



City of Keller, Texas

FY 2020-2021 PROPOSED BUDGET

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 decrease total property taxes from last year's budget by \$620,407 or 2.6%, and includes \$290,304 of 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 \$0.3950 per \$100 of valuation which is a reduction of \$0.0049 per \$100 from the current tax rate of \$0.3999 per \$100 and is the seventh tax rate decrease in a row. In addition, the City increased the homestead exemption from 12% to 14%. Below is a breakdown of tax rates and changes from FY 2017-18 to FY 2020-21.

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Tax Rate (per \$100)	\$0.427500	\$0.413250	\$0.39990	\$0.3950
No New Revenue Rate (per \$100)	\$0.418194	\$0.413279	\$0.401949	\$0.417588
Voter Approval Rate (per \$100)	\$0.432694	\$0.413302	\$0.431064	\$0.416278
Homestead Exemption	8%	10%	12%	14%



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CITY OF KELLER, TEXAS

ANNUAL BUDGET

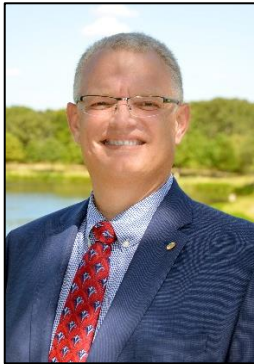
October 1, 2020 - September 30, 2021



Pat McGrail
Mayor



Sean Hicks
Mayor Pro Tem



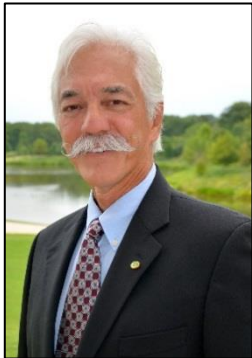
Mitch Holmes
Place 1



Sheri Almond
Place 3



Beckie Paquin
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

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

& CORE VALUES

Excellence

Commit to exceptional service and continuous improvement.

Integrity

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

Service

Work with consideration and compassion in service of others.

Creativity

Foster, inspire and empower innovation.

Communication

Deliver open, engaged and responsive public service.

Financial Accountability and Stewardship

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

Community

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

Safety and Security

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

Economic Development

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

Mobility and Infrastructure

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

Quality Services

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

Big-City Comforts, Small-Town Charm



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DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Keller
Texas**

For the Fiscal Year Beginning

October 1, 2018

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, 2018. 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 2020

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	Sheri Almond	May 2019	2022
Council, Place 4	Beckie Paquin	May 2019	2022
Council, Place 5	Chris Whatley	May 2017	2020*
Council, Place 6	Tag Green	May 2017	2020*

*On March 18, 2020, Governor Greg Abbott issued a proclamation authorizing political subdivisions that would otherwise hold elections on May 2, 2020, to move their general elections for 2020 to November 3, 2020, due to public health and safety concerns related to the novel coronavirus (COVID-19).

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.....	Brad G. Fortune
Public Works Director.....	Alonzo Liñán
Community Development Director	Julie Smith
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.....	Guadalupe Orozco
Purchasing Agent.....	Karla Parker
Senior Accountant.....	Violet Wangila
Accountant.....	Camie Orth
Sr. Accounting Technician.....	Geneva Dunn
Accounts Receivable Technician.....	Kristina Hataway
Accounts Payable Technician	Vacant

City of Keller Organizational Chart

Effective 08/11/2020

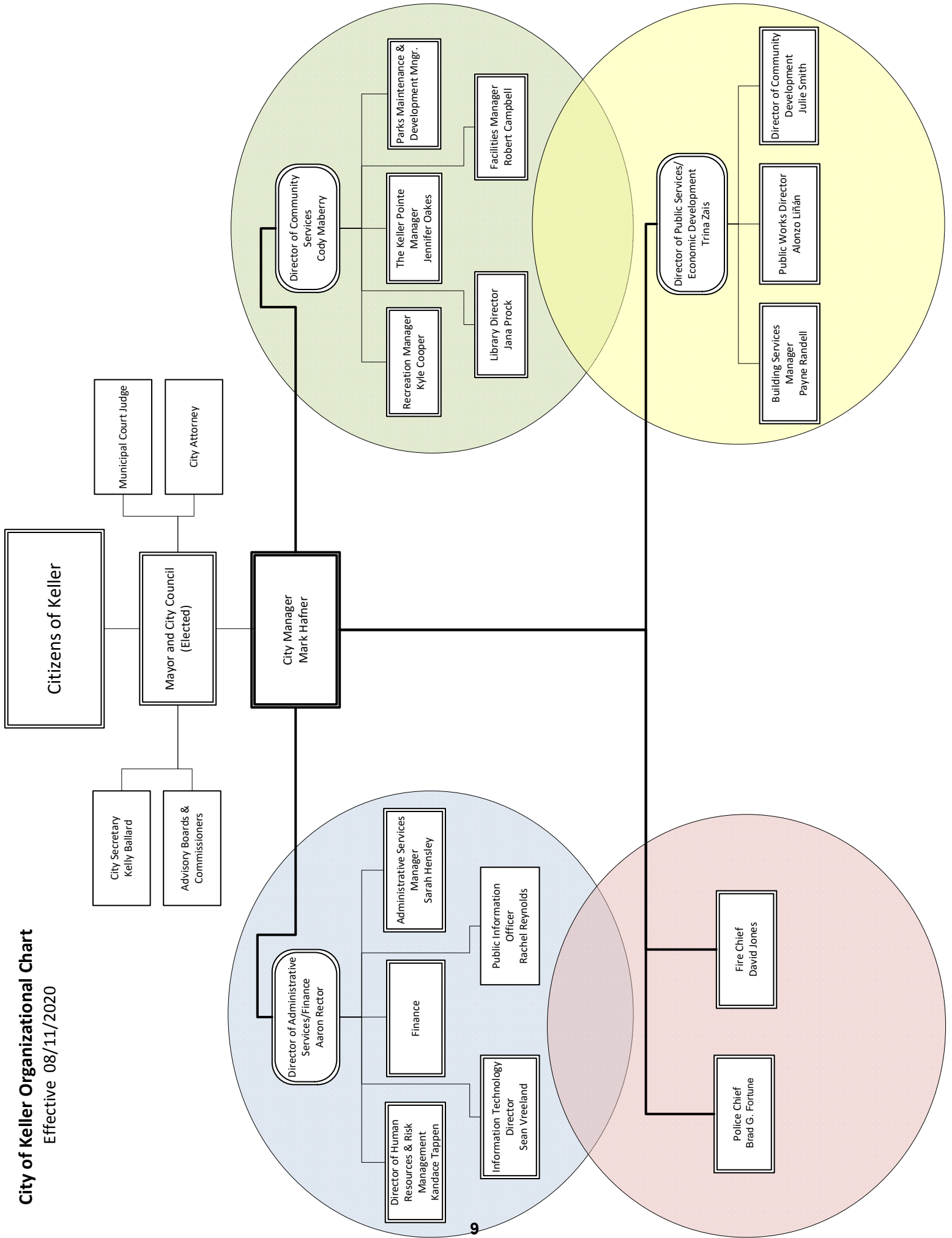


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August 11, 2020

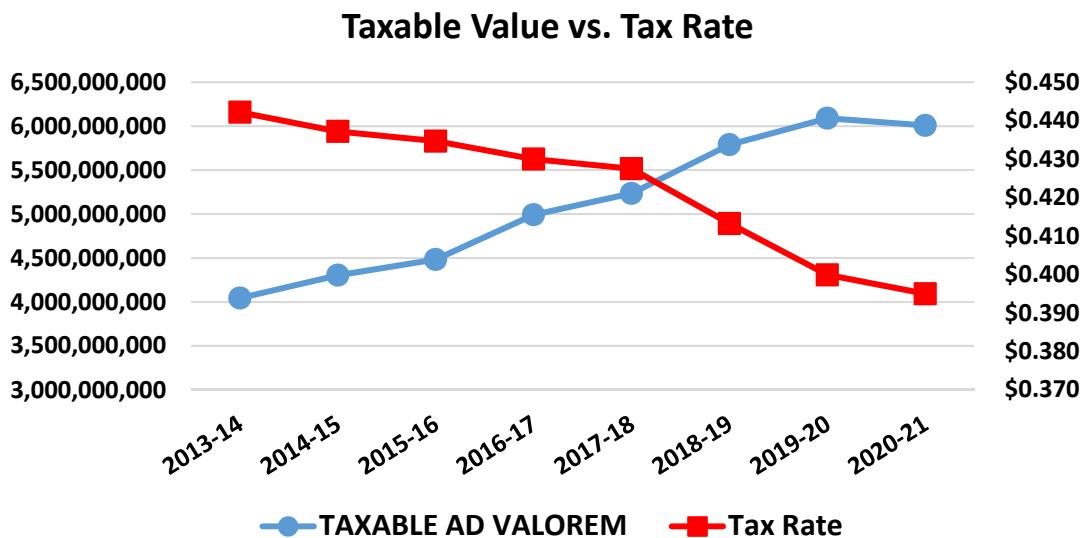
To the Honorable Mayor McGrail and Members of the City Council

Re: *The Annual Budget for Fiscal Year 2020-21*

It is my privilege to present to you the FY 2020-21 Proposed Budget. This budget represents months of hard work from your budget team and department directors, and continues our tradition of conservative fiscal management paired with a commitment to our core values of excellence, integrity, service, creativity and communication. As always, we remain focused on exploring new opportunities to provide high levels of service to our citizens in a manner that is both innovative and resourceful.

The City of Keller experienced challenges in FY 2019-20 as a result of the ongoing coronavirus pandemic. Despite this, the city has done an excellent job of weathering this period of uncertainty and have been able to remain steady in our revenues and decreased expenditures where possible. This budget represents the collective vision of the City Council to maintain municipal services at a level that delivers excellent quality of life and safety to our citizens while mitigating their property value increases through lowering the tax rate and raising the homestead exemption.

For a seventh year in a row, this year’s proposed budget reduces the city’s property tax rate — by 0.49 cents. At \$0.395 per \$100 of taxable value, the proposed rate sits below both the voter-approval tax rate of \$0.416278/\$100 and the no new revenue rate of \$0.417588/\$100.



FY 2020-21 will also see another increase to the homestead exemption after City Council this June approved increasing the local option from 12% to 14%.

With the increased exemption and reduced tax rate, the average Keller homeowner this year whose property is assessed at \$351,817 will pay \$1,390 in city taxes. Had the tax rate not been lowered and the homestead exemption not increased this year, the average homeowner would be paying \$1,432 — \$42 more.

The Proposed Budget FY 2020-21 General Fund budget is \$39,252,401, which is a decrease of \$1,410,583 or 3.5% from FY 2019-20. This total includes personnel increases, the reconstruction of Shady Grove Road from Keller-Smithfield to Smithfield roads, replacement wayfinding signs, the replacement of a crack sealing machine to be used for street repairs, additional funding for miscellaneous concrete repairs, various vehicle replacements and many more investments into our community.

Included in the General Fund are proposed one-time expenditures totaling \$2,177,865. When those one-time projects are removed from the current and proposed budgets, ongoing General Fund expenditures would increase by \$549,858 or 1.51% year over year. By cash funding one-time projects in the General Fund, the city is able to meet current service demands, including capital maintenance needs, without issuing debt.

The proposed Water and Wastewater Fund budget shows an increase of \$256,218, or 0.94%, compared to FY 2019-20. 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 \$12,268,344 — 44.5% of the Water and Wastewater budget. Both contracts will be slightly increasing for FY 2020-21, which will be reflected in the pass-thru portion of customers' rates.

The proposed budget and pass-thru rates reflect increases of 1.25% from Fort Worth and 1.3% from the Trinity River Authority. The city water rates will have a moderate increase, and the wastewater rates will have a decrease. The average resident's monthly water bill will increase by \$1.25 per month (1.60%) in the year ahead. The average monthly sewer bill will decrease by \$0.88 (2.1 %) in the year ahead. The average utility customer's monthly bill, then, will see a total increase of \$0.37 or 0.31%.

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, in FY 2019-20 the council approved a Fire/EMS replacement program that will set aside money annually to pay for expected equipment replacements. The Fire/EMS replacement program is the latest addition to the city's replacement allocations, which include accounts for fire apparatus, vehicles, heavy equipment, technology and city facilities. The FY 2020-21 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 2020-21 Proposed Budget also continues council's commitment to cash funding capital projects whenever possible. Of the nearly \$5.3 million in water system improvements, \$3.1 million in street improvements, \$1.5 million in park improvements and \$800,000 in wastewater system improvements proposed this year for a total capital project investment of more than \$11.3 million, only \$4 million — less than half — will require issuing debt.

Looking ahead, the city's Capital Improvements Five-Year Plan forecasts \$65.8 million in city capital expenditures over the next five years and anticipates issuing \$33.1 million in debt, or 50.3%. The proposed debt includes the issuance of up to \$15 million for the Old Town Keller East/Bates Street project.

This year's proposal is an operationally balanced budget with ongoing revenue exceeding both ongoing expenditures and one-time expenditures. The proposed budget shows overall revenues exceeding expenditures by \$656,097, and the proposed budget also shows General Fund revenues exceeding expenditures by \$170,025. However, a few funds will be cash funding one-time projects through the use of fund balance. The funds are still considered operationally balanced as ongoing revenues meet or exceed ongoing expenditures. Below is a list of one-time, cash-funded projects and their associated funding source:

- Shady Grove Reconstruction (Keller-Smithfield to Smithfield Road) - \$1,000,000 from the General Fund
- Bar Ditch Maintenance - \$830,000 from the General Fund
- Sidewalk Extensions & Repairs - \$131,865 from the General Fund
- Keller Sports Park Parking Lot Improvements (baseball lot) - \$600,000 from Keller Development Corporation Fund
- Bear Creek Park Pond Dredging - \$215,000 from the Keller Development Corporation Fund
- Bursey Ranch Playground Replacement - \$100,000 from the Keller Development Corporation Fund
- Highway 377 12" Water Lines - \$133,905 from the Water and Wastewater Fund
- Water Tank Maintenance - \$600,000 from the Water and Wastewater Fund
- Water Supervisory Control and Data Acquisition (SCADA) system - \$540,000 from the Water and Wastewater Fund
- Drainage Master Plan - \$200,000 from the Drainage Fund
- Nightingale Culvert (Year 2 funding) - \$325,000 from the Drainage Fund

While a significant portion of the FY 2020-21 capital investment is cash funded, the city plans to issue debt related to the 2021 SWIFT project. In FY 2015-16, the city was approved to receive low-interest loans through the Texas Water Development Board totaling \$12,180,000 issued in three intervals that started in FY 2016-17. These funds are being 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 more than 40 years old, composed of obsolete material, and are experiencing more leaks and breaks. The next two rounds of funding will be in FY 2020-21 and FY 2023-24.

Debt issuances on the horizon can be found in the city's five-year Capital Improvements Plan. These include debt for the Old Town Keller East/Bates Street projects in FY 2022-23 and FY 2023-24, and for the Whitley Road Reconstruction project in FY 2023-24. The full scope of these projects are still to be determined, but should include reconstruction of the roads and drainage improvements.

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 May 2020, the City of Keller has an estimated population of 45,400, which is up 310 people or 0.68% from the prior year and 5,773 people or 14.6% from the 2010 Census. Approximately \$73 million in new construction was added to the tax roll this year and represents 1.2% of the total taxable value of the city. Of the new value, \$51 million was new residential construction and \$22 million was new commercial construction. The new construction value is a decrease of 44.6% from the current year and a decrease of 67.1% compared to the record-setting 2016-17 Fiscal Year.

Public Safety

The safety of our citizens continues to be one of our top priorities, and the budget proposal reflects that. Our police and fire departments, both of whom continue to be recognized at the state and national levels for their successes, make up 22.8% of the city's total budget and 50.8% 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 was the first agency in Texas to be both nationally accredited and state recognized, and the department recently re-accredited at the national level for a third time, earning the Commission on Accreditation for Law Enforcement Agencies' Advanced Law Enforcement Accreditation with Excellence. NETCOM 911 followed suit in 2018, becoming the first regional dispatch center in Texas to earn national accreditation from CALEA.

In FY 2020-21, the city proposes adding an Animal Control Officer (ACO) related to the City of Roanoke joining our animal control and detention regional partnership, and approximately three-fourths of that position will be funded by Southlake, Colleyville and Roanoke through the regional contracts.

Keller PD continues to invest in equipment and in its headquarters on Rufe Snow Drive. In FY 2020-21, the Keller Police Department will continue the process of upgrading their Computer-Aided Dispatch and automated Records Management System for \$500,000 to meet new standards required at the federal level; purchase Live Scan Fingerprinting system for the jail and in records; replace patrol vehicles; and bring on new equipment.

The department also remains on the cutting edge of regionalization, finding cost savings and improved service through working with our surrounding communities. By regionalizing 911 dispatch as well as jail and animal services with our area partner cities, the total cost of police services will be offset by \$3.2 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 also continues to be recognized, receiving the American Heart Association's Mission: Lifeline EMS Gold Plus recognition for a fourth time this year based upon their success in treating heart attack patients. In FY 2019-20 the department was awarded a grant by the Federal Emergency Management Agency for replacement Self-Contained Breathing Apparatus.

This year's Fire Department budget includes \$14,350 for training costs and applicant fees associated with applying for accreditation with the Commission on Fire Accreditation, and \$10,500 for fire data analytics

software. In FY 2019-20, the city created a Fire/EMS replacement fund aimed at providing future replacement funding for life-saving equipment. In FY 2020-21, the Fire/EMS replacement fund will be used to purchase upgrades and additions to existing equipment, including automatic external defibrillators, positive pressure ventilation fans, ventilators and extrication tools.

Parks & Recreation

Keller also continues to be recognized for its award-winning parks and recreation system. The Keller Development Corporation, which administers the 1/2-cent of sales tax revenue dedicated to parks and recreation capital projects, is continually seeking ways to fund and expand those amenities citywide.

As part of the Keller Development Corporation's FY 2020-21 Proposed Budget, the city has plans to replace the playground located at Bursey Ranch Park; make improvements to the Keller Sports Park parking lot (baseball lot); dredge Bear Creek Parks' pond system; and continue investing in ongoing trail expansions and park equipment replacements. In FY 2019-20, the city committed funds for improvements on the Keller Sports Park Parking Lot (C Pad), replacement of the Bear Creek Park "Bridge" playground, and ongoing trail system expansions.

In FY 2019-20, The Keller Pointe experienced revenue losses as a result of closures and reduced capacity stemming from the coronavirus pandemic. In FY 2020-21, the city will continue to monitor The Keller Pointe and look to different ways to maintain the facility's self-funded status.

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 \$44.2 million into street projects, \$10.8 million into water projects, \$2.9 million into wastewater projects, and \$1.3 into drainage projects for a total \$59.2 million investment into the city's infrastructure. Approximately half of those improvements will be cash funded.

Streets

FY 2020-21 street projects include our annual street maintenance program for \$1.5 million, the reconstruction of Shady Grove Road for \$1 million, bar ditch maintenance for \$830,000, sidewalk construction and repairs for \$370,336, \$250,000 for utility relocations and \$100,000 for miscellaneous concrete repairs. Sidewalk investments have been a consistent priority in recent years with annual expenditures increasingly steadily from just \$30,000 seven years ago. In addition, the streets division will be replacing a crack sealing machine for \$85,000.

Water and Wastewater

During FY 2016-17 and FY 2018-19, the city issued debt related to construction of the new 30-inch, 12,200-linear-foot Alta Vista water transmission main and the replacement of the Alta Vista pump station, which was over 40 years old. The two projects are the most significant the city has undertaken in several years and were completed in FY 2019-20. Budgeted projects for FY 2020-21 include water tank maintenance for \$600,000, the installation of the supervisory control and data acquisition system for \$540,000, and Highway 377 and Johnson Road 12-inch water line replacements for \$133,905. The city also plans to issue debt in FY 2020-21 related to the 2021 SWIFT project.

Wastewater projects for FY 2020-21 include the replacements of system mains and service lines for \$500,000, the 2021 Sanitary Sewer Evaluation study on infiltration and inflow for \$180,000, and the 2019 Sanitary Sewer Evaluation and Condition study for \$120,000 (Year 3 funding).

Drainage

FY 2020-21 includes one-time capital project fund transfers for the Nightingale Circle culvert project (Year 2 funding) for \$325,000, and the Drainage Master Plan update for \$200,000.

Economic and Business Development

Keller continued to see growth in its commercial sector in Fiscal Year 2019-20 with more than \$67 million in construction activity. About \$11 million of that construction began in Fiscal Year 2019-20, and \$46 million is expected to finish up by the end of the year. Economic projections anticipate a decline in new commercial growth in the years ahead as a result of COVID-19 impacts. However, we anticipate about \$40 million in economic growth during FY 2020-21 with the addition of more than 258,000 square feet of commercial space.

Historically, growth has occurred primarily along major arterials such as Keller Parkway and Hwy. 377. In the next fiscal year, the second phase of improvements proposed in Old Town Keller and the creation of a Tax Increment Reinvestment Zone, which stretches along both sides of Hwy. 377, is anticipated to spur resurgence in office, retail and restaurant activity. Construction is also expected to begin on the recently approval mixed-use project known as Center Stage, which is estimated to generate \$39 million in primary economic impact annually upon buildout.

Recent additions to Keller Town Center like Jason's Deli and Braum's are going strong, but the district has seen a decrease in activity this year with commercial occupancy rates dropping to approximately 92%. The newest arrival in Town Center is the highly anticipated Hampton Inn & Suites, which has seen occupancy rates of 17-20% during the week and 75-100% on the weekends since opening its doors.

Another significant commercial project to recently reach completion is Everest Rehabilitation Hospital on South Main Street, a \$20 million physical rehab facility offering in-patient and out-patient care. Keller also added another private event center, Chandon Arbors, in Old Town on land fronting Elm Street sold by the city four years ago.

The Fiscal Year 2020-21 Proposed Budget includes \$762,800 for economic development incentives, with \$352,800 related to committed incentives and \$410,000 available for potential new incentives.

Investment in the Workforce

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

Accordingly, the FY 2020-21 Proposed Budget includes a sustainable 2% annual step plan that was implemented in FY 2017-18 for sworn and certified public safety employees. For general/civilian employees, the budget proposes a 2% merit increase for eligible employees. Market adjustments have also been included in the proposal and may be implemented in April 2021 based upon economic factors such as preliminary property values and sales tax revenue. If implemented as budgeted, public safety employees would receive market adjustments of up to 4% and civilian employees up to 2%. Because the market adjustments would be implemented in April, they would have an impact of only 2% related to public safety employees and 1% related to civilian employees on the FY 2021-21 budget.

The proposed budget decreases city staff by 1.2 full-time equivalents (FTEs) related to the Police Operations division and the Animal Services and Adoption division. In the Police Operations division, one police officer position will be reclassified to a police sergeant position, and the full-time School Resource Officer position in the General Fund will be moved to a less-than-full-time SRO position in the Public Safety Fund. The SRO change will decrease FTEs by 0.25 in total, but will have no impact to service levels or interlocal funding.

As for the Animal Services and Adoption division, the City of Keller continues to partner with the Humane Society of North Texas for the management of the Regional Animal Adoption Center serving the cities of Keller, Southlake, Colleyville, Westlake, and now Roanoke. As a result of the new partnership with Roanoke, the city will be adding an animal control officer funded in part by the regional contracts. During FY 2019-20, the city expanded the contract with HSNT to include animal control kennel operations, removing three part-time kennel technician FTEs (1.44) related to this service.

During FY 2019-20, the Parks and Recreation Department also contracted out landscaping services. This move led to a reduction in parks staff of three full-time employees and a reduction in personnel expenditures. With the changes, the total number of FTEs from the FY 2019-20 budget to FY 2020-21 Proposed Budget is a decrease of 1.21 FTEs. It should be noted that the number of employees working for the city currently stands at 342.6 FTEs, far below the 369 on staff back in 2009 when our population was smaller. I believe this shows the commitment by staff to operate as efficiently as possible.

On the benefits side of our compensation plan, the city will continue to offer a high deductible medical insurance plan and has removed the optional buy-up plan. The Human Resources Department was able to negotiate a manageable 4.4% increase to health insurance costs for FY 2020-21. Fiscal year 2019-20 saw an increase to health insurance costs of 5%, and fiscal years 2018-19 and 2017-18 saw no increase to health insurance costs. This means that health insurance costs have only increased the equivalent of 2.4% annually over the past four years. In FY 2019-20, General Fund salary savings may be transferred to a self-insurance fund to advance the city's goal of becoming self-insured in the near future.

As part of our benefits package, the City of Keller also participates in the Texas Municipal Retirement System, which continues to be solidly funded at 85%. TMRS as a whole (as of Dec. 31, 2019) was 88% funded. The city's contribution rate will increase effective Jan. 1, 2021, from 15.96% to 16.22% for a fiscal year blended rate of 16.16%.

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 \$1,136 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 2020-21 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 for today and in the future. The budget is not merely made up of numbers, but is an expression of our council's vision, and our citizens' values and aspirations.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Hafner". The signature is fluid and cursive, with the first name "Mark" being the most prominent part.

Mark Hafner
City Manager

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Fire</i>	Use of shift fire personnel to conduct annual commercial fire inspections	Defers the need to hire an additional fire inspector for the Fire Prevention division to meet annual inspection requirements and maintain current ISO Fire Protection rating	\$134,000
	Use of federal grant funds to offset city cost to replace Self-Contained Breathing Apparatus and associated equipment	Department obtained an Assistance to Firefighters Grant to minimize cost to city to replace the department's aging equipment	\$150,432
	Ambulance Module Refurbishment and Chassis Remount	Refurbishment of existing ambulance module and chassis remount resulting in cost savings as compared to purchasing a new unit	\$94,476
<i>Human Resources</i>	Revamped the Wellness Program	Resulted in overall in \$242,147 refund to the city	
	Executive Recruiting for Police Chief	Handled the recruitment process in-house rather than hiring a head-hunter firm	\$23,481
	Successfully subrogated property and liability claims	Performed in-house rather than hiring a consultant	\$14,656
<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
	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 – RB Digital	Keller Public Library users have access to content purchased by all 31 members of the consortium	\$13,500
	Volunteers	Library volunteers contributed 4,457 hours of work at the library	\$32,313

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Library</i>	Friends of the Library donations	Friends of the Library donated funds for technology, books and programs and secured the Hudson Foundation Grant, which funded the One Book One City! Program, books and dynamic library programs for teens and children	\$46,900
	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>The Keller Pointe</i>	Performed various maintenance tasks in house	Using staff instead of outside contractors for maintenance work reduces labor and supply costs	\$12,080
<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	\$2,121,614
	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	\$987,694
	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	\$223,281
	Public Safety Answering Point (PSAP) – Assistance	Provides funds to purchase necessary equipment, maintenance agreements, etc. for the Dispatch Center.	\$41,711
	PSAP – P25	Provides funds to cover radio maintenance cost, upgrades, and new radios for the City	\$40,792
	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	\$19,200

Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<i>Police</i>	Sale of used brass and firearms	Provides additional funding for the department to purchase training supplies and equipment	\$2,500 (variable based on brass collection and going rate for brass)
	Grant for new Computer Aided Dispatch/Record Management (CAD/RMS) System	Provides funds to assist with the purchase of a new CAD/RMS System	\$300,000
	NCTCOG Grant	Provides funding for a Crash Data Recorder that will assist officers during investigations of crashes	\$33,000

OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

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

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

BUDGET PREPARATION PROCESS

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

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

ADOPTION PROCESS

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

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

OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

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

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

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

IMPLEMENTATION PROCESS

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

BUDGET AMENDMENT PROCESS

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

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

YEAR-END PROCESS

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

Summary/Historical Information and Graphs

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

Budget Glossary:

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

City of Keller, Texas

**FY 2020-21
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)	
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date		
City Manager Pre-Kickoff Meeting	Wednesday	January 29, 2020
Fleet Committee to review new requests	Tuesday	February 25, 2020
Committee Pre-Kickoff Meeting - Review Forms	Tuesday	February 25, 2020
Budget Kickoff & STW Training	Tuesday	March 17, 2020
Strategic Planning Workshop with City Council, City Manager, Staff - Budget Kick-off	Tuesday	March 17, 2020
Individual STW Budget Training - As Requested		March 17 - April 17, 2020
Information Technology to Meet with Individual Departments to Review Requests		March 17 - April 17, 2020
Budget Change Forms due to Budget Analyst	Friday	April 10, 2020
Fee Schedule Updates due to Budget Analyst	Friday	April 10, 2020
Administration, Public Arts, Community Services, Mayor & Council, Community Clean-up, Economic Development, Old Town Keller, Finance, Utility Billing, PEG Fee Fund	Friday	April 10, 2020
Parks & Recreation, Keller Development Corporation, Recreation Special Revenue Fund, Keller Pointe, Park Development Fee Fund, Library, Library Special Revenue Fund - Including CIP Projects, Town Hall	Friday	April 17, 2020
Police, Keller Crime Control Special Revenue Fund, Fire	Friday	April 24, 2020
Public Works: Administration, Engineering, Street Maintenance, Street Lighting, Water & Wastewater Administration, Water Utilities, Wastewater Utilities, MSC, Drainage, Street/Sidewalk Improvement Fund, Community Development, Building & Construction Services - Including CIP Projects	Friday	May 1, 2020
Human Resources, Information Services, Fleet, Municipal Court, Municipal Court Special Revenue, Non-Departmentals	Friday	May 8, 2020
Final Date for Finance to Input Departmental Requests into STW including Year-End Projections	Friday	May 15, 2020
City Manager review of budget requests with Finance and individual departments (Includes IT, HR, Fleet and Fee Schedule recommendations)		May 25 - June 14, 2020
Strategic Planning Workshop with City Council, City Manager, Staff - Property Tax Rate Calculations, Homestead Exemption	Tuesday	June 2, 2020
Ad-Hoc Committee Meeting to Discuss Compensation		Middle of June
Strategic Planning Workshop with City Council, City Manager, Staff - 5 Year CIP and Outstanding Debt	Tuesday	June 16, 2020
KDC Board Approval of Proposed Budget		June 9, 2020
<i>Last Day to Adopt Homestead Exemption Increases</i>	<i>Tuesday</i>	<i>June 30, 2020</i>

City of Keller, Texas

**FY 2020-21
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)	
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date		
Strategic Planning Workshop with City Council, City Manager, Staff - -Water and Wastewater Fund and Drainage Fund Summaries	Tuesday	July 7, 2020
KCCPD Board Approval of Proposed Budget		July 8, 2020
Strategic Planning Workshop with City Council, City Manager, Staff -COVID-19 Impacted Revenue Projections	Tuesday	July 21, 2020
Hold Public Hearing at City Council on the KCCPD and KDC Proposed Budgets	Tuesday	July 21, 2020
Certified Tax Values due from Tarrant Appraisal District	Saturday	July 25, 2020
Strategic Planning Workshop with City Council, City Manager, Staff - Tax and Proposed Budget Update	Tuesday	August 4, 2020
Publish "No New Revenue and Voter Approval Rates" by August 7 or as early as practical	Friday	August 7, 2020
Proposed Budget Distributed to City Council, Filed with City Secretary and Copy Placed in the Keller Public Library (August 15th by Charter)	Tuesday	August 11, 2020
Strategic Planning Workshop with City Council, City Manager, Staff - TCAP Strategic Hedging Program / Utility Usage	Tuesday	August 18, 2020
Council Agenda Item to provide effective and rollback rates to Council	Tuesday	August 18, 2020
Council Agenda Item to Consider Setting the Time and Date for a Public Hearing on the Proposed Tax Rate (if necessary)	Tuesday	August 18, 2020
Proposed Budget Review Workshop for City Council, City Manager and Staff	Tuesday	August 25, 2020
Publish "Notice of Property Tax Rates" in Fort Worth Star Telegram (September 1 by State Law)	Friday	August 28, 2020
Supplemental Certified Tax Values due from Tarrant Appraisal District	Friday	August 28, 2020
Strategic Planning Workshop with City Council, City Manager, Staff - Finance Quarterly Update	Tuesday	September 1, 2020
Hold First Public Hearing on Proposed FY 2020-21 Tax Rate (if necessary)	Tuesday	September 1, 2020
Publish "Notice of Public Hearing on Budget and Tax Rate" in Fort Worth Star Telegram (not later than 10 days prior to budget hearing)	Thursday	September 3, 2020
Special Called Hold Public Hearing on Proposed FY 2020-21 Tax Rate	Tuesday	September 8, 2020
Hold Public Hearing on FY 2020-21 Budget, Ordinance to Adopt the FY 2020-21 Budget, Ordinance to Adopt Tax Rate, Resolution to Ratify Budget (September 27 by Charter)	Tuesday	September 15, 2020
Fiscal Year FY 2020-21 Begins	Thursday	October 1, 2020



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EXECUTIVE SUMMARY

The Executive Summary provides an analysis of the proposed budget. The section includes a summary of operating funds, a summary of fund balance, detailed analysis of the General Fund and Water-Wastewater Fund, summary information on other operating funds, and a list of proposed capital projects.

City of **KELLER**

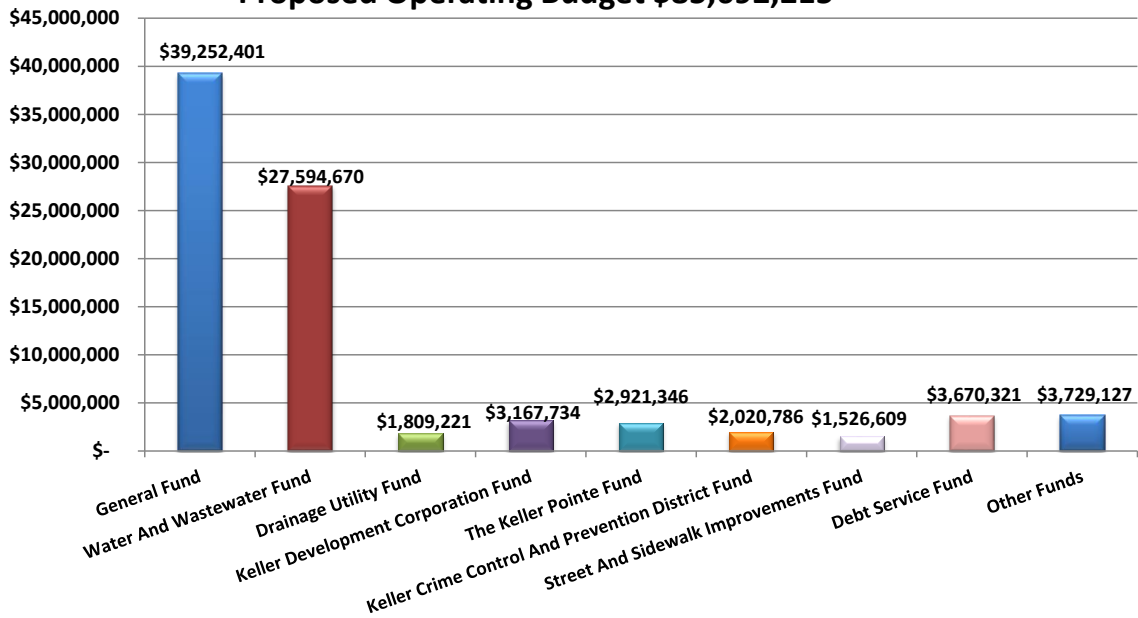


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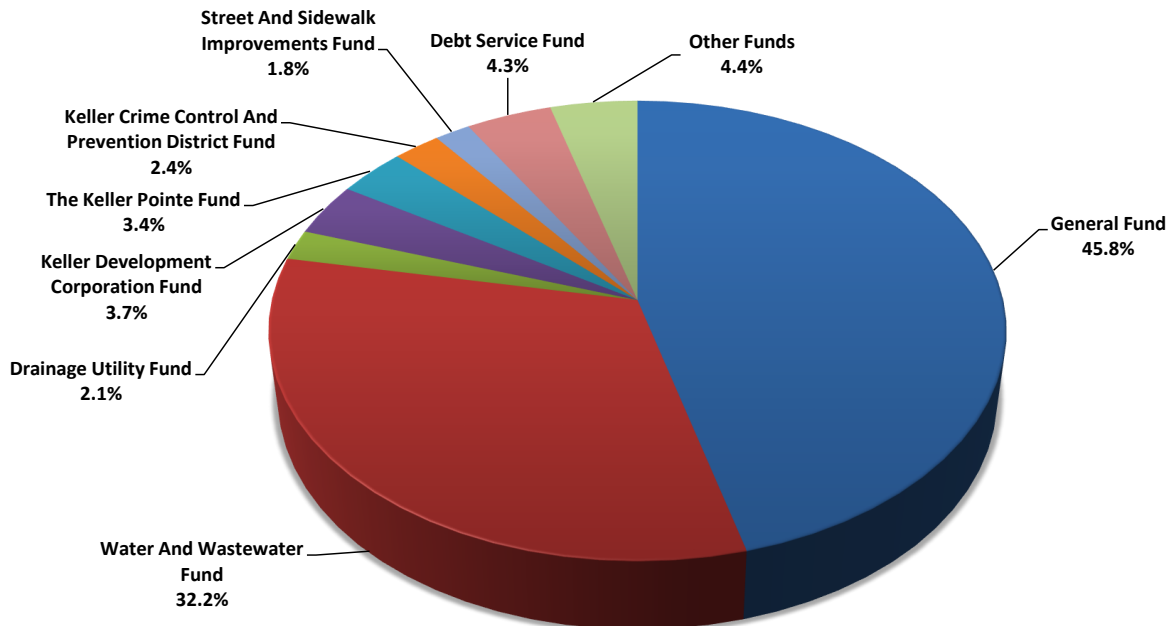
OPERATING BUDGET SUMMARY

The total proposed operating budget for FY 2020-21 is \$85,692,215. The two largest operating funds are the General Fund which comprises \$39,252,401 or 45.8%, and the Utility Fund which comprises \$27,594,670 or 32.2% of the total operating budget, which combines to be \$66,847,071 or 78.0%.

FY 2020-21 City of Keller Proposed Operating Budget \$85,692,215

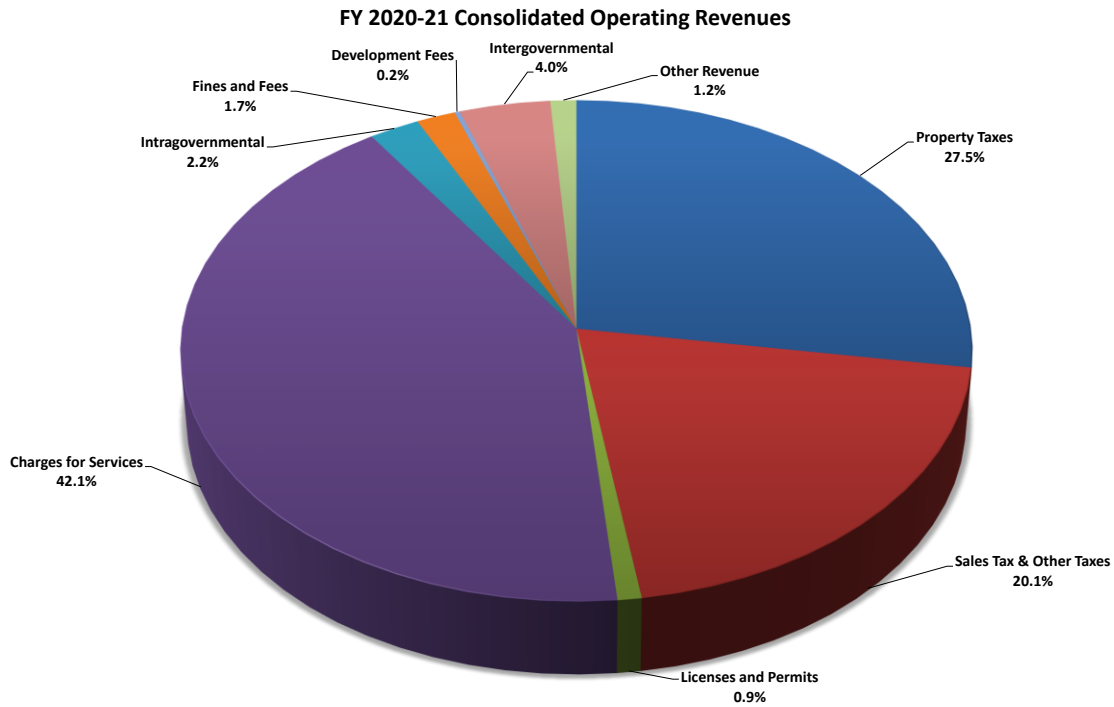


FY 2020-21 Operating Budget



FY 2020-21 Consolidated Operating Fund Revenue Summary

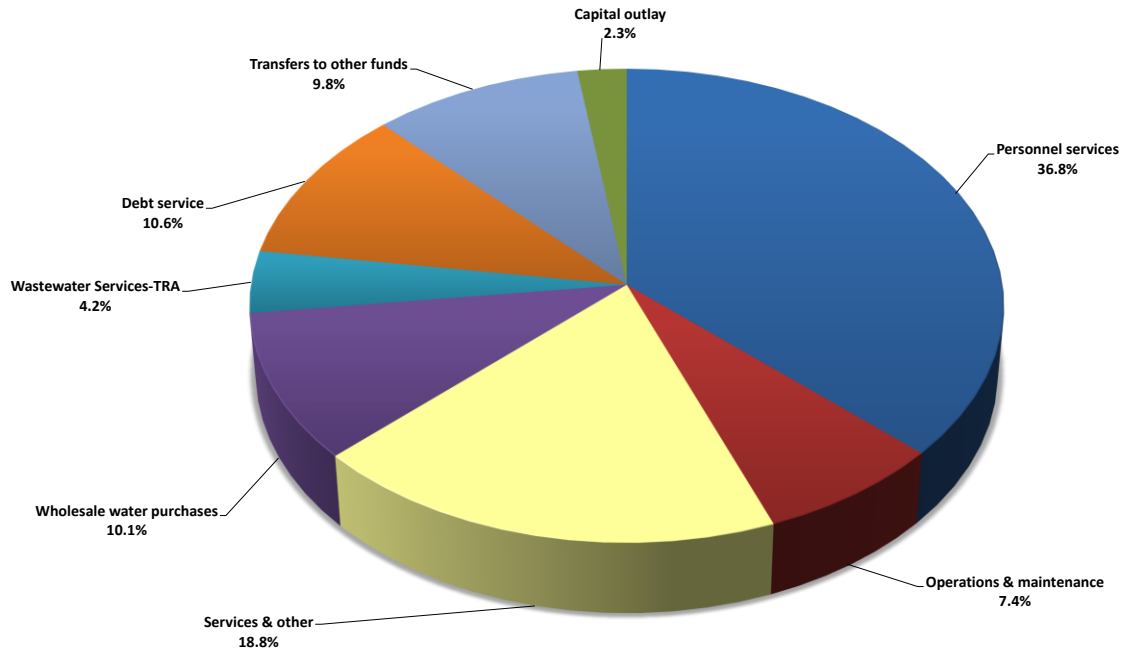
Revenues:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
Property Taxes	\$ 20,016,263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,702,372	\$ -	\$ 23,718,635
Sales Tax & Other Taxes	10,842,075	-	-	3,244,137	-	1,546,477	1,622,069	-	111,989	17,366,747
Licenses and Permits	779,631	-	-	-	-	-	-	-	-	779,631
Charges for Services	1,380,019	27,025,270	1,480,952	16,000	2,557,433	-	-	-	3,892,636	36,352,310
Intragovernmental	1,564,624	-	-	-	-	-	-	-	375,000	1,939,624
Fines and Fees	954,877	467,689	-	-	-	-	11,346	-	63,340	1,497,252
Development Fees	200,150	-	-	-	-	-	-	-	-	200,150
Intergovernmental	3,330,536	-	-	-	-	20,000	-	-	144,639	3,495,175
Other Revenue	354,251	108,061	24,419	46,055	42,249	150,000	7,143	57,922	208,688	998,788
Total Revenues	\$ 39,422,426	\$ 27,601,020	\$ 1,505,371	\$ 3,306,192	\$ 2,599,682	\$ 1,716,477	\$ 1,640,558	\$ 3,760,294	\$ 4,796,292	\$ 86,348,312



FY 2020-21 Consolidated Operating Fund Expenditure Summary by Category

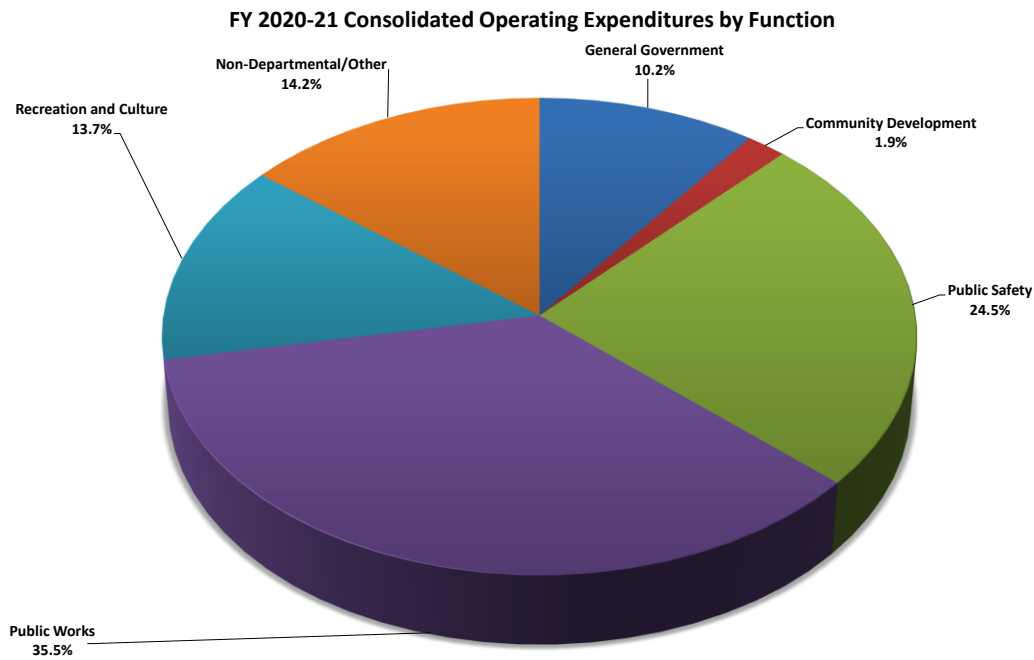
Expenditures By Category:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
Personnel services	\$ 24,802,086	\$ 3,445,174	\$ 634,574	\$ -	\$ 1,512,542	\$ 104,338	\$ -	\$ -	\$ 1,011,461	\$ 31,510,175
Operations & maintenance	3,017,813	1,306,899	178,348	25,000	326,154	359,320	-	-	1,115,603	6,329,137
Services & other	8,800,066	4,811,543	471,299	43,790	1,082,650	46,008	-	1,500	895,904	16,152,760
Wholesale water purchases	-	8,641,707	-	-	-	-	-	-	-	8,641,707
Wastewater Services-TRA	-	3,626,637	-	-	-	-	-	-	-	3,626,637
Debt service	-	3,263,805	-	1,583,944	-	529,500	-	3,668,821	-	9,046,070
Transfers to other funds	2,622,936	2,233,905	525,000	1,515,000	-	-	1,526,609	-	-	8,423,450
Capital outlay	9,500	265,000	-	-	-	981,620	-	-	706,159	1,962,279
TOTAL ALL FUNDS	\$ 39,252,401	\$ 27,594,670	\$ 1,809,221	\$ 3,167,734	\$ 2,921,346	\$ 2,020,786	\$ 1,526,609	\$ 3,670,321	\$ 3,729,127	\$ 85,692,215

FY 2020-21 Consolidated Operating Expenditures by Category



FY 2020-21 Consolidated Operating Fund Expenditure Summary by Function

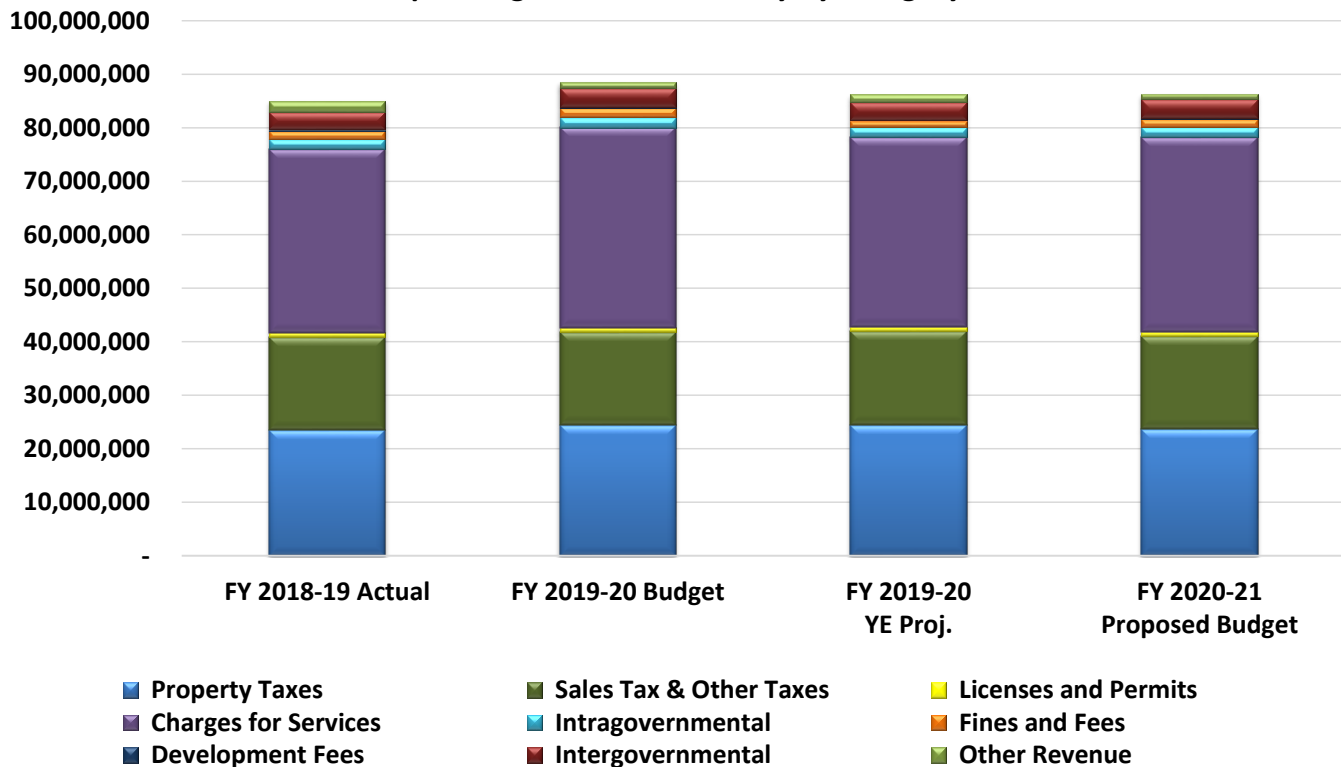
Expenditures By Function:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Debt Service Fund	Other Funds	Grand Total
General Government	\$ 6,257,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,485,177	\$ 8,743,032
Community Development	1,600,714	-	-	-	-	-	-	-	-	1,600,714
Public Safety	19,447,328	-	-	-	-	1,491,286	-	-	82,707	21,021,321
Public Works	5,712,078	21,334,216	1,809,221	-	-	-	1,526,609	-	-	30,382,124
Recreation and Culture	5,213,808	-	-	3,167,734	2,921,346	-	-	-	434,050	11,736,938
Non-Departmental/Other	1,020,618	6,260,454	-	-	-	529,500	-	3,670,321	727,193	12,208,086
Total Expenditures	\$ 39,252,401	\$ 27,594,670	\$ 1,809,221	\$ 3,167,734	\$ 2,921,346	\$ 2,020,786	\$ 1,526,609	\$ 3,670,321	\$ 3,729,127	\$ 85,692,215
Change in Fund Balance	\$ 170,025	\$ 6,350	\$ (303,850)	\$ 138,458	\$ (321,664)	\$ (304,309)	\$ 113,949	\$ 89,973	\$ 1,067,165	\$ 656,097



FY 2020-21 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Property Taxes	\$ 23,454,991	\$ 24,362,027	\$ 24,414,378	\$ 23,718,635
Sales Tax & Other Taxes	17,455,103	17,482,296	17,550,231	17,366,747
Licenses and Permits	807,891	803,607	790,967	779,631
Charges for Services	34,299,503	37,389,657	35,512,658	36,352,310
Intragovernmental	1,850,131	1,897,936	1,872,936	1,939,624
Fines and Fees	1,521,312	1,795,048	1,129,665	1,497,252
Development Fees	293,208	204,770	104,292	200,150
Intergovernmental	3,345,452	3,539,348	3,360,992	3,495,175
Other Revenue	2,030,937	1,113,074	1,550,523	998,788
TOTAL REVENUES	\$ 85,058,528	\$ 88,587,763	\$ 86,286,642	\$ 86,348,312

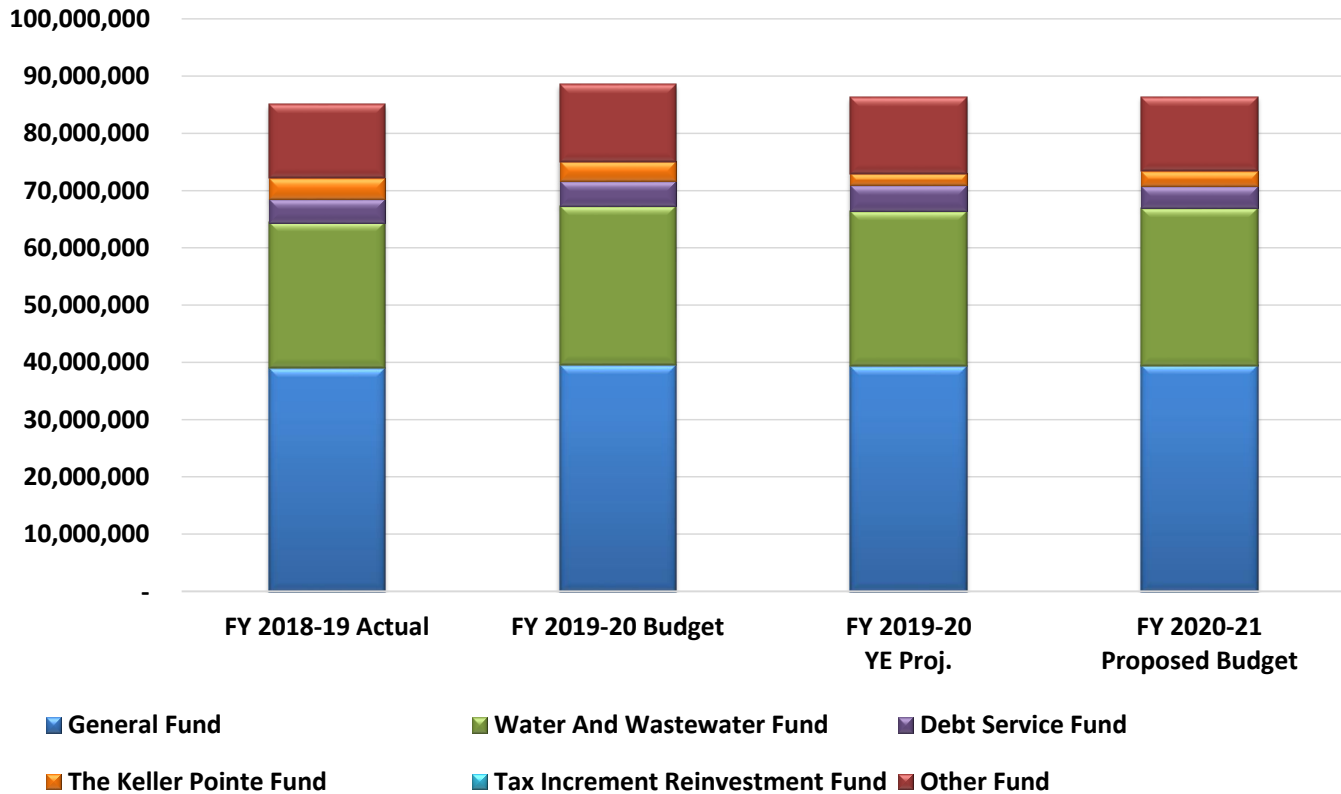
Operating Revenue Summary By Category



FY 2020-21 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
General Fund	\$ 39,072,814	\$ 39,616,809	\$ 39,321,436	\$ 39,422,426
Water And Wastewater Fund	25,348,430	27,733,604	27,111,393	27,601,020
Drainage Utility Fund	1,533,137	1,490,226	1,525,437	1,505,371
Keller Development Corporation Fund	3,269,522	3,299,231	3,306,793	3,306,192
The Keller Pointe Fund	3,563,631	3,362,096	2,065,350	2,599,682
Keller Crime Control And Prevention District Fund	1,897,325	1,716,477	1,807,491	1,716,477
Street And Sidewalk Improvements Fund	1,622,286	1,667,967	1,638,768	1,640,558
Debt Service Fund	4,164,569	4,380,352	4,490,303	3,760,294
Information Technology Fund	2,220,950	2,308,655	2,332,554	2,328,830
Public Safety Special Revenue Fund	144,666	68,078	77,610	144,639
Recreation Special Revenue Fund	276,759	281,095	142,624	234,764
Municipal Court Special Revenue Fund	103,876	112,121	75,324	68,760
Public Education And Government Cable Franchise Fee Fund	137,852	165,272	122,677	117,589
Community Clean-Up Fund	43,529	38,001	45,985	42,352
Tax Increment Reinvestment Fund	-	-	-	-
Fleet Replacement Fund	1,238,986	1,927,280	1,812,275	1,463,859
Facility Capital Replacement Fund	420,196	420,499	410,622	395,499
TOTAL REVENUES	\$ 85,058,528	\$ 88,587,763	\$ 86,286,642	\$ 86,348,312

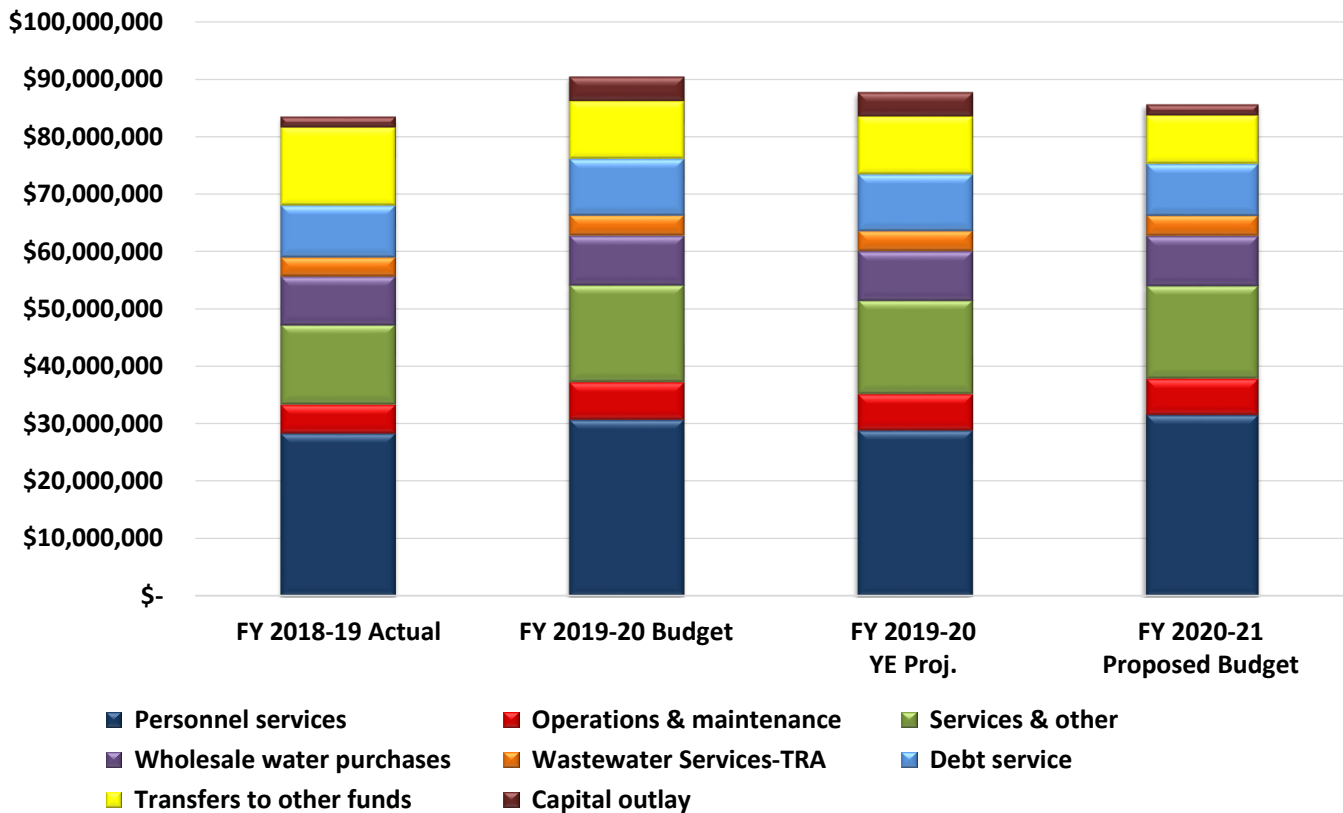
Operating Revenue Summary By Fund



FY 2020-21 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Personnel services	\$ 28,315,099	\$ 30,715,614	\$ 28,846,783	\$ 31,510,175
Operations & maintenance	5,033,307	6,513,847	6,328,582	6,329,137
Services & other	13,912,068	16,856,968	16,296,588	16,152,760
Wholesale water purchases	8,457,766	8,614,600	8,560,839	8,641,707
Wastewater Services-TRA	3,356,157	3,561,059	3,561,059	3,626,637
Debt service	9,070,573	9,925,335	9,925,335	9,046,070
Transfers to other funds	13,532,699	10,040,124	10,040,124	8,423,450
Capital outlay	1,885,496	4,246,307	4,216,151	1,962,279
TOTAL EXPENDITURES	\$ 83,563,165	\$ 90,473,854	\$ 87,775,461	\$ 85,692,215

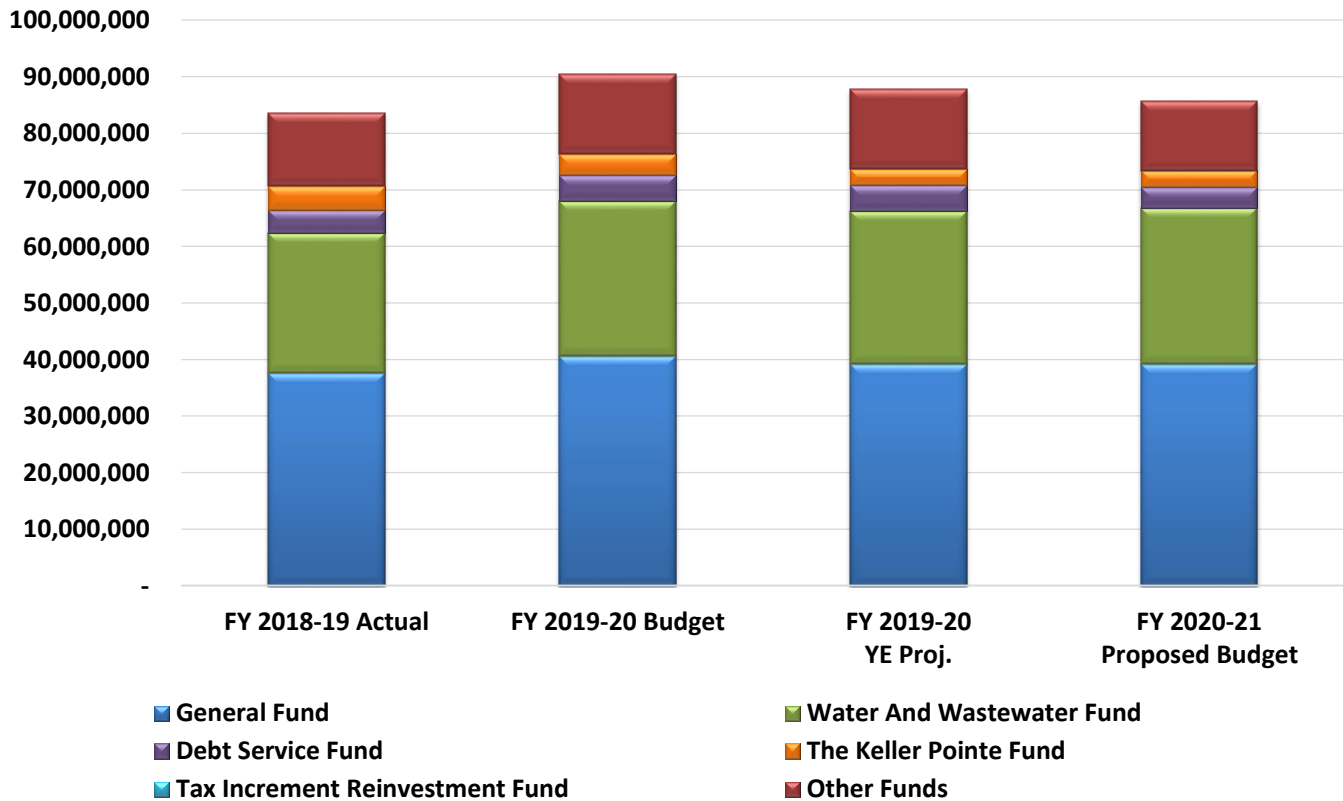
Operating Expenditure Summary By Category



FY 2020-21 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
General Fund	\$ 37,527,109	\$ 40,662,984	\$ 39,259,900	\$ 39,252,401
Water And Wastewater Fund	24,865,338	27,338,452	27,023,280	27,594,670
Drainage Utility Fund	1,368,505	2,000,617	1,947,187	1,809,221
Keller Development Corporation Fund	4,724,757	2,552,905	2,552,905	3,167,734
The Keller Pointe Fund	4,167,186	3,748,773	2,864,727	2,921,346
Keller Crime Control And Prevention District Fund	1,485,210	1,996,424	1,996,424	2,020,786
Street And Sidewalk Improvements Fund	1,526,609	1,801,609	1,801,609	1,526,609
Debt Service Fund	4,078,360	4,556,378	4,556,378	3,670,321
Information Technology Fund	2,060,286	2,613,870	2,572,623	2,331,577
Public Safety Special Revenue Fund	129,847	65,152	64,541	144,638
Recreation Special Revenue Fund	217,724	289,413	288,610	289,412
Municipal Court Special Revenue Fund	84,990	102,092	102,092	82,707
Public Education And Government Cable Franchise Fee Fund	63,839	78,600	78,600	153,600
Community Clean-Up Fund	1,438	33,631	33,631	39,631
Tax Increment Reinvestment Fund	-	-	-	-
Fleet Replacement Fund	1,261,966	2,354,854	2,354,854	549,562
Facility Capital Replacement Fund	-	278,100	278,100	138,000
TOTAL EXPENDITURES	\$ 83,563,165	\$ 90,473,854	\$ 87,775,461	\$ 85,692,215

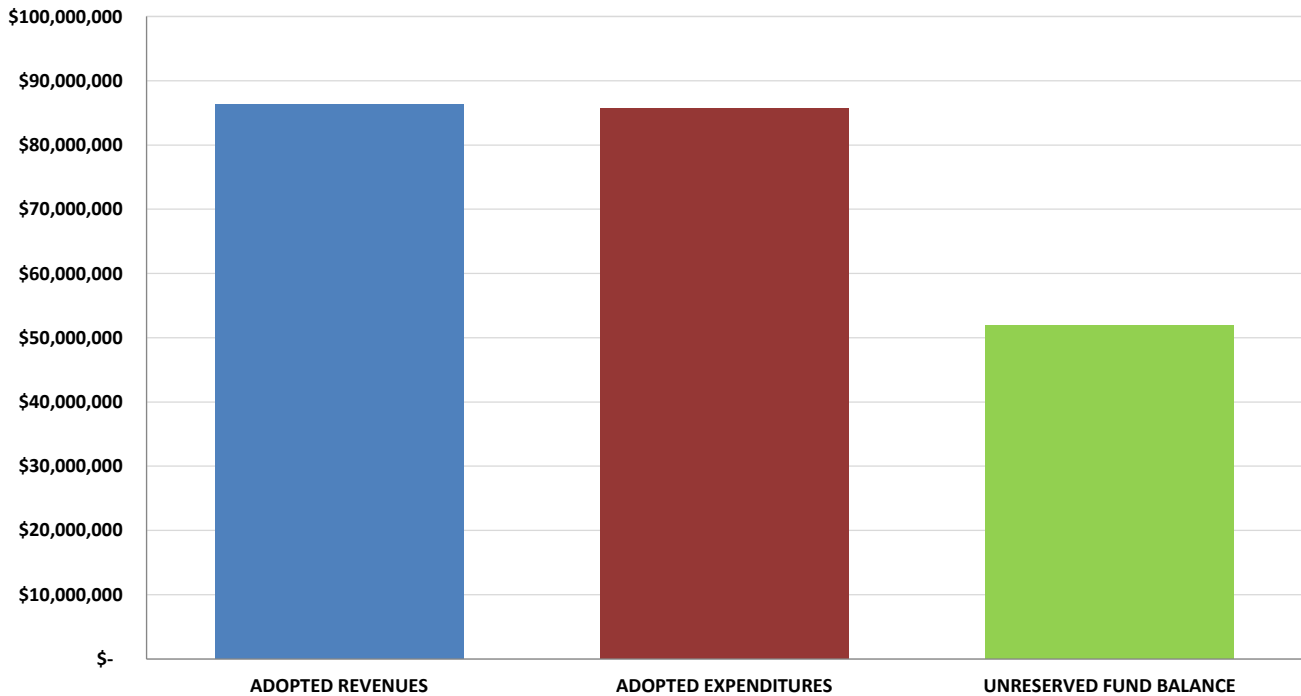
Operating Expenditure Summary By Fund



FY 2020-21 CONSOLIDATED PROJECTED FUND BALANCES

	9/30/2019 Unreserved Fund Balance	FY 2019-20 YE Proj. Revenues	FY 2019-20 YE Proj. Expenditures	9/29/2020 Projected Unreserved Fund Balance	FY 2020-21 Proposed Revenues	FY 2020-21 Proposed Expenditures	9/30/2021 Projected Unreserved Fund Balance
General Fund	\$ 22,718,263	\$ 39,321,436	\$ 39,259,900	\$ 25,065,903	\$ 39,422,426	\$ 39,252,401	\$ 25,235,928
Water And Wastewater Fund	6,931,818	27,111,393	27,023,280	7,019,931	27,601,020	27,594,670	7,026,281
Drainage Utility Fund	2,192,796	1,525,437	1,947,187	1,771,046	1,505,371	1,809,221	1,467,196
Keller Development Corporation Fund	2,551,313	3,306,793	2,552,905	3,305,201	3,306,192	3,167,734	3,443,659
The Keller Pointe Fund	1,479,936	2,065,350	2,864,727	680,559	2,599,682	2,921,346	358,895
Keller Crime Control And Prevention District Fund	5,291,739	1,807,491	1,996,424	5,102,806	1,716,477	2,020,786	4,798,497
Street And Sidewalk Improvements Fund	619,741	1,638,768	1,801,609	456,900	1,640,558	1,526,609	570,849
Debt Service Fund	2,736,902	4,490,303	4,556,378	2,670,827	3,760,294	3,670,321	2,760,800
Information Technology Fund	1,338,970	2,332,554	2,572,623	1,098,901	2,328,830	2,331,577	1,096,154
Public Safety Special Revenue Fund	100,209	77,610	64,541	113,278	144,639	144,638	113,279
Recreation Special Revenue Fund	208,956	142,624	288,610	62,970	234,764	289,412	8,322
Municipal Court Special Revenue Fund	220,718	75,324	102,092	193,950	68,760	82,707	180,003
Public Education And Government Cable Franchise Fee Fund	535,703	122,677	78,600	579,780	117,589	153,600	543,769
Community Clean-Up Fund	278,548	45,985	33,631	290,902	42,352	39,631	293,623
Fleet Replacement Fund	2,097,899	1,812,275	2,354,854	1,555,320	1,463,859	549,562	2,469,617
Facility Capital Replacement Fund	1,205,410	410,622	278,100	1,337,932	395,499	138,000	1,595,431
TOTAL	\$ 50,508,921	\$ 86,286,642	\$ 87,775,461	\$ 51,306,206	\$ 86,348,312	\$ 85,692,215	\$ 51,962,304

FY 2020-21 Operating Budget Fund Balance Summary



FY 2020-21 STATISTICAL ANALYSIS

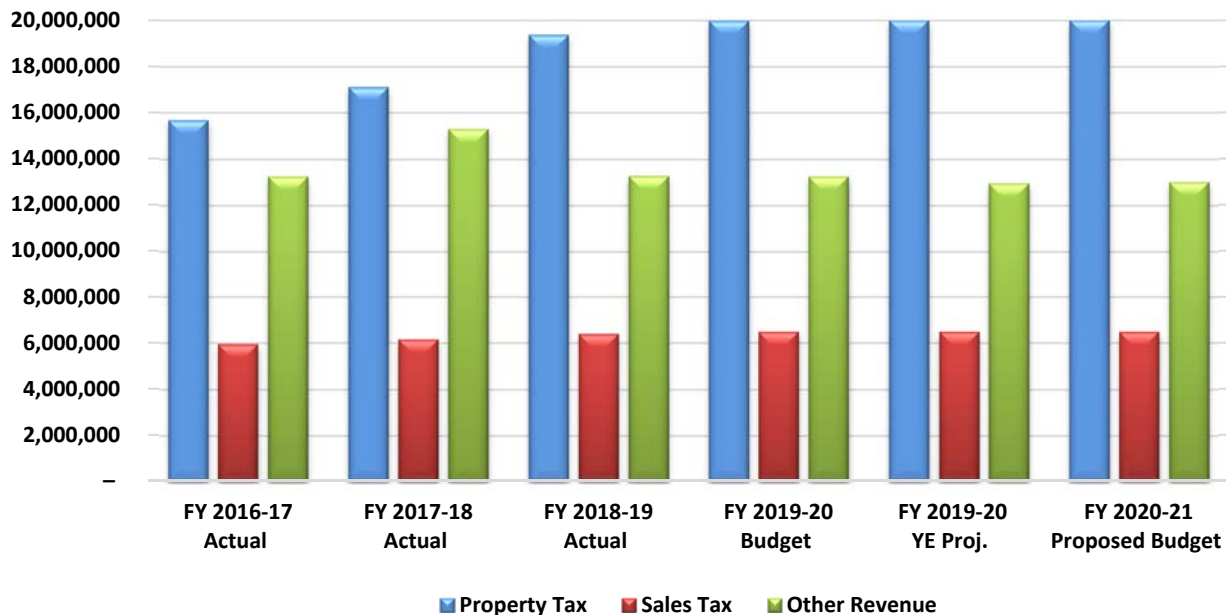
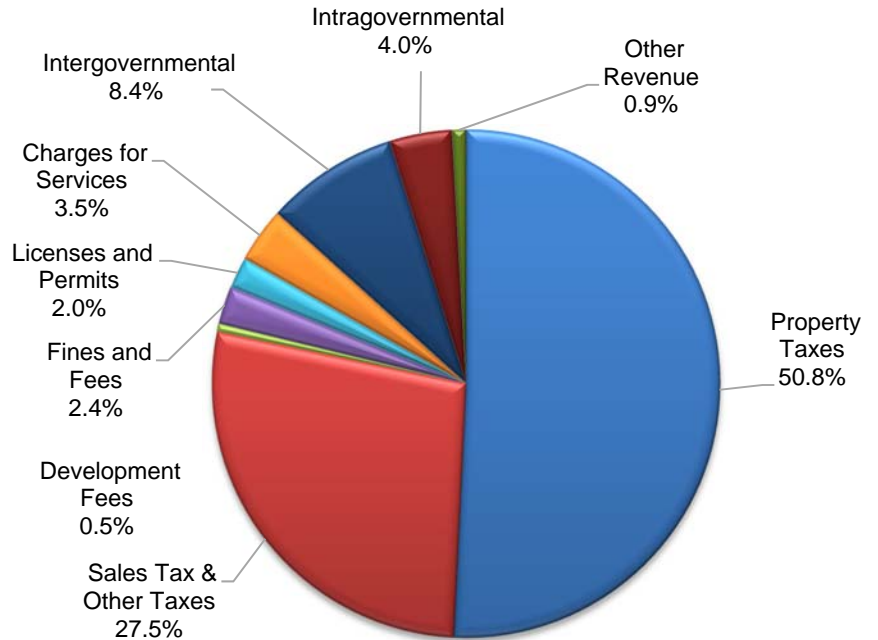
This statistical analysis summarizes the FY 2020-21 Proposed Budget by providing a summary of the revenue and expenditures of the city's various funds, and a comparison to FY 2019-20 budget and year-end projections.

GENERAL FUND

Revenue Assumptions:

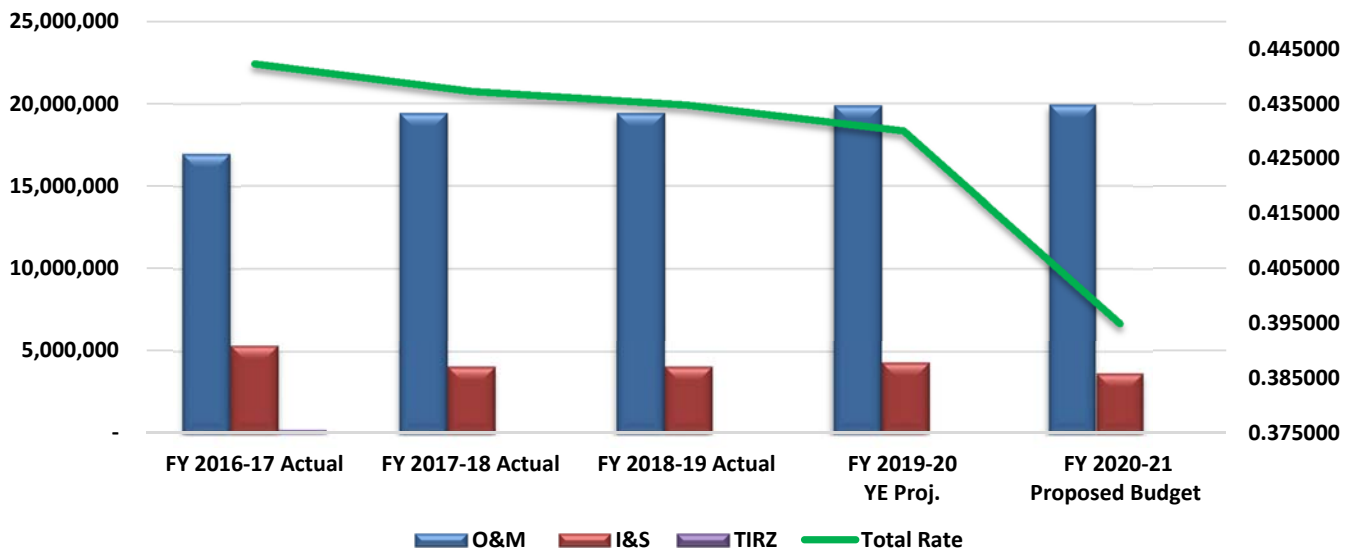
The budget takes a conservative approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2020-21 are \$39,422,426, and assume an overall decrease of (0.5)% over the FY 2019-20 budget and an overall increase of 0.3% from FY 2019-20 projections. The city's General Fund operations are derived from eight major revenue categories, with ad valorem tax being the largest category at 50.8% and sales and other taxes the second largest at 27.5%. The pie chart shows the revenue percentage breakdown by category, and the bar graph shows the growth of ad valorem tax, sales and all other revenues over five years.

General Fund Revenues



Ad Valorem Taxes:

Ad valorem tax is the largest revenue source for the City of Keller and is split between the General Fund (Operations and Maintenance tax rate) and Debt Service (Interest and Sinking tax rate). The proposed FY 2020-21 rate is \$0.395 per \$100 of taxable value (/100), which is a decrease of \$0.0049/100 from the FY 2019-20 rate and is under both the voter-approval tax rate and no new revenue tax rates. The total levy will decrease by \$587,953 or 2.4%. Had it not been for the new levy, which added \$288,495, the existing levy would have decreased by \$876,448. For the average household, the taxable value has decreased from \$355,394 to \$351,817 which reflects a homestead exemption increase from 12% to 14%. With the lowered ad valorem rate and the increased homestead exemption, the average home ad valorem levy decrease is \$31.54 or \$2.63 per month. Without the increased exemption and rate reduction, the average household levy would have increased by \$42.36 or \$3.53 per month. The estimated property tax revenue for FY 2020-21 is \$23,718,635 for all funds.

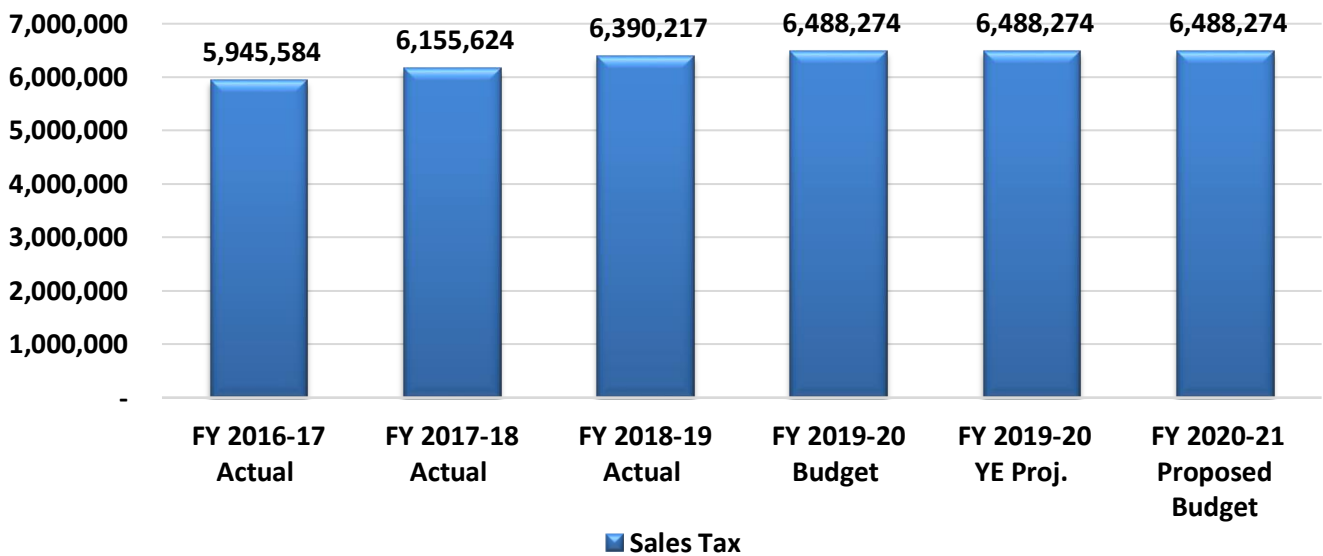


The Operations and Maintenance (O&M) rate is \$0.324190/\$100, which is an increase from the FY 2019-20 rate of \$0.318276/\$100. O&M revenue is anticipated to be \$19,920,585 or 84.5% of property tax collected. The General Fund property tax growth will increase by \$45,286 or 0.2%. The interest and sinking rate (I&S) is \$0.0708100/\$100 and is a decrease from the FY 2019-20 rate of \$0.0816239/\$100. I&S revenue is anticipated to be \$3,661,877, which is a decrease of \$633,238 or 14.7%.

Sales and Use Tax Collections:

The second largest General Fund revenue source is Sales Tax. The city's total sales tax rate is 2 cents per \$1 with 1 cent going to the General Fund; a 1/2-cent going to the Keller Development Corporation for parks capital projects, as approved by voters in January 1992; a 1/4-cent going to street maintenance, as approved by voters in November 2015; and a 1/4-cent going to the Keller Crime Control District, as approved by voters in November 2001. Anticipated FY 2020-21 sales tax revenue is \$12,900,957, and of this amount approximately half, or \$6,488,274, will go to the General Fund. Sales tax is approximately 8.1% up over this time last year.

FY 2020-21 Budget	\$6,488,274	
% of Fund Revenue	16.5%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$0	0.0%
FY 2019-20 Projection	\$0	0.0%



Other Taxes (Franchise Fees & Mixed Beverage Tax):

FY 2020-21 Budget	\$4,353,801	
% of Fund Revenue	11.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(67,866)	(1.5)%
FY 2019-20 Projection	\$(183,484)	(4.0)%

Other Taxes (Franchise Fees & Mixed Beverage Taxes) are comprised of mixed beverage and franchise taxes, with the latter accounting for approximately 96.3% of these revenues. Franchise taxes are fees charged for the continued use of public property (rights-of-way) and are collected from utility companies, including the City of Keller's Water & Wastewater Utility, and Drainage Utility funds. Revenues are based on trends that reflect decreasing cable franchise fees. Electric franchise fees have been decreasing as rates continue to lower and telecommunications franchise fees have decreased as cable subscriptions continue to decline. In 2019 the Texas Legislature passed SB 1152, which relates to the payment of certain fees to municipalities by companies that provide telecommunications, cable or video services. Declines in franchise fee revenue may be attributed to this legislation. Mixed beverage tax is related to mixed alcohol beverage sales in restaurants and pubs within the city and is showing a slight decline.

Licenses and permits:

FY 2020-21 Budget	\$779,631		
% of Fund Revenue	2.0 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2019-20 Budget	\$(23,976)	(2.9)%	
FY 2019-20 Projection	\$(11,336)	(1.4)%	

Licenses and permits include building permits and fees, plumbing permits, mechanical permits, electrical permits, fence permits, and sign and other miscellaneous permits. Overall, development activity appears to be decreasing as the city reaches buildout, which is reflected in the reduced revenue budget for FY 2020-21. The major revenue item in this category is building permits, which are projected to be \$690,428 in FY 2020-21, an increase of \$16,905 from the FY 2019-20 budget. While building permit revenue is projected to see an increase, overall, license and permit revenue is expected to see a decrease.

Charges for Services:

FY 2020-21 Budget	\$1,380,019		
% of Fund Revenue	3.5 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2019-20 Budget	\$36,602	2.7%	
FY 2019-20 Projection	\$(83,470)	(5.7)%	

Charges for services include revenues from ambulance services, use of city property (park and facility rentals, and communications tower leases) and Town Center Property Owner Association fees. Ambulance services account for \$1,040,975 of the total for FY2020-21. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are lower than the FY 2019-20 budget due to the three-year average and trend data. The year-end projection was used to create the FY 2020-21 budget.

Fines and Fees:

FY 2020-21 Budget	\$954,877		
% of Fund Revenue	2.4 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2019-20 Budget	\$(130,926)	(12.0)%	
FY 2019-20 Projection	\$270,985	39.6%	

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

Development Fees:

FY 2020-21 Budget	\$ 200,150		
% of Fund Revenue	0.5 %		
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>	
FY 2019-20 Budget	\$(4,620)	(2.3)%	
FY 2019-20 Projection	\$95,858	91.9%	

Development Fees include paving and drainage inspection, construction plan review, zoning and subdivision fees, and developer fees for street lighting. Generally, the city uses three-year averaging for these service charges to create revenue estimates for the upcoming year.

Intragovernmental Revenue:

FY 2020-21 Budget	\$1,564,624	
% of Fund Revenue	4.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$66,688	4.5%
FY 2019-20 Projection	\$66,688	4.5%

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

Intergovernmental Revenue:

FY 2020-21 Budget	\$3,330,536	
% of Fund Revenue	8.4 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(120,734)	(3.5)%
FY 2019-20 Projection	\$57,622	1.8%

Intergovernmental revenue includes revenues from the Town of Westlake of \$987,694 for police operation services resulting from a contract between Keller and Westlake; from the City of Southlake of \$1,239,903 for combined jail, communications and animal adoption services; from the City of Colleyville of \$805,923 for combined jail, communications and animal adoption services; from the City of Roanoke of \$209,016 for combined jail and animal control services; and reimbursements from the Keller Independent School District of \$63,000 for funding of a school resource officer at Keller High School. Increases in personnel and service costs are shared with our regional partners and are reflected in the additional revenues.

Other Revenues:

FY 2020-21 Budget	\$ 354,251	
% of Fund Revenue	0.9 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$26,547	8.1%
FY 2019-20 Projection	\$(112,678)	(24.1)%

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 2020-21 proposed revenue reflect a three-year-trend approach to budgeting interest income and reflect an increase return on investments.

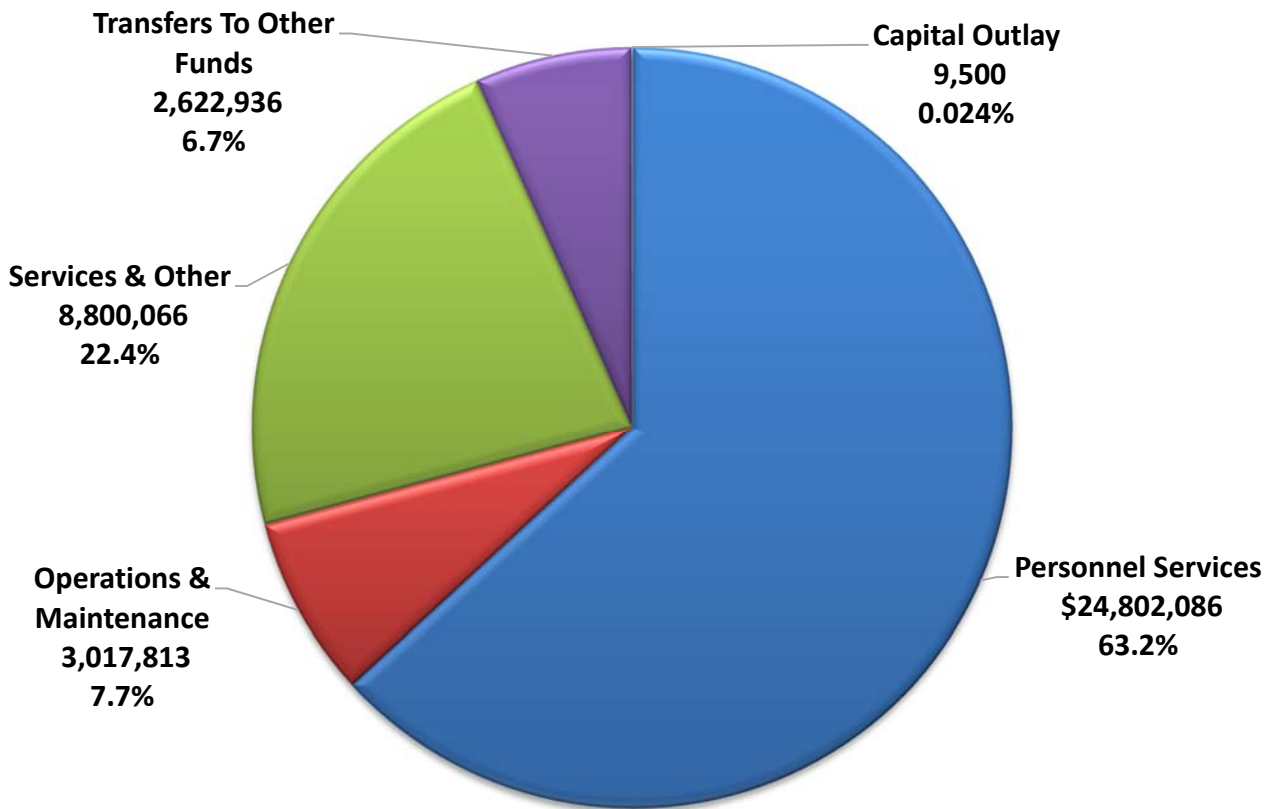
Expenditure Synopsis:

General Fund expenditures total \$39,252,401 for FY 2020-21, which is a decrease of \$1,410,583 or (3.5)%, from the FY 2019-20 budget and a decrease of \$7,499 or (0.02)% 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 in conjunction with the Human Resources Department. All other costs are based on the previous year's revised funding level minus any one-time costs from the previous year. In order for departments to receive an increase in funding, either an adjustment to base request must be approved by the City Manager or an enhancement must be approved by City Council. Below is a breakdown of FY 2020-21 account category expenditures.

FY 2020-21 General Fund Expenditures by Category



Personnel Services:

FY 2020-21 Budget	\$24,802,086	
% of Fund Expenditures	63.2%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$645,482	2.7%
FY 2019-20 Projection	\$1,696,524	7.3%

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 2019-20. The FY 2020-21 budget includes step plans for sworn and certified employees at 2.0%. Also included in the budget is a 2.0% merit increase for civilian employees. The step plan and merit increase would be implemented on October 1. Market adjustments have also been included and may be implemented in April based upon economic factors such as preliminary property values and sales tax. If implemented as budgeted, public safety employees may receive market adjustments of up to 4.0% and civilian employees may receive market adjustments of up to 2.0%. Because the market adjustments would be implemented in April, they would have an impact of only 2.0% related to public safety employees and 1.0% related to civilian employees.

Due to diligent work by the Human Resources Department, the city was able to negotiate a manageable increase of 4.4% to health insurance costs for FY 2020-21. Fiscal year 2019-20 saw an increase to health insurance costs of 5.0% and fiscal years 2018-19 and 2017-18 saw no increase to health insurance costs. This means that health insurance costs have only increased the equivalent of 2.4% annually over the past four years. During FY 2020, the City of Keller partnered with the Humane Society of North Texas (HSNT) for the management of the Regional Animal Adoption Center. The center serves the cities of Keller, Southlake, Colleyville, Westlake, and now Roanoke. As a result of the partnership with Roanoke, the city will be adding an animal control officer position, which will be funded with the regional partners. During FY 2019-20, the City contracted with HSNT to run the animal control kennel operations and will be removing the three part-time kennel technician FTEs related to this service. For FY 2020-21, in Police Operations a police officer position will be reclassified to a police sergeant position and a full-time SRO position in the General Fund will be moved to a less-than full-time SRO position in the Public Safety Fund. The SRO position will decrease FTEs by 0.25 in total but will have no impact to service levels or interlocal funding.

Operations & Maintenance:

FY 2020-21 Budget	\$3,017,813	
% of Fund Expenditures	7.7%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$74,932	2.5%
FY 2019-20 Projection	\$88,921	3.0%

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds and building maintenance costs. Approximately \$100,000 of the growth in operations and maintenance expenditures can be attributed to an enhancement in the Public Works Street Maintenance division for additional concrete repairs. An additional \$56,000 in growth can be attributed to the purchase of new wayfinding signs. The remaining growth in operations and maintenance expenditures, \$29,000, can be attributed to increased costs associated with the municipal court interlocal agreement with the City

of Colleyville. Increases in expenditures were partially offset by line-item decreases in operations and maintenance expenditures in various departments.

Services & other:

FY 2020-21 Budget	\$8,800,066	
% of Fund Expenditures	22.4%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(390,140)	(4.3)%
FY 2019-20 Projection	\$(82,243)	(0.9)%

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. For 2020-21, the budget includes \$85,000 for the purchase of a replacement crack sealer in Public Works and \$75,000 to provide replacement funding for the Senior Services bus in Parks and Recreation. In FY 2019-20, the city replaced a Gradall excavator for \$185,000, provided \$138,000 for the establishment of the Fire/EMS Equipment Replacement program, and included one-time funding of \$100,000 for new finance software. Additionally, economic development incentives decreased by \$327,636 based upon current agreement funding terms.

Transfers to other funds:

FY 2020-21 Budget	\$2,622,936	
% of Fund Expenditures	6.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(1,705,357)	(39.4)%
FY 2019-20 Projection	\$(1,705,357)	(39.4)%

Transfers to other funds reflects the annual Facility Equipment Replacement Fund transfer from the General Fund for \$375,000, 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 2020-21, the General Fund will fund the Shady Grove Reconstruction Project for \$1,000,000 and the annual sidewalk construction and repair project for \$238,471. Additionally, the General Fund will fund two one-time projects – bar ditch maintenance and sidewalk repairs - for \$830,000 and \$131,865, respectively. For FY 2019-20, the General Fund funded the Johnson Road Reconstruction Project for \$2,000,000, the roundabout financing at Bear Creek and Whitley for \$1,229,000, the North Tarrant Parkway and Lakeview traffic channelization project for \$150,000, two UPRR pedestrian crossings for \$150,000, and West Vine Street drainage improvements for \$25,000.

Capital Outlay:

FY 2020-21 Budget	\$ 9,500	
% of Fund Expenditures	0.024 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(35,500)	(78.9)%
FY 2019-20 Projection	\$(5,344)	(36.0)%

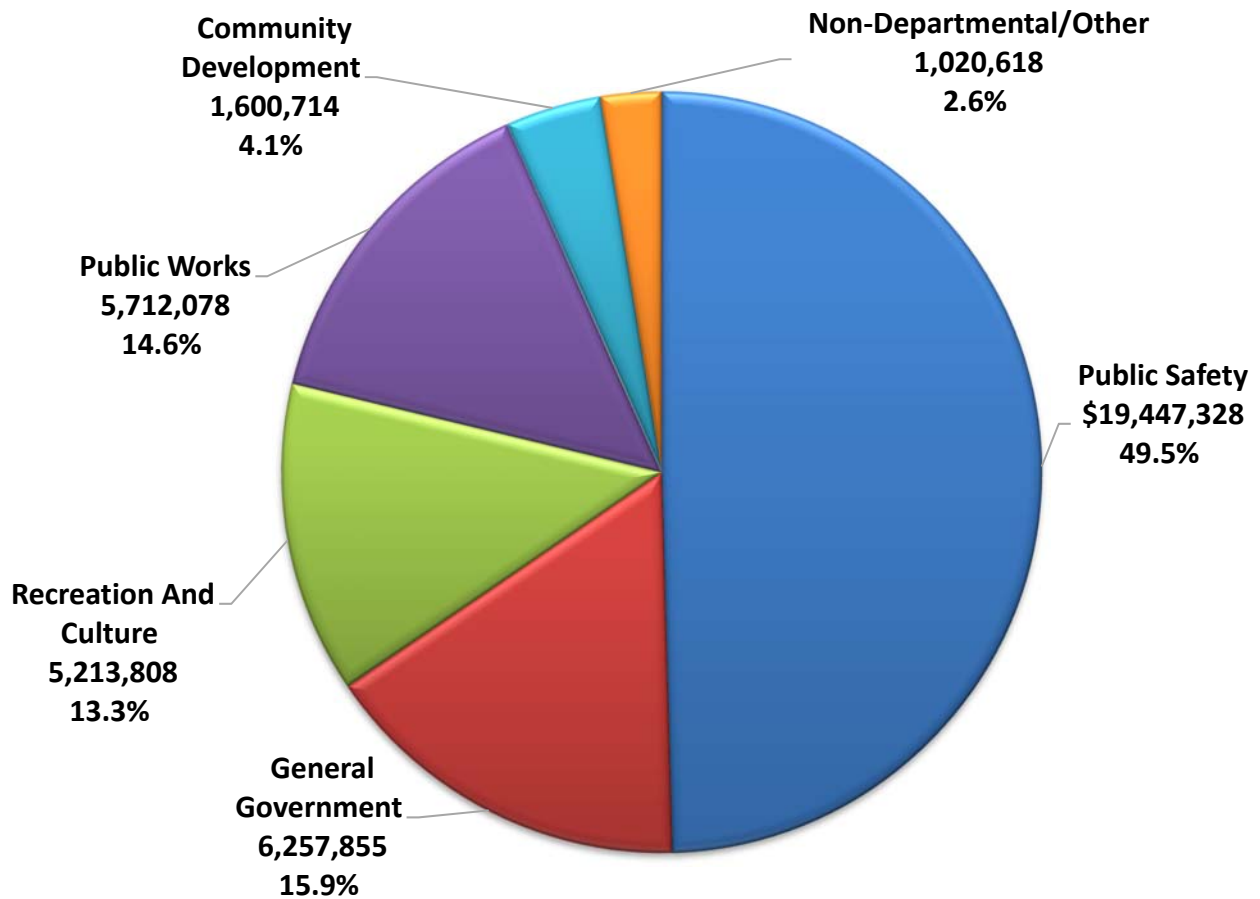
Capital outlay includes expenditures for new assets, or replacements or improvements to existing assets over \$5,000 and anticipated useful life over one year. For FY 2020-21, capital outlay expenditures decreased by close to 79% compared to the FY2019-20 budget. Capital outlay expenditures for FY 2020-

21 include \$9,500 for office unit replacements. In FY 2019-20, capital outlay included \$35,000 for replacement concrete saw and \$10,000 for an outdoor warning siren radio channel and repeater.

Expenditures by Activity

There are five main functions in the General Fund: public safety, general government, recreation and culture, public works and community development. A breakdown of FY 2020-21 departmental expenditures and a brief description are given comparing the departments to the FY 2019-20 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 2020-21 General Fund Expenditures by Function



Public Safety:

FY 2020-21 Budget	\$19,444,328	
% of Fund Expenditures	49.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$504,642	2.6%
FY 2019-20 Projection	\$1,223,110	6.7%

The Public Safety function handles all aspects related to citizen protection and is made up of the Police and Fire departments. The largest expenditure in public safety is personnel, which will increase \$416,993 related to the market adjustments and the 2% step plan discussed in the personnel section. While personnel costs for both departments have increased, FY 2019-20 year-end projections indicate salary savings. During FY 2019-20, the City of Keller partnered with the Humane Society of North Texas (HSNT) for the management of the Regional Animal Adoption Center. The center serves the cities of Keller, Southlake, Colleyville, Westlake, and now Roanoke. During FY 2019-20, the City contracted with HSNT to run the animal control kennel operations and will be removing the three part-time kennel technician FTEs related to this service. As a result of the partnership with Roanoke, the city will be adding an animal control officer position, which will be funded by the regional partners. For FY 2020-21, in Police Operations a police officer position will be reclassified to a police sergeant position and the full-time SRO position in the General Fund will be moved to a less-than full-time SRO position in the Public Safety Fund. The SRO position will decrease FTEs by 0.25 in total but will have no impact to service levels or interlocal funding. The FY 2020-21 Fire Services department budget includes \$14,350 for training and applicant agency fees required to apply for the Commission on Fire Accreditation International accreditation and \$10,500 for fire data analytics software. The FY 2019-20 budget included \$138,023 for the creation of the Fire/EMS Equipment Replacement Fund. Expenditures for FY 2019-20 also included a one-time expenditure of \$50,000 for grant match funding for a self-contained breathing apparatus replacement grant through FEMA.

General Government

FY 2020-21 Budget	\$6,257,855	
% of Fund Expenditures	15.9 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(362,841)	(5.5)%
FY 2019-20 Projection	\$(87,127)	(1.3)%

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 2020-21, Economic Development includes a reduction in funding for economic development incentives of \$327,636 and a reduction of \$108,466 in services and other for Finance related to a FY 2019-20 one-time purchase for new finance software. FY 2020-21 also includes additional funding related to increases in Municipal Court costs.

Recreation & Culture:

FY 2020-21 Budget	\$5,213,808	
% of Fund Expenditures	13.3 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$156,681	3.1%
FY 2019-20 Projection	\$375,566	7.8%

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 2020-21, the Parks and Recreation personnel services budget decreased by \$88,838. These savings are mainly related to landscaping services being contracted out, which also results in an increase in landscape services costs of \$87,708. FY 2020-21 includes \$75,000 for the replacement of a bus for Parks and Recreation. In the Library, the office lease costs increased by \$28,341 related to increased software costs.

Public Works:

FY 2020-21 Budget	\$5,712,078	
% of Fund Expenditures	14.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(1,734,575)	(23.3)%
FY 2019-20 Projection	\$(1,678,758)	(22.7)%

The Public Works function is related to Street Maintenance, Engineering & Inspections, Street Lighting and Public Works Administration. For FY 2020-21, the budget includes one-time capital project fund transfers for the Shady Grove (Keller Smithfield to Smithfield) Reconstruction Project for \$1,000,000, \$830,000 for bar ditch maintenance, and \$131,865 for sidewalk repairs. Also included in FY 2020-21 is the 2021 sidewalk construction project for \$238,471 and concrete repairs for \$100,000. The FY 2019-20 budget included \$2,000,000 for the Johnson Road reconstruction project, \$1,229,000 for the Bear Creek and Whitley Roundabout, \$150,000 for the North Tarrant Parkway and Lakeview Drive channelization project, \$150,000 for two UPRR Pedestrian crossings, and \$25,000 for the West Vine Street drainage project. In addition, FY 2019-20 also included funds for a replacement Gradall Excavator for \$185,000.

Community Development:

FY 2020-21 Budget	\$1,600,714	
% of Fund Expenditures	4.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$13,143	0.8%
FY 2019-20 Projection	\$141,343	9.7%

In FY 2020-21, Community Development will be broken out into three sections: Planning and Zoning, Building and Construction Services, and Code Enforcement. Prior to FY 2020-21, Community Development was comprised of two sections: Planning and Zoning and Building and Construction Services with Code Enforcement being part of the Building and Construction Services budget.

Non-Departmental/Other:

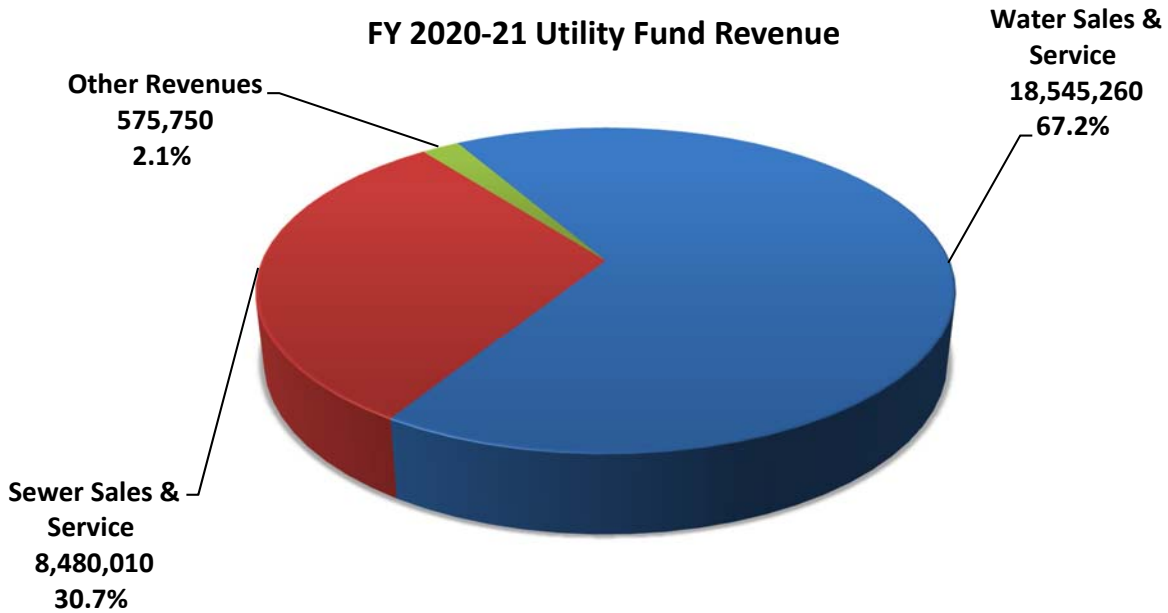
FY 2020-21 Budget	\$1,020,618	
% of Fund Expenditures	2.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$12,367	1.2%
FY 2019-20 Projection	\$12,367	1.2%

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

WATER AND WASTEWATER FUND

Revenue Assumptions:

The Water and Wastewater Fund revenues for FY 2020-21 are \$27,601,020, and will have an overall decrease of \$132,584, or 0.5%, from the FY 2019-20 budget and an increase of \$489,627, or 1.8%, compared to year-end projections. In the Water and Wastewater Fund, there are three major revenue categories: Water Sales & Service, Sewer Sales & Service and Other Revenues. Breakdowns of each revenue category for the Utility Fund and a brief description are provided. Below, a pie chart shows the category breakdown by percentage and a bar graph shows revenue growth compared to account growth.



Water Sales and Service:

FY 2020-21 Budget	\$18,545,260	
% of Fund Expenditures	67.2%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$117,962	0.6%
FY 2019-20 Projection	\$(533,310)	(2.8)%

The water rate structure is split between costs related to the purchase of wholesale water from the City of Fort Worth, also called the “pass-thru,” and the cost of providing water services. Wholesale water represents 31.3% of the Water and Wastewater Fund budget, and costs are anticipated to increase based upon both the five-year consumption model and Fort Worth increasing costs by 1.3%. As such, the pass-thru water rate will increase for the year. The city rate will increase by 2.0%, which is related to the issuance of debt as well as the undertaking of water capital projects. The city rate increase is also related to higher levels of precipitation in the spring and early summer of FY 2019-20 months. Even with the city rate increase, the combined impact on the average household will be a 1.6% increase, or an increase of \$1.25 per month.

Sewer Sales & Service:

FY 2020-21 Budget	\$8,480,010	
% of Fund Expenditures	30.7%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(148,296)	(1.7)%
FY 2019-20 Projection	\$1,101,777	14.9%

As with the water rates, the rate structure for Sewer Sales & Service is split between the pass-thru cost of the Trinity River Authority wastewater treatment plant and the cost of providing wastewater services. TRA represents 13.1% of the Water and Wastewater Fund budget and is anticipated to increase by 0.6%. The pass-thru wastewater rate will increase by 1.3%, and the city rate will decrease by 4.5% as a result of declines in capital wastewater project transfers. The combined impact on the average household will be a decrease of 2.1%, or \$0.88.

Other Revenues:

Taps and Miscellaneous Fees:

FY 2020-21 Budget	\$ 467,689	
% of Fund Revenues	1.7%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(93,759)	(16.7)%
FY 2019-20 Projection	\$91,662	24.4%

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

Interest Income:

FY 2020-21 Budget	\$ 42,024	
% of Fund Revenues	0.1%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$ -	- %
FY 2019-20 Projection	\$(98,753)	(70.2)%

Interest income is revenue created by investing working capital into investment pools. The FY 2020-21 budget is based upon three-year averaging and reflects an increase in year-end projections.

Miscellaneous Revenues:

FY 2020-21 Budget	\$ 66,037	
% of Fund Revenues	0.2%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(8,491)	(11.4)%
FY 2019-20 Projection	\$(71,749)	(52.1)%

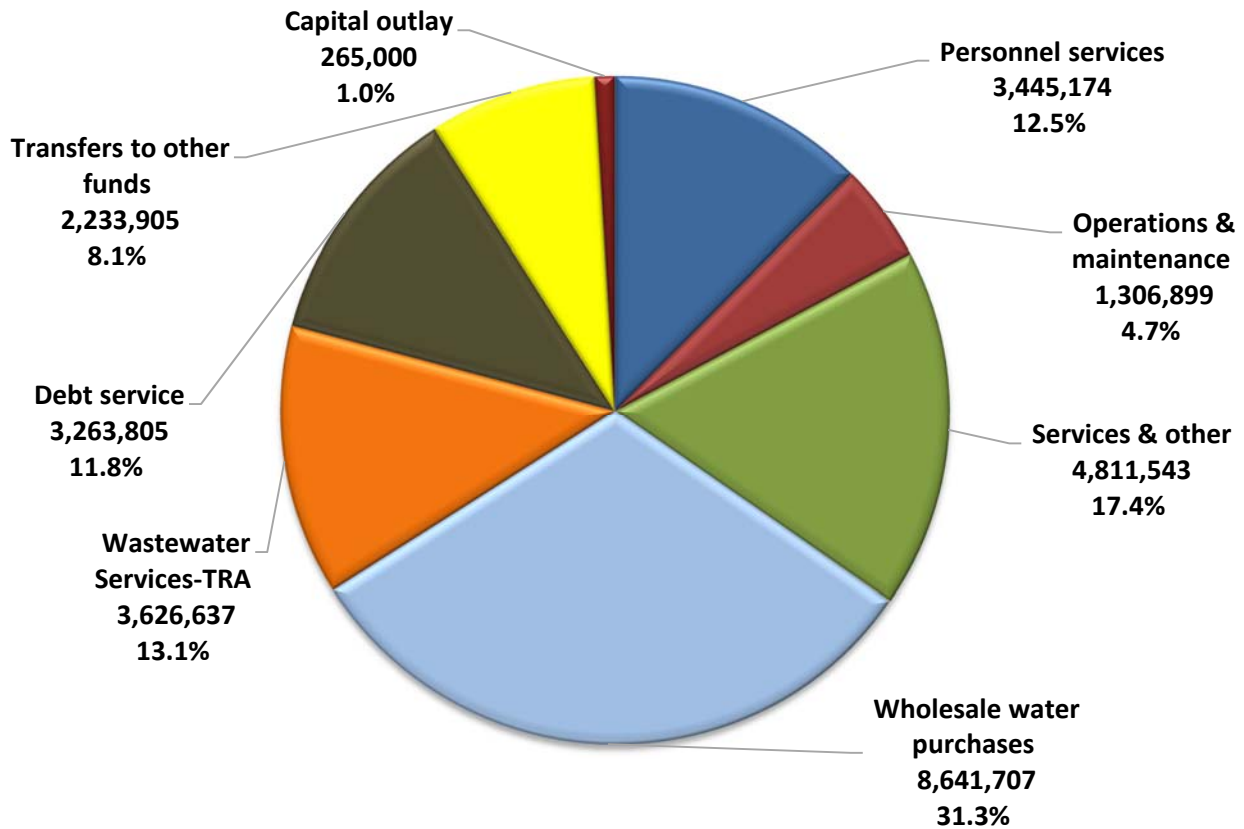
All additional revenues are combined to create the Other Revenue category, which includes an increase in the intergovernmental agreement with Southlake for wastewater reimbursement. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end

projections for some revenues are higher than the adopted budget as they are higher than the three-year average.

Expenditure Synopsis:

Utility Fund expenditures total \$27,594,670 for FY 2020-21, which is an increase of \$256,218 or 0.9% from the FY 2019-20 budget, and an increase of \$571,390 or 2.1% 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 2020-21 categories by percentage.

FY 2020-21 Water & Wastewater Fund Expenditures by Category



Personnel Services:

FY 2020-21 Budget	\$3,445,174	
% of Fund Expenditures	12.5%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$123,244	3.7%
FY 2019-20 Projection	\$416,683	13.8%

Like the General Fund, the Water and Wastewater Fund's proposed budget includes a 2.0% merit compensation to be implemented on October 1 and a potential 2.0% market increase on April 1 depending on economic factors. The FY 2020-21 proposed personnel budget increase of 3.9% reflects this proposed compensation increase.

Operations and maintenance:

FY 2020-21 Budget	\$1,306,899	
% of Fund Expenditures	4.7%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(76,397)	(5.5)%
FY 2019-20 Projection	\$(66,690)	(4.9)%

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

Services and other:

FY 2020-21 Budget	\$4,811,543	
% of Fund Expenditures	17.4%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(180,936)	(3.6)%
FY 2019-20 Projection	\$(222,671)	(4.4)%

Services and other expenditures include expenditures for professional services, utilities, liability insurance premiums and other general expenditures. FY 2019-20 included the third of three years of funding of \$215,084 to replace heavy equipment in future years. This drop off in funding accounts for a significant portion of the decreases in expenditures in this category.

Wholesale Water Purchases:

FY 2020-21 Budget	\$8,641,707	
% of Fund Expenditures	31.3%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$27,107	0.3%
FY 2019-20 Projection	\$80,868	0.9%

The City of Keller purchases water from the City of Fort Worth and the projected cost is based upon a five-year rolling consumption average multiplied by any rate change by Fort Worth. The FY 2019-20 year-end projections reflect a rainier year, which reduces consumption. The FY 2020-21 is based upon the five-year average consumption multiplied by the adopted rate increase of 1.3% by Fort Worth.

Wastewater Services - TRA:

FY 2020-21 Budget	\$3,626,637		
% of Fund Expenditures	13.1%		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget		\$65,578	1.8%
FY 2019-20 Projection		\$65,578	1.8%

Wastewater treatment is the second largest expense within the Water and Wastewater Fund. The city holds a contract with TRA for wastewater treatment and collection services. 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 2020-21 Budget	\$3,263,805		
% of Fund Expenditures	11.8%		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget		\$6,717	0.2%
FY 2019-20 Projection		\$6,717	0.2%

Debt services relates to the debt obligations made to fund water and wastewater system improvements. For FY 2020-21, the city will be issuing approximately \$4 million in debt related to the 2020 SWIFT project.

Transfers:

FY 2020-21 Budget	\$ 2,233,905		
% of Fund Expenditures	8.1%		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget		\$260,905	13.2%
FY 2019-20 Projection		\$260,905	13.2%

Transfers relate to the annual cash funding of capital projects and are moved into project accounts in capital improvement project (CIP) funds. For FY 2020-21, the Water and Wastewater CIP includes the tank maintenance for \$600,000, supervisory control and data acquisition (SCADA) for \$540,000, 2021 mains and services replacements for \$500,000, Hwy. 377 12 inch water line project for \$133,905, 2019 sanitary sewer evaluation on infiltration and inflow for \$120,000, and 2021 sanitary sewer evaluation study/capacity analysis for \$90,000. For FY 2019-20, the Water and Wastewater CIP included the replacement of the Big Bear West Interceptor Line for \$500,000, 2020 sanitary sewer evaluation study for \$100,000, 2020 sanitary sewer study on infiltration and inflow for \$120,000, tank maintenance for \$175,000, AWIA Emergency Risk, Resiliency and Response Plan for \$200,000, and an update to the Water Master Plan/Condition for \$125,000.

Capital Outlay:

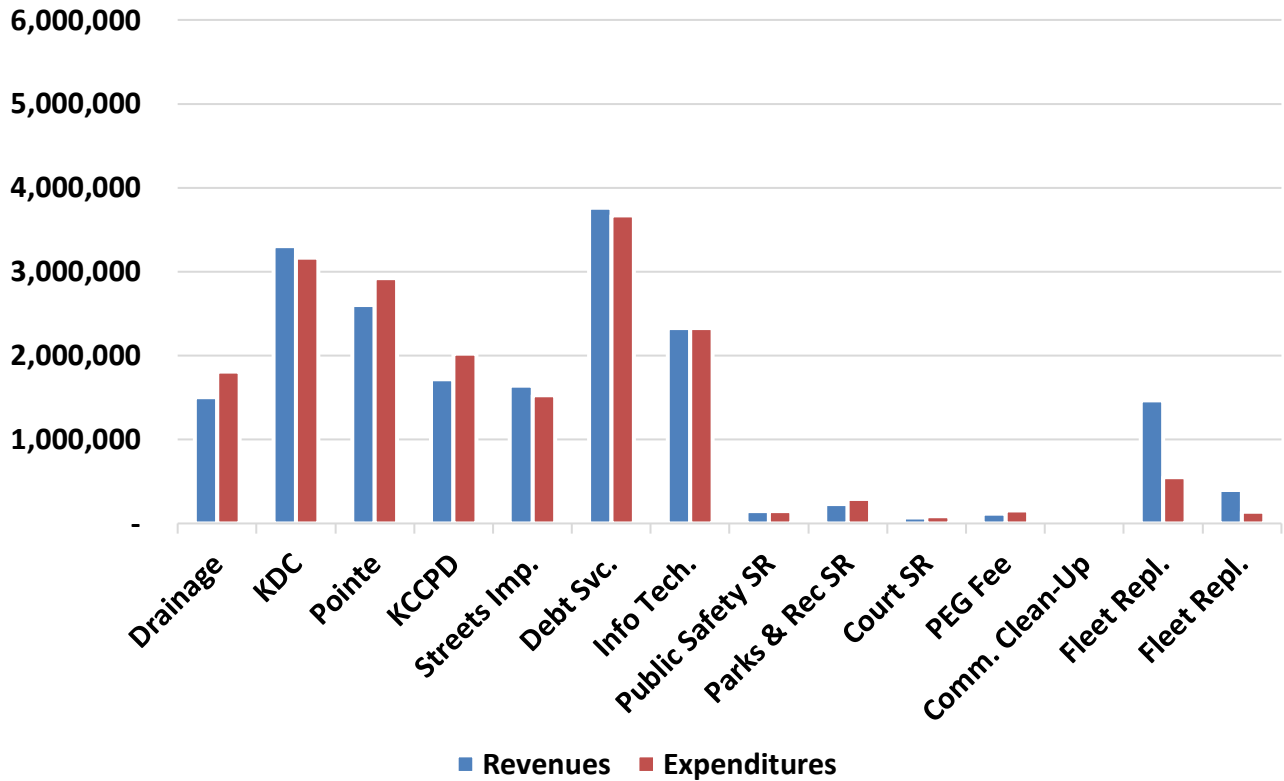
FY 2020-21 Budget	\$ 265,000		
% of Fund Expenditures	1.0%		
	<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget		\$30,000	12.8%
FY 2019-20 Projection		\$30,000	12.8%

Capital outlay includes \$35,000 for as-needed facility repairs at the Municipal Service Center (MSC). FY 2020-21 also includes \$30,000 for concrete repairs at the MSC. Starting in FY 2019-20, large water valves for \$100,000 and line-maintenance for \$100,000 were moved from a transfer-out to the Water-Wastewater CIP, to a capital outlay line item. By moving the expenditures, funds not used by the end of the fiscal year will roll into fund balance.

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.

Other Funds Overview



Drainage

FY 2020-21 Revenues	\$1,505,371	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$15,145	1.0%
FY 2019-20 Projection	\$(20,066)	(1.3)%
FY 2020-21 Expenditures	\$1,809,221	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(191,396)	(9.6) %
FY 2019-20 Projection	\$(137,966)	(7.0) %
Revenues – Expenditures	\$ (303,850)	

Drainage utility fees account for 98% of the revenues to this fund. FY 2020-21 includes one-time capital project fund transfers for the Nightingale culvert project for \$325,000 and a drainage master plan update project for \$200,000. FY 2019-20 included one-time capital project fund transfers for a drainage master

plan update project for \$200,000, drainage improvements on Shady Lane South for \$70,000, phase one of the Nightingale culvert project for \$325,000, and one-time funding for a Gradall excavator for \$185,000.

Keller Development Corporation Fund

FY 2020-21 Revenues	\$3,306,192	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$ 6,961	0.2%
FY 2019-20 Projection	\$ (601)	(0.02)%
FY 2020-21 Expenditures	\$3,167,734	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$ 614,829	24.1%
FY 2019-20 Projection	\$ 614,829	24.1%
Revenues – Expenditures	\$138,458	

The KDC is a voter-approved 1/2-cent sales tax option dedicated to funding capital projects for park and recreation improvements. Projected revenue for year-end is anticipated to increase slightly. FY 2020-21 includes one-time capital fund transfers for Keller Sports Park baseball lot parking lot improvements for \$600,000, Bear Creek parking lot improvements for \$225,000, Bear Creek Pond dredging for \$215,000, and Bursey Ranch playground replacement for \$100,000. In addition to the one-time capital transfers, also included is the annual trail system expansion for \$275,000 and the parks capital replacement program for \$100,000. FY 2019-20 included one-time capital fund transfers for the Keller Sports Park parking lot improvements for \$185,000 and the Bear Creek Park “bridge” playground replacement for up to \$180,000. Also included in FY 2019-20 is the parks capital replacement program for \$100,061 and the annual trail system expansion for \$409,847.

The Keller Pointe Fund

FY 2020-21 Revenues	\$2,599,682	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(762,414)	(22.7)%
FY 2019-20 Projection	\$534,332	25.9%
FY 2020-21 Expenditures	\$2,921,346	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$ (827,427)	(22.1)%
FY 2019-20 Projection	\$56,619	2.0%
Revenues – Expenditures	\$(321,644)	

The Keller Pointe is an enterprise function intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support its direct operating costs. The primary source of revenue is generated through memberships and pass sales, with the second largest revenue source being programs. Revenues are based upon three-year trend data, which reduces revenue estimates from the FY 2020-21 year-end projections. Declines in revenue for FY 2019-20 and FY 2020-21 can be

attributed to closures and capacity restrictions as a result of the corona virus. For FY 2019-20, a one-time capital fund transfer for indoor pool repairs for \$397,222 and for locker room renovations of \$230,000 is included. The FY 2018-19 budget included \$855,500 for the replacement of the indoor pool HVAC system.

Information Technology Fund

FY 2020-21 Revenues	\$2,328,830	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$20,175	0.9%
FY 2019-20 Projection	\$(3,724)	(0.7)%
FY 2020-21 Expenditures	\$2,331,577	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(282,293)	(10.8)%
FY 2019-20 Projection	\$(241,046)	(9.4)%
Revenues – Expenditures	(\$ 2,747)	

The Information Technology Fund accounts for citywide information services/information technology operations and is an Internal Service Fund. It is supported by transfers from departments within other operating funds based upon a ratio of computer equipment and actual costs of specialized software or equipment. The expenditures vary annually based upon the computer and technology replacement schedule. For FY 2020-21, declines in expenditures can be attributed largely to the removal of a one-time purchase related to new finance software. For FY 2020-21, \$245,500 is budgeted in the Computer Services division for the replacement of monitors, projectors and tablets. The FY 2019-20 budget included \$190,000 for the Computer Services division for the replacement of computer equipment.

Keller Crime Control and Prevention District Fund

FY 2020-21 Revenues	\$1,716,477	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$ -	- %
FY 2019-20 Projection	\$(91,014)	(5.0)%
FY 2020-21 Expenditures	\$2,020,786	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$24,362	1.2%
FY 2019-20 Projection	\$24,362	1.2%
Revenues – Expenditures	\$(304,309)	

The Keller Crime Control Prevention District Fund, created in FY 2001-02, is supported by the voter-approved crime control district 1/4-cent sales tax option. KCCPD sales tax revenue is anticipated to

payments for the Police Station, and will fluctuate from year to year based upon capital expenditure needs. FY 2020-21 includes mobile data computer replacements for \$75,000 and Livescan software upgrades for \$33,000. In FY 2020-21, the Keller Police Department will continue the process of upgrading their Computer-Aided Dispatch and automated Records Management System for \$500,000. This upgrade began in FY 2019-20.

Debt Service Fund

FY 2020-21 Revenues	\$3,760,294	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(620,058)	(14.2)%
FY 2019-20 Projection	\$(730,009)	(16.3)%
FY 2020-21 Expenditures	\$3,670,321	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(886,057)	(19.5)%
FY 2019-20 Projection	\$(886,057)	(19.5)%
Revenues – Expenditures	\$89,973	

The Debt Service Fund is funded through the collection of the interest and sinking portion of the tax rate, which is proposed to be \$0.070810/\$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. At the end of FY 2019-20 the city anticipates issuing up to \$8 million in GOs for the Senior Activities Center as approved by Keller voters in November 2018 and annual payments will begin in FY 2020-21. The estimated annual debt service requirement for the issuances is \$627,027.

Street and Sidewalk Improvements Fund

FY 2020-21 Revenues	\$1,640,558	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(27,409)	(1.6)%
FY 2019-20 Projection	\$1,790	0.1%
FY 2020-21 Expenditures	\$1,526,609	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2019-20 Budget	\$(275,000)	(15.3)%
FY 2019-20 Projection	\$(275,000)	(15.3)%
Revenues – Expenditures	\$113,949	

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

projects to reflect project-life budgeting. For FY 2020-21, the fund will transfer \$1,401,609 for the 2021 street reconstruction project and \$125,000 for design costs associated with the 2022 street reconstruction project. For FY 2019-20, the fund transferred \$1,526,609 for annual street maintenance projects, a pavement seepage project for \$150,000, and \$125,000 for a pavement condition study.

Miscellaneous Other Operating Funds

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

Other Special Revenue Funds	FY 2020-21 Revenues	FY 2020-21 Expenditures	Revenues - Expenditures
Fleet Replacement	\$ 1,463,859	\$ 549,562	\$ 914,297
Facility Replacement	395,499	138,000	257,499
Parks & Rec Special Revenue	234,764	289,412	(54,648)
PEG Fee	117,589	153,600	(36,011)
Court Special Revenue	68,760	82,707	(13,947)
Public Safety Special Revenue	144,639	144,638	1
Community Clean-Up	42,352	39,631	2,721

CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

The table below provides a list of proposed FY 2020-21 capital costs and/or new projects by project and project type. The five-year CIP located in the CIP section provides a list of all current projects (FY 2019-20 and prior years), proposed projects (FY 2020-21) and potential future projects (FY 2021-22 through FY 2024-25). The five-year CIP provides the project costs per year, which are separate funding and expenditure allocations. The city uses project-life budgeting, meaning the total approved project funding and expenditure allocations include prior-year allocations plus those proposed in FY 2020-21. The revenue and expenditure allocations end at the close-out of the project rather than the end of the fiscal year.

Street System Capital Projects	Estimated Costs
2021 Sidewalk Construction	370,336
2021 Street Reconstruction Project	1,401,609
2022 Street Reconstruction Project	125,000
Future Utility Relocations	250,000
Shady Grove (Keller Smithfield to Smithfield)	1,000,000
Bar Ditch Maintenance	830,000
Total	\$3,976,945

Parks Capital Projects	Estimated Costs
2021 Parks Capital Replacement Program	100,000
2021 Trail System Expansion	275,000
Keller Sports Park Parking Lot Improvements – Baseball Lot	600,000
Bear Creek Park Parking Lot Improvements	225,000
Bear Creek Pond Dredging	215,000
Burse Ranch Playground Replacement	100,000
Total	\$1,515,000

Water System Capital Projects	Estimated Costs
Tank Maintenance	600,000
Hwy. 377 12" Water Lines	133,905
2021 SWIFT	4,060,000
SCADA	540,000
Total	\$5,333,905

Wastewater System Capital Projects	Estimated Costs
2019 SS Evaluation Study/I&I	120,000
2021 SS Evaluation Study/Capacity Analysis	180,000
2021 Mains & Services Replacements	500,000
Total	\$ 800,000

Drainage Capital Projects	Estimated Costs
Nightingale Culvert (Year two funding)	325,000
Drainage Master Plan	200,000
Total	\$525,000

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.



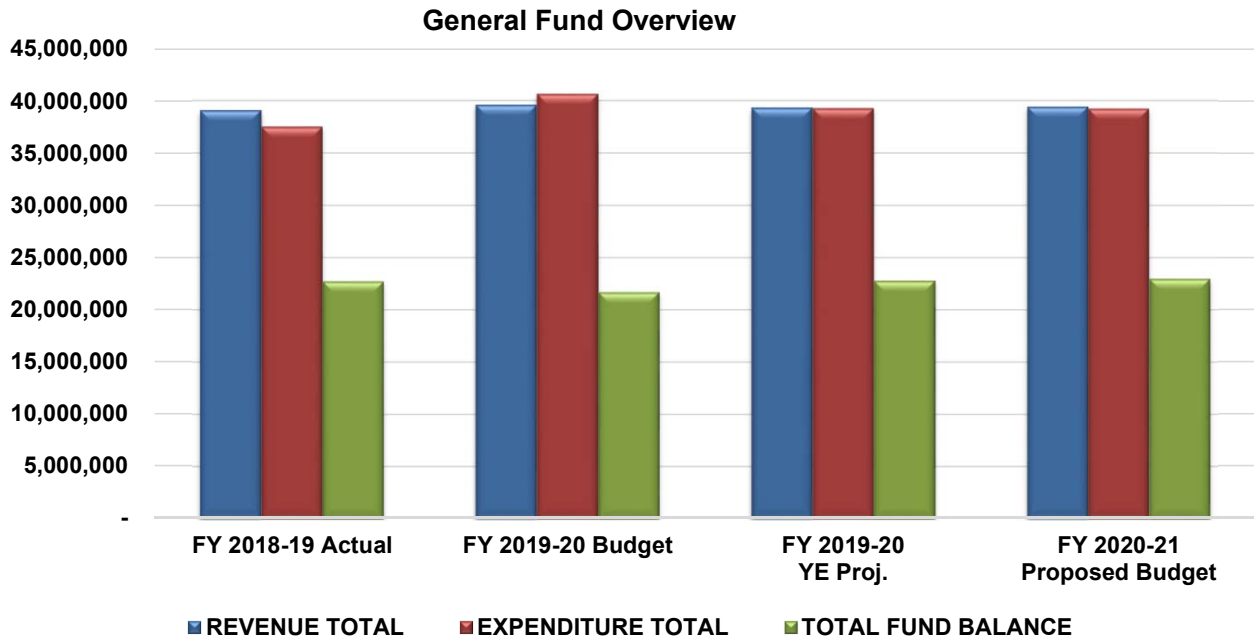
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GENERAL FUND OVERVIEW

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUE TOTAL	\$ 39,072,814	\$ 39,616,809	\$ 39,321,436	\$ 39,422,426	\$ (194,383)
OPERATING EXPENDITURES	37,527,109	36,524,678	39,259,900	37,074,536	549,858
ONE-TIME EXPENDITURES	-	4,138,306	-	2,177,865	(1,960,441)
EXPENDITURE TOTAL	\$ 37,527,109	\$ 40,662,984	\$ 39,259,900	\$ 39,252,401	\$ (1,410,583)
VARIANCE	\$ 1,545,705	\$ (1,046,175)	\$ 61,536	\$ 170,025	
RESERVE FUND BALANCE	9,381,777	9,131,170	9,814,975	9,268,634	137,465
UNASSIGNED FUND BALANCE	13,336,486	12,540,919	12,964,824	13,681,190	1,140,272
TOTAL FUND BALANCE	\$ 22,718,263	\$ 21,672,088	\$ 22,779,799	\$ 22,949,824	\$ 1,277,736

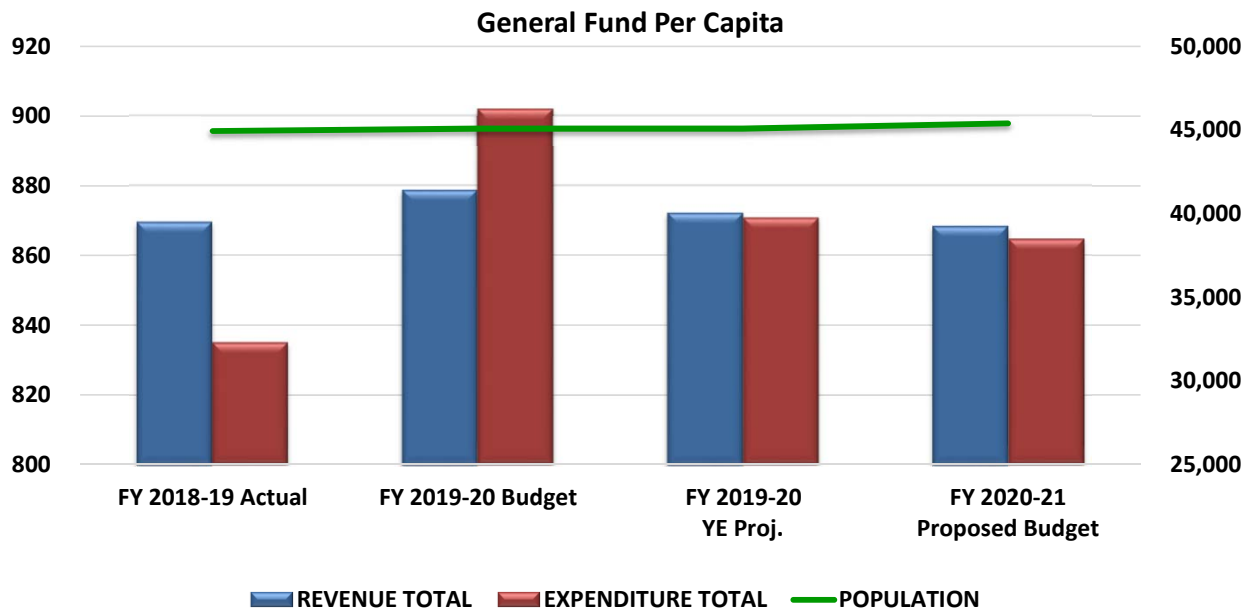
RESERVE AND UNASSIGNED ANALYSIS

% OF OPERATING EXPENDITURES	60.5%	59.3%	58.0%	61.9%
TARGET % LEVEL	25.0%	25.0%	25.0%	25.0%
EXPENDITURES				



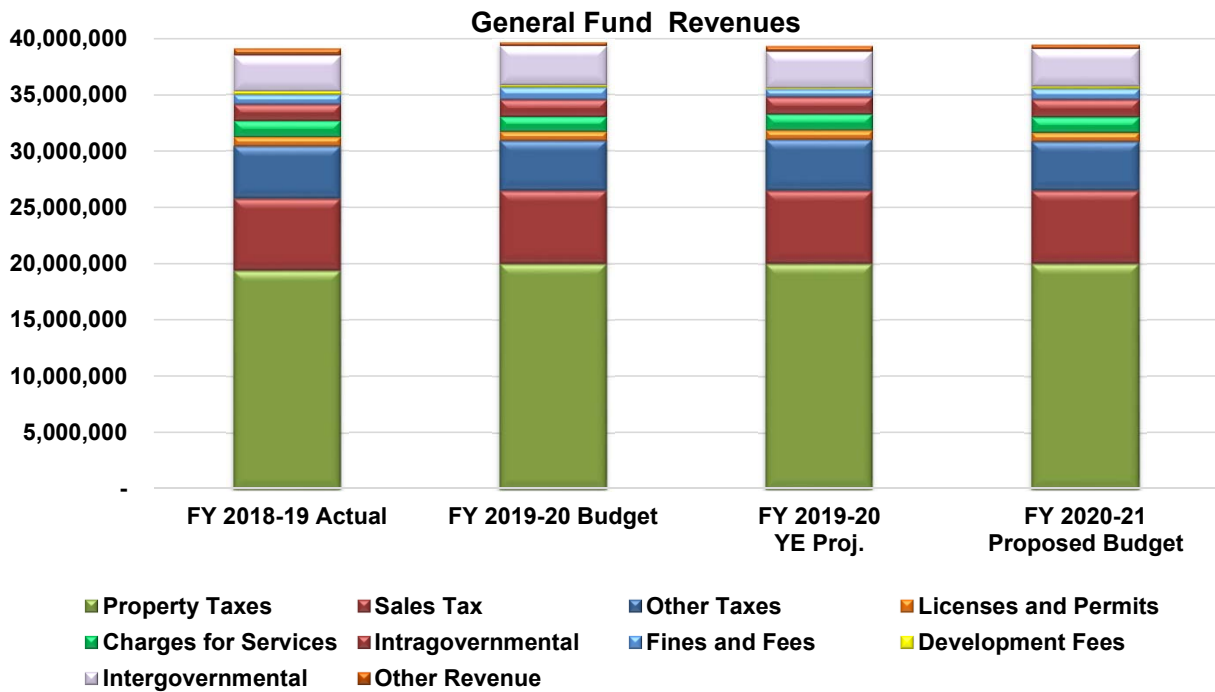
GENERAL FUND REVENUES AND EXPENDITURES PER CAPITA

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
POPULATION	44,940	45,090	45,090	45,400	310
REVENUE TOTAL	869	879	872	868	(10)
EXPENDITURE TOTAL	835	902	871	865	(37)



SUMMARY OF GENERAL FUND REVENUES

<u>Revenues</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Taxes					
Property Taxes	\$ 19,376,613	\$ 19,992,361	\$ 20,015,458	\$ 20,016,263	\$ 23,902
Sales Tax	6,390,217	6,488,274	6,488,274	6,488,274	-
Other Taxes	4,645,930	4,421,667	4,537,285	4,353,801	(67,866)
Total Taxes	\$ 30,412,761	\$ 30,902,302	\$ 31,041,017	\$ 30,858,338	\$ (43,964)
Other Revenues					
Licenses and Permits	\$ 807,891	\$ 803,607	\$ 790,967	\$ 779,631	\$ (23,976)
Charges for Services	1,458,984	1,343,417	1,463,489	1,380,019	36,602
Fines and Fees	865,656	1,085,803	683,892	954,877	(130,926)
Development Fees	293,208	204,770	104,292	200,150	(4,620)
Intragovernmental	1,428,744	1,497,936	1,497,936	1,564,624	66,688
Intergovernmental	3,178,668	3,451,270	3,272,914	3,330,536	(120,734)
Other Revenue	626,903	327,704	466,929	354,251	26,547
Total Other Revenues	\$ 8,660,053	\$ 8,714,507	\$ 8,280,419	\$ 8,564,088	\$ (150,419)
TOTAL REVENUES	\$ 39,072,814	\$ 39,616,809	\$ 39,321,436	\$ 39,422,426	\$ (194,383)



DETAIL OF GENERAL FUND REVENUES

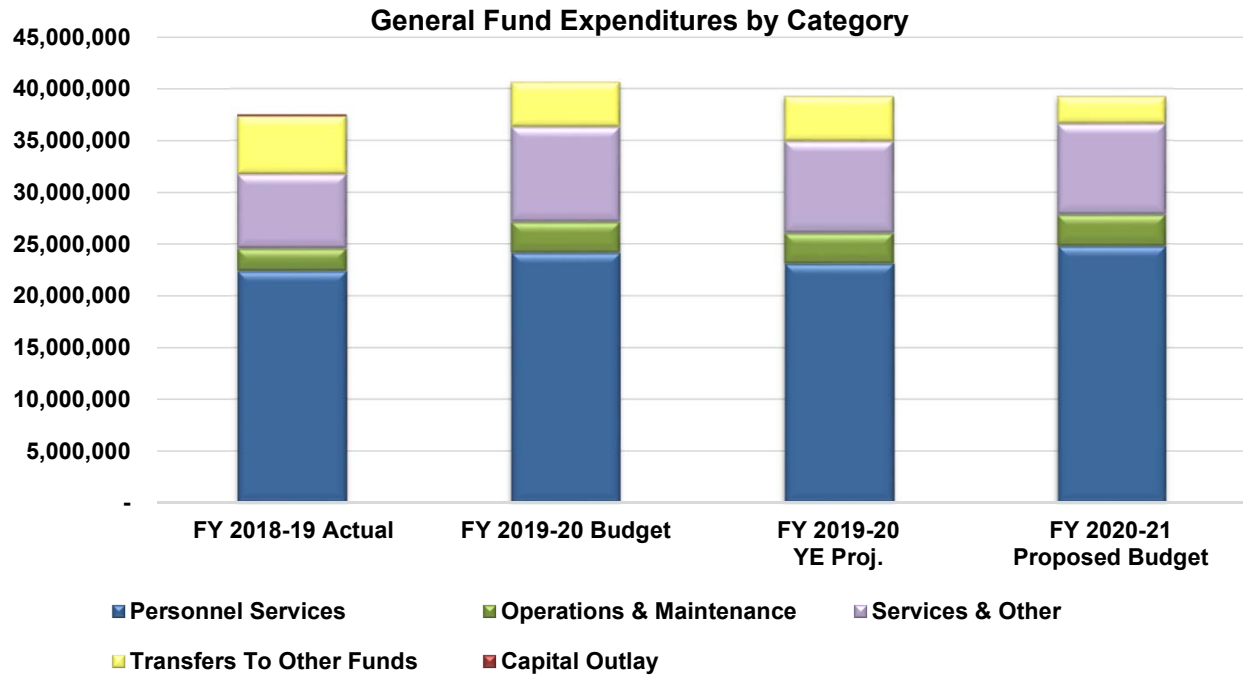
	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
<u>Property Taxes</u>	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Current Taxes	\$ 19,405,373	\$ 19,875,273	\$ 19,875,273	\$ 19,920,585	\$ 45,312
Delinquent Taxes	22,624	62,881	78,224	63,429	548
Penalty & Interest-Taxes	(51,384)	54,207	61,961	32,249	(21,958)
Total Property Taxes	\$ 19,376,613	\$ 19,992,361	\$ 20,015,458	\$ 20,016,263	\$ 23,902
 <u>Other Local Taxes</u>					
City Sales Taxes	\$ 6,390,217	\$ 6,488,274	\$ 6,488,274	\$ 6,488,274	\$ -
Franchise Fees-Txu / Oncor	528,307	524,302	559,876	547,312	23,010
Franchise Fees-Tri County	756,716	752,802	824,638	758,974	6,172
Franchise Fees-Verizon	414,440	448,662	339,938	347,554	(101,108)
Franchise Fees-Atmos Gas	648,732	546,971	529,459	529,459	(17,512)
Franchise Fees-Tv Cable	205,425	177,213	211,712	206,441	29,228
Franchise Fees-Sbc/At&T	81,505	-	50,035	-	-
Franchise Fees-Solid Waste	345,768	309,262	327,901	316,692	7,430
Franchise/In-Lieu Of Taxes-W&S	1,348,595	1,378,039	1,378,039	1,369,250	(8,789)
Franchise/In-Lieu Of Taxes-Drg	113,676	108,550	108,550	107,392	(1,158)
Franchise Fee-One Source Comm	41,477	-	36,410	-	-
Franchise Fees-Other Misc	14,261	14,052	11,513	11,513	(2,539)
Mixed Beverage Taxes	147,028	161,814	159,214	159,214	(2,600)
Total Other Local Taxes	\$ 11,036,147	\$ 10,909,941	\$ 11,025,559	\$ 10,842,075	\$ (67,866)
 <u>Licenses and Permits</u>					
Plumbing Permits	\$ 56,950	\$ 58,358	\$ 47,583	\$ 37,838	\$ (20,520)
Mechanical Permits	28,725	29,869	26,014	26,014	(3,855)
Building & C.O. Permits	685,071	673,523	690,428	690,428	16,905
Fence, Sign & Misc Permits	22,250	25,676	16,073	15,955	(9,721)
Electrical Permits	14,895	16,181	10,869	9,396	(6,785)
Total Licenses and Permits	\$ 807,891	\$ 803,607	\$ 790,967	\$ 779,631	\$ (23,976)
 <u>Charges for Services</u>					
Ambulance Service Fees Revenue	\$ 1,000,457	\$ 972,404	\$ 1,081,253	\$ 1,040,975	\$ 68,571
Park Rental Fees-Facilities	18,734	22,208	12,555	14,370	(7,838)
Park Rental Fees-Sports Park	14,168	43,787	11,290	19,169	(24,618)
Rental-Ksp Non Resident Fee	131,400	48,000	55,737	48,000	-
Facility Rental Fees	3,480	3,361	3,410	3,848	487
Communication Tower Rental	154,140	155,893	201,242	155,893	-
Public Arts Sales Commissions	65	50	348	50	-
Right-Of-Way Easements	-	225	450	225	-
Other Services	30,443	11,000	2,732	11,000	-
Ktc Property Owners Assn Fees	88,495	80,000	92,099	80,000	-
Write Off Recovery	17,603	6,489	2,373	6,489	-
Total Charges for Services	\$ 1,458,984	\$ 1,343,417	\$ 1,463,489	\$ 1,380,019	\$ 36,602

DETAIL OF GENERAL FUND REVENUES (CONTINUED)

	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
<i>Fines and Fees</i>	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Alarms/Permits/Misc Fees-Pd	\$ 1,911	\$ 1,746	\$ 3,129	\$ 2,106	\$ 360
Permits & Inspection Fees-Fire	38,849	24,696	36,235	28,664	3,968
Finger Printing Fees	1,775	1,000	823	1,000	-
Alarm Permits-Police	60,850	71,880	65,199	66,471	(5,409)
Solicitor Permits	12,735	9,449	4,948	8,353	(1,096)
Special Event Fees/Permits	50	659	27	338	(321)
Library Fines Revenue	17,083	-	1,775	-	-
Library Lost Books Revenue	2,112	662	1,957	1,483	821
Library Service Fees	10,096	7,532	6,382	2,539	(4,993)
Library Non-Resident Fees	4,538	3,611	2,950	3,875	264
Court Fines & Forfeitures	715,657	964,568	560,467	840,048	(124,520)
Total Fines and Fees	\$ 865,656	\$ 1,085,803	\$ 683,892	\$ 954,877	\$ (130,926)
<i>Development Fees</i>					
Paving/Drainage Inspection Fees	\$ 152,261	\$ 52,971	\$ 4,796	\$ 52,971	\$ -
Construction Plan Review Fees	107,152	108,395	76,855	108,395	-
Zoning & Subdivision Fees	29,186	38,394	22,641	36,192	(2,202)
Street Lighting Developer Fees	4,608	5,010	-	2,592	(2,418)
Total Development Fees	\$ 293,208	\$ 204,770	\$ 104,292	\$ 200,150	\$ (4,620)
<i>Intragovernmental Revenue</i>					
Administrative Svcs-W&S Fund	\$ 1,378,130	\$ 1,451,100	\$ 1,451,100	\$ 1,514,010	\$ 62,910
Administrative Svcs-Kdc	50,614	46,836	46,836	50,614	3,778
Total Intragovernmental Revenue	\$ 1,428,744	\$ 1,497,936	\$ 1,497,936	\$ 1,564,624	\$ 66,688
<i>Intergovernmental Revenue</i>					
I/G Rev-Southlake	\$ 1,172,071	\$ 1,259,266	\$ 1,222,261	\$ 1,239,903	\$ (19,363)
I/G Rev-Roanoke	23,434	14,000	15,702	209,016	195,016
I/G Rev-Town Of Westlake	944,518	1,067,785	978,651	987,694	(80,091)
I/G Rev-Colleyville	868,524	913,697	892,759	805,923	(107,774)
I/G Rev-Kisd	126,256	171,522	148,079	63,000	(108,522)
Grant-Fed Txdot	29,655	25,000	15,462	25,000	-
Grant-Fed	14,209	-	-	-	-
Total Intergovernmental Revenue	\$ 3,178,668	\$ 3,451,270	\$ 3,272,914	\$ 3,330,536	\$ (120,734)
<i>Other Revenue</i>					
Wellness Proceeds	\$ (4,000)	\$ -	\$ 5,010	\$ 30,000	\$ 30,000
Miscellaneous Revenue	73,853	28,500	23,874	28,500	-
Miscellaneous Rebates	33,020	36,155	34,254	34,254	(1,901)
Auction Proceeds	2,868	-	4,921	-	-
Gain/Loss On Disp Of Assets	3,000	-	500	-	-
Cash Over/Short	298	-	199	-	-
Interest Revenue-Investments	498,925	259,705	395,468	259,705	-
Ticket Sales	3,719	3,344	2,703	1,792	(1,552)
Donations-Sr Svcs	710	-	-	-	-
Use Of Fund Balance	14,511	-	-	-	-
Total Other Revenue	\$ 626,903	\$ 327,704	\$ 466,929	\$ 354,251	\$ 26,547
TOTAL REVENUES	\$ 39,072,814	\$ 39,616,809	\$ 39,321,436	\$ 39,422,426	\$ (194,383)

SUMMARY OF GENERAL FUND EXPENDITURES

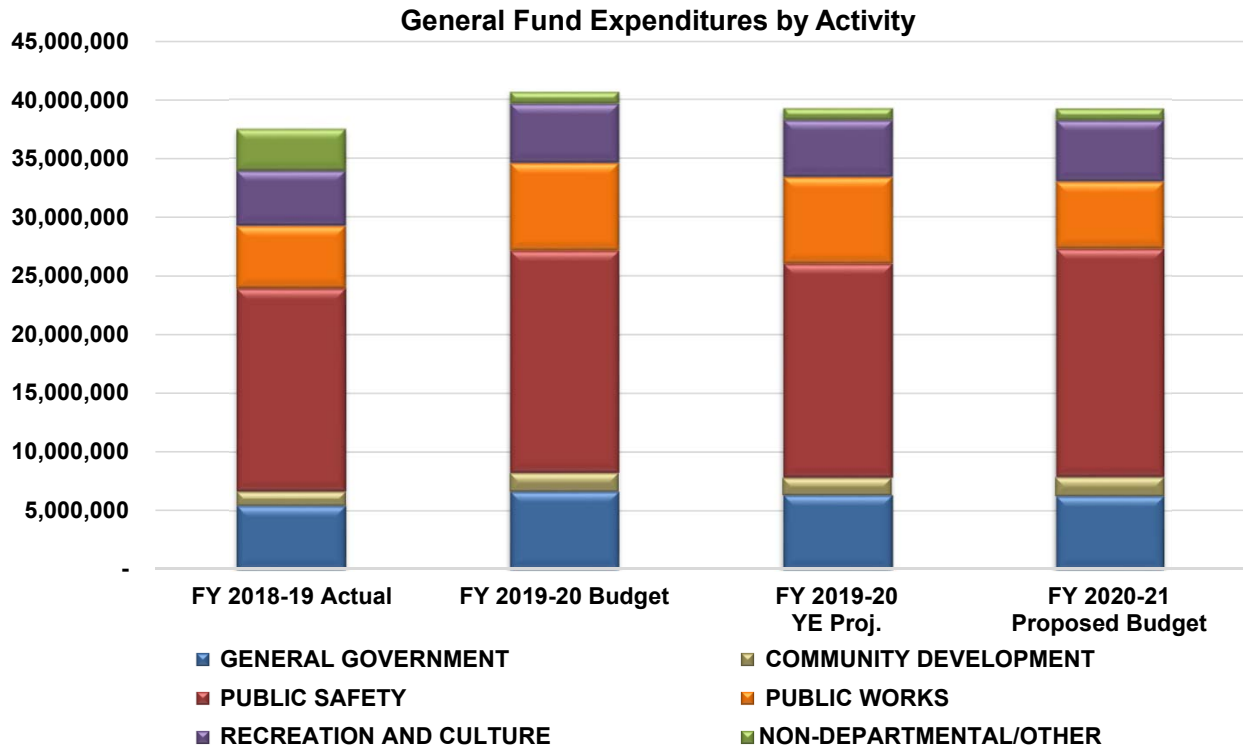
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel Services	\$ 22,377,158	\$ 24,156,604	\$ 23,105,562	\$ 24,802,086	\$ 645,482
Operations & Maintenance	2,158,334	2,942,881	2,928,892	3,017,813	74,932
Services & Other	7,172,239	9,190,206	8,882,309	8,800,066	(390,140)
Transfers To Other Funds	5,650,987	4,328,293	4,328,293	2,622,936	(1,705,357)
Capital Outlay	168,391	45,000	14,844	9,500	(35,500)
TOTAL	\$ 37,527,109	\$ 40,662,984	\$ 39,259,900	\$ 39,252,401	\$ (1,410,583)



SUMMARY OF GENERAL FUND EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
<u>GENERAL GOVERNMENT</u>					
Administration	\$ 1,356,100	\$ 1,602,402	\$ 1,521,299	\$ 1,599,341	\$ (3,061)
Town Hall Operations	501,583	622,654	585,214	582,993	(39,661)
Mayor & City Council	35,807	59,790	47,890	57,564	(2,226)
Finance & Accounting	1,093,802	1,312,973	1,285,313	1,227,938	(85,035)
Municipal Court	393,413	422,642	422,642	520,677	98,035
Human Resources	734,976	900,878	857,220	884,924	(15,954)
Economic Development	1,309,659	1,699,357	1,619,404	1,384,418	(314,939)
GENERAL GOVERNMENT	\$ 5,425,340	\$ 6,620,696	\$ 6,338,982	\$ 6,257,855	\$ (362,841)
<u>COMMUNITY DEVELOPMENT</u>					
Planning & Zoning	\$ 414,187	\$ 625,271	\$ 556,093	\$ 620,106	\$ (5,165)
Building & Construction Services	790,890	962,300	903,278	694,947	(267,353)
Code Enforcement	-	-	-	285,661	285,661
COMMUNITY DEVELOPMENT	\$ 1,205,076	\$ 1,587,571	\$ 1,459,371	\$ 1,600,714	\$ 13,143
<u>PUBLIC SAFETY</u>					
Police	\$ 9,042,038	\$ 9,780,369	\$ 9,333,883	\$ 10,034,495	\$ 254,126
Fire	8,247,078	9,162,317	8,890,335	9,412,833	250,516
PUBLIC SAFETY	\$ 17,289,117	\$ 18,942,686	\$ 18,224,218	\$ 19,447,328	\$ 504,642
<u>PUBLIC WORKS</u>					
Administration	\$ 543,849	\$ 548,058	\$ 502,222	\$ 503,547	\$ (44,511)
Engineering & Inspections	566,682	549,614	577,045	588,334	38,720
Street Maintenance	3,774,882	5,888,981	5,851,569	4,167,697	(1,721,284)
Street Lighting	434,747	460,000	460,000	452,500	(7,500)
PUBLIC WORKS	\$ 5,320,161	\$ 7,446,653	\$ 7,390,836	\$ 5,712,078	\$ (1,734,575)
<u>RECREATION AND CULTURE</u>					
Library	\$ 1,582,113	\$ 1,664,142	\$ 1,643,415	\$ 1,784,492	\$ 120,350
Parks & Recreation	3,136,329	3,392,985	3,194,827	3,429,316	36,331
RECREATION AND CULTURE	\$ 4,718,441	\$ 5,057,127	\$ 4,838,242	\$ 5,213,808	\$ 156,681
NON-DEPARTMENTAL/OTHER	\$ 3,568,973	\$ 1,008,251	\$ 1,008,251	\$ 1,020,618	\$ 12,367
TOTAL	\$ 37,527,109	\$ 40,662,984	\$ 39,259,900	\$ 39,252,401	\$ (1,410,583)

SUMMARY OF GENERAL FUND EXPENDITURES

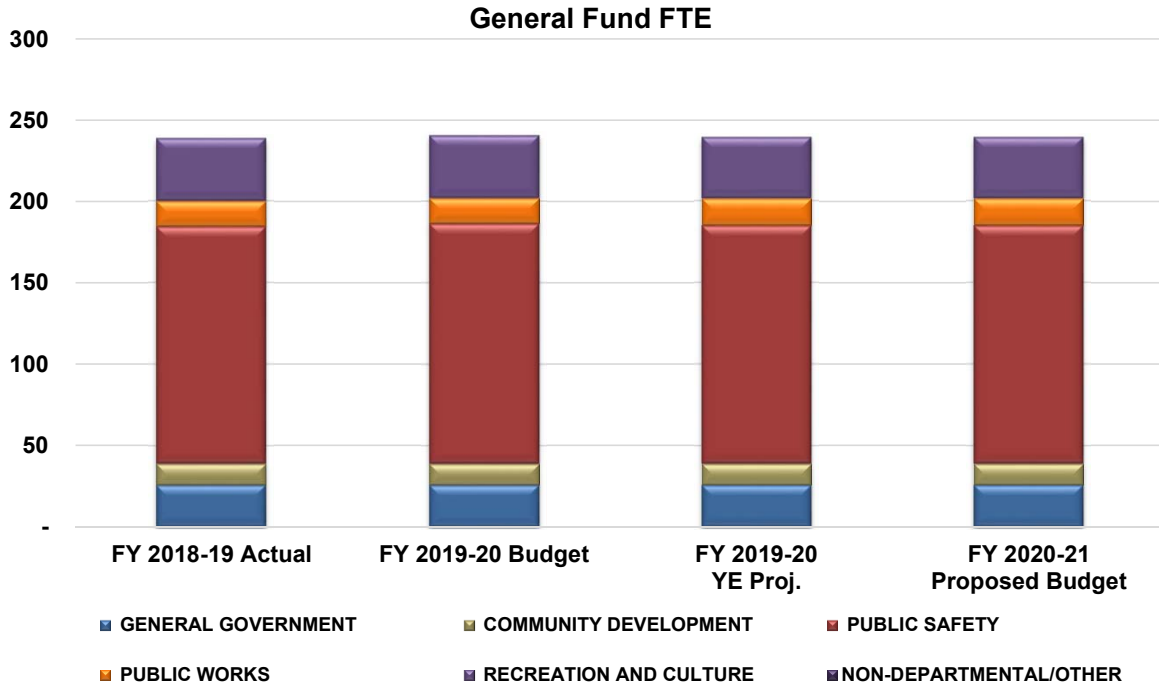


SUMMARY OF GENERAL FUND PERSONNEL
(Full-Time Equivalent Positions - Includes Vacant Positions)

<u>PERSONNEL BY</u> <u>ACTIVITY/DEPARTMENT:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
<u>GENERAL GOVERNMENT</u>					
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Mayor & City Council	-	-	-	-	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Municipal Court	-	-	-	-	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
GENERAL GOVERNMENT	25.96	25.96	25.96	25.96	-
<u>COMMUNITY DEVELOPMENT</u>					
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	8.00	8.00	8.00	5.00	(3.00)
Code Enforcement	-	-	-	3.00	3.00
COMMUNITY DEVELOPMENT	13.00	13.00	13.00	13.00	-
<u>PUBLIC SAFETY</u>					
Police	88.44	90.44	89.00	89.00	(1.44)
Fire	57.00	57.00	57.00	57.00	-
PUBLIC SAFETY	145.44	147.44	146.00	146.00	(1.44)
<u>PUBLIC WORKS</u>					
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	3.00	3.00	4.00	4.00	1.00
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
PUBLIC WORKS	15.50	15.50	16.50	16.50	1.00
<u>RECREATION AND CULTURE</u>					
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	23.00	23.00	22.00	22.00	(1.00)
RECREATION AND CULTURE	38.52	38.52	37.52	37.52	(1.00)
<u>NON-DEPARTMENTAL/OTHER</u>					
	-	-	-	-	-
TOTAL	238.42	240.42	238.98	238.98	(1.44)

SUMMARY OF GENERAL FUND PERSONNEL

(Full-Time Equivalent Positions - Includes Vacant Positions)



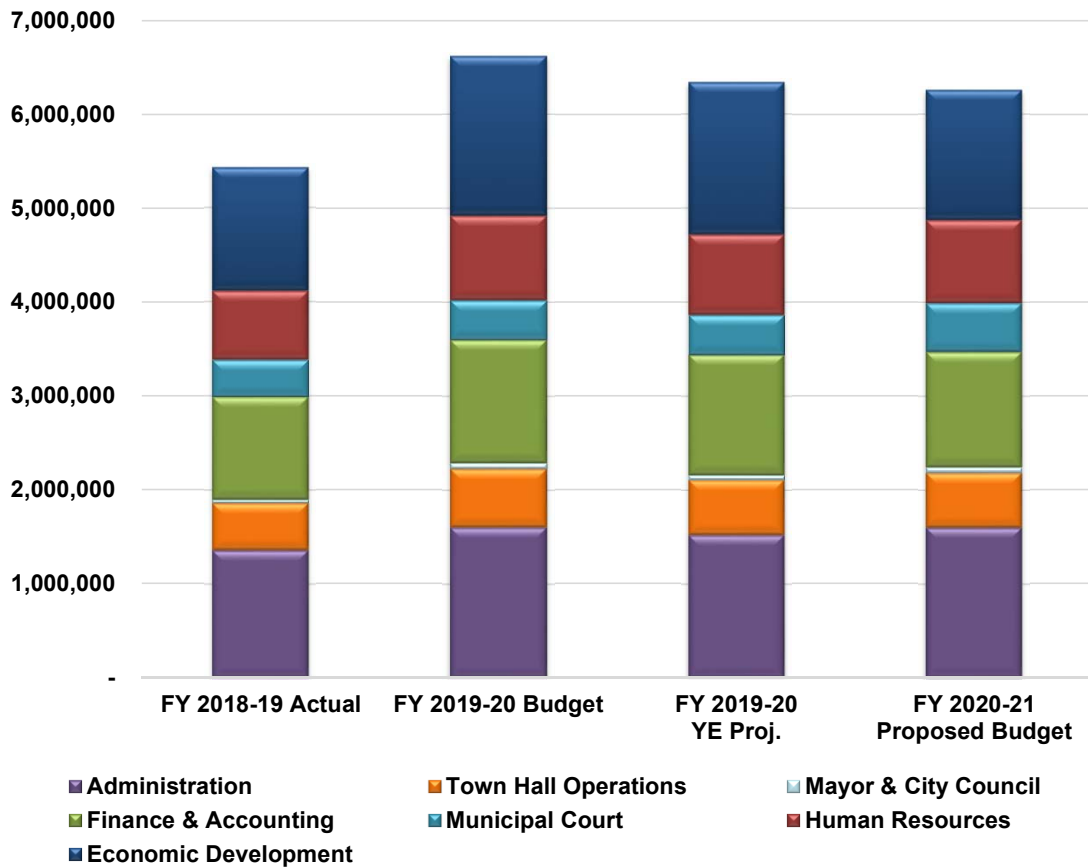
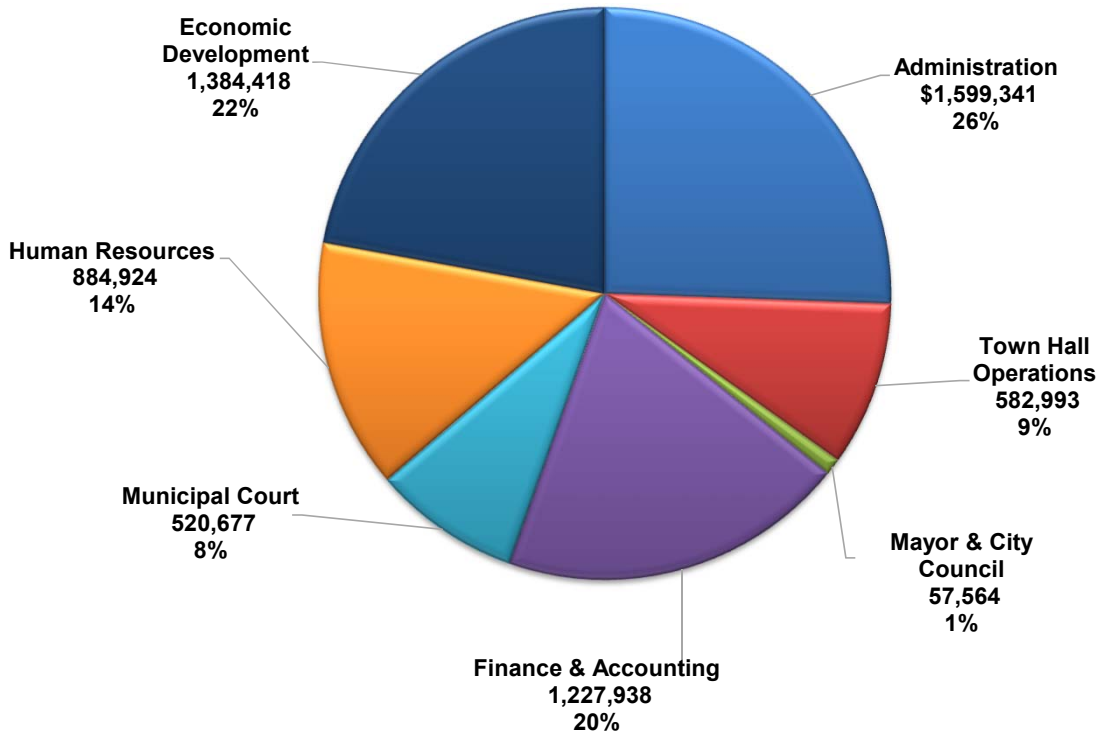
SUMMARY OF GENERAL FUND ENHANCEMENTS

<i>ENHANCEMENTS</i>	FY 2020-21 Proposed Budget
Bar Ditch Maintenance (One-Time)	\$ 830,000
Sidewalk Repairs (One-Time)	131,865
Concrete Repairs	100,000
Crack Sealer	85,000
Bus Replacement	75,000
Replacement Way-Finding Signs	56,000
Fire Accreditation	14,350
Fire Data Analytics Software	10,500
TOTAL	\$ 1,302,715

SUMMARY OF GENERAL FUND ONE-TIME EXPENDITURES

<i>ONE-TIME EXPENDITURE COSTS</i>	FY 2020-21 Proposed Budget
Shady Grove	\$ 1,000,000
Bar Ditch Maintenance (One-Time)	830,000
Sidewalk Repairs (One-Time)	131,865
Crack Sealer	85,000
Bus Replacement	75,000
Replacement Way-Finding Signs	56,000
TOTAL	\$ 2,177,865

GENERAL GOVERNMENT



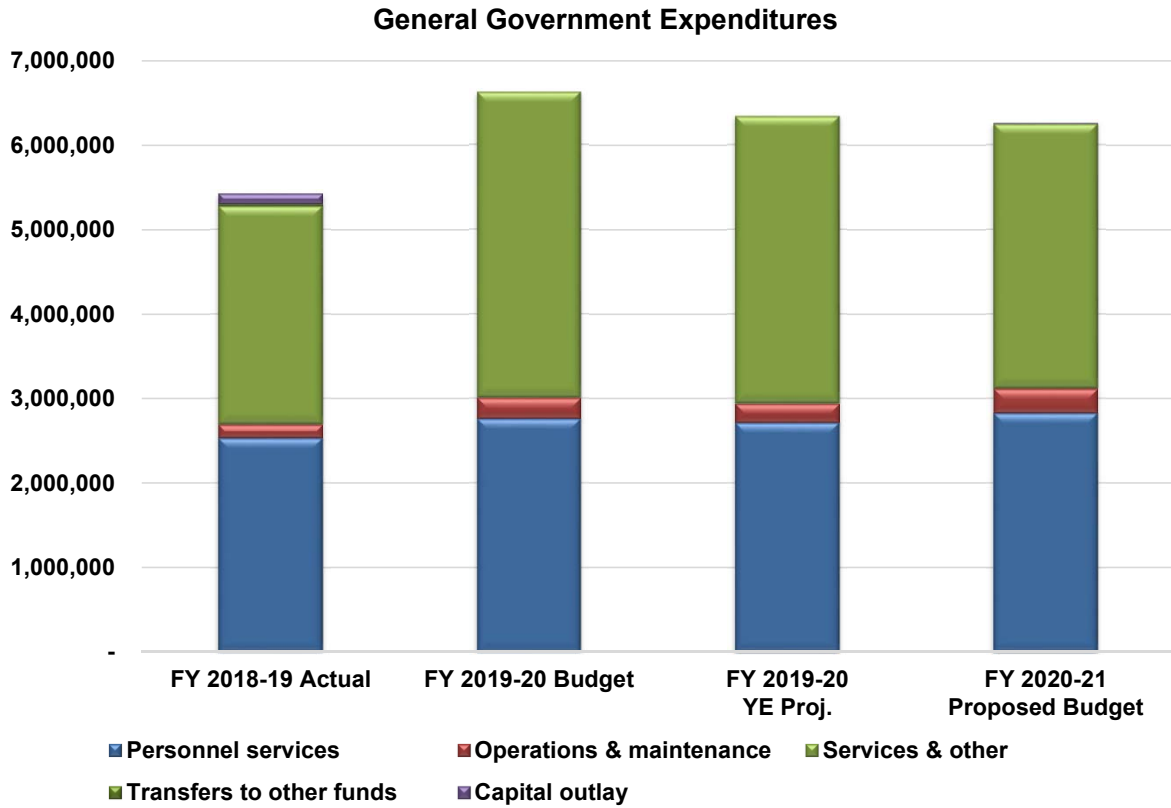
GENERAL GOVERNMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Administration	\$ 1,356,100	\$ 1,602,402	\$ 1,521,299	\$ 1,599,341	\$ (3,061)
Town Hall Operations	501,583	622,654	585,214	582,993	(39,661)
Mayor & City Council	35,807	59,790	47,890	57,564	(2,226)
Finance & Accounting	1,093,802	1,312,973	1,285,313	1,227,938	(85,035)
Municipal Court	393,413	422,642	422,642	520,677	98,035
Human Resources	734,976	900,878	857,220	884,924	(15,954)
Economic Development	1,309,659	1,699,357	1,619,404	1,384,418	(314,939)
TOTAL	\$ 5,425,340	\$ 6,620,696	\$ 6,338,982	\$ 6,257,855	\$ (362,841)

<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ 2,533,857	\$ 2,761,859	\$ 2,715,192	\$ 2,830,245	\$ 68,386
Operations & maintenance	158,528	245,915	225,835	286,535	40,620
Services & other	2,586,577	3,612,922	3,397,955	3,131,575	(481,347)
Transfers to other funds	21,387	-	-	-	-
Capital outlay	124,992	-	-	9,500	9,500
TOTAL	\$ 5,425,340	\$ 6,620,696	\$ 6,338,982	\$ 6,257,855	\$ (362,841)

GENERAL GOVERNMENT



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
TOTAL	25.96	25.96	25.96	25.96	-

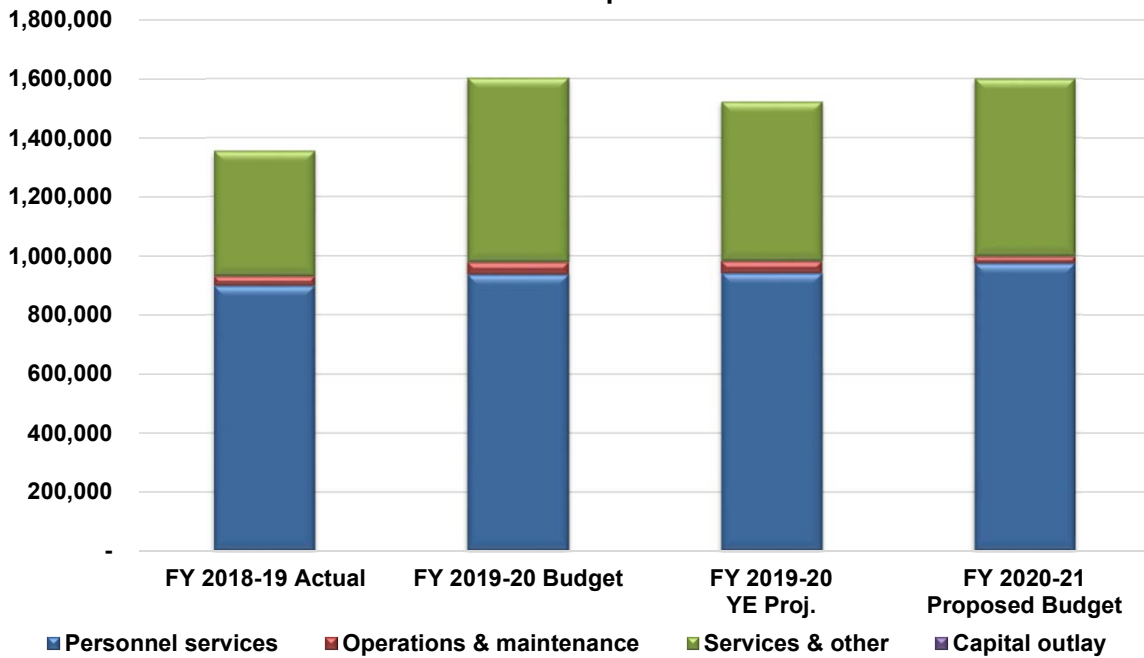
ADMINISTRATION DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 732,283	\$ 867,899	\$ 869,096	\$ 892,350	\$ 24,451
Public Arts Programs	33,147	42,698	41,954	23,952	(18,746)
City Secretary	305,857	339,765	278,338	341,209	1,444
Communications	168,812	218,077	201,682	206,640	(11,437)
Community Services	116,001	133,963	130,229	135,190	1,227
TOTAL	\$ 1,356,100	\$ 1,602,402	\$ 1,521,299	\$ 1,599,341	\$ (3,061)

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 897,938	\$ 935,943	\$ 940,597	\$ 973,495	37,552
Operations & maintenance	32,423	41,900	40,450	24,150	(17,750)
Services & other	425,740	624,559	540,252	601,696	(22,863)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,356,100	\$ 1,602,402	\$ 1,521,299	\$ 1,599,341	\$ (3,061)

Administration Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	4.00	4.00	4.00	4.00	-
City Secretary	2.00	2.00	2.00	2.00	-
Communications	1.00	1.00	1.00	1.00	-
TOTAL	7.00	7.00	7.00	7.00	-

ADMINISTRATION DEPARTMENT

ADMINISTRATION DIVISION (100-100-01)

DEPARTMENT DESCRIPTION:

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

ADMINISTRATION GOALS/ACCOMPLISHMENTS:

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

- * Managed internal and public communication regarding the novel coronavirus, developed organizational policies and procedures to ensure the continuation of essential services and implemented orders issued from county and state officials.
- * Maintained weekly distribution of Friday report and developed a monthly project report to keep City Council up to date on capital improvements, development projects and other initiatives with significant budgets and/or potential community impact.
- * 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 Harmonson Boutique Hotel, Panera Bread, Two Brothers Winery and Specs.
- * Oversaw staff efforts on current and future Capital Improvement and other major projects including, but not limited to: improvement, replacement and renovation projects to the Keller Pointe indoor pool and locker room facilities; extension of sanitary sewer to properties along north U.S. Hwy. 377; water system improvements funded by the State Water Implementation Fund program; design, engineering and public engagement activities for the Johnson Road improvement projects; and enhancements to Bear Creek Park, including the construction of an additional restroom near the pickleball and basketball courts and replacement of the "bridge" playground on the east side of the park.

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

Capital Improvement Projects

- * Oversaw final design work for the new \$9 million Senior Center facility approved by voters in the 2018 bond election.
- * Resumed design and engineering work on the Old Town Keller Phase II project and oversaw final design of the Bear Creek Parkway-Whitley Road roundabout.
- * Increased funds allocated specifically for sidewalk repair to \$200,000 annually.

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

- * Began transition to new financial software that will improve internal processes across all departments, includes modern integration with other software programs and significantly enhances the customer portal for utility billing.
- * Provided a competitive combined merit/market increase for employees with less than 1% impact to the City's General Fund.

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

- * Worked with a Task Force of Council Members and staff to evaluate the city's garbage and recycling services and coordinated a request for proposal process that culminated in a new agreement for citywide solid waste services.
- * Continued the Citizens Academy and Keller High School Citizens Academy programs to provide students with unique insight into municipal government and contribute to the growth and development of local leaders.
- * Received 38 awards in 2019 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 543,393	\$ 545,366	\$ 555,243	\$ 570,520	\$ 25,154
Operations & maintenance	3,474	7,250	6,800	6,950	(300)
Services & other	185,416	315,283	307,053	314,880	(403)
Capital outlay	-	-	-	-	-
TOTAL	\$ 732,283	\$ 867,899	\$ 869,096	\$ 892,350	\$ 24,451

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
City Manager	1.00	1.00	1.00	1.00	-
Administrative Assistant II	1.00	1.00	1.00	1.00	-
Administrative Services Manager	1.00	1.00	1.00	1.00	-
Customer Service Rep.	1.00	1.00	1.00	1.00	-
TOTAL	4.00	4.00	4.00	4.00	-

ADMINISTRATION DEPARTMENT

PUBLIC ARTS PROGRAMS DIVISION (100-100-02)

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

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

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

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Keller Public Arts Board meetings and work sessions	12	12	9	14
Town Hall Art Shows	5	5	3	5
Public art events and receptions	14	15	9	11

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 323	\$ 1,998	\$ 2,254	\$ 2,002	\$ 4
Operations & maintenance	28,183	33,250	32,250	16,000	(17,250)
Services & other	4,640	7,450	7,450	5,950	(1,500)
Capital outlay	-	-	-	-	-
TOTAL	\$ 33,147	\$ 42,698	\$ 41,954	\$ 23,952	\$ (18,746)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2020 boards and commissions appointment process.
3. Create a new boards and commissions handbook before the 2020 appointments.
4. Expedite and streamline the request for public information procedure by implementing Laserfiche Forms.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
City Council Agendas/Minutes created	64	56	56	56
Ordinances and Resolutions completed	167	160	165	165
Process and respond to open records requests	669	738	375*	250

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

PERFORMANCE INDICATORS

Percent of meeting minutes presented by next meeting for approval	99%	100%	99%	100%
Open records requests processed through the Office of the Attorney General	0	5	5	5
City Council general, special, and run-off elections held	2	4	1	4

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 222,837	\$ 237,770	\$ 236,027	\$ 245,743	7,973
Operations & maintenance	716	1,200	1,200	1,000	(200)
Services & other	82,305	100,795	41,111	94,466	(6,329)
Capital outlay	-	-	-	-	-
TOTAL	\$ 305,857	\$ 339,765	\$ 278,338	\$ 341,209	\$ 1,444

LOCAL GOVERNMENT CODE SECTION 140.0045 STATEMENT

EXPENDITURES:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Newspaper Publications	\$ 12,253	\$ 17,000	\$ 15,000	\$ 16,250	(750)
Lobbyist/Legislative Influence	-	-	-	-	-

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 of all ages, staying flexible with changing platform algorithms.
2. Develop strategies to improve the mobile user experience, including the continuation of website streamlining and analytics-based adjustments, development of an updated website design, and the exploration of a web-based service request system.
3. Partner with department heads to produce citizen-friendly budget and 'State of the City' materials.
4. Evaluate and implement select new trends in internal and external government communications aimed at better connecting with employees and residents where they're already seeking out information and engagement, including partnerships with and utilization of existing third-party services.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Weekly E-Newsletters Published	52	52	52	52
State of the City Presentations Prepared	5	4	3	3
Special Publications Produced	1	2	0	1
Community Surveys Managed & Marketed	9	6	3	5
Social Media Accounts Administered	18	20	18	20
Active Website E-Notification Subscribers	16,281	16,250	17,100	17,450
SirenGPS/Mass Notification Users	6,315	6,500	6,800	7,000

PERFORMANCE INDICATORS

Average Facebook Post Reach (largest account - City of Keller Government)	7,069	4,500	9,850	8,500
Average Twitter Monthly Impressions (largest account - @kellerpolice)	215,916	225,000	200,000	225,000
Average News E-Notification Open Rate	30%	29%	31%	32%
Unique Website Page Views	1.17M	1.54M	1.12M	1.2M

ADMINISTRATION DEPARTMENT COMMUNICATIONS DIVISION (100-100-04)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 121,905	\$ 127,989	\$ 126,844	\$ 132,353	4,364
Operations & maintenance	50	200	200	200	-
Services & other	46,857	89,888	74,638	74,087	(15,801)
Capital outlay	-	-	-	-	-
TOTAL	\$ 168,812	\$ 218,077	\$ 201,682	\$ 206,640	(11,437)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 community services and activities that impact Keller residents' quality of life.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Recycling events held	1	2	1	2
Keller Farmers Market events supported	30	32	29	29
Northeast Transportation Service trips	5,000	5,000	5,050	5,050

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 9,480	\$ 22,820	\$ 20,229	\$ 22,877	57
Operations & maintenance	-	-	-	-	-
Services & other	106,521	111,143	110,000	112,313	1,170
Capital outlay	-	-	-	-	-
TOTAL	\$ 116,001	\$ 133,963	\$ 130,229	\$ 135,190	1,227

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this program					
TOTAL	-	-	-	-	-

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

DEPARTMENT/DIVISION GOALS:

1. Manage and provide for day maintenance of the designated facilities. Provide occasional facility maintenance support to the following buildings; Friends of the Library and City owned properties.
2. Continue to monitor building energy consumption and recommend changes to improve overall energy efficiency and conservation within the city's 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 facility 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.

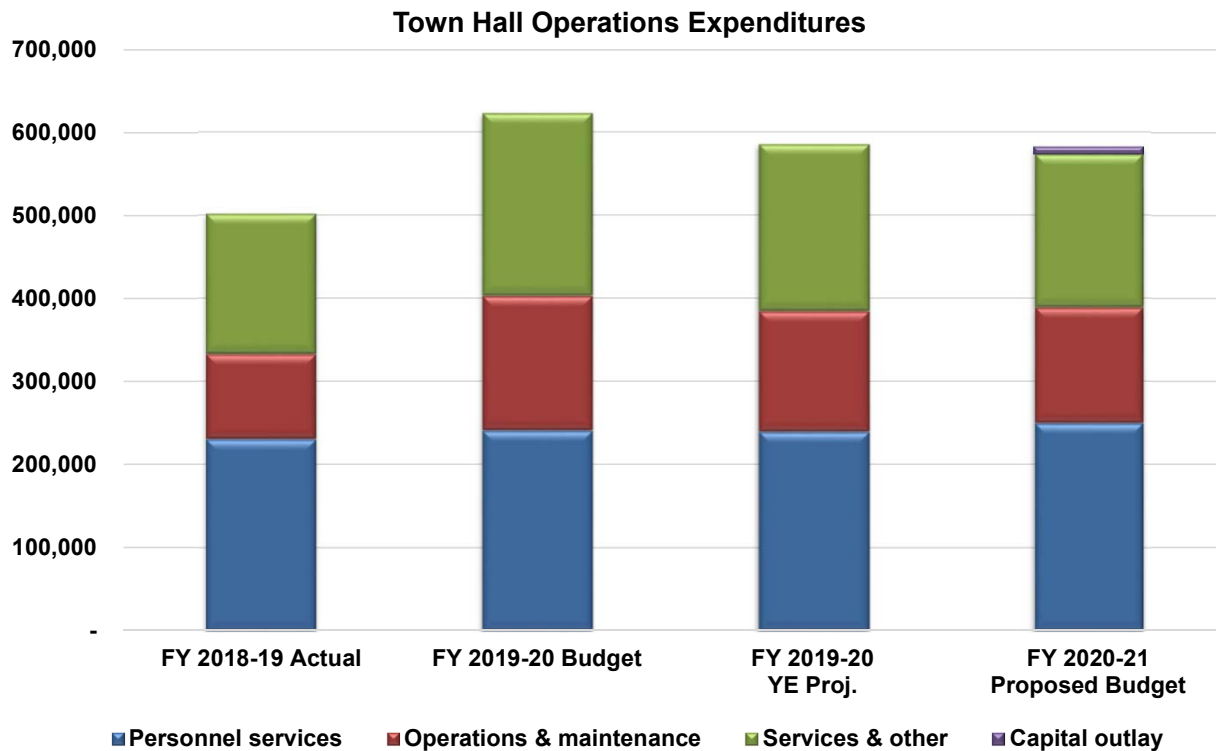
SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Overall Systems Maintained:	200,100	200,000	195,000	200,000
HVAC Systems	59	63	61	63
Electrical Systems	11	11	10	11
Plumbing Systems	11	11	10	11
Elevators	2	2	2	2
Fire & Sprinkler Systems	7	8	7	8
Generators	7	7	7	7
Facility Inspections	11	11	10	11
After Hours events supported	30+	30+	20+	30+
Contracts Supported by Facilities	11	10	10	10

TOWN HALL OPERATIONS

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 230,157	\$ 240,576	\$ 239,086	\$ 249,650	9,074
Operations & maintenance	102,241	162,300	145,100	139,100	(23,200)
Services & other	169,186	219,778	201,028	184,743	(35,035)
Capital outlay	-	-	-	9,500	9,500
TOTAL	\$ 501,583	\$ 622,654	\$ 585,214	\$ 582,993	\$ (39,661)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Facilities Manager	1.00	1.00	1.00	1.00	-
Building Maintenance Technician II	2.00	2.00	2.00	2.00	-
TOTAL	3.00	3.00	3.00	3.00	-

MAYOR & CITY COUNCIL

MAYOR & CITY COUNCIL (100-120-01)

DEPARTMENT DESCRIPTION:

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

City Council Goals/Accomplishments

1. Enhance economic development opportunities within the City:

- * Increased the City's tax base through sustainable residential, commercial, and retail development which resulted in \$92 million in new construction.
- * Continued investing in the growth and redevelopment of Old Town Keller by initiating design of for second phase of the project focused east of Hwy. 377.
- * Worked with the Keller Economic Development Board and the Retail Coach to assist with attracting quality commercial to large parcels remaining on Keller Parkway which included Harmonson Boutique Hotel, Panera Bread, Two Brothers Winery, and Specs.

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.
- * Oversaw city response and communication efforts related to the novel coronavirus, including the creation of a task force dedicated to mitigating the impact of COVID-19 on the local economy.
- * Oversaw revision to the City Council Procedures & Decorum Policy relating to public comments.
- * Oversaw updates to the city's Mission Statement, Vision Statement and Core Values.
- * Earned two Transparency Stars from the Texas State Comptroller's Office.
- * Continued the funding of Open Government Financial Software that allows citizens access to City financial data.

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 2019-20 tax rate to \$0.39990 per \$100 of taxable value, the sixth consecutive decrease in the tax rate.
- * Continued to mitigate the effects of rising property values by increasing the homestead exemption rate from 10% to 12%.
- * 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:

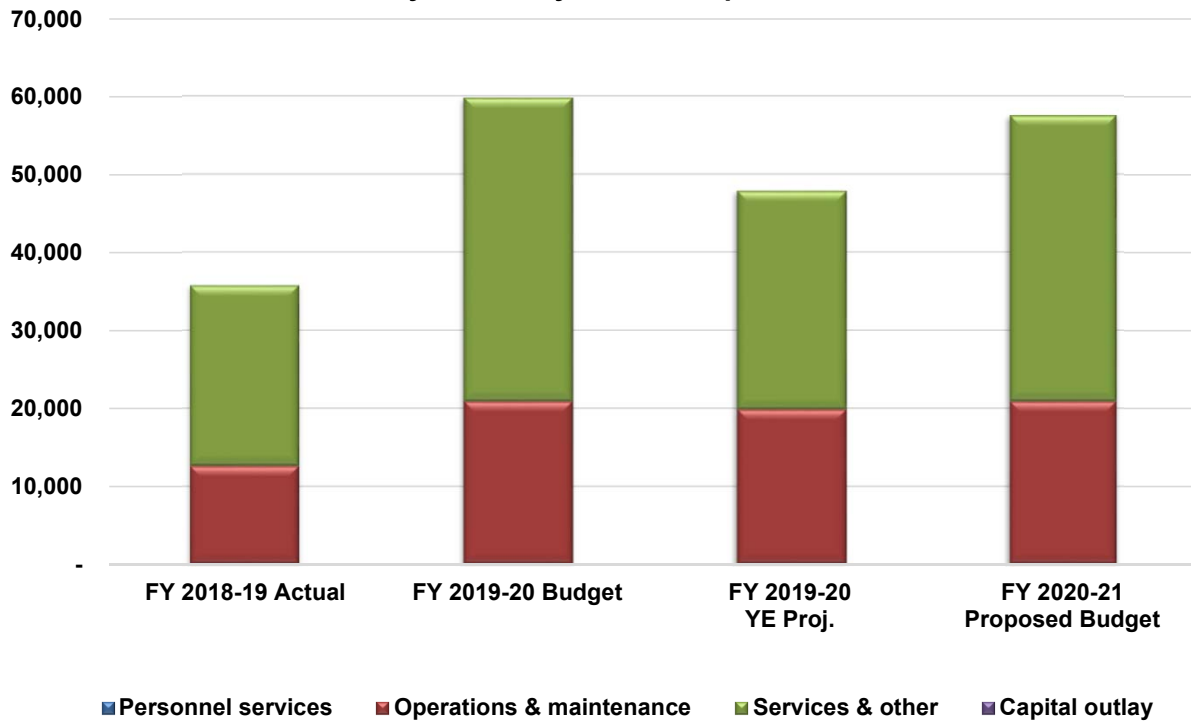
- * Increased sidewalk maintenance funding by \$40,000.
- * Worked with the Parks & Recreation Board to approve the final design for the new Senior Center, as directed by the 2018 Bond Election results.
- * Oversaw design for street expansions and enhancements to manage growth and traffic patterns including the City's first two roundabouts.
- * Continued park and trails development and renovation as well as major improvements to the Keller Pointe indoor pool and locker rooms.
- * Approved the extension of sanitary sewer to properties along north Hwy. 377 that will encourage economic development.

MAYOR & CITY COUNCIL

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	12,619	20,900	19,900	20,900	-
Services & other	23,188	38,890	27,990	36,664	(2,226)
Capital outlay	-	-	-	-	-
TOTAL	\$ 35,807	\$ 59,790	\$ 47,890	\$ 57,564	\$ (2,226)

Mayor and City Council Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

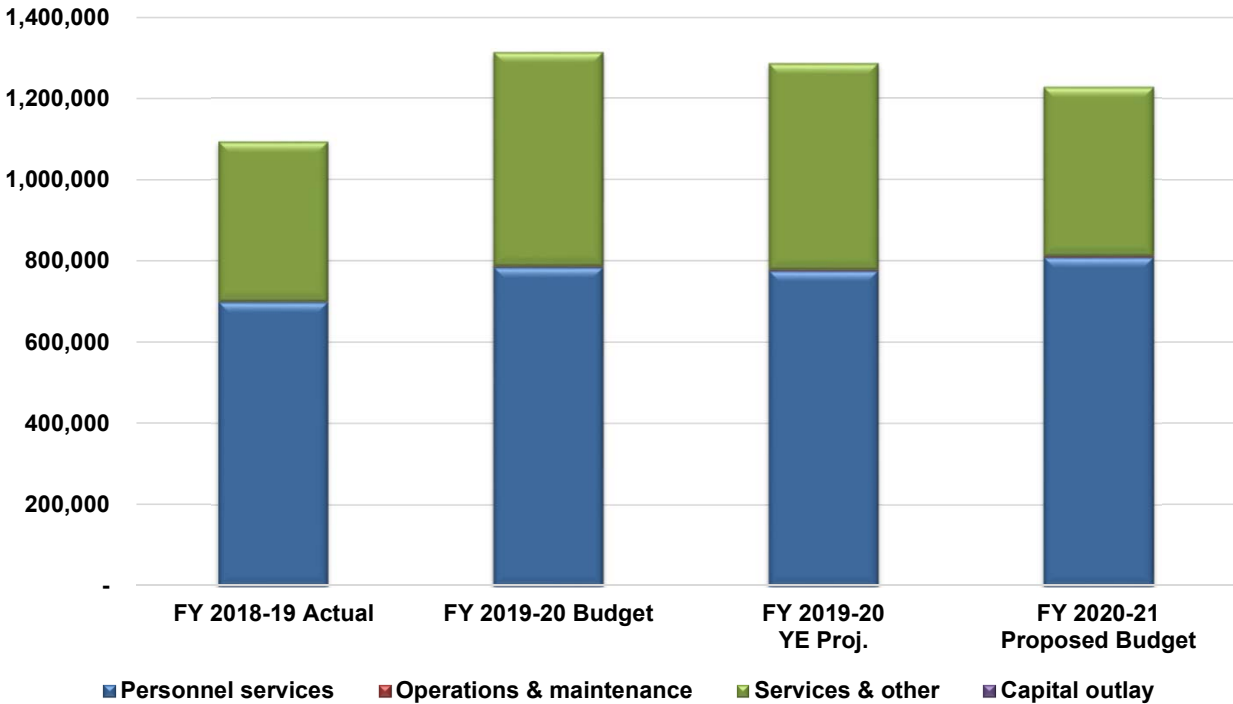
FINANCE & ACCOUNTING DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 953,133	\$ 1,173,419	\$ 1,147,857	\$ 1,088,778	\$ (84,641)
Tax	140,669	139,554	137,456	139,160	(394)
TOTAL	\$ 1,093,802	\$ 1,312,973	\$ 1,285,313	\$ 1,227,938	\$ (85,035)

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 698,282	\$ 783,854	\$ 774,997	\$ 808,099	\$ 24,245
Operations & maintenance	1,102	3,380	2,950	2,960	(420)
Services & other	394,418	525,739	507,366	416,879	(108,860)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,093,802	\$ 1,312,973	\$ 1,285,313	\$ 1,227,938	\$ (85,035)

Finance And Accounting Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	8.00	8.00	8.00	8.00	-
Tax	-	-	-	-	-
TOTAL	8.00	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), 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 32nd consecutive year (FY1989 – FY2021).
2. Complete reporting requirements to continue to receive the "Distinguished Budget Presentation Award" from the Government Finance Officers Association for the annual budget document for the 25th consecutive year (FY1996 – FY2021).
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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Accounting Activities:				
Accounts payable checks processed	3,970	4,500	5,000	4,500
Invoice Payments Processed	6,511	8,000	7,500	7,500
Journal entries processed	4,794	4,500	5,500	5,000
Payroll checks processed	10,928	11,500	13,000	12,000
Employee W-2's issued	629	590	590	600
Purchasing Activities:				
Total Purchasing Card Transactions	2,091	8,300	9,000	8,400
Total Purchase Orders Processed	278	260	300	300
Total Bids	29	24	28	27
Budgeting Activities:				
Number of budget amendments	1	1	1	2
Number of budget transfers	41	30	25	35
Investing/Banking Activities:				
Number of Quarterly Investment Reports	4	4	4	4
Number of bank reconciliations	180	180	180	180

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed
Accounting Activities:				
Avg # of Days for bank reconciliation	20	25	20	25
% of Voided checks to checks issued	0%	<1%	<1%	<1%
% of Employees on direct deposit	100%	100%	100%	100%
Budgeting Activities:				
General Fund Budget Vs. Actual %	4.93%	0.50%	3.45%	0.50%
Investing/Banking Activities:				
Avg Weighted Investment Yield to Maturity	2.49%	1.50%	1.79%	2.00%
% of Funds invested long-term	57.1%	65%	48.7%	50%

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 698,282	\$ 783,854	\$ 774,997	\$ 808,099	\$ 24,245
Operations & maintenance	1,102	3,380	2,950	2,960	(420)
Services & other	253,749	386,185	369,910	277,719	(108,466)
Capital outlay	-	-	-	-	-
TOTAL	\$ 953,133	\$ 1,173,419	\$ 1,147,857	\$ 1,088,778	\$ (84,641)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Director of Administrative Services	1.00	1.00	1.00	1.00	-
Assistant Director of Finance	1.00	1.00	1.00	1.00	-
Budget Analyst	1.00	1.00	1.00	1.00	-
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	8.00	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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total property tax accounts	17,661	17,733	17,733	17,918
Total number of tax ceiling accounts	2,901	3,115	3,115	3,199
Taxable value of tax ceiling accounts (millions)	\$806	\$899	\$899	\$934
Total (taxable) value of new construction (millions)	\$130	\$131	\$131	\$150
Total (taxable) value of new residential construction (millions)	\$109	\$122	\$122	\$112
Total number of new residential properties	214	227	227	205
Total (taxable) value of new commercial construction (millions)	\$21	\$9	\$9	\$37
Total number of new commercial properties	16	7	7	15

FINANCE & ACCOUNTING DEPARTMENT

TAX DIVISION (100-130-09)

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector)	99.25%	99.25%	99.25%	99.25%
Average appraised residential value	\$383,303	\$408,784	\$408,784	\$414,262
Average taxable residential value	\$346,378	\$355,394	\$355,394	\$351,817
No new revenue tax rate per \$100 of taxable value	0.413275	0.40195	0.40195	\$0.417588
Actual tax rate per \$100 of taxable value	0.41325	0.39990	0.39990	\$0.39500
Voter-approval tax rate per \$100 of taxable value	0.413302	0.43106	0.43106	\$0.416278
Average City of Keller tax bill (actual rate)	\$1,431	\$1,421	\$1,421	\$1,390
Average taxable value of tax ceiling accounts	\$277,957	\$288,660	\$288,660	\$292,252
Percentage of new construction by property category:				
Residential	84%	93%	93%	70%
Commercial	16%	7%	7%	30%

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	140,669	139,554	137,456	139,160	(394)
Capital outlay	-	-	-	-	-
TOTAL	\$ 140,669	\$ 139,554	\$ 137,456	\$ 139,160	\$ (394)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

MUNICIPAL COURT

MUNICIPAL COURT (100-160)

DEPARTMENT DESCRIPTION:

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

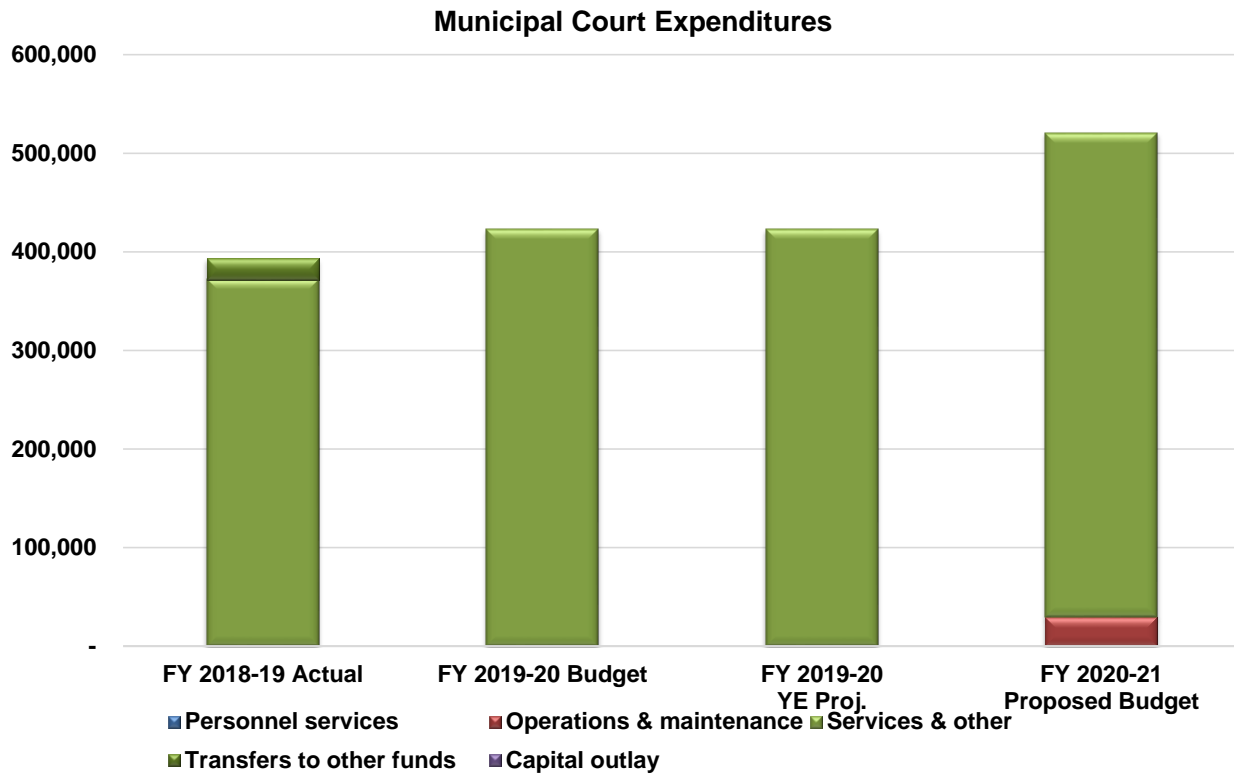
DEPARTMENT/DIVISION GOALS:

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

MUNICIPAL COURT

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	29,490	29,490
Services & other	372,026	422,642	422,642	491,187	68,545
Transfers to other funds	21,387	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 393,413	\$ 422,642	\$ 422,642	\$ 520,677	\$ 98,035



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

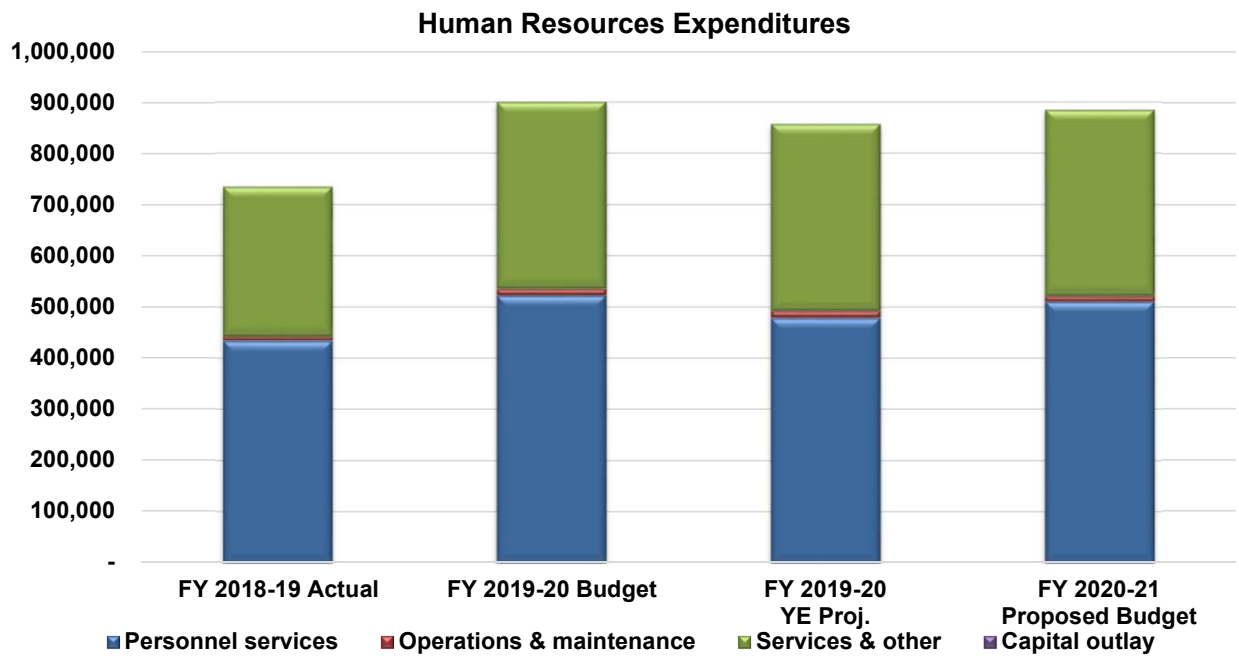
BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

HUMAN RESOURCES DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 734,976	\$ 900,878	\$ 857,220	\$ 884,924	\$ (15,954)
TOTAL	\$ 734,976	\$ 900,878	\$ 857,220	\$ 884,924	\$ (15,954)

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 433,724	\$ 522,072	\$ 478,414	\$ 510,531	\$ (11,541)
Operations & maintenance	7,000	13,020	13,020	10,020	(3,000)
Services & other	294,251	365,786	365,786	364,373	(1,413)
Capital outlay	-	-	-	-	-
TOTAL	\$ 734,976	\$ 900,878	\$ 857,220	\$ 884,924	\$ (15,954)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	5.48	5.48	5.48	5.48	-
TOTAL	5.48	5.48	5.48	5.48	-

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

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS :

1. Audit and revise Workers' Compensation Insurance Codes and perform an estimated FY audit.
2. Review Employee Handbook (personnel policies) and make recommendations for revision(s).
3. Develop a complimentary performance evaluation process for the new classification system.
4. Develop new compensation policies and/or procedures.
5. Complete treat assessment training (HR Staff).

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
<u>Employee Recruiting:</u>				
General (#)	53	77	26	32
Voluntary (#)	40	15	15	20
Involuntary #	6	9	9	7
Transfers (#)	7	2	2	2
Retirements (#)	5	5	4	3
Promotions (#)	21	TBD	8	6
Fiscal Year Carry-Overs (#)	8	9	9	7
Attrition (%)	25%	21%	14%	14%
Applications Received (#)	3,787	2,500	1,500	2,000
<u>Employee Events:</u>				
Employee Activities Team (#)	12	12	8	12
Health Fair (#)	1	1	1	1
Benefits Fair (#)	1	1	1	1
Awards Ceremonies (#)	1	1	1	1
<u>Risk Management:</u>				
Quarterly Safety Meetings (#)	40	40	40	40
Workers' Comp Claims (#)	18	0	TBD	TBD

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 433,724	\$ 522,072	\$ 478,414	\$ 510,531	\$ (11,541)
Operations & maintenance	7,000	13,020	13,020	10,020	(3,000)
Services & other	294,251	365,786	365,786	364,373	(1,413)
Capital outlay	-	-	-	-	-
TOTAL	\$ 734,976	\$ 900,878	\$ 857,220	\$ 884,924	\$ (15,954)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Director of Human Resources and Risk Management	1.00	1.00	1.00	1.00	-
HR Coordinator	1.00	1.00	1.00	1.00	-
Employment Specialist	1.00	1.00	1.00	1.00	-
HR 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	5.48	5.48	5.48	5.48	-

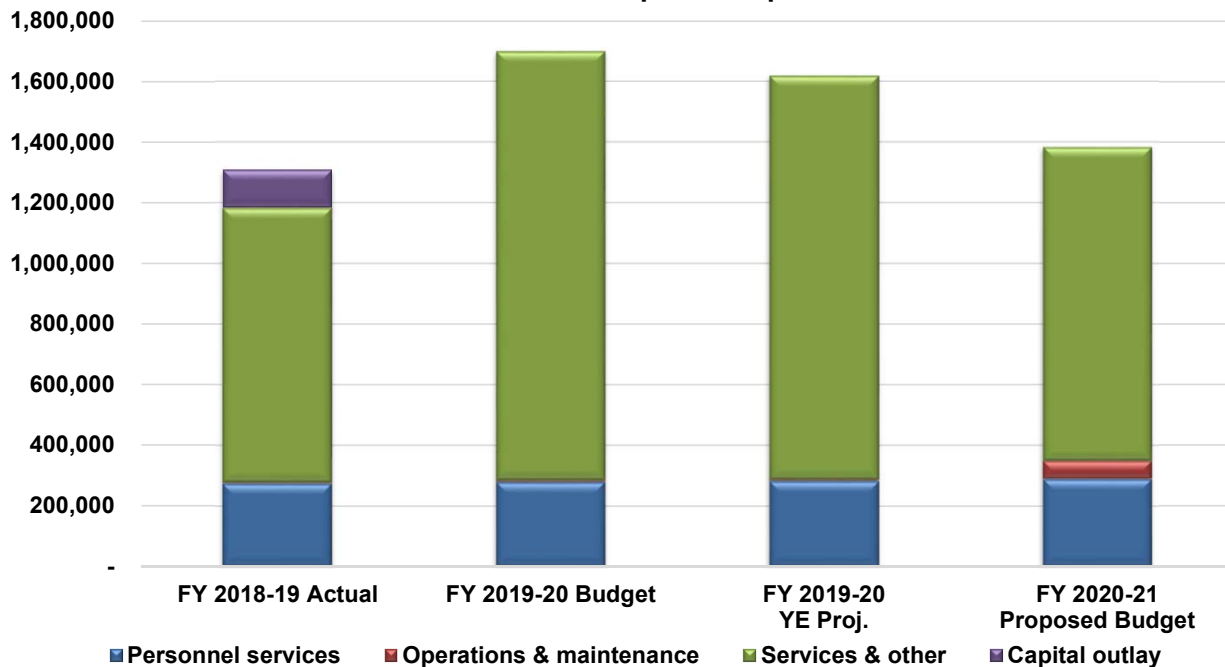
ECONOMIC DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 479,491	\$ 608,921	\$ 528,968	\$ 621,618	\$ 12,697
Economic Development Incentives	830,169	1,090,436	1,090,436	762,800	(327,636)
TOTAL	\$ 1,309,659	\$ 1,699,357	\$ 1,619,404	\$ 1,384,418	\$ (314,939)

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 273,756	\$ 279,414	\$ 282,098	\$ 288,470	\$ 9,056
Operations & maintenance	3,144	4,415	4,415	59,915	55,500
Services & other	907,768	1,415,528	1,332,891	1,036,033	(379,495)
Capital outlay	124,992	-	-	-	-
TOTAL	\$ 1,309,659	\$ 1,699,357	\$ 1,619,404	\$ 1,384,418	\$ (314,939)

Economic Development Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	2.48	2.48	2.48	2.48	-
TOTAL	2.48	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. The ultimate goal is to increase the commercial property tax base, maintain residents' property value and improve quality of life for all Keller residents. The Department will utilize the Economic Development Strategic Plan to assist the City of Keller in the following areas:

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

DEPARTMENT/DIVISION GOALS:

Attraction and Retention Activities:

1. Attract and retain quality commercial developments from a variety of target industries that maintain our residents' property value and improve their quality of life while ultimately increasing and/or expanding the retail, commercial and residential tax base.
2. Maintain regular contact with existing businesses through an active outreach program to identify and act on retention and expansion opportunities.
3. Oversee the Keep it in Keller (KIIC) program to promote and support local businesses. Continue ongoing shop-local campaign and maintain the www.keepitinkeller.com website that provides information for residents and visitors alike.
4. Attend at least four (4) 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 for individuals.
6. Foster communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development department.
7. Pursue Accredited Economic Development Organization (AEDO) status.

DEPARTMENT/DIVISION OBJECTIVES:

1. Identify key retail and restaurant entities to target with the aid of the Retail Coach and actively pursue locating them on key parcels in Keller.
2. Procure reservations for the Retail Live Austin, NTCAR, TEDC and IEDC annual events.
3. Tailor marketing outreach to goals.
4. Procure reservations in at least two (2) IEDC training seminars for both the Director and Coordinator toward CECD accreditation.
5. Continue the interactive relationship with the Greater Keller Chamber of Commerce, including the business survey feedback they acquire on our behalf.
6. Pursue at least six (6) business recruitment trips for unique regional and national commercial opportunities of target industries to locate to Keller.
7. Pursue Foreign Direct Investment (FDI).

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Recruitment:				
New business recruitment efforts	89	85	103	100
New businesses	75	60	60	65
Trade shows attended	5	4	2	4
Developer/broker forums	1	1	1	1
Promotion:				
KIIK Individual Promotions	132	200	200	200
KIIK Area Events	2	2	2	2
Ribbon Cuttings/Grand Openings	37	25	16	25
Chamber Partnered Promotions	5	4	6	4
Print Media Advertisements	4	9	5	3
Digital Media Advertisements	2	4	4	4
Outdoor Advertisements	5	4	4	4
Promotional Video Update	0	1	1	1
Retention:				
Interview Business Community	39	100	100	100
Business Guide (Copies Dispensed)	5,000	5,000	5,000	5,000
Expansion:				
Track expansion opportunity sites (Times Canvased)	0	0	0	0
Track businesses prime for exp.	19	50	15	20
Retention and Expansion:				
Business expansions	14	5	5	5
Retail Occupancy Average Rate**	96.8%	96.6%	96.7%	95%
Office Occupancy Average Rate**	91.7%	84.3%	89.9%	90%
Hotel Occupancy Average Rate	0%	30%	30%	50%
Business roundtables with Keller businesses	3	4	4	4
Welcome kits distributed	0	25	12	25
Communication with neighboring cities, county, NTCOG, state legislative representatives, office of the governor and the state economic development department.	12	12	12	12

** As indicated by third party consultant

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 273,756	\$ 279,414	\$ 282,098	\$ 288,470	\$ 9,056
Operations & maintenance	3,144	4,415	4,415	59,915	55,500
Services & other	202,591	325,092	242,455	273,233	(51,859)
Capital outlay	-	-	-	-	-
TOTAL	\$ 479,491	\$ 608,921	\$ 528,968	\$ 621,618	\$ 12,697

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Director of Public Services/Economic Development	1.00	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	2.48	2.48	2.48	2.48	-

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

EXPENDITURE SUMMARY

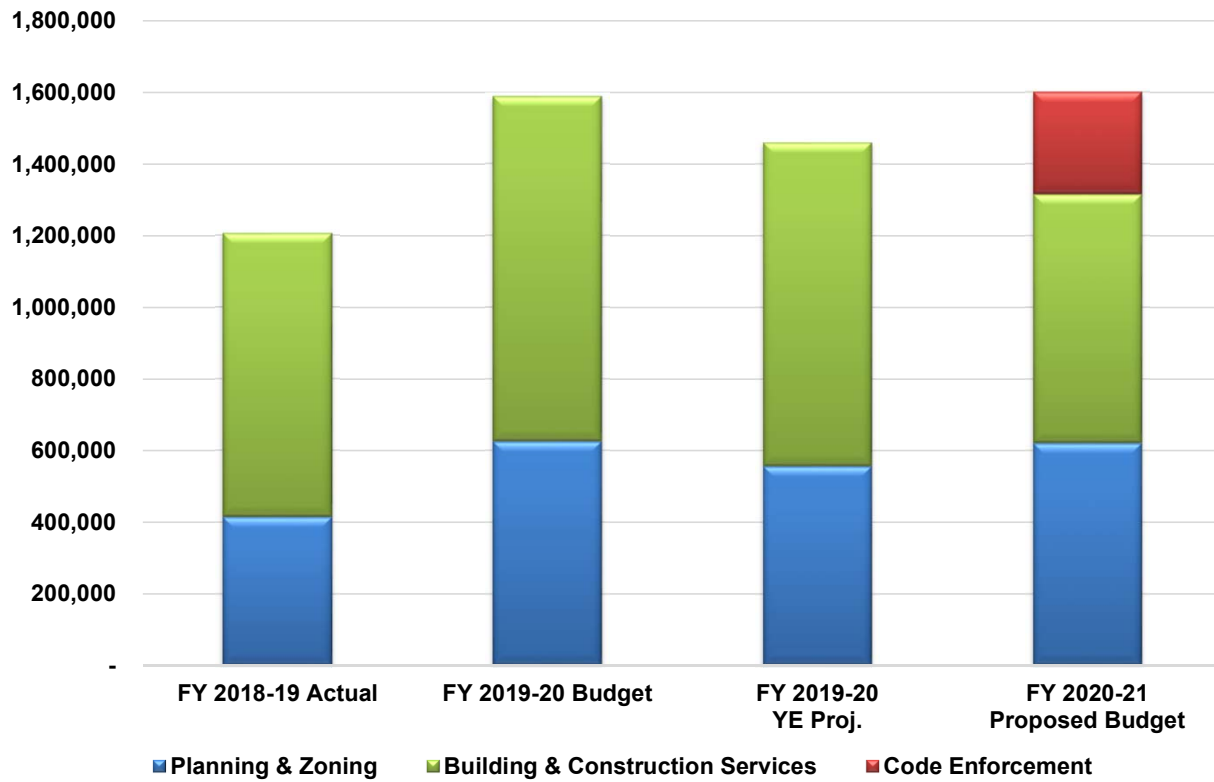
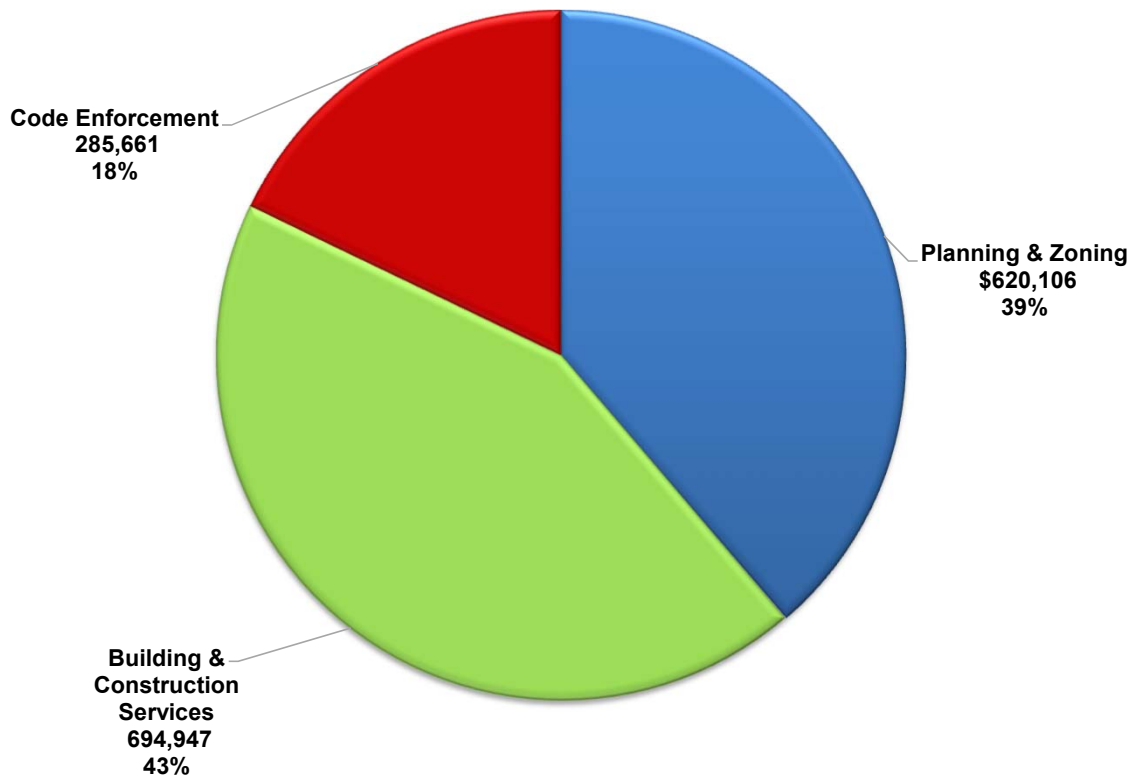
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	705,177	1,090,436	1,090,436	762,800	(327,636)
Capital outlay	124,992	-	-	-	-
TOTAL	\$ 830,169	\$ 1,090,436	\$ 1,090,436	\$ 762,800	\$ (327,636)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

COMMUNITY DEVELOPMENT



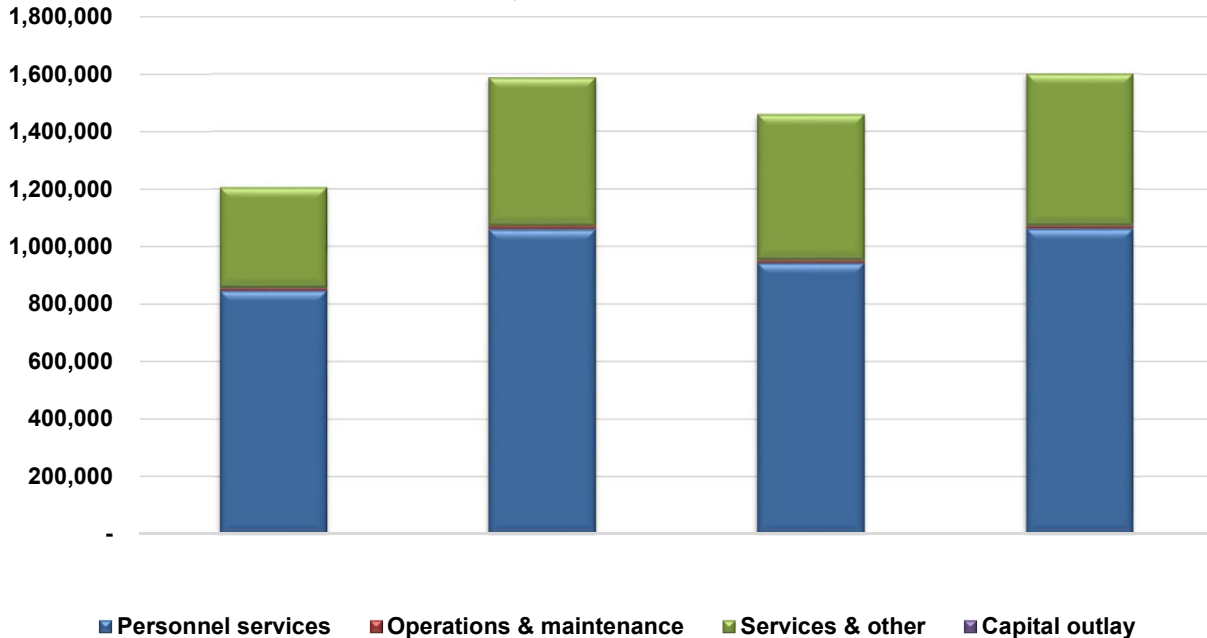
COMMUNITY DEVELOPMENT DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Planning & Zoning	\$ 414,187	\$ 625,271	\$ 556,093	\$ 620,106	\$ (5,165)
Building & Construction Services	790,890	962,300	903,278	694,947	(267,353)
Code Enforcement	-	-	-	285,661	285,661
TOTAL	\$ 1,205,076	\$ 1,587,571	\$ 1,459,371	\$ 1,600,714	\$ 13,143

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
Personnel services	\$ 845,946	\$ 1,059,271	\$ 942,671	\$ 1,061,220	\$ 1,949
Operations & maintenance	9,732	11,055	9,805	10,155	(900)
Services & other	349,399	517,245	506,895	529,339	12,094
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,205,076	\$ 1,587,571	\$ 1,459,371	\$ 1,600,714	\$ 13,143

Community Development Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	8.00	8.00	8.00	5.00	(3.00)
Code Enforcement	-	-	-	3.00	3.00
TOTAL	13.00	13.00	13.00	13.00	-

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

DEPARTMENT DESCRIPTION:

The Community Development Department's Planning and Zoning Division is responsible for planning, facilitating, organizing, and directing the City's growth and development. The Division implements development policies in accordance with the City Council-directed goals and objectives. The Division's responsibilities include both short- and long-term planning. These efforts involve zoning, commercial development, residential subdivision plan review and the attendant processes: platting, planned developments, specific use permits, variances, and coordination of impact fees. The Division provides project management and coordination among other development-related departments by managing the Development Review Committee and the use of permit tracking software (TrakIt). These systems help expedite and advance the development projects more efficiently and shorten the time between application for a permit and issuance of a permit. The Division 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. Streamline and facilitate the development process to reduce staff review times and project submission-to-completion timelines.
2. Provide development project coordination with other departments and management of individual projects to minimize confusion for developers and maximize the efficiency of the development process.
3. Implement the City's Land Use Plan and facilitate master planning efforts.
4. Maintain, update, and amend the Unified Development Code (UDC) to encourage development, eliminate conflicting or confusing ordinance clauses, and adjust to evolving City Council objectives.
5. Support and assist with the development and implementation of ordinances and development plans for special projects (i.e. Old Town Keller East, Town Center Zoning Requirements, Future Land Use Plan (FLUP) Update, Thoroughfare Plan Update, Parks & Trails Master Plan Update, Impact Fee Ordinance Update).
6. Provide easily accessible information such as development applications, public hearings, policies, and regulations on the City's web page for customer and public access in coordination with the City Secretary (Legistar) and the Public Information Officer.
7. 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.
8. Assist the Economic Development Department with business recruiting efforts by responding to development inquiries (zoning, SUPs, PDs, platting, etc.), providing site and parcel information (existing buildings, plats, ownership, addressing), and coordinating with GIS to maintain and update map layers related to development (addressing, zoning, subdivision information, etc.).
9. Strengthen the effectiveness of development boards by providing training for board members.
10. 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.
11. Assist Code Compliance with landscaping, signage, and development regulation violations.

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Improve response time to initial inquiries by utilizing a planning technician and streamlining/simplifying our process for the citizens and development community.
2. Continue 6-month benchmark reviews of the DRC process to pinpoint deficiencies and make appropriate modifications to reduce application submittal/review/permit/final construction inspection times.
3. Provide project management for all development applications; planners will oversee development applications from initial submission through the release of the Certificate of Occupancy (C/O). 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, Thoroughfare Plan update, Town Center zoning requirements, Tree Ordinance revisions (to include conservation developments), and Performance Bonds and Public Improvement Districts (PIDs).
5. Amend Tree Ordinance to avoid mitigation on private lots (and consequent enforcement issues). Provide education for and better communication with developers at initiation of project for all things related to tree protection and mitigation to reduce the number of violations/citations. Improve on tree inspection/enforcement for new developments by working closely with Code Enforcement.
6. Update Department's webpage to provide easy-to-find answers to commonly asked questions related to development processes 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-related items.
8. Promote the City by applying for planning and development awards for special districts (Town Center, OTK West/East).

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Planning and Zoning Commission (P & Z) Meetings	20	22	20	20
Plat applications (all types) reviewed	32	35	35	35
Zoning Change requests (straight and PDs) reviewed	4	10	5	5
Future Land Use Plan Amendments requests and inquiries	0	0	3	3
Site Plans reviewed	16	25	30	30
Specific Use Permits (SUP) reviewed	23	30	25	25
UDC Variances reviewed	17	25	10	10
Tree Appeals reviewed	4	3	5	5
Site Finals	18	25	20	20
Sign Permits reviewed	238	250	225	225
DRC Meetings	47	48	60	60
Capital Improvements Advisory Committee (CIAC) Meetings	2	2	2	2
Zoning Board of Adjustments (ZBA) Regular & Special Meetings	3	10	3	3

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

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Office staff (FTE)	4	5	5	5
Average staff processing time for initial review of zoning and SUP applications (in days)	15	15	12	12

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 319,018	\$ 429,077	\$ 367,849	\$ 423,754	\$ (5,323)
Operations & maintenance	1,788	2,660	2,160	2,160	(500)
Services & other	93,381	193,534	186,084	194,192	658
Capital outlay	-	-	-	-	-
TOTAL	\$ 414,187	\$ 625,271	\$ 556,093	\$ 620,106	\$ (5,165)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Community Development Director	1.00	1.00	1.00	1.00	-
Planner I	3.00	3.00	3.00	3.00	-
Planning Technician	1.00	1.00	1.00	1.00	-
TOTAL	5.00	5.00	5.00	5.00	-

COMMUNITY DEVELOPMENT DEPARTMENT

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

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

1. Provide prompt, friendly, and efficient customer service to all customers - citizens, developers, builders, and contractors.
2. Conduct quality inspections within 24 hours, Monday through Friday, and apply consistent interpretations of the building codes, zoning codes, and Unified Development Code.
3. Increase community awareness of the Division's services through public information activities (including Development Review Committee weekly meetings, periodic meetings with property owners and contractors, and interactive web-based information).
4. Protect Keller's distinct quality of life by encouraging voluntary compliance for property code violations.
5. Support staff's continued professional development and ability to acquire licenses and certifications through professional training.

DEPARTMENT/DIVISION OBJECTIVES:

1. Provide step-by-step construction process details to the applicant during the pre-construction meetings to avoid confusion and unnecessary delays related to inspections and, ultimately, the certificate of occupancy. These meetings shall provide an opportunity to the property owner, developer, and builder to ask multiple department representatives any questions related to the construction process prior to issuing commercial building permits.
2. Provide training opportunities for Building and Construction Services staff to improve performance by earning continuing education units for both new licenses and certifications as well as renewals.
3. Provide Code (UDC and Municipal Code) revisions and amendments reflective of community values and City Council direction. Communicate these changes to residents, business owners, developers, and contractors.
4. Continue to reinforce our multiple open lines of communication with fellow departments involved in the permitting and construction process to enhance working relationships and thus improve efficiency.
5. Offer efficient ways to expedite the permitting process.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Staff Inspections	419	475	400	400
Contracted Inspections	4,419	5,100	4,200	4,200
Staff Plan Review	755	730	730	700
Contracted Plan Review	50	70	50	45
New Non-Residential Permits	13	20	10	10
New Single-Family Permits	81	150	85	80
Certificates of Occupancy Issued for Existing Structures:	67	75	70	70
Other Permits	1,799	2,500	1,700	1,800

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Staff Inspections (2 inspectors)	419	473	400	400
Contracted Inspections (2 inspectors)	4,419	5,066	4,200	4,200
Staff Plan Review (2 examiners)	755	1,400	700	700
Contracted Plan Review (1 examiner)	50	70	50	40
New Non-Residential Permit Revenue	\$1,127,137	\$650,000	\$650,000	\$800,000
New Single-Family Revenue	\$881,796	\$1,000,000	\$750,000	\$750,000
Certificate of Occupancy Revenue	\$3,350	\$5,000	\$3,000	\$5,000
Other Permit Revenue **	\$224,621	\$175,000	\$175,000	\$175,000

** Corrections issued as prior numbers reflect duplicate data

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 526,928	\$ 630,194	\$ 574,822	\$ 372,430	\$ (257,764)
Operations & maintenance	7,944	8,395	7,645	3,670	(4,725)
Services & other	256,017	323,711	320,811	318,847	(4,864)
Capital outlay	-	-	-	-	-
TOTAL	\$ 790,890	\$ 962,300	\$ 903,278	\$ 694,947	\$ (267,353)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Building Services Mgr./Building Official	1.00	1.00	1.00	1.00	-
Plans Examiner	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Permit Technician	2.00	2.00	2.00	2.00	-
Code Compliance Coordinator	1.00	1.00	1.00	-	(1.00)
Code Compliance Officer	2.00	2.00	2.00	-	(2.00)
TOTAL	8.00	8.00	8.00	5.00	(3.00)

COMMUNITY DEVELOPMENT DEPARTMENT

CODE ENFORCEMENT DIVISION (100-200-28)

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

1. Provide prompt, friendly, and effective customer service to all customers - citizens, developers, builders, and contractors.
2. Conduct quality inspections upon notification of a violation, and apply consistent interpretations of ordinances, building, zoning, and Unified Development Codes.
3. Increase community awareness of the Division's services through public information activities (including Development Review Committee weekly meetings, periodic meetings with property owners and contractors, and interactive web-based information).
4. Protect Keller's distinct quality of life by encouraging voluntary compliance for property code violations.
5. Support staff's continued professional development and ability to acquire licenses and certifications through professional training.

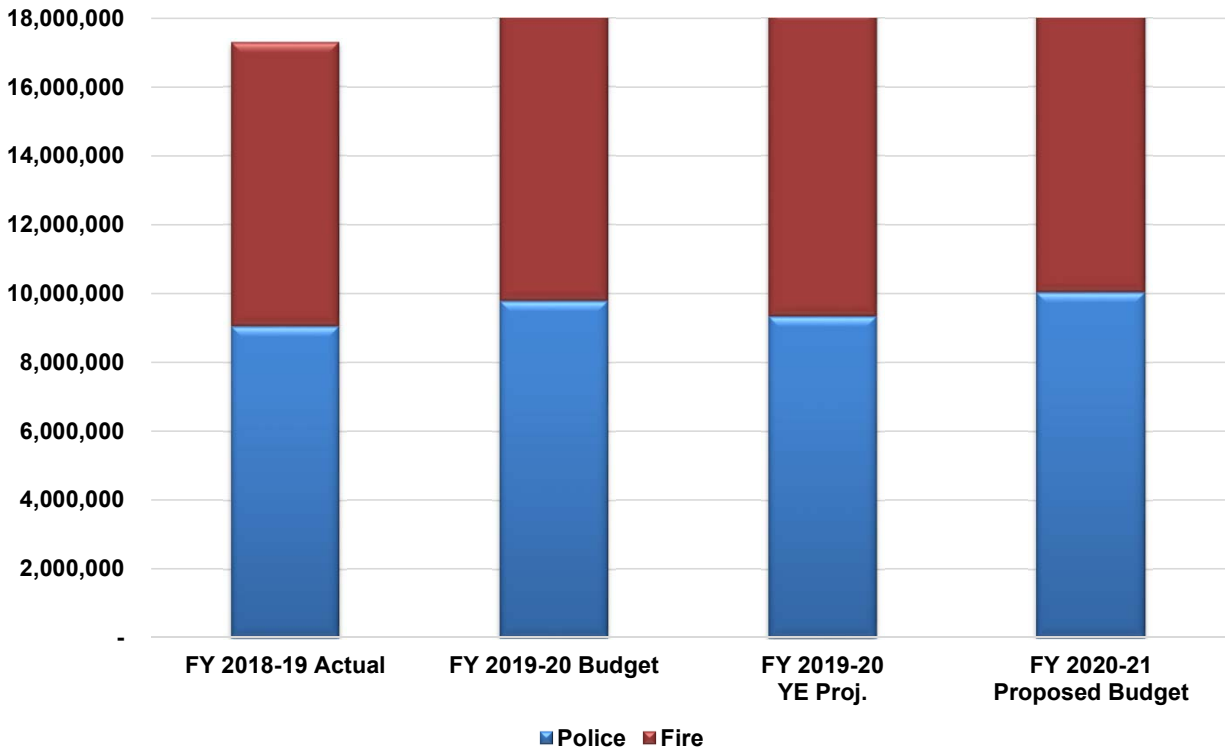
DEPARTMENT/DIVISION OBJECTIVES:

1. Provide step-by-step construction process details to the applicant during the pre-construction meetings to avoid confusion and unnecessary delays related to inspections and, ultimately, the certificate of occupancy. These meetings shall provide an opportunity to the property owner, developer, and builder to ask multiple department representatives any questions related to the construction process prior to issuing commercial building permits.
2. Provide training opportunities for Building and Construction Services staff and Code Enforcement Staff to improve performance by earning continuing education units for both new licenses and certifications as well as renewals.
3. Provide Code (UDC and Municipal Code) revisions and amendments reflective of community values and City Council direction. Communicate these changes to residents, business owners, developers, and contractors.
4. Continue to reinforce our multiple open lines of communication with fellow departments involved in the permitting and construction process to enhance working relationships and thus improve efficiency.
5. Offer efficient ways to expedite the permitting process.
6. Provide remedies to property owners for complying with property code violations. This often will include meeting the owner, resident, controller and/or contractor personally on site to explain the City code, the violation, and the way to remedy the violation to come into compliance.
7. Seek voluntary compliance for code violations through public education (such as the onsite meetings described above and use of the City website) as well as working with residents, ecumenical ministry organizations, and volunteer groups.
8. Pursue the formation and implementation of a substandard structure program to support quality of life goals and community property values.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Code Cases Opened	805	1,002	815	800
Code Inspections	2,900	2,744	2,800	2,600
Citations	24	26	25	20

PUBLIC SAFETY

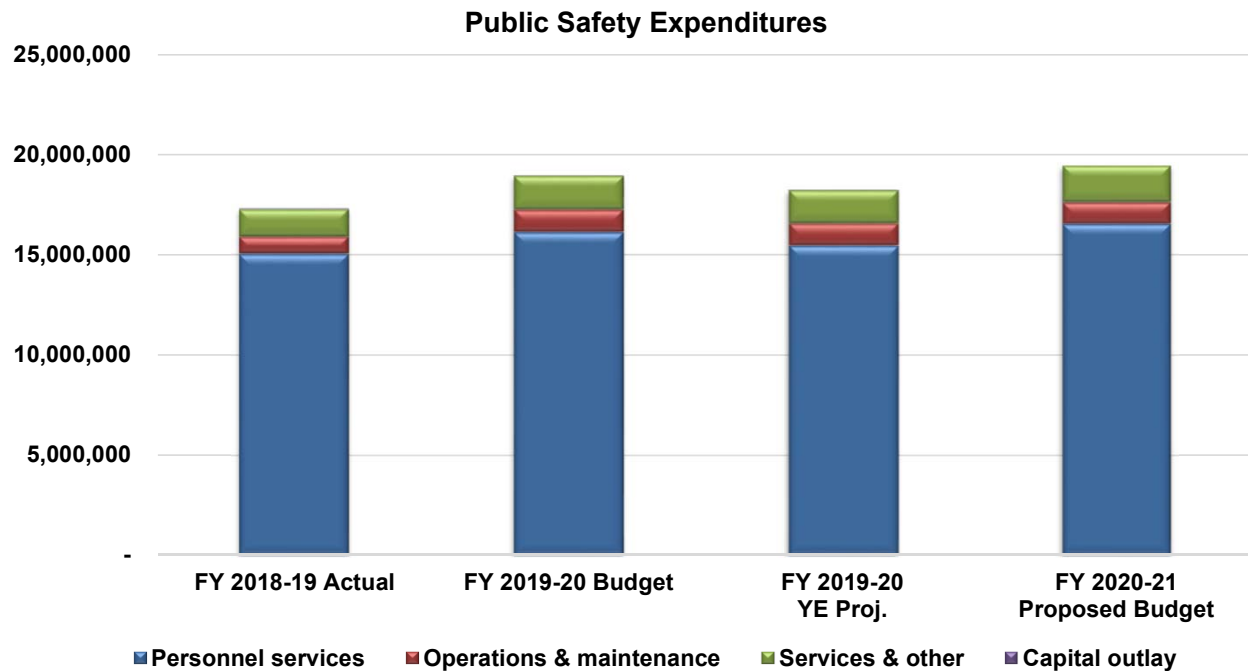


PUBLIC SAFETY

EXPENDITURE SUMMARY

EXPENDITURES BY DEPARTMENT:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Police	\$ 9,042,038	\$ 9,780,369	\$ 9,333,883	\$ 10,034,495	\$ 254,126
Fire	8,247,078	9,162,317	8,890,335	9,412,833	250,516
TOTAL	\$ 17,289,117	\$ 18,942,686	\$ 18,224,218	\$ 19,447,328	\$ 504,642

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 15,025,777	\$ 16,120,450	\$ 15,442,488	\$ 16,537,443	\$ 416,993
Operations & maintenance	862,471	1,117,901	1,101,921	1,068,856	(49,045)
Services & other	1,365,725	1,694,335	1,664,965	1,841,029	146,694
Capital outlay	35,143	10,000	14,844	-	(10,000)
TOTAL	\$ 17,289,117	\$ 18,942,686	\$ 18,224,218	\$ 19,447,328	\$ 504,642



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Police	88.44	90.44	89.00	89.00	(1.44)
Fire	57.00	57.00	57.00	57.00	-
TOTAL	145.44	147.44	146.00	146.00	(1.44)

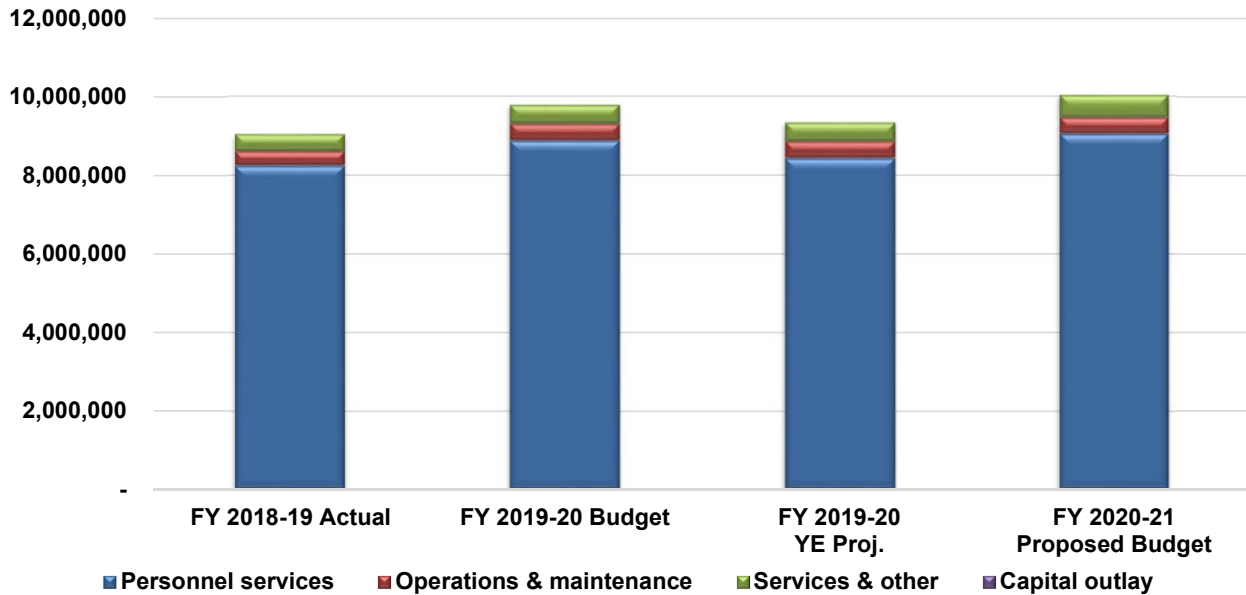
POLICE DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 667,506	\$ 694,915	\$ 749,228	\$ 716,324	\$ 21,409
Police Operations	5,265,427	5,670,997	5,439,773	5,807,983	136,986
Public Safety Dispatch & Records	2,120,866	2,290,938	2,147,652	2,321,476	30,538
Animal Services & Adoption	374,502	398,349	368,490	489,155	90,806
Jail Operations	613,737	725,170	628,740	699,557	(25,613)
TOTAL	\$ 9,042,038	\$ 9,780,369	\$ 9,333,883	\$ 10,034,495	\$ 254,126

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 8,238,187	\$ 8,878,983	\$ 8,432,497	\$ 9,047,526	\$ 168,543
Operations & maintenance	365,140	419,050	419,050	413,500	(5,550)
Services & other	438,712	482,336	482,336	573,469	91,133
Capital outlay	-	-	-	-	-
TOTAL	\$ 9,042,038	\$ 9,780,369	\$ 9,333,883	\$ 10,034,495	\$ 254,126

Police Expenditures



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	3.90	3.90	3.90	3.90	0.00
Police Operations	48.00	49.00	49.00	48.00	-1.00
Public Safety Dispatch & Records	24.00	25.00	25.00	25.00	0.00
Animal Services & Adoption	4.44	4.44	3.00	4.00	-0.44
Jail Operations	8.10	8.10	8.10	8.10	0.00
TOTAL	88.44	90.44	89.00	89.00	-1.44

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 five 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total Part I Major Crimes	329	345	345	340
Total Arrests	845	1,035	900	1,000
Total Reported Traffic Collisions	346	225	300	250
Citizen-initiated calls for service	23,722	23,000	24,000	23,000
Officer-initiated calls for service	60,392	70,000	65,000	65,000

** Excludes the Town of Westlake

POLICE DEPARTMENT ADMINISTRATION DIVISION (100-300-01)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 508,264	\$ 516,876	\$ 571,189	\$ 535,327	\$ 18,451
Operations & maintenance	45,036	62,300	62,300	61,600	(700)
Services & other	114,207	115,739	115,739	119,397	3,658
Capital outlay	-	-	-	-	-
TOTAL	\$ 667,506	\$ 694,915	\$ 749,228	\$ 716,324	\$ 21,409

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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. We will also begin utilizing Crime Interruption software to better predict trends.
2. The Keller Police School Campus Patrol Program will continue the partnership with the Keller Independent School District, local private schools, and the Town of Westlake to provide a heightened level of security and safety for 13 school campuses within the City of Keller and Town of Westlake jurisdictions.
3. The Canine Unit currently is not an active unit. We are in the process of determining KPD's need of this position.
4. Continue "KPD4KYD" - (Keller Police Department for Keller Youth Development). This program consists of a two hour class held monthly 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. We have partnered with MHMR to conduct home follow-up visits for issues/needs that have risen in the City of Keller.

DEPARTMENT/DIVISION OBJECTIVES:

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

POLICE DEPARTMENT

POLICE OPERATIONS DIVISION (100-300-20)

DEPARTMENT/DIVISION OBJECTIVES: (CONTINUED)

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total arrest made	845	1,035	650*	1,000
Total citations issued	7,349	10,000	5,632*	11,000
Total cases investigated	1,525	1,500	1,500	1,600
Alarm Responses	1,931	3,000	1,779	2,000
Volunteers in Policing total hours	2,200	2,500	2,000	2,500
Crime Prevention Presentations	178	250	150	250
			* COVID 19	
PERFORMANCE INDICATORS				
Case Clearance Rate	57%	65%	60%	65%
Part 1 Crime clearance rate	35%	40%	40%	40%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 4,887,663	\$ 5,281,706	\$ 5,050,482	\$ 5,390,507	\$ 108,801
Operations & maintenance	251,686	254,500	254,500	253,250	(1,250)
Services & other	126,078	134,791	134,791	164,226	29,435
Capital outlay	-	-	-	-	-
TOTAL	\$ 5,265,427	\$ 5,670,997	\$ 5,439,773	\$ 5,807,983	\$ 136,986

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Police Captain	1.00	1.00	1.00	1.00	-
Lieutenant	1.00	1.00	1.00	1.00	-
Lieutenant CID	1.00	1.00	1.00	1.00	-
Police Officer	32.00	33.00	33.00	31.00	(2.00)
Police Sergeant	5.00	5.00	5.00	6.00	1.00
Corporal	4.00	4.00	4.00	4.00	-
Criminal Investigator	4.00	4.00	4.00	4.00	-
TOTAL	48.00	49.00	49.00	48.00	(1.00)

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 107,000 residents in 4 cities covering more than 60 square miles. This Division is staffed by 25 full time civilian employees, including 21 Dispatchers, 3 Records Technicians, and 1 Manager. The 3 Records Technicians are the primary point of contact for customer service at the front lobby window and by administrative phone. The Records Technicians receive, process, index, and file all police reports for retrieval and archive on an as-needed basis. They must provide accurate statistical data for administrative use, access public records, provide copies of audio/video/reports for public and court processes, manage solicitor permits, assist with alarm permits, fingerprinting services, and work closely with city personnel and citizens to provide resource efficiency and accuracy. One Records Technician also assists CID with case filing and Property Room assistance.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Monitor the dispatch process for Police to ensure dispatch time for emergency calls is less than 1 1/2 minutes.
2. Monitor the dispatch process for Fire/EMS to ensure dispatch time for emergency calls is less than 1 minute.
3. Answer all incoming 911 calls within 10 seconds to enhance efficiency and provide excellent service.
4. Provide additional training for Dispatch personnel to familiarize them with geography and Police/EMS response to major incidents.
5. Establish a vehicle with technology for remote dispatching capability and train dispatchers in its functionality.
6. Provide additional training for Records personnel to stay abreast of changing laws, required procedures, and property room management.
7. Obtain and integrate CAD/RMS technology capable of improved workflow, statistics and reports to improve performance and efficiency related to Records.
8. Provide additional training to Records/CID Tech in property room management and practices.
9. Network with Tarrant County 911 to establish a viable back-up 911 and Dispatch center in northwest Tarrant County at Colleyville PD.

POLICE DEPARTMENT

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total number of authorized division personnel:				
Manager	1	1	1	1
Assistant Manger	0	0	0	0
Dispatcher	20	21	21	21
Records Technician	3	3	3	3
Police Activities process by NETCOM:				
Dispatched Calls and Self Initiated:				
Keller	70,617	75,000	74,000	75,000
Southlake	81,245	82,000	82,000	83,000
Westlake	13,759	18,000	17,000	18,000
Colleyville	54,114	56,000	56,000	57,000
Total	219,735	231,000	229,000	233,000
Number of Fire/EMS calls for service:				
Keller	3,788	3,900	3,900	4,000
Southlake	3,436	3,600	3,600	4,000
Westlake	453	550	550	600
Colleyville	1,805	1,850	1,850	2,000
Total	9,482	9,900	9,900	10,600
Number of 9-1-1 calls received:				
Keller	13,051	17,500	16,000	16,500
Southlake	13,239	15,000	14,000	14,500
Westlake	222	400	300	400
Colleyville	5,762	8,000	7,000	7,500
Total	32,274	40,900	37,300	38,900
Number of in-coming phone calls	125,567	124,000	126,000	127,000
Open record request processed (Keller Records)	2,627	2,750	3,000	3,250
Efficiency/Effectiveness:				
Average time from call receipt to dispatch				
Police emergency calls (minutes)	1:08	1:15	1:10	1:10
Fire/EMS emergency calls (minutes)	:49	:50	:50	:50
Percent of 911 phone calls answered within 10 seconds	99%	97%	98%	98%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 2,032,797	\$ 2,175,773	\$ 2,032,487	\$ 2,198,418	22,645
Operations & maintenance	9,391	22,950	22,950	23,950	1,000
Services & other	78,678	92,215	92,215	99,108	6,893
Capital outlay	-	-	-	-	-
TOTAL	\$ 2,120,866	\$ 2,290,938	\$ 2,147,652	\$ 2,321,476	30,538

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Regional Communication Manager	1.00	1.00	1.00	1.00	-
Records Technician	1.00	1.00	1.00	1.00	-
Records Technician/Criminal Inv. Asst.	1.00	1.00	1.00	1.00	-
Senior Records Technician	1.00	1.00	1.00	1.00	-
Dispatcher	16.00	17.00	17.00	17.00	-
Dispatch Shift Supervisor	4.00	4.00	4.00	4.00	-
TOTAL	24.00	25.00	25.00	25.00	-

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 (H.S.N.T.) 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 inspections of the facilities to ensure cleanliness and proper care and utilize appropriate form to capture the results.
5. Utilize rescue groups to place animals not transferred to H.S.N.T.
6. Conduct proactive patrols.
7. Determine and make notification to owners whose animals license has expired.
8. Proactively patrol areas of reported violations.
9. Conduct random patrols in the area parks and neighborhoods.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Stray Animals Impounded	813	1,100	1,000	1,100
Citations Issued	37	60	50	50
Total Calls for Service	3,348	3,500	3,500	3,500
Animal Bite Reports Taken	98	180	150	150
Reported Rabies Incidents	11	10	15	15
Animal Transfer/Reclamation	692	1,000	800	1,000

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 288,528	\$ 305,384	\$ 275,525	\$ 340,102	\$ 34,718
Operations & maintenance	32,899	33,100	33,100	33,100	-
Services & other	53,074	59,865	59,865	115,953	56,088
Capital outlay	-	-	-	-	-
TOTAL	\$ 374,502	\$ 398,349	\$ 368,490	\$ 489,155	\$ 90,806

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Animal Control Officer	2.00	2.00	2.00	3.00	1.00
Kennel Tech	1.44	1.44	-	-	(1.44)
Animal Control Officer II	1.00	1.00	1.00	1.00	-
TOTAL	4.44	4.44	3.00	4.00	(0.44)

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. Implementation of new JMS/Live Scan software.
8. Continue to improve relationships/communication with our partnering cities.
9. Explore new partnership opportunities.
10. Complete staffing study.

DEPARTMENT/DIVISION OBJECTIVES:

1. Continue to do training on paperwork, procedures, and improved efficiency.
2. Utilize current and future technology to advance procedures pertaining to the arraignment process.
3. Professional growth of all detention officer staff.
4. Work with Magistrate in the implementation of new arraignment paperwork/procedures for better efficiency.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Keller Prisoners Detained	638	1,035	719	900
Southlake Prisoners Detained	1,090	1,100	873	1,000
Westlake Prisoners Detained	108	205	153	200
Colleyville Prisoners Detained	544	600	425	600
Roanoke Prisoners Detained	78	150	79	100

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 520,934	\$ 599,244	\$ 502,814	\$ 583,172	(16,072)
Operations & maintenance	26,128	46,200	46,200	41,600	(4,600)
Services & other	66,674	79,726	79,726	74,785	(4,941)
Capital outlay	-	-	-	-	-
TOTAL	\$ 613,737	\$ 725,170	\$ 628,740	\$ 699,557	(25,613)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

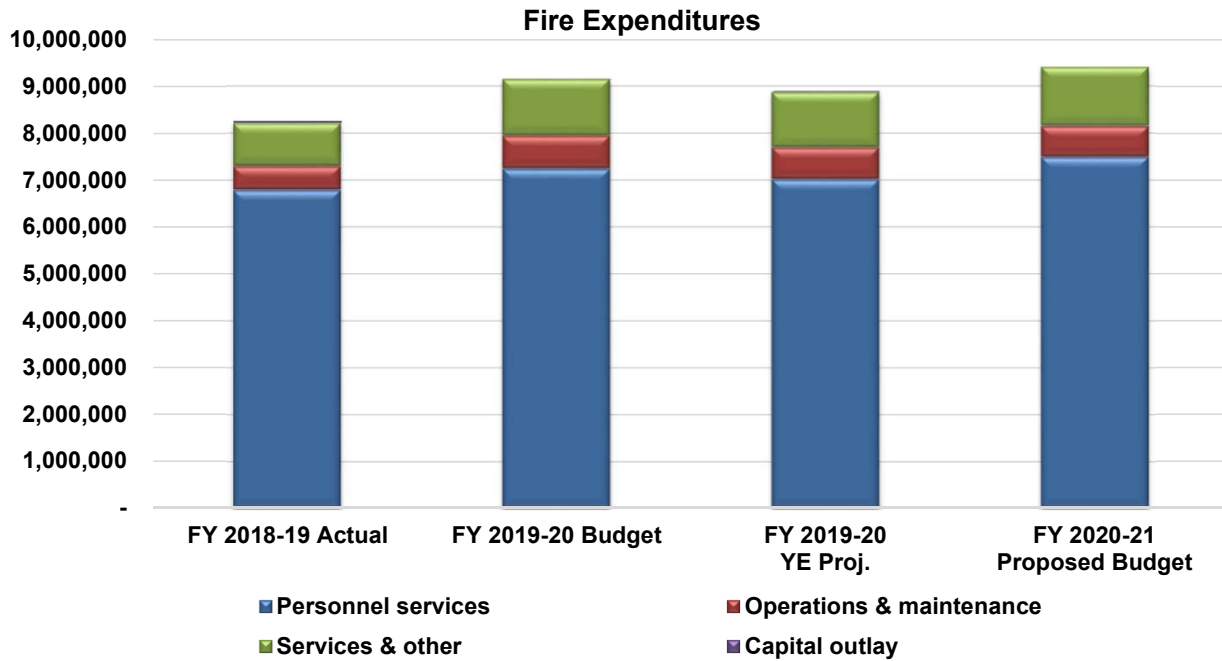
BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Police Captain	0.10	0.10	0.10	0.10	-
Detention Officer	7.00	7.00	7.00	7.00	-
Regional Holding Facility Supervisor	1.00	1.00	1.00	1.00	-
TOTAL	8.10	8.10	8.10	8.10	-

FIRE DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 969,063	\$ 1,008,967	\$ 1,005,366	\$ 1,098,835	\$ 89,868
Fire Operations	6,941,915	7,705,951	7,460,681	7,893,129	187,178
Emergency Medical Services	318,276	402,674	380,719	390,394	(12,280)
Emergency Management	17,825	44,725	43,569	30,475	(14,250)
TOTAL	\$ 8,247,078	\$ 9,162,317	\$ 8,890,335	\$ 9,412,833	\$ 250,516

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 6,787,590	\$ 7,241,467	\$ 7,009,991	\$ 7,489,917	\$ 248,450
Operations & maintenance	497,331	698,851	682,871	655,356	(43,495)
Services & other	927,013	1,211,999	1,182,629	1,267,560	55,561
Capital outlay	35,143	10,000	14,844	-	(10,000)
TOTAL	\$ 8,247,078	\$ 9,162,317	\$ 8,890,335	\$ 9,412,833	\$ 250,516



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 Deputy Chief, Fire Marshal, and the civilian administrative staff position. In addition to providing direct oversight and leadership for the department, the Fire Chief also serves as the community's Emergency Management Coordinator. The Deputy Chief provides direct supervision of the department's three Operations Battalion Chiefs and Training Officer, manages the department's Emergency Medical Services program and coordinates with the department's Medical Director, a contracted physician ensuring quality control over our EMS providers as well as patient care protocols. The Deputy Chief also serves as the community's Assistant Emergency Management Coordinator. The Training Officer serves as the fire training coordinator and safety officer. The Administrative Secretary is a civilian position within the department whose role is to serve as the primary focal point for citizen questions, employee issues, and coordination of the financial transactions necessary to maintain the fire protection system legally and ethically under City, State, and Federal directives. The Administrative Secretary also manages the department's records for fire, EMS, and fire prevention. The Fire Marshal directs the efforts of the Fire Prevention Division and provides supervision to the department's Fire Inspector. The Fire Marshal and Fire Inspector work closely with the city's Development Review Committee to ensure compliance with all fire code issues. The fire prevention staff is vital within a system that keeps developers, builders, and business owners apprised of code requirements during construction to ensure life safety systems and code-mandated requirements are met.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

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

FIRE DEPARTMENT ADMINISTRATION DIVISION (100-350-01)

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Total calls for service	3,772	3,723	3,774	4,113
- Fire Incidents	899	850	886	955
- Public Service	468	473	473	514
- EMS Incidents	2,405	2,400	2,415	2,644
Commercial fire inspections conducted	1,985	1,300	1,200	1,300
Commercial construction plans/plats reviewed	412	450	480	450
Public fire education programs provided	122	120	80	120
Fire investigations conducted	11	10	6	10

PERFORMANCE INDICATORS	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Response Data (Emergency Only)				
Average total emergency response time	5:03	5:00	5:02	5:00
Fractile total emergency response time (90% of the time)	8:28	8:15	8:56	8:15
Fire (Goal of 8:30 90% of the time)	9:23	8:30	9:46	8:30
EMS (Goal of 7:30 90% of the time)	7:34	7:30	7:39	7:30
Fire commission certifications obtained	10	20	11	20

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 803,435	\$ 835,666	\$ 837,180	\$ 885,355	\$ 49,689
Operations & maintenance	10,809	17,403	15,403	15,903	(1,500)
Services & other	154,819	155,898	152,783	197,577	41,679
Capital outlay	-	-	-	-	-
TOTAL	\$ 969,063	\$ 1,008,967	\$ 1,005,366	\$ 1,098,835	\$ 89,868

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Fire Chief	1.00	1.00	1.00	1.00	-
Deputy Fire Chief	1.00	1.00	1.00	1.00	-
Fire Marshal	1.00	1.00	1.00	1.00	-
Training Officer	1.00	1.00	1.00	1.00	-
Fire Inspector	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
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 technical rescue and explosive response by participating as a member of the Northeast Fire Department Association (NEFDA) regional response teams. Fire Operations works closely with surrounding departments through automatic and mutual aid agreements developed by the Fire Administration Division to provide the shortest response times possible to emergency calls for service within the community. Fire Operations is dispatched by the Northeast Tarrant County Communications Center (NETCOM), a regional communication center in which Keller is a joint member with three other area cities.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Fire and non-EMS calls	899	850	886	955
Public Service calls	468	473	468	514
Fire Training Classes	2,495	2,600	2,047	2,600
Fire Training Hours	16,453	18,000	16,769	1,800
Fire Hydrant Testing/Inspection (changed to annual from bi-annual)	2,623	2,325	1,886	2,325
Commercial Preplans (changed to annual from bi-annual)	800	1,000	887	1,000
Company-based fire inspections	860	720	478	720

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

SERVICE LEVEL ANALYSIS: (CONTINUED)

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Response Data (Emergency only)				
Turnout Time (Dispatch to enroute in seconds)				
Fire (Goal of 80 seconds 90% of the time)	93%	95%	94%	95%
EMS (Goal of 60 seconds 90% of the time)	97%	95%	95%	95%
Travel Time (Enroute to on-scene in seconds)				
Fire (Goal of 370 seconds 90% of the time)				
District 1	71%	90%	67%	90%
District 2	60%	70%	61%	70%
District 3	76%	90%	78%	90%
EMS (Goal of 330 seconds 90% of the time)				
District 1	79%	90%	80%	90%
District 2	69%	70%	72%	70%
District 3	77%	90%	79%	90%

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 5,984,156	\$ 6,405,801	\$ 6,172,811	\$ 6,604,562	\$ 198,761
Operations & maintenance	336,604	479,653	482,678	455,163	(24,490)
Services & other	586,012	820,497	805,192	833,404	12,907
Capital outlay	35,143	-	-	-	-
TOTAL	\$ 6,941,915	\$ 7,705,951	\$ 7,460,681	\$ 7,893,129	\$ 187,178

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
EMS/Rescue calls for service	2,405	2,400	2,415	2,644
EMS total patients not transported	489	480	488	540
EMS total patient transports	1,810	1,800	1,814	2,002

PERFORMANCE INDICATORS

Ambulance transport out of service time (average in minutes)	68	75	70	75
Simulation scenarios conducted	133	80	170	80
Charts reviewed for Continuous Quality Improvement	100%	100%	100%	100%
Patient contact to 12-lead EKG time (average in minutes)	4.08	4.0	4.2	5.0
STEMI recognition to cardiac cath lab activation	5.55	4.0	5.33	5.0
Patient contact to cardiologist intervention (average in minutes)	72	65	75	65

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	144,498	185,130	170,375	170,375	(14,755)
Services & other	173,778	217,544	210,344	220,019	2,475
Capital outlay	-	-	-	-	-
TOTAL	\$ 318,276	\$ 402,674	\$ 380,719	\$ 390,394	\$ (12,280)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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).

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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
CERT Volunteer Hours	1,145	1,800	600	1,200
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

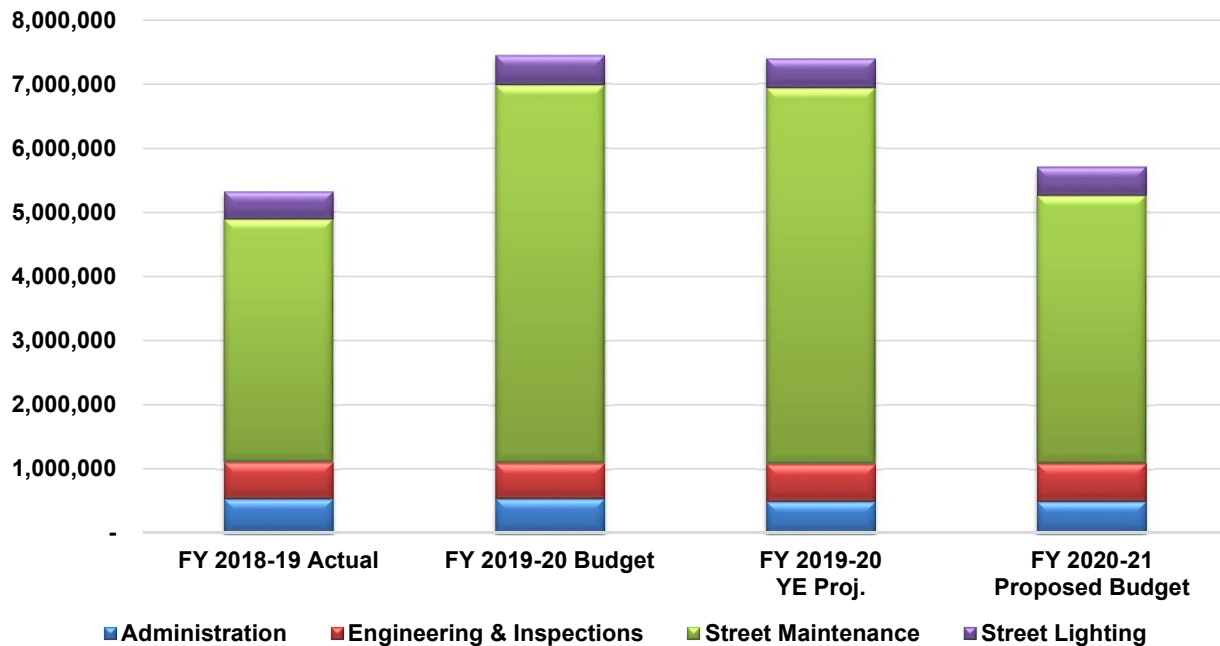
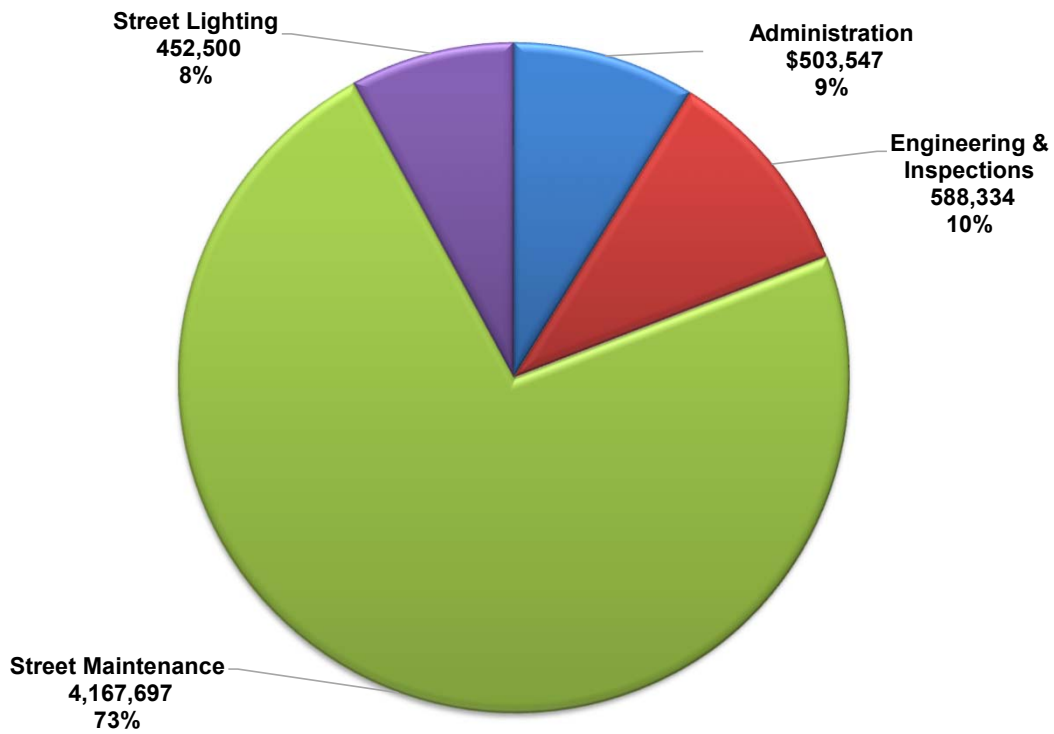
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	5,421	16,665	14,415	13,915	(2,750)
Services & other	12,404	18,060	14,310	16,560	(1,500)
Capital outlay	-	10,000	14,844	-	(10,000)
TOTAL	\$ 17,825	\$ 44,725	\$ 43,569	\$ 30,475	\$ (14,250)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

PUBLIC WORKS

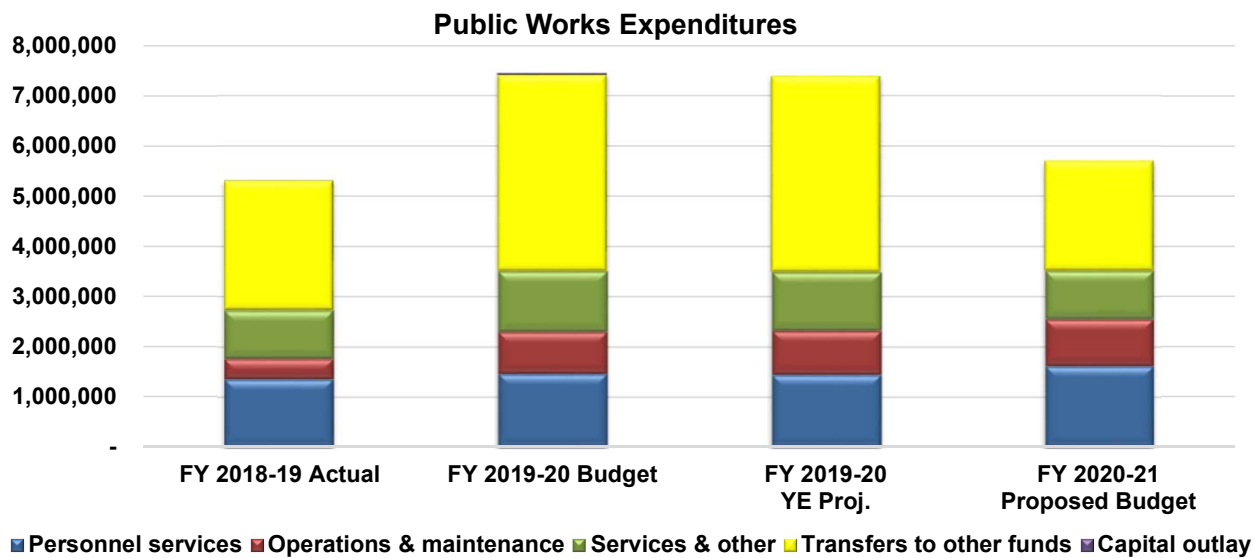


PUBLIC WORKS DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 543,849	\$ 548,058	\$ 502,222	\$ 503,547	\$ (44,511)
Engineering & Inspections	566,682	549,614	577,045	588,334	38,720
Street Maintenance	3,774,882	5,888,981	5,851,569	4,167,697	(1,721,284)
Street Lighting	434,747	460,000	460,000	452,500	(7,500)
TOTAL	\$ 5,320,161	\$ 7,446,653	\$ 7,390,836	\$ 5,712,078	\$ (1,734,575)

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 1,352,306	\$ 1,462,290	\$ 1,445,623	\$ 1,613,473	\$ 151,183
Operations & maintenance	410,252	836,593	871,593	935,378	98,785
Services & other	967,347	1,207,077	1,167,927	962,891	(244,186)
Transfers to other funds	2,582,000	3,905,693	3,905,693	2,200,336	(1,705,357)
Capital outlay	8,256	35,000	-	-	(35,000)
TOTAL	\$ 5,320,161	\$ 7,446,653	\$ 7,390,836	\$ 5,712,078	\$ (1,734,575)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	3.00	3.00	4.00	4.00	1.00
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
TOTAL	15.50	15.50	16.50	16.50	1.00

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 submitted to the Finance Department within two weeks of receipt.
9. Actively manage all contracts, contract renewals, internal payment processes and council item scheduling.

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Customer Service Contacts	2,500	2,500	2,500	2,500
Invoices Processed	437	2,500	800	800
Permits Processed	284	2,500	525	450
PERFORMANCE INDICATORS				
Permits Processed within 3 Days	85%	100%	85%	100%
PO Issued before Invoiced	90%	100%	90%	100%
Invoices Paid within 2 Weeks	90%	100%	90%	100%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 407,011	\$ 419,527	\$ 412,841	\$ 425,001	\$ 5,474
Operations & maintenance	1,649	1,800	1,800	1,400	(400)
Services & other	135,189	126,731	87,581	77,146	(49,585)
Capital outlay	-	-	-	-	-
TOTAL	\$ 543,849	\$ 548,058	\$ 502,222	\$ 503,547	\$ (44,511)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Director of Public Works	1.00	1.00	1.00	1.00	-
Senior Project Engineer	1.00	1.00	1.00	1.00	-
Administrative Coordinator	1.00	1.00	1.00	1.00	-
TOTAL	3.00	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 UDC and current adopted engineering standards within 5 working days.
3. Provide Construction Plan Review Services for public/private project compliance with the UDC and current engineering standards within 10 working days.
4. Provide timely technical/investigative assistance to customers and stakeholders.
5. Maintain reliable Public Works related asset infrastructure data using the city's mapping system.
6. Keep current all design and construction standards and specifications and updated as needed.
7. Provide professional inspection services for all water, sewer, street and drainage construction.
8. Educate citizens, builders, developers and City staff regarding drainage issues and inspection goals.
9. Provide continuing education opportunities to staff.

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Construction plans reviewed	10	15	15	20
Projects Managed	20	25	25	30
Development plans reviewed	175	200	200	200
Project inspections conducted	6,500	7,000	7,000	7,000
Residential inspections conducted	2,100	2,400	2,400	2,400
Customer services requests completed	4,000	4,200	4,200	4,200

PERFORMANCE INDICATORS

% of Capital Improvement Projects completed on time	67	100	100	100
% of Capital Improvement Projects completed on/under budget	67	100	100	100
% of construction plans reviewed within 10 days	100	100	100	100
% of development plans reviewed within 5 days	100	100	100	100

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 346,948	\$ 368,938	\$ 396,369	\$ 489,842	\$ 120,904
Operations & maintenance	4,849	4,050	4,050	4,050	-
Services & other	89,885	176,626	176,626	94,442	(82,184)
Transfers to other funds	125,000	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 566,682	\$ 549,614	\$ 577,045	\$ 588,334	\$ 38,720

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
City Engineer	1.00	1.00	1.00	1.00	-
Capital Projects Manager	-	-	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	4.00	4.00	1.00

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 a year or less.
4. Sweep public streets as required by the City's MS4 permit.
5. Leverage technology to track and manage all work activities.
6. Leverage county partnerships to maximize roadway maintenance activities.
7. Manage the Pavement Management System and its associated recommended annual maintenance schedule.

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total lane-miles of roadway maintained	450	455	455	455
Curb miles of street sweeping completed	689	1,000	950	1,000
Acres of contracted right of way mowing	240	240	240	240
Acres of City mowed right of way	6.00	6.00	6.00	6.00
Linear feet of sidewalks repaired	4,150	5,000	4,200	4,000
Lane miles of pavement crack-sealed	6.5	14	14	14
Tons of asphalt used	3,450	4,500	4,200	4,500

PERFORMANCE INDICATORS

% of streets swept at least 3x per year	50	100	50	50
% of right of way mowed at least 6x per year	90	100	100	100
% of sidewalk backlog more than 30 days	90	80	85	90
% of pavement addressed per the Pavement Management System	100	100	30	100
% of sidewalk maintained on schedule	10	100	10	50
% of roadway system above 70 on the Pavement Condition Index	80	80	81	82

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 598,347	\$ 673,825	\$ 636,413	\$ 698,630	\$ 24,805
Operations & maintenance	403,753	830,743	865,743	929,928	99,185
Services & other	307,526	443,720	443,720	338,803	(104,917)
Transfers to other funds	2,457,000	3,905,693	3,905,693	2,200,336	(1,705,357)
Capital outlay	8,256	35,000	-	-	(35,000)
TOTAL	\$ 3,774,882	\$ 5,888,981	\$ 5,851,569	\$ 4,167,697	\$ (1,721,284)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	-
TOTAL	9.50	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.

DEPARTMENT/DIVISION OBJECTIVES:

1. Conduct performance inspections, track data and report on operational reliability of streetlights.
2. Conduct a city-wide inventory of streetlights.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Number of street lights provided	2,794	3,567	3,000	3,000

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	98%	98%	98%	98%
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EXPENDITURE SUMMARY

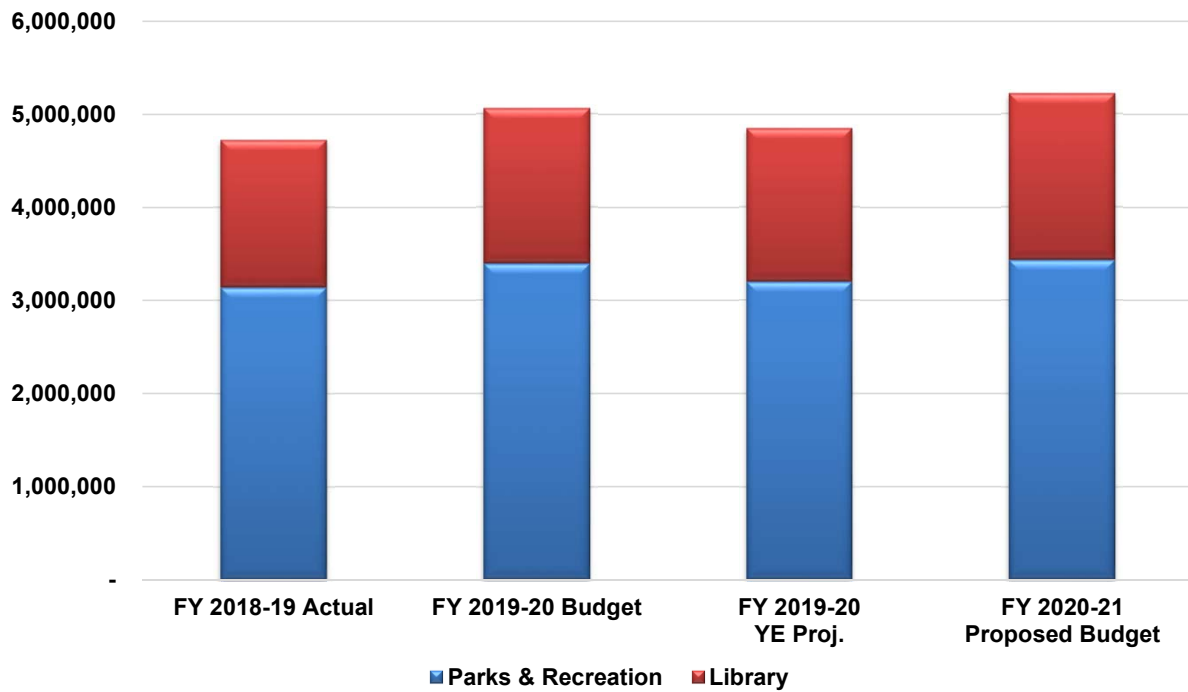
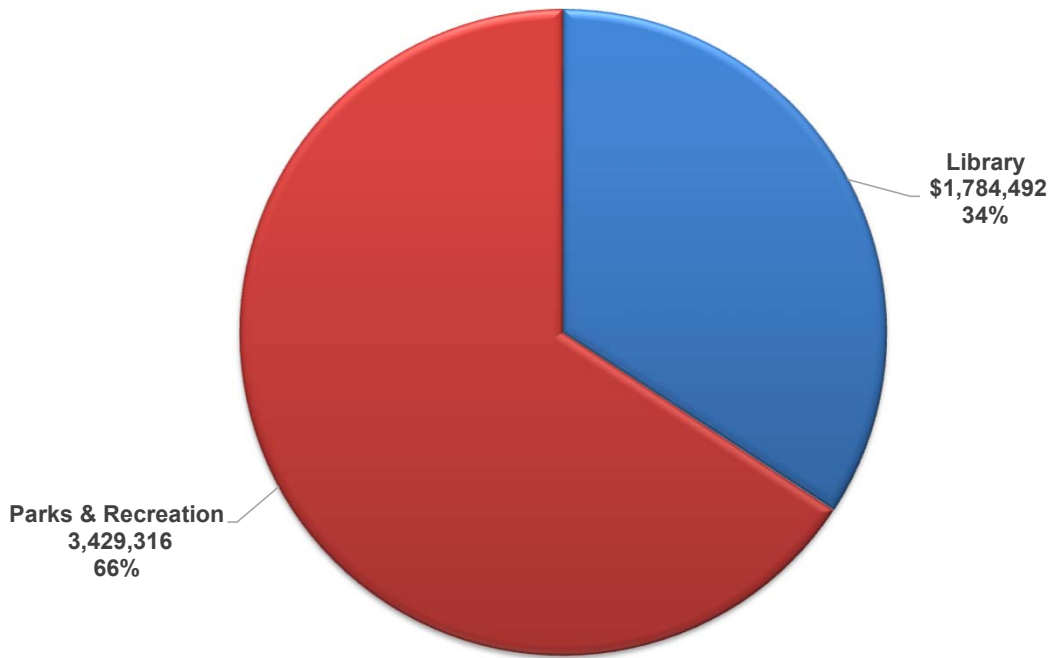
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	434,747	460,000	460,000	452,500	(7,500)
Capital outlay	-	-	-	-	-
TOTAL	\$ 434,747	\$ 460,000	\$ 460,000	\$ 452,500	\$ (7,500)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

RECREATION AND CULTURE



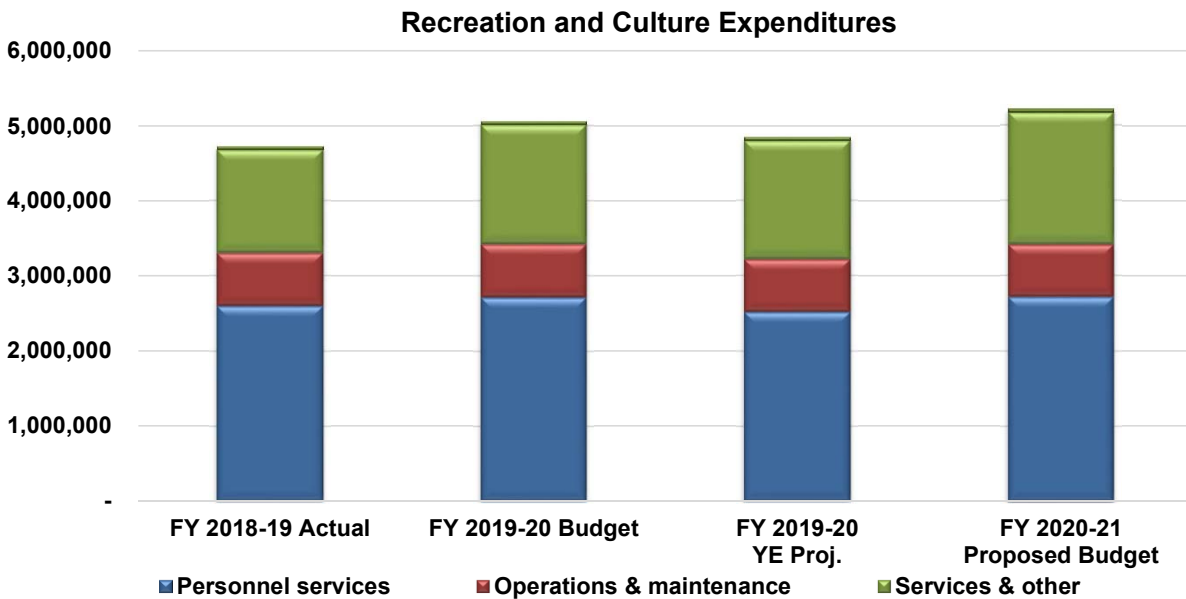
RECREATION AND CULTURE

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Library	\$ 1,582,113	\$ 1,664,142	\$ 1,643,415	\$ 1,784,492	\$ 120,350
Parks & Recreation	3,136,329	3,392,985	3,194,827	3,429,316	36,331
TOTAL	\$ 4,718,441	\$ 5,057,127	\$ 4,838,242	\$ 5,213,808	\$ 156,681

EXPENDITURES BY CATEGORY:

Personnel services	\$ 2,598,707	\$ 2,712,734	\$ 2,519,588	\$ 2,719,705	\$ 6,971
Operations & maintenance	704,276	710,297	698,618	695,769	(14,528)
Services & other	1,367,858	1,586,496	1,572,436	1,750,734	164,238
Transfers to other funds	47,600	47,600	47,600	47,600	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 4,718,441	\$ 5,057,127	\$ 4,838,242	\$ 5,213,808	\$ 156,681



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DEPARTMENT:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	23.00	23.00	22.00	22.00	(1.00)
TOTAL	38.52	38.52	37.52	37.52	(1.00)

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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Visits to Library	200,581	222,000	140,000	180,000
Number of checkouts	634,134	660,000	400,000	440,000
Library programs participants	31,311	29,000	18,000	20,000

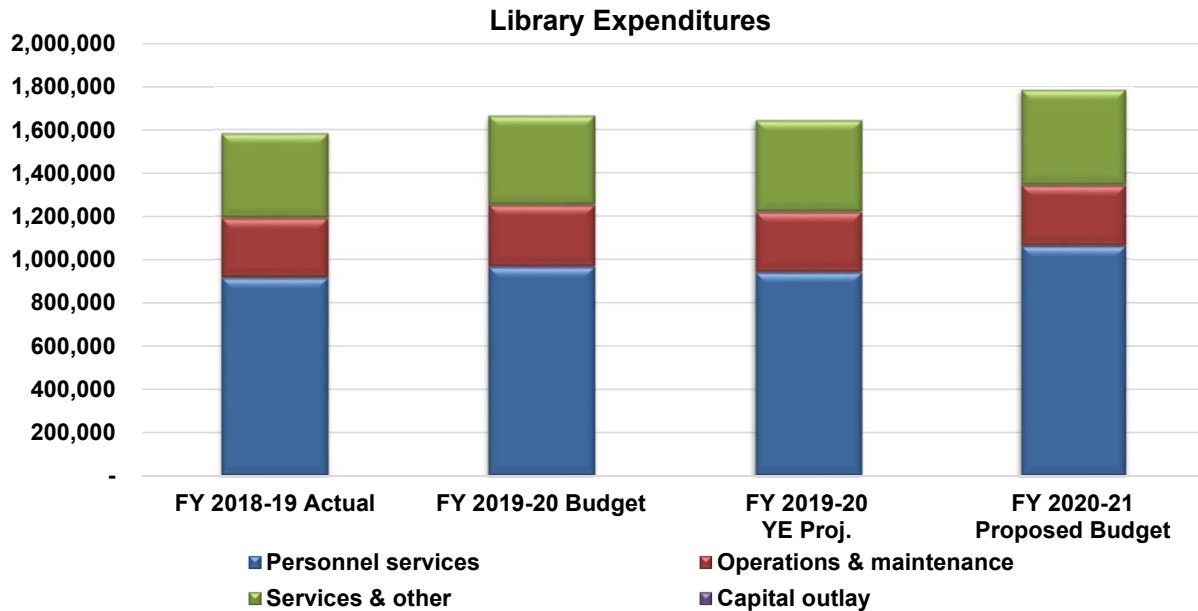
PERFORMANCE INDICATORS

Checkouts per FTE employee as a measure of workload (Texas average of 15,031 checkouts per FTE)	42,275	42,000	25,806	28,387
Library visits per capita (Texas average 3.3)	4.23	4.65	4.24	5.45
Library checkouts per capita (Texas average 4.91)	13.39	13.65	8.14	10.02

LIBRARY

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 915,733	\$ 966,243	\$ 940,241	\$ 1,062,052	\$ 95,809
Operations & maintenance	274,953	285,300	279,100	280,100	(5,200)
Services & other	391,426	412,599	424,074	442,340	29,741
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,582,113	\$ 1,664,142	\$ 1,643,415	\$ 1,784,492	\$ 120,350

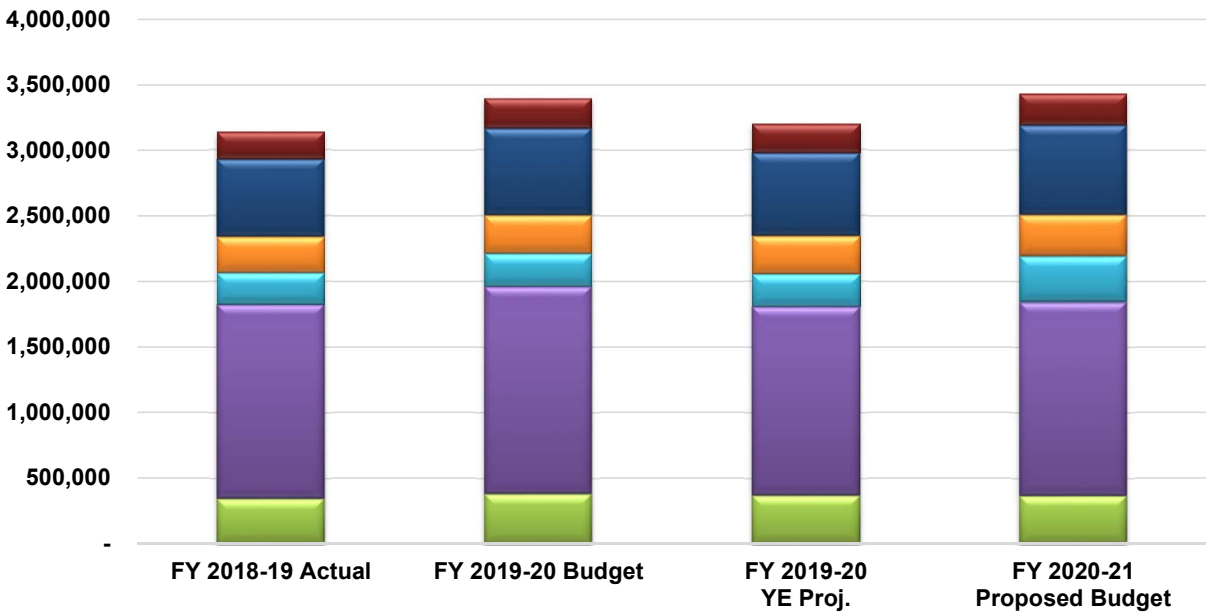
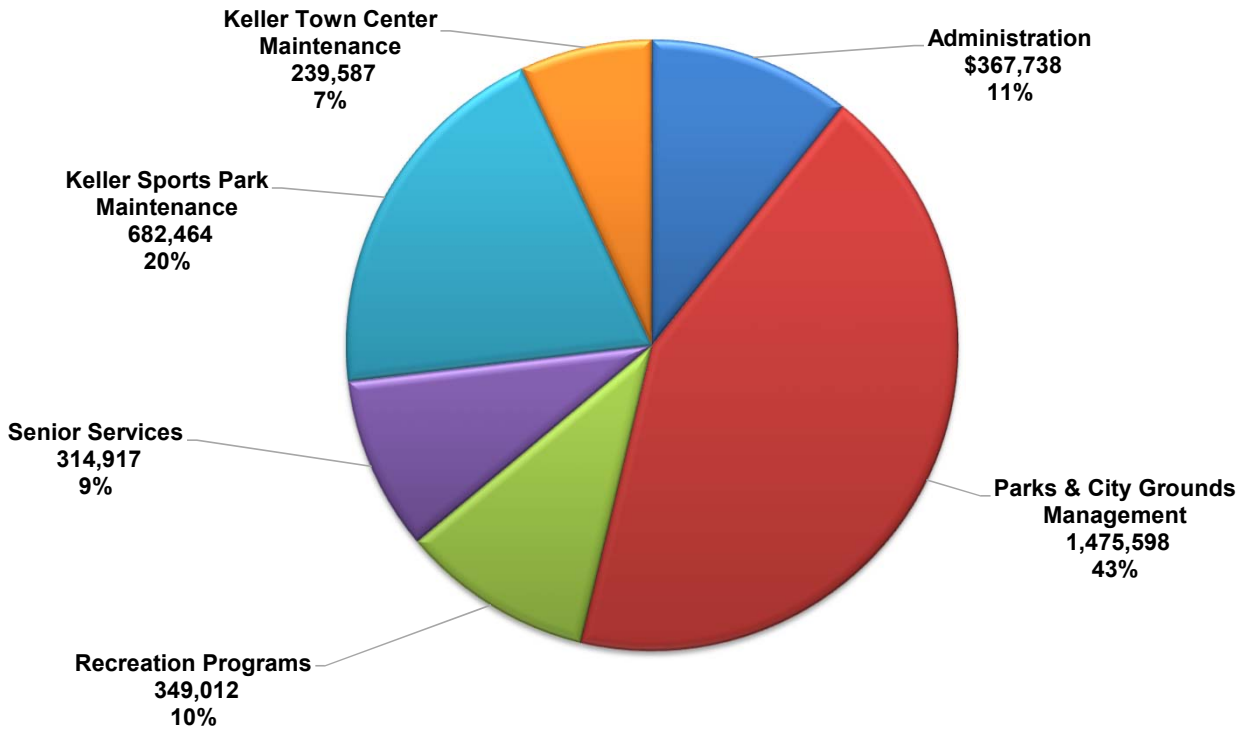


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>DEPARTMENT / DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 (Children's Services)	1.00	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	0.48	-
Circulation Supervisor	1.00	1.00	1.00	1.00	-
Library Clerk II	4.00	4.00	4.00	4.00	-
PT Library Clerk I	2.88	2.88	2.88	2.88	-
Library Aide - Temp/Seasonal	0.16	0.16	0.16	0.16	-
TOTAL	15.52	15.52	15.52	15.52	-

PARKS AND RECREATION



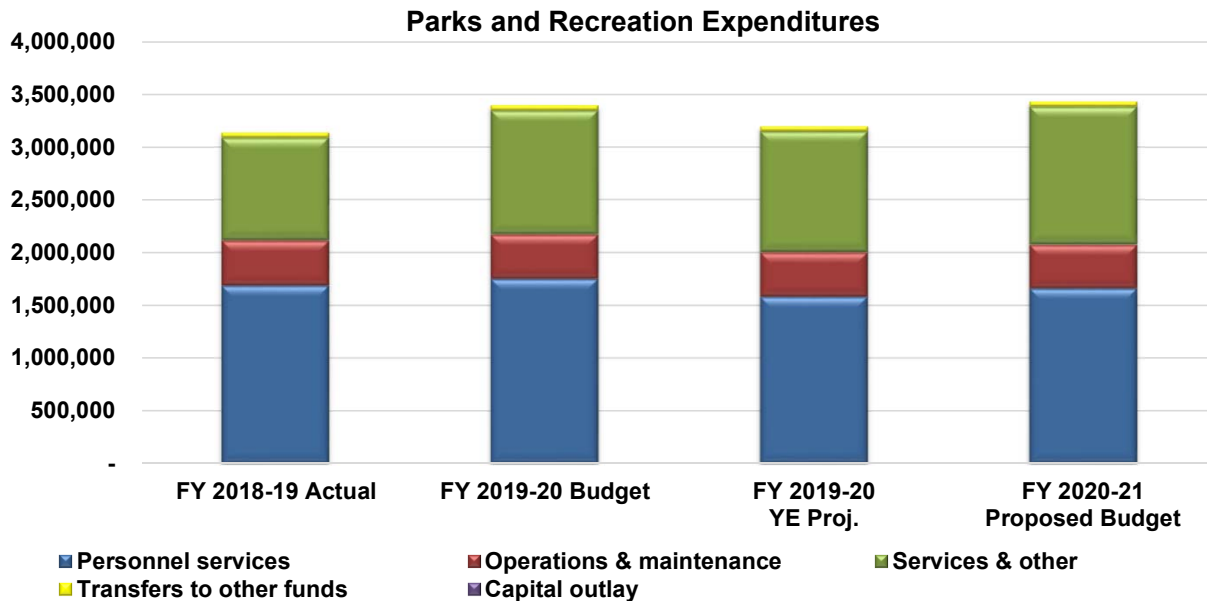
- Administration
- Recreation Programs
- Keller Sports Park Maintenance
- Parks & City Grounds Management
- Senior Services
- Keller Town Center Maintenance

PARKS AND RECREATION DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 344,624	\$ 381,584	\$ 369,978	\$ 367,738	\$ (13,846)
Parks & City Grounds Management	1,477,083	1,578,323	1,436,531	1,475,598	(102,725)
Recreation Programs	243,033	250,757	248,833	349,012	98,255
Senior Services	273,021	290,375	288,158	314,917	24,542
Keller Sports Park Maintenance	591,330	663,030	631,998	682,464	19,434
Keller Town Center Maintenance	207,237	228,916	219,329	239,587	10,671
TOTAL	\$ 3,136,329	\$ 3,392,985	\$ 3,194,827	\$ 3,429,316	\$ 36,331

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 1,682,974	\$ 1,746,491	\$ 1,579,347	\$ 1,657,653	\$ (88,838)
Operations & maintenance	429,323	424,997	419,518	415,669	(9,328)
Services & other	976,432	1,173,897	1,148,362	1,308,394	134,497
Transfers to other funds	47,600	47,600	47,600	47,600	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 3,136,329	\$ 3,392,985	\$ 3,194,827	\$ 3,429,316	\$ 36,331



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Parks & City Grounds Management	9.30	9.30	8.30	8.30	(1.00)
Recreation Programs	2.00	2.00	2.00	2.00	-
Senior Services	3.00	3.00	3.00	3.00	-
Keller Sports Park Maintenance	5.00	5.00	5.00	5.00	-
Keller Town Center Maintenance	0.70	0.70	0.70	0.70	-
TOTAL	23.00	23.00	22.00	22.00	(1.00)

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, Senior Center operations, The Keller Pointe, Keller Town Center maintenance, park capital improvements and development, and grant programs. The Administration Division serves as liaison to the Parks and Recreation Board, Keller Development Corporation, City Council, and special committees and task forces.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Board/Committee Meetings Organized	11	15	11	15
Facility & Park Reservations	957	1,100	850	1,100
PERFORMANCE INDICATORS				
Per capita annual investment in parks and recreation operations	59%	62%	62%	62%
Capital replacement projects completed	7	7	6	6

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 284,300	\$ 297,683	\$ 296,177	\$ 307,055	9,372
Operations & maintenance	3,585	3,050	3,000	3,000	(50)
Services & other	56,739	80,851	70,801	57,683	(23,168)
Capital outlay	-	-	-	-	-
TOTAL	\$ 344,624	\$ 381,584	\$ 369,978	\$ 367,738	(13,846)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Director of Community Services	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Recreation Services Assistant	1.00	1.00	1.00	1.00	-
TOTAL	3.00	3.00	3.00	3.00	-

PARKS AND RECREATION DEPARTMENT

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

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total park acreage (including undeveloped land, but not including Keller Sports Park)	305	305	305	305
Total developed park acreage	207	219	207	219
Total undeveloped park acreage	98	86	98	86
Total miles of hike/bike trails maintained	27.5	27.5	27.5	27.5
Contracted developed park acreage maintained	139	139	139	139
Total playgrounds maintained	9	9	9	9
Total city grounds acreage maintained	27.55	27.55	27.55	27.55

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total developed park acreage per 1,000 residents	4.6	4.8	4.6	4.8
Parks investment per developed acre*	\$7,385	\$7,414	\$7,325	\$7,118
Parks investment per resident*	\$34.02	\$36.13	\$35.12	\$34.57
Developed park acres per full-time maintenance staff	17.25	17.25	23.00	24.33

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

**PARKS AND RECREATION DEPARTMENT
PARKS & CITY GROUNDS MANAGEMENT DIVISION (100-630-60)**

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 717,384	\$ 721,347	\$ 590,963	\$ 603,655	\$ (117,692)
Operations & maintenance	237,055	216,514	210,229	212,259	(4,255)
Services & other	522,643	640,462	635,339	659,684	19,222
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,477,083	\$ 1,578,323	\$ 1,436,531	\$ 1,475,598	\$ (102,725)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Parks Maint. & Development Mgr.	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	-
Park/Landscape Maint. Worker	3.65	3.65	3.65	3.65	-
Park/Landscape Maint. Worker II	1.65	1.65	1.65	1.65	-
TOTAL	9.30	9.30	8.30	8.30	(1.00)

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 Special Events, programs, and activities. Annual special events administered by the department include I Heart BBQ, Holly Days, Outdoor Holiday Decorating Contest, Spring Egg Scramble, Fishing for Fun (2), Daddy/Daughter Dance (4), Keller Summer Nights (5), Family Campout, Haunted Campout, Haunted Trail, Date Night, and Trash Bash (2). In addition to Special Events the programs offered by our department include A Sense of Adventure (8), Yappy Hour (8), Night Hike (12), Family Fit Night(12), TAAF Swim, and Adopt-a-Street. Approximately 35% of the funding for special events and programs is supported by the general fund. The remaining 65% is generated through 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 demographic. Specifically 90% family friendly, 10% young adults.
2. Create opportunities for revitalization of community through trash bash, fishing, adopt-a-street and adopt-a-spot programs, in addition to promoting Tree City USA through Arbor Day celebrations.
3. Develop new partnerships in addition to existing partnerships.
4. Continue to develop park programs such as night hike and yappy hour.
5. Create a cohesive marketing strategy for all recreation divisions that increases social media following by 25%.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Special events provided annually	20	19	15	20
Recreation Program Volunteers	724	1,400	900	1,400
Number of partnerships developed	15	18	10	18
Programs provided annually	18	30	20	30
TAAF Swim	1	1	-	1
PERFORMANCE INDICATORS				
Special event guests	21,550	18,000	20,000	25,000
Recreation program volunteer hours	3,220	5,000	3,190	4,000
Recreation partnership dollars generated	54,902	45,000	40,000	55,000
TAAF swim participants	193	225	200	300

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 176,349	\$ 177,923	\$ 177,121	\$ 184,418	\$ 6,495
Operations & maintenance	9,142	13,957	13,707	11,499	(2,458)
Services & other	23,442	24,777	23,905	118,995	94,218
Transfers to other funds	34,100	34,100	34,100	34,100	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 243,033	\$ 250,757	\$ 248,833	\$ 349,012	\$ 98,255

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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, meal program and special events for the 55-plus population and their families. The facility includes one large activity room, two class classrooms, one small multipurpose room, an area for socializing and a kitchen.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

1. Increase sponsorship opportunities through newsletter advertisements and annual fundraiser.
2. Offer multigenerational classes to enhance awareness of the senior activities center to the public.
3. Increase the amount and variety of trips offered.
4. Establish new volunteer opportunities that align with our goals and mission.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Number of Annual Memberships	1,286	950	1,124	1,000
Annual Senior Services Programs	1,995	1,850	1,166	1,500
Number of Trips offered	53	65	27	45
Number of Community Partners	34	25	30	35
Number of Donations Provided to Senior Center	57	55	104	60

PERFORMANCE INDICATORS

Annual Facility Attendance	16,764	13,000	7,300	13,000
Annual Senior Services Program Attendance	23,840	20,000	13,000	20,000
Special Event Participants	3,258	3,000	2,545	3,000
Trip Participants	692	850	300	600
Annual Donation Total	\$25,967	\$25,000	\$20,000	25,000

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 204,951	\$ 213,509	\$ 212,882	\$ 220,421	\$ 6,912
Operations & maintenance	16,238	18,975	18,975	19,560	585
Services & other	51,833	57,891	56,301	74,936	17,045
Capital outlay	-	-	-	-	-
TOTAL	\$ 273,021	\$ 290,375	\$ 288,158	\$ 314,917	\$ 24,542

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
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 Keller Development Corporations ½ cent sales tax.

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

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

DEPARTMENT/DIVISION GOALS:

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

PARKS AND RECREATION DEPARTMENT

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total Sports Park acreage	175	175	175	175
Total Sports Park acreage maintained privately	18	18	18	18
Contracted developed park acreage maintained	50	38	50	50
Total Sports Park acreage undeveloped	52	52	52	52
Total facility square footage maintained	13,277	13,277	13,277	13,277

PERFORMANCE INDICATORS

Sports Park operating & maintenance cost per acre*	\$7,265	\$7,049	\$6,726	\$6,625
Sports Park operating & maintenance cost per capita*	\$18.14	\$17.60	\$16.80	\$16.54
Developed Sports Park acres per maintenance staff*	13.37	20.86	20.86	20.86
Non-Resident Fees Collected	\$131,400	\$145,000	\$66,000	\$135,000

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 284,340	\$ 297,449	\$ 275,711	\$ 299,970	\$ 2,521
Operations & maintenance	123,845	137,864	138,970	134,714	(3,150)
Services & other	183,145	227,717	217,317	247,780	20,063
Capital outlay	-	-	-	-	-
TOTAL	\$ 591,330	\$ 663,030	\$ 631,998	\$ 682,464	\$ 19,434

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	3.00	3.00	3.00	3.00	-
Temp/Seasonal	-	-	-	-	-
TOTAL	5.00	5.00	5.00	5.00	-

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 the Keller Town Center Property Owners Association District.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Association fee revenue	\$88,495	\$80,000	\$92,099	\$80,000
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

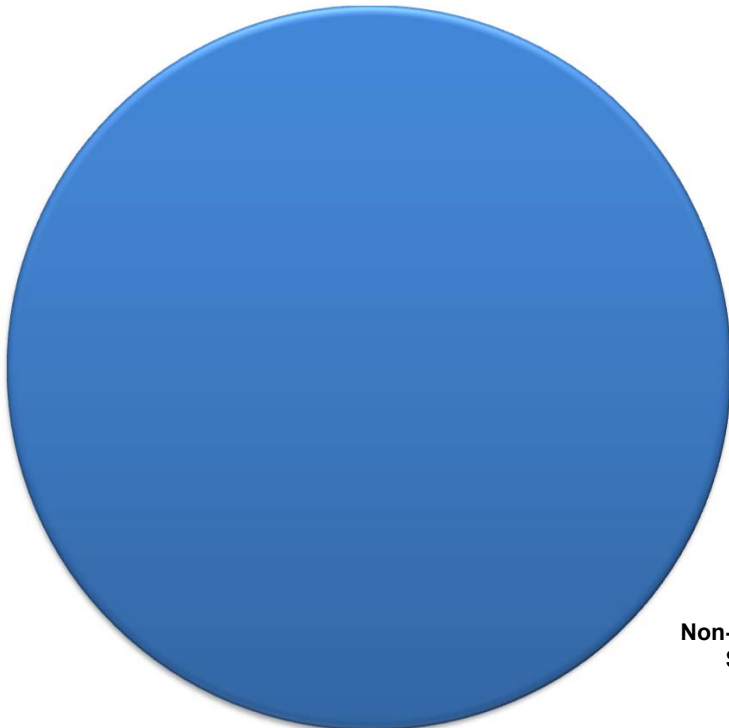
EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 15,649	\$ 38,580	\$ 26,493	\$ 42,134	\$ 3,554
Operations & maintenance	39,458	34,637	34,637	34,637	-
Services & other	138,630	142,199	144,699	149,316	7,117
Transfers to other funds	13,500	13,500	13,500	13,500	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 207,237	\$ 228,916	\$ 219,329	\$ 239,587	\$ 10,671

PERSONNEL SUMMARY

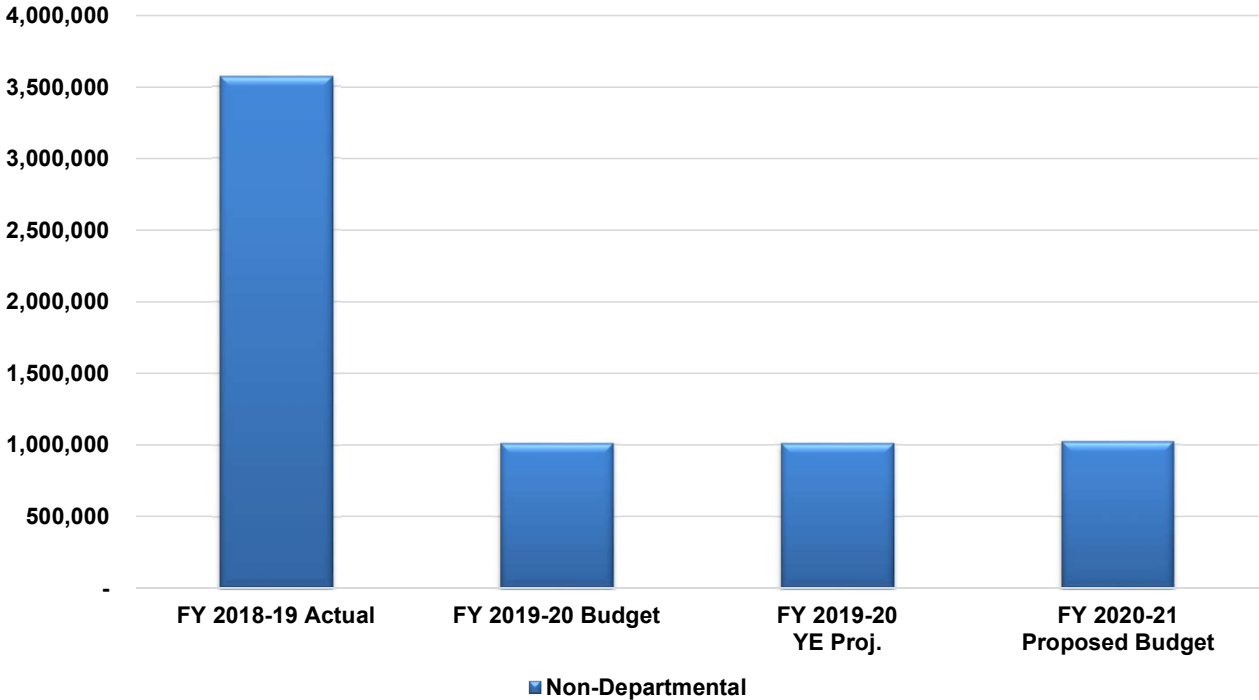
(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Park/Landscape Maint. Worker	0.35	0.35	0.35	0.35	-
Park/Landscape Maint. Worker II	0.35	0.35	0.35	0.35	-
TOTAL	0.70	0.70	0.70	0.70	-

GENERAL FUND NON-DEPARTMENTAL



Non-Departmental
\$1,020,618
100%

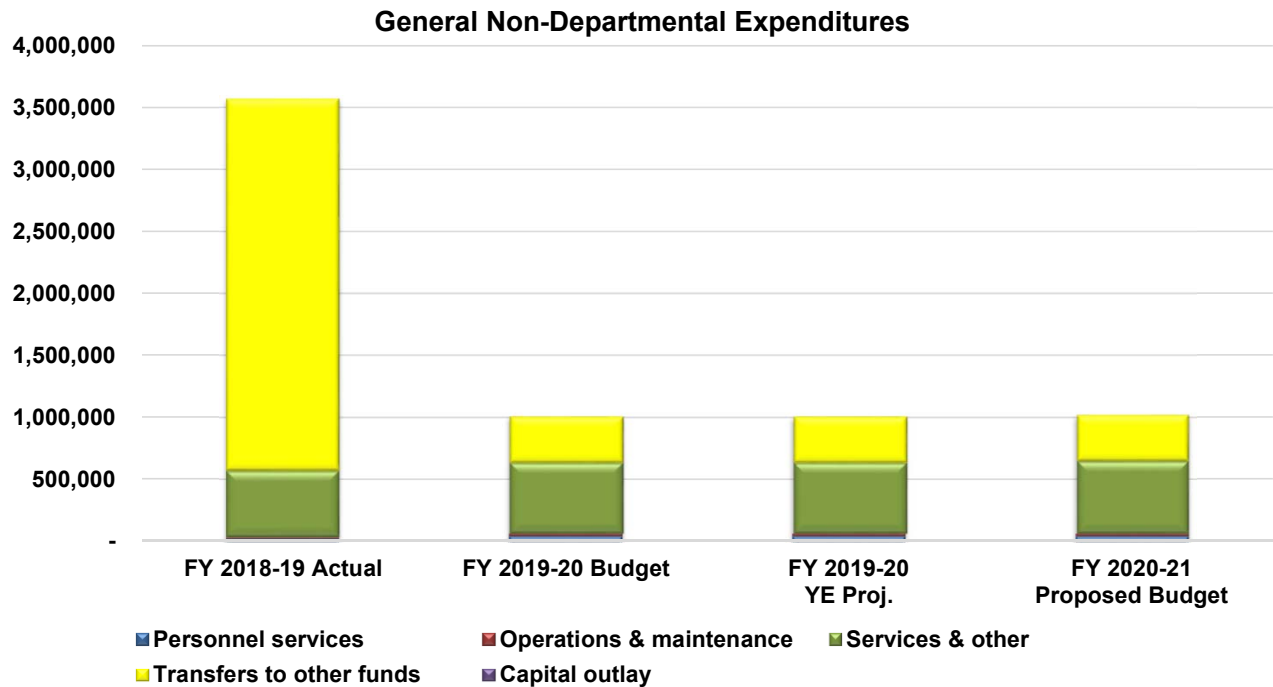


GENERAL FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Non-Departmental	\$ 3,568,973	\$ 1,008,251	\$ 1,008,251	\$ 1,020,618	\$ 12,367
TOTAL	\$ 3,568,973	\$ 1,008,251	\$ 1,008,251	\$ 1,020,618	\$ 12,367

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 20,565	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
Operations & maintenance	13,075	21,120	21,120	21,120	-
Services & other	535,334	572,131	572,131	584,498	12,367
Transfers to other funds	3,000,000	375,000	375,000	375,000	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 3,568,973	\$ 1,008,251	\$ 1,008,251	\$ 1,020,618	\$ 12,367



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DEPARTMENT:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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

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

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

City of **KELLER**

WATER AND WASTEWATER FUND OVERVIEW

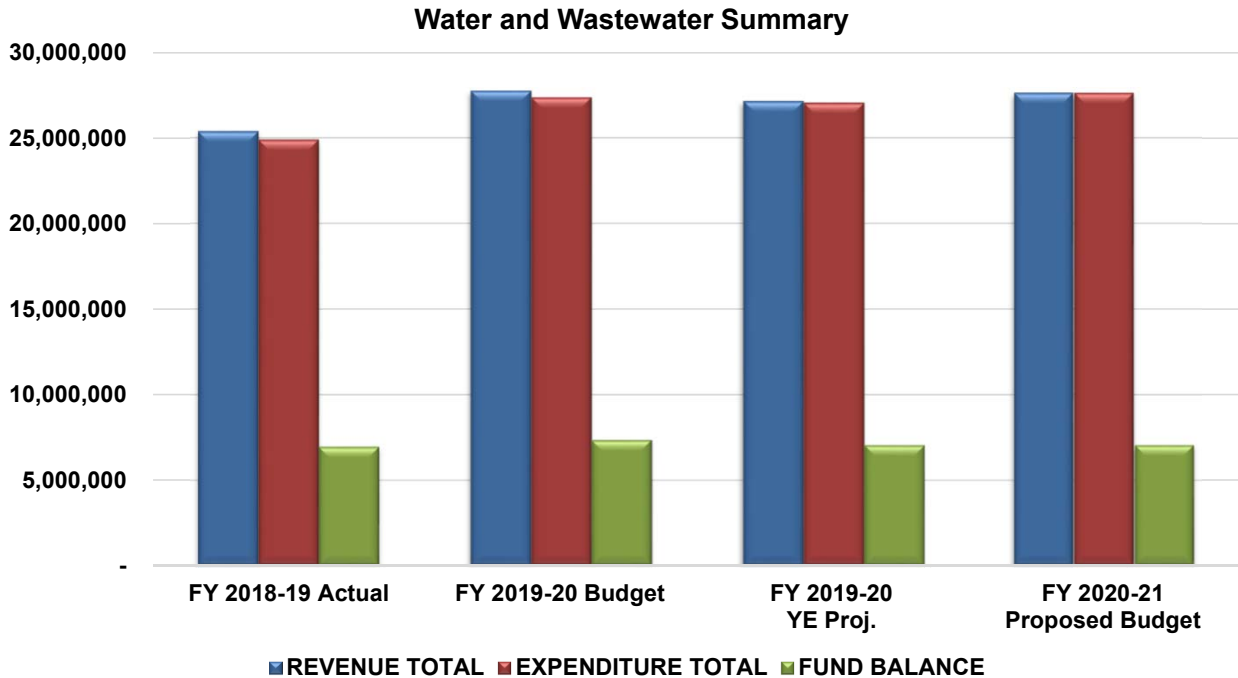
FUND DESCRIPTION:

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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUE TOTAL	\$ 25,348,430	\$ 27,733,604	\$ 27,111,393	\$ 27,601,020	\$ (132,584)
EXPENDITURE TOTAL	\$ 24,865,338	\$ 27,338,452	\$ 27,023,280	\$ 27,594,670	\$ 256,218
VARIANCE	\$ 483,092	\$ 395,152	\$ 88,113	\$ 6,350	\$ (388,802)
ASSIGNED					
RESERVE FUND BALANCE	4,834,927	5,315,810	5,254,527	6,899,645	1,583,835
UNASSIGNED FUND BALANCE	2,096,891	2,011,160	1,765,404	126,636	(1,884,524)
FUND BALANCE	\$ 6,931,818	\$ 7,326,970	\$ 7,019,931	\$ 7,026,281	\$ (300,689)

RESERVE AND UNASSIGNED ANALYSIS

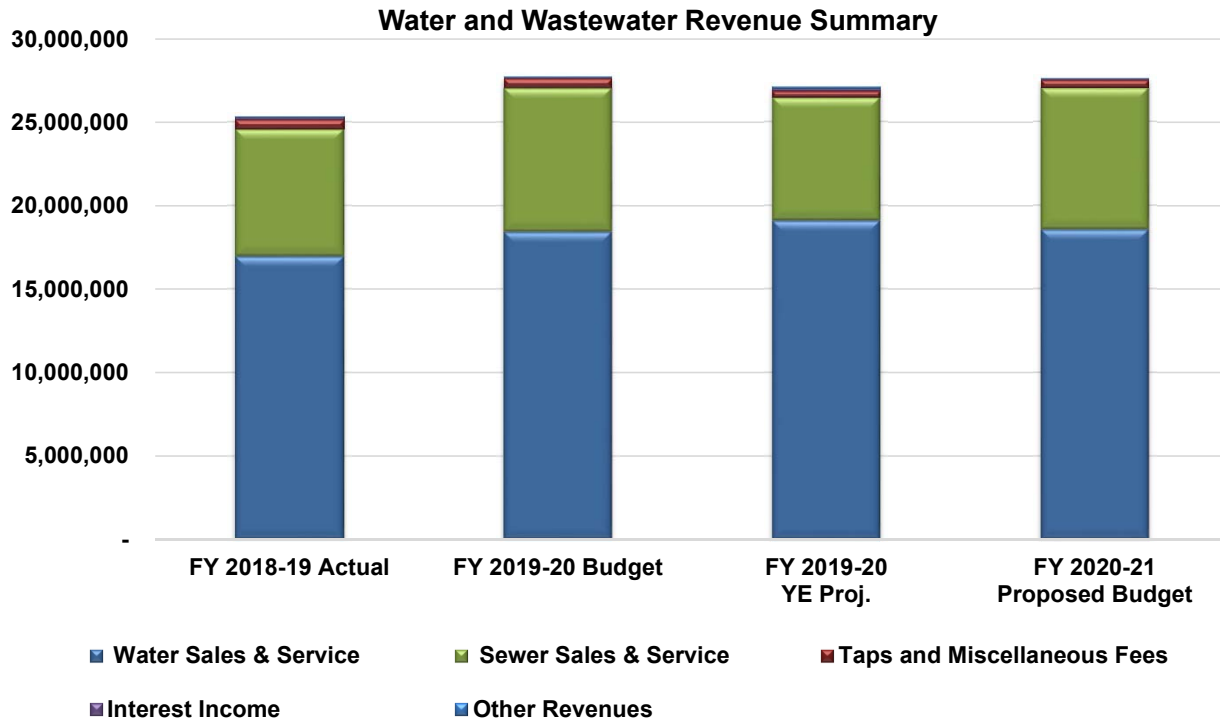
% OF OPERATING EXPENDITURES	27.9%	26.8%	26.0%	25.5%
TARGET % LEVEL	19.4%	19.4%	19.4%	19.4%



WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND REVENUES

<i>Revenues</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Operating Revenues					
Water Sales & Service	\$ 16,963,832	\$ 18,427,298	\$ 19,078,570	\$ 18,545,260	\$ 117,962
Sewer Sales & Service	7,616,682	8,628,306	7,378,233	8,480,010	(148,296)
Total Operating Revenues	\$ 24,580,515	\$ 27,055,604	\$ 26,456,803	\$ 27,025,270	\$ (30,334)
Other Revenue					
Taps and Miscellaneous Fees	\$ 562,221	\$ 561,448	\$ 376,027	\$ 467,689	\$ (93,759)
Interest Income	128,819	42,024	140,777	42,024	-
Other Revenues	76,875	74,528	137,786	66,037	(8,491)
Total Other Revenues	\$ 767,915	\$ 678,000	\$ 654,590	\$ 575,750	\$ (102,250)
TOTAL REVENUES	\$ 25,348,430	\$ 27,733,604	\$ 27,111,393	\$ 27,601,020	\$ (132,584)



WATER AND WASTEWATER FUND OVERVIEW

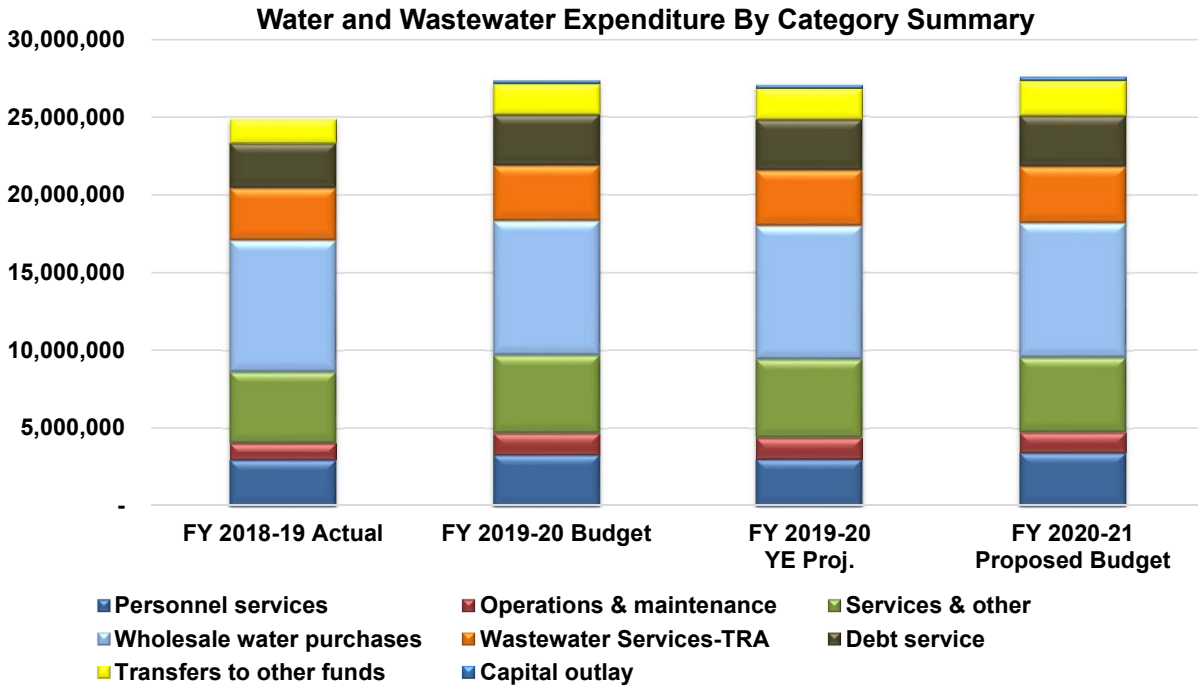
DETAIL OF WATER AND WASTEWATER FUND REVENUES

	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
<i>Operating Revenues</i>	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Water Sales & Service	\$ 16,958,608	\$ 18,419,357	\$ 19,077,427	\$ 18,543,225	\$ 123,868
Unclassified Water Revenue	5,224	7,941	1,143	2,035	(5,906)
Sewer Sales & Service	7,616,682	8,628,306	7,378,233	8,480,010	(148,296)
Total Operating Revenues	\$ 24,580,515	\$ 27,055,604	\$ 26,456,803	\$ 27,025,270	\$ (30,334)
<i>Miscellaneous Fees</i>					
Water Taps & Connect Fees	\$ 49,513	\$ 55,456	\$ 47,754	\$ 50,389	\$ (5,067)
Hydrant Meter Rental/Penalty	15,775	12,494	6,135	10,584	(1,910)
Sewer Tap Fees	7,700	3,629	4,895	4,895	1,266
Sewer Camera System Services	22,725	26,853	25,789	24,729	(2,124)
Reconnect Fees	37,225	36,125	30,944	29,682	(6,443)
Account Activation Fee	25,635	24,783	27,597	26,658	1,875
Account Transfer Fee	1,110	1,350	1,409	1,271	(79)
Inspection Fees-W&S	82,293	52,859	8,761	2,534	(50,325)
Penalty Revenue	206,824	205,365	125,421	205,365	-
Other Services	8,350	9,654	6,512	6,512	(3,142)
Administrative Svcs-Drainage	105,070	132,880	90,810	105,070	(27,810)
Total Miscellaneous Fees	\$ 562,221	\$ 561,448	\$ 376,027	\$ 467,689	\$ (93,759)
<i>Other Revenue</i>					
Interest Revenue-Investments	\$ 128,819	\$ 42,024	\$ 140,777	\$ 42,024	\$ -
Write Off Recovery	3,209	4,461	4,371	4,172	(289)
I/G Rev-Southlake	60,850	59,319	51,117	51,117	(8,202)
Cash Over/Short	(118)	-	(68)	-	-
Miscellaneous Revenue	9,623	10,748	75,752	10,748	-
Auction Proceeds	796	-	6,614	-	-
Use Of Fund Balance	2,515	-	-	-	-
Total Other Revenue	\$ 205,694	\$ 116,552	\$ 278,563	\$ 108,061	\$ (8,491)
TOTAL REVENUES	\$ 25,348,430	\$ 27,733,604	\$ 27,111,393	\$ 27,601,020	\$ (132,584)

WATER AND WASTEWATER FUND OVERVIEW

SUMMARY OF WATER AND WASTEWATER FUND EXPENDITURES

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 2,992,343	\$ 3,321,930	\$ 3,028,491	\$ 3,445,174	\$ 123,244
Operations & maintenance	1,066,302	1,383,296	1,373,589	1,306,899	(76,397)
Services & other	4,575,191	4,992,479	5,034,214	4,811,543	(180,936)
Wholesale water purchases	8,457,766	8,614,600	8,560,839	8,641,707	27,107
Wastewater Services-TRA	3,356,157	3,561,059	3,561,059	3,626,637	65,578
Debt service	2,880,579	3,257,088	3,257,088	3,263,805	6,717
Transfers to other funds	1,537,000	1,973,000	1,973,000	2,233,905	260,905
Capital outlay	-	235,000	235,000	265,000	30,000
TOTAL	\$ 24,865,338	\$ 27,338,452	\$ 27,023,280	\$ 27,594,670	\$ 256,218

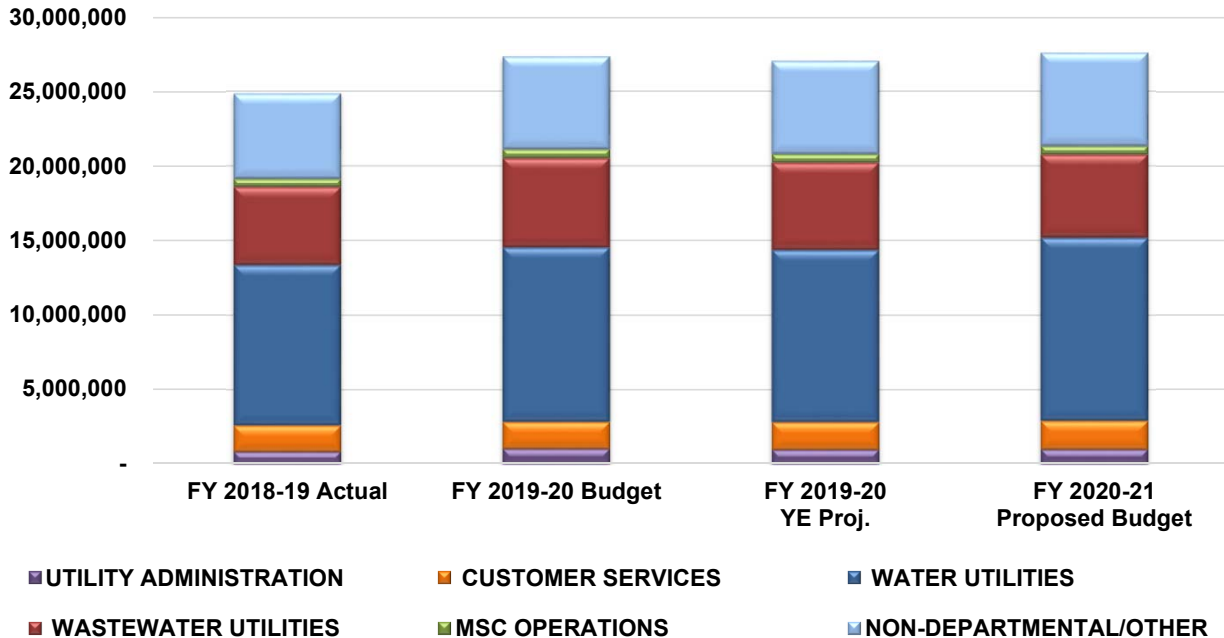


WATER AND WASTEWATER FUND OVERVIEW

EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
UTILITY ADMINISTRATION	\$ 818,964	\$ 1,007,709	\$ 934,257	\$ 972,011	\$ (35,698)
<u>CUSTOMER SERVICES</u>					
Administration	\$ 1,023,084	\$ 1,037,401	\$ 1,088,866	\$ 1,144,950	\$ 107,549
Field Services	743,255	774,236	764,014	772,618	(1,618)
CUSTOMER SERVICES	\$ 1,766,339	\$ 1,811,637	\$ 1,852,880	\$ 1,917,568	\$ 105,931
<u>WATER UTILITIES</u>					
Water Production	\$ 9,289,681	\$ 9,694,098	\$ 9,639,110	\$ 9,565,248	\$ (128,850)
Water Distribution	1,477,947	2,026,498	1,944,138	2,730,703	704,205
WATER UTILITIES	\$ 10,767,627	\$ 11,720,596	\$ 11,583,248	\$ 12,295,951	\$ 575,355
<u>WASTEWATER UTILITIES</u>					
Wastewater Collection	\$ 1,908,071	\$ 2,429,988	\$ 2,286,297	\$ 1,958,957	\$ (471,031)
Wastewater Treatment	3,356,157	3,561,059	3,561,059	3,626,637	65,578
WASTEWATER UTILITIES	\$ 5,264,228	\$ 5,991,047	\$ 5,847,356	\$ 5,585,594	\$ (405,453)
MSC OPERATIONS	\$ 517,717	\$ 568,970	\$ 567,046	\$ 563,092	\$ (5,878)
NON-DEPARTMENTAL/OTHER	\$ 5,730,462	\$ 6,238,493	\$ 6,238,493	\$ 6,260,454	\$ 21,961
TOTAL	\$ 24,865,338	\$ 27,338,452	\$ 27,023,280	\$ 27,594,670	\$ 256,218

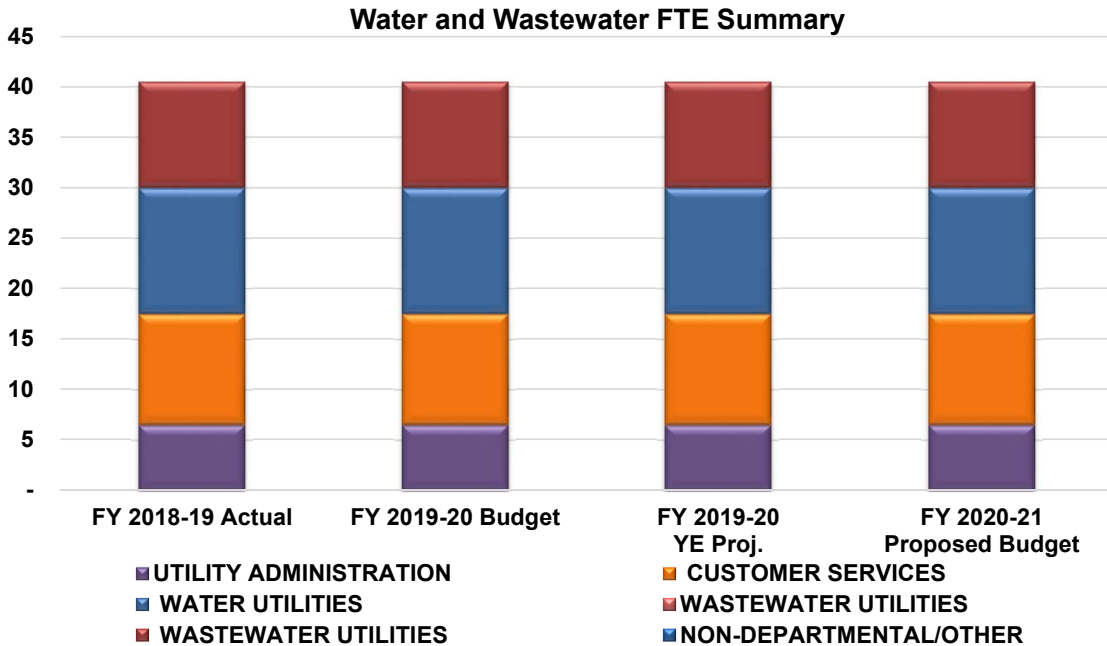
Water and Wastewater Expenditure Summary By Department



WATER AND WASTEWATER FUND OVERVIEW

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

<i>PERSONNEL BY ACTIVITY/DEPT:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
UTILITY ADMINISTRATION	6.48	6.48	6.48	6.48	-
<u>CUSTOMER SERVICES</u>					
Administration	7.00	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
CUSTOMER SERVICES	11.00	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	42.48	42.48	42.48	42.48	-



UTILITY ADMINISTRATION

UTILITY ADMINISTRATION (200-700-01)

DEPARTMENT DESCRIPTION:

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

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

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

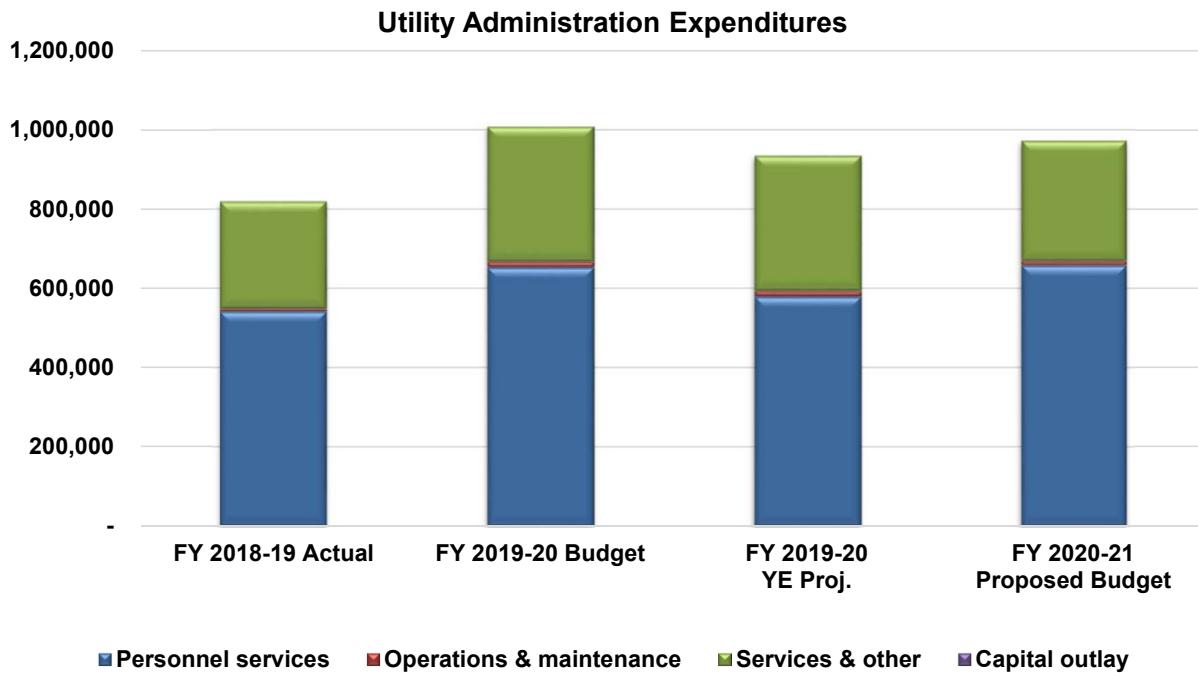
SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Customer Service Inspections (CSI)	644	450	600	600
Backflow devices tested	2,400	2,000	3,000	3,000
Mosquito samples collected and tested	100	80	90	90
Mosquito spraying events conducted	0	7	5	5
 PERFORMANCE INDICATORS				
% of Double Positive Mosquito test sites	0	0	0	0
% of CSI plan being met	100	100	100	100

UTILITY ADMINISTRATION

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 541,902	\$ 652,224	\$ 578,772	\$ 657,676	\$ 5,452
Operations & maintenance	5,760	13,791	13,791	10,241	(3,550)
Services & other	271,303	341,694	341,694	304,094	(37,600)
Capital outlay	-	-	-	-	-
TOTAL	\$ 818,964	\$ 1,007,709	\$ 934,257	\$ 972,011	\$ (35,698)

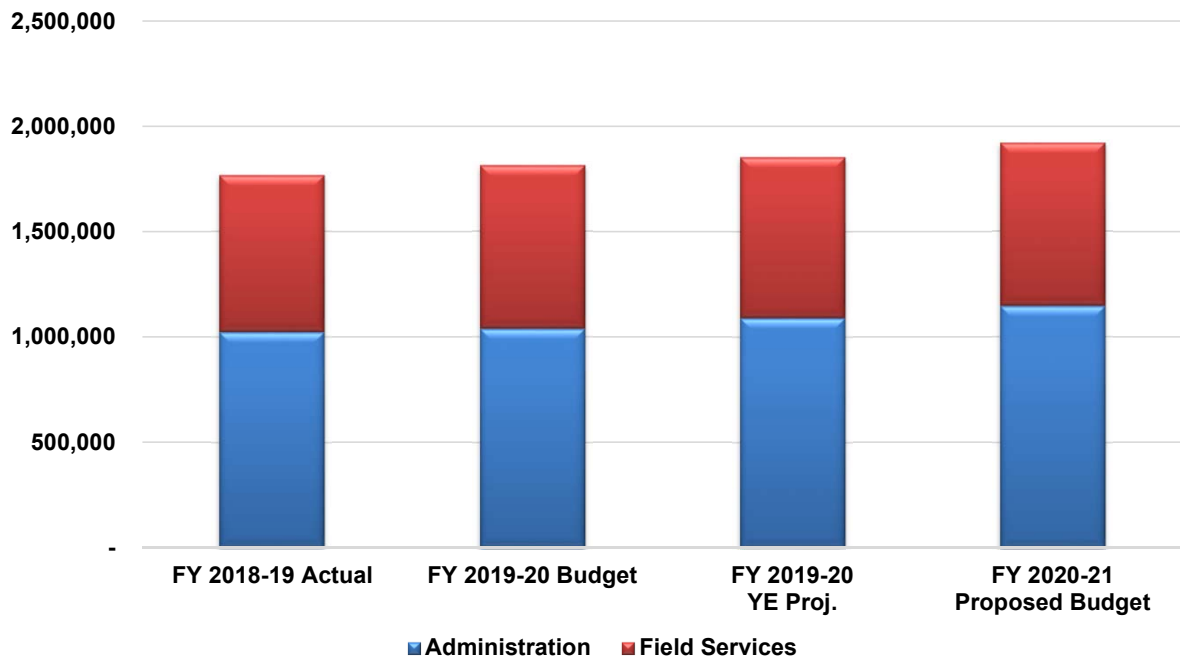
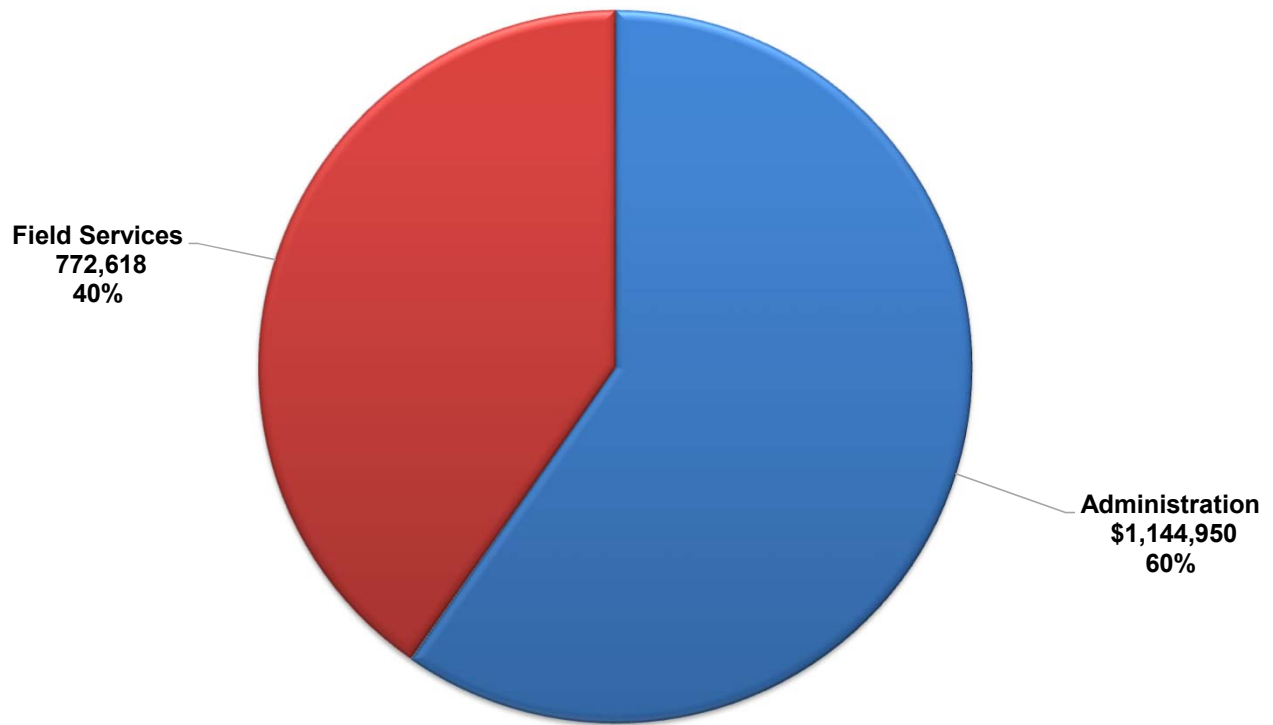


PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Environmental Services Specialist	1.00	1.00	1.00	1.00	-
Customer Service Coordinator	1.00	1.00	1.00	1.00	-
Customer Service Tech.	1.00	1.00	1.00	1.00	-
Environmental Services Technician	0.48	0.48	0.48	0.48	-
TOTAL	6.48	6.48	6.48	6.48	-

CUSTOMER SERVICES

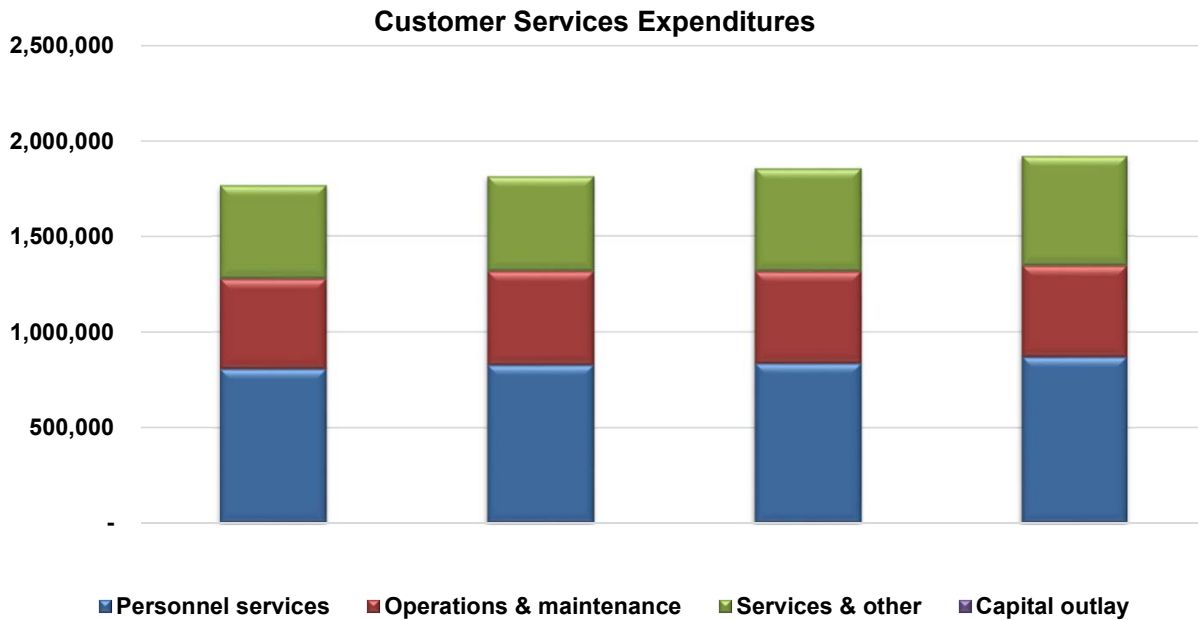


CUSTOMER SERVICES DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	\$ 1,023,084	\$ 1,037,401	\$ 1,088,866	\$ 1,144,950	\$ 107,549
Field Services	743,255	774,236	764,014	772,618	(1,618)
TOTAL	\$ 1,766,339	\$ 1,811,637	\$ 1,852,880	\$ 1,917,568	\$ 105,931

<i>EXPENDITURES BY CATEGORY:</i>					
Personnel services	\$ 806,140	\$ 826,618	\$ 835,833	\$ 868,128	\$ 41,510
Operations & maintenance	472,285	490,914	481,207	479,117	(11,797)
Services & other	487,914	494,105	535,840	570,323	76,218
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,766,339	\$ 1,811,637	\$ 1,852,880	\$ 1,917,568	\$ 105,931



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	7.00	7.00	7.00	7.00	-
Field Services	4.00	4.00	4.00	4.00	-
TOTAL	11.00	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 loss by identifying slow and stopped water meters with timely investigation and or meter replacement.
4. Maintain and improve the automated online payment processing to better serve utility customers.
5. Assist and educate customers with respect to water conservation and efficient uses.
6. Maintain electronic (wireless) meter reading program.
7. Work with collection agency to recover outstanding delinquent utility bills.
8. Continue to monitor the Identity Theft Prevention program required by law.

DEPARTMENT/DIVISION OBJECTIVES:

1. Utilize paperless work order system using 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. Continue to learn and adopt current best practices within Utility Billing.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Customer meter reading routes maintained	70	70	70	70
# of Billing Cycles	2	2	2	2
Water customers billed	189,517	190,000	190,400	190,600
Sewer customers billed	162,249	162,000	163,200	163,400
Drainage customers billed	182,536	183,000	183,300	183,400
Garbage customers billed	173,388	173,000	183,900	184,000
Total water gallons billed (millions gallons)	2,292	2,000	2,272	3,000
Annual delinquent statements processed	15,612	16,000	11,980	12,000
E-mailed delinquent statements processed	3,479	2,500	3,305	3,100
Customer security deposits processed	1,702	1,500	1,550	1,600
Services disconnected for non-payment	1,503	1,600	1,740	1,700
Customer transfers & final accounts processed	1,751	1,400	1,500	1,600
# of on-line automated payments (000's)	78,506	83,060	83,500	84,000
Total amount of online automated payments (000's)	\$12,528	\$10,193	\$13,948	14,000
# of lockbox payments processed	24,076	16,208	15,800	16,000
Total amount of lockbox payments processed (000's)	\$5,072	\$2,869	\$3,758	4,000

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

SERVICES PROVIDED: (CONTINUED)

# of credit card draft payments (000's)	29,059	32,508	34,900	35,000
Total amount of credit card draft payments (000's)	\$5,006	\$4,772	\$5,468	5,500
# of bank draft payments (000's)	25,078	27,393	27,290	28,000
Total amount of bank draft payments (000's)	\$4,362	\$3,968	\$4,241	\$4,300

PERFORMANCE INDICATORS	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Monthly average billing:				
Average monthly water customers billed	15,793	16,000	15,800	16,200
Average monthly sewer customers billed	13,520	14,000	13,600	13,700
Average monthly drainage customers billed	15,211	15,600	15,300	15,400
Average monthly garbage customers billed	14,449	14,800	14,500	14,600
Average water usage per customer	12,899	8,000	11,900	12,000
Average water bill per customer	\$84.53	\$65.00	\$82.27	\$82.50
Average water revenue 1,000 gallons billed	\$6.98	\$8.00	\$6.89	\$6.90
Average sewer bill per customer	\$46.99	\$49.00	\$45.84	\$46.00
Average drainage bill per customer	\$8.03	\$9.00	\$8.05	\$8.10
Average garbage bill per customer	\$13.01	\$13.60	\$13.51	\$13.50
Average daily phone inquires	130	120	123	120

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 504,801	\$ 511,360	\$ 523,813	\$ 545,636	\$ 34,276
Operations & maintenance	70,993	77,287	74,564	74,974	(2,313)
Services & other	447,290	448,754	490,489	524,340	75,586
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,023,084	\$ 1,037,401	\$ 1,088,866	\$ 1,144,950	\$ 107,549

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Utility Billing Manager	1.00	1.00	1.00	1.00	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Utility Billing Supervisor	1.00	1.00	1.00	1.00	-
Senior Customer Service Representative	1.00	1.00	1.00	1.00	-
Customer Service Representative	3.00	3.00	3.00	3.00	-
TOTAL	7.00	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, meter box replacement and maintenance.

DEPARTMENT/DIVISION GOALS:

1. Continue to provide timely and efficient customer service.
2. Maintain meter reading accuracy rate of at least 99.9% of total meters read by ensuring that meters are in proper working order, and utilizing automated meter reading technology.
3. Minimize water loss by identifying slow and stopped water meters with timely investigation and/or meter replacement.
4. Assist and educate customers with respect to water conservation.
5. Maintain radio (wireless) meter reading.
6. Meter replacement program average 1,600 per year (per conservation ordinance).
7. Continue to promote safety awareness (goal to be accident free).

DEPARTMENT/DIVISION OBJECTIVES:

1. Utilize paperless work system using STW software and tablets.
2. Continue to promote error free environment.
3. Continue to learn and adopt current best practices within Field Services.
4. Continue to promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions to the City's vision.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Customer meter reading routes maintained	70	70	70	70
Service calls made to customers (including re-reads)	5,940	5,000	5,100	5,500
Total water meters read (monthly average)	16,367	16,500	16,430	16,700
Work orders completed	6,000	5,000	9,000	9,100
Annual new meter exchanges	1,487	1,600	2,100	2,000
Annual new meter sets	121	150	190	200

PERFORMANCE INDICATORS

Billing cycles read on schedule	100%	100%	100%	100%
Meter reading accuracy rate	99.99%	99.99%	99.99%	100%
Average hours to read a billing cycle	24	24	24	24
Manual re-reads as a % of total meter reads	0.01%	0.01%	0.01%	0.01%

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

EXPENDITURE SUMMARY

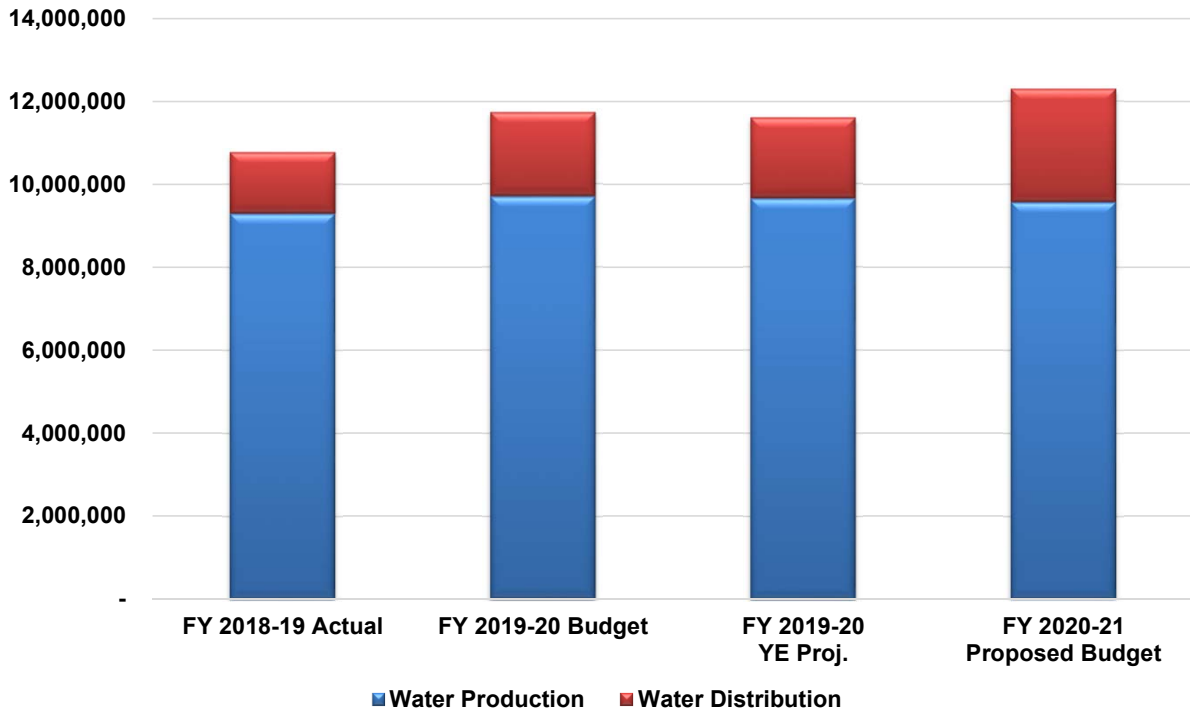
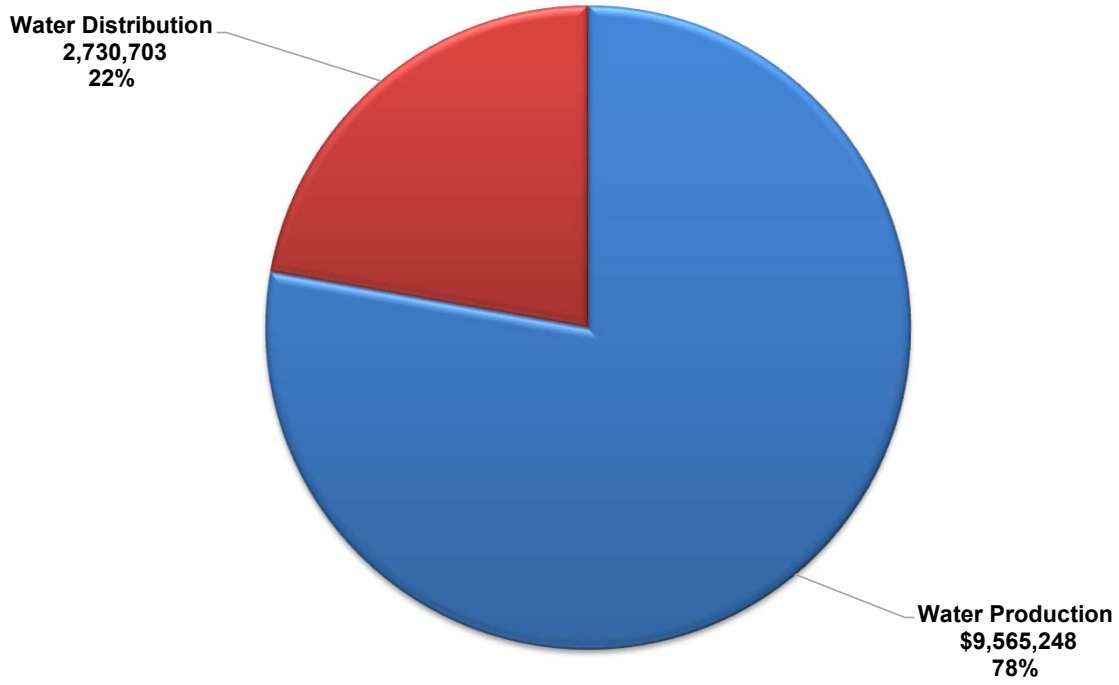
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 301,339	\$ 315,258	\$ 312,020	\$ 322,492	\$ 7,234
Operations & maintenance	401,292	413,627	406,643	404,143	(9,484)
Services & other	40,624	45,351	45,351	45,983	632
Capital outlay	-	-	-	-	-
TOTAL	\$ 743,255	\$ 774,236	\$ 764,014	\$ 772,618	\$ (1,618)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Field Service Maint. Technician	4.00	4.00	4.00	4.00	-
TOTAL	4.00	4.00	4.00	4.00	-

WATER UTILITIES

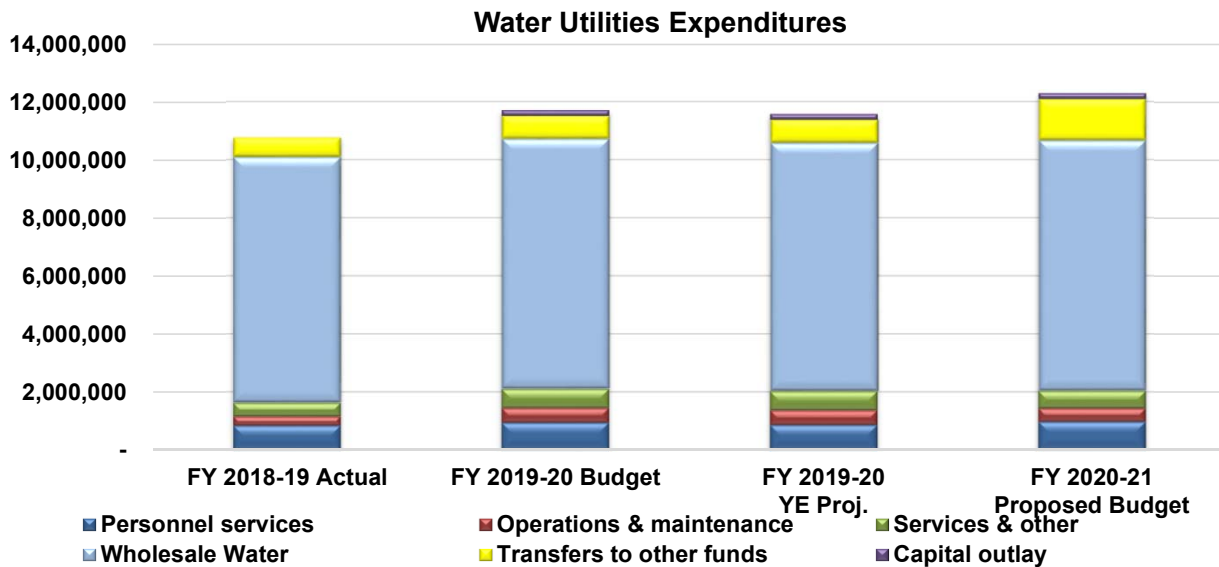


WATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Water Production	\$ 9,289,681	\$ 9,694,098	\$ 9,639,110	\$ 9,565,248	\$ (128,850)
Water Distribution	1,477,947	2,026,498	1,944,138	2,730,703	704,205
TOTAL	\$ 10,767,627	\$ 11,720,596	\$ 11,583,248	\$ 12,295,951	\$ 575,355

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 842,651	\$ 944,293	\$ 860,706	\$ 970,372	\$ 26,079
Operations & maintenance	315,487	506,597	506,597	472,297	(34,300)
Services & other	472,223	652,106	652,106	587,670	(64,436)
Wholesale Water	8,457,766	8,614,600	8,560,839	8,641,707	27,107
Transfers to other funds	679,500	803,000	803,000	1,423,905	620,905
Capital outlay	-	200,000	200,000	200,000	-
TOTAL	\$ 10,767,627	\$ 11,720,596	\$ 11,583,248	\$ 12,295,951	\$ 575,355



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 for conducting system quality tests and water tank (x5) operations and maintenance.

DEPARTMENT/DIVISION GOALS:

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

DEPARTMENT/DIVISION OBJECTIVES:

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

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total gallons purchased (million gallons)	2,694	3,000	2,900	3,000
Peak day water demand (million gallons)	19.1	22.0	22.0	22.0
Daily site inspections performed	2,028	1,872	2,000	2,000
Water samples collected/tested	672	650	700	700
Dead-end water lines flushed	1,308	1,300	1,300	1,300
# of water pressure complaints received	67	50	60	60
# of water complaints (taste & odor)	8	10	10	10

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 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 421,623	\$ 434,702	\$ 433,475	\$ 445,316	\$ 10,614
Operations & maintenance	45,440	120,015	120,015	114,215	(5,800)
Services & other	364,852	524,781	524,781	364,010	(160,771)
Wholesale Water	8,457,766	8,614,600	8,560,839	8,641,707	27,107
Capital outlay	-	-	-	-	-
TOTAL	\$ 9,289,681	\$ 9,694,098	\$ 9,639,110	\$ 9,565,248	\$ (128,850)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total miles of water mains maintained	287	280	292	294
Total number of water valves maintained	5,839	6,200	6,100	6,200
Total number of fire hydrants maintained	2,355	2,400	2,450	2,500
Work orders completed	1,538	1,400	1,400	1,400
Water leaks repaired (water mains)	17	20	20	20
Water leaks repaired (water services)	90	100	100	100
Water valves repaired/replaced	5	4	3	4
Fire hydrants repaired/replaced	47	10	40	40
Water taps installed	8	8	20	15
Line locates performed	456	350	450	450
# active water customers on Sept 30th	15,827	16,000	15,950	16,100

PERFORMANCE INDICATORS

% of water service interruptions <2.5 hrs	100	100	100	100
% of valves exercised as scheduled	2%	2%	2%	2%

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

EXPENDITURE SUMMARY

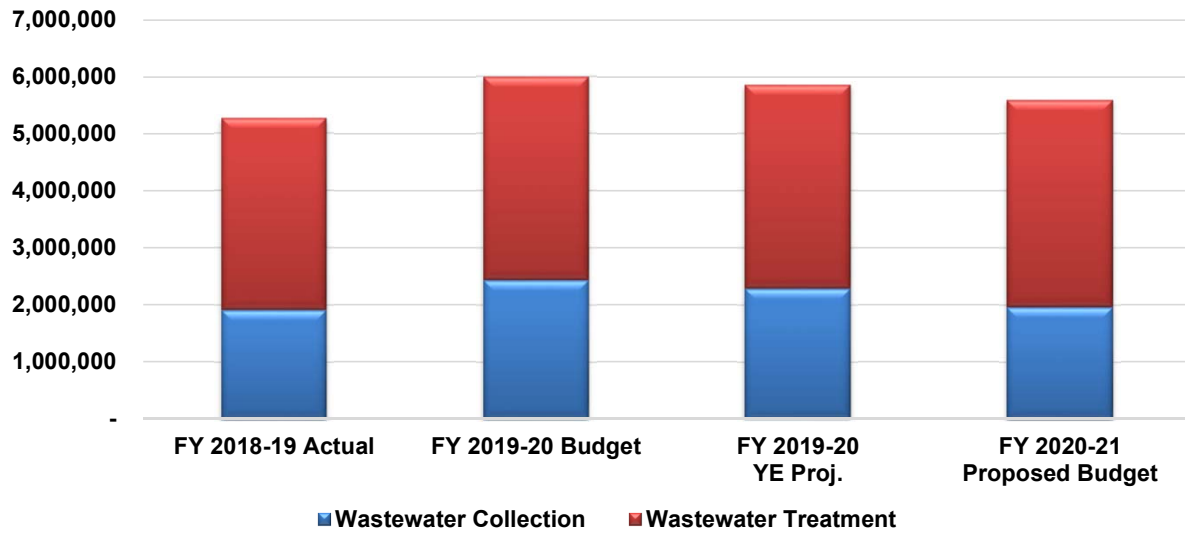
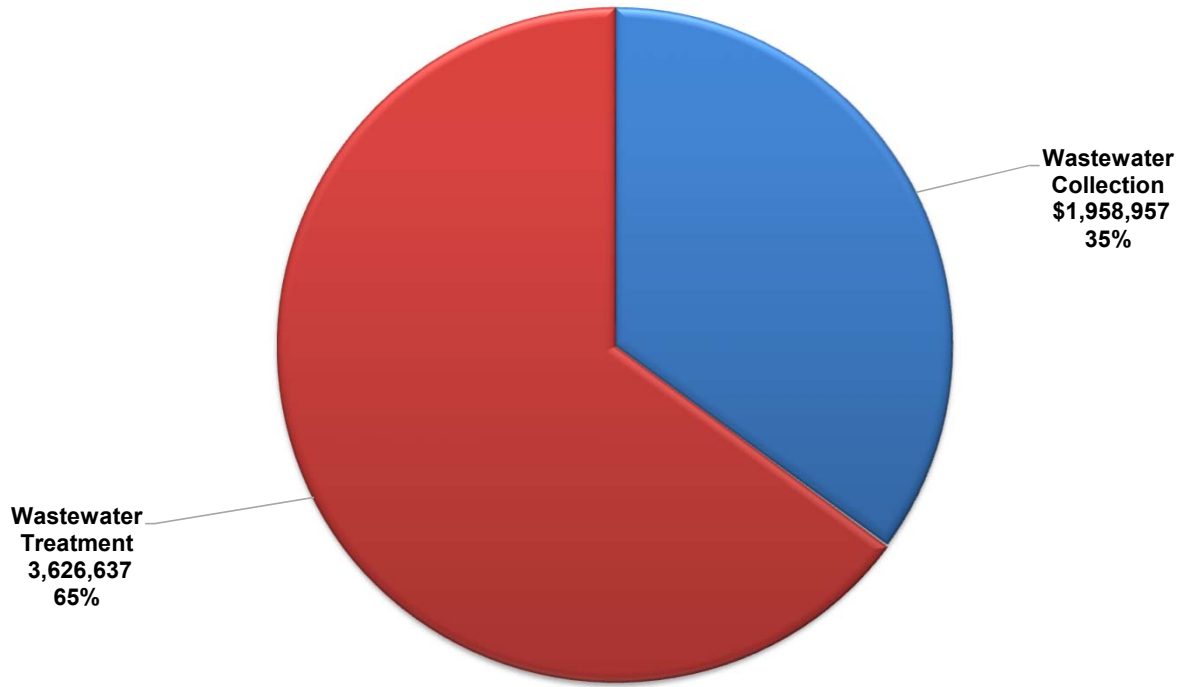
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 421,028	\$ 509,591	\$ 427,231	\$ 525,056	\$ 15,465
Operations & maintenance	270,048	386,582	386,582	358,082	(28,500)
Services & other	107,372	127,325	127,325	223,660	96,335
Transfers to other funds	679,500	803,000	803,000	1,423,905	620,905
Capital outlay	-	200,000	200,000	200,000	-
TOTAL	\$ 1,477,947	\$ 2,026,498	\$ 1,944,138	\$ 2,730,703	\$ 704,205

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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



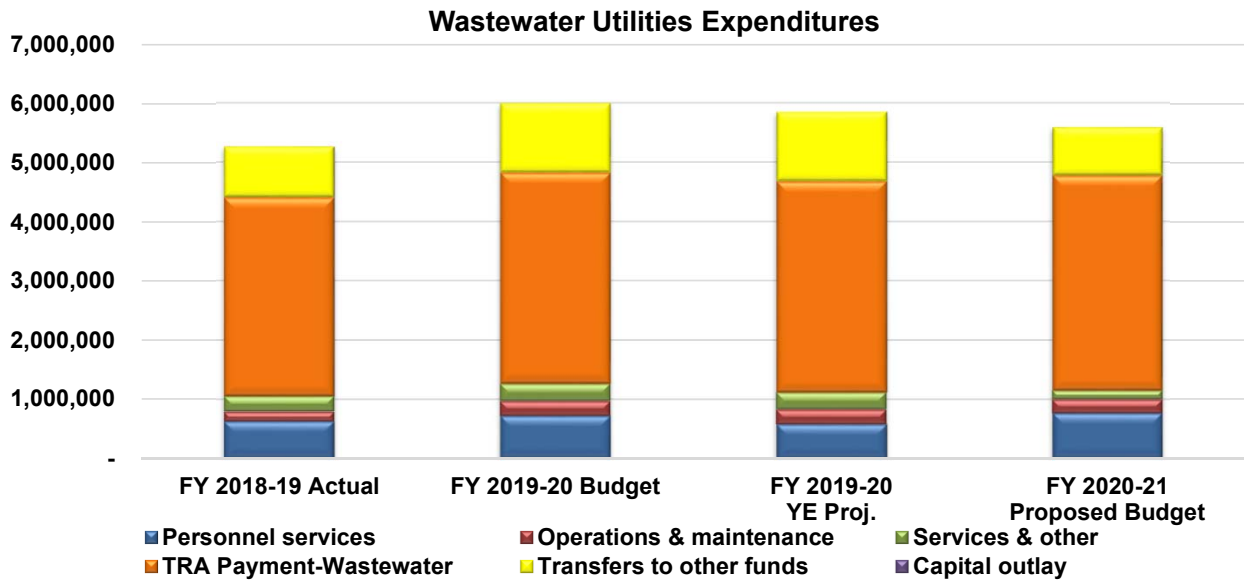
WASTEWATER UTILITIES DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Wastewater Collection	\$ 1,908,071	\$ 2,429,988	\$ 2,286,297	\$ 1,958,957	\$ (471,031)
Wastewater Treatment	3,356,157	3,561,059	3,561,059	3,626,637	65,578
TOTAL	\$ 5,264,228	\$ 5,991,047	\$ 5,847,356	\$ 5,585,594	\$ (405,453)

EXPENDITURES BY CATEGORY:

Personnel services	\$ 631,002	\$ 720,804	\$ 577,113	\$ 766,287	\$ 45,483
Operations & maintenance	161,980	251,704	251,704	231,704	(20,000)
Services & other	257,589	287,480	287,480	150,966	(136,514)
TRA Payment-Wastewater	3,356,157	3,561,059	3,561,059	3,626,637	65,578
Transfers to other funds	857,500	1,170,000	1,170,000	810,000	(360,000)
Capital outlay	-	-	-	-	-
TOTAL	\$ 5,264,228	\$ 5,991,047	\$ 5,847,356	\$ 5,585,594	\$ (405,453)



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
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:

1. Purchase equipment necessary for effective operations.
2. Conclude flow meter installation with Colleyville.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Total miles of WW mains maintained	209	212	211	212
Total miles of WW mains cleaned	63.14	40.0	40.0	40.0
Total miles of WW lines videoed	6.2	3.0	3.0	3.0
Work orders completed	839	750	750	750
Sewer manholes maintained	3,500	3,800	3,600	3,800
Sewer manholes inspected	679	200	250	300
Lift stations maintained	6	6	6	6
Sewer taps installed	10	5	4	5
Line locates performed	456	350	450	450
# of WW main line blockages	8	6	6	6
# active WW customers on Sept 30th	13,520	13,650	13,650	13,750
PERFORMANCE INDICATORS				
% blocked mains cleaned w/in 24 hrs	100%	100%	100%	100%
% WW lines cleaned as scheduled	100%	100%	100%	100%

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ 631,002	\$ 720,804	\$ 577,113	\$ 766,287	\$ 45,483
Operations & maintenance	161,980	251,704	251,704	231,704	(20,000)
Services & other	257,589	287,480	287,480	150,966	(136,514)
Transfers to other funds	857,500	1,170,000	1,170,000	810,000	(360,000)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,908,071	\$ 2,429,988	\$ 2,286,297	\$ 1,958,957	\$ (471,031)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed 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	4.00	4.00	4.00	4.00	-
Water/Sewer Maintenance Worker	3.00	3.00	3.00	3.00	-
Sewer Inspection Technician	-	-	-	-	-
Pipeline Inspection Crew Leader	1.00	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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
TRA Payment-Wastewater	3,356,157	3,561,059	3,561,059	3,626,637	65,578
TOTAL	\$ 3,356,157	\$ 3,561,059	\$ 3,561,059	\$ 3,626,637	65,578

PERSONNEL SUMMARY

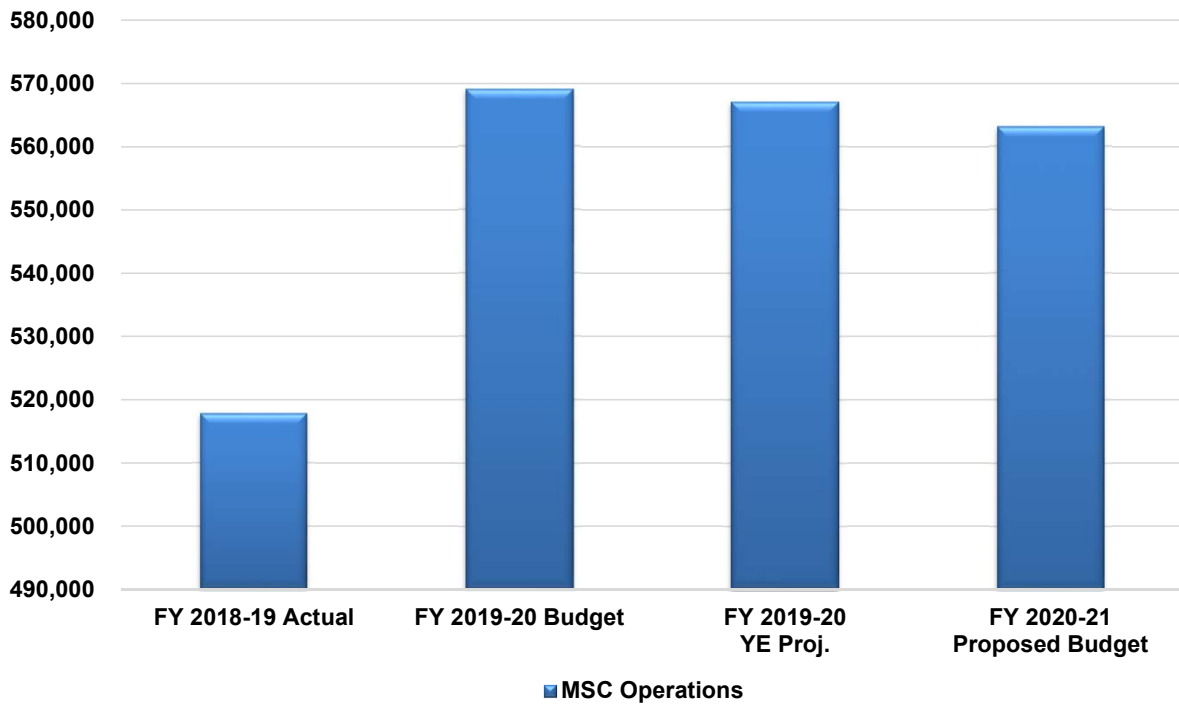
(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division					
TOTAL	-	-	-	-	-

MSC OPERATIONS



MSC Operations
\$563,092
100%



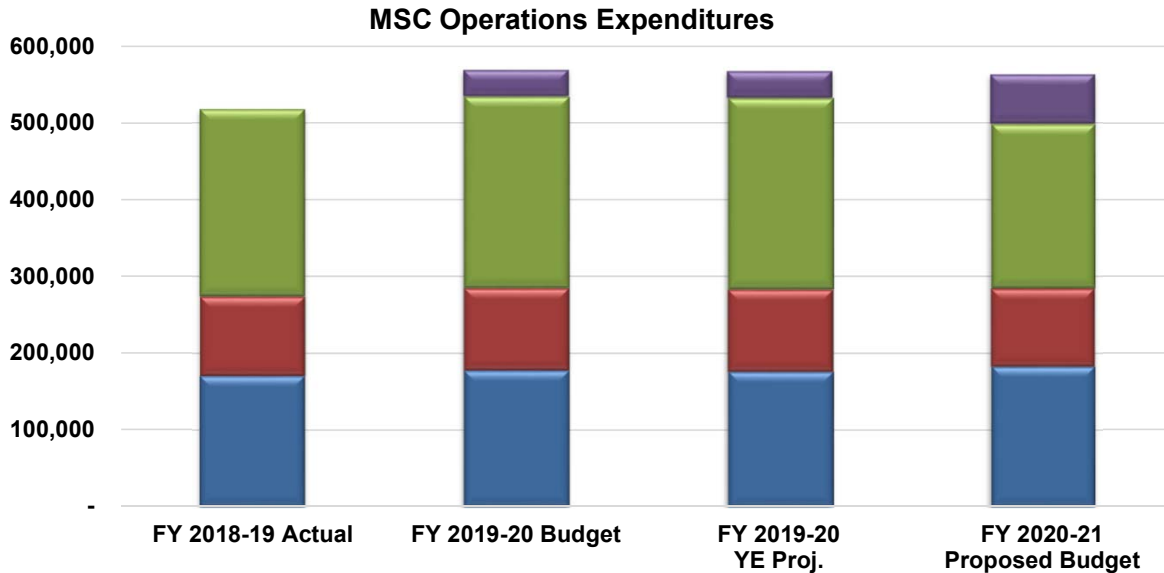
MSC OPERATIONS DEPARTMENT

EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
MSC Operations	\$ 517,717	\$ 568,970	\$ 567,046	\$ 563,092	\$ (5,878)
TOTAL	\$ 517,717	\$ 568,970	\$ 567,046	\$ 563,092	\$ (5,878)

EXPENDITURES BY CATEGORY:

Personnel services	\$ 170,648	\$ 177,991	\$ 176,067	\$ 182,711	\$ 4,720
Operations & maintenance	103,157	106,790	106,790	101,740	(5,050)
Services & other	243,912	249,189	249,189	213,641	(35,548)
Capital outlay	–	35,000	35,000	65,000	30,000
TOTAL	\$ 517,717	\$ 568,970	\$ 567,046	\$ 563,092	\$ (5,878)



■ Personnel services ■ Operations & maintenance ■ Services & other ■ Capital outlay

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
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.
6. Maintain regulatory compliance of all applicable activities at the Municipal Service Center.
7. Manage the fleet maintenance and MSC inventory utilizing the Lucity work order database system.

DEPARTMENT/DIVISION OBJECTIVES:

1. Perform maintenance, crack sealing, seal coating and striping of employee parking areas and MSC yard.
2. Replace distressed or moribund landscaping and trees around the MSC perimeter.
3. Install occupancy sensors and other equipment to improve building energy efficiency.
4. Remove unused parking areas and combine with yard to improve bulk storage capacity.
5. Investigate future application of contracted or automated inventory management systems.
6. Investigate future application of automated landscaping systems.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
% light vehicles serviced on PM schedule	95%	95%	95%	95%
% heavy vehicles serviced on PM schedule	65%	80%	90%	90%
% equipment serviced on PM schedule	60%	65%	55%	65%
% landscaping work performed on schedule	88%	100%	100%	100%
% facility repairs; emergency vs. planned	55%	65%	60%	50%
% inventory received w/in 1 business day	65%	28%	65%	70%
% negative on-hand quantities inventory	3%	2%	2%	1%
Inventory Accuracy	65%	65%	65%	70%

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

EXPENDITURE SUMMARY

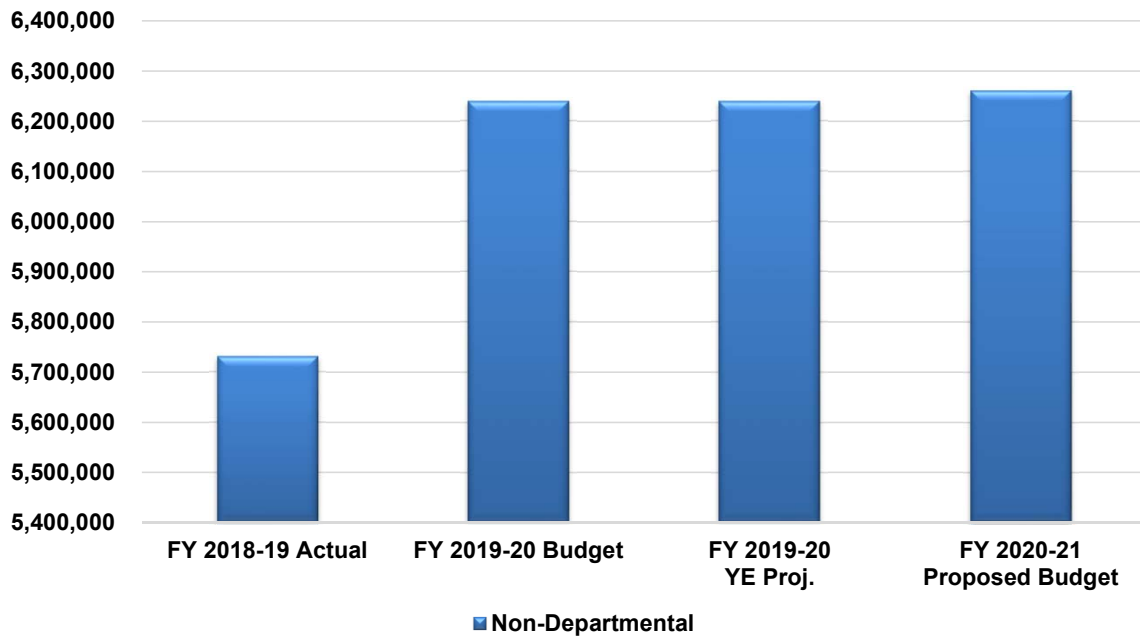
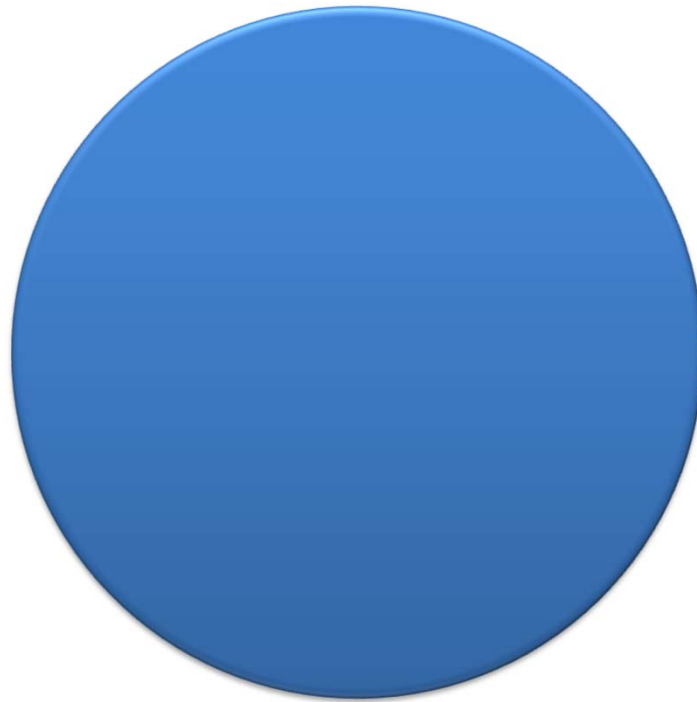
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 170,648	\$ 177,991	\$ 176,067	\$ 182,711	\$ 4,720
Operations & maintenance	103,157	106,790	106,790	101,740	(5,050)
Services & other	243,912	249,189	249,189	213,641	(35,548)
Capital outlay	-	35,000	35,000	65,000	30,000
TOTAL	\$ 517,717	\$ 568,970	\$ 567,046	\$ 563,092	\$ (5,878)

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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



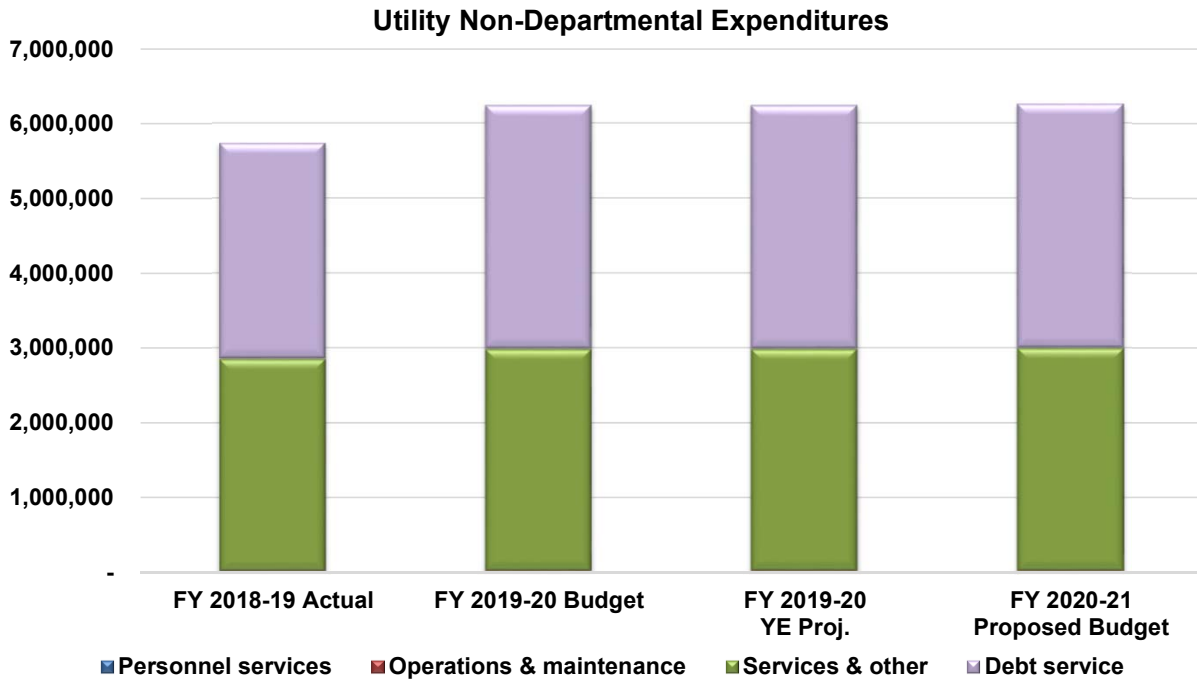
UTILITY FUND NON-DEPARTMENTAL DEPARTMENT

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Non-Departmental	\$ 5,730,462	\$ 6,238,493	\$ 6,238,493	\$ 6,260,454	\$ 21,961
TOTAL	\$ 5,730,462	\$ 6,238,493	\$ 6,238,493	\$ 6,260,454	\$ 21,961

EXPENDITURES BY CATEGORY:

Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	7,634	13,500	13,500	11,800	(1,700)
Services & other	2,842,250	2,967,905	2,967,905	2,984,849	16,944
Debt service	2,880,579	3,257,088	3,257,088	3,263,805	6,717
Capital outlay	-	-	-	-	-
TOTAL	\$ 5,730,462	\$ 6,238,493	\$ 6,238,493	\$ 6,260,454	\$ 21,961



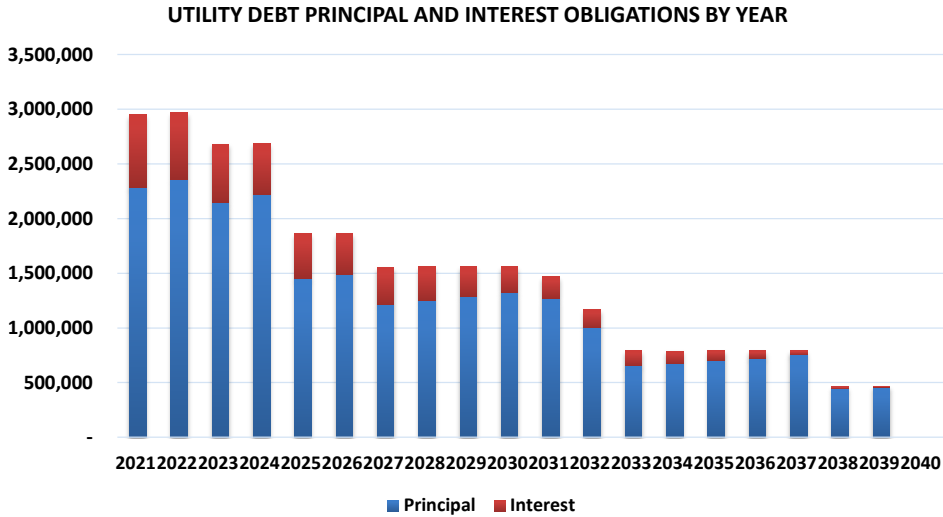
PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Non-Departmental	-	-	-	-	-
TOTAL	-	-	-	-	-

UTILITY DEBT BY PRINCIPAL AND INTEREST

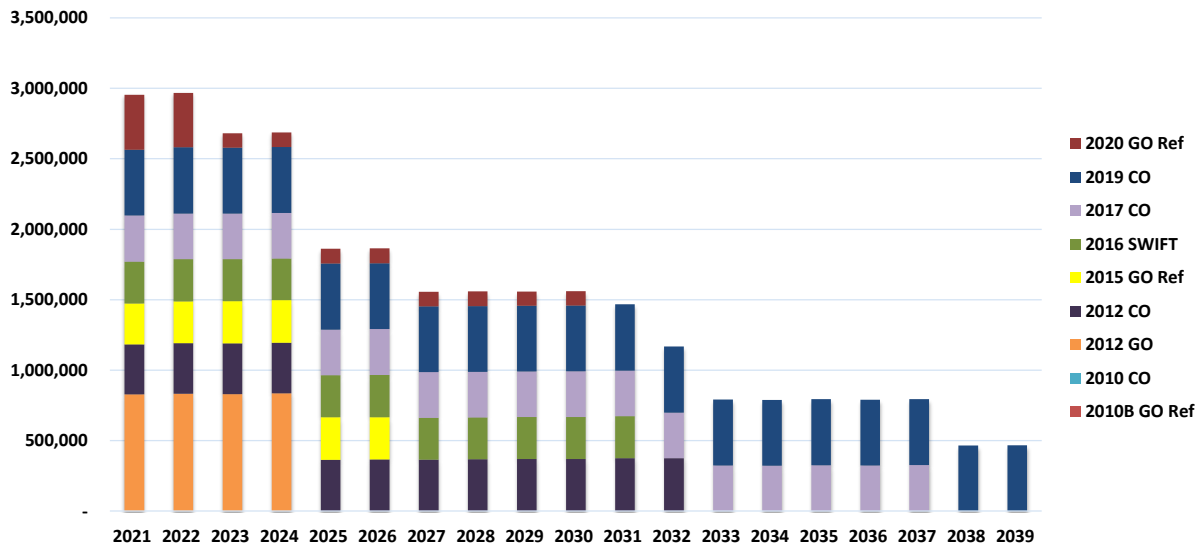
Year	Principal	Interest	Total P+I
2021	\$ 2,280,000	\$ 673,594	\$ 2,953,594
2022	2,360,000	607,028	2,967,028
2023	2,145,000	536,155	2,681,155
2024	2,220,000	466,993	2,686,993
2025	1,450,000	412,544	1,862,544
2026	1,490,000	375,295	1,865,295
2027	1,215,000	341,030	1,556,030
2028	1,250,000	308,576	1,558,576
2029	1,285,000	273,022	1,558,022
2030	1,325,000	235,326	1,560,326
2031	1,270,000	197,737	1,467,737
2032	1,005,000	163,398	1,168,398
2033	655,000	136,125	791,125
2034	675,000	113,425	788,425
2035	705,000	89,850	794,850
2036	725,000	65,400	790,400
2037	755,000	40,075	795,075
2038	445,000	20,475	465,475
2039	460,000	6,900	466,900
2040	-	-	-
Total	\$ 23,715,000	\$ 5,062,946	\$ 28,777,946



UTILITY OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	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	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 828,375	\$ 353,745	\$ 291,050	\$ 297,632	\$ 326,919	\$ 467,350	\$ 388,524	\$ 2,953,594
2022	-	-	832,625	359,753	295,625	300,544	322,756	470,325	385,400	2,967,028
2023	-	-	830,000	360,018	299,325	298,225	323,538	468,150	101,900	2,681,155
2024	-	-	835,375	359,625	301,750	295,668	323,475	467,300	103,800	2,686,993
2025	-	-	-	363,648	303,200	297,872	322,550	469,775	105,500	1,862,544
2026	-	-	-	367,088	299,425	299,832	326,400	465,550	107,000	1,865,295
2027	-	-	-	365,055	-	296,450	325,025	466,100	103,400	1,556,030
2028	-	-	-	367,451	-	297,675	322,400	466,350	104,700	1,558,576
2029	-	-	-	369,115	-	298,307	323,400	466,300	100,900	1,558,022
2030	-	-	-	370,103	-	298,274	324,000	465,950	102,000	1,560,326
2031	-	-	-	375,495	-	297,817	324,200	470,225	-	1,467,737
2032	-	-	-	375,273	-	-	324,000	469,125	-	1,168,398
2033	-	-	-	-	-	-	323,400	467,725	-	791,125
2034	-	-	-	-	-	-	322,400	466,025	-	788,425
2035	-	-	-	-	-	-	325,900	468,950	-	794,850
2036	-	-	-	-	-	-	323,900	466,500	-	790,400
2037	-	-	-	-	-	-	326,400	468,675	-	795,075
2038	-	-	-	-	-	-	-	465,475	-	465,475
2039	-	-	-	-	-	-	-	466,900	-	466,900
2040	-	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 3,326,375	\$ 4,386,366	\$ 1,790,375	\$ 3,278,293	\$ 5,510,663	\$ 8,882,750	\$ 1,603,124	\$ 28,777,946

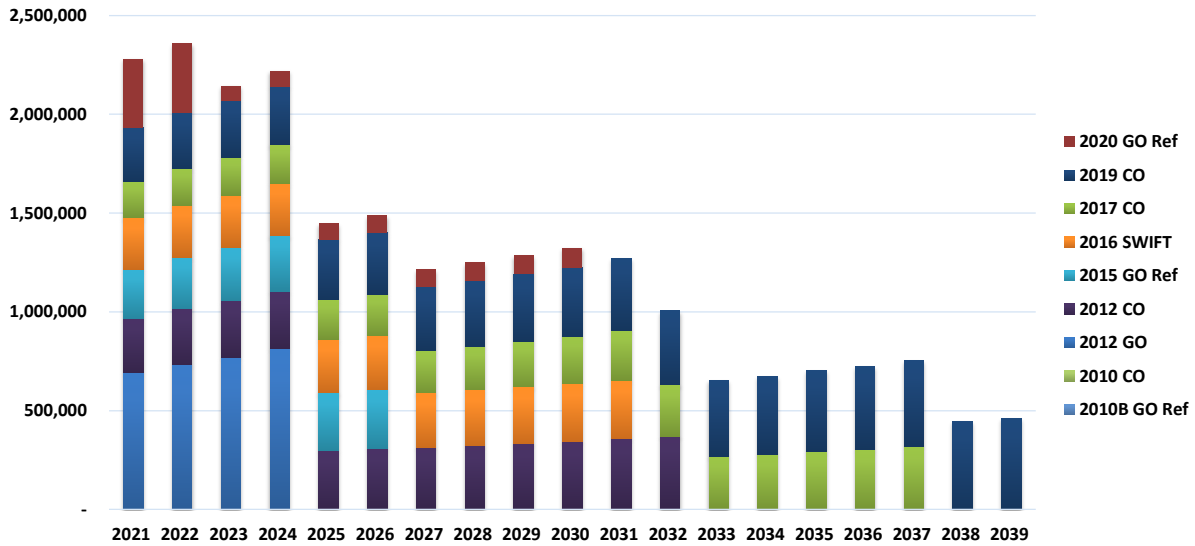
UTILITY TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



UTILITY OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	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	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 695,000	\$ 270,000	\$ 250,000	\$ 260,000	\$ 185,000	\$ 275,000	\$ 345,000	\$ 2,280,000
2022	-	-	735,000	280,000	260,000	265,000	185,000	285,000	350,000	2,360,000
2023	-	-	770,000	285,000	270,000	265,000	190,000	290,000	75,000	2,145,000
2024	-	-	815,000	290,000	280,000	265,000	195,000	295,000	80,000	2,220,000
2025	-	-	-	300,000	290,000	270,000	200,000	305,000	85,000	1,450,000
2026	-	-	-	310,000	295,000	275,000	210,000	310,000	90,000	1,490,000
2027	-	-	-	315,000	-	275,000	215,000	320,000	90,000	1,215,000
2028	-	-	-	325,000	-	280,000	220,000	330,000	95,000	1,250,000
2029	-	-	-	335,000	-	285,000	230,000	340,000	95,000	1,285,000
2030	-	-	-	345,000	-	290,000	240,000	350,000	100,000	1,325,000
2031	-	-	-	360,000	-	295,000	250,000	365,000	-	1,270,000
2032	-	-	-	370,000	-	-	260,000	375,000	-	1,005,000
2033	-	-	-	-	-	-	270,000	385,000	-	655,000
2034	-	-	-	-	-	-	280,000	395,000	-	675,000
2035	-	-	-	-	-	-	295,000	410,000	-	705,000
2036	-	-	-	-	-	-	305,000	420,000	-	725,000
2037	-	-	-	-	-	-	320,000	435,000	-	755,000
2038	-	-	-	-	-	-	-	445,000	-	445,000
2039	-	-	-	-	-	-	-	460,000	-	460,000
2040	-	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 3,015,000	\$ 3,785,000	\$ 1,645,000	\$ 3,025,000	\$ 4,050,000	\$ 6,790,000	\$ 1,405,000	\$ 23,715,000

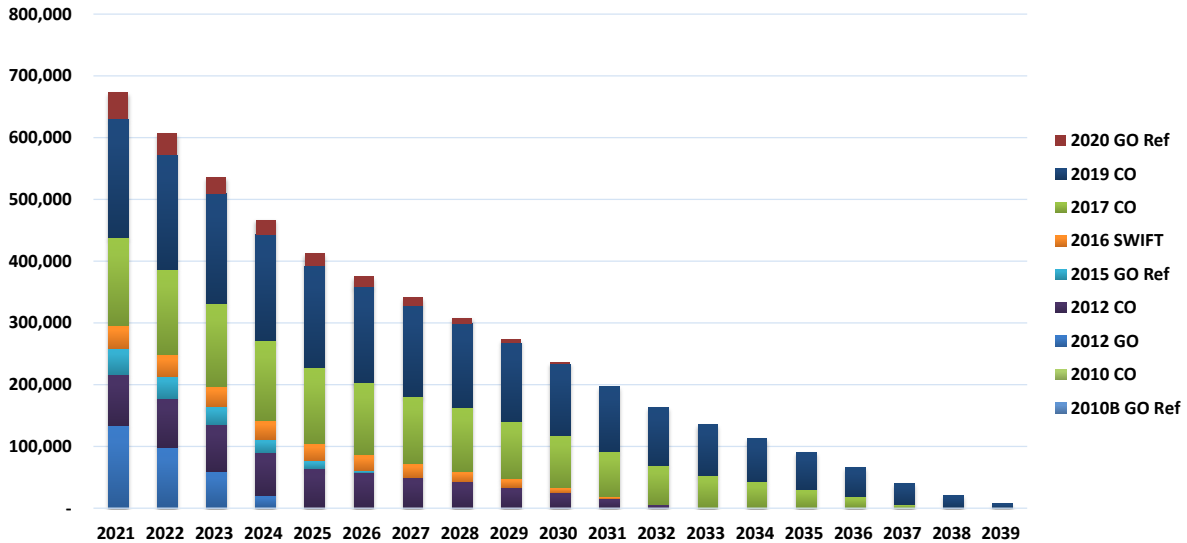
UTILITY PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



UTILITY OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	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	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 133,375	\$ 83,745	\$ 41,050	\$ 37,632	\$ 141,919	\$ 192,350	\$ 43,524	\$ 673,594
2022	-	-	97,625	79,753	35,625	35,544	137,756	185,325	35,400	607,028
2023	-	-	60,000	75,018	29,325	33,225	133,538	178,150	26,900	536,155
2024	-	-	20,375	69,625	21,750	30,668	128,475	172,300	23,800	466,993
2025	-	-	-	63,648	13,200	27,872	122,550	164,775	20,500	412,544
2026	-	-	-	57,088	4,425	24,832	116,400	155,550	17,000	375,295
2027	-	-	-	50,055	-	21,450	110,025	146,100	13,400	341,030
2028	-	-	-	42,451	-	17,675	102,400	136,350	9,700	308,576
2029	-	-	-	34,115	-	13,307	93,400	126,300	5,900	273,022
2030	-	-	-	25,103	-	8,274	84,000	115,950	2,000	235,326
2031	-	-	-	15,495	-	2,817	74,200	105,225	-	197,737
2032	-	-	-	5,273	-	-	64,000	94,125	-	163,398
2033	-	-	-	-	-	-	53,400	82,725	-	136,125
2034	-	-	-	-	-	-	42,400	71,025	-	113,425
2035	-	-	-	-	-	-	30,900	58,950	-	89,850
2036	-	-	-	-	-	-	18,900	46,500	-	65,400
2037	-	-	-	-	-	-	6,400	33,675	-	40,075
2038	-	-	-	-	-	-	-	20,475	-	20,475
2039	-	-	-	-	-	-	-	6,900	-	6,900
2040	-	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 311,375	\$ 601,366	\$ 145,375	\$ 253,293	\$ 1,460,663	\$ 2,092,750	\$ 198,124	\$ 5,062,946

UTILITY INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



DRAINAGE UTILITY FUND

FUND DESCRIPTION:

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

REVENUE SUMMARY

REVENUES	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Write Off Recovery	\$ 553	\$ 1,000	\$ 1,000	\$ 1,463	\$ 463
Drainage Utility Fees	1,466,224	1,466,270	1,480,952	1,480,952	14,682
Gain/Loss On Disp Of Assets	19,888	-	-	-	-
Interest Revenue-Investments	45,625	22,956	43,485	22,956	-
Use Of Fund Balance	848	-	-	-	-
TOTAL	\$ 1,533,137	\$ 1,490,226	\$ 1,525,437	\$ 1,505,371	\$ 15,145

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Drainage Maintenance	\$ 829,897	\$ 1,715,637	\$ 1,662,207	\$ 1,511,371	\$ (204,266)
Capital Improvements	300,000	-	-	-	-
Non-Departmental	238,608	284,980	284,980	297,850	12,870
TOTAL	\$ 1,368,505	\$ 2,000,617	\$ 1,947,187	\$ 1,809,221	\$ (191,396)

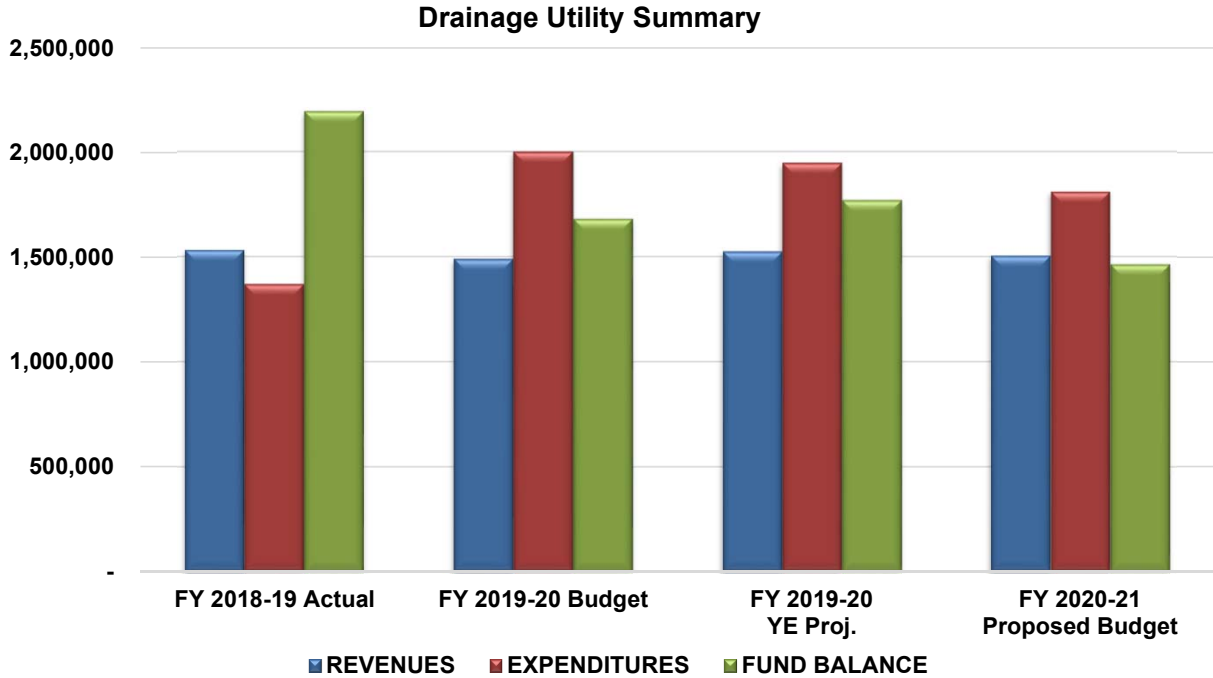
EXPENDITURES BY CATEGORY:

Personnel services	\$ 580,833	\$ 629,191	\$ 575,761	\$ 634,574	\$ 5,383
Operations & maintenance	104,414	145,298	145,298	178,348	33,050
Services & other	383,258	631,128	631,128	471,299	(159,829)
Transfers to other funds	300,000	595,000	595,000	525,000	(70,000)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,368,505	\$ 2,000,617	\$ 1,947,187	\$ 1,809,221	\$ (191,396)

DRAINAGE UTILITY FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,533,137	\$ 1,490,226	\$ 1,525,437	\$ 1,505,371	\$ 15,145
EXPENDITURES	1,368,505	2,000,617	1,947,187	1,809,221	(191,396)
VARIANCE	164,632	(510,391)	(421,750)	(303,850)	206,541
FUND BALANCE	\$ 2,192,796	\$ 1,682,405	\$ 1,771,046	\$ 1,467,196	\$ (215,209)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Drainage Maintenance	8.50	8.50	8.50	8.50	-
TOTAL	-	-	-	-	-

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND

DRAINAGE MAINTENANCE 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 (NPDES) program (MS4) requirements.
3. Maintain bridges and culverts, ditches, channels and other related infrastructure to reduce restrictions and erosion.
4. Provide channel preventative maintenance using herbicide, mowing, debris removal and erosion repair.
5. Inspect specific locations after significant rain events for stoppages or damage, clear and/or repair.

DEPARTMENT/DIVISION OBJECTIVES:

1. Expand divisional use of the LUCITY work order database system.
2. Correct flow restrictions and erosion damage in drainage channels, creeks, flumes and ditches.
3. Inspect 10% of system structures and outfalls, clean and repair as needed.
4. Sweep residential streets per MS4 storm water program to reduce contaminant loading.
5. Create a GIS map of all drainage easements in the City.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	91.5	91.5	91.8	92.0
Debris swept from streets (cubic yards)	486	500	650	600
# Drainage structures (inlets, manholes...)	3,414	3,430	3,432	3,445
PERFORMANCE INDICATORS				
% of inlets/culverts cleaned annually	10	10	10	10
% of channels mowed 8x annually	100	100	100	100
% of channels herbicide treated annually	100	100	100	100

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND DRAINAGE MAINTENANCE DIVISION (400-810-55)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Personnel services	\$ 580,833	\$ 629,191	\$ 575,761	\$ 634,574	\$ 5,383
Operations & maintenance	104,414	145,298	145,298	178,348	33,050
Services & other	144,650	346,148	346,148	173,449	(172,699)
Transfers to other funds	-	595,000	595,000	525,000	(70,000)
Capital outlay	-	-	-	-	-
TOTAL	\$ 829,897	\$ 1,715,637	\$ 1,662,207	\$ 1,511,371	\$ (204,266)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
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	-

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND CAPITAL IMPROVEMENTS DIVISION (400-890-91)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	300,000	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	-

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

DRAINAGE UTILITY FUND

DRAINAGE UTILITY FUND NON-DEPARTMENTAL DIVISION (400-890-99)

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	238,608	284,980	284,980	297,850	12,870
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 238,608	\$ 284,980	\$ 284,980	\$ 297,850	12,870

PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

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 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Facility Rental Fees	\$ 57,963	\$ 45,000	\$ 31,000	\$ 51,670	6,670
Daily Ticket Sales	240,215	225,000	63,300	157,277	(67,723)
Annual Ticket Sales	2,137,091	2,130,000	1,615,480	1,588,967	(541,033)
Employee Pass Revenue	93,587	96,396	96,396	96,396	-
Empl Dependent Pass Revenue	19,099	19,000	15,662	19,443	443
Party Revenues	152,170	150,000	32,820	121,495	(28,505)
Concession Sales/Proceeds	5,417	3,500	1,190	3,888	388
Merchandise Sales	2,239	800	376	2,238	1,438
Aquatics Merchandise Sales	4,354	6,500	2,292	4,157	(2,343)
Outdoor Concession Sales	-	2,000	-	-	(2,000)
Revenue-Special Events	19,209	15,000	8,050	13,227	(1,773)
Aquatics Program Revenues	102,232	130,000	23,754	92,766	(37,234)
Group Exercise Revenue	1,558	1,400	276	1,170	(230)
Personal Training Revenue	26,581	45,000	16,878	12,127	(32,873)
Recreation Program Revenue	163,276	160,000	61,456	145,833	(14,167)
Spring/Summer Camp	161,336	160,000	3,779	161,336	1,336
Martial Arts	79,806	100,000	37,670	60,988	(39,012)
Gym Rental Fees	3,602	2,500	2,237	3,076	576
Pool Rental Fees	21,379	20,000	1,530	21,379	1,379
Write Off Recovery	4,463	4,000	6,946	7,246	3,246
Miscellaneous Revenue	14,308	4,500	2,693	3,503	(997)
Auction Proceeds	6,480	500	2,817	500	-
Cash Over/Short	(2,826)	-	(77)	-	-
Interest Revenue-Investments	66,823	40,000	34,825	30,000	(10,000)
Donations-Sr Svs	1,500	1,000	4,000	1,000	-
Use Of Fund Balance	181,771	-	-	-	-
TOTAL	\$ 3,563,631	\$ 3,362,096	\$ 2,065,350	\$ 2,599,682	(762,414)

THE KELLER POINTE FUND

ALL PROGRAMS

DEPARTMENT DESCRIPTION:

The Keller Pointe is an enterprise facility intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support the facility's direct operating costs. The primary source of revenue is generated through membership and day pass sales, with the second largest revenue source being leisure program sales. Additional revenue sources include facility rentals, 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 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:

DEPARTMENT/DIVISION OBJECTIVES:

- Maintaining an annual member base of 3,600 membership accounts.
- Achieving \$2,000,000 in membership sales.
- Decreasing attrition by 3% through new member retention strategies.
- Retaining current members through the delivery of quality programs, activities, and events to achieve a member attrition rate at 30% or less.
- Ensuring membership retention and growth by rewarding membership with branded giveaway items.
- Increasing aquatic program registration through innovative and creative programming and activities.
- Retaining loyal guests and attracting new individuals and businesses by providing quality customer service that exceeds expectations resulting in a Net Promoter Score (NPS) of 60%
- Adhering to a capital replacement plan that will focus on keeping the facility at an exceptionally high level, ensuring visible signs of wear and age are not evident to the consumer.
- Developing knowledgeable and helpful staff through program specific staff trainings.
- Inspiring healthy lifestyles, showcasing local businesses and organizations, providing citizens and members a quality recreation experience and spotlighting The Keller Pointe amenities by hosting a minimum of three special events annually.
- Fostering partnerships with civic groups, businesses, and foundations that align with our core values.
- Enhancing visual communication of The Keller Pointe's facility, programs and services through social, electronic and print media.

THE KELLER POINTE FUND

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Recreation programs provided (class list)	689	800	536	800
Leagues provided	11	14	6	6
Special events provided	4	4	2	2
Group exercise classes offered	700	700	516	516
Number of partnerships developed	12	15	12	12
Number of annual memberships	4,208	4,100	3,500	3,500
Annual attendance (day pass & member visits)	290,632	290,000	145,000	200,000
Recreation program participants (attendance)	9,500	10,500	7,000	8,000
League participants:				
Teams	100	110	45	75
Participants	1,110	1,340	679	900
Special event attendance	1,475	1,750	875	875
Facility rentals/birthday parties	935	690	300	750
Group exercise attendance	12,000	12,000	8,000	10,000
Partnership dollars generated	1,500	2,000	4,000	2,000
PERFORMANCE INDICATORS				
Net Promoter Score	67	67	60	67

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget Variance (\$)
	Actual	Budget	YE Proj.	Proposed Budget	
Administration	\$ 783,182	\$ 841,180	\$ 743,579	\$ 850,754	9,574
Aquatics	518,107	593,826	382,792	573,661	(20,165)
Fitness Programs	110,121	136,062	72,182	136,197	135
Recreation	535,866	637,958	321,758	583,408	(54,550)
Facility Maintenance	395,329	525,247	418,723	478,365	(46,882)
Customer Service/Concessions	288,889	314,858	226,051	298,961	(15,897)
Capital Replacement	80,192	699,642	699,642	-	(699,642)
Non-Departmental	1,455,500	-	-	-	-
TOTAL	\$ 4,167,186	\$ 3,748,773	\$ 2,864,727	\$ 2,921,346	(827,427)

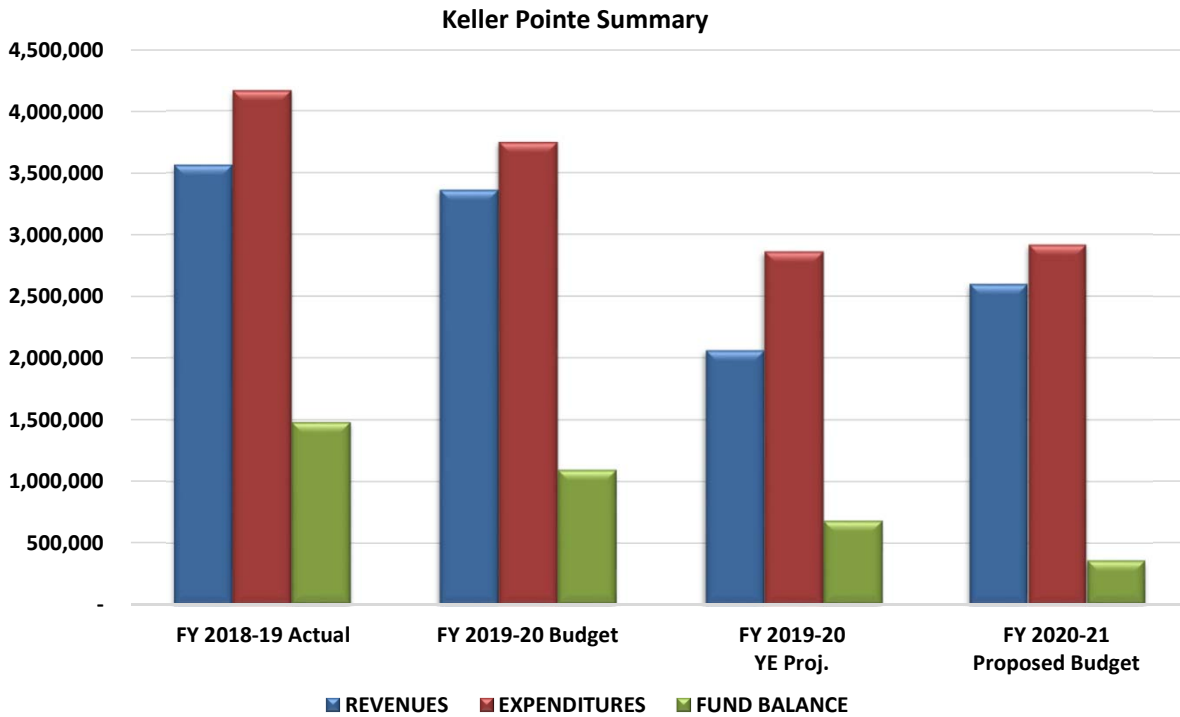
EXPENDITURES BY CATEGORY:

Personnel services	\$ 1,401,420	\$ 1,599,593	\$ 1,133,584	\$ 1,512,542	(87,051)
Operations & maintenance	269,354	391,309	232,690	326,154	(65,155)
Services & other	960,720	1,058,229	798,811	1,082,650	24,421
Transfers to other funds	1,455,500	627,222	627,222	-	(627,222)
Capital outlay	80,192	72,420	72,420	-	(72,420)
TOTAL	\$ 4,167,186	\$ 3,748,773	\$ 2,864,727	\$ 2,921,346	(827,427)

THE KELLER POINTE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 3,563,631	\$ 3,362,096	\$ 2,065,350	\$ 2,599,682	(762,414)
EXPENDITURES	4,167,186	3,748,773	2,864,727	2,921,346	(827,427)
VARIANCE	(603,555)	(386,677)	(799,377)	(321,664)	65,013
FUND BALANCE	\$ 1,479,936	\$ 1,093,259	\$ 680,559	\$ 358,895	(734,364)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Administration	3.48	3.48	3.48	4.00	0.52
Aquatics	16.30	16.30	15.74	15.74	(0.56)
Fitness Programs	0.48	0.48	0.48	0.48	-
Recreation	11.93	11.93	11.93	11.93	-
Facility Maintenance	2.44	2.44	1.96	1.96	(0.48)
Customer Service/Concessions	9.09	9.09	9.09	9.09	-
TOTAL	43.72	43.72	42.68	43.20	(0.52)

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 240,240	\$ 259,193	\$ 250,678	\$ 272,926	13,733
Operations & maintenance	14,047	32,160	17,804	18,200	(13,960)
Services & other	528,895	549,827	475,097	559,628	9,801
Capital outlay	-	-	-	-	-
TOTAL	\$ 783,182	\$ 841,180	\$ 743,579	\$ 850,754	9,574

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	1.00	0.52
TOTAL	3.48	3.48	3.48	4.00	0.52

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 429,775	\$ 492,661	\$ 308,450	\$ 431,787	(60,874)
Operations & maintenance	74,129	84,290	51,549	68,910	(15,380)
Services & other	14,203	16,875	22,793	72,964	56,089
Capital outlay	-	-	-	-	-
TOTAL	\$ 518,107	\$ 593,826	\$ 382,792	\$ 573,661	(20,165)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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	10.42	10.42	10.42	10.42	-
Swim Lesson Coordinator	0.12	0.12	-	-	(0.12)
Swim Instructor	0.44	0.44	-	-	(0.44)
TOTAL	16.30	16.30	15.74	15.74	(0.56)

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 10,969	\$ 17,984	\$ 10,729	\$ 17,940	(44)
Operations & maintenance	19,317	12,500	7,867	12,500	-
Services & other	79,834	105,578	53,586	105,757	179
Capital outlay	-	-	-	-	-
TOTAL	\$ 110,121	\$ 136,062	\$ 72,182	\$ 136,197	135

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Group Exercise	-	-	-	-	-
Group Exercise Coordinator	0.48	0.48	0.48	0.48	-
TOTAL	0.48	0.48	0.48	0.48	-

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 333,716	\$ 399,463	\$ 235,142	\$ 387,011	(12,452)
Operations & maintenance	24,151	27,200	10,884	27,200	-
Services & other	177,999	211,295	75,732	169,197	(42,098)
Capital outlay	-	-	-	-	-
TOTAL	\$ 535,866	\$ 637,958	\$ 321,758	\$ 583,408	(54,550)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Recreation Supervisor	1.00	1.00	1.00	1.00	-
Assistant Recreation Supervisor	1.00	1.00	1.00	1.00	-
Recreation Leaders	6.27	6.27	6.27	6.27	-
Recreation Assistants	1.54	1.54	1.54	1.54	-
Athletic Coordinator	0.02	0.02	0.02	0.02	-
Birthday Party Coordinator	0.75	0.75	0.75	0.75	-
Program Coordinator	0.50	0.50	0.50	0.50	-
Camp Coordinator	0.85	0.85	0.85	0.85	-
TOTAL	11.93	11.93	11.93	11.93	-

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 112,163	\$ 134,229	\$ 110,951	\$ 123,261	(10,968)
Operations & maintenance	125,663	218,909	138,214	185,394	(33,515)
Services & other	157,503	172,109	169,558	169,710	(2,399)
Capital outlay	-	-	-	-	-
TOTAL	\$ 395,329	\$ 525,247	\$ 418,723	\$ 478,365	(46,882)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Building Operations Supervisor	1.00	1.00	1.00	1.00	-
Building Maintenance Workers	1.44	1.44	0.96	0.96	(0.48)
TOTAL	2.44	2.44	1.96	1.96	(0.48)

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 274,557	\$ 296,063	\$ 217,634	\$ 279,617	(16,446)
Operations & maintenance	12,047	16,250	6,372	13,950	(2,300)
Services & other	2,285	2,545	2,045	5,394	2,849
Capital outlay	-	-	-	-	-
TOTAL	\$ 288,889	\$ 314,858	\$ 226,051	\$ 298,961	(15,897)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Customer Service Supervisor	1.00	1.00	1.00	1.00	-
Customer Service Reps	3.56	3.56	3.56	3.56	-
Customer Service Reps II	2.51	2.51	2.51	2.51	-
Seasonal Cust Service Reps	1.25	1.25	1.25	1.25	-
Ticket Booth	0.77	0.77	0.77	0.77	-
TOTAL	9.09	9.09	9.09	9.09	-

THE KELLER POINTE FUND

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

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	-	627,222	627,222	-	(627,222)
Capital outlay	80,192	72,420	72,420	-	(72,420)
TOTAL	\$ 80,192	\$ 699,642	\$ 699,642	\$ -	(699,642)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	1,455,500	-	-	-	-
TOTAL	\$ 1,455,500	\$ -	\$ -	\$ -	-

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-



SPECIAL REVENUE FUNDS

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

City of **KELLER**



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KELLER DEVELOPMENT CORPORATION FUND

FUND DESCRIPTION:

The Keller Development Corporation (KDC) Fund accounts for proceeds of the ½ cent local sales tax for park and recreation improvements. The KDC budget was approved by the KDC Board of Directors on June 9, 2020. State law requires a public hearing for development corporations at least 60 days prior to the expenditure of funds. The public hearing was conducted on July 21, 2020.

REVENUE SUMMARY

REVENUES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
City Sales Taxes	\$ 3,195,109	\$ 3,244,137	\$ 3,244,137	\$ 3,244,137	\$ -
Rental Property Revenue	16,000	16,000	16,000	16,000	-
Interest Revenue-Investments	58,413	39,094	46,656	46,055	6,961
TOTAL	\$ 3,269,522	\$ 3,299,231	\$ 3,306,793	\$ 3,306,192	\$ 6,961

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
All Programs	\$ 75,221	\$ 254,036	\$ 254,036	\$ 68,790	\$ (185,246)
Non-Departmental	4,649,537	2,298,869	2,298,869	3,098,944	800,075
TOTAL	\$ 4,724,757	\$ 2,552,905	\$ 2,552,905	\$ 3,167,734	\$ 614,829

EXPENDITURES BY CATEGORY:

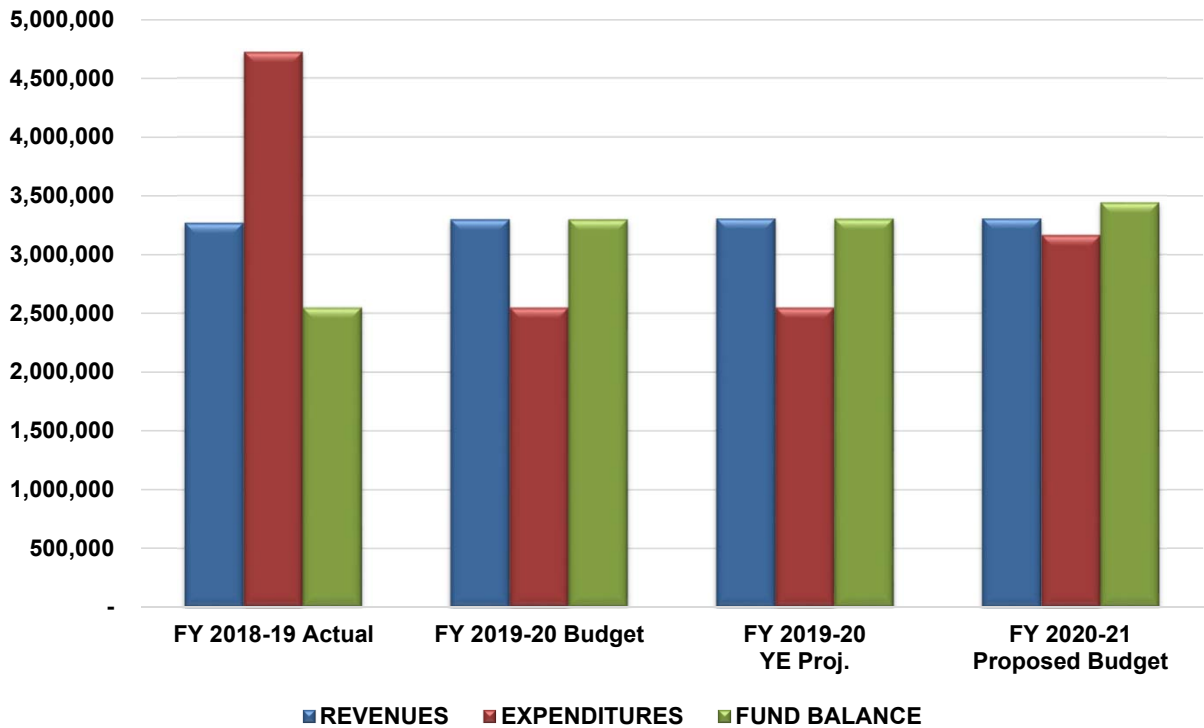
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	23,857	25,000	25,000	25,000	-
Services & other	50,614	48,036	48,036	43,790	(4,246)
Debt service	1,587,684	1,583,869	1,583,869	1,583,944	75
Transfers to other funds	3,062,603	715,000	715,000	1,515,000	800,000
Capital outlay	-	181,000	181,000	-	(181,000)
TOTAL	\$ 4,724,757	\$ 2,552,905	\$ 2,552,905	\$ 3,167,734	\$ 614,829

KELLER DEVELOPMENT CORPORATION FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 3,269,522	\$ 3,299,231	\$ 3,306,793	\$ 3,306,192	\$ 6,961
EXPENDITURES	4,724,757	2,552,905	2,552,905	3,167,734	614,829
VARIANCE	(1,455,235)	746,326	753,888	138,458	(607,868)
FUND BALANCE	\$ 2,551,313	\$ 3,297,639	\$ 3,305,201	\$ 3,443,659	\$ 146,020

KDC Summary



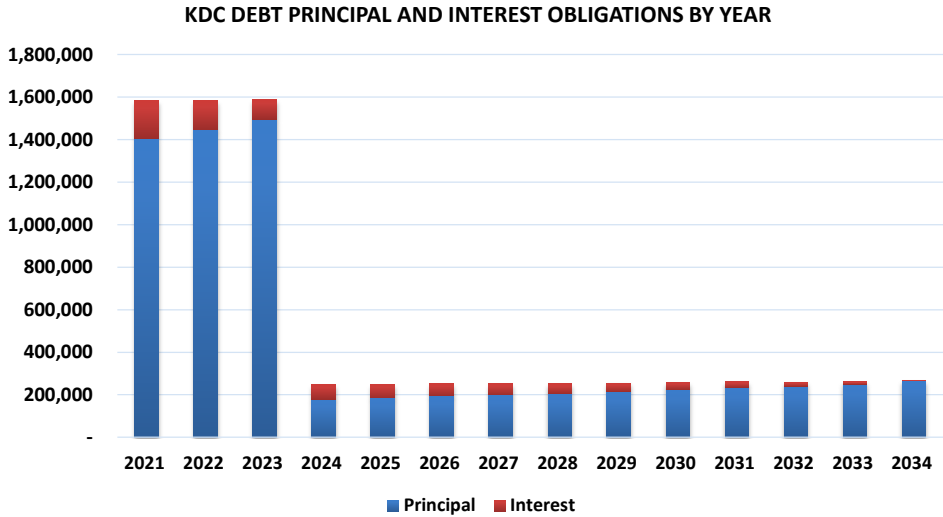
PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
TOTAL	-	-	-	-	-

KELLER DEVELOPMENT CORPORATION (KDC) DEBT BY PRINCIPAL AND INTEREST

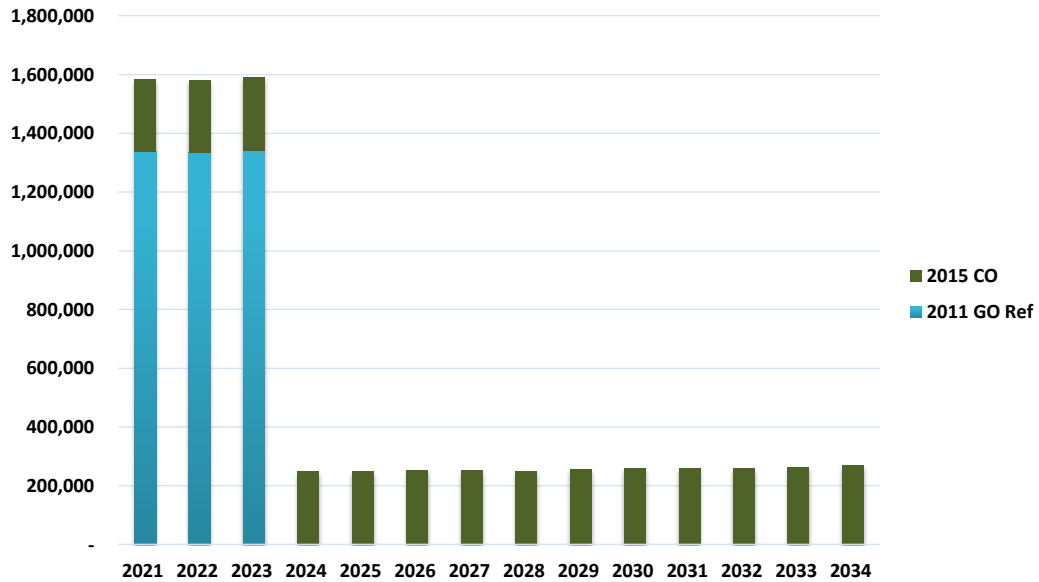
Year	Principal	Interest	Total P+I
2021	\$ 1,405,000	\$ 177,494	\$ 1,582,494
2022	1,445,000	136,419	1,581,419
2023	1,495,000	94,044	1,589,044
2024	180,000	69,794	249,794
2025	185,000	64,319	249,319
2026	195,000	58,619	253,619
2027	200,000	52,694	252,694
2028	205,000	46,619	251,619
2029	215,000	40,319	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	\$ 6,740,000	\$ 836,878	\$ 7,576,878



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 4,009,975	\$ 3,566,903	\$ - \$ - \$ - \$ - \$ - \$ 7,576,878

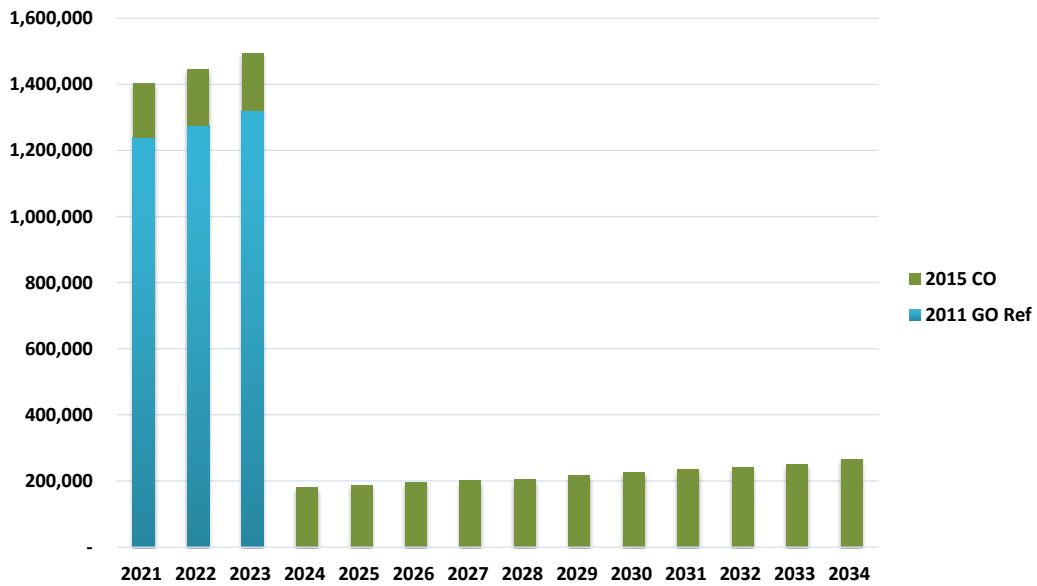
KDC TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 3,835,000	\$ 2,905,000	\$ - \$ - \$ - \$ - \$ - \$ 6,740,000

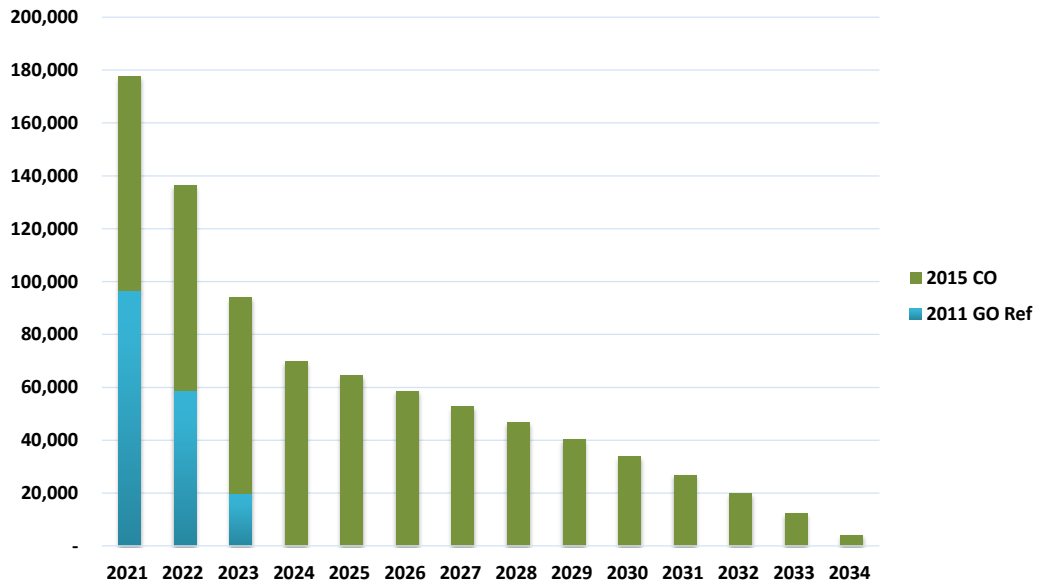
KDC PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2011		2015		TOTAL
	GENERAL OBLIGATION REF & IMP		CERTIFICATE OF OBLIGATION		
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	\$ 174,975	\$	661,903	\$ -	\$ -

KDC INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

FUND DESCRIPTION:

The Keller Crime Control Prevention District Fund, created in FY2002, accounts for the resources and revenue derived from the crime control district sales tax, authorized by an election in November 2001. In May 2006, voters authorized to extend the tax by an additional 15 years. In November 2007, voters authorized a reduction in the rate from three-eighths of one percent (0.375%) to one-quarter of one percent (0.25%). This reallocation became effective April 1, 2008. The KCCPD budget was approved by the KCCPD Board of Directors on July 8, 2020. State law requires a public hearing and approval of the budget as presented. The public hearing and budget approval was conducted on July 21, 2020.

REVENUE SUMMARY

REVENUES	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
City Sales Taxes	\$ 1,498,336	\$ 1,546,477	\$ 1,546,477	\$ 1,546,477	\$ -
I/G Rev-Southlake	38,095	11,000	11,000	11,000	-
I/G Rev-Grapevine	27,095	-	-	-	-
I/G Rev-Colleyville	36,095	9,000	9,000	9,000	-
Auction Proceeds	765	50,000	58,744	50,000	-
Gain/Loss On Disp Of Assets	39,650	-	-	-	-
Interest Revenue-Investments	257,289	100,000	182,270	100,000	-
TOTAL	\$ 1,897,325	\$ 1,716,477	\$ 1,807,491	\$ 1,716,477	\$ -

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 105,800	\$ 120,864	\$ 120,864	\$ 122,738	\$ 1,874
Facility Improvements	7,590	127,500	127,500	127,500	-
Capital Improvements	392,935	561,600	561,600	448,620	(112,980)
Technology Improvements	86,775	113,350	113,350	256,643	143,293
Police Operations	368,160	543,610	543,610	535,785	(7,825)
Non-Departmental	523,950	529,500	529,500	529,500	-
TOTAL	\$ 1,485,210	\$ 1,996,424	\$ 1,996,424	\$ 2,020,786	\$ 24,362

EXPENDITURES BY CATEGORY:

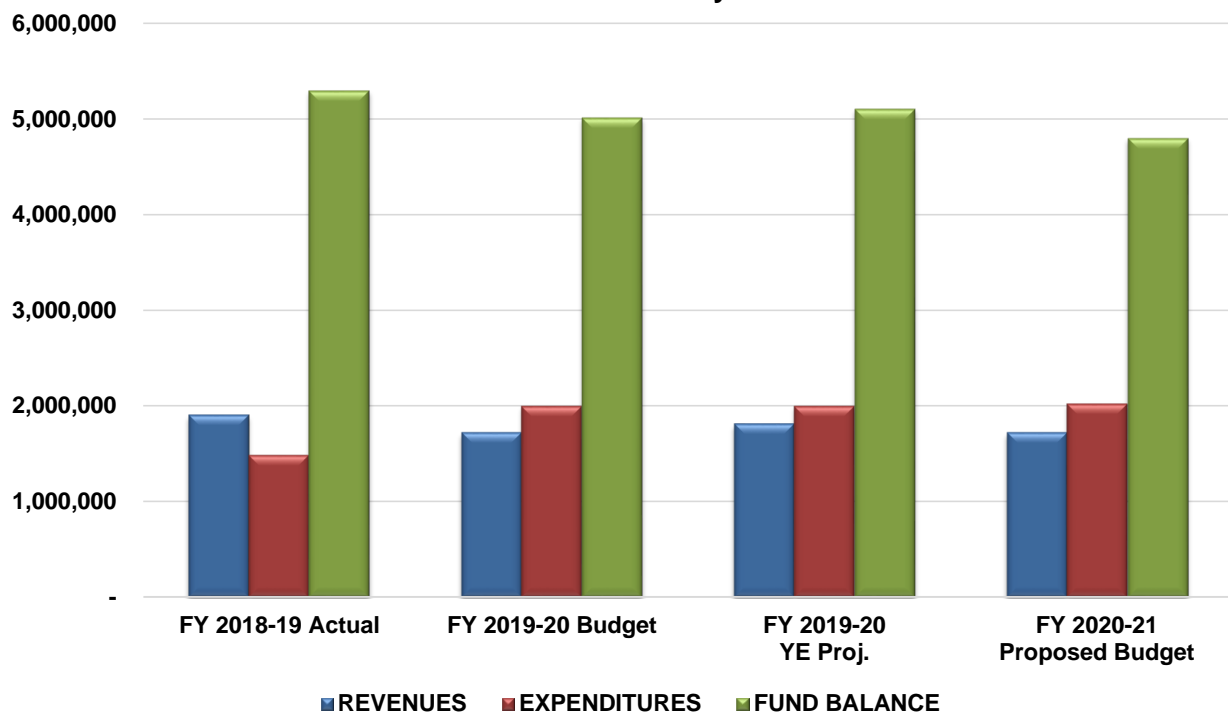
Personnel services	\$ 90,784	\$ 101,414	\$ 101,414	\$ 104,338	\$ 2,924
Operations & maintenance	593,811	209,910	209,910	359,320	149,410
Services & other	38,528	49,298	49,298	46,008	(3,290)
Debt service	523,950	529,500	529,500	529,500	-
Capital outlay	238,137	1,106,302	1,106,302	981,620	(124,682)
TOTAL	\$ 1,485,210	\$ 1,996,424	\$ 1,996,424	\$ 2,020,786	\$ 24,362

KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,897,325	\$ 1,716,477	\$ 1,807,491	\$ 1,716,477	\$ -
EXPENDITURES	1,485,210	1,996,424	1,996,424	2,020,786	24,362
VARIANCE	412,115	(279,947)	(188,933)	(304,309)	(24,362)
FUND BALANCE	\$ 5,291,739	\$ 5,011,792	\$ 5,102,806	\$ 4,798,497	(213,295)

KCCPD Summary



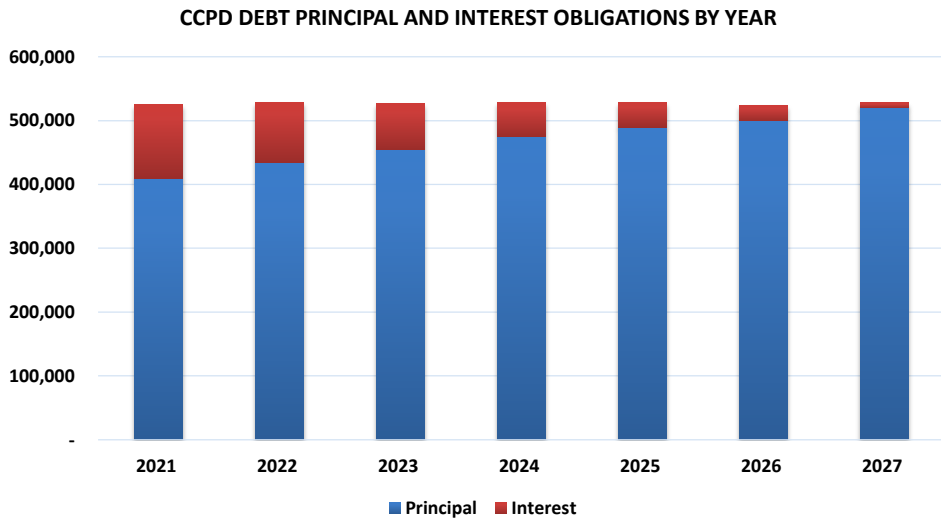
PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Accreditation Manager	1.00	1.00	1.00	1.00	-
TOTAL	1.00	1.00	1.00	1.00	-

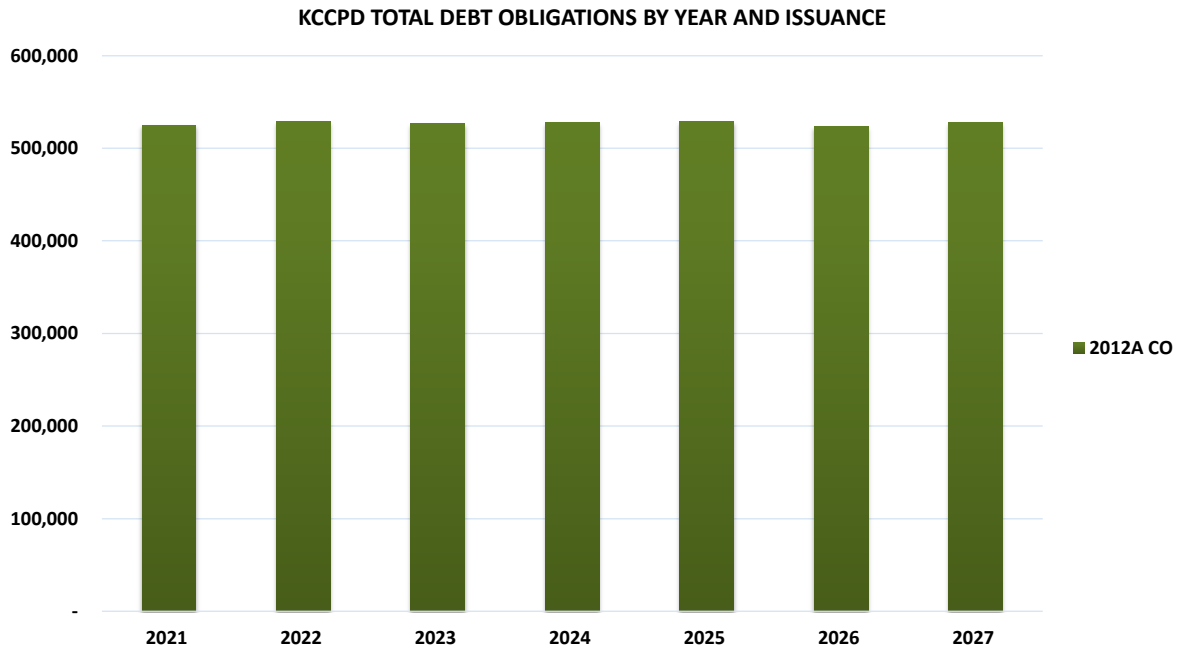
**KELLER CRIME CONTROL AND PREVENTION DISTRICT (CCPD) DEBT
BY PRINCIPAL AND INTEREST**

Year	Principal	Interest	Total P+I
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	\$ 3,285,000	\$ 403,900	\$ 3,688,900



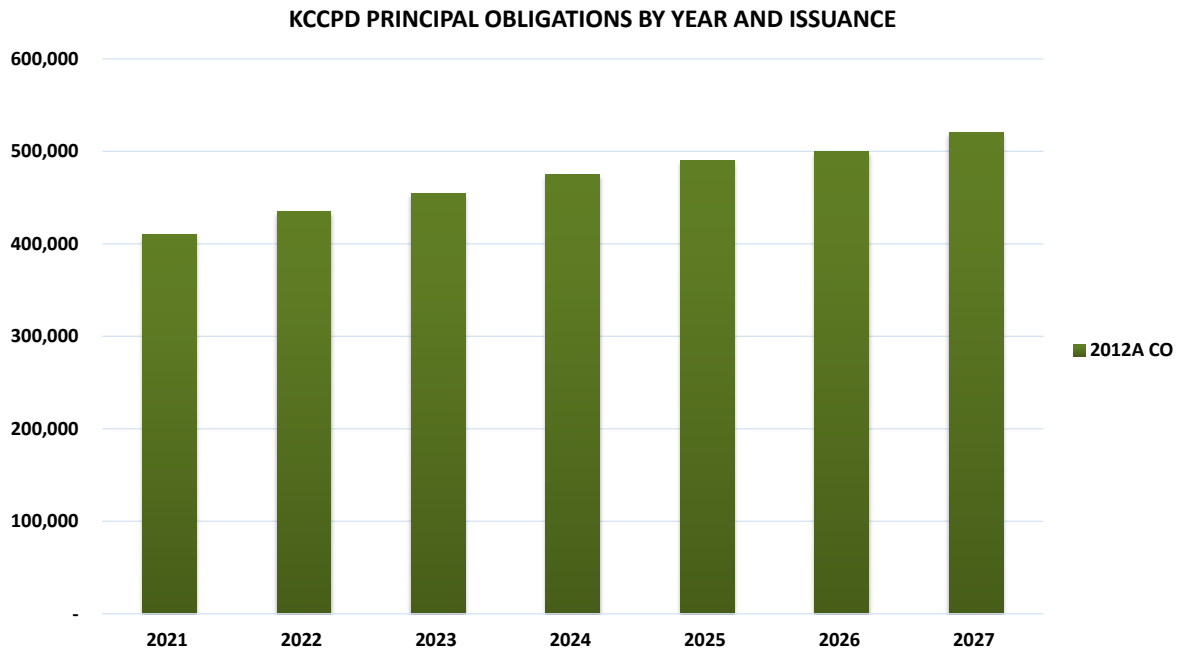
KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2012A CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 3,688,900	\$ 3,688,900



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

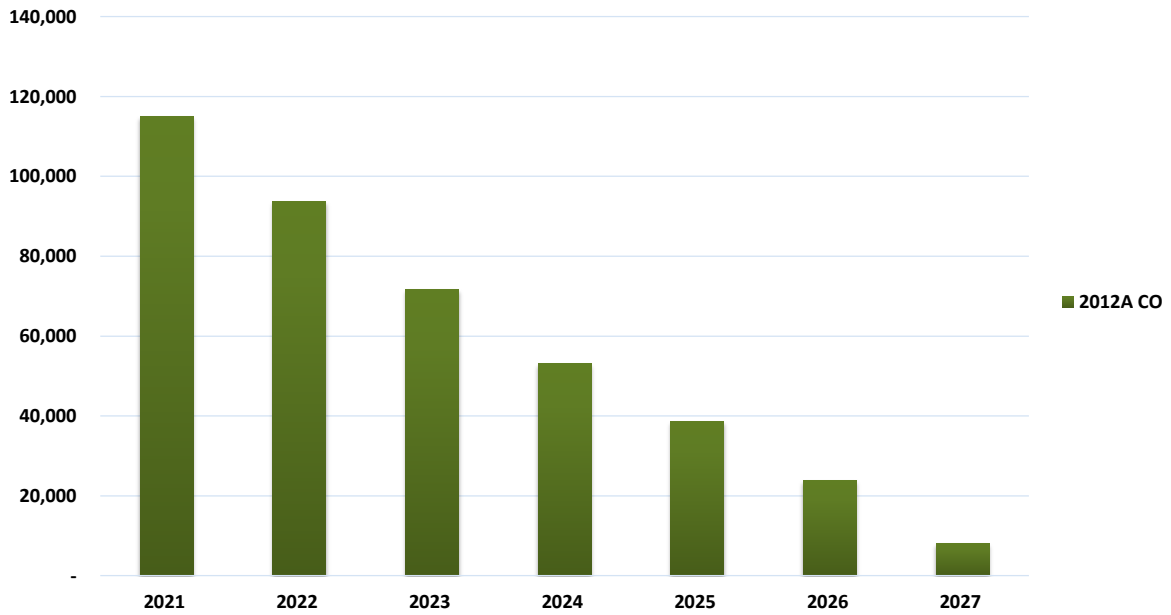
Year	2012A CERTIFICATE OF OBLIGATION	TOTAL
2021	\$ 410,000	\$ 410,000
2022	435,000	435,000
2023	455,000	455,000
2024	475,000	475,000
2025	490,000	490,000
2026	500,000	500,000
2027	520,000	520,000
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
Total	\$ 3,285,000	\$ 3,285,000



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

Year	2012A CERTIFICATE OF OBLIGATION	TOTAL
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	\$ 403,900	\$ 403,900

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 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
I/G Rev-Kisd	\$ 65,499	\$ 68,078	\$ 68,078	\$ 144,639	\$ 76,561
Grant-Fed	16,402	–	–	–	–
Grant-Local	3,951	–	–	–	–
Auction Proceeds	19,177	–	–	–	–
Grant-State Miscellaneous	24,384	–	–	–	–
Interest Revenue-Investments	4,615	–	6,028	–	–
Property Forfeiture	1,577	–	–	–	–
Donations-Sr Svs	1,598	–	9	–	–
Donations	4,443	–	3,495	–	–
Donations-Library Designated	3,020	–	–	–	–
TOTAL	\$ 144,666	\$ 68,078	\$ 77,610	\$ 144,639	\$ 76,561

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Police Administration	\$ 76,873	\$ 65,152	\$ 64,541	\$ 144,638	\$ 79,486
Police Operations	6,640	–	–	–	–
Animal Control	1,598	–	–	–	–
PD TCLEOSE Training	16,402	–	–	–	–
Public Safety Grant	28,334	–	–	–	–
TOTAL	\$ 129,847	\$ 65,152	\$ 64,541	\$ 144,638	\$ 79,486

EXPENDITURES BY CATEGORY:

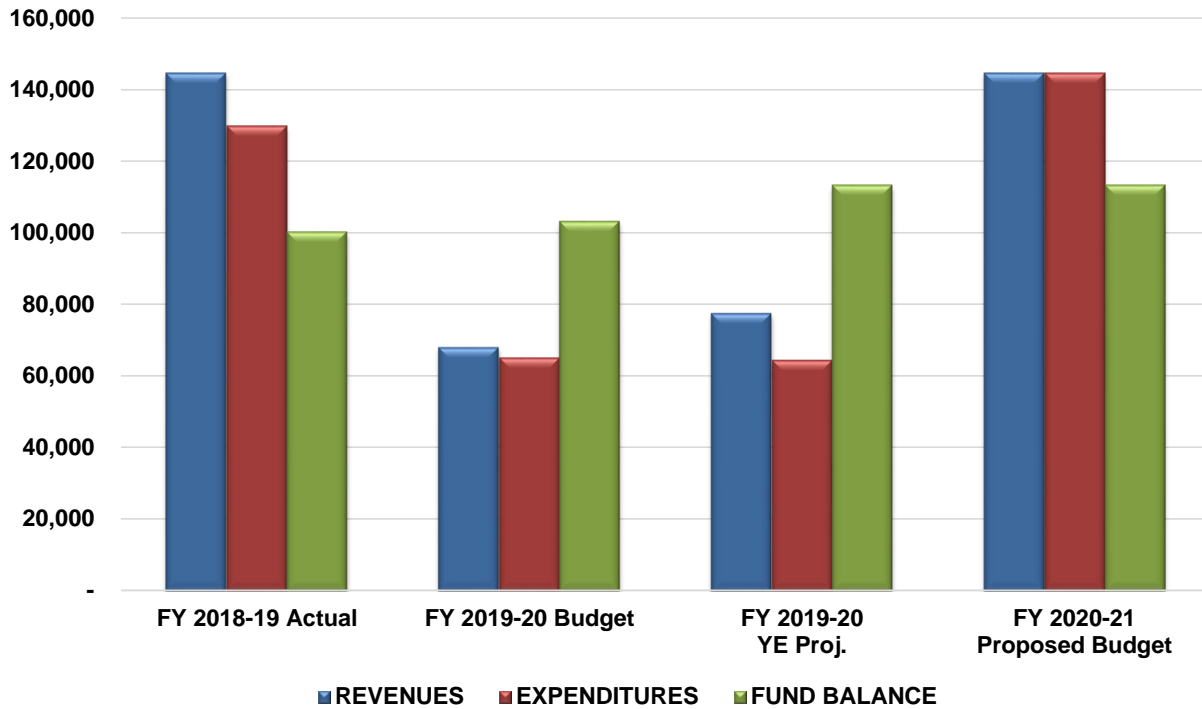
Personnel services	\$ 69,373	\$ 65,152	\$ 64,541	\$ 144,638	\$ 79,486
Operations & maintenance	10,612	–	–	–	–
Services & other	49,863	–	–	–	–
Capital outlay	–	–	–	–	–
TOTAL	\$ 129,847	\$ 65,152	\$ 64,541	\$ 144,638	\$ 79,486

PUBLIC SAFETY SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 144,666	\$ 68,078	\$ 77,610	\$ 144,639	\$ 76,561
EXPENDITURES	129,847	65,152	64,541	144,638	79,486
VARIANCE	14,818	2,926	13,069	1	(2,925)
FUND BALANCE	\$ 100,209	\$ 103,135	\$ 113,278	\$ 113,279	\$ 10,144

Public Safety Special Revenue Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
School Resource Officer - PT	0.75	0.75	0.75	1.50	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.

Senior Services Division: The Senior Services Division accounts for senior recreation programs and trips. These activities are funded by class/ trip fees, sponsorships, grants and donations. Administrative staffing for these activities is included in the General Fund Parks and Recreation budget.

DEPARTMENT/DIVISION GOALS:

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

Senior Services Division

1. Encourage healthy and active lifestyles through health and wellness programs, life enrichment classes, as well as education and travel opportunities.
2. Create new technology programs that meet the needs of our aging population to include: internet, tablet, and smart phones.
3. Ensure sustainability of senior adult activities and programs through the expansion of our resources and encouragement of community involvement.
4. Enhance awareness of the Senior Activities Center through public events and promotion of our programs on social, electronic and print media.
5. Ensure that all guests are provided with quality customer care in the delivery of services and programs that exceeds their expectations to maintain a loyal and growing participant base.
6. Creating loyal sponsors and developing new opportunities for businesses to feature their products and services.
7. Foster partnerships with individuals, civic groups, businesses, foundations and neighboring communities that with our core values.

RECREATION SPECIAL REVENUE FUND

DEPARTMENT/DIVISION OBJECTIVES:

1. Create free to low cost events that appeal to a large demographics. Specifically 90% family friendly, 10% young adults.
2. Create opportunities for revitalization of community through trash bash, fishing, adopt-a-st and adopt-a- spot programs, in addition to promoting Tree City through Arbor Day celebrations.
3. Build 5 new partnerships in addition to existing partnerships.
4. Provide social media outlets for reviewing of our dept. and customer service experiences.
5. Create a cohesive marketing strategy for all recreation divisions that increased social media following by 25%.

Senior Services Division

1. Partner with local high school technology department to create technology classes led by high school students.
2. Increase Sponsorship opportunities through newsletter advertisements and annual fundraiser.
3. Offer multigenerational classes to enhance awareness of the senior activities center to the public.
4. Continue to Increase the amount and variety of trips offered.

* Quantifiable goals are reported in the Recreation 100-630-61 Division

REVENUE SUMMARY

REVENUES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Interest Revenue-Investments	3,736	3,475	4,378	4,407	932
Revenue-Taaf Swimming	34,010	36,000	-	29,071	(6,929)
Revenue-Misc Special Events	54,902	86,812	39,869	51,120	(35,692)
Revenue-Sr Svs Coffee	23,092	17,658	11,353	21,539	3,881
Revenue-Sr Svs Trips	50,348	30,000	(285)	36,113	6,113
Revenue-Ticket Sales	56	300	-	53	(247)
Donations-Utility Billing	6,519	7,200	6,336	6,483	(717)
Donations-Sr Svs	25,967	40,000	23,752	27,809	(12,191)
Donations-Mmow Meals On Wheels	13,424	6,500	9,016	7,547	1,047
Donations-Sr Svs Newsletter	750	3,000	-	472	(2,528)
Donations	11,930	2,250	5	2,250	-
Donations-Veterans Memorial	4,425	300	600	300	-
Transfer From General Fund	47,600	47,600	47,600	47,600	-
TOTAL	\$ 276,759	\$ 281,095	\$ 142,624	\$ 234,764	\$ (46,331)

RECREATION SPECIAL REVENUE FUND

EXPENDITURE SUMMARY

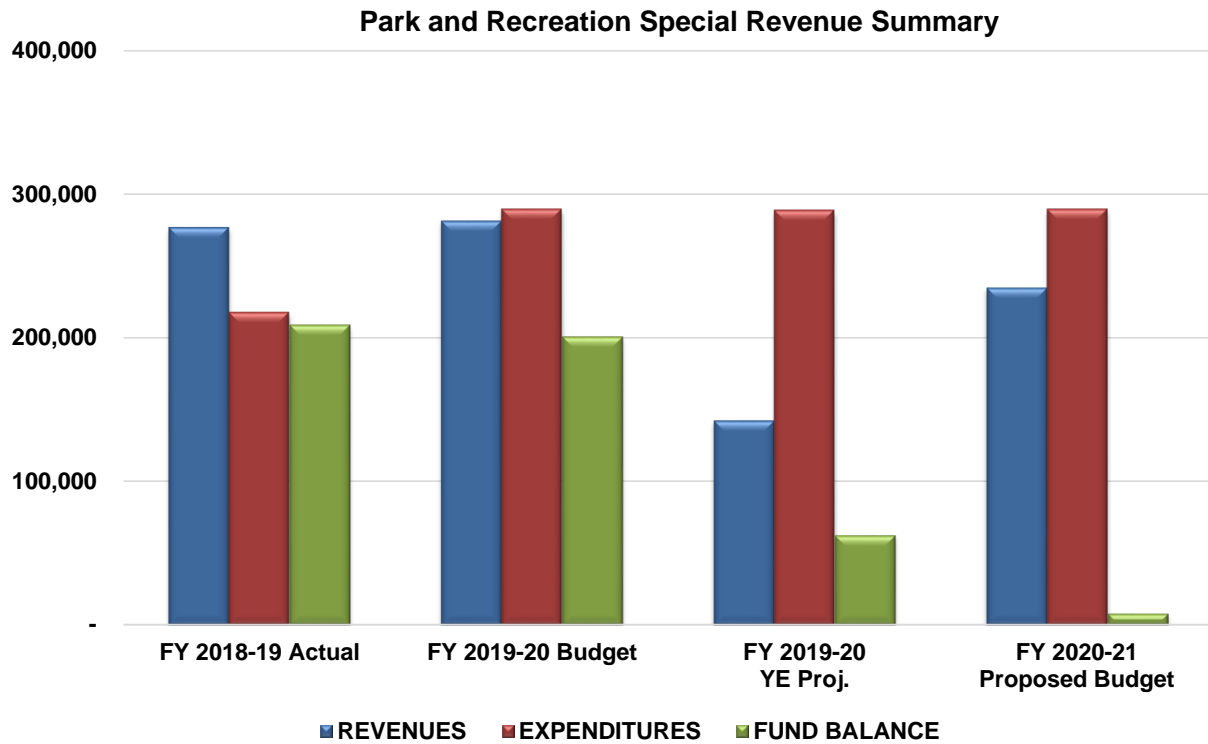
<u>EXPENDITURES BY DIVISION:</u>	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Administration	\$ -	\$ 7,200	\$ 7,200	\$ 7,200	\$ -
Senior Services Programs	104,091	95,167	94,364	95,166	(1)
Special Events	102,892	175,600	175,600	175,600	-
Grant and Donation Projects	10,741	11,446	11,446	11,446	-
Non-Departmental	-	-	-	-	-
TOTAL	\$ 217,724	\$ 289,413	\$ 288,610	\$ 289,412	\$ (1)

<u>EXPENDITURES BY CATEGORY:</u>	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Personnel services	\$ 1,154	\$ 1,217	\$ 414	\$ 1,216	\$ (1)
Operations & maintenance	-	-	-	-	-
Services & other	216,570	288,196	288,196	288,196	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 217,724	\$ 289,413	\$ 288,610	\$ 289,412	\$ (1)

FUND BALANCE SUMMARY

	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
REVENUES	\$ 276,759	\$ 281,095	\$ 142,624	\$ 234,764	\$ (46,331)
EXPENDITURES	217,724	289,413	288,610	289,412	(1)
VARIANCE	59,034	(8,318)	(145,986)	(54,648)	(46,330)
FUND BALANCE	\$ 208,956	\$ 200,638	\$ 62,970	\$ 8,322	\$ (192,316)

RECREATION SPECIAL REVENUE FUND



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Technology Fines/Fees	\$ 21,229	\$ 29,287	\$ 16,925	\$ 16,925	\$ (12,362)
Bldg Security Fines/Fees	15,922	21,545	14,634	14,634	(6,911)
School Crossing Fines	6,158	13,805	7,694	7,694	(6,111)
Teen Court Fines	2,320	1,827	3,610	3,610	1,783
Truancy Prev	5,267	4,524	5,681	5,681	1,157
Juvenile Case Manager Fines	26,536	37,931	14,793	14,793	(23,138)
Jury Fines	3	227	3	3	(224)
Transfer From General Fund	21,387	-	-	-	-
Interest Revenue-Investments	5,054	2,975	11,984	5,420	2,445
TOTAL	\$ 103,876	\$ 112,121	\$ 75,324	\$ 68,760	\$ (43,361)

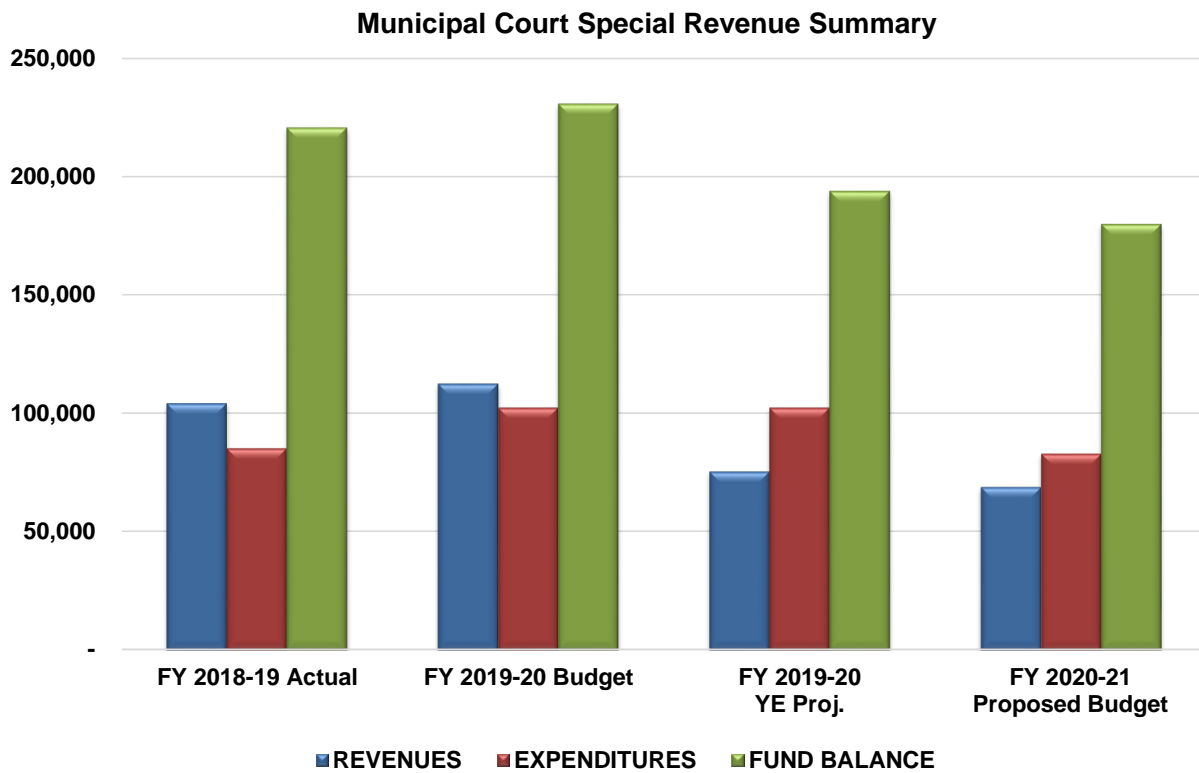
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	33,369	29,287	29,287	3,500	(25,787)
Services & other	51,621	72,805	72,805	79,207	6,402
Capital outlay	-	-	-	-	-
TOTAL	\$ 84,990	\$ 102,092	\$ 102,092	\$ 82,707	\$ (19,385)

MUNICIPAL COURT SPECIAL REVENUE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 103,876	\$ 112,121	\$ 75,324	\$ 68,760	\$ (43,361)
EXPENDITURES	84,990	102,092	102,092	82,707	(19,385)
VARIANCE	18,885	10,029	(26,768)	(13,947)	(23,976)
FUND BALANCE	\$ 220,718	\$ 230,747	\$ 193,950	\$ 180,003	\$ (50,744)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Franchise Fees-Verizon	\$ 74,589	\$ 86,055	\$ 62,705	\$ 62,705	\$ (23,350)
Franchise Fees-Tv Cable	34,599	26,453	38,821	38,821	12,368
Franchise Fees-Sbc/At&T	13,386	41,077	6,343	6,343	(34,734)
Franchise Fee-One Source Comm	5,381	6,087	4,120	4,120	(1,967)
Interest Revenue-Investments	9,896	5,600	10,688	5,600	-
TOTAL	\$ 137,852	\$ 165,272	\$ 122,677	\$ 117,589	\$ (47,683)

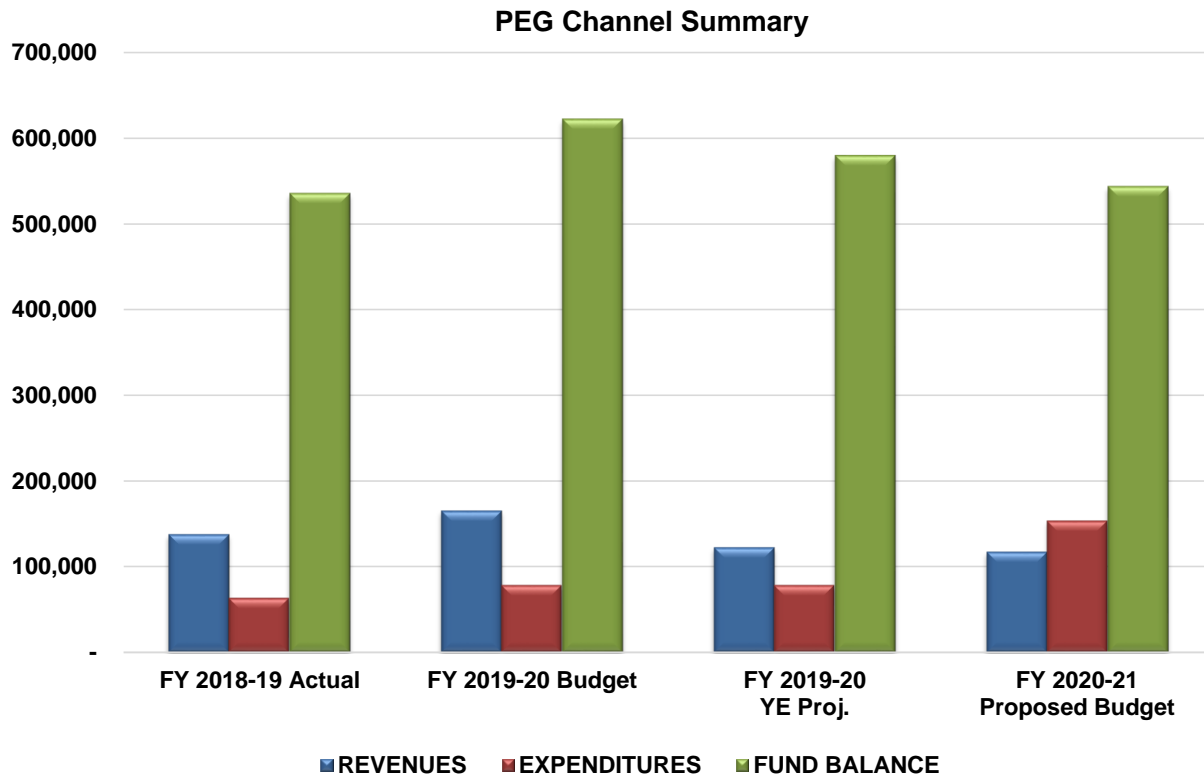
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	14,583	26,100	26,100	35,100	9,000
Services & other	49,256	52,500	52,500	52,500	-
Capital outlay	-	-	-	66,000	66,000
TOTAL	\$ 63,839	\$ 78,600	\$ 78,600	\$ 153,600	\$ 75,000

PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 137,852	\$ 165,272	\$ 122,677	\$ 117,589	\$ (47,683)
EXPENDITURES	63,839	78,600	78,600	153,600	75,000
VARIANCE	74,013	86,672	44,077	(36,011)	(122,683)
FUND BALANCE	\$ 535,703	\$ 622,375	\$ 579,780	\$ 543,769	\$ (78,606)



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Solid Waste/Garbage Fees	\$ 38,175	\$ 35,396	\$ 39,747	\$ 39,747	\$ 4,351
Interest Revenue-Investments	5,354	2,605	6,238	2,605	-
TOTAL	\$ 43,529	\$ 38,001	\$ 45,985	\$ 42,352	\$ 4,351

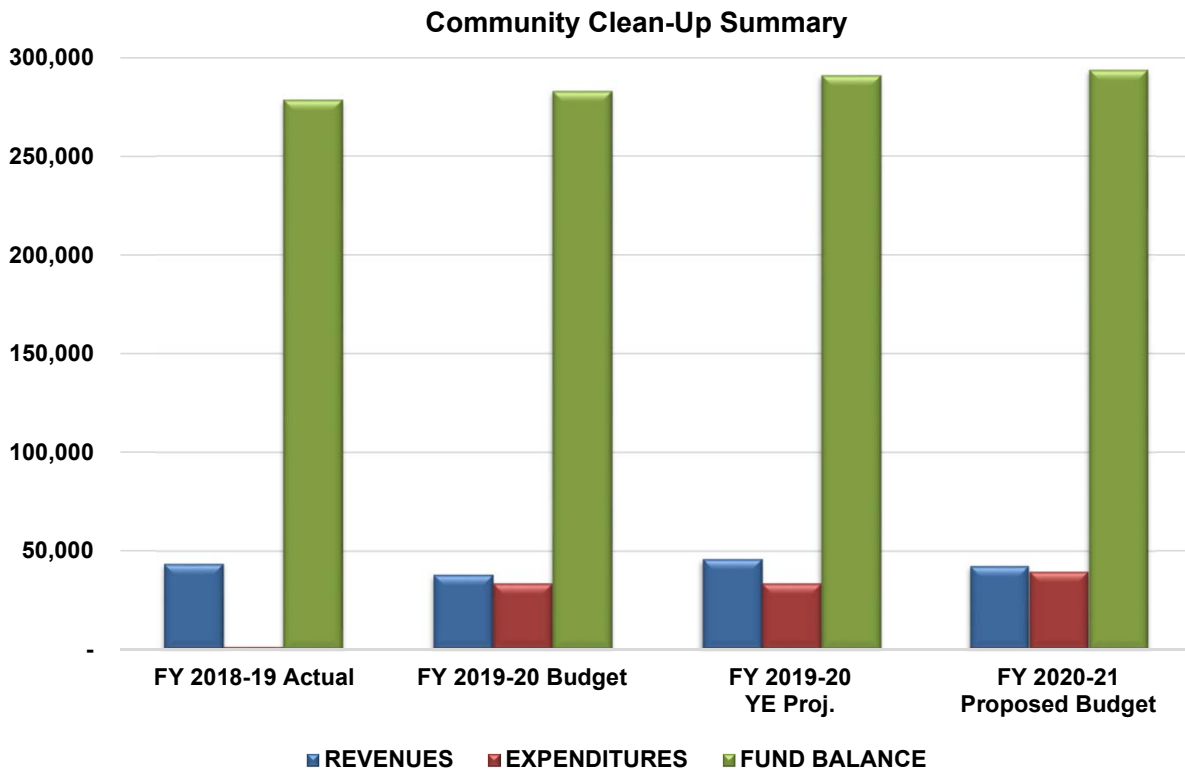
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	5,000	5,000	5,000	-
Services & other	1,438	28,631	28,631	34,631	6,000
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,438	\$ 33,631	\$ 33,631	\$ 39,631	\$ 6,000

COMMUNITY CLEAN-UP FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 43,529	\$ 38,001	\$ 45,985	\$ 42,352	\$ 4,351
EXPENDITURES	1,438	33,631	33,631	39,631	6,000
VARIANCE	42,091	4,370	12,354	2,721	(1,649)
FUND BALANCE	\$ 278,548	\$ 282,918	\$ 290,902	\$ 293,623	\$ 10,705



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
City Sales Taxes	\$ 1,597,554	\$ 1,622,069	\$ 1,622,069	\$ 1,622,069	\$ -
Sidewalk Fees	16,000	38,651	6,406	11,346	(27,305)
Interest Revenue-Investments	8,731	7,143	10,293	7,143	-
Interest Revenue-Assessments	-	104	-	-	(104)
TOTAL	\$ 1,622,286	\$ 1,667,967	\$ 1,638,768	\$ 1,640,558	\$ (27,409)

EXPENDITURE SUMMARY

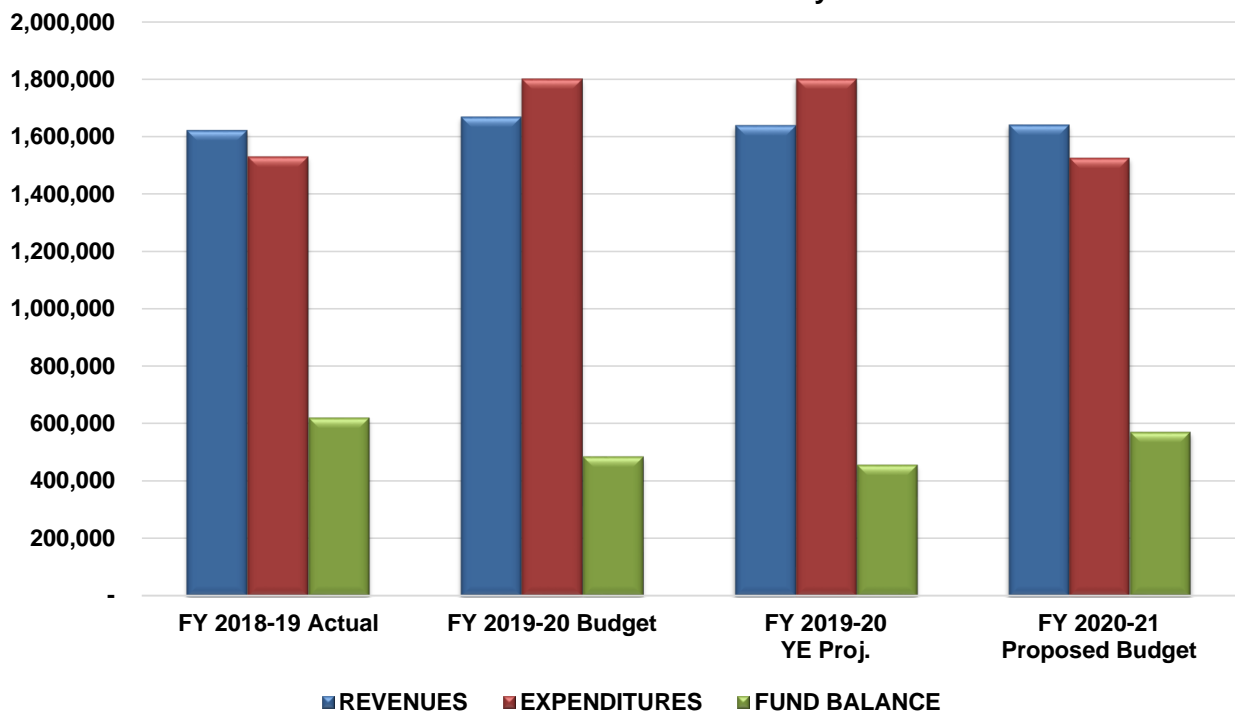
EXPENDITURES BY CATEGORY:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	1,526,609	1,801,609	1,801,609	1,526,609	(275,000)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,526,609	\$ 1,801,609	\$ 1,801,609	\$ 1,526,609	\$ (275,000)

STREET AND SIDEWALK IMPROVEMENTS FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,622,286	\$ 1,667,967	\$ 1,638,768	\$ 1,640,558	\$ (27,409)
EXPENDITURES	1,531,281	1,801,609	1,801,609	1,526,609	(275,000)
VARIANCE	91,004	(133,642)	(162,841)	113,949	247,591
FUND BALANCE	\$ 619,741	\$ 486,099	\$ 456,900	\$ 570,849	\$ 84,750

Street Maintenance Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

DEBT SERVICE FUND

For the City of Keller, the Debt Service fund provides funding for the city's debt payments that are supported by property taxes. Included in the section is a summary of legal debt margin, summary of the fund, details on the proposed year's payment, and summary of outstanding debt payments for the Debt Service Fund and City-wide overall payments.

Note: Out-going payments for debt supported by either the Water and Wastewater Fund, Keller Development Corporation, and Keller Crime Control and Prevention District can be found in their respective fund section of the budget.

City of **KELLER**



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DEBT SERVICE FUND

FUND DESCRIPTION:

The Debt Service Fund is used to account for the accumulation of resources for and the payment of, general long-term debt principal and interest. 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Current Taxes	\$ 4,085,507	\$ 4,327,596	\$ 4,327,596	\$ 3,661,877	\$ (665,719)
Delinquent Taxes	7,196	23,718	7,063	17,410	(6,308)
Penalty & Interest-Taxes	(14,325)	18,352	64,261	23,085	4,733
Premium On Debt Issuance	-	-	-	-	-
Debt Issuance-Refunding Bonds	-	-	-	-	-
Interest Revenue-Investments	72,287	10,686	91,383	57,922	47,236
Miscellaneous Revenue	13,904	-	-	-	-
TOTAL	\$ 4,164,569	\$ 4,380,352	\$ 4,490,303	\$ 3,760,294	\$ (620,058)

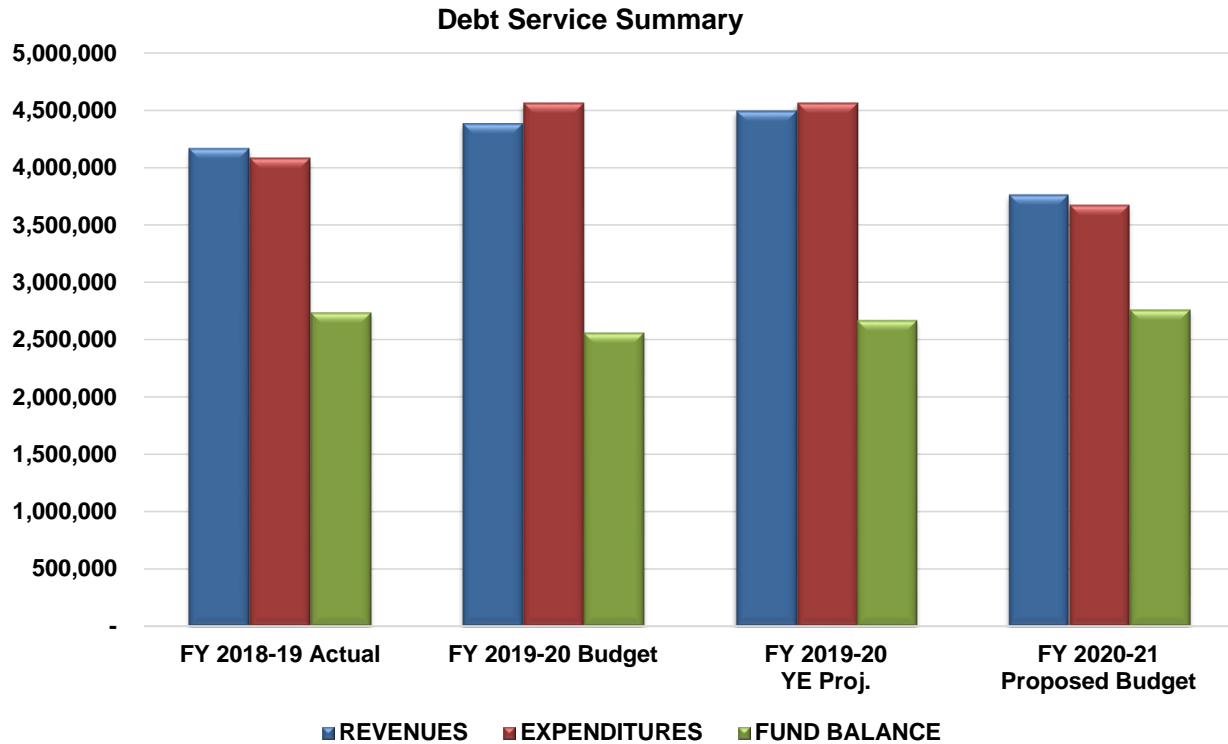
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Services & other	-	1,500	1,500	1,500	-
Debt service	4,078,360	4,554,878	4,554,878	3,668,821	(886,057)
Capital outlay	-	-	-	-	-
TOTAL	\$ 4,078,360	\$ 4,556,378	\$ 4,556,378	\$ 3,670,321	\$ (886,057)

DEBT SERVICE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 4,164,569	\$ 4,380,352	\$ 4,490,303	\$ 3,760,294	\$ (620,058)
EXPENDITURES	4,078,360	4,556,378	4,556,378	3,670,321	(886,057)
VARIANCE	86,208	(176,026)	(66,075)	89,973	265,999
FUND BALANCE	\$ 2,736,902	\$ 2,560,876	\$ 2,670,827	\$ 2,760,800	\$ 199,924



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

DEBT SERVICE FUND

LEGAL DEBT MARGIN

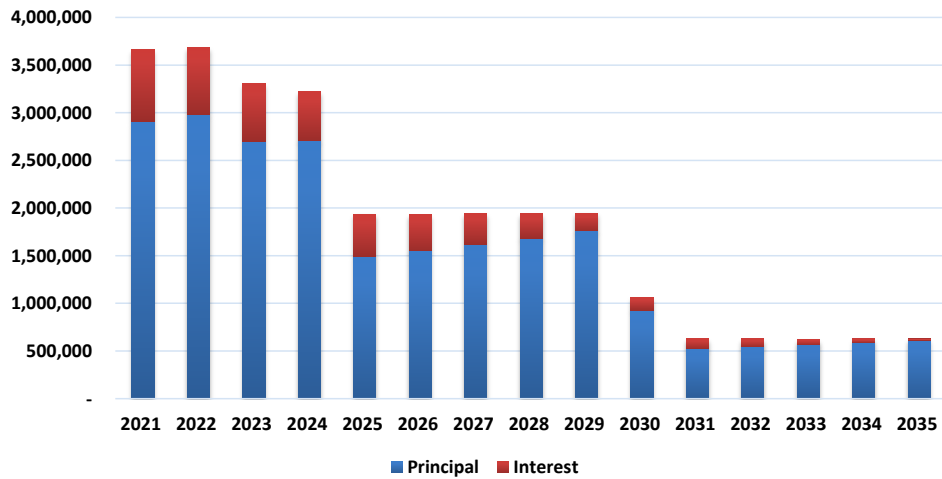
The State of Texas limits general obligation debt of the City of Keller to a maximum debt service rate of \$2.50 for \$100 assessed valuation and administratively the Attorney General of the State of Texas will permit a maximum debt service rate of \$1.50 of ad valorem tax rate for general obligation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

FISCAL YEAR	ASSESSED VALUATION	STATE LEGAL ANNUAL MAXIMUM DEBT LEVEL	ATTORNEY GENERAL ANNUAL MAXIMUM DEBT LEVEL	DEBT PER CAPITA
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
2019-20	5,301,877,706	132,546,943	79,528,166	81.21
2020-21	\$5,171,412,567	\$129,285,314	\$ 77,571,189	\$81.13

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

Year	Principal	Interest	Total P+I
2021	\$ 2,910,000	\$ 752,821	\$ 3,662,821
2022	2,980,000	702,544	3,682,544
2023	2,700,000	609,863	3,309,863
2024	2,705,000	517,150	3,222,150
2025	1,495,000	441,650	1,936,650
2026	1,550,000	384,400	1,934,400
2027	1,620,000	321,000	1,941,000
2028	1,685,000	254,900	1,939,900
2029	1,760,000	186,000	1,946,000
2030	930,000	132,200	1,062,200
2031	525,000	103,100	628,100
2032	545,000	81,700	626,700
2033	565,000	59,500	624,500
2034	590,000	36,400	626,400
2035	615,000	12,300	627,300
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
Total	\$ 23,175,000	\$ 4,595,527	\$ 27,770,527

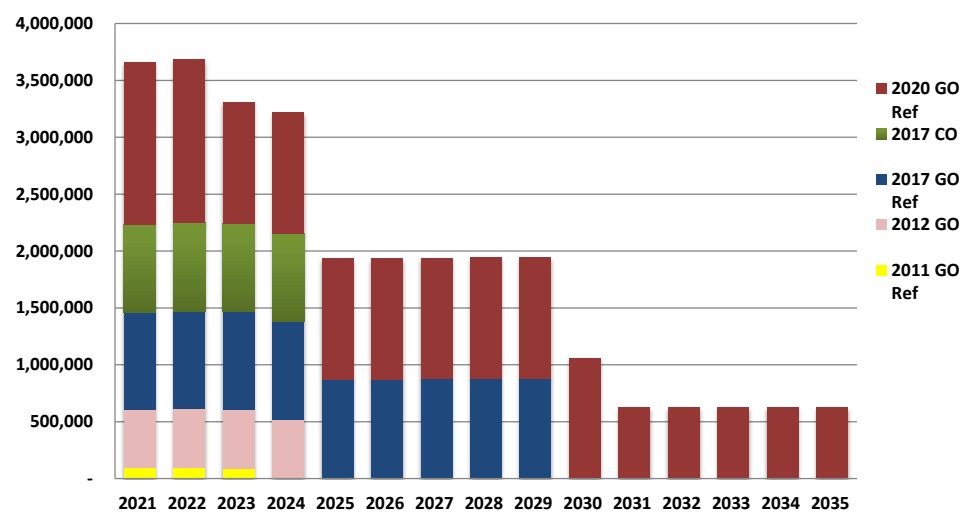
I&S DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



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

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 91,525	\$ 512,500	\$ 855,081	\$ 774,125	1,429,589	\$ 3,662,821
2022	-	-	93,900	515,375	860,344	777,925	1,435,000	3,682,544
2023	-	-	86,275	517,000	865,156	776,331	1,065,100	3,309,863
2024	-	-	-	512,500	866,875	776,475	1,066,300	3,222,150
2025	-	-	-	-	870,350	-	1,066,300	1,936,650
2026	-	-	-	-	869,300	-	1,065,100	1,934,400
2027	-	-	-	-	878,300	-	1,062,700	1,941,000
2028	-	-	-	-	875,900	-	1,064,000	1,939,900
2029	-	-	-	-	877,200	-	1,068,800	1,946,000
2030	-	-	-	-	-	-	1,062,200	1,062,200
2031	-	-	-	-	-	-	628,100	628,100
2032	-	-	-	-	-	-	626,700	626,700
2033	-	-	-	-	-	-	624,500	624,500
2034	-	-	-	-	-	-	626,400	626,400
2035	-	-	-	-	-	-	627,300	627,300
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 271,700	\$ 2,057,375	\$ 7,818,506	\$ 3,104,856	\$ 14,518,089	\$ 27,770,527

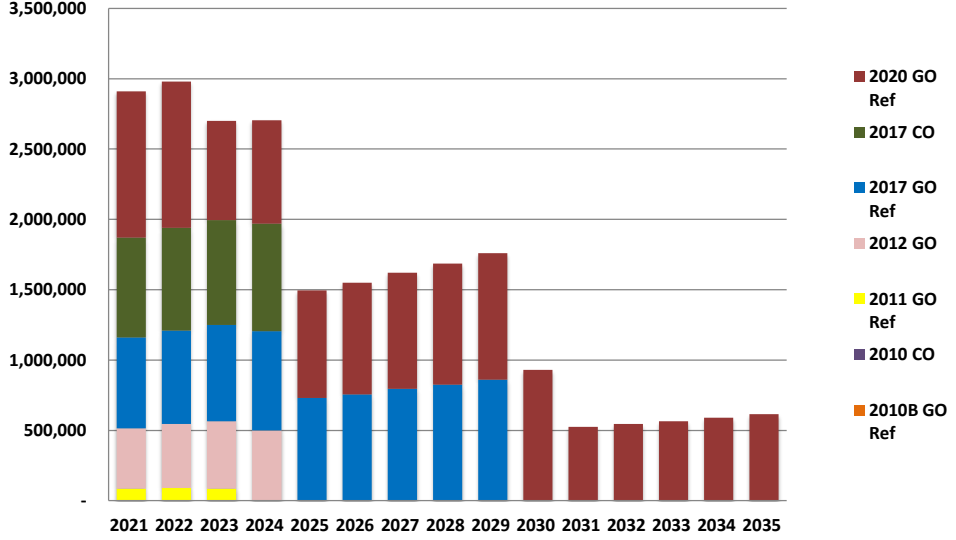
I&S TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 85,000	\$ 430,000	\$ 645,000	\$ 710,000	\$ 1,040,000	\$ 2,910,000
2022	-	-	90,000	455,000	665,000	730,000	1,040,000	2,980,000
2023	-	-	85,000	480,000	685,000	745,000	705,000	2,700,000
2024	-	-	-	500,000	705,000	765,000	735,000	2,705,000
2025	-	-	-	-	730,000	-	765,000	1,495,000
2026	-	-	-	-	755,000	-	795,000	1,550,000
2027	-	-	-	-	795,000	-	825,000	1,620,000
2028	-	-	-	-	825,000	-	860,000	1,685,000
2029	-	-	-	-	860,000	-	900,000	1,760,000
2030	-	-	-	-	-	-	930,000	930,000
2031	-	-	-	-	-	-	525,000	525,000
2032	-	-	-	-	-	-	545,000	545,000
2033	-	-	-	-	-	-	565,000	565,000
2034	-	-	-	-	-	-	590,000	590,000
2035	-	-	-	-	-	-	615,000	615,000
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 260,000	\$ 1,865,000	\$ 6,665,000	\$ 2,950,000	\$ 11,435,000	\$ 23,175,000

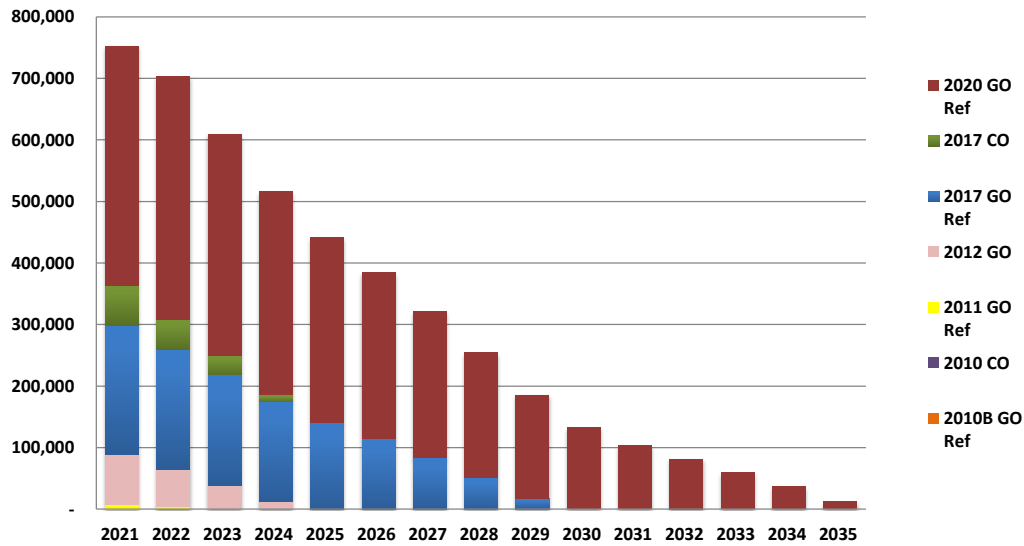
I&S PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



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

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
2021	\$ -	\$ -	\$ 6,525	\$ 82,500	\$ 210,081	\$ 64,125	\$ 389,589	\$ 752,821
2022	-	-	3,900	60,375	195,344	47,925	395,000	702,544
2023	-	-	1,275	37,000	180,156	31,331	360,100	609,863
2024	-	-	-	12,500	161,875	11,475	331,300	517,150
2025	-	-	-	-	140,350	-	301,300	441,650
2026	-	-	-	-	114,300	-	270,100	384,400
2027	-	-	-	-	83,300	-	237,700	321,000
2028	-	-	-	-	50,900	-	204,000	254,900
2029	-	-	-	-	17,200	-	168,800	186,000
2030	-	-	-	-	-	-	132,200	132,200
2031	-	-	-	-	-	-	103,100	103,100
2032	-	-	-	-	-	-	81,700	81,700
2033	-	-	-	-	-	-	59,500	59,500
2034	-	-	-	-	-	-	36,400	36,400
2035	-	-	-	-	-	-	12,300	12,300
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 11,700	\$ 192,375	\$ 1,153,506	\$ 154,856	\$ 3,083,089	\$ 4,595,527

I&S INTEREST OBLIGATIONS BY YEAR AND ISSUANCE

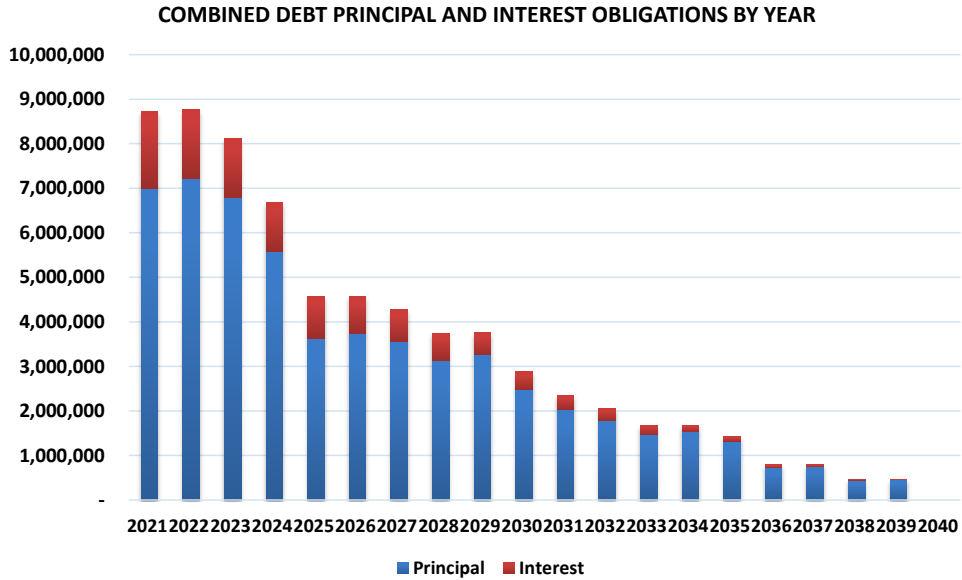




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COMBINED TOTAL DEBT BY PRINCIPAL AND INTEREST

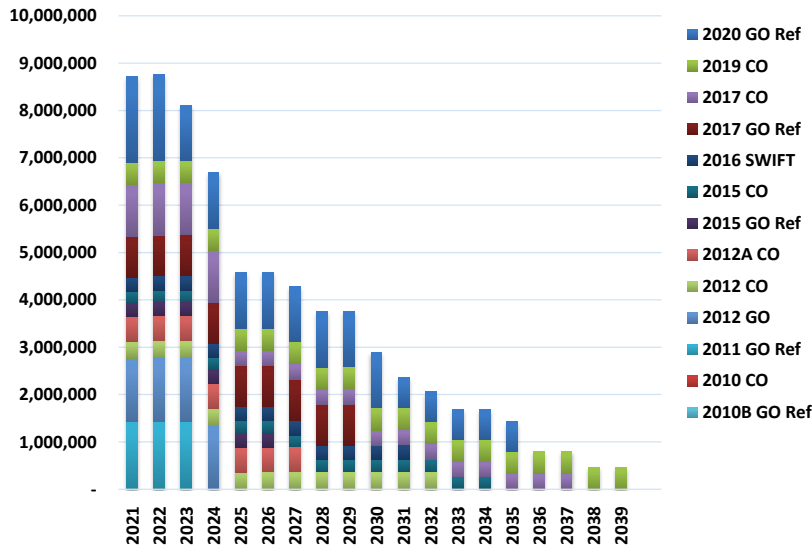
Year	Principal	Interest	Total P+I
2021	\$ 7,005,000	\$ 1,718,859	\$ 8,723,859
2022	7,220,000	1,539,815	8,759,815
2023	6,795,000	1,311,636	8,106,636
2024	5,580,000	1,107,012	6,687,012
2025	3,620,000	957,113	4,577,113
2026	3,735,000	842,064	4,577,064
2027	3,555,000	722,849	4,277,849
2028	3,140,000	610,095	3,750,095
2029	3,260,000	499,340	3,759,340
2030	2,480,000	401,245	2,881,245
2031	2,030,000	327,656	2,357,656
2032	1,790,000	264,791	2,054,791
2033	1,470,000	207,813	1,677,813
2034	1,530,000	153,966	1,683,966
2035	1,320,000	102,150	1,422,150
2036	725,000	65,400	790,400
2037	755,000	40,075	795,075
2038	445,000	20,475	465,475
2039	460,000	6,900	466,900
2040	-	-	-
Total	\$ 56,915,000	\$ 10,899,251	\$ 67,814,251



COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP
2021	\$ -	\$ -	\$ 1,427,975	\$ 1,340,875	\$ 353,745	\$ 524,950	\$ 291,050
2022	-	-	1,427,625	1,348,000	359,753	528,825	295,625
2023	-	-	1,426,075	1,347,000	360,018	526,575	299,325
2024	-	-	-	1,347,875	359,625	528,075	301,750
2025	-	-	-	-	363,648	528,600	303,200
2026	-	-	-	-	367,088	523,750	299,425
2027	-	-	-	-	365,055	528,125	-
2028	-	-	-	-	367,451	-	-
2029	-	-	-	-	369,115	-	-
2030	-	-	-	-	370,103	-	-
2031	-	-	-	-	375,495	-	-
2032	-	-	-	-	375,273	-	-
2033	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 4,281,675	\$ 5,383,750	\$ 4,386,366	\$ 3,688,900	\$ 1,790,375

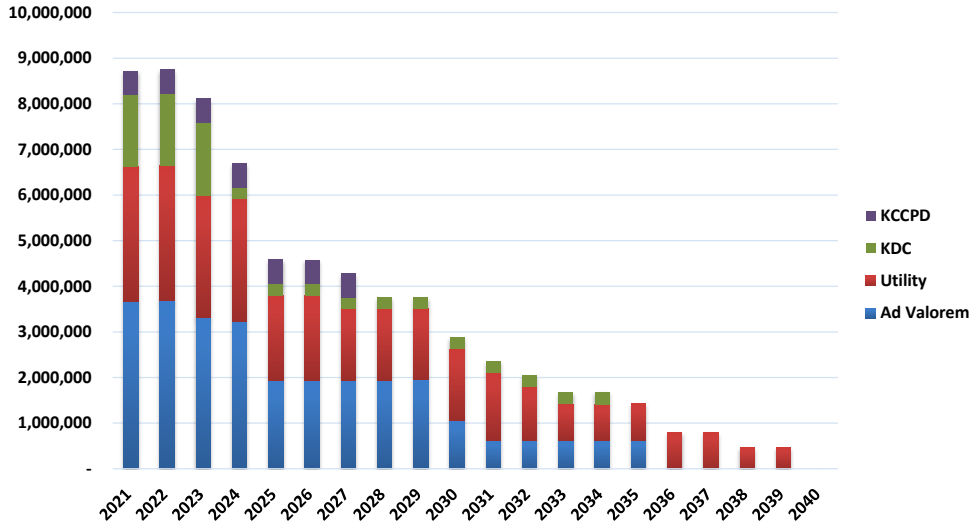
COMBINED TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL ALL BONDS
2021	\$ 246,044	\$ 297,632	\$ 855,081	\$ 1,101,044	\$ 467,350	\$ 1,818,113	\$ 8,723,859
2022	247,694	300,544	860,344	1,100,681	470,325	1,820,400	8,759,815
2023	249,244	298,225	865,156	1,099,869	468,150	1,167,000	8,106,636
2024	249,794	295,668	866,875	1,099,950	467,300	1,170,100	6,687,012
2025	249,319	297,872	870,350	322,550	469,775	1,171,800	4,577,113
2026	253,619	299,832	869,300	326,400	465,550	1,172,100	4,577,064
2027	252,694	296,450	878,300	325,025	466,100	1,166,100	4,277,849
2028	251,619	297,675	875,900	322,400	466,350	1,168,700	3,750,095
2029	255,319	298,307	877,200	323,400	466,300	1,169,700	3,759,340
2030	258,719	298,274	-	324,000	465,950	1,164,200	2,881,245
2031	261,819	297,817	-	324,200	470,225	628,100	2,357,656
2032	259,694	-	-	324,000	469,125	626,700	2,054,791
2033	262,188	-	-	323,400	467,725	624,500	1,677,813
2034	269,141	-	-	322,400	466,025	626,400	1,683,966
2035	-	-	-	325,900	468,950	627,300	1,422,150
2036	-	-	-	323,900	466,500	-	790,400
2037	-	-	-	326,400	468,675	-	795,075
2038	-	-	-	-	465,475	-	465,475
2039	-	-	-	-	466,900	-	466,900
2040	-	-	-	-	-	-	-
Total	\$ 3,566,903	\$ 3,278,293	\$ 7,818,506	\$ 8,615,519	\$ 8,882,750	\$ 16,121,213	\$ 67,814,251

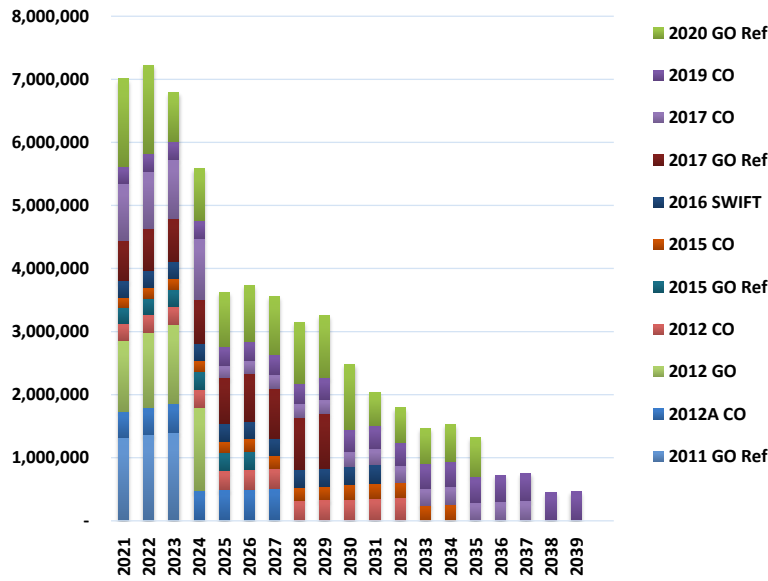
COMBINED TOTAL OBLIGATIONS BY FUNDING SOURCE



COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP
2021	\$ -	\$ -	\$ 1,325,000	\$ 1,125,000	\$ 270,000	\$ 410,000	\$ 250,000
2022	-	-	1,365,000	1,190,000	280,000	435,000	260,000
2023	-	-	1,405,000	1,250,000	285,000	455,000	270,000
2024	-	-	-	1,315,000	290,000	475,000	280,000
2025	-	-	-	-	300,000	490,000	290,000
2026	-	-	-	-	310,000	500,000	295,000
2027	-	-	-	-	315,000	520,000	-
2028	-	-	-	-	325,000	-	-
2029	-	-	-	-	335,000	-	-
2030	-	-	-	-	345,000	-	-
2031	-	-	-	-	360,000	-	-
2032	-	-	-	-	370,000	-	-
2033	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 4,095,000	\$ 4,880,000	\$ 3,785,000	\$ 3,285,000	\$ 1,645,000

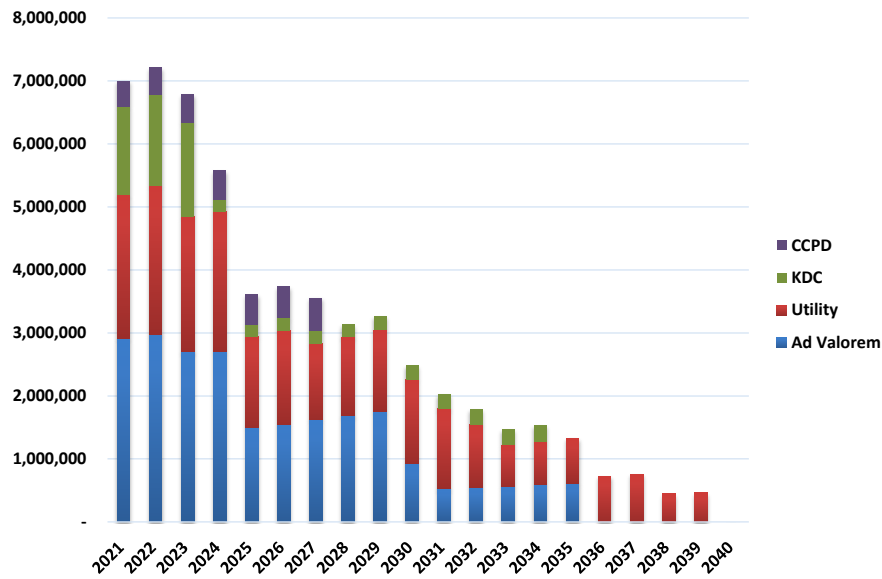
COMBINED PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL ALL BONDS
2021	\$ 165,000	\$ 260,000	\$ 645,000	\$ 895,000	\$ 275,000	\$ 1,385,000	\$ 7,005,000
2022	170,000	265,000	665,000	915,000	285,000	1,390,000	7,220,000
2023	175,000	265,000	685,000	935,000	290,000	780,000	6,795,000
2024	180,000	265,000	705,000	960,000	295,000	815,000	5,580,000
2025	185,000	270,000	730,000	200,000	305,000	850,000	3,620,000
2026	195,000	275,000	755,000	210,000	310,000	885,000	3,735,000
2027	200,000	275,000	795,000	215,000	320,000	915,000	3,555,000
2028	205,000	280,000	825,000	220,000	330,000	955,000	3,140,000
2029	215,000	285,000	860,000	230,000	340,000	995,000	3,260,000
2030	225,000	290,000	-	240,000	350,000	1,030,000	2,480,000
2031	235,000	295,000	-	250,000	365,000	525,000	2,030,000
2032	240,000	-	-	260,000	375,000	545,000	1,790,000
2033	250,000	-	-	270,000	385,000	565,000	1,470,000
2034	265,000	-	-	280,000	395,000	590,000	1,530,000
2035	-	-	-	295,000	410,000	615,000	1,320,000
2036	-	-	-	305,000	420,000	-	725,000
2037	-	-	-	320,000	435,000	-	755,000
2038	-	-	-	-	445,000	-	445,000
2039	-	-	-	-	460,000	-	460,000
2040	-	-	-	-	-	-	-
Total	\$ 2,905,000	\$ 3,025,000	\$ 6,665,000	\$ 7,000,000	\$ 6,790,000	\$ 12,840,000	\$ 56,915,000

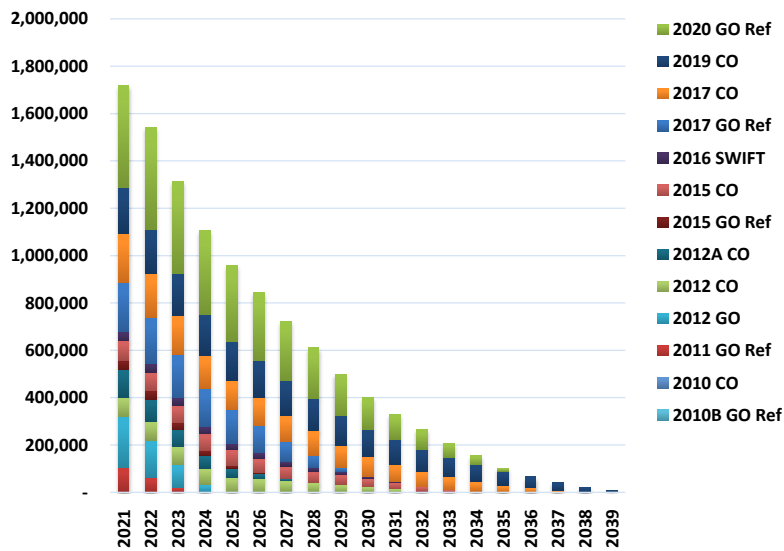
COMBINED PRINCIPAL OBLIGATIONS BY FUNDING SOURCE



COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2010B GENERAL OBLIGATION REF & IMP	2010 CERTIFICATE OF OBLIGATION	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP
2021	\$ -	\$ -	\$ 102,975	\$ 215,875	\$ 83,745	\$ 114,950	\$ 41,050
2022	-	-	62,625	158,000	79,753	93,825	35,625
2023	-	-	21,075	97,000	75,018	71,575	29,325
2024	-	-	-	32,875	69,625	53,075	21,750
2025	-	-	-	-	63,648	38,600	13,200
2026	-	-	-	-	57,088	23,750	4,425
2027	-	-	-	-	50,055	8,125	-
2028	-	-	-	-	42,451	-	-
2029	-	-	-	-	34,115	-	-
2030	-	-	-	-	25,103	-	-
2031	-	-	-	-	15,495	-	-
2032	-	-	-	-	5,273	-	-
2033	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 186,675	\$ 503,750	\$ 601,366	\$ 403,900	\$ 145,375

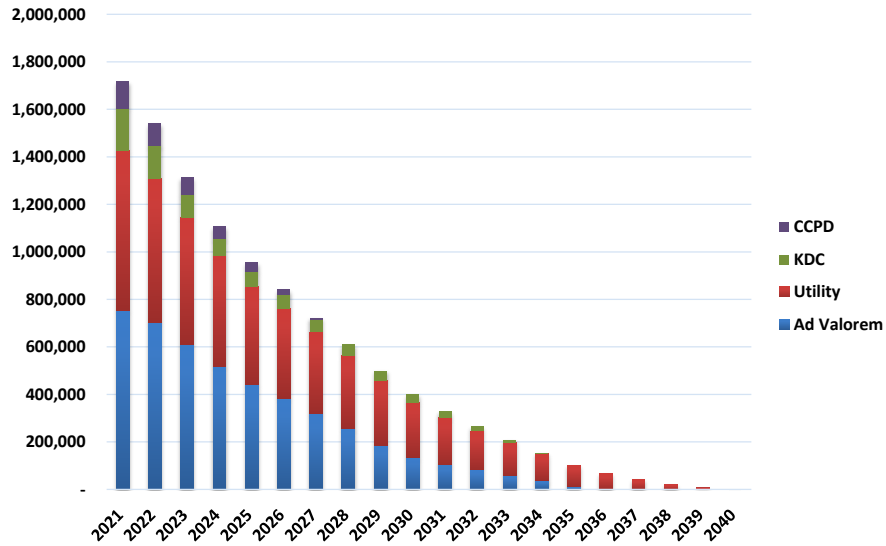
COMBINED INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL ALL BONDS
2021	\$ 81,044	\$ 37,632	\$ 210,081	\$ 206,044	\$ 192,350	\$ 433,113	\$ 1,718,859
2022	77,694	35,544	195,344	185,681	185,325	430,400	1,539,815
2023	74,244	33,225	180,156	164,869	178,150	387,000	1,311,636
2024	69,794	30,668	161,875	139,950	172,300	355,100	1,107,012
2025	64,319	27,872	140,350	122,550	164,775	321,800	957,113
2026	58,619	24,832	114,300	116,400	155,550	287,100	842,064
2027	52,694	21,450	83,300	110,025	146,100	251,100	722,849
2028	46,619	17,675	50,900	102,400	136,350	213,700	610,095
2029	40,319	13,307	17,200	93,400	126,300	174,700	499,340
2030	33,719	8,274	-	84,000	115,950	134,200	401,245
2031	26,819	2,817	-	74,200	105,225	103,100	327,656
2032	19,694	-	-	64,000	94,125	81,700	264,791
2033	12,188	-	-	53,400	82,725	59,500	207,813
2034	4,141	-	-	42,400	71,025	36,400	153,966
2035	-	-	-	30,900	58,950	12,300	102,150
2036	-	-	-	18,900	46,500	-	65,400
2037	-	-	-	6,400	33,675	-	40,075
2038	-	-	-	-	20,475	-	20,475
2039	-	-	-	-	6,900	-	6,900
2040	-	-	-	-	-	-	-
Total	\$ 661,903	\$ 253,293	\$ 1,153,506	\$ 1,615,519	\$ 2,092,750	\$ 3,281,213	\$ 10,899,251

COMBINED INTEREST OBLIGATIONS BY FUNDING SOURCE





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INTERNAL SERVICE FUNDS

Internal Service Funds are proprietary funds that support internal operations. For the City of Keller, the funds considered to be Internal Service Funds are the Information Technology Fund, the Fleet Replacement Fund, and the Facility Capital Replacement Fund. The Internal Service Funds section includes revenue summary information, expenditure summary information, and departmental detail information.

City of **KELLER**



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INFORMATION TECHNOLOGY FUND

FUND DESCRIPTION:

The Information Technology Fund, created by the City in FY 2000-01, accounts for city-wide information services/information technology operations, including Public Library support, Internet services and Audio Visual services. Funding for the Information Technology Fund is provided by user fees and transfers from various operating funds, interest revenue, and sale of assets. Expenditures provide for information technology support personnel and goods and services to be utilized on a city-wide basis.

REVENUE SUMMARY

REVENUES	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Office Equip Lease Rev-F 100	1,534,015	1,718,193	1,718,673	1,749,080	30,887
Office Equip Lease Rev-F 118	11,600	9,600	9,600	9,600	–
Office Equip Lease Rev-F 200	529,428	473,423	473,423	438,799	(34,624)
Office Equip Lease Rev-F 400	18,123	20,064	20,064	23,356	3,292
Office Equip Lease Rev-F 125	96,292	82,625	82,625	103,245	20,620
Miscellaneous Revenue	1,676	–	–	–	–
Auction Proceeds	4,996	–	–	–	–
Interest Revenue-Investments	24,756	4,750	28,169	4,750	–
Use Of Fund Balance	65	–	–	–	–
TOTAL	\$ 2,220,950	\$ 2,308,655	\$ 2,332,554	\$ 2,328,830	\$ 20,175

EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed Budget	Variance (\$)
Administration	\$ 1,576,903	\$ 2,168,632	\$ 2,133,079	\$ 1,817,825	\$ (350,807)
Geographic Information Services	224,137	255,238	249,544	268,252	13,014
Computer Services	259,247	190,000	190,000	245,500	55,500
TOTAL	\$ 2,060,286	\$ 2,613,870	\$ 2,572,623	\$ 2,331,577	\$ (282,293)

EXPENDITURES BY CATEGORY:

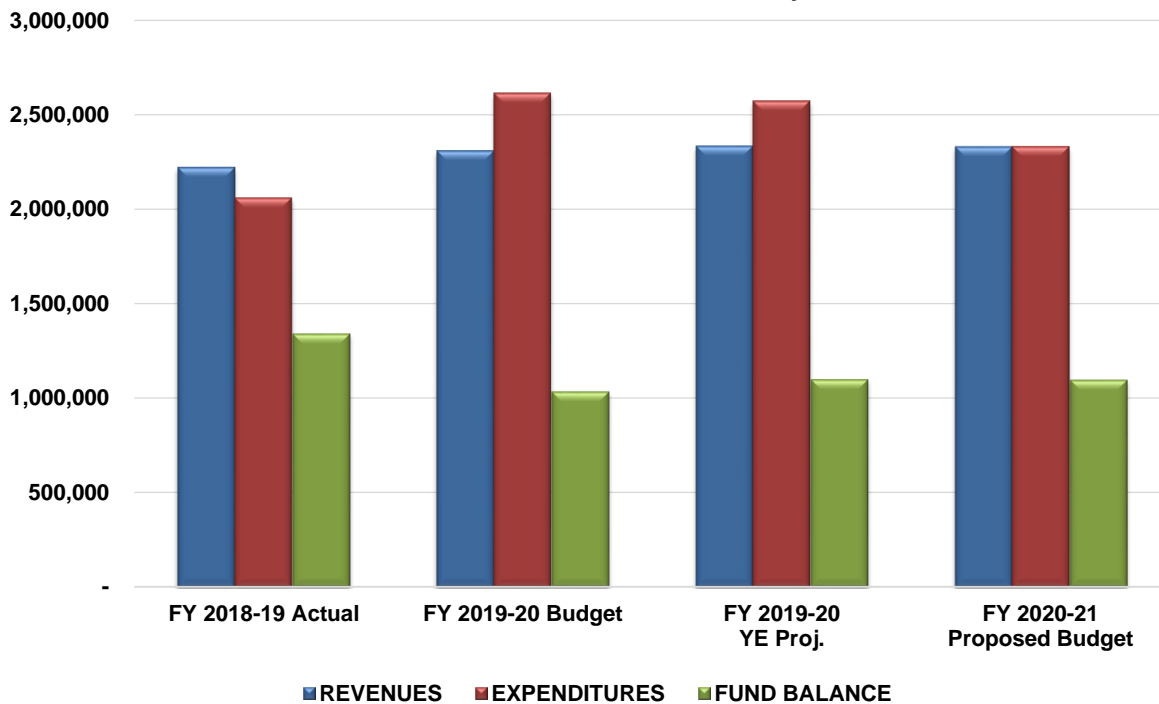
Personnel services	\$ 802,034	\$ 840,513	\$ 837,016	\$ 865,607	\$ 25,094
Operations & maintenance	747,913	1,329,397	1,326,447	1,024,600	(304,797)
Services & other	362,770	443,960	409,160	441,370	(2,590)
Capital outlay	147,570	–	–	–	–
TOTAL	\$ 2,060,286	\$ 2,613,870	\$ 2,572,623	\$ 2,331,577	\$ (282,293)

INFORMATION TECHNOLOGY FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 2,220,950	\$ 2,308,655	\$ 2,332,554	\$ 2,328,830	\$ 20,175
EXPENDITURES	2,060,286	2,613,870	2,572,623	2,331,577	(282,293)
VARIANCE	160,664	(305,215)	(240,069)	(2,747)	302,468
FUND BALANCE	\$ 1,338,970	\$ 1,033,755	\$ 1,098,901	\$ 1,096,154	\$ 62,399

Information Services Summary



PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY DIVISION	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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. Activities also include the 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 Technology. Information Technology provides technical support to the Northeast Tarrant Communications Center (NETCOM) that provides dispatch, animal control, and jail services to Westlake, Southlake, Colleyville, and Keller.

DEPARTMENT/DIVISION GOALS:

1. Provide timely and efficient technical support services to all departments.
2. Ensure that all City software is properly licensed and documented.
3. Provide project management to all technology related projects within the City.
4. Maintain the City's communication infrastructure to ensure reliable voice and data service to all City facilities.
5. Maintain a document imaging system to reduce physical file storage requirements and improve access to critical information.
6. Assist the Administration department to continually review communication tools and advancements in technology and respond to the needs of our citizens by fostering open, responsive, and accessible communications.

DEPARTMENT/DIVISION OBJECTIVES:

1. Increase productivity and decrease cost of providing city services through the implementation and support of technology based services.
2. Maintain the Keller Technology Plan (KTP) as a prioritization and management tool for information technology (IT) projects throughout the entire organization.
3. Maintain the City's network/data center to reduce cost, eliminate duplication, and improve performance of information technology services.
4. Maintain comprehensive backups for all City servers, including offsite storage of all backup media.
5. Maintain the City's cable television channel to provide quality programming that informs and educates Keller citizens about city-related news.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Budget	YE Proj.	Proposed Budget
Physical application/file/storage servers supported/maintained	31	30	26	23
Desktop/laptop computers supported/maintained	320	322	319	310
Public Safety mobile data computers (MDC) maintained	30	30	29	29
Printers Supported/maintained	56	56	55	55
Telephone handsets supported/maintained	329	332	332	342
Network equipment supported/maintained	70	95	100	110
Multi-function copy machines supported	16	16	16	16
Scanners supported/maintained	80	85	85	95
Tablet computers supported	82	82	82	82
Video security cameras supported/maintained	198	208	209	225

INFORMATION TECHNOLOGY FUND

ADMINISTRATION DIVISION (119-180-15)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 642,660	\$ 661,155	\$ 656,252	\$ 678,435	\$ 17,280
Operations & maintenance	590,979	1,093,947	1,092,997	732,450	(361,497)
Services & other	343,263	413,530	383,830	406,940	(6,590)
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,576,903	\$ 2,168,632	\$ 2,133,079	\$ 1,817,825	\$ (350,807)

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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. Promote GIS technologies to help with decision making.
2. Provide users with easily accessible information in a common format.
3. Cost effective and sustainable use of GIS technology.
4. Integration of GIS with other core business processes.
5. Promote the use of GIS to increase citizen engagement.

DEPARTMENT/DIVISION OBJECTIVES:

1. Manage a centralized GIS database management system to ensure data integrity, accuracy and reliability of citywide infrastructure.
2. Implement web technologies to provide end users with readily available data and tools.
3. Increase productivity and work efficiency by providing effective GIS solutions to streamline City processes in and between departments.
4. Standardize methodologies and techniques in GIS for a successful integration with other products.
5. Provide an easy to use platform that enables the city to communicate more effectively with the communities.

SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget
Web GIS Users	115	115	115	125
Advanced GIS Users performing Analysis and developing detailed maps	12	15	15	15

INFORMATION TECHNOLOGY FUND

GEOGRAPHIC INFORMATION SERVICES DIVISION (119-180-19)

EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ 159,373	\$ 179,358	\$ 180,764	\$ 187,172	\$ 7,814
Operations & maintenance	45,257	45,450	43,450	46,650	1,200
Services & other	19,506	30,430	25,330	34,430	4,000
Capital outlay	-	-	-	-	-
TOTAL	\$ 224,137	\$ 255,238	\$ 249,544	\$ 268,252	\$ 13,014

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
GIS Coordinator	1.00	1.00	1.00	1.00	-
GIS Technician	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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	111,678	190,000	190,000	245,500	55,500
Services & other	-	-	-	-	-
Capital outlay	147,570	-	-	-	-
TOTAL	\$ 259,247	\$ 190,000	\$ 190,000	\$ 245,500	\$ 55,500

PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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.

REVENUE SUMMARY

REVENUES	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Vehicle/Equip Lease Rev-F 119	\$ -	\$ 3,465	\$ 3,465	\$ 3,465	-
Vehicle/Equip Lease Rev-F 100	640,537	938,268	938,268	965,890	27,622
Vehicle/Equip Lease Rev-F 119	3,313	-	-	-	-
Vehicle/Equip Lease Rev-F 125	-	4,733	4,733	4,727	(6)
Vehicle/Equip Lease Rev-F 200	419,570	512,249	512,249	333,588	(178,661)
Vehicle/Equip Lease Rev-F 400	33,206	227,484	227,484	83,243	(144,241)
Auction Proceeds	(13,012)	221,590	80,371	53,455	(168,135)
Gain/Loss On Disp Of Assets	104,742	-	-	-	-
Interest Revenue-Investments	50,630	19,491	45,705	19,491	-
TOTAL	\$ 1,238,986	\$ 1,927,280	\$ 1,812,275	\$ 1,463,859	(463,421)

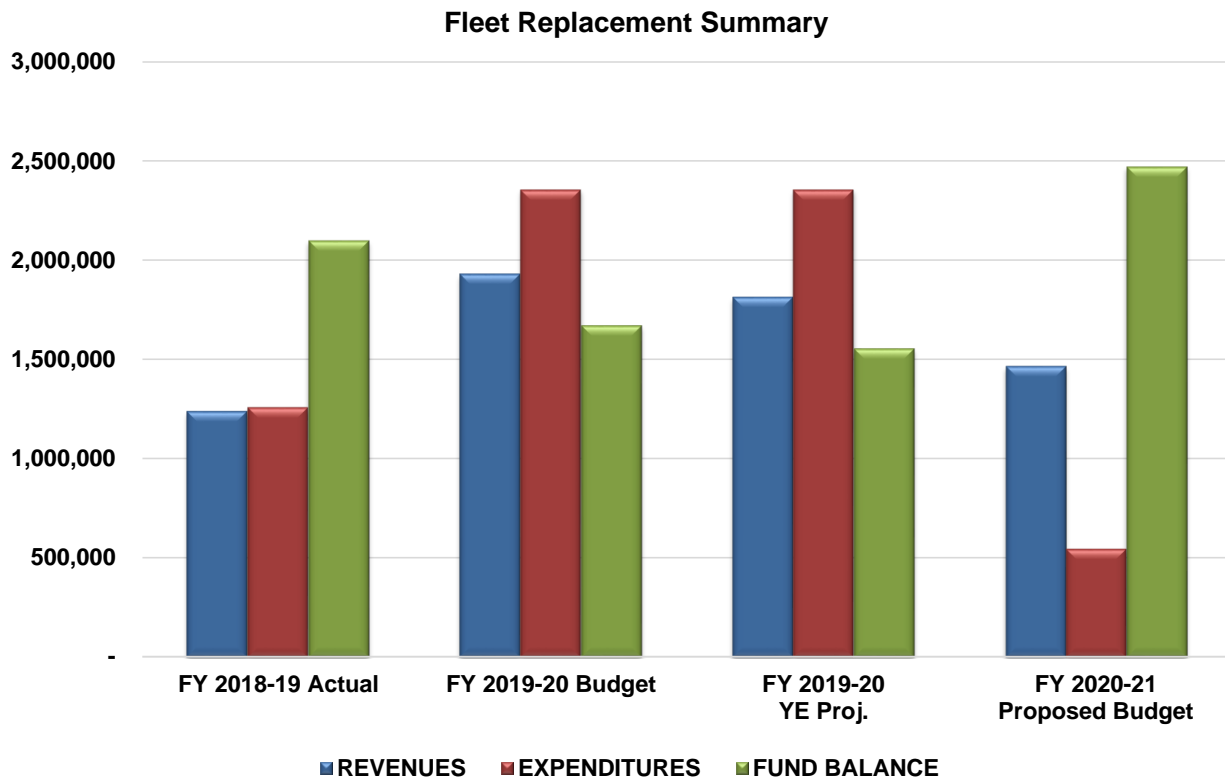
EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	10,760	26,369	26,369	47,403	21,034
Services & other	-	-	-	-	-
Capital outlay	1,251,206	2,328,485	2,328,485	502,159	(1,826,326)
TOTAL	\$ 1,261,966	\$ 2,354,854	\$ 2,354,854	\$ 549,562	(1,805,292)

FLEET REPLACEMENT FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 1,238,986	\$ 1,927,280	\$ 1,812,275	\$ 1,463,859	(463,421)
EXPENDITURES	1,261,966	2,354,854	2,354,854	549,562	(1,805,292)
VARIANCE	(22,980)	(427,574)	(542,579)	914,297	1,341,871
FUND BALANCE	\$ 2,097,899	\$ 1,670,325	\$ 1,555,320	\$ 2,469,617	799,292



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Transfer From General Fund	\$ 400,000	\$ 400,000	\$ 375,000	\$ 375,000	(25,000)
Interest Revenue-Investments	20,196	20,499	35,622	20,499	-
TOTAL	\$ 420,196	\$ 420,499	\$ 410,622	\$ 395,499	(25,000)

EXPENDITURE SUMMARY

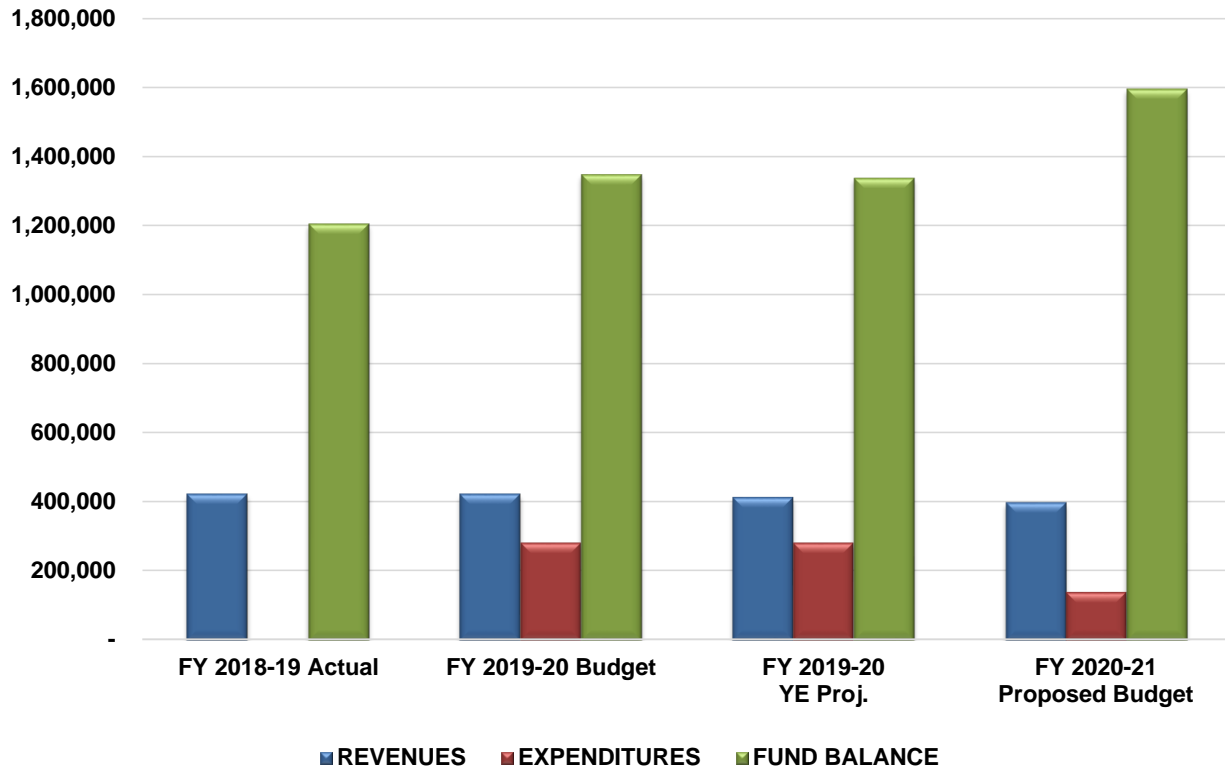
EXPENDITURES BY CATEGORY:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	-
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Capital outlay	-	278,100	278,100	138,000	(140,100)
TOTAL	\$ -	\$ 278,100	\$ 278,100	\$ 138,000	(140,100)

FACILITY CAPITAL REPLACEMENT FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 420,196	\$ 420,499	\$ 410,622	\$ 395,499	(25,000)
EXPENDITURES	-	278,100	278,100	138,000	(140,100)
VARIANCE	420,196	142,399	132,522	257,499	115,100
FUND BALANCE	\$ 1,205,410	\$ 1,347,809	\$ 1,337,932	\$ 1,595,431	247,622

Facility Replacement Summary



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
BY POSITION TITLE:					
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-



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CIP BUDGET

The Capital Improvement Project (CIP) Budget describes the large, multi-year projects which provide new or improved City infrastructure. The City has five CIP funds related to Street projects, Park and Recreation projects, Facilities projects, Utility projects for water and wastewater improvements, and Drainage projects. As part of the budget process, the City updates the five-year CIP plan for each CIP fund and approves the projects for the upcoming year. The CIP section includes a summary of funding source and project type by year and the five-year CIP plan.

City of **KELLER**



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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.

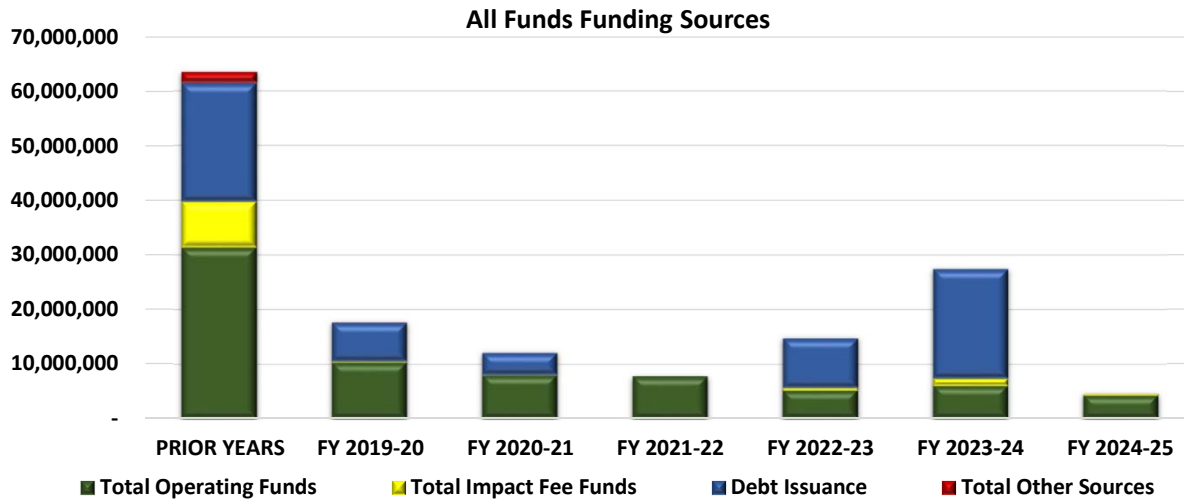
FIVE YEAR CIP PROCESS:

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 2019-20 funding and expenditure allocations, the proposed 2020-21 funding and expenditure allocations, and the anticipated 2021-22 through 2024-25 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 2020-21 allocations. The revenues and expenditures allocations end at the close-out of the project, rather than at the end of the fiscal year. Future allocations are for planning purposes only and does not commit the City to any project or funding authorization. The future project information provided in the CIP is used as a guide for preparing future operating budgets, as well as a general planning document for capital improvements financing.

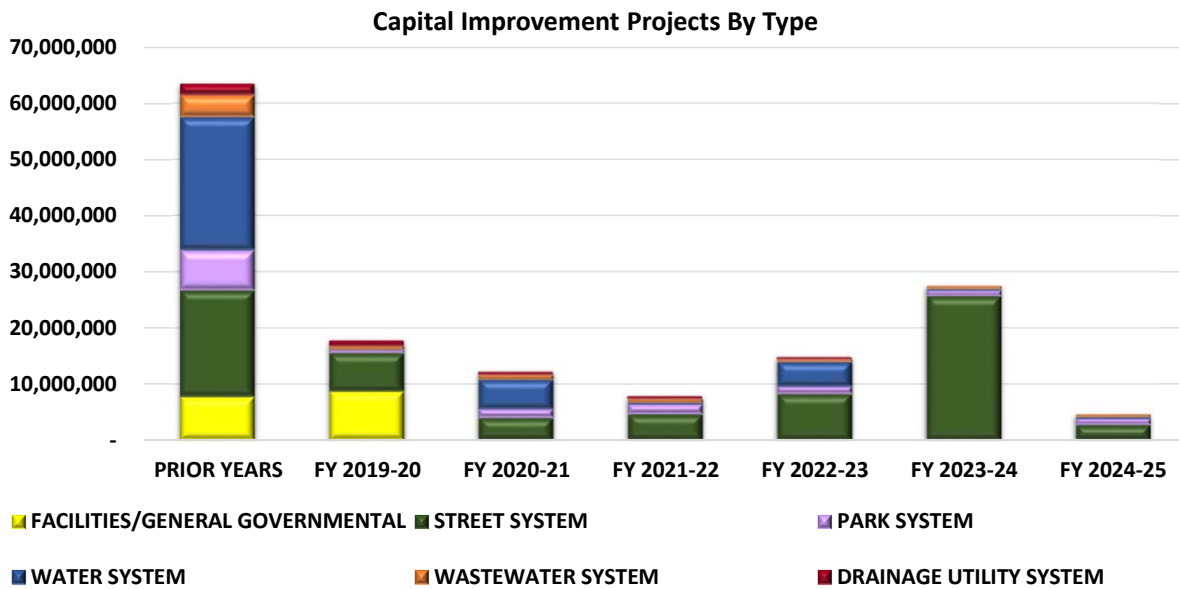
CAPITAL IMPROVEMENT PROJECT BY FUNDING SOURCE SUMMARY

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	12,482,260	3,811,822	2,200,336	2,120,508	902,059	2,066,015	632,617	24,215,617
Street Maintenance Fund	5,049,417	1,895,480	1,526,609	1,526,609	1,575,000	1,901,609	1,526,609	15,001,333
KDC Fund	5,726,506	799,594	1,515,000	2,472,500	1,332,750	976,025	1,045,628	13,868,003
Water-Wastewater Fund	4,695,150	2,625,105	2,233,905	1,220,000	1,100,000	1,100,000	1,100,000	14,074,160
Drainage Fund	1,981,200	595,000	525,000	425,000	325,000	-	-	3,851,200
Pointe Fund	1,455,500	627,222	-	-	-	-	-	2,082,722
Total Operating Funds	\$ 31,390,033	\$ 10,354,223	\$ 8,000,850	\$ 7,764,617	\$ 5,234,809	\$ 6,043,649	\$ 4,304,854	\$ 73,093,035
Roadway Impact Fees	1,587,500	-	-	-	462,500	1,400,000	312,500	3,762,500
Water Impact Fees	5,106,620	300,000	-	-	-	-	-	5,406,620
Wastewater Impact Fees	724,750	-	90,000	-	-	-	-	814,750
Park Development Fees	903,240	(84,594)	-	-	-	-	-	818,646
Total Impact Fee Funds	\$ 8,322,110	\$ 215,406	\$ 90,000	\$ -	\$ 462,500	\$ 1,400,000	\$ 312,500	\$ 10,802,516
Debt Issuance	21,729,733	7,100,000	4,060,000	-	9,060,000	20,000,000	-	61,949,733
TX-DoT	93,760	-	-	-	-	-	-	93,760
Grant	481,060	-	-	-	-	-	-	481,060
Other	1,400,680	47,895	-	-	-	-	-	1,448,575
Total Other Sources	\$ 1,975,500	\$ 47,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,023,395
TOTAL FUNDING SOURCES	\$ 63,417,376	\$ 17,717,524	\$ 12,150,850	\$ 7,764,617	\$ 14,757,309	\$ 27,443,649	\$ 4,617,354	\$ 147,868,679



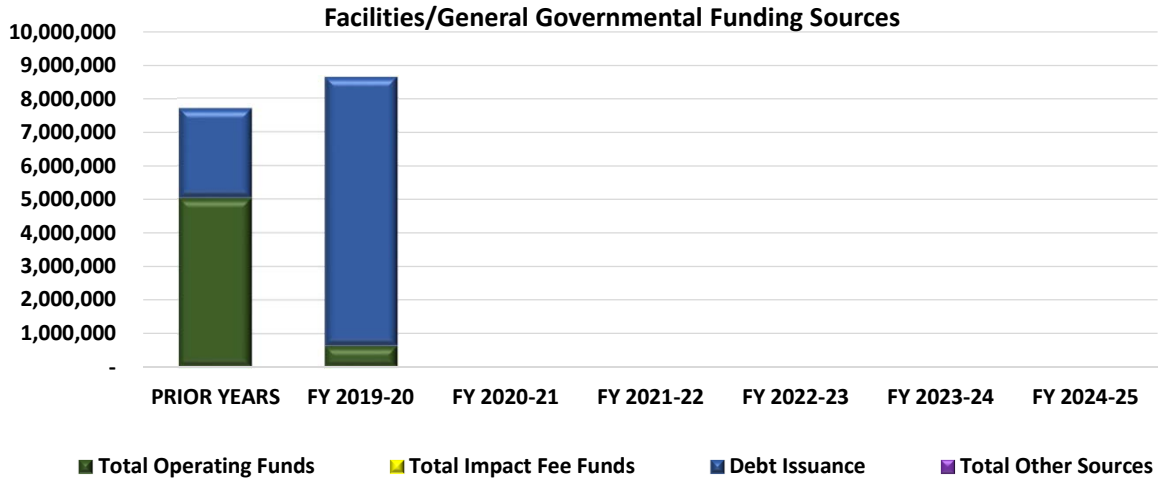
CAPITAL IMPROVEMENT PROJECT BY TYPE SUMMARY

	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
FACILITIES/GENERAL								
GOVERNMENTAL	7,692,353	8,627,222	-	-	-	-	-	16,319,575
STREET SYSTEM	18,937,827	6,873,302	3,976,945	4,582,117	8,189,559	25,617,624	2,721,726	70,899,100
PARK SYSTEM	7,161,486	499,000	1,515,000	1,787,500	1,332,750	976,025	1,045,628	14,317,389
WATER SYSTEM	23,660,205	151,421	5,333,905	350,000	4,410,000	350,000	350,000	34,605,531
WASTEWATER SYSTEM	3,959,805	621,579	800,000	620,000	500,000	500,000	500,000	7,501,384
DRAINAGE UTILITY SYSTEM	2,005,700	945,000	525,000	425,000	325,000	-	-	4,225,700
Total Project Type	\$ 63,417,376	\$ 17,717,524	\$ 12,150,850	\$ 7,764,617	\$ 14,757,309	\$ 27,443,649	\$ 4,617,354	\$ 147,868,679



FACILITIES/GENERAL GOVERNMENTAL

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	3,465,099	-	-	-	-	-	-	3,465,099
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	100,000	-	-	-	-	-	-	100,000
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	1,455,500	627,222	-	-	-	-	-	2,082,722
Total Operating Funds	\$ 5,020,599	\$ 627,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,647,821
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
Total Impact Fee Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Issuance	\$ 2,671,754	\$ 8,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,671,754
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Other Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES	\$ 7,692,353	\$ 8,627,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,319,575



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	

FACILITIES/GENERAL GOVERNMENTAL

New Senior Activity Center	Debt Issuance		8,000,000							\$ 8,000,000
	General Fund	1,600,000								\$ 1,600,000
	TOTAL PROJECT	1,600,000	8,000,000	-	-	-	-	-	-	\$ 9,600,000

Fire Station Rehab & Bays	Debt Issuance	2,671,754								\$ 2,671,754
	General Fund	315,489	3,756							\$ 319,245
	TOTAL PROJECT	2,987,243	3,756	-	-	-	-	-	-	\$ 2,990,999

Economic Development Incentives	General Fund	1,500,000								\$ 1,500,000
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Senior Center Remodel	General Fund	49,610	(3,756)							\$ 45,854
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MSC Improvements	Water-Wastewater Fund	100,000								\$ 100,000
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Dectron Repairs	Pointe Fund	855,500								\$ 855,500
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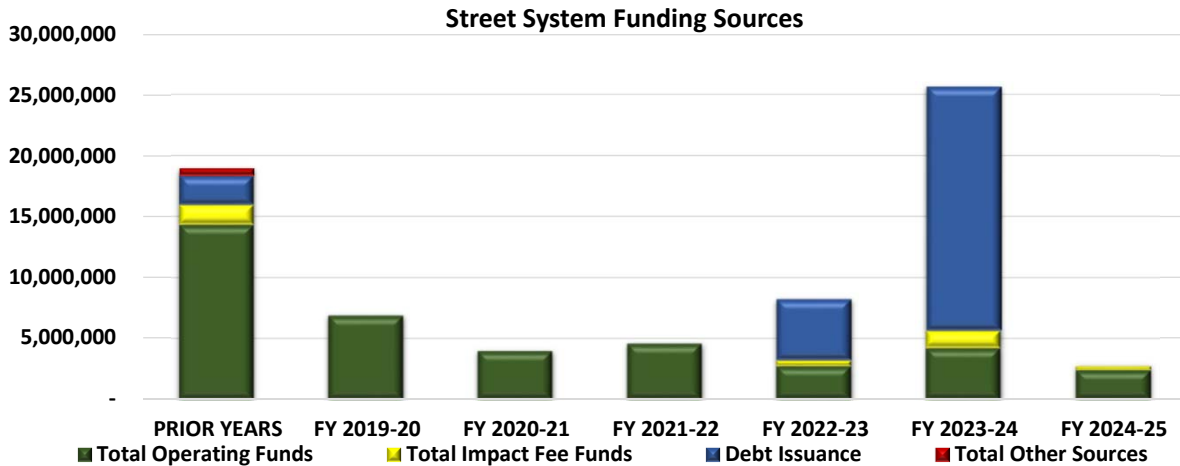
Pointe Locker Room Renovation	Pointe Fund	600,000	230,000							\$ 830,000
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Pointe Indoor Pool Repairs	Pointe Fund		397,222							\$ 397,222
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TOTAL FACILITIES/GENERAL GOVERNMENTAL		\$ 7,692,353	\$ 8,627,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,319,575
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STREET SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	8,992,661	3,811,822	2,200,336	2,120,508	902,059	2,066,015	632,617	20,726,018
Street Maintenance Fund	5,049,417	1,895,480	1,526,609	1,526,609	1,575,000	1,901,609	1,526,609	15,001,333
KDC Fund	-	216,000	-	685,000	-	-	-	901,000
Water-Wastewater Fund	255,595	950,000	250,000	250,000	250,000	250,000	250,000	2,455,595
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
Total Operating Funds	\$ 14,297,673	\$ 6,873,302	\$ 3,976,945	\$ 4,582,117	\$ 2,727,059	\$ 4,217,624	\$ 2,409,226	\$ 39,083,946
Roadway Impact Fees	1,587,500	-	-	-	462,500	1,400,000	312,500	3,762,500
Water Impact Fees	35,915	-	-	-	-	-	-	35,915
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
Total Impact Fee Funds	\$ 1,623,415	\$ -	\$ -	\$ -	\$ 462,500	\$ 1,400,000	\$ 312,500	\$ 3,798,415
Debt Issuance	\$ 2,422,979	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 20,000,000	\$ -	\$ 27,422,979
TX-DoT	93,760	-	-	-	-	-	-	93,760
Grant	-	-	-	-	-	-	-	-
Other	500,000	-	-	-	-	-	-	500,000
Total Other Sources	\$ 593,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593,760
TOTAL FUNDING SOURCES	\$ 18,937,827	\$ 6,873,302	\$ 3,976,945	\$ 4,582,117	\$ 8,189,559	\$ 25,617,624	\$ 2,721,726	\$ 70,899,100



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	

STREET SYSTEM

FM 1938 Ext.	Water Impact Fees	35,915								\$	35,915
	Water-Wastewater Fund	5,595								\$	5,595
	TOTAL PROJECT	41,510	-	-	-	-	-	-	-	\$	41,510

2016 Sidewalk Construction	General Fund	30,000								\$	30,000
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2017 Sidewalk Construction	General Fund	80,000	(44,200)							\$	35,800
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2018 Sidewalk Construction	General Fund	30,000								\$	30,000
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2018 Sidewalk Repair	General Fund	100,000	(30)							\$	99,970
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2019 Sidewalk Construction	General Fund	160,000	31,425							\$	191,425
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2020 Sidewalk Construction	General Fund	368,485								\$	368,485
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Future Sidewalk Construction	General Fund			370,336	240,508	264,559	291,015	320,117		\$	1,486,535
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North Keller Sidewalk Improvements	General Fund					175,000	375,000			\$	550,000
	Street Maintenance Fund					175,000	375,000			\$	550,000
	TOTAL PROJECT	-	-	-	-	350,000	750,000			\$	1,100,000

Wall Price-Keller Road Improvements	General Fund	571,320								\$	571,320
	Street Maintenance Fund	655,000								\$	655,000
	TOTAL PROJECT	1,226,320	-	-	-	-	-	-	-	\$	1,226,320

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS							TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
Keller Hicks Quiet Zone / Road Widening Project	Debt Issuance	1,927,159							\$ 1,927,159
	General Fund	267,841							\$ 267,841
	TOTAL PROJECT	2,195,000	-	-	-	-	-	-	- \$ 2,195,000
Mt. Gilead and US 377 Intersection Improvements	Debt Issuance	495,820							\$ 495,820
	Street Maintenance Fund	34,180							\$ 34,180
	TOTAL PROJECT	530,000	-	-	-	-	-	-	- \$ 530,000
2016 Street Maintenance	Street Maintenance Fund	842,378	(683,814)						\$ 158,564
2017 Street Reconstruction Project	Street Maintenance Fund	75,000							\$ 75,000
2018 Street Reconstruction Project	Street Maintenance Fund	1,610,000	(54,636)						\$ 1,555,364
2018 Tarrant County Street Reconstruction	General Fund	350,000	(81,673)						\$ 268,327
2019 Tarrant County Street Reconstruction	General Fund	350,000	(12,198)						\$ 337,802
2019 Street Reconstruction Project	Street Maintenance Fund	1,526,609	40,096						\$ 1,566,705
2020 Street Reconstruction Project	Street Maintenance Fund	75,000	2,243,834						\$ 2,318,834
2021 Street Reconstruction Project	Street Maintenance Fund		75,000	1,401,609					\$ 1,476,609
Future Street Reconstruction Projects	Street Maintenance Fund			125,000	1,526,609	1,400,000	1,526,609	1,526,609	\$ 6,104,827

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS		
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24	FY 2024-25
Future Utility Relocations	Water-Wastewater Fund			250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
E-W Portal Signs	General Fund	200,250	(3,987)						\$ 196,263
Old Town Keller RR Tunnel	General Fund	4,000,000	(614,730)						\$ 3,385,270
Old Town Keller E. /Bates St.	General Fund		614,730						\$ 614,730
	Debt Issuance				5,000,000	10,000,000			\$ 15,000,000
	KDC Fund				685,000				\$ 685,000
	TOTAL PROJECT		614,730		5,000,000	10,000,000			\$ 16,299,730
FM 1709 and Keller Smithfield Road Intersection Improvements	General Fund	250,000							\$ 250,000
	Grant								\$ -
	TOTAL PROJECT	250,000							\$ 250,000
FM 1709 and Rufe Snow Drive Intersection Improvements	General Fund	250,000							\$ 250,000
	Grant								\$ -
	TOTAL PROJECT	250,000							\$ 250,000
Johnson Rd - Keller-Smithfield Roundabout	General Fund	231,250							\$ 231,250
	Street Maintenance Fund	231,250							\$ 231,250
	Roadway Impact Fees	462,500							\$ 462,500
	TOTAL PROJECT	925,000							\$ 925,000

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
Johnson Road Reconstruction (RS to C)	General Fund	1,000,000	2,000,000					3,000,000
	Street Maintenance Fund							-
	Roadway Impact Fees	1,000,000						1,000,000
	KDC Fund		216,000					216,000
	Water-Wastewater Fund	-	800,000					800,000
	TOTAL PROJECT	2,000,000	3,016,000	-	-	-	-	5,016,000
N/S Portal Signs	General Fund	50,000						\$ 50,000
Bear Creek / Whitley Roundabout	General Fund	925,000	1,229,000					\$ 2,154,000
Bear Creek / Keller Smithfield Signal	General Fund	125,000						\$ 125,000
	Roadway Impact Fees	125,000						\$ 125,000
	TOTAL PROJECT	250,000	-	-	-	-	-	\$ 250,000
Signal Timing Project	General Fund	22,000						\$ 22,000
	TX-DoT	93,760						\$ 93,760
	TOTAL PROJECT	115,760	-	-	-	-	-	\$ 115,760

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
Utility Relocations - Street Projects	Water-Wastewater Fund	250,000						\$ 250,000
	Other	500,000						\$ 500,000
	TOTAL PROJECT	750,000	-	-	-	-	-	\$ 750,000
2020 Utility Relocations	Water-Wastewater Fund		150,000					\$ 150,000
NTP & Lakeview	General Fund		150,000					\$ 150,000
Pavement Seepage	Street Maintenance Fund		150,000					\$ 150,000
UPRR Pedestrian Crossing	General Fund		150,000					\$ 150,000
Vine Street Drainage	General Fund		25,000					\$ 25,000
Pavement Condition Study	Street Maintenance Fund		125,000					\$ 125,000
Shady Grove (KS to S)	General Fund			1,000,000	1,500,000			\$ 2,500,000
Bar Ditch Maintenance	General Fund			830,000				\$ 830,000

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	

Bear Creek Bridge Erosion Protection	General Fund				380,000						\$ 380,000
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Bourland/Mt. Gilead Roundabout	General Fund					150,000		312,500			\$ 462,500
	Roadway Impact Fees					150,000		312,500			\$ 462,500
	TOTAL PROJECT					300,000		625,000			- \$ 925,000

Bourland/Mt. Gilead Reconstruction	General Fund					312,500		937,500			\$ 1,250,000
	Roadway Impact Fees					312,500		937,500			\$ 1,250,000
	TOTAL PROJECT					625,000		1,875,000			- \$ 2,500,000

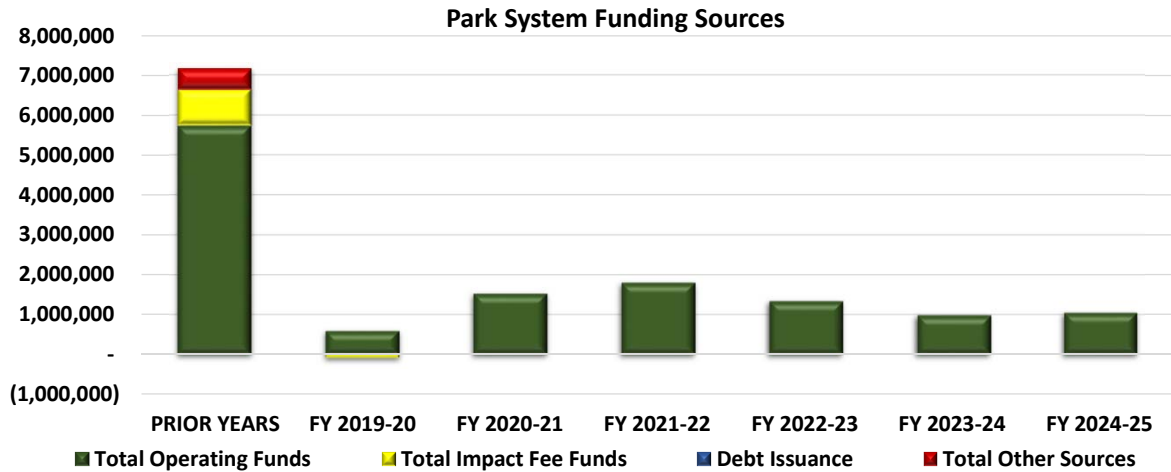
Mt. Gilead/Roanoke Rd. Roundabout	General Fund							150,000		312,500	\$ 462,500
	Roadway Impact Fees							150,000		312,500	\$ 462,500
	TOTAL PROJECT							300,000		625,000	\$ 925,000

Whitley Reconstruction	Debt Issuance							10,000,000			\$ 10,000,000
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TOTAL STREET SYSTEM		\$ 18,937,827	\$ 6,873,302	\$ 3,976,945	\$ 4,582,117	\$ 8,189,559	\$ 25,617,624	\$ 2,721,726	\$ 70,899,100
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PARK SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	5,726,506	583,594	1,515,000	1,787,500	1,332,750	976,025	1,045,628	12,967,003
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
Total Operating Funds	\$ 5,726,506	\$ 583,594	\$ 1,515,000	\$ 1,787,500	\$ 1,332,750	\$ 976,025	\$ 1,045,628	\$ 12,967,003
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	903,240	(84,594)	-	-	-	-	-	818,646
Total Impact Fee Funds	\$ 903,240	\$ (84,594)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 818,646
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	481,060	-	-	-	-	-	-	481,060
Other	50,680	-	-	-	-	-	-	50,680
Total Other Sources	\$ 531,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 531,740
TOTAL FUNDING SOURCES	\$ 7,161,486	\$ 499,000	\$ 1,515,000	\$ 1,787,500	\$ 1,332,750	\$ 976,025	\$ 1,045,628	\$ 14,317,389



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS				TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	

PARK SYSTEM

Line Drive Avenue & Parking Lot	KDC Fund	253,000	(5,747)							\$ 247,253
Trail Canopy Extension Phase II	KDC Fund	50,000	(50,000)							\$ -
Keller Sports Park Master Plan	KDC Fund	180,000								\$ 180,000
Keller Smithfield Parking Lot Expansion	KDC Fund	100,000	39,996							\$ 139,996
Misc. Park Improvements	Park Development Fees	903,240	(84,594)							\$ 818,646
2016 Trail System Expansion	KDC Fund	85,000	(35,695)							\$ 49,305
Dog Park	KDC Fund	110,000	(7,464)							\$ 102,536
Mt. Gilead Trail	KDC Fund	285,000								\$ 285,000
	Grant	481,060								\$ 481,060
	TOTAL PROJECT	766,060	-	-	-	-	-	-	-	\$ 766,060
Senior Center Needs Study	KDC Fund	70,000	(18,300)							\$ 51,700
2017 Trail System Expansion	KDC Fund	250,000	(88,464)							\$ 161,536
2017 Matching Grant Program	KDC Fund	100,000								\$ 100,000
	Other	50,680								\$ 50,680
	TOTAL PROJECT	150,680	-	-	-	-	-	-	-	\$ 150,680
Milestone Park	KDC Fund	785,273								\$ 785,273

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

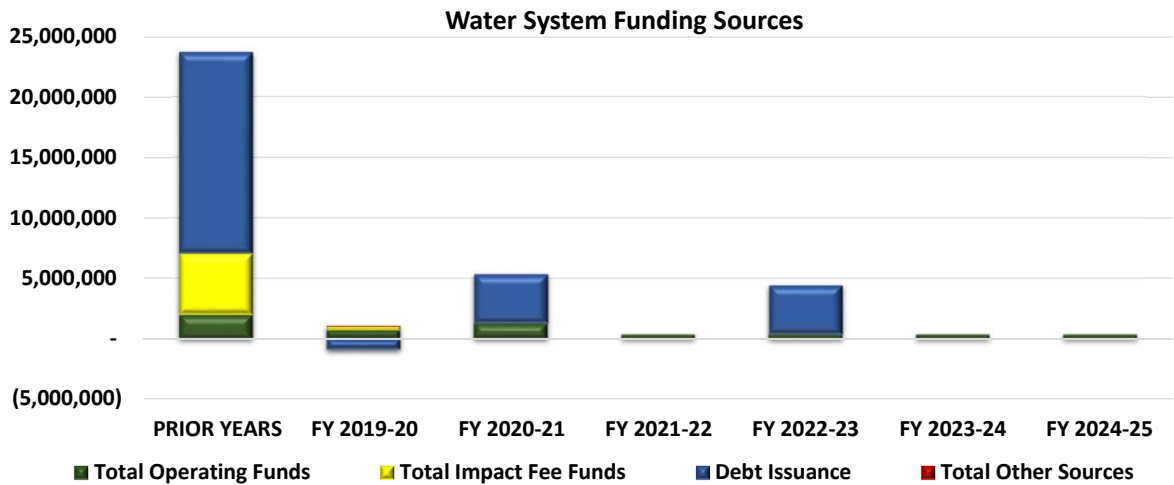
PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS		
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24	FY 2024-25
2018 Parks Capital Replacement Program	KDC Fund	100,000	912					\$ 100,912	
2018 Trail System Expansion	KDC Fund	250,000	(250,000)					\$ -	
Overton Ridge Park	KDC Fund	2,518,233	31,016					\$ 2,549,249	
Bear Creek Restroom Pavilion	KDC Fund	240,000	95,093					\$ 335,093	
2019 Parks Capital Replacement Program	KDC Fund	100,000	(973)					\$ 99,027	
Whitley Road Safe Routes	KDC Fund		248,312					\$ 248,312	
2019 Trail System Expansion	KDC Fund	250,000	(250,000)					\$ -	
2020 Parks Capital Replacement Program	KDC Fund		100,061					\$ 100,061	
2020 Trail System Expansion	KDC Fund		409,847					\$ 409,847	
Keller Sports Park Parking Lot Improvements - C Pad	KDC Fund		185,000					\$ 185,000	
Bear Creek Park "Bridge" Playground Replacement	KDC Fund		180,000					\$ 180,000	
Future Trail System Expansion	KDC Fund			275,000	302,500	332,750	366,025	402,628	\$ 1,678,903
Future Parks Capital Replacement Program	KDC Fund			100,000	100,000	100,000	100,000	100,000	\$ 500,000
Keller Sports Park Parking Lot Improvements - Baseball lot	KDC Fund			600,000					\$ 600,000
Bear Creek Park Parking Lot Improvements	KDC Fund			225,000					\$ 225,000

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
Bear Creek Pond Dredging	KDC Fund			215,000				\$ 215,000
Bursey Ranch Playground Replacement	KDC Fund			100,000				\$ 100,000
Bates Street Park Development	KDC Fund				685,000			\$ 685,000
Chase Oaks Activity Node Playground Replacement	KDC Fund				110,000			\$ 110,000
Keller Sports Park Parking Lot Improvements - Softball Lot	KDC Fund				590,000			\$ 590,000
Johnson Road Park Improvements	KDC Fund					400,000		\$ 400,000
Parks at Town Center Playground Replacement	KDC Fund					120,000		\$ 120,000
Keller Sports Park Parking Lot Improvements - B Pad	KDC Fund					380,000		\$ 380,000
TBD Playground Replacement	KDC Fund						140,000	\$ 270,000
Keller Sports Park Parking Lot Improvements - A Pad	KDC Fund						380,000	\$ 380,000
Keller Sports Park Expansion	KDC Fund							\$ -
Keller Sports Park Parking Lot Improvements - F Pad	KDC Fund						403,000	\$ 403,000
TOTAL PARK SYSTEM		\$ 7,161,486	\$ 499,000	\$ 1,515,000	\$ 1,787,500	\$ 1,332,750	\$ 976,025	\$ 14,317,389

WATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	1,954,500	703,526	1,273,905	350,000	350,000	350,000	350,000	5,331,931
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
Total Operating Funds	\$ 1,954,500	\$ 703,526	\$ 1,273,905	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 5,331,931
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	5,070,705	300,000	-	-	-	-	-	5,370,705
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
Total Impact Fee Funds	\$ 5,070,705	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,370,705
Debt Issuance	16,635,000	(900,000)	4,060,000	-	4,060,000	-	-	23,855,000
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	47,895	-	-	-	-	-	47,895
Total Other Sources	\$ -	\$ 47,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,895
TOTAL FUNDING SOURCES	\$ 23,660,205	\$ 151,421	\$ 5,333,905	\$ 350,000	\$ 4,410,000	\$ 350,000	\$ 350,000	\$ 34,605,531



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	

WATER SYSTEM

Alta Vista 30" Transmission Main	Water Impact Fees	3,992,200					\$ 3,992,200
	Debt Issuance	3,737,800					\$ 3,737,800
	Water-Wastewater Fund		210,878				\$ 210,878
	TOTAL PROJECT	7,730,000	210,878	-	-	-	\$ 7,940,878

Alta Vista Pump Station	Water Impact Fees	778,505					\$ 778,505
	Debt Issuance	6,757,200					\$ 6,757,200
	Water-Wastewater Fund		177,550				\$ 177,550
	TOTAL PROJECT	7,535,705	177,550	-	-	-	\$ 7,713,255

Water Quality Study	Other	-	47,895	-	-	-	\$ 47,895
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HWY 377/MT Gilead Improvements	Water-Wastewater Fund	200,000	(200,000)				\$ -
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2016 Residential Streets	Water-Wastewater Fund	-	(100,000)				\$ (100,000)
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2015 Residential Streets	Water-Wastewater Fund	-	(150,000)				\$ (150,000)
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S. Elm St. 8" Water Line	Water-Wastewater Fund	200,000					\$ 200,000
	Other	-					\$ -
	TOTAL PROJECT	200,000	-	-	-	-	\$ 200,000

N. Main St. 8" Water Line (Tommy Tackett Addition)	Water-Wastewater Fund	150,000	100,000				\$ 250,000
	Water Impact Fees	200,000	(100,000)				\$ 100,000
	TOTAL PROJECT	350,000	-	-	-	-	\$ 350,000

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

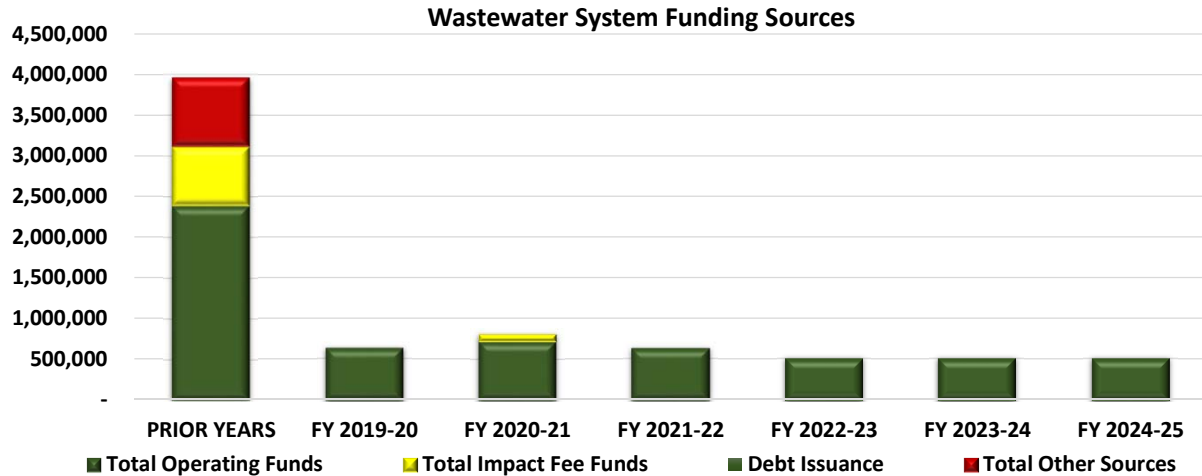
PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
FW 48" Transmission Main	Debt Issuance	1,240,000						\$ 1,240,000
	Water-Wastewater Fund		13,784					\$ 13,784
	TOTAL PROJECT	1,240,000	13,784	-	-	-	-	- \$ 1,253,784
2017 SWIFT Projects	Debt Issuance	4,000,000						\$ 4,000,000
Update Water Masterplan/Capacity Analysis	Water-Wastewater Fund	125,000	125,000					\$ 250,000
2016 Water Service Replacements	Water-Wastewater Fund	25,000	(25,000)					\$ -
2016 Large Valve Replacements	Water-Wastewater Fund	25,000	(25,000)					\$ -
2017 Large Valve Replacements	Water-Wastewater Fund	125,000	(125,000)					\$ -
Mains & Services Replacements	Water-Wastewater Fund	250,000						\$ 250,000
2018 Water Service Replacements	Water-Wastewater Fund	25,000	(25,000)					\$ -
2018 Large Valve Replacements	Water-Wastewater Fund	25,000	(25,000)					\$ -
2017 Water Utility Relocations	Water-Wastewater Fund	150,000						\$ 150,000
2018 Water Utility Relocations	Water-Wastewater Fund	150,000						\$ 150,000
Chisholm Tr. Water Tank Removal	Water-Wastewater Fund	100,000	(1,686)					\$ 98,314

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
Hwy. 377 12" Water Lines	Water Impact Fees	100,000	400,000					\$ 500,000
	Debt Issuance	900,000	(900,000)					\$ -
	Water-Wastewater Fund		366,095	133,905				\$ 500,000
	TOTAL PROJECT	1,000,000	(133,905)	133,905	-	-	-	\$ 1,000,000
2019 Water Service Replacements	Water-Wastewater Fund	64,750	5,953					\$ 70,703
2019 Large Valve Replacements	Water-Wastewater Fund	64,750	5,952					\$ 70,702
Tank Maintenance	Water-Wastewater Fund	175,000	175,000	600,000	350,000	350,000	350,000	\$ 2,350,000
Lavena Water Line Ext.	Water-Wastewater Fund	100,000						\$ 100,000
AWIA Emergency Risk, Resiliency, & Response Plan	Water-Wastewater Fund		200,000					\$ 200,000
2021 SWIFT	Debt Issuance			4,060,000				\$ 4,060,000
2023 SWIFT	Debt Issuance					4,060,000		\$ 4,060,000
SCADA	Water-Wastewater Fund		540,000					\$ 540,000
TOTAL WATER SYSTEM		\$ 23,660,205	\$ 151,421	\$ 5,333,905	\$ 350,000	\$ 4,410,000	\$ 350,000	\$ 34,605,531

WASTEWATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	2,385,055	621,579	710,000	620,000	500,000	500,000	500,000	5,836,634
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
Total Operating Funds	\$ 2,385,055	\$ 621,579	\$ 710,000	\$ 620,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 5,836,634
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	724,750	-	90,000	-	-	-	-	814,750
Park Development Fees	-	-	-	-	-	-	-	-
Total Impact Fee Funds	\$ 724,750	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 814,750
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	850,000	-	-	-	-	-	-	850,000
Total Other Sources	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000
TOTAL FUNDING SOURCES	\$ 3,959,805	\$ 621,579	\$ 800,000	\$ 620,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 7,501,384



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

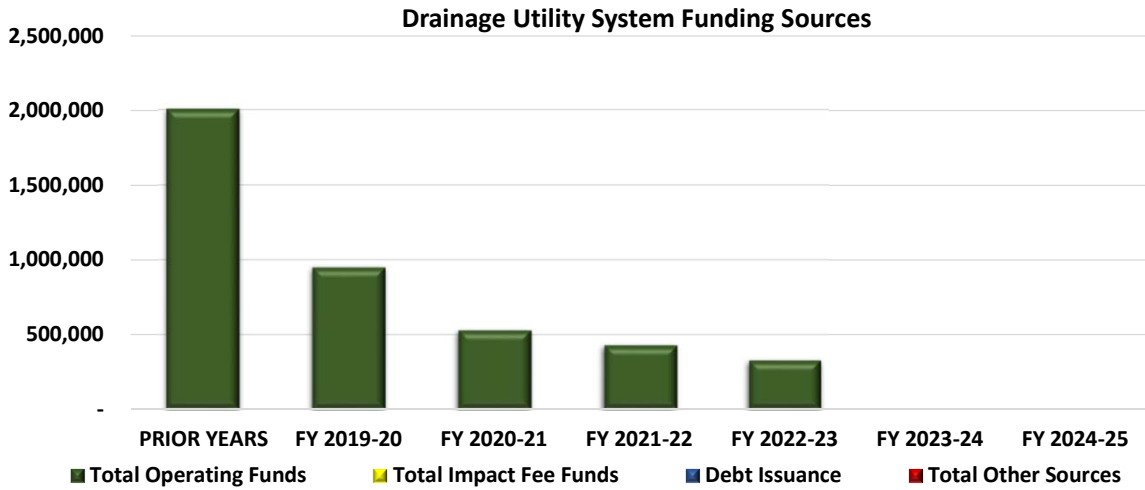
PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
WASTEWATER SYSTEM								
US 377 Sewer Study	Water-Wastewater Fund	30,000	(29,553)					\$ 447
2016 Mains & Services	Water-Wastewater Fund	(250,000)	(65,658)					\$ (315,658)
Shady Hollow Lift Station	Water-Wastewater Fund	100,000	(100,000)					\$ -
FM 1709 SS Extension	Wastewater Impact Fees	600,000	(600,000)					\$ -
Big Bear East Collector Line Replacement	Wastewater Impact Fees	75,000	(37,500)					\$ 37,500
Big Bear Creek Interceptor Ph. II	Water-Wastewater Fund	210,055	1,579					\$ 211,634
	Wastewater Impact Fees	49,750	600,000					\$ 649,750
	TOTAL PROJECT	259,805	601,579	-	-	-	-	\$ 861,384
2017 SS Evaluation Study	Water-Wastewater Fund	400,000	100,000					\$ 500,000
2017 Mains & Services Replacements	Water-Wastewater Fund	300,000	(300,000)					\$ -
2017 SS Utility Relocations	Water-Wastewater Fund	100,000						\$ 100,000
US 377 Sanitary Sewer Project	Water-Wastewater Fund	600,000						\$ 600,000
	Other	850,000						\$ 850,000
	TOTAL PROJECT	1,450,000	-	-	-	-	-	\$ 1,450,000
2018 Mains & Services Replacements	Water-Wastewater Fund	300,000	286,538					\$ 586,538

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS	
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24
2018 SS Utility Relocations	Water-Wastewater Fund	100,000						\$ 100,000
2019 Mains & Services Replacements	Water-Wastewater Fund	300,000						\$ 300,000
Big Bear West Interceptor Line Replacement	Water-Wastewater Fund	75,000	500,000					\$ 575,000
2019 SS Evaluation Study/I&I	Water-Wastewater Fund	120,000	120,000	120,000	120,000			\$ 480,000
2021 SS Evaluation Study/Capacity Analysis	Water-Wastewater Fund			90,000				\$ 90,000
	Wastewater Impact Fees			90,000				\$ 90,000
	TOTAL PROJECT			180,000				\$ 180,000
Walker Development Agreement	Water-Wastewater Fund		108,673					\$ 108,673
	Wastewater Impact Fees		37,500					\$ 37,500
	TOTAL PROJECT		146,173					\$ 146,173
Future Mains & Services Replacements	Water-Wastewater Fund			500,000	500,000	500,000	500,000	\$ 2,500,000
TOTAL WASTEWATER SYSTEM		\$ 3,959,805	\$ 621,579	\$ 800,000	\$ 620,000	\$ 500,000	\$ 500,000	\$ 7,501,384

DRAINAGE UTILITY SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL ALL YEARS
General Fund	24,500	-	-	-	-	-	-	24,500
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	-	350,000	-	-	-	-	-	350,000
Drainage Fund	1,981,200	595,000	525,000	425,000	325,000	-	-	3,851,200
Pointe Fund	-	-	-	-	-	-	-	-
Total Operating Funds	\$ 2,005,700	\$ 945,000	\$ 525,000	\$ 425,000	\$ 325,000	\$ -	\$ -	\$ 4,225,700
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
Total Impact Fee Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Other Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES	\$ 2,005,700	\$ 945,000	\$ 525,000	\$ 425,000	\$ 325,000	\$ -	\$ -	\$ 4,225,700



CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	

DRAINAGE UTILITY SYSTEM

Union Church Road	Drainage Fund	6,200	(5,360)								\$ 840
Keller Sports Park / Arena Road Culvert Rehab	Drainage Fund	600,000	(67,270)								\$ 532,730
2016 Unanticipated Drainage Projects - Balance	Drainage Fund	112,320	(24,831)								\$ 87,489
Bandit Trail Drainage Project	General Fund	24,500									\$ 24,500
	Drainage Fund	125,000	(21,377)								\$ 103,623
	TOTAL PROJECT	149,500	(21,377)								\$ 128,123
Barbara Lane Drainage Project	Drainage Fund	350,000									\$ 350,000
	Water-Wastewater Fund		350,000								\$ 350,000
	TOTAL PROJECT	350,000	350,000								\$ 700,000
2017 Unanticipated Drainage Projects	Drainage Fund	171,455									\$ 171,455
2018 Unanticipated Drainage Projects	Drainage Fund	200,000	118,838								\$ 318,838
Highland Oaks Crossing/Gabian Repair	Drainage Fund	116,225									\$ 116,225
Drainage Master Plan	Drainage Fund	150,000	200,000	200,000							\$ 550,000
Woods Drive	Drainage Fund	150,000									\$ 150,000
Nightingale Culvert Ph. 1	Drainage Fund		325,000	325,000							\$ 650,000

CITY OF KELLER FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY

PROJECT	FUNDING SOURCE	FISCAL YEARS					TOTAL ALL YEARS				
		PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		FY 2023-24	FY 2024-25		
Shady Lane South	Drainage Fund		70,000						\$	70,000	
Stream Bank Erosion Study	Drainage Fund				100,000					\$	100,000
Bear Creek Culvert	Drainage Fund				325,000	325,000				\$	650,000
TOTAL DRAINAGE UTILITY SYSTEM		\$ 2,005,700	\$ 945,000	\$ 525,000	\$ 425,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 4,225,700
TOTAL ALL PROJECTS AND YEARS		\$ 63,417,376	\$ 17,717,524	\$ 12,150,850	\$ 7,764,617	\$ 14,757,309	\$ 27,443,649	\$ 4,617,354	\$ -	\$ -	\$ 147,868,679

The background of the page features a large, light green watermark of the City of Keller logo. The logo consists of a stylized mountain range with horizontal lines, followed by the text "City of KELLER" in a serif font, where "City of" is in a smaller, italicized font and "KELLER" is in a larger, bold font.

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.



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ROADWAY IMPACT FEE FUND

FUND DESCRIPTION:

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

REVENUE SUMMARY

REVENUES:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Roadway Impact Fees	\$ 619,249	\$ -	\$ 427,886	\$ -	\$ -
Interest Earnings	143,761	-	100,971	-	-
TOTAL	\$ 763,010	\$ -	\$ 528,857	\$ -	\$ -

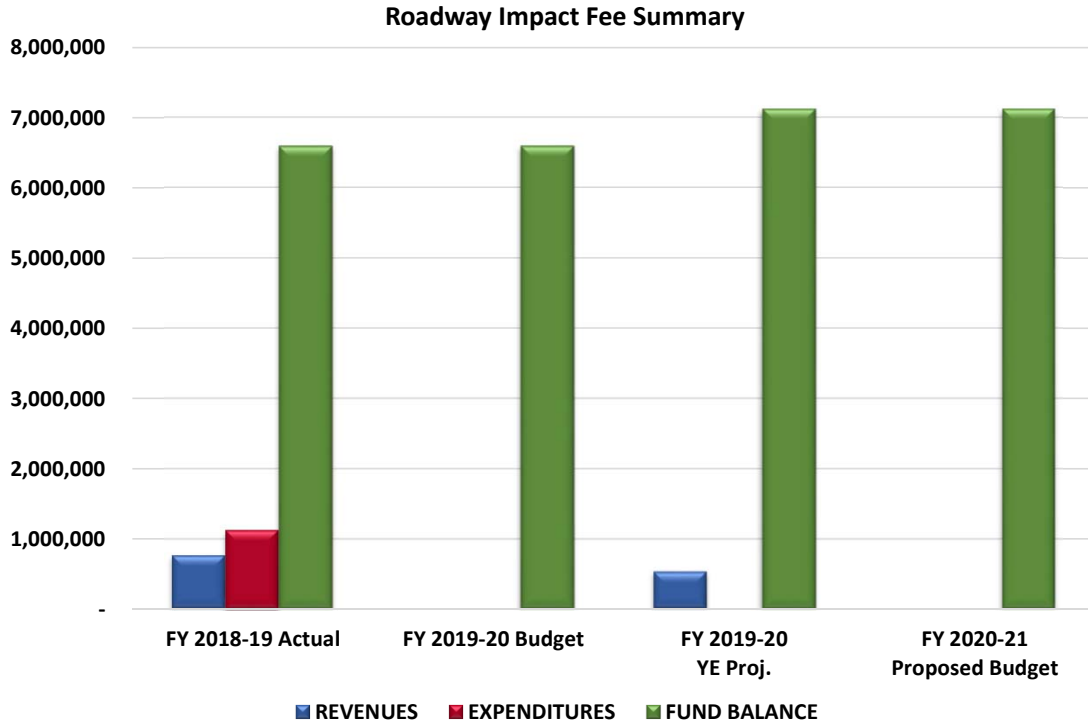
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Street Improvements	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -

ROADWAY IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 763,010	\$ -	\$ 528,857	\$ -	\$ -
EXPENDITURES	1,125,000	-	-	-	-
VARIANCE	(361,990)	-	528,857	-	-
FUND BALANCE	\$ 6,591,967	\$ 6,591,967	\$ 7,120,824	\$ 7,120,824	\$ 528,857



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
TOTAL	-	-	-	-	-

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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Park Development Fees	\$ 116,000	\$ -	\$ -	\$ -	\$ -
Interest Earnings	8,739	-	6,811	-	-
TOTAL	\$ 124,739	\$ -	\$ 6,811	\$ -	\$ -

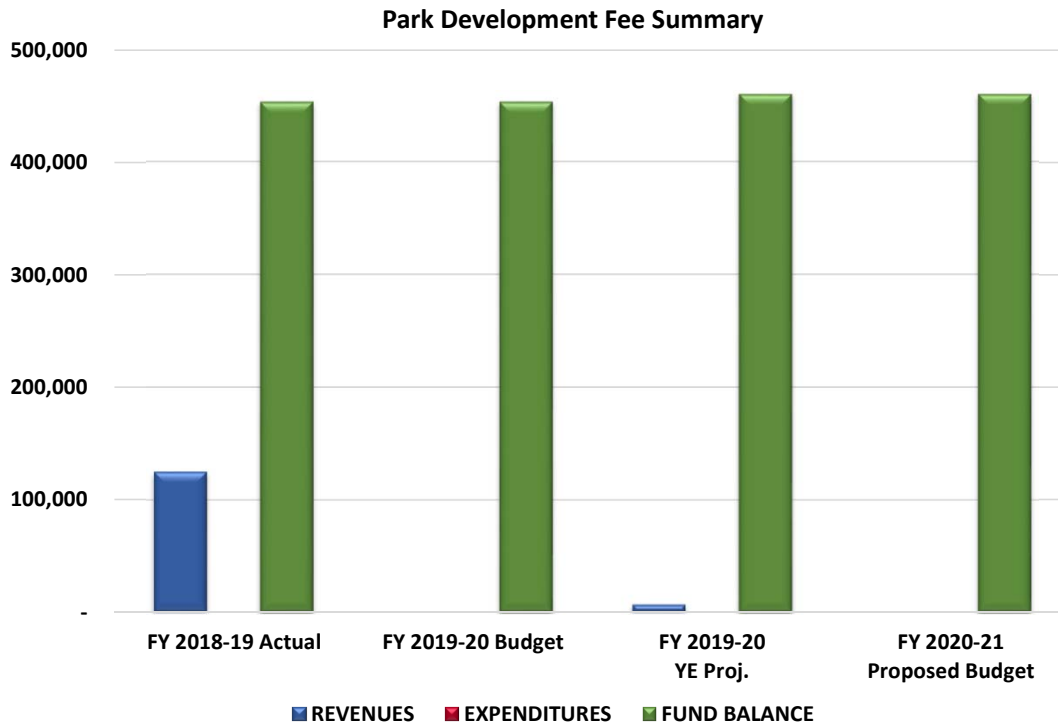
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Park Improvements/ Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

PARK DEVELOPMENT FEE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 124,739	\$ -	\$ 6,811	\$ -	\$ -
EXPENDITURES	-	-	-	-	-
VARIANCE	124,739	-	6,811	-	-
FUND BALANCE	\$ 452,971	\$ 452,971	\$ 459,782	\$ 459,782	\$ 6,811



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Water Impact Fees	\$ 302,738	\$ -	\$ 200,324	\$ -	\$ -
I/G Rev - Town of Westlake	120,327	-	122,688	-	-
Interest Earnings	3,631	-	7,436	-	-
TOTAL	\$ 426,695	\$ -	\$ 330,448	\$ -	\$ -

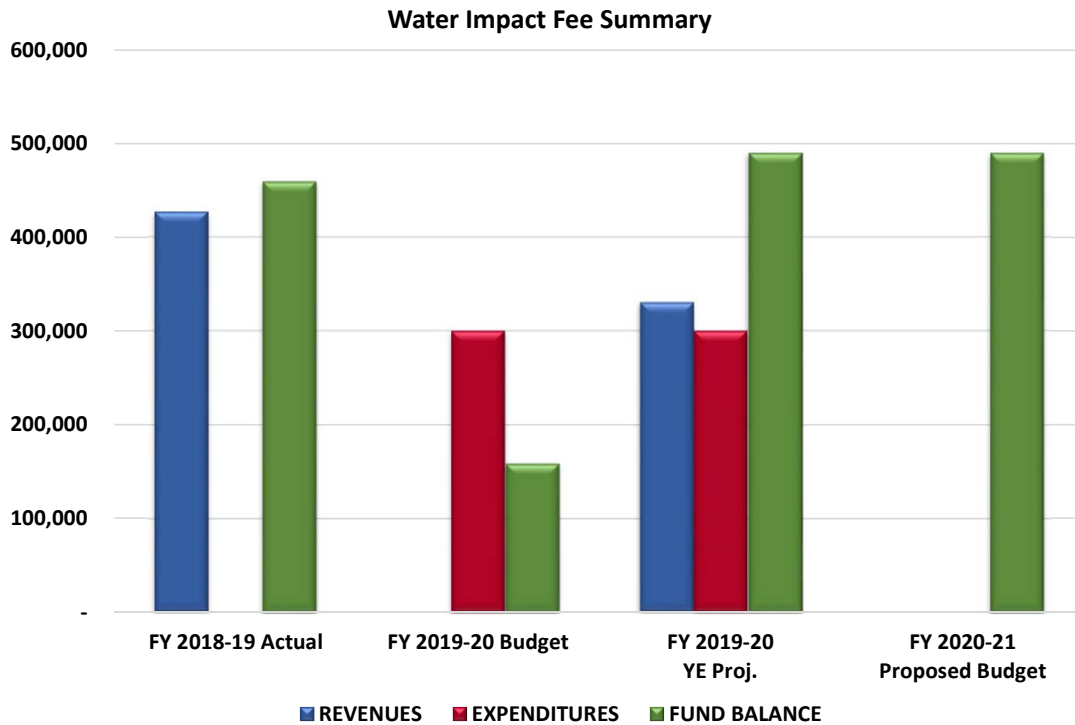
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Budget
	Actual	Budget	YE Proj.	Proposed	Variance (\$)
				Budget	
Water Improvements	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ (300,000)
TOTAL	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ (300,000)

WATER IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 426,695	\$ -	\$ 330,448	\$ -	\$ -
EXPENDITURES	-	300,000	300,000	-	(300,000)
VARIANCE	426,695	(300,000)	30,448	-	300,000
FUND BALANCE	\$ 459,031	\$ 159,031	\$ 489,479	\$ 489,479	\$ 330,448



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Wastewater Impact Fees	\$ 223,166	\$ -	\$ 163,588	\$ -	\$ -
Interest Earnings	69,682	-	53,485	-	-
TOTAL	\$ 292,848	\$ -	\$ 217,073	\$ -	\$ -

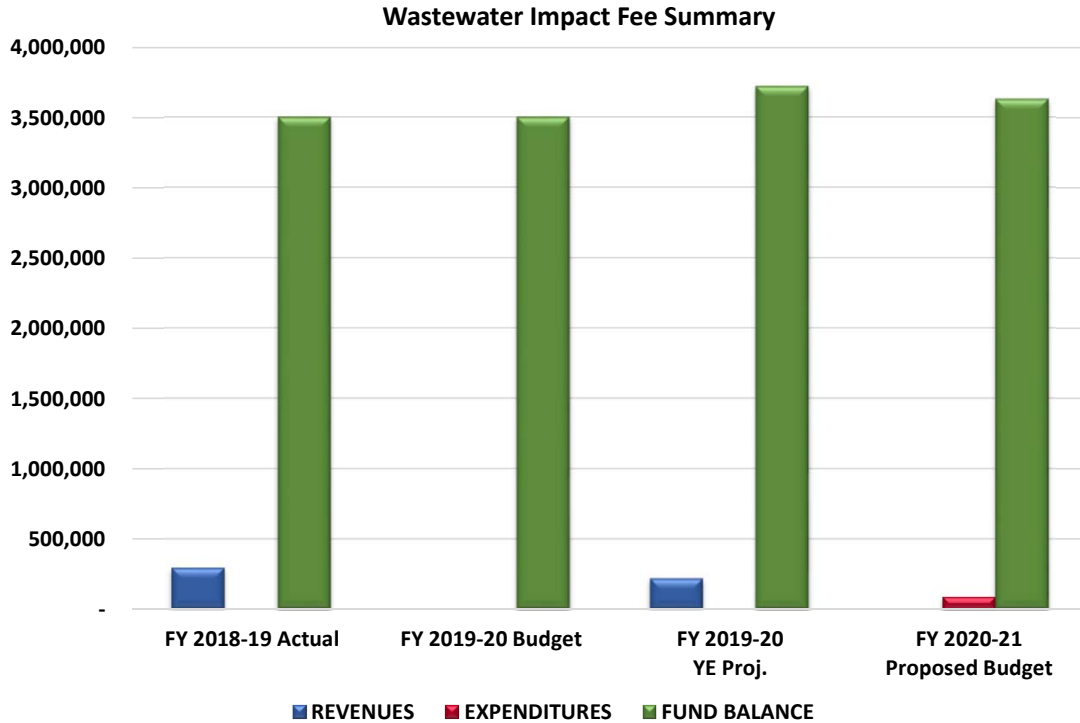
EXPENDITURE SUMMARY

EXPENDITURES BY DIVISION:	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
Wastewater Improvements	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
TOTAL	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000

WASTEWATER IMPACT FEE FUND

FUND BALANCE SUMMARY

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 Proposed Budget	Budget Variance (\$)
REVENUES	\$ 292,848	\$ -	\$ 217,073	\$ -	\$ -
EXPENDITURES	-	-	-	90,000	90,000
VARIANCE	292,848	-	217,073	(90,000)	(90,000)
FUND BALANCE	\$ 3,503,237	\$ 3,503,237	\$ 3,720,310	\$ 3,630,310	\$ 127,073



PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 YE Proj.	FY 2020-21 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 the budget adoption ordinances, a fee schedule, various financial policies, the basis for accounting, the fund accounting, various property tax analysis, a sales tax analysis, a summary of FTEs, a list of acronyms, and a glossary.

City of **KELLER**



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FY 2020-21 KELLER FEE SCHEDULE

Sec. 1 - Building Services

Residential Building	<p>\$0.84 per Square Foot</p> <p>Example: Square Feet: 2,500 = $\\$0.84 \times 2,500 = \\$2,100$</p>
Residential Additions	Same as Proposed Residential Building
Residential Alterations	Same as Proposed Residential Building
Accessory Buildings	Same as Proposed Residential Building
Building Permit Fees – Commercial	<p>\$23.50 \$1-\$500 construction value (cv)</p> <p>\$23.50 \$501-\$2,000 cv – First \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000; 65% of building permit fee (BPF) for plan review; plus \$50/year contractor registration;</p> <p>\$69.25 \$2,001-\$25,000 cv – First \$2,000, plus \$14 for each additional \$1,000 or fraction thereof to and including \$25,000; 65% of BPF for plan review; plus \$50/year contractor registration;</p>
Building Permit Fees – Commercial (cont.)	<p>\$391.25 \$25,001-\$50,000 cv – First \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50k; 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$643.75 \$50,001-\$100,000 cv – First \$50,000, plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$993.75 \$100,001-\$500,000 cv – First \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$3,233.75 \$500,001-\$1,000,000 cv – First \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$5,608.75 Over \$1,000,000 cv – First \$1,000,000, plus \$3.65 for each additional \$1,000 or fraction thereof; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>Commercial (new construction, additions and alterations) -</p> <p>Based on current building valuation table created by the International Code Council (ICC) which utilizes regional building valuation data upon which commercial building permit fees will be determined (see Attachment A).</p>
Certificate of Occupancy	<p>\$50</p> <p>*Only charged when no building permit is issued for construction.</p>

FY 2020-21 KELLER FEE SCHEDULE

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
Property Maintenance Fee	Actual cost for property maintenance, plus \$250 administration fee
Lien Fee	Actual cost for filing lien, plus \$250 administration fee and annual interest penalty of 10% to be applied monthly
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

FY 2020-21 KELLER FEE SCHEDULE

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
Mural Permit	\$350 application
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
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%

FY 2020-21 KELLER FEE SCHEDULE

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 5/8" - \$450 3/4" - \$475 1" - \$500 1½" - \$900 2"*** - \$ 1,025 2" Compound Meter - \$2,325
Water Service Tap/Meter (Corporate City Limits) (cont.)	Long Tap and Meter Installation 5/8" - \$800 3/4" - \$825 1" - \$850 1½" - \$ 1,275 2"*** - \$ 1,425 2" Compound Meter - \$2,725 Install meter only 5/8" - \$275 3/4" - \$300 1" - \$325 1½" - \$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.

FY 2020-21 KELLER FEE SCHEDULE

Sewer Service Tap (Corporate City Limits)	<p>\$350 – 4-inch tap within the City (if contractor required due to extenuating circumstances, contractor costs are to be borne by the applicant)</p> <p>Actual cost – larger than 4-inch tap within the City</p> <p>Outside City – Cost as determined on a case by case basis by Director of Public Works based on actual costs and impact to the system</p>
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	<ul style="list-style-type: none"> • Existing buildings/facilities – actual cost of materials • New buildings/facilities and existing buildings/facilities with privately funded improvements exceeding \$50,000 – no cost <p>Public parking space construction scope and schedule to be at the discretion of the Department of Public Works and dependent upon the availability of funding as determined by the City</p>
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)	<p>\$300 per application plus \$20 per lot residential (exceeding one lot); \$250 per application for single residential lot</p> <p>\$300 per application plus \$20 per acre for non-residential</p>
Planned Development	<p>\$400, plus \$10 per acre for planned development, planned development amendment and future land use plan amendment</p> <p>\$250 thoroughfare plan amendment</p>
Specific Use Permit	\$350, plus \$10 per acre
Rezoning Application	\$350, plus \$10 per acre

FY 2020-21 KELLER FEE SCHEDULE

Site Plan Application	<p>\$300 application, plus \$10 per acre</p> <p>\$200 application for minor amendments to previously approved Site Plans</p>
Variance Adjustment	\$200 application
Park Land Dedication	<p>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.</p>
Appeal to Tree Board	<p>Application - \$200</p> <p>\$150 per caliper inch mitigation</p>
Public Art Development Fee	.25% of Construction Value
Landscape/Screening Wall Plans	\$200
Gas Well Permit Fee	\$10,000 per well bore
Sec. 3 - Facility Rental Fees	
Field Rentals	<p>\$25 resident - 2 hour baseball & softball field plus \$20/2 hour for lights</p> <p>\$100 non-resident - 2 hour baseball & softball field, plus \$20/2 hour for lights</p> <p>\$50 per pad, per day for soccer pad, plus \$15/2 hour for lights</p> <p>\$200 per pad for 5 days soccer pad, plus \$15/2 hour for lights</p> <p>\$25 resident - 2 hr. multi use field, plus \$17/2 hour for lights</p> <p>\$100 non-resident - 2 hour multi-use, field plus \$17/2 hour for lights</p> <p> </p> <p>\$200 – day for multi-use arena; practice rental \$15/3 hour; clinic rental \$100/day; half-day clinic, \$50; 6 hour event, \$100; refundable security deposit, \$100; tractor & operator fee, \$30/3 hour minimum</p> <p> </p> <p>Refundable deposits - \$500 refundable security deposit for utilization of facility keys for Keller Sports Park</p>

FY 2020-21 KELLER FEE SCHEDULE

Stage Rental	<p>Stage rental fee, \$1,000 for the first six hours or any portion thereof, (includes delivery, set-up and tear down), and \$50 for each additional hour thereafter.</p> <p>Note: Accessories are only available for rent in conjunction with stage rental.</p> <ul style="list-style-type: none"> · 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	<p>Residential rental fee of \$30 for 3 hours, plus \$15 for each additional hour. Non-residential rental fee of \$40 for 3 hours, plus \$20 for each additional hour with a 3 hour minimum rental period for both.</p>
Sec. 4 - Sports Fees	
Non-Resident Fee	<p>Long-term users shall pay the city a non-resident fee of \$30 per player per sport season to recover a portion of the maintenance and operation costs of athletic fields and facilities. Non-resident fees shall be capped at \$90 per family, per season.</p>
Sec. 5 - Facility Use Fees	
Library Meeting Room Use	<p>free - residents \$25 for non-residents</p>
Library Membership Fee	<p>free - residents \$25 for non-residents, per family / year \$12.50 for non-resident seniors / year \$ 0.50 replacement card fee</p>
Library Microfilm/fiche and flash drives	<p>\$0.10 per page for microfilm/fiche \$8.11 each for flash drives</p>
Library Copy Machine	<p>\$0.10 per page for photocopy \$0.10 per page for black laser printer \$0.25 per page for color laser printer</p>
Library Fees	<p>Fees for damages/missing: DVD case, \$2, Audio or CD case, \$1, replacement CD from audio set, \$7.50</p>
Library Test proctoring	<p>\$20 each</p>

FY 2020-21 KELLER FEE SCHEDULE

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
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)

FY 2020-21 KELLER FEE SCHEDULE

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 \$23 per loaded transport mile of ambulance service. The City Manager shall be authorized to adjust the set fee structure which shall conform to the reasonable, customary, and usual charges associated with the provisions of health care.
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.

FY 2020-21 KELLER FEE SCHEDULE

Fire Construction Permit Fees	<p>\$23.50 \$1-\$500 cv</p> <p>\$ 23.50 \$501-\$2,000 cv – First \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 69.25 \$2,001-\$25,000 cv – First \$2,000 + \$14 for each additional \$1,000 or fraction thereof to and including \$25,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 391.25 \$25,001-\$50,000 – First \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$ 643.75 \$50,001-\$100,000 – First \$50,000, plus \$7 for each additional \$1,000 or fraction thereof to and including \$100,000; plus plan review fee equal to 65% of construction permit fee</p>
Fire Construction Permit Fees	<p>\$993.75 \$100,001-\$500,000 – First \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$3,233.75 \$500,001-\$1,000,000 – First \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000; plus plan review fee equal to 65% of construction permit fee</p> <p>\$5,608.75 over \$1 million – First \$1 million, plus \$3.65 for each additional \$1,000 or fraction thereof; plus plan review fee equal to 65% of construction permit fee</p>
Contractor Documentation Fee	\$50 annually, due January 1st of each year
Fire Operational Permit Fees	See Fire Construction Permit Fees
Fire Apparatus Fees	<p>\$400 hour – Fire apparatus w/crew - 2 hour minimum</p> <p>\$200 hour – Brush truck w/crew - 2 hour minimum</p> <p>\$250 hour – Ambulance w/crew - 2 hour minimum</p> <p>\$150 hour – ATV ambulance w/crew - 2 hour minimum</p> <p>\$280 hour – K.I.S.D. football game, EMS – per game</p> <p>\$75 hour – Inspector - 2 hour minimum</p> <p>\$60 hour – Standby firefighter - 2 hour minimum</p>

FY 2020-21 KELLER FEE SCHEDULE

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.

Sec. 9 – 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.
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FY 2020-21 KELLER FEE SCHEDULE

Sec. 10 - 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)	\$22.409
3/4" x 3/4" meter (Class Code AB)	\$27.889
1" meter (Class Code B)	\$33.556
1 1/2" meter (Class Code BC)	\$54.581
2" meter (Class Code C)	\$75.606
3" meter (Class Code D)	\$117.689
4" meter (Class Code E)	\$145.600
5" meter (Class Code F)	\$187.673
6" meter (Class Code G)	\$229.723
7" meter (Class Code H)	\$257.678
8" meter (Class Code I)	\$291.278

RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.158
2,000 - 10,000	\$4.377
10,001 - 20,000	\$4.794
20,001-25,000	\$5.365
25,001 - 40,000	\$6.825
40,000 +	\$7.396

NON-RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.158
2,001 - 10,000	\$4.377
10,001 - 20,000	\$4.536
20,001 - 25,000	\$6.362
25,001 - 40,000	\$6.825
40,000 +	\$7.396

FY 2020-21 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)	\$13.961
3/4" x 3/4" meter (Class Code AB)	\$17.320
1" meter (Class Code B)	\$20.668
1 1/2 " meter (Class Code BC)	\$25.627
2" meter (Class Code C)	\$30.575
3" meter (Class Code D)	\$45.262
4" meter (Class Code E)	\$68.146
5" meter (Class Code F)	\$99.119
6" meter (Class Code G)	\$146.695
7" meter (Class Code H)	\$217.097
8" meter (Class Code I)	\$321.323

Volume/Commodity Charge	Rates per 1,000 gallons:
Rates per 1,000 gallons	\$4.366
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 may use non-recurring resources and fund balances to fund non-recurring expenditures. Recurring expenditures shall be funded with recurring revenues only.

2.6 User charges, rates and fees shall be established at a level related to the cost of providing the services. These charges, rates and fees shall be reviewed not less than annually in order to determine the appropriate level of funding anticipated to support the various related activities. In order to mitigate the magnitude of rate increases necessary for the Water and Wastewater Enterprise Fund, an independent cost of service study will be conducted at least every three (3) years to review rate methodology and ensure revenues will meet future obligations. The cost of service study shall include operating costs, anticipated capital improvements and use of associated impact fees, provision for an adequate level of working capital, and requirements necessary to meet all current and future revenue bond covenants.

2.7 Rates for water and wastewater enterprise activities shall be maintained at levels sufficient to ensure that annual revenues will be available to pay all direct and indirect costs of the enterprise activities, including costs of operation, capital improvements, maintenance, and principal and interest requirements on outstanding debt, and interest and sinking fund and reserve fund requirements. The City recognizes an obligation to provide water and wastewater services to customers as economically as possible, while also maintaining the fiscal integrity of the Water and Wastewater Enterprise Fund; therefore, the City will seek to pass through (recover) increases in water supply costs and wastewater treatment services 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 or decrease in total appropriations for the fund.

2.16 Authority to transfer appropriations between a fund. Transfers of available appropriations in general classifications of expenditures between funds, shall be approved only by the City Council unless related to grant or bond activities.

2.17 Increase in total appropriations and use of contingency funds. The City Council shall also approve any budget modification(s) resulting in a net increase in appropriations, or any proposed use of contingency funds [*Keller Charter, Section 8.12*].

2.18 The City will strive to receive and retain the Distinguished Budget Presentation Award presented annually by the Government Finance Officers Association (GFOA).

2.19 Budgets of Enterprise and Internal Service Funds are prepared on a working capital basis, whereby depreciation expenses are not budgeted and capital outlay and debt service principal payments are budgeted as expenses. Reserves of Enterprise and Internal Service Funds will be disclosed using working capital as defined in the Fund Balance Policy, rather than retained earnings.

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

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

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

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

3. Capital Improvements.

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

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

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

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

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

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

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

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

4. Debt Management.

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

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

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

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

4.5 The City shall maintain good communications with the major bond rating agencies concerning the City's financial condition, and shall follow a policy of full disclosure in every financial report and official bond statement. The City will maintain sound fiscal management practices to maintain current bond ratings.

4.6 Interest and sinking fund and/or debt reserve balances shall be maintained in accordance with the City's most restrictive bond ordinances and/or covenants.

4.7 Use of impact fee revenue for debt will be evaluated during each budget year. The amount of impact fees being used for debt service shall be fully disclosed in the annual budget.

4.8 Debt issuance is costly, time-consuming and should be done no more than once a year if possible.

4.9 The percentage of the tax rate designated for debt service purposes should not exceed 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 Administrative Services or designee shall be responsible for maintaining written administrative procedures for all areas of cash and investments, in accordance with State statutes, City ordinances and these policies.

7.2 The City will enter into a depository agreement with one or more banks for a specified period of time and specified fees for banking services. The term of each depository agreement shall not exceed five (5) years unless otherwise approved by the City Council.

7.3 Collection, deposit and disbursement of all funds will be scheduled to ensure maximum cash availability and investment earnings.

7.4 The City's first and foremost investment objective shall be safety of principal. To meet this objective, the City will seek to obtain a competitive, or market rate-of-return on investments, consistent with the City's investment policy.

8. General Policies.

8.1 The City Manager is authorized to write off bad debt accounts less than one thousand dollars (\$1,000) which have been delinquent for more than one hundred twenty (120). These accounts will be aggressively pursued for collection by any lawful and available means. Accounts which are in bankruptcy status, involving a claim of one thousand dollars (\$1,000) or less, which require the City to make an election to the bankruptcy court, will be referred to the City Manager, with a recommendation by the City Attorney. The City Manager shall report all bad debt write-offs of note to City Council. All accounts involving write-offs greater than one thousand dollars (\$1,000) shall be referred directly to City Council for write off, or further recommended action.

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

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

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

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

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

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

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

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

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

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

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

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

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

[Approved November 19, 2019 by the Keller City Council, Resolution #4188.]

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 - 25% of on-going expenditures
 - b. General Debt Fund – 10% of average outstanding annual payments unless bond covenants require additional amounts
 - c. Utility Fund – 16.7% plus 10% of average outstanding annual payments unless bond covenants require additional amounts plus a rate stabilization reserve being the greater of 5% of on-going water and sewer revenues or \$500,000
 - d. Keller Development Corporation (KDC) - 10% of average outstanding annual payments unless bond covenants require additional amounts
 - e. Drainage Fund - 16.7%
 - f. Pointe Fund – a minimum of \$500,000
 - g. All other funds with debt, 10% of average outstanding annual payments unless bond covenants require additional amounts
 - h. Capital and other project life funds – fund balance should be a minimum of assignments and commitments
2. The General Fund shall have a maximum fund balance of 50%, excluding non-reserve assignments and commitments. When the amount is exceeded, the City shall identify one-time expenditures for which to use the funds for, consider tax rate changes, and/or review non-tax revenue rates to ensure no unnecessary over collection of revenues.
3. For enterprise funds, fund balance will be defined as working capital and shall represent current assets minus current liabilities without future bond payments.
4. If unassigned fund balance unintentionally falls below required levels, or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City will implement the provisions of the *Financial Management Contingency Plan* in order to restore the uncommitted fund balance to the minimum required level.
5. The City Council may appropriate unassigned fund balance for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.
6. When multiple categories of fund balance are available for expenditure, such as a capital project being funded by a combination of grant funds, funds set aside by the City Council, and unassigned fund balance, the City will spend projects funds from the most restricted category first (e.g., grant funds). When the most restricted fund balance has been spent on the project, then funds will be spent from the next most restrictive category (e.g., committed or assigned fund balance), continuing this pattern until all project funds have been expended.
7. City shall minimize the use of committed fund balances in major operating funds when possible. Methods of reducing the commitments include transferring project funds to capital projects, creating and maintaining equipment replacement and long-term maintenance funds, and creating and maintaining operating project funds for non-capital projects.
8. The Director of Administrative Services shall be responsible for monitoring and reporting the City's various reserve balances. The City Manager is directed to make recommendations to the Council of the use of reserve funds, as an element of the annual operating budget submission, or as necessary throughout the fiscal year, as circumstances may arise.
9. Compliance with the provisions of this policy shall be reviewed as a part of the annual operating budget adoption and subsequent review will be included in the annual audit and financial statement preparation procedures.

[Approved November 19, 2019 by the Keller City Council, Resolution #4188.]

Fiscal Management Contingency Plan

The contingency plan is a planning document that will be used in the event there is a downturn in economic conditions that will negatively impact the City of Keller budget. The City is dependent on a stable, growing economy so that budgeted revenues will be realized. .

The fiscal management plan will assist City management in guiding future planning efforts. The Plan is a guide only, and is intended to assist in budget balancing strategies. Depending upon management's response to economic and financial conditions, some parts of the plan may be implemented sooner or later, in accordance with direction from the City Council. Economic and budget conditions will be evaluated monthly, and any budget impacts resulting from economic conditions or trends will be identified.

The contingency plan goals in order are:

1. Protect current service levels, including staffing
2. Minimize cost impacts to Citizens
3. Provide competitive pay and benefits to all employees.

Budgetary Revenue Shortfall Contingency Plan

- A. The City will establish a plan to address economic situations that cause revenue to be significantly less than the adopted budget revenue. The plan is comprised of the following components:

Levels – Serve to classify and communicate the severity of the estimated budgetary revenue shortfalls and identify the actions to be taken at the given phase.

Actions – Preplanned steps to be taken in order to prudently address and counteract the estimated budgetary revenue shortfall.

- B. The actions listed in Levels I through IV are intended to be short-term in nature. In the event the underlying economic situation is expected to last for consecutive years, more permanent actions will be taken.
- C. The City Manager or designee will apprise City Council at the regular City Council meeting immediately following any action taken through this plan. Information such as underlying economic condition, economic indicators, estimated budgetary revenue shortfalls, actions taken and expected duration will be presented to City Council.
- D. The City Council may appropriate available fund balance as needed to cover any estimated revenue shortfall. Appropriation of fund balance must be carefully weighed and long-term budgetary impacts must be considered in conjunction with the projected length of the economic downturn. If the use of fund balance will put a fund under fund balance policy requirements must include plan to replenish the fund balance back to the minimum.
- E. Actions taken through this plan must always consider the impact on revenue generation. Actions taken should reduce expenses well in excess of resulting revenue losses.
- F. The following is a summary of classifications and the corresponding actions to be taken.
1. Revenues

- i. Level I: Identify any potential new revenue sources.
- ii. Level II: Evaluate user fees in order to remain competitive.

Identify and/or implement new revenue sources.

Evaluate property tax rate increase.

Evaluate water and wastewater rate increases.

Evaluate use of available fund balance.

- i. Level III: Recommend property tax increase.
- ii. Recommend water and/or wastewater rate increase.
- iii. Recommend new revenues, or increases in current fees.
- iv. Recommend use of available fund balance.
- v.

b.

c. Expenditures:

- i. Freeze newly created positions.
- ii. Implement a time delay for hiring vacant positions.

d. Revenues:

- i. Identify any potential new revenue sources.

e. Service Level Impacts:

- i. Minor service level disruptions and/or delays.
- ii. New projects may be postponed or deferred.
- iii. Begin planning for Levels II through IV.
- iv. Implement Community Communication Plan in order to communicate to citizens any service levels that may be impacted.

f. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate normal operating procedures.

2. Level II: The estimated annual revenue is below budget projections for 6 consecutive months. Current economic conditions and indicators are anticipated to continue.

a. Expenditures:

- i. Implement a managed-hiring program for vacant positions.
- ii. Reduce the hours/number of part-time and seasonal employees as per Reduction In Force Policy.
- iii. Reduce travel and training expenses.
- iv. Review and prioritize reductions of operating and capital expenditures.
- v. Eliminate or defer capital outlay expenses.
- vi. Review and prioritize expenses for professional and contracted services.

b. Revenues:

- i. Evaluate user fees in order to remain competitive.
- ii. Identify and/or implement new revenue sources.
- iii. Evaluate property tax rate increase.
- iv. Evaluate water and wastewater rate increases.
- v. Evaluate use of available fund balance.

c. Service Levels Impacts:

- i. Cutbacks or reductions in non-essential day-to-day operations (number of times parks are mowed, hours of operations of facilities).
- ii. Defer general (non essential) maintenance.
- iii. Prioritize and defer or freeze vehicle replacements, computer upgrades and new computer purchases. Replacements for essential non-working equipment are allowed, subject to approval by the City Manager.

- iv. Reduce or defer non-essential repair and maintenance expenses. Examples – vehicles, communications, office equipment, machinery and buildings. Repair and maintenance of essential non-working equipment is permitted, subject to approval by the City Manager.
 - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level I.
- 3. Level III: The estimated annual revenue is below budget projections for 9 consecutive months, or is below budget projections by more than 6% for 6 consecutive months. Current economic conditions and indicators are anticipated to continue or possibly worsen.
 - a. Expenditures:
 - i. Prepare for implementation of a Reduction in Force Plan.
 - ii. Implement a compensation freeze.
 - iii. Identify overtime expenses that may likely be reduced.
 - iv. Reduce external program funding.
 - v. Eliminate or defer pending capital improvement projects.
 - vi. Consider deferring payments to City-owned utilities – water and wastewater services.
 - b. Revenues:
 - i. Recommend property tax increase.
 - ii. Recommend water and/or wastewater rate increase.
 - iii. Recommend new revenues, or increases in current fees.
 - iv. Recommend use of available fund balance.
 - c. Service Level Impacts:
 - i. Significant reductions in service levels.
 - ii. Evaluate and/or recommend a reduction in hours of operation at all facilities.
 - iii. Essential programs and services will be evaluated for reductions.
 - iv. Reduce energy costs through reduction in hours of operations.
 - d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level II.
- 4. Level IV: The estimated annual revenue is below budget projections for 12 consecutive months, or is below budget projections by more than 6% for 9 consecutive months. Current economic conditions and indicators are anticipated to continue and are likely to worsen.
 - a. Expenditures:
 - i. Implement Reduction in Force Plan (reduce employee personnel costs, including an employee furlough plan for time off without pay and/or four-day work weeks, laying off of personnel, etc).
 - ii. Consider other cost reduction strategies.
 - iii. Reduce departmental budgets by a fixed percentage or dollar amount.
 - iv. Eliminate external program funding.
 - v. Reduce and/or eliminate overtime expenses throughout departments.
 - b. Revenues:
 - i. Implement property tax rate increase.
 - ii. Implement water and wastewater rate increase.
 - iii. Increase user fees.
 - iv. Implement use of available fund balance.
 - c. Service Level Impacts:
 - i. Reduce hours of operations of all facilities.

- ii. Implement service level reductions throughout all departments and/or eliminate specific programs.
- iii. Departments will prioritize service levels and programs according to City Council goals and objectives.
- iv. Defer infrastructure and street overlay maintenance.
- d. Improvement in Economic Conditions. When the estimated annual revenue equals or exceeds the budget projections for 3 consecutive months, *and economic indicators are anticipated to continue to improve*, initiate Level III.

BASIS OF ACCOUNTING

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

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

FUND ACCOUNTING

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

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

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

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

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

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

FUND MATRIX

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

Fund	Governmental Funds				Proprietary Funds		Trust Funds
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services	
OPERATING BUDGET FUNDS							
General Fund							
Water And Wastewater Fund							
Drainage Utility Fund							
Keller Development Corporation Fund							
The Keller Point Fund							
Keller Crime Control & 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							
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							

1 - These funds are presented in the budget for informational purposes only. They are not budgeted, however, funds may be transferred to CIP projects. For audit proposes, they are presented as stand-alone CIP funds.

2 - This fund is presented in the budget for informational purposes only. It is not budgeted, however, funds may be transferred to CIP projects. For audit proposes, it is combined with Water/Waster Fund activity

DEPARTMENTAL MATRIX

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

Department	Governmental Funds				Proprietary Funds	
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services
Administration/General Government						
Community Development						
Police Department						
Fire Department						
Public Works Department						
Keller Public Library						
Parks and Recreation						
Utility Administration						
Customer Services						
Water Utilities						
Wastewater Utilities						
MSC Operations						
Drainage Utility						
Information Technology						
Keller Pointe						
Non-Departmental						

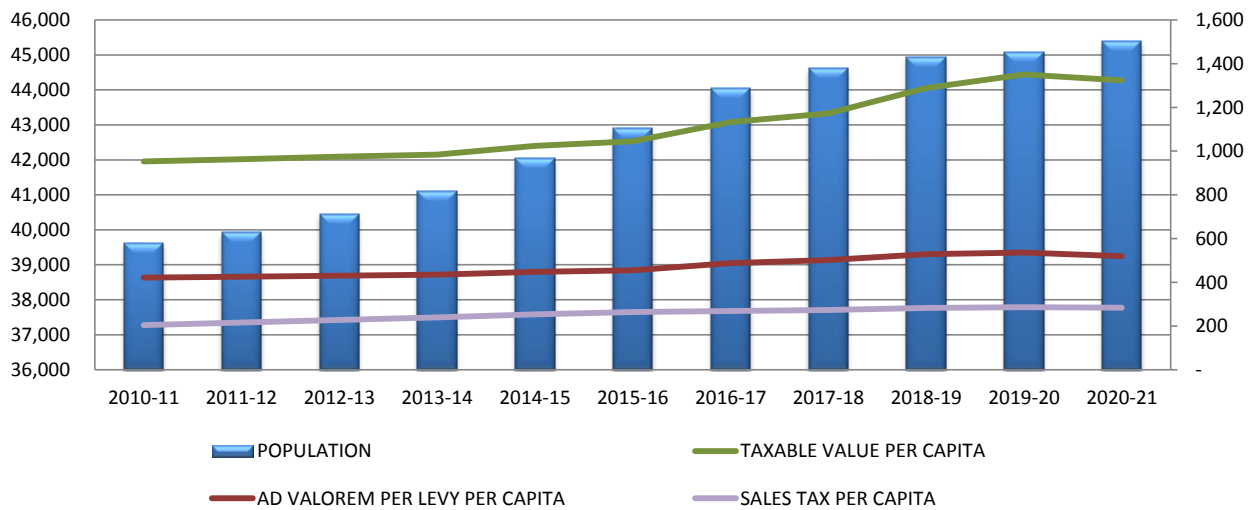
ASSESSED VALUE AND LEVY ANALYSIS

	2019-20 BUDGET	2019-20 BUDGET	2020-21 BUDGET
Total Assessed Value	\$ 5,928,042,940	\$ 6,201,052,393	\$ 6,106,325,212
% change	6.85%	4.61%	(1.53)%
Less Frozen Value	806,353,824	899,174,687	934,912,645
Less TIRZ Value	0	0	0
Net taxable value	\$ 5,121,689,116	\$ 5,301,877,706	\$ 5,171,412,567
% change	9.97%	3.52%	(2.46)%
Tax rate per \$100	0.41325	0.39990	0.39500
Taxable Value levy	21,165,380	21,202,209	20,427,080
Levy on frozen properties	2,756,906	3,150,854	3,305,916
Tax levy	\$ 23,922,286	\$ 24,353,063	\$ 23,732,996
Estimated collection rate	99.25%	99.25%	99.25%
Estimated levy collection	\$ 23,742,869	\$ 24,170,415	\$ 23,554,998
% change	6.90%	1.80%	(2.55)%
Tax Rate Distribution			
General Fund (M&O)	\$ 0.332943	\$ 0.318276	\$ 0.324190
Debt Service Fund (I&S)	0.080307	0.081624	0.070811
TOTAL	0.41325	0.39990	0.39500
% change	(3.33)%	(3.23)%	(1.23)%
Dollar Distribution			
General Fund (M&O)	19,660,642	19,875,273	19,920,559
Debt Service Fund (I&S)	4,082,227	4,295,142	3,661,903
TOTAL	\$ 23,742,869	\$ 24,170,415	\$ 23,582,462
% change	2.64%	1.80%	(2.43)%

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
2010-11	39,627	3,776,173,141	953	16,697,860	421	8,087,781	204
2011-12	39,920	3,845,586,373	963	17,004,798	426	8,615,790	216
2012-13	40,440	3,939,528,881	974	17,420,203	431	9,184,887	227
2013-14	41,090	4,043,888,767	984	17,881,672	435	9,817,738	239
2014-15	42,040	4,304,034,581	1,024	18,816,809	448	10,660,049	254
2015-16	42,890	4,482,783,378	1,045	19,486,211	454	11,312,875	264
2016-17	44,050	4,991,173,391	1,133	21,462,046	487	11,812,753	268
2017-18	44,620	5,234,466,178	1,173	22,377,343	502	12,210,696	274
2018-19	44,940	5,788,817,005	1,288	23,742,869	528	12,700,697	283
2019-20	45,090	6,089,788,184	1,351	24,170,415	536	12,900,957	286
2020-21	45,400	6,008,353,326	1,323	23,554,998	519	12,900,957	284

Population and Per Capita Growth

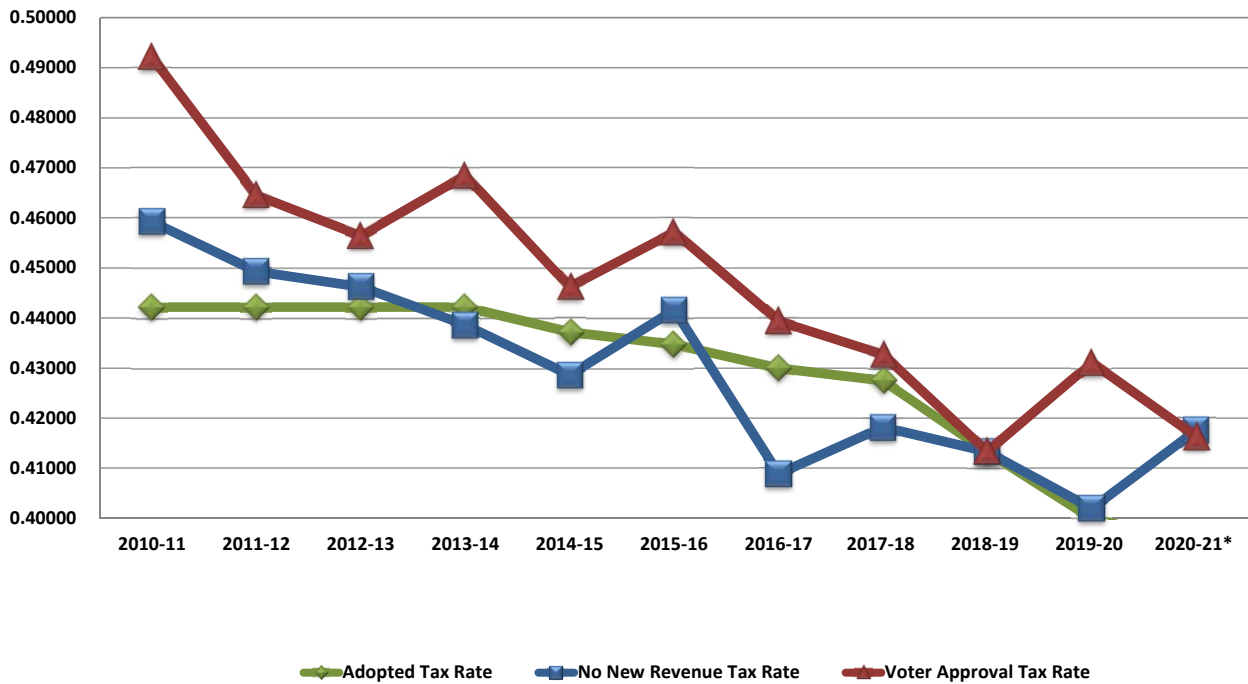


TAX RATES AND AVERAGE HOME VALUE FOR LAST TEN YEARS

Fiscal Year	Adopted Tax Rate	\$ Change	No New Revenue Tax Rate	\$ Adopted Over/ (Under)	Voter Approval Tax Rate	\$ Adopted Over/ (Under)	Average Home Taxable Value	% Average Home Taxable Value Growth	Average Home Tax Levy	% Average Home Tax Levy Growth
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	(0.0047)	0.40885	0.0211	0.43938	(0.0094)	316,629	10.10%	1,361.50	8.91%
2017-18	0.42750	(0.0025)	0.41819	0.0093	0.43269	(0.0052)	329,840	4.17%	1,410.07	3.57%
2018-19	0.41325	(0.0143)	0.41328	(0.0000)	0.41330	(0.0001)	339,361	2.89%	1,402.41	-0.54%
2019-20	0.39990	(0.0134)	0.40195	(0.0020)	0.43106	(0.0312)	355,394	4.72%	1,421.22	1.34%
2020-21*	0.39500	(0.0049)	0.41759	(0.0226)	0.41628	(0.0213)	351,817	-1.01%	1,389.68	-2.22%

* - FY 2020-21 reflects the proposed rate which will be considered for adoption on September 15, 2020

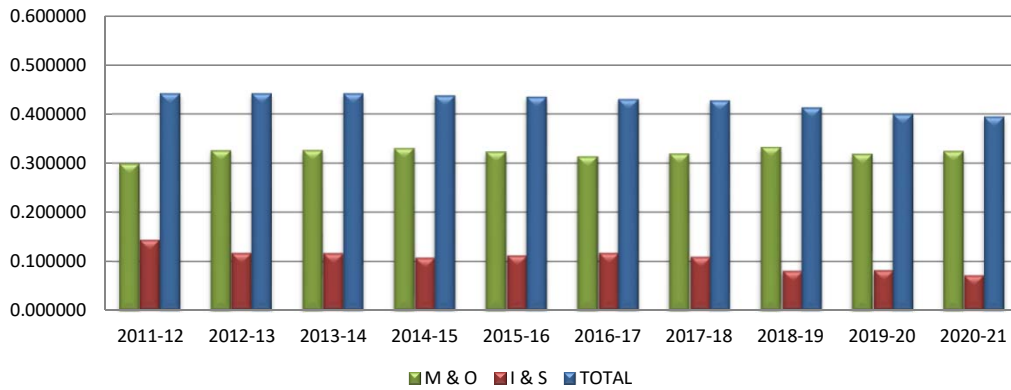
TAX RATE COMPARISONS



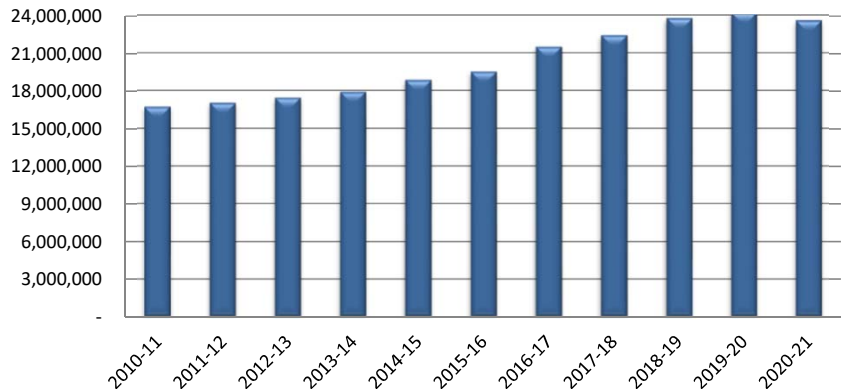
TAXABLE AD VALOREM, RATES, AND LEVIES FOR TEN YEARS

FISCAL YEAR	TAXABLE AD VALOREM	ANNUAL TAXABLE AD VALOREM		M & O	% OF RATE	I & S	% OF RATE	TOTAL	M&O & I&S LEVY	ANNUAL LEVY GROWTH
		AD VALOREM	GROWTH							
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	26.2%	0.442190	\$17,881,672	2.6%
2014-15	\$4,304,034,581		6.4%	0.330480	75.6%	0.106710	24.4%	0.437190	\$18,816,809	5.2%
2015-16	\$4,482,783,378		4.2%	0.323170	74.3%	0.111520	25.7%	0.434690	\$19,486,211	3.6%
2016-17	\$4,991,173,391		11.3%	0.313578	72.9%	0.116422	27.1%	0.430000	\$21,462,046	10.1%
2017-18	\$5,234,466,178		4.9%	0.318985	74.6%	0.108515	25.4%	0.427500	\$22,377,343	4.3%
2018-19	\$5,788,817,005		10.6%	0.332943	80.6%	0.080307	19.4%	0.413250	\$23,742,869	6.1%
2019-20	\$6,089,788,184		5.2%	0.318276	79.6%	0.081624	20.4%	0.399900	\$24,170,415	1.8%
2020-21	\$6,008,353,326		-1.3%	0.324190	82.1%	0.070811	17.9%	0.395000	\$23,554,998	-2.5%

Ad Valorem Rate by Fiscal Year

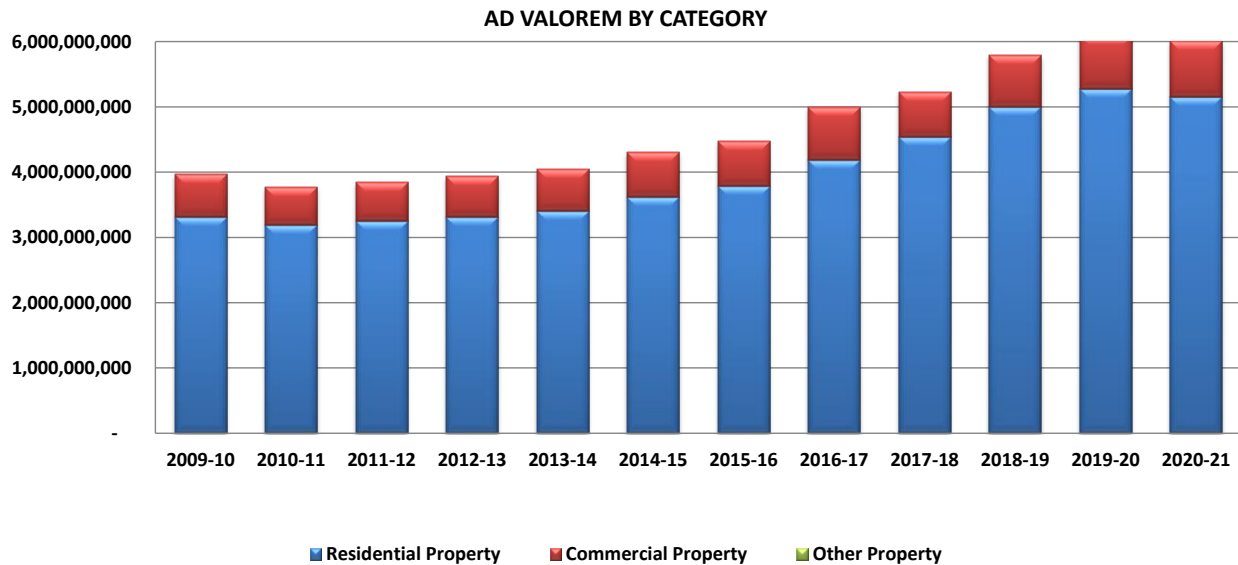


Ad Valorem Levy by Fiscal Year



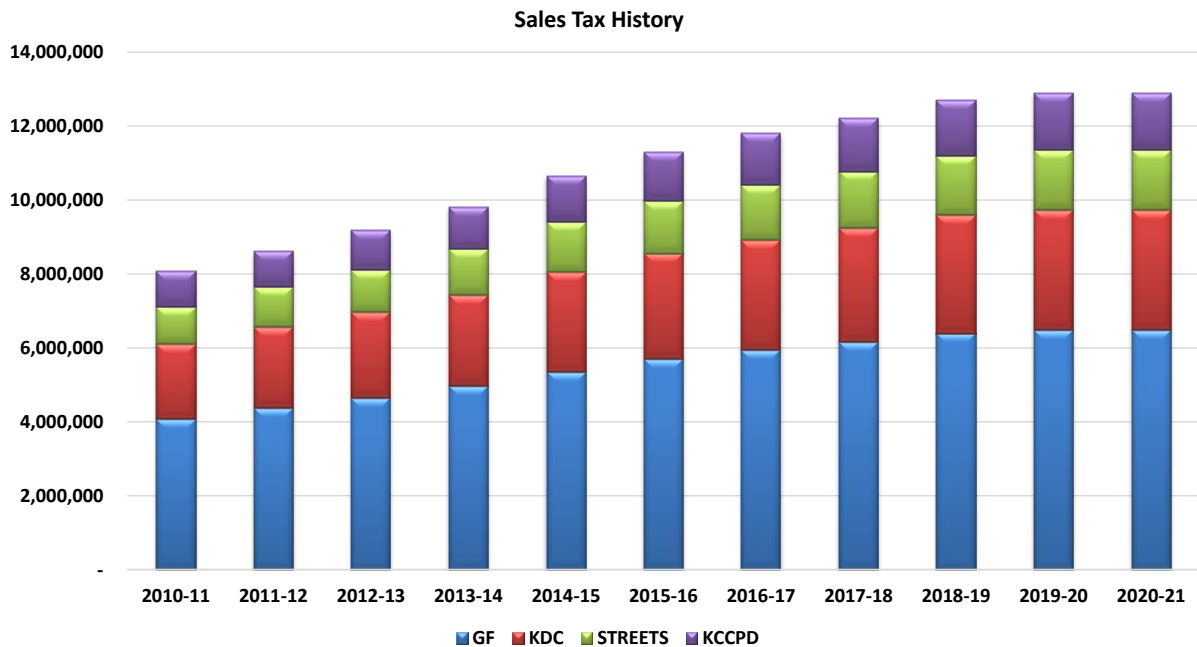
TAXABLE AD VALOREM BY TYPE LAST TEN YEARS

Fiscal Year	Residential Property	% of Total	Commercial Property	% of Total	Other Property	% of Total	Total Taxable Ad Valorem	Annual Taxable Ad Valorem Growth
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%
2019-20	5,277,268,282	86.7%	811,872,981	13.3%	646,921	0.0%	6,089,788,184	5.2%
2020-21	5,153,549,974	85.8%	854,288,438	14.2%	514,915	0.0%	6,008,353,326	-1.3%



SALES TAX BY FUND LAST TEN FISCAL YEARS

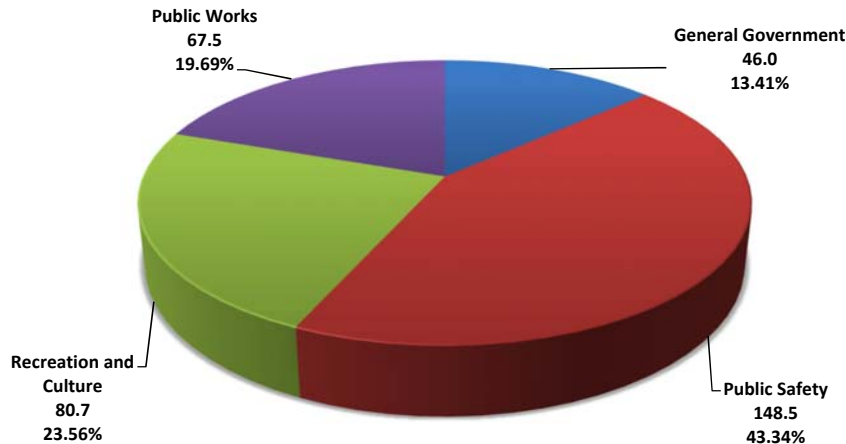
FISCAL YEAR	GENERAL FUND	KELLER DEVELOPMENT COPORATION	STREET MAINTENANCE	KELLER CRIME CONTROL AND PREVENTION DISTRICT	TOTAL	% OF AD VALOREM TAX LEVY	AD VALOREM TAX RATE
2010-11	4,069,146	2,034,573	1,017,287	966,775	8,087,781	48.4%	\$ 0.2142
2011-12	4,368,625	2,184,313	1,092,156	970,696	8,615,790	50.7%	\$ 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	6,155,624	3,077,812	1,538,906	1,438,354	12,210,696	54.6%	\$ 0.2333
2018-19	6,393,171	3,196,586	1,598,293	1,512,648	12,700,697	53.5%	\$ 0.2211
2019-20	6,488,274	3,244,137	1,622,069	1,546,477	12,900,957	53.4%	\$ 0.2134
2020-21	6,488,274	3,244,137	1,622,069	1,546,477	12,900,957	54.8%	\$ 0.2163



FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION LAST TEN YEARS

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
General Government										
Administration	8.00	8.00	8.00	9.00	9.48	9.48	7.48	7.48	7.00	7.00
Finance & Accounting	7.00	7.00	7.00	7.50	7.50	7.50	8.00	8.00	8.00	8.00
Town Hall Operations	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Human Resources	5.00	5.00	5.00	5.00	5.48	5.48	5.48	5.48	5.48	5.48
Economic Development	1.00	1.50	2.50	1.78	1.78	1.78	2.48	2.48	2.48	2.48
Municipal Court	3.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Development	11.00	12.00	11.96	12.41	12.41	12.66	12.27	12.27	13.00	13.00
Information Technology	7.00	8.00	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Total General Government	45.50	44.75	45.46	45.69	46.65	46.90	45.71	45.71	45.96	45.96
Public Safety										
Police										
Officers	50.50	51.50	50.00	49.00	49.00	49.00	49.00	49.75	50.75	50.50
Civilians	34.00	34.00	35.48	37.48	37.48	38.48	39.44	40.44	41.44	41.00
Total Police	84.50	85.50	85.48	86.48	86.48	87.48	88.44	90.19	92.19	91.50
Fire										
Firefighters and Officers	57.00	57.00	57.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00
Civilians	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Fire	59.00	59.00	59.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00
Total Public Safety	143.50	144.50	144.48	143.48	143.48	144.48	145.44	147.19	149.19	148.50
Recreation and Culture										
Parks and Recreation	71.60	71.77	75.60	74.06	72.02	71.02	72.28	72.28	66.72	65.20
P&R Department	25.04	25.04	28.20	28.06	28.56	28.56	28.56	28.56	23.00	22.00
Pointe	46.56	46.73	47.40	46.00	43.46	42.46	43.72	43.72	43.72	43.20
Library	15.42	15.42	15.42	15.48	15.48	15.49	15.52	15.52	15.52	15.52
Total Culture and Leisure	87.02	87.19	91.02	89.54	87.50	86.51	87.80	87.80	82.24	80.72
Public Works										
Administration	2.00	2.13	2.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00
Engineering	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00
Street Maintenance	8.83	9.60	9.60	9.83	9.83	9.83	9.50	9.50	9.50	9.50
Water Utilities	30.30	30.67	30.67	30.17	30.17	32.17	31.50	31.98	31.98	31.98
Wastewater Utilities	9.50	9.50	9.50	11.50	11.50	10.50	10.50	10.50	10.50	10.50
Drainage	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50
Total Public Works	62.13	63.40	63.77	65.50	65.50	66.50	66.00	66.48	66.48	67.48
Total	338.15	339.84	344.73	344.21	343.13	344.39	344.95	347.18	343.87	342.66

FY 2020-21 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.

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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*.)