021 STREET SYSTEM	\$ 4,076,609		\$ 4,076,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,526,609	\$ -	\$ -	\$ 2,550,000
2022 Tarrant County Street Reconstruction	350,000		350,000	-												350,000
2022 Street Reconstruction Project	1,451,609		1,451,609	-									1,451,609			
2023 Street Reconstruction Project	75,000		75,000	-									75,000			
Master Thoroughfare Plan (MTP)	250,000		250,000	-												250,000
Mt. Glead & Roanoke Roundabout	925,000		925,000	-				462,500								462,500
2022 Sidewalk Construction & Repairs	200,000		200,000	-												200,000
TOTAL FY 2022 STREET SYSTEM	\$ 3,251,609		\$ 3,251,609	\$ -	\$ -	\$ -	\$ -	\$ 462,500	\$ -	\$ -	\$ -	\$ -	\$ 1,526,609	\$ -	\$ -	\$ 1,262,500
2023 Tarrant County Street Reconstruction	350,000		350,000	-												350,000
2023 Street Reconstruction Project	1,325,000		1,325,000	-									1,325,000			
2024 Street Reconstruction Project	75,000		75,000	-									75,000			
Bourland (MTG to B)	2,000,000		2,000,000	-				1,000,000								1,000,000
North Keller Sidewalk Improvements	1,000,000		1,000,000	-									500,000			500,000
2023 Sidewalk Construction & Repairs	200,000		200,000	-												200,000
TOTAL FY 2023 STREET SYSTEM	\$ 4,950,000		\$ 4,950,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,900,000	\$ -	\$ -	\$ 2,050,000

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources	Unfunded	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

PARK SYSTEM

Trail Canopy Extension Phase II	50,000	50,000	-								50,000			
Overton Ridge Park	45,630	45,630	-								45,630			
Milestone Park	74,370	74,370	-								74,370			
Keller Sports Park Master plan	180,000	180,000	-								180,000			
Keller Smithfield Parking Lot Expansion	100,000	100,000	-								100,000			
Misc. Park Improvements	903,240	903,240	-			903,240								
2016 Trail System Expansion	250,000	250,000	-								250,000			
Mt. Gleason Trail	601,060	601,060	-	481,060							120,000			
TOTAL FY 2016 PARK SYSTEM	\$ 2,204,300	\$ 2,204,300	\$ -	\$ 481,060	\$ -	\$ 903,240	\$ -	\$ -	\$ -	\$ 820,000	\$ -	\$ -	\$ -	\$ -

Senior Center Needs Study	70,000	70,000	-								70,000			
2017 Trail System Expansion	250,000	250,000	-								250,000			
2017 Matching Grant Program	100,000	100,000	-								100,000			
TOTAL FY 2017 PARK SYSTEM	\$ 420,000	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -

Milestone Park	710,903	710,903	-								710,903			
2018 Parks Capital Replacement Program	100,000	100,000	-								100,000			
2018 Trail System Expansion	250,000	250,000	-								250,000			
TOTAL FY 2018 PARK SYSTEM	\$ 1,060,903	\$ 1,060,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,060,903	\$ -	\$ -	\$ -	\$ -

Overton Ridge Park	2,472,603	2,472,603	-								2,472,603			
Bear Creek Restroom Pavilion	240,000	240,000	-								240,000			
2019 Parks Capital Replacement Program	100,000	100,000	-								100,000			
2019 Trail System Expansion	250,000	250,000	-								250,000			
TOTAL FY 2019 PARK SYSTEM	\$ 3,062,603	\$ 3,062,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,062,603	\$ -	\$ -	\$ -	\$ -

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS	
		Unfunded	Funded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WW Funds	Drainage
2020 Parks Capital Replacement Program	100,000	-	100,000											
2020 Trail System Expansion	250,000	-	250,000											
TOTAL FY 2020 PARK SYSTEM	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -
2021 Parks Capital Replacement Program	100,000	-	100,000											
2021 Trail System Expansion	250,000	-	250,000											
TOTAL FY 2021 PARK SYSTEM	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -
2022 Parks Capital Replacement Program	100,000	-	100,000											
2022 Trail System Expansion	250,000	-	250,000											
TOTAL FY 2022 PARK SYSTEM	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -
2023 Parks Capital Replacement Program	100,000	-	100,000											
2023 Trail System Expansion	250,000	-	250,000											
TOTAL FY 2023 PARK SYSTEM	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS		IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS		
		Cost	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees		Park Land Ded	KDC	Street Maint	KCCPD	W/WW Funds	Drainage
WATER SYSTEM														
Alta Vista 30" Transmission Main	1,042,715	1,042,715	-	-	-	-	1,042,715	-	-	-	-	-	-	-
Alta Vista Pump Station	778,505	778,505	-	-	-	-	778,505	-	-	-	-	-	-	-
N. Main St. 8" Water Line (Tommy Tackett Addition)	50,000	50,000	-	-	-	-	50,000	-	-	-	-	-	-	-
S. Elm St. 8" Water Line	26,200	26,200	-	26,200	-	-	-	-	-	-	-	-	-	-
TOTAL FY 2016 WATER SYSTEM	\$ 1,897,420	\$ 1,897,420	\$ -	\$ 26,200	\$ -	\$ -	\$ 1,871,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alta Vista 30" Transmission Main (Construction)	4,579,485	4,579,485	-	-	-	-	2,949,485	1,630,000	-	-	-	-	-	-
Alta Vista Pump Station	1,630,000	1,630,000	-	-	-	-	-	1,630,000	-	-	-	-	-	-
FW 48" Transmission Main	1,240,000	1,240,000	-	-	-	-	-	1,240,000	-	-	-	-	-	-
2017 SWIFT Projects	4,000,000	4,000,000	-	-	-	-	-	4,000,000	-	-	-	-	-	-
2017 Water Utility Relocations	150,000	150,000	-	-	-	-	-	-	-	-	-	150,000	-	-
N. Main St. 8" Water Line (Tommy Tackett Addition)	150,000	150,000	-	-	-	-	150,000	-	-	-	-	-	-	-
Update Water Masterplan/Capacity	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000	-	-
TOTAL FY 2017 WATER SYSTEM	\$ 11,849,485	\$ 11,849,485	\$ -	\$ -	\$ -	\$ -	\$ 3,099,485	\$ 8,500,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
2018 Water Service Replacements	25,000	25,000	-	-	-	-	-	-	-	-	-	25,000	-	-
2018 Large Valve Replacements	25,000	25,000	-	-	-	-	-	-	-	-	-	25,000	-	-
S. Elm St. 8" Water Line (Construction)	200,000	200,000	-	-	-	-	-	-	-	-	-	200,000	-	-
N. Main St. 8" Water Line (Tommy Tackett Addition)	150,000	150,000	-	-	-	-	-	-	-	-	-	150,000	-	-
2018 Water Utility Relocations	150,000	150,000	-	-	-	-	-	-	-	-	-	150,000	-	-
Chisholm Tr. Water Tank Removal	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000	-	-
Hwy. 377 12" Water Lines	100,000	100,000	-	-	-	-	100,000	-	-	-	-	-	-	-
TOTAL FY 2018 WATER SYSTEM	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS	
		Cost	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WW Funds	Drainage
2019 Water Service Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
2019 Large Valve Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Update Water Masterplan/Condition	125,000	125,000	-	-	-	-	-	-	-	-	-	-	125,000	-
Tank Maintenance	175,000	175,000	-	-	-	-	-	-	-	-	-	-	175,000	-
Hwy. 377 12" Water Lines	900,000	900,000	-	-	-	-	-	900,000	-	-	-	-	-	-
Lavenna Water Line Ext.	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Alta Vista 30" Transmission Main (Construction)	2,107,800	2,107,800	-	-	-	-	-	2,107,800	-	-	-	-	-	-
Alta Vista Pump Station	4,861,495	4,861,495	-	-	-	-	-	4,861,495	-	-	-	-	-	-
TOTAL FY 2019 WATER SYSTEM	\$ 8,469,295	\$ 8,469,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,869,295	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -
2020 Water Service Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
2020 Large Valve Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Tank Maintenance	175,000	175,000	-	-	-	-	-	-	-	-	-	-	175,000	-
2020 SWIFT	4,000,000	4,000,000	-	-	-	-	-	4,000,000	-	-	-	-	-	-
2020 Water Utility Relocations	150,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000	-
Johnson Rd. 12" Water Lines	800,000	800,000	-	-	-	-	-	800,000	-	-	-	-	-	-
Update Water Masterplan/Condition Assessment	125,000	125,000	-	-	-	-	-	-	-	-	-	-	125,000	-
TOTAL FY 2020 WATER SYSTEM	\$ 5,450,000	\$ 5,450,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -
2021 Water Service Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
2021 Large Valve Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Tank Maintenance	350,000	350,000	-	-	-	-	-	-	-	-	-	-	350,000	-
2021 Water Utility Relocations - Street Projects	150,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000	-
TOTAL FY 2021 WATER SYSTEM	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -
2022 Water Service Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
2022 Large Valve Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Tank Maintenance	175,000	175,000	-	-	-	-	-	-	-	-	-	-	175,000	-
2022 Water Utility Relocations	150,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000	-
TOTAL FY 2022 WATER SYSTEM	\$ 525,000	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000	\$ -

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS		IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS		
		Fund Sources	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees		Park Land Ded	KDC	Street Maint	KCCPD	W/WW Funds	Drainage
2023 Water Service Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000	-	-
2023 Large Valve Replacements	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000	-	-
Tank Maintenance	350,000	350,000	-	-	-	-	-	-	-	-	-	350,000	-	-
2023 SWIFT	4,000,000	4,000,000	-	-	-	-	-	4,000,000	-	-	-	-	-	-
2023 Water Utility Relocations	150,000	150,000	-	-	-	-	-	-	-	-	-	150,000	-	-
TOTAL FY 2023 WATER SYSTEM	\$ 4,700,000	\$ 4,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS	
		Cost	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WWF Funds	Drainage

WASTEWATER SYSTEM

FM 1709 SS Extension	600,000	600,000	-	-	-	-	600,000	-	-	-	-	-	-	-
US 377 Sanitary Sewer Project	125,000	125,000	-	-	-	-	75,000	-	-	-	-	125,000	-	-
Big Bear East Collector Line Replacement	75,000	75,000	-	-	-	-	-	-	-	-	-	-	-	-
2017 SS Evaluation Study	200,000	200,000	-	-	-	-	-	-	-	-	-	200,000	-	-
2017 Mains & Services Replacements	300,000	300,000	-	-	-	-	-	-	-	-	-	300,000	-	-
2017 SS Utility Relocations	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000	-	-
TOTAL FY 2017	\$ 1,400,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ 725,000	\$ -	\$ -

US 377 Sanitary Sewer Project	837,500	837,500	-	-	-	600,000	-	-	-	-	-	-	-	237,500
2018 SS Evaluation Study	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
2018 Mains & Services Replacements	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-	300,000
2018 SS Utility Relocations	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
TOTAL FY 2018	\$ 1,337,500	\$ 1,337,500	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737,500

2019 Mains & Services Replacements	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-	300,000
US 377 Sanitary Sewer Project	487,500	487,500	-	-	-	250,000	-	-	-	-	-	-	-	237,500
Big Bear West Interceptor Line Replacement	75,000	75,000	-	-	-	-	-	-	-	-	-	-	-	75,000
2019 SS Evaluation Study/Idl	120,000	120,000	-	-	-	-	-	-	-	-	-	-	-	120,000
2019 SS Evaluation Study/Capacity Analysis	180,000	180,000	-	-	-	-	-	-	-	-	-	-	-	180,000
2019 SS Utility Relocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL FY 2019	\$ 1,162,500	\$ 1,162,500	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 912,500

City of Keller 5-year CIP Schedule

Project	Estimated Cost	Fund Sources		RESTRICTED FUNDS			IMPACT FEES		Debt	SALES TAX OPTIONS			OPERATING FUNDS	
		Cost	Unfunded	Grant	Other	Street Impact Fees	Utility Impact Fees	Park Land Ded		KDC	Street Maint	KCCPD	W/WW Funds	Drainage
2020 SS Utility Relocations	100,000		100,000										100,000	
Big Bear West Interceptor Line Replacement	500,000		500,000										500,000	
2020 SS Evaluation Study/it&i	120,000		120,000										120,000	
2020 SS Evaluation Study/Condition Assessment	100,000		100,000										100,000	
TOTAL FY 2020 WASTEWATER SYSTEM	\$ 820,000	\$ 820,000	\$ 820,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 820,000	\$ -
2021 SS Utility Relocations	100,000		100,000										100,000	
2021 Mains & Services Replacements	500,000		500,000										500,000	
2021 SS Evaluation Study/Capacity Analysis	180,000		180,000				90,000						90,000	
2021 SS Evaluation Study/it&i	120,000		120,000										120,000	
TOTAL FY 2021 WASTEWATER SYSTEM	\$ 900,000	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810,000	\$ -
2022 SS Utility Relocations	100,000		100,000										100,000	
2022 Mains & Services Replacements	500,000		500,000										500,000	
2022 SS Evaluation Study/it&i	120,000		120,000										120,000	
TOTAL FY 2022 WASTEWATER SYSTEM	\$ 720,000	\$ 720,000	\$ 720,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720,000	\$ -
2023 SS Utility Relocations	100,000		100,000										100,000	
2023 Mains & Services Replacements	500,000		500,000										500,000	
TOTAL FY 2023 WASTEWATER SYSTEM	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -

City of Keller 5-year CIP Schedule

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

DRAINAGE UTILITY SYSTEM

2016 Unanticipated Drainage Projects - Balance	200,000	200,000	-	-	-	-	-	-	-	-	-	-	200,000	-
Barbara Lane Drainage Project	50,000	50,000	-	-	-	-	-	-	-	-	-	-	50,000	-
TOTAL FY 2016 DRAINAGE UTILITY SYSTEM	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -

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

2018 Unanticipated Drainage Projects	135,000	135,000	-	-	-	-	-	-	-	-	-	-	135,000	-
2017 Unanticipated Drainage Projects	(100,000)	(100,000)	-	-	-	-	-	-	-	-	-	-	(100,000)	-
Barbara Lane Drainage Project	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	-
Highland Oaks Crossing/Gabian Repair	65,000	65,000	-	-	-	-	-	-	-	-	-	-	65,000	-
TOTAL FY 2018 DRAINAGE UTILITY SYSTEM	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -

Master Plan	150,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000	-
Woods Drive	150,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000	-
TOTAL FY 2019 DRAINAGE UTILITY SYSTEM	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -

Bear Creek Culvert Ph 1	325,000	325,000	-	-	-	-	-	-	-	-	-	-	325,000	-
Shady Lane South	70,000	70,000	-	-	-	-	-	-	-	-	-	-	70,000	-
TOTAL FY 2020 DRAINAGE UTILITY SYSTEM	\$ 395,000	\$ 395,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,000	\$ -

Bear Creek Culvert Ph 2	325,000	325,000	-	-	-	-	-	-	-	-	-	-	325,000	-
TOTAL FY 2021 DRAINAGE UTILITY SYSTEM	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -

Nightingale Culvert Ph 1	325,000	325,000	-	-	-	-	-	-	-	-	-	-	325,000	-
TOTAL FY 2022 DRAINAGE UTILITY SYSTEM	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -

Nightingale Culvert Ph 2	325,000	325,000	-	-	-	-	-	-	-	-	-	-	325,000	-
TOTAL FY 2023 DRAINAGE UTILITY SYSTEM	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -

TOTAL ALL PROJECTS AND YEARS	\$ 93,922,404	\$ 43,576,200	\$ -	\$ 481,060	\$ 1,976,200	\$ 3,512,500	\$ 6,671,620	\$ 903,240	\$ 29,464,028	\$ 11,529,244	\$ 6,763,506	\$ 9,755,595	\$ 2,620,000	\$ 20,245,411
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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 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Park Development Fees	\$ 51,709	\$ -	\$ 70,440	\$ -	\$ -
Oil and Gas Royalty Revenue	-	-	-	-	-
Interest Earnings	4,786	-	2,329	-	-
TOTAL	\$ 56,495	\$ -	\$ 72,769	\$ -	\$ -

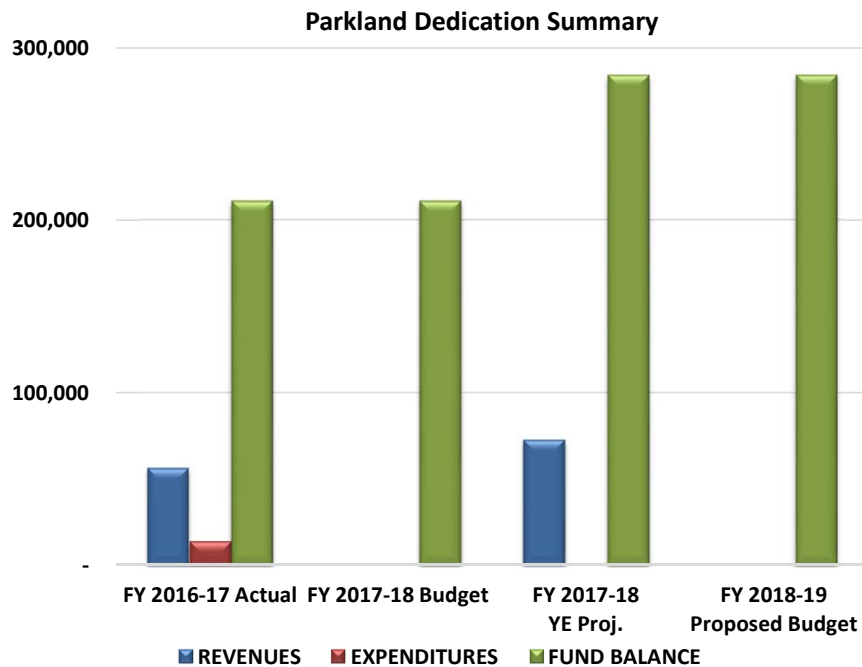
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Park Improvements/ Land Acquisition	\$ 13,958	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 13,958	\$ -	\$ -	\$ -	\$ -

PARK DEVELOPMENT FEE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 56,495	\$ -	\$ 72,769	\$ -	\$ -
EXPENDITURES	13,958	-	-	-	-
VARIANCE	42,537	-	72,769	-	-
FUND BALANCE	\$ 210,947	\$ 210,947	\$ 283,716	\$ 283,716	\$ 72,769



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>DEPARTMENT / DIVISION:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

ROADWAY IMPACT FEE FUND

FUND DESCRIPTION:

This fund is used to account for resources received from roadway impact fees which are determined by the type and size of new development. Expenditures are restricted for roadway improvements based upon new development impact and are transferred to the Streets CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is presented as a capital improvement fund.

REVENUE SUMMARY

REVENUES:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Roadway Impact Fees	\$ 441,953	\$ -	\$ 409,763	\$ -	\$ -
Interest Earnings	76,743	-	65,741	-	-
TOTAL	\$ 518,696	\$ -	\$ 475,505	\$ -	\$ -

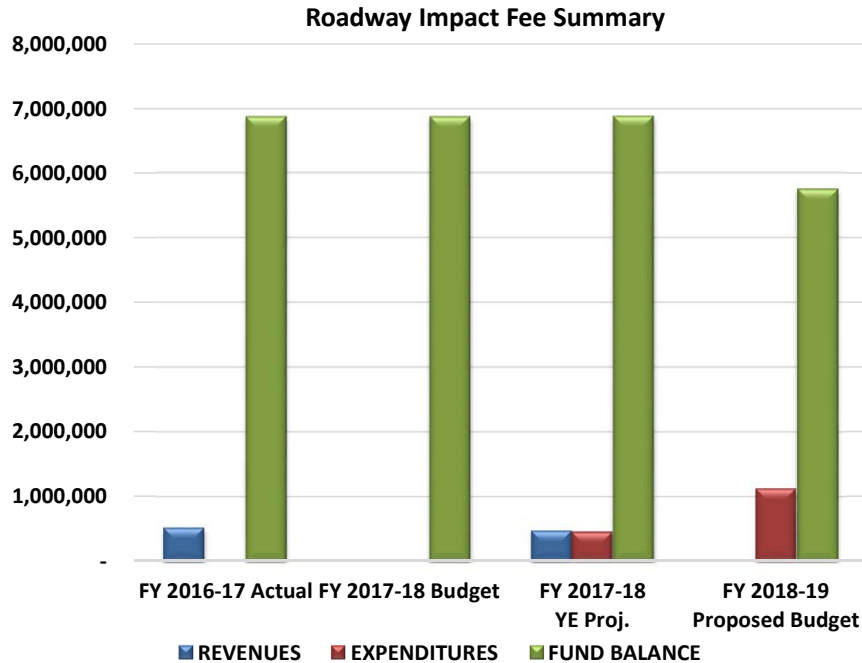
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Street Improvements	\$ -	\$ -	\$ 462,500	\$ 1,125,000	\$ 1,125,000
TOTAL	\$ -	\$ -	\$ 462,500	\$ 1,125,000	\$ 1,125,000

ROADWAY IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 518,696	\$ -	\$ 475,505	\$ -	\$ -
EXPENDITURES	-	-	462,500	1,125,000	1,125,000
VARIANCE	518,696	-	13,005	(1,125,000)	(1,125,000)
FUND BALANCE	\$ 6,866,778	\$ 6,866,778	\$ 6,879,783	\$ 5,754,783	\$ (1,111,995)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>DEPARTMENT / DIVISION:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

WATER IMPACT FEE FUND

FUND DESCRIPTION:

This fund is used to account for resources received from water impact fees which are determined by the type and size of new development. Expenditures are restricted for water system improvements based upon new development impact and are transferred to the Water and Wastewater CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is included in the Water and Wastewater fund totals.

REVENUE SUMMARY

REVENUES:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Water Impact Fees	\$ 289,814	\$ -	\$ 162,600	\$ -	\$ -
I/G Rev - Town of Westlake	-	-	120,538	-	-
Interest Earnings	27,779	-	-	-	-
TOTAL	\$ 317,593	\$ -	\$ 283,137	\$ -	\$ -

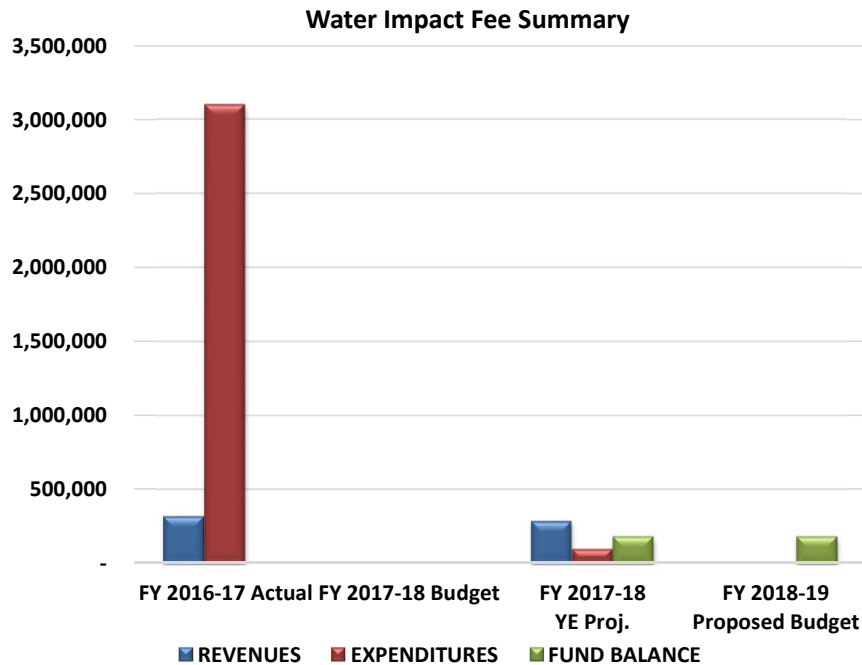
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Water Improvements	\$ 3,099,485	\$ -	\$ 100,000	\$ -	\$ -
TOTAL	\$ 3,099,485	\$ -	\$ 100,000	\$ -	\$ -

WATER IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 317,593	\$ -	\$ 283,137	\$ -	\$ -
EXPENDITURES	3,099,485	-	100,000	-	-
VARIANCE	(2,781,892)	-	183,137	-	-
FUND BALANCE	\$ -	\$ -	\$ 183,137	\$ 183,137	\$ 183,137



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>DEPARTMENT / DIVISION:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

WASTEWATER IMPACT FEE FUND

FUND DESCRIPTION:

This fund is used to account for resources received from wastewater impact fees which are determined by the type and size of new development. Expenditures are restricted for wastewater system improvements based upon new development impact and are transferred to the Water and Wastewater CIP fund. The fund revenues and expenditures are not considered operating funds and shown for informational purposes only. In the City's Comprehensive Annual Financial Report (CAFR), the fund is included in the Water and Wastewater fund totals.

REVENUE SUMMARY

REVENUES:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Wastewater Impact Fees	\$ 215,782	\$ -	\$ 173,319	\$ -	\$ -
Interest Earnings	50,174	-	28,810	-	-
TOTAL	\$ 265,956	\$ -	\$ 202,128	\$ -	\$ -

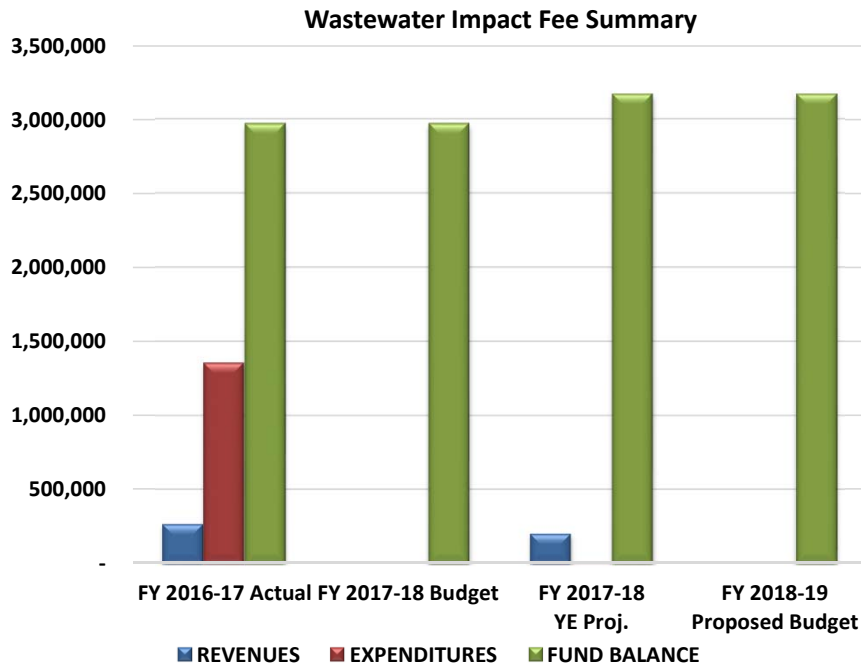
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
Wastewater Improvements	\$ 1,355,065	\$ -	\$ 2,000	\$ -	\$ -
TOTAL	\$ 1,355,065	\$ -	\$ 2,000	\$ -	\$ -

WASTEWATER IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 265,956	\$ -	\$ 202,128	\$ -	\$ -
EXPENDITURES	1,355,065	-	2,000	-	-
VARIANCE	(1,089,109)	-	200,128	-	-
FUND BALANCE	\$ 2,970,713	\$ 2,970,713	\$ 3,170,841	\$ 3,170,841	\$ 200,128



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>DEPARTMENT / DIVISION:</u>	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 YE Proj.	FY 2018-19 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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FY 2018-19 KELLER FEE SCHEDULE

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 x 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 x 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 x 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 x 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;

FY 2018-19 KELLER FEE SCHEDULE

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

FY 2018-19 KELLER FEE SCHEDULE

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
Network Node (Small Cell) Permit Application Fee	\$320 per application
Network Node (Small Cell) Right of Way Use Fee	\$28 per node, per month

FY 2018-19 KELLER FEE SCHEDULE

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 ½" - \$450 ¾" - \$475 1" - \$500 1½" - \$900 2"*** - \$ 1,025 2" Compound Meter - \$2,325

FY 2018-19 KELLER FEE SCHEDULE

**Water Service Tap/Meter
(Corporate City Limits)
(cont.)**

Long Tap and Meter Installation
 3/8" - \$800
 1/2" - \$825
 1" - \$850
 1 1/2" - \$1,275
 2"*** - \$1,425
 2" Compound Meter - \$2,725

Install meter only
 3/8" - \$275
 1/2" - \$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

FY 2018-19 KELLER FEE SCHEDULE

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

FY 2018-19 KELLER FEE SCHEDULE

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

FY 2018-19 KELLER FEE SCHEDULE

Library Membership Fee	free - residents \$25 for non-residents, per family / year \$12.50 for non-resident seniors / year \$ 0.50 replacement card fee
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

FY 2018-19 KELLER FEE SCHEDULE

Quarantine Fee	\$25 per animal, per day
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.

FY 2018-19 KELLER FEE SCHEDULE

**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

FY 2018-19 KELLER FEE SCHEDULE

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.

FY 2018-19 KELLER FEE SCHEDULE

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.

Sec. 9 - Utility Billing Rates

WATER RATES

RESIDENTIAL/NON-RESIDENTIAL

MINIMUM BILL (1st 2,000 gallons):

	Rates Per Month:
5/8" x 3/4" meter (Class Code A)	\$21.175
3/4" x 3/4" meter (Class Code AB)	\$26.354
1" meter (Class Code B)	\$31.709
1 1/2 " meter (Class Code BC)	\$51.576
2" meter (Class Code C)	\$71.444
3" meter (Class Code D)	\$111.211
4" meter (Class Code E)	\$137.586
5" meter (Class Code F)	\$177.342
6" meter (Class Code G)	\$217.078
7" meter (Class Code H)	\$243.495
8" meter (Class Code I)	\$275.245

RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.420
2,000 - 10,000	\$4.572
10,001 - 20,000	\$4.966
20,001-25,000	\$5.505
25,001 - 40,000	\$6.885
40,000 +	\$7.425

NON-RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.420
2,001 - 10,000	\$4.572
10,001 - 20,000	\$5.671
20,001 - 25,000	\$6.450
25,001 - 40,000	\$6.885
40,000 +	\$7.425

FY 2018-19 KELLER FEE SCHEDULE

WASTEWATER (SEWER) RATES

RESIDENTIAL/COMMERCIAL

MINIMUM BILL: per 1,000 gals.	Rates Per Month:
5/8" x 3/4" meter (Class Code A)	\$14.191
3/4" x 3/4" meter (Class Code AB)	\$17.604
1" meter (Class Code B)	\$21.008
1 1/2" meter (Class Code BC)	\$26.048
2" meter (Class Code C)	\$31.078
3" meter (Class Code D)	\$46.006
4" meter (Class Code E)	\$69.266
5" meter (Class Code F)	\$100.748
6" meter (Class Code G)	\$149.106
7" meter (Class Code H)	\$220.665
8" meter (Class Code I)	\$326.604

Volume/Commodity Charge	Rates per 1,000 gallons:
Rates per 1,000 gallons	\$4.359
Rates per 1,000 gallons water usage: (residential up to 20,000 gallons)	
No maximum volume charge on commercial/non-residential	

Drainage Utility Fee Rates

	Per Month:
Residential	\$7.000
All non-residential real property*	Impervious Area X \$7.000
	Impervious Area = Number of Acres X ERU
Property Type:	Equivalent Residential Units (ERU):
Commercial	10.79
Industrial	7.25
Institutional, Churches, Multi-Family	7.25
Parks & Open Space	0.18

* - City, County, School Districts, State and Federal governments are exempt

BUDGET POLICIES

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 wastewater services to customers as economically as possible, while also maintaining the fiscal integrity of the Water and Wastewater Enterprise Fund; therefore, the City will seek to pass through (recover) increases in water supply costs and wastewater treatment services 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 budgeted funds shall be submitted to the City Council by the City Manager on or before August 15 of each year, for the ensuing fiscal year. [*Keller Charter, Section 8.02*]. The City Manager's proposed budget shall be filed in accordance with State law including filing with the Office of the City Secretary and at the Keller Public Library, and on the City's website.

2.11 Unless otherwise noted in the annual budget document, annual fixed-dollar budgets will be adopted for all funds except capital funds, grant funds, donation funds, impact fee funds, Council approved operating project funds and trust funds for the period beginning October 1 and ending September 30 of the following year. Funds which are funded by non-reoccurring and/or expected revenue sources such as grants, donations, and impacts shall be considered non-budgeted funds. Budgets for capital and Council approved operating project funds are adopted based upon the anticipated time line for completion of the project, also known as the project life basis, and not a fiscal year basis.

2.12 All budget appropriations (except for project life funds) lapse at fiscal year-end (September 30) and the City shall strive to minimize any encumbrances at year-end. Any encumbered appropriations at year-end may be re-appropriated by a budget amendment in the ensuing fiscal year.

2.13 All budgets shall be adopted on a basis of accounting consistent with GAAP, as applied to governmental entities, with the exception of Enterprise and Internal Service Funds. Revenues are budgeted as they become measurable and available. Expenditures are charged against the budget when they become measurable, or when a liability has been incurred and the liability is expected to be liquidated with available current resources. For Enterprise and Internal Service Funds, depreciation is not budgeted, and capital improvements and debt service principal payments are budgeted as expenditures/expenses.

2.14 The budget shall be maintained at the legal level of control which is the department within the individual fund. Expenditures may not exceed the legal level of control at the department level within an individual fund without approval of the City Council. The City Manager is authorized to transfer appropriations within a department or between departments in an individual fund in accordance with these policy guidelines.

2.15 Authority to transfer appropriations within a fund or department. The City Manager 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 are prepared on a working capital basis, whereby depreciation expenses are not budgeted and capital outlay and debt service principal payments are budgeted as expenses. Reserves of Enterprise and Internal Service Funds will be disclosed using working capital as defined in the Fund Balance Policy, rather than retained earnings.

2.20 Budgets of Enterprise and Internal Service Funds shall be self-supporting, i.e., on-going revenues equal or exceed on-going expenditures (excluding depreciation) and one-time expenditures may be funded with working capital.

2.21 Budgets shall integrate performance measures, goals and objectives, service levels and productivity measures where appropriate, and provide a means of measuring and monitoring performance, goals and productivity.

2.22 New positions and programs funded in annual budgets will be disclosed at their full annual cost in the initial and subsequent years of funding, or at the respective full-time equivalent costs for new positions. Even if the positions and/or programs are anticipated to begin mid-year, the full annual costs, or the full-time equivalent costs for new positions, will be disclosed in the budget. Positions temporarily vacant will also be disclosed at their full annual cost in the annual budget.

2.23 When possible, replacement funds shall be created to ensure the ability to make timely replacements.

3. Capital Improvements.

3.1 The City will develop and maintain a comprehensive five-year plan for capital improvements. This plan shall be presented to and reviewed by the City Council annually. Capital improvements for planning purposes shall be considered as all land, land improvements, building projects, infrastructure (i.e., streets, water and wastewater improvements) and equipment exceeding one hundred thousand dollars (\$100,000) in cost.

3.2 All capital improvements should be made in accordance with the five-year plan as adopted or reviewed by the City Council.

3.3 The City Council shall adopt an annual capital budget that is based on the five-year capital improvement plan. This capital budget shall identify the sources of funding for each capital project authorized for the ensuing fiscal year. Assessments and pro-rata charges may be applied where applicable to fund capital projects.

3.4 The City's capital improvement program shall be coordinated with the operating budgets. Operating costs associated with each capital improvement project will be identified in the capital budget and included in the appropriate operating budget if the project is authorized.

3.5 Interest earnings on bond proceeds shall be credited to the appropriate bond fund and will be used to help with future debt management.

3.6 For capital budgeting purposes, capital improvement projects for facilities (fire stations, libraries, City Halls, etc.) will not only reflect cost of acquisition or construction of the facility, but shall also reflect the annual operating costs of staffing, equipping, operating and insuring of the facility in the impacted operating fund. The City shall not finance annual operating costs with the issuance of debt, per Section 4.1.

3.7 The City will measure the condition of our infrastructure, and the degree to which the City is meeting infrastructure replacement needs. The City will budget to make timely infrastructure repairs and replacements to avoid additional repairs and/or long-term damage.

3.8 The City Council may establish, by resolution, policies and procedures for prioritizing capital project improvements, establishing a reserve therefore, and the funding thereof in accordance with the provisions of the City's Financial Management Policies.

4. Debt Management.

4.1 Long-term debt shall not be incurred to finance on-going operations. Long-term debt shall be defined as debt requiring more than five years to retire. Short-term or interim debt shall be defined as debt requiring five years or less to retire, and may be used to fund purchases of machinery, equipment (including office equipment) and vehicles.

4.2 When any debt is issued to finance capital improvements, the City shall retire the debt within a period not to exceed the expected useful life of the projects or improvements being financed. When possible the debt should not exceed 15 years unless the expected asset life is beyond 50 years.

4.3 Total debt service requirements (principal and interest) in any fiscal year should generally not exceed twenty-five percent (25%) of the City's total operating expenditures/expenses (excluding capital projects funds).

4.4 Total direct general obligation debt service requirements shall not exceed fifteen percent (15%) of the assessed value of taxable property.

4.5 The City shall maintain good communications with the major bond rating agencies concerning the City's financial condition, and shall follow a policy of full disclosure in every financial report and official bond statement. The City will maintain sound fiscal management practices to maintain 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 An annual independent financial audit shall be performed by a properly licensed independent public accounting firm, and results of this audit will be presented to the City Council by March 31 of the following year in the form of a Comprehensive Annual Financial Report (CAFR), in accordance with generally accepted accounting principles (GAAP) and GFOA requirements, unless delayed by extenuating circumstances and an extension has been granted by GFOA.

5.2 The City will strive to receive and retain the Certificate of Achievement for Excellence in Financial Reporting awarded annually by the Government Finance Officers Association of the United States and Canada (GFOA).

5.3 Timely interim financial reports will be produced for department managers for internal purposes. Departmental reports comparing budget to actual amounts shall be prepared by the Finance Department in a timely manner.

5.4 Financial reports including capital project updates shall be prepared on at least a quarterly basis and made available to the City Council in a condensed format. After presentation of the report to the City Council, the report shall be made available for public inspection.

5.5 Every three to five years, the City will issue requests for proposal to choose an auditor for a period not to exceed five years.

6. Purchasing.

6.1 The City Manager 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). These accounts will be aggressively pursued for collection by any lawful and available means. Accounts which are in bankruptcy status, involving a claim of one thousand dollars (\$1,000) or less, which require the City to make an election to the bankruptcy court, will be referred to the City Manager, with a recommendation by the City Attorney. The City Manager shall report all bad debt write-offs of note to City Council. All accounts involving write-offs greater than one thousand dollars (\$1,000) shall be referred directly to City Council for write off, or further recommended action.

8.2 The City shall follow a policy of aggressively pursuing the collection of current and delinquent ad valorem taxes, and shall strive to maintain a current ad valorem tax collection rate equal to or exceeding ninety-seven percent (97%) of the current levy. In addition, the City will aggressively pursue collection of other debts owed to the City, e.g., water bills, ambulance billings, etc.

8.3 Sound appraisal procedures and practices will be monitored by the City in order to keep property values current. The City will annually review the various levels of property tax exemptions and abatements which may be optionally granted by the City.

8.4 The City may impose impact fees upon new development. The purposes of these fees are to pay a portion of the cost of constructing capital improvements or facility expansions necessary to serve new development.

8.5 Expenditures of impact fees are limited to paying for construction-related costs or capital improvements or facility expansions and to payment of principal and interest on bonds, notes, or other obligations issued to finance eligible capital improvements.

8.6 Plans and costs of enforcement related to the passage of ordinances and/or other legislation (if any) should be disclosed to the City Council by the City Manager, prior to the passage of ordinances and/or other legislation.

8.7 Consistent efforts shall be made to reconcile the total water volume sold to the total water volume purchased or pumped. Acceptable water losses for fire-fighting, fire hydrant testing and broken lines should not exceed seven percent (7%). To achieve this goal, it is the policy of the City that all water service, including City-owned facilities, be metered appropriately.

8.8 Efforts shall be made to reconcile wastewater contributed from customers to those volumes flowing through treatment facilities. Acceptable amounts of inflow and infiltration should not exceed ten percent (10%).

8.9 Utility billing collection cycles should be as short as practical and utility security deposits should reflect those cycles in order to minimize losses to the City. Meter readings should occur in relatively uniform monthly time frames, and utility bills should be generated in a timely manner thereafter. Utility bills should be due no more than fifteen (15) days after the customer receives the bill. Delinquent notices should be mailed one day after the due date. Termination of utility service should occur no more than sixty (60) days after the meter reading date.

8.10 The City will evaluate privatization or regionalization of services which will either maintain or improve the existing quality of services, while at the same time minimizing the cost of the service to the public. Examples of services to be evaluated for privatization are solid waste collection, engineering, and data processing services.

8.11 The City will provide adequate staffing and training to our fiscal functions in order to maintain effective internal controls, timely financial transactions and meaningful financial management information.

8.12 Utility cost subsidies should be minimized. Cost subsidies can occur between funds, i.e., General Fund and Water and Wastewater Enterprise Fund; between utilities, water utility and sewer utility; between customers, residential customers and commercial customers; and between generations, current and future generations.

8.13 The City will cautiously evaluate the granting of tax exemptions and/or abatements, which shift tax burdens, and may also eventually raise the overall tax rate.

8.14 The City will thoroughly review state and federal legislation that will impact City services, and the potential or resulting costs to citizens.

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. For enterprise funds, fund balance will be defined as working capital and shall represent current assets minus current liabilities without future bond payments.
4. If unassigned fund balance unintentionally falls below required levels, or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City will implement the provisions of the *Financial Management Contingency Plan* in order to restore the uncommitted fund balance to the minimum required level.
5. The City Council may appropriate unassigned fund balance for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.
6. When multiple categories of fund balance are available for expenditure, such as a capital project being funded by a combination of grant funds, funds set aside by the City Council, and unassigned fund balance, the City will spend projects funds from the most restricted category first (e.g., grant funds). When the most restricted fund balance has been spent on the project, then funds will be spent from the next most restrictive category (e.g., committed or assigned fund balance), continuing this pattern until all project funds have been expended.
7. City shall minimize the use of committed fund balances in major operating funds when possible. Methods of reducing the commitments include transferring project funds to capital projects, creating and maintaining equipment replacement and long-term maintenance funds, and creating and maintaining operating project funds for non-capital projects.
8. The Director of 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.
9. Compliance with the provisions of this policy shall be reviewed as a part of the annual operating budget adoption and subsequent review will be included in the annual audit and financial statement preparation procedures.

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. It is essential that the City of Keller constantly monitor economic conditions and any possible negative impacts on the City's revenues.

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.

Throughout the contingency plan process, the goal is to protect current service levels, while continuing to 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:

Indicators: Serve as warnings that potential budgetary revenue shortfalls are increasing in probability. Staff will monitor state and national economic indicators to identify recessionary or inflationary trends that could negatively impact consumer spending or property values.

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 conditions, 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.
- 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. Level I: The estimated annual revenue is below budget projections for 3 consecutive months. Current economic conditions and indicators may continue.
 - a. Expenditures:
 - i. Freeze newly created positions.
 - ii. Implement a time delay for hiring vacant positions.
 - b. Revenues:
 - i. Identify any potential new revenue sources.
 - c. 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.
 - 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 normal operating procedures.
- 2. Level II: The estimated annual revenue is below budget projections for 6 consecutive months. Current economic conditions and indicators are anticipated to continue.
 - a. Expenditures:
 - i. Implement a managed-hiring program for vacant positions.
 - ii. Reduce the hours/number of part-time and seasonal employees as per Reduction In Force Policy.
 - iii. Reduce travel and training expenses.
 - iv. Review and prioritize reductions of operating and capital expenditures.
 - v. Eliminate or defer capital outlay expenses.
 - vi. Review and prioritize expenses for professional and contracted services.
 - b. Revenues:
 - i. Evaluate user fees in order to remain competitive.
 - ii. Identify and/or implement new revenue sources.
 - iii. Evaluate property tax rate increase.
 - iv. Evaluate water and wastewater rate increases.
 - v. Evaluate use of available fund balance.
 - c. Service Levels Impacts:
 - i. Cutbacks or reductions in non-essential day-to-day operations (number of times parks are mowed, hours of operations of facilities).
 - ii. Defer general (non-essential) maintenance.
 - iii. Prioritize and defer or freeze vehicle replacements, computer upgrades and new computer purchases. Replacements for essential non-working equipment are allowed, subject to approval by the City Manager.
 - iv. Reduce or defer non-essential repair and maintenance expenses. Examples – vehicles, communications, office equipment, machinery and buildings. Repair and maintenance of essential non-working equipment is permitted, subject to approval by the City Manager.
 - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level I.
- 3. Level III: The estimated annual revenue is below budget projections for 9 consecutive months, or is below budget projections by more than 6% for 6 consecutive months. Current economic conditions and indicators are anticipated to continue or possibly worsen.
 - a. Expenditures:
 - i. Prepare for implementation of a Reduction in Force Plan.
 - ii. Implement a compensation freeze.
 - iii. Identify overtime expenses that may likely be reduced.
 - iv. Reduce external program funding.
 - v. Eliminate or defer pending capital improvement projects.
 - vi. Consider deferring payments to City-owned utilities – water and wastewater services.
 - b. Revenues:
 - i. Recommend property tax increase.
 - ii. Recommend water and/or wastewater rate increase.
 - iii. Recommend new revenues, or increases in current fees.
 - iv. Recommend use of available fund balance.
 - c. Service Level Impacts:
 - i. Significant reductions in service levels.
 - ii. Evaluate and/or recommend a reduction in hours of operation at all facilities.
 - iii. Essential programs and services will be evaluated for reductions.
 - iv. Reduce energy costs through reduction in hours of operations.
 - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level II.

4. Level IV: The estimated annual revenue is below budget projections for 12 consecutive months, or is below budget projections by more than 6% for 9 consecutive months. Current economic conditions and indicators are anticipated to continue and are likely to worsen.
 - a. Expenditures:
 - i. Implement Reduction in Force Plan (reduce employee personnel costs, including an employee furlough plan for time off without pay and/or four-day work weeks, laying off of personnel, etc.).
 - ii. Consider other cost reduction strategies.
 - iii. Reduce departmental budgets by a fixed percentage or dollar amount.
 - iv. Eliminate external program funding.
 - v. Reduce and/or eliminate overtime expenses throughout departments.
 - b. Revenues:
 - i. Implement property tax rate increase.
 - ii. Implement water and wastewater rate increase.
 - iii. Increase user fees.
 - iv. Implement use of available fund balance.
 - c. Service Level Impacts:
 - i. Reduce hours of operations of all facilities.
 - ii. Implement service level reductions throughout all departments and/or eliminate specific programs.
 - iii. Departments will prioritize service levels and programs according to City Council goals and objectives.
 - iv. Defer infrastructure and street overlay maintenance.
 - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level III.

BASIS OF ACCOUNTING

Basis of Accounting and Budgeting. The accounts of the City are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. All funds are budgeted (except as otherwise stated earlier) and accounted for on a Generally Accepted Accounting Principles (GAAP) basis for purposes of financial statement presentation in the City's audited financial statements. The Governmental Fund Types, e.g., General and Special Revenue Funds, use a financial resources measurement focus and are accounted and budgeted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources and, other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

In the City's audited financial statements, Proprietary (Enterprise) Fund types, e.g., the Water and Wastewater Fund, are accounted and budgeted on a cost of services or "capital maintenance" measurement focus, using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. However, for purposes of this budget presentation, depreciation is not budgeted, and capital expenditures and bond principal payments are shown as uses of funds (expenditures). Unless otherwise noted, working capital, rather than retained earnings, is used to represent fund balance in all funds, including Enterprise Funds. Working capital is generally defined as the difference between current assets (e.g., cash and receivables, etc.) and current liabilities – excluding the current portion of principal and interest due (e.g., accounts payable) – and provides a better comparative analysis of proprietary fund reserves for budget purposes than does the presentation of retained earnings as presented in the audited financial statements. In addition, budgeting capital outlay as expenditures for budgetary purposes allows the proposed capital purchases to be reviewed and authorized by City Council each year.

FUND ACCOUNTING

The City utilizes fund accounting procedures to prepare the annual operating budget. By definition, a "fund" is a distinct fiscal entity, accounting for receipts and disbursements that are for specific activities. A fund is a self-balancing set of accounts, in which assets equal liabilities plus fund balance. The City primarily uses the following fund types:

Governmental funds - Governmental fund types are those funds through which most governmental functions of the City are financed.

- **General Fund** – the general operating fund of the City, used to account for and report all financial sources not accounted for and reported in another fund. Typical governmental functions, such as police, fire, library, streets, parks, and administration, are funded in the General Fund.
- **Special Revenue Funds** – these funds are used to account for and report proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes, other than debt service or capital projects.
- **Debt Service Funds** – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The City utilizes two debt service funds.
- **Capital Projects Funds** – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Funding sources are typically bond proceeds, operating fund transfers, or impact fees.

Proprietary funds - Proprietary fund types are used to account for operations that are financed in a manner similar to private business enterprises. The City utilizes the following two types of proprietary funds:

- **Enterprise Funds** – these funds are business-like governmental activities which are intended to be self-supporting and fund the operation, maintenance, and capital improvements related to the enterprise services.
- **Internal Service Funds** – these are funds that support internal operations.

Matrixes are provided below to show the relationships between City funds, departments, and the various fund types.

FUND MATRIX

The following table indicates the relationship between city funds and fund types used in the budget document.

Fund	Governmental Funds				Proprietary Funds		Trust Funds
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services	
OPERATING BUDGET FUNDS							
General Fund							
Water And Wastewater Fund							
Drainage Utility Fund							
Keller Development Corporation Fund							
The Keller Point Fund							
Keller Crime Control & Prevention District Fund							
Street And Sidewalk Improvements Fund							
Debt Service Fund							
Information Services Fund							
Recreation Special Revenue Fund							
Municipal Court Special Revenue Fund							
Public Safety Special Revenue Fund							
PEG Cable Franchise Fee Fund							
Community Clean-Up Fund							
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							
Employee Section 125 Fund ³							
Single Non-Profit Trust Fund ³							

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 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						

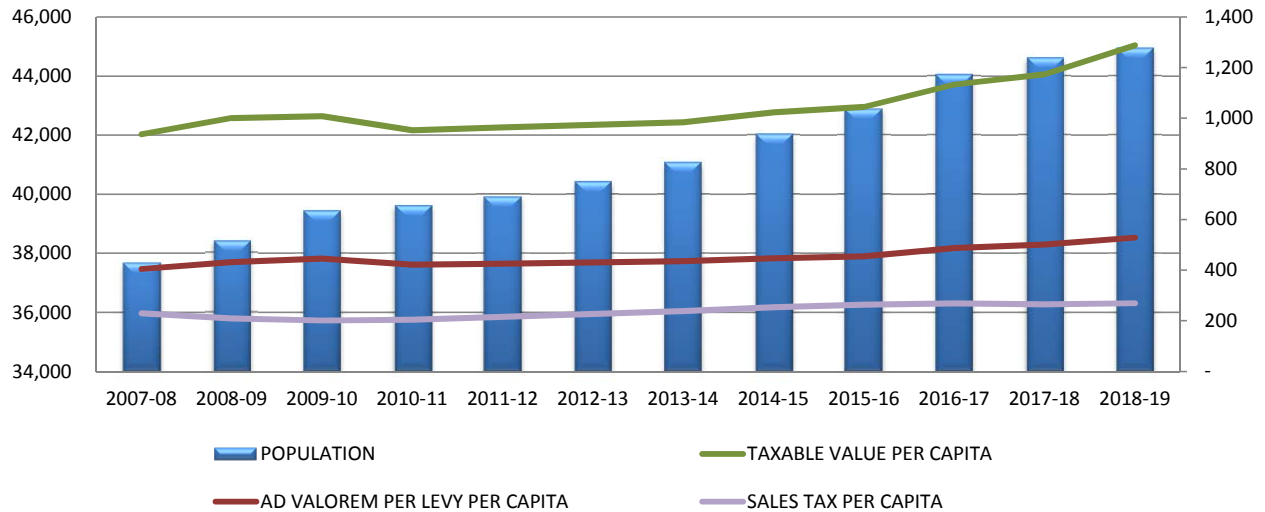
ASSESSED VALUE AND LEVY ANALYSIS

	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
Total Assessed Value	\$ 5,277,404,783	\$ 5,547,767,380	\$ 5,928,042,940
% change	11.81%	5.12%	6.85%
Less Frozen Value	596,575,893	672,850,883	806,353,824
Less TIRZ Value	205,321,546	217,610,787	0
Net taxable value	\$ 4,475,507,344	\$ 4,657,305,710	\$ 5,121,689,116
% change	11.02%	4.06%	9.97%
Tax rate per \$100	0.43000	0.42750	0.41325
Taxable Value levy	19,244,682	19,909,982	21,165,380
Levy on frozen properties	2,217,364	2,467,361	2,756,906
Tax levy	\$ 21,462,046	\$ 22,377,343	\$ 23,922,286
Estimated collection rate	99.30%	99.25%	99.25%
Estimated levy collection	\$ 21,311,811	\$ 22,209,513	\$ 23,742,869
% change	10.14%	4.21%	6.90%
Tax Rate Distribution			
General Fund (M&O)	\$ 0.31358	\$ 0.318985	\$ 0.332943
Debt Service Fund (I&S)	0.11642	0.108515	0.080307
TOTAL	0.43000	0.42750	0.41325
% change	(1.08)%	(0.58)%	(3.33)%
Dollar Distribution			
General Fund (M&O)	15,541,663	16,882,737	19,660,642
Debt Service Fund (I&S)	5,770,148	5,326,775	4,082,227
TOTAL	\$ 21,311,811	\$ 22,209,513	\$ 23,742,869
TIRZ Levy			
TIRZ Value	205,321,546	217,610,787	0
Tax rate per \$100	0.43000	0.42750	0.41325
Estimated collection rate	99.30%	99.25%	99.25%
TOTAL	\$ 876,702	\$ 923,309	\$ -
% change	8.09%	5.32%	(100.00)%
TOTAL ALL LEVY	\$ 22,188,513	\$ 23,132,822	\$ 23,742,869
% change	10.06%	4.26%	2.64%

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	11,812,753	268
2017-18	44,620	5,234,466,178	1,173	22,377,343	502	11,823,828	265
2018-19	44,940	5,788,817,005	1,288	23,742,869	528	12,089,863	269

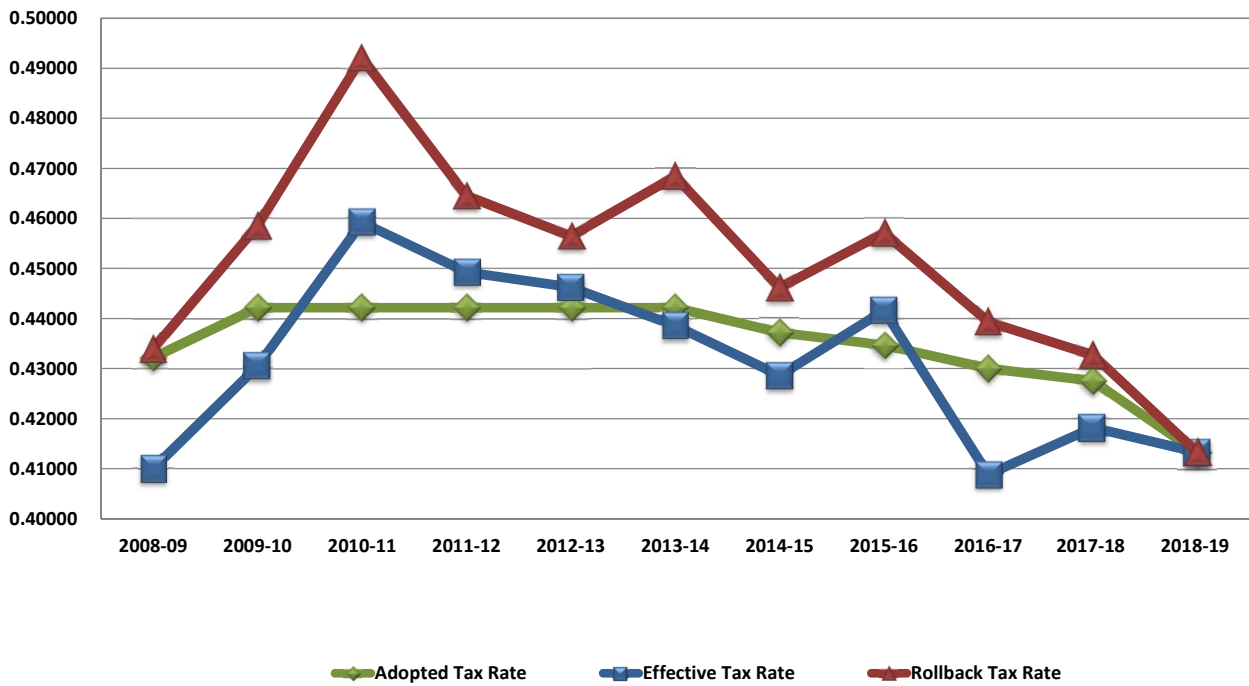
Population and Per Capita Growth



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
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%
2018-19	0.41325	(0.0168)	0.41328	(0.0000)	0.41330	(0.0001)	346,378	5.01%	1,431.41	1.51%

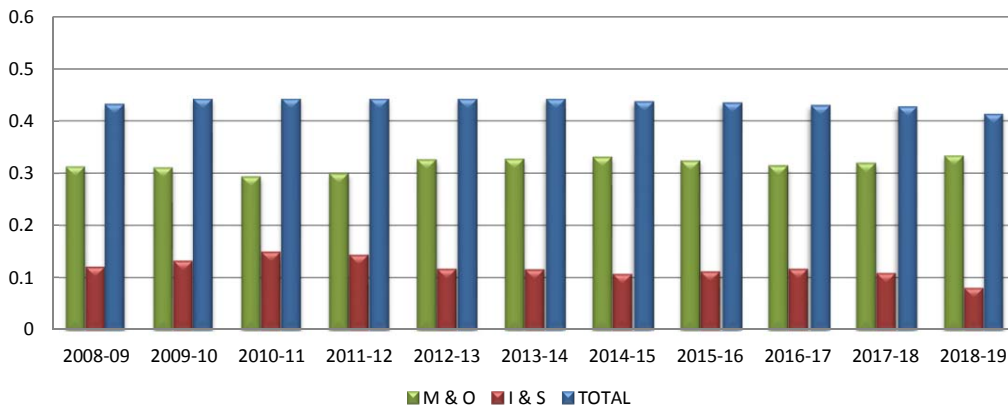
TAX RATE COMPARISONS



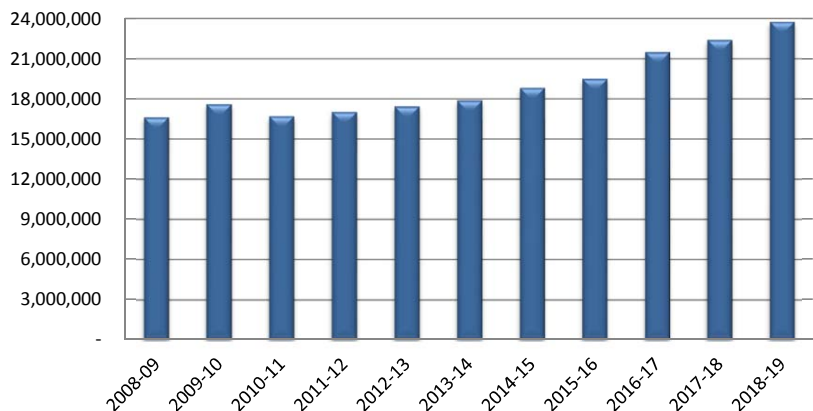
TAXABLE AD VALOREM, RATES, AND LEVIES FOR TEN YEARS

FISCAL YEAR	TAXABLE AD VALOREM	ANNUAL TAXABLE AD VALOREM		M & O		I & S		TOTAL	M&O & I&S LEVY	ANNUAL LEVY GROWTH
		GROWTH		% OF RATE		% OF RATE				
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	11.3%	0.313578	72.9%	0.116422	27.1%	0.430000	\$21,462,046	10.1%	
2017-18	\$5,234,466,178	4.9%	0.318985	74.6%	0.108515	25.4%	0.427500	\$22,377,343	4.3%	
2018-19	\$5,788,817,005	10.6%	0.332943	80.6%	0.080307	19.4%	0.413250	\$23,742,869	6.1%	

Ad Valorem Rate by Fiscal Year

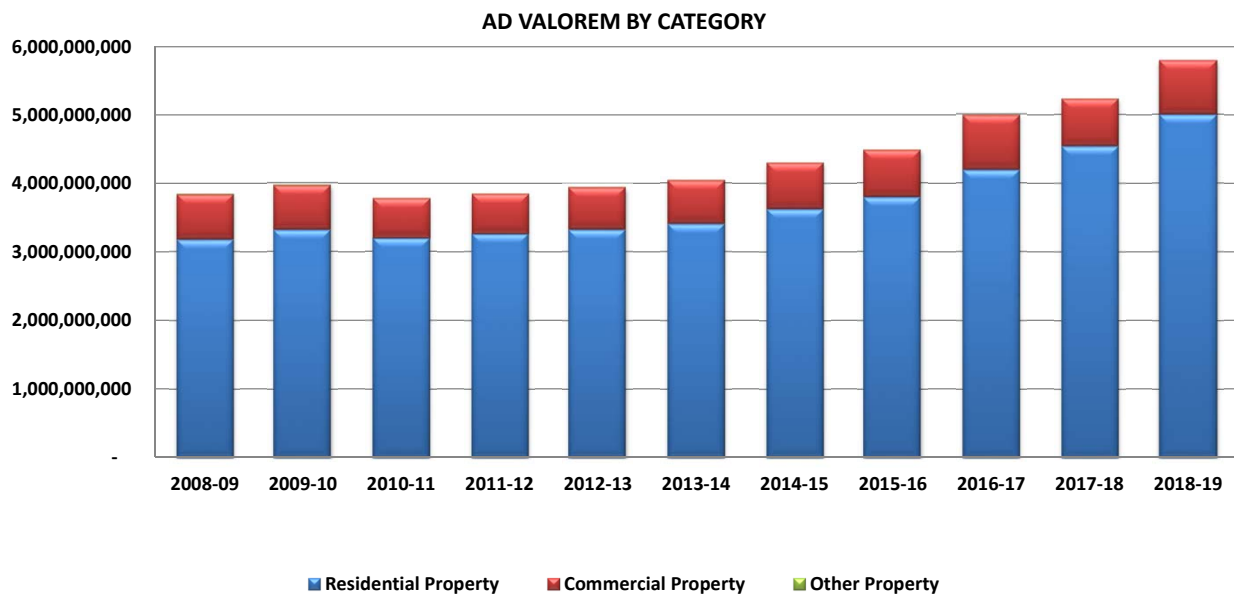


Ad Valorem Levy by Fiscal Year



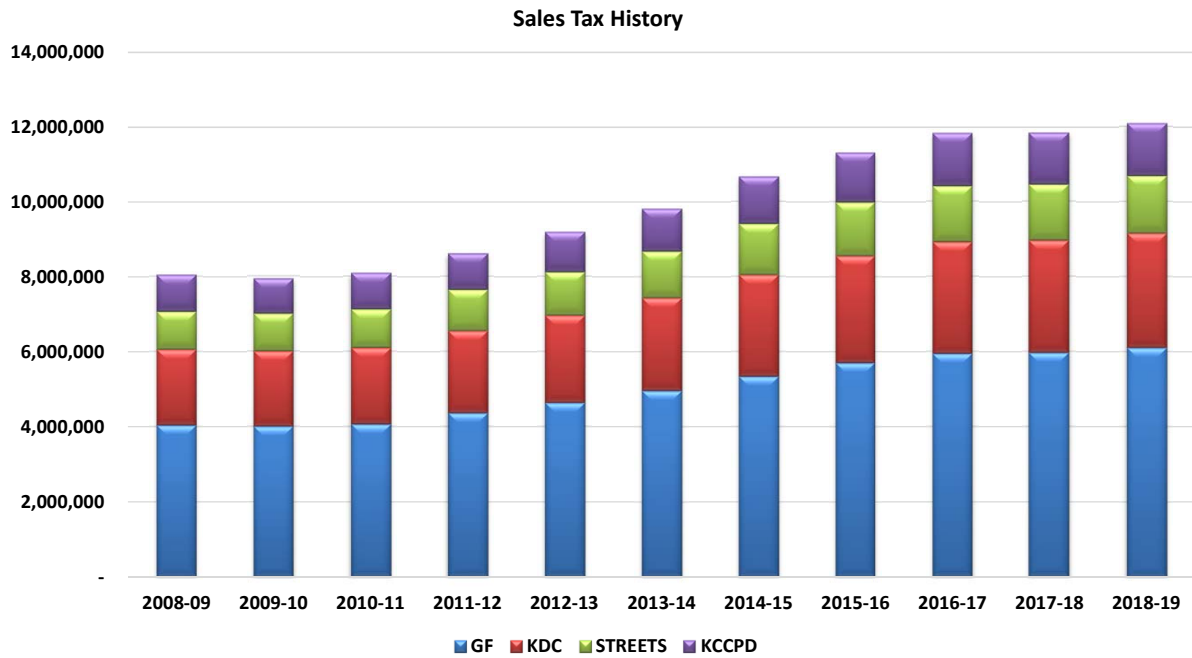
TAXABLE AD VALOREM BY TYPE LAST TEN YEARS

Fiscal Year	Residential Property	% of Total	Commercial Property	% of Total	Other Property	% of Total	Total Taxable Ad Valorem	Annual Taxable Ad Valorem Growth
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	11.3%
2017-18	4,541,681,247	86.8%	692,354,454	13.2%	430,477	0.0%	5,234,466,178	4.9%
2018-19	5,000,642,127	86.4%	787,573,892	13.6%	600,985	0.0%	5,788,817,005	10.6%



SALES TAX BY FUND LAST TEN FISCAL YEARS

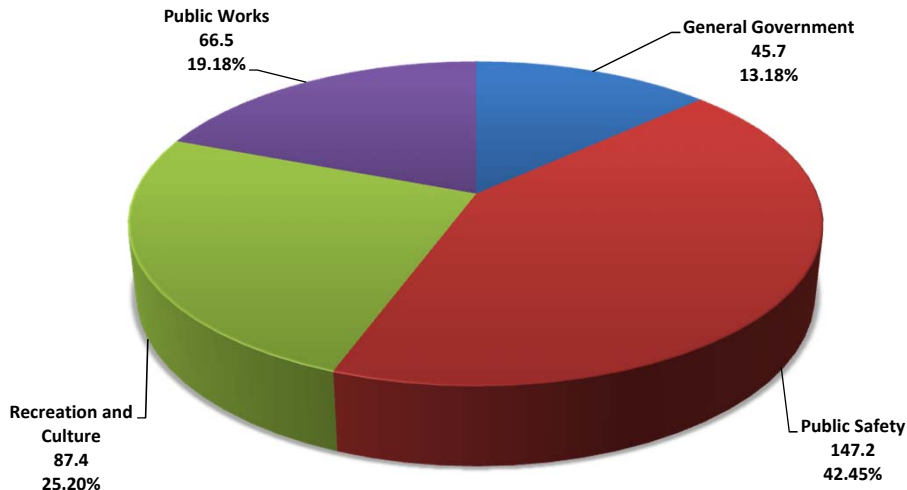
FISCAL YEAR	GENERAL FUND	KELLER DEVELOPMENT COPORATION	STREET MAINTENANCE	KELLER CRIME CONTROL AND PREVENTION DISTRICT	TOTAL	% OF AD VALOREM TAX LEVY	AD VALOREM TAX RATE
2008-09	4,037,484	2,018,742	1,009,371	979,874	8,045,471	48.4%	\$ 0.2094
2009-10	4,004,193	2,004,557	999,818	931,103	7,939,671	45.2%	\$ 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	5,945,583	2,972,792	1,486,396	1,407,983	11,812,753	55.0%	\$ 0.2367
2017-18	5,972,066	2,986,033	1,493,017	1,372,712	11,823,828	52.8%	\$ 0.2259
2018-19	6,106,437	3,053,219	1,526,609	1,403,598	12,089,863	50.9%	\$ 0.2104



FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION LAST TEN YEARS

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
General Government											
Administration	10.00	10.00	8.00	8.00	8.00	8.00	9.00	9.48	9.48	7.48	7.48
Finance & Accounting	7.50	6.50	6.50	7.00	7.00	7.00	7.50	7.50	7.50	8.00	8.00
Town Hall Operations	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Human Resources	6.00	5.00	5.00	5.00	5.00	5.00	5.00	5.48	5.48	5.48	5.48
Economic Development	1.00	1.00	1.00	1.00	1.50	2.50	1.78	1.78	1.78	2.48	2.48
Municipal Court	4.50	3.50	3.50	3.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Community Development	14.00	11.00	11.00	11.00	12.00	11.96	12.41	12.41	12.66	12.27	12.27
Information Technology	7.50	7.00	7.00	7.00	8.00	8.00	7.00	7.00	7.00	7.00	7.00
Total General Government	52.50	46.00	45.00	45.50	44.75	45.46	45.69	46.65	46.90	45.71	45.71
Public Safety											
Police											
Officers	50.00	49.00	49.00	50.50	51.50	50.00	49.00	49.00	49.00	49.00	49.75
Civilians	32.00	32.00	34.00	34.00	34.00	35.48	37.48	37.48	38.48	39.44	40.44
Total Police	82.00	81.00	83.00	84.50	85.50	85.48	86.48	86.48	87.48	88.44	90.19
Fire											
Firefighters and Officers	58.00	54.00	54.00	57.00	57.00	57.00	55.00	55.00	55.00	55.00	55.00
Civilians	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Fire	60.00	56.00	56.00	59.00	59.00	59.00	57.00	57.00	57.00	57.00	57.00
Total Public Safety	142.00	137.00	139.00	143.50	144.50	144.48	143.48	143.48	144.48	145.44	147.19
Recreation and Culture											
Parks and Recreation	85.10	67.87	72.23	71.60	71.77	75.60	74.06	72.02	71.02	71.85	71.85
Library	15.97	15.42	15.42	15.42	15.42	15.42	15.48	15.48	15.49	15.52	15.52
Total Culture and Leisure	101.07	83.29	87.65	87.02	87.19	91.02	89.54	87.50	86.51	87.37	87.37
Public Works											
Administration	2.00	2.00	2.00	2.00	2.13	2.50	2.50	2.50	2.50	3.00	3.50
Engineering	3.50	3.50	3.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Street Maintenance	11.83	8.83	8.83	8.83	9.60	9.60	9.83	9.83	9.83	9.50	9.50
Water Utilities	37.92	33.67	33.67	30.30	30.67	30.67	30.17	30.17	32.17	31.50	31.50
Wastewater Utilities	9.50	9.50	9.50	9.50	9.50	9.50	11.50	11.50	10.50	10.50	10.50
Drainage	8.75	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50
Total Public Works	73.50	66.00	66.00	62.13	63.40	63.77	65.50	65.50	66.50	66.00	66.50
Total	369.07	332.29	337.65	338.15	339.84	344.73	344.21	343.13	344.39	344.52	346.77

FY 2018-19 CITY-WIDE FTE BY FUNCTION



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&I	Infiltration and Inflow
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

CITY OF KELLER, TEXAS
List of Acronyms

MGD	Million Gallons per Day
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*.)

